

SUMMARY OF SURGICAL PATHOLOGY

Guidelines for Allscripts & Manual Request Forms and Specimen Preparation

EXAM DESIRED	SPECIMEN PREPARATION	SOURCE OF FIXATIVE	FORM
Routine histologic exam, all tissue	10% buffered formalin	Surg Path (858)554-9716	55-4407
Frozen Section	Fresh on moist saline Telfa, in a sealed bag or container	None required Must be fresh	55-4407 55-4594
Immunofluorescence	Zeus fixative or fresh. If fresh, call the Pathology Office. (858)554-8605	Surg Path (858)554-9716	55-4407
Microbiology **	Sterile tissue/pus/swab	Microbiology (858)554-9656	55-8195
Lymph nodes	Fresh unless part of a regional node dissection for carcinoma or melanoma, (then 10% buffered formalin)	Surg Path (858)554-9716	55-4407
Bone marrow biopsy and/or Aspirate	Call Cytology Lab, (858)554-9728		55-8310
Renal Biopsies (Medical Kidney Disease)	Portion of sample in each: 10% formalin, glutaraldehyde, Zeus fixative or fresh. If fresh call the Surg Path Lab.	Surg Path (858) 554-9716	55-4407
Renal Biopsies for Transplant Rejection	10% formalin	Surg Path (858)554-9716	55-4407
Electron Microscopy	Submit in glutaraldehyde.	Surg Path (858)554-9716	55-4407
Combined Requests	Call Pathology Office for instructions (858)554-8605		
Skeletal Muscle	Submit fresh to lab immediately on muscle biopsy clamp.	None required	55-4407
Nerve Biopsy	Submit FRESH.	Surg Path (858)554-9716	55-4407

** Call Microbiology (858)554-9656 if you have any questions at all about a specimen.

SURGICAL PATHOLOGY REQUEST FORM:

All specimens submitted for histological evaluation must be accompanied by a completed Allscripts form or Form 55-4407, Surgical Pathology Request Form. Request form must legibly indicate complete patient name, birth date, sex, LMP (for GYN specimens), hospital number, **complete physician name**, physician number, and site location. Tissue information must should include type, location, procedure, and diagnosis and/or pre-op impression, ICD-9 code and physician signature. Incomplete request forms may be returned to the submitting physician causing a delay in diagnosis.

INTRAOPERATIVE CONSULTATION (FROZEN SECTION, CYTOLOGY PREPARATION, STAT GROSS):

The Pathology Department must be notified via (858) 554-9716 or x8605 of cases where intraoperative consultation (Frozen Section or STAT Gross) is requested. When the specimen is obtained, it should be maintained in a fresh state and brought in an appropriate container immediately to the Surgical Pathology Laboratory from the Main O.R., or on wet ice to Surgical Pathology Laboratory (if from APAS) with a fully completed Operating Room Consultation, Form 55-4594 (blue form) or CPM form.

FIXATION OF SMALL SPECIMENS:

Small specimens should be placed in 10% neutral buffered formalin. Specimen bottles are provided by the Histology Laboratory.

SKELETAL MUSCLE BIOPSY:

Submit fresh biopsy on a muscle biopsy clamp wrapped in saline-soaked gauze and placed in an appropriately labeled specimen container. The Surgical Pathology request form should include the name of the surgeon performing the biopsy, as well as the physician requesting the biopsy.

PERIPHERAL NERVE BIOPSIES:

Nerve biopsies should be obtained as long as possible, i.e., 1-2 cm. in length. The specimen should be placed in glutaraldehyde and brought to the Surgical Pathology Lab.

LYMPH NODE BIOPSIES:

Lymph nodes must be submitted fresh, unless they are part of a regional lymph node dissection for carcinoma or melanoma (those may be submitted in 10% formalin).

HORMONE RECEPTOR ASSAY (ESTROGEN AND PROGESTERONE):

ER and PR are automatically done on all breast cancers using routine formalin fixed material. Write requests for ER and PR on other specimens directly on the appropriate Surgical Pathology or Cytology requisition form. Time collected and time placed in formalin must be entered in the electronic requisition or on the written requisition.

ELECTRON MICROSCOPY:

Contact Anatomic Pathology Office at (858)554-8605 for instructions.

POC FOR CYTOGENETICS:

Fresh or moist Telfa pad in a sealed bag or container. Call Surgical Pathology at (858) 554-9716 and send specimen STAT to lab.

FRESH SPECIMENS:

All fresh specimens must be sent immediately to the Surgical Pathology Lab on wet ice. If sent via Stat courier from outside facilities, they must be clearly marked as FRESH and the lab must be notified that the specimen is coming.

REVIEW OF OUTSIDE SLIDES/BLOCKS:

Patient material from outside institutions should be submitted by the patient's physician to Pathology. The slides or blocks should be accompanied by a completed Surgical Pathology Request Form with complete patient history and patient identification. The outside pathology report must be included.

Please note that it is hospital policy that all outside diagnoses of malignant neoplasm be reviewed prior to surgery, treatment (chemo, radiation, etc.) or long-term care at Scripps Green Hospital.

INFECTIOUS SPECIMENS/BIOHAZARD:

When bacteriologic procedures are required on surgical specimens, the patient's physician should arrange to have a portion of the fresh specimen aseptically handled and directly submitted to the Laboratory in a sterile container or Petri dish. When there is a high index of suspicion of bacterial, mycobacterial, viral infection, AIDS or any other major pathogen, a **biohazard label** should be affixed to the specimen container.

GENERAL INFORMATION:

During regular business hours (8:00 AM to 5:00 PM, Monday through Friday), call the Anatomic Pathology Office (858)554-8605 and ask for the Anatomic Pathology Customer Service Pathologist. After 5:00 PM, on holidays or on weekends, call the Scripps Green Hospital Operator (858)455-9100 who will put you in touch with the pathologist on call.

REQUESTS FOR DIAGNOSIS:

Completed Surgical Pathology and Cytology cases are available on-line in the Centricity and Allscripts. If a case is incomplete, call either the Anatomic Pathology Office (858)554-8605 for Surgical Pathology cases or the Cytology Lab (858)554-9728 for GYN and non-GYN cytology cases.

LABELING SURGICAL SPECIMENS:

1. All specimens submitted to Surgical Pathology must be correctly labeled and identified with at least two patient identifiers (patient's full name and MRN or DOB) and biopsy site.
2. Double check the patient identification information on the Surgical Pathology request form with the patient information on the specimen container label to be sure they match.
3. Multiple specimens from the same patient must be assigned sequential numbers (i.e. 1,2,3, etc.) written on the side of the container, NOT on the lid.
4. A Formalin warning label must be attached to the container. **NOTE:** Most containers are pre-labeled by the factory before use. Each department should have additional warning labels available for containers/bags that have not been pre-labeled. The label stickers are available in Histology.