

## DEPARTMENT NAME

Surgical Pathology

## GENERAL INFORMATION

<b>Hours of Operation:</b>	Westwood Campus: Monday-Friday: 0800-1800 Santa Monica Campus: Monday-Friday: 0800-1700 Outreach Lab: Monday-Friday: 0700-2100 On-call coverage Westwood Campus: 1800-0800 On-call coverage Santa Monica Campus: 1700-0800 Weekends and holidays: 24 hours via on-call coverage
<b>Location:</b>	Surgical Pathology: 3220 RRUCLA Reporting Office: Room AR-105 CHS
	<b>Laboratories</b> <ul style="list-style-type: none"><li>• Surgical Pathology Lab: 3220 RRUCLA (310) 267-8162; A7-215A</li><li>• CHS (310) 825-3722</li><li>• Pathology Runner: (O.R. only) x78170 or x78174</li><li>• Outreach Lab: A3-240 CHS (310) 206-2452</li><li>• Client Services: (310) 267-2680</li><li>• Histology: AL-232, AL-332B, A4-132, A4-128, A4-118, A4-114 CHS (310) 206-9696, (310) 825-5437</li><li>• Immunohistochemistry: A7-073 310-825-0643</li><li>• Neuropathology: 18-144 NPI (310) 825-5792</li><li>• Eye Pathology: B-378 JSEI (310) 825-6998</li><li>• Electron Microscopy: A3-231M CHS (310) 825-5737</li></ul>
<b>Phone:</b>	Reporting Office, Receptionist: (310) 825-8947
<b>Fax:</b>	Reporting Office: (310) 206-4382
<b>Key Personnel:</b>	Director Surgical Pathology: Bitu Naini, MD, PhD (310) 825-0863
	Chief Residents: AP call pager 90479 (To access pager system from outside of UCLA, dial (310) 206-8477 or (800) 233-7231
	Director of Operations: Alex Martin PA (ASCP) <sup>CM</sup> , (310) 825-5196
	Manager, Histology Lab: Saeedeh Shapourifar-Tehrani, <i>M.PH., HTL(ASCP).</i> , <i>QIHC(ASCP)</i> (310) 825-6926 Supervisor, Histology Lab: Jill Thomson, M.S., HTL(ASCP) <sup>CM</sup> ,

	QIHC(ASCP) <sup>CM</sup> (310) 794-6332
	Manager, Immunohistochemistry Lab : Saeedeh Shapourifar-Tehrani, <i>M.PH., HTL(ASCP).</i> , <i>QIHC(ASCP)</i> (310) 825-6926 Supervisor, Immunohistochemistry Lab: Jill Squires , M.S., HTL(ASCP) <sup>CM</sup> , QIHC(ASCP) <sup>CM</sup> (310) 794-6332
	Manager, Reporting Office & Transcription: Kelly Bartlone (310) 825-6685
	Manager, Surgical Pathology: Jennifer Filipek, PA, (ASCP) <sup>CM</sup> , (310) 267-8161
	Manager, Outreach Clinical Operations: Richard Pucci, PA, (ASCP) <sup>CM</sup> , (310) 267-3607
	Manager, Outreach Client Services: Elisa DeRobles, (310) 206-6594

## SPECIMEN DELIVERY

With few exceptions, all anatomic parts, tissues, and foreign objects removed by operation are considered specimens and are taken to Pathology or Clinical Laboratories. Biopsies and other operative specimens should be securely submitted in a container, which is labeled with a Beaker label, or label that includes at minimum two patient identifiers. Routine or permanent specimens from the operating rooms should be delivered to the designated location within the O.R or Surgery Center. Pathology will pick up specimens at regular intervals throughout the day. Wards and clinics are provided with containers of 10% neutral buffered formalin for routine specimens.

If Tissue Exam specimens for routine histopathology are obtained in an off-site clinic, place specimens immediately into formalin-filled containers and transport specimens via courier to BURL/Outreach Pathology Lab. If not on a regularly scheduled courier route, contact Client Services (310-267-2680) for pick-up the same day. Record the time the specimen was placed in formalin as the collection time.

A total fixation time at room temperature of no less than six hours and no greater than 36 hours is required for most tissues.

Specimens that require lymphocyte marker studies for leukemia and lymphoproliferative disorders, cytogenetics, electron microscopy studies, or certain immunohistochemistry studies should be submitted fresh and delivered immediately to the Surgical Pathology Laboratory. Consult Pathology on how to handle the tissue if there is any doubt.

**The specimen container must be clearly labeled (two patient identifiers are required) with the patient's encounter label indicating the name and number of the specimen, anatomic site, and test (as applicable).** Include further descriptive

terms (e.g, left, right) as needed to uniquely identify the specimen. Specimens containing potential hazardous objects (e.g, sharps) must be labeled or identified as "Biohazard: Sharps".

A complete Surgical Pathology Requisition form must accompany the specimen in the event that an order cannot be placed in CareConnect. **A complete requisition form includes encounter label, source of organ/tissue, name of physician and identification number (same as pager number), pertinent clinical information, preoperative and/or postoperative diagnosis, date and time specimen obtained, and signature of requesting physician. Specimens will not be accepted by Pathology without a complete Surgical Pathology Requisition Form and proper labeling of the specimen(s).** See Department of Operating Room Services for complete instructions in the handling of O.R. specimens and requisitions.

**Pathology staff ("runners") are available for frozen section pickup from the O.R. during the hours of 0800-1800, Monday-Friday. In all other situations,** frozen sections from the O.R. are delivered immediately to the Surgical Pathology Laboratory by O.R. staff (Room: 3220, RR UCLA) where they are processed. During evenings, weekends, and holidays, the surgical pathologist on call should be notified through the page operator, preferably in advance of the operative procedure. Frozen section specimens should be submitted individually labeled and accompanied by an appropriately completed frozen section form, including the patient's name and medical record number, the surgeon, the O.R. number, the type of specimen, the clinical history, previous treatment, etc. **Frozen section specimens will not be accepted by Pathology without a complete Frozen Section Form and proper labeling of the specimen(s).**

Orders for outside Surgical Pathology Tissue Exam specimens should be placed in CareConnect (LAB1126R) and orders for outside Surgical Pathology Consultation should be placed in CareConnect (LAB9025R). If orders cannot be placed in CareConnect, slides/blocks and tissue specimens should be submitted with a complete UCLA Health Pathology Outreach Services General Pathology Requisition form, demographics sheet and billing information. Consultation cases must also be accompanied by a copy of the outside pathologist's report. All materials should be directed to the Outreach Lab, CHS A3-240. Outside cases will be interpreted by UCLA surgical pathologists, and a complete report will be issued.

## **TESTING AND TEST AVAILABILITY**

Surgical Pathology is a division within Anatomic Pathology which offers a comprehensive range of services. Surgical Pathology at UCLA is organized by systems or specialty (ie, lung, heart, GI, etc). The specialties are grouped together creating sub-specialty "teams" or "services" comprised of the Pathology attending faculty. The grouping is currently as follows: Breast, GI/Liver, GU/Renal, Pediatrics, Bone and Soft Tissue, Head and Neck, Heart and Lung, Eye, General/OB/Gyn, Neuropathology, Hematopathology, Skin.

Routine Surgical Pathology specimens are processed on a 3-day cycle:

Day 1: Receive and process specimen (take sections for histologic examination)

Day 2: Routine Histology slides are distributed; preliminary interpretation and transcription

Day 3: Review and sign-out with sub-specialty attending

Variations to this scheme are as follows:

**Rush case:** Case is read and signed out on day 2

**Stat or 24-hour case:** Case is read and signed out on day 2 after rushes

**Renal rush case:** Renal biopsy is processed day 1 if obtained before noon, preliminary verbal report given same day

**Outside slide review:** Slides from outside institutions; day 2 sign-out

**Rush outside slide review:** Same day or next day sign-out, depending upon time received.

Cases requiring ancillary studies will lengthen the work-up of the cases. Examples of ancillary studies include deeper cuts, additional sections, decalcification, special stains, immunohistochemistry, DNA ploidy analysis, chromosomal analysis, electron microscopy, immunofluorescence, etc.

Intraoperative consultation (frozen section) has many useful applications but can be frequently overused or abused as a service. Frozen sections are appropriately obtained:

1. to render a diagnosis that will determine how to proceed during the immediate operative procedure(s)
2. to determine biopsy adequacy when the only purpose of the procedure is to obtain sufficient material for diagnosis
3. to stage malignant neoplasms intraoperatively, especially in cases where this may alter the scope of the surgical procedure
4. to assess adequacy of excision (checking margins)
5. to see if additional studies should be done (e.g. lymphoma work-up)
6. to (rarely) evaluate certain specimens containing fatty substances or sugars which would be dissolved during the process of fixation, dehydration, and embedding

Frozen section results are available within 20 minutes of specimen receipt within the Surgical Pathology Laboratory. Results are called to the surgeon listed on the frozen section form.

**Renal biopsies:** Technical assistance in the preparing/fixing of kidney tissue is provided by Surgical Pathology by calling the Electron Microscopy Laboratory at (310) 825-5737 or by pager 97043. For further information, see the Renal Biopsy.

## **REPORTING**

Reports are available through the UCLA Enterprise Information System. If the report is not on-line, call the Surgical Pathology Reporting Office. The receptionist will direct your call to the resident or pathologist responsible for the case. Physician reports are auto-faxed unless other arrangements are made through the Reporting Office. For questions regarding Outreach cases, please contact Client Services: (310) 267-2680.