University of Rochester Medical Center
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Outreach Department
Title: UR Medicine Test Formulary Review
211 Bailey Rd
West Henrietta, NY 14586

UR Medicine Labs Test Formulary Review

Department **Highland Pathology**

The specimen collection and handling requirements for each of the following analytes/test(s) have been reviewed deemed appropriate and approved for use.

Test Name	Test Mnemonic	Reviewed By:	Date Reviewed:	Changes Needed (put an x in the box and provide pdf test listing with the changes documented)
rgical Pathology Specimen llection Guidelines – HIghland ospital		CVO JF	10/7/2022 10-12-2022	

Cecilia Velazquez-Osgood
Laboratory Supervisor Signature

10/7/2022
Date

Laboratory Supervisor Name Printed

JTiscella
Laboratory Director Signature

10-12-2022
Date

JULIETTA TISCELLA
Laboratory Director Name Printed

Surgical Pathology
Provides Diagnostic Consultative Services On Tissue Specimens

Telephone: 585-341-6517 (Surgical Pathology Gross Room), 585-341-6725 (Lab office) Fax: 585-341-8267
Specimen delivery: OR specimens - Room West 129A; other specimens - East 410 from 8:00 a.m. - 4:30 p.m.; after 4:30 p.m. - East 430A.
Evenings and weekends: Call operator for Pathologist on call for frozen sections.
Neurosurgical biopsy specimen: Call 341-6517 Monday-Friday from 8:00 a.m. - 5:00 p.m. Call operator for Pathologists on call (evenings and weekends).
Muscle and nerve biopsy specimens: Call 341-6517 Monday-Friday from 8:00 a.m. - 5:00 p.m. Call operator for Pathologists on-call (evenings and weekends).

All specimens must be accompanied by a COMPLETED REQUISITION FORM or an eRecord label, including a relevant clinical history, biopsy site written on both the requisition/eRecord label order and the specimen container, collection date and time, and names of all persons to whom results should be sent. Requisition forms are available on the hospital units, in the outpatient departments, and from Pathology and Laboratory Outreach Services, 585-350-2600 or 800-747-4769. (See instructions for completing requisitions and specimen labeling)

Specimens may be submitted without fixative if they are delivered to the laboratory immediately after they have been obtained. In most circumstances, it is preferable to place the specimen in 10% Neutral Buffered Formalin, ideally 10 times the volume of the specimen (see exceptions below). Biopsy specimens obtained after the laboratory has closed should be placed in formalin and stored in a refrigerator until they can be delivered to the laboratory (except as noted below). RUSH specimens obtained in late afternoon should be HAND DELIVERED to Surgical Pathology to ensure next day results.

OPERATING ROOM PICK UP
Specimens obtained in the operating rooms, with the exception of breast and frozen section cases, are delivered to West 129A. The patient and specimen information is entered in the specimen log, formalin is added to the specimen container (**see exceptions below**), and the specimen is placed in the refrigerator. The refrigerator is checked for specimens by Surgical Pathology Staff Monday through Friday from 7:00 a.m. - 4:30 p.m.

SPECIMENS REQUIRING SPECIAL HANDLING

Certain specimens require SPECIAL HANDLING in order for appropriate examinations to be carried out. These are listed below. Any questions regarding specimen handling should be referred to the Surgical Pathology Gross Room or through the AP Pager (51616-6566) via HH page operator (evenings and weekends).

LYMPH NODE BIOPSIES
****NO FORMALIN****
Lymph nodes removed with the clinical suspicion of lymphoma should not be placed in formalin. The specimen should be wrapped in a SALINE-MOISTENED GAUZE and delivered immediately to the Surgical Pathology Gross Room (East 410). After 6:00 p.m. and on weekends, the Surgical Pathology Resident (AP Pager) on call should be contacted through the page office, preferably before the surgery is started. He/she will receive the specimen so the appropriate processing, including immunophenotyping of lymphomas, can be carried out. Requisition forms should indicate whether cell markers (flow cytometry) or molecular diagnostic studies are desired.

ELECTRON MICROSCOPY
Tissue for Electron Microscopy should be placed in EM fixative. EM fixative is kept in the refrigerator located in E410A (Pathology area). Specimens are delivered to the Surgical Pathology Gross Room. After accessioning, the specimen(s) is sent to SMH for processing.

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RENAL BIOPSIES

Tissue should be placed in EM and IF fixatives and formalin. Fixatives (kit) are stored in the refrigerator located in the E430 (Pathology area) refrigerator. Specimens are delivered to E430A. After accessioning, the specimens are sent to SMH for processing.

PRODUCTS OF CONCEPTION FOR CYTOGENETIC STUDIES
****NO FORMALIN****

Specimens are submitted fresh or in saline. Specimens submitted for cytogenetic testing must be accompanied by a cytogenetic consent form signed by the patient, and a pathology requisition, if applicable.

SPECIMENS FOR QUANTIFICATION OF COPPER AND IRON

Liver biopsy specimens for quantitative assessment of iron or copper must NOT come in contact with any metal other than the liver biopsy needle. Tissue is submitted in 10% Neutral Buffered Formalin. The Surgical Pathology requisition form must include a request for quantitative copper or iron evaluation. Send to the Surgical Pathology laboratory for processing.

SPECIMENS FOR PEDIATRIC ONCOLOGY GROUP (POG) PROTOCOL
****CALL AHEAD****

Contact the Surgical Pathology Gross Room at HH (341-6517) in advance. On weekends, contact the Surgical Pathology Resident on call to arrange for procurement of tissue from patients participating in the POG.

JOINT SPECIMENS FROM PATIENTS WITH GOUT
****NO FORMALIN****

Joint specimens from patients with the pre-operative diagnosis of gout must be submitted fresh or in 100% alcohol rather than formalin.
NOTE*: The pre-operative diagnosis of gout must be written on the specimen requisition.*

NEUROSURGICAL BIOPSIES
****CALL AHEAD****

Operating room consultations and requests for frozen section examination on tissue from the nervous system should be directed to the Surgical Pathology Gross Room (341-6517) on weekdays from 8:00 a.m. - 5:00 p.m. or page the Neuropathology Attending and/or the Surgical Pathology Resident on call for weekend/after-hours requests. Tissue samples for routine processing should be placed on saline-moistened gauze and sent to Surgical Pathology. Neuropathology studies often require special handling, therefore, prior consultation with an attending neuropathologist is strongly encouraged, particularly in cases where non-neoplastic brain biopsies are contemplated (e.g., infectious, inflammatory, demyelinating, and "storage" diseases, etc.).

PERIPHERAL NERVE BIOPSIES
****CALL AHEAD****

Nerve biopsy specimens are processed through the Neuromuscular Disease Laboratory at SMH. Neuromuscular Disease Center physicians and technicians are skilled in the special techniques required to remove and process the sural nerve specimens without distortion. The technician must be present at the time the biopsy is taken by the surgeon. All peripheral nerve biopsy specimens should be scheduled through the Neuromuscular Disease Center (585-275-6372). Initial processing will take place in the Neuromuscular Disease Center, but some specialized procedures will be carried out in the Neuropathology Laboratory.

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SKIN BIOPSIES FOR PERIPHERAL NEUROPATHIES
****NO FORMALIN****

Skin biopsy specimens for peripheral neuropathies are processed through the Neuromuscular Disease Laboratory. These skin biopsy specimens require special handling and must NOT be placed in formalin. Prior consultation with Neuromuscular Disease Center (275-6372) is necessary.

MUSCLE BIOPSIES
****NO FORMALIN****

Muscle biopsy specimens require special handling and must not be placed in formalin. Ideally, the surgeon should obtain three 1.1 cm pieces of muscle along the longitudinal orientation of the muscle fibers and away from the tendon insertion. All pieces should then be kept cool (NOT FROZEN) on saline-moistened gauze. Prior consultation with Neuromuscular Disease Center (275-6372) is necessary to maximize the information to be obtained from the specimen.

OPHTHALMIC BIOPSIES

Samples are submitted to Surgical Pathology for processing. Specimens for lymphoma evaluation (excluding vitrectomy samples) should be submitted unfixed on saline-moistened gauze in case flow cytometry evaluation is indicated. Other samples should be submitted in 10% Neutral Buffered Formalin (NBF) with a 10 to 1 NBF to specimen ratio. For specific or unusual sample requests, contact Neuropathology (275-3202) for instruction prior to specimen submission.

OPERATING ROOM CONSULTS AND FROZEN SECTIONS

These services are available **24** hours a day, 7 days a week. During laboratory working hours (8:00 a.m. - 5:00 p.m.), requests should be directed through the Surgical Pathology Gross Room (341-6517). After hours, calls should be directed to the Page Operator. Ask for the Surgical Pathology Attending on call or the Surgical Pathology Resident on call.

STAT AND RUSH PROCEDURES

The Surgical Pathology Gross Room (East 410) is prepared to provide procedures on a STAT and RUSH basis in cases where appropriate and necessary for proper patient care. Specimens designated as RUSH are typically processed within 24 hours. STAT specimens received in the Surgical Pathology Gross Room by 9:00 a.m. Monday through Friday are processed as soon as possible, with same day turnaround time. STAT requests require approval by a staff pathologist and can be handled most expeditiously by direct consultation with the laboratory.

INSTRUCTIONS FOR COMPLETING REQUISITION FORMS

1. **Location -** Check the appropriate box for inpatient, ED, private ambulatory, or OPD patient. Fill in the floor number. This is important for patient identification and billing - some outpatient areas have special protocols for numbers and types of slides prepared.

2. **Patient Last Name, First Name (no nicknames or aliases), and Date of Birth –** Complete (or apply label) patient personal information in the appropriate space provided. Full name, account #, medical record number (MRN), and date of birth (DOB) are used together to ensure correct identification of patients when checking previous history. Always include all four of these for SMH patients, and always include full name, address, and date of birth for private ambulatory patients. To ensure correct identification, the patient name on the requisition and 2nd identifier (MRN or DOB) must be on the specimen label.

3. **Clinical history and Biopsy Site/Source -** Fill in exam/biopsy date, specimen information (biopsy site/source) and relevant clinical history to assist the pathologist in interpretation of the histologic findings.

A brief relevant clinical history, along with biopsy site/source, is essential, a recommendation of NY State and other regulatory agencies, and is monitored under departmental quality assurance standards.

4. **Insurance information -** Indicate the patient's insurance information. This is most important for private ambulatory patients. Insurance information for SMH patients is usually captured during registration.

5. **Submitting physician(s) -** Fill in the name and address of the referring ordering physician. Indicate the attending doctor and any other physicians to whom reports should be sent.

INSTRUCTIONS FOR LABELLING SPECIMEN CONTAINERS

1. **Containers and labels -** Patient care areas within the hospital stock specimen containers and preprinted labels. Supplies for physician offices are available from Pathology and Laboratory Outreach Services, 585-350-2600 or 800-747-4769. If a container does not have a label or place for writing, any plain white adhesive label can be applied to it with the patient identification details.

2. **Minimal requirements -** Labels should include a minimum of the patient's last name, first name **(no nicknames or aliases),** and MRN OR DOB. The site of the biopsy must be indicated on each container. In order to ensure proper identification, the patient's name and biopsy site on the specimen label should exactly match the patient's name on the requisition or the eRecord label.

3. **Infection control -** Universal precautions mandate that all unfixed specimens are treated as potentially infectious. All specimens and their requisition forms are to be placed in biohazard zip tops bags when they are transported.

REQUESTS FOR ADDITIONAL STUDIES ON SPECIMENS

Requests for add-on special studies (molecular, special stains, immunohistochemistry) on specimens already processed must be submitted by written request, signed by the requested physician, and may be faxed to the Surgical Pathology office at 585-341-8267.

Reviewed and approved:

Julietta Fiscella

Julietta Fiscella, MD
Director

Date: 10/7/22

Cecilia Velazquez-Osgood

Cecilia Velazquez-Osgood PA (ASCP)cm
Supervisor, Surgical Pathology Gross Room

Date: 10/7/22