

**TriHealth Laboratories
Anatomic Pathology
Laboratory User Manual**

SURGICAL PATHOLOGY SPECIMEN COLLECTION

I. GENERAL INFORMATION

The Histology laboratories are located at Good Samaritan Hospital on the 7th floor and at Bethesda North Hospital in the main laboratory on the Ground Floor. There are satellite gross rooms located at Bethesda Butler Hospital, McCullough-Hyde Memorial Hospital, TriHealth and the Anderson Surgery Center. The laboratory hours are 8 a.m. to 4:30 p.m. weekdays except holidays. The Anatomic Pathology Department number is 862-2639.

Surgical Pathology is a full service histology laboratory including specimen gross dictation and frozen section service. As with all laboratory samples, reliable and accurate results can be obtained only from specimens collected properly. Specimens submitted should be properly labeled with (at minimum) the patient's name and a second identifier such as date of birth. The label should be placed on the container itself; not on the lid. The specimen should be accompanied by an attached Surgical Pathology requisition/transmittal.

The requisition should be filled out completely and include:

- Patient label with name, hospital and room number
- Second patient identifier
- Specimen source
- Date and time of specimen collection
- Pertinent clinical information (pre-op, post-op)
- Requesting physician (surgeon)

II. CRITERIA FOR SPECIMEN REJECTION

If a specimen is received unlabeled, mislabeled, or separated from its requisition, it will be rejected until proper identification can be obtained.

The ordering physician must take responsibility for the validity and integrity of the specimen. This verification will be accomplished by completion of the laboratory generated "Specimen Exception" form. The ordering physician is also responsible for communicating the situation to the patient involved.

III. ROUTINE PROCESSING

Specimens for routine surgical pathology processing:

1. Immediately fix all specimens (except those requiring special procedures) in 10% buffered formalin.
2. Complete the Surgical Pathology requisition/transmittal.
 - Provide clinical information such as pre-op and post-op diagnosis, significant clinical information and previous history.
3. Arrange for specimens to be delivered to the Laboratory based on site procedures.
4. If fresh tissue is being sent to the Laboratory, deliver it immediately to the Gross Room at each hospital. If it is after hours, deliver it to the Central Receiving area of the Main Laboratory **where it will be refrigerated**. If the fresh specimen is delivered after hours, the pathologist on call or the histology supervisor needs to be notified and the type of testing needs to be

discussed. The main lab will then be instructed on the proper fixative to use to preserve the specimen.

IV. SPECIMEN PROCEDURES

A. FROZEN SECTIONS

Specimens for frozen section must be sent fresh (no fixative), immediately to the Gross Room in the Laboratory with a Surgical Pathology requisition/transmittal slip. Surgery or OPSC must notify the Lab by phone (GSH 513-862-4020 or BNH 513-865-4150) that a frozen section specimen is being sent to the Lab. Surgery or OPSC personnel should deliver the specimen directly to Gross Room personnel. **NEVER leave the specimen on a counter!**

The supervisor of the Surgery nursing service must notify the Lab and or the pathologist of late frozen cases and unscheduled frozen cases resulting in a specimen being sent to the Lab after 3:30 p.m. This notification must be made as soon as the surgery requiring a frozen section is scheduled or as soon as it is known that a frozen section will be needed. If a surgery requiring a frozen section is scheduled or takes place after 6 p.m., the OR must notify the Main Laboratory(GSH 862-2391 or BNH 865-1188) and the pathologist by phone at least 30 minutes prior to needing the diagnosis. A Pathologist's On-Call Schedule is supplied to OR management each month. This schedule contains the name and the phone number of each pathologist and the days that they are scheduled on call.

At Bethesda Butler Hospital, frozen sections are scheduled and emailed to the pathology department and placed on a Google calendar. Any time changes or additions made to the EPIC schedule within a 24hr time frame need to be Voalted/ emailed to the Histology supervisor or called to the histology department 513-862-1508. A pathologist will be on site for all scheduled frozen. The specimen is delivered to the pathology room by OR personnel.

At Anderson Surgery Center, the OR scheduler will e-mail Pathology with the date, time, surgeon, and procedure as the case is being scheduled. The frozen will be placed on the pathology Google calendar and a pathologist will be scheduled to be at Anderson that day. The specimen is delivered to the Frozen Section Room by the OR personnel.

B. KIDNEY BIOPSY

All Renal biopsies are performed in Radiology and the specimens are sent to Arkana Laboratories. The specimens are to be sent to the laboratory in the Arkana kit boxes which have been supplied to Radiology by pathology. Each specimen must be entered as a surgical specimen in EPIC and the ordering nephrologist's name **MUST BE** indicated on this form. The renal biopsy needs to be delivered to the Gross room ASAP after it is obtained from the patient.

C. CHROMOSOME ANALYSIS

Products of Conception for Chromosome analysis are to be sent to the MAIN lab in a sterile container with no fixative. These specimens are then sent to Children's Hospital.

D. CALCULI (STONES)

Send fresh calculi for analysis to the Laboratory accompanied by an EPIC requisition/transmittal for "Calculi" stating the possible source of the specimen

E. MUSCLE BIOPSY

Please call the Gross Room (GSH 513-862-4020 or BNH 513-865-4150) when a muscle biopsy is scheduled. Place fresh muscle biopsy in a closed container and deliver immediately to the Gross Room. Include a Surgical Pathology requisition/transmittal with each specimen.

F. IMMUNOFLOURESCENT STUDIES

Specimens which require immunofluorescent studies (i.e., lung, skin, etc.) should be placed in “Zeus” solution (available in the Histology Laboratory). Another specimen (if available) should be placed in 10% buffered formalin. Send both specimens to the Gross Room with a Surgical Pathology requisition/transmittal.

G. ELECTRON MICROSCOPY (EM) STUDIES

Notify the Pathology Laboratory at 862-2639 of any specimen requiring EM studies.

H. BONE MARROW

Call the Hematology Laboratory (GSH 862-3218 or BNH 865-1452 or BBH 3-8242).

Please call the Histology Laboratory or a pathologist if you have any questions. There is a pathologist-on-call at all times.