Policy: Processing of Specimens for Surgical Pathology

Purpose:
1.0 To guide the staff in physician practices located outside of NYULMC in the safe and proper collection of all surgical pathology specimens.
   1.1 Internal submissions should reference the NYU Interdisciplinary Process Standard.
2.0 To provide accurate and timely information to the provider for notification of patients.

Supportive Data:
1.0 Hours of Operation:
   1.1 If you are submitting surgical pathology specimens from Trinity, Columbus or Murray Hill please call 212-263-5475 for courier information and to obtain a requisition. Please send specimens to 530 First Avenue, Skirball 7N, New York, NY 10016.
   1.2 If you are submitting Cytopathology specimens from any other outside location please call 212-263-5470 for courier information and to obtain a requisition. Please send specimens to 560 First Avenue, Tisch Hospital TH-475, NY, NY 10016.
   1.3 The Surgical Pathology Laboratory hours are 9:00 am – 5:00 pm Monday – Friday; and the laboratory is closed on weekends and holidays.
      1.3.1 Send specimens immediately when obtained from any physician offices to the laboratory room for processing during the operating hours above.
      1.3.2 Specimens for these labs are optimally to be received during the operating hours stated. If the clinical staff anticipates that the specimens cannot/ won't be delivered during the hours of 9 – 5 on weekdays, then the lab needs to be called (phone numbers listed above) prior to the procedure and within the laboratory hours of operations to see what can be done. The lab may not be able to accept the specimen and this may affect the viability of the specimen and/or the timeliness of the result reporting.

2.0 Specimen Labeling and Delivery:
   2.1 All specimens must be placed in an appropriate sized specimen container and packaged and delivered in a plastic sealable biohazard bag.
   2.2 Label the specimen container with:
      2.2.1 Two patient identifiers (patient first, last name and date of birth), and
      2.2.2 Specimen information as follows:
         2.2.2.1 Specimen type,
         2.2.2.2 Site of origin (if appropriate),
         2.2.2.3 Fixative (if appropriate), and
         2.2.2.4 Referring physician.
   2.3 Submit the specimen with a completed Surgical Pathology Requisition Form.
      2.3.1 Obtain Surgical Pathology Requisition Forms by calling 212-263-5475 or 212-263-5470, or
      2.3.2 The following customized requisitions may be downloaded from the link:
         GI Pathology:
         http://pathology.med.nyu.edu/files/GI_Pathology_Requisition_Form.pdf
         Breast Pathology:
         http://pathology.med.nyu.edu/files/Breast_Pathology_Requisition_Form.pdf
   2.4 The form must be signed by an authorized requester (referring clinician) with the following information documented on the requisition:
      2.4.1 Two forms of patient identification (first/last name, date of birth),
      2.4.2 Patient demographic information,
      2.4.3 Clinical information,
      2.4.4 Type of primary sample and site origin,
      2.4.5 Date and time of collection,
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2.4.6 Name of individual who collected the specimen,
2.4.7 Referring clinician information,
2.4.8 Test examination(s) requested by the clinician.

2.5 Note that the Surgical Pathology Laboratory has detailed information describing the test indication, description, and specimen requirements for each test offered in this lab. This information can be readily provided by calling 212-263-5475 or 212-263-5470 with the request.

2.6 These specimens may be obtained by registered nurses, or licensed independent professionals who have delineation of privileges to perform the procedure.

3.0 Specimen Submission Requirements for Surgical Pathology:

3.1 Formalin-fixed Biopsy Tissue
3.1.1 Specimen containers need to be leak-proof and an appropriate size fit for the specimen to reduce the risk of accidental contamination and specimen intactness.
3.1.2 Surgical specimens must be submerged in 10% formalin.
  3.1.2.1 Formalin must be kept at room temperature; heat could alter the molecular structure of the fixative.

3.2 Glass Consult Slides
3.2.1 Glass slides must be labeled with two patient identifiers.
  3.2.1.1 The patients name and accession number must be on the slide label
3.2.2 Glass slides must be packaged properly as to avoid damage.

4.0 Inadequate or Inappropriate Specimens:

4.1 Specimens are designated inadequate or inappropriate and therefore rejected if any of the following conditions exist:
  4.1.1 Requisition is not filled out correctly and/or not signed by an authorized person.
  4.1.2 Incomplete or unclear labeling of the specimen.
  4.1.3 Name or birth date on the specimen container or slide does not match the name or birth date on the requisition.
4.2 When any of the unsatisfactory conditions are noted as above, the Surgical Pathology Laboratory notifies the physician by telephone and the condition is documented in the final report.
4.3 Notify the laboratory at 212-263-5475 or 212-263-5470 if
  4.3.1 There is a question concerning either the availability of a particular test or
  4.3.2 The suitability of a specimen.
  4.3.3 Do not discard any specimens without this verification.