

TRACKING AND DELIVERY OF PATHOLOGY SPECIMENS FROM OUT-PATIENT DEPARTMENTS/CLINICS

SPECIMEN DROP-OFF AND SIGN IN

1. Diagnostic tissue specimens for pathologic examination are brought directly to the Pathology Department (Bldg. 4867, 2nd floor) during hours of operation – **Mon – Fri 8 am to 5 pm and Sat 7 am to 2 pm.**
2. In the event pathology specimens need to be delivered outside of the hours of operation for Pathology, delivery is to the 4867 first floor Laboratory. These specimens must be accepted by a Manager or Lead CLS only.
3. A warm hand off is required for the delivery of all pathology specimens.
4. All pathology specimens must be accompanied by a completed Pathology Specimen Tracking form. The department that collects the pathology specimens are responsible for initiating the form with the following information:
 - Location
 - Originating department
 - Date
 - Patient name
 - Patient MRN
 - Number of specimen containers
 - Personnel name and NUID
5. The form requires the following:
 - Signature and NUID of staff from the originating department and the date of specimen/s delivery/drop off
 - Signature and NUID of laboratory personnel at the MOB and date of specimen/s receipt (if applicable)
 - Signature and NUID of courier and date of specimen/s delivery/drop off (if applicable)
 - Signature and NUID of clinical laboratory personnel at medical center and date of specimen/s receipt (if applicable)

See Attachment A

6. Upon delivery of the specimens, Pathology or Laboratory staff will review the specimens and the form to ensure correct, complete information. The Pathology or Laboratory staff will sign the form with their name and NUID when the following are verified:

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- a. Match each of the specimen container(s) with the requisition(s) and with each of the name and MRN on the form. Verify that the number of specimen containers received matches the number of specimen containers indicated on the form.
 - b. If a discrepancy is discovered at the time of drop off to the 4867 laboratory, the laboratory personnel will accept the specimen/s but will make a comment in the signature column of the Pathology Specimen Tracking Form stating the issue. The Pathology Department will contact the originating department to resolve the discrepancy. If the discrepancy cannot be resolved, the specimen will be sent back to the originating department. It is the responsibility of the originating department to resolve the issue and re-submit the specimen.
 - c. If a discrepancy is discovered at the time of drop off to the Pathology Department from a department that does not utilize a courier and it can be resolved correctly at the time of submission, then the specimen(s) will be accepted by Pathology personnel. If the discrepancy cannot be resolved, the specimen(s) will be taken back by the delivering department personnel for further resolution and Pathology personnel will write a comment in the signature column stating the problem.
 - d. If a discrepancy is discovered at the time of drop off at the Pathology department by courier, the Pathology personnel will contact the originating department and try to resolve the discrepancy. If it cannot be resolved the Pathology personnel will return the specimen to the originating department.
7. All pathology specimens signed for by the laboratory personnel will then be picked up and signed for by Pathology personnel the following morning. If pathology specimens are delivered late on a Saturday or on a Sunday to the Main Laboratory, these pathology specimens will be picked up and signed for by Pathology personnel on the next business morning.
8. The Pathology Specimen Tracking forms are to be distributed as follows:
- White copy to the originating department of specimen collection. This is given at the time of delivery and acceptance of specimens by Laboratory/ Pathology. If the specimens are delivered to Pathology by courier, Pathology personnel will send the white copy to the DA of the originating department.
 - Canary copy to the outlying MOB laboratory (if applicable) prior to transport with the Regional courier to LAMC
 - Pink copy to Pathology

ATTACHMENT A



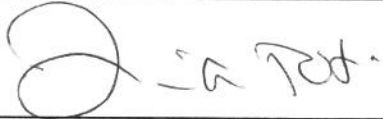

LOS ANGELES MEDICAL CENTER PATHOLOGY SPECIMEN TRACKING

Location: 1515 4867 4760 Pasadena Glendale
 4900 1505 ELA Glen-Orange Downtown
 Urgent Care Other _____

ORIGINATING DEPARTMENT		DATE	Pathology Supervisor: 323-783-7826 Pathology Department: 323-783-8821	
PATIENT'S NAME	MEDICAL RECORD NUMBER	# OF CONTAINERS	DEPARTMENT PERSONNEL NAME & NUM	PATHOLOGY PERSONNEL NAME & NUM
SIGNATURE OF CLINICAL LABORATORY PERSONNEL AT SITE AND NUM				DATE
SIGNATURE OF CLINICAL LABORATORY PERSONNEL AT MEDICAL CENTER AND NUM				DATE
SIGNATURE OF CLINICAL LABORATORY PERSONNEL AT MEDICAL CENTER AND NUM				DATE
SIGNATURE OF CLINICAL LABORATORY PERSONNEL AT MEDICAL CENTER AND NUM				DATE

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Reviewed and approved by:

SIGNATURE	DATE
	4/21/2016
Julie Toti, CLS, MS Operations Director, Clinical Laboratory – Los Angeles Medical Center	
	4-21-16
Tarek Danial, M.D. CLIA Director, Pathology – Los Angeles Medical Center	

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HISTORY PAGE

Change type: New, major, minor	Changes made to SOP - describe	Signature responsible person/date	Laboratory Director review/date	Laboratory Manager review/date	Date change implemented
New		<i>[Signature]</i> 4/21/16	4-21-16	<i>[Signature]</i> 4/21/2016	