

Beaumont

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Histology Specimen Acceptance and Rejection Criteria

Document Type: Procedure

I. PURPOSE AND OBJECTIVE:

To provide information for proper histology specimen acceptance, patient identification, reporting and documentation, the following criteria must be met.

II. MATERIALS:

- A. Specimen container
- B. Patient Demographic labels
- C. Surgical requisition forms
 - 1. Beaumont Laboratory Histology/Cytology requisition, or
 - 2. EPIC computer generated requisition for outreach specimens

III. PROCEDURE:

A. Labeling

- 1. Inpatient specimen containers must be labeled with a pre printed patient demographic label **OR** the following information:
 - a. Patient's name
 - b. Specimen source
 - c. Patient's medical record number
 - d. Requesting physician
 - e. Date collected

2. Outreach specimen containers must be labeled with 2 unique patient identifiers such as full name and date of birth or medical record number, as well as the source of specimen.

B. Surgical Pathology Requisition Form must accompany every specimen(s) for each patient. The following information must be included on the form:

1. Patient's name (complete)
2. Requesting physician complete name
3. Patient's DOB and sex
4. Date of specimen collection
5. Patient's diagnosis and/or history or ICD-10 codes
6. Surgical procedure
7. Specimen(s) type ID (source, location of tissue)
8. Insurance information (Outreach patients only)

C. Inpatient Sub-Optimal Specimens

1. Specimens that are unlabeled, incorrectly labeled or received without the proper Surgical Pathology Requisition Form will be handled by notifying the Operating Room (OR) charge nurse to complete or correct the requested form. The information on the surgical pathology form must match the required information on the specimen container.
2. Specimens that are received in a container or bag with a contaminated outside surface are not acceptable.
3. Specimens received without fixative or refrigeration will be processed routinely after clinician has been contacted to confirm proper testing.
 - a. The case will be dictated by the Pathology Assistant (PA) as having been received without fixative or refrigeration.

D. Outreach Acceptance Criteria

1. The information on the surgical pathology requisition form must match the required information on the specimen container.
2. For issues regarding Outreach specimens, the client is notified and faxed a client authorization form.
 - a. The specimen may be processed if the physician signs to assume responsibility for the identity of the specimen or correction of the specimen issue.
 - b. The client authorization form is labeled and scanned with the requisition, and if applicable, the report will contain a disclaimer describing the exact issue.
3. Specimens received without fixative or refrigeration will be processed routinely after clinician has been contacted to confirm proper testing. The case will be dictated by the PA as having been received without fixative or refrigeration.

Approval Signatures

Step Description	Approver	Date
Medical Director	Jeremy Powers: Chief, Pathology	10/24/2022
Policy and Forms Steering Committee Approval (if needed)	Kimberly Cole: Lab Quality Coord	10/24/2022
Policy and Forms Steering Committee Approval (if needed)	Gail Juleff: Project Mgr Policy	10/20/2022
	Jennie Green: Mgr, Division Laboratory	10/20/2022
	Kimberly Geck: Dir, Lab Operations B	10/20/2022
	Kimberly Cole: Lab Quality Coord	10/20/2022



Older Version Approval Signatures

Medical Director	Jeremy Powers: Chief, Pathology	6/7/2022
Policy and Forms Steering Committee Approval (if needed)	Kimberly Cole: Lab Quality Coord	6/6/2022
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Medical Director	Jeremy Powers: Chief, Pathology	7/8/2020
Policy and Forms Steering Committee Approval (if needed)	Kimberly Cole: Lab Quality Coord	6/29/2020
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