

	<b>CP 6 Autopsy Specimen Handling</b>	<b>Dept:</b>	324317 Central Processing
		<b>Effective Date:</b>	5/2001
		<b>Revised Date:</b>	
		<b>Contact:</b>	Julie H. Simmons
<b>CLIA Medical Director Signature:</b> See paper copy in the Central Processing procedure manual		<b>Approved Date:</b>	

## 1. General Procedure Statement:

A. **Purpose:** Blood samples from autopsy cases are submitted to the lab for processing and storage. This procedure is to provide guidelines to Central Processing staff for the processing and storage of autopsy specimens

### B. Responsible Department/Scope:

- i. **Procedure owner/Implementer:** Central Processing
- ii. **Procedure prepared by:** Julie H. Simmons
- iii. **Who performs procedure:** Central Processing staff

## 2. Procedure:

### I. ORDERING:

- a. Order in Requisition Entry.
- b. Autopsy is the submitter.
- c. Requisition number is the A19-\*\*\* # on the autopsy label with the 19 representing the calendar year and changing to represent the year.
- d. Put in the patient name.
- e. When the box pops up, click “new” to create the patient record.
- f. Enter the provider listed on the requisition.
- g. Enter the test “autopsy Specimen Hold” (LAB4182)
- h. Create specimen
- i. Enter collection date and time from the requisition.
- j. Click receive.
- k. Write the autopsy number on the top of the zebra label, i.e. A19-\*\*\*.
- l. Place a taglet on the requisition and file it in the manual requisition folder.

## **II. PROCESSING:**

1. Assure that the specimen is identified with a minimum of a first and last name and autopsy number.
2. Centrifuge the sample.
3. Transfer the serum into an aliquot tube. The sample may be extremely hemolyzed. Do not fill tubes more than ½ full as serum will expand as it freezes.
4. Label the aliquot tube with the zebra label that printed.
5. Initial the aliquot label.
6. Place cells in the extra rack in the spin refrigerator.

## **III. SPECIMEN STORAGE:**

1. Autopsy sample racks are stored long-term in freezer 11 located in the Main Lab Storeroom. The current Autopsy rack used for racking newly received samples is kept in the Central Processing freezer in the SPIN area.
2. Place the autopsy sample into the current autopsy rack in use in the Central Processing freezer located in SPIN.

## **IV. SPECIMEN LOGGING:**

1. Autopsy samples are logged into the Autopsy Specimen Log notebook.
  - a-The current log sheet is kept in a folder on the front of the freezer door and is numbered to correspond with the autopsy rack number currently being filled in the SPIN freezer.
  - b- Completed logs should be placed in the Autopsy Specimen Log Notebook which is kept on top of the refrigerator/freezer in SPIN.

## **V. AUTOPSY RACK ROTATION AND ORGANIZATION:**

1. Autopsy racks are numbered 1 through 13.
2. Racks should be used in chronological order.
3. Fill each rack and log sheet completely.
4. The tech that places that last sample in a rack should place the filled rack in freezer 11 in the storeroom.
5. A new rack is prepared by locating the next sequential rack number, it should be the oldest rack of samples. ( Example, is the current rack is number 3 and it is filled, locate rack 4)
6. Discard the samples from this rack.\*(example , rack 4)
7. Locate new corresponding numbered log sheet in the Autopsy Log Notebook or make a sheet using a blank copy and place in the folder on the front of the freezer. Note the date started on top of the form.
8. Place the completed log sheet in the notebook. Note the date the sheet is completed at the top of the form.

**VI. \* AUTOPSY SAMPLES ARE IRRETRIEVABLE. IF IN DOUBT ABOUT DISCARDING SAMPLES PLEASE ASK FOR ASSISTANCE.**

**3. Review/Revision/Implementation:**

All procedures must be reviewed at least every 2 years. All new procedures and procedures that have major revisions must be signed by the Department Chairman. All reviewed procedures and procedures with minor revisions can be signed by the designated section medical director.

**4. Related Procedures: NA**

**5. References: NA**

**6. Attachments: NA**

**7. Revised/Reviewed Dates and Signatures:**

REVIEW/REVISION DATE: 9/2014 SIGNATURE: Tami Bradley  
REVIEW/REVISION DATE: 9/9/2014 SIGNATURE: Greg Pomper  
REVIEW/REVISION DATE: 8/9/2016 SIGNATURE: Jennifer Hausmann  
REVIEW/REVISION DATE: 12/4/18 SIGNATURE: Jennifer Hausmann  
REVIEW/REVISION DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
REVIEW/REVISION DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
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