

	DOCUMENT TYPE: <input checked="" type="checkbox"/> Procedure	ORIGIN DATE IN TITLE 21 6/13/1999
CLIA Lab Director: Dr. Gregory Pomper	LAB DEPARTMENT: Central Processing Lab	CONTACT: Central Processing Lab

APPLICABLE LABORATORY(S):

- North Carolina Baptist Hospital (NCBH)
- Lexington Medical Center (LMC)
- Davie Medical Center (DMC)
- Wilkes Medical Center (WMC)
- High Point Medical Center (HPMC)
- Westchester
- Clemmons

PROCEDURE STATEMENT

Surgical Pathology specimens are received in the Central Processing Lab and should be handled as requested by the Surg Path Lab to ensure specimen quality is maintained. This procedure provides guidelines for proper handling of Surgical Pathology specimens.

SCOPE

- i. Procedure Owner/Implementer: Central Processing Lab
- ii. Procedure Prepared by: Central Processing Manager
- iii. Who Performs Procedure: Central Processing Team Members

DEFINITIONS

- A. Procedure: A process or method for accomplishing a specific task or objective.
- B. WFBH Lab System: Wake Forest Baptist Lab System is a health system that includes Wake Forest Baptist Medical Center and all affiliated organizations including Wake Forest University Health Sciences (WFUHS), North Carolina Baptist Hospital (NCBH), Lexington Medical Center (LMC), Davie Medical Center (DMC), Wilkes Medical Center (WMC), High Point Medical Center (HPMC), Lab at Westchester and Lab at Clemmons.

POLICY GUIDELINES

A. Procedure

RUSH/STAT

1. Review requisition to note if it is marked as RUSH. Samples marked as RUSH are in need of immediate attention. Call the Surg Path Lab to see if a tech can transport the sample. If they are not available, the lab courier or a CP staff

member should take it to the Surgical Pathology Receiving Lab as soon as possible.

2. Place Surgical Path specimens in the tube room in the Surg Path bin until they can be transported.
3. After hours 5pm-8am, weekends and holidays page the Pathology Resident on call through the Wakeone paging system using -9627 for processing instructions. **NOTE:** samples in formalin can be left at room temperature.
4. Specimens not received in formalin or a fluid should be refrigerated and either a Surg Path tech called or a Path Resident paged immediately.

ROUTINE SPECIMENS

1. Weekdays 8am-4:30pm- Routine samples are delivered by lab courier staff to the Surg Path periodically throughout the day. Place Surg Path samples in the tube room in the Surg Path bin until it can be transported.
2. After hours 4:30pm-8:00am, weekends, holidays- Page the Pathology Resident on call through the Wakeone system using -9627 for processing instructions. **NOTE:** samples in formalin can be left at room temperature.
3. Specimens not received in formalin or a fluid should be refrigerated and either a Surg Path tech called or Path Resident paged immediately.

REFERENCES

None

RELATED PROCEDURES/POLICIES

None

ATTACHMENTS/LINKED DOCUMENTS

None

REVISION DATES: REVIEW CHANGE SUMMARY AS REPRESENTED IN TITLE 21.