 <b>Atrium Health</b> <b>Wake Forest Baptist</b>	<b>DOCUMENT TYPE:</b> Procedure	<b>ORIGIN DATE:</b> 6/13/1999
<b>CLIA Lab Director:</b> Dr. Gregory Pomper	<b>LAB DEPARTMENT:</b> Central Processing Lab	<b>CONTACT:</b> 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

**PURPOSE**

The purpose of this procedure is to provide guidelines for proper handling of Surgical Pathology specimens received in the Central Processing Lab.

**SCOPE**

This procedure applies to Central Processing Lab teammates.

**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.

**SUPPLIES/MATERIALS**

Use appropriate personal protective equipment (PPE) when handling biohazardous specimens.

**PROCEDURE GUIDELINES**

**A. Receiving guidelines for all surgical pathology specimens**

1. Use date/time stamp on packing list or requisition to document date/time received in Central Processing Lab.
2. Check packing list and specimens received. Document any missing specimens using CRM in Beaker. The CRM will alert lab client services to follow up with the collecting location.

3. Specimens not received in formalin: Call OR Path Lab 6-2686 weekdays 7am-5pm. After hours or weekends: Send secure chat to WFMC Path Resident On-Call Group. See Attachment A for instructions on the secure chat function.

## **B. During Business Hours (Mon-Fri 7am-5pm)**

### **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 6-2686 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. Specimens not received in formalin: call Surg Path tech immediately 6-2686.

### **ROUTINE SPECIMENS**

1. Weekdays 8am-4:30pm- Routine samples are delivered by lab courier staff to the Surg Path periodically throughout the day.
2. Place Surg Path samples in the tube room in the Surg Path bin until they can be transported.
3. Specimens not received in formalin: call a Surg Path tech immediately 6-2686.

## **C. After Hours (Mon-Fri 5pm-7am, weekends, and holidays)**

### **RUSH/STAT**

1. Notify the Pathology Resident on call through Secure Chat. Include patient info, specimen type, and where it is stored.

Place any specimen not received in formalin in the Spin refrigerator bin labeled After Hours Unpreserved Tissue.

**NOTE:** samples in formalin can be left at room temperature.

### **FRESH SPECIMENS (Not received in formalin)**

1. Specimens not received in formalin or a fluid should be refrigerated. Place any specimen not received in formalin in the Spin refrigerator bin labeled After Hours Unpreserved Tissue.
2. Notify the WFMC Path Resident On-Call through Secure Chat. Include patient info, specimen type, and where it is stored.

## **ROUTINE SPECIMENS**

1. Place routine samples received in formalin in the tube room Surg Path bin until they can be transported.

### **LITERATURE REFERENCES**

None

### **RELATED PROCEDURES/POLICIES IN NAVEX**

None

### **ATTACHMENTS/LINKED DOCUMENTS IN TITLE 21**

Attachment A: Secure Chat to Contact Pathology Resident On-Call

Spin Procedures, CP-SOP-0015


Specimen Receipt and Tracking, CP-SOP-0028

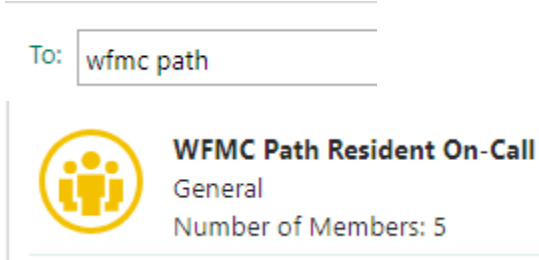
**REVISION DATES: REVIEW CHANGE SUMMARY AS REPRESENTED IN TITLE 21.**

## Attachment A: Secure Chat to Contact Pathology Resident On-Call

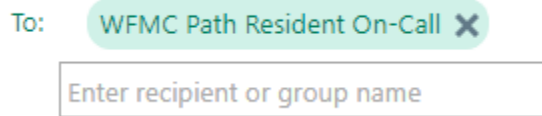
1. Open Secure Chat in Encompass by using the menu icon or searching Secure Chat.



2. Click the  icon on the left side of the screen to create a new conversation.
3. In the **To:** box at the top of the page, begin typing **WFMC Path Resident On-Call**.



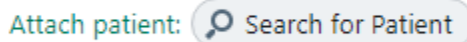
4. Select the **WFMC Path Resident On-Call** group. It will appear in the To: box as shown.



5. At the bottom of the screen, type your message in the "Enter a message" box and click Send or hit Enter on the keyboard.



6. You can also attach a patient to the secure chat message rather than typing the patient info into the message. At the top of the window, click in the Search for Patient box and type the patient's MRN.



Once the patient is selected, their info will populate at the top of the message.



Ward, [REDACTED]  
[REDACTED]

[REDACTED], 85 y.o. F  
Shari S Phillips, MD



To: WFMC Path Resident On-Call

Enter recipient or group name