**SUBMITTING SLIDES FOR PATHOLOGY REVIEW**

1. Gather all slides and printouts that are in the path review tray. Make sure we have a path label on the printouts.
2. Make sure all specimens have a **“full” CBC report attached**. (Hemogram and Differential)
3. **If WBC counts are less than 2.0, make sure buffy coat smears have been made**.

If **smudge cells have been reported, make sure albumin smears have been made**.

1. Make sure the **Sunquest print detail screen and an XN printout are attached**.
2. Print out **a pending log T-7 days (VPATH).** This report will include path smears for review and crystal exams that need to be performed. Make sure you include **ALL hospitals** in your report, so we can find the outstanding crystal requests from the outlying hospitals.
3. Organize the tray and paperwork in the same order you see on the pending log.

Make sure our slides are labelled with the c**ontainer ID#, (not ACC# or MR#)** **AND last name/first initial.**

1. Go into **Lab Inquiry and make sure a path review has not been done in the last 120 days**.
* If path review has been performed within the last 120 days and is not a Dr. request. Cancel it as “not indicated”.
* Oncology patients are not normally left for review, unless we do not have a prior history of a review being done or there appears to be a change in cellularity.
1. Make sure to **include the** **diagnosis from Sunquest/Epic.**

Diagnoses are listed in the upper right hand side of the **Sunquest Lab inquiry screen**.

If there is not a diagnosis in Sunquest, find the **diagnosis in Epic and write it on the requisition**. **Reference lab clients** are not required to put in a diagnosis, so you may have to go find the **requisition or call the office for this information**. **The pathologists cannot put in the review comments if they do not have a diagnosis for the patient.**

1. Make sure to **highlight or indicate the reason for the pathology review**
2. If the **review is physician requested, write “physician requested” at the top of the page.**
3. **IF YOU ARE BRINGING OR TURNING OUT ANY REVIEW WHERE ANY BLASTS HAVE BEEN REPORTED, PLEASE PUT A STICKY NOTE ON TOP STATING THAT IT IS A PRIORITY SO WE CAN PUT IT ON THE TOP FOR THE PATHS TO REVIEW FIRST.**

**CRYSTALS FOR PATH REVIEW**

 **When submitting crystals for Path review - Make sure you have a** **diagnosis from Sunquest or EPIC** **and** **the specific source/site, laterality, (right, left, lateral, knee, etc) and patient clinical history.**

Those hospitals /clinics such as Carthage, Mason District, Hammond Henry, Graham and others should have a complete crystal submission form sent with the specimens. This form should go back with the slide. For in-house patients, make sure you have a print detail screen of the count and a diagnosis for the pathologists. **DO NOT give Bettendorf or Davenport crystal reviews to Dr. Trivedi – he is not licensed in Iowa**

\*\*\*\*The pathologists are usually here until 4-5 pm, so, if there are any questionable diffs you may refer to them. Otherwise, leave the reports for review in the AM. **After hours, all new leukemia’s must be phoned to the pathologist on call and they will make the decision whether to come in to view the slides or not and leave for the AM.**