# SUBJECT: Request for Blocks or Slides

1. **Scope**:

This policy applies to the Laboratory Clerk or lab staff when receiving requests for Histology blocks or slide materials from providers and other hospitals for continuity of patient care.

1. **Policy**:

Materials (slides, blocks, reports, etc.) may be requested to be sent to other facilities at the request of physicians, other hospitals, etc. from time to time. These requests may be due to a medical condition or procedure where previous cases may want to be referred to, to a patient presently being seen by another hospital, for other hospital use such as tumor conference, or for legal necessity, etc.

Histology & Cytology services are not performed at JTDMH. Requests for blocks/slides are referred to NVML Lima Pathology.

1. **Procedure**:

3.1 Specimen retention – refer to policy LAB.104

3.1.1 Slides (Histology & Cytology) retained for 10 years

3.1.2 Blocks retained for 10 years

3.2 When a request for slides or blocks is received by phone call or fax from another facility, first determine if the slides or blocks are located at NVML@**JTDMH** or NVML@**Lima**.

3.2.1 *If case is after 1/1/15 – Slides or Blocks are located at NVML@Lima*

3.2.2 *If case is from prior to 12/31/14* *– Slides are located on site at JTDMH*

3.3 Direct the request to NVML@Lima Pathology department

3.3.1 If requesting order is received by JTDMH lab, contact NVML@Lima Pathology department.

3.3.2 Fax requesting order to NVML@Lima Pathology department.

* 1. **Procedural Notes:**

3.1.1 Any financial charges that may be acquired by Joint Township District Memorial Hospital will be billed to patient insurance.

**Policy Review**: Laura Walterbusch MT

Lead Technologist

**Date:**  5/15/2023

**Policy Approval:** Dr. Elsa Malcolm, MD

 Laboratory Medical Director

**Date:** 5/15/2023