**UW Medicine - Pathology**

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Oral Biopsy Grossing Procedure

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| Adopted Date: 04/13/11  Review Date:  Revision Date: |

PURPOSE

To provide quality gross dictation and maintain specimen integrity for all Oral biopsy specimens.

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PROCEDURE

1. Always dictate the full accession number, example: SU02-1234.
2. Always dictate which Oral Pathologist is assigned to the case.
3. Dictate the patient's full name listed on the requisition.
4. Do not dictate the clinical data.
5. Dictate how the specimen was received, i.e. fresh or formalin.
6. Dictate the patient's name and specimen source labeled on the specimen bottle. If the specimen site / source is not labeled on the specimen bottle, dictate designated and dictate what the specimen source is labeled on the requisition form.
7. Describe specimen based on these criteria:
   * Size (always in cm)
   * Shape (ovoid, irregular)
   * Color (tan, white)
   * Consistency (soft, hand, rubbery)
     1. Wrap all small or fragmented tissue in lens paper (no more than 3 cores / pieces or 1 cc of aggregate tissue per cassette).
     2. Decal specimen criteria is as follows:
        + Only if it is a piece of bone, no whole teeth (unless by specific request from the Doctor).
        + If the lab request states that it is an odontoma.
        + If the lab request states to rule out osteomylitis or bony sequestrium.

Written By: Director Approval:

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