**TITLE: Histology After Hours Help**

**Principle: To help facilitate phone calls requesting what should be done with a tissue specimen**

**Personnel: All Phlebotomists and Medical Technologists**

**Referred:**

1. **Autopsy Requests**
2. Request from caller a copy of the patient chart and a SIGNED CONSENT FORM to be brought to Histology and placed on the counter in Histology.
3. Check the Pathologist’s calendar and call the on-call Pathologist. (Autopsies are not performed on weekends)
4. **Chromosome analysis: Products of Conception**
5. Labor & Delivery – Specimens go to ACL. Nursing Staff should bring specimen to lab in correct solution.

* ACL forms are sent to floor with media for specimen.
* Paper work is filled out by Nursing staff
* Check paperwork to make sure it is filled out completely before Nursing Staff leaves.
* Specimen and completed paperwork should be placed in send outs
* Call ACL for courier pick up.
* Notify next shift of pending pick up

1. ED/OR – Specimens go to Progenity – Histology will take care of specimen

* Instruct OR to put in saline on specimen or they can send it fresh
* Place specimen in refrigerator in Histology
* Leave Paperwork on the counter by gross station
* If the specimen already comes in the completed Progenity kit, place in refrigerator and leave paperwork on the counter – Histology will take care of the specimen.
* Note: It is OK for specimen to sit over the weekend.

1. Specimen for Pathology only will go into Formalin.

* Formalin can be found in large cube next to the sink or Smaller filled containers in labeled cabinets on the left
* While wearing gloves, dispense formalin into the container making sure specimen is completely covered with formalin.

1. **Request For Pathology Slides**
2. Ask the caller for the name and date of birth of the patient and where the slides should be sent.
3. Ask for a phone number for the Pathology secretary to call back
4. Tell requestor they should receive a call the next day, If it is the weekend they will receive a call back on Monday, Tuesday if Monday is a Holiday
5. **Pathology Slide Pick Up After Hours**
6. The package with the release form will be on the Pathology secretary’s desk with the patient’s name
7. Patient themselves are picking up slides:

-Have patient sign release form

-Photocopy of the patients Driver’s license or picture ID with full name and date of birth

-Staple together release and photocopy and put in secretary mail bin

b. Someone other than the patient picking up slides:

-They will need a signed permission slip from the patient or Medical Power of Attorney. Have them sign the release form.

-Make a photocopy of the permission slip, Driver’s license or photo ID and Power of Attorney form.

-Staple together paperwork and put in secretary’s mail bin

**E. Body Release from Morgue**

A. Nursing Supervisor at extension 4769 will release the body.