**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 the caller a copy of the patient chart and a SIGNED CONSENT FORM to be brought to Histology. Place the chart and consent on the counter in Histology.
3. Check the Pathologist’s calendar and notify the on-call Pathologist. (Autopsies are not performed on weekends)
4. **Chromosome analysis: Products of Conception**
5. Labor & Delivery – Specimens go to ACL. Supplies are located in the Send out refrigerator. Nursing Staff should bring specimen to lab in the solution from the kit.

* ACL cytogenetic 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. Specimens may not be transported via the pneumatic tube.
* Specimen and completed paperwork should be placed in send outs
* Refer to Policy 4840-Sendouts-112 Chromosome Analysis Tissue/POC to prepare specimen to be sent to ACL.
* Call ACL for Pickup
* Notify the next shift of the pending ACL pickup

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

* Instruct ED/OR to put saline on specimen.
* Place specimen in refrigerator in Histology
* Leave Paperwork on the counter by gross station
* Note: It is OK for specimen to sit over the weekend in saline and in the refrigerator.

1. Specimen for Pathology only must have completed Surgical Pathology requisition and 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. Update the caller that they should receive a call the next day. If it is the weekend they will receive a call back on Monday. If Monday is a Holiday, the return call will be placed on Tuesday.
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 is 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. Call the Nursing Supervisor at extension 4769 and they will handle releasing the body.

**F. Stone Analysis**

1. Stone analysis specimens and Surgical Pathology requisitions go to Histology when specimen is delivered to the lab. Time stamp Surgical Pathology requisition

and leave on the counter in Histology.

2. If a stone analysis specimen comes down on the dumb waiter. Remove specimen, sign log book inside the dumb waiter. Time stamp Surgical Pathology requisition and leave the specimen on the counter in Histology.

3. Histology will deliver stone specimen to the lab when testing is completed. The requisition and specimen cup brought to the lab. The specimen cup will have a Histology sticker with an accession number on the sticker. This is the indication that Histology has completed processing the specimen and it is acceptable to go for send out testing.