**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**

Autopsies are no longer performed at Rush Copley. In the event that an autopsy is requested, the nursing staff will follow the revised Care of Deceased Patient policy and contact the Nursing Supervisor immediately. The Lab is not involved.

1. **Chromosome analysis: Products of Conception**
2. 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 Natera – Histology will take care of specimen
* Instruct ED/OR to put saline on specimen in original container. If specimen comes down without saline, the tech should pour saline in the container.
* 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. Check Epic to make sure Chromosome Analysis has not been ordered, if not the specimen will go into Formalin. Initial the surgical requisition with the time Epic was checked.
* Formalin can be found in large cube next to the sink or smaller filled containers on left shelf by pathology entrance.
* While wearing gloves, dispense formalin into the container making sure specimen is completely covered with formalin.
1. If specimen is retrieved from the dumbwaiter fresh, with the Chromosome Analysis kit, the tech will initial the OR specimen log including the time received and place the specimen in the refrigerator covered with saline.
2. If specimen is retrieved from the dumbwaiter fresh and without the Chromosome Analysis kit, the tech will initial the OR specimen log including the time received and check Epic for an order. If there is an order, pour saline on the specimen and place it in the refrigerator. Call the ED/OR and inform them that paperwork from the kit needs to be signed by the patient and ordering physician. A blood sample also needs to be collected and placed in the kit. If there are no orders, place formalin on the specimen and leave on counter by gross station with surgical requisition.
3. **Request For Pathology Slides**
4. Ask the caller for the name and date of birth of the patient and where the slides should be sent.
5. Ask for a phone number for the Pathology secretary to call back.
6. 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.
7. **Pathology Slide Pick Up After Hours**
8. The package with the release form will be on the Pathology secretary’s desk with the patient’s name
9. 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**

 Call the Nursing Supervisor at extension 4769 and they will handle the release.

 **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.

1. 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.

 **G. Frozen Section calls from the OR**

 1. If it is Mon-Fri and prior to 4:00 pm, transfer the call to Histology x1058.

 2. After hours, physically check if Nestor or any of the Pathologists are in their offices.

 3. If no one is here, then you will have to contact the Pathologist on call.

4. Pathologist on call is indicated on pink paper in the lab by the PTO request forms.

5. Have the phone number to the Operating room and the name of the surgeon available for the Pathologist to call.

 **H. Fresh Specimen calls from the OR**

 1. Ask if the tissue is for frozen section- if yes follow step G.

 2. If the tissue is NOT for frozen section, ask if it is for LYMPHOMA PROTOCOL.

 a. Place in the Histology refrigerator

 b. Leave a note on the counter