Holyoke Medical Center, Inc.
575 Beech Street
Holyoke, MA 01040

Policy: ADM.401.3.11

Laboratory

RELEASE OF PATHOLOGY SLIDES FOR REVIEW OUTSIDE THE HOSPITAL

POLICY

It is the policy of the Holyoke Medical Center, Inc. to ensure the integrity of pathology slides released for review outside the hospital.

PURPOSE:

To define the conditions under which pathology slides are released for review outside the medical center.

PROCEDURE:

1.   Requests for review of pathology slides made by a physician are fulfilled by the Pathology Department alone.

2.   Pertinent information is entered into a log book and will contain the following information:

   - Date:
   - Name:
   - Age:
   - Requested by:
   - Sent to:
   - Surgical #:
   - # of Slides and Blocks:
   - How Sent:
   - Our Dx:
   - Their Dx:
   - Significant Discrepancy:
   - Date Returned:

3.   The slides are packaged and mailed to the reviewing physician indicated by the requesting physician. The method of mailing is at the direction of the requesting/reviewing physician on a case-by-case basis.

4.   If patients or other third parties are requesting slides or reports, the request is fulfilled and sent to the Health Information Management department and handled according to administrative policy, *Privacy: Uses & Disclosures of Protected Health Information Requiring Patient Authorization.*

F:\DATA\WP\LAB\Public\Manuals\Lab Manuals\Lab Policy Manual\Pathology Slide Release 4_2012.doc

SPECIAL CONSIDERATION:

1. A physician may request that slides be picked up and delivered to the outside reviewer by the patient or his/her representative to expedite the turn-around-time.

2. In such cases, the request is forwarded to the Health Information Management Department and handled according to administrative policy, *Privacy: Uses & Disclosures of Protected Health Information.*

ATTORNEY REQUESTS FOR PATHOLOGY REPORTS AND SLIDES:

1. If a written request for pathology reports and slides is received from an attorney, the pathology department will first respond by sending a letter requesting (a) the reason for the request and (b) the specific case accession number requested, and (c) stating the policy that only recuts of slides may be sent. Additionally, the letter will state the charges for preparing the recuts and submitting them.

2. If the attorney insists on receiving only the original slides or blocks, inform the attorney that the requested original materials will be available for examination by the attorney's expert ONLY on our premises and under our direct supervision.

3. An attorney who has written a letter of request in the absence of a subpoena cannot compel the submission of original materials.

4. If a subpoena is received in a case where a formal lawsuit has been filed involving a member of the department of pathology or the hospital, the pathology reports and corresponding slides will be brought to the pathologist who signed out the case. It is the responsibility of the pathologist who signed out the case to review the case. The professional liability insurer must be notified and a determination made on whether to file a motion in court to limit discovery.

5. Original slides will be submitted ONLY if a court so orders, in which case there is no alternative but to comply. However, if the original material is subsequently broken or lost, the pathology group will be operating under the protection of the court.

F:\DATA\WP\LAB\Public\Manuals\Lab Manuals\Lab Policy Manual\Pathology Slide Release 4_2012.doc

APPROVAL:

Approved by:_____   Date:
                       John J. Szczepanek
                       Laboratory Manager

Approved by: _____   Date:
                       Thomas s. Gould, MD
                       Medical Director

Adopted or date initiated: 03/19/90 (Administrative Policy Manual)

Revised and effective date: 07/08/03, 09/2009, 04/2012

REVIEW:

Date	Medical Director	Laboratory Manager