**UW Medicine - Pathology**

6000-01-03-08

SCCA Specimen Accessioning and Transport Procedure

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| Adopted Date: 08/05/05Review Date: 06/22/09Revision Date: 10/25/10 |

PURPOSE

To provide instructions for handling and transporting SCCA cases to the SCCA Pathology Department at the Seattle Cancer Care Alliance.

PROCEDURE

Specimens generated by physicians from SCCA patients should be accessioned immediately upon receipt and sent to the Seattle Cancer Care Alliance.

1. All SCCA cases are to be accessioned with a SE prefix. The case type will correctly default to SCCA HSCT Surg.
2. General Tab
	1. The case will not be assigned to a resident or fellow.
	2. Revenue Center: 308
	3. The fee schedule field should read SCCA Fee.
	4. Place of service: Inpatient or Outpatient
	5. Case Priority: Routine
3. Req Data Tab
	1. Update Type of case: HSCT
4. Specimens Tab
	1. All specimens are accessioned using specimen codes beginning with SCCA.
	2. If no specimen codes beginning with the SCCA accurately describes the specimen use the code: SCCA specimen.
5. Delivery
	1. SCCA Pathology technicians are notified of a specimen being sent out.
	2. All specimens are shipped at room temperature in the provided coolers.
	3. An Alliance Clinic Transport form is filled out with; SE number, Designation / Origin, Route and Handling checked.
	4. The specimen cooler with the attached transport form is logged into the combination drop-off/pick-up boxes for the currier transport.

Written By: Director Approval:

(Signature and Date) (Signature and Date)

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 Supervisor / Manager