**UW Medicine - Pathology**

6000-01-05-21

Legal Cases Procedure

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| Adopted Date: 09/15/05  Review Date: 06/22/09  Revision Date: 10/29/10 |

PURPOSE

**Storage of Pathology Material on Possible Legal Cases.**

To define the mechanism of handling possible legal cases: This procedure will define how Pathology will be notified of need to retain material, who will be responsible for gathering the material, procedure for gathering and securing material, how Pathology will be notified that material no longer needs to be retained and how periodic cleaning of storage cabinet will be performed.

PROCEDURE

Notification of need to retain material will be by:

1. Pathology Requisition slips noted with the need to retain medical devices and/or specimens.
2. Risk Management request slip.

The person responsible for gathering material:

1. Pathology Requisition slip-Histology personnel accessioning cases in the gross room.
2. Risk Management request slip-Pathology office personnel responsible for legal cases.

Procedure for gathering and securing material:

1. Pathology Requisition slips-material is stored by the end of the day it is grossly described.
2. Risk management slip-Material is gathered within 24 hours of receipt of the request.
3. After the material is gathered it is placed in the Legal Case Storage Cabinet. The support staff in the gross room, the front office Program Assistant responsible for legal cases, Gross Room Supervisor and the Administrative Director keep keys for this cabinet.
4. The log sheet in the cabinet will be completed.

Notification material is no longer needed:

1. Risk Management will notify the Gross Room Supervisor, Program Assistant responsible for legal cases when a case can be released or is no longer required for storage. The notification will be a written document completed by Risk Management.

Periodic cleaning of storage cabinet:

1. Once a year, the Gross Room Supervisor will send Risk Management a copy of the list of cases that are being stored. Risk Management will review the list to determine if any of these can be discarded.

Written By: Director Approval:

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