**UW Medicine - Pathology**

6000-01-06-02

SCCA Weekend and After Hours Specimen Transport Procedure

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| Adopted Date: 05/10/04  Review Date: 04/01/11  Revision Date: 04/05/11 |

PURPOSE

To facilitate the accessioning and transportation of specimens during the weekend or after-hours from the UWMC to the SCCA.

PROCEDURE

1. Accession SCCA specimen in PowerPath, using "SE" prefix.
2. Call the SCCA On-Call tech (Pager 206-559-6195) and alert the tech a specimen is being sent to the SCCA.
3. Package specimen for transport, using the red coolers found in the Gross Room.
4. Fill out a "Transport to Alliance Clinic" yellow form. The forms and pre-made labels are in the Gross Room main desk drawer.
5. Attach the hard copy "Transport to the Alliance Clinic" yellow form to the package with tape. Keep a copy for our records.
6. Call Delivery Express at 425-251-3533 (Acct.no 112250) or go online to summon courier.
7. Call the SCCA On-Call tech again to let them know specimen has been picked up.
8. If unable to reach On-Call tech, page the SCCA Pathology Manager at 206-541-1061.-

Written By: Director Approval:

(Signature and Date) (Signature and Date)

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Supervisor / Manager