

HARBOR-UCLA MEDICAL CENTER

SUBJECT: REVIEW OF OUTSIDE SLIDES AND/OR
TISSUE BLOCKS BY DEPARTMENT
OF PATHOLOGY

POLICY NO. 319A

PURPOSE:

The Department of Pathology will review outside slides and/or tissue blocks to ensure accuracy of diagnosis for referred patients before significant treatment related to their pathologic diagnosis is initiated.

POLICY:

All referred patients to Harbor-UCLA Medical Center who will be undergoing significant therapy including, but not limited to, chemotherapy, surgical intervention, or radiation therapy will have their diagnostic slides and/or tissue blocks submitted to the Department of Pathology for evaluation whenever possible. Any site other than Harbor-UCLA Medical Center is considered to be an outside facility for the purpose of this policy. The sample must have been ordered using the correct request in PowerChart. Using the incorrect request can delay review. Requesters will be called to complete the correct request when necessary.

PROCEDURE:

1. When a referred patient is seen by a clinical team/physician at Harbor-UCLA Medical Center, the team/physician will call the referring physician and request a release of slides and/or tissue blocks along with the accompanying pathology report from the original facility to be sent either to the Harbor-UCLA physician or directly to the Department of Pathology.
2. If the referred patient brings the slides and/or tissue blocks to the clinic appointment, the team/physician will follow this process:
 - A. Complete a "Pathology Tissue Request" (for Surgical tissue) or "Non-Gyn Cytology" Request (for Cytology samples) in PowerChart for an active encounter and include the following information:
 1. Specimen description
 2. Clinical information
 3. Preoperative diagnosis

EFFECTIVE DATE: 10/1/10

SUPERSEDES:


REVISED: 10/14, 4/15, 9/18, 10/19

REVIEWED: 10/14, 4/15, 9/18, 10/19

REVIEWED COMMITTEE:

APPROVED BY:


 Kim McKenzie, RN, MSN, CPHQ
 Chief Executive Officer


 Anish Mahajan, MD
 Chief Medical Officer


 Nancy Blake, PhD, RN, NEA-BC, FAAN
 Chief Nursing Officer

HARBOR-UCLA MEDICAL CENTER

**SUBJECT: REVIEW OF OUTSIDE SLIDES AND/OR
TISSUE BLOCKS BY DEPARTMENT
OF PATHOLOGY**

POLICY NO. 319A

-
- B. Any member of the treating team will bring the slides, tissue blocks, and the specimen label generated from the request placed in PowerChart to the Department of Pathology – Surgical Pathology Office, Room 2S-22. Questions regarding this process should be directed to the Surgical Pathology Office at (424) 306-6277, or if not available the Pathology Residents Office at 306-6400.
3. If the slides and/or tissue blocks, and reports are to be mailed or delivered by the referring facility directly to Harbor-UCLA Medical Center-Department of Pathology, request the referring facility to follow this process:
- A. Address the package:
Harbor-UCLA Medical Center
Department of Pathology – Second Floor, Box 12
Surgical Pathology Office - Room 2S-22
1000 W. Carson St.
Torrance, CA 90509
- B. If there are questions regarding the delivery of the package, call the Surgical Pathology Office at (424) 306-6277, or if not available the Pathology Residents Office at 306-6400.
- C. For mailed packages or hand-delivered packages, the Anatomic Pathology staff will complete the Pathology Tissue Request or Non-Gyn Cytology Request in PowerChart.
4. The Department of Pathology-Anatomic Pathology will log the specimens for evaluation in the electronic medical record in the usual fashion (SOP HT3.0xx).
5. When the Pathology report is completed, it will be finalized in the electronic medical record and available for review.
6. For questions or concerns regarding the receipt or return of the slides and/or tissue blocks, please call the Surgical Pathology Office for assistance at (424) 306-6277, or if not available the Pathology Residents Office at 306-6400.
7. For questions regarding the evaluation of the case, please call the Pathology Residents Office at (424) 306-6400.