



**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES
HARBOR-UCLA MEDICAL CENTER**

SUBJECT: PATHOLOGY TISSUE REQUEST

POLICY NO. 319B

CATEGORY: Provision of Care	EFFECTIVE DATE: 4/85
POLICY CONTACT: Laron McPhaul, MD	UPDATE/REVISION DATE: 9/21
REVIEWED BY COMMITTEE(S): Surgical Case Review	

PURPOSE:

To assure compliance of regulations outlined by the College of American Pathologists (CAP) and Joint Commission (JC) regarding information necessary for completion of " Pathology Tissue Request".

POLICY:

At Harbor-UCLA Medical Center, the Pathology Tissue Request must be completed in PowerChart for an active encounter prior to submission to the Laboratory for processing of tissue/hardware.

PROCEDURE:

While in an active PowerChart encounter, click +Add next to Orders, and type Pathology Tissue Request within the Search field. A Pathology Tissue Request must be completed for each specimen.

I. FORM

1. The Pathology Tissue Request should contain the following information:
 - a. Pertinent History and Clinical Findings
 - b. Preoperative Diagnosis
 - c. Postoperative Diagnosis
 - d. Procedure
 - e. Specimen description and, when appropriate, indication of left or right

2. The Pathology Tissue Request should also contain the following information:
 - a. The date the sample was collected
 - b. The time the sample was collected
 - c. The specimen type (fresh/frozen/permanent)
 - d. The time the sample was placed in formalin
 - e. The specimen orientation, if appropriate

REVISED: 9/89, 6/95, 2/99, 11/07, 1/14, 10/15, 10/18

REVIEWED: 8/86, 9/89, 10/92, 6/95, 2/99, 2/02, 2/05, 1/14, 10/15, 10/18, 9/21

APPROVED BY:


 Anish Mahajan, MD
 Chief Executive Officer


 Anish Mahajan, MD
 Chief Medical Officer


 Joy LaGrone, RN, MSN
 Interim Chief Nursing Officer



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3. The Pathology Tissue Request should also contain the following information:
 - a. Preoperative Hormonal Therapy
 - b. Preoperative Chemotherapy
 - c. Preoperative Radiation
4. List any consulting physicians who should also receive the surgical pathology report.
5. Choose a Diagnosis to associate with the Pathology Tissue Request.
6. Sign the Pathology Tissue Request.

II. LABEL

1. Place the specimen label generated from the Request entered in PowerChart on the specimen container.

III. RETRIEVAL

The Pathology Tissue Request is retrieved in the Histology Laboratory by scanning the specimen label. When the Pathology Tissue Request has not been ordered correctly, a Histology staff member will contact the ordering provider (listed on the request) to correct the order.

IV. REPORT

When the report is completed by the Anatomical Pathologist, the clinical information submitted by the ordering provider will be imported into the report. The completed report will be transmitted to the electronic medical record after verification of the report.

Reviewed and approved by:
Medical Executive Committee on 9/2021

A handwritten signature in cursive script that reads "Beverley A. Petrie".

Beverley A. Petrie, M.D.
President, Professional Staff Association