

Policy Title: Anatomic Pathology Specimen Submission

In Use by:			
x	Munson Healthcare Cadillac	x	Munson Healthcare Manistee
x	Munson Healthcare Charlevoix	x	Munson Medical Center
x	Munson Healthcare Grayling	x	Paul Oliver Memorial Hospital
x	Munson Healthcare Kalkaska	x	Munson Healthcare Otsego

Overview:

Guidance to support healthcare team with submission of anatomic & pathology specimens to MHC laboratories. Failure to provide required information may lead to delay in processing and will result in completion of a Problem Specimen Resolution Form.

Requisition:

A clear and legible paper or copy of electronic requisition must accompany all specimens submitted for testing. Laboratory Requisitions are available on MHCs website under for providers, practice resources, forms [Forms | For Providers | Munson Healthcare | northern Michigan](#) The following information is required on the requisition:

Ordering Provider Information:

- ☐ Ordering Provider Name (First, Last)
- ☐ Ordering Provider Signature
- ☐ Ordering Provider Address (not required on requisition, can be provided separately)
- ☐ Ordering Provider Phone/Fax (not required but helpful for communicating results)

Patient Information:

- ☐ Patient's Legal Name
 - ✓ Name change due to marriage can be taken to PDSS registration for correction in system
- ☐ 2nd Unique Patient Identifier
 - ✓ Patient's Date of Birth
 - ✓ Medical Record Number
 - ✓ Last 4 digits of Social Security Number
- ☐ Sex
- ☐ Insurance Information (not required on requisition, can be provided separately)

Specimen/Test Information:

- ☐ Collection Date/Time
 - For suspected/metastatic breast cancer cases and FNA cores cold ischemic time is required.
 - ✓ Time tissue is removed from the body
 - ✓ Time tissue is fixed in formalin
- ☐ Specimen Description
 - Specificity –detailed anatomic body part
 - ✓ Left cheek skin biopsy –no clarification required
 - ⊗ Skin biopsy – clarification required
 - Laterality –differentiation of duplicate anatomic body parts
 - ✓ Left kidney –no clarification required
 - ⊗ Kidney – clarification required
 - Orientation – clock, suture, and/or margin proximity
 - ✓ Left Breast 1:00 – no clarification required
 - ⊗ Left Breast – clarification required
- ☐ Test –Cytopathology Gynecologic
 - Screening Pap, Diagnostic Pap, High Risk HPV Test, Anal/Rectal High Risk HPV

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Clinical History/ Pre-Op Diagnosis: **Note: Abbreviations will require clarification**

- ☐ Pertinent clinical information pertaining to specimen submission. Including but not limited to radiology studies, history of cancer, historical pathology diagnosis that may aide in pathology diagnosis.
- ☐ ICD-10 code
- ☐ Relevant History – Cytopathology Gynecologic
 - Note Last Menstrual Period (LMP) is required for patients < 50 years of age

Additional Comment Information:

- ☐ Priority Status Other Than Routine
- ☐ Copy to Provider Instructions
- ☐ Fax or Call Instructions

Specimen Container Labeling: *(container lid is not acceptable)*

Proper patient identification and specimen labeling is a critical step in ensuring safe quality laboratory results. Collectors are responsible for performing patient identification, TWO positive patient identifiers, at the time of collection and labeling specimens with the below requirements in the presence of the patient. **Note: For patient safety, the laboratory requires that the specimen container be labeled and not the container lid.**

The regulatory agencies that accredit MHC Laboratories; Joint Commission Accreditation Healthcare Organization (JCAHO) and College of American Pathologists (CAP), require the below criteria for specimen labeling.

- ☐ Specimens must be labeled with TWO patient identifiers
 - Patient Legal First and Last Name
 - 2nd Identifier
 - ✓ Patient's Date of Birth
 - ✓ Medical Record Number
 - ✓ Last 4 digits of Social Security Number
- ☐ Specimen Description
 - Must match the laboratory requisition
 - For multiple specimen submissions the corresponding requisition alpha or numeric must be included on the label.
 - ✓ A Descending Colon Polyp, B Transverse Colon Polyp, C Sigmoid Colon Polyp
- ☐ Additional Information *(preferred not required)*
 - Ordering Provider
 - Collection Date

Example of Multiple Specimen Label:

Smith, Kelly Kamalelhua DOB 10/13/1962 A Left Breast 1:00 12/21/2023 Dr. David P Michelin MD	Smith, Kelly Kamalelhua DOB 10/13/1962 B Left Breast 3:00 12/21/2023 Dr. David P Michelin MD
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Note: Omission of this information could result in delay of testing and requires completion of a Problem Specimen Resolution Form.

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Problem Resolution Process:

Anatomic Pathology specimens are deemed irreplaceable. Every effort will be made to resolve specimen problems quickly and in the safest way for best patient outcomes. The laboratory will notify the collector when a Specimen Problem Resolution Form is required for laboratory processing. For offsite collections this will occur via fax or specimen return. For the safety of our patients, onsite collections will require the collector to come to the laboratory to complete resolution, no specimens will be returned onsite.

Fax Back:

When the laboratory requisition requires clarification and or additional information the laboratory will fax the Problem Resolution Form to the collector for resolution.

Specimen Return:

When information is missing or disparate on the specimen label from the requisition the laboratory will return the specimen via courier system to the collector for resolution.

- ✓ Contact courier STAT for time sensitive specimens such as fresh breast from the breast center
- Exceptions
 - Breast specimens from outside affiliates
 - One container exception- if only one container is received as long as there is no conflicting information between the container and order it is acceptable.

Specimen Container Resolution:

- Container is open and specimen is floating in bag:
 - ✓ DO NOT OPEN! Directly deliver the specimen bag to the grossing station (unopened) for the grossing personal to examine.
 - *Note: If a Pathologist Assistant or Pathologist is not onsite, fill out a problem resolution form to communicate issue.*
- Container appears empty:
 - ✓ DO NOT OPEN! Directly deliver to the grossing station (unopened) for the grossing personal to examine.
 - *Note: If a Pathologist Assistant or Pathologist is not onsite, fill out a problem resolution form to communicate issue.*
 - ✓ Determine next steps with office involvement
 - Return whole case for resolution
 - follow specimen return process
 - Process case without specimen
 - A no specimen in container part type will be added to the case to record "empty container"

Clinic Accounts:

- Specimen orders registered to clinic accounts can be taken to PDSS registration for proper registration account