

## **Histopathology Collection**

*Fixation of surgical specimens:* Specimens may be submitted without fixative if they are delivered to the Surgical Pathology Laboratory promptly or if a frozen section is requested. When a fixative is used, it should be 10% buffered formalin. Specimens received in fixative should have enough fixative in the container to accommodate the specimen. Please call the Department of Pathology at 616-394-3185 if there are questions regarding the handling of specimens.

To assure proper and expedient handling of tissue specimens, a correct and accurately completed requisition and specimen container will minimize delays in processing and in issuing the final report.

*Labeling of specimen containers and histopathology requisition:* The following information is to be recorded on a requisition using a stamp, typewriter, or neatly printed:

- Patient's name
- Doctor's name
- Sex
- Date of birth and age
- Address
- Room number (inpatients only)
- Patient number (inpatients and outpatients only —Holland Community Hospital)
- Preoperative diagnosis
- Surgeon
- Assistant surgeon
- Clinical data and operative procedure
- Source of specimen and location

*Each specimen container must be labeled on its side with the following:*

- Patient's name
- Source of specimen and location (if applicable)
- Date of birth

*Office specimens:* Additional information is required for proper billing of office specimens:

- Telephone number of patient
- Person responsible (relationship) for bill
- Insurance through employer or private
- Medicare or Medicaid number
- Marital status

*Reasons for specimen rejection or delay in processing:*

- Specimen container not identified with patient's name, date of birth and/or source of specimen
- No specimen received with requisition
- No requisition received with specimen
- Dissimilar correlation between specimen and requisition (i.e., requisition states "left" and specimen states "right") • Source of specimen not indicated on requisition or no clinical diagnosis is indicated on requisition
- *Course of action:*
  - Unlabeled specimens will be returned to their origin for identification along with the Laboratory Services of HH Specimen Identification Form
  - Incomplete requisitions will result in a delay in processing until the proper information can be obtained

If the birth date, anatomic site of the specimen, or clinical diagnosis are not present on the requisition, the laboratory will call for this data before processing the specimen