

**JOHN DEMPSEY HOSPITAL  
UNIVERSITY OF CONNECTICUT HEALTH CENTER  
DIVISION OF ANATOMIC PATHOLOGY**

**POLICY**

**RECEIPT AND ACCEPTANCE OF SPECIMENS**

All specimens received in the surgical pathology laboratory must be properly labeled and accompanied by a completed surgical pathology requisition form. The following information must be included:

Specimen (on container)

Patient Name  
Identification Number  
Admission Number  
Date of Birth  
Type and site of specimen  
designated by a letter

Requisition

Patient Name  
Identification Number  
Admission Number  
Date of Birth  
**and**  
Requesting physician  
Location  
Pertinent clinical history  
Type and site of specimen  
designated by a letter  
Date and time of collection

Specimens are collected by Transportation x1948 or delivered to the Surgical Pathology gross room (CG047) between the hours of 8 a.m. and 5 p.m. Monday-Friday.

---

M. Melinda Sanders, M.D.  
Director, Surgical Pathology

---

Date

5/28/93  
Revised - 11/1/96  
Revised - 1/1/99

**Please note** – as you review the policy and requisition, it is important that all staff who complete the requisition do the following.

1. All requisitions must be complete and accurate.
2. The information on the requisition and specimen container must be consistent.
3. Specimens should be placed in specific container to help reduce the number of specimens that are rejected by AP lab.
4. When reading the attached policy please note that the sharing of specimens for several tests is not encouraged. However, if it is necessary please follow the identified procedure.
5. The patient's admission number and the TOO number must be present on all AP requisition before they are sent to the AP lab.
6. The ordering physician must sign the requisition.
7. All requisitions must have the ICD-9 code identified before billing can occur.
8. Please refer to the attached policy for additional information regarding the transportation of specimens after hours finally AP specimens will be picked up in specially marked and colored coolers.

**Completing the requisition properly will ensure that this institution in compliance with all regulations (federal, state and others) and that the institution will be reimbursed for charges**

## **POLICY:**

1. All specimens will be transported from the area of collection drop off to the Anatomic Pathology (AP) Department by the Transportation Department.

## **EXCEPTIONS:**

- **Specific hours (Monday – Friday after 5 pm and before 8 am; Saturdays, Sundays and holidays)** – During the above hours, the specimen will be delivered to the Laboratory Central Processing and logged in by the Transportation Department. At the beginning the next business day, the Transportation Department will transport the specimen from Laboratory Central Processing to AP.
  - **Specific collection site** – Specimens collected in the Operating Room (OR) will be delivered to the OR pathology room by the OR staff. AP staff will transport the specimen from the OR pathology room to AP during daytime hours.
  - **Specific tissue being collected utilizing a specific methodology** – Specimen collection and handling methodology is outlined in the unit/department manual. Example: needle localization breast biopsy in OR requires AP staff to process specimen within the OR. The AP staff subsequently transport the specimen to the AP Department.
  - **Off Site Correctional Managed Health Care** – Specimens will be placed in colored-coded coolers specific for AP specimens only. Couriers will pick up at these coolers at each Correctional Managed Health Care Site and deliver directly to AP.
  - **Off Site but UCHC** – Specimen will be picked up from the off-site location, transported, and delivered to AP by UCHC courier.
  - **Off Site non UCHC** – Specimen will be delivered to West Receiving Dock (self-help service counter) and transported to AP by the Transportation Department.
2. A completed Department of Anatomic Pathology Surgical/Cytology Requisition must accompany all specimens being transported to AP.
  3. Whenever possible, specimens should not be shared between AP and clinical laboratory. Every effort must be made by the collector to obtain two (2) distinct specimens. However, if unable to collect two (2) specimens and the specimen must be shared, it is the responsibility of the collector to prioritize what test should be done in which order.
  4. Variations to the established procedure will trigger a quality assurance review.

**JOHN DEMPSEY HOSPITAL  
UNIVERSITY OF CONNECTICUT HEALTH CENTER  
DEPARTMENT OF ANATOMIC PATHOLOGY**

**POLICY**

**REJECTION OF SPECIMENS**

Specimens that are received in the surgical pathology laboratory for processing may be rejected at the discretion of either the medical director or supervisor based upon the criteria of specimen rejection.

The criteria for the rejection of a specimen are as follows:

1. Inadequate patient identification on specimen container;
2. Lack of or incomplete requisition form;
3. Inadequate preservation;
3. Improperly obtained and/or from an unauthorized source.

If the specimen has been rejected, either the clinic/**OR** from where the specimen was submitted and/or the attending physician is notified to ensure that the information is noted on the patient's chart and so corrective action may be taken.

---

M. Melinda Sanders, M.D.  
Director, Surgical Pathology

---

Date

5/28/93

Revised - 11/1/96

Revised – 1/1/99