Clinical Non-gyn Procedure
nongyn09.01

Non-Gynecological Slide Control

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<th>Final Approval: July 2010</th>
<th>Effective: July 2010</th>
<th>Next Review Date: July 2012</th>
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<td>Stakeholder Name(s):</td>
<td>Date:</td>
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<td>Jeffery Hadley Date: July 29, 2010 Reviewed</td>
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<td>Mark Magilner, MD Date: July 29, 2010 Reviewed</td>
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<td>Jeffery Hadley Date: 8/17/11 Reviewed</td>
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List all stakeholder(s) and dates of approval:

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<th>Stakeholder Name(s):</th>
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Describe briefly the most recent revision made to this policy, procedure or protocol & why:

New Procedure

Purpose/Policy Statement:
The pathology laboratory of Pacific Pathology Associates has established the following policy with respect to preserving and protecting the integrity of slides and insuring their immediate availability.

Definitions:
- n/a

POLICY CONTENT

PROCEDURE:

The submitted slides and slides prepared by the pathology laboratory remain the property of the pathology laboratory of Pacific Pathology Associates, Inc.

1. All slides are maintained on site in the pathology laboratory for a minimum of ten years.

2. Consult, slide, requisition, and report retention procedure for the retention time lengths for various types of slide cases.

3. The slides are given a specimen class letter designation of M or L. M represents Salem Hospital cases and L represents all other outside cases. Prior to April 2010 non-gynecological cases were given a letter designation of FN to represent fine needle aspirations and CN to represent all other non-gynecologic specimens. The year, a dash and the numerical accession number in order follow these prefixes as of 2/5/2002. (CN02-9999 or FN02-999). Slides before 2/5/02 will have the letter designation, accession number and a period followed by the year (CN999.98).

4. Following completion of the evaluation, the slides are filed in numerical order.
   a. A label identifying the sequence of the slides from the first case to the last is affixed to the outside of the file drawer.
   b. Each drawer is labeled with the year and numeric sequence.
   c. Slides are checked before filing for problems such as a detached coverslip or breaks. Slides are fixed before filing.
5. Diagnostic consultative send-outs (CON 1) and patient originated send-outs (CON 2) are handled through the main anatomic pathology office. The policies and procedures for the send-outs are found in the Anatomic Pathology procedure manual, “ONLINE LOG FOR SEND OUTS AND CONSULTS.”

   a. A pathologist prior to send-out reviews slides.

   b. Slides are recorded in CoPath as sent out using the send out feature.

   c. When slides are returned, they are marked as returned in CoPath using the slides sent out/overdue feature, and refilled.

   d. Outside reports are reviewed on return from the consulted party and then the reports are scanned with the original pathology report.

   e. If appropriate, a copy of the outside report is sent to the original physician who submitted the specimen.

   f. Slides are sent via certified mail or FedEx.

6. Slides pulled for use within the department that can also be readily located and retrieved, such as those kept in study set boxes, pulled for 5-year retrospective reviews, etc. will be recorded using the CoPath slides send out feature as DEPT with the responsible party’s name and their location or use. Slides will be checked in as above 5c.

**Equipment/Supplies (If Applicable):**
n/a

**Form Name & Number or Attachment Name (If Applicable):**
nongyn09

**Author Position:**
Operations Manager

**Review/Revision Authority (Position Not Individual Name):**
Medical Director
Operations Manager

**Expert Consultant Position/s (Not Individual Name/s):**
n/a

**References (Required for Clinical Documents):**

**Is there a Regulatory Requirement? Yes ☒ No ☐**
If yes, insert requirement information here: Joint Commission

**Review History (No Changes):**
n/a

**Revision History (Note changes in area under header):**
n/a

**Computer Search Words:**
n/a

**Policy, Procedure or Protocol Cross Reference Information:**
n/a