Clinical
Surgical Pathology - Gross Room
Procedure
surgpath12.01

Pathology Specimen Accessioning During CoPath Down Time

<table>
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<tr>
<th>Final Approval: May 2010</th>
<th>Effective: May 2010</th>
<th>Next Review Date: April 2015</th>
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List all stakeholder(s) and dates of approval:

<table>
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<tr>
<th>Stakeholder Name(s)</th>
<th>Date: 5/3/10</th>
<th>Reviewed</th>
<th>Revised</th>
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<td>Geoffrey Werner</td>
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<tr>
<td>Mark Magilner, MD</td>
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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:

During occurrences when CoPath may be inaccessible due to either a scheduled or unscheduled down time, specimen accessioning shall continue to ensure satisfactory turn around time for processing pathologic samples.

Definitions:

- n/a

STEPS / KEY POINTS

PROCEDURE:

1. Sort specimens by patient case type M or L designation.
   - Both M and L designated cases are affected by CoPATH down time.

2. From previously accessioned specimens, determine the last assigned accession number.

3. To avoid a redundancy created by unknown accessioning, a block of numbers may be skipped (20-50 numbers is suggested).

4. Using Avery Labels, manually create a set of labels for each subsequent accession number, using provided formats which are located in H:\Lab\Anatomic Pathology\SURGICAL PATHOLOGY\COPATH DOWNTIME MATERIAL. For example, for each accessioned case CoPath prints three requisition labels and prints one container label for each part type.
   - Use one requisition label for placement on the PATHOLOGY SPECIMEN ACCESSION DOWNTIME LOG.
   - Use the second label for placement on the top copy of the Pathology Requisition.
   - Use the third label for placement on the specimen container, taking care to accurately record the specimen container sub-number.

5. Record on the form PATHOLOGY SPECIMEN ACCESSION DOWNTIME LOG the following information: see link above
   - Date
   - Accession Number (placement of manually created Avery label)
   - Patient Name and Medical Record Number or Date of Birth.
   - Number of Specimen Containers

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Part Type for each Specimen Container

7. Proceed with routine specimen preparation as detailed in Histology Laboratory procedure SPECIMEN ACCESSION & PREPARATION WITH ONE EXCEPTION: FOLLOWING GROSS EXAM AND DISSECTION, SPECIMEN REQUISITION FORMS WILL REMAIN IN THE PATHOLOGY GROSS ROOM until normal CoPath function resumes.

8. Following full reactivation of CoPath, the specimen requisition forms shall be retrieved and patient specimen registration in EPIC and/or specimen accessioning CoPATH Activity Accession Entry/Edit will be performed.

9. Relabel all specimen components with the subsequent CoPath-generated printed labels.

QUALITY CONTROL:
1. Pathology requisition submission and specimen labeling discrepancies are documented in the Specimen Rejection Log and, unless corrected, are reported by the submission of a Quality Assurance Report.
2. Tissue cassette labeling discrepancies are documented in the Continuous Quality Improvement record book.

PROCEDURE NOTES: NONE.

LIMITATIONS OF PROCEDURE: This procedure permits labeling, gross examination and processing of pathologic specimens. CoPath downtime may inhibit the transcription component of Pathology results reporting.

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

**MATERIALS, REAGENTS:**

*Form:*
PATHOLOGY SPECIMEN ACCESSION DOWNTIME LOG

*Label:
Avery label

Disposab e gloves
Laboratory Coat
Eye protection
Surgical mask or face shield
Ventilation hood with HEPA filter cartridge

*Form Name & Number or Attachment Name (If Applicable):*
surgpath12

**Author Position:**
Histology Supervisor

**Review/Revision Authority (Position Not Individual Name):**
Medical Director, Operation Manager, Histology Lead, Pathologist Assistant

**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:

**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