

<b>Policy #:</b>	102 (PLH-102-02)	<b>Effective Date:</b>	9/30/2004	<b>Reviewed Date:</b>	2/4/2011
<b>Subject:</b>	PROCEDURE FOR OUTSIDE FROZEN SECTIONS				
<b>Approved by:</b> Laboratory Executive Director, Ed Hughes (electronic signature)					
<b>Approved by:</b> Laboratory Medical Director, Mark P. Burton, MD (electronic signature)					

## PROCEDURE FOR OUTSIDE FROZEN SECTIONS

**HOURS:** 07:00 TO 18:00

Anytime other than routine office hours (07:00 to 18:00) the laboratory office (541-7990) should be called and they will be responsible for notifying the pathologist on call. During non-office hours, the specimen should be delivered to the lab office and they will be responsible for the specimen until the pathologist arrives to pick it up.

1. Outside surgery personnel should call the Pathology office (541-6026) to notify that specimen is being sent.
2. Upon receipt of phone call, pathology secretary should:
  - Notify pathologist doing frozen sections that day.
  - Notify histology.
  - Notify Medical Center Lab.
3. Outside surgery personnel is responsible for delivery of specimen. MCL client specimens will be picked up by courier. Please call 541-7990 if pickup is needed.
4. Specimen should always be delivered to PATHOLOGY OFFICE, and hand delivered to a pathology secretary.
5. Upon receipt of specimen, pathology secretary will notify pathologist that specimen has arrived. If he is not in the department to receive specimen, secretary will deliver to histology. Histology will deliver specimen to frozen section room.