

**LSUHSC-SHREVEPORT  
DEPARTMENT OF PATHOLOGY – ANATOMIC DIVISION  
TESTING INFORMATION AND POLICIES**

**ANATOMIC PATHOLOGY**

The Department of Pathology is located on the second floor of the Medical School (Rooms 2-301 through 2-326) with offices in room 2-318. The Cytology Laboratories on the 2nd and 3rd floor of the Medical School (Rooms 2-307 and 3-446). The Gross Laboratory and Autopsy Suite are located on the ground floor of the Medical School (Rooms G-321 and G-310).

The objective of the department: To perform consultations in the form of interpretation of autopsies, surgical biopsies, cytology, and other specimens for the diagnosis of disease. Instructions for specimen submission are noted below. The submitting physician will be notified if specimens are inadequate or improperly submitted in order that corrective action may be taken immediately. All specimens must be submitted with pertinent clinical history and corresponding laboratory data.

**1 CYTOLOGY**

**1.1 Request forms:** All cytologic specimens (smears, fluids, sputa, etc.) must be accompanied by a properly filled out request form. Pertinent clinical data should be filled in on the form. For cytology reports, please call 5-8475, Room 2-318B. Specimens should be brought to Room 3-446 during working hours (7:30 AM to 4:00 PM). After hours and weekends, specimens should be taken to E2-2 Hospital Clinical Laboratory to be placed in the Cytology refrigerator.

**1.2 Labels:** All specimen containers must be properly labeled with the patient's name and hospital number (either a stick-on label or taped-on label).

**1.3 GYN Specimens (PAP Smears):**

1. Slides are to be submitted with patient's name printed on frosted end of the slide.
2. Slides should be immediately sprayed with spray fixative (available in Hospital Supply-called Cytology Fixative).
3. Slides should be submitted in cardboard folders, with stick-on labels or taped-on label on the cover. Only one case per folder.
4. Specimens should be submitted with request form properly filled in and brought to the Cytology Lab, Room 3-446, between 7:30 AM and 4:00 PM, Monday through Friday. On weekends, holidays and after-hours, specimens should be taken to E2-2 Hospital Clinical Laboratory to be placed in the Cytology refrigerator.

**1.4 Non-GYN Specimens:**

1. Smears should be placed immediately in containers of alcohol fixative, which are supplied by the Cytology Laboratory (Rm. 3-446). If smears are allowed to dry even a few seconds before immersing in fixative, they will be unsatisfactory for evaluation. If spray fixative is used, the slides must be sprayed immediately after smearing material on slide.
2. Specimens of sputum, urine, bronchial washings, and needle aspirations should be submitted in containers of saccomanno, which can be obtained from Cytology (Room 3-446).
3. Specimens of body fluids or gastric material should be submitted in clean containers immediately or kept refrigerated until they can be submitted to Cytology.

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- 1.5 Fine Needle Aspiration Service (FNA):** Requests for this service should be called to ext.5-4433. The service is provided Monday through Friday 8:00 A.M. to 4:30 P.M. If you have a request outside of these hours, please call the cytology laboratory (5-4433) and the cytopathologist or supervisor will see if we can accommodate your request.

**1 FROZEN SECTION**

If a Frozen Section is needed and the tissue is in hand during regular duty hours (8:00 AM-4:00 PM), notify the Department of Pathology at extension 5-5863. Take the tissue on a piece of wet gauze placed in an empty container (**DO NOT PUT IN FORMALIN**) labeled with patient identifiers on the transporting container to the Frozen Section Room 2-K-14 and the pathologist will meet you there. After hours and on holidays, notify the switchboard and they will in turn notify the pathologist.

**3 SURGICAL PATHOLOGY**

There is a 24 hour drop-off for surgical biopsy specimens from floors and clinics at E2-2, Hospital Clinical Laboratory. Pathology picks up specimens from this drop-off point several times a day. Specimens should be delivered to this drop-off point as soon as possible so they can be processed and results obtained in a timely manner.

Large specimens, such as limbs, should be completely wrapped in leak-proof wrapping (such as blue bed pads) and taken to the Morgue cooler, G-306. Large specimens must have a label attached to the specimen as well as on the outside wrapping.

- 3.1 Fixation:** Biopsies and surgical pathology specimens should be placed in containers containing 10% formalin. Formalin should completely cover the specimen. These may be obtained from CMS/WHS 5-7050.
- 3.2 Labels:** All specimen containers must be labeled with the patient's name and hospital number, the type of specimen and the physician's full name.
- 3.3 Request Forms:** A properly filled out request form which includes all pertinent clinical data, the physician's full name and LSUHSC physician number and the information required in 3.2 above, should accompany each specimen.
- 3.4 Results:** In general, biopsy results are ready in 24 hours and large specimen results in 48 hours from the time the specimens are received in the Pathology Laboratory. Surgical Pathology reports are sent daily to the clinics, physicians and Medical Records.
- 3.5 Review of slides from other hospitals:** It is required that the Department of Pathology reviews slides of pathologic specimens from patients transferred to this hospital from another. Please request not only the slides, but also a copy of the pathology report from the other hospital. It is also important to notify the Pathology Department to expect slides on a given patient and to designate the clinic or ward and the (requesting) physician to which the report of the slides is to be sent.
- 3.6 Miscellaneous:** It is the policy of the Pathology Department that no slides are loaned to physicians or other medical personnel for the purposes of conferences or consultations. Microscopes are provided in the Pathology Department for clinicians who desire to see the slides on their patients. Upon a physician's request, slides can be sent by the Department of Pathology to other hospitals if the patient is transferred.

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- 3.7 Electron Microscopy:** If you need instruction or have questions about collecting a specimen for electron microscopy please call Pathology (ext.5-5917) before obtaining the specimen. Personnel at this number can help you with this procedure. A surgical pathology request form should accompany these specimens.
- 3.8 Immunofluorescence studies:** Surgical specimens and biopsies submitted for immunofluorescence studies should be submitted in Michel's fixative (available in Anatomic Pathology 2-304 Med. School). If you have questions about collecting these specimens call 5-8475. Specimens should be delivered to the Pathology Central Processing room 2-304as soon as possible with a surgical pathology request form.

#### **4 AUTOPSY SERVICE**

The Department of Pathology shall perform autopsies which have been **properly authorized**. Please see the hospital manual (policy number 7.6) stating the policy of cases requiring autopsies and the policy and procedures for obtaining permission to perform an autopsy and who is responsible for completeness and correctness of the paperwork.

**Please note: Permission for an autopsy shall be obtained by the attending staff physician or house officer. The physician shall ensure that the form "Authorization for Autopsy" (SN 1061) is completely and correctly filled out. The person granting permission for the autopsy must also sign a funeral home release. The nurse manager or charge nurse is responsible for reviewing all forms for completeness and accuracy, especially for the correctness of proper next of kin.** Please note that the morgue desk in admitting forwards all paperwork to pathology. **If paperwork received in pathology is not completely or properly filled out, appropriate parties (physician and/or nurse) will be contacted and asked to fill out a pathology form to complete information needed for an autopsy to be performed.**

- 4.1** Pathologists may elect not to perform an autopsy in cases where court litigation is likely. Generally, the Department of Pathology will elect NOT to do autopsies in the following cases:
1. Death occurs by violence or by suspicious or unnatural means (homicide, suicide, or accident).
  2. Patients who are dead on arrival at LSUHSC-S University Hospital who properly expired of natural causes and who have no previous medical history at this institution.
- 4.2** The pathology staff reserves the right to decline performance of an autopsy on a patient who dies of an infection in which the risks to the autopsy personnel outweighs the benefits gained from performing the autopsy. Examples include AIDS, Jacob-Creutzfeldt disease, and viral hepatitis. The staff pathologist will be glad to discuss the needs of an autopsy with the chairman of the department involved, but the final determination rests with the pathologist.
- 4.3 Autopsy Scheduling:** Autopsies are performed between the hours of 8:00 A.M. and 3:00 P.M. weekdays. On Saturdays, autopsies are performed between the hours of 8:00 A.M. and 12:00 noon. Autopsies are not performed on Sundays. Cases approved after these hours will normally be performed the following day. If a case is urgent or if an autopsy needs to be performed during the hours not listed, the Department of Pathology or the pathologist on call should be notified and a request made for an immediate post. Physicians concerned with a patient clinically are encouraged to attend the autopsy and correlate the clinical and pathological findings.

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The physician should not promise the family that the body will be ready at any specific time since more than one post may be scheduled on any given day and, in some cases, are more complicated requiring a longer time to be completed.

- 4.4 Autopsy Results:** The autopsy PAD is forwarded to medical records within 48 hours. For uncomplicated autopsies, a final autopsy report is usually sent to medical records in 30 working days. Complicated cases and those requiring special studies may take up to 60 days. **The attending physician is expected to notify the family of autopsy findings.** Autopsy reports are NOT sent to the legal next of kin. **All requests from the next of kin for autopsy reports must be sent to medical records.**