

POLICY AND INFORMATION MANUAL
DEPARTMENT OF PATHOLOGY

Stephen M. Bonsib, M. D., Chairman
Anatomic and Clinical Pathology Services
Louisiana State University Health Sciences Center in Shreveport
1541 Kings Highway
Shreveport, LA 71130-3932

FACULTY AND ADMINISTRATIVE PERSONNEL TITLES	PERSONNEL	PHONE
Chairman Pathology	Stephen Bonsib, MD.	54557
Department Administrator	Angela Grantham, MBA, MT(ASCP)	58481
Director of Autopsy Services / Medical and Forensic Autopsy	James G. Traylor, Jr., M.D.	55865
Director of Birth Defects Component of Cytogenetics	Leonard Prouty, Ph. D.	56091
Director of Clinical Chemistry	John Davis, MBA, MT(ASCP)	55748
Director of Clinical Microbiology	Edward L. Chan, Ph. D.	58682
Director of Cytopathology and Cytopathology Fellowship	Fleurette Abreo, M.D.	55895
Director of Electron Microscopy	Xin Gu, M.D.	54762
Director of Hematology/Coagulation/Flow Cytometry	Diana Veillon, M. D.	55885
Director of Histopathology Research Laboratory	Patrick Adegboyega, M.D.	55862
Director of Molecular Pathology and Cancer Genetics	Mary Lowery Nordberg, Ph. D.	55871
Director of Surgical Pathology	Jaiyeola Thomas-Ogunniyi, M.D.	55899
Director of Transfusion Services	Menchu Ong, M.D.	56456
Director of Virology	Janice Matthews-Greer, Ph. D.	54739
Instructor and Supervisor of Cytopathology	Vacant (temporarily)	54437
Medical and Forensic Autopsy	Long Jin, M.D.	58243
Medical Cytology and Surgical Pathology	Songlin Zhang, M.D.	54700
Medical Cytogenetics	Krishna Yanamandra, Ph.D.	55896
Medical Director Division of Anatomic Pathology/Neuromuscular/Residency	Marjorie Fowler, M.D.	55868
Medical Director Division of Clinical Pathology/Hematopathology	Jim Cotelingam, M.D.	54430
Molecular Pathology and Neuropathology	Marie Beckner, M.D.	57732
Technical Director Anatomic Pathology Division	Charlie Tudor, MHA, CT(ASCP)	55872
Technical Director Clinical Pathology Division	Susan Dust, MBA, MT(ASCP)	55719
SECTION - MANAGERS / SUPERVISORS	PERSONNEL	PHONE
Autopsy Manager	Nancy Hartwell	55886
Blood Collection – Phlebotomy Supervisor	Reginald Autry	32243
Central Processing – Anatomic Pathology Supervisor	LaWanda Jones	58475
Central Processing – Clinical Pathology Supervisor	Debbie Thomas, MT(ASCP)	55715
Chemistry Manager	Vacant (temporarily)	55748
Cytology Prep	Glenda Autrey / Debra Samuel	55919
Cytology Screening Supervisor	Vacant (temporarily)	54437
Electron Microscopy	Ron Austin / Reed Kaltenbach	55917
Frozen Section Manager	Nancy Hartwell	55886
Gross Laboratory Manager	Nancy Hartwell	55886
Hematology/Coagulation/Flow Cytometry Manager	Sherry Curry, MT(ASCP)	55705
Histology Manager	Vacant (temporarily)	55874
Laboratory Information Systems (SQ) Manager	Dennis Goodrich, MT(ASCP)	55695
Microbiology Manager	Vacant (temporarily)	57938
Molecular Pathology / Cytogenetics Manager	Rogers, Lori, MT(ASCP)	58549
Outpatient Laboratory Manager	Mary Rogers, MT(ASCP)	32613
Patient Client Services Supervisor	LaWanda Jones	58475
Point-of-Care Testing Supervisor	Stella Peace, MT(ASCP)	57951
Quality / Compliance / Safety Manager	Vicki Martin, MT(ASCP)	56544
Serology Supervisor	Mike Birmingham, MT(ASCP)	57937
Specimen Referral Service Supervisor	Debbie Thomas, MT(ASCP)	55715
Transcription Supervisor	Suzie Flynn	55863
Transfusion Service Manager	Debbie McCaskill, MT(ASCP)	55735
Trauma / Stat Laboratory Manager	Mary Rogers, MT(ASCP)	32613
Virology Manager	Kenny McRae, CLS, MS, BS	56087

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To meet the requirements of Joint Commission and the College of American Pathologists, all specimens sent to pathology for processing must be submitted in the following way:

1. Specimens should be labeled with the patient's full name, hospital number, location in the hospital or clinic, date, time of collection, initials of the person collecting the specimen and the control number generated by the hospital ordering computer (SMS) or Laboratory Accession number (on lab barcoded labels).
2. Tests are ordered on SMS using test names or specific ordering codes. In addition to the information listed above, the ordering physician's name is required. When SMS is not functioning, manual ordering cards are available for all requested tests. All of the information noted above, plus the account number, must be placed on the manual ordering cards.
3. Specimens received in the laboratory that are unlabeled or improperly labeled will not be processed unless the specimen(s) is deemed irreplaceable by the physician and the Laboratory Waiver process completed. Specimens received in leaking containers will not be processed unless irreplaceable and following transfer to an appropriate clean container by Clinical Microbiology Lab. Specimens submitted in formalin will be transferred to an appropriate clean container by the Gross Laboratory.
4. When tests are ordered using the SMS ordering computer they are transmitted to the Laboratory Information System (Sunquest). As the orders are received, the order status is updated on SMS. As tests are completed by the laboratory, the results are available to the clinician on SMS.
5. Results of tests that are ordered STAT are printed at the ordering location as soon as they have been completed in the laboratory if STAT printing has been requested for that unit/clinic. Results are accompanied by normal test values where applicable.
Report copies may be printed from SMS or requested from Hospital Information Management.
6. Specimen collection methods and requirements are provided in the following sections of this manual as listed below.
7. Anatomic Pathology orders should have a Request for Surgical Pathology entered in SMS with specimen and test information entered in the comments field. Cytology requests cannot be ordered on SMS; therefore, all these requests must be manually submitted and results will appear in SMS when finalized.

SECTION	LABORATORY AREA
A	Anatomic Pathology: Includes areas of Cytology, Electron Microscopy, Histology, Immunopathology, Autopsy Service and Surgical Pathology.
B	Transfusion Services (Blood Bank)
C	Chemistry (Routine and Special Chemistry)
H	Hematology, Coagulation, and Flow Cytometry
M	Microbiology, Mycology
MP	Molecular Pathology, Cytogenetics and Flow Cytometry
R	Specimen Referral Section (Send-off)
SMS/Invision Order Sets	Laboratory Information System (Sunquest)
V	Virology

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4. When tests are ordered using the HIS ordering computer they are transmitted to the Laboratory Information System (LIS). As the orders are received, the order status is updated on the HIS. As tests are completed by the laboratory, the results are available to the clinician on the HIS.
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