

# Main Line Health Laboratories

## ANATOMIC PATHOLOGY

### Collection Procedures

#### Outpatient Pathology Requisition

**Main Line Health Laboratories**  
**OUTPATIENT SURGICAL PATHOLOGY**

10/23

PAT #  ☐ RUSH

**PATIENT INFORMATION PLEASE PRINT**

NAME: LAST FIRST MIDDLE ☐ F ☐ M

ADDRESS:

DOB:  MED REC #:  ACCOUNT NO.:

PROVIDER SIGNATURE REQUIRED:  CC:  COLLECTION DATE:

Provider:   
Address:   
Tel:  Fax:

**CLINICAL HISTORY (Required)**

PROCEDURE(S)

SPECIMEN SITE(S)

**SOURCE OF MATERIAL**  
Source of material submitted: e.g., Cervical, vaginal, or other gynecologic sites; gastro-intestinal; bone marrow, and miscellaneous biopsies).

**INSURANCE INFORMATION**

PLEASE COMPLETE ALL INFORMATION BELOW OR STAPLE A COPY OF THE INSURANCE CARD. ICD-10-CM CODES **MUST** BE PROVIDED.

INSURED (RESPONSIBLE PARTY) NAME, IF OTHER THAN PATIENT:

RELATIONSHIP TO PATIENT: ☐ SELF ☐ SPOUSE ☐ DEPENDENT

INSURANCE: ☐ MEDICARE\*\* ☐ AETNA PPO ☐ PERS CHOICE ☐ DVACO ☐ UNITED HEALTHCARE

OTHER INSURANCE COMPANY NAME:

POLICY NUMBER OR MEDICARE NUMBER:  GROUP NUMBER:

SECONDARY INSURANCE COMPANY NAME:

POLICY NUMBER:  GROUP NUMBER:

\*\*AN ADVANCE BENEFICIARY NOTICE (ABN) MAY BE REQUIRED. REFER TO MEDICARE LABORATORY COVERAGE POLICIES

ICD DX CODE

CODES REQUIRED

**Specimen Tracking**

Small specimen tracking label:  
On each copy of the requisition  
On each specimen,  
On the specimen log,  
On the large label on the specimen bag,  
On the yellow copy of the requisition for your records.

Specimen Tracking Labels are available from the MLHL Customer Service Center, 1-484-580-4200

200003

9008

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**TIME SAVING TIP:** staple a photocopy of the insurance card to the form.

### Biopsy Specimen Tracking Labels

Tissue specimens are in most cases, irreplaceable. MLHL documents tracking of these specimens from the office to the histology laboratory. Gold-colored specimen tracking labels are used to follow the route of transportation from the time of pickup until their arrival at MLHL. Please follow the instructions for their use below:

1. Each label is numbered (an example is at right). There are twelve, smaller "piggy-back" labels on each. Peel off piggy-back labels as needed and place on each of the following:
  - Both copies of the MLHL requisition
  - Your specimen log
  - Each specimen container. Specimen containers must also be labeled according to directions on page \_\_\_\_\_. Tracking labels are NOT a substitute for patients' names.
2. Leave the remaining piggy-back labels in place and place the main label on the biohazard specimen transport bag.
3. Place the specimen into the labeled biohazard specimen transport bag along with the blue (top) copy of the Surgical Pathology test requisition form;
4. Retain the yellow copy of the Surgical Pathology test requisition form;
5. Optional: If the specimen is being transported to MLHL by courier, you may have the courier initial the specimen log.

**BIOPSY SPECIMEN**

**DELIVER TO MLHL  
SPECIMEN PROCESSING**

<b>TRACKING NUMBER</b>		<b>200003</b>
200003	200003	200003
200003	200003	200003
200003	200003	200003
200003	200003	200003

"Piggy-back" labels

If you have questions, please call the MLHL Client Service Center at 484-580-4200.

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#### **Pathology Specimen Collection and Preparation**

Main Line Health Laboratories will provide pre-filled formalin containers, pathology requisitions, and courier service to process office biopsy specimens. Routine stains and immunostains can be performed on tissue as clinically indicated.

**Place each specimen in a solution of 10% neutral buffered solution.**

- Each specimen should be placed in a separate container.
- The size of the specimen will determine the size of the container. For proper fixation the ratio of formalin to tissue should be 10:1.
- All samples are to be left whole.
- For information on Flow Cytometry specimens, please contact the Immunology dept at 484-476-2604.

**Specimen Labeling**

- The patient's full name (first and last).
- The patient's medical record number, and date of birth.
- The physician name.
- The specimen source.
- Place specimen tracking "piggy-back" label on the outside wall of container.

**A completed MLHL Surgical Pathology request form must accompany each case.**

- One form is required per patient regardless of the number of specimens (see page 28).
- All patient information must be complete including insurance information, date of birth and all applicable ICD-10 diagnosis codes.
- The specimen type, site and history should be clearly stated.

Uncomplicated cases will be signed out within 2 business days of specimen receipt and reports can be faxed to the physician's office.

Verbal Anatomic Pathology reports can be obtained by calling 484-337-3768.