



Capital Health

MEMORANDUM

To: Referring hospitals

From: Colleen Caines - Technical Manager, Division of Anatomical Pathology
Dr. L. Geldenhuys - Chief of Service, Division of Anatomical Pathology

Date: March 3, 2015

Subject: Guidelines for Sending Pathology Consultation Cases to Capital Health

The Divisions of Anatomical Pathology and Hematopathology of the Department in Pathology and Laboratory Medicine refined the process for the handling of consult cases in our laboratory in an effort to improve patient safety and efficiency. In addition, the Division of Hematopathology recently revised the Molecular Diagnostics requisition to include new tests and commonly ordered procedures that were not previously included. Effective immediately, we will require the following process to be followed when sending a case to our laboratory for review:

Patient Sample

- Fresh or formalin-fixed tissue: specimen bottle must carry three (3) unique patient identifiers, including the patient's full name, health card number and surgical pathology number from the referring institution.
- Tissue block(s) and H & E slide(s) should be labeled with patient name, surgical pathology number and block letter/number.

Note: All slides sent for review **must** be accompanied by the corresponding tissue block.

Requisition/Report

- All consultation requests for surgical pathology should be accompanied by a completed surgical pathology requisition. If it is necessary to include a referral letter, it and the requisition must carry three (3) unique patient identifiers including the patient's name and health card number and the surgical pathology number of the referring institution.
- All consultation requests which include molecular diagnostic testing must also include the appropriate molecular diagnostics requisition indicating specific testing required.
- All consultation requests must include a copy of the patient pathology report from the referring institution.

Note: All accompanying documentation should contain three unique identifiers that match the patient material including the patient's name, health card number and the surgical pathology number from the referring institution.



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Packaging

- Each case must be packaged/bagged separately.
- All patient material and appropriate documentation contained in one bag.
- Slides must be sent in an appropriate slide transport container and must be placed in numerical/sequential order.
- Cases from more than one patient may included in the same shipping container.
- Please **do not** fax requisitions in advance.
- To ensure prioritization of consult cases, please avoid batching cases for send out.

Please note: If any case does not contain three unique identifiers on all documentation and material it will be held until the referring hospital is notified and provides the required information.

Requisitions can be obtained by calling (902) 466-8070 and requesting form number **QE7188** for the surgical pathology requisition and form number **CD2573** for the molecular diagnostics requisition.

Please feel free to contact me should you have any questions or concerns.

Thank you,

Colleen Caines

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