



Capital Health

## MEMORANDUM

To: OR's, Clinics, Family Physicians, Referring hospitals

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

Date: January 8, 2013

Subject: Revised Surgical Pathology Requisition

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We have recently revised our surgical pathology requisition and it is now available to order using print number **QE7188\_05\_12**. Green paper and double side printing must be utilized if printing your own copies.

The new requisition has many additions including the following:

- date and **time** of collection
- indication whether specimen is "fresh" or date and time placed in formalin
- additional space for description of specimen submitted, clinical information and diagrams
- tick boxes for priority of case and special requests

It is important that all fields are completed to ensure we have the information required for quality processing and evaluation by our pathologists. Addressographs may be used in the "patient information" section of the requisition. Please note that the physician signature line has been moved to the bottom of first page of the requisition.

Please ensure all specimen containers and requisitions display at least two matching patient identifiers.

Please label both specimen and requisition utilizing A, B, C nomenclature when multiple specimens are submitted on the same patient. One requisition must be used for multiple specimens on the same patient with indication of collection time for each.

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

Thank you,

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