One Legacy Specimens

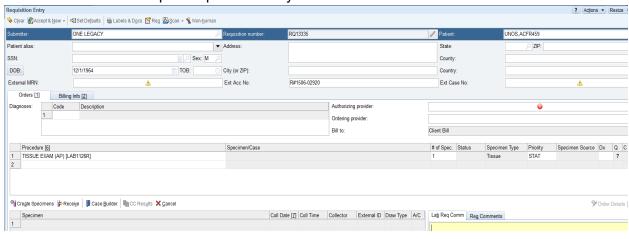
A. <u>Tissue/bx is received for frozen section</u> (e.g. UCLA is performing the adequacy of the transplant organ)

- 1. Should come with a completed FS form. If not, create one.
 - a. Form is located in RRH or SMH Accessioning Area.
 - b. If received in formalin instead of fresh, contact FS attending.
- 2. Process frozen section and make TWO alcohol fixed H&E slides.
 - a. One slide will be released to One Legacy for their records
 - b. The second slide will be retained for our records
 - i. Send our slide to Histology
- 3. Build Case (refer to SOP 2.10.05 for additional details).
 - a. Log into CareConnect.
 - b. Navigate to **Requisition Entry**.
 - c. Complete the following fields in Requisition Entry, taking the information from the paper requisition that accompanied the specimen.

Field	Entry	Comments
Submitter:	ONE LEGACY [Enter]	
Requisition number:	(RQnnnn)	Automatically defaults the Req #
Patient:	UNOS, XXXXnnn	Enter:
		UNOS, UNOS ID#
		Example: UNOS, ACFR459
Sex	M or F	
DOB	mm/dd/yy [Find Patient]	Enter the date of birth, click "Find Patient"
No patients matching the search criteria were found.	New	
External Acc No:	R#nnnn-nnnnn	Enter the One Legacy R#
		Example: R#1506-02920
Bill to:	(Client Bill)	Automatic default
Procedure	Tissue Exam (lab order)	Select Tissue Exam with Code
		LAB1126R.
# of Specimens:	n	n = number of specimens
Priority	STAT	Default is Routine. Change to STAT.

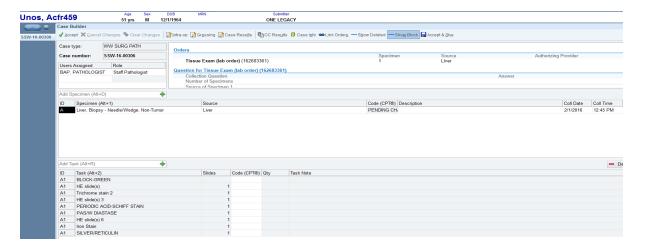
AP On-Call Resident is only responsible for highlighted steps.

Screen shot of an example Requisition Entry screen:



4. Click on Case Builder.

Field	Entry	Comments
Users Assigned	(Pathologist Name)	Enter the assigned pathologist
Source	Liver	
Specimen Protocol	LIVER BIOPSY – NEEDLE/WEDGE,	Additional slides for non-tumor
	NON-TUMOR	liver should be evaluated after
		FS.
Coll Date	mm/dd/yy	Enter the collection date from
		the requisition.
Coll Time	hhmm	Enter the collection time from
		the requisition.
Tasks	(automatically populate)	Refer to screenshot below



- 5. Click Accept to accept the case.
- 6. Complete steps to print the cassette and confirm the block.
- 7. Add the FSHE slide to the case and send to Histology or the SMH Front Office so that it can be put together with the routine slides.
- 8. Upload FS Form

B. <u>If only UNOS slides received</u> (e.g. the adequacy of the organ was performed at an <u>outside hospital)</u>:

- 1. Send slides to Surgical Pathology Reporting Office
 - a. Do not label slides with any Beaker or Surgical Pathology labels. Send slides to the reporting office exactly as they were received.