

One Legacy Specimens

A. Tissue/bx is received for frozen section (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.

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

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.

Screen shot of an example Requisition Entry screen:

The screenshot shows the 'Requisition Entry' interface. At the top, there are navigation buttons like 'Clear', 'Accept & New', 'Set Defaults', 'Labels & Dgcs', 'Reg', 'Scan', and 'Non-human'. The main form includes fields for 'Submitter' (ONE LEGACY), 'Requisition number' (RQ13335), and 'Patient' (UNOS.ACFR459). Below this, there are sections for 'Patient alias', 'SSN', 'DOB' (12/1/1964), 'Sex' (M), 'Address', 'State', 'County', 'City (or ZIP)', 'Country', 'External MRN', and 'Ext Acc No.' (R#1506-02920). There are also tabs for 'Orders [1]' and 'Billing Info [2]'. A 'Diagnoses' table shows a code '1'. An 'Authorizing provider' field is present. A 'Procedure [6]' table lists 'TISSUE EXAM (AP) [LAB1126R]'. At the bottom, there is a 'Specimen' table with columns for 'Coll Date [Z]', 'Coll Time', 'Collector', 'External ID', 'Draw Type', 'A/C', 'Lab Req Comm', and 'Reg Comments'.

4. Click on **Case Builder**.

Field	Entry	Comments
Users Assigned	(Pathologist Name)	Enter the assigned pathologist
Source	Liver	
Specimen Protocol	LIVER BIOPSY – NEEDLE/WEDGE, NON-TUMOR	Additional slides for 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

The screenshot shows the 'Case Builder' interface for 'Unos, Acfr459'. It displays patient information (Age 51 yrs, Sex M, DOB 12/1/1964, MRN 12/1/1964, Submitter ONE LEGACY). The 'Case type' is 'WW SURG PATH' and the 'Case number' is 'SSW-16-00306'. The 'Users Assigned' section shows 'BAP_PATHOLOGIST' as a 'Staff Pathologist'. The 'Orders' section includes 'Tissue Exam (lab order) (162683361)' and 'Question for Tissue Exam (lab order) (162683361)'. A table shows specimen details: ID 'A', Specimen 'Liver, Biopsy - Needle/Wedge; Non-Tumor', Source 'Liver', Code 'PENDING CH', Description 'PENDING CH', Coll Date '2/1/2016', and Coll Time '12:45 PM'. The 'Add Task (Alt+R)' section lists various tasks with columns for 'ID', 'Task (Alt+2)', 'Slides', 'Code (CPT®)', 'Qty', and 'Task Note'. Tasks include 'BLOCK-GREEN', 'HE slide(s)', 'Trichrome stain 2', 'PERIODIC ACID-SCHIFF STAIN', 'PAS/W DIASTASE', 'Iron Stain', and 'SILVER/RETICULIN'.

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

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.