PROCEDURE TITLE:
Release of patient assets

UNIFIED DEPARTMENTAL POLICY NUMBER:

PURPOSE:
To implement standard process for releasing cases to be sent out at the request of patients or clinicians.

DEFINITIONS:

STANDARDS:

PROCEDURE:
1. When a phone call or letter is received requesting that slides and/or blocks be sent to an outside institution, record pertinent information (i.e. patient name, CPI #, and address and phone number of requesting institution) on the Materials Request Form (Pathology website/Intranet/Forms/Materials request form).

2. Print patient report(s) and submit online slide request form (Pathology website/Intranet/Forms/slide and block request form) to the slide librarian requesting slides of interest.

3. Locate the faculty member that was responsible for signing out the case and give the report, slides, and the Materials Request Form to the Administrative Assistant for that faculty member.

4. The Administrative Assistant will take the materials to the faculty member of record and have them select the slides and/or blocks that will be sent out. If the faculty member of record is out of the office, the Administrative Assistant will take the case to the faculty member in the corresponding signout room.

5. Once the faculty member has indicated which materials are to be sent out, the Administrative Assistant will take the case back to the front desk in Surgical Pathology.

6. If it is determined by the faculty member that blocks should be sent, the Administrative Assistants in Surgical Pathology will request the block(s) from the slide librarian.

7. The Administrative Assistants in Surgical Pathology will be responsible for packaging up the materials and sending them out.

8. When a report is issued from the outside institution on our submitted materials, staple a copy of their report to our original requisition form. Attach the original outside report to a copy of the patient’s printed history and put in a folder at the front desk in Surgical Pathology.

9. A designee from the Faculty Suite will pick up the folder weekly. A stamp will be placed on each report requesting verification of following: disagreement, yes/no; if yes, major/minor; and revised report, yes/no. The signing pathologist will check the appropriate boxes and
return report to Faculty Suite designee. Reports will be put in a folder for Quality Assurance. The signing pathologist will dictate an addendum if required.

REFERENCES:

EXHIBITS:

DOCUMENT REVISION LOG:
Initial Version Date: By

Date Revision Summary By

APPROVAL LOG:
Date Approved By

DEFINITIONS: