

Surgical Pathology Requisition Instructions

FORM # 2199 LB012

A surgical requisition slip is required when submitting any surgical samples to the laboratory. The following information should be on the requisition:

1. Patient's full name, address, date of birth, social security number, medical record number, account number, and surgeon.
2. Date of specimen collection.
3. Names of other physicians to receive the report.
4. Pre-Op diagnosis and any relevant patient history such as past diseases, applicable clinical information and any specific instructions (i.e. special staining, immunohistochemistry).
5. Site of specimen. Write patient's name on label and attach identification label to patient's specimen container.
6. Mark if specimen is routine or for frozen section and the phone number of the OR room to be called. Indicate on the bottom of the slip if for margins only.
7. All pertinent billing information
8. Stat orders should be written clearly by writing "STAT" on the front of the requisition.
9. Package specimen and requisition in a biohazard bag.

Failing to follow Pocono Medical Center's Pathology Laboratory Policy will result in rejection of the specimen. The specimen will be sent back to the clinician's office, which may cause delays in patient care. A phone call will be made to correct the problem, before a specimen is rejected.