

**SALEM HOSPITAL**  
**REGIONAL**  **LABORATORY**  
**SERVICES**

April 30, 2004

The Salem Hospital Regional Laboratory's Department of Pathology and Pacific Pathology Associates are committed to providing our clients and patients with the highest quality of care. Our comprehensive Performance Improvement Program focuses on processes that ensure accuracy, completeness and timeliness of all the reports generated by the Anatomic Pathology Department.

A specimen and patient misrepresentation can have far reaching consequences. The first line of defense to ensure a high level of quality begins with a complete and accurate specimen requisition form and appropriately labeled specimens. Specific requirements for requisitions and specimens have been developed in compliance with established national and local standards. These requirements can be found in the Salem Hospital Regional Laboratory Directory of Services under the *Pathology General Information* heading and on the Salem Hospital web site: [www.salemhospital.org](http://www.salemhospital.org)

As part of our Performance Improvement Program, specimen deficiencies will be documented and tracked and the data will be analyzed for opportunities for improvement. In addition, due to the potential **high risk of error** with possible patient treatment compromise, the Department of Pathology will **NOT** process some specimens until the deficiency is satisfactorily corrected. These particular deficiencies include:

1. Requisition form missing
2. Specimen container missing
3. Patient's name not on the specimen container
4. Discordant information between the requisition form and the specimen container

These specimens will be returned to the originating location along with a *Specimen Deficiency Form* (see attached form) identifying the deficiency in need of correction. Specimens returned to the Department of Pathology with the corrected information will be processed as usual.

Again, our goal is to provide our clients with the best quality and service and our patients with the safest medical environment possible.

For your convenience, I have enclosed updated copies of procedures related to specimen submission to the Department of Pathology. Please keep these in a convenient location. An updated procedure will be sent to you if there are any changes made. The enclosed procedures include:

#020 SUBMISSION OF SPECIMENS FOR PATHOLOGIC EXAMINATION-  
GENERAL

#021 LYMPH NODE PROTOCOL-SURGICAL SERVICES

#022 SENTINEL LYMPH NODE PROTOCOL-SURGICAL SERVICES

#023 SUBMISSION OF TISSUE FOR CYTOGENETICS

#024 SUBMISSION OF TISSUE FOR INTRAOPERATIVE CONSULTATION

For questions, contact:

Clark McDonald, MD

Medical Director, Anatomic Pathology

Salem Hospital, Department of Pathology

503-561-5350

**SPECIMEN DEFICIENCY FORM**

Date: \_\_\_\_\_

To: \_\_\_\_\_

At: \_\_\_\_\_

RE: \_\_\_\_\_

**PROBLEM:**

- Requisition Form missing
- Specimen container missing
- Patient name not on the specimen container
- Discordant information between requisition form and container

Please correct the problem(s) cited above and return to:

Salem Hospital Regional Laboratory  
Pathology Department

Pathology Department phone 503.561.5350

Courier Service phone 503.561.5390 and 1.800.562.7542

Thank you,

Salem Hospital Pathology