



# CONWAY MEDICAL CENTER

## PROCEDURE

When in hard copy form, refer to Policy Manager to validate this as the most current revision.

TITLE:	LAB-SPC-HIS-09.05 Release of Surgical Submissions-PRO		
ISSUED BY:	Sr. Tech, Anatomic Pathology	REFERENCE #:	LAB-SPC-HIS-09.05-PRO
APPROVED BY:	Lab Director	EFFECTIVE DATE:	2010-05-20

**SCOPE:** Pathology and Medical Records staff.

**I. PRINCIPLE OF THE PROCEDURE:** To provide appropriate protocols for the release of surgical specimens.

**II. PROCEDURE:**

- A. Pathology: staff will notify Medical Records (ext. 8113) of the patient’s request and Medical records will dispatch staff to secure the appropriate release forms. Authorization for Release of Protected Information(PHI) form
- B. Pathology staff will prepare the sample for release by placing in appropriate container, including appropriate biohazard labeling.
- C. Authorization for Release of Protected Information (PHI) form will be placed on the patient’s record by the Medical Records Department.

NOTE: Should the patient present in Medical Records first, Medical Records personnel should phone the Pathology department to confirm specimen adequacy prior to the securing of the release form. Once that has been done and the release signed, the patient can Go to pathology to secure the specimen.

**III. PLACENTA :** Release of placentas to the patients will be handled by the Maternal /Child Care Services

**RECORDS: AUTHORIZATION FOR RELEASE OF PROTECTED HEALTH INFORMATION (PHI)FORM**

**REFERENCE STANDARDS:** CAP ANP.07328; GEN.40000; GEN.40016; GEN.40050; GEN.40100; PG 28 HISTO MANUAL.

**REVISION/REVIEW HISTORY:**

Date	Affected Section(s)	Summary of Changes (‘Reviewed’ or details of change)
5-19-11 wr	None	Reviewed/revised-Saved electronically in the lab G drive.
11-15-11 wr	Format	Change in format for MCN.
3-29-13 wr	None	Reviewed. No content changes.
06/11/14va	None	Reviewed. No content changes.
03-16-15va	None	Reviewed. No content changes.



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10-13-15lds	Revision	Revised for clarity. Added Med Records to approval process
01-26-16lds	Revision	Made changes given by Betsy Green HIM. Added name of release form.
08-22-17va	None	Reviewed. No content changes.
12-08-17lds	III	Section III added.