

Subject: Slides for review

Outline

The purpose of these guidelines is to assure proper handling of all slides for review cases.

1. Slides coming to Martha Jefferson Hospital from other facilities for our review

A Surgical Pathology request with accompanying billing information (copy of insurance card) should be sent to the AP lab prior to slides arrival. If slides are received and we have no information, we will call the facility that sent us the slides and ask them who requested the review. Then call the office of the requesting physician for the appropriate information.

2. Slides leaving Martha Jefferson Hospital for review at another facility.

All requests for slides must be made via fax. The fax number is (434) 982-7944. Please allow 24 to 48 hours for the request to be filled. The request should include:

1. Patient's name
2. DOB
3. Accession number or DOS
4. Reviewing facility with complete address and phone number
5. Name of Physician they will be seeing

If patient is going to pick up their own slides, we need at least 24 hours notice. They need to sign an Authorization for Release of Material.

NOTE: If the slides are going via mail or courier, we do not need the patient's signature.