

## SPECIMEN COLLECTION PROCEDURE

- **Please secure lid on transport bottle**
- Standard specimens should be placed in Formalin-filled transport bottle
- Direct Immunofluorescence requires Michel's medium filled transport bottles. These are 5ml bottles with bright green labels.
- Indirect Immunofluorescence requires a red top or tiger top blood tube.
  - If possible, blood should be spun down, serum extracted and preserved with an ice pack for transport
  - If you are within our courier boundaries, please call the courier for pickup rather than shipping via Fed Ex or UPS
- Bottle label must include patient full name and date of birth as well as the site of the biopsy.
- Place bottle in biohazard bag with side sleeve for patient protocol (This ensures that a leaking bottle will not destroy patient information)
- Complete the appropriate protocol
  - Blue for regular H&E process and diagnosis
  - Green for Direct, Indirect Immunofluorescence and ELISA (DSG-1, DSG-3, BP180, BP230), Cell Marker, Sezary Cells (Buffy Coat)
  - Gold for Oral Pathology Specimens
- Please print clearly and legible on the protocol (no cursive)
- Please see attached example of a complete protocol. The protocol should include:
  - Patient full name, date of birth, social security number, date of procedure, address, phone number
  - Clinical diagnosis, site of biopsy, method of biopsy
  - Referring physician name and phone number
  - Full insurance information (front and back copy of the insurance card is preferred)
  - When patient requests self-pay, please have patient sign the self-pay acknowledgement on the back of the protocol.
- Please do not tape anything to the protocol, HUP issued stickers are acceptable, but scotch tape rips the protocols and sticks in the copy machine.
- Place the protocol in the side sleeve of the biohazard bag
- Place specimen in yellow courier bag for pickup by Route Messenger (215-203-1912) or Sir Lancelot (610-595-3370) OR
- Package and mail with Fed Ex supplies and retain tracking number
- For supplies or questions please contact Dermopath Accession Desk at 215-662-6539 or Caroline Pratt, MBA, Practice Administrator or Albert Santiago, HT (ASCP), Dermopath Manager