

**ARROWHEAD REGIONAL MEDICAL CENTER  
 PATHOLOGY AND LABORATORY MEDICINE  
 PATHOLOGY MANUAL  
 2021 Summary of Revisions**

| Policy #        | New | Major | Minor | Reviewed | Policy Title  | Explanation<br>(New and Major Revisions) |
|-----------------|-----|-------|-------|----------|---|--|
|                 |     |       |       |          | Index   |  |
| 1300.00 Issue 1 |     |       | X     |          | Job Description-Office Specialist                     |  |
| 1310.00         |     |       |       |          | No Policy   |  |
| 1310.01 Issue 1 |     |       | X     |          | Answering phone                                       |  |
| 1310.02 Issue 1 |     |       |       | X        | Book Binding  |  |
| 1310.03 Issue 1 |     |       | X     |          | Corporation Bill                                      |  |
| 1310.04 Issue 1 |     |       |       | X        | Department of Laboratory Professional Meeting Minutes |  |
| 1310.05 Issue 1 |     |       |       | X        | Litigation Cases                                      |  |
| 1310.06 Issue 1 |     |       |       | X        | Mail  |  |
| 1310.07 Issue 1 |     |       |       | X        | Monthly Hospital Conference Schedule                  |  |
| 1310.08 Issue 1 |     |       | X     |          | Ordering Supplies                                     |  |
| 1310.09 Issue 1 |     |       | X     |          | Pathologist Call Schedule                             |  |
| 1310.10 Issue 1 |     |       |       | X        | Pathology Procedure for Handling Subpoenas            |  |
| 1310.11 Issue 1 |     |       |       | X        | Requesting/Receiving Slide Consultations              |  |
| 1310.12 Issue 1 |     |       | X     |          | Special Stains, AD Path                               |  |
| 1310.13 Issue 1 |     |       |       | X        | Surgery Schedule                                      |  |
| 1320.00 Issue 1 |     |       | X     |          | Office Procedures for Cytopathology Reports           |  |
| 1320.01 Issue 1 |     |       | X     |          | Findings Entry for Cytology                           |  |
| 1320.02 Issue 1 |     |       | X     |          | Non-Gyn Specimens                                     |  |
| 1330.00 Issue 1 |     |       |       | X        | Office Procedures for Surgical Pathology Reports      |  |
| 1330.01 Issue 1 |     |       | X     |          | Electronic Sign out                                   |  |
| 1330.02 Issue 1 |     |       |       | X        | Historical Information                                |  |

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| <b>Policy #</b> | <b>New</b> | <b>Major</b> | <b>Minor</b> | <b>Reviewed</b> | <b>Policy Title</b>                            | <b>Explanation<br/>(New and Major Revisions)</b> |
|-----------------|------------|--------------|--------------|-----------------|--|--|
| 1330.03 Issue 1 |            |              |              | X               | Miscellaneous Items                            |  |
| 1330.04 Issue 1 |            |              |              | X               | Requisitioning Pathology Specimens             |  |
| 1330.05 Issue 1 |            | X            |              |                 | Transcription                                  | Addition of CAP Synoptic                         |
| 1340.00 Issue 1 |            |              |              | X               | Office Procedures for Autopsy Reports          |  |
| 1340.01 Issue 1 |            |              |              | X               | Notification to Release Bodies from the Morgue |  |
| 1350.00 Issue 1 |            |              |              | X               | Office Preparation for Pathology Conferences   |  |
| 1360.00 Issue 1 |            |              |              | X               | Pathology Office Duties for Consultations      |  |
| 1370.00 Issue 1 |            |              |              | X               | Pathology Office Files and Logs                |  |
| 1370.01 Issue 1 |            |              | X            |                 | Retention of Pathology Reports and Slides      |  |
| 1380.00 Issue 1 |            |              | X            |                 | Quality Management/Quality Assurance Procedure |  |