GUIDELINES FOR DERMATOPATHOLOGY ON-CALL SERVICE, RUSH CASES, SPECIMEN PICK-UP, AND REPORTING

1. Please direct any questions about the service to Greg Sturtz, Supervisor (843-2482) or Dan Zedek (cell 919-923-5650).

   All RUSH Dermatopathology cases will be processed in the dermpath lab at 414 Mary Ellen Jones Building. RUSH cases should be delivered to laboratory personnel in the lab who will ensure processing for next business day a.m. interpretation. If prior to 6:00 p.m., check in the lab (room 414); if no one is there, please check in Dr. Zedek's office down the hall. If he is not there and no one is in the lab, then the specimen should be placed in the green drop box on the second floor at the loading dock of Mary Ellen Jones Building and **raise the red flag**. The specimens placed in the drop box will be processed for the next business day afternoon interpretation.

   Effective 2/8/13, there is no longer RUSH skin biopsy interpretation over the weekend or on holidays. The rush skin biopskies will be interpreted by late in the morning the next business day.

   Out of hours cases such as Campus Health and VA may be delivered to Southern Village and placed in the black 3-drawer box in the residents' write-up room, or be delivered directly to Mary Ellen Jones Building and placed in the green specimen drop box described above. If utilizing the drop box, please remember to **raise the red flag** to alert staff that there is a specimen(s) inside.

   Specimens from outlying clinics (e.g., Southern Village, VA Medical center, Piedmont Health, and in hours Campus Health) have three options for delivery to the Dermatopathology Laboratory:

   a. Hand delivery to Dermatopathology staff during normal working hours.
   b. After hours, place in the green drop box in Mary Ellen Jones (on the 2nd floor near the service elevator door on the side closest to Thurston Bowles) and raise the red flag.
   c. Delivery to the Southern Village and placed in three-drawer box in the resident's write-up room.

2. Reports for VA cases are available for viewing in WebCIS. Additionally, VA reports are electronically supplied to the VA outpatient clinic and the UNC attending physician most often by Thursday of the week biopsied.

3. Reports for Campus Health and Piedmont Health cases are available for viewing in WebCIS. Additionally, Campus Health reports will be faxed to Campus Health immediately upon sign out.

4. The Immunofluorescence Laboratory is now located on the 4th floor of the Mary Ellen Jones Building. All Immunofluorescence specimens should be placed in the Southern Village refrigerator in the designated location along with an appropriately completed Requisition. Immunofluorescence cases will be picked up at the same scheduled times as Dermatopathology cases (~10:30 a.m., 3:00 p.m., and 6:30 p.m. Monday through Friday). Most Direct Immunofluorescence biopsies should be placed in Michel's transport media. **On the rare instance that a specimen on saline moistened gauze is desired IT IS IMPERATIVE THAT THESE SPECIMEN BE EMBEDDED WITHIN TWO HOURS OF BIOPSY. CALL DONNA CULTON (843-2482) TO ASCERTAIN HOW IT NEEDS TO BE HANDLED (e.g., DELIVERED OR PLACED IN MICHEL'S SOLUTIONS). IF DONNA IS NOT AVAILABLE, THE BIOPSY MUST BE PLACED IN MICHEL'S TRANSPORT MEDIA.**