



Memorandum

Date: January 7, 2016

To: Ordering Physicians and Pathologists

From: Dr. Ranjit Waghray, Clinical Section Chief Anatomic and Cytopathology
Dr. Doug Demetrick, Program Leader, Research and Development

Re: **Changes to the Acceptance of Molecular Pathology Laboratory Samples and Test Request Policy**

PLEASE POST OR DISTRIBUTE AS WIDELY AS APPROPRIATE

Key Messages:

CLS Molecular Pathology has implemented the *CLS Acceptance of Laboratory Samples and Test Requests* policy which is consistent with the AHS Laboratory Services provincial policy. As a result, the criteria for sample acceptance have changed and can be viewed at <http://www.calgarylabservices.com/medical-professionals/specimen-acceptance/>.

Importance:

Incomplete sample and test requisitions submitted without the required information will be delayed until a *Laboratory Sample/Test Request Deficiency Resolution* form, sent by the lab, is completed, signed, and resubmitted to the Molecular Pathology laboratory.

Action Required:

- A current CLS Molecular Pathology requisition must be used. The requisition is available at <http://www.calgarylabservices.com/files/HealthcareProfessionals/Requisitions/REQ9038AP.pdf>
- **Physicians/designates requesting molecular testing**
 - 'Required Information' fields highlighted with a red asterisk must be completed on the requisition.
- **Pathologists requesting testing**
 - 'Required Information' fields must be completed on the requisition along with:
 - Surgical (accession) number
 - For cancer genomic testing, a representative H&E slide with the tumor area circled and indication of the % of malignant cells

Inquiries and feedback may be directed to:

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This memorandum has been reviewed and approved by:

Leland Baskin MD, FCAP, Medical Director, VP Medical Operations