[ Dermatology ]
SMH RUSH SURGICAL
BIOPSY PROCEDURE
- WEEKEND / HOLIDAY -

See Weekday RUSH Bx protocol

Biopsy Performed

Weekend/Holiday?

No

Yes

Leave biopsy in Clin-Lab, SM-B506

Dermatology Residents
1) Notify –
   a) Lab Staff
   b) Dermpath Fellows
   c) AP On-Call resident
2) Fill out AP afterhours log book, note whether any containers not destined for Surgical Path
SM Laboratory Staff
1. Confirm receipt of the specimen on logsheet, number of specimens, and surgical vs nonsurgical specimens (e.g. micro)
2. After hours, surgical path biopsy sticker placed on each specimen
3. Page AP on-call resident (p90479)

Dermatology Residents
1) Notify –
   a) Lab Staff
   b) Dermpath Fellows
   c) Pathology AP On-Call Resident
2) Fill out AP afterhours log book, note whether any containers not destined for Surgical Path

Has 1930 Courier left Yet?
Yes
• Lab staff will page p90479 with “RUSH surgical bx [MRN#, MD pager#] received at SM @ [time]. Please indicate preferred delivery route”

No
• Page On-Call AP resident (p90479) when the courier picks up the specimen(s) and is enroute to RRMC “rush surgical bx [MRN#] left SM @ [time]”. No callback will be expected (informational page only)

Place specimen(s) in designated courier pick-up area for 2215 courier

Routine
• STAT-courier is paged by lab staff, to be delivered to RRMC core lab B403

STAT

Place the bags above in a designated container to be picked up by next routine courier (1700 or 1930)

STAT-courier is paged by lab staff, to be delivered to RRMC core lab B403

STAT or STAT courier?

Routine

• AP resident calls back indicating receipt of page
• AP on-call resident signs log upon receipt of bx; or, if left in B403, emails DP Fells/GR staff

SMH RUSH SURGICAL BIOPSY PROCEDURE
- WEEKDAY -
SMH RUSH SURGICAL BIOPSY PROCEDURE - WEEKEND / HOLIDAY -

**Dermatology Residents**
1. Notify –
   a) Lab Staff
   b) Dermpath Fellows
   c) AP on-call resident
2. Fill out AP afterhours log book, note whether any containers not destined for Surgical Path

**SM Laboratory Staff**
1. Confirm receipt of the specimen on logsheet, number of specimens, and surgical vs nonsurgical specimens (e.g. micro)
2. After hours, surgical path biopsy sticker placed on each specimen
3. Page AP on-call resident (p90479)
   a) Lab staff will use text page: "RUSH surgical bx [MRN#, MD pager#] received at SM @ [time]. Please indicate preferred delivery route"

**Routine or STAT courier?**
- Routine
- STAT

**Place specimen(s) in designated courier pick-up area**
- STAT-courier is paged by lab staff, to be delivered to RRMC B-level core lab

**See Weekday RUSH Bx protocol**

**Biopsy Performed**

**Weekend/Holiday?**
- No
- Yes

**Leave biopsy in Clin-Lab, SM-B506**

---

**Routine or STAT courier?**
- Routine
- STAT

**Place specimen(s) in designated courier pick-up area**
- STAT-courier is paged by lab staff, to be delivered to RRMC B-level core lab

**Page On-Call AP resident (p90479) when the courier picks up the specimen(s) and is en-route to RRMC “rush surgical bx [MRN#] left SM @ [time]”.
- No callback will be expected (informational page only)

**Page the on-call AP resident (p90479) when bx arrives at RRMC “rush surgical bx [MRN#] arrived RRMC @ [time]”.
- AP resident calls back indicating receipt of page
- AP on-call resident signs log upon receipt of bx; or, if left in B403, emails DP Fells/GR staff
For Dermatology Residents

- **Always** use Surgical Pathology Requisition (NOT “outreach req”) for inpatient biopsies – forms portal form #36001
- Rush biopsies done at SMH
  - Bx done on non-holiday weekday before 5 pm
    1. Leave the specimen in the Santa Monica gross room on the 3rd floor (SM 3594)
    2. Email [UCLAdermpathfellows@mednet.ucla.edu](mailto:UCLAdermpathfellows@mednet.ucla.edu) (see below)
  - Bx done on non-holiday weekday after 5 pm
    1. Leave the specimen in the Santa Monica B-level clinical lab (SM B506).
      - **Must hand-deliver to a staff member, do not leave the specimen and walk away**
      - Sign the log-in sheet and indicate if any of the dropped off specimen(s) should go to other lab areas (ex, microbiology)
    2. Email [UCLAdermpathfellows@mednet.ucla.edu](mailto:UCLAdermpathfellows@mednet.ucla.edu) (see below)
    3. Page pathology on call resident (p90479) (see below)
  - Bx done on non-holiday weekday after 7:30 pm
    1. Same as 5 pm+, however **you may be contacted to discuss expected turnaround time – may be impossible to have these cases come out the next morning**
  - Bx done on weekend or holiday
    1. Same as weekday after 5 pm
  - Rush biopsies done in Ronald Reagan (clinic biopsies get sent via courier)
    - Bx done on a non-holiday weekday before 6 pm
      1. Drop off in RR 3rd floor surgical path lab room RR 3220
      2. Email [UCLAdermpathfellows@mednet.ucla.edu](mailto:UCLAdermpathfellows@mednet.ucla.edu) (see below)
    - Bx done on a non-holiday weekday after 6 pm
      1. Page pathology on call resident (p90479) (see below) and ask where to drop specimen
        - If close enough to 6 pm the on-call resident might still be in the 3rd floor surgical path lab doing frozen sections.
        - If on call resident does not answer (may be in OR) or if s/he asks you to drop it off in the basement core lab, leave it in B403
      2. Drop offs in RR core-lab room B403:
        - **Must hand-deliver to a staff member, do not leave the specimen and walk away**
        - Sign the log-in sheet and indicate if any of the dropped off specimen(s) should go to other lab areas (ex, microbiology)
      3. Email [UCLAdermpathfellows@mednet.ucla.edu](mailto:UCLAdermpathfellows@mednet.ucla.edu) (see below)
    - Bx done on a weekend or holiday
      1. Follow "weekday after 6 pm" procedure
      2. FYI, it’s extremely likely that you’ll end up dropping the specimen in core-lab B403 as the on-call resident is probably in CHS, but ask anyway
  - What to include on notification emails or pages
    - Emails to [UCLAdermpathfellows@mednet.ucla.edu](mailto:UCLAdermpathfellows@mednet.ucla.edu) for **any next day biopsy** regardless of what time you did it
      1. Patient name
      2. Patient MRN
      3. Approx time the biopsy was performed (gives us formalin fixation time)
      4. Where and when the biopsy was submitted (SMH B-level clin lab, RR B-level core lab, etc)
      5. Clinical history – can be brief but please include your rule-outs and DDx
      6. For cases where the next day is a weekend/holiday please include desired turnaround time: is it the next business day or must it be a weekend read? Weekend reads are approved by the dermpath fellows and are significantly more labor intensive for pathology.
      7. Contact info (email or pager) for whom to contact with the preliminary read-out
    - Pages to pathology on call resident p90479
      1. Dermatology MD’s name/pager #
      2. Patient name
      3. Patient MRN
      4. Where the biopsy was submitted (SMH B-level clin lab, RR B-level core lab)
      5. Approx time the biopsy was submitted
      6. Desired TAT for weekend/holiday cases
Consult instructions

I. IMPORTANT LOCATIONS

WW:
path specimens go to surg path -- 3220B
after hours/weekends: drop specimens off in 2433 (near OR) (code for room: 34633); and page surg path resident p90479
micro lab --> B403 (but just tube everything…)
microscope --> B416 (part of micro lab) or resident room
DIF --> fine to deliver to clinical if before 3pm otherwise please deliver to CHS A3-172 (Shintaku Lab old hospital); also has extra Zeus media when we run out
to pull slides --> CHS A3-259 (old hospital)

Santa Monica:
surg path --> 3594 Pavilion (next to OR) (code: 4514) after hours/weekend: drop specimens off in B506 Pavilion
** for surg path in SM, always make sure that they know need to rush to for Dermpath so they courier it over to WW
micro lab --> B506 Pavilion
microscope --> B506 Pavilion (just ask where microscope is, don't say using for scabies)
DIF --> B506 Pavilion

II. Here's a basic run-down of what to do when on consults....

1. Signing on/off the virtual pager
   - at 5pm on the day in which you are starting call, call the ucla operator at 310-206-6766 (or manually sign on 18002337231, or online) and ask for your pager to cover ucla pager 93400 for WW, pager 35535 for SM, pager 89310 for VA
   - at 8 am on mondays, remember to call the ucla operator and sign off of 93400, 35535 and 89310. please forward these pagers to the person on call in WW/SM/VA that day (but the resident on call should call to make sure they are signed on)

2. Path specimens – See rush biopsy cheat sheet
   a. Please mark 'RUSH' in tissue exam orders in CC. There are 3 types of RUSH cases:
      - M-Thurs: ALL cases should be marked 'RUSH for tomorrow.' A prelim read should be available the following day.
      - F-Su: Sun
        b. 'RUSH next day' for inflammatory conditions that will change management (SJS, TEN, SSS) NOT melanocytic lesions or conditions that can wait until Monday for path diagnosis. When in doubt, you can ask your attending if RUSH next day is appropriate over the weekend
        c. 'RUSH for MONDAY' all other non-urgent biopsies that can wait until Monday for a prelim reading
   d. Specimen drop off: (REFER TO THE RUSH BIOPSY SHEET FOR DETAILS)

RR:
- M-Friday 8am-5pm: RR 3rd floor surg path
- M-Thurs 5pm - 8am: Page the path on call resident at 90479 to discuss the case and arrange a drop off location.
  Med Plaza 200 bldg 1st floor lab (open 24 hrs) may be an option, but location should be confirmed verbally with path resident first. Specimens dropped off after 7pm won't be processed until the following day. Also, email UCLA DermPathFellows@mednet.ucla.edu with name, MR#, time performed, drop off location, and rule outs to make them aware of the case always, even if it is not submitted as a RUSH
- Friday 5pm - Sunday: Page the path on call resident at 90479 to discuss the case and arrange a drop off location.
  Med Plaza 200 bldg 1st floor lab (open 24 hrs) may be an option, but location should be confirmed verbally with path resident first.
  For all biopsies submitted Friday morning through Sunday evening, please page the on call path resident at 90479 to let them know that a specimen was submitted and to confirm your drop-off location. Also, email
UCLADermPathFellows@mednet.ucla.edu with name, MR#, and rule outs to make them aware of the case always, even if it is not submitted as a RUSH to be read over the weekend.

Also, if an attending or resident should need to know which dermatopathologist is assigned to a particular case, you can contact either Carolyn Steinberg (310-267-2667) or Elisa DeRobles (310-206-6594) in the Outreach office.

e. SM biopsies
- M-Friday 8am-5pm: 3rd floor tower surg path receiving office (Rm 3220B), and sent by courier as RUSH.
- M-Thurs 5pm - 8am & Friday 5pm - Sunday: Please only drop off specimens to the basement in SM if the 3rd floor office is closed. Confirm that a courier has been called. For all after hours biopsies, please page the on call path resident at 90479 to let them know that a specimen was submitted and to confirm your drop-off location. Also, email UCLADermPathFellows@mednet.ucla.edu with name, MR#, time performed, drop off location, and rule outs to make them aware of the case always

3. microbiology
- for tissue cultures, DFA's, swabs done on the wards, give the order and specimen to the clerk or can tube it to the lab. tell the nurse that a culture was done. ask for the specimen to be sent to microbiology. don't forget to label the container/swab with a pt sticker

4. koh/scabies preps
- micro lab in the basement of chs, rr, and sm hospitals have microscopes for these uses

5. biopsy bag
- it is the on call person's responsibility to keep the bag stocked for the next person on call (and for the weekend call person). items that should be available are:
  - 2 punch kits
  - 2 shave kits
  - 2 dfa's
  - 2 bac/fungal cx's
  - 2 zeus media
drysol
koh
Mineral oil
slides
coverslips
procedure consents
lido
saline
11 blades
15 blades
qtips
gauze
tape
sterile urine cups (for tissue culture)
blue cards (for attendings)
portable cautery

6. dif's
- consult resident's responsibility to drop off all dif's taken on the wards before 3pm and in clinic if courier not available
- drop off specimens to chs A3172 if after 3pm

7. what to do when get paged
- call the requesting md and get the story
- review the chart (from home or clinic)
- call the attending who's on call with you to give them the heads up and consult info
- decide with the attending if you will go in to see the pt first, before, or with the attending
---> Also be sure to contact the primary team with any updates, including any path results
8. sm parking
- 16th and Arizona (entrance on 16th, S of Arizona)
- you should have an SM parking pass, and your UCLA ID badge (not the bruin card that is used in WW) gives you access into the garage
- at lunchtime can be easier to just walk from clinic…

9. sm consults
- remember, when you are on sm consults, you are responsible for holding the sm virtual pager Mon-Fri 8-5pm.
- you are responsible for all inpt sm consults during these hours. Can sign pager off to WW pager at 5pm (and provide signout if needed to WW resident). Non-urgent sm consults that come in after 5pm may be held for you to be seen the next day
- sign on to pager 35535

10. notes
- make sure to always fill out notes on careconnect and send for addendum to appropriate attending
- for new consults make sure consulting team enters “consult to dermatology” order for billing purposes

11. signout
- don’t forget to sign out to the resident taking over after you. provide a written/emailed signout, not just verbal and be sure to cc the attending that is also on service

12. Virtual patient
- WW consult resident: be prepared to have a virtual case prepared for Grand Rounds on Tuesday morning (may not need to present but should have a case teed up)