

HISTOPATHOLOGY

1.0 INTRODUCTION

This division is dedicated to the diagnosis of tissue samples by microscopic examination.

Histopathology laboratory is operated at Room 4 in the main laboratory and hospital quarters no. 2154-B.

2.0 SERVICES PROVIDED

- General histopathology examination of tissue (routine HPE)
- Frozen section

3.0 SUBSPECIALITY SERVICE

- Dermatopathology

4.0 REQUEST FORMS

4.1 General (routine) histopathology

Specimens must be accompanied by request form (PER – PAT 301) in duplicate (form size: A4) All request forms must contains:

- Patient's particulars.
- Clear and relevant clinical history.
- Previous histopathology or cytology report if available.
- Requesting doctor's name and contact number on the request form for early flagging of results.
- Surgeon/Specialist/Consultant's name for easy communication.

If the report is needed urgently, please mark the request form URGENT clearly at the top right hand corner.

A request with multiple specimens should be labelled clearly (e.g A,B,C....) and requires only one set (2 carbonized copies) of request form.

4.2 Frozen section

All requests for frozen section examination must be preceded by appointment and discussion with pathologist at least 1 day prior to the procedure.

This is followed by filling up of the request form for the frozen section and submitting it to the Histopathology Laboratory for notification.

Request form for frozen section (HSJ/PAT/HC/SB/17) is available at the Histopathology Unit (**Refer List of Form**).

Please inform the laboratory at extension 155 or Medical Officer/Pathologist 160/603/357 if the frozen section examination is cancelled.

All cases scheduled for frozen section examination are best placed early in the operating list.

5.0 SPECIMEN COLLECTION AND CONTAINERS

All specimens for routine histological examination are to be fixed in 10% neutral buffered formalin in a suitable clean leak-proof container.

The containers should have wide opening and if possible with screw cap to prevent leakage.

The volume of formalin used must be at least 10 times the volume of specimen to be fixed.

Do not put large specimen in small containers as this would prevent proper fixation of the tissue and may distort the specimen.

All specimen containers are to be labelled clearly with patient's name, age, I/C number, type of specimen and date of collection.

All specimen containers should bear the same identification as that written on the request forms.

Specimens from different anatomical sites should be sent in separate containers, properly labelled and must be clearly itemized in the request form.

For cases that require confirmation of the adequacy of surgical excision, the margins of the specimen must be marked or tagged accordingly by sutures or by diagrammatic representation of the excised specimen.

Specimen for frozen sections should be sent in a clean container without fixative.

Specimen for Immunofluorescence study should be sent in a clean container containing Normal saline (for skin biopsy).

6.0 DESPATCH AND TRANSPORTATION OF SPECIMEN

Routine specimens should be sent through main pathology counter.

Urgent specimens can be personally sent accompanied by Despatch Book to the Histopathology Lab.

Small biopsy should be sent to the lab before 12 noon on the same day to allow transportation to Institut Perubatan & Pergigian Termaju (IPPT) on the same day for processing.

Specimen from operation theatre should ideally be sent to the lab by 2.00 pm on the same day, so that the specimen can be examined as fresh as possible and necessary trimming done. The routine specimen will be sent to the Histopathology lab, HPP for further processing.

Frozen section specimen should be sent immediately upon retrieval to the Histopathology Laboratory.

7.0 HISTOPATHOLOGY REPORTS

All histopathology reports shall be collected every day by respective clinic/ward staff from histopathology quarters.

Results of frozen section will be immediately communicated to the surgeon via phone and followed by hard copy report on the same day. Supplementary report will be issued at later date for the paraffin block finding.

Request for a second copy can be made using form *Borang Permohonan Mendapatkan Salinan Laporan HPE Unit Histopatologi* (HSJ/PAT/HC/SB/18) (**Refer List of Forms**). The requesting specialist's signature is needed.

8.0 AFTER OFFICE HOURS SPECIMEN

All specimens for routine histological examination taken after office hours should be fixed in the usual manner (in formalin) in the respective OT or ward and kept at room temperature.

The specimen should then be despatched to the Histopathology Laboratory in early morning of the next working day.

9.0 INTERDEPARTMENTAL CLINICOPATHOLOGY CONFERENCE

Histopathology Unit conducts clinicopathology conference (CPC) with the clinical departments in Hospital Seberang Jaya.

The requesting department must submit the list of patients to be discussed to the Histopathology Office at least two weeks before the scheduled date.

Enquiries about clinicopathology conference should be communicated directly to the Medical Officer in charge or Pathologist concerned at extension 420/160/603/357.

10.0 REQUEST FOR ADDITIONAL SPECIAL STAIN

Clinicians may request for additional histochemistry or immunohistochemistry stains after discussion with reporting pathologist. The requesting specialist needs to fill up a form *Borang Permintaan Penambahan Ujian HPE* (HSJ/PAT/HC/SB/20) which is available at Histopathology unit. (Refer List of Forms).

11.0 TAKING OUT PARAFFIN BLOCKS/SLIDES FROM HISTOPATHOLOGY UNIT

Patients' paraffin blocks and slides are archived in Histopathology Unit. For certain valid reasons the unit allows the clinician to take diagnostic material (paraffin block / slide) from the Unit. The following procedures must be followed.

- i. The request to borrow the diagnostic material must be made by a specialist.
- ii. The requesting specialist needs to fill up a form *PERMOHONAN PEMINJAMAN / PENGAMBILAN BAHAN DIAGNOSTIK UNIT HISTOPATOLOGI* (HSJ/PAT/HC/SB/16) (**Refer List of forms**) which is available at Histopathology unit.
- iii. The completely filled form should be submitted to Histopathology unit and the material can be taken within 3 working days upon submitting the form to the Histopathology unit.
- iv. The paraffin block and stained slides must be returned to Histopathology unit within 3 months after completion of the report.

12.0 TAKING OUT TISSUE FROM HISTOPATHOLOGY UNIT

All specimens (tissue) sent to and officially received by Histopathology Laboratory will be kept in the unit for 3 months after the official report is released.

The Histopathology Unit allows the patient to take their tissue, organ or limb back upon request. Please follow this procedure.

- i. The patient or next kin must make a formal request by filing up a form *Borang Permohonan Mengambil Balik Spesimen Tisu* (HSJ/PAT/HC/SB/15) (**Refer List of Forms**). This form is available in Histopathology unit.
- ii. The completed form should be submitted to Histopathology unit.

- iii. The tissue is released only after the specimen is being examined by the Pathologist and adequate sampling has been taken for reporting.

13.0 REQUEST TO OBTAIN MICROSCOPIC IMAGE FROM HISTOPATHOLOGY UNIT.

Microscopic images are not archived as routine but images can be provided upon request.

A request shall be made or endorsed by specialist.

i. For presentation :

- The requesting doctor should communicate directly with the Pathologist concerned.
- A request shall be made by filing up a form BORANG PERMOHONAN MENDAPATKAN GAMBAR HISTOPATOLOGI (HSJ/PAT/HC/SB/19) (**Refer List of Forms**) which is available at the Histopathology unit. The completed form should be submitted to the Histopathology unit.

ii. For publication :

- The requesting doctor shall communicate directly with the Pathologist concerned followed by filling up the request form.
- The abstract of the publication should be provided and the Pathologist concerned who reported the case should be included as co-author.

The microscopic histopathology images will be available within 2 weeks upon submission of the form. Only soft copy of the images is provided.

14.0 RESEARCH

The histopathology unit welcome research projects or studies to be done in collaboration with our unit.

- All collaborative studies or research projects must have approval from the Head of Pathology Department.
- A copy of research proposal must be provided.
- Pathologist from the unit shall be appointed as collaborator or co-researcher.
- The researcher will be assisted by the appointed Pathologist to retrieve the materials required if the research project requires archival material from this unit.
- All archive slides can be borrowed for review in the unit only.
- No archive material should be taken out from Histopathology Unit.

15.0 COMMUNICATION

Any enquiry of the services provided, please contact:

- Histopathology Laboratory Ext. 155
- Histopathologist Ext. 160/603
- Medical Officer Ext. 357

17.0 SUMMARY OF TEST AVAILABLE AND CLIENT CHARTER

No	Test	Container	Specimen	Freq.	TAT
1.	Histopathology urgent small biopsy (without additional stain)	Plain container (add fixative - buffered 10% formalin)	Tissue	Daily	3 working days
2.	Histopathology semi-urgent small biopsy				7 working days
3.	Histopathology urgent large specimen				14 working days
4.	Histopathology non-urgent small specimen				21 working days
5.	Histopathology non-urgent large specimen				21 working days

Note:

- The availability of Histopathology report depends on the number of available Pathologist, number of cases received and if the case is sent for Ancillary studies (special stain, Immunohistochemistry stains, etc.).