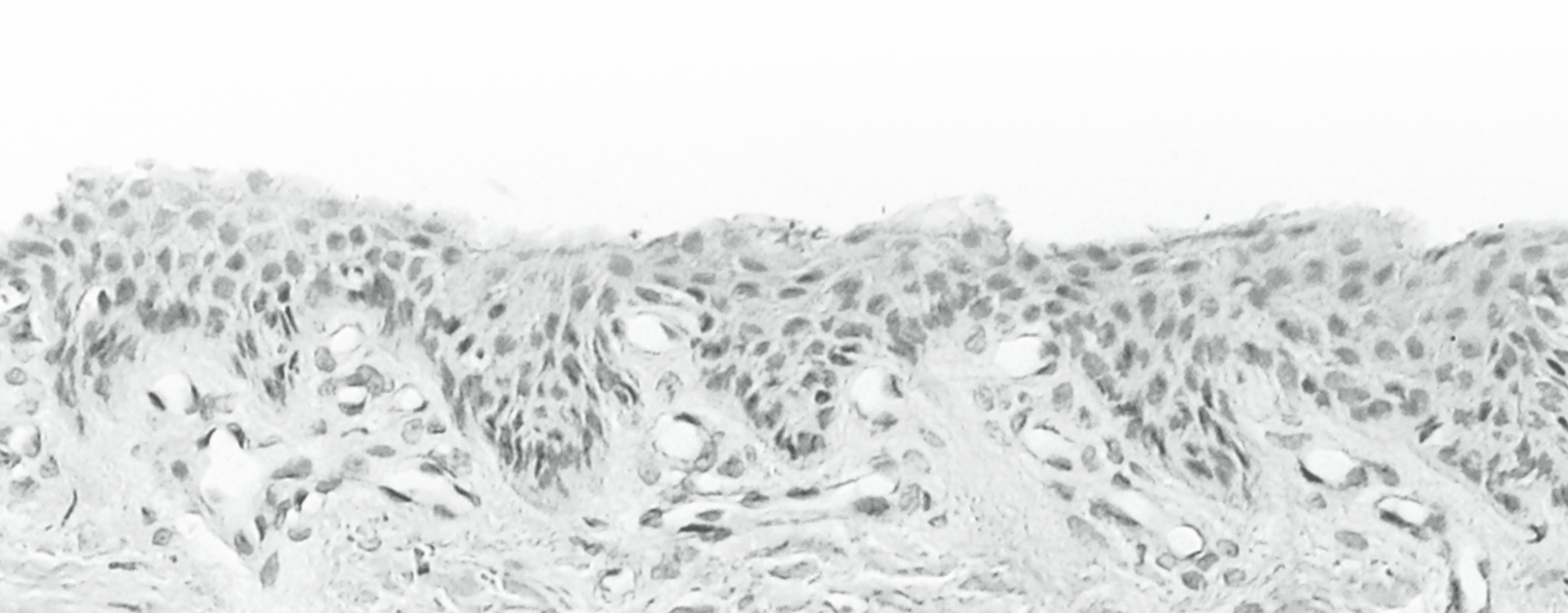




CLIENT MANUAL



22221 Greater Mack, Suite E
St. Clair Shores, MI 48080

Toll-free: 1 800 444.7522

Phone: 1 586 774.4290

Fax: 1 586 774.4220

CAP Accredited: 34182-01

State of Michigan License: 2238

Interstate License: 21-1103

State of NY Permit: 8123

State of California License: CDS00800138



apma
Advancing foot and ankle
medicine and surgery

Corporate
Member

CAP
ACCREDITED
COLLEGE of AMERICAN PATHOLOGISTS

Services

Insurance Billing

We participate with all third party insurers and bill them directly for our services, relieving you and your patients of billing difficulties. Histology was chosen by Blue Cross Blue Shield to be a PPO (Plus) participant, and also participates with many other insurances including Medicare, United Health Care, PHP, PPOM, PHCS, 1st Health, PHS Networks and many more.

Patient Billing

We have patient-friendly billing practices and will work with your patients to resolve any billing concerns in a way that is best for them.

Personal Attention

You will have access to our technical staff, client services, and billing department by calling our toll-free number: 800-444-PLab.

Shipping

We supply all the necessary materials for the shipment of specimens via USPS, UPS, or FedEx. We also pay all postage and shipping fees.

Special Stains

We use special stains, such as PAS (Periodic Acid-Schiff), to demonstrate organisms and other structures.

Report & Turn-Around-Time

A fully-customized, comprehensive Pathology report on any type of anatomic surgical specimen is issued by a board certified Pathologist within 48-72 hours of receipt of specimen. A verbal report within 24 hours is available upon request. Any unusual diagnostic problems will immediately be reported by telephone to the attending Physician. The fungal study report is limited specifically to demonstrating the presence or absence of fungi and/or yeast, and is also issued within the same time period. Reports can be mailed, emailed, faxed, or sent electronically into the patients charts if your practice uses the Practice Fusion EHR. A color photograph of the microscopic specimen can be provided upon request at no additional cost.

Professional Consultation Services

Our board certified Pathologists and technical specialists are readily available by telephone.

Proper Handling of **Surgical Specimens**

Proper identification of the specimen and its anatomic location is of utmost importance in order to assure accurate reporting of results. It is absolutely imperative that the Pathologist receive all the pertinent information regarding the lesion to be examined.

Tissue that is removed surgically must be properly preserved. This is necessary in order to obtain quality microscopic sections for the demonstration of morphological alterations. Do not allow the tissue to dry – place in the fixative immediately after removal, the fixative should completely cover the specimen. Histology Associates provides all necessary supplies at no additional cost.

CAUTION: *Specimen jars may contain formaldehyde. Formaldehyde is toxic if inhaled or swallowed. It is irritating to the eyes, respiratory system and skin. There is risk of serious damage to the eyes. It may cause cancer and repeated or prolonged exposure increases the risk. **If formaldehyde accidentally contacts the eye or skin, wash immediately with large amounts of water and seek medical attention.***

Mailing Instructions for Transporting Specimens

STEP 1

Place surgically removed tissue (i.e. skin, soft tissue, bone, nail, etc.) in supplied specimen bottle with 10% formalin or Prefer. Bottles containing liquid must be placed in a plastic bag and sealed prior to mailing. It is not necessary to refrigerate.

STEP 2

Place dry nail clippings or skin scrapings in plastic bag and seal. If sending nail clippings and skin scrapings from the same patient, submit each specimen in its own container with its own requisition form and label accordingly.

STEP 3

Affix a label to the specimen bottle or bag and complete all information on the label including:

1. Patient's full name and date of birth
2. Date of service
3. Specimen source
4. Physician's name

STEP 4

Complete information requested on the pathology specimen requisition form. Make sure to include the following:

1. Patient's full name, date of birth, and sex
2. Date of service
3. Select which procedures you would like performed
4. Specimen source
5. Pre-op diagnosis
6. Any pertinent clinical information

STEP 5

The specimen bottle or bags with the properly completed label affixed should be placed in one of the provided bubble mailing envelopes along with the pathology specimen requisition form.

STEP 6

Drop the bubble mailing envelope in a United States Postal Service (USPS) Mailbox, drop it off at your local post office, or simply give it to your office's mail carrier. Shipping specimens via FedEx and UPS are available upon request.

Quality Assurance Program

All specimens are accessioned. They are assigned a 6 digit I.D. number which is computerized as a permanent record of identity throughout all phases of processing and preparation.

- Hematoxylin and Eosin (H & E) stains as well as all special stains are validated by known controls.
- Cases are randomly reviewed by a second Pathologist every six months for quality assurance.
- When indicated, an outside consultant may be utilized to confirm a diagnoses.