



ST. TERESA'S HOSPITAL
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玻璃片/組織蠟塊借用程序*

1. 在收到借用玻璃片/組織蠟塊通知信後，文員負責填上相關之紀錄及其報告。
2. 本部門之同事先找出其玻璃片交給組織病理化驗室主管檢查及核實無誤，再把報告及玻璃片交給病理醫生查閱。
3. 待病理醫生批准後，本部門之化驗室助理把玻璃片/組織蠟塊及有關文件包裝好及紀錄在相關文件上，再交由當值化驗室同事雙重核實。
4. 通知病人/親屬/已授權人士到本部門領取。

領取程序

1. 病人/親屬/已授權人士須帶同身份證明文件，授權書(如非病人本人) 及由醫生簽發之借用文件本部門領取。
2. 本部門之同事須保留有關文件之**副本**作紀錄用。
3. 在核對正確無誤下，玻璃片/組織蠟塊交予病人/親屬/已授權人士，並須在本部門之借用文件上簽收。

還片程序

有關借片之醫生或醫院會把玻璃片及其病理報告由郵寄或信差送還給本病理化驗室。在核對正確無誤下，本部門之同事會在有關借用文件上填上歸還日期。然後把相關之報告及玻璃片一併交予本院之病理醫生再審閱及存檔。

如借出之玻璃片/組織蠟塊超過一個月尚未歸還，本部門主管將會發出通知，要求有關之醫生或醫院盡快歸還，如超過三個月尚未歸還，本部門將會發出警告，並有權**拒絕**再借出本部門之玻璃片/組織蠟塊予相關之醫生或醫院。

*注意事項:

本部門只會借出本部門之玻璃片/組織蠟塊予其他醫院之**病理醫生**。
如有不便，敬請見諒。



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Slides/ Blocks loan procedures*

Patients may be referred to other hospitals for further management. Therefore, their corresponding slides or blocks are required further review or for further studies (e.g. molecular studies).

1. Upon receiving request from outside hospital, clerical staffs are responsible to retrieve corresponding records and reports. Then, this request will pass to the laboratory.
2. After retrieval of corresponding slides, the request will then pass to the pathologists.
3. The pathologists are responsible to determine whether the slides or blocks can be loaned and which slides and blocks are going to loan.
4. Pack the corresponding slides/ blocks and prepare a loan letter.
5. After double verification by laboratory staffs the slides/blocks are now ready to loan.

Slides/ blocks collection procedures

Patients themselves should bring their ID or passport, as well as the request letter to collect the corresponding slides/ blocks. If patients' relatives or authorized persons collect the slides/ blocks on behalf of the patients, an authorization letter from the patient is needed.

Our laboratory needs a copy of the relative documents for record.

After verification, the slides/ blocks can be handed to the patients/ relatives/ authorized persons, and they have to sign after received.

Returning procedures #

The loaned slides/ blocks will be returned by mail or in-person. The laboratory staffs are responsible to check the returned materials (name, lab no., no. of slides/ blocks), and then mark the returned date in the record.

Attached the returned slides and reports to the pathologists for further review and file.

Points to note:

* Slides/ blocks will only be loaned to the **Pathologist** from other hospital.

If the loaned slides/ blocks are not yet returned over a month from the loan date, our department will issue a reminder to the corresponding hospital/ doctor; however, as if the loaned slides/ blocks are not yet returned for over 3 months, we will issue a warning letter to the corresponding hospital/ doctor, and may **REJECT** any further slides/ blocks loan from the corresponding hospital/ doctor.