**SOP for sending Children's slides out for outside CLIA testing**
**(where outside official report will be generated)**

1) Requesting physician sends a single email to pediatric pathology staff (Lori Schmitt) specifying the patient, the materials required and the recipient along with any necessary forms.
2) Pediatric pathology staff confirms that appropriate HIPAA authorization available and patient insurance information included upfront.
3) Pediatric pathology staff will pull slides and reports and ask attending neuropathologist what material to be sent out.
4) Within one working day of receiving request, pediatric pathology staff will reply to the requesting physician stating we received the request and in what time frame it can be fulfilled.
5) NP attending orders appropriate slides to be sent to pediatric pathology staff
6) Pediatric pathology staff mails out slides with cover letter; addendum is ordered in Copath as a placecard and to create a pending list for follow up of test results.
7) Report scanned into CoPath and sent to the patient EMR by CHP staff; email sent to attending to NP alerting them that results are scanned in Copath and addendum is ready to be signed out. NP should add specific results and interpretation comments to addendum as needed.
8) Results reported as an addendum by NP attending

**SOP for sending Children's slides out for outside non-CLIA testing/research**
**(Not clinical trial)**

1) Requesting physician submit patient signed HIPAA consent and indicate pertinent IRB protocol # (actual IRB protocol on file with Division) to Pediatric Pathology staff (Lori Schmitt).
2) Requesting physician submit cover letter describing requested testing.
3) Neuropathology attending order necessary slides to be cut and sent to Pediatric Pathology Staff
4) Pediatric Pathology Staff to package and mail: cover letter, HIPAA form and slides; and enter sending into log.
5) Pediatric Pathology staff to email requesting physician and neuropathology attending that materials have been sent.

**SOP for slides requests from UPMC physicians**

1) Requesting physician submit patient signed HIPAA consent and description of materials requested to Pediatric Pathology staff (Lori Schmitt).
2) Pediatric Pathology Staff give report and slides along with request to NP attending
3) Neuropathology attending order requested slides to be cut and sent to Pediatric Pathology staff
4) Pediatric Pathology staff to package and mail HIPAA form and slides to requesting physician; and enter into log.
5) Pediatric Pathology staff to email requesting physician and neuropathology attending that materials have been sent.