

## Information and instructions for sending biopsy specimens

### Routine referral

- Please send routine specimens in formalin accompanied by a request form. Ensure that the form is completed legibly and includes referrer's email address.
- The specimen container must be labelled with at least 2 forms of identification (Patient full name plus date of birth and/or NHI). Any discrepancies will delay testing until fully resolved.
- Specimen containers can be ordered by emailing or calling Oral Pathology Centre.
- Include any clinical photographs or radiologic/graphic images relevant to the pathology. These can be sent hard copy or emailed to oralpath@otago.ac.nz
- Results will be emailed, password protected, with the patient's last name as the password.

### Second opinion

To refer pathology cases for second opinion, please include:

- Stained slides representative of the pathology
- Tissue block (s) and /or unstained sections where appropriate
- Copy of the original request form
- Copy of pathology report or interim pathology report, where available
- Copies of any photographs or images (hard copy or emailed-preferred)
- Details of requesting pathologist with phone number, return address and email address.

### Direct immunofluorescence (Dunedin only)

- The specimen MUST be booked in advance by calling the laboratory on 03 479 7079. Please let us know if bookings are cancelled.
- Please send two representative samples from the same contiguous lesion (preferred), one in formalin, the other in saline/Hank's or Michel's solution, accompanied by a completed request form (see routine referral information). These should be delivered directly to the Oral Pathology Centre, or ground floor reception as soon as possible, to prevent sample degradation.

### Ground sections

- Please send the specimen either dry or in formalin, in a labelled container and accompanied by a completed request form (see routine referral information).
- Please note that this is a complex procedure and specimens are batched.

### Intra-operative frozen sections (Dunedin only)

- The specimen MUST be approved by a pathologist and booked in advance by calling the laboratory on 03 479 7079.
- Please send the specimen either dry or in saline, in a labelled container and accompanied by a completed request form (see routine referral information). These should be delivered directly to the laboratory, or ground floor reception immediately, to prevent sample degradation.

### Smear Cytology (Dunedin only)

- Smears should be sent in a Coplin jar (or other appropriate container) of 90% alcohol. The slide must be labelled with two patient identifiers (Patient full name plus date of birth and/or NHI) and be accompanied by a completed request form.
- These should be delivered directly to the Oral Pathology Centre.