LOGO

Surgical Pathology Incident Report

Hospital Name
Address
Phone

Investigation Results Performed By: ☐Supervisor ☐Pathologist ☐Medical Director ☐Other _____

Specimen #_____ **Patient Name:**_____ **Patient U#:**_____

☐ **Incident not related to specific patient–See below** Institutional incident (rL) also filed, ☐No ☐Yes incident #? _____

Date / Time discovered: _____ **Date / Time occurred**: _____

Incident # :_____ **Incident Classification Codes:**_____See attached incident classification list.

Key Trigger: ☐ KY 01 Delay in Final Report ☐ KY 02 Process Problem
☐ KY 03 Wrong Diagnosis ☐ KY 04 Services Nor Performed
☐ KY 05 Clerical Error discovered post delivery ☐ KY 06 Other _____

Phase: ☐ P1 Pre - Analytical ☐ P2 Analytical ☐ P3 Post – Analytical

1. Describe the problem (Use reverse if needed)

Completed By / Date Time_____ Problem reported to:_____

2. Immediate investigation / corrective action taken (Use reverse if needed)

3. RCA ☐ Yes ☐ No Final Corrective Action: Attach Corrective Action Plan if needed

Clinically Significant? ☐ Yes ☐ No

Is this a reportable error? ☐ Yes ☐ No: If yes: To who?_____ Date Report Filed._____
Referred to Medical Director / Pathologist: ☐ Yes ☐ No

Investigation By

Printed Name: Signature: Date/Time:

Medical Director / Pathologist Sign Off (if needed)

Printed Name: Signature: Date/Time:

LOGO

Surgical Pathology Incident Report Continuation Sheet

Hospital Name
Address
Phone

Continuation Sheet for ☐ Reporter ☐ Supervisor ☐ Medical Director

This page can be printed on the back of page one

Printed Name:

Signature Date/Time:

The following Incident Code List is a work in progress and should not be considered complete.

You will notice that the same error description may be found in multiple process steps.

For example “Specimen lost / destroyed” is found in:
Specimen Receiving
Specimen Processing
Specimen Send-outs

This allows detailed tracking of where a specimen was lost so corrective action can be focused in the problem areas.

Thank You
Elzbieta Griffiths, M.D., ellagriffiths@gmail.com

LOGO

Surgical Pathology
Incident Code List

Hospital Name
Address
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Incident Codes (Select all that apply)

Quality Control QC 00

- ❑ QC 01 QC incorrect/not performed
- ❑ QC 02 QC incomplete
- ❑ QC 03 Equipment not QC'd used
- ❑ QC 04

Patient Registration PR 00

- ❑ PR 01 Data entry incomplete/not done
- ❑ PR 02 Wrong patient selected from database
- ❑ PR 03 Medical record history merge error
- ❑ PR 04

Physician Orders / Pathology Requisition PO 00

- ❑ PO 01 Wrong / No source identified
- ❑ PO 02 Wrong procedure indicated
- ❑ PO 03 Clinical data not provided
- ❑ PO 04 Physician information not provided
- ❑ PO 05

Specimen Collection SC 00

- ❑ SC 01 Specimen mislabeled
- ❑ SC 02 Specimen unlabeled
- ❑ SC 03 Wrong specimen source identified
- ❑ SC 04 Specimen Contamination
- ❑ SC 05 Inadequate specimen
- ❑ SC 06 Specimen Container Problem
- ❑ SC 07 Fixative Problem
- ❑ SC 08 Date of collection not provided / incorrect
- ❑ SC 09

Specimen Receiving SR 00

- ❑ SR 01 Specimen lost
- ❑ SR 02 Specimen accessioning error
- ❑ SR 03 Delay in transport
- ❑ SR 04 Improper packing and shipping
- ❑ SR 05 Delivered to wrong location
- ❑ SR 06 Specimen destroyed
- ❑ SR 07

Specimen Processing SP 00

- ❑ SP 01 Specimen identification error
- ❑ SP 02 Slides / blocks mislabeled
- ❑ SP 03 Tissue grossing error
- ❑ SP 04 Tissue processing / fixation error
- ❑ SP 05 Quality of sections
- ❑ SP 06 Quality stain
- ❑ SP 07 Slide contamination
- ❑ SP 08 Delay in processing
- ❑ SP 09 Dictation - missing / quality of recording
- ❑ SP 10 Dictation – matched to wrong patient
- ❑ SP 11 Specimen lost / destroyed
- ❑ SP 12 Special stain errors
- ❑ SP 13 Wrong processing method used
- ❑ SP 14 Transcription delay
- ❑ SP 15 Transcription error
- ❑ SP 16

Equipment Errors / Failure EE 00

- ❑ EE 01 FS instrument
- ❑ EE 02 Cassette Labeler
- ❑ EE 03 Dictaphone
- ❑ EE 04 Digital imaging equipment
- ❑ EE 05 Tissue processor
- ❑ EE 06 Microtome
- ❑ EE 07 Slide labeler
- ❑ EE 08 Stainer / cover slipper
- ❑ EE 09 Oven
- ❑ EE 10 Hood
- ❑ EE 11

Post Processing PP 00

- ❑ PP 02 Delivery of slides for review
- ❑ PP 03 Slides destroyed
- ❑ PP 04 Slides lost
- ❑ PP 05

Pathologist Evaluation PE 00

- ❑ PE 01 Gross examination/sampling issues
- ❑ PE 02 Microscopic examination issues
- ❑ PE 03 Diagnosis related problems
- ❑ PE 04 Synoptic report adequacy
- ❑ PE 05 Delay in review
- ❑ PE 06 Additional testing appropriateness
- ❑ PE 07

Supplemental Test Request ST 00

- ❑ ST 01 Additional testing not completed
- ❑ ST 02 Recuts not completed
- ❑ ST 03 Recuts delivery issues
- ❑ ST 04 Delay other
- ❑ ST 05

Specimen Sendout SS 00

- ❑ SS 01 Specimen / slides lost or destroyed
- ❑ SS 02 Delay in transport
- ❑ SS 03 Improper packing and shipping
- ❑ SS 04 Delivered to wrong facility
- ❑ SS 05 Test ordering error
- ❑ SS 06 Identification error
- ❑ SS 07 Wrong test preformed
- ❑ SS 08 Wrong results reported
- ❑ SS 09 Specimen / slides not returned
- ❑ SS 10

Final Report Preparation RP 00

- ❑ RP 01 Report with on wrong patient ID
- ❑ RP 02 Clerical error no patient impact
- ❑ RP 03 Clerical error with patient impact
- ❑ RP 04

Final Report Review RR 00

- ❑ RR 01 Errors in review process
- ❑ RR 02
- ❑ RR 03

Final Report Delivery RD 00

- ❑ RD 01 Sent prior to final review
- ❑ RD 02 Sent to wrong provider
- ❑ RD 03 Delay
- ❑ RD 04

Final Report Post Delivery PD 00

- ❑ PD 01 Clerical error discovered post delivery
- ❑ PD 02 Provider complaint
- ❑ PD 03
- ❑ PD 04

Regulatory Notifications RN 00

- ❑ RN 01 documentation incomplete/not done
- ❑ RN 02 Notification incomplete/not done
- ❑ RN 03

Other MS 00

- ❑ MS 00 Other
- ❑ _____
- ❑ _____
- ❑ _____
- ❑ _____
- ❑ _____
- ❑ _____