



## Yale Pathology Labs Services Client Set Up Sheet

### **Introduction**

Yale Pathology Labs provide specimen processing and interpretation services for

- **Cytology specimens** including the evaluation of Pap Smears, Thin Preps, Sure-Path and other cytology smears and fluids; FNAs; HPV testing;
- **Surgical Pathology specimens** including the evaluation of biopsies, excisional biopsies, and excisions by expert pathologists on staff in the following specialties: gynecologic and obstetrical, breast, pulmonary, gastrointestinal and liver, neuropathology, genitourinary and renal, hematopathology, molecular diagnostics, and other pathology programs.

The benefits your patients will derive from the submission of their specimens to Yale Pathology Labs include

- the diagnostic expertise of world class pathologists and cytotechnologists who are available for consultation should you have any questions about the results you receive;
- high quality specimen processing;
- rapid reporting.

Specimens can also be evaluated by the Yale-Bridgeport pathology diagnostic team, which now includes Dr. Marguerite Pinto, providing continuity of care for your Bridgeport Hospital patients during any stage of their healthcare.

### **For further information, please contact**

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## Yale Pathology Labs — Service Set Up Checklist

### Practice Information

*If you have more than one location, please provide the following information for each site on a separate sheet of paper.*

**1** Name of Practice \_\_\_\_\_  
 Building & Room Number \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone ( ) \_\_\_\_\_ Fax \_\_\_\_\_  
 ( ) \_\_\_\_\_ ( ) \_\_\_\_\_

**2**

For business arrangements \_\_\_\_\_ ( ) \_\_\_\_\_  
 (Name) (Phone)

For logistics arrangements \_\_\_\_\_ ( ) \_\_\_\_\_  
 (Name) (Phone)

For reporting \_\_\_\_\_ \_\_\_\_\_  
 (Name) (Phone)

For patient/billing information \_\_\_\_\_ ( ) \_\_\_\_\_  
 (Name) (Phone)

**3** Physicians in practice — include UPIN number for each physician

| Physician Name | UPIN Number | If the practice has multiple locations, at which locations does this physician practice? |
|----------------|-------------|--|
| _____          | _____       | _____  |
| _____          | _____       | _____  |
| _____          | _____       | _____  |
| _____          | _____       | _____  |
| _____          | _____       | _____  |
| _____          | _____       | _____  |
| _____          | _____       | _____  |
| _____          | _____       | _____  |
| _____          | _____       | _____  |



## Yale Pathology Labs — Service Set Up Checklist

### Specimen Submission

Yale Pathology Labs provide specimen collection and submission supplies including Pap kits, specimen containers, requisition forms and biohazard bags. To plan for supplies needed, please indicate below the average number of specimens per week you estimate will be submitted. The Laboratories will provide you with initial supplies based on this information.

| 4 | Site |  | Estimated Paps/Wk and<br>Type of Pap | Estimated<br>Biopsies/Wk |
|---|------|--|--------------------------------------|--------------------------|
|   |      |  |                                      |                          |
|   |      |  |                                      |                          |
|   |      |  |                                      |                          |
|   |      |  |                                      |                          |
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|   |      |  |                                      |                          |
|   |      |  |                                      |                          |
|   |      |  |                                      |                          |

To request the delivery of additional supplies, call our courier service at (877) 474-2877.

When submitting a specimen, please follow the steps below.

1. Write the patient’s name on each slide or specimen container.
2. Complete the appropriate requisition form.
3. If not provided on the requisition form, attach a fully completed HCFA 1500.
4. Place the labeled (including patient name) specimen container in the plastic specimen bag and seal it.
5. Fold the requisition and insurance information forms in half and place them securely in the outside pocket of the specimen bag.
6. Place all the specimens in a large specimen submission bag.
7. Enclose a log of all the specimens included in the submission bag and seal it.

*please continue to next page*



## Yale Pathology Labs — Service Set Up Checklist

### ***Specimen Transmission to Yale Pathology Labs***

Yale Pathology Labs have a daily courier service for locations within the southern Connecticut corridor. Should you wish the Yale-Bridgeport pathology diagnostic team, which now includes Dr. Marguerite Pinto, to evaluate all of your specimens, please have your office manager so indicate to Courtney Trotta or Frank Mennone. Alternatively, you may write “attention Dr. Pinto” on the requisition form for each specimen you want so directed.

- 5 If a regular courier service is to be used, on what days and at what times would specimen pickups be most convenient for your practice?

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- 6 How would you prefer to receive reports?

- Faxes at scheduled times during the day: When? \_\_\_\_\_
- U.S. Mail
- Courier
- Computer access via the internet on a secured website
- Printed to office printer

***For Surgical Pathology Reports*** Call toll free at (877) YALE LAB (877) 925-3522) or (203) 785-2788.

***For Cytology Reports*** Call toll free at (877) YALE LAB ((877) 925-3522) and ask to be transferred, or call the cytology department directly at (203) 785-5430. For questions concerning cytology procedures, please telephone our cytology manager, Kevin Schofield, at (203) 785-5430 or pager (203) 370-1622.

### ***Billing***

Yale Pathology Labs generally bill the patients’ insurers directly (if adequate billing information has been submitted with the specimen). Patients’ insurers or the patients themselves (under “self pay” circumstances) are billed by the Office of Professional Services of the Yale Medical Group. In addition to the specimen requisition, each specimen must be accompanied by documentation of insurance coverage (on the requisition form, in a completed HCFA-1500 form, or by a photocopy of the patient’s insurance card). Each specimen must also include the ICD-9 code assigned by the submitting physician indicating the reason for the visit that resulted in a specimen being submitted for evaluation.