

Sample Letter for Legally Motivated Requests

Date: _____

To Whom It May Concern:

We have recently received your request for a copy of our report(s), slides, blocks, wet stock, and/or other material pertaining to your client, _____.

Note that we will need OR you have already submitted 1) written explanation of the purpose of this request AND 2) a properly executed release form.

We do not send original slides, blocks, or wet tissue, but may submit a copy of our report(s) and recut duplicates of the original slides to you. Pathologists normally send recut duplicates to colleagues when requesting a consultation and accept recuts when requesting slides for review. Please let us know if that will be satisfactory.

There is a total of _____ slide(s) on the case(s), to which we had assigned number(s) _____

You may not want or need all of those slides and cases and, if you will telephone us, we can discuss your requirements, or you might focus your request based upon copies of our reports that you have in the patient's chart.

It is our policy to retain our original and irreplaceable material (including original slides, paraffin blocks, wet tissue, cytology, FNA slides, and hematological smears) on our premises to allow for possible review. We can make our original or irreplaceable materials available for inspection and review by a physician or other consultant of your choice, but only on our premises. The time and terms for such inspection must be agreed upon between the parties, and we will bill you for time, effort, expenses, and expertise.

Very truly yours,

Pathologist

Sample Letter for Medically Motivated Requests

DATE: _____

TO: _____

RE: _____

As requested in a release form signed by _____ and as a courtesy for the benefit of this patient, enclosed are the following:

_____ microscopic slide(s), specimen # _____

_____ paraffin block(s), specimen # _____

_____ copy of our pathology/cytology report(s)

- Recuts, you may keep the slide(s)
- Original slide(s), must be returned within thirty (30) days

As this material is legally part of our laboratory and departmental records, please do not send it to any other physician or hospital without first notifying our Pathology Department.

It would be most appreciated if you and your staff would assist us in our quality assurance program by sending us a copy of your written review of the enclosed slide(s).

Thank you,

Pathology Department