



**AUGUSTA**  
UNIVERSITY

**Oral & Maxillofacial Pathology**  
**AU DCG**  
1430 John Wesley Gilbert Drive  
Augusta, GA 30912  
(706) 721-2721 (Phone)  
(706) 721-4937 (Fax)  
Histotechnologist: Ms. Regina Hand, GC2164

## **How to Submit a Specimens to the Oral Pathology Laboratory at Augusta University Dental College of Georgia**

Contributors outside AU DCG: To sign up for our biopsy service, or to obtain more kits for incisional/excisional biopsies, please contact Ms. Regina Hand at 706-721-8491. We contract with PATH-TEC to ship kits to our contributors, and to ship specimens from contributors to our laboratory, at no cost to contributors.

- 1) Prepare necessary materials
  - a. For cytologic preparations (smears) (in-house kits are located in the Oral Medicine Clinic)
    - i. Microscope glass slide x 2 in a slide holder
    - ii. Cytofix spray **or** hairspray
    - iii. Cement-mixing spatula for sample collection
    - iv. Diagnostic Pathology Request form
    - v. Biopsy Submission Consent and Payment Authorization Form
    - vi. Medical insurance information - copy front and back of **medical insurance** card
  - b. For incisional or excisional biopsy\*
    - i. Container with label and 10% phosphate-buffered formalin
    - ii. Diagnostic Pathology Request form
    - iii. Biopsy Submission Consent and Payment Authorization Form
    - iv. Medical insurance information - copy **front and back of medical insurance card**
- 2) Obtain consent (Biopsy Submission Consent and Payment Authorization Form)
- 3) Fill out the forms completely!
- 4) **Label** formalin container/slide holder (**at minimum, patient's name and date of procedure**)
- 5) Obtain samples
- 6) Place container with specimen (or slide holder with smears fixed to slides) inside Biohazard-labeled plastic bag with paper towel
- 7) Place filled out forms in an outside pouch of the same Biohazard-labeled plastic bag
- 8) In-house (AU DCG): Bring all materials to Oral Pathology Laboratory GC2164 and leave on front bench for processing. Outside contributors: prepare UPS package and call PATH-TEC for pick-up.

**Note:** *Standard processing and evaluation of soft tissue specimens is completed and reported by FAX within 1-2 business days of specimen arrival. Hard tissue may require additional time to process. Should further testing be needed, the contributor will be notified.*

**QUESTIONS? Please contact Ms. Regina Hand (8:00AM-2:30 PM) in person (GC2164) or by phone (706-721-8491).**

\* If evaluation of tissue by immunofluorescence is necessary (ex. pemphigus or pemphigoid), please contact us for additional supplies and recommendations before scheduling the procedure.