**Purpose**

To establish a procedure on how to dictate and gross gastro-intestinal biopsy specimens.

**Procedure**

1. GI biopsies
   1. Read accessioning number, and patient name.
   2. Read requisition- only procedure, indications, and impression.
   3. State number of containers
   4. Read container label and dictate gross report using standardized Cerner templates highlighted below:
      1. Single bit:
         1. Standard bit (size of bit) 1 NS
            1. Tissue is poured into a biopsy bag and submitted entirely.
      2. Multiple bits:
         1. Standard bits (number of bits, size-ranging from smallest to largest) NS
            1. Tissue is poured into a biopsy bag and submitted entirely.
      3. Example:
         1. Standard bits 4 ranging in size from 0.2 to 0.3 cm. 1 cassette NS
   5. If there are more than 6 bits you can say “multiple more than 6 bits ranging in size from \_\_ to \_\_ 1 cassette NS”
   6. If there are bits that are too small to measure and may not survive processing, you can say “less than 0.1cm”
2. GI polyps:
   1. Read accessioning number, and patient name.
   2. Read requisition- only procedure, indications, and impression
   3. State number of containers
   4. Read container label and dictate gross report using standardized Cerner templates highlighted above.
      1. Single polyp:
         1. Received in formalin is a (width by length of polyp) red-tan fragment of polypoid tissue. Tissue is (submitted whole, bisected, trisected, or serially sectioned)(number of pieces submitted) NS
            1. Tissue is submitted between two sponges, entirely.
      2. Example
         1. Received in formalin is a 0.4 by 0.7cm red-tan fragment of polypoid tissue. Tissue is trisected 3 NS.
      3. Multiple polyps:
         1. Received in formalin is a (width by length of polyp) red-tan fragment of polypoid tissue. Tissue is inked (color used to ink tissue) and (submitted whole, bisected, trisected, or serially sectioned)(number of pieces submitted) piece(s) submitted in (cassette letter and number) also received in formalin is a (width by length of polyp)red-tan fragment of polypoid tissue. Tissue is inked (color used to ink tissue) and (submitted whole, bisected, trisected, or serially sectioned) and (number of pieces submitted) piece(s) are submitted in (cassette letter and number)(number of pieces in cassette) NS.
            1. Tissue is submitted between two sponges, entirely.
      4. Example:
         1. Received in formalin is a 0.4 by 0.8cm red-tan fragment of polypoid tissue. Tissue is inked blue and trisected. 3 pieces submitted in cassette A1. Also received in formalin is a 0.4 by 0.6 cm red-tan fragment of polypoid tissue. Tissue is inked yellow and bisected and 2 pieces are submitted in cassette A1. 5 NS.
   5. Polyps and large GI bits may need to be sectioned.
   6. Multiple polyps in one container need to be inked different colors before being sectioned.
   7. Sectioning larger polyps may mean that more than one cassette will need to be submitted. Make a note in the dictation when this happens.
3. GI polyps and bits:
   1. Ink the polyps that need to be sectioned, and make note of it in the dictation. Describe the polyps first. Section and cut the polyps and place between two sponges and submit in the cassettes needed. Describe the bits last and drain into a biopsy bag and place them in their own cassette.
      1. Example:
         1. “Received in formalin is a 0.4 by 0.6 cm red-tan fragment of polypoid tissue. Tissue is inked blue and bisected and placed in cassette A1. Also received in Formalin is a 0.7 by 0.9 cm red-tan fragment of polypoid tissue. Tissue is inked yellow and trisected and placed in cassette A1. Also received in formalin are multiple more than 6 red-tan soft tissue bits ranging in size from less than 0.1 to 0.3 cm. Placed in cassette A2. Two cassettes NS”
4. EMR specimens:
   1. Grossing is the same as the polyps only instead of saying “fragment of polypoid tissue” say “fragment of mucosal tissue”. Only ink the tissue if there is more than one piece of tissue in the container. Section the same as polyps and submit entirely.