

## RESEARCH APPLICATION FOR UTILIZING PATHOLOGY SERVICES (RA\_Path)

Clinical investigators are encouraged to involve the Department of Pathology in the planning stages of a grant or contract to ensure:

- 1 Feasibility of the testing services planned,
- 2 All appropriate tests are included and
- 3 Correct prices for budgetary planning

Please designate the tests listed as research or standard of care.

Any researcher utilizing Department of Pathology Services for a study needs to obtain prior approval from the department. Initiate the approval process by submitting three items: (1) A completed RA\_PATH form (2) The protocol or abstract and pertinent laboratory manual (3) The face page of the IRB/WIRB/ACURF approval. All 3 are required for approval, but to prevent delay, you may initially submit 1 & 2 to [pathresearchcoord@healthcare.uiowa.edu](mailto:pathresearchcoord@healthcare.uiowa.edu) by pressing the submit button. Edit the 'Subject' line in the email as needed.

Pathology Client Number (Assigned by Pathology)	
ACURB   IRB   WIRB Approval Date	OR Pending
Study Short Name	

### Study Details

Protocol Title:

--

Contact Information	Principal Investigator (PI)	Research Coordinator (1 <sup>st</sup> RC)	2 <sup>nd</sup> RC OR Regulatory
Name:			
Address:			
Department:			
Phone   Pager:			
email:			
PI CLP (EPIC specific):			

Date of Funding: \_\_\_\_\_

Source of Funding (Dept, Fed, ICTS, Ind): \_\_\_\_\_

Planned no. of subjects enrolled at UIHC: \_\_\_\_\_

Duration of Study: \_\_\_\_\_

Specimen Type(s) (Blood, Urine, Tissue): \_\_\_\_\_

Species:

Human

Animal: \_\_\_\_\_

Other: \_\_\_\_\_

### Billing | Reporting Options

Options 1 and 2 are typically mutually exclusive; Option 3 may be requested by itself or in combination with the others.

#### Option 1

Research results are available in EPIC under the subject's UIHC medical record number and are incorporated into subject's UIHC electronic health record (EHR). Charges are initially directed to the subject's bill. The researcher must follow [Research Billing Compliance \(RBC\)](#) billing procedures to ensure that charges to be paid for by the study are billed to the study account. See the RBC website for more information, including pricing tools.

#### Option 2

Research results are not available in EPIC. Instead, results are sent as a faxed report from Pathology to a secure and privately located fax or an Outlook mailbox. Please complete the following information.

Fax No.: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Contact Phone No.: \_\_\_\_\_

Please create an electronic fax associated with a shared Outlook mailbox. Currently, this option is not available to researchers outside UI Health Care.

#### Option 3

Research result data is NOT required by the study; however, Pathology services are requested. For example: apheresis, FFPE tissue slides and staining, specimen collection or storage, etc.

For Options 2 and 3, charges are directed to the below study MFK. Monthly, itemized invoices are sent to the PI, or a designee, according to the MFK invoice box below.

MFK Number										
Fund	Org	Dept	Subdept	Grant   Program	Iact	Oact	Dact	Fn	Cost Ctr	BRF
XXX	XX	XXXX	XXXXX	X XXXXX XX	XXXX	XXX	XXXXX	XX	XXXX	XX

Contact Information	Send Invoices To:	Send Reports To:
Same As:	OR:	OR:
Name:		
Address:		
Department:		
Phone   Pager:		
email:		

PI's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Research | SoC Testing

## Department of Pathology Laboratory Services Handbook

## RBC Pricing and Coding Tools

[illegible]

**Special Instructions/Requests (Return specimens, special processing, requested turn-around time):**

--

## List Standard of Care Test(s)


**Histology Archival Tissue Requests Only**

If a research-only surgical procedure (biopsy) is requested per protocol, a waiver from the UIHC By-Laws, Article V. Evaluation of Clinic Care, Section 3.0 Surgical Pathology Review is required. Email the letter to [pathresearchcoord@healthcare.uiowa.edu](mailto:pathresearchcoord@healthcare.uiowa.edu) but direct the letter of request to the Director of Surgical Pathology.

Contact **Tissue Procurement Laboratory (TPC)** for assistance obtaining human tissue samples.

If a collaborating Pathologist is needed you may request a faculty member:

**Type(s) of Slides:**

**Regular:** **Plus Slide:**

**Number and Thickness of Slides:**

**Routine Hemtoxylin Stain:** **Unstained:** **Thickness of Section:**

Special Stain(s): \_\_\_\_\_ & Quantity: \_\_\_\_\_

## Special Embedding and/or Cutting Instructions

[illegible]