|  |  |
| --- | --- |
| **Ordering Stains**   1. Click **Result**, then **Sign Out Entry** 2. Scan the barcode or type in the **Order #** to open the case. 3. Click on the **Specimens** tab. Expand the specimen by clicking the + next to specimen A, B, etc. Be sure you can see your block #s. 4. From the toolbar at the top, click **Proc Req** 5. Click **Add**, then click on **Add Slides** on the right side 6. **Order Info** section: Select **block** from the Materials menu. Block# in Materials menu is not the actual block ID. Match with materials listed in **Specimens** tab to choose correct block. Fill out Deliver slides to section.    1. If sending slides to a signout room, leave the Deliver slides to field blank and type a **comment** that slides need to be delivered to the signout room of your choosing 7. In **Processing Info**, selectspecial instructions (no trim, glass, etc.) 8. Search for stains by Panel or Stain name (must type exactly as entered in the system – S100, not S-100, not s 100) 9. Check the **Diagnosis** or **For Interest Only** box next to the stain(s) you wish to order 10. Check the **Use Unstained Slides** box if using **unstained slides** and pull down the menu to select which unstained slides to use 11. Type in the **# of Slides** or click the up/down arrows to change the # 12. Click **Save**, then **Save** again. Your order should display in the Processing Orders box   **Tracking Stains**   1. Click **Result**, then **Sign Out Entry** 2. Scan the barcode or type in the **Order #** to open the case 3. Click on **Proc Req** in the toolbar at the top 4. Select the order, then click **Edit** to see more details | **Typing a Consult Report**   1. Click **Result**, then **Interpretation Result Entry** 2. Scan barcode or enter in **Order #** 3. Double-click the “**Final Interpretation for Consults and Transfers**” tab to open the typing boxes; type report 4. Check the “**Completed**” box and save 5. Follow normal procedures for notifying pathologist that report is ready for signout   **Billing Entry – Global Part tab**   1. To **add** a billing code, click **Add Charge** at the bottom left.    1. Open the dropdown next to **IBC**, search for your CPT code, then click **OK**.    2. Select the **Number of charges** on the right side.    3. **Check the box** of the specimen(s) to be charged in the Ordered Specimens section, then click **OK.**    4. Click **Save** to update billing charges in the report. 2. To **delete** a billing code, enter a negative number in the **Change To** column to balance the charges to 0 (if there were *2 charges for 88342 originally, enter -2 to get to 0*). Click **Save** to update charges.    1. *Even if 0 charges will be sent, any billing code displayed in the Billing Entry screen will show up on the final report.*   **Printing Patient History (PDI for Tumor Board Conferences)**   1. Click **Reports**, then **Result Reports** 2. Search by patient name, MRN#, etc.    1. If you search only by patient name, your list will display ALL cases for any patient with that name. Please verify the correct patient. 3. Uncheck any cases you don’t want to print, then click **Print Selected** on the right side of the screen 4. *This search will only bring up verified/completed cases.* |
| **Supplemental Report:** adding information to the original report   1. Click **Result**, then **Interpretation Result Entry** 2. Scan barcode or enter in **Order #** 3. You will see box “This Order can’t be edited because it is already signed out.” – click **OK** 4. Click **Report**, then **Reactivate Order** 5. **Reactivation Reason**: Choose from one of the following as dictated:    1. ADDITIONAL INFORMATION    2. ADDITIONAL TEST RESULTS    3. CASE REVIEWED BY EXTERNAL FACILITY    4. CONFERENCE CONSENSUS    5. NEUROPATHOLOGIC EXAM 6. **Comment**: No comments required for Supplemental Reports 7. Press **OK**. You will be taken back to the Interpretation Results Entry screen. 8. Click **Report**, then **Add Supplemental Report** 9. **Technology**: Pull down the menu and select **Consults and Transfers**; press **OK** 10. A new tab pops up, “**Supplemental Interpretation 1 for Consults and Transfers (1)**” next to “Final Interpretation for Consults and Transfers (C)” 11. Type in the supplemental information provided from the dictation in the **Supplemental Interpretation** tab 12. Check the “**Completed**” box and save 13. Follow normal procedures for notifying pathologist that report is ready for signout | **Revised Report:** correcting an error in the original report   1. Click **Result**, **Interpretation Result Entry** 2. Scan barcode or enter in **Order #** 3. You will see box “This Order can’t be edited because it is already signed out.” – click **OK** 4. Click **Report**, then **Reactivate Report** 5. Report Reactivation box pops up – pull down menu in **Report**: and select “**Final report for CONS**” 6. Click **Reactivate** 7. **Reactivation Reason**: Choose from one of the following as dictated:    1. ADDITIONAL TEST RESULTS    2. ADDITIONAL SPECIMEN RECEIVED    3. CHANGE IN DIAGNOSIS    4. CHANGE IN GROSS INFORMATION    5. CHANGE IN PATIENT DEMOGRAPHICS    6. MAJOR TYPOGRAPHICAL ERROR 8. **Comment**: Enter in the dictated comment detailing the reason the report was revised, then press **OK** 9. Import Interpretation? **Yes** 10. Two tabs will now show up in the Interpretation Entry (middle) section of the screen. One tab will read “**Final Interpretation for Consults and Transfers (I) Rev 1**,” and the other will read “Final Interpretation for Consults and Transfers (I).” You can only edit in the “**Rev 1**” section. Double-click the “**Rev 1**” tab to open up the typing boxes 11. Make the necessary corrections **IN CAPITAL LETTERS**, then click the “**Completed**” box, close the typing boxes, and click “Save.” Follow normal procedures for notifying pathologist that report is ready for signout |
| **Re-assigning a Case to a Different Pathologist**   1. Click **Order**, then **Order Entry** 2. Scan barcode or enter in **Order #** 3. In the order info (middle) section, click on the pull-down menu to select a new **Pathologist** and click **Save** when finished 4. See steps for **Changing Report Template** below   **Changing Report Template**  If a case needs to be sent to a different pathologist, you must double-check that the report template is correct for the pathologist who will sign out the case.  For example, if a case addressed to Dr. Myers needs to be sent to a dermatopathologist, the Report Template must be changed from GEFCO to IDFCO.  Report Templates:  GEFCO – General consult  GIFCO – GI consult  HPFCO – Heme consult  IDFCO – Derm consult  TRCON – Transfer case (old TD, TC, TS, TE, etc.)  HPTCO – Heme transfer case   1. Click **Result**, then **Interpretation Result Entry** 2. Scan barcode or enter in **Order #** 3. Below the typing boxes, click on the pull-down menu for **Report Template** and select the correct report template 4. Click **Preview Report** to double-check that the template is correct for the pathologist receiving the case | **Checking the Status of a Consult**   1. Click **Result**, then **Interpretation Results Entry** 2. Scan barcode, enter in **Order #**, or search for the case 3. Here, you can see all the information for each case as well as the **Status** and whether the report is a **Final**, **Revised**, etc.   *(If your search turns up only one case, the* ***Interpretation Entry*** *screen will pop up for that case. Close the case. You should be in the* ***Search Results*** *tab of the* ***Interpretation Results Entry*** *section.)*  **Returning Materials**   1. Click **Order**, then **Order Entry** 2. Scan barcode or enter in **Order #** 3. Click **Tools**, then **Reactivate Order** 4. Reactivate Order box pops up. Under **Reason**, select **Return of Materials**. Leave the Comment blank; press **OK** 5. Click on the **Internal Notes** tab, then click **Add** on the right side 6. In the text box, type in the exact materials you are returning, indicate if it’s FedEx or courier, and click **OK**. 7. If sending FedEx, click on **Scanned Doc/Images** and scan in your FedEx tracking slip. 8. Click **Save**. |
| **Fixing Errors**  If the outside accession number (based on slide labels) is incorrect…   1. **Result** > **Interpretation Results Entry** 2. Scan barcode or enter in **Order #** 3. Click on the **Specimens** tab 4. Click on the **+** next to the **specimen** (A, B, etc.) to expand detail 5. Make the necessary changes in the **Outside Case #** column 6. **Preview Report** to double check that changes are now correct 7. Click **Save** (if not already saved)   If case is accessioned to the wrong clinician…   1. **Result** > **Interpretation Results Entry** 2. Scan barcode or enter in **Order #** 3. In the top row of icons, click **Patient Maintenance** 4. Click on the **Visits** tab 5. Click the pull-down menu next to the **Adm Dr** field and search for/select the appropriate clinician    1. *If the clinician is not listed, clear out any data in the field and press SHIFT and 8 on your keyboard. Enter in the clinician’s information in the fields, then click OK.* 6. Click **Save**, then **close** the Patient Maintenance screen. You should be taken back to your case in Interpretation Results Entry. | **Fixing Errors Cont’d**  If the patient’s name is incorrect… (private consult cases **ONLY**)   1. **Result** > **Interpretation Results Entry** 2. Scan barcode or enter in **Order #** 3. In the top row of icons, click **Patient Maintenance** 4. Correct the patient’s name 5. Click **Save**, then **close** the Patient Maintenance Screen. You should be taken back to your case in Interpretation Results Entry.   If the patient’s name is incorrect… (all other cases – call \_\_\_\_\_\_)  If the outside facility’s name or address is incorrect… |