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| **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
 | **Signing Out**1. Verify that the case has been dictated and typed.
2. Click **Result**, then **Sign Out Entry**.
3. Scan the barcode or type in the **Order #** to open the case.
4. Click the **Sign Out** button on the bottom toolbar.
5. In the Billing Entry screen, review the billing charges in the Global Part tab. (See Billing Entry section below for details.)
6. In Report Preview, click on each section to review and edit the report (*you can only edit the red boxed areas)*. Once the report is complete, click **Complete Sign Out** at the bottom.
7. You should be taken back to the Search screen Sign Out Entry.

**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.*

**Pending Cases/Queue**1. Click **Result**, then **My Orders**
2. The tab **My Pending Activities** lists cases that are ready to sign out. The tab **My Orders by Pathologist Assignment** lists cases that are pending, but not yet ready to sign out.
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| **Supplemental Report:** adding information to the original report1. Dictate
	1. Dictate that a **supplemental report** needs to be created to include additional information
	2. Dictate the **Reactivation Reason**
		1. ADDITIONAL INFORMATION
		2. ADDITIONAL TEST RESULTS
		3. CASE REVIEWED BY EXTERNAL FACILITY
		4. CONFERENCE CONSENSUS
		5. NEUROPATHOLOGIC EXAM
	3. Comments are not required for supplemental reports
	4. Dictate any changes in **billing**
2. Once the supplemental report has been typed, click **Result**, then **Sign Out Entry**.
3. Scan the barcode or type in the Order #.
4. Double-click the **Supplemental 1** report (listed under Type) to open the case.
5. Click the **Sign Out** button on the bottom toolbar.
6. In Report Preview, click on each section to review and edit the report (*you can only edit the red boxed areas)*. Once the report is complete, click **Complete Sign Out** at the bottom.
7. You should be taken back to the Search screen for Sign Out Entry. You have just signed out the supplemental report.
 | **Revised Report:** correcting an error in the original report1. Dictate
	1. Dictate that a **revised report** needs to be created
	2. Dictate the **Reactivation Reason**
		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
	3. Dictate the **Comment**
		1. E.g.: This revised report was issued to correct an error in the diagnosis. The diagnosis previously was typed as ‘Negative for adenocarcinoma.’ The new diagnosis is ‘Negative for neoplasm.’
2. Once the report has been typed, click **Result** & **Sign Out Entry**.
3. Scan the barcode or type in the Order #.
4. Click the **Sign Out** button on the bottom toolbar.
5. In the Billing Entry screen, verify that you are in the Global Part tab. Review the billing charges, then click **Save** at the bottom.
6. Click **Yes** that you want to complete the QA procedure.
	1. Select the corresponding **QA Code.**
	2. Check the **Completed** box.
	3. Pull down the **Done By** dropdown to select your name.
	4. Pull down the **QA Comments** box to add a comment.
	5. Click **Save and Continue Sign Out.**
7. In Report Preview, click on each section to review and edit the report (*you can only edit the red boxed areas)*. Once the report is complete, click **Complete Sign Out** at the bottom.
8. You should be taken back to the Search screen for Sign Out Entry. Your sign-out is complete.
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