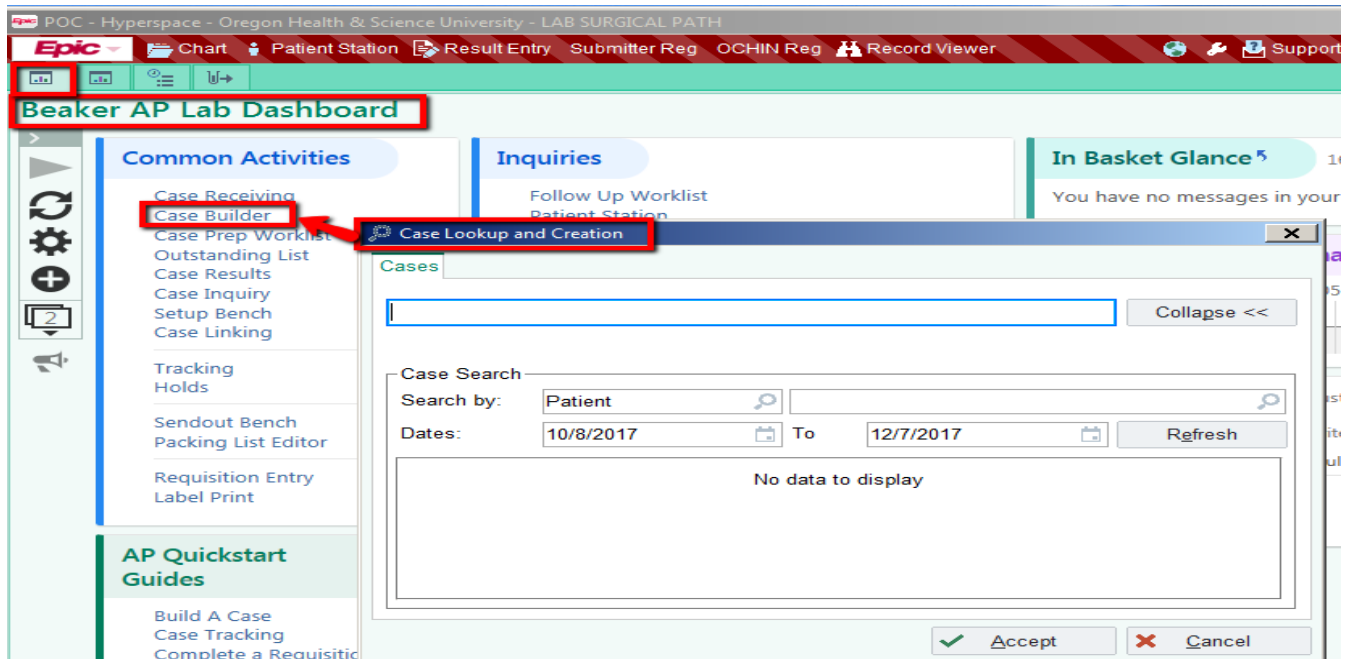


FNA Cytology Beaker AP Guide:

FNA Specimens:

Create and Accession a Case in Case Builder:

1. To create a case, you need to enter **Case Builder** Activity. Click on the **Case Builder** link on the Beaker AP Lab Dashboard:



2. Scan in the specimen using the barcode reader or type the specimen ID# manually. Click the **Accept** button. If this specimen does not have a case assigned previously, it will start a new case. If one exists, then it will open the current case for this specimen in **Case Builder**.

Once you are in **Case Builder**, make sure that the **Protocol** is one from the list with **FNA** in the beginning of the name.

Case Builder

Accept
 Accept & Stay
 Clear Changes
 Intra-op
 Grossing
 Case Results

Case type: FNA CYTOLOGY
 Case number: FN17-00063

Users Assigned: BYELYAKOVA, NINA (Staff Pathologist)

Question for FINE NEEDLE ASPIRATE (162734858)
 Collection Question: Source of specimen(s)
 Answer: Lymph node

Add Specimen (Alt+D)

ID	R	Protocol (Alt+1)	Source	Description	Coll Date	Coll Time	Collector	Coll Dept
A	<input checked="" type="checkbox"/>	FNA LYMPH NODE	Lymph node		12/1/2017	04:12 PM		
B	<input checked="" type="checkbox"/>	ina			12/1/2017	04:12 PM		
C	<input checked="" type="checkbox"/>	Recent			12/1/2017	04:12 PM		

Add Task (Alt+2) Select Multiple Blocks

ID	C	Task (Alt+2)	Slides	Code	Qty	Task Flags	Task Note

3. Enter collection information and a source if it doesn't appear by default. Review order related comments and clinical instructions under Orders field in **Case Builder Summary** box:

Case Builder

Accept
 Accept & Stay
 Clear Changes
 Intra-op
 Grossing
 Case Results

Case type: FNA CYTOLOGY
 Case number: FN17-00049

Users Assigned: BEAKER, LOOKER (Cytotechnologist), BRAZIEL, RITA (Staff Pathologist)

Question for FINE NEEDLE ASPIRATE (162724033)
 Order Question: Clinical Indications:
 Answer: sick
 Number of specimens: 2
 Source of specimen(s): Thyroid - Right Lobe
 Source of specimen(s): Thyroid

Add Specimen (Alt+D)

ID	R	Protocol (Alt+1)	Source	Code	Description	Coll Date	Coll Time	Collector	Coll Dept
A	<input checked="" type="checkbox"/>	FNA THYROID	Thyroid	88173 (CPT®)	discription	10/31/2017	12:35 PM		KPV 12K CA

Add Task (Alt+R) Select Multiple Blocks

ID	C	Task (Alt+2)	Slides	Code	Qty	Task Flags	Task Note
A1	<input checked="" type="checkbox"/>	Placeholder Block					
A1.1	<input checked="" type="checkbox"/>	Diff Quik Stain	1				
A1.2	<input checked="" type="checkbox"/>	Diff Quik Stain	1				
A1.3	<input checked="" type="checkbox"/>	Diff Quik Stain	1				

And further:

Case Builder

Accept
 Accept & Stay
 Clear Changes
 Intra-op
 Grossing
 Case Results

Case type: FNA CYTOLOGY

Case number: FN17-00049

Users Assigned	Role
BEAKER, LOOKER	Cytotechnologist
BRAZIEL, RITA	Staff Pathologist

Additional Information

Comments:

Current Case Case Status: Cytology Screen

Add Specimen (Alt+D)

ID	R	Protocol (Alt+1)	Source	Code	Description	Coll Date	Coll Time	Collector	Coll Dept
A		FNA THYROID	Thyroid	88173 (CPT®)	description	10/31/2017	12:35 PM		KPV 12K CA

Add Task (Alt+R) Select Multiple Blocks

ID	C	Task (Alt+2)	Slides	Code	Qty	Task Flags	Task Note
A1	<input checked="" type="checkbox"/>	Placeholder Block					
A1.1	<input checked="" type="checkbox"/>	Diff Quik Stain	1				
A1.2	<input checked="" type="checkbox"/>	Diff Quik Stain	1				
A1.3	<input checked="" type="checkbox"/>	Diff Quik Stain	1				

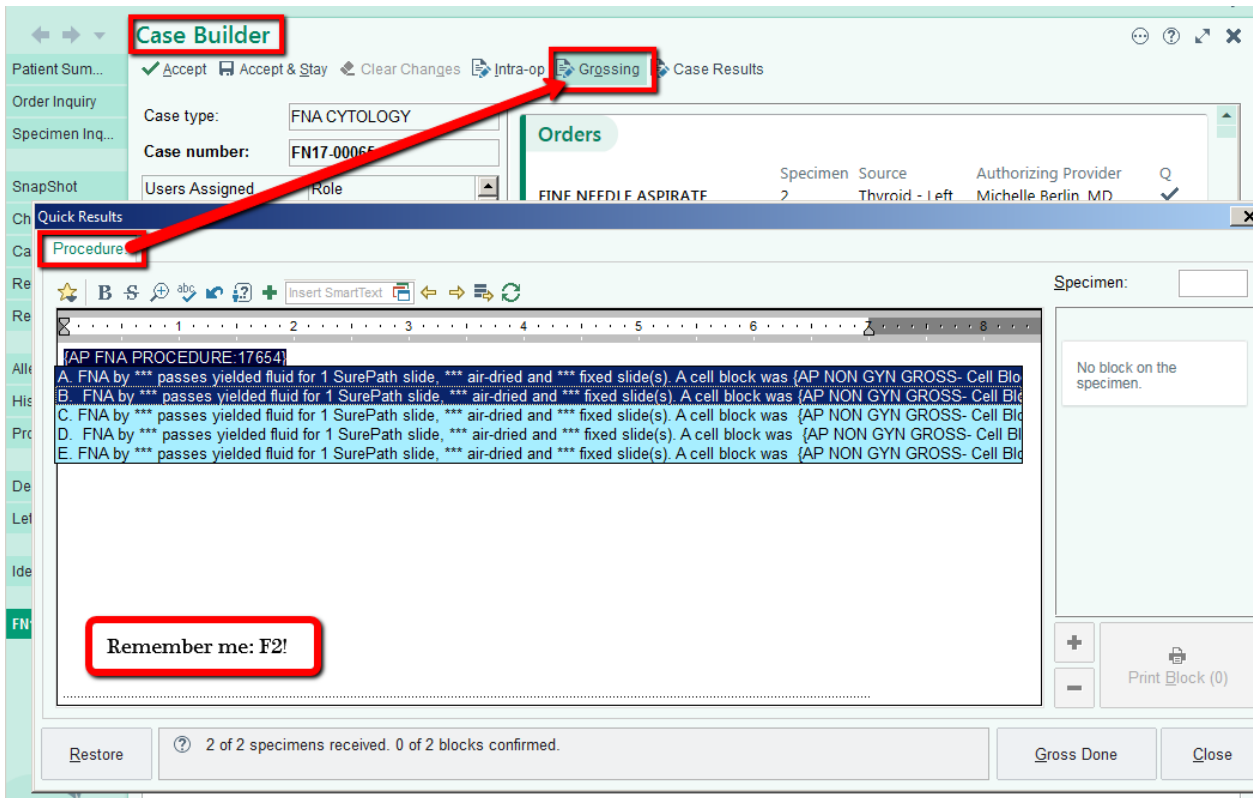
Grossing in Quick Results from Case Builder:

1. Click on the **Grossing** button to start the gross.
2. This will bring up the **Quick Results** window. Make sure the **Gross Description** tab is selected at the top of the window

Case Builder

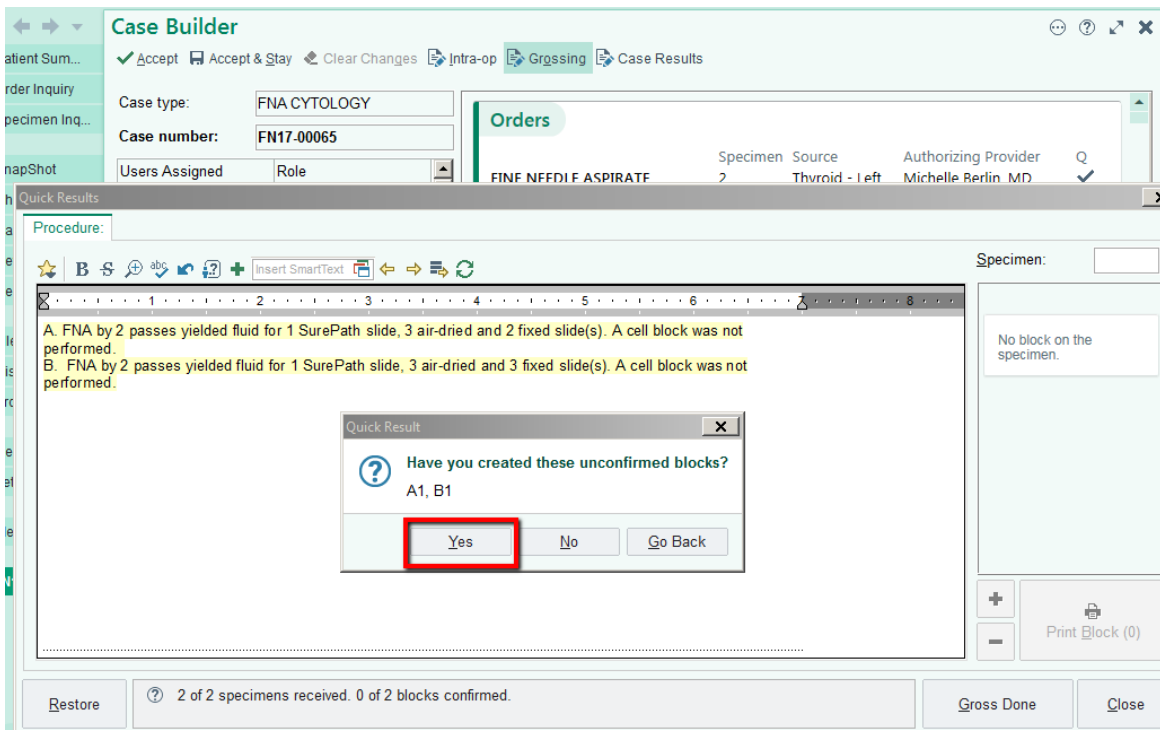
Accept
 Accept & Stay
 Clear Changes
 Intra-op
 Grossing
 Case Results

3. Enter information about received specimen. Press **F2** key on your keyboard, to move through the text on your screen.



The **Smart Text** should be as a default: **'AP FNA Procedure for Specimens'** [35407]. If, accidentally, this smart text was deleted, it could be re-applied to this component by entering the name in the **Insert SmartText** field of a SmartTool-enabled text box.

4. When all information is entered, click **Gross Done**, to close this window



Adding Tasks:

1. If you need to add on extra stain/ task, select the specimen or block that needs additional stains or tasks. In the **Add Task** field, search for the task protocol you want to add. Type part of the name and press Enter to narrow down the choices of tasks. This will bring up a **Task Protocol Browser** window and you can check off the tasks you want to add.

Case Builder

Accept Accept & Stay Clear Changes Intra-op Grossing Case Results

Case type: FNA CYTOLOGY

Case number: FN17-00069

Users Assigned: BRAZIEL, RITA Role: Staff Pathologist

Orders

FINE NEEDLE ASPIRATE (162740712) Specimen: 1 Source: Breast Authorizing Provider: Thomas Yackel, MD

Question for FINE NEEDLE ASPIRATE (162740712)

Add Specimen (Alt+D) + Delete Specimen

ID	R	Protocol (Alt+1)	Source	Code	Description	Coll Date	Coll Time	Collector	Coll Dept
A	✓	FNA BREAST	Breast	88173 (CPT®)		12/19/2017	01:35 PM		

fna + Select Multiple Blocks Delete Last Block Delete Selected

ID	C	Task (Alt+2)	Stains	Code	Qty	Task Flags	Task Note
A1	✓	Placeholder Block					
A1.1	✓	Diff Quik Stain			1		

Browse

fna Search

Task Protocols

Others

- FNA ADEQUACY EVALUATED BY CYTOTECH
- FNA ADEQUACY EVALUATED BY PATHOLOGIST
- FNA PERFORMED BY PATHOLOGIST

Note: Tasks: 'FNA Adequacy Evaluated by Cytotech', 'FNA Adequacy Evaluated by Pathologist', 'FNA Performed by Pathologist' should be confirmed in **Case Prep Worklist** as rest of tasks.

Accessioning the Case:

1. When you are done, click **Accept** to accession the case and close the **Case Builder** activity.

Case Builder

Accept & Stay
 Clear Changes
 Intra-op
 Grossing
 Case Results

Case type: FNA CYTOLOGY

Case number: FN17-00065

Users Assigned	Role
BEAKER, HOMUNCUL	Resident Pathologist
BEAKER, HERBERT V	Staff Pathologist

Orders

Specimen	Source	Authorizing Provider
FINE NEEDLE ASPIRATE (162737938)	Thyroid - Left Lobe; Thyroid - Right Lobe	Michelle Berlin, MD

Question for FINE NEEDLE ASPIRATE (162737938)

Add Specimen (Alt+D)

ID	R	Protocol (Alt+1)	Source	Code	Description	Coll Date	Coll Time	Collector	Coll Dept
A		FNA THYROID	Thyroid - Left Lobe	88173 (CPT®)	It's a SOURCE further description! NOT specimen description!	12/11/2017	04:30 PM	DONOVAN, JFM FACULTY	
B		FNA THYROID	Thyroid - Right Lobe	88173 (CPT®)	It's a SOURCE further description! NOT specimen description!	12/11/2017	04:31 PM	DONOVAN, JFM FACULTY	

Received by barcode


Add Task (Alt+R) Select Multiple Blocks

ID	C	Task (Alt+2)	Slides	Code	Qty	Task Flags	Task Note
B1	<input checked="" type="checkbox"/>	Placeholder Block					
B1.1	<input checked="" type="checkbox"/>	Diff Quik Stain	1				
B1.2	<input checked="" type="checkbox"/>	Diff Quik Stain	1				
B1.3	<input checked="" type="checkbox"/>	Diff Quik Stain	1				
B1.4	<input checked="" type="checkbox"/>	Pap Stain	1				
B1.5	<input checked="" type="checkbox"/>	Pap Stain	1				
B1.6	<input checked="" type="checkbox"/>	Pap Stain	1				
B1.7	<input checked="" type="checkbox"/>	SurePath Slide	1				

- NOTE!** If you entered Case Builder from Requisition Entry, you still need to accept the requisition after you accession the case in Case Builder! At the Requisition Entry screen, if you have additional requisitions to enter, click **Accept & New** to move to the next requisition. Otherwise, click the arrow next to **Accept & New** and select **Accept** to save your work and close Requisition Entry.

FNA Cytology Case can have Multiple Specimens!



Confirm Tasks in Case Prep Work List:

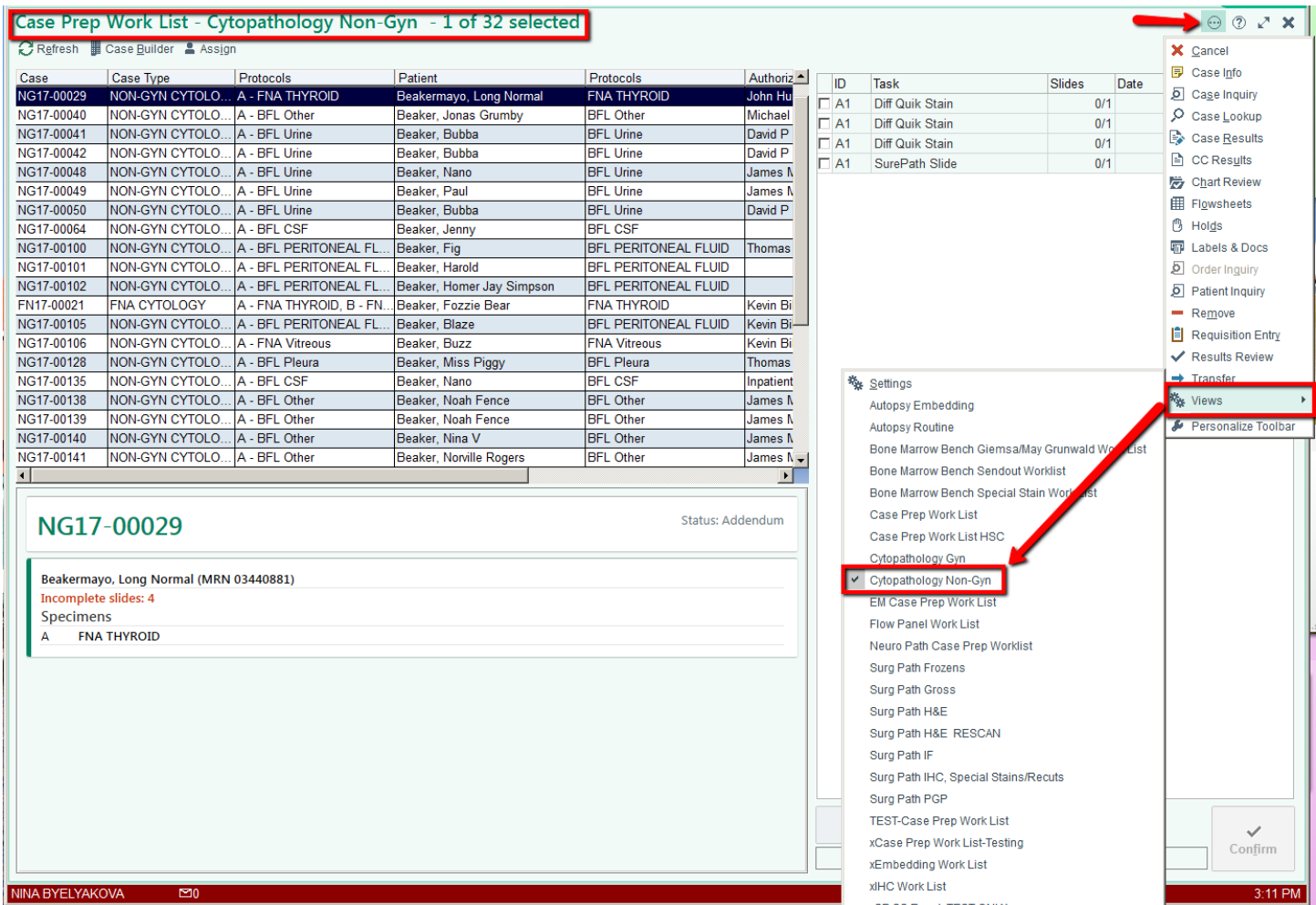
- Click the  tab to open the **Case Prep Work List**. You can also find a link to it from your **Beaker AP Lab Dashboard**.

Beaker AP Lab Dashboard

Common Activities

- Case Receiving
- Case Builder
- Case Prep Worklist**
- Outstanding List
- Case Results
- Case Inquiry
- Setup Bench
- Case Linking

- Make sure you are viewing the **Cytopathology Non-Gyn** view. To change your view, click on the  **Actions** button and choose  **Views** and pick the view you want. You can use the column headers for "Case Status" to sort and filter the list.



Case	Case Type	Protocols	Patient	Protocols	Author
NG17-00029	NON-GYN CYTOLO...	A - FNA THYROID	Beakermayo, Long Normal	FNA THYROID	John Hu
NG17-00040	NON-GYN CYTOLO...	A - BFL Other	Beaker, Jonas Grumby	BFL Other	Michael
NG17-00041	NON-GYN CYTOLO...	A - BFL Urine	Beaker, Bubba	BFL Urine	David P
NG17-00042	NON-GYN CYTOLO...	A - BFL Urine	Beaker, Bubba	BFL Urine	David P
NG17-00048	NON-GYN CYTOLO...	A - BFL Urine	Beaker, Nano	BFL Urine	James N
NG17-00049	NON-GYN CYTOLO...	A - BFL Urine	Beaker, Paul	BFL Urine	James N
NG17-00050	NON-GYN CYTOLO...	A - BFL Urine	Beaker, Bubba	BFL Urine	David P
NG17-00064	NON-GYN CYTOLO...	A - BFL CSF	Beaker, Jenny	BFL CSF	
NG17-00100	NON-GYN CYTOLO...	A - BFL PERITONEAL FL...	Beaker, Fig	BFL PERITONEAL FLUID	Thomas
NG17-00101	NON-GYN CYTOLO...	A - BFL PERITONEAL FL...	Beaker, Harold	BFL PERITONEAL FLUID	
NG17-00102	NON-GYN CYTOLO...	A - BFL PERITONEAL FL...	Beaker, Homer Jay Simpson	BFL PERITONEAL FLUID	
FN17-00021	FNA CYTOLOGY	A - FNA THYROID, B - FN...	Beaker, Fozzie Bear	FNA THYROID	Kevin Bi
NG17-00105	NON-GYN CYTOLO...	A - BFL PERITONEAL FL...	Beaker, Blaze	BFL PERITONEAL FLUID	Kevin Bi
NG17-00106	NON-GYN CYTOLO...	A - FNA Vitreous	Beaker, Buzz	FNA Vitreous	Kevin Bi
NG17-00128	NON-GYN CYTOLO...	A - BFL Pleura	Beaker, Miss Piggy	BFL Pleura	Thomas
NG17-00135	NON-GYN CYTOLO...	A - BFL CSF	Beaker, Nano	BFL CSF	Inpatient
NG17-00138	NON-GYN CYTOLO...	A - BFL Other	Beaker, Noah Fence	BFL Other	James N
NG17-00139	NON-GYN CYTOLO...	A - BFL Other	Beaker, Noah Fence	BFL Other	James N
NG17-00140	NON-GYN CYTOLO...	A - BFL Other	Beaker, Nina V	BFL Other	James N
NG17-00141	NON-GYN CYTOLO...	A - BFL Other	Beaker, Norville Rogers	BFL Other	James N

NG17-00029 Status: Addendum

Beakermayo, Long Normal (MRN 03440881)

Incomplete slides: 4

Specimens


A FNA THYROID

Views

- Autopsy Embedding
- Autopsy Routine
- Bone Marrow Bench Giemsa/May Grunwald Worklist
- Bone Marrow Bench Sendout Worklist
- Bone Marrow Bench Special Stain Worklist
- Case Prep Work List
- Case Prep Work List HSC
- Cytopathology Gyn
- Cytopathology Non-Gyn
- EM Case Prep Work List
- Flow Panel Work List
- Neuro Path Case Prep Worklist
- Surg Path Frozen
- Surg Path Gross
- Surg Path H&E
- Surg Path H&E RESCAN
- Surg Path IF
- Surg Path IHC, Special Stains/Recuts
- Surg Path PGP
- TEST-Case Prep Work List
- xCase Prep Work List-Testing
- xEmbedding Work List
- xIHC Work List
- xPSS Path TEST ONLY

Confirm

3:11 PM

- Select the cases you want to confirm on the left side of the window. You can hold down the CTRL key to select multiple cases. The tasks for all the selected cases appear on the right.
- Click the **All** button to confirm all of the tasks for the selected cases. The current date and time appear by default. If necessary, update the completion date and time to reflect the actual time a task was completed.
- Click  **Confirm**. The slide labels print and the selected cases will drop off the work list.

Case Prep Work List - Cytopathology Non-Gyn - 4 of 32 selected

Refresh Case Builder Assign

Case	Case Type	Protocol	Patient	Protocol	Author	Case	ID	Task	Slides	Date	Time	F	P
FN17-00021	FNA CYTOLOGY	A - FNA THYROID, B - FN...	Beaker, Fozzie Bear	FNA THYROID	Kevin Bi	<input checked="" type="checkbox"/>	FN17-00021	A1	Diff Quik Stain	1	Today	Now	
FN17-00032	FNA CYTOLOGY	A - FNA GI	Beaker, Betty Girl	FNA GI	Gennadi	<input checked="" type="checkbox"/>	FN17-00021	A1	Diff Quik Stain	1	Today	Now	
FN17-00033	FNA CYTOLOGY	A - FNA OTHER	Beaker, Radish	FNA OTHER	James I	<input checked="" type="checkbox"/>	FN17-00021	A1	Diff Quik Stain	1	Today	Now	
FN17-00051	FNA CYTOLOGY	A - FNA THYROID, B - FN...	Beaker, Meaghan	FNA THYROID	Michelle	<input checked="" type="checkbox"/>	FN17-00021	A1	SurePath Slide	1	Today	Now	
FN17-00052	FNA CYTOLOGY	A - FNA THYROID, B - FN...	Beaker, Wai-E	FNA THYROID, FNA Lung	Thomas	<input checked="" type="checkbox"/>	FN17-00021	A1	SurePath Slide	1	Today	Now	
FN17-00061	FNA CYTOLOGY	A - FNA Liver, B - FNA LY...	Beaker, Flounder	FNA Liver, FNA LYMPH N...	Kevin Bi	<input checked="" type="checkbox"/>	FN17-00021	B1	Diff Quik Stain	1	Today	Now	
FN17-00063	FNA CYTOLOGY	A - FNA LYMPH NODE, ...	Beaker, Watermelon	FNA LYMPH NODE	Thomas	<input checked="" type="checkbox"/>	FN17-00021	B1	Diff Quik Stain	1	Today	Now	
FN17-00064	FNA CYTOLOGY	A - FNA Lung	Beaker, Windows	FNA Lung	Thomas	<input checked="" type="checkbox"/>	FN17-00021	B1	Diff Quik Stain	1	Today	Now	
NG17-00010	NON-GYN CYTOLO...	A - FNA Liver	Beaker, Meaghan	FNA Liver		<input checked="" type="checkbox"/>	FN17-00021	B1	SurePath Slid	1	Today	Now	
NG17-00029	NON-GYN CYTOLO...	A - FNA THYROID	Beakermayo, Long Normal	FNA THYROID	John Hu	<input checked="" type="checkbox"/>	FN17-00032	A1	Diff Quik Stain	1	Today	Now	
NG17-00040	NON-GYN CYTOLO...	A - BFL Other	Beaker, Jonas Grumby	BFL Other	Michael	<input checked="" type="checkbox"/>	FN17-00032	A1	Diff Quik Stain	1	Today	Now	
NG17-00041	NON-GYN CYTOLO...	A - BFL Urine	Beaker, Bubba	BFL Urine	David P	<input checked="" type="checkbox"/>	FN17-00032	A1	Diff Quik Stain	1	Today	Now	
NG17-00042	NON-GYN CYTOLO...	A - BFL Urine	Beaker, Bubba	BFL Urine	David P	<input checked="" type="checkbox"/>	FN17-00032	A1	SurePath Slide	1	Today	Now	
NG17-00048	NON-GYN CYTOLO...	A - BFL Urine	Beaker, Nano	BFL Urine	James I	<input checked="" type="checkbox"/>	FN17-00033	A1	Diff Quik Stain	1	Today	Now	
NG17-00049	NON-GYN CYTOLO...	A - BFL Urine	Beaker, Paul	BFL Urine	James I	<input checked="" type="checkbox"/>	FN17-00033	A1	Diff Quik Stain	1	Today	Now	
NG17-00050	NON-GYN CYTOLO...	A - BFL Urine	Beaker, Bubba	BFL Urine	David P	<input checked="" type="checkbox"/>	FN17-00033	A1	Diff Quik Stain	1	Today	Now	
NG17-00064	NON-GYN CYTOLO...	A - BFL CSF	Beaker, Jenny	BFL CSF		<input checked="" type="checkbox"/>	FN17-00033	A1	SurePath Slid	1	Today	Now	
NG17-00100	NON-GYN CYTOLO...	A - BFL PERITONEAL FL...	Beaker, Fig	BFL PERITONEAL FLUID	Thomas	<input checked="" type="checkbox"/>	FN17-00051	A1	Diff Quik Stain	1	Today	Now	
NG17-00101	NON-GYN CYTOLO...	A - BFL PERITONEAL FL...	Beaker, Harold	BFL PERITONEAL FLUID		<input checked="" type="checkbox"/>	FN17-00051	A1	Diff Quik Stain	1	Today	Now	
NG17-00102	NON-GYN CYTOLO...	A - BFL PERITONEAL FL...	Beaker, Homer Jay Simpson	BFL PERITONEAL FLUID		<input checked="" type="checkbox"/>	FN17-00051	A1	Diff Quik Stain	1	Today	Now	
						<input checked="" type="checkbox"/>	FN17-00051	A1	Pap Stain	1	Today	Now	
						<input checked="" type="checkbox"/>	FN17-00051	A1	Pap Stain	1	Today	Now	
						<input checked="" type="checkbox"/>	FN17-00051	A1	Pap Stain	1	Today	Now	
						<input checked="" type="checkbox"/>	FN17-00051	A1	SurePath Slide	1	Today	Now	
						<input checked="" type="checkbox"/>	FN17-00051	B1	Diff Quik Stain	1	Today	Now	
						<input checked="" type="checkbox"/>	FN17-00051	B1	Diff Quik Stain	1	Today	Now	
						<input checked="" type="checkbox"/>	FN17-00051	B1	Diff Quik Stain	1	Today	Now	
						<input checked="" type="checkbox"/>	FN17-00051	B1	Pap Stain	1	Today	Now	
						<input checked="" type="checkbox"/>	FN17-00051	B1	Pap Stain	1	Today	Now	
						<input checked="" type="checkbox"/>	FN17-00051	B1	Pap Stain	1	Today	Now	
						<input checked="" type="checkbox"/>	FN17-00051	B1	SurePath Slid	1	Today	Now	

FN17-00021 Status: Signed Out

Beaker, Fozzie Bear (MRN 03441263)

Incomplete blocks: 2
Incomplete slides: 8

Specimens

A FNA THYROID
B FNA THYROID

FN17-00032 Status: Signed Out

Beaker, Betty Girl (MRN 03502077)

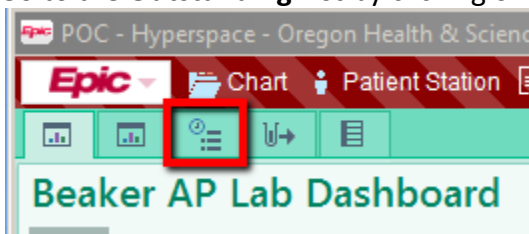
Incomplete slides: 4

Specimens

A FNA GI

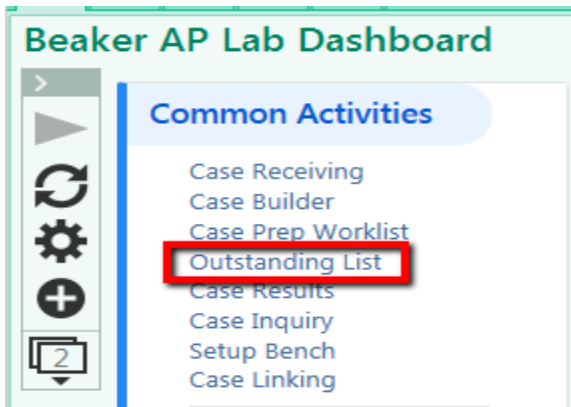
Cytotech – Assign Cases to Yourself before Resulting

1. **Before you can result cases in Case Results, you NEED to assign the case to yourself.** The best way to select cases is the **Outstanding List**.
2. Go to the **Outstanding List** by clicking on the tab:



of your startup activities

or clicking the **Outstanding List** link from your Dashboard:



3. Make sure you are viewing the **Outstanding List-Cytology** view. To change your view, click on the  **Views** and selecting a view from the list:

Outstanding List - SURGICAL PATHOLOGY - Outstanding List - Cytology - 1 of 44 selected

Sections Refresh **Views** Inquiry Case Builder Assign Case Info Comm Log Results Advance Status Verify

Fl#	ID	Name	Settings (Lower List)	Pri
	CY17-00579	Beaker, I	Upper List	y R...
	CY17-00618	Beaker, I	Upper List	y R...
	CY17-00620	Beaker, I	Hidden Tests	y R...
	CY17-00624	Beaker, I	NP Outstanding List - Surg Path	y R...
	CY17-00626	Study, E	Outstanding List - Autopsy	y R...
	CY17-00635	Beaker, I	Outstanding List - Cytology	y R...
	CY17-00641	Beaker, I	Outstanding List - CytoPathologist	y R...
	CY17-00621	Beaker, I	Outstanding List - Hem Path	y R...
	CY17-00623	Beaker, I	Outstanding List - Slides to Stain Surg Path	y R...
	CY17-00636	Beaker, I	Outstanding List - Surg Path	y R...
	NG17-00102	Beaker, I	Outstanding List - Surg Path	ONEAL FL... R...
	NG17-00149	RME, As	Pathologist Outstanding List	U...
	NG17-00150	Beaker, I	Resident Outstanding List	R...
	NG17-00151	Beaker, I	SRW_Outstanding List - Surg Path	R...

Test Details Results Tracking Inquiry

NG17-00193 Status: Cytology Screen



Beaker, Quagmire (MRN 03438079)

M, 52 yrs, 1/1/1965
 RQ5247 submitted by ALASKA NATIVE MEDICAL CENTER

Responsible: Unassigned

Specimens

ID	Protocol	Collected

4. Select the cases from the **Outstanding List** and click the arrow next to  **Assign**, and select  **Take**.

Outstanding List - SURGICAL PATHOLOGY **Outstanding List - Cytology** 1 of 37 selected

Sections Refresh Views Inquiry Case Builder Assign Case Info Comm Log Results Advance Status Verify

File ID	Name	Test	Protocol	Take	Pri	Linked IDs	Received	Resident
FN17-00064	Beaker, Windows	FNA Cytology	A - FNA	Put Back	R...		12/01/2017	
FN17-00063	Beaker, Watermelon	FNA Cytology	A - FNA	Assign	R...	MS17-00054	12/01/2017	
FN17-00062	Beaker, Wam	FNA Cytology	A - FNA		R...		12/01/2017	
FN17-00061	Beaker, Flounder	FNA Cytology	A - FNA Liver, B - FNA LY...		R...		11/24/2017	
FN17-00059	Beaker, Sheldon Co...	FNA Cytology	A - FNA Lung		R...		11/10/2017	Todd P. William
FN17-00058	Beaker, Aloysius Sn...	FNA Cytology	A - FNA THYROID		R...		11/10/2017	Todd P. William
FN17-00057	Beaker, Jellyfish	FNA Cytology	A - FNA BREAST, B - FN...		R...		11/10/2017	Todd P. William
FN17-00056	Beaker, Audrey	FNA Cytology	A - FNA GI, B - FNA SALI...		R...		11/10/2017	Todd P. William
FN17-00055	Beaker, ABL	FNA Cytology	A - FNA THYROID		R...	SP17-00623	11/09/2017	
FN17-00054	Beaker, Audrey	FNA Cytology	A - FNA THYROID, B - FN...		R...		11/08/2017	
FN17-00052	Beaker, Wall-E	FNA Cytology	A - FNA THYROID, B - FN...		R...	SP17-00692	11/02/2017	
FN17-00051	Beaker, Meaghan	FNA Cytology	A - FNA THYROID, B - FN...		R...		11/02/2017	
FN17-00050	Lannister, Cersei	FNA Cytology	A - FNA THYROID		R...		11/01/2017	
FN17-00049	Simpson, Homer Jay	FNA Cytology	A - FNA THYROID		R...		10/31/2017	
FN17-00043	Beaker, Northern Most	FNA Cytology	A - FNA THYROID, B - FN...		R...		10/18/2017	
FN17-00042	Beaker, Flying Pig	FNA Cytology	A - FNA Lung, B - FNA Lu...		R...		10/17/2017	
CY17-00641	Beaker, Tootsie	Cytology-Gyn	A - Gyn-Cytology		R...	17KD-108P00...	12/06/2017	
CY17-00636	Beaker, April	Cytology-Gyn	A - Gyn-Cytology		R...	SP17-00025, ...	12/01/2017	
CY17-00635	Beaker, African Am...	Cytology-Gyn	A - Gyn-Cytology		R...	CY17-00553	12/01/2017	
CY17-00626	Study, Emily	Cytology-Gyn	A - Gyn-Cytology		R...		11/27/2017	
CY17-00624	Beaker, Princess La...	Cvtoloav-Gvn	A - Gvn-Cvtoloav		R...	17KD-110P0004	11/25/2017	

FN17-00061 Status: Accessioned

Beaker, Flounder (MRN 03427236)

M, 10 yrs, 4/4/2007
 5RQ5055 submitted by OHSU PATIENT

Responsible: **Unassigned**

Specimens

ID	Protocol	Collected
A	FNA Liver Liver	12/08/17 1516
B	FNA LYMPH NODE Lymph node	12/08/17 1516
C	FNA GI	12/08/17 1516
D	FNA OTHER	12/08/17 1516

To assign responsibility to another cytotech, click **Assign** and enter the person's name in the **User** field:

Resulting a Case:

1. Cases that need to be resultated or reviewed, before signout, appear on the **Outstanding List** or you can scan the label for the specimen, when open the **Result Entry & Verify** activity:
 - a. Go on **Beaker Lab Dashboard** and click on **Result Entry & Verify** link:

Beaker Lab Dashboard-OHSU

Common Activities

- Specimen Receiving
- Outstanding List
- Result Entry & Verify**
- Specimen Lookup

Outstanding Summary

Data collected: Mon 12/11 07:10 AM

Section	Total	Overdue	Near Due
✓ Gyn Molec(hpv)	0	0	0

Specimens Batches

Collapse <<

Specimen Search




Search by: Patient

Dates: 11/11/2017 To 12/11/2017 Refresh

No data to display

Accept Cancel

OR

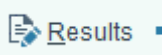
- b. You can get to the **Outstanding List** by clicking on the  of your startup activities or clicking the **Outstanding List** link from your Dashboard.
- c. Make sure you are viewing the **Outstanding List-Cytology** view. To change your view, click on the  **Views**( Views) and selecting a view from the list. The cases that are abnormal should be assigned to you.

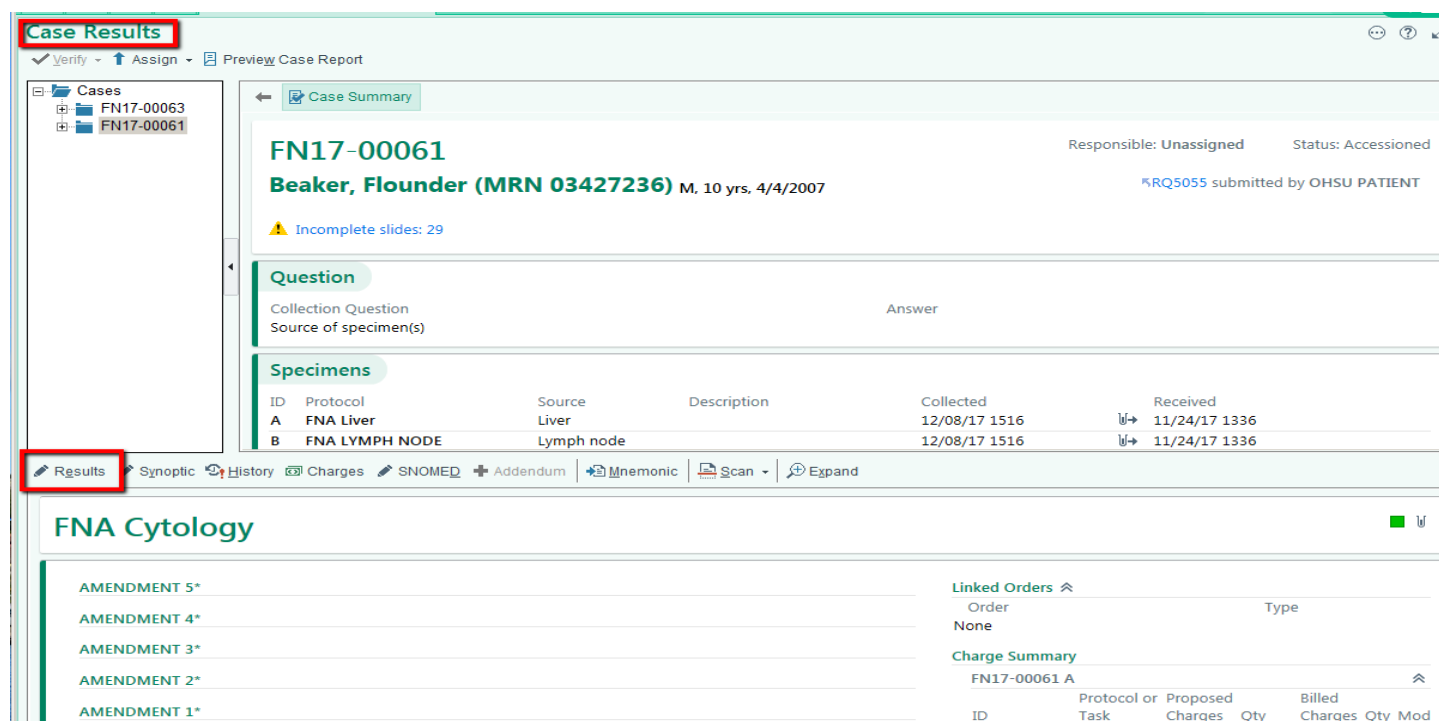


Switch to another work list by clicking  **Views** and selecting a view from the list.



Click **CTRL+F** to search the Outstanding List for a test or patient.

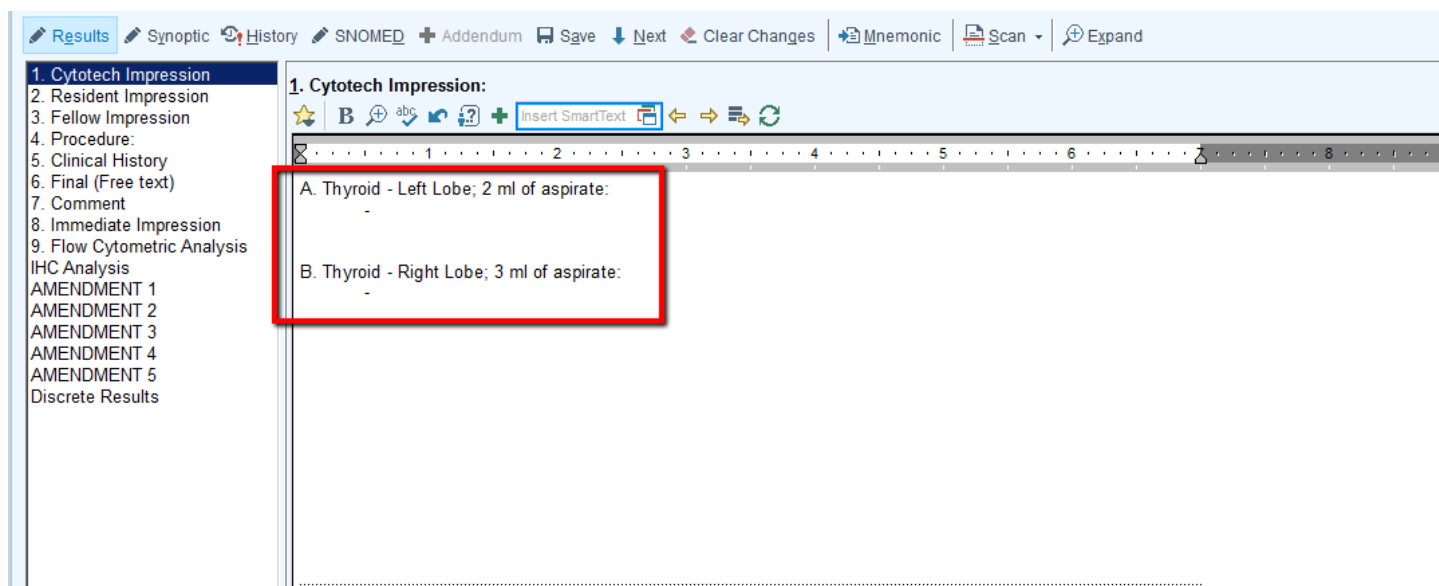
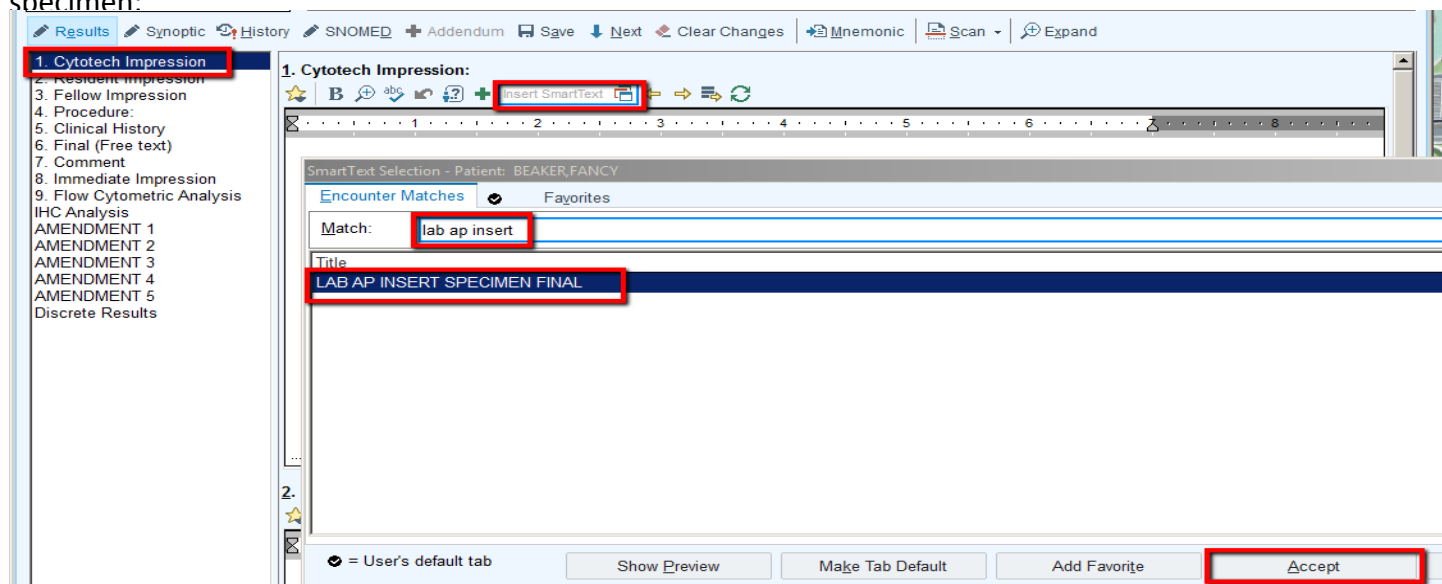
2. To enter results for a case, double-click the case on the **Outstanding List** or select patient's case, click on the  button on the activity toolbar of the Outstanding List. When you are in the **Case Results** Activity, click **Results** on the middle toolbar to make **Case Results** editable.



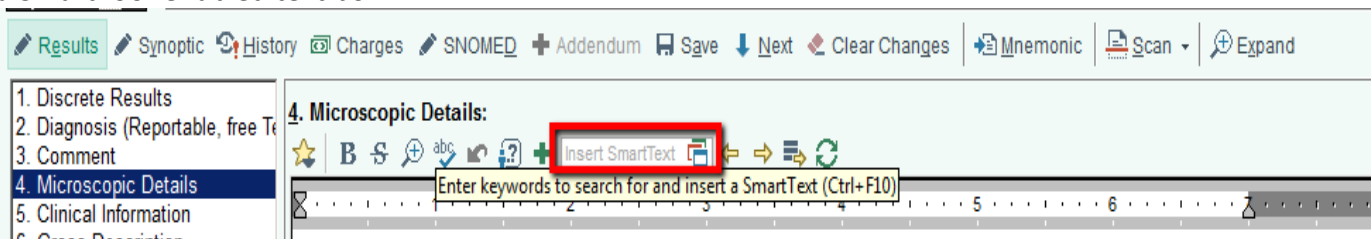
The screenshot displays the 'Case Results' interface for patient FN17-00061. The patient is identified as Beaker, Flounder (MRN 03427236), a 10-year-old male born 4/4/2007. The case is assigned to 'Unassigned' and has a status of 'Accessioned'. A note indicates 'Incomplete slides: 29'. The 'Question' section shows 'Collection Question' and 'Source of specimen(s)'. The 'Specimens' table lists two specimens: 'A FNA Liver' and 'B FNA LYMPH NODE', both collected on 12/08/17 and received on 11/24/17. The 'FNA Cytology' section shows five amendments (AMENDMENT 1* to 5*). The 'Linked Orders' section shows 'None'. The 'Charge Summary' section shows 'FN17-00061 A' with columns for ID, Protocol or Task, Proposed Charges, Billed Charges, and Qty.

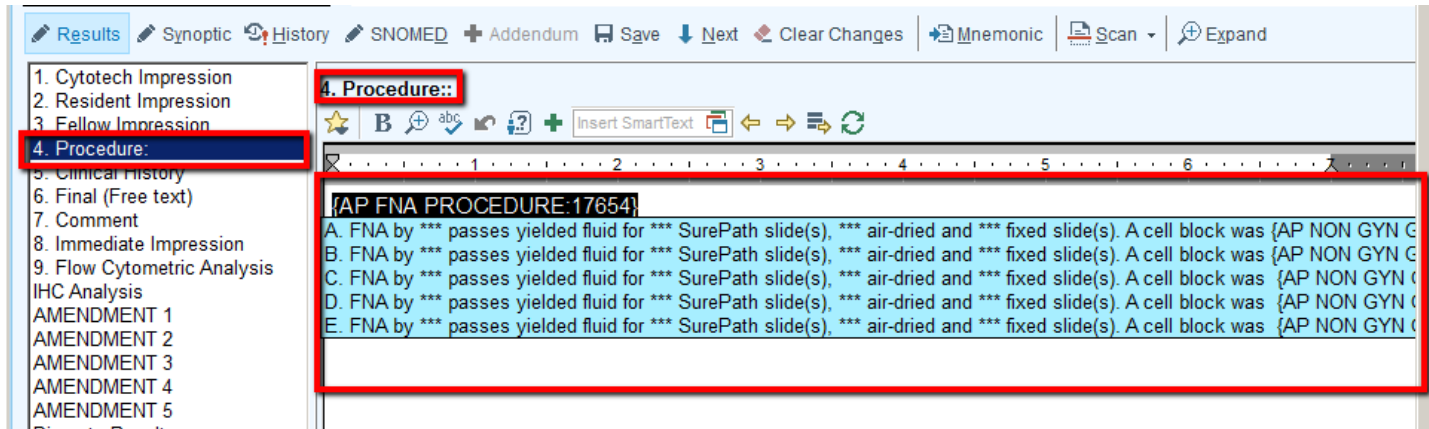
3. When you click on the Results button, it will make all components available for edit. The first component would be **Cytotech Impression** that should be resulted by Cytotech. This component is a free text component. You can use a smart texts to help to enter the information.


Apply the **Lab AP Insert Specimen Final** [35481] smarttext, that will bring a source and comments for each specimen:



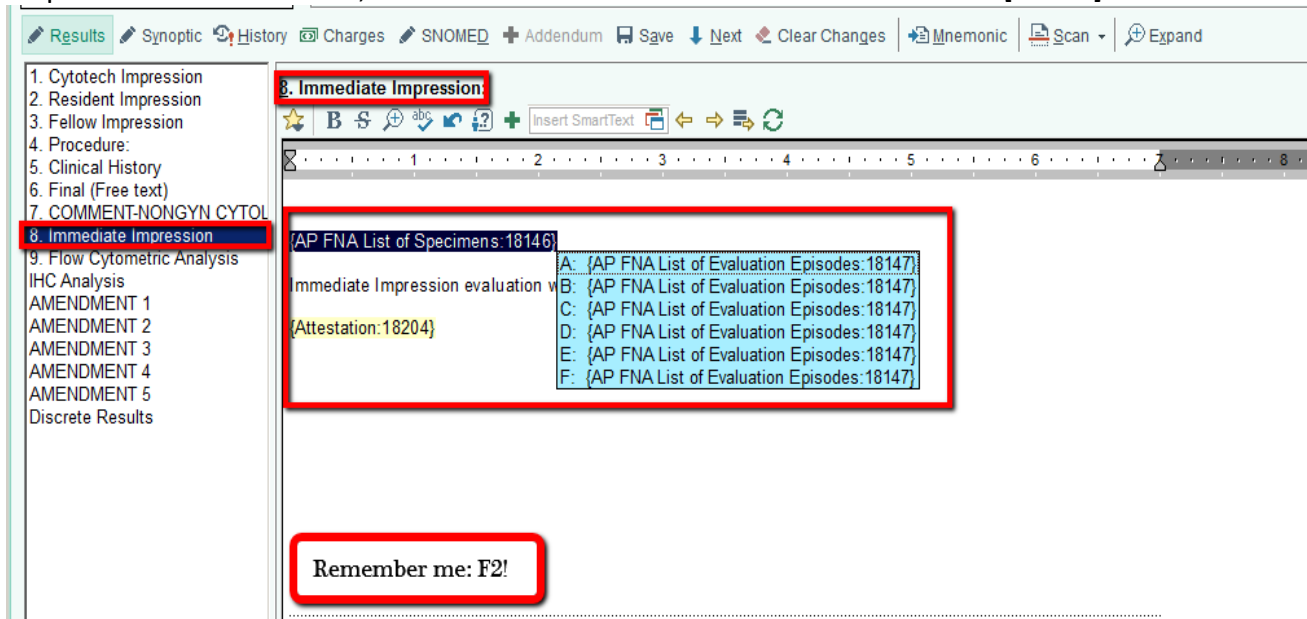
4. Cytotech should check that information for the **Procedure** component was entered. The **Smart Text** is as a default: '**AP FNA SMEAR PROCEDURE FOR SPECIMENS**' [35407]. If, accidentally, this smart text was deleted, it could be re-applied to this component by entering the name in the **Insert SmartText** field of a SmartTool-enabled text box.



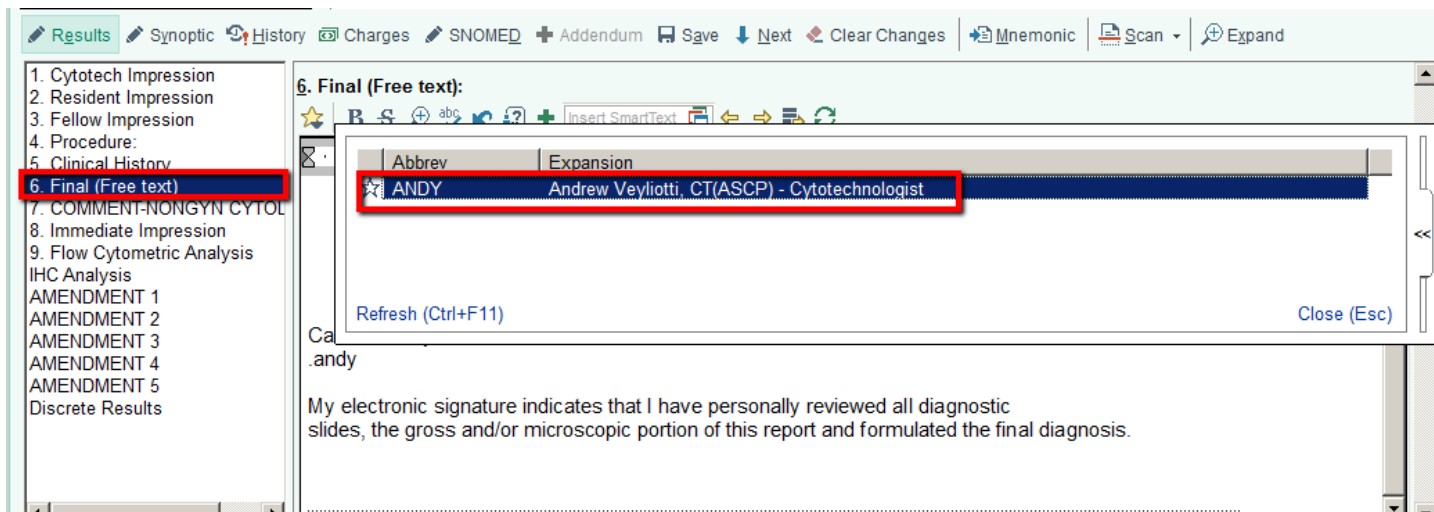


 Navigate through Smart Text that contains Smart Lists, you should press **F2** function on the keyboard to move through the list of text on your screen. To make a suitable selection on a single list, use the **Up** and **Down** arrows. Press **ENTER** to accept and continue. Make a selection on a multiple list, is same as previously, but to make selections, press **SPACEBAR** on each. When you see a wildcard (***) in SmartList and selected it, you would be able to enter free text in place of the wildcard.

5. Cytotech should enter the information for the **Immediate Impression** that is free text component. To help to describe Evaluation, use the smart text: **AP FNA EVALUATION EPISODE [35489]**



6. Enter your name under **Case seen by:** in **Final** component, by using: **.phrase** that is yours.



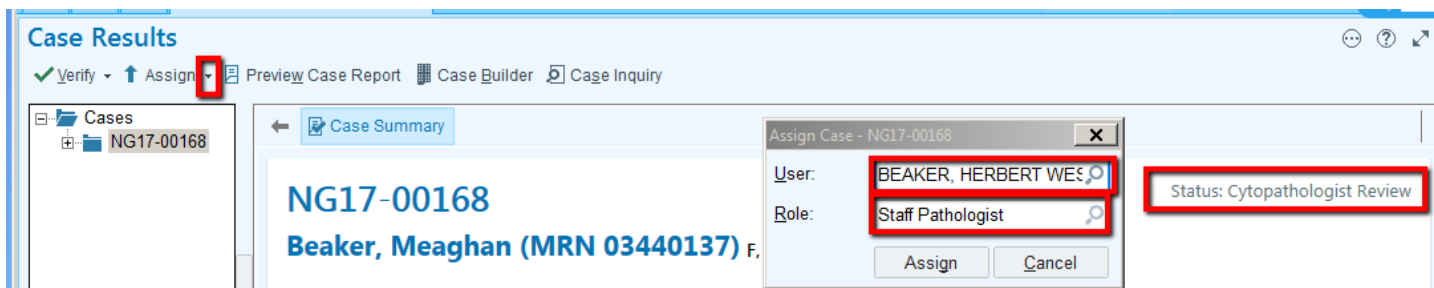
7. When you finished resulting the case, click the **Save** button.

Assigning Case to Cytopathologist:



You need to advance a resulted case to a cytopathologist. Click on **Actions** and select **Advance Status**. When the window comes up, make sure to choose “**Cytopathologist Review**” and not “**Cytology Rescreen**”!

1. Click the **Assign** button and choose the pathologist’s name for the **User** field and Staff Pathologist for the **Role** field.
2. If there is resident and/or a fellow who will work on the case, then click on the **Assign button** multiple times and choose a resident **and/or** fellow to be assigned. If there is no resident or fellow on the case, the Staff Pathologist assignment is all you need to do.



Appendix A:

Smart Tools that could be used for FNA Cases:

	SMART TEXT [ID]	Synonyms	
	LAB AP SPECIMEN FINAL [35481]	Final; Insert	
	FNA PROCEDURE FOR SPECIMENS [35407]	FNA Procedure; FNA	
	AP CASE REVIEWED [35463]	Case; Reviewed	
	FNA ATTESTATION [35464]-	Attestation; FNA	
	FNA Immediate Impression [35489]	FNA; Impression; Immediate	
	FNA TEAM PAUSE [36386]	Teame pause; Team; FNA	
	FNA COMMENTS [36376]	FNA; Comments	
	FNA BY PATHOLOGIST [36388]	Pathologist; FNA	
	FNA BY PATHOLOGY WITH ULTRASOUND [36399]	Ultrasound; FNA;	
	LAB AP IHC TABLE [35349]	IHC; IHC Table	
	LAB AP IHC TABLE(NEURO)[36007]	IHC neuro	
	SMART PHRASES [ID]		
	APTEAMPAUSE [549142]		
	APCELLBLOCK [549143]		
	APATTESTATION [549144]		
	.Andy [549371]		
	.Kathy [549223]		
	.Colleen [549105]		