

ELECTRONIC ORDERING FOR HISTOLOGY/CYTOLOGY SPECIMENS ON EPR

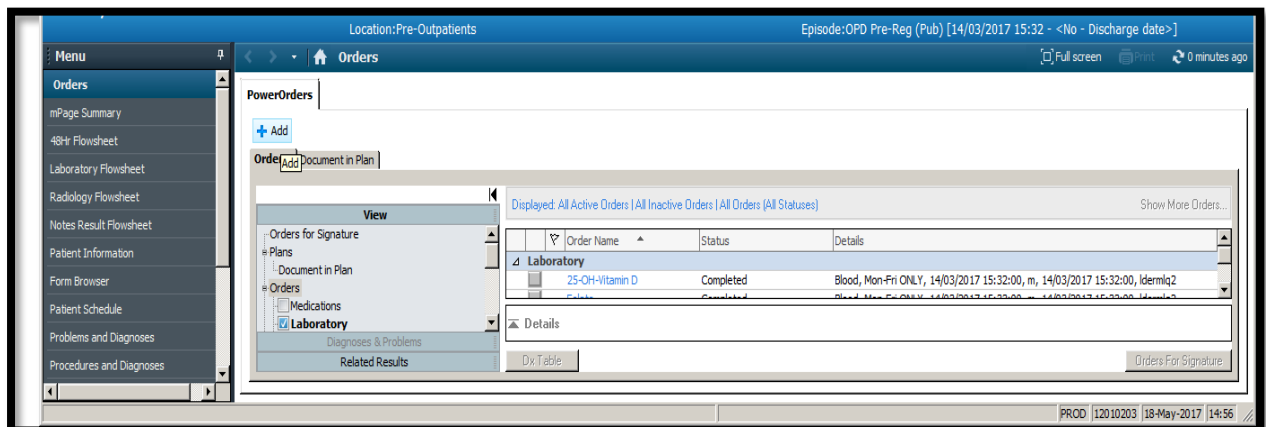
ENDOSCOPY: Raise an electronic order and use copy of ADAM report as request form.

ALL OTHER AREAS: No request form is required but clinical details, specimen type and site **MUST** be entered in the Order Comments field.

These details should be clear, concise and relevant

It is essential that the correct consultant (the one to whom the report should be sent) is recorded at the start of the order. Reports will go to the inbox of the ordering consultant.

- Open the Electronic Patient Record
- Select Patient
- Select “Orders” from panel on left
- Click Add+ button



- Search for Histology/Cytology or Bone Marrow Aspirate Integrated report in the “Search” field and choose the appropriate option for the specimen (see image below)
- If you are not a consultant you will be asked to delegate the authority of the Order to the relevant Consultant. It is important to add the correct consultant here as this is the inbox the Electronic Order will return to.
- Press “Done”.

Complete mandatory order details as below

- Fill in number of pots
- Default Histopathology in the “specimen type” field
- Type name of label printer, to be used to print order labels, into “label printer” field
- Add in clinical details and specimen type and sites in Order Comments field
- **NOTE** Comments cannot be added when the order has been signed off.
- When order is complete, press “sign”.
- Labels should be printed and affixed to specimens.
- Currently two additional labels are printed; these can be used to complete precious specimen logs etc as required.
- Specimen types and sites **MUST** be written on all pots. Electronic order labels should not obscure this information.

Orders for Signature

Order Name	Status	Start	Details
OPD IMS Test Only (1523) Episode#:554152011 Admit: 10/09/2014 09:53:00 WEST			

Laboratory

Histopathology Order	Order	20/11/2014 12:20	20/11/2014 12:20, Mon-Fri ONLY
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Details for Histopathology Order

Order comments

This is the location to add in clinical details etc

3 Missing Required Details Dx Table Sign

INTRAOPERATIVE CONSULTATION (FROZEN SECTIONS):

Frozen sections can be sent without an electronic order.

The electronic order should be raised when surgery is complete.

The number of pots listed on electronic order should include pots already sent for frozen section.

LABELS AND LABEL ROLLS:

Labels and replacement label rolls are the responsibility of the individual ordering areas.

Label Code: WHJ 1953

Neither Histology or IMS are responsible for replacing or ordering the label rolls. If the printer has a jam or any issue please contact IMS helpdesk at extension 2572

RESULTS

Reports are available through the message centre of the ordering /selected consultant.

These can be found in Results/Others Folder (containing Micro and Radiology). This folder can be sorted by a number of parameters to make finding Histology and Cytology reports easier.

CONTACT For further information or any queries contact Mary Monks, Histology Department (extension 4025; mmonks@stjames.ie)