Flow LTA: Receiving CEI or Non-Gyn Cyto Cases Beaker AP Guide(8 color):

Creating a HM case for CEI cases:

If a specimen from Casey Eye Institute/non-gyn Cyto needs flow testing, the task 'Flow Cytometry Needed' will be placed on the Casey Eye Institute/Non-Gyn Cyto case. When the sample arrives via transportation or p-tube, the LTA needs to create an HM- case for flow testing. Look up the OC or NG case in Case Builder and make note of the case number and the task note description for "Flow Cytometry Needed"for later use.

1. Go to Patient Station from your dashboard and enter the medical record number of the patient:

2. Double click on the hospital visit that corresponds to the collection date of the sample:

3. Click on 'Order Inquiry' from the left hand region of the screen:

4. Type the word 'Leukemia' in the 'New Order' field to search; accept 'Leukemia Lymphoma Marker Tissue from the list.
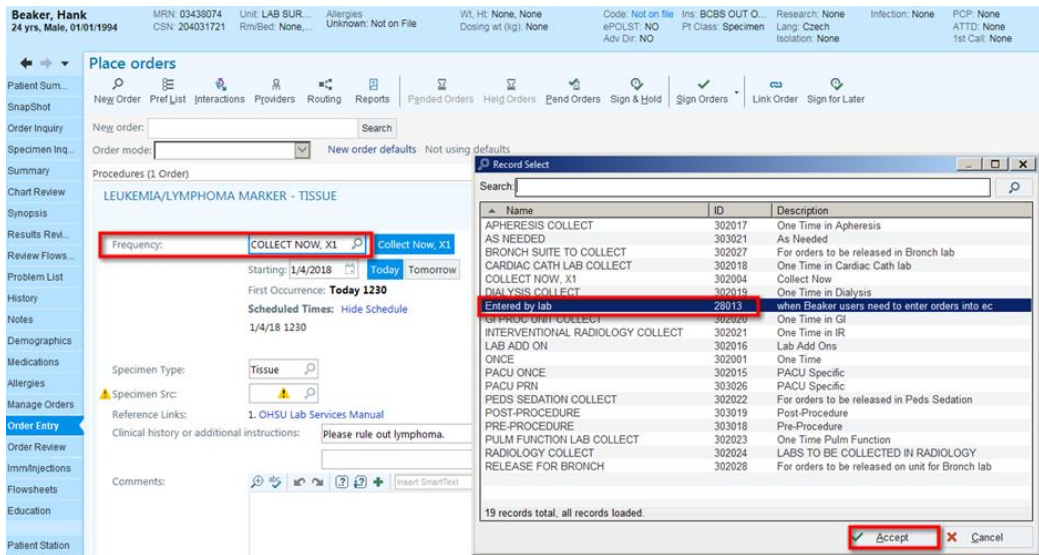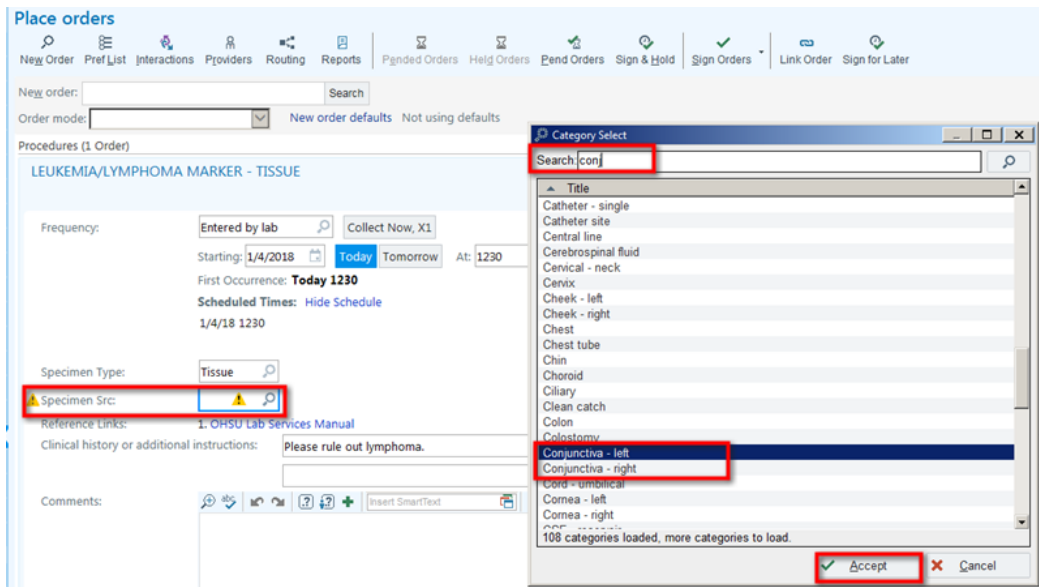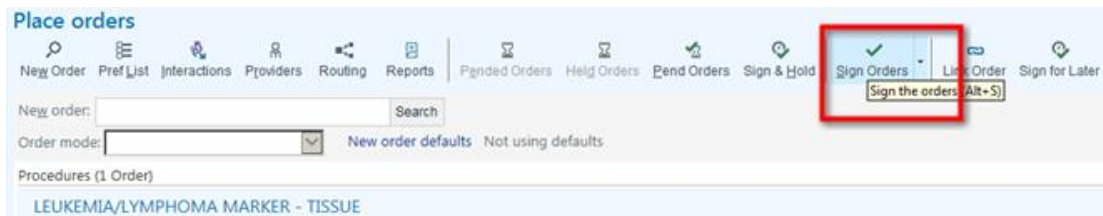
5. Click on the magnifying glass from the '**Frequency**' field and accept '**Entered by Lab**'.


6. Click on the magnifying glass from the source field to search for sources from the list. Accept the correct source:
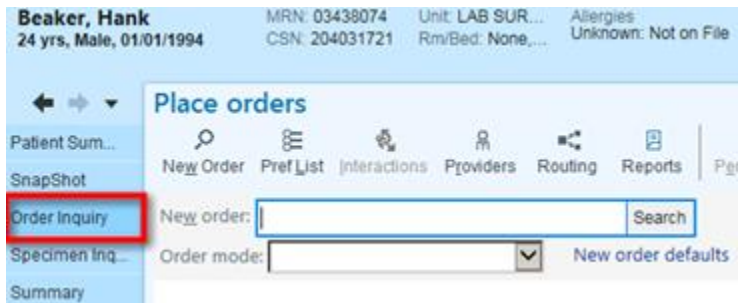

7. Click on 'Sign Orders':

8. You'll encounter three stop signs. Choose 'Per Existing Signed Order' for the 'Order Mode' field'. Add the names for the 'Ordering' and 'Authorizing' providers (both should be the name of the physician that placed the 'Flow Cytometry Needed' order). Click 'Accept':
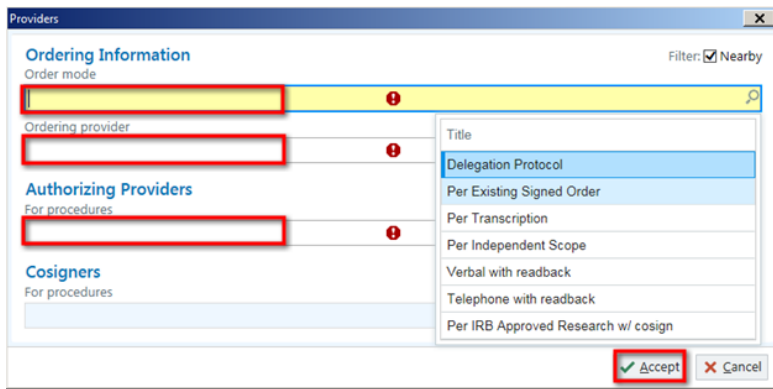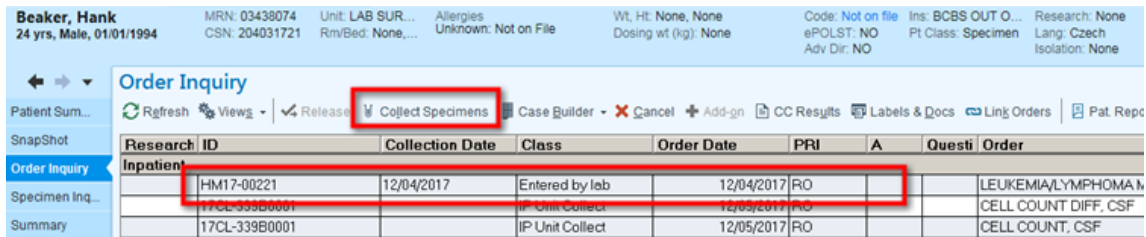
9. Click on 'Order Inquiry' button on the left hand side of the screen:
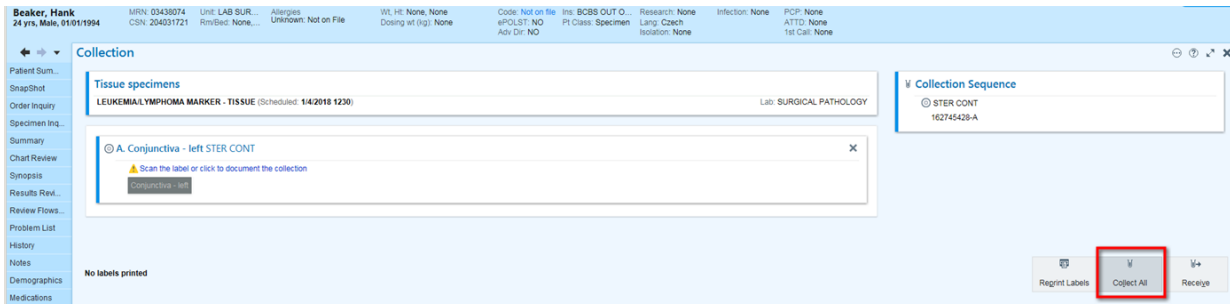

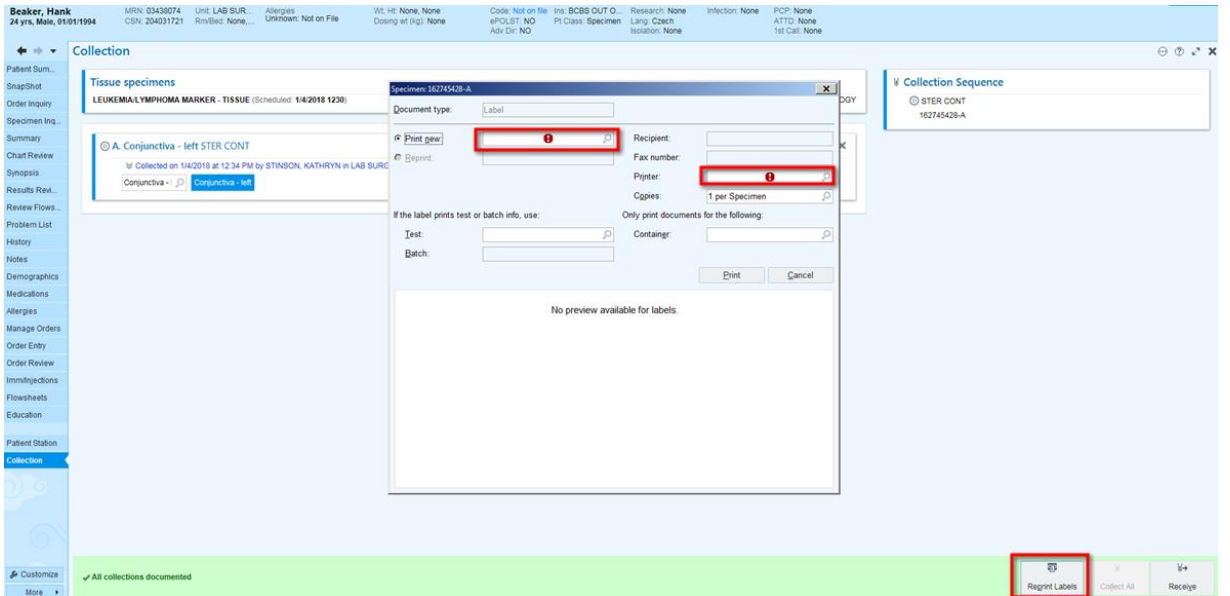10. Under the 'Views' drop-down menu, select 'AP/CP Beaker Order Inquiry':
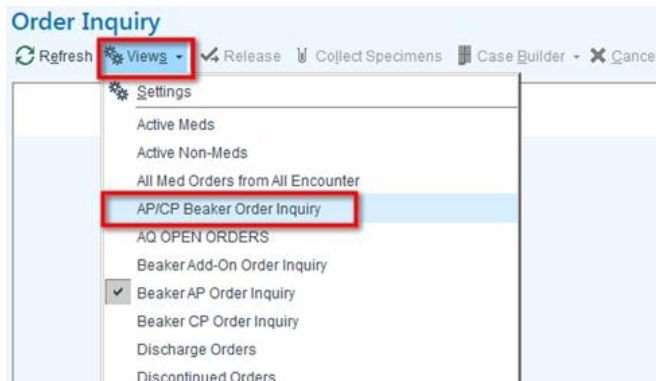
11. Select the order that you just placed, Leukemia Lymphoma Tissue, from the list and click on 'Collect Specimens':

12. Click on '**Collect All**' button:

13. Select 'Re-print Labels'; choose 'OHSU Lab Zebra Aliquot' and the appropriate printer to fill the stop signs. Click on 'Print':


14. Click on **Case Builder** from your dashboard; scan in the label that just printed and select your order (Leukemia Lymphoma Markers Tissue) from the list. Click '**Accept**'.

15. Confirm that the source is correct. You may have to open the original OS or NG case to look up that information.

16. Add a description of the specimen that was received in the '**Description'** field; for example:
    a. For fluid received in a sterile container, bag or syringe:
        i. 1 x 8 ml, or
        ii. 1 x 3 ml
    b. For a tissue received on RPMI:
        i. 1 x 1 x 1 centimeters cubed in RPMI, or
        ii. Small Shreds of Tissue in RPMI, or
        iii. No Visible Tissue in RPMI
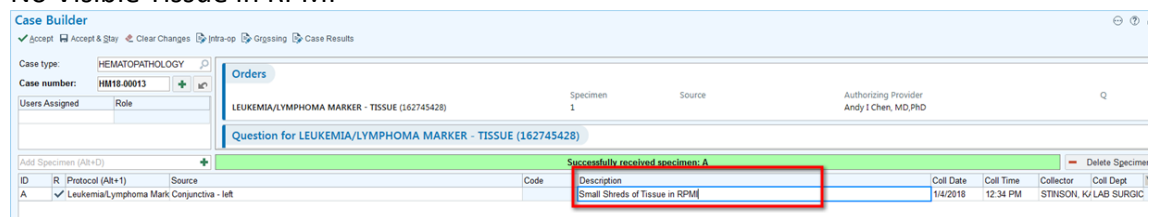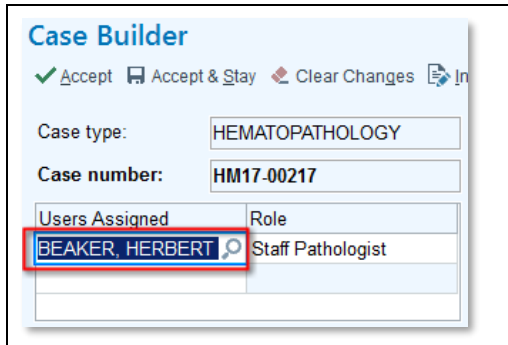
17. You may need to update the specimen collection date and time to reflect the real collection date and time of the sample.
18. Click the 'Accept and Stay' to save your work and continue in Case Builder.
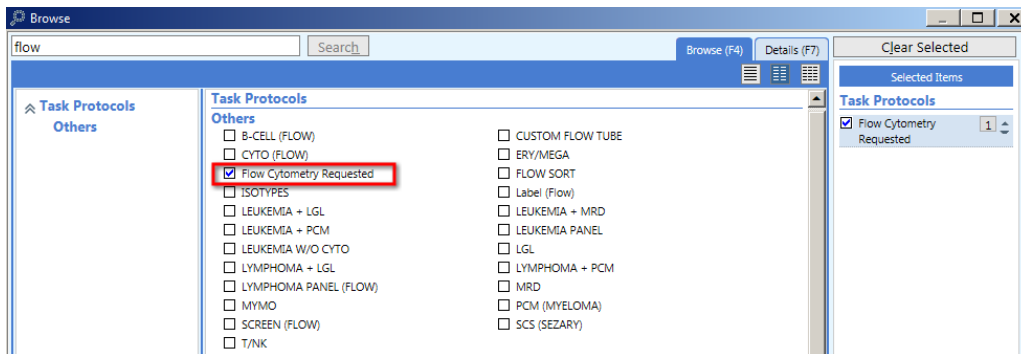
Assigning the case to a Pathologist/Resident:

19. While you are in **Case Builder**, you need to assign the staff pathologist assigned to the case. In the **User Assigned** field, fill in the name of the attending pathologist that is on service. Note: You can also assign roles in **Case Results** by using the **Assign** button.

Case Builder ✔ Accept 🖫 Accept & Stay ✎ Clear Changes ➡ In Case type: HEMATOPATHOLOGY Case number: HM17-00217 Users Assigned / Role BEAKER, HERBERT 🔍 / Staff Pathologist	• Pick the attending pathologist that's on the 'Outside and Flow Service'. See the monthly schedule that is sent out via Outlook for specific monthly assignments.

Adding the "Flow Cytometry Needed" task:

20. You need to add the "Flow Cytometry Needed" in your HM case.   Type in "flow" in the Add Task field. Check off the the task "**Flow Cytometry Needed**". This will add the task "Flow Cytometry Requested" in the task list. This task requires a task note to convey what notes were included in the original case to let the Flow tech know what to run.

Adding Task Notes:

You need to put the task note form the original case into the Task note for the HM case.

21. To add a task note in **Case Builder**, click on the **Task Note** field on the row that you want to add a note.

ID	C	Task (Alt+2)	Slides	Code	Qty	Task Flags	Task Note
A1	✔	**Placeholder Block**					
A1.1		Slide, Unstained (Flow)	1				
A1.2		Slide, Unstained (Flow)	1				
A1.3		Slide, Unstained (Flow)	1				
A1.4		Slide, Unstained (Flow)	1				
A1.5		Giemsa May Grunwald	1				
A1		Flow Cytometry Requested		🔍			

22. Type in the notes that were from the original CEI or non-gyn cyto case in the **Notes** text area . Click the **Accept** button.

Adding a Task Flag on a task:

On the HM case, a Task flag on the "Flow Cytometry Needed" task needs to be added so that the Techs will be able to see in Case Prep Worklist that the sample has been received in the Flow lab.

23. In Case Builder, find the "Flow Cytometry Request" task in the list. Note the task note. Click in the Task Flag Field for the "Flow Cytometry Needed" row.

24. Click on the **Magnifying glass icon** in the middle under the **Flags:** section.
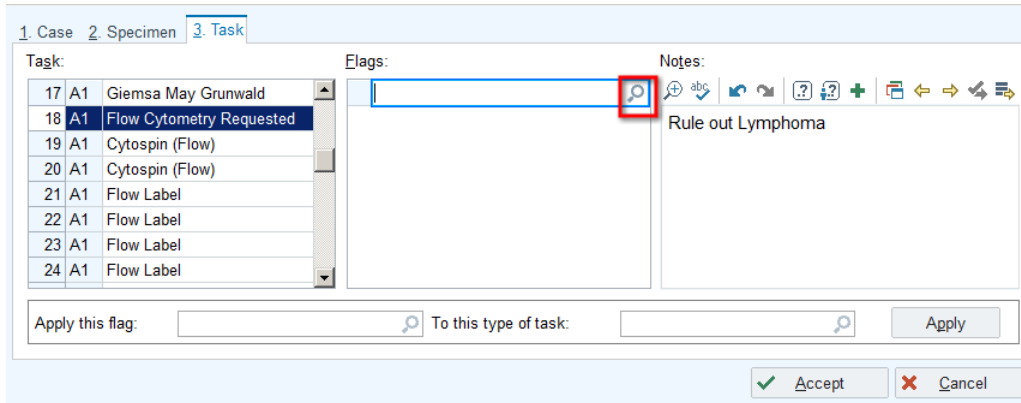
25. Choose "**Specimen Received in Flow Lab**", and press the Accept button.
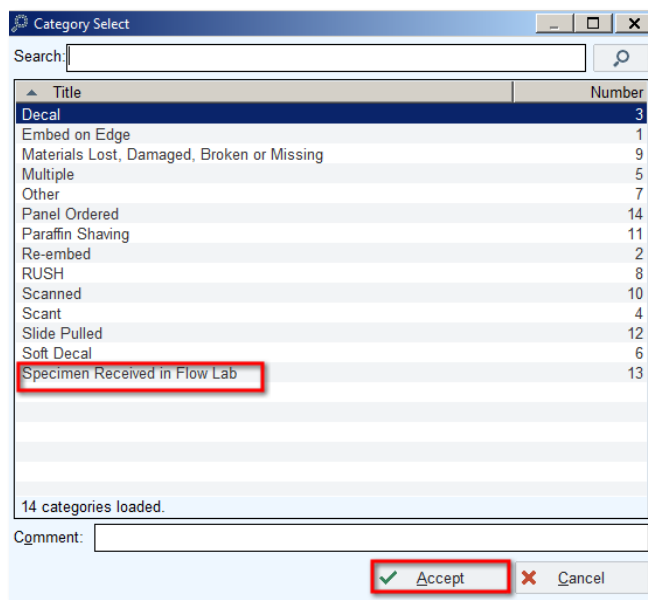
26. Now when the Flow techs look at their **Case Prep Work List**, they will see an icon that shows a flag. This will help the techs determine which specimens have been received.
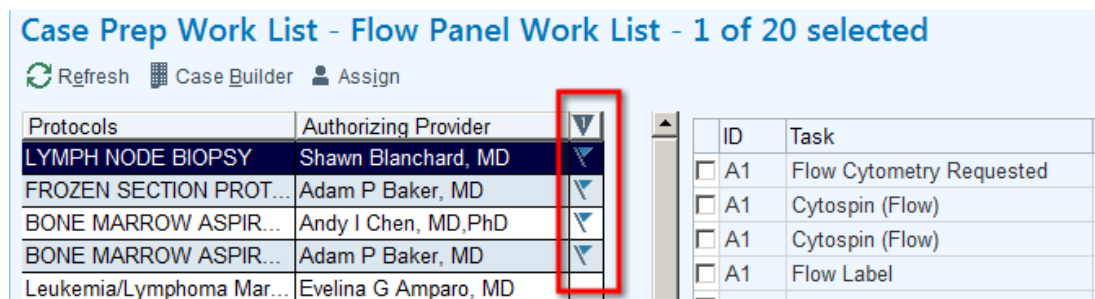
27. Click on the "Accept" button in Case Builder to save your change and exit Case Builder.

Linking the original case with the new HM case.

28. You need to link the original case with the new case in order for the pathologists in CEI/non-gyn Cyto to see the results.

a. Click on the **Case Linking** link on the Beaker AP Lab Dashboard.

b. Click on the **Cases** tab. Type in the original case number from cytology or Casey Eye. Click on the **Accept** button.

c. Find the new HM Case, and click on the Add Link button.

d. Uncheck the checkbox for **Report** for this link. Click the **Accept** button.

Modified on 1/19/18

e. Now the cases will be linked so when you look up one in Case Results, you should see a link to the other case on the right hand side of the screen.

Modified on 1/19/18