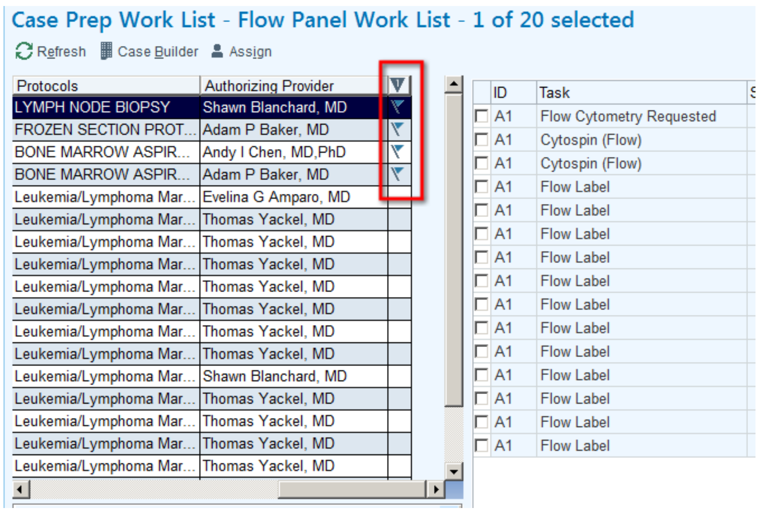
Flow Tech Beaker AP Guide (8 color):

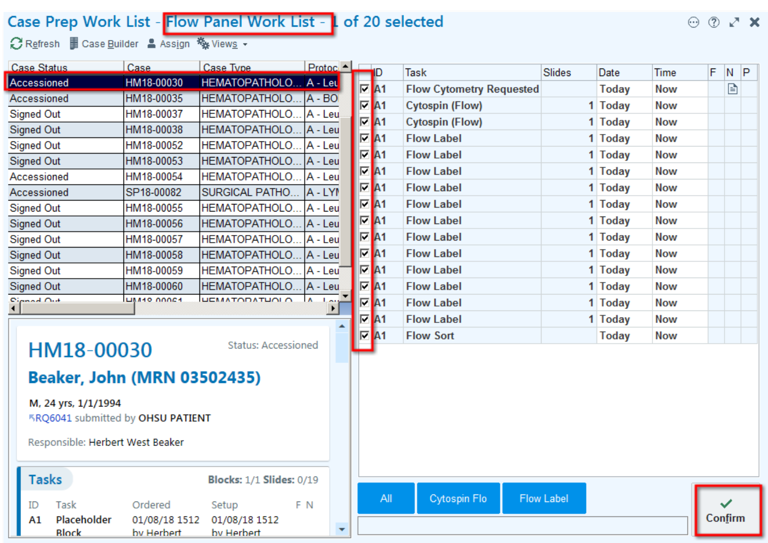
Managing your workload from Case Prep Work List:

The **Case Prep Work List** is where you will see all the cases that have flow tests ordered whether they were ordered by a Flow tech or whether they were added later by a pathologist after specimen triage.

1. Open up click on the tab to open up **Case Prep Work List**. You can also find a link to it from your Beaker AP Lab Dashboard.
2. Make sure you are viewing the **Flow Panel Work List** view. To change your view, click on the **Actions** button and choose **Views** and pick the view you want.
3. Scroll to the end of the list till you see the **Flag** column. If there is a flag icon, the specimen has been received in the Flow lab.



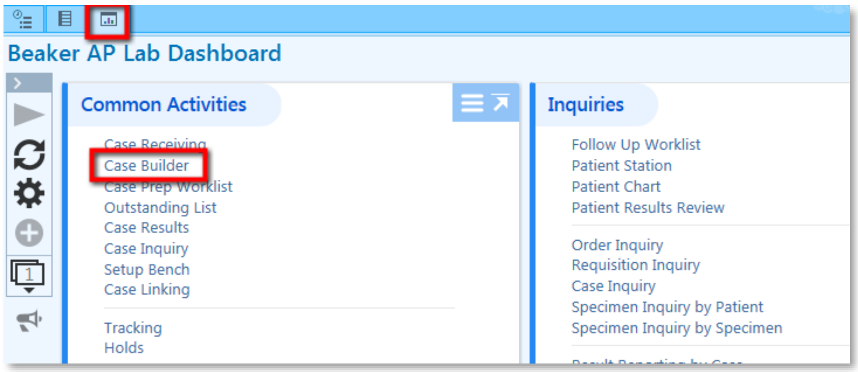
4. Select the case you want to confirm on the left. Click the **All** button on the bottom of the window.



5. Click the **Confirm** button. This will print slide labels you can use as generic labels on your tubes. (Tube names can be hand written on the containers). The selected case will also disappear off the **Case Prep Work List** if all tasks have been confirmed.

Determining Flow Tests on a Specimen:

1. To determine which tests the pathologist would like to have run, click on the **Case Builder** link on the Dashboard.



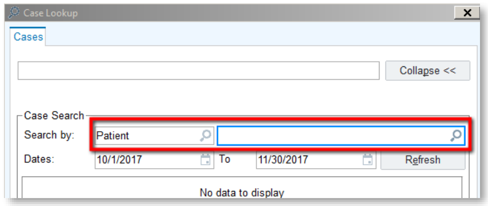
2. Scan in the specimen using the barcode reader or type the specimen ID# manually. Click the **Accept** button. If this specimen does not have a case assigned previously, it will start a new case. If one exists, then it will open the current case for this specimen in **Case Builder.**

3. Instead of ordering a flow panel task, the pathologists should have ordered "**Flow Cytometry Requested**" and put the panel or tubes in the task note. Use this information to fill out the **Clinical Flow Cytometric Analysis Request and Billing Form**.

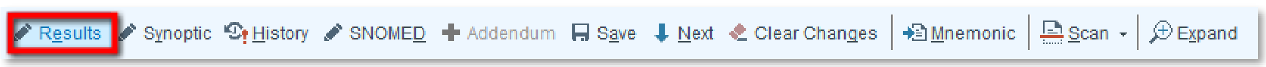
A1	Flow Cytometry Requested					Leukemia panel
A1.6	Cytospin (Flow)	1				
A1.7	Cytospin (Flow)	1				
A1.8	Flow Label	1				
A1.9	Flow Label	1				
A1.10	Flow Label	1				

Entering Discrete Results in Case Results:

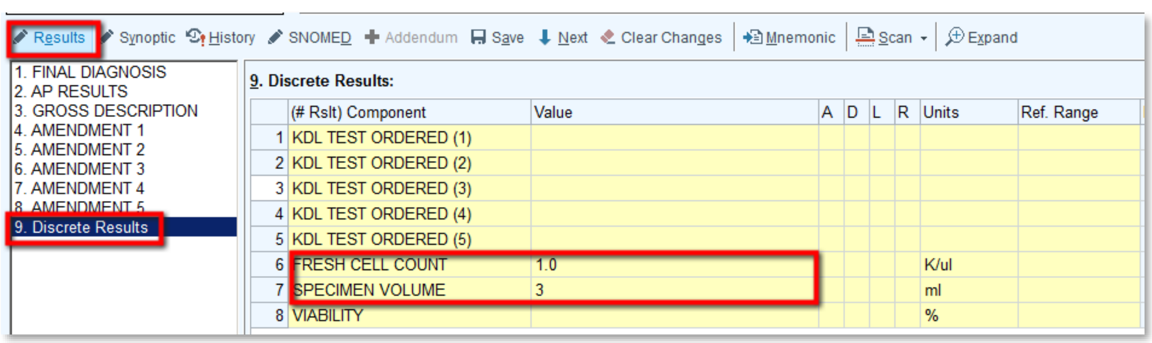
1. To get to **Case Results**:
    a. Scan the specimen's barcode while you are viewing the **Outstanding List**.
    b. If you have the Case ID# and do not have a barcode, you can click on the **Case Results** link on your dashboard and type Case ID# in first field.
        i. Alternately, you can search by Patient name in this window by clicking the **Expand** button. Search for the patient's name (Format: Lastname, Firstname).



2. When **Case Results** opens, click on the **Results** button in the middle of the screen.



3. Select the **Discrete Results** on the left side of the screen. Enter the FRESH CELL COUNT and SPECIMEN VOLUME. Click the **Save** button.

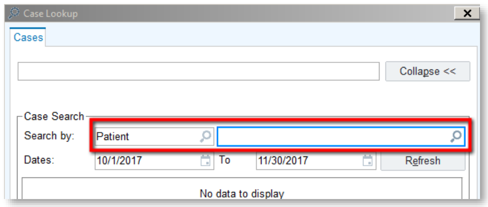


4. If the specimen needs triage, then leave the slides in the Specimen Triage box. There are no Follow Up Worklist items, everything will be tracked on the flow form manually.(Current workflow)

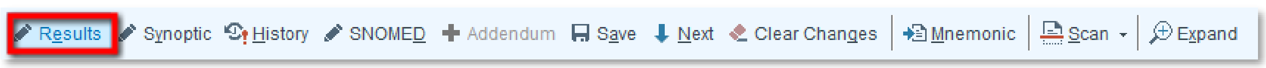
Flow Billing:

After the flow tests have been completed, then the billing charges will need to be entered.

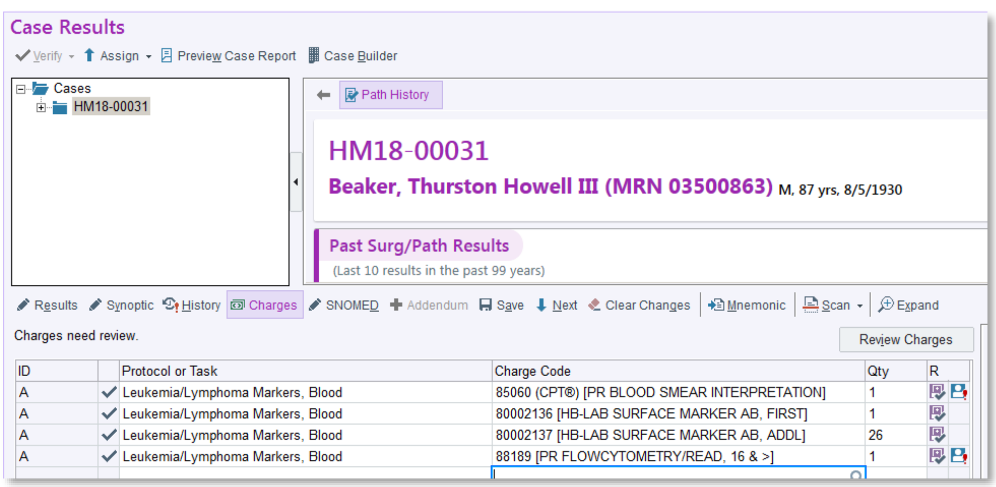
1. To get to **Case Results**:
    a. Scan the specimen's barcode while you are viewing the **Outstanding List**.
    b. If you have the Case ID# and do not have a barcode, you can click on the **Case Results** link on your dashboard and type Case ID# in first field.
        i. Alternately, you can search by Patient name in this window by clicking the **Expand** button. Search for the patient's name (Format: Lastname, Firstname).



2. When **Case Results** opens, click on the **Results** button in the middle of the screen.

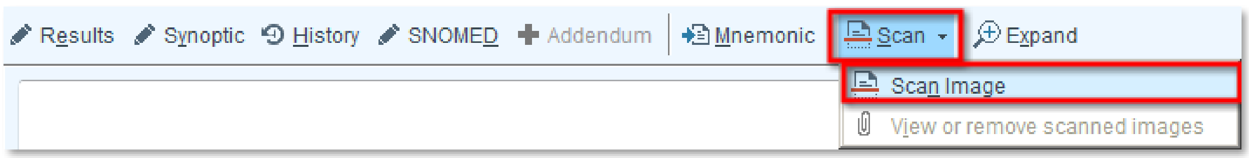


3. Click on the **Charges** button. You will need to enter the specimen that the charges are on. In this example, it is specimen A. After the charges have been entered, click the Save button.
    a. Adding Flow Charges:
        i. Technical
            1. 80002136 - first marker
            2. 80002137 - each additional marker
        ii. Professional
            1. 88187 - 2 to 8 markers
            2. 88188 - 9 to 15 markers
            3. 88189 - 16+ markers

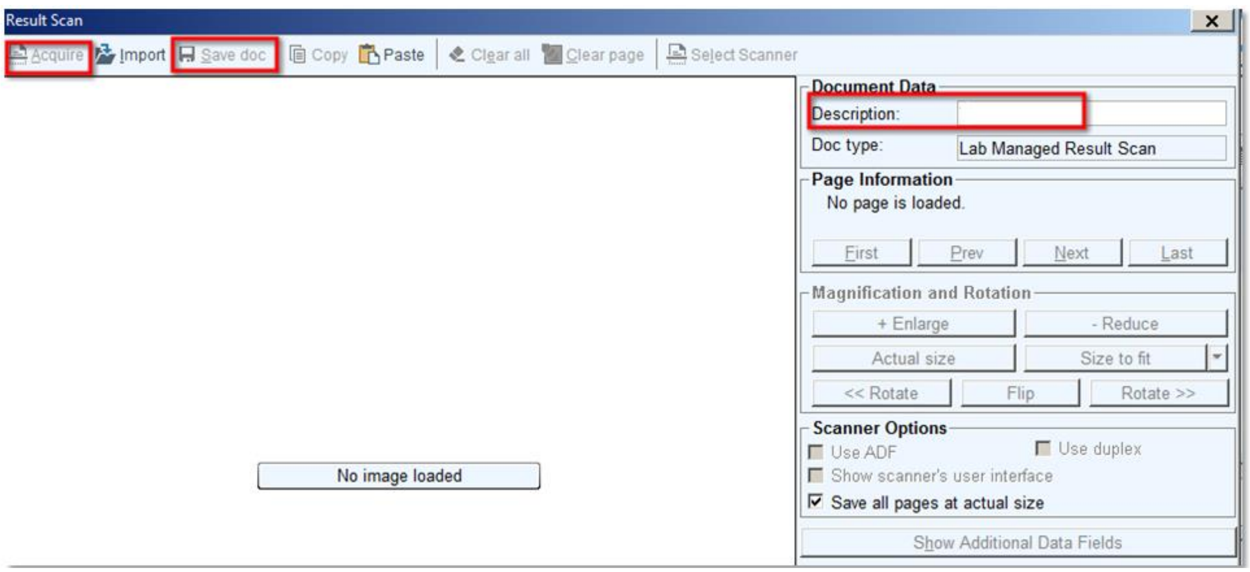


Scanning the Flow Worksheet into Case Results:

1. Open the case in **Case Results** by scanning a barcode label while viewing the **Outstanding List**. To scan in any documentation into the case, click on the **Scan** icon on the middle toolbar of **Case Results**, and choose "**Scan Image**". Make sure you are on a workstation with a scanner attached to it.



2. Type in some descriptive text in the Description field. Ex. "Flow Worksheet"



3. Click on the "**Acquire**" button. After the document has been scanned in, you should see the scan in the scan window. Click the **Save Doc** button when you are ready to accept the scan.

This guide is based on Epic 2017.