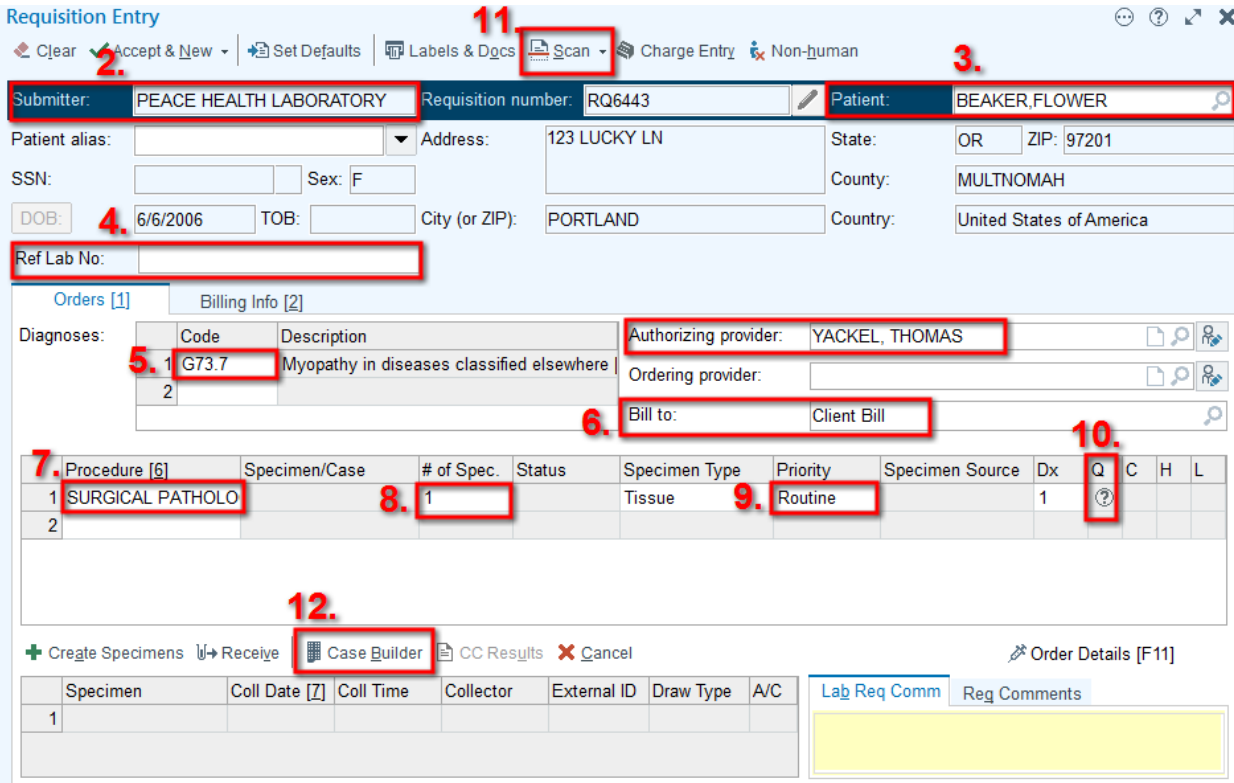# Muscle Lab Beaker AP Guide:

Creating a case for a OHSU Patient:

1. Go into ▦ **Case Builder** to begin a case. You can enter it from the ⊙ **Actions** icon-> Case Builder. You can also find Case Builder as a link on your Dashboard or personalize your top menu to add a Case Builder button.

2. Scan in the specimen using the barcode reader. 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.

3. When the form is filled out, click ▦ **Case Builder** button to begin processing the case. This will bring up a new window. See the section on **Create the Case in Case Builder** to continue building a case.

Creating a case for a Non-OHSU Submitter:

1. Use Chart Search to open **Requisition Entry** or find the link to **Requisition Entry** from your starting Dashboard.

2. Enter the submitter information in the **Submitter:** field. If this is a industrial account, search for the company name. If this is not an industrial account, contact Client Services or your surpervisor as to what should be entered in this field.

3. In the **Patient** field: Search for the patient name, with the format "Lastname, Firstname." Make sure to search for a pre-existing patient using multiple identifiers. If the patient does not exist in the database, the patient will need to be created.

4. Enter the outside submitter's case number in the **Ref. Lab No.** field. If the outside submitter's case number includes letters, do not include the specimen letters in this field.

5. Enter the diagnosis code in the **Code** field and authorizing provider in the **Authorizing provider** field.

6. In the **Bill to:** field: Some industrial accounts will default either Client or Patient billing. If this field is blank, then determine from the paperwork or from other sources whether this is a Client Bill or Patient Bill.

7. In the **Procedure** field, enter the test being performed. Type part of the procedure name and press Enter to open the Order Search window. When you choose a procedure, the specimen type and priority appear. If the procedure is not listed, you may have to click on the **Facility List** tab to see the full procedure list.
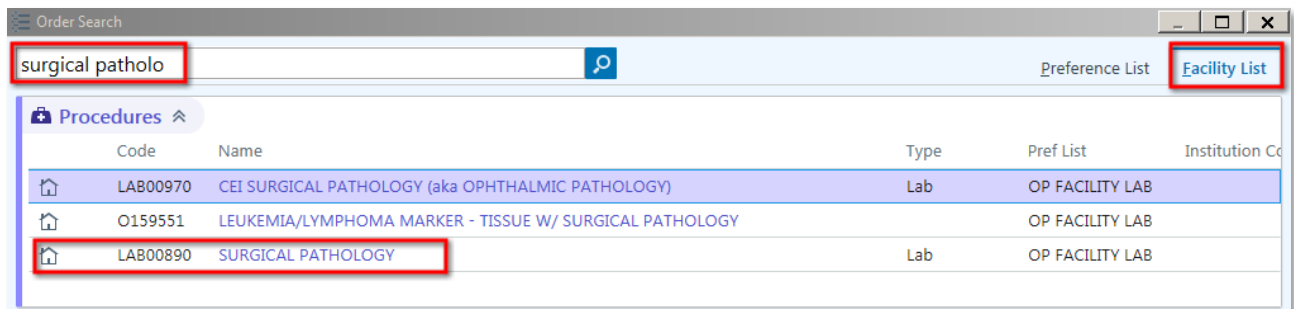
8. In the **# of Spec.** field: The default is 1**.** Change the number to correspond to what was sent.

9. In the **Priority** field, leave the default as "Routine".

10. If the procedure has order questions, there will be an question mark under the **Q** column. Click on this question mark icon and answer the appropriate questions.

11. To scan in the paper requisition/orders into Beaker, you can press the **Scan** button.

    a. Type in a description in the **Description** field. One example would be "Patient History"
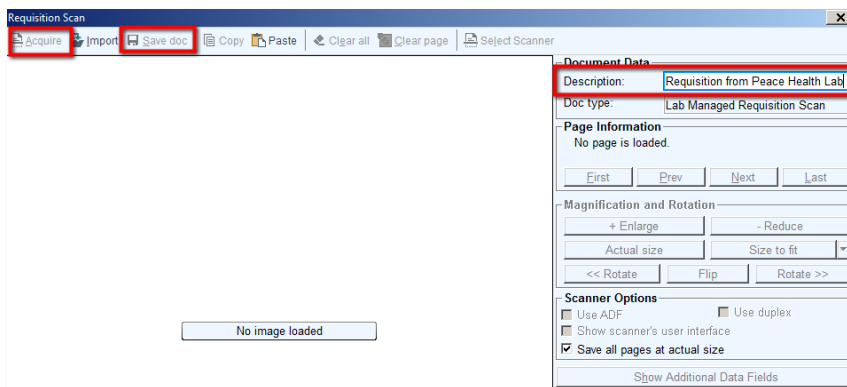
    b. Load the paper into the scanner, and click the **Acquire** button.

    c. Once the paper has been scanned, click on the **Save Doc** button.

12. When the form is filled out, click 🏢 **Case Builder** button to begin processing the case. This will bring up a new window.

Create the Case in Case Builder:

1. At the **User Assigned** and **Role** field, assign the appropriate person as the Staff Pathologist role.

Adding Specimens:

2. Depending on the # of specimens that were entered from Requisition Entry, Case Builder saves a row for each of those specimens. Click in the **Protocol** field directly for the row you want to assign a specimen. Do **not** use the **Add Specimen** field for these rows because it will add a new letter row.

   a. In the **Protocol** field for Row A, type in part of the protocol name and press the Enter key. Select the protocol you would like to use. Do the same for each row that was auto created.

3. Type the source in the Source field. Ex. "Muscle"

4. Type in a **Description**. Enter the source information or text comments from the order here in this field

5. Complete the collection information in the fields to the right. Enter the **Collection Date** and **Collection Time**. The Collection Time is important because if CP tests are ordered on a case, then CP Beaker requires a Collection Time to be filled out. If you don't know the time, put "n" for current time.

6. **Multiple Specimens:** If you need to add another specimen to the case on a new row, click in the **Add Specimen** field and choose the appropriate protocol. It will add new row to the specimen list.

Adding Tasks:

7. When you add specimens, certain default tasks will populate the bottom table. **Please check to make sure those tasks are correct!** If you have multiple specimens, click on each specimen's protocol row and the tasks associated with that specific specimen will show in the table below.

8. **To add more tasks:** 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.

Deleting Items:

If the case hasn't yet been accepted, deleting an item completely removes it from the case. If the case has already been accepted, the deleted item appears with a line through it to indicate that it doesn't need to be processed or performed and that charges won't be filed for it.

To see deleted tasks, click ▬ **Show Deleted** under the ⊙ Actions button drop down list . If you deleted an item in error, select it and click ◄◄ **Restore.**

Accessioning the Case:
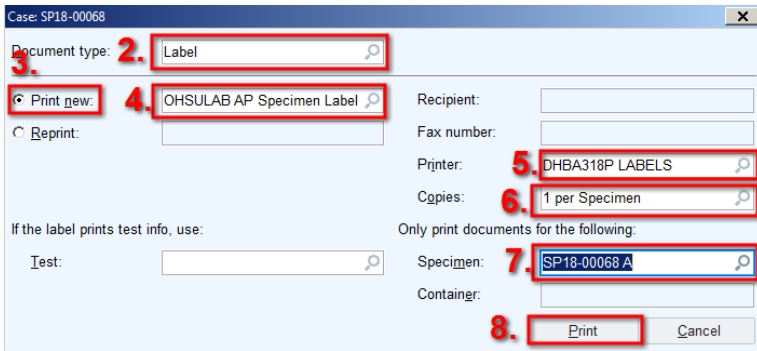
1. When you are done, click ✔ **Accept** to accession the case.

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.

Printing out specimen labels:

After you accession the case in Case Builder, it should print specimen labels. If the specimen labels do not print:

1. In Case Builder, click on the ☺ **Actions** button and choose **Labels and Docs**. (Alternatively, you can personalize your Case Builder tool bar to have the Labels and Docs as a button).
2. Select "**Label**" for the Document type:.
3. Click on the **Print New** option.
4. Choose "**OHSULAB AP Specimen Label**" by clicking on the magnifying glass next to the Print New Field.
5. Select your workstation printer for the Printer field.
6. Select "**1 per Specimen**" for the Copies field. Note: if you leave it on one per container, you will print a lot of erroneous extra labels!
7. In the Specimen field, choose the specimen you want to print. The settings should look like the following:

8. Click the **Print** button. The label should look like this:
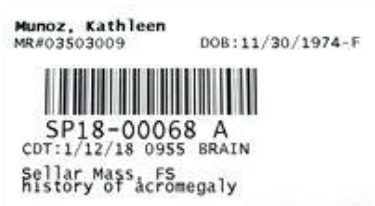
Printing the H&E NP slide:
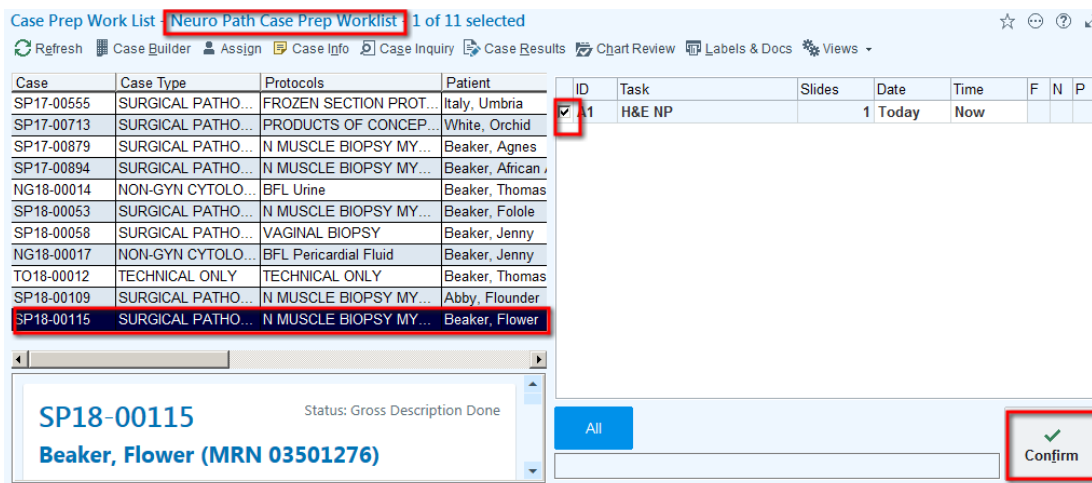
1. On a workstation that is connected to a Slidemate printer, click the **Labwriter** icon on the desktop.

2. Press the "**Print**" button so it changes to a "**Stop**" icon. Also make sure that the **AutoAdd** and **Cache** buttons next to the Print/Stop button have a yellow checkmark. These settings need to be on to be able to print.

3. Login into Beaker, and click the 📑 tab to open the **Case Prep Work List**. You can also find a link to it from your Beaker AP Lab Dashboard. You can use the column headers to sort and filter the list. Make sure you are viewing the **Neuro Path Case Prep Work List** view. To change your view, click on the ⊙ **Actions** button and choose � **Views** and pick the view you want.

4. Select a patient's case automatically by scanning the cassette barcode and the tasks will auto confirm and print the labeled slides on the Slidemate printer.

a. You can also manually select a case on the left. The tasks for the case appear on the right. If you manually check off the tasks and press the **Confirm** button, it will confirm your selected tasks and print out the labeled slides.

5. At this point, the slides can be put on the appropriate stainer and afterward can be given to the pathologist.

Ordering more tests/panels in Case Builder:

1. Open your case into Case Builder (you can click on the link for Case Builder from the Dashboard, and scan in your specimen label).

2. In the **Add Task** field, click on the magnifying glass.

3. Type in "n muscle" and press Enter.
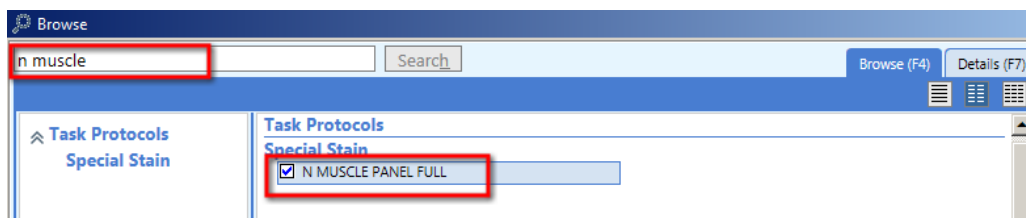
4. Check off the checkbox for N MUSCLE PANEL FULL and press the Accept button. This will add a new black as well as several tests.

5. Click on the A2 Block NP. Then type in the Add Task field: "n h&e". This should add a H&E NP to block A2.

6. Click **Accept** button to save your changes in Case Builder.

Printing the Panel Slides in CPWL:

6. On a workstation that is connected to a Slidemate printer, click the **Labwriter** icon on the desktop.

7. Press the "**Print**" button so it changes to a "**Stop**" icon. Also make sure that the **AutoAdd** and **Cache** buttons next to the Print/Stop button have a yellow checkmark. These settings need to be on to be able to print.
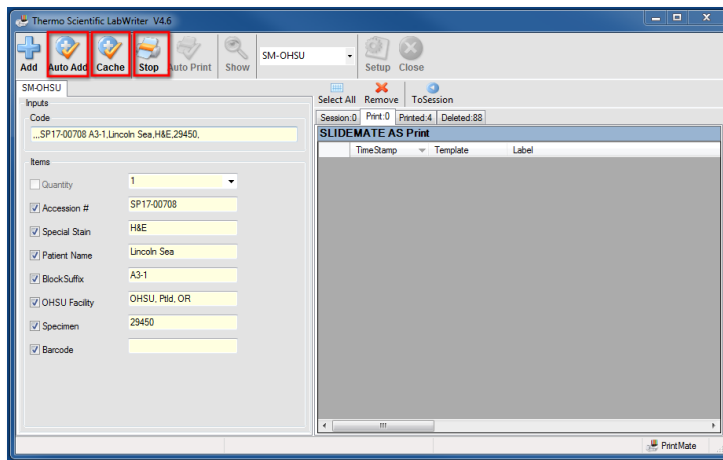
8. Login into Beaker, and click the ▤ tab to open the **Case Prep Work List**. You can also find a link to it from your Beaker AP Lab Dashboard. You can use the column headers to sort and filter the list. Make sure you are viewing the **Neuro Path Case Prep Work List** view. To change your view, click on the ⬤ **Actions** button and choose ✱ **Views** and pick the view you want.

9. Manually select the case on the left. The tasks for the case appear on the right. Click on the All button and press the **Confirm** button. it will confirm your selected tasks and print out the labeled slides.
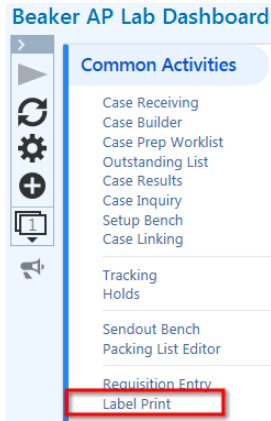

10. At this point, the slides can be put on the appropriate stainer and afterward can be given to the pathologist.
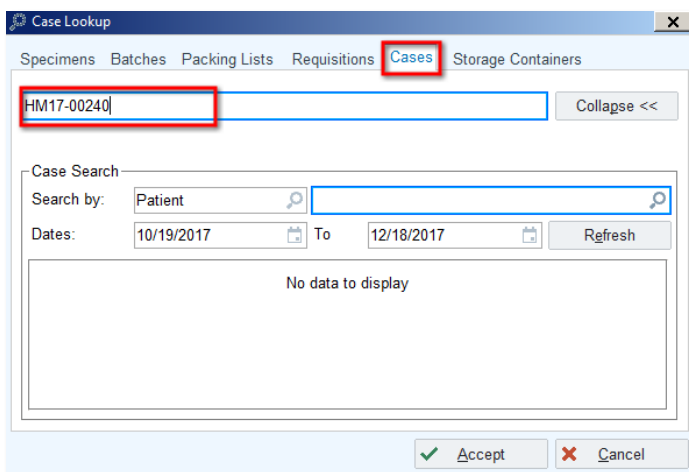
Reprinting Slide Labels:

If you need more slide labels or need to reprint existing labels, you can use the **Labels and Docs** activity to print additional slide labels.
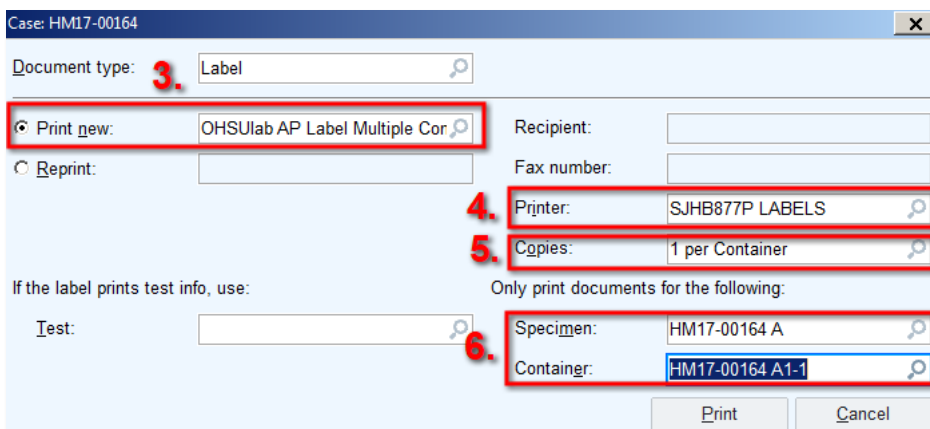
1. Click on the **Label Print** link on your Beaker AP Lab Dashboard.

2. Click on the **Cases** tab. Type in the case number manually. Click the **Accept** button.

3. Choose **Print New** and click on the magnifying glass to select "OHSUlab AP Label Multiple Containers per row". (If Print New is grayed out, then choose Reprint with the same setting.)

4. Choose the appropriate printer for your workstation from the list.

5. In the Copies field, choose "**1 per Container**"

6. Choose the **Specimen** (if there are multiple specimens). In the **Container** field, choose the slide you want to print.

7. Click on the **Print** button.