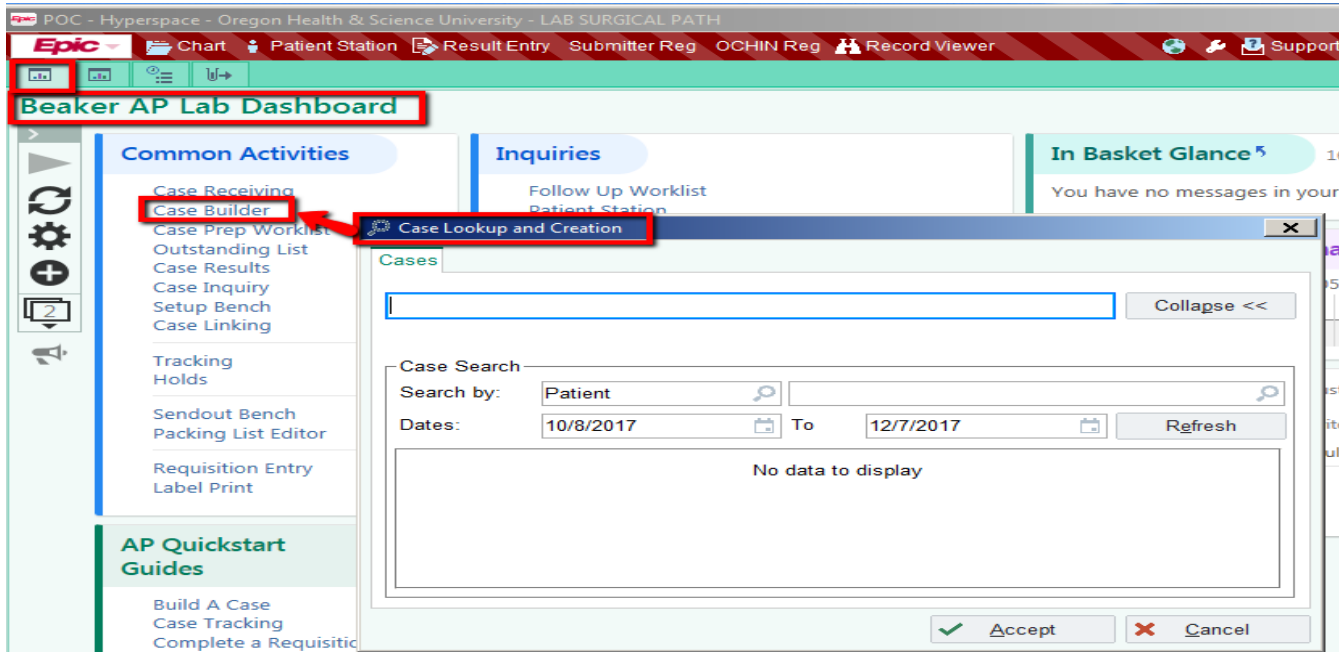


Non-Gyn Cytology Beaker AP Guide:

Non Gyn Specimens:

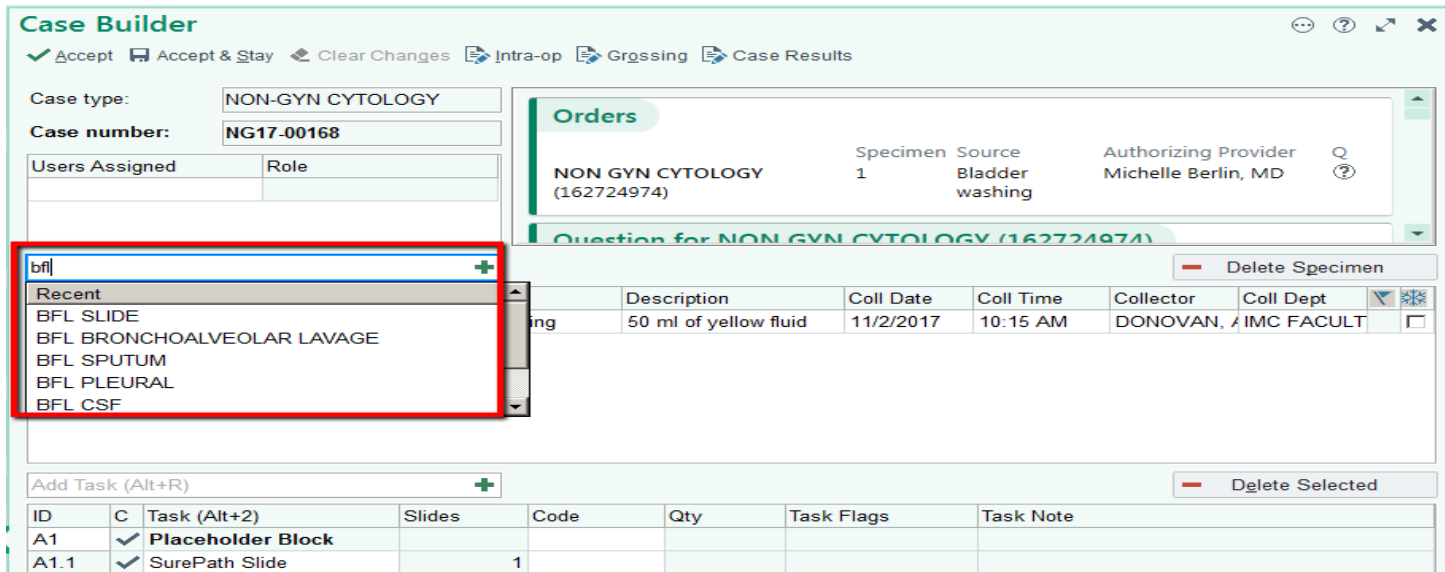
Create and Accession a Case in Case Builder:

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 **BFL** in the beginning of the name.



- 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:
 Case number:

Users Assigned	Role

Question for NON GYN CYTOLOGY (162730945)

Order Question	Answer
Clinical Indications:	clinical indications

Contacts ⤴

Add Specimen (Alt+D)

ID	R	Protocol (Alt+1)	Source	Description	Coll Date	Coll Time	Collector	Coll Dept
A	<input checked="" type="checkbox"/>	BFL Pleura	Pleural cavity - left	Upper	11/20/2017	10:48 AM	DONOVAN, / FM FACULTY	<input type="checkbox"/>

Add Task (Alt+R)

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"/>	SurePath Slide	1				

And further:

Case Builder

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

Case type:
 Case number:

Users Assigned	Role

ID	Tests	Attributes	Marked As Sent	Put in Fixative
A	• NON GYN CYTOLOGY	Description: Upper		

Additional Information ←

Comments:


Add Specimen (Alt+D)

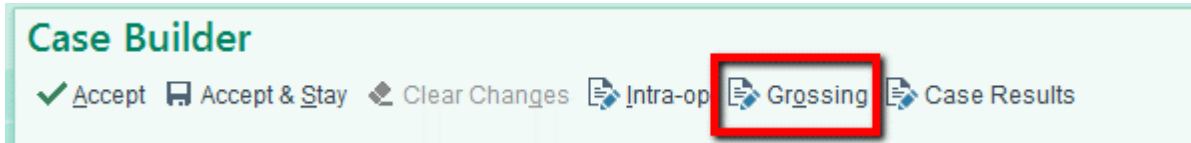
ID	R	Protocol (Alt+1)	Source	Description	Coll Date	Coll Time	Collector	Coll Dept
A	<input checked="" type="checkbox"/>	BFL Pleura	Pleural cavity - left	Upper	11/20/2017	10:48 AM	DONOVAN, / FM FACULTY	<input type="checkbox"/>

Add Task (Alt+R)

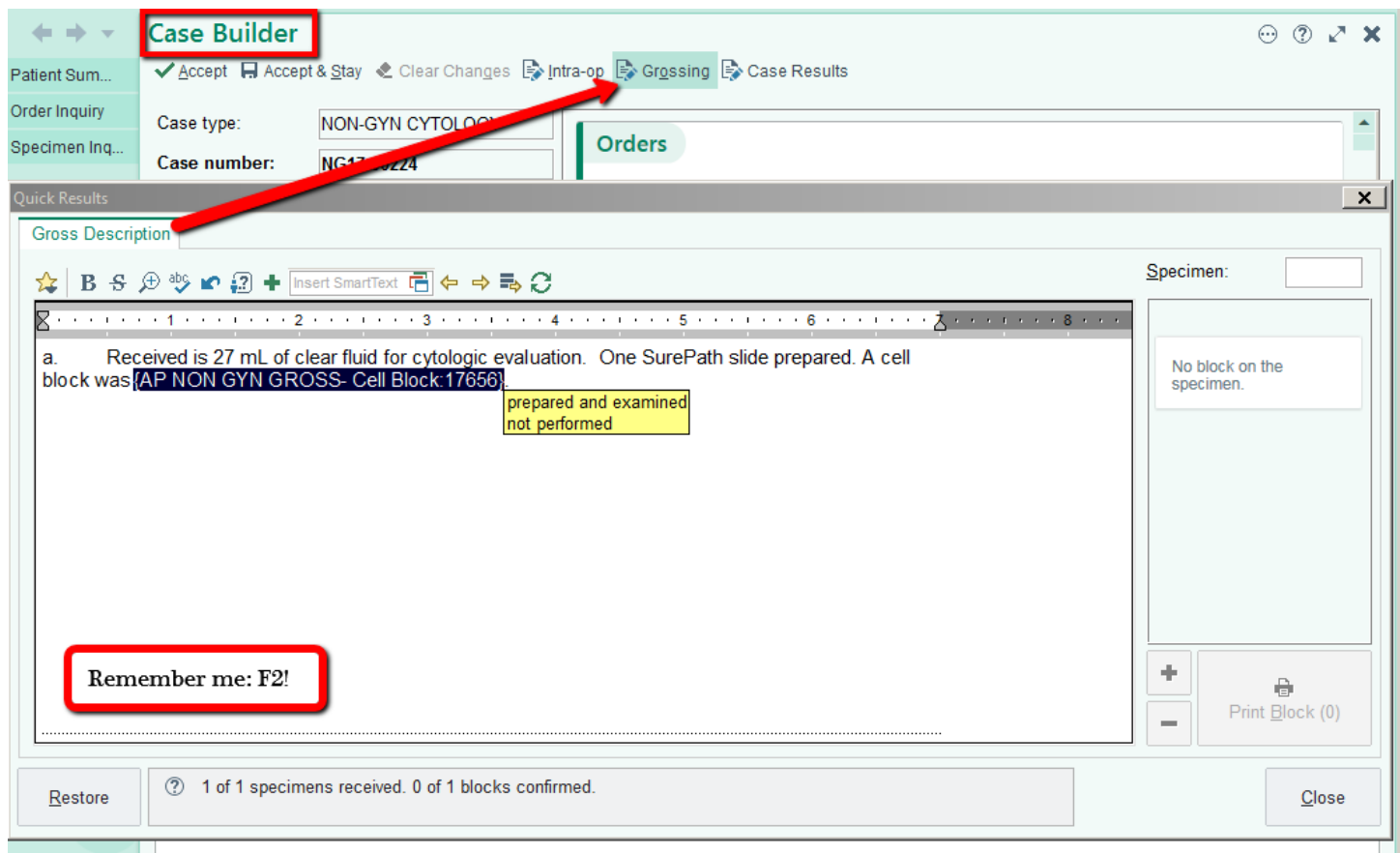
ID	C	Task (Alt+2)	Slides	Code	Qty	Task Flags	Task Note
A1	<input checked="" type="checkbox"/>	Placeholder Block					
A1.1	<input checked="" type="checkbox"/>	SurePath Slide	1				

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



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: '**NON GYN GROSS DESCRIPTION**' [35497]. 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.

Beaker, Otter
DOB: 55 yrs, Male, 04/04/1962
Preferred Name: None
MRN: 03427243

PCP: None
Ref: None
Pt Ins: None

Language: None
ePOLST: NO
Adv Dir: NO

Allergies
Unknown: Not on File

MyChart: **Inactive**
FYI: (None)
Research: None

My Sticky Note: Shared Patient

Unit: None
Rm/Bed: No...

Case Builder

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

Case type: NON-GYN CYTOLOGY
Case number: NG17-00199

Users Assigned	Role
----------------	------

Orders

Specimen	Source	Authorizing Provider
NON GYN CYTOLOGY (162740920)	1 Pleura	Thomas Yackel, MD

Contacts

Add Specimen (Alt+D) Delete Specimen

ID	R	Protocol (Alt+1)	Source	Description	Coll Date	Coll Time	Collector	Coll Dept
A	✓	BFL Pleural Fluid	Pleura	Left upper	12/29/2017	01:00 PM		

oil Delete Selected

ID	C	Task (Alt+2)	Slides	Code	Qty	Task Flags	Task Note
A1	✓	Placeholder Block					
A1.1	✓	SurePath Slide	1				

Task Protocol Browser

oil Search Browse (F4) Details (F7)

Task Protocols

- IHC
- Recut
- Special Stain

Special Stain

OIL RED O RC OIL RED O

Selected Items

Task Protocols

- OIL RED O 1

Accessioning the Case:

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

Case Builder

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

Case type: NON-GYN CYTOLOGY
Case number: NG17-00219

Users Assigned	Role
VEYLIOTTI, ANDREW	Cytotechnologist
BEAKER, HERBERT V	Staff Pathologist

Add Specimen (Alt+D)

ID	R	Protocol (Alt+1)	Source	Code	Description	Coll Date	Coll Time	Collector	Coll Dept
A	<input checked="" type="checkbox"/>	BFL Urine	Urine	88112 (CPT8	It is a SOURCE extra Description! NOT specimen Description!	2/26/2017	03:10 PM		


Add Task (Alt+R)

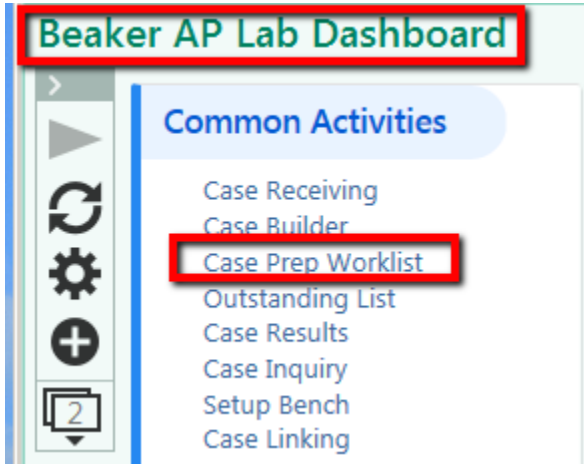
ID	C	Task (Alt+2)	Slides	Code	Qty	Task Flags	Task Note
A1	<input checked="" type="checkbox"/>	Placeholder Block					
A1.1	<input checked="" type="checkbox"/>	SurePath Slide			1		



2. **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.

Non-Gyn Cytology Case can have Only One Specimen!

Confirm Tasks in Case Prep Work List:

1. Click the  tab to open the **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 **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.

The screenshot displays the 'Case Prep Work List - Cytopathology Non-Gyn' interface. At the top, it shows '1 of 34 selected' and a toolbar with 'Refresh', 'Case Builder', and 'Assign' buttons. A table lists various cases with columns for Case, Case Type, Protocols, and Patient. Below the table, a detailed view for case NG17-00064 is shown, including patient information and specimen details. On the right, a 'Views' dropdown menu is open, listing various views such as 'Autopsy Embedding', 'Bone Marrow Bench Giemsa/May Grunwald Work List', and 'Cytopathology Non-Gyn' (which is selected and highlighted with a red box). A red arrow points from the 'Views' menu to the 'Case Prep Work List' option in the table.

Case	Case Type	Protocols	Patient
NG17-00010	NON-GYN CYTOLO...	A - FNA Liver	Beaker, M...
NG17-00029	NON-GYN CYTOLO...	A - FNA THYROID	Beaker, M...
NG17-00040	NON-GYN CYTOLO...	A - BFL Other	Beaker, Jo...
NG17-00041	NON-GYN CYTOLO...	A - BFL Urine	Beaker, Bu...
NG17-00042	NON-GYN CYTOLO...	A - BFL Urine	Beaker, Bu...
NG17-00048	NON-GYN CYTOLO...	A - BFL Urine	Beaker, Na...
NG17-00049	NON-GYN CYTOLO...	A - BFL Urine	Beaker, Pa...
NG17-00050	NON-GYN CYTOLO...	A - BFL Urine	Beaker, Bu...
NG17-00064	NON-GYN CYTOLO...	A - BFL CSF	Beaker, Je...
NG17-00100	NON-GYN CYTOLO...	A - BFL PERITONEAL FL...	Beaker, Fi...
NG17-00101	NON-GYN CYTOLO...	A - BFL PERITONEAL FL...	Beaker, Ha...
NG17-00102	NON-GYN CYTOLO...	A - BFL PERITONEAL FL...	Beaker, Hc...
FN17-00021	FNA CYTOLOGY	A - FNA THYROID, B - FN...	Beaker, Fc...
NG17-00105	NON-GYN CYTOLO...	A - BFL PERITONEAL FL...	Beaker, Bl...
NG17-00106	NON-GYN CYTOLO...	A - FNA Vitreous	Beaker, Bu...
NG17-00128	NON-GYN CYTOLO...	A - BFL Pleura	Beaker, Mi...
NG17-00135	NON-GYN CYTOLO...	A - BFL CSF	Beaker, Na...
NG17-00138	NON-GYN CYTOLO...	A - BFL Other	Beaker, Nc...
NG17-00139	NON-GYN CYTOLO...	A - BFL Other	Beaker, Nc...
NG17-00140	NON-GYN CYTOLO...	A - BFL Other	Beaker, Ni...

3. 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.
4. 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.
5. 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 34 selected

Refresh Case Builder Assign

Case	Case Type	Protocols	Patient	Case	ID	Task	Slides	Date	Time	F	N	P
NG17-00064	NON-GYN CYTOLO...	A - BFL CSF	Beaker, Je	<input checked="" type="checkbox"/>	NG17-00064	A1	SurePath S	1	Today	Now		
NG17-00100	NON-GYN CYTOLO...	A - BFL PERITONEAL FL...	Beaker, Fi	<input checked="" type="checkbox"/>	NG17-00100	A1	SurePath S	1	Today	Now		
NG17-00101	NON-GYN CYTOLO...	A - BFL PERITONEAL FL...	Beaker, Ha	<input checked="" type="checkbox"/>	NG17-00101	A1	SurePath S	1	Today	Now		
NG17-00102	NON-GYN CYTOLO...	A - BFL PERITONEAL FL...	Beaker, Ha	<input checked="" type="checkbox"/>	NG17-00102	A1	SurePath S	1	Today	Now		
FN17-00021	FNA CYTOLOGY	A - FNA THYROID, B - FN...	Beaker, Fo									
NG17-00105	NON-GYN CYTOLO...	A - BFL PERITONEAL FL...	Beaker, Bl									
NG17-00106	NON-GYN CYTOLO...	A - FNA Vitreous	Beaker, Bu									
NG17-00128	NON-GYN CYTOLO...	A - BFL Pleura	Beaker, Mi									
NG17-00135	NON-GYN CYTOLO...	A - BFL CSF	Beaker, Ne									
NG17-00138	NON-GYN CYTOLO...	A - BFL Other	Beaker, No									
NG17-00139	NON-GYN CYTOLO...	A - BFL Other	Beaker, No									
NG17-00140	NON-GYN CYTOLO...	A - BFL Other	Beaker, Ni									
NG17-00141	NON-GYN CYTOLO...	A - BFL Other	Beaker, No									
FN17-00032	FNA CYTOLOGY	A - FNA GI	Beaker, Be									
FN17-00033	FNA CYTOLOGY	A - FNA OTHER	Beaker, Re									
NG17-00142	NON-GYN CYTOLO...	A - BFL Other	Beaker, Se									
NG17-00148	NON-GYN CYTOLO...	A - BFL Bronchoalveolar L...	Beaker, No									
FN17-00051	FNA CYTOLOGY	A - FNA THYROID, B - FN...	Beaker, Mi									
FN17-00052	FNA CYTOLOGY	A - FNA THYROID, B - FN...	Beaker, W									
NG17-00169	NON-GYN CYTOLO...	A - BFL PERITONEAL FL...	Swift, John									

NG17-00064 Status: Signed Out

Beaker, Jenny (MRN 03502073)
 Incomplete blocks: 1
 Incomplete slides: 1
 Specimens
 A BFL CSF

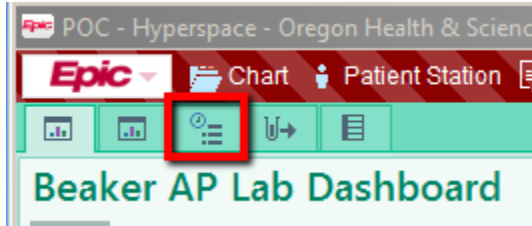
NG17-00100 Status: Signed Out

Beaker, Fig (MRN 03427258)
 Incomplete blocks: 1
 Incomplete slides: 1
 Specimens

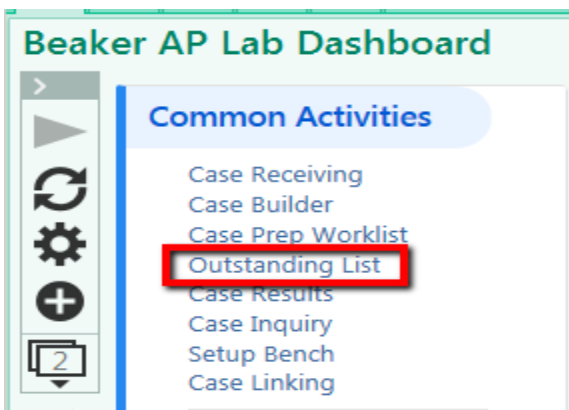
All **Confirm**

Cytotech – Assign Cases to Yourself before Resulting

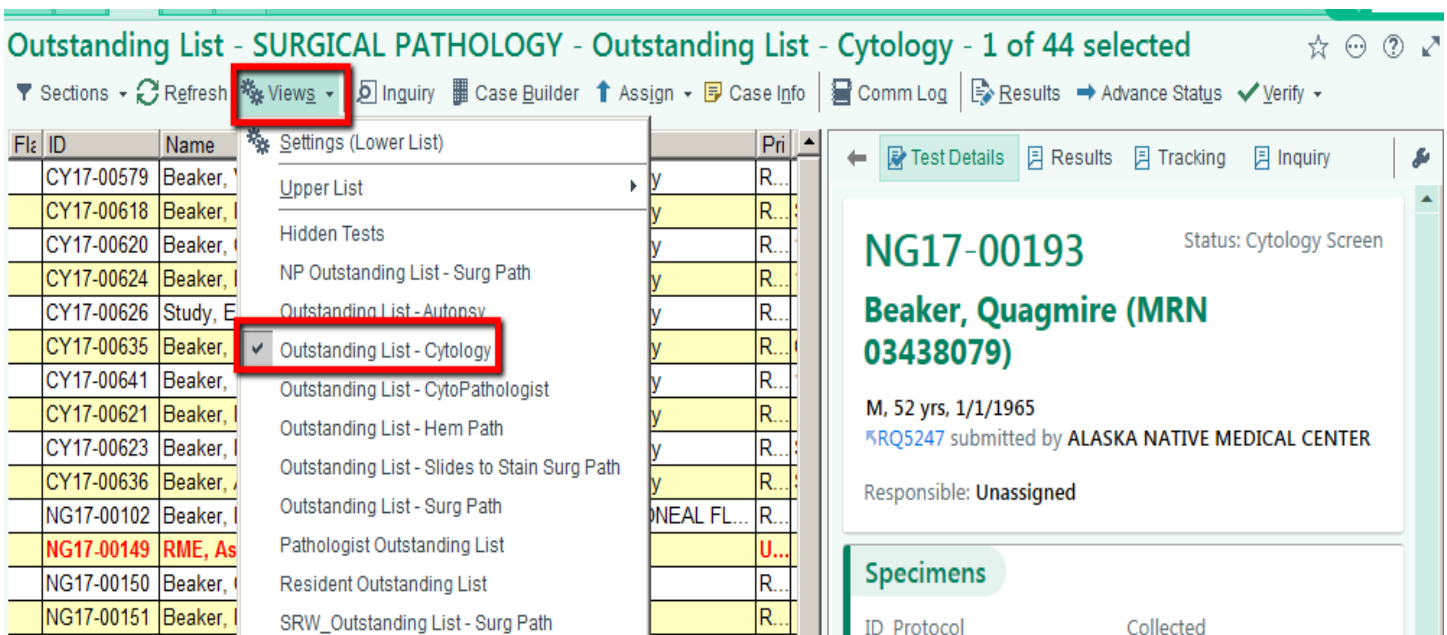
1. **Before you can result cases in Case Results, you NEED to assign the case to yourself.** The best way to select cases is the **Outstanding List**.
2. Go to the **Outstanding List** by clicking on the tab:



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:



File ID	Name	Priority
CY17-00579	Beaker, Y	R...
CY17-00618	Beaker, I	R...
CY17-00620	Beaker, I	R...
CY17-00624	Beaker, I	R...
CY17-00626	Study, E	R...
CY17-00635	Beaker, I	R...
CY17-00641	Beaker, I	R...
CY17-00621	Beaker, I	R...
CY17-00623	Beaker, I	R...
CY17-00636	Beaker, I	R...
NG17-00102	Beaker, I	R...
NG17-00149	RME, As	U...
NG17-00150	Beaker, I	R...
NG17-00151	Beaker, I	R...

4. Select the cases from the **Outstanding List** and click the arrow next to **Assign**, and select **Take**.
 - a. To assign responsibility to another cytotech, click **Assign** and enter the person's name in the **User** field:

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

File ID	Name	Test	Protocol	Priority
CY17-00579	Beaker, Vista	Cytology-Gyn	A - Gyn-	R...
CY17-00618	Beaker, Mimi	Cytology-Gyn	A - Gyn-	R...
CY17-00620	Beaker, Callista	Cytology-Gyn	A - Gyn-Cytology	R...
CY17-00624	Beaker, Princess La...	Cytology-Gyn	A - Gyn-Cytology	R...
CY17-00626	Study, Emily	Cytology-Gyn	A - Gyn-Cytology	R...
CY17-00635	Beaker, African Am...	Cytology-Gyn	A - Gyn-Cytology	R...
CY17-00641	Beaker, Tootsie	Cytology-Gyn	A - Gyn-Cytology	R...
CY17-00621	Beaker, McMc Turkey	Cytology-Gyn	A - Gyn-Cytology	R...
CY17-00623	Beaker, Mimi	Cytology-Gyn	A - Gyn-Cytology	R...
CY17-00636	Beaker, April	Cytology-Gyn	A - Gyn-Cytology	R...
NG17-00102	Beaker, Homer Jay ...	Cytology Non-Gyn	A - BFL PERITONEAL FL...	R...
NG17-00149	RME, Asher	Cytology Non-...	A - BFL CSF	U...
NG17-00150	Beaker, Clyde	Cytology Non-Gyn	A - BFL Pleura	R...
NG17-00151	Beaker, Pipette	Cytology Non-Gyn	A - BFL Urine	R...
NG17-00161	Beaker, Paul	Cytology Non-Gyn	A - BFL Urine	R...
NG17-00168	Beaker, Meghan	Cytology Non-Gyn	A - BFL Bladder Wash	P...



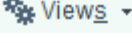
Test Details Results Tracking Inquiry

NG17-00151 Status: Cytology Screen
Beaker, Pipette (MRN 03426671)
 F, 8 yrs, 9/9/2009
 RQ4579 submitted by OHSU PATIENT
 Responsible: **Unassigned**


Specimens


ID	Protocol	Collected
A	BFL Urine	10/24/17 1135
	Urine	

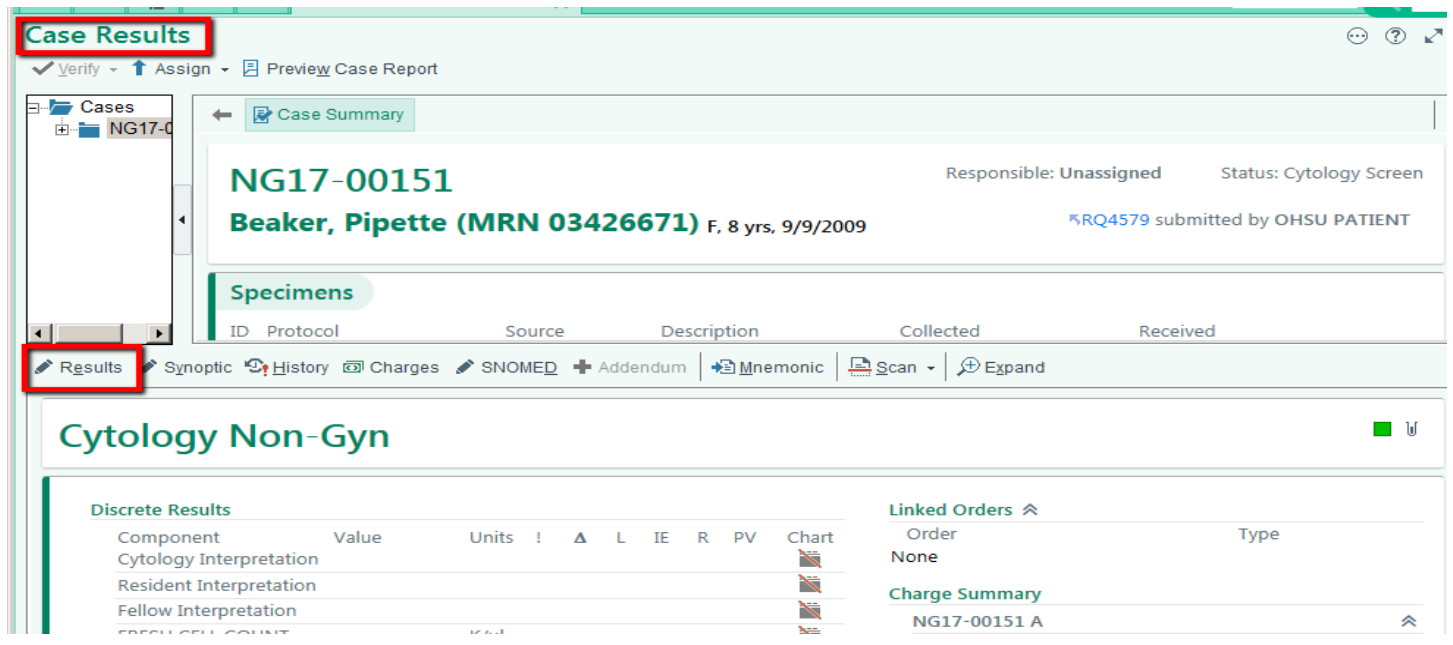
Resulting a Case:

1. Cases that need to be resulted or reviewed, before signout, appear on the **Outstanding List**.
 - a. You can get to the **Outstanding List** by clicking on the  of your startup activities or clicking the **Outstanding List** link from your Dashboard.
 - b. 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. 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.



Case Results

Verify Assign Preview Case Report

Cases NG17-0

Case Summary

NG17-00151 Responsible: Unassigned Status: Cytology Screen





Beaker, Pipette (MRN 03426671) F, 8 yrs, 9/9/2009 RQ4579 submitted by OHSU PATIENT

Specimens

ID	Protocol	Source	Description	Collected	Received
----	----------	--------	-------------	-----------	----------

Results Synoptic History Charges SNOMED Addendum Mnemonic Scan Expand

Cytology Non-Gyn

Component	Value	Units	I	A	L	IE	R	PV	Chart
Cytology Interpretation									
Resident Interpretation									
Fellow Interpretation									
RESUL CELL COUNT									

Linked Orders

Order	Type
None	

Charge Summary

NG17-00151 A

- When you click on the Results button, it will make all components available for edit. The first screen would be a list of discrete results that should be resulted by Cytotech, Resident or Fellow accordingly. Click on **magnifying glass** icon to see a list of available results for Non Gyn Cytology:

The screenshot shows a software interface with a menu on the left and a main content area. The menu includes items like '1. Discrete Results', '2. Diagnosis (Reportable, free Text)', '3. Comment', '4. Microscopic Details', '5. Clinical Information', '6. Gross Description', '7. IHC Analysis', '8. FELLOW INTERPETATION', '9. Amendment 1', 'Amendment 2', 'Amendment 3', 'Amendment 4', and 'Amendment 5'. The main content area displays a table titled '1. Discrete Results:' with columns for '# Rslt', 'Component', 'Value', 'A', 'D', 'L', 'R', 'Units', 'Ref. Range', 'Method', and 'C'. The first two rows are highlighted in yellow. A red box highlights the 'Value' column header, and a magnifying glass icon is highlighted over the 'Value' cell of the first row. A 'Category Select' dialog box is open, showing a search field and a list of categories with their respective numbers.

# Rslt	Component	Value	A	D	L	R	Units	Ref. Range	Method	C
1	Cytology Interpretation								VENTANA	
2	Resident Interpretation								VENTANA	
3	Fellow Interpretation									
4	FRESH CELL COUNT									
5	SPECIMEN VOLUME									
6	VIABILITY									
7	KDL TEST ORDERED (1)									
8	KDL TEST ORDERED (2)									
9	KDL TEST ORDERED (3)									
10	KDL TEST ORDERED (4)									
11	KDL TEST ORDERED (5)									

- Cytotech should enter the observation for the **Microscopic Details** that is free text component. The **Smart Text** should be as a default: **'NONGYN SMEAR CHARACTERISTICS'** [35475]. 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.

The screenshot shows the software interface with the '4. Microscopic Details' component selected in the menu. A red box highlights the 'Insert SmartText' button. A tooltip is visible below the button, containing the text: 'Enter keywords to search for and insert a SmartText (Ctrl+F10)'. The main content area is empty, showing a ruler at the bottom.

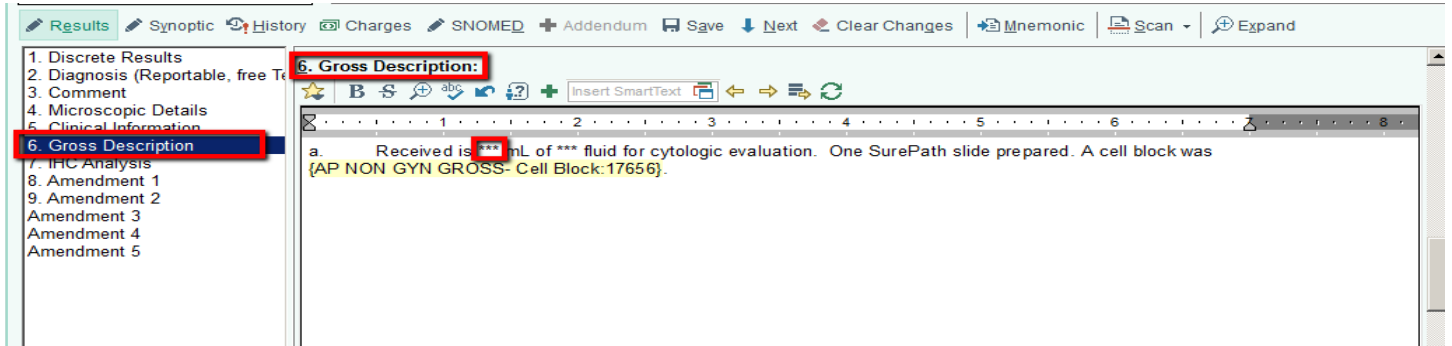
The screenshot shows the software interface with the '4. Microscopic Details' component selected in the menu. A red box highlights the 'Insert SmartText' button. A tooltip is visible below the button, containing a list of smart text options:

- {ap Comment Choices:17644}
- Adequacy: {AP Non GYN Adequacy:17622}
- {AP Hemosiderin Macroph:17582}
- {AP Lipid Macroph:17603}
- Organisms: {AP Non GYN Organisms:17625}
- Inflammation:***
- Cell block prepared and examined

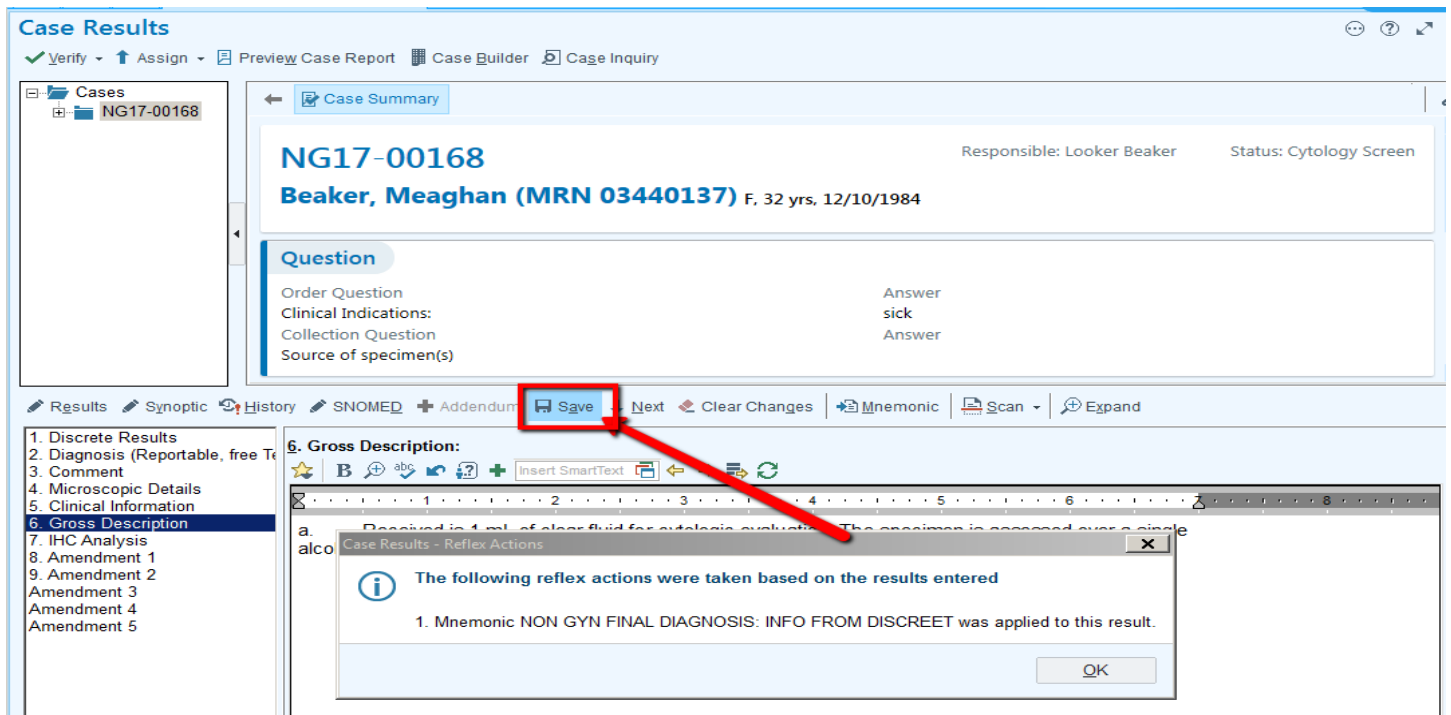


Navigate through Smart Text that contains Smart Lists, you should press **F2** function on the keyboard to move through the list of text on your screen. To make a suitable selection on a single list, use the **Up** and **Down** arrows. Press **ENTER** to accept and continue. Make a selection on a multiple 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 check that information for the **Gross Description** component was entered, as well. The Smart Text should be as a default: '**NON GYN GROSS DESCRIPTION**' [35497]. 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.



6. When you finished resulting the case, click the **Save** button. The pop up box will show that the reflex action occurred and the mnemonic: '**Non Gyn Final Diagnosis:Info from Discrete**' was applied to this result:



It will bring information from '**Cytotech Interpretation**' discrete result component into '**Diagnosis**' component that is reportable to patient's Chart and free text component.

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.

The screenshot displays the 'Case Results' interface for case NG17-00168. The 'Assign' button in the top navigation bar is highlighted with a red box. An 'Assign Case - NG17-00168' dialog box is open, showing the 'User' field set to 'BEAKER, HERBERT WE...' and the 'Role' field set to 'Staff Pathologist', both highlighted with red boxes. To the right of the dialog, the 'Status: Cytopathologist Review' is also highlighted with a red box. The background shows the case summary for NG17-00168, including the name 'Beaker, Meaghan (MRN 03440137) F'.

Appendix A:

Smart Tools that could be used for Non GYN Cases:

	SMART TEXT [ID]	Synonyms	
	NON GYN FYNAL DIAGNOSIS [35304]	Nongyn; Nongyn Final	
	NONGYN SMEAR CHARACTERISTICS [35475]	Nongyn; Nongyn Smear; Characteristics	
	AP CASE REVIEWED [35463]	Case; Reviewed	
	NON GYN GROSS DESCRIPTION [35497]	Nongyn; Nongyn gross; Gross description	
	LAB AP IHC TABLE [35349]	IHC; IHC Table	
	LAB AP IHC TABLE(NEURO)[36007]	IHC neuro; Neuro	
	SMART PHRASES [ID]		
	.Andy [549371]		
	.Kathy [549223]		
	.Colleen [549105]		