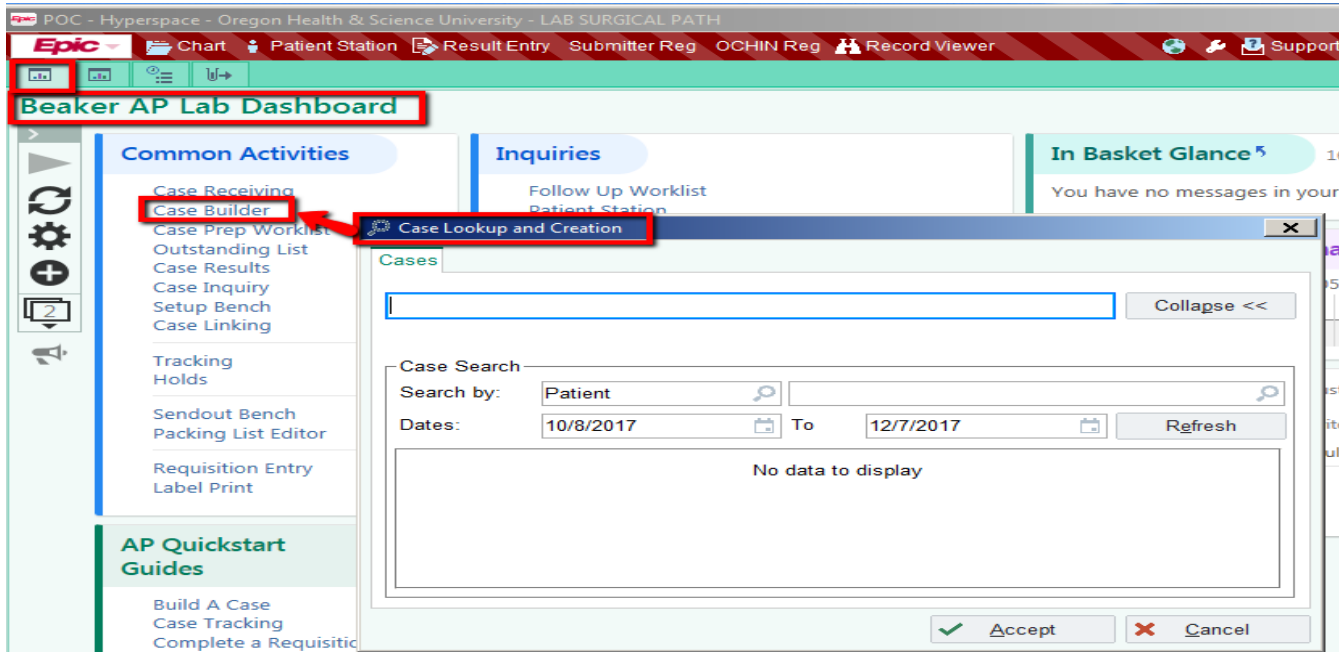# Non-Gyn Cytology Beaker AP Guide:

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.
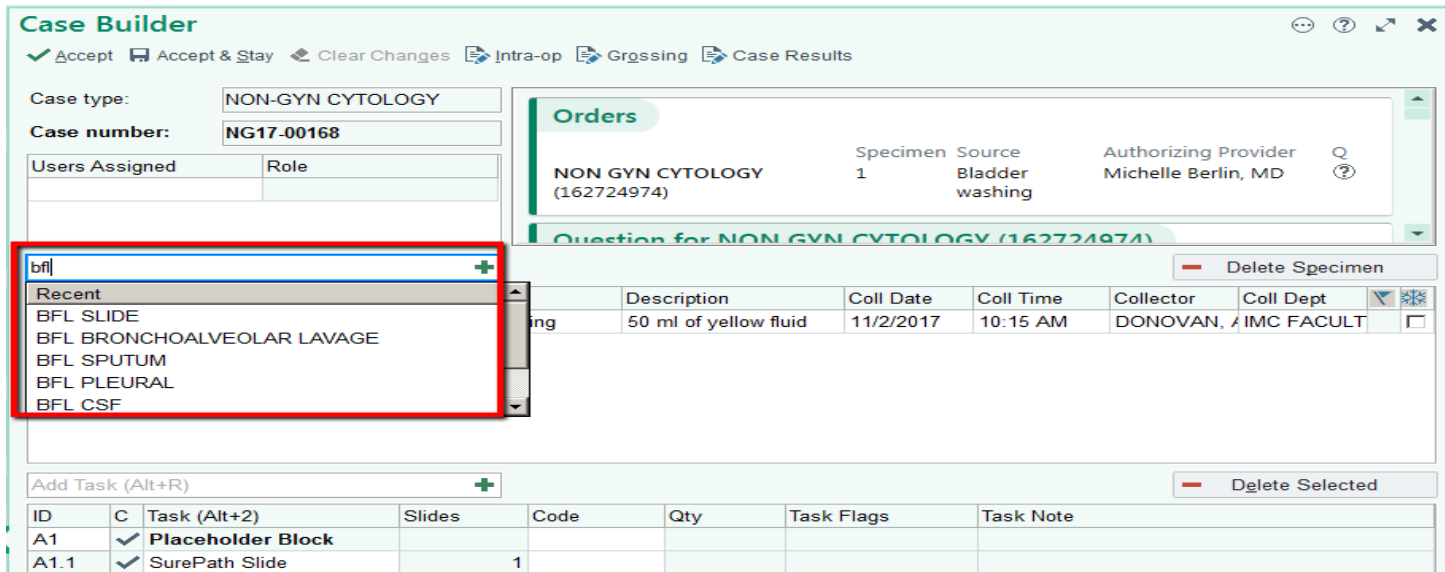
3. Enter collection information and a source if it doesn't appear by default. Review order related comments and clinical instructions under Orders field in **Case Builder Summary** box:

And further:

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
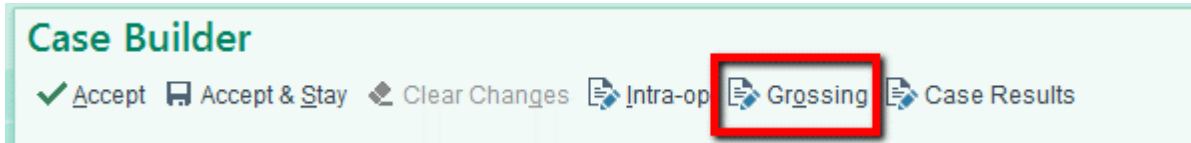
3. Enter information about received specimen. Press **F₂** key on your keyboard, to move through the text on your screen.
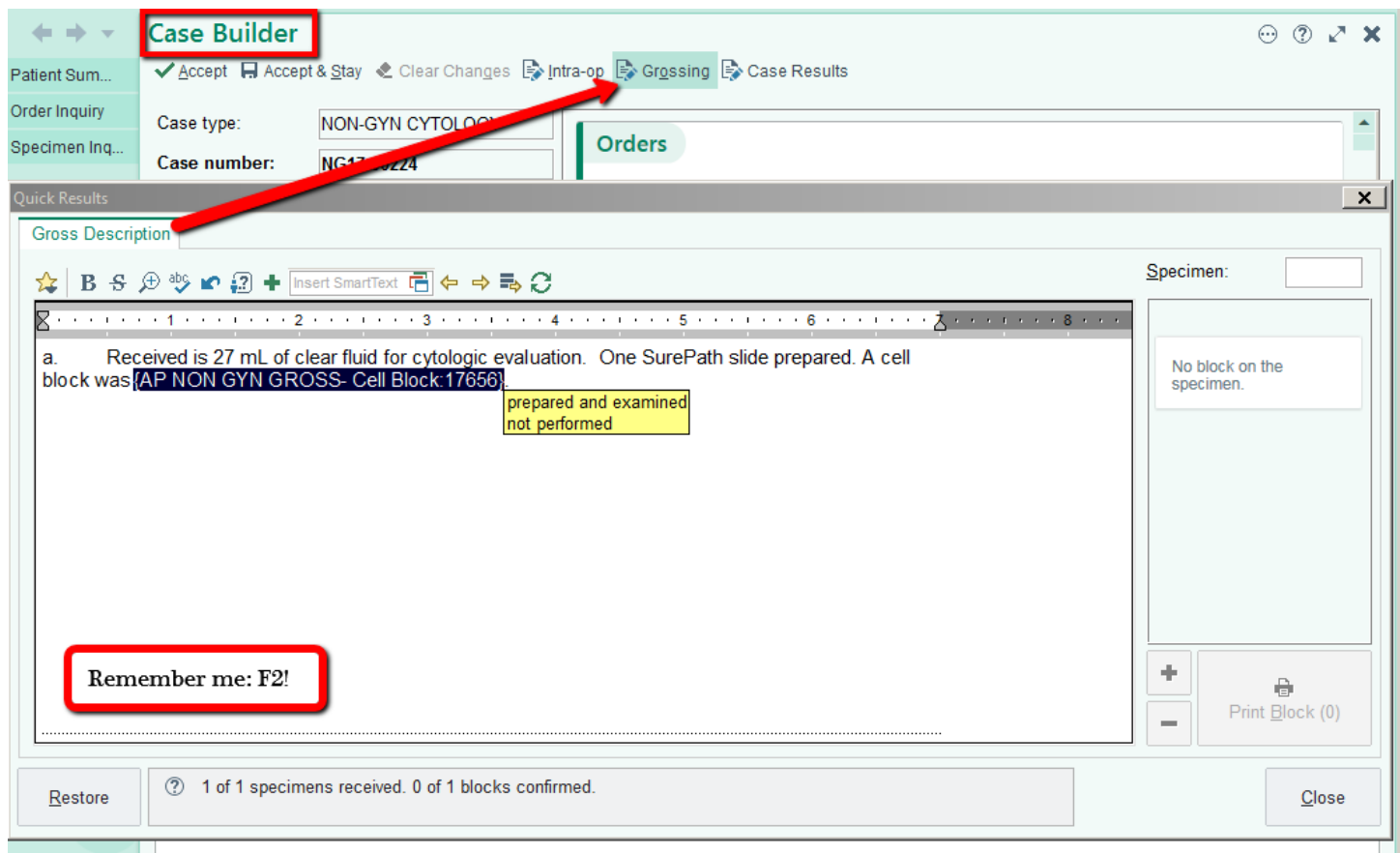
The **Smart Tex**t should be as a default: '**NON GYN GROSS DESCRIPTION**' [35497]. If, accidently, this smart text was deleted, it could be re-applied to this component by entering the name in the **Insert SmartText** field of a SmartTool-enabled text box.

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.

Accessioning the Case:

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

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**.
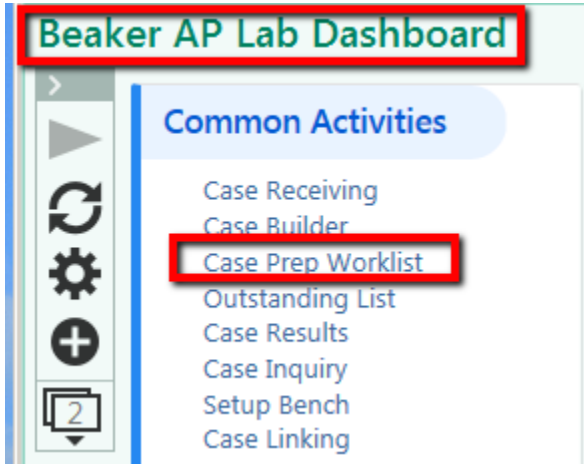
2. Make sure you are viewing the **Cytopathology Non-Gyn** view. To change your view, click on the ⊙ **Actions** button and choose ⚙ **Views** and pick the view you want. You can use the column headers for "Case Status" to sort and filter the list.

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.

Cytotech – Assign Cases to Yourself before Resulting
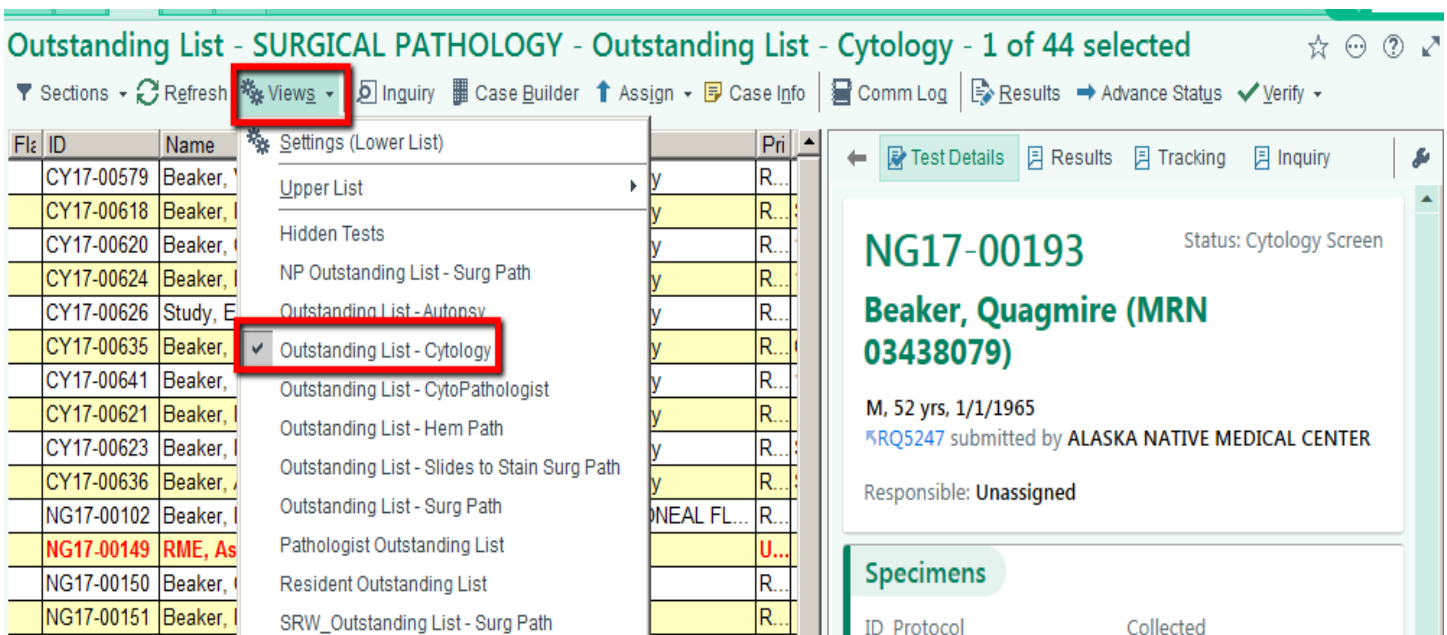
1. **Before you can result cases in Case Results, you NEED to assign the case to yourself.** The best way to select cases is the **Outstanding List**.

2. Go to the **Outstanding List** by clicking on the tab:
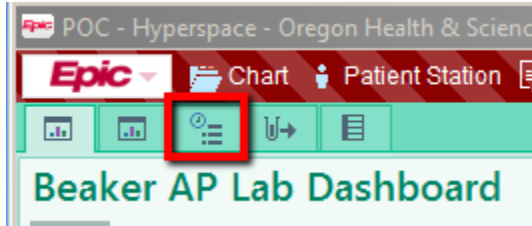
 of your startup activities **OR** clicking the **Outstanding List** link from your Dashboard:
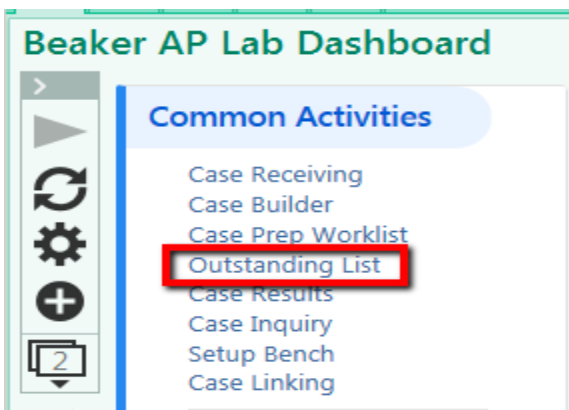
3. Make sure you are viewing the **Outstanding List-Cytology** view. To change your view, click on the ⚙ **Views** and selecting a view from the list:

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:

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 [icon] 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(** ⚙ Views ▾ **)** and selecting a view from the list. The cases that are abnormal should be assigned to you.

ℹ	Switch to another work list by clicking ⚙ **Views** and selecting a view from the list.
ℹ	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 ⬆ Results ▾ 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

Beaker, Pipette (MRN 03426671) F, 8 yrs, 9/9/2009

Responsible: Unassigned   Status: Cytology Screen

↖RQ4579 submitted by OHSU PATIENT

Specimens

ID	Protocol	Source	Description	Collected	Received

✏ Results   ⚙ Synoptic   🔍 History   📋 Charges   ✏ SNOMED   ➕ Addendum   ➕ Mnemonic   📄 Scan ▾   ⊕ Expand

Cytology Non-Gyn

Discrete Results												**Linked Orders** ⋀	
Component	Value	Units	!	Δ	L	IE	R	PV	Chart			Order	Type
Cytology Interpretation												None	
Resident Interpretation													
Fellow Interpretation												**Charge Summary**	
FRESH CELL COUNT	K/uL											NG17-00151 A	⋀

3. 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:

4. 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, accidently, 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.

(i)	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 se;ected 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: '<mark>NON GYN GROSS DESCRIPTION'</mark> [35497]. If, accidently, 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.
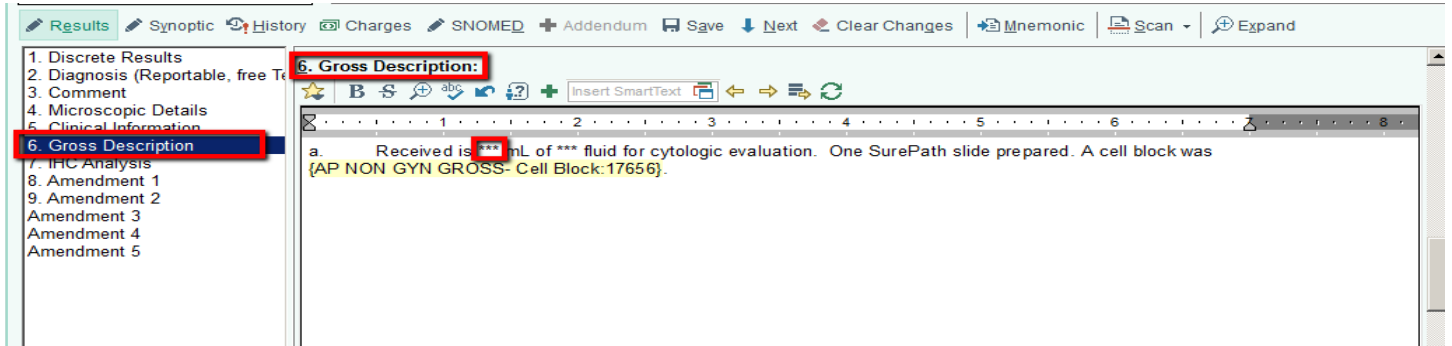
6. When you finished resulting the case, click the **Save** button. The pop up box will show that the reflex action occurred and the mnemonic:**'Non Gyn Final Diagnosis:Info from Discrete'** was applied to this result:
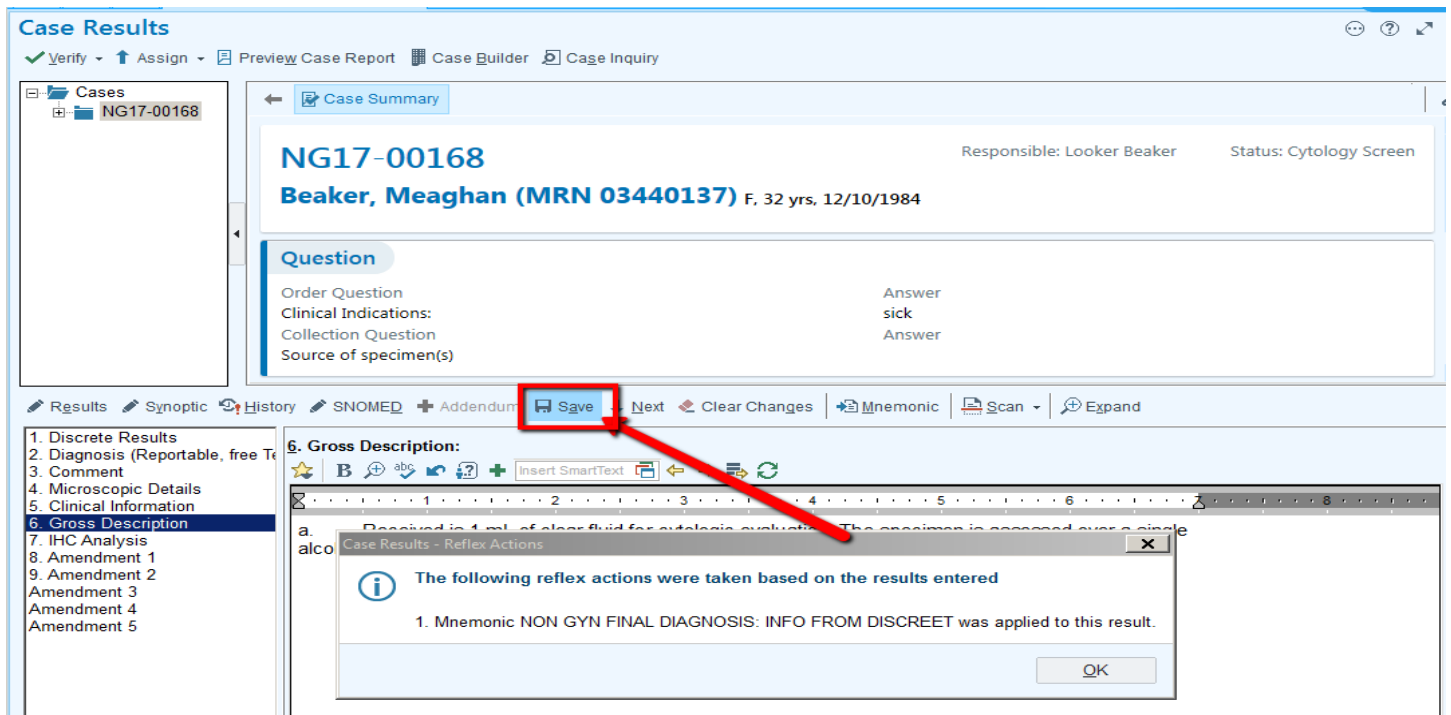
*It will bring information from '**Cytotech Interpretation**'discrete result component into '**Diagnosis**' component that is reportable to patient's Chart and free text component.*

Assigning Case to Cytopathologist:

> ℹ️ 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.

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]		