Pathologist/Resident: Autopsy Beaker AP Guide:

Reviewing Clinical History:

1. The resident/fellow will review the clinical history on a case and start by typing up the Preliminary Autopsy Diagnosis in Case Results. Cases that need to be resulted or reviewed before signout appear on the **Outstanding List**.
   a. Make sure you are viewing the **Outstanding List – Autopsy** view. This view will show the cases for Autopsy. To change your view, click on the **Views** and selecting a view from the list.
   b. To enter results for a case, scan in a barcode for the case or double-click the case in the list.
2. This will open up the case into **Case Results**. To enter results, click on the **Results** button on the middle toolbar.

3. It is important to examine any clinical history that might be pertinent to the case. There are 4 areas you can find information about your patient.

   a. **Clinical History component in Case Results** - While in Case Results, click on the **Clinical History** component on the left side of the screen. You will see any clinical history comments that either the OR, accessioner or grosser added to this particular case directly.

   b. **History Button in Case Results –** By clicking the **History** button, you will get a list of past AP cases for this patient. By selecting a case on the list to the left, the case information will display on the right side.

   c. **Case Summary** and **Current Case Info** button in **Case Results -** You can add buttons to your Case Results button bar: **Path History (default)** will show a summary of past results. **Current Case Info** that will show a cleaner summary of the case results. It is similar to using the 'Preview Case Report' button without the extra print letterhead sections. **Case Summary** shows the collection questions, list of specimens, and tasks. (See the **Pathologist/Resident Basic Guide** for instructions on how to add these buttons.)

   d. **Patient Chart –** Click the **Patient Chart** link (under the Inquiries column) on your Beaker AP Lab Dashboard. Type in the MRN for the patient in question and click the **Accept** button. This will give you access to the patient's complete chart. The **Encounters tab** will detail any events and notes that the patient has had. The **Lab tab** will list any blood or body fluid tests that have been run on this patient. The **Path tab** lists the AP cases that this patient has as well as the status of those cases (same as the **History** button in **Case Results**).

	Refer to the **Pathologist/Resident Basic Guide** for screenshots of these 4 activities.

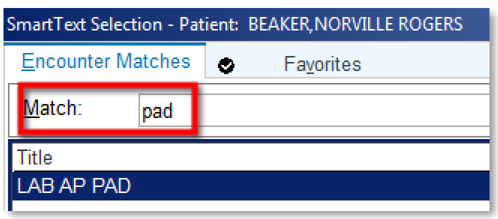
Preliminary Autopsy Diagnosis in Case Results:

4. The resident/fellow will review the case and start by typing up the Preliminary Autopsy Diagnosis in Case Results. Cases that need to be resulted or reviewed before signout appear on the **Outstanding List**.
    a. Make sure you are viewing the **Outstanding List – Autopsy** view. This view will show the cases for Autopsy. To change your view, click on the **Views** and selecting a view from the list.
    b. To enter results for a case, double-click the case in the list.

Refer to the **Pathologist/Resident Basic Guide** for more information about finding cases in the Outstanding List and working in Case Results.

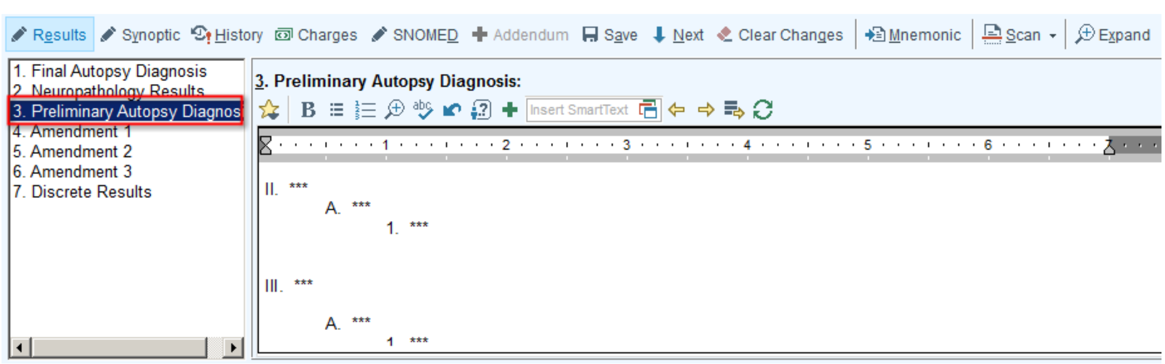
5. This will open up the case into **Case Results**. To enter results, click on the **Results** button on the middle toolbar.

6. Click on the **Preliminary Autopsy Diagnosis** component on the left side of the screen (near bottom of the list). This will allow you to enter text on the right for that component. To pull in the **Preliminary Autopsy Diagnosis** smartText, enter "**pad**" in the **Insert SmartText** field. Press **Enter**. This will bring up the SmartText Selection window. Choose "**LAB AP PAD**" and press the Accept button.



For more information on using SmartText phrases, refer to the **SmartTool Quick Guide.**

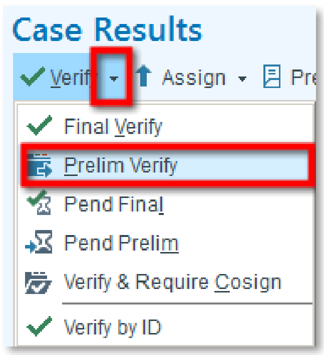
7. Fill out the **Preliminary Autopsy Diagnosis** by pressing **F2** to complete any SmartLists or wildcards (***). Make sure you either replace or delete all the wildcards (***) because it will not let you final verify the case if there are any that have not been removed.
    a. You can press **F3** to make the **Preliminary Autopsy Diagnosis** component window bigger. This allows you to use the Tab key to indent your text. When you use tab key outside of the F3 window, it will just tab you to the next component in the list.



8. When you are done adding results to the case, click the **Save** button on the middle toolbar. Check the case report to make sure everything looks correct. You can also click **Preview Case Report** on the activity toolbar to see a preview of what the printed report will look like.

9. The resident/fellow and the pathologist will go over the results in the Preliminary Autopsy Diagnosis. Both the resident/fellow and the staff pathologist will put their names on the bottom of the report.

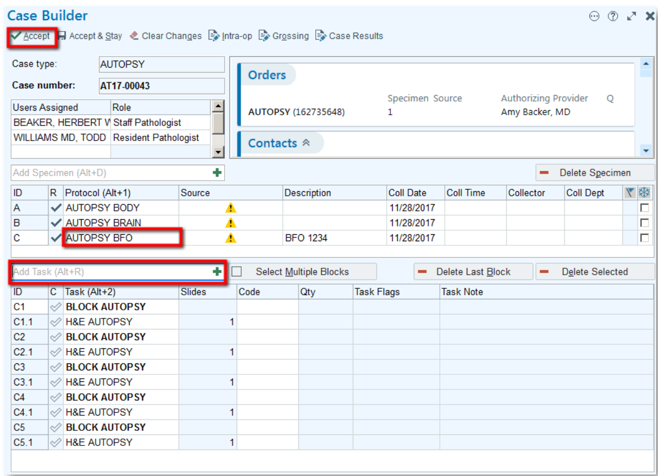
10. Once it is complete, the Pathologist can log into Beaker and will go into **Case Results** and send preliminary results about the case. While in **Case Results**, click the arrow next to the **Verify** button. Choose **Prelim Verify**.



11. This will bring you to the Verification Wizard window which will force you to scroll through the case for review. When you get to the bottom, the **Prelim Verify** button will be active and you can click on that button to prelim verify the case.

Request additional stains or tasks in Case Builder

1. After reviewing the case, you may want to request additional stains and tasks for a specimen. Additional requests can be made in the **Case Builder** activity.
   a. To quickly access **Case Builder** while you're entering results, click Actions button in the upper-right corner and select **Case Builder**.



Adding Tasks:

2. Select the specimen or block that needs additional stains or tasks.

3. **To add more tasks:** In the **Add Task** field, search for the task protocol you want to add. (Hint: 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. You can specify the quantity for a certain task by using the arrows next to the Task Protocols on the right.

4. When you are done, click **Accept** to save the case. This will add these tests and stains to the appropriate Case Prep Work List for the histotech to create the slides and stains.

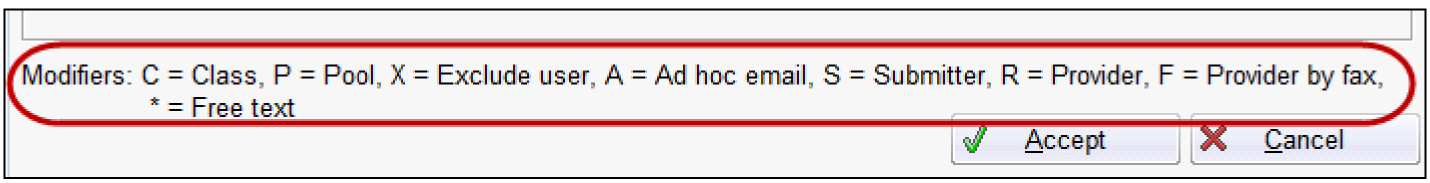
 Modified on 8/13/19

Copy a provider on the patient's results

Use the CC List window to specify result recipients for all of the orders associated with a specimen. You can specify individuals, or use the modifiers at the bottom of the window to include specific types of recipients, such as pools, classes, or submitters.

> Pools and classes are used to send messages to groups of people. A class message is just an individual message that is sent to the group. Each class member receives their own copy. A pool message is a single message that is shared by everyone in the group. Essentially, it is a task message. When a pool member acts on the message, it is marked as Done and is removed from the pool members' In Baskets.

1. In the **Case Builder** activity, click **CC Results** from the additional actions menu.
2. Define the list of recipients.
   - To enter a specific user, enter that person's name in the **CC Recipient** field.
   - To send results to a specific type of recipient, use the modifiers listed at the bottom of the window. Enter the recipient in the format <modifier><space><name>. For example, to send results to the Lab Supervisor Staff pool, enter "P Lab Supervisor Staff."
3. Click **Accept**. The recipients you entered receive an In Basket message with a copy of the results from that case.



Final Autopsy Diagnosis in Case Results:

1. The resident/fellow will review the case and start by typing up the Final Autopsy Diagnosis in Case Results. Cases that need to be resulted or reviewed before signout appear on the **Outstanding List**.

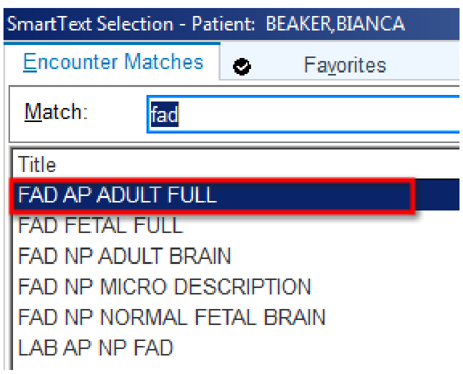
    a. Make sure you are viewing the **Outstanding List – Autopsy** view. This view will show the cases for Autopsy. To change your view, click on the **Views** and selecting a view from the list.

    b. To enter results for a case, double-click the case in the list.

Refer to the **Pathologist/Resident Basics Guide** for more information about finding cases in the Outstanding List and working in Case Results.

2. This will open up the case into **Case Results**. To enter results, click on the **Results** button on the middle toolbar.

3. Click on the **Final Autopsy Diagnosis** component on the left side of the screen (near bottom of the list). This will allow you to enter text on the right for that component. To pull in the **Final Autopsy Diagnosis** smartText, enter "**fad**" in the **Insert SmartText** field. Press **Enter**. This will bring up the SmartText Selection window. Choose the appropriate SmartText and press the Accept button.



For more information on using SmartText phrases, refer the **SmartTool Quick Guide.**

4. Fill out the Final Autopsy Diagnosis by pressing **F2** to complete any SmartLists or wildcards (***). Make sure you either replace or delete all the wildcards (***) because it will not let you final verify the case if there are any that have not been removed.

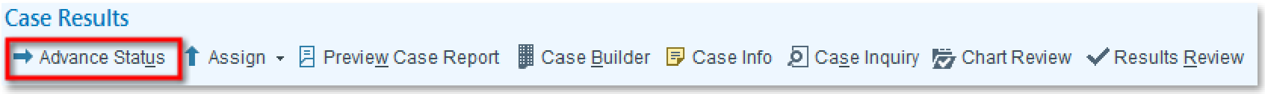
    a. You can press **F3** to make the **Preliminary Autopsy Diagnosis** component window bigger. This allows you to use the Tab key to indent your text. When you use tab key outside of the F3 window, it will just tab you to the next component in the list.

5. Double click on the *** where Pathology Resident is listed and use your **.name** Smartphrase to replace the wildcards. Do the same for the ***'s after Student Fellow and Staff Pathologist.

6. When you are done adding results to the case, click the **Save** button on the middle toolbar. Check every component in the case report to make sure everything looks correct. You can also click **Preview Case Report** on the activity toolbar to see a preview of what the printed report will look like.

7. When the resident/fellow is done with their part of reviewing the case, they should make sure that the resident/fellow and the Staff Pathologist roles are correct. Go to **Case Builder** and change the assignment if it is not correct. If there was a different resident/fellow who worked on the PAD vs. FAD, then both should be in the User Assigned fields. Assignments and the names in the PAD and FAD in the **Final Diagnosis** are two ways that resident/fellow involvement will be tracked.

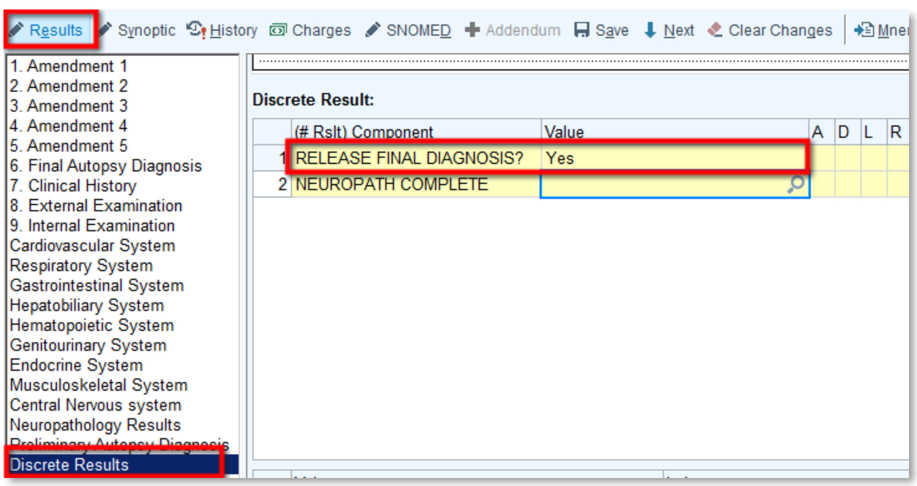
8. Lastly, the resident/fellow should advance the case to the "**Resident Review Complete**" status. While you are in Case Results, you can press the **Advance Status** button to change the status from **Gross Done** to **Resident Reviewed**.



9. The pathologist will go over the results in the Final Autopsy Diagnosis.

10. Once it is complete, the Pathologist log into Beaker and will go into **Case Results** and send final results about the case. **Before the case can be final verified, a value in the Discrete Results Component needs to be set to Yes.** In **Case Results**, click on the **Discrete Results** Component.

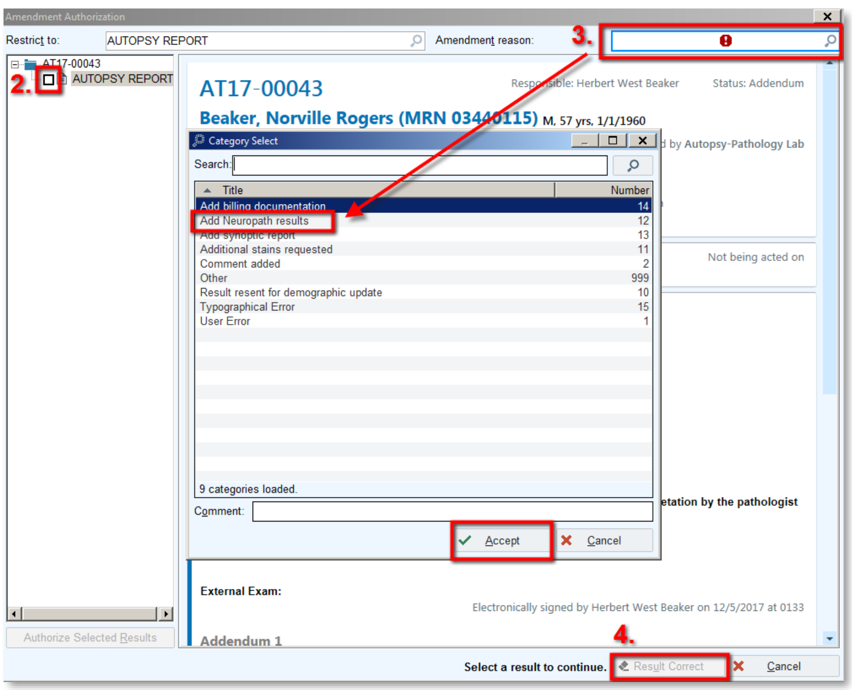
11. Type "**yes**" in the **RELEASE FINAL DIAGNOSIS**? Value field. Click the **Save** button.



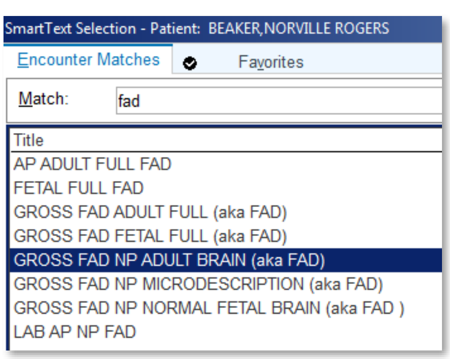
12. While in **Case Results**, click the **Verify** button. This will bring you to the **Verification Wizard** window which will force you to scroll through the case for review. When you get to the bottom, the **Final Verify** button will be active and you can click on that button to final verify the case.

Amending the case to add Neuropathology results:

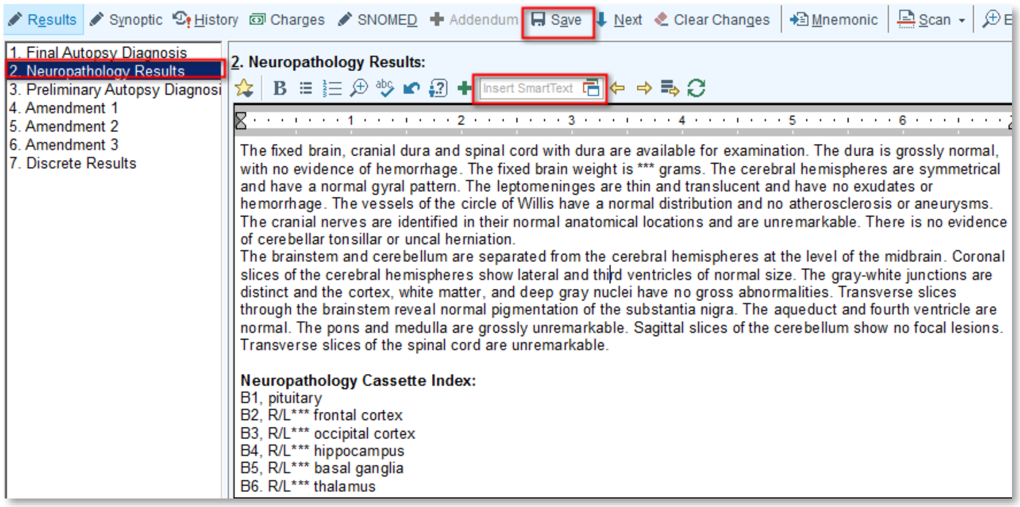
1. Open the case in **Case Results** and click **Amendment** on the Actions menu.
2. Select the **check box** for the case in the left pane of the Amendment Authorization window.
3. Enter the reason for amending the case results. In this case, pick "**Add Neuropath Results**".
4. Review the information in the **Amendment Authorization** window and click **Result Correct** to authorize the amendment.



5. In the **Case Results** activity, click **Results** button and choose the Neuropathology Results
6. Click on the **Neuropathy Results** component on the left side of the screen. This will allow you to enter text on the right for that component.
7. To pull in the appropriate Neuropath smartText, enter "**fad**" in the **Insert SmartText** field. Press **Enter**. This will bring up the SmartText Selection window. Choose the appropriate SmartText and press the **Accept** button.

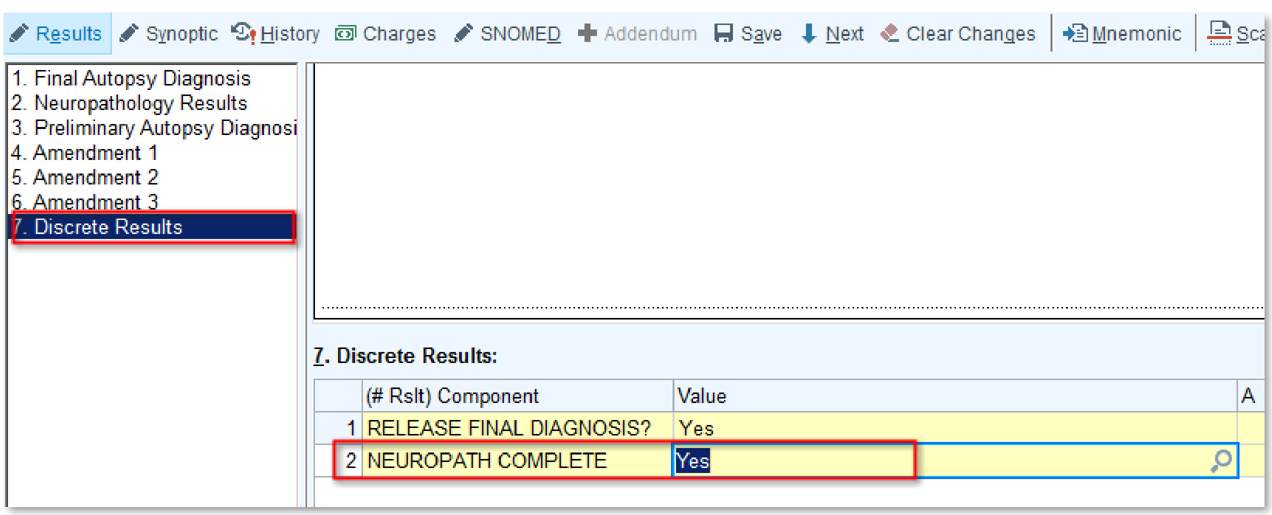


8. Fill out the appropriate SmartText by pressing **F2** to complete any SmartLists or wildcards (***). Make sure you either replace or delete all the wildcards (***) because it will not let you final verify the case if there are any that have not been removed.



9. When you are done adding results to the case, click the **Save** button on the middle toolbar. Check the case report to make sure everything looks correct. You can also click **Preview Case Report** on the activity toolbar to see a preview of what the printed report will look like.

10. Before you can close out the amendment, click on the **Discrete Results** component on the left side. Type "**yes**" in the NEUROPATH COMPLETE field.



11. When the Amendment has been completed, click the **Verify** button. This will bring you to the **Verification Wizard** window which will force you to scroll through the case for review. When you get to the bottom, the **Final Verify** button will be active and you can click on that button to final verify the case.

Edit a Signed Out Case:

Addenda and amendments

There are two ways to make changes to a signed out case. Which you choose depends on the type of edits you're making:

- Addendum - use to add information to a case
- Amendment - use to change the results of a case

Document an addendum

1. Open the case in Case Results and click **Addendum** on the middle toolbar.
2. Review the information in the Addendum Authorization window and click **Addendum** to authorize the addendum.
3. Select an appropriate addendum title and enter your additional findings.
4. Final verify the case with the addendum.

Document an amendment

1. Open the case in Case Results and click **Amendment** in the Actions menu.
2. Select the check box for the case in the left pane of the Amendment Authorization window.
3. **IMPORTANT: Make sure to select a reason for the amendment!**
4. Click **Result Correct**.
5. In the Case Results activity, click **Results** and correct the necessary information.
6. When you are done, final verify the case.

	Unlike an addendum, which is appended to the existing case report, an amendment is an edit to the existing case report. This means clinicians see the amended report, but can also review the original report in Case Inquiry to see which results were changed.