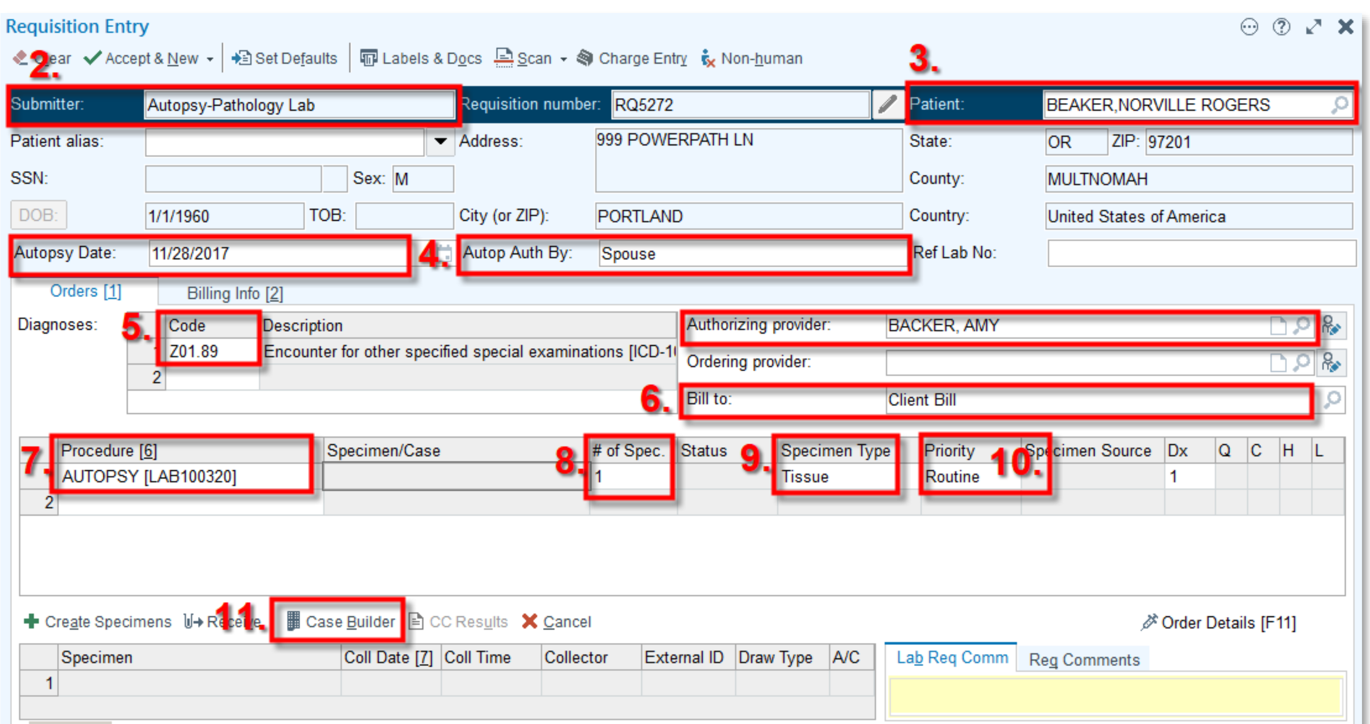
Surg Path: Autopsy Beaker AP Guide:

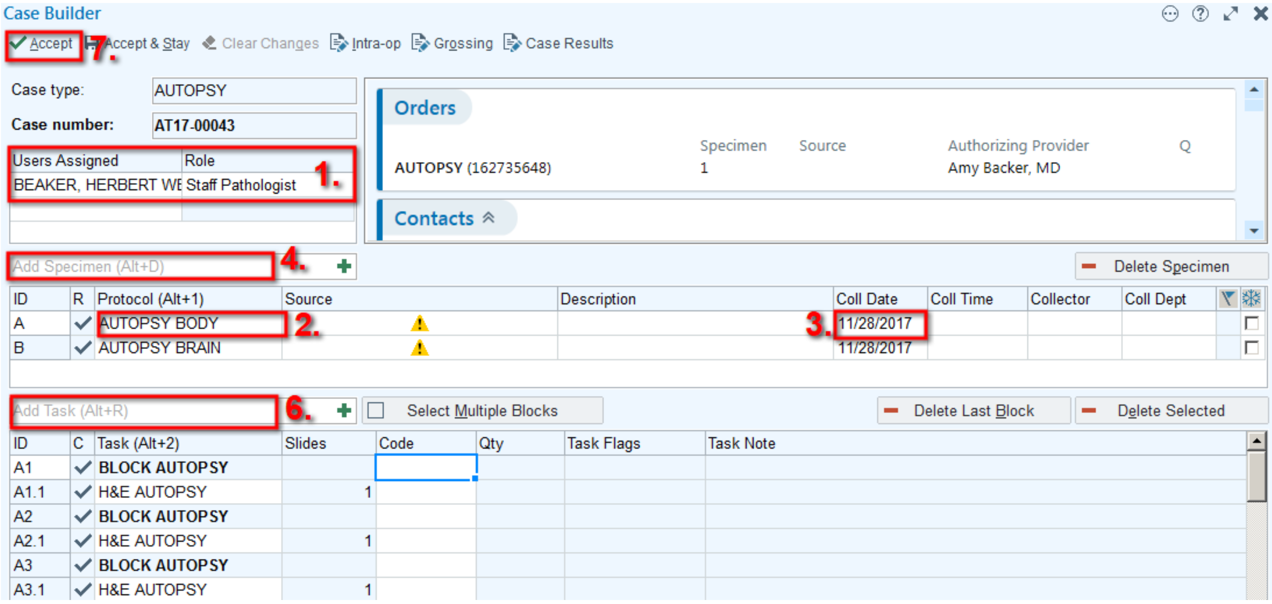
Accessioning an Autopsy in Requisition Entry:

1. Click on the **Requisition Entry** link on your Beaker AP Dashboard or use the Search function at the left top of screen to search for **Requisition Entry**.
2. In the Submitter field, type in "**Autopsy-Pathology Lab**".
3. Search for the **Patient's** name, with the format "Lastname, Firstname."
4. Enter the **Autopsy Date:** and **Autop Auth By:** fields.
5. Enter the initial diagnosis **Code** to Z01.89 and fill out the **Authorizing Provider** field. Note: If this is for an Autopsy BFO, put in Woltjer, Randall as the Authorizing Provider.
6. In the **Bill To:** field, choose **Client Bill. (In POC and for training, pick "Patient Bill")**
7. In the **Procedure** field, choose **"AUTOPSY [LAB100320]"**
8. Type "**1**" in the **# of Spec.** field.
9. Type "**Tissue**" in the **Specimen Type** field.
10. Choose "**Routine**" in the **Priority** field.



11. When the form is filled out, click **Case Builder** 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 for the Staff Pathologist role, Resident and the Fellow Pathologist role.

Adding Specimens:

2. In the **Protocol** field of Case Builder of ID “A”, type in “**Autopsy**”. It will give you 3 choices. Choose the appropriate choice.

3. Complete the collection information in the fields to the right. Enter the **Collection Date** and **Collection Time** if known.

    a. NOTE: If this is an **Autopsy BFO**, then enter the **BFO number** in the **Description** field.

4. **Multiple Specimens:** If you need to add another specimen to the case, click in the **Add Specimen** field again and choose the appropriate protocol. Ex. “AUTOPSY BRAIN” It will add another row to the specimen list. Enter the **Collection Date** and **Collection Time** if known.

5. 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 name and the tasks associated with that specific specimen will show in the table below.

Adding Tasks:

6. **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. (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.

> **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**

7. When you are done, click **Accept** to accession the case.

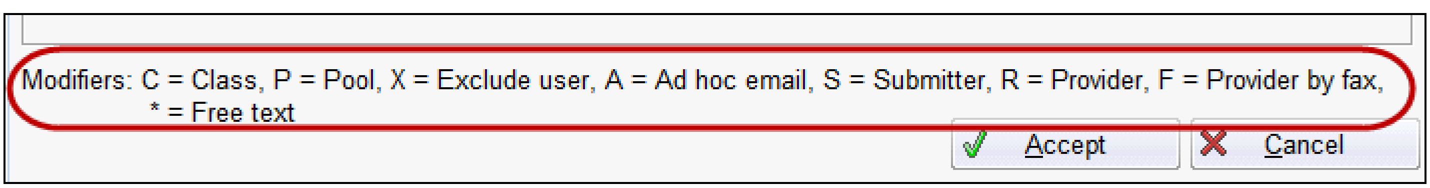
8. **NOTE! You still need to accept the requisition after you accession the case in Case Builder!**
   At the **Requisition Entry** screen, if you have additional requisitions to enter, click **Accept & New** to move to the next requisition. Otherwise, click the arrow next to **Accept & New** and select **Accept** to save your work and close Requisition Entry.

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.

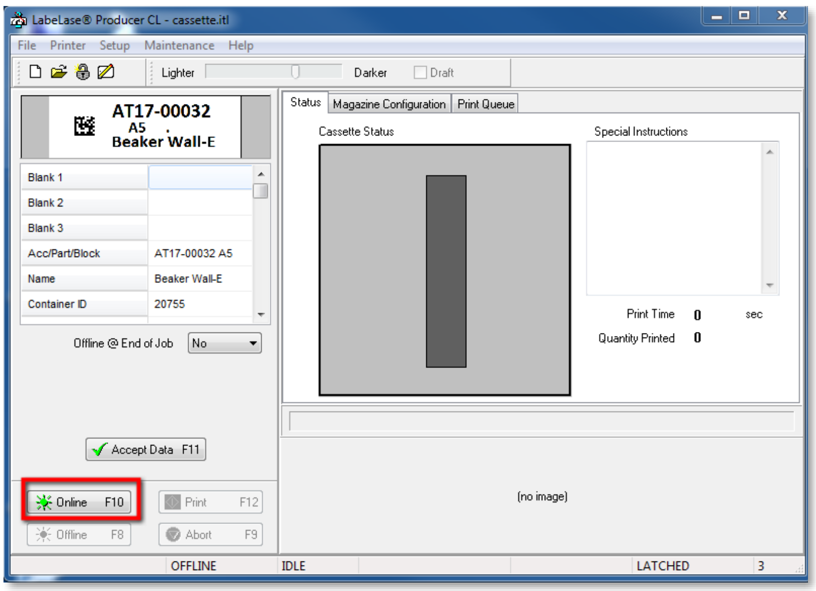


Confirming Embedding Tasks: Case Prep Work List:

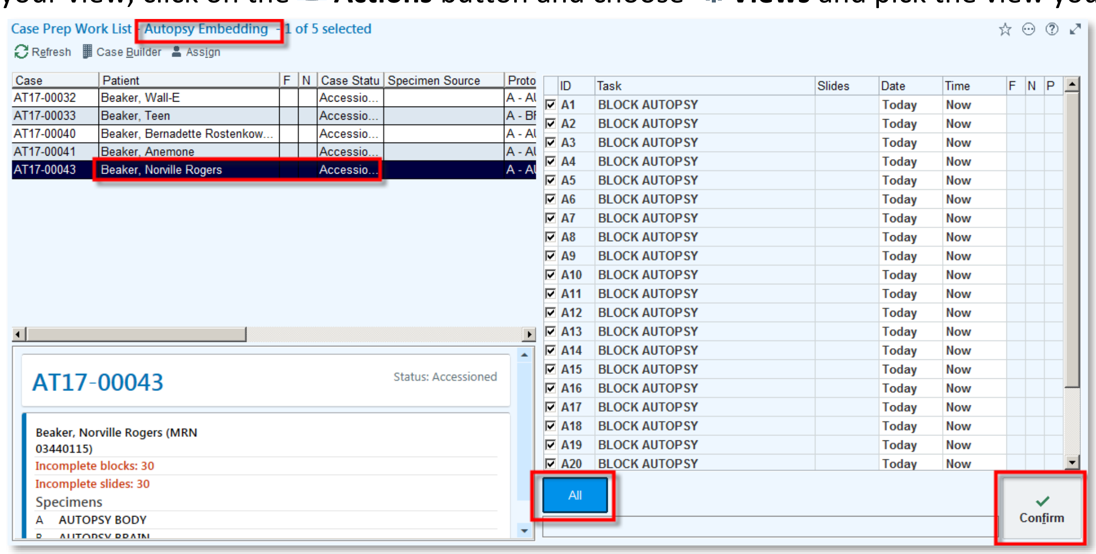
The Autopsy Assistant will use the Case Prep Work List to track which specimens have been embedded and print the cassettes.

1. Click on the **Labelase Producer Cl** icon on the desktop of the workstation.

2. Press the **Online** button in the Labelase software.



3. Log into Beaker. Click the tab to open the **Case Prep Work List**. You can also find a link to it from your Beaker AP Lab Dashboard. Make sure you are viewing the **Autopsy Embedding** view. To change your view, click on the **Actions** button and choose **Views** and pick the view you want.



4. In the **Case Prep Work List** window, you can select a case from the list. You can also hold down the CTRL key and click on multiple cases to select more than one case.

5. If you want to confirm all the block for the selected case(s), click the **All** button on the bottom, or click on individual Task ID check boxes. Click the ✔ **Confirm** button. This will confirm all the tasks what were selected and it will print out the labeled cassettes.

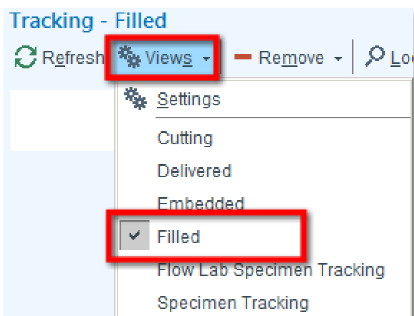
6. If all the tasks for a case are confirmed, then the case will drop off the **Case Prep Work List.**

Tracking Filled Tasks using the Tracking Activity:

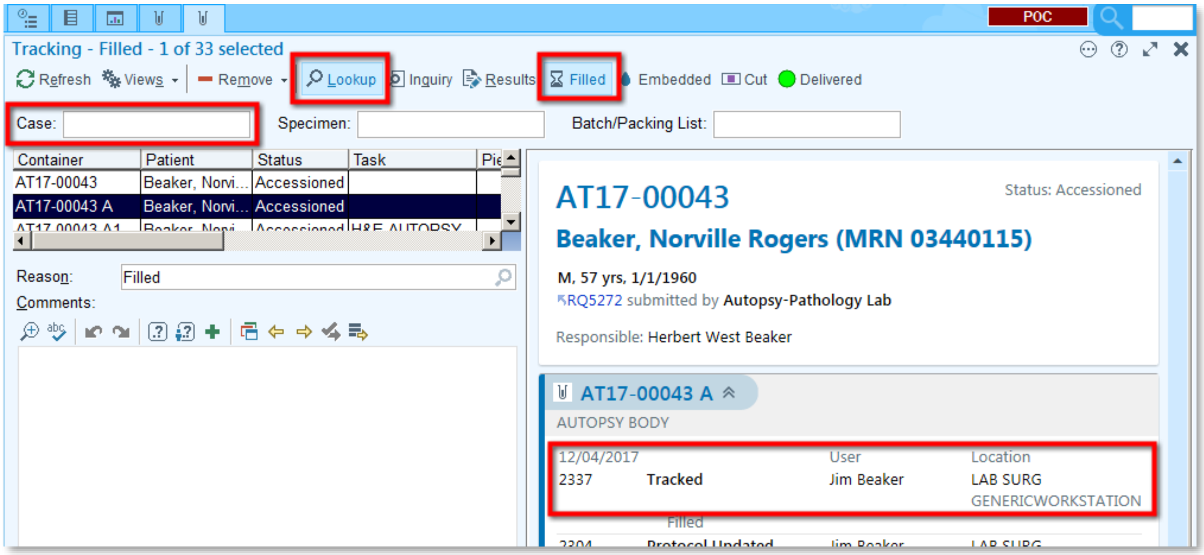
The resident will fill the cassettes and will use the **Tracking** Activity to track that they have been completed.

1. To track which cassettes have been filled, open the **Tracking** activity by clicking on the **Actions** button at the top right of the window and choose **Tracking.** You can also find a link to the **Tracking** activity from your Beaker AP Lab Dashboard.

2. Make sure you are viewing the **Filled** view. To change your view, click on the **Views button** and pick the view you want.



3. Click the **Lookup** button on the toolbar. The **Case**, **Specimen** and **Batch/Packing List** fields will appear.
4. Click in the **Case** field.
5. Scan the cassettes with a barcode scanner. The reason is automatically tracked and appears in the report on the right.



At this point, the H&E slides would be created in Surg Path by a histotech. The histotech would go into the **Case Prep Work List** and look at the **Autopsy Routine** view. They would confirm the H&E slide tasks, and print labeled slides on the slidemate printer.

For more information about this step, see the **Surg Path: Histotech Quick Guide.**