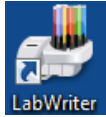


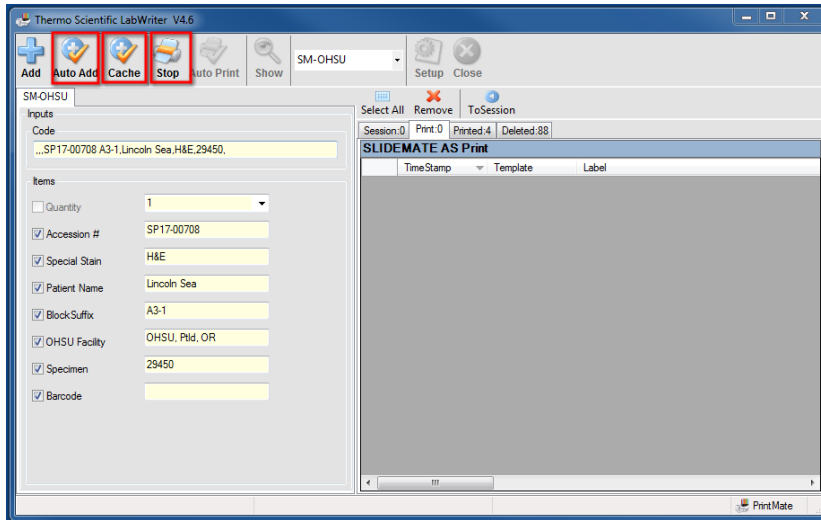
# IHC Beaker AP Guide:

## Cutting and Slide Label Printing:

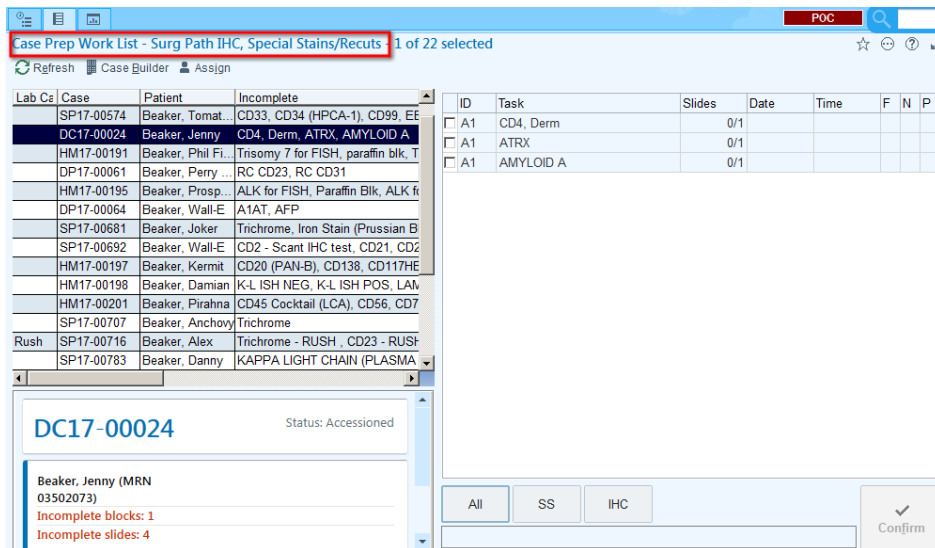
1. On a workstation that is connected to a Slidemate printer, click the **Labwriter** icon on the desktop.



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.

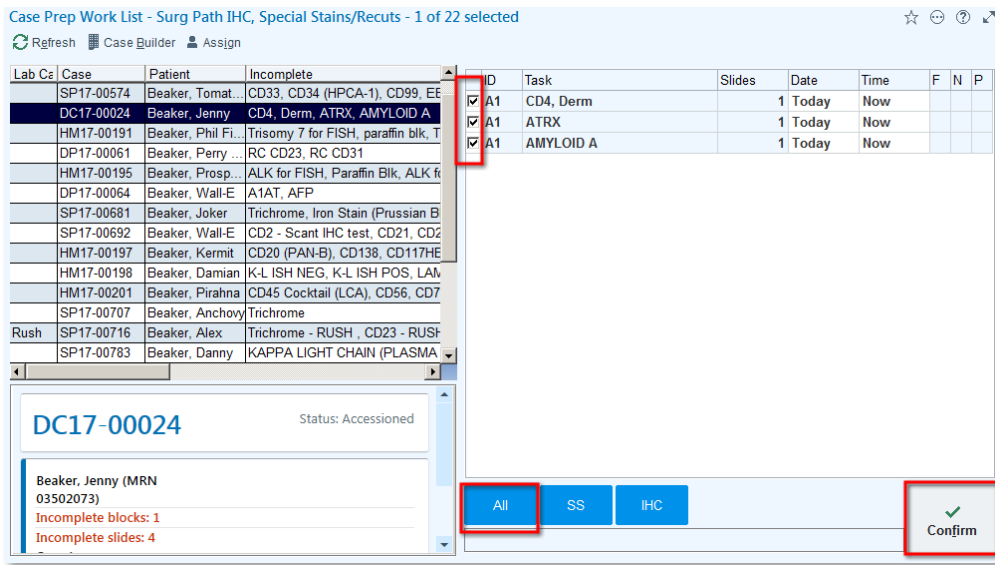


3. Login to Beaker, and click the **Case Prep Work List** tab. You can also find a link to it from your Beaker AP Lab Dashboard. Make sure you are viewing the **Surg Path IHC, Special Stains/Recuts** view. To change your view, click on the **Actions** button and choose **Views** and pick the view you want.



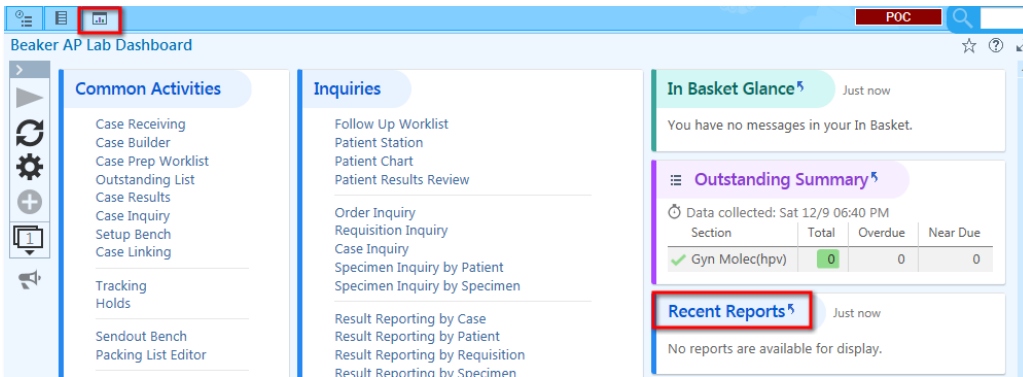
4. Select a patient's case automatically by scanning the cassette barcode, which will automatically select tasks associated with block, or by manually selecting the case number and then selecting the individual

tasks. You can also click the “All” button to select all the tasks listed. Once all tasks are selected, press the “**Confirm**” button located on the bottom right corner of the screen to print slides.

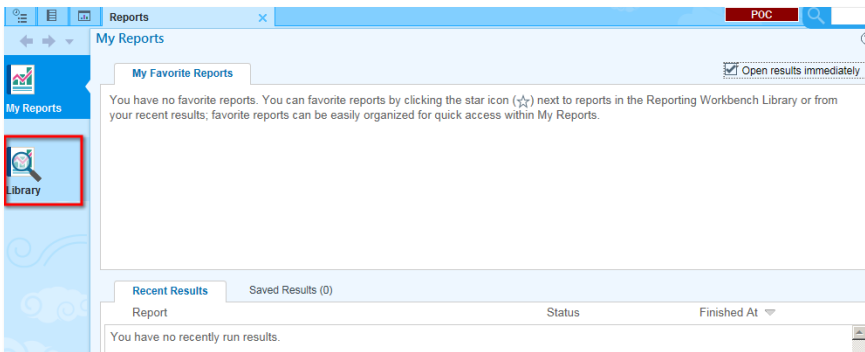


## Reporting Workbench Report:

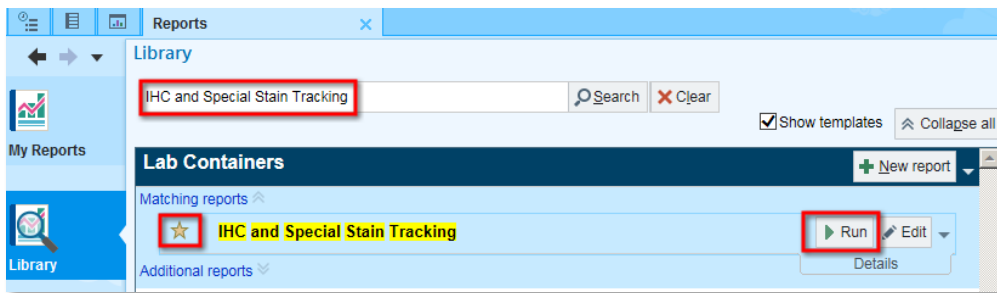
1. From the Beaker Dashboard, click on “Recent Reports”.




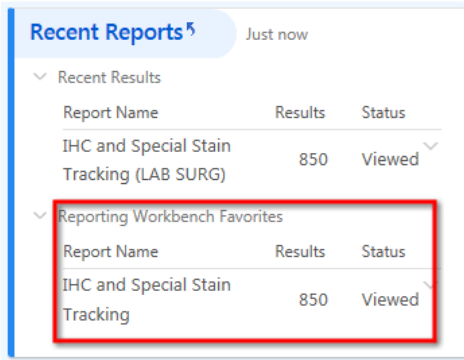
2. Click on the “Library” icon, which is located on the left side of the screen.



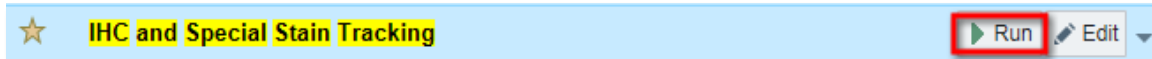
- In the search box, type “IHC and Special Stain Tracking”, then hit the Search button.



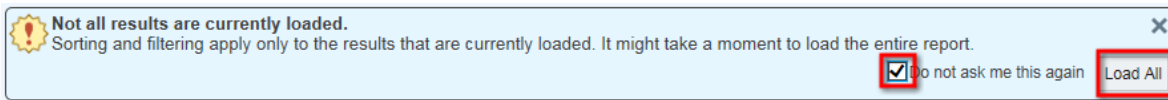
- The IHC and Special Stain Tracking report will be displayed. Favorite the report by selecting the  **Star** button located to the left of the report. By designating this report as a Favorite, the report will display on the Beaker Dashboard under **Recent Reports**.



- Run the workbench report by clicking “Run”.



- If you get the following error when running the report, check off the **Do not ask me again** checkbox and click the **Load All** button.



- The IHC and Special Stain Tracking Report will show all pending orders.

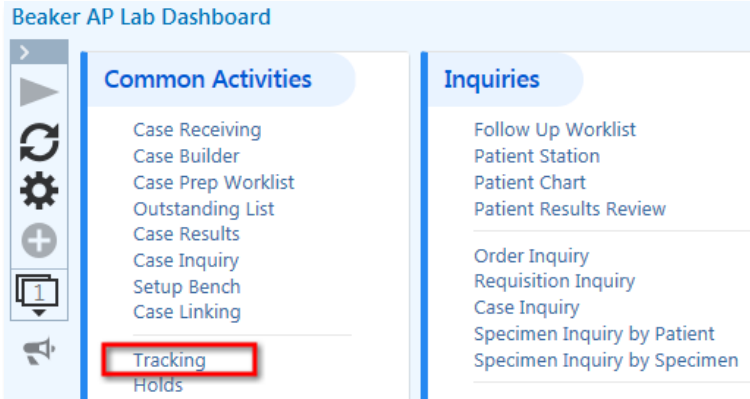
IHC and Special Stain Tracking [3265199] as of Sat 12/9/2017 6:57 PM

Filters Options Re-run Report Tracking

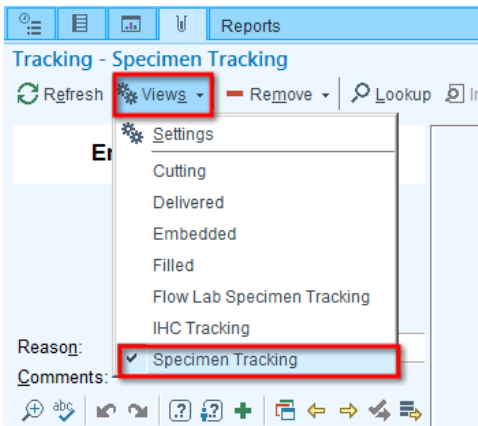
Container	Task	Patient/MRN	Slide Ordered Instant	Ordering User	In Proc
AT17-00037 A1-2	APP	Beaker, Jellyfish (03427239)	11/14/2017 02:52 PM	Susan Woods	✓
AT17-00037 A1-3	NFL	Beaker, Jellyfish (03427239)	11/14/2017 02:52 PM	Susan Woods	✓
AT17-00037 A13-2	APP	Beaker, Jellyfish (03427239)	11/14/2017 02:52 PM	Susan Woods	✓
AT17-00037 A13-3	NFL	Beaker, Jellyfish (03427239)	11/14/2017 02:52 PM	Susan Woods	✓
AT17-00037 A6-2	APP	Beaker, Jellyfish (03427239)	11/14/2017 02:52 PM	Susan Woods	✓
AT17-00037 A6-3	NFL	Beaker, Jellyfish (03427239)	11/14/2017 02:52 PM	Susan Woods	✓
DC17-00011 A1-2	ATRX	Beaker, Waylon Smithers (035...	10/17/2017 03:21 PM	Jonathon Hetts Susan Woods	✓
DC17-00011 A1-3	AMYLOIDA	Beaker, Waylon Smithers (035...	11/22/2017 11:34 AM	Susan Woods	✓
DC17-00024 A1-4	ATRX	Beaker, Jenny (03502073)	11/22/2017 10:31 AM	Susan Woods	✓
DC17-00024 A1-5	AMYLOIDA	Beaker, Jenny (03502073)	11/22/2017 10:31 AM	Susan Woods	✓
FN17-00062 A1-10	CD22	Beaker, Wam (03440798)	12/01/2017 01:41 PM	Nina Byelyakova	✓
FN17-00062 A1-8	A1AT	Beaker, Wam (03440798)	12/01/2017 01:41 PM	Nina Byelyakova	✓

# Delivering Slides and Tracking:

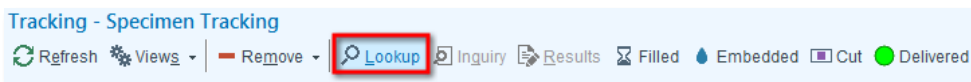
1. From the Beaker Dashboard, click **“Tracking”** link located under Common Activities.



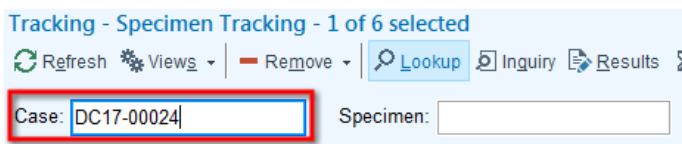
2. From the **Tracking** screen, click the **“Views”** button and select **“IHC Tracking”** from the drop down list.



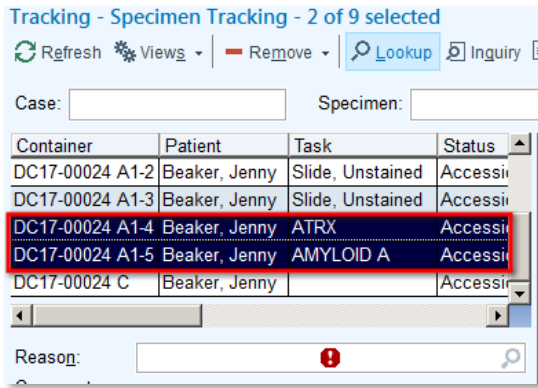
3. Click the **“Lookup”** button.



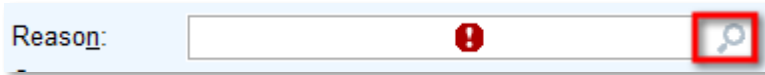
4. **Manually enter case number** into **“Case:”** field and press **Enter**.



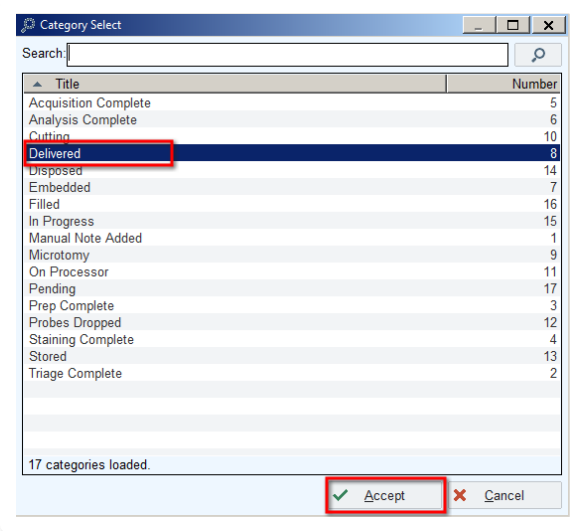
- All orders from case will appear. Manually select tasks to be delivered to pathologist. Multiple tasks can be selected at one time by holding down the Shift or Ctrl buttons.



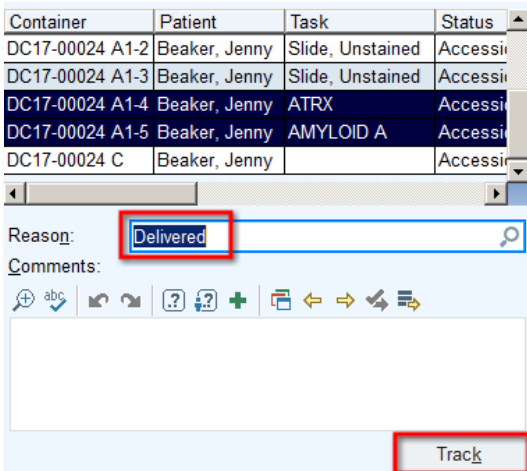
- Once all tasks are selected, click on the **magnifying glass icon** in the **Reason** field.



- Select **“Delivered”** from the menu and press the **“Accept”** button.



- Click the **“Track”** button. Selected orders will disappear from tracking list.



# Sending Slides to KDL:

1. From the Beaker Dashboard, click “Case Results”.
2. Scan the barcode or manually enter the case number and click the “Accept” button.
3. Click “Results” which is located on the left side above the bottom pane.



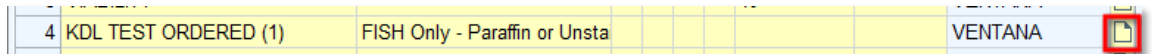
4. Click “Discrete Results”.
5. Click in the Value field for one of the KDL Test Ordered.

Discrete Result:										
	(# Rslt) Component	Value	A	D	L	R	Units	Ref. Ra...	Method	C
1	FRESH CELL COUNT						K/ul		VENTANA	
2	SPECIMEN VOLUME						ml		VENTANA	
3	VIABILITY						%		VENTANA	
4	KDL TEST ORDERED (1)	<input type="text"/>							VENTANA	
5	KDL TEST ORDERED (2)								VENTANA	
6	KDL TEST ORDERED (3)								VENTANA	
7	KDL TEST ORDERED (4)								VENTANA	
8	KDL TEST ORDERED (5)								VENTANA	

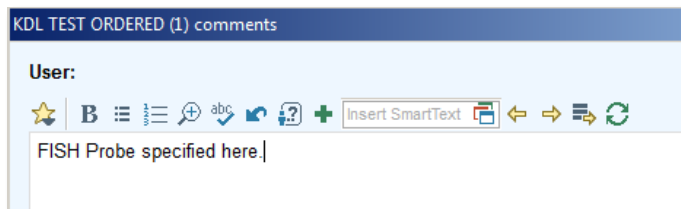
6. Click the Magnifying Glass to the right side of the field.
  - a. All molecular tests will be listed. Select the test that corresponds to the task. **Make sure you are ordering the correct test for the specimen type. Tests for blood or BM will NOT reflex for tissue samples.** Click “Accept”.
  - b. For FISH probes, select **FISH Only- Paraffin or Unstained Slides**. Click “Accept”.



- i. After selecting the FISH Only-Paraffin or Unstained Slides and Accepting, click into the comment column to the far right.



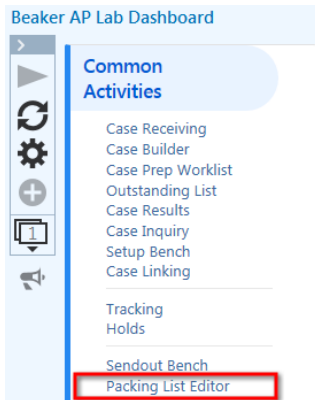
- ii. Enter the corresponding FISH probe. Click “Accept”.



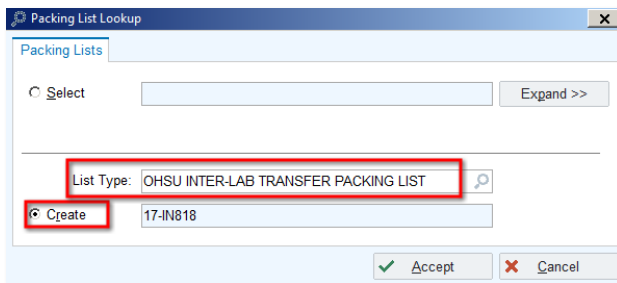
7. Click the “Save” button on the middle toolbar. If the reflex occurs, the following screen will appear. **If the specimen was not created and received or you do not see this message then accession discrepancies need to be resolved.**



8. Click "OK". At this point labels will print, which should be placed on the slide mailer.
9. From the Beaker Dashboard, click "**Packing List Editor**".

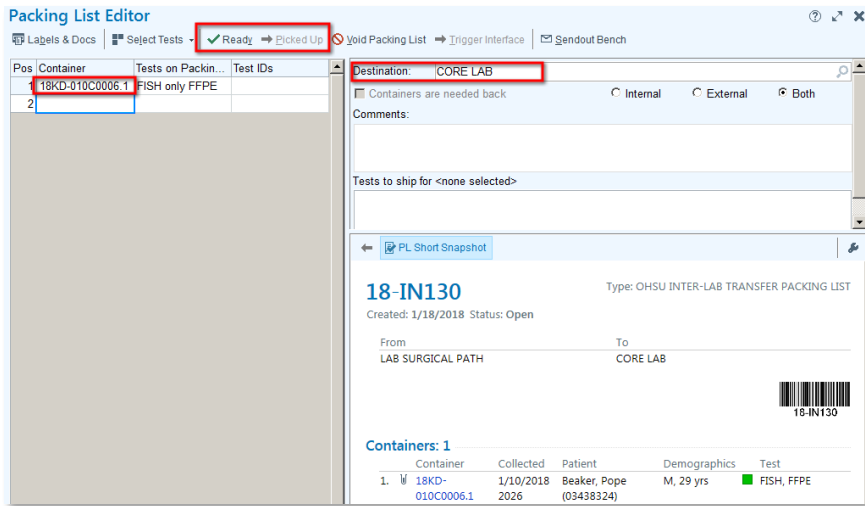


10. The Packing List Lookup will display. Click "**Create**" and then "**Accept**". The List Type will automatically populate as "OHSU INTER-LAB TRANSFER PACKING LIST".



11. Click into the **Container** field and scan the label that printed when entering the reflex.
  - a. If a label did not print or cannot be scanned.
    - i. Manually enter the KDL accession number into the container field.
12. Click into the **Destination** field and select the Magnifying Glass to the far right.

13. In the Record Select menu, select “Core Lab”. Click “Accept”.




14. Click the “Ready” button.

15. Click the “Picked Up” button. Send slides to Core Lab for distribution to KDL accessioning.



# Receiving Slides From KDL for IHC testing

1. When you physically receive the slides, go into **Case Receiving** on your Beaker AP Lab Dashboard and click on the **Expected** button.
2. Find the TO case number that corresponds to the specimens you received on the Expected list and select all the slides/blocks that correspond to that case number. (Use CTRL and SHIFT to select multiple rows). (If they sent a printed copy of the packing list, you can also scan the barcode to receive them automatically.)
3. Click on the **Receive** button.
4. Go into **Case Builder**, and enter the TO case number to open up the **Tech Only** case.
5. Enter the material that was received.
  - a. If a block is received:
    - i. Click into the Placeholder Block field and click the Magnifying Glass. Select “Block Outside” and Accept.
    - ii. Click “Accept and Stay”.
    - iii. If the appropriate tasks are missing, then add the requested task by clicking the Green Plus Sign in the Add Task Field. Select appropriate tasks and click “Accept”.
    - iv. Click “Accept” in Task Builder, which will close out the case.
  - b. If slides are received:
    - i. KDL should have ordered the appropriate tasks when they created the TO case number.  
If the appropriate tasks have not already been added:
      1. Click onto the Green Plus Sign in the Add Task Field.
      2. In the Task Protocol search field, type Slide.
      3. Select “Slide Unstained Outside” and enter in the received quantity.
      4. Click “Accept”.
      5. Click “Accept” in Task Builder, which will close out the case.
      6. Open the Case Prep Work List. (Must be done at a computer not linked to a SlideMate Printer, otherwise labwriter needs to be stopped before slides are confirmed and the slide data cleared after slides are confirmed).
      7. Click on Views and select “Tech Only IHC, Special Stains/Recuts”.
      8. Confirm the unstained slides.
      9. Open Case Builder and re-enter the technical only accession number.
      10. Click into the “Slide Unstained Outside” task.
      11. Click on the Magnifying Glass.
      12. Change the Unstained task to the corresponding IHC task by typing into the search field.
      13. Select Accept.
      14. Repeat as necessary.
      15. Once complete, click on Accept in Case Builder.
6. When technical work is ready to be performed, click on the  tab to open the **Case Prep Work List**. You can also find a link to it from your Beaker AP Lab Dashboard. (Must be done at a computer not

linked to a SlideMate Printer, otherwise labwriter needs to be stopped before slides are confirmed and the slide data cleared after slides are confirmed). Make sure you are viewing the **Tech Only IHC, Special Stains/Recuts** view. To change your view, click on the **Actions** button and choose **Views** and pick the view you want.

7. Find the TO case, and confirm the tasks that correspond to this case.

Case Prep Work List - Surg Path IHC, Special Stains/Recuts - 1 of 41 selected

Case	Patient	Incomplete	ID	Task	Slides	Date	Time	F	N	P
DP18-00011	Beaker, Agnes	CD30, CD30, Derm	<input checked="" type="checkbox"/>	1 MLH1	1	Today	Now			
SP18-00045	Transplant Tes...	ER (SP1), PR (1E2), HER2 (4B5), RC H&E	<input checked="" type="checkbox"/>	1 MSH2	1	Today	Now			
CO18-00012	Beaker, Pope	CKIT AML, Paraffin Block, CKIT AML, Paraffin Block,	<input checked="" type="checkbox"/>	1 MSH6	1	Today	Now			
TO18-00006	Beaker, Chip	UBIQUITIN, UBIQUITIN	<input checked="" type="checkbox"/>	1 PMS2	1	Today	Now			
SP18-00052	Radiant, Cathy	IDH1 & IDH2, paraffin block, IDH1 & IDH2, paraffin blo								
SP18-00054	Transplant Tes...	19q13 for FISH, Oligodendroglioma, Paraffin Block, 19								
SP18-00068	Munoz, Kathleen	ACTH, HGH, PROLACTIN, KI67, SSTR2A, P53, CK C								
TO18-00008	Beaker, Keenan	AR, MLH1, MSH2, MSH6, PMS2								
SP18-00086	Arctic, Ocean	SYNAPTOPHYSIN								
SP18-00090	Beaker, Yam	CD34 (HPCA-1), CD34 (HPCA-1)								
SP18-00097	Beaker, Thomas	Slide, Unstained, Slide, Unstained, Slide, Unstained								
TO18-00012	Beaker, Thomas	MLH1, MSH2, MSH6, PMS2								

SP18-00096 Previous Next

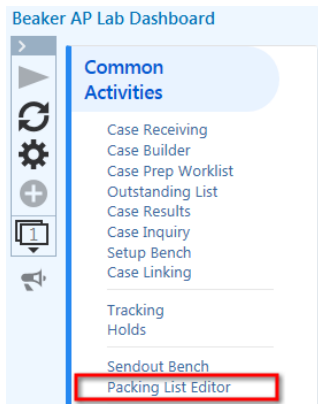
**TO18-00012**  
 Responsible: Unassigned Status: Accessioned  
 Beaker, Thomas (MBN 02427125)

All IHC **Confirm**

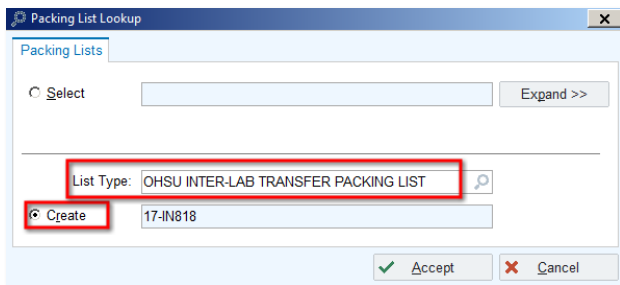
8. Follow Routine IHC Workflow.

# Returning Slides to KDL

1. From the Beaker Dashboard, click “**Packing List Editor**”.



2. The Packing List Lookup will display. Click “**Create**” and then “**Accept**”. The List Type will automatically populate as “OHSU INTER-LAB TRANSFER PACKING LIST”.



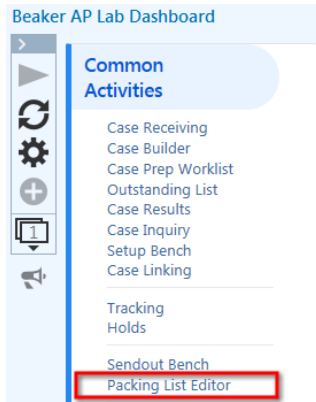
3. In an open Container field, type in the Technical Only Accession number and press Enter.
4. In the destination field, select CORE LAB.
5. Uncheck the Containers are needed back field.
6. Click Ready.
7. Click Picked Up. At this point, labels will have printed that can be used to label the slide mailer.
8. Send material to Core Lab.

# Receiving Material from Derm and Casey Eye

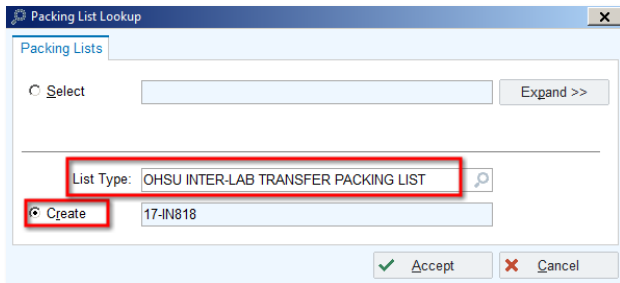
1. When you physically receive the slides, go into **Case Receiving** on your Beaker AP Lab Dashboard and click on the **Expected** button.
2. Find the case number that corresponds to the specimens you received on the Expected list and select all the slides/blocks that correspond to that case number. Use CTRL and SHIFT to select multiple rows. (If they sent a printed copy of the packing list, you can also scan the barcode to receive them automatically.)
3. Click on the **Receive** button.
4. Click on **Surg Path IHC, Special Stains/Recuts Case Prep Work List**. All tasks should be present.
5. Follow Routine IHC Workflow.

# Sending Material To Derm and Casey Eye

1. From the Beaker Dashboard, click **"Packing List Editor"**.



2. The Packing List Lookup will display. Click **"Create"** and then **"Accept"**. The List Type will automatically populate as **"OHSU INTER-LAB TRANSFER PACKING LIST"**.



3. Type the specimen into the Container field (Note: Do not enter just block or slide number).
4. Select the corresponding Destination (ei. Dermatopathology, CEI, so on).
5. Uncheck Containers are needed back.
6. Click Ready.
7. Click Picked Up.
8. Deliver slides to corresponding lab.

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