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|  | | **Accessioning Bone Marrows**  **in Co Path** | **Dept:** | 324317 |
| **Dept Name** | Central Processing |
| **Effective Date:** |  |
| **Revised Date:** |  |
| **Name & Title**: CLIA Laboratory Medical Director | | | **Contact:** | Julie H Simmons |
| **Signature:** |  | | **Approved Date:** |  |

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**I. General Procedure Statement:**

**A.** **Purpose:** To outline the steps need to accession a Bone Marrow in CoPath.

**B.** **Responsible Department/Scope:**

i. Procedure owner/Implementer: Julie H. Simmons/Gregory Pomper

ii. Procedure prepared by: Julie H. Simmons

iii. Who performs procedure: Department staff/management

**C. Definitions:**

Co Path – Cerner computer system used in Anatomic Pathology

Part types:

Bone marrow biopsy

Bone marrow biopsy left

Bone marrow biopsy right

Bone marrow clot

Bone marrow clot left

Bone marrow clot right

Bone marrow smear

Peripheral blood smears

**D. Sections**: NA

**E. Protocols:**

1. Bone Marrow tech will assist in collecting the bone marrow sample, complete the summary form of material collected and bring samples and forms to Hematology.
2. The samples will be held in the Bone Marrow lab.
3. Hematology will bring the completed Bone Marrow Collection Summary Checklist so that the specimen can be accessioned.
4. Tests that need to be ordered in CoPath.
5. Patient demographic information and physician information.
6. Client services will enter the part types according to the information provided on the summary sheet.
7. The selected part types in CoPath MUST be ordered in the exact order on the checklist.

Do NOT order anything not checked.

1. Client Services will make and retain a copy of the checklist.
2. Labels will print out in Bone Marrow lab.
3. Bone Marrow tech will label specimens and then track them into the system.
4. If the specimen is accessioned incorrectly in CoPath AND saved – notify Bone Marrow lab immediately so that they do not use the incorrect labels. If it has NOT been saved, then can ‘X’ out and start over.

**2. Procedure:**

Chemical Risk Assessment: none

Biological Risk Assessment: none

Protective Equipment: none

Supplies: N/A

Reagents: N/A

Equipment: N/A

Specimen Requirements: N/A

| **STEPS** | **INSTRUCTIONS** | **CHANGE/**  **APPROVAL** |
| --- | --- | --- |
| **1.0** | **Log into CoPath by entering User ID and Password.**     * 1. Program opens to screen below (icons visible will vary based on user   permissions.) |  |
| **2.0** | **Click on File>Browse items to display items alphabetically.** |  |
| **3.0** | **Double click on the New Specimen link.**    **NOTE: You can also** **highlight and click Specimens in the Browse items area. This will result in the Select specimen screen to open.** |  |
| 4.0 | **Type in patient information and click search when New Specimen opens.**  4.1 You can use patient Name or MRN. MRN is preferred.  4.2 Patient information should appear.  4.3 Select correct patient if multiple.  4.4 Click OK. |  |
| 5.0 | **Verify Patient information and encounter.**  5.1 Review Order Entry Number.   |  |  |  | | --- | --- | --- | | **If Order Entry # Is:** | **Then** | **Comments** | | **GRAY** | **No order is available** | Leave it blank and a lab generated order will be created. | | **WHITE** | **Multiple Orders available** | Click …. To review available orders that have interfaced from WakeOne. | | **Populated with number** | **Only order available** | Leave the order in place but look for this message at the end.. It may be an incorrect order type for this specimen class so you will have to go back and remove this order number. | |  |
| 6.0 | **Enter Specimen Class: RBM and tab.**  **a. This stands for Routine Bone Marrow.**  **b. Patient information should appear**.  6.1 The specimen CO Path Case number automatically populates the next number.  6.2 Click OK. |  |
| 7.0 | **Click OK. If correct patient, encounter number.**  7.1 Displays Accession Entry/Edit screen.  7.2 Select Parts/Copy To tab. |  |
| 8.0 | **Click … to display Part Types.** |  |
| 9.0 | **Enter in the Part Types in the EXACT order listed on the Bone Marrow Collection Summary Checklist. Do NOT order anything not checked.**  9.1 Highlight and click OK for each Part Type. |  |
| 10.0 | **Part types will fill in as they are added.** |  |
| 11.0 | **Add Ordering physician and Service.**  11.1 Use the ‘…’ to open a search box to find physician and/or location.  a. Report will route to the ordering physician that is selected. |  |
| 12.0 | **Check all entered information carefully to make sure correct.**  12.1 Make any corrections to screen.  12.2 Verify that the ‘Load’ column is checked.  12.3 Verify that the ‘Print Cont/Req Labels’ is checked.    **NOTES:**   * **IF you get a warning that the department does NOT match, then ‘X’ out and start over.** * **Do NOT edit another case number – always say NO.** |  |
| 13.0 | **Click Save/New Specimen.**  13.1 Labels should print in Hematology Bone Marrow area. |  |
| 14.0 | **Make a copy of the requisition to retain in Client Services.** |  |

**3. Review/Revised/implemented:**

All procedures must be reviewed every two years.

All new procedures and procedures that have major revisions must be signed by the CLIA Director.

All reviewed procedures and procedures with minor revisions can be signed by the designated

section medical director or designee.

**4. Related Procedures: NA**

**5. References**: NA

**6. Attachments**:

Attachment 1: Bone Marrow Summary Collection Sheet

**7. Revised/Reviewed Dates and Signatures:**

See Document Change Control

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| **Document Change Control** | | | | | | | | | | | | | | | | | | |
| **Title:**  Accessioning Bone Marrows in CoPath | | | | | | | | | | | | | | | | | | |
| Previous title: | | | | | | | | | | | | | | | | | | |
| Written date | | | | | 10/9/19 | | | | Written by: | | | | JH Simmons | | | | | |
| Validation date | | | | |  | | | | Validation by | | | |  | | | | | |
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Reviews: Record date/initials

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