**Molecular Genomic Pathology Epic Procedure**

1. **PRINCIPLE:**
	1. Test requests for the Molecular Genomic Pathology (MGP) laboratory can follow a variety of processes. With the implementation of the Soft Molecular lab information system, the ordering and reporting processes for in-house testing are now centralized through LifeChart/Epic.
		1. Requests for add-on testing on existing specimens will follow a new process for Pathology consultation utilizing features of LifeChart. Review of Add-On Requests for surgical specimens and aspirates will be performed by both Molecular and Anatomic Pathologists to determine appropriateness, feasibility, and the best specimen for testing.
	2. The following procedure divides processes according to specific parameters.
		1. Testing may be requested on a new or existing specimen.
		2. The specimens can be routed through the SoftLab (Clinical Pathology) or CoPath (Anatomic Pathology) lab information systems.
		3. The specimen can be located in the Histology lab, Special Heme lab, or other clinicals labs.
		4. The orders can be placed by a variety of providers, within or outside of Pathology.

|  |  |  |  |
| --- | --- | --- | --- |
| **Order Type** | **Source LIS for Specimen** | **Specimen Location** | **Provider** |
| New | SoftLab | Clinical Labs | Lifespan Epic User |
| New | SoftLab | Clinical Labs | Outreach Non-Epic User |
| Add-on | SoftLab | Clinical Labs | Lifespan Epic User |
| Add-on | SoftLab | Clinical Labs | Outreach Non-Epic User |
| Add-on | SoftLab | Special Heme Lab | Hematopathologist |
| Add-on | CoPath | Histology/Cytology | Lifespan Epic User |
| Add-on | CoPath | Histology/Cytology | Outreach Non-Epic User |
| Add-on | CoPath | Histology/Cytology | Anatomic Pathologist |
| Add-on | CoPath | Special Heme Lab | Hematopathologist |

1. **NEW SPECIMEN (CLINICAL LABS), ORDERED BY A LIFESPAN EPIC USER:**
	1. Lifespan Epic User:
		1. In Epic, go to the appropriate Encounter or, if necessary, create a new Encounter.
		2. Place Test Order using current process
			1. Where applicable, indicate the ICD-10 code or diagnosis.
			2. Review Processing Instructions.
	2. Phlebotomist, nurse, or other provider:
		1. In Epic, go to Order Review, release the order, and collect the specimen
		2. Send specimen to lab following your existing process.
	3. Lifespan Lab accessioning staff:
		1. Follow your existing process for receiving the specimen and then sending the specimen to the MGP laboratory (Coro).
	4. Proceed to MGP laboratory steps for testing.
2. **NEW SPECIMEN (CLINICAL LABS), ORDERED BY AN OUTREACH NON-EPIC USER:**
	1. Outreach Non-Epic User:
		1. Fill-out the MGP Lab Requisition form, indicating the tests requested.
			1. Where applicable, indicate the ICD-10 code or diagnosis.
			2. At the top of the form, be sure to leave the Approving Pathologist area **blank**.
				1. **NOTE**: If a name is filled-in, it may cause a delay in testing.
		2. Provide the form to the patient and have them go to a Lifespan Blood Draw station.
			1. Note: If the specimen was obtained directly by the provider, send the form and the specimen to the Lifespan Laboratory.
	2. Phlebotomist, nurse, or other provider:
		1. In Epic, create an Encounter, if necessary.
			1. Place the test order on the appropriate Encounter with status = “Future”
		2. In Epic, go to Order Review.
			1. Release the order and collect the specimen.
		3. Send specimen to lab following your existing process.
	3. Lifespan Lab accessioning staff:
		1. Follow your existing process for receiving the specimen and then sending the specimen to the MGP laboratory (Coro).
	4. Proceed to MGP laboratory steps for testing.
3. **ADD-ON, SOFT SPECIMEN (CLINICAL LABS), ORDERED BY A LIFESPAN EPIC USER:**
	1. Lifespan Epic User:
		1. In Epic, go to the appropriate Encounter or, if necessary, create a new Encounter.
		2. Place Test Order:
			1. **Outpatients**: Place Order in Epic using Status = “Normal” and Class = “Add On”.
				1. Where applicable, indicate the ICD-10 code or diagnosis.
			2. **Inpatients**: Place Order in Epic using Frequency = “Add-On”.
			3. Specific request details (such as a particular specimen) can be entered using the **Add Comment** button.
			4. Review Processing Instructions.
			5. An Add-On Requisition form is generated and auto-printed in the MGP lab.
	2. Molecular Pathologist:
		1. In the morning, pull a daily Epic Orders Report.
			1. In Epic, use the Search box in the upper right-hand side of the window to open “My Reports.”
				1. Alternate: click on the **Epic** button on the top left of the window. Under “Recent”, click on **My Reports**.
			2. In the My Reports window, click on the **Library** button on the left-hand side of the window.
			3. In the search bar at the top of the window, type “molec” and click on **Search**.
			4. Select the **Molecular Genomic Pathology Report**. Click on the **Edit** button.
			5. Edit the search parameters by choosing the pencil icon to the right of the Date Range. Perform a search through the last working day.
			6. Click **Run** on the bottom right of the Report Settings window.
			7. Once the report is generated, click on the ellipses in the upper right corner of the Reports window.
				1. In the dropdown that appears, select **Export Results**.
				2. Click **Browse** to save the file to the \\lsfile-3\RICBMLAB$ shared drive in the folder “MGP\_EpicReports”.
				3. Name the file using the format EpicReport\_[YYYYMMDD].
				4. In the File password field, enter ‘epic’. Repeat this step in the Verify File Password field.
				5. Click **Accept**.
		2. The EPIC report is password protected. In the password window that appears, enter ‘epic’
		3. Using the Epic Report and Add-On Requisition forms, review all orders and annotate the Epic Report with relevant details, such as potential specimens for testing.
		4. Indicate relevant ICD-10 codes on Requisition form.
		5. Copy the annotated Epic Report to the I: shared drive. Name the file using the format MolecularEpicOrders\_[YYYYMMDD].
	3. MGP accessioning staff:
		1. Tissue specimens: Add-On requisitions that print in the lab will be investigated by MGP Director and/or Pathologists. CoPath information will be noted on the form and returned to MGP accessioning staff to order in Soft Lab or fax to central collections, so a new encounter can be created.
		2. Blood, Bone Marrow, CSF, and Body Fluid specimens: Using the Add-On Requisition form that printed in the lab, contact clinical lab staff, and locate specimen.
	4. Clinical lab staff:
		1. Pull requested specimens.
		2. Give the specimen(s) to the courier through normal processes.
	5. Courier:
		1. Transport specimen(s) to MGP lab.
	6. MGP accessioning staff:
		1. In SoftLab, add requested test to the existing Soft order following your existing process.
		2. Receive specimen.
	7. Proceed to MGP laboratory steps for testing.
4. **ADD-ON, SOFT SPECIMEN (CLINICAL LABS), ORDERED BY AN OUTREACH NON-EPIC USER:**
	1. Outreach Non-Epic User:
		1. Fill-out the MGP Lab Requisition form, indicating the tests requested.
			1. Where applicable, indicate the ICD-10 code or diagnosis.
			2. At the top of the form, be sure to leave the Approving Pathologist area **blank**.
				1. **NOTE**: If a name is filled-in, it may cause a delay in testing.
		2. Use the “Add-On” checkbox and add specific request details (such as a particular SoftLab specimen # or procedure date).
		3. Fax form to Outreach Customer Service following your current process.
	2. Outreach Customer Service staff:
		1. Receive MGP lab Requisition form.
			1. Near the top of the form, the “Approving Pathologist” section should be empty. If not, contact the MGP lab to verify.
		2. Place order in Epic.
			1. If necessary, create a new Encounter.
				1. If the new order occurs within 2 weeks of the original specimen collection date, then the date of service = the original collection date.
				2. If outside of the 2 weeks, create a new date of service using the order date.
			2. Outpatients: Place Order in Epic using Status = “Normal” and Class = “Add On”.
			3. Inpatients: Place Order in Epic using Frequency = “Add-On”.
			4. Specific request details (such as a particular specimen) can be entered using the **Add Comment** button.
			5. An Add-On Requisition form is generated and auto-printed in the MGP lab.
	3. Molecular Pathologist:
		1. In the morning, pull a daily Epic Orders Report.
			1. In Epic, use the Search box in the upper right-hand side of the screen to open “My Reports.”
			2. In the My Reports window, click on the **Library** button on the left-hand side of the window.
			3. In the search bar at the top of the window, type “molecular” and click on **Search**.
			4. Select the **Molecular Genomic Pathology Report**. Click on the **Edit** button.
			5. Edit the search parameters by choosing the pencil icon to the right of the Date Range. Perform a search through the last working day.
			6. Click **Run** on the bottom right of the Report Settings window.
			7. Once the report is generated, click on the ellipses in the upper right corner of the Reports window.
				1. In the dropdown that appears, select **Export Results**.
				2. Click **Browse** to save the file to the \\lsfile-3\RICBMLAB$ shared drive in the folder “MGP\_EpicReports”.
				3. Name the file using the format EpicReport\_[YYYYMMDD].
				4. In the File password field, enter ‘epic’. Repeat this step in the Verify File Password field.
				5. Click **Accept**.
		2. The EPIC report is password protected. In the password window that appears, enter ‘epic’
		3. Using the Epic Report and Add-On Requisition forms, review all orders and annotate the Epic Report with relevant details, such as potential specimens for testing.
		4. Indicate relevant ICD-10 codes on Requisition form.
		5. Copy the annotated Epic Report to the I: shared drive. Name the file using the format MolecularEpicOrders\_[YYYYMMDD].
		6. Scan the Requisition forms into the I: shared drive Molecular\_Request\_Log folder.
	4. MGP accessioning staff:
		1. Contact clinical lab staff and locate specimen.
	5. Clinical lab staff:
		1. Pull requested specimens.
		2. Give the specimen(s) to the courier through normal processes.
	6. Courier:
		1. Transport specimen(s) to MGP lab.
	7. MGP accessioning staff:
		1. In SoftLab, add requested test to the existing Soft order.
		2. Receive specimen.
	8. Proceed to MGP laboratory steps for testing.
5. **ADD-ON, SOFT SPECIMEN (SPECIAL HEME LAB), ORDERED BY A HEMATOPATHOLOGIST:**
	1. Hematopathologist:
		1. For testing ordered on a blood, bone marrow aspirate, body fluid, or other specimen located in the Special Heme Lab, perform the following steps.
			1. Fill-out the MGP Lab Requisition form (lab staff may help with this).
				1. At the top left of the form, be sure to enter the name of the Approving Pathologist.

**NOTE**: If this is not performed, it may cause a delay in testing. This will indicate to Pathology ordering staff that they should place an actual test order (and not an add-on request).

* + - * 1. Under “Patient”:

Enter Patient Name and DOB/MRN.

Enter the CoPath specimen’s Collection Date.

**NOTE**: This will help with billing.

* + - * 1. Where applicable, indicate the ICD-10 code or diagnosis (middle section).

**NOTE**: This will help with the Medical Necessity process.

* + - * 1. Use the checkboxes to indicate the test(s) requested.

Specify the source.

Use the “Add-On” checkbox and add specific request details.

* + - 1. Provide the form to the Special Heme Lab staff.
	1. Special Heme Lab staff:
		1. Collect the specimen and form. Transport the material to the APC11 Lab Central Collections accessioning staff.
	2. APC11 Lab Central Collections accessioning staff:
		1. Receive MGP Lab Requisition form and specimen.
		2. In SoftLab, add requested test to the existing Soft order following your current process.
		3. Place Demographics Label onto MGP Lab Requisition form and place the Specimen Label on the specimen.
		4. Track Specimen to Coro MGP lab.
		5. Scan Requisition form into Epic.
		6. Give the labeled specimen and MGP Lab Requisition form to the courier.
	3. Courier:
		1. Transport specimen(s) to MGP lab.
	4. MGP accessioning staff:
		1. Receive specimen.
	5. Proceed to MGP laboratory steps for testing.
1. **ADD-ON, COPATH SPECIMEN (HISTOLOGY/CYTOLOGY), ORDERED BY A LIFESPAN EPIC USER:**
	1. Lifespan Epic User:
		1. In Epic, go to the appropriate Encounter or, if necessary, create a new Encounter.
		2. Place Test Order:
			1. **Outpatients:** Place Order in Epic using Status = “Normal” and Class = “Add On”.
				1. Where applicable, indicate the ICD-10 code or diagnosis.
			2. **Inpatients:** Place Order in Epic using Frequency = “Add-On”.
			3. Specific request details (such as a particular surgical specimen CoPath # or procedure date) can be entered using the **Add Comment** button.
			4. An Add-On Requisition form is generated and auto-printed in the MGP lab.
	2. Molecular Pathologist:
		1. In the morning, pull a daily Epic Orders Report.
			1. In Epic, use the Search box in the upper right-hand side of the screen to open “My Reports.”
			2. In the My Reports window, click on the **Library** button on the left-hand side of the screen.
			3. In the search bar at the top of the window, type “molec” and click on **Search**.
			4. Select the **Molecular Genomic Pathology Report.** Click on the **Edit** button.
			5. Edit the search parameters by choosing the pencil icon to the right of the Date Range. Perform a search through the last working day.
			6. Click **Run** on the bottom right of the Report Settings window.
			7. Once the report is generated, click on the ellipses in the upper right corner of the Reports window.
				1. In the dropdown that appears, select **Export Results**.
				2. Click **Browse** to save the file to the \\lsfile-3\RICBMLAB$ shared drive in the folder “MGP\_EpicReports”.
				3. Name the file using the format EpicReport\_[YYYYMMDD].
				4. In the File password field, enter ‘epic’. Repeat this step in the Verify File Password field.
				5. Click **Accept**.
		2. The EPIC report is password protected. In the password window that appears, enter ‘epic’
		3. Using the Epic Report and Add-On Requisition forms, review all orders and annotate the Epic Report with relevant details, such as CoPath numbers of potential cases for testing. If there are multiple specimens, add the name of a pathologist for reviewing the cases.
		4. Indicate relevant ICD-10 codes on Requisition form.
		5. Copy the annotated Epic Report to the I: shared drive. Name the file using the format MolecularEpicOrders\_[YYYYMMDD].
		6. Indicate relevant ICD-10 codes on Requisition form.
		7. Copy the annotated Epic Report to the (I:) shared drive at \\lsfile01\PathImages\Molecular\_Request\_Log.
		8. Scan the Requisition forms into the I: shared drive Molecular\_Request\_Log folder.
		9. Contact the RIH, TMH, and/or NH surgical pathology staff, notifying them that the files are ready.
	3. RIH, TMH, NH surgical pathology staff:
		1. Print-out the add-on requisition forms for your hospital site.
		2. Pull H&E slides for cases.
		3. Provide slides and forms to pathologist.
	4. Anatomic Pathologist:
		1. Review the H&E slides and test requests.
		2. If testing is appropriate and there is sufficient specimen, open the case in CoPath. Add stain/process(es) on the appropriate block for the desired tests.
		3. For the blocks requested, circle the area(s) on the slide for macro-dissection. On the slide, write the percentage of tumor nuclei within the circle. Give the H&E slide to the surgical pathology staff.
	5. Histology staff:
		1. Collect material and cut tissue.
		2. Provide to courier for transport to MGP lab.
	6. RIH, TMH, NH surgical pathology staff:
		1. Collect slides and give to the courier to MGP lab.
	7. Courier:
		1. Transport material to MGP lab.
	8. MGP accessioning staff:
		1. At 2pm, review the CoPath/Histology report, which indicates the cases/blocks with molecular testing requested.
		2. Match the Add-On Requisition forms to the cases using patient demographics. On the form, write the **CoPath case number** and **procedure (collection) date** of the specimen.
		3. Fax the form to the APC11 Lab Central Collections accessioning staff.
	9. APC11 Lab Central Collections accessioning staff:
		1. Receive fax of Add-On Requisition form.
		2. Place order in Epic following existing process.
			1. If necessary, create a new Encounter.
				1. If the new order occurs within 2 weeks of the original specimen collection date, then the date of service = the original collection date.
				2. If outside of the 2 weeks, create a new date of service using the order date.
		3. Place Specimen Label onto Add-On Requisition form.
			1. Scan form into Epic.
			2. Fax form to MGP Lab at 401-444-3109.
	10. MGP accessioning staff:
		1. Receive fax of Add-On Requisition form with CoPath number and Specimen Label.
	11. Proceed to MGP laboratory steps for testing.
2. **ADD-ON, COPATH SPECIMEN (HISTOLOGY/CYTOLOGY), ORDERED BY AN OUTREACH NON-EPIC USER:**
	1. Outreach Non-Epic User:
		1. Fill-out the MGP Lab Requisition form, indicating the tests requested.
			1. Where applicable, indicate the ICD-10 code or diagnosis.
			2. At the top of the form, be sure to leave the Approving Pathologist area **blank**.
			3. **NOTE**: If a name is filled-in, it may cause a delay in testing.
		2. Use the “Add-On” checkbox and add specific request details (such as a particular surgical specimen CoPath # or procedure date).
		3. Fax form to Outreach Customer Service.
	2. Outreach Customer Service staff:
		1. Receive MGP lab Requisition form.
			1. Near the top of the form, the “Approving Pathologist” section should be empty. If not, contact the MGP lab to verify.
		2. Place order in Epic.
			1. If necessary, create a new Encounter.
				1. If the new order occurs within 2 weeks of the original specimen collection date, then the date of service = the original collection date.
				2. If outside of the 2 weeks, create a new date of service using the order date.
			2. Outpatients: Place Order in Epic using Status = “Normal” and Class = “Add On”.
			3. Inpatients: Place Order in Epic using Frequency = “Add-On”.
			4. Specific request details (such as a particular surgical specimen CoPath # or procedure date) can be entered using the **Add Comment** button.
			5. An Add-On Requisition form is generated and auto-printed in the MGP lab.
		3. Proceed to Step VII.B. above (Molecular Pathologist, as well as down-stream steps).
3. **ADD-ON, COPATH SPECIMEN (HISTOLOGY/CYTOLOGY), ORDERED BY AN ANATOMIC PATHOLOGIST:**
	1. Anatomic Pathologist:
		1. Open the case in CoPath. Add stain/process(es) on the appropriate block for the desired tests.
		2. If there is a corresponding H&E (or immunohistochemistry) slide, circle the area(s) on the slide for macro-dissection. On the slide, write the percentage of tumor nuclei (vs all nuclei) within the encircled area of the slide. Provide the H&E slide to the surgical pathology staff.
	2. Histology staff:
		1. Collect material and cut tissue, if appropriate.
		2. Provide tissue and slides to courier for transport to MGP lab.
	3. Courier:
		1. Transport material to MGP lab.
	4. MGP accessioning staff:
		1. At 2pm, review the CoPath/Histology report, which indicates the cases/blocks with molecular testing requested.
		2. Match the Add-On Requisition forms to the cases using patient demographics. On the form, write the CoPath case number and procedure date of the specimen.
		3. For any specimen that does not have a corresponding Add-On or MGP requisition form, fill-out a new MGP Lab Requisition form.
			1. At the top left of the form, enter the name of the Approving Pathologist.
			2. Under “Patient”:
				1. Enter Patient Name and DOB/MRN.
				2. Enter the CoPath specimen’s Collection Date.

**NOTE**: This will help with billing.

* + - 1. Where applicable, indicate the ICD-10 code or diagnosis (middle section).
				1. **NOTE**: This will help with the Medical Necessity process.
			2. Use the checkboxes to indicate the test(s) requested.
				1. Specify the source.
				2. Use the “Add-On” checkbox and add specific request details, including surgical/cytology specimen CoPath # in the comment.
		1. Fax the form to the APC11 Lab Central Collections accessioning staff.
	1. APC11 Lab Central Collections accessioning staff:
		1. Receive fax of Add-On Requisition form.
			1. Near the top of the form, review the “Approving Pathologist” section. If there is an approving pathologist, the test can be ordered with “Future” status.
			2. If there is no approving pathologist, the test would have to be ordered with “Add-On” status. Contact the MGP lab or Pathologist to verify.
		2. Place order in Epic following existing process.
			1. If necessary, create a new Encounter.
				1. If the new order occurs within 2 weeks of the original specimen collection date, then the date of service = the original collection date.
				2. If outside of the 2 weeks, create a new date of service using the order date.
		3. Place Specimen Label onto Add-On Requisition form.
			1. Scan form into Epic.
			2. Fax form to MGP Lab.
	2. MGP accessioning staff:
		1. Receive fax of Add-On Requisition forms with the Specimen Labels.
	3. Proceed to MGP laboratory steps for testing.
1. **ADD-ON, COPATH SPECIMEN (SPECIAL HEME LAB), ORDERED BY A HEMATOPATHOLOGIST:**
	1. Hematopathologist:
		1. For testing ordered on a specimen located in the histology lab, follow the steps for CoPath Add-Ons ordered by an Anatomic Pathologist.
		2. For testing ordered on a blood, bone marrow aspirate, body fluid, or other specimen located in the Special Heme Lab, perform the following steps.
			1. Fill-out the MGP Lab Requisition form (lab staff may help with this).
				1. At the top left of the form, enter the name of the Approving Pathologist.

**NOTE**: If this is not performed, it may cause a delay in testing. This will indicate to Pathology ordering staff that they should place an actual test order (and not an add-on request).

* + - * 1. Under “Patient”:

Enter Patient Name and DOB/MRN.

Enter the CoPath specimen’s Collection Date.

**NOTE**: This will help with billing.

* + - * 1. Where applicable, indicate the ICD-10 code or diagnosis (middle section).

**NOTE**: This will help with the Medical Necessity process.

* + - * 1. Use the checkboxes to indicate the test(s) requested.

Specify the source.

Use the “Add-On” checkbox and add specific request details, including surgical/cytology specimen CoPath # in the comment.

* + - 1. Provide the form to the Special Heme Lab staff.
	1. Special Heme Lab staff:
		1. Collect the specimen and form. Transport the material to the APC11 Lab Central Collections accessioning staff.
	2. APC11 Lab Central Collections accessioning staff:
		1. Receive MGP Lab Requisition form and specimen.
			1. Near the top of the form, review the “Approving Pathologist” section. If there is an approving pathologist, the test can be ordered with “Future” status.
			2. If there is no approving pathologist, the test would have to be ordered with “Add-On” status. Contact the MGP lab or Pathologist to verify.
		2. Place order in Epic following existing process.
			1. If necessary, create a new Encounter.
				1. If the new order occurs within 2 weeks of the original specimen collection date, then the date of service = the original collection date.
				2. If outside of the 2 weeks, create a new date of service using the order date.
		3. Place Demographic Label onto MGP Lab Requisition form and Specimen label the specimen.
			1. Scan form into Epic.
		4. In SoftLab, Receive the specimen and Mark for Tracking.
		5. Give the labeled specimen and MGP Lab Requisition form to the courier.
	3. Courier:
		1. Transport specimen and form to MGP lab.
	4. MGP accessioning staff:
		1. Receive specimen and form.
	5. Proceed to MGP laboratory steps for testing.
1. **MGP LABORATORY STEPS FOR TESTING:**
	1. MGP accessioning staff:
		1. Physically receive the specimen and match to any relevant requisition form.
		2. In SoftLab, Receive the specimen through Specimen Tracking.
		3. In SoftMolecular, go to the Specimen Receiving Worklist, find the specimen, and mark checkbox for “Received”.
		4. Print Specimen Label and place onto specimen, if necessary.
		5. Go to Order Entry and add any relevant specimen information.
		6. Refer to Accessioning Procedure for more details.
	2. MGP technologists:
		1. Perform Specimen Preparation, if necessary.
	3. MGP technologists, bioinformaticians, directors, pathologists:
		1. Perform testing and issue report.
2. **REVIEW OF RESULTS** **IN LIFECHART:**
	1. Lifespan Epic Users:
		1. MGP test reports can be viewed in Epic under the “Labs” tab.
		2. In Results Review, there is a section of the tree for “Molecular Genomics”, with branches for “Somatic” and “Germline”.
		3. In Lab Reports, the tests are listed by name.
		4. Once the test is opened, click the hyperlink to open a PDF report.
3. **REQUESTS FOR CANCELLATION OF TESTING:**
	1. Occasionally, providers may cancel previously ordered tests in Epic.
		1. This generates a Test Cancellation Requisition, which prints in the MGP lab.
		2. In addition, the canceled test may also appear on the daily Epic Orders Report.
	2. MGP accessioning staff:
		1. Discuss with Pathologist, Manager, or Lab Director.
		2. Follow the correct steps in the Soft Molecular Billing Procedure.
4. **REQUESTS FOR FAXING OF RESULTS:**
	1. Whenever an outpatient order is received with a note to “Fax to …”, a Call/Fax order is added on to the order in SoftLab.
	2. Customer service staff monitors a Call/Fax queue in Soft.
		1. When testing is complete, tests will go to this queue. Staff will ensure the report is faxed to the appropriate number.
5. **REVISIONS:**
	1. 10/5/2020: Updated steps for CoPath Add-ons from a Pathologist, updated steps for the MGP accessioning staff and instructions for faxing were added.
	2. 11/18/2022: Updated steps to pull EPIC report after EPIC upgrade changes were made.