**UW Medicine - Pathology**

6000-01-01-04

Ordering Lab Procedures

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| Adopted Date: 07/22/01  Review Date: 06/22/09  Revision Date: 10/25/10 |

PURPOSE

To order any type of a procedure on a specimen.

PROCEDURE

1. Double click on the Cases icon.
2. To open a current case, type the appropriate prefix (SU) and the accession number. Press <Tab> then <Enter>.
3. Click on the specimen tab with the left mouse button and then click on the desired specimen. Press <Ctrl O> to open the order screen.
4. The cursor will be in the Code field. Type in the code or first few letters and press <enter>. If it is an exact match the description will appear. If there are several possibilities, a drop down list will appear with choices that match the criteria. Select the appropriate test. Multiple tests can be ordered at one time by pressing the down arrow for a new order line.
5. <Tab> over to the Source materials field and click on the field with the left mouse button. A list will drop down showing the specimen and blocks. The specimen is always marked and needs to be unmarked by clicking on it with the left mouse button. To mark the appropriate blocks, click on the box next to the desired block.
6. If multiple quantities of a test are required, <Tab> to the Quantity field. Here you can change the number of slides that are needed. For special instructions see Step 7 otherwise go to Step 8.
7. If special instructions are needed for the Histology Staff, press <Tab> until the cursor drops down to the lower portion of the screen. Click on the field marked Instructions. Here you can type instructions that will appear on the worksheet.
8. To leave the order screen click on the OK at the bottom of the screen. This saves the order and returns you to the Specimen screen. Even though the order was saved you must still save the record again by pressing <F10> or if you pressed <F9> answer yes when prompted.

Written By: Director Approval:

(Signature and Date) (Signature and Date)

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Supervisor / Manager