

UW Medicine - Pathology

100-02-01-09

Correcting Erroneously Accessioned Cases Procedure

Adopted Date: 06/07/02 Revision Date:
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PURPOSE

To standardize the process of correcting erroneously accessioned cases in PowerPath.

SCOPE

For all department personnel involved in any step of accessioning, ordering or reporting in PowerPath.

PROCEDURE

1. If the case is not finalized:
 - a. And was accessioned in error due to double accessioning, no specimen received, should not have been accessioned (e.g. verbal pathologist review, research cases), etc., submit a Clinical Admin Request System (CARS) request that the case was accessioned in error giving the reason for the error.
 - b. The responsible party for claiming the request will sign out the case with the comment on the Results tab:

This case was accessioned in error in Pathology. Please ignore this report.

 - c. In all other circumstances (e.g. wrong patient name, middle initial, MRN, date of birth, referring physician's name or information, specimen collection or received date) , correct as needed.
2. If the case has been finalized (signed out):
 - a. Refer to the Addendum and Amendment Reports in PowerPath Procedure 100-02-01-07, and submit a CARS request.

For non-CG cases, the following comment should be entered on the report:

Patient demographic information (list what was changed, e.g. Medical Record Number, patient name, etc.) was corrected. There is no change to the diagnosis or the original report.

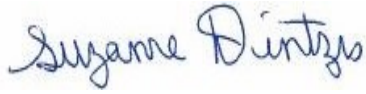
For CG cases, select the category "COMMENTS" in the dictionary tab of the resulting screen, open the "Amendment/Addendum Comments" folder and choose the following finding:

CORRECTION:

Patient demographic information (list what was changed, e.g. Medical Record Number, patient name, etc.) was corrected. There is no change to the diagnosis or the original report.

3. To ensure the proper patient is billed, contact the coding supervisor if the case has been billed before the correction is made.
4. For questions regarding this process, contact Pathology Computer Support by submitting a tech request through the Tech Request Database in InQ.

UWMC Pathology Chief of Service:
(Signature and Date)

 5/22/13

Suzanne Dintzis, MD, PhD

HMC Pathology Chief of Service:
(Signature and Date)

 5/22/13

Stephen Schmechel, MD, PhD

Written by:
(Signature and Date)

Author Unknown _____

Revised by:
(Signature and Date)
