

UW Medicine - Pathology

100-02-01-10

Correcting Verified PowerPath Cases Accessioned to Incorrect Medical Record Number Procedure

Adopted Date: 06/07/02 Revision Date: 04/25/12

PURPOSE

To standardize the process of correcting cases in PowerPath that have been verified by a pathologist but were initially accessioned to a medical record number that is not that of the patient listed on the requisition.

SCOPE

For all department personnel involved in correcting patient reports using Amendments.

PROCEDURE

For all cases that have been accessioned to a wrong medical record number and verified, submit a CARS request to have the information corrected. Include the following in the CARS request:

- Case Number
- Patient Name
- Incorrect Medical Record Number
- Correct Medical Record Number

The following is to be followed by the person making the correction in PowerPath:

1. To ensure that the correct patient is billed, contact the billing / coding supervisor of the need to amend the case. If the case has already been billed, the charges will need to be credited out before putting the report in amendment status.

Non-CG Cases Accessioned to the Wrong Medical Record Number (MRN) and Verified:

1. Change the "FINAL DIAGNOSIS:" heading to "AMENDED FINAL DIAGNOSIS:" (by adding the word "AMENDED") and enter the following statement above the original diagnosis text on the report:

AMENDED FINAL DIAGNOSIS:

THE ORIGINAL DIAGNOSIS BELOW DOES NOT BELONG TO THIS
PATIENT. PLEASE DISREGARD. THE SPECIMEN BELONGS TO A
DIFFERENT PATIENT; CORRECTED REPORTS HAVE BEEN
DISTRIBUTED.

2. Sign out the amendment. Issue another amendment to enter the correct patient's information by going to "tools" and selecting "change patient". Enter the correct MRN and demographics will auto populate. Delete the above statement under the "AMENDED FINAL DIAGNOSIS:" heading, leaving only the original diagnosis text. Then enter the following statement under the "COMMENT:" heading (may need to type this out) below the amended final diagnosis:

COMMENT:

This report was delayed because the case was initially accessioned to a
different person. Patient records have been corrected.

3. Sign out the amendment.

CG Cases Accessioned to the Wrong Medical Record Number (MRN) and Verified:

1. In the dictionary tab of the resulting screen, select the category "CYTOLOGIC DIAGNOSIS". Double click the finding "Amended Cytologic Diagnosis" to add it to the report. The text will read:

*****AMENDED CYTOLOGIC DIAGNOSIS*****
THE ORIGINAL DIAGNOSIS ABOVE DOES NOT BELONG TO THIS
PATIENT. PLEASE DISREGARD. THE SPECIMEN BELONGS TO A
DIFFERENT PATIENT; CORRECTED REPORTS HAVE BEEN
DISTRIBUTED.

2. Sign out the amendment. Issue another amendment to enter the correct patient's information. In the dictionary tab of the resulting screen, select the category "CYTOLOGIC DIAGNOSIS" and delete the above finding, leaving only the original diagnosis text. Then select the category "COMMENTS", open the "Amendment/Addendum Comments" folder and choose the following finding:

*****AMENDED COMMENTS*****
This report was delayed because the case was initially accessioned to a
different person. Patient records have been corrected.

3. Sign out the amendment.

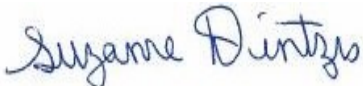
The person doing the amendment needs to notify the Gross Room to fill out a PSN report and to relabel the slides and specimen container(s).

The attending pathologist needs to be notified of the amended report and the need to sign it out.

For questions regarding this process, submit a tech request to the Tech Request Database in InQ.

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 5/22/13

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