**UW Medicine - Pathology**

8000-01-01-02

Inserting IHC or IF Results into Surgical and Autopsy Reports

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| Adopted Date: 12/14/04Revision Date: 10/18/10 |

PURPOSE

The purpose of this procedure is to insert IHC or IF results into surgical pathology reports and autopsies

PROCEDURE

1. Display the report in the usual manner placing your cursor in the report at the place where the IHC/IF table is to be inserted (under the microscopic description and before the final diagnosis).
2. Bring up the drop-down list under "UW Pathology" on your tool bar, click on "Insert IHC

 Result" and hit enter. Make sure to check the box at the top left of the IHC table under

 "Report this Group?".

1. Dictation should include the name of the resident dictating the results and the attending pathologist; if the attending is dictating the results, only the attending’s name needs to be entered. Bring up the drop-down list by typing in only the first letter of the pathologist's last name and then selecting it from the dropdown menu. Dictation should also include the population name. When entering the population name, it should appear from the drop-down box or you can enter the population name yourself as dictated. If no population name is dictated, type in "Not Dictated" and highlight in yellow when the table is inserted into the report to alert resident/faculty of the need for correction. The table will not insert into the report if this field is left blank.
2. For each IHC result that is dictated, fill in the result using the drop-down list; make sure that each IHC study dictated with a result is checked off under "Report?" to the right of the results column. If the result is not in the drop-down box, select "see comment" and then type the result as dictated in the comment field to the right.
3. Once the dictation of results is complete, go to the bottom of the IHC table and choose "Save, Update/Changes and Write to Report".
4. The IHC table should now be displayed in the report.
5. If an IHC Interpretation is dictated, transcribe this under the "IHC INTERPRETATION" header under the results template in the report. If no interpretation is dictated, you can delete that header.

Written / Revised By: Director Approval:

Sandi Lachica (Signature and Date)

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**UW Medicine - Pathology**

 **Transcription - UWMC & HMC**

**SIGNATURE PAGE FOR POLICIES AND PROCEDURES**

Procedure / Policy Title: Insert IHC and IF Results into Surgical and Autopsy Reports

Procedure / Policy Number: 8000-01-01-02

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_to sign as Designee,on

\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_.

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Medical Director Medical Director Signature or Date Reviewed

Print or Designee Designee

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| **STAFF NAME**: (printed) | **STAFF SIGNATURE** | **DATE REVIEWED** |
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