**UW Medicine - Pathology**

6000-01-03-02

Surgical Specimen Accessioning Procedure

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| Adopted Date: 07/22/01Revised: 06/01/12 |

PURPOSE

To obtain a surgical accessioning number for UWMC cases derived from OR's or procedure rooms.

PROCEDURE

*Note:*  Pathology Consult Request = PCR

1. Double click on PowerPath icon. Log in.
2. Double click on cases icon.
3. Accession no:

Select the accession prefix from the list below and press <Tab>

* + SU-UWMC surgical case
	+ SE-SCCA surgical case
	+ NP-Neuropathology case
	+ CG-Gyn case
	+ CN-Non-gyn case
	+ SH-GU case
1. Case Type:

Select the case type from the list below and press >Tab> three times.

* + SU-UW Surg
	+ SE-SCCA HSCT Surg
	+ NP-UW NP Surgical
	+ CG-UW Gyn
	+ CN-UW Non-gyn
	+ SH-GU case
1. The cursor will now be on encounter No. field in the patient finder.
	* 1. Scan the visiting number on the bottom bar code of the patient sticker, it will show the patients information. If the visiting number bard code is not working, use the U number.

*Note:*  If the U# method is used, once the case has been given an accession number, scan the paperwork and print a copy of the requisition to give to the supervisor to fix the visiting number issue.

* + 1. If no patient is found you will be prompted to create a new patient, select "yes", and enter the patient's demographic information. Required fields include name, sex and birth date.
1. After completing the patient information you will be returned to the General Screen.
	* 1. Press <Tab> to move to the referring physician field. Enter the physician code found on the PCR. If that doesn't work tab to the name field and type part of the last name to bring up any matches. A referring physician must be entered prior to saving the case. If the physician does not show up, type 009000 in the code section. This will bring up Physician Not In Database. Open up InQ from the computer desktop and submit a CARS request to have the physician added to the case. Include all the information for the physician available on the service request form.
		2. If the physician's location is blank, it indicates the have more then one delivery location. Click on the field drop down all possible locations and select the appropriate one.
		3. If there are multiple referring physicians press the down arrow to insert new line.
2. Press <Alt O> or use the mouse to move to the responsible person field. Enter in the last name of the resident on duty. Use the resident calendar to determine which resident will be responsible for the case.
3. Press <Alt B> or use mouse to move to Reg Data Screen. There are mandatory fields to be filled in, Type of case, Ordering station and accessioned at.
	* 1. Type of case is generally UWMC or UWPN. UWPN cases have another field to complete, UWPN order number.
		2. Ordering station is a 3 digit code that represents where the sample originates from. The code is usually found above the patient information on the PCR.
		3. Accessioned at UWMC.
4. Press <Ctrl Tab> or use the mouse to move to the Specimen screen. Tab down to the specimen code field.
	* 1. Type in the first few letters of the type of specimen and press enter. A specimen panel will appear, if it is correct place a date in the collected field.
		2. If the appropriate panel did not appear check that it was typed correctly or the specimen might be listed under another name.
		3. If there are multiple samples on the same patient arrow down and repeat ste A and B.
5. Press <F10> to save the record and get the accession number. Record the accession number in the upper right corner of the PCR. At the top center of the PCR write the initials of the resident assigned to the case. Press <F9> to get a fresh record.
6. Labels will print when saved. Label the specimens and PCR accordingly

Approved by Lab Supervisor/Manager: Approved by Lab Director:

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Approved by Pathology Medical Director:

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