**UW Medicine - Pathology**

400-01-01-05

Initial Case Log-in to GCS

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| Adopted Date: 06/12  Review Date: 09/2012  Revision Date: 09/2012 |

PURPOSE

To create printed, barcoded labels for all NE, PB, NF (when FISH only) and for ST, AF, CV flasks. Printed labels should decrease mislabeling and handwriting errors. The cases must be logged in prior to set up, requiring the technologist to go back into the database and make corrections as needed once specimen has been set-up and cells have been counted.

PROCEDURE

1. **Initial Case Log in**
2. Log onto GCS from Neoplasia accessioning bench workstation
3. Select the “chromosome” icon (Cytogenetics Module)
4. Select the “test tube” icon for log in sample
5. Search for patient:
   1. Choose find patient - “patient head with ?” icon
   2. Type in patient’s last name and first 2 letters of first name followed by an \*
   3. Click the find patient icon
6. **For Patients that already exist in GCS data base**

**\*NOTE\* if patient is found: Check DOB and one other identifier**

**If there is a question about the patient being the same- ask!! Do not choose the patient if you are unsure**

1. Confirm that the patient has 3 of the same identifiers: name, DOB and one other
   1. STOP and ask someone if you are unsure
2. Select the correct patient and GCS will automatically go to the log-in screen, skipping the demographics. Use check mark to select patient
3. Go back to the Patient log in screen step and continue following procedure starting at step IV.
4. **If patient does not exist in GCS database**
5. Choose enter new patient icon
6. Enter first name and middle initial if known
   1. Note: if there is a suffix, eg: Jr, Sr, II etc) this goes after the first name
   2. Note: there is NO punctuation in GCS
   3. Note: if the name starts with an “Mc” for example, “**McC**ormick”, keep formatting-capitalize the third letter
   4. Note: If the name is hyphenated, ex: Maui-Hawaii, put together: MauiHawaii (this is just how GCS searches)
   5. Note: don’t forget to add “fetus of” or “POC of” as appropriate
7. Choose the sex
   1. Note: enter unknown for prenatal samples
8. Enter the Date of Birth (DOB) using this format: MM/DD/YY
   1. Note: enter the mother’s DOB for prenatal samples
9. Choose the close door icon
10. Select “YES” for allocate next patient number
11. **Patient log in screen:**
12. Enter the sample type: PB, NE, NF etc
13. Skip the sub-sample type
14. Enter test type: Routine, etc
15. Enter date **received** (the date used from the stamp you stamped paperwork with)
16. Enter time **received** (the time used from the stamp you stamped paperwork with)
17. Skip the date sample obtained
18. Choose an indication using the drop down menu
    1. choose only one indication, the main one such as AMA or AML
    2. If you cannot read the writing or do not know, choose unknown - DO NOT GUESS!
19. Choose the physician using the drop down menu
    1. If you cannot read the physician’s name or do not know, choose unknown - DO NOT GUESS!
20. Choose facility using the drop down menu
    1. If you do not know, choose unknown and make sure to change the default setting - DO NOT GUESS!
21. Choose the Assign lab number icon (check mark)
    1. Double and triple check that the assigned number is correct-there is no going back if you give the case the wrong number
22. **Enter Set-up information:**

***Note: this is the only way to get setup labels, to enter this information ahead of time***

1. Choose specimen set up icon (red and yellow test tubes)
2. Enter set-up technologist’s name and date sample is being set up
3. Enter cultures, assuming usual setup for specimen type
   1. Ex: For routine NE enter A,B, and C; for CLL enter A,B,C and H etc.
   2. Make a note on the set up sheets if not all cultures were set up as initially typed into GCS. Upon entering billing information, the office staff will correct it.
4. **Printing labels:**
5. Close door until back at Cytogenetics log in screen
6. Print labels by clicking on the Zebra icon
   1. 2 labels per culture will print
   2. Hit the Zebra icon again if more labels are desired
7. **For samples with FISH and Karyotype:**
   1. After labels have been printed, hit new record button
   2. Say Yes
   3. Fill in appropriate info (in blue)
   4. Choose the checkmark to assign lab number
   5. Enter culture information one more time-only recording the FISH culture-A
   6. Print label by closing door and clicking the Zebra Icon

**VIII. Slide Labels**

a. Choose the Batch Culturing and Harvesting Icon

b. Choose the Slides icon and make sure the process box is populated with “make slides”

c. Move cursor to the lab number box and enter the case number or use the bar code scanner NOTE: if run time error pops up on the screen, select end

d. To generate the slide label, hit the print label button. Two slide labels will be printed. Hit the button again if more than two labels are desired.

Written By: Director Approval:

(Signature and Date) (Signature and Date)

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Cytogenetics Supervisor