# Surg Path: Accessioning Beaker AP Guide:

## **Creating a case for a OHSU Patient:**

- 1. Go into **Case Builder** to begin a case. You can enter it from the **Actions** icon-> Case Builder. You can also find Case Builder as a link on your Dashboard or personalize your top menu to add a Case Builder button.
- 2. Scan in the specimen using the barcode reader. Click the **Accept** button. If this specimen does not have a case assigned previously, it will start a new case. If one exists, then it will open the current case for this specimen.
- 3. When the form is filled out, click Case Builder button to begin processing the case. This will bring up a new window.

### Create the case in Case Builder:

Case Builder										0 0	22	×
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BEAKER, HE	ERBERT V Staff Patholog	ist 🗾	Question	for SUR			(1627272	77)				-
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ID R	Protocol (Alt+1)	Source		Description		Coll Dat	e Coll Tim	e Collecto	or Coll [	Dept	Y	₩
Α 🗸	LUNG WEDGE BIOPSY	]2.	Δ 3.	lung, left	- 4	12/9/20	17					
		-										
Add Task (Al	t+R) <b>7.</b>	+	Select Mu	ıltiple Blocks		•	<ul> <li>Delete Las</li> </ul>	t <u>B</u> lock	- D <u>e</u> lete	Sele	cted	
ID C	Task (Alt+2)	Slides	Code	Qty	Task Flags	Tas	sk Note					
· · ·	BLOCK BIOPSY H&E, Levels	<b>6.</b> 1										

1. At the **User Assigned** and **Role** field, assign the appropriate people and roles. Some of the roles include Staff Pathologist, Resident Pathologist and Pathology Fellow.

#### Adding Specimens:

 Depending on the # of specimens that were entered, Case Builder saves a row for each of those specimens. If no protocol is listed, click in the **Protocol** field directly for the row you want to assign a specimen. Do **not** use the **Add Specimen** field for these rows because it will add a new letter row.

Add	Add Specimen (Alt+D)								
ID	R	Protocol (Alt+1)		Source					
А	<ul> <li>✓</li> </ul>		0						
В	<ul> <li>✓</li> </ul>			·					

a. In the **Protocol** field for Row A, type in part of the protocol name and press the Enter key. Select the protocol you would like to use. Do the same for each row that was auto created.

- 3. Type in a **Description**. Edit the description if something is misspelled or incomplete from the order here in this field
- 4. The Collection Date and Time should fill in automatically. Edit if you know that it is incorrect.
- 5. **Multiple Specimens:** If you need to add another specimen to the case on a new row, click in the **Add Specimen** field and choose the appropriate protocol. It will add new row to the specimen list.

#### Adding Tasks:

- 6. When you add specimens, certain default tasks will populate the bottom table. Please check to make sure those tasks are correct! If you have multiple specimens, click on each specimen's protocol row and the tasks associated with that specific specimen will show in the table below.
- 7. To add more tasks: Select the specimen or block that needs additional stains or tasks. In the Add Task field, search for the task protocol you want to add. Type part of the name and press Enter to narrow down the choices of tasks. This will bring up a Task Protocol Browser window and you can check off the tasks you want to add.
  - a. If you would like to request Flow Cytometry on your specimen, type in "flow" in the Add Task field. Check off the the task "Flow Cytometry Needed". This will add the task "Flow Cytometry Requested" in the task list. This task requires a task note to let Flow know what you would like them to perform. See next section about adding Task notes.
  - b. If you would like to order a flow sort on the case, type in "flow" in the Add Tast field. Check off the task "FLOW SORT". This will add the task "Flow Sort" in the task list. This task requires a task note to let Flow know what you would like them to perform. See next section about adding Task notes. Ex. "MRD Sort for FISH, IGH rearrangement"
  - c. If you would like multiple copies of the same slide or test, after you choose a test in the task protocol browser, you can use the up and down arrows to increment the number of slides/tests requested.

H&E	Searc <u>h</u>		Browse (F4) Details (F7)	Clear Selected
				Selected Items
	Task Protocols IHC		<b>^</b>	Task Protocols
IHC Others	H&E LEVEL 4-5	MSI H&E		40
Recut	HARE LEVEL 1	H&E CRYO     H&E LEVEL 10     H&E LEVEL 11-12		

#### **Deleting Items:**

lacksquare

If the case hasn't yet been accepted, deleting an item completely removes it from the case. If the case has already been accepted, the deleted item appears with a line through it to indicate that it doesn't need to be processed or performed and that charges won't be filed for it.

To see deleted tasks, click — Show Deleted under the  $\bigcirc$  Actions button drop down list . If you deleted an item in error, select it and click **!** Restore.

#### Adding Task Notes:

Sometimes you need to add a note to a task to add extra information. For example, if you order "Flow Cytometry Needed" or a "Flow Sort", the Flow techs need additional information to process the test.

1. To add a task note, the easiest way is to find the task in the Task list that you want to add a task note, and click on the grey field under the column **Task Note** for that row.

Add Tas	k (A	lt+R)	+ [	Select Mu	ltiple Blocks		- Delete Last Block - Delete Selecte
ID	С	Task (Alt+2)	Slides	Code	Qty	Task Flags	Task Note
A1.16	$\checkmark$	Giemsa May Grunwald	1				
A1	$\checkmark$	cKIT D816 for Mastocytosis					
A1	$\checkmark$	Flow Cytometry Requested					
A1.17	$\sim$	Cytospin (Flow)	1				
A1.18	$\checkmark$	Cytospin (Flow)	1				
A1.19	$\checkmark$	Flow Label	1				
A1.20	$\checkmark$	Flow Label	1				
A1.21	$\sim$	Flow Label	1				
A1 22	2	Flow Label	1				

2. It will bring up the **Case Info** window. Type in the note you want to add for that particular task. Click the **Accept** button.

a <u>s</u> k:		<u>E</u> lags:	No <u>t</u> es:
12 A1	Slide, Unstained		🖉 🕫 📽 💁 🕄 🕄 🕇 🔁 🗢 🛸 🛸
13 A1	Slide, Unstained		Rule out lymphoma
14 A1	Giemsa May Grunwald		
15 A1	Giemsa May Grunwald		
16 A1	Giemsa May Grunwald		
17 A1	Giemsa May Grunwald	1	
	cKIT D816 for Mastocytosis, E		
19 A1	Flow Cytometry Requested		
Apply thi	is flag:	D To this type of task:	O Apply

3. In Case Builder, you will see the task note listed.

Add Tas	k (A	Alt+R)	+	Select Mu	ultiple Blocks		- Delete Last Block - Del	ete Selected
ID	С	Task (Alt+2)	Slides	Code	Qty	Task Flags	Task Note	
A1	~	cKIT D816 for Mastocytosis						
A1	<	Flow Cytometry Requested					Rule out lymphoma	
A1.17	~	Cytospin (Flow)	1					
A1.18	0	Cytospin (Flow)	1					
A1.19	$\checkmark$	Flow Label	1					
A1.20	1	Flow Label	1					
A1.21	0	Flow Label	1					
A1.22	1	Flow Label	1					

#### Accessioning the Case:

1. When you are done, click **Accept** to accession the case.

**NOTE!** If you entered Case Builder from Requisition Entry, you still need to accept the requisition after you accession the case in Case Builder! At the Requisition Entry screen, if you have additional requisitions to enter, click Accept & New to move to the next requisition. Otherwise, click the arrow next to Accept & New and select Accept to save your work and close Requisition Entry.

## **Creating a case for a Non-OHSU Submitter:**

1. Use Chart Search to open **Requisition Entry** or find the link to **Requisition Entry** from your starting Dashboard.

tient alias: SN: 300-00-0000 Sex: F 6/30/1985 TOB: City (or ZIP): THE DALLES Country: WASCO Country: WASCO Country: United States of America orders [1] Billing Info [2] Diagnoses: Code Description Authorizing provider: AARON, DEBORAH L 201.89 Encounter for other specified special examins 201.89 Encounter for other specified special examins Codered Tissue Routine 1 2 1 Ordered Tissue Routine 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2	300-00-0000       Sex: F       County:       WASCO         6/30/1985       TOB:       City (or ZIP):       THE DALLES       Country:       United States of America         b No:       SC17-1234         orders [1]       Billing Info [2]         oses:       Code       Description       Authorizing provider:       AARON, DEBORAH L         2       Code       Description       Ordering provider:       Ordering provider:         2       Bill to:       Client Bill       Ordering Priority         Specimen/Case       # of Spec.       Status       Specimen Type         SURGICAL PATHOLOG       1       Ordered       Tissue         1       Ordered       Tissue       Routine       1	bmitter:	PEACE HEA	LTH LABORATO	RY R	equisition nur	mber: RQ538	6	/	Patient:	YELLOW, PEPPER	ર
B:       6/30/1985       TOB:       City (or ZIP):       THE DALLES       Country:       United States of America         f Lab No:       SC17-1234         Orders [1]       Billing Info [2]         agnoses:       Code       Description       Authorizing provider:       AARON, DEBORAH L         5       Z01.89       Encounter for other specified special examina       Ordering provider:       Bill to:       Client Bill         7       Procedure [6]       Specimen/Case       # of Spec.       Status       Specimen Type       Priority       Specimen Source       Q       C       H         1       SURGICAL PATHOLOG       1       Ordered       Tissue       Routine       1       ?         12.       12.       1       Ordered       Tissue       Routine       1       ?	6/30/1985 TOB: City (or ZIP): THE DALLES Country: United States of America b No: SC17-1234 riders [1] Billing Info [2] oses: Code Description Authorizing provider: AARON, DEBORAH L 201.89 Encounter for other specified special examine 2 Code Description Crease 8, # of Spec. Bill to: Client Bill Procedure [6] Specimen/Case 8, # of Spec. Status Specimen Type Priority Specimen Source 100 C H L SURGICAL PATHOLOG 1 Ordered Tissue Routine 1 0 C H L 2 Case Builder C C Results ★ Cancel	tient alias:			- A	ddress:	123 STREE	Г		State:	OR ZIP: 9705	8
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i Lab No:       SC17-1234         Orders [1]       Billing Info [2]         agnoses:       Code       Description         2       Description       Authorizing provider:         2       Authorizing provider:       Ordering provider:         2       Bill to:       Client Bill         Procedure [6]       Specimen/Case       # of Spec.         1       Ordered       Tissue         2       1       Ordered         2       1       Ordered         2       1       Ordered         3       Tissue       Routine         1       2	Image: Section in the section of the special examine order:       Authorizing provider:       AARON, DEBORAH L         Section 201.89       Encounter for other specified special examine ordering provider:       Ordering provider:         Bill to:       Client Bill         Procedure [6]       Specimen/Case       # of Spec.         SURGICAL PATHOLOG       1       Ordered         Tissue       Routine       1         @ c H L       1       0         Image: Case Builder Image: Corresults X Cancel       X Cancel	DB:	6/30/1985	TOB:	C	ity (or ZIP):	THE DALLE	S		Country:	United States of An	nerica
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1 SURGICAL PATHOLOG 1 Ordered Tissue Routine 1 2	SURGICAL PATHOLOG 1 Ordered Tissue Routine 1 ⑦ 12. regte Specimens V→ Receive Case Builder C Results × Cancel Ø Order Details [F11]						<b>0</b> . [	Bill to:	C	lient Bill		5
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• Cre <u>a</u> te Specimens ଐ→ Receive 📕 Case <u>B</u> uilder 🖹 CC Results 🗙 <u>C</u> ancel 🖉 Order Details [F11]				12.								
Create Specimens 0+ Receive Ecise Eulider ECCRESuits X Cancel // Order Details [F11]					Duildes						* 0 1 0	
	Specimen         Coll Date [7]         Coll Time         Collector         External ID         Draw Type         A/C         Lab Req Comm         Reg Comments		ecimens U+Re								_	talis (F11)

- 2. Enter the submitter information in the **Submitter:** field. If this is a industrial account, search for the company name. If this is not an industrial account, contact Client Services or your surpervisor as to what should be entered in this field.
- 3. In the **Patient** field: Search for the patient name, with the format "Lastname, Firstname." Make sure to search for a pre-existing patient using multiple identifiers. If the patient does not exist in the database, the patient will need to be created.
- 4. Enter the outside submitter's case number in the **Ref. Lab No.** field. If the outside submitter's case number includes letters, do not include the specimen letters in this field.
- 5. Enter the diagnosis code in the **Code** field and authorizing provider in the **Authorizing provider** field.
- 6. In the **Bill to:** field: Some industrial accounts will default either Client or Patient billing. If this field is blank, then determine from the paperwork or from other sources whether this is a Client Bill or Patient Bill.
- 7. In the **Procedure** field, enter the test being performed. Type part of the procedure name and press Enter to open the Order Search window. When you choose a procedure, the specimen type and priority appear. If the procedure is not listed, you may have to click on the **Facility List** tab to see the full procedure list.

urgical	l patholo	۹.		Preference List	<u>F</u> acility List
🗄 Pro	ocedures ≈				
	Code	Name	Туре	Pref List	Institution C
☆	LAB00970	CEI SURGICAL PATHOLOGY (aka OPHTHALMIC PATHOLOGY)	Lab	OP FACILITY LAB	
位	O159551	LEUKEMIA/LYMPHOMA MARKER - TISSUE W/ SURGICAL PATHOLOGY		OP FACILITY LAB	
☆	LAB00890	SURGICAL PATHOLOGY	Lab	OP FACILITY LAB	

- 8. In the **# of Spec.** field: The default is 1. Change the number to correspond to what was sent.
- 9. In the **Priority** field, leave the default as "Routine".
- 10. If the procedure has order questions, there will be an question mark under the **Q** column. Click on this question mark icon and answer the appropriate questions.
- 11. To scan in the paper requisition/orders into Beaker, you can press the **Scan** button.
  - a. Type in a description in the **Description** field.

Requisition Scan	<u>&gt;</u>
🖹 Acquire 🎽 Import 🔲 Save doc 🔋 🖻 Copy 💼 Paste 🛛 😒 Clear all 📲 Clear page 🛛 🖳 Select Scanne	er
	- Document Data
	Description: Requisition from Peace Health Lab
	Doc type: Lab Managed Requisition Scan
	─Page Information No page is loaded.
	Eirst Prev Next Last
	Magnification and Rotation
	+ Enlarge - Reduce
	Actual size Size to fit
	<pre>&lt;&lt; Rotate Flip Rotate &gt;&gt;</pre>
No income for a data	Scanner Options Use ADF Show scanner's user interface
No image loaded	Show scamers user interface
	Show Additional Data Fields

- b. Load the paper into the scanner, and click the **Acquire** button.
- c. Once the paper has been scanned, click on the **Save Doc** button.
- 12. When the form is filled out, click **Case Builder** button to begin processing the case. This will bring up a new window.

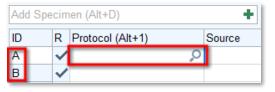
### Create the Case in Case Builder for Req. Entry Cases:

Case Builder ✓ Accept 局 Accept & Stay	a-op 🕞 Gr <u>o</u> ssing 🕞 Case R	esults	$\odot$	⑦ ∠ ×
Case type: SURGICAL PATHOLOGY Case number: SP17-00832 +	Orders			-
Users Assigned Role BEAKER, MOREAU Pathology Fellow BEAKER, HOMUNCUL Resident Pathologist	SURGICAL PATHOLOGY (162737377)	Specimen Sourc 1	Deborah L Aaron, MD	Q ()
BEAKER, HERBERT V Staff Pathologist	Ouestion for SURGI	CAL DATHOLOGY (1)		<b>▼</b>
Add Specimen (Alt+D) 5. + ID R Protocol (Alt+1) Source A ✓ LUNG WEDGE BIOPSY 2.	Description	Coll Date	Coll Time Collector Coll Dept	
Add Task (Alt+R) 7. +	Select Multiple Blocks	- 0	elete Last <u>B</u> lock – D <u>e</u> lete Sel	ected
ID C Task (Alt+2) Slides	Code Qty T	ask Flags Task N	ote	
A1 BLOCK BIOPSY 6, A1.1 H&E, Levels 1				

1. At the **User Assigned** and **Role** field, assign the appropriate people and roles. Some of the roles include Staff Pathologist, Resident Pathologist and Pathology Fellow.

#### Adding Specimens:

 Depending on the # of specimens that were entered from Requisition Entry, Case Builder saves a row for each of those specimens. Click in the **Protocol** field directly for the row you want to assign a specimen. Do **not** use the **Add Specimen** field for these rows because it will add a new letter row.



- a. In the **Protocol** field for Row A, type in part of the protocol name and press the Enter key. Select the protocol you would like to use. Do the same for each row that was auto created.
- 3. Type in a **Description**. Enter the source information or text comments from the order here in this field
- 4. Complete the collection information in the fields to the right. Enter the Collection Date and Collection Time. The Collection Time is important because if CP tests are ordered on a case, then CP Beaker requires a Collection Time to be filled out. If you don't know the time, put "n" for current time.
- 5. **Multiple Specimens:** If you need to add another specimen to the case on a new row, click in the **Add Specimen** field and choose the appropriate protocol. It will add new row to the specimen list.

#### Adding Tasks:

6. When you add specimens, certain default tasks will populate the bottom table. **Please check to make sure those tasks are correct!** If you have multiple specimens, click on each specimen's protocol row and the tasks associated with that specific specimen will show in the table below.

- 7. To add more tasks: Select the specimen or block that needs additional stains or tasks. In the Add Task field, search for the task protocol you want to add. Type part of the name and press Enter to narrow down the choices of tasks. This will bring up a Task Protocol Browser window and you can check off the tasks you want to add.
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  - b. If you would like to order a flow sort on the case, type in "flow" in the Add Tast field. Check off the task "FLOW SORT". This will add the task "Flow Sort" in the task list. This task requires a task note to let Flow know what you would like them to perform. See next section about adding Task notes. Ex. "MRD Sort for FISH, IGH rearrangement"
  - c. If you would like multiple copies of the same slide or test, after you choose a test in the task protocol browser, you can use the up and down arrows to increment the number of slides/tests requested.

H&E	Searc <u>h</u>		Browse (F4) Details (F7)	Clear Selected
				Selected Items
☆ Task Protocols IHC Others	Task Protocols IHC H&E LEVEL 4-5	MSI H&E	A	Task Protocols TH&E
Recut	HARE HARE LEVEL 1 HARE LEVEL 11	☐ H&E CRYO ☐ H&E LEVEL 10 ☐ H&E LEVEL 11-12		

#### **Deleting Items:**

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To see deleted tasks, click — Show Deleted under the  $\bigcirc$  Actions button drop down list . If you deleted an item in error, select it and click **! Restore.** 

#### Adding Task Notes:

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Sometimes you need to add a note to a task to add extra information. For example, if you order "Flow Cytometry Needed" or a "Flow Sort", the Flow techs need additional information to process the test.

1. To add a task note, the easiest way is to find the task in the Task list that you want to add a task note, and click on the grey field under the column **Task Note** for that row.

Add Tas	k (A	lt+R)	+ [	Select Mu	Itiple Blocks		Delete Last Block     Delete Select
ID	С	Task (Alt+2)	Slides	Code	Qty	Task Flags	Task Note
A1.16	~	Giemsa May Grunwald	1				
A1	$\checkmark$	cKIT D816 for Mastocytosis					
A1	$\checkmark$	Flow Cytometry Requested					
A1.17	$\checkmark$	Cytospin (Flow)	1				
A1.18	$\checkmark$	Cytospin (Flow)	1				
A1.19	$\checkmark$	Flow Label	1				
A1.20	$\checkmark$	Flow Label	1				
A1.21	$\checkmark$	Flow Label	1				
A1 22	2	Flow Label	1				

2. It will bring up the **Case Info** window. Type in the note you want to add for that particular task. Click the **Accept** button.

<u>s</u> k:		Elags:	Notes:
12 A1	Slide, Unstained		🗩 🗢 📽 📽 🕄 🕄 🕇 🧮 🗢 🔸
13 A1	Slide, Unstained		Rule out lymphoma
14 A1	Giemsa May Grunwald		
15 A1	Giemsa May Grunwald		
16 A1	Giemsa May Grunwald		
17 A1	Giemsa May Grunwald	1	
18 A.1	cKIT D816 for Mastocytosis, E		
19 A1	Flow Cytometry Requested	•	
pply th	is flag:	D To this type of task:	Apply

3. In Case Builder, you will see the task note listed.

Add Tas	k (A	lt+R)	+ [	Select Mu	Itiple Blocks		- Delete Last <u>B</u> lock - De	elete Selected
ID	С	Task (Alt+2)	Slides	Code	Qty	Task Flags	Task Note	<b></b>
A1	~	cKIT D816 for Mastocytosis	5			_		
A1	1	Flow Cytometry Requested					Rule out lymphoma	
A1.17	$\sim$	Cytospin (Flow)	1					
A1.18	$\swarrow$	Cytospin (Flow)	1					
A1.19	$\checkmark$	Flow Label	1					
A1.20	$\checkmark$	Flow Label	1					
A1.21	$\swarrow$	Flow Label	1					
A1.22	$\checkmark$	Flow Label	1					
								-

#### Accessioning the Case:

- 2. When you are done, click **Accept** to accession the case.
- NOTE! If you entered Case Builder from Requisition Entry, you still need to accept the requisition after you accession the case in Case Builder! At the Requisition Entry screen, if you have additional requisitions to enter, click Accept & New to move to the next requisition. Otherwise, click the arrow next to Accept & New and select Accept to save your work and close Requisition Entry.

## **Additional Tasks:**

### Adding "Rush" Case Flag:

If the case is a rush, then you need to enter a Case flag of "Rush".

1. Go into **Case Builder** for that case and click on the  $\odot$  **Actions** button and choose **Case Info**.



2. Make sure you are on the **Case** tab, and choose the "**RUSH**" flag. Click on the **Accept** button.

igs:	Note			
RUSH	D,9 🗩 🕯	🎐   🗠 🛥   🕄 💭	+ 🗟 🗢 🔸	\$

3. This will add a **RUSH** flag to the case. In the **Outstanding List** and **Case Prep Work List**, these cases will have a red background.

		SP18-00066	Beaker, Joker	A - KIDNEY NATIVE EM	Acces
		SP17-00588	Italy, Romeo R	A - EXTREMITY AMPUTA	Acces
V	RUSH	SP18-00063	Beaker, Ziggy	A - LYMPH NODE BIOPSY	Acces
		SP18-00058	Beaker, Jenny	A - VAGINAL BIOPSY	Gross
		SP18-00053	Beaker, Folole	A - N MUSCLE BIOPSY	Acces

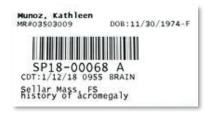
#### Printing out non-frozen specimen labels:

When you check in non-frozen specimens, the Beaker specimen label will not print automatically when you accession the case. To print a AP Specimen label:

- 1. In Case Builder, click on the  $\bigcirc$  Actions button and choose Labels and Docs. (Alternatively, you can personalize your Case Builder tool bar to have the Labels and Docs as a button).
- 2. Select "Label" for the Document type:.
- 3. Click on the **Print New** option.
- 4. Choose "OHSULAB AP Specimen Label" by clicking on the magnifying glass next to the Print New Field.
- 5. Select your workstation printer for the Printer field.
- 6. Select **"1 per Specimen**" for the Copies field. Note: if you leave it on one per container, you will print a lot of erroneous extra labels!
- 7. In the Specimen field, choose the specimen you want to print. The settings should look like the following:

Case: SP18-00068	×
Socument type: 2. Label	
Print new: 4. OHSULAB AP Specimen Label 🔎	Recipient:
O Reprint:	Fax number:
	Printer: 5, DHBA318P LABELS
	Copies: 6. 1 per Specimen
If the label prints test info, use:	Only print documents for the following:
Test:	Speci <u>m</u> en: <b>7.</b> SP18-00068 A 🔎
	Contain <u>e</u> r:
	8. <u>Print</u> <u>C</u> ancel

8. Click the **Print** button. The label should look like this:



#### **Reprinting Frozen Cassettes:**

If you have to reprint a frozen specimen cassette:

- 1. In Case Builder, click on the 💮 Actions button and choose Labels and Docs. (Alternatively, you can personalize your Case Builder tool bar to have the Labels and Docs as a button).
- 2. Select "Block/Slide Etch" for the Document type:.
- 3. Click on the **Print New** option.
- 4. Choose "OHSUlab AP Label FRZ Cassette" by clicking on the magnifying glass next to the Print New Field.

Item Select	
Search:	Q
ID	Label
1237681202	OHSUlab AP Labeler Slidemate
1237681201	OHSUlab AP Labeler Cassette
1237681203	OHSUIab AP Label FRZ Cassette

- 5. Select your workstation printer for the Printer field.
- 6. Select "1 per Container" for the Copies field.
- 7. In the Specimen field, choose the specimen you want to print.

8. In the Container field, choose the frozen block you are trying to reprint.

Case: SP17-00708				X
Document type:	Block/Slide Etch 🔎			
C Print new:	OHSUlab AP Label FRZ Casset 🔎	Recipient:		
O <u>R</u> eprint:		Fax number:		
		Printer:	LABCASS23P LABELS	2
		Copies:	1 per Container	9
If the label prints test in	fo, use:	Only print documents	s for the following:	
<u>T</u> est:	<b>P</b>	Speci <u>m</u> en:	SP17-00708 A	,o
		Contain <u>e</u> r:	SP17-00708 A1	2
			Print <u>C</u> ance	4

9. Press the **Print** button.

Scanning Order/Frozen Paperwork into Case Results:

 Open the case in Case Results. To scan in any documentation into the case, click on the Scan icon on the middle toolbar of Case Results, and choose "Scan Image". Make sure you are on a workstation with a scanner attached to it.

🖋 R <u>e</u> sults 💣 S <u>v</u> noptic	🔊 <u>H</u> istory 🖋 SNOME <u>D</u>	🖶 Addendum	<b>+</b> ≧ <u>M</u> nemonic	E Sca	an 🚽 🗩 E <u>x</u> pand
				📑 Sc	ca <u>n</u> Image
				Û V <u>i</u>	iew or remove scanned images

2. Type in some descriptive text in the Description field. Ex. "Frozen"

Click on the "Acquire" button. After the document has been scanned in, you should see the scan in the scan window. Click the Save Doc button when you are ready to accept the scan.

Result Scan		×
🖹 Acquire 🏂 Import 📮 Save doc 🔋 🖻 Copy 💼 Paste 🛛 😒 Clear all 📲 Clear page 🛛 🖳 Select Scann	er	
	Document Data -	
	Description:	Outside Report
	Doc type:	Lab Managed Result Scan
	-Page Information No page is load	
	Eirst	Prev Next Last
	Magnification an	d Rotation
	+ Enlarge	e - Reduce
	Actual siz	e Size to fit 💌
	<< Rotate	Flip Rotate >>
	- Scanner Options	Use duplex
No image loaded	Show scanner's	
	Save all pages	
	Show	w Additional Data Fields

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