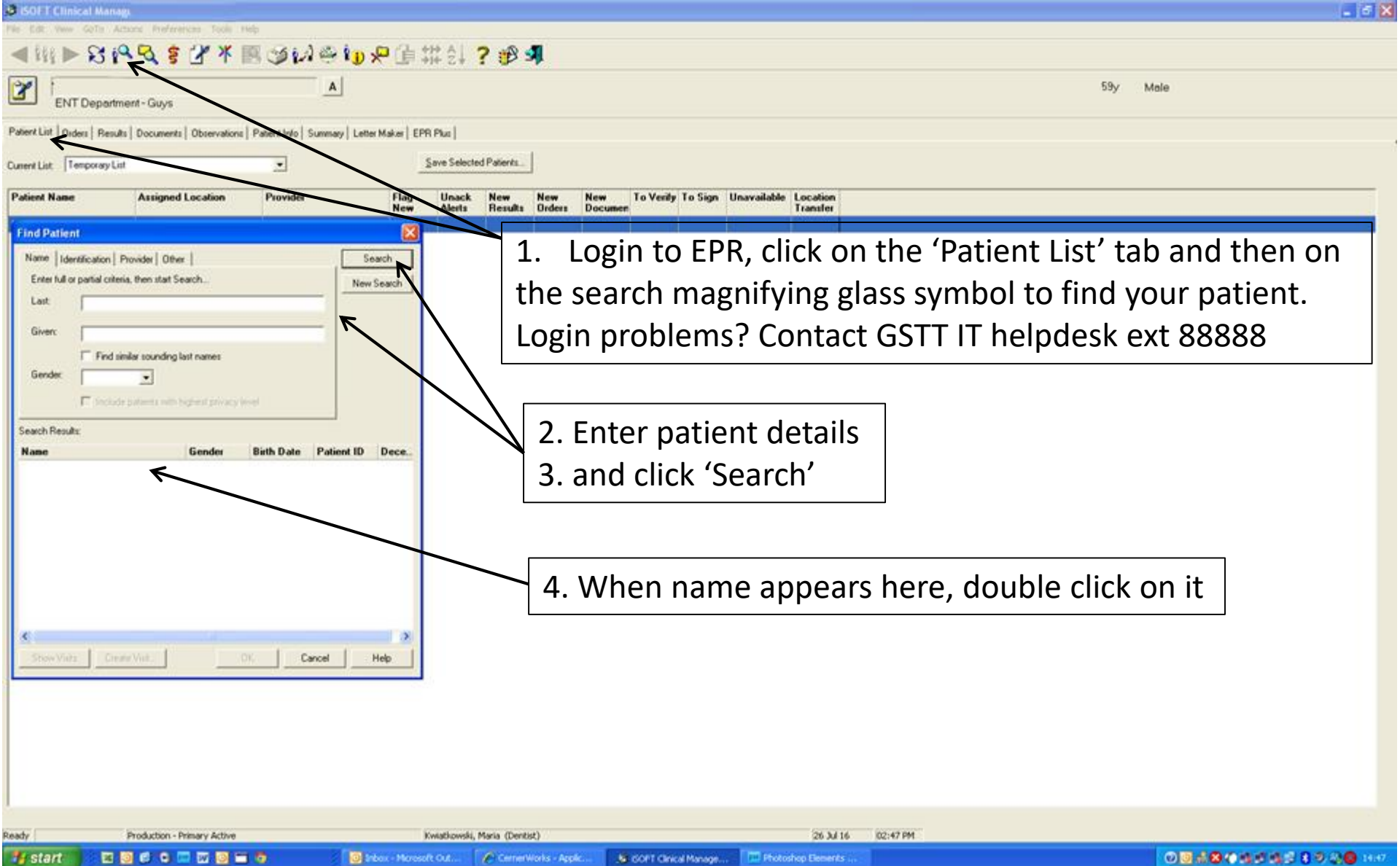




Requesting histopathology specimens on EPR

For Head & Neck and Oral Pathology



1. Login to EPR, click on the 'Patient List' tab and then on the search magnifying glass symbol to find your patient. Login problems? Contact GSTT IT helpdesk ext 88888

2. Enter patient details
3. and click 'Search'

4. When name appears here, double click on it

Acute Dental Care (Adult)-Guys

Patient List | Orders | Results | Documents | Observations | Patient Info | Summary | Letter Maker | EPR Plus

Current List: Acute Dental Care (Adult) - Today

Patient ID / Visit Number	Patient Name	Date of Birth	Visit Type	Assigned Location	Admit Date	Provider	Visit Reason	Flag New	New Orders	New Results	New Alerts	Unack Alerts	To Sign
		26/05/1946	Outpatient	Acute Dental Car...	26-Jul-16	Kwok, Jerry							

Find Patient

Name | Identification | Provider | Other

Search

Enter full or partial criteria, then start Search...

New Search

Show Visits

Admit Date	Type / Care Level	Location	Visit Status	Name
03-Feb-14	Registration/Other	Not known 1	DSC	
21-Jan-14	Outpatient/Acute	ENT Department - Guys	CLS	
06-Jan-14	Outpatient/Acute	Neurology Clinic - Guys	CLS	
02-Dec-13	Outpatient/Acute	Neurology Clinic - Guys	CLS	
29-Apr-11	Outpatient/Acute	Derm Surgery/Laser Unit - STH	CAN	
			CAN	
			CLS	
			CLS	

Save Selected Patients | Show Active

OK | Cancel | Help

5. A list of hospital episodes pops up. You MUST select the correct specialty and current date or the report will not be sent to the correct Consultant responsible for the patient's treatment.

Click on the correct line

In the extremely unlikely event that no line is correct (usually emergency unbooked patient), choose a previous episode by same consultant/clinical service

6. Click OK

The screenshot shows the ISoft Clinical Manager interface. At the top, there is a menu bar (File, Edit, View, GoTo, Actions, Preferences, Tools, Help) and a toolbar with various icons. Below the toolbar, the patient information is displayed as "ENT Department - Guys" with a patient age of "59y" and sex of "Male". A navigation bar contains tabs for "Patient List", "Orders", "Results", "Documents", "Observations", "Patient Info", "Summary", "Letter Maker", and "EPR Plus". The "Orders" tab is selected. On the left side, there are several filter panels: "Chart" (set to "This Chart"), "Date Range" (with "Since" set to "26-Jun-2016" and "One month ago", and "To" set to "..."), "Status" (set to "All"), "Order Selection" (set to "All"), and "Display Format" (with "By Department" selected). The main content area displays "No orders match your request". A callout box with a black border contains the text "7. Click on the orders tab" and "8. Click on enter orders". A black arrow points from the "Orders" tab to the callout box, and another black arrow points from the callout box to the "Enter Orders..." button in the bottom toolbar. The bottom toolbar also includes buttons for "Reorder...", "Multiple Reorder...", "Sign...", "Verify...", "Add Specimen...", "Release...", "DC/Cancel...", and "DC/Reorder...". The status bar at the bottom shows "Ready", "Production - Primary Active", "Kwiatkowski, Maria (Dentist)", "26 Jul 16", and "02:29 PM". The Windows taskbar at the very bottom shows the Start button and several open applications: "Inbox - Microsoft Out...", "CernerWorks - Applic...", "ISoft Clinical Manage...", and "Photoshop Elements ...".

7. Click on the orders tab
8. Click on enter orders

Allergies: **Please record allergies**

Requested By: Me Other: Source:

Date: Time:

Session
Type: Reason:

Manual Entry Searching for ...

<ALL>

head

Order
Head - MRA
Head - US
Head & Neck - Urgent Staging Workup
Head and Neck Request General <small>Send the specimen(s) together with the A4-form to the H&N Histopathology lab 4th floor, Guy's Tower ASAP.</small>
Head and Neck Request Larynx & Thyroid <small>Send the specimen(s) together with the A4-form to the H&N Histopathology lab 4th floor, Guy's Tower ASAP.</small>
Head and Neck Request Major Resection <small>Send the specimen(s) together with the A4-form to the H&N Histopathology lab 4th floor, Guy's Tower ASAP.</small>
Head spectroscopy - MRI
Head Swab
Head with contrast - CT
Head/neck & soft tissue - MRI
Headache

9. This window is initially blank. You must type in 'head' here
Then the list of head and neck and oral pathology requests will appear.

For immunofluorescence requests type in 'St John' for the St John's IF lab. If you need a routine biopsy AND direct IF you will need to go around this process twice, once for each specimen as they go to different labs.

10. Double click the type of specimen you wish to send from the list:

- Head and neck request general for oral/nasal/skin and other small biopsies
- Larynx and thyroid – self explanatory
- H&N major resection for cancer resections

Add...

View...

Item Info...

Message...

...

Edit...

Delete

Copy...

Add Specimen...

Submit Cancel Hide Worksheet Help

Order: Head and Neck Request General Order ID: 001PLMWKR

Requested By: [Redacted]

Messages: Send the specimen(s) together with the A4-form to the H&N Histopathology lab 4th fl ...

Ordering Information

Conditional Order Condition: [Redacted] Template Name: [Redacted]

★ Result Priority: Routine

★ Info: State following: Differential diagnosis, reason for investigation, clinical features.

★ Clinical Details: [Redacted]

Medical history / Medication: [Redacted]

Occupation / Prev. Occupation: [Redacted]

Previous biopsy?: [Redacted]

★ Alcohol?: [Redacted]

★ Smoking?: [Redacted]

Betel Quid?: [Redacted]

Radiographs/Images?: [Redacted]

★ Info: Specimens and accompanying radiographs/images to be sent to Oral Pathology, 4th floor Guy's Tower. Any digital images related to the specimen should be emailed to: h&npath-dental@gstt.nhs.uk

★ Bleep / Ext.: [Redacted]

★ Specimen container 1	Define Biopsy Type (1)
Specimen container 2	Define Biopsy Type (2)
Specimen container 3	Define Biopsy Type (3)
Specimen container 4	Define Biopsy Type (4)
Specimen container 5	Define Biopsy Type (5)
Specimen container 6	Define Biopsy Type (6)
Specimen container 7	Define Biopsy Type (7)
Specimen container 8	Define Biopsy Type (8)
Specimen container 9	Define Biopsy Type (9)
Specimen container 10	Define Biopsy Type (10)

OK Cancel Repeat

11. Fill in the request form details.

NB. Result priority. Please only select urgent and cancer pathway for truly urgent cases. Turnaround time for routine specimens is only a few days anyway. Unless the clinical information contains clear reasons for urgent status, inappropriate requests will be downgraded in the lab. If specimens are required for a specific date, this can be added in clinical details. Selecting urgent for all your cases will not cause all yours to be reported first, they will be downgraded.

Biopsy type: incisional and excisional specimens are handled differently in the laboratory. You must select the correct one or the information you need may not be included in the report.

Blue asterisks denote essential fields (except the two marking information to help you)

12. When done click OK

Order Entry Worksheet -

Allergies: **Please record allergies**

Requested By: Me Other: Source:

Date: Time:

Session
Type: Standard Reason:

Manual Entry Searching for ...

Order	Cost
Head - MRA	
Head - US	
Head & Neck - Urgent Staging Workup	
Head and Neck Request General	
Send the specimen(s) together with the A4-form to the H&N Histopathology lab 4th floor, Guy's Tower ASAP.	
Head and Neck Request Larynx & Thyroid	
Send the specimen(s) together with the A4-form to the H&N Histopathology lab 4th floor, Guy's Tower ASAP.	
Head and Neck Request Major Resection	
Send the specimen(s) together with the A4-form to the H&N Histopathology lab 4th floor, Guy's Tower ASAP.	
Head spectroscopy - MRI	
Head Swab	
Head with contrast - CT	
Head/neck & soft tissue - MRI	
Headache	

Head and Neck Request General 26-Jul-16 Pending

13. Click on the line showing the request you just created

14. Click submit, this will print the request form

Submit Cancel Hide Worksheet Help

start | Microsoft Outlook | CernerWorks - Applic... | iSOFT Clinical Manage... | Photoshop Elements ... | 14:32

ISOFT Clinical Manager

File Edit View GoTo Actions Preferences Tools Help

ENT Department - Guys 59y Male

Patient List Orders Results Documents Observations Patient Info Summary Letter Maker EPR Plus

Chart: This Chart

Orders: All Status: All

Validation	Laboratory	Date	Status	Disc/Stop
	Head and Neck Request Gen	26-Jul-16	Pending Collection	

15. Click on the request you have produced

16. Then click add specimen

Enter Orders... Reorder... Multiple Reorder... Sign... Verify... Add Specimen... Release... DC/Cancel... DC/Reorder...

Ready Production - Primary Active Kwiatkowski, Maria (Dentist) 26 Jul 16 02:37 PM

ISOFT Clinical Manager

File Edit View GoTo Actions Prefer... Tools Help

ENT Department - Guys 59y Male

Patient List Orders Results Documents Observations Patient Info Summary Letter Maker EPR Plus

Chart: This Chart

Date Range: Since 26-Jun-2016 To: One month ago Status: All Order Selection: All Display Format: By Department

Validation	Laboratory	Date	Status	Disc/Stop
	Head and Neck Request General	26-Jul-16	Pending Collection	
		26-Jul-16 14:38	Label Printed	

Add Specimen

Specimen Type: Histopathology (Other) Specimen ID: 001TP2202

Order(s):

<input checked="" type="checkbox"/>	Head and Neck Request General	26-Jul-16	Pending Collection
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Collection Date & Time

Collected Over Time Start Date: 26-Jul-2016 Start Time: 14:42

End Date: End Time:

Specimen Collected by: Kwiatkowski, Maria No. of Labels to Print: 1

Collection Volume: 0 Unit of Measure:

Additional Comments:

OK Cancel Apply View Details Item Info Help

17. Click in the box for the request you have produced

18. Then click OK, sticky labels for specimen pots will print out.

You are finished with EPR, go to next slide

- Sign the form
- Stick label(s) on specimen pot(s).
- For multiple sites, the labels state the site as you entered it on the form. Ensure the correct site specimen is in the correct pot. There should be no need to write sites or specimen numbers on the pot in addition.
- Bag up the pot and form in specimen bag, ensuring lid is tightly closed and the paper is in the separate compartment.
- Place in collection area in your department. For dental departments or clinics without one, take specimen to Oral Surgery or Consultant Clinic collection site
- Report will appear on EPR, paper copy is sent to Consultant
- If the result appears incompatible with clinical findings or if you need the findings interpreted or advice on treatment, contact the reporting Consultant (name at end of report)
- Any queries phone Head and Neck / Oral Path on 84367

Other useful information

- All histopathology specimens for ENT and dental departments, and the head and neck cancer team are reported in our specialist laboratory on floor 4 of the Tower. Our entrance is opposite the Kidney Clinic, which is signposted and near the Tower low rise lift lobby.
- There is a specimen reception hatch there if you need to deliver urgent specimens.
- Your Consultants are Prof E Odell (Clinical Lead), Prof P Morgan and Drs S Thavaraj and G Hall. The office number for enquiries is 84367
- If you are a specialty trainee, we offer an audit of your biopsies for your logbook and education. Contact one of the Consultants.
- If you have cases to discuss, case series to publish or other wish to discuss pathology, we will be happy to contribute to case conferences or clinico-pathological meetings.

- The service is accredited by UKAS to ISO15189