

Test Ordering for Histology Specimens

- I. In COPIA, complete the patient demographics per protocol.
 - a. Search for the patient by birthdate (i.e. XX/XX/XXXX). This will prevent entry of duplicate demographics.
 - b. Assure that the patient's name is the legal name. no nicknames or shortened versions of the name are to be used.
 - i. Example: use Robert, not Bob
 - ii. Example: Lillian, Lilli, or Lilliann must be consistently used on all paperwork
 - c. Assure that the name is spelled correctly!
 - d. Assure that the name entered matches all labeled specimen containers and paperwork.
 - e. In "Ordering Provider", enter the **performing provider/surgeon**.

- II. In "Order Choice Search", type Tissue Exam.
 - a. You only need to order one Tissue Exam for all specimens submitted.

- III. Click on the Clinical Info button which will be in red.
 - a. Click in the box to indicate how many containers are being sent.
 - b. If it is a BREAST sample, you must click in the box and indicate what time the specimen was placed in formalin.
 - c. Click in the box and indicate the clinical history and/or reason for the procedure.
 - d. Next to Tissue Exam Specific Site, click in each box that corresponds to each part that is being submitted. Be as specific as possible.
 - i. Type in any additional information in the Additional Note box. This can be used to indicate a specimen site that may not be included in the list.
 - e. Select the appropriate Specimen Type from the drop down
 - f. Click the Save button.

- IV. Add **additional reports/providers/primary providers** in COPIA using the "Results To" button.
 - a. Click on "Add"
 - i. Click the "Copia User" box and search for the provider on the list.
 - ii. If not on the Copia User list, click on "External Recipient" box and type in the Name and Fax number in this format 1-XXX-XXX-XXXX.
 - iii. Click on "Save"
 - iv. Click on "Close"
 - b. In "Comments" Add any extra information needed. If providers are listed in this field, the system will NOT automatically send a report to them. These comments can be notes to your own facility when a report is received (for your own use or notation). DO NOT type "Fax to". This should have been added in the "Results To" button as instructed above.

- V. Save the Order.
 - a. Labels and Requisition will print
 - b. Place labels on container and in/on bag as directed. Assure once more that the label demographics match any previous label on the container.