



Test Ordering for Histology Specimen

- I In COPIA, complete the patient demographics per protocol.
 - A. Search for patient by birthdate (i.e. XX/XX/XXXX). This will prevent entry of duplicate demographic.
 - 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 Histo. A list of all histology categories will appear. Choose the appropriate category (ies).
 - A. If you are unsure of the category, type in the specimen source (part) in the on-line catalog search and choose the appropriate category. Searching by a partial entry of the specimen gets the best choice results.
 - B. More than one category may be included in the same case (T#).
 - i. Example: A Histo:GYN and a Histo:Skin may be ordered if the specimens are collected during the same procedure/visit. These will then be assigned a letter part ID (A,B, etc.)

- III Indicate the number of containers for each category.
 - A. Complete the clinical information for each part (reason for procedure, specific description of each part). Note: The questions are not labeled per part number so make sure to answer the questions in the order of each part.
 - B. Include in the description the exact location including right, left, lower middle, upper, etc. This is especially important for skin biopsies/lesions/moles.
 - C. Verify that the description on the specimen container is an exact match to the information entered into COPIA and to that listed on all paperwork.

- IV Add **additional reports/providers/primary providers** in COPIA in the "Results To" button.
 - A. Click on "Add".
 - i. Click in 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 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, it will NOT automatically send a report. 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 label demographic matches any previous label on the container.