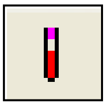
Pathology Management – Cheatsheet for MD 3.14

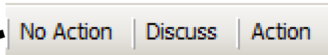


1 Creating a pathology request

1. In patient record click on **Pathology** button.
2. Select tests and then **Print**, insert pathology paper and **Close**.

2 Checking results from holding file

1. No patient record open – **Correspondence/Check Holding File**.
2. Select Doctor name from list and click **OK.**
3. From the **Location** column select **Result** and click **OK**.
4. Double click on first result.
5. Select one of the “action” button” at the bottom of the screen



No action: No need to contact patient.

Discuss result: Patient to be contacted and appointment made. **(WEEKLY)**

Return urgently: Patient contacted and appointment made. **(TODAY)**

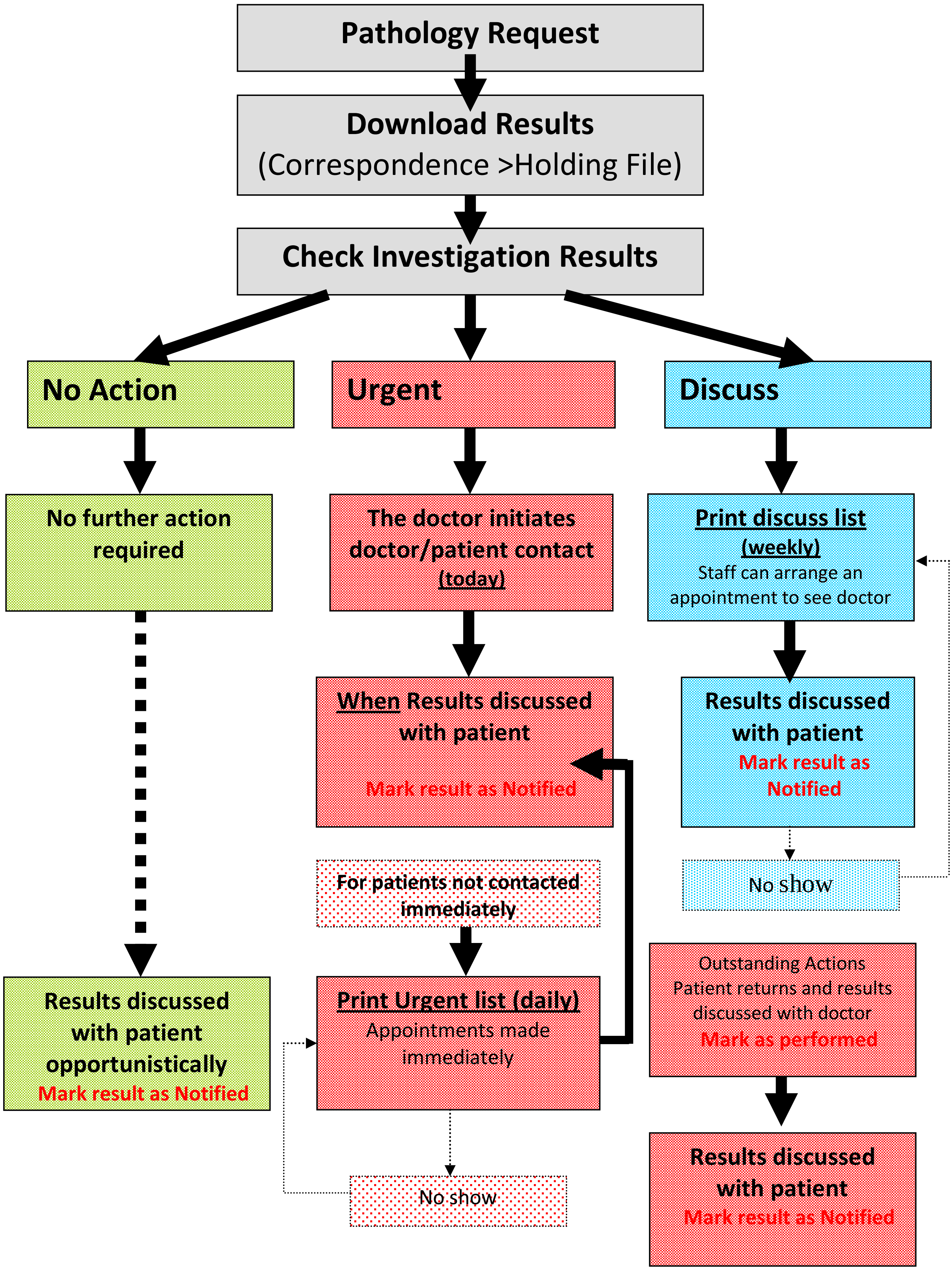
3 Printing the “Discuss” and “Urgent” investigation results

1. From the **Main** screen (no patient record open) select **Correspondence** > **Actioned Items** – this will open the Actioned Items window. Even with a patient record you can go to the **Correspondence** menu and select **Actioned Items (all patients)**.
2. From the **Date Checked** column select a required date range by clicking on the “down arrowhead” next to “Date Checked”.
3. From the **Notation** column select Discuss or Return Urgently, as the case may be.
4. Highlight the results you wish to print:
   a. You can select all items simultaneously by clicking the Select All link at the very top right of the screen.
   b. To print a selection, hold down the Control key and click on each of the results you want to select.
   c. Clicking on the first item, holding down SHIFT key and then clicking on the last item will highlight all items between the two clicks; clicking the Select All link is much easier.
5. Click the **Print List** button.

Note: When you print the list, you will be asked: “Do you wish to mark these patients as being notified?” Generally speaking, Items should only be marked as Notified if a clinician has discussed the item with the patient. Your practice however, may have a specific process that means it is OK to say “Yes” to this question. As with any of the instructions in this manual, they are to be used in conjunction with your documented practice protocols and systems.

4 Mark Result as Notified when the patient returns (2 ways to do this)

1. When viewing the result in Preview mode in the patient’s file there is a “Notified” button at the bottom of the screen (or a “De-notified” button if the result has already been “Notified”).
2. From the Main screen select **Correspondence**> **Actioned Items** and you will see the “Notified” button at the bottom of the screen.


Pathology Request
Download Results
(Correspondence >Holding File)
Check Investigation Results
No Action
Urgent
Discuss
No further action required
The doctor initiates doctor/patient contact (today)
Print discuss list (weekly)
Staff can arrange an appointment to see doctor
When Results discussed with patient
Mark result as Notified
Results discussed with patient
Mark result as Notified
No show
For patients not contacted immediately
Results discussed with patient opportunistically
Mark result as Notified
Print Urgent list (daily)
Appointments made immediately
Outstanding Actions
Patient returns and results discussed with doctor
Mark as performed
No show
Results discussed with patient
Mark result as Notified