CYTOTECHNOLOGISTS JOB AID
KEY PROCEDURES

CYTOTECHNOLOGISTS

PENDING INQUIRY

- Access Maintain Case .
- In the New Case dialog box, select the patient and select the **By Prefix** option.
- Click **OK**.
- Complete required information in the Add Specimen dialog box.
- Click **OK**.

ACCESSIONING

Initiating New Cases

- Access Maintain Case .
- In the New Case dialog box, select the patient and select the **By Prefix** option
- Click **OK.**
- In the Add Specimen dialog box, complete the required information.
- Click **OK**.

Logging In Specimens

- Access Maintain Case
- From the Task menu, select **Log In Specimens**.
- In the Log In Specimens dialog box, enter the accession number, or select the patient.
- Click **OK**.

Submitting Cases

- From Maintain Case, complete the required case information.
- Click **Save** on the toolbar, or select **Save** from the Task menu to submit the case.

  ⚠ **Please Note:** If prompt tests are required, complete the required information in the Prompt dialog box.

- Note the case number displayed in the Case Assignment dialog box.

SPECIMEN PROCESSING

Adding Processing Tasks

- Access Processing Task Order Entry .
- Enter the case number and click **Add**.
- In the Add Processing Task dialog box, enter the processing, group, or billing task in the Task box.
- Complete additional task information, as needed.
- Click **OK** to save the changes and close the dialog box, or click **Apply** to enter additional tasks.

Modifying Processing Tasks

- From Processing Task Order Entry, select one or more tasks on the Tasks spreadsheet.
- Click **Modify** and make the necessary changes.
- Click **OK**.

Canceling Processing Tasks

- From Processing Task Order Entry, select one or more tasks on the Tasks spreadsheet.
- Click **Cancel** to remove the selected tasks from the spreadsheet.

Reprinting Labels

- From Processing Task Order Entry, select **Cassette Label Reprint** or **Slide Label Reprint** from the Task menu.
- In the dialog box, select a label printer and select the check box for each task to print.
- Click **OK**.

RESULT ENTRY

Identifying a Screener

- Access Cytology Result Entry
- From the Task menu select **Identify Screener**
- In the Identify Screener dialog box, select a username if needed.

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- In the Screened box, enter a screened date, or use the arrow buttons to select the screened date, if needed.
- Click **OK**.

DEFINING DAILY SLIDE COUNTS

- Access Cytology Result Entry .

⚠ **Please Note:** The Cytology Daily Slide Counts dialog box is automatically displayed the first time you open the application for the day.

- Complete or update boxes, as needed.
- Click **Save** to begin the daily slide count record.

SELECTING CASES FOR REVIEW

- From Cytology Result Entry, select a case. If needed, you can create a queue to select from the list of cases.

ENTERING RESULTS

- From Cytology Result Entry, select the case.
- For textual results, press **F3** to move your cursor to the assay.
- Enter the result.
- For coded response result, double-click the result cell and select a coded response from the list.

CASE CHARGES

- From Cytology Result Entry, open the case.
- From the Task menu, select **Review > Case Charges**
- Review billing charges and diagnosis codes.
- Add, modify, remove, or cancel the billing tasks, as needed.
- Click **Verify**
- In the Verify Case Charge dialog box, complete all necessary information.
- Click **Ok**

PERFORMING RESULTS

- From Cytology Result Entry, enter a case in the Case box.
- Enter the results for the case.
- Click **Perform Report** on the toolbar

⚠ **Please Note:** Performing a report automatically adds the report to the queue again to be verified by another user.

VERIFYING RESULTS

- From Cytology Result Entry, enter a case in the Case box.
- Enter the results for the case.
- Click **Verify Report** on the toolbar.

DIAGNOSTIC CORRELATIONS

- From Cytology Result Entry .
- From the Task menu, select **Review>Diagnostic Correlation**.
- Review, add, or modify diagnostic correlation events, as needed.

FOLLOW-UP TRACKING

- From Cytology Result Entry, select a case.
- From the Alerts menu, click **Follow-Up Tracking**.
- Add, modify, or terminate tracking events as needed.

SEND OUT PROCESS

- Access Inventory Management, or click **Inventory Management** on the toolbar.
- Enter the case number or select a patient, if not previously in context.
- Check in, check out, or dispose of inventory as needed.

ADVANCED BARCODING AND TRACKING (AB&T) WORKFLOW

⚠ **Please Note:** Only use the AB&T workflow if implemented at your site.

Specimen Processing With AB&T

- Access Tracking Stations.
- Scan the two-dimensional (2D) bar code to the appropriate tracking station for result entry.
- After results are verified, scan the 2D barcode to track slides to storage or to the next appropriate tracking station.