




HISTOTECHNOLOGISTS JOB AID KEY PROCEDURES


HISTOTECHNOLOGISTS

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 a New Case

- 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**.

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.




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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 track specimens to the processing area.

Once specimens are processed, scan the 2D bar code to track slides to the case assembly or distribution area