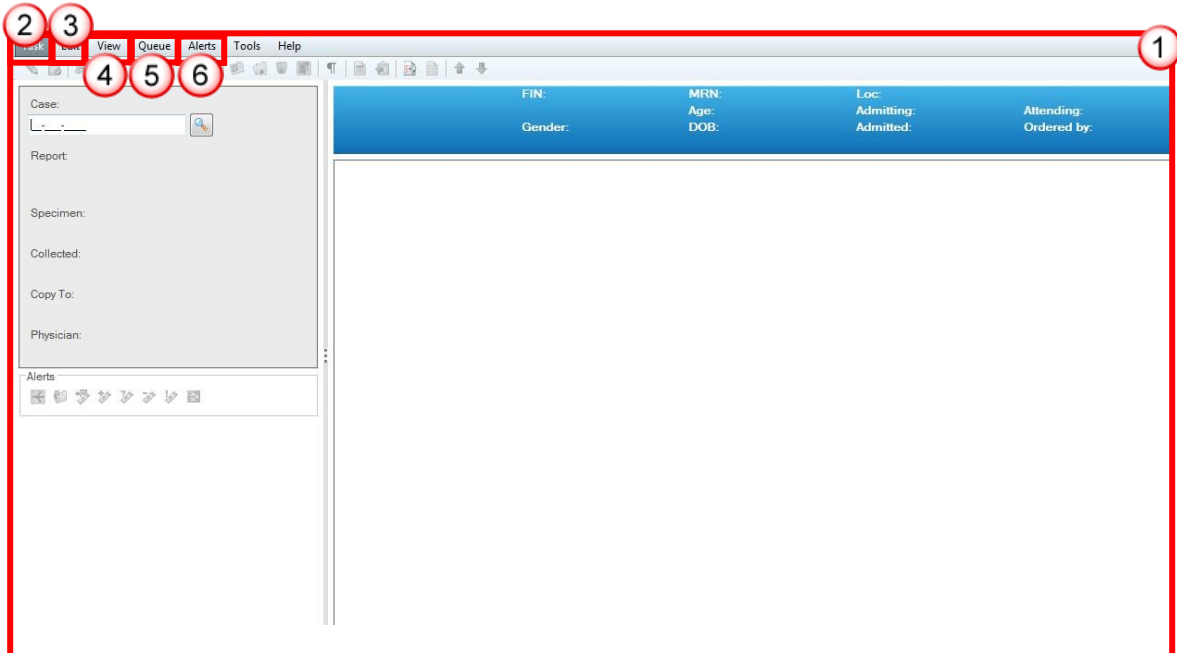## PATHOLOGISTS

Navigating Online Review for Pathologists

1. **Online Review**: Online Review facilitates the sign out of completed anatomic pathology reports by pathologists.
2. **Task Menu**: The following commands are available from the Task menu: Perform Report, Verify Report, Proxy Report, Select Source, Acquire Image, Video Feed, Slide Show, Correct Report, Review, Add Report, Add Processing Tasks, Hold Report, Modify Report, Add to Folder, Print, Print Screen, Suspend, and Exit.
3. **Edit Menu**: The following commands are available from the Edit menu: Cut, Copy, Paste, Delete, Delete Table Row, Select Worksheet, Move Worksheet, Copy Specimens Text, Copy Outside Case Numbers to Text, and Insert Diagnostic Coding Separator.
4. **View Menu**: The following commands are available from the View menu: Toolbar, Status Bar, Report Information, Patient Information, Case Information, Expand All, Collapse All, Comments, Demographics, Specimens, Show Formatting Marks, Report Summary, Previous Screener Findings, and Customize.
5. **Queue Menu**: The following commands are available from the Queue menu: Select, List, Previous Report, and Next Report.
6. **Alert Menu**: The following commands are available from the Alert menu: Follow-Up Tracking, Open Pathology Cases, Pathology History, Previous Abnormal, Previous Atypical, Previous Normal, Clinical High Risk, and Flowsheet.

Creating a Queue of Reports

1. From the Queue menu, choose **Select**.
2. Select **Responsibility** from the mode options.
3. If you want to include reports from a specific service resource, select a resource from the list. If you do not select a service resource, all cases assigned to any reporting services resource are used to create the list.
4. If you want to include reports for a specific pathologist from the list. If you do not select a pathologist, all cases assigned to all pathologists are used to create the list.
5. Click **OK** to close the dialog box and initiate the search. The cases that qualify from your search parameters are displayed in the Queue List dialog box. If only one case qualified , it is displayed in the main window.

Performing Reports

1. Enter the case number or select a case from the Queue List dialog box.
2. Review all of the report sections and add or modify text as needed.
3. From the Task menu, select **Perform Report**.
4. The Perform Report dialog box may be displayed, depending on the application preferences. You can select a pathologist or resident from the Dictated By list, or accept the default value.
5. Click **OK** to perform the report and return to the main application.

Verifying Reports

1. Enter the case number or select a case from the Queue List dialog box.
2. Review all of the report sections and add or modify text as needed.
3. From the Task menu, select **Verify Report**.
4. The Verify Report dialog box may be displayed. Enter your password. Select a signing location from the list if required.
5. Click **OK** to verify the report and return to the main application.
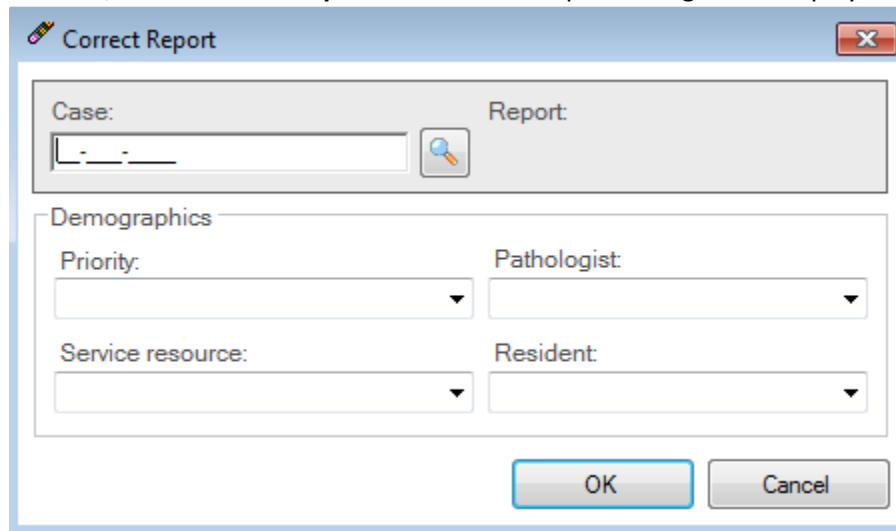
Proxy Verifying Reports

1. Enter the case number or select a case from the Queue List dialog box.
2. Review all the report sections.
3. From the Task menu, select **Proxy Report**.
4. The Proxy Report dialog box may be displayed. Enter your password. You can select a signing location from the list if required.
5. Click **OK** to verify the report and return to the main application.

Modifying Reports

1. From the Task menu, select **Modify Report.** If the report is associated with a cytology case, the Modify action causes the system to open Cytology Result Entry.
2. Use the word processing controls to modify the report directly.

3. To deactivate the Modify Report function, select Task menu, then **Modify Report**.

Correcting a Report

1. From the Task menu, select **Correct Report**. The Correct Report dialog box is displayed.

2. Enter the case number in the Case box. If you need help selecting a case, click **Search** to open the Case Help dialog box.
3. Select a report from the list. If there is only one report associated with the case, it will be displayed automatically.
4. Select a priority from the Priority list.
5. If you want to route the report to a specific service resource, select a resource from the Service Resource list. If you do not select a service resource, the report is routed to the default resource defined in your database settings.
6. If you want to assign the report to a specific pathologist or resident, make a selection from the Pathologist list. If you do not make a selection, the report is assigned to the pathologist previously responsible for the report.
7. Click **OK** to initiate the correction and close the Correct Report dialog box. The report is now in a corrected state.

<u>The case will not automatically pop up once you hit OK.</u>

8. To reopen the report, close out of the dialogue box and re-enter the case number in the **case search field** in the online review.