



# PATHNET ANATOMIC PATHOLOGY

## HOSPITAL INFORMATION SYSTEM (HIS)

### PATHOLOGISTS

---

#### Tips

##### Word Processing Spelling:

You can customize your spelling dictionary to include new terms. When the spelling check finds an unrecognized word and you want to add it to the dictionary, click **Add to Custom**. If this button is not enabled, your sign-on has not been defined to access the custom dictionary word list. To access the custom word list, click **Options** and then **Open Custom**. Navigate to your site's custom word list file.

##### Modifying Reports in Online Review:

Online Review offers two options for displaying reports, **View Only** and **Modify Mode**. If you are viewing a report in Online Review and are unable to make online changes to the report text, press **CTRL+M** to enable Modify Mode. You can customize your application preferences for Online Review to default to Modify Mode using the **Customize** option from the View menu.

#### Common Shortcuts

CTRL+P	Print
CTRL+O	Open
CTRL+S	Save
CTRL+C	Copy
CTRL+V	Paste

#### Online Review Shortcuts

CTRL+P	Verify a report
CTRL+P	Perform a report

#### Shortcuts in Maintain Case and Processing Task Order Entry

CTRL+S	Save orders
--------	-------------

#### Word Processor Shortcuts


F3	Move to the next underscore
F5	Enter the current date and time
F7	Invoke spelling check
F8 & F9	Enter a template into text
CTRL+K	Copy the specimen text into the report




# PATHNET ANATOMIC PATHOLOGY

## HOSPITAL INFORMATION SYSTEM (HIS)


### Accession Case

1. Launch Maintain Case. 
2. Enter Julian (for log-in) or search for the patient (new case).
3. Select a prefix.
4. Enter required specimen and accessioning parameters.
5. Click Save to generate a new case number.


### Order Processing

1. Launch Processing Task Order Entry. 
2. Enter a case number.
3. Review the processing and billing tasks.
4. Click Add to add new tasks.
5. Click Modify to modify existing tasks.
6. Click Save to submit orders.

### Print Worklists and Labels

1. Launch Worklists and Labels. 
2. Select a service resource.
3. Select the cases to include.
4. Select the status.
5. Click OK.
6. Select whether you would like to print worklists or labels and where you would like to print them.
7. Click Print.

### Verify Processing


1. Launch Launch Outstanding Tasks. 
2. In the Select Tasks dialog box, search by resource, task, batch, or case number. Click OK.
3. Select the task to complete and click Verify Task.
4. Click OK.




# PATHNET ANATOMIC PATHOLOGY

## HOSPITAL INFORMATION SYSTEM (HIS)


### Transcribe Reports

1. Launch Transcription. 
2. Enter a case number to open a report.
3. Select a standard report.
4. Modify and complete the report sections.
5. Click Verify. The report will be released or requeued based on security.


### Screen Cytology Cases

1. Launch Cytology Result Entry. 
2. Identify the screener and screened date.
3. Enter a case number.
4. Select a standard report from the Standard Report list.
5. Modify and complete the report sections.
6. Click Verify. The report will be released or requeued based on security.

### Verify Report

1. Launch Online Review. 
2. Enter a case number to open a report.
3. Review and modify remaining report sections.
4. Review case charges and diagnostic coding.
5. Click Verify.

### View Results

1. Launch Case Findings. 
2. Enter a case number to open a report.
3. Review the report.

**Note:** If the report status is Verified or Corrected, the report has been signed out.

Status:	Pathologist:
Verified	Vitti MD, Patty