

**SUNY DOWNSTATE MEDICAL CENTER  
DEPARTMENT OF PATHOLOGY  
POLICY AND PROCEDURE**

CLINICAL LABORATORIES

BAY RIDGE

Subject: PROCEDURE FOR ACCESSING  
LIS CO-PATH

Policy No.: LAB-32

No. of Pages (including this page): 6

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JC Standards:

Issued by: Pathology

Review Date	Revisions		Director	Designee	Comments / Revisions
	No	Yes			

Discontinuation Date: \_\_\_\_\_

**POLICY:**

All clinicians (i.e. authorized non-Anatomical Pathology personnel) at SUNY-DMC-UH) may access the Dynamics CoPath L.I.S. system. The person should have access to a PC loaded with the CoPath-Plus L.I.S. (Live CoPath). At present, CoPath and Cerner are two separate and independent systems.

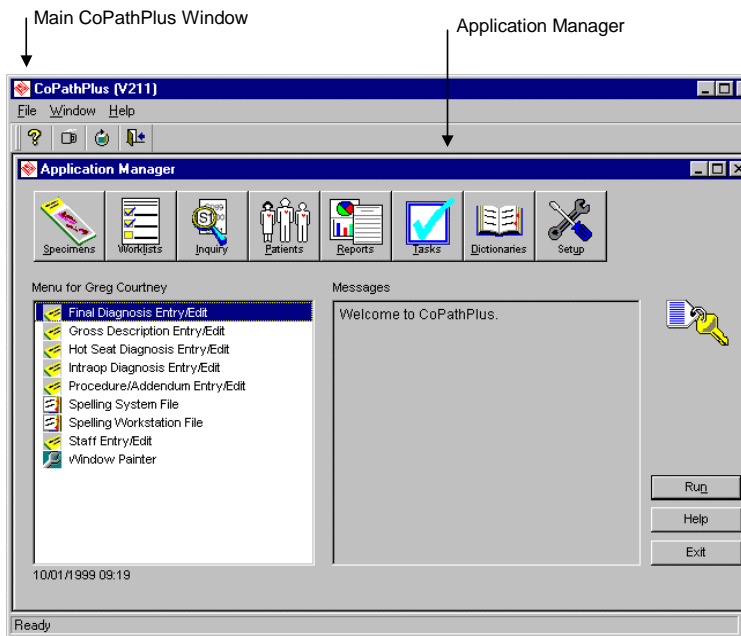
The hospital personnel should come to the Anatomical Pathology Office (UH, A2-466) to obtain a CoPath User ID and Password.

Clinicians' access is limited to:

- Clinician Inquiry (for a patient)
- Print Patient Reports (Final, Addendum, and/or Additional Procedures)
- Password Changes (change your own password at anytime).

**PROCEDURE:**

A. Logon to CoPath using your User ID and Password. The following window will appear.



B. If you choose to access the Clinician Inquiry

- Select the Inquiry, Clinician on your menu (on left side of Application Manger).
  - The following window will appear:

The 'Select Specimen' window includes the following elements:

- Search Section:** Fields for 'Specimen #', 'Patient Name or MRN', and 'Encounter Number'. A 'Search Criteria...' button is also present.
- Select Section:** A table titled 'Specimens for:' with columns: Specimen, Class, Acc. Date, Status, Tissue Source.
- Activity:** A dropdown menu currently showing 'Inquiry (Clinician)'.
- Buttons:** Search, Same Patient, Next Specimen, New Specimen, Workjsts..., Detail..., Print Report..., OK, Cancel, Help.

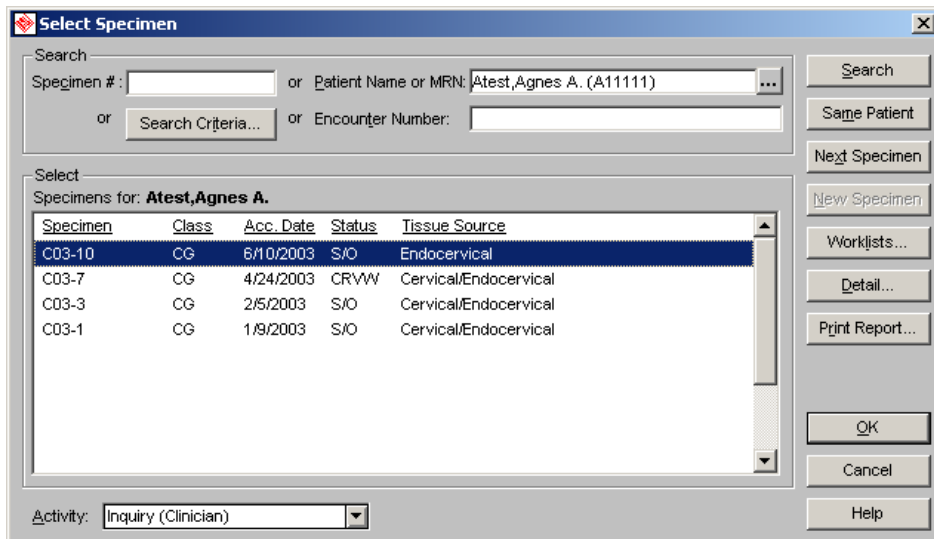
- You may find the patient you are interested in by entering one of the following in the same designated area:
  - Patient Name (Last Name, First Name) -or-
  - Medical Record Number (MPN)
- Depending what was entered one or multiple cases will appear.
- Select (scroll to) the patient you are interested in.

The 'Select Patient' window includes the following elements:

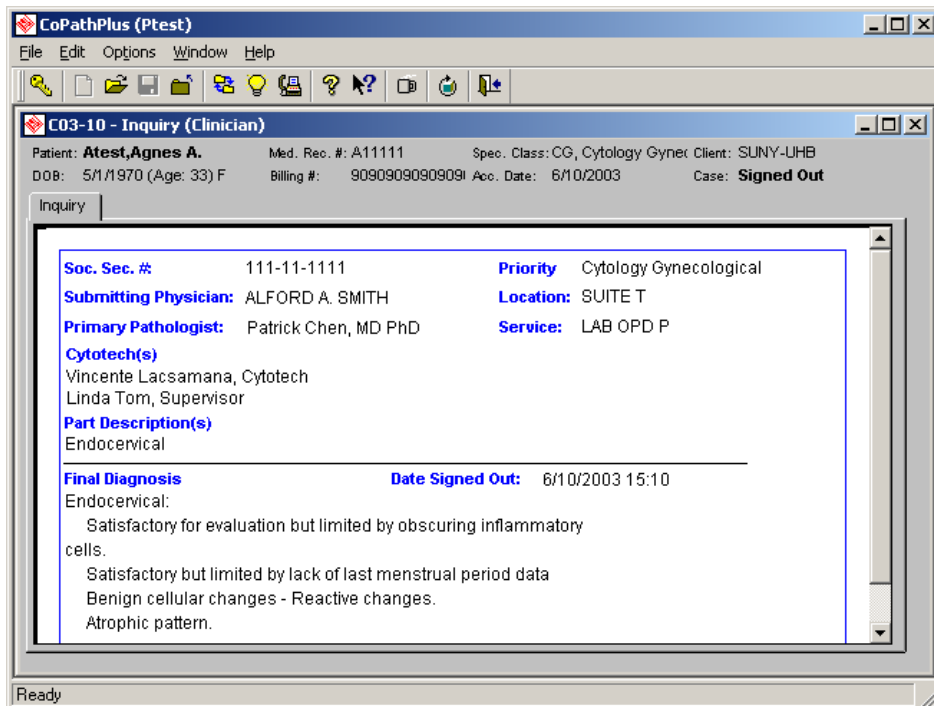
- Patient:** Search field containing 'ATest' and an 'Exact Match' checkbox.
- Search By:** Radio button options: Name (Last,First Middle), Medical Record Number, Social Security Number, Encounter Number, Universal Number, HIS Other Number.
- Select Section:** A table with columns: Name, Gender, Birth Date, Current Age, Medical Records Number, Client.
- Buttons:** Search, New Patient, Filter..., Clear Filter, Edit Patient..., Detail..., OK, Cancel, Help.

Name	Gender	Birth Date	Current Age	Medical Records Number	Client
Atest,	M				
Atest, Agnes A.	F	5/1/1970	34	A11111	SUNY-UHB

- Click the **OK** button.
- A list of cases associated with the selected patient will appear.



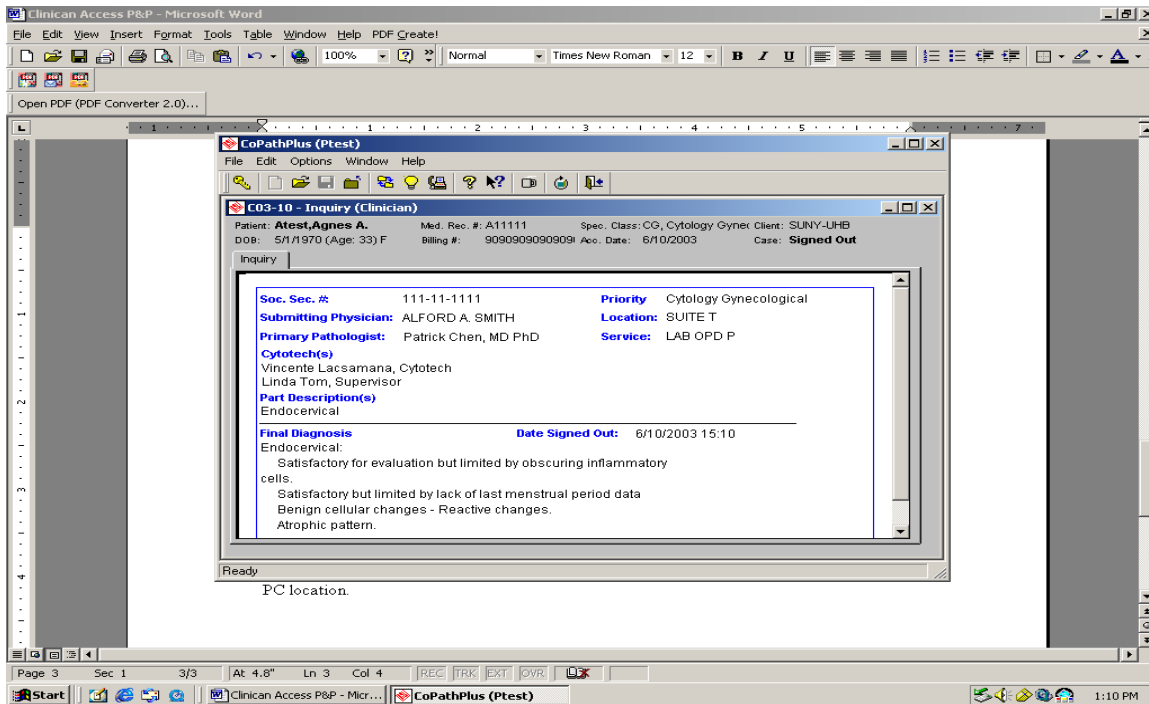
- o Select (scroll to) the case you are interested in.
- o Click the **OK** button.
- o The following information will appear.



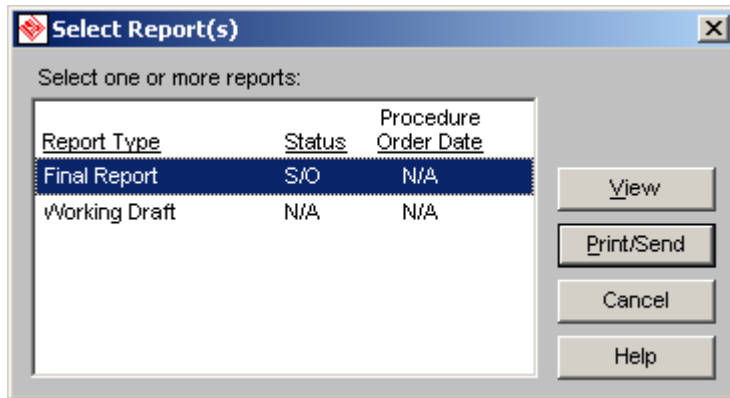
C. If you want to print the full report on the patient, you must have a laser printer at the PC location.



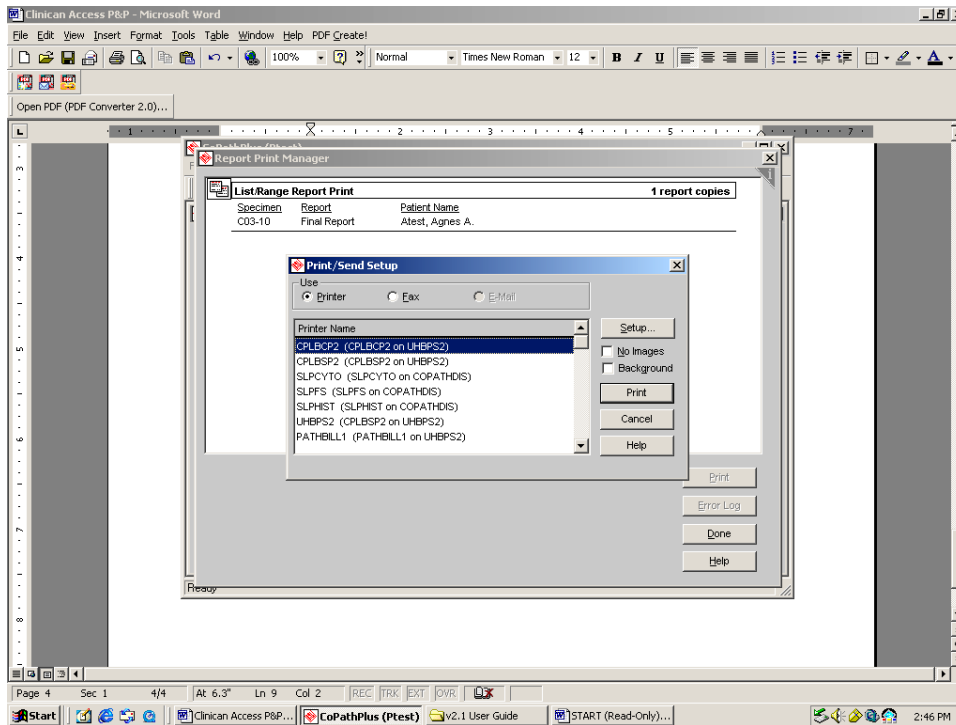
Select this icon to print the report you want.



- o Select to print the Final Report. Click **Print/Send**



- o From the Print/Send Setup window, select the correct printer code to print to the printer you want.



- CoPath will alert you that the print job has been sent to the printer and return when finished.
- You may return to the main window setting by clicking the  box (at the upper most right corner).
- You may exit CoPath by clicking the  box (at the upper most right corner) and answer the pop-up message request.

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_