SUNY DOWNSTATE MEDICAL CENTER UNIVERSITY HOSPITAL OF BROOKLYN POLICY AND PROCEDURE

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	No: <u>LAB-32</u>
Subject: PROCEDURE FOR ACCESSING LIS CO-PATH	Page:1_ of6
	Original Issue Date: <u>11/04</u>
	Supersedes: <u>11/07</u>
Prepared by: Stephen Kitynsky	Review Date: 1/09
Reviewed by: <u>Dynesdal Wint</u> Alix R. Laguerre, MS	The CAP Standards:
Approved by: Anthony Nicastri, MD Peter J. Howanitz, MD	Issued by: Pathology

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:

Search Spegimen #: or Patient Name or MRN:	Same Patient
or Encounter Number:	
Select	Next Specimen
<u>Specimen Class Acc. Date Status Tissue Source</u>	Worklists Detail Print Report

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

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

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

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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.



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- 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 X box (at the upper most right corner).
 You may exit CoPath by clicking the X box (at the upper most right corner) and answer the pop-up message request.

Signature of Supervisor:	Date:
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