Pathology

SUNY DOWNSTATE MEDICAL CENTER
UNIVERSITY HOSPITAL OF BROOKLYN
POLICY AND PROCEDURE

	No: __LAB- 32__
Subject: __PROCEDURE FOR ACCESSING__ __LIS CO-PATH__	**Page:** __1__ **of** __6__
	Original Issue Date: __11/04__
	Supersedes: __11/07__
Prepared by: __Stephen Kitynsky__	**Review Date:** __1/09__
Reviewed by: __Dynesdal Wint__ __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)
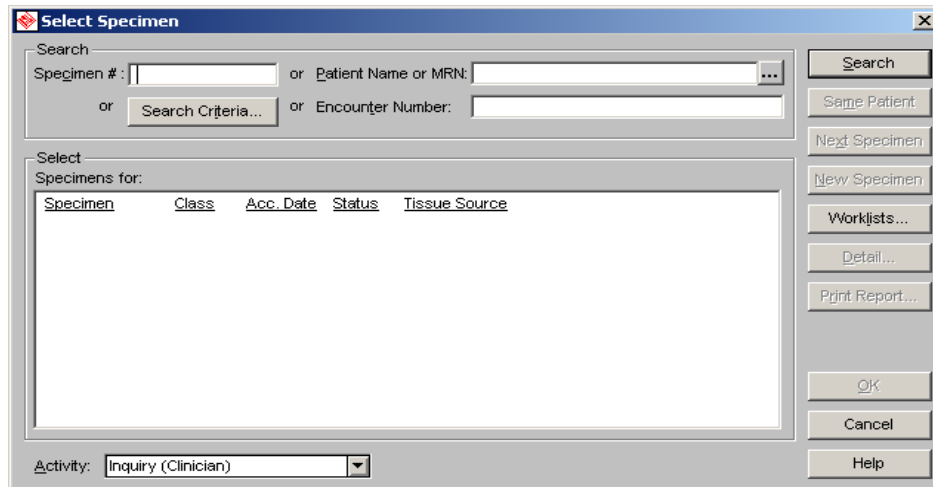- Password Changes (change your own password at anytime).

PROCEDURE:

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

Main CoPathPlus Window   Application Manager
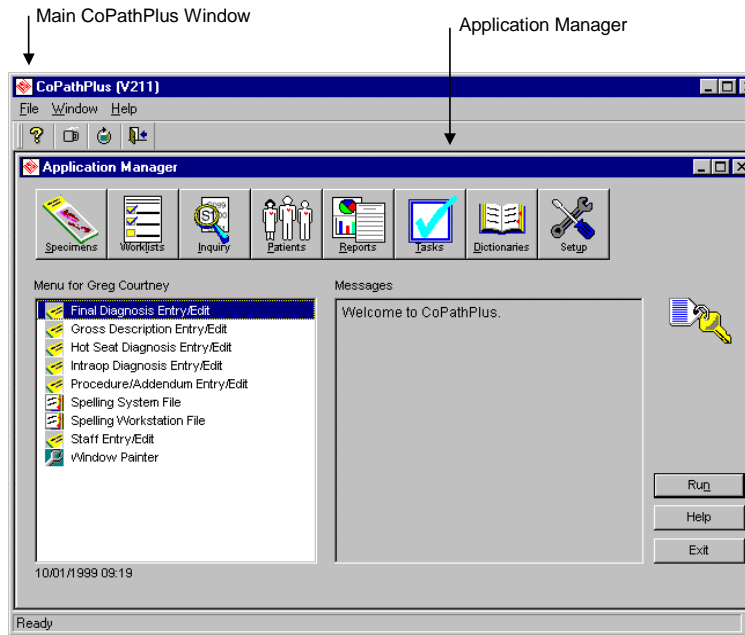
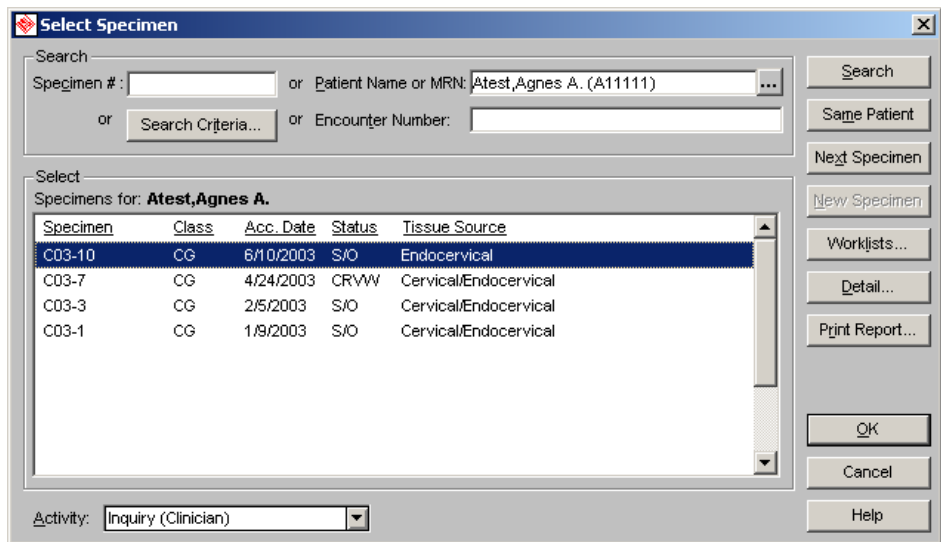B. <u>If you choose to access the Clinician Inquiry</u>
- Select the Inquiry, Clinician on your menu
  (on left side of Application Manger).
  - The following window will appear:

- 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)
  - Depending what was entered one or multiple cases will appear.
  - Select (scroll to) the patient you are interested in.
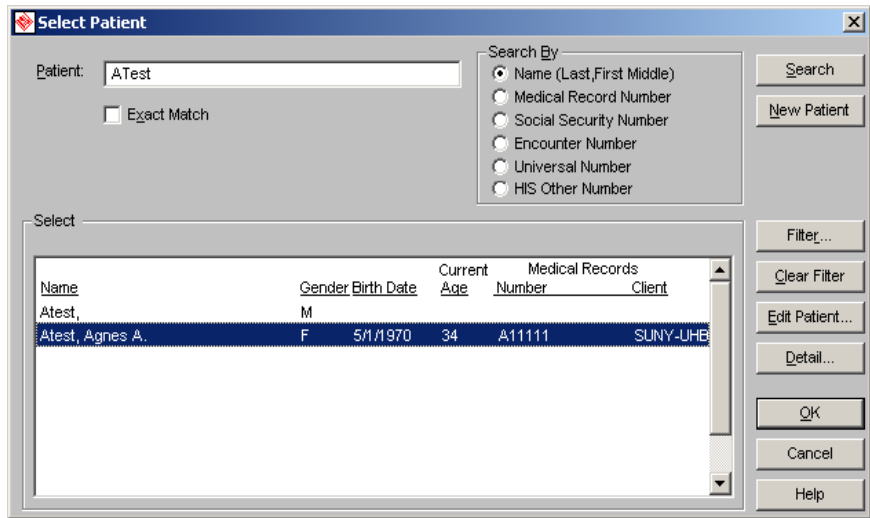
o Click the OK button.
o A list of cases associated with the selected patient will appear.

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

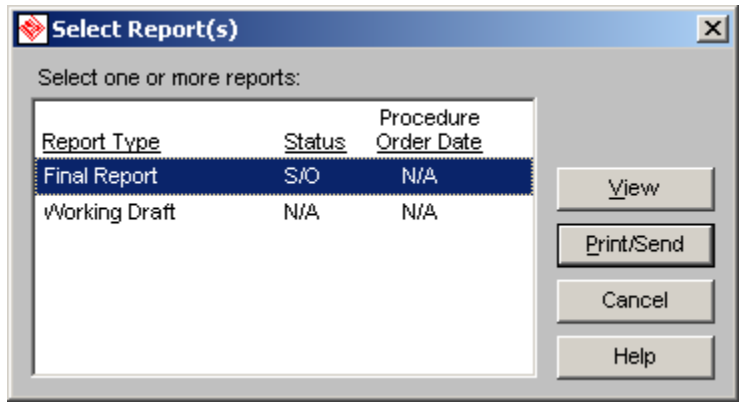CoPathPlus (Ptest)

File   Edit   Options   Window   Help

C03-10 - Inquiry (Clinician)

Patient: **Atest,Agnes A.**   Med. Rec. #: A11111   Spec. Class: CG, Cytology Gynec   Client: SUNY-UHB
DOB: 5/1/1970 (Age: 33) F   Billing #:   90909090909091   Acc. Date: 6/10/2003   Case: **Signed Out**

Inquiry

Soc. Sec. #: 111-11-1111	**Priority** Cytology Gynecological
Submitting Physician: ALFORD A. SMITH	**Location:** SUITE T
Primary Pathologist: Patrick Chen, MD PhD	**Service:** LAB OPD P

Cytotech(s)
Vincente Lacsamana, Cytotech
Linda Tom, Supervisor

Part Description(s)
Endocervical

Final Diagnosis   **Date Signed Out:**   6/10/2003 15:10
Endocervical:
    Satisfactory for evaluation but limited by obscuring inflammatory
cells.
    Satisfactory but limited by lack of last menstrual period data
    Benign cellular changes - Reactive changes.
    Atrophic pattern.

Ready

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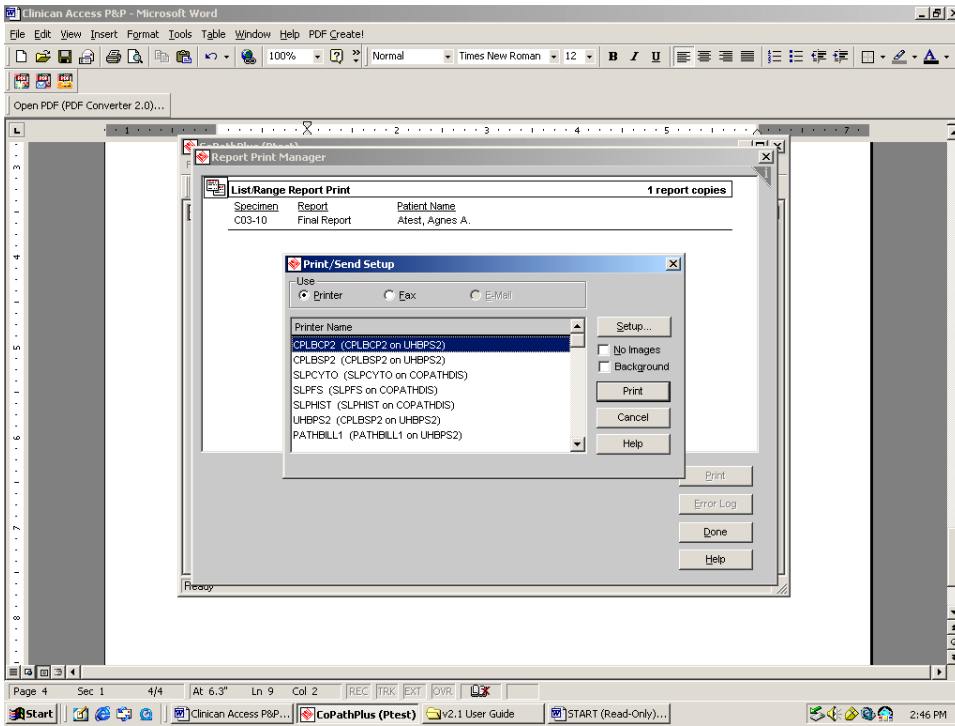
- o CoPath will alert you that the print job has been sent to the printer and return when finished.
- o You may return to the main window setting by clicking the ⊠ box (at the upper most right corner).
- o You may exit CoPath by clicking the ⊠ box (at the upper most right corner) and answer the pop-up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

Signature of Supervisor: _____   Date: _____