

**SUNY Downstate Medical Center -University Hospital
of Brooklyn Network
Department of Pathology Policy and Procedure**



Subject: PROCEDURE FOR ACCESSING LIS CO-PATH

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Approval Group

SUNY DOWNSTATE MEDICAL CENTER
DEPARTMENT OF PATHOLOGY
POLICY AND PROCEDURE

☒ CLINICAL LABORATORIES

☐ BAY RIDGE

Subject: PROCEDURE FOR ACCESSING
LIS CO-PATH

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NYS CLEP Standards:
CAP Standards:
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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.

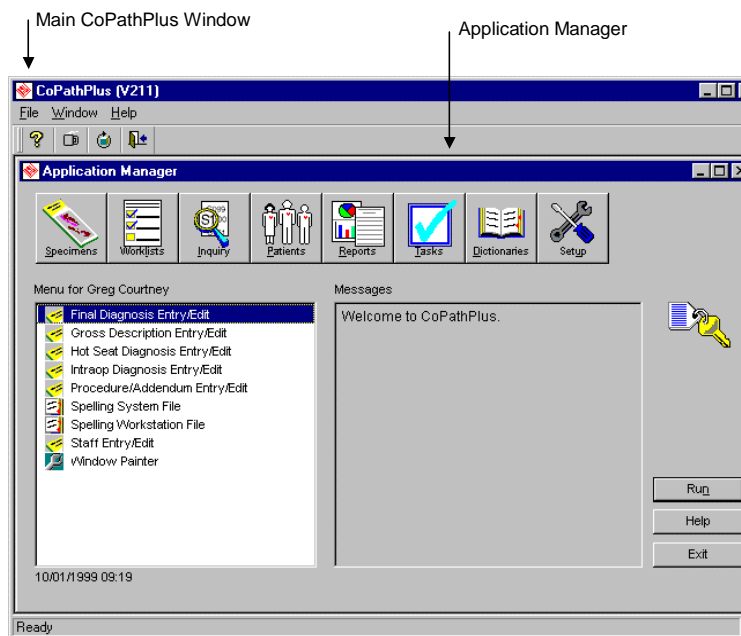
The hospital personnel should come to the Anatomical Pathology Office (UH, A2-466) to obtain a CoPath User ID and Password.

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).

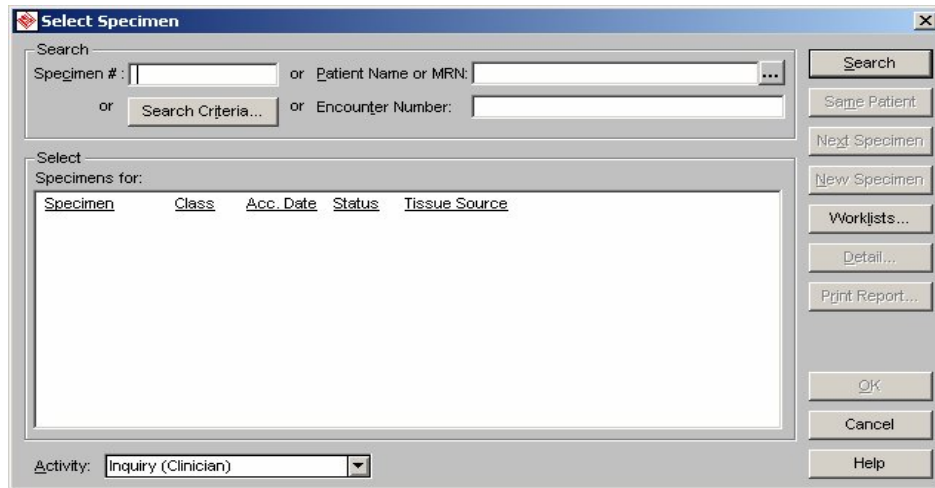
PROCEDURE:

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



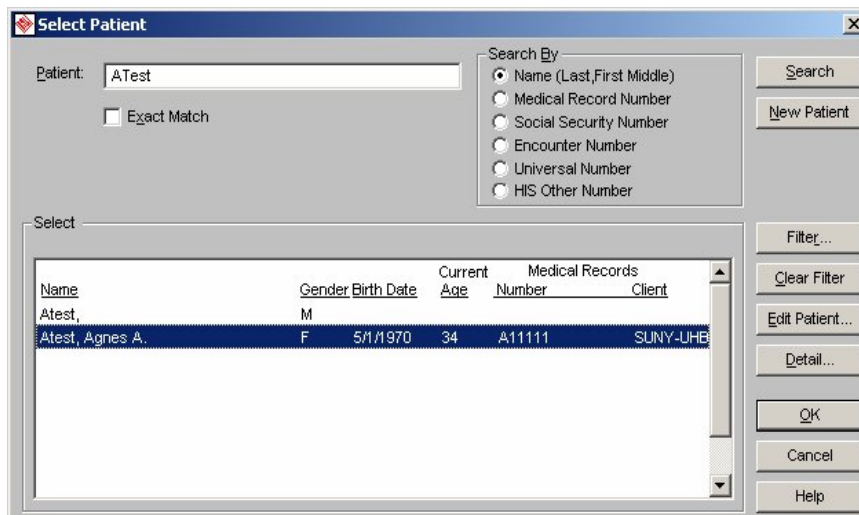
B. If you choose to access the Clinician Inquiry

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



The 'Select Specimen' dialog box features a search section at the top with fields for 'Specimen #', 'Patient Name or MRN', and 'Encounter Number'. Below this is a 'Select' section with a table for 'Specimens for:'. The table has columns for 'Specimen', 'Class', 'Acc. Date', 'Status', and 'Tissue Source'. On the right side, there are buttons for 'Search', 'Same Patient', 'Next Specimen', 'New Specimen', 'Worklists...', 'Detail...', 'Print Report...', 'OK', 'Cancel', and 'Help'. At the bottom, there is an 'Activity' dropdown menu currently set to 'Inquiry (Clinician)'.

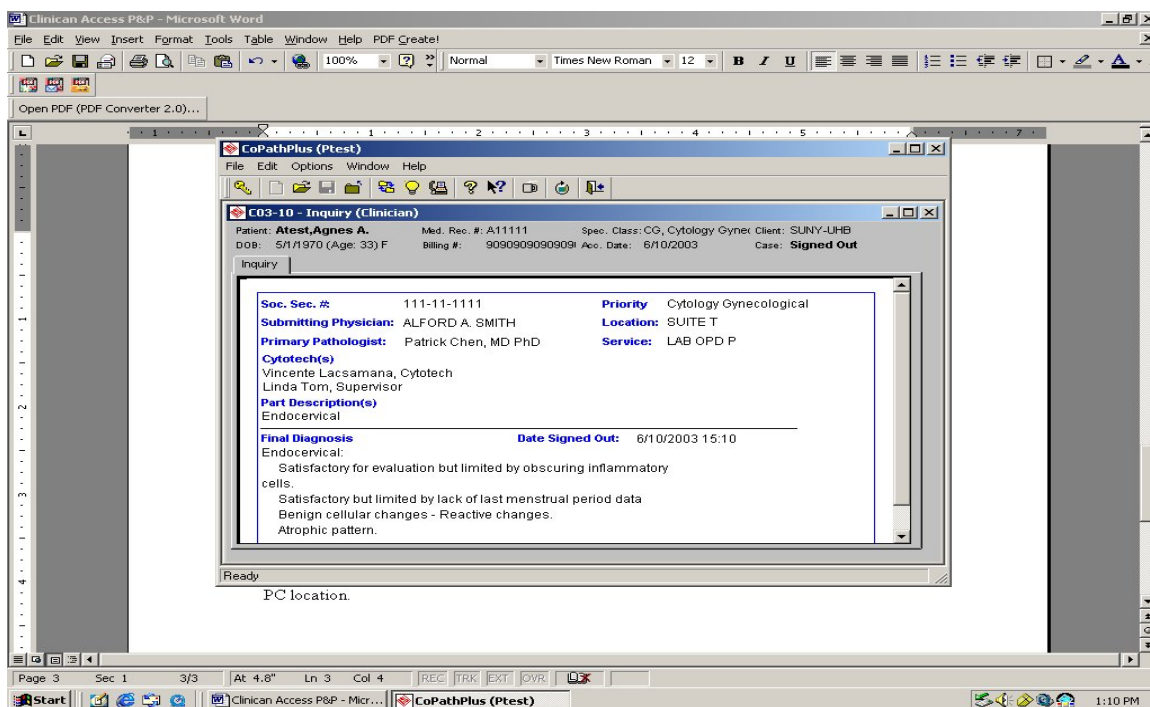
- You may find the patient you are interested in by entering one of the following in the same designated area:
 - Patient Name (Last Name, First Name) -or-
 - Medical Record Number (MPN)
- Depending what was entered one or multiple cases will appear.
- Select (scroll to) the patient you are interested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



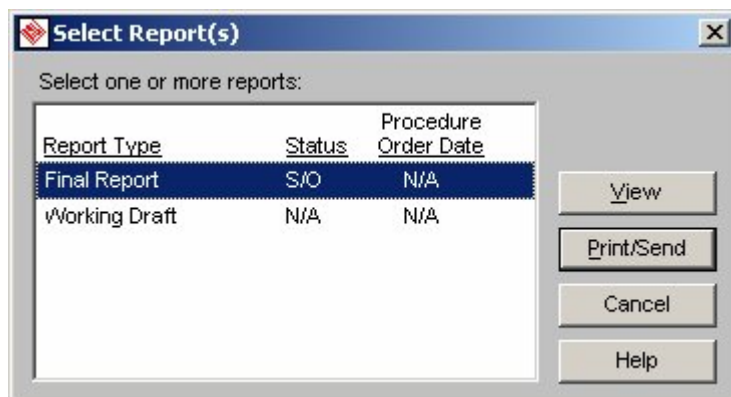
The 'Select Patient' dialog box includes a 'Patient' field with the text 'ATest' and an 'Exact Match' checkbox. To the right is a 'Search By' section with radio buttons for 'Name (Last,First Middle)', 'Medical Record Number', 'Social Security Number', 'Encounter Number', 'Universal Number', and 'HIS Other Number'. Below these is a 'Select' section with a table of patient records. The table has columns for 'Name', 'Gender', 'Birth Date', 'Current Age', 'Medical Records Number', and 'Client'. The first row is highlighted. On the right side, there are buttons for 'Search', 'New Patient', 'Filter...', 'Clear Filter', 'Edit Patient...', 'Detail...', 'OK', 'Cancel', and 'Help'.

Name	Gender	Birth Date	Current Age	Medical Records Number	Client
Atest,	M				
Atest, Agnes A.	F	5/11/1970	34	A11111	SUNY-UHB

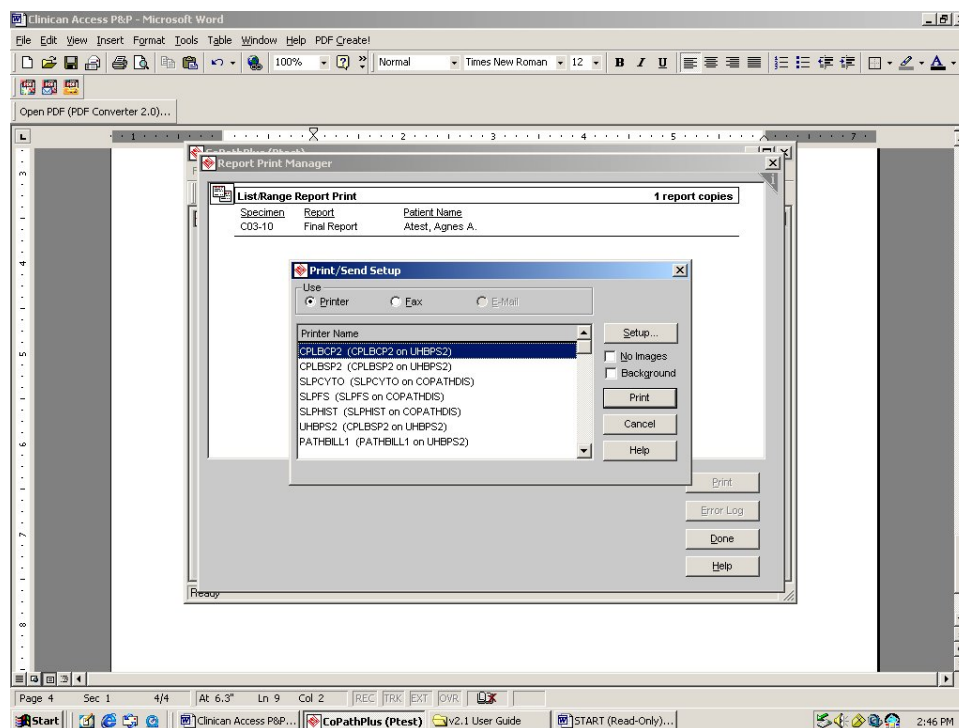
- Click the **OK** button.
- A list of cases associated with the selected patient will appear.





- 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: _____