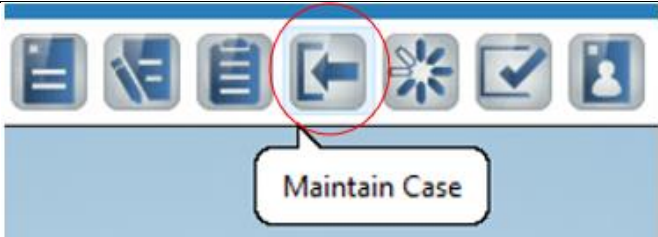
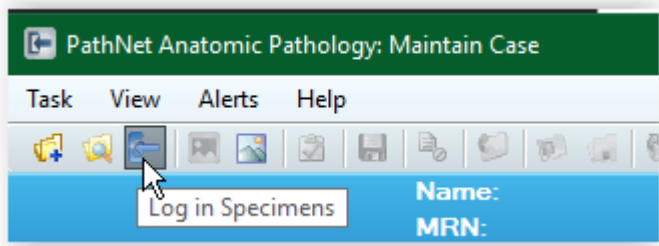
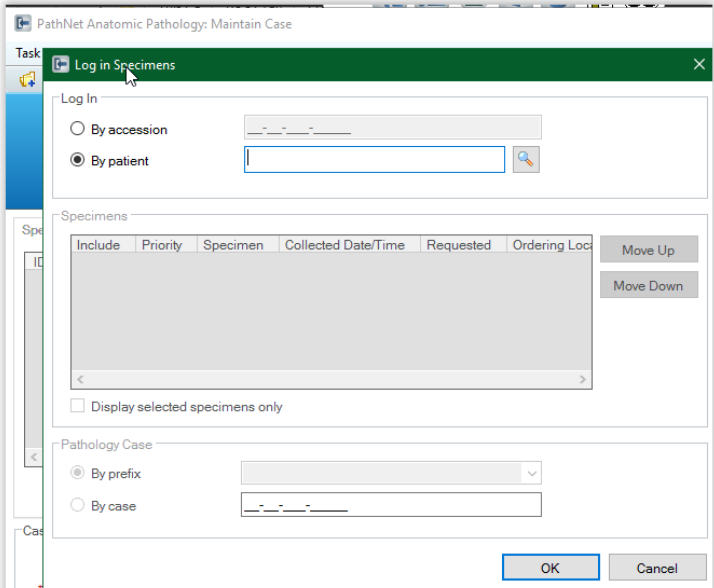


Accessioning of Electronic Anatomic Pathology Specimens in Cerner Millennium

POLICY: Anatomic pathology samples collected at Northwell Sites are ordered in the electronic medical record (EMR), Epic. Epic orders generate laboratory orders in Cerner Millennium, which subsequently are accessioned in the Cerner Maintain Case application.

NOTE: Anatomic pathology samples collected at certain outreach locations may be ordered and requested on paper requisitions only.

PROCEDURE: This procedure describes the steps for accessioning pathology cases with electronic orders generated in Epic.

Step 1: In Cerner Millennium, click the Maintain Case icon on the app bar to open.	
Step 2: Select Log in Specimens, and the “Log in Specimens” dialog box will be displayed.	
Step 3. Select By Patient. - Right click in the search box and select MRN to search for a specific patient. - Scan the label barcode to enter pertinent information and click OK.	

Accessioning of Electronic Anatomic Pathology Specimens in Cerner Millennium

	(75000) 20619689 LHH OR LHH OR Pool Room-43 CLONE, MARLON 34 Y M 01SEP91 ACC# 75-25-286-00002 130CT25 1245 (20:12) TIME:----- INIT:----- Tissue (A) RT Send to Lenox Hill Surgical Req EPSTEIN MD, LAURENCE MARK (75000) 20619689 R.T CLONE, MARLON 34 Y M DOB: 01SEP91 LHH OR LHH OR Pool Room-43 130CT25 1245 75-25-286-00002A 5555428104 MRN: 110000007991 5555428104 75-25-286-00002 75-25-286-00002 CLONE, MARLON CLONE, MARLON (75000) 20619689 (75000) 20619689 RT RT SURGICAL REQ LH Histology Tissue 75-25-286-00002 75-25-286-00002 CLONE, MARLON CLONE, MARLON (75000) 20619689 (75000) 20619689 RT RT SURGICAL REQ SURGICAL REQ For the label above, scan the barcode next to MRN, highlighted in yellow. 20611847 CBORD, CARROT RT F 05/30/1990 75-25-217-00003A LHH OR LHH OR Pool Room Surgical Requi 5555428104  For the label above, scan the 2D barcode circled in green.																														
Step 4. Specimen orders load in the specimen section.	Log in Specimens Log In By accession By patient 110000007991 Specimens <table><thead><tr><th>Include</th><th>Accession</th><th>Priority</th><th>Specimen</th><th>Collecte</th></tr></thead><tbody><tr><td>☒</td><td>75-24-206-00011</td><td>RT - Routine</td><td>Appendix Left Side</td><td>07/24/2</td></tr><tr><td>☒</td><td>75-24-206-00012</td><td>RT - Routine</td><td>Appendix Right Side</td><td>07/24/2</td></tr><tr><td>☒</td><td>75-24-243-00003</td><td>RT - Routine</td><td>FROZ Abdomen/Peritoneum</td><td>08/30/2</td></tr><tr><td>☒</td><td>75-24-243-00004</td><td>RT - Routine</td><td>Abdomen/Peritoneum</td><td>08/30/2</td></tr><tr><td>☒</td><td>75-24-243-00005</td><td>RT - Routine</td><td>Alopecia Testing</td><td>08/30/2</td></tr></tbody></table> ☐ Display selected specimens only Pathology Case By prefix By case 75 S Surgical Pathology OK Cancel	Include	Accession	Priority	Specimen	Collecte	☒	75-24-206-00011	RT - Routine	Appendix Left Side	07/24/2	☒	75-24-206-00012	RT - Routine	Appendix Right Side	07/24/2	☒	75-24-243-00003	RT - Routine	FROZ Abdomen/Peritoneum	08/30/2	☒	75-24-243-00004	RT - Routine	Abdomen/Peritoneum	08/30/2	☒	75-24-243-00005	RT - Routine	Alopecia Testing	08/30/2
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☒	75-24-243-00005	RT - Routine	Alopecia Testing	08/30/2																											
Step 5. Confirm specimens listed on screen match containers received. Update sequence as necessary based on part numbers on container labels.																															
Step 6: Select site number prefix and appropriate sample type prefix based on sample received. Click OK.																															

Accessioning of Electronic Anatomic Pathology Specimens in Cerner Millennium

Accessioning of Electronic Anatomic Pathology Specimens in Cerner Millennium

Step 7: Prompt window appears. “Clinical Information” will display text entered by the ordering provider in Epic at the time of specimen collection.

If “Clinical Information” is blank:

- Epic “Asked On Entry” questions (AOEs) were not filled out by provider.
- Wrong prefix was selected by accessioner on “Log-In Specimen” screen.

TESTPATIENT, ICUTHREE [75 S] - Maintain Case

Task View Alerts Help

Prompt

[Normal] Times New Roman 12 B / U

Clinical Information

Clinical History/Information->History of chronic abdominal pain

Specimen

ID

Step 8: On main screen, the “Physician” field and ICD10 diagnosis codes are auto populated.

Note: “Copy to providers” is entered in Epic at the time of specimen collection.

TESTPATIENT, ICUTHREE [75 S] - Maintain Case

Task View Alerts Help

Name: TESTPATIENT, ICUTHREE Accession: MIN: 10101486 DOB: 03/11/1977 Client: Northwest Lexus Hill-75000 Location: Northwest at LH75000 / LH1 08EA / 0801 / 01 / Northwest Lexus Hill-75000 Admitting: CHEUNG MD, BRANDON Ordered by: [blank]

ID	Status	Source	Description	Specimen Comment	Order Comment	Collected Date/Time	Received Date/Time	Adequacy	Fixative	Priority	Resource
1	New		Appendix Left Side			07/24/2024 11:01	01/17/2025 10:49		Formalin	RT - Routine	LH AP Gross Bay
2	New		Appendix Right Side			07/24/2024 11:01	01/17/2025 10:49		Formalin	RT - Routine	LH AP Gross Bay
3	New		FRIGZ Abdomen/Peritoneum			08/30/2024 14:46	01/17/2025 10:49		Formalin	RT - Routine	LH AP Gross Bay
4	New		Abdomen/Peritoneum			08/30/2024 14:54	01/17/2025 10:49		Formalin	RT - Routine	LH AP Gross Bay
5	New		Atopsy Testing			08/30/2024 14:20	01/17/2025 10:49		Formalin	RT - Routine	LH AP Gross Bay

Case

* Priority: RT - Routine Location: None specified

* Physician: CASE MD, JOSHUA DANIEL Copy to: None specified

Pathologist: (none) Diagnosis: R10.84 - Generalized abdominal pain [R10.8 - Other specified symptoms and signs involving the digestive system]

Resident: (none) ☒ Print specimen labels

Accessioning of Electronic Anatomic Pathology Specimens in Cerner Millennium

Step 9: Double click on blank “Source” box to assign Cerner Specimen Codes.

“Modify Specimen” box will open. This box will be prepopulated with the correct collection date/time and received date/time.

TESTPATIENT, ICUTHREE (75 S) - Maintain Case

Task View Alerts Help

Name: TESTPATIENT, ICUTH... Accession:
MRN: 10101486 DOB: 03/11/1977
FIN NBR: 110000007991 Age: 47 years
SSN: Sex: Female
Ordered procedure: Ordering diagnoses: Collect priority:

TESTPATIENT, ICUTHREE

Specimen Report Outside Case Numbers

ID	Status	Source	Description	Specimen Comment	Order Comment	Collected Date/
1	New		Appendix Left Side			
2	New		Appendix Right Side			
3	New		FROZ Abdomen/Peritoneum			
4	New		Abdomen/Peritoneum			
5	New		Alopecia Testing			

Case

* Priority: RT - Routine

Modify Specimen

ID: 1

* Source: [Blank]

* Description: Appendix Left Side

* Collected: 07/24/2024 1101

* Received: 01/17/2025 1049

Adequacy: [Blank]

Fixative: Formalin

Priority: RT - Routine

Resource: LH AP Gross Bay

Comment... OK Cancel

Step 10: In “Source” field, select the correct specimen code based on the specimen received and click OK. This selection generates the number of blocks and slides to be processed for each specimen container.

Modify Specimen

ID: 1

* Source: GI APPEND INC

* Description: GI APPEND INC

* Collected: [Blank]

* Received: [Blank]

Adequacy: [Blank]

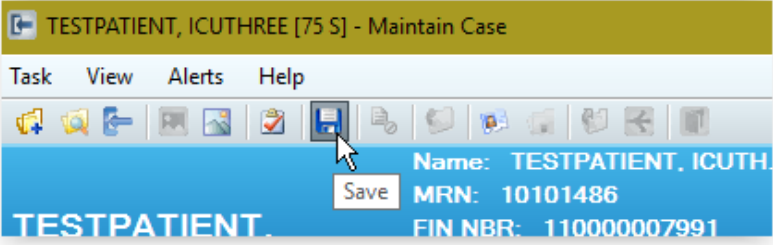
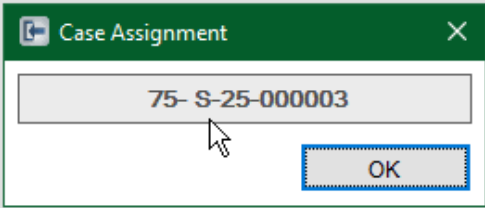
Fixative: Formalin

Priority: RT - Routine

Resource: LH AP Gross Bay

Comment... OK Cancel

Accessioning of Electronic Anatomic Pathology Specimens in Cerner Millennium

Step 11: Upon completion, click the SAVE icon from the toolbar.	
Step 12: A pathology accession number is generated. Click OK. Specimen labels and cassettes will print.	

Modifications/Cancellations

Should a discrepancy be identified after an accession number is provided, a specimen can be modified or canceled in Maintain Case, up until the first slide is verified by histology.

1. Click on specimen to be modified/canceled in Maintain Case.
2. To modify the specimen click modify in the bottom right hand corner

Accessioning of Electronic Anatomic Pathology Specimens in Cerner Millennium

3. Continue to modify the specimen as necessary and click OK when complete.

ZZZTEST, APS [75- S-25-000003] - Maintain Case

Task View Alerts Help

N... ZZZT... Accession: 75- S-25-... Client: Northwell Lenox Hill-75000
M... 000-... DOB: 02/02/1982 Location: Northwell at LH75000 / ...
F... 8686... Age: 43 years Admitting: TEST, PHYSICIAN
SSN: Sex:

ZZZTEST, APS

Specimen Report Outside Case Numbers

ID	Status	Source
1	Processing	BR CORE AXILLA
2	Processing	BR CORETAINER

Modify Specimen

ID: 2

* Source: BR CORETAINER

* Description: Core

* Collected: 01/17/2025 1329

* Received: 01/17/2025 1329

Adequacy:

Fixative: Formalin

Priority: RT - Routine

Resource: LH AP Gross Bay

Comment... OK Cancel

Add... Modify... Cancel...

Case

* Priority: RT - Routine

* Physician: TEST, PHYSICIAN

Pathologist:

Resident:

Location: None specified

Copy to: None specified

Diagnosis: None specified

☐ Print specimen labels

Ready QA819 AKOZER 15:17

4. To cancel, highlight the specimen and click on Cancel in bottom right hand corner
5. Use the drop down to choose –Order error occurred and click OK

Accessioning of Electronic Anatomic Pathology Specimens in Cerner Millennium

ZZZTEST, APS [75- S-25-000003] - Maintain Case

Task View Alerts Help

Client: Northwell Lenox Hill-75000
Location: Northwell at LH75000 / ...
Admitting: TEST, PHYSICIAN
Admitting dx:

ZZZTEST, APS

N... ZZT... Accession: 75- S-25-...
M... 000-... DOB: 02/02/1982
F... 8686... Age: 43 years
SSN: Sex: Female

Specimen Report Outside Case Numbers

ID	Status	Source	Description	Specimen Comment	Order Comment
1	Processing	BR CORE AXILLA	Axillar biopsy		
2	Processing	BR CORE TAINER	Core		

Cancel

Selected specimens:
Core

* Cancel reason:
Order error occurred

OK Cancel

Add... Modify... Cancel

Case

* Priority: RT - Routine
* Physician: TEST, PHYSICIAN
Pathologist:
Resident:

Location: None specified
Copy to: None specified
Diagnosis: None specified
☐ Print specimen labels

Ready QAR1Q AKN7ER 15-14

6. Click on the save icon to save your changes 

NOTE: Changes cannot be made from Epic after the specimen has been marked as Received in Lab. Notifications and documentation of such notifications must be made in Cerner under comments. Include the name of the person who is requesting the change, as well as the date and time of the request. Indicate your initials and date/time change was performed. All corrected requisitions must be scanned as a PDF file within the case accession.