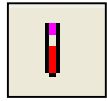


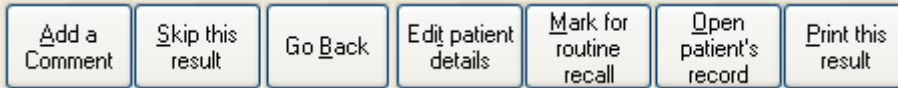


Pathology Management – One Page Cheatsheet for Medical Director

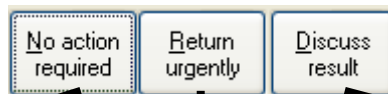
- 1 Creating a pathology request**
1. In patient record click on **Pathology** button.
 2. Select tests and then **Print**, insert pathology paper and **Close**.



- 2 Checking results from holding file**
1. No patient record open – **Tools/Investigation results**.
 2. Select Doctor name from list and click **OK**.
 3. Double click on first result.



4. Use the above buttons if necessary, then select one of the “action” buttons below.



No action: No need to contact patient.

Return urgently: Patient contacted and appointment made. **(TODAY)**

Discuss result: Patient to be contacted and appointment made. **(WEEKLY)**

3 IF URGENT RETURN – DOCTOR/STAFF DO THIS EVERY DAY

Creating list of Urgent returns (NOW)

1. No patient record open – **Files menu/Investigation Results**.
2. Click on the **Print lists**.
3. Make sure there is a tick in the **Return Urgently** box.
4. Click on the **Print** button – this sends the result to Outstanding Actions.
5. Click on **No** when prompted to mark the patient as having been notified.
6. Patient contacted and results discussed/immediate appointment made.

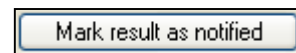
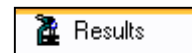
IF DISCUSS RESULT - STAFF DO THIS

Creating list of Discuss results (weekly)

1. No patient record open – **Files menu/Investigation Results**.
2. Click on the **Print lists**.
3. Remove tick from **Return Urgently** and add tick to **Discuss**.
4. Click on the **Print** button – this sends the result to Outstanding Actions.
5. Click on **No** when prompted to mark the patient as having been notified.
6. Patient contacted and appointment made.

4 Doctor/patient contact to discuss results

1. When in patient file click on **Results** tab, click once on the result and then click on **Mark as notified** button.
- OR
2. If not in patient record, **Files/Investigations**, click on patient's name and click on **Notified** button.



Outstanding Actions: Once you print the patient list of Return Urgently and Discuss, those results go into the Outstanding Actions. When you open the patient file you will be prompted with the Outstanding Actions dialogue box – click on **Mark as performed**.

