

ANATOMIC PATHOLOGY

BOX 356100

University of Washington Medical Center
Harborview Medical Center
Seattle Cancer Care Alliance
Seattle, Washington

SECTION:

Computer Systems

PROCEDURE:

Correcting erroneously accessioned cases

DATE:

March 15, 2005

POLICIES AND PROCEDURES

Adopted	6/7/02		
Reviewed	4/5/02		
Reviewed			
Reviewed			
Under Revision	9/24/01	3/15/05	

PURPOSE:

To standardize the process of correcting erroneously accessioned cases in PowerPath.

POLICY:

If a case is not finalized, correct as needed or enter a comment in the Results section and sign it out (see 1a). If a case is finalized, issue an addendum or amendment for corrections. CASES SHOULD NOT BE DELETED IN POWERPATH due to potential billing issues and report distribution in MINDscape and on hardcopy.

PROCEDURE: (refer to Policy)

1. If the case is not finalized

- a) And was accessioned in error due to double accessioning, no specimens received, should not have been accessioned (e.g. verbal pathologist review, research cases), etc., contact the Office Manager or Histology Supervisor at UWMC, Manager of Operations at HMC, or the Administrative Coordinator at SCCA to sign out the case with the following comment on the Results tab:

This case was accessioned in error in Pathology. Please ignore this report.

- b) In all other circumstances (e.g. wrong patient name, middle initial, MRN, date of birth, referring physician's name or information, specimen collection or received date), correct as needed.

2. If the case is finalized

- a) Refer to the "Addendum vs. Amendment" policies and procedures and contact the Office Manager or Histology Supervisor at UWMC, Manager of Operations at HMC, or the Administrative Coordinator at SCCA to issue an amendment using Demographic Correction.

For non-CG cases, enter the following comment at the end of the report:

*****CORRECTION*****

Patient demographic information (list what was changed, e.g. MRN, patient name, etc.) was corrected. There is no change to the diagnosis or the original report.

For CG cases, select the category “COMMENTS” in the dictionary tab of the resulting screen, open the “Amendment/Addendum Comments” folder and choose the following finding:

CORRECTION

Patient demographic information (list what was changed, e.g. MRN, patient name, etc.) was corrected. There is no change to the diagnosis or the original report.

3. To ensure the proper patient was billed, contact Julie Moody, Coding and Billing supervisor, at 790-3933 if the case had been billed before the correction was made.
4. Questions? Contact Pathology Computer Support by sending a tech request at <http://www.pathology.washington.edu/tech/trd/>.

Rosy Changchien
Clinical Systems Manager
March 15, 2005

*Contact Information as of 3/15/05:

UWMC

- Office Manager – Paula Reeve, 598-6418
- Histology Supervisor -- Patti Erickson, 598-6030

HMC

- Manager of Pathology Operations -- De Lora Archer, 731-5556

SCCA

- Administrative Coordinator – Denise Steendahl, 288-1350