

University of Minnesota Oral Pathology Laboratory

Introduction to Outreach Features
&
Instructions for Submitting a Biopsy and
Getting Results



Welcome!

**Thank you for choosing the University of
Minnesota Oral Pathology Laboratory!**

These instructions will introduce features of our website as well as provide step by step instructions for submitting a specimen and getting results.



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Driven to DiscoverSM

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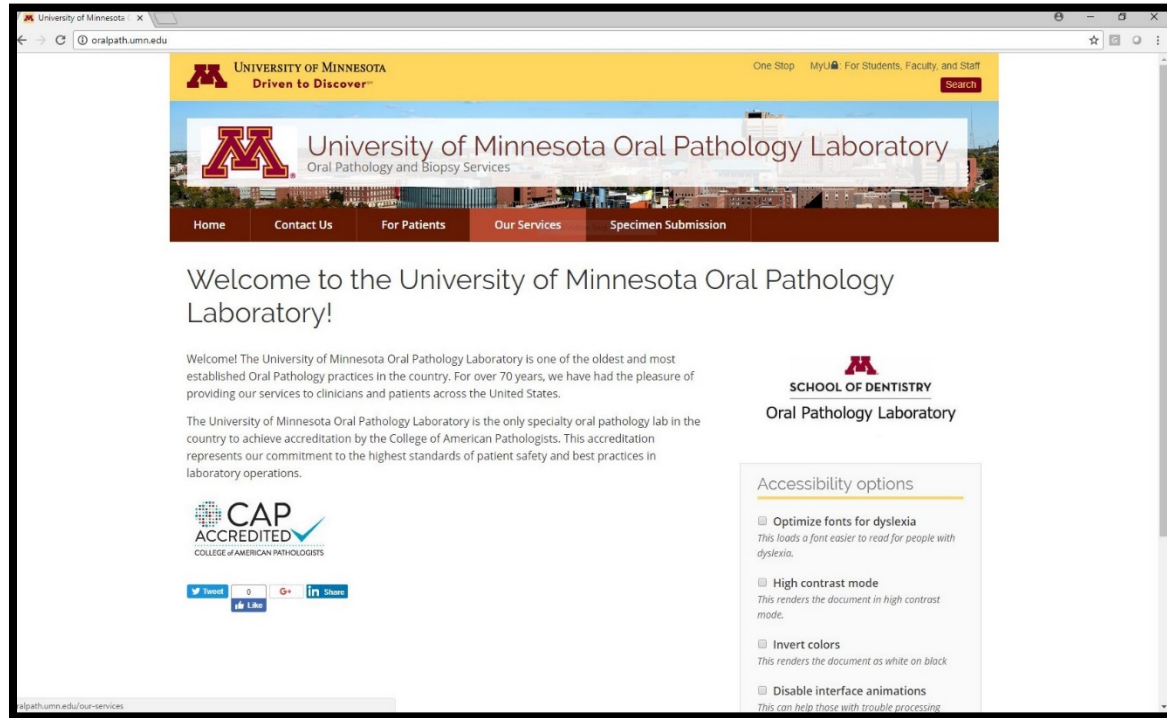
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Website

The address for our website is:

oralpath.umn.edu

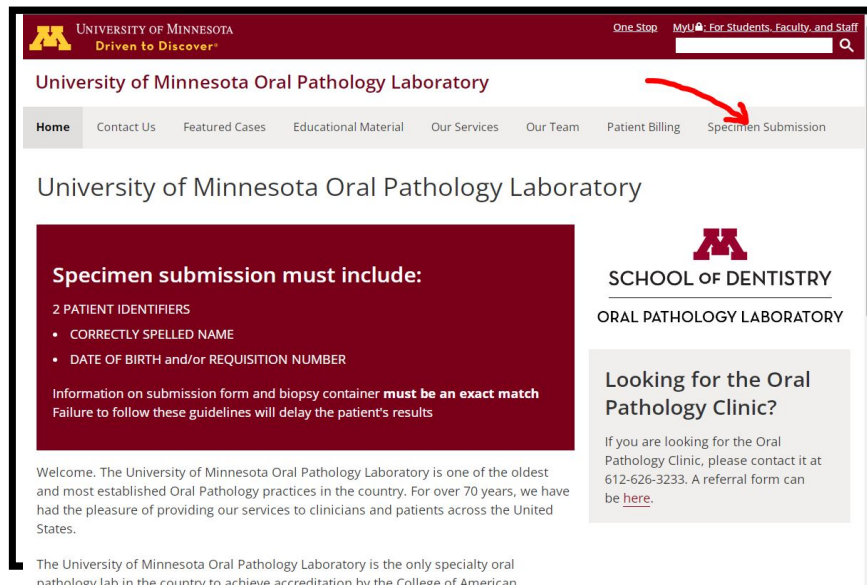
It provides information on contacting us and the services we provide. **It functions best in Chrome or Mozilla Firefox Browsers



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Submitting a Biopsy

1) On our website – click the **Specimen Submission Tab**

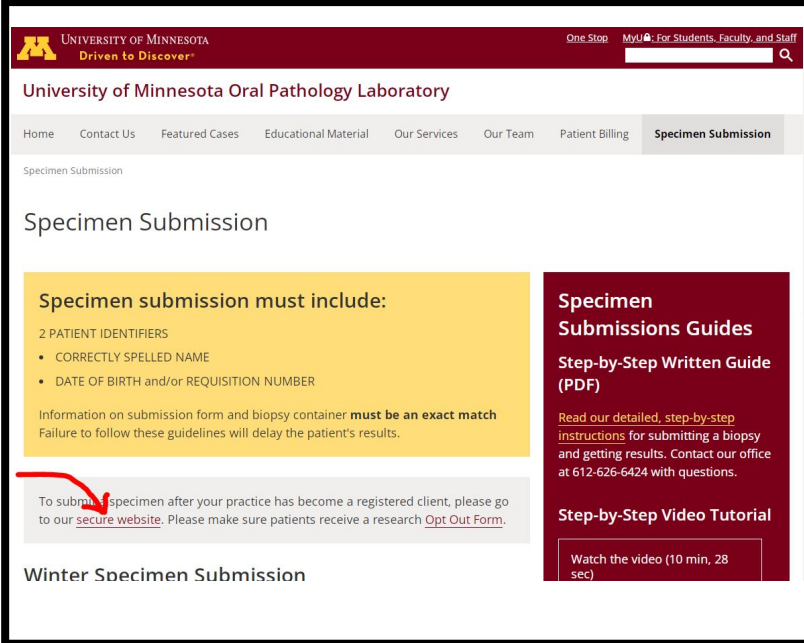


The screenshot shows the website's header with the University of Minnesota logo and the slogan "Driven to Discover". The navigation menu includes "Home", "Contact Us", "Featured Cases", "Educational Material", "Our Services", "Our Team", "Patient Billing", and "Specimen Submission". A red arrow points to the "Specimen Submission" tab. Below the navigation menu, the page title "University of Minnesota Oral Pathology Laboratory" is displayed. The main content area features a dark red box with the heading "Specimen submission must include:" and a list of requirements: "2 PATIENT IDENTIFIERS", "CORRECTLY SPELLED NAME", and "DATE OF BIRTH and/or REQUISITION NUMBER". Below this, it states "Information on submission form and biopsy container **must be an exact match**. Failure to follow these guidelines will delay the patient's results." To the right, there is a logo for the "SCHOOL OF DENTISTRY ORAL PATHOLOGY LABORATORY" and a section titled "Looking for the Oral Pathology Clinic?" with contact information: "If you are looking for the Oral Pathology Clinic, please contact it at 612-626-3233. A referral form can be [here](#)."



Submitting a Biopsy

2) Click on the link to **Secure Website** for the Outreach interface.



The screenshot shows the University of Minnesota Oral Pathology Laboratory website. The header includes the University of Minnesota logo and the tagline "Driven to Discover". The navigation menu includes Home, Contact Us, Featured Cases, Educational Material, Our Services, Our Team, Patient Billing, and Specimen Submission. The main content area is titled "Specimen Submission" and contains a yellow box with the following text:

Specimen submission must include:

- 2 PATIENT IDENTIFIERS
- CORRECTLY SPELLED NAME
- DATE OF BIRTH and/or REQUISITION NUMBER

Information on submission form and biopsy container **must be an exact match**. Failure to follow these guidelines will delay the patient's results.

To submit a specimen after your practice has become a registered client, please go to our [secure website](#). Please make sure patients receive a research [Opt Out Form](#).

Below this is a section for "Winter Specimen Submission". To the right, there is a dark red sidebar with the following content:

Specimen Submissions Guides

Step-by-Step Written Guide (PDF)

Read our [detailed, step-by-step instructions](#) for submitting a biopsy and getting results. Contact our office at 612-626-6424 with questions.

Step-by-Step Video Tutorial

Watch the video (10 min, 28 sec)

Note: You may also watch our Specimen Submission Video Tutorial. Click on the link on our website.



Submitting a Biopsy

px

SCHOOL OF DENTISTRY
Oral Pathology Laboratory

Member Login

User Id

Password

Login

Reset password on login

ora.path.umn.edu/

3.1.3

Please contact Christine Goergen at goer0087@umn.edu if you have any questions/issues relating to this application.

Pop-up Blocker *must be turned off*

Compatible Browsers are Microsoft Internet Explorer11, Microsoft Edge, Mozilla Firefox, Apple Safari, & Google Chrome.
Adobe Acrobat Reader is *Required*.

e-Outreach™ © Copyright Psyche Systems Corporation 2017 - All rights reserved.

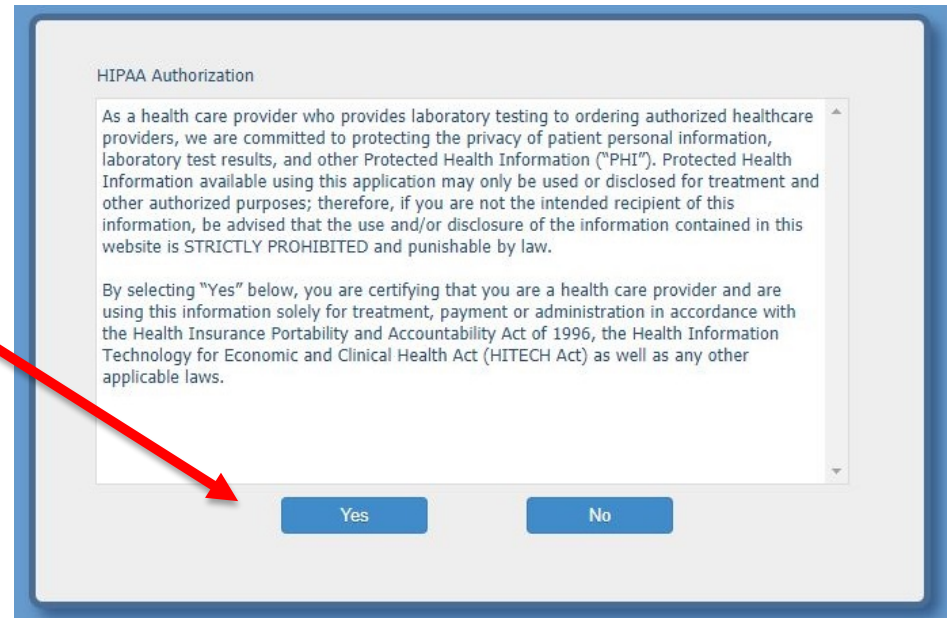
3) Type in your User ID and Password.

3a) If this is your first time logging in, please click the re-set password button to reset your password. This is the same button you can use to change the password any time you choose.



Submitting a Biopsy

4) Click 'Yes' after reviewing the HIPAA authorization.



HIPAA Authorization

As a health care provider who provides laboratory testing to ordering authorized healthcare providers, we are committed to protecting the privacy of patient personal information, laboratory test results, and other Protected Health Information ("PHI"). Protected Health Information available using this application may only be used or disclosed for treatment and other authorized purposes; therefore, if you are not the intended recipient of this information, be advised that the use and/or disclosure of the information contained in this website is STRICTLY PROHIBITED and punishable by law.

By selecting "Yes" below, you are certifying that you are a health care provider and are using this information solely for treatment, payment or administration in accordance with the Health Insurance Portability and Accountability Act of 1996, the Health Information Technology for Economic and Clinical Health Act (HITECH Act) as well as any other applicable laws.

Yes No



Submitting a Biopsy

Result Retrieval [Oral]

Days back: 7 Search criteria: All Fields Use Groups: Oral Surgery Practice Search

| | | History | Name | Case | Collection Date | Received Date | Patient# | DOB | SSN | Submitter |
|---|---------|---------|------|------|-----------------|---------------|----------|-----|-----|-----------|
| 1 | PENDING | History | | | | | | | | |

Select All Batch Orders Log Out

5) Click on '**Orders.**'



Submitting a Biopsy

The screenshot shows a web browser window with the URL <https://psyche.ahc.umn.edu/NetOutreach/orders.aspx>. The page title is "Orders [Oral Surgery]". Below the title, there are search filters: "Days back: 30", "Search criteria: All Fields", and "Status: [All]". A "Search" button is located to the right of these filters. Below the filters is a table with the following columns: Reg_Num, Name, SSN, DOB, Order Date, Order Time, Status, Items, Docs, Physician, Group, and Patient#. The table contains five rows of data. Below the table, there are three buttons: "Create", "Results", and "Log Out". A red arrow points to the "Create" button.

| | Reg_Num | Name | SSN | DOB | Order Date | Order Time | Status | Items | Docs | Physician | Group | Patient# |
|--------|---------|-----------------|-----|------------|------------|------------|-------------|-------|------|---------------|-----------------------|----------|
| Select | 7833272 | Solo, Han | | 02-02-1942 | 07-05-2018 | 15:13 | Open | Items | Docs | Doctor, Great | Oral Surgery Practice | 7833140 |
| Select | 7833201 | Skywalker, Luke | | 03-05-1985 | 07-05-2018 | 14:48 | Open | Items | Docs | Doctor, Great | Oral Surgery Practice | 7833199 |
| Select | 7833146 | Organa, Leia | | 03-03-1963 | 07-05-2018 | 14:35 | Accessioned | Items | Docs | Doctor, Great | Oral Surgery Practice | 7833144 |
| Select | 7833142 | Solo, Han | | 02-02-1942 | 07-05-2018 | 14:31 | Accessioned | Items | Docs | Surgeon, Oral | Oral Surgery Practice | 7833140 |
| Select | 7833130 | Kenobi, ObiWan | | 01-01-1056 | 07-05-2018 | 14:22 | Accessioned | Items | Docs | Doctor, Great | Oral Surgery Practice | 7833128 |

6) Click on '**Create**'



Submitting a Biopsy

7) Click on '**Set Submitter.**'

Choose the doctor who performed the biopsy.

* Please note – you will be able to see the names of all doctors who work at your practice location.

The screenshot shows the 'Order Entry' interface. At the top, there is a 'Set Submitter' button highlighted with a red arrow. Below it, there is a section for patient information with fields for Name, Sex, DOB, SSN, Medical Record Number, Req #, Address, City, State/Zip, and Phone. A status indicator shows 'Status: NEW' and an 'Edit Patient' button. Below this is a section for insurance with fields for Insurance 1, 2, and 3, and an 'ICD History - none found' dropdown menu with an 'Edit Billing' button. At the bottom, there is a table for biopsy collection data with columns for Site of Biopsy, Procedure, Specimen, and Clinical Impression. The table is currently empty. Below the table, there is an 'Order Comments' section with a count of 0 and an 'Edit Order' button. At the very bottom, there are several buttons: 'New Order', 'Place Order', 'Cancel Order', 'Reprint', 'Results', and 'LogOut'. Below these buttons are status indicators: '[Patient Incomplete]', '[Order Incomplete]', and '[Submitter Incomplete]'. A 'Documents' section is also visible at the bottom.



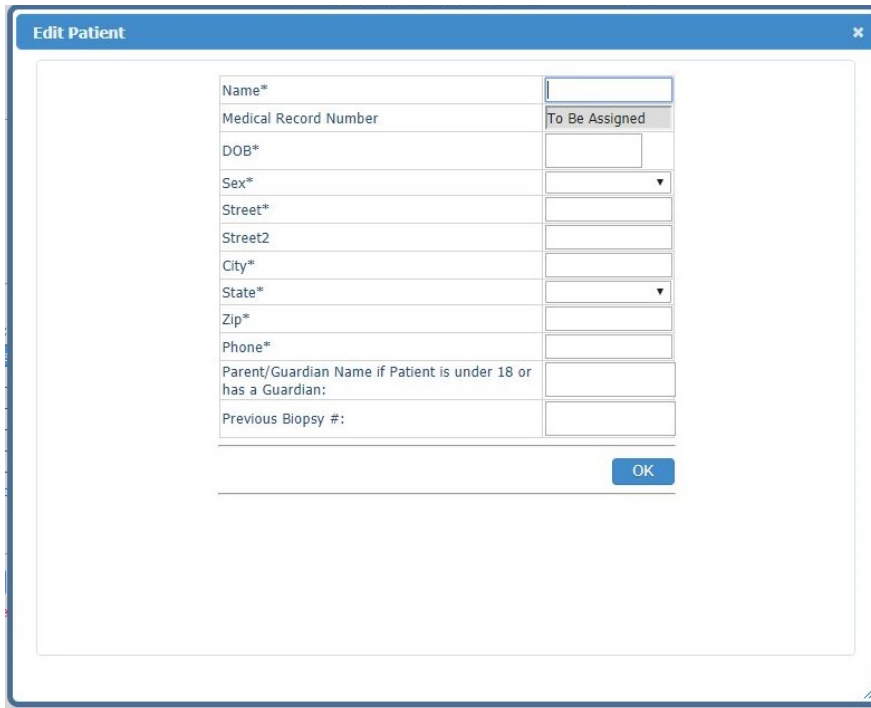
Submitting a Biopsy

8) Click on **'Edit Patient'**.

The screenshot shows the 'Order Entry' interface. At the top, there is a 'Set Submitter' dropdown, an 'Ordering location' dropdown, a 'Search Patients' button, a 'Pathology' dropdown, and an 'Orders' button. Below this is a red warning message: **[NEED SUBMITTER]**. The main form is divided into several sections:
1. Patient Information: Fields for Name, Sex, DOB, SSN, Medical Record Number, Req #, Address, City, State/Zip, and Phone. A 'Status: NEW' label is present. An 'Edit Patient' button is located to the right of the phone field, with a red arrow pointing to it.
2. Guarantor and Insurance: Fields for Guarantor, Insurance 1, Insurance 2, and Insurance 3. An 'ICD History - none found' dropdown menu is visible, along with an 'Edit Billing' button.
3. Order Details: Fields for Collection Date (07-05-2018), Order Priority, and Order Type. Below these is a table with three columns: 'Site of Biopsy', 'Procedure', and 'Specimen Clinical Impression'.
4. Order Comments: A text area for 'Order Comments' and an 'Edit Order' button.
5. Footer: A row of buttons including 'New Order', 'Place Order', 'Cancel Order', 'Reprint', 'Results', and 'LogOut'. Below these buttons are status indicators: '[Patient Incomplete]', '[Order Incomplete]', and '[Submitter Incomplete]'. A 'Documents' link is at the bottom left.



Submitting a Biopsy



The screenshot shows a web-based form titled "Edit Patient" with a close button (X) in the top right corner. The form contains the following fields:

| | |
|--|----------------------|
| Name* | <input type="text"/> |
| Medical Record Number | To Be Assigned |
| DOB* | <input type="text"/> |
| Sex* | <input type="text"/> |
| Street* | <input type="text"/> |
| Street2 | <input type="text"/> |
| City* | <input type="text"/> |
| State* | <input type="text"/> |
| Zip* | <input type="text"/> |
| Phone* | <input type="text"/> |
| Parent/Guardian Name if Patient is under 18 or has a Guardian: | <input type="text"/> |
| Previous Blopsey #: | <input type="text"/> |

An "OK" button is located at the bottom right of the form.

8) Fill out the requested information.

When finished, click on '**OK.**'



Submitting a Biopsy

9) Click on 'Edit Billing'

- a.) Click on the blue '+' button in the '**Carrier Code**' field. (See Fig. A)
- b.) Enter search criteria to by typing the insurance name.
- c.) Please make the first entry, the primary insurance carrier.
- d.) '**Self Pay**' and '**No Insurance**' are also options.
- e.) Add the policy ID number.
- f.) Enter the group number.
- g.) If the patient is the insurance guarantor, then click on '**Copy To Guarantor**'. (Guarantor = Insurance holder/subscriber)
- h.) If the patient is not the guarantor, manually enter the guarantor.
- i.) To add the Subscriber Name, click on the '**Copy To Insurance**' button.
- j.) Up to three insurances can be added.
- k.) When done, click on '**OK**'.
- l.) Next, click on '**Edit Order**'.



Fig A.

Submitting a Biopsy

Edit Insurances

| | CarrierCode | Carrier | SubscriberName | Policy ID # |
|--------|-------------|-------------------|----------------|-------------|
| Select | 1234 | INSURANCE COMPANY | | 111333 |

Defined insurances for the patient You can add up to three carriers per patient

This button saves your entries and closes the window.

Add Insurance **Remove Insurance** **Copy To Guarantor** **Copy To Insurance** **OK**

GuarantorName* Patient, Name
GuarantorAddress Street Address here
GuarantorCity City here
GuarantorState AL
GuarantorZIP 11111
GuarantorDOB 02-02-2022

CarrierCode* 1234
Policy ID # 111333
Group #

Allows you to add a new insurance carrier on the fly. This can be turned off

Allows you to remove a carrier that is defined. You must select the carrier row first from the grid above and then select the remove button

Copies the information from the patient window

Copies the information from the Guarantor to the insurance



Submitting a Biopsy

10) After clicking on **'Edit Order'**, enter any relevant patient history and clinical information. The collection date defaults to the current date. Please backdate if needed.

The screenshot shows the 'Edit AP Order' form. A red arrow points to the 'OrderType*' dropdown menu, which is currently set to 'Oral Pathology'. Another red arrow points to the 'Collection Date*' field, which contains '07-05-2018'. A third red arrow points to the 'Site of Biopsy*' dropdown menu. A fourth red arrow points to the 'Additional Biopsy Site Information' text area. A fifth red arrow points to the 'Specimen Clinical Impression' text area. The form also includes a table with columns 'Num', 'Site of Biopsy', and 'Procedure', and buttons for 'Add Specimen', 'Remove Specimen', and 'OK'.

| | Num | Site of Biopsy | Procedure |
|--------|-----|----------------|-----------|
| Select | 1 | | |
| Select | | | |
| Select | | | |

11) Choose the site of the biopsy from the drop down. Once chosen – the procedure will default to “Biopsy”
12) Enter additional biopsy site information Example: “Left” or “Anterior” or “Tooth #31”
13) Enter the clinical impression for the biopsy.



Submitting a Biopsy

OrderType* Oral Pathology

Collection Date* 07-08-2018

Patient History/Clinical Information 30 y/o male, non healing ulcer

| | Num | Site of Biopsy | Procedure |
|--------|-----|----------------|-----------|
| Select | 1 | Tongue | Biopsy |
| Select | | | |
| Select | | | |

Site of Biopsy* Tongue

Procedure Biopsy

Additional Biopsy Site Information Left Anterior

Specimen Clinical Impression SCCA

ICDs:

Add Specimen Remove Specimen OK

14) If you are finished entering specimens – click '**OK.**'

**** If there are additional biopsy specimens to submit – Click '**Add Specimen**' and repeat the previous step. Please submit all specimens from unique locations separately.**



Submitting a Biopsy

15) There is the option to upload up to three clinical photographs or PDF documents.

To upload – Click on **'Documents.'**

If you do not wish to upload any files, skip steps 15 and 16.

Order Entry [Skywalker, Ana... X]

Order Entry

Set Submitter: OSP-Oral Surgery Practice Search Patients Pathology Orders

[Surgeon, Oral]

Name: Skywalker, Anakin SSN: Medical Record Number: To Be Assigned Address: 456 Deathstar Road
Sex: M DOB: 09-09-1969 City: Minneapolis
State/Zip: MN\55555
Phone: 123-456-7890
Status: NEW Edit Patient

Guarantor:
Insurance 1:
Insurance 2:
Insurance 3:
ICD History - none found
Edit Billing

Collection Date: 07-08-2018 Order Priority: OrderType: Oral Pathology

| Site of Biopsy | Procedure | Specimen | Clinical Impression |
|----------------|-----------|----------|---------------------|
| Tongue | Biopsy | SCCA | |
| | | | |
| | | | |

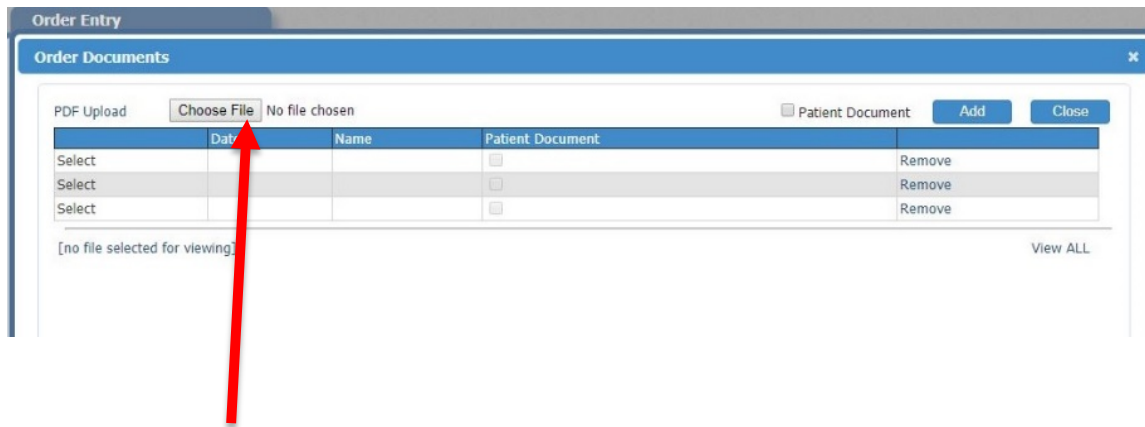
Order Comments Count:1 Edit Order

New Order Place Order Cancel Order Reprint Results LogOut

Documents



Submitting a Biopsy



16) Click on **'Choose File'** to select the correct file from your computer to upload.



Submitting a Biopsy

17) When complete -
Click on **'Place Order'**
to finalize. If you do
not click on **'Place
Order'**, no data will be
saved.

Note: You may edit
data as long as the
status is **'Open.'**

The screenshot shows the 'Order Entry' interface for a patient named Skywalker, Anakin. The interface includes a header with 'Set Submitter' (OSP-Oral Surgery Practice), a search bar, and a dropdown menu for 'Patholog'. The patient information section includes Name, Sex, DOB, SSN, Medical Record Number, Address, City, State/Zip, and Phone. The status is 'NEW'. The guarantor information section includes Insurance 1, 2, and 3, and a button for 'Edit Billing'. The collection date is 07-08-2018, and the order type is Oral Pathology. A table shows the biopsy details: Site of Biopsy, Procedure (Biopsy), and Specimen (SCCA). The order comments count is 1. At the bottom, there are buttons for 'New Order', 'Place Order', 'Cancel Order', 'Reprint', 'Results', and 'Logout'. A red arrow points from the text 'Click on 'Place Order'' to the 'Place Order' button.

| Site of Biopsy | Procedure | Specimen | Clinical Impression |
|----------------|-----------|----------|---------------------|
| | Biopsy | SCCA | |
| | | | |
| | | | |



Submitting a Biopsy

18) A box with the requisition will pop up. Click on the two right arrows and print the form. Verify info on the form matches the specimen and send with the specimen.

The screenshot shows a software window titled "Reprint Order. Requisition: 7833545". Inside the window, there is a "Requisition" section with a "No Label(s) defined" message. Below this is a form for "SCHOOL OF DENTISTRY Oral Pathology Laboratory". The form includes fields for "Office Name" (Oral Surgery Practice), "PATIENT INFORMATION" (Name: Skywalker, Anakin; D.O.B.: 09-09-1969; SEX: M), and "PHYSICIAN INFORMATION" (Ordering Physician: Surgeon, Oral; Location: Oral Surgery Practice). It also has fields for "Street", "City/State/Zip", "Phone #", and "Parent Name if under 18". At the bottom, there is an "INSURANCE - ATTACH COPIES OF MEDICAL CARD(S)" section with three columns for "Insurance 1", "Insurance 2", and "Insurance 3". Above the window, there are two buttons labeled "Save" and "Print". Two red arrows point from these buttons to the "Save" and "Print" icons in the form's header area.



Specimen Labeling

It is extremely important for patient safety that the formalin container that contains the specimen is labeled with at least TWO patient identifiers. In addition to being best practice, proper labeling is required by our accrediting organization. (College of American Pathologists)

Our laboratory accepts three pieces of information for this purpose:

- The patient's full name (no nicknames please!)
- Date of birth.
- The unique medical record number generated by our system. This number is found on the printed requisition.

****Incomplete or incorrectly labeled specimen bottles may result in delays in processing and reporting. The name and date of birth on the specimen bottle MUST match the name and date of birth on the requisition form.**



Sending the Specimen

- We supply everything you need to submit a biopsy!
When you mail the specimen to us be sure to include:
 - The requisition form (printed from our secure website). **The info on the form must be an exact match with the info on the specimen bottle.**
 - A copy of the patient's medical insurance card(s) are **no longer needed** if the data is entered electronically.
 - Specimen container with two patient identifiers that match the form.



Sending the Specimen

Place the specimen in the plastic biohazard bag with the gauze, and then inside the cardboard tube. Place the tube and paperwork inside the white pre-paid mailing envelope. The Postal Service Tracking number provided on the envelope should be logged and kept for your internal records.



Get Results

- 1) Choose the number of days back you would like to search. It defaults to 7 days, but may be changed to '30', '60', etc.
- 2) Click '**Search.**'

Result Retrieval [Oral]

Days back: Search criteria: All Fields

Use Groups: Oral Surgery Practice New

| | PENDING | History | Name | Case | Collection Date | Received Date | Patient # | DOB | SSN | Submitter |
|---|---------|---------|------|------|-----------------|---------------|-----------|-----|-----|-----------|
| 1 | | | | | | | | | | |

Select All



Get Results

3) Click on '**View Report**' to see a PDF copy of the report. If it says '**Pending**' the report is not yet available.

Result Retrieval [Oral]

Days back: 10 Search criteria: All Fields Search

Use Groups: Oral Surgery Practice New

| | | Name | Case | Collection Date | Received Date | Patient # | DOB | SSN | Submitter |
|--------------------------|-----------------------------|---------|----------------|-----------------|---------------|------------|---------|------------|---------------|
| <input type="checkbox"/> | View Report | History | Kenobi, ObiWan | D2018-000052 | 07-05-2018 | 07-05-2018 | 7833128 | 01-01-1956 | Doctor, Great |
| <input type="checkbox"/> | PENDING | History | Organa, Leia | D2018-000050 | 07-05-2018 | 07-05-2018 | 7833144 | 03-03-1963 | Doctor, Great |
| <input type="checkbox"/> | PENDING | History | Solo, Han | D2018-000051 | 07-05-2018 | 07-05-2018 | 7833140 | 02-02-1942 | Surgeon, Oral |

Select All Batch Orders Log Out



Get Results

4) From this screen you may either print the report or save it to your computer.

The screenshot shows a web-based medical report interface. At the top, there are two buttons: 'Save' and 'Print'. Red arrows point from these buttons to a toolbar on the report page. The toolbar contains icons for saving, printing, zooming, and refreshing. The report content includes the following information:

Results

SCHOOL OF DENTISTRY
UNIVERSITY OF MINNESOTA
Driven to Discover™

Oral
Dr. Rajaram Gopalakrishnan BDS, PhD
Dr. Ioannis G. Koutlas DDS, MS
Phone: 612-626-6424
Fax: 612-626-3076
E-Mail: oralpath@umn.edu

Oral Pathology Laboratory
Malcolm Moss Health Sciences Tower
MMC 83, Room 16-116
515 Delaware Street SE
Minneapolis, MN 55455

Patient: KENOBI, OBIWAN
DOB: 01 01 1956
AGE: 62
SEX: M
MRN: 7833128
Req#: 7833130

Submitting Doctor: Great Doctor, DDS
(555) 123-4560
Oral Surgery Practice
123 Street Place
#100
Minneapolis, MN 55555

CASE#: D2018-000052
Date Collected: 07 05 2018
Date Received: 07 05 2018

Final Diagnosis
Buccal Mucosa, Right -Biopsy:
Fibroma
(xg)

Christine Goergen, Pathologist
(Case signed 07 05 2018)

Clinical Information
66 y/O Male, Non Smoker

Clinical Information



Get Results: Features

Search for only patient reports from your practice location (exclude reports from other locations)

Choose a field to search by:

Search (using new criteria)

Choose which practice location to search by

View only previously unread reports

The screenshot shows a web interface for 'Result Retrieval [Oral]'. At the top left, there is a 'Days back' input field set to '10'. Next to it is a 'Search criteria' dropdown menu set to 'All Fields' and a search input field. Below these is a 'Use Groups' checkbox (checked) and a 'Practice Location' dropdown menu set to 'Oral Surgery Practice'. A 'Search' button is located on the right side of the search area. Below the search area is a table with columns: Name, Case, Collection Date, Received Date, Patient #, DOB, SSN, and Submitter. The table contains three rows of data. At the bottom left, there is a 'Select All' checkbox and a 'Batch' button. At the bottom right, there are 'Orders' and 'Log Out' buttons. Red arrows point from text boxes to these various elements.

| | | Name | Case | Collection Date | Received Date | Patient # | DOB | SSN | Submitter |
|--------------------------|-----------------------------|---------|-----------------|-----------------|---------------|------------|---------|------------|---------------|
| <input type="checkbox"/> | View Report | History | Kenobi, Obi/Wan | D2018-000052 | 07-05-2018 | 07-05-2018 | 7833128 | 01-01-1956 | Doctor, Great |
| <input type="checkbox"/> | PENDING | History | Organa, Leia | D2018-000050 | 07-05-2018 | 07-05-2018 | 7833144 | 03-03-1963 | Doctor, Great |
| <input type="checkbox"/> | PENDING | History | Solo, Han | D2018-000051 | 07-05-2018 | 07-05-2018 | 7833140 | 02-02-1942 | Surgeon, Oral |

• Go to Orders screen.

• Log Out



Contact Information

If you have any questions – Please do not hesitate to contact us at oralpath@umn.edu or 612-626-6424



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