Requesting histopathology specimens on EPR

For Head & Neck and Oral Pathology
1. Login to EPR, click on the ‘Patient List’ tab and then on the search magnifying glass symbol to find your patient. Login problems? Contact GSTT IT helpdesk ext 88888

2. Enter patient details

3. and click ‘Search’

4. When name appears here, double click on it
5. A list of hospital episodes pops up. You MUST select the correct specialty and current date or the report will not be sent to the correct Consultant responsible for the patient’s treatment. Click on the correct line.

In the extremely unlikely event that no line is correct (usually emergency unbooked patient), choose a previous episode by same consultant/clinical service.

6. Click OK.
7. Click on the orders tab
8. Click on enter orders
9. This window is initially blank. You must type in ‘head’ here. Then the list of head and neck and oral pathology requests will appear.

For immunofluorescence requests type in ‘St John’ for the St John’s IF lab. If you need a routine biopsy AND direct IF you will need to go around this process twice, once for each specimen as they go to different labs.

10. Double click the type of specimen you wish to send from the list:

- Head and neck request general for oral/nasal/skin and other small biopsies
- Larynx and thyroid – self explanatory
- H&N major resection for cancer resections
11. Fill in the request form details.

NB. Result priority. Please only select urgent and cancer pathway for truly urgent cases. Turnaround time for routine specimens is only a few days anyway. Unless the clinical information contains clear reasons for urgent status, inappropriate requests will be downgraded in the lab. If specimens are required for a specific date, this can be added in clinical details. Selecting urgent for all your cases will not cause all yours to be reported first, they will be downgraded.

Biopsy type: incisional and excisional specimens are handled differently in the laboratory. You must select the correct one or the information you need may not be included in the report.

Blue asterisks denote essential fields (except the two marking information to help you)

12. When done click OK
13. Click on the line showing the request you just created

14. Click submit, this will print the request form
15. Click on the request you have produced

16. Then click add specimen
17. Click in the box for the request you have produced

18. Then click OK, sticky labels for specimen pots will print out.

You are finished with EPR, go to next slide
• Sign the form
• Stick label(s) on specimen pot(s).
• For multiple sites, the labels state the site as you entered it on the form. Ensure the correct site specimen is in the correct pot. There should be no need to write sites or specimen numbers on the pot in addition.
• Bag up the pot and form in specimen bag, ensuring lid is tightly closed and the paper is in the separate compartment.
• Place in collection area in your department. For dental departments or clinics without one, take specimen to Oral Surgery or Consultant Clinic collection site
• Report will appear on EPR, paper copy is sent to Consultant
• If the result appears incompatible with clinical findings or if you need the findings interpreted or advice on treatment, contact the reporting Consultant (name at end of report)
• Any queries phone Head and Neck / Oral Path on 84367
Other useful information

- All histopathology specimens for ENT and dental departments, and the head and neck cancer team are reported in our specialist laboratory on floor 4 of the Tower. Our entrance is opposite the Kidney Clinic, which is signposted and near the Tower low rise lift lobby.
- There is a specimen reception hatch there if you need to deliver urgent specimens.
- Your Consultants are Prof E Odell (Clinical Lead), Prof P Morgan and Drs S Thavaraj and G Hall. The office number for enquiries is 84367
- If you are a specialty trainee, we offer an audit of your biopsies for your logbook and education. Contact one of the Consultants.
- If you have cases to discuss, case series to publish or other wish to discuss pathology, we will be happy to contribute to case conferences or clinico-pathological meetings.
- The service is accredited by UKAS to ISO15189

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