

NOVOPATH QUICKSTART

-Log in Novopath (no user/pwd on fac's office PC). If using LBJ fac PC, log in with UT account, then open NovoPath

-Select "Existing case"-> Case Number

Specimen: enter "xxx" if not already done (where xxx is pathologist name)

Faculty-> Microcode: "dictated"; keep cursor on "dictated"

Diagnosis: type in (ignore error msgs)

Microscopic (including IHC)

Comment (R button)

-Save (at top)

-Report (at top)-> edit report as needed-> Update and signoff (or Update and save)

NOTES:

-For updating NovoPath, R click Novopath icon to run as Admin, if non-admin account is used for update, update will fail

-CPT, ICD, etc. are typically already entered (if not, fix errors before sign-off).

If error msgs on billing/CPT code for stains-> ignore these and signoff

-If IHCs are pending; still can sign out report ("partial sign-out"). CPT codes are already included.

When IHCs are available, put in Addendum to report later

-To put in "Addendum" (or "Corrected report"):

Existing case->Results->Additional Text->Put in text for Addendum; leave cursor at the end of the last line in Addendum

->(function) F8->update/signoff (ignore warnings on overwriting)

-For reports with multiple parts, click on each part and start typing DX, microscopic, etc.

-To retrieve signed reports: Report manager/Case Report

-To add stains (IHC, AFB, GMS, etc.) on existing case: send email to Histolab@uth.tmc.edu