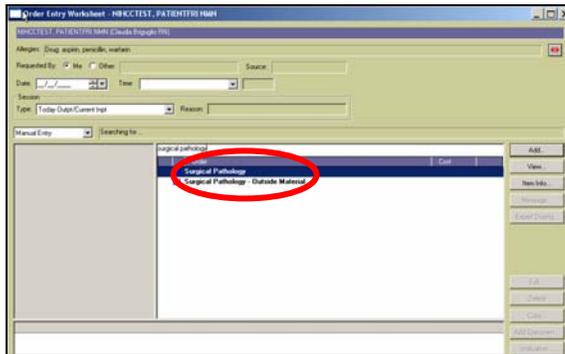


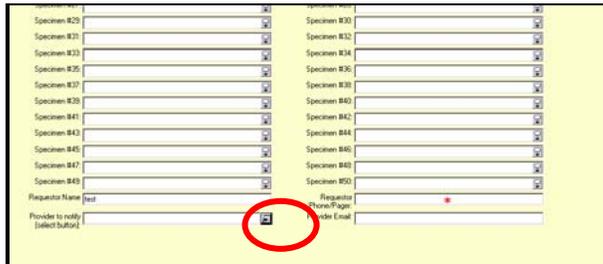
- If the provider name is included in the list, the email address is listed in CRIS. However, if the name does **not** display, the following action is required:
 - For prescribers: contact **Credentialing Services** at 301 496-5937 and provide the name and email address.
 - For nurses: contact **CRIS Support** at (301) 496-8400 and provide the name and email address.

2. Entering a Surgical Pathology order:

- Select **Order Entry Worksheet**.
- Using Manual Entry, type **Surgical Pathology**.
- Open the **Surgical Pathology** order.

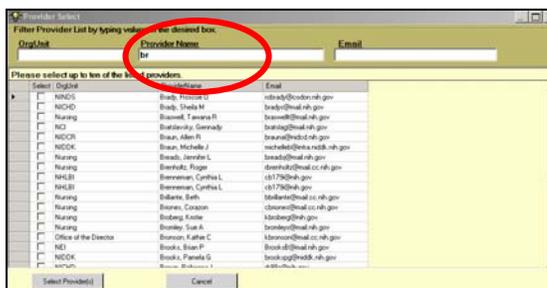


- Complete required fields (*).
- Select curved arrow in the right side of the **Provider to Notify** field.

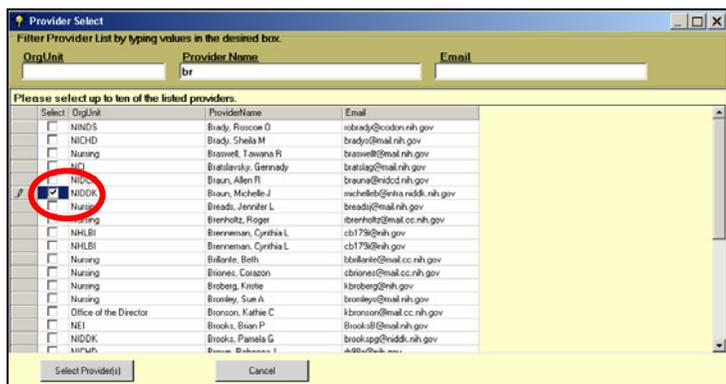


The **Prescriber Selector** window displays.

- In the **Provider Name** field, type in the first letters of the last name of the provider to whom notification of results are to be sent.



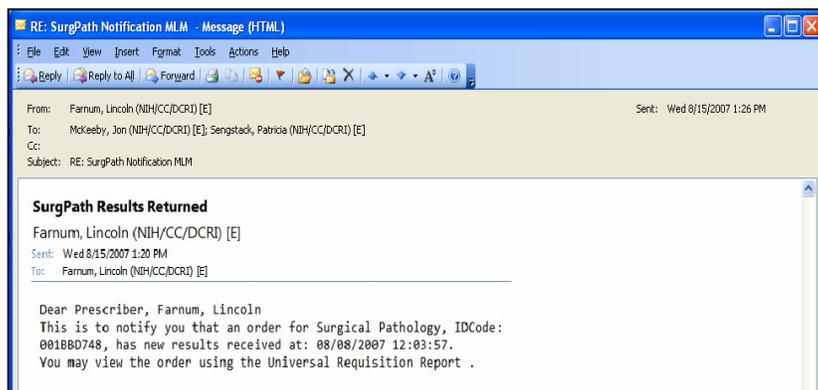
- Select the desired name by selecting the appropriate checkbox.



Note: The provider's email will automatically display in the **Email** field when you select the desired provider name.

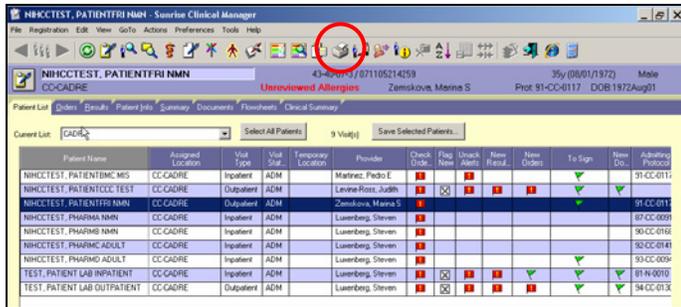
- Repeat this process to notify additional care provider(s). A total of 10 care providers may receive notification.
- Note: The attending surgeon should be included as one of the ten providers.
- Click **OK** to return to the surgical pathology order.
- Then click **Submit**.

3. What to do when you receive an email notification that the results are available in CRIS.

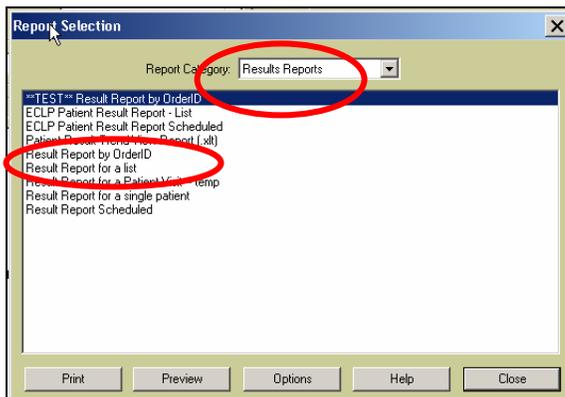


- Write down the IDCode listed found in the email.
- Log onto CRIS and have IDCode ready to enter in CRIS.

- Select the **Printer** icon.

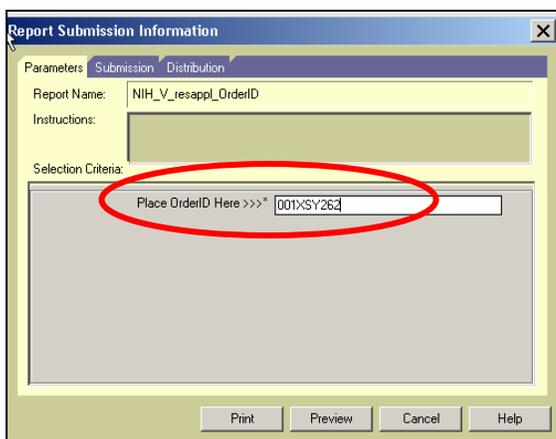


- Select the **Report Category** of **Result Reports**; select **Result Report by OrderID**.



- Select **Options**.
The **Report Submission Information** window displays.

- Enter the IDCode (found in your email notification) in the **Place Order ID Here >>>** field.



- Select **Preview**.
The desired results will display for your review.

Any questions – please contact your SAC (Surgical Administrative Committee) representative.