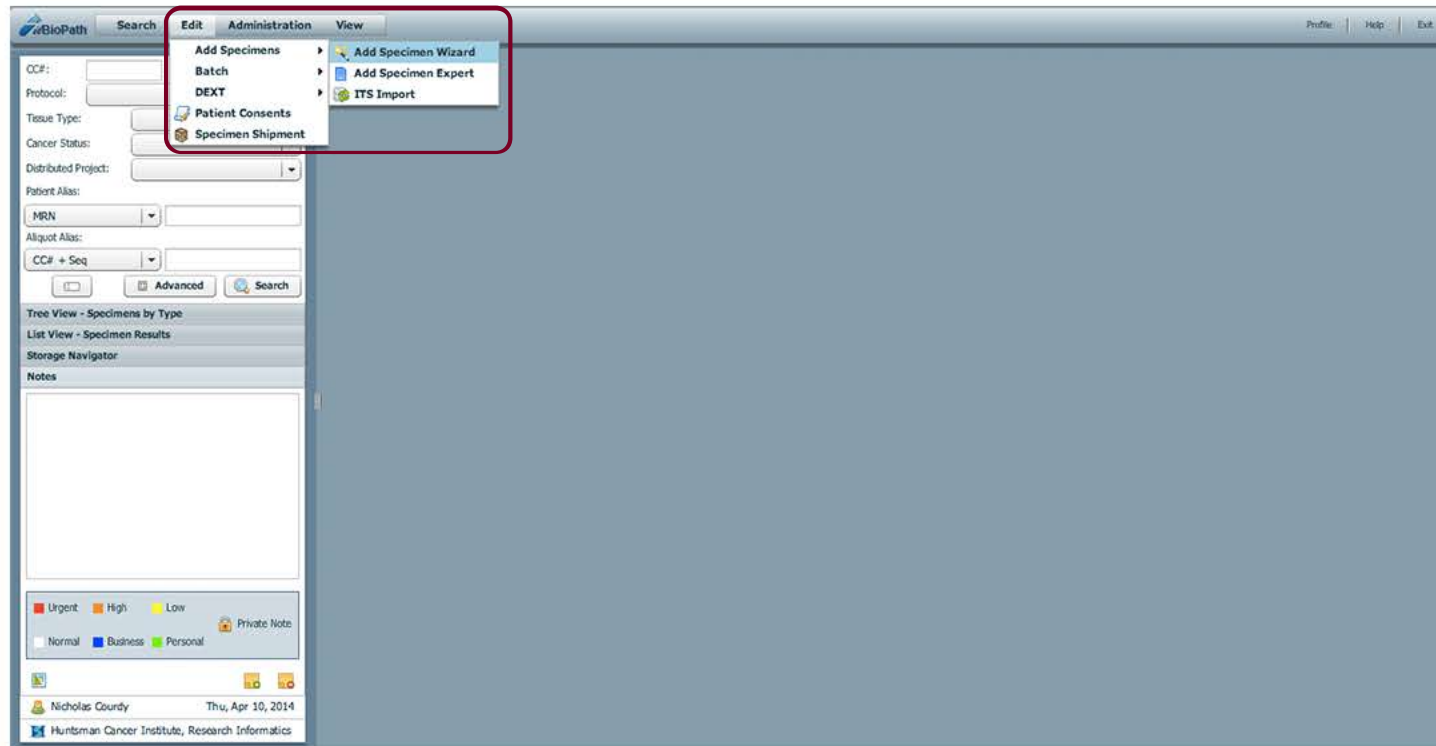


itBioPath

HOW-TO



Adding a Specimen



To add a specimen into itBiopath, navigate to Edit > Add Specimens > Add Specimen Wizard. This will launch the wizard.

PROTOCOL/PROJECT INFORMATION

Protocol: HCI Test Protocol Show inactive protocols?

Project(s): Show inactive projects?

Selected Project(s):

Step 1 of 4

Protocol/Project
Patient/Collection
Additional Information
Specimen Storage

?
Please select a protocol and/or project(s) for this new specimen. You must select a Protocol before proceeding.
Check the 'Show inactive protocols?' to select inactive protocols.
You can select multiple project(s) by first selecting the project(s) from the Project(s) list, and then clicking the Add Project(s) button or by double clicking on the project.
You can also remove project(s) by first selecting the project(s) from the Selected Project(s) list, then

The first step of adding a specimen requires associating a protocol from the drop down menu. Associate a project to the new specimen by clicking the 'Add Projects' button. When all the information is correct, click 'Next'.

Protocol/Project

Patient/Collection

Additional Information

Specimen Storage

COLLECTION INFORMATION

Selected Protocol: HCI Test Protocol

Collection Alias:

HCI Number

Date Collected: 04/08/2014 Draw Time: 0 : 00 Time Unknown

* Institution collected from:

Physician collected from:

Attending Physician:

Lab: Billing Code: Collection Classification: Treatment(s): Diagnosis:

Collection Comments:

PATIENT INFORMATION

Patient Alias: MRN ACIS-007

Additional Aliases:

Alias Type	Alias

First Name: JAMES Middle: E Last Name: BOND Birth Date: 09/30/1969 Death Date: Age: Deceased? Over 90?

Gender: Male Patient Comments:

Family History of Cancer:

The patient selected is an ITS patient.

 Next

Step 2 of 4

The next step requires choosing the correct associated collection alias from the drop-down menu. Fields with a red asterisk are required. The 'Institution collected from' field is an example of this. Once all required information is correct, click 'Next'.

✓ Protocol/Project

✓ Patient/Collection

▶ **Additional Information**

Specimen Storage

Enter in all additional information for this new specimen.

In order to add specimen aliases, click the add button. Continue to click this button until the correct number of aliases have been added.

In order to remove aliases, first select the alias you wish to remove then click the delete alias button. Continue this process until all relevant aliases are removed.

Step 3 of 4

ADDITIONAL INFORMATION

CC#: Assign manually? Tissue (Collection Site): Tissue (Histologic): Tissue Cancer Status:

Specimen Type: Blood Product Type:

Specimen Classification: Laterality:

Received Date: Procurement Time (min): Expiration: Collect Prep Type:

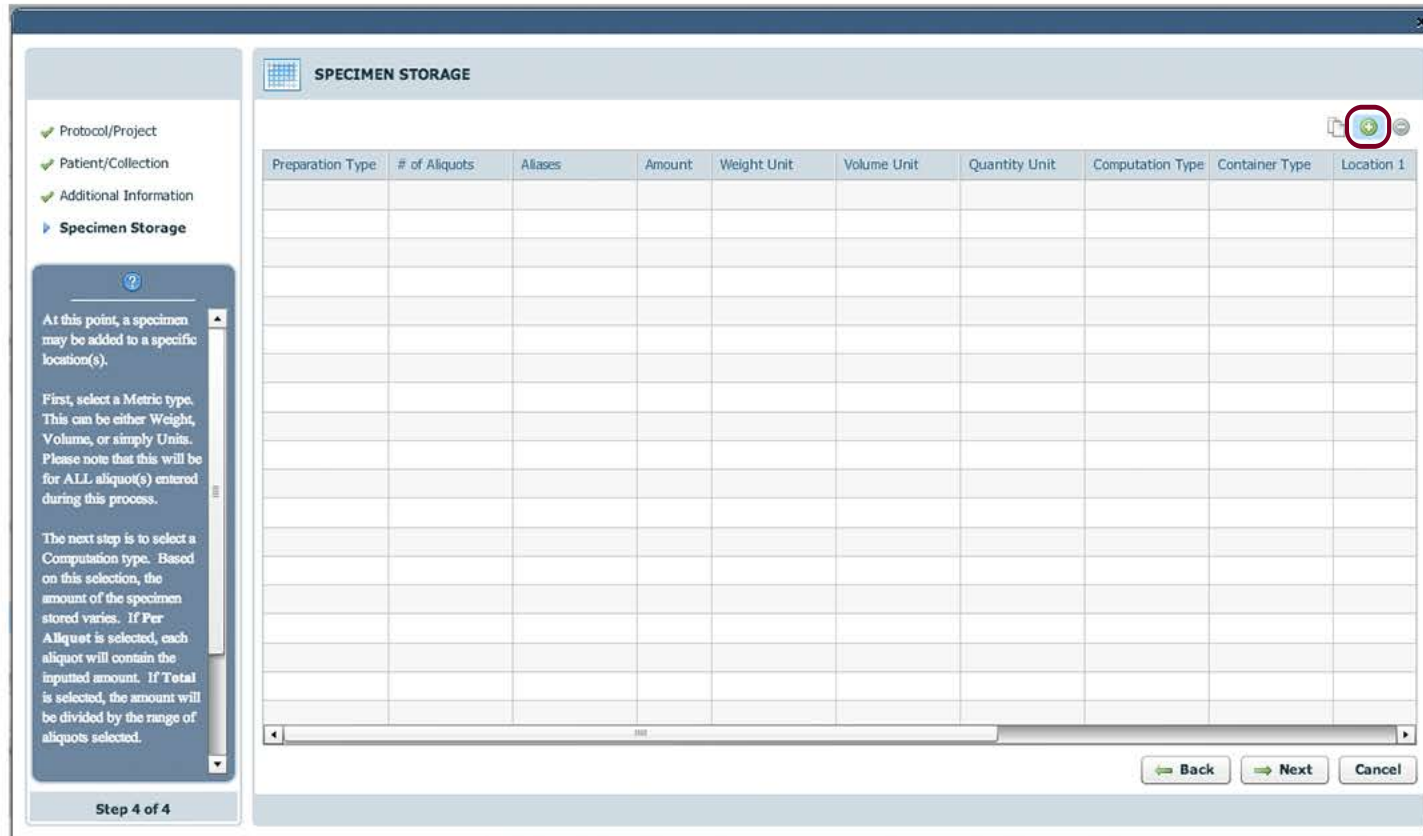
Status: Status Date: Specimen Alias(es) ⊕ ⊖


Alias Type	Alias

Specimen Comments:

Quality Notes:

The 'Additional Information' step includes specific information about the specimen. Set the appropriate information by choosing from the various drop-downs. Add a specimen alias by clicking the ⊕ icon. When all information is correct, click 'Next'.



The 'Specimen Storage' step includes what freezer the new specimen will be stored. Click the  icon to open the 'Add Storage' window.

Add Storage

Storage Prep Type: Frozen # Aliquots: 4

Amount: 10 Unit: Volume mL Computation Type: Per Aliquot Container Type: Cryovial

Cell Type: Cell Count: Concentration:

Aliquot Comments:

Location 1: Test Freezer | Test Box 1

Location 2:

How do you want cells to be selected?
 Next Available
 Sequential
 Manual

Update Selections
Clear All Selections

Selected XY: E9, F1, F2, F3

Update Update & Add Another Close

The 'Add Storage' window includes the quantity of the specimen collected and the # of aliquots to store. Allocate the correct freezer, box, and location by choosing from the Location drop-down. itBioPath will automatically choose the next available open spots to store the aliquots. Aliquots will be stored together by choosing 'Sequential'. Arrange them manually by clicking 'Manual' and then click 'Update Selections'. Once all the information is correct, click 'Update'.

Protocol/Project✓

Patient/Collection✓

Additional Information✓

Specimen Storage▶

At this point, a specimen may be added to a specific location(s).

First, select a Metric type. This can be either Weight, Volume, or simply Units. Please note that this will be for ALL aliquot(s) entered during this process.

The next step is to select a Computation type. Based on this selection, the amount of the specimen stored varies. If Per Aliquot is selected, each aliquot will contain the inputted amount. If Total is selected, the amount will be divided by the range of aliquots selected.

Back Next Cancel

Preparation Type	# of Aliquots	Aliases	Amount	Weight Unit	Volume Unit	Quantity Unit	Computation Type	Container Type	Location 1
Frozen	4		10		mL		Per Aliquot	Cryovial	Test Freezer

Once the storage information is updated, the 'Add Storage' window will close and the newly entered information will be visible. Review the accuracy of the information. If the information is correct, click 'Next'.

SUMMARY

Protocol/Project
 Protocol: HCI Test Protocol
 Project(s):

Additional Details
 CC#:
 Tissue Type: **Blood**
 Tissue Type (Histologic):
 Cancer Status:
 Specimen Type: **Solid Tissue**
 Specimen Sub Type:
 Specimen Classification:
 Laterality:
 Received Date: **04/08/2014**
 Procurement Type:

Collection
 Alias Type: HCI Number
 Alias:
 Collected Date: **04/08/2014 (time unknown)**
 Institution: **HCI**
 Physician:
 Attending Physician:
 Lab:
 Billing Code:

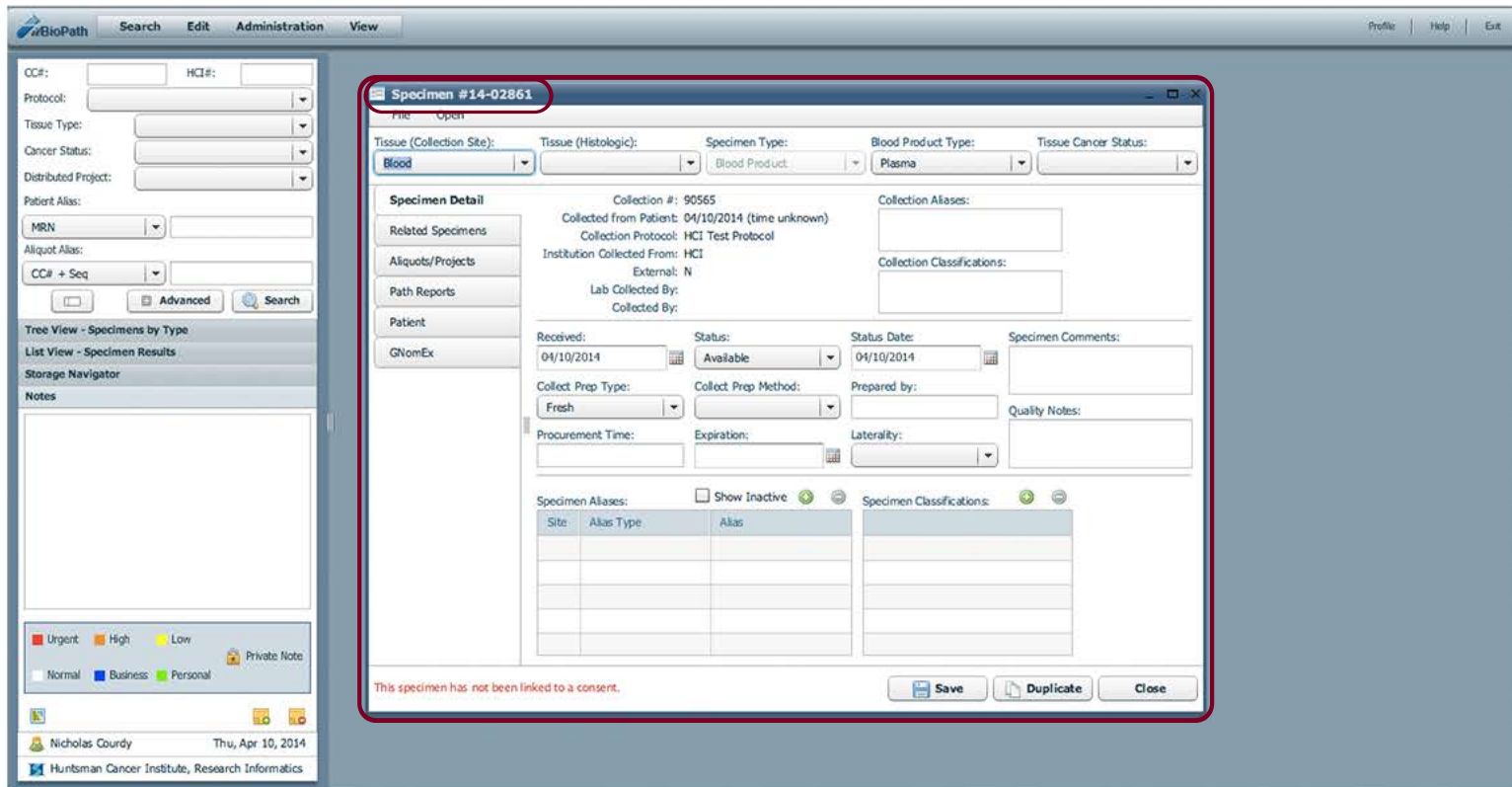
Patient
 Alias Type: **MRN**
 Alias: **ACIS-007**
 First Name: **JAMES**
 Middle Name: **E**
 Last Name: **BOND**
 Birth Date: **09/30/1969**
 Death Date:
 Deceased?: **N**

Storages

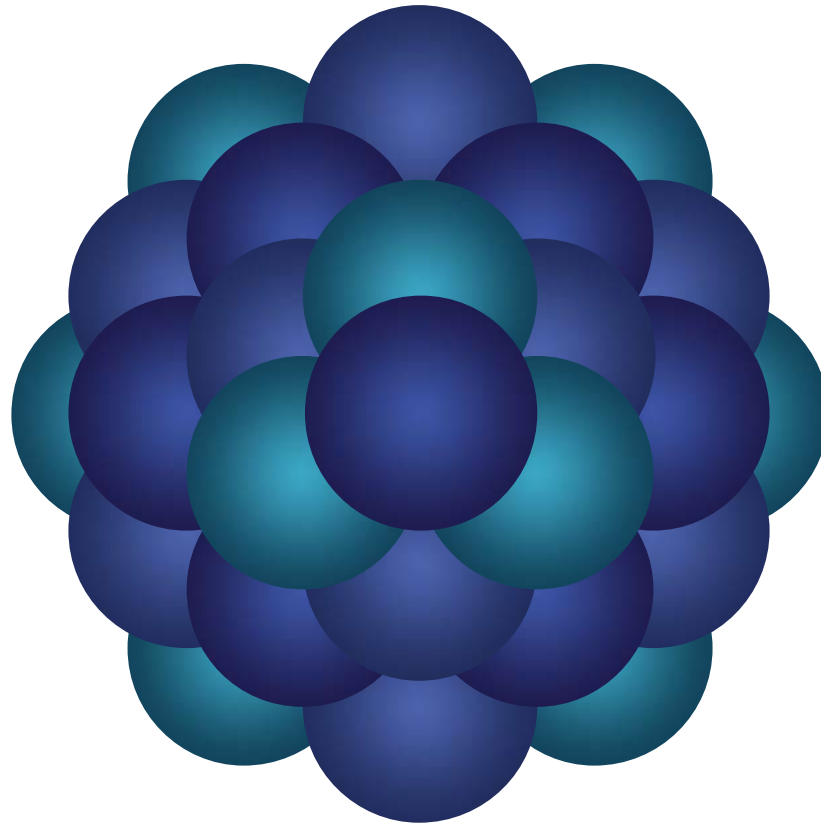
Preparation Type	# of Aliquots	Aliases	Amount	Weight Unit	Volume Unit	Concentration	Concentration Unit
Frozen	4		10		mL		

Back Save Save and Add Another Cancel

The 'Specimen Summary' gives an overview of all the information just entered. If all of the information is correct, click 'Save'. The wizard will close and open the newly created specimen in a specimen window.



The newly created specimen window will display the CC# itBioPath assigned to the new specimen. Continue to add more information about this particular specimen.



Questions?

Email 'Informatics - itBioPath Support' email group