

## Add-On Stain/Test Request on Existing or Archived Cases

When a case to which you need to add IHC, Special Stains or EM is > 30 days after the date of collection, a new encounter needs to be generated in order to comply with both ordering and billing requirements.

**Note: This does not apply to add-on Molecular and Cytogenetics testing.** Please see separate “Placing Orders on an Existing Case or Archived Case” job aid for Pathologists and Residents.

Complete the the template below and email to the appropriate lab area below:

Hospital cases [PathAddOnStain@mednet.ucla.edu](mailto:PathAddOnStain@mednet.ucla.edu)

Outreach & Consult cases, [PathologyOutreachClientServices@mednet.ucla.edu](mailto:PathologyOutreachClientServices@mednet.ucla.edu)

### Template (all information is required to place order)

Patient Name:

MRN:

First and Last Name of Ordering Clinician (cannot be a resident/pathologist):

Case ID:

Block ID:

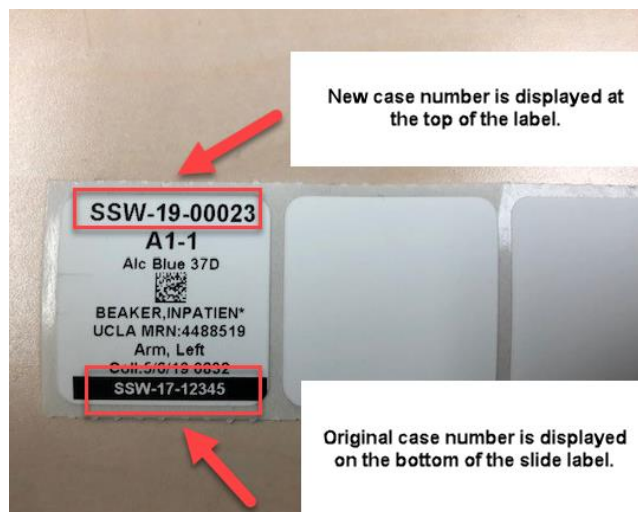
Stains to be ordered:

Pathologist (who will read stains):

Staff with appropriate Beaker access, will create a new encounter in Care Connect, transcribe an order on behalf of the ordering clinician, build a new case in Beaker, add the appropriate task in Case Builder and link the original case to the new case.

When ready, slides will be routed to the pathologist who will be reading the stains, as designated in the template above.

The slide label will include both the new case number and the original case number, as shown below.



The additional results are reported in the new case. Since the old and new cases are linked, an integrated report will be released to the chart as well as to the ordering clinician via InBasket.

Patient Name: [REDACTED] Patient MRN: [REDACTED] Case #: SSW-19-[REDACTED]

Electronically signed by [REDACTED] on [REDACTED] at 1056

**Specimens**  
A Consult Review, SSW-18-[REDACTED]

**Related Orders**

**Surgical Pathology Report (Final result)** SSW-18-[REDACTED]

Authorizing Provider: [REDACTED] Ordering Provider: [REDACTED]  
 Ordering Location: [REDACTED] Collected: [REDACTED]  
 Pathologist: [REDACTED] Received: [REDACTED]

**CLINICAL INFORMATION**  
[REDACTED]

**FINAL DIAGNOSIS**  
[REDACTED]

**MICROSCOPIC DESCRIPTION**  
A microscopic examination has been performed.

**GROSS DESCRIPTION**

Results for the linked case will show below the results for the new Add-On case.

If the original final diagnosis requires revision as a result of the additional stain/testing, send an email to [PathologyAmendments2@mednet.ucla.edu](mailto:PathologyAmendments2@mednet.ucla.edu), noting the revisions needed to the original report.

Once a case has been re-accessioned, additional IHC and special stain orders can be added to this newly re-accessioned case in Case Builder for up to 30 days. For requests after 30 days, please submit a new request for a re-accessioned case to [PathAddOnStain@mednet.ucla.edu](mailto:PathAddOnStain@mednet.ucla.edu) with the template filled out for your request.