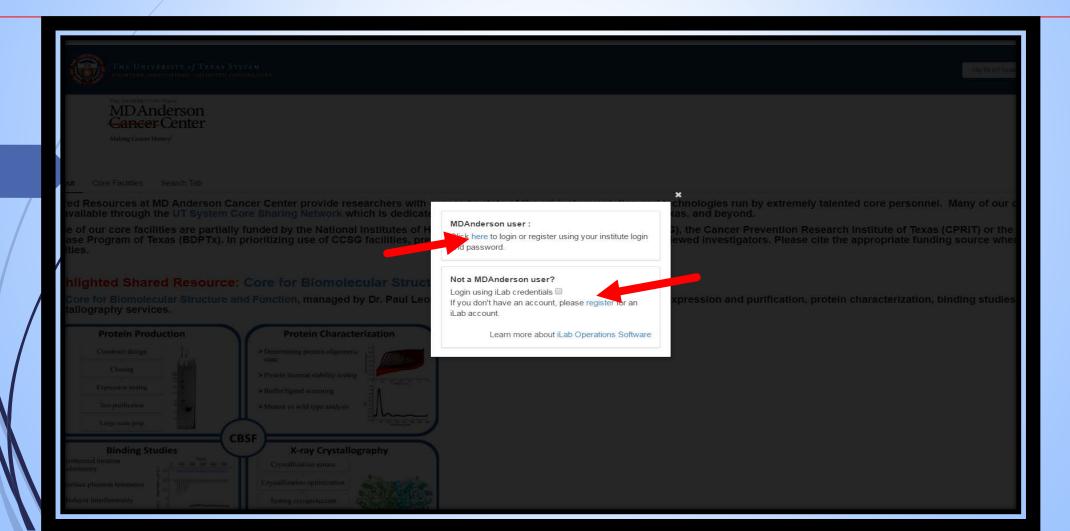Instructions for ilab use

1) Log in to the ilabs Systems using the following link :
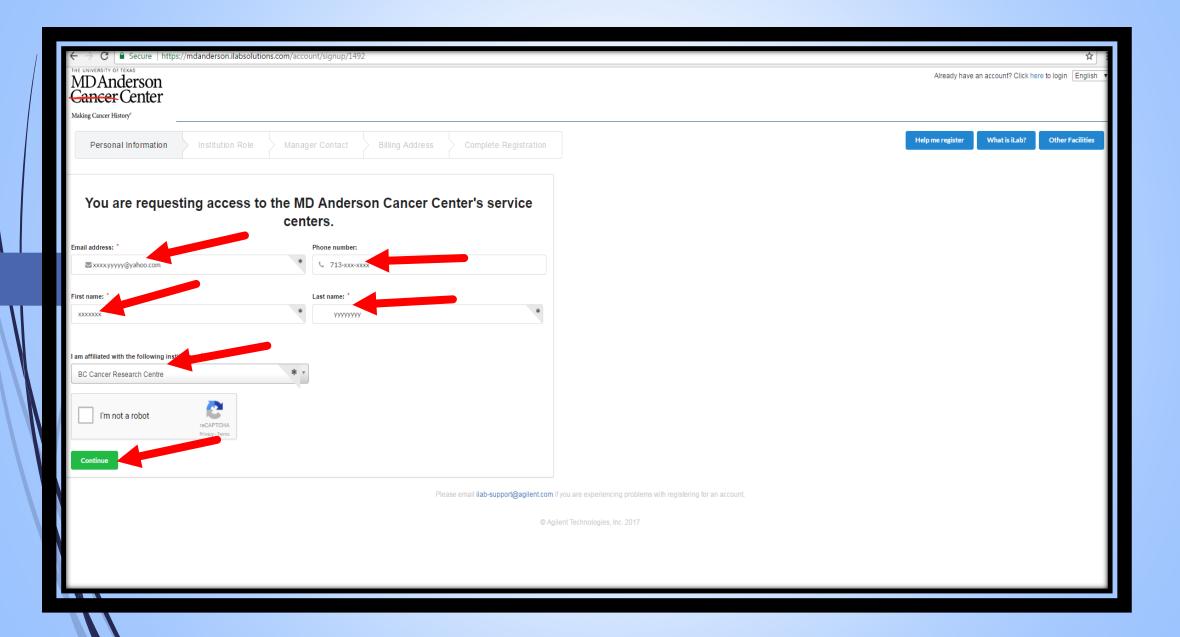
https://mdanderson.ilabsolutions.com/account/login/

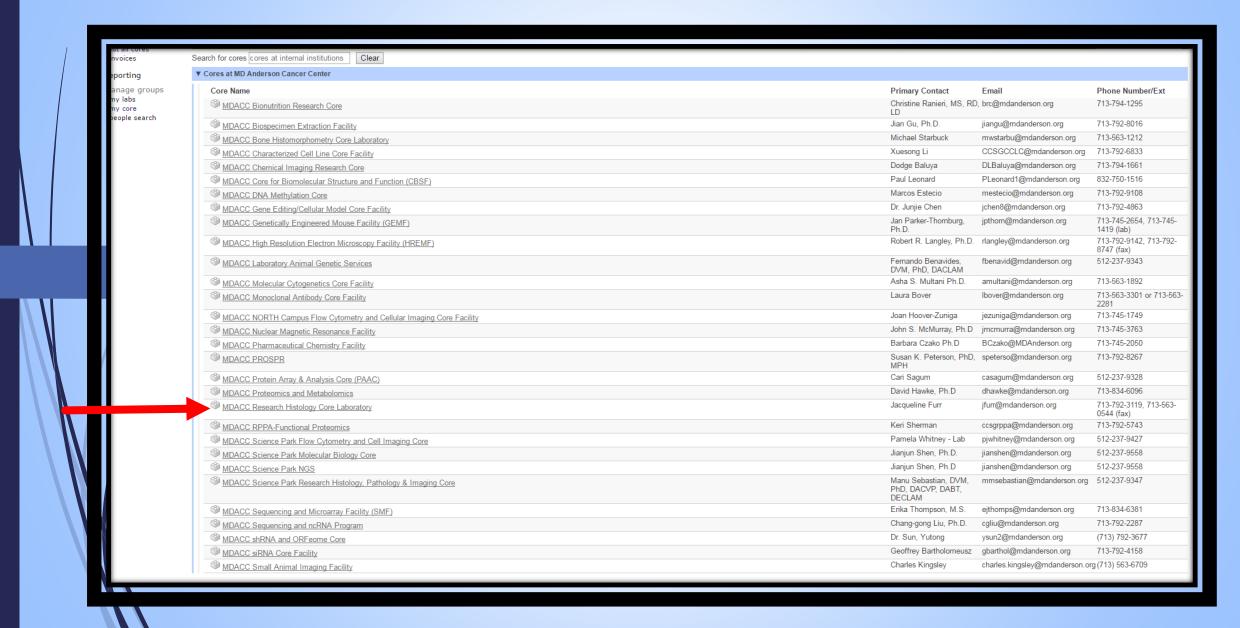**A)If you are a registered user login using your MD Anderson user name and password.**

If you not a registered user, click "register"

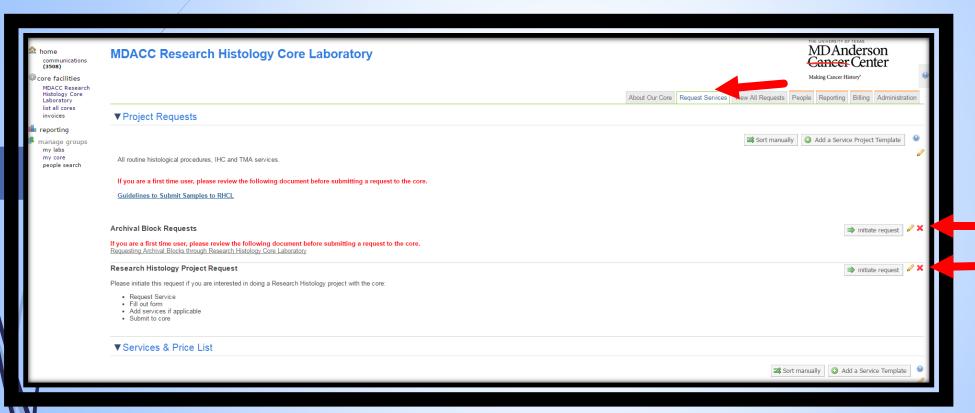**B) If you are not registered in ilab system fill out all the fields and "continue"**

C)Search for MDACC Research Histology Core Laboratory and click on it

2) Click on Request service tab, that is appropriate to you

A) Archival Block Requests Initiate Request- if you are requesting archival blocks through Research Histology Core Laboratory
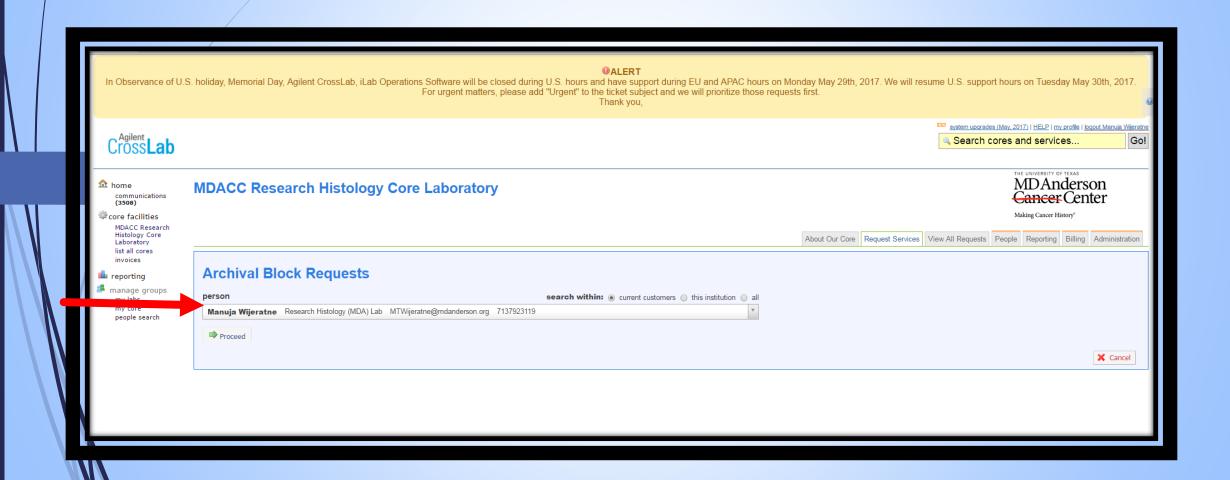**Or**
B) Research Histology Project Requests Initiate Request-if you are dropping off tissue (paraffin/frozen/fresh/slides) .
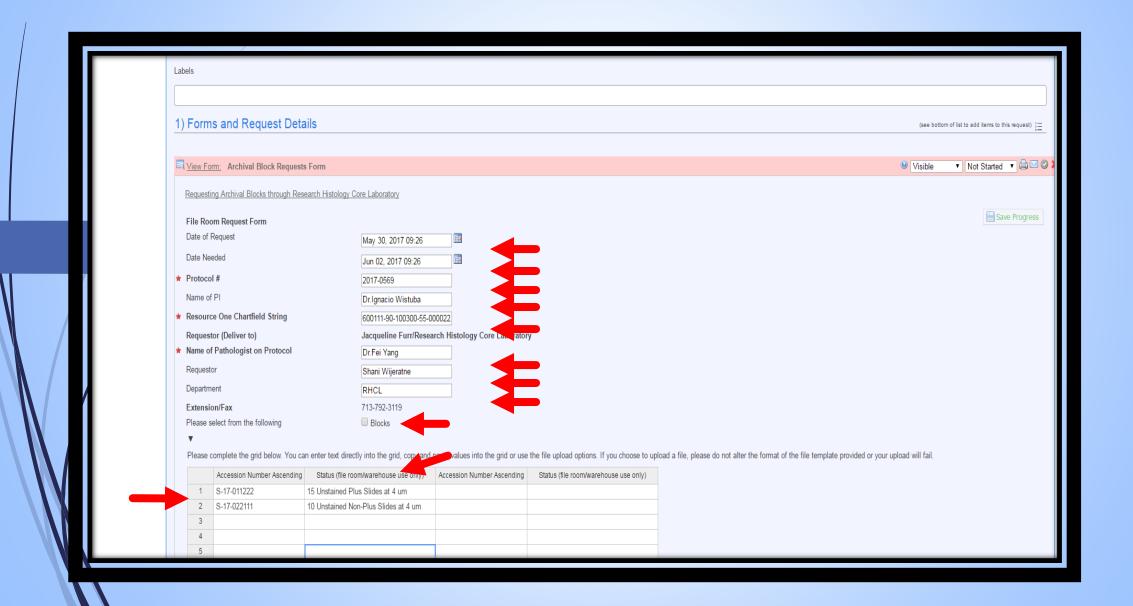
C)Archival Block Request Form:

Enter the first and last name of the requester and then click on the "Proceed"

Fill Out all mandatory fields on the Archival Block Request Form .

Once form is completed click on "Submit" tab. Computer will automatically assign an order number.

What happens after you submit a request:

- Your Archival Block Request will have an request ID starting with "MDACCRHCL".
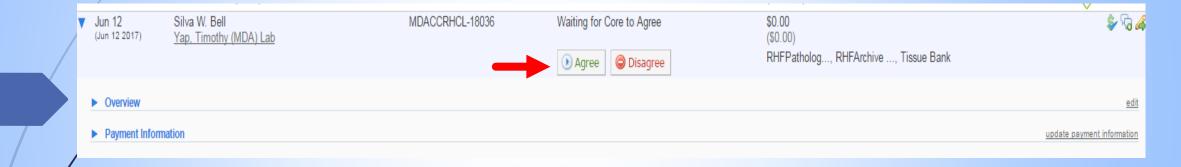
  Ex: MDACCRHCL-12345

  You will see "Waiting for Core to Agree" as the request status.

- This request will be seen by Path File Room(PFR), and will inform Research Histology Core Lab(RHCL) if the block is available.

- If the block is in Tissue Qualification lab (TQL), RHCL will download the Patient consent form from EPIC before collecting the block.

- If patient consent form is not available in EPIC,RHCL will request it from the requester.

- **RHCL will collect the blocks from PFR/TQL, "agree", add "1st check" milestone, add charges, and check the finances are approved before sectioning the blocks.**
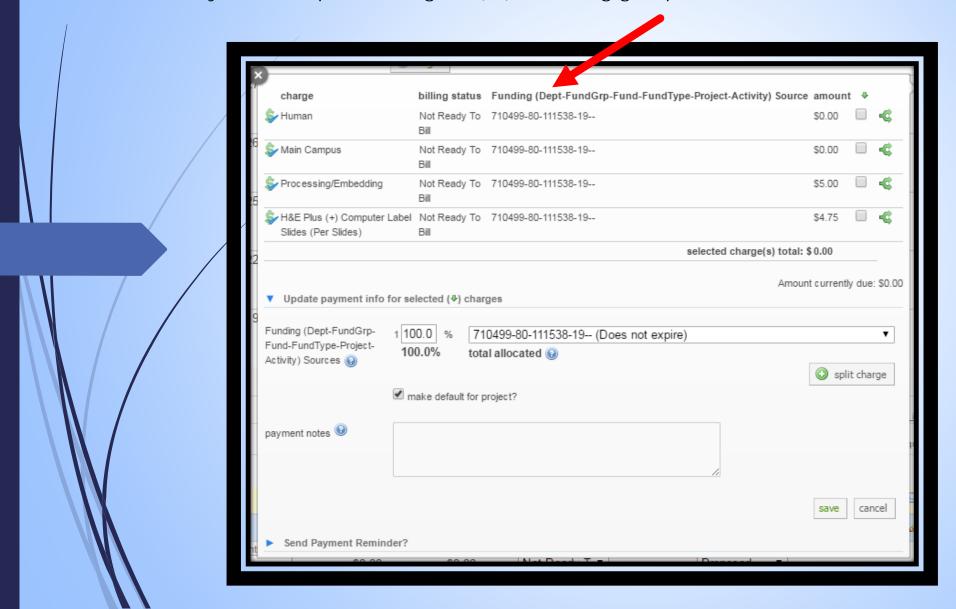

- **Once you agree to projected cost you will see the status as "Researcher in agreement"**
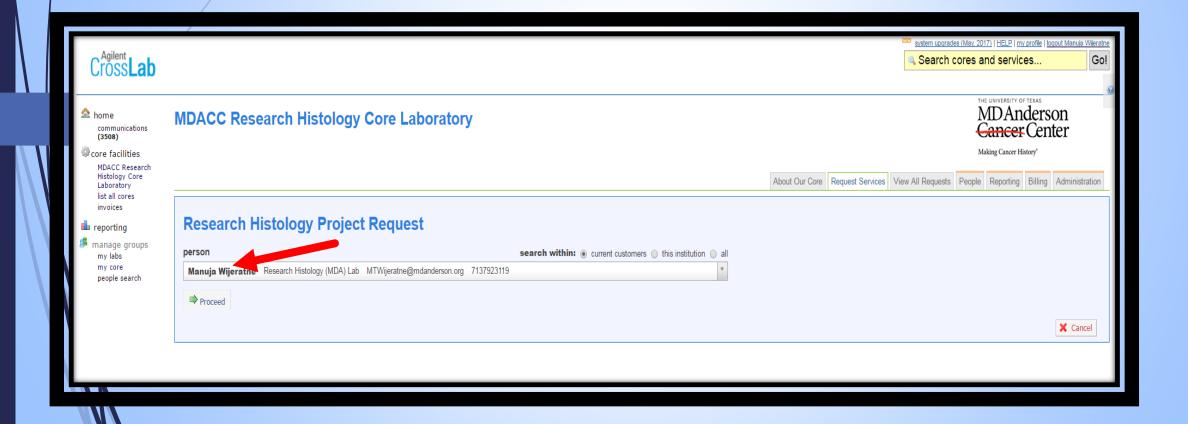
- If finances are approved, RHCL will complete the services selected by the requester(may take 1 to 9+ days unless it is a "RUSH" order. Most of the rush orders will be completed within 2-7 days, depending on the size of the order).

- RHCL will add "2nd and 3rd check" milestones before they hit "complete".

- System will send an email notification to the requester to pick up the completed order. Now you will see the status "Completed"

- If finances are not approved , RHCL will inform the requester get financial approval by contacting their financial Manager.

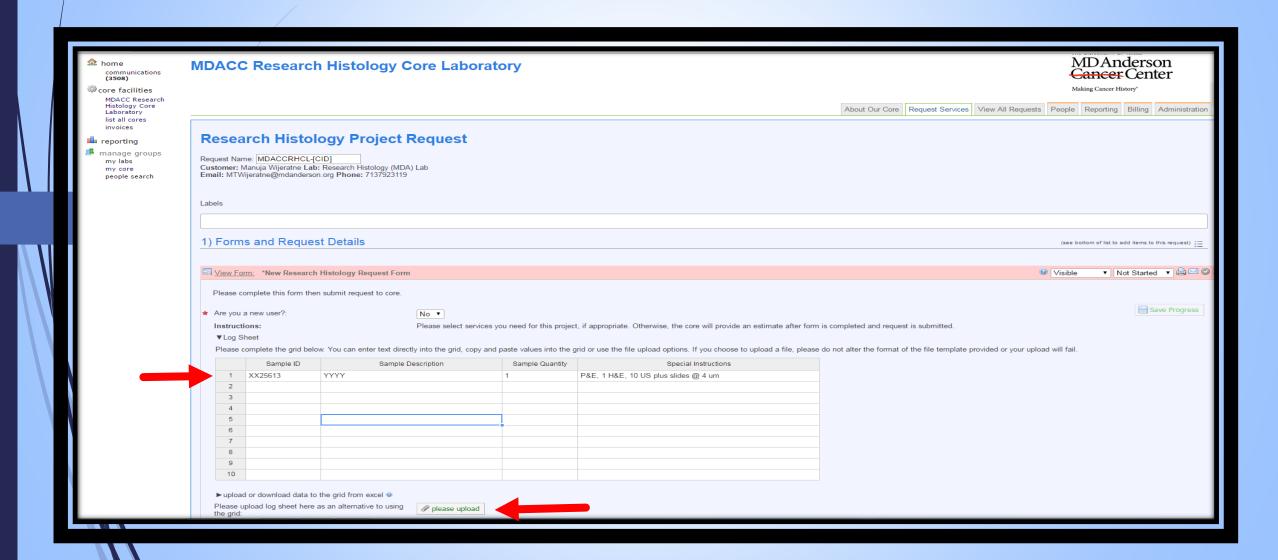# D)Research Histology Project Request Form

Please chose your Principal Investigator(PI) and Fung group
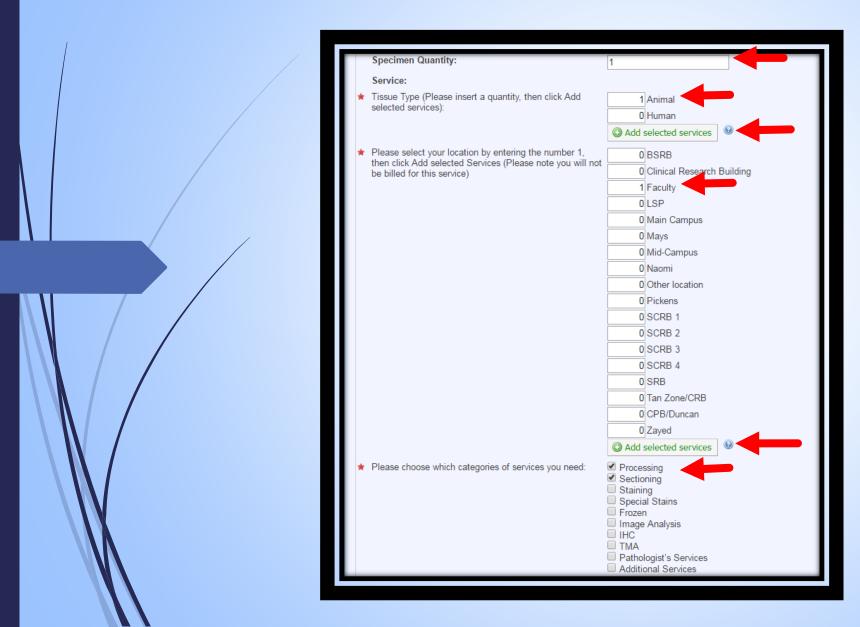
Enter the first and last name of the requester and then click on the "Proceed"
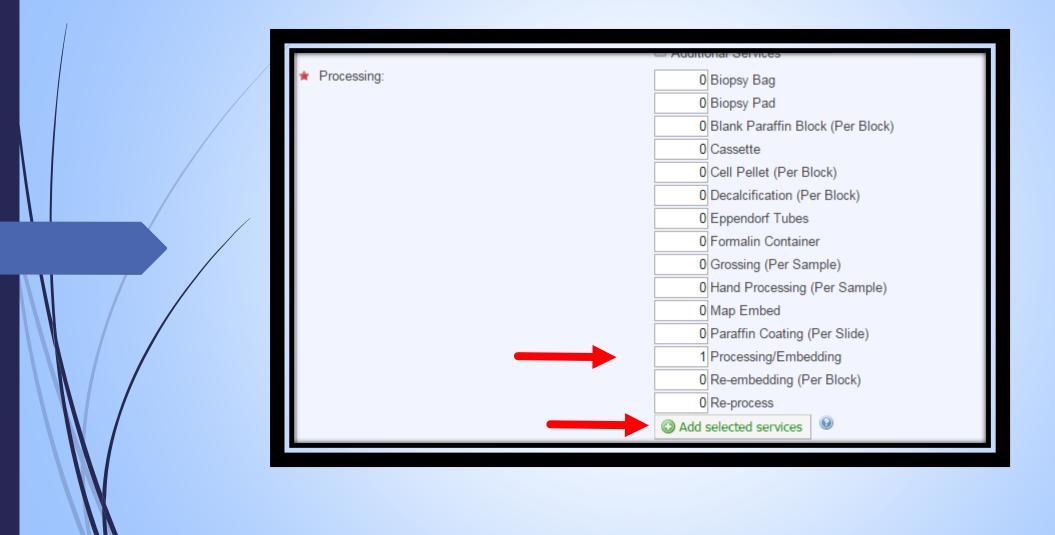
Fill Out the Research Histology Project Log Sheet

Add which category of service you need in the box provided. Then click "Add Service"

Cont... add services needed and click " Add selected Services"

Once all services are added " save completed form".

Add the Chartfill string(CFS). The computer will automatically assign you an order number .

What happens after you submit a request:

- Your Research Histology Project Requests will have a request ID starting with "MDACCRHCL".
  Ex: MDACCRHCL-12345

- Once you agree to projected cost you will see the status as "Researcher in Agreement".

- RHCL will "agree" and will accept the tissue (paraffin/frozen/fresh/slides) once the financial charges have been approved, add "1st check" milestone and proceed per requester's instructions.

What happens after you submit a request:

- RHCL will add "2nd and 3rd check" milestones before they hit "complete". You will see the status "Processing".

- RHCL will complete the services selected by the requester(may take 1 to 9+ days unless it is a "RUSH" order. Most of the rush orders will be completed within 2-7 days, depending on the size of the order).

- System will send an email notification to the requester to pick up the completed order. You will see the status "Completed".