

Athena Pathology Quick Guide

*PROVIDERS & CLINICAL
STAFF*



PREMIER
medical group

The guide is to help clinical staff:

- *PLACE PATHOLOGY ORDERS CORRECTLY*
- *LABEL SPECIMENS CORRECTLY*
- *PREVENT SPECIMEN IDENTIFICATION ERRORS*
- *ENSURE SPECIMENS ROUTE SUCCESSFULLY TO PATHOLOGY LAB*



PREMIER *medical group*

Workflow

Enter Order in Athena

Enter Specimen information

Print Specimen Requisition

Specimen Labeling

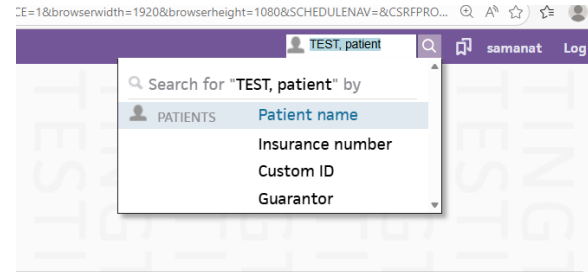
Package Specimen

Route to Pathology Lab

Place it in the box for courier pick up.

Enter Order in Athena

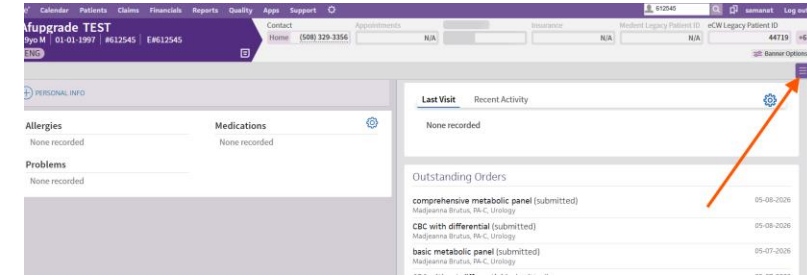
1. Search patient by last name or MRN#



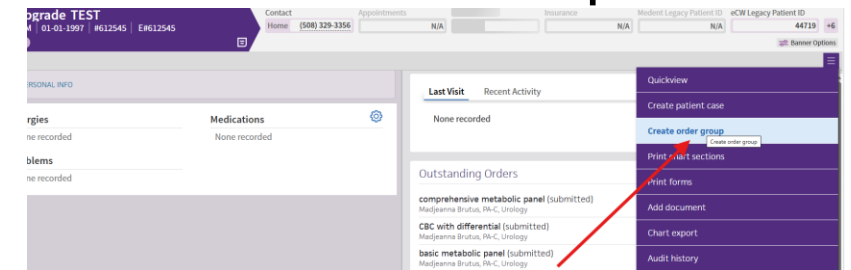
2. Click Chart.

Last name	First name	MI	DOB	ID	SCN	Current Department	Actions	Customize
TEST	Afupgrade		01/01/1997	612545		IM - 45 Foster Road	CPI View Quickview Chart Patient Case Add Document Schedule	
TEST	Akshar		01/01/1978	346573		IM - North Road - Suite 204	CPI View Quickview Chart Patient Case Add Document Schedule	
TEST	Aleena		11/05/1975	612546			CPI View Quickview Chart Patient Case Add Document Schedule	
TEST	Alex		03/15/1966	612547			CPI View Quickview Chart Patient Case Add Document Schedule	
TEST	Alex		10/10/1980	346574		IM - 45 Foster Road	CPI View Quickview Chart Patient Case Add Document Schedule	
TEST	Allison		05/08/1965	346575			CPI View Quickview Chart Patient Case Add Document Schedule	
TEST	Amanda		04/08/1974	346580		IM - North Road - Suite 204	CPI View Quickview Chart Patient Case Add Document Schedule	
TEST	Amanda		04/13/1985	346576			CPI View Quickview Chart Patient Case Add Document Schedule	

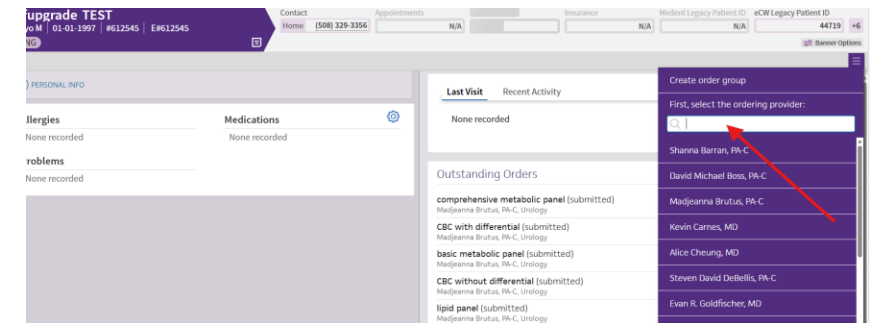
3. Click the hamburger symbol on the far top-right



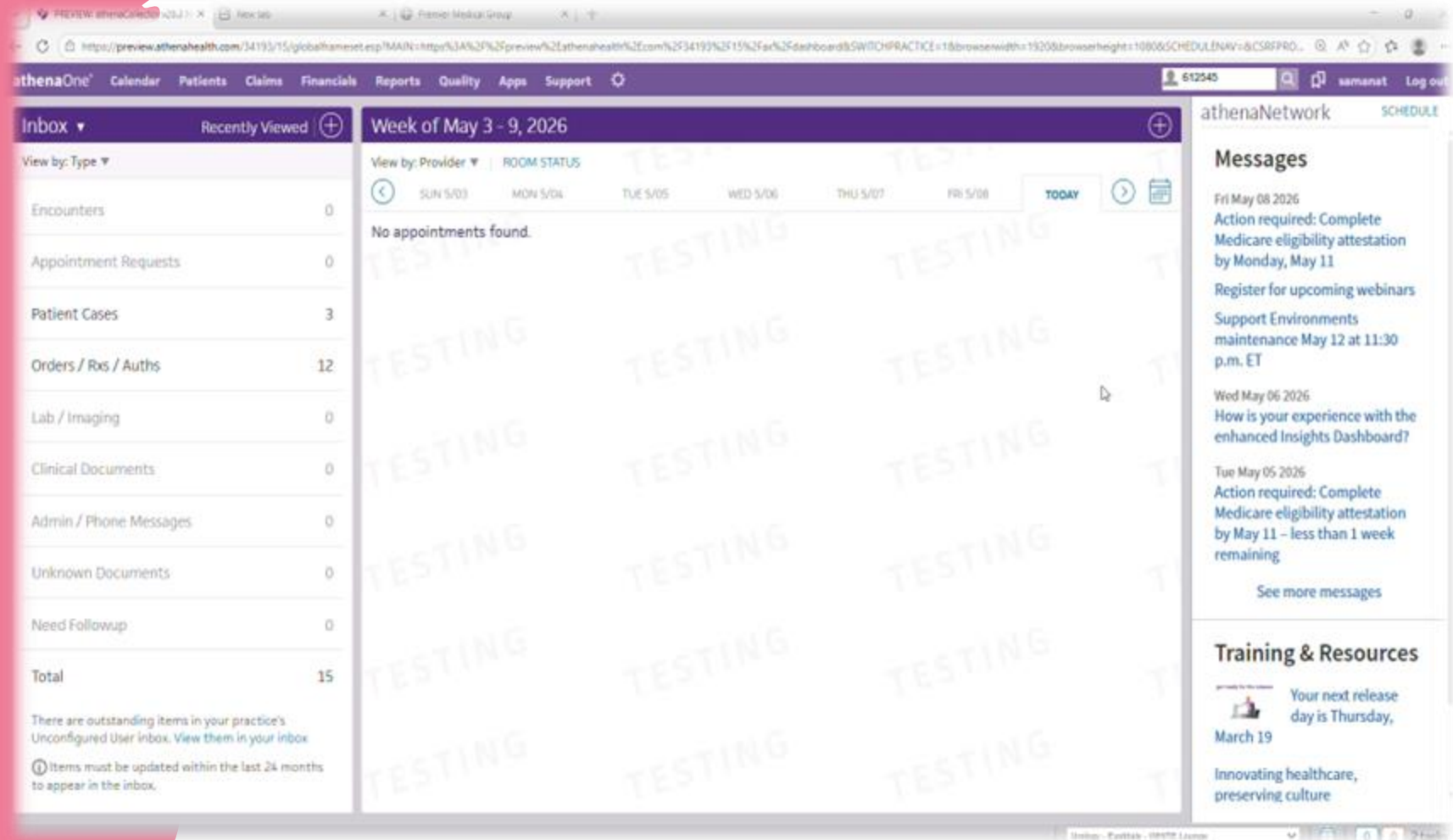
4. Select Create Order Group



5. Select the ordering provider



- *Search for patient*
- *Click on Chart*
- *Click on Hamburger symbol and select “Create order group”*
- *Select the ordering provider by clicking on his name.*



6. Click on Diagnosis & Orders

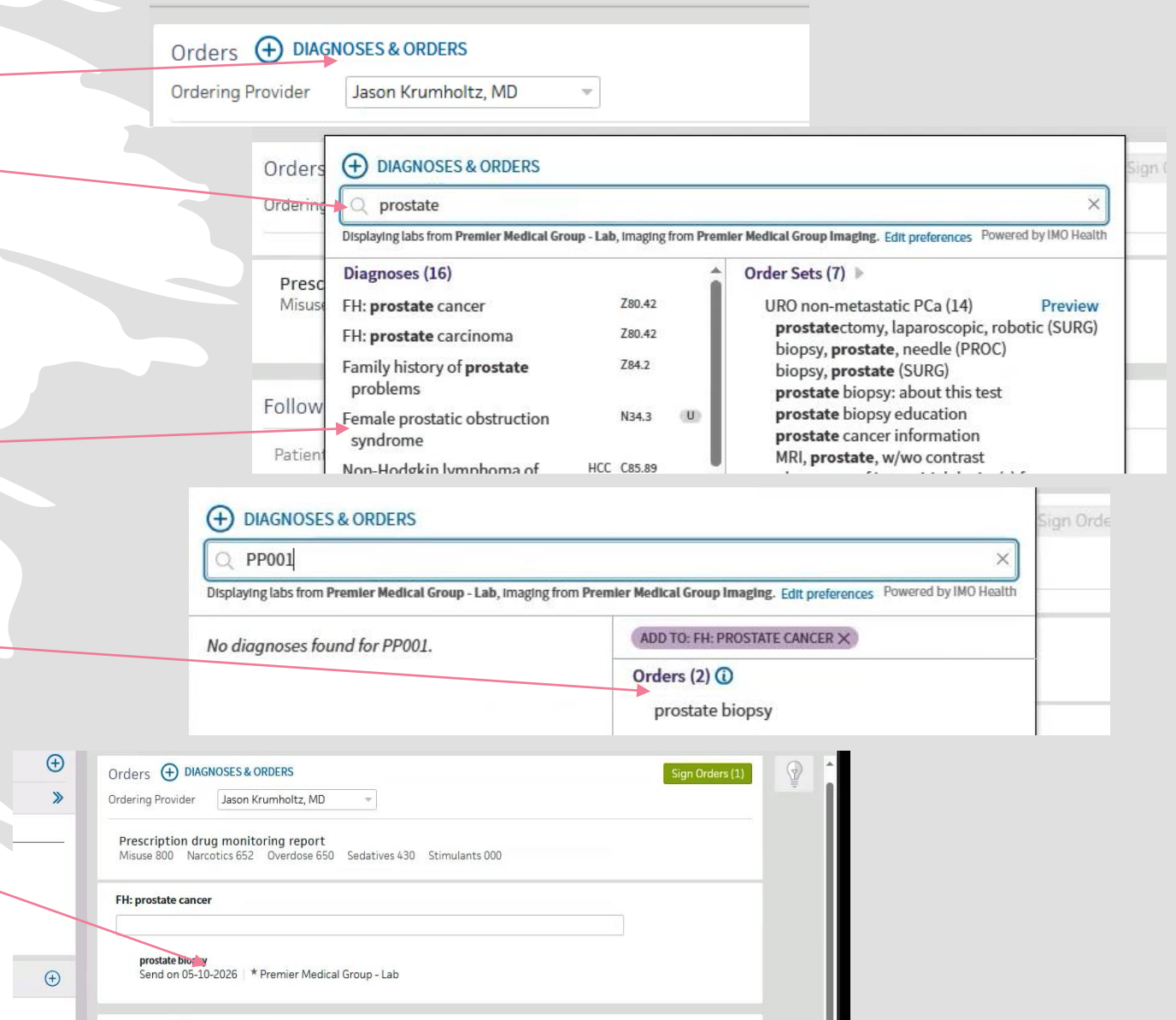
7. Enter ICD-10 codes or Clinical Diagnosis and click to add..

8. Diagnosis list will appear under **Diagnosis**

9. Clicking on diagnosis will add them to the order.

10. Next, enter **pathology order**. Once entered, click on the **Order** to expand form.

 **11. Important: Only use approved Anatomic Pathology Orders** from the provided list. (see [Pathology Order Choices](#)). **Non-Approved orders may fail to interface and delay processing.**



The screenshot displays the 'DIAGNOSES & ORDERS' interface. At the top, the 'Ordering Provider' is 'Jason Krumholtz, MD'. A search bar contains the text 'prostate'. Below the search bar, a list of diagnoses is shown, including 'FH: prostate cancer' (Z80.42), 'FH: prostate carcinoma' (Z80.42), 'Family history of prostate problems' (Z84.2), 'Female prostatic obstruction syndrome' (N34.3), and 'Non-Hodgkin lymphoma of' (HCC C85.89). To the right, 'Order Sets (7)' are listed, including 'URO non-metastatic PCa (14)', 'prostatectomy, laparoscopic, robotic (SURG)', 'biopsy, prostate, needle (PROC)', 'biopsy, prostate (SURG)', 'prostate biopsy: about this test', 'prostate biopsy education', 'prostate cancer information', 'MRI, prostate, w/wo contrast', and 'prostate cancer information'. Below the diagnoses list, a search bar contains 'PP001'. A message states 'No diagnoses found for PP001.' To the right, a button 'ADD TO: FH: PROSTATE CANCER' is visible. Below this, 'Orders (2)' are listed, including 'prostate biopsy'. At the bottom, the 'Prescription drug monitoring report' section is shown, with 'FH: prostate cancer' entered. The 'prostate biopsy' order is listed with a status of 'Send on 05-10-2026' and a provider of 'Premier Medical Group - Lab'.

Pathology Orders Choices

Procedures	Order Choices	Order Codes
Prostate Procedures Only	Prostate biopsy	PP001
Urogenital Surgical Procedures	GU surgical pathology	GU001
Dermatology Procedures	Dermatopathology	PD001
Podiatry – Foot, Toe, Nail	Podiatry surgical pathology	PT001
Cytology / Urine Cytology	Cytology	PC001
Urine for FISH testing	Urovysion fish	PF001

The screenshot displays the AthenaOne patient portal for a patient named Aleena TEST. The interface includes a top navigation bar with links for Calendar, Patients, Claims, Financials, Reports, Quality, Apps, and Support. The patient's profile shows contact information, appointments, insurance, and legacy patient IDs. A sidebar on the left contains navigation links for Find, Allergies, Problems, Meds, Vaccines, Vitals, Results, Visits, History, Quality, and Care. The main content area is divided into sections for Active Problems, Care Episodes and Tracking, and a sidebar with links for Orders, Diagnoses & Orders, Prescription drug monitoring report, Follow Up, and Letters. The Orders section is currently selected, showing a dropdown for the Ordering Provider (Jason Krumholtz, MD) and a list of orders.

Note: DO NOT click on "sign orders" until all specimen information is completed.

Pathology orders require specimen source, site, and procedure information before submission.



12. Complete the order form including the **specimen information** – Source, Site, subsites, and procedure. Click on "view more" to enter multiple specimens.

13. Once the order form is completed, Click on "**sign orders**."

14. Open "**VIEW DOCUMENTS**" then "**VIEW ACTIONS**".

15. **INTERFACE SUBMISSION REQUIRED.** Select "Submit order by interface" then click "**SAVE**"

16. Click on "**PRINT**" on the right top corner to print the specimen Requisition.



Specimen Labeling and Routing Information

- Required **patient information** on each specimen.
- **Specimen/Site information** required on each specimen container. Must be manually entered.
- **Include:** Requisition, Insurance information and relevant clinical documentation.
- All pathology specimens route to
Main Pathology Lab @ 50 Eastdale Ave North, Poughkeepsie, New York
- Place Pathology specimens at the **designated courier pickup area.**

APPROVED PATHOLOGY ORDER CHOICES

Procedures	Order Choices	Order Codes
Prostate Procedures Only	Prostate biopsy	PP001
Urogenital Surgical Procedures	GU surgical pathology	GU001
Dermatology Procedures	Dermatopathology	PD001
Podiatry – Foot, Toe, Nail	Podiatry surgical pathology	PT001
Cytology / Urine Cytology	Cytology	PC001
Urine for FISH testing	Urovysion fish	PF001



- Only use approved pathology order choices listed above.
- Incorrect order select may prevent successful interface routing and delay specimen processing.



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