



BC ORAL BIOPSY SERVICE

Electronic Requisition Form Submission: Instructions for New Users

Overview

The BC Oral Biopsy Service (BC OBS) is going online beginning Fall 2011. We are now transitioning toward electronic requisition forms for all submissions of mucosal and non-mucosal lesion biopsies. Users are asked to begin using the new website and electronic requisition forms for their next biopsy submission.

Instructions

1. Go to the new website <https://obs.bccrc.ca> and register as a new user. Once you have created an account, go back to the main page and log in using your new account information.

2. Once logged in, select <Start a New Form> under either 'Non-Mucosal Biopsy' or 'Oral Mucosal Biopsy', depending on the type of biopsy being submitted. If you are not sure what type of form you require, clinical definitions are provided.

You may also save a partially completed form to your computer or open a saved form from your computer. These buttons are located on the top of the requisition form. Note that partially completed forms will NOT be saved on the BC OBS server.

3. For either type of electronic requisition form, you must complete all fields provided. When ready, select <Submit>. Any problematic fields will be highlighted in red and will require revision before proceeding.

4. Look over the preview form. You can choose to <Edit> or <Submit>.

5. Once submitted, you should <Save a PDF> of this requisition form for office records. Note that clinicians are responsible for maintaining records of all submissions. Records for previously submitted biopsy requisitions will NOT be available on the BC OBS website. Your office will be responsible for maintaining confidentiality of any saved records.

6. Finally, <Print> a hard copy of the requisition form. Sign and attach this copy to the specimen for submission.

Mail submission to:

Quick Check

Before mailing your sample, make sure you do the following:

- ✓ **Submit** a complete electronic requisition form for your sample
- ✓ **Save** a copy of this submission for office records if desired (Note: you cannot do this later!)
- ✓ Print and **sign** a hard copy and attach it to the specimen being submitted
- ✓ **Send** any relevant lesion images, by email (obs@dentistry.ubc.ca) or post (see above)

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Questions?

For technical assistance with the new BC OBS website or electronic requisition forms, please contact orca@bccrc.ca.