

Surgery Collection Request

Training Guide for New Users

Basic Information

- Before placing a request in BIMS, ITB recommends having the following information to ensure easy and accurate collection request entry.
 - Patient Information (name, MRN, DOB)
 - Protocol Collection Request Template
 - Date of Surgery/Procedure
 - Processing Instructions
 - Protocol Specific Kits if needed



Patient Schedule

Resource Administration

Requests

Archive Request

View Collection Requests

Search Patient Schedule

Express Request

Sample Management

Sample Update

Distribution Management

Others

View Options

Procedure Main ACB Off Site RCC ENDO | Appt/Visits

MRN:

Procedure Date * From: 

Procedure/Visit Type:

Procedure Site:

* To: 

Surgeon:

Services:

Schedule Details

Consent Details

BIMS Collection Entry

- Using the “Search Patient Schedule” Module in the “Requests” tab, enter the patient’s MRN in the designated box. Remember to change the date range to that of the scheduled procedure.
- After the information is entered, press the “Search” button to bring up the scheduled procedures that patient has for that date. If they are having multiple procedures that day, please be sure to select the correct procedure to avoid any confusion.

Procedure Selection

- After hitting the “Search” button, the “Schedule Details” area should list the procedures scheduled for that day. If there are no generated procedures, then it may no longer be scheduled. Confirm the appointment in Epic.
- If there are multiple listings, please make sure to choose the correct one by confirming the procedure information (Date, Time, Room).
- In the “Consent Details” section below find your protocol and select the “Requests” button to begin the collection request entry process.

Patient Schedule ⌵

Schedule Details ⌵

Date	Time	Room	Patient Name	MRN	Age	Sex	Service	Surgeon/Clinician	Procedure/Visit Type
04/18/2023	11:10	MAYS_OR 04					(1) BREAST (2) PLS - PLASTIC SURGE	(1) COX, SOLANGE (2) HANASONO, MATTHEW	(1) SEGMENTAL MASTECTOMY - SEED LOG (2) AXILLARY LYMPHADENECTOMY (3) REARRANGEMENT OF ADJACENT TISSUE FOR

Consent Details ⌵

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Showing 1 - 7 out of 1555

Protocol / Bank	Consenting Protocol	Patients Consented	Response Date	Tissue	Blood	Data	Requests
2014-0185	2014-0185	877 / 1000	11/16/2022	Yes	Yes	Yes	Requests
2020-0066	PA14-0241	0 / 100	11/23/2022	Yes	Yes	Yes	Requests
2020-0364	PA14-0241	0 / 80	11/23/2022	Yes	Yes	Yes	Requests
2020-0887	PA14-0241	0 / 100	11/23/2022	Yes	Yes	Yes	Requests
2021-0182	PA14-0241	0 / 1000	11/23/2022	Yes	Yes	Yes	Requests
2021-0425	PA14-0241	0 / 500	11/23/2022	Yes	Yes	Yes	Requests
2021-0702	PA14-0241	0 / 7100	11/23/2022	Yes	Yes	Yes	Requests

[Add Consent](#)

Express Request View All View By Page

Protocol / Bank	Consenting Protocol	Total Patients	Response Date	Tissue	Blood	Data
2015-0723	2015-0723	82 / 51				
2015-0728	2015-0728	24 / 40				
2015-0819	2015-0819	3 / 13				
2015-0828	2015-0828	26 / 55				
2015-0851	2015-0851	38 / 65				
2015-0856	2015-0856	25 / 24				
2015-0900	2015-0900	34 / 30				

TROUBLE SHOOTING ISSUES

- If the protocol you're creating a collection request for doesn't appear in the list, then you may not have permission in BIMS to create collection requests.
 - You should contact your Protocol Administrator to grant you the "Requestor" role under the protocol. If they are unable to or if the problem persists, please feel free to contact ITB.
- Your protocol may appear on the list however, if the "Select" button does not appear and the boxes marked "Tissue, Blood, Data" are blank meaning there is an issue with consent.
 - Please confirm that the patient is consented to the protocol and that consent is in Epic.
 - Also, please confirm that the consent has been transferred into BIMS using the "Consent" module in the "Others" tab.
 - For more information or help please feel free to contact the ITB.



Request #: New

Template:

Cohort:

* Requesting Investigator:

Pre-Op Treatment:

* Preliminary Diagnosis:

Sterile:

Tumor Required: Min Weight:

T/N Interface Required: Min Weight:

* Tissue Type: Normal Required: Min Weight:

Met Required: Min Weight:

Other

* Organ/ Site:

* Processing: RNA Later RNA Snap Formalin OCT EtOH LN2

Media Petri Dish Other

SOP View SOP Text

Collection SOP: View SOP Text

Special Instructions:

* Contact for Pick Up: Pager: Extn:

Collection Request Information

- Should you not have a Collection Request Template already created in BIMS then the following list is the required information needed to enter a request.
 - Requesting Investigator
 - Preliminary Diagnosis
 - Tissue Type (Tumor, Normal, Met)
 - Organ/Site
 - Processing
 - Special Instructions
 - Contact for Pick-Up
- Once all information is entered, please hit the "Submit" button. Please note that if this is a "Same Day Request" it will not allow you to submit the request. Click save and email ITB at ITBTeam@mdanderson.org with "Same Day Request" in the subject line and we will submit it on your behalf.

Collection Request Information (cont.)

- While entering requests please keep in mind the following items:
 - If your tissue needs to be collected “Sterile” make sure to mark it using the drop-down option. Also, note that there is an extra charge for Sterile collection.
 - If your special instructions call for tissue to be collected in some sort of media, please provide that media to the ITB before the date of surgery. The media can be provided in a bottle or aliquoted in a container. Please make sure the media is labeled with: Date of Expiration, name of media, Lot number, and associated protocol.
 - If the collection is a time-sensitive collection that needs to be picked up right away, then please make sure it is specified in the special instructions.

Address additional questions
and training requests to:
ITBteam@mdanderson.org
and
Sharon P. Miller (spmiller@mdanderson.org)
Principal Business Systems Analyst

