THE OHIO STATE UNIVERSITY

VETERINARY MEDICAL CENTER

Digital Cytology Service Submission Guidelines

Quick Guide

*Please use this guide **after** you have already logged into our Core One portal for the first time and established your hospital/clinic email and password. **Click here** for instructions on how to access the online portal, if you have not done so previously.*

1. Use Google Chrome or Firefox to go to: **https://ohio.labs.tracefirst.com**

2. Log in with your hospital/clinic email and password

3. Click on **OSUVDL Portal User** link (in blue)

4. Click on the **To Be Submitted** box with the blue **+** sign

5. Begin typing OSU in the Receiving lab box and click on **OSU VMC Clinical Laboratories** from the options listed

6. Click **Animal/Group** at the bottom left
   - Fill in the pet name (Last/First) in the **Number/Name** box
   - Fill in **Species/Breed/Sex** (begin typing breed and options will populate)
   - Fill in **Age**
   - Fill in **Clinical History, Clinical Diagnosis, Relevant Treatment**
   - Click blue **Save** button in lower right

7. Click **Add Specimen Type** to all **Animal/Groups** and add specimen details
   - Type Digital Image for **Specimen Type and Transport Medium**
   - Type DC. Digital Submission (Y2033) in **Request Tests** box. This will autofill once you start typing digital image
   - Click **Save**

8. Select **Add/Manage Attachments** at the end of the light gray bar to add images
   - Choose **File**, upload image, preview image, go back to **Submission** and select **Save**
   - You will need to repeat these steps for every image you want to submit
   - There is a maximum of 15 images per case, and each site must be a separate submission

9. Review submission information, make any corrections, then click **Complete Submission**

Additional Information and FAQs

Hours of Operation
- Monday - Friday 8 a.m. – 5 p.m.

Contact Information
- For questions on submissions, please contact the Hematology Laboratory at **614-292-7955**.

How do we submit sample requests?
- Clinics should submit sample requests through the VMC CoreOne portal (**https://ohio.labs.tracefirst.com**). It can be set to send an email notification when results are ready.

How and when will I receive results?
- Turn-around time is 2 hours, Monday through Friday for samples submitted prior to 3 p.m., and by 10 a.m. on the next business day after a weekend or holiday; Results will be available through the Core One laboratory portal.

What is the cost of digital cytology & how do we pay?
- Cost = $40 per site
- Your clinic's account will be invoiced by the Veterinary Medical Center.

Thank you for your business!