Welcome to the OSU Veterinary Medical Center's CoreOne/Trace First Laboratory Information System Portal.

To improve the process of sharing patient information, The Ohio State University Veterinary Center is now using the CoreOne/Trace First portal for online autopsy submissions.

*Please request ALL cytology and autopsy submissions through the portal*

The veterinary medical center will bill the referring clinic directly for the cost of the autopsy. The referring clinic will then be responsible for collecting a payment from their client. Click on the link below to refer to the VMC’s autopsy pricing sheet, to better set the price at your own practice.


Points of Contact:
Difficulty logging in: email CVM-OSUVETrReferral@osu.edu or call 614-292-3551.
Questions regarding test results: email Pathology Department at osuapppath@cvm.osu.edu or call 614-292-5661.

The following tutorial will guide you through how to log in and submit a request for an autopsy.
Step 1: To log in, enter your clinic's email and password. Then click “Log In”.

If logging in for the first time or if password has been forgotten, click “Forgot your password?”

Follow the steps on how to submit an autopsy request on the CoreOne Portal.
Step 2: If prompted to select a role, click on “OSUVDL Portal User”.

Please select a role

2

OSUVDL Portal User

Log Out
Step 3: In the “To Be Submitted” box, click on the + to add a new submission.
Step 4: Under “Submission details” section, use the drop-down menu in the “Receiving Lab” text box and select “OSU VMC Clinical Laboratories (C)”. 
Step 5: Click on the “Owner Details” drop down button.

Step 6: Enter all the known owner’s information.

Step 7: Click “+ Add Single Animal” button.
Step 8: Under “Signalment” section, type patient’s first and last name in “Number/Name” text box.

Use the drop-down menus to select patients required “Species/Breed” and “Sex Code”.
Step 9: Click on the “Clinical History” drop-down menu button.

Step 10: In the text box, enter the Clinical History of patient including any risks of rabies, zoonotic diseases or recent chemotherapy use. Check the boxes beside “Legal” or “Insured” if applicable.

Step 11: Click the “Save” button.
Step 12: Scroll to bottom of page and click on the “+ Add Specimen” button.
Step 13: Click on the “Specimen” drop down menu and enter in all the required information: “Specimen Type- Animal (Animal)”, the “Transport Medium- Bag (Bag)” and the “Collection Date”.

![Specimen Details](image)
Step 14: Click on the “Request Test” drop down menu and in text box, start typing “autopsy”. Then select the desired test based on your submission and 
private vs. communal aftercare options.
Note: “External” means the autopsy is coming from an outside clinic.

Step 15: Click the “Save” button.
Step 16: If any, click “Upload Attachments” to add medical records/photos. Then, click the “Save” button.
Step 17: Review your submission details. Then click the “Complete Submission” button.

This button can be found in either the bottom or top right corner of the page.
Step 18: Read the User Agreement and click in the box to check mark “Agree”. The veterinary clinic will be billed for the autopsy submission, not the owner.

Step 19: Click “Submit” button.”
(Optional) **Step 20:** Click on “Print PDF” to print the submission request form.

**Note:** Once a submission has been made, the status will be set to “Dispatched”. Edits/Cancellation can still be done when the request is in this status.
Autopsy request forms can be printed to provide a copy to the owner. Printed form is NOT required when dropping off the specimen at the hospital.
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