Instructions for Online Autopsy Submissions

The following tutorial provides step-by-step instructions to access our online portal which enables your practice to submit autopsy requests directly to the OSU CMV Pathology department.

Several important things to note when submitting autopsies and talking with the owner:

- The Veterinary Medical Center will bill the referring clinic for the cost of the autopsy, so you will be responsible for collecting all fees from your client. (see pricing sheet [https://vet.osu.edu/vmc/sites/default/files/images/external_autopsy_fees_7-2023_proof1.pdf](https://vet.osu.edu/vmc/sites/default/files/images/external_autopsy_fees_7-2023_proof1.pdf)). The VMC cannot accept payment directly from an owner.

- No bodies can be accepted without an online submission, so please complete the submission prior to the transport of the body.

- For all submissions you must indicate an aftercare choice (private vs. communal). No keepsakes (pawprints, fur clippings, mane and tail, etc.) are available from our cremation provider following autopsy due to biosecurity concerns. Therefore, those must be collected by your clinic prior to transport if that is something that the owner desires.

- Results will be released to the practice. If the veterinarian has questions regarding results, please reach out to the Pathology department via email at osuappath@cvm.osu.edu or call 614-292-5661.

- Questions or difficulty logging in, please email CVM-OSUVETReferral@osu.edu M - F, 8 a.m. – 5 p.m. or call 614-292-3551, anytime to speak with a member of the Client Services team.

Thank you for your support of our programs!
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?”
Step 2: If prompted to select a role, click on “OSUVDL Portal User”.

Please select a role

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OSUVDL Portal User

Log Out
Step 3: After logging in you will see a home screen as pictured below. Please click on “Submissions” which is circled in red. *Please note that this is a change.*
Step 3b. Next, select the “Bulk Upload Submission” button. (NEW) This will then open a form that you can enter your patient and owner’s information.
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**”.

![Image of Animal Details form with highlighted Signalment section](image-url)
**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”.
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.
Difficulty logging in: email CVM-OSUVETReferral@osu.edu or call 614-292-3551. Questions regarding test results: email Pathology Department at osuapppath@cvm.osu.edu or call 614-292-5661.