

QUICKSTART

A series of helpful guides provided by the Information Technology Department

Nurse Collections - OTC

- 1. Collect the paper Pathology Request form from the Front Desk
- 2. Check that the order is a Future Order.
- 3. If not a Future Order, revert to the manual collection method (see end of Quickstart)
- 4. Click Patient List
- 5. (N.B: If patient's name doesn't appear on the list ask the clerk to check them in)
- 6. Open the Patient's Chart
- 7. Click on Orders on the



8. Click on all the orders for collection, right click and select 'Activate'

¥iew	Display: All Active Orders	▼	Customize View
Orders for Signature	Image: Constraint of the second sec	Status 🔺 Details	A
Medical Imaging	🔲 🔋 🐖 MRI Head	Future (On Preferred Date/Time: 15-Jul-13 13:30: Hold) TERTIARY INDICATIONS FOR GENERA	00, Examination: Brain, Page/Phone# 6725, Consultant: Robinson, . ANAESTHETIC MRI – GENERAL ANAESTHETIC RISK o⊡Infants un
Clinical Service	🔲 📱 💯 MRI Head	Future (On Preferred Date/Time: 15-Jul-13 13:00: Hold) TERTIARY INDICATIONS FOR GENERA	00, Examination: IAMs, Page/Phone# 6725, Consultant: Robinson, . ANAESTHETIC MRI – GENERAL ANAESTHETIC RISK o⊡Infants un
Medical Supplies	Bone Mineral Densitometry	Future (On 20-Jun-13 9:00:00, 03 Prolonged gluco Hold) NB: It is recommended that bone densi	corticoid therapy, nil, 6149, Sevadurai, Has the patient had a BMD cometry studies NOT be repeated within a 12 month period, unless o

Click on 'Task List' on the Menu



Select all the orders for collection

(Hint: Click on the first order and hold the left mouse down and drag down to highlight all the orders)

Pathology Collections						
Task re	trieval completed	completed				
	Task Description	Task Status	Scheduled Date and Time	Completed Date and Time		
~	Need to Collect: 1 EDTA Volume 2.00 mL, Accession # 13-126-0026 F 2 Clot Volume 4.00 mL, Accession # 13-126-0026 D; Volume 9.00 mL, Accession # 13-126-0026 E 1 Coag Volume 1.00 mL, Accession # 13-126-0026 C 2 Li Hep Volume 2.00 mL, Accession # 13-126-0026 A; Volume 9.00 mL, Accession # 13-126-0026 B	Complete	06/05/2013 12:34	06/05/2013 12:52		
1	Need to Collect: 1 Swab Volume 1.00 EA, Accession # 13-126-0028 A	Complete	06/05/2013 12:34	06/05/2013 12:53		
1	Need to Collect: 2 CSF Tube Volume 3.00 mL, Accession # 13-126-0027 A; Volume 3.00 mL, Accession # 13-126-0027 B	Complete	06/05/2013 12:34	06/05/2013 12:52		
1	Need to Collect: 1 Li Hep Volume 2.00 mL, Accession # 13-126-0030 A	Complete	06/05/2013 14:30	06/05/2013 14:47		
1	Need to Collect: 1 Sterile Cont Volume 100.00 mL, Accession # 13-126-0033 A	Complete	06/05/2013 15:00	06/05/2013 14:47		
1	Need to Collect: 1 Sterile Cont Volume 100.00 mL, Accession # 13-126-0035 A 2	Complete	06/05/2013 15:00	06/05/2013 14:47		

Right click and select Print, Reprint Label

Menu	🖌 🗇 🔸 Task List			
Allergies	✓ Ø 適 m B. □			
Appointments				
Clinical Notes	(no unite traine demico)			
Form Browser	Pathology Collections Mental Health Tasks Physiotherapy Task List CAPAC Genetics Tasks			
Growth Charts	Task retrieval completed			
Imaged Documents	Task Description Task Status Scheduled Date and Time Completed Date and Time Task Description Task Status Scheduled Date and Time Output Date and Time Output Date and Time Output Date and Time Output Date and Time Output			
Orders	Need to Colect: 1 EDTA Volume 2.00 ml, Accession # 13-276-0334 A Com Chart Done 03/10/2013 10:51			
Problems/Alerts & Demogra	Quik Chart			
Results	Chart: Details / Modify			
Results last 7 days (no Blor	unnart			
Summary Clinical	Ad Hoc Charting			
Summary Visits	Reschedule This Task			
Task List	Prink Prink Labels			
Overview	Order Info Reprint Requisitions			
Problems and Diamoses	Reference Menual Reprint All Regulations			
Procedures and Diagnoses	Select All			
Inpatient Summary	Deselect All			

- You will be prompted to select the label printer.
- Select the label printer lbotc1 (set as default the first time)

P Select Label Printer							
Label Printers:							
Printer Na	Printer Details						
ak_zebra_01 Dummy_La Ibbiogen1 Ibcamp1 Ibmerg1 Ibhaem2 Ibspecrec1 Ip60	Zebra 27230 Dummy_Label Label Printer - Biogenetics(Bil-biogen-01) Label Printer - Ibl_camperd_01 Label Printer - Bremgrency(Bil-emerg-01) Label Printer - Heematology(Bil-haembb-02) Label Printer - SpecRec(Bil-specrec-01) Zebra label printer						
Set as default label printer							
		OK Cancel					

- Collect the specimens and affix the labels to the containers (*ensure label matches correct tube (EDTA tube = EDTA label)
- Write the collection date and time on the label. Send the specimen to the lab.
- Return the patient's Task List
- Right click on the correct task and click Chart Done.

If the order has not been placed as a future order

Revert to the old system:

- Use the paper Pathology Request form
- Obtain patient labels from the clerk.
- Collect the specimens and affix the patient labels to the containers.
- Write the collection date and time on the label. Send the specimen to the lab.