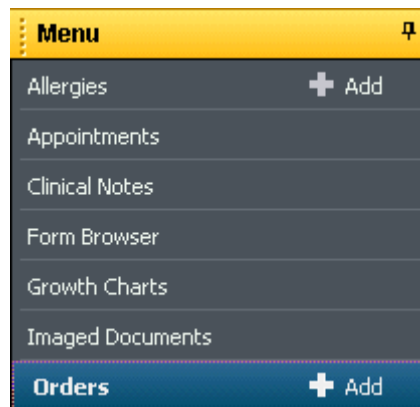


## Nurse Collections - OTC

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



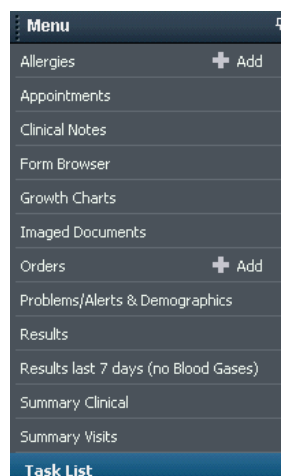
Menu

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

The image shows a software interface with a 'View' sidebar on the left and a main table of orders. The 'View' sidebar has 'Laboratory', 'Medical Imaging', and 'Allied Health' checked. The table has columns for 'Order Name', 'Status', and 'Details'. The 'Display' dropdown is set to 'All Active Orders'. The table contains three rows of orders, all with a status of 'Future (On Hold)'. The first two rows are for 'MRI Head' and the third is for 'Bone Mineral Densitometry'.

Order Name	Status	Details
MRI Head	Future (On Hold)	Preferred Date/Time: 15-Jul-13 13:30:00, Examination: Brain, Page/Phone# 6725, Consultant: Robinson, ... TERTIARY INDICATIONS FOR GENERAL ANAESTHETIC MRI GENERAL ANAESTHETIC RISK ☐Infants un...
MRI Head	Future (On Hold)	Preferred Date/Time: 15-Jul-13 13:00:00, Examination: IAMS, Page/Phone# 6725, Consultant: Robinson, ... TERTIARY INDICATIONS FOR GENERAL ANAESTHETIC MRI GENERAL ANAESTHETIC RISK ☐Infants un...
Bone Mineral Densitometry	Future (On Hold)	20-Jun-13 9:00:00, 03 Prolonged glucocorticoid therapy, nil, 6149, Sevadurai, Has the patient had a BMD ... NB: It is recommended that bone densitometry studies NOT be repeated within a 12 month period, unless o...

Click on 'Task List' on the Menu

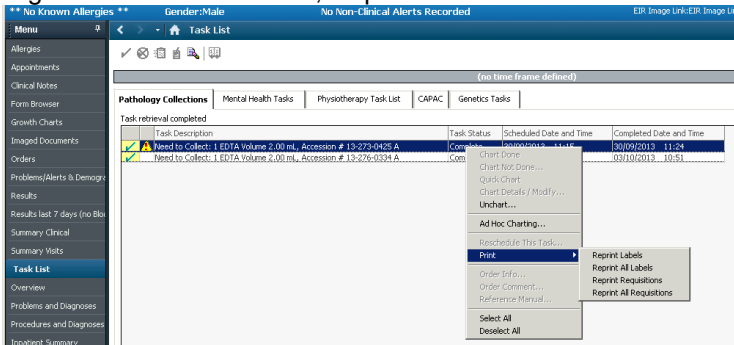


Select all the orders for collection

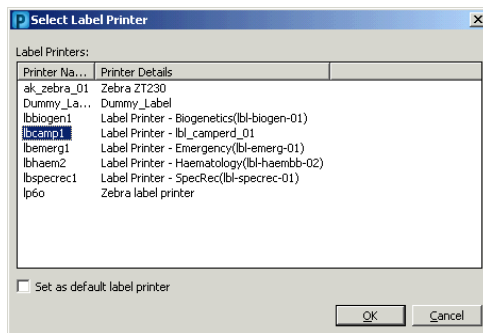
(Hint: Click on the first order and hold the left mouse down and drag down to highlight all the orders)

Pathology Collections					
Task retrieval 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	
✓	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	
✓	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	
✓	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	
✓	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	
✓	Need to Collect: 1 Sterile Cont Volume 100.00 mL, Accession # 13-126-0035 A 2 NPA Tube Volume 10.00 mL, Accession # 13-126-0035 B; Volume 10.00 mL	Complete	06/05/2013 15:00	06/05/2013 14:47	

### Right click and select Print, Reprint Label



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



- 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.