Pathology Collection without Requisition Form

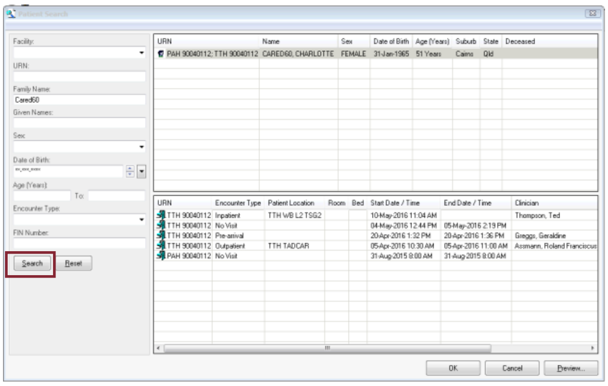
When patients present to Pathology to have blood collected, they should have a *Requisition Form* to assist with this process. In the event a *Requisition Form* is not available, with the appropriate checks made, blood can still be collected from the patient.

Processing collection without a Requisition Form

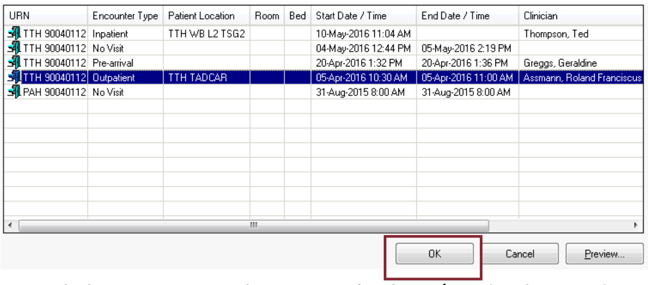
1. Log in to *PowerChart*
2. Confirm the patient's details
   - Surname
   - First name
   - Date of birth
3. Search for the patient in *PowerChart* by clicking the *Magnifying Glass* button in top right-hand corner

The Person Search window will open

4. Enter in the patient's details and click *Search*

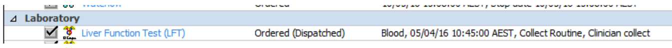


5. If the patient is registered in The Townsville Hospital their name and details will appear in the top window
6. Confirm with the patient which clinic the bloods were ordered from.
7. Select that encounter from the bottom window



8. Click *OK* to enter the patient's chart/medical record for that encounter/visit
9. Click on *Orders* in the *Patient Menu* to view the *Lab*/Pathology orders that were placed for the patient

The appropriate orders should have a status of *Dispatched* and the date/time for collection should match, or be close to, the current date and time. Do not select any orders with a status of *Collected/In Lab/Preliminary or Completed.*

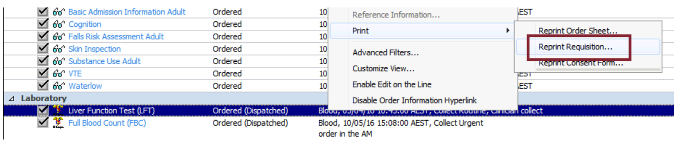


> If you are unsure, contact the appropriate Ward/Clinic to confirm.

Re-confirm the details of the order and call the appropriate clinic/ward to confirm the encounter and order details.

> ONLY collect orders from other encounters if you have contacted have contacted the Clinic/Doctor to confirm the order details.

10. Right-click on that order and select *Print* then *Reprint Requisition*



11. Select the appropriate printer then click *OK*
12. Click on *Specimen Collection* and follow the standard collection processes to print specimen labels and send the order to the Lab for processing

Processing the Collection if the order has dropped off Specimen Collection

Collection tasks for Pathology tests are set to expire from the Specimen Collection screen 15 days after the date specified in Requested Collection Time.

1. These Pathology orders are still valid, and blood can still be collected from the patient if this has occurred.
2. Check the Order information by opening the Patient's Chart and clicking *Orders*
3. Ensure the orders have a status of *Ordered (Dispatched)*

4. Check that the *Requested collection time* is longer than 15 days from the current date
5. If these details match then select the relevant orders and *Reprint Requisition* as detailed above
6. Click the *Label Reprint* icon
7. Scan the *Accession* number of the form to select the correct orders
8. Select the appropriate *Specimen Label Printer*, and click *'Print'*
9. Write on the *Requisition Form 'No Collection Task'* and send to the lab with the labelled specimens

> 'No Collection Task' on the requisition form will allow the Laboratory to process the specimen without phoning the collector to confirm.