

Ordering Multiple Instances of the Same Specimen

There are two options to order multiple specimen collections, for example multiple histopathologies or microbiologies.

Option 1: Using Order Comments

1. In the *Orders* section of the patient's chart click the **+ Add** icon
2. Enter the name of the order eg histopathology.
3. Select the correct order from the list that populates in the window below. Click the order once.

4. Click *Done* to return to the *Orders for Signature* window
5. Click on the order and enter the order details in *Details*

6. Click the *Order Comments* tab

7. Type the name of each sample into the *Order Comments* field using a 1/4, 2/4, 3/4, 4/4 numbering sequence. These details will be sent to the lab.

Any details entered in the *Order Comments* tab will not be printed on the paper requisition form.

8. Sign the order by clicking *Sign*, enter your password and click *OK*.

To print the labels refer to the relevant QRG. When a clinician takes multiple samples for a single biopsy, only one of the specimen containers needs a specimen label printed from the *Specimen Collection* screen. The remaining specimen containers can be labelled using the specimen label printed out multiple times, hand labelled, or using the patient identification label. All specimens must be numbered 1/4, 2/4, 3/4, 4/4 etc. as corresponding to the *Order Comments* details.



Option 2: Ordering Multiple Instances

- Follow steps 1-3. Click the name of the order as many times as specimens you will collect eg for 4 x swab sites, you would place 4 x *Swab Superficial Sites Culture (M/C/S)* orders
- Click *Done*  to return to the *Orders* window

Order Name	Status	Start
CBH ORTHO Fin#:5100		
Laboratory		
Swab Superficial Sites ...	Order	07-Dec-2015 9:05 ...
Swab Superficial Sites ...	Order	07-Dec-2015 9:05 ...
Swab Superficial Sites ...	Order	07-Dec-2015 9:05 ...
Swab Superficial Sites ...	Order	07-Dec-2015 9:05 ...

- Select the order and enter the order details in the *Order Entry Fields* as appropriate in the *Details* tab.

 If you have multiple orders in the same category (eg *Laboratory*) to modify multiple *Details* about these orders, hold down Ctrl on your keyboard and use the left mouse click to highlight multiple items. When you enter the information in the *Details* window, this information will update all the orders selected.

*Specimen type:

Body site:

Specific Site:

*Requested collection time: 07-Dec-2015 0905 AEST

*Collection priority:

Clinician collect: Yes No

*Collected: Yes No

Reason for order/details:

Fasting status: Yes No

Gestation (wks):

Patient status:

Requestor provider number:

Requestor contact phone/pager:

Copy doctor name:

Copy doctor address:

Self-determine: Yes No

- To avoid a Duplicate Order Error, each order for the same test must be given a different *Requested collection time* e.g. Sample 1 1500, Sample 2 1501. Adjust the time using the up and down arrows.

*Requested collection time: 07-Dec-2015 0905 AEST

Laboratory			
<input type="checkbox"/>		Swab Superficial Sites ...	Order 07-Dec-2015 15:00 AEST
<input type="checkbox"/>		Swab Superficial Sites ...	Order 07-Dec-2015 15:01 AEST
<input type="checkbox"/>		Swab Superficial Sites ...	Order 07-Dec-2015 15:02 AEST
<input type="checkbox"/>		Swab Superficial Sites ...	Order 07-Dec-2015 15:03 AEST

- Click *Sign* to finalise the order. Enter your password and then click *OK*.
- If different collection times are not entered, the *Duplicate Order Alert* window will display. Select *Cancel* to return to the order details screen and just the times. Once all of the correct details have been entered, click *Sign*, enter your password and click *OK*.

"Duplicate Order Alert"

Orderable	Order Details
<input checked="" type="checkbox"/> Swab Superficial Sites Culture (M/C/S) (SITE)	Swab, 12-Nov-2015 15:02 AEST, Collect Urgent, Clinician collect
<input checked="" type="checkbox"/> Swab Superficial Sites Culture (M/C/S) (SITE)	Swab, 12-Nov-2015 15:02 AEST, Collect Urgent, Clinician collect
<input checked="" type="checkbox"/> Swab Superficial Sites Culture (M/C/S) (SITE)	Swab, 12-Nov-2015 15:02 AEST, Collect Urgent, Clinician collect
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<input checked="" type="checkbox"/> Swab Superficial Sites Culture (M/C/S) (SITE)	Swab, 12-Nov-2015 15:02 AEST, Collect Urgent, Clinician collect

Order Anyway Remove Cancel/Discontinue Modify

OK Cancel

 To print the labels refer to the QRG. Ensure the correct label is attached to the correct specimen.