

## Specimen Label Reprint

The *Accession* details are also viewable in the *Orders* section of the patient's chart. You may need to access the accession details for an order if:

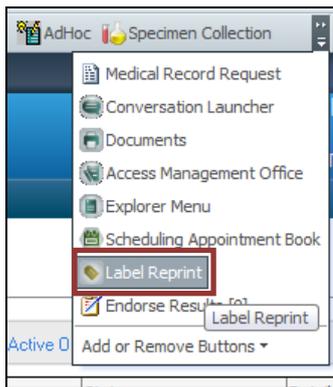
- You accidentally mark the specimens as being collected and click the *Sign* button prior to printing the specimen labels.
- You mark the specimens as *collected* and click *Sign*, but then need to reprint the labels, e.g. the labels get ripped or damaged

### Specimen Collection – Label Reprint

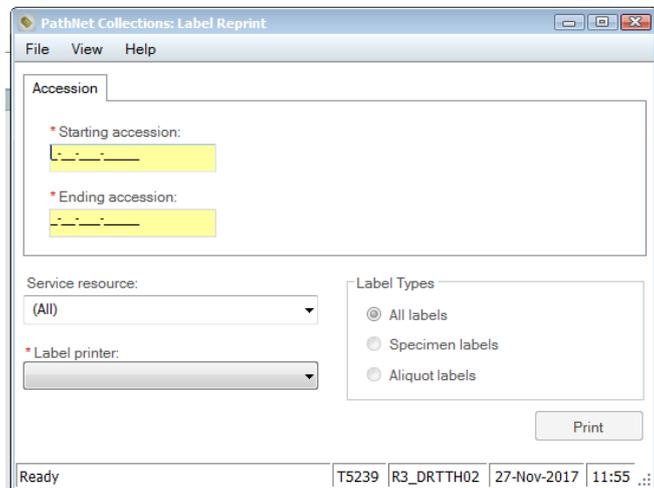
- Select *Label Reprint* from toolbar across top of screen.



If unable to locate, click on the *ieMR Toolbar* options drop down menu



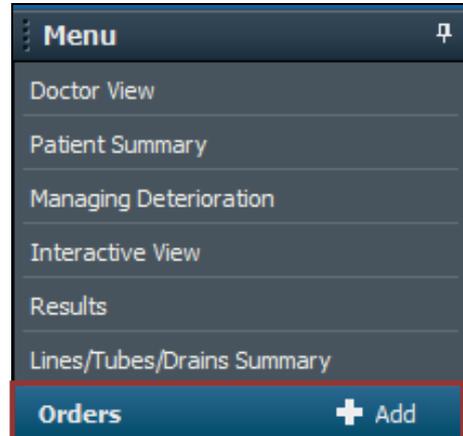
- The *PathNet Collections: Label Reprint* window will open.



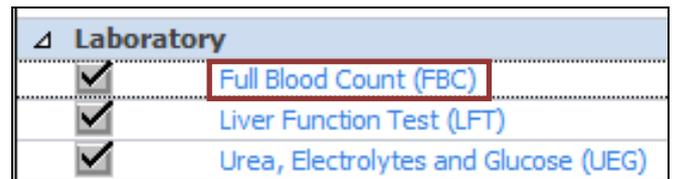
Minimise to the tool bar until step 7.

*Label Reprint* requires the *Order Accession* number.

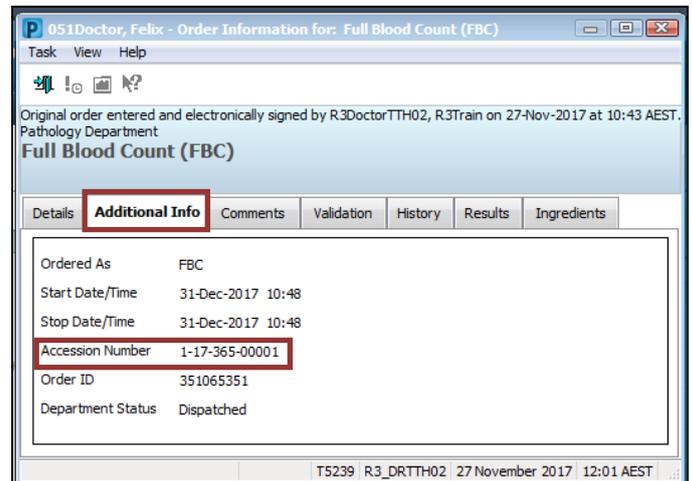
- Navigate to the *Orders* page and locate the *Order/s* that need *Label Reprinting*.



- Left-click once on the blue *Order* name of the relevant order/s



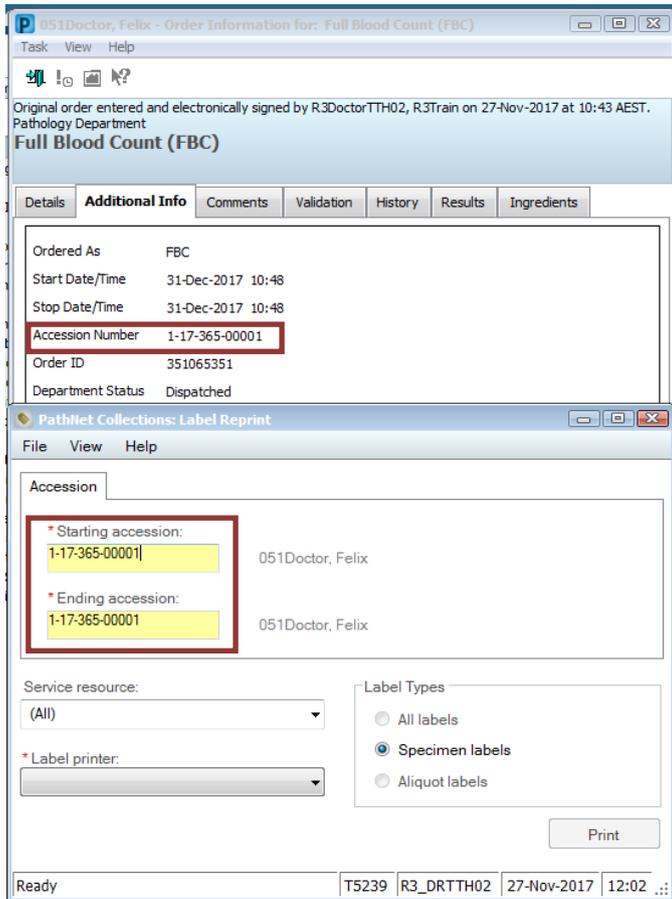
- The *Order Details* window will open. Click on the *Additional Info* tab to view the *Accession* number



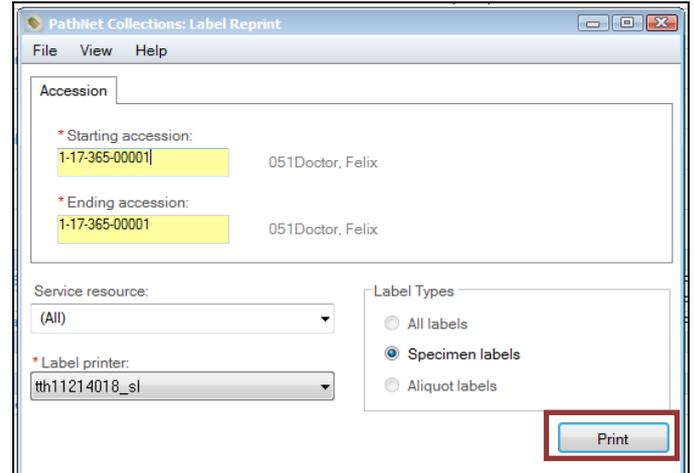
- Click on the *PathNet* label icon from the toolbar, minimised in Step 2.



7. Type in the *Accession number* that appears in the *Additional Info* Tab in the *Starting Accession* section of the *PathNet* Window.



9. Click *Print*



10. The specimen labels will print from selected specimen label printer.

 Multiple orders placed in the same ordering session will share the same *Accession Number*. Using the *Label Reprint* feature, you will only need to use that single, shared *Accession Number* to print all the specimen labels for that set of orders.

 Do not change the *Ending Accession* number as you may print out the incorrect label. If you have multiple accession numbers, enter and print them individually using the *Starting Accession* field

8. Select the correct specimen label printer from the *Label Printer* drop down menu

