Specimen Collection - Detailed

> ℹ️ *Suggested pathology specimen containers will be displayed under the test /s name. These may need to be cross referenced with your hospital policy*

Specimen Collection uses positive patient identification checks and scanning to record collection and print labels in *PowerChart*. The *Specimen Collection* window can be launched within a patient's chart. The *Specimen Collection* button appears in the *ieMR* toolbar.

> 🏃 Refer to site specific guidance and procedures for specimen collection.

## Collecting a specimen

To collect a specimen for a patient:

1. Open the patient chart in the appropriate encounter the specimens were ordered.

2. Click *Specimen Collection* [Specimen Collection] from the *ieMR* toolbar

3. The *Collection Details* window will open. Confirm the patient's identity.

4. Scan the patient's wristband using the barcode scanner

OR

5. Click on [Unable to scan barcode?] if a wristband is not available
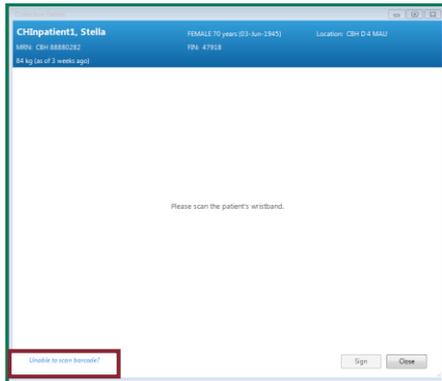
6. The *Collection Details* window will open and display a list of orders available for collection in the selected encounter

Filter icon *Refresh*
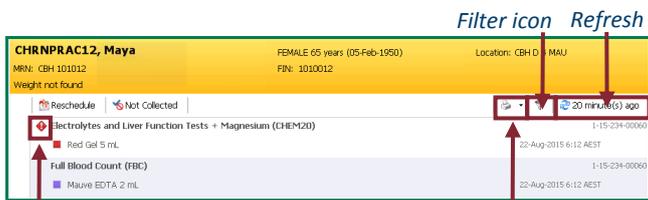
Indicates priority or urgent collection   *Print icon*

> ⚠️ Do not select *Not Collected*, as this will *cancel the order,* or *Reschedule.*

Filters can be applied to the *Collection Details* window to determine what collection details display for a user.

7. To apply filters to the *Collection Details* page click on the *Filter Collections* 🔽 icon. The *Filter* page will open.

8. Select the *required Collection Type* radio button.
    - *Lab Collect* will display only those collection types that are designated to a phlebotomist to collect
    - *Nurse Collect* will display only those collection types designated for clinician collect
    - *Both* will display all orders currently due for collection

9. Click on the *Show Nurse Collect Indicator* checkbox. This will display a *Nurse Collect* text indicator on the list of collection details against the specimen requiring a nurse collect.

10. Tick the required *Specimen Type* check boxes.

11. The *Save as Default* [☐ Save as Default] checkbox can be used to apply the filter preferences across all patient records.
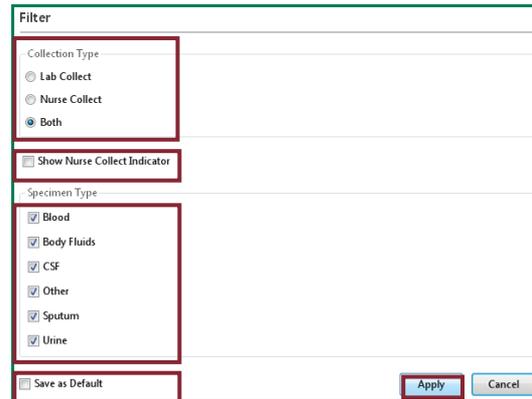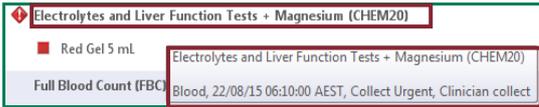

12. Click *Apply*

13. The *Specimen Collection* screen will display reflecting the chosen filters.

Nurse Collect indicator

14. Hover the mouse over the name of the specimen to view a text box with details of the collection

Electrolytes and Liver Function Tests + Magnesium (CHEM20)

Red Gel 5 mL

Electrolytes and Liver Function Tests + Magnesium (CHEM20)

Full Blood Count (FBC) Blood, 22/08/15 06:10:00 AEST, Collect Urgent, Clinician collect

15. If you are unable to locate the specimen you are collecting in the *Specimen Collection* window, check the following:

- You are in the correct patient

- You are in the encounter the order was generated

- The filter options in *Specimen Collection* are set to *Collection Type: Both*

- The order status for the specimen displays as *Ordered (Dispatched)* in the *Orders* section of the patient's chart. If the order was placed and the *Collected* option was set to *Yes*, you will have to use label reprint to print labels. Refer to the appropriate QRG. If the order status is *Ordered (Scheduled),* it will not be available in the *Specimen Collection* screen until the designated phlebotomy run. If you need to collect the specimen earlier, the original order must be reordered with the appropriate details. Contact the appropriate clinician if required. If the order status displays as *Ordered (Discontinued)* or *(Collected),* contact the relevant clinician.

- The order is more than 15 days after the *Requested collection date/time.* To collect the specimen, use the label reprint option, refer to the relevant quick reference guide. You will not be able to mark the order as collected.

Printing the specimen labels from Specimen Collection

1. To print out specimen labels, click on the *Print* drop down arrow

2. Select *Print All Labels*. The *Print Labels* window will open. The *Select All* check box will be selected as a default. All specimens will have the corresponding checkbox ticked.

3. To select required specimen labels for printing, deselect the *Select All* check box

4. Tick the required checkboxes against the individual specimen labels
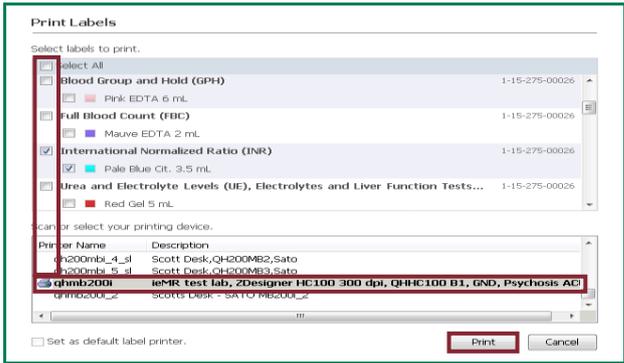
5. Select the printer. You can also set a default printer by checking the *Set as default label printer* check box.

6. Click the *Print* button

7. The label/s will print to the selected printer.

8. Once the specimens are in their containers, initial and time and date the label/s. Affix the appropriate label to the correct collection container. The barcode must be horizontal and straight, and over the existing tube label.

For paediatric or smaller containers, the label should be attached using an EasyPAT-ID Label to ensure the barcode remains visible.

9. To communicate if the patient is fasting **FASTING** or if the specimen is urgent/critical **CRITICAL**, use the appropriate stickers and attach to the lid of the specimen.


 It is essential that notation labels are affixed only to the lid of the specimen. The only labels to be affixed to the specimen are the specimen label and a critical/urgent label if there is no room on the lid of the container. Too many labels on the tube may interfere with the processing of the specimen.

10. Use the barcode scanner to scan the labels attached to the specimen containers. The system will confirm that the patient chart and the specimen container label are

matched to the correct patient. The specimen order will be displayed with a tick to indicate it has been collected.
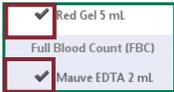
11. If a barcode scanner is not available it will be necessary to manually change the collected status from the *Specimen Collection window*. Hover the mouse over the specimen collected, the line will highlight and the *Status* ⊟▾ menu will be available.
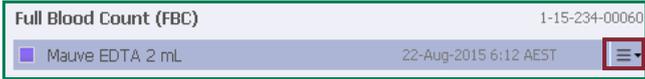
12. Click on ⊟▾ to the right of the specimen order

13. A menu will be displayed. Select *Collected.*

14. A warning message will display if the label was not scanned. Click *Yes* if you have verified the container and label.

⚠ Do not use the *Add comment option in the* ⊟▾ *menu.* This will not be sent to the lab. If you need to let the lab know any information, write it on the specimen label or attach a note and place in the specimen bag.

15. Click [Sign] to certify you have collected the correct samples from the correct patient and labelled each container appropriately. The status of the specimen will automatically change to *Ordered (Collected)* in PowerChart and will drop off the *Specimen Collection* window. Marking the samples as *Collected* will create an entry in AUSLAB for the tests indicated on the label.

16. Click *Close* to close the *Specimen Collection* window.

Collecting more or less containers than recommended in the Specimen Collection screen

If you need to collect less containers than suggested in the *Specimen Collection* screen, print all labels of specimens collected and mark the relevant specimens as collected. Place the spare labels in the bag to be sent to the lab. If you need to collect more containers than suggested in the *Specimen Collection* screen, print the required number of specimen

labels and affix them to the containers. Mark the extra container/s as SPARE and cross out the barcode.

Accidentally marking the wrong order as collected

If you accidentally marked the wrong order as collected in the *Specimen Collection* screen, and have not clicked [Sign] yet, hover over the order, click ⊟▾ and select *Reset*.

If you have marked the order as collected and clicked [Sign], you will need to contact the ordering physician and notify the lab the specimen has not been collected. The ordering clinician will need to locate the original order, right click and select *Cancel/Reorder*, fill out the appropriate details and sign the order.

Difficult collection or unable to collect

If you want pathology to attempt to perform testing on the specimens you were able to collect, mark or scan these specimens as *Collected*. Collection notations (difficult bleed, syringe collection etc.) can be noted by writing on the label or on a note placed in the specimen bag.
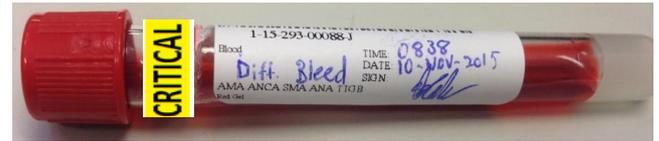

If the collection order cannot fully be completed at the current time and it has been determined that the collection will be re-attempted at another time, scan the specimens that have been collected, but do not scan the uncollected labels. The specimen should remain the *Specimen Collection* screen. Do not use the [Not Collected] button as this will cancel the order. No entry for the tests will have been created in AUSLAB and the laboratory will not attempt to perform the tests.

🏃 Notify relevant clinicians and complete relevant documentation when unable to collect.

Collecting a Miscellaneous Order

1. If you open up the *Collection Details* window and the specimen for collection is a *Miscellaneous Pathology Test (PMISC)*, you will need to view the order details before collection. Do not contact the Lab
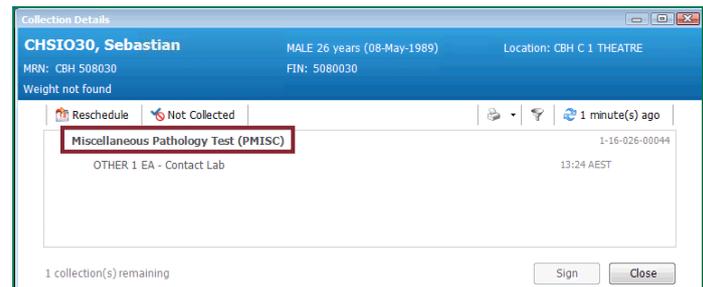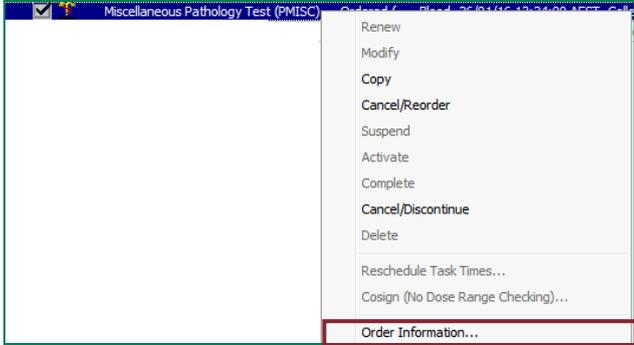
Close down the *Collection Details* window

2. While in the patient's chart navigate to the *Orders*
    section

3. Locate the *Miscellaneous Pathology Test (PMISC)* in the
    Orders screen, right click and select *Order Information*

4. In the *Details* tab it will display the *Misc. test name*

5. Return to the *Collection Details* window to collect the
    specimen using the appropriate container.