

## Pathology – Processing Collection without a Requisition Form

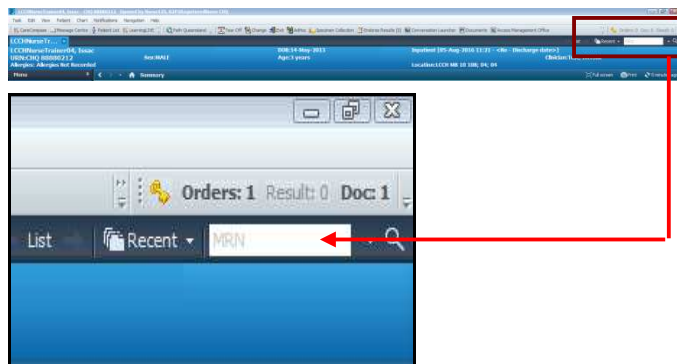
### Quick Reference Guide

When a patient presents to Outpatient 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.

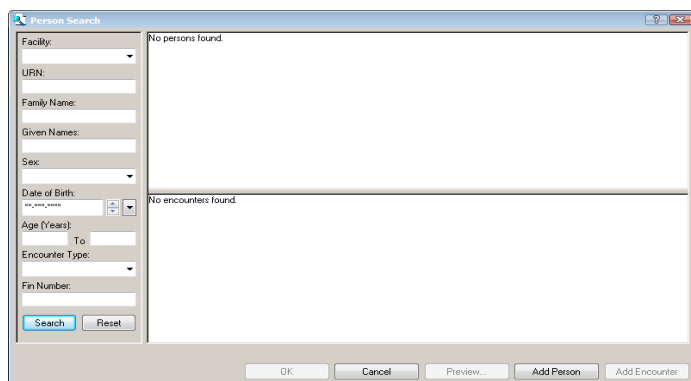
### Processing collection without a Requisition Form

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

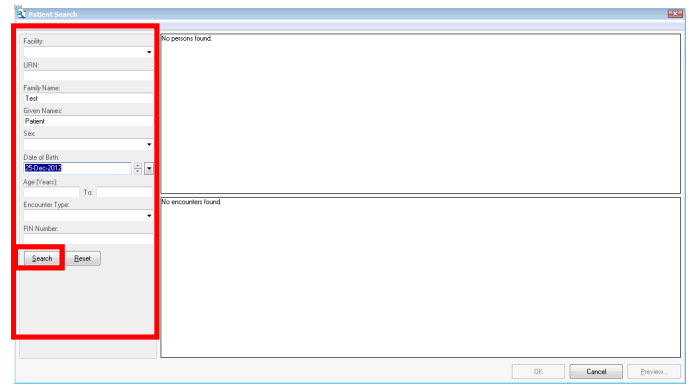
*Magnifying Glass* button 



The *Person Search* window will open.



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



5. If the patient is registered in *LCCH Hospital* their name and details will appear in the top window

URN	Name	Sex	Date of Birth	Age (Years)	Suburb	State	Deceased
CHQ 88880212	LCCH Nurse Trainer 04, Isaac	MALE	14 May 2013	3 Years	Bribane	QLD	

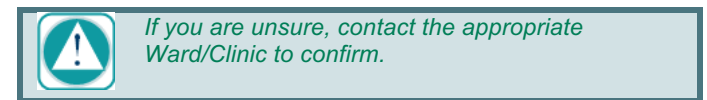
6. Confirm with the patient which clinic the bloods were ordered from.
7. Select that encounter from the bottom window
8. Click *OK* to enter the patient's chart/medical record for that encounter/visit

URN	Encounter Type	Patient Location	Room	Bed	Start Date / Time	End Date / Time	Clinician	FIN Number
CHQ 88880212	Inpatient	LCCH MB 10 10B	04	04	05-Aug-2016 11:21 AM		Text, DRToni	26502
CHQ 88880212	Outpatient	LCCH AH CHILD			03-Aug-2016 11:18 AM	05-Aug-2016 10:28 AM	Text, DRToni	26502
CHQ 88880212	No Visit				01-Aug-2016 11:17 AM	05-Aug-2016 10:28 AM	Text, DRToni	26569

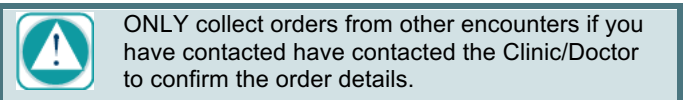
9. Click on *Orders* in the *Patient Menu* to view the *Lab/Pathology* orders that were placed for the patient



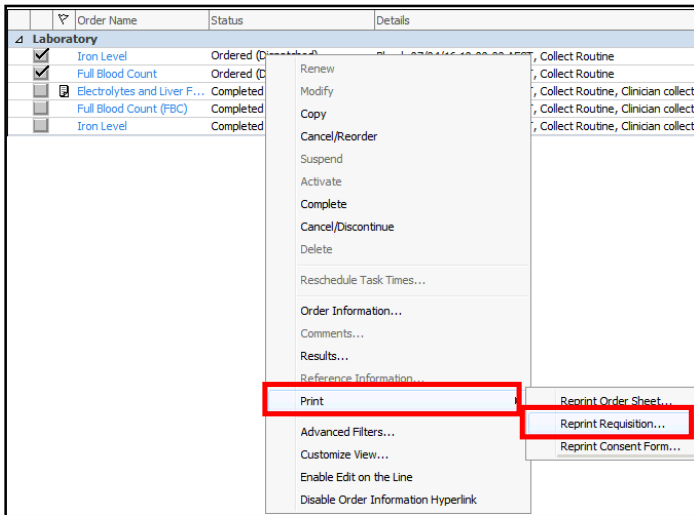
The appropriate orders should have a status of *Dispatched* and the date/time for collection should match, or be close to, the current date and time. Do not select any orders with a status of *Collected/In Lab/Preliminary or Completed*.



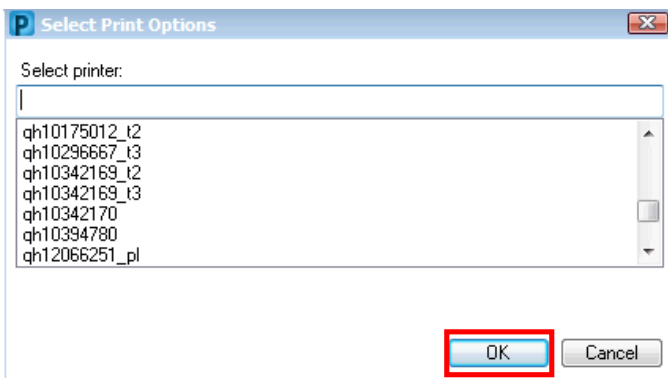
Order Name	Status	Details
Iron Level	Ordered (Dispatched)	Blood, 07/04/16 10:00:00 AEST, Collect Routine
Full Blood Count	Ordered (Dispatched)	Blood, 07/03/16 02:51:00 AEST, Collect Routine
Electrolytes and Urea/F...	Completed	Blood, 07/03/16 02:55:00 AEST, Collect Routine, Clinician collec
Full Blood Count (FBC)	Completed	Blood, 07/03/16 02:55:00 AEST, Collect Routine, Clinician collec
Iron Level	Completed	Blood, 07/03/16 02:55:00 AEST, Collect Routine, Clinician collec



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



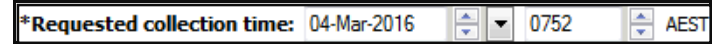
11. Select the appropriate printer then click **OK**




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**.



These Pathology orders are still valid, and blood can still be collected from the patient if this has occurred.

1. Check the Order information by opening the Patient's Chart and clicking **Orders**
2. Ensure the orders have a status of **Ordered (Dispatched)**
3. Check that the **Requested collection time** is longer than 15 days from the current date
4. If these details match then select the relevant orders and **Reprint Requisition** as detailed above
5. Click the **Label Reprint** icon 
6. Scan the **Accession** number of the form to select the correct orders
7. Select the appropriate **Specimen Label Printer**, and click **'Print'**
8. 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.