

Specimen Collection where there is no Collection Task

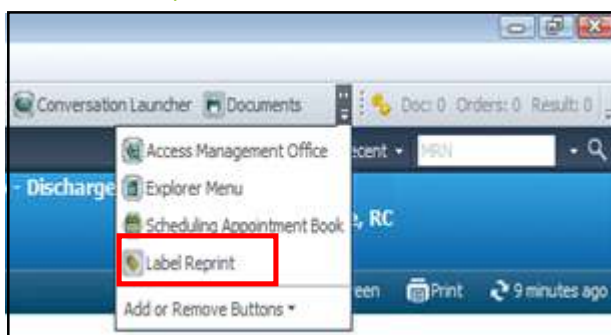
Quick Reference Guide

How to Reprint a Specimen Label

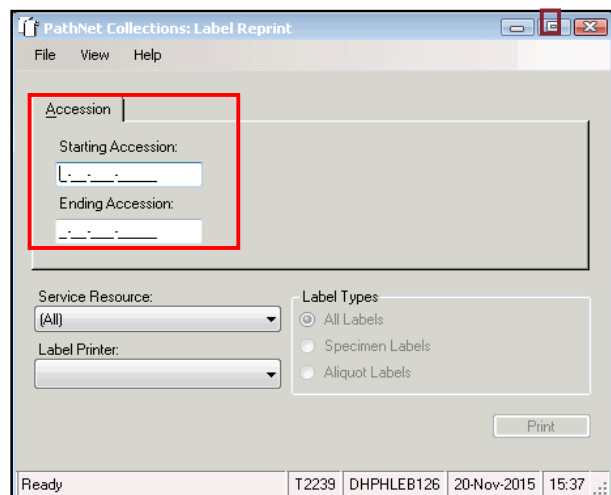
Generally, specimen collection orders are collected in the *Collection Details* screen. However, 15 days after the requested collection date and time, the specimen collection details are no longer viewable in the *Specimen Collection* screen. To complete specimen collection after this 15 day window period or to reprint a label, you will need to complete the *Label Reprint* process.

Specimen Collection – Label Reprint

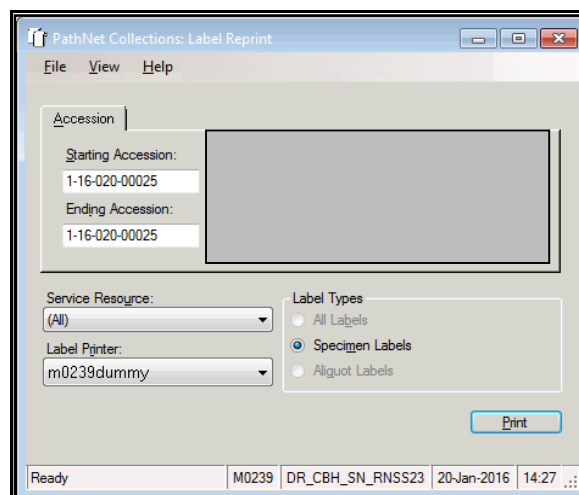
1. Click on the *ieMR Toolbar* options drop down menu
2. Select *Label Reprint*



The *PathNet Collections: Label Reprint* window will open

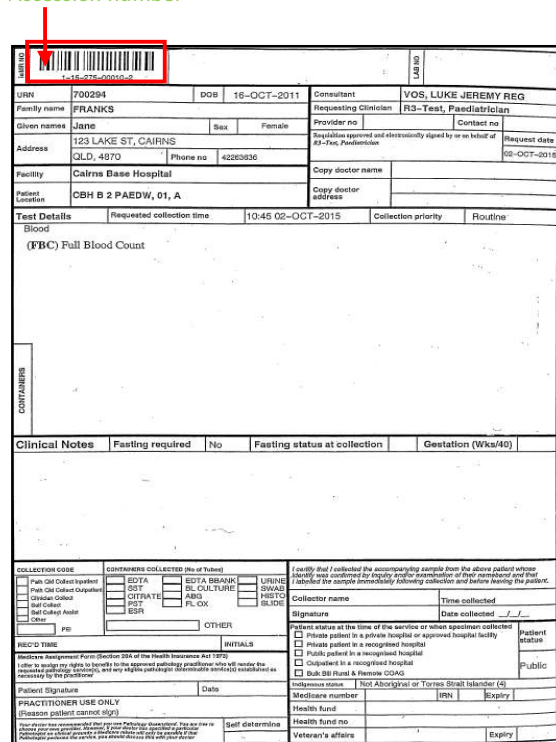


3. Scan the accession barcode on the paper pathology requisition form if available
4. The *Accession* details will now display. Confirm the details are correct.



5. If you do not have a barcode scanner, manually enter the *Accession number* that appears on the label.

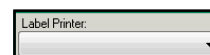
Accession number



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

6. Select the correct printer from the *Label Printer* drop down menu
7. Click *Print*
8. The specimen labels will print



- Complete steps for blood collection. Refer to the relevant QRG for more information.

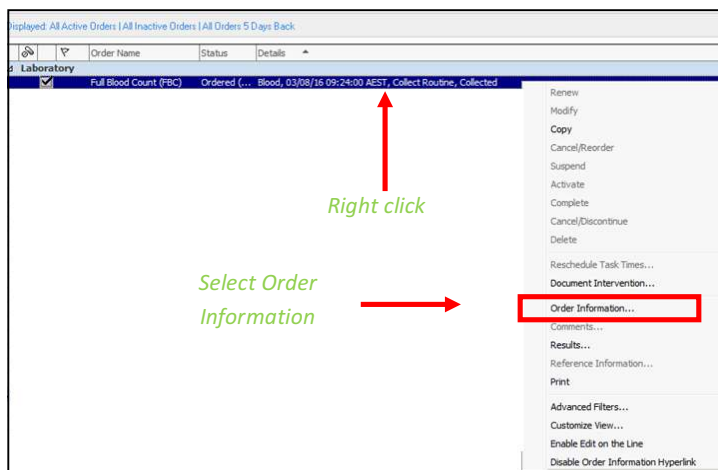
Locating the Accession Details in the Patient's Chart

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:

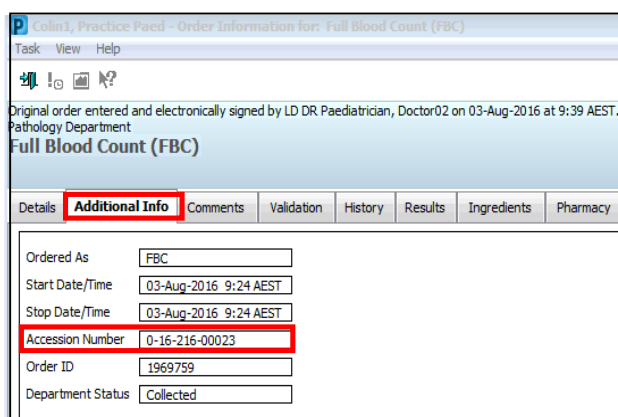
- You accidentally mark the specimens as being collected and click the *Sign* button prior to printing the specimen labels.
- You mark the specimens as *collected* and click *Sign*, but then need to reprint the labels, e.g. the labels get ripped or damaged


To locate the pathology *Accession* number:

- Click on the *Orders* section in the *Patient Menu* while in the relevant patient's chart
- Right-click on the relevant order/s
- Select *Order Information*



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



- Click  to close the window
- Follow steps 1 to 10 above to complete a *Label Reprint*.

- At step 4, manually type in the *Accession* number into the *Starting Accession* field

