


## Ordering Multiple Instances of the Same Specimen

### Quick Reference Guide

### How to Order 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.

*Search for order*

*Modify the search criteria as necessary*

*Click the order name*

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 etc. numbering sequence. These details will be sent to the lab.  
\*Type on one line.



Any details entered in the *Order Comments* tab will not be printed on the paper requisition form, but will be seen by the lab.

Information can only be added in the Order Comments tab at the time the order is placed.

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 reprinted multiple times **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 (or the paperwork accompanying the specimens).



#### Option 2: Ordering Multiple Instances

1. Follow previous 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



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

**\*Specimen type:**

Body site:

Specific Site:

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

**\*Collection priority:** Routine

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:

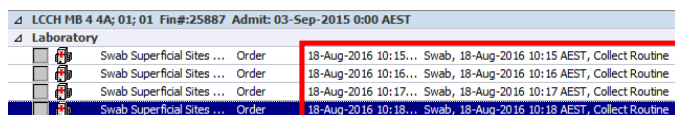
Copy doctor name:

Copy doctor address:

Self-determine:  Yes  No


 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.

- To avoid a **Duplicate Order Error**, each order for the same test must be given a different **Requested collection time** e.g. Sample 1, 15:00, Sample 2, 15:01. Adjust the time using the up and down arrows.



- 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 adjust the times. Once all of the correct details have been entered, click **Sign**, enter your password and click **OK**.

Orderable	
<input checked="" type="checkbox"/> Swab Superficial Sites Culture (M/C/S)	Swab, Groin, 18-Aug-2016 11:23 AEST, Collect Routine, Clinician collect
<input checked="" type="checkbox"/> Swab Superficial Sites Culture (M/C/S)	Swab, Axilla, 18-Aug-2016 11:23 AEST, Collect Routine, Clinician collect
<input checked="" type="checkbox"/> Swab Superficial Sites Culture (M/C/S)	Swab, Rectal, 18-Aug-2016 11:23 AEST, Collect Routine, Clinician collect
<input checked="" type="checkbox"/> Swab Superficial Sites Culture (M/C/S)	Swab, Nasal, 18-Aug-2016 11:23 AEST, Collect Routine, Clinician collect
<input checked="" type="checkbox"/> Swab Superficial Sites Culture (M/C/S)	Swab, Groin, 18-Aug-2016 11:23 AEST, Collect Routine, Clinician collect
<input checked="" type="checkbox"/> Swab Superficial Sites Culture (M/C/S)	Swab, Rectal, 18-Aug-2016 11:23 AEST, Collect Routine, Clinician collect
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 Ensure the correct label is attached to the correct specimen. Don't forget to sign, date, time and write the location on the label.