

CARE4 MODULE NAME: EDM/PCS

Collect Specimen from Manage Orders

Uncollected Orders

- Open Tracker or Status Board
- Select [Manage Orders] button along the right side of the screen
 - Identify the patient
 - Click in the checkbox on the left side of the patient's name to select the patient
- Compile the orders by clicking on the compile button at the bottom of the screen
- First you may be prompted to ACKNOWLEDGE orders if there are new orders that haven't been acknowledged
 - Once you've checked off all the orders to acknowledge, select Save
- You will be taken to a new screen where you have new options along the right side of the screen
- Select [Collect Specimen], this will display orders that still need to be collected
 - Select the order or orders you have collected by clicking in the checkbox on the left
 - If you are collecting all specimens then select the checkmark at the top of the column to select all orders
 - Select Collect in the footer buttons
 - Enter the collection date and time from the calendar and clock
 - Click Save and enter your PIN
- Once you've completed, you are taken back to the order list
- Click on Exit to Status Board to leave this routine

Incomplete Orders

Note that some orders may be Incomplete as they require a source and source description to be entered before they can be collected

- Select [Incomplete] in UNC column this will display orders that are Incomplete
- Click in the status column for the order that you are collecting (displays Incomplete in green font)
- MIC Source displays with Enter Source
- Click the drop-down arrow beside Enter Source and select the applicable source
- Some specimens also require specimen description to be entered
- Specimen – Select Has Been Collected
- Click Save and enter your PIN
- Once you've completed, you are taken back to the order list
- Click on Exit to Status Board to leave this routine

This completes the specimen collection and removes the order(s) from your worklist and completes the order(s) in Order Management (OM)

When the lab receives the specimen, they scan the barcode and the collected date/time and the nurse that collected defaults based on documentation