CARE4 MODULE NAME: PCS/EDM
Lab Specimen Collection: How to STOP a specimen order/Undo Collected if ordered incorrectly/collected for wrong patient

Overview
In the event that a user has entered an incorrect lab/specimen on a patient, in error on the wrong patient, or incorrect date/time, it can be stopped and re-entered on the correct patient or the correct specimen/date/time. In addition, if a specimen has been documented as collected on the wrong patient the documentation cannot be undone. The specimen order must be cancelled, and a new order entered.

How to undo a specimen on a patient
Example: CBC entered on the wrong patient
1. Open the patient's chart, click on Orders and locate the incorrect order

Laboratory				
CBC [Complete Blood Count] Routine Specimen: Send someone from the department t...	Lab	Nadarajah, Jayanthini, MD	01/10/2021 23:45	Ordered

2. Click on the **Edit Multiple** (bottom centre) and then click the check box beside the incorrect order

	Laboratory				
✓	CBC [Complete Blood Count] Routine Specimen: Send someone from the department t...	Lab	Nadarajah, Jayanthini, MD	01/10/2021 23:45	Ordered

3. Click on the Stop button **Stop** at the bottom of the screen. You are then required to enter a stop reason, requesting provider and requesting source (Therapeutic Assess/Protocol).

* Stop Reason	Entered in error ▼
* Requesting Provider	Mt,Meditech ▼
* Requesting Source	Therapeutic Assess/Protocol ▼

4. Press OK and submit. Enter your PIN. The order will now display as a stop request.

How to enter the specimen on the correct patient
1. Locate correct patient and open the chart
2. Open orders and click **New Orders**
3. Search for CBC (used as example) **✓ CBC [Complete Blood Count]** and click next. The order will default to routine and need to be changed if it is timed, daily, stat etc.
4. You will also need to click on edit if you want to edit the specimen (pre-collection label or someone from the department to collect etc.) or the date/time to collect. Otherwise it will default to the current date/time. Press submit and enter your PIN.