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This Quick Reference Guide (QRG) demonstrates the workflow on how to document specimen collection in the Phlebotomy Management application on the Zebra TC-52 device.

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## Document Specimen Collection

Navigating to the Activity List

➤ From the Home screen on the Zebra TC-52 device:

**STEP 1:** Tap the **Phlebotomy Management** app icon.

**NOTE:** If logging in for the first time, the **Filters** screen will appear. Change any default filters if necessary and select the appropriate location. Once all filters are set, tap **Apply**.

**STEP 2:** The Task List screen appears. Tap the **patient's blue name link**.

- The patient's Activity List opens.

**NOTE:** Consider the following while reviewing the Activity List screen.

The **Refresh** and **Options** icons appear at the top of the list.

**STAT** orders are indicated by a red caution sign icon in a task's description.

To review the details of an order, tap the **Expand** arrow on the right side of its row.

All orders are selected by default.

## Collecting Specimens

➤ From the Activity List:

**STEP 1:** Tap the **Options** icon; then tap **Print Labels**.



**STEP 2:** Type the appropriate printer name in the **Printer** field or scan the printer's bar code.

**STEP 3:** Tap **Print**. The patient's order labels print from the designated printer.

**STEP 4:** Retrieve the labels; then scan a label.

**NOTE:** To scan a label using the Zebra device, press and hold either of the side buttons, then scan the label.

**STEP 5:** The Collections screen appears for the scanned item(s). Review the order information if needed.

**STEP 6:** Scan the patient's wristband; then tap **Sign**.

**NOTE:** Tap an order's **Expand Arrow** icon on the right side of its row to view its details.

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**NOTE:** To add a comment to an order, modify the collection method, modify the date and time, or print the label, tap the Options icon.

### **Collecting Specimens without Scanning**

If a label cannot be scanned, follow this guide to document the specimen collection.

➤ **From the Activity List:**

**STEP 1:** Select the appropriate specimen(s), if needed.

**STEP 2:** Tap **Collect**. The Accession Override window opens.

**STEP 3:** Tap the **Reason for accession override** dropdown arrow; then tap the appropriate option for the override.

**STEP 4:** Tap **Apply**.

**STEP 5:** Scan the patient's wristband if possible; then tap **Sign**.

**NOTE:** If the patient's wristband cannot be scanned, tap **Override**. Select the appropriate reason for the override, then tap **Sign**.

**NOTE:** Tap an order's **Expand Arrow** icon on the right side of its row to view its details.

**NOTE:** To add a comment to an order, modify the collection method, modify the date and time, or print the label, tap the Options icon.