Northern Light Health

From the Office of Clinical Informatics

Quick Reference Guide (QRG)

Dahl-Chase - Manage Specimens

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This Quick Reference Guide (QRG) reviews how to Manage Specimens

Common Buttons & Icons

	Specimen Log-In icon
X	**X Close** button
	Order Result Viewer icon
	Modify Collections icon
	Modification icon
	Save icon

Collect and Receive Specimens

➢ From the AppBar:

STEP 1: Click the **Specimen Log-In** icon.

NOTE: You can log in specimens by transfer list, patient name, or accession number.

STEP 2: Enter the patient's name in the **Name** field.

STEP 3: Click **Retrieve**.

STEP 4: Click the appropriate encounter.

STEP 5: Click **OK**.

NOTE: If you select the incorrect encounter, the system will not find the orders.

STEP 6: Select the accession number check box(es) for the specimens you wish to log in.

STEP 7: Click the **Coll Time** cell(s) for the appropriate orders.

NOTE: To document multiple cells at the same time, click the first cell and drag your cursor to the last cell you wish to document.

STEP 8: Enter the time the specimen was collected in the **Coll Time** field.

STEP 9: Click **OK**.

STEP 10: Click the **Coll ID** cell(s) for the appropriate orders.

STEP 11: Enter the phlebotomist who collected the specimen in the **Coll ID** field.

STEP 12: Click **OK**.

STEP 13: Click the **Location** drop-down arrow.

NOTE: **The first letter of each location is the laboratory it's located within.**

STEP 14: Click the appropriate location.

STEP 15: Click **Log In**.

STEP 16: Click the **X Close** button to close Specimen Log-In.

STEP 17: Click **Close** to close the Patient Search window.

Verify Order Status

- **From the AppBar:**

STEP 1: Click the **Order Result Viewer** icon.

STEP 2: Enter and select your patient from the **Name** field.

STEP 3: Click **OK**. The patient's orders display.

NOTE: **The following statuses mean:**

- **In-Lab: Specimen is ready for techs to put results on.**
- **Completed: Specimen has results.**
- **Collected: Specimen has been collected, but it's not at its final location.**
- **In Transit: Specimen has been drawn, and it's on its way somewhere else.**

Modify Collections

- **From the AppBar:**

STEP 1: Click the **Modify Collections** icon.

STEP 2: Enter the accession number in the Accession number field.

NOTE: **A shortcut you can use in the accession number field is to press the Enter key to pull in today's Julien date.**

STEP 3: Click Retrieve.

STEP 4: Double-click the cell you wish to modify.

STEP 5: Enter your modification.

STEP 6: Press the **Enter** key.

NOTE: **A blue triangle icon indicates you've made changes.**

STEP 7: Click the **Save** icon. A confirmation window displays.

STEP 8: Click **Yes**. A label reprint window displays.

STEP 9: Click **Yes or No**, depending on whether the labels need to be reprinted.

STEP 10: Click the **X Close** button to close the Modify Collections window.

Mark Collections to be Recollected

- **From the AppBar:**

STEP 1: Click the **Modify Collections** icon.

STEP 2: Click **Mark collections to recollect**.

STEP 3: Enter the accession number in the **Accession number** field.

NOTE: A short-cut you can use in the accession number field is to press the Enter key to pull in today's Julien date.

STEP 4: Click **Retrieve**.

STEP 5: Select the check box for the order your wish to recollect.

STEP 6: Click the **Save** icon. A confirmation window displays.

STEP 7: Click **Yes**. A label reprint window displays.

STEP 8: Click **Yes or No**, depending on whether the labels need to be reprinted.

STEP 9: Click the **X Close** button to close the Modify Collections window.

NOTE: If you view the order in Order Result Viewer, the status should be dispatched.