Northern Light Health

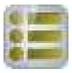
From the Office of Clinical Informatics

Quick Reference Guide (QRG) Dahl-Chase - Run Specimen Collection Reports

March 2, 2022

This Quick Reference Guide (QRG) reviews how to Run Specimen Collection Reports

Common Buttons & Icons

	**Collection List** icon
	**Collections Inquiry** icon
Move>	**Move** button

Create a Collection List

- From the Appbar:

STEP 1: Click the **Collection List** icon.

STEP 2: Select the appropriate collection run.

STEP 3: Select the appropriate time.

NOTE: **You can preview the lists for tomorrow morning by setting the date field forward a day and selecting 5:45.**

You can also see the rest of today's orders by selecting 22:30.

STEP 4: Click **Preview**.

NOTE: **To view the orders for a patient, select them in the list, then click Details.**

STEP 5: To print the labels for your collection list, click **Labels**.

NOTE: **To close the list without printing labels, click Close instead.**

STEP 6: Click OK.

Create a Collection Inquiry

- From the Appbar:

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

STEP 2: Click **View**.

STEP 3: Click Select **Template**.

STEP 4: Select the appropriate template.

STEP 5: Click **Select**.

NOTE: **If you want to add a unit to the template, click the desired unit in the Available column; then click the Move button.**

STEP 6: Click **Filter**.

NOTE: **In the Inquiry Filters window, you can see the filters that have been set up for this particular template. To change any of the filters, use the Select button.**

STEP 7: Click **OK**.

STEP 8: Click **Retrieve**.