

This Quick Reference Guide (QRG) demonstrates the workflow to print APSURG Specimen Label(s).

Common Buttons & Icons

| | |
|---|-------------|
|  | Sign button |
|  | Done button |
|  | OK button |
|  | Add icon |

Print Specimen Labels

➤ From the patient chart:

STEP 1: Click **Orders** in the left-side menu.

STEP 2: Click the **Add** icon on the Orders screen.

STEP 3: Click the **Search** field.

STEP 4: Type **APSURG**.

STEP 5: Click the **APSURG** with the number that corresponds to the number of needed labels.

STEP 6: Enter the provider's name in the Physician's name field.

NOTE: If **Multiple Matches displays**, click the **Magnifying Glass icon** to select the specific needed provider.

STEP 7: Verify the Order Date/Time information is accurate.

STEP 8: Click the appropriate Communication type.

NOTE: For **APSURG** it will need to be either **Protocol** or **Electronic**.

STEP 9: Click **OK** when all information in the Ordering Physician window is complete.

STEP 10: Review the information in the Decision Support window. If accurate, click **OK**.

STEP 11: Click **Done** to close the Add Order window.

STEP 12: Type the specimen type to filter results in the dropdown menu.

STEP 13: Click the **Specimen type** from the dropdown options.

STEP 14: Type a **Label Comment** as needed.

STEP 15: Click the **Label Printer** field, then enter the printer where the labels should be printed.

STEP 16: Review the order information is accurate.

STEP 17: Click **Sign**.

NOTE: Once the labels have printed, **handwrite the specimen description on the label, then read the information to the provider to ensure accuracy.**

STEP 18: Affix the label to the specimen container and place in a biohazard bag.

NOTE: An additional label will be needed for the biohazard bag sleeve pocket.