

## Printing pathology labels

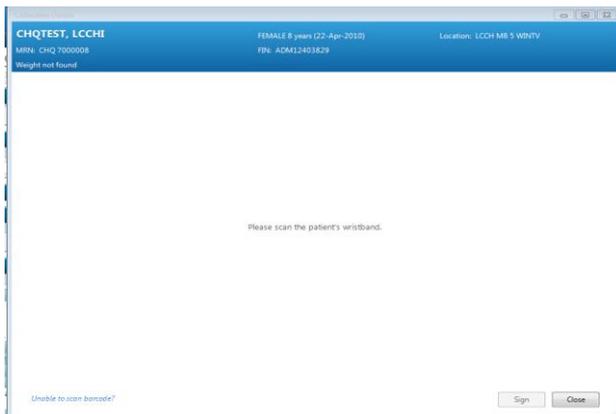
### Care Delivery

#### Quick reference guide

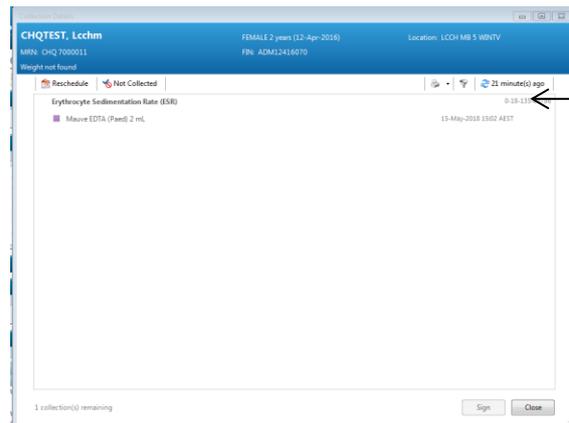
All patients requiring specimens to be taken in the Operating Room will arrive with a printed request form and the corresponding pots/tubes/swabs

1. Navigate to  **Specimen Collection** button located in the case selection bar.

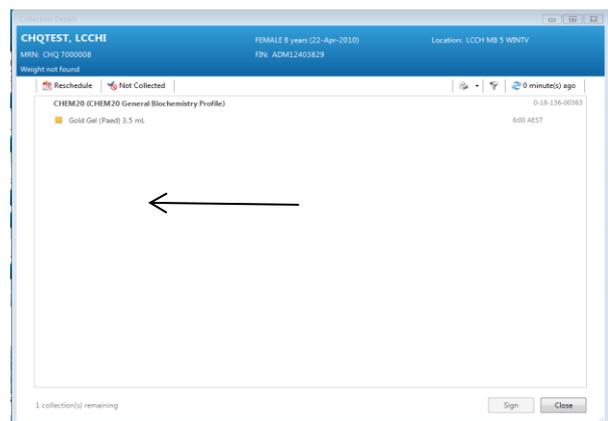
2. Scan patient id band if able. If unable click on the unable to scan barcode prompt at the bottom left hand corner



3. Click on the printer icon and select the test required. Scan or choose your printer and click print.



4. Scan each patient label and the collected check will automatically be ticked. Alternatively you can click each specimen manually and collect.



5. Sign and close the window

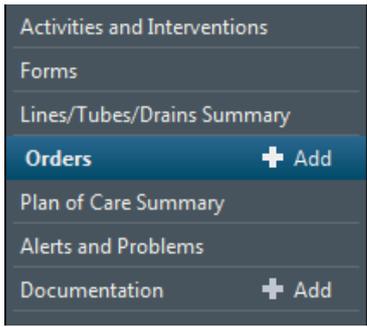
## Troubleshooting

*If there are no specimens in the window it is likely that the order has been placed in a different encounter*

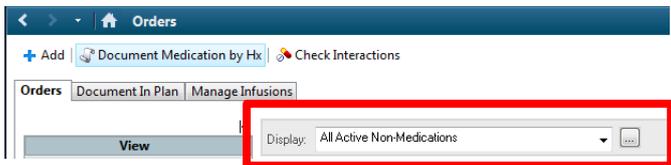
1. Locate the request date on the pathology form

Requesting Clinician		Test, Researcher	
Provider no		Contact no	
Requisition approved and electronically signed by or on behalf of <i>Test, Researcher</i>			Request date 27-APR-2018

2. Navigate to the grey menu bar and click on orders



3. At the top of the Order window, change the display to "All Active Non-Medications"



4. Locate the order in the list using the 'Request date' from the pathology form and note the encounter is which it was placed

4	LCCH MB 5 WINTV	Fin#:ADM12407378	Admit: 24-Apr-2018 11:09 AEST
4	Laboratory		
	<input checked="" type="checkbox"/>	Full Blood Count (FBC)	Ordered (Dispatched)
	<input checked="" type="checkbox"/>	Liver Function Test (LFT)	Ordered (Dispatched)
	<input checked="" type="checkbox"/>	Iron Studies	Ordered (Dispatched)

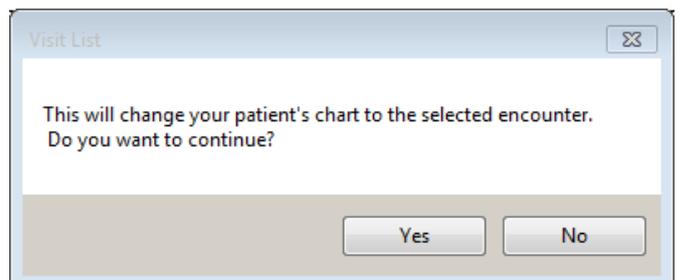
5. Navigate to the grey menu bar and click on Patient information



6. Click on Encounter List tab

Patient Demographics	Other Demographics	Encounter List	Provider Summary
Selected	Fin Number	Admit Date	Discharge Date
	528110	14-May-2018 15:38 AEST	
	522478	10-May-2018 09:47 AEST	10-May-2018 23:59 AEST
	ADM12416070	26-Apr-2018 12:51 AEST	
X	ADM12407378	24-Apr-2018 11:09 AEST	24-Apr-2018 16:17 AEST
	NVA7000011	17-Mar-2018 09:24 AEST	17-Mar-2018 09:24 AEST

7. Find the encounter that matches (or is closest) to the request date and double click. You will be asked if you want to change the patients encounter – Click yes

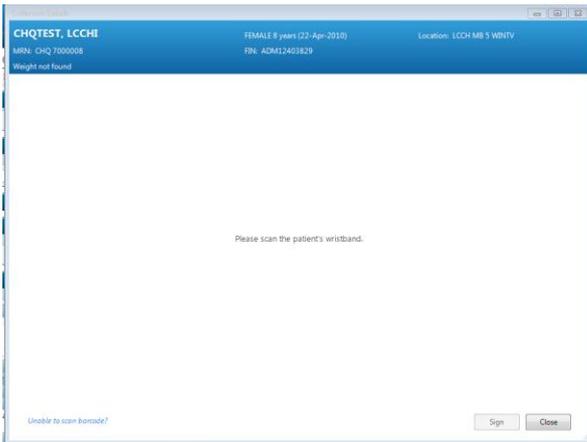


8. Once in the appropriate encounter navigate to

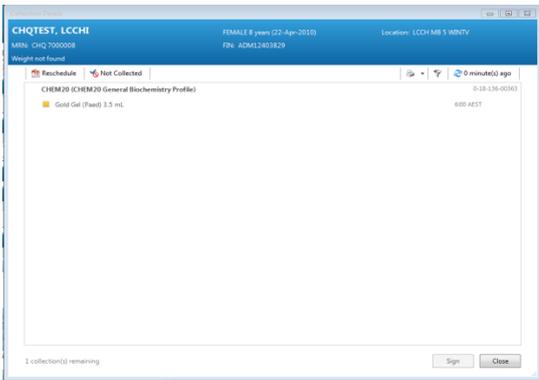


9. Scan patient id band if able. If unable click on the unable to scan barcode prompt at the bottom left hand corner





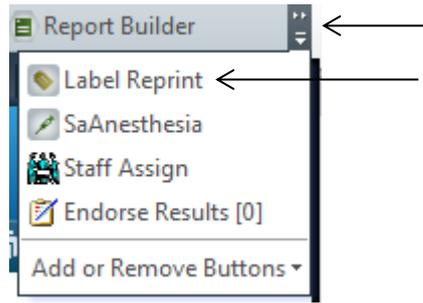
10. Scan each patient label and the collected check will automatically be ticked.



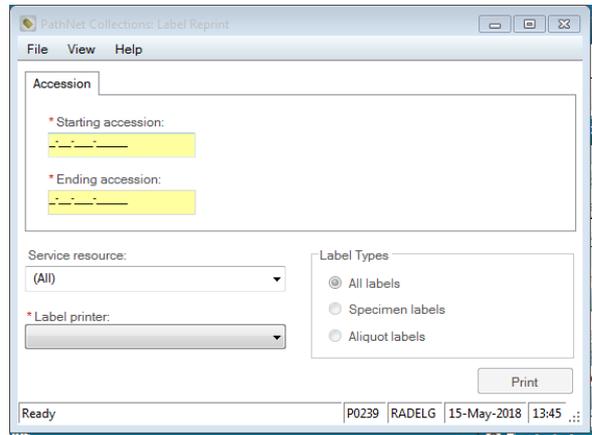
11. Sign and close the window
12. Return to Patient Information tab. Click on Encounter list tab and double click on current inpatient encounter. Click yes to ensure you are in the correct encounter to continue documentation.

### Reprinting labels

1. Navigate to the  Label Reprint button. This is located in the case selection bar (located under the task bar). If you cannot see this button navigate to the drop down box and selection label reprint



The below window will pop up:



2. Scan the ieMR No barcode located at the top left hand corner of the request form.



3. Scan the printer to ensure stickers print to the correct printer. You can also choose your printer from the drop down list. Click Print

