



EMR Quick Reference Guide

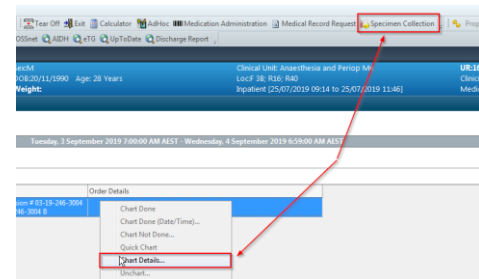
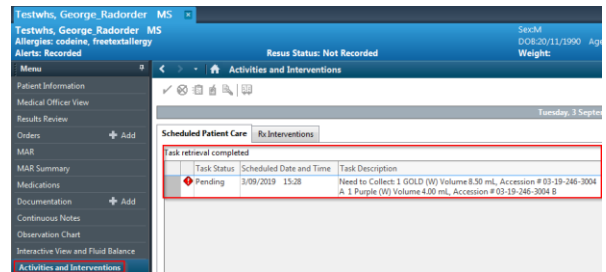
Pathology Specimen Collection - Medical Officer & Non-Carecompass users

Note: For Histology see the QRG: *Pathology – Collecting Histology (including multi-specimen orders)*

1. View task for specimen collection in **Activities and Interventions**
2. Retrieve the collection and scanning equipment required including a specimen label printer.
3. Right click on specimen task and select **Chart Details**

OR

4. Click on the **Specimen Collection** icon located in the navigational toolbar.
5. The **Collection Details** window is displayed. Use the scanner to scan the QR code on the patients EMR wristband.



*If unable to scan, click on the **Unable to scan barcode** link located bottom left.

Please scan the patient's wristband

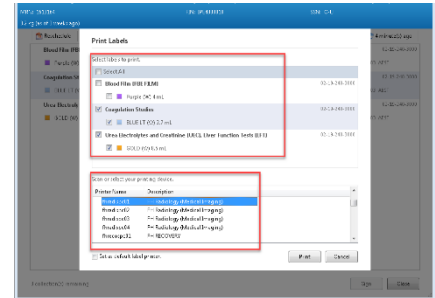
Unable to scan barcode

6. The specimens will be displayed in order of collection priority and grouped together with specimen type. Click on the print icon and select **Print All Labels**.



7. Deselect any specimens that will not be collected at that time.

8. Manually select the specimen label printer or use the scanner to scan the QR code attached on the printer and click on **Print**.



9. Deselect any specimens that will not be collected at that time.

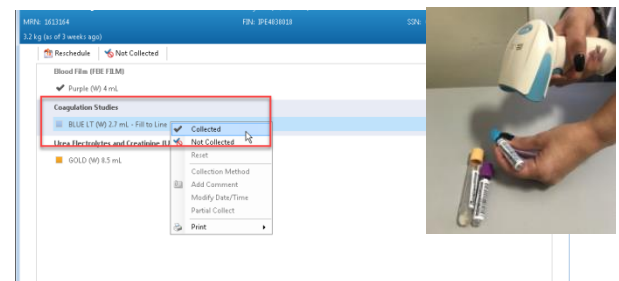
10. Manually select the specimen label printer or use the scanner to scan the QR code attached on the printer and click on **Print**



11. Collect the specimen(s) and attach the labels to the corresponding tubes or containers.



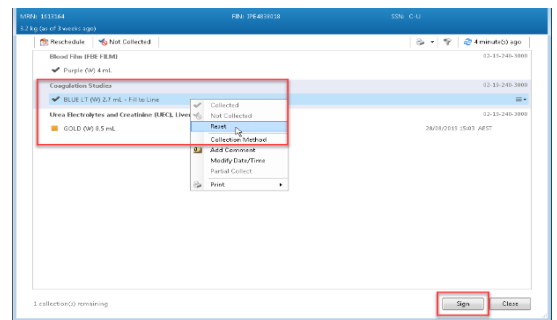
12. To mark the specimens as "Collected": scan the barcode on each specimen label. A checkmark will appear next to each specimen. Sign the window and the specimens are deemed collected.



Scanning collected specimens may be manually overridden if a scanner is not available or appropriate. To do so: Right click on the specimen task and click **Collected.

13. If specimens are checked that have not been collected and the current page has not been **Signed**: use the **Reset** option. Right click on the ticked specimen and select **Reset**. Click **Sign** to complete the workflow and the system will generate the message **“Patient has no specimen orders for collection”**.

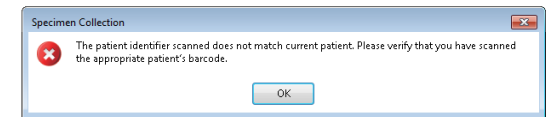
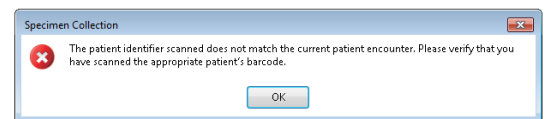
***Note** - Do not select the following options and icons: **Reschedule**, **Not Collected**, **Add comment**, **Collection Method** or **Partial Collect** because these options are not in use at WH.



Error messages and troubleshooting tips.

1. The EMR wristband scanned does not match the medical record. The patient is wearing an incorrect wrist band, or, the wrong patient has been scanned.

Solution: Re-identify the patient and cross-check that the correct EMR is on screen. Verify that the EMR is displaying the correct encounter. Print and attach the correct EMR wristband with the correct encounter to the patient.



2. The specimen label does not match the on-screen EMR or the specimen is no longer required for collection.

Solution: Verify the identity of the patient and match them with the correct EMR and the correct encounter. Re-scan the patient to confirm the required specimen(s). Proceed appropriately and reprint labels if necessary.

