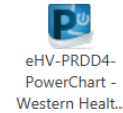




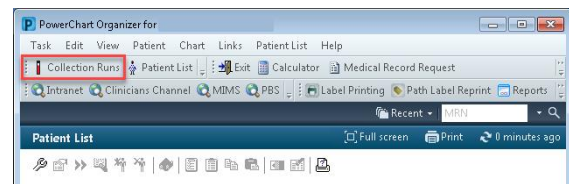
EMR Quick Reference Guide

Pathology Specimen Collection - Phlebotomists

1. Logon and select the **P**owerchart icon.

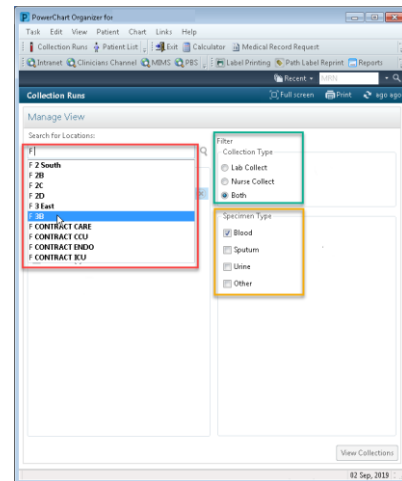


2. The **Patient list** will appear as the default screen. Click on **Collection Runs** in the navigational tool bar.



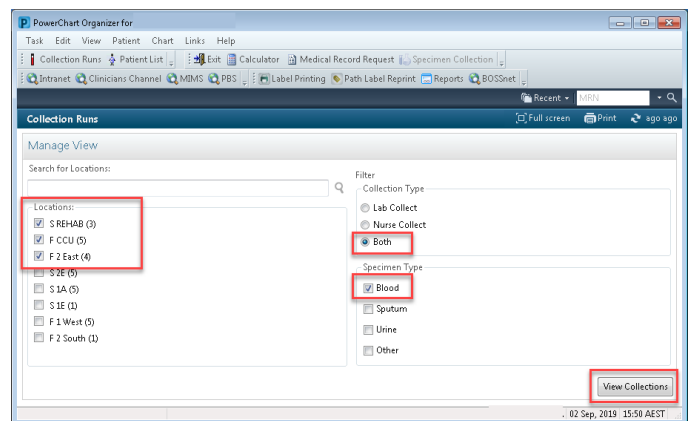
3. **Build your list of Locations:**

- a) Begin by entering the first letter of the campus in to the search field. eg. S for Sunshine, F for Footscray etc.
- b) Left click once on the required location and it will be entered in to your personal locations list.
- c) Repeat Steps a. and b. until all of your locations have been found.




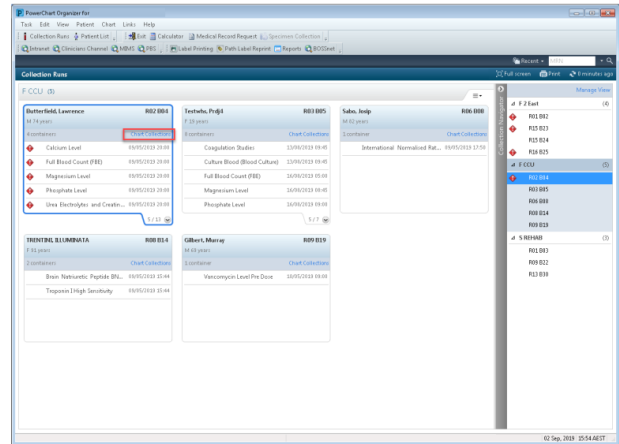
4. **Prepare for your Collection Round:**

- a) Tick all locations required for your round.
- b) Choose the following filters:
Collection Type: Both
Specimen type: Blood
- c) Click on **View Collections** once all filters are applied.



5. Viewing Patients and Collection Tasks:

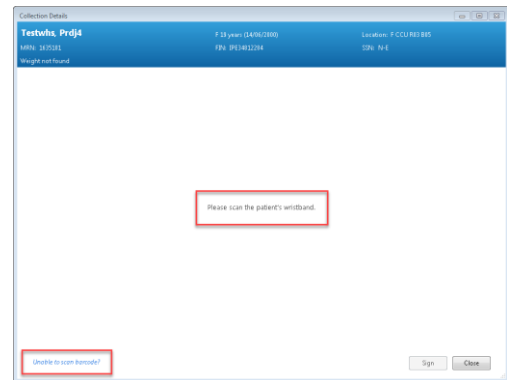
- Areas and bed numbers for specimen collection are shown in the right hand column... 
- Highlight a location in the **Collection Navigator** to display all patients in that area that require phlebotomy and their individual collection details.
- To begin the collection process for each patient: click on the **Chart Collections** button.



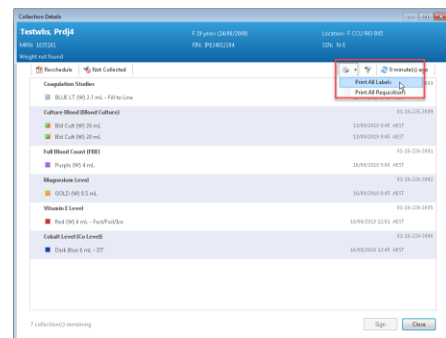
6. The Collection Process:

- Clicking on the **Chart Collections** button will open the **Collection Details** window for that patient.
- To achieve *Positive Patient Identification*: use the scanner to scan the QR code on the patient's EMR wristband.

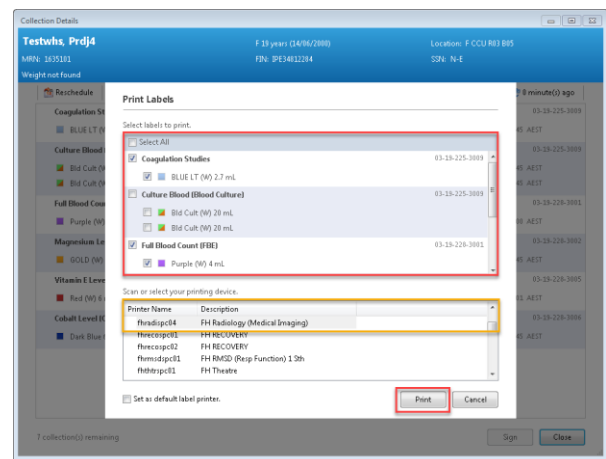
Note: If unable to scan, click on the **Unable to scan barcode** link located bottom left on the collection details window.



- All of the blood collections ordered for that patient will be displayed.
- Click on the print icon and select **Print all Labels**.



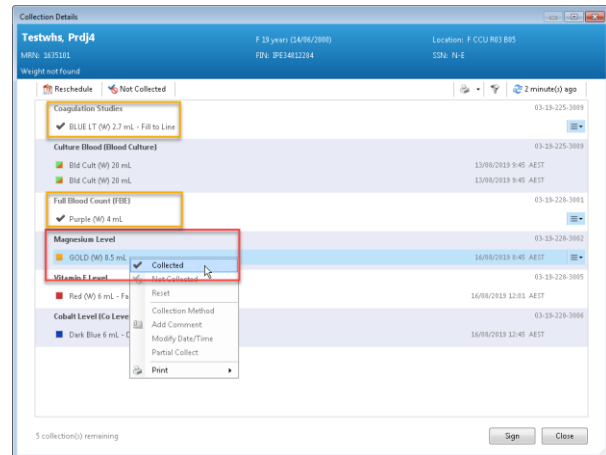
- Deselect any specimens eg: blood cultures that will not be collected at this time.
- Manually select the specimen label printer or use the scanner to scan the QR code attached on the printer and click on **Print**.



g) Perform specimen collection and attach the labels to the specimen containers.



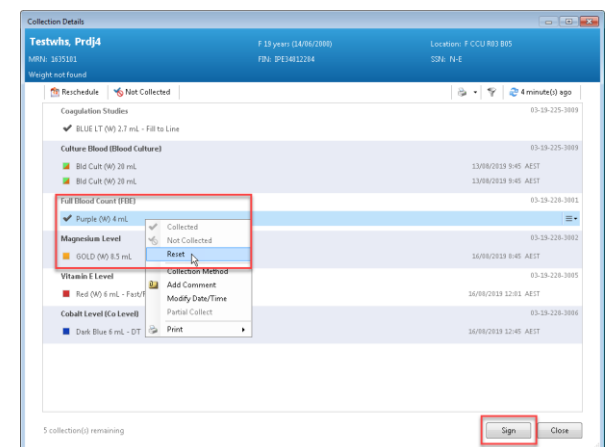
h) Scan the accession barcode on each specimen label. A tick will appear next to each specimen as it is scanned to indicate that collection is complete.



Note: If unable to scan the tube: Right click on the specimen task and select **Collected**.

To **un-Tick / Deselect** specimens that have not been collected: right click on the specimen and select **Reset**.

Click **Sign** to complete the workflow and proceed to the next patient.

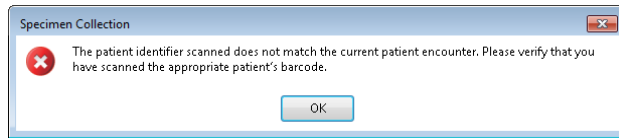


Note: Do not select **Reschedule**, **Not Collected**, **Add comment**, **Collection Method** or **Partial Collect**, these options are not in use at Western Health.

6. Troubleshooting and Error Messages.

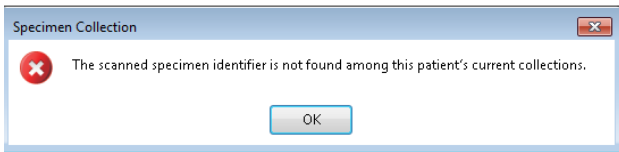
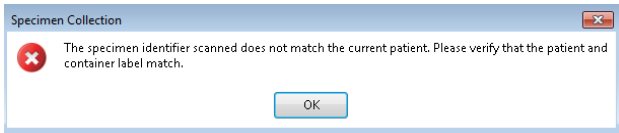
- a) The EMR wristband does not match the pathology orders on screen. Either the patient is wearing the incorrect wrist band (most likely) or you have scanned the wrong patient (very unlikely).

Solution: Verbally confirm the identity of the patient. If confirmed: request the NIC to reprint and attach a new EMR wristband with the correct encounter to the patient.



- b) The specimen label does not match the pathology orders on screen or the specimen is no longer required for collection.

Solution: Confirm the identity of the patient, the origin of the specimen and check if the order has been cancelled. Consult the NIC if unsure and repeat the printing process if indicated.



For all EMR, Wi-Fi connectivity and device issues contact the Service Desk: (03) 8345 6777.