

Pathology - Ordering and Cancelling Blood Orders



This Quick Reference Guide will explain how to:

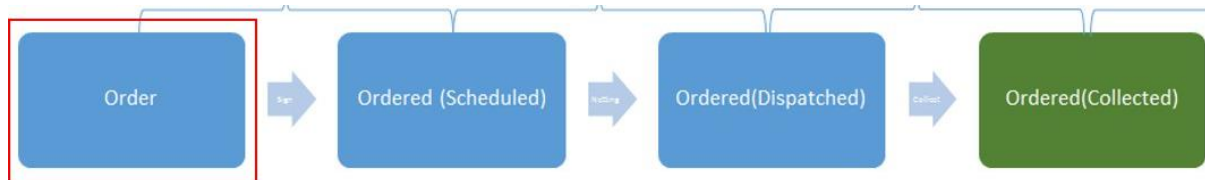
Order and Cancel Blood Orders.



Important: This workflow is **not** applicable for specimen collection at **Bacchus Marsh and Melton** sites. At these locations, paper requisitions will be printed directly from the EMR and placed in the collection tray.

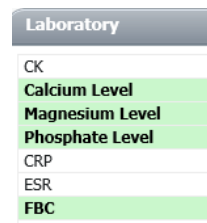
- Patient details will already be included on the paper requisition, so a bradma is not required on the form.
- However, bradmas must be placed on specimen containers and clearly labeled before dispatch.
- **Do not** mark specimens as collected in the EMR at Bacchus Marsh and Melton sites

Ordering and Cancelling Blood Tests



1. You can order bloods quickly by using the “Quick Orders” tab in the Medical Officer View

- **Medical Officer View** → Quick Orders
- Click on the labs you wish to order
- **Sign** via the “shopping cart” in the top right-hand corner of the window pane



OR

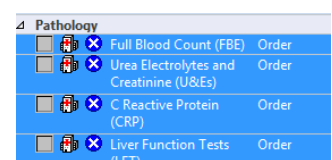
1. Click on **+Add** next to **Orders** in the Table of Contents (TOC) menu.
2. Type the name of the pathology order into the search field and select the appropriate test from the list
3. The **Clinical History** window displays. Type the reason for the test into the **Current Clinical History (Mandatory)** window. Click **OK**
4. The details window displays
5. If you wish to order more than one test, please continue to “**add**” tests into the search field until all your orders appear in the scratch pad (Follow step 3 above)
6. Once you have all your orders on the scratch pad, highlight the orders to sign for them at once



Current Clinical History (Mandatory)

Post Surgery

Order Name	Status	Start	Details
S EMERGENCY Fin#9991049 Admit: 18/10/2018 15:35			
Pathology			
Full Blood Count (FBE) Order		3/12/2018 08:38	Routine, Spec Type: Blc





7. In the order entry field, select the collection priority, enter a time and date (if required), a call back number and any other details required in the yellow mandatory fields.

8. **DO NOT** mark as collected unless it is an “add on” order for a previously collected specimen.
*For Add on please see the QRG “add on”

9. **Sign your order. Signing for all your orders at once will ensure that the correct number of specimen stickers = number of test tubes required for your orders.**

10. The order status will show as Processing. Refresh the page and it will update to
- o Ordered (scheduled) if collection priority is in the future
 - o Ordered (dispatched) if urgent/collect now, or it is the time of the current pathology round.
 - o The status will switch to Ordered (collected) once the blood has been collected

Cancelling Your Order

1. Select the **Orders** tab from the Table of Contents (TOC) menu.
2. View the order by selecting **Pathology** or **all orders** right click on the order you wish to cancel as shown.
3. Fill in the mandatory yellow field with a reason for cancellation.



- 4. Select **Order for Signature** to finalise.



- 5. The order will now appear as struck through and status changed to Discontinue.



- 6. Click **Sign** and enter Password.



- 7. The status will change to **Processing**.



- 8. Refresh the page.



- 9. Status will changed to **Discontinued**.



Important – If the pathology order has been “collected”, you will need to call the lab for order to be cancelled.



Glossary for Collection Priorities:

<p>Collect Now </p> <p>*Collection Priority: <input type="text" value="Collect Now"/></p>	<p>To be collected by doctor/ nurse/ midwife</p> <ul style="list-style-type: none"> • For urgent bloods that cannot wait until next phlebotomy round • Doctor to communicate with nursing staff
<p>Timed Collection </p> <p>*Collection Priority: <input type="text" value="Timed Collection"/></p>	<p>To be collected at a specific time</p> <ul style="list-style-type: none"> • e.g., Fasting blood for the next day • e.g., Vancomycin level • Doctor to communicate with nurse for handover
<p>Phlebotomy Round</p> <p>*Collection Priority: <input type="text" value="Phlebotomy Round"/></p>	<p>To be collected by phlebotomist on their next round</p> <ul style="list-style-type: none"> • For morning or afternoon rounds • Phlebotomist to communicate with nurse if unable to collect <p>To order:</p> <ul style="list-style-type: none"> • Select appropriate date • Select 12pm to specify afternoon round • If the phlebotomy round has finished, outstanding tasks may be completed by nursing or medical staff • <u>You can now add to the same-day path round after 6:30am</u>
<p>Add On</p> <p>*Collection Priority: <input type="text" value="Phlebotomy Round"/></p> <p>*ADD ON (If Yes, Print Requisition): <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>*Clinician Callback number: <input type="text" value="555"/></p>	<p>Click the YES button then <u>print and fax requisition</u> to Pathology lab</p> <ul style="list-style-type: none"> • Note that the collection priority field is now irrelevant for Add On