

# Pathology – Ordering, Collecting and Labelling Histology (Including multi-specimen orders)



This Quick Reference Guide will explain how to:

Order Histology (Including multi-specimen orders).

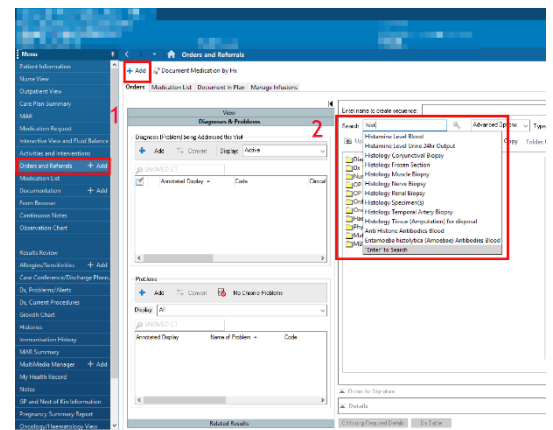
**Important:** This workflow is **not** applicable for specimen collection at **Bacchus Marsh and Melton** sites. At these locations, paper requisitions will be printed directly from the EMR and placed in the collection tray.

- 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

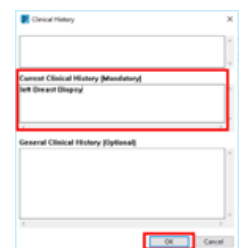
## Ordering:

1. From the **Table of Contents** select **Orders and Referrals** then click **+Add**

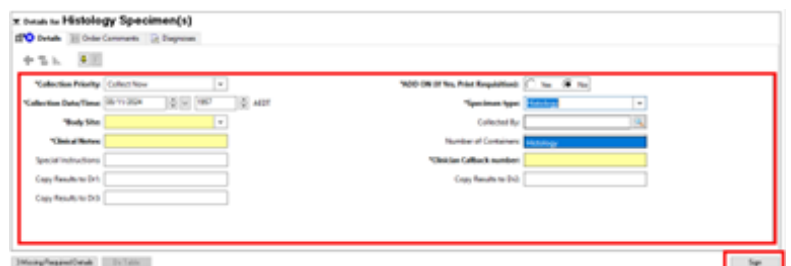
2. Search for **Histology Specimen(s)**



3. The Clinical History window displays. Type the reason for the investigation into the Current Clinical History field. Click **OK**.

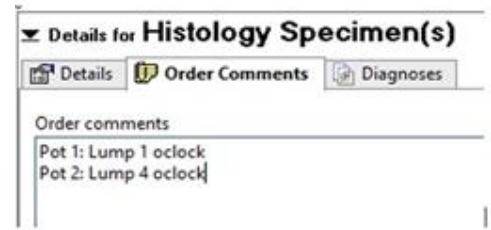


4. The Detail window displays. Complete all fields (yellow boxes are mandatory)





- Click the **Order Comments** tab and enter the details of what is in each container.

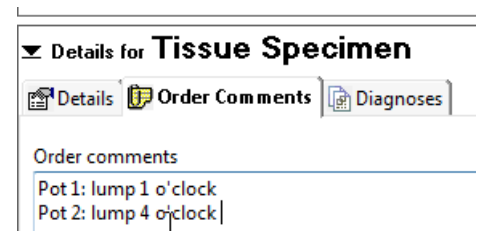


- Click **Sign**, enter password, and **Refresh** screen. The order status should now be Ordered (Dispatched)

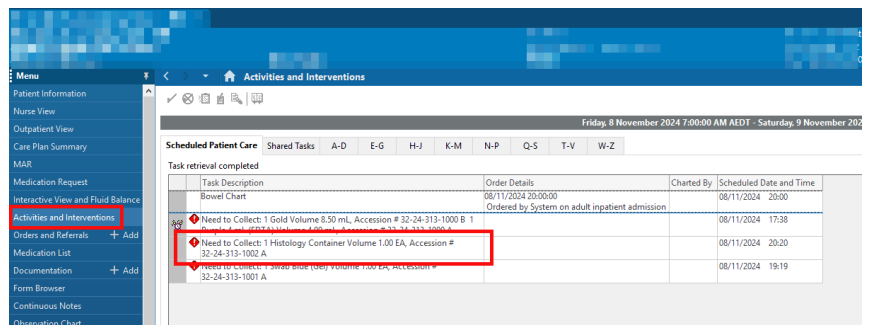


**Collecting:**

- Put a patient bradma label on **each specimen pot** and ensure each container is clearly labelled **corresponding to what the ordering clinician has written in the EMR 'Order Comments'** (i.e., Pot 1 of 3, Pot 2 of 3...)



- To mark the specimens as collected - click on **Activities and Interventions** in the Table of Contents. The Histology order should display as a pending task.

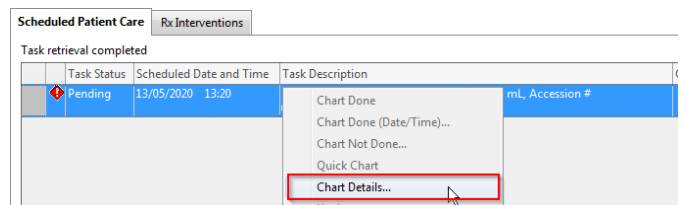


- Right click on Histology order and select **'Print'** then **'Reprint All Labels'**.
- Place this label on the **first specimen** pot and place all pots together in a specimen bag



**Important – The pathologist at Dorevitch will scan this barcode and be able to see all the order information.**

- Right click on Histology order again and select **'Chart Details'**.



- The **collection details** window will pop up. Scan the patient's wristband with the scanner attached to your mobile station.
  - If you cannot scan the patient's wristband, click on **Unable to scan barcode?**



- Right-click the order, then click Collected. Click yes to continue
7. Click the **Sign** button
  8. Click on **Orders** in the Table of Contents and refresh screen.
  9. The order status should now be '**Ordered (Collected)**'.

### Labelling

1. Place a patient bradma label on each specimen pot and **ensure each container is clearly labelled corresponding to what the ordering clinician has written in the EMR 'Order Comments'** (i.e., Pot 1 of 3, Pot 2 of 3...)



2. Place the single EMR pathology label on the **first specimen pot** and place all pots together in a specimen bag. The pathologists at Dorevitch will scan this barcode to see all the order information. (Note for specimens going to ACL this step will not occur).



3. Ensure the specimen is marked as "collected". This will confirm to other users that the specimen has been collected and sent to the lab.

