Specimen Collection with Preprinted Labels in PowerChart

The Specimen Collection icon is located on a tool bar at the top of PowerChart. Because of this, specimen collection can be started from any page within a patient’s chart. It also can be started from other locations (i.e. Patient Access List (PAL), Care Compass, & Patient List) outside the patient’s chart as long as a patient has been selected first. **NOTE:** On your user profile, you may need to move the Specimen Collection icon into view on the tool bar as it may be located on a drop-down at the end of the tool bar.

**Specimen Collection Process**

1a. Click the **Specimen Collection icon** on the tool bar

1b. Or click the **gray drop-down arrow** on the right side of the **Action toolbar** to find Specimen Collection if not on view

2. Once the **Collection Details window** opens, it prompts you to **scan the patient’s identification wristband**

3. **Scan** the patient’s identification wristband

4. After scanning the patient’s ID wristband, the **Collection Details window** opens and displays lab orders due for this patient

**Notice several orders are netted together for collection in one container**

**This icon indicates a STAT lab**

**This icon indicates a Timed lab**

**The accession number for each collection is listed here**
5. **Scan the label bar code** to ensure the label(s) match the order(s) for this patient. A checkmark will appear to indicate it is a match.

6. Leave this window open as you will be returning here after collecting the specimen from the patient.

7. **Collect the specimen from the patient**

8. **Label each specimen according to correct labeling guidelines**

**IMPORTANT:** Make sure you are able to collect a specimen before labeling a container.

**NOTE:** Refer to the Specimen Collection policy and forms on Navex by clicking on these links below.

- [https://muhealth.policytech.com/docview/?docid=2529](https://muhealth.policytech.com/docview/?docid=2529)
- [https://muhealth.policytech.com/docview/?docid=3385](https://muhealth.policytech.com/docview/?docid=3385)

9. Once all of the specimens have been collected, click **Sign** to confirm

10. Close the **Collection Details** window by clicking the **Close** button
**Scanning Alerts**

Please pay attention and read these alerts to ensure Positive Patient Identification and correct Specimen Collection for each patient.

Scanning the **wrong patient identification wristband** will result in this Alert.

![Alert for wrong patient identification wristband](image)

Scanning the **wrong specimen label** will result in this Alert.

![Alert for wrong specimen label](image)

**Status of Orders**

- **Scheduled** means the order has been placed; task has not been done; no accession # assigned
- **Dispatched** means the specimen is on a collection list; accession # assigned; label batch printed
- **Collected** means the specimen has been collected; specimen barcode has been scanned

**IMPORTANT:**

Do NOT use *Not Collected* in Specimen Collection Details window. **It will cancel the order.** If you need to cancel a lab order, go to the Orders page within the patient’s chart.
Reprinting Specimen Labels from the Task List

The quickest way to reprint a specimen label is from the Task List inside the patient’s chart.

1. Right-click on the task
2. Select Print on the menu
3. Then select Reprint Labels

4. Verify the order listed is the label you need to reprint; then click the OK button

5. Because you are manually reprinting the label, you must search and select the printer where you want the label to print

   TIP: Click in this field and type the first letter of the printer name to quickly find the printer

6. Once the printer is selected (highlighted), click the OK button
Reprinting Specimen Labels from Care Compass

1. Open the Summary page of the patient and select (highlight) the task that needs labels reprinted.

2. Right-click on the task
3. Select Print Labels from the menu

4. Verify the order listed is the label you need to reprint; then click the OK button.

5. Because you are manually reprinting the label, you must search and select the printer where you want the label to print.
   **TIP:** Click in this field and type the first letter of the printer name to quickly find the printer.

6. Once the printer is selected (highlighted), click the OK button.
Manually reprinting the label(s) from the Collection Details Window

1. Right-click on the row below the order to highlight (as shown in purple)
2. Select Print on the menu
3. Then select Print Label

4. Check the box of the order(s) needing labels; uncheck the box of those orders not needed

5. Because you are manually printing the label, you must search and select the printer where you want the label to print
   TIP: Click in this field and type the first letter of the printer name to quickly find the printer

6. Click Print
Resetting a scanned specimen bar code
If you scanned a specimen bar code that you did not collect, you can reset the order *before signing* at this window.

1. Right-click on the row below the order to highlight (as shown in purple)
2. Select **Reset** on the menu