Specimen Collection with Preprinted Labels in SurgiNet

The Specimen Collection icon is located on a tool bar at the top of SurgiNet. Because of this, specimen collection can be started from any page within a patient’s chart. **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**

1. Click the Specimen Collection icon on the tool bar
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

This icon indicates a **STAT** lab

This icon indicates a **Timed** lab

Notice several orders are netted together for collection in one container

The accession number for each collection is listed here
Projects/Specimen Collection/Specimen Collection with Preprinted Labels-SurgiNet 4.29.16

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=3385

5. Scan the label barcode 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.

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.

![Scanning Alerts](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

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

![Specimen Collection](image)

**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
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

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

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