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DOCUMENT TITLE: MediCopia Handheld Device (Zebra TC52)-Routine Use
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MediCopia Handheld Device (Zebra TC52)-Routine Use

Purpose This procedure provides instructions for the use of the MediCopia application and Zebra TC52 handheld devices for collection of blood specimens.

Scope This procedure is intended for staff who collect Inpatient/Emergency Room blood samples.

- Policy**
- The patient's barcoded wristband must be scanned when using the MediCopia application to ensure positive patient identification.
 - Specimen containers or tubes must be labeled after specimen collection and while at the patient's bedside
 - If the patient is in isolation the specimen(s) are labeled immediately after leaving the room.

Equipment



Continued on next page

MediCopia Handheld Device (Zebra TC52)-Routine Use, Continued

Equipment,
 continued

Name	Photo
Zebra QLn220 Printer	 A handheld Zebra QLn220 printer with a black and silver body. It has a small screen at the top and a control panel with a directional pad and a 'GO' button. A printed label is emerging from the front, showing patient information and a barcode. The Zebra logo and model number 'ZEBRA QLn220' are visible on the front.
Zebra ZQ 610 Printer	 A handheld Zebra ZQ 610 printer with a white and blue body. It has a screen and a control panel. Next to the printer are a white battery pack and a white wrist strap. The Zebra logo and model number 'ZEBRA ZQ610' are visible on the front.

Continued on next page

MediCopia Handheld Device (Zebra TC52)-Routine Use, Continued

Equipment,
continued

Handheld Docking Station	 A black handheld docking station with four slots for devices, a power adapter, and a power cable.
Handheld Battery Charger	 A white handheld battery charger with a power adapter, a power cable, and a black battery pack.

Continued on next page

MediCopia Handheld Device (Zebra TC52)-Routine Use, Continued

Equipment, continued



Safety or Special Safety Precautions

- Keep the handheld device clean by avoiding contact with blood or body fluids.
- Wipe down the outside of the unit if there is any spill.
- When entering an isolation room place the device in a clear zip lock bag to avoid contamination of the unit or the patient's room.
 - If the MediCopia application is present on the room's workstation with an associated label printer, it may be used.
- Refer to Attachment A: How to Disinfect and Clean the Mobile Device/Zebra Printer

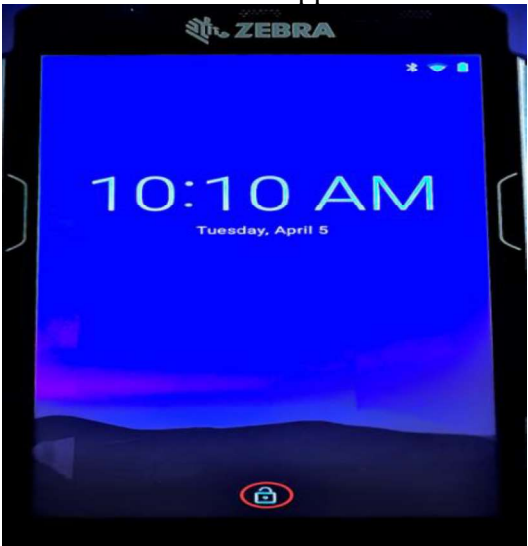
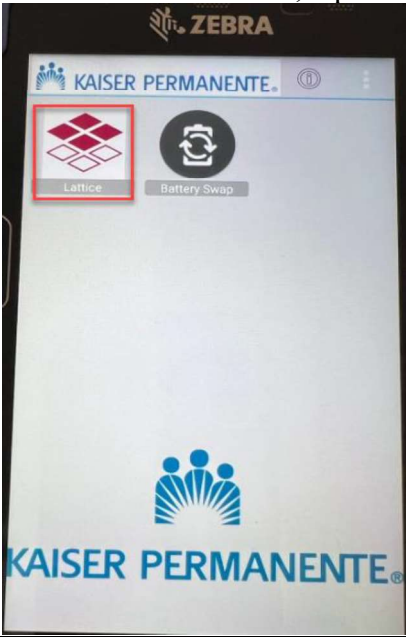
Refer to the safety manual for general safety requirements.

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MediCopia Handheld Device (Zebra TC52)-Routine Use, Continued

**Procedure-Set
up and Login**

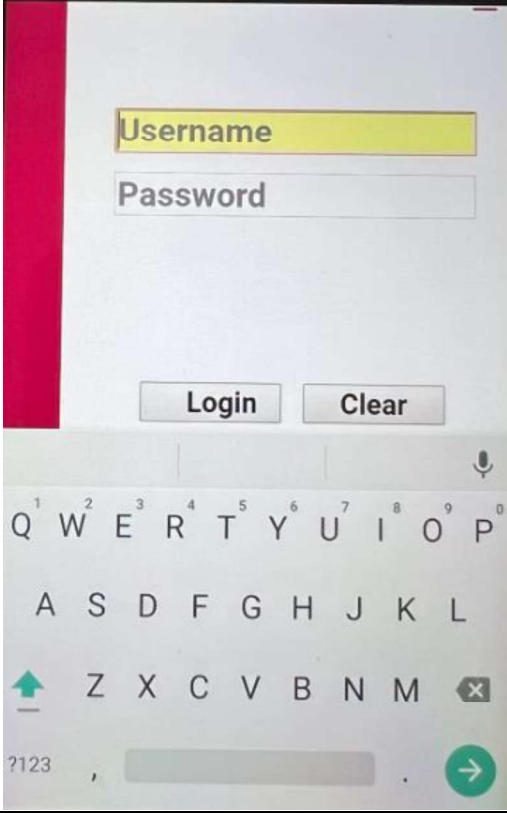
Follow the steps below to Set-up and Login of the MediCopia handheld device

Step	Action
1	Pull handheld from docking station or insert battery, if docked without battery, into handheld to begin use of device.
2	To unlock handheld device, swipe up from the Lock icon and the Home screen will appear. 
3	From the Home screen, tap the Lattice icon to open login screen. 

Continued on next page

MediCopia Handheld Device (Zebra TC52)-Routine Use, Continued

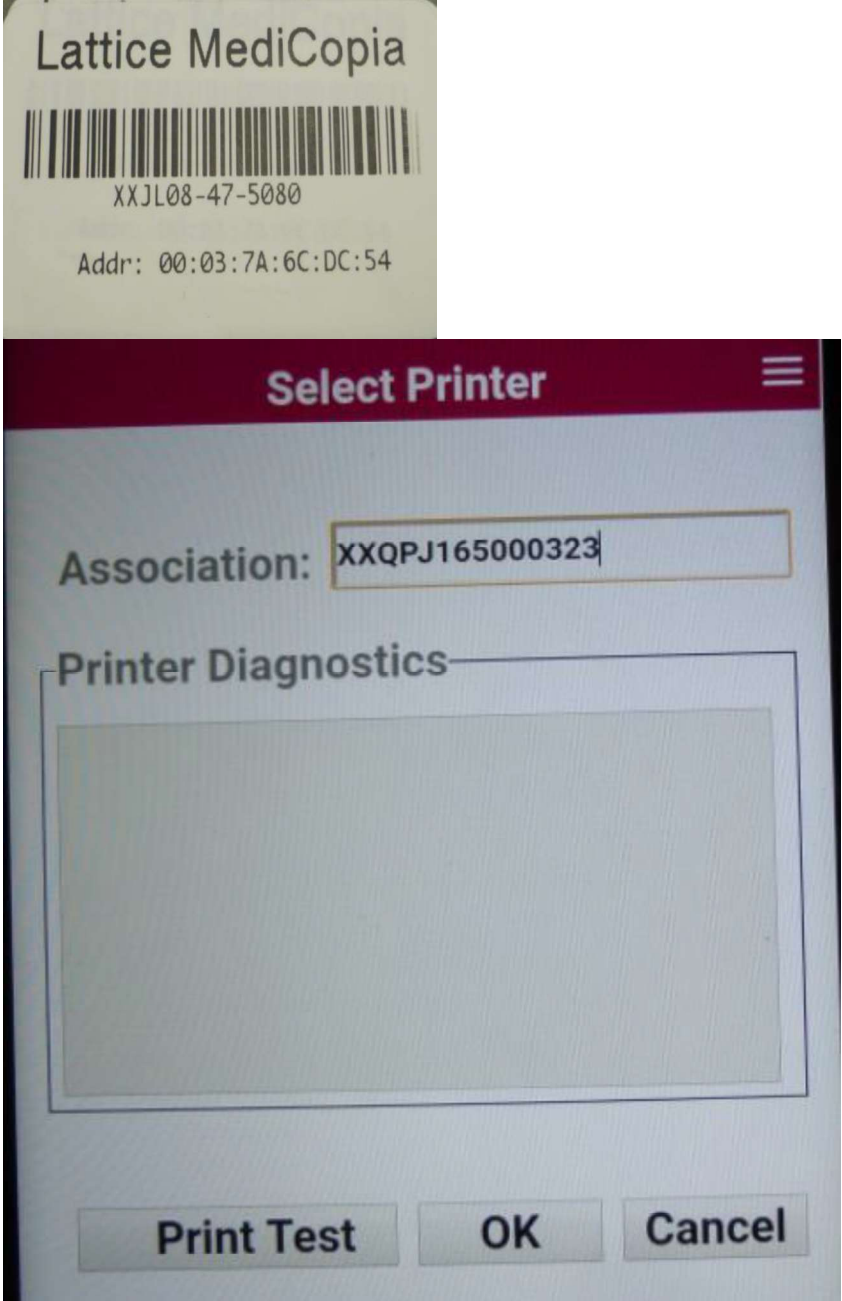
Procedure-Set up and Login,
continued

Step	Action
4	Login with username and password, the tap “Login” 

Continued on next page

MediCopia Handheld Device (Zebra TC52)-Routine Use, Continued

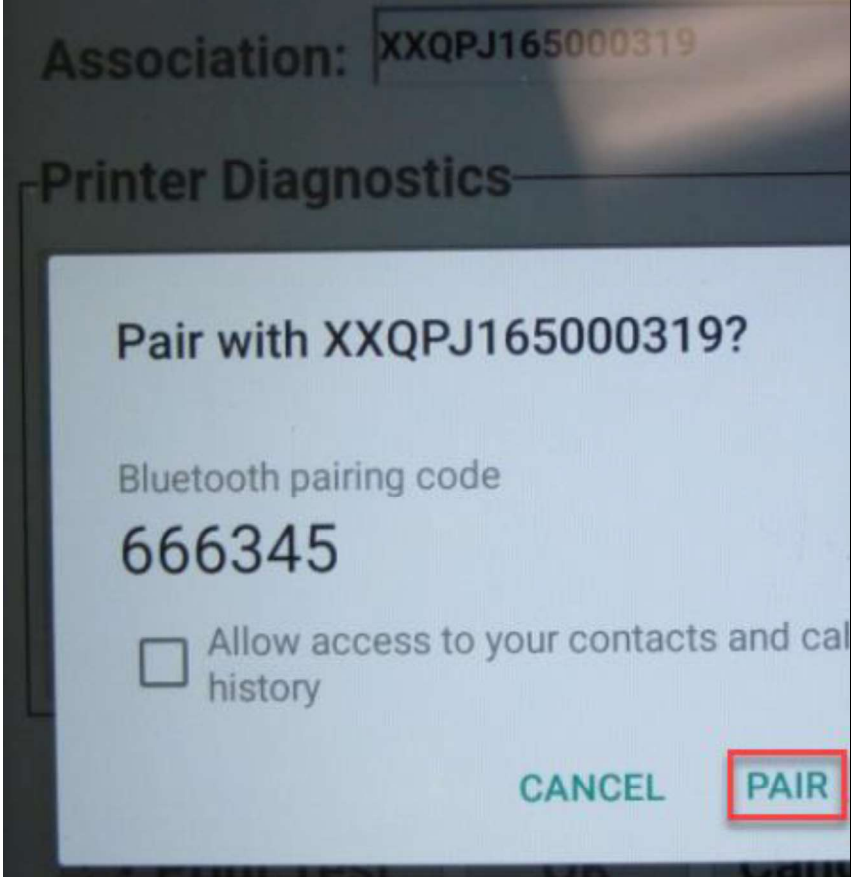
Procedure-Set up and Login,
continued

Step	Action
5	Scan printer barcode label to associate (link) to handheld device, perform 'Print Test', then Tap ok. <div style="border: 1px solid black; padding: 10px; margin-top: 10px;">  </div>

Continued on next page

MediCopia Handheld Device (Zebra TC52)-Routine Use, Continued

**Procedure-Set
 up and Login,**
 continued

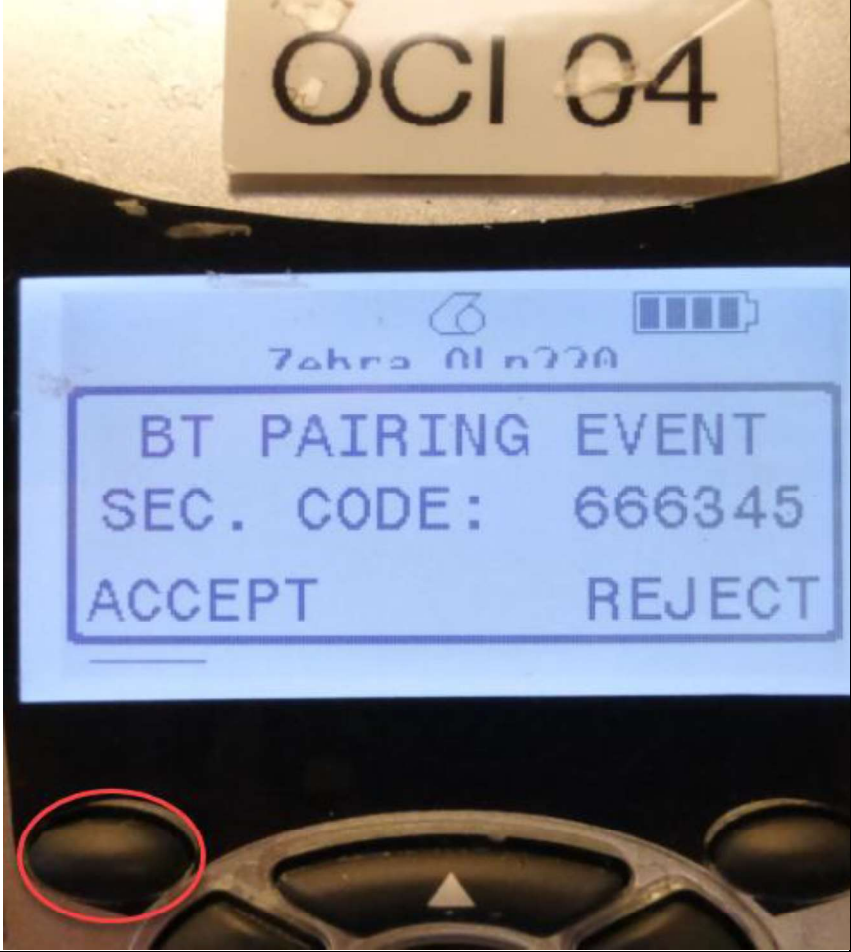
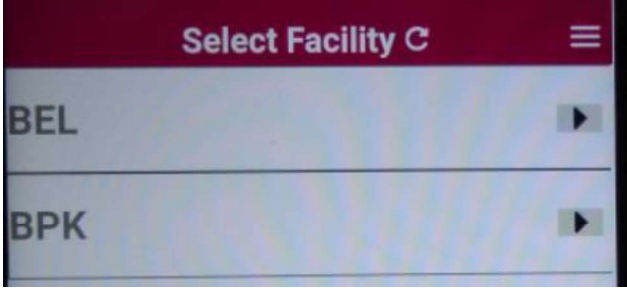
Step	Action
6	<p>If pairing the printer with this device for the first time, you will see a pairing request on the handheld & printer. (If this message is not received go to step 8) On the handheld, tap 'Pair'.</p> 

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MediCopia Handheld Device (Zebra TC52)-Routine Use,

Continued

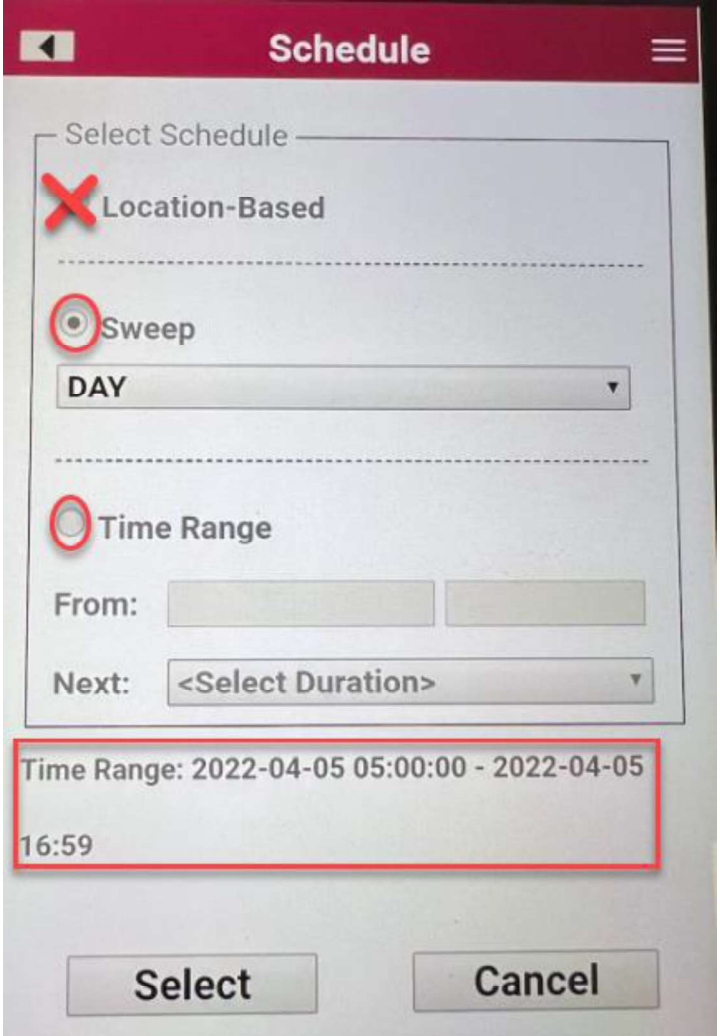
Procedure-Set up and Login,
continued

Step	Action
7	On the printer, press the indicated button to 'Accept'. 
8	Select Facility. If active at more than one site, choose the appropriate Facility that you are working at. 

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MediCopia Handheld Device (Zebra TC52)-Routine Use, Continued

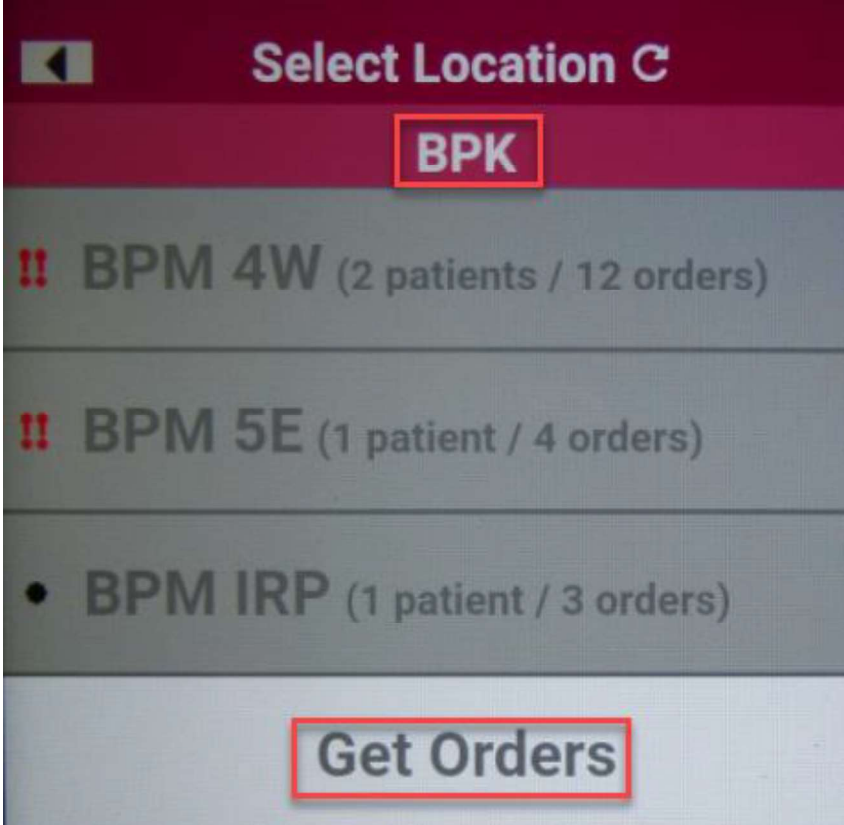
Procedure-Set up and Login,
continued

Step	Action
9	<p>Select Schedule. The handheld will be set to default to the appropriate ‘Sweep’ for that time of day.</p> <ul style="list-style-type: none"> Time Range can also be used. Location Based selection should be avoided. Then tap Select. **All selection times will be displayed at the bottom of the screen. 

Continued on next page

MediCopia Handheld Device (Zebra TC52)-Routine Use, Continued

**Procedure-Set
 up and Login,
 continued**

Step	Action
10	<p>Select Location will choose the location(s) desired for collection.</p> <ul style="list-style-type: none"> • Once selected, they will appear greyed out. • To choose all locations tap the 3-letter site abbreviation at the top. • Then tap Get Orders at the bottom of the screen. 

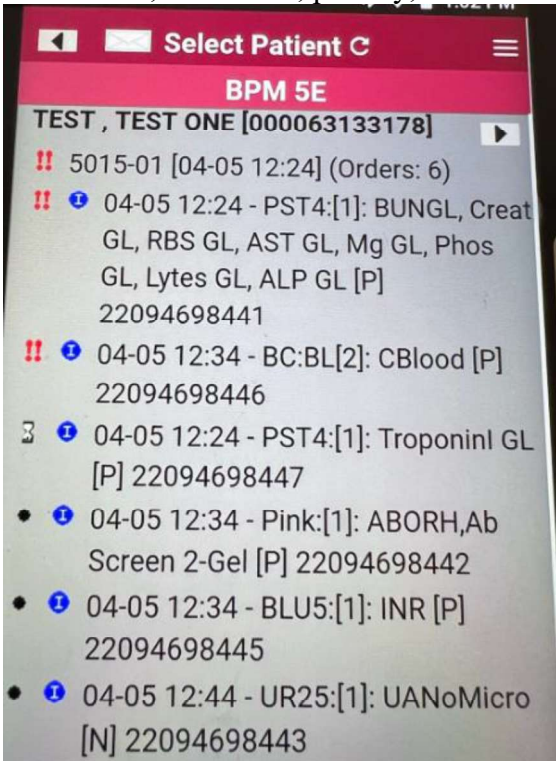
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MediCopia Handheld Device (Zebra TC52)-Routine Use,

Continued

**Procedure-
Patient Orders
and Collection**

Refer to the steps below for management of patient orders and collection of specimens

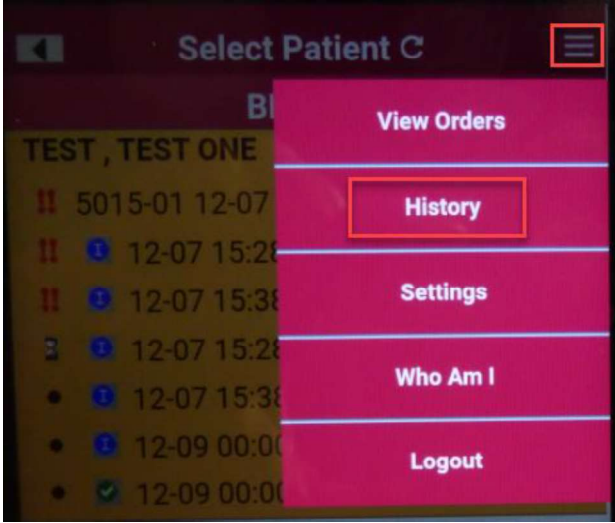
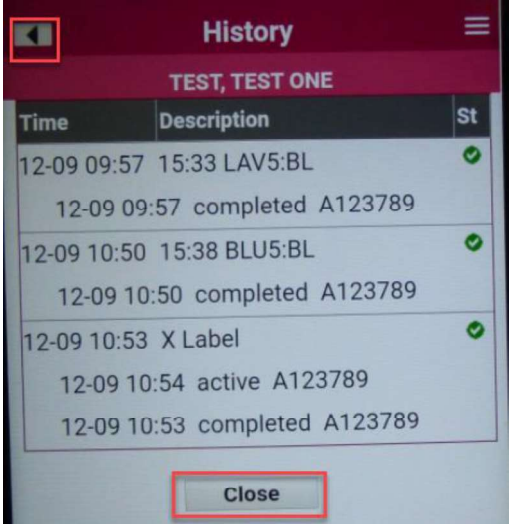
Step	Action
1	Refer to the following Attachments at end of document for detailed instructions on routine use: <ul style="list-style-type: none"> • Attachment B: Time Selection/Locations • Attachment C: MediCopia Symbols • Attachment D: Navigation in Task Tab • Attachment E: Order Filter • Attachment F: Navigation for Icons • Attachment G: Rainbow/"X" Label • Attachment H: Change Scheduled Time • Attachment I: Instant Messaging • Attachment J: Reschedule • Attachment K: Notes
2	<p>To view patient orders on the Select Patient screen, prior to collection, tap the patient and their current orders will expand to see all tests, containers, priority, and scheduled time.</p> 

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MediCopia Handheld Device (Zebra TC52)-Routine Use,

Continued

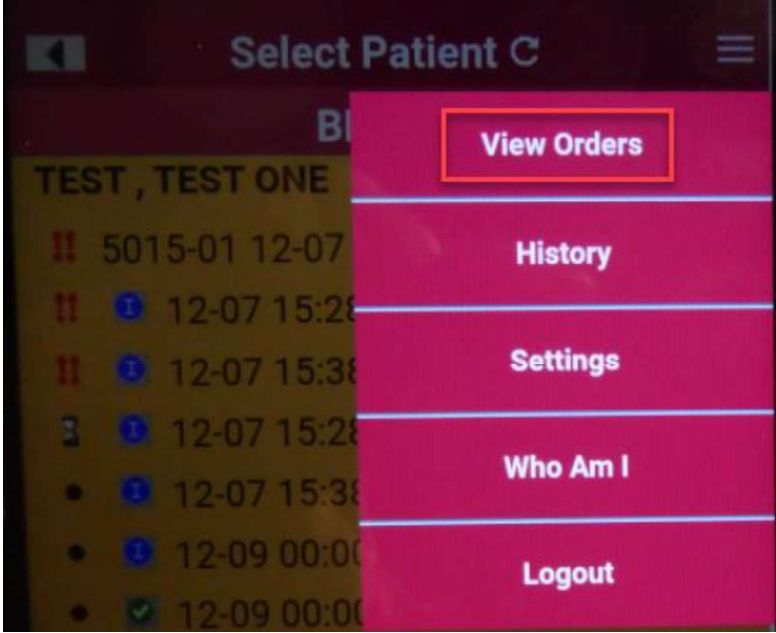
**Procedure-
Patient Orders
and Collection,**
continued

Step	Action
3	<p>To view Patient History</p> <ul style="list-style-type: none"> From Select Patient screen, tap the Hamburger icon (3 stacked lines) in the upper right corner then tap History.  <p>This will display the selected patient's recent collection History & Notes.</p> <ul style="list-style-type: none"> Tap the back button or Close to exit History. 

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MediCopia Handheld Device (Zebra TC52)-Routine Use, Continued

**Procedure-
Patient Orders
and Collection,**
continued

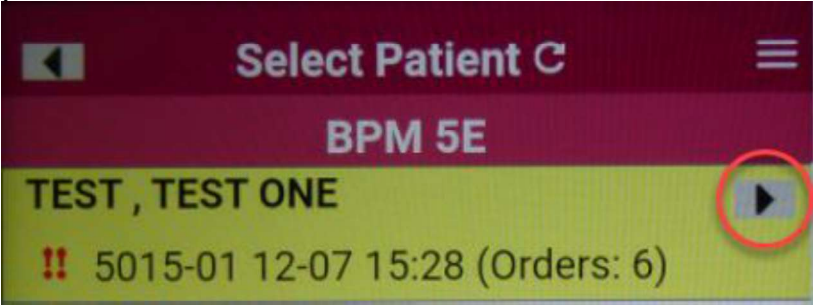
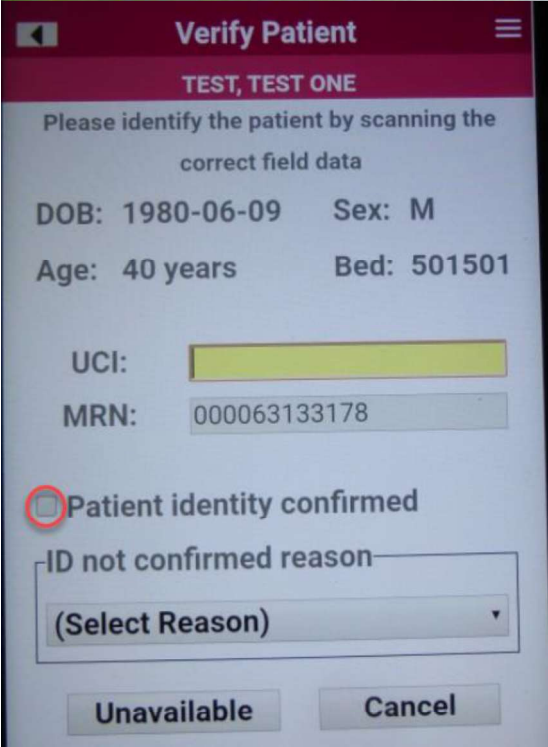
Step	Action
4	<p>To toggle between Patient View & Order View.</p> <ul style="list-style-type: none"> Tap the Hamburger icon (upper right) then choose View Orders or View Patients <div style="text-align: center; margin: 10px 0;">  <p>The screenshot shows a mobile application interface titled 'Select Patient C'. On the left, there is a list of patient orders with columns for unit, date, and time. On the right, a pink menu is open, listing options: 'View Orders' (highlighted with a red box), 'History', 'Settings', 'Who Am I', and 'Logout'.</p> </div> <ul style="list-style-type: none"> In the Patient View, the orders are displayed by unit in alphabetical or numerical order and then in sequential order by room within the unit. (Recommended for AM Run). In the Order View the orders will be listed by priority. Meaning ALL STATS first, then all Time Critical, and then All routine orders for each patient. All orders will be listed in chronological order within each priority.

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MediCopia Handheld Device (Zebra TC52)-Routine Use,

Continued

**Procedure-
Patient Orders
and Collection,**
continued

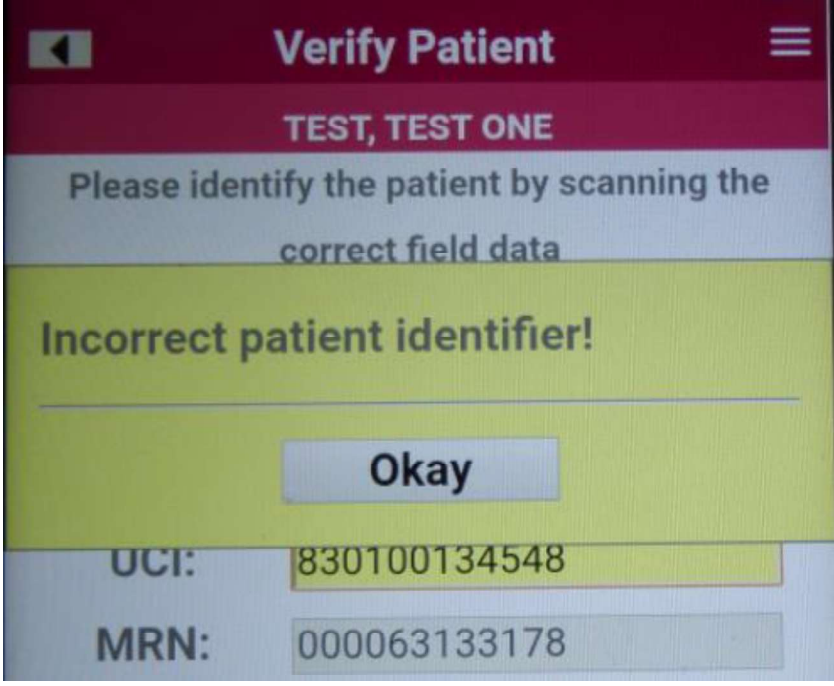
Step	Action
5	<p>To open patient orders: tap the play button or scan UCI to open patient confirmation screen.</p> <div style="display: flex; flex-direction: column; align-items: center;">   </div> <p>If patient able, ask patient to state their full name and date of birth. If patient unable to state their full name and date of birth, an adult responsible for the patient may be asked if available.</p> <ul style="list-style-type: none"> • Visually check the armband to verify • Confirm patient id by Scanning Patient Armband UCI then tap “Patient Identity Confirmed”

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MediCopia Handheld Device (Zebra TC52)-Routine Use,

Continued

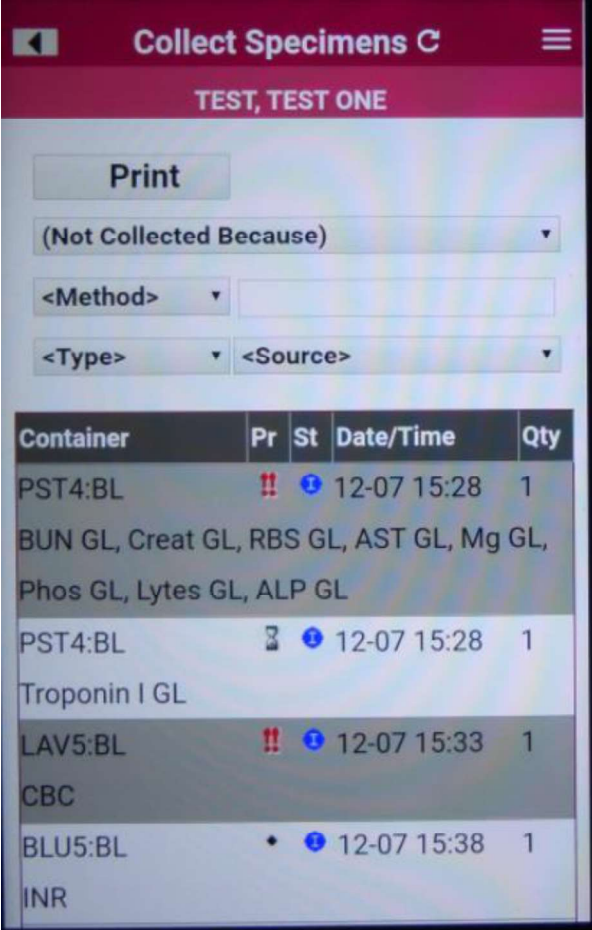
**Procedure-
Patient Orders
and Collection,**
continued

Step	Action
6	Errors in barcode scanning may occur. <ul style="list-style-type: none"> Attempt to rescan the barcode. A new armband may need to be issued to patient. Or verify wrong patient and cancel to exit from message.
	

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MediCopia Handheld Device (Zebra TC52)-Routine Use, Continued

**Procedure-
 Patient Orders
 and Collection,**
 continued

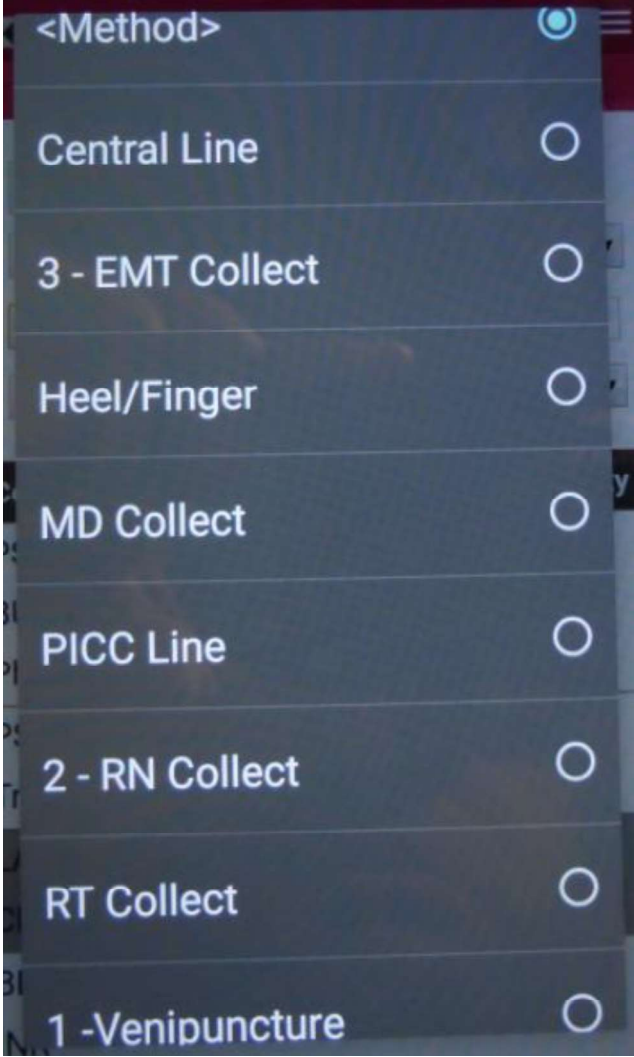
Step	Action																																													
7	<p>Once patient identify is confirmed available order(s) for patient will show on screen</p> <ul style="list-style-type: none"> After collecting specimens, select corresponding order(s) for printing of labels by selecting all orders or only collected order(s).  <p>The screenshot shows the 'Collect Specimens' interface on a handheld device. At the top, there is a title bar 'Collect Specimens C' with a back arrow and a menu icon. Below the title bar is a sub-header 'TEST, TEST ONE'. A 'Print' button is visible. There are several dropdown menus: '(Not Collected Because)', '<Method>', '<Type>', and '<Source>'. Below these is a table of test orders:</p> <table border="1"> <thead> <tr> <th>Container</th> <th>Pr</th> <th>St</th> <th>Date/Time</th> <th>Qty</th> </tr> </thead> <tbody> <tr> <td>PST4:BL</td> <td>!!</td> <td>i</td> <td>12-07 15:28</td> <td>1</td> </tr> <tr> <td colspan="5">BUN GL, Creat GL, RBS GL, AST GL, Mg GL, Phos GL, Lytes GL, ALP GL</td> </tr> <tr> <td>PST4:BL</td> <td></td> <td>i</td> <td>12-07 15:28</td> <td>1</td> </tr> <tr> <td colspan="5">Troponin I GL</td> </tr> <tr> <td>LAV5:BL</td> <td>!!</td> <td>i</td> <td>12-07 15:33</td> <td>1</td> </tr> <tr> <td colspan="5">CBC</td> </tr> <tr> <td>BLU5:BL</td> <td>*</td> <td>i</td> <td>12-07 15:38</td> <td>1</td> </tr> <tr> <td colspan="5">INR</td> </tr> </tbody> </table> <p>Refer to <i>Procedure for Venipuncture</i></p>	Container	Pr	St	Date/Time	Qty	PST4:BL	!!	i	12-07 15:28	1	BUN GL, Creat GL, RBS GL, AST GL, Mg GL, Phos GL, Lytes GL, ALP GL					PST4:BL		i	12-07 15:28	1	Troponin I GL					LAV5:BL	!!	i	12-07 15:33	1	CBC					BLU5:BL	*	i	12-07 15:38	1	INR				
Container	Pr	St	Date/Time	Qty																																										
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BLU5:BL	*	i	12-07 15:38	1																																										
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MediCopia Handheld Device (Zebra TC52)-Routine Use,

Continued

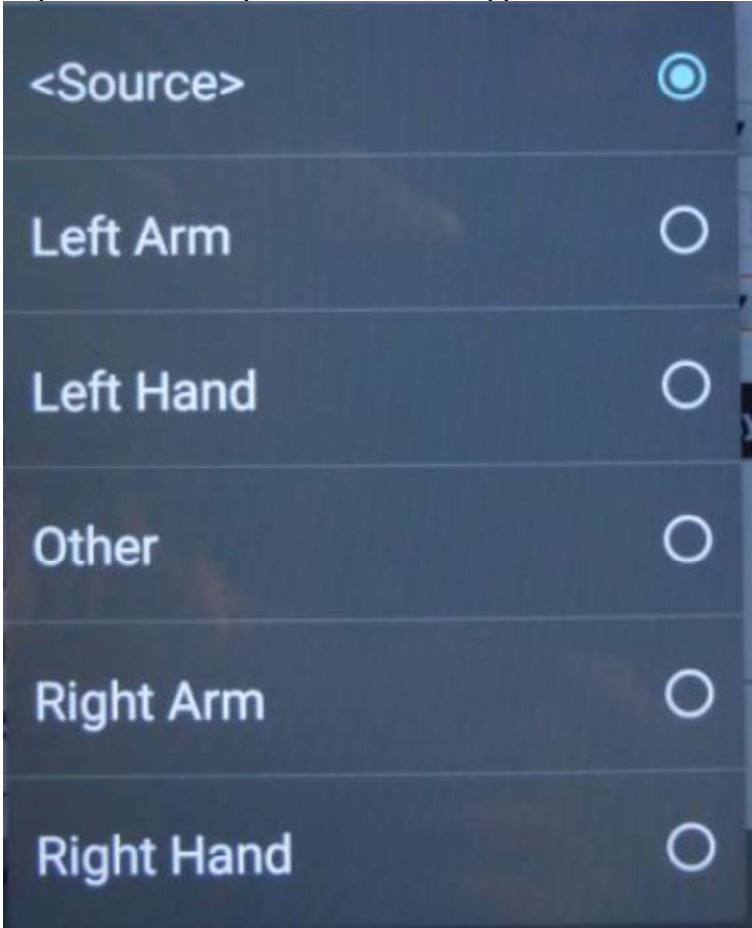
**Procedure-
Patient Orders
and Collection,**
continued

Step	Action
8	Tap the Method dropdown and select applicable method  <p style="margin-top: 10px;">To add Notes to collection container, see Attachment J</p>

Continued on next page

MediCopia Handheld Device (Zebra TC52)-Routine Use, Continued

**Procedure-
 Patient Orders
 and Collection,**
 continued

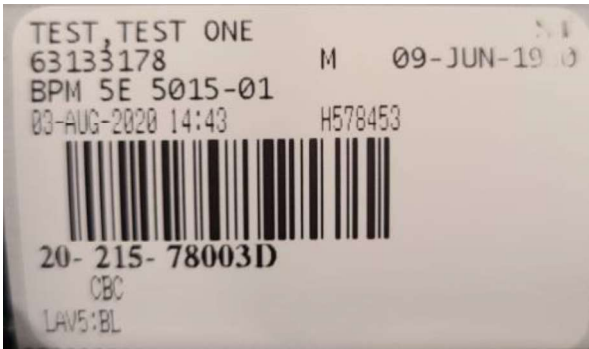
Step	Action
9	<p>Follow local protocol for documentation of specimen source.</p> <p>Tap the source dropdown and select applicable source.</p> 

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MediCopia Handheld Device (Zebra TC52)-Routine Use,

Continued

**Procedure-
Patient Orders
and Collection,**
continued


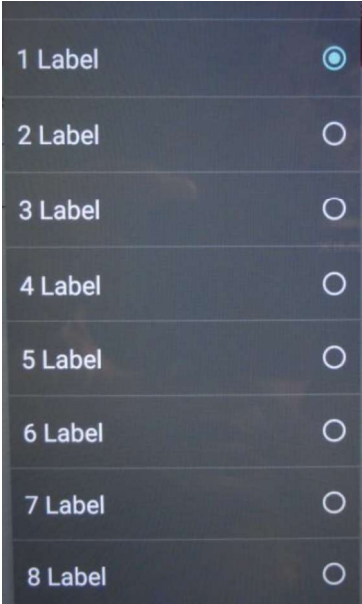
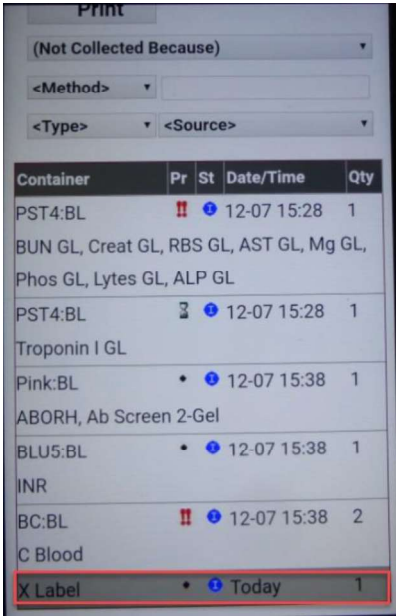
Step	Action
10	<p>After specimen collection, tap the print button to generate the MediCopia Cerner label for the corresponding orders selected.</p>   <p style="color: red; font-weight: bold; text-align: center; margin-top: 10px;">NEVER PREPRINT LABEL(S) IN MEDICOPIA!</p>

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MediCopia Handheld Device (Zebra TC52)-Routine Use,

Continued

**Procedure-
Patient Orders
and Collection,
continued**

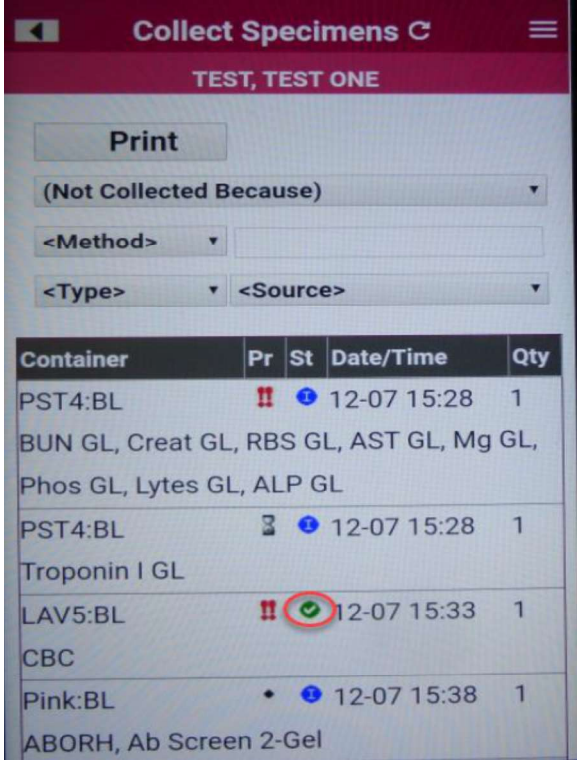
Step	Action
11	<p>To print X-Labels (Rainbow), select Rainbow, select the number of labels desired then collect as described above.</p> <div style="display: flex; justify-content: space-around;"> <div style="width: 45%;">  </div> <div style="width: 45%;">  </div> </div> <div style="margin-top: 10px;">  </div>

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MediCopia Handheld Device (Zebra TC52)-Routine Use,

Continued

**Procedure-
Patient Orders
and Collection,**
continued

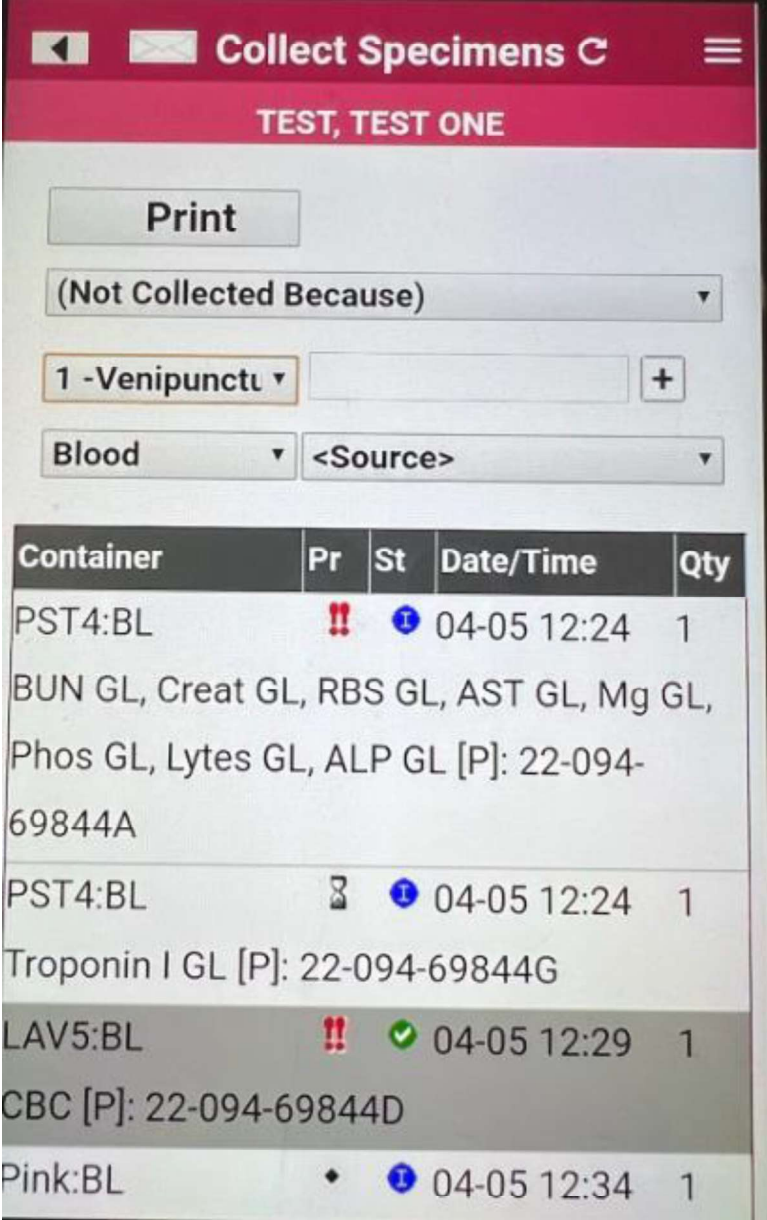
Step	Action
12	<p>After clicking the print button, a “√” will appear under the “ST” header for all collected orders.</p>  <ul style="list-style-type: none"> This will send a message to Cerner with status updated as “Collected” with collection information (collector NUID Collection Date and Time). Cerner will then update KPHC order
13	Transport collected specimens to laboratory per local protocol.

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MediCopia Handheld Device (Zebra TC52)-Routine Use, Continued

**Procedure-
 Reprinting
 label(s)**

Follow the steps below to reprint label(s)

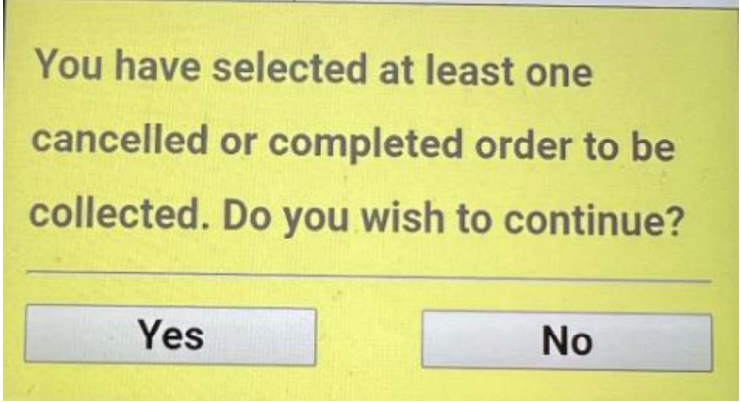
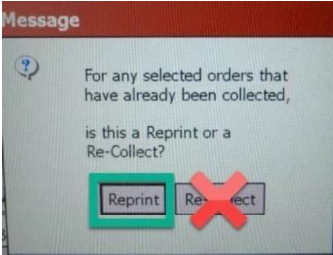
Step	Action																																								
1	<p>To reprint a label (printer malfunction, or other reason) Highlight order for reprinting, select Method then tap print button.</p>  <p>The screenshot shows the 'Collect Specimens' interface on a handheld device. At the top, there is a red header with a back arrow, an envelope icon, the text 'Collect Specimens', and a refresh icon. Below the header is a red bar with the text 'TEST, TEST ONE'. A 'Print' button is visible. Below the button is a dropdown menu currently set to '(Not Collected Because)'. Underneath is a section with '1 -Venipunctu' in a dropdown, an empty input field, and a '+' button. Below that is another dropdown set to 'Blood' and a '<Source>' dropdown. At the bottom is a table of specimen orders:</p> <table border="1"> <thead> <tr> <th>Container</th> <th>Pr</th> <th>St</th> <th>Date/Time</th> <th>Qty</th> </tr> </thead> <tbody> <tr> <td>PST4:BL</td> <td>!!</td> <td>i</td> <td>04-05 12:24</td> <td>1</td> </tr> <tr> <td colspan="5">BUN GL, Creat GL, RBS GL, AST GL, Mg GL, Phos GL, Lytes GL, ALP GL [P]: 22-094-69844A</td> </tr> <tr> <td>PST4:BL</td> <td></td> <td>i</td> <td>04-05 12:24</td> <td>1</td> </tr> <tr> <td colspan="5">Troponin I GL [P]: 22-094-69844G</td> </tr> <tr> <td>LAV5:BL</td> <td>!!</td> <td>✓</td> <td>04-05 12:29</td> <td>1</td> </tr> <tr> <td colspan="5">CBC [P]: 22-094-69844D</td> </tr> <tr> <td>Pink:BL</td> <td>•</td> <td>i</td> <td>04-05 12:34</td> <td>1</td> </tr> </tbody> </table>	Container	Pr	St	Date/Time	Qty	PST4:BL	!!	i	04-05 12:24	1	BUN GL, Creat GL, RBS GL, AST GL, Mg GL, Phos GL, Lytes GL, ALP GL [P]: 22-094-69844A					PST4:BL		i	04-05 12:24	1	Troponin I GL [P]: 22-094-69844G					LAV5:BL	!!	✓	04-05 12:29	1	CBC [P]: 22-094-69844D					Pink:BL	•	i	04-05 12:34	1
Container	Pr	St	Date/Time	Qty																																					
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Pink:BL	•	i	04-05 12:34	1																																					

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MediCopia Handheld Device (Zebra TC52)-Routine Use,

Continued

**Procedure-
Reprinting
label(s),
continued**

Step	Action
2	<p>Select yes and then tap Reprint button and label will be generated from printer.</p> <div style="text-align: center; margin: 10px 0;">  </div> <p style="color: red; margin: 0;">Never use the re-collect button in the MediCopia Application.</p> <ul style="list-style-type: none"> This information does not update in Cerner and can lead to inaccurate resulting for the patient. If you are recollecting a specimen you will need to request a new order be placed in KPHC. <div style="display: flex; align-items: flex-start; margin-top: 10px;"> <div style="flex: 1;">  </div> <div style="flex: 1; padding-left: 10px;"> <p>Tap "X" in upper right corner to leave patient screen</p> </div> </div>

Continued on next page

MediCopia Handheld Device (Zebra TC52)-Routine Use , Continued

Controlled Documents

The following controlled documents support this procedure.

Procedure for Venipuncture
MediCopia Administrator Website
Attachment A: How to Disinfect and Clean the Mobile Device/Zebra Printer
Attachment B: Time Selection/Locations
Attachment C: MediCopia Symbols
Attachment D: Navigation in Task Tab
Attachment E: Order Filter
Attachment F: Navigation for Icons
Attachment G: Rainbow/"X" Label
Attachment H: Change Scheduled Time
Attachment I: Instant Messaging
Attachment J: Reschedule
Attachment K: Notes

Non-Controlled Documents

The following non-controlled documents support this procedure.

MediCopia User Reference Guide

Authors

- Preanalytical Processing Work Group
- David Lucas, MediCopia Systems Administrator
- Jabir Bekele, MediCopia Systems Administrator

Attachment A: How to disinfect and Clean the Mobile Device/Zebra Printer

Approved Cleaning Agent Ingredients

<p>The cleaning agents used to disinfect and clean the printer must contain one of the active ingredients listed below:</p> <ul style="list-style-type: none"> • Isopropyl and Ethyl alcohol (including wipes) • Ammonium • Hydrogen peroxide • Phosphoric acid • Bleach/sodium hypochlorite • Mild dish soap <p>Note: It may be dangerous to combine some or all of the chemicals listed above. As such, always follow the prescribed directions on the approved cleaning agent from the list below.</p> <p>Approved Cleaning Agents</p> <p>Alcohols:</p> <ul style="list-style-type: none"> • Ethanol (ethyl alcohol) • Isopropanol (isopropyl alcohol; IPA) 70% • Isopropyl alcohol • Super Sani-Cloth® (PDI) • Sani-Cloth® Plus (PDI) • Alcohol Prep Pads (PDI) • CaviWipes™ (Metrex) • Windex® Blue (S.C. Johnson) • CaviCide® (Metrex) • Viraguard® (Veridien) 	<p>Hydrogen Peroxide/Acid:</p> <ul style="list-style-type: none"> • Hydrogen peroxide • Oxivir® Spray (Diversey) • Virex® 5 Wipes (Diversey) • CidexPlus® (Johnson & Johnson) • Lysol® Healthcare • Wescodyne® <p>Ammonium:</p> <ul style="list-style-type: none"> • Ammonium Chloride • 409® Glass and Surface Cleaner (Clorox) • Virex® 256 (Diversey) • Sani-Cloth® HB (PDI) • MadaCide-1 (Mada Medical) • Super HDQ® L 10 (Spartan) <p>Bleach:</p> <ul style="list-style-type: none"> • Dispatch® (Clorox) • Bleach/sodium hypochlorite solution • Cloro-Wipe® Towelette (Surgipath) • Clorox® Healthcare Dispatch • Sani-Cloth Bleach* (PDI) <p>Soap/Saline:</p> <ul style="list-style-type: none"> • Saline 10% • Ethylene Glycol • Mild dish soap <p>Active ingredients or cleaning agents not listed on this page should not be used.</p>
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Attachment A: How to disinfect and Clean the Mobile Device/Zebra Printer, Continued

Note: Some common hand sanitizers used in the healthcare environment may contain some of the harmful chemicals listed above. Please dry your hands completely before handling the printer to prevent inadvertent contamination and damage to the plastic

Regular Cleaning and Disinfecting

The following steps should be taken by healthcare workers in order to disinfect their mobile device/printer after or prior to use.

Caution• Do not spray or spill any liquid on the device/printer or allow liquid to pool up on any surfaces. Liquids entering the device/printer can lead to damage of the sensitive electronics.

1. Cleaning the display

- Do not allow any abrasive materials to touch the display.
- Remove any dirt particles with a damp cloth.
- Wipe the display window using a cloth moistened with one of the approved cleaning agents.
- Do not spray cleaning directly onto the display window.
- Do not let liquid pool around or on the display window.
- After cleaning, dry the display with a soft, non-abrasive cloth to prevent streaking.

2. Cleaning the device/printer housing

- Never apply cleaning agent directly to the device/printer.
- Dampen a soft cloth with one of the approved cleaning agents. Do not saturate the cloth, which could lead to excess liquid entering the device/printer.
- Gently wipe all plastic surfaces thoroughly.
- Do not wrap the device/printer in the pre-moistened cloth.
- If necessary, use a cotton-tipped applicator to reach tight areas

Regular Cleaning and Disinfecting-con't

3. Cleaning the device/printer keypad

- Dampen a soft cloth as previously described.
- Be sure to clean the device/printer keys, and if necessary, in between the keys, using a cotton-tipped applicator.

4. Drying

- Let the device/printer air dry before use.

Chemicals Known to Damage Plastics

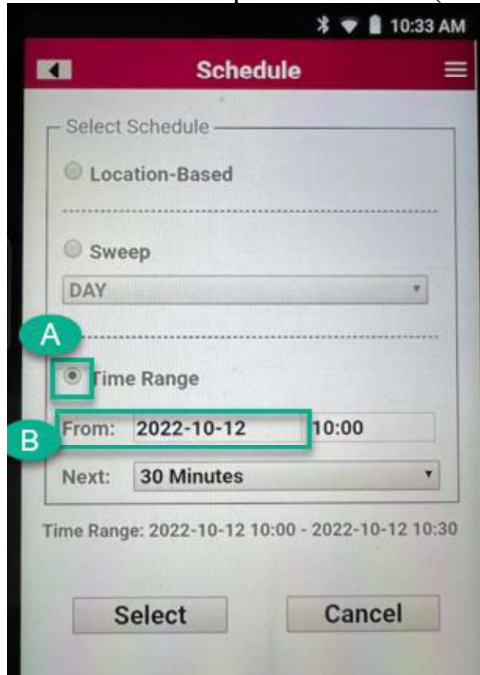
The following chemicals can potentially damage the plastics on the devices/printers and should **not** come in contact with the device/printer:

- Ammonia solutions
- Acetone
- Ketones
- Ethers
- Aromatic and chlorinated hydrocarbons
- Aqueous or alcoholic alkaline solutions
- Ethanolamine
- Toluene
- Trichloroethylene
- Benzene
- Carboic acid

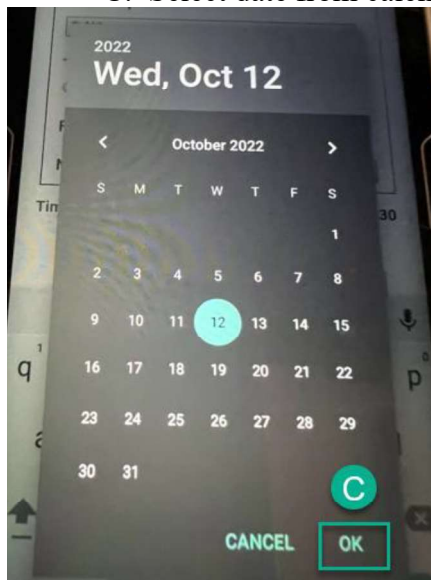
Attachment B: Time Selection/Locations

Time Selection

- A. Tap Time Range Bubble
- B. Tap to select date (From), if necessary



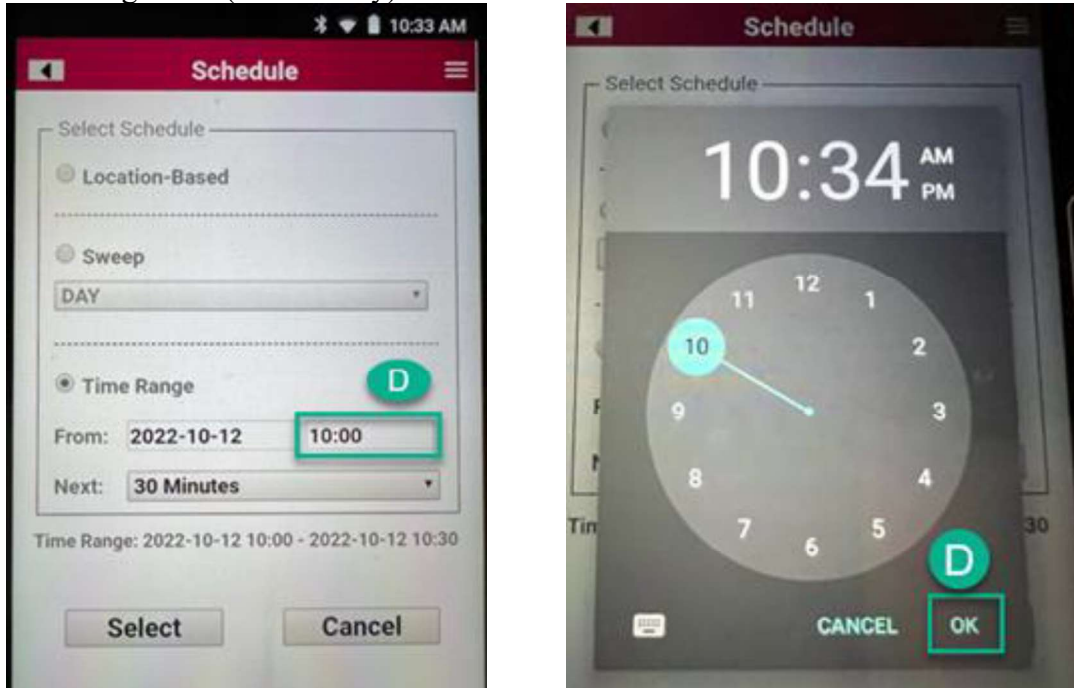
- C. Select date from calendar & click OK



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Attachment B: Time Selection/Locations, Continued

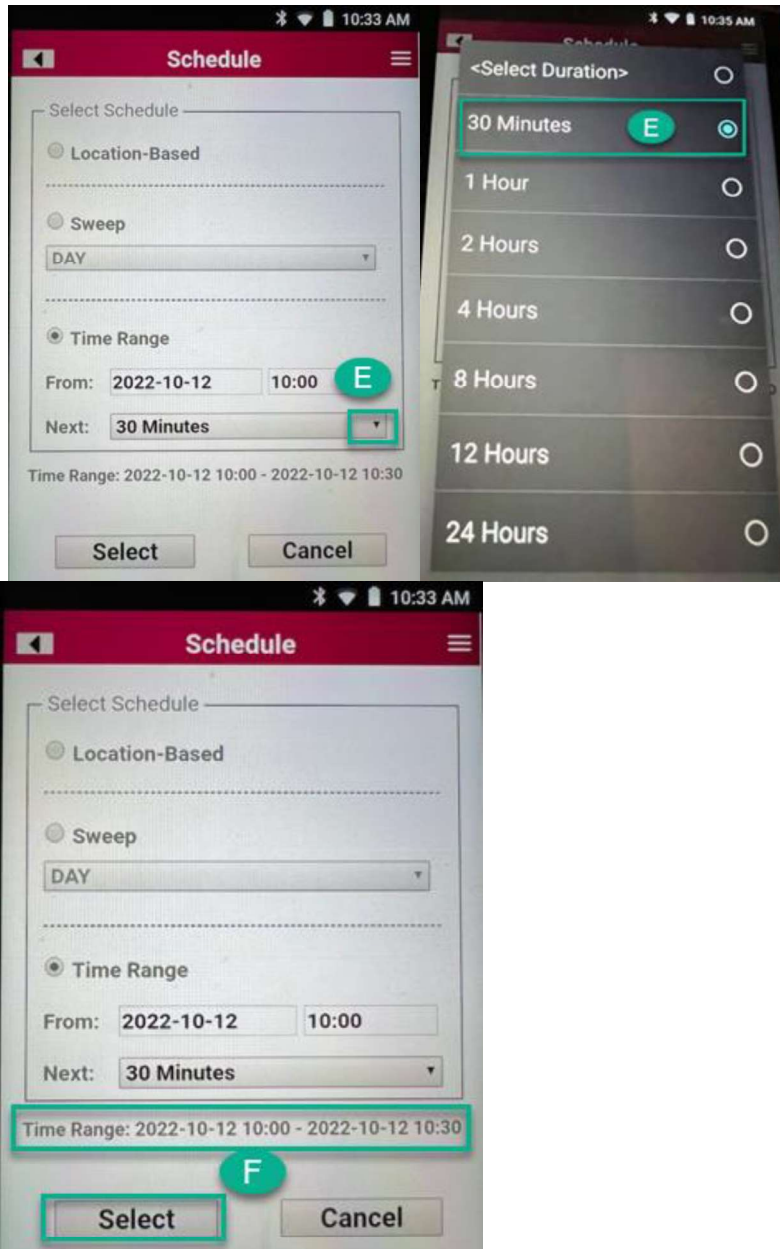
D. Change time (if necessary) & click OK.



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Attachment B: Time Selection/Locations, Continued

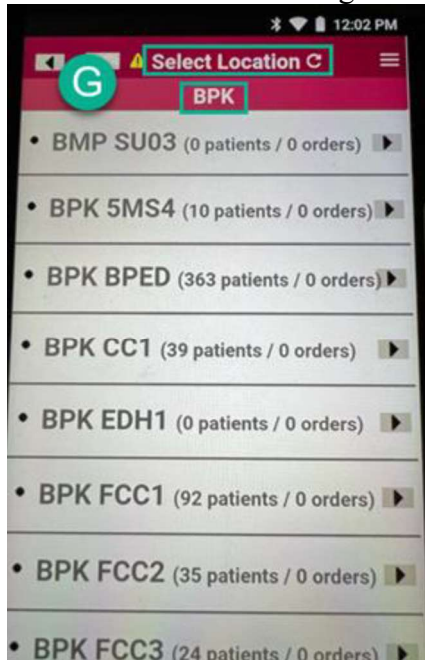
- E. Tap on applicable time frame dropdown
- F. Tap Select to confirm selection. *Note selected Time Range will show at the bottom.



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Attachment B: Time Selection/Locations, Continued










- G. After Sweep of Time selection, Location screen will automatically load. Tap 3 letter Medical Center designator to choose all locations



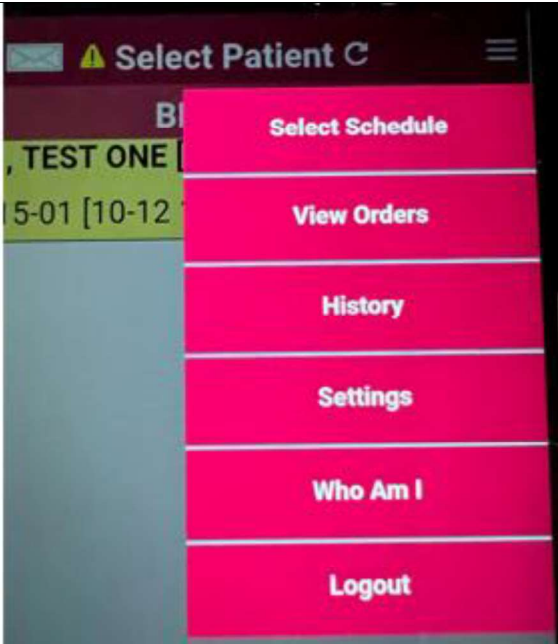
- H. To select specific units, tap the unit's name and they will become greyed out. Then tap Get Patients at the bottom of the screen.



Attachment C: MediCopia Symbols Legend

Symbol	Description
	Unit or Department Location
	Patient
	Status - Cancelled
	Status - Complete
	Status - Incomplete Routine
	Status - Incomplete STAT
	Status - Incomplete Timed
	Lattice Home
	Keyboard

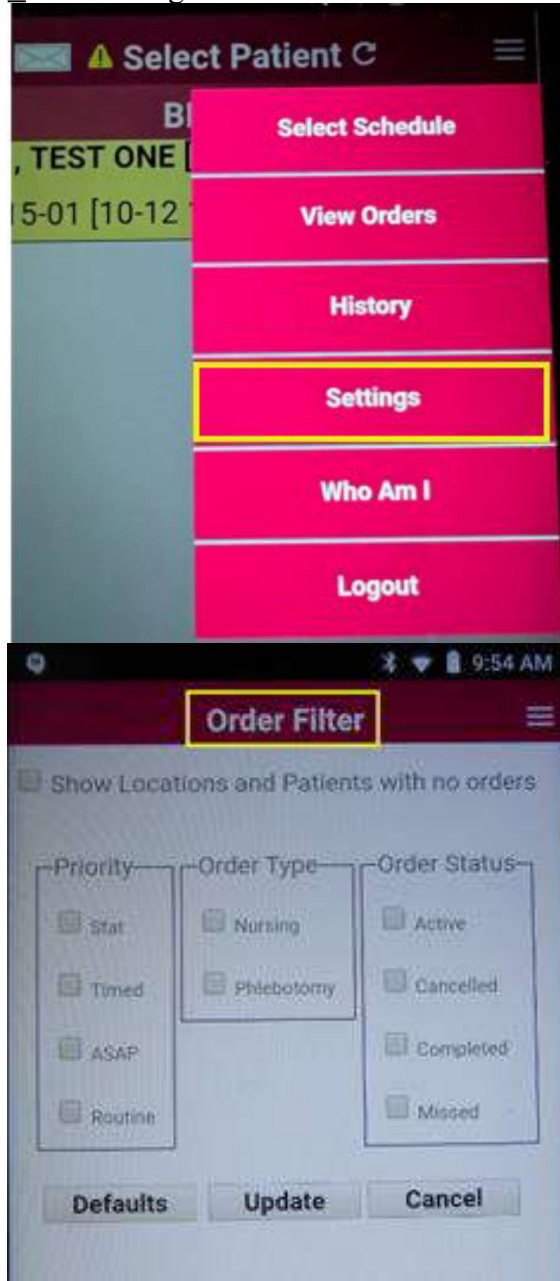
Attachment D: Navigation in Task Tab



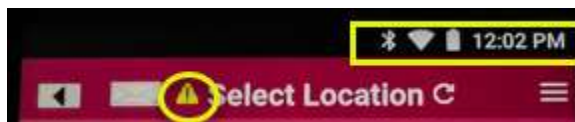
Menu Item	Action/Description
Select Schedule	Tap to return to Schedule/Locations screen
View Orders	Tap to change to Order View.
History	Tap to view patient history.
Settings	Tap to view current Order Filter settings.
Who Am I	Information on who is using current handheld and which printer is connected.
Logout	Tap to logout of MediCopia Application

Attachment E: Order Filter

Select Settings for Order Filter menu



Attachment F: Navigation for Icons

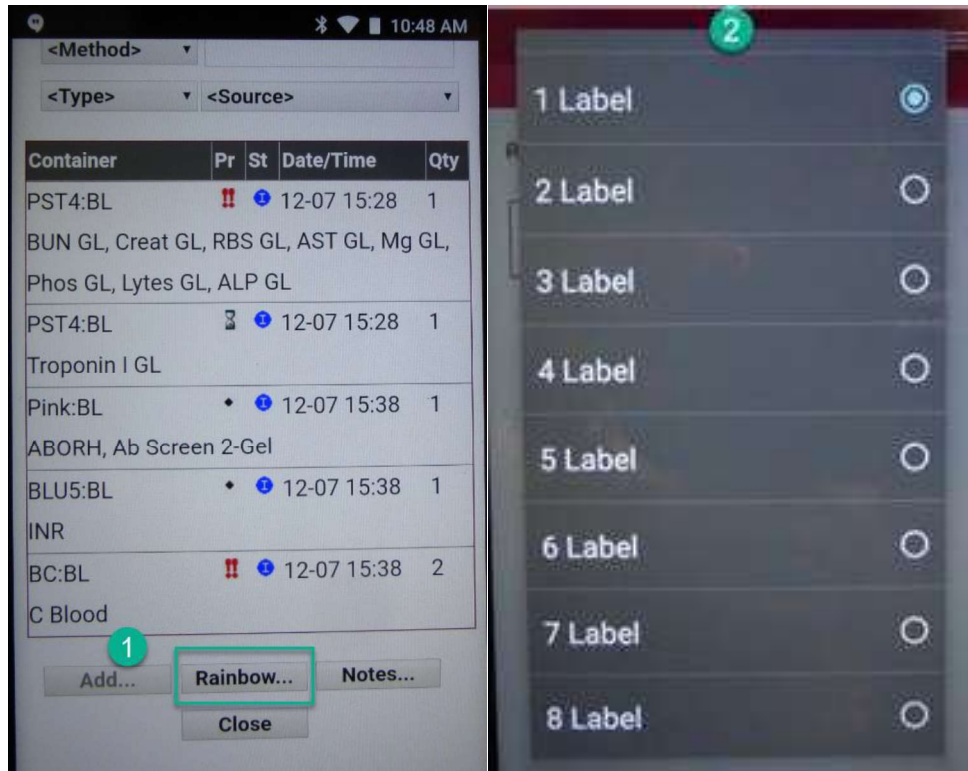


Icon	Description
Blue Tooth	Indicates Blue Tooth active
Cone	Connection Status. *Note: Not connected if seen with x.
Battery Icon	View Battery power.
Hazard Icon	Indicates the presence of STAT orders currently pending.

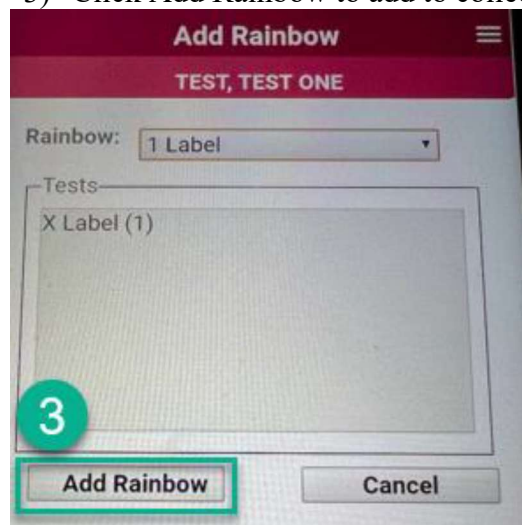
Attachment G: Rainbow"X" Label

To create a rainbow/X label

- 1) Tap the Rainbow order icon.
- 2) Tap number (1 Label, 2 Label, etc.) to select the number of labels needed for collection.



- 3) Click Add Rainbow to add to collection screen.

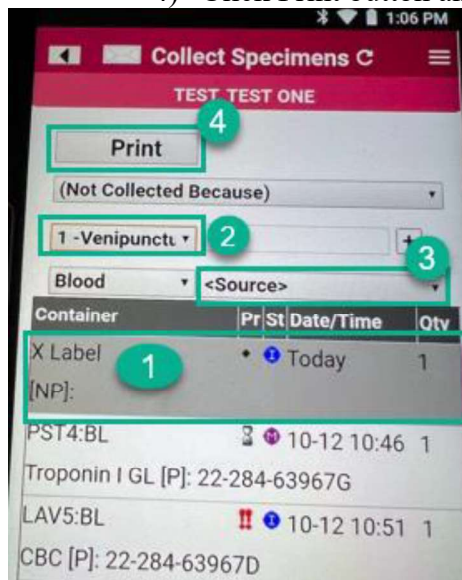


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Attachment G: Rainbow"X" Label, Continued

To collect:

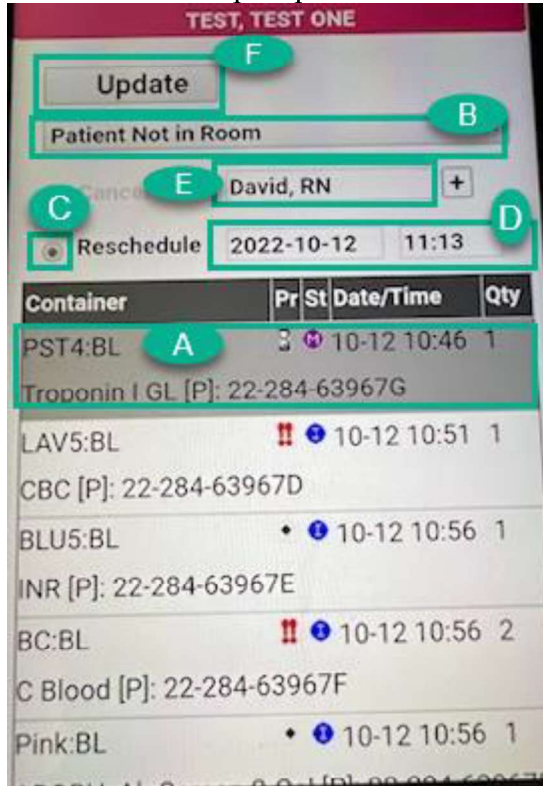
- 1) Make sure X-Label order is highlighted
- 2) Select Method
- 3) Select Source per local protocol
- 4) Click Print button and label will be generated



Attachment H: Change Scheduled Time

Change Scheduled time

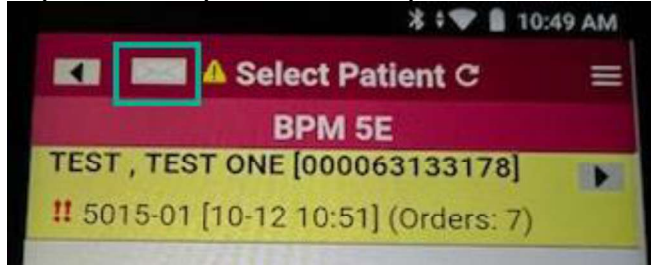
- A. Select test to be rescheduled.
- B. Select Not Collected reason.
- C. Select Reschedule button.
- D. Adjust Date & Time if needed.
- E. Free Text person notified.
- F. Tap "Update"



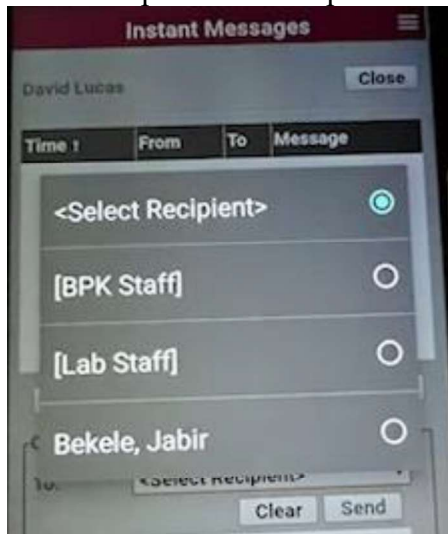
Attachment H: Instant Messaging

Block Label

Tap the Envelope icon at the top of the screen.



Select recipient from dropdown

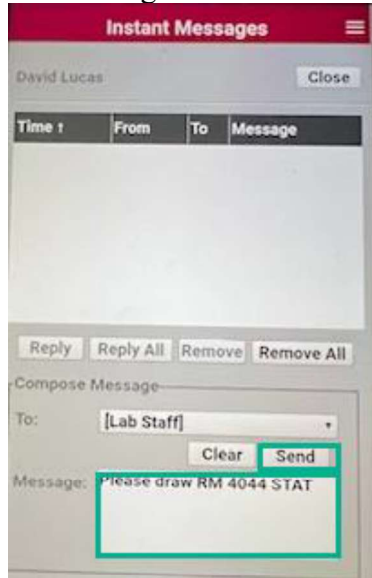


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Attachment H: Instant Messaging, Continued

Block Label,
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Type message into message field and tap enter on keyboard or “Send” button and message will be sent.



All Messages Screen



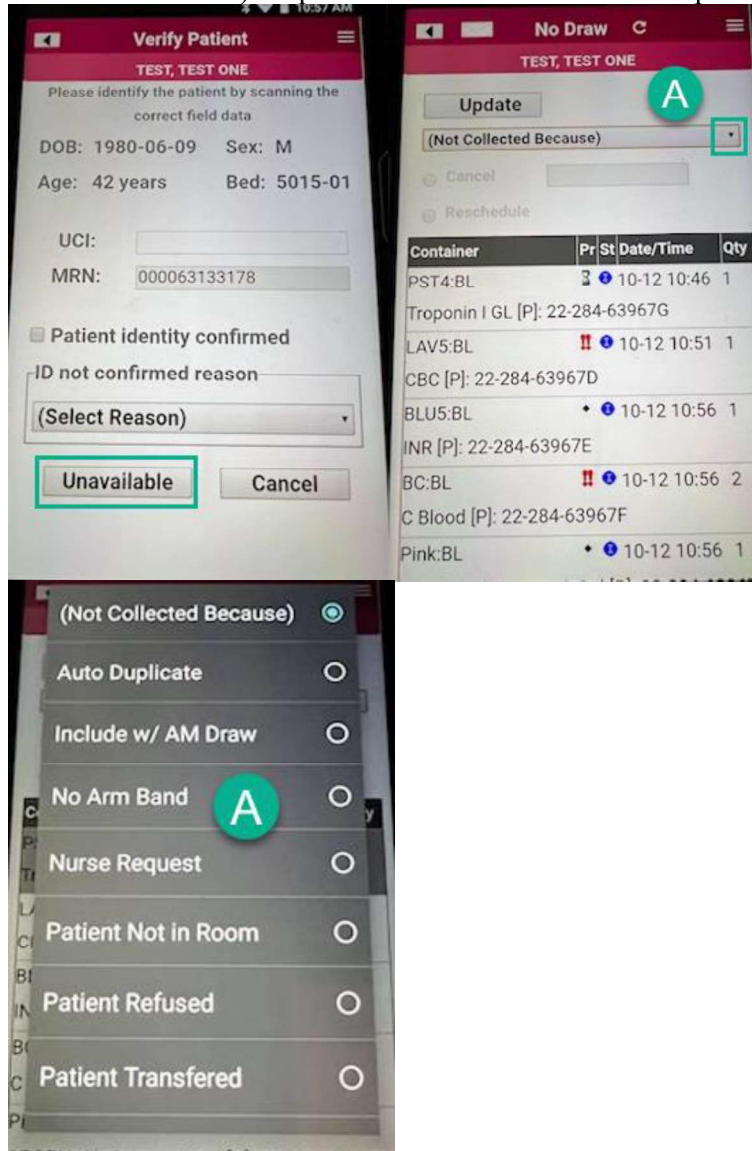
Tap “Close” button to leave screen.

Attachment I: Reschedule

Block Label

Tap “Unavailable” for patient order that needs to be rescheduled.

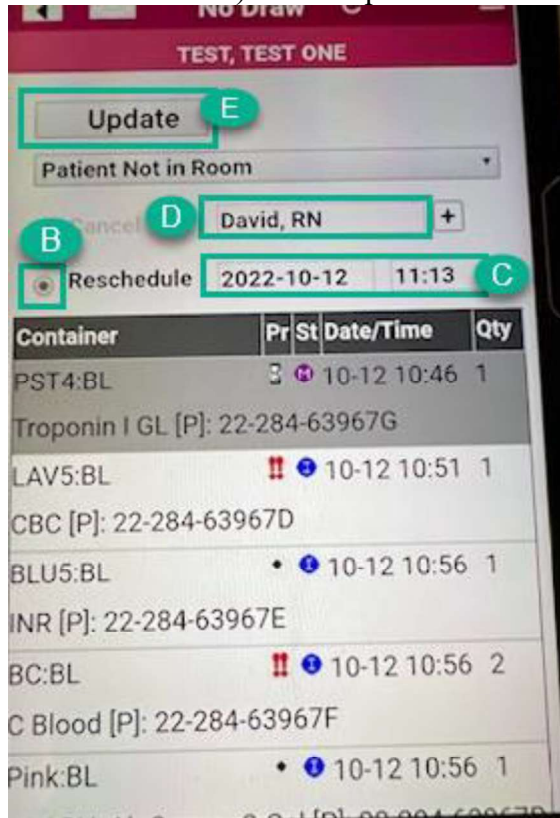
A) Tap “Not Collected Because” dropdown



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Attachment I: Reschedule, Continued

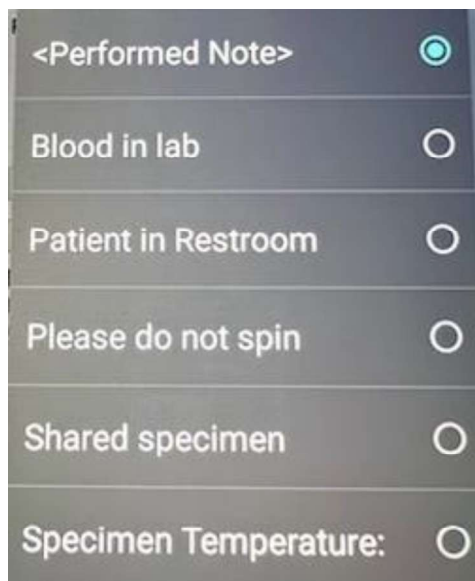
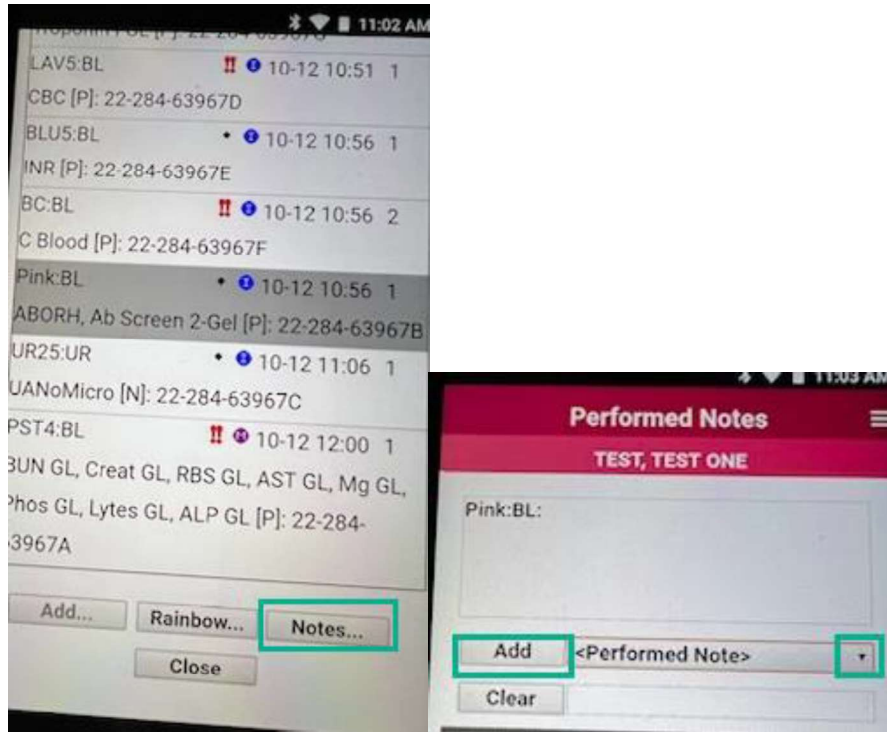
- B) Once reason is selected, tap “Reschedule” button.
- C) Adjust Date & Time as needed.
- D) Free text person notified.
- E) Click Update.



Attachment J: Notes

Block Label

Tap “Notes” button at the bottom of the Collection screen. Select Performed Note for canned message options then Add to input next to container information.

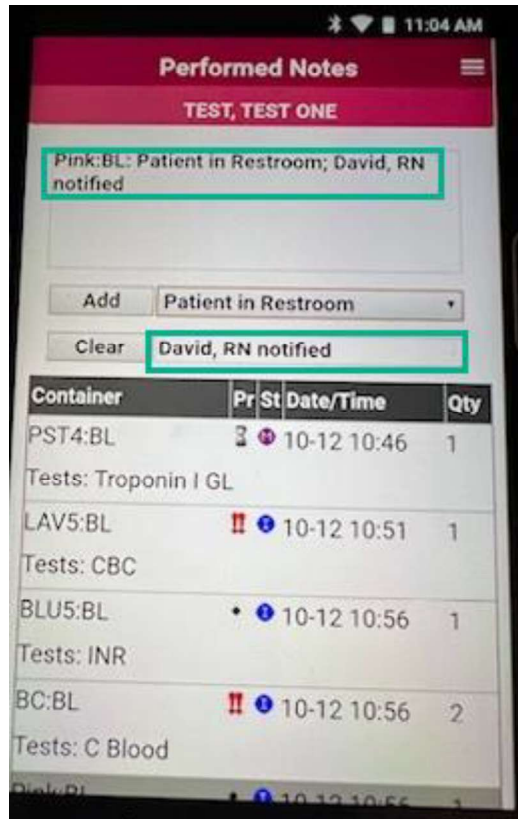


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Attachment J: Notes, Continued

Block Label,
 continued

- 1) To write a free text note tap on performed note and enter note
 - Click “Add” and note will be inputted next to container information
 - All Performed Note entries added will appear in MediCopia history



Signature Manifest

Document Number: SBMC-PPP-0728

Revision: 01

Title: MediCopia Handheld Device (Zebra TC52)-Routine Use

Effective Date: 03 Jan 2023

All dates and times are in Pacific Standard Time.

Preanalytic Regional Docs

Initial Approval

Name/Signature	Title	Date	Meaning/Reason
Jay Raymund Castaneto (K258559)	Assistant Lab Director	08 Dec 2022, 11:19:09 AM	Approved

Operations Director Approval

Name/Signature	Title	Date	Meaning/Reason
Janice Wolf (K119893)	Director Operations Area Lab	19 Dec 2022, 03:00:19 PM	Approved

Medical Director Approval

Name/Signature	Title	Date	Meaning/Reason
Sony Wirio (A478893)	Pathologist, Medical Director	26 Dec 2022, 07:07:08 PM	Approved