# Modifying Collection Date and Time

**Purpose**

This procedure provides instructions for modifying a collection date and/or time in Cerner.

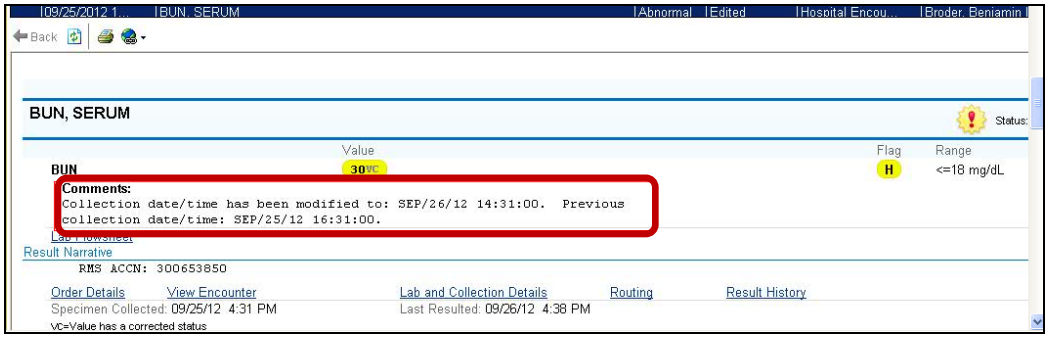
**Scope**

This procedure is intended for all users.

**Policy**

The policy for modifying a collection date and time for specimens accessioned for Cerner requires the following actions:

- The provider or designee notifies the laboratory requesting a collection date and/or collection time correction.
- The appropriate lab staff modifies the collection date and/or collection time in Cerner using the **Modify Collections** pathway.
- A **Modified** message is automatically triggered and sent to KPHC (see example below) for GenLab Module accessions only.
- For Microbiology Module accessions, the change in the collection date/time must be documented by clicking on the **Comments** icon in the toolbar and entering the information in the **Order Note** window (licensed personnel only).

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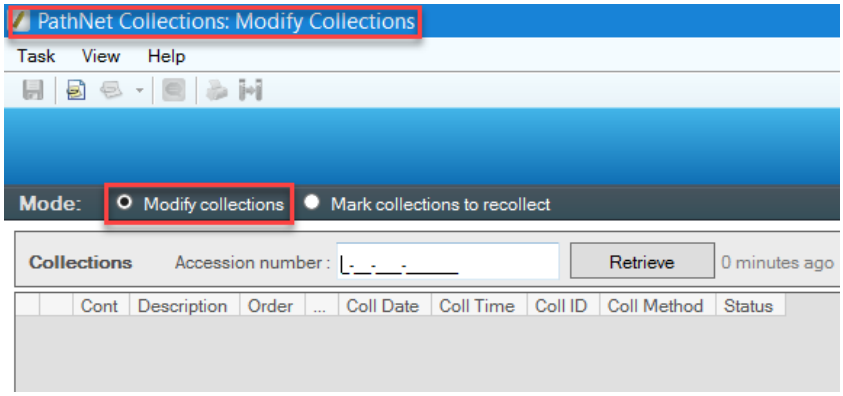
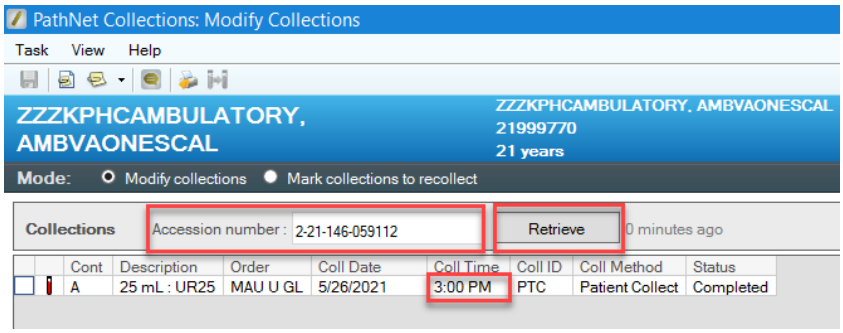
# Modifying Collection Date and Time, Continued

**Modifying Collection Date/Time**

Follow the steps below to modify a collection date and/or collection time.

| Step | Action | Icon |
|---|---|---|
| 1 | • Click on the **Modify Collections** icon on the Cerner Applications Bar (AppBar).<br>• The **PathNet Collections: Modify Collections** window opens.<br>• Under **Mode**, make sure that the **Modify collections** radio dial is selected.<br>  | |
| 2 | • Scan or type the Accession Number in the **Accession Number** field.<br>• Click on **Retrieve**.<br>• Locate the field(s) that contain an incorrect date and/or time.<br>  | |

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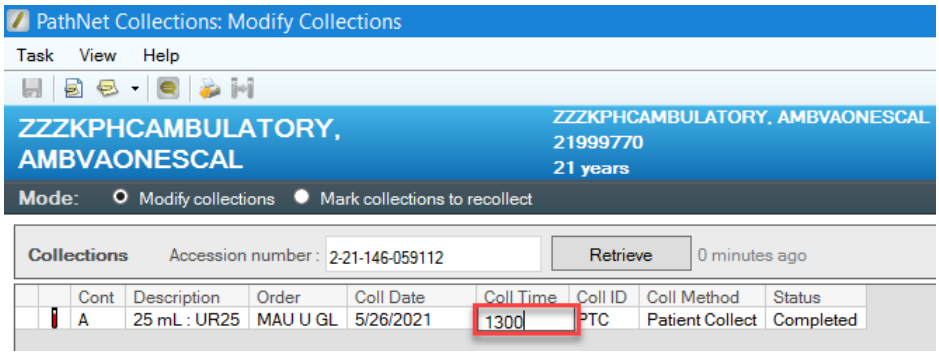
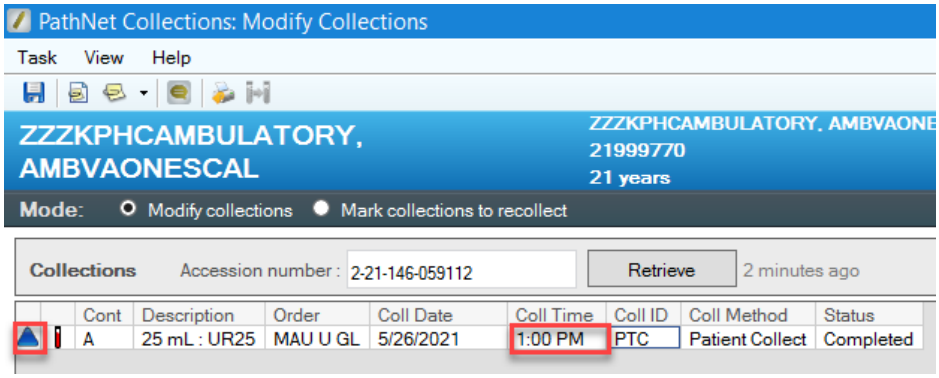
# Modifying Collection Date and Time, Continued

**Modifying Collection Date/Time,** continued

| Step | Action |
|---|---|
| 3 | • Double-click on the information that needs to be modified and data enter the new information.<br>  <br>• Press **Enter**. The display shows the correction. Also, a blue triangle displays in the far left-hand column.<br>  |

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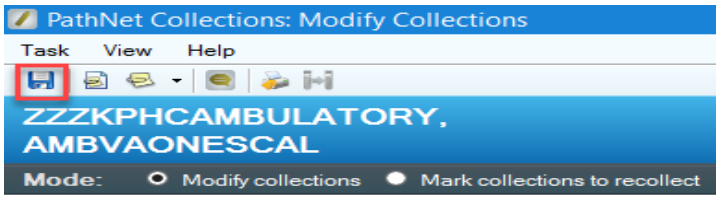
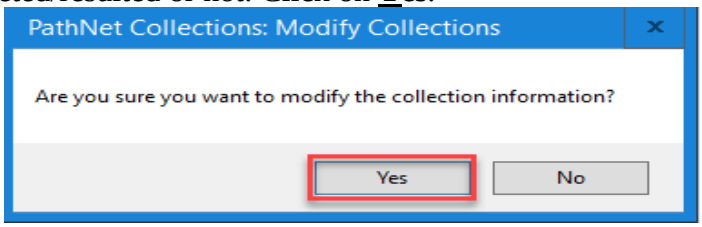
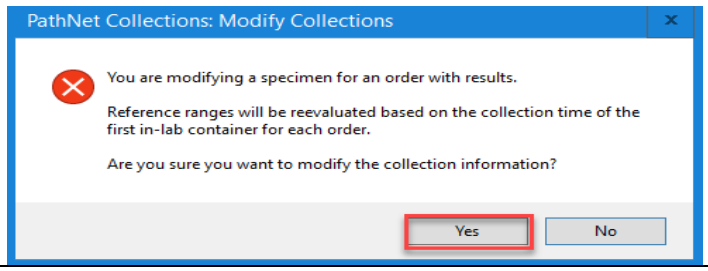
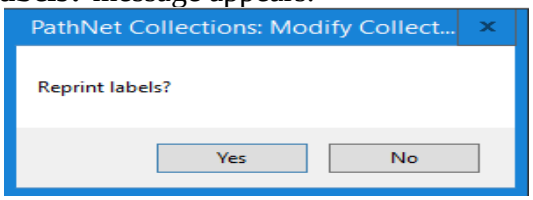
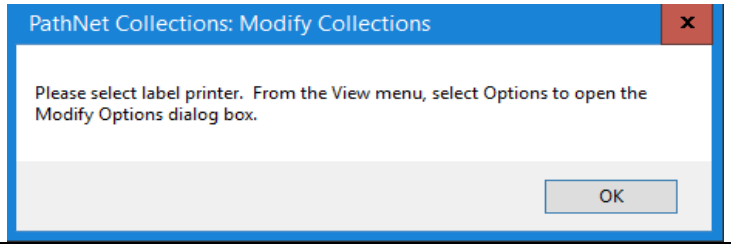
# Modifying Collection Date and Time, Continued

**Modifying Collection Date/Time,** continued

| Step | Action |
|---|---|
| 4 | • Click on the **Save** icon in the toolbar.<br>  <br>• A **Modify Collections** inquiry appears, showing either one of the following messages depending on whether the accession has been completed/resulted or not. Click on **Yes**.<br>  <br>  |
| 5 | • A **Reprint Labels?** message appears.<br>  <br>• If **No** is selected, the **Modify Collections** window closes.<br>• If **Yes** is selected, the message below appears.<br>• Click on **OK**.<br>  |

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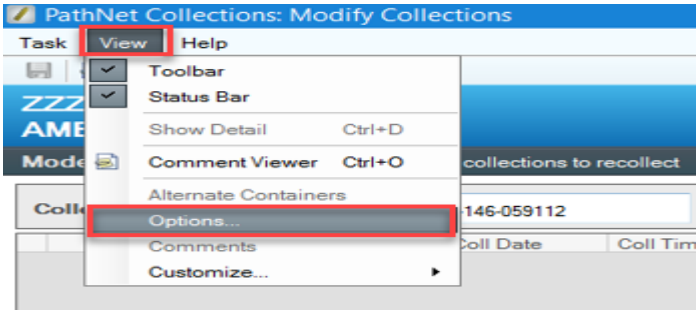
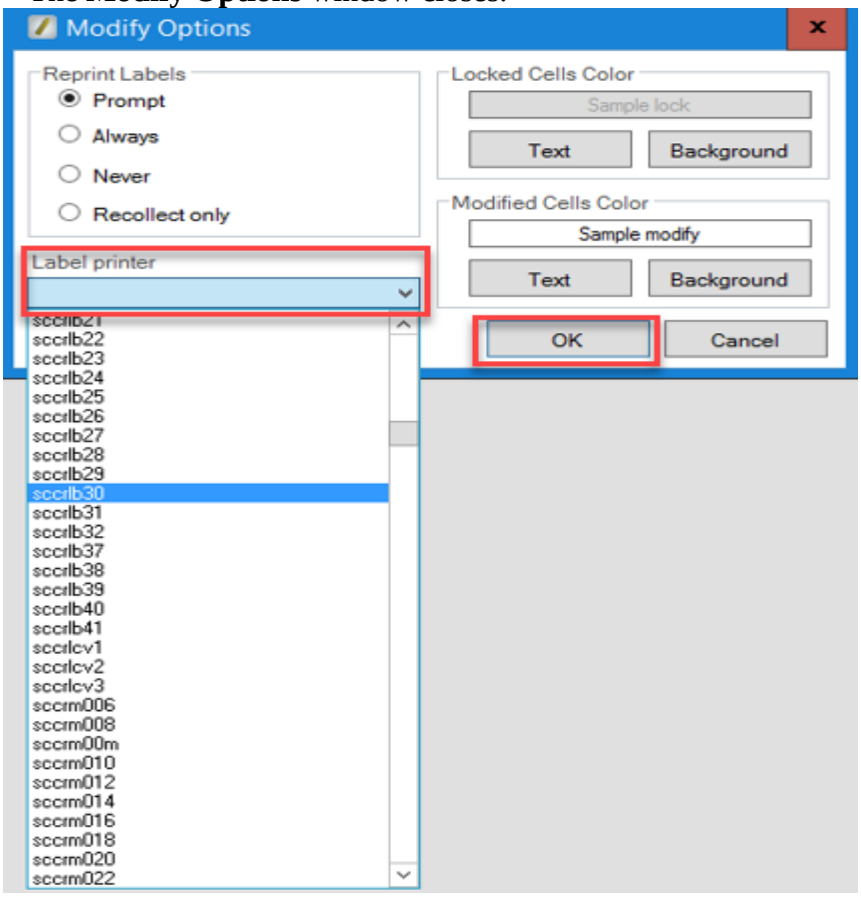
# Modifying Collection Date and Time, Continued

**Modifying Collection Date/Time,** continued

| Step | Action |
|---|---|
| 6 | • From the **View** menu, select **Options.**<br>  <br><br>• **Modify Options** window opens.<br>• Select a **Label Printer** from the drop-down list. Click on **OK**.<br>• The **Modify Options** window closes.<br>  <br> |

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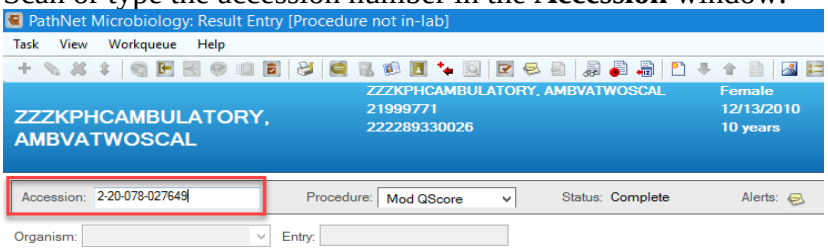
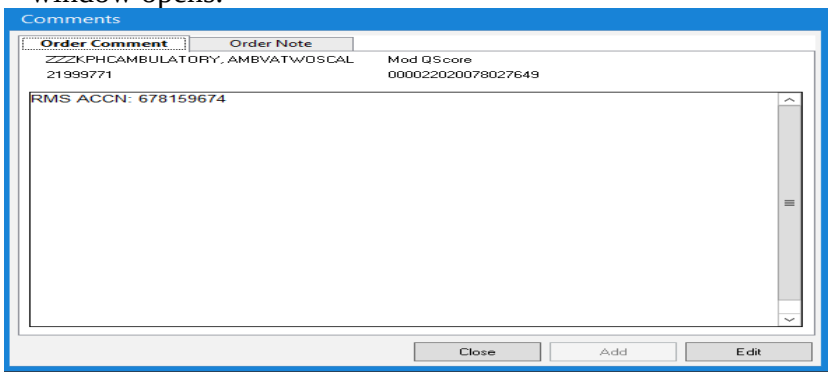
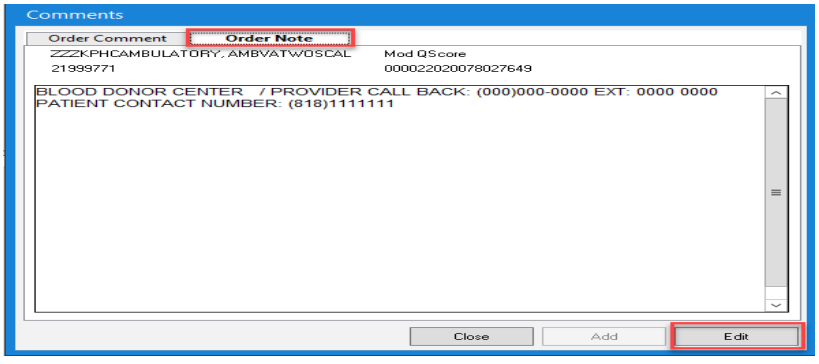
# Modifying Collection Date and Time, Continued

**Documenting the Change in Collection Date and Time: Microbiology Result Entry**

Follow the steps below to document the change in the collection date/time for Microbiology module accessions using the **Comments** icon in **Microbiology Result Entry** (licensed personnel only).

| Step | Action | Icon |
|---|---|---|
| 1 | Click on the **Microbiology Result Entry** button on the Cerner AppBar. | |
| 2 | Scan or type the accession number in the **Accession** window.<br>  | |
| 3 | • Click on the **Comments** icon on the toolbar. The **Comments** window opens.<br>  <br>• Click on the **Order Note** tab. Then click on **Edit** on the **Comments** window.<br>  | |

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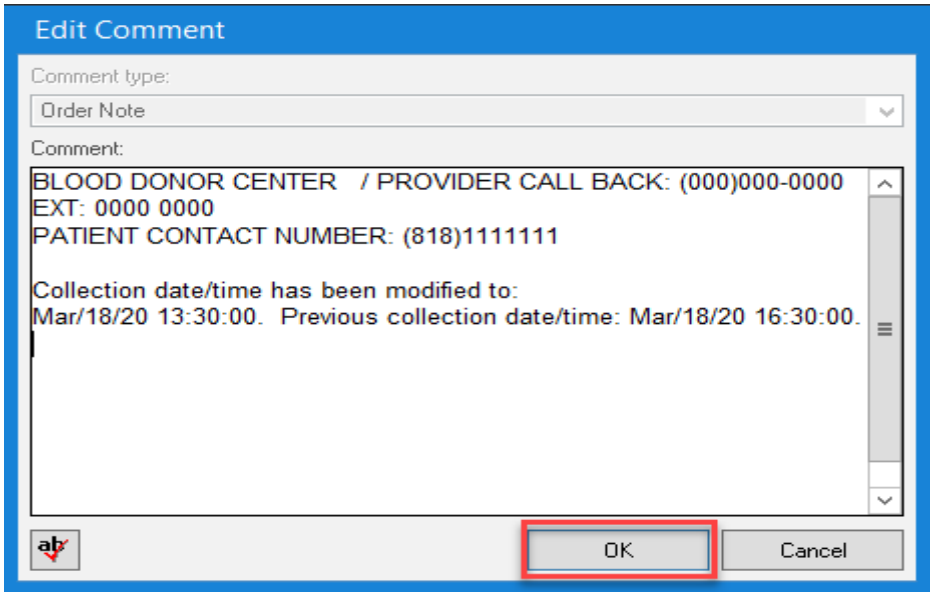
# Modifying Collection Date and Time, Continued

**Documenting Notes: Microbiology Result Entry, continued**

| Step | Action |
|---|---|
| 4 | • The **Edit Comment** window opens.<br>• Do not remove any existing provider information comments already in place.<br>• Type the modified collection time/date following the format below.<br>• Click on **OK**.<br>  |
| 5 | Click on **Close** to exit the **Comments** window. |

**Controlled Documents**

The following controlled documents support this procedure.

| Job Aid |
|---|
| Modify Collections |
| Pocket Guide – Receptionists |
| Pocket Guide – Lab Assistant |
| Pocket Guide – Lab Assistant SWL |
| Pocket Guide – SPD and CSC SWL |
| Pocket Guide – CLS MC/MOB |
| Pocket Guide – CLS SWL |