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).
	IO92/25/2012 1 IBUN. SERUM IAbnormal IEdited IHosoital Encou IBroder. Beniamin Image: Back Image Image: Bun, SERUM Image: Bun, Serum

Collection date/time: SEP/25/12 16:31:00.
Lat nowsness
Result Narrative

RMS ACCN: 300653850

Order Details View Encounter Lab and Collection Details Routing Result History
Specimen Collected: 09/25/12 4:31 PM Last Resulted: 09/26/12 4:38 PM
Ve-Value has a corrected status

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Step	Action	Ico
1	 Click on the Modify Collections icon on the Cerner Applications Bar (AppBar). The PathNet Collections: Modify Collections window opens. Under Mode, make sure that the Modify collections radio dial is selected. 	
	PathNet Collections: Modify Collections Task View Help I S S - S - S - S - S - S - S - S - S -	
	Mode: O Modify collections Mark collections to recollect Collections Accession number : Retrieve 0 minutes ago Cont Description Order Coll Date Coll Time Coll ID Coll Method Status	
2	Scan or type the Accession Number in the <u>Accession Number</u> field.	
	 Click on <u>Retrieve</u>. Locate the field(s) that contain an incorrect date and/or time. PathNet Collections: Modify Collections 	
	Task View Help Image: Second Seco	

Cont Description Order Coll Date A 25 mL : UR25 MAU U GL 5/26/2021

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Coll Method Status Patient Collect Completed

Coll Time Coll ID 3:00 PM PTC

Step Action 3 • Double-click on the information that needs to be modified and data enter the new information. PathNet Collections: Modify Collections Task View Help 🗟 🗟 🕶 🧧 ≽ 🕅 ZZZKPHCAMBULATORY, AMBVAONESCAL ZZZKPHCAMBULATORY, 21999770 AMBVAONESCAL 21 years Mode: O Modify collections O Mark collections to recollect Collections Accession number : 2-21-146-059112 Retrieve 0 minutes ago Cont Description Order Coll Date A 25 mL : UR25 MAU U GL 5/26/2021 Coll Time Coll ID Coll Method Status A 1300 Patient Collect Completed PTC • Press Enter. The display shows the correction. Also, a blue triangle displays in the far left-hand column. PathNet Collections: Modify Collections Task View Help

Modifying Collection Date/Time, continued

ZZZKPH	ICAMBULA DNESCAL	ATORY,		Z 2 2	ZZKPHC 199977(1 years	AMBULATORY	, AMBVAC
Mode: C	Modify collecti	number : 2.	rk collections to	recollect	Retrie	ve 2 minute	s ago
	Description	Order	Coll Date	Coll Time	Coll ID	Coll Method	Status

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Modifying Collection Date/Time, continued



ep		Action
	• From the <u>V</u>iew menu, selec	ct <u>Options.</u>
	PathNet Collections: Modify	Collections
	Task View Help	
	Toolbar	
	ZZZZ Status Bar	
	AME Show Detail Ctrl	I+D
	Mode 🗟 Comment Viewer Ctr	I+O collections to recollect
	Alternate Containers	146.059112
	Options	Coll Date Coll Tim
	Customize	
	• Modify Options window of	opens.
	• Select a Label Printer from	m the drop-down list. Click on OK .
	• The Modify Options wind	low closes.
	Modify Options	x
	Reprint Labels	Locked Cells Color
	© Prompt	Sample lock
	⊖ Always	Text Background
	O Never	
	O Recollect only	Modified Cells Color
		Sample modify
	Label printer	Text Background
	SCOID 21	
	scorlb22	OK Cancel
	scelb23	
	sccrlb25	
	seedb26	
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	scorib26 scorib27 scorib28 scorib29 scorib30 scorib31 scorib32 scorib33 scorib39 scorib39 scorib40 scorib40 scorib41 scoricv1 scoricv2 scoricv3 scorin008 scorim00m scorim00m	
	sccrib26 sccrib27 sccrib28 sccrib30 sccrib31 sccrib32 sccrib37 sccrib38 sccrib39 sccrib40 sccrib40 sccrib41 sccricv1 sccricv2 sccricv3 sccricv3 sccrim006 sccrm008 sccrm010 sccrim012	
	sccrib26 sccrib27 sccrib28 sccrib30 sccrib31 sccrib32 sccrib37 sccrib38 sccrib39 sccrib40 sccrib40 sccrib41 sccricv1 sccricv2 sccricv3 sccricv3 sccrim006 sccrim010 sccrim012 sccrim014	
	sccrib26 sccrib27 sccrib28 sccrib30 sccrib31 sccrib32 sccrib32 sccrib32 sccrib39 sccrib40 sccrib40 sccrib41 sccricv1 sccricv2 sccricv3 sccricv3 sccricv3 sccrim006 sccrim008 sccrim010 sccrim014 sccrim016 sccrim019	
	sccrib26 sccrib27 sccrib28 sccrib30 sccrib31 sccrib32 sccrib37 sccrib38 sccrib39 sccrib40 sccrib40 sccrib41 sccricv2 sccricv3 sccricv3 sccrim006 sccrm006 sccrm0008 sccrm010 sccrm012 sccrm014 sccrm018 sccrm020	

Modifying Collection Date/Time, continued

Documenting the Change in Collection Date and Time: Microbiology Result Entry	Follow Microf Result	the steps below to document the change in the collection date/time biology module accessions using the Comments icon in Microbiol Entry (licensed personnel only).	e for logy
	Step	Action	Icon
	1	Click on the Microbiology Result Entry button on the Cerner AppBar.	1
	2	Scan or type the accession number in the Accession window. PathNet Microbiology: Result Entry [Procedure not in-lab] Task View Workqueue Help + * * * * * * * * * * * * * * * * * * *	

	Organism: v Entry.	
3	• Click on the Comments icon on the toolbar. The Comments	
	window opens.	1
	Comments	

Order Comment: Order Note ZZENPHCAMEULATORY, AMEVATWOSCAL Mod QScore 000022020078027649 MAS ACCN: 678159674 Close Add Edit Close Add Edit	Comments				
ZZZKPHCAMBULATORY, AMBVATWOSCAL Mod 03core 000022020078027649 MIS ACCN: 678159674 Close Add Edit Close Add Close Add Edit Close Add Edit Close Add Edit Close Add Edit Close Add Add Add Add Add Add Add Add Add Ad	Order Comment Order Note				
UNUDU202007802764 This ACCN: 678159674 Close Add Edit Close Add Edit Click on the Order Note tab. Then click on Edit on the Comments window. Comments window. Comment Order Note Conservation (000)000-0000 EXT: 0000 0000 PATIENT CONTACT NUMBER: (818)1111111	ZZZKPHCAMBULATORY, AMBVATWOSCAL Mod	dQScore			
Close Add Edit Close Add Edit Click on the Order Note tab. Then click on Edit on the Comments window.	21999771 000	022020078027649			
Close Add Edit	RMS ACCN: 678159674				~
Click on the Order Note tab. Then click on Edit on the Comments window.		Close	Add	Edit	
BLOOD DONOR CENTER / PROVIDER CALL BACK: (000)000-0000 EXT: 0000 0000 PATIENT CONTACT NUMBER: (818)111111	Comments				
	Order Comment Order Note ZZZKPHCAMBULATORY, AMBVATWOSCAL Mod 21999771 0000	QScore			

Documenting Notes: Microbiology Result Entry, continued

Step	Action
4	 The Edit Comment window opens. Do not remove any existing provider information comments already in place. Type the modified collection time/date following the format below. Click on OK.
	Edit Comment type: Order Note ✓ Comment: BLOOD DONOR CENTER / PROVIDER CALL BACK: (000)000-0000 EXT: 0000 0000 PATIENT CONTACT NUMBER: (818)111111 Collection date/time has been modified to: Mar/18/20 13:30:00. Previous collection date/time: Mar/18/20 16:30:00.
5	Click on Close to exit the Comments window.

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