Collections Inquiry

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procedure is intended for all users.	
lections Inquiry is a function for manually releasing test orders a dicopia when a specimen is collected before the scheduled time a vider's request. lections Inquiry is also a function for printing labels. Is function must only be used when a specimen is collected before eduled time at the provider's request, and/or when Medicopia is o	to t the e the lown.
v the steps below to use the Collections Inquiry function to manu e test orders and print labels.	ally
Action	Icon
Click on the Collections Inquiry icon on the Cerner Appbar.	
appears. • Under the Patient tab, click on the magnifying glass to display the options for entering patient information. • PathNet Collections: Collections Inquiry Task View Help • Task View Help • Cocation List Accession Patient Missed Patient • Patient Search window appears. • The Patient Search window appears. • The Patient Search window appears.	
	rocedure is intended for all users. recedure is intended for all users. lections Inquiry is a function for manually releasing test orders in the sequent of the scheduled time a vider's request. lections Inquiry is also a function for printing labels. is function must only be used when a specimen is collected before equiled time at the provider's request, and/or when Medicopia is or the steps below to use the Collections Inquiry function to manue test orders and print labels. Image: Action Click on the Collections: Collections Inquiry window appears. Image: Under the Patient tab, click on the magnifying glass to display the options for entering patient information. Image: View Help </th

Collections Inquiry, Continued

Step	Action
3	• Enter the MRN of the patient. Press Enter .
5	• The patient information displays in the right panel.
	Click on OK
	Patient Search x
	Name: SSN MRN Sex Birth Date Age
	TEST LAST, TEST PIRST TIGS272. Female dialogues 12 feats
	1185272
	SSN:
	Disk Date:
	Sex:
	Search Reset
	OK Cancel Preview
4	
4	The PathNet Collections: Collections Inquiry window appears.
	• Highlight the pending order(s) to be released to KPPI.
	• Select the Laber Printer from the drop down menu.
	• Click on Ladels.
	Particle collections fouring
	Task View Help
	Patent
	TEST LIST, TEST FIRST
	- Demographics
	Unders Court 1 Hethere 3mm.tes sop Heter. Inquiry by Patient: Hom 114/2021 24UPM to 115/2021 24UPM to 115/2021 24UPM to 15/2021 24UPM to 15/20
	TEST LIST. TEST FRST 1155/22 SND MC4S MSR3 4424 115/202 315 PM BUNGL Perding RT INone None
	Label printers: 500/2/3 V Labela.

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Collections Inquiry, Continued

Step	Action
5	The Labels window appears.
	 Click on the <u>Selected Orders</u> radio button.
	• Click on either the Specimen Labels or All Labels radio button.
	• Click on <u>Print</u> .
	Label printer: sccrl029
	Print
	Selected orders All orders
	Label Types
	O All labels
	Specimen labels Aliquot labels
	Print Cancel
6	• The PathNet Collections: Collections Inquiry window appears.
	• The Status changes to Dispatch, and a Cerner Accession number is
	assigned.
	• The label(s) is/are printed.
	PathNet Collections: Collections Inquiry
	Location List Accession Patient Missed
	Patient
	TEST LAST, TEST FIRST
	Demographics.
	Orders Count 1 Retrieve 0 minutes ago Filter Inquiry by Patient : From 11/4/2021 2:56 PM to 11/6/2021 2:56 PM
	Patient MRN Location Collection Dt/Tm Order C Status Coll Prio Accession List Nbr/Dt
7	• A ffix the label(s) to the specimen container(s)
/	• Alternately use Mediconia when a specimen is collected before the
	scheduled time at the provider's request and Mediconia is available
	seneared time at the provider 5 request, and methopia is available.

Controlled Documents	The following controlled documents support this procedure.
	Job Aid
	Pocket Guide – Lab Assistant
	Release a Scheduled Order

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