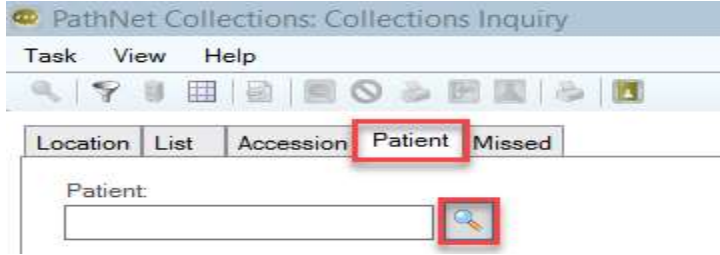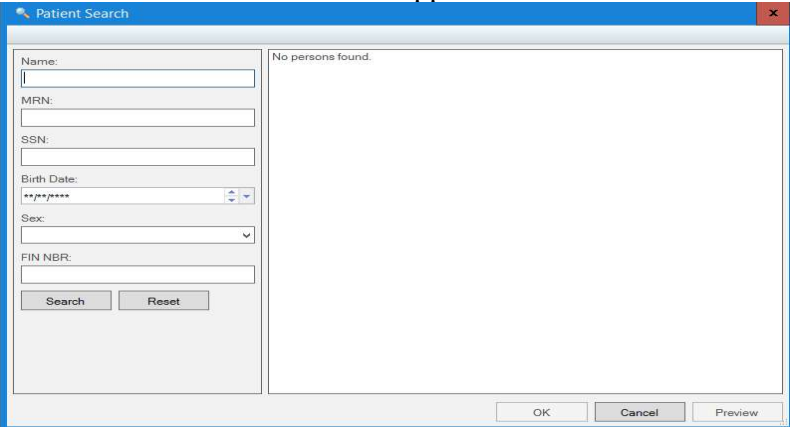# Collections Inquiry

Purpose This procedure provides instructions for using the Cerner **Collections Inquiry** function.
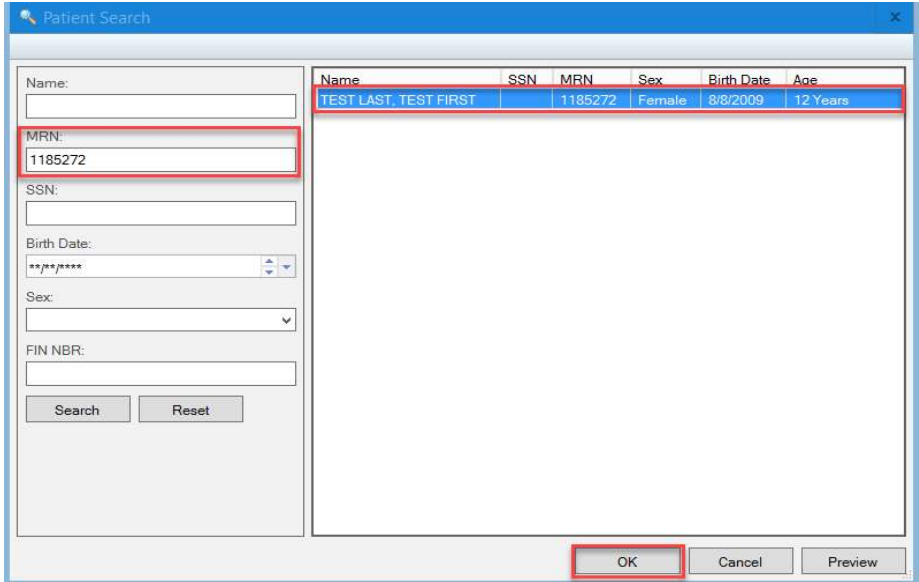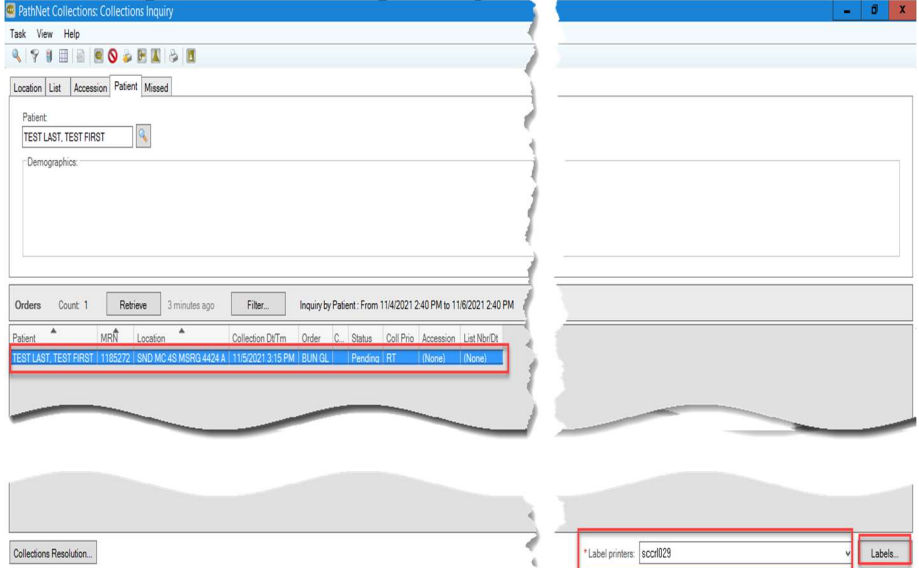
Scope This procedure is intended for all users.

Policy
- **Collections Inquiry** is a function for manually releasing test orders to Medicopia when a specimen is collected before the scheduled time at the provider's request.
- **Collections Inquiry** is also a function for printing labels.
- This function must only be used when a specimen is collected before the scheduled time at the provider's request, and/or when Medicopia is down.

Procedure Follow the steps below to use the Collections Inquiry function to manually release test orders and print labels.
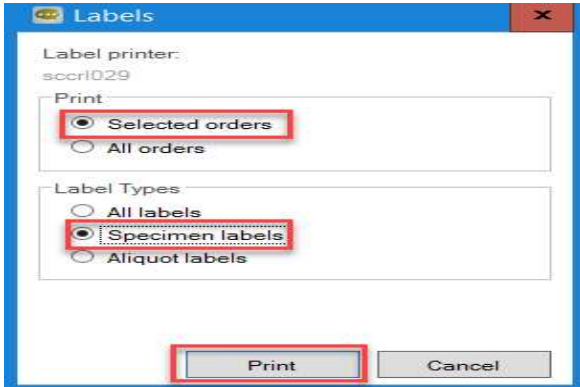
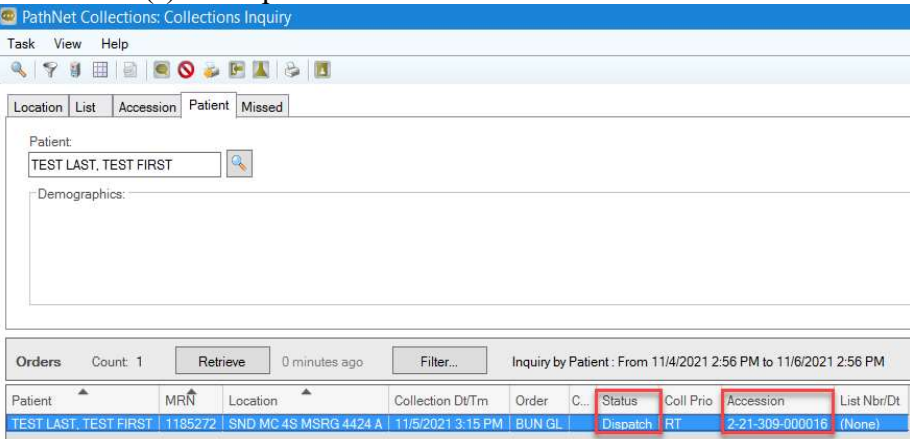| Step	Action	Icon
1	Click on the **Collections Inquiry** icon on the Cerner Appbar.	
2	- The **PathNet Collections: Collections Inquiry** window appears. - Under the **Patient** tab, click on the magnifying glass to display the options for entering patient information. - The **Patient Search** window appears.	

Collections Inquiry, Continued

Step	Action
3	• Enter the **MRN** of the patient. Press **Enter**. • The patient information displays in the right panel. • Click on **OK**.
4	The **PathNet Collections: Collections Inquiry** window appears. • Highlight the pending order(s) to be released to KPPI. • Select the **Label Printer** from the drop down menu. • Click on **Labels**. *Note: The specimen status is pending and has no accession number.*

Collections Inquiry, Continued

Step	Action
5	The **Labels** window appears. • Click on the **Selected Orders** radio button. • Click on either the **Specimen Labels** or **All Labels** radio button. • Click on **Print**.
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.
7	• Affix the label(s) to the specimen container(s). • Alternately, use Medicopia when a specimen is collected before the scheduled time at the provider's request, and Medicopia 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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