

## Modify Collections

When a change in the collection date and/or time is requested by a provider, a Service Request for the RMS developer to modify the collection details is still submitted by the laboratory manager/supervisor. In addition, an LSSF (a change request document) also needs to be submitted to SCAL Lab Sys Support to request the collection information be modified.

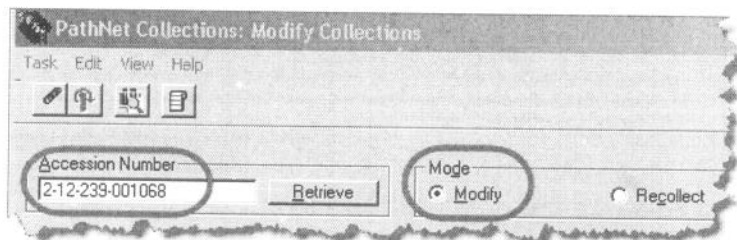
The collection date and/or time is changed in Cerner using the Modify Collections application. KPHC will update and accept the modified date and/or time. If Modify Collections is done after an order has been resulted, a modified message is automatically triggered and sent to KPHealthConnect.

### Cerner Modify Collections

1. Click **Modify Collections** on the AppBar.



2. Scan or type the **Accession Number** of the specimen for which the change has been requested.
  - a. If typed, press **Enter**.
  - b. Verify that the **Modify** Mode is selected.



3. Click in the **Coll Date** or **Coll Time** field to be corrected.
4. Type the actual **Coll Date** or **Coll Time**.
5. If more than one change will be made, repeat steps 3 and 4.

PathNet Collections: Modify Collections

Task Edit View Help

Accession Number: 2-12-239-001068 Retrieve

Mode:  Modify

Demographics: Zanzibar, Xwodinp07 Woodland Hills  
19382000 ANDERSON II  
39 years Male

Modify collections						
	Cont	Description	Order	Coll Date	Coll Time	
	A	4 mL : PST4	Lytes	08/23/2012	3:06 PM	HS

6. Click **Modify collections** on the toolbar.

PathNet Collections: Modify Collections

Task Edit View Help

Accession Number: 2-12-239-001068 Retrieve

Mode:  Modify  Recollect

Demographics: Zanzibar, Xwodinp07 Woodland Hills Area / WOD MC MS / Woodland Hills Medical ...  
19382000 ANDERSON II , FRED LAWRENCE  
39 years Male

Modify collections									
	Cont	Description	Order	Coll Date	Coll Time	Coll ID	Coll Method	Status	
	A	4 mL : PST4	Lytes	8/23/2012	2:06 PM	H924169	Venous Draw	Completed	

Ready TRAIN25C H924169 10:00 AM

7. Click **Yes**.

Modify Collections

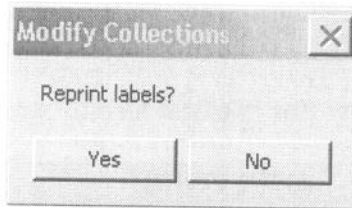
You are modifying specimens that are in a completed status. Reference ranges will be reevaluated based on the collection time of the first in-lab container for each order. Are you sure you wish to modify the collection information?

Yes  No

8. If no labels are needed, click **No**.

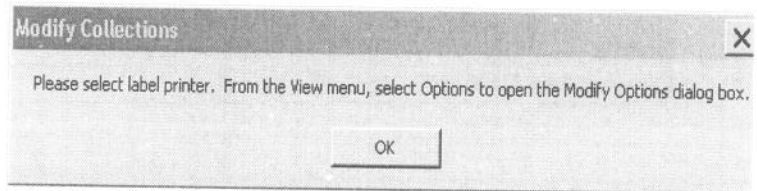
**OR**

To reprint the labels, click **Yes**.

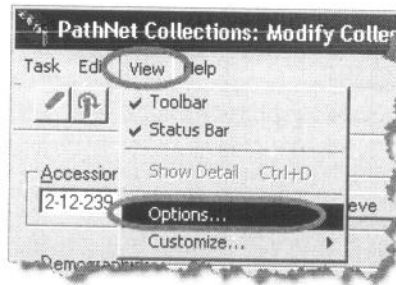


### Select a Label Printer

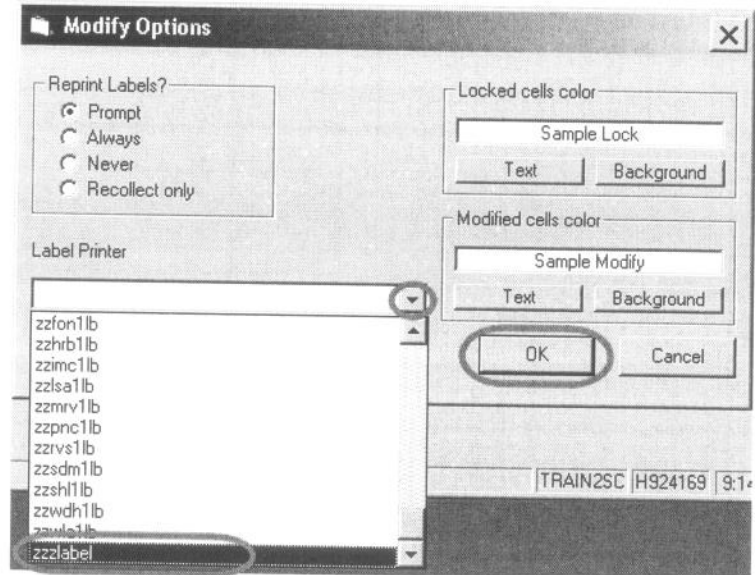
If you clicked Yes in step 8 to reprint labels, and no label printer has been selected, click **OK** at the prompt.



1. Click **View** on the menu bar.
2. Select **Options**.





3. Click the **down arrow** in the **Label Printer** field.
4. Select the correct printer.
5. Click **OK**.



## Modify Collections

---

Reviewed and approved by (for Medical Center Area Approval Only):

SIGNATURE	DATE
	9/22/15
Name: <u>Charles Park</u> Operations Director, Area Laboratory	
	9/22/15
Name: <u>Jana Pindur MD.</u> CLIA Laboratory Director	

---

Continued on next page



## Signature Manifest

Document Number: SCPMG LIS - 0121

Revision: 2

Title: Job Aid\_Modify Collections

All dates and times are in Pacific Standard Time.

### Modify Collections

#### Collaboration

Name/Signature	Title	Date	Meaning/Reason
Marian Azuma (K122230)	Systems Integration Manager	03 Sep 2015, 04:02:25 PM	Complete

#### Initial Approval

Name/Signature	Title	Date	Meaning/Reason
Ji Yeon Kim (B727360)	Physician-In-Charge, Chem Svcs	04 Sep 2015, 09:48:08 AM	Approved

#### Final Approval

Name/Signature	Title	Date	Meaning/Reason
Darryl Palmer-Toy (T188420)	SCPMG Laboratory Sys Med Dir	06 Sep 2015, 02:01:52 PM	Approved

#### Set Effective Date

Name/Signature	Title	Date	Meaning/Reason
Marian Azuma (K122230)	Systems Integration Manager	01 Oct 2015, 02:01:30 PM	Approved