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DOCUMENT NUMBER: RIV-PPP-1230
DOCUMENT TITLE: How to Add Notes for Hard Stick in Medicopia Desktop App
DOCUMENT NOTES:

LOCATION: RIV-rel	VERSION: 01
DOC TYPE: RIV PPP	STATUS: Release

EFFECTIVE DATE: 13 Apr 2026	NEXT REVIEW DATE: 13 Apr 2028
RELEASE DATE: 13 Apr 2026	EXPIRATION DATE:

AUTHOR:	PREVIOUS NUMBER:
OWNER:	CHANGE NUMBER: RIV-CR-0686

Job Aid_How to Add Notes for Hard Stick in Medicopia – Desktop App

HOW TO ADD NOTES FOR HARD STICK IN MEDICOPIA – DESKTOP APP

STEP 1

ONCE YOU HAVE VERIFIED THE PATIENT AND OPENED THE ORDERS

1. Select the order(s) which you have collected and want to add notes
NEVER PRINT THE LABELS UNTIL YOU HAVE COLLECTED THE SPECIMEN
2. Click on Notes tab on bottom

TEST, TEST ONE

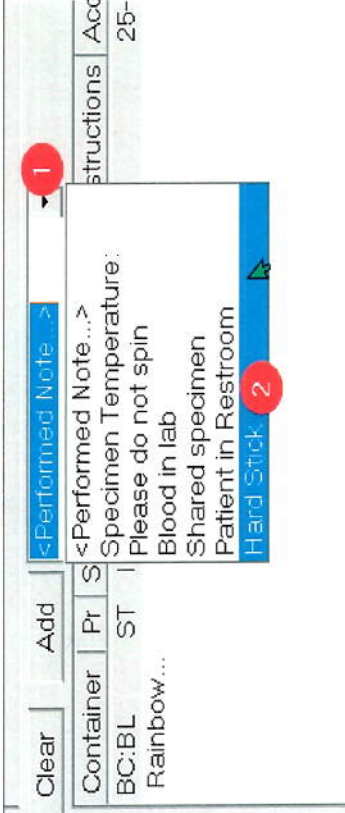
The screenshot shows the Medicopia desktop application interface. At the top, there is a 'Print' button and a 'Cancel Order(s)' checkbox. Below these are three dropdown menus: '<Method...>' with 'Bekele, Jabir' selected, '<Specimen Type...>' with '<Specimen Source...>' selected, and '<Not Collected Because...>' with a dropdown arrow. Below the dropdowns is a table with columns: Container, Pr, St, Time, Qty, Tests, T, Instructions, and AccessionNumber. The first row is highlighted in blue and contains the text: 'EC.BL... ST | 15:51 2 C Blood P 1 25-205-31693F Rainbow...'. A red arrow points to the '1' in the 'AccessionNumber' column. At the bottom of the screen, there are several tabs: 'Containers: 2', 'Collect', 'Instructions', 'Tests', 'Notes', and 'Select All'. The 'Notes' tab is highlighted in blue. A red arrow points to the 'Notes' tab. To the right of the 'Notes' tab is a 'Close' button. In the bottom right corner, there is a 'NUM' button.

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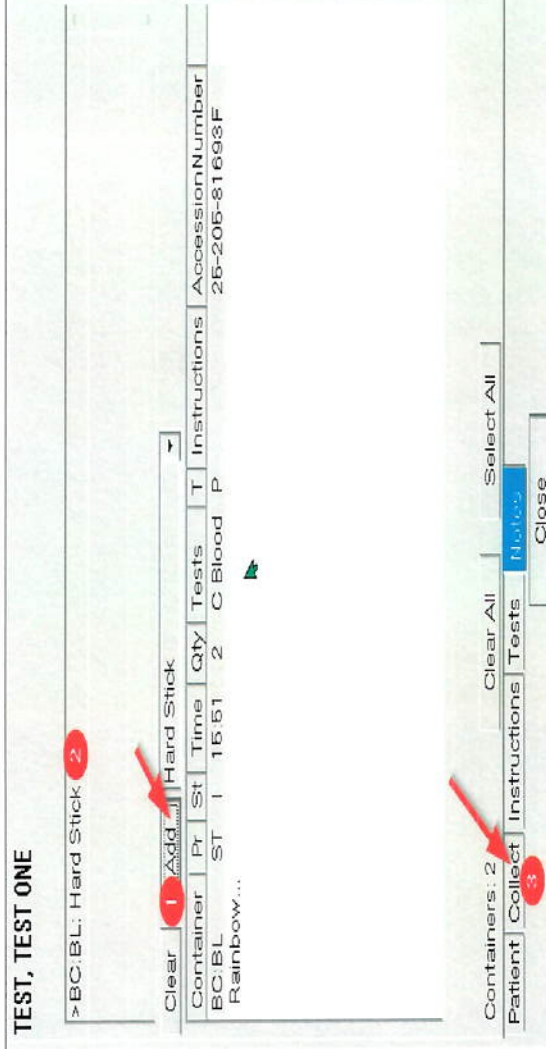
STEP 2 SELECT PRECANNED PERFORMED NOTES

1. Click on Notes dropdown
2. Select Hard Stick



STEP 3 ADD NOTES

1. Click ADD button
2. Note will appear next to selected containers
3. Click on Collect tab to return to the collection screen



Job Aid_How to Add Notes for Hard Stick in Medicopia Desktop App, Continued

STEP 4

SELECT METHOD AND PRINT LABEL

1. Click on method dropdown
2. Select RN Collect
3. Click Print

Collection notes will be saved in Medicopia database.

FYI- These notes do not transfer over to KPHC or Cerner.

TEST, TEST ONE

Name	Qty	Tests	Instructions	AccessionNumber
5:51	2	C Blood P		25-205-81693F

Authors

- Jabir Bekele

Signature Manifest

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All dates and times are in Pacific Standard Time.

Lab Information System Regional Docs

Operations Director Approval

Name/Signature	Title	Date	Meaning/Reason
Annaleah Raymond (Q741709)	Laboratory Operations Director	10 Apr 2026, 10:48:31 AM	Approved

Medical Director Approval

Name/Signature	Title	Date	Meaning/Reason
Mark Taira (P161328)	CLIA Director	10 Apr 2026, 06:06:14 PM	Approved