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Job Aid_How to Add Notes for Hard Stick in Medicopia – Handheld

HOW TO ADD NOTES FOR HARD STICK IN MEDICOPIA – HANDHELD

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 button to open Add Performed Notes section

15:54 C Collect Specimens

TEST, TEST ONE

Print

<Not Collected Because>

<Collection Method>

<Specimen Type>

Container	Pr	St	Time	Qty	Tests	Type	AccessionNumber
BC-BL	1	!!	07:25:15:51	2	C Blood	P	25-205-1693F

Add... Rainbow... Notes... Select All

Clear All Close

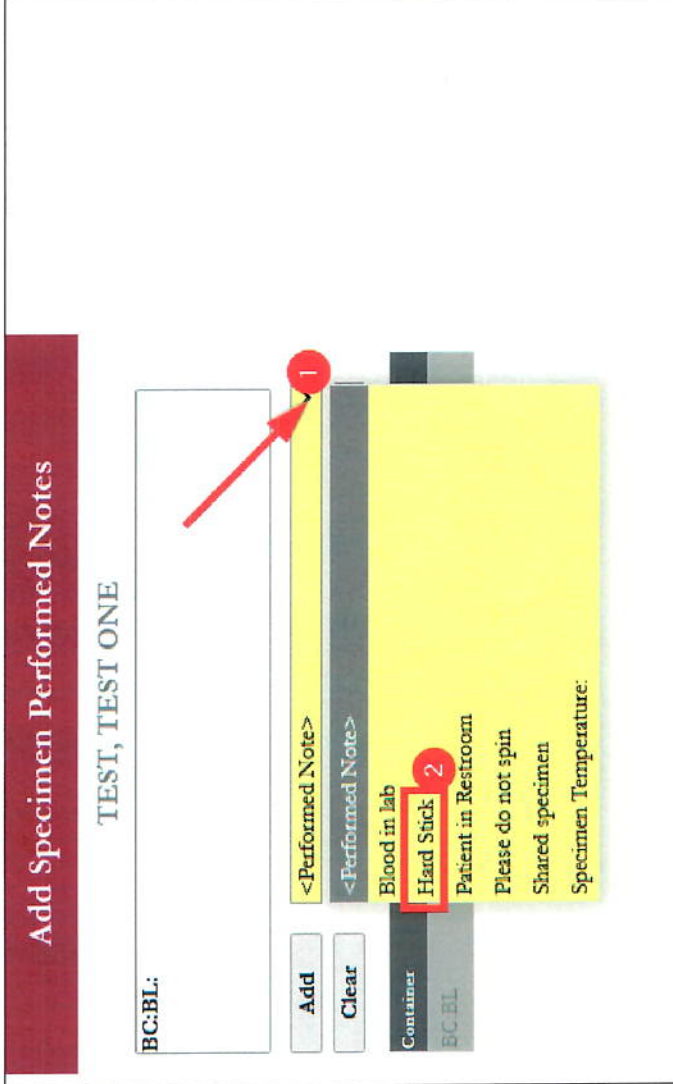
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STEP 2

SELECT PRECANNED PERFORMED NOTES

1. Click on Notes dropdown
2. Select Hard Stick



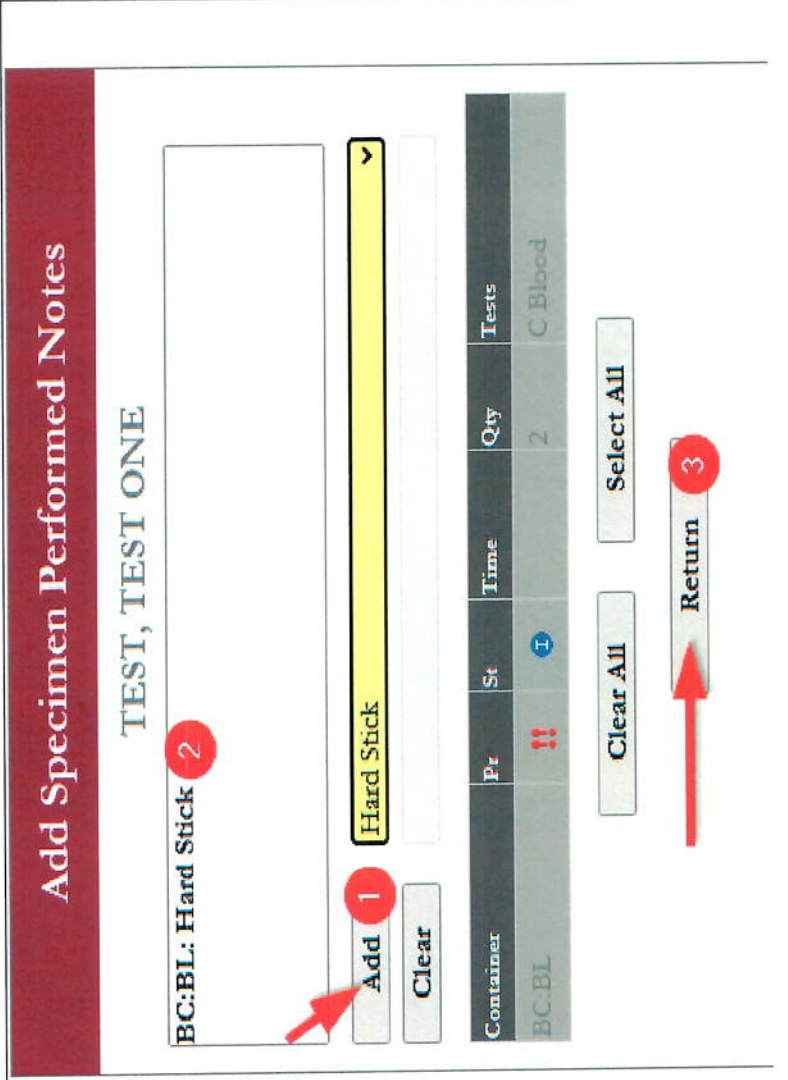
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STEP 3

ADD NOTES

1. Click ADD button
2. Note will appear next to selected container(s)
3. Click on return button to go back to the collection screen



Authors

- Jabir Bekele

Signature Manifest

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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