## GUIDE TO RECEIVING SPECIMENS

🛋 Order Access
Access Option Patient ID
<u>1</u> Order Receipt <u>2</u> Rapid Receipt

When receiving specimens, the Order Access Option should default to Patient ID. Type the Patient's medical Record number in the yellow field.

🗑 Order Receipt/Modification 🔀								
			_				HID: EAC	Age: 68Y Sex: F
0002240	964							SPOT: ECPRO
Accession List								
Accession	Collected	Received	STYP	Priority	Order Code	Received	HIS Number	Cancel Reason (Tech)
166776	02/05/2013 0905	02/05/2013 1715			PGLU CRC (CRCA)	02/05/2013 1715	23031623-0	
T64602	02/05/2013 1030	02745/2013 1041	LV		CDIFF (CBCA)	02/05/2013 1041	23027154-0	
T64603	02/05/2013 1030	02/05/2013 1041			CMP3	02/05/2013 1041	23027155-0	
T64602: A	Search By:     CID Number     Search       General Information :     Container List:     Order Code(s):       02/05/2013     Scan C[D:     CBC WITH DIFF							
Collection Da Collection Tir Receive Dat Receive Tim Phlebotomist Order Workla	ale:         02/03/           me:         1030           e:         02/05/           e:         1041           Code:         2974~0           bad Code:         ian:           1254~1	2013 2013 APERS,CAF	X L242	010844				401.9
		Reassi <u>gn</u>	Re	sei <u>v</u> e All	Receive	+	IIS Nu <u>m</u> ber	Credit Reschedule
Save All Save Dider Access Close Help								

From this screen receive ALL tests for which you have a specimen. Be sure to put the correct collect time and phlebotomist code. For outpatients, BEFORE sending the specimen to the back for testing, the collect time and the received time MUST be corrected from 0400 to the correct collect time and the correct received time. This MUST be done separately for all accession numbers received. If there are no unrecieved orders listed and you have a specimen, you MUST check EPIC for orders that did not cross to Sunquest.

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Log into EPIC. Click on "Patient Station" at the top of the screen. Enter the patient's Medical Record number and click on accept.

## GUIDE TO RECEIVING SPECIMENS

📾 Hyperspace - E#	AC LAB - LSU - Production *	PRD * Production * PFID * Prod	duction * PRD -	KAREN W. 🛛 🌄 🎄	Future/Standing Orders	_ 8 ×			
Epic 🔻 🏠 P	Patient Station 🚨 In Basket 🏾	🔊 Revenue/Usage Report			🧿 🤌 🎁 Resources ᢖ	Print 🗸 🤶 Log Out			
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Tennie, 00 y.u., 0.	N-10/17/19	Interpreter? No Benazepril H	ci (Bulk)	3N: None	Subscriber ID: 2864651 None	wyonan. Fenuing			
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Allergies	24 records loaded, more records to load								
History	No filters applied								
les leste	Date/Time 🗸	Test	Status	Encounter Type	Ordering Provider Dicta	ating Provider 🔄			
Implants	02/05/2013 10:30	Comprehensive meta	Final result	Office Visit	Moore, Kathleen F., NP	_			
Demographics	02/05/2013 09:35	OCCULT BLOOD,STO	Needs to	Office Visit	Moore, Kathleen F., NP				
bomographico	02/05/2013 09:35	TSH	Future	Office Visit	Moore, Kathleen F., NP				
Patient Station	02/05/2013 09:35	Lipid panel	Future	Office Visit	Moore, Kathleen F., NP				
	02/05/2013 09:35	Hemoglobin A1c	Future	Office Visit	Moore, Kathleen F., NP				
	02/05/2013 09:10	POCT glucose	Final result	Office Visit	Moore, Kathleen F., NP				
	02/05/2013 09:05	POCT Glucose, Point	Final result	Office Visit	Moore, Kathleen F., NP				
	02/05/2013 04:00	CBC and differential	Final result	Office Visit	Moore, Kathleen F., NP				
	02/05/2013 04:00	CBC	Final result	Office Visit	Moore, Kathleen F., NP				
	02/05/2013 04:00	Differential	Final result	Office Visit	Moore, Kathleen F., NP				
	08/08/2012 07:48	CBC	Final result	Orders Only	Walters, Joseph, MD				
	08/08/2012 07:48	Differential	Final result	Orders Only	Walters, Joseph, MD				
	08/08/2012 07:48	Comprehensive meta	Final result	Orders Only	Walters, Joseph, MD				
	08/08/2012 07:48	Hemoglobin A1c	Final result	Orders Only	Walters, Joseph, MD				
	08/08/2012 07:48	Lipid panel	Final result	Orders Only	Walters, Joseph, MD				
	08/08/2012 07:48	Vitamin D 25 hydroxy	Final result	Orders Only	Walters, Joseph, MD				
	05/09/2012 08:00	Cytology Request	Final result	Orders Only	Thompson, Edna Jo, NP				
	03/07/2012 08:40	Microalbumin / creati	Final result	Orders Only	Walters, Joseph, MD				
	03/07/2012 08:15	CBC	Final result	Orders Only	Walters, Joseph, MD				
	03/07/2012 08:15	Differential	Final result	Orders Only	Walters, Joseph, MD				
	03/07/2012 08:15	Comprehensive meta	Final result	Orders Only	Walters, Joseph, MD				
	03/07/2012 08:15	Hemoalobin A1c	Final result	Orders Only	Walters, Joseph, MD				
	03/07/2012 08:15	Lipid panel	Final result	Orders Only	Walters, Joseph, MD				
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Click on "Chart Review" on the left side of the screen. Then click the "Labs" tab (the third tab in the middle of the screen). If the lab test has a status of "In Process" it should have crossed to Sunquest. Final Result and Future orders are ok. Any other status needs to be resolved. This is done usually by a phone to the floor or clinic. It may result in the test having to be reordered. If you still do not have any tests ordered call the floor or clinic to verify that the specimen you received is extra or if there is a test that is not ordered properly. Label any extra specimens as extra. If you are unable to contact the floor or the clinic or they are supposed to call you back, please let someone know what is going on with the specimen.