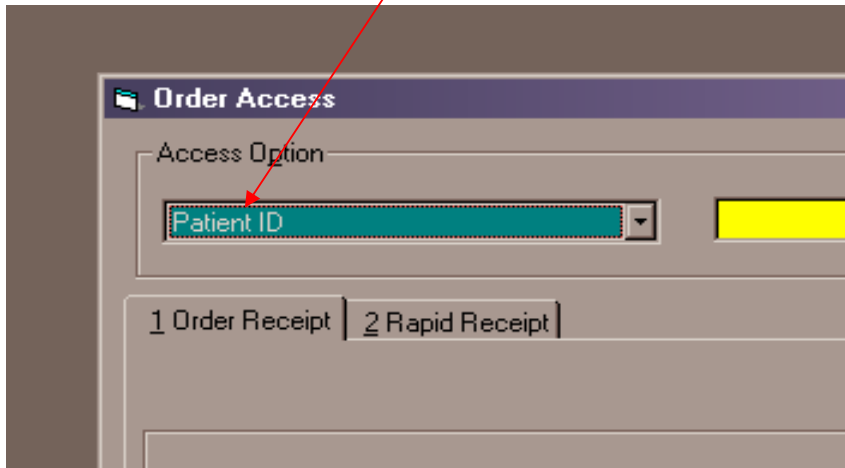
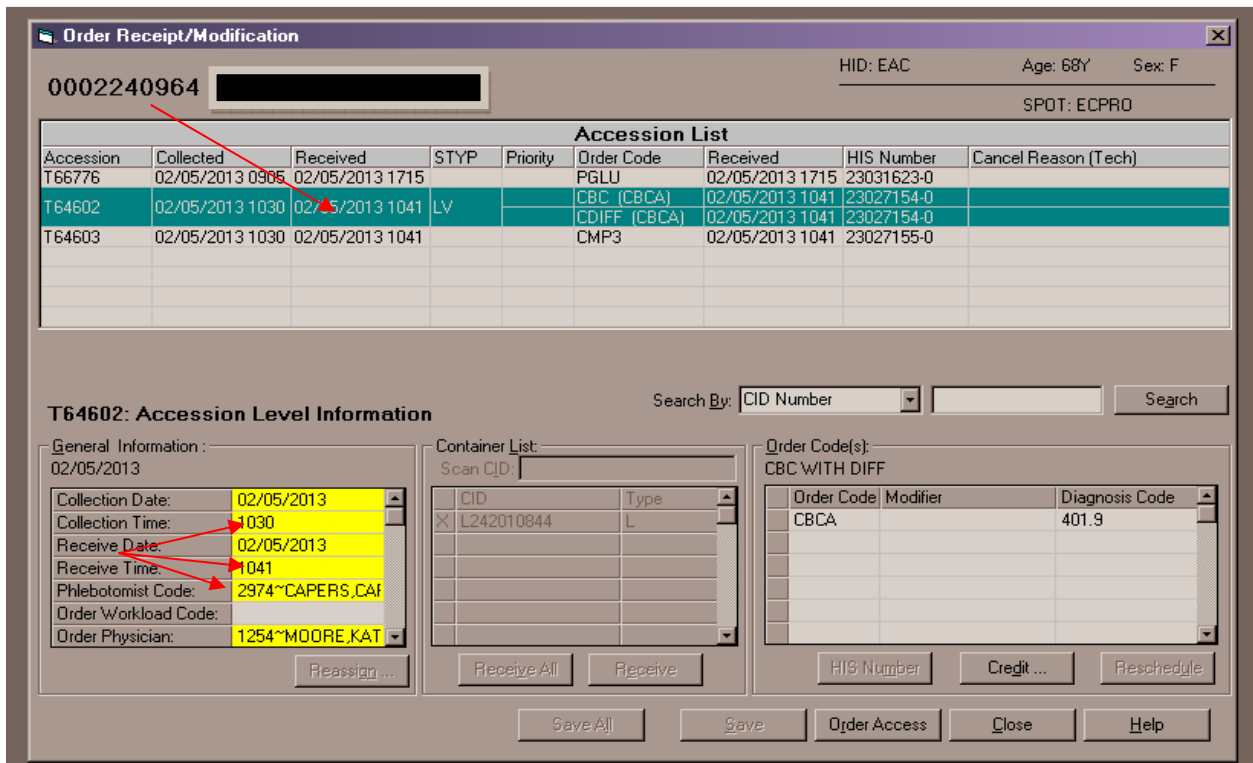


## GUIDE TO RECEIVING SPECIMENS

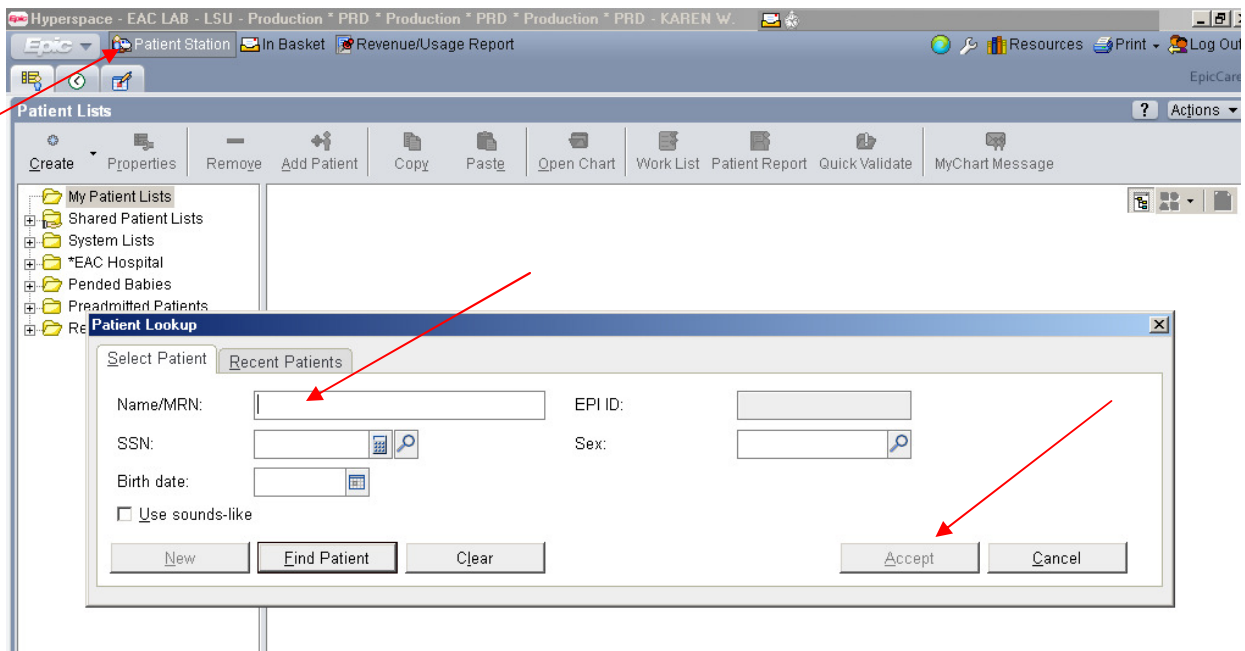


When receiving specimens, the Order Access Option should default to Patient ID. Type the Patient's medical Record number in the yellow field.



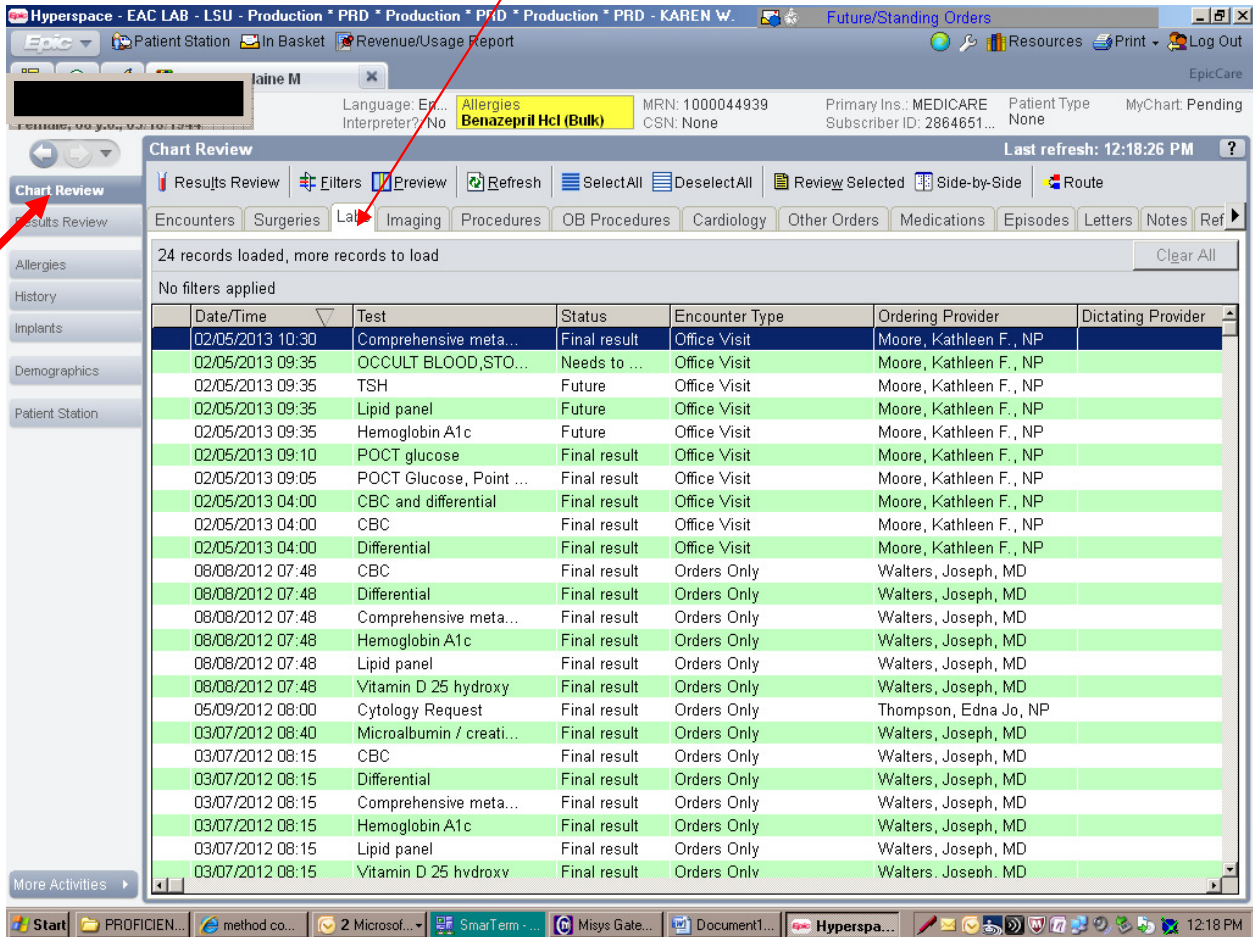
From this screen receive ALL tests for which you have a specimen. Be sure to put the correct collect time and phlebotomist code. **For outpatients, BEFORE sending the specimen to the back for testing, the collect time and the received time MUST be corrected from 0400 to the correct collect time and the 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.

## GUIDE TO RECEIVING SPECIMENS



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



The screenshot shows the Epic Hyperspace interface for a patient named KAREN W. The patient's primary insurance is MEDICARE. The patient type is None, and the MyChart status is Pending. The patient has an allergy for Benazepril Hcl (Bulk). The Chart Review screen is active, showing 24 records loaded. The 'Labs' tab is selected, displaying a table of lab results.

Date/Time	Test	Status	Encounter Type	Ordering Provider	Dictating Provider
02/05/2013 10:30	Comprehensive meta...	Final result	Office Visit	Moore, Kathleen F., NP	
02/05/2013 09:35	OCCULT BLOOD, STO...	Needs to ...	Office Visit	Moore, Kathleen F., NP	
02/05/2013 09:35	TSH	Future	Office Visit	Moore, Kathleen F., NP	
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	Hemoglobin A1c	Final result	Orders Only	Walters, Joseph, MD	
03/07/2012 08:15	Lipid panel	Final result	Orders Only	Walters, Joseph, MD	
03/07/2012 08:15	Vitamin D 25 hvdroxy	Final result	Orders Only	Walters, Joseph, MD	

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.