

Oxford (snap) T-SPOT Ordering



<http://copia.mytbtest.com>

Place order:

1. Manage orders → Order patient sample → Type patient's last name in the "Find Patient" blank at top of screen
2. If new patient, hit *New Patient* button at bottom of screen → enter all fields in red and put the SA or LO number in the MRN area → *Save*
3. Click *Comments* → type accession # → check the box to choose "Display on requisition manifest" → *Ok*
4. Click *Back to Order Patient Samples* at bottom → type in last two letters of physician last name (or whole last name) → *Search* → if name doesn't come up, choose unlisted and enter name using comment button below the physician area.
5. In order choices field, type "TB" → click *Add* → choose "no" in area for "test billed to insurance?" → *Save* (symptom screen will pop up) → leave blank and click *Save*
6. Click *Collect Samples* at bottom → check "Collected" box and add collect date/time → *Save* → you are done ordering!

Create manifest:

1. Go to Manage Samples → Create manifest
2. In the *Lab* section, select "Oxford Diagnostics Lab"
3. Specify date & time range (today, 8am-now) *note only 10 orders will show up on screen; you can increase number shown in the number box at top to increase how many you see
4. Check all specimens to be sent (choose up to six per manifest. Create separate manifests for each box) → hit Print (the manifest will pop up) → click the Print Manifest button (be sure to print 2 copies!)
5. Put one copy in box, and other in designated binder.

Retrieve results:

1. Go to *View Results* tab → choose *Location Inbox* (all results from past 3 days that have not been acknowledged will appear; to view older results, click “Show Filter” at top, and adjust date)
2. Click *Select* in the tool bar at the top of the list to select all samples listed → Click *Print Selected* button
3. Mark the results you have printed as “acknowledged”; these results should then disappear when the screen is refreshed.