

SPECIMEN LOGIN

Overview

Use Specimen Login to document specimen collection information, such as the collection time, collection ID, collection method, and the location where the specimen was received. The system can capture multiple locations for one specimen, starting at the initial place of collection and ending with a testing laboratory or storage location. Each login location is stored by the system along with the date and time the specimen was logged in and the person who received it.

Log in information is used to track specimens and to determine turn around times (TATs). Therefore, it is important to accurately reflect where the specimen is and what the status of it is at all times. i.e. logging in a urine pregnancy test while it is being performed shortens the TAT. When TAT data is given to providers they will expect the test to be completed in the shorter time instead of the actual time it takes to perform the entire testing process. This holds true for putting specimens on a transfer list before they have been spun down.

Various methods are available to identify the specimens to be logged in. You can log in specimens using the location, collection or transfer list, patient, or accession number. You must select one of these log-in options before you can start the log-in process.

When specimen collection is unsuccessful, it can be marked as missed, with options to reschedule the collection, put the collection on hold, or cancel the orders. The system stores the reason missed along with the date, time, and ID of the person who missed the collection.

Collection comments can be viewed or added in Specimen Login and label comments can be viewed.

Specimens collected for testing in the microbiology laboratory require additional information that is not needed for general laboratory specimens. An additional window will open during the login process to prompt for and capture the required data for these specimens.

Once a specimen has been logged in, modifications to collection information must be performed using the **MODIFY COLLECTIONS** function.

Specimens received from the patient or a healthcare provider can be logged in immediately at the front desk. If the front desk is busy and the specimen cannot be logged in immediately, ask someone in processing to log it in.

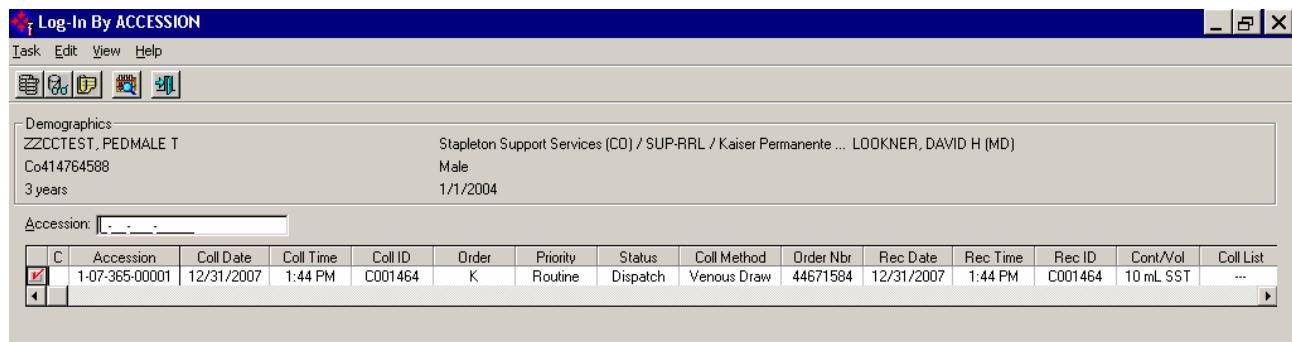
Logging in by Accession

The Accession option enables you to log in one or more specimens by accession number.

1. Select the Accession option under the Login By heading in the Specimen Log-In window.



2. Click "Retrieve" to open the login by accession window.
3. In the Accession box, enter or scan the accession numbers for the collections you want to login.
4. In the spreadsheet, enter any required information that is missing for an accession. Certain items can be modified if necessary.



****Specimens (blood and urine) collected outside of the laboratory (ie. Infusion, Oncology, Davita's, etc.) will require an edit in the column titled "Coll ID." To ensure proper billing, collection ID needs to be revised to "NURSE."****

****Other tests (ie. BSS, Tissues, Paps, etc.) DO NOT require that the collection ID be changed to "NURSE".**

Log-In By ACCESSION

Task Edit View Help

Demographics
ZZRSTEST, PAT
Co413764579
38 years

Arapahoe Medical Office (CO) / AR-Primary Cr / Kaiser Permanent... LOOKNER, DAVID H (MD)
Female
1/1/1971

Accession:

C	Accession	Container	Order	Coll Date	Coll Time	Coll ID	Order	Priority	Status	Coll Method	Order Nbr	Rec Date	Rec Time	Rec
<input checked="" type="checkbox"/>	109-337-00001	A : 1 mL Amber Micro												
<input checked="" type="checkbox"/>			Bili T Neo	12/3/2009	7:37 AM	NURSE	Bili T Neo	Routine	Dispatch	Capillary	69008281	12/3/2009	7:37 AM	C0014
<input checked="" type="checkbox"/>														

Review the ACCN details on the screen.

C	Accession	Container	Order	Coll Date	Coll Time	Coll ID	Order	Priority	Status	Coll Method	Order Nbr	Rec Date	Rec Time	Rec
<input checked="" type="checkbox"/>	1606017-000022	A : 3mLSST												
<input checked="" type="checkbox"/>			BUN	1/17/2006	5:13PM	P216774	BUN	RT	Dispatch	Venous Draw	--	1/17/2006	5:13	
<input checked="" type="checkbox"/>			Urea	1/17/2006	5:13PM	P216774	Urea	RT	Dispatch	Venous Draw	--	1/17/2006	5:13	
<input checked="" type="checkbox"/>			GUR	1/17/2006	5:13PM	P216774	GUR	RT	Dispatch	Venous Draw	--	1/17/2006	5:13	
<input checked="" type="checkbox"/>		B : 5 mL Lav WB												
<input checked="" type="checkbox"/>			CBC	1/17/2006	5:13PM	P216774	CBC	RT	Dispatch	Venous Draw	--	1/17/2006	5:13	
<input checked="" type="checkbox"/>		C : 5mL Blue WB												
<input checked="" type="checkbox"/>			PT/PTT	1/17/2006	5:13PM	P216774	PT/PTT	RT	Dispatch	Venous Draw	--	1/17/2006	5:13	
<input checked="" type="checkbox"/>		D : 3mL SST												
<input checked="" type="checkbox"/>			RRP	1/17/2006	5:13PM	P216774	RRP	RT	Dispatch	Venous Draw	--	1/17/2006	5:13	

6. A paperclip icon is displayed in the Comments column if collection comments exist for a container, or if label comments exist for an order. To view these comments, select Comments from the View menu to open the Comments dialogue box.
7. The Location box displays the location to which the containers for the selected specimens will be logged in. If this is not the correct location, select the appropriate location in the box.
8. To mark collections as missed, select the accessions, orders, or containers to be marked as missed by entering checkmarks at the beginning of the appropriate rows and then selecting Miss Specimen from the Task menu.
9. In the (login indicator) column, check marks are entered automatically by the system as you enter each accession number. To login the collections as received, select Login Specimen from the Task menu.

Note: If you do not want to log in an accession number or container, deselect that accession or container.

Update the list of collections displayed at any time by selecting Refresh from the View menu. This updates the spreadsheet with any new pending collections and new collection information for orders already displayed.

Viewing Comments

To view comments, perform the following steps:

1. In the Login By [Log-In Option] window, select the accession, container, or order for which you want to view comments. You can tell when comments exist for an item because is displayed on the line.
2. Select Comments from the View menu to open the Comments dialogue box.
3. Depending on whether you want to view collection comments or label comments, click the Collection Comments tab or the Label Comments tab.
4. To add new comments, click Add to open the Add Comment dialogue box. Select Collection Comments or Label Comments in the Comment Type box to indicate the type of comment being added, then enter the comment in the Comment box.
5. To close the Comments dialogue box, click Close.

Printing Specimen Labels

Complete the following steps to print specimen labels for selected orders, containers, or accessions:

1. In the Login By [Login Option] dialogue box, select the orders, containers, or accessions for which you want to print labels by entering check marks in the boxes at the beginning of the appropriate rows.

Note: If you want to use the default label printer, skip steps 2 through 5.

2. Select Label Printer from the Task menu to open the Label Printer dialogue box.
3. In the Label Printer box, select the label printer to which you want the specimen labels to be sent.
4. The Set As Default Label Printer option is selected automatically when this dialogue box is opened. If you do not want the selected label printer to be the default for all specimen labels that are printed from any Login By [Login Option] window, deselect this option. Your selection then will apply only to the current window.

Note: If you have multiple Login By [Login Option] windows open, the Label Printer dialogue box closes only after you indicate whether you want your changes applied to the specimens listed in all of the open Login By [Login Option] windows.

5. Click OK to save your selection and close the Label Printer dialogue box.
6. Select Print Labels from the Task menu to send the labels to the printer.