

## Tip Sheet

### Beaker Specimen Collection – Nursing and Ancillary Staff (as appropriate). Does NOT include ED (ASAP) Nursing Staff

For any test that you will be sending to the lab, you will need to print your lab slips **before** you collect your specimens. You can print and document specimen collection from your Worklist or the Brain if you are an inpatient nurse.

[Worklist 101](#)

[Specimen Collection via Worklist](#)

[Other Lab Considerations](#)

[Specimen Collection via Brain](#)

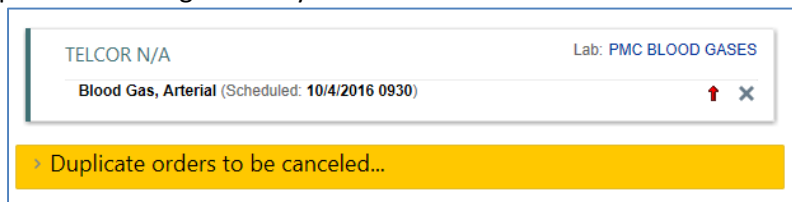
[Basic Troubleshooting](#)

#### Work List 101

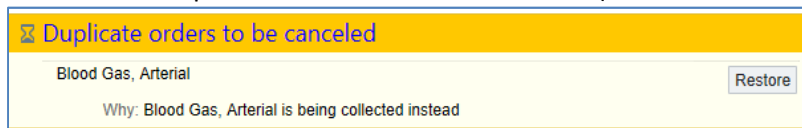
##### **Duplicate Orders**

If the system recognizes a potential duplicate, it will cancel the 2<sup>nd</sup> order.

1. It is very important to recognize the yellow banner and decide if the order needs to be canceled



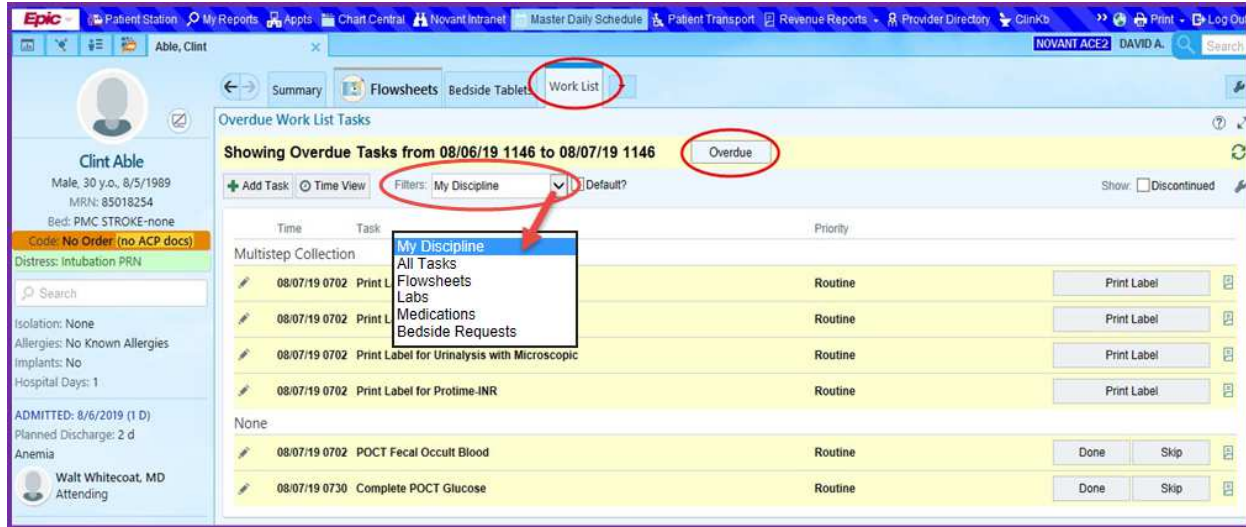
- a. Expand the banner by clicking on the sideways arrow to view the potential duplicate
- b. If the lab is not a duplicate and will need to be drawn (even if it is at a later time), click “Restore”



## Over Due or “missing” Tasks

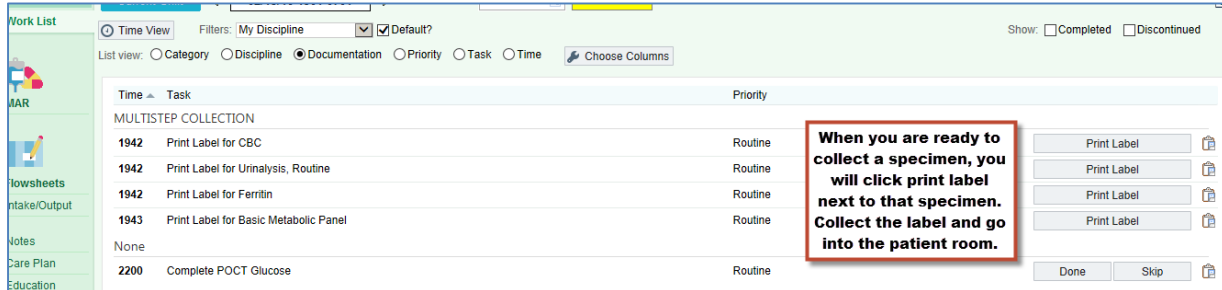
Current tasks show on the Work List as soon as it is opened. If a task is missing you can:

1. Click on the Over Due button to see outstanding tasks
2. Click on the Filter button to look for tasks based on their category or group.

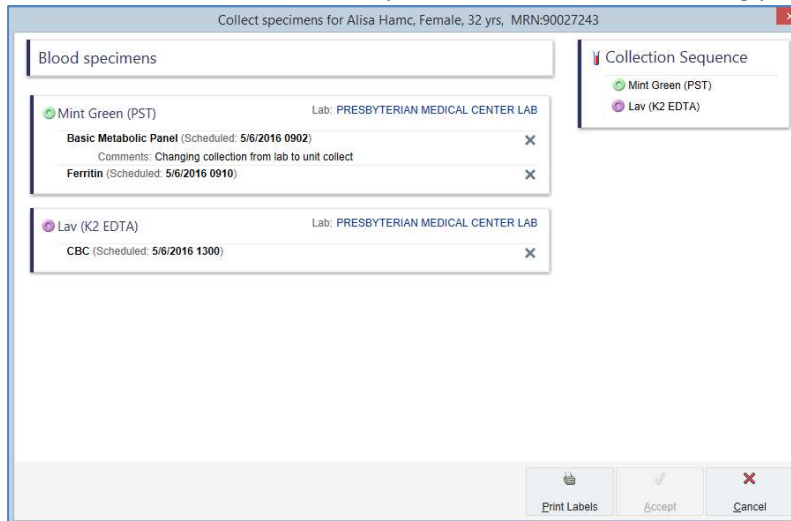


Specimen Collection via Work List

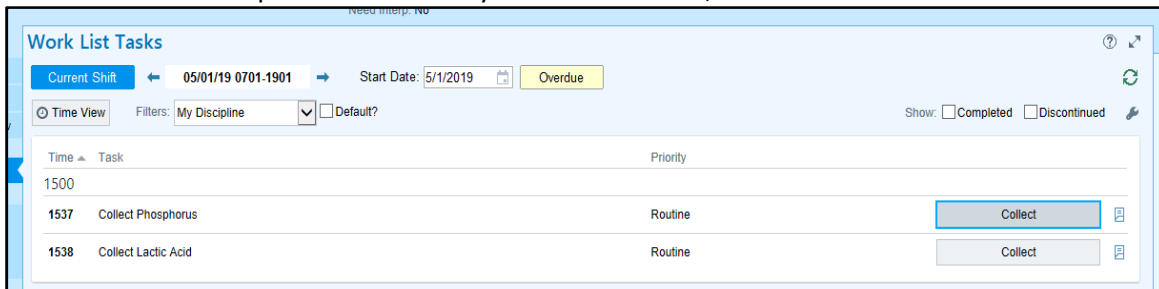
1. Open your patient chart.
2. Click on the Work List tab.
3. Click Print Label on the first specimen needed.



4. The print label window will open and indicate tube color and all scheduled labs due at that time.
5. All needed labs can be printed at once.
  - a. The user can remove any labs that do not need to be printed by clicking the "X" on the lab (this will not cancel the order – it will only remove the order from being printed)



6. Click the Print Labels button, then Cancel to close the task
7. Take the specimen labels and necessary supplies into the patient room
8. Once you are at the patient’s bedside, open the patient’s chart to the Work List tab.
9. Click the Collect button.
  - a. If there are multiple collection task you need to collect, click on the first Collect button.

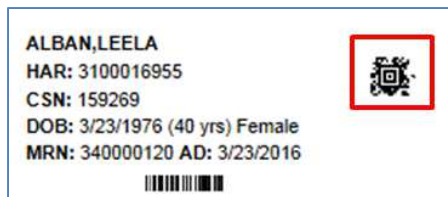
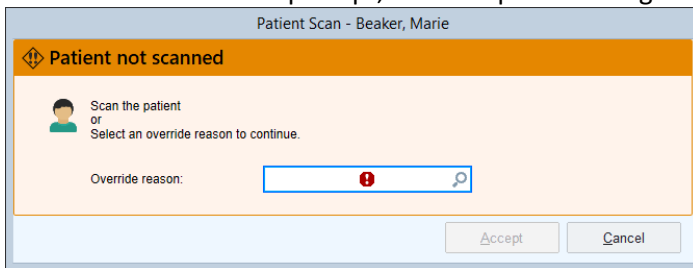


Specimen Collection – Nursing and Ancillary Staff

For more tip sheets, go to: Novant Health Document Manager>Electronic Medical Record Tip Sheets>Dimensions

Revised: 12/10/2020

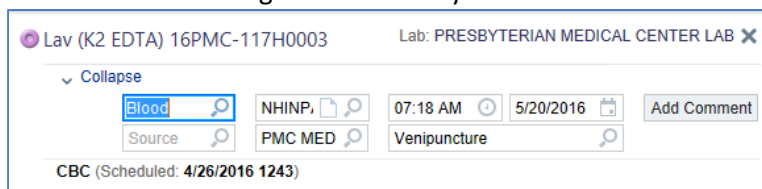
10. Follow the steps below and Novant Health’s Red Rules to collect and label specimens
  - a. At the Patient Scan prompt, scan the patient using the 2D barcode.



- b. Scan the linear barcode on the lab labels



11. This will open the collection window - the system will auto fill the date, time and user name
  - a. **NOTE:** If it is a blood collection and there is more than one test ordered (ex: you have ferritin, PT/INR and CBC), scan the first lab label on the list then scan the second label and so on. Continue scanning all labels until you have finished.



12. Do **NOT** click Accept until after the specimens are collected
13. Collect the patient specimen
14. Enter Specimen Source, if applicable
15. Click Accept. Once you do this, the task will fall off your Work List.
16. Verify the collection date on the label – if the date is different than indicated on the label, draw a line through the date and write in the correct date – **DO NOT WRITE ON THE BARCODE**
17. Apply label to specimen container
  - a. **NOTE:** Labels should face sideways, so the barcode runs the long way down the tube, NOT around the tube. **MAKE SURE YOU ARE PLACING THE CORRECT LABEL ON THE CORRECT COLOR OF THE TUBE**
18. Send to Lab

## Other Lab Considerations:

### **Extra Tubes (Rainbow Draws)**

Extra tube orders (aka Rainbow draws) are ordered when blood is collected from the patient to be stored in the lab for future tests. Each specimen can be stored in the lab for a specified time period (depending on the tube type). This workflow would occur if there is an anticipated need for additional tests.

1. After the extra tube order is entered it will appear on the Work List
2. Print the labels
3. Follow Novant's RED RULES:
  - a. scan the patient and then each label, and collect the specimen
4. Enter Specimen Source, if applicable
5. Click Accept – the task will be removed from the Work List
6. Verify the date on the label and always label the specimens in the presence of the patient
7. Send the specimens to the lab

### **Add on Specimens**

1. Specimens will be kept in the lab for a designated number of hours dependent on the type of specimen
2. When the provider wishes to add a lab, and there is a specimen available in the lab, the order will display a message to add to additional labs. If a fresh specimen is desired the provider can deselect the add on box in the order during order entry. Be very careful to read the order!
3. This will not occur for timed labs, blood bank specimens, or reference lab send outs
4. The status of the specimen needs to be documented as "Collected" in Dimensions before it can be evaluated for an add on
  - a. NOTE: If the lab cannot be added to the current specimen, the lab will mark this order for re-draw. If the specimen collection is unit collect, the redraw will appear on the Work List

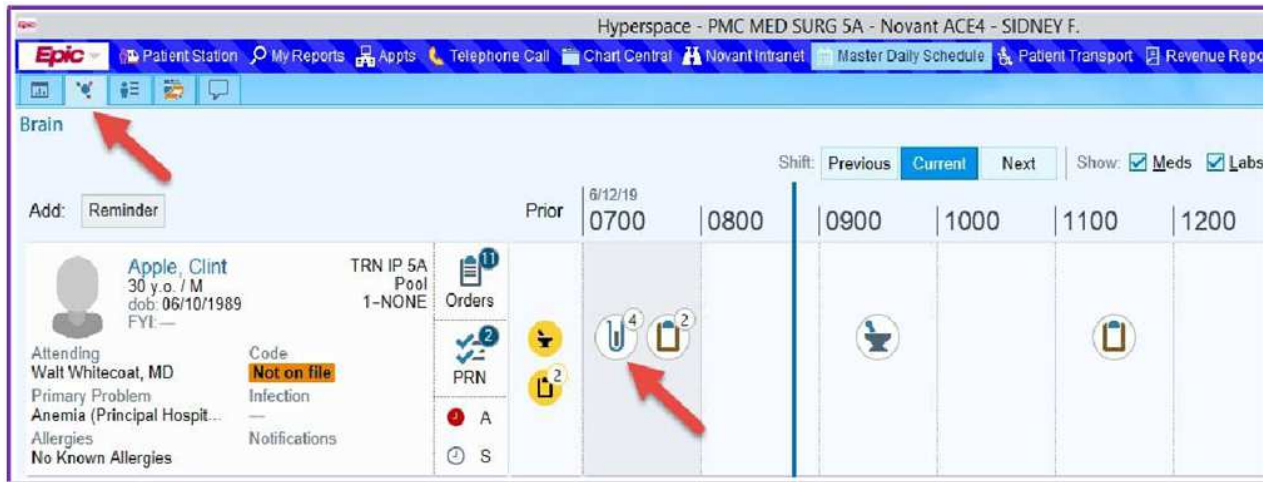
### **Non OR Pathology Specimen Collection**

Non OR pathology specimen collection (including placenta pathology in vaginal deliveries) will work the same as all other specimen collection

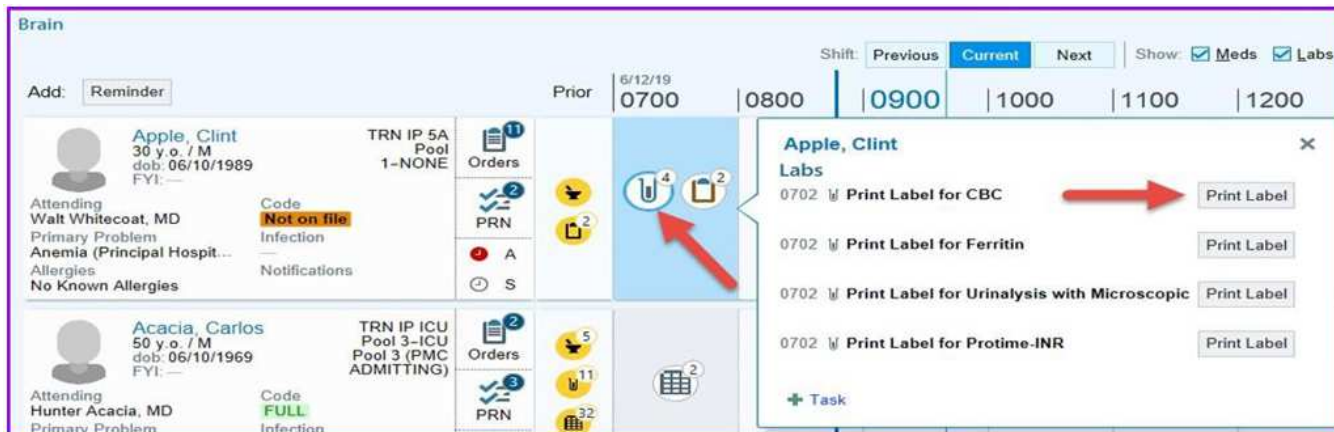
1. The provider places the order for specimen collection (this may be an "if condition met" order and would have to be released if applicable)
2. The collection task will appear on the nurse's Work List
3. The nurse will print the label
4. Follow Novant's RED RULES:
  - a. scan the patient and then each label
5. The source will already be answered
  - a. The nurse may edit the source if needed and add any other additional information in the comments such as laterality, as appropriate.
6. If the provider also requested Flow Cytometry, the nurse should reprint the specimen label and place the duplicate label on the specimen for Flow Cytometry.
7. Click Accept – the task will be removed from the Work List
8. Verify the date on the label (be sure not to write over the barcode)
9. Send the specimens to the lab

## Specimen collection from the Brain:

1. Click Brain tab (under the EPIC button).
  - a. The Brain uses Work List tasks to populate the schedule



2. Choose your patient.
  - a. If your patient has labs due, click on the Lab icon and a new window will open up.



3. Choose which labs need to be collected.
4. Click Print Label when you are ready to collect the specimens.
  - a. Collect the label and go into the patient room.
  - b. Follow the rest of the specimen collection steps as outlined above.

## Basic Troubleshooting

### Remove a specimen from the collection window

1. Click on the X next to the lab order in the Collection window

### Lab does not appear on the Work List when it is unit collect

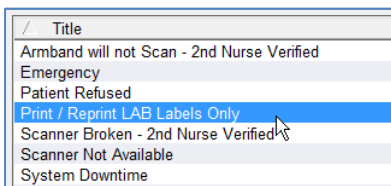
1. Check the time the lab is due – labs will not appear on the Work List until 5 hours before the draw time
2. Check the Collection Status flowsheet row – if the flowsheet has been documented or updated – the lab order will always respect the flowsheet value

### Unable to scan labels or armband

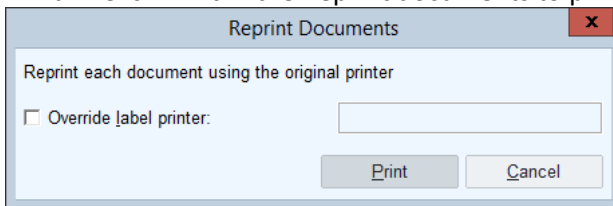
1. Follow normal barcode scanning troubleshooting workflow

### Labels did not print or are illegible

1. Attempt to reprint label on the collection screen
  - a. Navigate to the Work List
  - b. Open the Collection task by clicking Collect
  - c. Select the Override reason of Print / Reprint LAB Labels Only



2. If the Reprint button will be available
  - a. Click Print in the Reprint documents to print to the same printer.



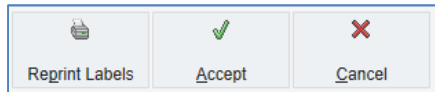
3. If the Reprint button is not available, or you have other issues:
  - a. Contact 6HELP to further troubleshoot

### The system times out before the collection task is accepted

1. If the system times out after the armband and lab labels have been scanned but before the collection task was accepted, the collection task will no longer appear on the Work List and the lab will be marked as collected
  - a. If the specimen was successfully collected – send the specimen to the lab
  - b. If the specimen was not successfully collected – the RN will need to modify the order to put the task back on the Work List
    - i. Navigate to Manage Orders or your Treatment Plan if you are a BeaCON nurse
    - ii. Find the correct lab order, click Modify
    - iii. When the Modify Order pane opens, Click Accept
    - iv. Sign the modified order(s) using the order mode **“Transcribed”**

**RT Only** – If RT prints labels at the nursing station:

1. Open the patient’s chart to the Worklist
2. Select Print Labels
3. At this point, no labels will print – Select the **Reprint** button



4. A window will open and allow a printer designation
  - a. Check Override label printer and select the appropriate printer at the nursing station. Click Print.

