

CAPMAN – LAB SPECIMEN REQUEST HOSPITAL INFORMATION SYSTEM (HIS)

WARD CLERKS/NURSES

This tip sheet provides concise instructions on how to request a porter to pick up a Lab Specimen.



1. Click on the Capman icon 🐸 to open the application.

a. Login using your Active Directory (AD) credentials (mnemonic and password).



2. Click on the Building Icon and pick the correct site.



3. Go to your 'Equipment List' tab.

💄 Patient List	荐 Transfer List	🖥 Equipment List 🛛	a Bed Board	🤞 EVS Services List	🔏 Transport List	🏦 Discharge List	🗓 PreAdmit List	
-								

4. On the Equipment List tab, click on the 'Global Search' button, a 'Global Search Equipment Parameters' window will open, in the 'Description' field type in **lab** and hit 'Search'.

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🔍 Global Search Equipment Parameters 🛛 🗙 🗙						
Description	lab					
Classification Type	All Equipment Types 🛛 🗸					
Manufacturer						
Leased/Not Leased	BOTH ~					
Model Number						
Serial Number						
Asset Control Number						
Badge ID						
Clear Search all f	facilities Cancel Search					





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5. Lab Routine and Lab Stat will now show on the Equipment List, be sure to pick the correct site SCS or NFS.

Description	Classification Type		
Lab Routine	SCS Equipment Tra		
Lab Routine	NFS Equipment Tra		
Lab Stat	SCS Equipment Tra		
Lab Stat	NFS Equipment Tra		

6. Click the arrow to the right of the correct Lab Specimen, scroll to Transport and click on 'Request Adhoc Transport'.

Description	Classification Type	Owning Location
Accian Padas	SCS Equipment Tra	St. Catharines Site
Assign Badge	NES Equinment Tra	Niagara Falls Site
🖓 Transport > ቍ Rec	juest Adhoc Transport	St. Catharines Site
Lab Stat	NFS Equipment Tra	Niagara Falls Site

7. Create AdHoc Equipment Transport Request window opens and you will need to fill out any necessary information specifically where they need come and pick up the specimen and where

oing.	Create AdHoc Equipment	ransport Request				×		
	Lab Routine Lease Model Number: Class Manufacturer: Equip	ed: Internet Section Type: Section Type: Section Type: Section Type: Section Type: Section Sec	A quipment Transprt S le	sset Control Number: erial Number:				
	Scheduled Time: 11/5/24 10:50 PM Priority Transporters Routine 1 Transport Details							
	Behavioural Restraints	See Charge Nurse	☐ IV Pole	Monitor	🗌 Oxygen	RN Required		
						OK Cancel		

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Note – To choose your locations click on the ellipses beside the from and to and you can search your area or use the carrot icons until you get to your area and then hit ok.

ocation Selection
Search Recent Searches
Location [lab /]
▼ C Let Eite Site > Q Fort Erie Site > Niagara Falls Site
 > Q Port Colborne Site > Q St. Catharines Site > C St. Catharines Site
 Jord Floor Jord Floor Jord Floor
S CS 3A SCS 3B
Site - Main Pharmacy Walker Family Cancer Center 3rd were started and started
> 🧈 5th Floor > 🎤 9999-Other 🗸 🗸
OK Cancel

8. Once this has been done this request will now be on the 'Transport List' tab and this request will be sent to the closest and available porter by using proximity.

💄 Pa	Patient List 🛹 Transfer List 🏦 Discharge List 🔞 PreAdmit List 🥖 EVS Services List 🥵 Transport List 🖇 🛛 🧃 Equipment List 🗬									🤗 Bed Board
Name: 🗸 🤹 😰 📰							_			
Number of Jobs Patient: 0 Avg/hr: 0.0				Average Turn-Around Time (MM:SS)			Average Respo	Response Tin		
	0 Equipment: 0 Avg/hr: 0.0		00:00			0	?			
	Origin		Destina	tion	Priority	Name	Mode o	of Transport	Comment	
	SCS Interventional Lab / Blood Bank /P		Routi	Lab Routine						

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The Porter will come and get the specimen and bring it to the lab.

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