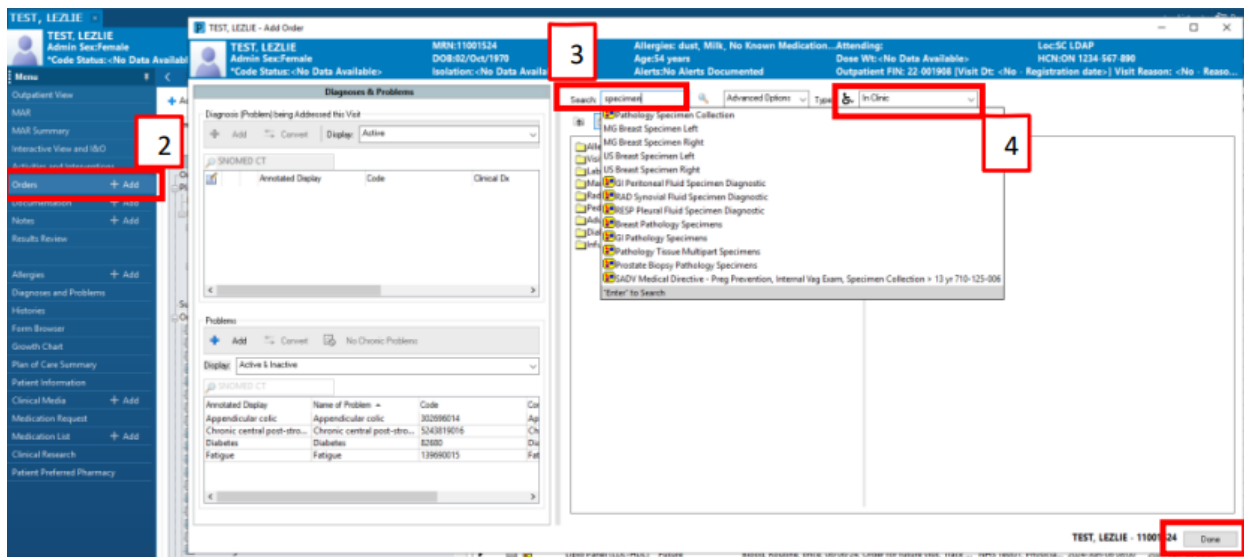


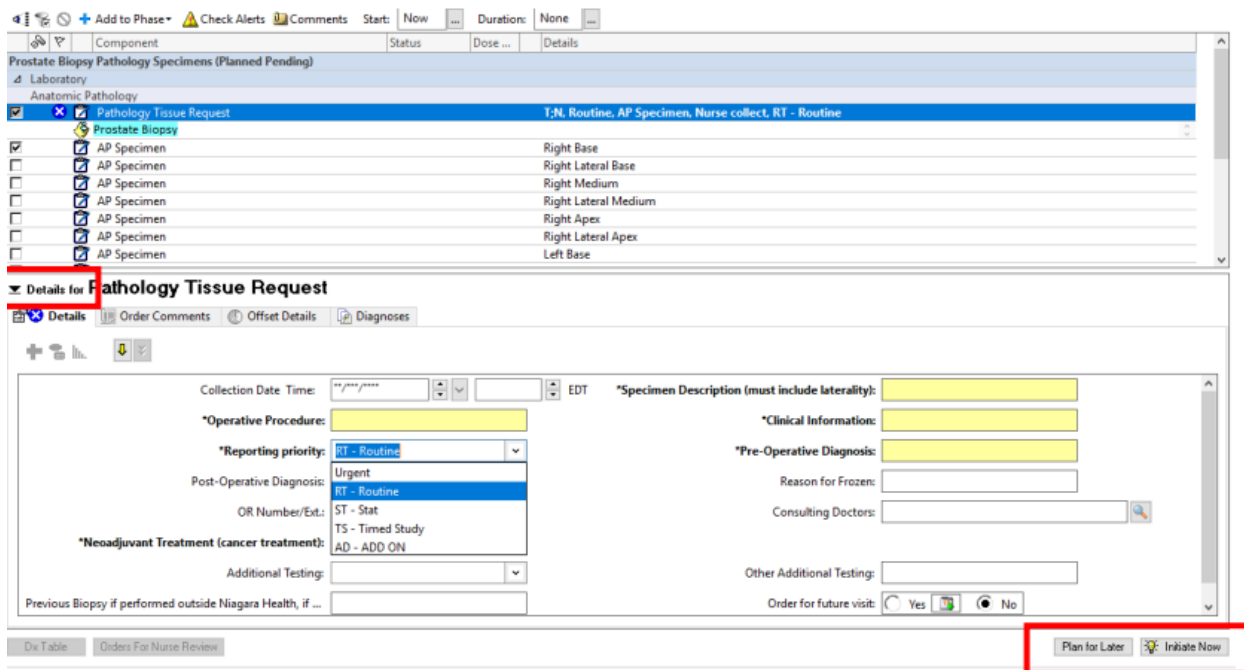
### Specimen Collection

#### Ambulatory Clinic Staff

##### Physician Orders

1. Physician will navigate to orders. This can be added to Quick Orders Favourites and Saved.
2. Choose "Add".
3. Ensure that you have "In Clinic" showing
4. Search Specimen. Note: there are other ways to search as well (ie: Pathology)





Prostate Biopsy Pathology Specimens (Planned Pending)

Pathology Tissue Request T.N. Routine, AP Specimen, Nurse collect, RT - Routine

Prostate Biopsy

- AP Specimen Right Base
- AP Specimen Right Lateral Base
- AP Specimen Right Medium
- AP Specimen Right Lateral Medium
- AP Specimen Right Apex
- AP Specimen Right Lateral Apex
- AP Specimen Left Base

Details for Pathology Tissue Request

Collection Date Time: [ ] EDT \*Specimen Description (must include laterality): [ ]

\*Operative Procedure: [ ] \*Clinical Information: [ ]

\*Reporting priority: RT - Routine Post-Operative Diagnosis: Urgent \*Pre-Operative Diagnosis: [ ]

OR Number/Ext.: ST - Stat Reason for Frozen: [ ]


\*Neoadjuvant Treatment (cancer treatment): AD - ADD ON Consulting Doctors: [ ]

Additional Testing: [ ] Other Additional Testing: [ ]

Previous Biopsy if performed outside Niagara Health, if ... [ ]

Order for future visit:  Yes  No

Plan for Later Initiate Now

- If there is a  by the order, there are missing fields that are required, a window will pop up prompting to fill in these fields, click first detail and follow the prompts.



Order Services

 The system does not allow signature while any order to sign is missing required order details. Please complete the required details.

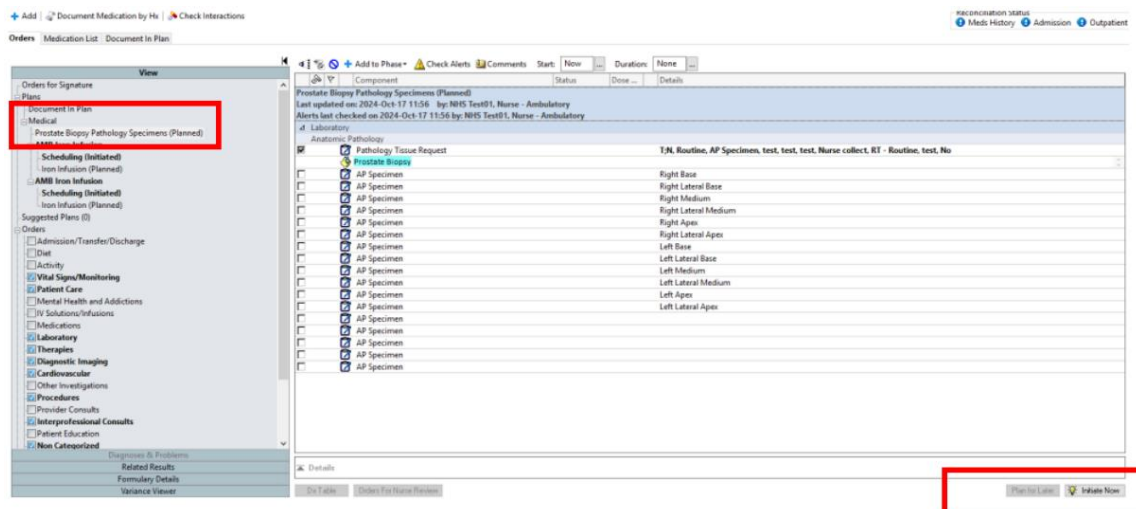
To display the first order detail that is missing, click 'First Detail'.

Cancel First Detail

- Physician must complete all the yellow fields in the order. If all of the details are known, the order can be completed ahead of the appointment and plan for later.
- Click the details button to return to the order if more specimen samples are being collected.

### Order in Planned State

- Some physicians may decide to put specimen orders in ahead of the procedure in a planned state, always check your orders first.

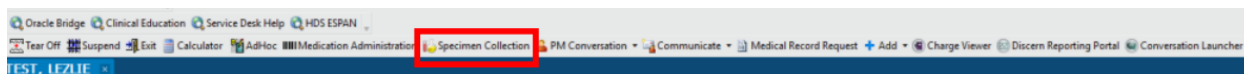


2. Select **Initiate Now** followed by **Orders For Signature** on the bottom right hand corner.
3. Click “Sign” on the bottom right hand corner and refresh window to see your order.

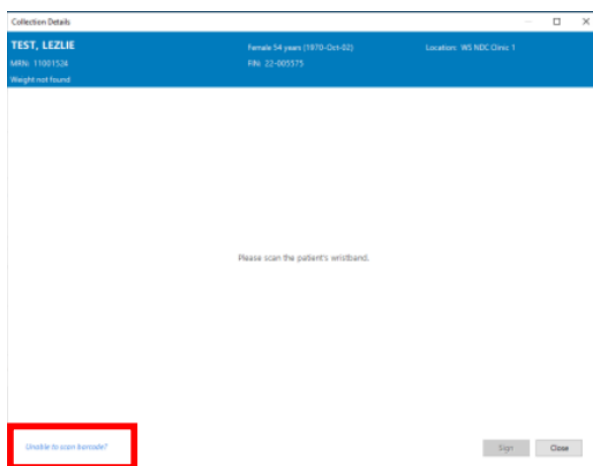
0 minutes ago

### Specimen Collection Process

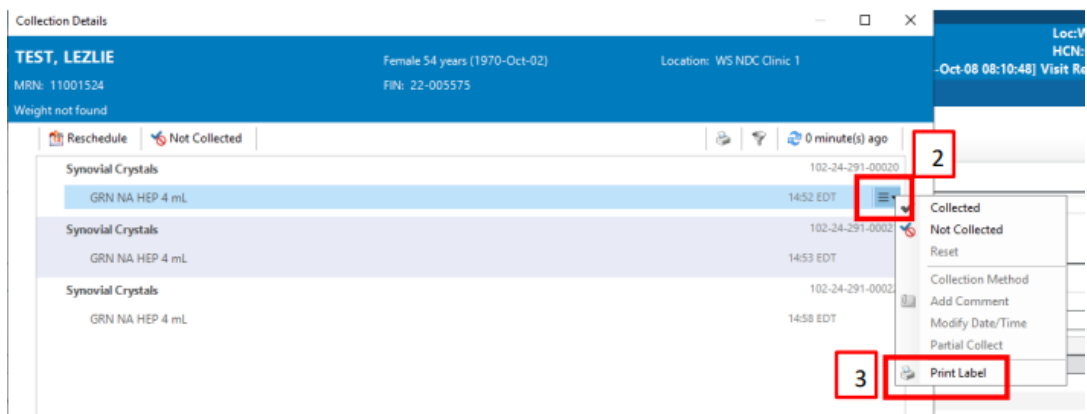
1. Navigate to Specimen Collection on the top task menu **Specimen Collection**



2. A new window will prompt you to scan the patient’s armband, if this is not feasible choose “unable to scan barcode”.



3. Your specimens that have been ordered will list here.



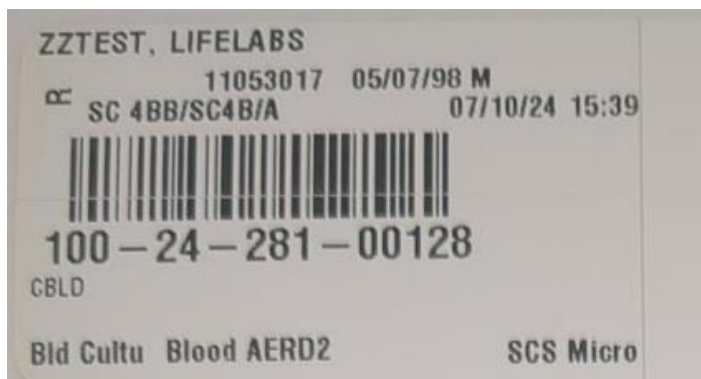
4. Select the collapsed menu icon 

5. Print Label

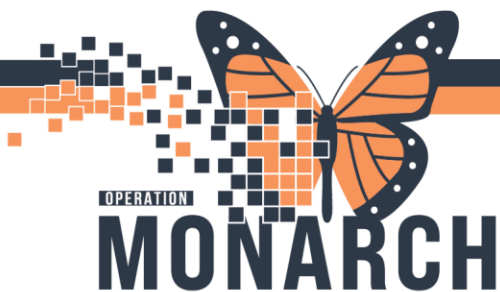
**Note:** Print labels before selecting “collected” as this will clear the specimen from your list

6. Once your specimen is in the jar and labelled, scan your label and it will automatically clear your specimen from the specimen collection window
  - a. Alternatively, you can select “collected” after specimen is in jar

Example of label:

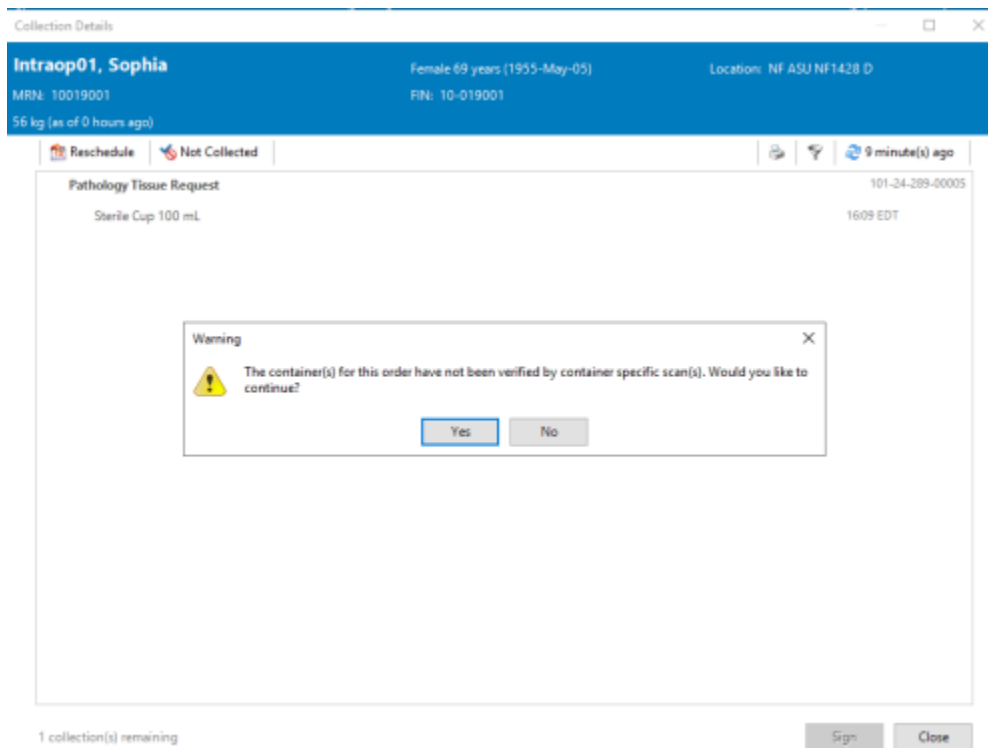


7. A window will pop up if you have not scanned your label, you will need to either scan container or select “yes” to continue.



# TIP SHEET

## HOSPITAL INFORMATION SYSTEM (HIS)



8. Handle specimen as per your unit's workflow (bring to specimen holding area or deliver to lab by porter)

Note: you still need to handwrite a NEW time on your label for specimens that need to capture the exact timing specimen goes into formalin (ex. Breast and gastric tissue)