

# **TIP SHEET** HOSPITAL INFORMATION SYSTEM (HIS)

### How to Add an ADD ON Order to a Previously Collected Or Future Specimen

#### For the following example we will use the following order from the ADD On Monitor

Laboratory Console - Collections TAT		>							
File Pages Help		Auto Refresh: <u>1 Minutes</u>							
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Collection TAT Monitor Expand All									
Collection TAT List (1) Through 11/04/2024 20:13	Collection TAT List (1) Through 11/04/2024 20:13 -								
Collection Template: WS Add On 🗸 Filter: None	✓ As Of: 11/03/2024 20:13								
TAT Location Collection dt/tm Status Priority	Order Accession Patient	Nurse Collect List Information							
WS 6E 11/03/2024 20:12 Dispatch AD	PHOS 102-24-308-00024 SYSTE	MTEST, GLTHREE No (None)							

1. Click on Collections Resolution from the App Bar.



1 ----

**2.** Scan or Enter the accession number of the ADD On order, and modify your look behind (previous order) and look ahead (future orders) based on specimen stability and click ok.

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		FIN:	
		Gender:	
	Select	×	<
Collections	Person Collection List Act	cession	
	* Accession: 102-24-308-00024	Person Name: SYSTEMTEST, GLTHREE	
	* Look behind hours: 2	* Look ahead hours:	
	* From: 03/Nov/2024 = 1814	* To: 04/Nov/2024    2013	
		OK Canad	

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**3.** Any eligible specimens will appear along with the ADD On order.

		FIN: 22-001049		MRN: 11000781	Loc: WS/	WS 6E	/ Welland Site	
SYST	EMTEST, GLTHREE	Gender: Male		Age: /4 years DOB: 04/Mar/1950	Admitted:			
Collecti	ons				🔁 3 minute	s ago	Actions	
Þ		November 03, 2024	18:08:13 - Novem	ber 04, 2024 20:07:44				
Blood	Venous Draw	5						
£	2mL PST	WS Chem			102-24-308-0	0020A		
	IVT	🚯 S   ST - Stat	19:23	In-Lab	Koutsogiannis, Dimitri, MD, FRCPC	0	Merce Out	
			-	To tak			merge out	
	MG	AD AD - ADD ON	19:23	IN-Lab	Koutsogiannis, Dimitri, MD, FRCPC	0		
	2mL PST	AD   AD - ADD ON	19:23	IN-Lao	Koutsogiannis, Dimitri, MD, FRCPC 102-24-308-0	0024A		

**4.** Click on the ADD On order. Note that under the Merge Out heading the accession of the eligible specimen will appear.

👗 Pathl	Net Collections: Collections Resolution					– 🗆 ×
Task E	dit View Help					
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		FIN: 22-001049		MRN: 11000781	Loc: WS / WS 6E	/ Welland Site
SYST	TEMTEST, GLTHREE	Gender: Male		Age: 74 years DOB: 04/Mar/1950	Ordered by: Kou Admitted:	tsogiannis, Dimitri, MD,
Collect	ions				₽ 8 minutes ago	Actions
		November 03, 202	24 18:08:13 - Novem	iber 04, 2024 20:07:44	< ۲	Cancel
∠ Blood	Venous Draw					Modify
1	2mL PST	🔿 WS Chem			102-24-308-000204	
	😔 🔜 LYT	🚯 S   ST - Stat	19:23	In-Lab	Koutsogiannis, Dimitri, MD, FRCPC 🚫	Merce Out
	😔 🔜 MG	AD   AD - ADD ON	19:23	In-Lab	Koutsogiannis, Dimitri, MD, FRCPC	102-24-308-00020A
2	2mL PST	🔿 WS Chem			102-24-308-00024/	102 24 000 000204
	👞 📓 Phos	AD   AD - ADD ON	20:12	Dispatched	Koutsogiannis, Dimitri, MD, FRCPC 🚫	

 Double click on the accession number under the merge out column. The ADD On order will now be merged into the selected accession number and will highlight yellow. Click on the save icon (floppy disk).

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ask E	dit View Help									
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		FIN: 22-001	049		MRN: 11	1000781	Loc: WS /	WS 6E	/ Welland Site	1
SYST	EMTEST, GLTHREE	Gender: Ma	le		DOB: 04	//Mar/1950	Admitted:			
Collecti	ions						ninut ninut ninut	les ago	Actions	
		November	03, 2024 1	8:08:13 - Noven	nber 04, 2024 20:0	)7:44				
Blood	Venous Drav	V								
1	2mL PST	WS Chem					102-24-308-0	0020A		
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	11100									

\*\*\*This step is important or accessions will not be merged into one accession!\*\*\*







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The ADD On order has been merged into the previously collected accession # 102-24-305-00024 and the sample status changes to In-Lab status and is ready to be tested.

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Task I	Edit View Help						
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		FIN: 22-001049		MRN: 11000781 Age: 74 years	Loc: 1 Ordere	VS / WS 61 d by:	E / Welland Site
SYS	TEMTEST, GLTHREE	Gender: Male		DOB: 04/Mar/1950	Admitt	ed:	
Collect	tions				🔁 0 mi	nutes ago	Actions
		November 03, 202	24 18:08:13 - Novembe	er 04, 2024 20:07:44			
∠ Blood	d Venous Draw	1					
∠	2mL PST	🔿 WS Chem			102-24-3	8-00020A	
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	PHOS	AD   AD - ADD ON	19:23	In-Lab	Koutsogiannis, Dimitri, MD, FRO	PC 🚫	Merge Out
	S T	🚯 S   ST - Stat	19:23	In-Lab	Koutsogiannis, Dimitri, MD, FRO	PC 🚫	
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