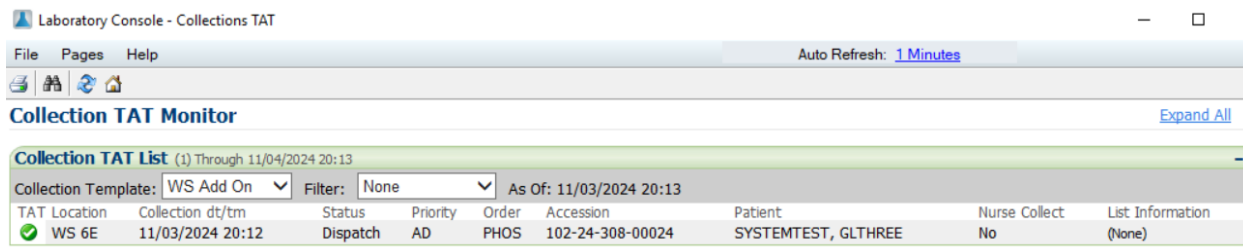


### How to Add an ADD ON Order to a Previously Collected Or Future Specimen

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

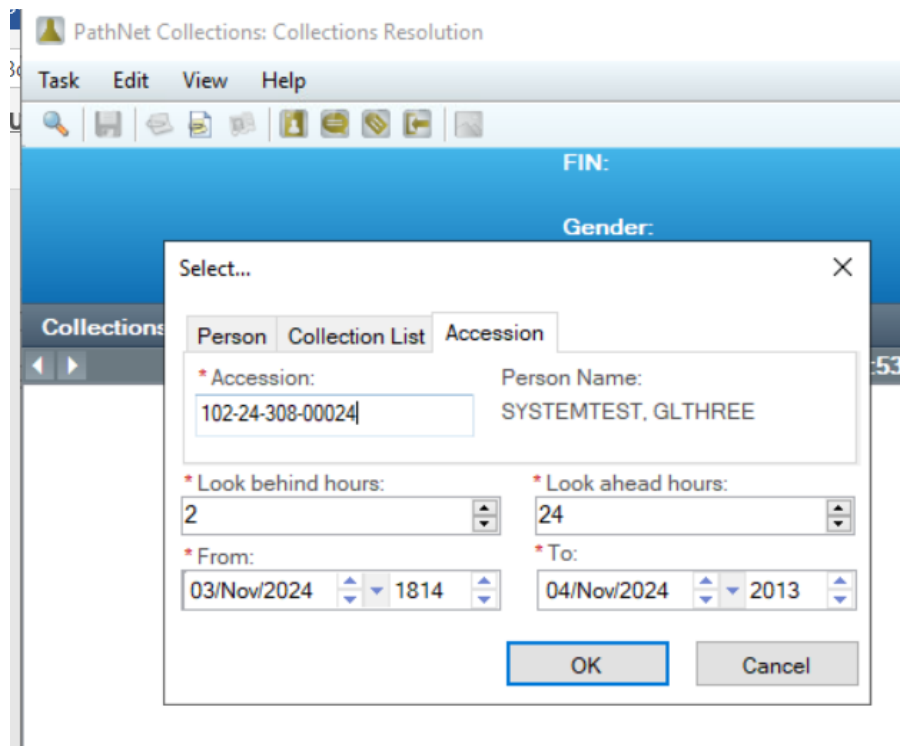


| TAT Location | Collection dt/tm | Status   | Priority | Order | Accession        | Patient             | Nurse Collect | List Information |
|--------------|------------------|----------|----------|-------|------------------|---------------------|---------------|------------------|
| WS 6E        | 11/03/2024 20:12 | Dispatch | AD       | PHOS  | 102-24-308-00024 | SYSTEMTEST, GLTHREE | No            | (None)           |

1. Click on Collections Resolution from the App Bar.



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.



PathNet Collections: Collections Resolution

Task Edit View Help

FIN:  
Gender:

Person Collection List Accession

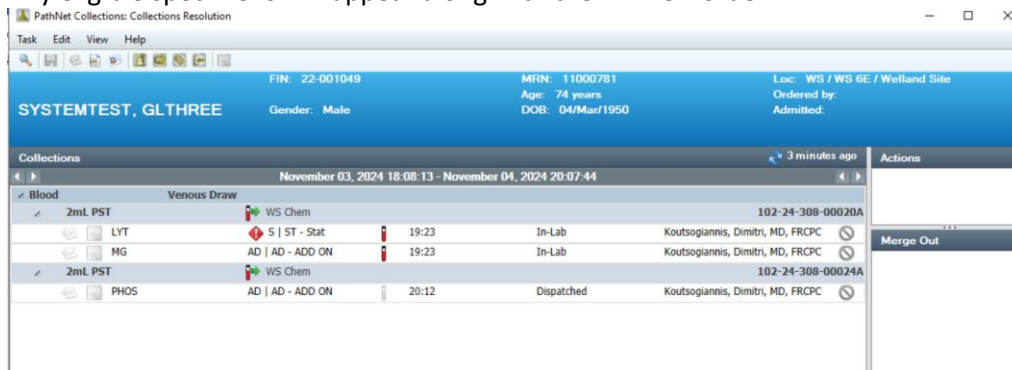
\* Accession: 102-24-308-00024 Person Name: SYSTEMTEST, GLTHREE

\* Look behind hours: 2 \* Look ahead hours: 24

\* From: 03/Nov/2024 1814 \* To: 04/Nov/2024 2013

OK Cancel

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



PathNet Collections: Collections Resolution

Task Edit View Help

FIN: 22-001049      MRN: 11000781      Loc: WS / WS 6E / Welland Site  
 Gender: Male      Age: 74 years      Ordered by:  
 DOB: 04/Mar/1950      Admitted:

SYSTEMTEST, GLTHREE

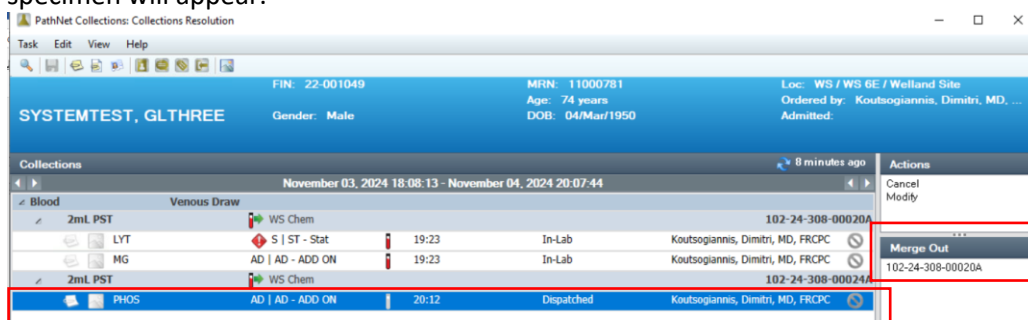
Collections      3 minutes ago      Actions

November 03, 2024 18:08:13 - November 04, 2024 20:07:44

| Specimen | Order            | Time  | Location   | Ordering Physician               | Accession         |
|----------|------------------|-------|------------|----------------------------------|-------------------|
| 2mL PST  | WS Chem          |       |            |                                  | 102-24-308-00020A |
| LYT      | S   ST - Stat    | 19:23 | In-Lab     | Koutsogiannis, Dimitri, MD, FRCP |                   |
| MG       | AD   AD - ADD ON | 19:23 | In-Lab     | Koutsogiannis, Dimitri, MD, FRCP |                   |
| 2mL PST  | WS Chem          |       |            |                                  | 102-24-308-00024A |
| PHOS     | AD   AD - ADD ON | 20:12 | Dispatched | Koutsogiannis, Dimitri, MD, FRCP |                   |

Merge Out

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



PathNet Collections: Collections Resolution

Task Edit View Help

FIN: 22-001049      MRN: 11000781      Loc: WS / WS 6E / Welland Site  
 Gender: Male      Age: 74 years      Ordered by: Koutsogiannis, Dimitri, MD, ...  
 DOB: 04/Mar/1950      Admitted:

SYSTEMTEST, GLTHREE

Collections      8 minutes ago      Actions

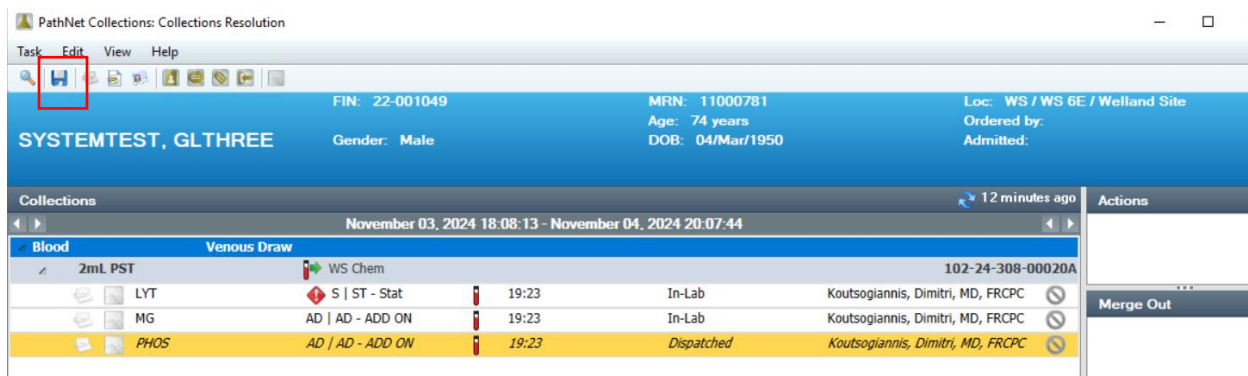
November 03, 2024 18:08:13 - November 04, 2024 20:07:44

| Specimen | Order            | Time  | Location   | Ordering Physician               | Accession         |
|----------|------------------|-------|------------|----------------------------------|-------------------|
| 2mL PST  | WS Chem          |       |            |                                  | 102-24-308-00020A |
| LYT      | S   ST - Stat    | 19:23 | In-Lab     | Koutsogiannis, Dimitri, MD, FRCP |                   |
| MG       | AD   AD - ADD ON | 19:23 | In-Lab     | Koutsogiannis, Dimitri, MD, FRCP |                   |
| 2mL PST  | WS Chem          |       |            |                                  | 102-24-308-00024A |
| PHOS     | AD   AD - ADD ON | 20:12 | Dispatched | Koutsogiannis, Dimitri, MD, FRCP |                   |

Cancel Modify

Merge Out  
102-24-308-00020A

- 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).



PathNet Collections: Collections Resolution

Task Edit View Help

FIN: 22-001049      MRN: 11000781      Loc: WS / WS 6E / Welland Site  
 Gender: Male      Age: 74 years      Ordered by:  
 DOB: 04/Mar/1950      Admitted:

SYSTEMTEST, GLTHREE

Collections      12 minutes ago      Actions

November 03, 2024 18:08:13 - November 04, 2024 20:07:44

| Specimen | Order            | Time  | Location   | Ordering Physician               | Accession         |
|----------|------------------|-------|------------|----------------------------------|-------------------|
| 2mL PST  | WS Chem          |       |            |                                  | 102-24-308-00020A |
| LYT      | S   ST - Stat    | 19:23 | In-Lab     | Koutsogiannis, Dimitri, MD, FRCP |                   |
| MG       | AD   AD - ADD ON | 19:23 | In-Lab     | Koutsogiannis, Dimitri, MD, FRCP |                   |
| PHOS     | AD   AD - ADD ON | 19:23 | Dispatched | Koutsogiannis, Dimitri, MD, FRCP |                   |

Merge Out

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



# TIP SHEET

## HOSPITAL INFORMATION SYSTEM (HIS)

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.

PathNet Collections: Collections Resolution

Task Edit View Help

FIN: 22-001049 MRN: 11000781 Loc: WS / WS 6E / Welland Site  
SYSTEMTEST, GLTHREE Gender: Male Age: 74 years Ordered by:  
DOB: 04/Mar/1950 Admitted:

Collections 0 minutes ago Actions

November 03, 2024 18:08:13 - November 04, 2024 20:07:44

| Collection | Order            | Time  | Status | Ordering Physician                | Action    |
|------------|------------------|-------|--------|-----------------------------------|-----------|
| 2mL PST    | WS Chem          |       |        |                                   |           |
| MG         | AD   AD - ADD ON | 19:23 | In-Lab | Koutsogiannis, Dimitri, MD, FRCPC | Merge Out |
| PHOS       | AD   AD - ADD ON | 19:23 | In-Lab | Koutsogiannis, Dimitri, MD, FRCPC |           |
| LYT        | S   ST - Stat    | 19:23 | In-Lab | Koutsogiannis, Dimitri, MD, FRCPC |           |