Dart OCM 2.19 User Guide

(EMIS)

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Author:Damien Nash		Date of Issue: 06/10/14
Approved by:		Revision: 1

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PLEASE REMEMBER

Dart OCM contains *confidential* information. By entering you acknowledge your understanding of *your* responsibilities under the Data Protection Act 1998

http://www.legislation.gov.uk/

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Specimen Requesting

After you have selected your patient in EMIS, ensure you have an active new consultation open. In the list on the left of the screen (see below) select "**Test Request**" and then "**Online Test Request**" from the sub-menu.

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0	Summary Consultations M	edication Problems	Investigations	Care History	Diary	Documents	Referrals	New C	onsultatio	n			0	¢
Save	Next Problem Sharing	16-Oct-2014 09:4 OCM, DART (Mr) GP Surgery Minster Surgery	• <u> </u>	Book Appointment	Create Task	Medication Regime Review	Add Eit	Spell check	Print	Configure	Search			
	Consultation	Date/Consulter/Place			Act	ions			Print	SetUp	Knowled			
eport	<u>t Management</u> - 2 <u>SCR</u> - 82	Test Requests - 7	Lab Reports	- 1										
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	- Medication													
	Follow up									essing of ul				
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2 [Test Request Online Te	st Request								nnic derma	titic/oczor	na		
E	Referral Offline Te	est Request							Me	dication				
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		Eastkent Labs - Unknow	/n snecimen							ergies	Vactoria			1
		Test Request : Full Blo	1 State 1 Stat							erse reacti	on to per	nicillins		
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2	Clinical Practitioner OCM	I, DART (Mr) Minste	surgery											ĺ

This will take you directly into Dart OCM. Your user credentials for Dart are already linked to your EMIS account so you will not be asked to enter them when the Dart OCM window opens.

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Blood Sciences Ordering

With Dart OCM now open, you will notice the patient's details have been filled in for you automatically. You will also notice that by default the discipline is set to "**Blood Science**".

dart	OCM				Damien Nash at WHH Ph	lebotomv 🗾 🖨
MAIN MENU	Patient Test Reques	st				
Home	Specimen Number	Awaiting assignment.		Request Status	Not Saved	e
Reception	Patient Details					
New Order Request	NHS Number	999 999 9999				
New Request	Surname	DATA		Forename	DUMMY	
Search	Date of Birth	06/07/1970		Gender	Female	
Specimen Collection	Address	THE MANSE				
Quick Submit	Requestor Details					
Apex Reports	Requestor Location	WHH Phlebotomy	0	Requestor	Select requestor	•
Radiology Printing						
Domiciliary Printing	Specimen Details					
Standard Reports	Discipline	Blood Science	•	Specimen Type	Blood	•
Configuration	Patient Category	NHS		Concise Clinical		A
News	Fasting	No		Details / Keywords		
Links	Phlebotomist Info	Unknown				v
ACTIONS	Urgency	Routine		Coded Clinical Details	Select None Selected	
Patient Summary	Additional Reports To	Select None Selec	ted		Stict	
Request Audit						
MY PATIENTS	Requested Tests					
	BONE PROFILE BELECTOLYTES and F HbA1C & HbF Thyroid Function Full Blood Count	FT4 & TSH	Cholesterol + HD GFR Lipid profile (Cho Clotting Screen Glandular Fever 1	//HDL+Trigs) Fest 1 Add Tests		Fest Group
			Clear C	Changes Save Sa	ve & Print New Request Fo	or This Patient

Select the tests you would like to order for the patient. The most commonly ordered tests are on display, everything else can be found by clicking on the "Add Tests" button which will bring up an alphabetical list of available tests. Predefined groups of tests can be found using the "Add Test Group" button.

You now have two options available to you: "Save" or "Save & Print".

If you **do not need** labels or an appointment card (for example, if you are ordering the tests for a nurse to collect in the future) then choose "**Save**" and you will immediately be taken back to EMIS. This is usually for when you do not have the patient with you when placing the order.

If you **do need** to print either labels or an appointment card, click on the "**Save & Print**" button. A pop-up box will appear asking if you are taking the sample(s) now.

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ist Info	Unknown				
	Sample Collection Time			s	Se
Reports	Are you taking the sample not O Yes	w?			
d Test	⊙ No ○ Sample already taken at:				Πc
olytes a C & HbF		ОК	Cancel		G
		Clotting Screen			

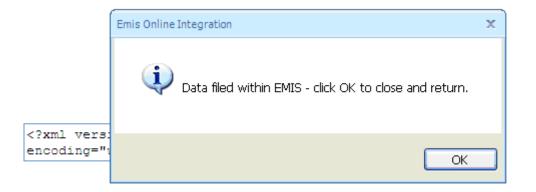
If you select "**No**", the system will generate an appointment card for the patient to take with them and you will be returned to the consultation screen in EMIS.

Print Request Print Close			X
	ogy Appointment Card	nted: 03/07/2014 12:18 Lab Use Only	
Tubes/Pots	NHS Number	Specimen Number	
1 Gold 1 LightBlue 1 Purple		F000722756	
1 Grey	DATA DUMMY 06/07/1970, Female, NHS Patient	Blood Collected://:	III KAARAGRYSEAACKASIII III
Patient Address THE MANSE, 14 GR	EENACRE DRIVE, GLASGOW.		
tp://dartocmbeta.ek	ht.nhs.uk/PrintForms/PrintForm.aspx?GUID=f81a69725ff	54052a01c8d484800c2d0&UniqueURI	Trusted sites

If you select "**Yes**", you will be taken to the "**Specimen Collection**" screen as described in the next section starting on Page 11.

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At any point when you return to EMIS you may be presented with the following screen. Simply press "**OK**" to continue.



On returning to EMIS, you will notice your request has appeared in the centre of the screen in the patient consultation window (see screenshot below).

me	🛃 🟠 💋 🌲 🤱 🕫	EMISW	eb Health Care System - Mins	ter Surgery -	7534		DUCK,	Donald (M	ŋ		-	•
9	Summary Consultations M	ledication Problems I	Investigations Care History	Diary	Documents	Referrals	New Co	onsultatio	n			0
Save	Next Problem Sharing	16-Oct-2014 09:47 OCM, DART (Mr) GP Surgery Minster Surgery		Create t Task F	Medication Regime Review	Add Eit	ABC Spell check	Print	Configure	Search		
	Consultation	Date/Consulter/Place		Actio	ns			Print	SetUp	Knowled		
leport	t Management - 2 <u>SCR</u> - 82	Test Requests - 7	Lab Reports - 1									
Þ	Your security details have not l	been logged. Click here	to resolve.									×
Ş .	Active 🛛 DUCK, Donald	(Mr)	Born 06-Jul-1960 Usual GP CROSFIE		Gender Male r)	NHS N	lo. Unkr	nown				
» C	Consultation 1. <n< td=""><td>io Problem> 📀</td><td></td><td></td><td></td><td></td><td></td><td>» s</td><td>ummary</td><td></td><td></td><td></td></n<>	io Problem> 📀						» s	ummary			
ŀ			specimen (16-Oct-2014)				×	_	ry verdue Ta est Reque:		16-Oct-2014	
Ē	Eamily History	Test Request : Clotting Test Request : CRP (1	Screen (16-Oct-2014)					Pro	est Reque blems e Problem	t Den	16 Oct 2014	
shared d	Comment Medication Follow yp Procedure Test Request ▶							Elbi Dre She	ow fracture ssing of ule ellfish allerg ute conjun dication	e - closed cer y		
Rec	Referral		▼					_	oxicillin • A		• Cefalexin	
δ		GP Surgery (Minster Surg	gery)	OCM, E	DART (Mr)		^		icetamol •	 Pantop Yasmin 	razule	
View ->	,	I need help! Eastkent Labs - Unknowr Test Request : Full Bloc	od Count					Adv	ergies erse reacti	on to penio	tillins	
	4 [Test Request : Glucose Eastkent Labs - Unknowr Test Request : ESR					~		mmary source			
L	atest Contacts	rest nequest . ESR		Si	ummary 😑 –) Detailed				6	ae I
HS .	Clinical Practitioner OCM	1, DART (Mr) Minster	Surgery			~0						

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Microbiology Ordering

If you wish to place a Microbiology request, select "Microbiology" from the "Discipline" dropdown menu in the middle of the screen.

MENU	Patient Test Reques	t	_			
incirio.	Specimen Number	Awaiting assignment.		Request Status	Not Saved	
tion						
rder Request	Patient Details					
	NHS Number	999 999 9999		_		
equest	Surname Date of Birth	DATA 06/07/1970		Forename Gender	DUMMY Female	
1	Address	THE MANSE		Domiciliary Request		
nen Collection	Address	THE MANSE		Domiciliary Request	L	
Submit	Requestor Details					
leports	Requestor Location	Virtual GP Practice	0	Requestor	Virtual GP	_
ogy Printing	Requestor Location	Virtual GF Fractice	•	Requestor	I virtual GP	
liary Printing	Specimen Details					
ard Reports	Discipline	Microbiology	-	Specimen Type	Mid Stream Urine	
uration	Patient Category	Select discipline		Concise Clinical	-	
		Blood Science Microbiology		Details / Keywords		
	Fasting		<i>.</i>			
	Phlebotomist Info	Unknown				
NS	Urgency	Routine		Coded Clinical Details	Select None Selected	
t Summary	Additional Reports To	Select None Selected		Antibiotic Therapies	Select None Selected	
st Audit				Anubiouc merapies	Select None Selected	
TIENTS	Requested Tests					
	Urine Microscopy					

The default specimen type in the Microbiology screen is "**Mid Stream Urine**". To select a different specimen type, use the "**Specimen Type**" dropdown menu. Please note that for some specimens, a further dropdown menu will appear called "**Specimen Site**". There is also a box for typing in clinical details. Please make good use of this, especially for Microbiology tests as it will help the lab staff to process your request appropriately.

Select the tests you would like to order for the patient. The most commonly ordered tests are on display, everything else can be found by clicking on the "Add Tests" button which will bring up an alphabetical list of available tests.

You now have two options available to you: "Save" or "Save & Print".

If you **do not need** labels or an appointment card (for example you are ordering the tests for a nurse to collect in the future) then choose "**Save**" and you will immediately be taken back to EMIS. This is usually for when you do not have the patient with you when placing the order.

If you **do need** to print either labels or an appointment card, click on the "**Save & Print**" button. A pop-up box will appear asking if you are taking the sample(s) now.

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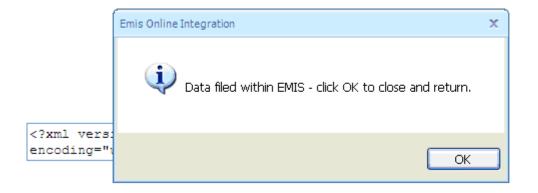
ist Info	Unknown			
s	ample Collection Time			s Se
	Are you taking the sample n O Yes	iow?		
	No Sample already taken at:			
olytes a C & HbF		ОК	Cancel	
		Clotting Screen		E:

If you select "**no**", the system will generate an appointment card for the patient to take with them and you will be returned to the consultation screen in EMIS.

ast Kent Patho	 ology Appointment Card	Printed: 03/07/2014 16:32	
	at Virtual GP Practice	Lab Use Only	
ubes/Pots	NHS Number	Specimen Number	
1 Green		F000722759	
	DATA DUMMY 06/07/1970, Female, NHS Patient	Pus Arm Left Collected:/_/:	
Patient Addres	s		
THE MANSE, 14 C	3REENACRE DRIVE, GLASGOW.]

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At any point when you return to EMIS you may be presented with the following screen. Simply press "OK" to continue.



On returning to EMIS, you will notice your request, has appeared in the centre of the screen in the patient consultation window (see screenshot below).

ems	🗲 🟠 💋 象 🧶 🕫	EMIS We	o Health Care System - Minste	r Surgery	- 7534		DUC	K, Donald (M	1)		-	۰	X
0	Summary Consultations M	Nedication Problems In	vestigations Care History	Diary	Documents	Referrals	New	Consultatio	n			0	•
Save	Next Problem Sharing	16-Oct-2014 09:47 OCM, DART (Mr) GP Surgery Minster Surgery	Run Book	Create Task	Medication Regime Review	Add Fit Note	ABC Spell check	Print	Configure	Search			
•	Consultation	Date/Consulter/Place	Tompiato		ions	, i t		Print	SetUp	Knowled			
lepor	t Management - 2 SCR - 82	Test Requests - 7	.ab Reports - 1										
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₹•	Active 🛛 🛛 DUCK, Donald	(Mr)	Born 06-Jul-1960 (Usual GP CROSFIEL		Gender Male	NHS N	vo. Ur	nknown					
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1		Test Request : Glucose Test Request : Clotting							'est Reque: 'est Reque		16-Oct-2014		
1	Eamily History	Test Request : CRP (16							blems	t Uen	16 Oct 2014		1
2	<u>S</u> ocial	Test Request : Full Bloo	d Count (16-Oct-2014)					Activ	e Problem	s			
data.)	<u>C</u> omment							Eb	ow fractur	e - closed			
	Medication								essing of ul				
snared	Follow up								ellfish allerg				
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	Referral •							Acute					
	Document									Amoxicillin	 Cefalexin 		
Å Å		GP Surgery (Minster Surge	a	OCM	DART (Mr)			Mep	oilex Border	Panto	orazole		
		ar saigery (minister saige I need help!	ay)	OCM,	DART (MI)				acetamol •	Yasmin			
<u>}</u>	,	Eastkent Labs - Unknown	marinan					Alle	ergies				
VIE W	Test Kequest =	Test Request : Full Bloo						Adv	erse reacti	on to peni	cillins		
		Test Request : Glucose	a count					- Char			,		
		Eastkent Labs - Unknown	specimen					🕕 Su	immary				
	-	Test Request : ESR	opeanien					V 🕕 Re	source				
L	atest Contacts	rost noquest i con			Summary 😑 –		Detail	ed				~	
		1, DART (Mr) Minster S	urgen		Caning O	~~~	,						1
18													

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Specimen Collection

To collect a specimen via EMIS, the process is very similar to ordering a specimen. From the live patient consultation screen in EMIS, select "**Test Request**" from the menu on the left and then select "**Online Test Request**" from the sub-menu (see screenshot below).

em) 🖸 🏠	1 20	•		EMISV	Veb Health Care :	System - Minste	er Surgery	- 7534		DUCK	, Donald (Mr))		-	σx
C	Summar	y Consul	tations	Medication	Problems	Investigations	Care History	Diary	Documents	Referrals	New C	Consultation	1			0 🕕
Sav	Problem	Cancel Confide	entiality	• (7)	S-Oct-2014 09:4 CM, DART (Mr) P Surgery inster Surgery Consulter/Place	Run Template	Book Appointment		Medication Regime Review	Add Fit Note	Spell check	Print	Configure SetUp	Search		
Rep	ort Managen	nent - 2	SCR -	82 Test R	equests - 7	Lab Reports	1									_
	Your sec	urity details	have n	ot been logg	ed. Click here	e to resolve.										×
	Active		, Dona	ald (Mr)			16-jul-1960 (P CROSFIEL		Gender Male Dr)	9 NHS N	lo, Unk	nown				
*	Consultat	ion	1.	<no proble<="" td=""><th>m> 📀</th><td></td><td></td><td></td><td></td><td></td><td></td><td>» Su</td><td>Immary</td><td></td><td></td><td></td></no>	m> 📀							» Su	Immary			
Record (No shared data.)	Problem History Examination Eamily Histo Social Comment Medication Follow yp Procedure Test Require Referral Document	est	• 4 Online	Test Req Test Req Test Req	uest : Glucos uest : Clottin uest : CRP (uest : Full Bl	n specimen (14 e (16-Oct-201 g Screen (16- 16-Oct-2014) ood Count (16	4) Oct-2014)				×	Te Prot Active Elbo Dres She Acu Med	verdue Ta est Request est Request est Request est Request plems representation with allerg te conjunc- ication	st Pen t Pen s e - closed cer y ctivitis	16-0ct-2014	
<u>V</u> iew -> My F		Histo Test Reque	est -	I need hel Eastkent L Test Rei Test Rei Eastkent L	y (Minster Sur pl .abs - Unknow quest : Full Blo quest : Glucos .abs - Unknow quest : ESR	vn specimen ood Count ie			, DART (Mr)		~	Aller Adve	cetamol • rgies	on to penic	ilins	
	Latest Cont							1	Summary 😑 -		Detaile	d				* *
NHS	start	al Practitione		OCM, DART (M	r) Minste b Health Ca	er Surgery	agement	₩) D	ocument1 - Micro	50 5	T EMIS V	Veb Health	Ca	* 🖪 🗑	1 () () () ()	09:50

When the Dart OCM screen appears, it will look the same as it would for a new test request. In the menu on the left of the screen you will see a section called "Actions". Click on the "Patient Summary" link in that section.

dart	OCM				Damien Nash at WHH Ph	lebotomv 🗾 🖨
MAIN MENU	Patient Test Reques					
Home	Specimen Number	Awaiting assignment	t.	Request Status	Not Saved	e
Reception	Patient Details					
New Request	NHS Number	999 999 9999				
Search	Surname	CHESTY-COUGH		Forename	YOUVA	
Specimen Collection	Date of Birth	19/07/1977		Gender	Female	
Quick Submit	Address	MYHOUSE				
Apex Reports	Requestor Details					
Radiology Printing	Requestor Location	WHH Phlebotomy	0	Requestor	Select requestor	
Domiciliary Printing			,			
Standard Reports	Specimen Details	_				
Configuration	Discipline	Blood Science	v	Specimen Type	Blood	×
News	Patient Category	NHS		Concise Clinical		A
Links	Fasting	No		Details / Keywords		
ACTIONS	Phlebotomist Info	No				v
Patient Summary	Urgency	Routine		Coded Clinical Details	Select None Selected	
Request Audit	Additional Reports To	Select None Sele	ected		- Colder	
MY PATIENTS	Requested Tests					
Minnie Mouse	Full Blood Count		Clotting Screen		HbA1C & HbF	
	Electrolytes, Crea	tinine + GEP	Thyroid Function		BONE PROFILE	
	Cholesterol + HD			14 0 1511	ESR	
	Glandular Fever 1		Glucose		Liver function tests (profi	e)
	Lipid profile (Cho		_			
				Add Test	s Find Tests Add T	est Group
			Clear Changes S	ave Save & Print	New Request For This	Patient

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On this screen you will see a list of requests for your patient. All requests are in date order with the most recent at the top of the list. Open orders that are able to be collected are labelled "Awaiting Specimen Collection" (as highlighted in the screenshot below).

AIN MENU	YOUVA CHESTY-O	COUGH, 19/07/	1977, 999 999 999	9, Female		
lome	Confidential					
eception				Add to My Patient	s New Reques	st Change PIE
inish Request 🖩						
ew Request	Requests					
earch	🚺 Lab Number	Discipline	Date Created	Status	Location	Requestor
	AC507539	Blood Science	14/10/2014 17:34	Submitted	Virtual GP Practice	Virtual GP
ecimen Collection	AG495556	Blood Science	14/10/2014 16:13	Submitted	Virtual GP Practice	Virtual GP
uick Submit	F000722910	Blood Science	14/10/2014 16:02	(Awaiting Specimen Collection)	Virtual GP Practice	Virtual GP
pex Reports	495554	Blood Science	09/10/2014 16:14	Specimen Collected	Virtual GP Practice	Plumtree Training
adiology Printing	495555	Blood Science	09/10/2014 16:14	Specimen Collected	Virtual GP Practice	Plumtree Training
5, 5	495552	Blood Science	09/10/2014 15:34	Specimen Collected	Virtual GP Practice	Plumtree Training
omiciliary Printing	495553	Blood Science	09/10/2014 15:34	Awaiting Specimen Collection	Virtual GP Practice	Plumtree Training
tandard Reports	495551	Blood Science	08/10/2014 15:53	Specimen Collected	Virtual GP Practice	Plumtree Training
onfiguration	F000722898	Blood Science	06/10/2014 15:58	Awaiting Specimen Collection	Virtual GP Practice	Plumtree Training
ews	Microbiology Res	sults				
inks	Collecte	d Location		Requestor	Tests	
CTIONS	06/10/2014 14:	48 Microbiolo		MICRO^Microbiology requestor	Bacterial Cultu	

On the next screen, you are able to add/remove tests if necessary. When you are ready, click on the "**Save & Collect**" button located on the bottom left of the screen.

Image: Select None Selected Details / Keywords Indebotomist Info No Indebotomist Info Coded Clinical Details Select None Selected Select None Selected Equested Tests Inful Blood Count Infurgion Clotting Screen Infugion Infurgion FT4 & TSH Infugion Infugion Count Infugion Infugion Clotting Screen Infugion Infugion FT4 & TSH Infugion Infugion Count Infugion Infugion Clotting Screen Infugion Infugion FT4 & TSH Infugion Infugion Count Infugion Infugion Clotting Screen Infugion Infugion Clotting Screen Infugion Infugion Clotting Screen Infugion Infugion Clotting	iscipline	Blood Science	Specimen Type	Blood
Asting No Coded Clinical Details Select None Selected	atient Category	NHS 💌		an a
rgency Routine Reports To Select None Selected equested Tests Full Blood Count Full Blood Count Clotting Screen Clotting Screen HbA1C & HbF BONE PROFILE Cholesterol + HDL profile CRP Glandular Fever Test Clotters Cube Clotte	asting	No	Details / Keyw	ords
Coded Clinical Details Select None Selected dditional Reports To Select None Selected Full Blood Count Clotting Screen HbA1C & HbF Ø Electrolytes, Creatinine + GFR Thyroid Function FT4 & TSH BONE PROFILE Cholesterol + HDL profile CRP ESR Glandular Fever Test I Glucose Liver function tests (profile)	hlebotomist Info	No		
equested Tests Full Blood Count Clotting Screen Full Blood Count Clotting Screen Electrolytes, Creatinine + GFR Thyroid Function FT4 & TSH Cholesterol + HDL profile CRP Glandular Fever Test Glucose	Irgency	Routine	Coded Clinical	Details Select None Selected
Requested Tests Full Blood Count Clotting Screen Electrolytes, Creatinine + GFR Thyroid Function FT4 & TSH Cholesterol + HDL profile CRP Glandular Fever Test Glucose	Additional Reports To	Select None	ected	
Cholesterol + HDL profile	Requested Tests			
🗖 Glandular Fever Test 🖲 🔹 🚺 🗖 Glucose 👘 🗌 Liver function tests (profile)			Clotting Screen	HbA1C & HbF
	Full Blood Count	atinine + GFR		
Lipid profile (Chol/HDL+Trigs)	Full Blood Count		Thyroid Function FT4 & TSH	BONE PROFILE
	 ☐ Full Blood Count ✓ Electrolytes, Creat ☐ Cholesterol + HD 	L profile	Thyroid Function FT4 & TSH	BONE PROFILE
Add Tests Find Tests Add Test Gro	Full Blood Count Electrolytes, Creat Cholesterol + HD Glandular Fever 1	L profile Test 🕕	Thyroid Function FT4 & TSH	BONE PROFILE
	Cholesterol + HD	L profile Test 🕕	Thyroid Function FT4 & TSH CRP Glucose	BONE PROFILE

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You will then be presented with this screen.

Reque	stor	Details	Laber Instru		
Reques	ting [Doctor	Virtual GP	Requesting Location	Virtual GP Practice
Specir	nen I)etails			
Time of Specimen					
Specim	ien Ta	ker Location	ZZZZ4		
Reque	sted	Tests			
🖋 🏛		Specimen T	уре	Tests	Tube/Pot Guidance
		Serum/Plasm	a	ACTH	1x Purple
			gulated Blood ted request awaiting collection.	ESR, HbA1C & Hb	F 1x Purble
		Serum/Plasm 495532 - rela	a ted request awaiting collection.	GFR	1x Gold
	•	Fluoride Oxal 495531 - rela	ate ted request awaiting collection.	Glucose	1x Grey

You will notice there are three check boxes, as highlighted by the red circle in the screenshot above. For each sample, choose the *icon* if you are collecting now, or choose the *icon* if you are giving the patient an empty pot to take home with them (e.g. urine). Then click "Action Request". If you click on the icon directly, it will automatically tick all boxes in that column.

A new window will appear showing the labels that will be printed (as below). These labels should then be attached to the samples you have collected from the patient. Click "Finish" to return to EMIS.



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Correct Labelling of Samples

When placing the printed barcode labels on the sample tubes, it is essential they are placed in the correct position and orientation. If the labels are not applied correctly, it will be necessary for the lab to reprint the labels, wasting time and resources.

Below are some examples of incorrectly labelled samples:



This label is upside down. Always affix the Dart label in the same orientation as the label already on the tube. The analysers are unable to read these as the barcode is too low down.



This label has been wrapped around the tube sideways. The analysers are unable to see the whole barcode.



Try to ensure the label is placed on the tube as straight as possible. Crooked, crumpled or torn labels will need reprinting.

This is an example of a correctly labelled sample...



Note how the label is perfectly centred and straight, clearly printed and aligned on the tube with the coloured lid on the left.

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