

Dart OCM 2.19 User Guide

(EMIS)

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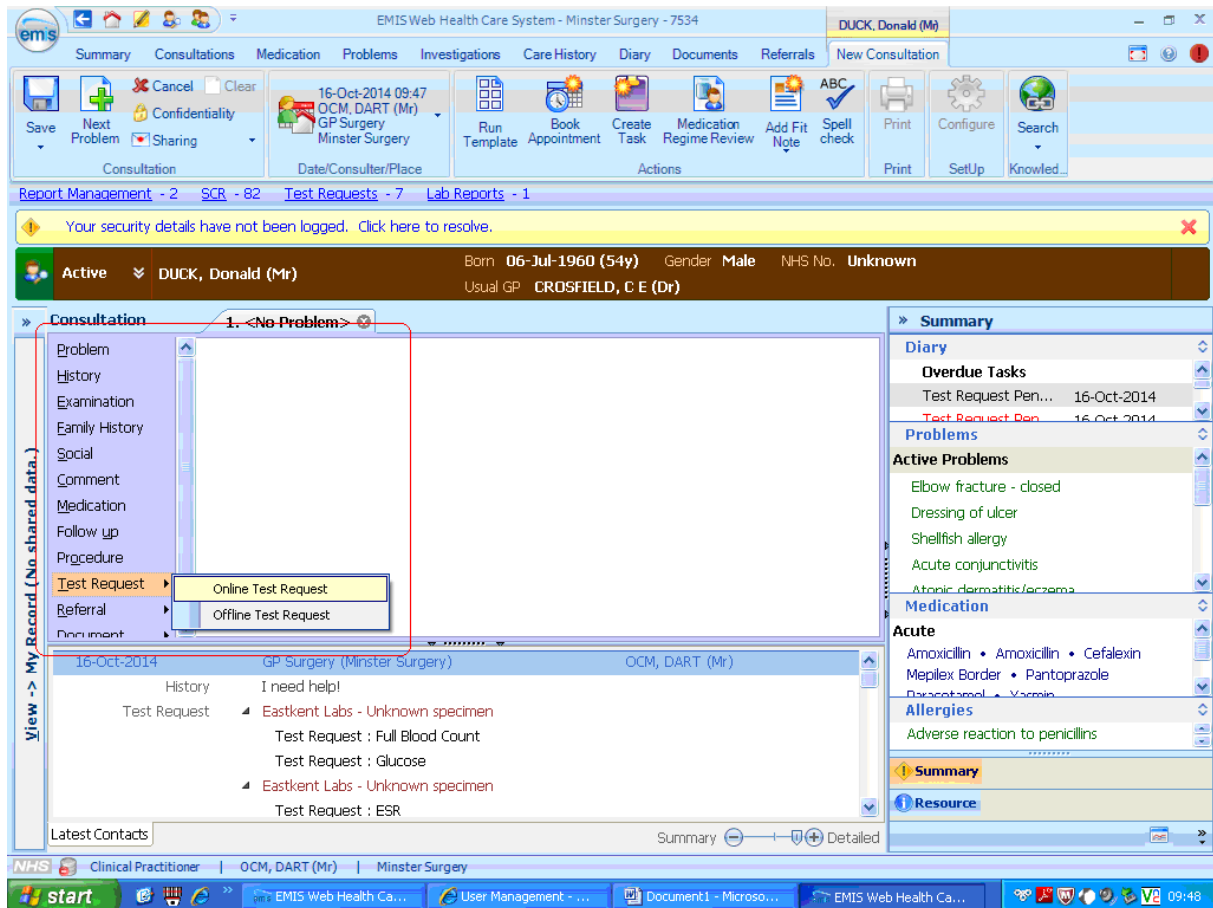
PLEASE REMEMBER

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/>

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.



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.

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".



The screenshot displays the Dart OCM interface for Blood Sciences Ordering. At the top right, the user is identified as Damien Nash at WHH Phlebotomy. The interface is divided into several sections:

- MAIN MENU:** Home, Reception, New Order Request, New Request, Search, Specimen Collection, Quick Submit, Apex Reports, Radiology Printing, Domiciliary Printing, Standard Reports, Configuration, News, Links.
- ACTIONS:** Patient Summary, Request Audit.
- MY PATIENTS:** (Empty)
- Patient Test Request:** Specimen Number: Awaiting assignment. Request Status: Not Saved.
- Patient Details:** NHS Number: 999 999 9999, Surname: DATA, Forename: DUMMY, Date of Birth: 06/07/1970, Gender: Female, Address: THE MANSE.
- Requestor Details:** Requestor Location: WHH Phlebotomy, Requestor: Select requestor...
- Specimen Details:** Discipline: Blood Science, Specimen Type: Blood, Patient Category: NHS, Fasting: No, Phlebotomist Info: Unknown, Urgency: Routine, Additional Reports To: Select None Selected.
- Requested Tests:**
 - BONE PROFILE
 - Electrolytes and Creatinine
 - HbA1C & HbF
 - Thyroid Function FT4 & TSH
 - Full Blood Count
 - Cholesterol + HDL profile
 - GFR
 - Lipid profile (Chol/HDL+Trigs)
 - Clotting Screen
 - Glandular Fever Test
 - CRP
 - Glucose
 - Liver function tests (profile)
 - ESR

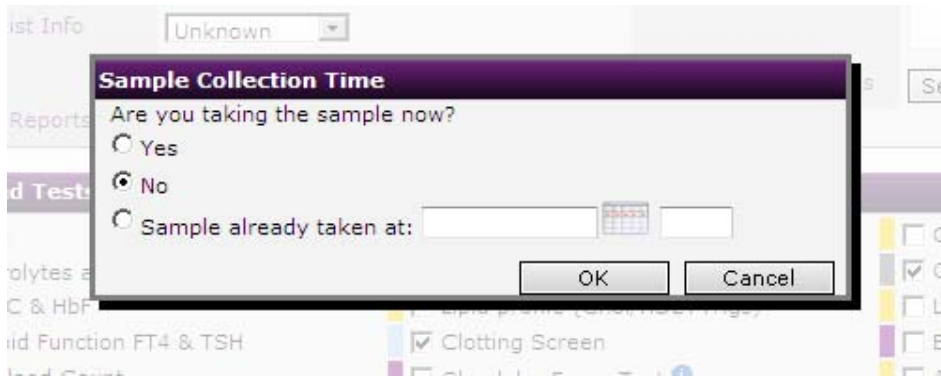
Buttons at the bottom include: Clear Changes, Save, Save & Print, and New Request For This Patient.

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.

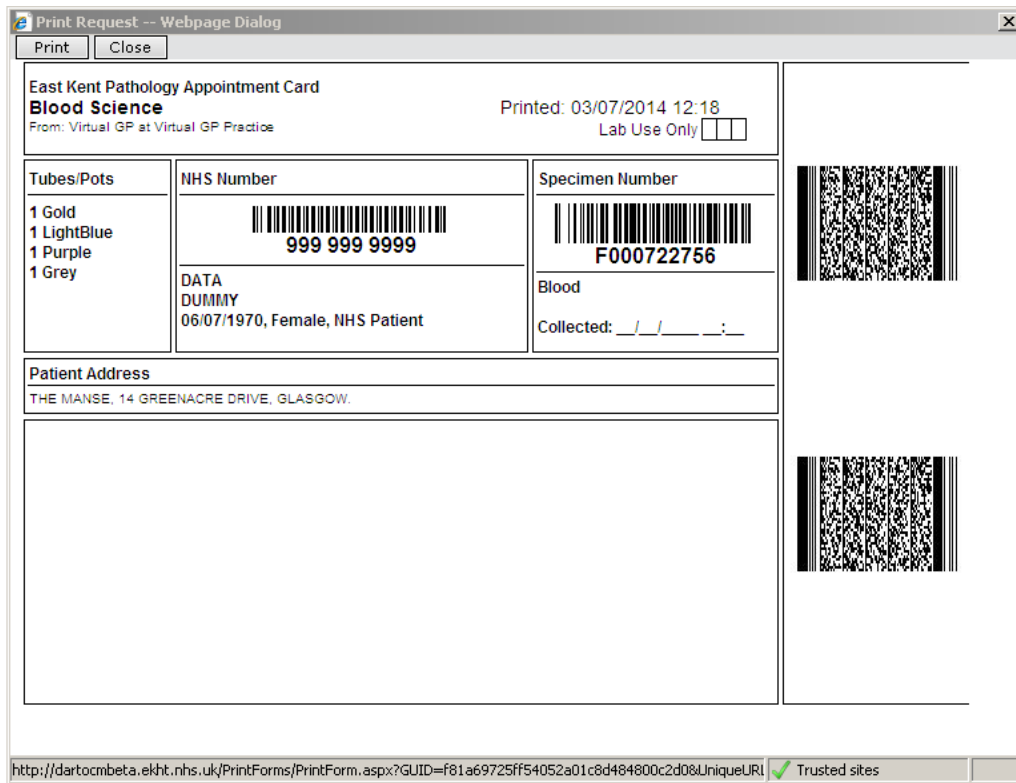
You now have **two** options available to you: "Save" or "Save & Print".

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.

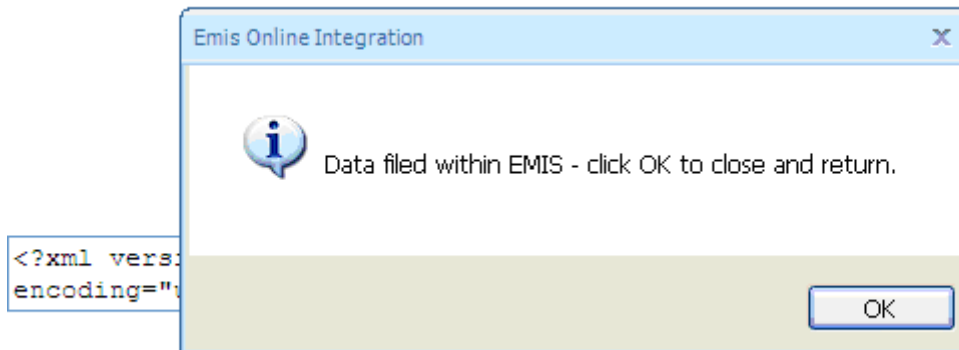


If you select **“No”**, the system will generate an appointment card for the patient to take with them and you will be returned to the consultation screen in EMIS.

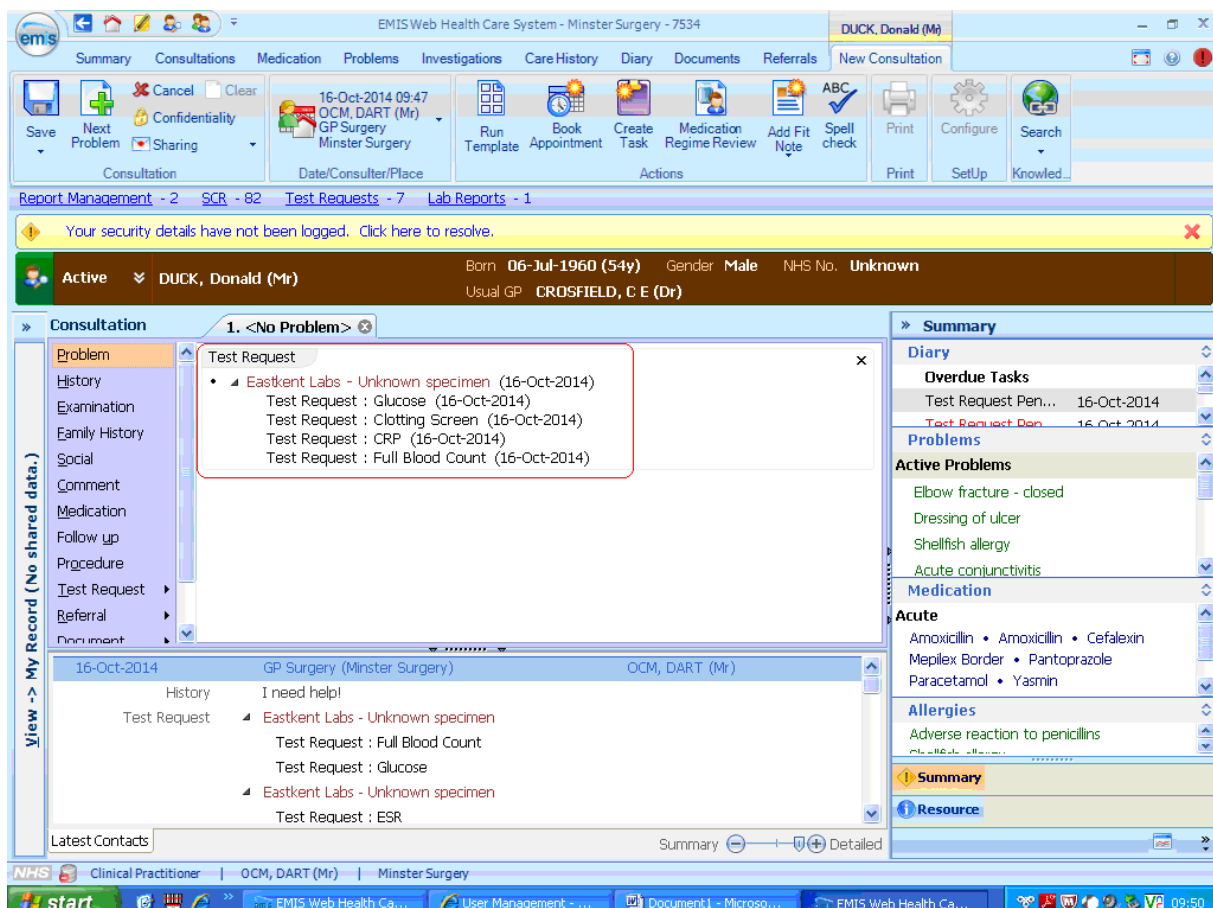


If you select **“Yes”**, you will be taken to the **“Specimen Collection”** screen as described in the next section starting on Page 11.

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

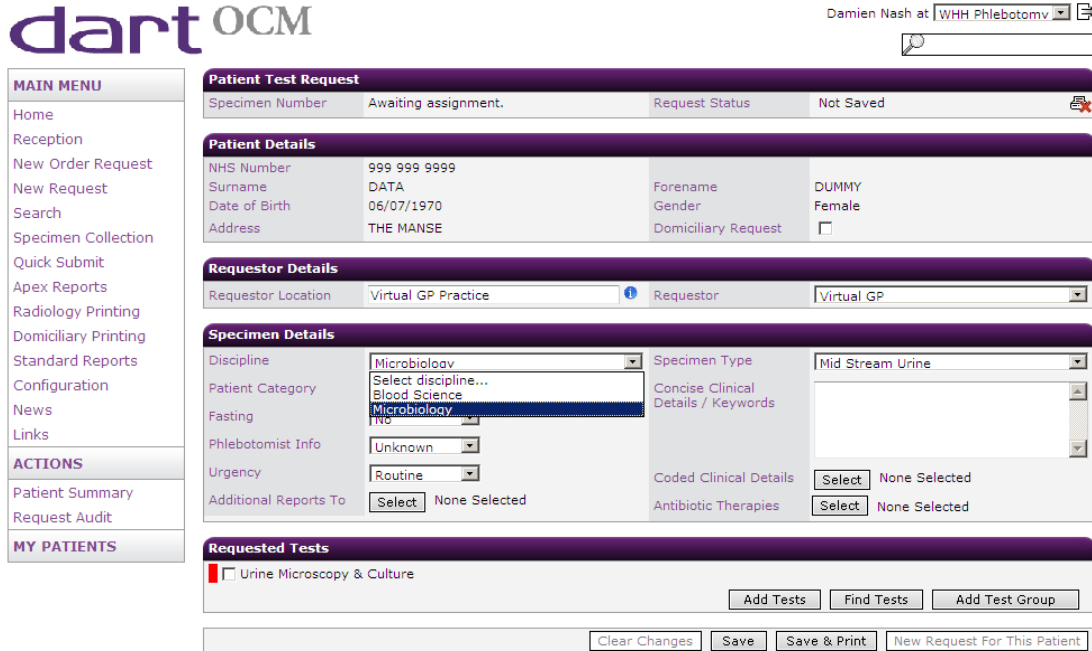


On returning to EMIS, you will notice your request has appeared in the centre of the screen in the patient consultation window (see screenshot below).



Microbiology Ordering

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



The screenshot shows the Dart OCM interface for placing a Microbiology request. The user is logged in as Damien Nash at WHH Phlebotomy. The form is titled 'Patient Test Request' and shows the following details:

- Patient Test Request:** Specimen Number: Awaiting assignment, Request Status: Not Saved.
- Patient Details:** NHS Number: 999 999 9999, Surname: DATA, Date of Birth: 06/07/1970, Forename: DUMMY, Gender: Female, Address: THE MANSE, Domiciliary Request: .
- Requestor Details:** Requestor Location: Virtual GP Practice, Requestor: Virtual GP.
- Specimen Details:** Discipline: Microbiologv, Specimen Type: Mid Stream Urine, Patient Category: Select discipline..., Fasting: Microbiologv, Phlebotomist Info: Unknown, Urgency: Routine, Concise Clinical Details / Keywords: (empty), Coded Clinical Details: Select None Selected, Antibiotic Therapies: Select None Selected.
- Requested Tests:** Urine Microscopy & Culture.

Buttons at the bottom include: Clear Changes, Save, Save & Print, and New Request For This Patient.

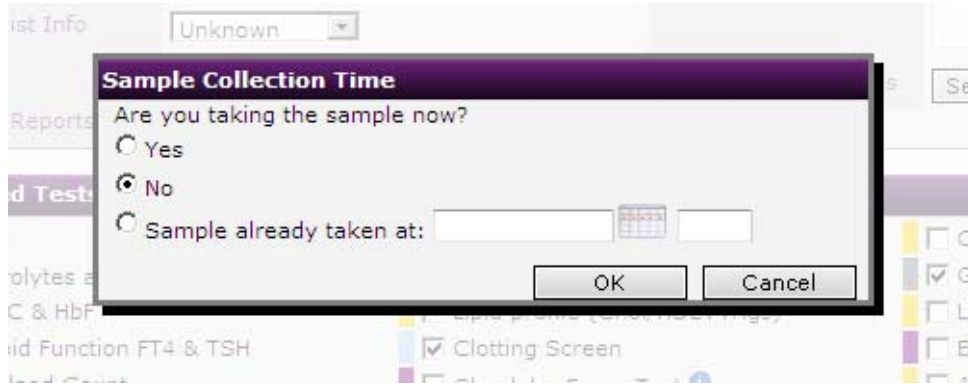
The default specimen type in the Microbiology screen is “**Mid Stream Urine**”. To select a different specimen type, use the “**Specimen Type**” dropdown menu. Please note that for some specimens, a further dropdown menu will appear called “**Specimen Site**”. There is also a box for typing in clinical 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.

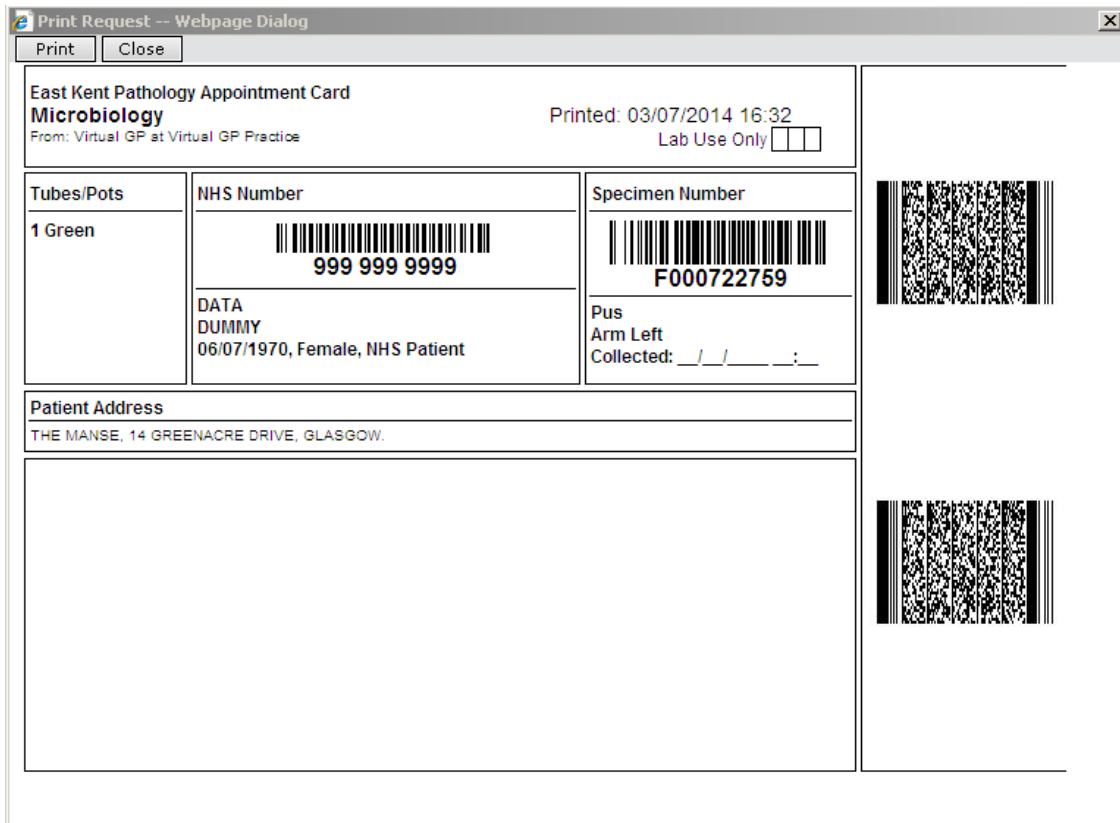
You now have two options available to you: “**Save**” or “**Save & Print**”.

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.

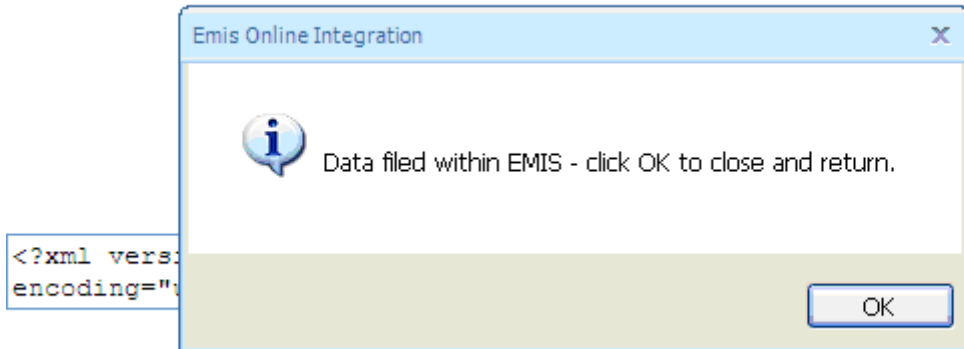
If you **do need** to print either labels or an appointment card, click on the “**Save & Print**” button. A pop-up box will appear asking if you are taking the sample(s) now.



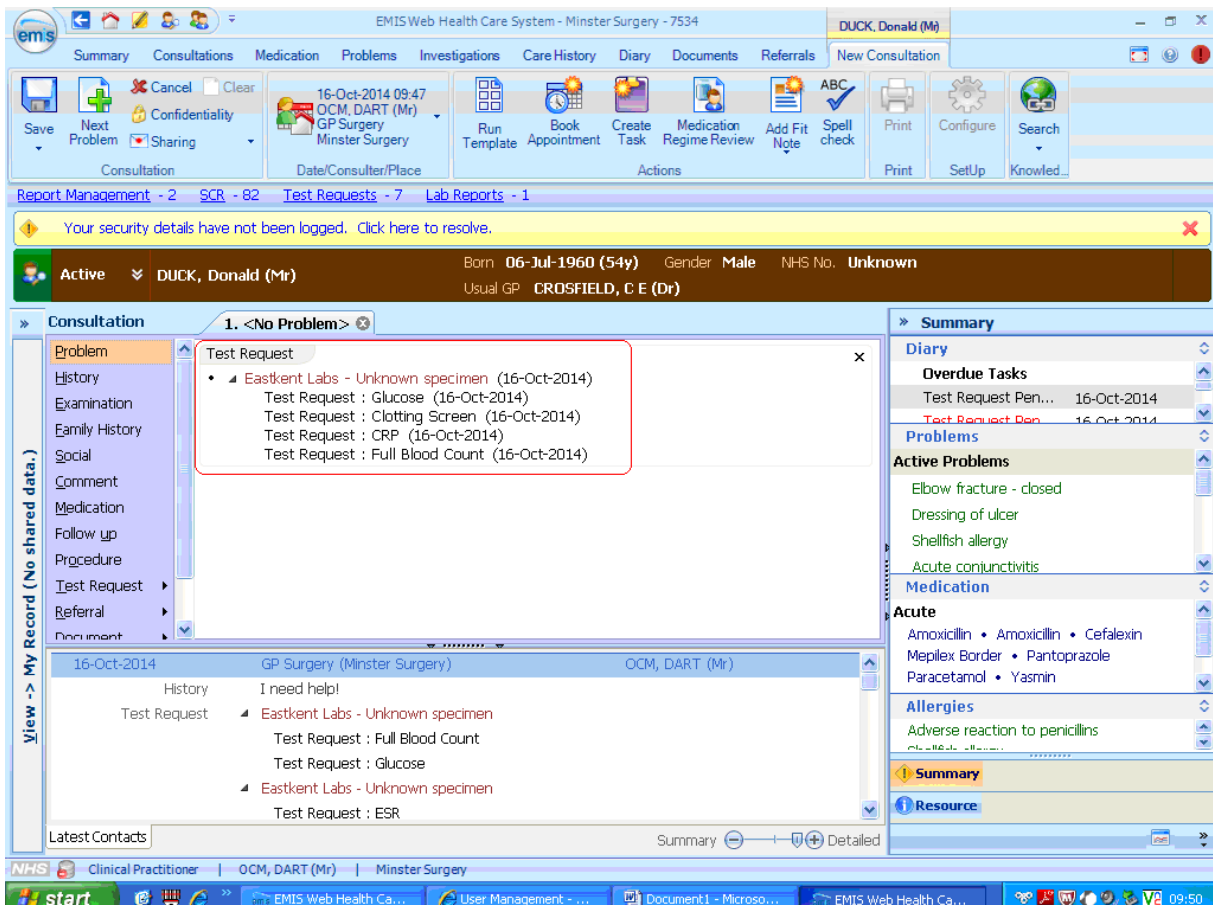
If you select "no", the system will generate an appointment card for the patient to take with them and you will be returned to the consultation screen in EMIS.



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

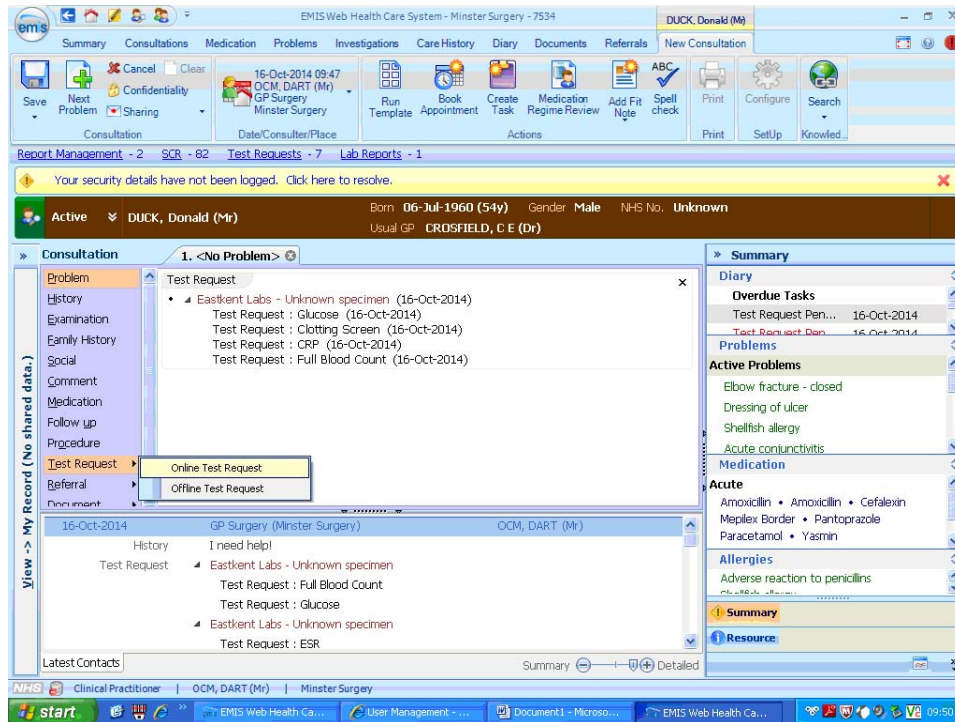


On returning to EMIS, you will notice your request, has appeared in the centre of the screen in the patient consultation window (see screenshot below).



Specimen Collection

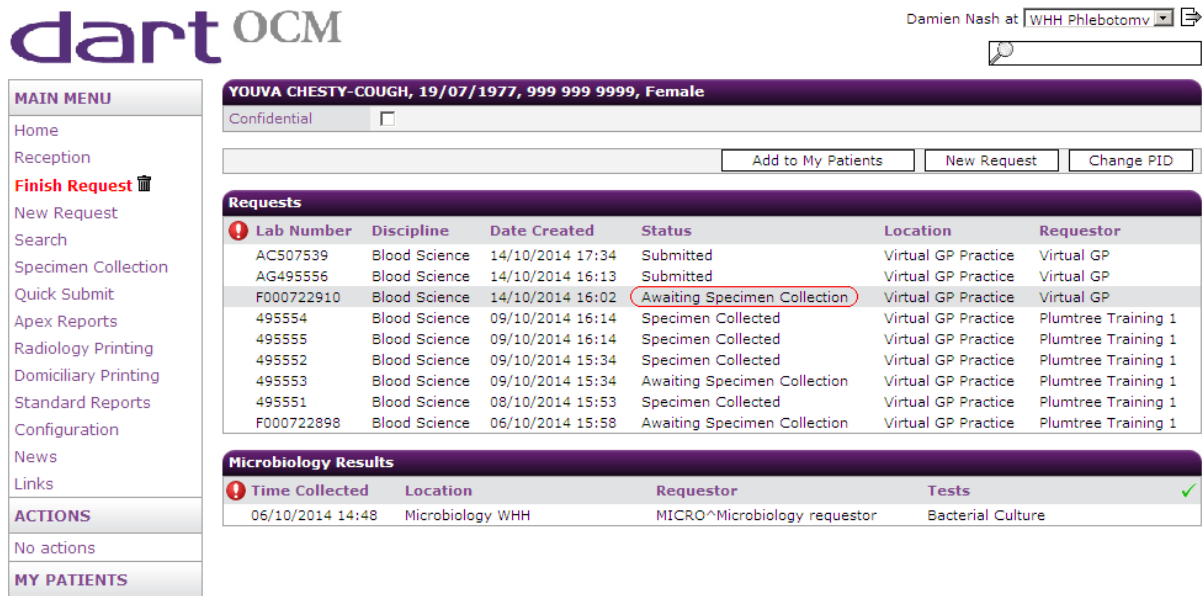
To collect a specimen via EMIS, the process is very similar to ordering a specimen. From the live patient consultation screen in EMIS, select **“Test Request”** from the menu on the left and then select **“Online Test Request”** from the sub-menu (see screenshot below).



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.



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).



dart OCM Damien Nash at WHH Phlebotomy

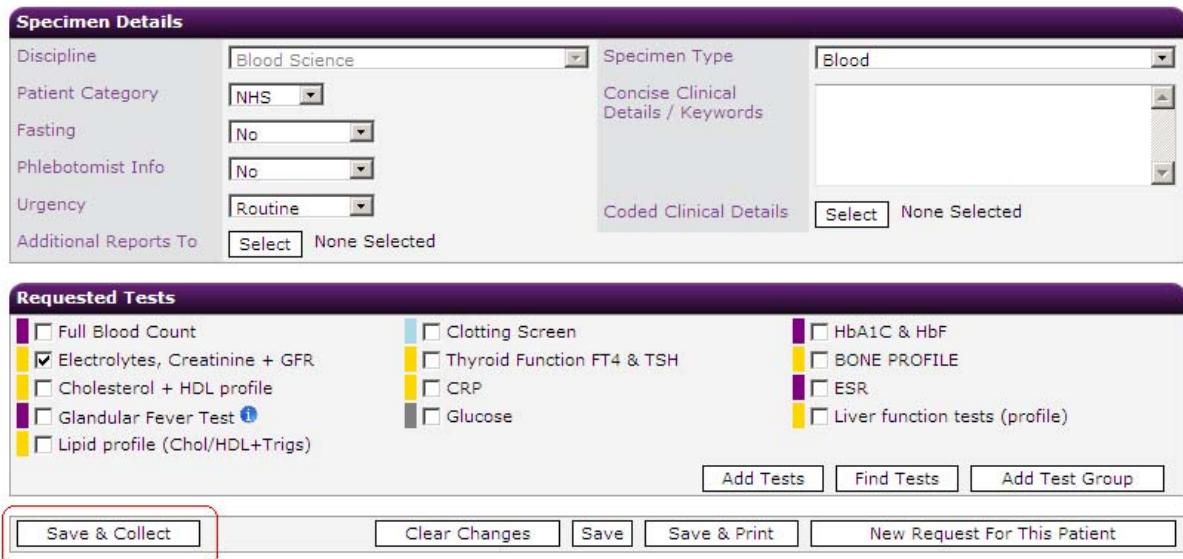
YOUVA CHESTY-COUGH, 19/07/1977, 999 999 9999, Female

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Lab Number	Discipline	Date Created	Status	Location	Requestor
ACS07539	Blood Science	14/10/2014 17:34	Submitted	Virtual GP Practice	Virtual GP
AG495556	Blood Science	14/10/2014 16:13	Submitted	Virtual GP Practice	Virtual GP
F000722910	Blood Science	14/10/2014 16:02	Awaiting Specimen Collection	Virtual GP Practice	Virtual GP
495554	Blood Science	09/10/2014 16:14	Specimen Collected	Virtual GP Practice	Plumtree Training 1
495555	Blood Science	09/10/2014 16:14	Specimen Collected	Virtual GP Practice	Plumtree Training 1
495552	Blood Science	09/10/2014 15:34	Specimen Collected	Virtual GP Practice	Plumtree Training 1
495553	Blood Science	09/10/2014 15:34	Awaiting Specimen Collection	Virtual GP Practice	Plumtree Training 1
495551	Blood Science	08/10/2014 15:53	Specimen Collected	Virtual GP Practice	Plumtree Training 1
F000722898	Blood Science	06/10/2014 15:58	Awaiting Specimen Collection	Virtual GP Practice	Plumtree Training 1

Time Collected	Location	Requestor	Tests
06/10/2014 14:48	Microbiology WHH	MICRO^Microbiology requestor	Bacterial Culture

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.



Specimen Details

Discipline: Blood Science | Specimen Type: Blood

Patient Category: NHS | Concise Clinical Details / Keywords: [Empty]

Fasting: No | Urgency: Routine

Phlebotomist Info: No | Coded Clinical Details: [Select] None Selected

Additional Reports To: [Select] None Selected

Requested Tests

Full Blood Count | Clotting Screen | HbA1C & HbF

Electrolytes, Creatinine + GFR | Thyroid Function FT4 & TSH | BONE PROFILE

Cholesterol + HDL profile | CRP | ESR

Glandular Fever Test | Glucose | Liver function tests (profile)

Lipid profile (Chol/HDL+Trigs)

You will then be presented with this screen.

Requestor Details



Requesting Doctor	Virtual GP	Requesting Location	Virtual GP Practice
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Specimen Details

Time of Specimen	
Specimen Taker Location	ZZZZ4





Requested Tests

Specimen Type	Tests	Tube/Pot Guidance
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Serum/Plasma	ACTH	1x Purple
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> EDTA Anticoagulated Blood 495533 - related request awaiting collection.	ESR, HbA1C & HbF	1x Purple
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Serum/Plasma 495532 - related request awaiting collection.	GFR	1x Gold
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Fluoride Oxalate 495531 - related 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.

Print Extra Labels

<div style="border: 2px solid gold; padding: 5px;"> NHS: 999 999 9999 06/07/1970 DATA, Dummy 495466 ZZZZ1 ZZZZ4  BONE Gold </div>	<div style="border: 2px solid lightblue; padding: 5px;"> NHS: 999 999 9999 06/07/1970 DATA, Dummy 495466 ZZZZ1 ZZZZ4  CS Lightblue </div>
<div style="border: 2px solid purple; padding: 5px;"> NHS: 999 999 9999 06/07/1970 DATA, Dummy 495466 ZZZZ1 ZZZZ4  FB Purple </div>	<div style="border: 2px solid grey; padding: 5px;"> NHS: 999 999 9999 06/07/1970 DATA, Dummy 495466 ZZZZ1 ZZZZ4  GL Grey </div>

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.