

# Dart OCM 2.19 User Guide

(Vision)

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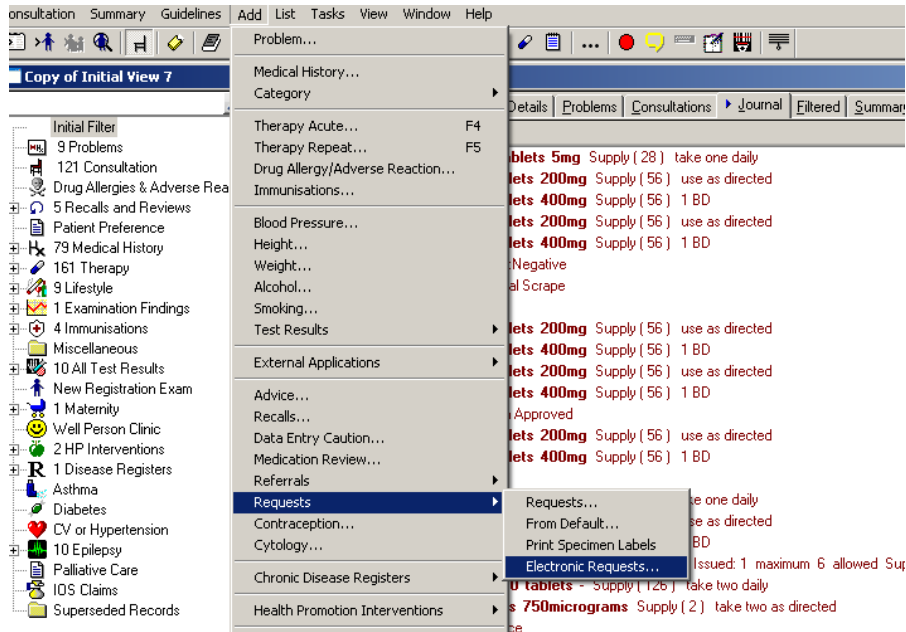
**PLEASE REMEMBER**

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

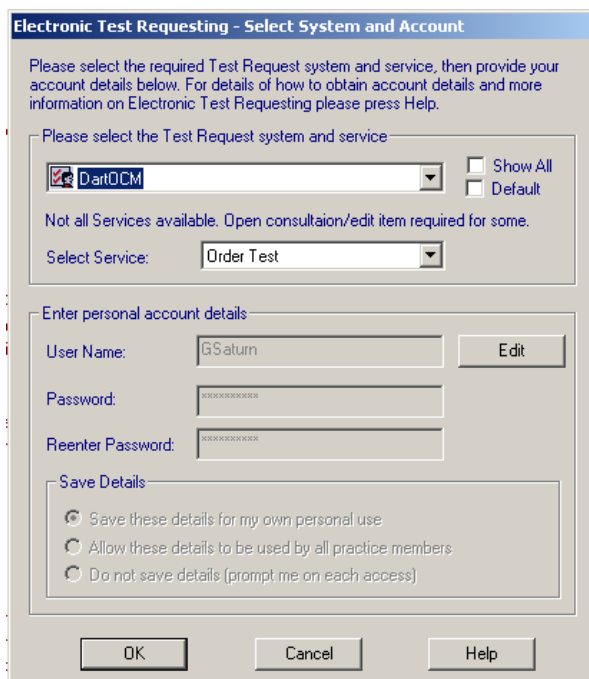
<http://www.legislation.gov.uk/>

# Specimen Requesting

With your patient journal open in the Consultation Manager in Vision, select **“Electronic Requests”** from the menu as shown below, ensuring the consultation is active, as indicated by the chair icon  before proceeding.



A new window will open displaying your login screen. Note that your personal login details are already saved and do not need to be entered in each time. The **“Select Service”** box is automatically set to **“Order Test”**. Click **“Ok”** to continue through to Dart OCM.



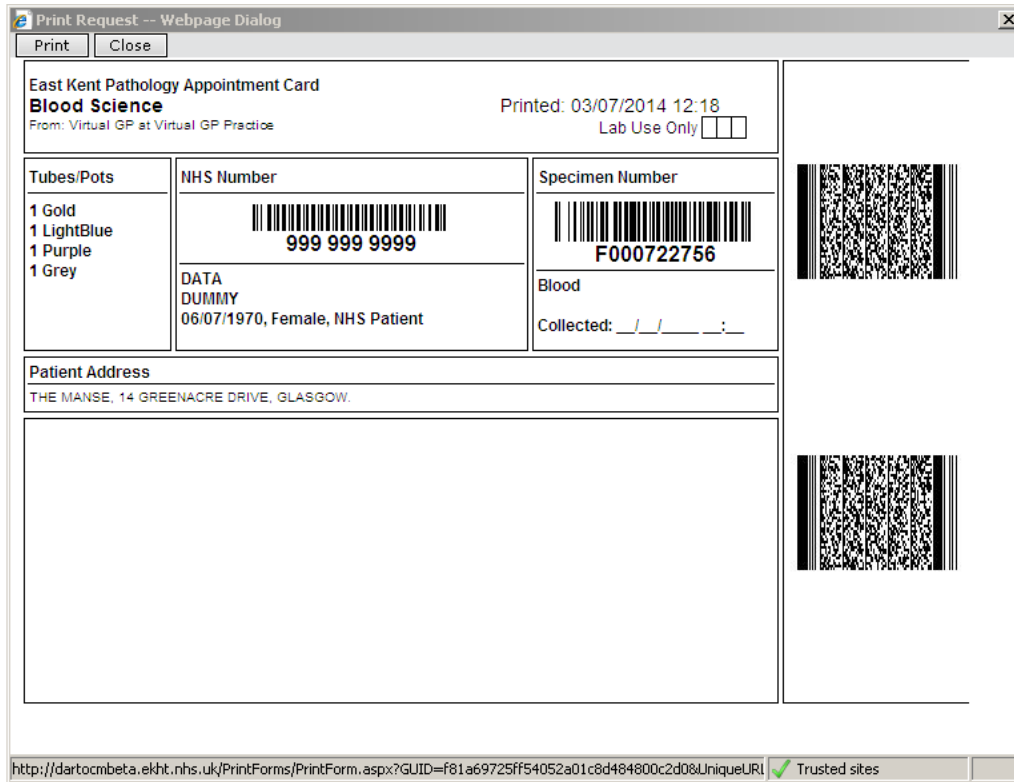
## Blood Sciences Ordering

Dart OCM will 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”.

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.

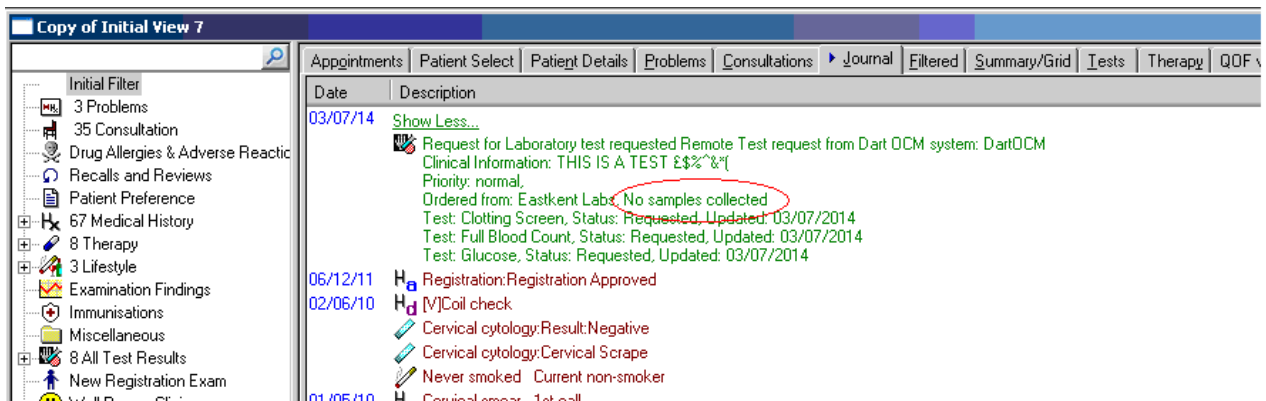
With everything you need selected, click on the “Save & Print” button. A pop-up box will appear asking if you are taking the sample(s) now.

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 Manager screen in Vision.



If you select **“Yes”**, you will be taken to the **“Specimen Collection”** screen as described in the next section starting on Page 8.

On returning to Vision, you will notice your request, including the clinical information you entered, has appeared in green text at the top of the patient journal (see screenshot below). If you printed an appointment card for the patient, the text will show **“No samples collected”**.



## 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 'Patient Test Request' form in the Dart OCM system. The user is Damien Nash at WHH Phlebotomy. The form is for a patient with NHS Number 999 999 9999, Surname DATA, Date of Birth 06/07/1970, and Address THE MANSE. The Requestor is Virtual GP Practice. The Specimen Details section shows Discipline set to Microbiology, Specimen Type set to Mid Stream Urine, and Patient Category set to Select discipline... The Requested Tests section shows Urine Microscopy & Culture selected. Buttons for 'Add Tests', 'Find Tests', 'Add Test Group', 'Clear Changes', 'Save', 'Save & Print', and 'New Request For This Patient' are visible at the bottom.

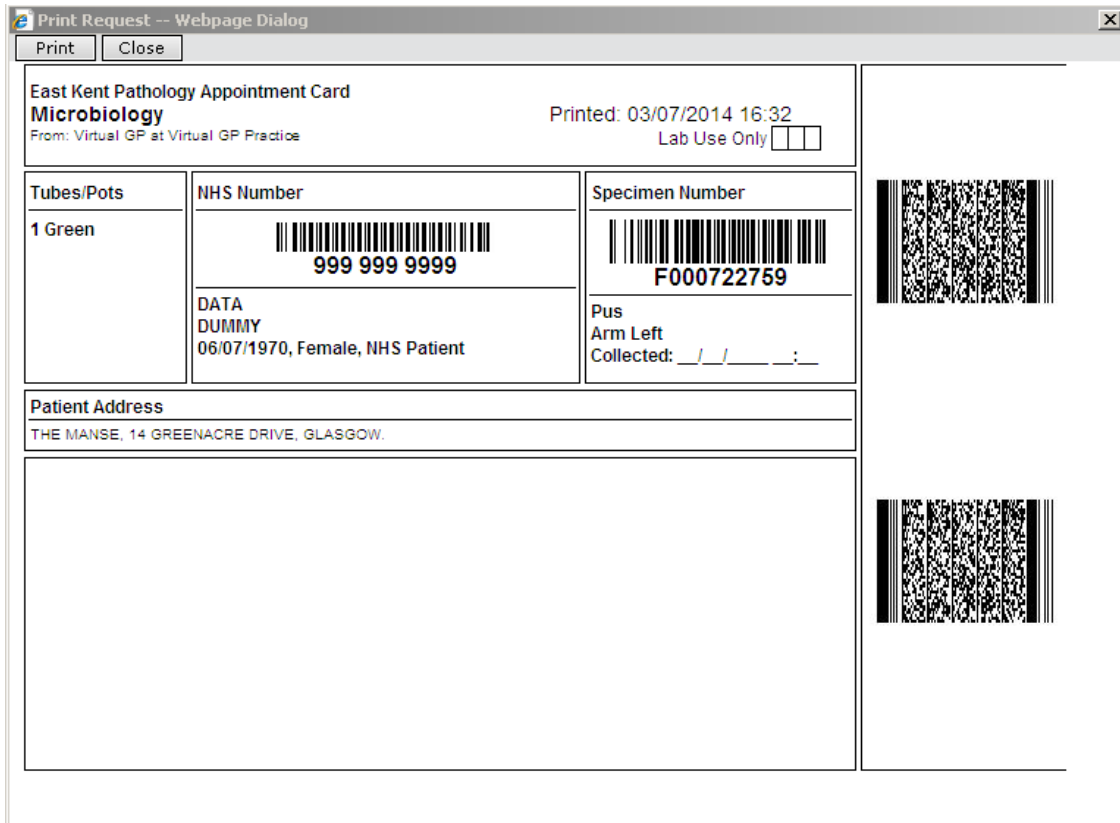
The default specimen type in the Microbiology screen is “**Mid Stream Urine**”. To select a different specimen type, use the “**Specimen Type**” dropdown menu. Please note that for some specimens, a further dropdown menu will appear called “**Specimen Site**”. There is also a box for typing in clinical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

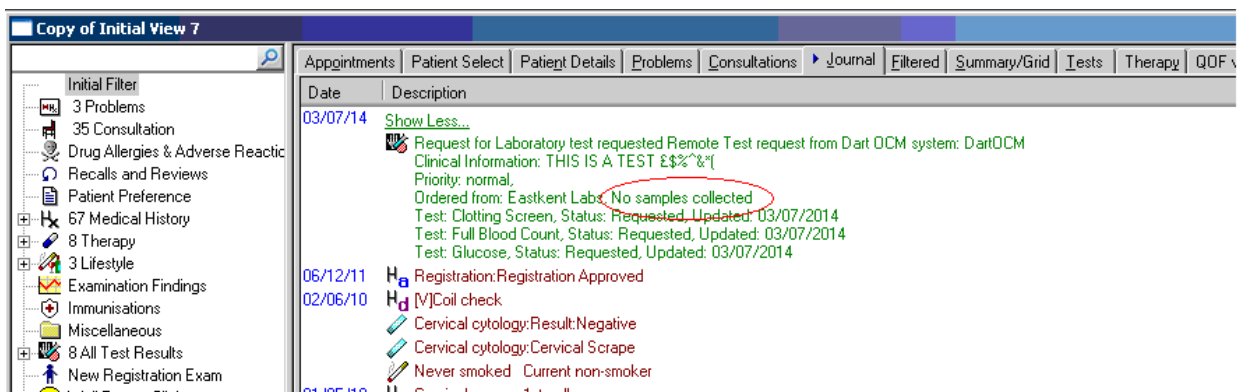
With everything you need selected, click on the “**Save & Print**” button. A pop-up box will appear asking if you are collecting the sample(s) now.

The screenshot shows a pop-up dialog box titled 'Sample Collection Time'. It contains the question 'Are you taking the sample now?' with three radio button options: 'Yes', 'No', and 'Sample already taken at:'. The 'No' option is selected. There are 'OK' and 'Cancel' buttons at the bottom of the dialog.

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 Manager screen in Vision.



On returning to Vision, you will notice your request has appeared in green text at the top of the patient journal (see screenshot below). If you printed an appointment card for the patient, the text will show “No samples collected”.

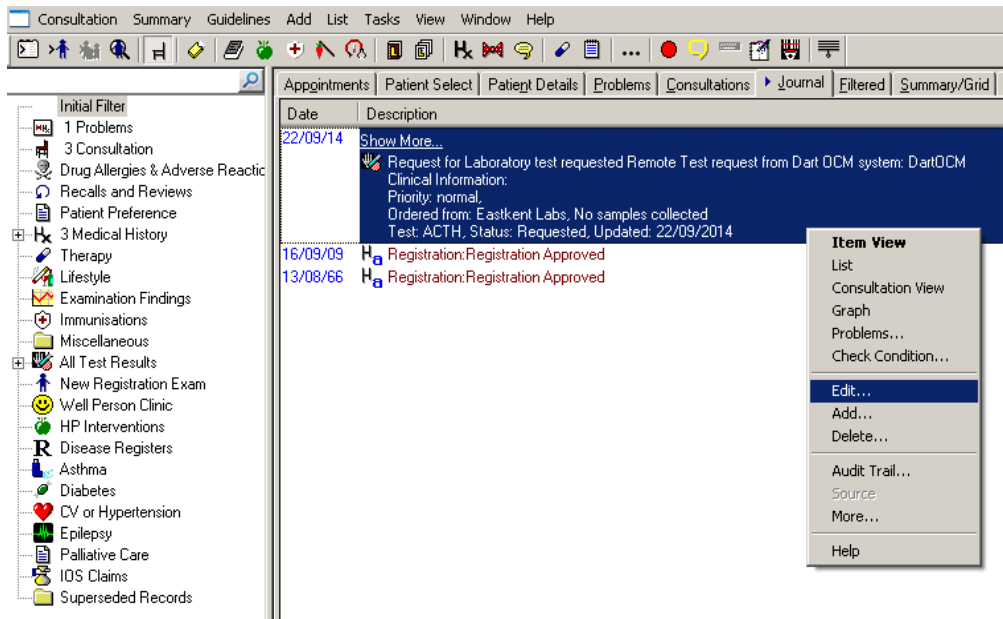




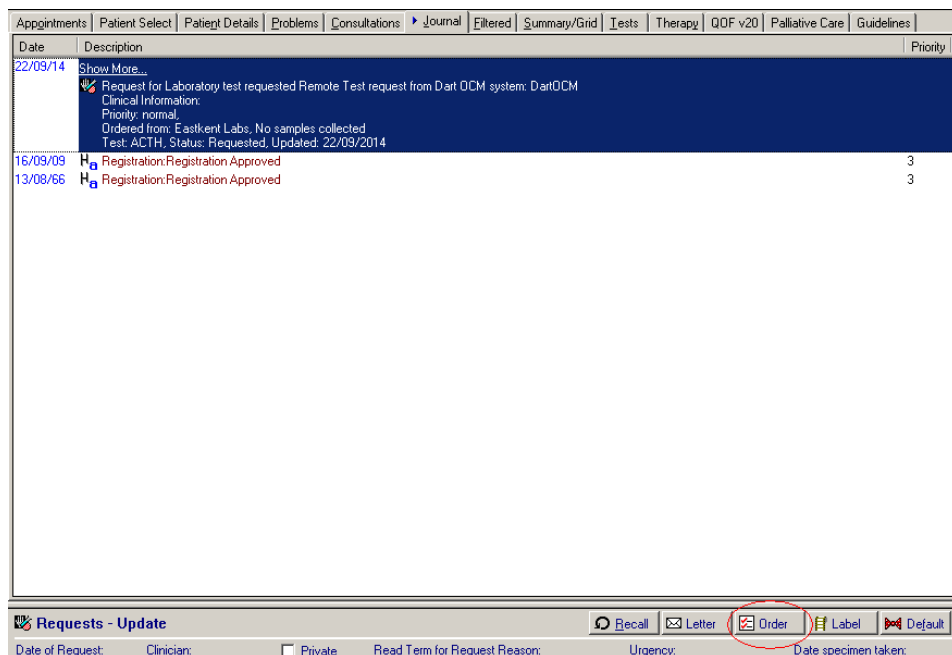
## Specimen Collection

If you collect specimens using Dart OCM through Vision, Vision will record this fact in the patient journal. To do this, find the text relating to the test that has been ordered and right click on the text body (see screenshot). Then click **“Edit”**.

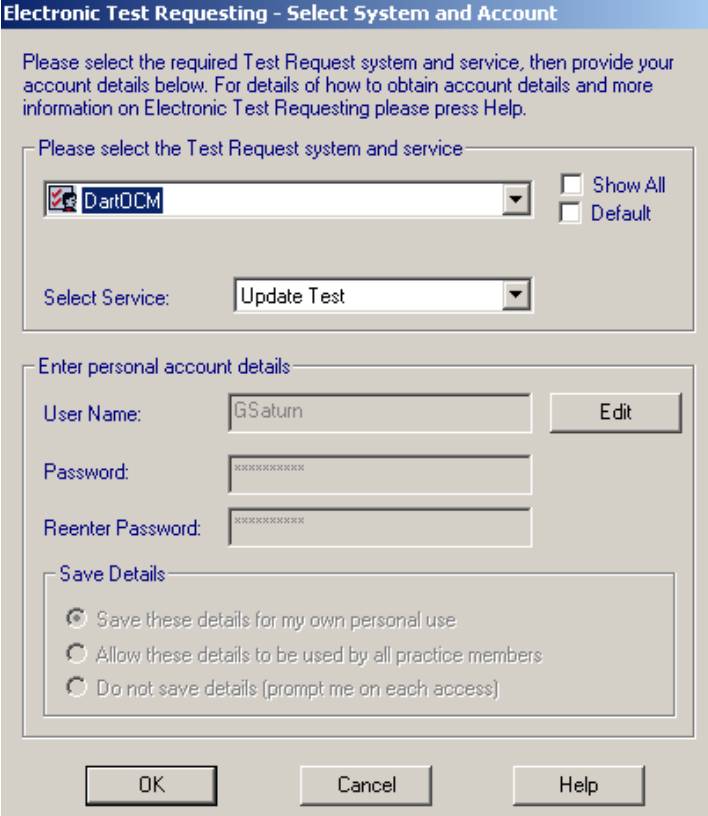
*If you are collecting specimens from an appointment card, log into Dart OCM directly and click on **“specimen collection”** and skip to page 10 of this guide.*



The patient journal window will now split. Click on the **“Order”** button (circled in red in the screenshot below).



A pop-up box will appear similar to the one seen when making a new request. You will notice the “**Select Service**” dropdown menu now shows “**Update Test**”. Do not change this. Again, you will see that your Dart OCM credentials are already completed. Click “**Ok**” to launch Dart OCM.



**Electronic Test Requesting - Select System and Account**

Please select the required Test Request system and service, then provide your account details below. For details of how to obtain account details and more information on Electronic Test Requesting please press Help.

Please select the Test Request system and service

DartOCM  Show All  
 Default

Select Service: Update Test

Enter personal account details

User Name: GSaturn

Password:

Reenter Password:

Save Details

Save these details for my own personal use  
 Allow these details to be used by all practice members  
 Do not save details (prompt me on each access)

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: <input type="text"/>	
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

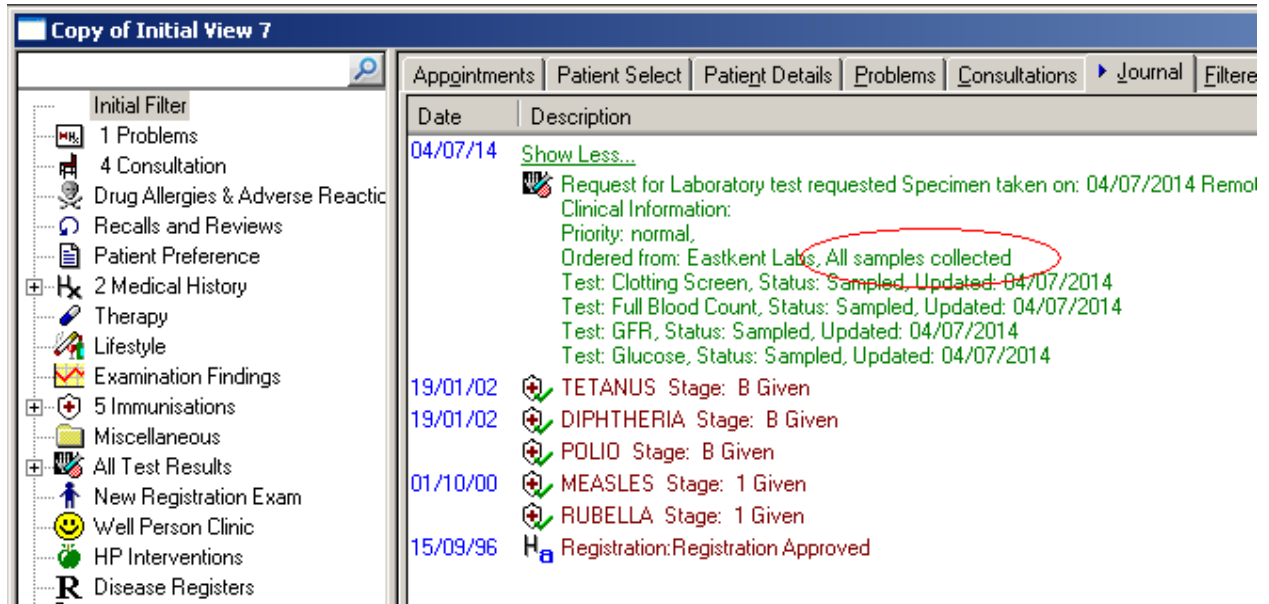
You will notice there are three check boxes, as highlighted by the red circle in the screenshot above. For each sample, choose the  icon if you are collecting now, or choose the  icon if you are giving the patient an empty pot to take home with them (e.g. urine). Then click "Action Request". If you click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

**Print Extra Labels**








<div style="border: 2px solid yellow; padding: 5px;">                 NHS: 999 999 9999 06/07/1970                  DATA, Dummy                  495466 ZZZZ1 ZZZZ4                    BONE <span style="float: right; color: yellow; font-weight: bold;">Gold</span> </div>	<div style="border: 2px solid lightblue; padding: 5px;">                 NHS: 999 999 9999 06/07/1970                  DATA, Dummy                  495466 ZZZZ1 ZZZZ4                    CS <span style="float: right; color: lightblue; font-weight: bold;">Lightblue</span> </div>
<div style="border: 2px solid purple; padding: 5px;">                 NHS: 999 999 9999 06/07/1970                  DATA, Dummy                  495466 ZZZZ1 ZZZZ4                    FB <span style="float: right; color: purple; font-weight: bold;">Purple</span> </div>	<div style="border: 2px solid grey; padding: 5px;">                 NHS: 999 999 9999 06/07/1970                  DATA, Dummy                  495466 ZZZZ1 ZZZZ4                    GL <span style="float: right; color: grey; font-weight: bold;">Grey</span> </div>

If you processed the specimen collection through Vision, you will now be returned to the patient journal in the Consultation Manager. If you selected the  icon you will notice the green text has been updated to reflect that the specimens have now been collected (see screenshot below). Please note, if you selected the  icon, Consultation Manager will show “No samples collected” as you are not collecting the specimens at this time.

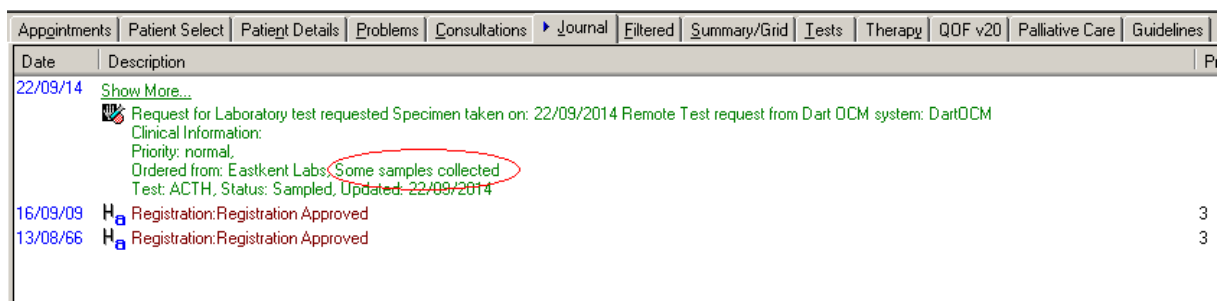


**Copy of Initial View 7**




Appointments | Patient Select | Patient Details | Problems | Consultations | **Journal** | Filter

Date	Description
04/07/14	<a href="#">Show Less...</a>  Request for Laboratory test requested Specimen taken on: 04/07/2014 Remote Test request from Dart OCM system: DartOCM Clinical Information: Priority: normal. Ordered from: Eastkent Labs. <b>All samples collected</b> Test: Clotting Screen, Status: Sampled, Updated: 04/07/2014 Test: Full Blood Count, Status: Sampled, Updated: 04/07/2014 Test: GFR, Status: Sampled, Updated: 04/07/2014 Test: Glucose, Status: Sampled, Updated: 04/07/2014
19/01/02	 TETANUS Stage: B Given
19/01/02	 DIPHTHERIA Stage: B Given
	 POLIO Stage: B Given
01/10/00	 MEASLES Stage: 1 Given
	 RUBELLA Stage: 1 Given
15/09/96	 Registration:Registration Approved

If there are multiple samples to be collected (for example, blood and urine) and you select some to be taken now and others to be collected later. You will notice in Consultation Manager the green text shows “Some samples collected”.



Appointments | Patient Select | Patient Details | Problems | Consultations | **Journal** | Filtered | Summary/Grid | Tests | Therapy | QOF v20 | Palliative Care | Guidelines | P

Date	Description	P
22/09/14	<a href="#">Show More...</a>  Request for Laboratory test requested Specimen taken on: 22/09/2014 Remote Test request from Dart OCM system: DartOCM Clinical Information: Priority: normal. Ordered from: Eastkent Labs. <b>Some samples collected</b> Test: ACTH, Status: Sampled, Updated: 22/09/2014	
16/09/09	 Registration:Registration Approved	3
13/08/66	 Registration:Registration Approved	3

## 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.