Epic Tip Sheet: Inpatient Nurses
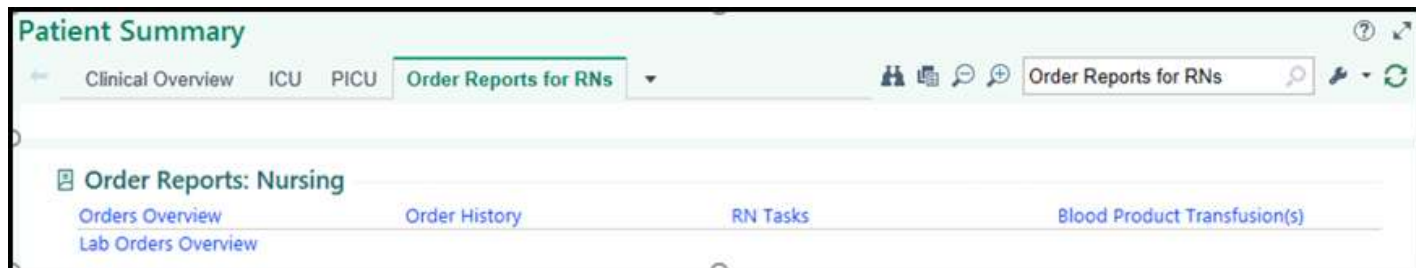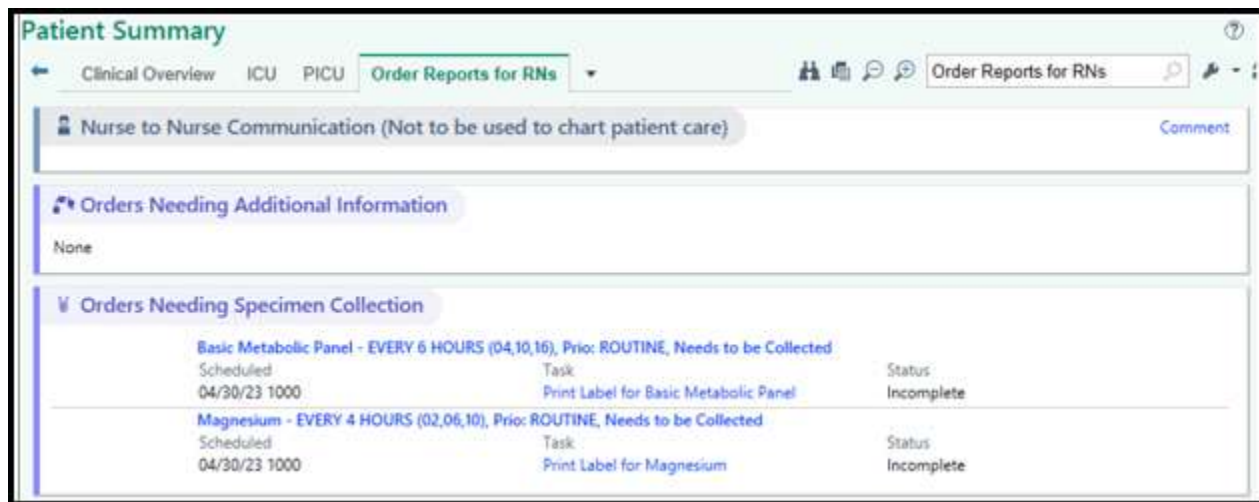# HPK: Reprint Labels

Summary

If you need to reprint your specimen labels you can find the steps below.

Step-by-Step

1. From **Patient Summary**, access the Order Reports for RNs. Select the RN Tasks Report

RN Tasks Report

2. In the Recently Ordered Lab Orders section, you will find the Reprint Label link for orders in the last 2 hours.

   Note: we have made this section collapsed by default. Users are able to expand the report (upper right side, click Expand) or an individual order (arrow next to order) to see additional instances of the orders. This may need to be completed to see the **Reprint Label Details** hyperlink.

Produced by: UChicago Medicine IT

| Date	Summary of Revisions	User
4/30/23	Created tip sheet	T. Ayankoya

Epic Tip Sheet: Inpatient
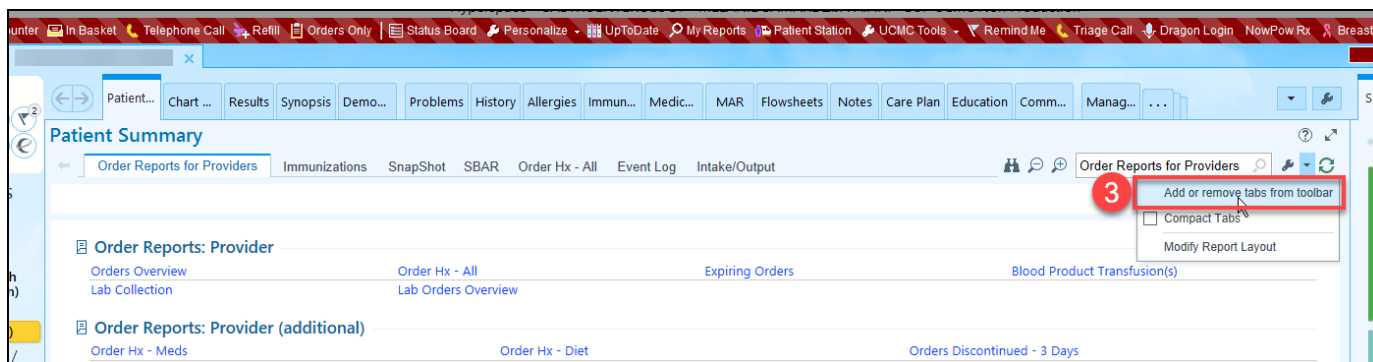# HPK: Beaker - Specimen Collection

Summary

All of the collection information must be completed prior to sending the specimens to the laboratory. Do not bypass this process with use of chart label. If any of the collection information is missing or chart label is used, results including critical value will not post to patient chart until missing information is corrected.

Step-by-Step: Find Labs That Need To Be Collected and Document Specimen Collection

1. Open a patient's encounter, then navigate to the **Patient Summary** activity.

2. If you do not see the **Order Reports for RNs** tab within Patient Summary, select the dropdown arrow next to the wrench icon (located toward the right-hand side of the screen).
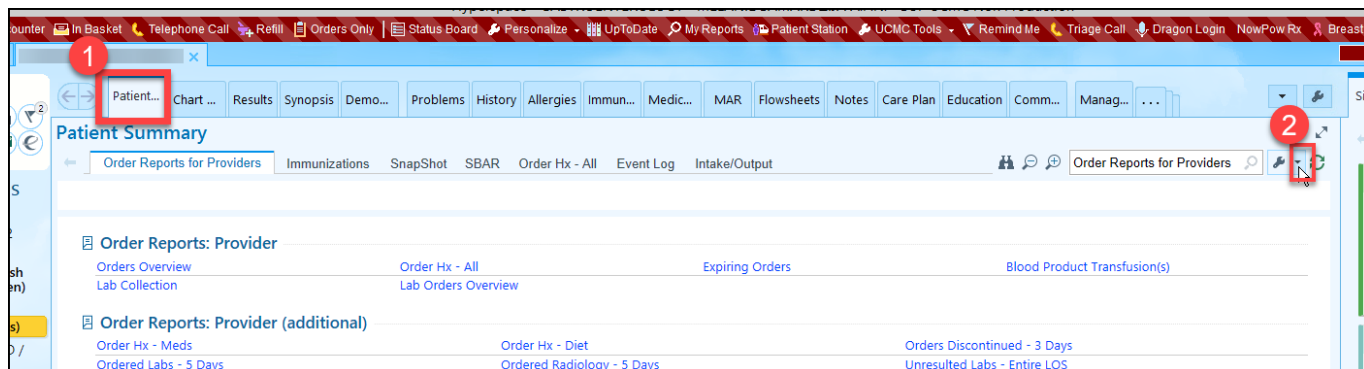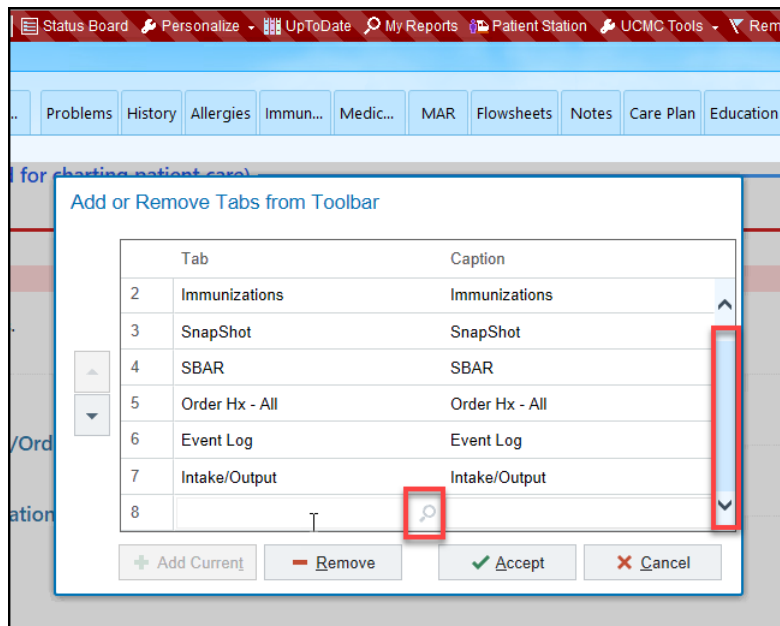

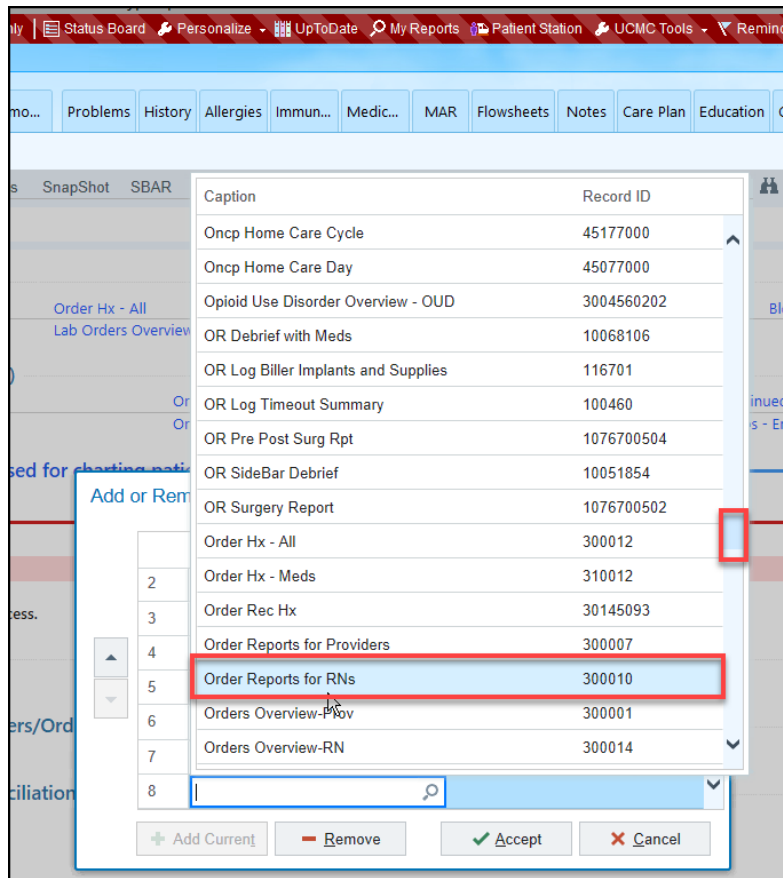3. Select **Add or remove tabs from toolbar**.

4. In the pop-up window, scroll down to the blank field select the magnifying glass in the blank field.

5. Find and select **Order Reports for RNs**.

6. Select **Accept**.

7. Select the **Order Reports for RNs** tab.

8. Select RN Tasks.
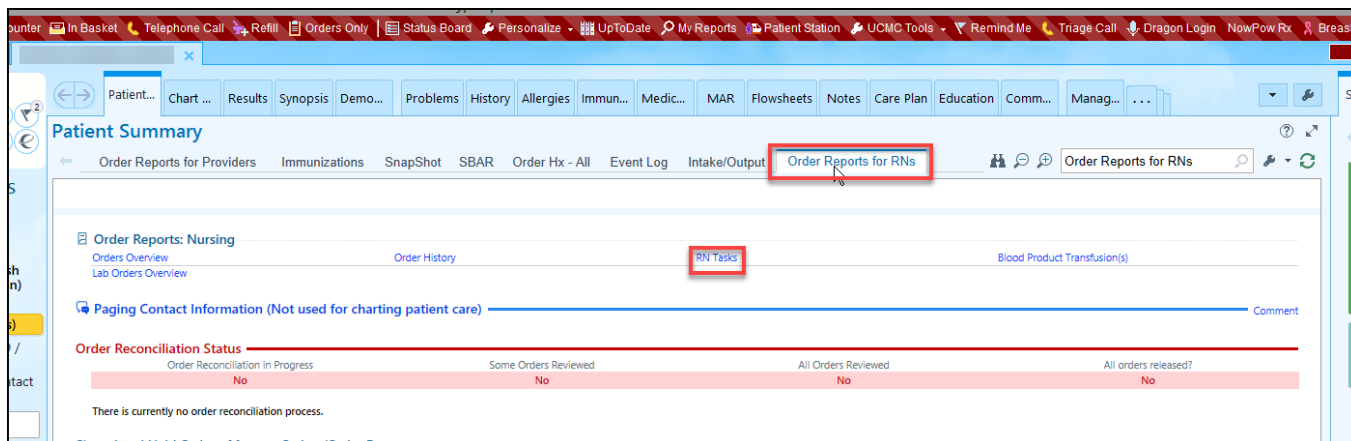
9. Orders that need collected will appear under the **Orders Needing Specimen Collection** section. Select the Print Label for [lab] hyperlink next to the appropriate order.

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10. Select the **Print Labels** button located in the bottom right-hand corner (or the **Collect Later** button located in the upper right-hand corner if you intend to collect the specimen later).
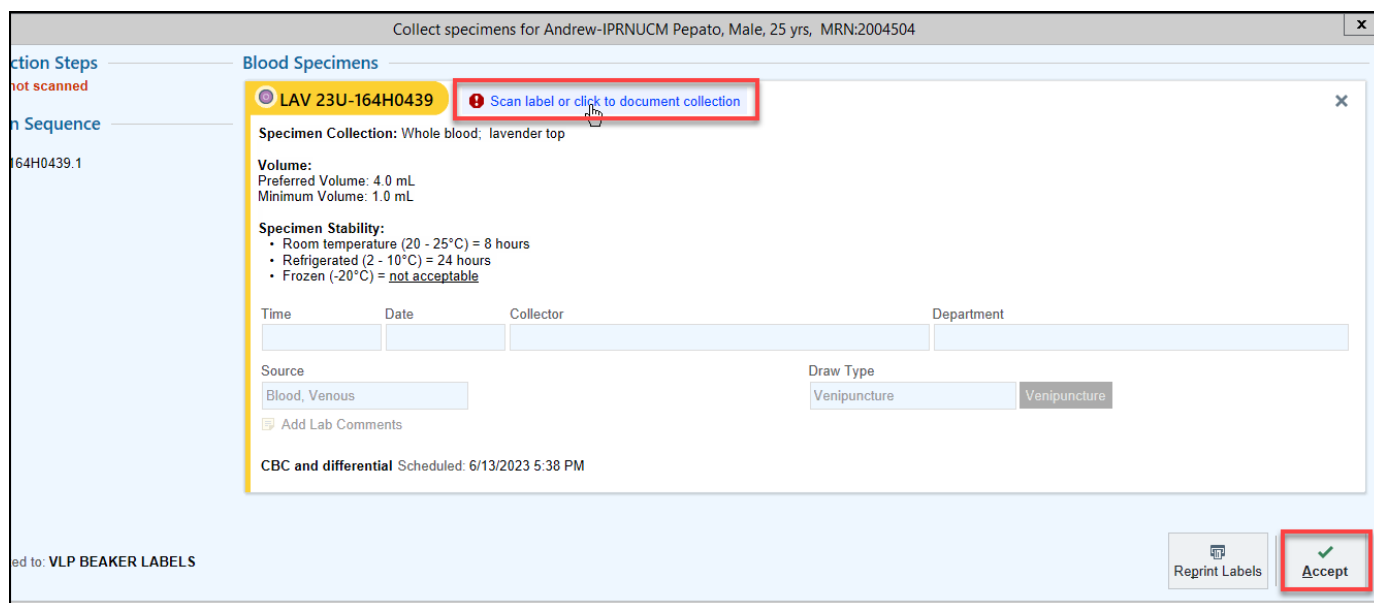
    a.   Notice that the specimen collection screen indicates which tube color to use.
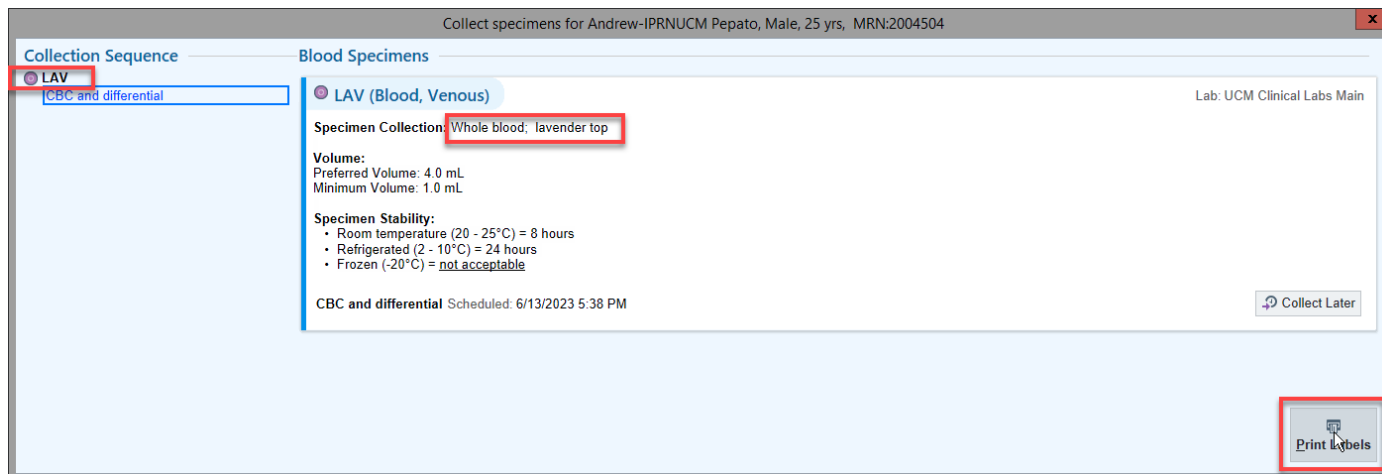
b.   Labels will print to the default label printer that is set on your device. If you can't find your print out, you can search for "my printouts" (using the magnifying glass located under the Log Out button), which will show you where your label printer attempted to print.

    NOTE: PRINTING A LABEL DOES NOT DOCUMENT COLLECTION TIME!

11. If you have a barcode scanner, scan the patient's armband (preferred workflow). If you do not have a scanner, select the Scan label or click to document collection hyperlink (a pop-up window may appear asking for your reason for overriding the scanner).

a. Notice that the specimen collection information auto-populates. Upon successful scanning, a green bar appears at the bottom of the screen.
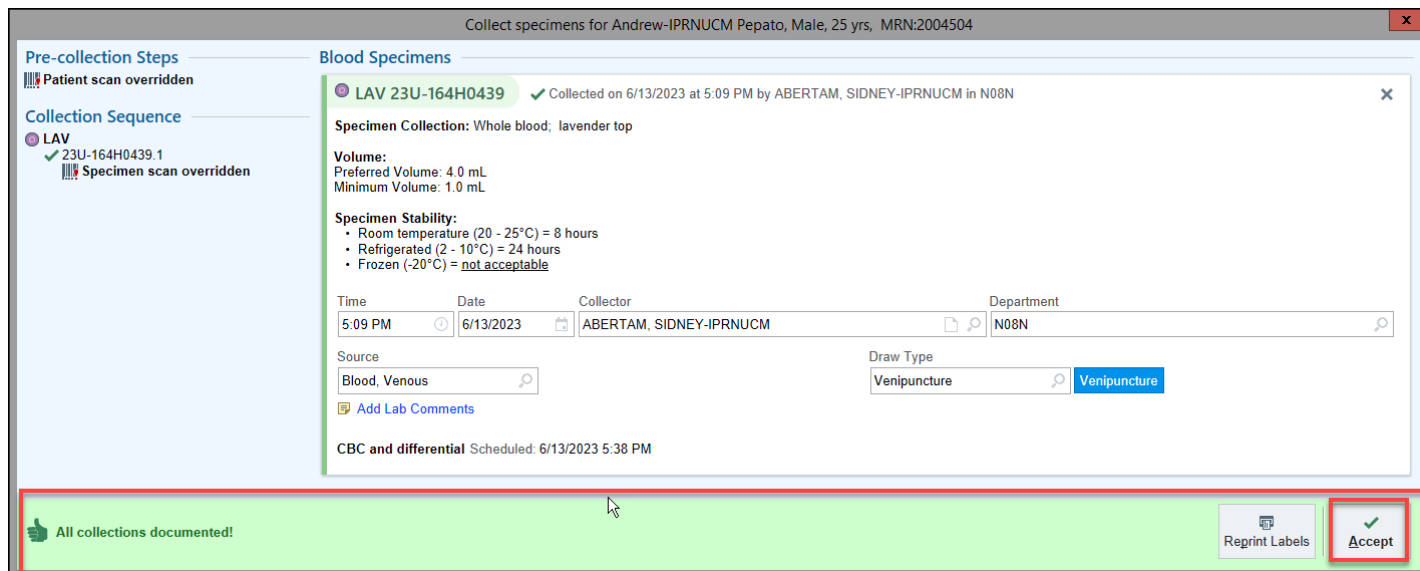
12. Select **Accept**, label the specimen(s) appropriately, and send to lab.

NOTE: If you decide not to collect the specimen at this time (and you did not select the Collect Later button during Step 10), close the window by selecting the **X** located in the upper-right corner.
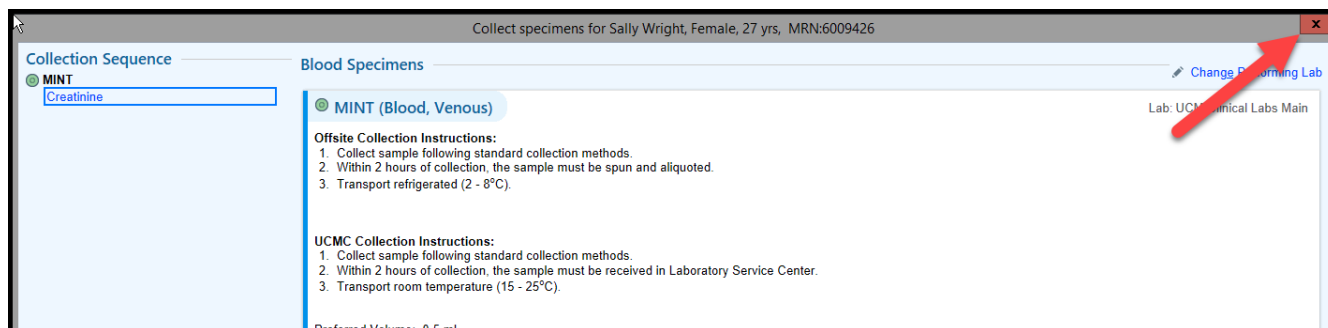
The lab will still appear in Patient Summary > Order Reports for RNs tab > RN Tasks. Select the Collect [lab] hyperlink next to the lab that still needs collected.
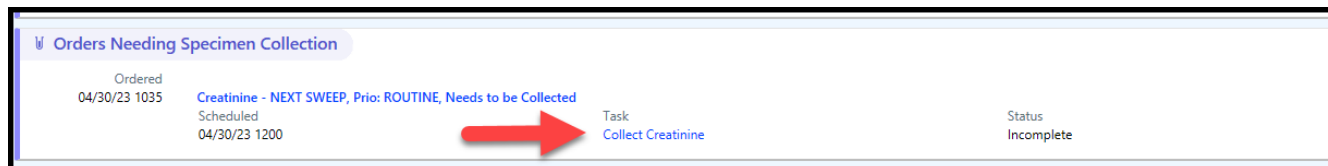
To reprint a label: Select the magnifying glass underneath the Log Out button > type "my printouts" and click on "My Printouts" > select the Print hyperlink next to the appropriate order.

Date	Summary of Revisions	User
4/29/23	Updates on screen shot #1	C. Coleman
4/30/23	Updates from J. Tolbert	S. Webb
4/30/23	PPID updates, collection time updates	S. Webb
6/13/23	Re-worded tip sheet for users who have Inpatient access without Brain activity.	G. Gervasio

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Epic Tip Sheet: Inpatient Nurse Specimen Collection Using Rover

Summary

Rover software is used on an Iphone device, allowing for nurses to use the device for specimen collection.

Step-by-Step

1. Log into the Rover App using your User ID and Password

2. Select printer

3. Using the Brain

   a. View specimens that need to be collected for your patient

   b. Click *Print Label*

   c. Scan patients armband to print labels

d. Scan barcode of each specimen label that has printed
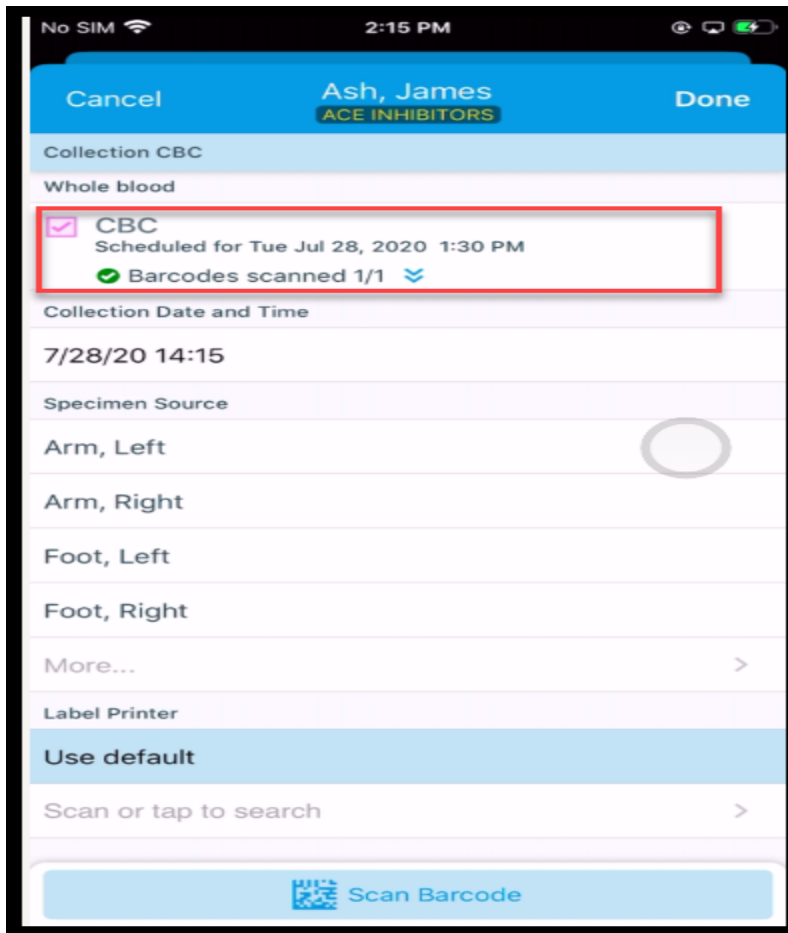
e. Once all specimen labels have been scanned, look for *All Collections Documented*

f. Click Accept

g. The Brain will now show specimen collection as Completed

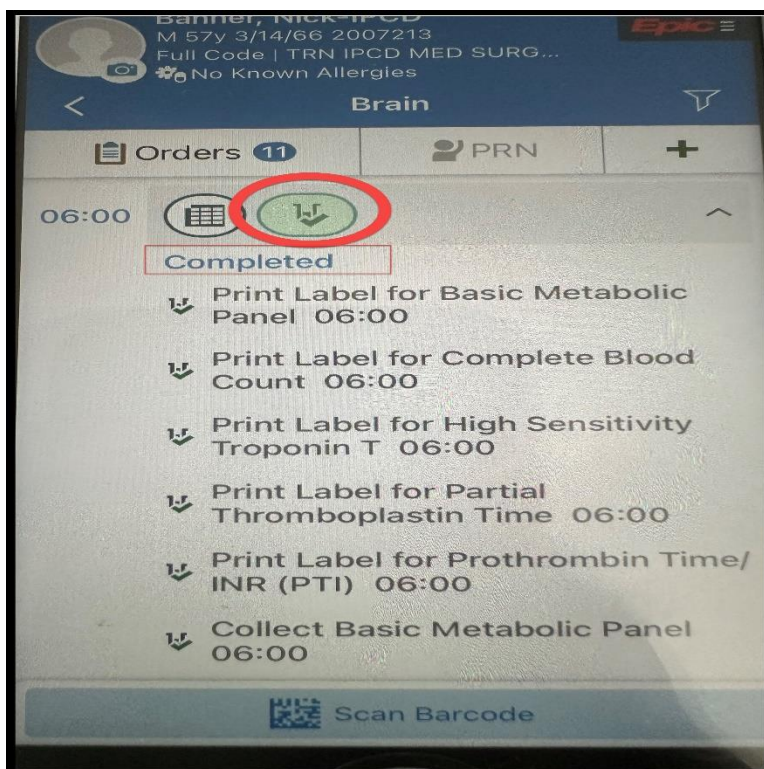| Date	Summary of Revisions	User
4/14/2023	Creation of Tip Sheet	CC

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Epic Tip Sheet: Inpatient Nurse
HPK: Beaker-Specimen Collection

Summary

All of the collection information must be completed prior to sending the specimens to the laboratory. Do not bypass this process with use of chart label. If any of the collection information is missing or chart label is used, results including critical value will not post to patient chart until missing information is corrected.

Step-by-Step

1. Find your labs that need to be collected.

   a. The Brain

   b. The Brain sidebar. Note if the Brain is not showing in your sidebar, click the shown below. It will be on the far right edge of Epic.
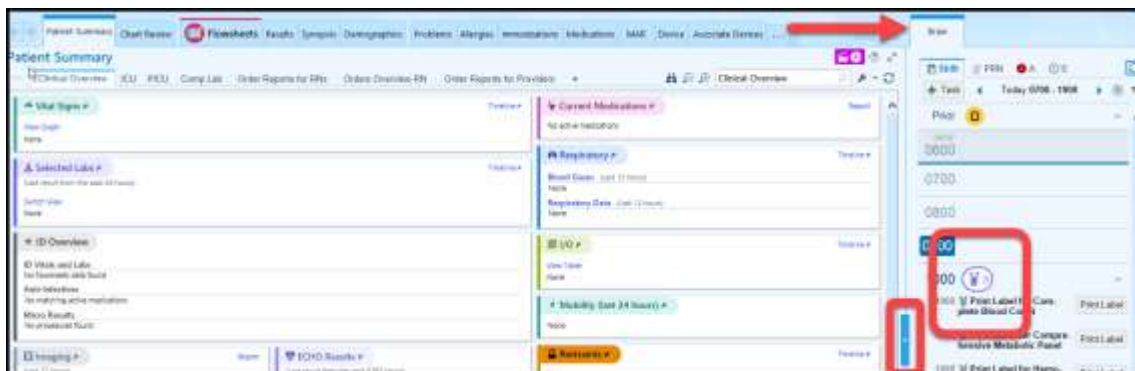
   c. Patient Summary>Order Reports for RNs>RN Tasks

Not finding any labs to draw? Check your patient's **Collection Status** in the Storyboard. Collection Unit indicates that you are drawing the labs. Collection Lab indicates that Lab staff is drawing. Click here to view the tip sheet on updating.

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2. Click on the Test Tube 🔵 on the Brain and then Print Label pushbutton or on the Patient Summary>Order Report for RNs>RN Tasks and then the Print Label for the specific lab. In the Collect Specimens screen, click **Print Labels.**
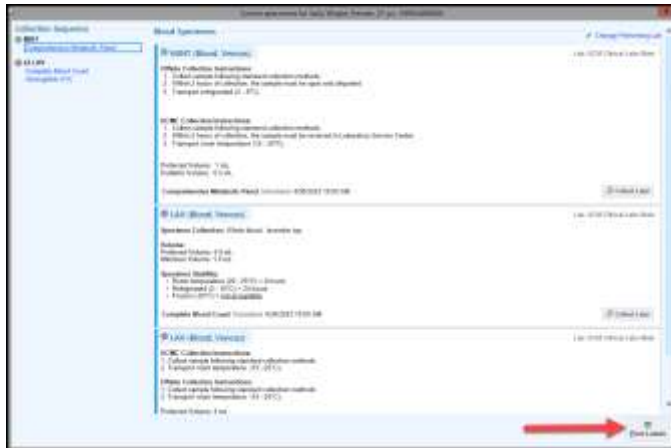
3. Labels will print to the default label printer that is set on your device. If you can't find your print out, you can search for "my printouts" which will show you where your label printer attempted to print.

    a. Other troubleshooting suggestions,

        i. Cycle your printer by pressing and holding the two outside buttons on your printer.

        ii. Update the default printer by following the Updating Specimen Label Printing Mapping tip sheet

PRINTING A LABEL DOES NOT DOCUMENT COLLECTION TIME!

4. Scan the patient's armband.

Positive Patient Identification (PPID) by scanning the patient's armband is a critical step to avoid patient misidentification to prevent potential medical errors. **Do not override this step unless absolutely necessary.**
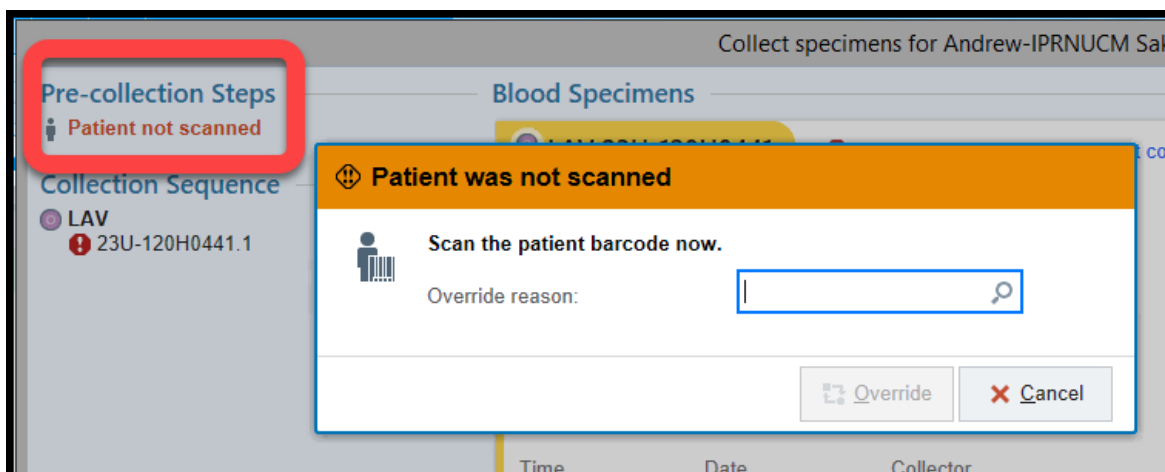
5. Then scan each specimen label printed, the date and time of the collection will auto-populate. The nurse collecting the specimen and their department will also auto-populate.
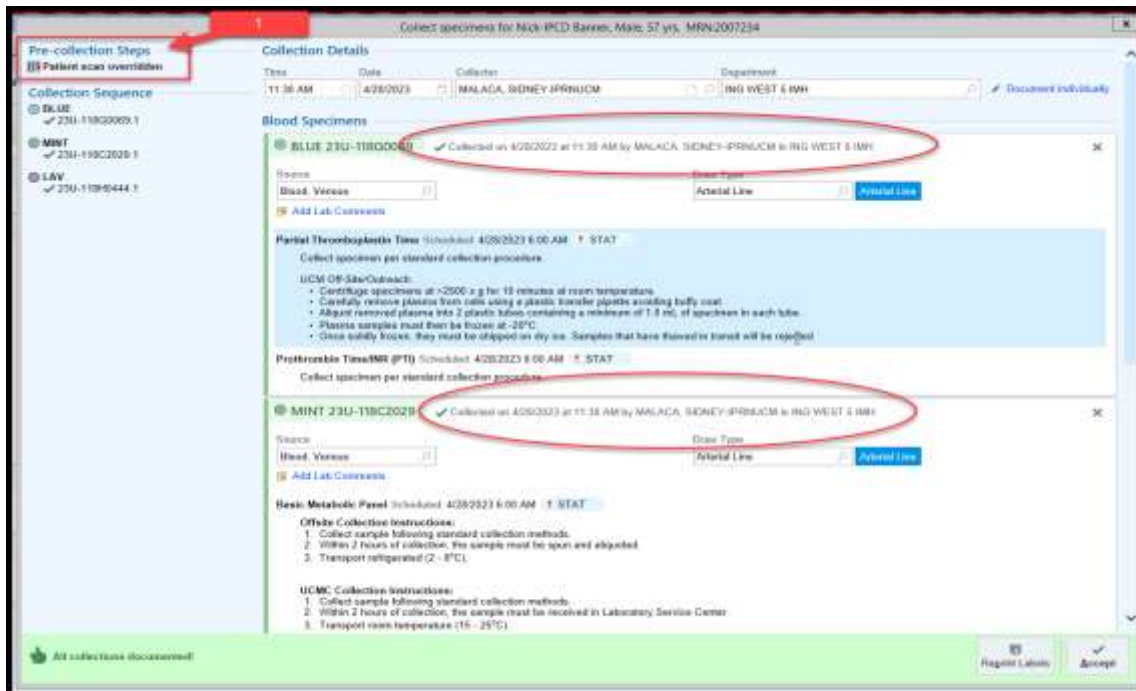
6. Upon successful scanning of all ordered specimens, All collections documented! appears at the bottom of the screen. Collect specimens, Click Accept. Label appropriately and send to lab.

SCANNING THE LAB LABEL DOCUMENTS THE COLLECTION TIME!
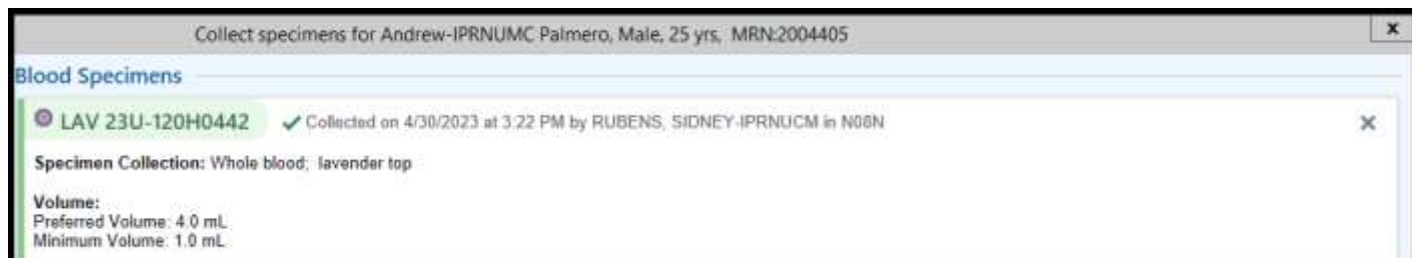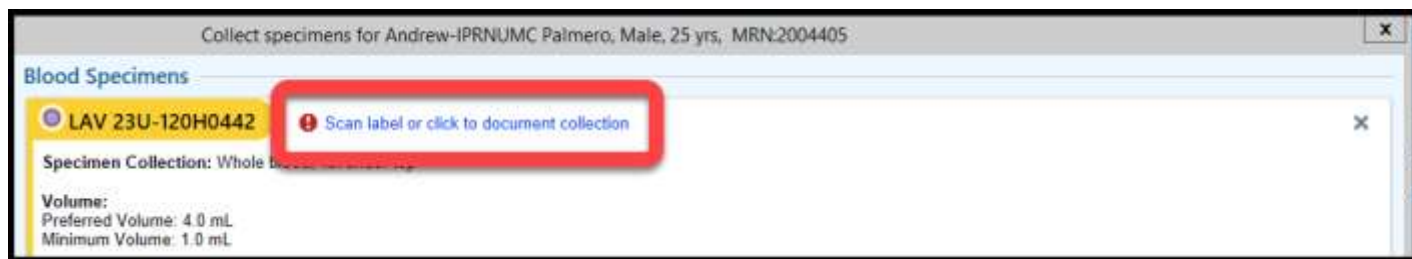
Note: If you are not also collecting your specimen at this time, for example, you printed your label and the used the X to exit out of the workspace, click the Collect link in RN Tasks or on the Brain.
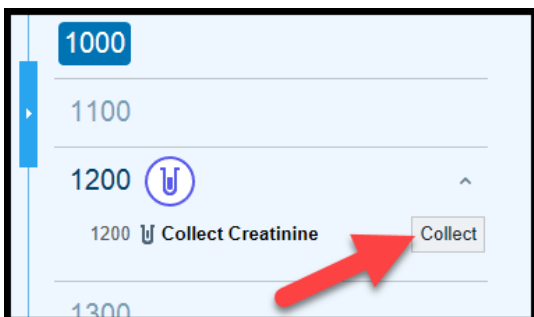
Need to Reprint a label? Use the Reprinting Labels tip sheet

Date	Summary of Revisions	User
4/29/23	Updates on screen shot #1	C. Coleman
4/30/23	Updates from J. Tolbert	S. Webb
4/30/23	PPID updates, collection time updates	S. Webb

Summary

Nurses should update patients' collection status using the patient storyboard.

Step-by-Step

1. Locate **Collection** on patients storyboard.
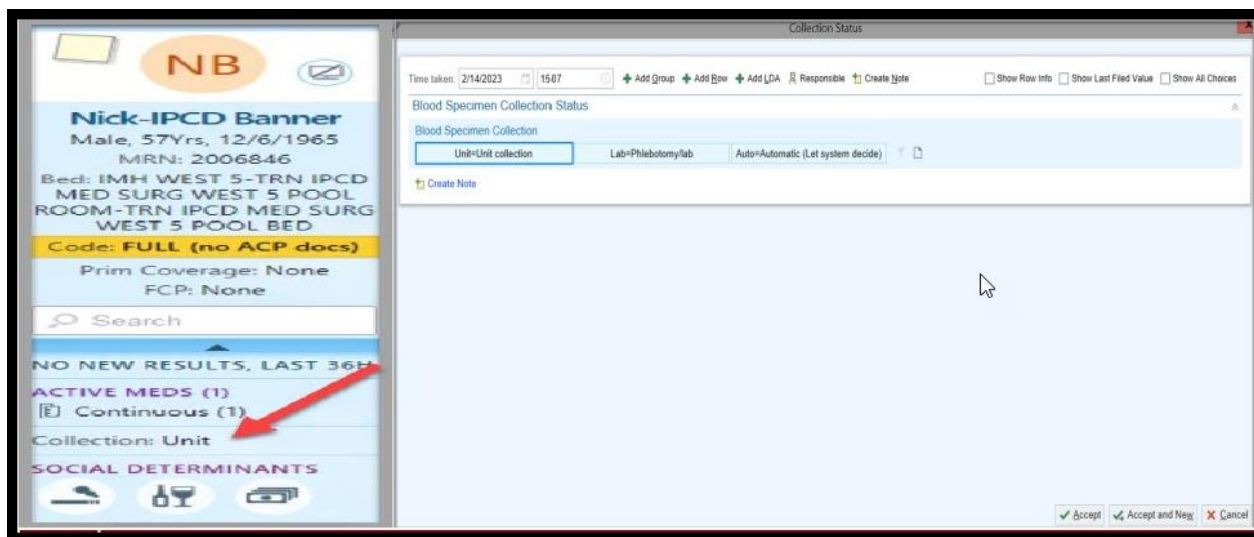
Lab Collect- Specimens are collected by lab personnel   **Unit Collect**- Specimens are collected by unit staff

2. Click the collection status that applies to your patient.

3. Click Accept
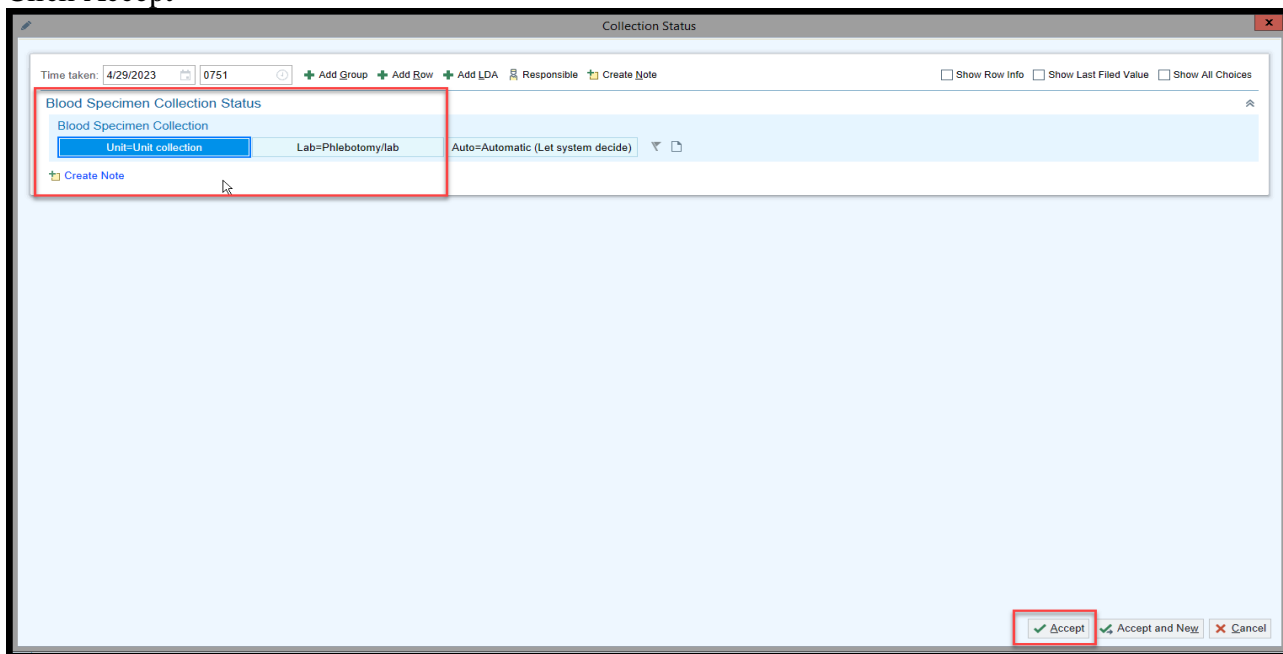
**Do not click Auto=Automatic (let system decide)- This does not apply to UCM

Date	Summary of Revisions	User
4/29/2023	Creation of tip sheet	CC

Epic Tip Sheet: Beaker
Add-on Labs for Inpatient and Ambulatory

Summary

When you order tests with Beaker, you have a few options. If you place multiple orders for different specimens, Beaker will automatically allow tests that can share containers to do so. This is based on container volume, container type, and lab section.

Specimens do not need to be received into to the lab to be eligible for add-on orders. They are eligible for add-on orders as soon as they are collected. When you order a test that can be shared with a specimen, follow the process below.

Add-on Lab Test

1. As a provider, you previously ordered a lab test, such as a PT/INR, and want to add on additional tests, such as a PTT.
   - Based on the collection time of the specimen and other criteria, you have a preset amount of time dependent on the orderable to add additional tests on to an existing specimen in the lab.

> **!** *You will not see an option to use an existing specimen if the previous test is too old, the container type does not match, or the sample is not sufficient based on tube volume.*

2. When you see the yellow "⫙ **Add to specimen collected X hours ago?**" click to open the Order Composer details.
3. In the Add-on field, switch from New Collection to **Use Existing Specimen**.
4. ✔ **Sign** the order.
5. The lab will receive an In-Basket message with the add-on request.

Behind the Scenes

1. When you select to use an existing specimen, the lab ultimately approves or denies the request. If they do not believe the specimen is viable for the add-on (for example, it was hemolyzed or quantity is no longer sufficient), they are able to trigger a new collection in the system, without affecting or adjusting the initial order that you placed.
2. The system determines the eligibility for the add-on specimen based on:
    a. Age of the Specimen based on the test expiration time
    b. Container type (ex: Mint, Lavender, Swab, Sterile Cup, etc.)
    c. Remaining Volume in the Container
    d. Performing Lab Section
3. There is an optimization project already planned to have the lab review all tests and update them to allow add-ons in more scenarios. In the meantime, the Beaker IT team will discuss with the lab and update the logic on individual tests as Service Now tickets are submitted.

Add-on Orders are Not Available in the Following Scenarios:

- The specimen in the lab has an order on it that was canceled due to specimen quality (Hemolyzed, Quantity Not Sufficient, etc.).
- The specimen in the lab has a microbiology order on it.
- The order that the user is attempting to add on is a microbiology order.
- The order that the user is attempting to add on is not performable in the lab where the specimen is currently located.
- The order(s) currently on the specimen and the order that the user is attempting to add on are not able to share a container (per lab policy, which is set individually on each test).
- The order that the user is attempting to add on is near/at its expiration time for the specimen (meaning the specimen is too old to perform the test).
- For Ambulatory only, the order that the user is placing is using a frequency other than "Once", which is the only frequency that allows add-ons.
- The components that exist within the order that the user is attempting to add on already exist in an order that is already on the specimen. For example, you couldn't add a Basic Metabolic Panel (BMP) onto a specimen that has a Comprehensive Metabolic Panel (CMP) order on it, because a CMP already contains every piece of a BMP.
- The specimen type indicated on the add-on order doesn't match the specimen type of the existing specimen in the lab.

> **!** Add-on orders placed into the comments section of a test will **NOT** be recognized or seen by lab staff. If add-on functionality is not presented when placing an order, please call the lab to add-on a send out test.
>
> For Send-Out Add Ons, call the Referral Department at 773-702-6354
>
> For In House Tests that were available Pre-Beaker for add-on and unable to add-on test, call the Laboratory Service Center at 773-795-3693.

If printouts are going to the wrong printer, change your default printer following these steps.

Changing the Default Printer

First set the default on a document Printer

1. Log on to the workstation
2. On the desktop you should see a Printers icon double click to open

3. If you find a network document printer it would be listed there with the naming convention ending in PR01. See example below. Double click on the icon to open

4. This will open the following window. Click on Printer
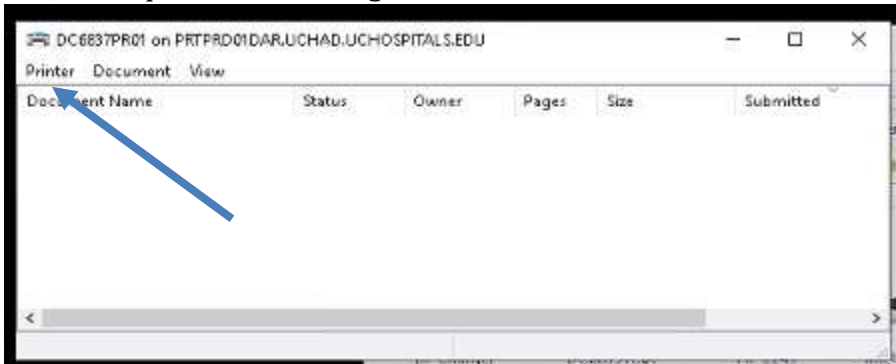
5. Click Set as Default printer

6. Recalibrate the label printer by pressing the pause button and "x" button at the same time (hold for ~5 seconds). A few blank labels may spit out during recalibration.

Next to default the label printer in Epic follow the steps below.

7. Log into Epic
8. Search for **My Printouts** in the search bar in the top-right.
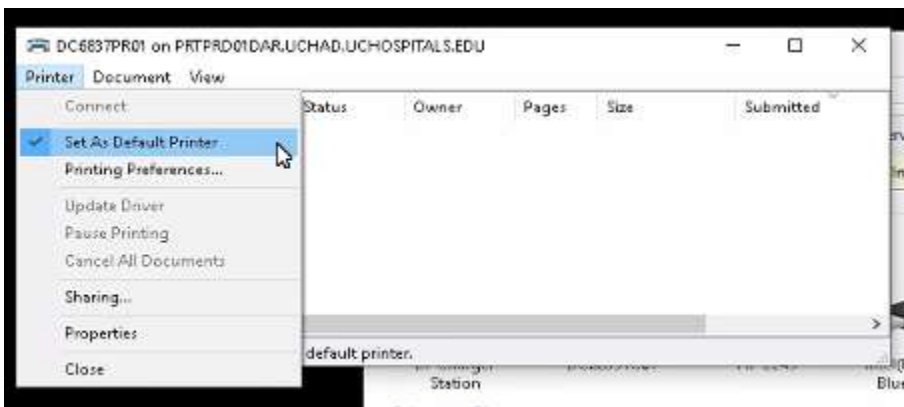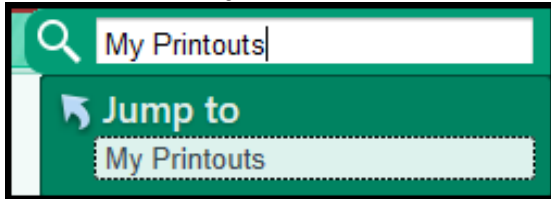

9. Click **My Printouts** in the drop-down menu.

10. Click the **Print Again** link for the appropriate document in the My Printouts window.

✓	Today at 14:20	ADT Print Forms	JOHNSON, Anna	LABEL_SHEET_VLP	Print Again
✓	Today at 14:20	ADT Print Forms	JOHNSON, Anna	NEWBORN_WRISTBAND_VLP	Print Again
✓	Today at 14:20	ADT Print Forms	JOHNSON, Anna	WRISTBAND_VLP	Print Again

11. Each printer will have a label affixed to it containing its name unless the printer is connected via USB ONLY.
    a. If the printer is connected to the network on the wall plate. Record the name of the desired printer. **Search** for the printer by name in the search box.
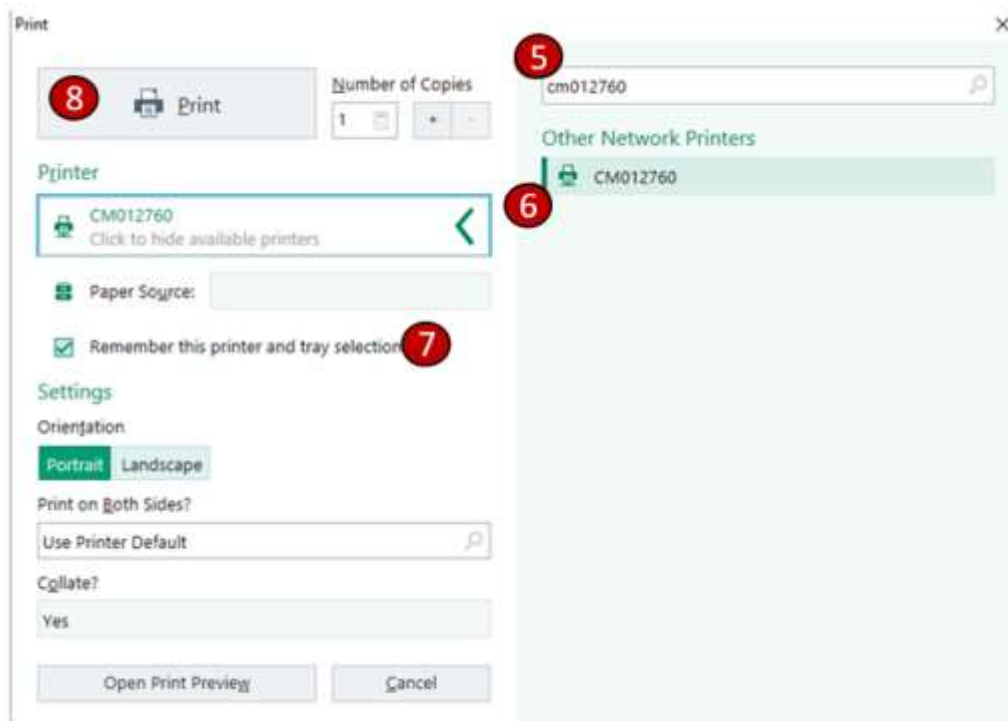
b. If the printer is connected via USB ONLY for example on the (WOW Carts or Computers on Wheels) select the printer in the Local Printers sections that says ZDesigner ZD410 or ZD411-203dpi ZPL.
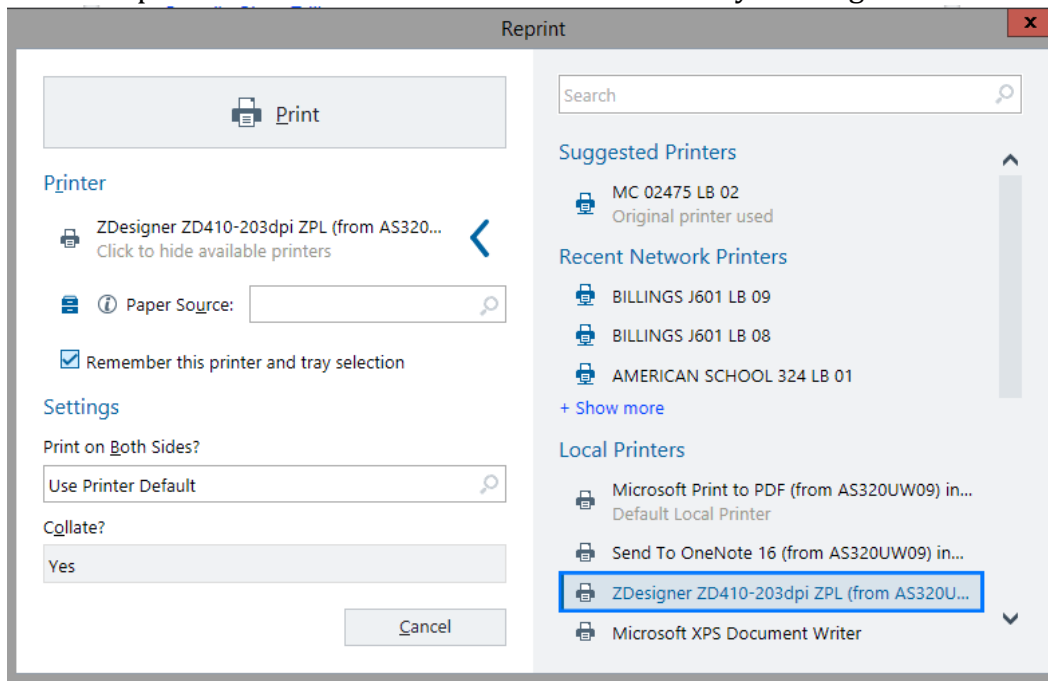
12. **Select the printer name.** Depending on the type of document you're trying to print, it will be selectable either under "Other Network Printers" or "Local Printers"

13. Select Paper Source to select the correct tray (if appropriate). Ensure the **"Remember this printer and tray selection" checkbox** is checked.
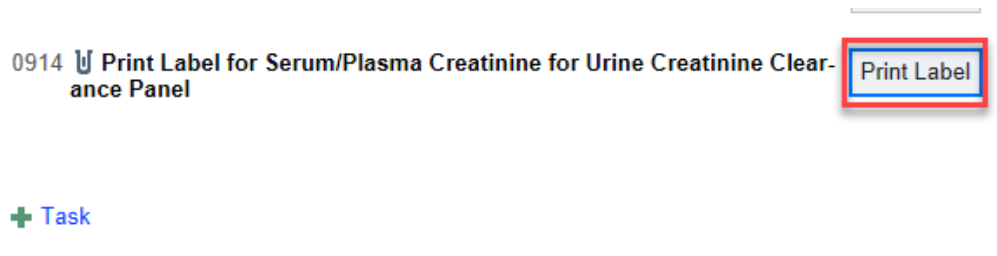
14. Click **Print**

Summary

When a provider places an order for a 24-hour Creatinine Clearance, there are two specimens that are typically collected, a 24-hour urine and a blood specimen. Based on labs that have already been performed, sometimes only a 24-hour urine needs to be collected. Use the workflow below to determine if both or just a 24-hour urine needs to be collected.

Step-by-Step

24-Hour Urine & Blood Specimen

When you open the Brain, you will see an order for **Serum/Plasma Creatinine for Urine Creatinine Clearance Panel**.

1. Click **Print Label** for the Serum/Plasma Creatinine for Urine Creatinine Clearance Panel

2. You will see a **MINT** to be collected:
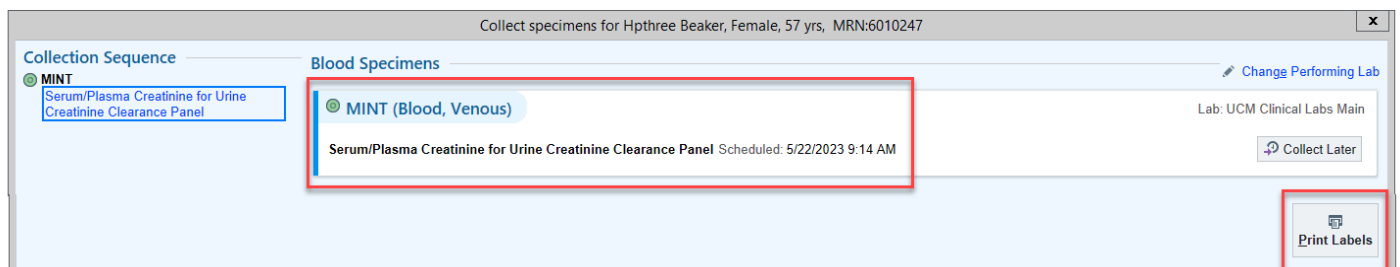
3. Click 🖶 **Print Labels** and complete the collection steps.

4. After the Mint is collected, you will see an order for the **24 Hr Urine Creatinine Clearance** in the Brain for your patient. This will be the Collection task for the 24 Hour Urine specimen.

24-Hour Urine ONLY

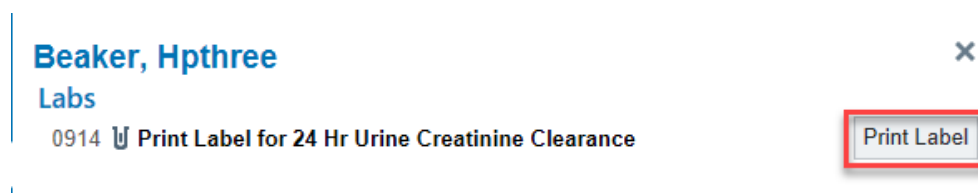If a Serum Creatinine had been resulted to the patient's chart in the past 3 days, when the order is placed, the only order that will appear in the Brain is the collection task for the **24 Hr Urine Creatinine Clearance**. A Blood Specimen does NOT need to be collected!

1. Click Print Label for the **24 Hr Urine Creatinine Clearance** task.

2. You will see a **24H Ur (Urine)** to be collected:
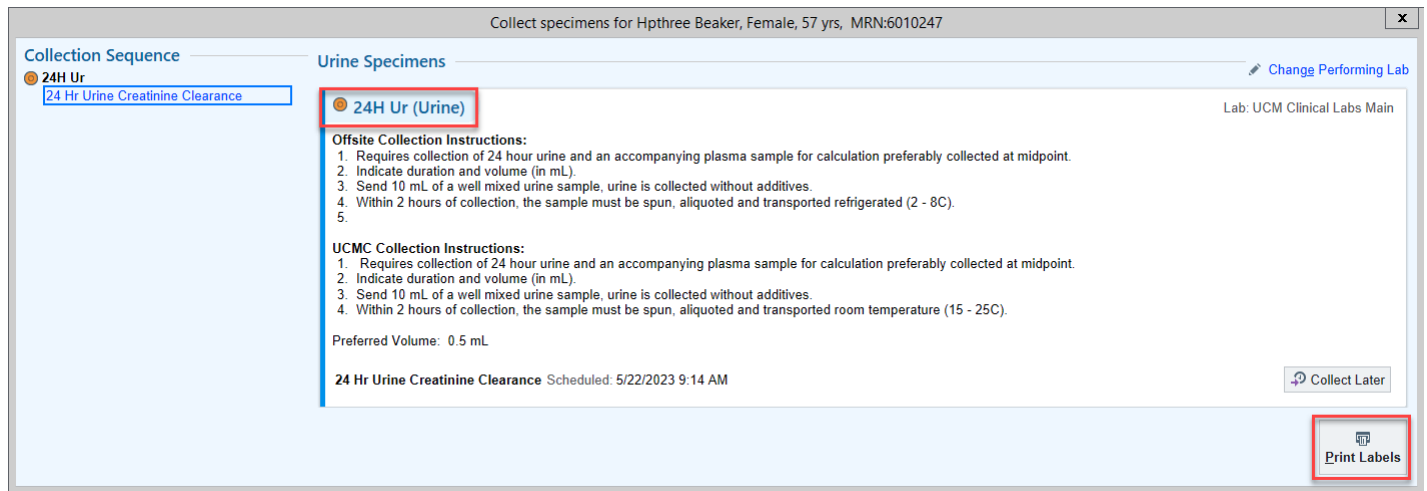
3. Click 🖶 **Print Labels** and complete the collection steps.

> ❗ Perform this Collection Task **AFTER** the 24 hour urine has been collected!

| Date	Summary of Revisions	User
5/22/23	New Tip Sheet	Steph Gillen

Summary

During an Epic Downtime, Lab Specimens will now require special Downtime labels. There will be 2 labels needed for each specimen. Only Lab staff have access to print a downtime label.

Step-by-Step

1. Nursing staff must place a patient chart label on the Lab requisition form and one of the completed specimen downtime labels. The second label should be affixed to the specimen and tubed to the lab.
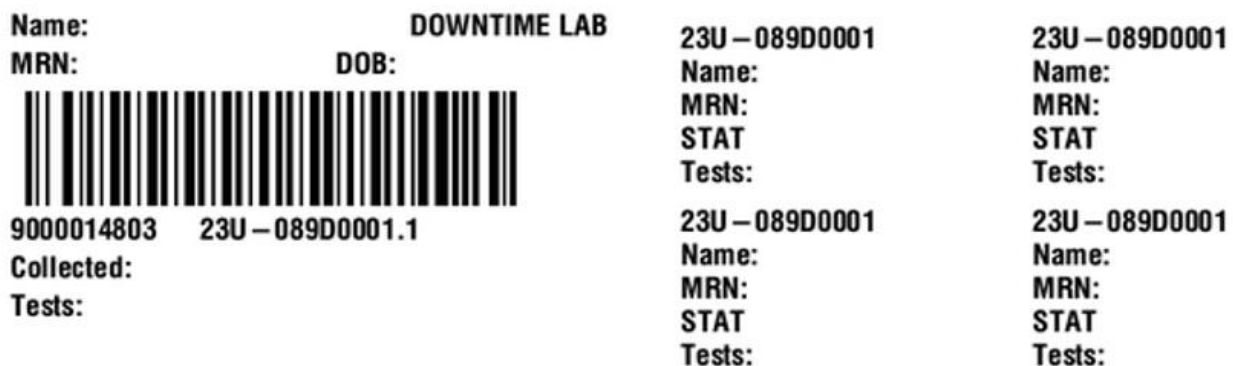
2. The number 23U-089D0001 as seen below, is for example, the number that will match on both the requisition and specimen tube. Nurses must then complete Name, MRN, DOB, Collected (initials, date, time), and tests collected.
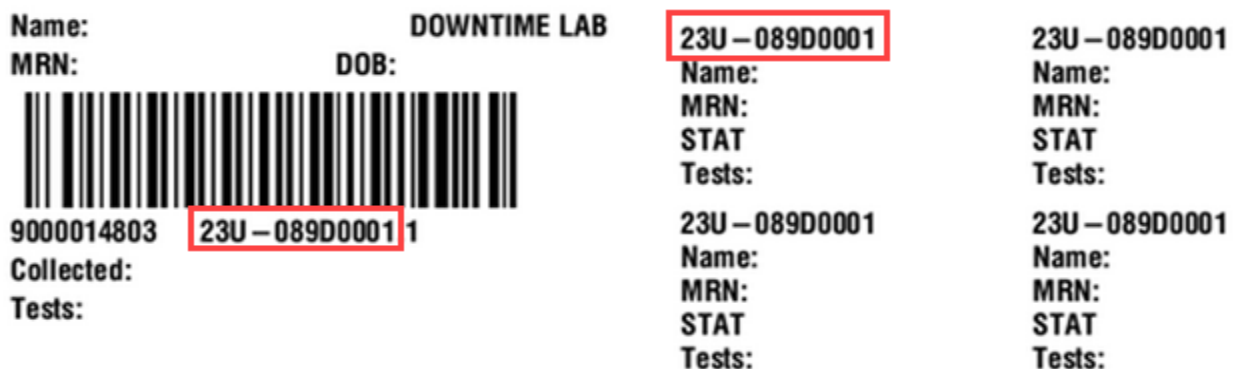
3. During a downtime ONLY STAT orders should be sent to lab.

4. After downtime, the Lab Service Center will entering ALL orders received during the downtime for nursing staff.

Date	Summary of Revisions	User
4/17/2023	Tip sheet created	Caroline Herrera
4/21/2023	Tip sheet updated	Caroline Herrera

Produced by: UChicago Medicine IT

EpicCare Inpatient Nurse Specimen Collection Exercises

Login: IPRN## (where ## is any number from 60-99)

Password: train1234

Collect a lab specimen

SCENARIO:

You collected a CBC from your patient.

- Storyboard collection status should be Unit. If set to Lab you would not have seen your CBC

TRY IT OUT:

- Find the **Print Label** task for Andrew-IPRN's **CBC and differential** specimen.

- We are only collecting the CBC. Remove the other specimens by clicking the ✖ in the specimen rows.

  - Document printing the label. ***Depending on the Unit all R2's will have a printer specific for that R2.***
  - Search for and select the appropriate Label Printer for your floor if it has not defaulted. Once you have used a printer it will automatically populate that printer at the top of your searchable list. In CCD all the patient rooms will have networked printers so they will be able to search. This will work well when live with Rover devices.

- Click **Accept.**

- **Document collecting the specimen.**

  - Hint: Note the **Print Label** task changes to **Collect** task.

  - ****We cannot simulate scanning specimen labels in the training environment.**** Override scanning the specimen label by clicking the blue **Scan the label** link or the **Collect All** button in the specimen collection window.

  - Document the collection date and time, and update the other collection details as appropriate. Click **Accept.**

  - How do you know all collections have been documented and the lab will be able to process the specimen?

  _____

CHECK YOUR WORK:

- The task for collecting a CBC should no longer appear on Andrew-IPRN's Brain

Epic Tip Sheet:
Label Placement

Summary

The tip sheet below will outline how to correctly place labels on specimen tubes.

Steps

1. The label should be placed over the manufacture label.

2. The name of the patient should be placed at the top of the tube under the colored cap and should be read from left to right.

3. The vertical barcode should be wrinkle free for scanning purposes.

4. Each tube should have its own label.

5. Leave a window for the specimen volume to be visible.

6. The label should not overlap itself or wrap around the tube horizontally. Please make sure that the label is not too low where it is folding at the bottom of the tube. The label should have no wrinkles.
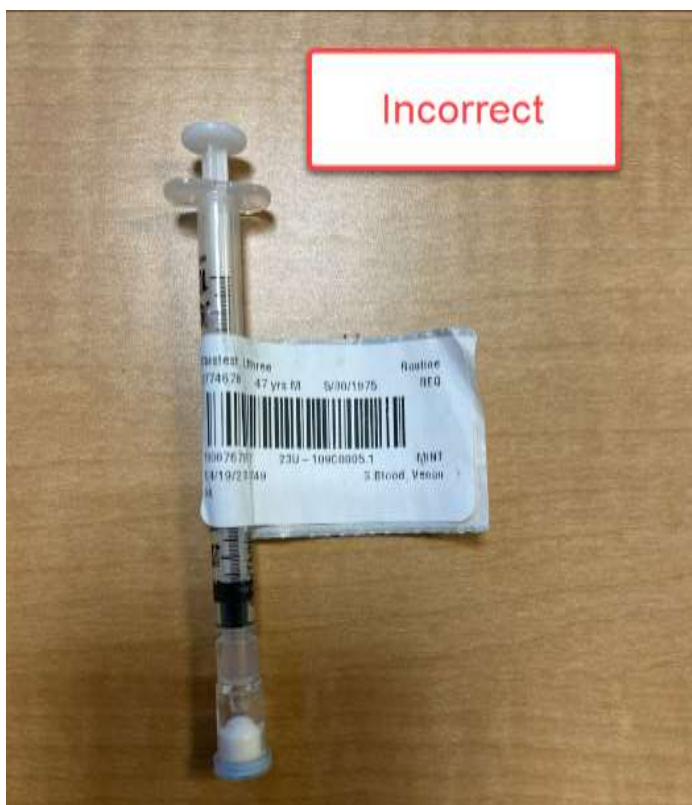
7. Arterial Blood Gas (ABG) syringe correct label placement is shown below.

    a. Labels should be placed vertically on the syringe. The backing of the label should stay on the back of the label that is not directly on the syringe.

    b. Labels should not wrap around the entire syringe. Labels should not be placed horizontally. Both shown in the pictures below.

| Date	Summary of Revisions	User
5/23	Tip sheet created	G. DeLaPiedra
5/4/23	ABG syringe updates	G. DeLaPiedra

Summary

All laboratory specimens must be properly labeled using this step by step process to prevent errors and/or delays in patient care.

Step-by-Step

1. In the Patient Summary- Orders Overview-CNA tab, click on the Print Labels icon to print ordered specimens.
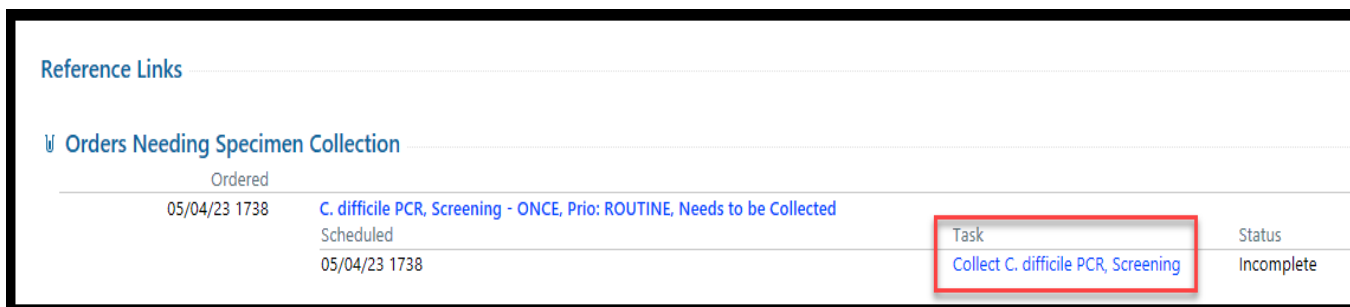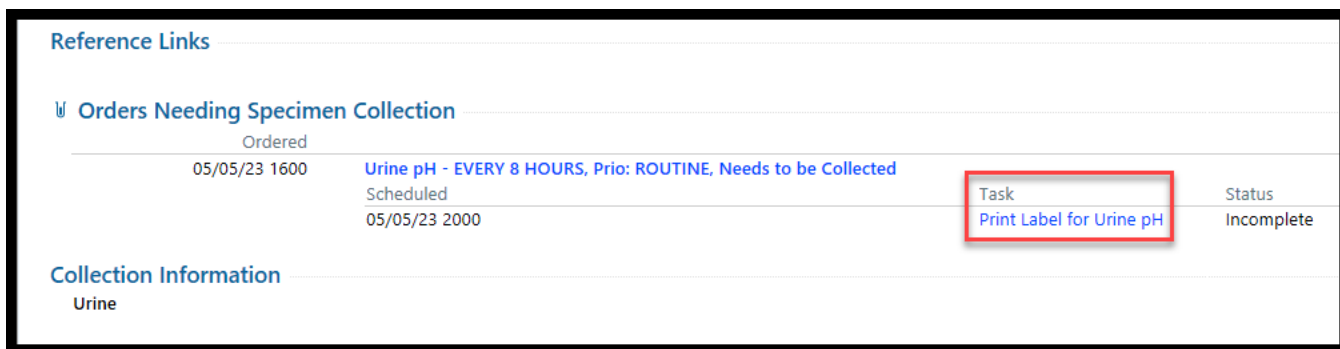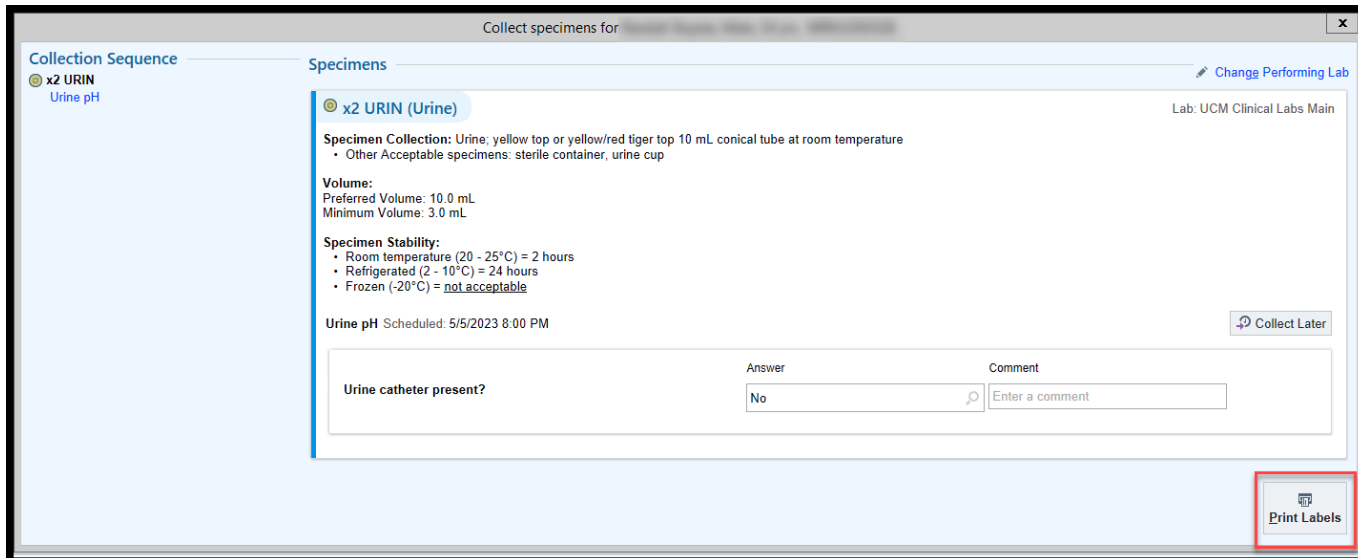

2. Complete any hard stops within the specimen collection workflow.

Produced by: UChicago Medicine IT
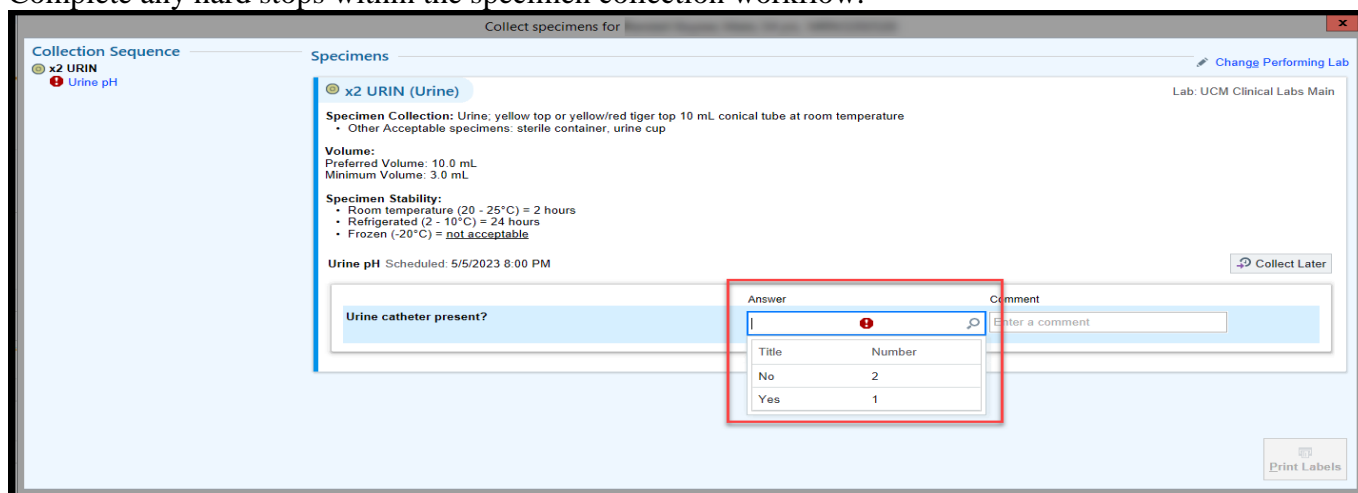
3. Click on the Print Label icon. Those labels will now print.

4. Scan patient's armband. Scan each specimen label. Upon scanning each specimen label printed, the date and time of the collection will auto-populate. The NSA collecting the specimen and their department will also auto-populate.
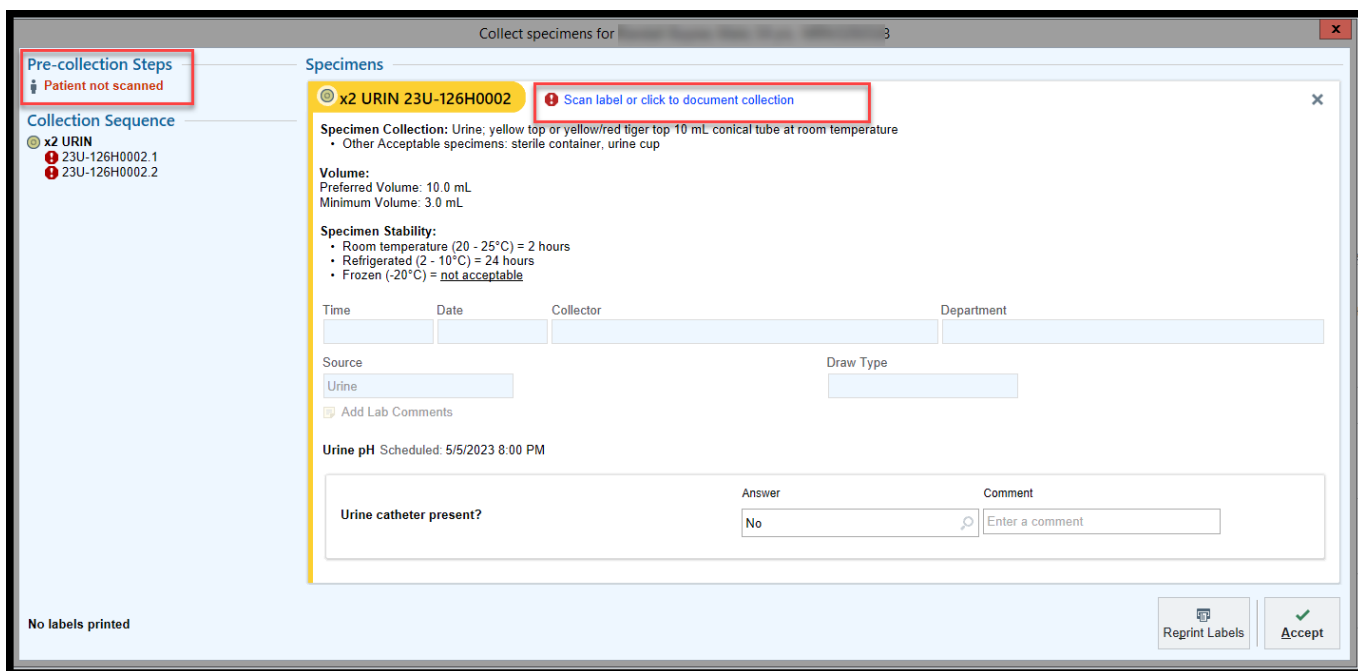
5. Upon successful scanning of all collected specimens, **All collections documented!** appear at the bottom of the screen. Collect specimens, Click Accept. Label appropriately and send to lab.
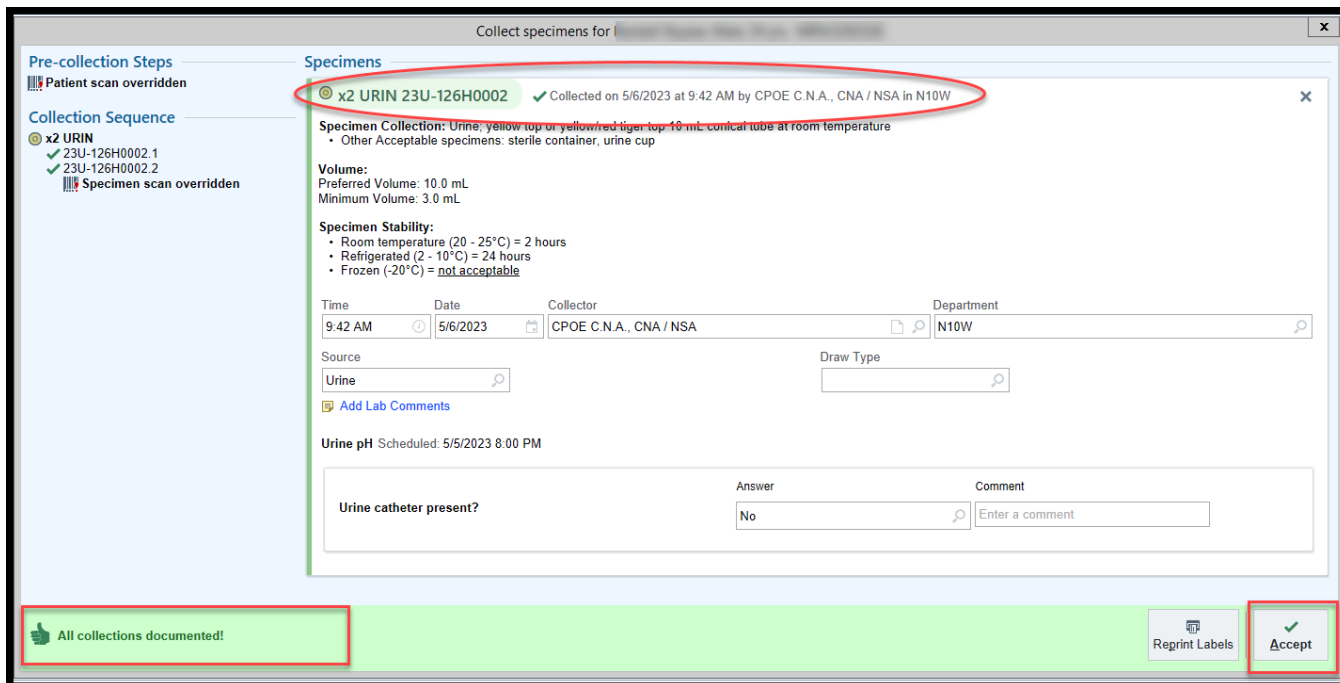
Date	Summary of Revisions	User
5/06/23	Creation of tip sheet	C. Coleman
5/11/2023	Edit	C. Coleman