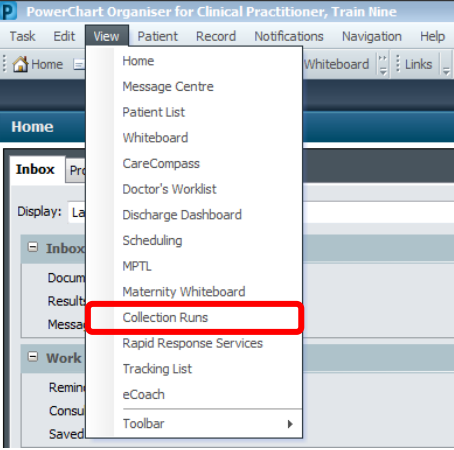
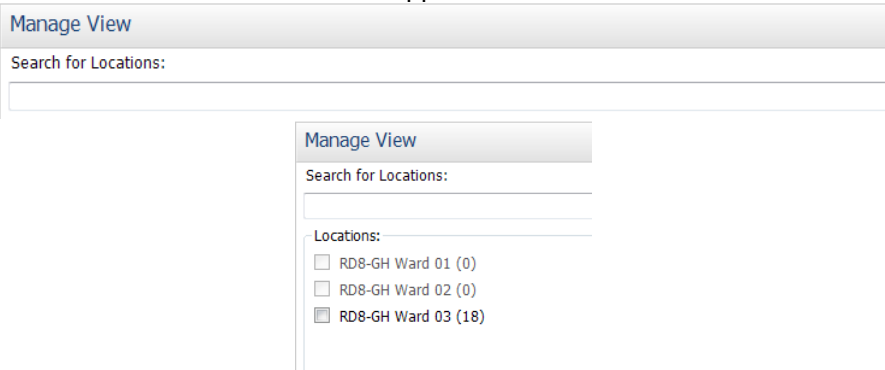
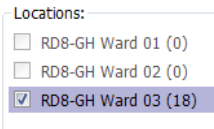
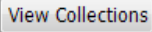
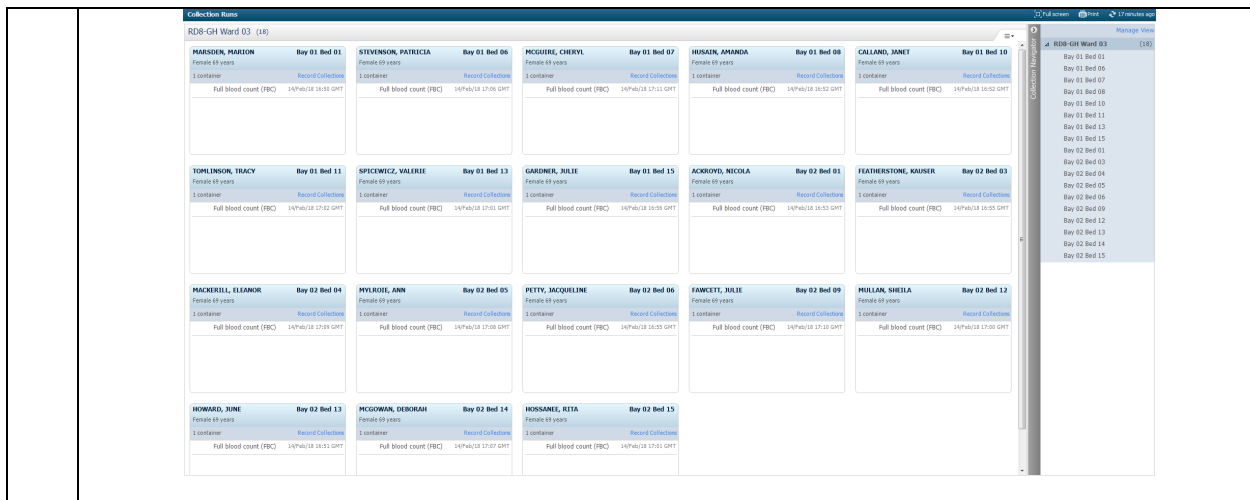


## PHLEBOTOMIST COLLECTION RUN

<p>1.</p>	<p>Click on View and select Collection Runs from the drop down.</p> 
<p>2.</p>	<p>In the 'Search for Locations' field, type the ward i.e. ward 01 and then select from drop down that appears.</p>  <p>You only need to do this once and it will remain this way every time you log on.</p>
<p>3.</p>	<p>Place a tick into the box for the ward you are on (Phlebotomy round you wish to view).</p> 
<p>4.</p>	<p>Ensure that you deselect the Swab, Urine and Other options on the right hand side from under Specimen Type.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Blood</li> <li><input type="checkbox"/> Swab</li> <li><input type="checkbox"/> Urine</li> <li><input type="checkbox"/> Other</li> </ul>
<p>5.</p>	<p>Click on the View Collections button located in the bottom right hand corner.</p>  <p>The below screen will display all of the Collections within that location.</p>

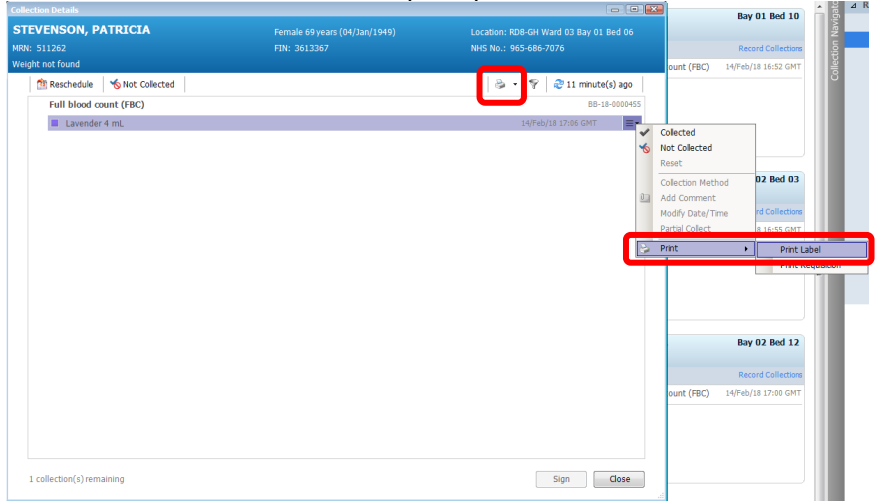


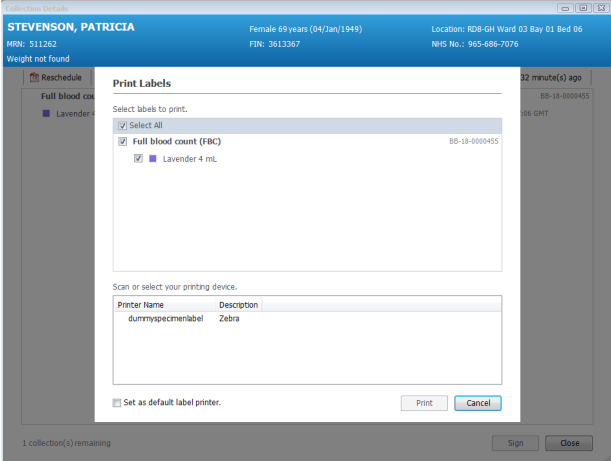


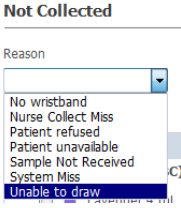
6. From the Manage View option on the right hand side, select the bay you are working in. This patient will then be highlighted with a blue line. If you wish to return back to the Manage View screen in step 2, click on the Manage view button in the top right hand corner.

7. Click on Record Collections under the patient details.

8. Collection Details window displays. Scan the patient's wristband. If there is no scanner available, click *Unable to Scan* in the bottom left hand corner.

9. New window displays with the collection information for the patient. Firstly you need to print a label. There are 2 ways to do this (both land you on the same screen). Firstly you can click on the printer icon highlighted below. Secondly, you can hover over the specimen, click on the drop down menu to the right hand side and select print, print label.



10.	<p>The below Print Labels screen will display as below. Select the printer from the list that displays and then click Print (this should be the label printer that is attached to the WOW). Ensure the label printer attached the the WOW is on as they go into sleep mode.</p> 
11.	<p>Place the label onto the bottle so it sits over the existing label and the barcode is uppermost. It must be stuck on straight so that it can be read in the laboratory. If the label doesn't stick properly or becomes damaged it can be reprinted using the above process as many times as required before the sample is marked as collected and signed.</p>
12.	<p>To mark a sample as Collected, hover over the specimen, click on the drop down menu to the right hand side and select Collected. Ensure all collected samples are marked as collected.</p> 
13.	<p>Black tick denotes the sample has been marked as collected. Click on Sign to save details and close the window.</p>
14.	<p>If there are multiple samples to collect and you don't manage to collect them all then you must mark them as such by choosing  Not Collected or choosing this option from the drop down. (The first option allows you to multi select for Not Collected, the second option only marks individual specimens).</p>
15.	<p>Select the reason why from the dropdown list.</p> 
16.	<p>Click on Sign and Close to go back to the ward view.</p>
17.	<p>Refresh the page. Patient will have disappeared from the list.</p>