IT Dept Quick Reference Guide (QRG)



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PROCESS FOR URGENT BLOODS

For ED this process is defaulted in so there is no need to change anything.

1.	Click on Regest/Care Plans Add. Requests/Care Plans + Add					
2.	Click on add button + Add					
3.	Search v	Age:30 years DOB:19/Jul/88 Resus:Do Not Resusc Blood Blood Blood Blood Blood Product Pre Blood Product Pre Blood Product Pre Blood Product Pre Blood Transfusi ACTH, blood ALT, blood ANA, blood APTT, blood	n up, searc	Advanced Options Clinical Staff:Khann Advanced Options Type: Search within: All terial blood gas analysis by blood CH100, blood CH100, blood CGMB0, blood Cord Blood Group, blood Dehydroepiandrosterone, blood DHEAS, blood CGB blood Pressure Monitor New Erythropoietin, blood ESR, blood FEIBA (Blood Product)	19; Bay 01; Bed 04 18 14:48 - <no -="" date="" discharge="">] na , Achal Inpatient Fetal blood sampling Fetoscopic blood transfusion of fe Fluoxetine, blood Full blood count Full blood count Blood GGT, blood Glucocerebrosidase, blood HBsAg, blood IgA, blood Intravenous blood transfusion (NT) Intravenous blood transfusion of LDH, blood</no>	
4.	Image: Control Normal Status Status					
5.	Warning/ Discern pop up alert c	omes up on sc	reen as the	collection priority ha	s been set to Urgent.	

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	Urgent Collection Priority					
	Please notify the Laboratory of urgent specimen.					
	Click OK button. Second Warning/ Discern pop up alert comes up on screen as specimen type has not been set to blood, Urgent.					
	Contract Contrect Contract Contract Contract Contract Contract Contract Contrac					
	Urgent Sample Alert					
	When requesting the following test as Urgent, please ensure to select Blood, Urgent in the Specimen Type field.					
	Amylase level, blood					
	Amylase, blood					
	Bone profile, blood					
	C-reactive protein level, blood					
	Calcium level, blood					
	Glucose level blood					
	Magnesium level, blood					
	Paracetamol & Salicylate, blood					
	Troponin I level, blood					
	Urea and electrolytes, blood					
	Urea level, blood					
	Uric Acid, blood					
	Please go back and modify the requests as appropriate.					
	Modily Details					
	Click on modify details to modify order.					
	Order details will open up. Select Specimen type as Blood, urgent and click on Sign to sign order.					
	T Details for Bone profile, blood					
6.	Details Dedails Diagnoses					
	*Clinical details?: Utgent v *Specimen type?: Blood, Urgent v					
	*Collection Date/Time?: 25/07/2018 ÷ v 1103 ÷ BST Patient Category: Blood Ligent					
	Official Required Details Dx Table Orders For Cosignature Sign					
	M0485 655109327109 25 July 2018 11:08 BST					

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	To collect sample	Specimen Collection				
7.	Collection Details					
	ZZZTESTDISCHARGE, TEST MRN: 902577 Weight not found	Male 28 years (05/May/1990) FIN: 4136337	Location: RD8-GH Ward-10 Bay 01 Bed 04 (C			
	î Reschedule 🤸 Not Collected		i i i i i i i i i i i i i i i i i i i			
	Bone profile, blood		15-BB-18-0003840			
	Please remember to print a requisition for this order if the					
	Lght Grn 3 mL		11:09 BST			
	Sample type is now Green top Plasma bottle. This will allow for processing immediately by the pathology department rather than having to wait for sample to clot.					
8.	Mark sample collected as normal process.					
9.	Note: For ED (FirstNet) if ordering r d Click Si Orders for Signature	multiple tests do not complete lefault in on signing the order ign and all orders will be red (FBC) Order 26/Jul/2018 12:37 Bleep/tel no: BST BST BST Bleep/tel no: Please rement of Order 26/Jul/2018 12:37 Bleep/tel no: Please rement tr cost store to a cost store to a cost to bleep/tel no: Please rement Please rement please rement store to a cost store to a cost to bleep/tel no: Please rement Please rement Please rement store to a cost store to a cost to bleep/tel no: Please rement Please	ete the Specimen Type box. This will ar. quested.			
	0 Missing Required Details Dx Ta	able Orders For Cosignature	Sign Cancel			