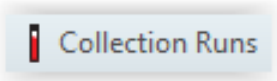
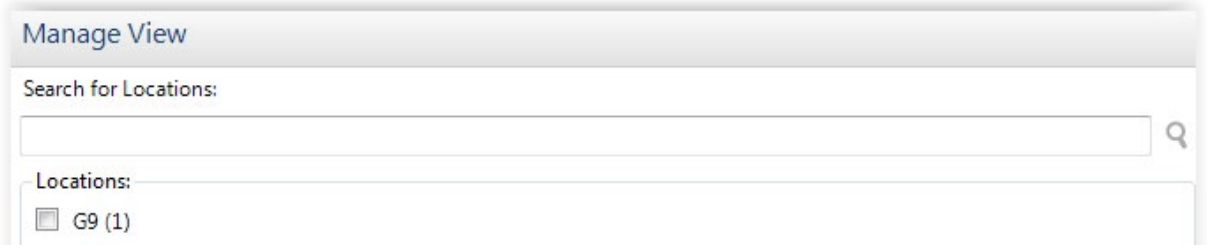
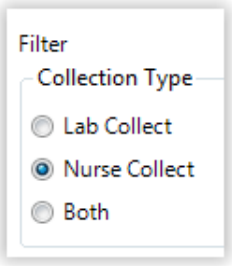
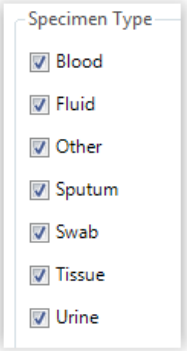
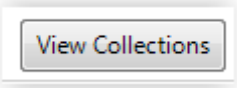
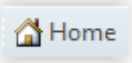
How To View Outstanding Order Collections

1	The Nurse co-ordinator of each ward is able to view any outstanding pathology specimens that are awaiting collection.
2	Go to **"Collection Runs"** in your tool bar (top horizontal grey bars) 
3	The **"Collection Runs Manage View"** will appear. This will include the ward locations where you complete the Phlebotomy Runs. Once this is set it will default to how it was set last time used.
4	A **"Collection Details"** Box will appear and will give patient details in a blue banner bar. If there are samples ready for collection you will be asked to scan the patients ID wrist band.
5	Click in the **"Search for Locations"** box and type in your ward area and hit the Return button or click on the highlighted ward name with the mouse. The ward will appear in the Locations list underneath … 
6	In the **"Filter"** Part of this view select **"Nurse Collect"**  Select **"Both"** if you want to see any requests that have not been selected as "Nurse Collect".
7	In the **"Specimen Type"** of this view select the specimen types common to your clinical area… 
8	Click on the the designated wards and the **"View Collections"** button will be available …

	 (Wards with no specimens to collect will not be able to be ticked)
9	On Clicking the **"View Collections"** button the Collections Runs Page will display a list of the wards previously selected in a collumn on the right hand side of the screen called **"The Collection Navigator"**. This column will list the bed locations of patients in the ward that have specimens to collect.
10	The ward will be displayed in this column …
11	The Left hand side of the screen will display all the patients in the selected ward with orders requested.
12	To Exit this tool Click on the **Home** Icon in PowerChart or navigate to where you need to go next.