1.0 Order Specimens

1. Click the patient from the floor plan or the holding area and click the order tab from top of screen. (See Letter A above)

2. Double click on the test to be carried out in any of the order entry boxes. (See B above)

3. The selected orders will either appear in the order items and details box (C above) or you may need to confirm a pop up box by clicking on update. Make sure you read the message as this usually contains instructions relating to the test.

4. If you can’t find the test you require, type the test name (or first three letters) within the ‘Order Items’ box (D) and click the search icon next to this box. Click on the correct test to select.

5. To delete an order click on the red cross in the delete column (E).

6. Tick the ‘specimen collected now’ box (F) if you are collecting the specimen now. Your label(s) will only print when this box has been ticked, otherwise the order and label will be stored on Trak waiting for you to collect. (See 2.0 Collect an Order, page 8)

7. Change the number of labels needed (G) only if you are requesting one test e.g. Blood culture investigation as this test requires a label for each bottle.
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8. Enter password and click Update (H).
9. On the questionnaire page that appears, fill in all the necessary fields as you would normally on a paper order and click update to complete the order. Your label will now print

**NOTE:** The field marked with bold text is a mandatory field

### 1.1 Adding Sample Sites
1. Click the patient from the floor plan or the holding area and click the Order tab from top of screen.

2. Double click on the required test to be carried out in the Laboratory order entry box.

3. Click update through any order entry message(s) noting what they are telling you.

4. You will now be presented with the Laboratory order details screen (see right) In **Specimen Site** column select the appropriate specimen type. **NOTE:** you can only select one Specimen Type

5. On the right hand side is the Body/sample site. Click once on the sample site. When selecting more than one site hold down the Ctrl and by using your mouse click on other sites. The instruction are marked on the TRAK Ordering screen (see letter A picture left)

### 1.2 Ordering and changing a radiology test
**NOTE:** You should not order any Radiology tests unless you are IRMER trained

**PLEASE ENSURE YOU CHECK THE RECEIVING LOCATION IS CORRECT FOR RADIOLGY EXAMINATION**

<table>
<thead>
<tr>
<th>Delete Order Item and Details</th>
<th>Receiving Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT Abdomen</td>
<td>Computerised Tomography - RIE</td>
</tr>
</tbody>
</table>

**A** **B**
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1. Double clicking on the required test from the Radiology order box. The test will now appear in the order box (see letter A above)

2. To change the order details select the test in the orders box (See letter A above) The orders details box will now appear

3. To change the priority delete the ‘Routine’ and select the desired priority (See letter C)
   - Urgent investigations – Select Urgent and contact the relevant radiology department
   - Urg-tracking - for cancer tracking and the patient is seen within 2 weeks
   - 72 hour tracking is patient has cancer must be seen within 72 hours

4. Receiving location is used to request where the tests are to be carried out. Simply delete the current location and use the search icon to select the required locating. (See letter D) You will now notice the ‘Receiving location’ will now be updated on the main screen (See letter B page5)

5. For future orders change the ‘Start date’ and ‘Start time’ You do not need to change the ‘Start Date’ & ‘Start Time’ on the main ordering screen (See letter E)
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6. Requested By field should populate with your name if you are legally entitled to request radiology examinations. If not, and you are a doctor or a non-medical referrer who has received the appropriate IRMER training contact 85050 as this tells the radiographer that you have the required training to order the test (See letter F).

7. Order Location is where the paper report is will be sent back to. (See letter G).

8. Urgent Report Required means the report will be prioritised by the radiographer (See letter H).

9. Mobile Required, if a visit to the Patient required. (See letter I).

10. Preferred Radiologist is used to allocate the required test to a Doctor/specialist. This means if a radiographer has any questions regarding the care of the patient they will know who to contact in their department. (See letter J).

11. Click update to confirm.

12. Please ensure that for requesting OP examinations the OPD menu or the Schedule menu is used, and for IP examinations the floor plan is used as this means that the examination will be directed to the appropriate radiology receiving location and the report should be sent back to the appropriate order location.

**NOTE:** DO NOT WRITE ANY DETAILS IN THE PROCESSING NOTES BOX.

### 1.3 Future Orders

1. To prepare an order for collection at a future time, follow steps 1 to 5 above (page 4, Order Specimens).

2. Enter Start Date and Start Time you wish the test to be collected (See the letter A right).

3. **Do not tick** the Specimens Collected Now box collected (See the letter B right).

4. The questionnaire screen will display. Fill in all the necessary fields as you would normally on a paper order and click **Update** to complete the order. **NOTE:** No label will be printed at this time.
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1.4 Specimen label

A. Patients Name
B. Patients Date of Birth
C. Patients UHPI Number
D. Three stars indicates a high risk and will only appear if the question ‘Is the specimen HIGH RISK?’ is answered on the clinical question section when ordering
E. Location of patient
F. Lab Identification code
G. Specimen type
H. Barcode
I. Visit number. This number identifies your label with the order on TRAK (see picture right)

1.5 Specimen bag

- Do not remove the paper sleeve
- Write urgent on the sleeve when the job it classed as ‘URGENT’
- When the specimen is ‘HIGH RISK’ put the ‘high risk sticker’ on the bag
2.0 Collect an Order

1. Click on ‘collect’ tab on the top of the screen.
2. Check the ‘End Collection Date’ is the date you want to collect up to e.g.: today or tomorrow.
3. Check the order start date; does it need to be collected today?
4. Check the order start time; does it need to be collected now?
5. Click on the collected ‘sheet’ icon for the patient you want collect the specimen for.

6. Un-tick any box for the specimen you don’t want to take.
7. Click update to complete the order and your label(s) will now print.

2.1 Checking for an outstanding order

1. To check whether an order has or has not been collected select the patient from the ward floor plan
2. Select the EPR icon

<table>
<thead>
<tr>
<th>Radology Status</th>
<th>Specimen Collection Date</th>
<th>Specimen Collection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ord</td>
<td>16/03/2011</td>
<td>14:49</td>
</tr>
</tbody>
</table>
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3. Click the ‘Orders Details Tab’

4. Identify your order and use the scroll right till you see the ‘Specimen Collection Date field.

5. If the field is empty then the specimen has not been collected on Trak (see example above)

3.0 Print Additional Labels

1. Select the patient from the floor plan and select EPR tab at top of screen.

2. Select Order details by clicking on the down arrow at the left side of the EPR screen and clicking on Order details tab.

3. From the ‘Select’ column tick the boxes (by clicking in them) for each specimen that requires an additional label.

4. On the mid-blue banner, hover the mouse over Print and from the dropdown list select Specimen Labels. (See letter B above)

4.0 Discontinue an Order

NOTE: You should only discontinue an order if it has not been sent to the labs

1. Select patient and select the EPR Tab.

2. Select Order Details by clicking on the down arrow at the left side of the EPR screen and clicking on Order details tab.

3. Tick the box for the order you wish discontinue.

4. On the mid blue banner, hover the mouse over Admin. Click on Change Status when it appears and a ‘Change Status’ box will display. Fill in the details, enter password and click Update.

5.0 Add an Order to an Existing Order

NOTE: You must only add an order if the specimen has not been sent to the lab
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1. Select patient details and select the EPR tab

2. Select Order details by clicking on the down arrow at the left side of the EPR screen and clicking on Order details tab

3. Note visit number (See picture right)

4. Close order details box by clicking on the \( \times \) at the top right of the box (NOT the top right of the screen). Select order at the top of screen. (see example right)

5. Select the test that you wish to add.

6. In the orders box you should see the test. Click on the link (see picture below)

7. Enter the visit number of the test you are adding to into the ‘Previous lab tests ordered’ field or use the search icon to find your test. (See example above)

8. Select update. If you are adding more than one order, this must be done for each one.

9. Select the specimen collected now box.

10. Enter user name and password and complete the rest of the order as you would normally.

Note: To check if the add-on has been done correctly go to the EPR/Order details screen. Your added test should have the same visit number as the original test (see picture right)