

# Clinic Collect Workflow

*Workflow to assist user with specimen collection in office*

## Clinic Collect Order Class

For clinics that are draw sites, the Order Class of Clinic Collect must be used when signing the order.

**Clinic Collect-** Specimen collected in clinic by support staff

If Status is Normal, the specimen will be drawn today.

If Status is Future, the specimen will be drawn at a future date and it will need to be released at a later time (see release of orders step at end of this document)

HEMOGLOBIN A1C (HGBA1C)

Status: **Normal** Standing Future

Priority: Routine **Routine** STAT

Class: **Clinic Collect** Lab Collect Clinic Collect

## Collection Task

The Collection Task is found from the Amb Visit Orders report in the This Visit Tab. Set this report as a favorite.

Select the **CLINIC COLLECT TASK** under the order name.

After selecting the Clinic Collect Task, the window opens to capture specimen and collection date/time information.

Completing the information in the Clinic Collection Task window will:

- Prints Labels for the draw or specimen capture
- Sets the collection date/time along with specimen information

Select **Collection Complete** button.

This Visit | Notes | Procedure Note

Amb Visit Orders

Current as of: Monday November 30, 2020 10:01 AM. Click to refresh.

Current Clinic-Administered Medications

None

Orders Needing Specimen Collection

Ordered	Task	Status
11/22/20 2218	URINE CULTURE - Prio: Routine, Collected (11/22/20 2218)	Open
11/22/20 2230	CLINIC COLLECT TASK	Open
11/30/20 0959	HEMOGLOBIN A1C (HGBA1C) - Prio: Routine, Needs to be Collected	Open
11/30/20 1000	CLINIC COLLECT TASK	Open

Other Tests This Encounter

Disney, Cinderella #741496968 - CLINIC COLLECT TASK

Specimen Source:

Specimen Type:

Lab:

Collection Date:  Collection Time:

Peripheral Blood

HEMOGLOBIN A1C (HGBA1C) [378188265]  
 Scheduled: Mon Nov 30, 2020 10:00 AM  
 Ordered: Clinic Collect, Resulting Agency - UPMC HAMOT, Specimen Types - Peripheral Blood;

Collection Complete  Cancel

**Venipuncture Charges**

To charge for a venipuncture associated with a blood draw, go to Charge Capture section of the Rooming navigator.

Charge Capture

Service Date:  Department:  Place of Service:  Service Provider:

Search for new charge

Specimen Collection

CAPILLARY BLOOD DRAW [36416 (CPT®)]  COLLECT/VENOUS BLOOD/VENIPUNCTUR [36415 (CPT®)]

**Release the Clinic Collect Order for Future  
Clinic Collect**

**Go to Open Orders section and release the  
order for draw.**

Highlight the order on the Order Review-  
Open Orders screen and select the Release  
button.

A Collection Task will be created for clinical  
staff.

The screenshot displays the EpicCare interface. At the top, there is a navigation bar with icons for Images, Open Orders (circled in red), SmartSets, References, and Media Manage. Below this is a menu with options: Visit Info, Allergies, Verify Rx Benefits, Med Documentation, ROS, Charge Capture, Nursing Notes, and MyUPMC Sign-up. A 'Visit Information' section shows 'Chief Complaint' as 'None'. Below that is the 'Order Review - OPEN ORDERS' section, which includes a toolbar with icons for Refresh, Views, Filter, Association, Discontinue, Release (circled in red), Extend, Reject Orders, and Ad. A table below the toolbar shows the following data:

Sta	Status	Order	Rema	Standing	Int	Performing	Last Perforr	Expected	Expires
	Future	HEMOGLOBIN A1C (H...	1/1						11/30/20...