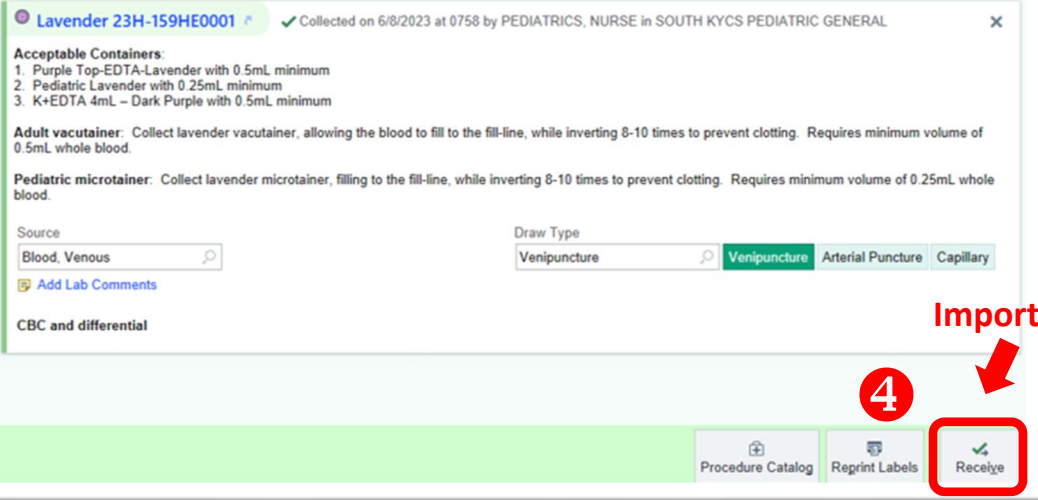
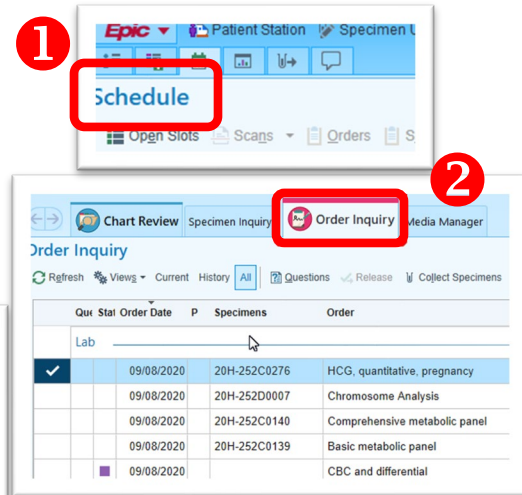


Collecting Specimens and Sending Specimens to the Lab: Order Inquiry, Sendout Bench and Packing List Editor

The **Order Inquiry** activity is used in connection with **Sendout Bench** and **Packing List Editor** to release, collect and ship specimens to the laboratory on a trackable packing list. *First time users: Please refer to the Default Settings Guide for initial setup of your Epic profile.*

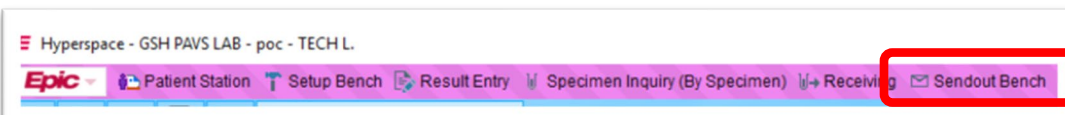
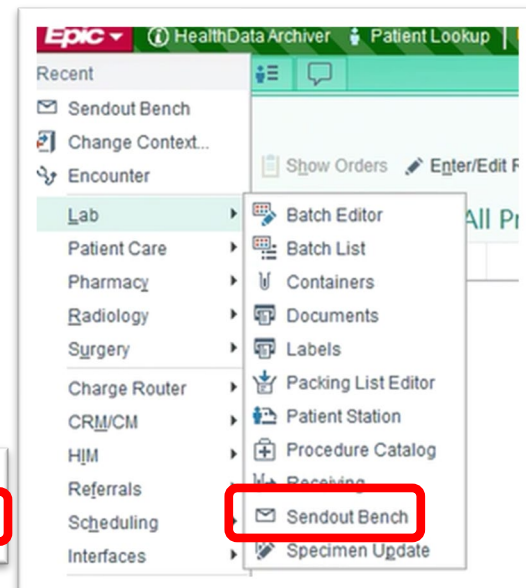
Order Inquiry:

1. Use the **Schedule** to locate the patient and open the encounter
2. Open the **Order Inquiry** activity to display open orders
3. Release and collect orders (*Collect, print labels, label tubes, scan tubes*)
4. Click **Receive**. The patient chart will automatically close when the specimens are received (*Note: Refer to the end of this guide if this step is missed*)



Sendout Bench and Packing List Editor:

1. Open Sendout Bench from the Epic dropdown menu or your toolbar
 - (*Note: See Default Settings Guide for information on how to add Sendout Bench to your toolbar*)



- The Sendout Bench view displays all specimens that have been received that need to be added to a packing list
- Click **Packing List Editor**
- When the **Packing List Lookup** window appears, select **Create** and **Accept** (If adding to a current list, click expand and select the list name, skip to 6)
- When the **Record Select** window appears, select the appropriate laboratory and click **Accept**
 - (Non-blood Specimens with "MC" in the specimen ID will go to Microbiology, all other specimens will go to Main Lab)

The image shows a sequence of screenshots from the Epic system. The top screenshot is the 'Sendout Bench - Ambulatory Clinic Packing List - 1 out of 1' window. It features a table with columns: Collection Date, Patient/MRN, Container, Test, and Misc Test. A 'Packing List Editor' button is circled in red with a '3'. A 'Sendout Bench' button is also visible. A '23H-163CH0006' specimen is highlighted. A '2' is placed over the table area. A 'Packing List Lookup' dialog box is overlaid on the right, showing a 'Select' field, a 'List Type' field, and 'Create' and 'Accept' buttons circled in red with a '4'. A 'Record Select' dialog box is shown below, with a search bar and a table of batch types. The 'CH Microbiology' row is selected, and a '5' is placed over the search bar.

- Packing List Editor** will open. **Scan specimens** to add them to the packing list. The Snapshot tab will display the specimens you have added to the packing list
- When all specimens have been added, click **Ready**
 - Unready the list to add more specimens

Two buttons are shown. The first is 'Ready' with a green checkmark and an arrow pointing to 'Picked Up'. The second is 'Unready' with a green checkmark and an arrow pointing to 'Picked Up'.

- Mark the list as **Picked Up**
 - You can no longer add specimens once a list is marked as Picked Up. Create another packing list to send additional specimens

Important: Compare the specimens listed under snapshot to what is physically in your specimen rack prior to marking a list as Picked Up

The image shows the 'Snapshot' tab for a packing list. The title is '23-CHL14' with 'Type: CH Main Lab'. It shows 'Created: 6/12/2023 Status: Open'. Below, it lists 'From: SOUTH KYCS PEDIATRIC GENERAL' and 'To: CH Hospital Lab'. A barcode is shown with the label '23-CHL14'. Under 'Containers: 1', a table lists the container details:

Container	Collected	Patient	Demographics	Test
1. 23H-163CH0006.1	6/12/2023 0942	Beaker, Beta Test (900000017)	U, 11 yrs	BMP

- Select the correct printer and two packing lists will print. Place one copy with the specimens in the bucket for the courier
- At the end of the day, make sure to check the Sendout Bench to make sure all specimens have been added to your packing list AND check that there are no packing lists that have not been marked as picked up in Packing List Editor

Note: If you forget to use Order Inquiry to collect a specimen OR you forget to receive the specimen in Order Inquiry, you will need to receive the specimen using the **Receiving** activity that can be found in the Epic dropdown menu under Lab. After receiving the specimen, it will be added to the Sendout Bench window. Proceed with Step 3 once the specimen has been received.