**JICS**

* When JIC tubes are received from the ED or floor they will be labeled with the ADT label (chart label).
* The lab will be responsible for order entering the JIC into Sunquest.
* JICs Must be entered on a new accession. All JICs if received at the same time can go onto one accession but they can not be ordered on an accession that already exists.
* Log onto Sunquest
* Click on Order Entry
* Change Look Up to Billing Number or Patient name (use the information on the ADT label to locate the correct patient)
* Enter the corresponding value in the Value field.
* Click Search
* Select the Event Selection box for the correct event using location and date
* Double click on the event to open
* Enter the collection time. Since the collection time will be in the past the Receive date and time will auto populate.
* Enter the Order code for the JIC tube:

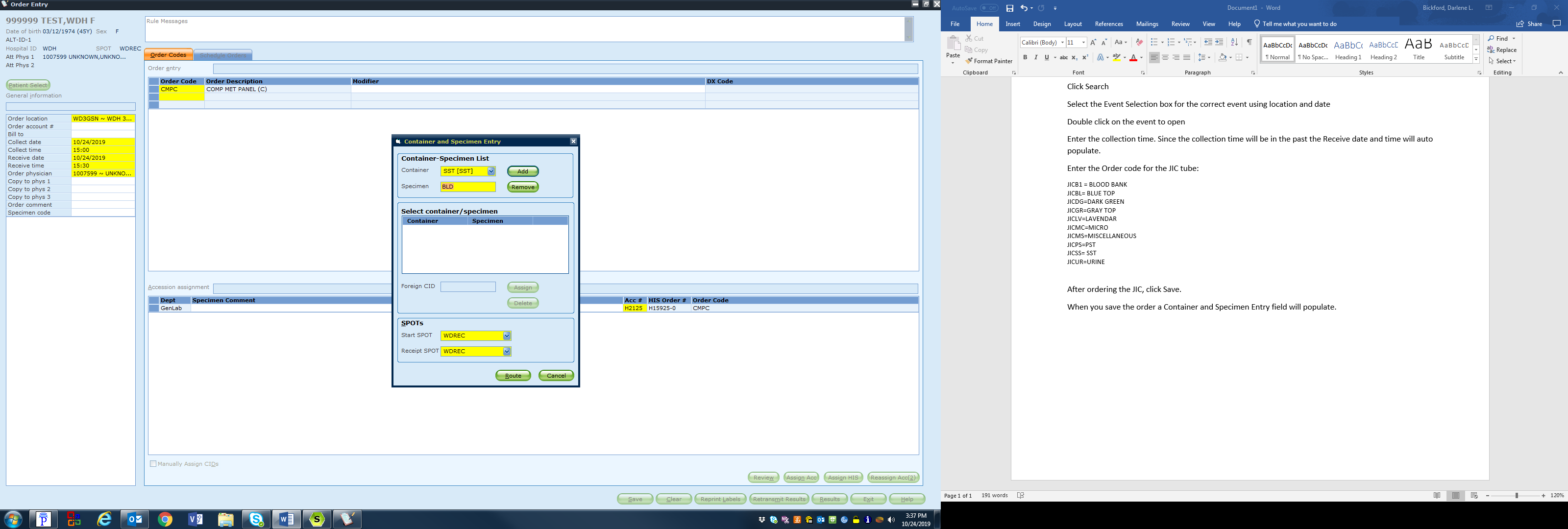
JICB1 = BLOOD BANK

JICBL= BLUE TOP

JICDG=DARK GREEN

JICGR=GRAY TOP

JICLV=LAVENDAR



JICMC=MICRO

JICMS=MISCELLANEOUS

JICPS=PST

JICSS= SST

JICUR=URINE

* After ordering the JIC, click Save.
* When you save the order a Container and Specimen

Entry field will populate.

* Enter the Container type in the Container Field
* Enter the Specimen type in the Specimen field (ex: blood)
* Click ADD
* Continue to add all specimen types.
* Select Route when all specimen types are added.
* Save when done