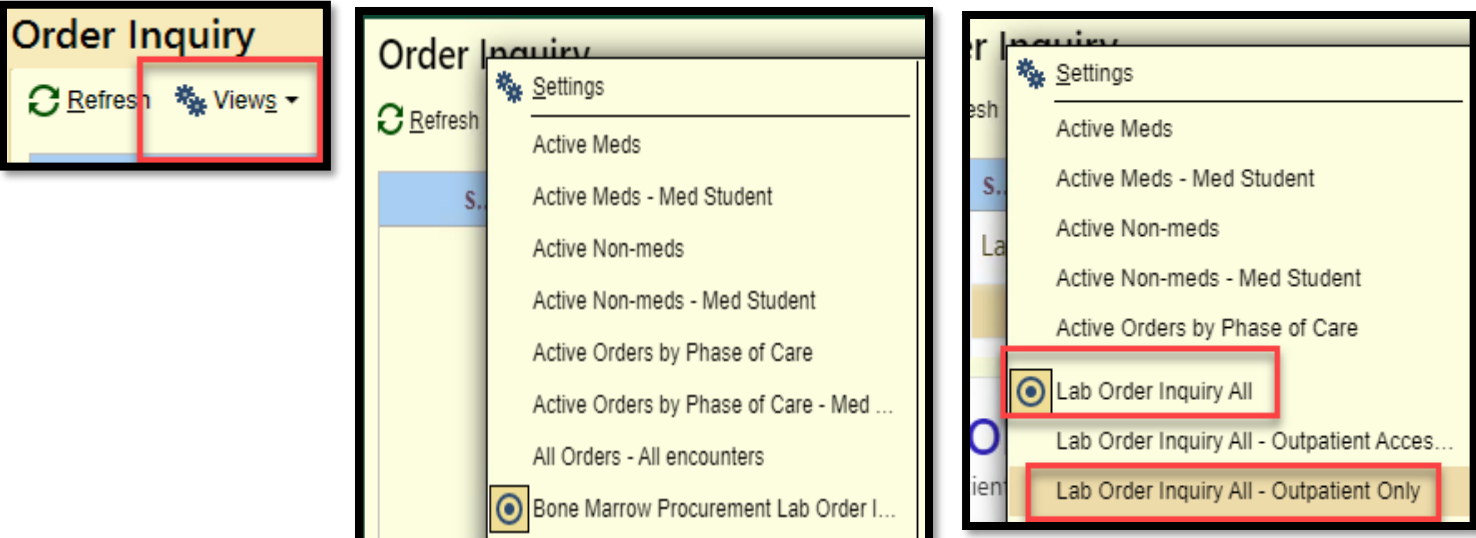# Rodney Parham IR Bone Procurement Tech- Lab Workflows With Send Out Bench and Packing List Workflows

This tip sheet demonstrates the lab collection/send out bench/packing list process used during an Interventional Radiology procedure, when a bone marrow specimen is collected and the specimens will be sent to UAMS in Little Rock for resulting.

** Important: You must be logged into the Rodney Parham Interventional Radiology Department for these workflows
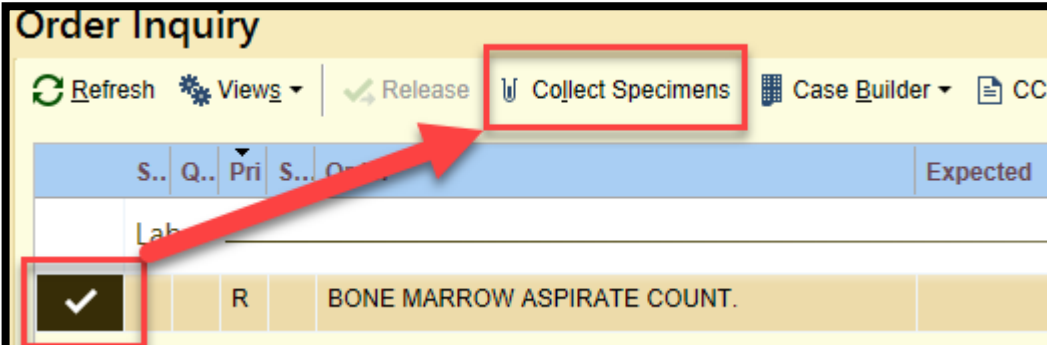
📝 Release/collect the labs in the IR visit

1. Open the patient visit by double clicking the patient from the schedule. **_**Remember, you must be logged into the Rodney Parham Interventional Radiology department_**
2. Open the **Order Inquiry** activity. *Note: this is located by clicking the drop down (more button) to the far right when in the office visit. Favorite the activity by clicking the push pin.*
3. Click on the **settings (views) icon**. Select the **"Bone Marrow Procurement Lab Order Inquiry** "report or **"Lab Order Inquiry all", or Lab Order Inquiry All-Outpatient Only" report.**

**Collect Specimens:** Click the check box next to the specimen. Click **Collect Specimens.**

4. ***If there are no specimens seen to collect, you may need to release them. This workflow is completed using the Order Review activity also found under the more button or it may be a tab on the visit navigator.***

5. When the collection window populates click **"Print Labels".** Place the labels on the specimens.

6. There are 2 ways to collect: 1. **Scan the Specimen (1)**, or Click **"Collect All"(2).** Next Click **Receive (3)**
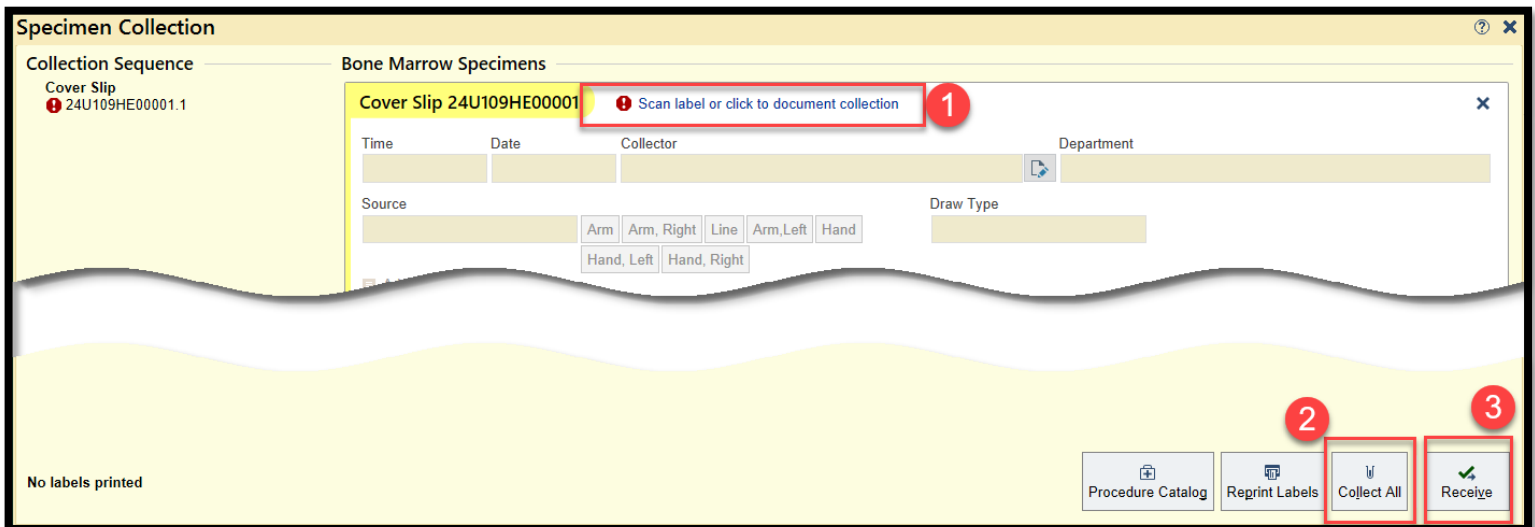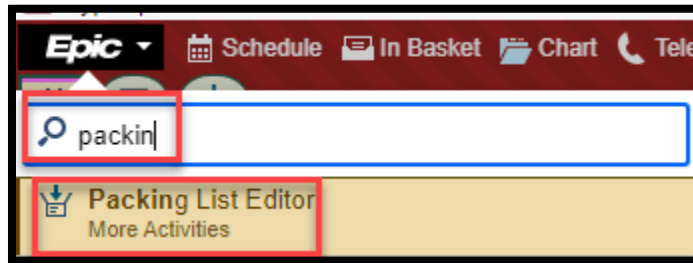

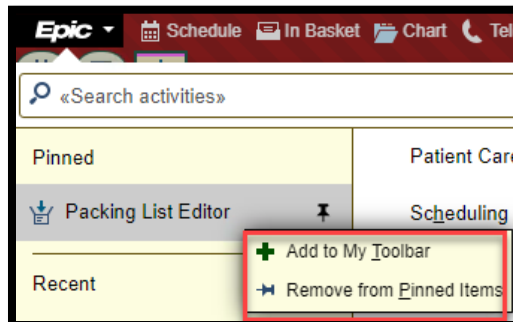7. Clicking Receive will take you back to the multi provider schedule.
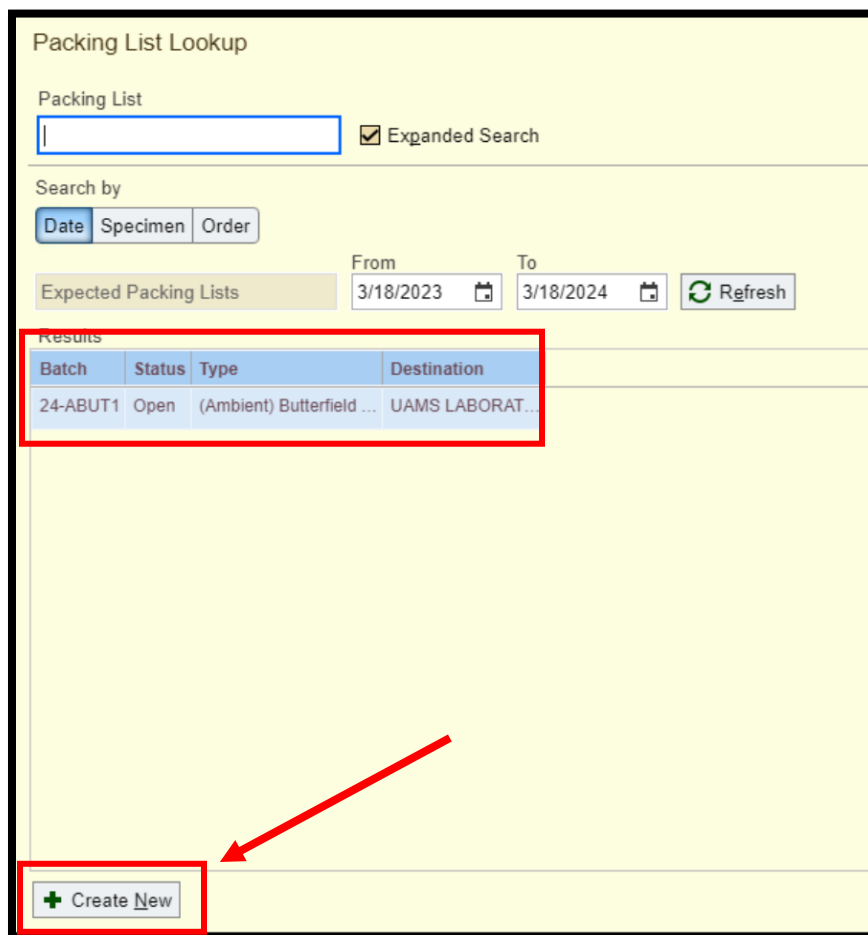
Packing List Workflows

1. Under the EPIC search area type in **"Packing".** Select **Packing List Editor**


2. After you have opened this activity once, go back to the EPIC button, Right click to pin as favorite or add to toolbar.


3. You will click **Create New** to create a new packing list or you can select an existing packing list.

4. Scan the specimen label to add it to the packing list or manually add the specimen ID using the "add specimen or container field. Enter in specimen details such as how many slides are included with the specimen.
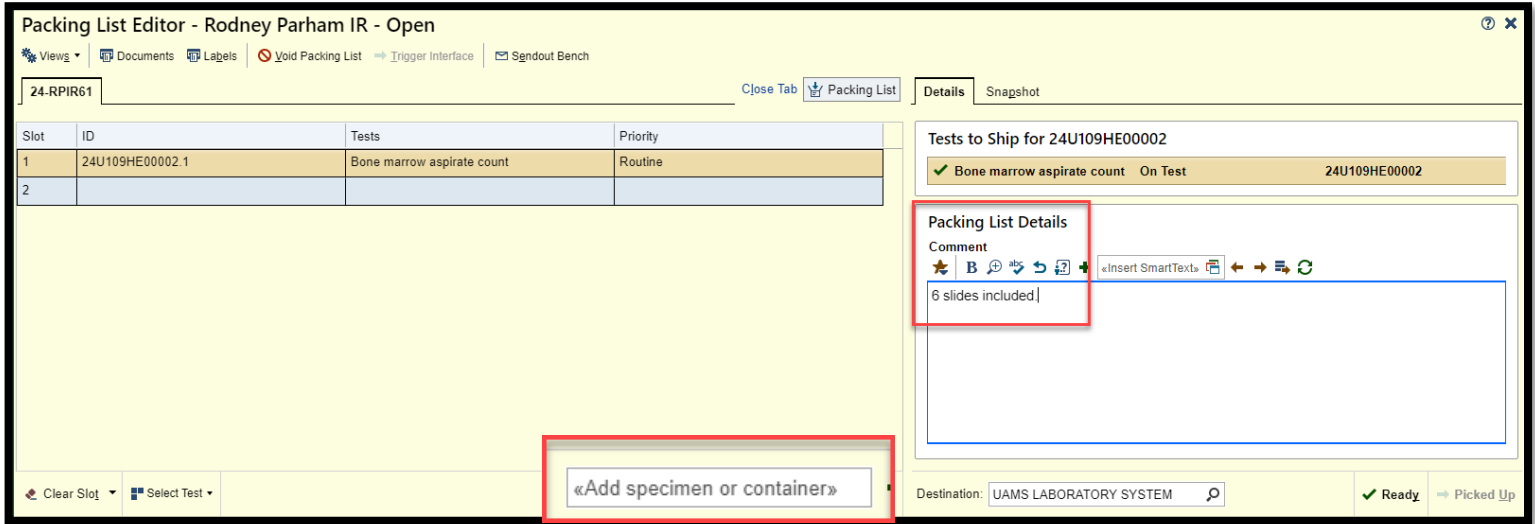
5. Usually, you will create a new packing list for each specimen. If this is the case, click **Ready** then **Picked Up**. Two packing lists will print. One is for your records and the other goes with the courier. The specimens with the lists are taken to the front desk where the courier will pick up. **The courier usually signs the packing lists upon pick up. Ask your department for specific workflows.**
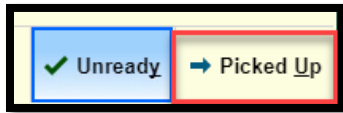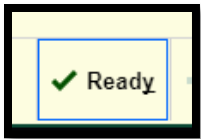
6. You can keep adding specimens onto an existing packing list if needed. Simply select the packing list from the editor and scan the label.

💡 Other Scenario Considerations

1. If your scanner is broken and you need to manually enter in the specimen information into the packing list, navigate back to **Order Inquiry**, select the lab order. In the **Order Summary Report**, navigate to the **Specimen** section. Copy and paste this ID into the packing list container field.

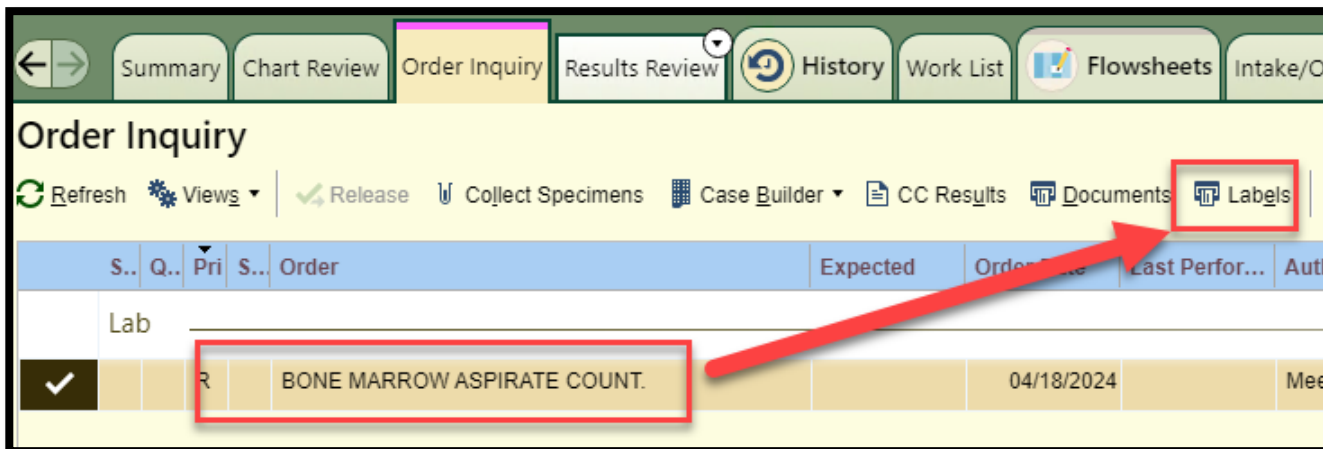*****You must be in the packing list editor activity to manually add a specimen.**
Navigate to **EPIC>Search Packing List Editor>** Expand to see all of the created lists or create a new one **Highlight the packing list to open, then click Accept.**
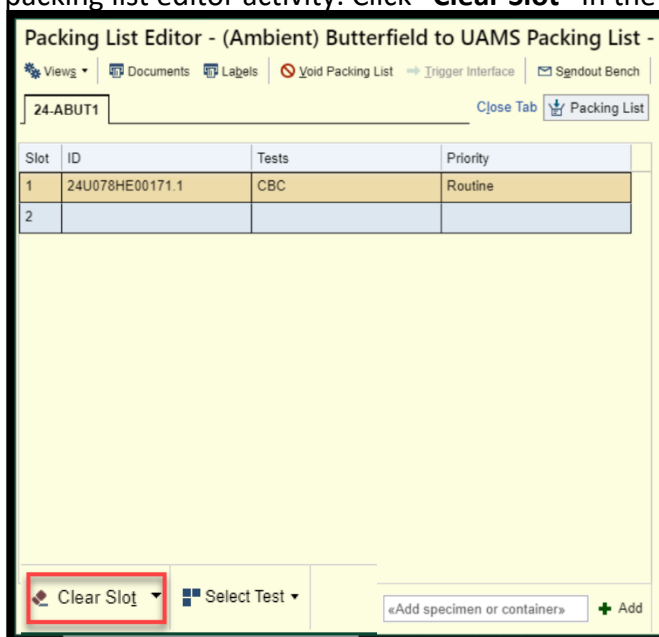
2. **Reprint a label:**
   a. From the packing list EDITOR select the specimen then reprint labels:

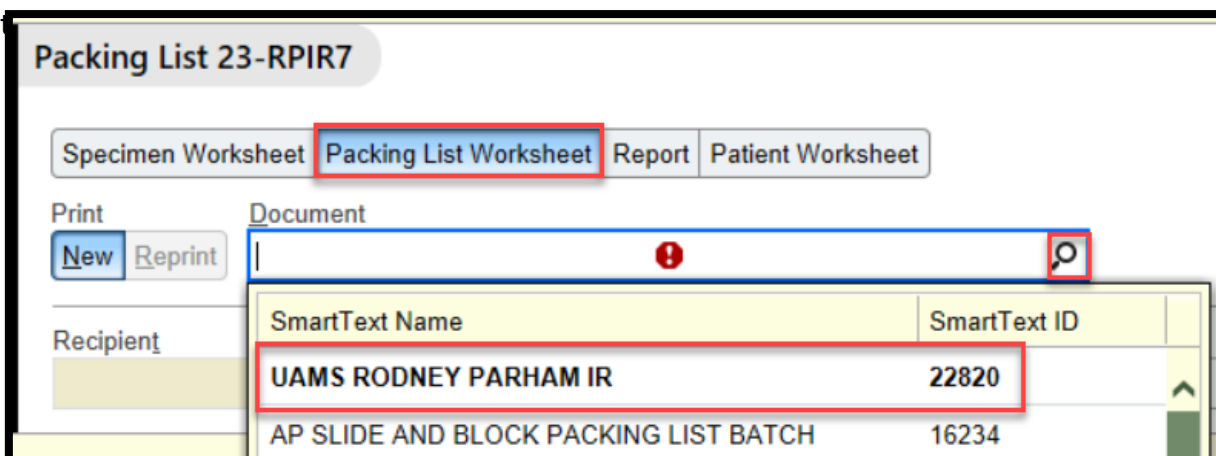**b.** From Order Inquiry, Single click the specimen. Then click **Labels.**

3. How do you remove a specimen on the list? Click **Edit** in the **Send out bench** activity. Highlight the specimen to be removed from the packing list editor activity. Click **"Clear Slot"** In the lower left hand corner.

4. **Reprint a packing list:** From the **packing list editor** activity, click documents.
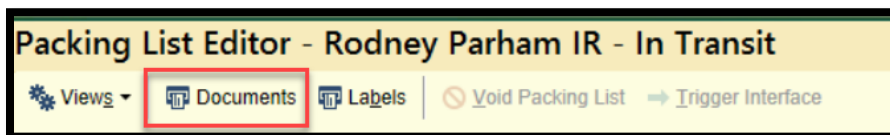
Select

Select the printer if it did not default for you **(A).** Note the area where the time of pick-up needs to be filled in **(B).** Click **Print (C).**

5. **You need to add collection information:**

   Search for Specimen Update in the EPIC search bar

   Enter in the specimen ID

   Enter in the collection information

Created 4/18/2024

Collection Info

Date
3/25/2024

Time
1013

Collector
LAVENDER, TERRY

Department
FAMILY MEDICAL CENTER - EL DORADO - FMC

Specimen Type
Blood

Specimen Source

Container Type
PURPLE TOP-EDTA

Draw Type
Venipuncture

Site

A/C