

How do I Modify

1. Physician was entered incorrectly when ordered in DOE

- a. Open DOE 
- b. Select the MR# of the patient to be modified 
- c. Select the Green Pencil "Modify Orders"
 - i. This will only load the orders which have been completed or in lab – cancelled orders cannot be modified
- d. Highlight the order to be modified

Orderable	Accession
VWP	02-17-214-00012

- e. Enter the name of the physician for the order- this is the only filed able to be modified
- f.

* Ordering Physician: (Name)

 ABOU DIWAN PHD, CHARBEL

i.

- g. Submit (or add if more orders need to be modified)

- i. If there are multiple components to the test – each one will need to be modified to the correct physician.

2. Inaccurate info was entered on collection

- a. In your app bar – select modify  (gold pencil)
- b. Enter the accession number to be modified

Mode: ☒ Modify collections ☐ Mark collections to recollect

Collections Accession number: 0 minutes

	Cont	Description	Order	...	Coll Date	Coll Time	Coll ID	Coll Method	Status
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- c. The button at the front of the order will be blank until and item(s) is changed
 - i.
 - ii. Items eligible for modification- Time of collection, Date of collection, Collector ID





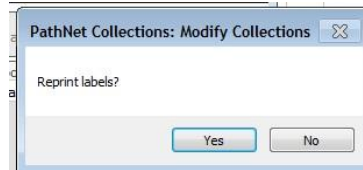
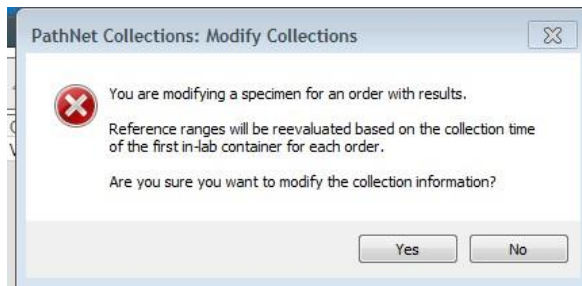
	Cont	Description	Order	...	Coll Date	Coll Time	Coll ID	Coll Method	Status
☐	A	2.7 mL : Blue	APTT MIX/T		01/03/2024	11:44	NSC	Venous Draw	Collected

- d. Once an item has been changed the "disk" will appear at the front of the listing




	Cont	Description	Order	...	Coll Date	Coll Time	Coll ID	Coll Method	Status
	A	2.7 mL : Blue	APTT MIX/T		01/03/2024	11:23	NSC	Venous Draw	Collected

- e. If testing is in a “Complete” status this message will appear



select Yes

- h. Reprint Labels - No

- i. Screen goes blank – this has been modified successfully.