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

Orderable	Accession
VWP	02-17-214-00012

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

    * Ordering Physician: (Name)
    ABOU DIWAN PHD, CHARBEL

        i.
    f. 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 : __-__-____ | Retrieve | 0 minutes |
    |-------------|--------------------------------|----------|-----------|
    | Cont | Description | Order | ... | Coll Date | Coll Time | Coll ID | Coll Method | Status |

    c. The button at the front of the order will be blank until and item(s) is changed

	Cont	Description	Order	...	Coll Date	Coll Time	Coll ID	Coll Method	Status
☐	A	2.7 mL : Blue	APTT MIX/T	(...)	02/15/2018	07:10	NC	Venous Draw	Completed

        i.
        ii. Items eligible for modification- Time of collection, Date of collection, Collector ID
    d. Once an item has been changed the "disk" will appear at the front of the listing
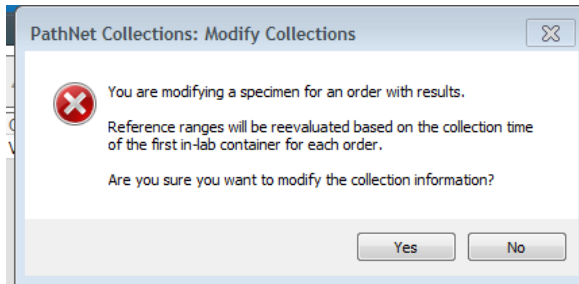
	Cont	Description	Order	...	Coll Date	Coll Time	Coll ID	C
▲	A	2.7 mL : Blue	APTT MIX/T	(...)	02/15/2018	07:10	NSC	V

        e.
        f. Click on the "Save" icon

g. If testing is in a "Complete" status this message will appear

PathNet Collections: Modify Collections

You are modifying a specimen for an order with results.

Reference ranges will be reevaluated based on the collection time of the first in-lab container for each order.

Are you sure you want to modify the collection information?

[Yes] [No]

select Yes

PathNet Collections: Modify Collections

Reprint labels?

[Yes] [No]
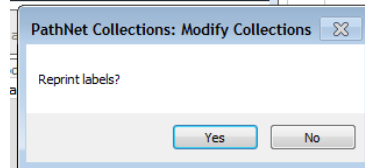
h. Reprint Labels - No

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