



**Appendix I**

**CPOE ATOM ORDER (SOC/WARD)**

**1** Key in 'histo' and select 'Histopathology'

**2** Fill in mandatory fields  
- Doctor Performing Procedure  
- Add Site & Nature of Specimen

Click Histopathology

Type in Clinical Diagnosis

**3** \*\*For Inpatient cases - Key in Date and Time blood was taken\*\*  
For Outpatient cases – phlebotomist will enter details at time of blood taking

Click to open 'Add Specimen' page

**4** Select Histo

Type in: **Blood for SSTP Liquid (ATOM Lab)**

Nurse to Click 'Print' to print specimen

Tick to delete, if needed

**SAVE** the specimen entry

To leave blank if not from OT

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## How to Complete Order Form

Vet the specimens entered and rest of the clinical info

- a) Tick both 'Specimen Label Completed' & 'Vetted & Order Form Completed (Dr Only)' if no other specimen to send
- b) Submit the order

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## How to Modify Order an order. (Order must not be completed)

Go to Orders tab

Ensure RIGHT VISIT is selected to modify order

Choose order to modify and right click on the Histopathology order.

Select 'Modify Order', then 'Requested by Me'



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**NOTE:**

- **Must Tick ‘Vetted & Order Form Completed (Dr Only)’**. Lab is unable to process the order if the order is not completed, and this will delay the reporting of results.
- **No modification to order form allowed** once ‘Vetted & Order Form Completed (Dr Only)’ is checked.
- The **Site & Nature of Specimen** must be typed as stated: **Blood for SSTP Liquid (ATOM Lab)**.
  - Failure to do so might lead to confusion during internal dispatch from Academia Level 8 Client and Specimen Management (CSM) to ATOM laboratory, resulting in delay in processing or rejection of the specimen.

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## Appendix II

### Blood specimen for SSTP Liquid assay

### **Deliver to Client and Specimen Management (CSM), Academia, Diagnostic Tower Level 8**

Note to CSM staff:

\*CSM staff to call Anatomical Molecular Laboratory (ATOM) at 6576 7191 / 7193 to inform the lab that the specimen has arrived.

Specimens are received by the laboratory only on Monday – Friday; 8.45am – 4pm (excluding public holidays).

Note on Specimen Collection and Transportation:

1. 20mls of blood are to be collected in K<sub>2</sub>EDTA blood collection tubes (for example 4 tubes of blood will be required if 6ml tubes are used).
2. Gently invert the blood tubes multiple (8-10) times upon blood collection to prevent coagulation.
3. Pack labelled blood tubes in a specimen zip-lock bag (individual case per bag)
4. **Print and attach this Appendix with the specimen.**
5. Specimen must be sent to **Client and Specimen Management (CSM) at Academia, Diagnostic Tower, Level 8**, immediately upon collection, via pneumatic tube system or porter delivery.
6. **Specimens should preferably reach CSM as soon as possible** after which the specimen will be internally transferred to ATOM for testing. Specimens reaching ATOM **more than 2 hours after collection may be rejected.**