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Section: Blood Culture Manual	Subject Title: Appendix V - Handling of Bone Marrow in Blood Culture Bottles with Requisition from UHN	
Issued by: LABORATORY MANAGER	Original Date: January 10, 2004	
Approved by: Laboratory Director	Revision Date: December 17, 2004	

APPENDIX V - Handling of Bone Marrow in Blood Culture Bottles with Requisition from UHN

At UHN Clinical Desktop (Misys):

1. Log on to the UHN clinical desk top icon.
2. MISYS will come up. Log on.
3. Click All UHN.
4. Type in MRN e.g. 3154444 then press <Enter>.
5. Click on the appropriate visit.
6. Click on the selected visit.
7. Click Microbiology.
8. The “order generator” is the requesting physician. Choose the appropriate Dr.
9. Enter ‘n’ (now) regardless of when the specimen was actually taken.
10. Type is C&S. Enter. Select 1 from the list. <Enter>.
11. For Frequency, select 2 (regardless of when the specimen was actually taken).
12. For Specimen Definition: Scroll down the list until you find the appropriate number i.e. for Bone Marrow, choose number 21. <Enter>.
13. For Reason for Test, type in the site i.e. for Bone Marrow type in what is on the requisition. PB 1 Pre. Click OK.
14. OK (again)
15. For Date collected, type in date the specimen was actually taken. For today, type ‘T’. For yesterday, type T-1 etc. It is not necessary to put the time it was taken, but if you do it must be the correct format i.e. T-1 07:32.
16. For Collector, type in ‘U’ for unknown. <Enter> x 2.
17. Type in ‘A’ to accept order. <Enter>.

So you have just completed order entry, collecting and receiving all in one step. You should find the labels have printed in the planting reception area. Affix the HDS label to one bottle of each set.

Accessioning the Bone Marrows in LIS:

1. In the LIS go to Order Entry. Go to the end and enter the HDS number. <Enter>.

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2. Verify that this is the correct patient and specimen. Enter. Choose 'I' (fluid in Blood culture bottle). If there is **no** label on the requisition that says 'Vista', use the arrow up key to 'Report to' section and type in "SARAR KEAA1 CBSSC. If there is a 'Vista' label, skip the 'Report to' section.
3. Press '='. Check the source by pressing F7, to see that the correct bottles have been ordered. F1. <Enter>.
4. At 'Site', put the information from the requisition, i.e. PB 1 pre.
5. F6 x3. F12 x2. Y (yes you want labels.) Ensure the correct label printer is selected. <Enter> x 2.
6. Affix the soft label with the '93' number on them to each bottle.
7. Affix a small soft label to HDS requisition.