

---

This Quick Reference Guide (QRG) demonstrates how to document specimen collection in the Phlebotomy Management application on your Zebra TC-52 device.

---

## Document Specimen Collection

Navigating to the Activity List

➤ From the Home screen on your Zebra TC-52 device:

**STEP 1:** Tap the Phelbotomy Management app icon.

**NOTE:** If you are logging in for the first time, the Filters screen will appear. Change any default filters if necessary, and select the appropriate location. Once all filters are set, tap Apply.

**STEP 2:** The Task List screen appears. Tap your patient's blue name link.

**STEP 3:** The patient's Activity List opens.

**NOTE:** Consider the following while reviewing the Activity List screen.

- The Refresh and Options icons appear at the top of the list.
- STAT orders are indicated by a red caution sign icon in a task's description.
- To review the details of an order, you can tap the Expand arrow on the right side of its row.
- All orders are selected by default.

## Collecting Specimens

➤ From the Acivity List:

**STEP 1:** Tap the  Options icon; then tap Print Labels.

**STEP 2:** Type the appropriate printer name in the Printer field or scan the printer's bar code.

**STEP 3:** Tap . The patient's order labels print from the designated printer.

**STEP 4:** Retrieve the labels; then scan a label.

**NOTE:** To scan a label using your Zebra device, press and hold either of the side buttons, then scan the label.

**STEP 5:** The Collections screen appears for the scanned item(s). Review the order information if needed;

**STEP 6:** Scan the patient's wristband; then tap  Sign.

**NOTE:** You can tap an order's Expand Arrow icon on the right side of its row to view its details.

---

**NOTE:** If you want to add a comment to an order, modify its collection method, modify its date and time, or print its label, you can tap the Options icon.

### **Collecting Specimens without Scanning**

You may not always be able to scan a label. When you cannot, follow this guide to document the specimen collection.

➤ **From the Activity List:**

**STEP 1:** Select the appropriate specimen(s), if needed.

**STEP 2:** Tap . The Accession Override window opens.

**STEP 3:** Tap the **Reason for accession override** drop-down arrow; then tap the appropriate option for the override.

**STEP 4:** Tap .

**STEP 5:** Scan the patient's wristband if possible; then tap  **Sign**.

**NOTE:** If you cannot scan the patient's wristband, tap **Override**. Select the appropriate reason for the override, then tap **Sign**.

**NOTE:** You can tap an order's **Expand Arrow** icon on the right side of its row to view its details.

**NOTE:** If you want to add a comment to an order, modify its collection method, modify its date and time, or print its label, you can tap the Options icon.