How to Change Collection Time/Date in PowerChart

When completing a Lab Nurse Collection Task, the system defaults to current date/time. If the task is being completed several minutes after the actual specimen collection, the collection date/time needs to be modified.

**Step 1**
Right-click on an order and select **Collected**.

**Step 2**
Right-click on an order again and select **Modify Date/Time**.

**Step 3**
Enter the correct **Collection Date/Time** and click **Apply**.

**Step 4**
Click **Sign** to complete the **Nurse Collect Task** and document the correct date/time of specimen collection.

*IMPORTANT!* Do NOT click **Sign**.