Follow this process if you are manually documenting specimen collection (not scanning).
You will see a task to collect a specimen on Care Compass, your task list, or on the FN Tracking Shell.

**Step 1** From your Tasks list or Care Compass, select the collection task.

If you are in the ED (FirstNet), open the patient’s chart.

**Step 2** Before collecting the specimen, verify the five rights!
Collect and label the specimen.

**Step 3** Click the Specimen Collection button at the top of your screen.
(Hint: this button may be hidden! Click the arrow to see hidden buttons.)

*If you selected the task from Care Compass, skip this step.*

**Step 4** If you are NOT using barcode scanning for this process, click *Unable to scan barcode?*

This will bypass the scanning process and take you to the next window with the specimen collection details.
Step 5  **Right-click** on the collection task and select **Collected**.

**Important:** NEVER select Not Collected! This cancels the order without notifying the MD.
If it is not collected, simply leave the task.
If the order must be canceled, get an order from the MD.

Step 6  Click **Sign**, then **Close**.

This completes the task.
If you opened the task from Care Compass, it will fall off your task list.

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**Can I change the date/time if I collected the specimen earlier?**

- Yes. First **mark the specimen as collected**.
- Then **right-click** on the specimen again and select **Modify Date/Time**.
- Change the date and time, click **Apply**, then **Sign**.