This process outlines how clinic staff need to generate labels for clinic-collected specimens.

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| Try It Out | Try It Out |

1. To begin, click the **“Calendar Icon”** to view scheduled appointments for research participants. Single click on the appropriate research participant’s appointment.
2. Ensure that the user has selected *Visit Orders* from the selection menu on the right-hand side of the screen.
3. Click **“Collect Specimens”** under *Orders Needing Specimen Collection.*



1. Click **“Collect Specimens.”** Note that HealthONE will indicate the correct tube/collection method and minimum volume (if appropriate) for each test ordered.

\*Note that all specimens that need to be collected must be highlighted.

1. Click ***“*Print Label.”**



1. Click **“Collect All”** then click **“Finish”. The specimens can now be sent**

