How to Collect and Process Sputum in Webvision

Entering your TB sputum samples into Webvision is a 3-4 part process. Please follow the instructions below to correctly process the sample. It's important to remember to process the samples and send to DCLS as soon as possible. Samples must be placed in a cooler with ice packs for transport. Please do not "batch" your specimens and send all at once. This delays the testing process and may compromise the integrity of the sample.
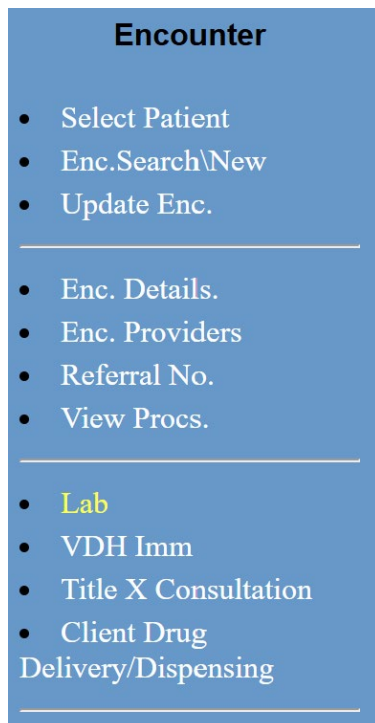
This process will cause Webvision to open other windows to ask further questions about your sample. Before doing this, be sure that "pop-ups" are not blocked.

Please keep in mind that local health districts have different processes when it comes to how many copies they keep, where they keep the records, etc. This document may need to be modified for your district or office to reflect your policies and procedures.

Please note that DCLS does not have access to Webvision and will not be able to answer any questions about sputum processing. Webvision test requests are electronically sent to DCLS each night (midnight) and will not be visible to the laboratory until the next morning.

Entering the test into Webvision

1. Once the encounter is created, click on "Lab" located in the menu box on the left.

Encounter

- Select Patient
- Enc.Search\New
- Update Enc.

- Enc. Details.
- Enc. Providers
- Referral No.
- View Procs.

- Lab
- VDH Imm
- Title X Consultation
- Client Drug Delivery/Dispensing

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2. Once there, you will enter the test done.

Tests for Encounter: 18623031 · STD2 · PEDIATRIC · PRENATAL · STD-STANDARD · TB · ENTERIC CLINICAL · STD3 · PRENATAL2

a. Click on the "L" next to the Test Code: Choose "TBSPEC1", "TBSPEC2", or "TBSPEC3".

b. Tab over and the description and receiving lab will automatically populate.

c. Next to "Request By" is another "L". Click on that to find the ordering provider. Then tab over until the line is filled in.

d. Then press "Save"

3. A "pop-up" will appear:

Test Questions for Encounter: 18623031

TBSPEC1,TBSPEC2,TBSPEC3	
What is the Sputum Type?	⌄
Additional Testing Requested?	⌄
Sputum collection was observed?	⌄

Save Undo Close

HELP   LBUTQA

    a. Fill this out and press save.

Collecting the sample in Webvision

1. Navigate to "Collect/Receive Sample" on the left

- All Tests for Patient
- Collect/Receive Sample

2. Once there, check the box(s) of the samples that need to be collected.

Select	Test Code	Test Date	Receiving Lab	Requested By	Enc ID	Enc Site	Sample ID	Sample Status
☑	TBSPEC1	06/13/2025	DCLS-RICHMOND	Allgauer, Megan	18623031	770I		

3. Press Collect/Receive Sample right above that.

Collect/Receive Sample

Select	Test Code	Test Date	Receiving Lab	Requested By	Enc ID	Enc Site	Sample ID	Sample Status
☑	TBSPEC1	06/13/2025	DCLS-RICHMOND	Allgauer, Megan	18623031	770I		

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4. Once you have filled out the data, press "Save". Please note, if the sputum was induced, choose the option of "Sputum-Induced" instead.

Sample for TBSPEC1

Enter values for new record

Collection Date:	06/13/2025 **	**Collected/Received By:**	07063 ** L
Last Name:	WEST **	**First Name:**	JERRYANN **
Collection Time:	08:00 **	**Coll Time AM/PM:**	AM
Specimen Source:	SPUTUM **	**Container Desc:**	TB SPUTUM COLLECTION KIT ** L
Collection Site:	770I ** L	**Coll Site Name:**	ROANOKE CITY HEALTH DEPT **
Sample Comments:			

Save   Undo

5. After you press "Save" this window will appear:

Sample for TBSPEC1

Success!
Row inserted

Collection Date:	06/13/2025 **	**Collected/Received By:**	07063 ** L
Last Name:	WEST **	**First Name:**	JERRYANN **
Collection Time:	08:00 **	**Coll Time AM/PM:**	AM
Specimen Source:	SPUTUM - INDUCED **	**Container Desc:**	TB SPUTUM COLLECTION KIT ** L
Collection Site:	770I ** L	**Coll Site Name:**	ROANOKE CITY HEALTH DEPT **
Dispatch ID:	L	**Sample/Label ID:**	1817617
Status:	COLLECTED **	**Void?:**	☐
Created By:	JWEDDLE	**Date Created:**	06/13/2025
Sample Comments:		**Lab Reject Reason:**	

Save   Undo   New

Print Lab Sample Label: Size 4 X 1   Size 2 X 1   View Sample History

HELP

6. This is where you can print the lab label to either place on the sample tube or additionally inside the pocket of the sample bag (the sample container must be labeled with at least 2 patient identifiers and the collection date/time). If you click on Size 4 X 1, this widow will appear. Press "Print"
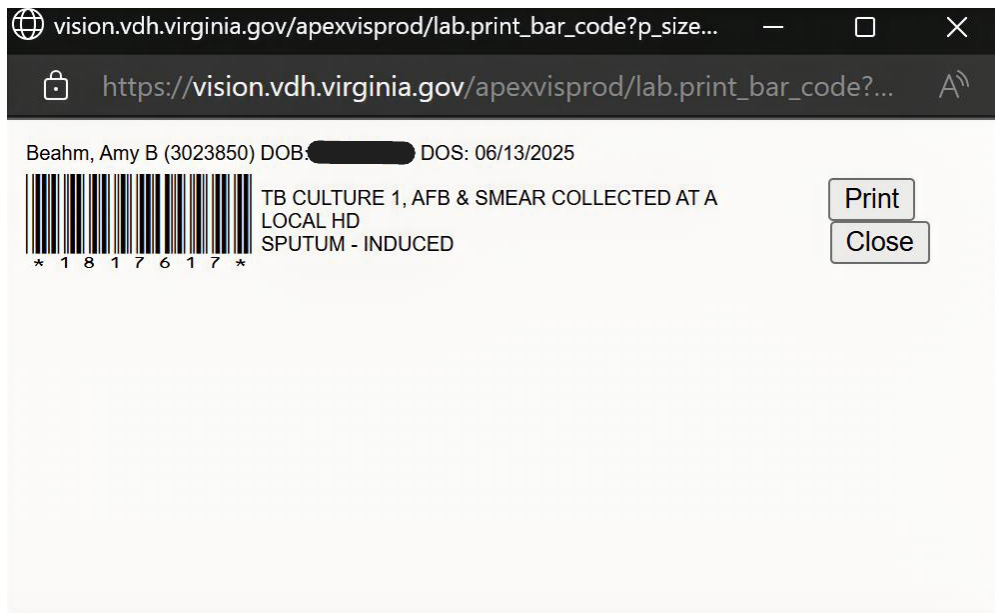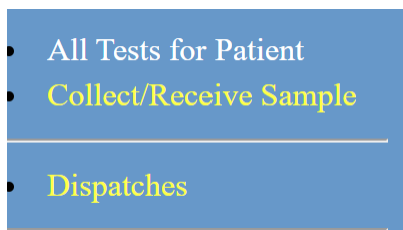
Once you have packaged your sample you are ready to dispatch the sample.

Dispatching the sample

1. You will need to get a label. Please see below as to exactly what they will look like.

2. On the left hand side, you find "Dispatches"

- All Tests for Patient
- Collect/Receive Sample

- Dispatches

3. Once you click that, it will take you to your dispatches for your district.

Dispatches from Site: 770I

Enter query criteria

Dispatch Date: [ ] to [ ]

Courier Name: [ ] L

Courier Tracking No: [ ]

[Find] [Clear] [New]

HELP

4. To create a new dispatch for this sample, click on "New"
5. That will bring you to this window.

6. Check the boxes next to the samples you would like to dispatch.
7. Next, in the box that states, **Courier Tracking Number**, type in the numbers from the barcode label that you got in step 1.
8. Once this information is completed, click on the "Dispatch Selected"

9. Once dispatch selected is clicked a box will appear with the Dispatch Details and Courier Packing Slip.
    a. Print 2 copies of this packing slip.
    b. Take the larger sticker from the barcode label and place it on the cooler lid. (Some coolers may already have a large barcode label taped to it. If you happen to grab one of these coolers, discard the large label that you have for you will not need it)
    c. Place the remaining smaller labels on each of the packing slip copies.

d. One copy will need to be folded and placed in the cooler on top of the sample biohazard bag(s) and the other copy is to be placed in the Logbook for your records.
10. Lastly, place the cooler where you routinely do for courier pick up.

How to set up carrier pick up

1. https://online.accuratecourierexpress.com/Xcelerator/ClientPortal
2. Log in with your health department's user id# and password
3. Click "new order" at upper part of screen
4. Under Shipment Information - Click on add/edit packages – click "clinic cooler", type number in box i.e. 1, click "set"
5. A new box opens.
    a. Add the Courier Tracking No. (from sticker in Step 1 of Dispatching the Sample). Add additional tracking numbers if there are more than one cooler)
    b. Click on "set & close"
6. Click "continue"
7. Submit order
8. "Print shipment label" pops up, print one copy for your records