



HM-B19, 3330 Hospital Drive NW  
Calgary, Alberta Canada T2N 4N1  
T: (403) 220.5511  
F: (403) 270.2964  
E: acft.lab@ucalgary.ca

## APPENDIX I

### ODP CLINIC - ORDERING URINE TOXICOLOGY TEST (UTT) IN EPIC

This document is for the AHS ODP clinics (except VODP) to order the ACFT Urine Drug Screen (LAB110112) in Epic. ACFT was provided with this procedure by the AHS Epic Team in October 2023. For an updated version, please contact the AHS Epic Team.

For questions regarding the urine collection please contact ACFT. For questions regarding Epic please contact the AHS Epic Team.

Refer to below and log in Epic using the appropriate Department Identification (ID). Then, follow the UTT Workflow included.

ODP Clinic	Department Name	Department ID
Bonnyville	BON BPB AMH ODP	101148101
Calgary	CGY SMCC AMH OPIOID PROGRAM	101129109
Cardston	CRD CHC AMH ODP	101012125
Edmonton	EDM 106ST AMH OPIOID PROGRAM	101540101
Edmonton – Outreach	EDM CHHN AMH ODP NORTH HUB	102019126
Edmonton – Outreach	EDM MHSC AMH ODP WEST	101357101
Edmonton – Outreach	EDM NC AMH ODP NORTHGATE	101239119
Edmonton – Outreach	EDM SPCN AMH ODP SOUTH	102062100
Edmonton – Outreach	SWP SCCH AMH ODP SHERWOOD PARK	101085131
Fort McMurray	FMH TLL AMH ODP	101707103
Grande Prairie	GRP NAC AMH ODP	101238103
High Prairie	HPH HPHC AMH ODP	101040132
Lethbridge	LET CRH AMH ODP	101317213
Medicine Hat	MED MHODP AMH ODP	102036100
Red Deer	RED WB AMH OPIOID DEPEND PROG	102031100
Virtual (VODP)	PON CCMHBI AMH VODP	101256145

Refer to [P23004-A II VODP Clinic Ordering UTT in Epic](#) on how to order UTT in Epic for VODP clinic only.

Refer to [P23004-A III ODP Clinic Collect Procedure](#) on urine collection at the clinic.

Refer to [P23004-A VI Urine Recollection](#) on urine recollection.


Refer to [P23004-A VII Transport ODP Samples to ACFT](#) on the available couriers to ACFT.

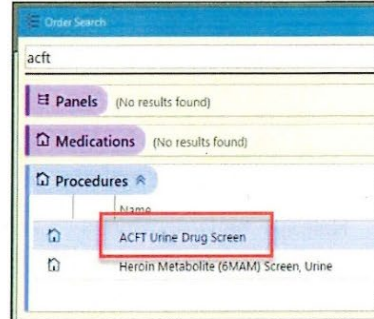
# Ordering Urine Toxicology Tests in Connect Care

## Urine Toxicology Test (UTT) Workflow

The Alberta Centre for Toxicology (ACFT) has launched on Connect Care. Urine Toxicology Tests (UTT's) can now be ordered directly through Connect Care.

### Ordering a UTT

1. Open the patients encounter. Click the  button.
2. Search for ACFT. Select **ACFT Urine Drug Screen**.
3. Complete order details as per the requirements of the treatment.
4. Specify **Clinic Collect** if the urine will be collected at the ODP clinic. Specify **Lab Collect** if the patient will go to the lab for the urine.
5. Click **Accept**.
6. Click **Sign Orders**.
7. Select the **Per protocol: cosign required** order mode. This will ensure the prescriber is made aware of the order. This does not prevent the order from being active.
8. Indicate the ordering and authorizing prescriber. Identify who the second signer is, if required. If a second sign is required, the order will not be active until it is completed.
9. Click **Accept**.



Date: October, 2023  
 Created by: [REDACTED]  
 Practice Lead, PAMH



### Second Sign

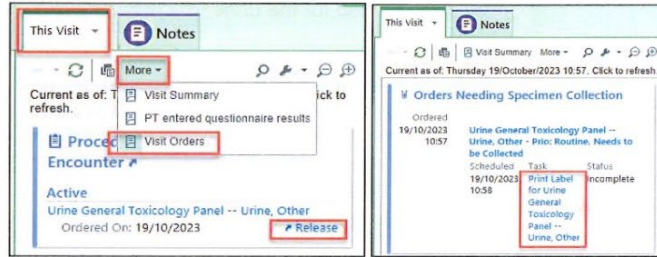
A second sign will only be required if the staff member who places the order is an admin. Mental health therapy assistants and mental health therapists will not require a second sign on the order.

1. Open In Basket.
2. Click the **Second Sign** needed folder.
3. Single click on the patient's name.
4. Click .
5. Click **Accept** and **Sign**.



### Release the Order/Print the Label

1. Open the **More** Menu on the **This Visit** Activity in the right-side bar.
2. Select **Visit Orders**.
3. Select **Release** on the Active UTT Order.
4. Select **Release** again in the bottom right corner.
5. Select **Print Label** from the sidebar.
6. Select the **Print Labels** Button.



### Document Collection

1. Collect the specimen.
2. Attach the labels to the specimen.
3. Select **Scan label or click to document collection**.



4. The collection information will populate. Ensure the correct information is present. Enter any additional details required.
5. Click **Accept**.

### Additional Resources

- [Clinic Specimen Collection – Quick Start Guide](#)
- [Cancelling a Collected Specimen – Quick Start Guide](#)
- [Reprint Specimen Labels – Tip Sheet](#)
- [Second Sign Orders for Clerical – Tip Sheet](#)