

Transferring/Tracking Outside Reference Laboratory Specimens

Purpose This procedure provides instructions for the transferring/tracking of reference laboratory specimens.

Scope This procedure is intended for all users and applies to laboratory specimens sent to outside reference laboratories that are interfaced with Cerner using the Reference Laboratory Network.

Policy Outside reference laboratory specimens collected and accessioned at any Non Send Out (Pick Up) locations (i.e. MOB draw stations) must be transferred and tracked to the designated medical center lab or Regional Specimen Processing for send out/pick up by outside courier.

Definition **Send Out (Pick Up) Location** – A designated laboratory location (i.e. main medical center lab, Regional Specimen Processing, etc.) in charge of the processing and proper packaging for transport of specimens to the outside reference laboratories.

Outside Reference Laboratory Tracking Location – A specimens tracking location built in Cerner for each medical center/service area for the designated outside reference laboratory (i.e. BEL SO Quest).


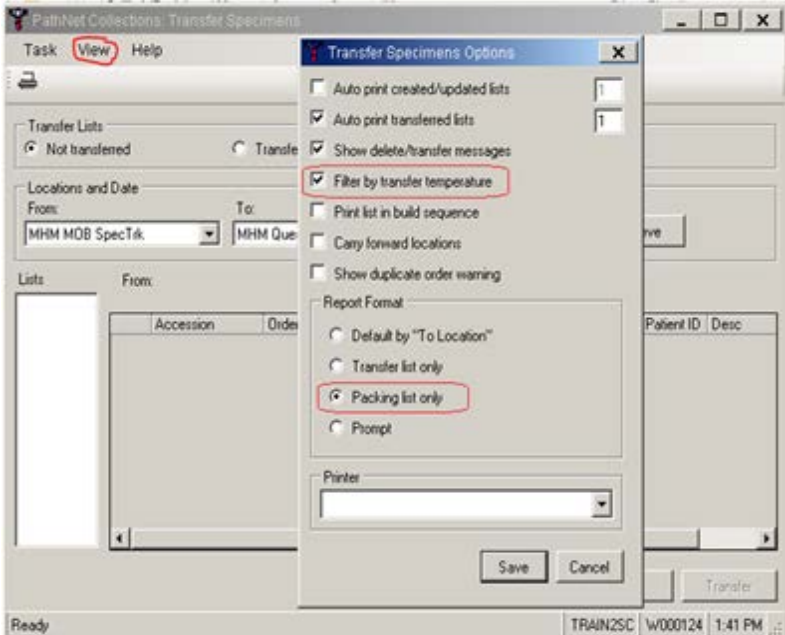
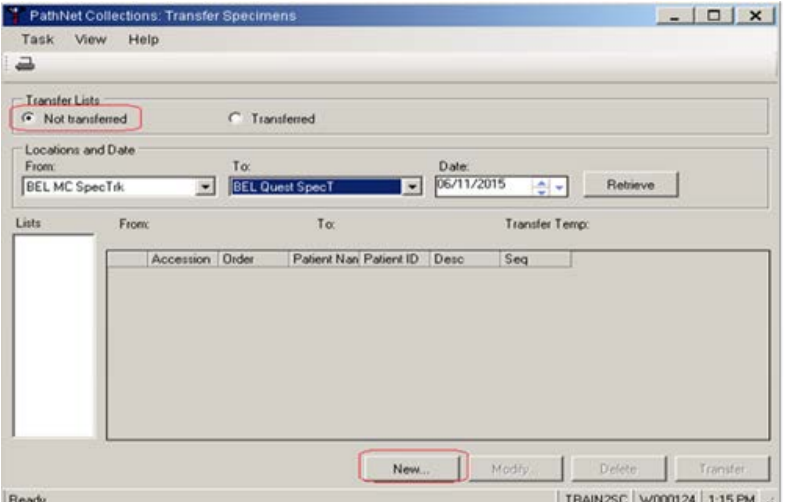
**Transferring/
tracking
specimens to
the Send Out
(Pick Up)
Location**

- Follow the current SOP# LIS.SCPMG.004 – Transferring/Tracking Specimens on how to create a transfer list to transfer and track all outside reference laboratory specimens/orders collected and accessioned at MOB draw stations to the designated medical center lab or Regional Specimen Processing for send out/pick up by outside courier.
-

Continued on next page

Transferring/Tracking Outside Reference Laboratory Specimens, Continued

Creating a Packing List to the Outside Reference Laboratory Tracking Location

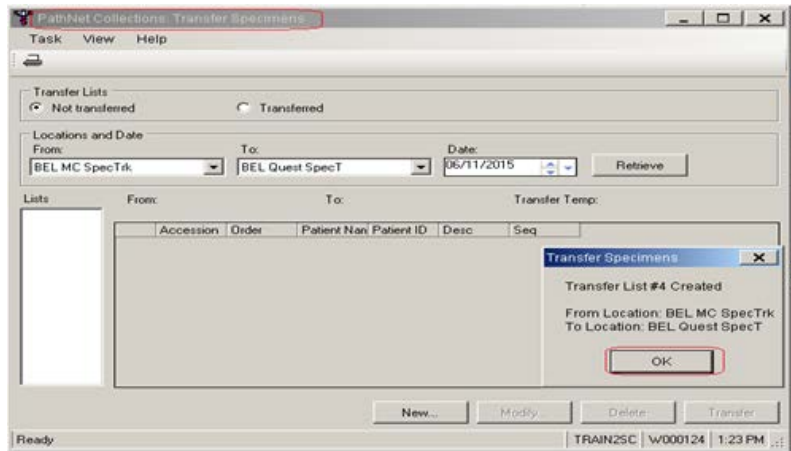
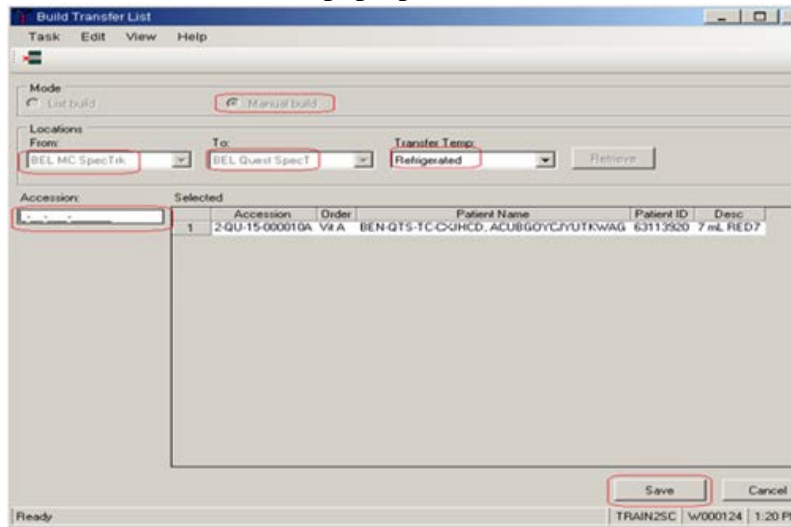
Step	Action	Icon
1	Refer to SOP#LIS.SCPMG.003 – Logging-In Specimens in Cerner to log in all outside reference laboratory specimens received from the collection sites.	
2	Click on the Transfer Specimen icon from the Applications bar (Appbar) to launch the application	
3	Click View then Options to change to view Packing lists only and Filter by transfer temperature. Click Save .	
4	Click on radio button for Not Transferred and click New	

Continued on next page

Transferring/Tracking Outside Reference Laboratory Specimens, Continued

Creating a Packing List to the Outside Reference Laboratory Tracking Location, Continued

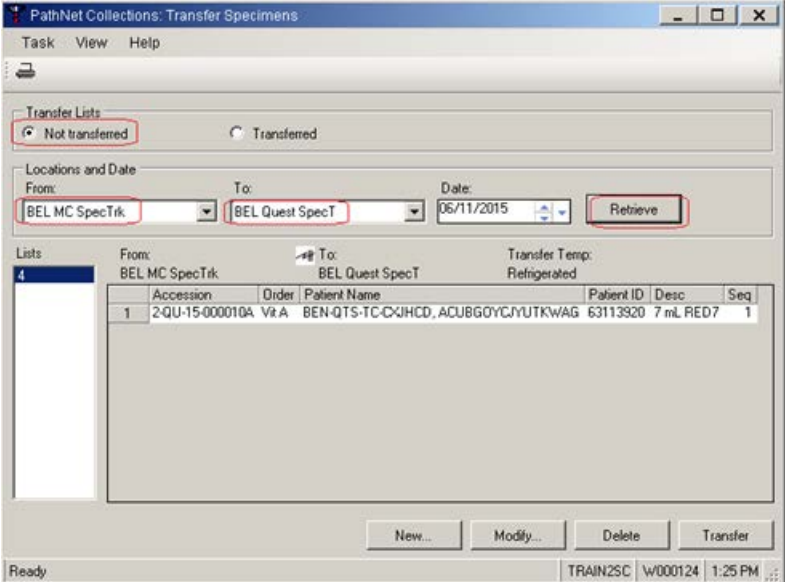

Step	Action	Icon
5	<p>Under Build Transfer List:</p> <ol style="list-style-type: none"> Select Manual build Select Locations <ul style="list-style-type: none"> From location is facility’s MC Spec Trk (i.e. BEL MC Spec Trk) To location is facility’s outside reference lab tracking location (i.e. BEL Quest Spec T) Select Transfer Temp Scan Accession number(s) Click Save Automatically returns to Transfer Specimens screen and click OK on pop-up information box 	



Continued on next page

Transferring/Tracking Outside Reference Laboratory Specimens, Continued

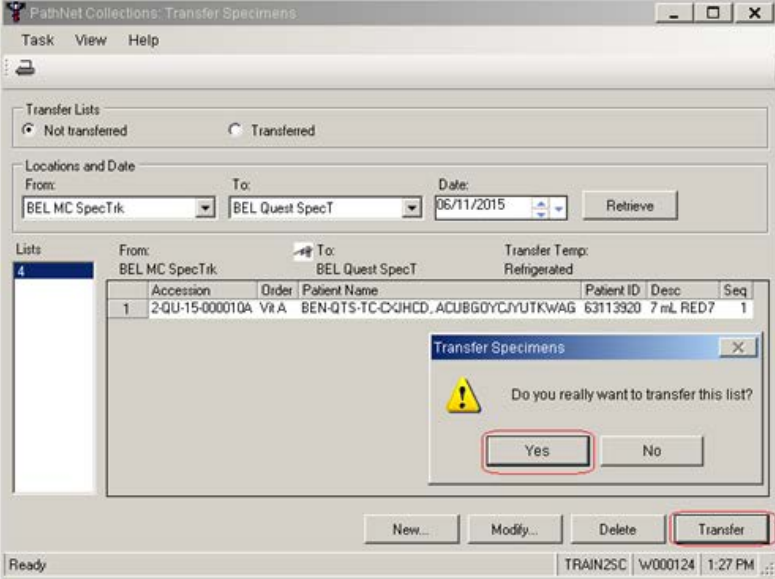
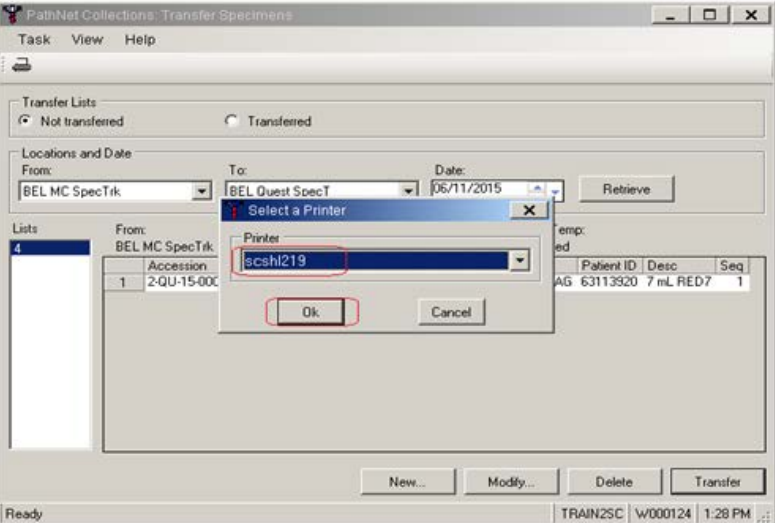
Creating a Packing List to the Outside Reference Laboratory Tracking Location, Continued

Step	Action	Icon
6	<p>When specimens are ready to be picked up, pull up Packing List(s) by:</p> <ol style="list-style-type: none"> Launch Transfer Specimen application Select “Not Transferred” radio button Input From/To locations Input date Click Retrieve 	
7	<p>Click Transfer button to Transfer Packing List – this action will allow:</p> <ol style="list-style-type: none"> Printing of the Packing List – Per local laboratory policy, list may be used by outside courier (i.e. Quest) to initial and document specimens pick up. Retain documentation if applicable. Sends the outbound orders message over the interface to Quest, updates order status to In Transit <ul style="list-style-type: none"> ○ Click Yes on Pop Up ○ Select Printer ○ Click OK 	

Continued on next page

Transferring/Tracking Outside Reference Laboratory Specimens, Continued

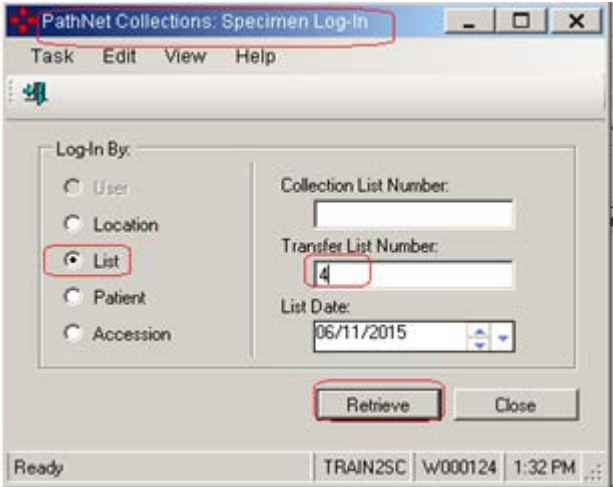
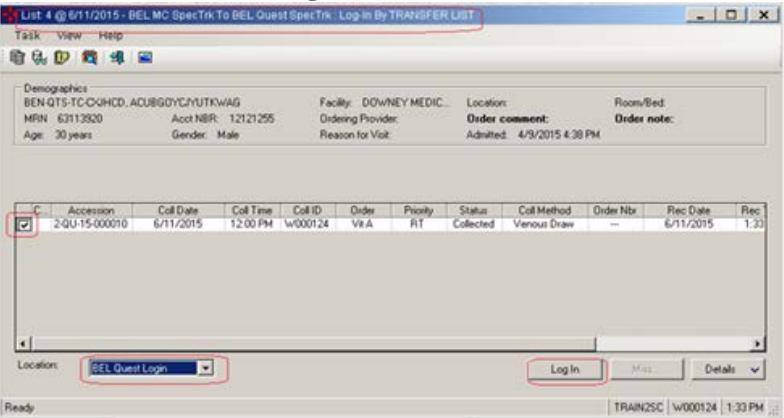

Creating a Packing List to the Outside Reference Laboratory Tracking Location, *Continued*

Step	Action	Icon
	 	
8	<p>Refer to the section below to log in the entire Packing List to the facility's outside reference laboratory Login location (i.e. BEL Quest Login) IMMEDIATELY AFTER the specimens have been physically picked up by the outside courier. This will trigger the order status to In Lab in Cerner and In Process in KPHC and provides a documented timestamp when specimens have been physically picked up by outside courier and its waiting for results.</p>	

Continued on next page

Transferring/Tracking Outside Reference Laboratory Specimens, Continued

Logging In Packing List to the Facility's Outside Reference Lab Login Location

Step	Action	Icon
9	<p>Launch Specimen Log In application</p> <p>a. Select List for Log-In By:</p> <ul style="list-style-type: none"> ○ Enter Transfer List Number created above ○ Enter List Date ○ Click Retrieve button  <p>b. Specimen Log-In by Transfer List page opens</p> <ul style="list-style-type: none"> ○ Make check mark by all specimens ○ Change log in location to facility's outside reference laboratory Login location (i.e. BEL Quest Login) ○ Click Log In button 	

Continued on next page

Transferring/Tracking Outside Reference Laboratory Specimens, Continued

Controlled Documents

The following controlled documents support this procedure.

Procedure
Logging-In Specimens in Cerner
Transferring/Tracking Specimens

Author

Marian Azuma

Transferring/Tracking Outside Reference Laboratory Specimens

Reviewed and approved by (for Medical Center Area Approval Only):

SIGNATURE	DATE
Name: _____ Operations Director, Area Laboratory	
Name: _____ CLIA Laboratory Director	

Continued on next page

Signature Manifest

Document Number: SCPMG-PPP-0103

Revision: 01

Title: Transferring/Tracking Outside Reference Laboratory Specimens

All dates and times are in Pacific Standard Time.

Transferring/Tracking Outside Refer

Collaboration

Name/Signature	Title	Date	Meaning/Reason
Marian Azuma (K122230)	Systems Integration Manager	03 Aug 2015, 04:22:40 PM	Complete

Initial Approval

Name/Signature	Title	Date	Meaning/Reason
Ji Yeon Kim (B727360)	Physician-In-Charge, Chem Svcs	04 Aug 2015, 10:03:40 AM	Approved

Final Approval

Name/Signature	Title	Date	Meaning/Reason
Darryl Palmer-Toy (T188420)	SCPMG Laboratory Sys Med Dir	10 Aug 2015, 02:42:26 PM	Approved

Set Effective Date

Name/Signature	Title	Date	Meaning/Reason
Marian Azuma (K122230)	Systems Integration Manager	12 Aug 2015, 10:24:29 AM	Approved