

DOCUMENT NUMBER: SBMC-PPP-0523

DOCUMENT TITLE:

Transferring/Tracking Outside Reference Laboratory Specimens

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AUTHOR:

PREVIOUS NUMBER: SCPMG-PPP-0103

OWNER: SBMC LIS Mgr

CHANGE NUMBER:

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			

SCPMG Laboratory Systems Laboratory Information Systems Procedure

Transferring/Tracking Outside Reference Laboratory Specimens, Continued

Creating a	Step	Action	Icon			
Packing List	1	Refer to SOP#LIS.SCPMG.003 – Logging-In Specimens in				
to the Outside		Cerner to log in all outside reference laboratory specimens				
Reference		received from the collection sites.				
Laboratory Trocking	2	Click on the Transfer Specimen icon from the Applications				
Location		bar (Appbar) to launch the application	1			
Location	3	Click View then Options to change to view Packing lists only and Filter by transfer temperature. Click Save.				
		C Detail by "To Location" C Transfer list only Phongs Printer Save Cancel Transfer Transfer				
	4	Click on radio button for Not Transferred and click New PathNet Collections: Transfer Specimens Task View Help				
		a				
		Not transferred C Transferred				
		Locations and Date From: To: Date				
		BEL MC SpecTrk BEL Quest SpecT G6/11/2015 Retrieve				
		Lists From: To: Transfer Temp:				
		Accession Order Patient Nani Patient ID Desc Seq				
		New Modity Delete Transfer				
		Ready TRAIN2SC W000124 1:15 PM				

Transferring/Tracking Outside Reference Laboratory

Specimens, Continued

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

g a	Step	Action	Icon	
List to	5	Under Build Transfer List:		
ide		a. Select Manual build		
ce		b. Select Locations		
ory		• From location is facility's MC Spec Trk (i.e.		
5		BEL MC Spec Trk)		
l,		\circ To location is facility's outside reference lab		
d		tracking location (i.e. BEL Quest Spec T)		
		c Salact Transfer Temp		
		d. Secon Accession number(a)		
		u. Scali Accession number(s)		
		e. Click Save		
		f. Automatically returns to Transfer Specimens screen		
		and click OK on pop-up information box		
		Task Edit View Help		
		E		
		Mode C Listbuild C Manuarbuild		
		Locations From To Lianater Lengi		
		BEL MC SpecTik BEL Quest SpecT Refigerated Refigerated		
		Accession Selected Accession Order Patient Name Patient ID Desc		
		1 2 QU 15 000010A V&A BEN-QTS-TC COURCE, ACUBGOYC/YUTKWAG 63113920 7 mL RED7		
		Save		
		Ready TRAIN2SC W/000124 1.20 P		
		Task View Help		
		Transfer Lists C Not transferred C Transferred		
		Locations and Date From: To: Date:		
		BEL MC SpecTrk BEL Quest SpecT V 06/11/2015 C Retrieve		
		Lists From: To: Transfer Temp:		
		Accession Order Patient Nan Patient ID Desc Seq		
		Transfer List #4 Created		
		From Location: BEL MC SpecTrk To Location: BEL Quest SpecT		
		New. ModRy Delete Transfer		
		Ready TRAIN2SC W000124 1:23 PM .::		

Continued on next page

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

Step	Action			
6	When specimens are ready to be picked up, pull up Packing List(s) by:			
	a Launch Transfer Specimen application			
	b Select "Not Transferred" radio button			
	c Input From/To locations			
	d. Input date			
	e. Click Retrieve			
	PathNet Collections: Transfer Specimens			
	Task View Help			
	Transferred C Transferred			
	Locations and Date			
	BEL MC SpecTrk BEL Quest SpecT G6/11/2015			
	Lists From: AP To: Transfer Temp:			
	BEL MC SpecTrik BEL Quest SpecT Refrigerated Accession Order Patient Name Patient ID Desc Seg			
	1 2QU-15-000010A VICA BEN-QTS-TC-CKJHCD, ACUBGOYC/YUTKWAG 63113920 7 mL RED7 1			
	J			
	Ready TRAIN2SC W000124 1/25 PM -:			
7	Click Transfer button to Transfer Packing List – this action			
,	will allow:			
	a 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.			
	b. Sends the outbound orders message over the interface			
	to Quest, updates order status to In Transit			
	• Click Yes on Pop Up			
	• Select Printer			
	• Click OK			
L		ι		

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Creating a	Step Action	Icon
Packing List to	PathNet Collections: Transfer Specimens	
the Outside	Task View Help	2
Laboratory	- Toesder Lists	
Tracking	C Not transferred C Transferred	
Location,	Locations and Date From: To; Date:	1
Continued	BEL MC SpecTrik BEL Quest SpecT D6/11/2015	
	Lists From: To: Transfer Temp: PELINC Scentric PEL Durat Scent Referenced	
	Accession	1
	Transier Specimens	
	Do you really want to transfer this list?	
	Yes No	
		1]
	New Modify Delete Transfer	1
	Ready TRAIN2SC W000124 1:27 PM	
	PathNet Collections: Transfer Specimens	
	Task View Help	-
	Transfer Lists	
	Not transferred Transferred	
	Locations and Date From: To: Date: Provide To: ProvideTo: ProvideTo: Provide To: ProvideTo: Provide To: Prov	
	BEL MC Specifik TBEL Quer Specific I a Printer	
	4 Printer emp: 4 Reserved to SpecTak Section 10 Dates Se	1
	1 2 QU-15-000 AG 63113920 7 mL RED7 1	
	Ok Cancel	
	New Modify Delete Transfer]
	Ready TRAIN2SC W000124 1:28 PM	
	8 Refer to the section below to log in the entire Packing List t	0
	the facility's outside reference laboratory Login location (i.e	
	BEL Quest Login) IMMEDIATELY AFTER the specimens	و
	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.	

Logging In Step Action Icon Packing List to 9 Launch Specimen Log In application the Facility's a. Select List for Log-In By: Outside o Enter Transfer List Number created above **Reference Lab** Enter List Date 0 **Login Location** Click **Retrieve** button 0 PathNet Collections: Specimen Log-In - 0 × Edit View Help Task -Log-In By: Collection List Number: O User C Location Transfer List Number: ← List 4 C Patient List Date: 06/11/2015 Accession ÷., Close Retrieve TRAIN2SC W000124 1:32 PM Ready Specimen Log-In by Transfer List page opens b. Make check mark by all specimens 0 Change log in location to facility's outside 0 reference laboratory Login location (i.e. BEL Quest Login) Click Log In button 0 - 0 × List 4 @ 6/11/2015 - BEL MC SpecTrk To B 1 9. D 1 4 1 BEN-QTS-TC-COUHCD, ACUBGOYC/YUTKWAG Facility: DOWNEY MEDIC. Room/Bed MRN 63113920 Acct NBR: 12121255 Gender: Male Ordering Provider Reason for Visit **D**ider note 30 years 4/9/2015 4:38 PM Accession Coll Date Coll Time Coll ID Order Pricely Status Coll Method Order No Rec Date Rec 2(U-15:000010 6/11/2015 12:00 PM W000124 Vir A RT Collected Venous Date - 6/11/2015 1:33 BEL Quest Looin . Login Details * Ready TRAIN2SC W000124 1:33 PM

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Controlled	The following controlled documents support this procedure.		
Documents	Regional Parent Document Reference Number: SCPMG-PPP-0103 Rev. 02		
	Procedure		
	Logging-In Specimens in Cerner		
	Transferring/Tracking Specimens		
Author	Marian Azuma		

Signature Manifest

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All dates and times are in Pacific Standard Time.

Review: SBMC-PPP-0523 02 Transferring/Tracking Outside Reference Laboratory Specimens

Review

Name/Signature	Title	Date	Meaning/Reason
Janice Wolf (K119893)	Director Operations Area Lab	05 Oct 2020, 11:54:45 AM	Reviewed
Qiyamaa Portillo (K237031)	Assistant Director Operations	07 Oct 2020, 03:31:34 PM	Reviewed