

Create a Transfer List

All Cerner specimens being transported from one SCAL Kaiser Permanente lab to another will be tracked using the Transfer Specimen application.

1. Click the **Transfer Specimens** button on the AppBar.



2. Verify that **Not transferred** is selected.
3. Select the **From** Location.
4. Select the **To** Location.

The To Location is the performing location.

5. Click **New**.

A screenshot of a software application window titled "PathNet Collections: Transfer Specimens". The window has a menu bar with "Task", "Edit", "View", and "Help". Below the menu bar is a toolbar with a printer icon. The main area is divided into sections. The "Transfer Lists" section has two radio buttons: "Not transferred" (selected and circled in red) and "Transferred". The "Locations and Date" section has three dropdown menus: "From:" (set to "GAR MOB SpecTrk"), "To:" (set to "ANA MC SpecTrk"), and "Date:" (set to "07/24/2012"). A "Retrieve" button is to the right of the date dropdown. Below this is a table with columns: "Accession", "Order", "Patient Name", "Patient ID", "Desc", and "Seq". The table is currently empty. At the bottom of the window are four buttons: "New..." (circled in red), "Modify...", "Delete", and "Transfer". The status bar at the bottom shows "Ready" on the left and "SANDSC | H924169 | 11:02 AM" on the right.

6. Always select **Manual Build** to create a new Transfer List.
7. Select the **Transfer Temperature**.
8. Click in the **Accession** field.
9. Scan the **label barcode** of the specimen to be added to the transfer list.
10. Repeat step nine for each specimen to be added to the transfer list.
11. Click **Save**.

Build Transfer List

Task Edit View Help

Mode
 List build Manual build

Locations
From: GAR MOB SpecTrk To: ANA MC SpecTrk Transfer Temp: Refrigerated Retrieve

Accession: 2-12-206-000003 Selected

	Accession	Order	Patient Name	Patient ID	Desc
1	2-12-206-000003A	Creat	test, ak	123456	4 mL PST4

Save Cancel

Ready SANDSC H924169 11:15 AM

12. Click **OK**.

Transfer Specimens

Transfer List #2 Created

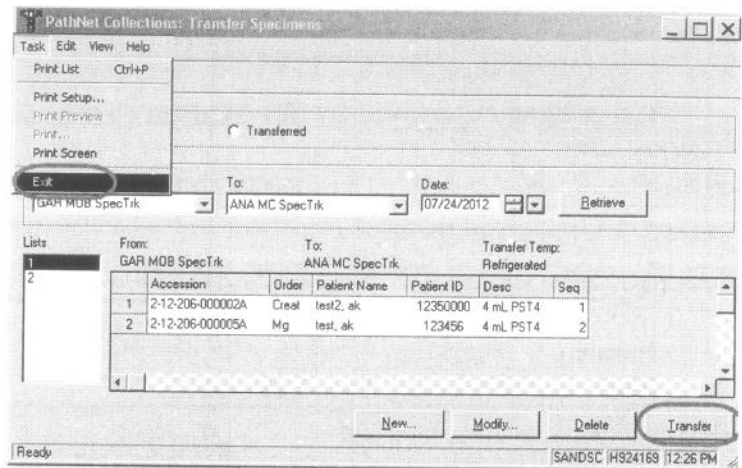
From Location: GAR MOB SpecTrk
To Location: ANA MC SpecTrk

OK

13. If additional specimens will be added to the list at a later time, click the **Task** → **Exit** to close Specimen Transfer.

or

To close the list so no additional specimens can be added, click **Transfer**.



Closed transfer lists are associated to an outer tub before the specimens on the transfer list are transported to another location.





Note

- ▶ For additional information about adding specimens to an existing transfer list, refer to the job aid, *Modify a Transfer List*.
- ▶ For information about associating a transfer list to an outer tub, refer to the job aid, *Associate a Transfer List to an Outer Tub*

Create a Transfer List

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

SIGNATURE	DATE
	9/22/15
Name: <u>Charles Park</u> Operations Director, Area Laboratory	
	9/22/15
Name: <u>Jana Pindur, MD</u> CLIA Laboratory Director	

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Signature Manifest

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All dates and times are in Pacific Standard Time.

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Collaboration

Name/Signature	Title	Date	Meaning/Reason
Marian Azuma (K122230)	Systems Integration Manager	08 Sep 2015, 11:59:51 AM	Complete

Initial Approval

Name/Signature	Title	Date	Meaning/Reason
Ji Yeon Kim (B727360)	Physician-In-Charge, Chem Svcs	10 Sep 2015, 10:59:05 AM	Approved

Final Approval

Name/Signature	Title	Date	Meaning/Reason
Darryl Palmer-Toy (T188420)	SCPMG Laboratory Sys Med Dir	10 Sep 2015, 08:45:56 PM	Approved

Set Effective Date

Name/Signature	Title	Date	Meaning/Reason
Marian Azuma (K122230)	Systems Integration Manager	01 Oct 2015, 02:02:09 PM	Approved