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 Applicability All Beaumont Hospitals

SoftExpress - Viewing Courier Specimen Documentation

Document Type: Procedure

I. PURPOSE AND OBJECTIVE:

The purpose of this procedure is to identify how to view Beaumont Courier Specimen documentation utilizing the bar codes on requisitions. The bar codes are scanned by couriers when picked up and delivered to the performing laboratory. The couriers identify the number of tubes and tube type for that requisition. This quick guide will walk the user through the pulling of the courier report in Soft Express along with identifying the appropriate fields to be reviewed.

II. PROCEDURE:

- A. Log into [SoftExpress](#): from the desktop and click on the "Reports" tab
- B. Click on the icon "Customized" reports
- C. Click on the "Tubes for Requisitions" report
- D. Click on "View"
- E. Scan or key in the requisition number located underneath the requisition barcode. ****Remember, if you do not have the requisition in front of you or it has not yet been imaged, you can review this information in the Outreach ID field in requisition entry. This can be copied and pasted into the requisition number field in Soft Express.**

- F. Press "Show Report"
- G. For the requisition number queried, a report will appear that shows the chain of custody from the

point of pickup to the point of drop in the lab. It also lists the numbers and types of specimens that were transported and the time and courier that transported the specimens.

Beaumont

3811 West 13 Mile Rd.

Royal Oak, MI 48073

800-551-0488

248-551-2783 fax

Requisition Number

Laboratory

Tubes Associates with Requisition

Requisition Number	Pickup Account	Route Id	Pickup Date & time	Drop Off Date & time
1368040870	1368	WRO-AM CENTRAL	8/31/2022 9:37 AM	8/31/2022 10:57 AM

Courier: James Trail

Frozen: Stat: Scan Type: Scan

Tubes:

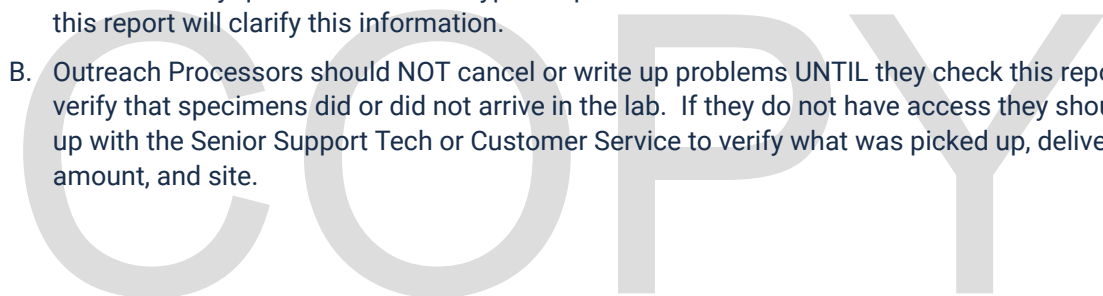
Supply Id	Supply Name	QTY
1-TUBE5.0GLD	GOLD 5mL (SST)	1

Pickup time from client

Tube Type

III. NOTES:

- A. If there are any questions as to the type of specimens that should have been received in the lab, this report will clarify this information.
- B. Outreach Processors should NOT cancel or write up problems UNTIL they check this report to verify that specimens did or did not arrive in the lab. If they do not have access they should follow-up with the Senior Support Tech or Customer Service to verify what was picked up, delivery amount, and site.



Approval Signatures

Step Description	Approver	Date
CLIA Medical Directors	Vaishali Pansare: Chief, Pathology	7/7/2023
CLIA Medical Directors	Jeremy Powers: Chief, Pathology	6/29/2023
CLIA Medical Directors	Muhammad Arshad: Physician	6/20/2023
CLIA Medical Directors	Ann Marie Blenc: System Med Dir, Hematopath	6/14/2023
CLIA Medical Directors	Ryan Johnson: OUWB Clinical Faculty	6/12/2023
CLIA Medical Directors	John Pui: Chief, Pathology	6/12/2023
Policy and Forms Steering Committee Approval (if needed)	Michelle Fischer: Mgr, Lab Support Svcs	6/12/2023

Lab Operations Directors	Brittnie Berger: Dir, Lab Operations C	6/9/2023
Lab Operations Directors	Joan Wehby: Dir, Lab Operations C	5/31/2023
Lab Operations Directors	Elzbieta Wysteppek: Dir, Lab Operations B	5/30/2023
Lab Operations Directors	Kimberly Geck: Dir, Lab Operations B	5/30/2023
Lab Processing Best Practice Committee	Michelle Fischer: Mgr, Lab Support Svcs	5/26/2023
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Applicability

Dearborn, Farmington Hills, Grosse Pointe, Royal Oak, Taylor, Trenton, Troy, Wayne

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