

Beaumont

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Applicability Dearborn, Royal Oak

Specimen Processing Laboratory Preparing Specimens to be Sent to Warde Laboratory

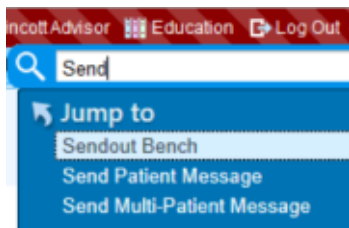
Document Type: Procedure

I. PURPOSE AND OBJECTIVE:

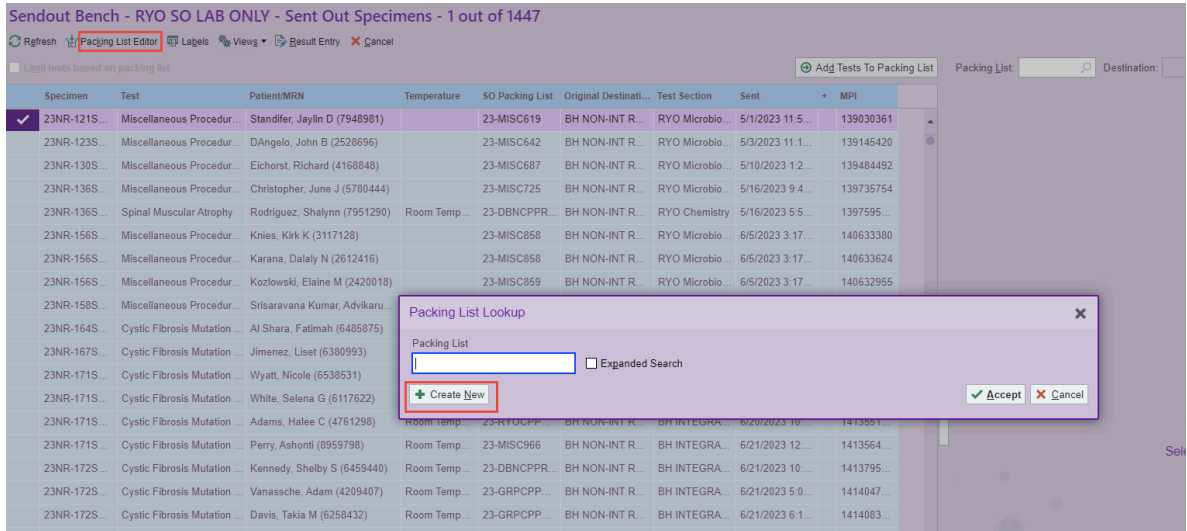
The purpose of this procedure is to give instructions on how to prepare and send specimens to Warde Laboratory.

II. PROCEDURE:

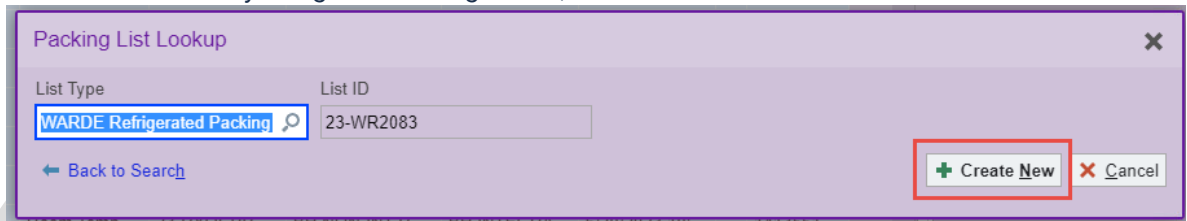
- A. Go to the **Sendout Bench**



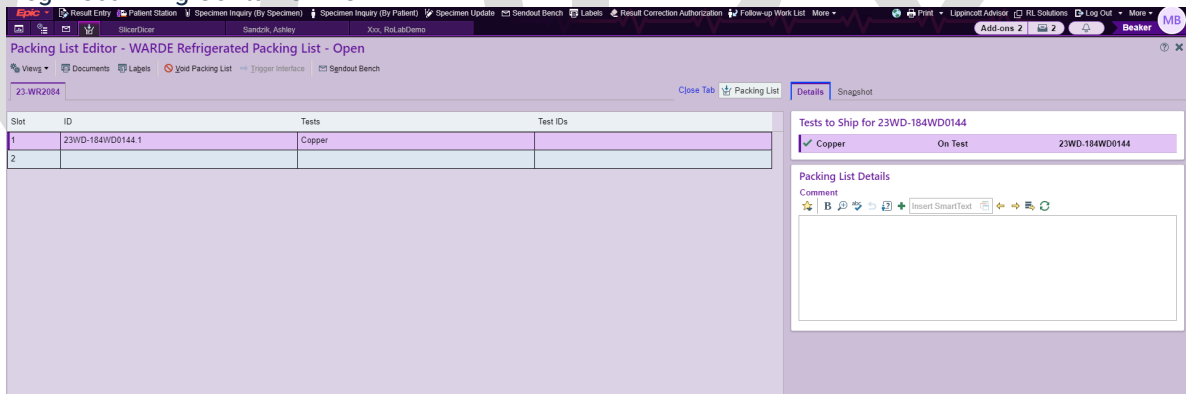
- B. In order to filter for the Send out bench so you see Warde tests for your location go to the specimen sendout list, click on the Action Menu > Views > RYO SO LAB ONLY - Specimens to Send Out. Views must be filtered each time. Do not set as your default or you will not see other send out tests.
- C. Click **Packing List Editor** then **Create**. Search for the appropriate Packing List Type ie Warde ambient, Warde refrigerated, etc.



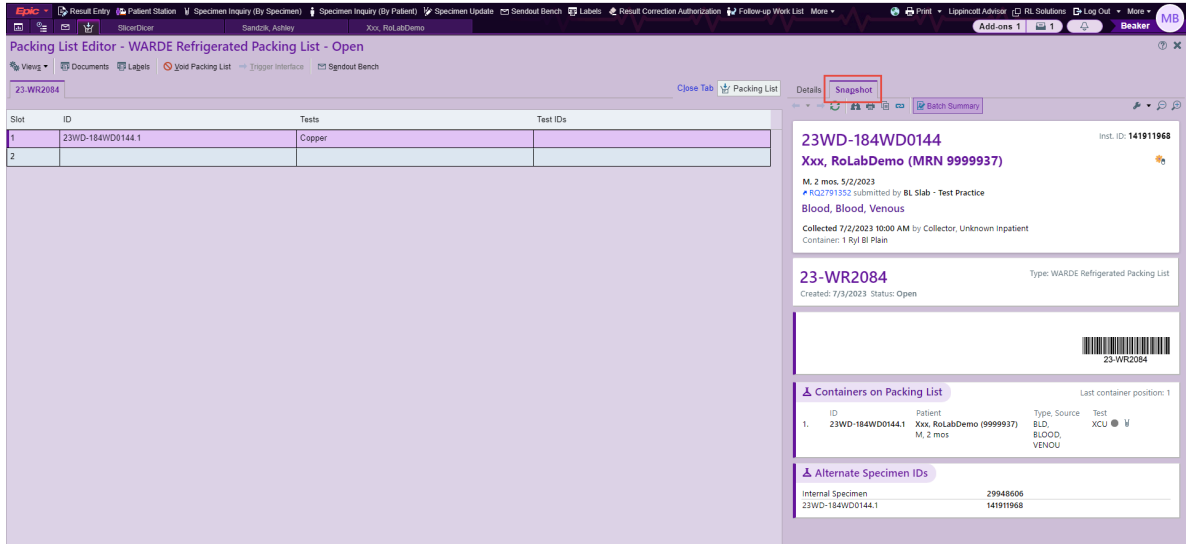
D. Beaker automatically assigns a Packing List ID, Click **Create New**.



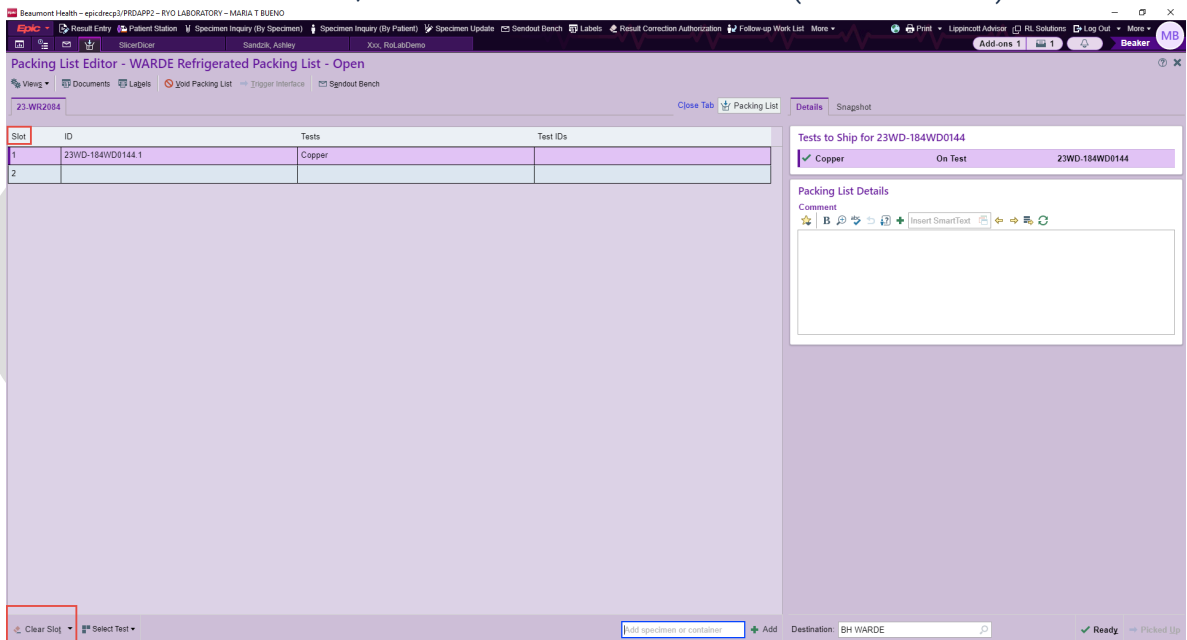
E. Begin scanning Container IDs.



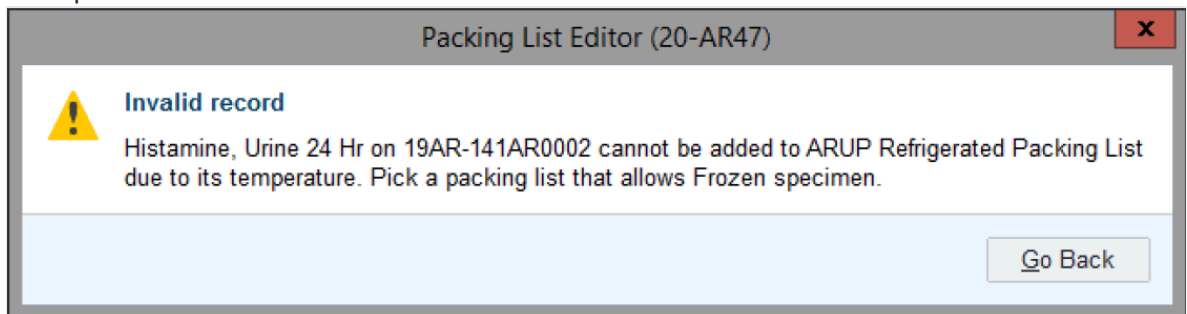
F. Tests populate in the Container section on the right as they are scanned. For Specific specimen info click on **Snapshot** tab

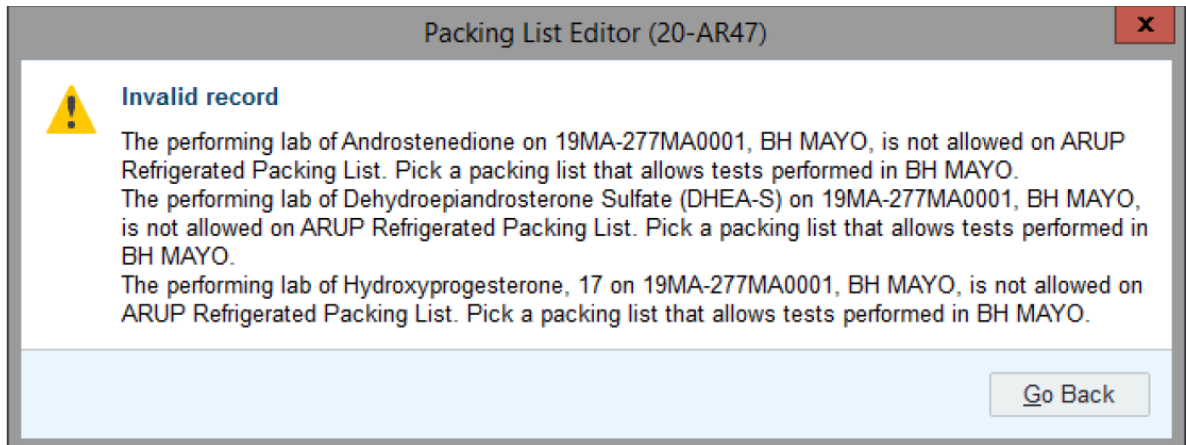


G. To remove a test from the list, click on slot and click on **Clear Slot** (left lower corner)

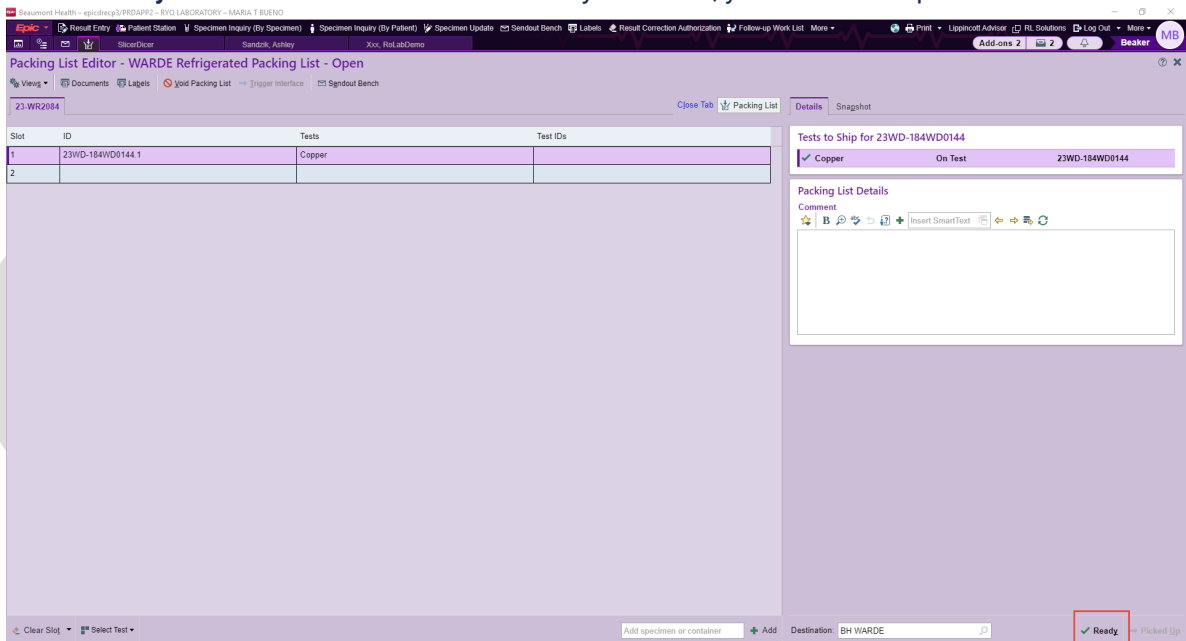


H. If you scan a test that does not qualify, you will receive an error and it will not be added to the list. Examples:

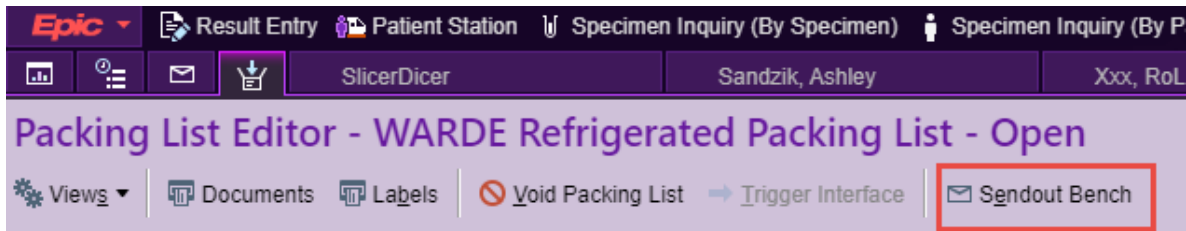




- I. When list is complete, click **Ready**. At this point, your packing list will print. You have the option to click **Unready** if more tests need to be added. If you do add, you will need to print a new list.



- J. When packing list is ready to go, click Picked Up. This signifies that a courier will physically come pick up the samples, transmit the orders to Warde, and print the Warde labels. Labels will only print at Royal Oak and Dearborn, unless you have a Warde printer. The list cannot be edited after this step.
- K. NOTE: **Do NOT press the Trigger Interface button.** If you do, it will re-transmit the orders.
- L. To verify all qualifying tests have been added to the packing list, return to the **Sendout Bench** by clicking the **Envelope Tab** on the left.
- M. .



- N. You can filter the columns by temperature or collection date. Return to your list by clicking the Laboratory Work List tab.
- O. Should you need to redial/retransmit orders through the interface, go to **Sendout Specimens**. Click **Packing List Editor** and enter the packing list ID to be resent. Click **Trigger** Interface again.
- P. Tests will fall off the Sendout Bench once the results have been verified.
- Q. Labels and Label Cheat Sheet for Sendout Tests:

Labels for Sendout Tests

1. Name and MRN
2. Date of Birth and Gender
3. Accession Number **20NR-013ML0003**
 1. "20" indicates year
 2. "NR" indicates lab (in this example it's **N**on-interfaced **R**eference lab)
 3. "013" indicates this was ordered on the 13th day of the Julian calendar year
 4. "ML" indicates section (in this example the test goes to **M**-Labs or UofM)
 5. "0003" indicates this is the 3rd test ordered that day (generic counter)
 6. ".1" indicates this is the first container on this accession number
4. Test abbreviation
5. Collection date and time.
 1. Black box surrounding indicates this label has been reprinted.
6. Specimen type
7. Storage temperature and Source
8. Numerical version of barcode (aka Instrument ID)

Cheat Sheet for Sendout Labels

1. Mayo: **MY**
2. ARUP: **AR**
3. Warde: **WD**
4. LabCorp: **LC**
5. Non-interfaced Reference Labs: **NR** and Lab-specific initials
 - a) MiraVista (MV)
 - b) National Jewish (NJ)
 - c) National Prion (NP)
 - d) DMC (DC)
 - e) University of Michigan M-Labs (ML)
 - f) Veristi (Blood Center Wisconsin) (VS)
 - g) MDHHS (MH)
 - h) Miscellaneous Sendout (SD)



Attachments

- [b64_11d07668-3707-4041-9f14-06bb88cd394b](#)
- [b64_22614d04-9ac5-46cc-b51d-8bb5bb623fdf](#)
- [b64_36f114eb-72cc-42f2-b5b8-5402e7fba363](#)
- [b64_9b35056c-2011-4827-8fe5-b07dfce95902](#)
- [b64_b6b627d8-0cb2-4f46-93fe-1f016c837672](#)
- [b64_bcc4a739-f4c2-4faf-882d-d9076dc7f969](#)
- [b64_c61ee88a-af99-407e-a546-b73edf6962b3](#)

Approval Signatures

Step Description	Approver	Date
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	Jeremy Powers: Chief, Pathology	9/14/2023
Policy and Forms Steering Committee Approval (if needed)	Maria Bueno: Medical Technologist Lead	9/8/2023

Lab Operations Director	Joan Wehby: Dir, Lab Operations C	9/7/2023
Lab Operations Director	Kimberly Geck: Dir, Lab Operations B	9/7/2023
	Maria Bueno: Medical Technologist Lead	9/7/2023

Applicability

Dearborn, Royal Oak

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