

Beaumont

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Area Laboratory-Processing
Applicability All Beaumont Hospitals

Specimen Processing Preparing Specimens to be Sent from One Beaumont Site to Another Beaumont Site

Document Type: Procedure

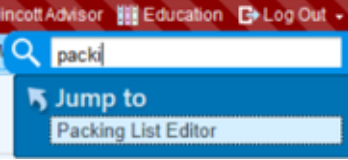
I. PURPOSE AND OBJECTIVE:

The purpose of this procedure is to provide instructions on how to prepare specimens being sent for testing from one Beaumont site to another Beaumont site for testing. For example, Beaumont Farmington Hills laboratory will send specimens to Royal Oak laboratory for testing.

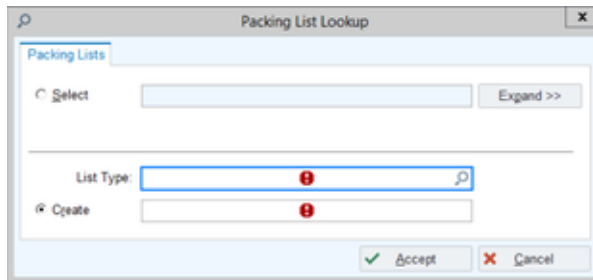
II. PROCEDURE:

A. **Processing or Technical Areas (Non Anatomic Pathology (AP))** Flow tests are called "AP style tests". See section for Anatomic Pathology for handing of these tests: ZAP 70 Evaluation (ZAP7G), Sezary Cell Panel by Flow Cytometry (FSZYG), Paroxysmal Nocturnal Hemoglobinuria Screen (FPNHG), Flow Cytometry for Hematolymphoid (FHEMG)

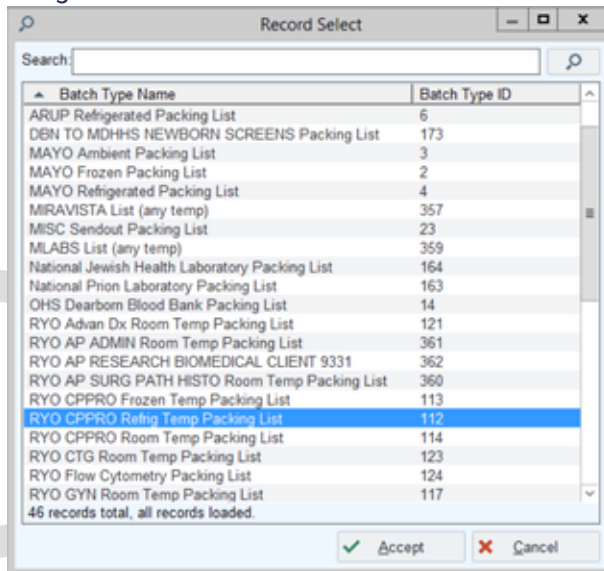
- 1. Using Chart Search, lookup and open the **Packing List Editor**



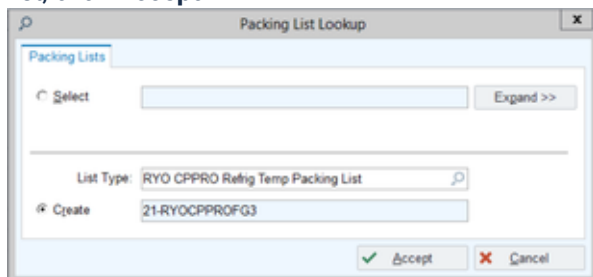
- 2. Click on **Create to** create a new Packing List



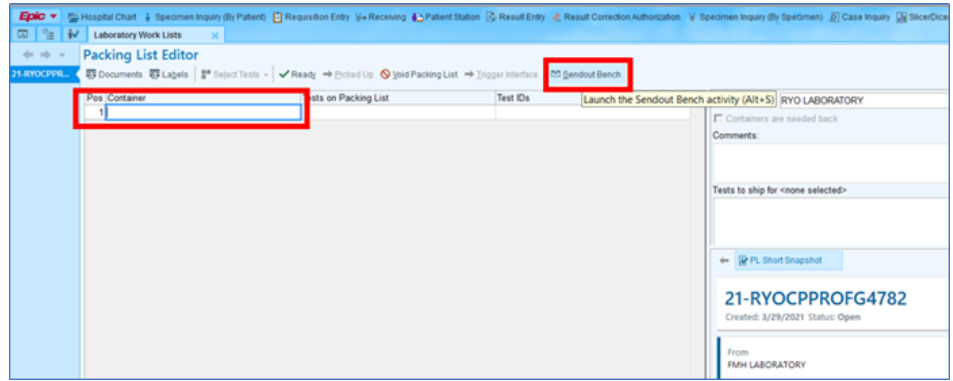
3. List Type – Click on the looking glass which will open the Record Select box and choose the packing list type **based on location of the destination hospital and specimen transport temperature criteria**. For example, highlighted is the packing list that would go to Royal Oak CP Processing and it is the packing list of all specimen that require refrigeration.





4. When the Packing List Lookup screen appears and it indicates the appropriate packing list, click **Accept**.

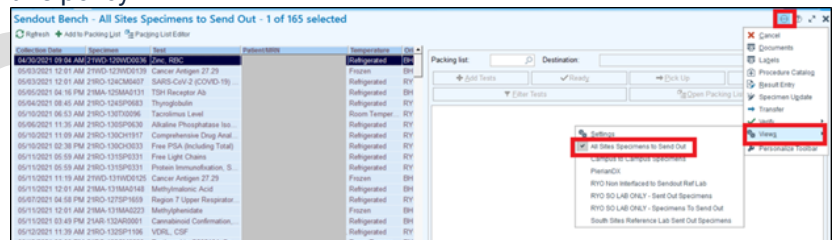


5. Start scanning the **specimens that are in your possession** to add to the packing list.
 - a. Make certain that you are in the “Container” field for the specimens to scan.
 - b. As you scan specimens, the next open container field will auto-populate. Scan each specimen in the Container field.



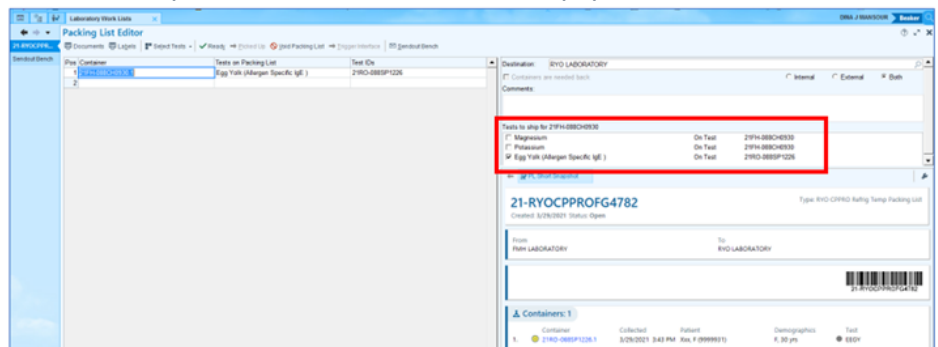
c. The above screen shot shows the "**Sendout Bench**" icon. To pull a comprehensive list of all the specimens that are received in your lab that are to be sent to the destination lab based on that transport temperature criteria, launch the **Sendout Bench** Activity.

- i. To view the specimen sendout list, click on the  Action Menu >  Views > All Sites Specimens to Send Out. This list cannot be printed – it is not a setting in Beaker. See the workflow section of this policy.



6. Tests to Ship - Click in the patient specimen and check the boxes for each test under Tests to Ship. As you are scanning specimen containers to send to the destination lab, there is **important information to review**.

- a. As seen below, once specimen 21FH-088CH0930 has been scanned, 3 options of Tests to ship for 21FH-088CH0930 will auto-populate.



7. In the below example Egg Yolk (Allergen Specific IgE) is selected automatically as this is the test that would require to be sent out.

It is important to note: Magnesium and Potassium are showing up under Tests to ship for 21FH-088CH0930 but are NOT selected. These two tests are in-house tests

HOWEVER, the testing for them has not been completed. **IF** you proceed in sending out this CONTAINER, **it will remove those two tests from the Outstanding List and will be missed tests.**

Destination: RYO LABORATORY

Containers are needed back Internal External Both

Comments:

Tests to ship for 21FH-088CH0930

<input type="checkbox"/> Magnesium	On Test	21FH-088CH0930
<input type="checkbox"/> Potassium	On Test	21FH-088CH0930
<input checked="" type="checkbox"/> Egg Yolk (Allergen Specific IgE)	On Test	21RO-088SP1226

← PL Short Snapshot

21-RYOCPPROFG4782 Type: RYO CPPRO Refrig Temp Packing List

- a. Ideally, if the tests are run on the Chemistry line, settings have been input in the middleware to allow for the line to create aliquots for the “shared”/sendout tests. As this is not always the case, you will need to create an aliquot.
 - i. Remove the specimen from the packing list (backspace the specimen ID from the Container field).
 - ii. Create an aliquot for the container.
 - iii. Send the aliquot tube to the testing site unless it is testing that requires the original container type then create an aliquot for the in-house tests.
- b. Labs without a line: If the in-house tests are not completed, it will say “On Test” in the Tests to Ship section.
 - i. Remove specimen from the packing list and return to the lab section to finish testing.
 - ii. Do Not put on a packing list to send out until all in-house testing has been completed.

8. **If in-house testing does require to be sent to the destination lab**, make certain that the Tests to ship for 21FH088CH0930 have those tests selected (in the below example, Magnesium and Potassium). This may occur if testing is unable to be performed at your site.

Packing List Editor

21 RYOCPPROFG4782 Documents Labels Send Tests Ready Linked Good Packing List Shipper Interface Sendout Bench

Ship Container	Tests on Packing List	Test IDs
1 21FH-088CH0930.1	Magnesium, Potassium, Egg Yolk (Allergen Specific IgE)	21FH-088CH0930 21FH-088CH0930 21RO-088SP1226
2		

Destination: RYO LABORATORY

Containers are needed back Internal External Both

Comments:

Tests to ship for 21FH-088CH0930

<input checked="" type="checkbox"/> Magnesium	On Test	21FH-088CH0930
<input checked="" type="checkbox"/> Potassium	On Test	21FH-088CH0930
<input type="checkbox"/> Egg Yolk (Allergen Specific IgE)	On Test	21RO-088SP1226

← PL Short Snapshot

21-RYOCPPROFG4782 Type: RYO CPPRO Refrig Temp Packing List

Created: 3/28/2021 Status: Open

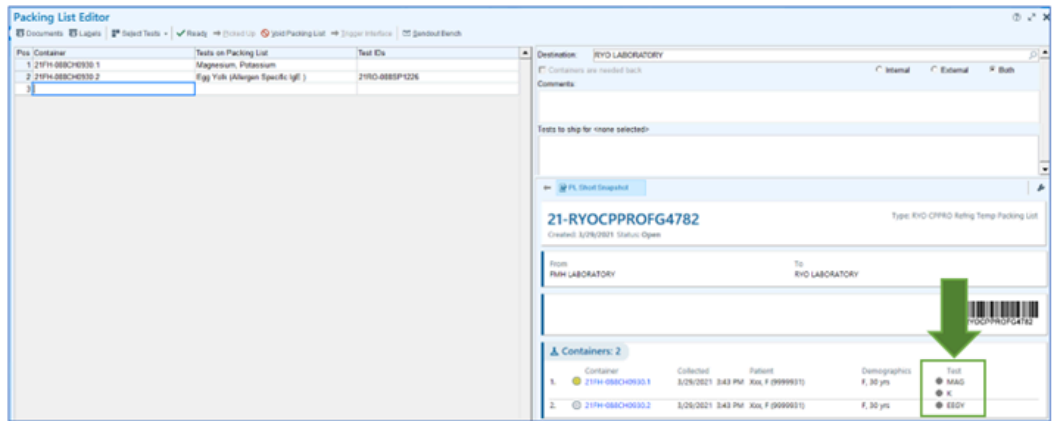
From: RYO LABORATORY To: RYO LABORATORY

21-RYOCPPROFG4782

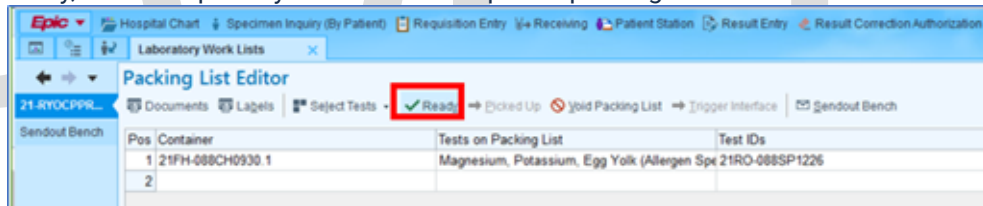
Containers: 1

Container	Collected	Patient	Demographics	Test
1. 21FH-088CH0930.1	3/28/2021 3:43 PM	XXX, F (09999931)	F, 30 yrs	MAG K EGY

- Make certain that tests appear under “Test” because if no tests appear, you would only be sending the “container”. **When sending a container without a test selected, the destination lab would ONLY be receiving a “container” and not a test.** Once this specimen is placed on the automation line or scanned into an instrument, the instrument would not recognize the specimen as no tests have been “sent” from the original lab and “received” in the destination lab. Testing would not take place unless a workaround is completed – i.e. manually ordering the test at the destination lab. This screenshot below displays an aliquot created for the sendout test (21FH-088CH0930.2). This screenshot also displays the primary tube being sent with the in-house testing selected (21FH-088CH0930.1).



- Once you have completed your packing list, click on **Ready**. By marking a packing list ready, it will temporarily lock the list and print a packing list.



The below scan is the printed packing list of the example shown.

Beaumont

RYO CPPRO Refrig Temp Packing List

Date/Time: 3/29/2021 3:59 PM



21-RYOCPPROFG4782

Origin: FMH LABORATORY

Destination: RYO LABORATORY

Created by: Dina Mansour

Containers: 2

21FH-088CH0930

21RO-088SP1226 MPI: 104596656

Magnesium (MAG)

Potassium (K)

Coll: 3/29/2021 3:43 PM

Patient: Xxx, F (MRN: 9999931)

Female 11/6/1990

Auth: SYKES, ELIZABETH

21FH-088CH0930

21RO-088SP1226 MPI: 104597181

Egg Yolk (Allergen Specific IgE) (EEGY)

Coll: 3/29/2021 3:43 PM

Patient: Xxx, F (MRN: 9999931)

Female 11/6/1990

Auth: SYKES, ELIZABETH

11. There is an option to **Unready** a packing list to reopen the list. This may be used to add or remove specimens from the list.

The screenshot shows the Epic Packing List Editor interface. The 'Unready' button is highlighted with a red box. The interface includes a toolbar with buttons for 'Documents', 'Labels', 'Select Tests', 'Unready', 'Picked Up', 'Void Packing List', 'Trigger Interface', and 'Sendout Bench'. Below the toolbar is a table with columns for 'Pos', 'Container', 'Tests on Packing List', and 'Test IDs'. The table contains two rows of data for containers 1 and 2.

Pos	Container	Tests on Packing List	Test IDs
1	21FH-088CH0930.1	Magnesium, Potassium	
2	21FH-088CH0930.2	Egg Yolk (Allergen Specific IgE)	21RO-088SP1226

12. When packing list is ready to go, click **Picked Up**. This signifies that a courier will physically come pick up the samples. The packing list cannot be modified after this step and will officially show as sent.

The screenshot shows the Epic Packing List Editor interface. The 'Picked Up' button is highlighted with a red box. The interface is similar to the previous screenshot, but the 'Unready' button is now disabled. The table below the toolbar shows the same data as the previous screenshot.

Pos	Container	Tests on Packing List	Test IDs
1	21FH-088CH0930.1	Magnesium, Potassium	
2	21FH-088CH0930.2	Egg Yolk (Allergen Specific IgE)	21RO-088SP1226

13. The packing list will print, and you can exit the Packing List Editor.
14. **Close out of the list after selecting picked up so that the list is not locked when received in the lab.**

B. **Anatomic Pathology (AP) Style Flow Cytometry Tests - Case Receiving**

C. Refer to: [Pathology Materials Tracking](#) and [Pathology Materials Packaging](#)

Attachments

[1616607983-image5.png](#)

[1616607983-image6.png](#)

[1616607983-image8.png](#)

[b64_3586ddb5-0676-409f-9c27-5a43c76202dc](#)

[b64_ea0e4ddb-55a9-439a-a8bb-fc4efaf7ef27](#)

Approval Signatures

Step Description	Approver	Date
CLIA Medical Directors	Vaishali Pansare: Chief, Pathology	9/21/2023
CLIA Medical Directors	Ann Marie Blenc: System Med Dir, Hematopath	9/20/2023
CLIA Medical Directors	Jeremy Powers: Chief, Pathology	9/6/2023
CLIA Medical Directors	Muhammad Arshad: Chief, Pathology	9/6/2023
CLIA Medical Directors	Ryan Johnson: OUWB Clinical Faculty	9/6/2023
CLIA Medical Directors	John Pui: Chief, Pathology	9/5/2023
Policy and Forms Steering Committee Approval (if needed)	Maria Bueno: Medical Technologist Lead	9/5/2023
Lab Operations Directors	Joan Wehby: Dir, Lab Operations C	9/5/2023
Lab Operations Directors	Kimberly Geck: Dir, Lab Operations B	8/24/2023
Lab Operations Directors	Brittnie Berger: Dir, Lab Operations C	8/24/2023
Lab Operations Directors	Elzbieta Wysteppek: Dir, Lab Operations B	8/24/2023
Lab Processing Best Practice Committee	Michelle Fischer: Mgr, Lab Support Svcs	8/24/2023
Lab Processing Best Practice Committee	Maria Bueno: Medical Technologist Lead	8/21/2023
	Maria Bueno: Medical Technologist Lead	8/21/2023

Applicability

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

COPY