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OWNER: RIV Operations Director	CHANGE NUMBER:

Specimen Storage Tracking

Purpose

This procedure provides several instructions for specimen storage tracking in Cerner:

- Choosing a new location(s) for storage tracking
 - Creating a new rack or recycling a discarded rack for storage
 - Filling a rack template
 - Finding a specimen in storage
 - Checking for pending samples
 - Checking out samples from a rack
 - Transferring a created rack to SWL Cold Room
 - Discarding a rack
-

Scope

This procedure is intended for all users trained on this procedure.

Safety or Special Safety Precautions

Refer to the safety manual for general safety requirements.

Before you begin

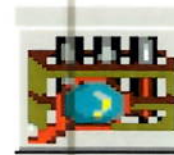
Ensure that these application icons required for this procedure are loaded in your Cerner Applications Bar (AppBar).



Storage Tracking App



Explorer Menu App



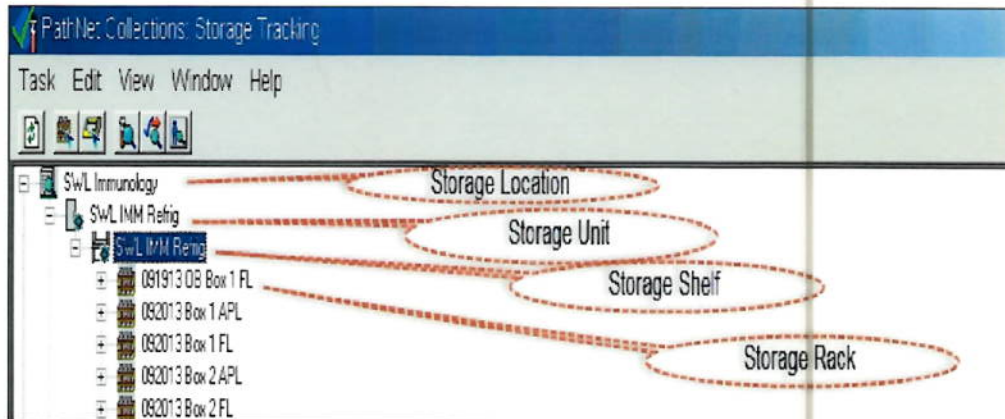
Container Inquiry App

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Specimen Storage Tracking, Continued

Specimen storage location structure

- The illustration below shows the storage location structure.
- For additional information on storage tracking, see the Storage Tracking Help function in Cerner.




Choosing a new location(s) for storage tracking

Follow the steps below to choose a new location(s) for storage tracking.

Notes:



- These steps are for choosing **new** storage tracking location only.
- If a location you wish to choose is already listed in the Selected field (see Step 3. for a screen print of the Selected field), then proceed to the next procedure block **Creating a new rack or recycling a discarded rack for storage**.

Step	Action
1	<p>Click on the Storage Tracking app  on the Cerner AppBar. The Storage Tracking screen will appear.</p> <p>Note: An error message indicating NO LOCATIONS ARE DEFINED may appear. Disregard the message and proceed to the next step.</p>

Continued on next page

Specimen Storage Tracking, Continued

Choosing a new location(s) for storage tracking (continued)

Step	Action
2	<p>The Storage Tracking screen will appear.</p> <ul style="list-style-type: none">• Click on View at the top of the page, and• click on Options.... 
3	<p>The Options for Storage Tracking screen will appear.</p> <ul style="list-style-type: none">• Click to highlight the location(s) you wish to use in the Available field, and click on Move to place the location(s) in the Selected field.• Check the box labeled Show Discard Warning Messages.• Click on Save. The Selected location(s) will appear on the Storage Tracking screen. 

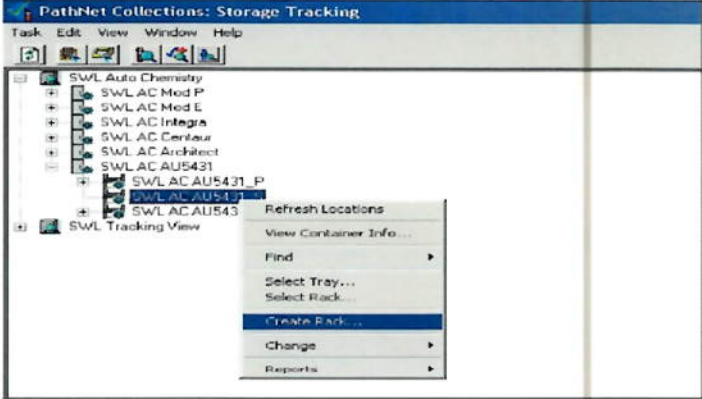
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Specimen Storage Tracking, Continued

Creating a new rack or recycling a discarded rack for storage

Follow the steps below to create a new rack, or recycle a discarded rack for storage.

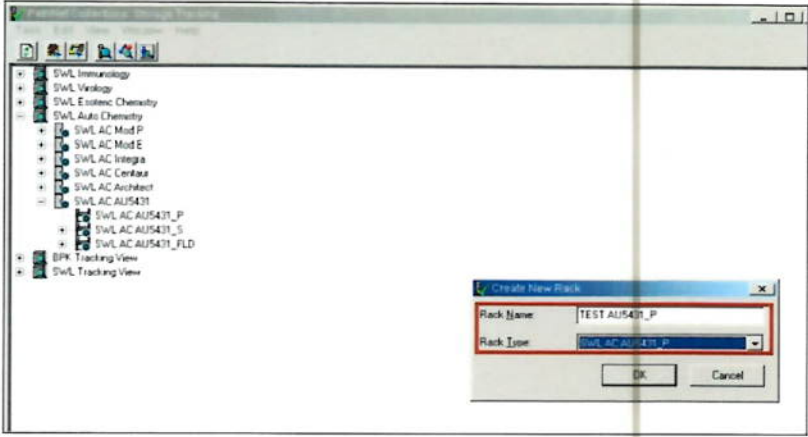
Note: Since the system currently has many racks that have been previously created, it is recommended that discarded racks are recycled.

Step	Action						
1	<table border="1" data-bbox="553 659 1373 779"> <thead> <tr> <th data-bbox="553 659 964 697">If...</th> <th data-bbox="964 659 1373 697">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="553 697 964 735">Creating a new rack</td> <td data-bbox="964 697 1373 735">Proceed to Step 2.</td> </tr> <tr> <td data-bbox="553 735 964 779">Recycling a discarded rack</td> <td data-bbox="964 735 1373 779">Proceed to Step 4.</td> </tr> </tbody> </table>	If...	Then...	Creating a new rack	Proceed to Step 2.	Recycling a discarded rack	Proceed to Step 4.
If...	Then...						
Creating a new rack	Proceed to Step 2.						
Recycling a discarded rack	Proceed to Step 4.						
2	<p>In the Storage Tracking screen</p> <ul style="list-style-type: none"> • Click to highlight a specific storage location, a specific unit and a specific shelf. • Right click on your mouse, and click on Create Rack.... 						

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Specimen Storage Tracking^{Continued}

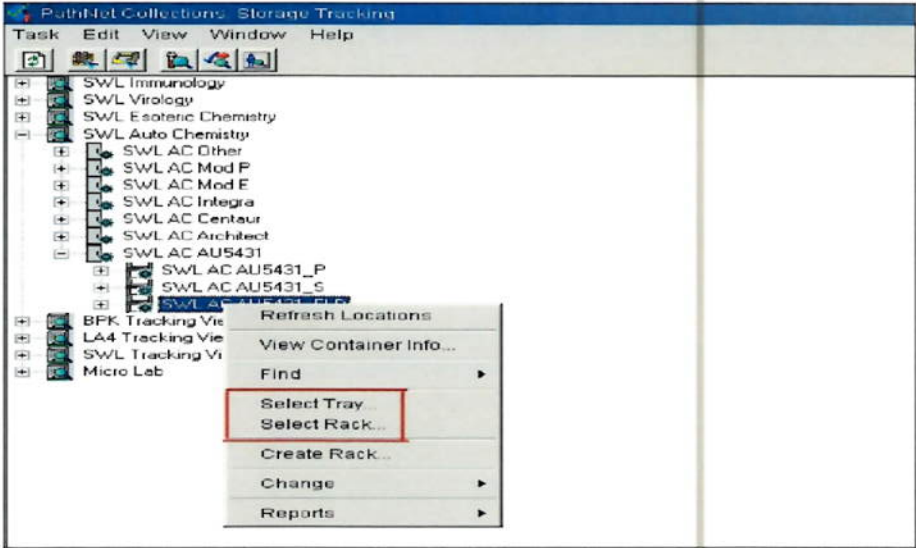
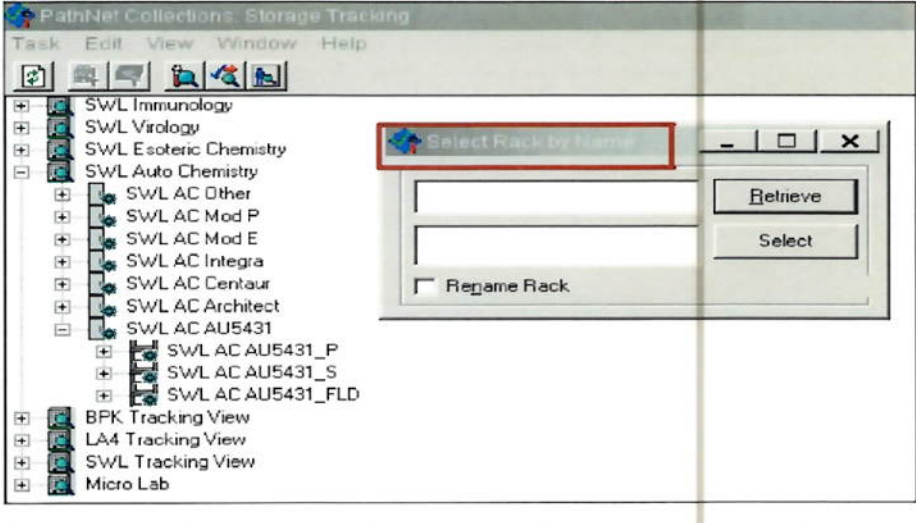
Creating a new rack or recycling a discarded rack for storage (continued)

Step	Action
3	<p>The Create New Rack window will appear.</p> <ul style="list-style-type: none">• Scan or type the name of the rack you are using by following your department's naming convention. This will be the label that is unique to each rack in your inventory.• Choose the rack type from the drop down menu, and click on OK. The rack template window will appear. Proceed to the next procedure block Filling a rack template to fill the virtual rack with specimens. 

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Specimen Storage Tracking Continued

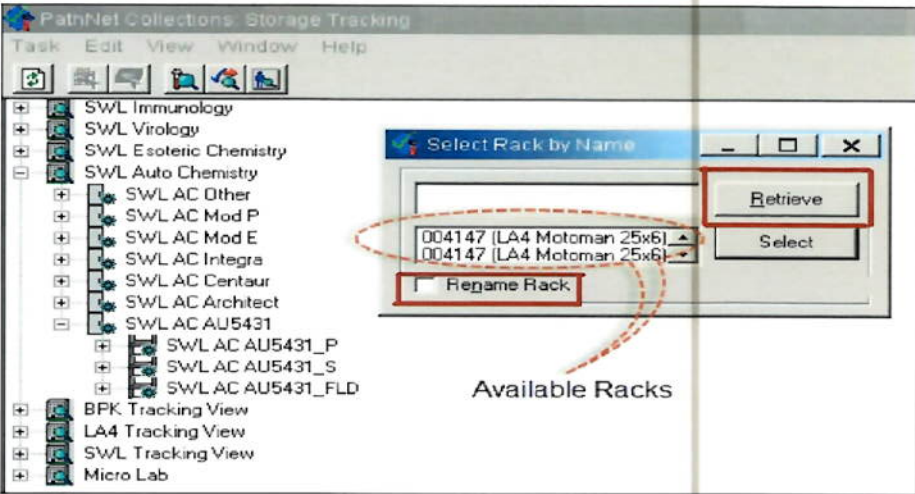
Creating a new rack or recycling a discarded rack for storage (continued)

Step	Action
4	<p>If you wish to recycle a discarded rack:</p> <ul style="list-style-type: none"> • In the Storage Tracking screen, double click to highlight a specific storage location, and double click on the storage unit. • Select the storage shelf you need, then right click. • Click on Select Rack... (the Select Rack by Name screen will appear), or Select Tray.... (the Select Tray by Name screen will appear). 
	

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Specimen Storage Tracking, Continued

Creating a new rack or recycling a discarded rack for storage (continued)

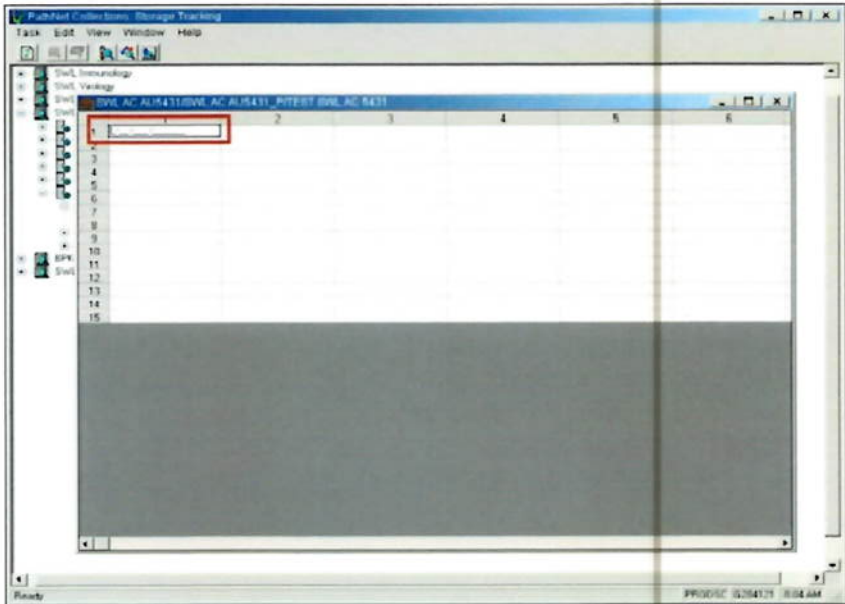
Step	Action
5	<ul style="list-style-type: none">• Click on Retrieve. A list of available racks will display.• If you wish to rename the rack, click on the Rename Rack box, double click on the available rack you wish to use, replace the Rack Name, and click on OK. An empty rack template will appear.• Proceed to the next procedure block Filling a rack template to fill the virtual rack with specimens.  <p>The screenshot shows the 'PathNet Collections Storage Tracking' application window. On the left is a tree view of laboratory departments and racks. Overlaid on this is a 'Select Rack by Name' dialog box. The dialog box contains a list of racks, with '004147 (LA4 Motman 25x6)' selected. Below the list is a 'Rename Rack' button. To the right of the list are 'Retrieve' and 'Select' buttons. Red dashed circles highlight the 'Retrieve' button and the 'Rename Rack' button. The text 'Available Racks' is written below the dialog box.</p>

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Specimen Storage Tracking, Continued

Filling a rack template

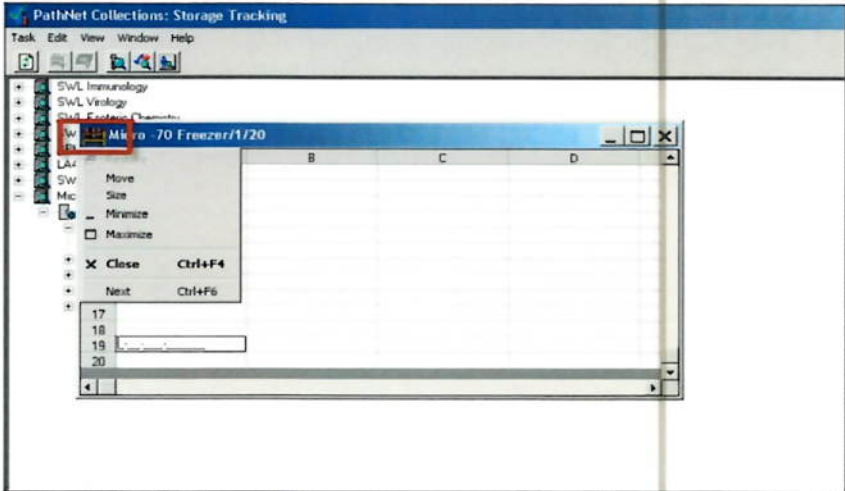
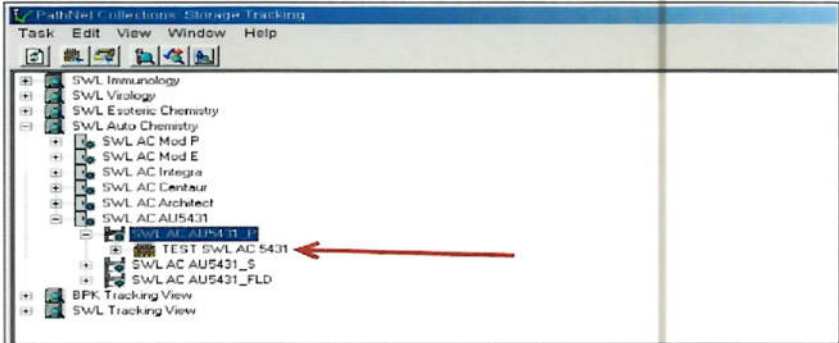
Follow the steps below to fill a rack template with specimens.

Step	Action
1	<p>In the rack template window, scan the accession numbers of each of the specimens beginning with the first available opening spot in the rack template.</p> <p><i>Note:</i> The rack template will open up with the position in the first available opening and then move to the next available spot in the rack.</p> 

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Specimen Storage Tracking Continued

Filling a rack template (continued)


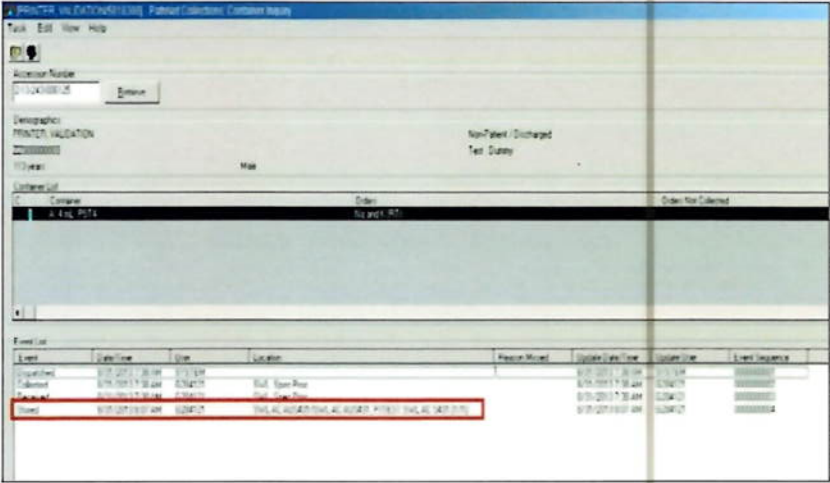
Step	Action
2	<p>After all specimens are scanned in the rack, close the screen by clicking on the rack icon on the upper left-hand corner of the rack template window, and click on Close.</p> 
3	<p>The rack you have created can now be seen in the main window of the Storage Tracking screen.</p> <ul style="list-style-type: none"> You may add more specimens to the rack by clicking on the 'plus' sign beside the rack or double-clicking on the name of the rack, and then proceeding to fill. When finished, you may place a label or write the rack ID you created using your department's naming convention on the first sample of the rack. 

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Specimen Storage Tracking, Continued

Finding a specimen in storage

Follow the steps below to find a specimen in storage.


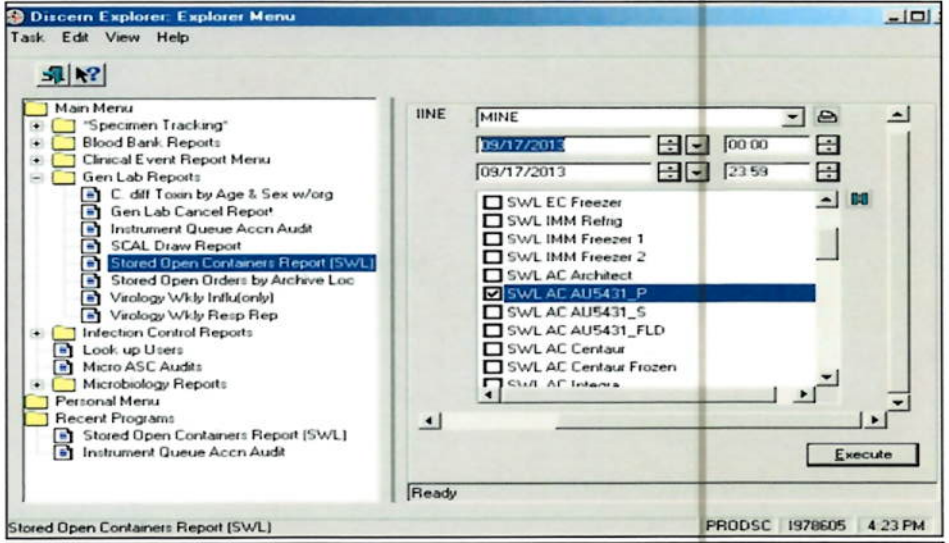
Step	Action																																								
1	<p>Click on the Container Inquiry app  on the Cerner AppBar or icon in the Storage Tracking screen.</p>																																								
2	<p>In the Container Inquiry screen, type the specimen's accession number. You should see a Stored event that displays the specimen's Container, Location and Event Sequence.</p>  <p>The screenshot shows the 'Container Inquiry' interface. At the top, there's a search bar for 'Accession Number' with the value '011041000102'. Below this, patient demographics are displayed: 'Demographics: PRINTER VALIDATION, Non-Patient / Discharged, Test: Dummy, Male, 17 years'. A table below shows container information with columns for 'Container ID', 'Container', 'Order', and 'Order Not Collected'. The 'Event List' table at the bottom has columns for 'Event', 'Date/Time', 'Site', 'Location', 'Person Moved', 'Update Date/Time', 'Container ID', and 'Event Sequence'. The 'Stored' event is highlighted with a red box.</p> <table border="1" data-bbox="560 1245 1385 1377"> <thead> <tr> <th>Event</th> <th>Date/Time</th> <th>Site</th> <th>Location</th> <th>Person Moved</th> <th>Update Date/Time</th> <th>Container ID</th> <th>Event Sequence</th> </tr> </thead> <tbody> <tr> <td>Unpacked</td> <td>8/15/2013 10:48</td> <td>01104</td> <td></td> <td></td> <td>8/15/2013 10:48</td> <td>01104</td> <td>00000000</td> </tr> <tr> <td>Released</td> <td>8/15/2013 10:48</td> <td>01104</td> <td>Std. Open Box</td> <td></td> <td>8/15/2013 10:48</td> <td>01104</td> <td>00000001</td> </tr> <tr> <td>Released</td> <td>8/15/2013 10:48</td> <td>01104</td> <td>Std. Open Box</td> <td></td> <td>8/15/2013 10:48</td> <td>01104</td> <td>00000002</td> </tr> <tr> <td>Stored</td> <td>8/15/2013 10:48</td> <td>01104</td> <td>016,AL,00407100,AL,010401,PT(01),016,AL,040710</td> <td></td> <td>8/15/2013 10:48</td> <td>01104</td> <td>00000004</td> </tr> </tbody> </table>	Event	Date/Time	Site	Location	Person Moved	Update Date/Time	Container ID	Event Sequence	Unpacked	8/15/2013 10:48	01104			8/15/2013 10:48	01104	00000000	Released	8/15/2013 10:48	01104	Std. Open Box		8/15/2013 10:48	01104	00000001	Released	8/15/2013 10:48	01104	Std. Open Box		8/15/2013 10:48	01104	00000002	Stored	8/15/2013 10:48	01104	016,AL,00407100,AL,010401,PT(01),016,AL,040710		8/15/2013 10:48	01104	00000004
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Specimen Storage Tracking, Continued

Checking for pending samples

Follow the steps below to check for pending samples.

Step	Action
1	Click on the Explorer Menu app  on the Corner AppBar.
2	<ul style="list-style-type: none"> On the left-hand side of the screen, click on Main Menu, click on the Gen Lab Reports folder, and click on Stored Open Containers Report [SWL]. On the right-hand side of the screen, choose the start date and time, check the archive location(s), and click on Execute. 

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Specimen Storage Tracking, Continued

Checking for pending samples (continued)

Step	Action
3	<p>A Stored Open Orders Report will appear.</p> <ul style="list-style-type: none"> • Make sure the number of samples on the report has the same number of samples on hand for the rack. • Find the specimens that have missing tests by following the row and column section of the list. <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <pre> Run: 06/21/13 09:33 STORED OPEN ORDERS REPORT From: 31-MG-2113 00:00:00 To: 31-MG-2013 23:59:00 Proc: SEL AC AUS411_5, SW: AC AUS411_P, SEL AC AUS411_HLD 5 containers searched and 2 open orders found. ----- Rack Row Col ESK/Accession ESK/Catalog code Dept Status ----- TESTING AUS411P 1 4 2100000003 FINDER, VALIDATION 2-13-243-06129 Sahun and POCUSAN In Process TESTING AUS411P 1 5 2100000003 FINDER, VALIDATION 2-13-243-06130 Sahun and POCUSAN In Lab </pre> </div>
4	Click on Task and then click on Close when done.

Checking out samples from a rack

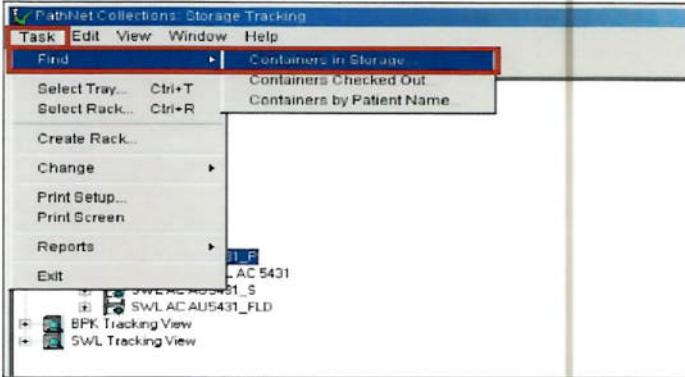
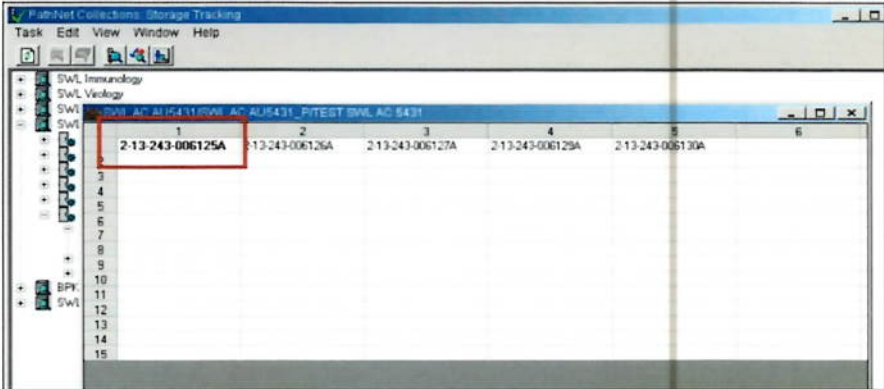
Follow the steps below to check out samples from a rack.

Step	Action
1	In the Storage Tracking screen, click on the created rack from which you will be checking out samples.

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Specimen Storage Tracking, Continued

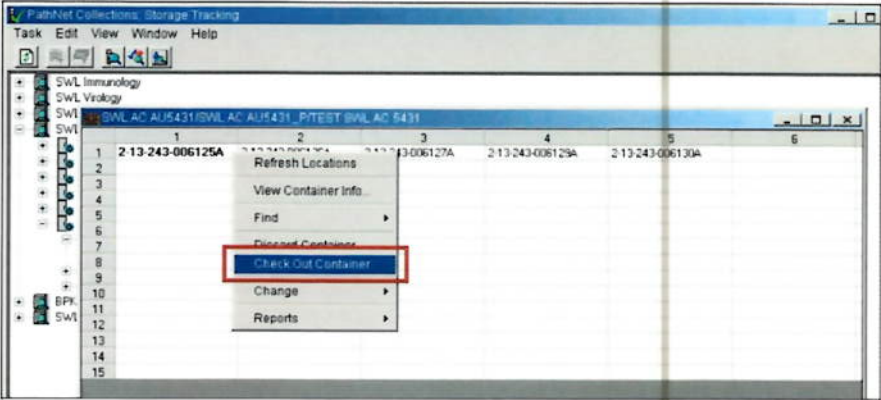
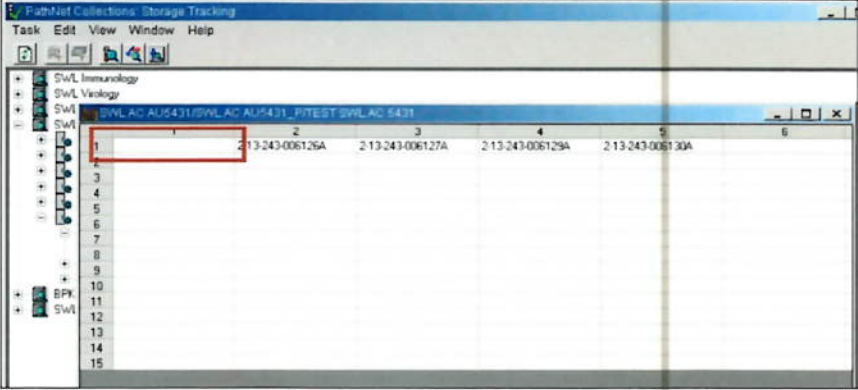
Checking out samples from a rack (continued)

Step	Action
2	<p>On the top left-hand side of the screen, click on Task, click on Find, and click on Containers in Storage....</p> 
3	<p>Scan the specimen's barcode twice, or type the accession number. A rack template window will appear that will take you automatically to that accession number.</p> 

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Specimen Storage Tracking, Continued

Checking out samples from a rack (continued)

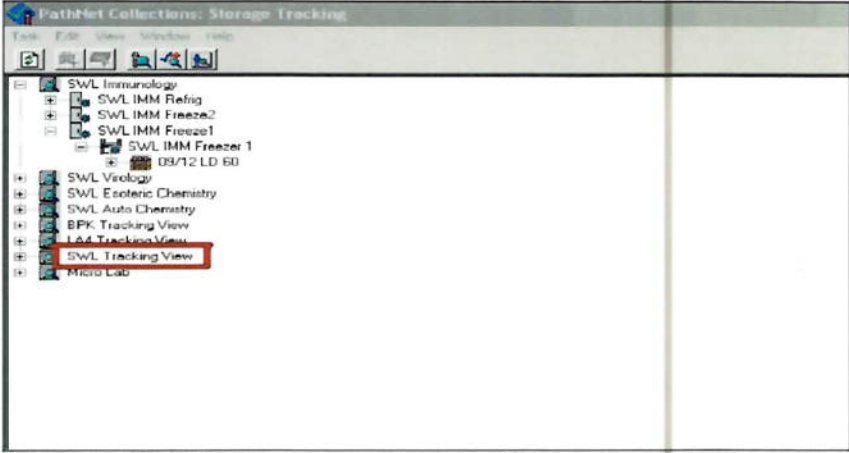
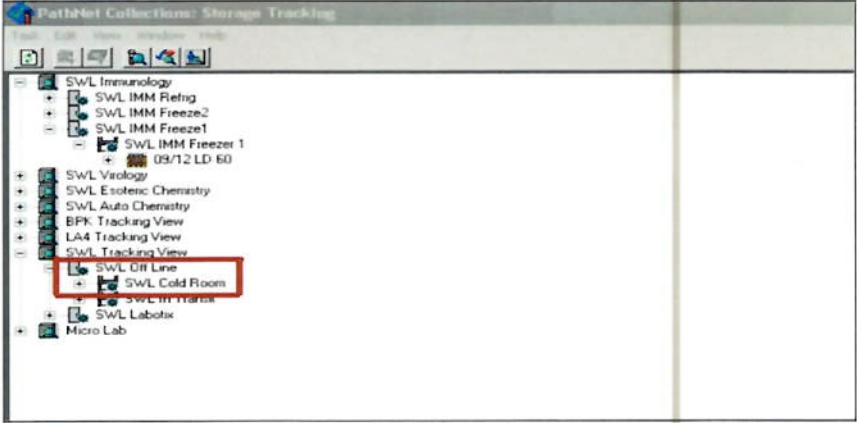
Step	Action
4	<p>Right click your mouse on the accession number and click on Check Out Container.</p>  <p>The accession number will disappear from the rack.</p> <p>Note: Container Inquiry will show that the accession number has been checked out, along with the user's NUID.</p> 

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Specimen Storage Tracking, Continued

Transferring a created rack to SWL Cold Room

Follow the steps below to transfer a created rack to SWL Cold Room.

Step	Action
1	In the Storage Tracking screen, click on the storage location, click on the storage unit, and click on the storage shelf of the rack to be transferred.
2	Click on SWL Tracking View . 
3	Click on SWL Off Line . A folder labeled SWL Cold Room should appear. 
4	Click on and drag the rack to SWL Cold Room .

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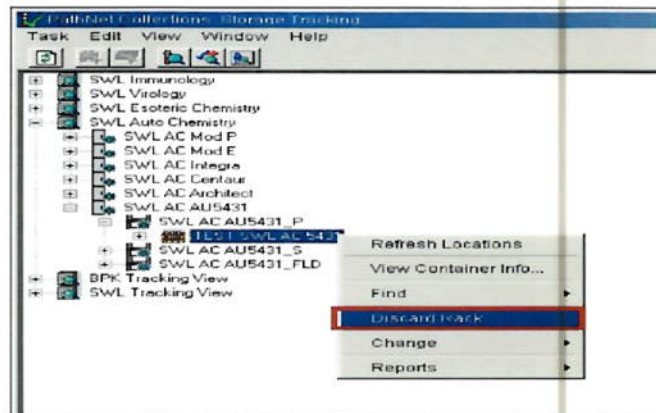
Specimen Storage Tracking, Continued

Discarding a rack

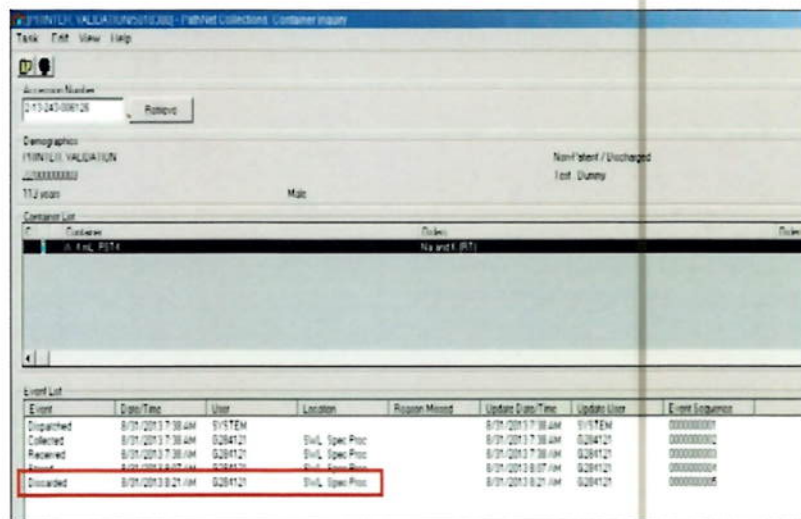
Follow the steps below to discard a rack.

Step	Action
1	In the Storage Tracking window, click on the storage location to see all created racks.

2	<p>Right click your mouse on the rack you wish to discard, and click on Discard Rack. A discard warning message will appear.</p> <p><i>Note:</i> If you accidentally discard a rack, the rack has to be recreated by following the procedure steps for Creating a new rack or selecting a created rack for storage.</p>
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Container Inquiry will now show the rack has been discarded.



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Specimen Storage Tracking, Continued

Non-Controlled Documents The following non-controlled documents support this procedure.

- Cerner GenLab Participant Guide – Fall 2011 Version 2.1
 - Storage Tracking Help. Copyright ©1998-2003, 2006-2009 Cerner Corporation, Kansas City, Missouri.
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Controlled Documents The following controlled documents support this procedure.

Regional Parent Document Reference Number: SCPMG LIS – 0081 Rev. 2

Job Aid
Logging On To Cerner Millennium PathNet
Customizing the Cerner AppBar

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Review

Name/Signature	Title	Date	Meaning/Reason
Annaleah Raymond (Q741709)	Laboratory Operations Director	16 Jan 2022, 10:37:37 AM	Reviewed
Ruchita Sukhadia (S346951)	ASST DIR OPER AREA LAB	07 Mar 2022, 12:37:42 PM	Reviewed

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Review

Name/Signature	Title	Date	Meaning/Reason
Ruchita Sukhadia (S346951)	ASST DIR OPER AREA LAB	08 Jan 2024, 11:30:11 AM	Reviewed
Rogelio Ang Lee (K149343)	ADA	30 Jan 2024, 07:49:57 AM	Reviewed
Roy Enego (K578725)	Area Operations Lab Manager	26 Feb 2024, 04:35:57 PM	Reviewed

Review: RIV-PPP-0641 02 Specimen Storage Tracking

Review

Name/Signature	Title	Date	Meaning/Reason
Mary Grace Garcia (O115955)	ASST DIR OPER AREA LAB	29 Dec 2025, 11:19:55 AM	Reviewed
Ruchita Sukhadia (S346951)	ASST DIR OPER AREA LAB	31 Dec 2025, 10:04:29 AM	Reviewed

