Beaumont

Soft Lab
End User Training

Specimen Tracking:
Basics of Specimen Receiving & Archiving

9/28/2015

Beaumont® Laboratory

Objectives

- After viewing the following tutorial, the user will have visited the following topics:
    - Specimen receiving functions
    - How to place specimens into archiving
    - Removing a stored specimen from archiving

Specimen Receiving Functions

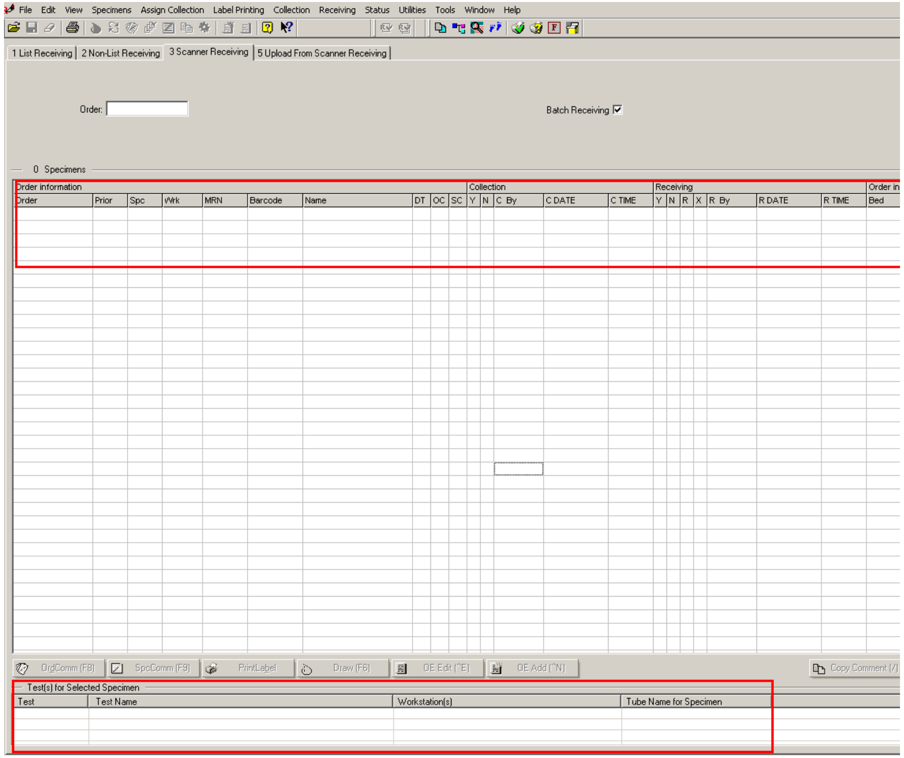
- Specimen that have been collected, must be received by the lab staff in SOFT LAB.
- Specimens can be received individually
  - Order Entry screen (seen in past tutorials)
- Specimens can also be received in batches
  - Specimen Receiving Icon
- Specimen Tracking is the SOFT Lab application that tracks the location and time of specimen receipt in the lab

Receiving Specimens in Batches

- To receive multiple specimens at one time:
  - Click the Specimen Receiving icon from the Soft Lab home screen
- *Have the Batch Receiving function box checked
- Place your cursor in the Order box (becomes blue), and begin scanning your specimen barcodes

Receiving Specimens in Batches

- As you scan in specimens, **<u>always</u>** verify that patient information scanned matches information on the specimen
- While you scan the center of the screen populates with Order Information
- The bottom of the screen displays test information



Order:

Batch Receiving ☑

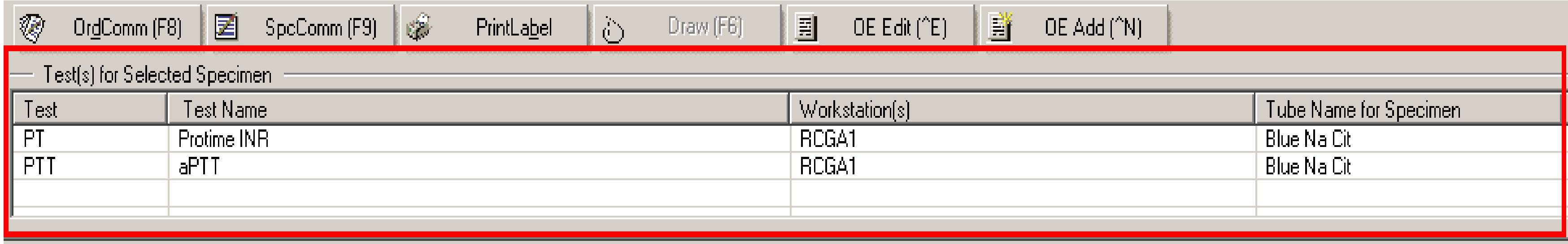
0 Specimens

Order information									Collection						Receiving								Order in
Order	Prior	Spc	Wrk	MRN	Barcode	Name	DT	OC	SC	Y	N	C By	C DATE	C TIME	Y	N	R	X	R By	R DATE	R TIME	Bed

Test(s) for Selected Specimen

Test	Test Name	Workstation(s)	Tube Name for Specimen

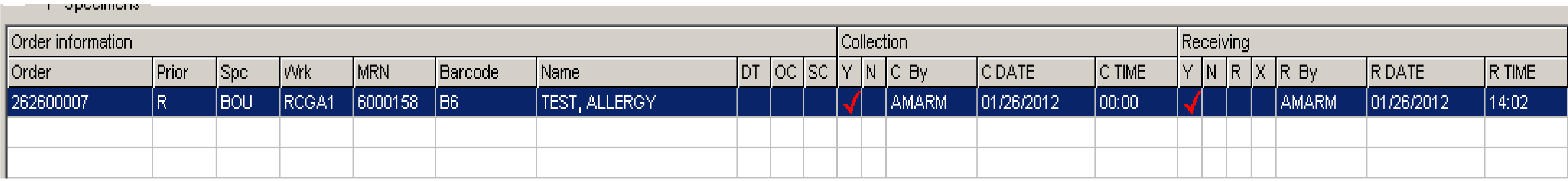
Receiving Specimens in Batches



Test	Test Name	Workstation(s)	Tube Name for Specimen
PT	Protime INR	RCGA1	Blue Na Cit
PTT	aPTT	RCGA1	Blue Na Cit

- The bottom portion of the screen displays which tests are ordered on the tube that was scanned in the **Order** box above
- There can be multiple tests ordered on the same tube
  - Example: PT and PTT as shown above were on the same tube

Receiving Specimens in Batches

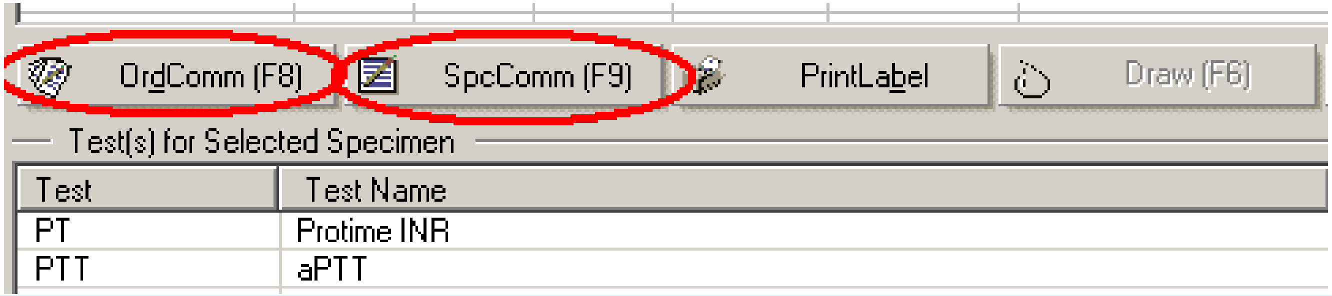


Order information										Collection					Receiving						
Order	Prior	Spc	Wrk	MRN	Barcode	Name	DT	OC	SC	Y	N	C By	C DATE	C TIME	Y	N	R	X	R By	R DATE	R TIME
262600007	R	BOU	RCGA1	6000158	B6	TEST, ALLERGY				✓		AMARM	01/26/2012	00:00	✓				AMARM	01/26/2012	14:02

- The top portion of the screen populates with collection and receipt information
- *If there is **no collector information** you must type **COLLI** as the collector ID (Inpatient Collector)
  - Enter the collection time printed at bottom of tube
- *However, If there is no collection time printed on tube:
  - Enter time as **00:00**

Adding Comments to Received Specimens

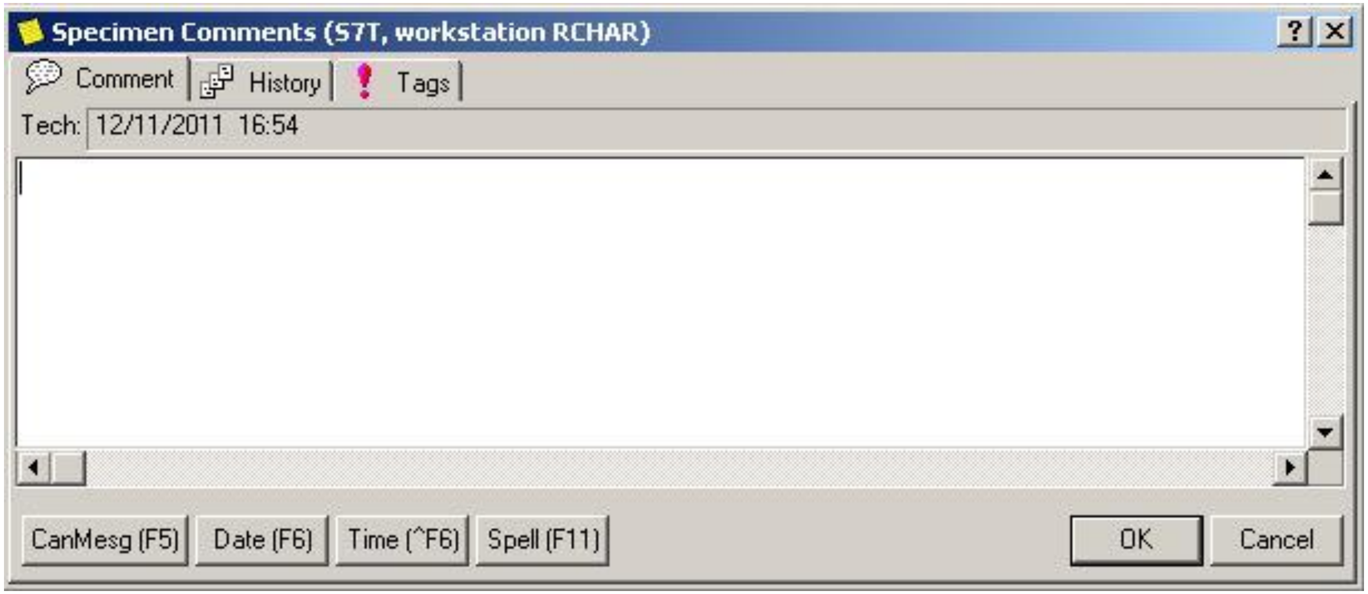
- There are cases where you must write a comment on the specimen(s) received
  - Example: Receiving specimens in STAT lab that will then be sent to the Core lab via pneumatic tube system
- **OrdComm**-Order Comment
  - Comment pertains to all specimens within that Order
- **SpcComm**-Specimen Comment
  - Comment pertains to only that specimen (tube, vial etc)



Test	Test Name
PT	Protime INR
PTT	aPTT

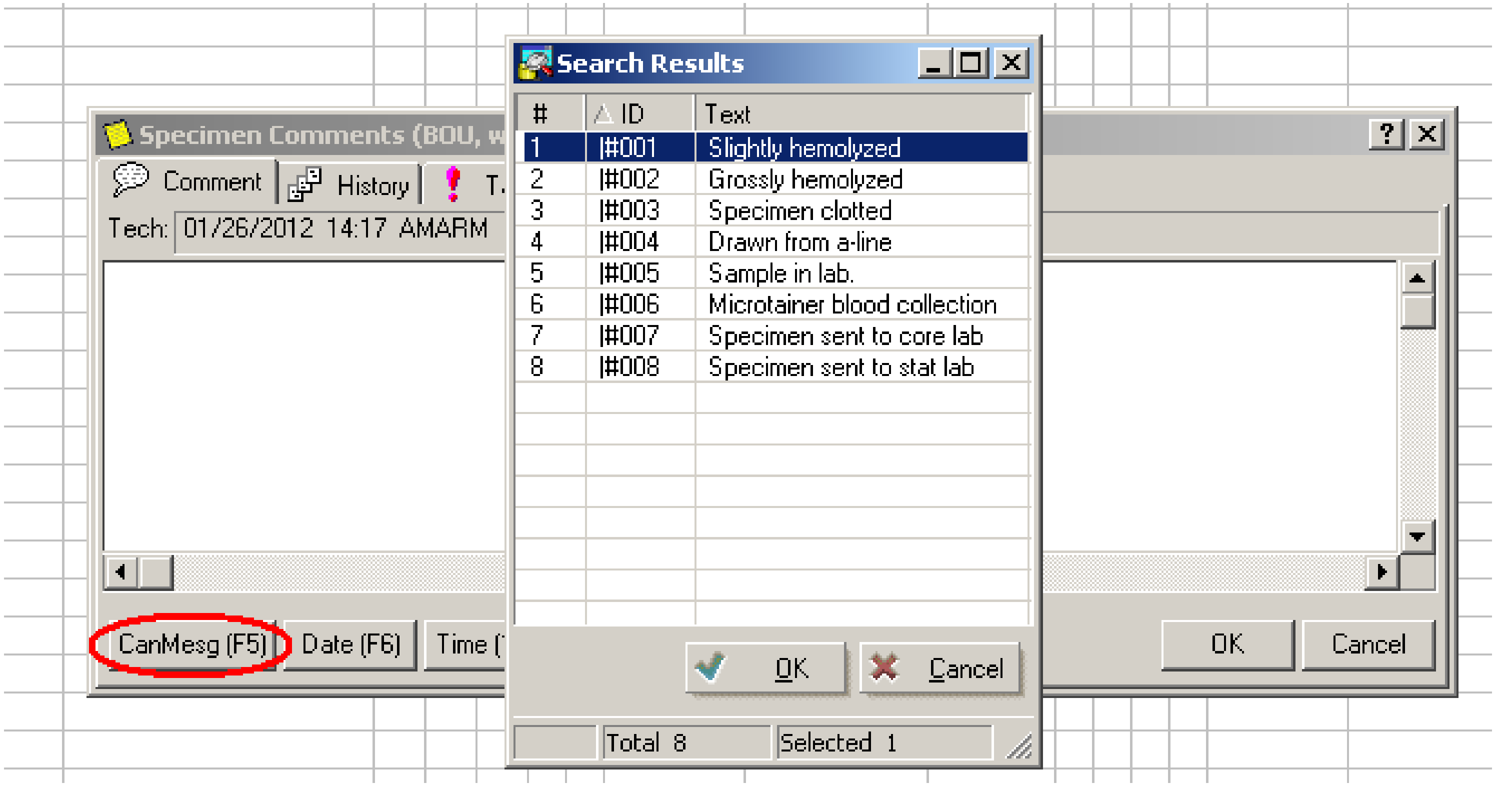
Adding Comments to Received Specimens

- Click either **OrdComm** or **SpcComm**
- Type your own message in the Text box



Tech: 12/11/2011 16:54

Adding Comments to Received Specimens



Tech: 01/26/2012 14:17 AMARM

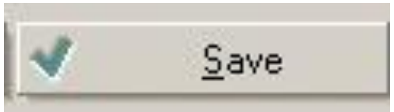
#	ID	Text
1	|#001	Slightly hemolyzed
2	|#002	Grossly hemolyzed
3	|#003	Specimen clotted
4	|#004	Drawn from a-line
5	|#005	Sample in lab.
6	|#006	Microtainer blood collection
7	|#007	Specimen sent to core lab
8	|#008	Specimen sent to stat lab

Total 8 Selected 1

- You can also choose a comment from one of the **Canned Messages** available
- Recall that you must proceed comment with (?) to keep message internalized

Finalizing Specimen Receipt

- To finish the process, Click the **Save** button at the bottom right of screen
- A Standard Label printer box will pop-up
- Click **Cancel**



Print To: 1AZ_DEV2690

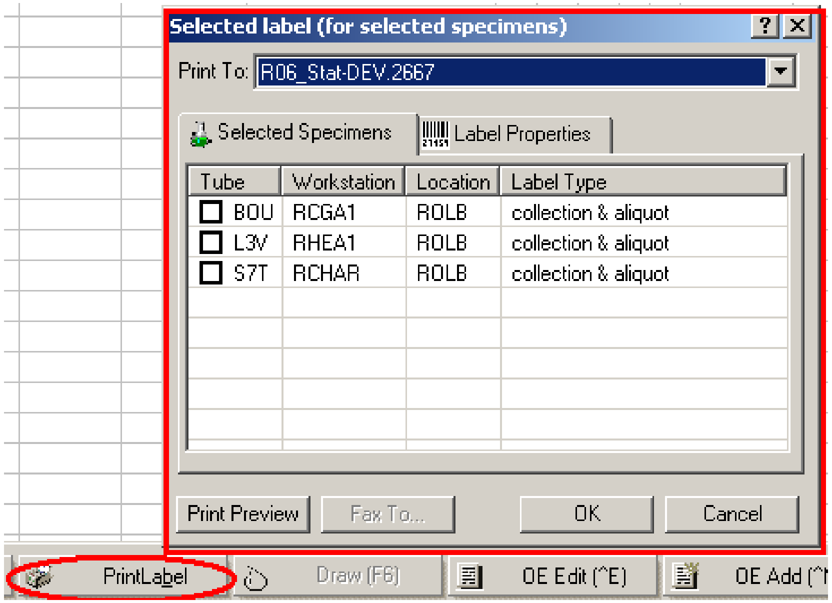
Number of Copies: 1

Label Layout: LLAB_ZZ

Printing Additional Labels

- If you wish to print additional labels for the received specimens, you may do so **before** pressing the **SAVE** button
- Click the **PrintLabel** button at the middle of the screen
- Check the boxes for the specimen types which you wish to print extra labels

  Example BOU=Blue top tube



Selected label (for selected specimens)

Print To: R06_Stat-DEV.2667

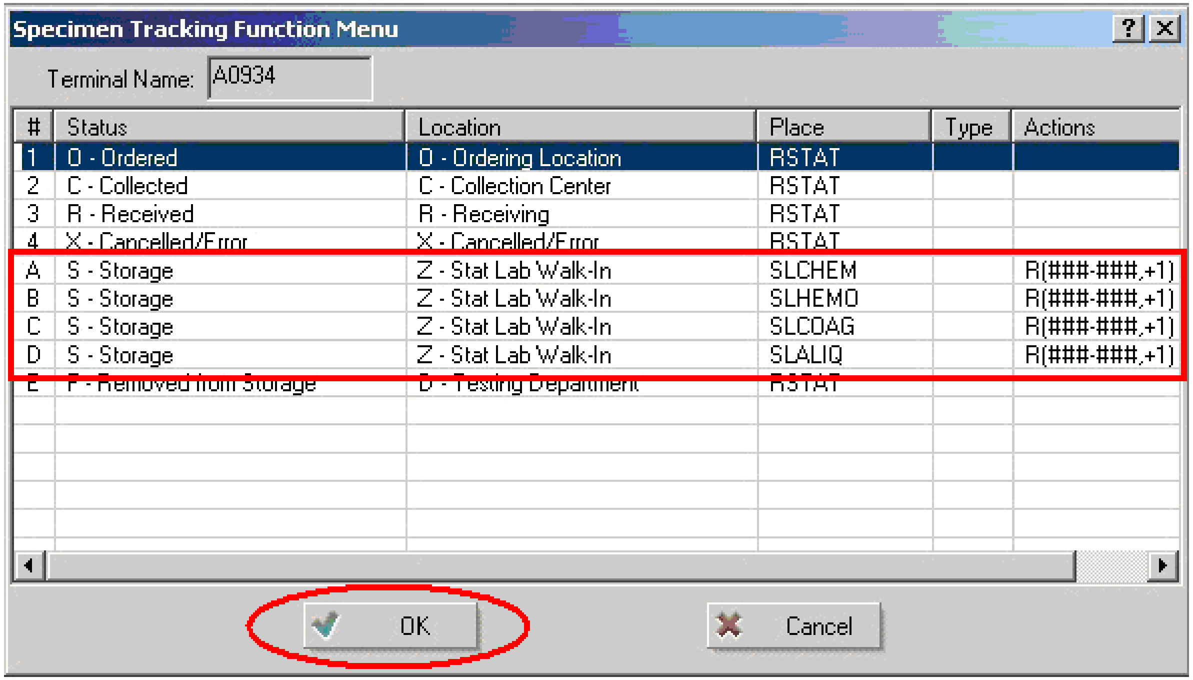
Tube	Workstation	Location	Label Type
☐ BOU	RCGA1	ROLB	collection & aliquot
☐ L3V	RHEA1	ROLB	collection & aliquot
☐ S7T	RCHAR	ROLB	collection & aliquot

Placing a Specimen into Archiving

- Archiving is done through the Specimen Tracking function, a.k.a. “little blue feet”
- Click on the Tracking Icon from the home screen

Placing a Specimen into Archiving

- Specimen Tracking Function Menu will appear
- The function you will want is **Storage**
- Select the correct **Storage** rack for the specimen type you wish to archive, click **OK**



Terminal Name: A0934

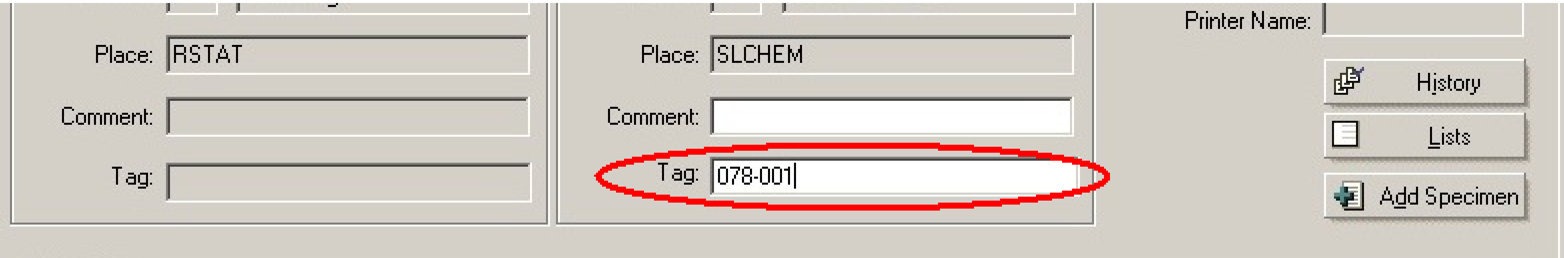
#	Status	Location	Place	Type	Actions
1	O - Ordered	O - Ordering Location	RSTAT		
2	C - Collected	C - Collection Center	RSTAT		
3	R - Received	R - Receiving	RSTAT		
4	X - Cancelled/Error	X - Cancelled/Error	RSTAT		
A	S - Storage	Z - Stat Lab Walk-In	SLCHEM		R(###-###,+1)
B	S - Storage	Z - Stat Lab Walk-In	SLHEMO		R(###-###,+1)
C	S - Storage	Z - Stat Lab Walk-In	SLCOAG		R(###-###,+1)
D	S - Storage	Z - Stat Lab Walk-In	SLALIQ		R(###-###,+1)
E	F - Removed from Storage	D - Testing Department	RSTAT		

Storage Rack Options

- Available storage rack options at the RO Core Lab archiving station:
  - RO Chemistry Remco
  - RO Coagulation Remco
  - RO Hematology Remco
  - Chemistry Walk In –(FLD) Fluids
  - Chemistry Walk In –(UCUP) Urine Cups

Placing a Specimen into Archiving

- Once you have selected the correct rack, scan your specimen
- Type your specimen tag number into the Tag space
- Then Click **Add Specimen** to begin archiving your rack



Printer Name:

Place: RSTAT

Comment:

Tag:

Place: SLCHEM

Comment:

Tag: 078-001

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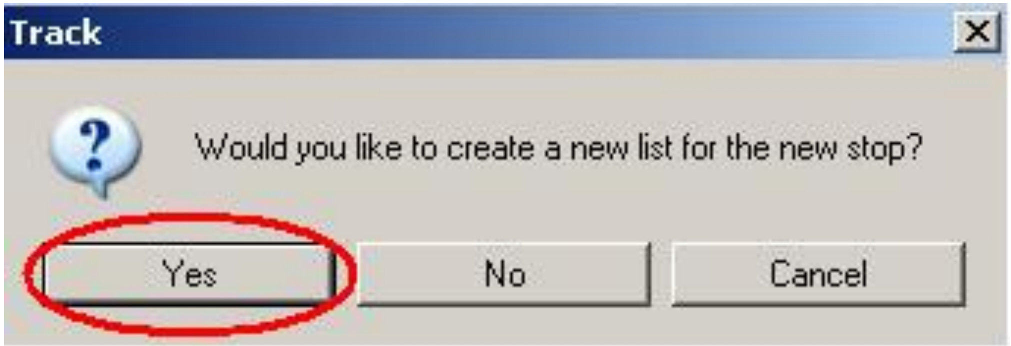
Rack Tag Information

- Rack Tag number assignments follow this pattern: ###-###
- There are two parts to the Tag number:
  - First being the rack number
  - Second part of the tag is the position in the rack
- There are 108 total spots in each rack

Placing a Specimen into Archiving

- Continue to scan specimens until you have entered all the specimens you wish to archive
- *Scan carefully and verify that the specimen tag matches the physical spot in the rack where you are placing the specimen
- When finished, Click **FILE** then select **SAVE**
- A **Track** box will appear; always select **YES**



Track

Would you like to create a new list for the new stop?

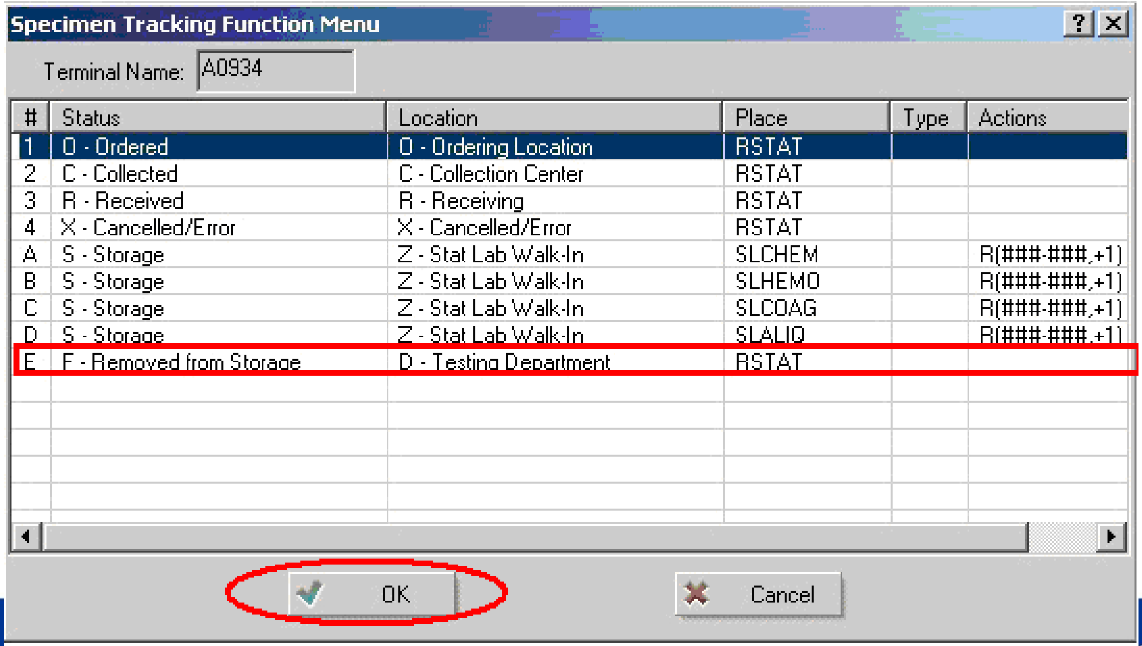
Placing a Specimen into Archiving

- Each time you scan specimens into Storage you must print a Tracking list
- When printing be sure to change the printer from **Modem** to your local printer by using the drop down menu
- Select **OK** to print your list
- Once list has printed, write the specimen Rack Number on first page

Removing a Specimen from Archiving

- If you wish to "pull" a specimen from storage:
- Go to Specimen Tracking icon
- At Tracking Function menu, select
  - **F-Removed from Storage** option

Specimen Tracking



Terminal Name: A0934

#	Status	Location	Place	Type	Actions
1	O - Ordered	O - Ordering Location	RSTAT		
2	C - Collected	C - Collection Center	RSTAT		
3	R - Received	R - Receiving	RSTAT		
4	X - Cancelled/Error	X - Cancelled/Error	RSTAT		
A	S - Storage	Z - Stat Lab Walk-In	SLCHEM		R(###-###,+1)
B	S - Storage	Z - Stat Lab Walk-In	SLHEMO		R(###-###,+1)
C	S - Storage	Z - Stat Lab Walk-In	SLCOAG		R(###-###,+1)
D	S - Storage	Z - Stat Lab Walk-In	SLALIQ		R(###-###,+1)
E	F - Removed from Storage	D - Testing Department	RSTAT		

Removing a Specimen from Archiving

- Take your specimen and scan the barcode in the box
- The “New Stop” for that specimen will become “Removed from Storage”
- In the **Comment** field, enter a reason for pulling the specimen
  - Example: Added-on for Lipase

New Stop

Status: F Removed from Storage

Location: D Testing Department

Place: RSTAT

Comment: Comment Here

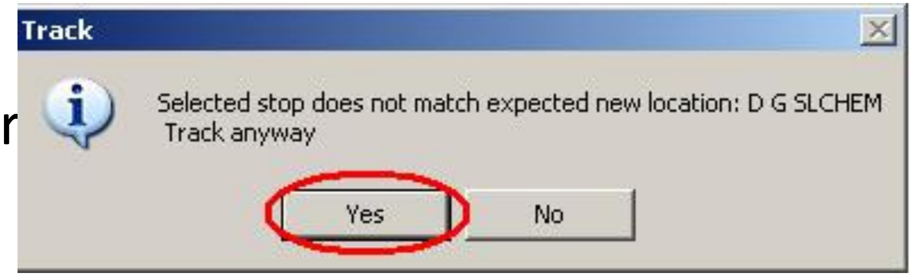
Tag:

Removing a Specimen from Archiving

- After you have written a comment, click on **File>SAVE**
- The tracking pop-up window will appear
- Click **YES**
- A second pop-up window (Image at Right) will appear
- Once again, click **YES**

Track

Would you like to create a new list for the new stop?

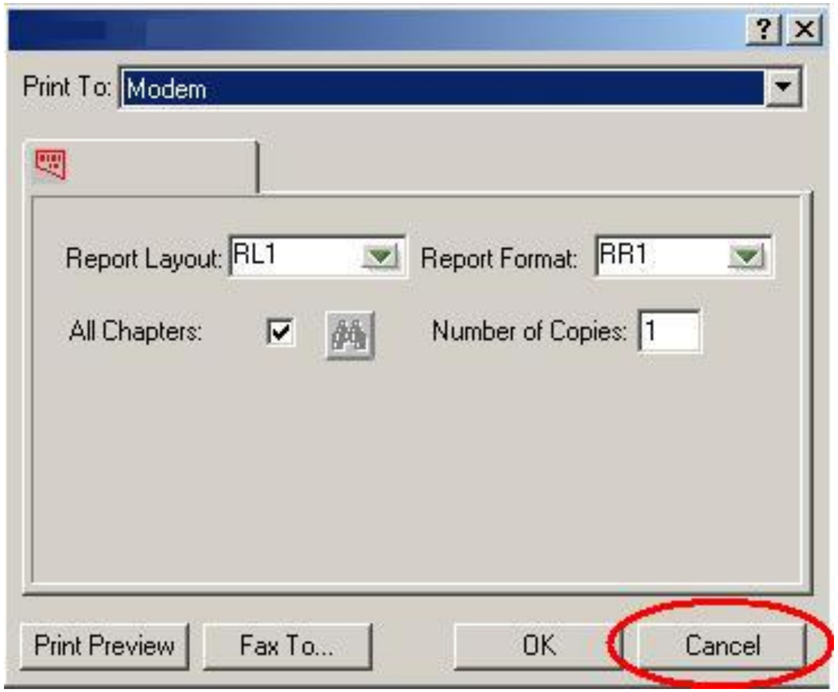


Track

Selected stop does not match expected new location: D G SLCHEM
Track anyway

Removing a Specimen from Archiving

- This time it is not necessary to print a list with your tracking action
- At the print pop-up window, click **CANCEL**



Print To: Modem

Report Layout: RL1

Report Format: RR1

All Chapters: ☑

Number of Copies: 1

Credits

- Material from this tutorial is credited to the following individuals:
  - Daniel Kirchhoff
  - Ronald Raese
- Questions on content and/or input or critique on required modifications should be addressed to:
  - Laboratory LIS Soft Support

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