

Sample Preparation for Transport to a Sutter Affiliate

Purpose To provide instructions on how to call up a tracking list and prepare samples for transport to any Sutter affiliate.

- Policy**
- Samples to be tested at Sutter Affiliates will be tracked and ready for transport no less than 30 minutes before courier scheduled to arrive.
 - Batches will be created no less than once per shift each day.
 - FLOW-SMCS will be sent with next routine courier. FLOW Cytometry samples received after 1530 require STAT Courier pickup.
-

Specimen Requirements See test directory for shipping requirements.

Procedure: Tracking List Follow the steps below to call up a tracking list:

Prompt	Action
Function	TR, <ENTER>
1. CREATE BATCH 2. MODIFY BATCH 3. RECEIVE BATCH/SPECIMEN 4. REPORTS	Select option (1) CREATE BATCH
TEMPLATE CODE:	See <i>Appendix A below</i>
10. CUT-OFF DATE:	<ENTER> (will default to current day)
11. CUT-OFF TIME:	<ENTER> (will default to now)

Continued on next page

Sample Preparation for Transport to a Sutter Affiliate, Continued

Tracking List (continued)

Step	Action
Prompt	Action
12. BATCH COMMENT:	Semicolon(;) then your name or tech code <ENTER>
ACCEPT (A), MODIFY (M), OR REJECT (R)?	A, TO ACCEPT <ENTER>
PRINTER :	902 (PROCESSING) 906 (CLERICAL) <enter> **if no print appears - see "Reprinting a Tracking List"

Procedure: Processing the Transport List

Follow the steps below to process the tracking list (transport list):

Step	Action
1	Review the transport list for specimens that have been poured off and placed in holding. <i>Note:</i> If samples are missing, you must use Freezerworks to locate the sample needed.
2	Make copies of the transport list. <ul style="list-style-type: none"> ○ To initial and keep in the tracking list file cabinet ○ To send with refrigerated samples ○ To send with room temp samples (if any) ○ To send with frozen samples (if any)
3	All samples sent to Sutter affiliates must have a transport list. All tests NOT sent in same bag must be clearly indicated to prevent confusion by Affiliate staff upon arrival.
4	PROCAL samples are sent to SMCS in a yellow bag.

Continued on next page

Sample Preparation for Transport to a Sutter Affiliate, Continued

Processing the Transport List
(continued)

Step	Action								
4	<p>Clearly mark each bag for its destination and place in appropriate – outgoing holding bin.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">If</th> <th style="text-align: center;">Then</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">Samples are missing</td> <td style="vertical-align: top;"> <p>Troubleshoot to find missing sample. Complete a PSR if indicated.</p> <p>Remove from transport list. Refer to “<i>Removing Accessions from Transport List</i>”</p> </td> </tr> <tr> <td style="vertical-align: top;">Samples are received but not coming up on the tracking list</td> <td style="vertical-align: top;"> <p>Troubleshoot to determine if an aliquot has already been sent on a different tracking list.</p> <p>Add the sample onto the transport list. Refer to “<i>Troubleshooting Tracking Issues for Send Outs</i>”</p> </td> </tr> <tr> <td style="vertical-align: top;">STAT ordered</td> <td style="vertical-align: top;"> <p>Call courier and document on tracking list:</p> <ul style="list-style-type: none"> • Who you spoke to • Date and Time • Prepared by • Destination • Stat/Will Call • Batch # • Confirmation number <p>Enter STAT sample information on courier clipboard. Leave note for courier – where to find sample (refrigerator – freezer) If ROOM TEMP – leave on clipboard.</p> </td> </tr> </tbody> </table>	If	Then	Samples are missing	<p>Troubleshoot to find missing sample. Complete a PSR if indicated.</p> <p>Remove from transport list. Refer to “<i>Removing Accessions from Transport List</i>”</p>	Samples are received but not coming up on the tracking list	<p>Troubleshoot to determine if an aliquot has already been sent on a different tracking list.</p> <p>Add the sample onto the transport list. Refer to “<i>Troubleshooting Tracking Issues for Send Outs</i>”</p>	STAT ordered	<p>Call courier and document on tracking list:</p> <ul style="list-style-type: none"> • Who you spoke to • Date and Time • Prepared by • Destination • Stat/Will Call • Batch # • Confirmation number <p>Enter STAT sample information on courier clipboard. Leave note for courier – where to find sample (refrigerator – freezer) If ROOM TEMP – leave on clipboard.</p>
If	Then								
Samples are missing	<p>Troubleshoot to find missing sample. Complete a PSR if indicated.</p> <p>Remove from transport list. Refer to “<i>Removing Accessions from Transport List</i>”</p>								
Samples are received but not coming up on the tracking list	<p>Troubleshoot to determine if an aliquot has already been sent on a different tracking list.</p> <p>Add the sample onto the transport list. Refer to “<i>Troubleshooting Tracking Issues for Send Outs</i>”</p>								
STAT ordered	<p>Call courier and document on tracking list:</p> <ul style="list-style-type: none"> • Who you spoke to • Date and Time • Prepared by • Destination • Stat/Will Call • Batch # • Confirmation number <p>Enter STAT sample information on courier clipboard. Leave note for courier – where to find sample (refrigerator – freezer) If ROOM TEMP – leave on clipboard.</p>								

Continued on next page

Sample Preparation for Transport to a Sutter Affiliate, Continued

**Processing the
 Transport List**
 (continued)

Step	Action				
5	File laboratory copy in file cabinet under OUTGOING TRACKING file drawer in current date. <table border="1" style="margin-left: 20px; width: 80%;"> <thead> <tr> <th style="text-align: center;">If</th> <th style="text-align: center;">Then</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">1st of Month</td> <td style="vertical-align: top;"> Remove all tracking lists from file cabinet. Rubber band them together and place in clerical area. * Keep 4 months in designated clerical area. </td> </tr> </tbody> </table>	If	Then	1 st of Month	Remove all tracking lists from file cabinet. Rubber band them together and place in clerical area. * Keep 4 months in designated clerical area.
If	Then				
1 st of Month	Remove all tracking lists from file cabinet. Rubber band them together and place in clerical area. * Keep 4 months in designated clerical area.				

Related Documents

- *Removing Accessions from Transport List*
- *Reprinting a Tracking List*
- *Troubleshooting Tracking Issues for Send Outs*
- *Appendix A: Tracking codes for SRMC to affiliate sites*

Continued on next page

Sample Preparation for Transport to a Sutter Affiliate, Continued

Appendix A Tracking Codes for SRMC to affiliate sites

Tracking Location		Tracking Codes	TEMP/Bag Color
SMF Micro Lab (Sacramento)	Inpatient (RVML)	RVMCFG (Refrigerated)	Frig/Green bag
		RVA1CF	Frig/Green bag
		RVSSRT (Micro Bucket)	RT/Clear bag
		RVSSFG	Frig/Green bag
	Outpatient (SSR07)	R7MCRT	RT/Clear bag
		R7MCFG	Frig/Green bag
		R7A1CF	Frig/Green bag
		R7SSRT	RT/Clear bag
		R7SSFZ	Frozen/Blue bag
		R7SSFG	Frig/Green bag
Sutter Medical Center, Sacramento	Flow Cyto (RVML)	RVGNFL	RT/Clear bag
	Inpatient (RVML)	RVGNFZ	Frozen/Blue bag
		RVGNNF	Frig/Green bag
	Outpatient (SSR07)	R7GNFL	RT/Clear bag
R7GNNF		Frig/Green bag	
Shared Lab Livermore (LV)	Inpatient (RVML)	RVMCRM (Pink/Micro – RT)	RT/Pink bag
		RVMCRF (Pink/Micro – Refrig)-URC	Frig/Pink bag
		RVRTL (RT non-micro to LV)	RT/Clear bag
		RVFZLV (Frozen non-micro to LV)	Frozen/Blue bag
		RVRFLV (Molecular Refrig to LV)	Frig/Green bag
SS to Livermore (LV)	Outpatient (SSR07)	R7MCRM (Pink Bag – RT)	RT/Pink bag
		R7MCRF (Pink – Refrig) - URC	Frig/Pink bag
		R7LVFG	Frig/Green bag
Shared Lab Livermore (LV)	Quantiferon Only (TBSC)	RVTBLV	Frig/Green bag
QUEST	Inpatient Only (RVML)	RVQFG1	
		RVQFG2	
RVQFG3			
RVQFG4			
RVQFG5			
RVQFG6			
RVQFG7			
RVQFG8			
RVQRT1			
RVQRT2			
		RVQFZ1	
		RVQFZ2	
	Outpatient (SS)	R7SSFZ (Frozen)*	*Route to SMF Micro
		R7SSFG (Refrigerated)*	to be sent to Quest
Mayo	Inpatient (RVML)	• RVMAYO	

End