CERNER TRAINING MANUALS

TRANSFER SPECIMENS

Seton Healthcare Family

Contents

Introduction **1**

Getting Started **3**
- Status 3
- Route 4

Create a Transfer List **5**
- List Build 5

Updating Transfer Lists **9**
- Adding or Removing Containers 9
- Deleting a Transfer List . 10
- Transferring Transfer Lists 11

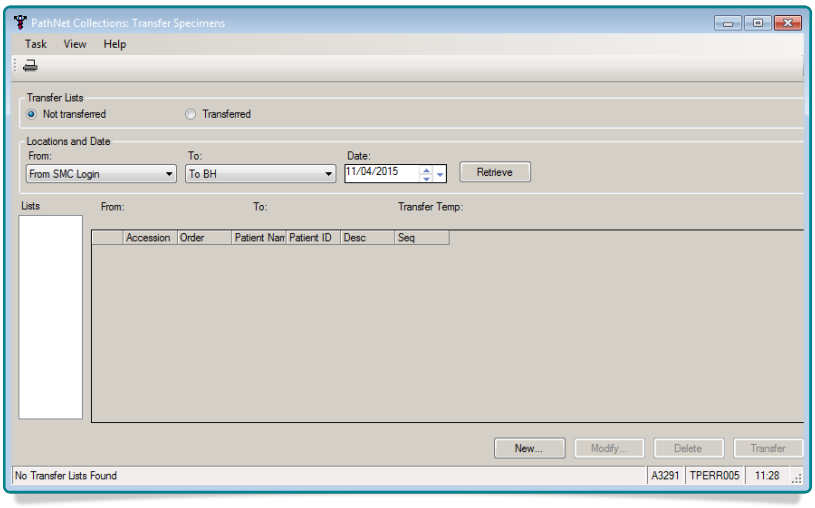
Troubleshooting **13**
- I Can’t Find a Container 13
- I Can’t Find a List 15

Introduction

When testing is performed at another facility, it needs to be Transfered in Cerner before it's picked up by the currier.

This process tells Cerner that the sample is one its way from the one location to the next. It will update the sample status in Container Inquiry and help with specimen tracking.

Open Transfer Specimens by clicking the icon from the App-Bar.[1]

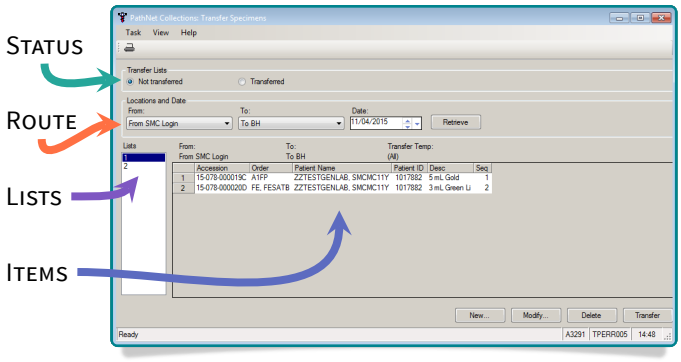


Transfer lists can be thought of as a log of samples going from one location to another.

[1] Refer to the App-Bar Procedure if you need help adding it.

Getting Started

This section will discuss the main window and how to read it.



Status: changes which Transfer Lists are viewed.[2]

Route: is used to define the Source, Destination and Date.

Lists: shows the lists meeting the criteria set in **Status** and **Route**.

Items: shows the Containers on the selected List.

[2] Transfered vs Not Transfered

Status

When a Transfer List is created, its state will be Not Transfered. The list can be modified or deleted.

When the samples are picked up by the currier, the list needs to be Transfered. This will put it in a Transfered state.

Finally, when the samples have been Logged-in to the destination the Transfer List will be cleared.

Table 2: Transfer List States

States	What It Means
Not Transferred	The samples are still at the original lab.
Transferred	The sample is in route to the destination.
Cleared	The samples have arrived at the destination.

Route

When viewing Transfer Lists, these options are used to define which lists are displayed.

From: Your current location.[3]

To: The destination.[4]

Date: The date the Transfer List was Created.

⚠ **IMPORTANT:** The **From** location is where you are sending the sample. *e.g. If the test is performed by Arup, but needs to go to* BH Referrals *first, use* **BH referrals** *as the* Destination.

[3] Always choose the option beginning with **From**.

[4] *e.g.* To BH, To BH Micro, To BH Referrals, *etc…*

Create a Transfer List

There are two ways to build Transfer Lists: List Build and Manual Build.

List Build will allow you to choose from the containers which need to be sent.

Manual Build allows you to build a list by scanning the containers.[5]

[5] This method is the best way to make sure the list is accurate.

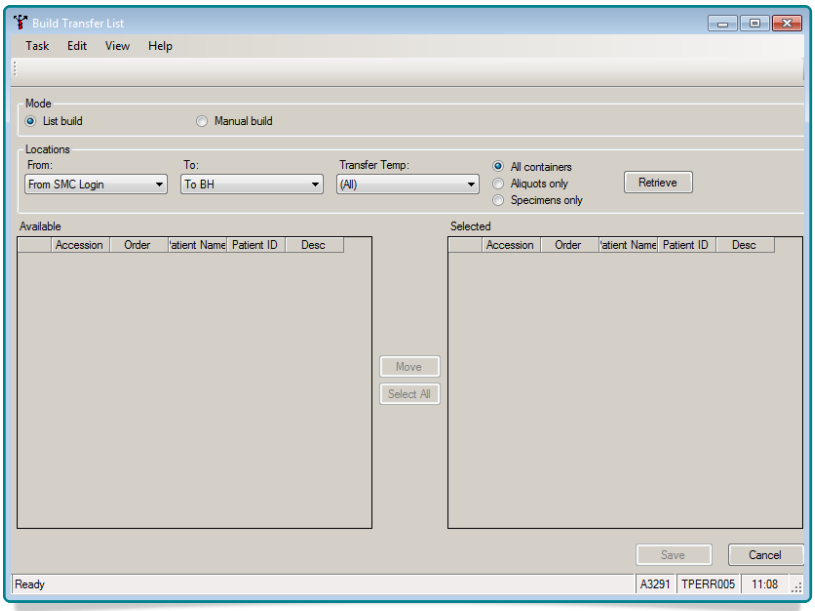
List Build

Open Transfer Specimens by clicking the icon from the App-Bar.[6]

[6] Refer to the App-Bar Procedure if you need help adding it.

Click New... [7]

[7] Bottom right corner of the screen.



Select List Build mode.

Select the **From Location** from the following options:

- From Bertram
- From BH Login
- From Burnet OP
- From DC Login
- From Kingsland
- From Kozmetsky
- From Lampasas
- From Lockhart
- From Lockhart S
- From Marble Fal
- From McCarthy
- From SEBD Login
- From SHC Login
- From SHL Login
- From Shoal Crk
- From SMC Login
- From SNW Login
- From Sp Childr
- From SSW Login
- From SWC Login
- From Topfer

Select the **To Location**.[8]

⚠ **IMPORTANT:** The selection must begin with the word **To**. The most common choices will be: To BH, To BH Referrals and To BH Micro.[9]

Click Retrieve

From Available

	Accession	Order	Patient Name	Patient ID
1	15-264-000058A	BUNU	TESTING, NOTWC	1017792
2	15-293-000039A	HBA1C	TEST, VON TESTINGSTON	603834200
3	15-293-000042D	RPR	TEST, VON TESTINGSTON	603834200
4	15-308-000015A	HBA1C	TEST, VON TESTINGSTON	603834200
5	15-308-000018A	TSH	TEST, VON TESTINGSTON	603834200
6	15-309-000033A	CEA	ZZTEST, SUT15AOREG1	1017816

Select the containers to be added to the list.[10]

Click Move > to add the containers to the new list.[11]

To Selected

	Accession	Order	Patient Name	Patient ID	
1	15-293-000042D	RPR	TEST, VON TESTINGSTON	6038342000	3 ml
2	15-308-000015A	HBA1C	TEST, VON TESTINGSTON	6038342000	3 ml
3	15-308-000018A	TSH	TEST, VON TESTINGSTON	6038342000	3 ml

[8] This is the location the currier will be delivering the samples.

[9] The other options are there for the referrals department.

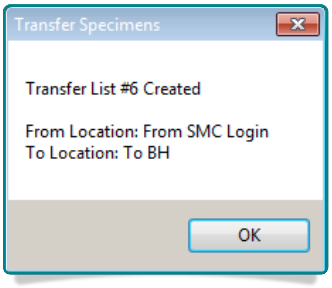
This pulls up a list of samples which are available to be sent to the destination.

info: The **TSH** is listed here because it was manually **Re-Routed** to Brackenridge using Pending Inquiry.

[10] Pressing ⌨ **Ctrl** while Clicking allows you to select multiple containers.

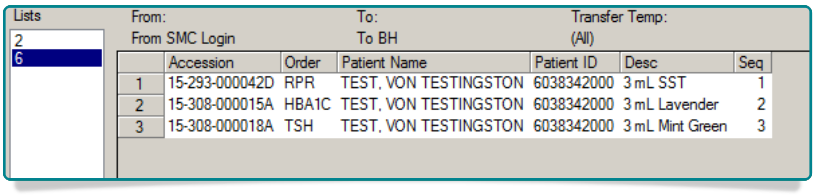
[11] The samples will move to the new list, and are no longer available to be put an another list.

Click Save when finished.



Click OK

THE NEW LIST now appears in the LISTS AREA and its containers can be viewed when clicked.



Updating Transfer Lists

Transfer lists which have not been **Transfered** can be modified. This means containers can be added or removed from the list.

Adding or Removing Containers

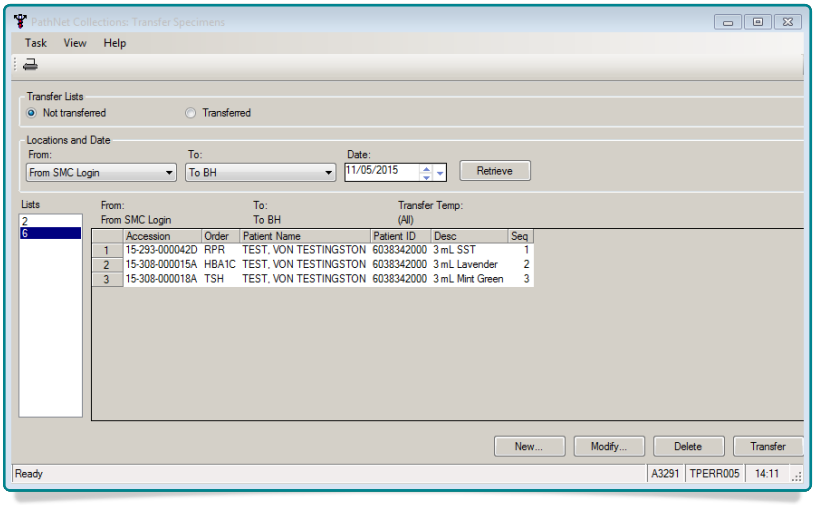
Select **Not Transfered** from the **Transfer List** options.

Select the **From Location**.

Select the **To Location**.

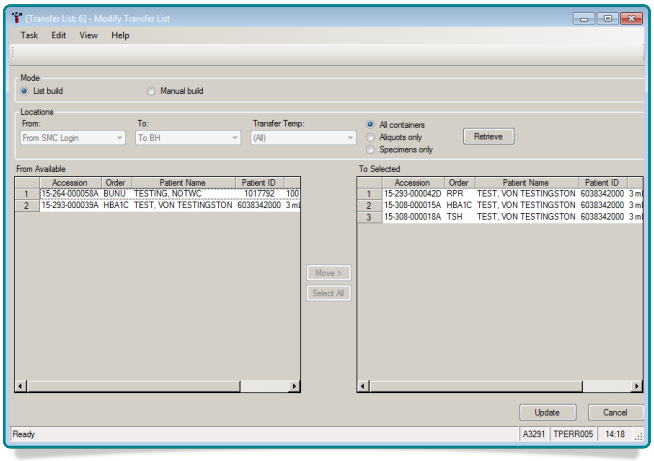
Update the **Date**.

Click



Select the list to modify.

Click Modify...



Move any containers to or from the list.

info: Removing an item from a transfer list will make it available to be put on another list.

Click Update when finished.

Deleting a Transfer List

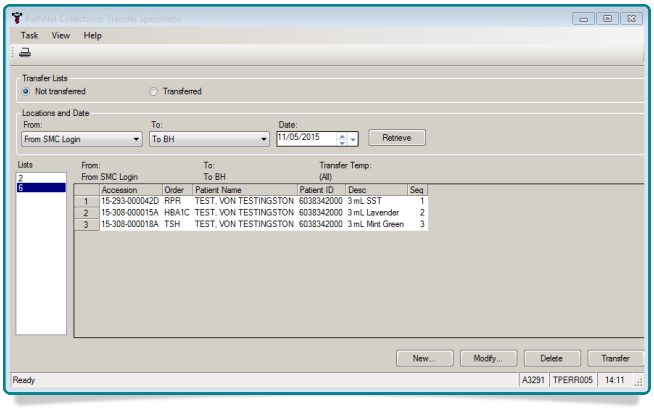
Select **NOT TRANSFERED** from the TRANSFER LIST options.

Select the **FROM LOCATION**.

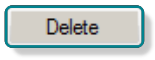
Select the **TO LOCATION**.

Update the **DATE**.

Click Retrieve



Select the list to delete.

Click 

⚠ WARNING: THE TRANSFER LIST WILL INSTANTLY BE DELETED, BUT FRET NOT, IT CAN EASILY BE RECREATE IT IF NEEDED.

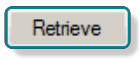
Transferring Transfer Lists

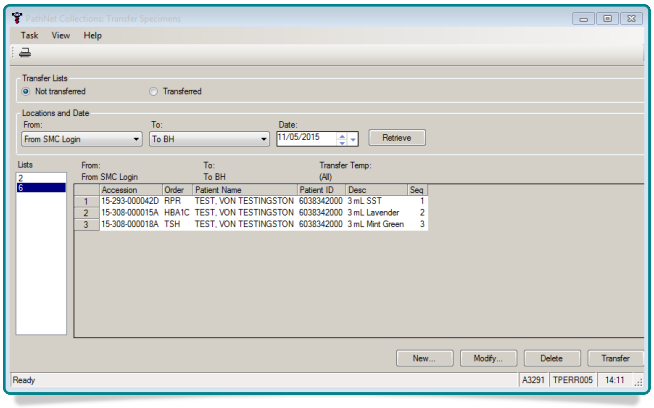
Select **NOT TRANSFERED** from the TRANSFER LIST options.

Select the **FROM LOCATION**.

Select the **TO LOCATION**.

Update the **DATE**.

Click 



Select the list to transfer.

Click Transfer

View Transferred Lists

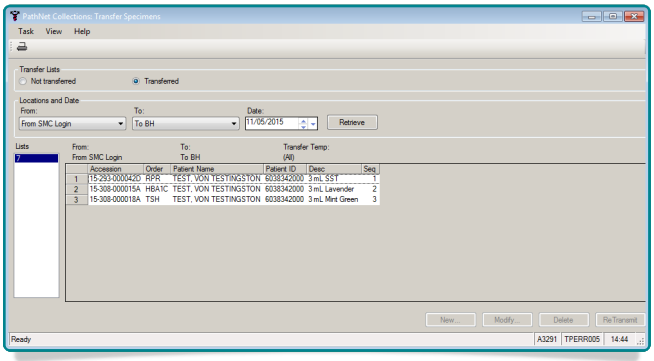
Select **TRANSFERED** from the TRANSFER LIST options.

Select the **FROM LOCATION**.

Select the **TO LOCATION**.

Update the **DATE**.

Click Retrieve

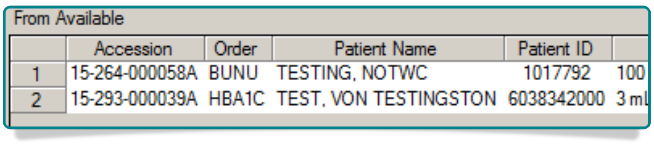


Troubleshooting

Transfer Specimens can be a confusing application. This section will break down into two groups: **I Can't Find a Container** and **I Can't Find a List**.

I Can't Find a Container

Three things can prevent a container from appearing in the Available Containers List.

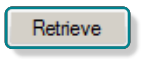


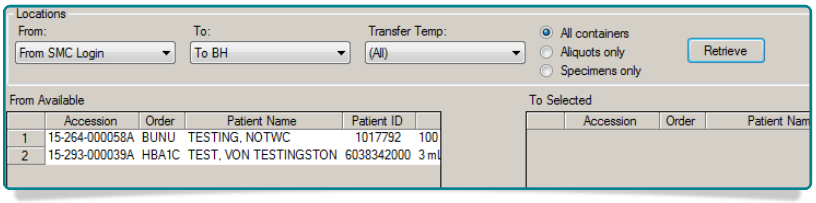
Check the List Options

Many times, this issue is caused because either the **To Location, From Location** or Date are incorrectly entered.

Sometimes, it can be caused because a **Transport Temperature** is set incorrectly.[12]

[12] Setting this to all is a way to make sure that's not the issue.

- *Check* the **From** Location.
- *Check* the **To** Location.
- *Select* **(All)** in the **Transfer Temp:** dropdown.
- *Select* **All Containers**
- *Click* 



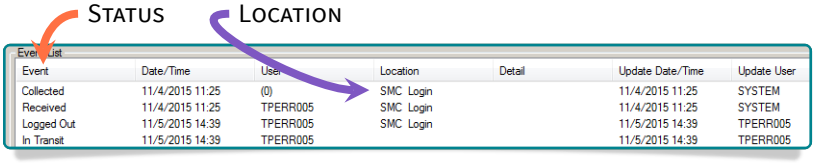
Check Container Status

Open Container Inquiry.

Enter the accession number in the ACCESSION field.

Check the status of the sample.[13]

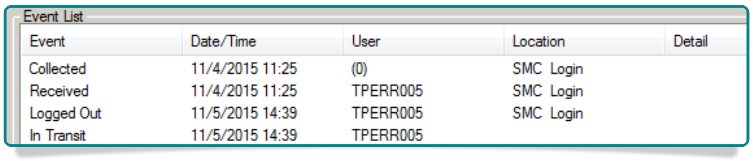
[13] Is the sample received at your laboratory?



THE MOST RECENT status should be **RECEIVED**, and the location should be your **LOGIN LOCATION**.

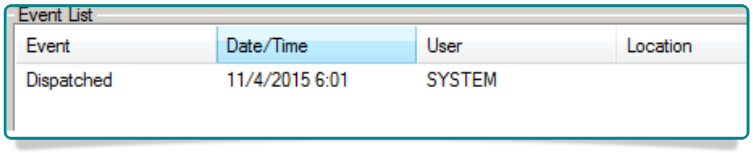
SAMPLE ALREADY SENT:[14]

[14] This tells us that the sample already placed on a TRANSFER LIST.
Nothing needs to be done.



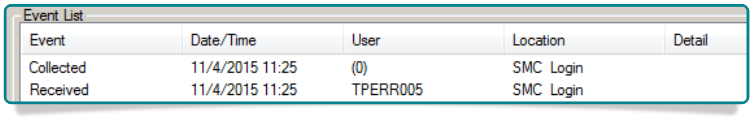
SAMPLE HASN'T BEEN RECEIVED:[15]

[15] The last STATUS is not "Received" at "SMC Login."
This sample needs to be LOGGED-IN using Specimen Log-in.



THIS IS A **GOOD** STATUS:[16]

[16] We may need to check the **ROUTING**.



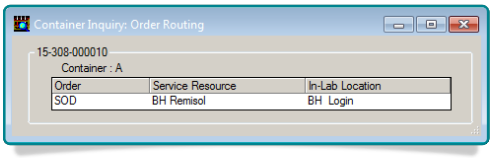
Check the Routing

Open Container Inquiry.

Enter the accession number in the ACCESSION field.

Right Click the on the container.

Select **SHOW ROUTING**



MAKE SURE THE **IN-LAB LOCATION** fits with the DESTINATION you're trying to set.[17]

[17] For this example, it would not appear if **BH REFERRALS** was set as the destination in TRANSFER SPECIMENS.

I Still Can't Find the Container

If all of the above options fail, try re-logging the sample into the laboratory.

Open Specimen Log-in

Scan the barcode of the sample.

Set the location to your laboratories LOG-IN LOCATION.

Click the Log-in Button.

THE REASON THIS *may* work is because the sample may have been placed on a transfer list that cannot be easily found.

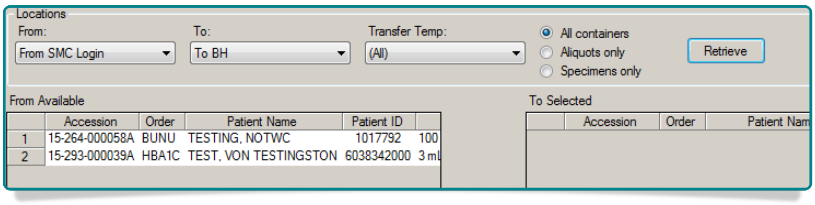
I Can't Find a List

Check the List Options

Many times, this issue is caused because either the **TO LOCATION, FROM LOCATION** or DATE are incorrectly entered.

Check the **FROM** Location.

Check the **To** Location.

Check the **Date**.

Click Retrieve