SPECIMEN LOG-IN

**Seton** Healthcare Family

CONTENTS

INTRODUCTION

Specimen Log-in is the application used to update sample locations within Cerner. This application will most commonly be used to log-in samples which have been collected by the floors.

Specimen Log-in is also used to log-in "Transfer Lists" sent by other facilities.

Cerner will not allow orders to be resulted until they have been LOGGED-IN to the testing laboratory. In most cases, the instruments will not know which tests to perform.

OPEN Specimen Log-in by clicking the ![icon] icon from the App-Bar.
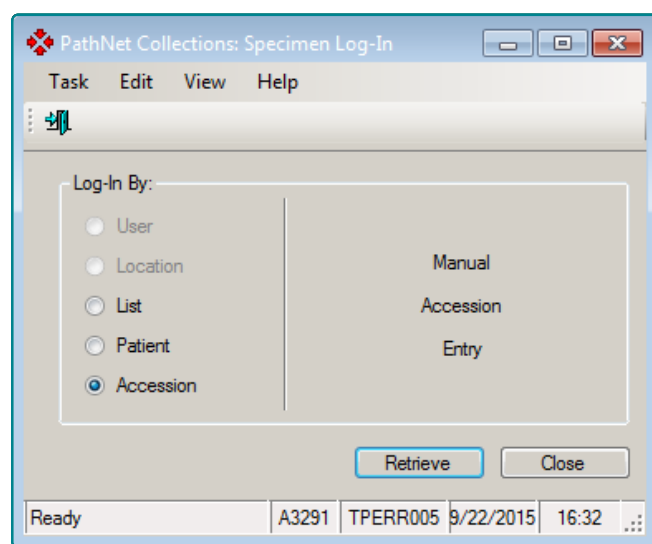
THERE ARE THREE way's samples can be logged-in:

LIST: Log-in an entire list. Either a *Collection List*, or a *Transfer List*

PATIENT: This is to log samples in using a Patient Identifier. In *most* cases, this method is not recommended,[1] so it will not be discussed in this procedure.

[1] However, it may be useful for sites where the Laboratory collects samples.

ACCESSION: Log-in samples using the Accession Number.[2] 📖 Refer to: LOG-IN BY ACCESSION NUMBER *pg. 5*.

[2] *i. e. Scanning the bar-code.*

Getting Started

The first time opening Specimen Log-in, it's a good idea to modify the default values.

🖥 *Open* Specimen Log-in by clicking the ⬛ icon from the App-Bar.

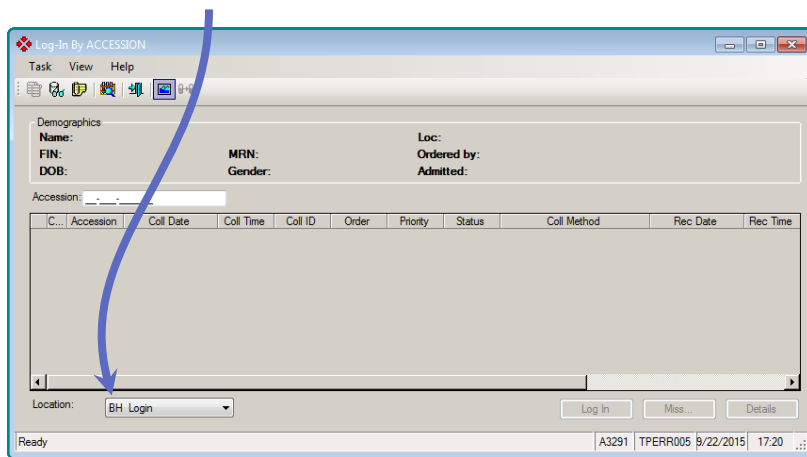🖥 *Select* "Accession" from the "Log-in By" options.

🖥 *Click* [Retrieve] to open "Log-In By ACCESSION."

Setting Location

The most important setting in Specimen Log-in is the LOCATION. In most cases, the location will be set to your laboratory's LOG-IN LOCATION.

Fun Fact: Most LOG-IN related mistakes come from this being set to the wrong location.

LOCATION

- BH Login
- DC Login
- SEBD Login

- SHC Login
- SHL Login
- SMC Login

- SNW Login
- SSW Login
- SWC Login

e. g. Dell's log-in location is "DC Login."

Of course, there are exceptions. Some departments will require an alternate Log-in Location *e.g. Microbiology, Blood Bank, etc....* Departments which require special log-in locations should provide that information.

> ⚠ IMPORTANT: This setting is "Sticky" and there is no "Default" value. If you temporarily change it from your normal log-in location,[3] it needs to be changed back.[4]

[3] *e.g. Receiving microbiology samples.*

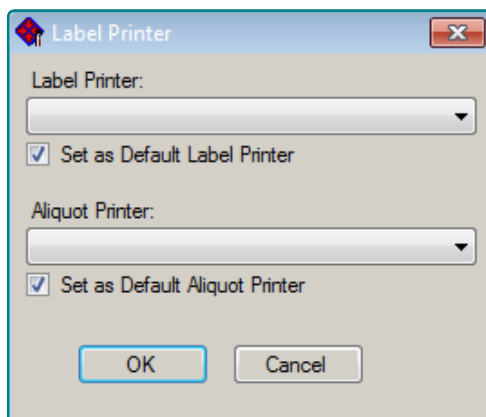[4] This will be a common mistake for people starting out.

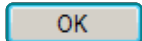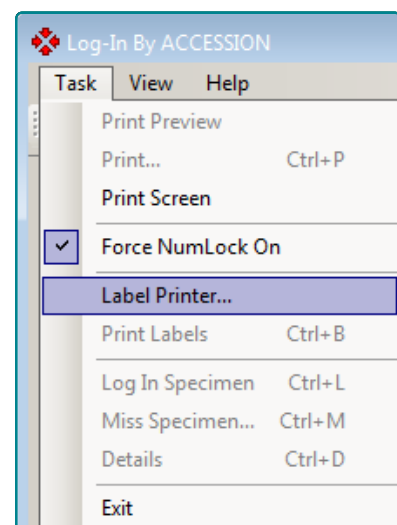🖵 *Select* your LOG-IN LOCATION from the drop-down menu.
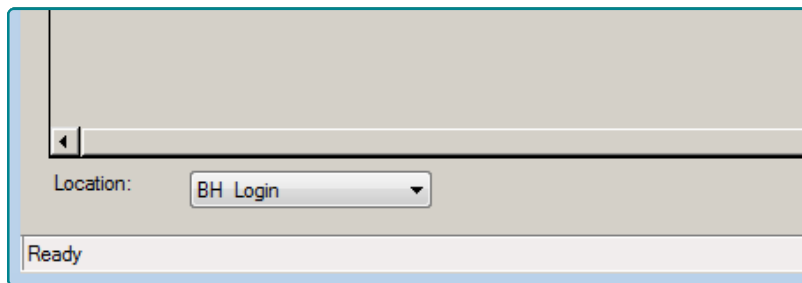
SETTING DEFAULT PRINTERS

🖵 *Click* TASK from the menu-bar.

🖵 *Select* LABEL PRINTER...

🖵 *Set* both drop-down menus to the nearest label printer.

Note: To save the settings temporarily, ☐ Uncheck the SET AS DEFAULT... *options.*

🖵 *Click* OK to save the settings.

Log-in By Accession Number

Log-in by Accession Number is used to log-in samples using the *barcoded* label on the specimen container.

Understanding the Spreadsheet

The Specimen Log-in spreadsheet lists the containers which have been scanned to log-in.

C...	Accession	Container	Order	Coll Date	Coll Time	Coll ID	Order	Priority	Status	Coll Method	Rec D
☑	15-268-000019										
☑		A : 3 mL Lavender									
☑			CBC	10/1/2015			CBC	RT	Dispatch	Venous Draw	10/1/2
☑		D : 5 mL Blue									
☑			D-Dimer	10/1/2015			D-Dimer	RT	Dispatch	Venous Draw	10/1/2
☑			PTT	10/1/2015			PTT	RT	Dispatch	Venous Draw	10/1/2
☑			PROTIM	10/1/2015			PROTIM	RT	Dispatch	Venous Draw	10/1/2
☑			FIB	10/1/2015			FIB	RT	Dispatch	Venous Draw	10/1/2
☑	15-274-000041										
☑		A : 100 mL Urine Cup									
☑			UAS	10/1/2015	18:29		UAS	RT	Collected	Bag Collection	10/1/2

In this example, three containers have been scanned. Container **A** and **D** of one accession number and container **A** of another.

The rows are grouped by accession numbers and Containers.
    As explained in 📖 accession numbers, accession numbers can have multiple containers.

Under each accession number are the containers which have been scanned.[5]

[5] In the example above we can see that for *accession number* **15-268-000019**, container **A**, and **D** have been scanned.

Under each container are the orderables associated with it.

This image shows the two containers, and their orders.

Check-boxes

Each row contains a check-box. By default, they are ☑'d. These can be used to pick which containers are Logged-in.

Selected ☑: The orderable or container is selected for an action.[6]

De-selected ☐: The orderable or container is not select for an action.

Disabled ☑: The orderable or container has been Logged-In.

After a container has been Logged-in, the check-box will become Disabled and it can no longer be modified.

[6] *e. g. Log-in, Miss…The two main functions.*

📓 Refer to: Refreshing Data *pg. 15* for information on clearing these containers.

Log-in Accessions Procedure

Open Specimen Log-in by clicking the 🔷 icon from the App-Bar.

🖥 *Select* Accession from the Log-in By options.

🖥 *Click* [Retrieve] to open Log-In By ACCESSION.
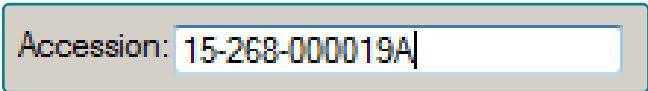
🖥 *Check* that your Log-in location is set appropriately.

🖥 *Click*   on the ACCESSION entry field.[7]
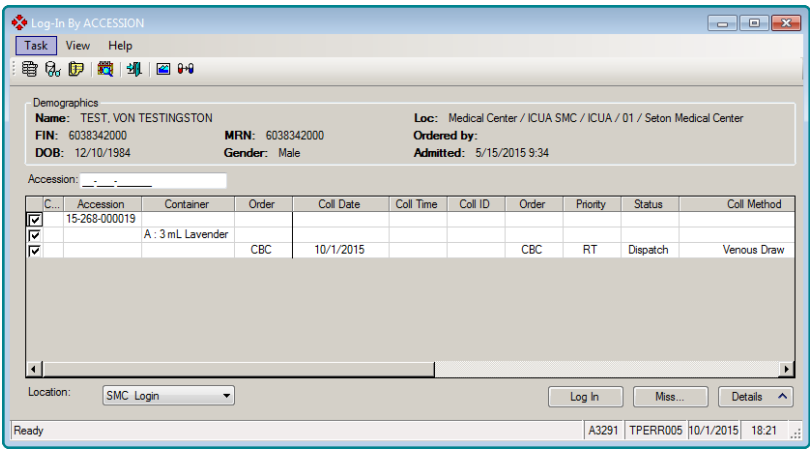
Accession: |_ -_ -_

🖥 *Scan*   the bar-code of the container.

Accession: 15-268-000019A|

> ⚠ **IMPORTANT:** While, the accession number can be manually entered, it's not recommended. Accidentally omitting the container identifier will cause uncollected containers to be received in error.

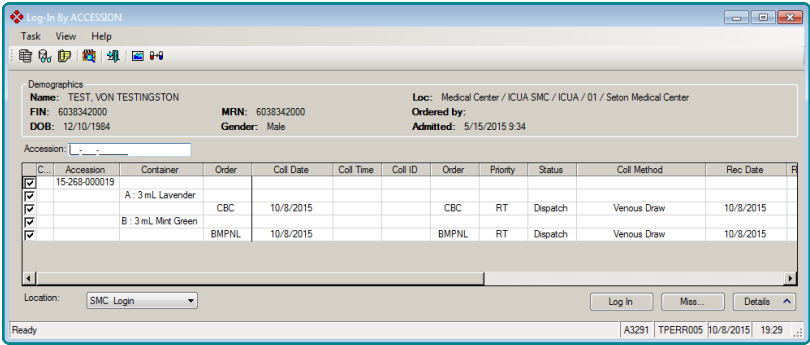Besides, scanning the tubes is much easier and faster.

SPECIMEN LOG-IN WILL update with the container scanned.

> ⚠ **IMPORTANT:** If the accession number has multiple containers,[8] scan them as well. Otherwise, only the scanned container will be logged-in.

Updating Collect Information
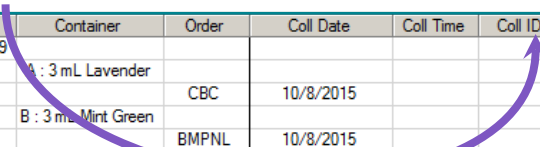
> ⚠ **IMPORTANT:** This information should be entered at the time of collection. If it hasn't, the collecting personnel should be notified and instructed to enter it.

IF NEEDED, the collection information can be updated. This should only be done for outreach samples or if there are extenuating circumstances.

> **info:** The following instructions will update all the containers.[9] If only one value needs to be update 🗐 Refer to: **Modifying a Single Container** *pg. 15.*

[9] Except the ones which have already been LOGGED-IN. Their check boxes will be disabled ☐.
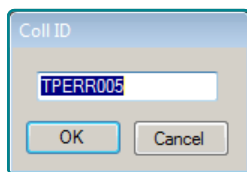
🖥 *Click* the COLL ID COLUMN HEADER.
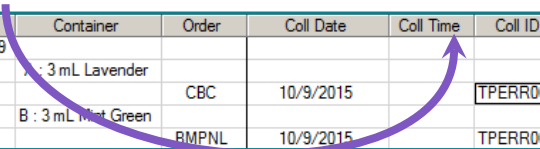
C...	Accession	Container	Order	Coll Date	Coll Time	Coll ID	Order
☑	15-268-000019						
☑		A : 3 mL Lavender					
☑			CBC	10/8/2015			CBC
☑		B : 3 mL Mint Green					
☑			BMPNL	10/8/2015			BMPNL

🖥 *Enter* the USER-NAME[10] of the person who collected the sample.

[10] This needs to be the Cerner Username. Generic names exist for outside facilities.

Coll ID

TPERR005

OK   Cancel

🖥 *Click* the COLL TIME COLUMN HEADER.

C...	Accession	Container	Order	Coll Date	Coll Time	Coll ID	Order
☑	15-268-000019						
☑		A : 3 mL Lavender					
☑			CBC	10/9/2015		TPERR005	CBC
☑		B : 3 mL Mint Green					
☑			BMPNL	10/9/2015		TPERR005	BMPNL

🖥 *Enter* the COLLECTION TIME using a 24h format.[11]

[11] This needs to be earlier than the RECEIVE TIME which defaults to Now.

🖥 *Click* the Coll Date Column Header.
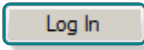
🖥 *Enter* the Collection Date using a mm/dd/yyyy format.[12]

🖥 *If Needed, Hit* ⌨ Ctrl+B to print the labels.

🖥 *Click* [Log In] to Log-in[13]

At this point, the samples have been Logged-in. Those containers will remain in the window until it is refreshed.

The Miss Button

Please ignore this button. As of right now it doesn't fit into our work flow.

LOG-IN BY LIST

Samples sent from other facilities need to be LOGGED-IN to the testing laboratory before they can be resulted.

Log-in by List is used to LOG-IN all of the samples contained on a COLLECTION or TRANSFER LIST. This section discusses that process. However, there is a better way to LOG-IN entire lists at the end of this section.

> info: The recommended way to Log-In lists is by using LOG-IN BY ACCESSION, then use LOG-IN BY LIST to confirm that all the samples have arrived.
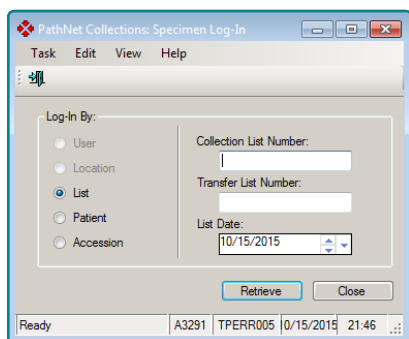> 📖 Refer to: RECOMMENDED PROCEDURE *pg. 13* for more information.

This will save a considerable amount of time, while also providing a quick and accurate way of verifying that all the samples have arrived.

OPEN Specimen Log-in by clicking the 🔷 icon from the App-Bar.
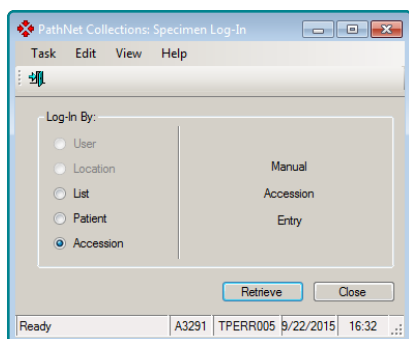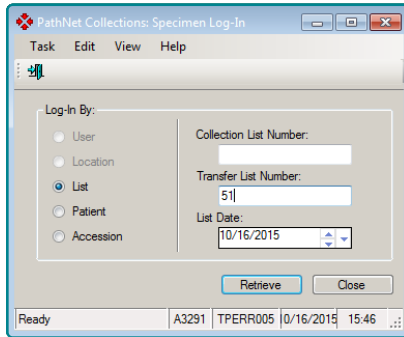

🖥 *Click* the LIST option.

🖥 *Enter* the COLLECTION or TRANSFER LIST NUMBER.[14]

[14] Using the appropriate text box.

🖥 *Update* the List Date.[15]

[15] This is the date that the list was created.
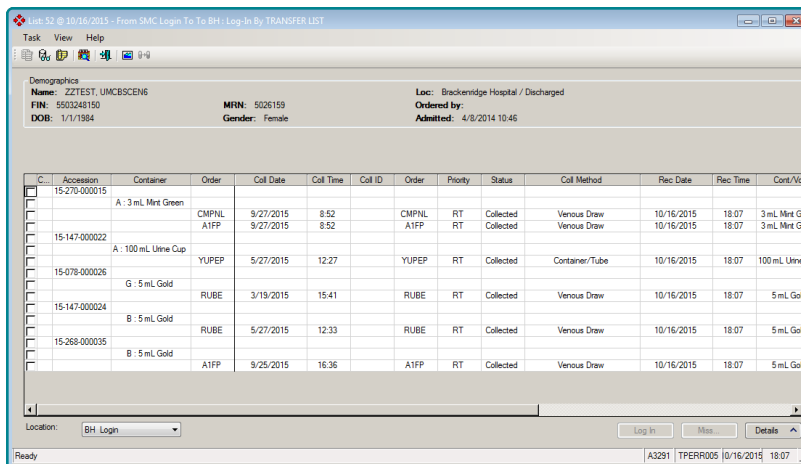
🖥 *Click* **Retrieve**

The Log-In By Transfer List window will open and the containers of the list will populate the Spreadsheet.[16]

[16] 📖 Refer to: Understanding the Spreadsheet *pg. 5* for more information.

🖥 *Compare* the list of containers on the Spreadsheet with the containers received.[17]

[17] This process is time consuming. 📖 Refer to: Recommended Procedure *pg. 13* for a quicker, and more accurate method.

🖥 *Check* ☑ the containers received.[18]

[18] Don't ☑containers if they have not been sent. These samples are considered "Missing."

🖥 *Click* **Log In** to Log-in.[19]

[19] ⌨ *Hotkey:* **Ctrl+L** *will also work.*
info: If you get a pop-up asking about "Separate Collections" 📖 Refer to: Separate Collections *pg. 18*.

List Pop-Up Alerts

Log-in By List has two Pop-Up boxes it will display.

LIST NOT FOUND will be displayed if it cannot find a list with that number, for that date.

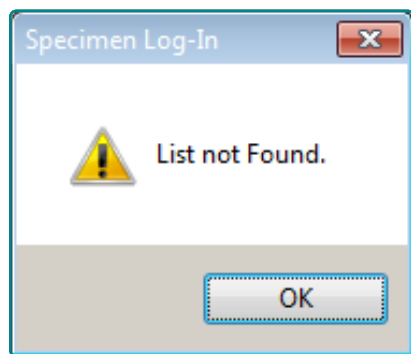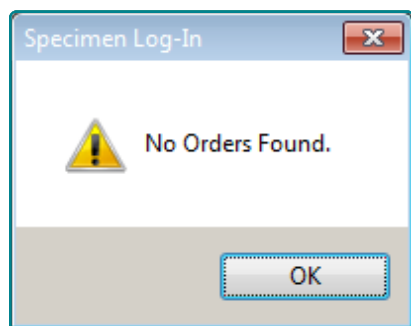WHAT IF THE LIST EXISTS? There are three things that can cause this Pop-Up:

WRONG TYPE: The LIST NUMBER was entered into the wrong field.[20]

WRONG DATE: The DATE FIELD does not have the correct date.

WRONG NUMBER: The LIST NUMBER was not entered correctly.

NO ORDERS FOUND will be displayed if all of the containers for a list have been LOGGED-IN.

THIS MEANS all the samples have been LOGGED-IN. The list is now "Empty."

RECOMMENDED PROCEDURE

This method eliminates the need to manually compare the TRANSFER LIST with the containers received.

It will save a considerable amount of time, and as long as the barcode scanners are used, it will identify any missing samples.

[20] *e. g. A Transfer List Number was entered into the Collections List field.*

🖥️ *Log-in*   each container using **Log-in By Accession**.
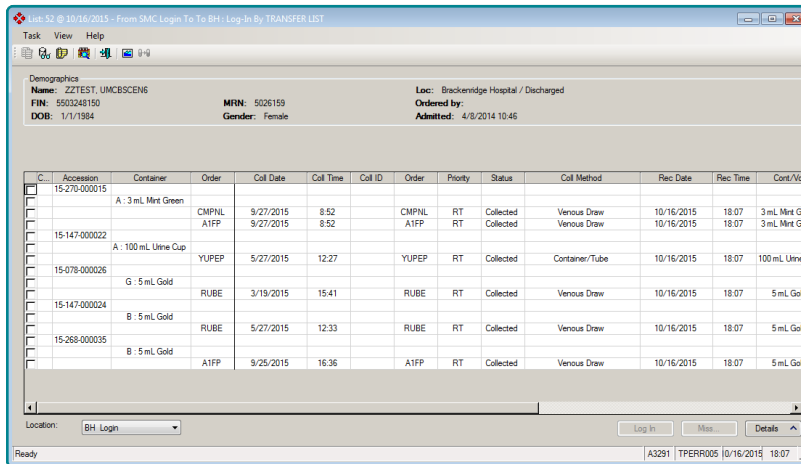
🖥️ *Attempt*   to Log-in the List using **Log-in By List**.

If there are no missing samples, Log-in By List will display an alert.
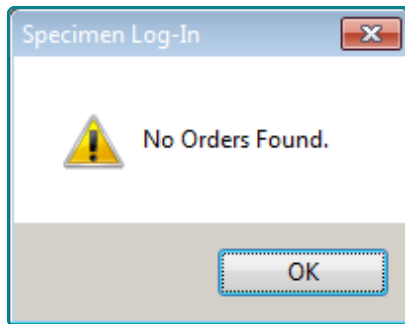
⚠️ *WARNING: This alert looks dangerously close to the* **List Not Found** *alert.*

If samples are missing, the Log-In By Transfer List window will open and the missing containers will populate the Spreadsheet.

These samples may have been missed during the initial Log-in process, or they may still be at their site of origin. Either way, it's time for some detective work.

TIPS AND TRICKS

Here are some Specimen Log-in tips. Knowing these functions can save time, and simplify your work-flow.

MODIFYING A SINGLE CONTAINER

If only one value needs to be modified, it can be done by clicking on its cell in the SPECIMEN LOG-IN SPREADSHEET.

The downside to this method is the collection information needs to be updated for each orderable. This can be time consuming.

	C...	Accession	Container	Order	Coll Date	Coll Time	Coll ID	Order
	☑	15-268-000019						
	☑		D : 5 mL Blue					
	☑			D-Dimer	10/15/2015			D-Dimer
	☑			PTT	10/15/2015			PTT
	☑			PROTIM	10/15/2015			PROTIM
	☑			FIB	10/15/2015			FIB

REFRESHING DATA

After the samples have been LOGGED-IN, they will remain in the SPECIMEN LOG-IN SPREADSHEET. While they don't need to be removed before continuing with other samples, it is a good idea to periodically clear them out.

🖥 *Click* the REFRESH DATA[21] icon from the toolbar.

[21] The glasses and cup.

⚠ **IMPORTANT:** This will only remove samples which have been **Logged-in**.[22] Unfortunately, you can't remove samples that have not been **Logged-in** or **Missed**[23] without closing the window and re-opening it.

[22] Their Check-boxes will be disabled.

[23] Sorry.

PRINTING LABELS

Before samples have been LOGGED-IN, the labels can be quickly reprinted.

🖥 *Hit* ⌨ **CTRL+B**

Keyboard Shortcuts

Specimen Login Shortcuts

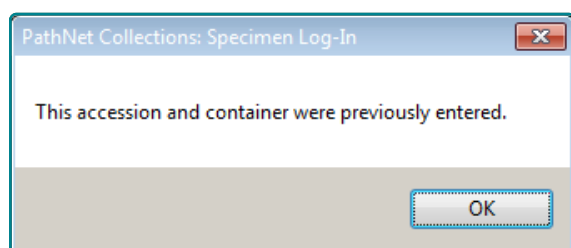| ⌨ Ctrl+L	Log In Selected Specimen
⌨ Ctrl+B	Print Labels

Table 1: ⌨ Specimen Login Keyboard Shortcuts

TROUBLESHOOTING

PREVIOUSLY ENTERED

If a container is currently in the SPECIMEN LOG-IN SPREADSHEET it cannot be scanned in.

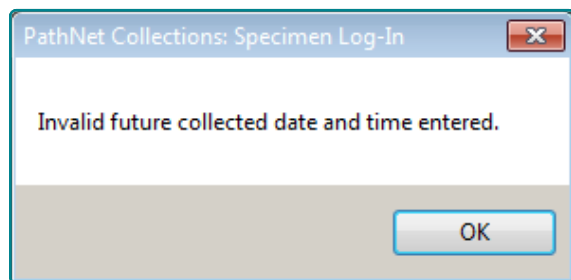This is one of the most frustrating things about Specimen Log-in.

To FIX this, the SPREADSHEET needs to be refreshed. 📖 Refer to: REFRESH-ING DATA *pg. 15* for information on how that is done.

INVALID COLLECTION TIME

Cerner will not accept COLLECTION TIMES that are more recent than the RECEIVED TIME.

Sorry time travelers.

To FIX this, simply:

🖥 *Correct* the times to their actual values to continue.

Separate Collections

Occasionally, containers will be collected at different times.[24]

Since the containers have their own collection information, this is acceptable. Cerner will display a *friendly* alert asking if this is correct.

If the information is correct:[25]

🖥 *Click* the [Yes] button.

If the samples were collected at the same time:

🖥 *Click* the [No] button.

> ⚠ **WARNING:** *This option will apply the collection information from the first container to the container you're trying to Log-in. Only do this if you've entered the wrong collection time in the previous steps.*

I've Logged a Sample into the Wrong Location

Don't Panic! Simply log it into the correct location.