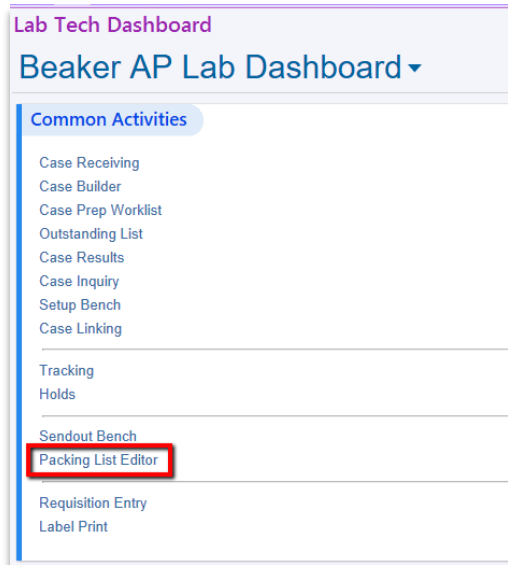


AP Packing List Guide:

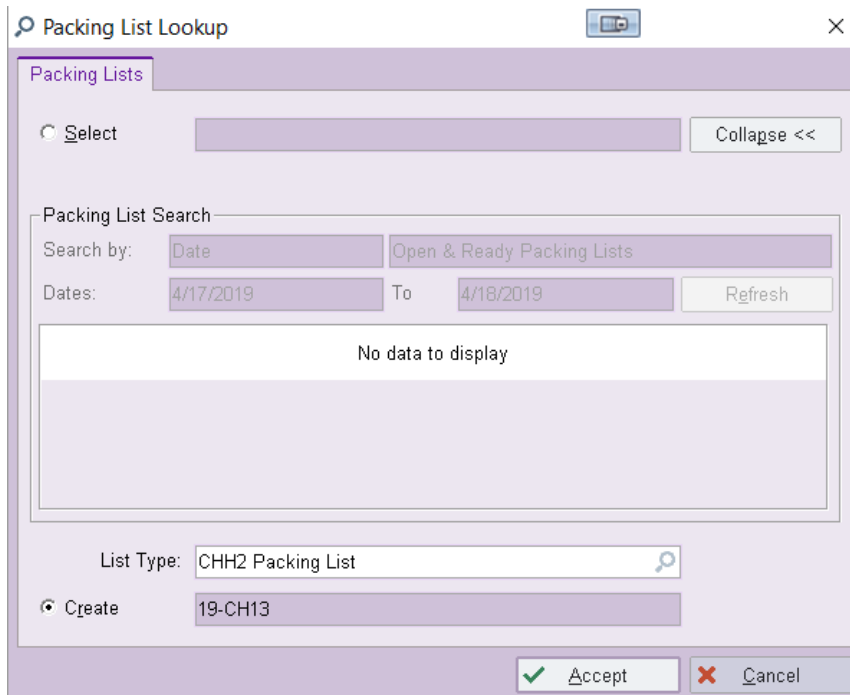
Specimens from CHH2 to DH or DH to CHH2:

Creating a Packing List After Accessioning, Frozen, or Grossing:

1. To send a specimen from CHH2 to DH, you need to click on the Packing List Editor from your dashboard:



2. Choose a List Type of CHH2 if you're logged into Surgical Pathology and need to send something to CHH, choose a list type of Surgical Pathology (DH) if you're logged into CHH2 and need to send something to Surg Path/DH.



List Type:

Create

- In the Packing List Editor, you can scan all the blocks/specimens/slides you are sending to DH or you can enter the case number and remove the items you aren't sending.

Scanning (example is the specimen):

Packing List Editor

Documents | Labels | Select Tests | Ready → Picked Up → Void Packing List → Trigger Interface | Sendout Bench

Pos	Container	Tests on Packing List	Test IDs
1	SP19-00107 A	SURGICAL PATHOLOGY	
2			

Destination:

Containers are needed back Internal External Both

Comments:

Tests to ship for SP19-00107 A

Test	Resulted	Test ID
<input checked="" type="checkbox"/> SURGICAL PATHOLOGY		SP19-00107 A

PL Short Snapshot

19-IN270 Type: OHSU INTER-LAB TRANSFER PACKING LIST

Created: 4/1/2019 Status: Open

From: LAB CHM2 To: Should be returned? Yes

Containers: 1

Container	Collected	Patient	Demographics	Test
1. SP19-00107 A	4/1/2019 1150	Beaker, Gladys (03440152)	F, 25 yrs	<input checked="" type="checkbox"/> Surg Path

Packing List Case Summary

Case	Specimens	Blocks	Slides
SP19-00107	1	0	0
Total	1	0	0

Entering in case number and pressing enter:

Packing List Editor

Documents | Labels | Select Tests | Ready → Picked Up → Void Packing List → Trigger Interface | Sendout Bench

Pos	Container	Tests on Packing List	Test IDs
1	SP19-00108		
2			

Packing List Editor

Documents | Labels | Select Tests | Ready | Picked Up | Void Packing List | Trigger Interface | Sendout Bench

Pos	Container	Tests on Packing List	Test IDs
1	SP19-00108 A	SURGICAL PATHOLOGY	
2	SP19-00108 A1	SURGICAL PATHOLOGY	SP19-00108 A
3	SP19-00108 B	SURGICAL PATHOLOGY	
4	SP19-00108 B1	SURGICAL PATHOLOGY	SP19-00108 B
5			

Destination:

Containers are needed back Internal External Both

Comments:

Tests to ship for <none selected>

PL Short Snapshot

19-IN270 Type: OHSU INTER-LAB TRANSFER PACKING LIST

Created: 4/1/2019 Status: Open

From: LAB CHH2 To: Should be returned? Yes

Containers: 4

Container	Collected	Patient	Demographics	Test
1. SP19-00108 A	4/1/2019 1217	Beaker, Perry The Platypus (03441279)	M, 21 yrs	<input checked="" type="checkbox"/> Surg Path
2. <input type="checkbox"/> SP19-00108 A1 BLOCK BIOPSY	4/1/2019 1217	Beaker, Perry The Platypus (03441279)	M, 21 yrs	<input checked="" type="checkbox"/> Surg Path
3. SP19-00108 B	4/1/2019 1217	Beaker, Perry The Platypus (03441279)	M, 21 yrs	<input checked="" type="checkbox"/> Surg Path
4. <input type="checkbox"/> SP19-00108 B1 BLOCK BIOPSY	4/1/2019 1217	Beaker, Perry The Platypus (03441279)	M, 21 yrs	<input checked="" type="checkbox"/> Surg Path

- This pulls in everything that exists on the case so far.

Packing List is Ready to Send:

1. Make sure your destination is correct. It will either be Surgical Pathology or CHH2

Packing List Editor

Documents | Labels | Select Tests | Ready | Picked Up | Void Packing List | Trigger Interface | Sendout Bench

Pos	Container	Tests on Packing List	Test IDs
1	SP19-00108 A	SURGICAL PATHOLOGY	
2	SP19-00108 A1	SURGICAL PATHOLOGY	SP19-00108 A

Destination: **SURGICAL PATHOLOGY**

Containers are needed back Internal External Both

2. Make sure the box with the test (Surgical Pathology in this example) is checked and shows in the column titled “Tests on Packing List”. **This is very important as it drives what resulting agency shows up on the result.**

Packing List Editor

Documents | Labels | Select Tests | Ready | Picked Up | Void Packing List | Trigger Interface | Sendout Bench

Pos	Container	Tests on Packing List	Test IDs
1	SP19-00108 A	SURGICAL PATHOLOGY	
2	SP19-00108 A1	SURGICAL PATHOLOGY	SP19-00108 A
3	SP19-00108 B	SURGICAL PATHOLOGY	
4	SP19-00108 B1	SURGICAL PATHOLOGY	SP19-00108 B
5	SP19-00107 A	SURGICAL PATHOLOGY	
6	SP19-00107 A1	SURGICAL PATHOLOGY	SP19-00107 A
7	SP19-00107 B	SURGICAL PATHOLOGY	
8	SP19-00107 B1	SURGICAL PATHOLOGY	SP19-00107 B
9	SP19-00107 C	SURGICAL PATHOLOGY	
10	SP19-00107 C1	SURGICAL PATHOLOGY	SP19-00107 C
11			

Destination: SURGICAL PATHOLOGY

Containers are needed back Internal External Both

Comments:

Tests to ship for SP19-00108 A

SURGICAL PATHOLOGY On Test SP19-00108 A

- If you can't check the box next to the test and part of the specimen has already been sent up, the test went with it. In this case, it is O.K. to send the container(s) on the packing list without the test checked. Example where the other blocks were sent initially, but block B3 was on the courier run after that:

Packing List Editor

Documents | Labels | Select Tests | **Ready** | Picked Up | Void Packing List | Trigger Interface | Sendout Bench


Pos	Container	Tests on Packing L...	Test IDs
1	HM19-00034 B3		
2			

Destination: SURGICAL PATHOLOGY

Containers are needed back Internal External Both

Comments:

Tests to ship for HM19-00034 B3


	MRD Bone Marrow	On Test	HM19-00034 B
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PL Short Snapshot

19-SP19 Type: Surgical Pathology (DH) Packing List

Created: 4/18/2019 Status: Open

From: LAB CHH2 To: SURGICAL PATHOLOGY Should be returned? Yes



Containers: 1

Container	Collected	Patient	Demographics	Test
1. <input checked="" type="checkbox"/> HM19-00034 B3 BLOCK	3/4/2019 1106	Bluth, George Oscar Sr. (03504427)	M, 65 yrs	

Packing List Case Summary

Case	Specimens	Blocks	Slides
HM19-00034	0	1	0
Total	0	1	0

3. Click "Ready" and a packing list will print. If you need to add containers, you can click "Unready" and add more containers.

Packing List Editor

Documents | Labels | Select Tests | **Ready** | Picked Up | Void Packing List | Trigger Interface | Sendout Bench

Pos	Container	Tests on Packing List	Test IDs
1	SP19-00108 A	SURGICAL PATHOLOGY	
2	SP19-00108 A1	SURGICAL PATHOLOGY	SP19-00108 A
3	SP19-00108 B	SURGICAL PATHOLOGY	
4	SP19-00108 B1	SURGICAL PATHOLOGY	SP19-00108 B
5	SP19-00107 A	SURGICAL PATHOLOGY	
6	SP19-00107 A1	SURGICAL PATHOLOGY	SP19-00107 A
7	SP19-00107 B	SURGICAL PATHOLOGY	
8	SP19-00107 B1	SURGICAL PATHOLOGY	SP19-00107 B
9	SP19-00107 C	SURGICAL PATHOLOGY	
10	SP19-00107 C1	SURGICAL PATHOLOGY	SP19-00107 C

Packing List Editor

Documents | Labels | Select Tests | **Unready** → Picked Up → Void Packing List → Trigger Interface → Sendout Bench

Pos	Container	Tests on Packing List	Test IDs
1	SP19-00108 A	SURGICAL PATHOLOGY	
2	SP19-00108 A1	SURGICAL PATHOLOGY	SP19-00108 A
3	SP19-00108 B	SURGICAL PATHOLOGY	
4	SP19-00108 B1	SURGICAL PATHOLOGY	SP19-00108 B
5	SP19-00107 A	SURGICAL PATHOLOGY	
6	SP19-00107 A1	SURGICAL PATHOLOGY	SP19-00107 A
7	SP19-00107 B	SURGICAL PATHOLOGY	
8	SP19-00107 B1	SURGICAL PATHOLOGY	SP19-00107 B
9	SP19-00107 C	SURGICAL PATHOLOGY	
10	SP19-00107 C1	SURGICAL PATHOLOGY	SP19-00107 C
11			

4. When it is picked up (or after you readied it), click "Picked Up" and the packing list is now closed.

Packing List Editor

Documents | Labels | Select Tests - | Unready → Picked Up → Void Packing List → Trigger Interface | Sendout Bench

Pos	Container	Tests on Packing List	Test IDs
1	SP19-00108 A	SURGICAL PATHOLOGY	
2	SP19-00108 A1	SURGICAL PATHOLOGY	SP19-00108 A
3	SP19-00108 B	SURGICAL PATHOLOGY	
4	SP19-00108 B1	SURGICAL PATHOLOGY	SP19-00108 B
5	SP19-00107 A	SURGICAL PATHOLOGY	
6	SP19-00107 A1	SURGICAL PATHOLOGY	SP19-00107 A
7	SP19-00107 B	SURGICAL PATHOLOGY	
8	SP19-00107 B1	SURGICAL PATHOLOGY	SP19-00107 B
9	SP19-00107 C	SURGICAL PATHOLOGY	
10	SP19-00107 C1	SURGICAL PATHOLOGY	SP19-00107 C
11			

Destination: SURGICAL PATHOLOGY

Containers are needed back


Comments:

Tests to ship for <none selected>

5. The printed packing list should be included in the tote with the contents.

19-IN270 Created: 4/1/2019
Type: OHSU INTER-LAB TRANSFER PACKING LIST Status: Ready

From LAB CHH2 To SURGICAL PATHOLOGY



Containers: 10

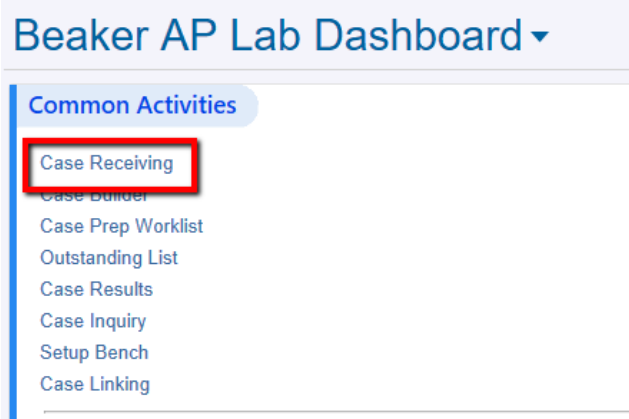
1.	Container	Collected	Patient	Demographics	Test
	SP19-00108 A	4/1/2019 1217	Beaker, Perry The Platypus (03441279)	M, 21 yrs	(ROU) Surg Path
2.	SP19-00108 A1 BLOCK BIOPSY	4/1/2019 1217	Beaker, Perry The Platypus (03441279)	M, 21 yrs	(ROU) Surg Path
3.	SP19-00108 B	4/1/2019 1217	Beaker, Perry The Platypus (03441279)	M, 21 yrs	(ROU) Surg Path
4.	SP19-00108 B1 BLOCK BIOPSY	4/1/2019 1217	Beaker, Perry The Platypus (03441279)	M, 21 yrs	(ROU) Surg Path
5.	SP19-00107 A	4/1/2019 1150	Beaker, Gladys (03440152)	F, 25 yrs	(ROU) Surg Path
6.	SP19-00107 A1 BLOCK BIOPSY	4/1/2019 1150	Beaker, Gladys (03440152)	F, 25 yrs	(ROU) Surg Path
7.	SP19-00107 B	4/1/2019 1151	Beaker, Gladys (03440152)	F, 25 yrs	(ROU) Surg Path
8.	SP19-00107 B1 BLOCK BIOPSY	4/1/2019 1151	Beaker, Gladys (03440152)	F, 25 yrs	(ROU) Surg Path
9.	SP19-00107 C	4/1/2019 1152	Beaker, Gladys (03440152)	F, 25 yrs	(ROU) Surg Path
10.	SP19-00107 C1 BLOCK BIOPSY	4/1/2019 1152	Beaker, Gladys (03440152)	F, 25 yrs	(ROU) Surg Path

Packing List Case Summary

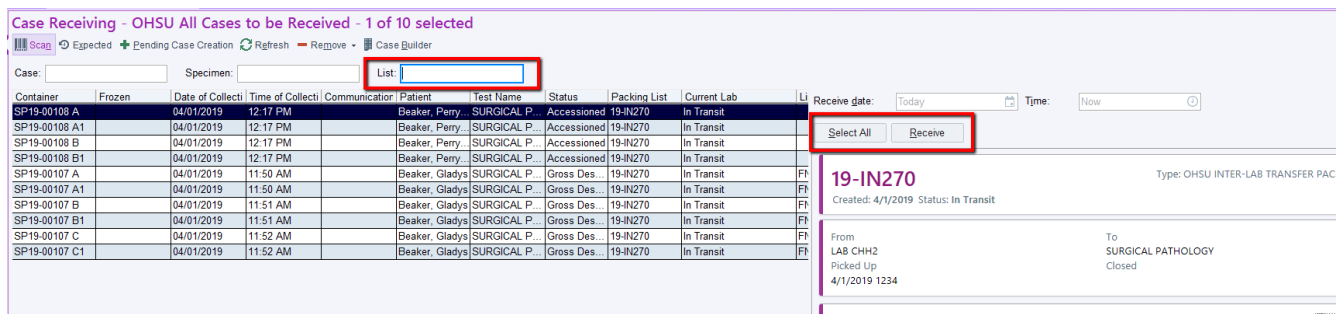
Case	Specimens	Blocks	Slides
SP19-00107	3	3	0
SP19-00108	2	2	0
Total	5	5	0

Receiving From a Packing List:

1. When the tote arrives, you have two options for receiving via Case Receiving (found on the Beaker AP Lab Dashboard).



2. **Scan the Packing List** - check to make sure everything listed on the packing list is in the tote. Your cursor needs to be in the List box. You can then scan the packing list barcode (pictured in example above) and it will pull up everything that is on the Packing List.



- a. You can CTRL + click to select containers or click Select All, then click Receive.
3. **Scan each container** – you can use your handheld scanner to scan each container (specimen, slide, or block). Select all and then receive.