AP Packing List Guide:

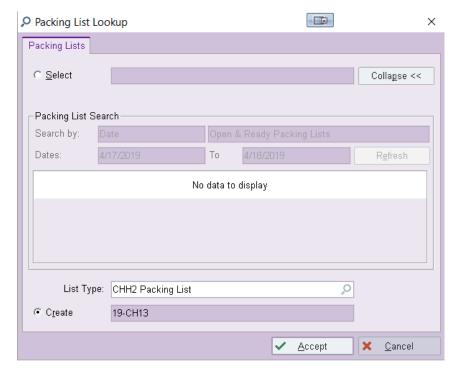
Specimens from CHH2 to DH or DH to CHH2:

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:

1	.ab Tech Dashboard Beaker AP Lab Dashboard -
	Common Activities
	Case Receiving Case Builder Case Prep Worklist Outstanding List Case Results Case Inquiry Setup Bench Case Linking
	Tracking Holds
	Sendout Bench Packing List Editor
	- Requisition Entry Label Print

 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:	Surgical Pathology (DH) Packing List 🔎		
	19-SP22		
	✓ <u>A</u> ccept	×	<u>C</u> ancel

3. 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.

Packing List Editor	ect Tests → 🗸 Ready. → Picked Up. 🚫 Void Packing Li	ist → Tringer Interface							? ⊮*
Pos Container	Tests on Packing List	Test IDs	Destination:						
1 SP19-00107 A	SURGICAL PATHOLOGY								
2				are needed back			C Interna	al C External	Both
			Comments:						
				r SP19-00107 A					
			I SURGICAI	PATHOLOGY		Resulted SP1	9-00107 A		
			🗧 🔛 PL St	ort Snapshot					
			19-IN Created: 4,	270 1/2019 Status: Open			Type: OHSU II	NTER-LAB TRANSFEF	R PACKING LIST
			From		То		Should be r	eturned?	
			LAB CH	12			Yes		
									19-IN270
			Containe	rs: 1					
				Container	Collected	Patient	Demographics	Test	
			1.	SP19-00107 A	4/1/2019 1150	Beaker, Gladys (03440152)	F, 25 yrs	Surg Path	
				List Case Summ					
			Case		Specimens	Blocks		Slides	
			SP19-00	107	1	0		0	
			Total		1	0		0	

Scanning (example is the specimen):

Entering in case number and pressing enter:

Pac	king List Editor		
T D	ocuments 📅 La <u>b</u> els 📑 Se <u>l</u> ect Tests 👻 🗸 Re	ady → Picked Up 🚫 Yoid Packing List → Trigg	er Interface 🛛 Sendout Bench
Pos	Container	Tests on Packing List	Test IDs
1	SP19-00108		
2			

os Container	Tests on Packing List	Test IDs	-	Destination:			θ			
1 SP19-00108 A	SURGICAL PATHOLOGY	1001100		Destination.				-		-
2 SP19-00108 A1	SURGICAL PATHOLOGY	SP19-00108 A			s are needed back			C Internal	C External	Bot
3 SP19-00108 B	SURGICAL PATHOLOGY			Comments:						
SP19-00108 B1	SURGICAL PATHOLOGY	SP19-00108 B								
				Tests to ship	for <none selected=""></none>					
					Short Snapshot					
				Created:	1270 4/1/2019 Status: Open				ER-LAB TRANSFER	PACKIN
					4/1/2019 Status: Open	То		Should be retu Yes		PACKIN
				Created: From LAB C	4/1/2019 Status: Open HH2 hers: 4 Container	Collected	Patient Baster Dany The Platyous	Should be retu Yes Demographics	urned?	19-IN:
				Created: From LAB C	4/1/2019 Status: Open HH2 hers: 4	Collected 4/1/2019 1217	Beaker, Perry The Platypus (03441279)	Should be retu Yes Demographics M, 21 yrs	Test	
				Created: From LAB C Contai	4/1/2019 Status: Open HH2 hers: 4 Container SP19-00108 A	Collected	Beaker, Perry The Platypus	Should be retu Yes Demographics	urned?	
				Created: From LAB C Contai	4/1/2019 Status: Open HH2 Container SP19-00108 A	Collected 4/1/2019 1217	Beaker, Perry The Platypus (03441279) Beaker, Perry The Platypus	Should be retu Yes Demographics M, 21 yrs	Test	

• 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						@ Z X
🗊 Documents 🕠 Labels 📲 Sele	ct Tests → 🛛 🗸 Ready → Picked Up 💊 Yold Packing Lis	t ⇒ Irigger Interface 🛛 🖾 Sendout Bend	1			
Pos Container	Tests on Packing List	Test IDs	🔺 Destir	nation: SURGICAL PATHOLOGY		Q
1 SP19-00108 A	SURGICAL PATHOLOGY			ontainers are needed back	C Internal	C External Both
2 SP19-00108 A1	SURGICAL PATHOLOGY	SP19-00108 A			 Internal 	C External C Dotri

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.

		ist ⇒ <u>T</u> rigger Interface Sendout Bench	
Pos Container	Tests on Packing List	Test IDs	Destination: SURGICAL PATHOLOGY
1 SP19-00108 A	SURGICAL PATHOLOGY		C Internal
2 SP19-00108 A1	SURGICAL PATHOLOGY	SP19-00108 A	
3 SP19-00108 B	SURGICAL PATHOLOGY		Comments:
4 SP19-00108 B1	SURGICAL PATHOLOGY	SP19-00108 B	
5 SP19-00107 A	SURGICAL PATHOLOGY		
6 SP19-00107 A1	SURGICAL PATHOLOGY	SP19-00107 A	Tests to ship for SP19-00108 A
7 SP19-00107 B	SURGICAL PATHOLOGY		SURGICAL PATHOLOGY On Test SP19-00108 A
8 SP19-00107 B1	SURGICAL PATHOLOGY	SP19-00107 B	SURGICAL PATTOLOGY OF TEST 3-13-00100 A
9 SP19-00107 C	SURGICAL PATHOLOGY		
10 SP19-00107 C1	SURGICAL PATHOLOGY	SP19-00107 C	

 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 I Documents I Labels I Select Tests - ✓ Ready → Picked Up 6	Maid Packing List 🖃 Triagar In	orfoco 🕅 Sondaut Bonch		? ∡ X
Pos Container Tests on Packing L Test IDs	Destination: SURGICAL F			ې م
1 HM19-00034 B3	Containers are needed bac Comments:	< compared by the second se	◯ Internal ◯ External	 Both
	Tests to ship for HM19-00034	33		
	IRD Bone Marrow	On Test	HM19-00034 B	
	🗕 🔄 PL Short Snapshot			s
	19-SP19 Created: 4/18/2019 Status:	Onen	Type: Surgical Pathology (DF	l) Packing List
	From LAB CHH2	To SURGICAL PATHOLOGY	Should be returned? Yes	
	Containers: 1			19-SP19
	Containers: 1 Container	Collected Patient	Demographics Test	
	1. HM19-00034 B3 BLOCK			
	Packing List Case Sur	nmary		
	Case	Specimens Blocks		
	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						
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			

Dee	Centainer	Tests on Desking List	Test IDs
	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.

Pos Container	Tests on Packing List	Test IDs	Destination: SURGICAL PATHOLOGY
1 SP19-00108 A	SURGICAL PATHOLOGY		Containers are needed back
2 SP19-00108 A1	SURGICAL PATHOLOGY	SP19-00108 A	
3 SP19-00108 B	SURGICAL PATHOLOGY		Comments:
4 SP19-00108 B1	SURGICAL PATHOLOGY	SP19-00108 B	
5 SP19-00107 A	SURGICAL PATHOLOGY		
6 SP19-00107 A1	SURGICAL PATHOLOGY	SP19-00107 A	Tests to ship for <none selected=""></none>
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			

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

9-IN27 ype: O	HSU INTER-LAB TRA	NSFER PACKING		Created: 4/1/2019 Status: Ready		
From LAB CHH2		CHH2		To SURGICAL PATHOLOGY		
ontaine	Container	Collected	Patient	Demographics	Test	
1.	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	
acking	List Case Summary	-				
Case		Specimens	Blocks	Slic	les	
many and thinks in the local	00107 00108	3 2	3 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).

Beaker AP Lab Dashboard -							
Common Activities							
Case Receiving							
Case Prep Worklist							
Outstanding List							
Case Results							
Case Inquiry							
Setup Bench							
Case Linking							

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.

Case Receiving - OHSU All Cases to be Received - 1 of 10 selected															
Scan 🔊 Exp	ected 🛉 <u>P</u> endi	ng Case Creation	🤁 R <u>e</u> fresh 🛛 🗕 Re	e <u>m</u> ove 👻 📕 Case	<u>B</u> uilder										
Case:		Specimen:		List:	List:										
Container	Frozen	Date of Collecti	Time of Collecti	Communication	Patient	Test Name	Status	Packing List	Current Lab	Li	Receive date:	Today	Time:	Now	
SP19-00108 A		04/01/2019	12:17 PM		Beaker, Perry	SURGICAL P	Accessioned	19-IN270	In Transit		<u>_</u>	rouby	1.1		
SP19-00108 A1		04/01/2019	12:17 PM		Beaker, Perry	SURGICAL P	Accessioned	19-IN270	In Transit		Select All	Receive			
SP19-00108 B		04/01/2019	12:17 PM		Beaker, Perry	SURGICAL P	Accessioned	19-IN270	In Transit		Ocicerya	<u>I.</u> ccciiic			
SP19-00108 B1		04/01/2019	12:17 PM		Beaker, Perry	SURGICAL P	Accessioned	19-IN270	In Transit		1				
SP19-00107 A		04/01/2019	11:50 AM		Beaker, Gladys	SURGICAL P	Gross Des	19-IN270	In Transit	F١	19-IN2	70			Type: OHSU INTER-LAB TRANSFER PA
SP19-00107 A1		04/01/2019	11:50 AM		Beaker, Gladys	SURGICAL P	Gross Des	19-IN270	In Transit	F١					
SP19-00107 B		04/01/2019	11:51 AM		Beaker, Gladys	SURGICAL P	Gross Des	19-IN270	In Transit	F١	Created: 4/1,	/2019 Status: In Tra	nsit		
SP19-00107 B1		04/01/2019	11:51 AM		Beaker, Gladys	SURGICAL P	Gross Des	19-IN270	In Transit	FN	1				
SP19-00107 C		04/01/2019	11:52 AM		Beaker, Gladys	SURGICAL P	Gross Des	19-IN270	In Transit	F١	From			То	
SP19-00107 C1		04/01/2019	11:52 AM		Beaker, Gladys	SURGICAL P	Gross Des	19-IN270	In Transit	FN	LAB CHH2			SURGICAL	PATHOLOGY
		•									Picked Up			Closed	
											4/1/2019 123	34			

- 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.