

### How to Create a Transfer or Packing List

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#### Definitions

##### Transfer List

- Itemized list that contains **basic** patient demographics and specimen information.
- Used when sending samples between NH lab sites.
- List contains approx. 10 patients per page.

##### Packing List

- Itemized list that contains **more** detailed patient demographics and specimen information.
- Used when sending samples to reference labs for testing.
- List contains approx. 4 patients per page.

#### Transfer Location Sites

**SCS CP TL** – SCS Central Processing Transfer Location

**SCS HHS TL** – SCS Hamilton Health Sciences Transfer Location

**SCS LL TL** – SCS Life Labs Transfer Location

**SCS Non-Int TL** – SCS Non-Interfaced Transfer Location (**Gen Lab PHL**, Sick Kids, etc....)

**SCS Micro TL** – SCS Micro Transfer Location

**SCS Micro LL TL** – SCS Micro Life Labs Transfer Location

**SCS PHL TL** – SCS Public Health Transfer Location (**used only for micro PHL orders**)

**SCS TM Non-Int TL** – SCS Transfusion Medicine Non-Interfaced Transfer Location.

**NFS CP TL** - NFS Central Processing Transfer Location

**NFS HHS TL** – NFS Hamilton Health Sciences Transfer Location

**NFS LL TL** – NFS Life Labs Transfer Location

**NFS Non-Int TL** – NFS Non-Interfaced Transfer Location (PHL, Sick Kids, etc....)

**NFS Micro TL** – NFS Micro Transfer Location

**NFS Micro LL TL** – NFS Micro Life Labs Transfer Location

**NFS PHL TL** – NFS Public Health Transfer Location (**used only for micro PHL orders**)

**NFS TM Non-Int**– NFS Transfusion Medicine Non-Interfaced Transfer Location.

**WS CP TL** - WS Central Processing Transfer Location

**WS HHS TL** – WS Hamilton Health Sciences Transfer Location

**WS LL TL** – WS Life Labs Transfer Location

**WS Non-Int TL** – WS Non-Interfaced Transfer Location (PHL, Sick Kids, etc....)

**WS Micro TL** – WS Micro Transfer Location

**WS Micro LL TL** – WS Micro Life Labs Transfer Location

**WS PHL TL** – WS Public Health Transfer Location (**used only for micro PHL orders**)

**SCS TM Non-Int**– WS Transfusion Medicine Non-Interfaced Transfer Location.

**Important:**

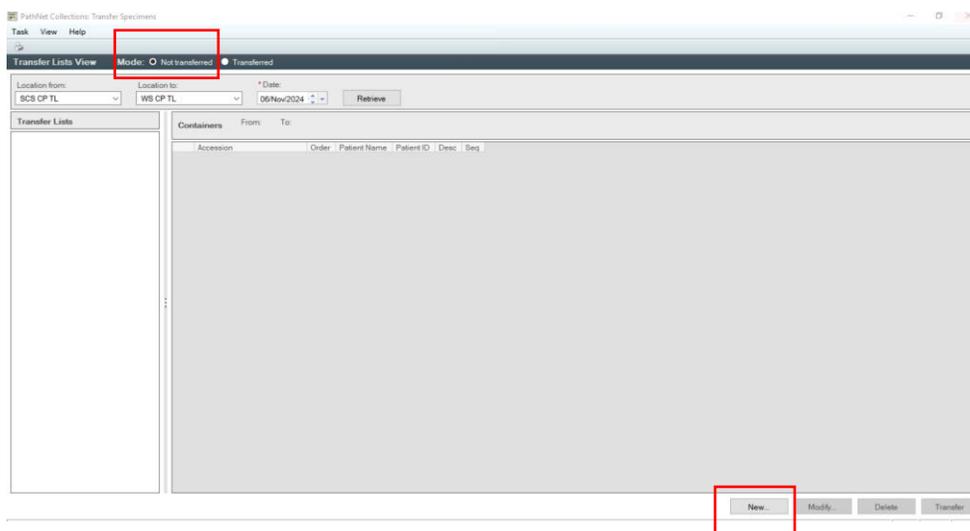
- **Prior to creating a NH site to NH site transfer/packing list you MUST re-route the specimens to the proper service resource in pending inquiry (See Site to Site Transfers – Re-Routing of Specimens Tip Sheet)!**
  - **Note: this does not apply to microbiology specimens going form FES and PCS to NFS and WHS**

**Creating a Transfer/Packing List**

1. Click on Specimen Transfer icon from the AppBar.



2. Ensure non-transferred radial button is marked off and click New.



3. Using List Build Mode, select the location you are sending from in the Location From pull-down and select the location to where you are sending the samples to in the Location To pull-down. Click Retrieve.
  - **The “Transfer To” Location is dependent on the service resource of the specimen.**
    - **Life Labs specimen, select appropriate LL TL.**
    - **Hamilton Health Sciences specimen, select the appropriate HHS TL.**



# TIP SHEET

## HOSPITAL INFORMATION SYSTEM (HIS)

- Any non-interfaced gen tests regardless of referral lab, select the appropriate Non-Int TL.
- TM specimens will always use the appropriate TM Non-Int.

Build Transfer List

Task View Help

Build Transfer List Mode:  List build  Manual build

Location from: SCS CP TL Location to: WS CP TL

All containers  
 Aliquots only  
 Specimens only

Retrieve

\* From available:

Accession	Order	Patient Name	Patient ID	Desc
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All eligible and available specimens that are currently logged in to SCS lab that are routed to WS will populate in the From Available Column.

Build Transfer List

Task View Help

Build Transfer List Mode:  List build  Manual build

Location from: SCS CP TL Location to: WS CP TL

All containers  
 Aliquots only  
 Specimens only

Retrieve

\* From available:

Accession	Order	Patient Name	Patient ID	Desc
100-24-078-00002C	INR, APTT	SEVENDOTTWO, SEPT	11001157	1.8 mL Blue
100-24-078-00012B	INR	SEVENDOTTWO, SEPT	11001156	1.8 mL Blue

To selected:

Accession	Order	Patient Name	Patient ID	Desc
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Move >

Task Cancel

4. Highlight the specimens you wish to transfer to WS and click Move.

Build Transfer List

Task View Help

Build Transfer List Mode:  List build  Manual build

Location from: SCS CP TL Location to: WS CP TL

All containers  
 Aliquots only  
 Specimens only

Retrieve

\* From available:

Accession	Order	Patient Name	Patient ID	Desc
100-24-078-00002C	INR, APTT	SEVENDOTTWO, SEPT	11001157	1.8 mL Blue
100-24-078-00012B	INR	SEVENDOTTWO, SEPT	11001156	1.8 mL Blue

To selected:

Accession	Order	Patient Name	Patient ID	Desc
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Move >

Save Cancel

Highlighted patients will move to the To Selected column.

**Build Transfer List** Mode:  List build  Manual build

Location from: SCS CP TL Location to: WS CP TL  All containers  Aliquots only  Specimens only

To available:					From selected:				
Accession	Order	Patient Name	Patient ID	Desc	Accession	Order	Patient Name	Patient ID	Desc
					1	100-24-078-00002C	INR	SEVENDOT...	11001157   1.8
					2	100-24-078-00012B	INR	SEVENDOT...	11001156   1.8 ...

### 5. Click Save.

**Build Transfer List** EN English Canada

Task View Help

**Build Transfer List** Mode:  List build  Manual build

Location from: SCS CP TL Location to: WS CP TL  All containers  Aliquots only  Specimens only

To available:					From selected:				
Accession	Order	Patient Name	Patient ID	Desc	Accession	Order	Patient Name	Patient ID	Desc
					1	100-24-078-00002C	INR	SEVENDOT...	11001157   1.8
					2	100-24-078-00012B	INR	SEVENDOT...	11001156   1.8 ...

< Move Select All

**PathNet Collections: Transfer Specimens**

Transfer List #3 Created

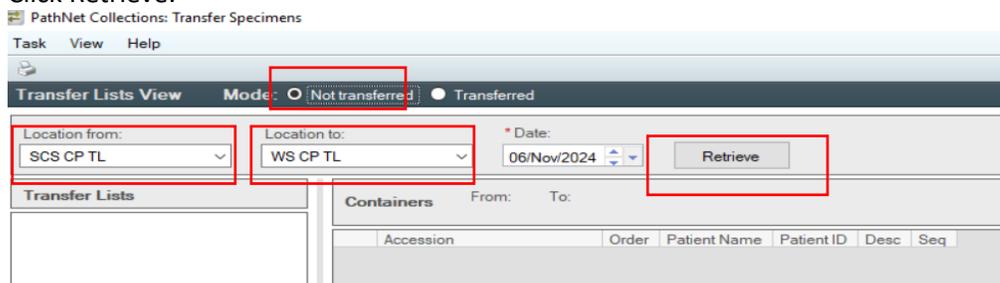
From Location: SCS CP TL  
To Location: WS CP TL

**At this point the transfer/packing list has been created and saved. The specimens have not been transferred.**

1. Click on Specimen Transfer icon from the AppBar.



2. Ensure the Not Transfer mode radial button is marked off  
Select the correct transfer location in the Location From pull-down.  
Select the correct transfer location in the Location To pull-down.  
Click Retrieve.



PathNet Collections: Transfer Specimens

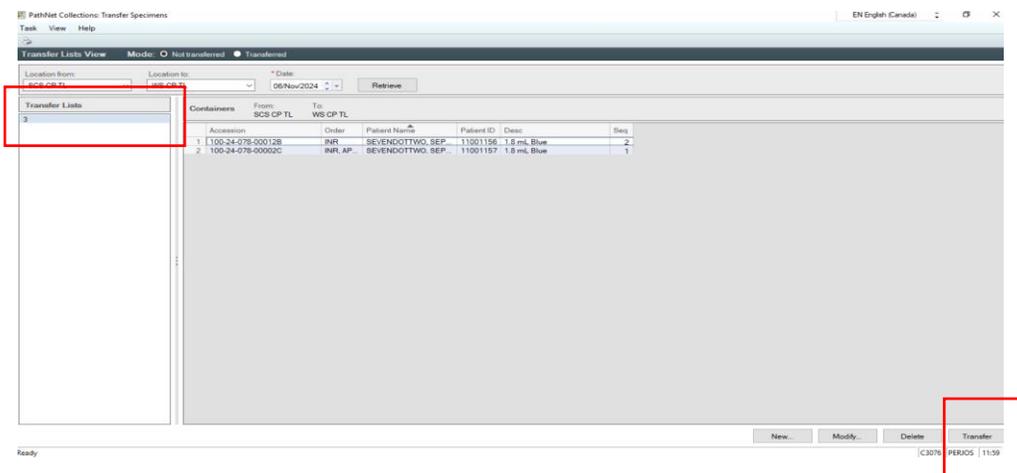
Task View Help

Transfer Lists View Mode:  Not transferred  Transferred

Location from: SCS CP TL Location to: WS CP TL \* Date: 06/Nov/2024 Retrieve

Accession	Order	Patient Name	Patient ID	Desc	Seq

3. Select your saved list under Transfer list and click Transfer.



PathNet Collections: Transfer Specimens

EN English Canada

Task View Help

Transfer Lists View Mode:  Not transferred  Transferred

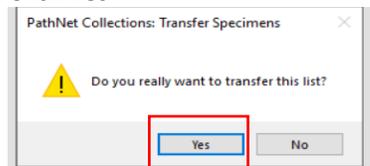
Location from: SCS CP TL Location to: WS CP TL \* Date: 06/Nov/2024 Retrieve

Transfer Lists

Accession	Order	Patient Name	Patient ID	Desc	Seq
1	100-24-078-000128	INR	SEVENDOTTWO, SEP	11001156 - 1.8 mL Blue	2
2	100-24-078-00002C	INR, AP	SEVENDOTTWO, SEP	11001157 - 1.8 mL Blue	1

New... Modify... Delete Transfer

4. Click Yes.



PathNet Collections: Transfer Specimens

Do you really want to transfer this list?

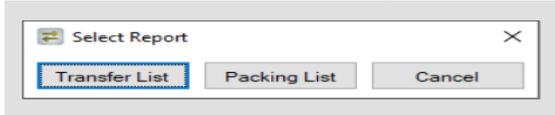
Yes No



# TIP SHEET

## HOSPITAL INFORMATION SYSTEM (HIS)

5. Print either the transfer list or packing list report.
  - Note: If you do not see the below option, go into View --> Options and select what kind of list you would like to generate when you print



**Specimens have now been transferred and are ready to be tested at another site.**