MercyOne Waterloo Medical Center
3421 W. 9TH Street
Waterloo IA 50702

Specimen Storage and Retrieval System using *trak.tube*

1. **PRINCIPAL**
   Trak.tube specimen storage and retrieval software is designed to be used as a specimen tracking system to utilize LEAN principles that reduce specimen search times when circumstances require a specimen to be located.

2. **ACCESSING trak.tube**
   trak.tube specimen storage and retrieval software is accessible in ZenWorks, or by navigating in a modern browser (Microsoft Edge is the default browser, Firefox, or Chrome) to https://trak.tube. A user log in is not required to access trak.tube from the Trinity network.
   NOTE: Internet Explorer does not support trak.tube storage and retrieval software.

3. **ADDING SAMPLES FOR STORAGE**
   a. Select trak.tube icon: Default opening page will be trak.tube/Add
   b. Header Rack/Position: Select the day of the week from the drop down
   c. Rack 1 for that day will default for all users. The user will need to navigate to the current or new rack number as needed.
   d. Select the department/specimen type to be entered into the rack.
      i. Selections include: Chemistry, Heme, Coag, SST, Grey, BLC, Urine.
      ii. Each selection has a corresponding color for visual ease.
          1. Chemistry: green
          2. Heme: purple
          3. Coag: blue
          4. SST: gold
          5. Grey: gray
          6. BLC: Red
          7. Urine: Yellow
      iii. NOTE: Urine specimens will be placed into small specimen buckets of approx. 15
   e. Place the cursor in the accession box
   f. Scan the accession to be stored and place into the rack position that is indicated by a thick position outline
      i. Coordinates are vertical beginning in the top left position and moving left to right
      ii. The coordinates match those that are found on the racks used for storage.
          Note: Urine cups aren't placed into certain positions, just that container.
   g. The user can continue scanning all tubes to be stored.

4. **MODIFYING ENTERED SAMPLES IN THE ADD FUNCTION**

This function is used when an entry error into the system has occurred with the Sample ID, or the Sample Type. This is the preferred manner to correct an error, allowing for accurate reports to be created.

   a. Move the mouse over the sample to be modified
   b. Right click on the sample to view the menu options
   c. Select **Modify**
   d. The **Sample ID** and/or the **Sample Type** can now be changed
   e. When edits are complete, Select **Modify** next to **Sample Type**
   f. Select **OK** in the popup window

5. **ADDING SAMPLES THAT ARE CONSIDERED EXTRA**
   a. Samples that are extra will be tracked into rack position by typing in the patient's medical record number. For consistency, only type numbers that come after the (WAT)- and leading 0. See example.

      MRN# (WAT)- 004321
              This medical record number would be entered in as 4321

   b. Use the color code options found at the top of the ADD page to indicate the sample type that is being entered as an extra to reduce the time taken to physically pull a tube

6. **SEARCHING FOR SAMPLES THAT HAVE BEEN STORED**
      Search is used when a specimen needs to be located after the specimen has been stored.
   a. Select trak.tube icon: Default opening page will be trak.tube/Add
   b. Select **Search** from the header menu
   c. Scan or enter the accession number or MRN#. All or a part of the Sample ID may be entered to retrieve search results.
   d. Details are in the following format:
      Shelf(Day)   Rack   Column Row   Sample ID   Sample type   Timestamp

      Shelf(**Day**): the day of the week
      Rack: the rack number
      Column: the Y axis or long side of the rack
      Row: the X axis or short side of the rack
      Sample ID: Specimen ID / Medical record number
      Sample Type: Specimen type or department specific specimen type. This will also be shaded with the selections color.
      Timestamp: Date and time that the specimen was entered into storage
   e. When removing a sample from a rack or bucket, the sample needs to be removed from trak.tube. This is done by either using the **Addon** or **Delete** functions.
   f. See section 7. SELECTING SAMPLES FOR ADDON TESTING for additional information
   g. See section 8. DELETING A SAMPLE FROM STORAGE for additional information

7. **SELECTING SAMPLES FOR ADDON TESTING**

   This function is used to select a sample for removal from trak.tube (the rack) when the sample is being used for Addon testing. This is for proper report generation.
   a. Follow steps provided in section 6. SEARCHING FOR SAMPLES THAT HAVE BEEN STORED
   b. Select **Addon** next to the sample being used (This selection will delete the sample from the current location)

   Addon selections can also be made in the **ADD** function by right clicking a sample and choosing **Addon**

8. **DELETING A SAMPLE FROM STORAGE**

   This function is used to remove a sample from the storage system without logging an ADDON
   a. Follow steps provided in section 6. SEARCHING FOR SAMPLES THAT HAVE BEEN STORED
   b. Select **DELETE** next to the sample being used (This selection will delete the sample from the current location)

   Delete selections can also be made in the **ADD** function by right clicking a sample and choosing **DELETE**

9. **REPORTS**

   Offers the following information:

   Last rack scanned filter by sample type: To help determine which rack is currently being used by an area. This includes a link to the rack that is identified by selecting the sample type.

   Visual of the past 7 days of scanned racks: User may view the rack in detail by selecting any rack from the visual aid.

   Addon count by day: Number of tubes that were scanned into a rack and have been removed presumably to add a test onto a previous collection.

   Sample count by date: Number of specimens that were added to trak.tube storage and retrieval by date.

   Rack count by day of the week: Numbers of racks used every day. This report self-deletes at 14:30 for the next day to coincide with the daily disposal of specimens.

   Current number of samples in storage: This is separated by sample type.

Prepared by: _____   Date:_____

 Travis Downing MLS (ASCP)

Prepared by: _____   Date:_____

 Travis Caruth MLT (ASCP)