

# RETOOL SPECIMEN BARCODE LOOKUP AND CREATE



This tool was created primarily to look up specimen barcodes in our database for required information (eg. PID), or if the barcode is not in the database, to manually create the entry for result delivery.

**Specimen barcode** refers to the barcode on the tube in which the sample was originally collected, either by the on-site staff, or self-swabbed during telemedicine. (eg. SK#####, CH#####, #####).

## I need to find the PID for a specimen!

1. Select Check Barcode on the top option for the tool
2. Enter in specimen barcode
3. If there is an entry in the database (eg, if the barcode was linked to the patient by on-site staff, PA), it will show all the relevant info, including PID
4. If "Barcode Not Found" then ...

## The barcode is not found!


In order for the results to be delivered to the patient, there must be an entry in the database. Most of the time, you will find these barcodes during the batch upload process when there are entries in the "Missing Specimen Barcode" table:

Barcode Table	Missing Specimen Barcode	Barcode Already Linked																																													
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## How to create an entry in the database for a missing specimen barcode

1. Click the "Create Barcode Entry" toggle on top of the tool:

2. Fill out the form with the required information:

 Type something...

- **Specimen Barcode** - the barcode from the tube when the sample arrives at the lab
- **Patient ID**
  - To find: Look up in DRC based on name and DOB of the appointment card
- **Location** - this is the location of where the sample was collected
  - To find: Use Patient ID to see where the appointment occurred
- **Test Reason:** Hawaii, International, Community
  - To find: Use Patient ID to see appointment notes or follow up with customer service
- **Sample Collection Time** - when the sample was collected
  - To find: Use Patient ID to see when the appointment occurred
- **Lab Barcode** - the barcode from the tube going into the testing instrument

3. Hit submit! You should get a validation messaging saying the entry has been created. You can also put in the specimen barcode in the "Check Barcode" to see it in the system as well.

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