

State Hygenic Laboratory- STAT Courier Self Walk-Through Guide

State Hygienic Laboratory Courier

STAT Courier platform- Self walk-through Guide Webinar hosted: July 18th, 2023 & July 26th, 2023

Welcome STAT courier!

State Hygienic Laboratory will be beginning a new partnership with STAT courier for all specimen types beginning <u>August 1st 2023</u>.

Pickup requests after 11AM on July 31st 2023 will need to be directed to STAT courier with pickups beginning the morning of August 1st, 2023.



Delivering what's important to you.



State Hygienic Laboratory Testing Labs

LYON	OSCEO	IA		EMMET		WINNEB	AGO	WORTH	MITCHELL	HOWA	RD	WINNESHIEK	ALLAM	AKEE	
SIOUX	O'BRIE	EN	CLAY	PALO ALTO	KOSSUTH	HANCO	ск с	ERRO GORDO	FLOYD	CHICKAS	SAW				
PLYMOUTH	CHEROM	KEE I	BUENA VISTA	POCAHONTA	S HUMBOLDT	WRIGH	п	FRANKLIN	BUTLER	BREME	ER	FAYETTE	CLAYT	ON	_
WOODBURY	5	IDA	SAC	CALHOUN	WEBSTER	RHAMIL	TON	HARDIN	GRUNDY	, BLACK	нашк	BUCHANAN	DELAWA	RE DUBUQU	E
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HARRIS	SON	SHE	LBY AUDU	BON GUTH	irie dal			JASI	PER P	OWESHIEK	IOW	A JO	HNSON	CEDAR	CLINTON
	POTTAWAT	TAMIE	CA	SS AI	AIR MA	DISON V	VARREN	MARI	ON MA	HASKA	KEOKUH	(WASHING	TON	MUSCATINE	
	MILLS	MONT	TGOMERY	ADAMS	UNION	CLARKE		LUCAS	MONROE	WAPELLO) JE	FFERSON	HENRY	DES MOINES	
F	REMONT	F	PAGE	TAYLOR	RINGGOLD	DECATUR		WAYNE	APPANOOSE	DAVIS	VA	N BUREN	LEE		

2490 Crosspark Road Coralville, IA 52241-4721 (319) 335-4500 (800) 421-4692 (319) 335-4555 (fax) M - F: 8 a.m. - 5 p.m. Sat.: 9 a.m. - Noon DMACC Campus 2220 S. Ankeny Blvd. Ankeny, IA 50023-9093 (515) 725-1600 (515) 725-1642 (fax) M - F: 8 a.m. - 5 p.m. Weekends by appointment 1838 Highway 86 Milford, IA 51351-7267 (712) 337-3669, ext. 6 (712) 337-0227 (fax) M - F: 8:30 a.m. - 5 p.m. Weekends by appointment



STAT account Setups

- Previously Serviced by CDS: a STAT Courier account will be set up for your facility using the previously set up contact information on file with the State Hygienic Laboratory.
 - -Only one account will be made per location.
 - Login information will be provided to you as accounts are created.
 - Login information may be edited by clients under the My Profile tab within the client portal
 - If not contacted with login information by STAT courier by July 26th, 2023 please reach out to <u>SHL-courier@uiowa.edu</u>
- Not Previously Serviced by CDS: If you desire an account, please contact: <u>SHL-courier@uiowa.edu</u>



NO LONGER SHIPPING ENVIRONMENTAL SPECIMENS THROUGH THE COURIER

Due to the courier change, SHL is not able to cover the cost for environmental sample pickups through the courier service.

Need to ship an Environmental Specimen?

- SHL can offer UPS labels at a discounted price (\$10/label) and the facility will be invoiced for them.
- Call our main number (319-467-1589) and ask to speak with Environmental Client Services or email them at: <u>SHL-Environmental-</u> <u>Services@iowa.uiowa.edu</u> to request a shipping label(s).
- These labels will then be emailed or printed and sent to the facility for use.



Shipping Infrastructure



Collection &Courier RequestCourierArrival at SHLPreparation of
sample& PickupConsolidation at
hub locationslocations for
testing



Collection & Preparation of sample



Order Temperature conditions will be a subcategory reference line

- -Only one condition may be selected per order.
- -External clients CAN NOT USE the "SHL USE ONLY"

Clinical	SHL USE ONLY	Rabies	Newborn Screening
Ambient	Ambient	Refrigerated	Ambient
Refrigerated	Refrigerated		Frozen (Research)
Frozen	Frozen		

Package Type Options: Cooler, Envelope, Bag, Box, Supplies, Tube, & other

-Multiple packages may be added to an order.

• Example: 2 Newborn Screening envelopes can go within 1 order

Courier Request & Pickup



Place Orders through the client portal: <u>https://www.statcourier.net/ClientPortal</u>

10:30 AM cutoff for standard pickups

Requests received after 10:30AM will be serviced as driver routes allow or be reflexed to the following day.

Emergency pickups: contact IHHS (formerly IDPH) for approval at (515) 242-5935 or toll free (800) 362-2736

Best Practice Tip: Placing pickup requests as early as possible allows for more efficient driver routing and more consistent service.



Courier Request & Pickup

Internal tracking of contents

Available by using reference lines 2 & 3 on the package

- DO NOT use reference line 1.

Options:

- 1. Enter total number of pieces in the package in reference line 2 & include shipping manifest within the envelope
 - Shipping manifest templates will be provided for completion
 - NEWBORN SCREENING STRONG PREFERENCE IS USE OF IA BARCODE #
 - ex: IA1234567
 - Or the use of hospital packing list with a sample identifier (MRN, IA barcode#, last name)
 - All manifests will be scanned & saved by SHL for tracking purposes.
- 2. Enter total number of pieces in package in reference line 3 (this is strongly encouraged for all sample types to assist SHL when accessioning samples to make sure what is sent is received per package)



Shipping Manifest

«_Submitting Hospital Name»
«_AddressLine1»
«_AddressLine2»
«_City», «_State» «_ZipCode»
«_Phoneofices «_PhoneFax»
«_EmailAddress» «_Website»



Ship to: State Hygienic Lab 2220 South Ankeny BLVD Ankeny, Iowa 50023 515-725-1630

Packed By

1	IA Barcode.	Last Name, DOB

Newborn Screening Specimens must use option 1



Arrival at SHL locations for testing



- Specimens are picked up every day and delivered by 10:00pm same day for testing to begin (newborn screening) or sample storage until the next morning (clinical).
- Every baby has the same opportunity for a healthy life <u>regardless of which day or where</u> <u>they are born in Iowa</u>.



Using STAT Courier's Client Portal

Navigate to https://www.statcourier.net/ClientPortal

Enter your locations' unique login details provided to you by STAT courier If no login in details are provided by July 26th please reach out to <u>SHL-courier@uiowa.edu</u>



Main Landing Page- Main Page

🗊 statcourier.net/ClientPortal/Client 🗙	+	
\leftrightarrow \rightarrow C \triangle statcourier.ne	t/ClientPortal/ClientPortal/Main	07
📙 Dell 🧑 (29) Pinterest 📫 TEAMS	💁 Outlook 🛛 S HawkID Login for E 🚿 Genial Genetics i	iPa 🏘 APHL 🔹 Home NewSTEPs 🔵 JupyterHub 🚱 🤅
	9	State Hygienic Lab at The University of Iowa State Hygienic Lab at The University of Iowa
	statcourier	Quick Quote Quick Track
	Main New Order Tracking Reports A	ddress Book My Profile
	Main	
	Select an Account: State Hygienic Lab a [1142]	netric numbers retrieved every 15 minutes *
	Todays Open Orders: 0	Total Open Orders: 2
	Total Open Orders	Service Types of Total Open Orders
	- Assigned [2 orders] - Unassigned [0 orders]	- On Route On Call [2 orders]
	Have an idea to help	us improve?
	Copyrig	ht 2021 Key Software Systems
\mathcal{P} Type here to search	🖽 💽 🧮 🤦 🗎 🕴	a 🔹 🥶 🥵 😐 🛛 🖕

Main landing page will automatically be set to display the number of open orders for the day and total open orders.

Main landing page can be changed to automatically start on any tab by changing your preference under the My Profile tab.



New order- Sender Information

	9			State Hygienic Lab at The University of Iowa State Hygienic Lab at The University of Iowa
S	tatcoul	rier		Logout Quick Quote Quick Track
	Main New Order	Tracking Reports Addre	ss Book My Profile	
	New Order		Import Orders from I	Excel View Last 5 Orders
	Standard Mode Expre	ss Mode		
Ser	nder Information			-
You	ur Name*	State Hygienic Lab at The University of Iowa	Email	shl-courier@uiowa.edu
Pho	one*	5157251525	Instructions	
De	epartment	Select 🔻	XClear	

- 1. Click New Order tab
- 2. "Your Name" field should auto populate with facility name on account profile
- 3. Fill in all fields with a red *



New order- Pick up & delivery details

Pick Up & Delivery			-
Pick Up Information	X Clear Switch	Delivery Information	X Clear Switch
	Address Book		Address Book
Company *	YOUR HOSPITAL NAME HERE	Company *	State Hygienic Lab - Ankeny
Contact *	EMPLOYEE NAME HERE	Contact	
Street *	123 HOSPITAL DR	Street *	2220 Dmacc Blvd
Street2		Street2	
City*	CITY NAME	City*	Ankeny
State *	IA	State *	IA
ZIP Code *	50023	ZIP Code *	50023
Phone *	51572	Phone	
Email		Email	
Instructions	1ST FLOOR LAB DOOR	Instructions	
	🎮 Pickup location image		Delivery location image
	Update Address 🗌 Make Default 🗹		Update Address 🗌 Make Default 🗹

Pick Up and Delivery locations can be searched by typing in field boxes or clicking the address book.

> All State Hygienic Laboratory addresses are available in the address book

Contact name on Pick Up address: Enter the employee name placing the order

Pickup & Delivery addresses can be saved for future all orders by checking the "Make Default" box below the instructions field.

> If your facility sends items to more than SHL location it is not recommended to set a default delivery address

If your facility has special instructions for pickups, please include these the field box.



Shipment Information				-
RefNo		Weight		0.00
Type of Spec *		Declared Value(\$)	0	
RefNo3		Add a number of no	edefined package types *	
RefNo4		Add a number of pre	ebennieu package types	
Service Type *	On Route On Call	Add / Edit Pac	dkages 0 # of Packages	
Vehicle Type *	Car	Auto Notification	. V .	
Delivery Type	One Way Tri			
Pick Up Target From *	07/19/2023 08:02 AM 🗒 🕓	Sender 😐) 🛛 🖸	
Pick Up Target To *	07/19/2023 08:02 AM 🖺 🕓	Pickup 😳		
Delivery Target From *	07/19/2023 08:02 AM	Delivery 😐		
Delivery Target To *	07/19/2023 05:22 PM 🖺 🕓			

Select order temperature requirements by clicking hour glass of "Type of Spec" field

Ignore fields RefNo, RefNo3 & RefNo4.



Find Reference Numbers			×
Add Existing Reference#			
Find Keyword	O By Ref	erence# O By Comment	Go
Reference	T	Comments	Υ ^
Clinical - Ambient			
Clinical - Freezer			
Clinical - Refrigerated			
Newborn Screening - Frozen (Research)			
Newborn Screening- Ambient			
Rabies - Refrigerated			
SHL USE ONLY - Ambient			
SHL USE ONLY - Frozen			
SHL USE ONLY - Refrigerated			
			-

Only 1 temperature selection can be selected per order.

Packages requiring different temperatures must be submitted as separate orders





Standard Service Type will always be: "On Route On Call"

-Emergency pickups need to contact the SHL by phone for approval <u>Vehicle Type</u> will always be: **"Car"** <u>Delivery Type</u> will always be: **"One Way Trip"**



RefNo		Weight		0.00	N		
Type of Spec *	Newborn Screening- Ambient	Declared Value(\$)	0			Weight	Weight
RefNo3	0	Add a number of predefined packs	age types *				
RefNo4		Add / Edit Packages	0 # of Packages			Declared Value(\$)	Declared Value(\$) 0
Vehicle Type *	Car T						
Delivery Type	One Way Trip	Auto Notification 🔟		_			
Pick Up Target From *	07/19/2023 09:08 AM 📋 🕒	Sender 😳 区	0				
Pick Up Target To *	07/19/2023 09:30 AM 📋 🕒	Pickup 😐 😣					
Delivery Target From *	07/19/2023 09:30 AM 📋 🕓	Delivery 😳 😣				1	
Delivery Target To *	07/19/2023 06:50 PM 📋 🕒						

"Weight" & "Declared Value (\$)" fields may be ignored



				IA		
RefNo Type of Spec * RefNo3	Newborn Screening-Ambient	Weight Declared Value(\$)	0.00	Add / Edit Packages	1	×
RefNo4 Service Type • Vehicle Type •	On Route On Call Car	Add / Edit Packages 0 #+	of Packages	Total Added: 0	Close	
Delivery Type	One Way Trip			Bag [0]		+
Pick Up Target From * Pick Up Target To * Delivery Target From *	07/19/2023 09:08 AM 07/19/2023 09:30 AM 07/19/2023 09/10 AM 07/19/2004 AM 07/19/20 AM 07/19/20 AM 07/19/20 AM 07/19/20 AM 07/19/20	Sender $\overline{\begin{tabular}{lllllllllllllllllllllllllllllllllll$		Box [0] Cooler [0]		+++
Delivery larget Io*	07/19/2023 06:50 PM 📱 🕒			Envelope [0]		+
				Other [0]		+
CIICK		пт Раска	ge	Supplies [0]		+
			•	Tubes [0]		+

Select from options of Bag, Box, Cooler, Envelope, Other, Supplies, & Tubes



Add / Eo Package	dit es				×	
Total Added: 1				Close		\ddr
Bag[0]					+ 4	
Box [0]					+	H
Cooler [0]					+	
Envelope [1]					-	Pack
Count		1	Set	Set & Close	ų	
[Envelope]Remove						
Weight	0.00	Reference# 1			- 1	
Width	0.00	Reference# 2	5			
Length	0.00	Reference# 3				
Height	0.00	Reference# 4				
ŝ						

- Enter the number of packages to be sent in the "count" field & click "Set".
 - Reference lines 1-4 will populate for each package included in the count.
 - Ignore Reference lines 1 & 4
- 2. Enter the number of Specimens enclosed

<u>Newborn Screening Clients:</u> Enter the number of specimen cards enclosed in the envelope in **Reference #2**

Non-Newborn Screening Clients: Enter the number of specimen enclosed in **Reference#3**

3. Click "Set & Close"

Weight, Width, Length & Height fields may be ignored.

Pick Up Target From *	07/19/2023 10:30 AM 📋	(
Dial da Tara da Tara	10:00 AM	•
Pick Up larget Io "	10:30 AM	
Delivery Target From *	11:00 AM	
Dentery largeer on	11:30 AM	
Delivery Target To *	12:00 PM	
	12:30 PM	
Grand Total: \$0.00 Show Detail	1:00 PM	-
	4 00 014	

Select current date & time of order placement from **"Pick UP Target From"** drop downs.

DO NOT CHANGE FIELDS "Pick UP Target To", "Delivery Target From", or "Delivery Target To". These fields auto adjust based on "Pick Up Target From" entry

10:30 AM cutoff for standard pickups

Requests received after 10:30AM will be serviced as driver routes allow or be reflexed to the following day by STAT's dispatch team.

Emergency pickups: contact IHHS (formerly IDPH) for approval at (515) 242-5935 or toll free (800) 362-2736

Best Practice Tip: Placing pickup requests as early as possible allows for more efficient driver routing and more consistent service.





OPTIONAL: Senders can choose if they would like receive notification via email, text, or push notifications of the package status.

Please do not set notifications for Pickup or delivery locations

AUTO NOTITIC	ation			,
Text Er	nail Push			
Enter email addresses for each cont	act in the delivery chain to be aler	ted, then set the events th	nat will trigger emails.	
Sender Email		Add Email		
Contact List	Events			
shl-courier@uiowa.edu	× =>>> Submittal	Next Stop Pickup	Pickup Proximity	Next Stop Delivery Proximity
	Driver Assigned	C Pickup ETA Changed	Complete	Delivery ETA Changed POD Complete
Pickup Email		Add Email		
Contact List	Events			
	Submittal	Next Stop Pickup	Pickup Proximity	Next Stop Delivery Proximity
	Driver Assigned	C Pickup ETA Changed	Complete	Delivery ETA Changed V POD Complete
Delivery Email		Add Email		
Contact List	Events			
	=>>> Submittal	Next Stop Pickup	Pickup Proximity	Next Stop Delivery Proximity
	Driver Assigned	C Pickup ETA Changed	Pickup Complete	Delivery ETA Changed V POD Complete
				Submit

IOWA

Shipment Information					-
RefNo			Q	Weight	0.00
Type of Spec *	Newborn Screening- Ambient		Q	Declared Value(\$)	0
RefNo3			Q		
RefNo4			Q	Add a number of predefined package types	
Service Type *		On Route On Call	•	Add / Edit Packages 1	# of Packages
Vehicle Type *		Car	•	Auto Notification 🗸	
Delivery Type		One Way 1	Trip		
Pick Up Target From *	07/19/	/2023 10:30 AM 🛱 🕒		Sender 😳 🖂 🚺	
Pick Up Target To *	07/19/	/2023 10:30 AM 🛱 🕒		Pickup 😳 😣	
Delivery Target From *	07/19/	/2023 10:30 AM 📋 🕒		Delivery 😳 🖂	
Delivery Target To *	07/19/	/2023 07:50 PM 🛱 🕒			
Grand Total: \$0.00 Show Deta	ils				
Additional Options (Optional)					-
Make this a Continuation What's this					
				7	Continue

Ignore all additional Options and the Grand Total displayed.

Click **"Continue"** when all fields are complete.



Order Review

5 statcou	rier	State Hygienic Lab at the University of Iowa State Hygienic Lab at The University of Iowa Logout Quick Quote Quick Track
Main New Orde	er Tracking Reports Addres	ss Book My Profile
Order Revie	ew	Edit Order Submit Order
Quote Summary		\leq
Base Rate: Total Quote Rate:	\$0.00 \$0.00	\checkmark
OrderTrackingID:	Order Not Yet Saved	RefNo:
Ordered by:	State Hygienic Lab at The University of Iowa	Type of Spec: Newborn Screening- Ambient
Department:		RefNo3:
Phone:	5157251525	RefNo4:
Email:	shl-courier@uiowa.edu	
Spec Instr:		
Pick Up Information:		Delivery Information:
YOUR FACILITY NAME		State Hygienic Lab - Ankeny
123 HOSPITAL DR		2220 Dmacc Blvd
CITY NAME, IA 50023		Ankeny, IA 50023
Contact:	EMPLOYEE NAME	Contact: .
Email:		Email:
Phone:	5157251525	Phone: .
Spec Instr:	1ST FLOOR LAB DOOR	Spec Instr:

Thoroughly review the order for accuracy and click "**Submit Order**" if all is correct.

	all5.									
Ordered D	ate:		07	7/19/2023	Round Trip:					
Pickup Tar	get From:		07/19/2023	10:30 AM	Delivery Target Fro	m:	07	07/19/2023 10:30 AM		
Pickup Tar	get To:		07/19/2023	10:56 AM	Delivery Target To:		0	7/19/2023 07:50		
Service:			On Ro	oute On Call	Vehicle:					
Pieces:				1	Weight:			C		
Declared V	/alue (\$):			0						
0 Inventory	Summary: ry Items Added.									
Extras Sum 0 Extras A	nmary: Added.									
Stop Offs S	Summary: fs Added.									
Stop Offs S 0 Stop Off Package De	Summary: fs Added. etails:									
Stop Offs S O Stop Off Package Do	Summary: fs Added. etails: Weight	Length	Width	Height	Reference#1	Reference# 2	Reference# 3	Reference#4		
Stop Offs S 0 Stop Off Package D	Summary: fs Added. etails:	Landt	MC-UL		D-farmer#4	D-6#2	D-farran# 2	Deferrers#		

In this example "Your facility name" is submitting 5 Newborn Screening cards within 1 envelope at Newborn Screening-Ambient conditions to the State Hygienic Lab- Ankeny.



Order Review

			State Hygienic Lab at The University of Iowa	Pick Up Int	ormation:				Delivery Informati	on:			
5			State Hygienic Lab at The University of Iowa	 YOUR FAC	ILITY NAME				State Hygienic Lab	- Ankeny			
			Logout	 123 HOSP	ITAL DR				2220 Dmacc Blvd				
Statcour	rier		Quick Quote Quick Track	 CITY NAM	IE, IA 50023				Ankeny, IA 50023				
				 Contact:			EMPLO	YEE NAME	Contact:				
Main New Order	r Tracking Reports Address	Book My Profile		 Email:					Email:				
0 I D .				 Phone:			51	57251525	Phone:				
Order Revie	2W			 Spec Instr:		1ST FLOOR LAB	DOOR		Spec Instr:				
				 Order Det	ails:								
	New Order	Created:		 Ordered D	ate:		07	/19/2023	Round Trip:				N
	OrderTrackingIE	0#:85.071923		 Pickup Tar	get From:		07/19/2023	10:30 AM	Delivery Target Fro	m:	07	/19/2023 10:30	AM
	If you have any questions pl	ease call: 636-561-2518		 Pickup Tar	get To:		07/19/2023	10:56 AM	Delivery Target To:		07	//19/2023 07:50	PM
	Print La	bels		 Service:			On Ro	ute On Call	Vehicle:				Car
Quote Summary				 Pieces:	(a)a (¢).			1	Weight:			(0.00
Base Rate:	\$0.00			 Declared	alue (\$).			0					
Total Quote Rate:	\$0.00			 Inventory	Summary:								
				 0 Invento	ry Items Added.								
OrderTrackingID:	85.071923	RefNo:		 Extras Sun	imary:								
Ordered by:	State Hygienic Lab at The University of Iowa	Type of Spec:	Newborn Screening- Ambient	 0 Extras A	dded.								
Department:		RefNo3:		 Stop Offs S	Summary:								
Phone:	5157251525	RefNo4:		 03000	s Audeu.								
Emails	ahl an urine Or in un adu			 Package D	etails:								
Email.	sni-courier@ulowa.edu			 Envelope	VVeight 0	Length	Width	Height	Reference#1	Reference# 2	Reference# 3	Reference#4	
Spec Instr:													-
							Have an idea t	o help us impro Copyright 2021 Ke	ve? 🔲 Send Us Fer /Software Systems	dback			

Order has now been placed! Tracking Number is shown at top. Click "**Print Labels**"



	Shipm	ent Label - STAT Cou	rier Serv	ice, Inc Google Chr	ome
Drint Labala	🔒 stato	:ourier.net/Order/	Tools/C	orderLabel.aspx?ls	Online=
		5		OrderTrackingID: 85.071923	
Print Labels ×	Stat Order Tracking ID Ordered By	85.071923 State Hygienic Lab at The University of Iow	RefNo Type of Spec	PackageRefNo: A3100346]
	Phone	5157251525	RefNo3		-
Please choose whether or not to print all package items	Round-Trip	N	RefNo4	Employed Dollar (A21002461	-
Please choose whether of hot to print an package items.	Order Date	07/19/2023 (11:16)	Pkg. details	[Envelope] Remo: [A3100346]	
	Pickup Date	07/19/2023 10:30 - 07/19/2023 10:56	Service	On Route On Call	-
	Delivery Date		Vehicle	Car	1
Print all package items Ves		Pickun		Delivery	i
Print	YOUR FACILIT 123 HOSPITAL CITY NAME, IA Contact: EMPI Phone: 517 Spec Instr: 157	Y NAME DR 50023 .0YEE NAME 251525 E LOOR LAB DOOR	State Hygier 2220 Dmaco Ankeny, IA S Contact: . Phone: . Spec Instr:	nic Lab - Ankeny Blvd 50023	
II you have any questions press to the 050-501-2510	Delivery Signature	х.	Time I	Driver# Pickup Time	1
	Roundtrip Signatur	e X.	Time	Name	
		STAT Courier 636-56:	Service, Inc. I-2518		

Pop Up will ask to print all package item- select yes.

Attach labels to all packages in the order.



Tracking

		~			-	-		-	
stat	couri	er					Quick Quote Quic	Logou k Track	
Main	New Order	Tracking	Reports	Addre	ss Book My Profile				
Track	ing					Choose Display	GPS Track Current	Orders	
Hide Search Op	tions *								
DrderTrackingli	D#:	2A11		Vehicle Type: *		*All Vehicles Car Cargo Van			
RefNo:				•	(Pickup Date) From:		507		
Type of Spec:					(Pickup Date) To:				
Package Type: *		*All Packages Bag Box		•	(Delivery Date) From:				
Service Type: *	Cooler vice Type: * * * * * * * * * * * * * * * * * * *			(Delivery Date) To:					
		Emerg On Ra	ent / Non-Routi ute On Call	ne 🔻	(Order Submitted Date	7/19/2023			
					(Order Submitted Date	e) To:	7/19/2023		
Show Advanced	I Options •								
		Expand G	rid	Sel	ect All	Print Labels	Show Result	s	
All Next Sto	ps Are Highlighted in	n Yellow				>	/		
🖹 Export to E	xcel						/		
rop Columns H	iere for Expanded Vi	ew							
Select 🗆	: OrderID	Status	: RefNo		Type of Spec	Ordered By State Hugienic Lab	: Service	:	
•	85.071923	Scheduled			Newborn Screening- Ambient	The University of lowa	On Route On Call		
∢								•	
Total									

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Powered By

Once an order has been placed orders may be tracked.

Filtering is available by:

- Tracking number
- Package type
- Service type
- Vehicle type
- Order submission date

Set desired filters and click "Show Results"



Tracking order status



If labels were forgotten to be printed, they may be printed by selecting the order in sample tracking

Order status (i.e.- scheduled, driver assigned, pick up complete, delivery complete) can be reviewed on the tracking page.



Congratulations you have completed a pickup request!

Special access requirements?

 If your location requires special instructions for access to the building please reach out to STAT courier so that these instructions can be added to your profile

-(i.e. use this door, or obtaining a key card)



Resource tools

A PDF walk through guide of the ordering process & recording of the webinar are available at the State Hygienic website.

http://www.shl.uiowa.edu/index.xml



July 18th, 2023 Webinar video:

https://uicapture.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=3f5eb 61a-7a6b-43d9-aa8f-b043012b7ae6



STAT Courier Contact Information

Account Number: 1142 Website: https://stat-courier.com

Customer Service (Available 24/7): Direct Line: 636-561-2518 Toll Free: 888-592-7828 Email: <u>dispatch@stat-courier.com</u>





State Hygenic Laboratory- STAT Courier Self Walk-Through Guide

Questions? Please email: shl-courier@uiowa.edu





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Thank you



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