

Rabies-DFA MyLIMS FAQ

1.) What is the Submitter Animal ID Number?

The Submitter Animal ID Number is a unique identifier assigned by the local jurisdiction for the specimen. This is not required for submission to DHMH and in some cases may be a case number or impound number for that animal.

2.) What happens if during the work week the Rabies Submission Form is mistakenly left out of the cooler (not included with the animal submission)?

If the Rabies Submission Form is not placed into the cooler with the specimen, we ask that you fax (FAX # 410-333-7790) the Rabies Submission Form to us as soon as possible **before** we receive the cooler with your specimens. We ask that you also call the lab (phone # 410-767-6177) to notify staff there to expect a faxed Rabies Submission Form.

3.) Does the test need to be ordered through MyLIMS if an emergency specimen is being sent?

We would like all rabies tests to be ordered through MyLIMS whenever possible, but emergency specimens on evenings and weekends may also be sent with a clearly legible handwritten version of the packing slip.

4.) What if an animal is being submitted from the field with no way to order the test in the MyLIMS system prior to shipping the cooler to the lab?

In some instances, the submitter may not have access to a computer to print out a packing slip through MyLIMS before submitting the animal to the lab. We ask that you send a handwritten Rabies Submission Form directly with the specimen before shipment. As soon as possible afterward, order the test through MyLIMS and fax (FAX # 410-333-7790) a copy of the printed out Rabies Submission Form to the lab. It would also be very helpful to call the lab (phone # 410-767-6177) to and inform staff there that the Rabies Submission Form is being submitted via fax.

5.) When I try to look up my rabies test results in MyLIMS, nothing appears on the screen when I search by either the packing slip number or the accession number?

If nothing shows up when searching by packing slip number or accession number that means that the lab has not yet received and scanned the packing slip. Once the packing slip in the cooler has been received it will be scanned into STARLIMS and will then show up during a search.

6.) I can see the results in MyLIMS for a specimen but it will not allow me to print out the STARLIMS report. Why?

If after you search for your specimen you can see results but cannot yet print the Final STARLIMS report, this means that the lab is in the process of releasing the result. Usually within an hour of release of the result you will be able to print the Final STARLIMS report as well.

7.) Do I have to order a separate test for every specimen?

Yes. A test must be ordered for each individual specimen so that each is assigned an accession number in STARLIMS.

8.) If someone else in the office enters the information in MyLIMS can I then search for the lab results even though I did not do the initial data entry?

Yes. Everyone under the same Submitter ID number can view all of the Rabies-DFA results for that jurisdiction.

9.) Can a copy of the Rabies Submission Form be saved electronically after it is printed?

Yes. If you click on "Export Report" while looking at the packing slip, you can save a copy of it to your computer.

10.) The Rabies lab has a 24-hour turn around time for testing specimens. When does that time actually start?

The turn around time starts when a Rabies Lab staff member physically **receives** (scans and enters) the specimen. For example, if a courier drops off a cooler Tuesday evening, the 24-hour turn around time does not begin until Wednesday morning, when a Rabies Lab staff member opens the cooler and scans the bar code from the enclosed packing slip.