

Beaumont

Origination 5/18/2022
Last Approved 5/18/2022
Effective 5/18/2022
Last Revised 5/18/2022
Next Review 5/17/2024

Document Contact Michelle Fischer:
Mgr, Lab Support Svcs
Area Laboratory-Processing
Applicability All Beaumont Hospitals

Laboratory Outreach Viewing Imaged Materials in Epic

Document Type: Procedure

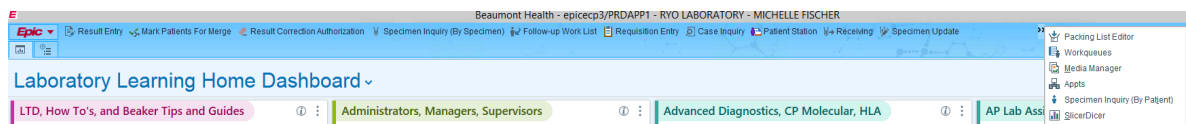
I. PURPOSE AND OBJECTIVE:

This procedure provides the steps to locate patient documentation or provider orders/requisitions scanned into the patient's chart using Media Manager in Beaker. Each site and department is responsible to review with staff when Media Manager usage is acceptable.

II. PROCEDURE:

Patient examples in this procedure are from the Test environment of Epic and do not exist on actual patients.

- A. Select "Media Manager" from the drop down menu in Beaker or search by "Media" using the looking glass option and typing "media".



- B. Click on Media Manager and the patient look-up box will appear at which time you can look up patient using the Medical Record Number (MRN) or Name. Verify patient is correct patient before selecting.

Patient Lookup

Select Patient CSN Lookup/Create Patient Recent Patients

Name/MRN: EPI ID:

SSN: Sex:

Birth date: Service area:

Use sounds-like

- C. If there are images scanned into the patient record you will see a listing of them on the screen. They are not visit specific.

Media Manager

Filters Clear All Filters Refresh (2:23 PM) Import Scan New E-Sig Form Camera Edit View/Play E-Sign Delete Find Patient

Test, Olaf Snowman MRN: 5209688 DOB: 5/15/1968

New files will be attached to: Patient: Test, Olaf Snowman [5209688]

	Description	Document Type	File Attached to	Import Date	Status
	Financial-Patient Level	Financial-Patient Level	Patient	9/13/2021	Received
	Smile	Clinical Photographs	Patient	5/29/2019	
	Smile	Clinical Photographs	Patient	12/27/2016	
	EKG 11-8-16	Office Performed Tests and Results	Patient	11/9/2016	
		History Dictation	Patient	10/7/2016	

- D. Look for a scan of a Drivers License if patient verification is requested and/or a date that is within the last 12 months or Laboratory Service under the Document Type to ensure accurate information.

- E. Double click on the line item to view the scan.

E-Signature Document Collector

Patient Signed

Hide

Beaumont

Patient Name: Chemistry Test Patient
Patient Hospital ID number:
Patient MRN: 9416453
Patient DOB: 7/22/1980

ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

I acknowledge I have received and/or can access a copy of the Facility's Notice of Privacy Practices by accessing Beaumont Health's web site at: <https://www.beaumont.org/patients-families/patients-rights-privacy/privacy>

Joint Notice of Privacy Practices
[English](https://www.beaumont.org/docs/default-source/privacy-notices/joint-notice-practice-english.pdf?sfvrsn=1429a1e3_2) [Arabic](https://www.beaumont.org/docs/default-source/privacy-notices/joint-notice-practice-arabic.pdf?sfvrsn=e82aa1e3_2) [Spanish](https://www.beaumont.org/docs/default-source/privacy-notices/joint-notice-practice-spanish.pdf?sfvrsn=2229a1e3_6)

Patient/Guardian

Signature captured with Topaz by Chemistry Test Patient at 2/14/2023 02:00 PM

Patient Guardian Signature

Relationship

To be completed by hospital staff if necessary
 An acknowledgement of receipt of the Notice of Privacy Practices was not obtained because (choose one):

The patient has received on in the past
 Was unable to do so because of emergency
 Other Reason

Electronically signed at 2/14/2023 02:07 PM

Provider Representative Signature

INTERPRETER DOCUMENTATION

Patient

- F. If there is any doubt regarding the patient identity after viewing the scanned items, do not place a visit on this patient.
- G. Create a new patient with the information provided and create a follow-up task for specific issue such as, Verify Name (VNM) or Verify Birthdate (VBD).

Approval Signatures

Step Description	Approver	Date
CLIA Medical Directors	Ryan Johnson: OUWB Clinical Faculty	5/18/2022
CLIA Medical Directors	John Pui: Chief, Pathology	5/16/2022
CLIA Medical Directors	Vaishali Pansare: Chief, Pathology	5/16/2022
CLIA Medical Directors	Muhammad Arshad: Physician	5/16/2022
CLIA Medical Directors	Jeremy Powers: Chief, Pathology	5/16/2022
CLIA Medical Directors	Ann Marie Blenc: System Med Dir, Hematopath	5/9/2022
Policy and Forms Steering Committee Approval (if needed)	Michelle Fischer: Mgr, Lab Support Svcs	5/9/2022
Policy and Forms Steering Committee Approval (if needed)	Ilene Hirsch: Project Mgr Policy	5/2/2022
Lab Operations Directors	Joan Wehby: Dir, Lab Operations C	4/26/2022
Lab Operations Directors	Elzbieta Wysteppek: Dir, Lab Operations B	4/25/2022
Lab Operations Directors	Kimberly Geck: Dir, Lab Operations B	4/24/2022
Lab Operations Directors	Amy Conners: Dir, Lab Operations A	4/22/2022
Lab Processing Best Practice Committee	Michelle Fischer: Mgr, Lab Support Svcs	4/22/2022
	Michelle Fischer: Mgr, Lab Support Svcs	4/22/2022

Applicability

Dearborn, Farmington Hills, Grosse Pointe, Royal Oak, Taylor, Trenton, Troy, Wayne