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Beaumont

Origination	6/15/2021	Document Contact	Michelle Fischer: Mgr, Lab Support Svcs
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Last Revised	8/24/2023		
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Specimen Processing Beaker Requisition Entry

Document Type: Procedure

I. PURPOSE AND OBJECTIVE:

The purpose of this procedure is to provide instructions on entering orders in Beaker via Requisition Entry. Requisition Entry is to be used when specimens from an outreach provider arrive at the lab with a non-Epic paper script. There are no future orders in Epic, so the order must be placed prior to collecting and receiving the specimens.

II. PROCEDURE:

A. Go to Requisition Entry.

B. Enter the submitter (client) number if provided i.e., BL6 or DB1234 in the submitter field.

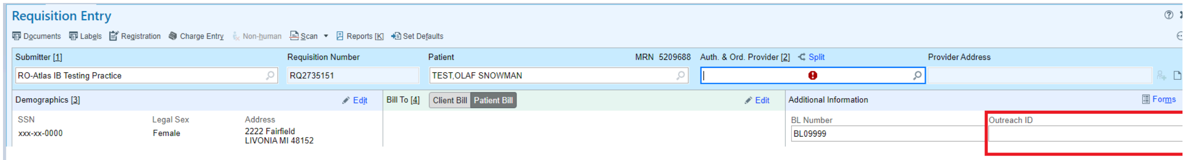
C. If no number is given you can search by address, phone number or ordering physician name but make sure you have the correct office since there could be multiple submitters in the same building.

   1. Type the street address, phone number or ordering physician name if known. This could pop up several submitter names. Make sure you verify the submitter name before choosing. The physician's names are also listed for additional verification before choosing.
   2. If none of this information is available then the submitter is unknown and enter "Unknown Submitter" which is 88888.

D. Enter the Patient Name (Last name, space, then First name), Beaumont Medical Record Number (MRN) or search the first three letters of the last name, the first three letters of the first name with date of birth. Example: Tes,Pat (if patient name is Test,Patient).

   1. If patient's MRN cannot be found a new MRN must be created following the linked procedure for Specimen Processing Non Face to Face Registration.

E. The requisition bar code is scanned into the Outreach ID box.



1. Scan the bar code on Beaumont or Atlas requisition label in this area.
2. For requisitions that have Electronic Health Records (EHR's) scan or enter in this area.
3. The outreach ID was intended for orders submitted electronically or by paper for our foreign EHR's. If the Requisition ID is placed in that field either by the interface or manually by end user, it will get sent back to the EHR and tie the result up with the order.

F. Add Diagnosis ICD-10 Codes

1. Enter ICD-10 codes that start with the letter Z first.
2. Enter ALL remaining ICD-10 codes.
3. If ICD-10 codes are not listed or narrative is used leave this field blank.
4. If creating a follow up task for any reason, add the comment "No DX" in the yellow Req Comments section.

G. Authorizing Provider – Enter the ordering physician

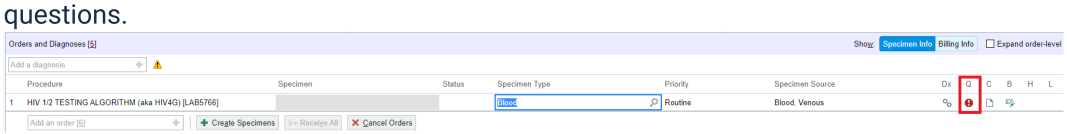
1. If you are having difficulty selecting the provider by name, you can search by National Provider Identifier (NPI) in Requisition Entry.
    a. In the Authorizing Provider field, type mpi.8. followed by the NPI number. For instance, if the NPI was 1234567890, you would type mpi.8.1234567890. This will populate the provider associated with that NPI.
2. If the ordering physician is unknown enter "Unknown per Pt" which is 99999 and add a "Provider which will automatically add an Unknown Follow Up" task.

H. Procedure – Enter tests Requested

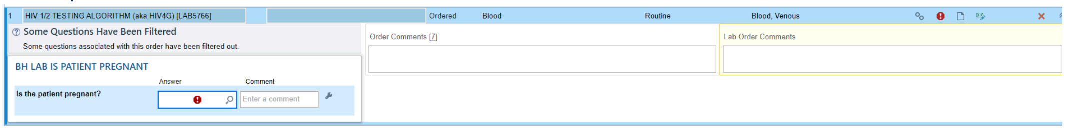
1. If extra specimen tubes are received without tests requested, review the linked Presumptive and Rainbow Policy test list to verify if one should be ordered.
    a. If the extra specimen qualifies for presumptive testing, order appropriate test, add "Follow-Up" task and add the "Presumptive Testing Flag" in specimen update.
2. If extra specimen tube type is not on the presumptive test list, enter rainbow test and add a "Follow-Up" task for no test requested. List the specimen tube type received in the follow-up task so client services is aware and can share with the client.

I. Order Questions

1. If the "?" appears under the "Q" column click it to open and answer the corresponding questions.

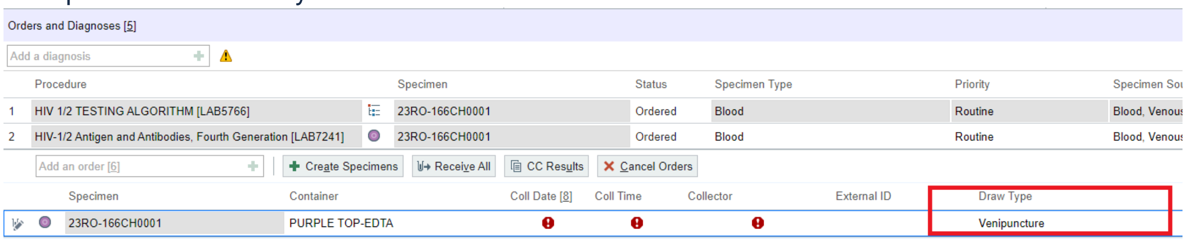


Example:



J. Stat – If the order is stat Change the Priority to Stat. It defaults to Routine.

K. Draw Fee – If there is a draw fee indicated on the requisition change the Draw Type to “Venipuncture”. This only has to be entered on one test.



L. Specimen Source – If a source is required enter the source.

M. Click Create Specimen

N. Enter Collection Date

O. Enter Collection Time

    1. If the time is unknown enter “001” which will expand to 00:01

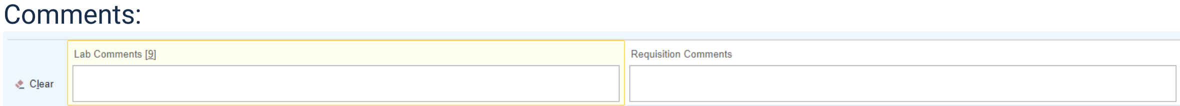
P. Enter Collector

    1. If Collector is unknown enter COLLC which will expand to Collector, Unknown Office
    2. If the Collector is one of our phlebotomist's search the last name

Q. Entering Copy of Results

    1. Click on "CC Results" after you have created the specimens and have entered the collection date, time, and collector information.
    2. Select individual tests by marking the box to the right of the test, or Select All
    3. Enter the CC Recipient via one of the below methods:
        a. Click in the “CC Recipient” box and search for a provider.
        b. Search with the submitter modifier by typing “S” then use the search field.
        c. Free Text by using the free text modifier by typing “*” and fill out the required fields.
    4. Click Accept

R. Comments:



    1. Lab Requisition Comment Area (Yellow box which is located in the lower right side of Beaker Requisition Entry)
        a. Enter requisition comments that are internal to the lab only.

2. Requisition Comment Area
    a. Enter requisition comments that will print and be sent on the result report to the submitter.

S. Click Receive and labels will print.

T. Label paperwork with the CSN label and verify name and DOB on label matches with the paperwork.

U. Click “Accept & New”

Approval Signatures

Step Description	Approver	Date
CLIA Medical Directors	Muhammad Arshad: Chief, Pathology	8/24/2023
CLIA Medical Directors	John Pui: Chief, Pathology	8/21/2023
CLIA Medical Directors	Jeremy Powers: Chief, Pathology	8/18/2023
CLIA Medical Directors	Vaishali Pansare: Chief, Pathology	8/17/2023
CLIA Medical Directors	Ann Marie Blenc: System Med Dir, Hematopath	8/17/2023
CLIA Medical Directors	Ryan Johnson: OUWB Clinical Faculty	8/16/2023
Policy and Forms Steering Committee Approval (if needed)	Michelle Fischer: Mgr, Lab Support Svcs	8/15/2023
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Lab Operations Directors	Kimberly Geck: Dir, Lab Operations B	7/26/2023
Lab Operations Directors	Elzbieta Wystepek: Dir, Lab Operations B	7/26/2023
Lab Operations Directors	Brittnie Berger: Dir, Lab Operations C	7/26/2023
Lab Processing Best Practice Committee	Michelle Fischer: Mgr, Lab Support Svcs	7/26/2023
	Michelle Fischer: Mgr, Lab Support Svcs	7/25/2023