

	Beaker Downtime Procedure MB-48	Dept:	CI Micro
		Effective Date:	01/11/19
		Revised Date:	01/11/19
		Contact:	Microbiology Manager
Name & Title: Dr. Gregory Pomper		Date:	
Signature:			

1) General Procedure Statement:

- a. **Purpose:** This procedure is to serve as a guide for trained personnel in the Clinical Microbiology Laboratory to perform the test described herein. This procedure should be used in conjunction with proper training and only by qualified technologists.
- b. **Responsible Department/Scope:**
 - i. Procedure owner/implementer: Dr. Elizabeth Palavecino.
 - ii. Procedure prepared by: Christy Hernandez, MT(ASCP)
 - iii. Who performs procedure: Clinical Microbiology Laboratory personnel.

2) Procedure:

All STAT results will need to be called to the floor/provider during downtime.

1. When a downtime occurs, downtime labels will need to be printed using the following steps:
 - a. Follow the path: EPIC > Tools > Laboratory Tools > Downtime Specimen Creation
 - b. Fill in the boxes with the following:

Laboratory: WC LAB
Number of specimens to create: 100 (estimate number needed)
Print Labels: Click the box (will display a check mark)
Number of labels per specimen: 2
Label Printer: use the downtime ID for your printer
 - c. Click “create” and your labels will print.
2. Downtime barcode labels will be printed in duplicate
 - a. **YOU WILL NEED A SEPARATE SPECIMEN ID BAR CODE LABEL FOR EACH SAMPLE**

10. In the Specimen field, enter the new test specific specimen ID that corresponds with the highlighted downtime ID

11. Click “Link”

- a. The downtime ID will disappear from the list and show up on the Outstanding List for a Tech to verify

Receiving Samples with Beaker Labels during the Downtime

- If samples with Beaker labels, which were printed/collected prior to the Downtime, are received
 - Access the patient’s Order Inquiry screen via Wake One View Only
 - Print a print screen that includes the patient’s information – name, medical record number, tests orders
 - Record the Specimen ID and collection information on the print screen
 - When Epic is available, perform the Receiving Activity using the information documented on the print screen
 - Use Specimen Lookup to enter the Specimen ID and Receive without scanning a barcode

NOTE: If the downtime is less than one hour, routine samples may be held and processed once the system has been restored. All STATS must be tested and called.

3) Review/Revision/Implementation:

All procedures must be reviewed at least every 2 years.

- All new and procedures that have major revisions must be signed by the CLIA Laboratory Medical Director.
- All reviewed procedures and procedures with minor revisions can be signed by the designated section medical director.

4) Related Procedures:

5) References:

6) Attachments:

7) Revised/Reviewed Dates and Signatures:

Review/Revision Date	Signature