

	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. Before a downtime occurs, downtime labels will need to be printed using the following steps. These labels will be kept in the Setups area cabinet near the main computer.
 - 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**
 - b.** If one sample is received for tests done on separate instruments, a separate label is needed for each testing on each instrument
- 3.** Document the date / time the sample was received in the lab on the manual requisitions, as it will need to be documented in Beaker
 - a.** Manual requisitions may be manually completed requisitions or Wake One generated Order Requisitions
- 4.** Place one of the downtime barcode labels on the requisition. Write the sample type of the corresponding specimen on the label
- 5.** On the other downtime barcode label with the same sample ID write the following: Patient name (Last name, First name), test(s) requested, and patient's location
- 6.** Place the downtime barcode label on the tube leaving the patient's name, date of birth, and medical record number visible on the document label
- 7.** When Wake One and Beaker applications become available, order the tests processed during the downtime
 - a.** If the order was received on a manually completed requisition for an inpatient or patient in the Emergency Room, enter the orders via Manage Orders using the current encounter
 - i.** You should not need to use One Click – if an account is not yet available, wait for registration to create one
 - b.** If a Wake One generated Order Requisition was sent with the specimens, an order has already been placed in Wake One
 - i.** Using Order Inquiry, search for the order and perform the collection process using the information recorded on the requisition
- 8.** Link the new order with the downtime specimen ID using the following path:
 - a.** EPIC > Tools > Laboratory Tools > Specimen Linking
 - b.** The specimens ran on the instruments during downtime will populate in the left-hand column

9. Highlight the downtime specimen ID in the left-hand column
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