

	<b>CP 25 Beaker Submitter Testing</b>	<b>Dept:</b>	Central Processing Lab
		<b>Effective Date:</b>	1/14/19
		<b>Revised Date:</b>	1/10/19
		<b>Contact:</b>	Central Processing Lab Section Manager
<b>CLIA Medical Director Signature:</b>  Gregory Pomper, MD (Signature on file)		<b>Approved Date:</b>	1/11/2019

**1) General Procedure Statement:**

- a. **Purpose:** To provide laboratory testing personnel with guidelines for processing samples using a Beaker Submitter to order testing
- b. **Responsible Department/Scope:**
  - i. Procedure owner/Implementer: Central Processing
  - ii. Procedure prepared by: Jennifer Hausman
  - iii. Who performs procedure: Central Processing Team Members

**2) Procedure:**

**a. Receiving Samples for Testing**

- i. Samples may be submitted 24 hours a day, 7 days a week and will be dropped off at the laboratory drop-off window or directly to a Central Processing team member
- ii. Verify all samples are properly labeled with 2 unique identifiers
  - 1. Patient samples
    - a. Full Name
    - b. Date of Birth
  - 2. Research / Non-Patient Samples
    - a. Identifiers indicated on the Submitter specific requisition
  - 3. Additional information may be included

**b. Ordering Testing**

i. Orders will be placed into Epic Beaker using Requisition Entry

1. Requisition Entry
2. Enter “Name of Submitter from Requisition” in the ‘Submitter’ field
3. Enter the “Patient Name or Sample Identification Number” in the ‘Patient/source’ field
4. Enter “Male” or “Female” in the ‘Sex’ field, if applicable
5. Enter the ‘Ordering Provider’ as indicated on the requisition
6. Enter the ordered ‘Procedures’ or tests indicated on the requisition
7. Click ‘Create Specimens’
8. Enter the “Collection Date and Time” in the appropriate fields
9. Click ‘Receive’
10. Click ‘Accept and New’

**c. Processing Samples for Testing**

- i. Label the samples with the Epic Beaker instrument ready barcode labels after verifying all patient/sample identification information matches
- ii. Place samples in the appropriate brick or bin for Spin to deliver to the testing sections

**d. Results Reporting**

- i. Results entered into Epic Beaker will auto-fax to the designated number setup with the Beaker Submitter
  1. Additional fax numbers may be entered into the requisition using the ‘CC results’ function
- ii. If a call results request is requested, provide Client Services or the testing section with a copy of the requisition indicating results need to be called upon completion

**3) Review/Revision/Implementation:**

All procedures must be reviewed at least every 2 years.

- All new procedures and procedures that have major revisions must be signed by the Department Chairman.
- All reviewed procedures and procedures with minor revisions can be signed by the designated section medical director.

4) **Related Procedures:** N/A

5) **References:** N/A

6) **Attachments:**

Breast Milk Exposure Requisition: <..\..\cp lab staff\Requisitions\Breast Milk Exposure Requisition.pdf>

Tobacco Control Center Study Requisition: <..\..\cp lab staff\Requisitions\Tobacco Control Center Study Requisition.pdf>

Internal Medicine Pulmonary – Spiromics Study: <..\..\cp lab staff\Requisitions\Spiromics Study Requisition.pdf>

7) **Revised/Reviewed Dates and Signatures:**

<b>Review Date</b>	<b>Revision Date</b>	<b>Signature</b>
1/10/2019	Original Document	Jennifer A. Hausman, MLS(ASCP)SBB <sup>CM</sup>