	CP 16 Wake One and Beaker applications Downtime Procedure	Dept:	Central Processing
Wake Forest™ Baptist Medical Center		Effective Date:	4/11
		Revised Date:	12/16/2016
		Contact:	Jennifer A. Hausman
Name & Title: Greg Pomper, MD Medical Director		Date:	Signed Date
Signature: See paper copy in the Central Processing procedure manual			

1) **General Procedure Statement:** The Wake One and Beaker applications can experience downtimes. The Clinical Labs must make provisions to continue providing laboratory service during these downtimes.

    a. **Purpose:** To provide guidelines to Central Processing staff for maintaining lab operations during Wake One and Beaker applications downtime and to provide general guidelines to Central Processing staff for maintaining lab operations during Hospital Network System downtime.

    b. **Responsible Department/Scope:**
       i. Procedure owner/Implementer: Central Processing Lab
      ii. Procedure prepared by: Jennifer Hausman / Susan Mahoney
     iii. Who performs procedure: Central Processing staff

2) **Procedure:**

    1. When a downtime occurs, retrieve the "downtime box" found in the middle drawer at the specimen drop off window at the front of the lab

    2. Downtime barcode labels have been pre-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 tube 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

PROCEDURE NOTE: Receiving Samples with Beaker Labels during the Downtime

- If samples with Beaker labels, which were printed/collected prior to the Downtime, are received

    o Access the patient's Order Inquiry screen via Wake One View Only

    o Print a print screen that includes the patient's information – name, medical record number, tests orders

    o Record the Specimen ID and collection information on the print screen

    o 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

PROCEDURE NOTE: Printing downtime labels

- Follow the path: EPIC > Tools > Laboratory Tools > Downtime Specimen Creation

- Fill in the boxes with the following:

    Laboratory: WC LAB
    Number of specimens to create: 100 (or estimate of how many will be 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 (see chart below)

Normal ID of CP label printers	Location	Downtime ID
402432	Tube Room	455799
420615	CP1	455777
420616	CP2	455778
420617	CP3	455779
420618	CP4	455781
420619	CP5	455782
420619	CP6	455783
420614	Call Center	455774

- Click "create" and your labels will print.

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 CLIA Laboratory Medical Director.

- All reviewed procedures and procedures with minor revisions can be signed by the designated section medical director.

4) Related Procedures: **Other procedures related to this one**

5) References: **(N/A if none)**

6) Attachments: **(N/A if none)**

7) Revised/Reviewed Dates and Signatures:

Review/Revision Date	Signature
Updated for Beaker, Updated Manager information 11/7/16	
Additional updates related to Beaker 12/16/16	