
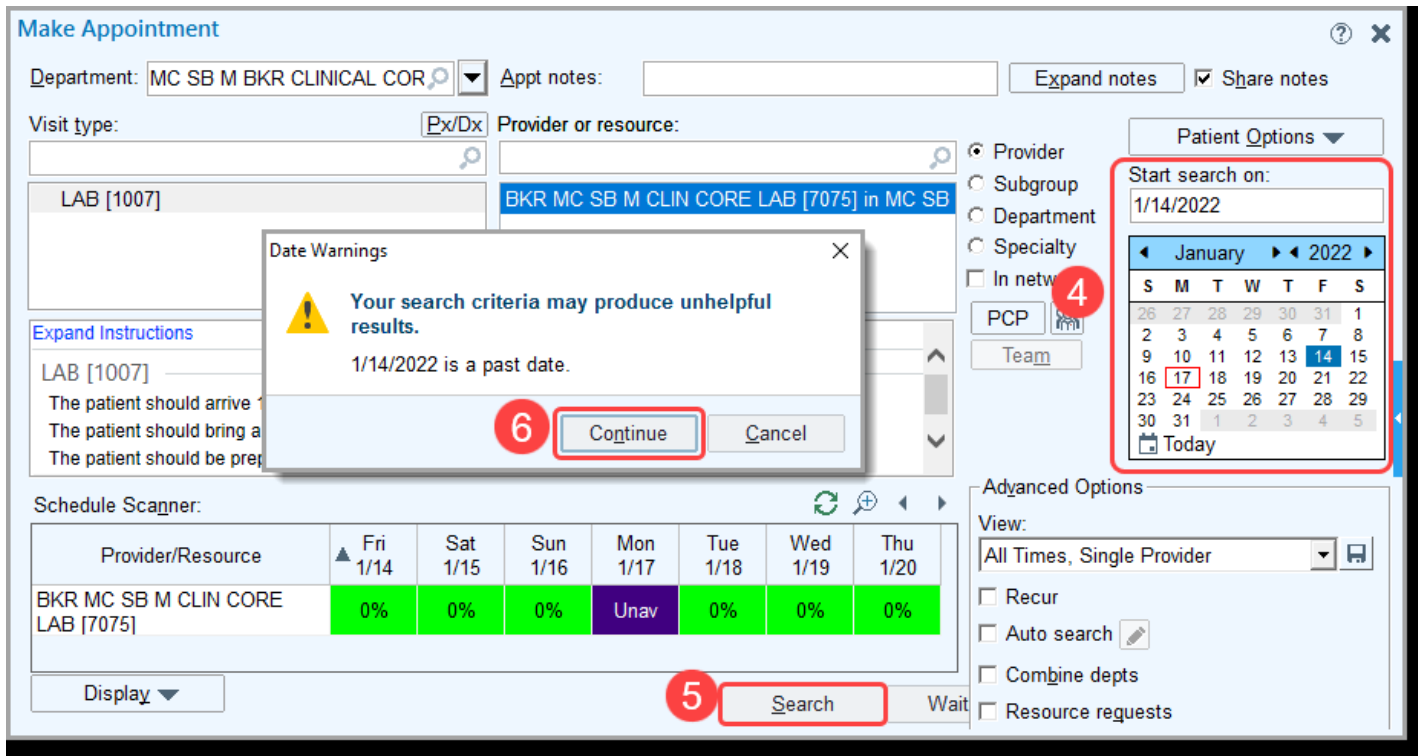


Job Aide: Creating a Back-Dated Beaker One-Click Appointment

 Atrium Health Wake Forest Baptist	DOCUMENT TYPE: Job Aide	ORIGIN DATE 3/25/2019
CLIA Lab Director: Dr. Gregory Pomper	LAB DEPARTMENT: Central Processing Lab	CONTACT: Central Processing Manager

1. Open Patient Station and search for the patient.
2. Select “One Click” lightning bolt icon below the patient information bar.
3. Select the “Manual” icon at the end of the available time slots. The Make Appointment screen appears.
4. Select the date of service on the calendar to the right.
 - a. Date of service is the **collection date of the sample** or the end date of a 24-hour collection
5. Click “Search” at the bottom of the screen.
6. A warning screen will appear. Click Continue.




Make Appointment

Department: MC SB M BKR CLINICAL COR Appt notes: Expand notes Share notes

Visit type: Ex/Dx Provider or resource: BKR MC SB M CLIN CORE LAB [7075] in MC SB

LAB [1007]

Date Warnings

 **Your search criteria may produce unhelpful results.**
 1/14/2022 is a past date.

6 Continue Cancel

4 Start search on: 1/14/2022

January 2022

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Today

5 Search Wait

Schedule Scanner:

Provider/Resource	Fri 1/14	Sat 1/15	Sun 1/16	Mon 1/17	Tue 1/18	Wed 1/19	Thu 1/20
BKR MC SB M CLIN CORE LAB [7075]	0%	0%	0%	Unav	0%	0%	0%

Display

Advanced Options

View: All Times, Single Provider

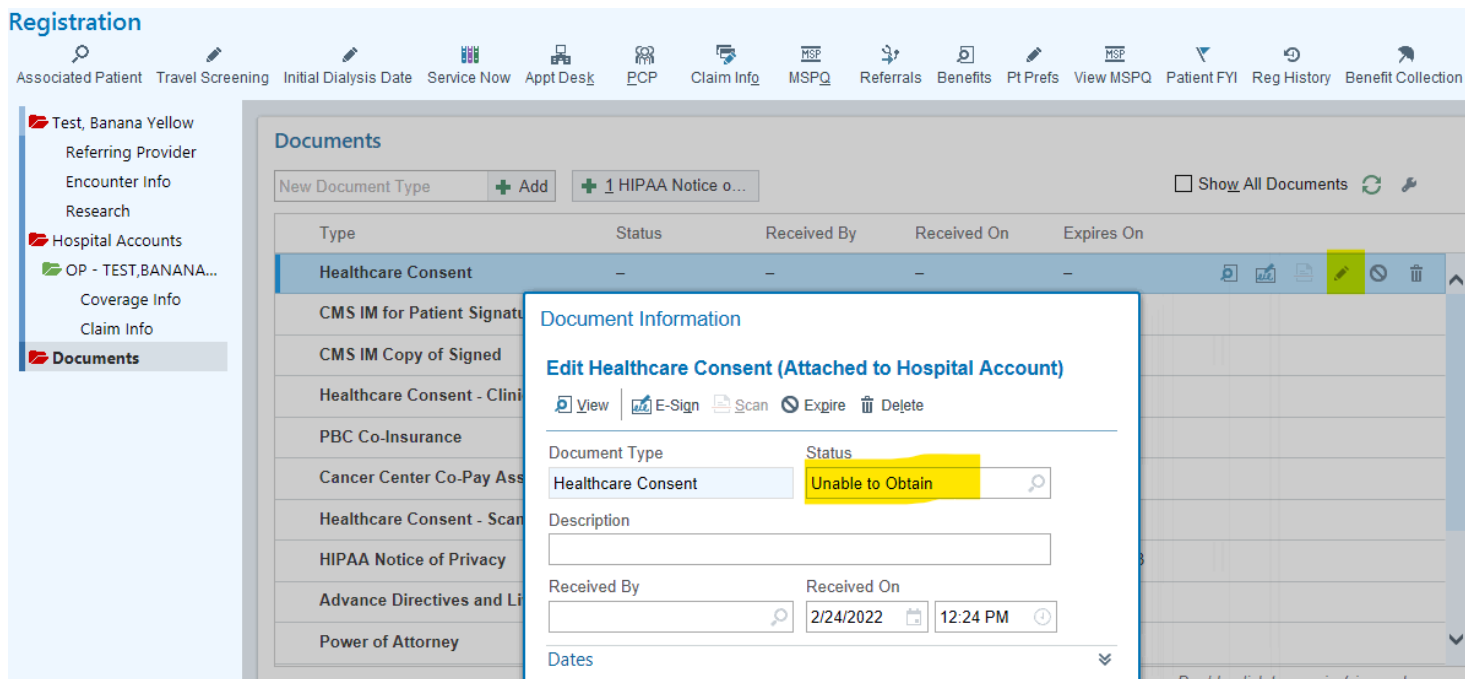
Recur

Auto search

Combine depts

Resource requests

7. The Provider Schedule appears for you to select a time slot. Select an open appointment time by double clicking on the time.
8. Click “Continue” to bypass the Appointment Warnings
9. Click “Schedule” at the bottom of the screen.
10. The Appointment Review screen will appear. Click Schedule.
11. The Registration activity opens.
 - a. In the Documents section (on the left), confirm the Healthcare Consent as “Unable to Obtain” since the patient is not present. Click the pencil icon next to Healthcare Consent. In the Status box select “Unable to Obtain.” Click Accept.
 - b. Click Accept to finish the registration process.



12. You will be taken back to Patient Station. Change the filter to +/- 7 Days to see the past encounter.
13. Select the encounter that you just created. Click Open Chart. Place and collect any orders as needed.