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

Atrium Health	DOCUMENT TYPE:	ORIGIN DATE		
Wake Forest Baptist	Job Aide	3/25/2019		
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- 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									? ×
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- 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.

Registration									
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- **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.