
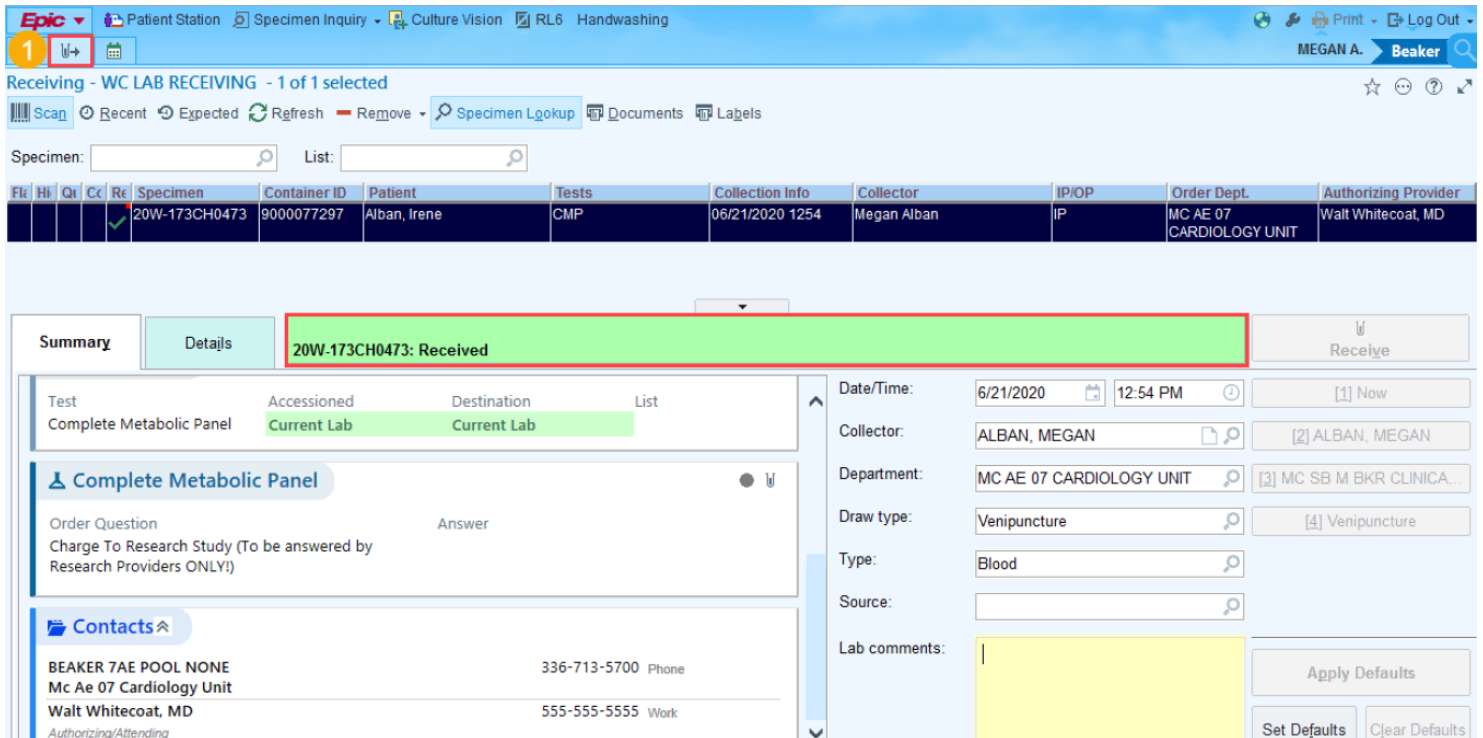


## Job Aide: Receiving Specimens in Beaker

 <b>Atrium Health</b> <b>Wake Forest Baptist</b>	<b>DOCUMENT TYPE:</b> Form	<b>ORIGIN DATE</b> 3/11/2020
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### Receiving Instrument-Ready Barcode Labeled Specimens With a Barcode Scanner

1. Click the **Receiving** activity icon below the Epic button.
2. Scan the barcode on the specimen label. Once the specimen has been received into the lab, testing can begin.



The screenshot shows the Epic Beaker interface for receiving a specimen. At the top, the navigation bar includes 'Epic', 'Patient Station', 'Specimen Inquiry', 'Culture Vision', 'RL6', and 'Handwashing'. The user is logged in as 'MEGAN A. Beaker'. The main header indicates 'Receiving - WC LAB RECEIVING - 1 of 1 selected'. Below this, there are search fields for 'Specimen' and 'List'. A table lists the specimen details:

Flr	Hb	Qt	Ct	Rc	Specimen	Container ID	Patient	Tests	Collection Info	Collector	IP/OP	Order Dept.	Authorizing Provider
				✓	20W-173CH0473	9000077297	Alban, Irene	CMP	06/21/2020 1254	Megan Alban	IP	MC AE 07 CARDIOLOGY UNIT	Walt Whitecoat, MD

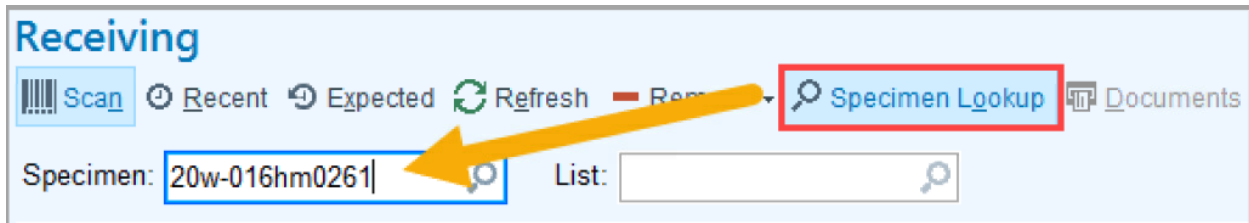
Below the table, the 'Summary' tab is active, showing '20W-173CH0473: Received'. The 'Details' tab shows the following information:

- Test:** Complete Metabolic Panel
- Accessioned:** Current Lab
- Destination:** Current Lab
- Date/Time:** 6/21/2020 12:54 PM
- Collector:** ALBAN, MEGAN
- Department:** MC AE 07 CARDIOLOGY UNIT
- Draw type:** Venipuncture
- Type:** Blood
- Source:** (empty)
- Lab comments:** (empty)

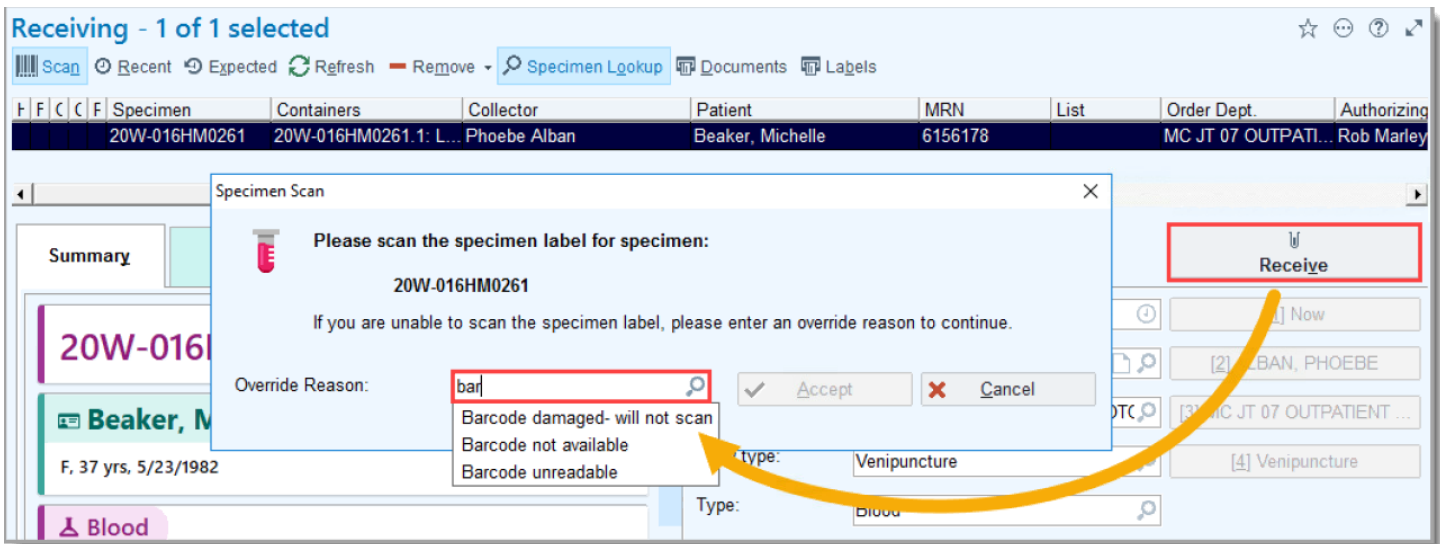
Buttons for 'Receive', 'Apply Defaults', 'Set Defaults', and 'Clear Defaults' are visible at the bottom right of the details section.

### Receiving Instrument-Ready Barcode Labeled Specimens Manually (Without a Scanner)

1. Click **Specimen Lookup** in Receiving.
2. Enter the Specimen ID/accession number in the Specimen field, then press Enter.



3. Click **Receive** on the right of the screen.
4. Select a Scan Override Reason, then click Accept. Use the magnifying glass icon to search for reasons. The specimen will then be received and testing can begin.



### Causes of Specimen Receipt Errors in Beaker

1. Missing Collection Date and Time
  - a. Click **Apply Defaults**
  - b. Click **Receive**
2. Specimen already received in another location
  - a. Change context to the other location
  - b. Create, Ready, and Pick Up a packing list to WC Lab
  - c. Change context back to MC SB M CLINICAL CORE LABS
  - d. Receive specimens
3. Specimen Receiving Filter Rule URINE COLLECTION QUESTION UPON RECEIVING
  - a. Click **Details** tab
  - b. Verify the urine interval is correct (Time Interval of Collection). The order must match the specimen type received – random or 24 hour.
  - c. Enter the total volume of urine received (Patient's Total Urine Volume)
    - i. Random urine orders received in a 3mL urine chemistry tube, enter "3."
    - ii. Random urine orders received in a urine cup, enter the volume in milliliters (mL).
    - iii. 24 hour urine orders, enter the total volume of the full 24-hour collection in milliliters. One gram (1 g) of weighed urine equals 1 milliliter (mL).

4. Another person in patient's record
  - a. Wait 1-3 minutes and try receiving the specimen again.
  - b. If record is still locked, call the patient's location to speak with the person locking the record. Ask the person to please close the record as you are unable to receive their laboratory specimens.
  
5. Test canceled or resulted prior to receipt
  - a. Verify that the scanned accession was canceled or resulted.
  - b. Determine if additional orders should be collected in Beaker.
    - i. If additional orders, confirm with the patient's care team if the orders should be completed on the physical specimens received.