Job Aide: Collecting Orders in Beaker

Wake Forest Baptist	DOCUMENT TYPE: Form	ORIGIN DATE 3/25/2019		
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Collecting Orders Using an Open Encounter:

When a patient has an open encounter for their visit that day, a One Click is not necessary. You should use the open encounter. If the encounter is no longer open, see instructions for performing a One Click Registration.

- 1. Select Patient Station.
- 2. Search for the patient by MRN or demographics. Select correct patient.

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- 3. Once Patient Station opens, single click on the appropriate encounter.
 - a. <u>You cannot select just any open encounter to use for collection</u>. The orders have to be collected on the encounter where they were placed.
 - b. If a patient comes in after an encounter is closed, a One Click needs to be performed.
- 4. Click Open Chart.

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- 5. The chart opens to Order Inquiry. Select the orders to be collected.
- 6. Click **Collect Specimens** on the activity toolbar.

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	Order Inquiry			? *
Jessica B. Fake-Patient	C Refresh 🐐 Views	Current All Labs	🗶 Relea 🙆 🕼 Collect Specimens 🗙	Cancel E CC Results
MRN: 6159997	? Priority	S *Order Date	Standing Fre Order Name	Authorizin
Cur Location: WK WILKES	✓ ⑦ Routine	1/14/2022 1050	Cytology, Liquid-based	Pap with Reflex HPV William
Code: Not on file 5 (no ACP docs)	 Routine 	1/14/2022 1050	LIPID PROFILE	William
O Search	Routine	1/14/2022 1050	Comprehensive Metabo	lic Panel William
ALLERGIES				>

7. The Collection activity opens.

Note: If you do not wish to collect an order, click the "X" and it will be removed from the collection activity.

Click **Print Labels**. This generates a specimen ID (22W-045HM0268). Labels print and collection fields appear. Answer any collection questions if needed.

Chart Review S Specimen Ir	nquiry 🥑 Visit N	Navigator Collection	× 81
Collection			- @ 🖍 🗙
Blood specimens		Collection S	Sequence
◎ Gld 3.5	Lab: WC LAB		
Comprehensive Metabolic Panel LIPID PROFILE	? ×		
	Answer	Comment	
Has the patient been fasting for 8 hours or more?	→	Q	
	7 Print L	abels Cojiect All	ii/→ Recsi <u>v</u> e

- 8. Click Collect All.
 - a. Collection information will auto-populate. This information can be changed if needed. To edit collection information, click the arrow beside of the collection information.

€→	Order Inquiry	Chart Review	S Specimen Inquiry	💞 Visit Nav	vigator	Collection	•	ş
Collecti	on						• ?	2 X
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Has t	he patient been fasting for	r 8 hours or more?		Answer Yes	,O	Comment		
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9. Click Receive.

Collecting Orders Using a One-Click Registration:

- 1. Click Patient Station. Look up your patient using two identifiers.
- 2. Select **One Click** on the activity toolbar.



- a. The lab schedule opens.
- b. Choose the first available time on the lab schedule.

BKR MC S	B M CLIN	CORE LAB	in MC SB M	BKR CLIN	ICAL CORE	LABS ¥ Ir	astructions		
11:50 AM	11:55 AM	12:00 PM	12:05 PM	12:10 PM	12:15 PM	12:20 PM	12:25 PM	12:30 PM	12
5 min	5 min	5 min	5 min	5 min	5 min	5 min	5 min	5 min	
1:55 PM	2:00 PM	2:05 PM	2:10 PM	2:15 PM	2:20 PM	2:25 PM	2:30 PM	2:35 PM	2
5 min	5 min	5 min	5 min	5 min	5 min	5 min	5 min	5 min	
4:00 PM	4:05 PM	4:10 PM	4:15 PM	4:20 PM	4:25 PM	4:30 PM	4:35 PM	4:40 PM	4
5 min	5 min	5 min	5 min	5 min	5 min	5 min	5 min	5 min	
6:05 PM	6:10 PM	6:15 PM	6:20 PM	6:25 PM	6:30 PM	6:35 PM	6:40 PM	6:45 PM	6
5 min	5 min	5 min	5 min	5 min	5 min	5 min	5 min	5 min	

- 3. Click Accept in the Appointment Review screen.
- 4. Initial screen for registration opens. Select Documents.
 - a. Document the HIPAA and Healthcare Consent as Unable to Obtain.
 - b. Click Continue Check In on the bottom right of your screen.
 - c. Click **Continue** in the confirmation message window.

	🛗 🕪 Alban, Hannah	×			Prel	ude PHOEBE A.	Q Search
		← → Patient Station	Registration				
		Registration	× III	(c), F	MSP	ه [م	? E
	Hannah Alban	Associated Patient Infection Screening	ng Initial Dialysis Date Service Now Appt De	s <u>k P</u> CP Clair	mInfo MSPQ	Benefits Pt P	refs More
	Female, 43 y.o., 10/09/1976 Phone: 336-645-5477	🗲 Alban, Hannah 🛛 🗖	ocuments				
	MRN: 6169431	Benefit/Coverage Info	Type of Document	Description 🔺 S	Status I	Date Received	
	SPOT: PPI 03 FAMILY MEDICINE OUTPATIENT	Referring Provider	Cancer Center Co-Pay Assistance - Scan				
	PHLEBOTOMY	Encounter Info	Authorization for Use or Disclosure of PHI				
Confirmation Me	essages X	Research	Guardian				
A Review the	e following warnings	🗁 Hospital Accounts	HIPAA Notice of Privacy	L	Jnable to Obtain	1/20/2020	
before pro	ceeding.	DP - ALBAN,HAN	HIPAA Lice of Privacy - Spanish				
Alban, Hannah	ч	Coverage Info	Advance Directives and Living Will	N	lot Received [11		
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A Warnings	(2)	🗁 Documents	Photo ID				
The Hospital	Account has not been		InsuranceCard				
as registered	until this is complete.	-	Healthcare Consent	L	Jnable to Obtain	1/20/2020	
[R-100266]		-	Healthcare Consent - Spanish				
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- 5. Choose Accept on the Check In Lab screen. You will be taken back to the Patient Station activity.
- 6. From Patient Station select the correct encounter.
 - a. Click **Open Chart**. **Order Inquiry** opens and you can view and collect active orders.

🕞 🕐 Patient Statio	n				
Last refreshed: 1/20/2020 11	I:23:36 AM				? [
Legend Refresh Filter	Ø Image: Construction One Click Make Appt	Appts Patient Reports	• Review		
Some encounters may be h	nidden based on the applied	filters.	Adjust Filters	Reset Filters	Hide Message
Encounter Hosp Acct Epi	isode		Current +/-7	Days All 1/2	0/2020 - 1/20/2020
Encounter	Status Date	Time Bed Unit	/ Dept Provider	Pt	Cla Reason
Lab Visit	Arrived Appt 01/20/2020	0730 PPI	3 FAMILY MEDI	OP	Appointment
6 Appointment	Arrived Appt 01/20/2020) 1110 MC .	IT 07 OUTPATIEN	OP	Appointment
Appointment	Arrived Appt 01/20/2020	0800 MC \$	SB M BKR CLINI	OP	Appointment
4					<u>.</u>
All encounters loaded.					
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