


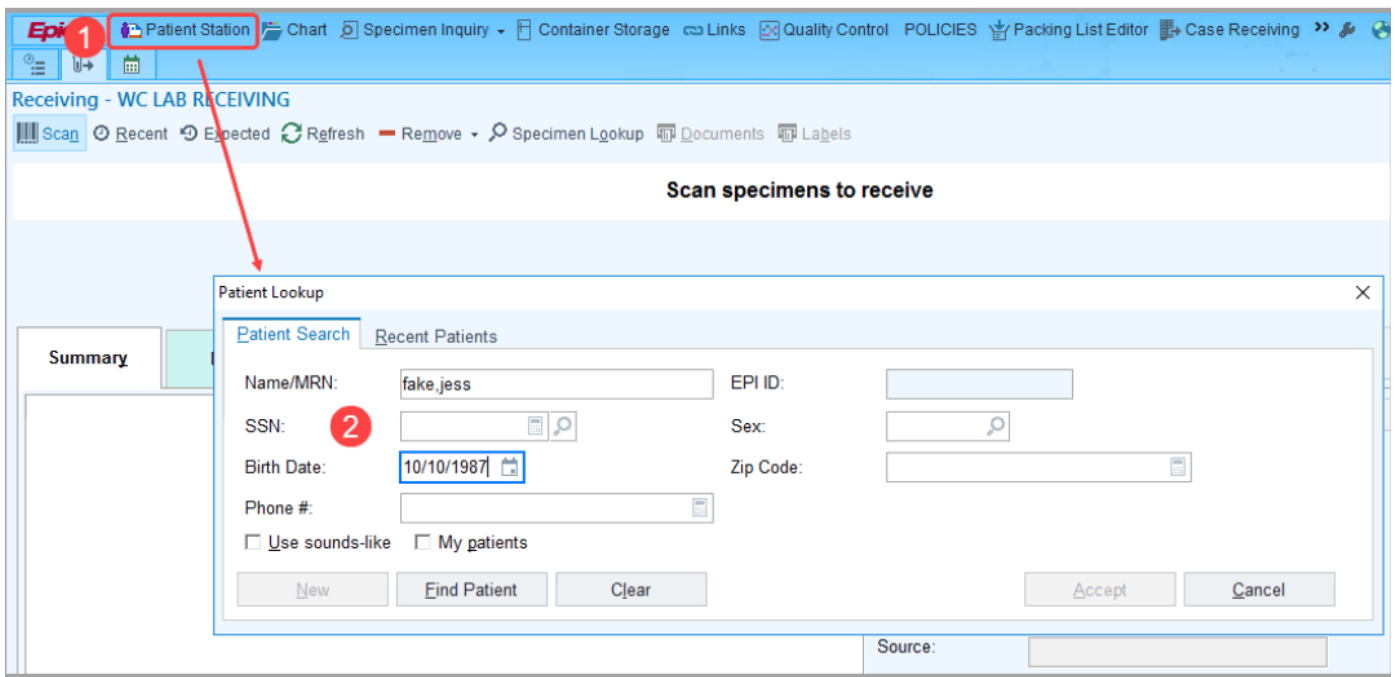
Job Aide: Collecting Orders in Beaker

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

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.



3. Once Patient Station opens, **single click** on the **appropriate encounter**.
 - a. You cannot select just any open encounter to use for collection. 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**.

← Patient Station

Last refreshed: 1/14/2022 11:24:29 AM

Legend Refresh Filter One Click Make Appt Appts New Case Patient Reports Review

Encounter Hosp Acct Episode Current +/- 7 Days All 1/14/2022 - 1/14/2022

Encounter	Status	Date	Time	Bed	Unit / Dept	Provider	Pt Cl	Reason	Private?	Accou
3 Appointment	Arrived Appt	01/14/2022	1130		WK WILKES INTERN.		OP	Appointment		423306

All encounters loaded.

Cancel Check In Cancel Chk In Change Reg EOD Print Form 4 Open Chart Charge Entry

Demographics Selected Encounter

Appointment Hospital Account

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

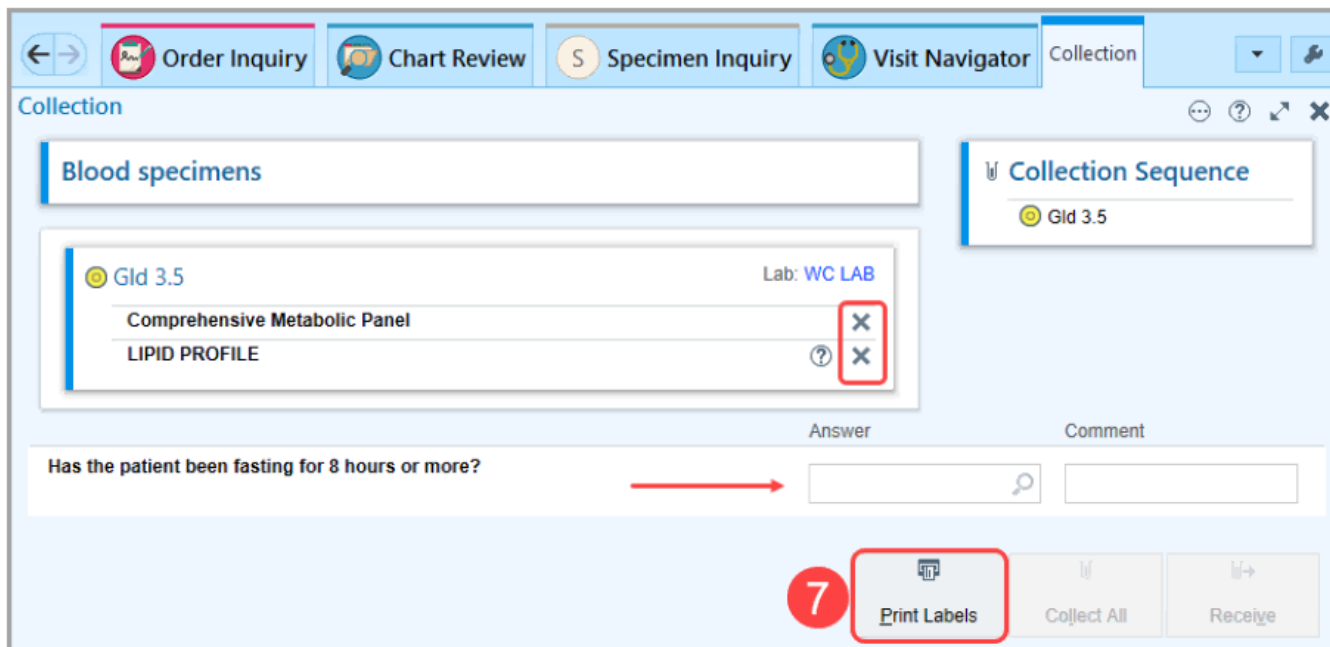
Order Inquiry Chart Review Specimen Inquiry Visit Navigator

Order Inquiry Refresh Views Current All Labs Release 6 Collect Specimens Cancel CC Results

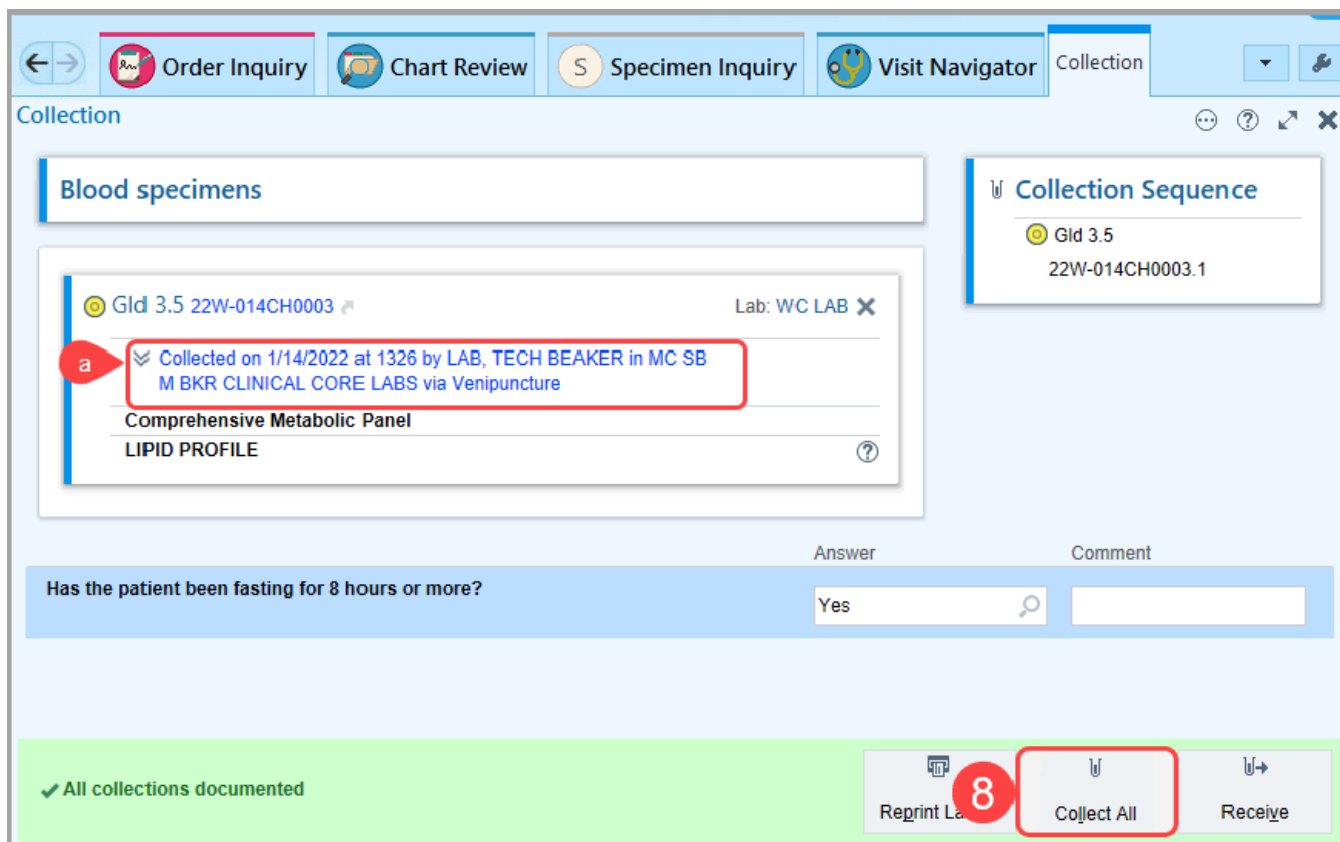
?	Priority	S...	*Order Date	Standing Fre...	Order Name	Authorizin
5 ✓	Routine	1/14/2022	1050		Cytology, Liquid-based Pap with Reflex HPV	William
✓	Routine	1/14/2022	1050		LIPID PROFILE	William
✓	Routine	1/14/2022	1050		Comprehensive Metabolic Panel	William

ALLERGIES

- 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.



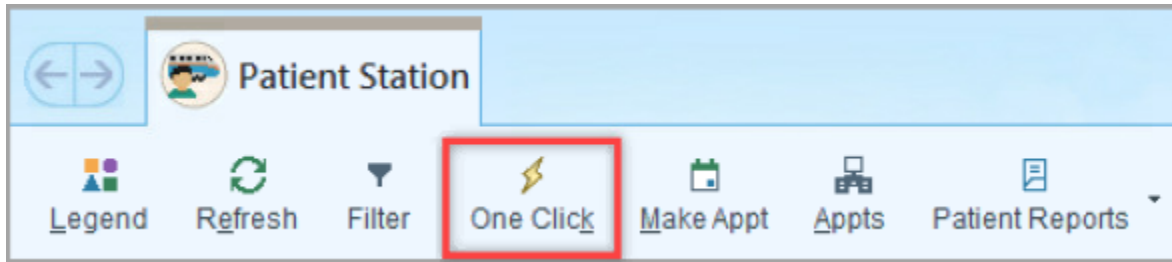
8. Click **Collect All**.
 - a. Collection information will auto-populate. This information can be changed if needed. To edit collection information, click the arrow beside of the collection information.



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 SB M CLIN CORE LAB in MC SB M BKR CLINICAL CORE LABS										Instructions
11:50 AM 5 min	11:55 AM 5 min	12:00 PM 5 min	12:05 PM 5 min	12:10 PM 5 min	12:15 PM 5 min	12:20 PM 5 min	12:25 PM 5 min	12:30 PM 5 min	12:35 PM 5 min	12:40 PM 5 min
1:55 PM 5 min	2:00 PM 5 min	2:05 PM 5 min	2:10 PM 5 min	2:15 PM 5 min	2:20 PM 5 min	2:25 PM 5 min	2:30 PM 5 min	2:35 PM 5 min	2:40 PM 5 min	2:45 PM 5 min
4:00 PM 5 min	4:05 PM 5 min	4:10 PM 5 min	4:15 PM 5 min	4:20 PM 5 min	4:25 PM 5 min	4:30 PM 5 min	4:35 PM 5 min	4:40 PM 5 min	4:45 PM 5 min	4:50 PM 5 min
6:05 PM 5 min	6:10 PM 5 min	6:15 PM 5 min	6:20 PM 5 min	6:25 PM 5 min	6:30 PM 5 min	6:35 PM 5 min	6:40 PM 5 min	6:45 PM 5 min	6:50 PM 5 min	6:55 PM 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.

Hannah Alban
 Female, 43 y.o., 10/09/1976
 Phone: 336-645-5477
 MRN: 6169431
 SPOT: PPI 03 FAMILY MEDICINE OUTPATIENT PHLEBOTOMY

Documents

Type of Document	Description	Status	Date Received
Cancer Center Co-Pay Assistance - Scan			
Authorization for Use or Disclosure of PHI			
Guardian			
HIPAA Notice of Privacy		Unable to Obtain	1/20/2020
HIPAA Notice of Privacy - Spanish			
Advance Directives and Living Will		Not Received [11	
Power of Attorney		Not Received [11	
Photo ID			
Insurance Card			
Healthcare Consent		Unable to Obtain	1/20/2020
Healthcare Consent - Spanish			

Confirmation Messages

Review the following warnings before proceeding.

Warnings (2)

The Hospital Account has not been verified. The patient will not be marked as registered until this is complete. [R-100250]

868021 Patient has opted out of insurance or has Blue Local coverage, Please have Fin. Resp. Notice signed. [R-000021]

Continue **Go Back**

Continue Check In

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 Station

Last refreshed: 1/20/2020 11:23:36 AM

Some encounters may be hidden based on the applied filters. **Adjust Filters** **Reset Filters** **Hide Message**

Encounter	Hosp Acct	Episode	Status	Date	Time	Bed	Unit / Dept	Provider	Pt Cls	Reason
Lab Visit			Arrived Appt	01/20/2020	0730		PPI 03 FAMILY MEDIC		OP	Appointment
Appointment			Arrived Appt	01/20/2020	1110		MC JT 07 OUTPATIENT		OP	Appointment
Appointment			Arrived Appt	01/20/2020	0800		MC SB IM BKR CLINIC		OP	Appointment

All encounters loaded.

Open Chart