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

Atrium Health	DOCUMENT TYPE:	ORIGIN DATE
Wake Forest Baptist	Job Aide	3/25/2019
CLIA Lab Director:	LAB DEPARTMENT:	CONTACT:
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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.** Click the WFMC CLIN CORE LAB SPECIMEN DROP OFF hyperlink. 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. Double click in an available time slot on the collection date.
- 6. Enter "Lab" as appointment note.

Chart Review Specimen Inquiry Open	Orders Patient Station Walk In						•	p
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Department WFMC CLIN CORE LAB //	Search start date is in the past.		4 4)	4/29/2 ¢r ► I	024 ≪ 2024 ►		•	+ ∧ ©
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- 7. Click Schedule at the bottom right. Click Schedule again at the pop-up window.
- 8. You will return to the Patient Station Encounters window. Find the WFMC CLIN CORE LAB encounter you just created on the appropriate date and double-click to open.
- **13.** Place and/or collect any orders in Order Inquiry as needed.