
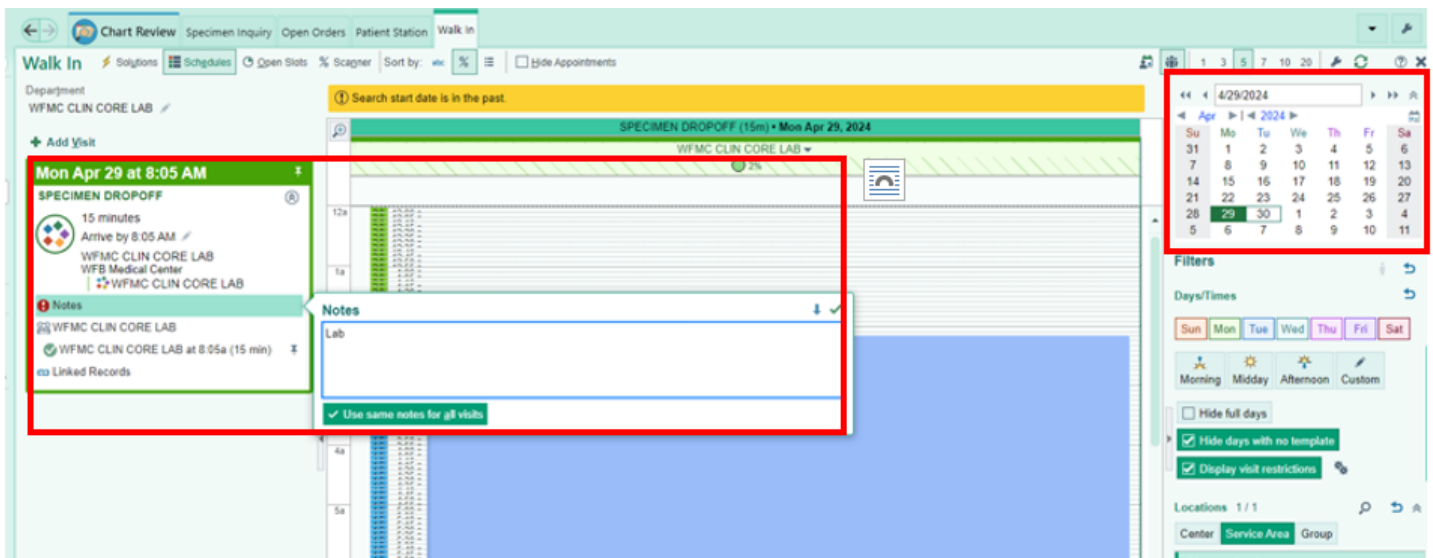


Job Aide: Creating a Back-Dated Beaker One-Click Appointment

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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.



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.