

Beaumont

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Laboratory Beaker Downtime Procedure

Document Type: Procedure

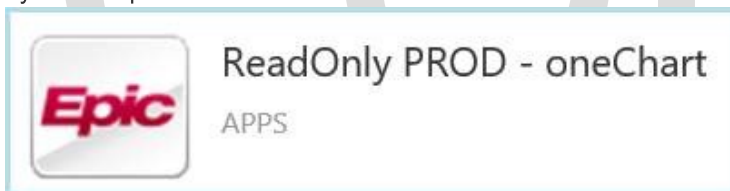
I. PURPOSE AND OBJECTIVE:

This procedure is to walk through the various general steps of Beaker downtime and recovery. Each department may have a department specific procedure for downtime processes for their area.

Note: Soft Bank users refer to Blood Bank Computer Downtime Scenarios.

II. DEFINITIONS:

- A. **Epic oneChart Business Continuity Access (BCA)**-Downtime computer that holds a snapshot of Epic prior to the system going down. Epic BCA downtime computers are located throughout the facilities and managed by each department.



- B. **Downtime Requisition**-This is the paper order that should accompany all downtime specimens from inpatient and emergency floors. This should contain:
1. Patient Name
 2. Date of birth (DOB)
 3. Medical Record Number (MRN)
 4. B Number (Band Number)
 5. Patient Room/Location
 6. Tests Requested
 7. Date and time of collection
 8. Collector employee identification number
- C. **Downtime Label**-Set of 2 labels with a Beaker specimen ID. One label is placed on the tube and one on the patient result/requisition. See example below.

- D. **Specimen Linking**-Process performed once Beaker is up to link results in Epic Beaker to patient orders placed after downtime. Once specimens are linked and the results are final verified all information will be complete and data will route to appropriate reporting method.

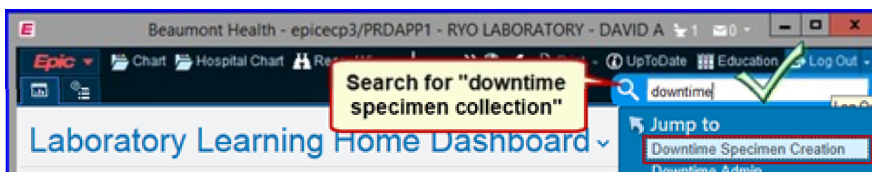
III. PROCEDURE:

See Beaker Downtime General Workflow attachment.

Note: During downtime, outpatient/outreach routine testing is usually held until the system is back up. In an extended downtime, it may be determined to start testing specimens with a shorter stability or process appropriately to preserve the stability. The testing departments will work closely with Lab Leadership in this situation to determine the actions needed in an extended downtime.

A. DOWNTIME LABEL PRINTING:

1. Prior to downtime, the lab must have pre-printed downtime Labels. These labels are printed on each campus by the staff preparing downtime materials. Downtime labels do not expire and each site should always have a supply. The number of labels that should be available at each site is determined by the size of the lab and its testing volume.
2. To create the downtime labels, search for "Downtime Specimen Creation".



3. Select the facility campus to create campus specific downtime labels. The default campus location is the user's current campus login location. This can be manually edited as needed.

Beaumont Health - epicecp3/PRDAPP1 - RYO LABORATORY - DAVID A

Downtime Specimen Creation

Laboratory: RYO LABORATORY

Number of Specimens: 1

Print Labels: Yes No

Labels Per Specimen: 2

Label Printer: DEV8426

Summary:

Lab Name	Lab ID
LAB GENERAL	000001
DEN LABORATORY	000002
CNT LABORATORY	000003
FMH LABORATORY	000004
GRP LABORATORY	000005
RYO LABORATORY	1230200006
RYO STAT LAB	1230200007
TLR LABORATORY	1230200008
TRT LABORATORY	1230200009
TRY LABORATORY	1230200010
WYN LABORATORY	1230200011
DEN BLOOD BANK	1230200012
FMH BLOOD BANK	1230200013

4. Number of label sets to print per request ranges from 1 to 500. Default copies is set to two identical copies per set. If more identical copies are desired, increase the value accordingly.

Beaumont Health - epicecp3/PRDAPP1 - RYO LABORATORY - DAVID A

Downtime Specimen Creation

Laboratory: RYO LABORATORY

Number of Specimens: 100

Print Labels: Yes No

Labels Per Specimen: 2

5. Search for the desired label printer for output. The user must select a networked Epic label printer. Confirm the printer name prior to executing the print job.

Beaumont Health - epicecp3/PRDAPP1 - RYO LABORATORY - DAVID A

Downtime Specimen Creation

Laboratory: RYO LABORATORY

Number of Specimens: 1

Print Labels: Yes No

Labels Per Specimen: 2

Label Printer: DEV8426

Summary:

Device Name	Device ID
DEV8426	8426
DEV67645	67645
CANTON ED INTERMEC	43313
CASSETTE_1EE_R11	67822
CASSETTE_1EH_R21	67828
CASSETTE_1EM_R31	67830
CASSETTE_1EQ_R41	67832
CASSETTE_1ET_R51	67834

6. Confirm there is adequate stock of labels in the label printer before printing labels. Execute print request by selecting "Create More". The Summary box displays contents of the print job. Each time the "Create More" button is selected, the Summary box updates.

Beaumont Health - epicecp3/PRDAPP1 - RYO LABORATORY - DAVID A

Downtime Specimen Creation

Laboratory: RYO LABORATORY

Number of Specimens: 1

Print Labels: ☒ Yes ☐ No

Labels Per Specimen: 2

Label Printer: DEV8426

Summary:

RYO LABORATORY (Specimens: 1)
Specimen IDs: 21RO-025X00002
Labels per specimen: 2
Label Printer: DEV8426

RYO LABORATORY (Specimens: 1)
Specimen IDs: 21RO-025X00001
Labels per specimen: 2
Label Printer: DEV8426

Execute label print request by selecting "Create More". Confirmation of the requested print job(s) displays in the Summary box. Each time "Create More" is pressed the Summary box updates with the executed print request.

Example of Summary for 2 print jobs.

Create More Close

B. SPECIFIC INSTRUMENT INSTRUCTIONS:

1. Abbott
 - a. Order tests in Instrument Manager (IM) under Patient and Order Management (POM).
 - b. Enter the Medical Record Number (MRN) as the patient ID. If the patient has been seen before, the patient information will populate. If not, enter the patient's information.
 - c. Enter the downtime specimen ID to enter the required test for that specimen.

Patient and Order Management

Patient Information

Patient ID: MRN

Patient Name:

SSN:

MRN:

DOB: 3/5/2021

Sex: ☐ Male ☐ Female ☐ Unknown

Location Facility:

Admitting Physician:

Clear

Specimen Information

Specimen ID: Downtime ID

Date: 3/5/2021

Time: 9:14:34 AM

Fluid Type:

Priority: ☒ Routine ☐ STAT

Ordering Physician:

Comments:

Order Tests >>>

Cancel Tests

Send to Host

Print Barcode

Print Specimen

Clear

2. ABL
 - a. Scan the downtime barcode when running the test on the instrument
3. Sysmex WAM (Work Area Manager), IRICELL and ACL Tops
 - a. See attachment.

C. RESULT REPORTING DURING DOWNTIME:

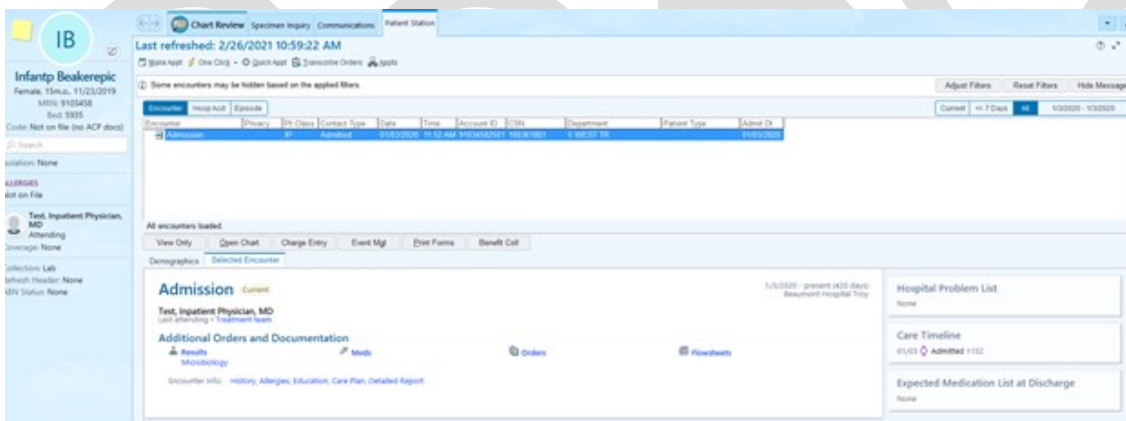
1. Each technical department should have their own individual downtime procedure as it relates to testing specimens and result reporting. These can include the following:
2. Testing Specimens:

- a. Manual programming of specimen on instruments
 - b. Manual Logs
3. Resulting:
 - a. Sending results via pneumatic tube system to the unit(s)
 - b. Calling results to the unit.
4. Critical Results should be called by the reporting technologist to the patient nurse for inpatients. Outreach critical results can be sent to Customer Service to contact the client.
5. Significant diagnosis and/or critical diagnosis from Anatomic Pathology, determined by resulting pathologist, will be called to the requesting physician by the resulting pathologist or manager.

D. ORDERING TEST(S) WHEN SYSTEM UP:

Results held in the middleware during downtime will be sent to Epic without patient information or order information. Unmatched results populate the Epic Beaker work queue "Specimen Linking". During the downtime recovery, results are manually associated with an order and specimen in Epic

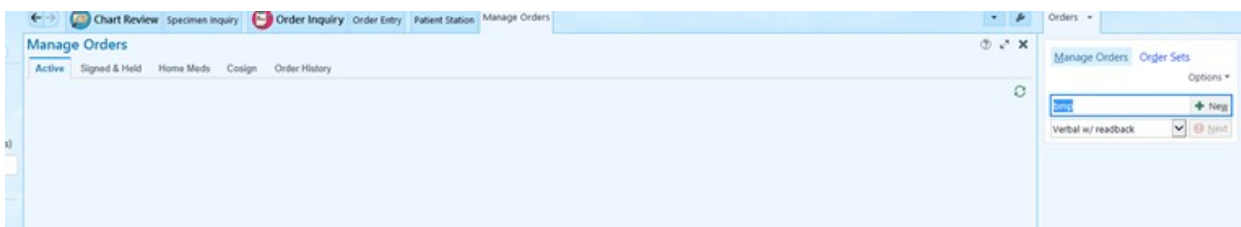
1. For inpatients and emergency center patients, use the process described below. For outpatients or Outreach patients, use the One Click or requisition entry process.
2. Use Patient Station to locate the correct patient. Double click on the proper admission/encounter.



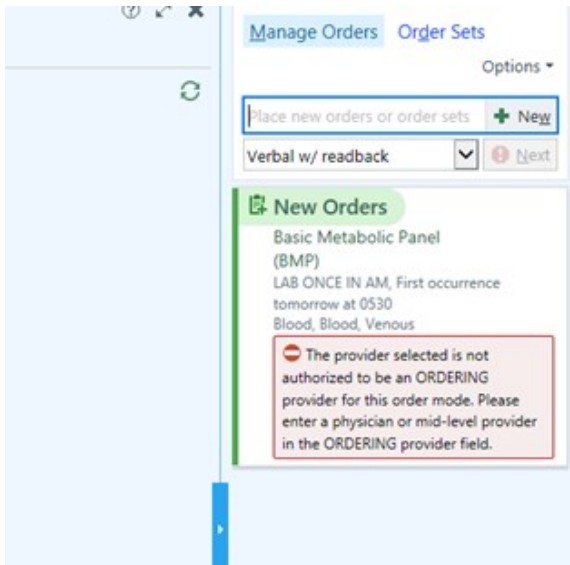
3. Check in the Order Inquiry tab to check if an order(s) were already placed. If there is an order(s), proceed to collecting the specimen.



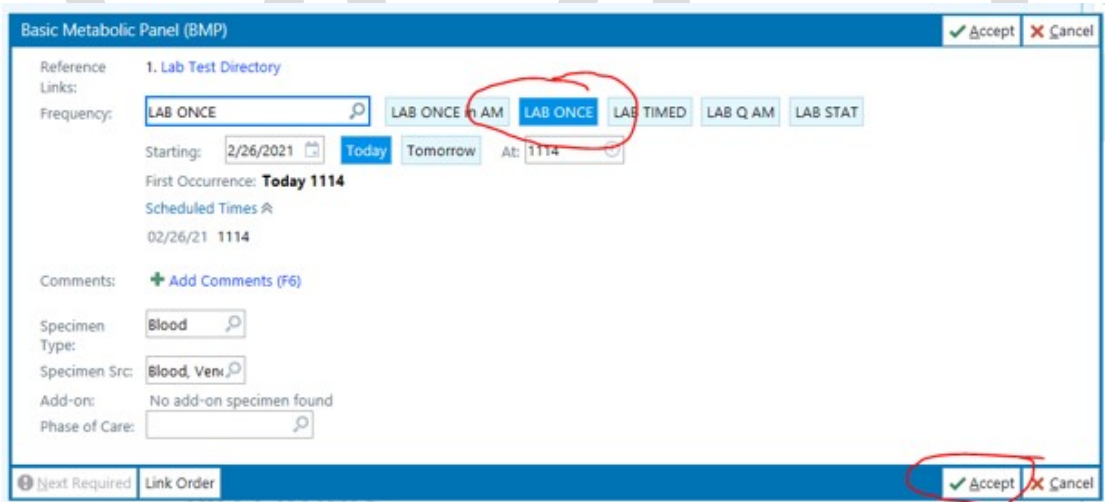
4. If no orders are present, a new order will need to be placed. Type in the test(s) to be order in Manage Orders and click New.



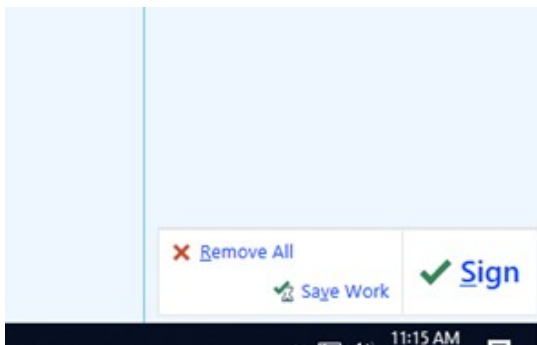
5. The orders will populate under the order field. Click on New Order to change the frequency to LAB ONCE.



6. Change each order to LAB ONCE and Accept.



7. Click Sign and verify the correct ordering information is filled in.



Providers

Ordering Information

Order mode: Verbal w/ readback

Ordering provider: TEST, INPATIENT PHYSICIAN

Authorizing Providers

For procedures: TEST, INPATIENT PHYSICIAN

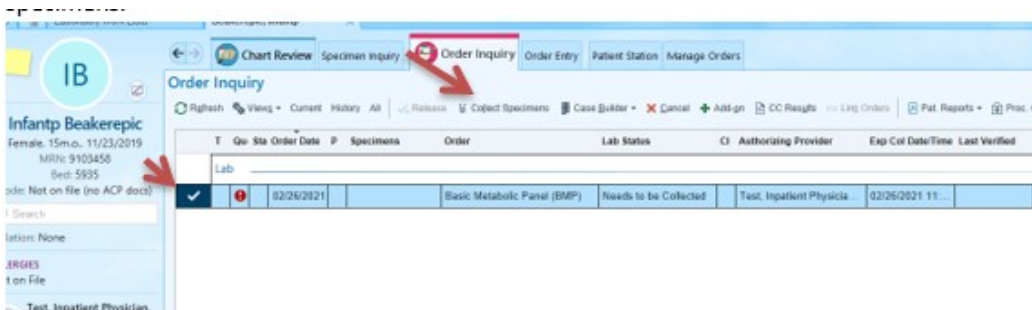
Entry Information

Entered by: RUSSELL, KRISTIN

Comments:

Accept Cancel

8. After the order is entered, the order must be marked as collected. Go back to Order Inquiry in the patient's chart and locate the order.
9. A check mark must be next to the specimen order(s) to collect and click on Collect Specimens.



10. On the next screen, enter the Band Number (B#). This is a hard stop.

Collection

Blood specimens

Green PST (Blood, Venous)

Basic Metabolic Panel (BMP) (Scheduled: 2/26/2021 11:18 AM)

Lab: TRY LABORATORY

Please enter the B Number

Print Labels

11. After the B# is entered, click on Print labels.

Blood specimens

Green PST (Blood, Venous)

Basic Metabolic Panel (BMP) (Scheduled: 2/26/2021 11:18 AM)

Lab: TRY LABORATORY

Please enter the B Number

61234

Comment

Print Labels Collect All Receive

12. Scan or click on the "Scan the label or click to document the collection".

Collection

Blood specimens

Green PST 21TR-057CH0001

Lab: TRY LABORATORY

Basic Metabolic Panel (BMP) (Scheduled: 2/26/2021 11:18 AM)

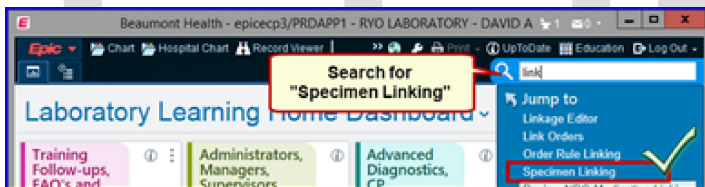
Scan the label or click to document the collection

Please enter the B Number

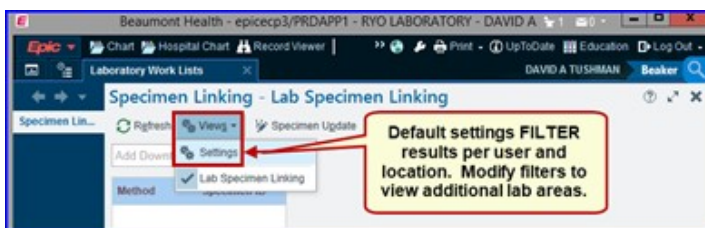
13. Click on Receive.

E. SPECIMEN LINKING:

1. Searching the word "link:" and select "Specimen Linking".



2. Specimen Linking lists default view filter displays the user's current laboratory location. Manually modify the filter under Views-Settings.



3. Scan Downtime Label on requisition/specimen.
4. Test and result linked to the Downtime label will display. Enter the patient Medical Record Number (MRN) or Target specimen.

Specimen Linking - Temporary Report - 1 out of 5

Highmark View Specimen Update

Add Downtime Specimen

Method	Specimen ID	Result Received Instant	Test
WTO TDM 400	2080-273X0001	06/26/2021 11:08	
WTO CHEMLINE	2080-273X0001	06/26/2021 11:08	
WTO CHEMLINE	2080-273X0002	06/26/2021 11:08	
WTO CHEMLINE	2080-273X0004	06/26/2021 11:08	
WTO CHEMLINE	2080-273X0005	06/26/2021 11:08	

Downtime Result

Select Patient 1 unselected result for the selected downtime specimens

2080-273X00001

Component BH LAB SODIUM Value 140 Unit mmol/L Resulting Date/Time 02/26/2021 09:45 AM

Link to Patient Target Specimen

5. A box will appear with the patient information. If the patient is correct, hit enter or click "Accept".

6. Locate the test list. Click "Link" on the test to be linked.

02/21 09:06 BH LAB GLUCOSE 94 mg/dL 02/26/2021 09:47 AM

02/21 11:51 BH LAB POTASSIUM 4.1 mmol/L 02/26/2021 09:45 AM

02/21 12:01 BH LAB SODIUM 139 mmol/L 02/26/2021 09:45 AM

02/21 12:23

02/21 12:23

02/21 12:26

02/21 12:26

02/21 12:27

Link to: Beakerepic, Infantp MRN 9103458, F, 1 year, 11/23/2019

BEAKEREPIC, INFANTP Target Specimen

Encounters

Hospital Encounter (Admitted) 5 WEST TR, 01/03/2020, CSN 100361801

Add Orders

21TR-506MC004 Blood BID Cx Collected 10/26/2020 01:24 PM Microbiology

Culture, Blood Verified

21TR-056CH001 Blood Green PST Collected 02/25/2021 01:47 PM Link

Comprehensive Metabolic Panel (CMP) Verified

21TR-057CH001 Blood Green PST Collected 02/25/2021 11:28 AM Link

Basic Metabolic Panel (BMP) On Test

Refresh

7. Review the order. Collection information can be updated, if needed. If everything is correct, click "Link" in the lower right corner.

02/21 11:51 BH LAB POTASSIUM 4.1 mmol/L 02/26/2021 09:45 AM

02/21 12:01 BH LAB SODIUM 139 mmol/L 02/26/2021 09:45 AM

Link to: Beakerepic, Infantp MRN 9103458, F, 1 year, 11/23/2019

Orders for 21TR-057CH0001

Encounter: Hospital Encounter (01/03/2020) Manage Orders

Add Diagnosis

Link?	Status	Procedure	Priority	Associated Diagnoses	Ordering Provider	Authorizing Provider
<input checked="" type="checkbox"/>		Basic Metabolic Panel (BMP) [...]	Routine		TEST, INPATIENT PHYSICIAN	TEST, INPATIENT PHYSICIAN

Recalculate Specimen Defaults

21TR-057CH0001 Specimen Summary

Collection Date: 2/26/2021 Collection Time: 11:08

Collector: RUSSELL, KRISTIN Collection Department: 5 WEST TR

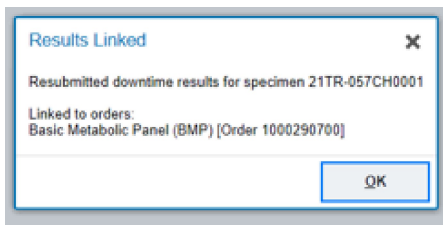
Specimen Type: Blood Specimen Source: Blood, Venous

Container Type: GREEN TOP PST Draw Type: Venipuncture

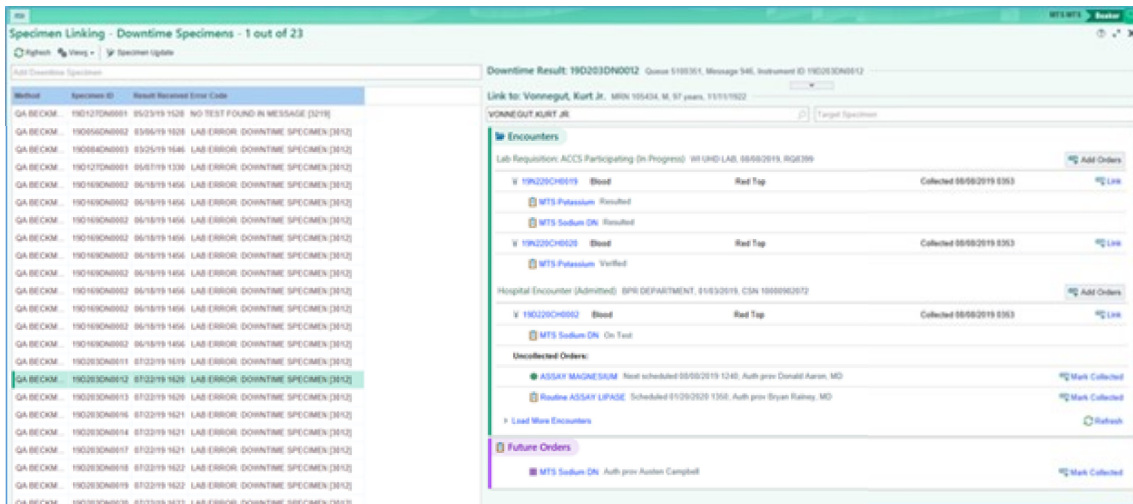
Back to Encounters

Link

8. This screen will appear. Click "OK". The test should fall off the Linking workload.



9. The user can also work from the list of Downtime specimens. Select the downtime results from the grid on the left side of the activity.
10. Enter the patient you want to link to in the Patient field on the right side of the activity. The linking target report that appears shows a patient's existing encounters, specimens, and orders.



F. DOWNTIME RECOVERY REVIEW:

1. After all downtime specimens have been entered, review the current outstanding list for any missing or duplicate specimens.

Attachments

[Sysmex WAM_IRICELL_ACL TOPS Downtime Workflows.pdf](#)
[Beaker Downtime General Workflow.pdf](#)

Approval Signatures

Approver	Date
Muhammad Arshad: Chief, Pathology	06/2021
Ann Marie Blenc: System Med Dir, Hematopath	06/2021
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Jeremy Powers: Chief, Pathology	06/2021

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Amy Knaus: Dir, Lab Operations C	06/2021
Kimberly Geck: Dir, Lab Operations B	06/2021
Jennie Green: Mgr Laboratory	06/2021
Jennie Green: Mgr Laboratory	06/2021

Applicability

Dearborn, Farmington Hills, Grosse Pointe, Royal Oak, Taylor, Trenton, Troy, Wayne

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