



STEM CELL LABORATORY (STCL)



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Ordering STCL Tests in Epic Beaker – Open Encounter

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ORDERING STCL TESTS IN EPIC BEAKER - OPEN ENCOUNTER

- Once logged into EPIC Beaker and the dashboard is showing, click on the “*Patient Station*” tab in the top left corner
- Enter the patient’s name or medical record number; select *ACCEPT*.
- Choose the current encounter that has been arrived. (**NOTE:** If the patient does not have a current encounter, please refer to “*STCL-SOP-058 JA2 Ordering STCL Tests in Beaker - Closed Encounter*”).
- Double click on the correct encounter to open the window.
- Click on the tab on the left side of the screen that says “*Orders*” or “*Order Entry*”
- Order the appropriate test(s) and click on the SIGN box.
- In the box that appears on the screen, enter the ordering doctor by using the attending physician’s name located at the top center of the screen. Click “*ACCEPT*” to move past this screen.
- Choose the tab “*Order Inquiry*” on the left hand side of screen. It will bring up the orders for this patient. When you click on the correct test, it will become highlighted; you can choose more than one test by holding the mouse button down as you scroll.
- When the correct orders have been highlighted, select “*Collect Specimen*” located right above the ordered tests.
- The screen will change to show the tests that were highlighted. On the bottom right corner of the screen, select “*Print Labels*” to have the labels print out on the label printer in the Receiving Room of the STCL. Then select “*Collect All*”.
- **NOTE:** If the tests are to be performed in the STCL, select “*Receive All*”.
- **NOTE:** If the tests are to be sent to another performing laboratory outside the STCL, do **NOT** select “*Receive*”. The performing laboratory staff will complete this part of the process when they have physically received the specimens in their laboratory.
- The test(s) ordered should now be displayed on the STCL dashboard on the bottom half of the screen in the “*Outstanding Tests*” list.

Signature Manifest**Document Number:** STCL-SOP-058 JA1**Revision:** 01**Title:** Ordering STCL Tests in Epic Beaker – Open Encounter

All dates and times are in Eastern Time.

STCL-SOP-058 JA1 Ordering STCL Tests in Epic Beaker – Open Encounter**Author**

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Document Release

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