Excellian/Beaker Downtime Process
Affiliate

Allina Health 🌿
LABORATORY

This document provides instructions for sending specimen(s) to Allina Health Laboratory in the event of an Excellian/Beaker downtime.

In order to ensure patient safety and to facilitate electronic flow of results, only stat or time sensitive specimens should be sent during a downtime. All routine testing should be held until system is available.

Downtime Process:

Downtime Beaker labels and downtime patient tracking form should be printed, and kept available for use, in the event of a downtime.

1. Complete the upper section of an Excellian/Beaker Downtime Patient Tracking Form for each patient that will have specimens sent during downtime.
2. Complete the Beaker Downtime Labels;
   a. Write the test name under the barcode on the label that will be placed on the specimen container.
   b. The label for the tracking log does not require the test name.
3. Place the Beaker Downtime Labels as follows;
   Note: You will need one downtime label set (specimen label and corresponding tracking label) per test panel. Example: Basic Metabolic Panel and Magnesium needs 2 specimens, each with their own unique Beaker downtime label)
   a. Place the first label, which includes the test name, on the specimen container.
      i. The patient name, MRN and the date and time of collection must be visible.
   b. Place the corresponding Beaker Downtime Label in space indicated on the tracking form and write the test name in the column next to the label.
4. Place all specimens listed on the tracking form in a specimen bag.
   a. Place the corresponding tracking form in the pocket of the bag.
5. Place each specimen bag into a courier transport bag according to transport temperature.

Recovery Process:

1. When the system becomes available, enter all orders received for tests sent to Allina Health Laboratory during the downtime, following your site procedures.
2. Release any orders as needed following your site procedures
3. Receive specimens following your Specimen Receiving procedure.
   a. In order to ensure the results are charted appropriately, you must enter the actual collection date and time of the specimen.
   b. All specimens collected from the same patient at the same time should be received together.
4. Create a packing list(s) for send out specimens.
5. Scan specimen(s) to the appropriate packing list.
6. Reconcile labels to the packing list.
7. Indicate on the printed packing list "Recovery" and fax the packing list(s) to the appropriate performing laboratory. Central Lab Client Services fax (612) 863-4067.
8. Once the packing list is received, the testing department will link orders with results.
9. Providers will receive results via their Excellian InBasket