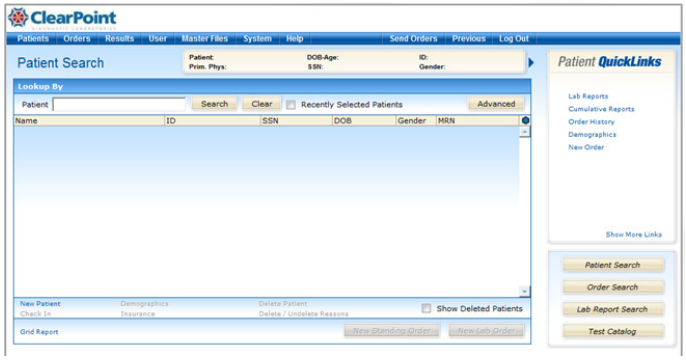
ClearPoint DIAGNOSTIC LABORATORIES

eLabsConnect Quick Reference Guide

New Lab Order



Step 1: Patient Search

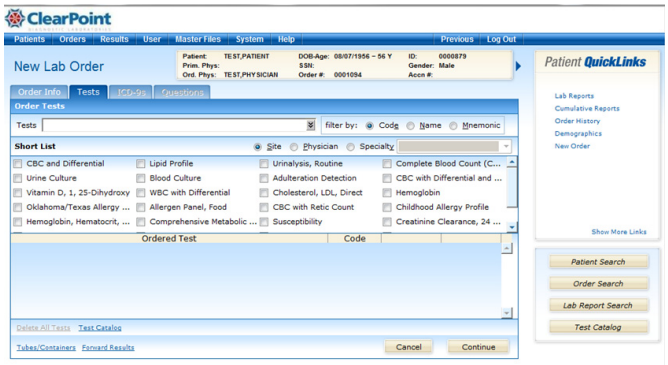
1. Select Patient Search from the Patients menu to open the Patient Search screen.
2. Enter the patient's last name and first name, separated by a comma, or the patient ID number in the Patient field. (Use the first few letters of a patient's last name or the first few characters of the patient's ID for a wide-range search.)
3. Click **Search** to display a list of matching records**.** Refer to the New Patient Record section of this guide if the patient's record cannot be located.
4. Select the patient's name on the list.
5. Click **New Order** to open the Order Info tab of the New Order screen.

Step 2: Order Information

Many of the fields on the Order Info tab are automatically populated with data from the patient's record.

1. Add or change information as needed.
2. Click Continue to save the Order Information and open the Tests tab.

Step 3: Tests



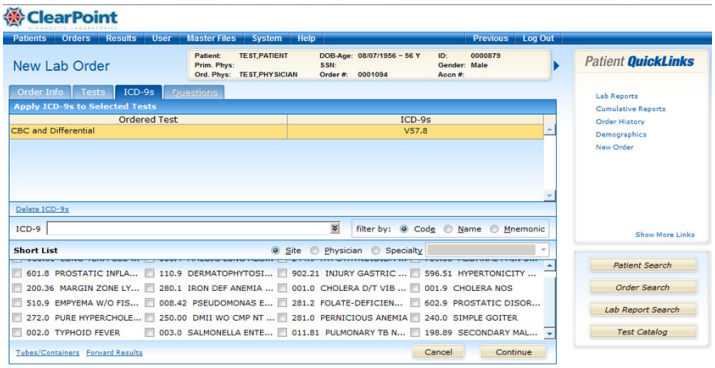
Select a test to add to the order by clicking the check box next to the name of the test in the Short List section of the tab.

If a required test does not appear in the Short List section, use the following procedure to search for a required test.

1. Choose a "filter by" option for the Tests field.
2. Based on the option selected, enter the first few characters of the test Code, Name, or Mnemonic in the field.
3. Open the drop-down list to display tests that match the criteria entered.
4. Select the desired test from the list to add it to the order.
5. Click **Continue** when test selection is complete.

   If Questions and/or ICD-9 forms are not required for any of the selected tests, the order is automatically saved and the requisition and bar code label printing process begins. When the printing process is completed, the order is automatically queued for transmission to the lab.

Step 4: ICD-9s (If Applicable)



The ICD-9 tab opens whenever coding is required for at least one of the ordered tests. Select ICD-9 codes from the short list to apply the code to the selected tests or follow the steps below to search for ICD-9 codes.

1. Select a test in the Ordered Test column.
2. Choose a "filter by" option for the ICD-9 field.
3. Based on the option selected, enter the first few characters of the ICD-9 Code, Name, or Mnemonic in the field.
4. Open the drop-down list to display ICD-9 codes that match the criteria entered.
5. Select the appropriate ICD-9 code to apply it to the test.
6. Click **Continue**.

   If no other forms are required, the order is automatically saved, the requisition and bar code printing process starts, and the order is queued for transmission to the lab.

   Test Fails LCD/NCD

   If an ICD-9 code that is applied to an ordered test fails to meet LCD/NCD (Local Coverage Determinations and National Coverage Determinations) rules, the list of tests will be re-displayed with the word "FAILED" in the LCD/NCD column for each test that failed. The user is prompted to select an option to proceed with or cancel the order.

Step 5: Questions (If Applicable)

If any selected tests require additional information, the Questions tab opens automatically.

1. Select options or enter values for any questions.
2. Click **Continue** to save the order.
   This starts the requisition and bar code label printing process and queues the order for transmission to the lab.

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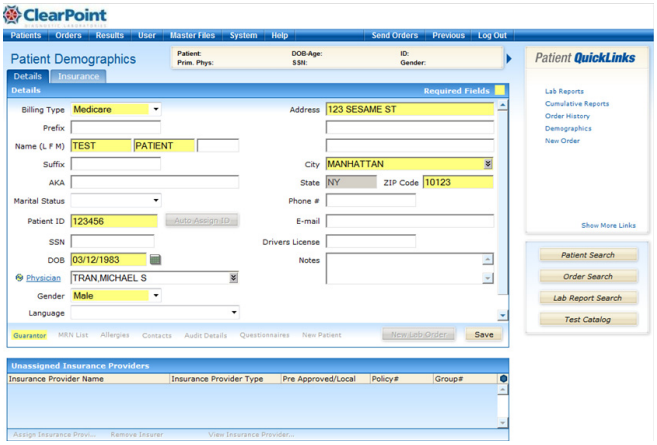
New Patient Record



Step 1: Verify that the Patient is New

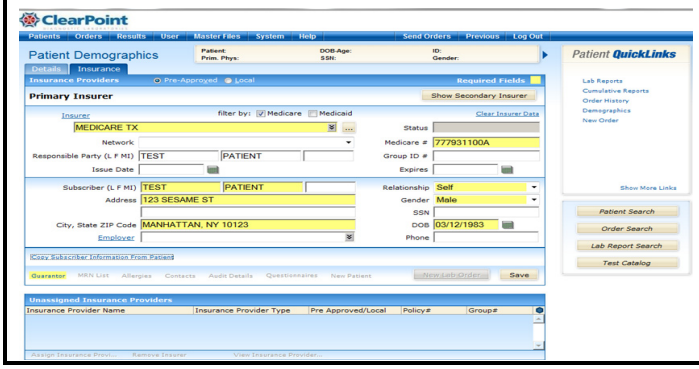
1. Click Patient Search on the Patients menu.
2. Enter the patient's name (*LAST, FIRST*) in the Patient field.
3. Click **Search**.
4. If a record is not found, click the *New Patient* link to open a blank record in the Patient Demographics screen.

Step 2: Enter Patient Detail Information

1. Select the Billing Type from the drop-down list.
2. Enter the required information (highlighted fields) and other pertinent information about the patient.
3. Click the *Guarantor* link to add guarantor information. (If Guarantor information is the same as the patient information, click **Copy from Patient** to transfer the information.)
4. Click **OK**.

Step 3: Enter Patient Insurance Information

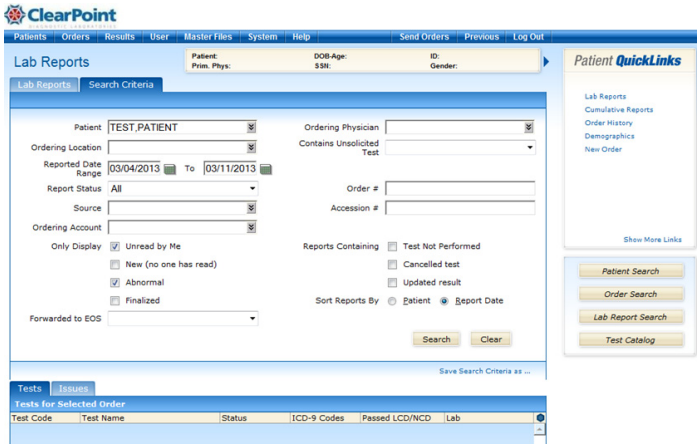
1. Click the *Insurance* tab.
2. Select either Pre-Approved or Local providers for display.
3. Select a Primary Insurance provider from the drop-down list.
4. Enter the policy number and other pertinent information. (Click **Copy Subscriber Information from Patient** to transfer information if it is the same as the patient info.)
5. Enter Secondary Insurance provider information if applicable.
6. Click **Save**.



View Lab Report

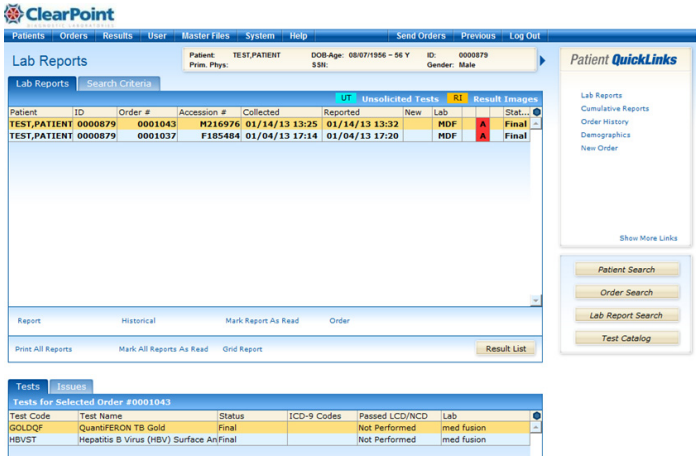
Step 1: Search Lab Reports

1. Select Reports from the Results menu.
2. Search for the desired patient in the Patient field of the Search Criteria tab.
3. Enter other pertinent information about the report in the corresponding fields.
4. Click **Search**.



Step 2: View Lab Report

Based on the search criteria provided in the Search Criteria tab, the list of reports automatically opens in the Lab Reports tab.



To view the tests and issues related to a particular report,

1. Select the desired report from the table.
2. Click on **Result List** to view results.
3. Click the *Test* tab below the Reports table to view the tests.
4. Click the *Issues* tab below the Reports table to view the issues. You can filter the issues by the following options:

- All Issues
- Require Action
- No Action Required

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