Contents

Introduction

Osimer is made so users can do 99% of everything but you may email vendor with your problem or call for a quick answer to your question

Contacting vendor

Questions & problems sent via email are done much faster than phone calls. **Emails may be sent via Help menu, Email Vendor**. This works if your practice has email configured

Better than sending a picture, explain your problem with a clear example like reference# and a test code then the problem description. Always send test codes then test description if desired. If you are having problems with a single result, please email the single test code not its panel code.

Since screens can be modified by users your screens may look different than in this manual

Below is a general terminology that applies to the entire program. This explanation is not repeated again.

Vendor responsibility:

- Keep the LIS and its functions running given the underlying hardware and network are functional. Vendor requires remote access to server to perform duties
- Maintain server's disk cleaned and request larger capacity if necessary
- Keep server's operating system secured and work with practice if any issue is found
- Setup a database backup schedule.
- Give tools for system safety such as Dual Factor & passwords policies but it is up to the practice to follow and use those tools
- Respond to emails and phone calls Monday-Friday during 9-6 pm. Outside those hours at vendor's availability

Vendor does not keep any backups, related patient's information or any other information of your system at any time

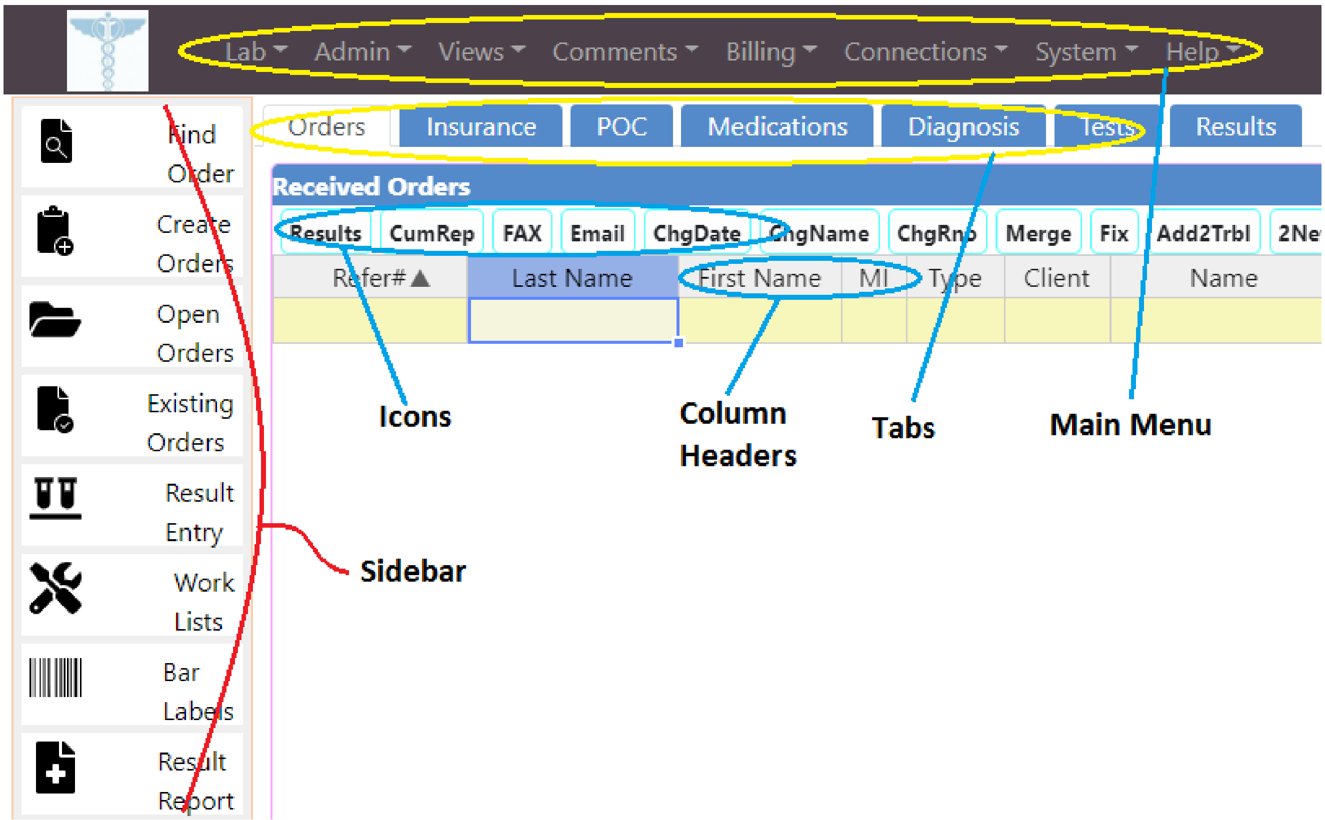
Vendor NOT responsible:

- Backups of any kind including failures. The LIS checks and warns users when a backup misses and it is the user's responsibility to contact vendor to correct problem
- Hardware & network of any kind
- Hackers
- Workstations
- Data corruption or losses
- Make onsite visits to solve any problems
- Enter any data of any type in the LIS, this includes but is not limited to Test Codes, Ranges & Conversion, Panel Components, Analyzer Interface & HL7 Code Mapping,

Clients & Users, etc. Data may be imported if properly formatted in a csv file as for vendor's specs

- Additional functions to the LIS. Vendor tries to keep clients happy in all possible ways

Screen objects



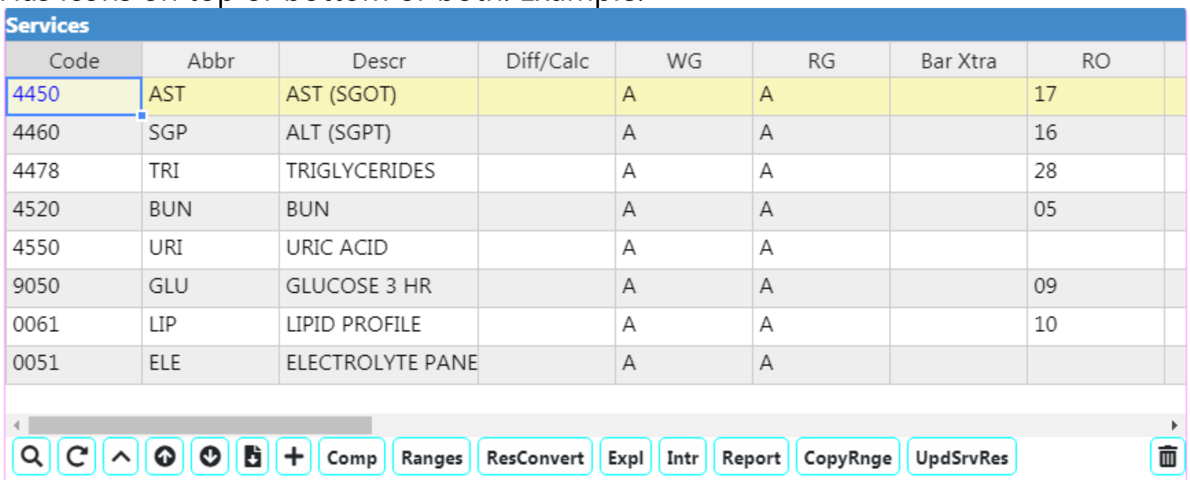
Grids and forms

Information is displayed in either a grid or a form.

Grids

Data shows in rows and can be sorted by a column by clicking the desired column header. It has 3 positions: ascending, descending and original sort

Has icons on top or bottom or both. Example:



Services

Code	Abbr	Descr	Diff/Calc	WG	RG	Bar Xtra	RO
4450	AST	AST (SGOT)		A	A		17
4460	SGP	ALT (SGPT)		A	A		16
4478	TRI	TRIGLYCERIDES		A	A		28
4520	BUN	BUN		A	A		05
4550	URI	URIC ACID		A	A		
9050	GLU	GLUCOSE 3 HR		A	A		09
0061	LIP	LIPID PROFILE		A	A		10
0051	ELE	ELECTROLYTE PANE		A	A		

If editable double a row to start editing. Press Enter to save. Some grid opens a form some can be edited directly

Grid Sorting

Click any column name. Has 3 positions:

Normal – default

Ascending – shows lowest to max, shows ^ after column name

Descending – shows max to lowest, shows v after column name

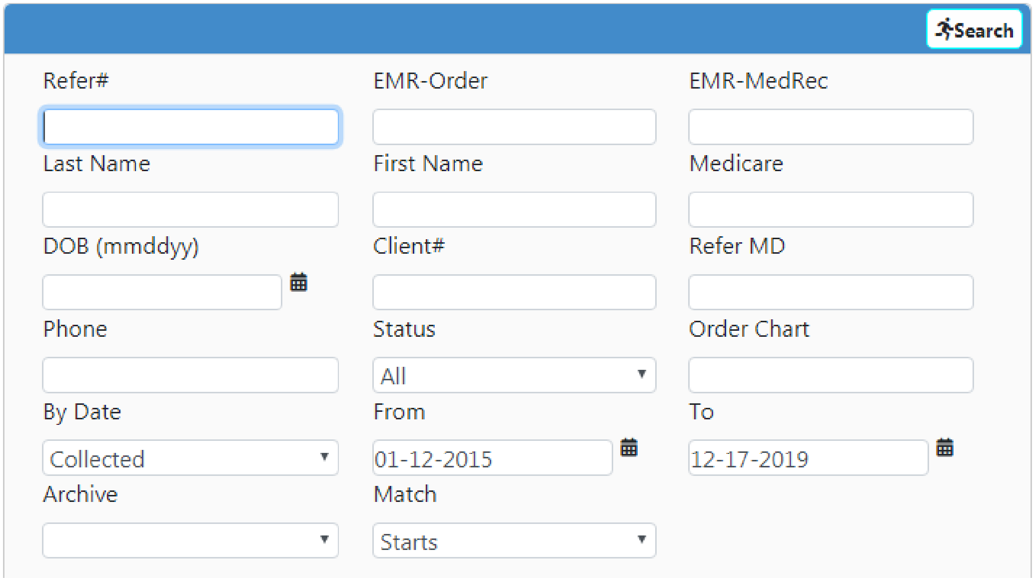
Forms

2 types:

Data - show a single record in a form. Have a Save icon on top left corner

Prompts – gather information then perform an action

Example:



Global Keys

Insert Add a new record in Grid mode, if allowed

Delete Deletes the current record in Grid mode, if allowed

Home

Searches for a record in Grid mode, if allowed. Only the records matching your criteria, if any, are displayed. Press Esc to show all again

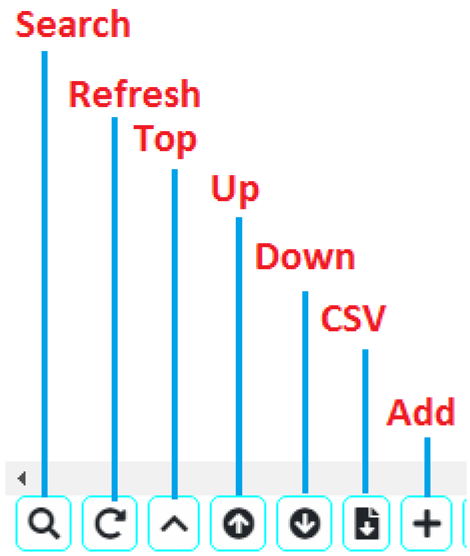
Pause/Break In Forms saves the current window.

Esc

Closes without saving. In popup grids close it with a selection.

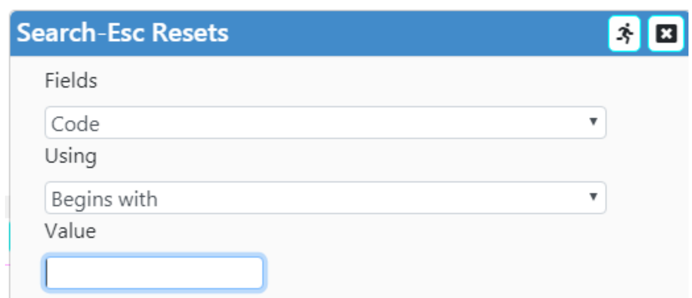
If a key or icon does not respond click the desired row then try again. The window must have focus for it to work.

Common Icons



Search

- by any column/field in the grid
- Using different methods like Begins With, Contains, Ends with,...,etc
- Value to search for



Refresh

retrieves same rows from the database into the grid

Top

moves to the first row in the grid

CSV

allows to download the contents of the entire grid, that is all pages that can be scrolled, to a local file then open it in Excel.

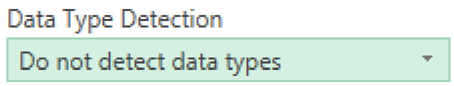
Warning:

If the grid is big, may take a few minutes to down or may freeze. Do a Search first to reduce numbers of rows to download

Excel will truncate leading zeroes from columns so is best:

Open a Blank workbook
Data
From Text/CSV

Open your file
Data Type Detection
Do not detect data types



Workstation minimum requirements

They should have at least 4GB RAM, 2GHz CPU and modern browsers such Chrome, FireFox, Edge. IE is not supported. Keep them free of "malware" since workstations are responsible for a large percent of the work. Your vendor is not responsible for keeping workstations or network in good working conditions.

How to access

The program is accessible via a modern Web browser.

There is no need to logout once in.

Passwords

<u>Vendor is not responsible if you system is hacked and your data compromised, please use safe user names & passwords</u>

User's passwords

1. Login Password - longer used to login at the login window.

2. Program Password - shorter used inside the program for various functions

System's passwords

Set by right click menu options, icons, tabs or grids.
Asks for your Master Password and if:
Menu options, Icons, Tabs prompts:
Open password
Type . to delete it
Grid prompts:
Open password
Edit password
Add password
Delete password

Type . on any to delete it

Login again to check it

Note: First set a Master Password in Admin, Practice, Setup.

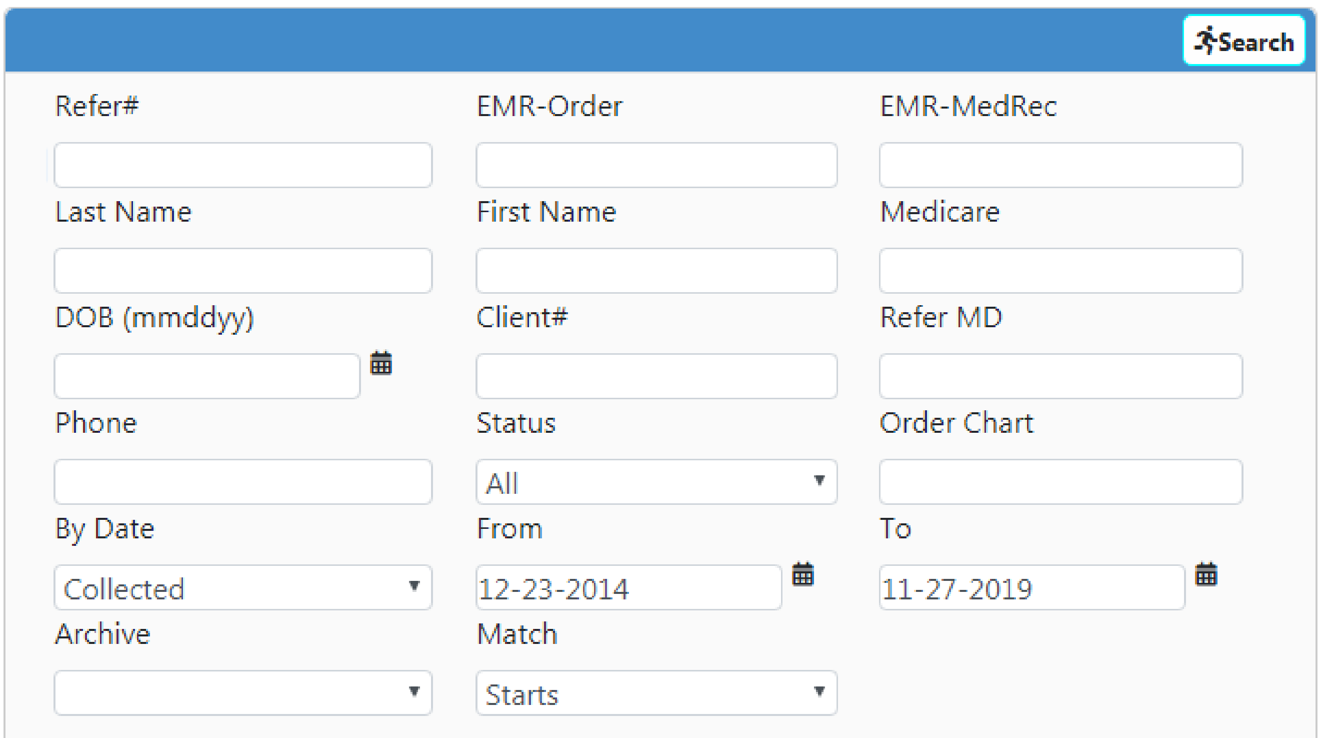
Locator

Sidebar or Lab menu option,
Locator

Easiest way to find an order

Once found it can be printed, faxed, emailed, attached report, etc.

If more than 1 field is use then it uses AND, that is, all fields must match



EMR-Order & EMR-Medrec

Ids from the sending client via HL7
Order belongs to an encounter
MedRec belongs to a patient

Match, Contains:

If searching by a patient name John White you may type: HIT in Last & HN in First. All names that contains that string anywhere in their last and first names will be listed
Slowest search

Match, Starts (default):

If searching by a patient name John White you may type: WHI in Last & JO in First. All names that starts with that string in their last and first names will be listed

Match, Exact:

In this case must type the entire value of whatever searching for

From:

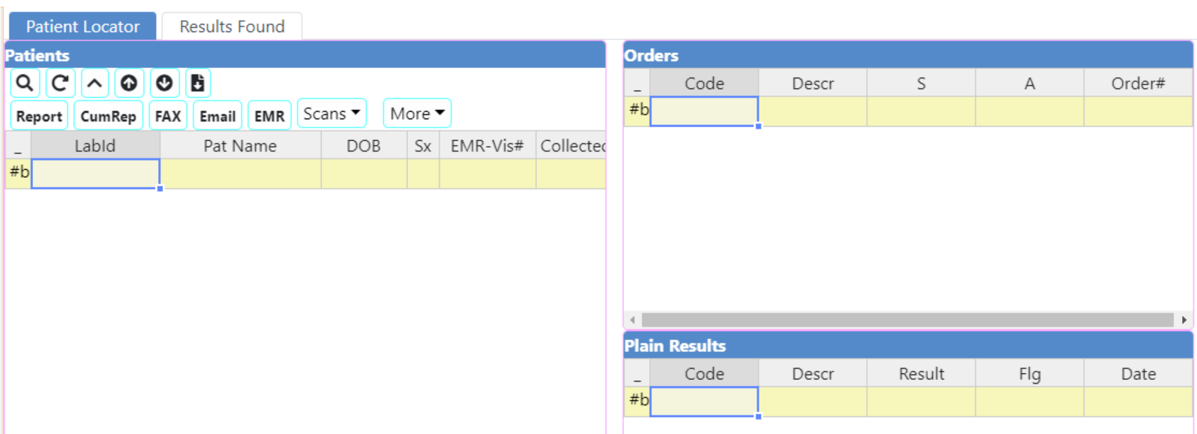
Refer to: "Locator Days field in Admin, Practice, Main tab". This date goes back the days set on that field

Archive:

Opens another database instance for old records purged from the active database

Results Found

Encounters are listed on the left side of the second tab
Tests ordered are listed on the top right window.
Click any row to view their results on the window below it.
Results listed are simple results, no micro and or comments are displayed.



Click Report icon to view the complete report.

To report selected tests, click the check box for each test or result then click Report icon.

To view 1 report for multiple orders for 1 patient then: find patient, check all order on left window then click Report icon

Click Cumulative icon to view results latest encounters in 1 report.

To FAX or email several orders to the same destination check them then click FAX or Email icon

Users can also replace the 2 right windows by the report. Refer to: "Locator View field in Admin, Users". Report icon will not display anymore

Patient Accession

Side Bar Create Orders or Open Orders – Also under Lab Menu

Open Orders shows any orders not yet received. Click + icon then you get the same screen as "Create Orders"

Enter what you have
If anything required is left blank it will prompt for at the top of the window in red when you click Save icon

Open Orders are not seen by techs or worklists. You need to Post/Receive them first

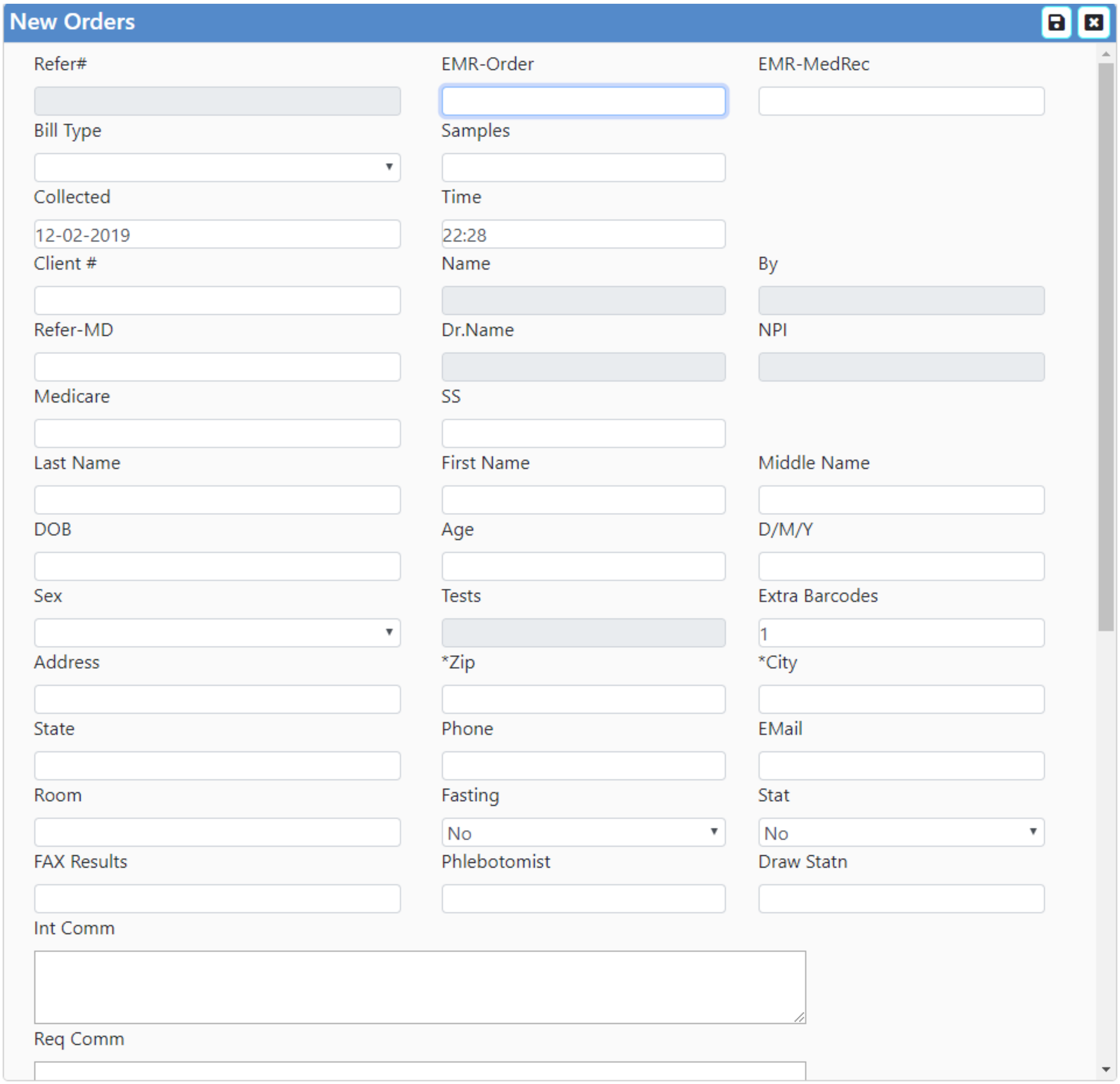
It asks for the bar code printer you prefer to use and may also ask for your "Program Password". Refer to: "Ask Prog Passwd field in Admin, Practice, Security tab"

Refer to: "Data Entry tab in Admin, Practice" to set many options in this section

Your screen may be different

A patient is considered the same strictly if it has the same Patient#. That is, not by name, dob, sex or anything else. Patient# is made up by the 1st 2 chars of last & first name followed by 6 sequential number

Osimer LIS support@osimer.com 786-234-1139


New Orders

Refer# | EMR-Order | EMR-MedRec

Bill Type | Samples

Collected: 12-02-2019 | Time: 22:28

Client # | Name | By

Refer-MD | Dr.Name | NPI

Medicare | SS

Last Name | First Name | Middle Name

DOB | Age | D/M/Y

Sex | Tests | Extra Barcodes: 1

Address | *Zip | *City

State | Phone | EMail

Room | Fasting: No | Stat: No

FAX Results | Phlebotomist | Draw Statn

Int Comm

Req Comm

Note

Some fields belong to this patient and may also show in the Patient's Demographic screen and in all orders for this patient

After this order is Posted in the Test Tab it moves to the "Existing Orders" screen. There it can be moved to "Open Orders" by clicking "2NewOrdr" icon

If "Reject" is clicked then it moves to "Rejected Orders" and accessible in "Lab" menu option

Non obvious fields are below.

EMR-Order

Id of this order in the client's program

EMR-MedRec

Id of this patient in the client's program. It belongs to this patient record and shown in all orders for this patient

By

Initials of who entered the order

D/M/Y

Units of age in days, months or years. Auto calculated by the LIS

Tests

Number of tests this order contains. Refer to: "Check # of Tests field in Admin, Practice, Data Entry tab"

Extra Barcodes

Refer to: "Extra Barcodes field in Admin, Practice, Data Entry tab". That value initializes this number but can be changed by you

FAX Results

Used by Auto Fax to fax to this additional number

Int Comm

Comment does not print any where

Req Comm

Comment prints on the result report. Refer to: "Req Comm Location field in Admin, Practice, Result Report tab"

Chart

This order id in another program. Not used for sending results electronically

MedRec

This patient id in another program. Not used for sending results electronically. It belongs to this patient record and shown in all orders for this patient

Client #

This is the client id that sent you this order. You may type your its exact id or part of the name to search for its exact id

Refer-MD

This is the doctor id that sent you this order. You may type its exact id or part of the last name to search for its exact id

Last & First

When both are entered, the program searches for matching patients. If found it list them. Only if it is the same patient press click it or press Enter, otherwise press Esc to enter it as another patient with the same name.

Portal Group

Makes the owner of this patient any of the checked clients in the drop down. This allows this patient to be used by Portal users during data entry

Portal#

If this order was entered by a Portal user then it contains the original temporary Refer# when it was entered. This number is always negative which then gets converted to the permanent Refer#.

Note: Refer to: "Refer# Generation field in Admin, Practice, Data Entry tab". Only used if that value is not set to contain the Practice id as part of the refer number

Pat Chkd

Can be used as you desired. It has no function in the LIS

SOBT

Sendout Billing Type used if any tests in this order was sent to another lab

Patient_no

Auto populated by first 2 letters of patient's last & first names followed by a sequential number

Processor

Initials of who posted the order

NewOrder

Must be 1 if this order has not been received, R if rejected or 0 if received. Informational only

OnHold

If checked this order can't be received/posted

SID & Folder reserved for future use

Patient Accession Questions & Answers

How to change a Reference # after saved?

Click the "ChgRno" icon in this window grid view

Note: Your system may be setup to auto-generate these numbers in Lab Admin options

How to change the patient's name after saved?

If this patient is used in other orders then you can only change it using "ChgName" icon

How to control the next tab after saving

Refer to: "Portal & Intrnl Order Next Tab fields in Admin, Practice, Result Report tab"

Insurance Information

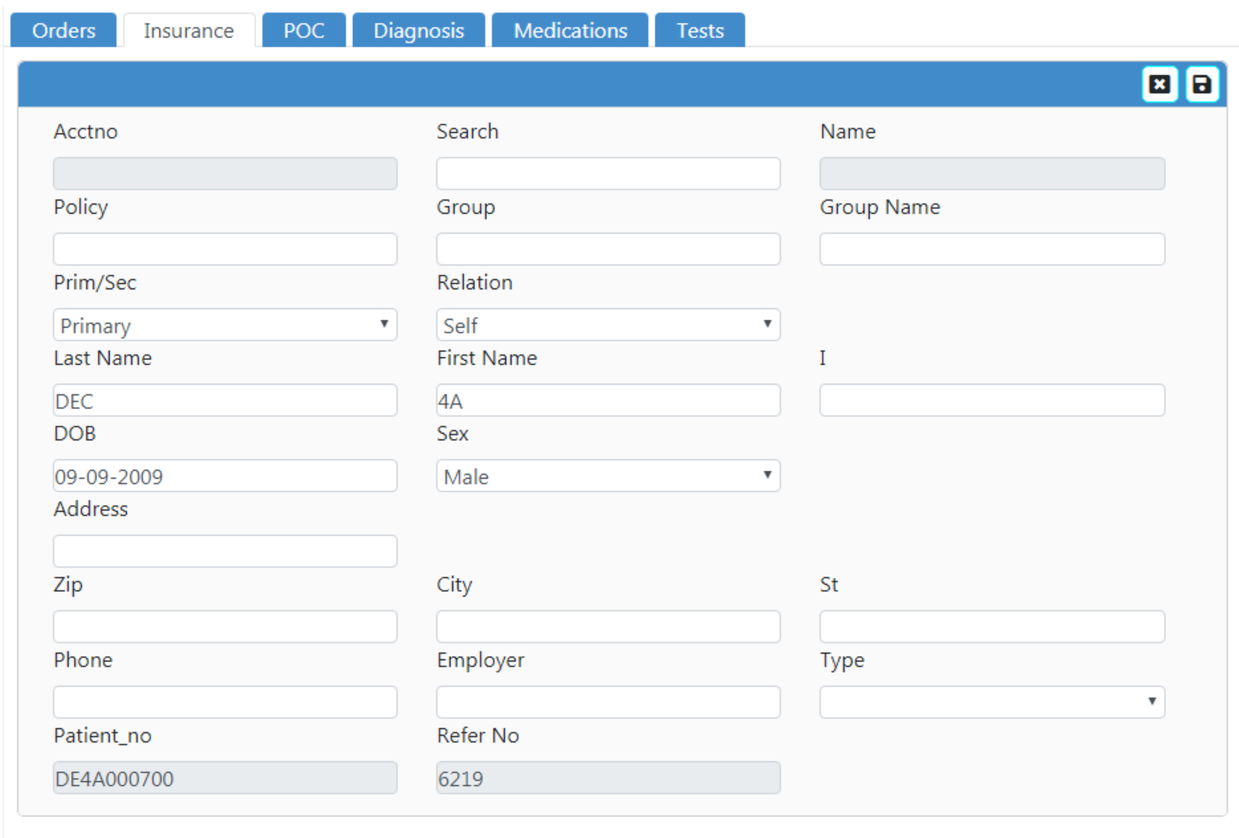
Is also accessible from Create, Open & Existing Orders and Patient Billing

This information usually comes from the insured insurance card and many fields are optional

Search

Used for you to find an insurance defined under Billing, Insurance Comp. Can enter the exact insurance id or part of the name
If not found it allows to be created

To add another insurance, make sure Prim/Sec is set to Secondary or it will replace the Primary Insurance



Commonly Used

Each of the following tabs have a side grid where practice and each portal user can add their own selections for easy access

In each of the following tabs use column Code to also search by item description. Always type 3-5 characters found at the beginning

POC Tab – Point of Care

The entries are user's defined in the "POC" tab under "Test Related" menu option

It only accepts N or P for Negative or Positive responses

Diagnosis Tab

Used to enter any number of ICD 10 codes defined in "Billing", Diagnostic"

Under column "Code" you may enter the exact code or part of the beginning of its description

Internal lab users can enter ICD10 codes in "Commonly Used" window. Each Portal user can also create their list

Medications Tab

Used to enter any number of Medications defined in the "Meds" tab under "Test Related" menu option

Under column "Code" you may enter the exact code or part of the beginning of its description

Internal lab users can enter Medications in "Commonly Used" window. Each Portal user can also create their list

Test Order tab

This is the last step when entering a new order

Allows to print a req for this order by “Req” icon

When done click “Post” icon and answer Y to receive the order and move it to “Existing Orders” screen

Under column “code” you can enter the exact code or part of its description to search for it. If more than one matches then the program lists matching records, press Enter to accept one.

Questions & Answers

To cancel a test within a panel

Type -1 on the Units column.
Example: To cancel Urinalysis included in a larger panel, add the panel & Urinalysis then type -1 under Units & answer Y as a double check.

When done click Post icon or press Pause/Break. Posting here means check for error, expand panels & move order to “Existing Order” screen. If started with “Create Order” option then a new ordering screen will appear this.

If Auto-barcode is set in the “Data Entry” setup, then the program prints the barcodes assigned to the group + any extra barcodes as programmed also in that window.

Add/Delete Tests to Posted Orders

Existing Orders

Click the Search icon to find order,
Click Tests tab.
To add press Insert or click +.
To delete click the test then press Delete or click the trash icon. If it’s a panel must delete any components in Results tab with S=R (released) before panel is deleted

Status=N/A

```
Test is already added possibly included in another panel
Click Results tab and find it
```

Status=N/P

```
Click Post icon
Click PushDupl if asked then Post again
```

Edit Received Orders

Sidebar
Existing Orders

Find an order and double click it. It shows the same screen as when the order was created so you can edit the fields needed.
Some fields are editable unless use the icons on this screen and described below

Icons

ChgRno - Change a Reference #

After a requisition is posted you are not allowed to change its number on the screen except by this icon

ChgName - Change a Patient Name

Open or Existing Order sidebar

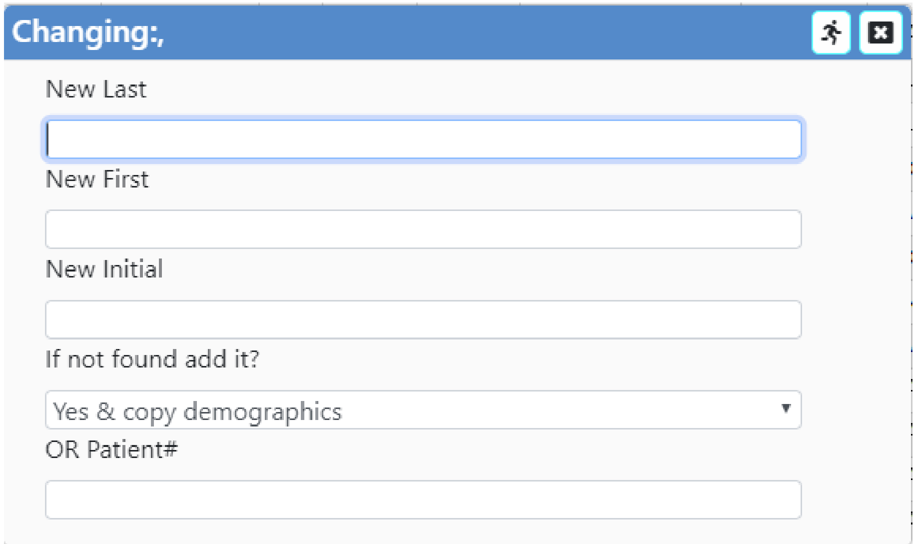
Be very careful because changing a name will change the names of many other orders with the same patient number.

When you change a patient name or demographic in one order, it changes in all other orders that have the same patient#. Patient# is located in the “Open & Existing Orders” screen

Lab, Patients. Find patient then 2x click it

Safest way:

1. Find the patient that should be on a specific order. You can do in the ordering or patient screens under Lab menu.
2. Write its patient# located usually near the bottom of the screen “Patient No”. Usually has 4 letters + 6 numbers
3. Find the order to make the change
4. Click “ChgName” icon and set that patient number on last line on the above screen
   Otherwise type Last, First & Initial to change to



ChgDate - Change Dates

Find the order
Click this icon
Change any of the dates listed

Merge

Used when reference lab results do not find its order. They get added as a negative refer# for easy retrieval

Find order missing its results
Write its refer#
Find corresponding negative refer#
Click this icon and type the refer# you wrote
Delete the negative refer# if all results were transferred

Fix

Used in case you are not allowed to see or do something in an order

Add2Trbl

Add this order information to Trouble patients. When this patient comes in another order you get a warning message

2NewOrdr

Moves this order back to Open Orders. Possibly when received by mistake

SndOrdrs

Used only for analyzers with a middle ware. Its sends orders back to the analyzers in case never were received

ByName

Allows to search by last & first together

Reject

Moves this order to Reject orders

Use Lab, Rejects to view those orders and to move them back to regular orders as needed

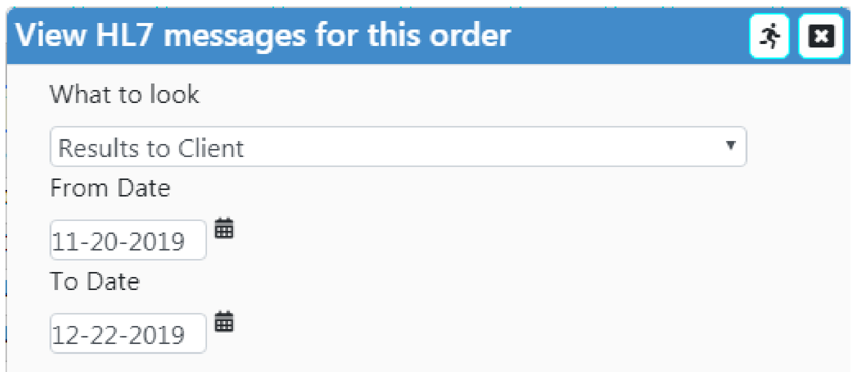
HL7

View history when:

Orders sent to reference labs

Or

Results sent clients



In addition go to Connections, HL7, Status

Scans

Allows to view, delete or add documents to order or patients

Patient documents are accessible in all orders for the that patient

Result Report are printed with the report

Claim only for viewing and accessible by this order only

Repost

Panels are expanded into results by a date range as well as add any charges cptcode to billing module

Warning:

Any panel components deleted in order will be added again

Orders Questions & Answers

Find Duplicate Patients

Lab, Management, Duplicate Patients

Why Duplicate Patients

2 possible causes of duplicate patient's demographics

1. When entering the order if the patient is found then the user sees a popup to select the existing patient. If double click the right patient then no duplicate is created. If Esc pressed or closed then a new patient is created
2. The portal user may not have access to see its existing patient's demographics then the user does not get the popup and the LIS creates a new patient record

How to avoid Duplicate Patients

- Instruct user to use the patient when pops if it is really the same
- In case 2 above, give the portal user the right access.
- As an admin user, go to Admin, Users & find such portal user
- Click UGroup icon then select Only this user or All users
- This assumes the patients have existing orders under the user's client account

How to fix Duplicate Patients

Allowing the LIS to join same patient names, dob & sex is very dangerous. Such option will never exist
Why it is dangerous?
May be they are truly different patients born same day
May be one belongs to 1 client and not to another one. When fixed one client will lose access to that patient
Fixing it manually is very painful but secured since you are in control:

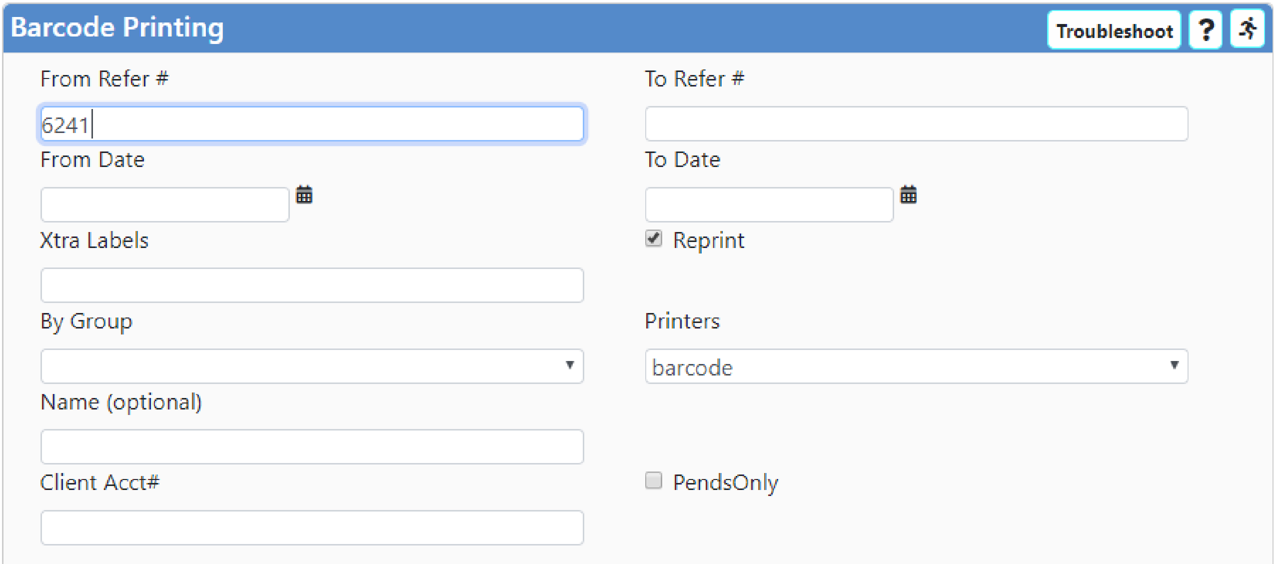
1. Existing Orders
2. write down the correct Patient# to use to join several orders
3. Find each of those orders
4. Click Change name icon and type the correct Patient# you wrote down
5. Another question is why do you really want to change them? - may be is not necessary

Order not found

Click Fix icon & type the refer# then try finding it again
Otherwise check if it’s in Open or Rejected Orders

Barcode Labels

Sidebar
Bar Labels



From / To Refer

To print only 1 order only use From Refer#

If the from & to Refer# do not exists then it will print labels for every Refer# in the range depending how many labels are set in Xtra Labels field

From / To Date

To print labels in batch

Xtra Labels

By default prints labels for each test in an order where its WG is set to print labels. Refer to: "Barcode column in Admin, Test Related, WG tab"

Reprint

As labels are printed, tests in the orders are tagged so will not print again unless this options is used

By Group

Must also use From/To Refer# or Date

Printers

Send labels to one of the label printers defined in your practice

PendsOnly

If checked only print orders for pending tests

Automatic Barcode Label at Accession

Refer to: "Auto Barcodes field in Practice, Data Entry tab"

Preprinted Barcode labels

You can print labels ahead of time using option above then set From / To Refer # & enter any range needed. Labels will be printed without any information.

What is important is the barcode since when used in analyzers, it queries the LIS for the tests for the reference number scanned.

Note

Running serum & urine samples many times need to print labels for urine the refer# on the bar most contain extra characters to differentiate it from serum. Example: 1234-U
If labels are preprinted you may have to print the urine labels again for this to work
Refer to: "Bar Xtra field Admin, Test Related, Test tab" then set it "U" or any character in certain tests
If "-" is a problem for an analyzer then refer to: "XBarSep column in Connections, Analyzers Setup"

Questions & Answers

Label not printing for an order

Most likely order is final. Only pending tests are printed

Labels not printing

Click Troubleshoot icon. Will tell what is wrong and how to you can fix it

Check for missing Orders

Reports, Accession Verification

Note:

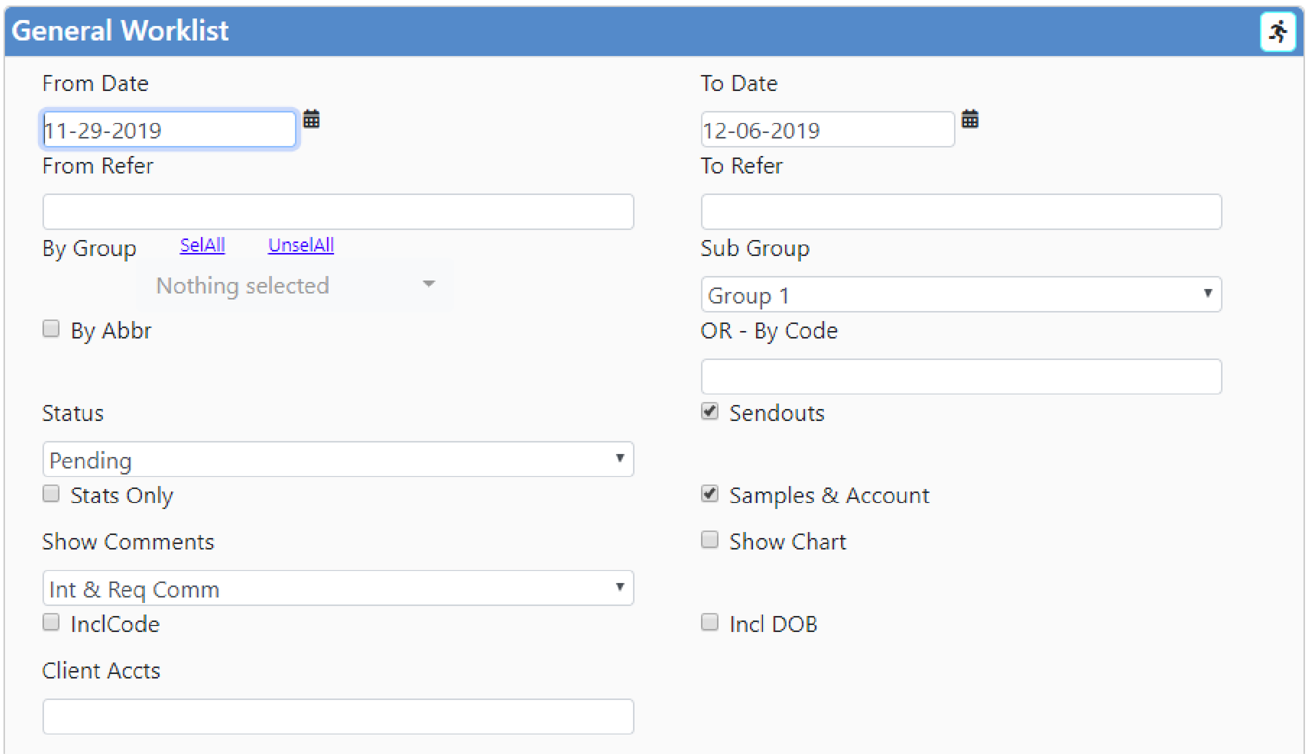
This option is only good if you set for Auto Refer# in the "Data Entry" setup screen

This report is useful after all patients are entered to check if a patient order is missing.
Enter a range of reference numbers and the program will list any orders not found within the range

Work Lists

```
Sidebar
Work List
```

General

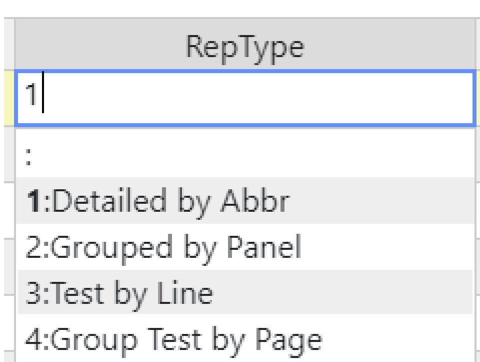


Work Lists, General

Orders must be posted prior to generate this list

The first column in the report “St” prints S if the requisition is a STAT. Below the patient’s name the samples received are listed

The format of this report is controlled by “WG” tab in “Admin, Test Related” but can be overwritten checking “By Abbr” field above



1- Detailed – lists each test abbreviation on same line. You may print any group detailed at any time by setting "By Abbr" = Yes

```
     Work List for:Access Type:A                                05/08/12 12:51
     Group: From:04-08-2012 : 05-08-2012   Refer_no:0 : 99999999999
St       Refer# DATE      PATIENT          SX AGE

N578     101143 04-20-12 SEMINERO,AXEL     M  21
       1 LAV 3 RED 1 URIN                         TSH

N579     101144 04-20-12 PIERCE,NELCY      F  11
       1 LAV 2 RED 1 URIN                         T-4 TSH

N580     101146 04-20-12 TAPIA,MINELVIS    F  73
       1 LAV 1 RED                                TSH

N581     101147 04-20-12 MEDINA,BERTA      F  65
       1 LAV 1 RED                                TSH

N582     101148 04-20-12 MEDINA,JOSE       M  43
       1 LAV 1 RED                                PSA TSH

N583     101149 04-20-12 AROSTEGUI,JOSE    M  57
       1 LAV 1 RED 1 URIN                         T-4 T-3 TSH PSA

N584     101150 04-20-12 PEREZ,GILBERTO    M  86
       1 LAV 1 RE D                               PSA TSH

N585     101151 04-20-12 MORALES,GUILLER F  83
       1 LAV 1 RED                                TSH
```

2- Grouped – List panel names not components.

```
     Work List  for:AU680 Type:B                                    05/08/12 12:51
     Group: From:04-08-2012 : 05-08-2012   Refer_no:0 : 99999999999
St       Refer# DATE      PATIENT            SX AGE

N575     100970 04-26-12 SAN MARTIN,ALEX M  46
       1 LAV 1 RED                                  003      COMPREHENSIVE METABOLIC
                                                    008      LIPID PANEL
                                                    012      HEPATIC FUNCTION PANEL

N576     100973 04-24-12 RODRIGUEZ,FRANC M  53
       2 RED                                        003      COMPREHENSIVE METABOLIC
                                                    008      LIPID PANEL

N577     100974 04-24-12 MURPHY,JOSHUA   M  26
       1 RED                                        094      URIC ACID

N578     100977 04-24-12 IGLESIAS,OLGA   F  71
       1 LAV 1 RED 1 URIN                           003      COMPREHENSIVE METABOLIC
                                                    008      LIPID PANEL
                                                    012      HEPATIC FUNCTION PANEL
```

3- Detailed/Line - lists each tests code & description in a separate line giving space to write the result of the test to the right of it.

```
      Work List for:Coagulation Type:G                                    05/08/12 12:51
      Group: From:04-08-2012 : 05-08-2012   Refer_no:0 : 99999999999
  St        Refer# DATE      PATIENT          SX AGE

    32      100652 04-16-12 FERNANDEZ,CESAR M  43   PROTHROMBI____________________
                                                    PARTIAL TH____________________

    33      100653 04-16-12 ALVAREZ,PASTOR  M  84   PROTHROMBI____________________

    34      100673 04-17-12 ZAPATA,MARTA    F  80   PROTHROMBI____________________

    35      100674 04-17-12 CONTINO,MIRIAM  F  64   PROTHROMBI____________________

    36      100676 04-17-12 JUNCO,FIDELIA   F  85   PROTHROMBI____________________

    37      100681 04-17-12 CHACON,MARIA    F  44   PROTHROMBI____________________
                                                    PARTIAL TH____________________
```

4- Detailed per Page - lists a test code for all patients in the same page

```
      Work List by Code:030 RETICULOCYTE COUNT                 05/08/12 12:51
      Group: From:04-08-2012 : 05-08-2012   Refer_no:0 : 99999999999
  St       Refer# DATE      PATIENT           SX AGE

    21     100533 04-13-12 GONZALEZ,ANGELA F  70   RETICULOCY_______________________

    22     100537 04-13-12 MESA,JOAQUINA   F  76   RETICULOCY_______________________

    23     100540 04-16-12 WALLACE,MAYRA   F  61   RETICULOCY_______________________

    24     100541 04-16-12 MACHIN,HANDY    M  52   RETICULOCY_______________________

    25     100555 04-13-12 MOREIRA,MIGDALI F  72   RETICULOCY_______________________

    26     100560 04-13-12 CABRERA,MARITZA F  53   RETICULOCY_______________________
```

General Worklist Questions & Answers

Some tests are missing

Possibilities are:

1. Either the test was not entered or the test is in another work group.

   Go to Existing Orders, press Home to find at least one request not printed then go to Tests/Results tab & find the test(s).

   Check that the character under column "WG" matches the work group character in the list of departments you are listing.

2. The test is a calculation.

   Go to Administration, Calculations. If the test code is found on left columns then it is a calculation. Work list does not include calculations

3. Test is not pending & you are asking for pending tests or vice-versa

   Go to Existing Orders, press Home to find at least one request not printed then go to Tests/Results tab & find the test(s)

   Check column S. If Y is completed, N or P is pending

4. The test may be a "sendout". Either use "Send Out" report or check "Sendout"

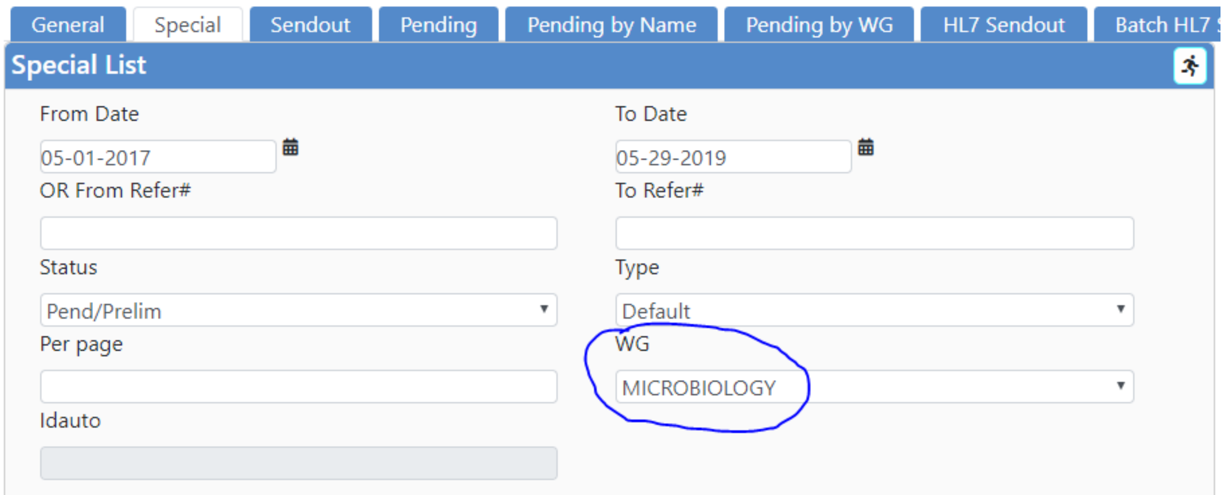
A test is listed in the wrong group

Go to Existing Orders, press Home to find at least one request not printed then go to Test/Results tab & find the test(s).

Check that the character under column "WG" matches the work group character in the list of departments you are listing.

Microbiology Work List – Special tab

Then set WG = Microbiology or Semen or Ova Parasite groups if available in your practice



To edit the template of the report refer to: “Special WorkList tab in Comments” then double click any row. Save when done

Special WL

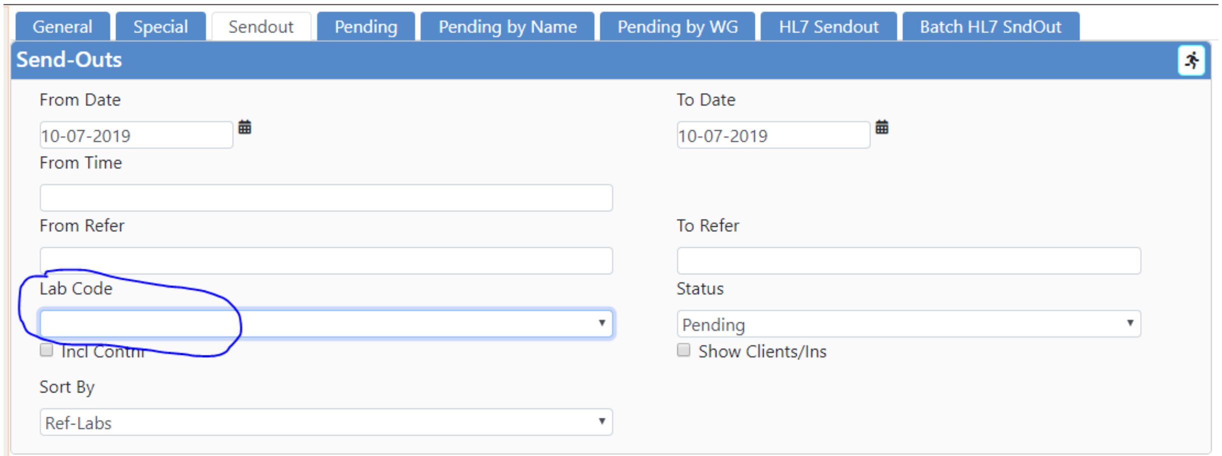
Title	WG	Font	Template	Id
Microbiology WL	M		Setup Date:_______________Tech:______~Gram St	7
Semen WL	SEM		~ SEMEN ANALYSIS WORKSHEET~Date:_________	8
O & P WL	P		OVA & PARASITE WORKLIST~~_________________	9

Send outs

This report is the best way to track tests sent outside
Can be printed by all labs defined or specific one from the drop down

Refer to: “SendTo field in Admin, Test Related, Tests tab”

When a patient test is entered it inherits the settings for tha test. However, the system allows you to change/remove the Reference lab code under column "Send2" of the patient test result record. This is done in any of the result window.



Sendout Questions & Answers

Not all tests are printing

There are 2 possibilities. The status is different than the one requesting or the test is not a sendout

1. If asking for pending tests, (Status:"N") it is possible the test is already done.

   If asking for completed tests, (Status:"Y") it is possible the test is pending.

   To verify it go to: Existing Orders, press Home to find at least 1 patient & go to Test/Results tab. Look at column "S" if "R" - completed, "N" or "P" - pending

2. Go to: Existing Orders, press Home to find at least 1 patient & use Test/Results tab. Either:

   Column "Send2" must not be empty

   or

   The second character under column "RG" must be the character defined as Sendout in Lab Admin, Worklist Letters, Sendout.

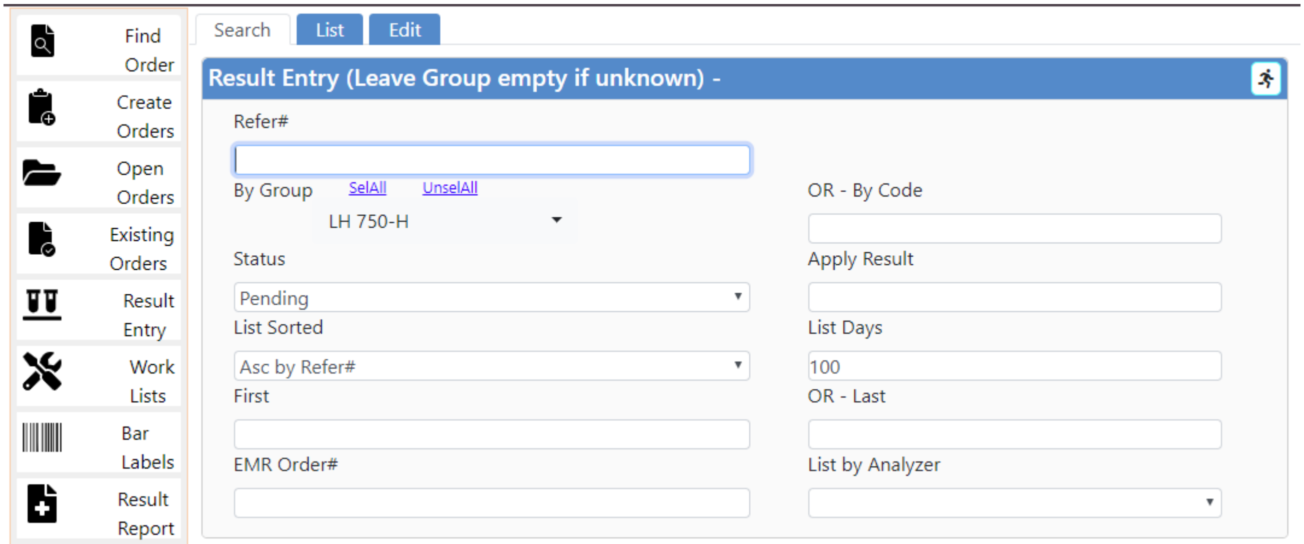
Other worklists:

Does similar but in different formats

Result Verification

Sidebar, Result Entry

Refer to: "Resulting tab in Admin, Practice" to set options for this function.



There are 3 ways to accept results:

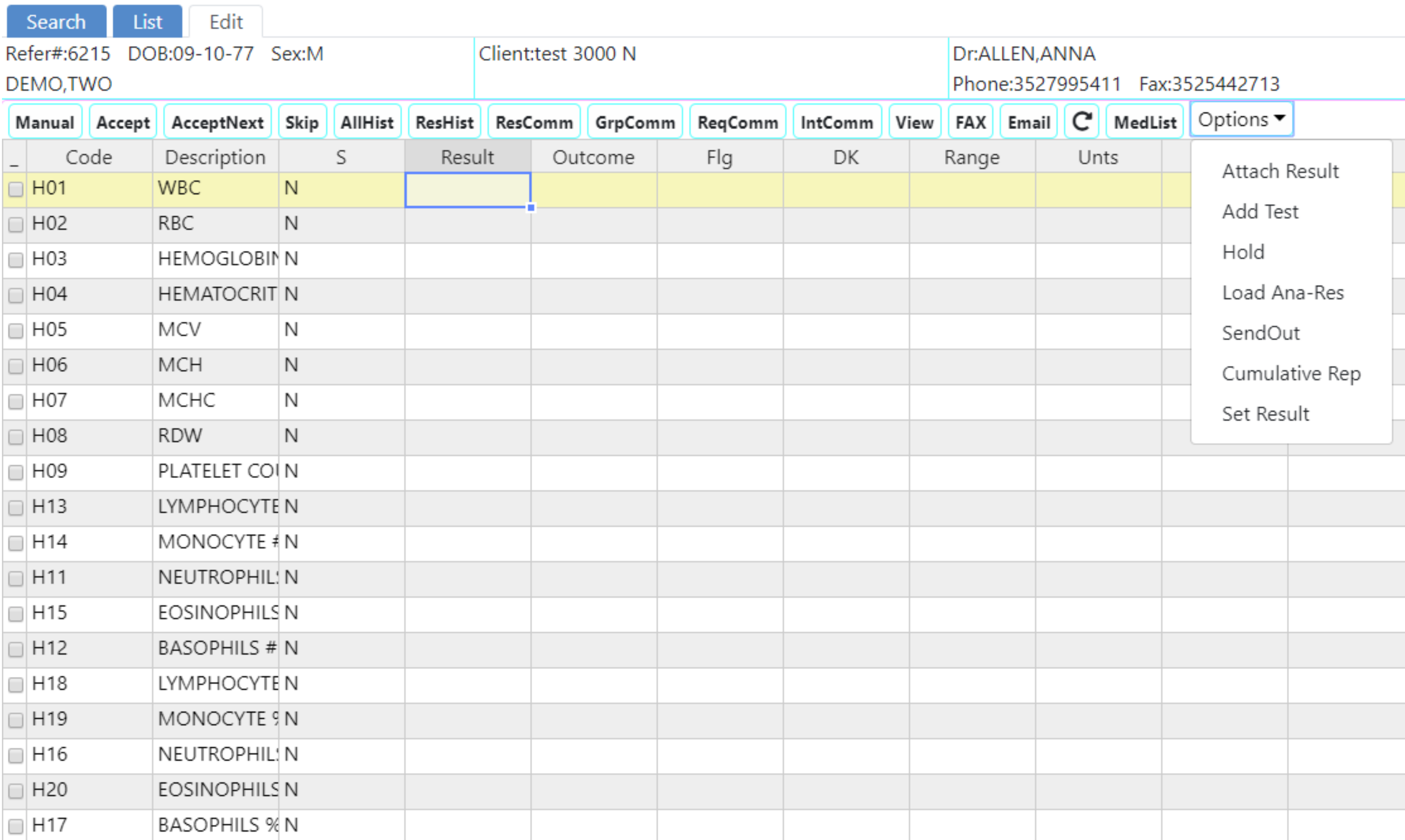
1. By Specific Refer# & Group
2. By Group
3. By Code

By Specific Refer# & Group.

Type a Reference # or a patient last & first name combination using "OR – Last" field. Select a specific group or leave it blank

Once found the screen below is displayed

Edit/Accept Results



IMPORTANT:

Avoid retyping your password again by staying between these tabs

Each time this window opens or a new order is shown, it fetches any new analyzer results and displays them

To edit a result press Enter then type the result.
To enter multiple results use the down arrow after each result.

Accepted results will prompt for a password. To set/view this password Refer to: “Resulting tab in Admin, Practice”. Type the password and press enter twice to edit the result.

Changes to accepted results are logged and may be viewed under the Lab System, Supervisor options

To remove a result press Enter then press the delete key then press Enter

To leave some results pending while accepting others, check them then click Accept. The ones checked will remain pending, S=N

Column descriptions

S Status

N=pending,
R=completed/Released
P=Partial (for microbiology only)
O=Onhold – tech not allowed to release results
K=Outside the Rerun range

Result

X Cancel-Test –

Then it won't show as pending or reported

XX Cancel-Grp –

Cancels all pending tests in its group. Tech must be working with only 1 group for it work

. –

Opens and allows to select a result shortcut. Result shortcuts have a code such as "P" for "POSITIVE" that may be & the program will expand it to the complete result. Refer to: "Result Shortcuts in Comments"

Flg displays abnormal flag: H, L, CH, CL or * for alpha abnormal

DK Delta Check

Displays the percent change of each result from the last visit. Refer to: "Delta field in Admin, Test Related, Tests tab" to set it up

Top icons & Keys

Manual F4

Opens the hematology Manual Differential window or the Urinalysis Microscopy window.

Manual icon not showing

Because only either Hematology or Urinalysis group can be selected and no other group. Refer to: "Defs tab in Admin, Test Related" for more

Manual Diff can be set to replace % and/or # values. Refer to: "ResConvert icon in Admin, Test Related, Tests tab"

Accept F2

Accepts the results. R will be placed in column "S" for accepted results.

AcceptNext Pause/Break

Only works when tech leaves the Refer# blank in the Search window which creates a List then this icon accepts and brings the next order from that list with any analyzer results

Skip F3

Only works when you leave the Refer# blank in the Search window which creates a List then this icon accepts and brings the next order from that list

Leaves current results as is & brings the next order from the list

Group-Comm

Displays at the top of the group
On the window opened techs may:
Free hand a comment
Type . and press tab to list canned comments
Type a canned comment code and press Enter

Result-Comm

Use it as Group Comment above.
These comments display on the report under its test

Req-Comm

This comment is also in "Existing or Open Orders"
Use it as Group Comment above.
Refer to: "Req Comm Location field in Admin, Practice, Result Report tab" to set the position where it is printed on the report

View F6, FAX & Email

perform the corresponding function for all results in this order

RestHist

lists previous results for current test code

AllHist

Generates a cumulative report

MedLis

Lists medications entered in this order

Options drop down:

Sendout – assigns a reference lab to the current test

Add Test – allows you to add a new test to this order

Load AnaRes

Reloads any new result into this order pending results. Accepted results will never be changed

Set Result

Allows you to enter a result for all pending results in this order

Accept ReRuns

Tests outside the ReRun ranges, column S=K

Either rerun test or accept as is using this option then Accept icon

Redo Calc

Recalculate all calculations for orders in a date range

View AnaRes

Opens a screen with 2 grids, analyzers on left and their corresponding tests on right side.

If you need to use a result again change column Post to 0 then use Load AnaRes

By Group only

Select a group at the Result Entry screen. Leave Reference # blank

Then the List tab opens showing all pending orders for that group.

Double click or press Enter on any order to open the Resulting screen as explained above
User AcceptNext or Skip icon to process each order in this list

Icons:

RLoad

Bring new pending orders to this list

DownL

Download any new analyzer results and change order’s Status column

The icons below may not be active. Refer to: "Autoverification field in Admin, Practice, Resulting tab"

RNorm F2

Release orders where Status column = Normal

RNAbn

Release orders where Status column = Normal or Abnormal

By Code.

Type the test code at the Result Entry screen.

All pending results for this test will be displayed in the Resulting screen

If the “Apply Result” is used then that value is applied to all tests.

Use Accept icon to accept all results in the Resulting screen otherwise they will remain pending.

Resulting Questions & Answers

Can't find order information

Possibly still in Open Orders or Collected date is empty/zeroes

There are no more analyzer results

It means you reached the end of the orders in the List tab

By "Refer/Group" some tests missing

Either the test was not entered or test is in another group.

Calculation not performed

In order for a calculation to occur all components of the formula must be resulted and accepted

To find those components refer to: "Calcs tab, Admin, Test Related" and find the calculation. Refer to: refer to: "Calcs tab, Admin, Test Related" to make sure the formula is setup correctly.

Check that the patient test codes match the test codes for the components of the formula. To view the patient test codes go to Existing Orders, Find order & click Results tab

Need more lines for results

What you need is to create a panel so when test is ordered, 2 or more lines are available for result components.

Example: You need to enter the result for PT & INR but only PT is there. Make sure in the Admin, Calculations you type the correct code for PT & INR so the INR calculation will be done.

Result flagged wrong

If the test has different normal ranges depending on gender and/or age, check the patient gender & age are non-blank and correct.

For an alpha-result such as NON-REACTIVE the patient result must match exactly what was entered in the test low column of ranges, i.e., same case, spaces, hyphens, etc.

To check the test normal range, refer to: "Ranges icon in Admin, Test Related, Tests tab"

Wrong or No range in tests

Refer to: "Ranges icon in Admin, Test Related, Tests tab"

Analyzer not interfaced

Write down the test codes in problem. Possible problems:

1. The test codes are not setup for interfacing
2. The test codes used are different than the ones setup for the analyzer
3. The wrong analyzer codes were entered for the tests

4. The interface is turned off at the analyzer.
   Please refer to the Analyzer manual or call the service engineer for help how to turn it on

Refer to: "Connections, Analyzer setup" for more information

Manual icon not showing

Because only either Hematology or Urinalysis group can be selected and no other group.

Manual values not replacing % # results

Refer to: "ResConvert icon in Admin, Test Related, Tests tab"

Column S=O

Tech can’t release results. Kept On hold
Refer to: "Release Results field in Admin, Users"

Column S=K

Result outside Rerun Range
Refer to: "RerunLow & High columns under Range icon in Admin, Test Related, Tests tab"
Refer to: "Accept Reruns drop down in Result Entry sidebar, Edit tab"

To Delete a Test

There are 2 ways to delete a test.

Existing Orders

Find Order
Tab Results & delete all tests desired
Tab Tests & delete all tests desired

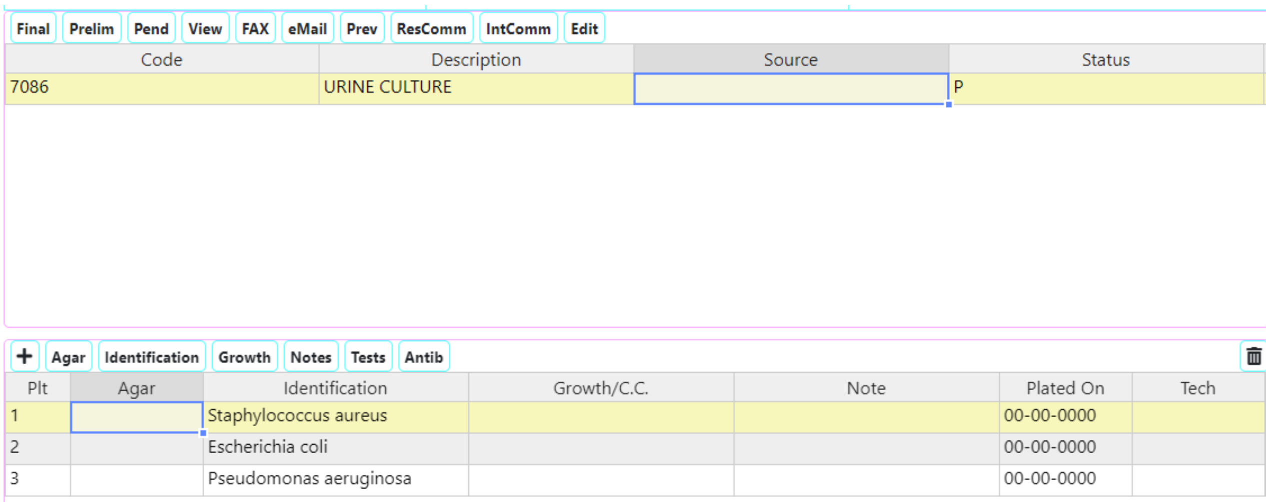
Supervisor should set up a password. Refer to: “Delete password”

By Resulting

Enter an X as result. This is the preferred because is easier to track it.

Microbiology

Refer to: “Comments Menu” to predefined values in these windows

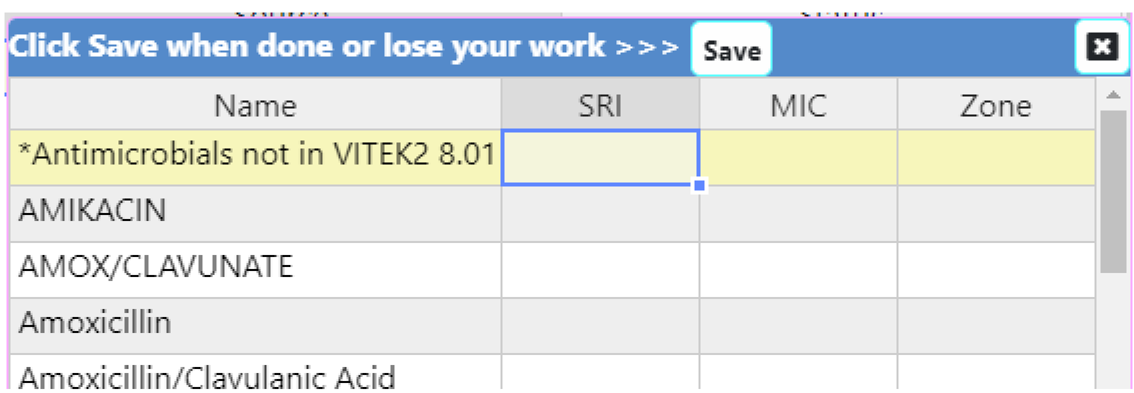


The top window displays test ordered
To edit it click Edit icon
If there are multiple micro tests click each to work with such test

Media window below is for the selected test above

Click the appropriate icon and select for defined values on each field or type your own result

For each Media result you enter its set of Antibiotics/Sensitivity using the corresponding icon



SRI – enter S, R or I
MIC & Zone – is free text

If using an analyzer such as Vitek, Microscan etc this window will have the values for that analyzer
Test icon opens additional Tests window

Click Save when done or lose your work >>> Save Results

Descr	Result	V	DNP
Morphology			0
Gram Stain			0
Growth			0
Gram Stain - cont			0

Result is free text or click Results icon in title bar for choices

V can be any result value desired

Electronic Reference Lab Results

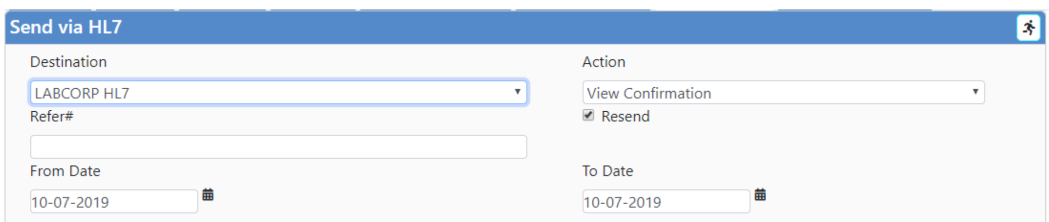
Sending Orders:

Generate the Sendout Requisition

1. Existing Orders & find the order
2. Tests tab. Tests were "Send2" column is not blank will be sent
3. Click icon SendOut
4. Select Bill Type & click Run
5. Select Lab to send to & Table (use default "Results Tab").
   a. If the eReq does not display refer to: "Map icon in Admin, Test Related, Ref Labs tab"

Send Orders. Req should have been printed before this step

6. Work Lists sidebar
7. HL7 Sendout tab



8. Select Destination
9. Enter a date range
10. Action:Send & click Run. Generates a list of orders to be sent
11. To check if sent:
12. Action:View if list is empty then all orders were sent
13. Resend is used if orders were not received

Results:

Results are posted automatically on the schedule set. Refer to: "Analyzer HL7 setup & System Scheduling"

Usually if orders are not received electronically by your reference lab then results are in an order with negative Refer#.

To merge unposted results to their correct order:

1. Use Existing Orders
2. Click the Refer# column until negative Refer# are displayed at the top.
3. Click a negative Refer# order
4. click Merge icon
5. Type its corresponding Refer# where those results should be applied. Name, DOB & sex must match

Print, FAX Email Results

Send-out tests prints with a footnote reference like (1). At the end of report the information for the reference lab is printed.

Result format is customizable at installation since most labs have their own form.

Report format

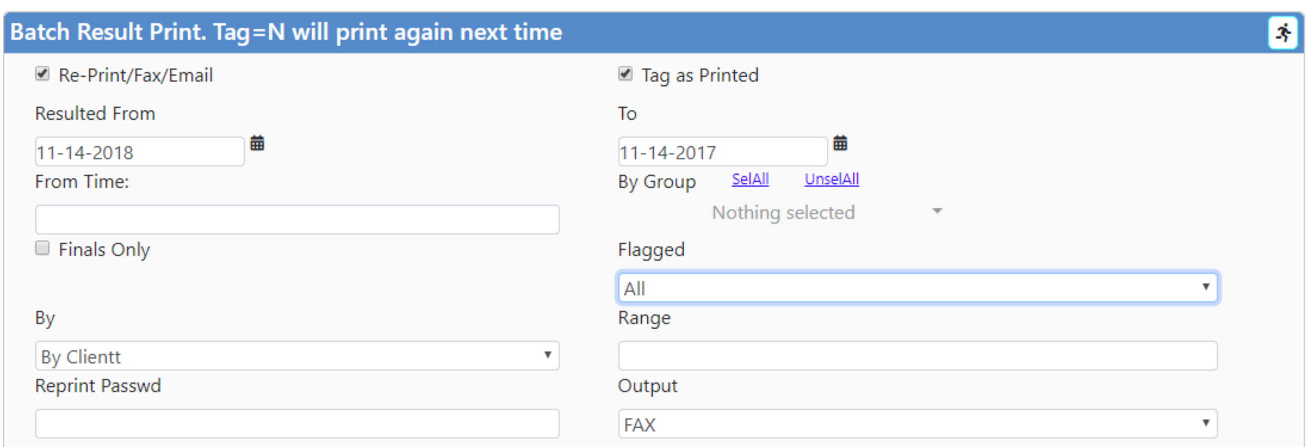
By Group or By Panel – each is set in the Client window. Refer to: "Group by Panel field in Admin, Client Locs"

Refer to: "Client Locs, in Admin" for more information on reporting

To generate the report. Options 1-3 once order is found click appropriate icon to print, fax or email the report

1. **Locator**
    a. Only way selected tests or results can be printed
2. **Resulting window**
3. Existing Orders

4. Batched: Reports, Results: click Result Report on side bar



Reprint

Unchecked - skips results previously printed.
Checked - prints results regardless if printed or not

Tag Printed

Checked - tags results as used as added in the report

Unchecked – used for preview report

Enter a date Range

By Group – used to report only certain groups

Finals Only – checked for only final orders, that is no partials

Flagged – to report abnormal or critical results

By – generate the report grouped by Client or Driver

Range

used for only reporting certain Clients or Driver depending on above selection

Output

Only generate for any options below. Usually All. Refer to: "Print Rules tab in Admin, Practice"

Queue Sidebar

You can open the Queue to view the contents of any report printed this way

Examples of Test Results

Account: 1000	REFER #: 100705
SAMPLE ACCOUNT	Patient: SILBERTO, PEDRO
123 FIRST ST	DOB: 05/23/1940 - 71 y Gender: M
MY CITY FL 33123	Collected: 04/16/2012 19:48
Phone: 305-123-4567 Fax:305-234-5647	Entered : 04/16/2012 19:48
Doctor: LORA,HENRY	Printed : 04/18/2012 15:45

Description	Normal	Abnormal	Range	Units
CHEMISTRY				
ALBUMIN	4.9		3.0 - 5.0	g/dL
ALKALINE PHOSPHATASE	74		35 - 128	U/L
ALT		46 H	20 - 36	U/L
Result was rechecked				
AST		83 H	13 - 35	U/L
TOTAL BILIRUBIN	0.6		0.2 - 1.0	mg/dL
BUN	14		8 - 23	mg/dL
CALCIUM		10.5 H	8.5 - 10.4	mg/dL
CHOLESTEROL		224 H	50 - 200	mg/dL
CREATININE	1.0		0.7 - 1.4	mg/dL
GLUCOSE TOTAL		184 H	70 - 110	
HDL	51.8		35 - 65	mg/dL
POTASSIUM	5.3		3.0 - 5.5	meq/L
SODIUM	143.9		134 - 148	meq/L
TOTAL PROTEIN		8.7 H	6.00 - 8.2	g/dL
TRIGLYCERIDES		149 H	44 - 148	mg/dL
CO2	30.3		23 - 33	meq/L
CHLORIDE	100.1		95 - 110	meq/L
LDL (CALCULATED)		142.40 H	0 - 130	mg/dL
A/G RATIO	1.29		0.5 - 1.5	
BUN/CREAT RATIO	14.00		7.3 - 21.7	
CHOL/HDL RATIO (Coronary Risk)	4.32		0 - 5.0	

Reporting Questions & Answers

Order Should be "Final" but shows "Partial"

Existing Orders
Find order
Click the Tests tab. Any result where column S not "R" makes the order partial.

A test is not printed

Existing Orders
Find order
Click the Tests tab. Check column S is "R" or “P”.
Also, value in column RG must exists. Refer to: "RG tab, in Admin, Test Related"

Batch Print some tests don’t printed

Try printing again using "Reprint”.
Check "Result Output" on the Client Account window, it could be set to FAX, or Email instead

Also see explanation above “**A test is not printed”**

Tests in wrong sequence

Admin
Test Report Sorting
Follow instructions printed on that report.
Also check the sort test RG. Refer to: "RG tab, in Admin, Test Related"

Print a result in its own page

Admin
Test Related
Find test
Check “Own Page”

Don’t print a result

Admin
Test Related
Find test
Check “Don’t Print Result”

Auto-Fax Results

Admin
Client Locs
Find the client
Click FxEmail

Code=Fax or F or Email or E
Batch=X or search by a doctor then its acctno will be in this column
Destination=fax number or email
RepType=blank for all or P for only positive/abnormal
Refer to: "Scheduling in System" if it does not work

Normal Range does not print or has wrong decimal places

Existing Orders
Find an Order with that problem
Results tab
Write down Code of test(s)
Admin
Test Related
Find test by code
Double click it and “Dec Places” is set as needed
Close Service form
Click Ranges and check they are okay. Check From To date it is correct
Refer to: "Ranges icon in Admin, Test Related, Tests tab"

Result prints 0

Example: actual result is 0.37 but prints 0.
Test Related
Find test by code
Double click it and “Dec Places” is set as needed

Printing Blank Requisitions

Type the Client number. The information for that client will printed plus the physicians with NPI you type in such field

To print special panels at the bottom of requisition type 1. Special Panels are setup in Administration, Client Accounts, Spcl-Prof icon

Patient Requests or Service Tracking

Report, Requests

Enter a date range, account range or blank for all, reference range or blank for all, sort sequence, specific test codes separated by commas or blank for all, if you want to show: samples, physicians, room # (entered as address) and/or requisition comments answer Y in the respective prompts.

It lists the requisitions and their tests for the criteria specified.

This is a good report to see what was daily entered

Critical & Abnormal Results

Reports, Critical & Abnormal Values

You enter a date range and enter 1 for critical results or 2 for both. You can select all departments or specific ones. A sample is below. Comments entered are reported under each test.

Commented Patients

Reports, Commented Patients

This report lists comments entered by a tech, data entry or automatically added by the program capturing result correction and deletions. You may select any or all combinations of them.

Statistics

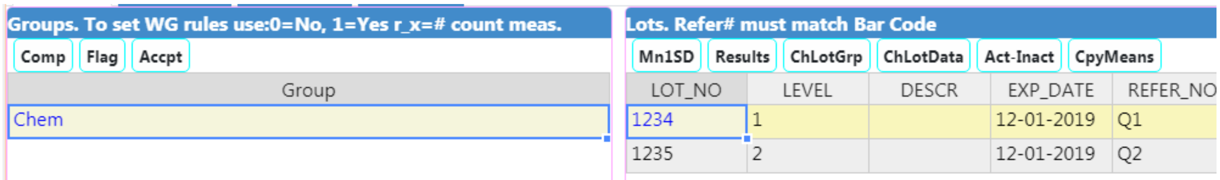
Reports, Statistics

All options list each respective code, description, the number of occurrences and a cost if available & requested. The lists are displayed sorted by the code or by description.

Specific codes may be used, press Insert to add more codes.

Within a date range you may also filter the claims by specific client and/or billing type. Associated cost for tests are entered in the Test Window in Lab Admin, File, Test Code.

Quality Control



Important

- **Don't create a group for each level**
- **Don't repeat the same Refer# in different lots** or will end up with a big mess

Set it up

1. Create a group by click + icon on the left window.
   Group - Type the name you desire to assign this lot and its levels

2. Use icon Comp on left window to add the tests for this group

3. Add each Lot for this group on the left window

   Most important in this window is Refer_no column.
   This value must match how the analyzer sends the QC results to the LIS.
   To find it, vendor working on easy way to do it

Lot_no	As described above, is unchangeable after entered
Level	use it as needed
Descr	for your information only
Exp_date	use it as needed
Refer_no	Is the barcode id on the tube used for this purpose

4. For each Lot/level click the Mean & SD icon to enter the mean & 1-SD from the package insert

Using it

1. On left window click Accept icon to bring the data from the analyzer or data not yet saved
2. Enter your password if asked & click Run icon
3. In next window
    - AcceptAll or
    - Check the rows you want and click AccCkd icon or
    - Check the rows to delete and click DelCkd icon or delete one by one

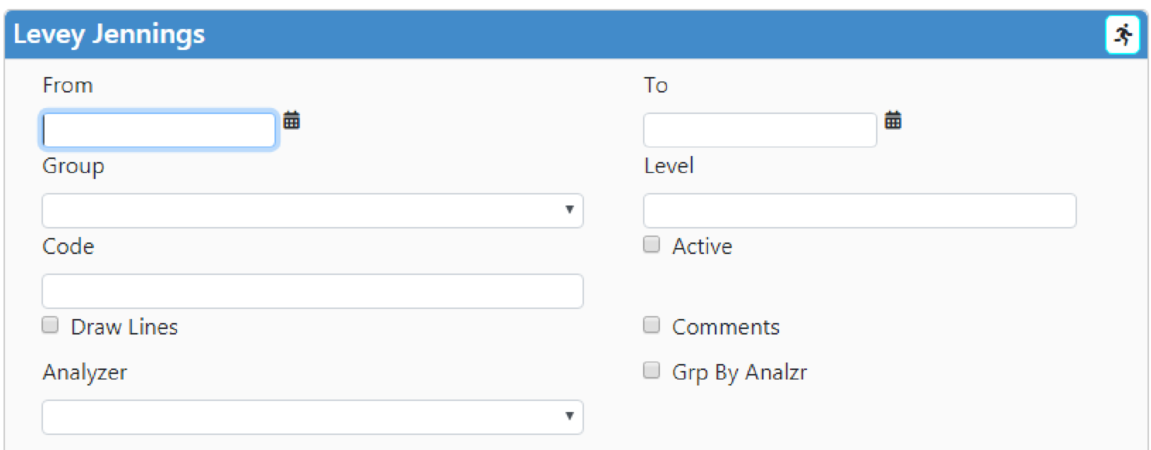
If result(s) not refer to: No results from analyzer in this section

Correcting the flags

Make the correction in the Mn1SD window for each lot
Click the Flag icon on left window

Levey Jennings

1. Click LJ Chart tab



2. Make sure Active is checked
3. Enter a date range and if desired a specific group, level or test code
4. Click Run

QC Questions & Answers

No results from analyzer

Click icon AnaRes to view results from the analyzers

Analyzers Results. If posted=1 and need to use the result then set it to 0

Id	Code	Name
1	10	clinitek
2	36	access
3	sysmex	lh750
4	24	mgc240
5	55	au400
6	50	acl-1000

Refer#	Code	Descr	Result	Date	Time	Posted
6208	H04	HEMATOCRIT	4	06-23-2019	09:00	1
6208	H05	MCV	5	06-23-2019	09:00	1
6208	H06	MCH	6	06-23-2019	09:00	1
6208	H07	MCHC	7	06-23-2019	09:00	1
6208	H08	RDW	8	06-23-2019	09:00	1
6208	H09	PLATELET COUNT	9	06-23-2019	09:00	1

Click the analyzer
The most recent results will be at top of left window
Search to find the refer# or the data for QC Lot you are looking for
Once found the refer# is the one that should be on Refer_no column of the Lot
If some results are not found while others are then is a mapping problem. Refer to: "XCode column under MapCodes icon in Connections, Analyzer Setup"

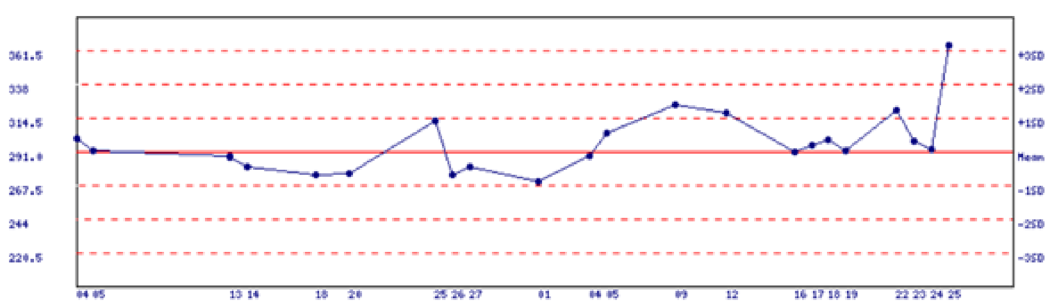
Results not plotted

Check Active when running the charts
Click Actives tab & click the group
Click Results icon check data is there and Save=Yes
Click Mn1SD icon on right window. If mean & 1-sd is not set then won't be plotted

If mean & 1-SD are not set then need or data coming with +3 or -3 then click the Flag icon on left window

Demo Lab 11/10/2013 08:58

2251-HCG TOTAL (QUANT.) access Lot:access2 Level:3 From:09/01/2012 To:11/30/2012



09/04 300.37| 09/05 291.94| 09/13 287.55| 09/13 286.91| 09/14 279.89| 09/18 274.89| 09/20 275.66| 09/25 312.25| 09/26 274.46| 09/27 280.64|
10/01 270.07| 10/04 288.10| 10/05 303.31| 10/09 323.73| 10/12 317.80| 10/16 290.14| 10/17 295.37| 10/18 299.06| 10/19 291.53| 10/22 319.29|
10/23 298.01| 10/24 291.97| 10/25 365|

Assigned Values	Actual Values
Min :244.00	Min :270.07
Max :338.00	Max :365.00
Mean:291.00	Mean:296.43
S.D.: 23.50	S.D.: 20.52
CV% : 8.08	CV% : 6.92

Manual QC Data

On right window click Results icon for each Lot
Click +
Enter the date to add
Enter the results for each component
When click Accept icon on left window and accept your data

Inactivate Lot

1. QC sidebar
2. Click Group on left
3. In Lots grid on right, create each new lot
4. For each new lot:
   - Click each new Lot/Level row
   - Type Refer No from old Lot/Level to it
   - Click CpyMeans icon
     From Lot Level, select old lot/level
5. Remove Refer No from each Lot/Level otherwise results may continue go there
6. For each old Lot/Level row, Click Act-Inact icon

Old Lots can be viewed in the Inactive tab.
Old Lots can still be plotted and printed

CSV Wizard

Admin
CSV Wizard

CSV allows to export data to Excel

3 screens are shown:

- Tables
  - related to a screen in the LIS
- Fields
  - this screen changes for each table clicked each row is a separate item on its LIS screen check a field to include it on the csv output
- Condition
  - for each field clicked if you want to filter certain values you use this window by clicking the Cond icon on that window It ask:
    - Operator
      - equal, greater than, less than, etc
    - Value
      - you may enter a fixed value or check Ask when runs you can have a condition for a field that is not checked

When done click Save icon on left window then you can run it or run it later from Views, Run CSV

Example

CSV for Refer#, Last, First, DOB, Sex, Address, City, St, Zip, Insurance name, Policy, ReferMD, Collection Date, Test Ordered

You need to check several tables and different fields

For the demographics - select table patients
For the ReferMD, collection date - select table claims
For the Insurance Name - select table insurcom
For the Insurance Policy - select table insurance
For the Test ordered - select table orders

Then for each table checked, check the columns you want on your csv.

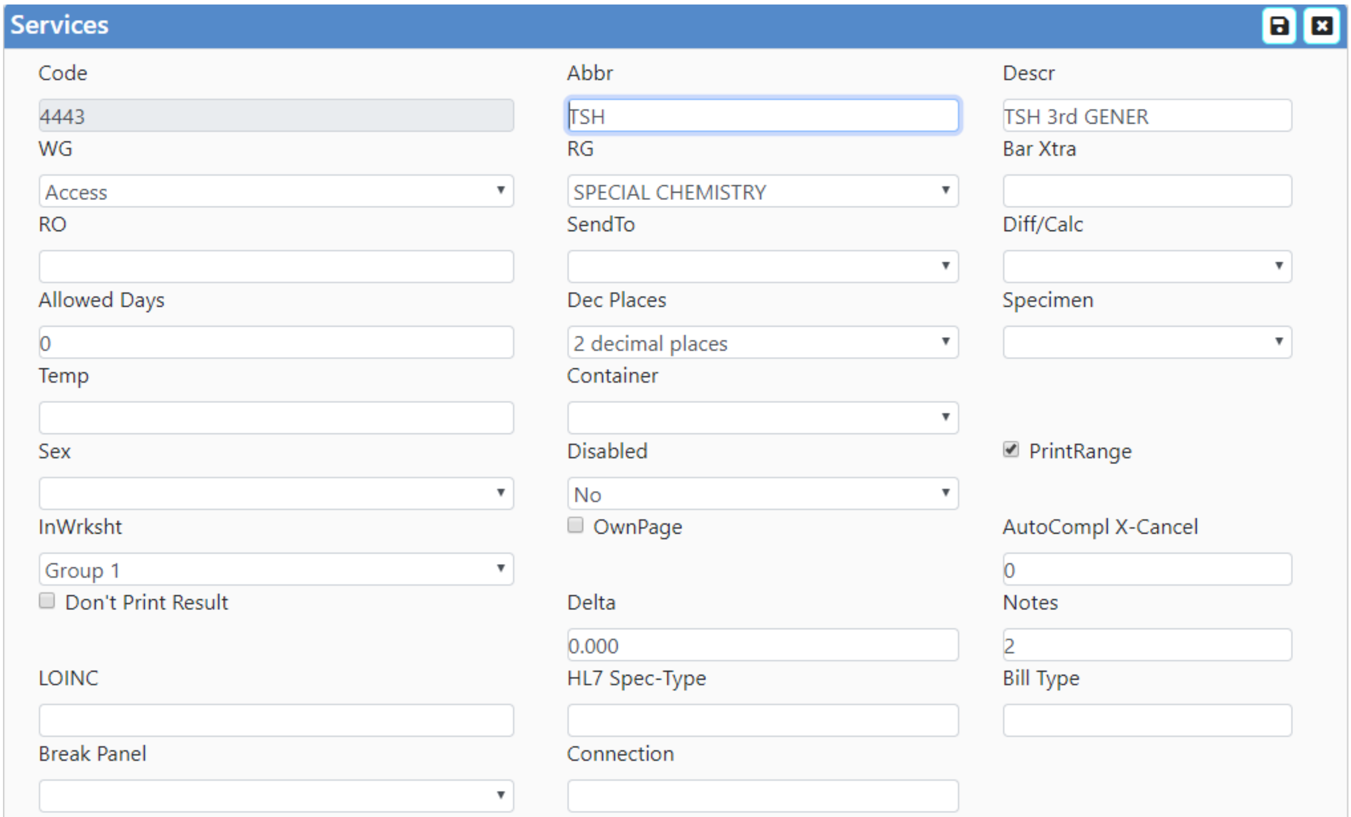
Warning: Whenever you select a table that on the LIS screen has many rows for the parent screen, like tests for an order then you are going to get duplicate rows for each row of these tables

Administration

This section is reached by the “Lab Admin” option. This section should be password protected by right click its block.

Services/Test Codes

Admin, Test Related



Code

Anything but must be unique. Any illegal characters used removed when enter is pressed
Once entered can’t be edited but may be changed using icon ChgCode

Abbr & Description can be anything but can’t be blank

Abbr it's used in different places such as Worklists, Result Verification, etc so is important to set it correctly

Test Groups – WG & RG

Each Test code must be assigned to 2 groups:

WG Work Used to print work lists & enter results.
RG Result Used to print results.

Groups are created in tabs to the right. Unless Sort is used in their window in tabs to the right, reports are printed in alphabetical order by the character assigned to groups.

These groups are copied to order tests so when changed here it doesn’t change orders. Refer to: “UpdRes icon in Admin, Test Related, Tests tab"

In order to view the groups in the order tests use: Existing Orders, Results & Test tabs.

Bar Xtra

Purpose is to print extra labels having this value – anything 3 characters max
Example

if your analyzer does not differentiate between serum & urine tests then use UR for all urine tests ran in such analyzer

Test Report Order - RO

This gives a sequence to tests within its RG in the report

Always use enough number of characters within a RG because for example value of 2 is after value of 10 because is NOT numerically sorted but alphabetical so use 01, 02, etc not just 1,2, etc

To make it easier generate Admin, Test Report Sorting and import it to Excel

These groups are copied to order tests so when changed here it doesn’t change orders. Refer to: “UpdRes icon in Admin, Test Related, Tests tab"

Warning

if you change the RO in a test then you will need to set a value for all tests in that RG otherwise the ones without RO value will print at top of that group. You may start the sequence as.

Send out Tests - SendTo

Assign a code to the lab performing this test. When tests are printed they are marked as send outs and the name & address of the performing lab is printed at the bottom of the report for each patient.

A test may be assigned to a different reference lab when the result is accepted by the tech.

This value are copied to order tests so when changed here it doesn’t change orders. Refer to: “UpdRes icon in Admin, Test Related, Tests tab"

Allow Days

Days before this test can be reorder for a patient.

Diff/Calc

Use the drop down value for the tests as required. Default is blank

Dec Places

This is used to change the number of decimal places for a numerical result. Sometimes analyzers sent results with undesirable number of decimal numbers so this is how you control it when printing

Specimen

Required by certain analyzers. Values are set in Spec tab to the right

Temp

These settings are used when sending electronically a test to be done outside

Container

Values are set in Cont tab to the right

Sex - M or F

If used, test will not be allowed if the order gender is different

Disable

Option are:

No

Yes completely

from data entry & printing. Could be a test you no longer perform

Yes from direct order

make it a non-orderable test

To Portal

not allowed by external users

Print Ranges

In case needed the option is here

In-WrkSht

None

Or any of 5 groups

Asked when running the General Work List

Default is 1 – Group 1

Own Page

Checked print the test result in a page by itself as in the case for HIV tests

AutoCompl X-Cancel

The value here sets as result when test is ordered and posted

Don’t Print Result

Checked not on result report

Delta

Allowable percent difference in a patient result between current & his/her last visit

If computed percent different is higher it warns techs that something could be wrong

LOINC & HL7 Spec-Type

Used by HL7 interface but very uncommon

Break Panel

When entered

Adds panel components to the Test tab like if each was ordered separately.

Warning, if used by mistake you will manually have to fix the mess if fixable

Connection

When using a analyzer interface middleware.
Highly technical so don’t use it

Icons

Comps

Creates a panel from the selected test

Component column type the component code or beginning of its name

Bill

Place and X or Y to add its CPTCode to the billing system

CopyRnge

Clients can have their own ranges so this option copies from one client to another client to save you time

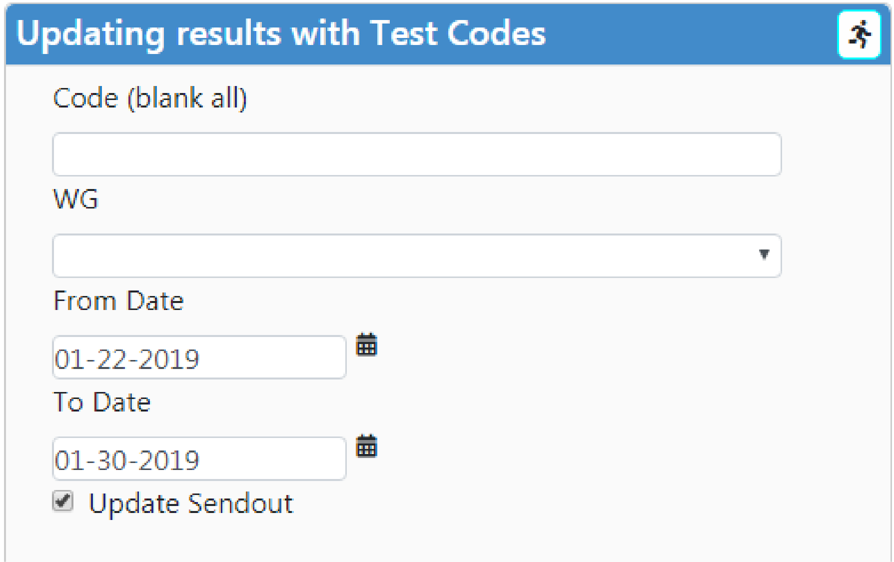
UpdRes

Changes to WG, RG, RO & SendTo are applied to tests

When an encounter is added tests inherit the groups, sorted order & send-out values from the Services tab.

Changes done to tests only affect new encounters but this option makes changes to existing encounters

Changes are done for a specific date range to specific test code or using their WG



ChgSendOut

This option changes a reference lab assign to test codes to a different one

This option is useful only when you change your reference lab to save you from changing it on each test code.

Blank From or To Lab is consider a valid choice, in this case means in-house

ChgCode

This option changes the test code of a test by another one that does not exist.

Results too makes the change also in orders

Panel Components - Comp

Admin
Test Related
Find test
Click Comp icon

Allows the current test to be a panel. It opens a window so you could its components

Warning

If any results existed for this test then it will never print again

Heading names

Panels can be the heading for its components. Refer to: "By Group field in Admin, Client Locs"

As an alternative:

- Admin, Test Related, RG tab
    - Create RGs for every heading
    - ByPanel N
- Admin, Test Related, Tests tab
    - Find each test to change & double click it
    - RG set to corresponding new RG created above & Save it
- Admin, Applied to Orders, Grp Ord SendTo tab
    - Give a date range & go

Explanations

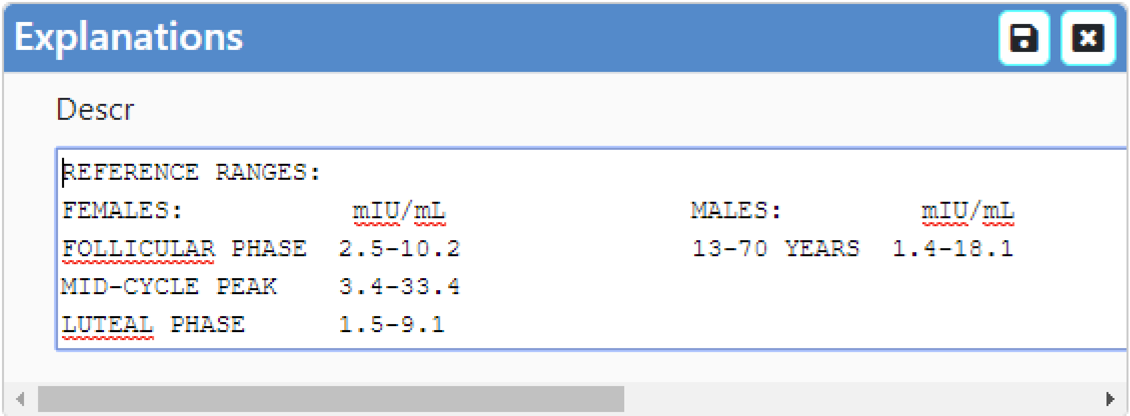
Admin
Test Related
Find test
Click Expl icon

Double click the window that opens to type an explanation for this test

Explanations

Descr	Id	Code
REFERENCE RANGES:~FEMALES: mIU/mL	9	3001

After double clicked



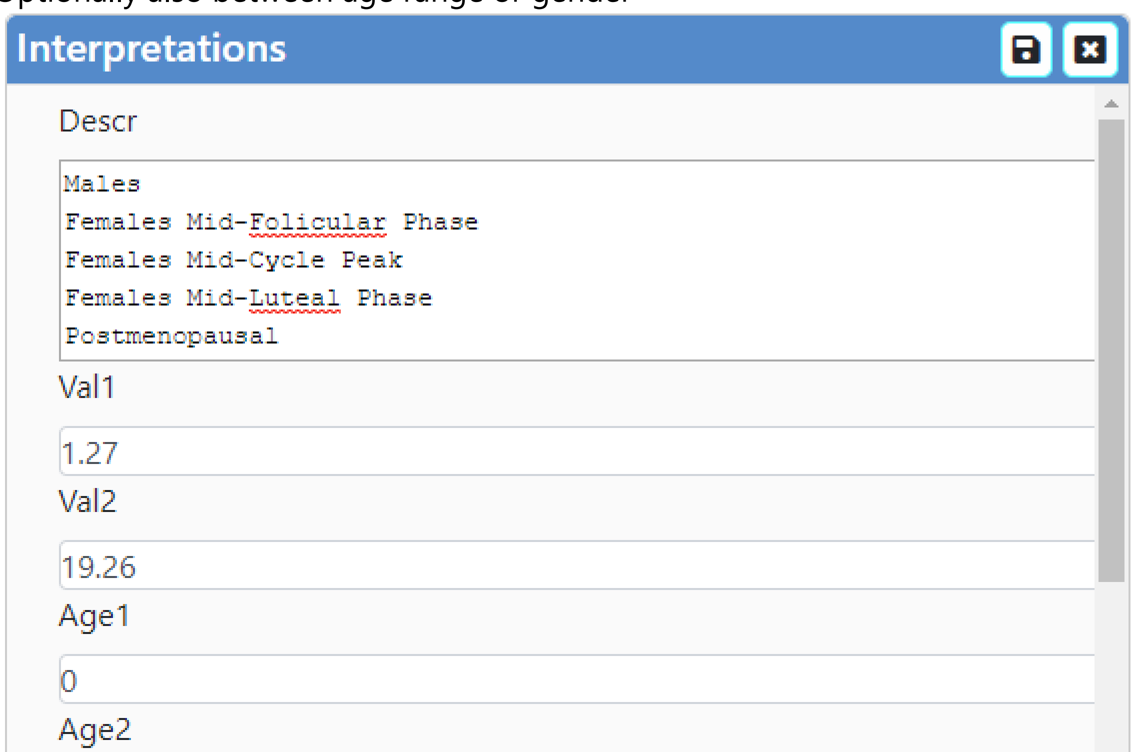
This is fixed comment that will always print under the test.

Interpretation

Admin
Test Related
Find test
Click Intr icon

As Explanation above but reported only when numerical results are between Val1 & Val2.

Optionally also between age range or gender



Ranges

Admin
Test Related
Find test
Click Ranges icon

Low	High	Critlow	Crithigh	Cutoff	Units	Gender	T	Age1	Age2	Acctno	Species
14.5	22.6	-99999.99	99999.99		g/dL	F	d	1	30		
10.5	21.5	-99999.99	99999.99		g/dL	F	m	1	12		
12.5	15.5	7	22		g/dL	F	y	2	999		
14.5	22.6	-99999.99	99999.99		g/dL	M	d	1	30		
10.5	21.5	-99999.99	99999.99		g/dL	M	m	1	12		
13.0	16.5	7	22		g/dL	M	y	2	999		

WARNING: When adding ranges make sure the “From/To” dates on the far right covers the result date of patients otherwise the normal range will not be used.

Low / High

- For numerical results type the normal range using these columns.
- For ranges like <10, <=10, etc use the Low column only & High column blank
- For alpha results used string matching
    - Type the normal value such as NEGATIVE in the low column only.
    - If there are multiple normal values then use multiple rows.
    - Result not matching exactly the value(s) in Low column are flagged as abnormal *. Ex: strings NON-REACTIVE, NONREACTIVE, NONE-REACTIVE do not match even though for a human are the same

Critlow / Crithigh (optional. Defaults to -99999 & 99999)

- For numerical results use both columns. Results outside that range are flagged as CL or CH

Cutoff (optional)

- When reporting, this value replaces its range but it has no other purpose. Flagging is performed strictly by the Low, High and Critlow, Crithigh if used

Units

Example mg/dl or as desired to print on the form

Gender (optional)

- Use multiple rows to specify each gender using column Gender as M or F
- Add an additional row with Gender blank otherwise orders without gender will be flagged as abnormal

Age1 & Age2 (optional)

- Use multiple rows to specify each age group
- Must use Gender as M or F
- Use Age1, Age2 (in days, months or years) & column T as specified below

T mandatory if Age1 & Age2 is used.

Specifies what values are in Age1 & Age2 as follows

d	0 -30 days
m	1-24 months
y	2-999 years

Acctno (optional)

If a client wants to flag its patients using its own range then add a new line using the client's account number in this column

Send2 (optional)

If this test is also sent to another lab and you want to have their ranges too then match this column with the acctno given to such reference lab. Refer to: "Ref Labs tab in Admin, Test Related"

Species (optional)

Blank = Human

Other values may be set in Administration, Comments, Species

ReRunLow & High (optional)

Numerical results outside this range make column S=K in resulting window

From & To

Patient results within these dates use this normal range.

This can be used when you change an analyzer with a different model that has different normal ranges. You want to keep the original normal range by changing the "To" date to the last date the old analyzer was used. You create new normal ranges using the "From" date as the first date the new analyzer will be in use.

Icons:

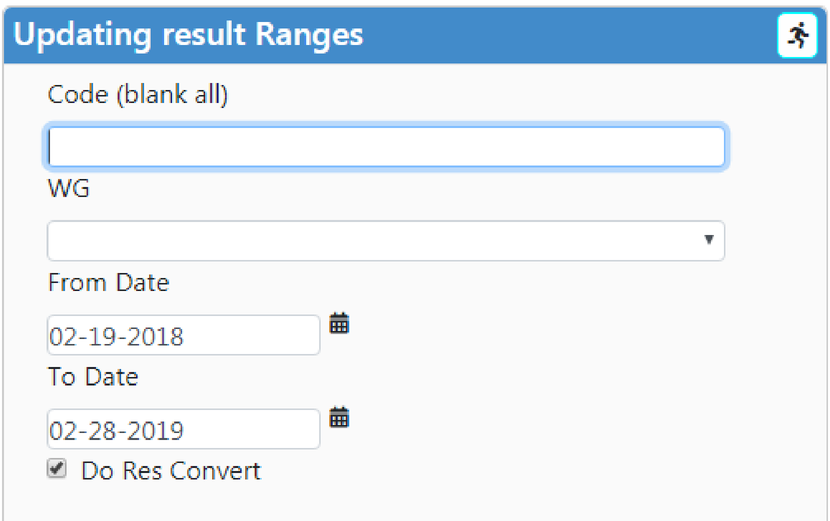
DelDups if Y will remove duplicate ranges

UpdRngRes

Prompts for a date range & Do Result Convert

If used updates patients results with latest ranges and if Do Result Convert is checked will also convert any results – Refer to: "ResConvert icon in Admin, Test Related, Tests tab"

Updates Results Ranges & Units



Changes are done for a specific date range to specific test code or using their WG

To also apply Result Convert rules place a check. What is that? – Refer to: "ResConvert icon in Admin, Test Related, Tests tab"

Testing ranges

Test changes in 1 test and 1 refer# only. Example if cutoff <10

If a result can be qualitative or quantitative then add 2 ranges, order does not matter

low=NEGATIVE & high=blank

low=-99999 & high=9.9

critlow & crithigh - blank (LIS will put the usual -99999 & 99999 when enter)

In result entry do below looking at Flg column.

put a result as NEGATIVE – Flg should be blank

put a result as POSITIVE – Flg should be *

put a result 9 – Flg should be blank

put a result 11 – Flg should be H

otherwise is not right

Results Conversion

Admin
Test Related
Find test
Click ResConvert & Ranges icons

Mostly used to convert results Quantitative to Qualitatitive

Val1 – Val2 & Outcome
Numerical values to convert to column Outcome

Result rarely used as explained with example below

Age1, Age2 & U - optional
Converts by age range
U specifies values in age1 & age2
d days
m months
y years

Account - optional
Convert by client account

Xcode, Xset, T 7 Code
CBC replace manual diff by % and/or # values
Assume
Manual Diff SEGMENTED NEUTROPHILS code is H21
% NEUTROPHILS code is H11
# NEUTROPHILS code is H16
Then

Xcode	XSet	T	Code
H11	X	R	H21
H16	X	R	H21

T=R replace
XSet=X means cancel value in % & # NEUTROPHILS

Easy example

```
Convert results from -9999 to 100 to None Reactive and Reactive
otherwise
```

That is, if result is up to 99 convert it to NON-REACTIVE

If result is 100 or greater convert it to REACTIVE

Flag as abnormal REACTIVE result

Ranges - Help=? icon

Low	High	Critlow	Crithigh	Cutoff	Units
NON-REACTIVE		-99999.99	99999.99		

Result Conversion - Please click ? icon below

Val1	Val2	Outcome
-9999	99	NON-REACTIVE
100	9999	REACTIVE

IMPORTANT:

Ranges **Low value must match Conversion Outcome for normal result**

Any result not perfectly matching NON-REACTIVE is flagged abnormal

Example - Positive with numerical result example

	Row Color	**Outcome**	**Result**	**Cutoff**
• If result <100	Black	NEGATIVE		<100 mg/dL
• If result >=100, ex:100	Blue	POSITIVE	100	<100 mg/dL

Same idea as above

Ranges - Help=? icon

Low	High	Critlow	Crithigh	Cutoff	Units
NEGATIVE		-99999.99	99999.99	<100 ng/dl	

Result Conversion - Please click ? icon below

Val1	Val2	Outcome
-9999	99	NEGATIVE
100	9999	POSITIVE

But to print positive quantitative result its RG must be:

COL2	COL3	COL4
Outcome|outcome	Result|*result	Cutoff|rrange

Please note that col3 has an asterisk before result as: Result|*result. The asterisk tells the LIS to only print the result if out of range.

Refer to: "RG tab in Admin, Test Related"

Example - Positive with 2 possible numerical results

Color **Outcome** **Result** **Cutoff**

- If <100 Black NEGATIVE 100 mg/ml
- If between 100 & 1000 ex: 500 Blue POSITIVE 500 100 mg/ml
- If >1000, print >1000 Blue POSITIVE >1000 100 mg/ml

Then its replacement & range must be:

Ranges - Help=? icon

Low	High	Critlow	Crithigh	Cutoff	Units
NEGATIVE		-99999.99	99999.99	100 ng/dl	

Result Conversion - Please click ? icon below for help

Val1	Val2	Outcome	Result
-9999	99	NEGATIVE	
100	1000	POSITIVE	
1001	99999	POSITIVE	>1000

The difference is the usage of “Result” column in Conversion window to report that value under Result column of the report

Example Confirmation

Color **Outcome** **Result** **Cutoff**

- If <100 Black NEGATIVE 100 mg/ml
- If >1000, ex: 1001 Blue >1000 100 mg/ml
- Else report result, ex:500 Blue 500 100 mg/ml

Ranges - Help=? icon

Low	High	Critlow	Crithigh	Cutoff	Units
NEGATIVE		-99999.99	99999.99	100 ng/dl	

Result Conversion - Please click ? icon below for help

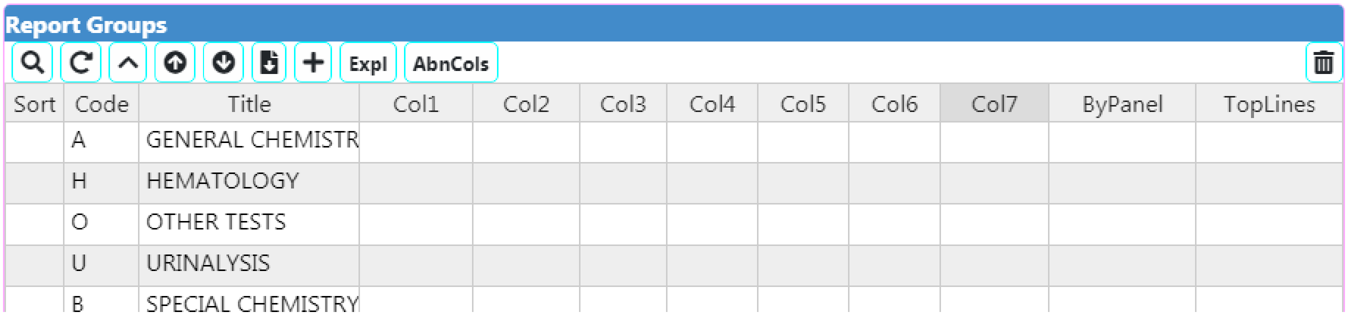
Val1	Val2	Outcome	Result
-9999	99	NEGATIVE	
1001	99999	>1000	

IMPORTANT:

Results between 100-1000 was not specified in the conversion table then its value is reported as is.

Report Groups

Admin
Test Related
RG Tab



Report groups “RG” are the groups in the result report.

Groups are assigned to each test code to print together under that group for example group Chemistry, Hematology, etc.

If the client is set to “Group By Panel”=No then the heading for the group is the Title of the group.

If the client is set to “Group By Panel”=Yes or the group has BYPANEL=Y then the heading for the group is its panel name or if single test then the Title of its group

Sort	Always use 2 characters like 01,02,..., etc The report prints groups in this order In unused then Code value is used
Code	An identifier for the group. No spaces
Title	Results may be printed under its group title or its panel name depending on the setting of the Client Account window or ByPanel column But regardless results are printed in the order of its group code.

Col1-Col6 (optional)
defines the contents for each on the report. This mostly used for Toxicology

The contents is: Column Tile|field|position in mm

If Col1-Col6 is completely blank or partially filled it defaults:

Col1=Description|descr|5
Col2=Normal|normal|65
Col3=Abnormal|abnormal|90
Col4=Range|rrange|120
Col5=Units|units|160

Field Names	What prints
descr	test description. Use ~ to break into multiple lines
outcome	result outcome
result	real result
*result	real result only if abnormal
rrange	normal range or cutoff
units	normal range or cutoff
comments	result comment
prevres	last visit result for this test

Toxicology is very demanding and each lab has very different needs so these columns allows the different flavors

Example if the report columns show be:

Drug Tested	***Test Outcome***	***Measured Result***	***Cutoff***	***Comments***
6-MAM	POSITIVE	300	6 ng/ml	whatever
Methadone	NEGATIVE		300 ng/ml	

Then the columns should be:

Col1=Drug~Tested
Col2=Test~Outcome|outcome
Col3=Measured~Result|*result
Col4=~Cutoff
Col5=~Comments|comments

Note:

- If a column uses a field different than the default for that field then type its name. A wrong field name will make the report to error
- If the default position does not change then you need to include it again
- To leave a column empty type:.|.|.

ByPanel (optional)
Blank or Y to print the panel name as group header if the client is set to print the Report Group title as group header

TopLines (optional)
It has 2 settings separated by comma as follows:
Spacing between a group column headings, spacing between group titles

Icons

Expl

Fixed comment that prints at the beginning of each group
Double click the window opened and type anything required

AbnCols

Changes the default text color for abnormal, blue to something else depending on a flag value

ABN Colors

Flag	R,G,B,Weight	Code
		A

R,G,B,Weight
4 value separated by comma as follows:

R	red	intensive 0-255, 0=none
G	green	intensive 0-255, 0=none
G	blue	intensive 0-255, 0=none
Weight		B for bold

Refer to: https://www.w3schools.com/colors/colors_picker.asp

Work Group

Admin
Test Related
WG Tab

Work Group

Code	Name	Sort	RepType	Barcode	XBars	Days
A	AU680		1	✔	1	0
B	Access			✔		0
C	Elite		3	✔		0

These groups are assigned to each test code and used to print work lists and resulting

Sort — Always use 2 characters like 01,02,..., etc
The report prints groups in this order
In unused then Code value is used

Code — An identifier for the group. No spaces

IMPORTANT:
The code used for Hematology, Urinalysis, Microbiology, Sendout, Drug-Confirmation groups must be entered in the Group Definitions Tab

Name — Type it as desired to show on Menus and reports

RepType — General Worklist Report format
Detailed by Abbr
Lists each test abbreviation for an order one next to each other.

Grouped by Panel
Lists the ordered test description. Panels are not expanded

Test by Line
Lists each test code & description for an order in a separate line giving space to write the result of the test to the right of it.

Group Test by Page
Lists each test for all orders in the same page

XBars

By default, if Barcode is checked prints only 1 label. Use this option to enter the number of additional labels for this group

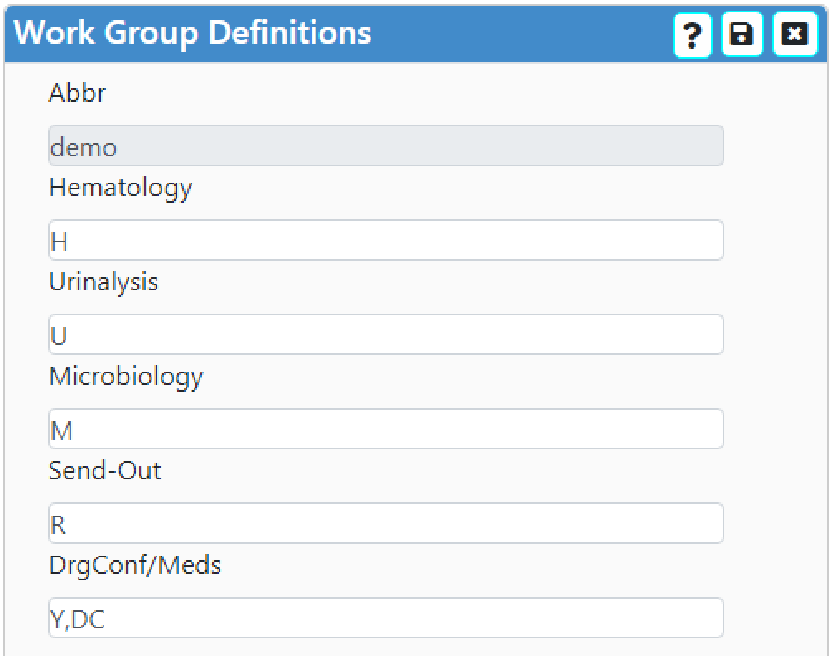
Each order has a field to request more labels and it is initialized by a number given in Admin, Practice, Data Entry

Days

To flag in the general worklist if tests in this group are pending longer than the days specified here

WG Definitions

Admin
Test Related
WG Def tab



Type the code used for the groups above

Reference Labs

Admin
Test Related
RefLab tab

Setup your own practice and each reference lab used

Acctno

Any unique string and used in Services SendTo field for reference labs

Name-Phone Corresponding information for this lab

Abbr

Only use it to identify this lab tests codes added to your compendium and NOT Mapped. See Map icon

Example: If all Labcorp tests are preceded by LC and not mapped then type LC here

LabId

code given by the Reference lab when used for electronic ordering

FacId Example NPI of this lab

HL7

If this lab uses electronic results then select its connection name as defined in HL7 Setup window

Also see Abbr above
If Abbr is not used click Map

Code	your code
OCode	the corresponding reference lab
AOE	drop down for Ask On Entry questions – call vendor for more

CLIA of this lab

Reflex

Reflex tests are setup globally or per client in the Client Window by clicking the Reflex icon.

Reflex

Code	Test_to_Check	Reflex	Test_to_Add	Sex	Flag	Val1	Val2	Acctno
U03	GLUCOSE	7086	URINE CULTU					_GLOBAL
U04	BILI	7086	URINE CULTU					_GLOBAL

Code

Test code in an order to check. Here you can also enter part of its description to search

Test_to_check

Automatically populated when code entered

Reflex

Test code to add to the order if test identify by Code is abnormal or specifically as described in the next fields

Sex (optional) M or F

reflex added if also the patient sex matches

Flag (optional)

reflex added if also the order result is flagged as described here

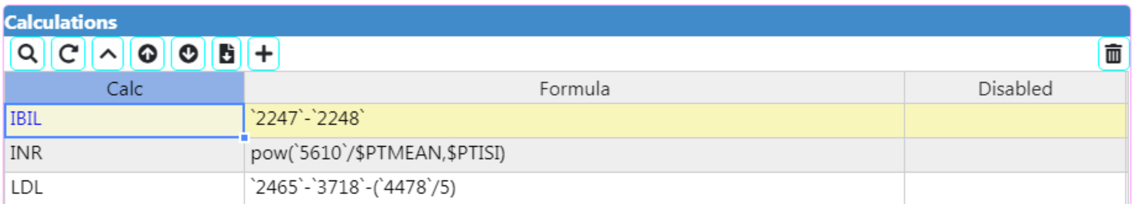
Val1 & Val2

reflex added if the numerical result for this test is between these values

Calculations

Admin
Test Related
Calcs tab

This window is used to create your own formulas for calculated tests. You must follow basic mathematical rules using parenthesis to indicate order of computation.

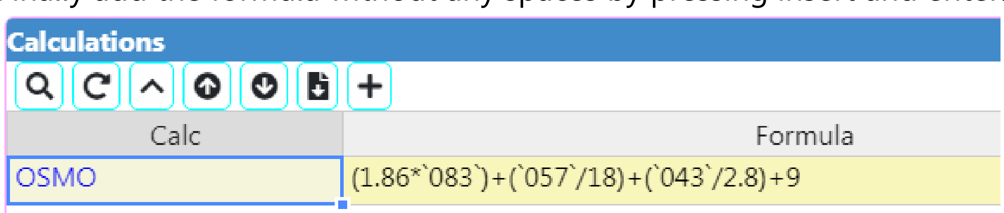


Note: If you enter an erroneous calculation it can make the program error when entering results. If this happens delete all the lines for the wrong calculation in this same window

Example:

Osmolality=(1.86*Na)+(Glucose/18)+(BUN/2.8)+9

1. Create a test code for "Osmolality" in Services tab with code: OSMO
2. Assuming test components are defined as:
   Na coded 083
   Glucose coded 057
   BUN coded 043
3. Finally add the formula without any spaces by pressing insert and enter:



For Calc type: OSMO
For Code type the formula using test codes enclosed in ``
The formula then will be

(1.86***`083`**)+(**`057`**/18)+(**`043`**/2.8)+9

Components test codes must be within `` otherwise they are taking as constants
Call vendor for complex calculations like GFR & INR

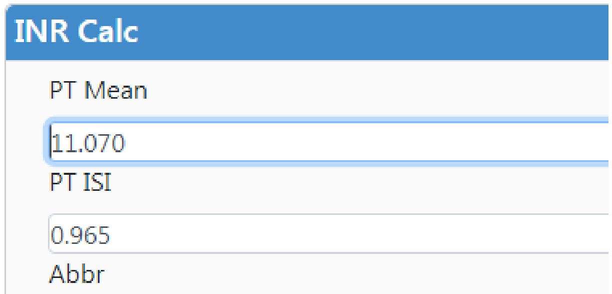
Calculation not done

Refer to: Calculation not performed in resulting

PT Mn/ISI

Admin
Test Related
PT Mn/ISI tab

Here you enter those values to compute order's INR result



Med, POC, Specs & Cont definition

In these tabs you are creating each of these items by assigning it a unique Code or identifier & its description

Meds are used during patient ordering
Comps icon
Use this icon for each med to relate it with a drug test.

This is for drug confirmation report to display if prescribed and consistent or not in the "Key Summary" section of the report

POC are used during patient ordering

Specs & Cont are used to assign them to test codes in Services tab

Doctors

Admin
Doctors

In this window you add the doctors that send orders to you

Acctno

Any unique string to identify the doctor

If Practice, Practice Information tab, Next Doctor# has a number then each time you add a doctor will use the next number used there

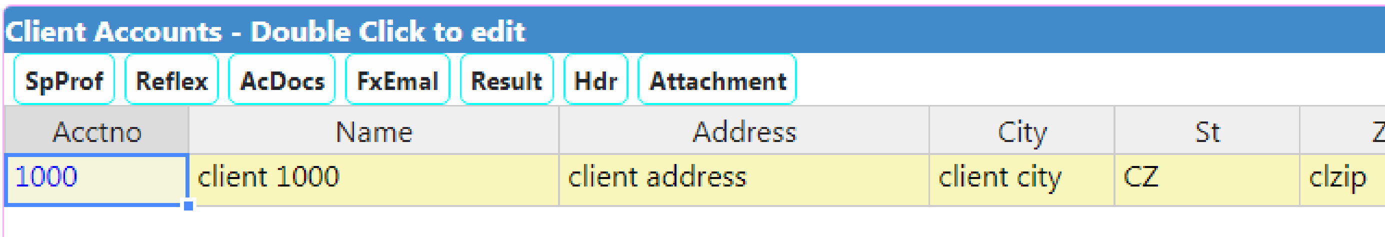
Last, First, I, Title (like MD) & NPI are the important fields

Client Accounts

Admin
Client Locs

This window is to define the doctor's office not the doctor as a person. That is done in Doctor's window

The grid opens showing your clients.



To delete one click the Trash icon or press Delete. If in used will not allow you to do it

To edit one double click it.
To add one click + or press Insert.
If Practice, Practice Information tab, Next Client# has a number then each time you add a client will use the next number used there

Acctno

Once saved can only be changed in Admin, Apply to Orders

Disabled

To disabled accession from using that client

Pat lives here

If checked new orders patient's address are set to this client address

Driver & Phlebotomist

Type a name & will find it in the respective table. If not found then you will be asked if you want to add it. Press period & enter to get the entire list

Portal Group

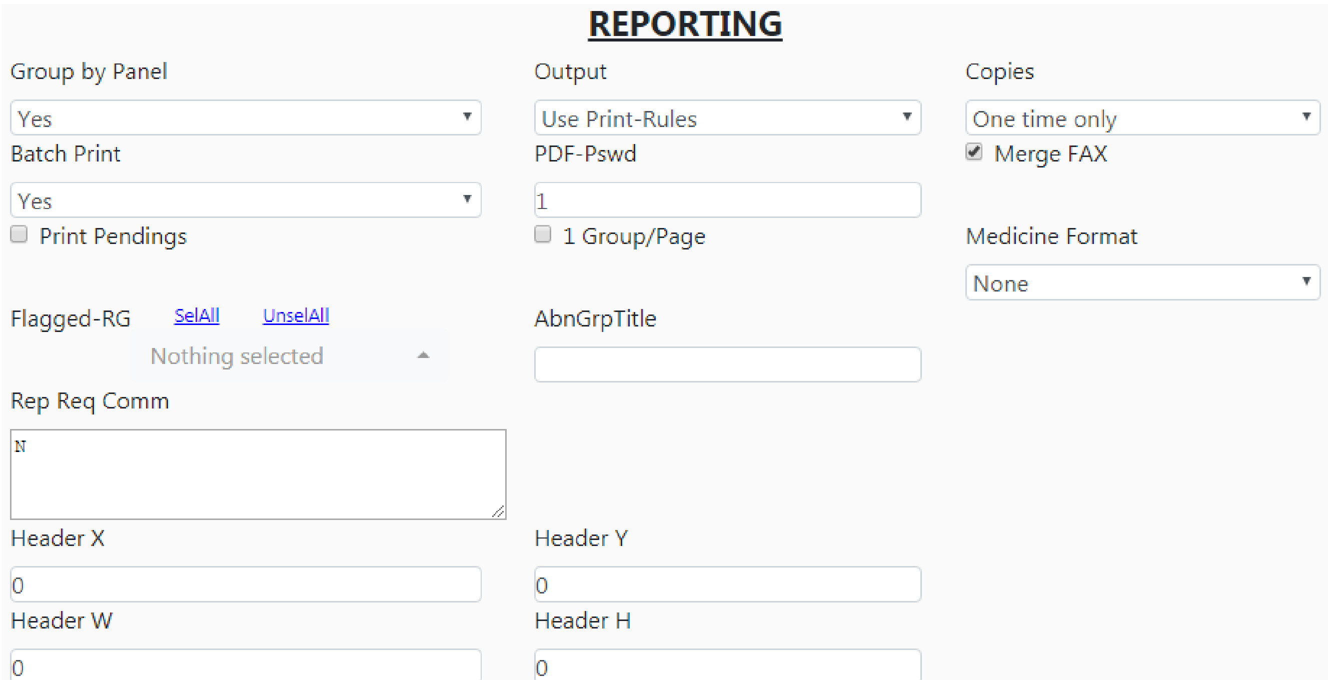
Select one from the list
These groups are defined per user and used to allow portal/client users to have access to their patients when ordering on line

Used by electronic orders assign this group to new patients

Bill Type

Sets a default bill type for new orders of this client

Result Print Options



Group by Panel

This refers to the group headings used when reporting tests

Y

will be its panel name or if single test its RG title

N

will be its RG title

Mixed as in RG

Will be as set in the RG Bypanel column

There is only 1 sorted order for result to be printed controlled by “Report Order” in the “Test Codes” window. You must compromise the sorting if you have a mixture of client result reporting.

Output

Controls the contents of the report

Use Print-Rules

Example:

if CBC & Urin is ready send it then others print as released

Refer to: "Print Rules tab in Admin, Practice"

Only when Final

Nothing prints until all done

Use Print-Rules then Finals

Example:

if CBC & Urin is ready send it then wait for rest to be completed

Refer to: "Print Rules tab in Admin, Practice"

As Results Released default

Copies

When Final print all

That is, print as released or by Print-Rules but when all done print everything

All each time

Each it prints include new and previous results

One time only

Do not print previously printed

Batch Print

Printing using Result Report sidebar, if N then its orders do not print

PDF-Pswd

sets the password needed to open Email PDF attachment.

1 Group/Page

Groups refers to Report groups – RG

If checked then prints each group in its own page

Merge Fax

if sending multiple reports to the client:

Checked join all and send them in 1 call

Unchecked

call the fax for each report. Used when fax captures each fax into a separate file

Print Pendings

Checked

Prints results pending at the bottom of the report

Medicine Format

For this to work in Admin, Test Related, Meds tab:

Medications have to de defined

Each have to be match with its drug test

Default:

Prescribed & unprescribed drugs together

Medications Prescribed: AMPHETAMINE, ATIVAN, FLEXERIL, OXAZEPAM

Key Summary:Description	Result	Prescribed	Consistent	Comment
OXAZEPAM	**100**	**Y**	**Y**	Example of DETECTED comment...
AMPHETAMINE		Y	N	Example of NOT detected comment...
BUPRENORPHINE	**15**	**N**	**Y**	Example of DETECTED comment...
Cocaine Metabolite:Benzoylecognine		N	N	Example of NOT detected comment...

Description	Normal	Abnormal	Range	Units
GENERAL CHEMISTRY				
MP032	1			
MP054	2			

Description	Normal	Abnormal	Range	Intr	Med
DRUGS CONFIRMATION					
AMPHETAMINE `Example of result comment`		2	<500 ng/ml	Inconsistent	Prescribed

BUPRENORPHINE
`Another example...`
`of result comment`
		15 H	**<5 ng/dl**	**Inconsistent**	**Not-Prescribed**

OXAZEPAM	100		<25 ng/ml	Consistent	Prescribed

Description	Normal	Abnormal	Range	Units	
CONFIRMATION LC/MS					
Cocaine Metabolite:Benzoylecognine		14	<25	ng/mL	*2
BARBITURATES					
SECOBARBITAL	NEGATIVE		<10	ng/mL	*3
BUTALBITAL		POSITIVE	<10	ng/ml	*3

Un/Prescribed

Prescribed & unprescribed drugs in separate sections

Prescribed Medications: AMPHETAMINE, ATIVAN, FLEXERIL, OXAZEPAM

Prescribed Result Summary

Test Name	Outcome	Determination	Comments
OXAZEPAM	100	Consistent	Example of DETECTED comment...
AMPHETAMINE	Negative	Inconsistent	Example of NOT detected comment...

Unprescribed Drug(s) Found

Test Name	Determination	Comments
BUPRENORPHINE	Inconsistent	Example of DETECTED comment...

Description	Normal	Abnormal	Range	Units
GENERAL CHEMISTRY				
MP032	1			
MP054	2			

Description	Normal	Abnormal	Range		Intr	Med
DRUGS CONFIRMATION						
AMPHETAMINE		2	<500	ng/ml	Inconsistent	Pres
Example of result comment						
BUPRENORPHINE		**15 H**	**<5**	**ng/dl**	**Inconsistent**	**Not-**
Another example... of result comment						
OXAZEPAM	100		<25	ng/ml	Consistent	Pres

Description	Normal	Abnormal	Range	Units
CONFIRMATION LC/MS				
Cocaine Metabolite:Benzoylecognine		14	<25	ng/mL
BARBITURATES				
SECOBARBITAL	NEGATIVE		<10	ng/mL
BUTALBITAL		**POSITIVE**	**<10**	**ng/mL**

Flagged-RG

Select the RGs that should print its abnormal/positive results on the first pages of the report

If AbnGrpTitle field is used then that will be headings and flagged results will not print again in the report

If AbnGrpTitle field is blank it will follow the headings as in the rest of the report and flagged results will print again in the report below

Rep Req Comm

Comment that will print at bottom of report

Header X,Y,W,H

Used when branding the report with another lab logo/header to specify its position and size

These options apply when printing order requisition

Req Copies

Number of copies generated when requested

ResUseSignature

None

Both doctor & patient must sign each order

PatOnly

Only patient's signature can be reused in all orders

DocOnly

Only doctor's signature can be reused in all orders

Both

Both signatures can be reused in all orders

PatOnly or SignOnFile

If no patient signature then use "Signature on File"

DocOnly or SignOnFile

If no doctor signature then use "Signature on File"

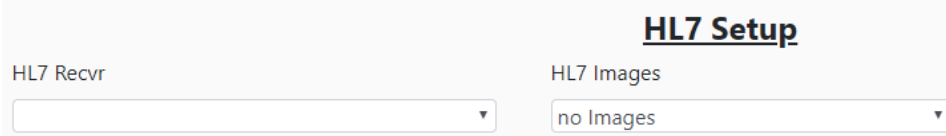
Both or SignOnFile

If no either signature then use "Signature on File"

Signature W,H

Control the size of the signature on the req

Also refer to: "Comments, Footers, row Code=ftreq" to set location on req for signatures



HL7 Recvr

Assign a HL7 connection for this client

HL7 Images

These options are used depending on the connection specifications

Embed Entire Report – most used

File Entire Report

Embed Images

File Images

Icons:

Special Profiles

This icon opens a window below for you to add tests that are not in your Requisition. Tell the vendor the location in the Requisition where they should print.

ChgAcct

This option changes an account number of a client by another one.

Join Accts

If the To account exists then it joins the orders assigned to From account to the To account

Reflex Tests

These are reflex test for this client only

Refer to: "Reflex tab in Admin, Practice" for more information

Account Doctors

The doctors you add in this window are used during data entry & printing blank requisitions.

During data entry when the account is entered then a popup opens for you to select one these doctors. If only one doctor is added then is gets automatically added on the requisition.

When printing requisitions the doctors could be included at the location you tell the vendor to print them.

Fx/Email

Batch=X or Dr-Acct#. Hours to fax in 24hr format . Example: 09-12,18-23

Code	Batch	Destination	Descr	RepType
F	X	789798798	test 3000	
F	MANA001		MALLIKARJUNA,NANDYALA	

Code

Select Fax, Email or phone to call for critical results

Batch

X if client

Doctor acctno is doctor. You may a few characters of doctor's last name to search

Destination

Could be a Fax or Email

RepType

Normal – default

Positives – generate report for only positive results

Hdr

To upload a header/logo for branding

Attachment

To keep document for the client. It has no function in the LIS

Users

Admin

Users

Users. * IMPORTANT *** For Portal Users click AcctRest or DrRest**

AcctRest | DrRest | ListPortalUsrs | Ugroup | UgroupRset | CommonUsed

User	Level	Allow
portal		
portaltest		

There are 2 types of uses:

Staff

Admins, Techs, Supervisor, Billers, Accesioners, etc

Portal/Client

users that are restricted to only see their order & patients

Both are created the same way. When saved portal users are restricted by assigning the Client or Doctors account to use

Icons

AcctRest & DrRest

Restrict the user to only see results for orders of these accounts

Also allows to use their patients during data entry

ListPortalUsrs

Lists portal users and their restrictions

Ugroup

Sets patients UGroup field to their users. Assign ownership of each patient to users

This allows portal users to use their patients during data entry

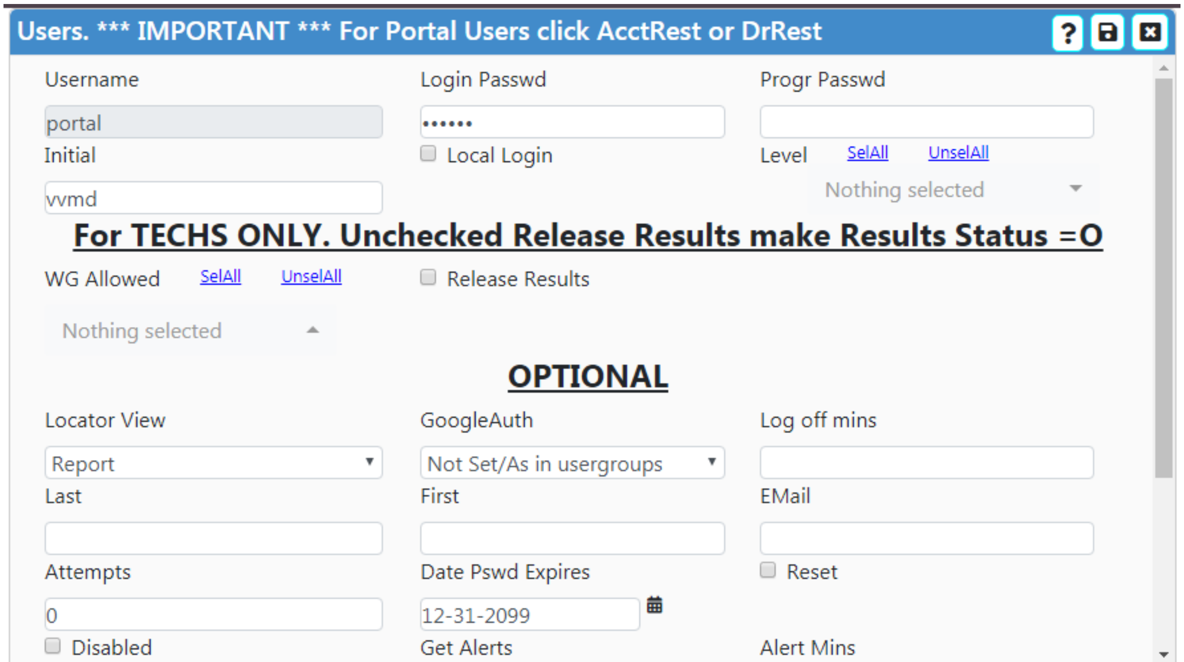
UgroupRset

Unset the patient's Ugroup. After this portal users will not be able to use their patients during data entry

CommonUsed

Adds Common Tests by a user to make it easier during accesion

Editing screen:



Some options have requirements set in Practice Setup such as User, Passwords, Last, First 7 Email

Username

Up to 12 characters without space and unique

Login Password

Used to get in the LIS only

Program Password

Used inside the LIS for various functions

Initial

Minimum 3 characters and unique

Local Login

Restricts user to only get in with the LIS server network. For cloud or remote servers must be unchecked for everyone

Level

Levels are defined under Admin, Roles. Roles are atatched to Menu & Sidebar options to limit access to users

WG Allowed

For techs. Select the WG this tech is allow to work

Release Results

For techs. If unchecked results are placed on hold when released., shows as S=O

Locator View

Window

opens 2 right windows to show ordered tests and its results

Report

The right side opens the PDF report

GoogleAuth (optional)

Used for extra security. After login, users need to enter a code from the application on their cell phone named “Google Authenticator” - only method used, no other choice.

Options:

Not Set/As in usergroups

Not set for this user but if the user belongs to a “Screen Group” which has it set then is enabled

Enabled

Once set to initialed and the user logs in

Disabled

If set but user is having problems

Initialize

May need help from your local IT support. Osimer Corp will not help installing it since this is not part of the LIS.

To install it follow instructions in google like:

https://support.google.com/accounts/answer/1066447?co=GENIE.Platform%3DAndroid&hl=en
https://play.google.com/store/apps/details?id=com.google.android.apps.authenticator2&hl=en_US

In Google Authenticator app on your phone:

Push +
Scan a barcode
Move camera to capture entire block
It adds a new entry in the app and shows a code
Enter the code in “Code Scanned” in the image on your screen
Click block “Click here when done”

From now on after user logs in is prompted

The Authentication Code is the code given on the app for this user

Warning:

If user's phone is lost or entry deleted in Google Authenticator app then the easiest is to create a new username. Vendor cannot retrieve the secret code originally given, this is in Google only. Do a Google search on this topic.

In emergency, an admin user can temporary Disable GoogleAuth for a user but is only for the next login. It may set back if Practice Security policy is mandatory for such user

Log off mins

Overrides any global value set in Admin, Practice, Security

Last, First & Email

May be required depending on Practice setup

Attempts

Permitted unsuccessful logins

Date Pswd Expires

Date when password expires

Reset

Forces password to expire immediately

Disable

From login

Get Alerts

Allow user to receive system alerts

Alert Mins

How often to check for alerts

CleanSearch

Checked – blanks all search popup in all windows

PrevTest

During data entry, show previous tests for a patient

CopyOrder

During data entry If patient been in lab before then ask to copy last order as a new order

Screen Group

Assigns this user to a group. Please see next section

Portal users creation

Create user as any user as described above.
Only use:
Username, Passwords, Initials & uncheck Local Login
Save it
click AcctRest: Repeat 1-2 below as needed

- click +
- type the client account the user is allowed to view and press Enter
- Those clients must have doctors in Admin, Client Locations, AcctDrs icon
- Can also use Dr Restriction, for this case use DrRest icon

Warning: use either DrRest or AcctRest but not both otherwise users may see wrong patients

Portal user: sees wrong patients

OR

Portal user does no see its patients

Happens while ordering:
An admin needs to go to:
- o Lab, Patients, find the patient
- o click AcctRest icon
- o click + to add the allowed client account or remove any wrong ones

Happens when searching or printing:
An admin needs to go to:
- Lab, Existing Orders, find the order
- 2x click and correct the client Client#

Also, an admin can go to:
- Admin, Users, find the user
- click AcctRest icon and check if has the right clients.
- click DrRest and check

A user should never have DrRest & AcctRest - that is trouble, use one or the other one but never both

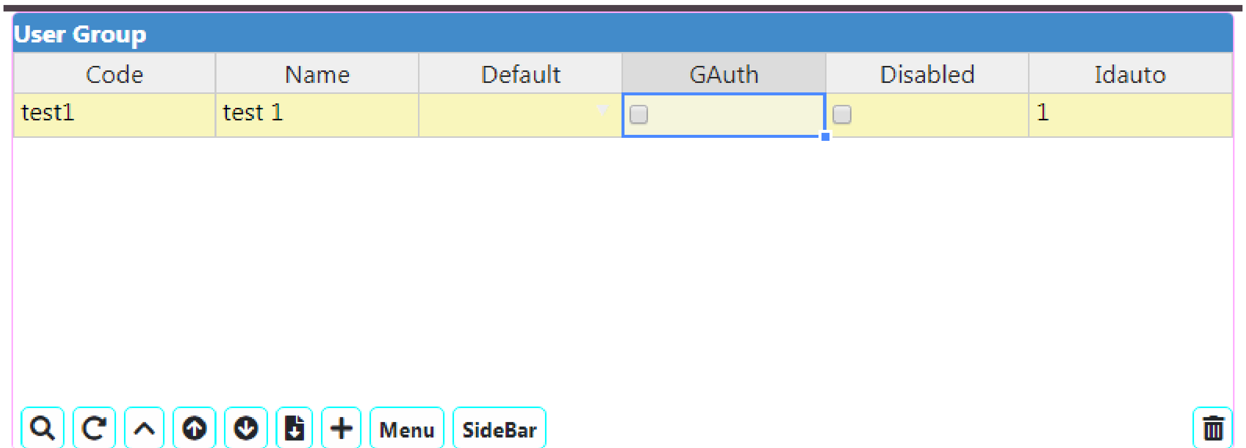
Control user's access
Admin
Users
Level - select as many or as little as needed
WG Allowed - select as many or as little as needed (this is only for techs)
Release Results - this is only for techs

In additional you may set passwords to menu options, screens & icons by right clicking and enter your master password located in admin practice

User Groups

Admin
User Groups

Sets rules that can be applied to users in Admin, Users.
Purpose are:
Require Google Authentication – please see Admin, Users above
Customize screen for a group of users



Code	Name	Default	GAuth	Disabled	Idauto
test1	test 1				1

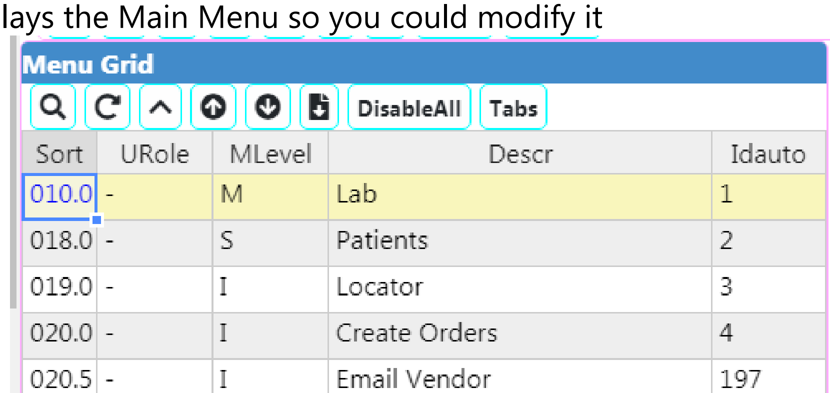
Code – abbreviation of group name
Name – longer description of group name
Default

Blank None
P Apply to all Portal users
S Apply to all Non-Portal users

Icons – Looks difficult but it is not once tried

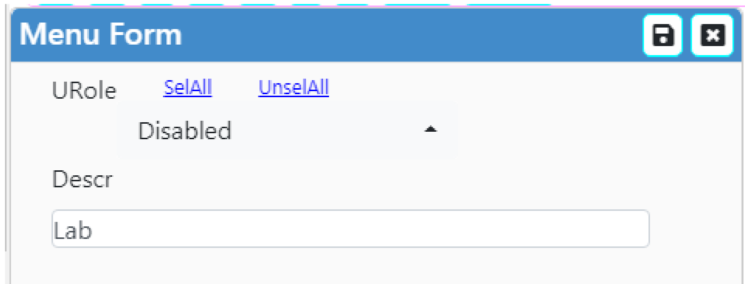
Menu – changes the Menu

displays the Main Menu so you could modify it



Sort	URole	MLevel	Descr	Idauto
010.0	-	M	Lab	1
018.0	-	S	Patients	2
019.0	-	I	Locator	3
020.0	-	I	Create Orders	4
020.5	-	I	Email Vendor	197

If 2x clicked allows to change the role and description



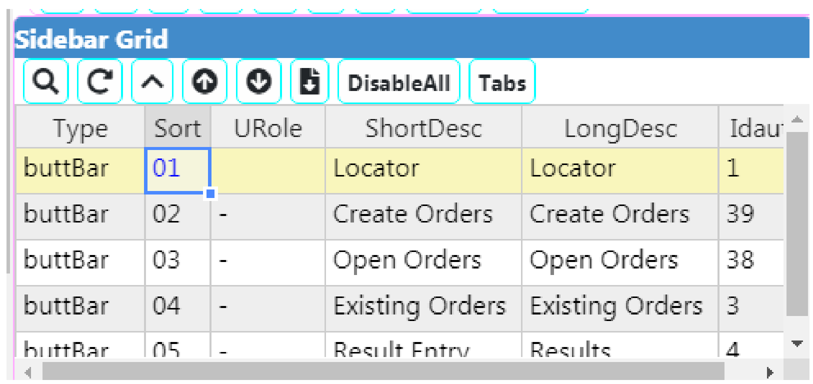
URole is defined in Admin, User Roles. There you can add, delete or change any roles

Hint:

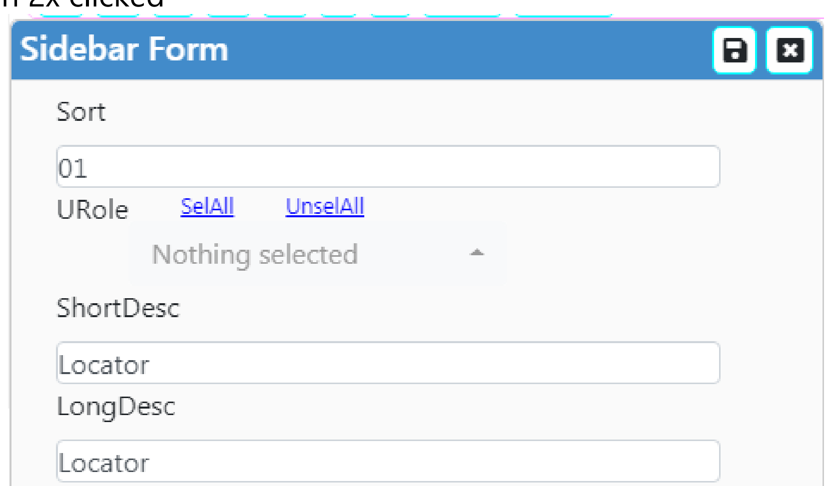
If disabling most of the menu options use “DisableAll” icon then change the ones needed

Sidebar – changes the sidebar

displays the Main Menu so you could modify it



When 2x clicked



Then you change it vertical position using Sort field, its role and descriptions

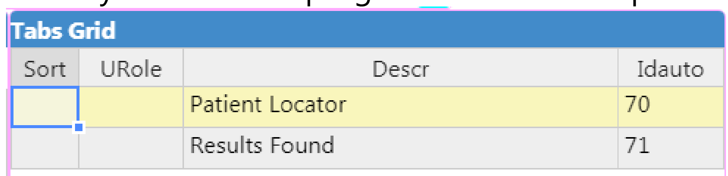
Hint:

If disabling most of the menu options use “DisableAll” icon then change the ones needed

Tabs icon – changes tabs

Allows to change for the row selected any tabs that opens when the menu or sidebar is clicked in the program.

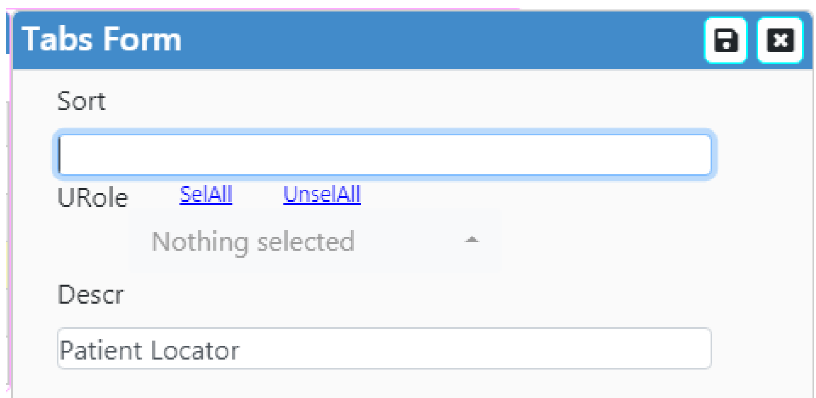
For example, if you click the row Locator for either Menu or Sidebar rows above, it opens the tabs that you see in the program when either option is clicked



Tabs Grid

Sort	URole	Descr	Idauto
		Patient Locator	70
		Results Found	71

Then when 2x clicked then you can change its location, role or description in the program



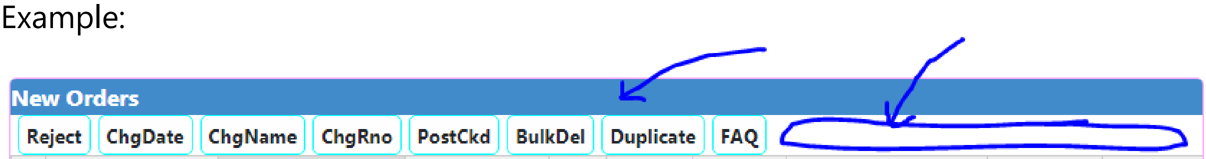
IMPORTANT

All these changes are for the specific user groups and nothing is shown until you apply one of these groups to a user

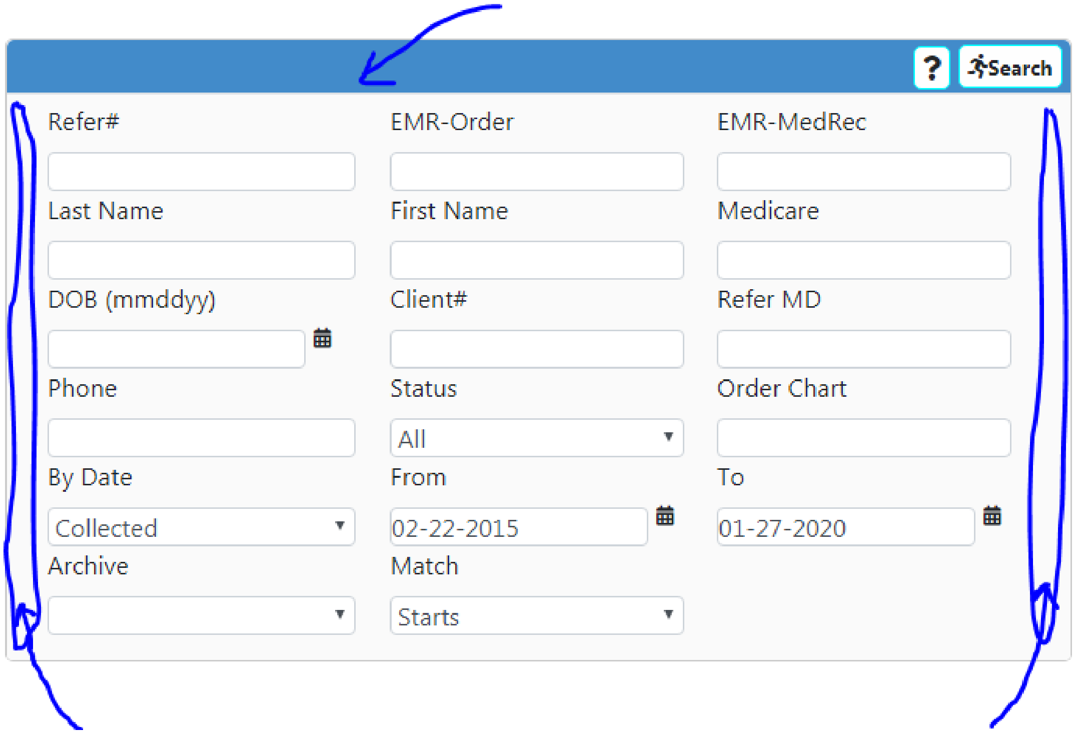
To change screens

That is done as an admin by right clicking the screen to change inside the program as follows:

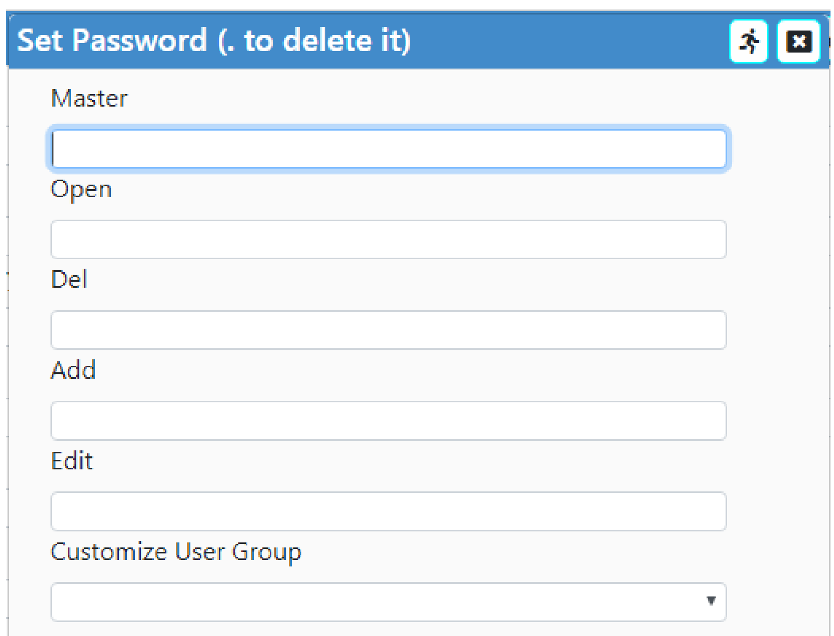
If a grid, right click its title bar or space after either its top or bottom icons.
Example:



If a form, right click its title bar or space on left or right margin
Example:



In either one it opens a window that asks for the Master password as set in Admin, Practice, Open, Del, Add, Edit passwords and Customize User Group



Here **only enter the Master password & select a Screen Group** as defined in this section and click Run icon
For the above window:

Grid

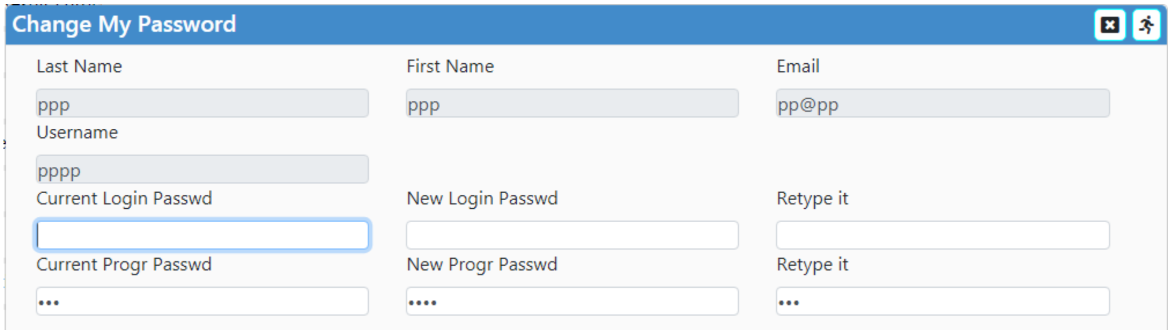
Id	Sort	Row	Headername	Editable	Idauto
locator	01	.+	ReferNo	1	391
locator	01b	.	EMR-Order	-3	395
locator	01c	.	EMR-MedRec	-3	394
locator	02	.+	Last Name	1	392
locator	03	.	First Name	1	393
locator	04	.	Medicare	1	397
locator	05	.+	DOB (mmddyy)	1	401
locator	10	.+	Phone	1	400
locator	10	.	Status	1	403
locator	11	.	Order Chart	1	396
locator	19	.+	By Date	1	3706

When any row is 2x clicked then you can change its
Sort - position in the screen
Row – if displayed in a new row or same row as previous field
Header or Label
Editable – use -3:Exclude to eliminate it of the screen from the user using this usergroup

User's Menu

Located in Main Menu right side
Options:

Change my password



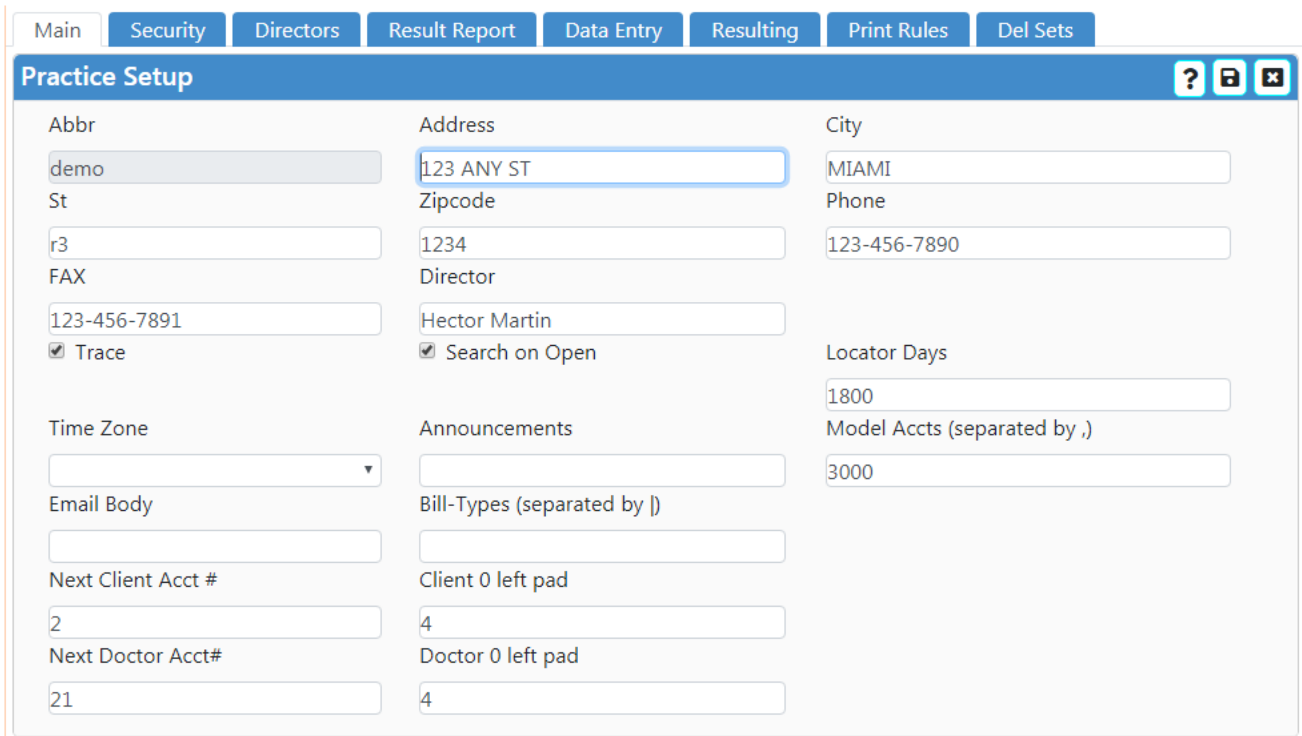
You need to know your login & program password if asked
Switch Cache

Cache is the internal LIS memory given to each user to store values from forms
Options are off or on – turn it off if only having problems

Delete Cache – completely deletes it forever

Practice Setup

Admin
Practice



Practice address,city,state,zipcode,phone,...,etc

Trace if checked creates a debug log for vendor

Search on Open
If checked open Search window before open all grids

Locator Days
Default days back to search in Locator window

Time Zone
If server in different location than practice then specified server location time zone

Announcements
If used then contents is shown after user signon

Model Accts (separated by ,)
If you want to replicate the settings from a client into new clients you create then you type that client account number here.
You can create as many of those clients and enter each separated by commas

When used users are prompted for a model account from a drop down when creating a new client

Email Body

Contents of email to use when sending emails to users.

Bill-Types (separated by |)

If used, this renames the default names given to each billing type given in the billing module

Next Client # & Next Doctor#

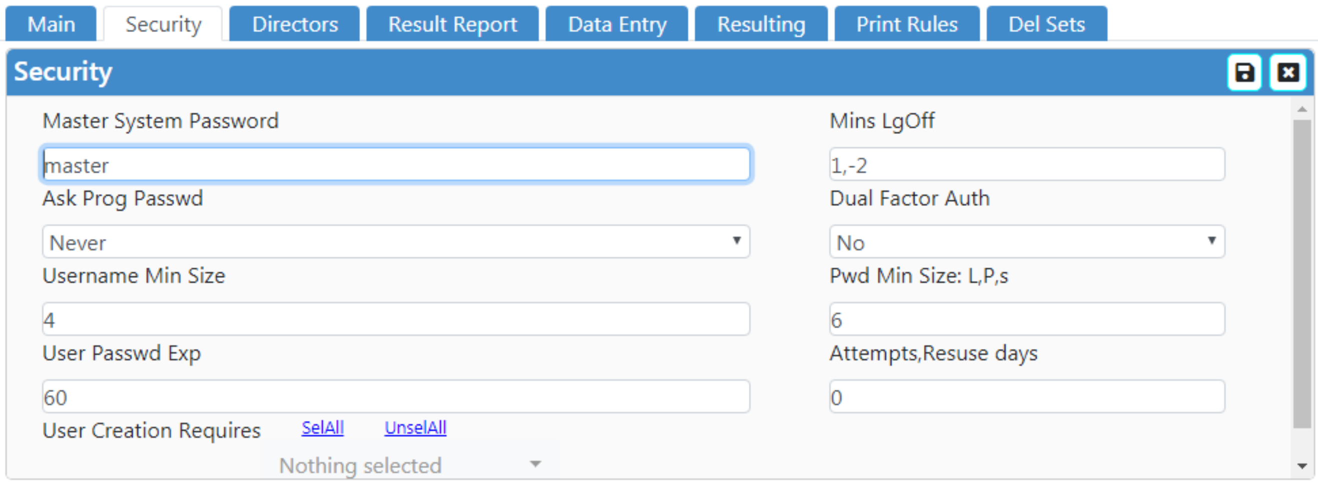
Next account number the LIS will auto generate when adding new clients and doctors

Client 0 left pad & Doctor 0 left pad

If used, this value zero fills to the left the Next Client or Doctor account.
Example: a 5 here will make next doctor account 78 as 00078

Security

Admin menu
Practice
Security Tab



Master System Password

Used to set System Passwords. Refer to: "Passwords in Introduction"

Mins LgOff

Idle minutes before log users out.
Each user has same settings that overrides this value

Ask Prog Passwd

Where to ask for user's program password

Username Min Size

Shortest easier to hack

Pwd Min Size: L,P,s

User's Passwords Min Size. Login,Program,s

Minimum length allowed for each
Comma
s if used then must contain at least one of !@$&*~+

Example: 8,2,s (8 min for login,2 min for program & login requires 1 special character)

User Passwd Exp

Shortest easier to hack

Date user needs to change required passwords

Attempts,Resuse days

Number of logins tries before locks out

Comma

Number of days permitted before reusing a password again

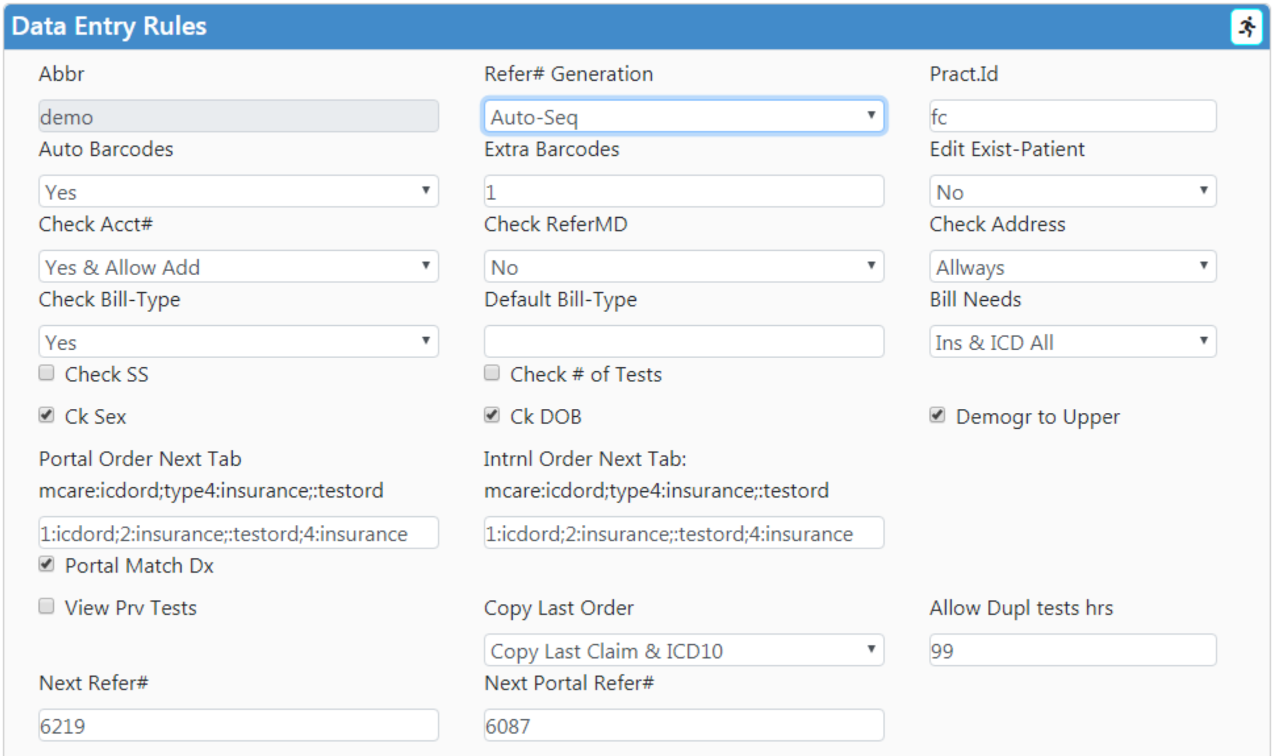
User Require

Multi select drop down if name & email is required to create a user

Data Entry Setup

Admin

Practice



Refer# Generation

Blank

You enter a new one on each record

User sequential

You enter a new one first then the program increments for next record

Auto-Seq

The program generates one but you are now allow to change it

In the next options be ready to type a lot when searching by refer#

If your analyzers have trouble reading long bar codes then don't use it since there is no cure

YYMMDD### YYMMDD####

Dated YearMonthDay & 3 or 4 sequential numbers

Pract.Id+Auto-Seq

1st characters use next field Prac.Id then 9 auto generated digits

Pract.Id+YYMMDD####

1st characters use next field Prac.Id then YearMonthDay 4 sequential numbers

Pract.Id

Chars used for Refer# Generation options. See above

Auto Barcodes

No – only print when asked

Yes – when posted then print all barcodes

Yes & as received from HL7

No Only when received from HL7

The number of barcodes printed depends on the tests entered if their work group. Refer to: "WG tab in Admin, Test Related, Tests tab"

Extra Barcodes

These are printed in addition to the ones set for the tests ordered

Edit Exist-Patient

When entering an order LIS checks if the patient already exists by matching the social security or Medicare # or last & first name. If found it list it then you decide if it is the same patient.

If you use an existing patient this option controls if the user is allowed to change any of its information or not.

Note: A patient demographics is shared among all encounters, changing one changes them all.

Check Acct#

Allow orders with without clients?

Check ReferMD

Allow orders with without referring doctor?

Check Address

Different options – Portal means clients external users

Check Bill-Type

Y/N

Default Bill-Type

Set 1-5 billing types as default for HL7 orders

Bill Needs

Requirements if Insurance & ICD10 for staff & portal users

Check SS

If Social is required or not

Check # of Tests

If checked the user must count the tests ordered & enter it in the accession screen before allowed to save. Then it counts the tests entered against this count. If different then it does not allow to save the requisition

Portal Order Next Tab

For Portal users: After saving Order tab what is the next tab?

mcare:icdord;type4:insurance;:testord

Above means:

if order billing type is mcare=1 then next tab icd10

if order billing type is private=4 then next tab insurance

if order billing type is anything else then next tab is tests

1:icdord;4:insurance;:testord

Intrnl Order Next Tab

Same as above but for staff users

Portal Match Dx

View Prv Tests

If checked & patient found in a previous encounter then show last tests ordered

Next Refer# & Next Portal Refer#

If Refer # Generation using any auto sequential combination it takes from these values depending on the user type

Allow Dupl tests hrs

If set then same tests for same patient can't be ordered within this hours in between

Copy Last Order

Copy Last Claim

Copies last order information as found in the Order window to the new Order including Insurance

Copy Last Claim & ICD10

As above + last ICD10 codes

If checked & patient found in a previous encounter then prompt to copy

Ck Sex & Ck DOB

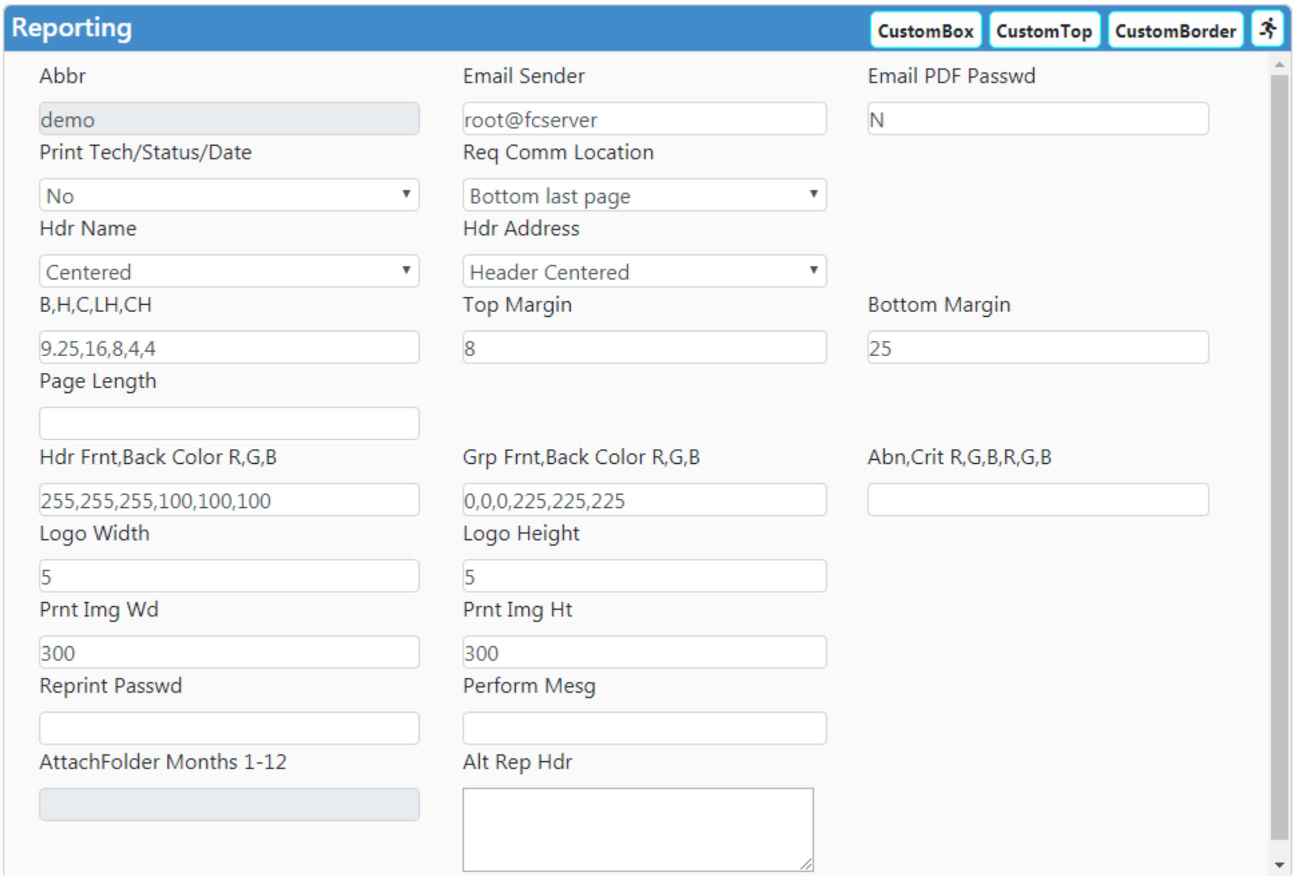
If empty will show error on top

Demogr to Upper

Convert all patients information to upper case when saved

Result Report Setup

Admin
Practice
Result Report



Email Sender

The sender's email seen by recipient when Email is sent

Email PDF Passwd

Default password to open the report PDF emailed to clients

Print Tech/Status/Date

The choices print right on same line of the panel/group name

Req Comm Location

Requisition Comment location. This comment is entered either in Ordering screen or icon on Result Entry

Hdr Name & Address

This refers to Lab name & address and position of both

B,H,C,LH,CH

Specifies font size separated by comma for report sections:

- Body
- Header
- Comments

Line Height of body
Comment line Height

Hdr Frnt,Back Color R,G,B
Background & characters colors for headers of report columns
First 3 numbers for background separated by commas
Second 3 numbers for characters separated by commas

Grp Frnt,Back Color R,G,B
Same as above for group name. Panel or RG name

Abn,Crit R,G,B,R,G,B
Same as above for character colors for abnormal & critical results
Note no background is specified but only character colors

Logo Width & Height
In pixels of the lab logo at top left

Prnt Img Wd & Ht
Width & height of PDF attachments

Reprint Passwd
Password when batch printing over 3 days

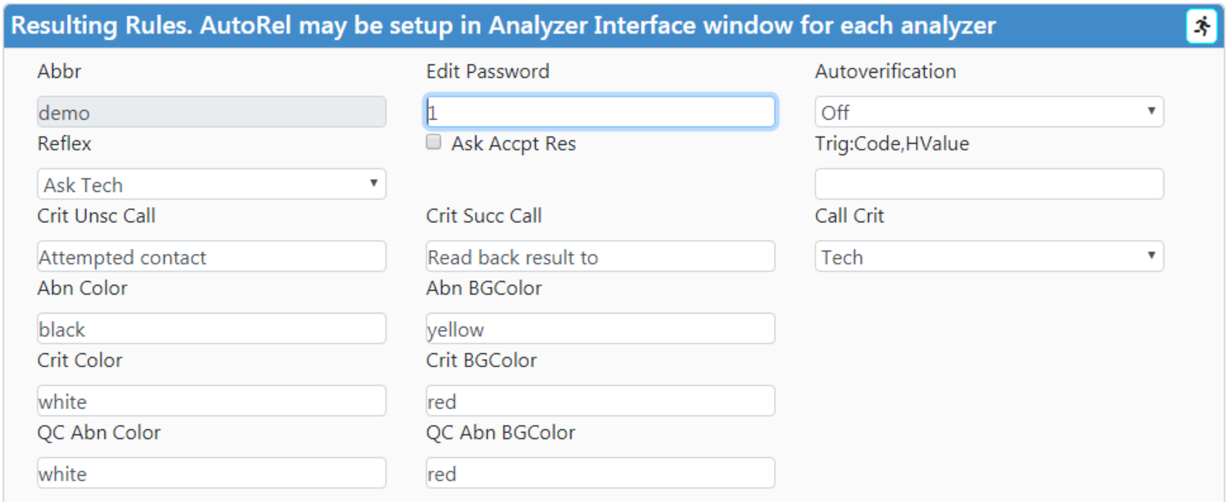
Perfmsg
Title to specify at bottom of report tests performed outside

Custom Icons are reserved for vendor

Resulting Rules

Admin
Practice
Resulting

These settings control how Result Entry looks and functions



Edit Password

Prompts to change an accepted result

Autoverification

Critical values will never be auto released

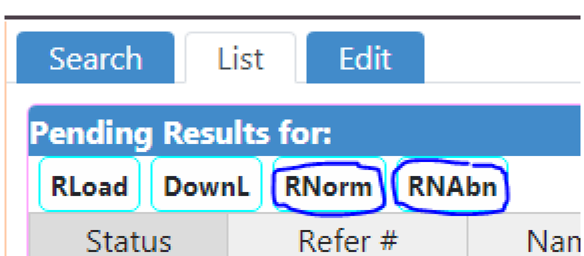
Auto means no tech interaction

Stamps tech as “ar” and seeing from the Result tab in Existing Orders

Choices are:

Normals in List only from Result Entry List tab RNorm icon

Abnormals & Normals in List only from Result Entry List tab RNAbn icon



RNorm Releases orders where Status column=Normal

RNAbn

Releases orders where Status column=Normal & Abnormal

Auto Normal

Set from Connections, Analyzer Setup to auto release normal results only

Auto Abnormal

Set from Connections, Analyzer Setup to auto release normal & abnormal results

Both Normal & Abnormal

Allows from Result Entry & Auto Release

Reflex

Ask Tech

Tech must answer if want or not add a reflex test as programmed

Apply it Silently

Adds any reflex test automatically

Ask Accpt Res

If checked before results are accepted tech needs to okay it

Trig:Code,HValue

Type the test code assign to Triglyceride and the value that if higher will not compute related calculations

Crit Unsc Call & Crit Succ Call

Type the comment that appears when reporting critical values

Call Crit

Tech

Tech must respond to the prompt who, where & if was able to talk to someone before critical results are released

Clerk

Tech not prompted but critical results not released until someone enters if result were called. This is done in the Criticals / Stat sidebar

Abn Color & Abn BGColor

Assigns a color to characters & background for abnormal results

Crit Color & Crit BGColor

Assigns a color to characters & background for abnormal results

QC Color & Abn BGColor

Assigns a color to characters & background for abnormal results in the QC result screen

Canned Comments

Comments
Canned Comments

These comments can be used as Req, Result or Group comments

In this screen you assign a code to a description

The unique code can be entered as a comment then pressing the tab key to expand it into its description. It needs to be typed at the beginning of a line

Another way to use it, type period and tab key displays the list of these comments then double click or press enter to use one

Result Short Cuts

Comments
Result Short Cuts

These comments can be used as results. Example: N for NEGATIVE

In this screen you assign a code to a description

The unique code is the shortcut entered as a result then expand it into its description.

Another way to use it, type period and enter displays the list of these short cuts then double click or press enter to use one

Samples

Comments
Samples

Used during data entry as a selection for samples in an order

In this screen you assign a code to a description

Period and enter displays the list of these entries then double click or press enter to use one

Species

Comments
Species

Used during data entry as a selection in an order and to define result ranges

This allows you to have special ranges for different animals/pets together with your human patients

Microbiology Sources

Comments
Microbiology
Sources

These comments can be used as Source in the micro result screen

In this screen you assign a code to a description

The unique code is the shortcut entered as a result then expand it into its description.

Another way to use it, type a period and enter. It displays the list of short cuts then double click or press enter to use one

Micro Agar, Neg result, Organism, Growth

Comments
Microbiology
Agar or
Neg Results or
Organism or
Growth

These comments can be used in the micro Media

In this screen you assign a code to a description

The unique code is the shortcut entered as a result then expand it into its description.

Another way to use it is to click the corresponding icon in this window to display this list of then double click or press enter to use one

Micro Antibiotics

Comments
Microbiology
Antibiotics

This list populates the Antibiotic screen when icon Antib is clicked in the Media screen

Micro Additional Tests

Comments
Microbiology
Additional Tests

These comments are used as test name when icon Tests is clicked in the micro Media screen

In this screen you assign a code to the description of the test

In addition, since micro tests can be subdivided into groups use column Type to name each of those groups. Use names as desired but with no spaces and only letters & numbers. Example:

Micro Tests

Code	Descr	Type	Sort	Location
AD01	Growth	GWTH	01	0
AD02	Gram Stain	GSTAIN	01	0
AD03	Catalase	BIOC	02	2
AD04	Mann	BIOC		2
AD05	Coag	BIOC		2

Column Location gives the location where this test is printed

0: print before Media section

2: print at the end of micro report

Micro Test Choices

Comments
Microbiology
Additional Responses

These comments are used as choices to the tests defined in Additional Tests when icon Tests is clicked in the micro Media screen

In this screen you assign a code to a choice/description

In addition, use column Type to select the test that these choices are for. Example:

Test Choices

Code	Descr	Type ▲
AR07	Positive	BIOC
AR08	Negative	BIOC
AR09	Gamma	BIOC
AR10	TMTC	BIOC
AR11	Rare	BIOC
AR12	Moderate	BIOC
AT15	Gram Negative Rods	GSTAIN
AR100	Respo 100	GSTAIN
AR13	Gram Positive Cocci	GSTAIN
AR14	Gram Positive Yeast	GSTAIN
AR16	Gram Positive Baccilli	GSTAIN
AR50	Col 2000	GWTH

Footers

Comments
Footers

Here you type the verbiage depending on the value of code

Ftreq requisition footer
Ftres result report footer contents

Requisition signature position use:

!!ds && !!dd for doctor's signature position
!!ps && !!pd for patient's signature position

Example:

!!ds

!!dd

Physician Signature:_________________ Date: _______________

Need to set and test until is perfect. Placing a graphics in a flowing text is not a sample job

The signature size in pixels is controlled in Client's screen:

Signature Width
Signature Height

This verbiage prints in Courier font, no bold, underline, font or size change – plain text

Connections
Analyzer
Setup

The setup is done here but it runs as separate process at the server.
Normally it runs at system startup as a service
You can restart it using System Main Menu

Analyzers. D:0=disabled, -1=serial, -2=tcp-server, -3=tcp-client. AutoRel:1=Normal, 2=1 & Abnormal

#	Code	Name	Speed	Port	Prot	Dump	D	Wait	AutoRel	XBarSep	Repl:this,by,th	Suppress	XBarcodes
1	10	clinitek	9600	90	H	Y	0	1	0		clinitek		
2	36	access	9600	10	2,2^3,3	Y	-1	0	0	-	access		

Code

Vendor assigned id to each analyzer – unchangeable

Name

Name of the analyzer for informational use only

Speed

Serial connection

Must match the analyzer settings. The program uses no parity, 8 data bits & 1 stop bit.

TCP/IP

Input folder|output folder
Used as a file transfer protocol when sftp is not allowed for HL7 connections

Port

Serial

This is where the CAT5 cable coming from the analyzer is plugged in into your Etherlite 160.

TCP/IP

Port|IP

Prot

For vendor usage

Dump

Y save the data received in a file for vendor troubleshooting

D
- 0 disabled
- -1 serial connection
- -2 tcp/ip LIS is server then use Port to set port listening
- -3 tcp/ip LIS is client then use Port to set port|IP of server
- -4 windows share to get results

Wait

In secs and if no characters then check if orders ready to send.

Rarely used and not realiable. Better to use separate ports for orders & results

AutoRel

Auto Normal or Both Normal=1

Auto AbNormal or Both AbNormal=2

If set results will be released without tech intervention and will show released by tech=ar

Both means from Result Entry & from here Auto release

XbarSep

Default is – but – may be illegal in some analyzers

Refer to "Bar Xtra" for more information

Repl:this,by,this,by

Used to convert all results with "this" to "by"

Example: N/A, NEGATIVE means convert N/A to NEGATIVE.

Suppress

If result matches the value here don't use it

XBarcodes

Type each string used to print extra barcodes

Refer to "Bar Xtra" for more information

Icons

MapCodes

Opens window where you match your codes to the analyzer codes.

ICode your test code

XCode analyzer result code.
Use NotMatched icon to help you

XCodeBar analyzer ordering code, if different than result code

NotMatched

Lists all code from the selected analyzer that LIS did find its matching ICode

Use MapCodes icon to map it if necessary

Results

Opens a window to show the results received from the analyzer. This is used for troubleshooting purposes only

Posted 0=not used in any orders/QC
1=used

Dump

For troubleshooting, view the data stream of the communication between LIS and analyzer

SQL

For troubleshooting, view database SQL commands used during the communication between LIS and analyzer

Restart

Restart the interface program

Copy

Copies this analyzer to another one. Useful when you have multiple identical analyzers

Interfacing Questions & Answers

If none of the analyzers are interfaced most likely the interface program is not running. To troubleshoot need to start it in Visual mode using Putty as root (administrator)

System, Analyzers Restart
Y
and wait 1 min
If that does not work then please call vendor

If 1 or 2 analyzers are not interfaced while others are, check those interface cables in the back of the server as well as on Etherlite 160.

Other steps to check/do:

1. Analyzer Setup, check column "D" does not contain a "0" and the "Speed" matches the baud rate of the analyzer. The analyzer must be set to Parity: none, databits:8, stopbits:1

2. Reboot server and start the Analyzer Interface program.

Problem with some tests

```
Connections, Analyzers Setup
click the analyzer
click MapCodes icon

ICode
     Must have same test code found your order
XCode
     Check these codes from your analyzer
     Some analyzers transmit those with other characters, if so need
     to include them exactly as sent. ^ is an exception of such
     charcters
     Click Dump icon to see how is sent
Xbarcode
     Used as vendor specifies. Works when sending orders to the
     analyzer
```

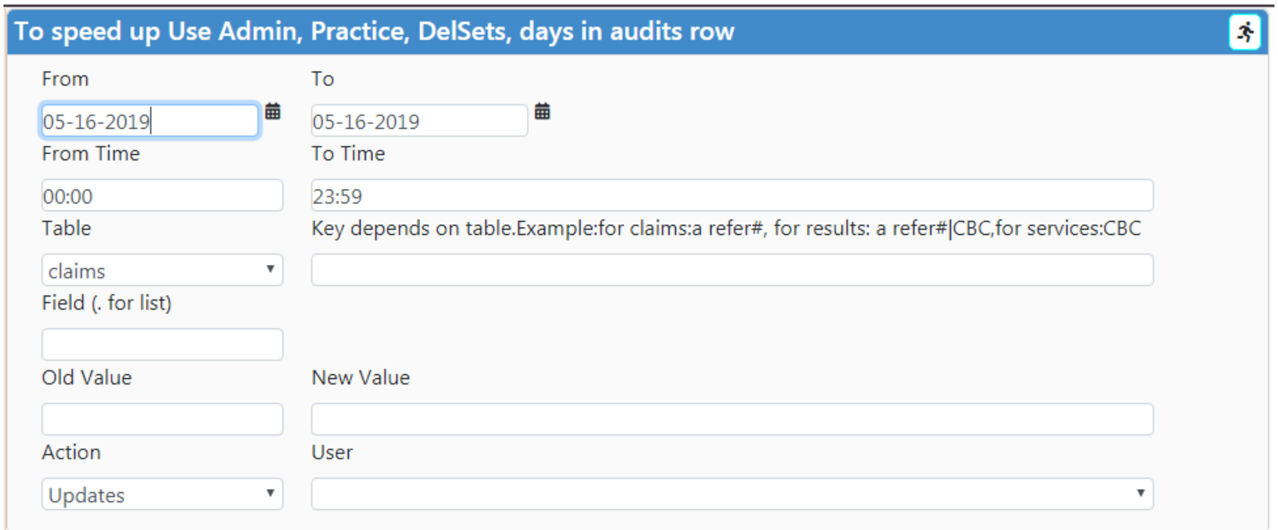
Clinitek issues

Handshake must be off
Plus System On

Audit Trail Report

Views
Audit Trail

It reports changes to your data except for test results which has its own reporting.

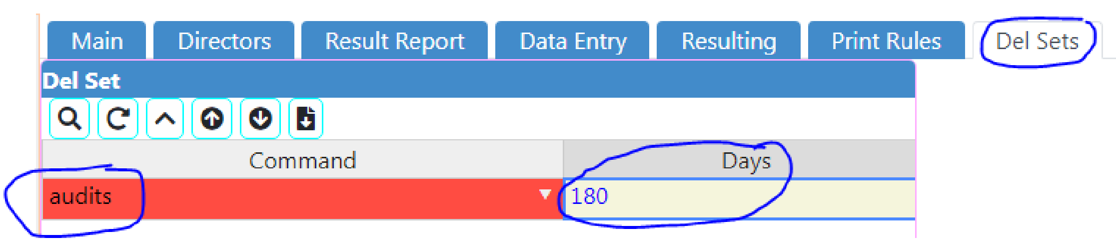


If found, output can be very large so use as many fields to make it more explicit

Output is displayed in a grid shown when done

It could take several minutes to search

This list grows very rapidly, to keep the size down please enter the number of days to keep in Admin, Practice, DelSets row.



The LIS will move deleted entries to a regular file outside the database

Maintenance

To maintain a healthy system:

1. **Check the UPS is working. Sudden power losses cause major data corruptions. If that happens you may lose all your data after the last backup**

2. Rotate your external backups. Backups must be kept outside using two large network attached disk to rotate them

3. **Reboot the server at least once a month.**

4. Check that your Backup Server has the same information has your Production Server. There could be a few minutes difference but not hours notify vendor otherwise

5. Keep interface cables labeled with the port they are connected. They can't be intermixed as network cables can, they are serial cable. They should match what is programmed in Lab Admin, Analyzer Setup screen.

System start up & Shutdown procedure

The application is automatically started when the server starts

To shutdown or reboot press Ctrl Alt delete at the server console

Backups

Backups are controlled under the System Menu, Scheduling.

You control each schedule task run time. There you can view the next run time. The LIS will alert if the next run time is 30 mins after the current time which means the task did not run.

Your vendor will setup the location of the external device were backups should be saved.

The LIS keeps backups versions depending on the size of your storage. The file names for each backup are reused as rotated so you will not run out of space.

System Troubleshooting

Your vendor is not responsible for lost or corruption of data, network and hardware problems.

There is nothing special in your system about cables, networking or computer hardware. A knowledgeable tech should be able to fix it.

When a tech services your analyzers or network, it is your responsibility to check that everything continues to work when done. Check for everything non-software such as printers, modems, network & analyzer interfacing. Don't let the service person go until you check these items. Osimer Corp is not responsible for any problems caused by other entities including recommended techs.

Learn the system and keep documentation handy. You do not have to be a computer programmer to solve most of your problems, simply take the time to follow steps and call the vendor.

Server is locked up

Reboot server as follows:

1. Try to get all users off if possible

2. Reboot server as described.

   If as it boots you see a message like “No system disk” it is possible a diskette is in the drive or your hard drive died!

3. If server is turned off without rebooting, it will take much longer to come up since it needs to “clean the file systems”. In some occasions it may ask to:
   “Enter root password for maintenance"

   a. Type the root password

   b. At the "Fix file system" (or something similar) prompt, type:
   fsck /dev/sda1 If asked:
   WARNING!!! Running e2fsck on a mounted filesystem may cause SEVERE filesystem damage.
   Do you really want to continue (y/n)? Answer n

   If asked any other question just press Enter

   When asked "Fix file system" type: **fsck /dev/sda2** (as above). Repeat this until **fsck /dev/sda10** is reached

c. Type exit to reboot server

Other errors

Do a complete reset of the system: Reboot server, workstations turn off & on printers, modems and network hub.

Quick Reference:

General

. { HYPERLINK \l "bm_Tabs_Icons_Columns_howto" }

. { HYPERLINK \l "bm_Sort_Grids_howto" }

. { HYPERLINK \l "bm_Common_Icons_howto" }

Accession

. { HYPERLINK \l "bm_Accession_howto" }

. Print extra labels

.. Use Extra Barcodes field

. Have two insurances

.. Insurance screen

.. Prim/Sec=Secondary before saving it

. Print Requisition

.. Tests tab

.. Req icon

. { HYPERLINK \l "bm_Signatures_howto" }

. Cancel a test within a Panel

.. Add test and set Units=-1

. Autocomplete tests

.. Admin

.. Test related

.. Tests tab

.. Set Autocomple=X

. Receive Orders

.. Tests tab

.. Click Post icon

. Print Manifest

.. Lab menu

.. Requests

. { HYPERLINK \l "bm_Customizing_Data_Entry_howto" }

.. Change fields required – Check … fields

.. { HYPERLINK \l "bm_Reference_number_generation_howto" }

.. { HYPERLINK \l "bm_Next_Tab_howto" }

{ HYPERLINK \l "bm_Order_Maintenance_howto" }

. { HYPERLINK \l "bm_Change_Patient_Name_howto" }

. { HYPERLINK \l "bm_Change_Dates_howto" }

. { HYPERLINK \l "bm_Scan_Patients_Documents_howto" }

. { HYPERLINK \l "bm_Order_not_found_howto" }

{ HYPERLINK \l "bm_Bar_code_labels_howto" }

. Stop a printer

.. Connections, Stop

. { HYPERLINK \l "bm_Printer_not_printing_howto" }

{ HYPERLINK \l "bm_Work_Lists_howto" }

. { HYPERLINK \l "bm_Tests_not_on_General_Worklist_howto" }

{ HYPERLINK \l "bm_Result_Entry_howto" }

. Edit password

.. Admin

.. Practice,

.. Resulting tab

. { HYPERLINK \l "bm_Calculation_not_done_howto" }

. { HYPERLINK \l "bm_Column_S_is_K_howto" }

. { HYPERLINK \l "bm_Column_S_is_O_howto" }

. { HYPERLINK \l "bm_Manual_icon_not_showing_howto" }

. Cancel 1 Result

.. Enter X as result

. Cancel all Results

.. Enter XX in any pending result in the group

. { HYPERLINK \l "bm_Wrong_or_no_ranges_howto" }

. Redo calcs

.. Result Entry

.. Edit Tab,

.. Options Drop down

.. Redo Calcs

. View Analyzer results

.. Result Entry

.. Edit Tab

.. Options Drop down

.. View Ana-Res

.. Set Posted=0 to load the result to patient

. Reload Analyzer results

.. Result Entry

.. Edit Tab

.. Options Drop down

.. Load Ana-Res

. { HYPERLINK \l "bm_Auto_Release_howto" }

. { HYPERLINK \l "bm_Tests_are_missing_howto" }

. { HYPERLINK \l "bm_Need_more_lines_to_result_howto" }

. { HYPERLINK \l "bm_Not_interfaced_with_analyzer_howto" }

. { HYPERLINK \l "bm_Change_Decimal_places_howto" }

. { HYPERLINK \l "bm_Urine_Chemistry_and_A1C_howto" }

. { HYPERLINK \l "bm_PT_ISI_Mean_howto" }

{ HYPERLINK \l "bm_Reporting_howto" }
. { HYPERLINK \l "bm_FAX_and_Email_howto" }
. { HYPERLINK \l "bm_Batch_Report_howto" }
. { HYPERLINK \l "bm_AutoFax_setup_howto" }
. { HYPERLINK \l "bm_Partial_not_Final_howto" }
. { HYPERLINK \l "bm_Tests_not_printing_howto" }
. { HYPERLINK \l "bm_Wrong_sequence_howto" }
. Range not printing
.. If range okay in Result Entry then:
.. Admin
.. Test Related
.. Main Tab
.. Find test,
.. 2x click
.. check Print Range and save
. { HYPERLINK \l "bm_Dont_print_a_test_howto" }

{ HYPERLINK \l "bm_HL7_Troubleshoot_howto" }
. { HYPERLINK \l "bm_Merge_unmatched_orders_howto" }

{ HYPERLINK \l "bm_QC_howto" }
. { HYPERLINK \l "bm_Accept_results_howto" }
. { HYPERLINK \l "bm_Correct_flags_howto" }
. { HYPERLINK \l "bm_No_results_from_analyzer_howto" }
. { HYPERLINK \l "bm_Not_in_LJ_charts_howto" }
. { HYPERLINK \l "bm_Inactivate_Lot_howto" }

Tests
. { HYPERLINK \l "bm_Create_Tests_howto" }
. { HYPERLINK \l "bm_Create_Panels_howto" }
. { HYPERLINK \l "bm_Update_Orders_after_changes_howto" }
. { HYPERLINK \l "bm_Change_Test_Reference_Lab_howto" }
. { HYPERLINK \l "bm_Change_Test_Code_howto" }

{ HYPERLINK \l "bm_Test_Explanations_howto" }
Test { HYPERLINK \l "bm_Interpretations_howto" }
{ HYPERLINK \l "bm_Ranges_howto" }
. { HYPERLINK \l "bm_Update_ranges_to_results_howto" }
. { HYPERLINK \l "bm_Testing_ranges_howto" }

{ HYPERLINK \l "bm_Conversion_howto" }
. Examples
.. { HYPERLINK \l "bm_Numerical_to_Alpha_howto" }
.. { HYPERLINK \l "bm_Alpha_and_Numerical_howto" }

.. { HYPERLINK \l "bm_Confirmation_howto" }

{ HYPERLINK \l "bm_Report_Groups_howto" }
. { HYPERLINK \l "bm_Report_column_customization_howto" }
. { HYPERLINK \l "bm_Change_result_colors_by_flag_howto" }

{ HYPERLINK \l "bm_Reference_Labs_howto" }
. { HYPERLINK \l "bm_HL7_setup_howto" }
. { HYPERLINK \l "bm_Map_tests_to_your_compendium_howto" }

{ HYPERLINK \l "bm_Reflex_howto" }

{ HYPERLINK \l "bm_Calculations_howto" }
. { HYPERLINK \l "bm_Calculation_not_done_howto" } or wrong result

{ HYPERLINK \l "bm_Meds_and_Drugs_howto" }

{ HYPERLINK \l "bm_Client_Accounts_howto" }
. { HYPERLINK \l "bm_Print_by_panel_howto" }
. { HYPERLINK \l "bm_Report_Output_howto" }
. { HYPERLINK \l "bm_Report_copies_howto" }
. { HYPERLINK \l "bm_Print_Pending_howto" }
. Report { HYPERLINK \l "bm_Medication_Format_howto" }
. { HYPERLINK \l "bm_Positives_on_first_page_howto" } of report
. { HYPERLINK \l "bm_HL7_setup_howto" }
. { HYPERLINK \l "bm_Change_account_howto" }
. { HYPERLINK \l "bm_Assign_Doctors_to_clients_howto" }
. { HYPERLINK \l "bm_AutoFax_setup_howto" }

{ HYPERLINK \l "bm_Users_howto" }
. { HYPERLINK \l "bm_Create_users_howto" }
. { HYPERLINK \l "bm_Setup_Portal_users_howto" }
. { HYPERLINK \l "bm_Portal_user_patients_problems_howto" }

{ HYPERLINK \l "bm_Passwords_howto" }
. Change My Password
.. Right side of Menu
.. Change My Password

. Policies set in:
.. Admin
.. Practice
.. Security

Google Authenticator

. If mandatory and user has problem, refer to: Temp Disable GAuth field in Admin, Users

. { HYPERLINK \l "bm_System_Password_howto" }