WESTPAC LABS

A Sonic Healthcare Company

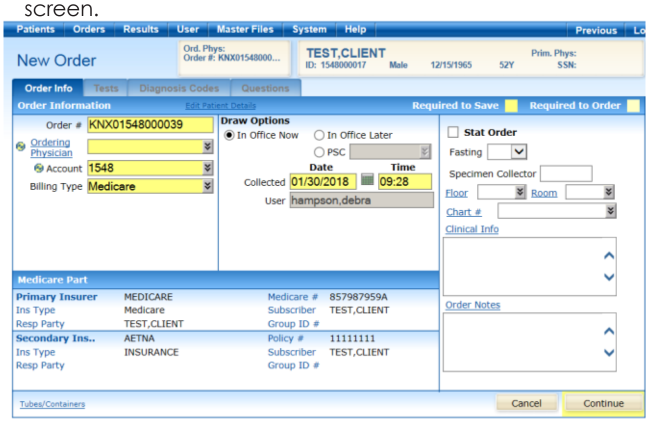
New Lab Order

Step 1: Patient Search

1. Select Patient Search from the Patient menu to open the Patient Search screen. This is the screen you are on upon first logging in to Atlas.
2. Enter the patient's last name or Patient ID. As you type the first few characters an autocomplete box will appear listing patient names/IDs to select from.
3. Click **Search** to display a full list of matching records. Refer to the New Patient Record section of this guide if the patient's record cannot be located.
4. Select the patient's name on the list and click the **Demographics** link.
5. After verifying the patient's demographics, click **New Order** to open the Order Info tab of the New Lab Order screen.

Step 2: Placing a New Lab Order

1. Click **New Order** on the Patient Search screen or on the Patient Demographics screen to open the New Order screen.

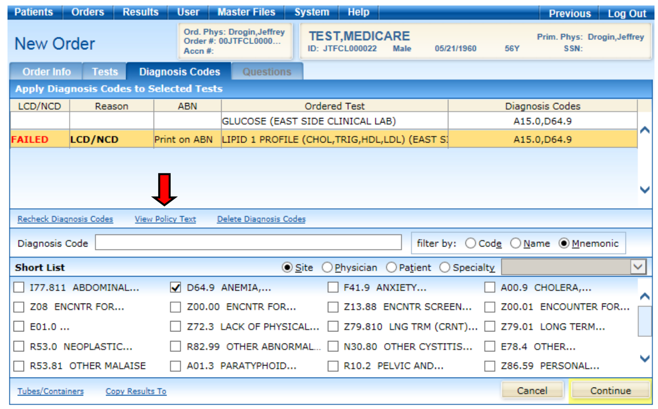


2. Many of the fields on the Order Info tab are automatically populated with data from the patient's record. Add or change information as needed. Mandatory fields will be highlighted in yellow.
3. Click **Continue** to save the Order Information and open the Tests tab.

Step 3: Tests

1. Select a test to add to the order by clicking the check box next to the name of the test in the Test Short List section of the Tests tab. If a required test does not appear in the Test Short List section, search for and select a test from the Tests drop-down list.
2. Choose a filter by option for the Tests field.
3. Based on the option selected, enter the test Code, Name, or Mnemonic in the field.
4. Select the desired test from the list to add it to the order.
5. Click **Continue** when test selection is complete.

Step 4: ICD-l0s (If Applicable)



1. All ordered test(s) on the list are highlighted, although you can select an individual test to apply an ICD-10 to that one test only.
2. You can select an ICD-10 code by checking the box next to the code/name in the short list or you can choose a “filter by” option for the ICD-10 field, if your desired code is not on the short list.
3. Based on the option selected, enter the ICD-10 Code, Name, or Mnemonic in the field.
4. Select the appropriate ICD-10 code to apply it to the test(s).
5. Click **Continue**.
6. If Questions and/or ABN forms are not required for any of the selected tests, the order is automatically saved and the requisition and specimen label printing process begins.

Step 5: Test Fails LMRP

If an ICD-10 code that is applied to an ordered test fails to meet LMRP (Local Medical Review Policy) rules for an order placed on a patient that has a Medicare Insurance carrier, the list of tests will be re-displayed with the word "**FAILED**" in the LMRP column for each test that failed.

To view acceptable codes for a failed test, select the test and click the View Policy Text link.

After locating and applying an acceptable code, click on the **Recheck Diagnosis Codes** link and the **FAILED** flag should disappear.

If no acceptable code is applied, the user is prompted to select an option to proceed with or cancel the order.

Step 6: Questions (If Applicable)

If any selected tests require AOE (Ask at Order Entry questions), the Questions tab opens automatically.

1. Select options or enter values for any questions.
2. Click Continue to save the order. This starts the requisition and specimen label printing process.

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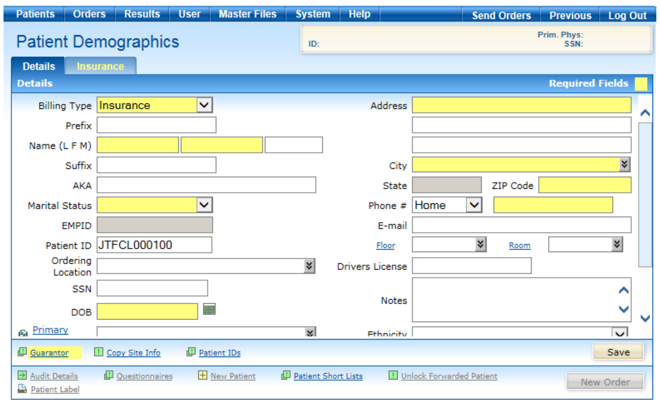
New Patient Record



Step 1: Verify that the Patient is New

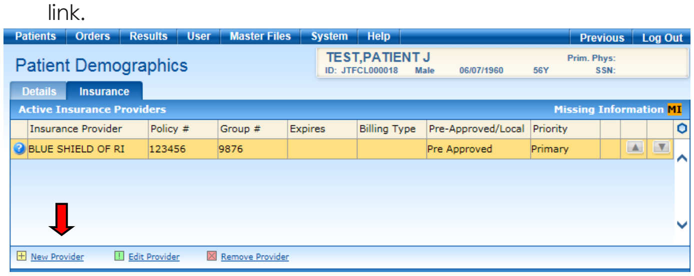
1. Click Patient Search on the Patients menu.
2. Enter the patient's name (*LAST, FIRST*) in the Patient field.
3. Click **Search**.
4. If a record is not found, click the *New Patient* link to open a blank record in the Patient Demographics screen.

Step 2: Enter Patient Detail Information

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

Step 3: Enter Patient Insurance Information

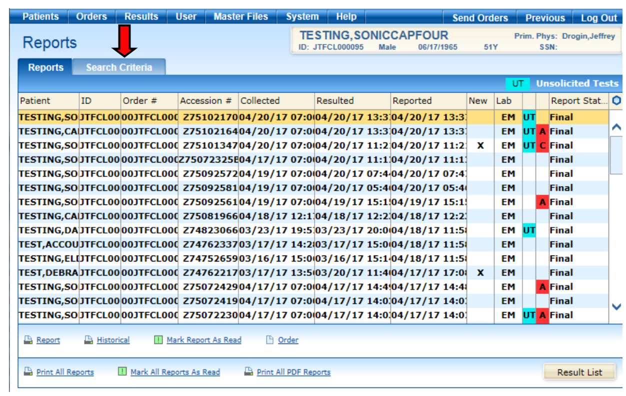
1. There are two methods for adding in the insurance information.
2. Method one is you can click the *Insurance* tab.
3. Click on New Provider Link.
4. Select a Primary Insurance provider from the drop-down list.
5. Enter mandatory fields and click **Save**.
6. To add Secondary and Tertiary insurance providers repeat above steps.
7. Method two is you can click Save, at which point you will get notified that the patient's billing type has changed. After clicking OK on that message, you will get automatically directed to the New Provider screen. You can then proceed with steps 4-6.
8. To edit or remove an insurance provider click on appropriate link.



View Lab Report

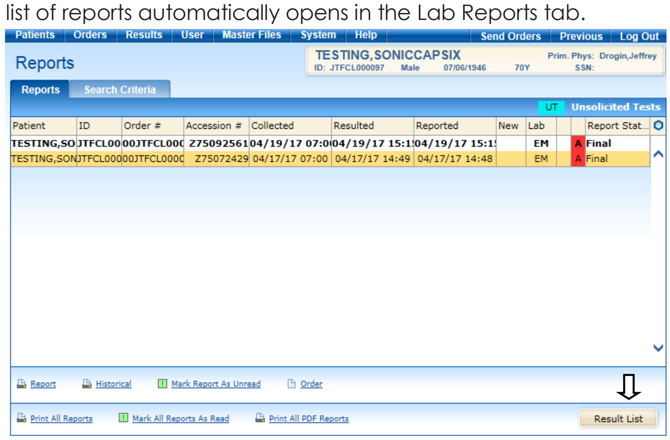
Step 1: Search Lab Reports

1. Select Reports from the Results menu.
2. By default reports received over the previous 7 days will appear on the screen if they have not been previously viewed or printed.
3. To search for patient specific reports, click on Search Criteria and enter pertinent information about the report in the corresponding fields.
4. Click **Search**.



Step 2: View Lab Report

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



- Report status (Partial of Final) will be displayed.
- Details of the report can be viewed by clicking on Result List
- Hover over the arrow to the right of the links below to view or print
    1. Report
    2. Historical Report
    3. Order Report

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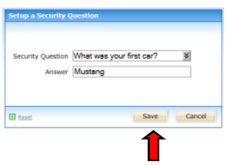
Report Review / Results Analysis

URL: https://econnect.pallab.org

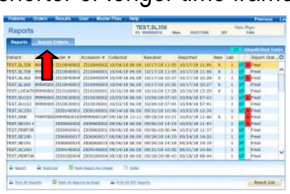
Enter your Username and Password
Click "**LOGIN**"

On first log in you must select and answer a security question. This security question will allow you to reset your password should it be forgotten (The link for forgotten password is found on the login screen) Click "**SAVE**". **Note**: The Password and the answer to the security question are case sensitive.

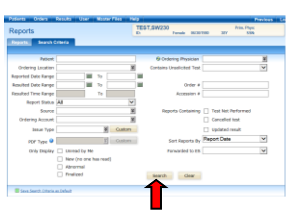


RESULTS REVIEW:

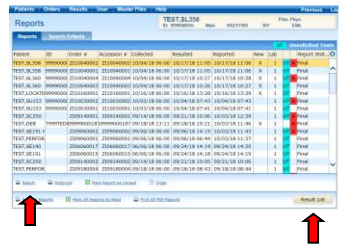
- You are now on the Reports Screen. By default reports received over the previous 7 days will appear on the screen if they have not previously been viewed or printed. **Note**: The date range can be changed from 7 days to a shorter or longer time frame if desired.



- To search for patient specific reports or reports for a specific date range, click on "**SEARCH CRITERIA**" tab. Enter pertinent information about the report in the corresponding fields. Click "**SEARCH**"



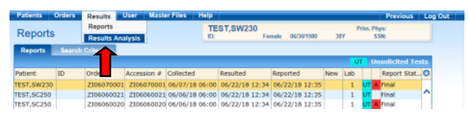
Based on the information provided in Search Criteria, a list of reports will automatically display.



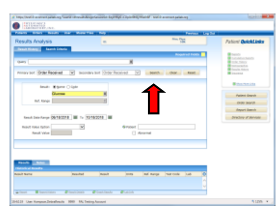
1. Report Status (partial, final or corrected) will be displayed
2. Hover over the arrow to the right of the Report, Historical report, or Order Report.link to view or print
3. Details of the report can be viewed by clicking on **RESULT LIST**

RESULTS ANALYSIS:

Select "**RESULTS ANALYSIS"** from the Report Menu dropdown



- Clear all fields
- Select Test Code or Name
- Enter Date Range
- Check Abnormal Box if you want only abnormal reports.
- Click "**SEARCH**"



Reports meeting the criteria selected will appear. To export the report to an excel spreadsheet, click on "**EXPORT GRID**"