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Basic Instruction Guide

Allstate Clinical Laboratory

Web-based ordering system

Basic functions to order and receive results can be performed from 3 tabs on the main page:

2

- Order Samples
- Past Results
- Find Patient

Alpha Diagnostics And Clinical Labs: Welcome - Windows Internet Explorer

http://192.168.1.4/4DCGI/~0003ABB382028088/web_MainPage

Alpha Diagnostics And Clinical Labs Signed in: Robinson, David

Your Messages

- Welcome to Alpha Clinical Laboratory

←
←

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Order Samples

From this page, there are several boxes that need to be filled in, this is required information.

The arrows shown indicate fields that need to be completed to fulfill the order.

Alpha Diagnostics And Clinical Labs: Order Samples - Windows Internet Explorer

http://192.168.1.4/4DCGI/~0003ABBE16262412/web_orderCreate/page1?New

File Edit View Favorites Tools Help

AVG Search Page Status News E-mail Weather PC Support

Alpha Diagnostics And Clinical Labs: Order Samples

Alpha Diagnostics And Clinical Labs Signed in: Robinson, David

Home

Order Samples

Look Up Results

Completed Results

Orders In Progress

Unreleased Orders

Past Results

Find Patient

Find Sample ID

Create Report

Message Center

Reference Labs

View Fax Queue

Change Password

Sign Out

Patient & Order Choices

→ Patient or ID Mouse, Mickey Browse Edit Patient Alerts [How do I order a patient sample?](#)

Sample ID [To be assigned...] Edit Or Attach

Requisition #

→ Ordering Physician ALPHA CLINICAL LAB CC

Tech / Phlebotomist

→ Service Location ACL

→ Order Location ACL

Items to Order P Priority Routine

Diagnosis 1 ... Dx

Diagnosis 2 ... Dx

Diagnosis 3 ... Dx

Diagnosis 4 ... Dx

Override Order Entry Rules

Manage Insurance Cancel Next >

This page has look-up buttons that will help you find information such as tests to order or diagnosis codes. Diagnosis codes can be looked up based on the patients condition or the condition that corresponds to the order.

By typing in the diagnosis in the box next to Diagnosis (1-4) and hitting the tab key, a pop-up will appear with diagnosis codes to select from.

Once completed, click on next at the bottom of the screen.

From this slide, you have several choices to make and fields to complete in order to ensure the request is accurate.

If this is not a request for same day collection, the date needs to be changed to reflect the date the collection is ordered for or for recurring orders, the first date required.

Also, the following information needs to be completed:

- ID comment - for culture location and/or to provide further collection details
- Room number - required
- Fasting status - if known

At this point, verify that the tests ordered are correct. If all codes in the first column are either blue or black this is acceptable. If any of the diagnosis codes are red in the first column, this must be corrected in order to proceed. A correct diagnosis code needs to be entered to ensure compensation for billing purposes.

At this point, there is the option to save as a one time order or as a recurring order. If just a one time, click "Save Order."

If this order is to be a recurring order, click "Save as Recurring" →

The screenshot shows the 'Alpha Diagnostics And Clinical Labs: Order Samples' web application. The page is titled 'Alpha Diagnostics And Clinical Labs' and is signed in as 'Robinson, David'. The main content area is divided into several sections:

- Sample Information:** This section contains various input fields for order details:
 - Collection Date: 02 / 22 / 2012 01:48 PM
 - Room Num: [Empty field]
 - ID Comment: [Empty field]
 - Fasting: No (dropdown), Hours Fasting: [Empty field]
 - Encounter: [Empty field] New
 - Guarantor: Self (dropdown)
 - Unit Cost (LAB): [Empty field]
 - Unit Quantity (XRAY): [Empty field]
 - Rendering Provider: ACLO0*ALPHA*CLINICAL LAB (dropdown)
 - ABN Status: Not applicable
 - Deliver: Paper (dropdown)
- Order Choice Table:** A table listing the ordered tests with their respective details.

Order Choice	Priority	Testing Location	Billing Status	Sample Type	Diagnosis Codes	
CBC w/ auto diff	Routine	ACL	Insurance Bill	Whole Blood	401.9	Edit Order
Venipuncture [i] Trip 1	Routine	ACL	Client Bill	travel	401.9	Edit Order
Greater than 20 miles[i]	Routine	ACL	Client Bill	travel	401.9	Edit Order
- Comments:** A section for adding notes to the order.
 - Buttons: Cancel, < Back, Save As Recurring, Save Order
 - Text: Patient Mouse, Mickey (6/26/1963), Sample ID 1230022212, Patient ID, Insurance MEDICARE PART B MD XRAY; CIGNA, Service Location ACL, Ordering Physician Nick Rivera, Order Location ACL, Tech / Phlebotomist, Requisition #

After clicking on “Save as Recurring,” this screen will appear.

Click on edit schedule.

The popup below will appear.

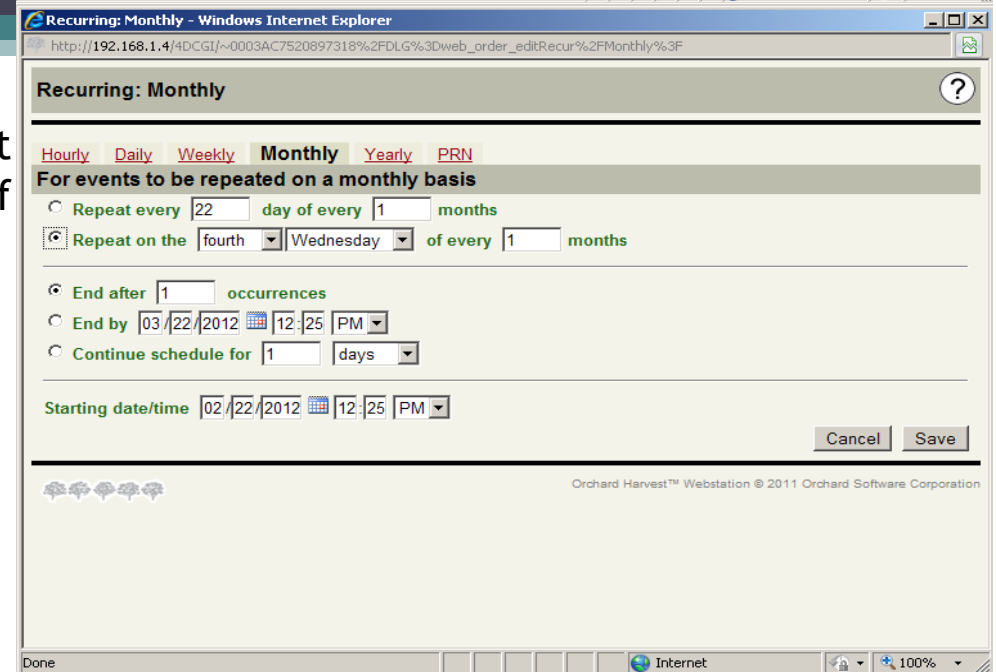
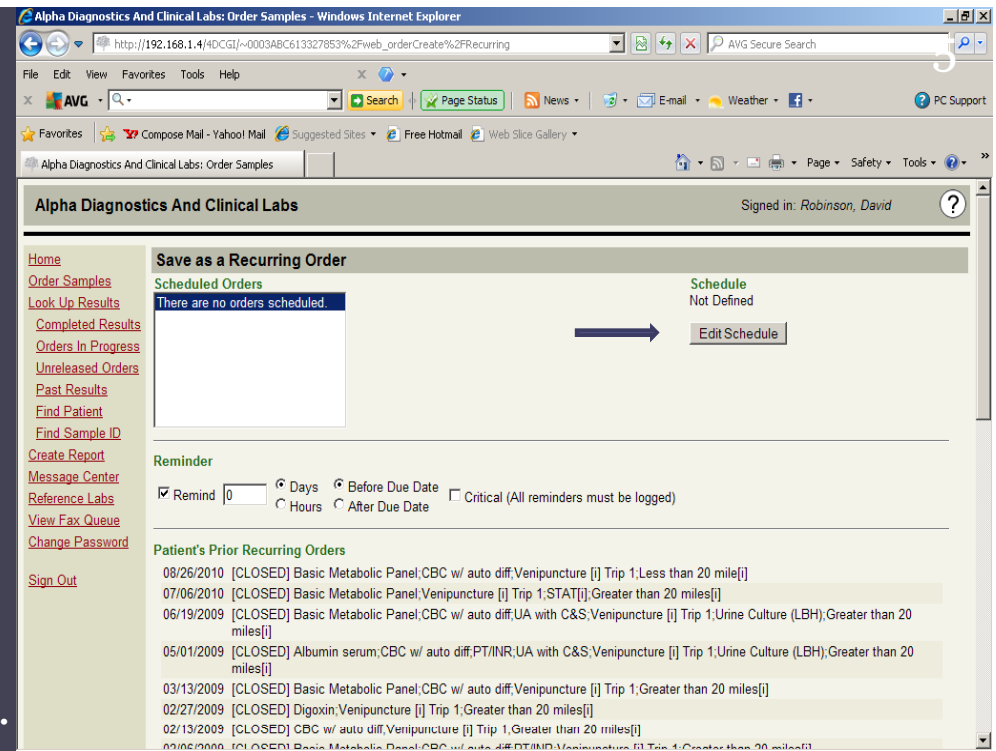
Complete the required information depicting the frequency the order is to be scheduled for, the start date and duration.

Click “save”

Please note that for any labs ordered on non-service days, a STAT charge will be applied.

To avoid this stat charge (applied to draws performed on weekends and holidays) it is best when placing a recurring order to select days of the week rather than date in the month (e.g. every 3rd Tuesday rather than every 22nd of the month)

After clicking on save, a screen will appear displaying all of the order dates that apply to this order. If correct, click “save order”



Past Results

After clicking on “Past Results” there are several options to find the desired results.

First, select the date range to narrow the choices.
Sorting can be done by clicking on any header.

If desired, all of the results from a single or multiple days can be printed from this screen by clicking on “Print All Reports.”

If only needing to view or print a single report, simply click on Sample ID number highlighted in red. By clicking on the residents Name highlighted in red you will have the option of viewing and/or printing all or 1 of the reports for an individual resident.

Alpha Diagnostics And Clinical Labs: Past Completed Results - Windows Internet Explorer

http://192.168.1.4/4DCGI/~0003ABC621676048%2Fweb_resList%2FproviderPastResults%3F2%3F1

Alpha Diagnostics And Clinical Labs: Past Completed Results

Signed in: Robinson, David

Past Completed Results

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

Page 1 of 12

[Print All Reports](#)

Start Date: 02 / 21 / 2012 End Date: 02 / 21 / 2012

Patient Name	Sample ID	Service Location	Ordering Physician	Collection Date	Severity
Waylon Smithers	1112021212	Springfield Mental Institution/Caton House	Hibbert, Julius Murphy	2/21/2012	ABNORMAL
Ned Flanders	1102021212	Springfield Mental Institution/Caton House	Hibbert, Julius Murphy	2/21/2012	ABNORMAL
Homer Simpson	1103021212	Springfield Mental Institution/Caton House	Rivera, Nick	2/21/2012	ABNORMAL
Kent Brockman	1104021212	Springfield Mental Institution/Caton House	Hibbert, Julius Murphy	2/21/2012	ABNORMAL
Montgomery Burns	1105021212	Springfield Mental Institution/Caton House	Hibbert, Julius Murphy	2/21/2012	ABNORMAL
Carl Carlson	1106021212	Springfield Mental Institution/Caton House	Hibbert, Julius Murphy	2/21/2012	ABNORMAL
Lenny Leonard	1107021212	Springfield Mental Institution/Caton House	Rivera, Nick	2/21/2012	ABNORMAL
Troy McClure	1108021212	Springfield Mental Institution/Caton House	Hibbert, Julius Murphy	2/21/2012	ABNORMAL
Nelson Muntz	1109021212	Springfield Mental Institution/Caton House	Hibbert, Julius Murphy	2/21/2012	ABNORMAL
Bart Simpson	1110021212	Springfield Mental Institution/Caton House	Hibbert, Julius Murphy	2/21/2012	ABNORMAL

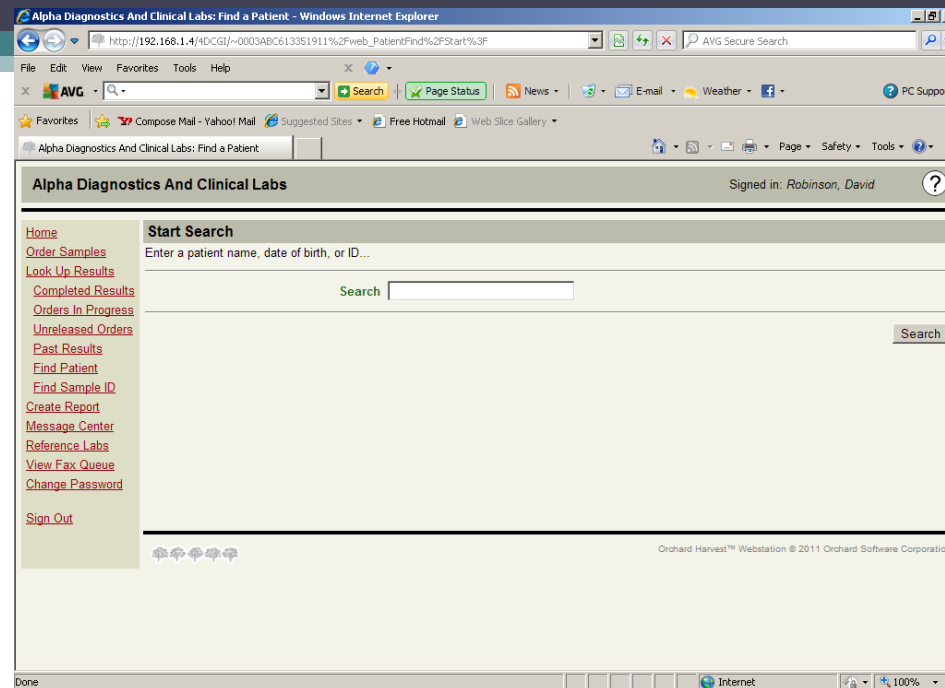
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Find Patient

From this screen, you can find an individual resident (patient) results

After clicking on Find Patient, type in the last name or part of the patients name in order to locate results. Hit the tab key or click on search and select the desired resident or patient.

This function is used in order to edit patient demographics, view past results/pending labs/stored orders, view and/or edit recurring orders, Edit orders not yet collected or delete orders



Results can be found by clicking on the Sample ID highlighted in red.

If results for any test ending in LBH, AHC, VHC or FMH are not Displayed, but a note: "Send Out" "See Ref Lab Report" is seen, this does not mean that the results are not there. Results can be viewed by clicking the button at the top of the page

that says "Links" then the Results Can be viewed by clicking this button.

If a note stating "You are not authorized to view this information" It simply means that The result is still pending.

Alpha Diagnostics And Clinical Labs: Edit Patient - Windows Internet Explorer

http://192.168.1.4/4DCGI/~0003ABC622060979%2Fweb_patientEdit%2FOrders%3F74078

Alpha Diagnostics And Clinical Labs: Edit Patient

Signed in: Robinson, David

Alpha Diagnostics And Clinical Labs

Home Order Samples Look Up Results Completed Results Orders In Progress Unreleased Orders Past Results Find Patient Find Sample ID Create Report Message Center Reference Labs View Fax Queue

Patient Orders Insurance Encounter Alerts Recurring Orders Stored Orders

Mouse, Micky 74078 (DECEASED) - Ordering Physician: PHYSICIAN, TEST

Collection Date	Draw Time	Sample ID	Ordering Physician	Description
06/24/2010	3:59 PM	1392062410	PHYSICIAN, TEST	Valporic Acid
06/24/2010	3:55 PM	1388062410	PHYSICIAN, TEST	SODIUM
06/24/2010	3:03 PM	1369062410	PHYSICIAN, TEST	POTASSIUM
06/24/2010	2:47 PM	1365062410	PHYSICIAN, TEST	CO2
06/24/2010	2:41 PM	1363062410	PHYSICIAN, TEST	CREATININE
06/24/2010	1:55 PM	1351062410	PHYSICIAN, TEST	CALCIUM
06/24/2010	1:49 PM	1350062410	PHYSICIAN, TEST	BUN
06/24/2010	11:15 AM	1306062410	PHYSICIAN, TEST	AST
06/24/2010	10:26 AM	1287062410	PHYSICIAN, TEST	ALT
06/24/2010	10:24 AM	1283062410	PHYSICIAN, TEST	Albumin serum

Alpha Diagnostics And Clinical Labs: Order Results - Windows Internet Explorer

http://192.168.1.4/4DCGI/~0003ABC616720059%2Fweb_resView%2F186403

Alpha Diagnostics And Clinical Labs: Order Results

Signed in: Robinson, David

Alpha Diagnostics And Clinical Labs

Fax Email Web Invoice Labels Comments View as HTML

Alpha Clinical Lab
9-F Gwynns Mill Court
Owings Mills, MD 21117

21D1066645
Dr. Lola Hoover, MD

DUPLICATE

Name: Mouse, Micky
Patient ID: 74078
Sex: M Fasting:
Phone number: DOB: 12/31/1925
Draw Date: 6/24/2010 3:59 PM Room Num: 1
Approval date: 6/24/2010 4:16 PM
06/24/10 4:00 PM Laboratory Director: Jeffrey Seibel, MD. CLIA ID: 21D1066645.

Ordering Physician: TEST PHYSICIAN
Service Location: TEST LOCATION
Sample ID: 1392062410

VALP
Valporic Acid

Valp	L	12.0	Ref. Range/Males
			50.0-100.0 ug/ml