# **RPS Pathway Quick Reference Guide**



# Submitting Patient Orders

### **RPS Pathway Access:**

- www.reglab.org
- Locate and click on the RPS Pathway Online Client Results Portal link.
- Login with lab provided Username and Password.

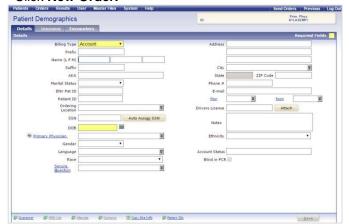
#### **Patient Search:**

 Select Patient Search from the Patients menu to open the Patient Search screen.



- Enter the patient's name (LAST, FIRST) or the patient ID number in the **Patient** field.
  - Use the first few letters of a patient's last name or the first few characters of the patient's ID for a wide-range search or check the **Recently Selected Patients** box.
- Click **Search** to display a list of matching records.
  - If you cannot locate the patient's record, see New Patient Record section of this guide.
- Select the patient's name from the grid.

#### • Click New Order.



#### New Patient Record:

Before creating a new record, verify the patient does not exist in the system

- Click Patient Search from the Patients menu.
- Enter the patient's name (LAST, FIRST) in the Patient
- field.Click Search.
- If a record is not found, click the New Patient link to open a blank record

#### **Enter Patient Details**

- Select the **Billing Type** from the drop-down list.
- Enter the required information (highlighted fields) and other pertinent information about the patient.
- Required fields will vary depending on billing type.
  If Guarantor information is required, click the
- Guarantor link to add the required information.

#### **Patient Insurance Information**

- Click the **Insurance** tab.
- When the Insurance screen opens, select either Pre-Approved or Local providers for display.
- Select a **Primary Insurance** provider from the drop-down.
- Enter the policy number and other required information.
  - Click Copy Subscriber Information From Patient to transfer information if it is the same as the patient's information.
- Click Save.
- Enter Secondary Insurance provider information, if applicable.

lew Insurance Provider fo	r tester, OPre-Appro	ved 🔿 Local		Required Fields
Insurer	filter by: 🗌 Medicare 🗌 Medicaid			
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Network	Network1	$\checkmark$	Lab	
Responsible Party (L F MI)			Group ID #	
Issue Date	Expires		Priority	Primary
Policy #	Attach			
Subscriber (L F MI)			Relationship	Self
Address			Gender	· · · · · · · · · · · · · · · · · · ·
			SSN	
City, State ZIP Code			DOB	
Employer		*	Phone	
opy Subscriber Information From et Insurers from Previous Orders	Patient Copy Subscriber Information from Guaranto	c.		Save Cancel

#### New Order:

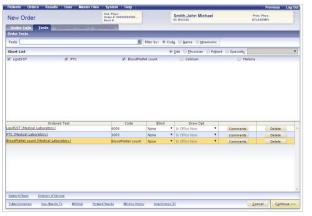
- Highlight the appropriate patient, double click to open.
- Click New Order to open the Order Info tab.
  - Many of the fields on the Order Info tab are automatically populated with data from the patient's record.
- Add or change information as needed. Certain fields will be required depending on the selected billing type.
- Click **Continue** to save the data and continue to the **Tests** tab.

New Order		Ord, Phys: Order #: 00000020000 Accn #:	Smith, John Mic	chael Prim. P ATLASE	
Order Info	Diagnosis Codes	Questions.		Required to Save Requi	red to Order
	D101 Account	S Orde	Date         Time           Date         12.57           red         05/08/2015         12.57           red         05/08/2015         12.57           tser         ROOT,ROOT         12.57	Stat Order Stat Order Stat Order Station Results Availability Visit Number Slind in PCR Specimen Collector Flace Room	
Insurance		-		Encounter.	
Primary Insurer Inia Type Resp Party	BC AL MC PPO C amar,satya c	Palay #		Set Callacia Set Paolo Chinal Infa Mites	ecks ↓

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#### Order Tests:

- Select a test to add to the order by clicking the check box next to the name of the test in the Short List section.
- If a required test does not appear in the Short List section, you can search for tests.
- Choose a **filter by** option to the right of the **Tests** field.
- Based on the filter option selected, enter the first few characters of the test Code, Name, or Mnemonic in the Tests field.
  - Open the drop-down list to display tests that match the criteria entered.
- Select the desired test from the list to add it to the order.
- Click Continue when test selection is complete.



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

# Diagnosis Codes (If Applicable):

- The Diagnosis Codes tab opens whenever coding is required for at least one of the ordered tests. Select diagnosis codes from the short list to apply them to the selected tests or follow the steps below to search for diagnosis codes.
- Select a test in the Ordered Test row.
- Choose a filter by option for the Diagnosis Codes field.
- Based on the filter option selected, enter the first few characters of the Code, Name, or Mnemonic in the search field.
  - Open the drop-down list to display diagnosis codes that match the criteria entered.
- Select the appropriate diagnosis code to apply it to the test.
- Click Continue.
- If no other information is required, the order is automatically saved and the requisition and bar code printing process begins.
- When the printing process is completed, the order is automatically queued for transmission.

#### **Test Fails LCD/NCD**

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

#### **Questions (If Applicable):**

- If any selected tests require additional information, the **Questions** tab opens automatically.
- Select options or enter values for any of the questions.
- Click **Continue** to save the order.
- The order will be automatically saved and the requisition and barcode printing process begins.
- When the printing process is completed, the order is automatically queued for transmission.

# **Print Manifest and Send Orders:**

Send orders by clicking Send Orders at the top right of the screen.

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A manifest will be created to view and print

Sciona. Minicular service Shipping Manifest #4 [04/26/2018 15:43] PRIMIED ON 04/28/2018 AT 15:44				Suite		48th Street 35 NE 68506	Address	The Nebraska Medical Center 981180 Nebraska Medical Center Omaha, NE 68198-1180		
_	Patient ID	Lab Order #	Patient Name	Code	Order Tex	t	Container	Temperature	STAT?	
1	AZPFG00002	000003718	TEST, TEST	SA1CB	STABLE HGB A1C		One 2 mL EDTA (Lavander)	Refrigerated		
2	AZPEG00002	000003718	TEST, TEST	PTTS	PTT		One 3 mL Sodium Citrate (LI Blue)	Religerated		
3	AZPEG00002	000003718	TEST, TEST	INRH	INR		One 3 mL Sodium Obrate (L1 Blue)	Refrigerated		
4	AZPEG00002	000003718	TEST, TEST	CMET	COMP NETABOLIC	PANEL	One 4.5 mL PST (Light Green)	Refrigerated		
5	AZPFG00003	000003719	TESTING, BATCHING	SA1CB	STABLE HGB A1C	-	One 2 mL EDTA (Lavender)	Ratigerated		
5	AZPEG00003	000003719	TESTING,BATCHING	HGB	HEMOGLOBIN		One 3 rsL EDTA (Lavender)	Refrigerated		
7	AZPFG00003	000003719	TESTING.BATCHING	MG	MAGNESIUM	-	One 4.5 mL PST (Light Green)	Refrigeratori		
3	AZPFG00003	000003719	TESTING,BATCHING	P04	PHOSPHORUS		One 4.5 ml. PST (Light Green)	Refrigerated	-	
9	AZPFG00004	000003720	TEST,SENTICLAS	SAICB	STABLE HGB A1C		One 2 mi, EDTA (Lavender)	Refrigerated		
10	AZPFG00004	000003720	TEST,SENTTCLAD	PTTS	PTT	-	One 3 mL Sodium Citrate (L: Blue)	Refrigerated		
11	AZPE000004	000003720	TEST, SENTTOLAB	INRH	INR		One 3 mL Sodium Citrate (Lt Blue)	Refrigerated		

• Orders should be sent and a new batch created before each courier run, which could occur one time a day or multiple times, all depending on your clinic needs.

