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# Regional Pathology Services

## LabWorks User Guide

-Client User Manual-

Internet Explorer Settings...3	
Google, Yahoo & MSN toolbars, Pop-up Blockers	
How to login to LabWorks...5	
Search for Patient Records...6	
Create a New patient Record...7	
Edit a Patient Record...9	
Create a Basic lab Order...10	
Using Test Catalog...13	
View and Print Lab and Historical Reports...14	
Print Cumulative Reports ...16	
Define Result List Template for Cumulative Reports...17	
Results History and Charting Results...18	
Find a Manifest...19	
Find a Lab Order...20	
Patient Order History...21	
Report Forwarding...22	
Statistical Reports: Using the Utilization Function	23
Change Password...24	
Switch to Other Sites...25	

## APPENDIX

A.	LabWorks Help Tools...30
B.	Results: <i>Quick View</i> ...31

## Pop-up Blocker Information

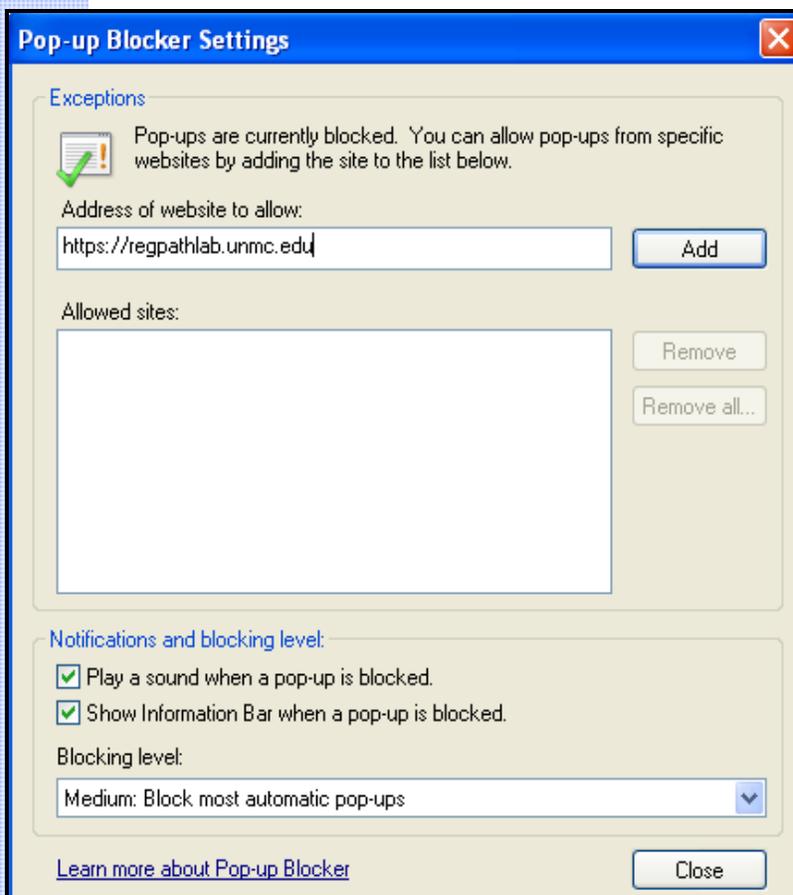
By default, Internet Explorer displays pop-ups that appear as a result of you clicking a link or button. Pop-up Blocker blocks pop-ups that are displayed automatically (without you clicking a link or button). If you want to allow a specific website to display automatic pop-ups, follow these steps:

In order to use Atlas LabWorks, your pop-up blocker must be disabled for the lab order site. This will not affect blocking of pop-ups for other sites.

In Internet Explorer, click the Tools button, point to Pop-up Blocker, and then click Pop-up Blocker Settings.

In the Address of website to allow box, type the address (or URL) <http://reglab.unmc.edu> and then click Add.

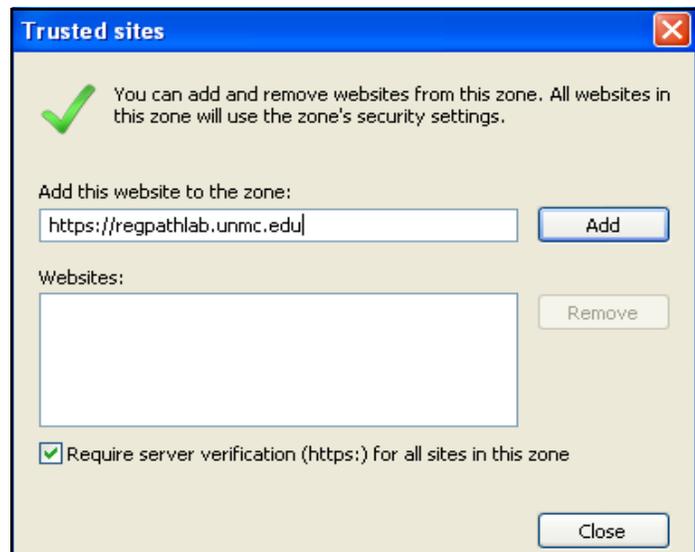
When you are finished adding websites, click Close.



## Trusted Site Designation

In Internet Explorer:

1. Tools Menu
2. Internet options option
3. Click on the Security tab.
4. Click on Trusted Sites
5. Click on Sites
6. A dialog box will open.
7. Type in the URL of the Labworks system into the text box-  
`https://regpathlab.unmc.edu`
8. Click on ADD
9. The site will appear in the Websites list
10. Click CLOSE



## How to login to LabWorks

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User Name

Password

Login Exit

- 1 Click on the **LabWorks** icon on the desktop to launch the software in a Web browser.
- 2 When the login window appears, enter your username and password and click login. The Patient Search screen will open by default.

# Search for Patient Records

1. Click on **Go to Patient Search** from the Patients Menu.  
-The Patient Search screen opens by default on log in.
2. Enter the patient's full or partial ID number or name into the blank field.  
-Enter fewer characters for broader searches.
3. Click on **Search**.  
-A list of patient records meeting the search requirements will appear.
4. Click **Advanced** to perform a complex search.
5. Use as many fields as needed.
6. Click **OK**.

This screenshot shows the main Patient Search interface. At the top, there is a navigation bar with 'Patients', 'Orders', 'Results', 'User', 'Master Files', 'System', and 'Help', along with a 'log out' button. Below this is the 'Patient Search' header, which includes filters for 'Patient Prim. Phys', 'DOB-Age SSN', and 'ID Gender'. The main section is titled 'Lookup By' and contains a search input field (callout 2), a 'Search' button (callout 3), a 'Clear' button, a 'Recently Selected Patients' checkbox, and an 'Advanced >>' button (callout 4). Below the search area is a table with columns for Name, ID, SSN, DOB, Gender, and City. At the bottom, there are several utility buttons: 'New Patient', 'Search In LES', 'Demographics', 'Insurance', 'Check In', 'Delete Patient', 'Show Deleted Patients', 'New Standing Order', and 'New Lab Order'. A yellow box with the number '1' points to the 'Patients' menu item.

This screenshot shows the 'Advanced Patient Search' dialog box. It features a 'Search Criteria' section with multiple rows for filtering, each with a dropdown menu and an input field. The criteria include: Last Name, First Name, Middle Name, ID, DOB, SSN, Physician, Age profile, Has an Order, CPI, DBK, and PPI. A yellow box with the number '5' points to the 'AND' label in the first row. Below the search criteria is a 'Sort Order' section with 'Sort By' set to 'Name' and 'Ascending'. At the bottom, there are 'Cancel' and 'OK' buttons. A yellow box with the number '6' points to the 'OK' button. The background shows the 'Patient Search' interface from the previous screenshot.

6

6

# Create a new Patient Record

## Part 1 of 2

1. From the Patient Search screen, click the **New Patient** link.

See **Find a Patient** to get to the Patient Search screen.

Patients Orders Results User Master Files System Help send orders to lab previous log out

Patient Search Patient Prim. Phys DOB-Age SSN ID Gender

Lookup By Patient [ ] Search Clear [ ] Recently Selected Patients Advanced >>

Name	ID	SSN	DOB	Gender	City
------	----	-----	-----	--------	------

+ New Patient Demographics Insurance Check In Delete Patient Show Deleted Patients New Lab Order

2. When the **Details** screen appears, enter patient information. Highlighted fields are required.

3. Click the **Insurance** tab to fill in patient's Primary Insurance information.

Patient Demographics Patient Prim. Phys DOB-Age SSN ID Gender

Details Insurance

Details Required Fields

Billing Type Account

Name (L F M) [ ] [ ] [ ]

AKA [ ]

Patient ID [ ]

SSN [ ] Auto Assign SSN

DOB [ ]

Physician [ ]

Gender [ ]

Language [ ]

Ethnicity [ ]

Address [ ]

City [ ]

State [ ] ZIP Code [ ]

Phone # [ ]

E-mail [ ]

Notes [ ]

Guarantor MRN List Allergies Contacts Audit Details New Lab Order Order Sites Save Patient

4. If the subscriber information is the same as the patient's, click **Copy Subscriber Information from Patient**.

Patients Orders Results User Master Files System Help send orders to lab previous log out

Patient Demographics Patient Prim. Phys DOB-Age SSN ID Gender

Details Insurance

Insurance Providers Pre-Approved Local Required Fields

Primary Insurer Show Secondary Insurer >>

Primary Insurer filter by: Medicare Medicaid Clear Primary Insurer Data

Network [ ]

Responsible Party (L F MI) [ ] [ ] [ ]

Issue Date [ ]

Status [ ]

Policy # [ ]

Group ID # [ ]

Expires [ ]

Subscriber (L F MI) [ ] [ ] [ ]

Address [ ]

City, State ZIP Code [ ]

Employer [ ]

Relationship [ ]

Gender [ ]

SSN [ ]

DOB [ ]

Phone [ ]

Copy Subscriber Information from Patient

Guarantor MRN List Allergies Contacts Audit Details New Lab Order Order Sites Save Patient

# Create a new Patient Record

## Part 2 of 2

5. To enter guarantor information, click the **guarantor** link on the **Insurance** window.

6. Enter the guarantor's information. If the information is the same as the patient's, click **Copy from Patient**, then click OK.

7. If the guarantor information is the same as the primary insurers, click **Copy from Primary Insurer**, then click OK.

Patient Demographics

Patient Prim. Phys DOB-Age SSN ID Gender

Details Insurance

Insurance Providers Pre-Approved Local Required Fields

Primary Insurer Atlas LabWorks

Primary Insurer

Network

Responsible Party (L F MI)

Issue Date

Subscriber (L F MI)

Address

City, State ZIP Code

Employer

Guarantor Details

Name (L,F MI)

Address

City, State ZIP

Phone

Relationship

SSN

DOB

Gender

Guarantor ID #

Guarantor

Copy From Patient

Copy From Primary Insurer

5

6

7

8. Click on **Save Patient**.

Patient Demographics

Patient Ayala, Maria DOB-Age 09/08/1975 - 30 Y ID 44567892 Prim. Phys Bertrand, Elliott SSN 0LTS1200006 Gender Female

Details Insurance

Insurance Providers Pre-Approved Local Required Fields

Primary Insurer Show Secondary Insurer >>

Primary Insurer filter by: Medicare Medicaid Clear Primary Insurer Data

MEDICARE PART B Status APPROVED

Network Policy # 123456

Responsible Party (L F MI) Ayala Maria Group ID # 2354

Issue Date Expires

Subscriber (L F MI) Ayala Maria Relationship Self

Address 10625 Erwin St Gender Female

City, State ZIP Code North Hollywood, CA 91606 SSN 0LTS1200006

Employer DOB 09/08/1975

Phone (818)760-4666

Copy Subscriber Information From Patient

Guarantor MRN List Allergies Contacts Audit Details New Lab Order Other Sites

New Patient

Save Patient

8

### NOTE:

Before entering a new patient into the system, make sure a record does not exist. If a patient is duplicated, an administrator can merge the two records. Please contact Regional Pathology Services for more information.

# Edit a Patient Record

1. Find the patient record needed.

See **Find a Patient** on page 2 for steps.

2. Select the desired patient record and then click the **Demographics** link.

-Double clicking the patient name will also bring up Demographics.

Patients Orders Results User Master Files System Help send orders to lab previous log out

Patient Search Patient Adams, Benjamin DOB-Age 07/12/1957 - 48 Y ID 123456789 Prim. Phys Bertrand, Elliott SSN 123-45-6789 Gender Male

Lookup By Patient A Search Clear Recently Selected Patients Advanced >>

Name	ID	SSN	DOB	Gender	City
Adams, Benjamin	123456789	123-45-6789	07/12/1957	Male	NORTHRIDGE
Adams, Morgan	6789321	0LTS1200003	08/07/1942	Male	NEW YORK CITY
Allen, Emilia K	0987789	0LTS1200007	06/29/1982	Female	WHITE RIVER JUNCTION
Andrews, Simone L	789123456	789-12-3456	07/29/1970	Female	VALLEY VILLAGE
Archibald, Michael / Mike	78906543	0LTS1200005	09/08/1956	Male	STUDIO CITY
Arthur, Janet	889977111	0LTS1200013	02/02/1962	Female	NEW YORK
Ayala, Maria	44567892	0LTS1200006	09/08/1975	Female	North Hollywood

Demographics Check In Delete Patient Show Deleted Patients New Lab Order

3. Enter information changes to the patient's record as needed.

To change:

- patient allergies
- emergency contacts

4. Click the desired link, make changes in the dialogue box and click OK. This information is **not sent** to the lab.

7. Click the insurance tab to make changes to insurance information.

Patients Orders Results User Master Files System Help send orders to lab previous log out

Patient Adams Benjamin DOB-Age 07/12/1957 - 48 Y ID 123456789 Prim. Phys Bertrand, Elliott SSN 123-45-6789 Gender Male

Details Insurance

Details Required Fields

Billing Type Account

Name (L F M) Adams Benjamin

AKA Ben

Patient ID 123456788

SSN 123-45-6789

DOB 07/12/1957

Physician Bertrand, Elliott

Gender Male

Language English

Ethnicity Caucasian

Allergies

Code	Allergy
3	Penicillin

Delete Allergy OK

Allergies Audit Details New Lab Order Other Sites Save Patient

## Additional Insurance Tab Information

Details Insurance

Insurance Providers Pre-Approved Local Required Fields

Primary Insurer Show Secondary Insurer >>

filter by: Medicare Medicaid Clear Primary Insurer Data

Provider	Address	City	State
111	ABCD	BROOKLYN	NY
21ST CENTURY HEALTH & BENEFITS	PO BOX 5037	CHERRY HILL	NJ
5STAR CARE CLAIMS OFFICE	PO BOX 141159	CINCINNATI	OH

9 View either pre-approved or local insurance carriers in the drop-down menu.

Switch between primary and secondary insurance carriers.

# Create a Basic Lab Order

## Part 1 of 3

1. Select the required patient record and click **New Lab Order**.

2. When the **Order Info** tab appears, fill in the required information.

Select **In Office** or **PSC** from the site drop-down menu.

3. Click **Continue**.

There are two methods to **select the test or tests** to be sent to the lab:

4. Using the **drop-down** menu, search for any test by: test code, name or mnemonic. Click on the desired test.

5. Using the **Short List**, select the box next to the desired test.

You can use the **Test Catalogue** to view test details and distinguish tests.

6. All of the selected tests should appear in the **Ordered Test** list.

7. Click **Continue**.

Patients Orders Results User Master Files System Help send orders to lab previous log out

Patient Search Patient Ayala, Maria DOB-Age 09/08/1975 - 30 Y ID 44567892  
Prim. Phys Bertrand, Elliott SSN 0LTS1200006 Gender Female

Lookup By Patient A Search Clear Recently Selected Patients Advanced >>

Name	ID	SSN	DOB	Gender	City
Adams, Benjamin / Ben	123456788	123-45-6789	07/12/1957	Male	NORTHRIDGE
Adams, Morgan	6789321	0LTS1200003	08/07/1942	Male	NEW YORK CITY
Allen, Emilia K	0987789	0LTS1200007	06/29/1982	Female	WHITE RIVER JUNCTION
Andrews, Simone L	789123456	789-12-3456	07/29/1970	Female	VALLEY VILLAGE
Archibald, Michael / Mike	78906543	0LTS1200005	09/08/1956	Male	STUDIO CITY
Arthur, Janet	889977111	0LTS1200013	02/02/1962	Female	NEW YORK
Ayala, Maria	44567892	0LTS1200006	09/08/1975	Female	North Hollywood

+ New Patient + Demographics + Insurance + Check In Delete Patient Show Deleted Patients

**New Lab Order**

Patients Orders Results User Master Files System Help send orders to lab previous log out

New Lab Order Patient Ayala, Maria DOB-Age 09/08/1975 - 30 Y ID 44567892  
Prim. Phys Bertrand, Elliott SSN 0LTS1200006 Gender Female  
Ord. Phys Bertrand, Elliott Order # 00LTS120000016 Accon #

Order Info Tests ICD-9s Questions

Lab Order Information Required to Save Required to Order

Order # 00LTS120000016  
Accession #  
Ord. Phv Bertrand, Elliott  
Account # LTS12  
Billing Type Medicare  
Ins Network

**Draw Options**  
 In Office  PSC  
 User McGann, Laura  
 Stat Order

Clinical Info  
Notes

Medicare Part Unknown Edit

Primary MEDICARE PART B ..  
Ins Type Medicare  
Subscriber Ayala, Maria  
Medicare # 123456  
Resp Party Ayala, Maria  
Group ID #

Secondary  
Ins Type  
Subscriber  
Policy #  
Resp Party  
Group ID #

Tubes/Containers ARNOLD

**Continue >>**

Patients Orders Results User Master Files System Help send orders to lab previous log out

New Lab Order Patient Ayala, Maria DOB-Age 09/08/1975 - 30 Y ID 44567892  
Prim. Phys Bertrand, Elliott SSN 0LTS1200006 Gender Female  
Ord. Phys Bertrand, Elliott Order # 00LTS120000016 Accon #

Order Info Tests ICD-9s Questions

Order Tests Tests PAP filter by: Code Name Mnemonic

Short List Site Physician Specialty  
 BACTERIAL VAGINOSUS ...  CULTURE - BLOOD  CULTURE - ROUTINE  CHOLESTEROL  
 TESTOSTERONE, TOTAL S...  RITTER CULTURE - ANAER...

Ordered Test Code  
 PAP, DIAG. w HPV-HIGH IF LSI 24352 Comments Delete  
 CHOLESTEROL 29241 Comments Delete

Delete All Tests Test Catalog

Tubes/Containers ARNOLD

**Continue >>**

# Create a Basic Lab Order

## Part 2 of 3

8. Select an ICD-9 to apply to the whole order, or select tests individually.

ICD-9s are used by Medicare and other companies for coverage purposes.

9. Use the drop-down menu to find the appropriate ICD-9.

The Short List below can also be used to find an ICD-9.

10. Repeat the ICD-9 process for each test and then Click **Continue**.

11. If an ICD-9 fails, click the **View Policy Tests** link to view a list of qualifying ICD-9s.

12. The **Questions** tab will appear if a test requires additional information or if specific conditions need to be met.

*Example:* The questions tab will ask if a patient has fasted before a cholesterol test.

13. Click **Continue**. The requisition, ABN and specimen labels will automatically print.

**New Lab Order**

Patient: ADAMS,TRICIA A | DOB-Age: 03/30/1970 - 36 Y | ID: 0317768824  
 Prim. Phys: ATLAS, B L | SSN: 688-20-3177 | Gender: Female  
 Ord. Phys: ATLAS, B L | Order #: 00042360001439 | Accn #:

Order Info | Tests | ICD-9s | Questions

**Apply ICD-9s to Selected Tests**

Ordered Test	ICD-9s
PAP,DIAG,w HPV-HIGH IF ASCUS	

Delete ICD-9s

ICD-9: [dropdown] | filter by:  Code  Name  Mnemonic

Short List:  Site  Physician  Specialty

001.1 CHOLERA DUE TO ... | 372.72 CONJUNCTIVAL H... | 001.0 CHOLERA DUE TO ... | 008.02 INTESTINAL INFE...

Tubes/Containers | Copy Results To | Forward Results

**Continue >>**

**New Lab Order**

Patient: ADAMS,TRICIA A | DOB-Age: 03/30/1970 - 36 Y | ID: 0317768824  
 Prim. Phys: ATLAS, B L | SSN: 688-20-3177 | Gender: Female  
 Ord. Phys: ATLAS, B L | Order #: 00042360001439 | Accn #:

Order Info | Tests | ICD-9s | Questions

**Apply ICD-9s to Selected Tests**

LCD/NCD	Reason	ABN
FAILED	Frequency	Print on ABN PAP,C

Recheck ICD-9s | View Policy Text | Delete ICD-9s

ICD-9: [dropdown]

Short List: 001.1 CHOLERA DUE TO ... | 372.72 COM

Tubes/Containers | Copy Results To | Forward Results

**Atlas LabWorks**

LCD/NCD Rules: Atlas LabWorks

Select CPT Code: 88175

**Covered Diagnoses**

- Policy Text
- ICD-9-CM Codes
- V22.2
- V24.2
- V72.6
- V76.2
- V76.41
- V76.49

Mnemonic

JAL INFE...

**Continue >>**

**New Lab Order**

Patient: Ayala, Maria | DOB-Age: 09/08/1975 - 30 Y | ID: 44567892  
 Prim. Phys: Bertrand, Elliott | SSN: 0LTS1200006 | Gender: Female  
 Ord. Phys: Bertrand, Elliott | Order #: 00LTS120000024 | Accn #:

Patients | Orders | Results | User | Master Files | System | Help | send orders to lab | previous | log out

Order Info | Tests | ICD-9s | Questions

**Test Questions** | Required To Save  | Required to Order

CHOLESTEROL / 29241

PATIENT FASTING? [dropdown]

NO | UNKNOWN | YES

**Continue >>**

Tubes/Containers | ARNOLD

# Create a Basic Lab Order

## Part 3 of 3

14

14. To complete the order, click the Send Order to Lab link when the courier arrives. This will print the manifests.

Stat orders are usually sent separately with their own manifests.

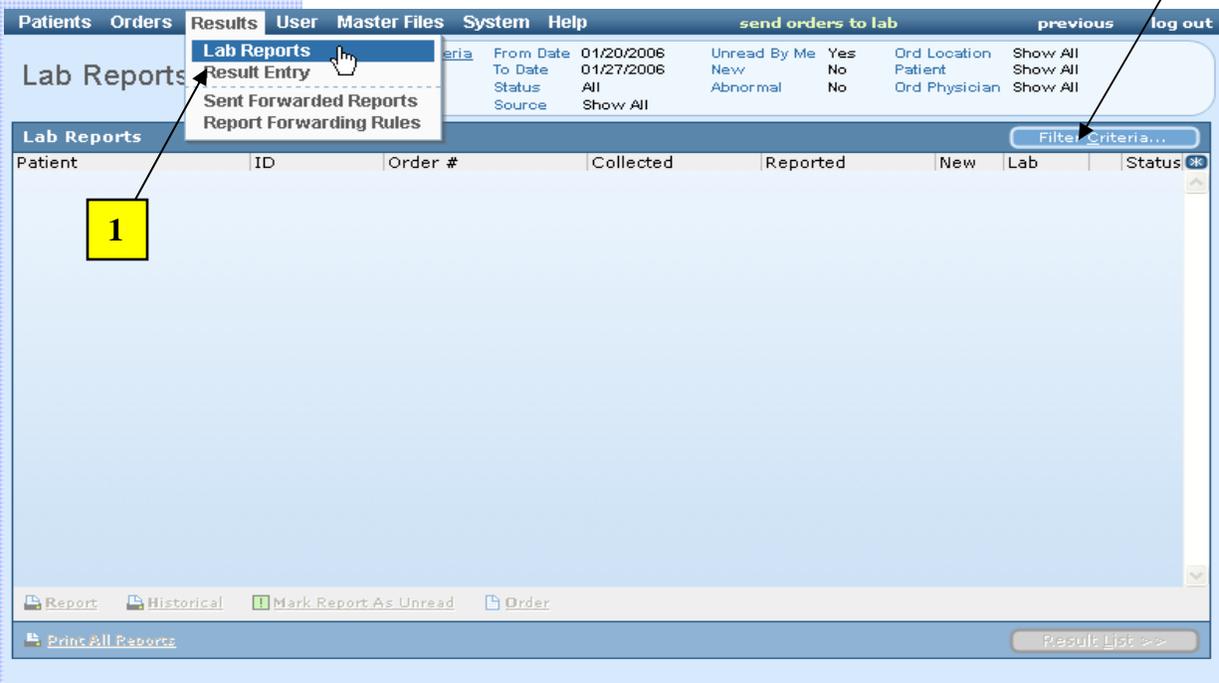
The screenshot shows a web application interface with a navigation menu at the top: Patients, Orders, Results, User, Master Files, System, Help. A highlighted button labeled "send orders to lab" is visible. Below the navigation is a "Patient Search" section with a search bar and buttons for "Search" and "Clear". There are also checkboxes for "Recently Selected Patients" and an "Advanced >>" link. The search results are displayed in a table with columns: Name, ID, SSN, DOB, Gender, and City. The table is currently empty.

Name	ID	SSN	DOB	Gender	City
------	----	-----	-----	--------	------

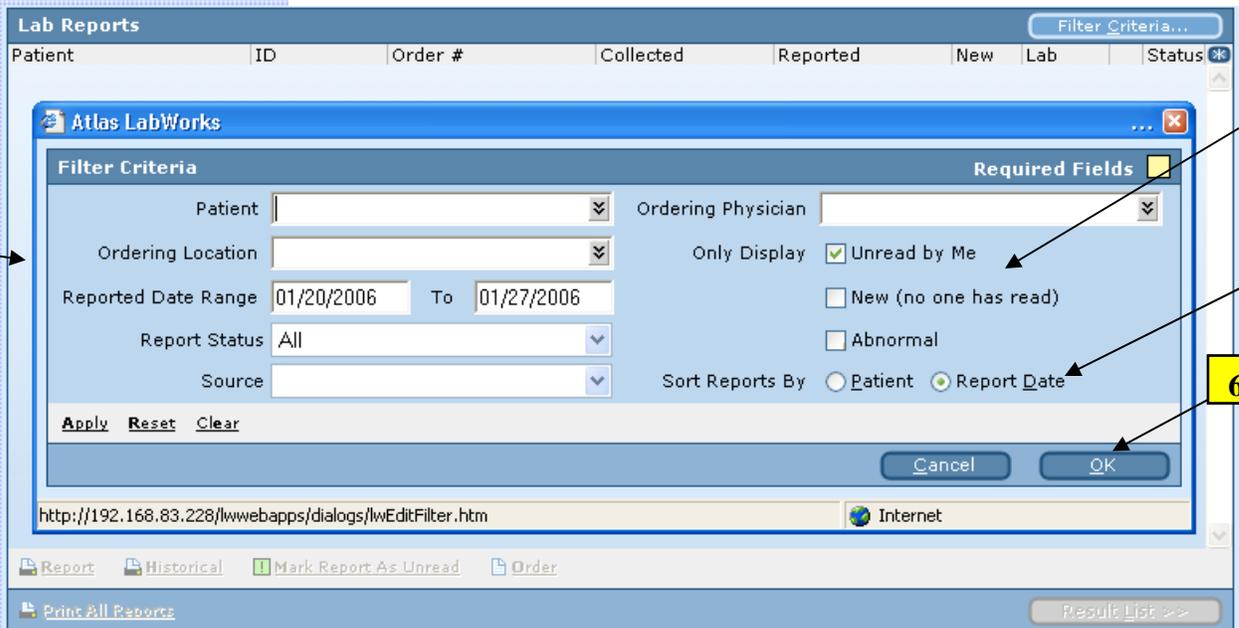


# View and Print Lab and Historical Reports

- 1 Open the **Lab Reports** Screen from the Results menu.
- 2 Click on the **Filter Criteria** link to begin a search.



- 3 **Search** for the desired report using any of the provided criteria: Patient Name, Ordering Location, Date, Report Status, Source, Physician
- 4 Select how results will be **displayed**: Unread by Me, New (no one has read), Abnormal
- 5 **Sort** results by: Patient or Report Date
- 6 Click **OK**.



# View and Print Lab and Historical Reports

The screenshot shows a web application interface for Lab Reports. At the top, there is a navigation menu with links: Patients, Orders, Results, User, Master Files, System, Help, previous, and log out. Below the menu is a filter criteria section with the following details:

Filter Criteria	From Date	Unread By Me	Yes	Ord Location	Show All
To Date	01/20/2006	New	No	Patient	Show All
Status	01/27/2006	Abnormal	No	Ord Physician	Show All
Source	All	Show All			

The main content area is titled "Lab Reports" and contains a table with the following data:

Patient	ID	Order #	Collected	Reported	New	Lab	Status
Neeley, Thomas Andrew	987654321	00LTS120000051	01/27/06 14:21	01/27/06 14:15	X	1	C Part.

Below the table is a toolbar with several links: [Report](#), [Historical](#), [Mark Report As Unread](#), and [Order](#). A secondary toolbar below that contains [Print All Reports](#). Yellow callout boxes with numbers 7, 8, 9, and 10 point to these links: 7 points to Report, 8 points to Print All Reports, 9 points to Historical, and 10 points to Order. At the bottom of the interface, there is a navigation bar with links: [Report](#), [Historical](#), [Mark Report As Read](#), [Order](#), and [Print All Reports](#). A "Result List >>" button is located in the bottom right corner.

- 7 To view and print the report, click the **Report** link.
- 8 To print all the reports found, click **Print All Reports**.
- 9 To view and print all previous reports for the same test, click the **Historical** link.  
*Example:* a historical report can show all of a patient's cholesterol test results.
- 10 To view the original order, click **Order**.

# Print Cumulative Reports

1 Select the desired patient record.

2 Click Cumulative Reports.

3 Select printing options:  
-Paper Orientation  
-Result Order  
-Order Date Range

4 Select which results to include in report:  
-All Results  
-Results from List Template, which confines report to specified results (See next section to **Define a List Template**)

5 Click **View** to see an electronic version of the report.

6 For a paper copy, click **Print**.

Patients Orders Results User Master Files System Help previous log out

Patient Search Patient: Neeley, Thomas Andr DOB-Age: 08/14/1994 - 11 Y ID: 987654321 Prim. Phys: McGann, Laura K. SSN: 987-65-4321 Gender: Male

Lookup By Patient [ ] Search [Clear] [ ] Recently Selected Patients [ ] Advanced >>

Name	ID	SSN	DOB	Gender	City
Adams, Benjamin / Ben	123456788	123-45-6789	07/12/1957	Male	NORTHRIDGE
Adams, Morgan	6789321	0LTS1200003	08/07/1942	Male	NEW YORK CITY
Allen, Emilia K	0987789	0LTS1200007	06/29/1982	Female	WHITE RIVER JUNCTION
Andrews, Simone L	789123456	789-12-3456	07/29/1970	Female	VALLEY VILLAGE
Archibald, Michael / Mike	78906543	0LTS1200005	09/08/1956	Male	STUDIO CITY
Arthur, Janet	889977111	0LTS1200013	02/02/1962	Female	NEW YORK
Ayala, Maria	44567892	0LTS1200006	09/08/1975	Female	North Hollywood
Binchy, Maureen	234567891	234-56-7891	07/14/1952	Female	NORTHRIDGE
D'Angelo, Cynthia	567891234	567-89-1234	02/11/1980	Female	CHICAGO
Douglas, Frank Q	345678912	345-67-8912	11/23/1979	Male	NORTHRIDGE
Grewal, Navneet K	67891232	0LTS1200004	08/10/1965	Female	NEW YORK CITY
Neeley, Thomas Andrew	987654321	987-65-4321	08/14/1994	Male	ROBERTO CLEMENTE

[New Patient] [Demographics] [Insurance] [Check In] [Delete Patient] [Show Deleted Patients] [New Lab Order]

Patients Orders Results User Master Files System Help previous log out

Cumulative Reports Patient: Neeley, Thomas Andr DOB-Age: 08/14/1994 - 11 Y ID: 987654321 Prim. Phys: McGann, Laura K. SSN: 987-65-4321 Gender: Male

Printing Options Search in LES

Paper Orientation:  Portrait  Landscape

Result Order:  Oldest to Newest  Newest to Oldest

Order Date Range: From [ ] To [ ]

Result List Templates

Print a Cumulative Report for All Results

Print a Cumulative Report for Selected Result List Template: [ ]

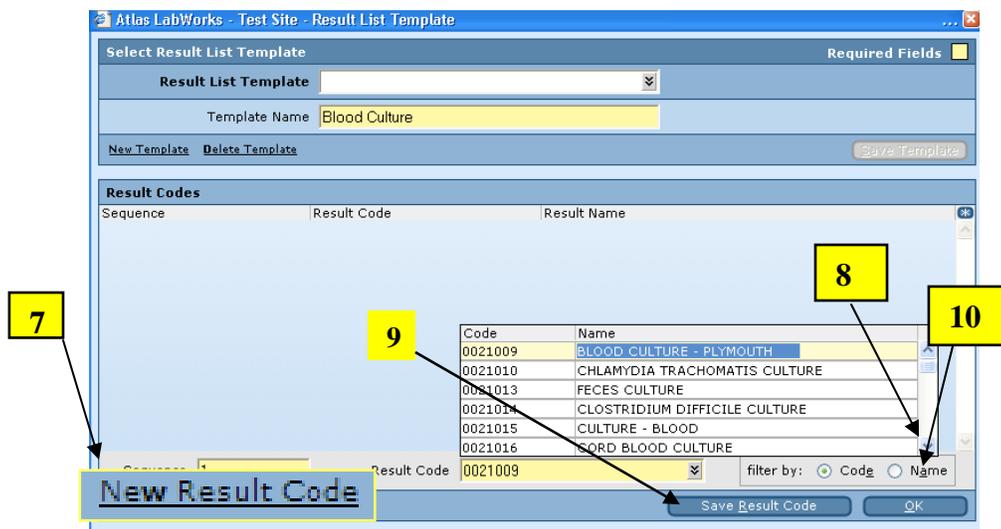
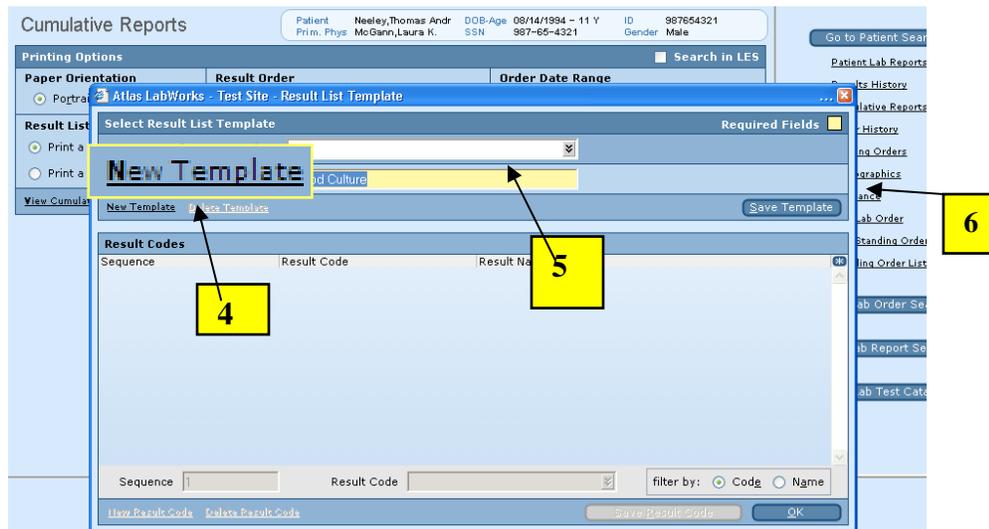
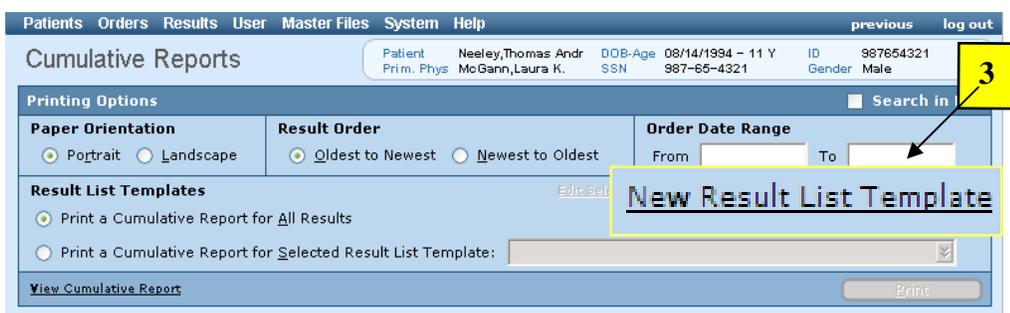
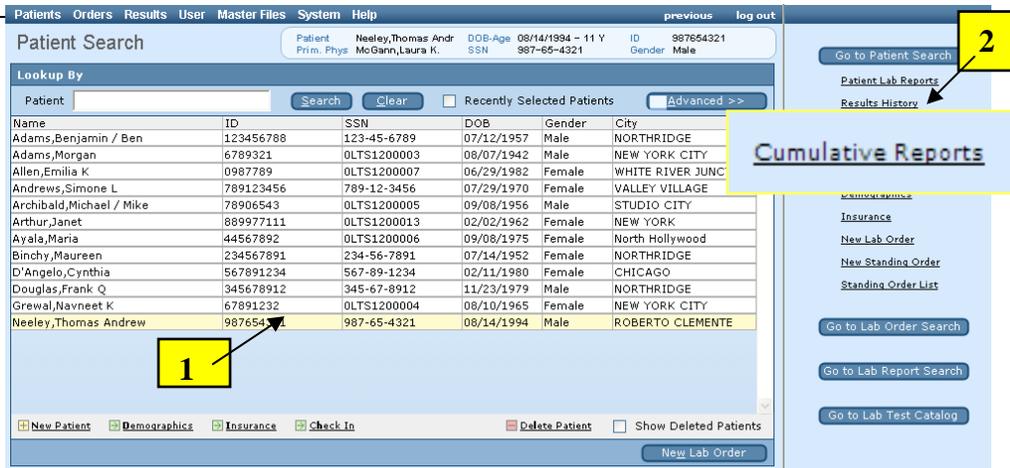
View Cumulative Report [Print]

## Tip: Entering Dates Faster

- ▶ Type the letter “t” in a date field and LabWorks will automatically fill in today’s date.
- ▶ To search for days after today, type “t+(number of days).” For example, a month from today would be “t + 30.”
- ▶ To search for days before today, type “t-(number of days).” For example, a week ago would be “t - 7.”

# Define Result List Template for: Cumulative Reports

- 1 Select a patient record.
- 2 Click **Cumulative Reports**.
- 3 Click the **New Result List Template** link.
- 4 Click the **New Template** link.
- 5 Name the template.  
Use a name that will signify how the template will sort lab results.  
*Example:* Blood Culture, if the template will find all Blood Culture reports.
- 6 Click **Save Template**.
- 7 Click **New Result Code**.
- 8 Select the term that will be used to filter the results.  
Use either a **test code** number or the **drop down** menu.
- 9 Click **Save Result Code**.
- 10 Click **OK** when the Template is complete.



# Results History & Charting Results

1. Select a patient record.
2. Click **Results History**.

Patients Orders Results User Master Files System Help previous log out

Patient Search Patient: Neeley, Thomas Andr Prim. Phys MoGann, Laura K. DOB-Age: 08/14/1994 - 11 Y SSN: 987-65-4321 ID: 987654321 Gender: Male

Lookup By Patient [ ] Search Clear Recently Selected Patients Advanced >>

Name	ID	SSN	DOB	Gender	City
Adams, Benjamin / Ben	123456788	123-45-6789	07/12/1957	Male	NORTHRIDGE
Adams, Morgan	6789321	0LTS1200003	08/07/1942	Male	NEW YORK CITY
Allen, Emilia K	0987789	0LTS1200007	06/29/1982	Female	WHITE RIVER JUNCTION
Andrews, Simone L	789123456	789-12-3456	07/29/1970	Female	VALLEY VILLAGE
Archibald, Michael / Mike	78906543	0LTS1200005	09/08/1956	Male	STUDIO CITY
Arthur, Janet	889977111	0LTS1200013	02/02/1962	Female	NEW YORK
Ayala, Maria	44567892	0LTS1200006	09/08/1975	Female	North Hollywood
Binchy, Maureen	234567891	234-56-7891	07/14/1952	Female	NORTHRIDGE
D'Angelo, Cynthia	567891234	567-89-1234	02/11/1980	Female	CHICAGO
Douglas, Frank Q	345678912	345-67-8912	11/23/1979	Male	NORTHRIDGE
Grewal, Navneet K	67891232	0LTS1200004	08/10/1965	Female	NEW YORK CITY
Neeley, Thomas Andrew	987654321	987-65-4321	08/14/1994	Male	ROBERTO CLEMENTE

Demographics Insurance New Lab Order New Standing Order Standing Order List

Go to Patient Search Patient Lab Reports

Go to Lab Order Search Go to Lab Report Search Go to Lab Test Catalog

New Patient Demographics Insurance Check In Delete Patient Show Deleted Patients New Lab Order

3. All of the patient's results will appear.
4. To see an individual result, select the desired test and click **Result Detail**.
5. Click the **Chart Results** link to see results in chart form.

Results History Patient: Grewal, Thomas And Prim. Phys Bertrand, Laura K. DOB-Age: 08/14/1994 - 11 Y SSN: 432-19-8765 ID: 987654321 Gender: Male

Patient Results Filter Criteria Abnormal [X] Updated [U] Notes [N] Search in LES

Selection [ ] CHOLESTEROL [ ] Abnormal Result [ ] Search Clear

Result Date Range [ ] To [ ] Sort Results By [X] Result Name [ ] Order Received [ ] Major/Minor Sort

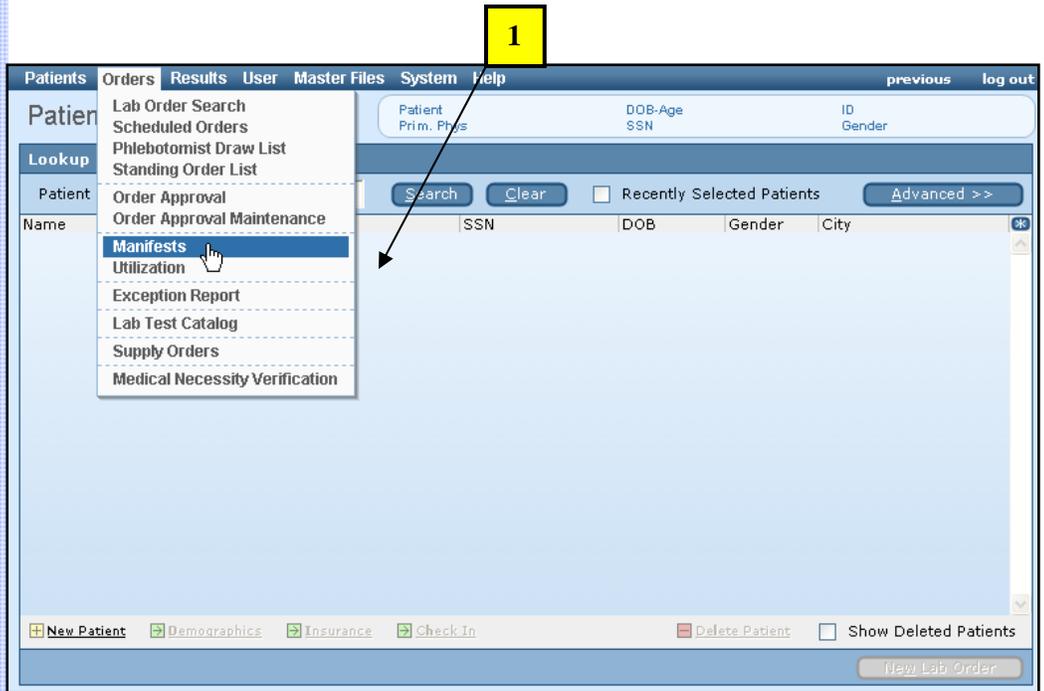
Result Name	Collected	Resulted	Result	Units	Ref. Range	Test Code	Lab
CHOLESTEROL	01/27/06 14:21	01/27/06 16:14	1234			0029241	

Test Name: CHOLESTEROL Notes: [ ]

Chart Results Result Detail...

# Find a Manifest

1. Select **Manifest** from the Order menu.

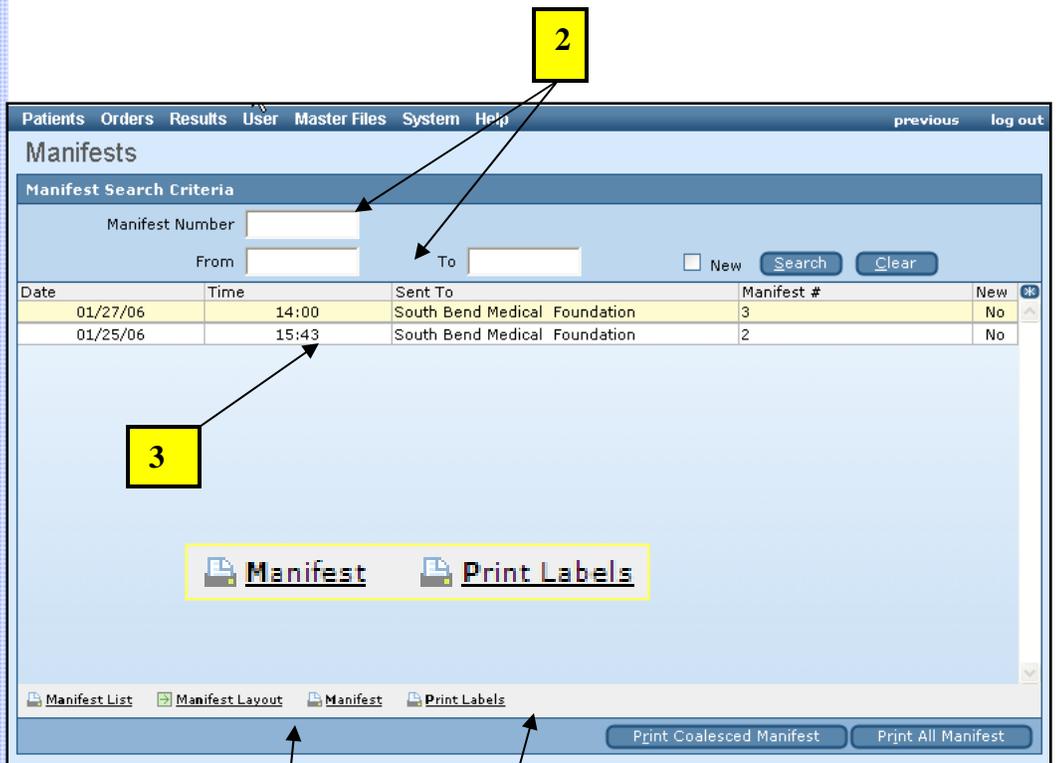


2. Search for a manifest by:  
Manifest Number  
Date (From – To)

3. Select the desired manifest.

4. To print the manifest, click the **Manifest** link.

5. To print the manifest labels, click the **Print Labels** link.



# Find a Lab Order

LabWorks keeps a record of all placed orders.

1. Select **Lab Order Search** from the Order menu.

2. All completed orders will appear in the **Orders** grid.

3. Multiple criteria are available to search for an order.

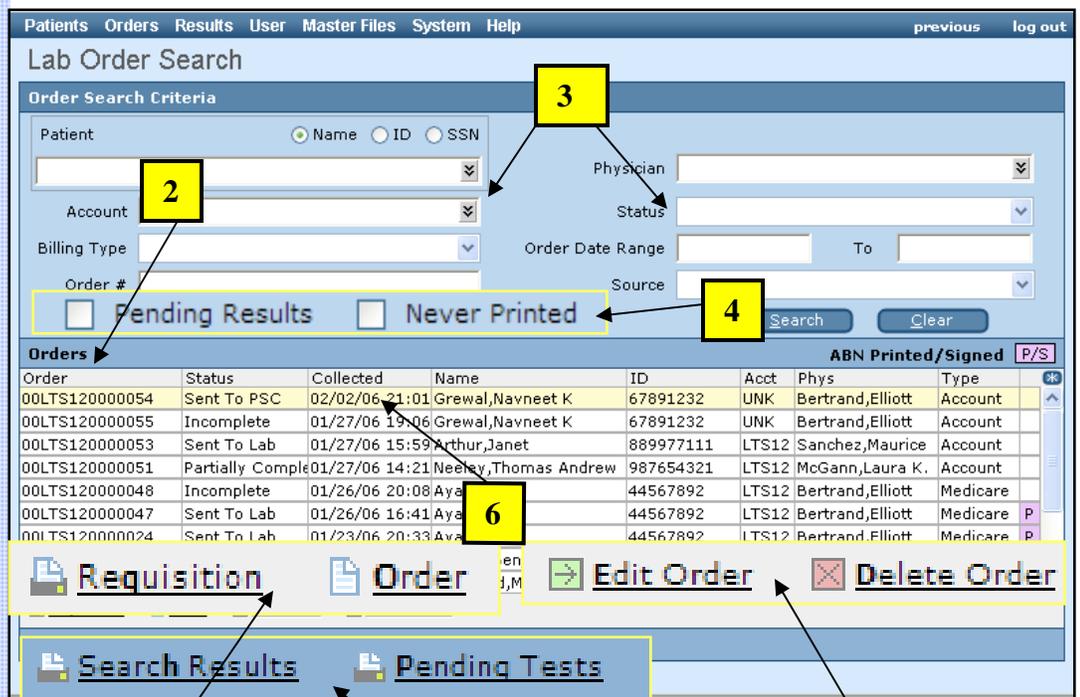
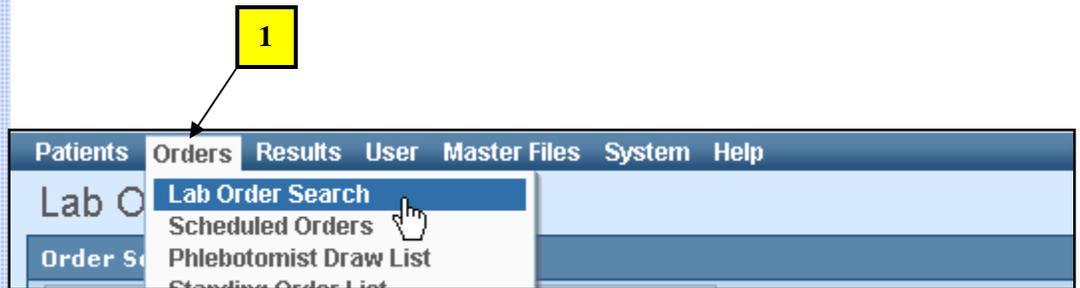
4. Results can also be filtered by:  
Pending Results  
Never Printed

5. If the order is still pending, click the **Pending Tests** link to see all pending orders.

6. Select the desired order.

7. To **print** the Order Report or Requisition, use the Requisition and Order links.

8. To **edit** or **delete** an order use the edit or delete link.



# Patient Order History

1. Select the necessary patient record.

2. Click on the **Order History** link.

3. All of a patient's orders will appear in the top grid.

Double click an order to view and print a report.

4. The second grid shows the order's accompanying specimens. Click the **Specimen Label** link to print labels.

Patient Search

Patient: Adams, Maureen    Prim. Phys: Bertrand, Laura K.    DOB-Age: 07/14/1952 - 53 Y    ID: 234567891    SSN: 789-12-3456    Gender: Female

Go to Patient Search

Lookup By

Patient: A    Search    Clear    Recently Selected Patients    Add

Name	ID	SSN	DOB	Gender	City
Adams, Maureen	234567891	789-12-3456	07/14/1952	Female	Woodland Hills
Adams, Michael	78906543	543-07-8906	09/08/1956	Male	Woodland Hills
Allen, Janet	889977111	711-18-8997	02/02/1962	Female	Woodland Hills
Andrews, Morgan	6789321	210-06-7893	08/07/1942	Male	Woodland Hills
Archibald, Maria	44567892	892-04-4567	09/08/1975	Female	Woodland Hills
ATLAS, Benjamin	123456788	678-81-2345	07/12/1957	Male	Woodland Hills
Ayala, Emilia K	0987789	890-00-9877	06/29/1982	Female	Woodland Hills

New Patient    Search in LES    Demographics    Insurance    Check In    Delete Patient    Show Deleted Patients

New Lab Order    New Standing Order

Order History

Pending Orders  
Demographics  
Insurance  
New Lab Order  
New Standing Order  
Standing Order List

Go to Lab Order Search  
Go to Lab Report Search  
Go to Lab Test Catalog

Order History

Patient: Adams, Maureen    Prim. Phys: Bertrand, Laura K.    DOB-Age: 07/14/1952 - 53 Y    ID: 234567891    SSN: 789-12-3456    Gender: Female

ABN Printed/Signed P/S

Orders for Patient Adams, Maureen

sort by Order #    Requisition #

Order #	Req #	Status	Collected	Ord Phys	Accn #	User
00LTS120000006	4	Sent To Lab	01/01/06 21:43	Unknown, Elliott		McGann, Laura
00LTS120000002	2	Sent To Lab	12/28/05 17:08	Bertrand, Laura K.		McGann, Laura

Specimens for Selected Order

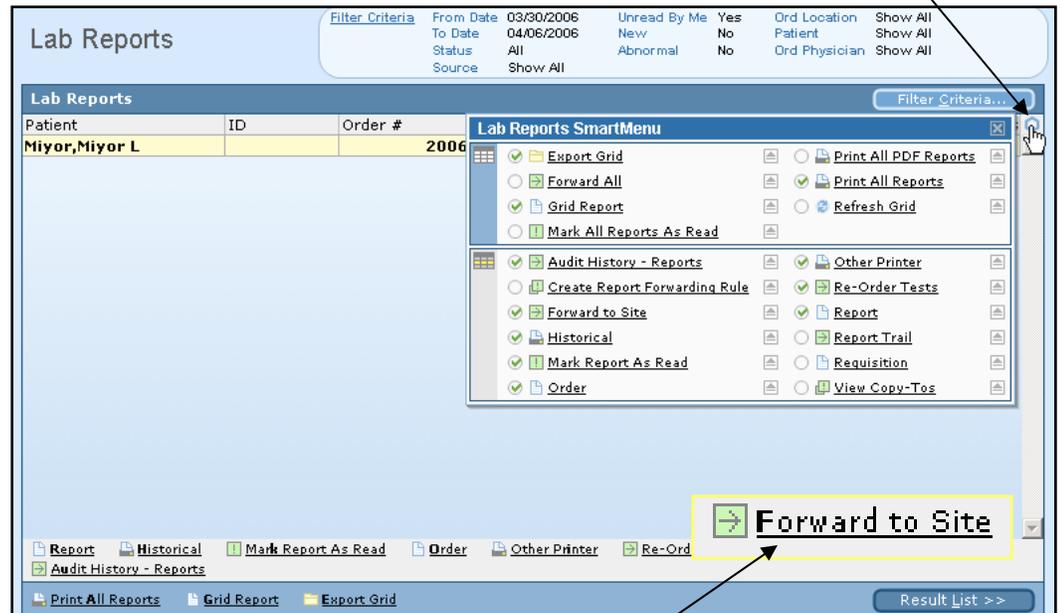
Specimen #	Lab Receipt	Type	Container
00LTS120000006-1		Aerobic (Blood (venous or	Aerobic bottle (part of 2-bot
00LTS120000006-2		Anaerobic (Blood (venous	BCAnaerobic bottle (part of
00LTS120000006-3		Culture Specimen	Sterile Container

Specimen Label

# Report Forwarding

1. Click the **Forward to Site** link below a selected report.

2. If the link does not appear, roll the mouse over the icon in the grid's right corner to find the link.

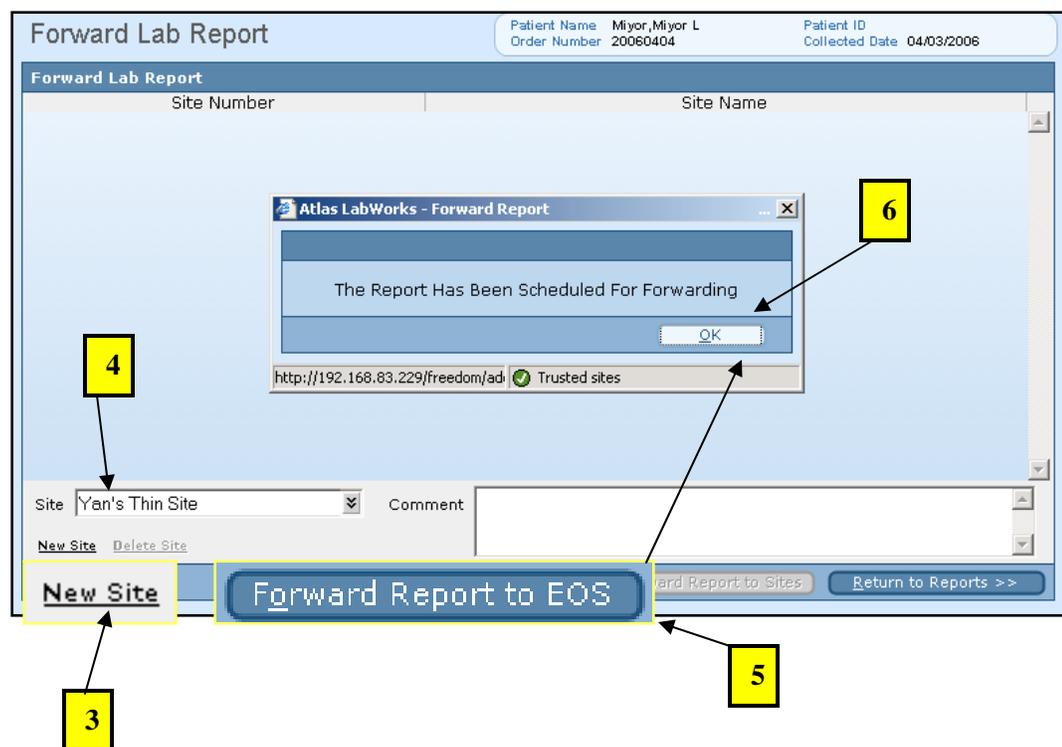


3. Click the **New Site** link.

4. Select the site where the report should be sent from the drop-down menu.

5. Click **Forward Report to EOS**.

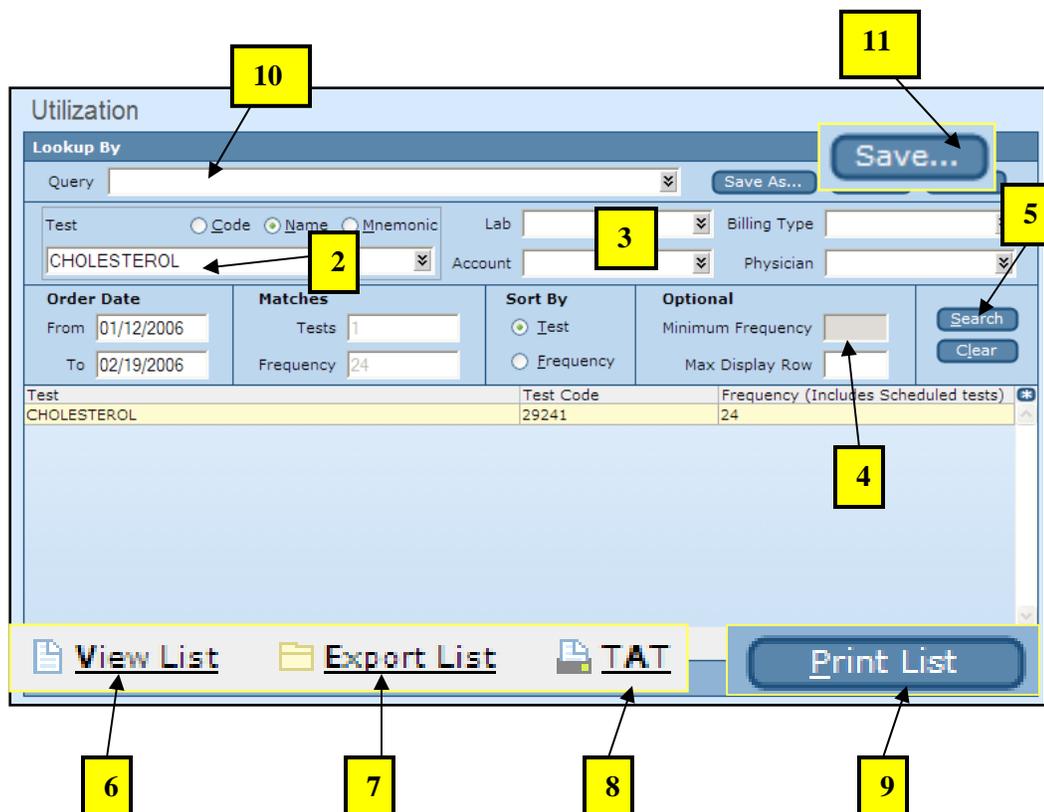
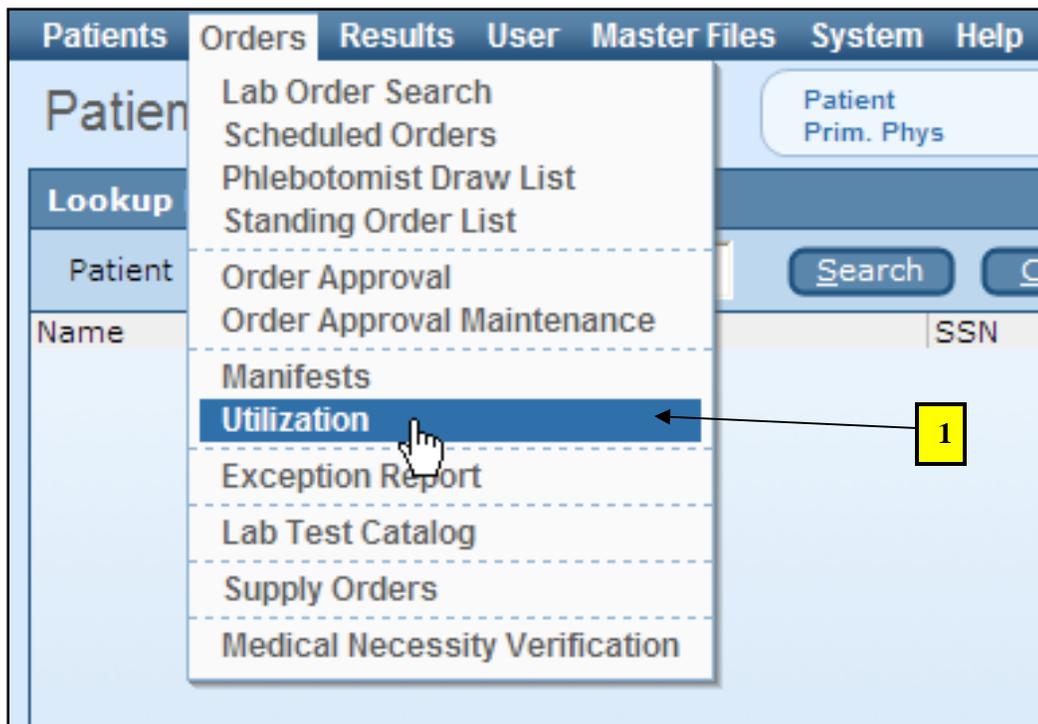
6. Click OK.



# Statistical Reports: Using the Utilization Function

The Utilization function allows users to review and print statistical reports on the types and number of tests that have been ordered.

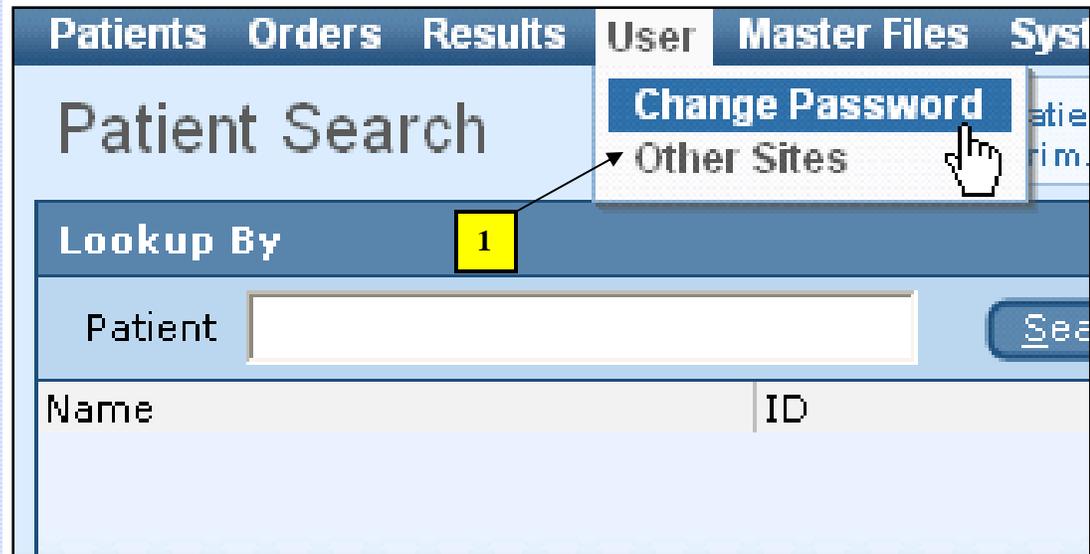
1. Click **Utilization** under the **Orders** menu.
2. Select the desired test.
3. Narrow search, if desired, by **Lab, Account, Billing Type** or **Physician**.
4. Indicate a **Minimum Frequency** (times a test was ordered) or a maximum number of rows using the **Max Display** feature.
5. Click **Search**.
6. To view the report click **View List**.
7. Click **Export List** to view an excel spreadsheet of the results.
8. Click the **TAT** link to view or print the Turn Around Time report.
9. Click **Print List** for a paper copy of the report.
10. To save the search performed, label it in the **Query** field.
11. Click **Save**. This will allow users to use the identical criteria in the future.



# Change Password

Be sure to log in to the site being edited.

1. Select **Change Password** under the **User** menu.



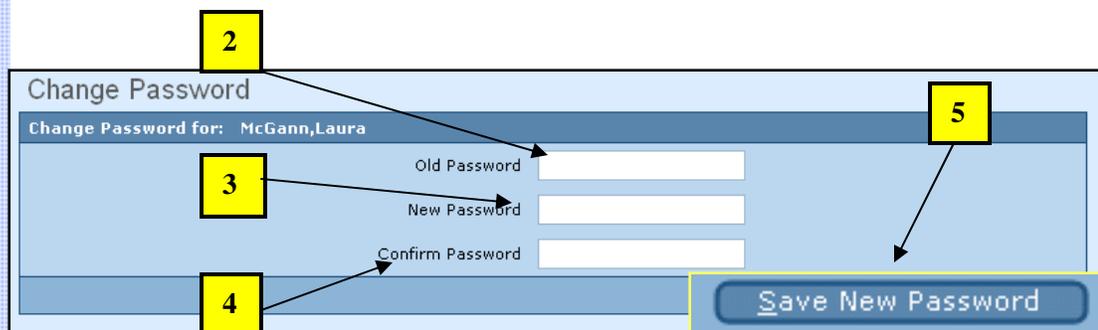
The screenshot shows a navigation menu with the following items: Patients, Orders, Results, User, Master Files, and System. The 'User' menu is expanded, showing 'Change Password' and 'Other Sites'. A mouse cursor is pointing at 'Change Password'. A yellow box with the number '1' is placed over the 'User' menu item, with an arrow pointing to the 'Change Password' option.

2. Enter the **Old Password**.

3. Enter a **New Password**.

4. **Confirm** the new password by entering it again.

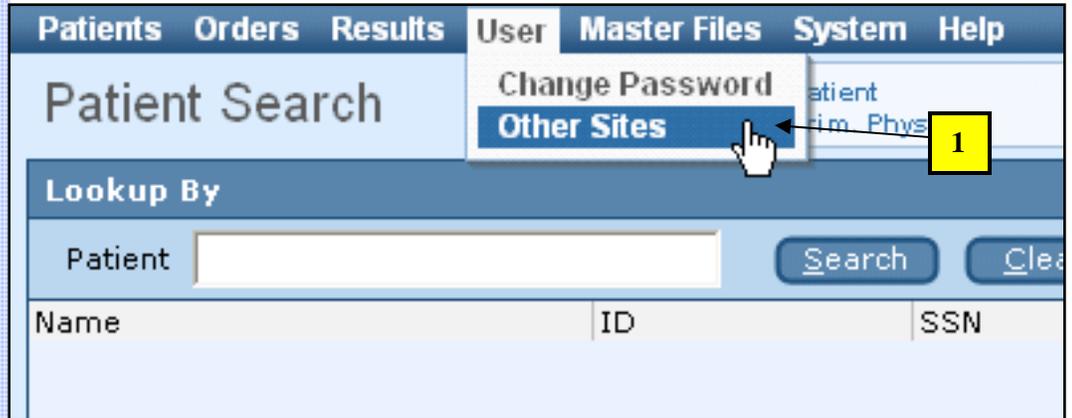
5. Click **Save New Password**.



The screenshot shows the 'Change Password' form for user 'McGann, Laura'. It contains three input fields: 'Old Password', 'New Password', and 'Confirm Password'. A 'Save New Password' button is at the bottom right. Five numbered yellow boxes with arrows indicate the steps: 1. 'Old Password' field, 2. 'New Password' field, 3. 'Confirm Password' field, 4. 'Save New Password' button, and 5. 'Save New Password' button.

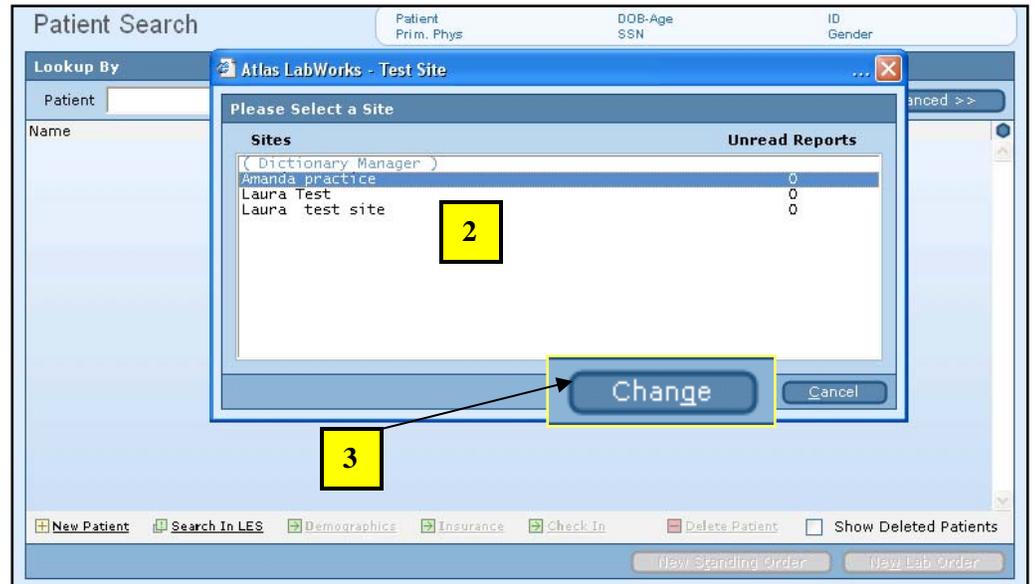
# Switch to Other Sites

1. Select **Other Sites** under the **User** menu.



2. Select the desired site.

3. Click **Change**.



# Regional Pathology Services

## LabWorks User Guide

-APPENDIX-

- A LabWorks Help Tools
- B Results Quick View

# Appendix A

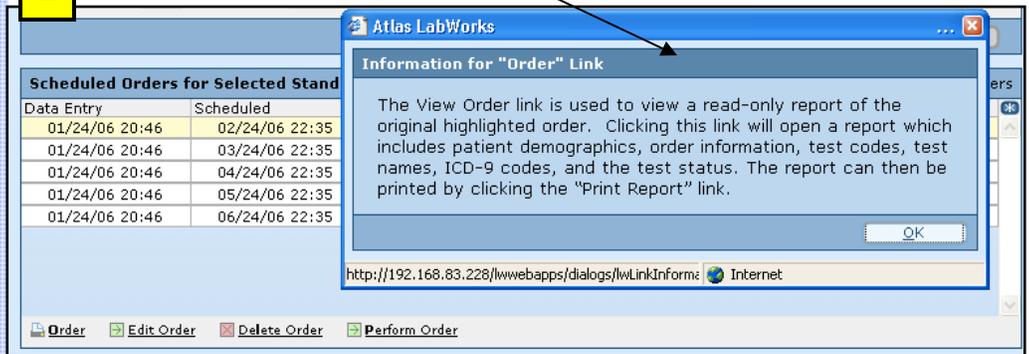
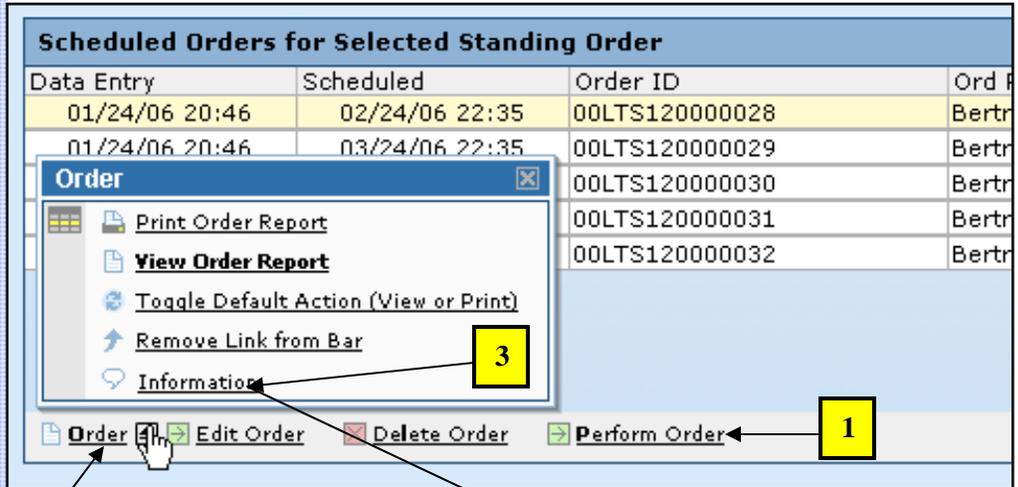
## Lab Works Help

### Roll Over Arrow

1. When the mouse rolls over a bottom-row link, an arrow will usually appear to the right of the link.
2. Rolling over the **arrow** will reveal a dialog box that provides helpful tools.

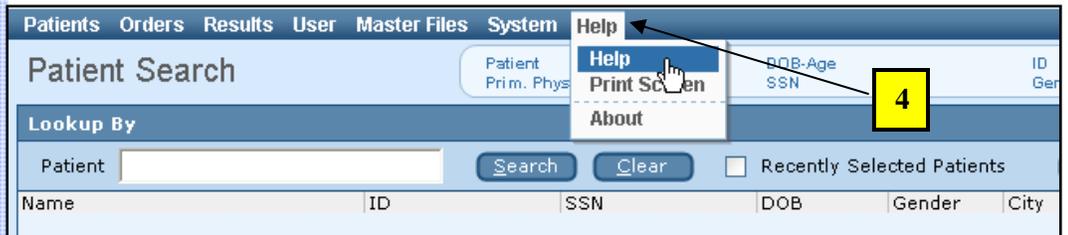
*Example:* the Order link on the Standing Order List screen provides a link to additional **information**. The arrow also provides links to **view** and **print** order.

3. The information link brings up a box explaining the link's function.

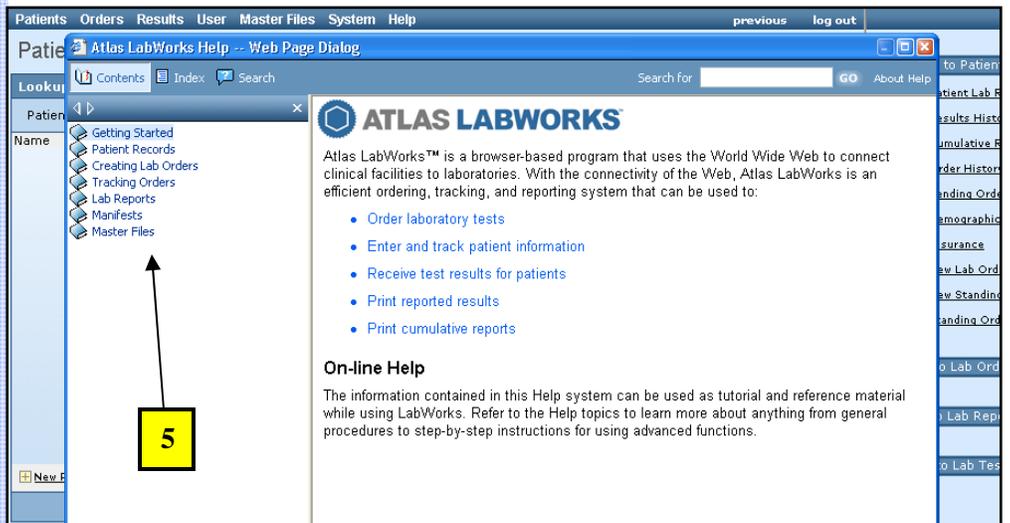


### Help Menu

4. Select Help from the drop-down help menu.



5. A help page will appear with links to explanations on how to perform LabWorks tasks.



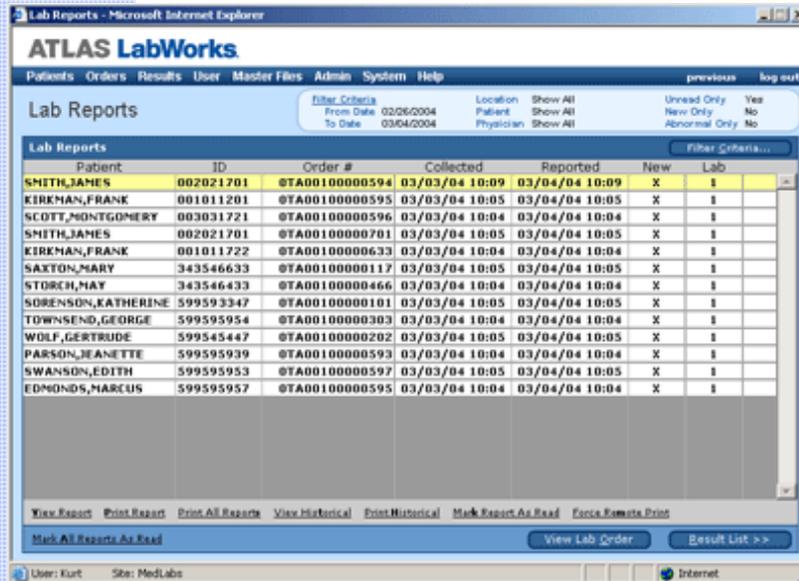
# Appendix B

## Results: Quick View

### Step 1: Search Lab Reports

Click **Lab Reports** on the Results menu.

Select a report on the list and then click the **View Report** or **Print Report** link.



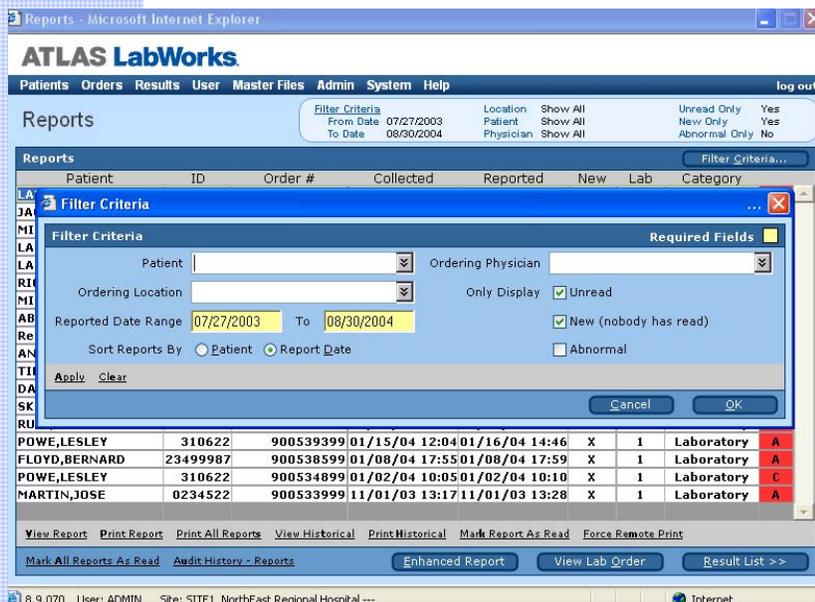
To review only the results in a report, select a report on the list and then click the **Result List** button.

### Step 2: Modifying Filter Criteria

Click on the **Filter Criteria** button on right side of screen.

Modify Filter Criteria by changing or searching on any of the following fields or combination of fields: Patient Name, Ordering Location, Reported Date Range, or Ordering Physician

The reports are further filtered by the displaying criteria: Read, Unread, or Abnormal



Click the **Okay** button and results will be displayed based on the new criteria.