



Regional Pathology Services

LabWorks User Guide

-Client User Manual-

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Pop-up Blocker Information

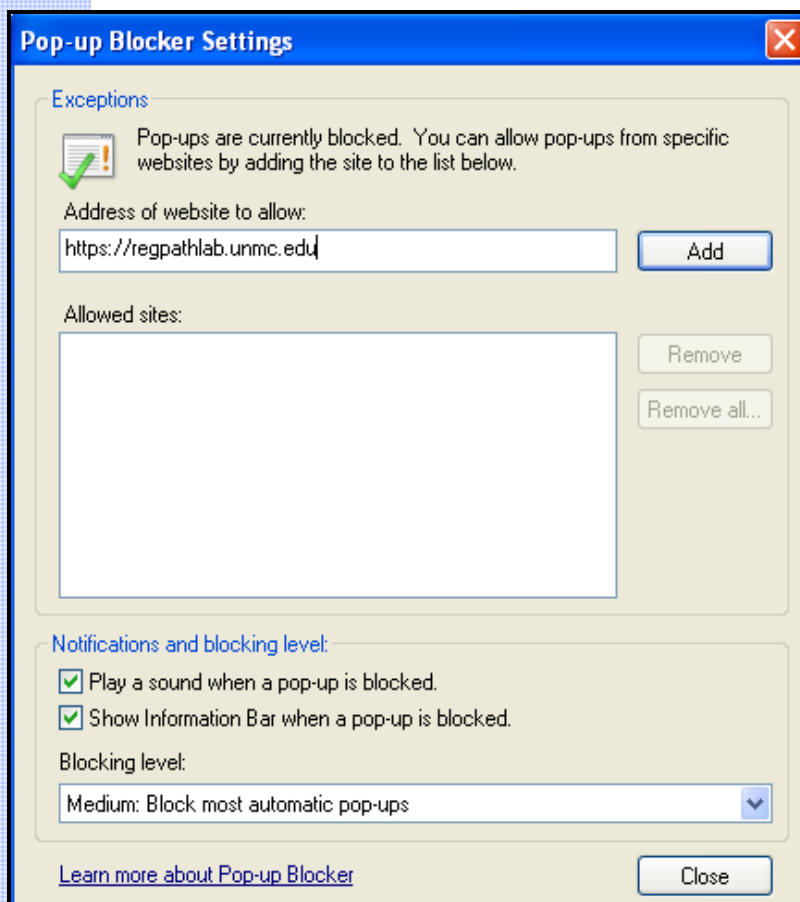
By default, Internet Explorer displays pop-ups that appear as a result of you clicking a link or button. Pop-up Blocker blocks pop-ups that are displayed automatically (without you clicking a link or button). If you want to allow a specific website to display automatic pop-ups, follow these steps:

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.

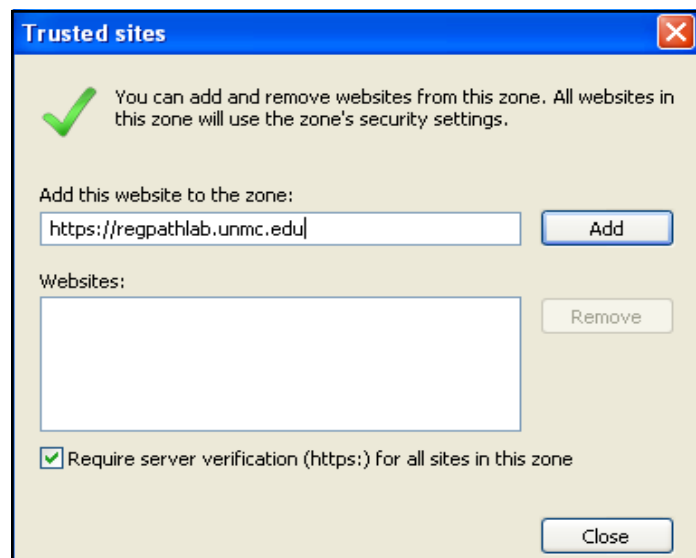
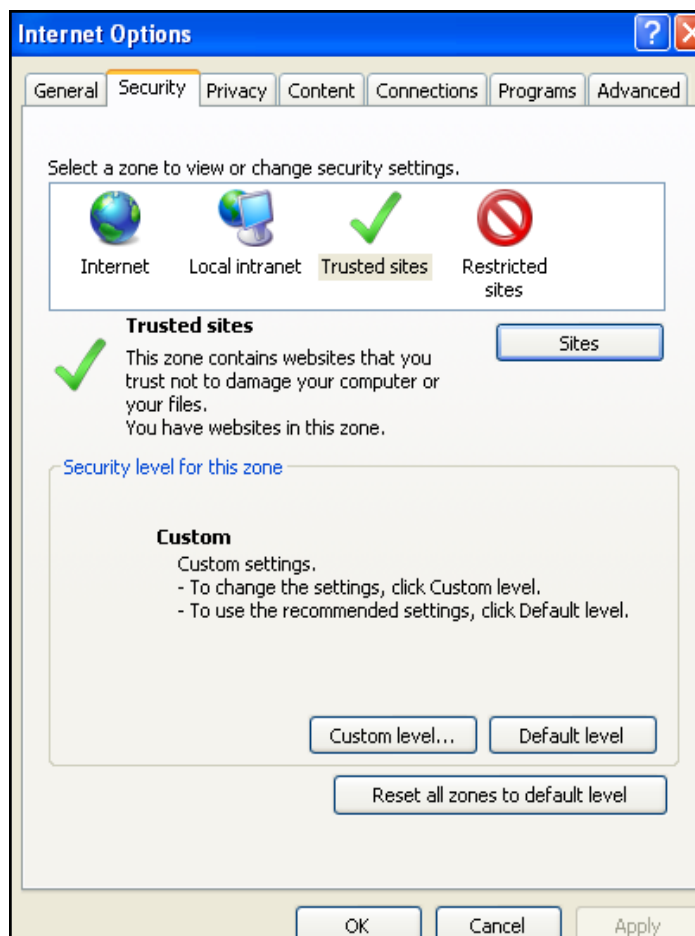


Note: The Google, Yahoo, or MSN toolbars **MUST** be removed for Labworks to function properly.

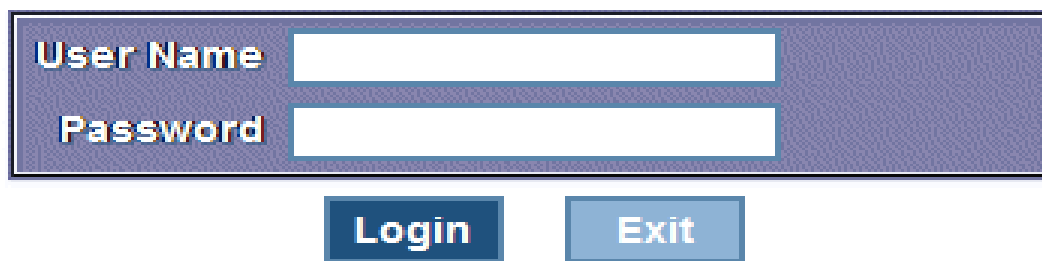
Trusted Site Designation

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

A screenshot of the LabWorks login window. It features a dark blue background with a lighter blue border. There are two input fields: one for 'User Name' and one for 'Password'. Below the input fields are two buttons: 'Login' and 'Exit'. The 'Login' button is dark blue with white text, and the 'Exit' button is light blue with dark blue text.

User Name	<input type="text"/>
Password	<input type="password"/>
<div>LoginExit</div>	

- 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**.

The screenshot shows the 'Patient Search' window. At the top is a navigation bar with 'Patients', 'Orders', 'Results', 'User', 'Master Files', 'System', and 'Help', along with a 'log out' link. Below this is a header area with 'Patient Search' and filters for 'Patient Prim. Phys', 'DOB-Age SSN', and 'ID Gender'. A 'Lookup By' section contains a text input field (labeled 2), a 'Search' button (labeled 3), a 'Clear' button, a 'Recently Selected Patients' checkbox, and an 'Advanced >>' button (labeled 4). Below the input field is a table with columns: Name, ID, SSN, DOB, Gender, and City. At the bottom of the window is a toolbar with buttons for 'New Patient', 'Search In LES', 'Demographics', 'Insurance', 'Check In', 'Delete Patient', 'Show Deleted Patients', 'New Standing Order', and 'New Lab Order'.

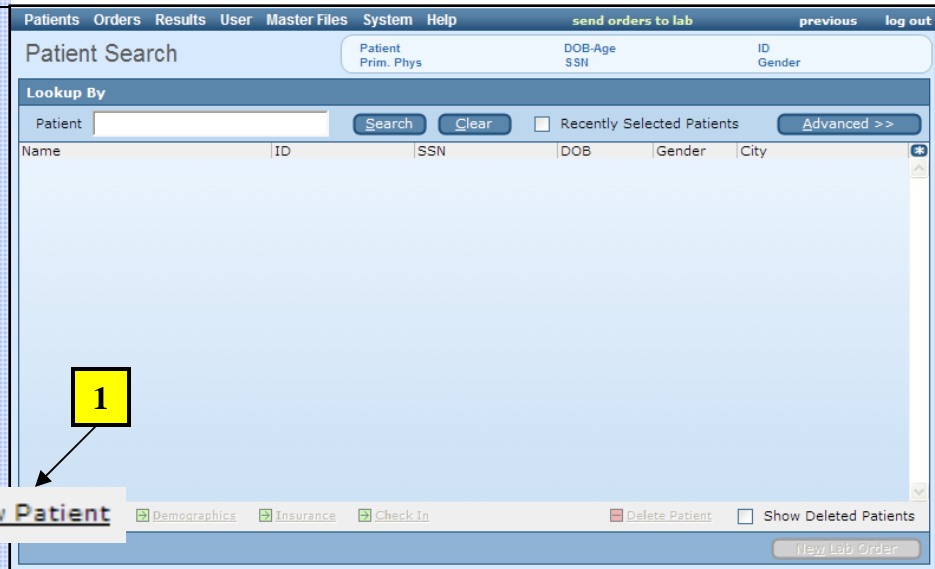
The screenshot shows the 'Advanced Patient Search' window. It has a 'Search Criteria' section with multiple rows of fields: 'Last Name is', 'AND First Name is', 'AND Middle Name is', 'AND ID is', 'AND DOB is', 'AND SSN is', 'AND Physician is', 'AND Age profile includes', 'AND Has an Order on', 'AND CPI is', 'AND DBK is', and 'AND PPI is'. A 'Sort Order' section at the bottom has 'Sort By' set to 'Name' and 'Ascending'. A 'Clear' button is also present. On the right side, there is a 'log out' link and a '<< Standard' button. At the bottom right are 'Cancel' and 'OK' buttons (labeled 6). A yellow box with the number 5 is placed over the 'Search Criteria' section.

Create a new Patient Record

Part 1 of 2

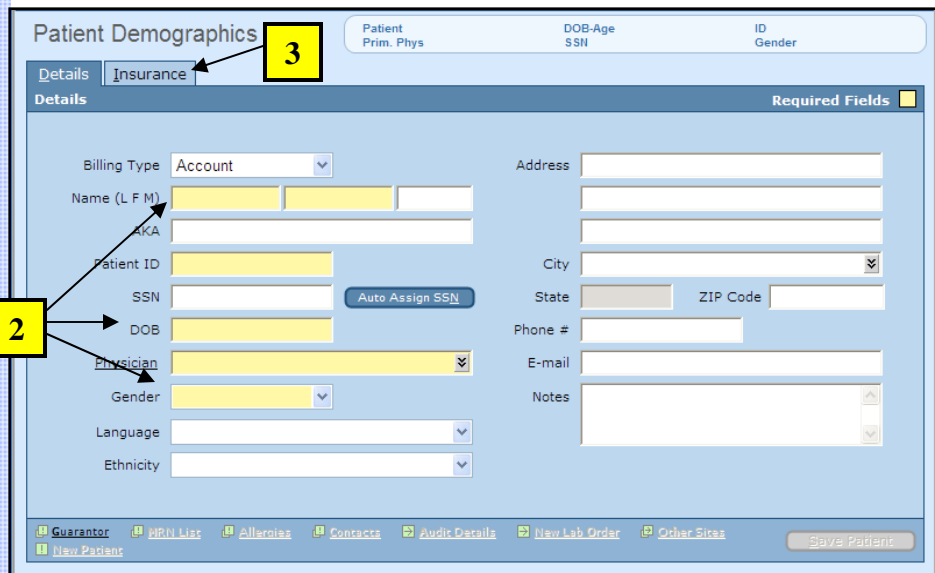
1. From the Patient Search screen, click the **New Patient** link.

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



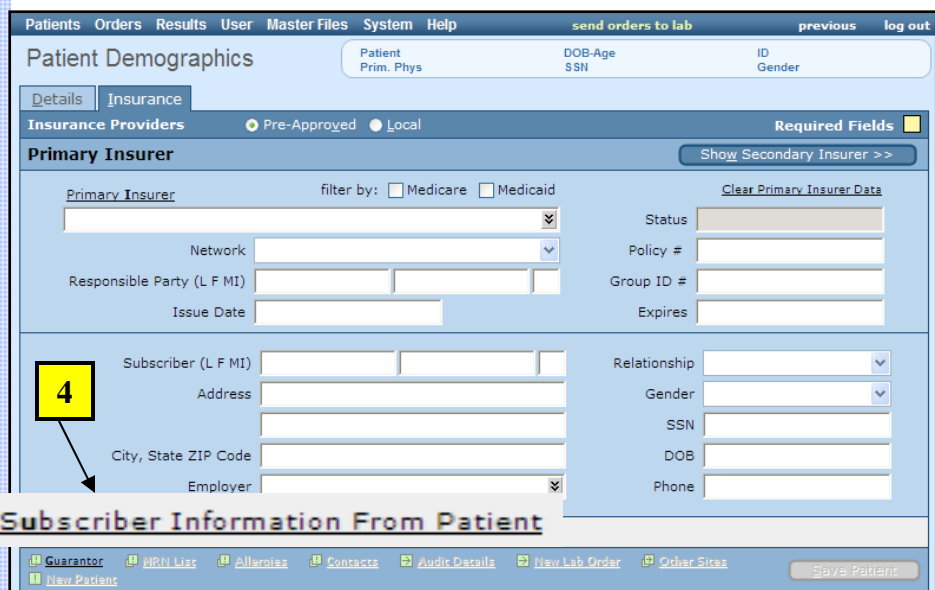
The screenshot shows the 'Patient Search' interface. At the bottom, there is a row of links: '+ New Patient', 'Demographics', 'Insurance', 'Check In', 'Delete Patient', and 'Show Deleted Patients'. A yellow box with the number '1' is placed over the '+ New Patient' link, with an arrow pointing to it.

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



The screenshot shows the 'Patient Demographics' screen with the 'Details' tab selected. A yellow box with the number '2' is placed over the 'Insurance' tab, with an arrow pointing to it. The 'Details' tab contains various input fields for patient information, including Name, Address, City, State, ZIP Code, Phone, E-mail, Notes, Billing Type, Patient ID, SSN, DOB, Physician, Gender, Language, and Ethnicity. Some fields are highlighted in yellow to indicate they are required.

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



The screenshot shows the 'Patient Demographics' screen with the 'Insurance' tab selected. A yellow box with the number '4' is placed over the 'Copy Subscriber Information From Patient' link at the bottom. The 'Insurance' tab contains various input fields for insurance information, including Primary Insurer, Network, Responsible Party, Issue Date, Status, Policy #, Group ID #, Expires, Subscriber (L F MI), Address, City, State, ZIP Code, Employer, Relationship, Gender, SSN, DOB, and Phone. Some fields are highlighted in yellow to indicate they are required.

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.

The screenshot shows the 'Patient Demographics' window with the 'Insurance' tab selected. The 'Primary Insurer' section is visible. A sub-window titled 'Atlas LabWorks' is open, showing the 'Guarantor Details' form. At the bottom of the main window, there are three buttons: 'Guarantor' (labeled 5), 'Copy from Patient' (labeled 6), and 'Copy from Primary Insurer' (labeled 7). The 'Guarantor' button is highlighted with a yellow box.

8. Click on **Save Patient**.

The screenshot shows the 'Patient Demographics' window with the 'Insurance' tab selected. The 'Primary Insurer' section is filled out with 'MEDICARE PART B' as the insurer, 'Ayala, Maria' as the responsible party, and '10625 Erwin St' as the address. The 'Status' is 'APPROVED'. At the bottom right, there is a 'Save Patient' button, which is highlighted with a yellow box and labeled with the number 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.

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 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

New Demographics 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

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

Patient Demographics 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

Allergy 3 Penicillin

Delete Allergy

OK

Guarantor New Patient 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 >>

Primary Insurer filter by: Medicare Medicaid Clear Primary Insurer Data

Provider	Address	Status	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

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	NORTHBRIDGE
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

Order # 00LTS120000016 Required to Save Required to Order

Accession #

Ord. Phy Bertrand, Elliott

Account # LTS12

Billing Type Medicare

Ins Network

Draw Options

☒ In Office ☐ PSC

User McGann, Laura

☐ Stat Order

Clinical Info

Medicare Part Unknown

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 #

Notes

Tubes/Containers ARNOLD

Cancel **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

☐ BACTERIAL VAGINOSUS ... ☐ CULTURE - BLOOD ☐ CULTURE - ROUTINE ☒ CHOLESTEROL

☐ TESTOSTERONE, TOTAL S... ☐ RITTER CULTURE - ANAER...

Ordered Test

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

Delete All Tests Test Catalog

Tubes/Containers ARNOLD

Cancel **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	

8

9

Delete ICD-9s

ICD-9: [] 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...

10

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	PAP, D
FAILED	Frequency	Print on ABN	PAP, D

11

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

ICD-9: []

Short List: Site Physician Specialty

001.1 CHOLERA DUE TO ... 372.72 CONJUNCTIVAL H...

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

12

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

Order Info Tests ICD-9s Questions

Test Questions

Required To Save Required to Order

CHOLESTEROL / 29241

PATIENT FASTING?

NO UNKNOWN YES

12

13

Continue >>

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.

PatientsOrdersResultsUserMaster FilesSystemHelp

send orders to labpreviouslog out

Patient Search

PatientPrim. PhysDOB-AgeSSNIDGender

Lookup By

Patient

SearchClear

☐ Recently Selected PatientsAdvanced >>

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

12

Using the Test Catalog

The Test Catalog provides test details that are useful in differentiating between similar tests.

- 1. When the Tests tab appears while placing a new lab order, click the **Test Catalog** link for test information.
- 2. The Test Catalog will appear in a new dialog box.
- 3. Lookup a test using its Code, Name or Mnemonic.
- 4. Information about a test is provided in the second grid. Click the different tabs to view all of the information.
- 5. To exit the Test Catalog, click **OK**.

DOB-Age08/07/1942 – 63 Y

SSN210-06-7893

Order #00LTS120000076

Patient Andrews,Morgan

Prim. Phys McGann,Maurice

Ord. Phys McGann,Maurice

ID 6789321

Gender Male

Acen #

Order Info

Tests

ICD-9s

Questions

Order Tests

Tests

filter by: Code Name Mnemonic

Short List

Site Physician Specialty

CHOLESTEROL

CULTURE - ROUTINE

CULTURE - BLOOD

PAP,DIAG,w HPV-HIGH IF ...

BACTERIAL VAGINOSUS ...

RITTER CULTURE - ANAER...

CULTURE - RESP, UPPER (...

CULTURE - FUNGUS

TESTOSTERONE, TOTAL S...

GRAM STAIN ONLY

Ordered Test

Code

PSC

Delete All Tests

Test Catalog

Tubes/Containers

Cancel

Continue >>

Lookup Test By

Code Name Mnemonic Clear

Test Name

Test Name

Test Code

Selected Profile

Component

Test Info

Test Specimen

Test Results

Test Questions

Test Schedule

Tech Info

Other Info

Ordering Lab

Performing Lab

Accession Group

Blinding Level

Active Date

Inactive Date

ABN Price

Active

Billable

Scheduled

Pathology

Not Orderable

When Ordering, this Test Requires:

LCD/NCD Failure Type

Applicable Gender

A Separate Lab Order

Test Can Be Ordered Times

A Separate Accession Number

Within

View Test

Print Test

View Test Pricing Report

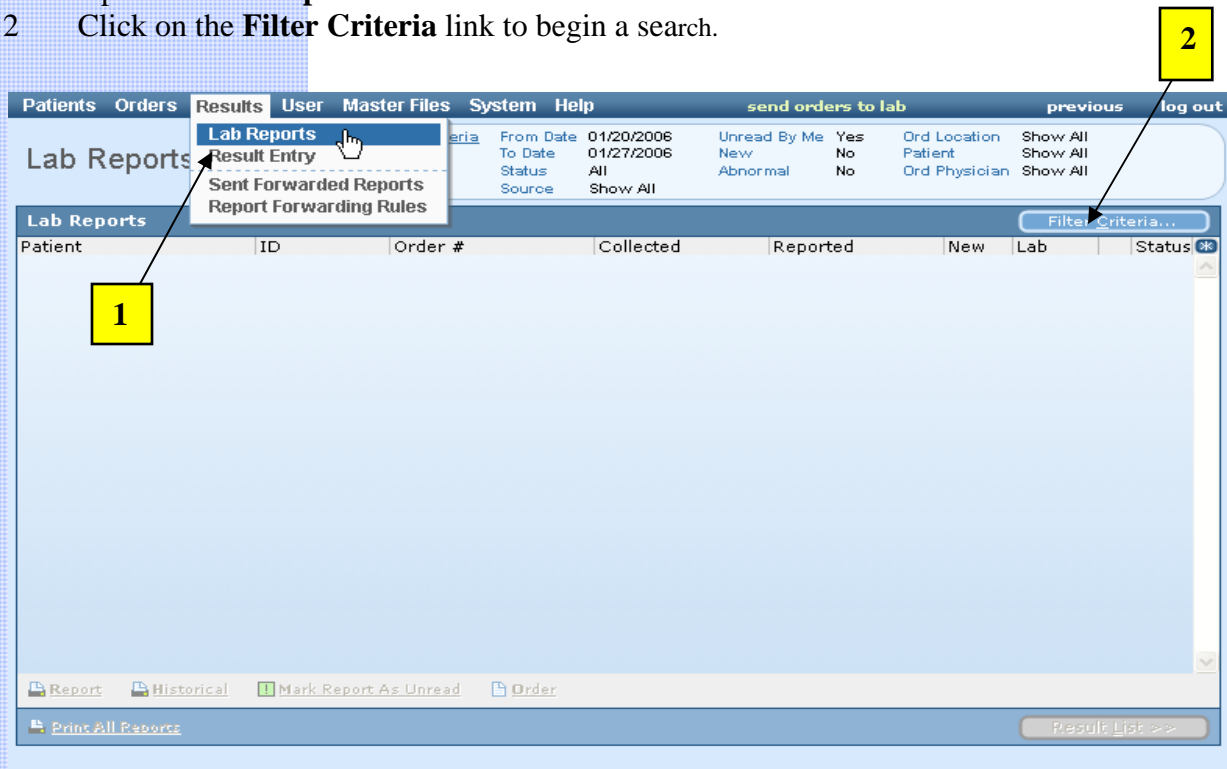
External Catalog

Add Test to Order

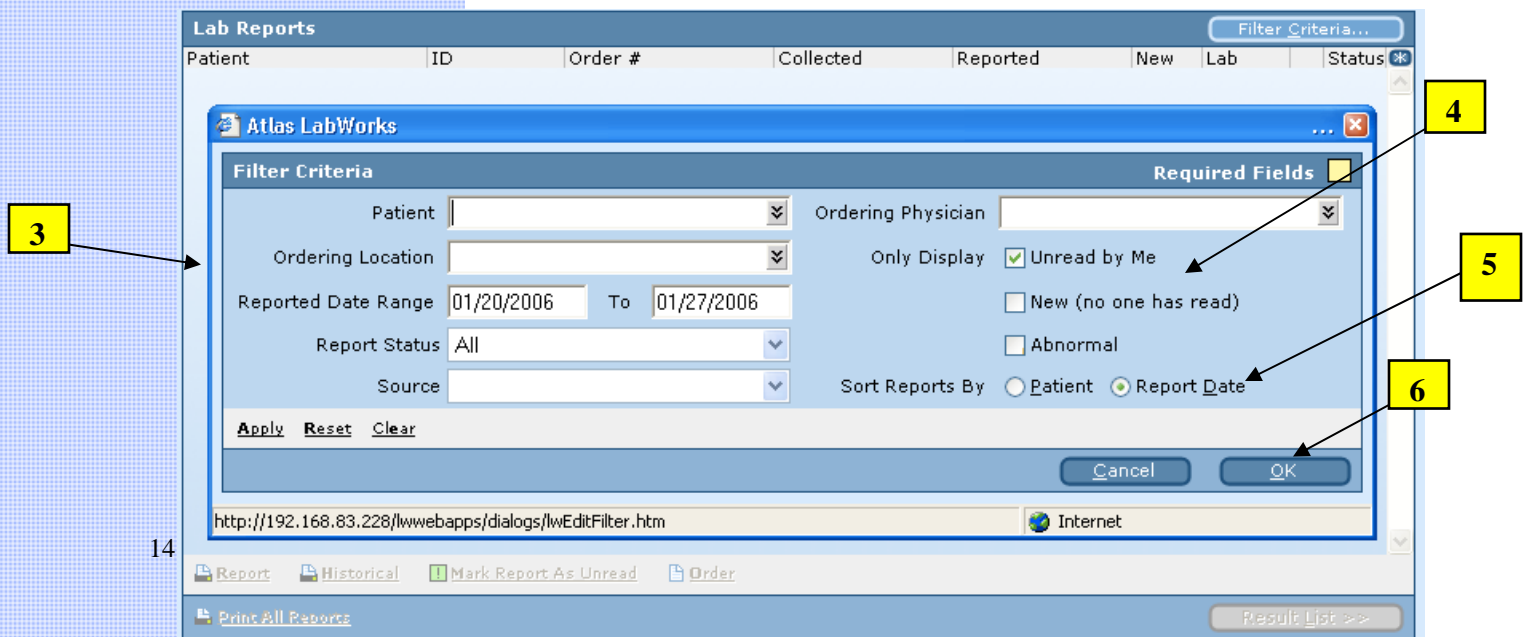
OK

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

Patients Orders Results User Master Files System Help previous log out

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

Lab Reports

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.

7

Report Historical Mark Report As Unread Order

Print All Reports

8 9 10

Report Historical Mark Report As Read Order

Print All Reports Result List >>

- 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

Print Options Search in LES

Paper Orientation Result Order Order Date Range

Portrait Landscape Oldest to Newest Newest to Oldest 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.

Patient Search

Look Up By

Name	ID	SSN	DOB	Gender	City
Adams, Benjamin / Ben	123456788	123-45-6789	07/12/1957	Male	NORTHBRIDGE
Adams, Morgan	6789321	0LTS1200003	08/07/1942	Male	NEW YORK CITY
Allen, Emilia K	0987789	0LTS1200007	06/29/1982	Female	WHITE RIVER JUNC
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	NORTHBRIDGE
D'Angelo, Cynthia	567891234	567-89-1234	02/11/1980	Female	CHICAGO
Douglas, Frank Q	345678912	345-67-8912	11/23/1979	Male	NORTHBRIDGE
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

Cumulative Reports

Go to Patient Search

Patient Lab Reports

Results History

Go to Lab Order Search

Go to Lab Report Search

Go to Lab Test Catalog

Cumulative Reports

Printing Options

Paper Orientation: Portrait (selected), Landscape

Result Order: Oldest to Newest (selected), Newest to Oldest

Order Date Range: From [] To []

Result List Templates

Print a Cumulative Report for All Results (selected)

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

View Cumulative Report

Print

New Result List Template

Cumulative Reports

Printing Options

Paper Orientation: Portrait (selected), Landscape

Result Order: Oldest to Newest (selected), Newest to Oldest

Order Date Range: From [] To []

Result List Templates

Print a Cumulative Report for All Results (selected)

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

View Cumulative Report

Print

New Template

Save Template

Result Codes

Sequence [] Result Code [] Result Name []

filter by: Code (selected), Name

Save Result Code

OK

Atlas LabWorks - Test Site - Result List Template

Select Result List Template

Result List Template []

Template Name Blood Culture

New Template Delete Template

Save Template

Result Codes

Sequence [] Result Code [] Result Name []

filter by: Code (selected), Name

Save Result Code

OK

New Result Code

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 DOB-Age: 08/14/1994 - 11 Y ID: 987654321
Prim. Phys: McGinn, 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

Go to Patient Search Patient Lab Reports

Results History

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

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

Patient Results Filter Criteria Abnormal Updated Notes Search in LES

Selection Result Date Range Sort Results By

CHOLESTEROL Abnormal

Result Name Collected Resulted Result Units Ref. Range Test Code Lab

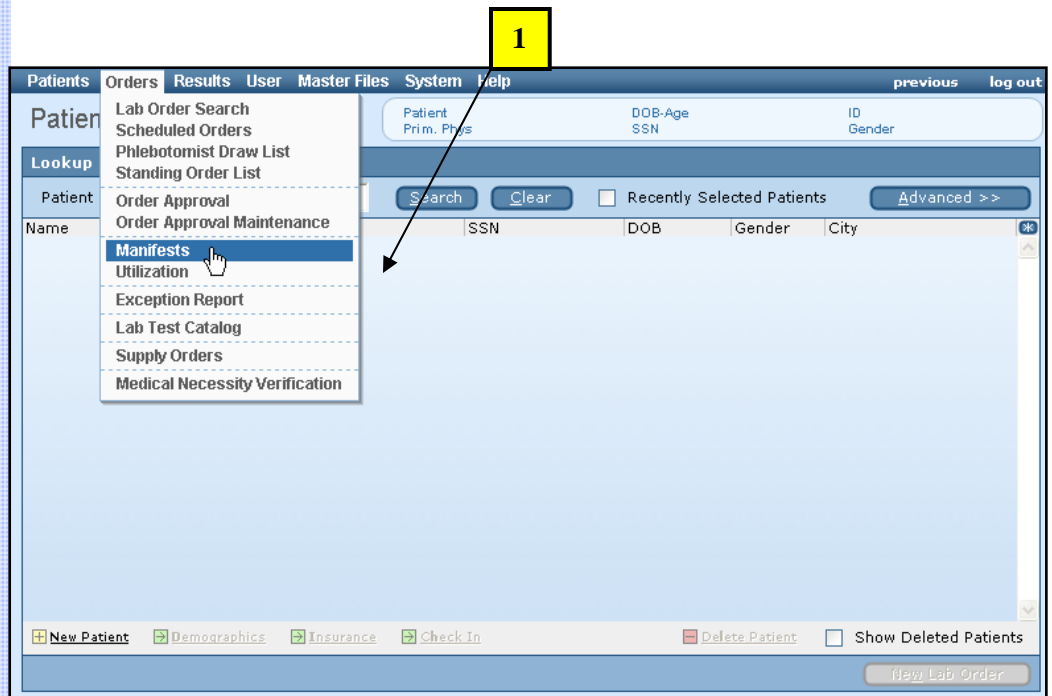
CHOLESTEROL	01/27/06 14:21	01/27/06 16:14	1234			0029241	
-------------	----------------	----------------	------	--	--	---------	--

Test Name CHOLESTEROL Notes

Chart Results **Result Detail...**

Find a Manifest

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

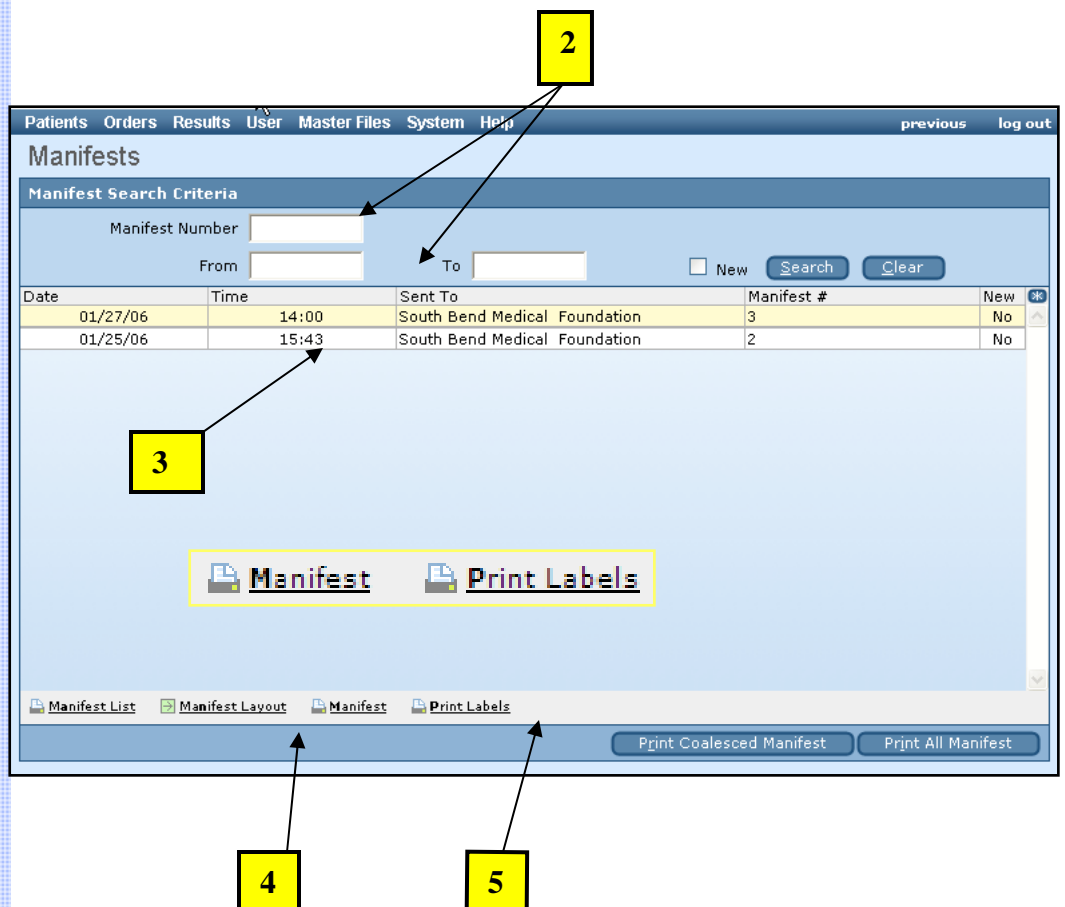


2. Search for a manifest by:
Manifest Number
Date (From – To)

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.

The screenshot shows the LabWorks application interface. At the top is a navigation bar with tabs: Patients, Orders, Results, User, Master Files, System, and Help. A dropdown menu is open under the 'Orders' tab, showing options: Lab Order Search, Scheduled Orders, Phlebotomist Draw List, and Standing Order List. A yellow box with the number '1' points to the 'Lab Order Search' option.

Below the navigation bar is the 'Lab Order Search' form. It has a section for 'Order Search Criteria' with fields for Patient (Name, ID, or SSN), Account, Billing Type, Order #, Physician, Status, Order Date Range, and Source. A yellow box with the number '2' points to the 'Account' field. A yellow box with the number '3' points to the 'Physician' field. A yellow box with the number '4' points to the 'Pending Results' and 'Never Printed' checkboxes. A yellow box with the number '6' points to the 'Orders' grid below the form.

The 'Orders' grid displays a list of orders with columns: Order, Status, Collected, Name, ID, Acct, Phys, Type, and ABN Printed/Signed. The grid contains several rows of order data.

Below the grid is a row of action links: Requisition, Order, Edit Order, and Delete Order. A yellow box with the number '7' points to the 'Requisition' link. A yellow box with the number '5' points to the 'Order' link. A yellow box with the number '8' points to the 'Delete Order' link.

At the bottom of the page, there are two more links: Search Results and Pending Tests. A yellow box with the number '5' points to the 'Search Results' link. A yellow box with the number '5' points to the 'Pending Tests' 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.

1

2

Patient Search

Patient Adams, Maureen
Prim. Phys Bertrand, Laura K.

DOB-Age 07/14/1952 - 53 Y
SSN 789-12-3456

ID 234567891
Gender Female

Go to Patient Search

Patient Lab Reports

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

3

Order History

Patient Adams, Maureen
Prim. Phys Bertrand, Laura K.

DOB-Age 07/14/1952 - 53 Y
SSN 789-12-3456

ID 234567891
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

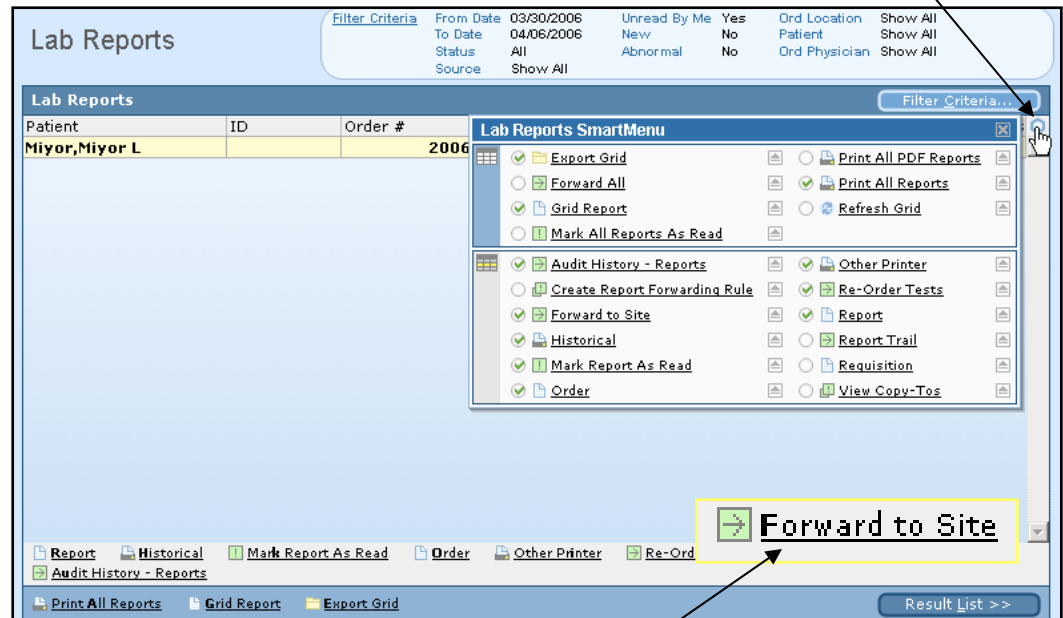
Specimen Label

4

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.

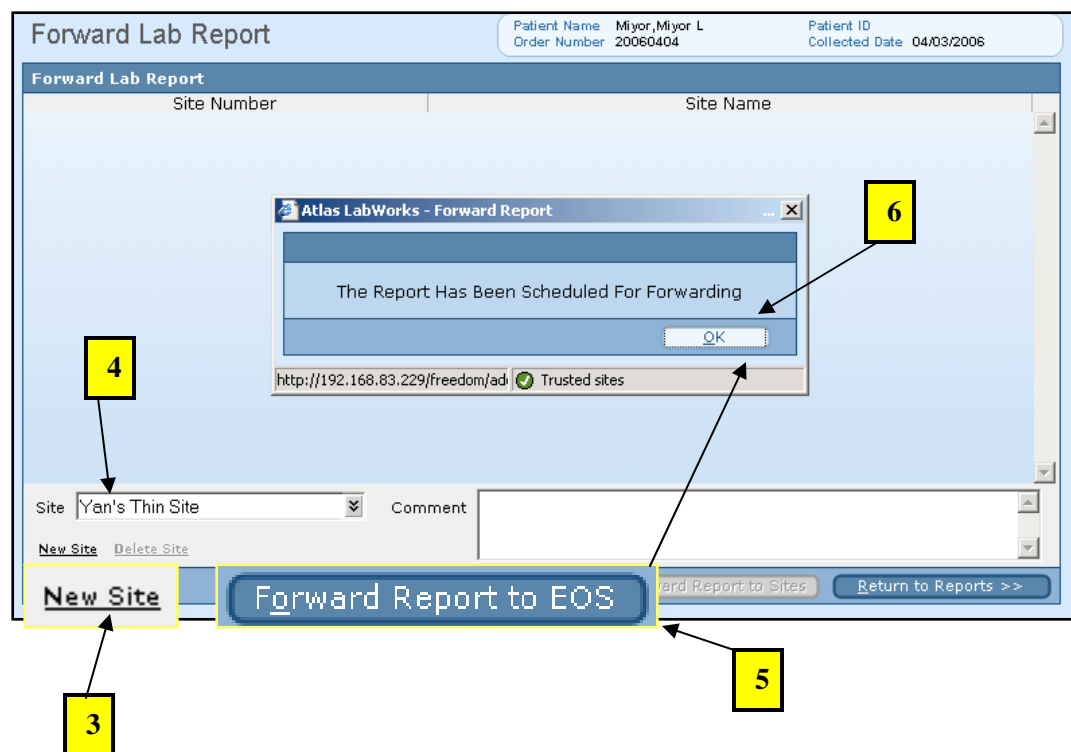


3. Click the **New Site** link.

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

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

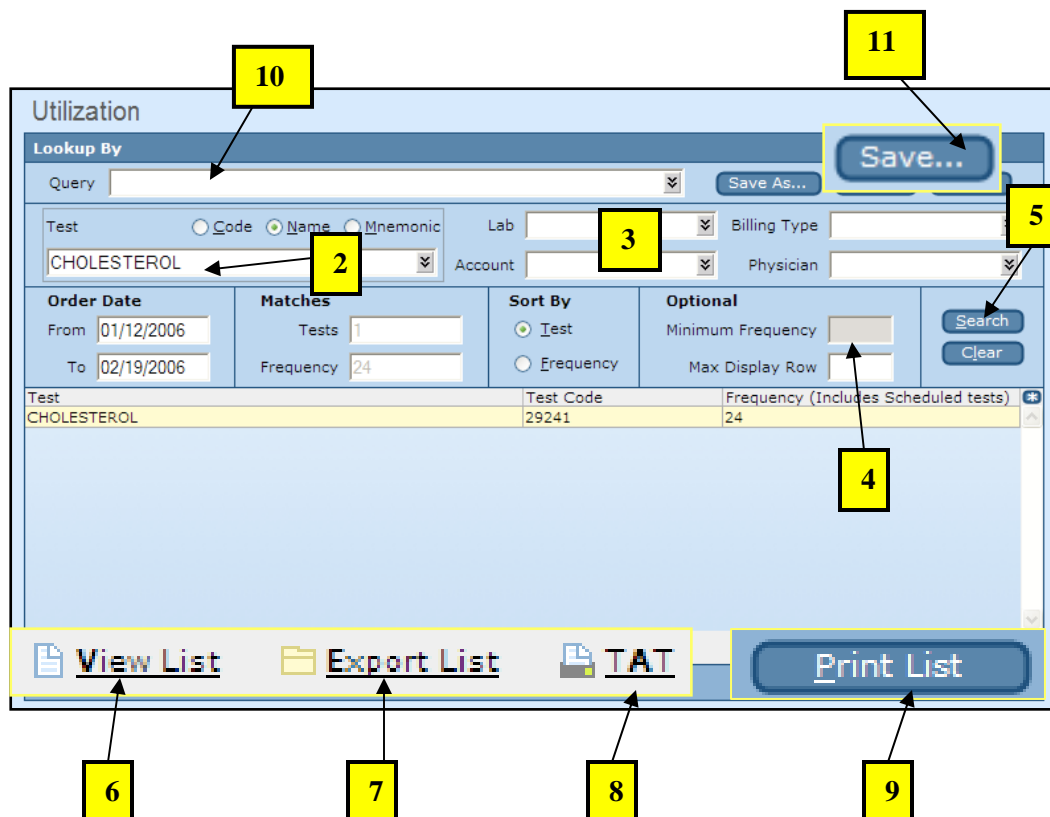
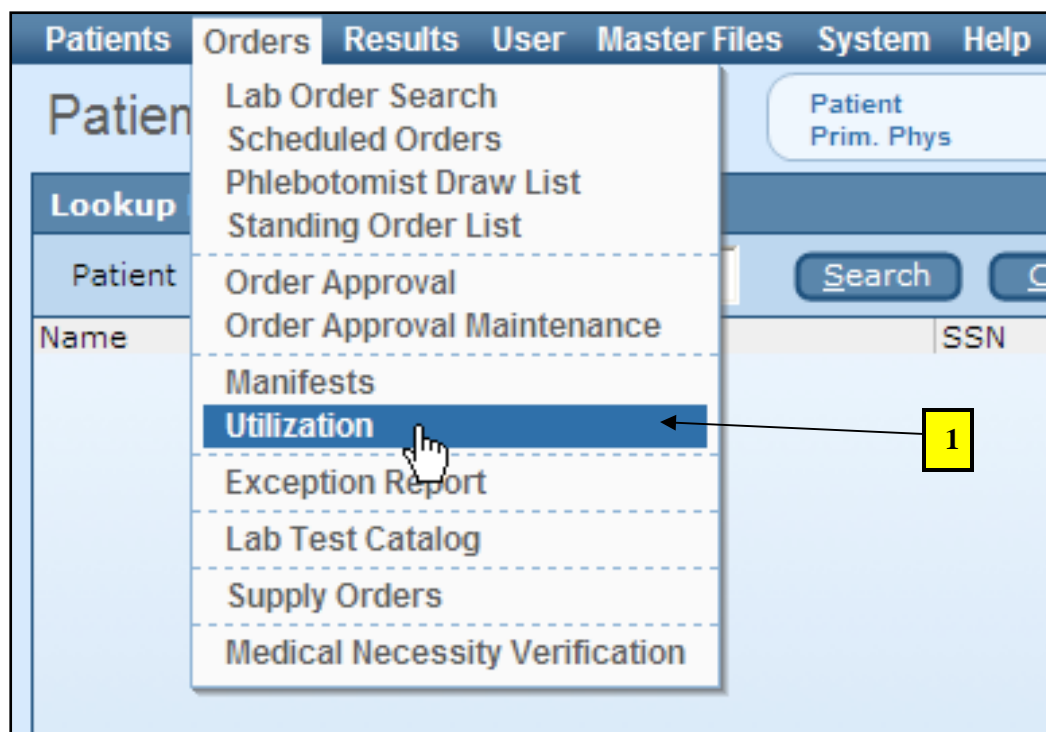
6. Click OK.



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 software interface with a top navigation bar containing 'Patients', 'Orders', 'Results', 'User', 'Master Files', and 'System'. Below this is a 'Patient Search' section with a 'Lookup By' dropdown menu. A yellow box with the number '1' points to the 'Change Password' option in the 'User' menu. The 'Patient Search' section also includes a 'Patient' input field, a 'Search' button, and a table with columns 'Name' and 'ID'.

2. Enter the **Old Password**.

3. Enter a **New Password**.

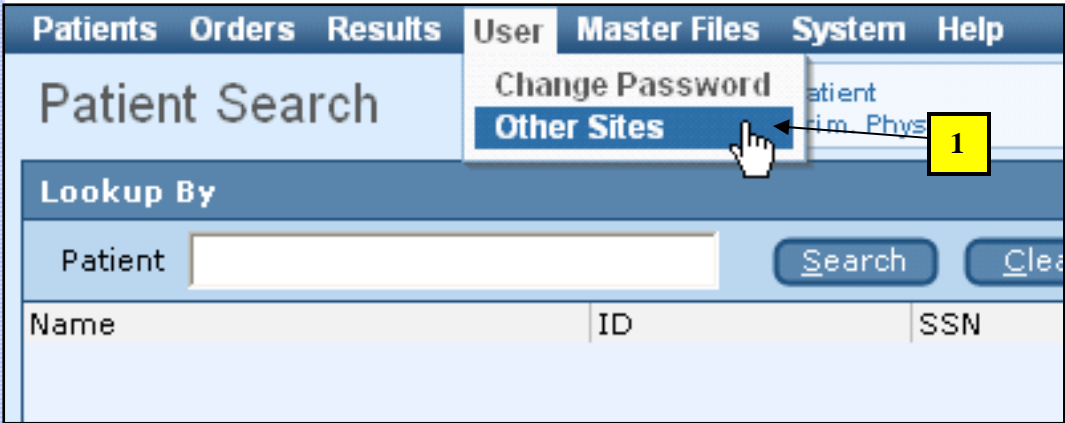
4. **Confirm** the new password by entering it again.

5. Click **Save New Password**.

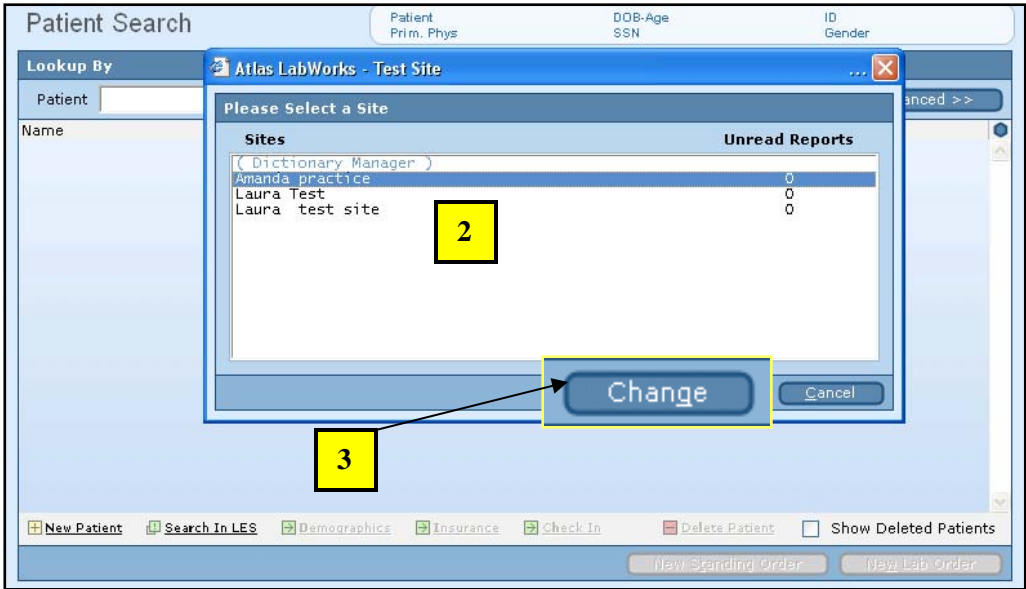
The screenshot shows the 'Change Password' form. A yellow box with the number '2' points to the 'Old Password' input field. A yellow box with the number '3' points to the 'New Password' input field. A yellow box with the number '4' points to the 'Confirm Password' input field. A yellow box with the number '5' points to the 'Save New Password' button. The form also displays 'Change Password for: McGann, Laura'.

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

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.

Data Entry	Scheduled	Order ID	Order Name
01/24/06 20:46	02/24/06 22:35	00LTS120000028	Bertr
01/24/06 20:46	03/24/06 22:35	00LTS120000029	Bertr
		00LTS120000030	Bertr
		00LTS120000031	Bertr
		00LTS120000032	Bertr

Information for "Order" Link

The View Order link is used to view a read-only report of the original highlighted order. Clicking this link will open a report which includes patient demographics, order information, test codes, test names, ICD-9 codes, and the test status. The report can then be printed by clicking the "Print Report" link.

http://192.168.83.228/lvwebapps/dialogs/lwLinkInform... Internet

Patient Search

Lookup By: Patient [Search] [Clear] [Recently Selected Patients]

Fields: Name, ID, SSN, DOB, Gender, City

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.

ATLAS LABWORKS

Atlas LabWorks™ is a browser-based program that uses the World Wide Web to connect clinical facilities to laboratories. With the connectivity of the Web, Atlas LabWorks is an efficient ordering, tracking, and reporting system that can be used to:

- Order laboratory tests
- Enter and track patient information
- Receive test results for patients
- Print reported results
- Print cumulative reports

On-line Help

The information contained in this Help system can be used as tutorial and reference material while using LabWorks. Refer to the Help topics to learn more about anything from general procedures to step-by-step instructions for using advanced functions.

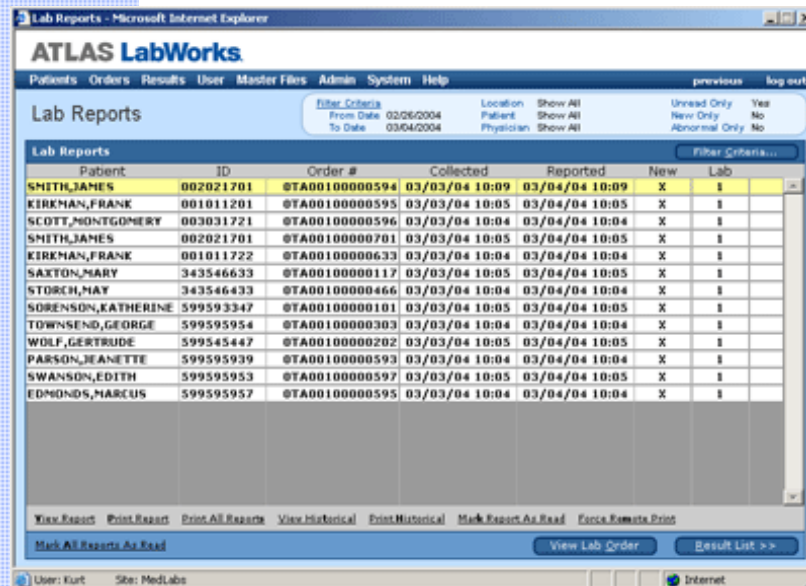
Appendix B

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.



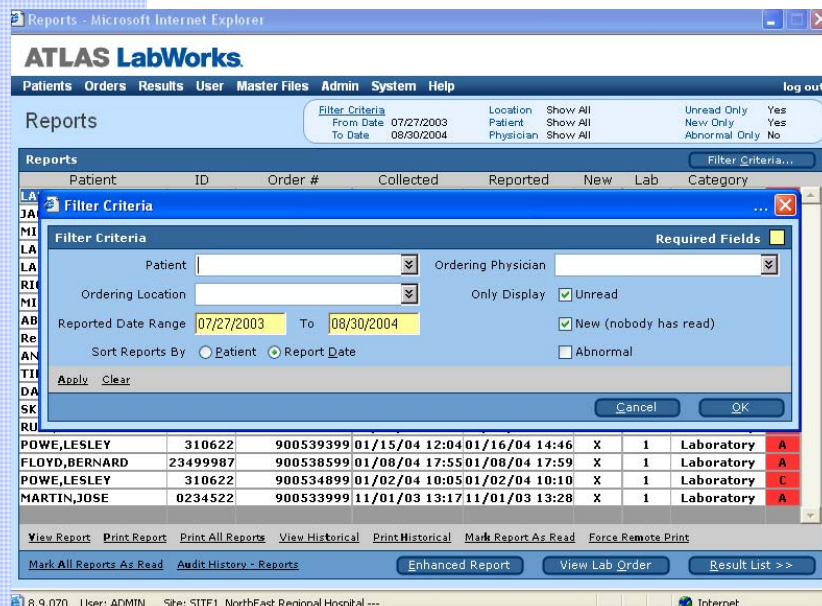
To review only the results in a report, select a report on the list and then click the **Result List** button.

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.