



# PARKVIEW

## HEALTH LABORATORIES

<http://lab.parkview.com>

# Atlas LabWorks User Guide Table of Contents

<a href="#">Technical Support</a> .....	1
<a href="#">Online Test Directory</a> .....	2
<a href="#">Log into Portal.Parkview account</a> .....	3
<a href="#">Log into Atlas account</a> .....	5
<a href="#">Placing a New Lab Order</a> .....	7
<a href="#">Creating a New Standing Order</a> .....	20
<a href="#">Standing Order List</a> .....	27
<a href="#">ICD-9 Codes and Medical Necessity</a> .....	28
<a href="#">Creating a New Patient</a> .....	34
<a href="#">Copy to Physicians or Non Physician Practitioners</a> .....	40
<a href="#">Discharging and Deleting Patients</a> .....	42
<a href="#">Patient Lab Reports</a> .....	45
<a href="#">Reprinting Requisitions and Labels</a> .....	48
<a href="#">Phlebotomy Draw List</a> .....	50
<a href="#">Standing Order List for Review</a> .....	53

# Support for Atlas LabWorks

## **Portal.Parkview.com and Atlas Password Issues:**

Parkview Information Systems Department: 260-373-8500

## **Atlas LabWorks Issues/Support:**

Physician Offices, please call Parkview Health Laboratories I.S.  
Department: 260-266-1520

Long Term Care Facilities; please call Parkview Lab Phlebotomy  
Department: 260-266-1626

## **Please report on-going or unresolved issues to:**

Jesse Stanton, Marketing Representative  
Phone: 260-266-1507 Cell: 260-241-5090  
Email: [Jesse.Stanton@parkview.com](mailto:Jesse.Stanton@parkview.com)

-or-

Tisa Burnham, Client Services Representative  
Phone: 260-266-1514, Cell: 260-446-1609  
Email: [Tisa.Burnham@parkview.com](mailto:Tisa.Burnham@parkview.com)

Parkview Health Laboratories  
Online Test Directory  
Log on to:

<http://lab.parkview.com>

- Most up to date testing information
- Quick search option to find the information you need
- Links to Approved Medical Necessity Diagnosis Codes

**Parkview Health Laboratory: Test Directory - Microsoft Internet Explorer**

Address: <http://lab.parkview.com/>

**PARKVIEW HEALTH LABORATORIES**

Home Test Directory About Us Patient Information Lab Links PHL Clients

**Test Directory** [Employee Login](#)

Search:  Search Clear Search [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Test Name	Alternative Names	Included Tests	Medical Necessity Applies	PHL Test Code	View Details
11-Deoxycortisol	Compound S			11DEO	<a href="#">View Details</a>
17-Hydroxycorticosteroids, 24-hour Urine	Hydroxycorticosteroids-17, 24-hour Urine			17HYD	<a href="#">View Details</a>
17-Hydroxyprogesterone				17PRO	<a href="#">View Details</a>
17-Ketosteroids, 24-hour Urine				17KST	<a href="#">View Details</a>
Abnormal Bleeding Time		Activated Partial Thromboplastin Time (APTT); Bleeding Time Simplate; D-Dimer Quantitative; Fibrinogen; Platelet Count (PLT); Prothrombin Time (PT)	Yes	ABF	<a href="#">View Details</a>
ABO				ABO	<a href="#">View Details</a>
ABO Neonatal				NABO	<a href="#">View Details</a>
ABO, Rh Type	Blood Type	ABO; Rh Type		ABORH	<a href="#">View Details</a>

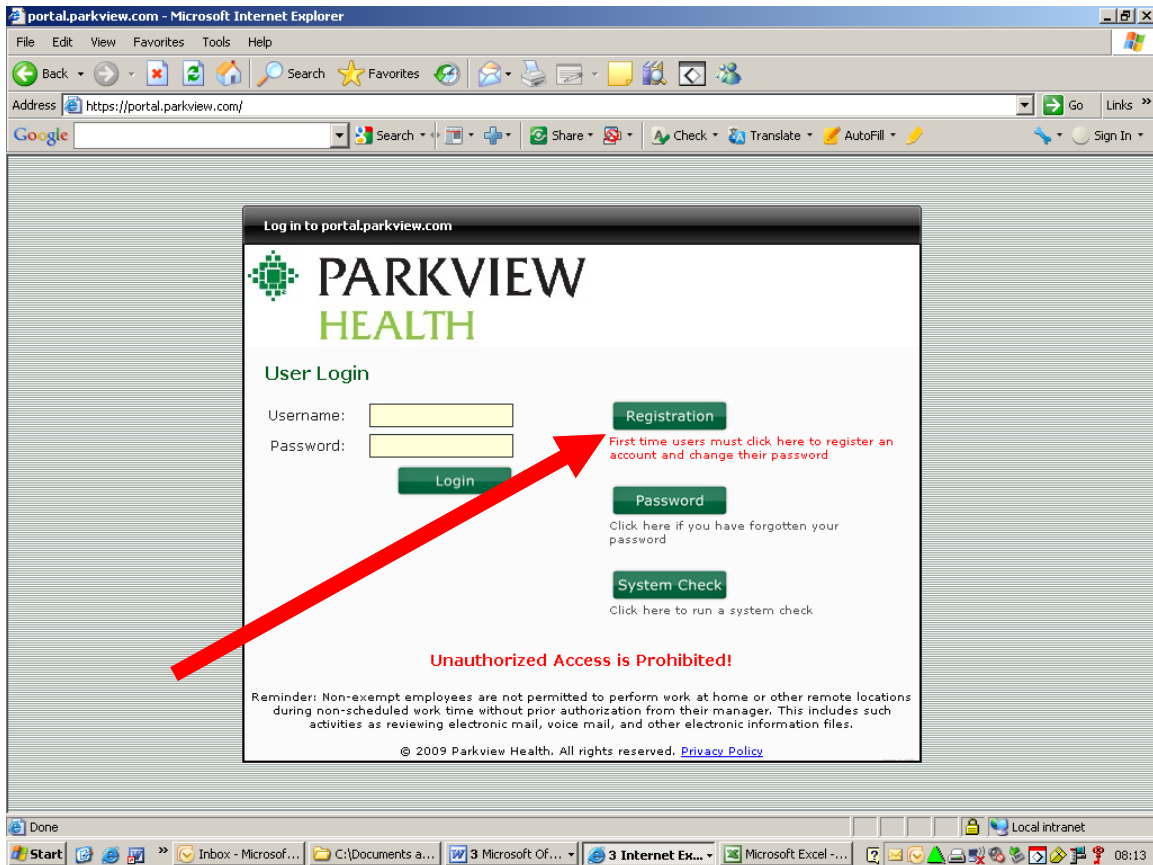
To locate the following detail testing information click on “View Details”

- Medical Necessity Documentation – links to approved ICD-9 codes \*See Addendum C link
- Specimen Requirements
- Collection Instructions
- Minimum Volume
- Temperature and Stability
- Reference Ranges
- Methodology
- Turn around Time
- Days Performed
- Sites Performed
- Ordering Codes
- Alternative Test Names
- CPT Coding

## Parkview Health Laboratories Atlas LabWorks Web-base system

### Logging in to Parkview.portal.com

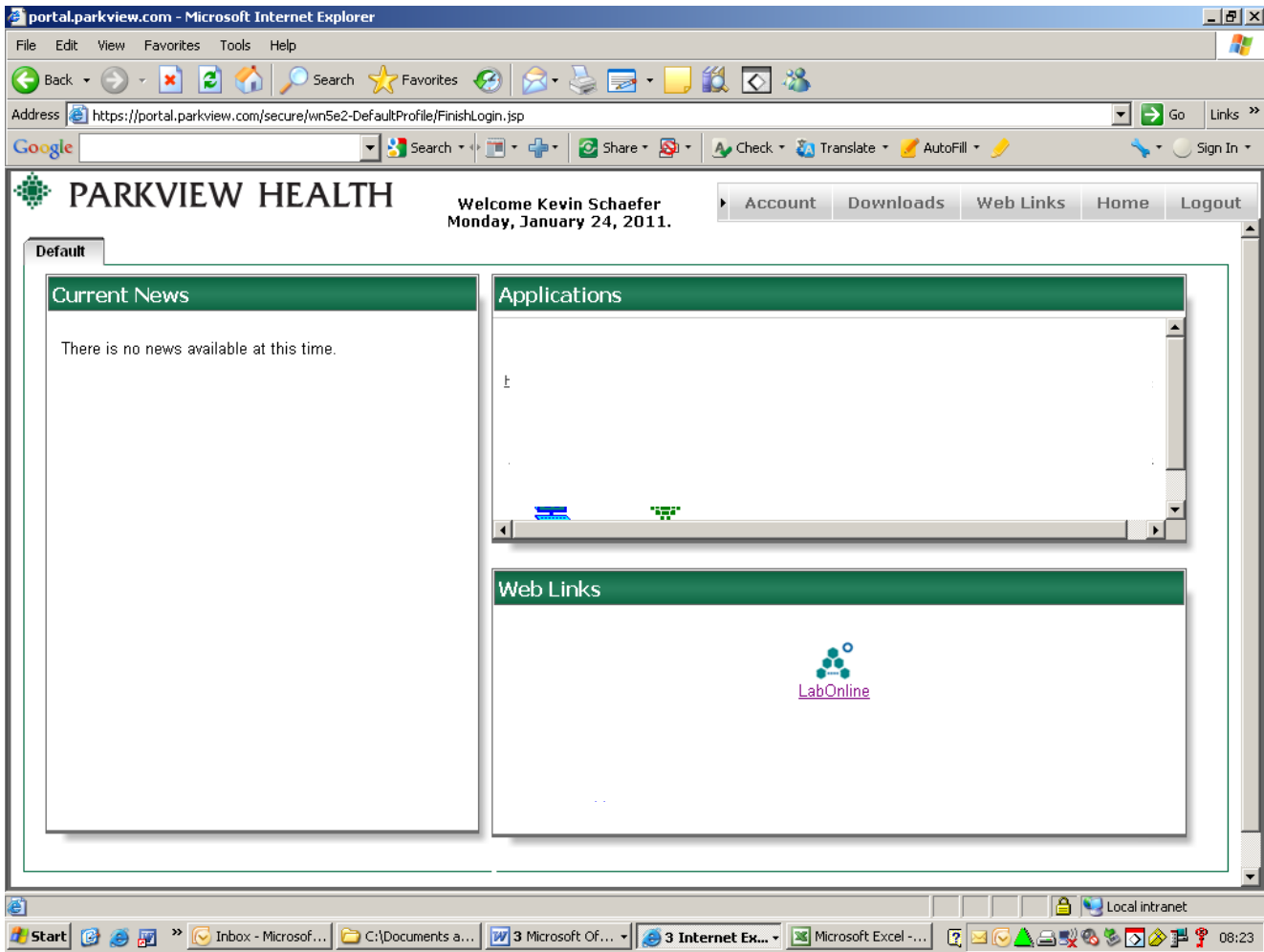
### First Time Users Log In Directions



1. Click on the [Registration] button
2. Type in your Username (your assigned A number)
3. Type in your temporary password Temp password is set to the following format:  
First Initial of your first name and first initial of your last name followed by your last 4 digits of your social security or employee ID number (last 4 digits you provided when you signed Atlas agreement). Example: AB9999
4. You will be prompted to change your password

Please call Parkview Health Information System's Help Desk at 260-373-8500, with any problems logging into Portal.Parkview.com

# portal.parkview.com



1. Once you have logged in to Parkview.portal.com, you see the  [LabOnline](#) icon

2. Double click on the icon to receive the Atlas LabWorks log in page

**Parkview Health Laboratories  
Atlas LabWorks Web-base system**

**Log In page**

**PARKVIEW**  
TRUSTED CARE

**PARKVIEW**  
HEALTH

User Name

Password

**Login** **Exit**

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[ActiveX Installation & Browser Settings](#)

- 1. Type in User Name (your assigned A number)**
- 2. Type in your temporary password of “welcome”**
- 3. You will be prompted to change your password**

**Parkview Health Laboratories  
Atlas LabWorks Web-base system**



**PARKVIEW**  
TRUSTED CARE | **PARKVIEW**  
**HEALTH**

User Name

Password

[Login](#) [Exit](#)

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[ActiveX Installation & Browser Settings](#)

**Please log in using your User Name and Password**

## NON PVH Client – User

### To place a new lab order

The screenshot shows the 'Patient Search' interface for Parkview Health Laboratory Services. The interface includes a navigation bar with 'Patients', 'Orders', 'Results', 'User', and 'Help'. Below this is a search area with a 'Patient' input field, a 'Search' button, and a 'Clear' button. There are also checkboxes for 'Prim. Phys', 'DOB-Age', 'SSN', and 'ID Gender'. A 'Recently Selected Patients' checkbox and an 'Advanced >>' button are also present. The main area is a table with columns for Name, ID, SSN, DOB, Gender, and City. At the bottom of the search area, there are buttons for 'New Patient', 'Demographics', 'Insurance', 'Delete Patient', and 'Show Deleted Patients'. A large red arrow points to the 'New Patient' button.

### Search for Patient Records

The patient search screen opens by default.

1. Type in the patient's last name, first name (full or partial) and click on the [Search] button.

## Patient Search Continue

**PARKVIEW HEALTH** Laboratory Services

Patients Orders Results User Master Files System Help [log out](#)

**Patient Search** Patient: ATLAS,PATIENT1 Prim. Phys. DOB-Age: 06/23/1973 - 37 Y SSN: ID: PFWMON00648 Gender: Female

Lookup By: Patient  Search Clear  Recently Selected Patients [Advanced >>](#)

Name	ID	SSN	DOB	Gender	City
AIDET,ADAM	02012645		12/11/1982	Male	Fort Wayne
ALLIGATOR,ALLY	02014407	050-99-0010	04/23/1999	Male	Fort Wayne
ARMADILLO,TANK	02014443	040-65-1300	07/13/1929	Male	Fort Wayne
ATLAS,DONNA JANE	PFWMON00509	000-12-1234	12/09/1945	Female	HUNTERTOWN
ATLAS,LEV	PFWMON00862		01/04/2010	Male	FT WAYNE
<b>ATLAS,PATIENT1</b>	<b>PFWMON00648</b>		<b>06/23/1973</b>	<b>Female</b>	<b>Fort Wayne</b>
ATLAS,PATIENT1	02062449		06/23/1973	Female	Fort Wayne
ATLAS,PATIENT10	02060010		01/23/1945	Male	Fort Wayne
ATLAS,PATIENT10	PFWMON00751				
ATLAS,PATIENT2	PFWMON00649		02/14/1970	Male	Fort Wayne
ATLAS,PATIENT2	PFWMON00748		02/14/1970	Male	Fort Wayne
ATLAS,PATIENT3	PFWMON00650		03/05/2007	Male	Fort Wayne
ATLAS,PATIENT4	PFWMON00652		04/28/1989	Female	Fort Wayne
ATLAS,PATIENT4	PFWMON00749				
ATLAS,PATIENT5	PFWMON00653		03/28/2009	Male	Fort Wayne
ATLAS,PATIENT5	PFWMON00750				
ATLAS,PATIENT6	PFWMON00654		06/23/1973	Male	Fort Wayne

New Patient  Demographics  Insurance  Delete / Undelete Reasons  Show Deleted Patients  
 Check In  Delete Patient

[New Standing Order](#) [New Lab Order](#)

[Go to Patient Search](#)  
[Patient Lab Reports](#)  
[Results History](#)  
[Cumulative Reports](#)  
[Order History](#)  
[Orders Pending Results](#)  
[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](#)

2. Click on the correct patient's name, which will highlight in yellow.
3. Click on the [New Lab Order] button
4. Go to page 8 to continue order.

**Note:** If the patient does not exist, continue to page 4.

## To Create a New Patient

**PARKVIEW HEALTH Laboratory Services**

Patients Orders Results User Help previous log out

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

Details Insurance

**Details** Required Fields

Billing Type Insurance

Name (L F M)

AKA

Marital Status

Patient ID PATAVA00033 Auto Assign ID

SSN

DOB

Physician

Gender

Language

Ethnicity

Address

City

State ZIP Code

Phone #

E-mail

Drivers License

Notes

Guarantor Billing Alliances Contacts New Standing Order

Unassigned Insurance Providers

Insurance Provider Name	Insurance Provider Type	Pre Approved/Local	Policy #	Group #
-------------------------	-------------------------	--------------------	----------	---------

Assign Insurance Provider Remove Insurer View Insurance Provider Details

New Lab Order Save

Go to Patient Search

Patient Lab Reports

Results History

Cumulative Reports

Order History

Orders Pending Results

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

1. Select the appropriate Billing Type
2. Enter patient demographics, Highlighted fields are required.
3. Then click insurance tab to fill in the patient primary insurance information. If subscriber information is the same as the patient's click, [Copy Subscriber] information from patient.

### Billing Types:

- **Account:** Select this billing type if you wish the labs to be billed to the office
- **Insurance:** Select this billing type if you wish for the patient's insurance to be billed for the lab services rendered
- **Medicaid:** Select this insurance type if you want the lab to bill Medicaid for laboratory testing performed
- **Medicare:** Select this insurance type if you want the lab to bill Medicare for laboratory testing
- **Patient:** Select this insurance type if you want the lab to bill the patient directly for services rendered

## Guarantor Information

The screenshot displays the 'Patient Demographics' page in the Parkview Health Laboratory Services system. The 'Insurance Providers' tab is active, showing details for 'AETNA CHICKERING PPO'. A modal window titled 'Atlas LabWorks - Test Site' is open, displaying the 'Guarantor Details' form. The form fields are highlighted in yellow, indicating they are required. The fields include: Name (L, F, MI), Address, City, State, ZIP, Phone, Relationship (dropdown), SSN, DOB, Gender (dropdown), and Guarantor ID #. At the bottom of the modal, there are checkboxes for 'Copy From Patient' and 'Copy From Primary Insurer', along with 'Cancel' and 'OK' buttons. The background page shows various navigation links and search options on the right side.

To enter guarantor information, click the yellow highlighted **[Guarantor]** link.

It is also acceptable to: click copy from Patient or Copy from Primary Insurer to fill these fields. Then, click **[OK]**

## Secondary Insurance Information

**PARKVIEW HEALTH Laboratory Services**

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

**Patient Demographics** Patient: ATLAS, JANE Prim. Phys: Edlund, James DOB-Age: 01/10/2010 - 0 Y ID: PATAVA00043 Gender: Male

Details Insurance

**Insurance Providers** Pre-Approved Local Required Fields

**Primary Insurer** Insurance Providers

**Insurer** filter by:  Medicare  Medicaid Clear Insurer Data

AETNA CHICKERING PPO Status: Policy #: 23335446

Network: Responsible Party (L F MI): Group ID #: 121336544

Issue Date: Expires:

Subscriber (L F MI): ATLAS JANE Relationship: Self

Address: 123 LAEY RD Gender: Male

City, State ZIP Code: FORT WAYNE, IN 46805 SSN: DOB: 01/10/2010

Employer: UNKNOWN Phone: (260)123-4569

[Copy Subscriber Information From Patient](#) [Print MSP Questionnaire](#) [Add Secondary Insurer](#)  Patient Signed MSP  
[Set Insurance Ordinality](#)

[Guarantor](#) [MRN List](#) [Allergies](#) [Contacts](#) [New Standing Order](#) [New Lab Order](#) [Save](#)  
[Questionnaires](#) [New Patient](#)

**Unassigned Insurance Providers**

Insurance Provider Name	Insurance Provider Type	Pre Approved/Local	Policy #	Group #
<a href="#">Assign Insurance Provider</a> <a href="#">Remove Insurer</a> <a href="#">View Insurance Provider Details</a>				

[Go to Patient Search](#)  
[Patient Lab Reports](#)  
[Results History](#)  
[Cumulative Reports](#)  
[Order History](#)  
[Orders Pending Results](#)  
[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](#)

### To Enter Secondary Insurance:

1. First complete the Primary insurance and [Save].
2. Next, click on the [Add Secondary Insurer] link.

## Secondary Insurance Information, continue

**PARKVIEW HEALTH** Laboratory Services

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

**Patient Demographics** Patient: ATLAS, JANE Prim. Phys: Edlund, James DOB-Age: 01/10/2010 - 0 Y SSN ID: PATAVA00043 Gender: Male

Go to Patient Search

Insurance Providers Pre-Approved Local Required Fields

**Secondary Insurer** filter by: Medicare Medicaid Clear Insurer Data

Insurer: AETNA CORESOURCE PPO Status: Network: Responsible Party (L F MI): ATLAS JANE Issue Date: Group ID #: Expires: Policy #: Policy #

Subscriber (L F MI): ATLAS JANE Relationship: Self Gender: Address: SSN: City, State ZIP Code: DOB: Employer: Phone: Patient Signed MSP

Copy Subscriber Information From Patient Print MSP Questionnaire Add Secondary Insurer

Set Insurance Ordinality

Guarantor MRN List Allergies Contacts New Standing Order Questionnaires New Patient New Lab Order Save

**Unassigned Insurance Providers**

Insurance Provider Name	Insurance Provider Type	Pre Approved/Local	Policy#	Group#
-------------------------	-------------------------	--------------------	---------	--------

Assign Insurance Provider Remove Insurer View Insurance Provider Details

Go to Lab Order Search

Go to Lab Report Search

Go to Lab Test Catalog

Select secondary insurer, and complete required fields.  
Please provide as much information as possible, and click [Save].

If patient has tertiary insurance, click [Add Tertiary Insurer] and repeat the process.

Click on [New Lab Order] and proceed to page 9

## Patient Demographics

**PARKVIEW HEALTH Laboratory Services**

Patients Orders Results User Help log out

**Patient Search** Patient: HARMONY, ADAM DOB-Age: 08/18/1986 - 24 Y ID: PATAVA00024  
Prim. Phys: Test, Doctor SSN: Gender: Male

Lookup By: Patient: HAR

Name	ID
HARMONY, ADAM / PEACE, ADAM	PATAVA00024
HARMONY, BAILEY / PEACE, BAILEY	PATAVA00024
HARMONY, DARRYL	PATAVA00024

**Demographic Data**

Billing Type: Patient  
Last Name: HARMONY  
First Name: ADAM  
Middle Name:  
AKA: PEACE, ADAM  
Patient ID: PATAVA00024  
SSN:  
DOB: 08/18/1986  
Gender: Male  
Address: 328 LEY ROAD  
  
City, State, ZIP: Fort Wayne , INDIANA , 46825  
Phone #: (260)555-1212

**Primary Insurance Data**

Primary Insurer:  
Policy#:

**Secondary Insurance Data**

Secondary Insurer:  
Policy#:

Cancel Edit Continue

**3. The patient demographics screen will appear to verify the existing info. If changes are needed click on [Edit]. If all info is correct, click [Continue].**

## Placing a Lab Order

**PARKVIEW HEALTH Laboratory Services**

Patients Orders Results User Master Files System Help previous log out

### New Lab Order

Patient: ALLIGATOR,ALLY DDB-Age: 04/23/1999 - 11 Y ID: 02014407  
Prim. Phys: BABU MD,SUNIL SSN: 060-89-0010 Gender: Male  
Ord. Phys: Order #: FWMON0003645

Order Info Tests ICD-9s Questions

#### Lab Order Information

Order #: FWMON0003645 Required to Save  Required to Order

Ordr.Phys: AGGARWAL,MD,LAK  
Account: FWMON  
Billing Type: Medicare  
Ins Network:   
User: Burnham,Tisa  
Collection Date: 12/02/2010 Time: 15:20  
Draw Location: FW Med Onc Hemo Jeff  
Specimen Collector's Initials: txb  
Chart #:   
Report Notes:   
Notes to Lab:   
Tubes/Containers: Copy Results To

Draw Options:  In Office Now  In Office Later  PSC  
Stat Order:  Stat Order  Fasting

Primary Insurer: MEDICARE TRADITIONAL Medicare # eerr555  
Ins Type: Medicare Subscriber: ALLIGATOR,ALLY  
Resp Party: ALLIGATOR,ALLY Group ID #   
Secondary Ins.: CIGNA Policy # 1239414123  
Ins Type: Subscriber: ALLIGATOR,ALLY  
Resp Party: ALLIGATOR,ALLY Group ID # 623

Cancel Continue >>

- Draw Options:** **In office now** or **In Office Later**. If the patient will be drawn now, click on that radial button. In Office Later (please see procedure for Future Draws)
1. Verify or Enter Ordering Physician
  2. Enter Collection Time
  3. Enter Collector's Initials
  4. Lab Notes: Enter any pertinent notes to Lab –
  5. Report Notes: These notes will print on the lab report, example: Fasting or Non fasting
  6. Click on the **[Copy Results To]** link to request a copy of results to be sent to a physician or non-physician practitioner

If you choose a **Stat Orders**: They auto transmit to Lab Immediately

Click **[Continue >>]**

## Test Selection

**PARKVIEW HEALTH Laboratory Services**

Patients Orders Results User Help previous log out

**New Lab Order**

Patient: ATLAS, TISA | DOB-Age: 05/21/1973 - 37 Y | ID: PATAYAA00033  
Prim. Phys: Jan, Abdair | SSN: | Gender: Female  
Ord. Phys: | Order #: ATAYAA0000504

Go to Patient Search

Order Info Tests ICD-9s Questions

Order Tests

Tests: [Search Box] filter by: Code Name Mnemonic

Short List

Site Physician Specialty

<input type="checkbox"/> ALT-Alanine Aminotransf...	<input type="checkbox"/> AST-Aspartate Aminotrans...	<input type="checkbox"/> Basic Metabolic Panel	<input type="checkbox"/> Blood Urea Nitrogen
<input type="checkbox"/> Bun and Creatinine Panel	<input type="checkbox"/> Carbamazepine	<input type="checkbox"/> Chemistry Panel 6	<input type="checkbox"/> Complete Blood Count
<input type="checkbox"/> Complete Blood Count wit...	<input type="checkbox"/> Comprehensive Metabolic ...	<input type="checkbox"/> Creatinine	<input type="checkbox"/> Glucose
<input type="checkbox"/> Glycohemoglobin	<input type="checkbox"/> Hematocrit	<input type="checkbox"/> Iron Profile	<input type="checkbox"/> Levetiracetam
<input type="checkbox"/> Lipid Panel	<input type="checkbox"/> Liver Profile	<input type="checkbox"/> Phenytoin	<input type="checkbox"/> Potassium

Ordered Test Code

Delete All Tests Test Catalog

Tubes/Containers Copy Results To

Cancel Continue >>

Go to Lab Order Search

Go to Lab Report Search

Go to Lab Test Catalog

- Patient Lab Reports
- Results History
- Cumulative Reports
- Order History
- Orders Pending Results
- Demographics
- Insurance
- New Lab Order
- New Standing Order
- Standing Order List

There are two methods to select tests:

1. drop down menu
2. short list.

The short list is displayed on the page. To select one of these tests, check the box next to the test name.

In the drop down field you can enter a partial name and click enter and a drop down list will appear. As seen on the next page.

## Test Selection, continue

**PARKVIEW HEALTH Laboratory Services**

Patients Orders Results User Help previous log out

**New Lab Order**

Patient: ATLAS,TISA | DOB-Age: 05/21/1973 - 37 Y | ID: PATAYA00033  
Prim. Phys: Jan,Abdali | SSN: | Gender: Female  
Ord. Phys: | Order #: ATAYA0000504

Order Info Tests ICD-9s Questions

Order Tests

Tests: alb filter by:  Code  Name  Mnemonic

Short	Mnemonic	Test Name	CPT
<input checked="" type="checkbox"/>	ALB	Albumin	82040
<input type="checkbox"/>	ALB	Albright Hereditary Osteodystrophy	83912, 83904 X 18, 83890, 83894
<input type="checkbox"/>	ALB	Albright Hereditary Osteodystrophy	83912, 83904 X 18, 83890, 83894
<input type="checkbox"/>	ALB	Albright Hereditary Osteodystrophy	83912, 83904 X 18, 83890, 83894
<input checked="" type="checkbox"/>	ALB	Albumin	82040
<input type="checkbox"/>	ALB	Albumin, Fluid	82042
<input type="checkbox"/>	Lipid		

Ordered Test	Code	Delete
Complete Blood Count with Differential	CBCWD	Delete
Carbamazepine	CARB	Delete

Delete All Tests Test Catalog

Tubes/Containers Copy Results To Cancel Continue >>

- Go to Patient Search
- Patient Lab Reports
- Results History
- Cumulative Reports
- Order History
- Orders Pending Results
- 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

After choosing the desired tests, tests will appear at the bottom of the screen under **Ordered Test**.

Enter all requested tests.

Click [Continue >>]

## Select an ICD-9 Code(s)

The screenshot shows the 'New Lab Order' interface for Parkview Health Laboratory Services. The patient information is ATLAS, TISA Jan, Abdali, DOB-Age 05/21/1973 - 37 Y, ID PATAYA00033, Prim. Phys Jan, Abdali, SSN ATAYA0000507, Ord. Phys, Order # ATAYA0000507, Gender Female. The 'Apply ICD-9s to Selected Tests' table shows 'Hematocrit' with ICD-9s '285.9'. Below this is a 'Short List' of ICD-9 codes with checkboxes, where '285.9 ANEMIA NOS' is checked. The interface also includes a 'Delete ICD-9s' section, a filter by dropdown (Code, Name, Mnemonic), and a 'Continue >>' button.

**A diagnosis MUST be entered, up to 4 per test.**

The short list, drop down menu, or an ICD-9 code may simply be entered.

Choose appropriate diagnoses assigned by the physician or ordering practitioner.

- Choose from the short list or type a diagnosis, then click on [Continue>>]

The Medical Necessity Checker will automatically check the diagnoses to determine if it meets CMS medical necessity guidelines.

- **If the ABN passes,** it will automatically continue with the order
- **If the ABN fails,** the LCD/NCD field will be flagged as **FAILED**. Further diagnosis is needed to meet the medically necessity requirement mandate by CMS. Proceed to next page for directions on entering and rechecking additional diagnoses.

ABN form will automatically print when order is completed.

## Entering new ICD-9 Codes

PARKVIEW HEALTH Laboratory Services

Patients Orders Results User Help previous log out

Patient: HARMONY, ADAM DOB-Age: 08/18/1986 - 24 Y ID: PATAYVA00024  
Prim. Phys Test, Doctor SSN: Order #: ATAYVA0000533 Gender: Male

New Standing Order

Order Info Tests ICD-9s Questions Recurrence

Apply ICD-9s to Selected Tests

LCD/NCD	Reason	ABN	Ordered Test	ICD-9s
FAILED	LCD/NCD	Print on ABN	Magnesium	244.9

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

ICD-9: [input] filter by:  Code  Name  Mnemonic

Short List  Site  Physician  Specialty

<input type="checkbox"/> 414.9 CHR ISCHEM...	<input type="checkbox"/> 780.39 CONVULSIONS NEC	<input type="checkbox"/> 434.91 CRBL ART OCL N...	<input type="checkbox"/> 250.10 DMII KETO NT ST ...
<input type="checkbox"/> 250.00 DMII W/O ...	<input type="checkbox"/> 453.40 DVT/EMBLSM LO...	<input type="checkbox"/> 345.90 EPILEP NOS W/O ...	<input type="checkbox"/> 333.4 HUNTINGTON'S CH...
<input type="checkbox"/> 272.4 HYPERTEN...	<input type="checkbox"/> 401.9 HYPERTENSION NOS	<input checked="" type="checkbox"/> 244.9 HYPOTHYROIDISM ...	<input type="checkbox"/> V58.64 LONG-TERM ANTI...
<input type="checkbox"/> V58.61 LONG-TERM USE ...	<input type="checkbox"/> V58.69 LONG-TERM USE ...	<input type="checkbox"/> 780.79 MALAISE AND FAT...	<input type="checkbox"/> 278.01 MORBID OBESITY
<input type="checkbox"/> 715.98 OSTEOANTHRO N...	<input type="checkbox"/> 263.9 PROTEIN-CAL MAL...	<input type="checkbox"/> 272.0 PURE HYPERCHOLE...	<input type="checkbox"/> 586 RENAL FAILURE NOS

Tubes/Containers Copy Results To [Cancel] [Continue >>]

If the Diagnoses **fails**:

- Highlight the test in Question,
- Click on [Delete ICD-9s] link
- Highlight unwanted ICD9 code and click on [Delete] then [Close]

## Entering new ICD-9 Codes, continue

PARKVIEW HEALTH Laboratory Services

Patients Orders Results User Help previous log out

New Standing Order Patient: HARMONY, ADAM DOB-Age: 08/18/1986 - 24 Y ID: PATAVIA00024  
Prim. Phys Test, Doctor SSN Gender: Male  
Ord. Phys Order #: ATAVIA0000533

Order Info Tests ICD-9s Questions Recurrence

Apply ICD-9s to Selected Tests

LCD/NCD	Reason	ABN	Ordered Test	ICD-9s
FAILED	LCD/NCD	Print on ABN	Magnesium	244.9

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

filter by:  Code  Name  Mnemonic

List  Site  Physician  Specialty

<input type="checkbox"/>	414.9	CHR ISCHEMIC HR...	<input type="checkbox"/>	780.39	CONVULSIONS NEC	<input type="checkbox"/>	434.91	CRBL ART OCL N...	<input type="checkbox"/>	250.10	DMII KETO NT ST ...
<input type="checkbox"/>	250.00	DMII WO CMP NT ...	<input type="checkbox"/>	453.40	DVT/EMBLSM LO...	<input type="checkbox"/>	345.90	EPILEP NOS W/O ...	<input type="checkbox"/>	333.4	HUNTINGTON'S CH...
<input type="checkbox"/>	272.4	HYPERLIPIDEMIA N...	<input type="checkbox"/>	401.9	HYPERTENSION NOS	<input checked="" type="checkbox"/>	244.9	HYPOTHYROIDISM ...	<input type="checkbox"/>	V58.64	LONG-TERM ANTI...
<input type="checkbox"/>	V58.61	LONG-TERM USE ...	<input type="checkbox"/>	V58.69	LONG-TERM USE ...	<input type="checkbox"/>	780.79	MALAISE AND FAT...	<input type="checkbox"/>	278.01	MORBID OBESITY
<input type="checkbox"/>	715.98	OSTEOARTHRO N...	<input type="checkbox"/>	263.9	PROTEIN-CAL MAL...	<input type="checkbox"/>	272.0	PURE HYPERCHOLE...	<input type="checkbox"/>	586	RENAL FAILURE NOS

Tubes/Containers Copy Results To Cancel Continue >>

1. Re-enter new ICD-9 code(s)
2. Click on [Recheck ICD-9s] link.
3. When continue is clicked.....requisition and specimen labels will automatically print.

## Creating A New Standing Order

### 1. Select required patient or click New Patient to create a new Patient record.

PARKVIEW HEALTH Laboratory Services

Patients Orders Results User Help log out

Patient Search Patient: HARMONY, ADAM Prim. Phys: Test, Doctor DOB-Age: 08/18/1986 - 24 Y ID: PATAVA00024 SSN: Gender: Male

Lookup By Patient: HARMONY Search Clear Recently Selected Patients Advanced >>

Name	ID	SSN	DOB	Gender	City
HARMONY, ADAM / PEACE, ADAM	PATAVA00024		08/18/1986	Male	Fort Wayne
HARMONY, BAILEY / PEACE, BAILEY	PATAVA00026		11/12/1993	Female	Fort Wayne
HARMONY, DARRYL	PATAVA00027		05/05/1971	Male	Fort Wayne

New Patient Demographics Insurance Delete Patient Show Deleted Patients

New Standing Order New Lab Order

Go to Patient Search

- Patient Lab Reports
- Results History
- Cumulative Reports
- Order History
- Orders Pending Results
- 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

- ### 2. Click on new standing order.
- Follow the steps for placing a basic lab order and click continue through each tab.

**PARKVIEW HEALTH Laboratory Services**

Patients Orders Results User Help previous log out

**New Standing Order**

Patient: HARMONY, ADAM DOB-Age: 08/18/1986 - 24 Y ID: PATAVA00024  
 Prim. Phys: Test, Doctor SSN: Order #: ATAVA0000531 Gender: Male

Order Info Tests ICD-9s Questions Recurrence

**Standing Order Information** Required to Save  Required to Order

Order #: ATAVA0000531  
 Ord Phy: Test, Doctor  
 Account: ATAVA  
 Billing Type: Patient  
 Ins Network:

**Draw Options**  
 In Office  PSC   
 User: BURNHAM, TISA  
 Ord Location:

Stat Order  Fasting  
 Specimen Collector's Initials:   
 Floor #: 200 Room #: 201  
 Chart #:

Report Notes:

Notes to Lab:

Insurance Edit

Tubes/Containers [Copy Results To](#) Cancel Continue >>

[Go to Patient Search](#)  
[Patient Lab Reports](#)  
[Results History](#)  
[Cumulative Reports](#)  
[Order History](#)  
[Orders Pending Results](#)  
[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](#)

1. Verify or enter the ordering physician, ordering location, floor, and room number.
2. On this screen report copy doctors can be added by clicking the 'Copy Results To' link.

## Test(s) Selection

The screenshot displays the 'New Lab Order' page in the Parkview Health Laboratory Services system. At the top, there is a navigation bar with 'Patients', 'Orders', 'Results', 'User', and 'Help'. Below this, patient information is shown: Patient ATLAS, TISA; Prim. Phys Jan, Abdali; Ord. Phys. The patient's DOB is 05/21/1973 (37 Y), SSN is ATAVA0000504, ID is PATAVA00033, and Gender is Female. The page has tabs for 'Order Info', 'Tests', 'ICD-9s', and 'Questions'. The 'Tests' tab is active, showing a search bar and a 'filter by:' dropdown with options for 'Code', 'Name', and 'Mnemonic'. A 'Short List' of tests is displayed with checkboxes, including ALT-Alanine Aminotransf..., AST-Aspartate Aminotrans..., Basic Metabolic Panel, Blood Urea Nitrogen, Bun and Creatinine Panel, Carbamazepine, Chemistry Panel 6, Complete Blood Count, Complete Blood Count wit..., Comprehensive Metabolic ..., Creatinine, Glucose, Glycohemoglobin, Hematocrit, Iron Profile, Levetiracetam, Lipid Panel, Liver Profile, Phenytoin, and Potassium. Below the list is a table with columns 'Ordered Test' and 'Code'. At the bottom of the test selection area, there are buttons for 'Delete All Tests', 'Test Catalog', 'Tubes/Containers', 'Copy Results To', 'Cancel', and 'Continue >>'. On the right side of the page, there is a vertical menu with buttons for 'Go to Patient Search', 'Patient Lab Reports', 'Results History', 'Cumulative Reports', 'Order History', 'Orders Pending Results', 'Demographics', 'Insurance', 'New Lab Order', 'New Standing Order', and 'Standing Order List'. Further down are buttons for 'Go to Lab Order Search', 'Go to Lab Report Search', and 'Go to Lab Test Catalog'.

1. Select the test needed by typing the test name or choose from the Short List.
2. Click on [Continue>>] when finished

**\*If unable to locate specific laboratory test(s) by name or code, please refer to Online Test Directory instructions.**

## Choose an appropriate Diagnosis

PARKVIEW HEALTH Laboratory Services

Patients Orders Results User Help previous log out

Patient HARMONY, ADAM DOB: Age 08/18/1986 - 24 Y ID PATAYA00024  
Prim. Phys Test, Doctor SSN Order # ATAYA0000533 Gender Male

New Standing Order

Order Info Tests ICD-9s Questions Recurrence

Apply ICD-9s to Selected Tests

LCD/NCD	Reason	ABN	Ordered Test	ICD-9s
FAILED	LCD/NCD	Print on ABN	Magnesium	244.9

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

ICD-9 filter by:  Code  Name  Mnemonic

Short List  Site  Physician  Specialty

Go to Patient Search

- Patient Lab Reports
- Results History
- Cumulative Reports
- Order History
- Orders Pending Results
- Demographics
- Insurance
- New Lab Order
- New Standing Order
- Standing Order List

Go to Lab Order Search

**A diagnosis MUST be entered, up to 4 per test.**

The short list, drop down menu, or an ICD-9 code may simply be entered.

Choose appropriate diagnoses assigned by the physician or ordering practitioner.

Choose from the short list or type a diagnosis, then click on [Continue>>]

The Medical Necessity Checker will automatically check the diagnoses to determine if it meets CMS medical necessity guidelines.

- **ABN pass**, then continue
- **ABN fail**, further diagnosis is needed.

If the Diagnosis **fails**:

- Highlight the test in Question,
- Click on [Delete ICD-9s]
- Highlight ICD9 code and click on [Delete] then [Close]
- Re-enter new ICD9 code
- Click on [Recheck ICD-9] link to check new ICD-9 codes

## Look up approved ICD-9 codes that meet medical necessity

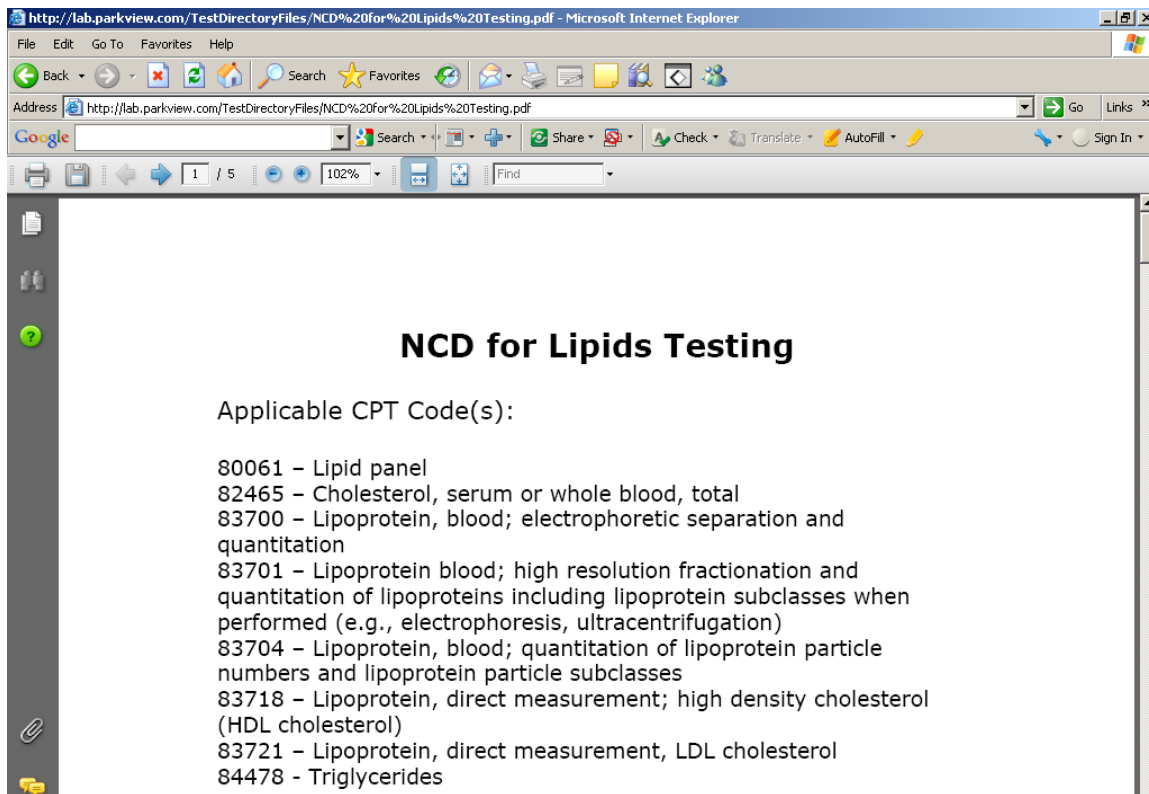
The screenshot shows the 'New Lab Order' page for a patient named HARMONY, ADAM. The 'Tests' tab is active, displaying a 'Short List' of various lab tests such as 'ALT-Alanine Aminotransf...', 'AST-Aspartate Aminotrans...', 'Basic Metabolic Panel', and 'Blood Urea Nitrogen'. At the bottom of the page, a red arrow points to the 'Test Catalog' link in the footer area.

1. Click on the Tests Tab
2. Click on the [Tests Catalog] link

The screenshot shows the 'Lookup Test By' page. The 'Test Name' field contains 'Lipid Panel' and the 'Test Code' field contains 'LIPID'. Below these fields are tabs for 'Test Info', 'Test Specimens', 'Test Results', 'Test Questions', 'Test Schedule', 'Tech Info', and 'Other Info'. The 'Test Info' tab is selected, showing details like 'Ordering Lab: PARKVIEW HEALTH LABORATO', 'Performing Lab: PARKVIEW HEALTH LABORATO', and 'Accession Group: CHEMISTRY'. At the bottom, a red arrow points to the 'External Catalog' link.

3. Enter name of test in question
4. Click on the [External Catalog] link
5. Page will be redirected to the test information page on Parkview Lab's online test directory.
6. Click on [Addendum C] link to review approved ICD-9 codes, which will cover medical necessity. (see next page for an example)
7. Close the Windows Explorer page when finished
8. Click on [OK] in Atlas when finished
9. Click on [Continue>>] to return to ICD-9 tab to enter new diagnosis if applicable.

## Example of Addendum C



The screenshot shows a Microsoft Internet Explorer browser window. The address bar contains the URL: <http://lab.parkview.com/TestDirectoryFiles/NCD%20for%20Lipids%20Testing.pdf>. The browser's menu bar includes File, Edit, Go To, Favorites, and Help. The toolbar contains icons for Back, Forward, Stop, Home, Search, Favorites, and other browser functions. The main content area displays a PDF document with the following text:

### NCD for Lipids Testing

Applicable CPT Code(s):

- 80061 – Lipid panel
- 82465 – Cholesterol, serum or whole blood, total
- 83700 – Lipoprotein, blood; electrophoretic separation and quantitation
- 83701 – Lipoprotein blood; high resolution fractionation and quantitation of lipoproteins including lipoprotein subclasses when performed (e.g., electrophoresis, ultracentrifugation)
- 83704 – Lipoprotein, blood; quantitation of lipoprotein particle numbers and lipoprotein particle subclasses
- 83718 – Lipoprotein, direct measurement; high density cholesterol (HDL cholesterol)
- 83721 – Lipoprotein, direct measurement, LDL cholesterol
- 84478 - Triglycerides

**\*Note: All diagnosis must be present in patient's chart. Selection of approved diagnosis not supported by documentation is illegal and must be avoided.**

## Recurrence Tab

The screenshot shows the 'New Standing Order' form in the Parkview Health Laboratory Services system. The 'Recurrence' tab is selected. The form includes fields for Start Date (01/04/2011), End Date (07/04/2011), and Number of Orders (-OR-). The Occurrence Frequency is set to Weekly, with 'Mon' selected. A calendar icon is visible next to the date fields. The form also includes a 'Click here to select date(s)' link and a 'Continue >>' button.

PARKVIEW HEALTH Laboratory Services

Patients Orders Results User Help previous log out

New Standing Order

Patient: ATLAS,TISA DOB-Age: 05/21/1973 - 37 Y ID: 123456789  
Prim. Phys: Jan,Abdali SSN: 123-45-6789 Gender: Female  
Ord. Phys: Order #: ATAYA0000896

Order Info Tests ICD-9s Questions Recurrence

Standing Order Recurrence

Recurrence Pattern

Start Date: 01/04/2011

End Date: 07/04/2011

-OR-

Number of Orders: [ ]

Occurrence Frequency

Daily

Weekly

Monthly

Individual Dates

Every 1 weeks(s) on:

Sun  Mon  Tue  Wed

Thur  Fri  Sat

Click here to select date(s)

Tubes/Containers Copy Results To

Cancel Continue >>

Go to Patient Search

Patient Lab Reports

Results History

Cumulative Reports

Order History

Orders Pending Results

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

1. Enter the date the tests are to begin.
2. Enter the date the tests will end OR the number of orders.  
\*\* Standing Orders are only good for 364 days. \*
3. Select how frequent the tests will be performed. The **Weekly** and **Monthly** options each require specific information.

- **Weekly:** Choose routine lab day for each week (Example: Choose the day of the week with frequency every 2, 4, 6 weeks)
- **Monthly:** Choose routine lab day for the monthly frequency (Example: Every 3, 6 or 9 months, choosing which week and day of the month)

Click [Continue>>] when finished

The Standing order list will automatically be displayed.

## Standing Order List

**PARKVIEW HEALTH Laboratory Services**

Patients Orders Results User Master Files System Help previous log out

**Standing Order List** Patient: TEST,PARKVIEW Prim. Phys: Test,Doctor DOB-Age: 01/01/1930 - 81 Y SSN: 991-09-4792 Gender: Male

Created ...	Start Date	End Date	# Of Occurrences	Authorizer	Expired	Patient	Tests
01/24/11	01/24/11	02/07/11	3 - Weekly, every 1	e103237	No	TEST,PARKVIEW	Lipid Panel
01/05/11	01/24/11	01/02/12	12 - Monthly, every 1	Not Authorized	No	TEST,PARKVIEW	Cholesterol
12/02/10	12/03/10	12/11/10	2 - Weekly, every 1	e101442	Yes	TEST,PARKVIEW	Hematocrit
12/02/10	12/03/10	12/11/10	2 - Weekly, every 1	e101442	Yes	TEST,PARKVIEW	Glucose
12/02/10				Not Authorized	No	TEST,PARKVIEW	
10/01/10	10/05/10	11/16/10	4 - Weekly, every 2	e106939	Yes	TEST,PARKVIEW	Digoxin

Export Grid Edit Standing Order Delete Standing Order Cancel

Show All Orders Search Authorize Standing Order

**Scheduled Orders** Selected Standing Order  Display Pre-Draw Orders Only

Date	Scheduled	Order ID	Ord Phys	Status

Order Delete Order Edit Order Perform Order

**Tests for Selected Template #ITEST0000293**

Test Code	Test Name	Status	ICD-9 Codes	Passed LCD/NCD	Lab
CHOL	Cholesterol	Standing Order	008.1, 250.00, 24	Not Performed	PARKVIEW HEALTH LA

Open Test Catalog Search Chained Reasons View Test Details

On the Standing Order List Screen, displays Standing orders for the current patient.

All Standing orders must be authorize in order to complete the request.

To Review an Order that is unauthorized:

Click on an order that is Unauthorized. Hold mouse over [#of Occurrences] to review criteria of order.

If order is not correct, click on the **[Edit Standing Order]** link and make appropriate changes.

If order is correct, click on **[Authorize Standing Order]** link.

Individual orders will be generated, and displayed in middle section of screen.

1. To Perform an individual Order Click 'Perform Order'. Then, follow the same steps as a regular order. **(See directions on page #)**

## ICD-9 Codes and Medical Necessity

The screenshot shows the 'New Lab Order' screen in the Parkview Health Laboratory Services system. At the top, there's a navigation bar with 'Patients', 'Orders', 'Results', 'User', and 'Help'. Below that, patient information is displayed: Patient ATLAS, TISA, Prim. Phys Jan, Abdali, Ord. Phys. DOB-Age 05/21/1973 - 37 Y, SSN, Order # ATAVA0000507, ID PATAYA00033, Gender Female. The main section is titled 'New Lab Order' and has tabs for 'Order Info', 'Tests', 'ICD-9s', and 'Questions'. The 'ICD-9s' tab is active, showing a table with 'Ordered Test' and 'ICD-9s'. The 'Hematocrit' test is listed with ICD-9 code 285.9. Below the table is a 'Delete ICD-9s' section and an 'ICD-9' input field with a filter by 'Code', 'Name', or 'Mnemonic'. A 'Short List' of ICD-9 codes is provided, including 285.1 AC POSTHEMORRH..., 285.9 ANEMIA NOS, 008.1 ARIZONA ENTERITIS, 428.0 CHF NOS, 414.9 CHR ISCHEMIC HR..., 780.39 CONVULSIONS NEC, 434.91 CRBL ART OCL N..., 250.10 DMII KETO NT ST ..., 250.00 DMII WO CMP NT ..., 453.40 DVT/EMBLSM LO..., 345.90 EPILEP NOS W/O ..., 333.4 HUNTINGTON'S CH..., 272.4 HYPERLIPIDEMIA N..., 401.9 HYPERTENSION NOS, 244.9 HYPOTHYROIDISM ..., V58.64 LONG-TERM ANTI..., V58.61 LONG-TERM USE ..., V58.69 LONG-TERM USE ..., 780.79 MALAISE AND FAT..., 278.01 MORBID OBESITY. At the bottom, there are 'Tubes/Containers' and 'Copy Results To' fields, and 'Cancel' and 'Continue >>' buttons. On the right side, there are several search and report buttons: 'Go to Patient Search', 'Patient Lab Reports', 'Results History', 'Cumulative Reports', 'Order History', 'Orders Pending Results', 'Demographics', 'Insurance', 'New Lab Order', 'New Standing Order', 'Standing Order List', 'Go to Lab Order Search', 'Go to Lab Report Search', and 'Go to Lab Test Catalog'.

**A diagnosis MUST be entered, up to 4 per test.**

**Choose appropriate diagnoses assigned by the physician or ordering practitioner.**

- **Choose from the short list or type a diagnosis, or code, then click on [Continue>>]**

**The Medical Necessity Checker will automatically check the diagnoses to determine if it meets CMS medical necessity guidelines.**

- **If the ABN passes,** it will automatically continue with the order
- **If the ABN fails,** the LCD/NCD field will be flagged as **FAILED**. Further diagnosis is needed to meet the medically necessity requirement mandate by CMS. Proceed to next page for directions on entering and rechecking additional diagnoses. **\*Note: If no approved ICD-9 codes are available, an ABN form will automatically print when order is completed.**

## Entering new ICD-9 Codes

PARKVIEW HEALTH Laboratory Services

Patients Orders Results User Help previous log out

New Standing Order Patient: HARMONY, ADAM DOB-Age: 08/18/1986 - 24 Y ID: PATAYA00024  
Prim. Phys Test, Doctor SSN: ATAYA0000533 Gender: Male  
Ord. Phys

Order Info Tests ICD-9s Questions Recurrence

Apply ICD-9s to Selected Tests

LCD/NCD	Reason	ABN	Ordered Test	ICD-9s
FAILED	LCD/NCD	Print on ABN	Magnesium	244.9

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

ICD-9 [ ] filter by:  Code  Name  Mnemonic

Short List  Site  Physician  Specialty

<input type="checkbox"/> 414.9 CHR ISCHEM...	<input type="checkbox"/> 780.39 CONVULSIONS NEC	<input type="checkbox"/> 434.91 CRBL ART OCL N...	<input type="checkbox"/> 250.10 DMII KETO NT ST ...
<input type="checkbox"/> 250.00 DMII W/O ...	<input type="checkbox"/> 453.40 DVT/EMBLMS LO...	<input type="checkbox"/> 345.90 EPILEP NOS W/O ...	<input type="checkbox"/> 333.4 HUNTINGTON'S CH...
<input type="checkbox"/> 272.4 HYPERTENSI... N...	<input type="checkbox"/> 401.9 HYPERTENSION NOS	<input checked="" type="checkbox"/> 244.9 HYPOTHYROIDISM ...	<input type="checkbox"/> V58.64 LONG-TERM ANTI...
<input type="checkbox"/> V58.61 LONG-TERM USE ...	<input type="checkbox"/> V58.69 LONG-TERM USE ...	<input type="checkbox"/> 780.79 MALAISE AND FAT...	<input type="checkbox"/> 278.01 MORBID OBESITY
<input type="checkbox"/> 715.98 OSTEOARTHRO N...	<input type="checkbox"/> 263.9 PROTEIN-CAL MAL...	<input type="checkbox"/> 272.0 PURE HYPERCHOLE...	<input type="checkbox"/> 586 RENAL FAILURE NOS

Tubes/Containers Copy Results To Cancel Continue >>

If the Diagnosis fails:

- Highlight the test in Question,
- Click on **[Delete ICD-9s]** link
- Highlight unwanted ICD9 code and click on **[Delete]** then **[Close]**

## Entering new ICD-9 Codes, continue

**PARKVIEW HEALTH** Laboratory Services

Patients Orders Results User Help previous log out

**New Standing Order** Patient: HARMONY, ADAM DOB-Age: 08/18/1986 - 24 Y ID: PATAYA00024  
Prim. Phys: Test, Doctor SSN: Order #: ATAYA0000533 Gender: Male

Order Info Tests ICD-9s Questions Recurrence

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

LCD/NCD	Reason	ABN	Ordered Test	ICD-9s
FAILED	LCD/NCD	Print on ABN	Magnesium	244.9

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

filter by:  Code  Name  Mnemonic

List  Site  Physician  Specialty

<input type="checkbox"/>	414.9	CHR ISCHEMIC HR...	<input type="checkbox"/>	780.39	CONVULSIONS NEC	<input type="checkbox"/>	434.91	CRBL ART OCL N...	<input type="checkbox"/>	250.10	DMII KETO NT ST ...
<input type="checkbox"/>	250.00	DMII WO CMP NT ...	<input type="checkbox"/>	453.40	DVT/EMBLSM LO...	<input type="checkbox"/>	345.90	EPILE NOS W/O ...	<input type="checkbox"/>	333.4	HUNTINGTON'S CH...
<input type="checkbox"/>	272.4	HYPERLIPIDEMIA N...	<input type="checkbox"/>	401.9	HYPERTENSION NOS	<input checked="" type="checkbox"/>	244.9	HYPOTHYROIDISM ...	<input type="checkbox"/>	V58.64	LONG-TERM ANTI...
<input type="checkbox"/>	V58.61	LONG-TERM USE ...	<input type="checkbox"/>	V58.69	LONG-TERM USE ...	<input type="checkbox"/>	780.79	MALAISE AND FAT...	<input type="checkbox"/>	278.01	MORBID OBESITY
<input type="checkbox"/>	715.98	OSTEOARTHRO N...	<input type="checkbox"/>	263.9	PROTEIN-CAL MAL...	<input type="checkbox"/>	272.0	PURE HYPERCHOLE...	<input type="checkbox"/>	586	RENAL FAILURE NOS

Tubes/Containers Copy Results To Cancel Continue >>

4. Re-enter new ICD-9 code(s)
5. Click on **[Recheck ICD-9s]** link.
6. When **[Continue>>]** is clicked.....requisition and specimen labels will automatically print.

## Look up approved ICD-9 codes that meet medical necessity

**PARKVIEW HEALTH** *Laboratory Services*

Patients Orders Results User Help previous log out

**New Lab Order** Patient: HARMONY, ADAM  
Prim. Phys: Test, Doctor  
Ord. Phys:   
DOB-Age: 08/18/1986 - 24 Y  
SSN:   
Order #: ATAYA0000618  
ID: PATAYA00024  
Gender: Male

Order Info Tests **ICD-95** Questions

**Order Tests**

Tests  filter by:  Code  Name  Mnemonic

**Short List**  Site  Physician  Specialty

<input type="checkbox"/> ALT-Aspartate Aminotransferase	<input type="checkbox"/> AST-Aspartate Aminotransferase	<input type="checkbox"/> Basic Metabolic Panel	<input type="checkbox"/> Blood Urea Nitrogen
<input type="checkbox"/> Bun and Creatinine Panel	<input type="checkbox"/> Carbamazepine	<input type="checkbox"/> Complete Blood Count	<input type="checkbox"/> Complete Blood Count with Platelets
<input type="checkbox"/> Comprehensive Metabolic Panel	<input type="checkbox"/> Creatinine	<input type="checkbox"/> Glucose	<input type="checkbox"/> Glycohemoglobin
<input type="checkbox"/> Hemoglobin A1c	<input type="checkbox"/> Iron Profile	<input type="checkbox"/> Levetiracetam	<input type="checkbox"/> Lipid Panel
<input type="checkbox"/> Liver Profile	<input type="checkbox"/> Magnesium	<input type="checkbox"/> Phenytoin	<input type="checkbox"/> Potassium

Ordered Test Code

[Test Catalog](#)

**Navigation Links:**  
Go to Patient Search  
Patient Lab Reports  
Results History  
Cumulative Reports  
Order History  
Orders Pending Results  
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

10. Click on the "Tests" Tab
11. Click on the [Tests Catalog] link

**Lookup Test By**

Code
  Name
  Mnemonic
 [Clear](#)

Test Name: 
 Selected Profile:

Component:

Test Name: 
 Test Code:

[Test Info](#)
[Test Specimens](#)
[Test Results](#)
[Test Questions](#)
[Test Schedule](#)
[Tech Info](#)
[Other Info](#)

Ordering Lab: 
 Active Date: 
 Active
  Scheduled

Performing Lab: 
 Inactive Date: 
 Billable
  Auto Finalize

Accession Group: 
 ABN Price: 
 Pathology
  Not Orderable

Billing Name: 
 Infectious
  Reference Lab

When Ordering, this Test Requires:

A Separate Lab Order

A Separate Accession Number

Resulted by Non-HL7 Image


LCD/NCD Failure Type:

Test Can Be Ordered:  Times

Within:

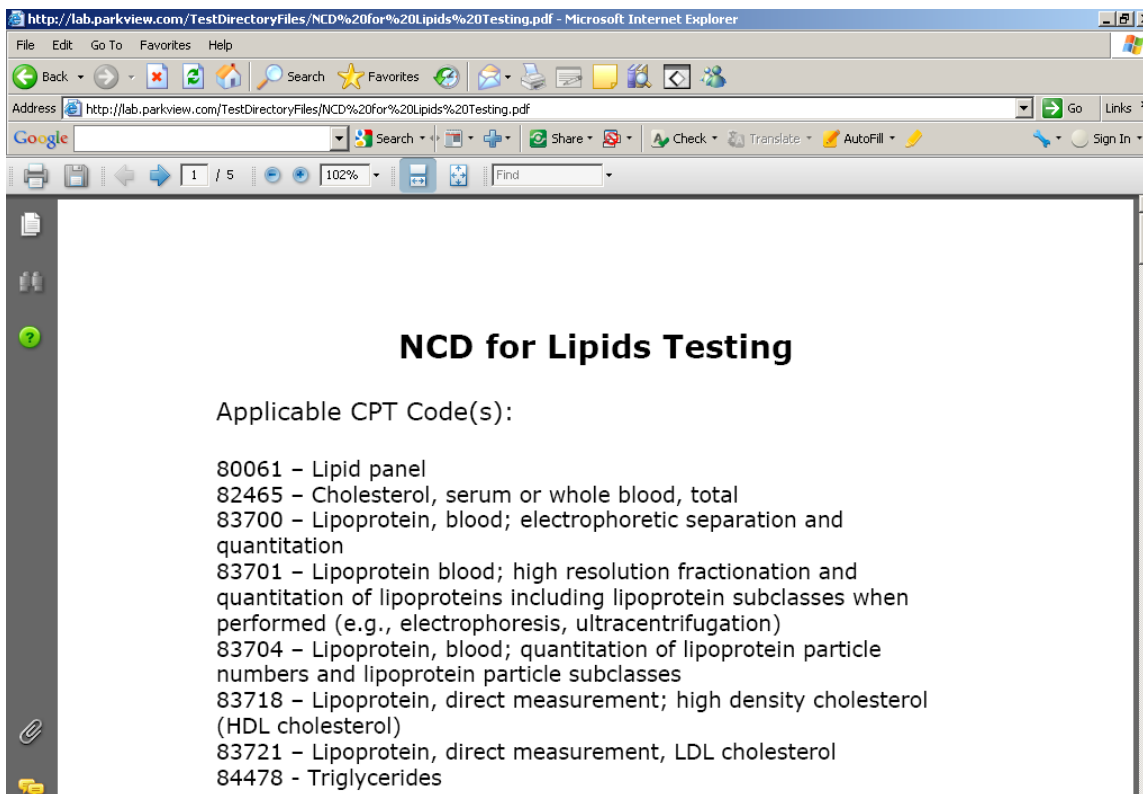
Applicable Gender:

[Test](#)
[External Catalog](#)
[UI Options](#)



12. Enter name of test in question
13. Click on the [External Catalog] link
14. Page will be redirected to the test information page on Parkview Lab's online test directory.
15. Click on [Addendum C] link to review approved ICD-9 codes. (see next page for an example)
16. Close the Windows Explorer page when finished
17. Click on [OK] in Atlas when finished
18. Click on [Continue>>] to return to ICD-9 tab to enter new diagnosis if applicable.

## Example of Addendum C



The screenshot shows a Microsoft Internet Explorer browser window. The address bar contains the URL: <http://lab.parkview.com/TestDirectoryFiles/NCD%20for%20Lipids%20Testing.pdf>. The browser interface includes a menu bar (File, Edit, Go To, Favorites, Help), a toolbar with navigation buttons (Back, Forward, Stop, Refresh, Home), a search bar, and a status bar at the bottom showing page 1 of 5 and a zoom level of 102%. The main content area displays a PDF document with the following text:

### NCD for Lipids Testing

Applicable CPT Code(s):

- 80061 – Lipid panel
- 82465 – Cholesterol, serum or whole blood, total
- 83700 – Lipoprotein, blood; electrophoretic separation and quantitation
- 83701 – Lipoprotein blood; high resolution fractionation and quantitation of lipoproteins including lipoprotein subclasses when performed (e.g., electrophoresis, ultracentrifugation)
- 83704 – Lipoprotein, blood; quantitation of lipoprotein particle numbers and lipoprotein particle subclasses
- 83718 – Lipoprotein, direct measurement; high density cholesterol (HDL cholesterol)
- 83721 – Lipoprotein, direct measurement, LDL cholesterol
- 84478 - Triglycerides

**\*Note: All diagnosis must be present in patient’s chart.  
Selection of approved diagnosis not supported by  
documentation is illegal and must be avoided.**

## To Create a New Patient

The screenshot shows the 'Patient Search' interface in the Parkview Health Laboratory Services system. At the top, there is a navigation bar with links for Patients, Orders, Results, User, Master Files, System, and Help. Below this is a search area with a 'Patient' input field, a 'Search' button, and a 'Clear' button. There are also checkboxes for 'Prim. Phys', 'DOB-Age', 'SSN', and 'Gender'. A 'Lookup By' section contains a 'Patient' input field, a 'Search' button, a 'Clear' button, a checkbox for 'Recently Selected Patients', and an 'Advanced >>' button. Below the search area is a table with columns for Name, SSN, DOB, Gender, and City. At the bottom, there is a toolbar with links for '+ New Patient', 'Check In', 'Demographics', 'Delete / Undelete Reasons', 'Insurance', and 'Delete Patient'. There is also a checkbox for 'Show Deleted Patient' and buttons for 'New Standing Order' and 'New Lab Order'.

PARKVIEW HEALTH *Laboratory Services*

Patients Orders Results User Master Files System Help previous log

Patient Search Patient Prim. Phys DOB-Age SSN Gender

Lookup By Patient Search Clear Recently Selected Patients Advanced >>

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

+ New Patient Check In Demographics Delete / Undelete Reasons Show Deleted Patient  
Insurance Delete Patient

New Standing Order New Lab Order

### 4. Click on [New Patient] link



**Billing Types:**

- **Account:** Select this billing type if you wish the labs to be billed to the office
- **Insurance:** Select this billing type if you wish for the patient's insurance to be billed for the lab services rendered
- **Medicaid:** Select this insurance type if you want the lab to bill Medicaid for laboratory testing performed
- **Medicare:** Select this insurance type if you want the lab to bill Medicare for laboratory testing
- **Patient:** Select this insurance type if you want the lab to bill the patient directly for services rendered

# Guarantor Information

The screenshot shows the 'Insurance Providers' section of the Parkview Health Laboratory Services web application. A modal window titled 'Atlas LabWorks - Test Site' is open, displaying a 'Guarantor Details' form. The form includes the following fields:

- Name (L, F MI)
- Address
- City, State ZIP
- Phone
- Relationship
- SSN
- DOB
- Gender
- Guarantor ID #

At the bottom of the modal, there are two options: 'Copy From Patient' and 'Copy From Primary Insurer'. The main interface also shows a 'Guarantor' link highlighted in yellow, which is pointed to by a red arrow.

8. To enter guarantor information, click the yellow highlighted **[Guarantor]** link.
9. It is also acceptable to: click copy from Patient or Copy from Primary Insurer to fill these fields. Then, click **[OK]**

# Secondary Insurance Information

**PARKVIEW HEALTH Laboratory Services**

Patients Orders Results User Help [send orders to lab](#) [previous](#) [log out](#)

Patient: ATLAS, JANE Prim. Phys: Edlund, James DOB-Age: 01/10/2010 - 0 Y SSN: ID: PATAYA00043 Gender: Male

### Patient Demographics

Details Insurance

#### Insurance Providers

Pre-Approved  Local Required Fields

##### Primary Insurer

filter by:  Medicare  Medicaid [Clear Insurer Data](#)

Insurer: **AETNA CHICKERING PPO** Status:

Network:  Policy #: **23335446**

Responsible Party (L F MI):    Group ID #: **121336544**

Issue Date:  Expires:

Subscriber (L F MI): **ATLAS** **JANE** Relationship: **Self**

Address: **123 LAEY RD** Gender: **Male**

City, State ZIP Code: **FORT WAYNE, IN 46805** SSN:

Employer: **UNKNOWN** DOB: **01/10/2010** Phone: **(260)123-4569**

[Copy Subscriber Information From Patient](#) [Print MSP Questionnaire](#) [Add Secondary Insurer](#)  Patient Signed MSP

[Set Insurance Ordinality](#) [Guarantor](#) [MRN List](#) [Allergies](#) [Contacts](#) [New Standing Order](#) [Questionnaires](#) [New Patient](#) [New Lab Order](#) [Save](#)

#### Unassigned Insurance Providers

Insurance Provider Name	Insurance Provider Type	Pre Approved/Local	Policy#	Group#
-------------------------	-------------------------	--------------------	---------	--------

[Assign Insurance Provider](#) [Remove Insurer](#) [View Insurance Provider Details](#)

[Go to Patient Search](#)  
[Patient Lab Reports](#)  
[Results History](#)  
[Cumulative Reports](#)  
[Order History](#)  
[Orders Pending Results](#)  
[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](#)

## To Enter Secondary Insurance:

1. First complete the Primary insurance and click on [Save].
2. Next, click on the [Add Secondary Insurer] link.

## Secondary Insurance Information, continue

**PARKVIEW HEALTH Laboratory Services**

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

**Patient Demographics** Patient: ATLAS, JANE Prim. Phys: Edlund, James DOB-Age: 01/10/2010 - 0 Y SSN ID: PATAVA00043 Gender: Male

Go to Patient Search

Patient Lab Reports Results History Cumulative Reports Order History Orders Pending Results 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

**Insurance Providers** Pre-Approved Local Required Fields

**Secondary Insurer** Insurance Providers

Insurer filter by: Medicare Medicaid Clear Insurer Data

AETNA CORESOURCE PPO Status

Network Policy #

Responsible Party (L F MI) ATLAS JANE Group ID #

Issue Date Expires

Subscriber (L F MI) ATLAS JANE Relationship Self

Address Gender

City, State ZIP Code SSN

Employer DOB

Phone

Copy Subscriber Information From Patient Print MSP Questionnaire Add Secondary Insurer Patient Signed MSP

Set Insurance Ordinality

Guarantor MRN List Allergies Contacts New Standing Order

Questionnaires New Patient

New Lab Order Save

**Unassigned Insurance Providers**

Insurance Provider Name	Insurance Provider Type	Pre Approved/Local	Policy#	Group#
-------------------------	-------------------------	--------------------	---------	--------

Assign Insurance Provider Remove Insurer View Insurance Provider Details

**Select secondary insurer name from list, and complete required fields.**

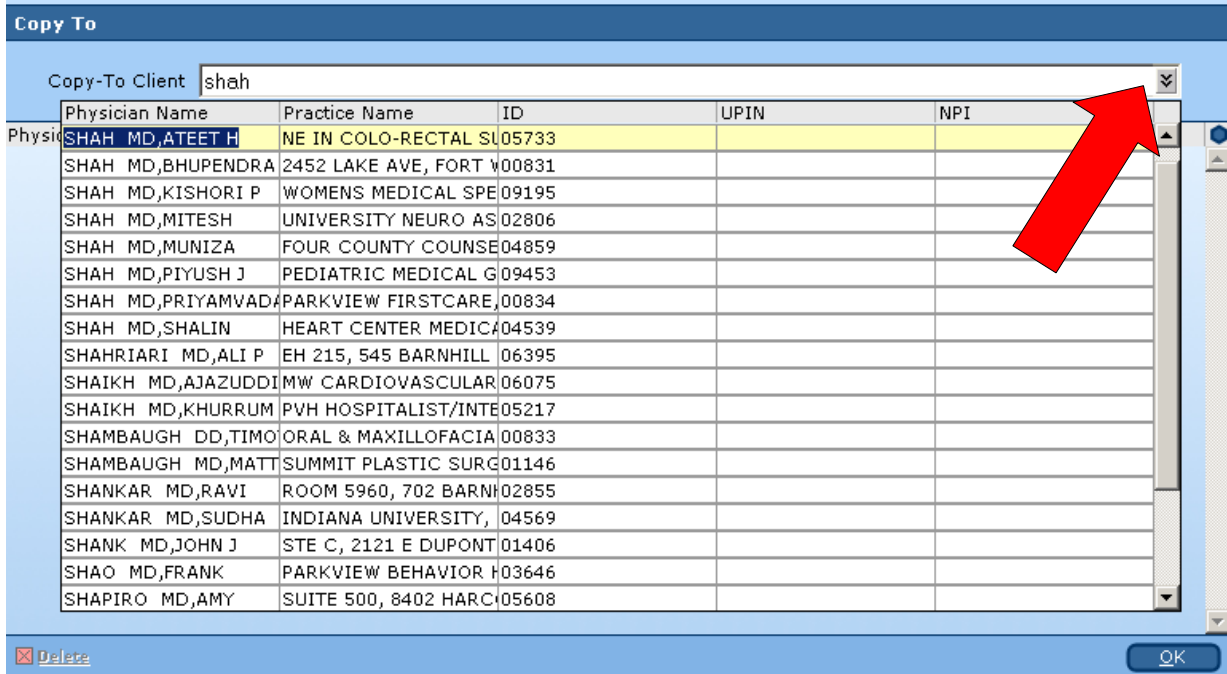
**Please provide as much information as possible, and click [Save].**

**If patient has tertiary insurance, click [Add Tertiary Insurer] and repeat the process.**

# Copy To Physician or Non-Physician Practitioner

The screenshot shows the 'New Standing Order' interface in the Parkview Health Laboratory Services system. The form is divided into several sections: 'Order Info', 'Standing Order Information', 'Insurance', and 'Draw Options'. The 'Standing Order Information' section includes fields for Order # (ATAVA0000531), Ord Phy (Test Doctor), Account (ATAVA), Billing Type (Patient), and Ins Network. The 'Draw Options' section includes 'In Office' and 'PSC' radio buttons, a 'User' field (BURNHAM, TISA), and an 'Ord Location' dropdown. There are also checkboxes for 'Stat Order' and 'Fasting', and fields for 'Specimen Collector's Initials', 'Floor #', and 'Room #'. The 'Insurance' section has an 'Edit' link. The 'Draw Options' section has a 'Report Notes' text area and a 'Notes to Lab' text area. At the bottom of the form, there are links for 'Tubes/Containers' and 'Copy Results To', along with 'Cancel' and 'Continue >>' buttons. A red arrow points to the 'Copy Results To' link.

1. Click on [Copy Results To] link



2. Type in the practitioner's last name and drop down the menu using the down arrow (or drop down the menu and scroll through the list)
3. Click on the correct practitioner's name and they will appear below the free text window
4. Selecting the correct practitioner will ensure they will receive a copy of the results. No need to enter copy 2 requests and/or fax numbers of physicians in the "notes to lab" section of the patient's order, unless they cannot be found in the drop down menu.
5. Click [OK] when finished.

If a practitioner's name was entered by mistake, return to the Copy To window and click on the name to highlight it, and then click on the [Delete] link

## Discharging and Deleting Patients

Patients Orders Results User Master Files System Help [previous](#) [log out](#)

### Patient Search

Patient WISER,DWL DOB-Age 03/01/1983 - 27 Y ID 02060243  
Prim. Phys ADDO MD,JOHN SSN 002-06-0243 Gender Female

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

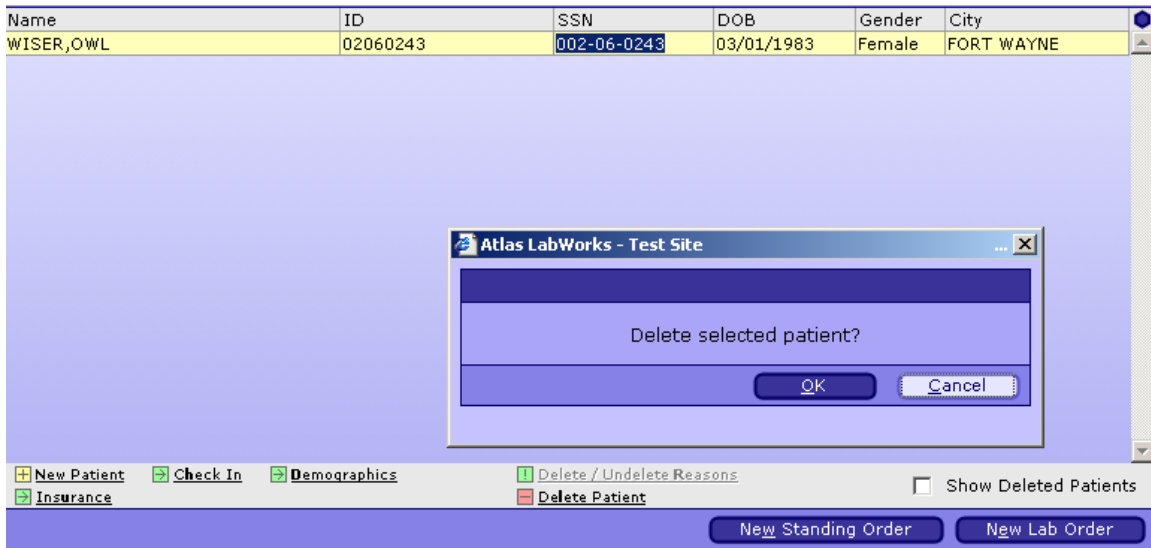
Name	ID	SSN	DOB	Gender	City
WISER,OWL	02060243	002-06-0243	03/01/1983	Female	FORT WAYNE

[New Patient](#) [Check In](#) [Demographics](#) [Delete / Undelete Reasons](#)  Show Deleted Patients  
[Insurance](#) [Delete Patient](#)

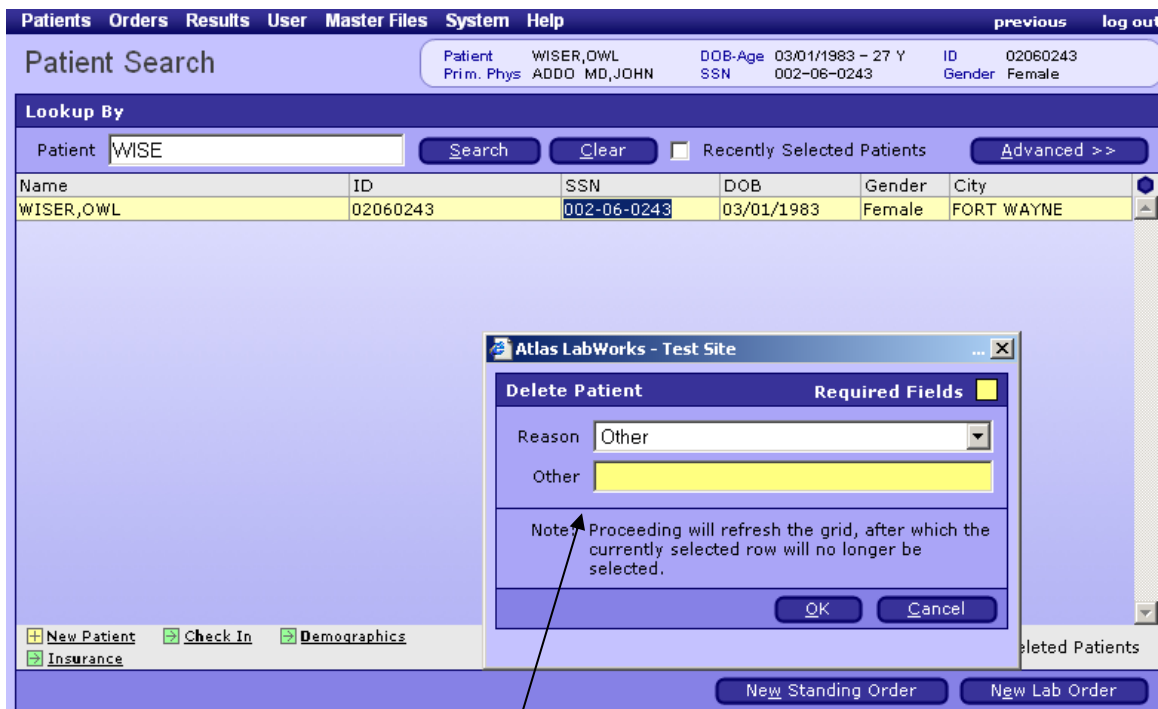
[New Standing Order](#) [New Lab Order](#)

[Go to Patient Search](#)  
[Patient Lab Report](#)  
[Results History](#)  
[Cumulative Report](#)  
[Order History](#)  
[Orders Pending Re](#)  
[Demographics](#)  
[Insurance](#)  
[New Lab Order](#)  
[New Standing Order](#)  
[Standing Order Lis](#)  
[Go to Lab Order Search](#)  
[Go to Lab Report Search](#)  
[Go to Lab Test Ca](#)

1. Search by patient name
2. Choose correct patient
3. Patient name will be highlighted in yellow
4. Click on Delete Patient



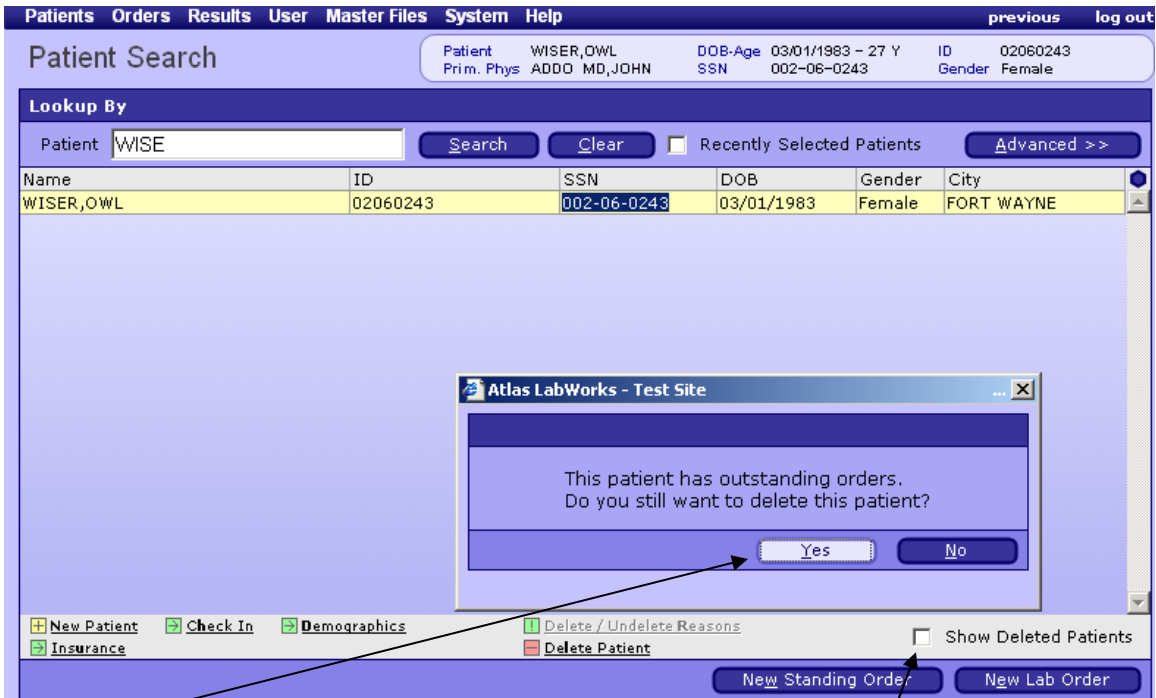
**5. Click on [OK]**



**6. Click on the line that says [Other]**

**7. Type reason for discharge. Example: patient discharged 12/13/10 or patient Deceased 12/13/10**

**8. Click on [OK]**



**9. Click on [Yes] and patient and labs will be inactivated**

**Deleted patients can be viewed by clicking on the box next to Show Deleted Patients**

## Patient Lab Reports screen tracks the history of patients' laboratory test results.

To open the Patient Lab Reports screen:

1. Search for and select a patient record from the Patient Search Screen.
2. Then click Patient Lab Reports on the Patient Menu.

**PARKVIEW HEALTH** *Laboratory Services*

Patients Orders Results User Help [send orders to lab](#) [previous](#) [log out](#)

Patient Search Patient TEST, DMM DOB-Age 08/29/1976 - 34 Y ID FWMON000005  
Prim. Phys EPSTEIN MD, MICH... SSN Gender Female

Lookup By  [Search](#) [Clear](#)  Recently Selected Patients [Advanced >>](#)

Name	ID	SSN	DOB	Gender	City
TEST, DMM	FWMON000005		08/29/1976	Female	FORT WAYNE

[New Patient](#) [Demographics](#) [Insurance](#) [Delete Patient](#)  Show Deleted Patients

[New Standing Order](#) [New Lab Order](#)

[Go to Patient Search](#)

- [Patient Lab Reports](#)
- [Results History](#)
- [Cumulative Reports](#)
- [Order History](#)
- [Orders Pending Results](#)
- [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](#)

## Patient Lab Report Screen

Select (**highlight**) the lab order to preview results.

**Parkview Health Laboratory Services**

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

Patient: TEST,DMM    DOB-Age: 08/29/1976 - 34 Y    ID: FWMON000005  
 Prim. Phys: EPSTEIN MD,MICH...    SSN    Gender: Female

Reports for Patient TEST,DMM

Collected	Reported	Lab Order #	Status	Lab
02/06/09 10:43	02/11/09 09:34	98060041	Final	1

Report Historical Order

**Reported Results** Sort Results By: Result Name    Abnormal ■    Updated ■    Notes ■    Historical Result ■

Result Name	Collected	Resulted	Result	Units	Ref. Range	Level	Test Code	Lab
HCT	02/06/09 10:43	02/06/09 10:42	37.0	%	35.0-48.0		HCT	V

Test Name: HCT

Test Notes:    Result Notes:

Results List    Graph Results    Historical Results    Result Detail...

Tests for Selected Order #98060041

Test Code	Test Name	Status	ICD-9 Codes	Passed LCD/NCD	Lab
HCT	Hematocrit	Final			Parkview Health Labor

Open Test Catalog    View Test Details

Go to Patient Search

- Patient Lab Reports
- Results History
- Cumulative Reports
- Order History
- Orders Pending Results
- 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

All abnormal test results are highlighted in **red** to call the users attention to deviations that may require immediate action.

To Print the Lab Result click the [Report] link.

**PARKVIEW HEALTH** *Laboratory Services*

Patients Orders Results User Help [send orders to lab](#) [previous](#) [log out](#)

### Patient Lab Reports

Patient: TEST,DMM    Prim. Phys: EPSTEIN MD,MICH...    DOB-Age: 08/29/1976 - 34 Y    SSN:    ID: FWMON000005    Gender: Female

Reports

#### Reports for Patient TEST,DMM

Collected	Reported	Lab Order #	Status	Lab
02/06/09 10:43	02/11/09 09:34	98060041	Final	1

[Report](#) [Historical](#) [Order](#)

Result Name	Collected	Resulted	Result	Units	Ref. Range	Level	Test Code	Lab
HCT	02/06/09 10:43	02/06/09 10:42	37.0	%	35.0-48.0		HCT	V

Test Name:     Test Notes:     Result Notes:

[Results List](#) [Graph Results](#) [Historical Results](#) [Result Detail...](#)

#### Tests for Selected Order #98060041

Test Code	Test Name	Status	ICD-9 Codes	Passed LCD/NCD	Lab
HCT	Hematocrit	Final			Parkview Health Labor

[Open Test Catalog](#) [View Test Details](#)

- [Go to Patient Search](#)
- [Patient Lab Reports](#)
- [Results History](#)
- [Cumulative Reports](#)
- [Order History](#)
- [Orders Pending Results](#)
- [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](#)

## Reprinting Requisitions and Labels

Parkview Health Laboratory Services Patient Search interface. The patient 'TEST, PARKVIEW' is selected and highlighted in yellow. A red arrow points from the 'Order History' link in the right-hand menu to the highlighted patient row.

Name	SSN	DOB	Gender	City
TEST,AMY	777-94-0000	02/18/1980	Female	FORT WAYNE
TEST,ATLASB / TEST,ATLAS		02/15/1970	Male	ALLENTOWN
TEST,PARKVIEW	991-09-4792	01/01/1930	Male	FORT WAYNE
TEST,PARKVIEW / SCCTEST,KEVIN		08/28/1972	Male	FORT WAYNE
TEST,RANDI		03/02/1972	Female	AKRON
TEST,SMITH		01/01/1950	Unknown	FORT WAYNE
TEST-PATIENT-9,TEST-PATIENT-9		09/28/1987	Female	

1. Go to the Patient Search Screen and select a patient (patient should be highlighted in yellow)
2. Click on **[Order History]** in the menu on the right

Atlas Labworks - Test Site - Order History - Microsoft Internet Explorer

**PARKVIEW HEALTH** *Laboratory Services*

Patients Orders Results User Master Files System Help previous log out

Order History Patient TEST,PARKVIEW Prim. Phys Test,Doctor DOB-Age 01/01/1930 - 81 Y SSN 991-09-4792 Gender Male

Orders for Patient TEST,PARKVIEW ABN Printed/Signed P/S

sort by  Order #  Requisition #

Order #	Req #	Status	Collected	Ord Phys	Acct #	User
ITEST0000300	243	Sent To Lab	01/14/11 06:00	Test,Doctor		Magsam,Dawn
ITEST0000280	234	Pending		Test,Doctor		Magsam,Dawn
ITEST0000279	233	Pending		Test,Doctor		Magsam,Dawn
ITEST0000277	229	Pending		Test,Doctor		Magsam,Dawn
ITEST0000276	228	Pending		Test,Doctor		Magsam,Dawn
ITEST0000257	219	Sent To Lab	10/07/10 09:00	Test,Doctor		Magsam,Dawn
ITEST0000255	217	Pending		Test,Doctor		Cutting,Lee
ITEST0000254	216	Pending		Test,Doctor		Cutting,Lee
ITEST0000253	215	Pending		Test,Doctor		Cutting,Lee
ITEST0000252	214	Pending		Test,Doctor		Cutting,Lee

[Requisition](#)
[Delete Order](#)
[Perform Order](#)
[Order](#)
[Edit Order](#)

**Specimens for Selected Order**

Specimen #	Lab Receipt	Type	Container
ITEST0000300-1		Serum	Red Top Yellow Ring Tube

[Specimen Label](#)

**Tests for Selected Order #ITEST0000300**

Test Code	Test Name	Status	ICD-9 Codes	Passed LCD/NCD	Lab
DIG	Digoxin	Sent To Lab	112.1, 282.9, V56	Passed	PARKVIEW HEALTH LA

[Open Test Catalog](#)
[Status Changed Reasons](#)
[View Test Details](#)

3. Select the appropriate Order# by highlighting it yellow
4. Click on the **[Requisition]** link to reprint order form
5. Click on **[Specimen Label]** to reprint labels

## PHLEBOTOMIST DRAW LIST

The screenshot displays the Parkview Health Laboratory Services web application interface. The top navigation bar includes 'Patients', 'Orders', 'Results', 'User', and 'Help'. The 'Orders' menu is expanded, showing options like 'Lab Order Search', 'Phlebotomist Draw List', 'Scheduled Orders', and 'Standing Order List'. A red arrow points to the 'Phlebotomist Draw List' option. The main content area features search criteria tabs for Patient, Prim. Phys, DOB-Age, SSN, ID, and Gender. Below these are search and clear buttons, sort order dropdowns (Primary and Secondary Sort Order), and filters for Location, Account, Physician, and Scheduled Date Range. A 'Tests for Selected Order' table is visible at the bottom, with columns for Test Code, Test Name, Status, ICD-9 Codes, Passed LCD/NCD, and Lab. The Windows taskbar at the bottom shows the system tray with the time 13:44.

1. On the top tool bar, click on [Orders] and then [Phlebotomy Draw List]
2. Click on the search criteria tab

**PARKVIEW HEALTH Laboratory Services**

Patients Orders Results User Master Files System Help previous log out

**Phlebotomist Draw List** Patient: FLAMINGO,PINKY DOB-Age: 06/12/1956 - 53 Y ID: 02060166  
Prim. Phys: HOLTSCRAW,LISA M SSN: 002-06-0166 Gender: Female

Orders

Primary Sort:  Primary Sort Order:

Secondary Sort:  Secondary Sort Order:

Patient:  Location:

Account:  Physician:

Scheduled Date Range:  To

**Tests for Selected Order #ATGOL0001320**

Test Code	Test Name	Status	ICD-9 Codes	Passed LCD/NCD	Lab
PTT	Activated Partial Thromboplastin T	Pending	V58.61	Passed	Parkview Health Labor

[Open Test Catalog](#) [View Test Details](#) [Specify Chained Reasons](#)

**5** [Go to Patient Search](#)

- [Patient Lab Reports](#)
- [Results History](#)
- [Cumulative Reports](#)
- [Order History](#)
- [Orders Pending Results](#)
- [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](#)

## SEARCH OPTIONS

1. Primary Search: Room Number
2. Secondary Search: Schedule Date/Time
3. Schedule Date Range: Choose Date of Draw List
4. Location: Choose Nursing Home Location- Choose individual location within the site and print each area separate.
5. Click on [Search]

## Print Draw list from Summary

The screenshot displays the Parkview Health Laboratory Services web application. At the top, there is a navigation bar with links for Patients, Orders, Results, User, and Help. Below this, a patient summary box shows details for ALLIGATOR, ALLY, including DOB (04/23/1999), SSN (060-99-0010), ID (02014407), and Gender (Male). The main section is titled "Phlebotomist Draw List" and contains a table with columns for Patient Name, Order #, Gender, Room #, DOB, Ordering Physician, Location, and Due Date. Below the table are several action buttons: Requisition, Order, Edit Order, Delete Order, Perform Order, and New Order. A "Summary" link is highlighted with a red arrow. Below the main table, there is a section titled "Tests for Selected Order" with a table showing test details for order # 003331, including Test Code (PT), Test Name (Prothrombin T), Status (Pending), ICD-9 Codes (V56.1, V58.61), Passed LCD/NCD (Passed), and Lab (Parkview Health Labor).

Patient Name	Order #	Gender	Room #	DOB	Ordering Physician	Location	Due D...
ALLIGATOR, ALLY	FWMON0003331	Male		04/23/1999	BABU MD, SUNIL	FW Med Onc Hemi	12/20/10
ALLIGATOR, ALLY	FWMON0003278	Male		04/23/1999	BABU MD, SUNIL	FW Med Onc Hemi	12/20/10
ALLIGATOR, ALLY	FWMON0003527	Male		04/23/1999	EDGAR NP, LESLIE	FW Med Onc Hemi	12/21/10
ALLIGATOR, ALLY	FWMON0003385	Male		04/23/1999	BABU MD, SUNIL	FW Med Onc Hemi	12/24/10
ALLIGATOR, ALLY	FWMON0003332	Male		04/23/1999	BABU MD, SUNIL	FW Med Onc Hemi	12/27/10
ALLIGATOR, ALLY	FWMON0003279	Male		04/23/1999	BABU MD, SUNIL	FW Med Onc Hemi	12/27/10
ALLIGATOR, ALLY	FWMON0003386	Male		04/23/1999	BABU MD, SUNIL	FW Med Onc Hemi	12/31/10

Test Code	Test Name	Status	ICD-9 Codes	Passed LCD/NCD	Lab
PT	Prothrombin T	Pending	V56.1, V58.61	Passed	Parkview Health Labor

1. Summary list can be viewed on screen or printed.
2. Click on the arrow next to the [Summary] link to select Print or View.

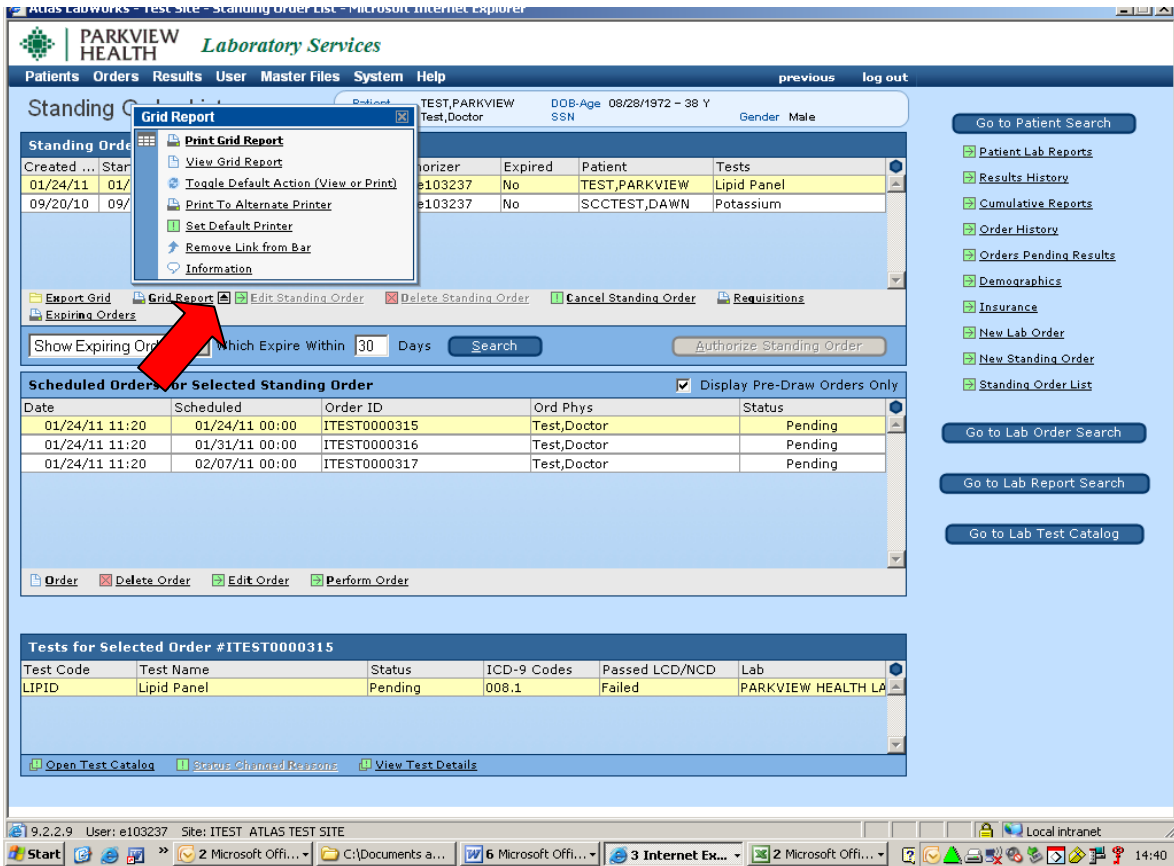
## Standing Order List Review of Standing Orders

The screenshot displays the 'Standing Order List' interface in a web browser. At the top, there is a navigation bar with 'Patients', 'Orders', 'Results', 'User', 'Master Files', 'System', and 'Help'. Below this, the 'Standing Order List' title is followed by search filters for Patient, Prim. Phys, DOB-Age, SSN, and Gender. The main area contains a table with the following data:

Created ...	Start Date	End Date	# Of Occurrences	Authorizer	Expired	Patient	Tests
01/24/11	01/24/11	02/07/11	3 - Weekly, every 1	e103237	No	TEST,PARKVIEW	Lipid Panel
01/05/11	01/24/11	01/02/12	12 - Monthly, every	Not Authorized	No	TEST,PARKVIEW	Cholesterol
12/02/10	12/03/10	12/11/10	2 - Weekly, every 1	e101442	Yes	TEST,PARKVIEW	Hematocrit
12/02/10	12/03/10	12/11/10	2 - Weekly, every 1	e101442	Yes	TEST,PARKVIEW	Glucose
12/02/10				Not Authorized	No	TEST,PARKVIEW	
10/01/10	10/05/10	11/16/10	4 - Weekly, every 2	e106939	Yes	TEST,PARKVIEW	Digoxin

Below the table, there are buttons for 'Export Grid', 'Edit Standing Order', 'Delete Standing Order', 'Cancel Standing Order', 'Requisitions', and 'Expiring Orders'. A dropdown menu is open, showing options: 'Show All Orders', 'Show Active Orders', 'Show Expired Orders', and 'Show Expiring Orders'. The 'Show Expiring Orders' option is highlighted. To the right of the table, there is a 'Display Pre-Draw Orders Only' checkbox. At the bottom, there is a 'Tests for Selected Order' section with columns for Test Code, Test Name, Status, ICD-9 Codes, Passed LCD/NCD, and Lab.

1. Click on [Orders] from the top tool bar
2. Click on [Standing Order List]
3. Click on one of the following from the drop down menu:
  - [Show Expiring Orders] Report will show orders to be expired by criteria
  - [Show Expired Orders] Report will show orders that are expired
  - [Show Active Orders] Report will show all active standing orders
  - [Show All Orders] Report will show all orders
4. Click on [Show Expiring Orders]
5. Type in the number of days which orders will be expired.  
30 days is preferred
6. Click on the [Search] button when finished



7. Click on the arrow next to the [Export Grid] link
8. You may click on [Print Grid Report] or [View Grid Report] to view expiring orders

See next page for an example of report.



**PARKVIEW  
HEALTH**

**Standing Order List Grid Report**

PRINTED ON 01/24/2011 AT 14:45

<b>Page Name</b>	Standing Order List
<b>Grid Name</b>	Standing Order List
<b>Filter Criteria</b>	
Expiration Day Count	30
<b>Total Row Count</b>	2

	Created On	Start Date	End Date	# Of Occurences	Authorizer	Expired	Patient	Tests
1	01/24/11	01/24/11	02/07/11	3 - Weekly, every 1 weeks on Monday	e103237	No	TEST,PARKVIEW	Lipid Panel
2	09/20/10	09/20/10	02/21/11	6 - Monthly, every 1 months on 3rd Monday	e103237	No	SCCTEST,DAWN	Potassium

[Print Report](#) [Maximize Window](#) [Restore Window](#)

[Close](#)

## Example of Expiring Orders Report

**PARKVIEW HEALTH** Laboratory Services

Patients Orders Results User Master Files System Help previous log out

Patient BEAR,JOYOUS T DOB-Age 02/09/1934 - 76 Y ID PLIFCC00084  
Prim. Phys YANENDRIESSC... SSN 000-66-9014 Gender Female

### Standing Order List

Standing Order List for BEAR,JOYOUS T

Created ...	Start Date	End Date	# Of Occurences	Authorizer	Expired	Patient	Tests
01/24/11	03/28/11	03/10/12	3 - Monthly, every 4	e102594	No	BEAR,JOYOUS T	Complete Blood Count
04/30/09	04/30/09	04/30/09	1 - Daily, every 1 d	e102594	Yes	BEAR,JOYOUS T	Urine Culture, Albumin

Grid Report Cancellation Reason Cancel Standing Order Delete Standing Order

Authorize Standing Order

### Scheduled Orders for Selected Standing Order

Display Pre-Draw Orders Only

Date	Scheduled	Order ID	Ord Phys	Status
01/24/11 10:01	03/28/11 00:00	LIFCC0003035	Brown,Sara	Pending
01/24/11 10:01	07/25/11 00:00	LIFCC0003036	Brown,Sara	Pending
01/24/11 10:01	11/28/11 00:00	LIFCC0003037	Brown,Sara	Pending

Order Delete Order Edit Order Perform Order Cancelled Tests Requisition

### Tests for Selected Order #LIFCC0003035

Test Code	Test Name	Status	ICD-9 Codes	Passed LCD/MCD	Lab
CBCND	Complete Blood Count	Pending	428.0	Not Performed	Parkview Health Labor

Open Test Catalog View Test Details Status Changed/Reasons

- Go to Patient Search
- Patient Lab Reports
- Results History
- Cumulative Reports
- Order History
- Orders Pending Results
- 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

CBC ordered written on 3/10/11 for every 4 months to start on 3/28/11. Request will be order as every 4 months on the 4th Monday of each month. The last order will be drawn 11/28/11 and not 3/28/11. **Therefore, it is important to run Standing Order Reviews monthly to capture all expiring orders in a timely manner.**