



# PARKVIEW

## HEALTH LABORATORIES

<http://lab.parkview.com>

# Atlas LabWorks User Guide

## Table of Contents

Technical Support.....	2
Online Directory of Services.....	3
Log into Connect.Parkview.com Account.....	4
Log into Atlas Account.....	6
Patient Search.....	7
Creating a New Patient.....	9
How To Add a New Insurance.....	11
How to Add a New Physician.....	14
Creating a New Standing Order.....	18
Diagnosis Codes and Medical Necessity.....	22
Performing an Order.....	28
Standing Order List.....	29
Copy to Physicians or Non Physician Practitioners.....	31
Discharging and Deleting Patients.....	32
Patient Lab Reports.....	34
Reprinting Requisitions and Labels.....	37
Phlebotomy Draw List.....	39
Standing Order List for Review.....	43

# **Support for Atlas LabWorks**

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

Parkview Information Systems Department: 260-266-8500

## **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: 260-266-1500 option 3  
Lab Phlebotomy Department fax: 260-266-1589

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

Shauna Kelly, Lab Customer Service Representative  
Phone: 260-266-1514, Cell: 260-441-6965  
Email: Shauna.Kelly@parkview.com

-or-

Brandon Stauffer, Marketing Representative  
Phone: 260-266-1513, Cell: 260-418-9275  
Email: Brandon.Stauffer@parkview.com



## Online Directory of Services

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**

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	ABO	<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>

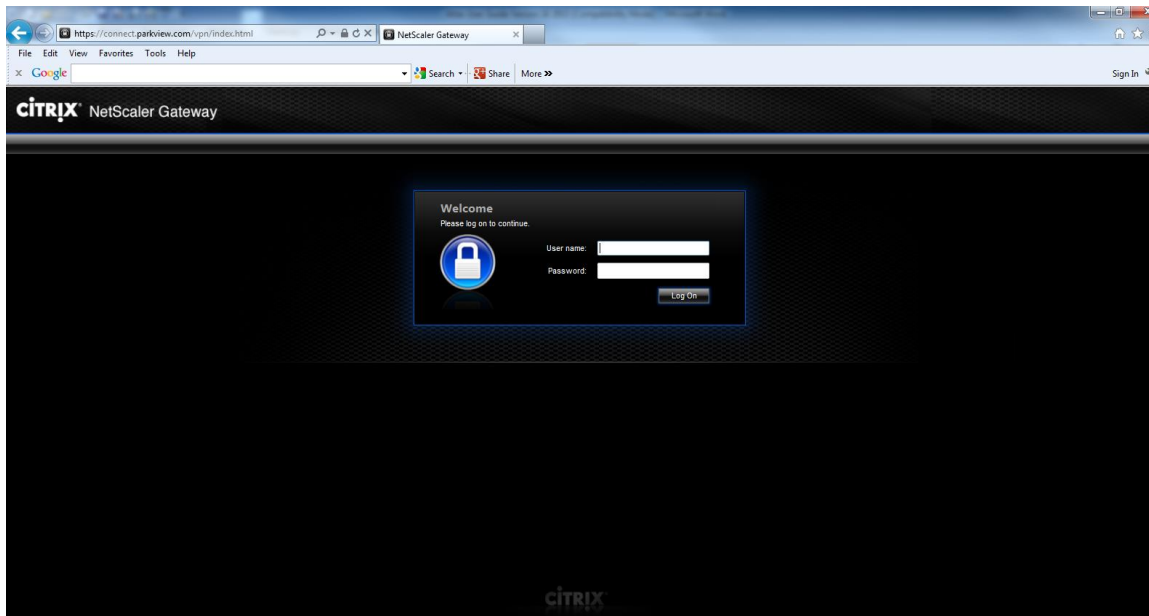
To locate the following detail testing information click on “View Details”

- Medical Necessity Documentation – links to approved Diagnosis 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-based system

Logging in to [connect.parkview.com](https://connect.parkview.com)

### First Time Users Log In Directions



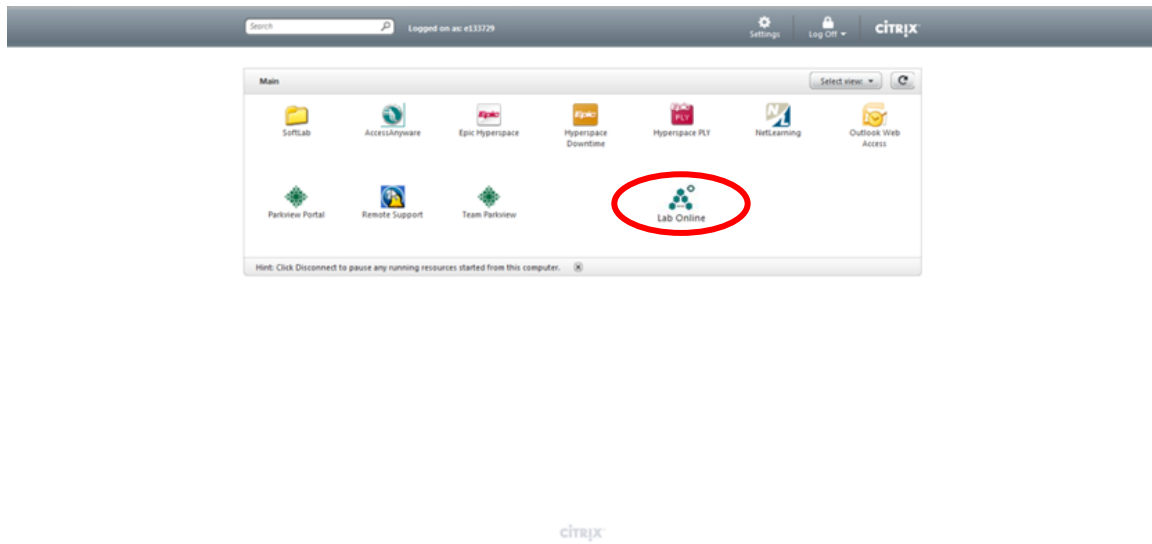
### First Time Users Log-In Directions

1. Type in your Username (your assigned A number)
2. Type in your temporary password Temp password is set to the following format:

First two initials of your first name in capital letters, first two initial of your last name in lowercase letters, last 4 digits of your social security number followed by a \$. Example: SHke1234\$

Please call Parkview Health Information System's Help Desk at 260-266-8500, with any problems logging into [connect.parkview.com](https://connect.parkview.com)

# connect.parkview.com



1. Once you have logged in to connect.parkview.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-based system  
Log-In page**



**ATLAS  
LabWorks**

User Name

Password

**Login** **Exit**

[Forgot User Name / Password?](#)

Copyright 1994-2011 Atlas Development Corporation. All Rights Reserved.

[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

**Note: For first time login, follow ActiveX installation instructions.**

# Search for Patient

1.

The screenshot shows the 'Patient Search' interface in a web browser. The browser title is 'Atlas LabWorks - Test Site - Patient Search - Windows Internet Explorer'. The page header includes the 'PARKVIEW HEALTH Laboratory Services' logo and a navigation menu with 'Patients', 'Orders', 'Results', 'User', 'Master Files', 'System', and 'Help'. On the right, there are links for 'Send Orders' and 'Log Out'. The main section is titled 'Patient Search' and contains a search bar with 'ID:' and 'Prim. Phys: SSN:' labels. Below this is a 'Lookup By' section with a 'Patient' input field, a 'Search' button, a 'Clear' button, a checkbox for 'Recently Selected Patients', and an 'Advanced' button. A large red arrow points to the 'Patient' input field. Below the search bar is a table with columns: Name, ID, SSN, DOB, Gender, and City. At the bottom of the table are links for 'New Patient', 'Insurance', 'Delete Patient', 'New Standing Order', and 'New Order'. On the right side, there is a 'Patient QuickLinks' section with a list of links: 'Rep--', 'Cumulative Rep--', 'Order Hist--', 'Demograp--', 'New Or--', and 'New Standing Or--'. Below this is a 'Show More Li--' link. At the bottom right, there are buttons for 'Patient Search', 'Order Search', 'Report Search', and 'Directory of Services'.

2.

The screenshot shows the 'Patient Search' interface with search results for 'Smith, John'. The browser title is 'Atlas LabWorks - Test Site - Patient Search - Windows Internet Explorer'. The page header includes the 'PARKVIEW HEALTH Laboratory Services' logo and a navigation menu with 'Patients', 'Orders', 'Results', 'User', 'Master Files', 'System', and 'Help'. On the right, there are links for 'Send Orders' and 'Log Out'. The main section is titled 'Patient Search' and contains a search bar with 'ID:' and 'Prim. Phys: SSN:' labels. Below this is a 'Lookup By' section with a 'Patient' input field containing 'smith, john 02/13/1945', a 'Search' button, a 'Clear' button, a checkbox for 'Recently Selected Patients', a 'Search PMS' button, and an 'Advanced' button. Below the search bar is a table with columns: Name, ID, SSN, DOB, Gender, and City. The table contains one row with the following data: Name: Smith, John, ID: (blank), SSN: (blank), DOB: 02/13/1945, Gender: Male, City: (blank). At the bottom of the table are links for 'New Patient', 'Insurance', 'Delete Patient', 'New Standing Order', and 'New Order'. On the right side, there is a 'Patient QuickLinks' section with a list of links: 'Rep--', 'Cumulative Rep--', 'Order Hist--', 'Demograp--', 'New Or--', and 'New Standing Or--'. Below this is a 'Show More Li--' link. At the bottom right, there are buttons for 'Patient Search', 'Order Search', 'Report Search', and 'Directory of Services'.

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.
2. You may also use a compound search using the last name and first name as well as the DOB.

## Patient Search: Continue

Atlas LabWorks - Test Site - Patient Search - Windows Internet Explorer

**PARKVIEW HEALTH** *Laboratory Services*

Patients Orders Results User Master Files System Help Send Orders Log Out

**Patient Search** ALLIGATOR,ALLY ID: 02014407 Male 04/23/1999 16Y Prim. Phys: TEST,DOCT... SSN:

Lookup By Patient  Search Clear ☐ Recently Selected Patients Advanced

Name	ID	SSN	DOB	Gender	City
ALLIGATOR,ALLY	02014407		04/23/1999	Male	No Manchester
ANDERSON,ROBERT	PATPEA00089	222-55-8888	07/26/1941	Male	No Manchester
ATLASTEST,COLE	02014935		10/02/1976	Male	No Manchester
ATLASTEST,PATIENT	02014588		06/23/1973	Female	No Manchester
ATLASTEST,SQUIRRELY	02015623		05/11/1967	Male	No Manchester
BEAR,ENCHANTING	02014431		11/06/1936	Female	No Manchester
BOLDA,JOY	PATPEA00056		08/06/1932	Female	No Manchester
BRATTEN,JUDITH	PATPEA00093		12/10/1948	Female	FORT WAYNE
COLE,MATTHEW	PATPEA00087		04/08/1947	Male	No Manchester
CUPID,TESTONE	PATPEA00071		10/29/1934	Male	No Manchester
CUPID,TESTTWO	PATPEA00069		10/29/1944	Female	No Manchester

[New Patient](#) [Demographics](#) [Insurance](#) [Delete Patient](#)

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

**Patient QuickLinks**

- [Rep...](#)
- [Cumulative Rep...](#)
- [Order Hist...](#)
- [Demograp...](#)
- [New Or...](#)
- [New Standing Or...](#)

[Show More Li...](#)

[Patient Search](#)

[Order Search](#)

[Report Search](#)

[Directory of Services](#)

90%

1. Click on the correct patient's name, which will highlight in **yellow**.
2. If the patient does not exist, click the "New Patient" link and continue to the next page..



# To Create a New Patient

Atlas LabWorks - Test Site - Patient Demographics - Windows Internet Explorer

PARKVIEW HEALTH Laboratory Services

Patients Orders Results User Master Files System Help Send Orders Previous Log Out

Patient Demographics ID: Prim. Phys: SSN:

Details Insurance Encounters

**Billing Type** Insurance

Prefix

Name (L F M)

Suffix

AKA

Marital Status

Parkview MRN

Patient ID PATPEA00094 Auto Assign ID

Ordering Location

SSN

DOB

Address

City

State ZIP Code

Phone #

E-mail

Floor Room

Drivers License

Notes

Required Fields

Save

New Order

Patient QuickLinks

Rep. Cumulative Rep. Order Hist. Demograp. New Or. New Standing Or.

Show More Li...

Patient Search

Order Search

Report Search

Directory of Services

Guarantor MRN List Allergies Contacts

Audit Details New Standing Order Questionnaires New Patient Unlock Forwarded Patient

Patient Label

## 1. Select the appropriate Billing Type:

- **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

## 2. Enter patient demographics, **Highlighted fields are required.**

## Create a New Patient Cont'd

Atlas LabWorks - Test Site - Patient Demographics - Windows Internet Explorer

PARKVIEW HEALTH Laboratory Services

Patients Orders Results User Master Files System Help Send Orders Previous Log Out

Patient ID: [ID] Print Phys: SIN Patient QuickLink

Patient Demographics

Details Insurance Expenses

Required Fields

Billing Type: Insurance

Name (L F MI): [Name] Suffix: [Suffix] AKA: [AKA]

Address: [Address] City: [City] State: [State] ZIP Code: [ZIP Code]

Marital Status: [Marital Status] Parkview MRN: [MRN]

Patient ID: PATPEA000094

Ordering Location: [Ordering Location] SSN: [SSN] DOB: [DOB]

Floor: [Floor] Room: [Room] Drivers License: [Drivers License] Notes: [Notes]

Save New Order

Guarantor Details

Required Fields

Name (L F MI): [Name] Address: [Address]

City, State, ZIP: [City, State, ZIP] Phone: [Phone]

Relationship: [Relationship] SSN: [SSN] DOB: [DOB] Gender: [Gender]

Guarantor ID #: PATPEA000094

Copy From Patient Copy From Primary Insurer

OK Cancel

3. Click on Guarantor. This information can be generated from the Patient Demographics by clicking on Copy from Patient in the Guarantor box. Highlighted fields are required.

## How to add New Insurance

Atlas LabWorks - Test Site

New Insurance Provider for GIGGLE, HANNA

Pre-Approved Local Required Fields

Insurer filter by: ☐ Medicare ☐ Medicaid

Network

Responsible Party (L F MI)

Issue Date Expires

Policy #

Status

Lab

Group ID #

Priority Primary

Subscriber (L F MI)

Address

City, State ZIP Code

Employer

Relationship

Gender

SSN

DOB

Phone

[Copy Subscriber Information From Patient](#) [Copy Subscriber Information from Guarantor](#)

[Set Insurers from Previous Orders](#)

Save Cancel

1. In the Insurance Tab type the insurance provider or select from the drop down menu.
2. You may also filter by Medicare or Medicaid and select the drop down menu.
3. All of the highlighted fields are required.
4. If employer is not listed select “employer” link and add new employer.

**NOTE: IF UNSURE OF ANY REQUIRED INFORMATION PLEASE SEND COPY OF FRONT AND BACK OF INSURANCE CARD**

## Secondary Insurance Information

Atlas LabWorks - Test Site - Patient Demographics - Windows Internet Explorer

PARKVIEW HEALTH Laboratory Services

Patient Demographics

CHIPS,DORITOS  
ID: PATPEA00108 Male 03/04/1922 93Y Prim. Phys: ACKERMAN...  
SSN:

Send Orders Previous Log Out

Patient QuickLinks

- Rep...
- Cumulative Rep...
- Order Hist...
- Demograp...
- New Or...
- New Standing Or...

Show More Li...

Patient Search

Order Search

Report Search

Directory of Services

Details Insurance Encounters

Active Insurance Providers

Insurance Provider	Policy #	Group #	Expires	Billing Type	Pre-Approved/Local	Priority	Missing Information MI
AARP (Non-PPD)	x	x			Pre Approved	Primary	

New Provider Edit Provider Remove Provider

Associated Insurance Providers

Insurance Provider	Policy #	Group #	Expires	Billing Type	Pre-Approved/Local
--------------------	----------	---------	---------	--------------	--------------------

Delete Provider Edit Provider Activate Provider

New Standing Order Questionnaires New Patient Unlock Forwarded Patient Patient Label New Order

To Enter Secondary Insurance:

1. First complete the Primary insurance and click on the [Save] button.
2. Next, click on the [**New Provider**] link.

Atlas LabWorks - Test Site

New Insurance Provider for CHIPS,DORITOS

Pre-Approved Local

Required Fields

Insurer filter by: ☒ Medicare ☐ Medicaid Medicare Part

MEDICARE TRADITIONAL

Status

Network

Lab undefined

Responsible Party (L F MI)

Group ID #

Issue Date

Expires

Priority Secondary

Policy #

Subscriber (L F MI)

Relationship

Address

Gender

City, State ZIP Code

SSN

DOB

Employer

Phone

Copy Subscriber Information From Patient

Copy Subscriber Information from Guarantor

Save Cancel

3. Complete required fields.  
Please provide as much information as possible, and click [Save].  
This will now show as the secondary insurance.
4. Repeat this step for a Tertiary insurance.

## Rearranging the Primary Insurance

Atlas LabWorks - Test Site - Patient Demographics - Windows Internet Explorer

**PARKVIEW HEALTH** *Laboratory Services*

Patients Orders Results User Help Send Orders Previous Log Out

**Patient Demographics** CHIPS.DORITOS ID: PATPEA00100 Male 03/04/1922 93Y Prim. Phys: ACKERMAN... SSN:

Details Insurance Encounters

**Active Insurance Providers**

Insurance Provider	Policy #	Group #	Expires	Billing Type	Pre-Approved/Local	Priority	Missing Information
MEDICARE TRADITIONAL	x	x		Medicare	Pre Approved	Primary	
MEDICAID ANTHEM	x	x		Medicaid	Pre Approved	Secondary	
AARP (Non-PPO)	x	x			Pre Approved	Tertiary	

New Provider Edit Provider Remove Provider

**Associated Insurance Providers**

Insurance Provider	Policy #	Group #	Expires	Billing Type	Pre-Approved/Local
--------------------	----------	---------	---------	--------------	--------------------

Delete Provider Edit Provider Activate Provider

New Standing Order Questionnaires New Patient Unlock Forwarded Patient Patient Label New Order

**Patient QuickLinks**

- Rep...
- Cumulative Rep...
- Order Hist...
- Demograp...
- New Or...
- New Standing Or...

Show More Li...

Patient Search

Order Search

Report Search

Directory of Services

To rearrange the order of insurances, click on the up or down arrows to the right of the type of insurance you desire to move.

**Ex. If you wish to move Medicaid Anthem, which is currently a secondary insurance, to be primary you will select the up arrow to move it to the primary location.**

# How To Add a New Physician

## 1. Search for patient.

Parkview Health Laboratory Services

Patients Orders Results User Master Files System Help log out

Patient Search

Patient TEST, PARKVIEW Prim. Phys. AESCHIMAN, MD... DOB-Age 05/21/1970 - 42 Y ID PLLVS00217 Gender Male

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

Name	ID	SSN	DOB	Gender	City
TEST, PARKVIEW	PLLVS00217	123-45-6789	05/21/1970	Male	FORT WAYNE
TEST, PARKVIEW	PLLVS00266	991-09-4792	01/01/1950	Female	FORT WAYNE

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

New Patient Demographics Insurance Delete Patient Show Deleted Patients

Check In Delete / Undelete Report

Grid Report New Standing Order New Lab Order

2. Click on desired patient.
3. Select the “New Standing Order” tab.
4. Patient Demographic Information box will pop up. You can “Edit” this information or select “Continue”

**NOTE:** This screen will not appear if a new patient was created.

Atlas LabWorks - Test Site - Patient Search - Windows Internet Explorer

Parkview Health Laboratory Services

Patients Orders Results User Master Files System Help Send Orders Log Out

Patient Search

Lookup By Patient S Search Clear

Name	ID	SSN
SCCTEST, LYNN	PATPEA00098	123-45-6789
SIEH, JOYCE	001134032	001-11-34032
STONEBREAKER, SHERRY	PATPEA00076	001-11-34032

New Patient Demographics Insurance

Atlas LabWorks - Test Site - Patient Demographic Information

Demographic Data

Billing Type: Medicare

Last Name: SCCTEST

First Name: LYNN

Middle Name:

AKA:

Patient ID: PATPEA00098

SSN: 123-45-6789

DOB: 04/23/1925

Gender: Female

Address: 1234 PARKVIEW STREET

City, State, ZIP: FORT WAYNE, INDIANA, 46805

Phone #: (260)123-1234

Primary Insurance Data

Primary Insurer: MEDICARE TRADITIONAL

Policy#: 12345678

Secondary Insurance Data

Secondary Insurer:

Policy#:

Cancel Edit Continue

Patient QuickLinks

- Search
- Cumulative Reports
- Order History
- Demographics
- New Order
- New Standing Order

Show More Links

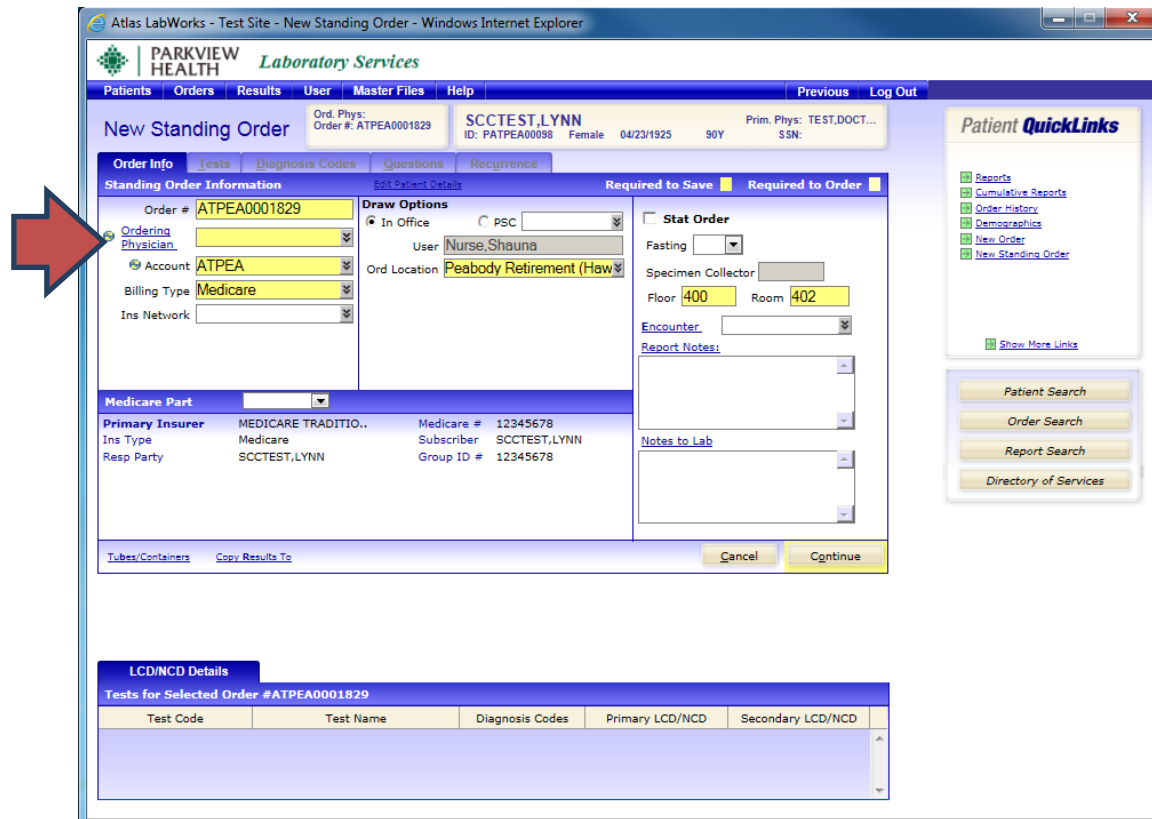
Patient Search

Order Search

Report Search

Directory of Services

## How To Add a New Physician: Continued



Atlas LabWorks - Test Site - New Standing Order - Windows Internet Explorer

**PARKVIEW HEALTH Laboratory Services**

Patients Orders Results User Master Files Help Previous Log Out

**New Standing Order** Ord. Phys: SCCTEST,LYNN ID: PATPEA000088 Female 04/23/1925 90Y Prim. Phys: TEST,DOCT... SSN:

**Order Info** Tests Diagnosis Codes Questions Recurrence

**Standing Order Information** [Edit Patient Details](#)

Order # **ATPEA0001829** **Draw Options**  
☒ In Office ☐ PSC  
 User **Nurse,Shauna**  
 Ord Location **Peabody Retirement (Haw)**

**Required to Save** **Required to Order**

**Ordering Physician** **Account** **Billing Type** **Ins Network**

**Medicare Part** **Primary Insurer** **Ins Type** **Resp Party**

**Medicare #** **Medicare** **Subscriber** **Group ID #**

**Stat Order**  
 Fasting ☐  
 Specimen Collector   
 Floor **400** Room **402**  
 Encounter   
 Report Notes:   
 Notes to Lab:

**Medicare Part** **Primary Insurer** **Ins Type** **Resp Party**

**Medicare #** **Medicare** **Subscriber** **Group ID #**

**Tests/Containers** **Copy Results To** **Cancel** **Continue**

**LCD/NCD Details**

**Tests for Selected Order #ATPEA0001829**

Test Code	Test Name	Diagnosis Codes	Primary LCD/NCD	Secondary LCD/NCD

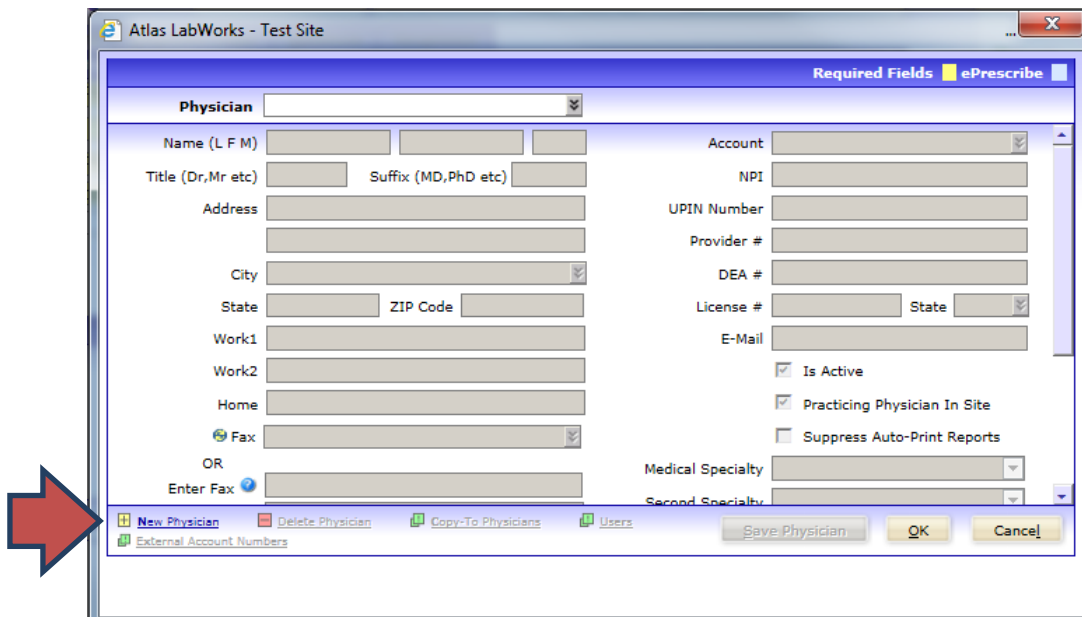
**Patient QuickLinks**

- Reports
- Cumulative Reports
- Order History
- Demographics
- New Order
- New Standing Order

[Show More Links](#)

**Patient Search**  
**Order Search**  
**Report Search**  
**Directory of Services**

1. Click on the ordering physician link.



Atlas LabWorks - Test Site

**Physician** **Required Fields** **ePrescribe**

**Name (L F M)** **Title (Dr,Mr etc)** **Suffix (MD,PhD etc)** **Account**

**Address** **UPIN Number** **Provider #** **DEA #** **License #** **State** **E-Mail**

**City** **State** **ZIP Code** **Is Active** **Practicing Physician In Site** **Suppress Auto-Print Reports**

**Work1** **Work2** **Home** **Medical Specialty** **Second Specialty**

**Fax** **Enter Fax** **Save Physician** **OK** **Cancel**

**New Physician** **Delete Physician** **Copy To Physicians** **Users**

**External Account Numbers**

2. Click on New Physician Link

## How To Add a New Physician: Continued

Atlas LabWorks - Test Site

Required Fields ☐ ePrescribe ☐

Physician

Name (L F M)

Title (Dr,Mr etc)  Suffix (MD,PhD etc)

Address

City

State  ZIP Code

Work1

Work2

Home

Fax

OR

Enter Fax

Account

NPI

UPIN Number

Provider #

DEA #

License #  State

E-Mail

☒ Is Active

☒ Practicing Physician In Site

☐ Suppress Auto-Print Reports

Medical Specialty

Second Specialty

3. Enter the physician's information.
  - A. First, enter the physician's Last Name, First Name
  - B. Enter the physician's suffix
  - C. Scroll down
  - D. Next, Enter five nines in the Alternate ID field.
  - E. Last, click Save Physician

Atlas LabWorks - Test Site

Required Fields ☐ ePrescribe ☐

Physician

Work2

Home

Fax

OR

Enter Fax

Verify Fax

Sex

DOB

Alternate ID

Report Auto-Printer

☒ Is Active

☒ Practicing Physician In Site

☐ Suppress Auto-Print Reports

Medical Specialty

Second Specialty

☐ Do Not Use Site Defined Printer

☐ Enable ePrescribing

Status

Registered Since



## \*\*\*Please Note\*\*\*

A new physician can also be created when entering a new patient.

The screenshot shows the 'Patient Demographics' form in the Atlas LabWorks application. The form is titled 'Patient Demographics' and includes tabs for 'Details', 'Insurance', and 'Encounters'. The 'Details' tab is active. The form contains various fields for patient information, including AKA, Marital Status, Parkview MRN, Patient ID (PATPEA00121), Ordering Location, SSN, DOB, Primary Physician (highlighted with a red arrow), Gender, Language, Race, State, ZIP Code, Phone #, E-mail, Floor, Room, Drivers License, Notes, and Ethnicity. A 'Required Fields' section is also present. The form is part of the 'PARKVIEW HEALTH Laboratory Services' interface, which includes a navigation bar with 'Patients', 'Orders', 'Results', 'User', 'Master Files', and 'Help'. The 'Patient QuickLinks' sidebar on the right lists links for Reports, Cumulative Reports, Order History, Demographics, New Order, and New Standing Order. The bottom of the form features a 'Save' button and a 'New Order' button.

## Creating A New Standing Order

Atlas LabWorks - Test Site - Patient Search - Windows Internet Explorer

PARKVIEW HEALTH Laboratory Services

Patients Orders Results User Master Files Help Send Orders Previous Log Out

Patient Search SCCTEST,LYNN ID: PATPEA00098 Female 04/23/1925 90Y Prim. Phys: TEST,DOCT... SSN:

Lookup By Patient S Search Clear Recently Selected Patients Advanced

Name	ID	SSN	DOB	Gender	City
SCCTEST,LYNN	PATPEA00098		04/23/1925	Female	FORT WAYNE
SIEH,JOYCE	001134032	001-13-4032	08/06/1929	Female	FORT WAYNE
STONEBREAKER,SHERRY	PATPEA00076		11/07/1958	Male	No Manchester

New Patient Demographics Insurance Delete Patient New Standing Order New Order

Patient QuickLinks

- Reports
- Cumulative Reports
- Order History
- Demographics
- New Standing Order

Show More Links

Patient Search Order Search Report Search Directory of Services

1. Select required patient. If patient not found click “New Patient” to create a new Patient record.
2. Click on new standing order.
3. Verify Patient demographics, with the pop-up window and click [Continue].
4. Follow the steps for placing a basic lab order and click continue through each tab.

## Order Info

Atlas LabWorks - Test Site - New Standing Order - Windows Internet Explorer

**PARKVIEW HEALTH Laboratory Services**

Patients Orders Results User Master Files Help Previous Log Out

**New Standing Order** Ord. Phys: SCCTEST,LYNN ID: PATPEA00098 Female 04/23/1925 90Y Prim. Phys: TEST,DOCT... SSN:

Order # ATPEA0001830

Ordering Physician: Nurse Shauna

Account: ATPEA

Billing Type: Medicare

Ins Network:

Draw Options: In Office (selected) PSC

User: Nurse Shauna

Ord Location: Peabody Retirement (Haw)

Stat Order: Fasting

Specimen Collector: Floor 400 Room 402

Encounter:

Report Notes:

Notes to Lab:

Medicare Part:

Primary Insurer: MEDICARE TRADITIO.. Medicare #: 12345678

Ins Type: Medicare Subscriber: SCCTEST,LYNN

Resp Party: SCCTEST,LYNN Group ID #: 12345678

Tubes/Containers Copy Results To Cancel Continue

**LCD/NCD Details**

Tests for Selected Order #ATPEA0001830

Test Code	Test Name	Diagnosis Codes	Primary LCD/NCD	Secondary LCD/NCD

**Patient QuickLinks**

- Reports
- Cumulative Reports
- Order History
- Demographics
- New Order
- New Standing Order

Show More Links

Patient Search

Order Search

Report Search

Directory of Services

1. Select a physician from the drop down menu or start typing the physician's last name to help sort.
2. Choose the patients location.  
**\*\* This is the area they are in at the facility such as the hall\*\***
3. Type in the floor or hall they are in, such as hall 400
4. Type in the room number, such as room 402  
**\*\* You can also be more specific and include which bed. For example Room 402 Bed B would be Room 402-2\*\***
5. Select Continue when finished.

# Test Selection

Atlas LabWorks - Test Site - New Standing Order - Windows Internet Explorer

PARKVIEW HEALTH Laboratory Services

Patients Orders Results User Master Files Help Previous Log Out

New Standing Order

Ord. Phys: ACKERMAN... Order #: ATPEA0001830 SCCTEST,LYNN ID: PATPEA00098 Female 04/23/1925 90Y Prim. Phys: TEST,DOCT... SSN:

Order Info Tests Diagnosis Codes Questions Recurrence

Order Tests

Tests filter by: ☐ Code ☐ Name ☒ Mnemonic

Short List

☐ Activated Partial Thromboplastin Time ☐ Albumin ☐ Aldosterone ☐ Basic Metabolic Panel

☐ Blood Urea Nitrogen ☐ Complete Blood Count ☐ Creatinine ☐ Digoxin

☐ Glucose ☐ Glycohemoglobin ☐ Hemoglobin ☐ Hemoglobin and Hematocrit

☐ Lipid Panel ☐ Lithium ☐ Liver Profile ☐ NT-pro BNP

☐ Phenytoin ☐ Preeclampsia ☐ Prothrombin Time ☐ Sedimentation Rate

Ordered Test Code

Delete All Tests Directory of Services

Tubes/Containers Copy Results To Cancel Continue

LCD/NCD Details

Tests for Selected Order #ATPEA0001830

Test Code	Test Name	Diagnosis Codes	Primary LCD/NCD	Secondary LCD/NCD

Patient QuickLinks

☒ Reports ☒ Cumulative Reports ☒ Order History ☒ Demographics ☒ New Order ☒ New Standing Order

Show More Links

Patient Search Order Search Report Search Directory of Services

- 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: Continued

Atlas LabWorks - Test Site - New Standing Order - Windows Internet Explorer

**PARKVIEW HEALTH** *Laboratory Services*

Patients Orders Results User Master Files Help Previous Log Out

Ord. Phys: ACKERMAN... Order #: ATPEA0001830 SCCTEST,LYNN ID: PATPEA00058 Female 04/23/1925 90Y Prim. Phys: TEST,DOCT... SSN:

**New Standing Order**

Order Info Tests Diagnosis Codes Questions Recurrence

Order Tests

Tests hem filter by: C Code Name Mnemonic

Short	Mnemonic	Test Name	CPT
<input checked="" type="checkbox"/>	Hematocrit	Hematocrit	85014
<input type="checkbox"/>	Hematocrit Fluid	Hematocrit, Fluid	85013
<input type="checkbox"/>	HEMC	Hemochromatosis GenotypR	81256
<input type="checkbox"/>	HEMC	Hemochromatosis GenotypR	81256
<input type="checkbox"/>	GlucHemoglobin	Hemoglobin	85018
<input checked="" type="checkbox"/>	Lipid	Hemoglobin Urine	81003
<input type="checkbox"/>	Hemoglobin A1C	Glycohemoglobin	83036
<input type="checkbox"/>	Hemoglobin and Hematocrit	Hemoglobin and Hematocrit	85014 85018

Ordered Test

Test	Code	Delete
Lipid Panel	LIPID	Delete
Liver Profile	LIVER	Delete

Delete All Tests Directory of Services

Tubes/Containers Copy Results To Cancel Continue

**LCD/NCD Details**

Tests for Selected Order #ATPEA0001830

Test Code	Test Name	Diagnosis Codes	Primary LCD/NCD	Secondary LCD/NCD
LIPID	Lipid Panel		Not Performed	Not Performed
LIVER	Liver Profile		Not Performed	Not Performed

**Patient QuickLinks**

- Reports
- Cumulative Reports
- Order History
- Demographics
- New Order
- New Standing Order

Show More Links

Patient Search

Order Search

Report Search

Directory of Services

- After choosing the desired tests, tests will appear at the bottom of the screen under Ordered Test.
- Enter all requested tests.
- Click [Continue >>]

## Select a Diagnosis Code(s)

**Diagnosis Codes**

Ordered Test	Diagnosis Codes
Lipid Panel	285.9, V58.69
Liver Profile	285.9, V58.69

**Short List**

filter by: ☐ Code ☐ Name ☒ Mnemonic

☐ 486 PNEUMONIA, ORGAN... ☒ 285.9 ANEMIA NOS ☐ 427.31 ATRIAL FIBRILLATIO... ☐ 428.0 CHF NOS

☐ 253.5 DIABETES INSIPIDUS ☐ 250.0 DMII WO CMP NT ST ☐ 244.9 HYPOTHYROIDISM... ☐ 280.9 IRON DEFIC ANEMI...

☒ V58.69 LONG-TERM USE M... ☐ 002.2 PARATYPHOID FEVE... ☐ 690.18 SEBRHEIC DERM... ☐ V62.4 SOCIAL MALADJUST...

☐ V58.83 THERAPEUTIC DRU... ☐ 002.0 TYPHOID FEVER ☐ 268.9 VITAMIN D DEFICIE...

**LCD/NCD Details**

Tests for Selected Order #ATPEA0001830

Test Code	Test Name	Diagnosis Codes	Primary LCD/NCD	Secondary LCD/NCD
LIPID	Lipid Panel	285.9,V58.69	Not Performed	Not Performed
LIVER	Liver Profile	285.9,V58.69	Not Performed	Not Performed

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

The short list, drop down menu, or a diagnosis code may simply be entered.

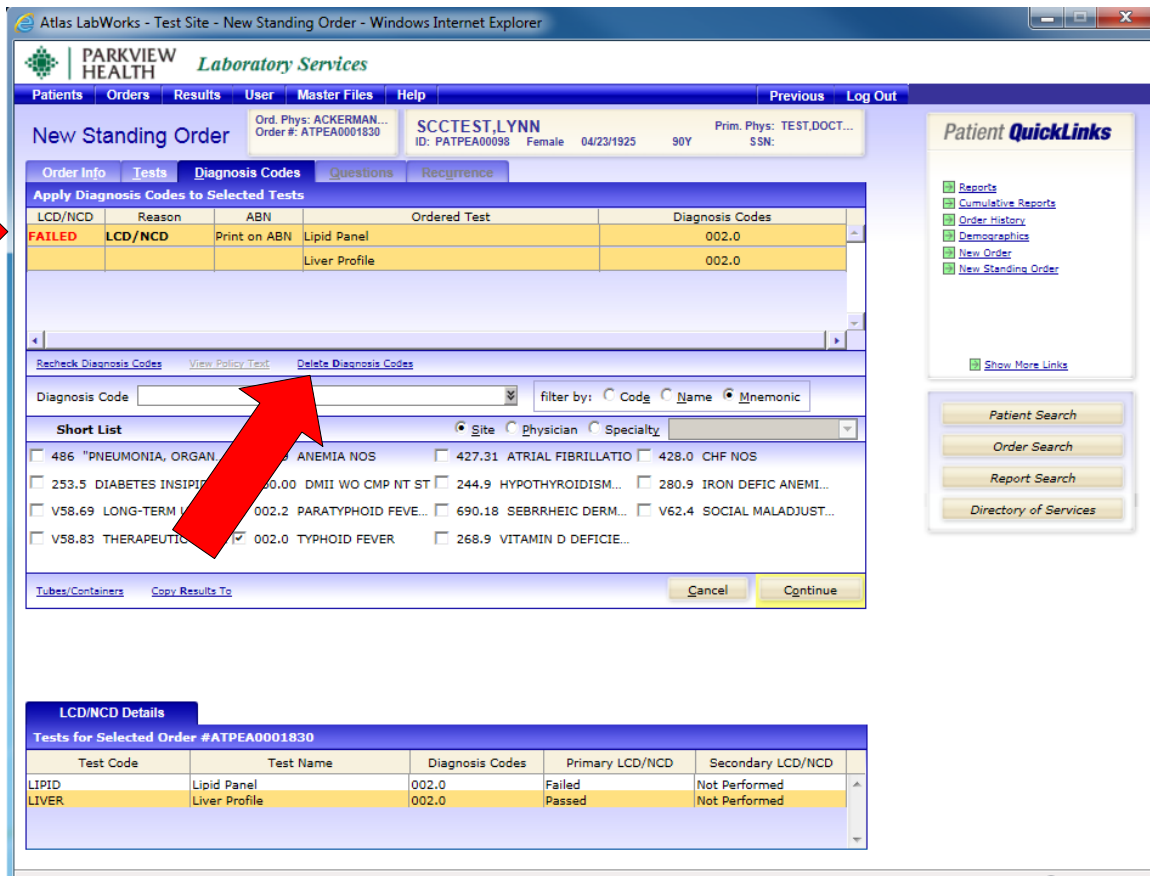
Choose appropriate diagnoses assigned by the physician or ordering practitioner.

- Choose from the short list or
- Type a diagnosis, then click enter or on the drop down arrow to the right. Select the appropriate diagnosis
- 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 Diagnosis Codes



Atlas LabWorks - Test Site - New Standing Order - Windows Internet Explorer

**PARKVIEW HEALTH Laboratory Services**

Patients Orders Results User Master Files Help Previous Log Out

**New Standing Order** Ord. Phys: ACKERMAN... Order #: ATPEA0001830 SCCTEST,LYNN ID: PATPEA00098 Female 04/23/1925 90Y Prim. Phys: TEST,DOCT... SSN:

Order Info Tests **Diagnosis Codes** Questions Recurrence

Apply Diagnosis Codes to Selected Tests

LCD/NCD	Reason	ABN	Ordered Test	Diagnosis Codes
FAILED	LCD/NCD	Print on ABN	Lipid Panel	002.0
			Liver Profile	002.0

Recheck Diagnosis Codes View Policy Text **Delete Diagnosis Codes**

Diagnosis Code  filter by: ☐ Code ☐ Name ☒ Mnemonic

Short List ☐ Site ☐ Physician ☐ Specialty

<input type="checkbox"/> 486 *PNEUMONIA, ORGAN...	<input type="checkbox"/> ANEMIA NOS	<input type="checkbox"/> 427.31 ATRIAL FIBRILLATIO	<input type="checkbox"/> 428.0 CHF NOS
<input type="checkbox"/> 253.5 DIABETES INSIPIT...	<input type="checkbox"/> DMII WO CMP NT ST	<input type="checkbox"/> 244.9 HYPOTHYROIDISM...	<input type="checkbox"/> 280.9 IRON DEFIC ANEMI...
<input type="checkbox"/> V58.69 LONG-TERM M...	<input type="checkbox"/> 002.2 PARATYPHOID FEVE...	<input type="checkbox"/> 690.18 SEBRRHEIC DERM...	<input type="checkbox"/> V62.4 SOCIAL MALADJUST...
<input type="checkbox"/> V58.83 THERAPEUTIC...	<input checked="" type="checkbox"/> 002.9 TYPHOID FEVER	<input type="checkbox"/> 268.9 VITAMIN D DEFICIE...	

Tubes/Containers Copy Results To Cancel Continue

**LCD/NCD Details**

Tests for Selected Order #ATPEA0001830

Test Code	Test Name	Diagnosis Codes	Primary LCD/NCD	Secondary LCD/NCD
LIPID	Lipid Panel	002.0	Failed	Not Performed
LIVER	Liver Profile	002.0	Passed	Not Performed

Patient QuickLinks

- Reports
- Cumulative Reports
- Order History
- Demographics
- New Order
- New Standing Order

Show More Links

Patient Search

Order Search

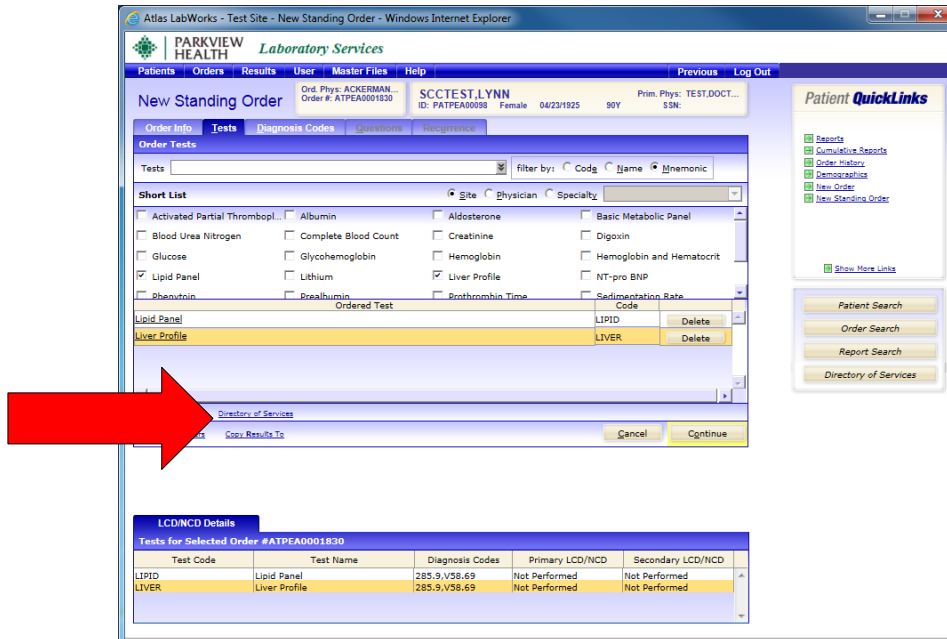
Report Search

Directory of Services

If the Diagnoses **fails**:

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

## Look up approved Diagnosis Codes that meet medical necessity



Atlas LabWorks - Test Site - New Standing Order - Windows Internet Explorer

PARKVIEW HEALTH Laboratory Services

Patients Orders Results User Master Files Help Previous Log Out

New Standing Order Ord. Phys: ACKERMAN, Order #: ATPEA001830 SCCTEST.LYNN ID: PATPEA0008 Female 04/23/1925 90Y Prim. Phys: TEST.DOC... SSN:

Order Info Tests Diagnosis Codes Questions Recurrence

Order Tests

Tests filter by: Code Name Mnemonic

Short List Site Physician Specialty

☐ Activated Partial Thromboplastin Time ☐ Albumin ☐ Aldosterone ☐ Basic Metabolic Panel  
☐ Blood Urea Nitrogen ☐ Complete Blood Count ☐ Creatinine ☐ Digoxin  
☐ Glucose ☐ Glycohemoglobin ☐ Hemoglobin ☐ Hemoglobin and Hematocrit  
☒ Lipid Panel ☐ Lithium ☒ Liver Profile ☐ NT-pro BNP  
☐ Rheumatoid Factor ☐ Prothrombin Time ☐ Sadiopapillary Rate  
☐ Reticulocyte Count ☐ Urinalysis ☐ Urine Culture

Lipid Panel LIPID Delete

Liver Profile LIVER Delete

Directory of Services

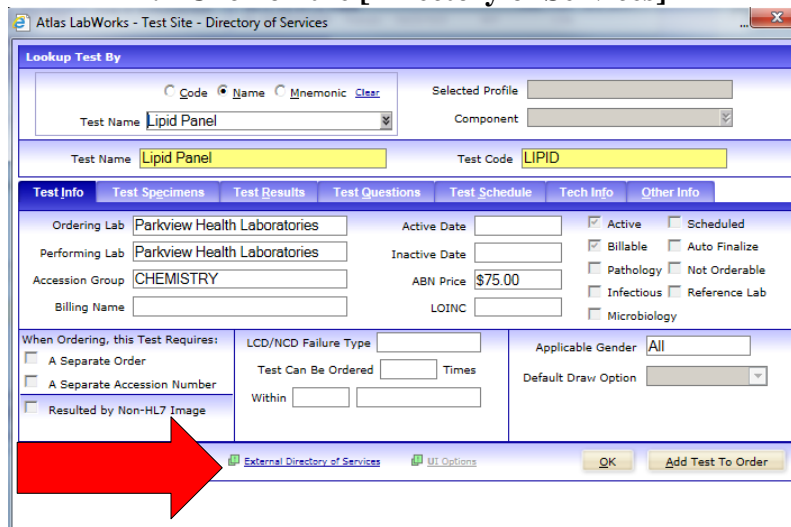
Cancel Continue

LCD/NCD Details

Tests for Selected Order #ATPEA001830

Test Code	Test Name	Diagnosis Codes	Primary LCD/NCD	Secondary LCD/NCD
LIPID	Lipid Panel	285.9,V58.69	Not Performed	Not Performed
LIVER	Liver Profile	285.9,V58.69	Not Performed	Not Performed

1. Click on the Tests Tab
2. Click on the [Directory of Services] link



Atlas LabWorks - Test Site - Directory of Services

Lookup Test By

Code Name Mnemonic Clear

Test Name Lipid Panel Selected Profile Component

Test Name Lipid Panel Test Code LIPID

Test Info Test Specimens Test Results Test Questions Test Schedule Tech Info Other Info

Ordering Lab Parkview Health Laboratories Active Date  ☒ Active ☐ Scheduled

Performing Lab Parkview Health Laboratories Inactive Date  ☒ Billable ☐ Auto Finalize

Accession Group CHEMISTRY ABN Price \$75.00 ☐ Pathology ☐ Not Orderable

Billing Name  LOINC  ☐ Infectious ☐ Reference Lab ☐ Microbiology

When Ordering, this Test Requires:

☐ A Separate Order  
☐ A Separate Accession Number  
☐ Resulted by Non-HL7 Image

LCD/NCD Failure Type

Test Can Be Ordered  Times

Within

Applicable Gender All

Default Draw Option

External Directory of Services External Options

OK Add Test To Order

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 Diagnosis 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 Diagnosis Codes tab to enter new diagnosis if applicable.



## Example of Addendum C

http://lab.parkview.com/GI Parkview Health Laboratory... x

Google Search Share More Sign In

Home Test Directory About Us Patient Information Lab Links PHL Clients

### Lipid Profile

Last Modified: 4/8/2015 9:17:13 AM

Print Go Back

Employee Login

Medicare Medical Necessity Restrictions May Apply	
Medical Necessity Documentation:	<a href="#">Lipid Profile ABN Form</a> ; For acceptable narrative descriptions and ICD-9 information see <a href="#">Addendum C</a>
Patient Preparation:	12 hours Fasting
Specimen Requirements:	2.0 mL Plasma in a PST Green Top Yellow Ring Tube - Li Heparin (preferred) or 2.0 mL Serum in a SST Red Top Yellow Ring Tube
Minimum Volume:	0.4
Transport & Storage:	7 days Refrigerated
Temperature/Stability:	48 hours on cells
Reference Range:	Refer to Interpretive Results
Test Comments:	A LDL Direct will be ordered and performed when the Triglyceride is > 400
Methodology:	Enzymatic

### NCD for Lipids Testing

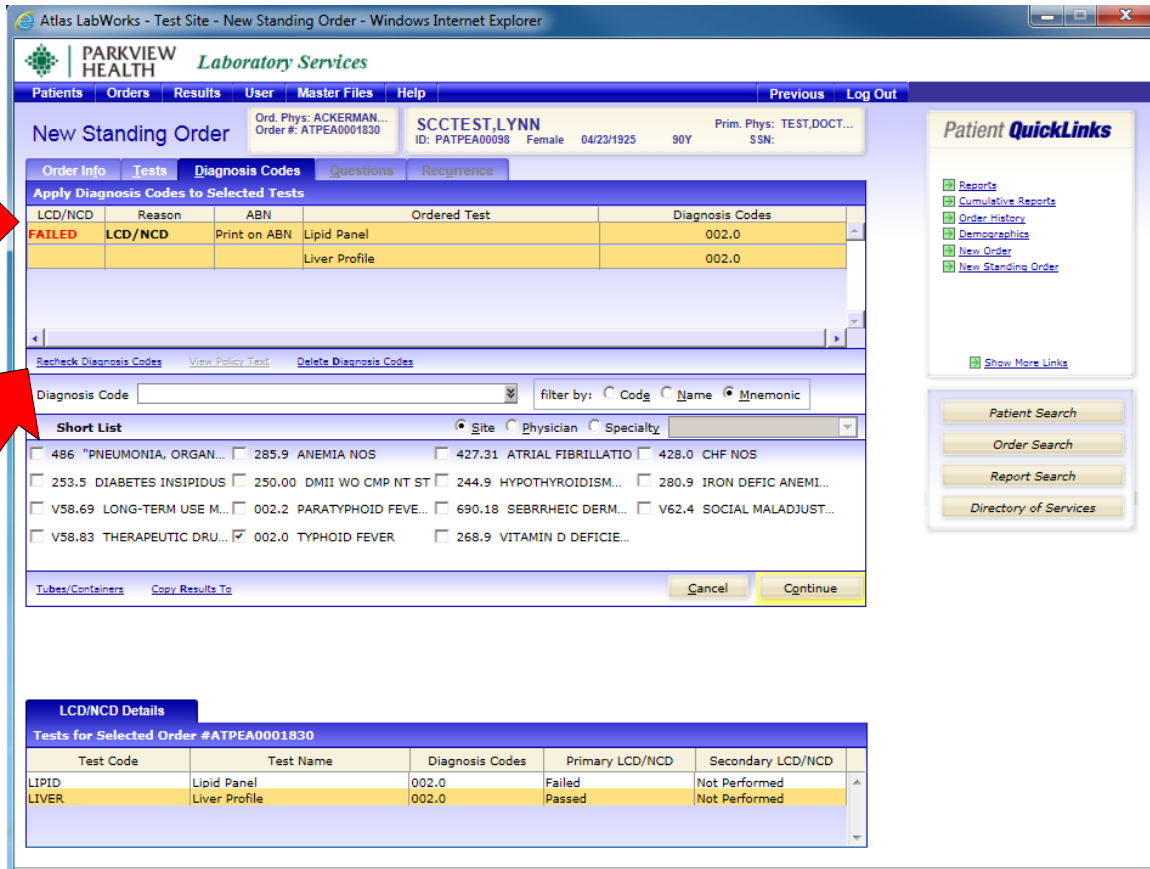
Applicable CPT Code(s):

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

ICD-9 Codes that Support Medical Necessity:

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

## Entering new Diagnosis Codes, continue



Atlas LabWorks - Test Site - New Standing Order - Windows Internet Explorer

**PARKVIEW HEALTH Laboratory Services**

Patients Orders Results User Master Files Help Previous Log Out

**New Standing Order** Ord. Phys: ACKERMAN... Order #: ATPEA0001830 SCCTEST.LYNN ID: PATPEA00098 Female 04/23/1925 90Y Prim. Phys: TEST,DOCT... SSN:

Order Info Tests **Diagnosis Codes** Questions Recurrence

**Apply Diagnosis Codes to Selected Tests**

LCD/NCD	Reason	ABN	Ordered Test	Diagnosis Codes
FAILED	LCD/NCD	Print on ABN	Lipid Panel	002.0
			Liver Profile	002.0

Recheck Diagnosis Codes View Policy Text Delete Diagnosis Codes

Diagnosis Code  filter by: ☐ Code ☐ Name ☒ Mnemonic

**Short List** ☒ Site ☐ Physician ☐ Specialty

<input type="checkbox"/> 486 *PNEUMONIA, ORGAN...	<input type="checkbox"/> 285.9 ANEMIA NOS	<input type="checkbox"/> 427.31 ATRIAL FIBRILLATIO	<input type="checkbox"/> 428.0 CHF NOS
<input type="checkbox"/> 253.5 DIABETES INSIPIDUS	<input type="checkbox"/> 250.00 DMII WO CMP NT ST	<input type="checkbox"/> 244.9 HYPOTHYROIDISM...	<input type="checkbox"/> 280.9 IRON DEFIC ANEMI...
<input type="checkbox"/> V58.69 LONG-TERM USE M...	<input type="checkbox"/> 002.2 PARATYPHOID FEVE...	<input type="checkbox"/> 690.18 SEBRRHEIC DERM...	<input type="checkbox"/> V62.4 SOCIAL MALADJUST...
<input type="checkbox"/> V58.83 THERAPEUTIC DRU...	<input checked="" type="checkbox"/> 002.0 TYPHOID FEVER	<input type="checkbox"/> 268.9 VITAMIN D DEFICIE...	

Tubes/Containers Copy Results To Cancel Continue

**LCD/NCD Details**

Tests for Selected Order #ATPEA0001830

Test Code	Test Name	Diagnosis Codes	Primary LCD/NCD	Secondary LCD/NCD
LIPID	Lipid Panel	002.0	Failed	Not Performed
LIVER	Liver Profile	002.0	Passed	Not Performed

**Patient QuickLinks**

- Reports
- Cumulative Reports
- Order History
- Demographics
- New Order
- New Standing Order

Show More Links

Patient Search  
Order Search  
Report Search  
Directory of Services

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

## Recurrence Tab

Atlas LabWorks - Test Site - New Standing Order - Windows Internet Explorer

PARKVIEW HEALTH Laboratory Services

Patients Orders Results User Master Files Help Previous Log Out

New Standing Order

Ord. Phys: ACKERMAN... Order #: ATPEA0001831 SCCTEST,LYNN ID: PATPEA00098 Female 04/23/1925 90Y Prim. Phys: TEST,DOCT... SSN:

Order Info Tests Diagnosis Codes Questions **Recurrence**

Standing Order Recurrence

Recurrence Pattern

Start Date 05/20/2015

End Date -OR- Number of Orders 4

Occurrence Frequency

☐ Daily Every 3 month(s)

☐ Weekly ☐ On day

☒ Monthly ☒ On the third Wednesday

☐ Individual Dates

Click here to select date(s)

Tubes/Containers Copy Results To Cancel Continue

LCD/NCD Details

Tests for Selected Order #ATPEA0001831

Test Code	Test Name	Diagnosis Codes	Primary LCD/NCD	Secondary LCD/NCD
LIVER	Liver Profile	285.9,V58.69	Passed	Not Performed
LIPID	Lipid Panel	285.9,V58.69	Passed	Not Performed

Patient QuickLinks

- Reports
- Cumulative Reports
- Order History
- Demographics
- New Order
- New Standing Order

Show More Links

Patient Search

Order Search

Report Search

Directory of Services

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)

4. Click [Continue>>] when finished

The Standing order list will automatically be displayed.

# Performing an Order

Atlas LabWorks - Test Site - Standing Order List - Windows Internet Explorer

PARKVIEW HEALTH Laboratory Services

Patients Orders Results User Master Files Help Send Orders Previous Log Out

HOUSER,PENNY  
ID: PATPEA00075 Female 02/02/1950 65Y Prim. Phys: ACKER MD,SSN:

Standing Order List

Orders Search Criteria

Standing Order List for HOUSER,PENNY

Created On	Start Date	End Date	# Of Occurrences	Authorizer	Expired	Patient	Tests
06/09/15	06/12/15	06/12/15	1 - Daily, every 1 da	nurseshauna	No	HOUSER,PENNY	Liver Profile, Hemoglobin a
05/14/15	05/20/15	05/20/15	1 - Daily, every 1 da	e101227	Yes	HOUSER,PENNY	Blood Urea Nitrogen, Liver
04/02/15	04/02/15	04/02/15	1 - Daily, every 1 da	e108995	Yes	HOUSER,PENNY	Complete Blood Count, NT
04/02/15	04/03/15	03/30/16	156 - Weekly, every	e108995	No	HOUSER,PENNY	Type and Screen

Grid Report Edit Standing Order Delete Standing Order Cancel Standing Order Requisitions

Authorize Standing Order

Scheduled Orders for Selected Standing Order

Display Pre-Draw Orders Only

Date	Scheduled	Order ID	Ord Phys	Order Status
06/09/15 11:39	06/12/15 00:00	ATPEA0001855	ACKERMAN,LAURIE	Pending

Order Edit Order Perform Order

Patient QuickLinks

- Reports
- Cumulative Reports
- Order History
- Demographics
- New Order
- New Standing Order

Show More Links

Patient Search

Order Search

Report Search

Directory of Services

1. Create a New Standing Order
2. Once the order is complete and is authorized, select the [Perform Order] button
3. Insert the collection time and Specimen Collector's Initials.
4. [Continue] through the next pages, confirming order is correct
5. A requisition will print to include with the specimen
6. The screen will return to Patient Search. Click the [Send Orders] button next to Log Out, Orders will be sent to the lab for tracking

Atlas LabWorks - Test Site - Order Details - Windows Internet Explorer

PARKVIEW HEALTH Laboratory Services

Patients Orders Results User Master Files Help Send Orders Previous Log Out

HOUSER,PENNY  
ID: PATPEA00075 Female 02/02/1950 65Y Prim. Phys: ACKER MD,SSN:

Order Details

Order # ATPEA0001855

Order Information

Ordering Physician: ACKERMAN,LAURIE

Account: ATPEA

Billing Type: Medicare

Ins Network:

Medicare Part:

Primary Insurer: MEDICARE TRADITIO..

Ins Type: Medicare

Resp Party: HOUSER,PENNY

Medicare #: 1025566993

Subscriber: HOUSER,PENNY

Group ID #: x

Required to Save

Required to Order

Scheduled: 06/12/2015

Time: 08:00

Collected: 06/09/2015

User: Nurse,Shauna

Ord Location: Peabody Retirement (Ever)

Stat Order

Facing:

Specimen Collector:

Floor: inn

Room: 200

Encounter:

Report Notes:

Notes to Lab:

Cancel Continue

Patient QuickLinks

- Reports
- Cumulative Reports
- Order History
- Demographics
- New Order
- New Standing Order

Show More Links

Patient Search

Order Search

Report Search

Directory of Services

Atlas LabWorks - Test Site - Patient Search - Windows Internet Explorer

PARKVIEW HEALTH Laboratory Services

Patients Orders Results User Master Files Help Send Orders Previous Log Out

Patient Search

ID:

Prim. Phys: SSN:

Lookup By

Patient: Search Clear Recently Selected Patients Advanced

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

Patient QuickLinks

- Reports
- Cumulative Reports
- Order History
- Demographics
- New Order
- New Standing Order

# Standing Order List

Atlas LabWorks - Test Site - Standing Order List - Windows Internet Explorer

PARKVIEW HEALTH Laboratory Services

Patients Orders Results User Master Files Help Send Orders Previous Log Out

Standing Order List SCCTEST,LYNN ID: PATPEA00098 Female 04/23/1925 90Y Prim. Phys: TEST,DOCT... SSN:

Orders Search Criteria

Standing Order List for SCCTEST,LYNN

Created On	Start Date	End Date	# Of Occurrences	Authorizer	Expired	Patient	Tests
05/18/15	05/20/15	02/17/16	4 - Monthly, every 3	Not Authorized	No	SCCTEST,LYNN	Liver Profile, Lipid Panel

Edit Standing Order Delete Standing Order Cancel Standing Order Requisitions

Authorize Standing Order

Orders for Selected Standing Order

Date	Scheduled	Order ID	Ord Phys	Order Status
------	-----------	----------	----------	--------------

Order Edit Order Perform Order

Tests for Selected Template #ATPEA0001831

Test Code	Test Name	Test Status	Diagnosis Codes	Medical Necessity	Lab
LIPID	Lipid Panel	Standing Order	285.9, V58.69	Passed	Parkview Health Labori
LIVER	Liver Profile	Standing Order	285.9, V58.69	Passed	Parkview Health Labori

Open Directory of Services View Test Details

Patient QuickLinks

- Reports
- Cumulative Reports
- Order History
- Demographics
- New Order
- New Standing Order

Show More Links

Patient Search

Order Search

Report Search

Directory of Services

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

**\*\* All Standing orders must be authorized in order to complete the request.**

To Review an Order that is unauthorized:

1. Click on an order that is Unauthorized. Hover over [#of Occurrences] to review criteria of order.
2. If order is not correct, click on the **Edit Standing Order** link and make appropriate changes.
3. If order is correct, click on **Authorize Standing Order** link.
4. Enter your password into the authorization window

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

## Order /Test/Diagnosis Code Info

Atlas LabWorks - Test Site - New Standing Order - Windows Internet Explorer

**PARKVIEW HEALTH Laboratory Services**

Patients Orders Results User Master Files Help Previous Log Out

**New Standing Order** Ord. Phys: TEST, DAWN ID: 02061051 Female 09/18/1987 27Y Prim. Phys: TEST, DOCT... SSN:

Order Info Tests Diagnosis Codes Questions Recurrence

**Standing Order Information** Edit Patient Details

Order #: ATPEA0001835

Ordering Physician: Test, Doctor

Account: ATPEA

Billing Type: Account

Ins Network:

**Draw Options**

☒ In Office ☐ PSC

User: Nurse, Shauna

Ord Location: Peabody Retirement (Ever)

**Required to Save** ☐ **Required to Order** ☐

**Stat Order**

Fasting: ☐

Specimen Collector:

Floor: 300 Room: 301

Encounter:

Report Notes:

Notes to Lab:

**Insurance**

Tubes/Containers: [Copy Results To](#)

Cancel Continue

**LCD/NCD Details**

Tests for Selected Order #ATPEA0001835

Test Code	Test Name	Diagnosis Codes	Primary LCD/NCD	Secondary LCD/NCD

**Patient QuickLinks**

- Reports
- Cumulative Reports
- Order History
- Demographics
- New Order
- New Standing Order

Show More Links

Patient Search

Order Search

Report Search

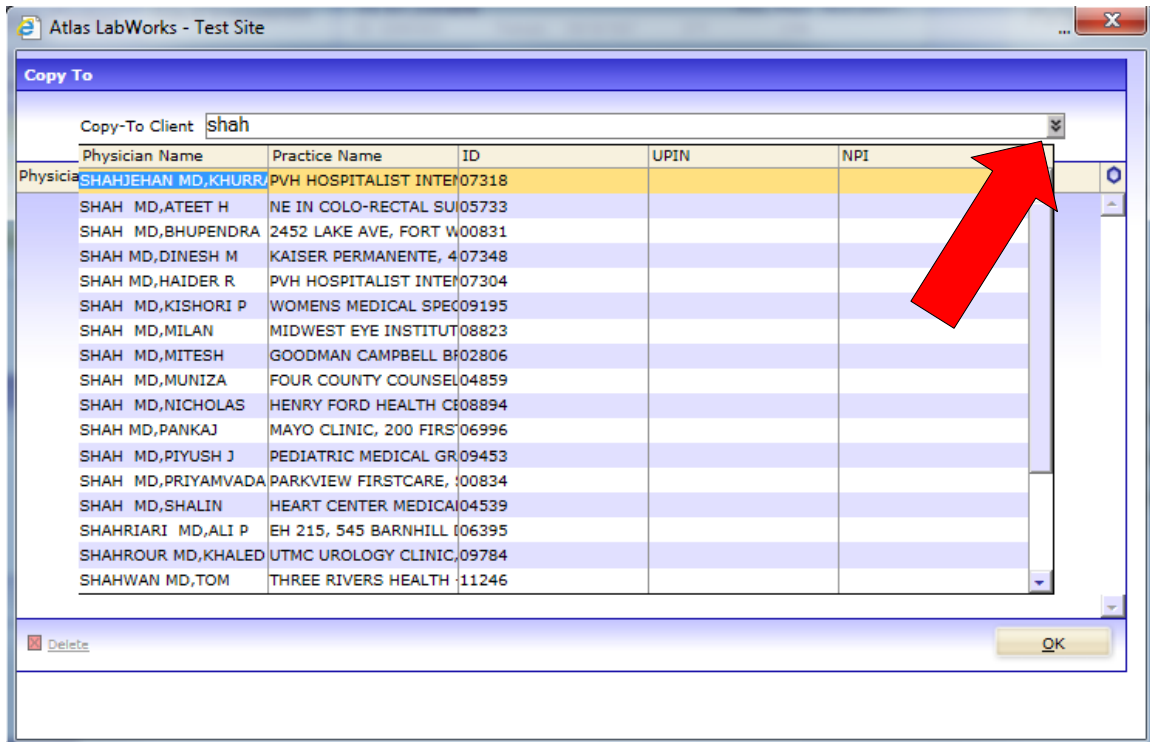
Directory of Services

1. Verify or enter the ordering physician
2. Verify billing type
3. Verify ordering location, floor, and room number.
4. Click on the **[Copy Results To]** link to request a copy of results to be sent to a physician or non-physician practitioner.
5. **Report Notes:** These notes will print on the lab report, example: Fasting or Non-fasting.
6. Lab Notes: Enter any pertinent notes to Lab – i.e., “Patient on antibiotics.”
7. Select [Continue>>]
8. Complete the “Tests” tab
  - \*\*If there are multiple tests with different frequencies, enter each test as separate Standing Order.

Example: TSH q- 6months, Chem6 q-3months, CBC weekly  
Enter as three separate Standing Orders.

9. Complete “Diagnosis Codes” tab
10. Complete “Questions” tab if applicable

## Copy Results To: Physician or Non-Physician Practitioner



Atlas LabWorks - Test Site

Copy To

Copy-To Client: shah

Physician Name	Practice Name	ID	UPIN	NPI
SHAHJEHAN MD, KHURR	PVH HOSPITALIST INTE	07318		
SHAH MD, ATEET H	NE IN COLO-RECTAL SU	05733		
SHAH MD, BHUPENDRA	2452 LAKE AVE, FORT W	00831		
SHAH MD, DINESH M	KAISER PERMANENTE, 4	07348		
SHAH MD, HAIDER R	PVH HOSPITALIST INTE	07304		
SHAH MD, KISHORI P	WOMENS MEDICAL SPEC	09195		
SHAH MD, MILAN	MIDWEST EYE INSTITUT	08823		
SHAH MD, MITESH	GOODMAN CAMPBELL B	02806		
SHAH MD, MUNIZA	FOUR COUNTY COUNSEL	04859		
SHAH MD, NICHOLAS	HENRY FORD HEALTH C	08894		
SHAH MD, PANKAJ	MAYO CLINIC, 200 FIRS	06996		
SHAH MD, PIYUSH J	PEDIATRIC MEDICAL GR	09453		
SHAH MD, PRIYAMVADA	PARKVIEW FIRSTCARE,	00834		
SHAH MD, SHALIN	HEART CENTER MEDICA	04539		
SHAHRIARI MD, ALI P	EH 215, 545 BARNHILL	06395		
SHAHROUR MD, KHALED	UTMC UROLOGY CLINIC	09784		
SHAHWAN MD, TOM	THREE RIVERS HEALTH	11246		

Delete OK

1. 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)
2. Click on the correct practitioner's name and they will appear below the free text window
3. 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.
4. 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

Atlas LabWorks - Test Site - Patient Search - Windows Internet Explorer

**PARKVIEW HEALTH** *Laboratory Services*

Patients Orders Results User Master Files Help Send Orders Previous Log Out

**Patient Search** GIGGLE, HANNA ID: PATPEA00102 Female 10/19/1923 91Y Prim. Phys: ACKERMAN... SSN:

Lookup By Patient  Search Clear ☐ Recently Selected Patients Advanced

Name	ID	SSN	DOB	Gender	City
BRATTEN, JUDITH	PATPEA00093		12/10/1948	Female	FORT WAYNE
SCCTEST, LYNN	PATPEA00098		04/23/1925	Female	FORT WAYNE
MCCOY, JAMES	PATPEA00100		02/17/1936	Male	No Manchester
GIGGLE, HANNA	PATPEA00102		10/19/1923	Female	No Manchester
ATUTESTING, TWO	PATPEA00103		05/30/1934	Male	No Manchester
UNIT, TEST	PATPEA00105		08/01/1921	Female	No Manchester
LAB, TEN	PATPEA00106	852-74-1980	05/22/1958	Male	No Manchester
ATLAS, PATIENT8	PATPEA00107		02/14/1970	Male	No Manchester
CHIPS, DORITOS	PATPEA00108		03/04/1922	Male	No Manchester
TRAINING, ATLAS	PATPEA00109		05/14/1922	Female	No Manchester
ALLIGATOR, ALLY	PATPEA00110		04/23/1995	Male	FORT WAYNE

☐ New Patient ☒ Demographics ☒ Insurance ☒ Delete Patient

New Standing Order New Order

**Patient QuickLinks**

- ☒ Reports
- ☒ Cumulative Reports
- ☒ Order History
- ☒ Demographics
- ☒ New Order
- ☒ New Standing Order

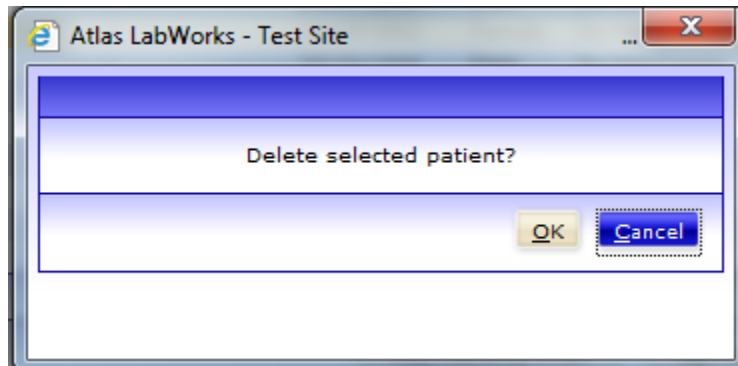
Show More Links

Patient Search  
Order Search  
Report Search  
Directory of Services

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



## Discharging and Deleting Patients: Continued



5. Click on [OK]

A screenshot of the "Delete Patient" form within the "Atlas LabWorks - Test Site" window. The form has a title bar "Delete Patient" and a "Required Fields" indicator. It contains two input fields: "Reason" and "Other". The "Reason" field has a dropdown arrow on its right side, which is circled in red. Below the input fields is a note: "Note: Proceeding will refresh the grid, after which the currently selected row will no longer be selected." At the bottom are "OK" and "Cancel" buttons.

6. On the Reason Section [Select Other]

A screenshot of the "Delete Patient" form. The "Reason" dropdown menu is open, and "Other" is selected. The "Other" text input field below it is highlighted in yellow. A black arrow points from the bottom left towards the "Other" input field. The rest of the form, including the note and buttons, remains the same as in the previous screenshot.

7. Click on the line that says [Other]

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

9. Click on [OK]

# Reports Screen

Atlas LabWorks - Test Site - Patient Search - Windows Internet Explorer

PARKVIEW HEALTH Laboratory Services

Patients Orders Results User Master Files Help Send Orders Previous Log Out

Patient Search ID: Prim. Phys: SSN:

Lookup By Patient: a Search Clear Recently Selected Patients Advanced

Name	ID	SSN	DOB	Gender	City
ALLIGATOR, ALLY	02014407		04/23/1999	Male	No Manchester
ALLIGATOR, ALLY	PATPEA00110		04/23/1999	Male	FORT WAYNE

New Patient Demographics Insurance Delete Patient New Standing Order New Order

Patient QuickLinks

- Reports
- Cumulative Reports
- Order History
- Demographics
- New Order
- New Standing Order

Show More Links

Patient Search Order Search Report Search Directory of Services

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 Reports on the Patient QuickLinks.

## Report Screen: Continued

Atlas LabWorks - Test Site - Patient Reports - Windows Internet Explorer

**PARKVIEW HEALTH** *Laboratory Services*

Patients Orders Results User Master Files Help Send Orders Previous Log Out

**Patient Reports** ALLIGATOR, ALLY ID: 02014407 Male 04/23/1993 16Y Prim. Phys: TEST, DOCT... SSN:

Report Search Criteria

**Reports for Patient ALLIGATOR, ALLY**

Collected	Resulted	Reported	Order #	Status	Lab
05/04/15 08:51	05/04/15 08:52	05/04/15 08:51	ATPEA0001764	Final	U
05/04/15 08:51	05/04/15 08:52	05/04/15 08:51	ATPEA0001503	Final	R
05/04/15 08:51	05/04/15 08:52	05/04/15 08:51	ATPEA0001493	Final	U
04/30/15 08:51	04/30/15 08:55	04/30/15 08:51	ATPEA0001730	Final	V

Report Historical Order

**Reported Results** Sort Result Name Abnormal Updated Notes Historical Result

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

Test Name

Test Notes

Result Notes

Results List Graph Results Historical Results Result Detail

**Tests for Selected Order**

Test Code	Test Name	Test Status	Diagnosis Codes	Medical Necessity	Lab

Open Directory of Services View Test Details

**Patient QuickLinks**

- Reports
- Cumulative Reports
- Order History
- Demographics
- New Order
- New Standing Order

Show More Links

Patient Search

Order Search

Report Search

Directory of Services

Select (highlight) the lab order to preview results.

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

## Report Screen: Continued

Atlas LabWorks - Test Site - Patient Reports - Windows Internet Explorer

**PARKVIEW HEALTH** *Laboratory Services*

Patients Orders Results User Master Files Help Send Orders Previous Log Out

**Patient Reports** ALLIGATOR, ALLY ID: 02014407 Male 04/23/1999 16Y Prim. Phys: TEST, DOCT... SSN:

Report Search Criteria

**Reports for Patient ALLIGATOR, ALLY**

Collected	Resulted	Reported	Order #	Status	Lab
05/04/15 08:51	05/04/15 08:52	05/04/15 08:52	ATPEA0001764	Final	U
05/04/15 08:51	05/04/15 08:52	05/04/15 08:52	ATPEA0001503	Final	R
05/04/15 08:51	05/04/15 08:52	05/04/15 08:52	ATPEA0001493	Final	U
04/30/15 08:51	04/30/15 08:55	04/30/15 08:55	ATPEA0001730	Final	V

Report Historical Order

**Reported** Sort Result Name Abnormal Updated Notes Historical Result

Result Name	Collected	Resulted	Result	Units	Ref. Range	Level	Test Code	Lab	N	H
HEMOGLOBIN A1C	04/15 08:51	05/04/15 08:52	5.0	%	4.0-5.7		GLYCO	R	N	H

Test Name: HEMOGLOBIN A1C

Test Notes Result Notes

A1C value

Results List Graph Results Historical Results Result Detail

**Tests for Selected Order #ATPEA0001503**

Test Code	Test Name	Test Status	Diagnosis Codes	Medical Necessity	Lab
GLYCO	Glycohemoglobin	Final	250.00	Failed	Parkview Health Labor

Open Directory of Services View Test Details

**Patient QuickLinks**

- Reports
- Cumulative Reports
- Order History
- Demographics
- New Order
- New Standing Order

Show More Links

Patient Search  
Order Search  
Report Search  
Directory of Services

**ALLIGATOR, ALLY**

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

## Reprinting Requisitions and Labels

Atlas LabWorks - Test Site - Patient Search - Windows Internet Explorer

**PARKVIEW HEALTH** *Laboratory Services*

Patients Orders Results User Master Files Help Send Orders Previous Log Out

**Patient Search** ALLIGATOR,ALLY ID: 02014407 Male 04/23/1999 16Y Prim. Phys: TEST.DOCT... SSN:

Lookup By Patient: all Search Clear Recently Selected Patients Add

Name	ID	SSN	DOB	Gender	City
ALLIGATOR,ALLY	02014407		04/23/1999	Male	No Manchester
ALLIGATOR,ALLY	PATPEA00110		04/23/1999	Male	FORT WAYNE

New Patient Demographics Insurance Delete Patient

New Standing Order New Order

**Patient QuickLinks**

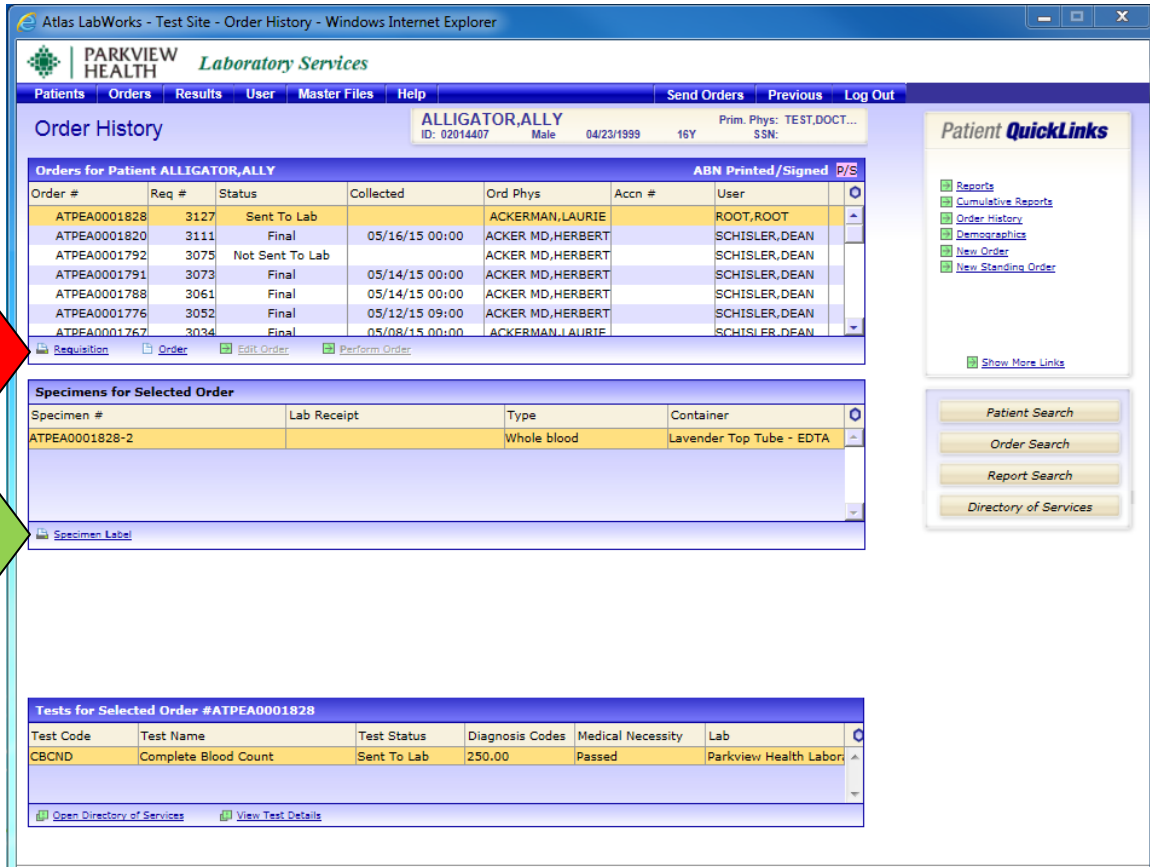
- Reports
- Cumulative Reports
- Order History
- Demographics
- New Order
- New Standing Order

Show More Links

Patient Search Order Search Report Search Directory of Services

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

## Reprinting Requisitions and Labels: Continued



Atlas LabWorks - Test Site - Order History - Windows Internet Explorer

PARKVIEW HEALTH Laboratory Services

Patients Orders Results User Master Files Help Send Orders Previous Log Out

Order History ALLIGATOR, ALLY ID: 02014407 Male 04/23/1999 16Y Prim. Phys: TEST, DOCT... SSN:

**Orders for Patient ALLIGATOR, ALLY**

Order #	Req #	Status	Collected	Ord Phys	Accn #	User	ABN Printed/Signed P/S
ATPEA0001828	3127	Sent To Lab		ACKERMAN, LAURIE		ROOT, ROOT	
ATPEA0001820	3111	Final	05/16/15 00:00	ACKER MD, HERBERT		SCHISLER, DEAN	
ATPEA0001792	3075	Not Sent To Lab		ACKER MD, HERBERT		SCHISLER, DEAN	
ATPEA0001791	3073	Final	05/14/15 00:00	ACKER MD, HERBERT		SCHISLER, DEAN	
ATPEA0001788	3061	Final	05/14/15 00:00	ACKER MD, HERBERT		SCHISLER, DEAN	
ATPEA0001776	3052	Final	05/12/15 09:00	ACKER MD, HERBERT		SCHISLER, DEAN	
ATPEA0001767	3034	Final	05/08/15 00:00	ACKERMAN, LAURIE		SCHISLER, DEAN	

Requisition Order Edit Order Perform Order

**Specimens for Selected Order**

Specimen #	Lab Receipt	Type	Container
ATPEA0001828-2		Whole blood	Lavender Top Tube - EDTA

Specimen Label

**Tests for Selected Order #ATPEA0001828**

Test Code	Test Name	Test Status	Diagnosis Codes	Medical Necessity	Lab
CBCND	Complete Blood Count	Sent To Lab	250.00	Passed	Parkview Health Labor

Open Directory of Services View Test Details

**Patient QuickLinks**

- Reports
- Cumulative Reports
- Order History
- Demographics
- New Order
- New Standing Order

Show More Links

Patient Search

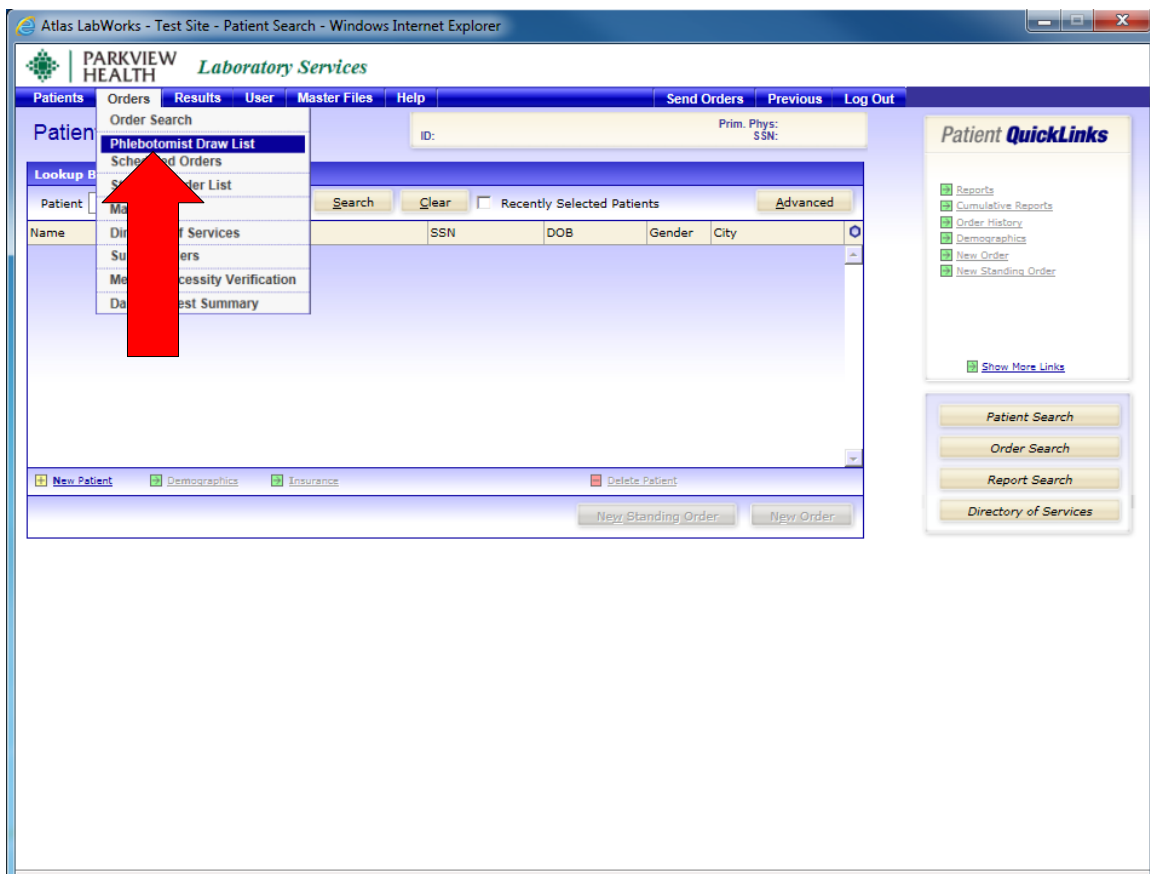
Order Search

Report Search

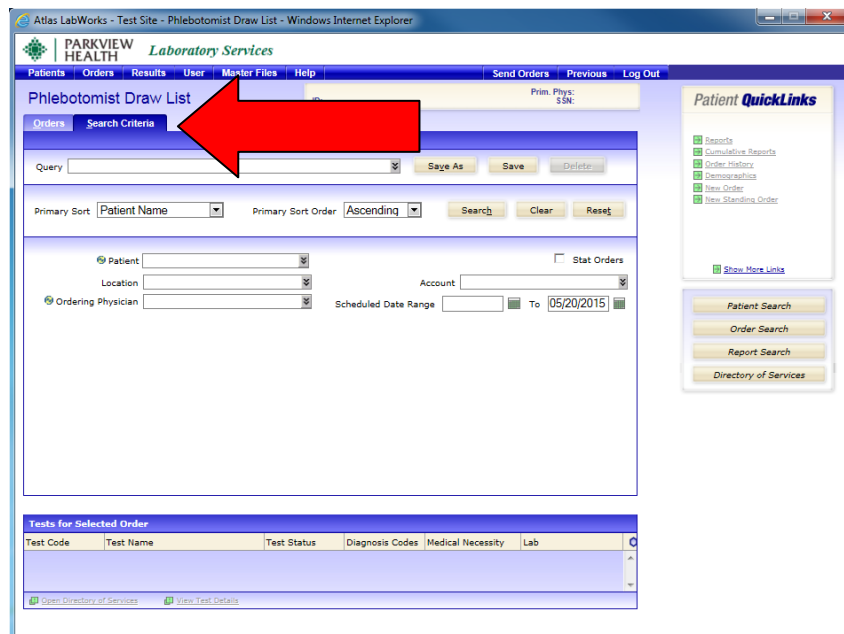
Directory of Services

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



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



## Phlebotomist Draw List: Continued

Atlas LabWorks - Test Site - Phlebotomist Draw List - Windows Internet Explorer

PARKVIEW HEALTH Laboratory Services

Patients Orders Results User Master Files Help Send Orders Previous Log Out

Phlebotomist Draw List

ID: Prim. Phys: SSN:

Orders Search Criteria

Query Save As Save Delete

Primary Sort Room Primary Sort Order Ascending Search Clear Reset

Patient Stat Orders

Location Peabody Retirement (Cedar Rid Account

Ordering Physician Scheduled Date Range 05/20/2015 To 05/20/2015

1

2

3

Tests for Selected Order

Test Code	Test Name	Test Status	Diagnosis Codes	Medical Necessity	Lab
-----------	-----------	-------------	-----------------	-------------------	-----

Open Directory of Services View Test Details

Patient QuickLinks

- Reports
- Cumulative Reports
- Order History
- Demographics
- New Order
- New Standing Order

Show More Links

Patient Search

Order Search

Report Search

Directory of Services

### SEARCH OPTIONS

1. Primary Sort: Room
2. Location: Choose site location- Choose individual location within the site and print each area separate.
3. Schedule Date Range: Choose Date of Draw List and place in both windows
4. Click on [Search]



## Phlebotomy Draw List: Continued

Atlas LabWorks - Test Site - Phlebotomist Draw List - Windows Internet Explorer

PARKVIEW HEALTH Laboratory Services

Patients Orders Results User Master Files Help Send Orders Previous Log Out

Phlebotomist Draw List TEST,RAJ ID: PATPEA00111 Male 08/20/1981 33Y Prim. Phys: ACKERMAN... SSN:

Orders Search Criteria

Patient Name	Order #	Gender	Room #	DOB	Ordering Physician	Location	Due D...	Co...	Coll...
TEST,RAJ	ATPEA0001806	Male	203	08/20/1981	ACKERMAN,LAURIE	Peabody Retirem	05/21/1...		

Summary

- Print Summary Report
- View Summary Report
- Toggle Default Action (View or Print)
- Print To Alternate Printer
- Set Default Printer
- Remove Link from Bar

Requisition Order

Requisitions/Labels/ABN Summary Release All

Tests for Selected Order #ATPEA0001806

Test Code	Test Name	Test Status	Diagnosis Codes	Medical Necessity	Lab
GLU	Glucose	Pending	486	Passed	Parkview Health Labor

Open Directory of Services View Test Details

Patient QuickLinks


- Reports
- Cumulative Reports
- Order History
- Demographics
- New Order
- New Standing Order
- Results History
- Insurance
- Orders Pending Results
- Standing Order List
- Hide Extra Links

Patient Search

Order Search

Report Search


Directory of Services

1. Click on the  button to the right of Summary. The Summary box will open.
2. Select [Print Summary Report] or [View Summary Report] to view Phlebotomy Draw List

See next page for an example of report.

## Example of Phlebotomy Draw List

Atlas LabWorks - Test Site - Phlebotomist


**PARKVIEW HEALTH**  
**Phlebotomist Draw List**  
 PRINTED ON 05/21/2015 AT 11:38

Filter Criteria	
Patient	
Account	
Physician	
Location	
Date Range	From: 05/21/2015 12:00AM To: 05/21/2015 11:59PM

Patient Name	Order #	ABN	Gender	ROOM	DOB	Ordering Physician	Location	Due Date
TEST,RAJ	ATPEA0001806		Male	203	08/20/1981	ACKERMAN,LAURIE	Peabody Retirement (Cedar Ridge)	05/21/15
<u>Ordered Tests</u>		<u>Codes</u>		<u>Specimens</u>				
Glucose		GLU		Refrigerated Plasma CONTAINER:Green Top Yellow Ring Tube				

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

## Standing Order List Review of Standing Orders

Atlas LabWorks - Test Site - Standing Order List - Windows Internet Explorer

PARKVIEW HEALTH Laboratory Services

Patients Orders Results User Master Files Help Send Orders Previous Log Out

Standing Order List ID: Prim. Phys: SSN:

Orders Search Criteria

Show All Orders  
Show Active Orders  
Show Expired Orders  
Show Expiring Orders

Authorized Location Patient

Created Date Range To  
Start Date Range To  
End Date Range To

Search Clear

Patient QuickLinks

- Reports
- Cumulative Reports
- Order History
- Demographics
- New Order
- New Standing Order

Show More Links

Patient Search  
Order Search  
Report Search  
Directory of Services

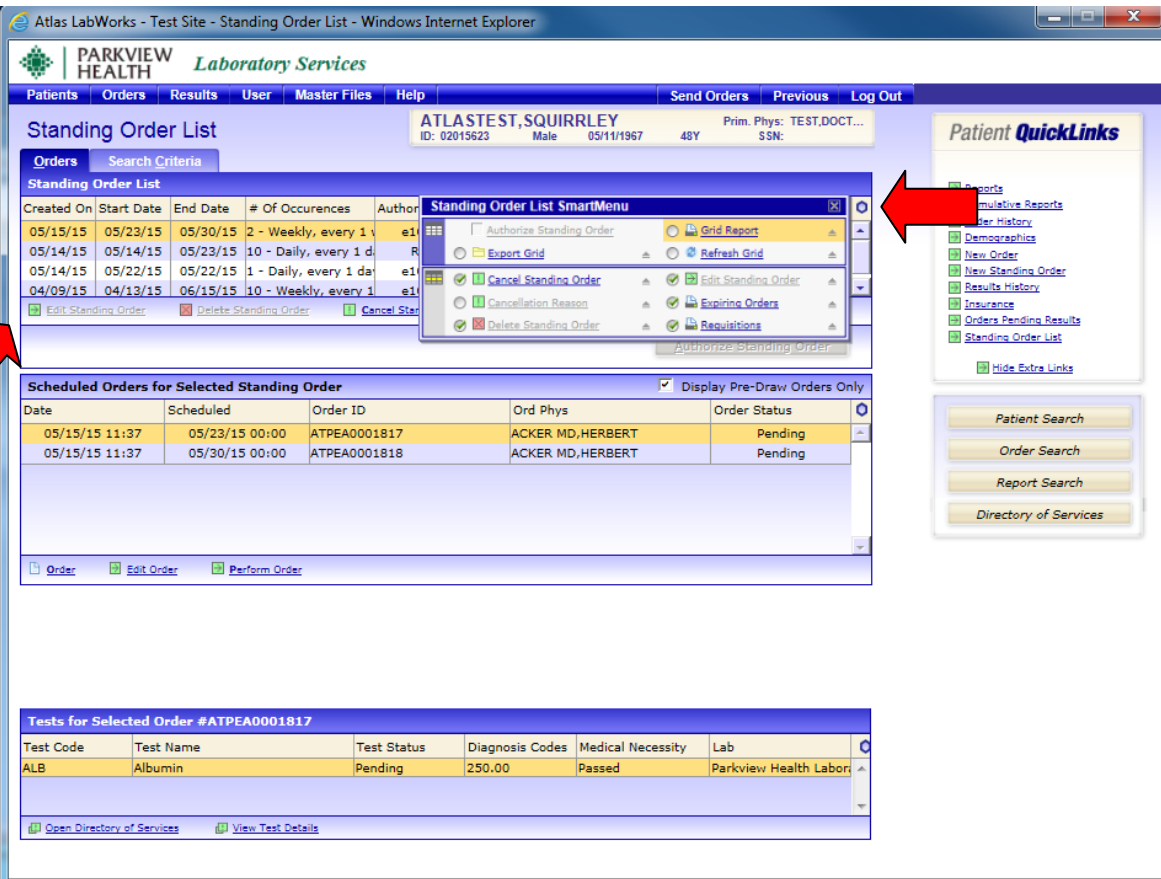
Tests for Selected Order

Test Code	Test Name	Test Status	Diagnosis Codes	Medical Necessity	Lab

Open Directory of Services View Test Details

3. Click on [Orders] from the top tool bar
4. Click on [Standing Order List]
5. Click on the [Search Criteria] tab
6. 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
7. Click on [Show Expiring Orders]
8. Type in the number of days which orders will be expired.  
30 days is preferred
9. Click on the [Search] button when finished

## Standing Order List Review of Standing Orders: Continued



Atlas LabWorks - Test Site - Standing Order List - Windows Internet Explorer

PARKVIEW HEALTH Laboratory Services

Patients Orders Results User Master Files Help Send Orders Previous Log Out

ATLASTEST, SQUIRRELY  
ID: 02015623 Male 05/11/1967 48Y Prim. Phys: TEST.DOC... SSN:

Standing Order List

Orders Search Criteria

Standing Order List SmartMenu

- Authorize Standing Order
- Grid Report
- Export Grid
- Refresh Grid
- Cancel Standing Order
- Edit Standing Order
- Cancellation Reason
- Expiring Orders
- Delete Standing Order
- Requisitions

Authorize Standing Order

Scheduled Orders for Selected Standing Order

Display Pre-Draw Orders Only

Date	Scheduled	Order ID	Ord Phys	Order Status
05/15/15 11:37	05/23/15 00:00	ATPEA0001817	ACKER MD, HERBERT	Pending
05/15/15 11:37	05/30/15 00:00	ATPEA0001818	ACKER MD, HERBERT	Pending

Order Edit Order Perform Order

Tests for Selected Order #ATPEA0001817

Test Code	Test Name	Test Status	Diagnosis Codes	Medical Necessity	Lab
ALB	Albumin	Pending	250.00	Passed	Parkview Health Labor

Open Directory of Services View Test Details

Patient QuickLinks


- Reports
- Cumulative Reports
- Order History
- Demographics
- New Order
- New Standing Order
- Results History
- Insurance
- Orders Pending Results
- Standing Order List
- Hide Extra Links

Patient Search

Order Search

Report Search

Directory of Services

10. If the [Grid Report] link does not show. Click on the smart menu icon  and select the Grid Report. This will place the link in the area indicated by the arrow.

## Standing Order List Review of Standing Orders: Continued

The screenshot shows the 'Atlas LabWorks - Test Site - Standing Order List' interface. The patient information at the top is: **ATLASTEST,SQUIRLEY**, ID: 02015623, Male, 05/11/1967, 48Y, Prim. Phys: TEST,DOCT... SSN: . The 'Grid Report' menu is open, showing options: Print Grid Report, View Grid Report, Toggle Default Action (View or Print), Print To Alternate Printer, Set Default Printer, Remove Link from Bar, and Information. A red arrow points to the 'Grid Report' button in the main interface. Below the menu, there is a table of 'Scheduled Orders' and a section for 'Tests for Selected Order #ATPEA0001817'.

Curcures	Authorizer	Expired	Patient	Tests
dy, every 1	e101227	No	ATLASTEST,SQUIRRL	Albumin
y, every 1 d	ROOT	No	TEST,RAJ	Glucose
y, every 1 da	e102594	No	UNITEDHEATH,ANES	NT-pro BNP
skly, every 1	e101227	No	ALLIGATOR,ALLY	Glycohemoglobin

Date	Scheduled	Order ID	Ord Phys	Order Status
05/15/15 11:37	05/23/15 00:00	ATPEA0001817	ACKER MD,HERBERT	Pending
05/15/15 11:37	05/30/15 00:00	ATPEA0001818	ACKER MD,HERBERT	Pending

Test Code	Test Name	Test Status	Diagnosis Codes	Medical Necessity	Lab
ALB	Albumin	Pending	250.00	Passed	Parkview Health Labor


11. Click on the  button to the right of Grid Report. The Grid Report box will open.

12. Select [Print Grid Report] or [View Grid Report] to view expiring orders

See next page for an example of report.

## Example of Expiring Orders Report

Atlas LabWorks - Test Site - Grid Report - Standing Order List


**PARKVIEW HEALTH**  
**Standing Order List Grid Report**  
 PRINTED ON 05/21/2015 AT 10:57

<b>Page Name</b>	Standing Order List
<b>Grid Name</b>	Standing Order List
<b>Filter Criteria</b>	
<b>Expiration Day Count</b>	30
<b>Total Row Count</b>	4

	Created On	Start Date	End Date	# Of Occurences	Authorizer	Expired	Patient	Tests
1	05/15/15	05/23/15	05/30/15	2 - Weekly, every 1 weeks on Saturday	e101227	No	ATLASTEST,SQUIRRELY	Albumin
2	05/14/15	05/14/15	05/23/15	10 - Daily, every 1 days	ROOT	No	TEST,RAJ	Glucose
3	05/14/15	05/22/15	05/22/15	1 - Daily, every 1 days	e102594	No	UNITEDHEATH,ANESTHESIA	NT-pro BNP
4	04/09/15	04/13/15	06/15/15	10 - Weekly, every 1 weeks on Monday	e101227	No	ALLIGATOR,ALLY	Glycohemoglobin

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

## Standing Order List: Review of Standing Orders

**Atlas LabWorks - Test Site - Standing Order List - Windows Internet Explorer**

**PARKVIEW HEALTH Laboratory Services**

Patients Orders Results User Master Files Help Send Orders Previous Log Out

**Standing Order List** UNITEDHEATH, ANESTHESIA Prim. Phys: TEST, DOCT...  
ID: PATPEA00063 Female 08/01/1935 79Y SSN: 354-12-5844

**Orders Search Criteria**

Created On	Start Date	End Date	# Of Occurrences	Authorizer	Expired	Patient	Tests
04/17/15	04/22/15	01/27/16	4 - Monthly, every 3	e102594	No	UNITEDHEATH, ANES	Valproic Acid
04/17/15	04/20/15	04/18/16	27 - Weekly, every 2	e102594	No	UNITEDHEATH, ANES	Glucose
04/17/15	04/17/15	04/08/16	52 - Weekly, every 1	e102594	No	UNITEDHEATH, ANES	Aldosterone

Grid Report Edit Standing Order Delete Standing Order Cancel Standing Order Requisitions Expiring Orders

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

Date	Scheduled	Order ID	Ord Phys	Order Status
04/17/15 12:30	07/22/15 00:00	ATPEA0001631	ACKER MD, HERBERT	Pending
04/17/15 12:30	10/28/15 00:00	ATPEA0001632	ACKER MD, HERBERT	Pending
04/17/15 12:30	01/27/16 00:00	ATPEA0001633	ACKER MD, HERBERT	Pending

Order Edit Order Perform Order

**Tests for Selected Order #ATPEA0001631**

Test Code	Test Name	Test Status	Diagnosis Codes	Medical Necessity	Lab
VALP	Valproic Acid	Pending	253.5	Passed	Parkview Health Labor

Open Directory of Services View Test Details

**Patient QuickLinks**

- Reports
- Cumulative Reports
- Order History
- Demographics
- New Order
- New Standing Order

Show More Links

Patient Search  
Order Search  
Report Search  
Directory of Services

Valproic Acid order written on 4/17/15 for every 3 months to start on 4/22/15. Request will be order as every 3 months on the 4th Wednesday of each month. The last order will be drawn 1/27/16.

\*\*\***Therefore, it is important to run Standing Order Reviews monthly to capture all expiring orders in a timely manner.**\*\*\*

If you position the mouse over the # of occurrences a text box will extend to view the full order. Ex. 4 - Monthly, every 3 months on 4th Wednesday