



LabCorp Interface Documentation

System Administrators

Requirement: VHN Version 14.1 or higher

What is an interface? Interfaces allow for the electronic exchange of lab orders and results between an EHR and a Laboratory Information Management System (LIMS). The VHN interface with LabCorp is bidirectional. This means orders will be submitted electronically from VHN to LabCorp, and results will be returned electronically from LabCorp to VHN.

What is a Crosswalk/Map? Laboratories may use an internal coding system to define each test they perform. The laboratory's internal coding system may not match up with the local coding system setup within VHN. Crosswalks allow the local VHN test codes to be translated into the codes the Laboratory's system recognizes. Providers will still order and review labs using the VHN code they are accustomed to.

What are the steps to prepare for the interface? The first step is to work with your clinical staff to complete a spreadsheet (provided by Harris) listing all labs that will be ordered over the LabCorp interface. The spreadsheet requires a VHN Test code and a corresponding LabCorp Test Number. Then decisions need to be made alongside clinical staff regarding setup of a default sample type, default source type, default site, and default requisition type for each of these tests. All set-up must be done in the Training Database or Development Server (if you have one).

How will the testing/validation phase work? Before your district goes live with the new interface, testing will be done to validate that the orders and results being transmitted are received and correct. LabCorp will designate a list of labs that must be set up in your testing environment. These labs will then be ordered on test patients by Harris staff and transmitted to LabCorp. LabCorp will create mock results and transmit them back into VHN. These results will then need to be validated and confirmed to be what was expected. Once completed, Harris will work with you to schedule training and a go-live date.

Lab Interface Test Set-up

1. [Public Health > SystemUtil > Lab Maintenance > LabSetup](#)
2. Query for desired code
3. If a VHN code exists already for the LabCorp Lab, skip to #5 below
4. If no results found, click [AddTest](#)
 - a. [Test Type](#)
 - i. Local VHN Code
 - ii. Determined by Local Health Department
 - iii. No more than **8** characters!
 - b. [Description](#)
 - i. Description that provider will see when ordering the test
 - c. [Is this a Panel?](#)
 - i. Harris will set up any panels
 - d. [LOINC Code](#)
 - i. Not required for LabCorp
 - e. [Alias Description](#)
 - i. Not required, but can insert the LabCorp Test Number here
 - f. [Auto-Accession](#)
 - i. Accession number is the sample number sent to the outside lab
 - ii. Mark **N** for labs that will be sent over this interface.
 - g. [In or Out](#)
 - i. Enter **O** for Outside Lab
 - h. [Bill Test?](#)
 - i. Add a check in the box if billing for this test
 - i. [Outside Facil Code](#)
 - i. Determined by Local Health District
 - ii. Can be found in facility table
 - iii. Enter local Outside Facility code for LabCorp
 - j. [Expiration Date](#)
 - i. Added when no longer ordering a test
 - ii. Removes the lab as a choice for users in the clinical order screen
 - k. [Sample Type](#)
 - i. Cannot be set to **"No"**
 - ii. Sample Type set here will default in for providers during collection
 - iii. Possible Sample Types determined by the Local Health District as LabCorp does not require specific codes
 - iv. Clinicians can assist with list
 - v. Providers will be able to change sample type on the collection screen when necessary
 - l. [Requisition Type](#)
 - i. Select for each lab from the list to default for the sample: **Frozen, Refrigerated, Room Temperature or Cytology**

- m. **Provider Collected**
 - i. It is highly recommended that this remains unchecked for labs sent over the interface
 - n. **Ask Order Entry (AOE) E-chart**
 - i. Contains additional questions that the lab requires when the test is ordered
 - ii. Must set up the E-chart first in E-chart Maintenance – **Harris will set up AOE for labs that require one**
 - iii. The E-chart may be very short (only one question) or have multiple questions
 - iv. Select the correct E-chart in this field from the dropdown list for the specific lab
 - o. **AOE Timing**
 - i. Determines if the AOE pops up at the time of order or collection
 - ii. Choose **Order** for this field
 - iii. E-chart will open automatically at time of lab order for the provider to complete
 - p. **Default Approval Code**
 - i. Not required for LabCorp
 - q. **Default Source and Default Site**
 - i. Not required for LabCorp
 - r. **Informational Message**
 - i. Not required for LabCorp, but can type an informational message that will be displayed to the ordering provider when they order the test
 - ii. Can be used as a reminder or special instructions for the provider to follow for a specific test
 - s. **Analyte** – Only need **ONE** Analyte set up with the exact same code as the Test Code. All that is needed for this one analyte is:
 - i. **Lab Analyte Code** (Must be the same as the Test Code)
 - ii. **Description** (This will appear in the lab order screen and encounter summary)
 - iii. **Effective Date** (Date analyte takes effect)
5. For current local VHN Codes already in the system:
- a. **Update** current LabCorp test to make sure that it has the required information as instructed above
 - i. Select the **Sample Type** that will be the default
 - ii. Select the **Requisition Type** that will be the default
 - iii. Recommended that **Auto-Accession is set to N** and **Provider Collected is unchecked**
 - iv. Make sure Outside Facil Code is correct and click OK
 - b. **Click CodeUpd**
 - i. Expire all current analytes
 - ii. Click OK
 - c. **Click AddAnalyTe**
 - i. Enter only ONE active analyte that has the same code as the test code
 - ii. Only fill in Code, Description, Effective Date
6. Don't forget to set up a matching Service Code for each lab test that will be billed!
- a. **Maintenance Menu > ServCode**
 - b. Important for billing if you collect fees on the test
 - c. Service Code must match the local Lab Code exactly
 - d. Set up CPT code and billing information

Example of LabCorp Lab Set-up

Mitchell & McCormick Lab Maintenance System

Laboratory Test Setup

Test Type	GCCP	Description	GC/CHLAMYDIA CULTURE
Is this a panel?	<input type="checkbox"/>	Alias Description	183194
LOINC Code		In House or Out	O
Auto-Accession	N	Outside Facil. Code	LC LABCORP
Bill Test?	Y	Sample Type	SWAB
Exp. Date		Requisition Type	R ROOM TEMPERATURE
Test Weight			
Provider Collected?	<input type="checkbox"/>		
Ask Order Entry Echart	AOEMSRC	Default Source	
AOE Timing (Collection/Order)	ORDER	Default Site	
Program		(Restrict access based on program)	
Default Approval Code			
Informational Message			

Lab Analytes Setup

Code	Description	Res Typ	Units	Normal Low	Normal High	Allow Low	Allow High	Mod Low	Mod High
CHLA	CHLAMYDIA	C							
Effective Date	01/01/1901	Exp Date	06/01/2019	Norm Range	NEGATIVE				
Posting Order		Gender		Age Range		Norm Codes			
LOINC Code									
GC	GC	C							
Effective Date	01/01/1901	Exp Date	06/01/2019	Norm Range	NEGATIVE				
Posting Order		Gender		Age Range		Norm Codes			
LOINC Code									
GCCP	GC/CHLAMYDIA								
Effective Date	06/30/2019	Exp Date		Norm Range					
Posting Order		Gender		Age Range		Norm Codes			
LOINC Code									

Crosswalk Set-up

Crosswalks allow a Health District to use their own existing VHN LabCorp codes by connecting the VHN codes with the numerical LabCorp codes in the background. These crosswalks will be set up initially by Harris staff. System Administrators can create crosswalks for any new labs added after implementation.

1. From [Lab Maintenance > Crosswalks](#)

MAIN

- LabSetup
- SampleLab
- ResultCodes
- InterpCodes
- Lab Programs
- Radiology Setup
- Crosswalks**
- Lab Source Site
- Exit

2. Click **Add** to create a new crosswalk or **Query** to search for an existing crosswalk

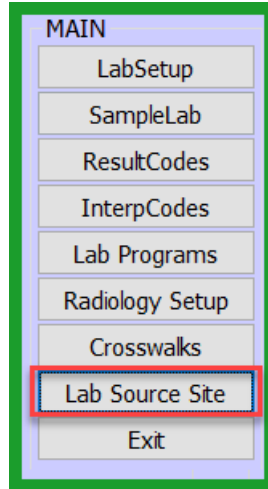
The screenshot shows the 'External System Crosswalks' window. It has a title bar with standard window controls. The main area is divided into three sections: 'External System Definition' with fields for 'External System Name' and 'Description'; 'VHN Parameters' with fields for 'VHN Table', 'VHN Column', and 'Value'; and 'External System Parameters' with fields for 'External System Table' and 'External System Value'. To the right of these fields is a vertical toolbar with buttons: 'Query', 'Next', 'Previous', 'Add' (highlighted with a red box), 'Update', 'Remove', 'Output' (with a printer icon), and 'Exit'. At the bottom left, it says 'Search database for selected records.' and at the bottom right, there is an 'OVR' button.

3. LABCORP requires 1 crosswalk to be set up for each lab
- a. The crosswalk links the VHN Lab Code with the LabCorp Test Number
 - b. External System Name = must be **“labcorp”**
 - c. Description = the **description** of the lab test
 - d. VHN Table = **“labsample”**
 - e. VHN Column = **“testtype”**
 - f. Value = the **VHN Local Code** for the test
 - g. External System Table = must be **“testcode”**
 - h. External System Value = the **LABCORP designated test code**

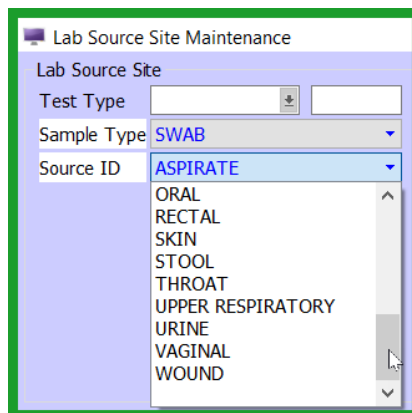
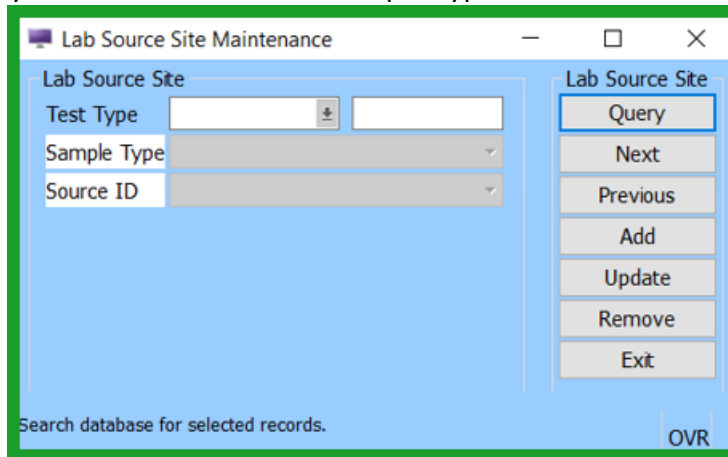
This screenshot shows the same 'External System Crosswalks' window, but with the following fields populated: 'External System Name' is 'labcorp', 'Description' is 'Chalmydia/GC Culture', 'VHN Table' is 'labsample', 'VHN Column' is 'testtype', 'Value' is 'GCCP', 'External System Table' is 'testcode', and 'External System Value' is '183194'. The 'Add' button is no longer highlighted. The status bar at the bottom now shows 'Record 1 of 1 records.' and the 'OVR' button is still present.

Lab Source Site Maintenance

1. Certain labs may be collected at more than one site (example, herpes cultures)
2. Initially will be set up by Harris staff
3. **Lab Maintenance > Lab Source Site**



4. **Query** – can search by Sample Type and Source ID to see available choices. Can also query by test code to see which Sample Types and Sources are acceptable for the test



- Click **Next/Previous** to “flip” through the entries

- For a new test, an entry is needed for every possible Sample Type for the test.
 - Click **Add**.
 - Enter the Test code for the new test in the **Test Type** field.
 - Choose the possible **Sample Type** from the pick list.
 - If the **Sample Type** has an associated **Source ID**, you can choose it from the dropdown.
 - If the **Sample Type** does not have an associated **Source ID**, you can leave the Source blank.
- For example, the Herpes Culture above may have multiple entries in this table. For the Sample Type Swab, there may be entries for Swab/Vaginal, Swab/Eye, Swab/Penis, etc. These entries allow the user to choose a Site in the Collection Screen if there is more than one site possible.

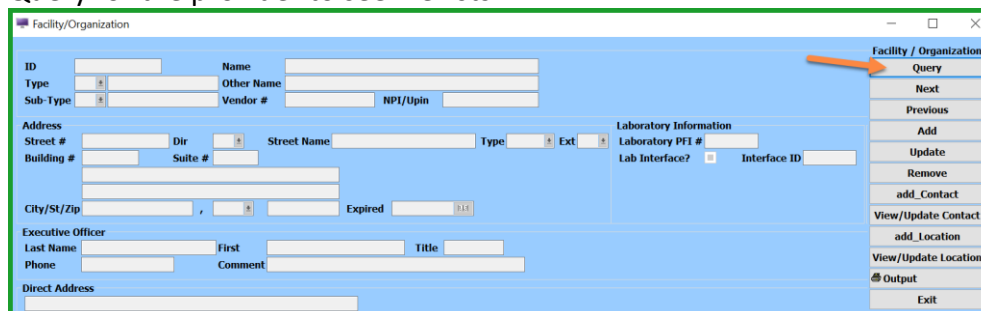
Clinical Workflow Set-up

- Prior to going live with the interface, the new workflow entries should be inserted into any clinical workflows where interface labs are ordered:
 - Collect Lab Sample**
 - Print Lab Requisition**

Facility Table for Outside Providers

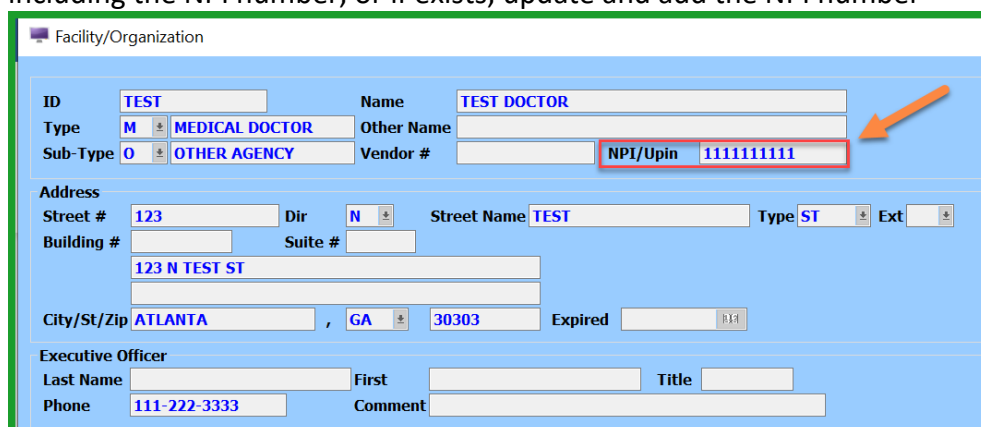
If your clinic provides lab services for patients of Outside Providers, you can set up these providers in the Facility Table to save time for the clinical users (*if your facility does not provide this type of service [skip this section](#)*). Clinical users can provide a list of common Outside Providers.

1. Go to Maintenance > Facilities
2. Query for the provider to see if exists



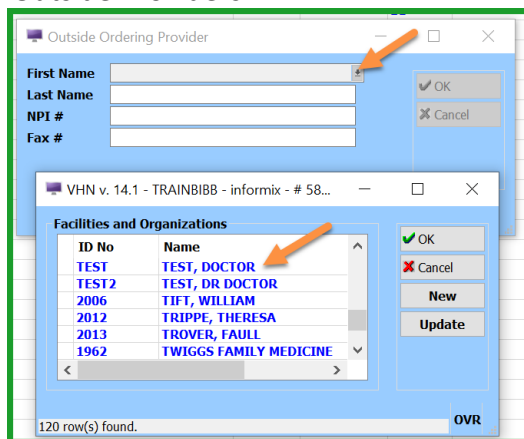
The screenshot shows the 'Facility/Organization' form. The form has several sections: ID, Name, Address, Executive Officer, and Laboratory Information. The ID section includes fields for ID, Type, Sub-Type, and Vendor #. The Name section includes fields for Name, Other Name, and NPI/Upin. The Address section includes fields for Street #, Dir, Street Name, Type, Ext, Building #, Suite #, City/St/Zip, and Expired. The Executive Officer section includes fields for Last Name, First, Title, Phone, and Comment. The Laboratory Information section includes fields for Laboratory PFI #, Lab Interface?, and Interface ID. A sidebar menu on the right contains options: Query, Next, Previous, Add, Update, Remove, add_Contact, View/Update Contact, add_Location, View/Update Location, Output, and Exit. An orange arrow points to the 'Query' option in the sidebar.

3. If the Outside Provider does not exist, [create a new provider](#) as shown below including the NPI number, or if exists, update and add the NPI number



The screenshot shows the 'Facility/Organization' form with test data entered. The ID section has ID 'TEST', Type 'M MEDICAL DOCTOR', Sub-Type 'O OTHER AGENCY', and Vendor #. The Name section has Name 'TEST DOCTOR' and NPI/Upin '1111111111' (highlighted with a red box and an orange arrow). The Address section has Street # '123', Dir 'N', Street Name 'TEST', Type 'ST', Ext, Building #, Suite #, City/St/Zip 'ATLANTA, GA 30303', and Expired. The Executive Officer section has Last Name, First, Title, Phone '111-222-3333', and Comment.

4. This will allow the clinical users to choose the provider in a dropdown when ordering labs for Outside Providers



The screenshot shows the 'Outside Ordering Provider' dialog. It has fields for First Name, Last Name, NPI #, and Fax #. A dropdown arrow is shown next to the First Name field (highlighted with an orange arrow). Below the dialog is a window titled 'VHN v. 14.1 - TRAINBIBB - informix - # 58...' showing a table of 'Facilities and Organizations'.

ID No	Name
TEST	TEST, DOCTOR
TEST2	TEST, DR DOCTOR
2006	TIFT, WILLIAM
2012	TRIPPE, THERESA
2013	TROVER, FAULL
1962	TWIGGS FAMILY MEDICINE

The table has a status bar at the bottom that says '120 row(s) found.' and 'OVR'. There are 'OK', 'Cancel', 'New', and 'Update' buttons on the right.

Clinical Users

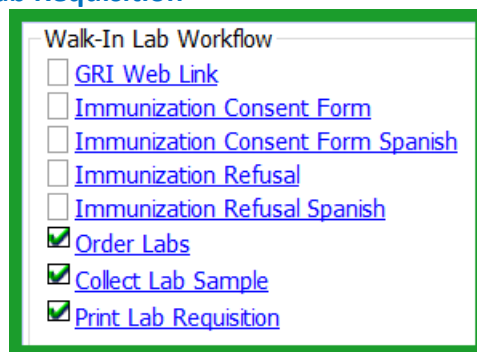
What is an interface? Interfaces allow for the electronic exchange of lab orders and results between an EHR and a Laboratory Information Management System (LIMS). The VHN interface with LabCorp is bidirectional. This means orders will be submitted electronically from VHN to LabCorp, and results will be returned electronically from LabCorp into VHN.

How does this affect clinical workflow? Because the information is now being sent electronically both ways, no paper copy is needed to order labs or receive results. The results will be automatically pulled into the patient's record in VHN. The process involves ordering a test, collecting the specimen, creating requisitions, receiving the results via the interface, and reviewing the results.

Two Different ways to order labs in VHN

1. *Order Labs from the Workflow*

- a. Note that there are 2 new workflow entries > **Collect Lab Sample** and **Print Lab Requisition**



- b. Click on **Order Labs**
- c. Select the lab(s) that you wish to order in the Order Screen
 - i. If you see a short list and don't see the lab that you wish to order, click on "**Show All**"
 - ii. You can select multiple lab orders on this screen including tests sent by the interface and tests that are not
 - iii. Choose lab by clicking in the Select column

A screenshot of a table titled "Order Screen" with a green border. The table has columns: Select, Code, Description, Program, Ordered By, Send To, Report To, On/After Date, Repeat?, Stat?, Diagnosis, and Diagnosis Description. The "Ordered By" and "Report To" columns are highlighted with red boxes. The "Diagnosis" column is also highlighted with a red box. The table contains several rows of lab tests, with the row for "AMYLAASE" (AMYLAASE SERUM) selected, indicated by a checked checkbox in the "Select" column. The "Send To" and "Report To" fields for this row are set to "LC". The "On/After Date" is "09/01/2019". The "Diagnosis" field contains "Z00.00" and the "Diagnosis Description" is "ENCOUNTER FOR GENERAL ADULT MED".

Select	Code	Description	Program	Ordered By	Send To	Report To	On/After Date	Repeat?	Stat?	Diagnosis	Diagnosis Description
<input type="checkbox"/>	AFP	ALPHA FETOPROTEIN TUMOR MARKER			LC			<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	ALP	ALPHA1ANTITRYPSIN PHENOTYPE			LC			<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	ALT	ALT			LC			<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	AMYLAASE	AMYLAASE SERUM	GL	INF	LC	INF	09/01/2019	<input type="checkbox"/>	<input type="checkbox"/>	Z00.00	ENCOUNTER FOR GENERAL ADULT MED
<input type="checkbox"/>	CCP-LC	ANTI-CCP LABCORP			LC			<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	ANTIDNA	ANTI-DSDNA ANTIBODIES			LC			<input type="checkbox"/>	<input type="checkbox"/>		

- d. **Ordered By** field
 - i. Defaults automatically to the user who is logged in and orders the labs
 - ii. For LabCorp, the entry in the **Ordered By** field needs to be a **Provider with an NPI number in the Provider Table**. If a provider without an NPI is listed in the field, LabCorp will reject the order.

- iii. A reminder will pop up if the Provider entered in the **Ordered By** field does **not** have an NPI number, and the user will be forced to add a Provider with an NPI number to complete the order

Select	Code	Description	Program	Ordered By	Send To
<input checked="" type="checkbox"/>	AMYLASE	AMYLASE SERUM	GL	JOH	LC
<input type="checkbox"/>	AHAVIGM	ANTI HAV TOTAL ANTIBODY IGM			O
<input type="checkbox"/>	CCP-LC	ANTI-CCP LABCORP			
<input type="checkbox"/>	ANTIDNA	ANTI-DSDNA ANTIBODIES			
<input type="checkbox"/>	ABS	ANTIBODY SCREEN			
<input type="checkbox"/>	ANTIENA	ANTIEXTRACTABLE NUCLEAR ANTIGENS			
<input type="checkbox"/>	GLIA-IGA	ANTI GLIADIN ABS, IGA			
<input type="checkbox"/>	GLIA-IGG	ANTI GLIADIN ABS, IGG			

Error

NPI required for provider JOH.

OK

- e. **Report To** field
 - i. Defaults to the user that is logged in and ordering the labs
 - ii. Should be changed if needed to a Provider/Clinical user who typically reviews lab results when received from LabCorp. A **Recommendation** will be placed on the **Task List** of the user entered in this field
- f. The **Diagnosis** field is required for LabCorp
 - i. If a **Diagnosis** is not listed, LabCorp will reject the order
 - ii. If the user forgets to add, a pop-up will remind the user before can exit the order screen
 - iii. Each LabCorp lab ordered requires a Diagnosis

Select	Code	Description	Program	Ordered By	Send To	Report To	On/After Date	Repeat?	Stat?	Diagnosis	Diagnosis Description
<input type="checkbox"/>	1HRGTT	1 HR GLUCOSE TOLERANCE TEST			LC			<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	DRG10	10 PANEL DRUG TEST			LC			<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	3HRGTT	3 HR GLUCOSE TOLERANCE TEST			LC			<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	DRG05	5 PANEL DRUG TEST			LC			<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	ABO	ABO GROUP / RH TYPE			LC			<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	OB-ABO	ABO/BLOOD TYPE	ST	INF	LC	INF	10/25/2019	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	ALB	ALBUMIN			LC			<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	API	ALKALINE PHOSPHATE ISOENZYMES			LC			<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	AFP	ALPHA FETOPROTEIN TUMOR MARKER			LC			<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	ALPHA1	ALPHA1ANTITRYPSIN PHENOTYPE			LC			<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	ALT	ALT			LC			<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	AMYLASE	AMYLASE SERUM			LC			<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	CCP-LC	ANTI-CCP LABCORP			LC			<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	ANTIDNA	ANTI-DSDNA ANTIBODIES			LC			<input type="checkbox"/>	<input type="checkbox"/>		

Error

Must enter diagnosis code.

OK

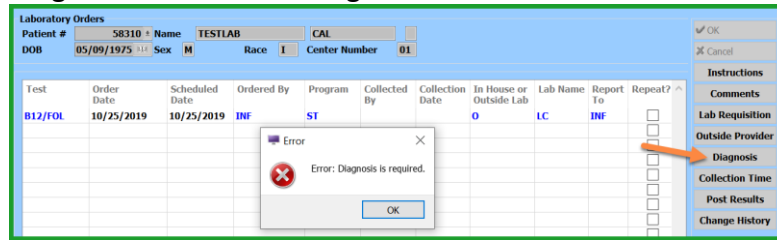
- g. Click the **OK** button in the order screen when finished

2. Order Labs from the Microscope

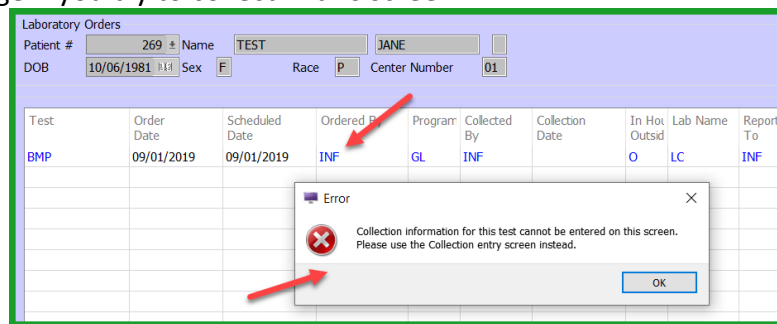
Choose Workflow

- a. Go to the **Microscope > Orders > Add**
- b. Click in the **Test** field and choose a lab from the dropdown
- c. **Order Date** and **Scheduled Date** defaults to today
- d. **Ordered By** – defaults to the user who is logged in - **REMEMBER TO ENTER A PROVIDER WITH AN NPI NUMBER**
 - i. You will get a pop-up reminder if the initials in the **Ordered By** field are not a provider with an NPI number

- e. **Program** defaults to the program that the encounter was opened for, if one is open
- f. The **Diagnosis** field is required for LabCorp
 - i. You will get a pop-up reminder if a diagnosis is not entered under the Diagnosis button on the right-side menu



- g. LabCorp interface labs **CANNOT BE COLLECTED** in this screen. There is a new screen for collecting labs that are sent over the interface. You will get an error message if you try to collect in this screen



- h. **Report To** – Remember that this is the staff member who will review the lab when it comes back
- i. You CAN collect other labs ordered (not going over the interface) while in this screen the usual way
- j. Click **OK** when done and **Exit**
- k. Complete any **AOE's** that pop up
- l. The order has been created but:
 - i. The order has not yet been sent to LabCorp

Ask Order Entry (AOE) E-charts

1. When certain LabCorp labs are ordered, an Ask Order Entry (AOE) e-chart will pop up right after exiting the Lab Order screen
2. These contain additional questions that LabCorp requires for certain tests
3. Complete the questions in the e-chart, and click Finish
4. These e-charts do NOT need to be signed
5. Information that is collected will appear on the requisition
6. If multiple labs are ordered that require the question about Fasting, the AOE will only pop once, and the answer will still appear on all the requisitions (in other words, you will not have to complete the Fasting AOE multiple times)
7. AOE's are required to be completed **BEFORE** the labs are collected in VHN, for the information to transmit to LabCorp

Ask Order Entry: Fasting

LabCorp

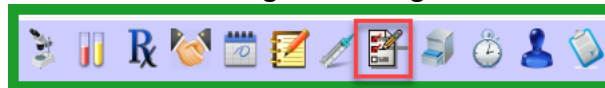
Fasting? ☐ No ☐ Yes

Record Status
☒ Draft
☐ Final (Locked)

Created by:
 Last Updated by:

Save Cancel Void Print Finish

8. If a user wishes to change an answer in an AOE, changes must be made **BEFORE** the lab is collected in VHN. Go to the E-chart icon on the dashboard > choose the AOE > click VIEW > click View again > change the answer > click Finish



Lab Comments

1. **Lab Comments** - If a free text note is needed to transmit information to the lab about a specific test (information about the test sample, etc.), go to the **Microscope > Orders > Update** and choose the lab that needs the note (by clicking somewhere on that lab line) and click on the **Comments** button to add text.

Laboratory Orders

Patient # 147861 Name TEST JAMIE J
 DOB 02/08/1991 Sex F Race W Center Number 01

Test	Order Date	Scheduled Date	Ordered By	Program	Collected By	Collection Date	In Hc	Lab Name	Report To	Repeat?	Submitter	Approval
L006510	09/04/2019	09/04/2019	AAM	ST	INFM	09/04/2019	O	LC	INFM	<input type="checkbox"/>		
5363	10/19/2018	10/19/2018	OM3	AH	FDC	10/19/2018	O	1	OM3	<input type="checkbox"/>		

OK
 Cancel
 Instructions
 Comments
 Lab Requisition
 Diagnosis
 Collection Time
 Post Results
 Change History

- a. Add the comment and click OK

VHN v. 14.1 - COBB - informix - # 147861 JAMIE TEST - DOB 02/08/1991 - F/W 253-...

HEP B SURFACE AG

Comment THE PATIENT HAD LIMITED VEINS AND ONLY 1/4 OF A TUBE WAS ABLE TO BE COLLECTED

OK
 Cancel

- b. Can also be used to add the site for individual Herpes/Biopsy sites

VHN v. 14.1 - COBB - informix - # 1200154 LABCORP TEST - DOB 11/11/1977 - F/A ...

SURG PATH - 1ST SITE

Comment 0300 CERVIX

OK
 Cancel

Outside Providers

Some Health Departments hold General Lab Program clinics that allow Outside Providers in the community to send their patients to the Health Department with orders for lab collection only. To accommodate this type of visit, VHN has created a field in the lab order screens to collect the Ordering Provider's information to send to LabCorp. (If your agency does not provide these services you can skip to the [Collect a Specimen](#) section below).

1. **Outside Providers** are not Health Department employees and are not in the Provider Table in VHN
2. Harris will insert a "fake" provider in the Provider Table called the "**Outside Ordering Provider**" with a Provider Code of "**OUTP**" and a "fake" NPI number

3. **Ordered By** – If ordering labs for an Outside Provider, in the Lab Order screen > change the user initials in the **Ordered By** field to "**OUTP**" and then click the Tab key
 - a. A new box will pop up to enter the Outside Provider information
 - b. The Outside Provider's name can be free typed in each field:

- c. The user can also click on the dropdown to search for an Outside Provider
 - i. **System Admin staff can add common Outside Provider information into the Facilities Table, including the NPI Number** ([see page 8](#))

- ii. If the Outside Provider is in the dropdown, highlight to select > OK
- iii. **The Outside Provider's name and NPI will default into the first 3 fields**

Outside Ordering Provider

First Name: [TEST, DR DOCTOR]
 Last Name: TEST
 NPI #: 1231231231
 Fax #: []

OK Cancel

VHN v. 14.1 - TRAINBIBB - informix - # 58...

Facilities and Organizations

ID No	Name
TEST	TEST, DOCTOR
TEST2	TEST, DR DOCTOR
2006	TIFT, WILLIAM
2012	TRIPPE, THERESA

OK Cancel New Update

120 row(s) found.

Outside Ordering Provider

First Name: DR DOCTOR
 Last Name: TEST
 NPI #: 1231231231
 Fax #: []

OK Cancel

OVR

- d. Free type the NPI # for the Ordering Provider in the NPI field if the Outside Provider was not selected from the dropdown
- e. Free type in the Outside Provider's fax number
- f. When complete click **OK** – the information in the outside provider fields will transmit electronically when the order is sent to LabCorp

Outside Ordering Provider

First Name: DR DOCTOR
 Last Name: TEST
 NPI #: 1231231231
 Fax #: 111-222-3333

OK Cancel

OVR

- 4. **The Outside Ordering Provider pop-up screen must be completed for each lab ordered for LabCorp in the order screens**
 - a. As the user changes the Ordering Provider to **OUTP**, the pop-up will appear and will need to be completed for each LC lab

Select	Code	Description	Program	Ordered By	Send To	Report To	On/After Date	Repeat?	Stat?
<input type="checkbox"/>	ALPHA1	ALPHA1ANTITRYPSIN PHENOTYPE			LC				
<input checked="" type="checkbox"/>	ALT	ALT	ST	OUTP	LC	INF	11/14/2019	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	AMYLASE	AMYLASE SERUM			LC				
<input type="checkbox"/>	CCP-LC	ANTI-CCP LABCORP			LC				
<input checked="" type="checkbox"/>	ANTIDNA	ANTI-DSDNA ANTIBODIES	ST	OUTP	LC	INF	11/14/2019	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	ABS	ANTIBODY SCREEN			LC				
<input type="checkbox"/>	ANTIENA	ANTIEXTRACTABLE NUCLEAR ANTIGENS							
<input type="checkbox"/>	GLIA-IGA	ANTIGLIADIN ABS, IGA							
<input type="checkbox"/>	GLIA-IGG	ANTIGLIADIN ABS, IGG							
<input type="checkbox"/>	AMCA	ANTIMITOCHONDRIAL ANTIBODIES							
<input type="checkbox"/>	ANA	ANTINUCLEAR ANTIBODY							
<input type="checkbox"/>	AMA	ANTISMOOTH MUSCLE ANTIBODIES							
<input type="checkbox"/>	ASO	ANTISTREPTOLYSIN							
<input type="checkbox"/>	AST1	AST							
<input type="checkbox"/>	AST	AST -NO CHARGE							
<input type="checkbox"/>	BNP	B-NATRIURETIC PEPTIDE							
<input type="checkbox"/>	BIBC	B12 IRON BLOOD CAP							

Outside Ordering Provider

First Name

Last Name

NPI #

Fax #

OVR

- b. **It will save time if the most common Outside Providers are entered in the Facilities Table by System Administrator staff** so users can choose from the dropdown instead of free typing
 - c. Users will still have to free type the fax number in the Outside Provider pop-up screen for each lab ordered
5. **Reminders** are in place for missing information in the Outside Provider pop-up screen, and users will not be able to exit the Lab Order screen until all 4 fields are completed. Reminders will appear when labs are ordered either from the workflow lab order screen or from the microscope lab order screen
- a. *If the Ordering Provider's name is not entered, the following message will appear:*

Actions

Select	Code	Description	Program	Ordered By	Send To	Report To	On/After Date
<input checked="" type="checkbox"/>	ALPHA1	ALPHA1ANTITRYPSIN PHENOTYPE	ST	OUTP	LC	INF	10/25/2019
<input type="checkbox"/>	ALT	ALT			LC		
<input type="checkbox"/>	AMYLASE	AMYLASE SERUM			LC		
<input type="checkbox"/>	CCP-LC	ANTI-CCP LABCORP			LC		
<input type="checkbox"/>	ANTIDNA	ANTI-DSDNA ANTIBODIES			LC		
<input type="checkbox"/>	ABS	ANTIBODY SCREEN			LC		
<input type="checkbox"/>	ANTIENA	ANTIEXTRACTABLE NUCLEAR ANTIGEN			LC		
<input type="checkbox"/>	GLIA-IGA	ANTIGLIADIN ABS, IGA			LC		
<input type="checkbox"/>	GLIA-IGG	ANTIGLIADIN ABS, IGG			LC		
<input type="checkbox"/>	AMCA	ANTIMITOCHONDRIAL ANTIBODIES			LC		

Error

Outside provider name is required for ALT

- b. *If the NPI field is blank, the following message will appear:*

Error

Outside provider NPI is required for ALT

- c. *If the NPI is not exactly 10 digits, the user will see the following message:*

Outside Ordering Provider

First Name

Last Name

NPI #

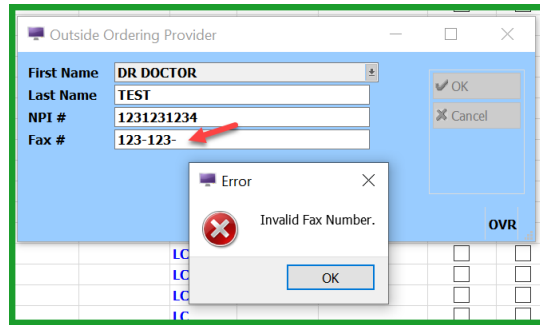
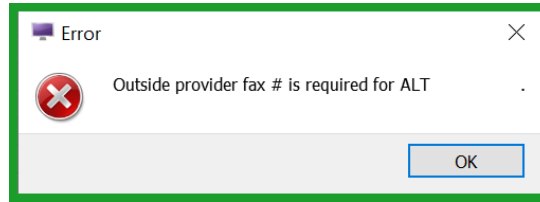
Fax #

OVR

Error

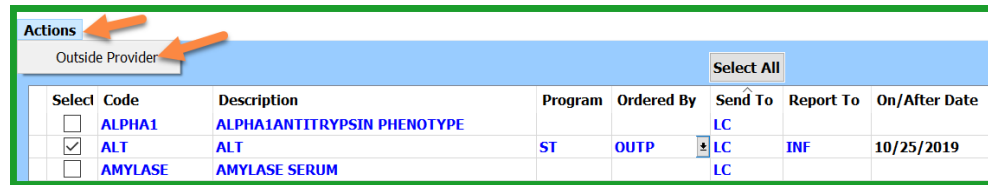
NPI must contain 10 digits.

- d. If the fax number is left blank, or incomplete, the user will see one of the following messages:

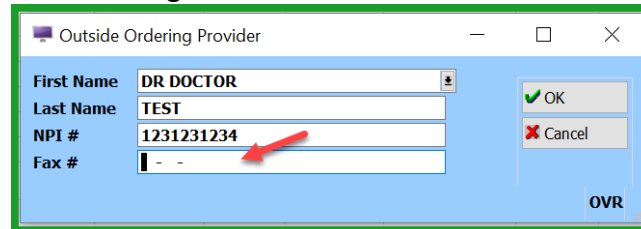


6. *Correcting Outside Provider errors*

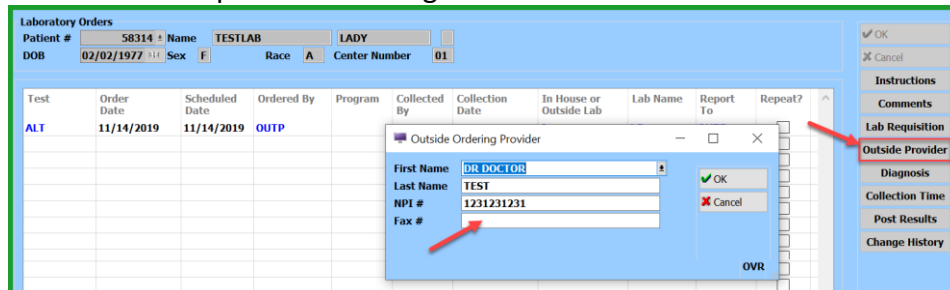
- a. In the Lab Order screen from the workflow click on **Actions** in the upper left and then click on **Outside Provider**



- b. Complete the missing fields:



- c. In the Lab Order screen from the Microscope, click on **Outside Provider** button and complete the missing information



d. **Report To** field

i. Make sure that the Report To field is an **in-house Provider**, not **OUTP**

Laboratory Orders

Patient # 58310 Name TESTLAB CAL
DOB 05/09/1975 Sex M Race I Center Number 01

Test	Order Date	Scheduled Date	Ordered By	Program	Collected By	Collection Date	In House or Outside Lab	Lab Name	Report To	Repeat?
ALT	10/25/2019	10/25/2019	OUTP	ST			0	LC	OUTP	<input type="checkbox"/>

Collecting a Specimen

There are two ways to access the Collection Screen:

1. If you have ordered the lab from the microscope, you can access the new collection screen from the **Microscope > Collect a Specimen**

LAB

- QuickEntry
- Orders
- Orders by Program
- Print Lab Requisitions
- Collect a Specimen**
- Samples
- Post Results
- Mass Post Results
- GenLab Lookup

2. If you have ordered the labs from the clinical workflow, click on **Collect Lab Sample** in the workflow

Walk-In Lab Workflow

- ☐ GRI Web Link
- ☐ Immunization Consent Form
- ☐ Immunization Consent Form Spanish
- ☐ Immunization Refusal
- ☐ Immunization Refusal Spanish
- ☒ Order Labs
- ☒ Collect Lab Sample**
- ☒ Print Lab Requisition

Collect Lab Sample Screen

1. Any LabCorp labs that have been ordered will appear in this new **Collect Lab Sample** screen

Collect Lab Sample

Patient # 269 TEST, JANE DOB 10/06/1981

Uncollected Orders

Test	Order Date	Scheduled Date	Ordered By
<input checked="" type="checkbox"/> HERPES CULTURE	08/29/2019	09/01/2019	INF
<input type="checkbox"/> CHLAMYDIA/GC URINE	08/29/2019	09/01/2019	INF
<input type="checkbox"/> BMP	09/01/2019	09/01/2019	INF
<input type="checkbox"/> HIV BLOOD-CHARGE	08/29/2019	09/01/2019	INF

Sample Type SWAB
Requisition Type REFRIGERATED
☐ In-house ☒ Outside Lab
Lab LABCORP
Payer CLIENT BILL
Site
Collection Date 09/01/2019 Time 17:48
Collected By INFORMIX

2. Each LabCorp lab is set up in the background with a **Sample Type** and **Requisition Type** which will default into the fields in this screen when ordered. Each of these fields contain dropdowns so that the Sample or Requisition Type may be changed by the user if needed.
3. The user needs to review and confirm that the **Sample Type**, **Requisition Type**, and **Payer** are correct for each lab on the **Collect Lab Sample** screen by clicking the checkbox to the left of each lab in the list one at a time
4. **Sample Types**
 - a. Only appropriate **Sample Types** will be available in the dropdown if the user wishes to change one
 - b. A **Sample Type** is **required** and cannot be left blank. A warning will pop up as a reminder

Collect Lab Sample

Patient # 269 TEST, JANE DOB 10/06/1981

Uncollected Orders

Test	Order Date	Scheduled Date	Ordered By
<input checked="" type="checkbox"/> HERPES CULTURE	08/29/2019	09/01/2019	TJF
<input type="checkbox"/> CHLAMYDIA/GC URINE	08/29/2019	09/01/2019	
<input type="checkbox"/> BMP	09/01/2019	09/01/2019	
<input type="checkbox"/> HIV BLOOD-CHARGE	08/29/2019	09/01/2019	

Sample Type: [Dropdown]

Requisition Type: REFRIGERATED

☐ In-house ☒ Outside Lab

Lab: LABCORP

Payer: CLIENT BILL

Site: [Dropdown]

Error: Sample Type is required. OK

5. **Requisition Type**
 - a. This field is **required** and helps to group the specimens by storage type
 - b. **Requisition Types** include:
 - i. **Frozen**
 - ii. **Refrigerated**
 - iii. **Room Temperature**
 - iv. **Cytology**
 - c. You will also get a warning if the **Requisition Type** field is blank
6. **Lab** Field
 - a. Defaults to LabCorp
7. **Payer**
 - a. Defaults from information entered in Central Registry
 - b. May be changed if needed by clicking in the dropdown
 - c. If changed to "Third Party", the patient **MUST** have an active 3rd party insurance record in Central Registry, otherwise will get a warning
8. **Site** Field
 - a. Some labs require an additional site be documented
 - b. Most labs do not require a Site and the dropdown will be blank
 - c. Dropdown choices will be available for these certain labs and the user must select from the listed choices
 - d. Only one site can be selected
 - e. If an additional site is not selected for these certain labs, the user will be reminded when they click "Submit"

f. The user will have to select the site and click “Submit”

g. The **Site** Field dropdown will be blank if the lab does not require an additional site

9. **Collection Date and Time**

a. Time and date that the user enters the screen

10. **Collected By**

a. Defaults to the user logged in, but can be changed with the dropdown

Collecting Labs

1. Once reviewed, choose the labs that you wish to collect by clicking in the checkbox(es) for each lab
 - a. Can collect one lab at a time (if using VHN labels) or multiple labs together (if using LabCorp paper with labels)
 - b. If more than one lab test will be run from the same specimen container, can collect together if using VHN labels, and both test codes will appear on the label

Collect Lab Sample
 Patient # 58212 TEST, CORRECTIONS DOB 06/20/1974

Uncollected Orders

Test	Order Date	Scheduled Date	Ordered By
GC/CHLAMYDIA/TRICH URINE	09/11/2019	09/11/2019	INF
FREE T3	09/11/2019	09/11/2019	INF
CMP	09/11/2019	09/11/2019	INF
HEPATITIS B	09/11/2019	09/11/2019	INF
HEPATITIS C	09/11/2019	09/11/2019	INF
HIV BLOOD-CHARGE	09/11/2019	09/11/2019	INF
RPR-LC	09/11/2019	09/11/2019	INF

Sample Type VENOUS
 Requisition Type ROOM TEMPERATURE
 In-house Outside Lab
 Lab LABCORP
 Payer CLIENT BILL
 Site

Submit Exit

- c. Labs collected together **must** be the same **Sample Type**
- i. In the example below, the Herpes Culture Sample Type is a “Swab”, while the BMP is a “Venous” Sample Type, and a warning will result

Collect Lab Sample
 Patient # 269 TEST, JANE DOB 10/06/1981

Uncollected Orders

Test	Order Date	Scheduled Date	Ordered By
HERPES CULTURE	08/29/2019	09/01/2019	INF
BMP	09/01/2019	09/01/2019	INF
HIV BLOOD-CHARGE	08/29/2019	09/01/2019	INF

Sample Type SWAB
 Requisition Type REFRIGERATED
 In-house Outside Lab
 Lab LABCORP
 Payer CLIENT BILL
 Site

Genero Desktop Client
 WARNING: Sample type mismatch.
 OK

d. **Insurance Error Messages**

Patient Information
 58314 TESTLAB LADY
 Insurance Code CARE CARESOURCE
 Address PO BOX 1003
 Address2
 City DAYTON Attn
 State OH Zip 45401 Phone 580 202 1058 Bill Type R

Insurance Supplemental
 Add
 Next
 Previous
 Update
 prioritize
 Coverage
 Summary
 Remove
 Close
 Print
 Imported Docs
 Scan
 Exit

Insured/Subscriber Information
 Relation to Client SELF
 Last TESTLAB
 Suffix
 First LADY
 Middle
 DOB 02/02/1977 Sex F
 Add 123 N NORTH ST
 City SIONL MOUNTAIN
 State GA Zip 30087
 Phone 111 222 3333 ID

Policy Information
 Policy/Contract # 1212121212
 MDCD Dental Reason
 Group Number
 MDCD Auth Number
 Auth. Date 11/06/2019
 Effective Period From 09/01/2019 To
 Comments
 Created 11/06/2019 By Informix

Case worker
 Includes Vaccines Y
 Benefits Assign 11/06/2019
 CoPay \$ Amt: Ins Rx
 CoPay Percent: Ins Rx
 Verified by
 Eligibility Verify
 Updated

- i. If a patient has an active insurance record in Central Registry, LabCorp requires that the information in the following fields in the top part of the **3PInsur** screen be completed, or the user will get a warning and will not be able to collect the specimen:
1. Insurance Name
 2. Address (there **MUST** be an entry in the first field – if this is blank, the order will be rejected even if the user puts an address in the Address2 field)
 3. City
 4. State
 5. Zip Code
 6. Phone Number

Patient Information

58314 TESTLAB, LADY

Insurance Code: BCBS BLUE CROSS BLUE SHIELD Carrier: Type:

Address: Address2:

City: State: GA Zip: Attn: Phone: Bill Type: R

- ii. If any of the fields are missing, the user will see a specific error and will have to exit the *Collect a Specimen* screen and add the information in *Mini-Reg > 3Pinsur* and then return to the Collection screen

Collect Lab Sample

Patient # 58156 TEST, RUN DOB 06/04/1990

Uncollected Orders

Test	Order Date	Scheduled Date	Ordered By
<input type="checkbox"/> CHLAMYDIA/GC URINE	09/11/2019	09/11/2019	INF
<input type="checkbox"/> AMYLASE SERUM	08/07/2019	08/07/2019	INF
<input type="checkbox"/> ANTI-CCP LABCORP	08/07/2019		
<input type="checkbox"/> ANTI-DSDNA ANTIBODIES	08/07/2019		
<input type="checkbox"/> ANTIBODY SCREEN	08/07/2019		
<input type="checkbox"/> ANTIEXTRACTABLE NUCLEA...	08/07/2019		
<input type="checkbox"/> ANTIGLIADIN ABS, IGA	08/07/2019		
<input type="checkbox"/> ANTIGLIADIN ABS, IGG	08/07/2019		
<input type="checkbox"/> ANTIMITOCHONDRIAL ANTI...	08/07/2019		
<input type="checkbox"/> PATHOLOGY REPORT	08/07/2019	08/07/2019	INF
<input checked="" type="checkbox"/> AST -NO CHARGE	11/07/2019	11/07/2019	INF

Error
Insurance telephone number is required.
OK

e. *Guarantor Error Messages*

Guarantor Maintenance

Guarantor #: 16717

Last Name: TEST

First Name: MOM

Address: 111 N FIRST ST

City: STONE MOUNTAIN, ST GA Zip: 31210

Phone Number: 123-123-1234 Bill Type: SSN: DL#:

DOB: Comments: Expiration Date:

OK Cancel

- i. If a patient has an active insurance record in Central Registry, and has a Guarantor listed, LabCorp requires that the information in the following fields in the **Guarantor** screen be completed, or the user will get a warning and will not be able to collect the specimen:
1. *Guarantor Name*
 2. *Address*
 3. *City*
 4. *State*
 5. *Zip Code*
 6. *Phone Number*

Collect Lab Sample

Patient # 58156 TEST, RUN DOB 06/04/1990

Uncollected Orders

Test	Order Date	Scheduled Date	Ordered By
<input type="checkbox"/> CHLAMYDIA/GC URINE	09/11/2019	09/11/2019	INF
<input type="checkbox"/> AMYLASE SERUM	08/07/2019	08/07/2019	INF
<input type="checkbox"/> ANTI-CCP LABCORP	08/07/2019	0	
<input type="checkbox"/> ANTI-DSDNA ANTIBODIES	08/07/2019	0	
<input type="checkbox"/> ANTIBODY SCREEN	08/07/2019	0	
<input type="checkbox"/> ANTIEXTRACTABLE NUCLEA...	08/07/2019	0	
<input type="checkbox"/> ANTIGLIADIN ABS, IGA	08/07/2019	0	
<input type="checkbox"/> ANTIGLIADIN ABS, IGG	08/07/2019	0	
<input type="checkbox"/> ANTIMITOCHONDRIAL ANTI...	08/07/2019	0	
<input type="checkbox"/> PATHOLOGY REPORT	08/07/2019	0	
<input checked="" type="checkbox"/> VITAMIN B-12 LEVEL	11/07/2019	11/07/2019	INF

Error
Guarantor address is required.
OK

- ii. If any of the fields are missing, the user will see a specific error and will have to exit the **Collect a Specimen** screen and add the information in **Mini-Reg > Guarantor** and then go back to the Collection screen

2. **Submit** the selected lab(s)
 - a. A **Requisition** will be created each time you click the **Submit** button and will contain the labs that you have selected before clicking **Submit**
3. A unique Lab Sample number is created for that Requisition, and a pop-up will ask if you want to **Print the specimen label now?**
 - a. You can choose **Yes** to print the label from VHN now, or **No** and wait until later (or use the special LabCorp paper to print labels – see below)

Accession

Lab Sample X19245-0001 created. Print specimen label now?

Yes No

- b. If you choose **YES**, a PDF will appear on the screen to send to your label printer

32295PECLABEL.pdf - VHN PDFviewer

File View Go To Zoom Settings Help

Page: 1 / 1

Client#: 269

Lab Ref#: X19245-0001

Pat Name: TEST, JANE

Tests: GCCU

- c. Review the items on the label
 - i. Confirm the Client #, Patient Name and the Test Order Code
 - ii. The Lab Ref# is unique and links the sample to the requisition
 - iii. Affix the label to the sample container
- d. You may also choose to use your **LabCorp Printer and paper** to print the requisition with the LabCorp labels at the bottom
 - i. Choose **No** when asked the **Print specimen label now?** question
 - ii. **Printing the LabCorp Requisition and labels will be reviewed in the next section**

- e. When you have collected the sample(s) by clicking **Submit** in the **Collect Lab Sample** screen, **the order is submitted electronically to LabCorp over the interface in real time, and this will be confirmed on the screen**

The screenshot shows the 'Collect Lab Sample' interface. At the top, patient information is displayed: Patient # 269, TEST, JANE, and DOB 10/06/1981. Below this is a table of 'Uncollected Orders' with columns for Test, Order Date, Scheduled Date, and Ordered By. The table lists three tests: HERPES CULTURE, CHLAMYDIA/GC URINE (checked), and BMP. To the right of the table are dropdown menus for Sample Type (URINE), Requisition Type (ROOM TEMPERATURE), Lab (LABCORP), and Payer (CLIENT BILL). A red box highlights a small 'Info' dialog box that appears over the table, containing the text 'Order Submitted' and an 'OK' button.

- f. If you choose **No** to the print label question, **the order will still be transmitted to LabCorp electronically at the time of sample collection**
- g. To print VHN labels later, go to the **Microscope > Samples**

The screenshot shows a vertical menu titled 'LAB'. The menu items are: QuickEntry, Orders, Orders by Program, Print Lab Requisitions, Collect a Specimen, Samples (highlighted with a red box), Post Results, Mass Post Results, and GenLab Lookup. At the bottom of the menu are icons for a printer, a plus sign, and a minus sign.

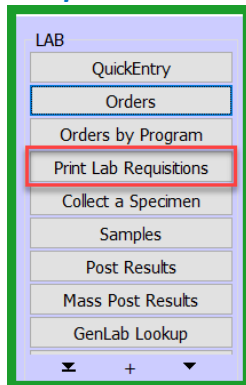
- h. Click **Next/Previous** until you find the order, and put a check in the box to the left to select > click **Specimen Label > Print** and affix to your specimen container

The screenshot shows the 'Laboratory Sample' interface. On the left, patient information is displayed: Patient # 269, TEST, JANE, Accession No X19245-0002, Collect Date 09/02/2019, and Sample Type SWAB. Below this is a table of 'Attached Orders' with columns for Test, Order Date, and Ordered By. The table lists one test: HERPES CULTURE. On the right side of the screen is a large table of 'Uncollected Orders' with columns for Test, Order Date, Scheduled Date, and Ordered By. To the right of this table is a vertical toolbar with buttons: Query, Next, Previous, Add, Update, Specimen Label (highlighted with a red box), Change History, and Exit. Red arrows point from the 'Specimen Label' button to the 'Uncollected Orders' table.

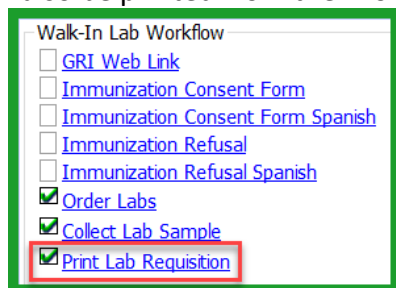
Printing the Requisition

1. Clicking the **Submit** button in the Collection screen will trigger the order to transmit electronically to LabCorp
2. LabCorp will send back a Requisition (PDF) to print that should be enclosed with the lab samples – This may take a few minutes
3. The requisition will automatically be received into the patient's file cabinet
4. Your District will designate the procedure for printing the requisitions
 - a. One person per site might be responsible for this task at the end of the day **OR** clinic staff may print requisitions during the clinic day

5. Requisitions can be printed from the Microscope
 - a. Go to the [Microscope > Print Lab Requisitions](#)



6. Requisitions can also be printed from the Workflow



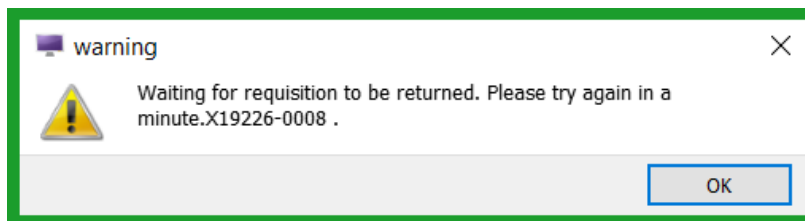
7. Requisition Screen

- a. The Requisitions can be [filtered by](#) any combination of the categories below:
 - i. **Patient #**
 - ii. **Requisition Type**
 - iii. **Date Range**
 - iv. **Laboratory**
 - v. **Center**

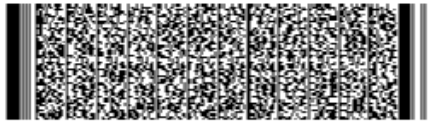
 A screenshot of the 'Requisition Screen'. At the top, there are filter fields: 'Patient #' (with value 269), 'Requisition Type' (dropdown), 'Date Range' (09/02/2019 - 09/02/2019), 'Laboratory' (LABCORP), and 'Center' (dropdown). To the right are checkboxes for 'Unprinted Only' and buttons for 'Select All', 'Print', 'Resubmit', and 'Exit'. Below the filters is a table titled 'Select Requisitions to Print'. Red arrows point to the 'Patient #', 'Date Range', 'Laboratory', and 'Print' button.

Patient #	Patient Name	Sample Description	Collection Date	Lab	Requisition Number	Printed	Select
269	JANE TEST	X19245-0001 - URINE (GCCU)	09/02/2019	LC	20204	<input type="checkbox"/>	<input checked="" type="checkbox"/>
269	JANE TEST	X19245-0002 - SWAB (HERP)	09/02/2019	LC	20205	<input type="checkbox"/>	<input checked="" type="checkbox"/>
269	JANE TEST	X19245-0003 - VENOUS (BMP,BHIVC)	09/02/2019	LC	20206	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- b. [Select](#) the Requisitions that you wish to print individually by using the checkboxes **or** by clicking [Select All](#)
- c. Click [Print](#)
- d. Send the PDF copy of the requisition(s) to your [LabCorp Printer](#) (if using LabCorp paper and labels), or a [regular printer](#) (if using VHN specimen labels)
- e. If you get a warning below, it may take a minute or two for the requisition to return from LabCorp > try again in a minute



LABCORP
EREQ
Halfpenny Technologies, Inc.



Priority:

Collection Date: 9/2/2019 Collection Time: 09:43:00 AM EREQ Requisition #: 20205 Page 1 of 1

Account: **Bibb County Board of Health (90024635)** **Patient:** **TEST, JANE** **Gender:** **F**

171 Emery Highway 345 N 34TH ST **DOB:** 10/6/1981

Macon, GA 31217 STONE MOUNTAIN, GA 30088 **Age:**

(478) 745-0411 **Pt Phone #:** (123) 123-1233 **SS#:**

Courtesy Copy: **Acct#:** **Attn:** **Alt/PatID:** 269 **Patient ID:** 269 **Alt Control #:** X19245-0002

Physician Name: INFORMIX, MM **UPIN:** **NPI:** 0123456789 **Physician ID:**

CC Physician: **DIAGNOSIS CODE:** Z00.00, Z11.3, Z13.1

Bill To: Client **Relation:** Self

Responsible Party: JANE TEST **Responsible Party SSN#:**

345 N 34TH ST **Responsible Party Phone#:** (123) 123-1233

STONE MOUNTAIN, GA 30088 **Secondary Insurance:**

Primary Insurance:

Policy #:

Subscriber Relation:

Insurance Group #:

Emp/Group Name:

Worker's Comp:

<u>CODE</u>	<u>TESTS ORDERED (TOTAL 1)</u>	<u>CONTAINER</u>	<u>TEMPERATURE</u>
008250	Herpes Simplex Culture	Viral, Chlamydia, or Mycoplasma culture transport provided by LabCorp, or other appropriate transport medium; body fluids and tissue samples may be submitted in viral transport media or in a sterile leakproof container	REFRIGERATED

Additional Information

Authorization - Please Sign and Date

I hereby authorize the release of medical information related to the services described herein and authorize payment directly to LABORATORY CORPORATION OF AMERICA. I agree to assume responsibility for payment of charges for laboratory services that are not covered by my healthcare insurer.

Patient Signature		Date	Physician Signature		Date
Test, Jane	9/2/2019	10/06/2019	Test, Jane	9/2/2019	10/06/2019
Test, Jane	9/2/2019	10/06/2019	Test, Jane	9/2/2019	10/06/2019

8. Requisitions can also be printed from the patient's File Cabinet > highlight the Requisition > [Open](#) > [Print](#)

Original Doc Date	Description	Type	Pro	Category	Capture Date	Entry Person
06/15/2016	Intake Form	.pdf	XX	CONSENTS/AUTHORIZAT...	2015-07-13 11:02:07	informix
06/15/2016	LEVONORGESTREL IUD Consent Eng	.pdf	XX	CONSENTS/AUTHORIZAT...	2016-06-15 09:38:08	informix
06/15/2016	LEVONORGESTREL IUD Consent Sp	.pdf	XX	CONSENTS/AUTHORIZAT...	2016-06-15 09:41:20	informix
06/15/2016	Nexplan Consent English	.pdf	XX	CONSENTS/AUTHORIZAT...	2016-06-15 09:49:35	informix
06/15/2016	Nexplan Consent Spanish	.pdf	XX	CONSENTS/AUTHORIZAT...	2016-06-15 10:08:20	informix
06/15/2016	Paragard IUD Consent English	.pdf	XX	CONSENTS/AUTHORIZAT...	2016-06-15 10:13:15	informix
06/15/2016	Paragard IUD Consent Spanish	.pdf	XX	CONSENTS/AUTHORIZAT...	2016-06-15 10:33:41	informix
08/29/2019	Lab Requisition	.pdf	GL	LAB REQUISITION	2019-08-29 13:25:02	informix
08/29/2019	Lab Requisition	.pdf	GL	LAB REQUISITION	2019-08-29 13:26:30	informix
08/29/2019	Lab Requisition	.pdf	GL	LAB REQUISITION	2019-08-29 13:28:03	informix
09/01/2019	Lab Requisition	.pdf	GL	LAB REQUISITION	2019-09-01 17:49:17	informix
09/02/2019	Lab Requisition	.pdf	GL	LAB REQUISITION	2019-09-02 09:29:39	informix
09/02/2019	Lab Requisition	.pdf	GL	LAB REQUISITION	2019-09-02 09:46:43	informix
09/02/2019	Lab Requisition	.pdf	GL	LAB REQUISITION	2019-09-02 09:48:10	informix
06/15/2016	Nexplan Removal Note	.pdf	XX	MEDICAL RECORDS	2016-06-15 10:11:46	informix

- Once printed, place the Requisition(s) with the correct samples for transport to the lab
- Make sure that the sample labels match the requisitions

When Requisitions Do Not Print

- If repeated attempts to print a requisition are unsuccessful (pop up warning shown above – “please try again in a minute”) and the requisition is not in the file cabinet, check the **Task List**
- A **Recommendation** may be placed on the **Task List** if the order has not transmitted to LabCorp. Certain errors are fixable on the user side
 - If a **Diagnosis** was not entered for a lab when it was ordered, a **Recommendation** will alert the user to the lab that is missing the Diagnosis

Type	Description	Due Date	Owner	Status	Comp Now	Reassign	Defer	Dismiss
MISC	ALT (X19247-0004) ICD10 Diagnosis List is required		INF	PENDING				

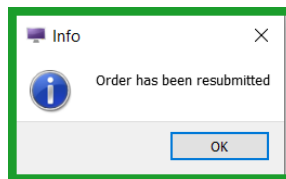
- Go to the **Microscope > Orders > Update** > highlight the order > click the **Diagnosis** button > Add a Diagnosis

Test	Order Date	Scheduled Date	Ordered By	Program	Collected By	Collection Date	In Hc	Lab Name	Report To	Repeat?	Submitted	Approval
L006510	09/04/2019	09/04/2019	AAM	ST	INFM	09/04/2019	O	1C	INFM			
5363	10/19/2018	10/19/2018	OM3	AH	FDC	10/19/2018	O	1	OM3			

- Click **OK > Exit**
- Go to **Print Lab Requisitions** screen
- Filter to find the lab order

f. Select the lab > Click **Resubmit**

- g. Some agencies will require a **password** to **Resubmit** an order in order to reduce duplication of orders
 - i. Harris sets up the password function
- h. If the agency determines that no password is needed to **Resubmit** an order, then the user will not receive a password prompt
- i. The order will be re-submitted



j. In the **Task List**, Click on **Complete Now** and the task will drop off the **Recommendation** area

- 3. If a Recommendation appears on the Task List that does not appear to have a solution (procedure error, time/out), or you have resubmitted an order but still do not get a Requisition back, **please open an incident with the Harris Help Desk**

Cancelling a Lab

- 1. If a LabCorp lab needs to be cancelled **after** collection, go to the **Microscope > Order > Cancel Lab**
- 2. Highlight the lab that you wish to cancel, and click **Cancel this Lab**
- 3. A warning will state ***"This lab has already been requisitioned – Do you still want to cancel?"***
- 4. Click **Yes** to cancel. The lab will be cancelled in VHN, but cancelling the lab in VHN does not communicate the cancellation to LabCorp. Representatives at LabCorp have confirmed that a call to them is not necessary, as they have an internal process in place to deal with samples that do not arrive after ordered.
- 5. Remember to **Delete** a requisition in the file cabinet if the lab has been cancelled.

Receiving Results

1. LabCorp sends results back to VHN over the interface, and all of the following occurs automatically:

- a. A PDF copy of the lab results is placed in the patient's File Cabinet
- b. Lab results are imported into the lab results screen
- c. Results will populate in the **Lab Results Tab** in the Clinical Summary screen

Collection Date	Lab Test	Analyte	Result	View Ed Docs
07/22/2019	RENAL FUNCTION PROFILE	Glucose	TNP (X)	<input type="checkbox"/>
07/22/2019	RENAL FUNCTION PROFILE	BUN	TNP (X)	<input type="checkbox"/>
07/22/2019	RENAL FUNCTION PROFILE	Creatinine	TNP (X)	<input type="checkbox"/>
07/22/2019	RENAL FUNCTION PROFILE	Sodium	TNP (X)	<input type="checkbox"/>
07/22/2019	RENAL FUNCTION PROFILE	Potassium	TNP (X)	<input type="checkbox"/>
07/22/2019	RENAL FUNCTION PROFILE	Chloride	TNP (X)	<input type="checkbox"/>
07/22/2019	RENAL FUNCTION PROFILE	Carbon Dioxide, Total	TNP (X)	<input type="checkbox"/>
07/22/2019	RENAL FUNCTION PROFILE	Calcium	TNP (X)	<input type="checkbox"/>
07/22/2019	RENAL FUNCTION PROFILE	Phosphorus	TNP (X)	<input type="checkbox"/>
07/22/2019	RENAL FUNCTION PROFILE	Albumin	TNP (X)	<input type="checkbox"/>
07/22/2019	RPR LABCORP	RPR	Reactive (F)	<input type="checkbox"/>
07/22/2019		RPR, Quant.	1:64 (F)	<input type="checkbox"/>

- d. Abnormal results will be highlighted in **red** type
- e. To see a copy of the results from the **Lab Results Tab**, highlight the lab > double click on the highlighted line > in the lab results screen click on **VIEW** > click on the **Lab Report** to see the PDF

Laboratory Results

Patient Number: 58258 Encounter: 1616 Accession: X19203-0006

Name: TESTPATIENT, SIX DOB: 02/05/1974

Test: RENAL FUNCTION PROFILE Result: TNP

Analyte: Phosphorus Normal Values: [blank] Result Date: 08/12/2019

Ordered: 07/22/2019 Collected: 07/22/2019 Result Recvd: 08/12/2019

Tested By: [blank] Result: [blank] Status: [blank]

Comment: Test not performed

Test: RPR LABCORP Result: Reactive

Analyte: RPR Normal Values: Non Reactive Result Date: 08/12/2019

Ordered: 07/22/2019 Collected: 07/22/2019 Result Recvd: 08/12/2019

Tested By: [blank] Result: [blank] Status: [blank]

Comment: [blank]

Buttons: Review Now, Reviewed, By, View Additional Info?, View Entire Comment?

Right Panel: OK, Cancel, Graph, HIV Results Form, Lab Report (highlighted), Change History

Lab Result Import

LabCorp Laboratory Corporation of America

Report Date: 08/12/2019 Report Import Date: 08/12/2019

Patient Information:

Patient Name: TESTPATIENT, SIX VHN ID #: 58258

DOB: 02/05/1974 Sex: F Race: B

Patient Address: 140 SMITH RD Phone: 912-555-7777

MACON, GA 31201

VHN Accession #: 0020 **LabCorp ID #:** 20496910530

Collection Date: 2019-07-22 09:57:00 **Observation Date:** 2019-07-23 10:16:00

Ordering Physician: HARVEY, D **Physician ID:** 1922052554

Specimen Source: [blank] **Specimen Condition:** [blank]

Ordered Test Name: RPR **LabCorp Test #:** 006072

Test	Result	Abnormal Flag	Reference Range	Performing Lab*
RPR	Reactive	Abnormal	Non Reactive	01-db>
RPR, Quant.	1:64	High	NonRes<1:1	02-db>

***Performing Lab:**

01 Name: EDI Testing Lab Director: Testing Pathologist,MD Phone: 3365550001

Reviewing Lab Results

1. Task List

- When results come back from the lab, an entry is placed in the **Task List** under the **Recommendations** area
- The **Recommendations** can be accessed from both the **patient's Task List** and the **Provider's Task List** (user that was listed in the **Report To** field when the test was ordered). That provider is now the **Owner** of those results.

Recommendations										
Type	Description	Due Date	Owner	Status	Complete Now	Reassign	Defer	Dismiss	Deferral Reason	Dismiss Reason
LABREVIEW	REVIEW LAB RESULTS: UCULT/Urine Culture, Routine	11/14/2018	GG	PENDING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
LABREVIEW	REVIEW LAB RESULTS: 997870/Result 1	11/14/2018	GG	PENDING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
LABREVIEW	REVIEW LAB RESULTS: 997870/Result 2	11/14/2018	GG	PENDING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
LABREVIEW	REVIEW LAB RESULTS: 997870/Antimicrobial Susceptibility	11/14/2018	GG	PENDING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
LABREVIEW	REVIEW LAB RESULTS: CBCDIF/WBC	11/14/2018	GG	PENDING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
LABREVIEW	REVIEW LAB RESULTS: CBCDIF/RBC	11/14/2018	GG	PENDING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
LABREVIEW	REVIEW LAB RESULTS: CBCDIF/Hemoglobin	11/14/2018	GG	PENDING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
LABREVIEW	REVIEW LAB RESULTS: CBCDIF/Hematocrit	11/14/2018	GG	PENDING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
LABREVIEW	REVIEW LAB RESULTS: CBCDIF/MCV	11/14/2018	GG	PENDING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

c. Reassign

- If the Owner is not the user that reviews lab results, click the **Reassign** button and choose a different provider to review the results from the dropdown
 - The Recommendation will drop off the **original Owner's Task List** and move to the **new Provider's Task List**
- To review the results, click on **Complete Now**
 - The **Unreviewed Lab Results** screen will open and list any results that need review
 - Abnormal results will be **red** type
 - To view a range of normal results for a test, highlight the test line (or click the **Review Now?** checkbox) and look in the lower left corner of the screen

Filter By
☒ Current Patient Only
☐ Provider

Unreviewed Lab Results

Patient #	Name	Test	Analyte	Collection Date	Result Date	Result	Norm	Owner	Review Now?	Check All	Uncheck All	Lab Report	Add On	Reassign
58255	TESTPATIENT, THREE	CBC W/ DIFFERENTIAL	WBC	10/08/2018	11/14/2018	84.5	>	GG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58255	TESTPATIENT, THREE	CBC W/ DIFFERENTIAL	RBC	10/08/2018	11/14/2018	7.45	HH	GG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58255	TESTPATIENT, THREE	CBC W/ DIFFERENTIAL	Hemoglobin	10/08/2018	11/14/2018	6.5	LL	GG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58255	TESTPATIENT, THREE	CBC W/ DIFFERENTIAL	Hematocrit	10/08/2018	11/14/2018	19.5	L	GG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58255	TESTPATIENT, THREE	CBC W/ DIFFERENTIAL	MCV	10/08/2018	11/14/2018	65	L	GG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58255	TESTPATIENT, THREE	CBC W/ DIFFERENTIAL	MCH	10/08/2018	11/14/2018	27.2		GG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58255	TESTPATIENT, THREE	CBC W/ DIFFERENTIAL	MCHC	10/08/2018	11/14/2018	33.3		GG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58255	TESTPATIENT, THREE	CBC W/ DIFFERENTIAL	RDW	10/08/2018	11/14/2018	316.5	H	GG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58255	TESTPATIENT, THREE	CBC W/ DIFFERENTIAL	Platelets	10/08/2018	11/14/2018	15	<	GG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58255	TESTPATIENT, THREE	CBC W/ DIFFERENTIAL	Neutrophils	10/08/2018	11/14/2018	80		GG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58255	TESTPATIENT, THREE	CBC W/ DIFFERENTIAL	Lymphs	10/08/2018	11/14/2018	7		GG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58255	TESTPATIENT, THREE	CBC W/ DIFFERENTIAL	Monocytes	10/08/2018	11/14/2018	8		GG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58255	TESTPATIENT, THREE	CBC W/ DIFFERENTIAL	Eos	10/08/2018	11/14/2018	3		GG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58255	TESTPATIENT, THREE	CBC W/ DIFFERENTIAL	Basos	10/08/2018	11/14/2018	2		GG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58255	TESTPATIENT, THREE	CBC W/ DIFFERENTIAL	Neutrophils (Absolute)	10/08/2018	11/14/2018	68.3	H	GG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58255	TESTPATIENT, THREE	CBC W/ DIFFERENTIAL	Lymphs (Absolute)	10/08/2018	11/14/2018	6.0	H	GG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58255	TESTPATIENT, THREE	CBC W/ DIFFERENTIAL	Monocytes(Absolute)	10/08/2018	11/14/2018	6.8	H	GG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58255	TESTPATIENT, THREE	CBC W/ DIFFERENTIAL	Eos (Absolute)	10/08/2018	11/14/2018	2.6	H	GG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58255	TESTPATIENT, THREE	CBC W/ DIFFERENTIAL	MCV	07/22/2019	08/12/2019	65	L	HARV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Normal Range For CBC W/ DIFFERENTIAL/WBC 3.4-10.8

OK
Cancel
Check All
Uncheck All
Lab Report
Add On
Reassign

- Review the PDF copy of the actual results for each test by placing a check in the **Review Now?** box and click on the **Lab Report** button
 - Confirm the PDF results with the results in the **Unreviewed Lab Results** screen

- g. Once all labs have been reviewed, click the **Check All** button and click **OK**
- h. The Recommendations for the labs that were reviewed will have dropped off the **Task List**

2. **Test Tube Icon**

- a. Links to the same **Unreviewed Lab Results** screen as the link in the **Task List**
- b. User can also review labs from this link



Report to Monitor Interface Labs

1. A helpful report to have available is the **Pending Lab Report**
2. Contact the VHN Help Desk to have this added to your menu if you do not currently have on your system

Pap Tests and the Georgia Cervical Cancer Screening Report (3150)

1. When Pap tests are ordered from LabCorp, an **AOE** will collect the additional information that LabCorp requires for the test
2. When the requisition comes back from LabCorp, a copy of the **3150** form will be attached
3. The information collected in the AOE will populate the fields of the **3150**
4. The **3150** can be printed and signed by the provider and scanned back into the file cabinet when completed

GA DIVISION OF PUBLIC HEALTH CERVICAL CANCER SCREENING REPORT (PLEASE PRINT)			
Pathologist Name/Address/Vendor #		Form #	BB 500411
		Bibb County Board of Health 171 Emory Highway Macon, GA 31217 (478) 745-0411	
Last Name	TESTPATIENT	District #	5 - 2
First Name	NINE	CHD #	076
Middle		Clinic #	01
Maiden Name		Hispanic Ethnicity <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Unknown	
Social Security Number		Race (Check all that apply) <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> American Indian/Alaska <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/Pacific Islander	
701 MARY LN, SAVANNAH, GA, 31201		Date of Birth	
		02-05-1962	
Bill Medicare <input type="checkbox"/>	Medicare No.	Payment Type <input type="checkbox"/> State Screening <input type="checkbox"/> Fam. Plan/State <input type="checkbox"/> CDC/BreasTEST/More	
Bill Medicaid <input type="checkbox"/>	Medicaid No.	<input type="checkbox"/> Medicaid <input type="checkbox"/> Medicare <input checked="" type="checkbox"/> Private Insurance	
Bill Insurance <input type="checkbox"/>	Group No.	Ever Had Pap <input type="checkbox"/> Never <input type="checkbox"/> Within 5 Yrs <input type="checkbox"/> 5 Yrs	
Subscriber No.		Type of Specimens <input type="checkbox"/> LBC <input type="checkbox"/> Conventional	
Date of Last Pap		CLASSIFICATION THIS PAP SMEAR (Laboratory use only)	
Results of Last Pap (Check one) <input type="checkbox"/> Negative <input type="checkbox"/> ASC-US <input type="checkbox"/> ASC-H <input type="checkbox"/> LSIL		Adequacy of Specimen (Check one category only) <input type="checkbox"/> Satisfactory	