Regional Pathology Services

LabWorks User Guide

-Client User Manual-
Table of Contents

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

APPENDIX
A. LabWorks Help Tools…30
B. Results: Quick View…31
By default, Internet Explorer displays pop-ups that appear as a result of you clicking a link or button. Pop-up Blocker blocks pop-ups that are displayed automatically (without you clicking a link or button). If you want to allow a specific website to display automatic pop-ups, follow these steps:

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

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

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

When you are finished adding websites, click Close.

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

Trusted Site Designation

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

1 Click on the **LabWorks** icon on the desktop to launch the software in a Web browser.

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

---

**Search for Patient Records**

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

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

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

![Image of Patient Search screen]

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

![Image of Patient Details screen]

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

![Image of Patient Insurance screen]

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

![Image of Insurance tab with Copy Subscriber Information option]
5. To enter guarantor information, click the **guarantor** link on the **Insurance** window.

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

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

8. Click on **Save Patient**.

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

1. Find the patient record needed.
   See Find a Patient on page 2 for steps.

2. Select the desired patient record and then click the Demographics link.
   - Double clicking the patient name will also bring up Demographics.

3. Enter information changes to the patient’s record as needed.
   To change:
   - patient allergies
   - emergency contacts

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

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

Additional Insurance Tab Information

- View either pre-approved or local insurance carriers in the drop-down menu.
- Switch between primary and secondary insurance carriers.
Create a Basic Lab Order
Part 1 of 3

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

2. When the Order Info tab appears, fill in the required information.
   - Select In Office or PSC from the site drop-down menu.

3. Click Continue.

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

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

5. Using the Short List, select the box next to the desired test.
   - You can use the Test Catalogue to view test details and distinguish tests.

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

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

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

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

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

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

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

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

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

13. Click Continue. The requisition, ABN and specimen labels will automatically print.
14. To complete the order, click the Send Order to Lab link when the courier arrives. This will print the manifests.

Stat orders are usually sent separately with their own manifests.
The Test Catalog provides test details that are useful in differentiating between similar tests.

1. When the Tests tab appears while placing a new lab order, click the **Test Catalog** link for test information.

2. The Test Catalog will appear in a new dialog box.

3. Lookup a test using its Code, Name or Mnemonic.

4. Information about a test is provided in the second grid. Click the different tabs to view all of the information.

5. To exit the Test Catalog, click **OK**.
View and Print Lab and Historical Reports

1. Open the **Lab Reports** Screen from the Results menu.
2. Click on the **Filter Criteria** link to begin a search.
3. **Search** for the desired report using any of the provided criteria: Patient Name, Ordering Location, Date, Report Status, Source, Physician
4. Select how results will be **displayed**: Unread by Me, New (no one has read), Abnormal
5. **Sort** results by: Patient or Report Date
6. Click **OK**.
To view and print the report, click the **Report** link.

To print all the reports found, click **Print All Reports**.

To view and print all previous reports for the same test, click the **Historical** link.

*Example*: a historical report can show all of a patient’s cholesterol test results.

To view the original order, click **Order**.
Print Cumulative Reports

1. Select the desired patient record.
2. Click Cumulative Reports.
3. Select printing options:
   - Paper Orientation
   - Result Order
   - Order Date Range
4. Select which results to include in report:
   - All Results
   - Results from List Template, which confines report to specified results (See next section to Define a List Template)
5. Click View to see an electronic version of the report.
6. For a paper copy, click Print.

**Tip: Entering Dates Faster**

Type the letter “t” in a date field and LabWorks will automatically fill in today’s date.

To search for days after today, type “t+(number of days).” For example, a month from today would be “t + 30.”

To search for days before today, type “t-(number of days).” For example, a week ago would be “t - 7.”
Define Result List Template for: Cumulative Reports

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

2. Click **Results History**.

3. All of the patient’s results will appear.

4. To see an individual result, select the desired test and click **Result Detail**.

5. Click the **Chart Results** link to see results in chart form.
Find a Manifest

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

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

3. Select the desired manifest.

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

5. To print the manifest labels, click the **Print Labels** link.
Find a Lab Order

LabWorks keeps a record of all placed orders.

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

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

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

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

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

6. Select the desired order.

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

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

1. Select the necessary patient record.

2. Click on the Order History link.

3. All of a patient’s orders will appear in the top grid.
   
   Double click an order to view and print a report.

4. The second grid shows the order’s accompanying specimens. Click the Specimen Label link to print labels.
Report Forwarding

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

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

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

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

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

6. Click **OK**.
Statistical Reports: Using the Utilization Function

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

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

Be sure to log in to the site being edited.

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

2. Enter the **Old Password**.

3. Enter a **New Password**.

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

5. Click **Save New Password**.
Switch to Other Sites

1. Select Other Sites under the User menu.

2. Select the desired site.

3. Click Change.
Regional Pathology Services

LabWorks User Guide

-APPENDIX-

A  LabWorks Help Tools
B  Results Quick View
Appendix A

Lab Works Help

Roll Over Arrow

1. When the mouse rolls over a bottom-row link, an arrow will usually appear to the right of the link.

2. Rolling over the arrow will reveal a dialog box that provides helpful tools.

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

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

Help Menu

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

5. A help page will appear with links to explanations on how to perform LabWorks tasks.
Step 1: Search Lab Reports
Click Lab Reports on the Results menu. Select a report on the list and then click the View Report or Print Report link.

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

Step 2: Modifying Filter Criteria
Click on the Filter Criteria button on right side of screen.

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

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

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