



# RPS Pathway Quick Reference Guide

## Submitting Patient Orders

### RPS Pathway Access:

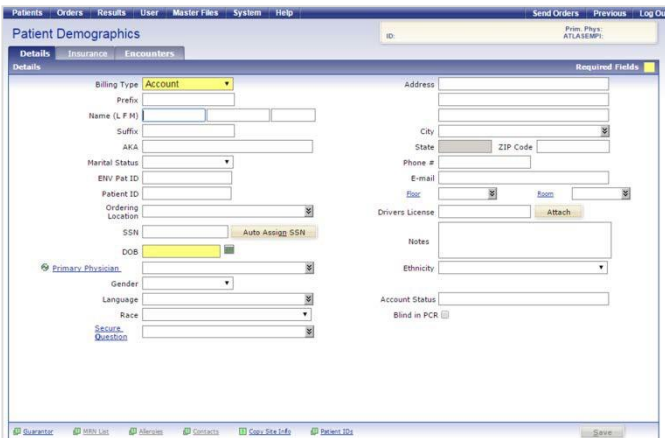
- [www.reglab.org](http://www.reglab.org)
- Locate and click on the RPS Pathway – Online Client Results Portal link.
- Login with lab provided Username and Password.

### Patient Search:

- Select **Patient Search** from the **Patients** menu to open the Patient Search screen.



- Enter the patient's name (*LAST, FIRST*) or the patient ID number in the **Patient** field.
  - Use the first few letters of a patient's last name or the first few characters of the patient's ID for a wide-range search or check the **Recently Selected Patients** box.
- Click **Search** to display a list of matching records.
  - If you cannot locate the patient's record, see **New Patient Record** section of this guide.
- Select the patient's name from the grid.
- Click **New Order**.



### New Patient Record:

Before creating a new record, verify the patient does not exist in the system

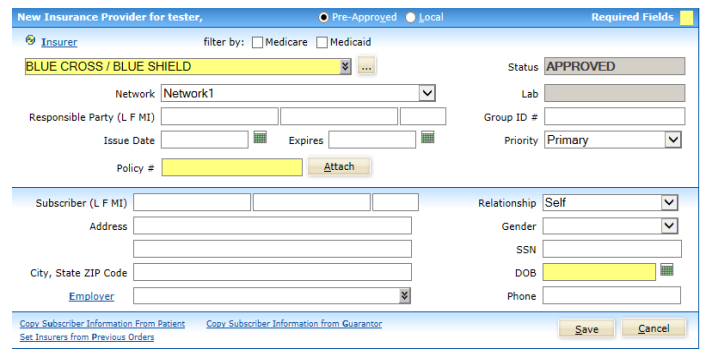
- Click **Patient Search** from the **Patients** menu.
- Enter the patient's name (*LAST, FIRST*) in the **Patient** field.
- Click **Search**.
- If a record is not found, click the **New Patient** link to open a blank record

### Enter Patient Details

- Select the **Billing Type** from the drop-down list.
- Enter the required information (highlighted fields) and other pertinent information about the patient.
  - Required fields will vary depending on billing type.
- If Guarantor information is required, click the **Guarantor** link to add the required information.

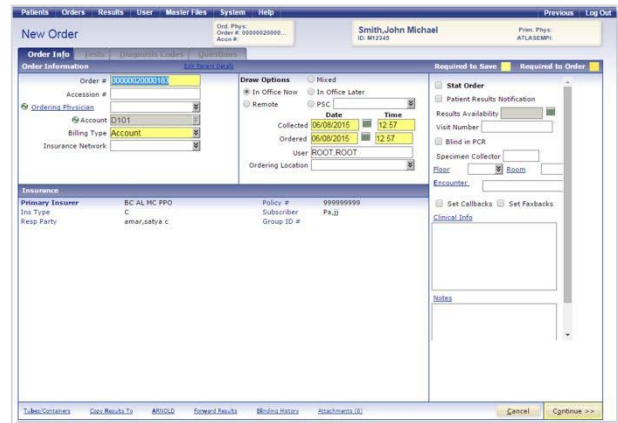
### Patient Insurance Information

- Click the **Insurance** tab.
- When the Insurance screen opens, select either Pre-Approved or Local providers for display.
- Select a **Primary Insurance** provider from the drop-down.
- Enter the policy number and other required information.
  - Click **Copy Subscriber Information From Patient** to transfer information if it is the same as the patient's information.
- Click **Save**.
- Enter **Secondary Insurance** provider information, if applicable.



### New Order:

- Highlight the appropriate patient, double click to open.
- Click **New Order** to open the **Order Info** tab.
  - Many of the fields on the Order Info tab are automatically populated with data from the patient's record.
- Add or change information as needed. Certain fields will be required depending on the selected billing type.
- Click **Continue** to save the data and continue to the **Tests** tab.



## Order Tests:

- Select a test to add to the order by clicking the check box next to the name of the test in the Short List section.
- If a required test does not appear in the Short List section, you can search for tests.
- Choose a **filter by** option to the right of the **Tests** field.
- Based on the filter option selected, enter the first few characters of the test **Code**, **Name**, or **Mnemonic** in the **Tests** field.
  - Open the drop-down list to display tests that match the criteria entered.
- Select the desired test from the list to add it to the order.
- Click **Continue** when test selection is complete.

- If Diagnosis Codes and/or Questions are not required for any of the selected tests, the order is automatically saved and the requisition and bar code label printing process begins.
- When the printing process is completed, the order is automatically queued for transmission.

## Diagnosis Codes (If Applicable):

- The **Diagnosis Codes** tab opens whenever coding is required for at least one of the ordered tests. Select diagnosis codes from the short list to apply them to the selected tests or follow the steps below to search for diagnosis codes.
  - Select a test in the Ordered Test row.
  - Choose a **filter by** option for the Diagnosis Codes field.
  - Based on the filter option selected, enter the first few characters of the **Code**, **Name**, or **Mnemonic** in the search field.
    - Open the drop-down list to display diagnosis codes that match the criteria entered.
  - Select the appropriate diagnosis code to apply it to the test.
  - Click **Continue**.
  - If no other information is required, the order is automatically saved and the requisition and bar code printing process begins.
  - When the printing process is completed, the order is automatically queued for transmission.

## Test Fails LCD/NCD

- If an applied diagnosis code fails to meet LCD/NCD (Local Coverage Determinations and National Coverage Determinations) rules, the list of tests will be re-displayed with the word "FAILED" in the LCD/NCD column for each test that failed. The user is prompted to select an option to proceed with or cancel the order.
- If an ABN is needed, it will anatomically print once the order is finalized.

## Questions (If Applicable):

- If any selected tests require additional information, the **Questions** tab opens automatically.
- Select options or enter values for any of the questions.
- Click **Continue** to save the order.
- The order will be automatically saved and the requisition and barcode printing process begins.
- When the printing process is completed, the order is automatically queued for transmission.

## Print Manifest and Send Orders:

- Send orders by clicking **Send Orders** at the top right of the screen.

- A manifest will be created to view and print

Patent ID	Lab Order #	Patient Name	Code	Order Test	Container	Temperature	STAT?
1	AZPF00001	00003716	TEST,TEST	SAICR	STABLE HGB A1C	One 2 mL EDTA (Lavender)	Refrigerated
2	AZPF00002	00003716	TEST,TEST	PTTS	PTT	One 3 mL Sodium Citrate (S-Blue)	Refrigerated
3	AZPF00002	00003718	TEST,TEST	INRH	INR	One 3 mL Sodium Citrate (S-Blue)	Refrigerated
4	AZPF00002	00003718	TEST,TEST	CMET	COMP METABOLIC PANEL	One 4.5 mL PST (Light Green)	Refrigerated
5	AZPF00003	00003719	TESTING,BATCHING	SAVCB	STABLE HGB A1C	One 2 mL EDTA (Lavender)	Refrigerated
6	AZPF00003	00003719	TESTING,BATCHING	HGB	HEMOGLOBIN	One 3 mL EDTA (Lavender)	Refrigerated
7	AZPF00003	00003719	TESTING,BATCHING	W6	MAGNESIUM	One 4.5 mL PST (Light Green)	Refrigerated
8	AZPF00003	00003719	TESTING,BATCHING	PO6	PHOSPHORUS	One 4.5 mL PST (Light Green)	Refrigerated
9	AZPF00004	00003720	TEST,SENTICLAB	SAICB	STABLE HGB A1C	One 2 mL EDTA (Lavender)	Refrigerated
10	AZPF00004	00003720	TEST,SENTICLAB	PTTS	PTT	One 3 mL Sodium Citrate (S-Blue)	Refrigerated
11	AZPF00004	00003720	TEST,SENTICLAB	INRH	INR	One 3 mL Sodium Citrate (S-Blue)	Refrigerated

- Orders should be sent and a new batch created before each courier run, which could occur one time a day or multiple times, all depending on your clinic needs.

24/7 Client Services  
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