Kansas Pathology Services, LLC

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Building 2, Suite 4
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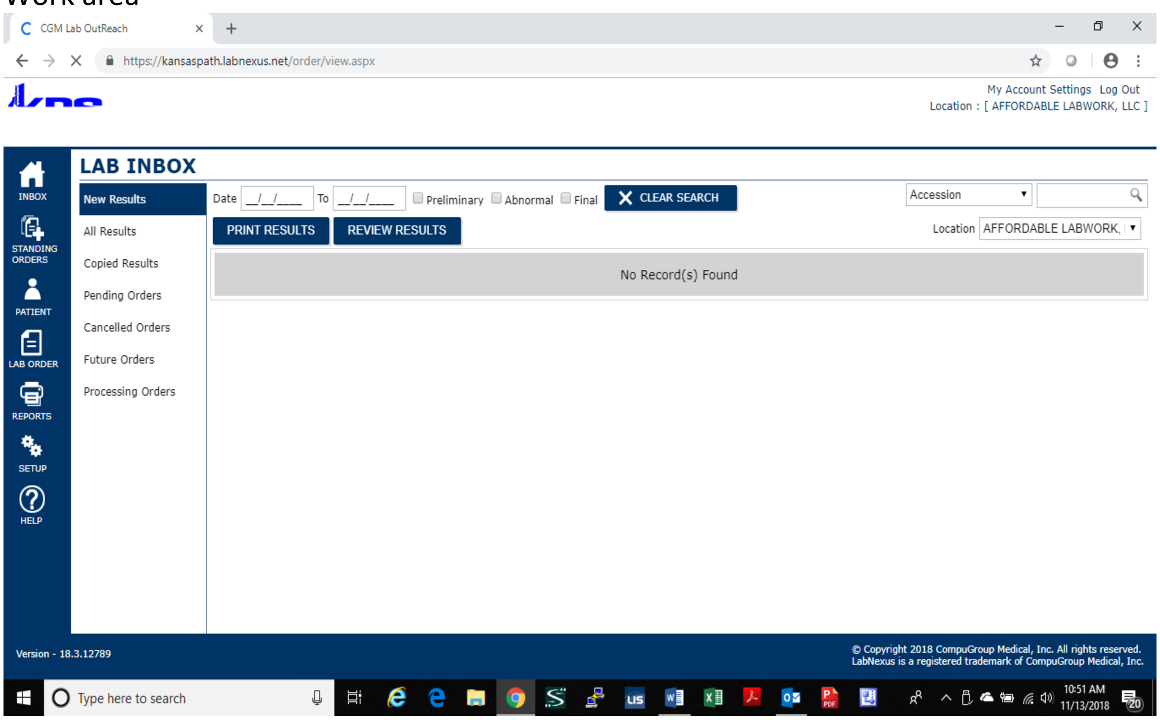
Policy: LabNexus		**Version # 112018**
Effective Date: 11/20/2018	Reviewed Date:	Revised Date:

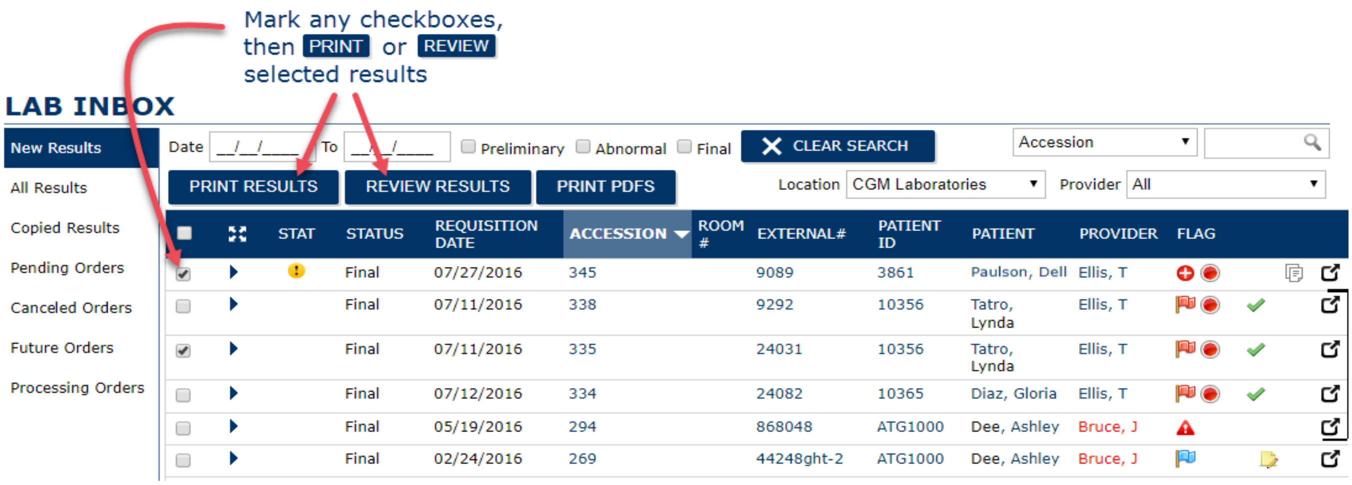
1. **PURPOSE**
   Provide instructions to Order patient test(s) and Look up Patient results

2. **POLICY**
   A. Login
      i. Enter username
      ii. Enter Password
      iii. Select Organization and Location, if you have multiple locations. Otherwise it will default to your one location
   B. Work area



   C. INBOX – provides a list of test(s) that are completed and ready for review. Results should also have been previously faxed. If you click on the box with the arrow (far right hand side of the patient) you will be provided with several options. Pick the one that you wish to review, print or update.
      i. New Results
         • The New Results screen shows lab orders with results that are not yet reviewed.

- Orders must have one or more resulted panels before they will display in New Results.
    - In other words, an order may appear in New Results even though not all panels are resulted.
- Results continue to display on this screen until reviewed.
- If you mark results Reviewed by mistake, find the order in All Results and mark it Unreviewed.



ii. All Results give you a list of ALL patient results.

iii. Pending Orders will provide a list of patient(s) that have result pending.

iv. Cancelled Orders are orders that may have been cancelled by the laboratory

v. **What are Future Orders?**

- Future Orders are those entered into CGM LABNEXUS **in advance** with the intention of having the orders released at some future time.
- You can*not* print labels until the Future Order is **released**.

When do Orders Appear in the Future Orders Screen?

- After an order has been entered into CGM LABNEXUS as a **Future Order**, and before it is **released**.
- Future orders **remain** in this state until **released**, **canceled**, or **deleted**.

How are Future Orders Released?

- To release an order, click the **Additional Options Menu** and choose **Edit Order**.
- This brings you to the **Lab Order** screen for this order.
- Release the order using the button at the bottom of the screen.

Processing Orders are orders that are reaching out to the LIS in search for an accession number.

D. PATIENT **<u>provides you the ability to add a new patient</u>**. It includes

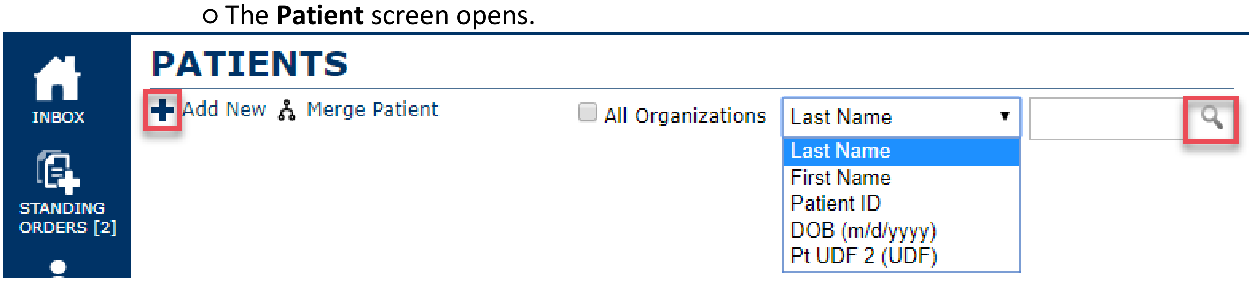
i. Demographics. The information with the RED asterisks are required. The lab also requires DOB, Gender.

ii. Save and Insurance field will appear, if we are to bill please attach insurance information (primary, secondary, tietary) from the pull down arrow, or enter insurance name in the search box at the upper right hand corner and enter. NOTE: if patient has already had test(s) performed the insurance information should already be listed.

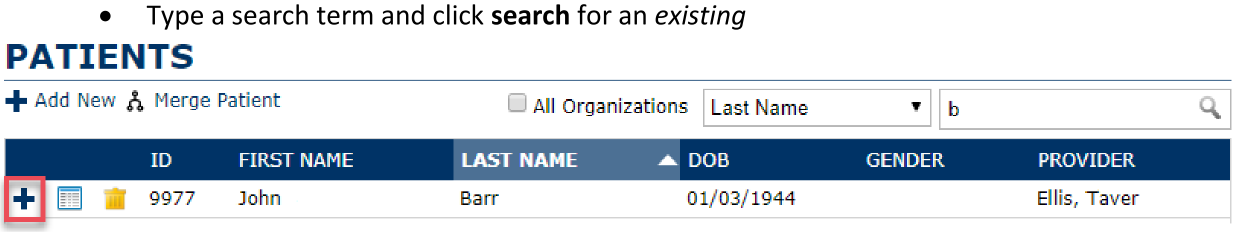
iii. Next add the Guarantor. Include as must information as you wish to enter.

E. LAB ORDER.

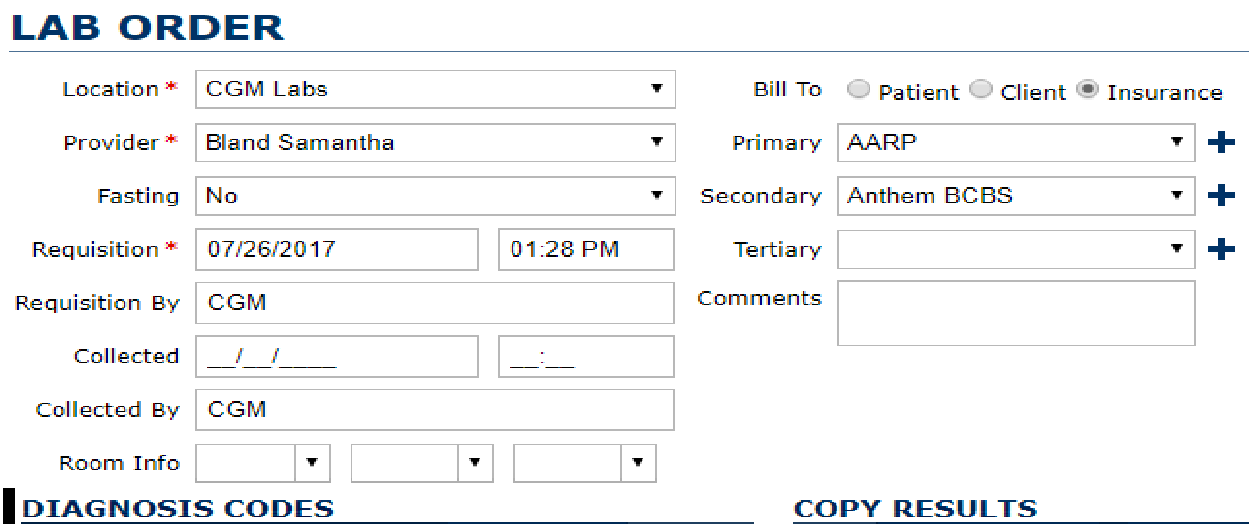
If your Lab Order is for the current active patient
The current **Active Patient** is named in your NOTIFICATION AREA at the top right corner of your screen.
Click **Lab Order** in the Left Nav to create a new order containing the **Active Patient**'s information.
If there is no active patient—or if your Lab Order is for a different patient
Click **Patient** in the Left Nav to **add** or **search**.
○ The **Patient** screen opens.



- Click to **add** a *new* patient to CGM LABNEXUS.
  The patient you add becomes your **new Active Patient**.
- Now click **Lab Order** in the Left Nav to start a Lab Order for this patient.
- Type a search term and click **search** for an *existing*



F. Create a Lab Order
Complete the order information at the top of the **Lab Order** screen.



LAB ORDER

Location * CGM Labs
Provider * Bland Samantha
Fasting No
Requisition * 07/26/2017 01:28 PM
Requisition By CGM
Collected __/__/____ __:__
Collected By CGM
Room Info
Bill To Patient Client Insurance
Primary AARP
Secondary Anthem BCBS
Tertiary
Comments

DIAGNOSIS CODES

COPY RESULTS

Fields marked by a red asterisk are required. Your required fields **may not be the same** as what you see in this image.

- ○ If **Requisition** or **Collected dates** are required, you must enter information *even* if you are submitting a standing or future order.
  - ◆ For standing orders, the date you enter will be replaced with the recurrence date.
  - ◆ For future orders, you can enter the future date or return later to the order screen and edit the date.
- **Requisition By** and **Collected By** fields both default to the **signed-in User**'s Initials.
- **Comments** entered in this field transfer to the Lab in the **Notes** section and also appear on the requisition.

G. Billing/Insurance Information

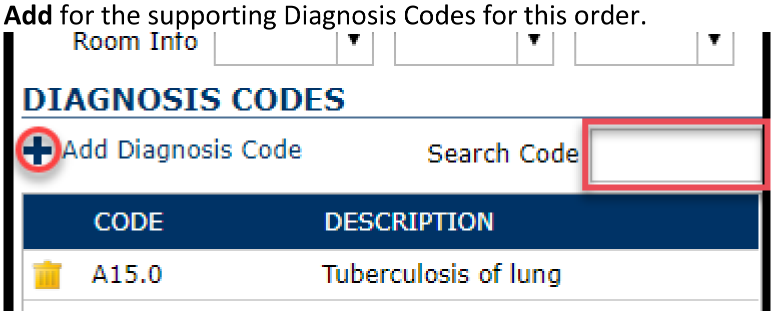
Click a radio button to designate the **Bill To** party. (Top center of screen)

- **Patient**: The **patient** will be billed for this order.
- **Client**: The **lab's client** (usually the provider) will be billed for this order.
- **Insurance** (*default*): The **insurance plan**(s) appearing on the Lab Order will be billed for this order.
- **Insurance plan** fields appear *only* if you select **Bill To Insurance**.
- **Insurance plan** fields will be pre-populated with the patient's current insurance information. If other insurance plans are entered in the patient's record, they will be in the drop-down menus.
  - ◆ To **add insurance plans**, from pull down menu .
  - ◆ To **change the priority** of insurance plans, you will have to edit the patient record.

- **Complete** the **Lab Order**, edit the patient record, and then return to change the insurance information in this order. **Please note** that insurance on the order will ***not* change automatically** after the patient record is edited; you must return to change it.

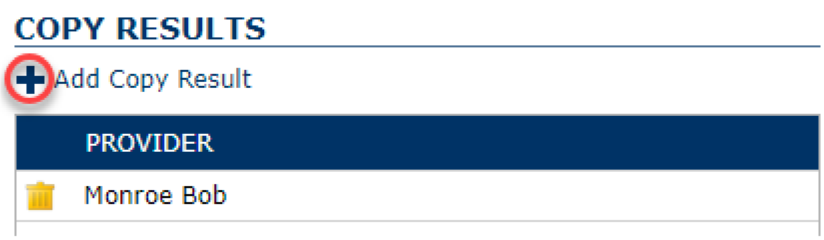
H. Diagnosis Codes

Add for the supporting Diagnosis Codes for this order.



- Enter the **exact diagnosis code** into the **Search Code** box to add the code directly to the order.
- Click to return to the **Lab Order** page. The selected diagnosis codes have been added to the **Diagnosis Codes** section.
- On the Lab Order, click, the trash container icon, next to a diagnosis code to remove it **from the order**.

I. Copy Results to Another Provider



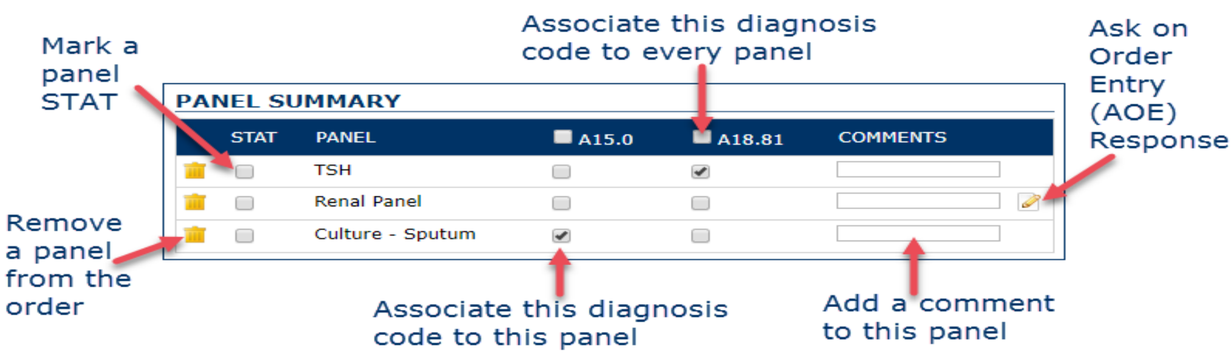
Click **Add Copy Result** to send a copy of the lab results to other providers associated with this **organization**

- Search by **First Name**, **Last Name**, or **NPI**.
- Select a provider by checking the box next to their name. o You may check **more than one**.
- Click to return to the **Lab Order** page. The selected providers have been added to the **Copy Results** section.
- Click, the trash container icon, next to a provider to remove them from the order.

J. Adding a Panel – Panel Directory

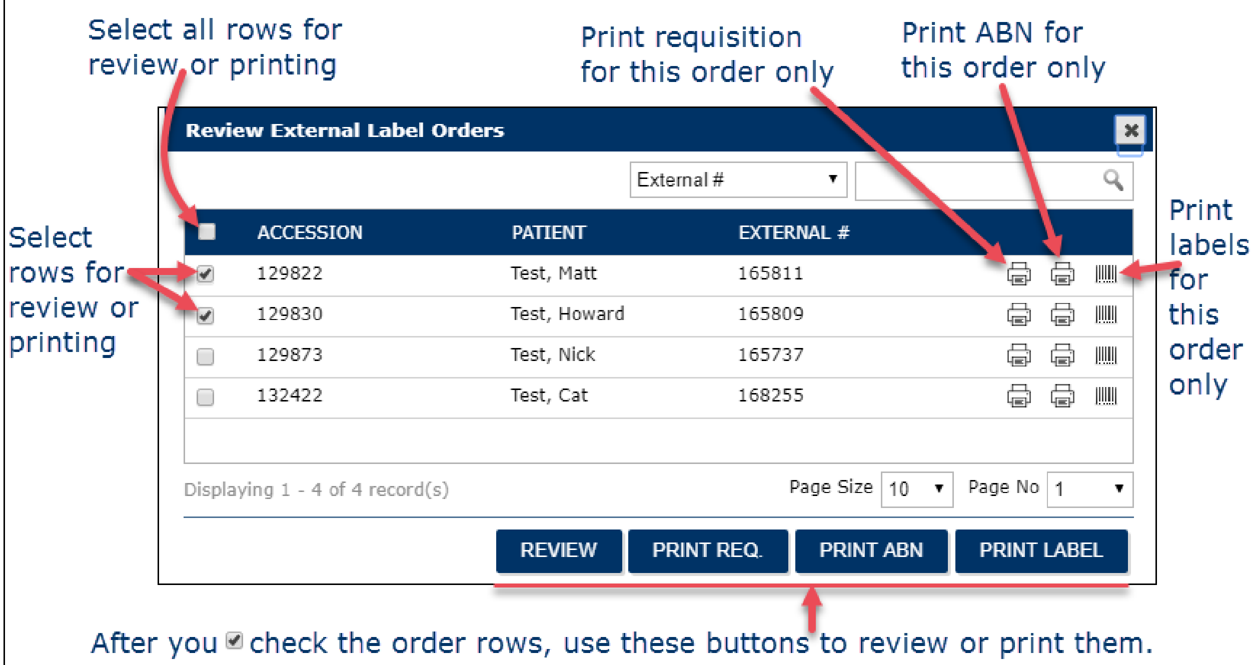
- The **top row** of the Panel Directory contains **search boxes**.
- The **main section** of the Panel Directory is where the panels are listed, either as the result of a search or as the contents of a Panel Tab.
- **My Favorites**- these are panels or tests that have been ordered most frequently by you.
- **Cultures** – List of all Routine Cultures
- **KPS Panel** – List of Panels or Tests performed In-House by Kansas Pathology

- **Lab Menu** – List of all tests performed by KPS reference laboratory.
- **Add to Favorites** – If you wish to add a Panel/Test to your favorite menu locate the Panel/Test and click on the blue box to the right of the panel/test name. At the top right hand side of the Panel/Test click, Add to Favorites and this will add the Panel/Test to your Favorites list.



<u>DIAG-F: The diagnosis code doesn't match the panel.</u>
<u>FREQ-F: The panel violates a frequency rule.</u>

K. Complete and Finalize the Order
- Click on the Box CREATE ORDER
- This will create a search for a KPS accession number. You will be able to tell by the moving circle at the top right hand side prior to the name stating Processing Order.
- Within 30 seconds the Procession order will stop and the Review order will appear.
- Click on Review Order.
- This will initiate a page with 3 icons at the top righthand side of the page.
  - The first icon is the Print Req Icon. Click on this select your printer to print requisition
  - The second icon is the Print ABN icon. Click this to print your ABN
  - The third icon is a bar code. Click on this to print your labels to the label printer.



L. Future Order

A **Future Order** is created **now** for collection **later**. The order is not released until collected, when the collection time, signature, and other data can be added or updated.

- Fill in the Lab Order.
- Instead of "Create," click .
- CGM LABNEXUS reviews your order for errors—
  - Note that if the Collected Date & Time fields are normally required, then you must still add a Collected Date and Collected Time even though they cannot be correct. Go back and revise at collection.

- Once there are no errors, the order is complete and you will be returned to your Lab Inbox.
- Find your order by clicking **Future Orders** in the Left Menu.

OR

Create the order with a future date, do not put in a collection date and the order will appear in Future Orders on the left hand side of the screen. When the time comes you can Edit order update and then Create Order.

M. Releasing a Future Order

- From your Lab Inbox's Left Menu, click **Future Orders**.
- Find the order you intend to release.
- Hover over the **Additional Options Menu**.
- Click **Edit Order**.
- In the Lab Order screen, correct the Collection Date and Time and any other necessary fields.

- Click and follow the order creation steps at the top of this Section.
- You may also **revise** a **Future Order** by returning to the Lab Order, making changes, and clicking Update Future Order .

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