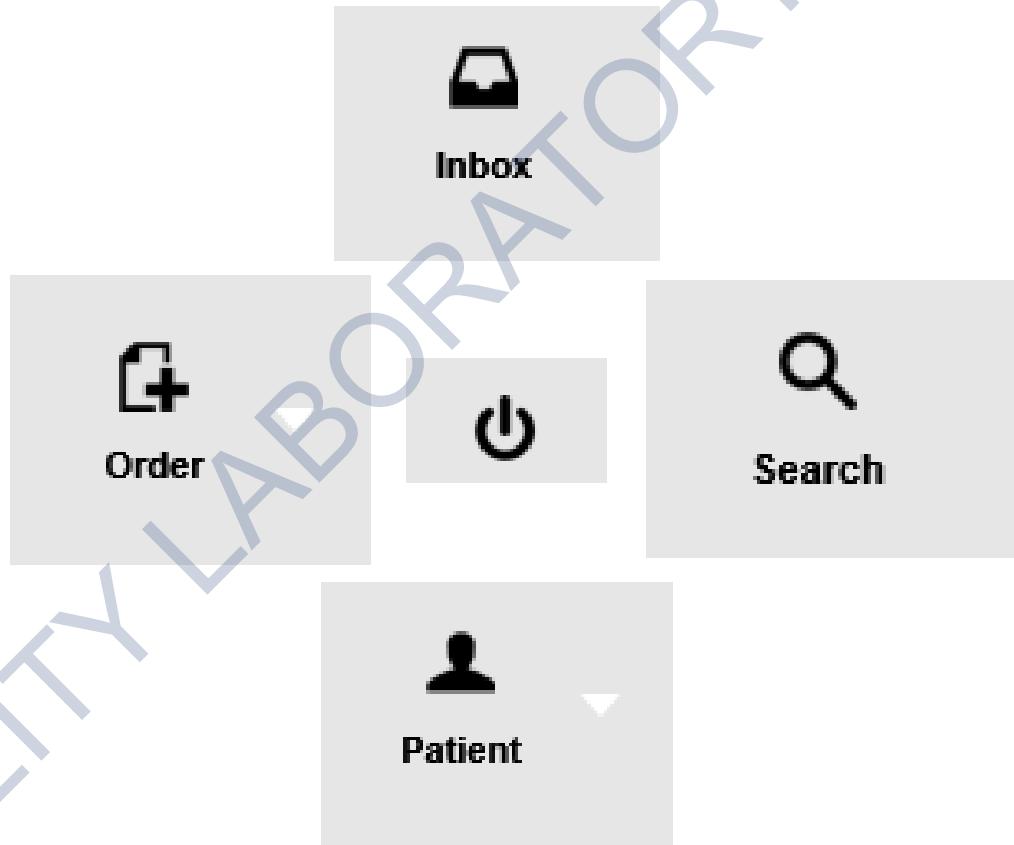




THE NAME SAYS IT ALL

QUALITY LABORATORY SERVICE

CLIENT ACCESS PORTAL



USER MANUAL

Table of Contents

PREREQUISITES	3
SETTING UP THE BROWSERS.....	4
INTERNET EXPLORER.....	4
GETTING TO THE PORTAL.....	6
PHYSICIAN'S LOGIN PORTAL	7
WELCOME SCREEN	8
INBOX	9
SEARCH.....	11
PATIENT	14
<i>Add:</i>	15
ORDERS	17
<i>Add Order:</i>	17
<i>Edit Order:</i>	22
<i>Order Log:</i>	23

PREREQUISITES

DESKTOP OR LAPTOP COMPUTER RUNNING WINDOWS 7, 8 OR 10.

ADOBE READER (required for viewing results)

INTERNET EXPLORER OR GOOGLE CHROME



Latest Version of **Adobe Reader** can be found at www.adobe.com ; downloading and installing the latest version will help avoiding error messages.



Internet Explorer is packaged within your windows installation and can easily be located on your desktop or the Start Menu of your Windows Operating System.



Latest Version of **Google Chrome** can be downloaded from
<https://www.google.com/chrome/index.html>

IMPORTANT: We recommend that the latest version of **Internet Explorer** or **Google Chrome** should be used in order to avoid any inconvenience.

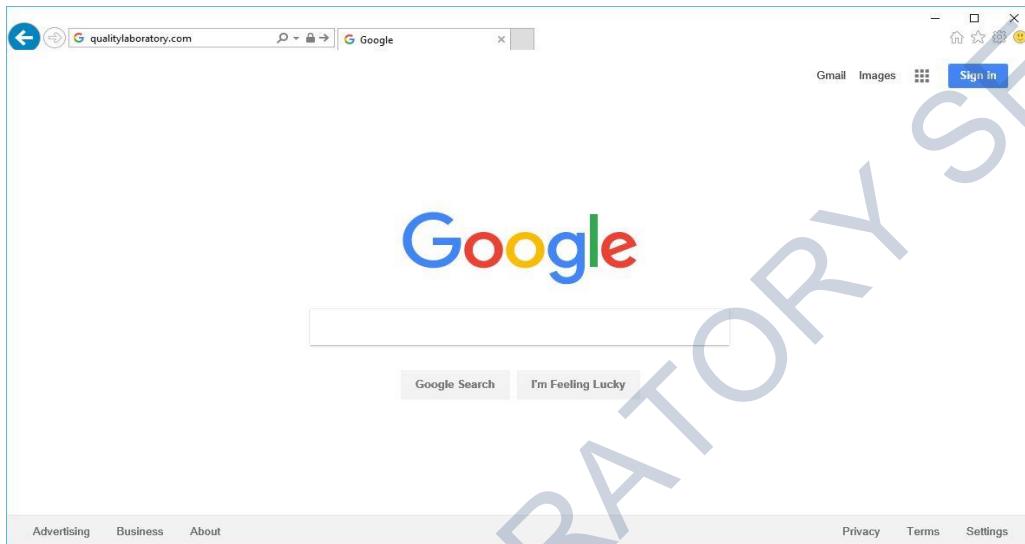
NOTE: **Mozilla FireFox** will NOT fully support **label printing** when you are placing an ORDER.

SETTING UP THE BROWSERS

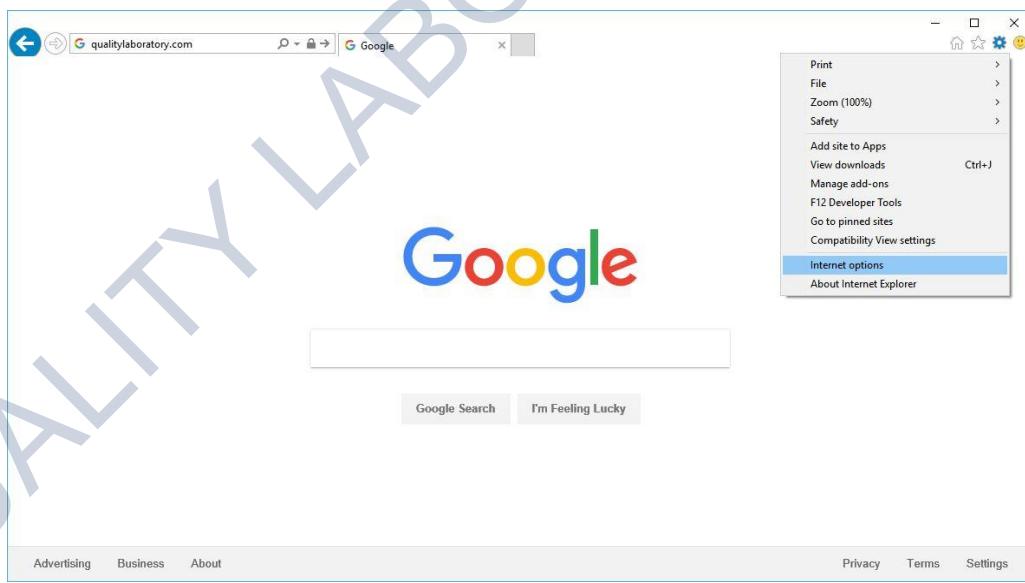
INTERNET EXPLORER



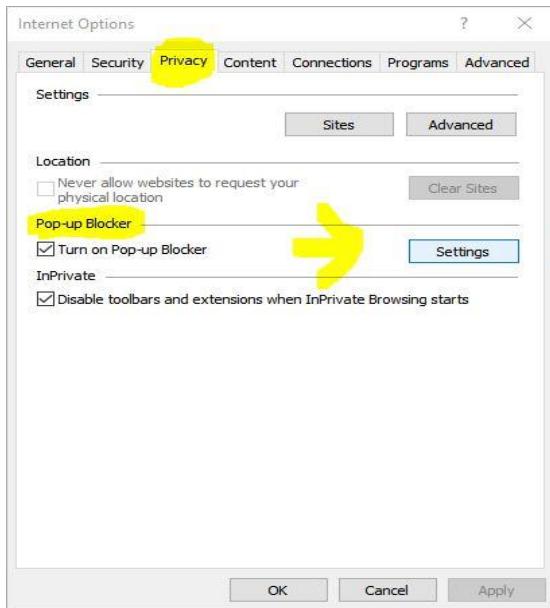
From your computer, open the Internet Explorer application.



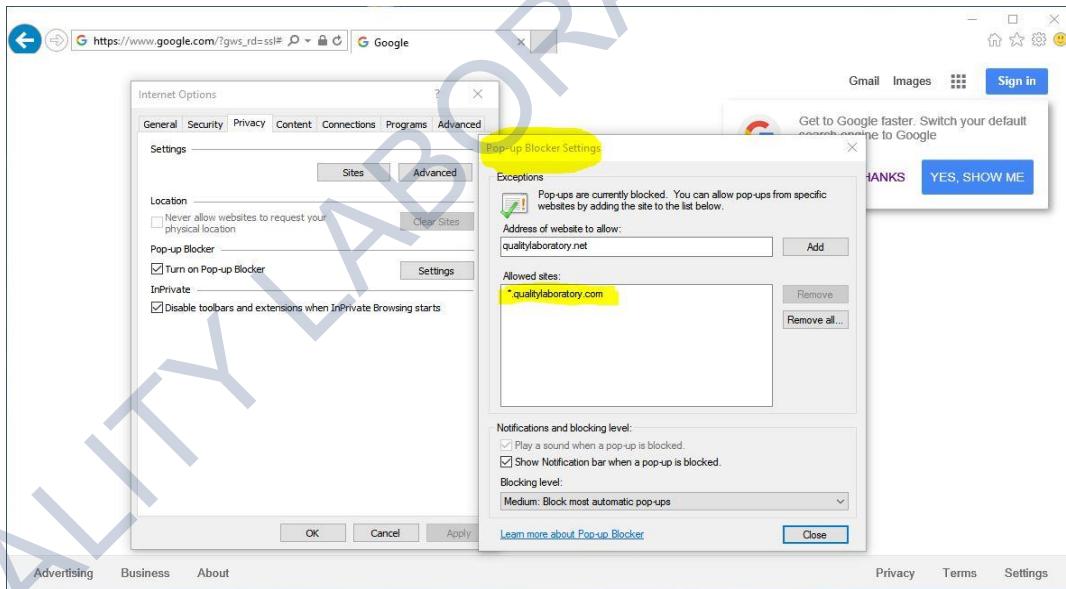
Click on the Settings button and select Internet Options as shown below.



In the “Internet Options” window, click on the Privacy tab and click the “Settings” button under the Pop-up Blocker section.



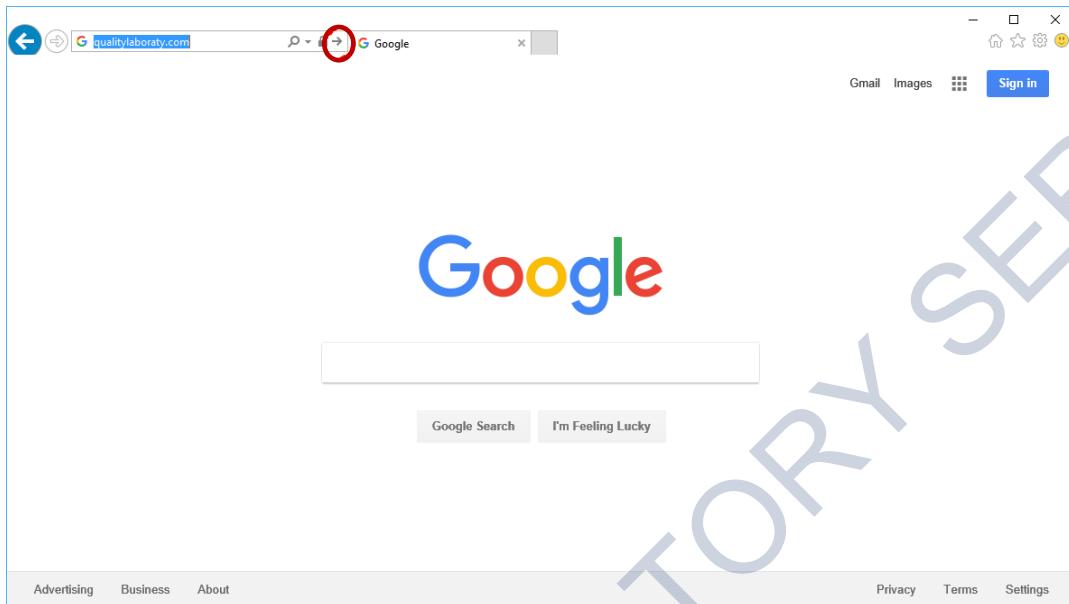
In “Pop-up Blocker Settings” window, add **‘qualitylaboratory.com’** and **‘qualitylaboratory.net’** to the list of “Allowed sites”; as shown in the picture below. Doing this will prevent Internet Explorer from blocking pop-ups from these sites.



Once done adding the websites in the “Allowed sites” list, click **Close** in the “Pop-up Blocker Settings” window and click **OK** in the “Internet Options” window.

GETTING TO THE PORTAL

From your computer, open the Internet Explorer application. In the “Address Bar” type ‘www.qualitylaboratory.com’ and Press the **Go** button or hit the ‘Enter’ key on your keyboard.



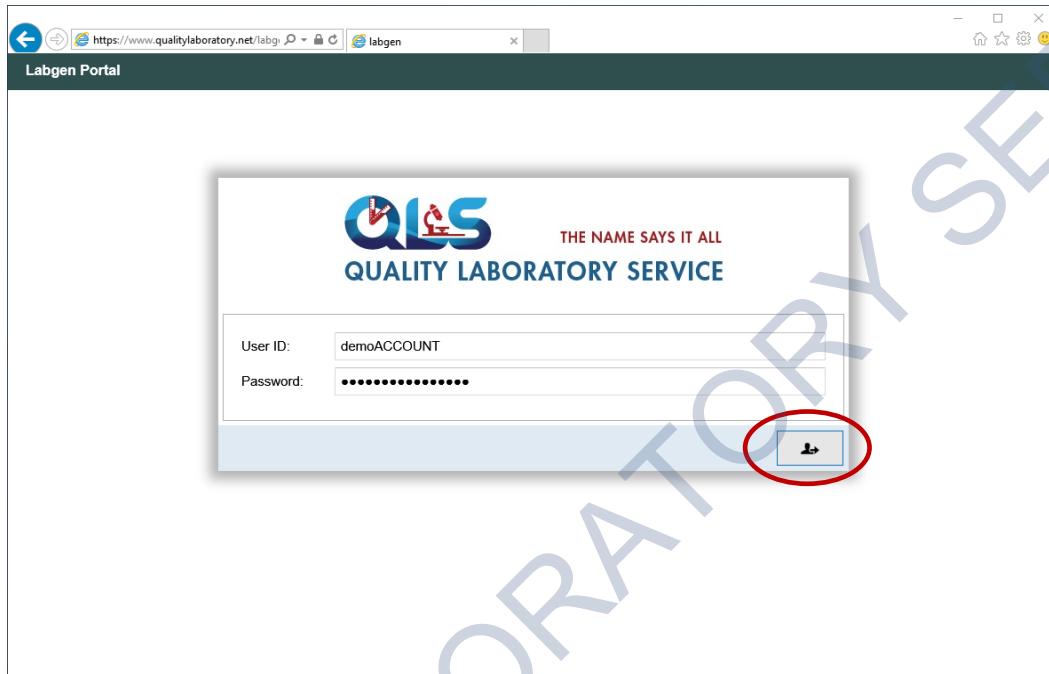
Once ‘www.qualitylaboratory.com’ website has been loaded, click on “My account LOGIN” button shown in the Image below; to be redirected to our “Physician’s Login Portal”.



Note: At this point, you should have your Login credentials ready. If you do not have the Login Credentials, Please contact your account handler or call the laboratory and place a request with one of our representatives.

PHYSICIAN'S LOGIN PORTAL

After you have been redirected to the Physician's Login Portal, you will be prompted to enter your 'User ID' and 'Password'. After entering your credentials, hit the 'Enter' button on your keyboard or click the **Login** button shown in the image below.



You can also go straight to the portal by typing the following website in the 'Address Bar' of your browser;

<https://www.qualitylaboratory.net>

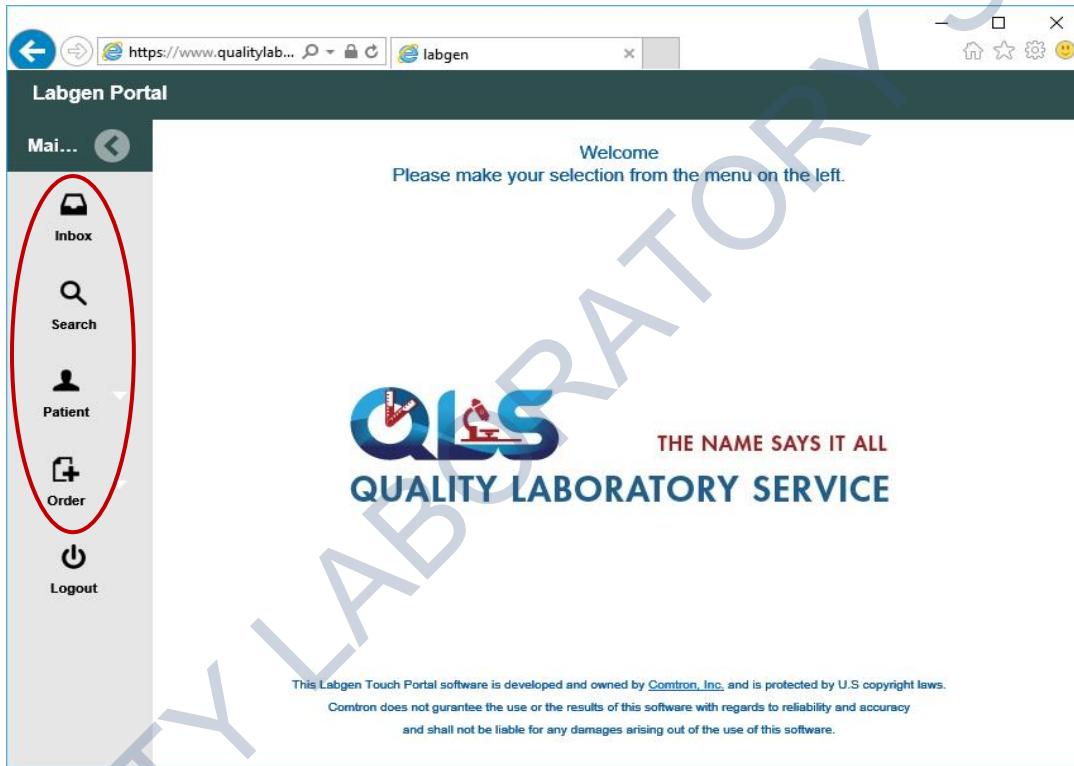
Note: If you choose to use this method of getting to the portal. Please make sure that **HTTPS://** is typed before **WWW.QUALITYLABORATORY.NET**

WELCOME SCREEN

You will reach the Welcome Screen after successfully Logging into the Portal; with the standard four options as shown in the Screenshot below.

- Inbox
- Search
- Patient
- Order

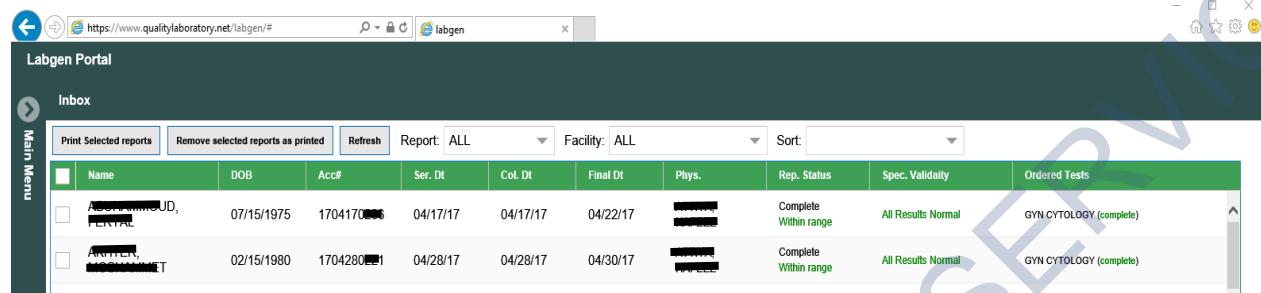
You will use these options to navigate through the portal in order to perform various tasks.



Each option will be explained in greater detail in the coming pages.

INBOX

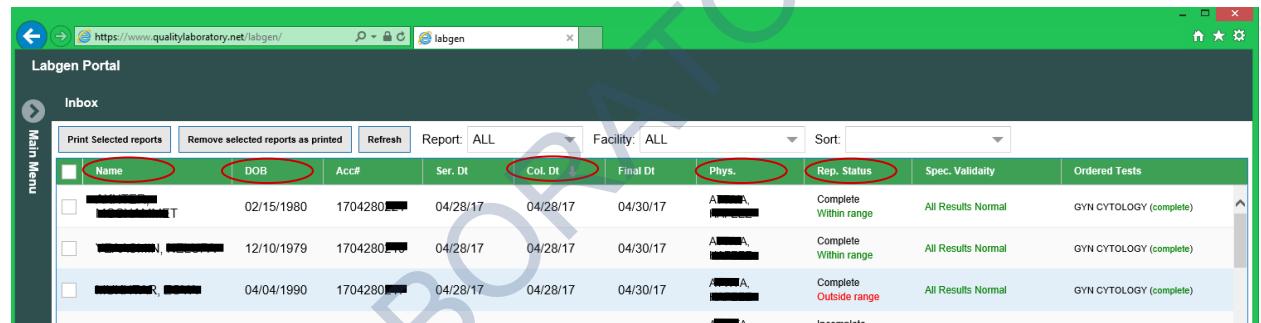
Inbox is designed to show you the most recent results as they become available. You can use sorting options to quickly check the status and view reports for your most recent patients.



The screenshot shows the Labgen Portal inbox. The interface includes a main menu on the left, a toolbar with buttons for printing and refreshing, and a search bar. The inbox table has columns for Name, DOB, Acc#, Ser. Dt, Col. Dt, Final Dt, Phys., Rep. Status, Spec. Validity, and Ordered Tests. Two patient entries are visible:

Name	DOB	Acc#	Ser. Dt	Col. Dt	Final Dt	Phys.	Rep. Status	Spec. Validity	Ordered Tests
[REDACTED]	07/15/1975	1704170[REDACTED]	04/17/17	04/17/17	04/22/17	[REDACTED]	Complete Within range	All Results Normal	GYN CYTOLOGY (complete)
[REDACTED]	02/15/1980	1704280[REDACTED]	04/28/17	04/28/17	04/30/17	[REDACTED]	Complete Within range	All Results Normal	GYN CYTOLOGY (complete)

You will have various options to sort the list of Patients. Simply hover over the option you wish



The screenshot shows the Labgen Portal inbox with sorting options highlighted. The 'Sort' dropdown menu is open, and the 'Col. Dt' option is selected. The table columns are circled in red to indicate they are sortable:

Name	DOB	Acc#	Ser. Dt	Col. Dt	Final Dt	Phys.	Rep. Status	Spec. Validity	Ordered Tests
[REDACTED]	02/15/1980	1704280[REDACTED]	04/28/17	04/28/17	04/30/17	[REDACTED]	Complete Within range	All Results Normal	GYN CYTOLOGY (complete)
[REDACTED]	12/10/1979	1704280[REDACTED]	04/28/17	04/28/17	04/30/17	[REDACTED]	Complete Within range	All Results Normal	GYN CYTOLOGY (complete)
[REDACTED]	04/04/1990	1704280[REDACTED]	04/28/17	04/28/17	04/30/17	[REDACTED]	Complete Outside range	All Results Normal	GYN CYTOLOGY (complete)

You can use the following Sorting options for your convenience:

➤ **NAME**

When sorting Patients by NAME, the list will be sorted in alphabetical order based on Patient's LAST NAME.

➤ **DOB**

When sorting Patients by their DOB, list will be sorted by MONTH and DATE, irrespective of the Year of Birth.

➤ **COLLECTION DATE**

You can use this sorting option to list patients based on the date of Collection; most recent to the oldest collection date or vice versa.

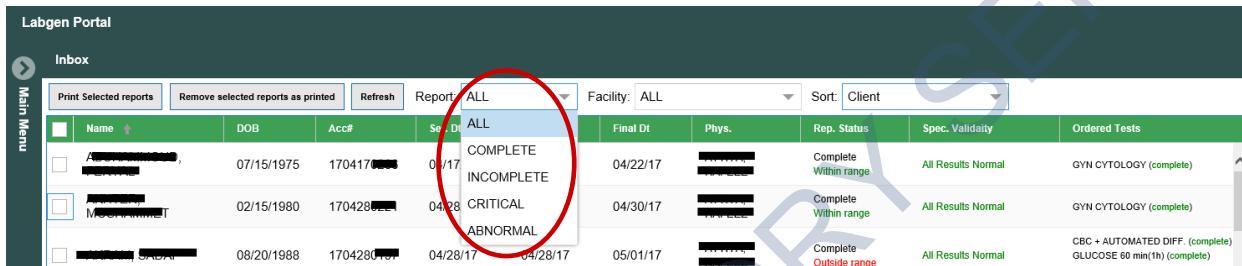
➤ PHYSICIAN

If you are a PRACTICE then you can use this to Sort by Physician's name. Physician names will be sorted in alphabetical order; displaying most recent results for that physician's patients.

➤ REPORT STATUS

Use this option to Sort from COMPLETE to INCOMPLETE (Complete reports will be displayed on top) or INCOMPLETE to COMPLETE (Incomplete reports will be displayed on top) reports.

Note: From your inbox, you can also choose to only display COMPLETE, INCOMPLETE, CRITICAL or ABNORMAL reports; as shown below.



Inbox										
		Print Selected reports		Remove selected reports as printed		Refresh		Report: ALL	Facility: ALL	Sort: Client
Name	DOB	Acc#	Ser. Dt	Col. Dt	Final Dt	Phys.	Rep. Status	Spec. Validity	Ordered Tests	
■ [REDACTED]	07/15/1975	170417[REDACTED]	04/17	04/22/17	04/22/17	■■■■■	Complete Within range	All Results Normal	GYN CYTOLOGY (complete)	
■■■■■	02/15/1980	170428[REDACTED]	04/28	04/30/17	04/30/17	■■■■■	Complete Within range	All Results Normal	GYN CYTOLOGY (complete)	
■■■■■	08/20/1988	170428[REDACTED]	04/28/17	04/28/17	05/01/17	■■■■■	Complete Outside range	All Results Normal	CBC + AUTOMATED DIFF. (complete) GLUCOSE 60 min (h) (complete) GLUCOSE Fasting (complete)	

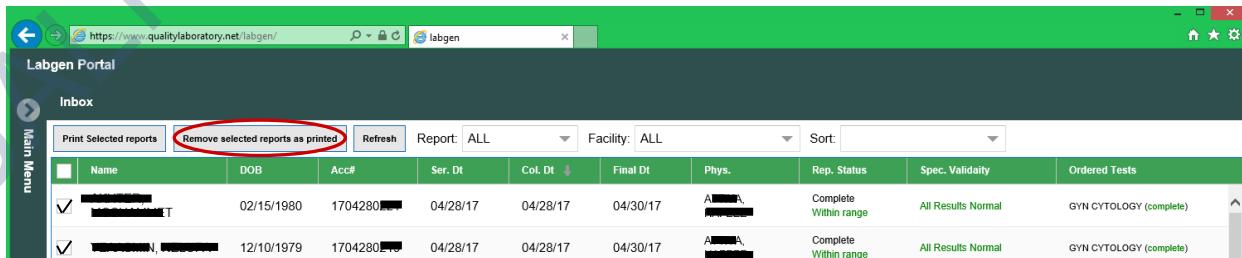
Clients have the option to **Print Multiple Reports** at once. You can do this simply by selecting the checkboxes next to each patient's name for which you would like to print the report and Clicking the "Print Selected reports" button. Please refer to the image below.



Inbox										
		Print Selected reports		Remove selected reports as printed		Refresh		Report: ALL	Facility: ALL	Sort: [REDACTED]
Name	DOB	Acc#	Ser. Dt	Col. Dt	Final Dt	Phys.	Rep. Status	Spec. Validity	Ordered Tests	
■■■■■	02/15/1980	1704280[REDACTED]	04/28/17	04/28/17	04/30/17	■■■■■	Complete Within range	All Results Normal	GYN CYTOLOGY (complete)	
■■■■■	12/10/1979	1704280[REDACTED]	04/28/17	04/28/17	04/30/17	■■■■■	Complete Within range	All Results Normal	GYN CYTOLOGY (complete)	
■■■■■	04/04/1990	1704280[REDACTED]	04/28/17	04/28/17	04/30/17	■■■■■	Complete Outside range	All Results Normal	GYN CYTOLOGY (complete)	

IMPORTANT: Please make sure that Adobe Reader is installed for the above step to function properly.

Once the reports are printed, you can choose to remove these reports from your Inbox by selecting the patients and Clicking the "Remove Selected Reports as Printed".



Inbox										
		Print Selected reports		Remove selected reports as printed		Refresh		Report: ALL	Facility: ALL	Sort: [REDACTED]
Name	DOB	Acc#	Ser. Dt	Col. Dt	Final Dt	Phys.	Rep. Status	Spec. Validity	Ordered Tests	
■■■■■	02/15/1980	1704280[REDACTED]	04/28/17	04/28/17	04/30/17	■■■■■	Complete Within range	All Results Normal	GYN CYTOLOGY (complete)	
■■■■■	12/10/1979	1704280[REDACTED]	04/28/17	04/28/17	04/30/17	■■■■■	Complete Within range	All Results Normal	GYN CYTOLOGY (complete)	

Note: Doing this will not delete the reports from your portal. You will still be able to find these reports using the search option; as will be discussed in the following chapter.

SEARCH

The screenshot shows the Labgen Portal search interface. It features a dark header bar with the text 'Labgen Portal'. Below this is a search form with various input fields and buttons. On the left side of the search form, there is a vertical menu bar with a 'Main Menu' button and a 'Result In Log Format' checkbox. The search form includes fields for 'Last Name', 'First Name', 'ID', 'D.O.B.', 'Physician' (with a dropdown arrow), 'Collection Date?' (with a checkbox), 'Start Date' and 'End Date' (with calendar icons), 'Accession', 'Requisition', 'Specimen', and 'Un-Signed Only?' (with a checkbox). At the bottom right of the search form is a 'Search' button.

This section is used to lookup results for patients. As mentioned earlier in the INBOX section of this manual, the most recent complete and incomplete results appear in your Inbox. However, if you do not find a patient's report in the Inbox, you can use the search menu to lookup results.

You can use the one of the following criteria to look for patient results.

NAME

For best search results, type first THREE letters of patient's last and first name in the fields and hit the search button.

D.O.B

You can use this option without having to enter Patient name. Simply, type in the date of birth of the patient and hit the search button.

PHYSICIAN

If you are a Practice with multiple Physicians, you can use this option to narrow your search based on physician.

DATE RANGE

You can use this option if you want to see or print multiple patient reports by specifying an ORDER date range. **In some cases, Collection date can be different than the Order date. If you want to search by Collection date then select the checkbox for 'COLLECTION DATE'?**

NOTE: You can ignore the following fields provided in the search menu:

RESULTS IN LOG FORMAT

ID

ACCESSION

REQUISITION

SPECIMEN

UN-SIGNED ONLY?

Based on your search criteria, you will see one or multiple patients in the screen shown below.

Labgen Portal										
<input type="button" value="Print Selected reports"/> <input type="button" value="Main Menu"/>										
<input type="checkbox"/>	Name	DOB	Acc#	Ser. Dt	Col. Dt	Final Dt	Phys.	Rep. Status	Spec. Validity	Ordered Tests
<input type="checkbox"/>	DRUG, CONF		1610055000	05/08/2017	05/08/2017		QUALITY LABORATORY	Complete	All Results Normal	SPECIFIC GRAVITY (complete) COMMENT: (complete) ETHYL SULFATE (complete)
<input type="checkbox"/>	TEST, AUTOPRINT	05/01/1981	1705259999	05/25/2017	05/25/2017		QUALITY LABORATORY	Complete	NA	BASOPHILS # (complete) Morphology (complete) DEF5 (complete)
<input type="checkbox"/>	TEST, CYTOLOGY	01/01/1961	1706079999	06/07/2017	06/01/2017		QUALITY LABORATORY	Complete	NA	CREATININE (complete)
<input type="checkbox"/>	TEST, CYTOLOGY	01/01/1961	1706029998	06/02/2017	06/02/2017		QUALITY LABORATORY	Complete	NA	DHEA-S (complete)

At this point, you have two options

OPTION # 1

You can double-click on the patient name to view the report. This will give you options to view and print the reports in other formats as shown in the screenshots below.

Regular Report

Cumulative Report

Editing accession: 1705259999

Data Format Graph Selected Tests Print Audit Log Print-Text

LABORATORY REPORT

Patient Name:	AUTOPRINT TEST	Client:	QUALITY LABORATORY (#2204)
Patient DOB:	05/01/1981	Accession#:	1705259999
Patient Age:	36	Date Received:	05/25/2017
Patient Sex:	M	Date Collected:	05/25/2017
Chart ID:	AAA001	First Reported:	05/25/2017
Phone:	(646)123-4568	Final Reported:	06/08/2017
Room#:		Physician:	QUALITY LABORATORY

<input checked="" type="checkbox"/> Test Name	Normal	Abnormal	Reference Range	Units
<input type="checkbox"/> *CALL NOTE:	-			Not Available
<input type="checkbox"/> WBC AUTOMATED		12 H	3.7-10.5	$\times 10^3/\mu\text{L}$
<input type="checkbox"/> RBC	2		4.6-6.2	$\times 10^6/\mu\text{L}$
<input type="checkbox"/> HGB	2.5		14.0-18.0	g/dL
<input type="checkbox"/> HCT	105		42.0-57.0	%
<input type="checkbox"/> MCV	5		80-102	fL

Data Format

Blank page - Microsoft Edge

qualitylaboratory.net/webrep.cgi?HBHEHHGHAKHGBFBPLGGGHGEHDGIGHGG+repseletext+1705259999

```

TEST, AUTOPRINT Room # DOB 05/01/1981 Age 36 S M QUALITY LABORATORY
Chart # A1705259999 Pat. Phone # (646) 123-4568 Loc # 0 1523 VOORHIES AVE Client
Lab # 1705259999 Path 12345 ID # AAA001 2ND FLOOR
Collected 05/25/17 03:22 PM Recieved 05/25/17 03:26 PM BROOKLYN, NY 11235
(718) 646-5100
First Reported 05/25/17 15:31 Final Report 06/08/17 16:28 Phys: QUALITY LABORATORY Route # 0
Printed: 06/09/17 14:48 Status FINAL Copy To: Page #
Clinical Abnormalities Summary:
May not contain all abnormal results; narrative results may not have abnormal flags. Please review entire
report.
WBC AUTOMATED 12 H RBC 2 L HGB 2.5 CL
HCT 105 CH MCV 5 L MCH 22 L
RDW 20 H PLT,AUTOMATED 23 CL MPV 18 H
Test Name Within Range Outside Range Prev. Result Reference Range Units
Report Status: FINAL
COMMENTS:
TEST AUTOPRINT
COMMENTS
*CALL NOTE: -
HEMATOLOGY
Complete Blood Count
WBC AUTOMATED 12 H 3.7 - 10.5  $\times 10^3/\mu\text{L}$ 
RBC 2 L 4.6 - 6.2  $\times 10^6/\mu\text{L}$ 
HGB 2.5 CL 14.0 - 18.0 g/dL
HCT 105 CH 42.0 - 57.0 %
MCV 5 L 80 - 102 fL
MCH 22 L 26.0 - 32.0 pg
MCHC 32 30.0 - 36.0 g/dL
RDW 20 H 11.5 - 18.5 %
PLT,AUTOMATED 23 CL 130 - 400  $\times 10^3/\mu\text{L}$ 
MPV 18 H 6.8 - 12.6 fL
TOTAL CELLS COUNTED: 100 Cells
END OF REPORT

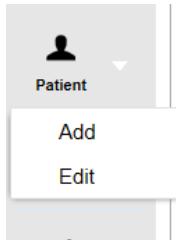
```

Text Format

OPTION # 2

Select the checkboxes for each patient you want to view or print regular reports and click the 'Print Selected' button. This will open selected Patient results in a separate window. You can use this window to print all results with a single Print command.

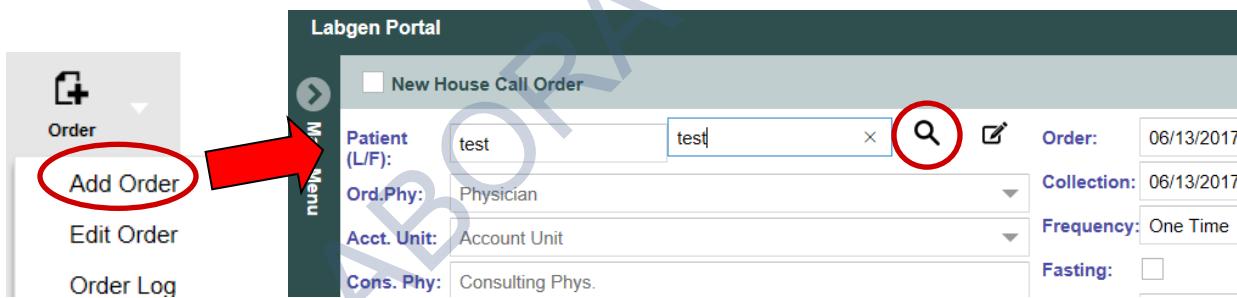
PATIENT



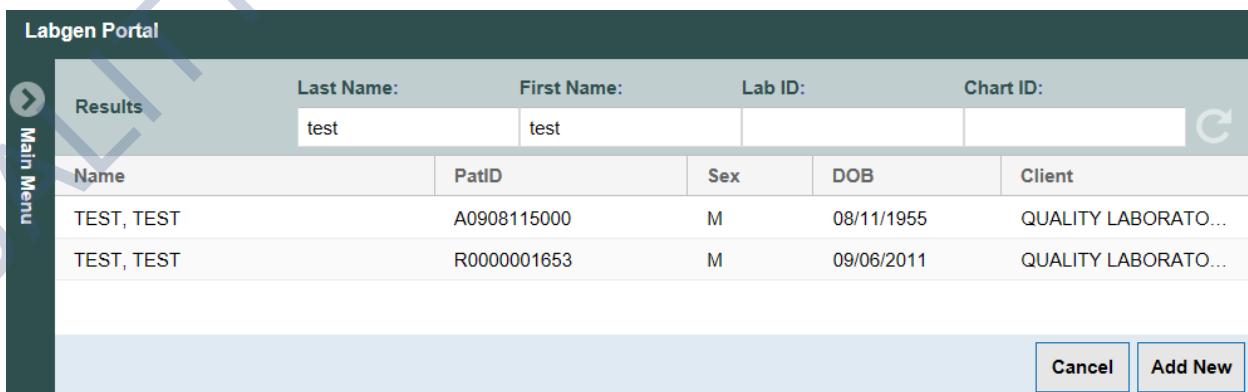
NOTE: This section is **ONLY** used to **ENTER/EDIT** patient information in the system. Once patient information is entered in the system, to place the Orders, go to the Add Order section of the ORDERS menu and lookup this Patient.

IMPORTANT: Since you also have the option to create a New Patient from the Add Order Section, **PLEASE AVOID CREATING DUPLICATE RECORDS.**

BEST PRACTICE: Add a patient records in the system prior to creating an ORDER to avoid duplications. Once patient information has been correctly entered in the system (as will be explained in this chapter), go to ORDERS > Add Order: TYPE Patient's **last** and **first** name and click the search button circle in the image below.



Doing this will bring up the patient search window. If you have multiple patients with the same FIRST and LAST name, you can select the correct one based on their **DOB**. Please refer to the Image below.



Once you click the PATIENT button, you will be prompted to select one of the following options:

- Add
- Edit

Add:

After Clicking the Add button from the Patient Menu, you will see a window that requires basic Patient information. See screenshot below:

Labgen Portal

Main Menu

Patient Details

ID:	NEW	QLS-DEMO-001
Name:	demo	demo
		M
Street:	123 demo street	
City:	BROOKLYN	
State:	New York	Zip: 11235
Phone:	1234567890	
DOB:	01/01/1985	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
Room#:		

Save

TIPS: Entering ZIPCODE first will automatically populate the CITY and STATE.

After you have entered all the required information, clicking the **SAVE** button will take you to the following window:

Labgen Portal

Main Menu

Primary Insurance

Same as Patient:

Name: M

Street:

City:

State: Zip:

Phone: SS#:

DOB:

Male Female

Relation: Employer:

Type Insurance Name to Search

Selected Insurance: Plan#:

Policy#: Group#:

Secondary Insurance

Back

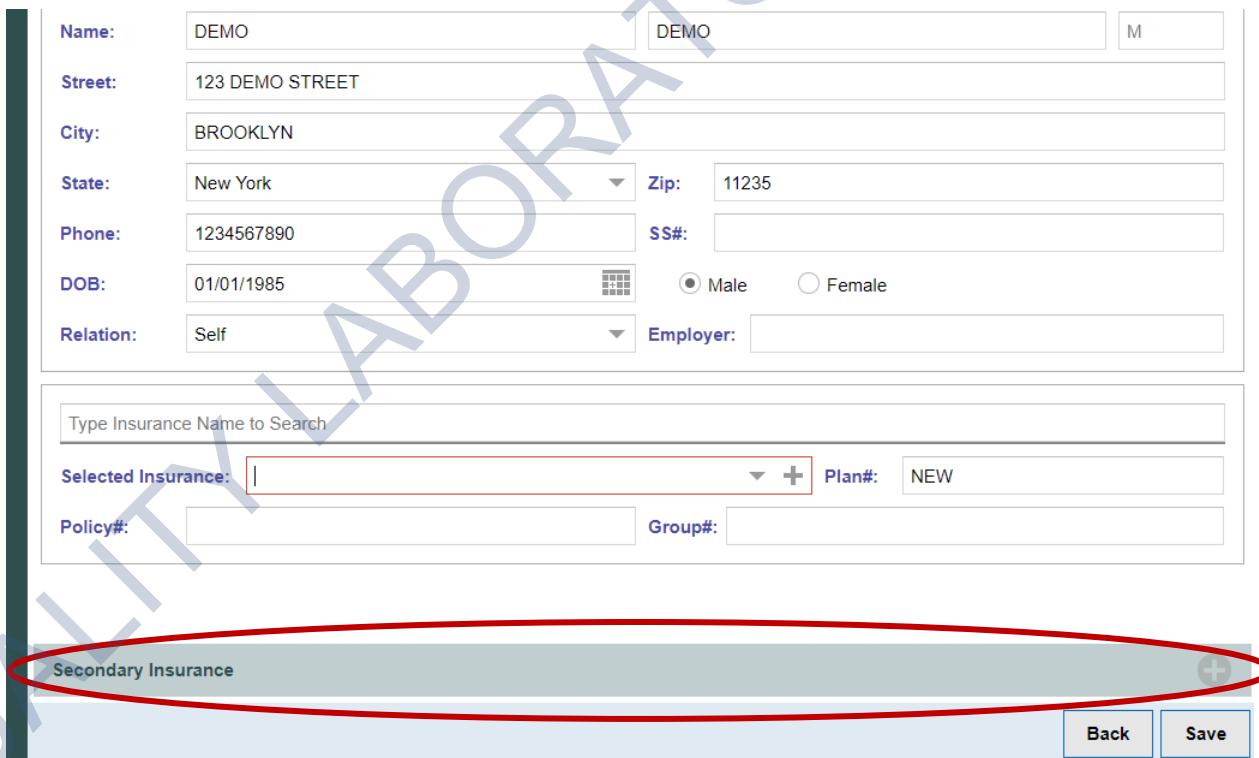
If patient is the PRIMARY policy holder, Select checkbox after 'Same as Patient' to automatically fill patient information. If patient is not the PRIMARY policy holder, then fill information of the Primary policy holder in the provided form.

After entering Policy Holder's information, you can use the **search option** shown in the image below to lookup names for insurances.



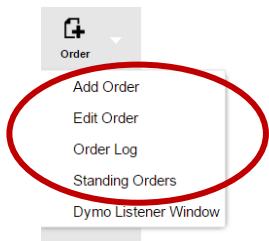
If you don't see the insurance you are looking for, you can simply click the **+** sign in the 'Selected Insurance' to enter name of the Insurance and Policy # of the Insured.

If Patient has more than one insurance, fill out the Secondary Insurance information by clicking 'Secondary Insurance' at the bottom of the window. See image below.



After you have typed the required information, click the 'Save' button. You have successfully created a patient record. If, in future, you need to change/correct some patient information, you can go to the **EDIT** section of the **PATIENT** menu and search the patient by their **FIRST** and **LAST** Name or if you had assigned them a **CHART ID**.

ORDERS

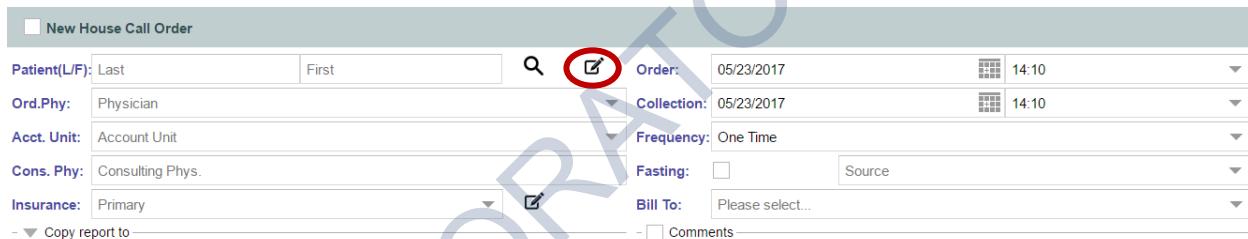


Once you click the ORDER button, you will be prompted to select one of the following options:

- Add Order
- Edit Order
- Order Log
- Standing Orders

Add Order:

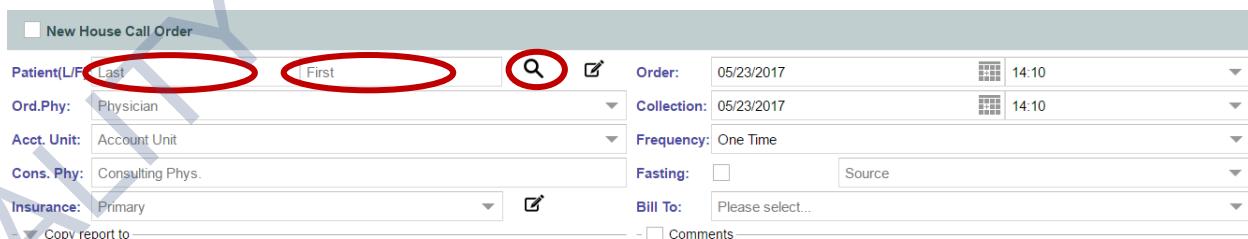
Once you are ready to create a new Order, you will get to the following screen:



New House Call Order	
Patient(L/F):	Last
	First
Ord.Phys:	Physician
Acct. Unit:	Account Unit
Cons. Phy:	Consulting Phys.
Insurance:	Primary
- ▾ Copy report to	
<input type="checkbox"/> New House Call Order	
Order:	05/23/2017 14:10
Collection:	05/23/2017 14:10
Frequency:	One Time
Fasting:	<input type="checkbox"/> Source
Bill To:	Please select...
<input type="checkbox"/> Comments	

IMPORTANT: If you are entering a NEW patient into system when placing an Order, always start by Clicking the circled button in the picture ABOVE.

If you have previously placed a lab order with QLS for the patient, you can type patient's Last name and First name in the fields and click the search button.



New House Call Order	
Patient(L/F):	Last
	First
Ord.Phys:	Physician
Acct. Unit:	Account Unit
Cons. Phy:	Consulting Phys.
Insurance:	Primary
- ▾ Copy report to	
<input type="checkbox"/> New House Call Order	
Order:	05/23/2017 14:10
Collection:	05/23/2017 14:10
Frequency:	One Time
Fasting:	<input type="checkbox"/> Source
Bill To:	Please select...
<input type="checkbox"/> Comments	

Note: You can also search by LAST or FIRST NAME only but it is recommended that you type the first THREE letters of patient's First and Last name to narrow your search.

Once you click the search button; if patient(s) exists in the system, you will be given a list of patients to choose from. Please refer to the image below.

Results	Last Name:	First Name:	Lab ID:	Chart ID:
	tes			
Name	PatID	Sex	DOB	Client
TEST, CYTOLOGY	1	F	01/01/1961	QUALITY LABORATORY
TEST, PATHOLOGY	A0801251111	M	01/01/2006	QUALITY LABORATORY
TEST, TEST	A0908115000	M	08/11/1955	QUALITY LABORATORY
TEST, GC/CT	A1008305000	F	01/01/1980	QUALITY LABORATORY

Once you select the patient you are looking for, you will be redirected to the Order page and all the fields will be automatically filled with patient demographics. Please see the image below.

New House Call Order

Patient(L/F): TEST	CYTOMY	<input type="checkbox"/>	Order: 05/23/2017	14:41
Ord.Phy:	QUALITY LABORATORY	<input type="checkbox"/>	Collection: 05/23/2017	14:41
Acct. Unit:	QUALITY LABORATORY	<input type="checkbox"/>	Frequency: One Time	
Cons. Phy:	Consulting Phys.	<input type="checkbox"/>	Fasting:	Please select or type new source
Insurance:	NO CHARGE	<input type="checkbox"/>	Bill To:	NO CHARGE
<input type="checkbox"/> Copy report to <input type="checkbox"/> Comments				

Note: You can select the edit button (circled above) to change certain patient related information. For example: Address, Phone # and DOB. ALWAYS verify that you have the updated information.

Once you have correctly entered or retrieved the patient's information. You will then be able to select the **Ordering Physician** (if you are a practice and you have multiple physicians) and **Account. Unit.**(if you are a Physician Working with Multiple Practices). You can make these selections by clicking on the dropdown button next to the preselected Physician and Practice, shown in the picture below.

New House Call Order

Patient(L/F): TEST	CYTOMY	<input type="checkbox"/>	Order: 05/23/2017	14:41
Ord.Phy:	QUALITY LABORATORY	<input type="checkbox"/>	Collection: 05/23/2017	14:41
Acct. Unit:	QUALITY LABORATORY	<input type="checkbox"/>	Frequency: One Time	
Cons. Phy:	Consulting Phys.	<input type="checkbox"/>	Fasting:	Please select or type new source
Insurance:	NO CHARGE	<input type="checkbox"/>	Bill To:	NO CHARGE
<input type="checkbox"/> Copy report to <input type="checkbox"/> Comments				

Consulting Physician is not a required field.

Insurance: Click on the (edit button) to add/edit patient's insurance information. If patient's is the policy holder Click on 'Same as Patient' and all patient information will be populated into the respective fields as shown in the image below.

Primary Insurance

Same as Patient: <input checked="" type="checkbox"/>		<input type="checkbox"/>
Name: CYTOMY	TEST	M
Street: 33 BROADWAY		
City:		

After carefully entering the Policy Holder's information; enter the Insurance information. You can type the insurance name and select it from the list. Once, you select the insurance provider from the list of options, **Selected Insurance** and **Plan#** fields should automatically populate. Enter the **Policy#** and **Group#** (if applicable). Please refer to the screenshot below.

Relation: Self

Type Insurance Name to Search: aet

Selected Insurance: AETNA

Plan#: 435

Policy#:

Group#:

Insurance search results:

- AETNA
P.O. BOX 2295, FORT WAYNE, IN
- AETNA
3316 FARNHAM STREET, OMAHA, NB
- AETNA
P.O. BOX 2387, FORT WAYNE, IN

Note: If you cannot find the insurance provider, you can **TYPE** the name of the insurance in the **Selected Insurance** field and **ENTER 0** for **Plan#** in the field provided.

Once you have completed entering insurance information, you can add Secondary Insurance by clicking the (add button) or click the back button to return to the previous screen.

Secondary Insurance

+ Back

Tests Ordered:

Tests Ordered		Labels 0	+ Code	+ Add by Test Name	+ Test List
Code	Test Name				
20	CBC + AUTOMATED DIFF.			(LV)	
400	Complete Blood Count			N/A	
H001	ALCOHOL			N/A	
1100E	DADDITIUMATES			N/A	

Once in this section of creating an Order, You will have three options to add the tests you are looking to order. You can add **Test Code**, **Test Name** or Select a Test from the **Test List** area.

Test Codes: These can be found on a copy of the Paper Requisition Provided to you when setting up your account or it can be found on our website at www.qualitylaboratory.com

Test Names: You can enter the name of the test in the field provided as shown in the Image below.

+ Code

+ culture,u

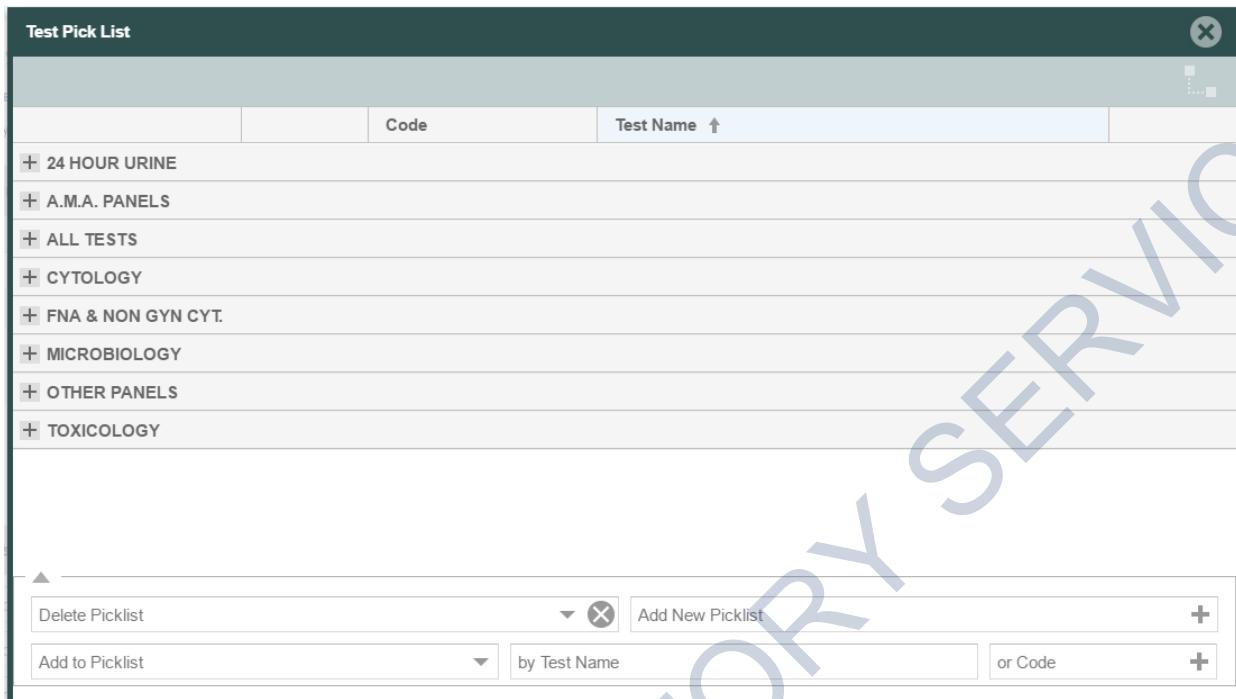
605-CULTURE, URINE

683-CULTURE, URINE(CATHETER)

Test List

Test List: This option can be used if you have request QLS to create a **Picklist** for you OR you have created one yourself. **Picklist** is created to give you an easy access to the tests you frequently Order.

After Clicking the 'Test List' button. The following window will popup.



Note: Unless another Picklist is created for you, your list will only display "**TOXICOLOGY**" by default.

You can select your Picklist by clicking the name of it and choosing the test you want to Order by clicking the boxes provided. Refer to the image below.

24 HOUR URINE	
<input type="checkbox"/>	20
<input type="checkbox"/>	034
<input type="checkbox"/>	1193
<input type="checkbox"/>	2445
<input type="checkbox"/>	P170

+ Sign will appear next to a profile, you can click on it to see what is included in this profile. See below example.

24 HOUR URINE	
<input type="checkbox"/>	20
<input type="checkbox"/>	034
<input type="checkbox"/>	1193

Select Test Code

	Code	Test Name
<input type="checkbox"/>	400	WBC AUTOMATED
<input type="checkbox"/>	401	RBC
<input type="checkbox"/>	402	HGB

Once you have successfully added the tests you need to Order for the Patient, you can Scroll down to the 'Diagnosis Selected' Section.

Diagnosis Selected

Add Diagnosis Code by Name

Diag. Code

Please check here if patient's diagnosis **DOES NOT** match any of the codes established as eligible for coverage by the Insurance carrier. An ABN form will be printed and must be signed by the patient.

Cancel Submit

Diagnosis Selected Section

Here you will enter Patient Diagnosis Codes. Once you have completed entering Diagnosis Codes, Click on the submit button to Place the Order.

Note: You will be prompted to provide your initials and a signature.

After successfully completing the steps above; Your Labels will print automatically (**If Applicable**); and a new window will popup showing you a copy of the Order Placed. Refer to the Image below:

webreq.cgi?HBHEHHHC X + ^

qualitylaboratory.net/webreq.cgi?HBHEHHHHHHAHHBFBPLGGGHGEHDGIGHGG+0000116185+noabn

QUALITY LABORATORY SERVICE 2204

QLS QUALITY LABORATORY SERVICE
1523 Voorhies Ave. 2nd Fl. Brooklyn, NY 11235 • P. 718.646.5100 • F. 718.332.2574
2124 Morris Ave. Union, NJ 07083 • P. 908.686.2300 • F. 908.686.2311 • QualityLaboratory.com

1523 VOORHIES AVE, 2ND FL
BROOKLYN, NY 11235170
(718) 646-5100

Order# 0000116185
Ord. Date: 06/09/17

0000116185 TEST, CYTOLOGY 0000116185 TEST, CYTOLOGY 0000116185 TEST, CYTOLOGY

Client Information

Client# 2204
QUALITY LABORATORY
1523 VOORHIES AVE
BROOKLYN, NY 11235
(718)646-5100

Patient: TEST, CYTOLOGY
Date of Collection: 06/09/17
Patient Initials: TC
Collectors Initials: cc

Ord. Phys: 2204-QUALITY LABORATORY Ref.Phys:

Patient Information	Insurance Information
Patient Name: TEST, CYTOLOGY Patient Address: 33 BROADWAY BRONX, NY 10458 Phone #: (123)456-7890 D.O.B.: 01/01/1961 Age: 56 Sex: F Client Chart: 1 Hosp. Loc: 0 Room#	Bill-Type: 300-NO CHARGE Order Entered By: QLS Insurance#1: 300 -NO CHARGE Insurance#2: - Insured: TEST, CYTOLOGY Insured DOB: 01/01/61 Insured Address: 33 BROADWAY BRONX, NY 10458 Policy#: TEST Policy#: - Relationship: SE Insured Sex: F Diag. Codes:

Please print a copy of this Requisition and send it with the Specimen.

Edit Order:

This option can be used to modify existing orders. This usually applies to orders placed the same day.

See the Edit Order screen image below.

The screenshot shows the 'Order Edit' window. It contains fields for 'Last Name', 'First Name', 'Patient Id', 'Order #', 'Test Code', 'Acct.Unit', and a date selection field with a calendar icon. Below these are radio buttons for 'Order Date' and 'Collection Date', with 'Collection Date' being selected. Under the date field are three radio button options: 'Today', 'Yesterday', and 'Range'. At the bottom are 'Cancel' and 'Search' buttons.

You can use this window to Search by Patient name, Patient ID (if applicable), Order Date and collection date. Once you have used one of the options mentioned; click Search.

Note: If you have previously placed multiple electronic Orders for the patient, they will all be visible starting with the most recent at the top. See screenshot below.

Patient Name	Account	Ord Date	Order#	Client
TEST, CYTOLOGY	QUALITY LABORATORY INS: NO CHARGE. TEST	06/09/2017	0000116185	QUALITY LABORATORY CBC + AUTOMATED DIFF..
TEST, CYTOLOGY	QUALITY LABORATORY INS: NO CHARGE. TEST	06/05/2017	0000115804	QUALITY LABORATORY CBC + AUTOMATED DIFF..
TEST, CYTOLOGY	QUALITY LABORATORY INS: NO CHARGE. TEST	05/23/2017	0000114949	QUALITY LABORATORY CBC + AUTOMATED DIFF..
TEST, CYTOLOGY	QUALITY LABORATORY INS: NO CHARGE. TEST	05/23/2017	0000114948	QUALITY LABORATORY CBC + AUTOMATED DIFF., WBC AUTOMATED.
TEST, CYTOLOGY	QUALITY LABORATORY INS: NO CHARGE. TEST	04/27/2017	0000113192	QUALITY LABORATORY CBC + AUTOMATED DIFF..
TEST, CYTOLOGY	QUALITY LABORATORY INS: NO CHARGE. TEST	10/11/2016	0000086716	QUALITY LABORATORY CONFIRMATION PNL DRUG W/S.

This only applies when searching by patient name.

If you search by date, all patients for which the order was placed on the specified date will be displayed. Click on the patient you need to change the order for; you will be redirected to the Add Order page. Once you have modified the Order, Click the Submit button to save changes to the Order.

IMPORTANT: If you have modified an Order, Please call the laboratory to inform us of the changes.

Order Log:

Labgen Portal

Order Log

Main Menu

Last Name:	Order #:	
First Name:	Test Code:	
Patient Id:	Acct.Unit:	
<input type="radio"/> Order Date <input checked="" type="radio"/> Collection Date <input type="radio"/> Range	<input type="radio"/> Today <input type="radio"/> Yesterday <input type="radio"/> Range	Start Date: 06/01/2017
		End Date: 06/09/2017
<input type="button" value="Cancel"/> <input type="button" value="Search"/>		

This section can be used to print a log of patients you sent to Quality Laboratory on a specific date or a date range. Once you select one of these options and click the Search button; you will be taken to the following screen.

Labgen Portal

Main Menu

<input type="checkbox"/> Check All	Patient Name	Account	Ord Date, Time	Order#	Client	Elig.
<input type="checkbox"/>	TEST, CYTOLOGY	QUALITY LABORATORY INS: NO CHARGE, TEST	06/05/2017, 16:03	0000115804	QUALITY LABORATORY CBC + AUTOMATED DIFF..	<input type="checkbox"/>
<input type="checkbox"/>	TEST48, T	QUALITY LABORATORY INS: MEDICARE, 654654654	06/05/2017, 16:05	0000115808	QUALITY LABORATORY CBC + AUTOMATED DIFF..	<input type="checkbox"/>
<input type="checkbox"/>	TEST, TEST	QUALITY LABORATORY INS: NO CHARGE, 123456	06/06/2017, 12:29	0000115862	QUALITY LABORATORY CBC + AUTOMATED DIFF..	<input type="checkbox"/>
<input type="checkbox"/>	TEST, AUTOPRINT	QUALITY LABORATORY INS:..	06/06/2017, 12:33	0000115864	QUALITY LABORATORY CBC + AUTOMATED DIFF..	<input type="checkbox"/>
<input type="checkbox"/>	TEST, PATHOLOGY	QUALITY LABORATORY INS: NO CHARGE, 123465465	06/06/2017, 12:45	0000115871	QUALITY LABORATORY CBC + AUTOMATED DIFF..	<input checked="" type="checkbox"/>
<input type="checkbox"/>	TEST, CYTOLOGY	QUALITY LABORATORY INS: NO CHARGE, TEST	06/09/2017, 10:53	0000116185	QUALITY LABORATORY CBC + AUTOMATED DIFF..	<input checked="" type="checkbox"/>
<small>* Processed * Cancelled</small>						
<input type="button" value="Cancel"/> <input type="button" value="Print list"/> <input type="button" value="Print checked"/>						

You can simply click the Print List button to get a simplified version of this list in a different window. See example below.

Your search resulted in the following match(es):

	Last Name	First Name	Chart ID	Order Date / By	Time	Collection Date	Order#	Client / Tests
<input type="checkbox"/>	TEST	TEST	0-000-00-00	06/01/2017 QLS	16:45	06/01/2017	0000115584	QUALITY LABORATORY CBC + AUTOMATED DIFF..
<input type="checkbox"/>	TEST	TEST	0-000-00-00	06/05/2017 QLS	10:23	06/05/2017	0000115683	QUALITY LABORATORY CBC + AUTOMATED DIFF..
<input type="checkbox"/>	TEST	CYTOTOLOGY	1	06/05/2017 QLS	16:03	06/05/2017	0000115804	QUALITY LABORATORY CBC + AUTOMATED DIFF..
<input type="checkbox"/>	TEST48	T		06/05/2017 QLS	16:05	06/05/2017	0000115808	QUALITY LABORATORY CBC + AUTOMATED DIFF..

If you would like to print this list for your records, click the Print button on the top right corner of this window.

You can also use the Order Log window to Search by Patient name, Patient ID (if applicable), Order Date and collection date. Once you have used one of the options mentioned; click Search. **This option is normally used to reprint the Order and/or labels (if applicable) for a specific patient.**

To reprint the Order requisition for a patient, use one of the above mentioned search criteria and click the search button. See example below of patient TEST, TEST.

Labgen Portal

Patient Name	Account	Ord Date, Time	Order#	Client	Elig.
TEST, TEST	QUALITY LABORATORY INS: NO CHARGE, 123456	06/06/2017, 12:29	0000115862	QUALITY LABORATORY CBC + AUTOMATED DIFF..	<input type="checkbox"/>

* Processed
* Cancelled

Check All

TEST, TEST

Cancel

Print list

Print checked

Select the checkbox next to the patient's name and click 'Print Checked'. At this point the labels (if applicable) will print automatically and a new window will popup; displaying the Order Requisition as shown below.

labgen webreq.cgi?HBHEHHHC

qualitylaboratory.net/webreq.cgi?HBHEHHHGHHIAHQBFBPBLGGHGEHDGIGHGG+0000115862+noabn

QUALITY LABORATORY SERVICE 2204

QLS QUALITY LABORATORY SERVICE
2123 Voorhies Ave, 2nd FL, Brooklyn, NY 11235 • P: 718.646.5100 • F: 718.332.2574 • Qualitylaboratory.com

Order# 0000115862
Ord. Date: 06/06/17

1523 VOORHIES AVE, 2ND FL
BROOKLYN, NY 11235-3170
(718) 646-5100

Client Information

Patient Name: TEST, TEST	Date of Collection: 06/06/17	Patent Initials: TT	Collectors Initials: dds
--------------------------	------------------------------	---------------------	--------------------------

0000115862 0000115862 0000115862

0000115862 0000115862 0000115862

Ord. Phys: 2204-QUALITY LABORATORY Ref.Phys:

Patient Information

Patient Name: TEST, TEST	Bill-Type: 300-NO CHARGE
Patient Address: 2818 OCEAN AVENUE BROOKLYN, NY 11235	Order Entered By: QLS
Phone #: (718)646-5100	Insurances#1: 300-NO CHARGE
D.O.B.: 08/11/1955	Insurances#2: 1 -MEDICARE
Age: 61	Policy#: 123456
Sex: M	Insured: TEST, TEST
Client Chart: 0-000-00-00	Relationship: SE
Hop. Loc: 0	Insured DOB: 08/11/55
Room#:	Insured Sex: M
Bed:	Insured Address: 2818 OCEAN AVENUE BROOKLYN, NY 11235
Lab Pat. ID: A0908115000	

Specimen Information

Collection Date: 06/06/17	Time: 12:29	Source: ----
Collected By:		
Temperature checked within 4 minutes of collection and is between 90 - 100F or 32 - 38C <input type="checkbox"/> Yes <input type="checkbox"/> No		
Call?	Fax?	

Insurance Information

Bill-Type: 300-NO CHARGE	Order Entered By: QLS
Insurances#1: 300-NO CHARGE	Insurances#2: 1 -MEDICARE
Policy#: 123456	Relationship: SE
Insured: TEST, TEST	Insured DOB: 08/11/55
Relationship: SE	Insured Sex: M
Insured Address: 2818 OCEAN AVENUE BROOKLYN, NY 11235	

Dig. Codes:

Carol

Phys/Nurse Sig: _____ Signed on: 06/06/17

By signing this order, I attest that the ordered testing is medically necessary and that medical necessity documentation exists in the patient medical record.

Ordered Tests

You can choose to print this Requisition if needed or simply close this window.