



THE NAME SAYS IT ALL

QUALITY LABORATORY SERVICE

CLIENT ACCESS PORTAL



Inbox



Order



Search



Patient

USER MANUAL

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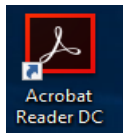
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PREREQUISITES

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.

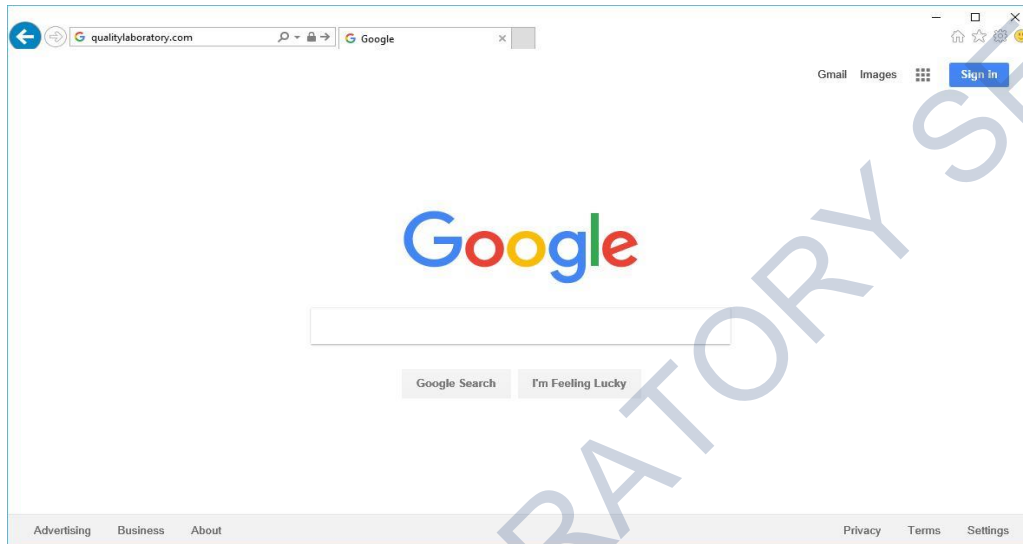
NOTE: **Mozilla FireFox** will **NOT** fully support **label printing** when you are placing an ORDER.

SETTING UP THE BROWSERS

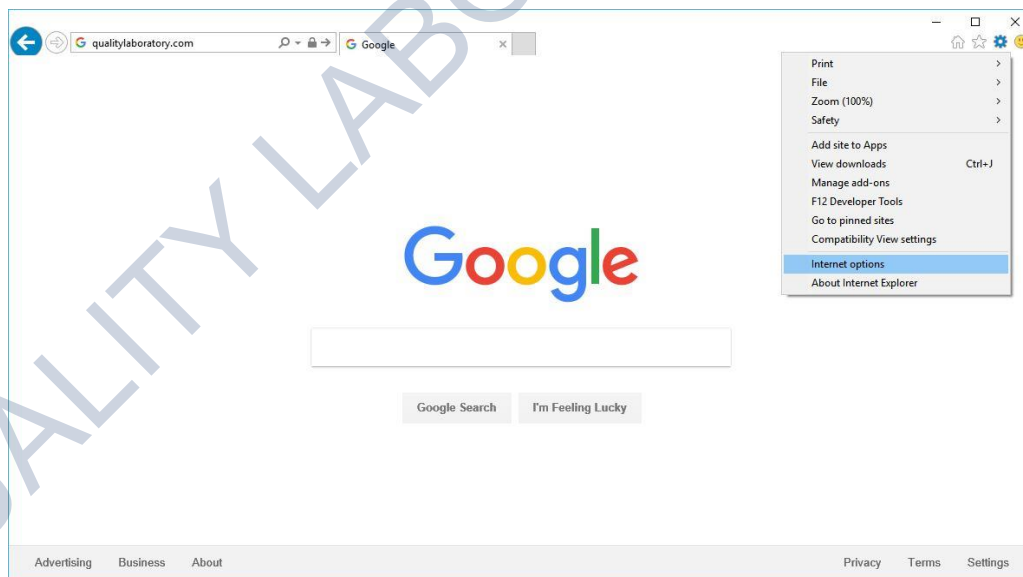
INTERNET EXPLORER



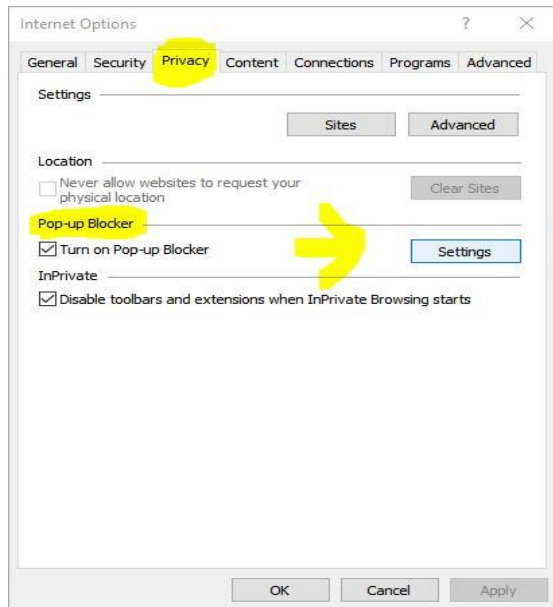
From your computer, open the Internet Explorer application.



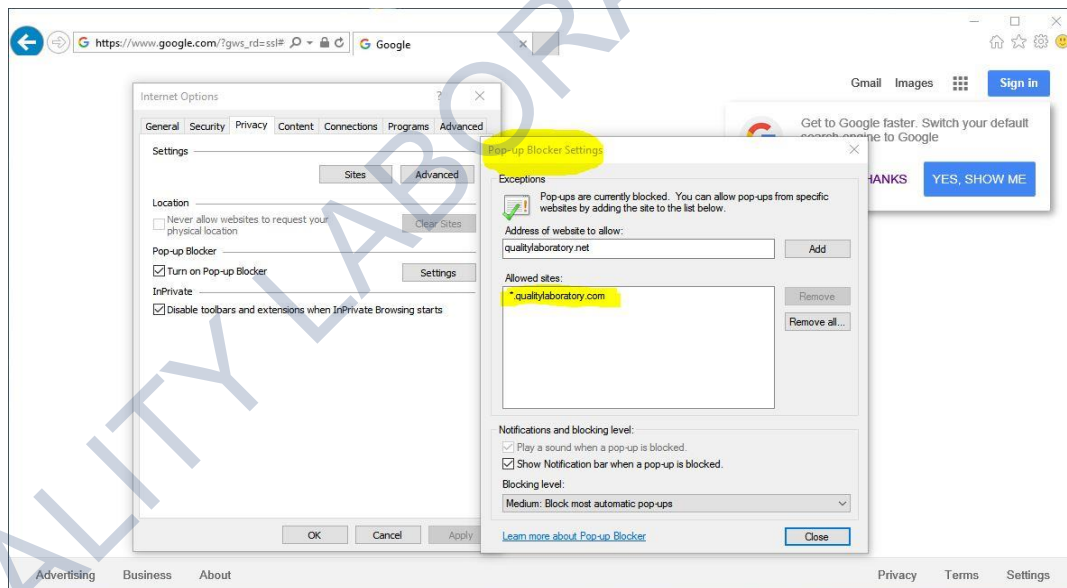
Click on the Settings button and select Internet Options as shown below.



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



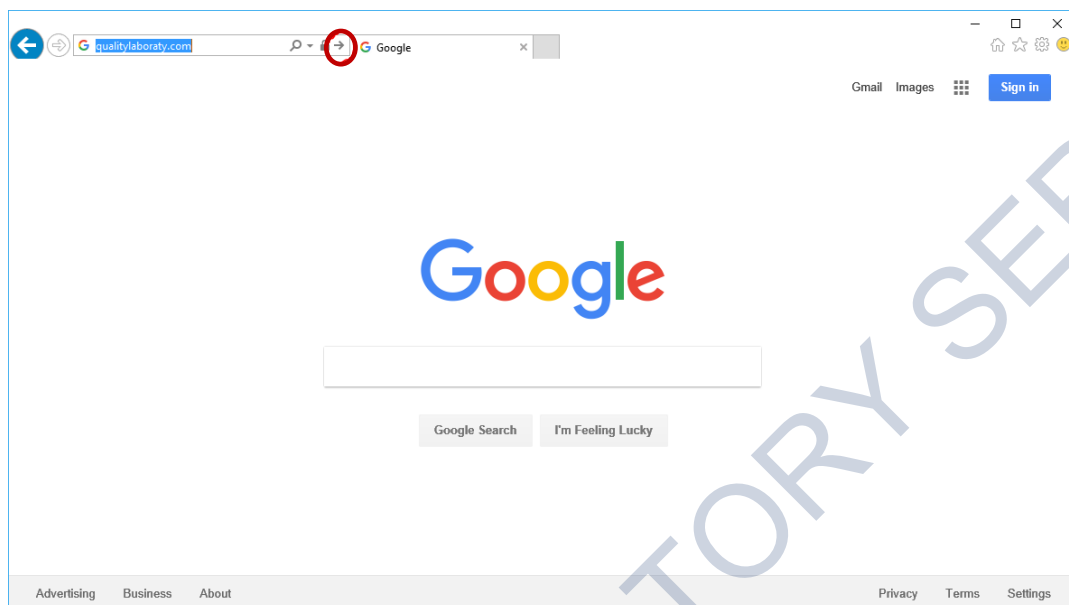
In “Pop-up Blocker Settings” window, add **‘qualitylaboratory.com’** and **‘qualitylaboratory.net’** to the list of “Allowed sites”; as shown in the picture below. Doing this will prevent Internet Explorer from blocking pop-ups from these sites.



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.qualitylaboraty.com’ and Press the **Go** button or hit the ‘Enter’ key on your keyboard.



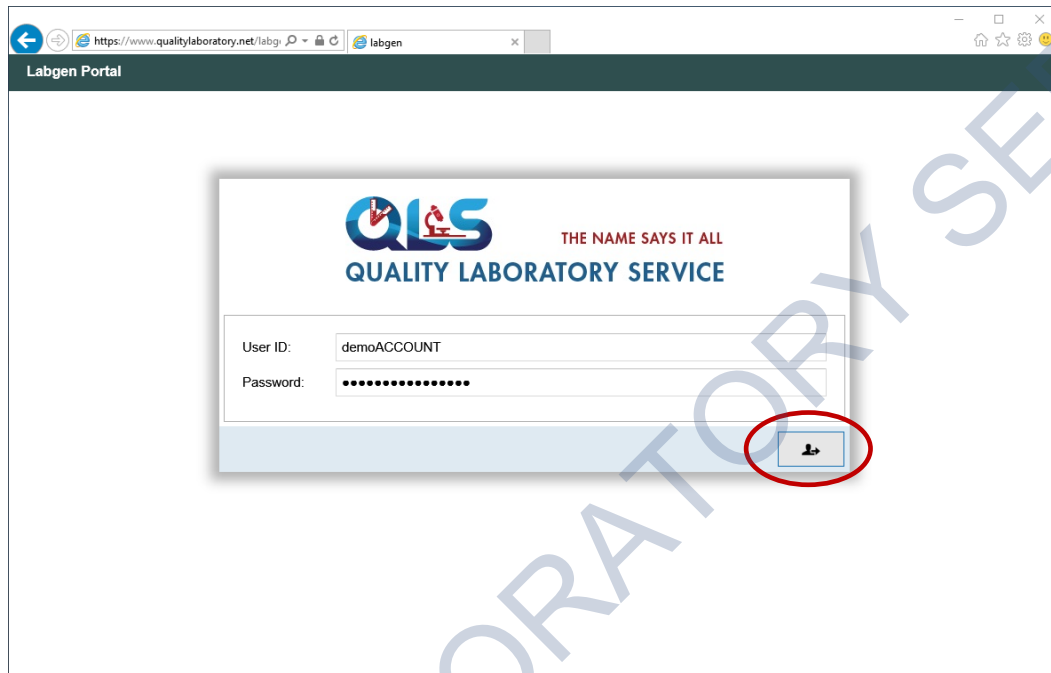
Once ‘www.qualitylaboratory.com’ website has been loaded, click on “My account LOGIN” button shown in the Image below; to be redirected to our “Physician’s Login Portal”.



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.



The screenshot shows a web browser window with the address bar displaying <https://www.qualitylaboratory.net/labgen>. The page title is "Labgen Portal". The main content area features the QLS logo (Quality Laboratory Service) with the tagline "THE NAME SAYS IT ALL". Below the logo is a login form with two input fields: "User ID:" containing "demoACCOUNT" and "Password:" containing a masked password. A red circle highlights the "Login" button, which is a small icon of a person.

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

<https://www.qualitylaboratory.net>

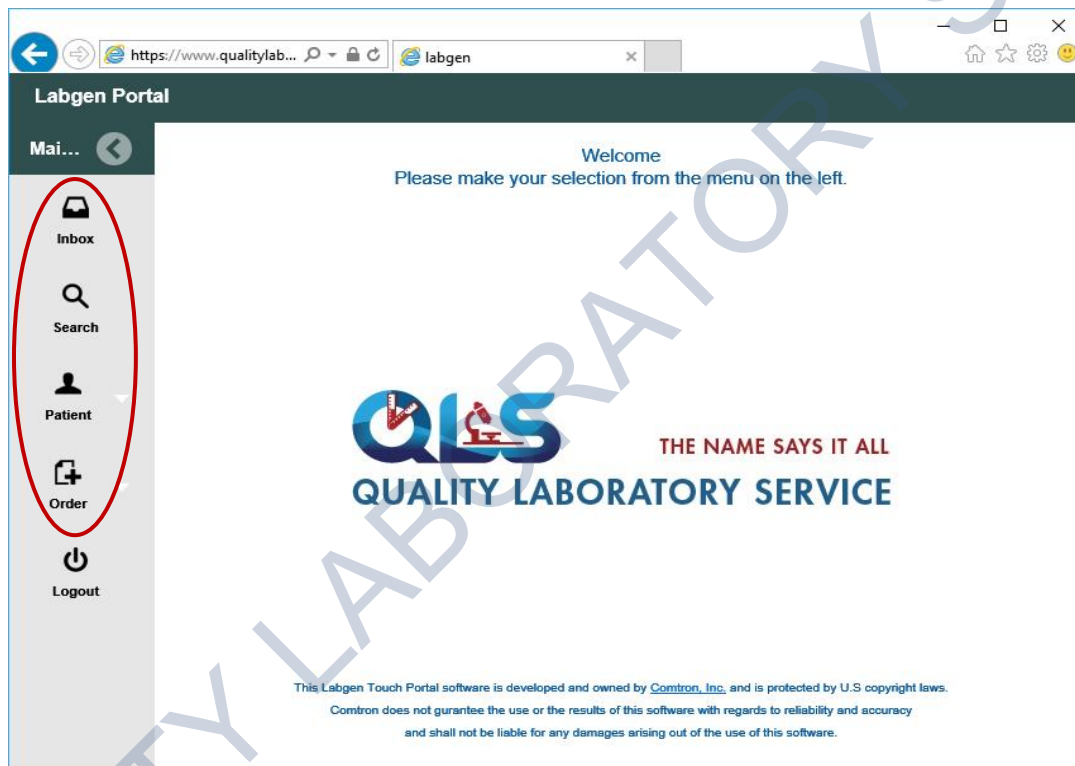
Note: If you choose to use this method of getting to the portal. Please make sure that **HTTPS://** is typed before **WWW.QUALITYLABORATORY.NET**

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

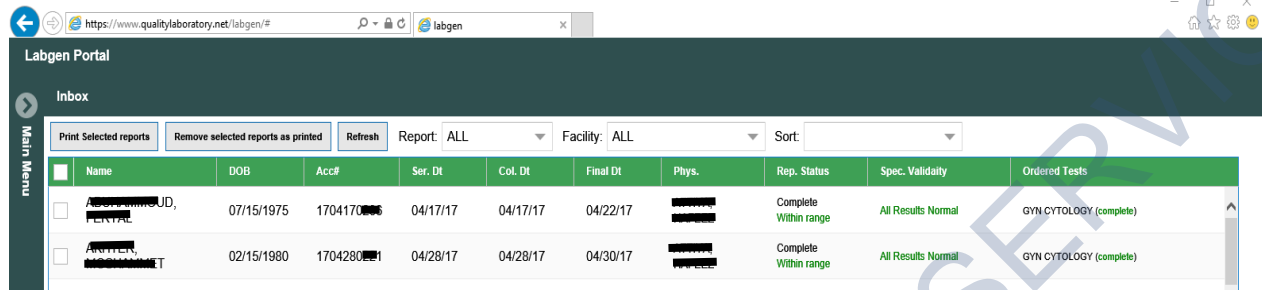
You will use these options to navigate through the portal in order to perform various tasks.



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

INBOX

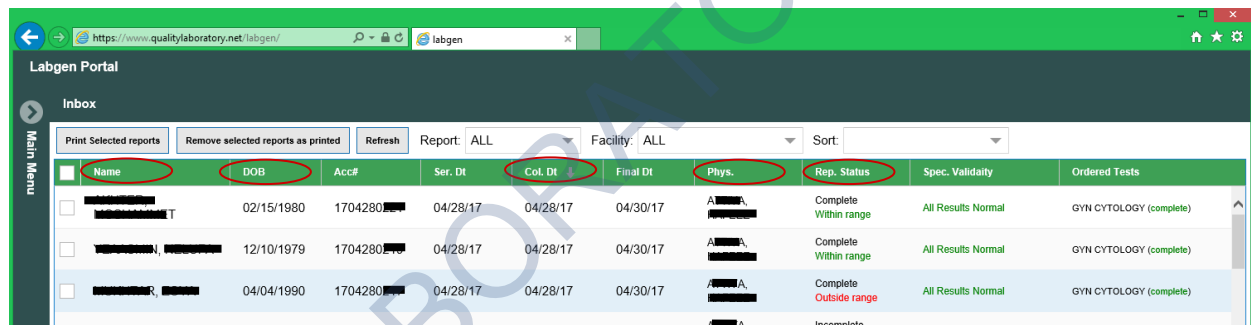
Inbox is designed to show you the most recent results as they become available. You can use sorting options to quickly check the status and view reports for your most recent patients.



The screenshot shows the Labgen Portal Inbox interface. At the top, there are buttons for 'Print Selected reports', 'Remove selected reports as printed', and 'Refresh'. Below these are dropdown menus for 'Report: ALL', 'Facility: ALL', and a 'Sort' dropdown. The main table lists patient results with columns: Name, DOB, Acc#, Ser. Dt, Col. Dt, Final Dt, Phys., Rep. Status, Spec. Validity, and Ordered Tests. Two rows are visible, both showing 'Complete' status and 'All Results Normal'.

	Name	DOB	Acc#	Ser. Dt	Col. Dt	Final Dt	Phys.	Rep. Status	Spec. Validity	Ordered Tests
<input type="checkbox"/>	ABRAHAM, JUD, FEMALE	07/15/1975	1704170006	04/17/17	04/17/17	04/22/17	██████	Complete Within range	All Results Normal	GYN CYTOLOGY (complete)
<input type="checkbox"/>	ABRAHAM, JUD, FEMALE	02/15/1980	1704280001	04/28/17	04/28/17	04/30/17	██████	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



This screenshot is similar to the previous one but highlights the sorting options in the table header. Red circles are drawn around the 'Name', 'DOB', 'Col. Dt', 'Phys.', and 'Rep. Status' columns. The 'Sort' dropdown menu is also visible at the top right of the table area.

	Name	DOB	Acc#	Ser. Dt	Col. Dt	Final Dt	Phys.	Rep. Status	Spec. Validity	Ordered Tests
<input type="checkbox"/>	ABRAHAM, JUD, FEMALE	02/15/1980	1704280001	04/28/17	04/28/17	04/30/17	██████	Complete Within range	All Results Normal	GYN CYTOLOGY (complete)
<input type="checkbox"/>	ABRAHAM, JUD, FEMALE	12/10/1979	1704280001	04/28/17	04/28/17	04/30/17	██████	Complete Within range	All Results Normal	GYN CYTOLOGY (complete)
<input type="checkbox"/>	ABRAHAM, JUD, FEMALE	04/04/1990	1704280001	04/28/17	04/28/17	04/30/17	██████	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.

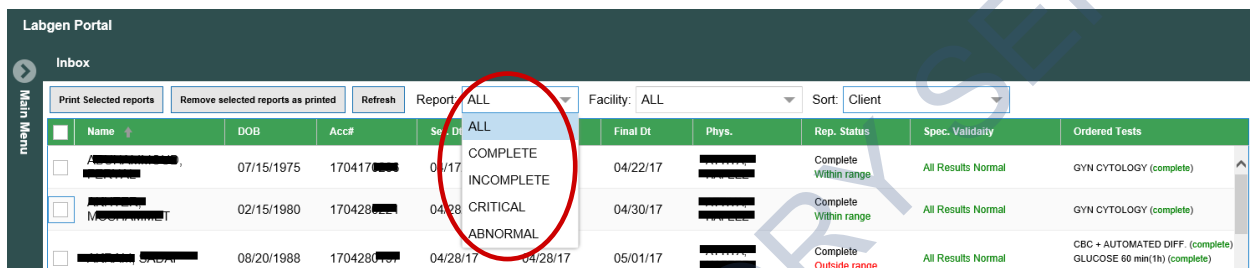
➤ PHYSICIAN

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.

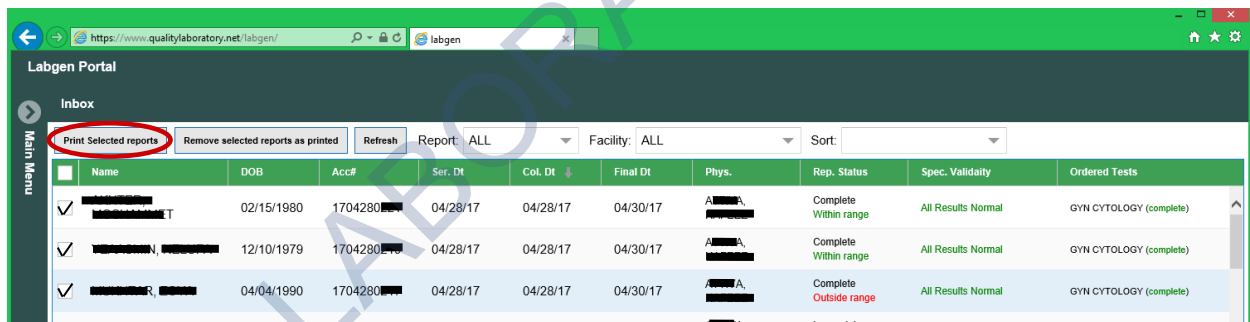
➤ REPORT STATUS

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.

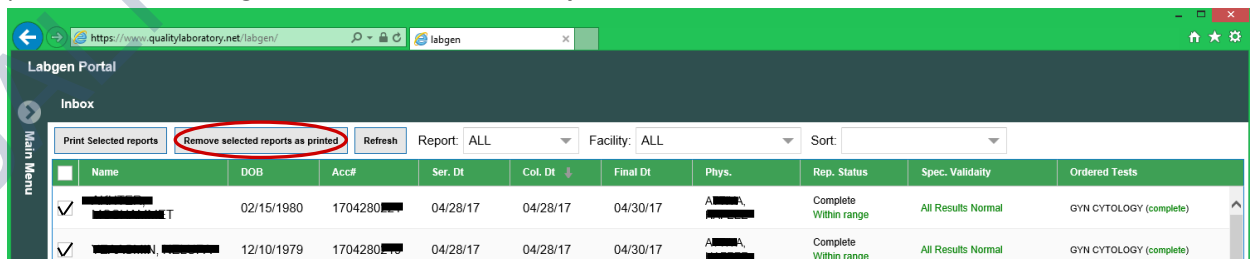


Clients have the option to **Print Multiple Reports** at once. You can do this simply by selecting the checkboxes next to each patient's name for which you would like to print the report and Clicking the **"Print Selected reports"** button. Please refer to the image below.



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"**.



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

Labgen Portal

Result In Log Format: ☐

Main Menu

Last Name: First Name:

ID: D.O.B:

Physician: Collection Date?: ☐

Start Date: End Date:

Accession: Requisition:

Specimen: Un-Signed Only?: ☐

Search

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										
Print Selected reports										
<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.

Editing accession: 1705259999

Regular Report
Cumulative Report
Data Format

Print Audit Log Print-Text

QUALITY LABORATORY SERVICE
Medical Director: Alexander E. Podolsky, M.D., Ph.D., FACP
Board Certified in Hematology
April M. Williams, Ph.D.

TEST, AUTOPRINT
Chart #: A1705259999
Lab #: 1705259999
Room #: 12345
Path: 12345
ID #: AAA001
DOB: 05/01/1981
Age: 36 S: M
Loc #: 0
Collected: 05/25/17 03:22 PM
Reviewed: 05/25/17 03:26 PM
First Reported: 05/25/17 15:31
Final Report: 06/08/17 16:28
Printed: 06/09/17 14:10
Status: FINAL

CONFIDENTIAL - LABORATORY REPORT
QUALITY LABORATORY
1523 VOORHIES AVE
2ND FLOOR
BROOKLYN, NY 11235
(718) 646-5100
Phys: QUALITY LABORATORY
Copy To:
Client: 2204
Route #: 0
Page #: 1

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	23 CL
HCT	165 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
*CALL NOTE:
HEMATOLOGY
Complete Blood Count
WBC: 11.7
HGB: 12.5
HCT: 37.5
RDW: 20.1
PLT: 230
MPV: 18.3

Regular Report

Editing accession: 1705259999

Cumulative Report

Print Audit Log Print-Text

QUALITY LABORATORY SERVICE
Medical Director: Alexander E. Podolsky, M.D., Ph.D., FACP
Board Certified in Hematology
April M. Williams, Ph.D.

CONFIDENTIAL - LABORATORY REPORT

Phys: QUALITY LABORATORY 1523 VOORHIES AVE BROOKLYN, NY 11235 (718) 646-5100 QUALITY LABORATORY	2204	Patient: TEST, AUTOPRINT Room#: 12345 Phone: (646) 123-4568 ID#: A1705259999 Route#: 0	DOB: 05/01/1981 Age: 36 Sex: M
--	------	---	--------------------------------------

CUMULATIVE REPORT

Report Status: FINAL

COMMENTS:
DATE: 05/25/17
COLL. TIME: 15:22
ACCESSION #: 1705259999
Units Range

*CALL NOTE: -

Cumulative Report

Editing accession: 1705259999

☒ Data Format

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 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	x10 ³ /uL
<input type="checkbox"/>	RBC	2		4.6-6.2	x10 ⁶ /uL
<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?HBHEHHHGHAKHGFBPBLGGGHGEHDGIGHGG+repsettext+1705259999

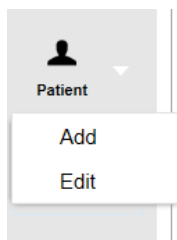
TEST, AUTOPRINT Room # DOB 05/01/1981 Age 36 S M QUALITY LABORATORY
 Chart # A1705259999 Pat. Phone # (646) 123-4568 Loc # 0 1523 VOORHIES AVE Client
 Lab # 1705259999 Path 12345 ID # AAA001 2ND FLOOR
 Collected 05/25/17 03:22 PM Recieved 05/25/17 03:26 PM BROOKLYN, NY 11235
 (718) 646-5100
 First Reported 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 x10³/uL
 RBC 2 L 4.6 - 6.2 x10⁶/uL
 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 x10³/uL
 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.

A screenshot of the 'Labgen Portal' 'Add Order' form. The form has a sidebar with 'Order', 'Add Order' (circled in red), 'Edit Order', and 'Order Log'. A red arrow points from the 'Add Order' button to the form. The form has a 'Main Menu' button on the left. The form fields include: 'New House Call Order' (checkbox), 'Patient (L/F):' (text input with 'test' and a search icon circled in red), 'Ord. Phy:' (dropdown), 'Acct. Unit:' (dropdown), 'Cons. Phy:' (dropdown), 'Order:' (date), 'Collection:' (date), 'Frequency:' (dropdown), and 'Fasting:' (checkbox).

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.

A screenshot of the 'Labgen Portal' patient search results window. The window has a 'Main Menu' button on the left. The table has columns: 'Name', 'PatID', 'Sex', 'DOB', and 'Client'. The table contains two rows of patient data. At the bottom, there are 'Cancel' and 'Add New' buttons.

Name	PatID	Sex	DOB	Client
TEST, TEST	A0908115000	M	08/11/1955	QUALITY LABORATO...
TEST, TEST	R0000001653	M	09/06/2011	QUALITY LABORATO...

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:

The screenshot shows the 'Labgen Portal' interface with a 'Main Menu' on the left and a 'Patient Details' form. The form contains the following fields: ID (NEW), Name (demo), Street (123 demo street), City (BROOKLYN), State (New York), Zip (11235), Phone (1234567890), DOB (01/01/1985), and Room#. There are also radio buttons for Male and Female. A 'Save' button is at the bottom right.

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:

The screenshot shows the 'Labgen Portal' interface with a 'Main Menu' on the left and a 'Primary Insurance' form. The form contains the following fields: Same as Patient (checkbox), Name (First, Last), Street, City, State (Select a state), Zip, Phone, SS#, DOB, Relation, and Employer. There is also a section for 'Type Insurance Name to Search' with a search bar, and fields for Selected Insurance, Plan#, Policy#, and Group#. A 'Secondary Insurance' section is at the bottom. 'Back' and 'Save' buttons are at the bottom right.

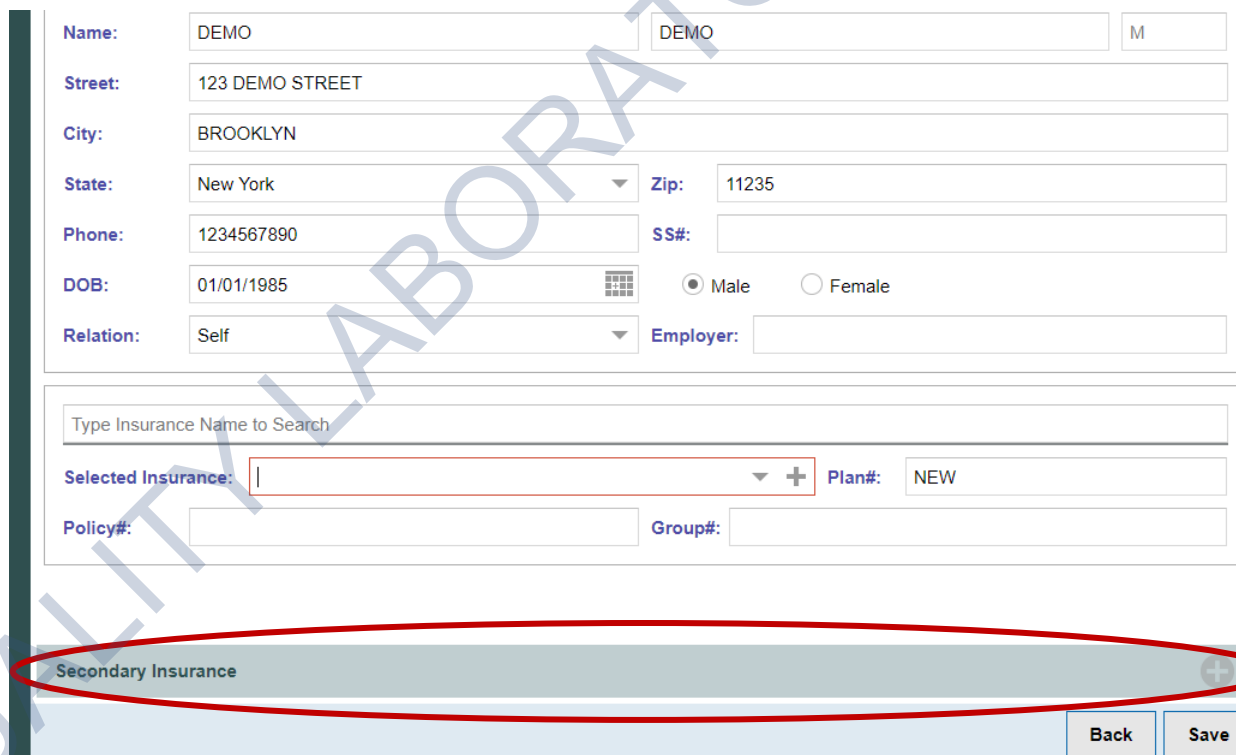
If patient is the PRIMARY policy holder, Select checkbox after 'Same as Patient' to automatically fill patient information. If patient is not the PRIMARY policy holder, then fill information of the Primary policy holder in the provided form.

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



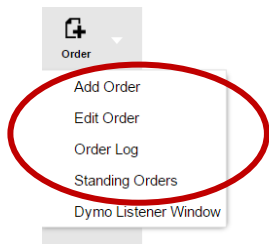
If you don't see the insurance you are looking for, you can simply click the **+** sign in the 'Selected Insurance' to enter name of the Insurance and Policy # of the Insured.

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:

A screenshot of the 'New House Call Order' form. The form has a header bar with a checkbox labeled 'New House Call Order'. Below the header, there are several fields for patient information: 'Patient(L/F):' with 'Last' and 'First' sub-fields, 'Ord.Phys:', 'Acct. Unit:', 'Cons. Phys:', and 'Insurance:'. To the right of these fields are search and edit icons. Further right are fields for 'Order:', 'Collection:', 'Frequency:', 'Fasting:', and 'Bill To:'. At the bottom, there are checkboxes for 'Copy report to' and 'Comments'. The 'Add Order' button, represented by a document with a plus icon, is circled in red.

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.

A screenshot of the 'New House Call Order' form, similar to the one above. In this version, the 'Last' and 'First' name fields under 'Patient(L/F):' are circled in red, as is the search icon (magnifying glass) next to them.



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 CYTOLOGY  

Order: 05/23/2017 14:41

Ord.Phys: QUALITY LABORATORY


Collection: 05/23/2017 14:41

Acct. Unit: QUALITY LABORATORY

Frequency: One Time

Cons. Phys: Consulting Phys.

Fasting: ☐ Please select or type new source

Insurance: NO CHARGE 

Bill To: NO CHARGE



☐ Copy report to

☐ 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 CYTOLOGY  

Order: 05/23/2017 14:41

Ord.Phys: QUALITY LABORATORY 


Collection: 05/23/2017 14:41

Acct. Unit: QUALITY LABORATORY

Frequency: One Time

Cons. Phys: Consulting Phys.

Fasting: ☐ Please select or type new source


Insurance: NO CHARGE 

Bill To: NO CHARGE

☐ Copy report to

☐ 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.

☐ New House Call Order

Primary Insurance

Same as Patient: ☒

Name: CYTOLOGY TEST M

Street: 33 BROADWAY

City: BOSTON

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.

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.

Tests Ordered:

Tests Ordered	Labels 0	Code	Add by Test Name	Test List
Code	Test Name	Spec.		
20	CBC + AUTOMATED DIFF	(LV)		
400	Complete Blood Count	N/A		
H001	ALCOHOL	N/A		
U000	URIC ACID	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.

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.

Test Pick List

	Code	Test Name ↑
+ 24 HOUR URINE		
+ A.M.A. PANELS		
+ ALL TESTS		
+ CYTOLOGY		
+ FNA & NON GYN CYT.		
+ MICROBIOLOGY		
+ OTHER PANELS		
+ TOXICOLOGY		

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	CBC + AUTOMATED DIFF.	×
<input type="checkbox"/>	+	034	CREATININE CLEARANCE	×
<input type="checkbox"/>	+	1193	CREATININE, 24 HR URINE	×
<input type="checkbox"/>	+	2445	MICROALBUMIN 24HR URINE	×
<input type="checkbox"/>	+	P170	PROTEIN, TOTAL URINE 24 H	×

+ 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	CBC + AUTOMATED DIFF.	×
<input type="checkbox"/>	+	034	CREATININE CLEARANCE	×
<input type="checkbox"/>	+	1193	CREATININE, 24 HR URINE	×

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 List
Diag. Code	Diag. Code	Diag. Code
Diag. Code	Diag. Code	Diag. Code
Diag. Code	Diag. Code	Diag. Code
Diag. Code	Diag. Code	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 + v

qualitylaboratory.net/webreq.cgi?HBHEHHGHHHAHHBFBPBLGGGHGEHDGIGHGG+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 112353170
(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

0000116185

Ord. Phys: 2204-QUALITY LABORATORY Ref Phys:

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

Order Edit

Last Name: Order #:

First Name: Test Code:

Patient Id: Acct.Unit:

☐ Order Date ☐ Today ☒ Collection Date ☐ Yesterday ☐ Range

Date:

Cancel Search

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.

Labgen Portal

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.

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

☐ Check All

Patient Name	Account	Ord Date, Time	Order#	Client	Elig.
<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"/>

* Processed
* Cancelled

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.

QUALITY LABORATORY SERVICE 2204

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

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

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

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

Ord. Phys: 2204-QUALITY LABORATORY Ref Phys:

Patient Information	Insurance Information
Patient Name: TEST, TEST Patient Address: 2818 OCEAN AVENUE BROOKLYN, NY 11235 Phone #: (718) 646-5100 D.O.B.: 08/11/1955 Age: 61 Sex: M Client Chart: 0-000-00-00 Hosp. Loc: 0 Room#: Bed: Lab/Pat. ID: A0908115000	Bill-Type: 300-NO CHARGE Order Entered By: QLS Insurance#1: 300-NO CHARGE Policy#: 123456 Insurance#2: 1 -MEDICARE Policy#: 331651 Insured: TEST, TEST Relationship: SE Insured DOB: 08/11/55 Insured Sex: M Insured Address: 2818 OCEAN AVENUE BROOKLYN, NY 11235

Specimen Information	Diag. Codes:
Collection Date: 06/06/17 Time: 12:29 Collected By: Source: --- 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?	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.