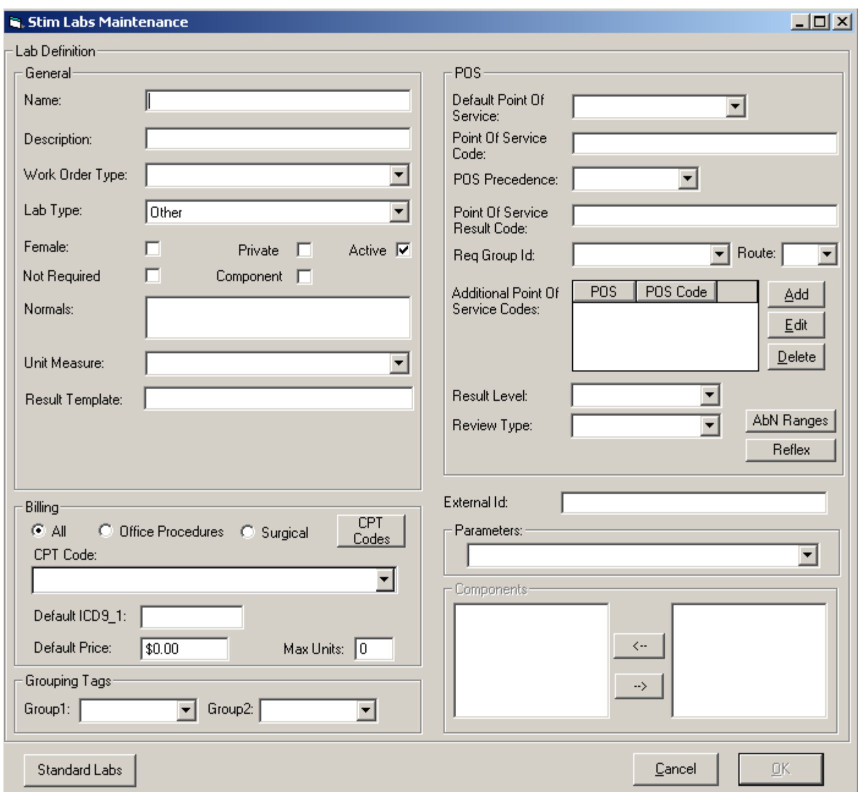
Med Software LLC Created: 5/1/2011 Version: 1 Page: 1 of 7	# Stim Lab Maintenance Admin Set Up	RESource

Stim Labs Maintenance is where all orderable lab items are defined. These items will be available when creating a lab order via the stim sheet and can be defined as required items in the checklist.

To Add/Edit a Lab item:

1 – In the main toolbar, select Maintenance – Admin – Stim Labs Maintenance

2 – In the Stim Labs Maintenance window that appears, click **Add**. Another window will open allowing you to create a new Lab item. Selecting an existing Lab item and clicking Edit will bring up the same window, allowing you to make changes to it.
The fields are described below. Any field with an asterisk (*) means it is one of the minimum required to create a new lab item. The others give additional functionality and will be explained, but are not required fields at a basic level.



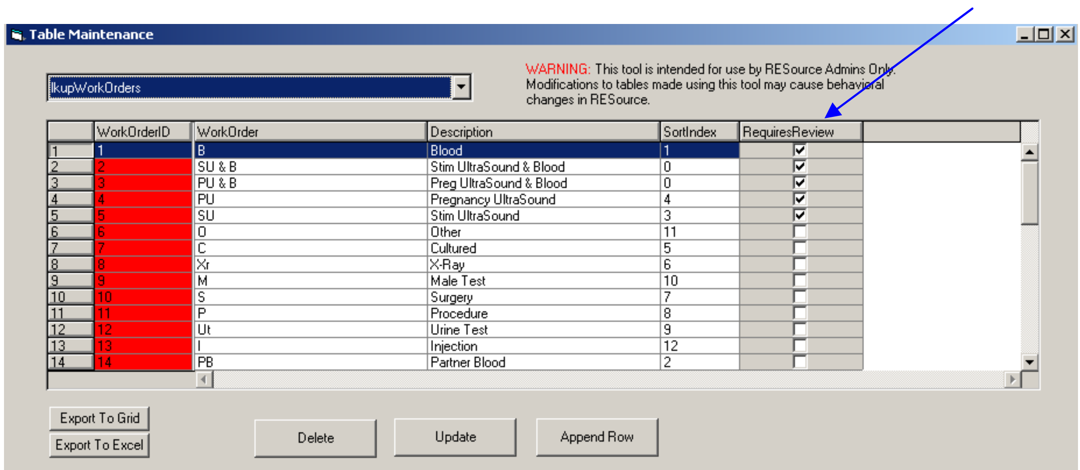
General

- ***Name** – the name of the lab item as you want it to appear

- **Description** – a description of the lab item, or comment

- ***Work Order Type** – an abbreviation representing the type of order, visible on the stim sheet. For example, B = Blood, M = Male testing, C = Culture.

  These work order types are customizable via the Lookup Table Manager. Go to the main menu and select Maintenance – Admin – Lookup Table Manager. In the Table Maintenance window that appears, choose lkupWorkOrders from the dropdown menu. All existing work order types and their description/definition will display.



	WorkOrderID	WorkOrder	Description	SortIndex	RequiresReview
1	1	B	Blood	1	☑
2	2	SU & B	Stim UltraSound & Blood	0	☑
3	3	PU & B	Preg UltraSound & Blood	0	☑
4	4	PU	Pregnancy UltraSound	4	☑
5	5	SU	Stim UltraSound	3	☑
6	6	O	Other	11	☐
7	7	C	Cultured	5	☐
8	8	Xr	X-Ray	6	☐
9	9	M	Male Test	10	☐
10	10	S	Surgery	7	☐
11	11	P	Procedure	8	☐
12	12	Ut	Urine Test	9	☐
13	13	I	Injection	12	☐
14	14	PB	Partner Blood	2	☐

  You will notice a Requires Review field (blue arrow) – if checked, the given WorkOrder type will put any lab it's associated with into Daily Review. So, for example, if 'B' requires review, any patient with a lab order containing a lab whose Work Order Type field is set to 'B' will appear in Review for that day.

  To add a new Work Order:
  1 – When in the lkupWorkOrders table, Click Append Row
  2 – Enter the next consecutive WorkOrderID (red column)
  3 – Enter the WorkOrder abbreviation
  4 – Enter the Description
  5 – Enter the SortIndex (the list will sort by number) – you can leave it set to zero if you have no preference
  6 – Check off RequiresReview if items of this type should be included in Daily Review
  7 – Click Update

- ***Lab Type** -

- **Female** – check off for female or patient labs (versus male or partner labs)

Although 'Female' is used to indicate a patient vs a partner lab, you may want to consider naming your labs in RESource with "patient" and "partner" instead of "female" and "male". Using these gender-neutral terms you can apply the lab orders to same-sex couples without confusion. For example, Cystic Fibrosis (patient) and Cystic Fibrosis (partner) as opposed to Cystic Fibrosis (female) and Cystic Fibrosis (male).

- **Private** – any lab checked as Private will not appear, by default, in any printed version of the lab log/medical records ('Lab Log w/ Privacy' must be selected when printing the Lab Log as part of Medical Records in order for Private labs/results to appear)

- ***Active** – if checked, the lab will appear as an orderable item in a lab order. Un-checking this field will "retire" the lab, leaving it associated with all previous patient records, but removing it from the orderable list in a lab order.

- **Not Required** – if checked, and the lab is part of a checklist, the item will not prevent the checklist from progressing to "Complete". "Not Required" will appear in parentheses after the item when it's displayed in the Outstanding items section. In most cases you will want to leave this un-checked.

- **Component** – if checked, the lab is not directly available for ordering. It can be added to another lab as a component (ie Venipuncture)

- **Normals** – textual description that appears in a lab order print-out, at the bottom of the lab log report and from the right click menu in the lab log

- **Unit Measure** – unit of measure for the lab item, for display purposes

- **Result Template** – if specified, then the template will appear on the lab order report following the given lab

<u>**Billing**</u>

- **All/Office Procedures/Surgical** – toggle buttons that will sort the CPT Code dropdown list (based on whether the CPT Code has been defined as an Office Procedure code or Surgical code)

- **CPT Codes button** – button that will display the CPT Code Maintenance window allowing you to add a CPT code if it is not available and/or edit an existing code. For more information on how to add CPT Codes, please refer to the CPT Code documentation under Maintenance in the IssueTrak Knowledge Base.

- **CPT Code** – dropdown list allowing you to select the CPT code for the lab item

- **Default ICD9_1** – the default diagnosis code for the lab item**.** Note that only codes that have been previously defined in RESource can be entered here. If you are unable to enter a code you must exit the window and go to Maintenance – Admin Finance – ICD Codes and Add it. For more information on how to add ICD Codes, please refer to the ICD Code documentation under Maintenance in the IssueTrak Knowledge Base.

- **Default Price** – the default price for the lab item

- **Max Units** – the maximum number of units that can be billed

<u>Grouping Tags</u>

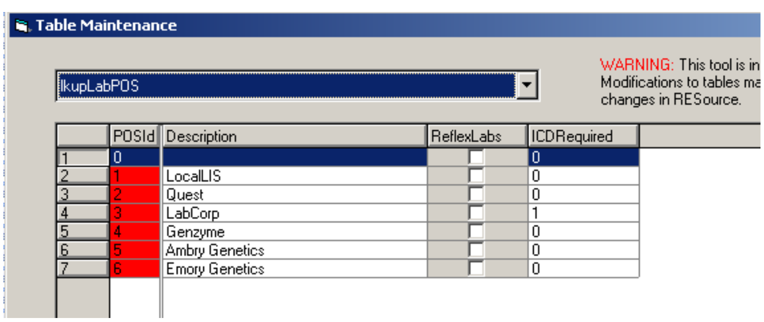
- **Group1/Group2** – user defined fields that can be used for ad hoc reporting

<u>POS</u>

This section is only required if you have an interface with a laboratory such as Lab Corp or Quest. If you do not have any outside laboratory interface you can skip the rest of this section and go to the section header **Error! Reference source not found.**

- **Default Point Of Service** – the default external or internal laboratory where this lab item is to be run. For example, Local LIS (Tosoh, Immulite, etc), Lab Corp, Quest.

  The available Points of Service are customizable via the Lookup Table Manager. Go to the main menu and select Maintenance – Admin – Lookup Table Manager. In the Table Maintenance window that appears, choose lkupLabPOS from the dropdown menu.

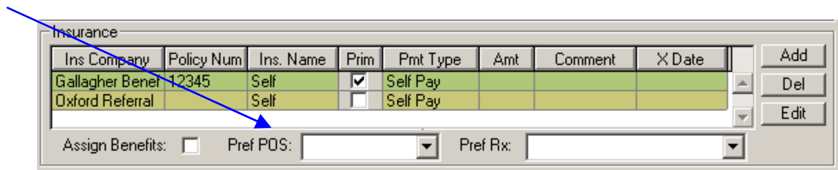


  To add a POS:
  1 – Click Append Row
  2 – Enter the next consecutive POSId (red column)
  3 – Enter the Description (laboratory name)

- **Point Of Service Code** – the test code number from the laboratory for this lab

- **POS Precedence** – this sets the preferred laboratory based on either the lab item's definition or the patient's insurance requirements/personal preference. For example, if there is a genetic test that is always done at a single laboratory then set this field to Lab Definition and it will always go to the Default Point of Service indicated in the lab. On the other hand, if the lab item is a CBC, for example, and you want to allow the patient's insurance to dictate where it goes then set it to Patient/Ins.

In the Insurance section of the Patient Details window, there is a Pref POS dropdown field that can be used to designate the patient's preferred point of service. For any lab item that Patient/Ins is set in its POS Precedence field, whatever laboratory is entered here will be applied to lab orders for the patient. If nothing is entered here then the default laboratory for the lab item will be applied.



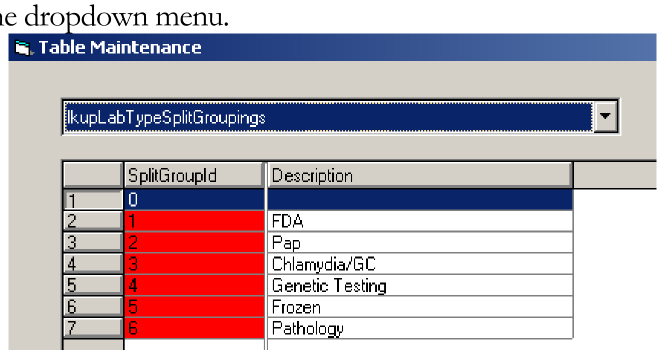
- **Point Of Service Result Code** – an alternate test code number for the lab item (used if the test result is electronically returned with a different test code than what was ordered)

- **Req Group Id** – Requisition Group for batching lab items of the same Group into a single requisition. Some lab items may require a separate requisition to allow for proper direction/processing at the laboratory. For example, a frozen specimen may need its own requisition as it is routed separately within the laboratory. The laboratory will be able to tell you what options you need available.

The available Req Group Id's are customizable via the Lookup Table Manager.

To add a Requisition Group:
1 - Go to the main menu and select Maintenance – Admin – Lookup Table Manager.

2 - In the Table Maintenance window that appears, choose lkupLabTypeSplitGroupings from the dropdown menu.



3 – Click the **Append Row** button. A new row will be added to the bottom of the existing list.

4 – Enter the next consecutive SplitGroupID (red column)

5– Enter the name of the group in the Description column

6– Click **Update**

- **Route** – additional route option for the lab within the POS (ie Viromed). The options in this dropdown are maintained in the LookUp Table Manager, lkup External Lab Routes.

- **Additional Point of Service Codes** – additional POS and test code number(s). If the default for the Lab Item is Lab Corp, you may want to enter Quest and the corresponding number, for example.

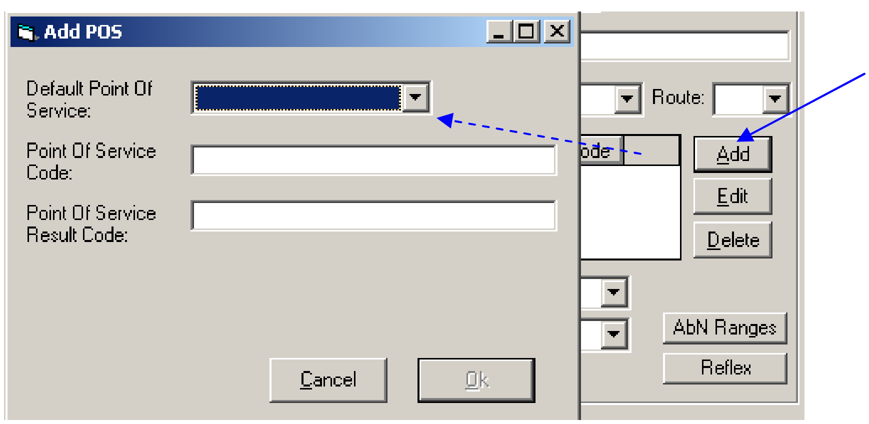
To add an additional POS:
1 – Click **Add**

2 – In the Add POS window that appears, select the POS in the Default Point of Service dropdown

3 – Enter the test code number in Point of Service Code

4 – Enter the alternate test/result code number if applicable, in Point of Service Result Code

5 – Click **OK**

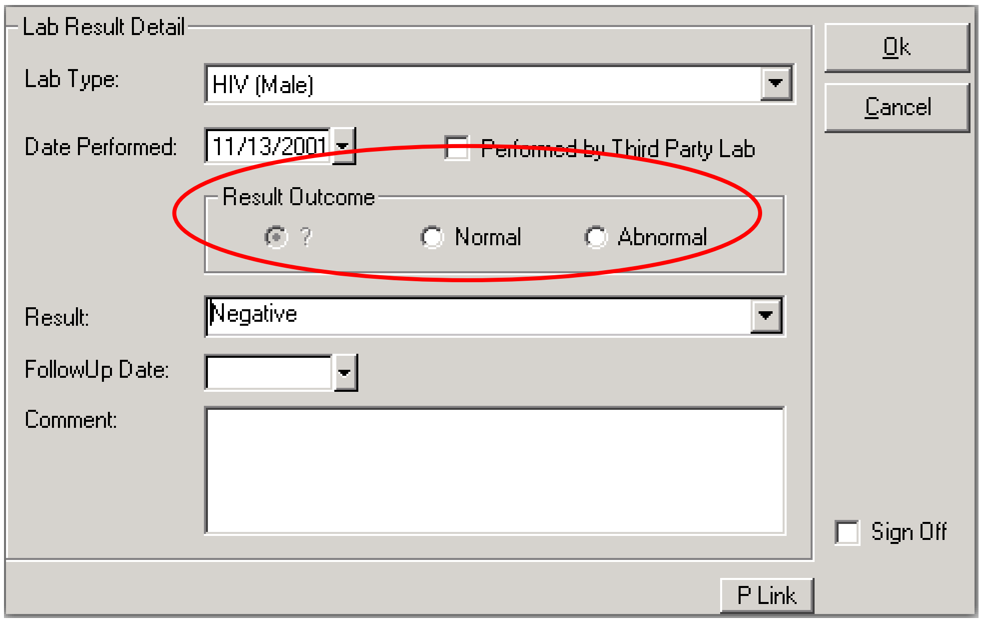


- **Result Level**

- **Review type**
  - No Review- requires no staff review of results. **Note:** this is the default selection

  - LIS Review- requires staff review in the LIS screen. These results will appear in Yellow with a Normal value of '?'. The lab cannot be posted until the Normal value has been determined and entered here. Anything other than 'N' is considered AbNormal. '?' is not allowed.

LO Review- requires staff review in the lab order. the result can be posted as is; however, the result record will have an undetermined status (neither Normal or AbNormal) even though a result value (non-PND) has been posted. The Normal/AbNormal flag will be required to be set prior to result signoff (red circle). These results will appear with a Normal value of '!'



- **AbN Ranges button**
- **Reflex button** – used to explicitly map labs to other labs as a reflex relationship and is primarily to support external laboratories
- **External ID**
- **Parameters** – determines which parameters will need to be entered for the lab when ordered
- **Components** - labs selected here will be linked to the lab as a component. Currently used for billing purposes (ie Venipuncture could be a component of a blood lab)