

# LabNexus Quick User Guide

## Logging into LabNexus

1. Open a web browser (Internet Explorer, Google Chrome, Firefox, Safari, etc.)
2. In the address bar enter the LabNexus Web Portal Address
  - a. <https://.labnexus.net>
3. Enter user name and password and click SIGN IN or press the Enter key

## Sign in with your Account

Username  Are you a Patient?

Password


Organization

Location

**SIGN IN** **CLEAR**

4. Select Organization and location if not populated
5. Click SIGN IN or press the Enter key

## Search for an Existing Patient

1. Click on the Patient Icon  found in the left menu on the LabNexus Screen
2. Search for patient using the Search field to the right of the screen

Last Name

3. You can search by any one of the following fields in the drop down
  - a. Last Name
  - b. First Name
  - c. Patient ID
  - d. Date of Birth
4. Enter the name, id or, date of birth in the blank field
5. Click on the magnifying glass or Press Enter key to search



- A list of the patients matching your search will be displayed

Patients

[+ Add New](#) [Merge Patient](#)

ID	FIRST NAME	LAST NAME
<a href="#">+</a> <a href="#">📄</a> <a href="#">👤</a> 012-7897	Bailey	Test
<a href="#">+</a> <a href="#">📄</a> <a href="#">👤</a> 123654	New	Test
<a href="#">+</a> <a href="#">📄</a> <a href="#">👤</a> 102	Pat_id	Test
<a href="#">+</a> <a href="#">📄</a> <a href="#">👤</a> 252624	John	Test
<a href="#">+</a> <a href="#">📄</a> <a href="#">👤</a> T1007	Joe	Test
<a href="#">+</a> <a href="#">📄</a> <a href="#">👤</a> 305	John	Test
<a href="#">+</a> <a href="#">📄</a> <a href="#">👤</a> 323	test5	test
<a href="#">+</a> <a href="#">📄</a> <a href="#">👤</a> 433	Test	Test
<a href="#">+</a> <a href="#">📄</a> <a href="#">👤</a> 151	Test1	Test2
<a href="#">+</a> <a href="#">📄</a> <a href="#">👤</a> 320	test	testing-john

Displaying 1 - 10 of 10 record(s)

- If Patient Exists:
  - Click on the plus icon to create a lab order for the desired patient
  - Go to steps below on [Creating Lab Order](#) to complete the order
- If patient does not exist go to next steps for [Adding a New Patient](#)

### [Adding a New Patient](#)

- Follow Steps for Logging into LabNexus and [Search for an Existing Patient](#) above
- If patient does not exist Click on [+ Add New](#) from the Patient Search screen (*see image above*)
- Patient Demographics window will appear

**\*New Patient\***

**Demographics**

Title  Street

First Name \*  City

Last Name \*  State

Middle Name  Zip

Suffix

DOB \*  Age  Home Phone \*

Gender \*  Work Phone

Provider  Cell Phone

Patient Id \*  SSN \*

Email Address \*  Marital Status

Alert Message

**SAVE**

- Enter Patient information for fields with \* on the screen
- Click on Save
- If necessary Add Insurance
- Select Insurances from the menu
- Select Add Insurance



**Patient - John, Jimmy [2525]**

Demographics | Insurances | **Add Insurance**

**Insurances** | **Plan Details** | **Insured Details**

Emergency Contacts | Priority \* | Relationship \* | Self

Guarantor | Insurance Plan \* | Title

Order History | Policy Number | First Name \* | Jimmy

Standing Orders | Group Number | Last Name \* | John

Attachments | Effective Date | Middle Name

Copy Patient | Expiration Date | DOB | 03/18/1980

Patient Enrollment | Gender | Male

Street


City

State


Zip

Phone | (888) 355-2255

**SAVE**

9. Enter information for all fields with an \*
10. To enter Insurance Plan click on the icon of a magnifying glass
  - i. A list of Insurance companies will appear
  - ii. Click the plus icon to add insurance company
11. Click save when all required fields are entered
12. Perform the same steps for Emergency Contact and Guarantor if needed
13. Once all of the patient information has been entered click on the Lab Order Icon 
14. Go to Creating Lab Order

### Creating Lab Order

1. Click on Lab Order Icon 
2. If patient has not been selected, see steps under [Search for an Existing Patient](#) or [Adding a New Patient](#)
3. Enter in information (*if required \**) beginning at the top of the screen
  - a. Location – *Should be pre-populated*
  - b. Provider
  - c. Fasting
  - d. Requisition and Requisition by – *Should be pre-populated*
  - e. Collected and Collected by
  - f. Bill to:
    - i. Patient
    - ii. Client
    - iii. Insurance – *should default to insurance if patient has insurance entered*
  - g. Comments

## Lab Order

Location \*  Bill To  Patient  Client  Insurance

Provider \*  Primary

Fasting  Secondary

Requisition \*   Tertiary

Requisition By \*  Comments

Collected \*

Collected By \*

4. Enter Diagnosis Code in the Search Box and click enter

### Diagnosis Codes

+ Add Diagnosis Code

Search

- a. If Diagnosis code is not known click + Add Diagnosis Code

**Diagnosis Codes**

All Diagnosis  **Diag. Code**

- b. You can search for codes by Diagnosis code or Description
    - i. To search by description click on drop down that reads Diag.Code
  - c. Select Diagnosis code by placing a check Mark next to the desired code
  - d. Click the Close button to add selected codes
5. To add a Carbon Copy Doctor click on + Add Copy Results
    - a. Select Provider by placing a check mark next to desired provider
    - b. Click the Close button to add selected codes
  6. Under Panel Directory
    - a. Click on the tabs labeling the test types
    - b. Select the desired test(s)/panel(s) by placing a check in the box to the left of the test/panel name
    - c. Repeat to add all test(s)/Panel(s) on the order

**Panel Directory**

My Favorites  CBC  CBC with Differential

Chemistry  PT/INR

Hematology

7. Under Panel Summary
  - a. If necessary associate the diagnosis code to its appropriate test(s)/panel(s) by placing a check in the box underneath the diagnosis code




I10	J09.X1
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>

- b. If not already checked, to print a requisition report or specimen label click on the box to the left of Req. or Labels or both.
- c. Click Create Order

Req.  Labels  ABN [CREATE ORDER](#)

## 8. Under Order Review

### a. Print Label

- i. To print label click on  [Print Label](#)
- ii. A new tab will appear with the barcode label displayed
- iii. Use the browser settings to print the label to the desired label printer
- iv. Close the Label preview window
- v. If nothing further to print close Order Review window

### b. Print Requisition

- i. Select desired Requisition report
- ii. Click on Print Requisition



#### Select Requisition Report to Print

Requisition Report (4-Label) v14.3.3  [Print Requisition](#)

- iii. A new tab will appear with the Requisition Report displayed
- iv. Use the browser settings to print the report to the desired report printer
- v. Close the Report preview window
- vi. If nothing further to print close Order Review window

Your order has been created at this time and sent to the Lab. Your browser should have redirected you back to the Lab Inbox.

### Verifying/Editing Order

1. To Verify Order was Created
  - a. Click on Pending Orders under the Lab Inbox
  - b. View your newly created order.
2. Edit the Order (if necessary)
  - a. Click on the menu icon to the right 
  - b. select  [Edit Order](#)
  - c. Modify the order as necessary.

