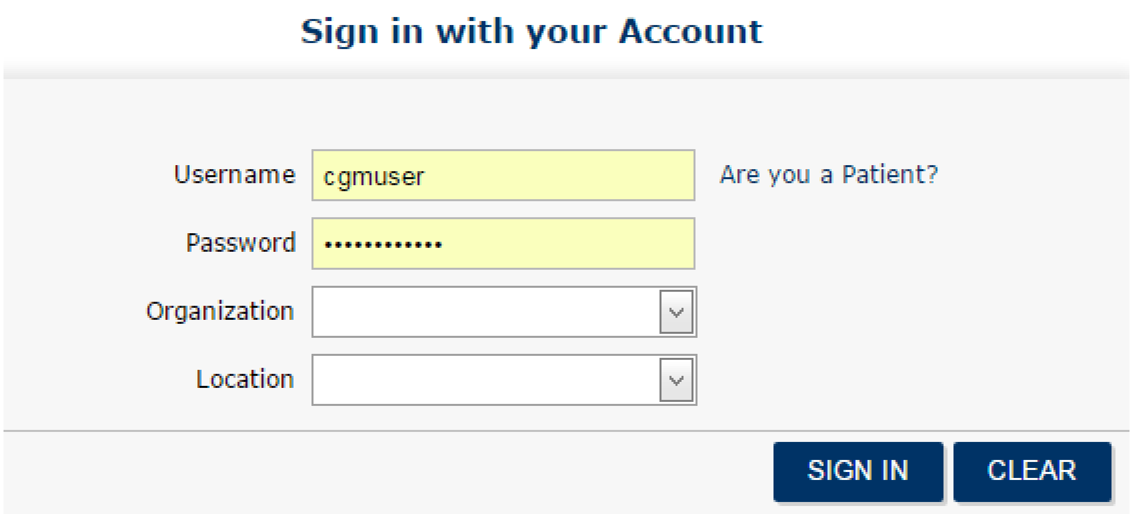
LabNexus Quick User Guide

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

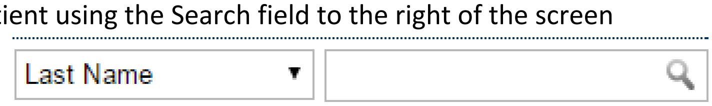


4. Select Organization and location if not populated
5. Click SIGN IN or press the Enter key

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



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

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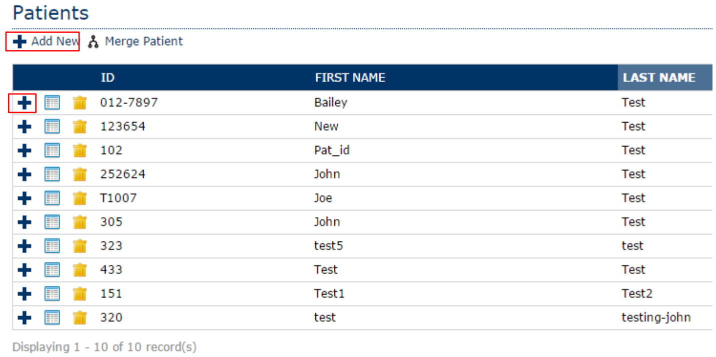
SYNCHRONIZING HEALTHCARE

6. A list of the patients matching your search will be displayed



Patients

+ Add New   Merge Patient

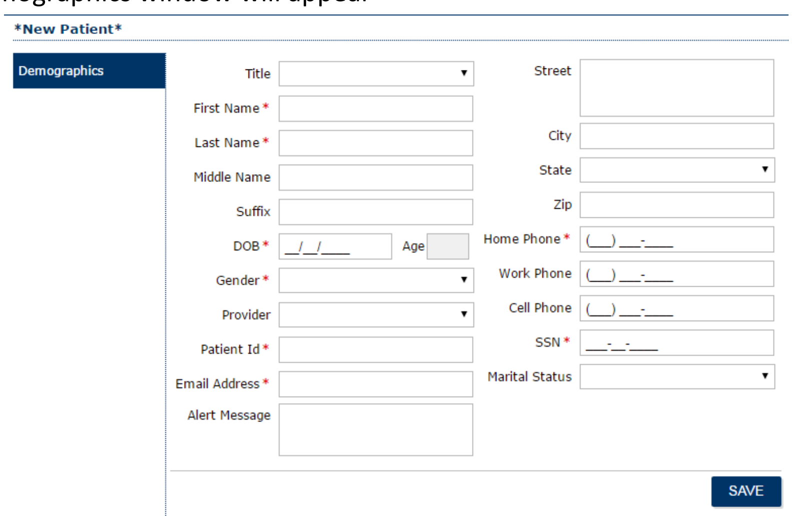
ID	FIRST NAME	LAST NAME
012-7897	Bailey	Test
123654	New	Test
102	Pat_id	Test
252624	John	Test
T1007	Joe	Test
305	John	Test
323	test5	test
433	Test	Test
151	Test1	Test2
320	test	testing-john

Displaying 1 - 10 of 10 record(s)

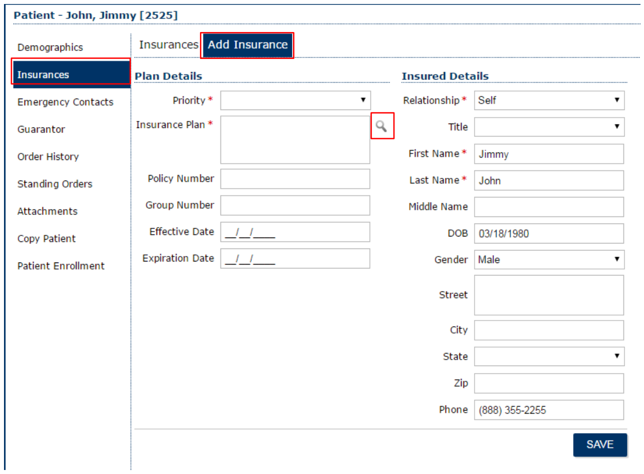
7. If Patient Exists:
    a. Click on the plus icon to create a lab order for the desired patient
    b. Go to steps below on **Creating Lab Order** to complete the order
8. If patient does not exist go to next steps for **Adding a New Patient**

Adding a New Patient

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



4. Enter Patient information for fields with * on the screen
5. Click on Save
6. If necessary Add Insurance
7. Select Insurances from the menu
8. Select Add Insurance



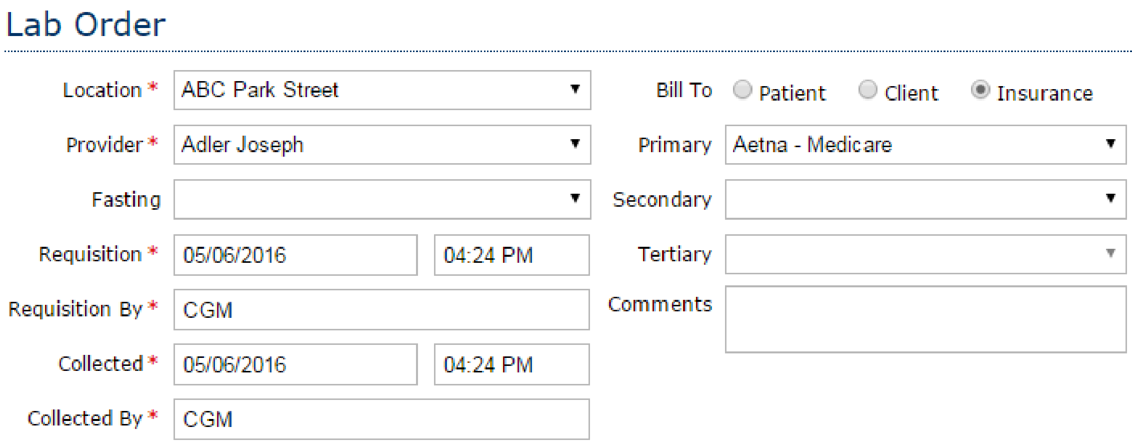
9. Enter information for all fields with an *
10. To enter Insurance Plan click on the icon of a magnifying glass
    i. A list of Insurance companies will appear
    ii. Click the plus icon to add insurance company
11. Click save when all required fields are entered
12. Perform the same steps for Emergency 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

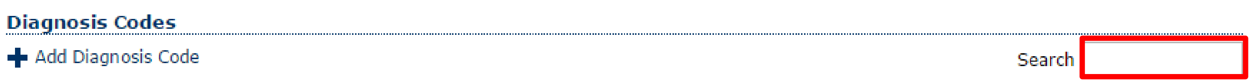
Creating Lab Order

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



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



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

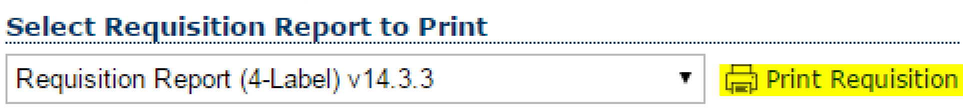
   b. You can search for codes by Diagnosis code or Description
      i. To search by description click on drop down that reads Diag.Code
   c. Select Diagnosis code by placing a check Mark next to the desired code
   d. Click the Close button to add selected codes
5. To add a Carbon Copy Doctor click on + 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

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

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

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



      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.