

**CLINLAB REMOTE
ORDER ENTRY PROCEDURE**

CHATHAM COUNTY HEALTH DEPARTMENT

WebLab User Guide

ClinLab-ORASURE HIV TESTING

Advanced medical software

Phone 912-356-2148

Lisa's direct # 912-356-2927

LAST UPDATED 3/2010

CLINLAB REMOTE ORDER ENTRY PROCEDURE

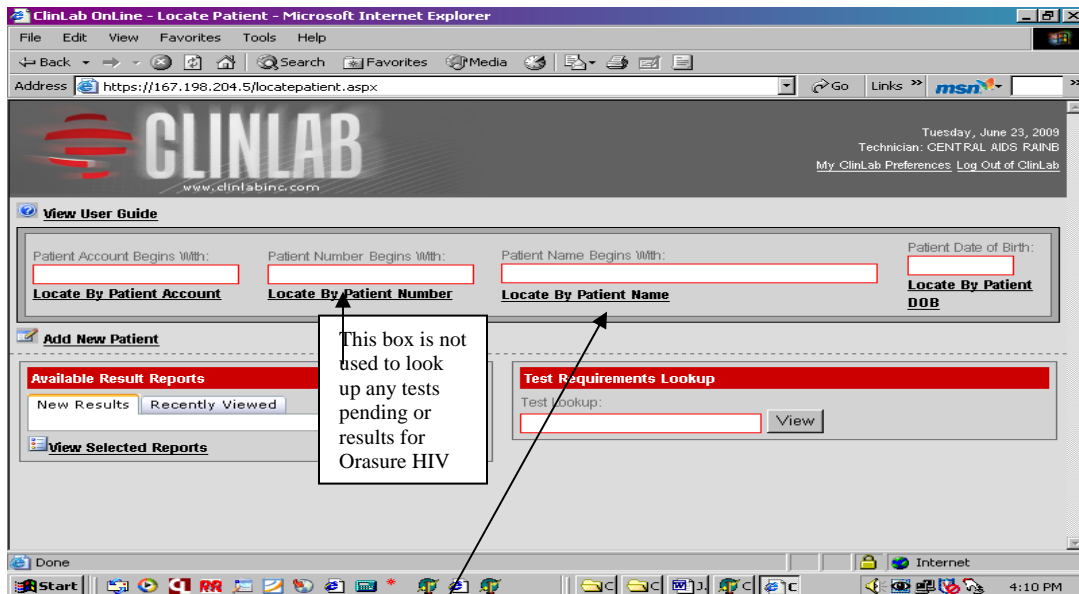
I would like to go over a few things before you start to order tests internally. We have printed a new manifest that must accompany patient samples. Each patient must be listed on the manifest and all the patient information completed. We also need to know by placing a check in the box (**RAPID TEST**) that a **Rapid test** has been performed in your office and you only need a Western Blot confirmation test.

If (**RAPID TEST**) box is not marked, you will only receive results for the Orasure test.

SITE NAME _____	DATE OF SHIPMENT _____							
SITE NUMBER _____								
LAB ONLY		BUBBLE SHEET NUMBER	PATIENT NAME	RAPID TEST	DOB	SEX	RACE	DATE

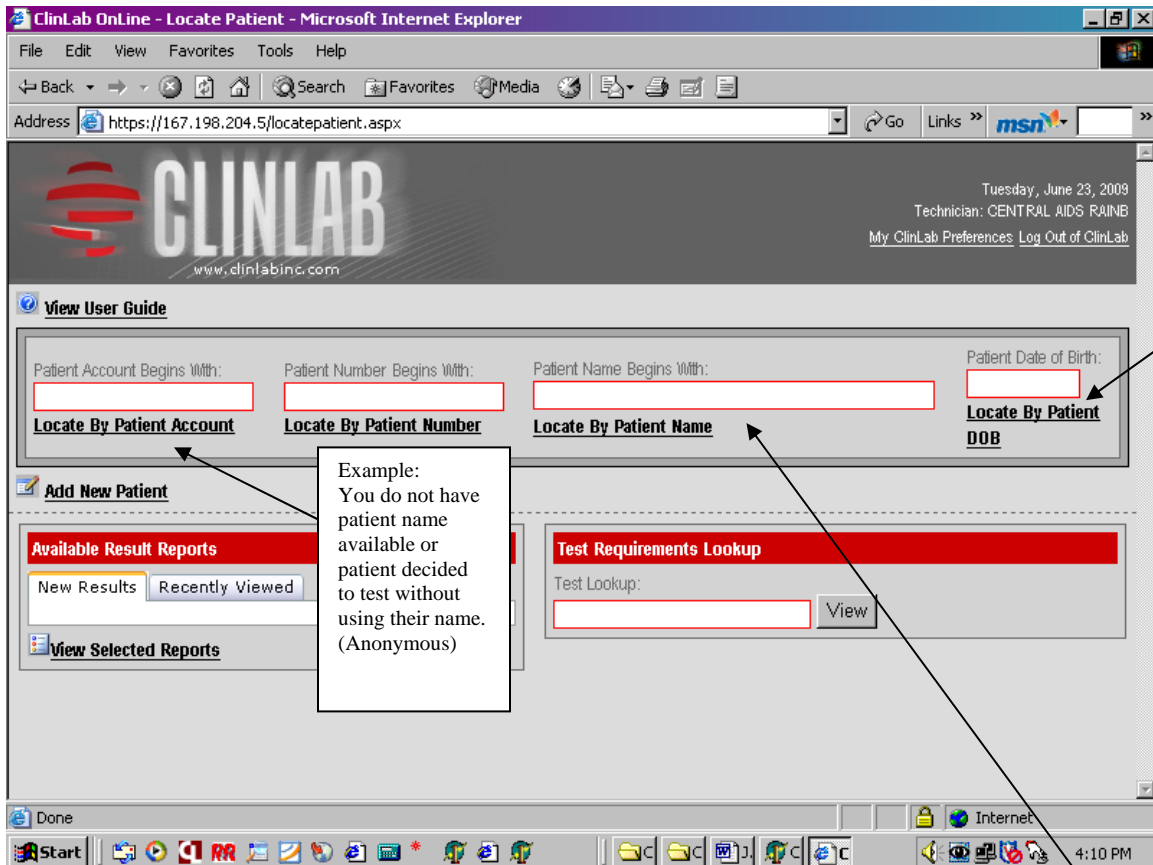
So lets begin:

Ordering the test in Clinlab

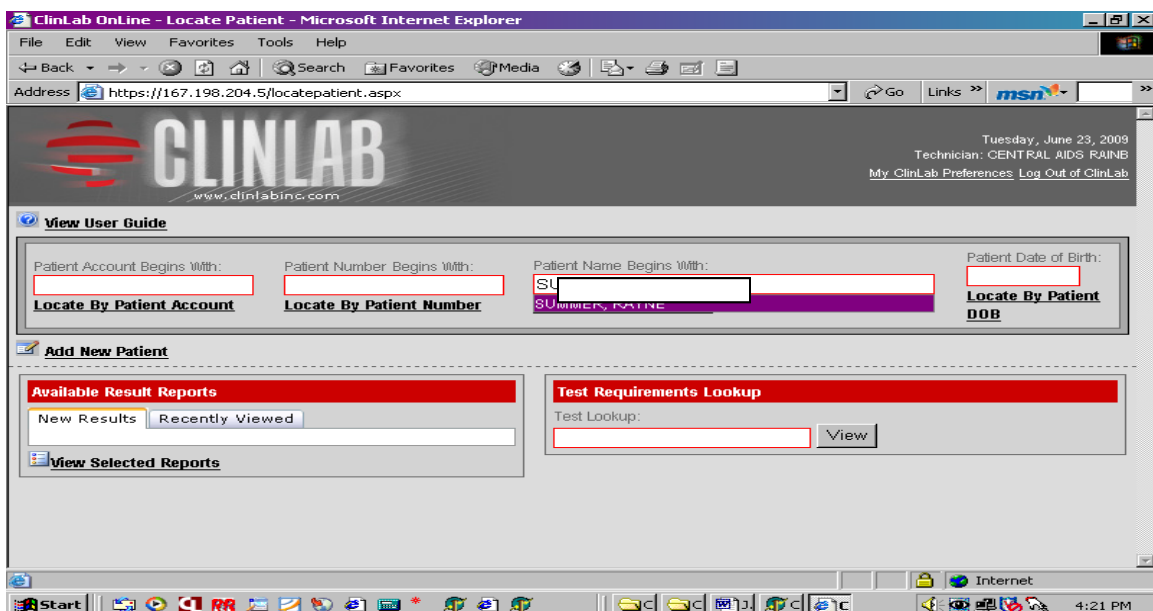


Ordering new patients begins on page 6 of the guide. It describes how you would basically **add the patient** to the database or check to see if the patient is in the database by typing the name in the “**LOCATE BY PATIENT NAME**” box. **You always want to check to see if patient is already in database first.** You can also “**LOCATE BY PATIENT ACCOUNT NUMBER**” which is the State bubble sheet bar code number and “**BY PATIENT DOB**”

CLINLAB REMOTE ORDER ENTRY PROCEDURE

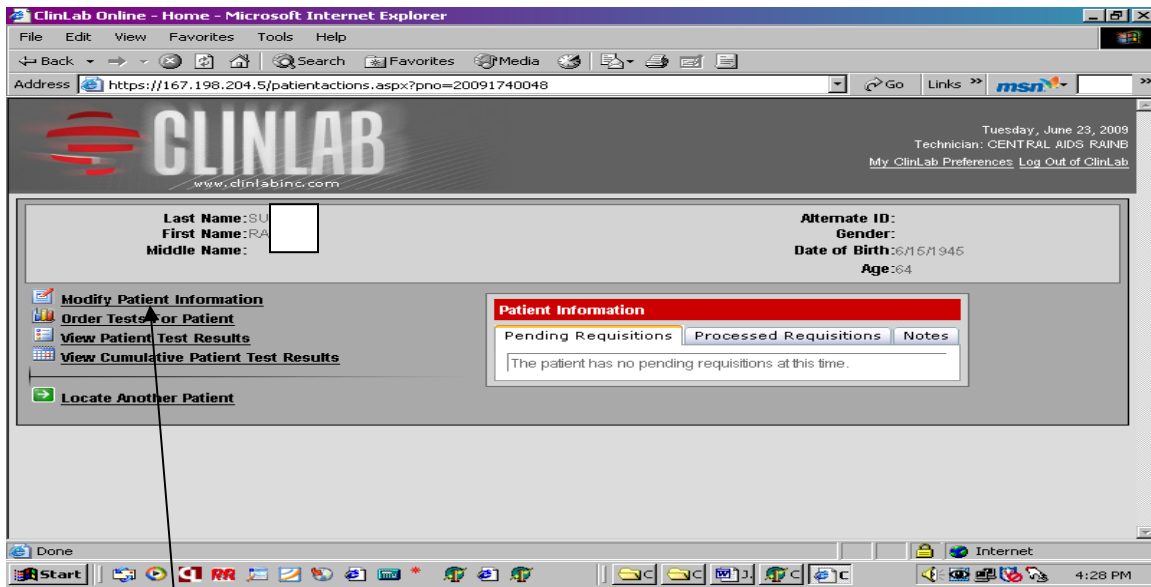


When searching by patient name; the patient's name will appear below the box you are typing in. Continue to type the name or place your cursor on the full name in the drop down box and click. The full name will then appear in red box. Next click on **Locate by Patient Name**, which is found below the red box with patient name.



CLINLAB REMOTE ORDER ENTRY PROCEDURE

If the patient is in the system the following screen will appear:



You must **modify** the patient information before going forward. The patient's bubble sheet number must be changed every time a test is ordered on all patients for HIV testing. **(That number will always change).**

CLINLAB REMOTE ORDER ENTRY PROCEDURE

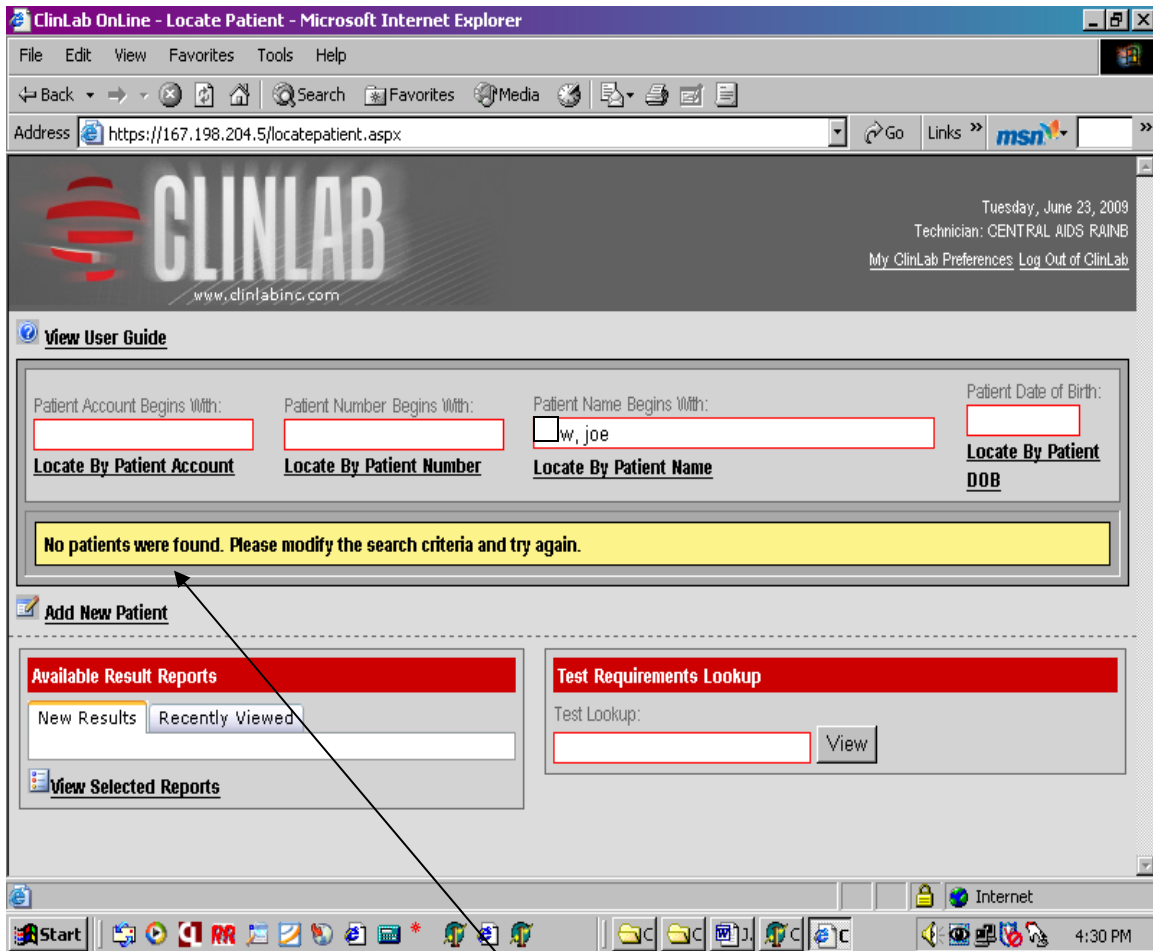
The screenshot shows the 'Admit New Patient' form in the ClinLab application. The form is displayed in a Microsoft Internet Explorer browser window. The address bar shows the URL: <https://167.198.204.5/demographics.aspx?action=update&pno=20082260332>. The form fields are as follows:

Patient Number	20082260332		Location	CENTRAL CTY AIDS NK/RAIN	
Last Name	First Name	Middle	Orasure Site#	State ID#	
TEST	CLINLAB			1231231231	
DOB (MM/DD/YYYY)	Gender	Race	Primary Insurance Provider:		
08/12/1985	Male	Whit	CENTRAL CITY AIDS		
Insurance / CMO Name	Facility / Location		Secondary Insurance Provider:		
	CENTRAL CITY AIDS		BILL		
Consulting Physician		Group / Policy			
Address					
[Empty]					
[Empty]					
City	State	Zip			
[Empty]	[Empty]	[Empty]			
County	Phone	Bill To:			
[Empty]	() -	[Empty]			
Blood Lead Test Reason	Parent/Guardian				
[Empty]	[Empty]				

A callout box with a black border and white background points to the 'State ID#' field. The text inside the callout box is: 'CDC State ID # or Bubble Sheet #'. The browser's taskbar at the bottom shows the Start button, several open applications (C:\Document..., Novell Group..., CLINLABoras..., ClinLab - Ad...), and the system clock showing 1:54 PM.

If patient name is not already in clinlab, you will have to add patient to clinlab.
GO TO NEXT PAGE.

CLINLAB REMOTE ORDER ENTRY PROCEDURE



At this point you must add your patient to database. The following screen will appear when “Add New Patient” is selected. Complete demographics as seen below for Oral Fluid HIV testing.

CLINLAB REMOTE ORDER ENTRY PROCEDURE

The screenshot shows a web browser window titled "ClinLab - Admit New Patient - Microsoft Internet Explorer". The address bar shows the URL: <https://167.198.204.5/demographics.aspx?action=update&pno=20082260332>. The form contains the following fields:

- Patient Number: 20082260332
- Last Name: TEST
- First Name: CLINLAB
- Middle: (empty)
- DOB (MM/DD/YYYY): 08/12/1985
- Gender: Male
- Race: Whit
- Insurance / CMO Name: (empty)
- Facility / Location: CENTRAL CITY AIDS
- Consulting Physician: (empty)
- Address: (empty)
- City: (empty)
- State: (empty)
- Zip: (empty)
- County: (empty)
- Phone: () - -
- Bill To: (empty)
- Blood Lead Test Reason: (empty)
- Parent/Guardian: (empty)

On the right side of the form, there are additional fields:

- Location: CENTRAL CTY AIDS NK/RAIN
- Orasure Site#: (empty)
- State ID#: 1231231231
- Primary Insurance Provider: CENTRAL CITY AIDS
- Secondary Insurance Provider: BILL
- Group / Policy: (empty)

A callout box with an arrow pointing to the Secondary Insurance Provider dropdown menu contains the text: "Please always change the secondary insurance provider box to 'BILL'"

A. Gender and race are drop down boxes.

B. Primary Insurance Provider –will require you to scroll to find your clinic.

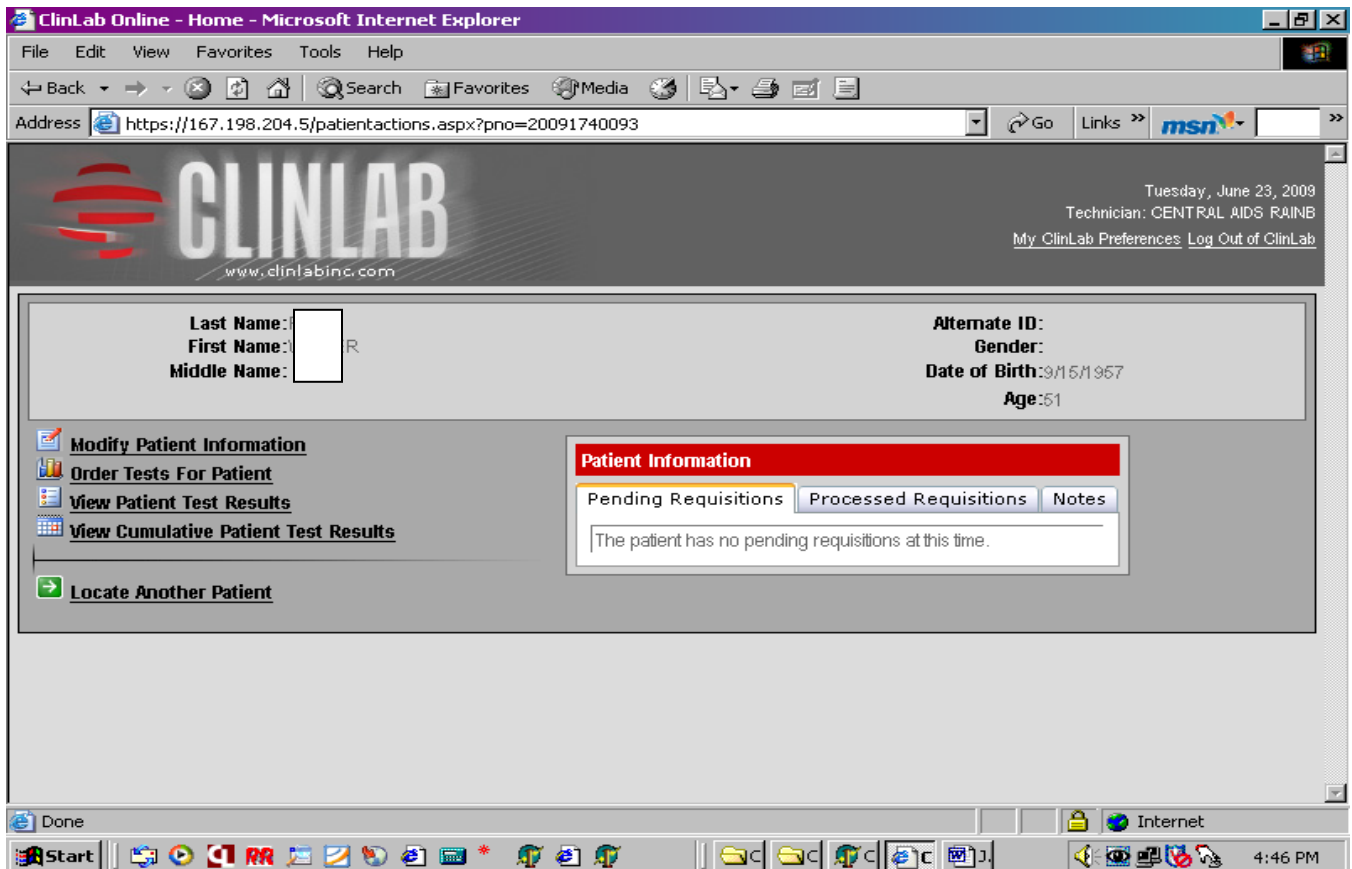
Hint: Type the first letter of your site's name and then scroll to find it.

C. Secondary Insurance Provider- will require you to scroll and find "Bill"

Hint: Type the letter "B" and then scroll to find it.

CLINLAB REMOTE ORDER ENTRY PROCEDURE

The following screen will appear when patient is saved in database:



- [Modify Patient Information](#)
- [Order Tests For Patient](#)
- [View Patient Test Results](#)
- [View Cumulative Patient Test Results](#)

Modify patient information- patient demographics screen

Order test for patient- order test

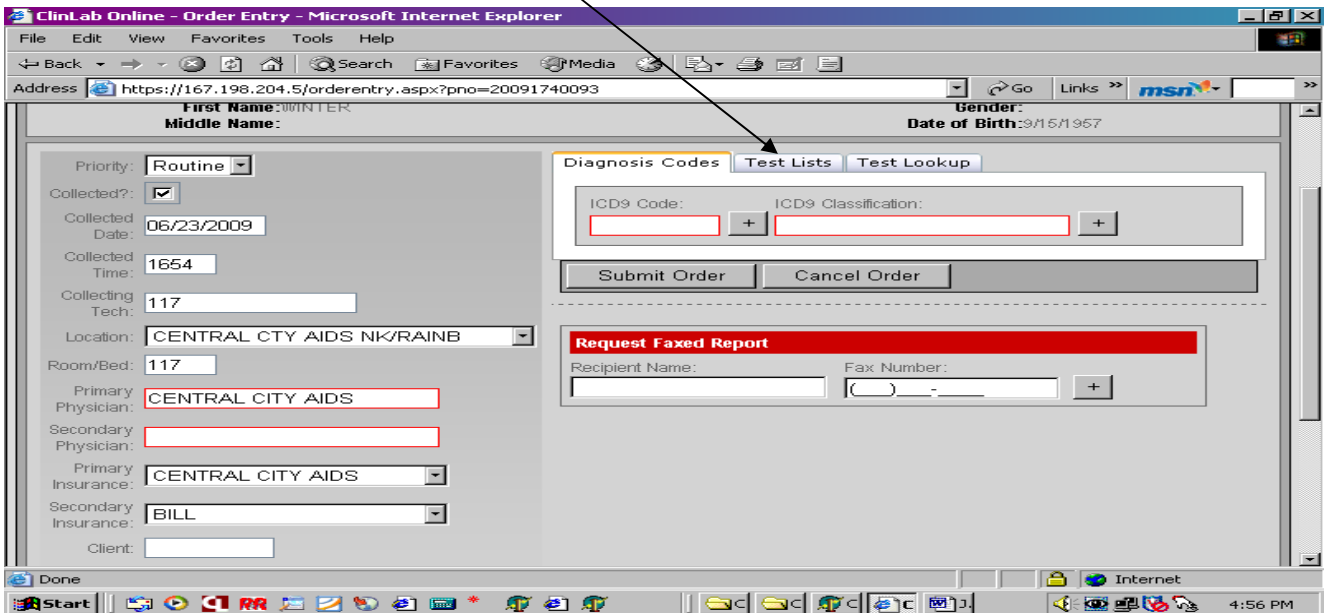
View patient test results- view results for printing

View Cumulative Patient Test Results- all results over time

CLINLAB REMOTE ORDER ENTRY PROCEDURE

You now want to order test by clicking on the “order test for patient” icon.

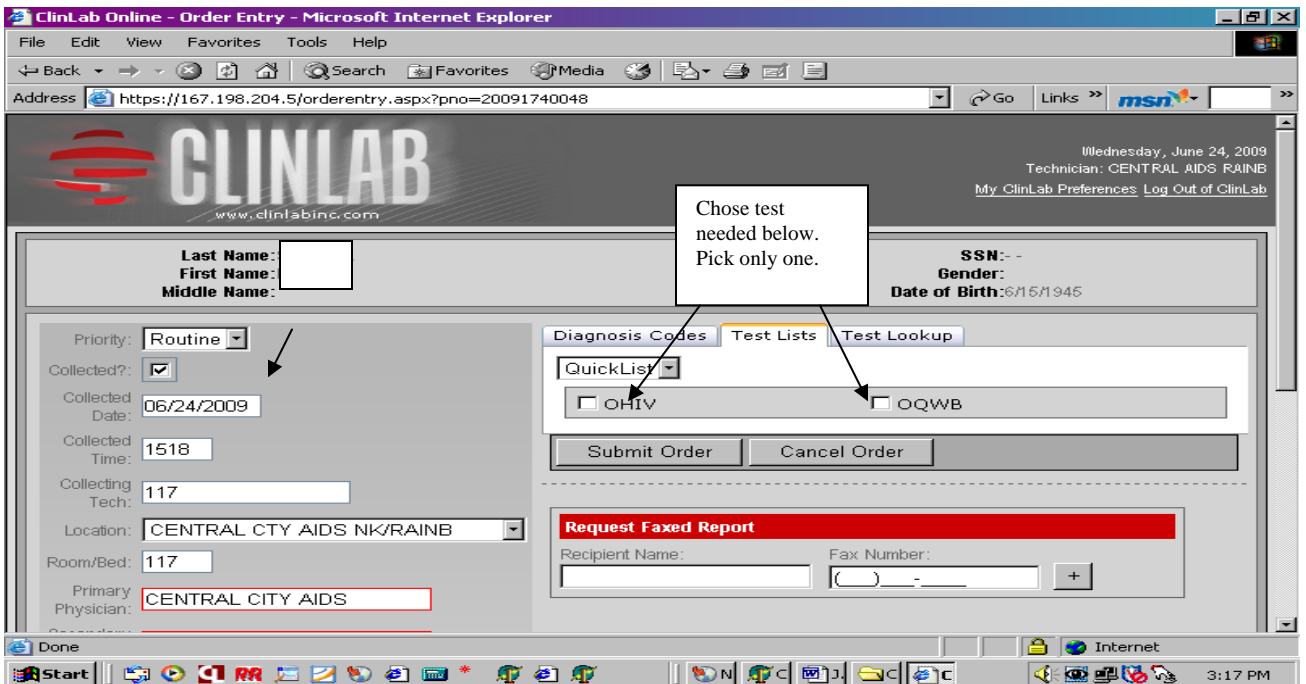
Order the test by clicking on the “Test Lists” tab at the top right of screen.



Choose the test needed:

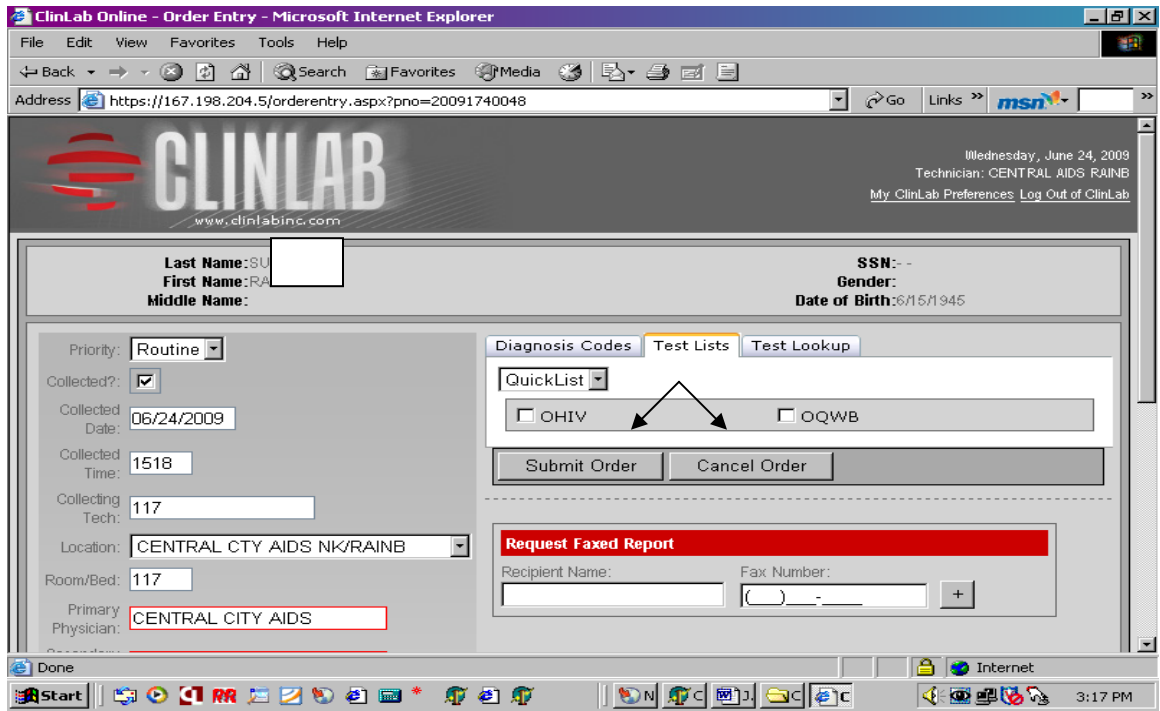
OHIV- Orasure test only (Reflex confirmation if positive)

OQWB- Rapid test Confirmation Only

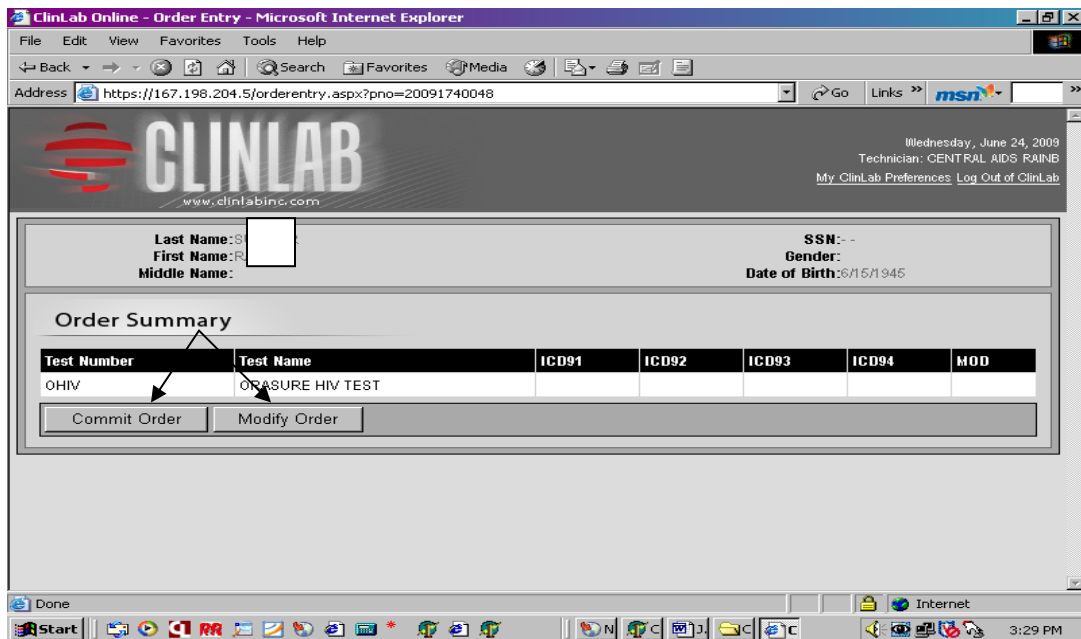


CLINLAB REMOTE ORDER ENTRY PROCEDURE

Next, you can submit the order or cancel. If you choose to submit--- your request is saved. You can also cancel the order at this point.

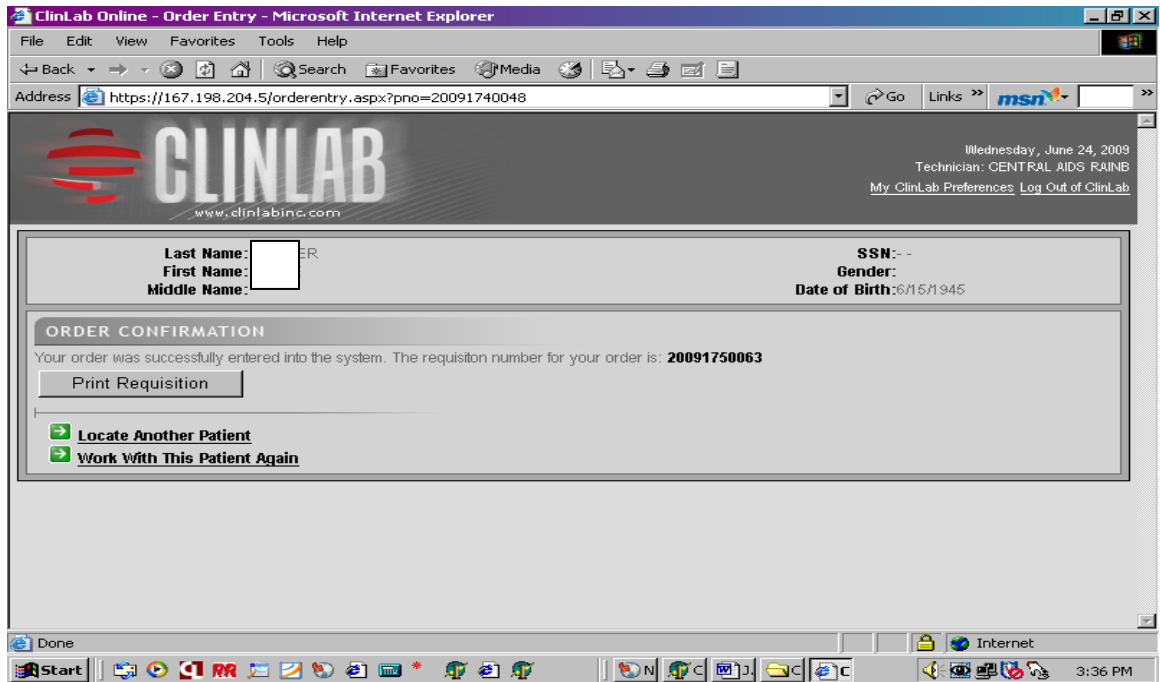


A new screen will appear that asks you to **commit the order** (Send to Chatham County Laboratory) or **modify** (change information in patient demographics). See below.



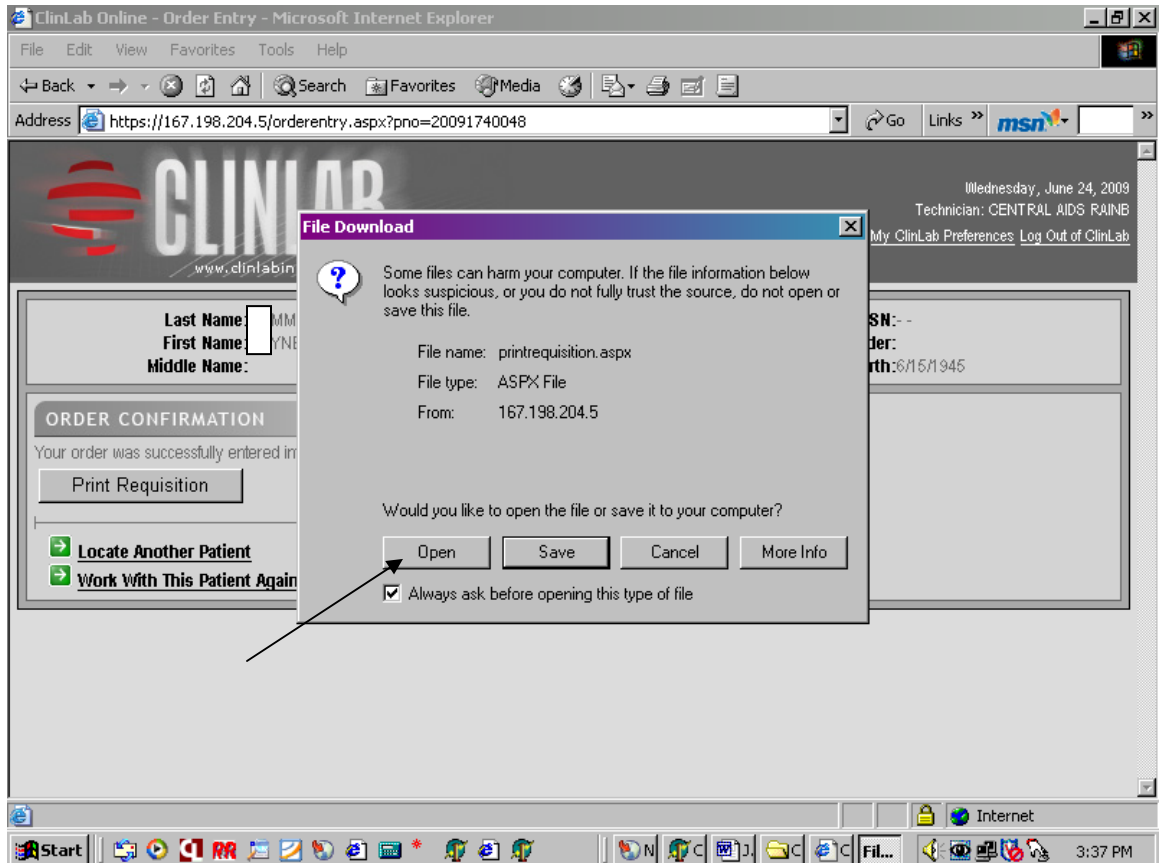
CLINLAB REMOTE ORDER ENTRY PROCEDURE

Once the commit button is pressed the following screen will appear:



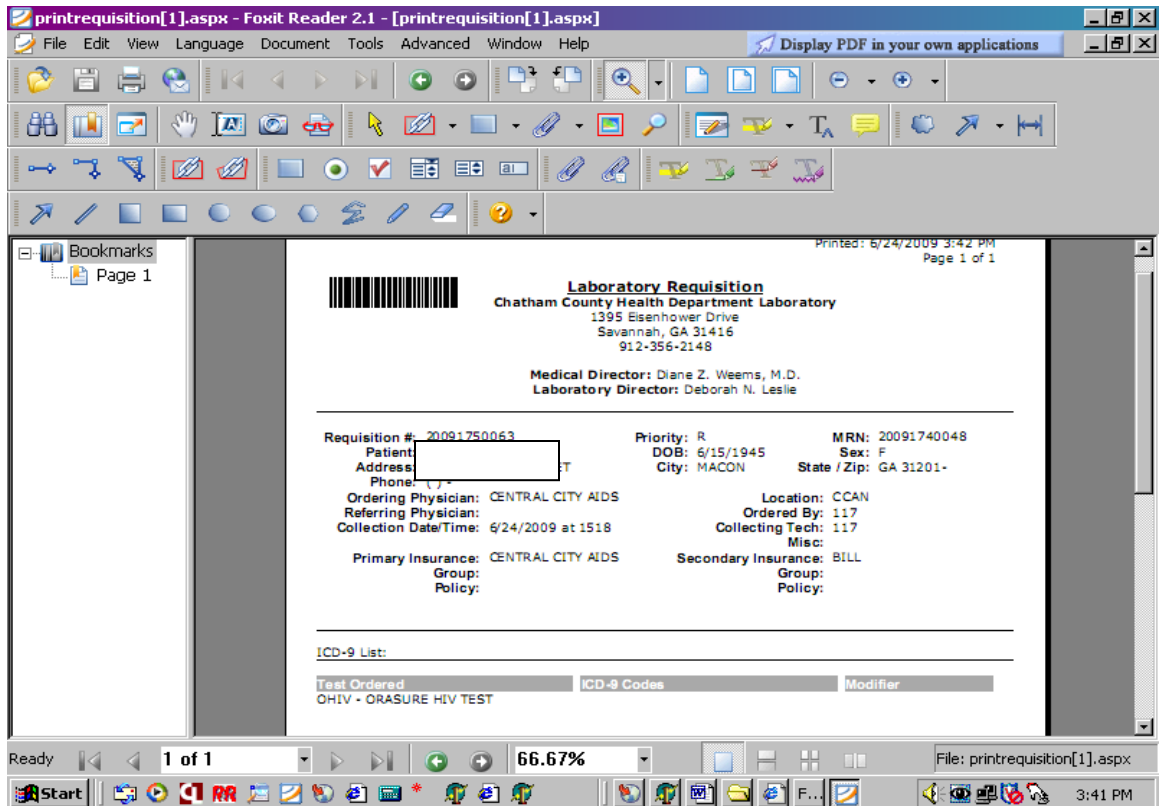
CLINLAB REMOTE ORDER ENTRY PROCEDURE

If a dialog box (next page) should appear-Select “**OPEN**” unless you want to Create a file on your computer to save requests. Otherwise you are done.

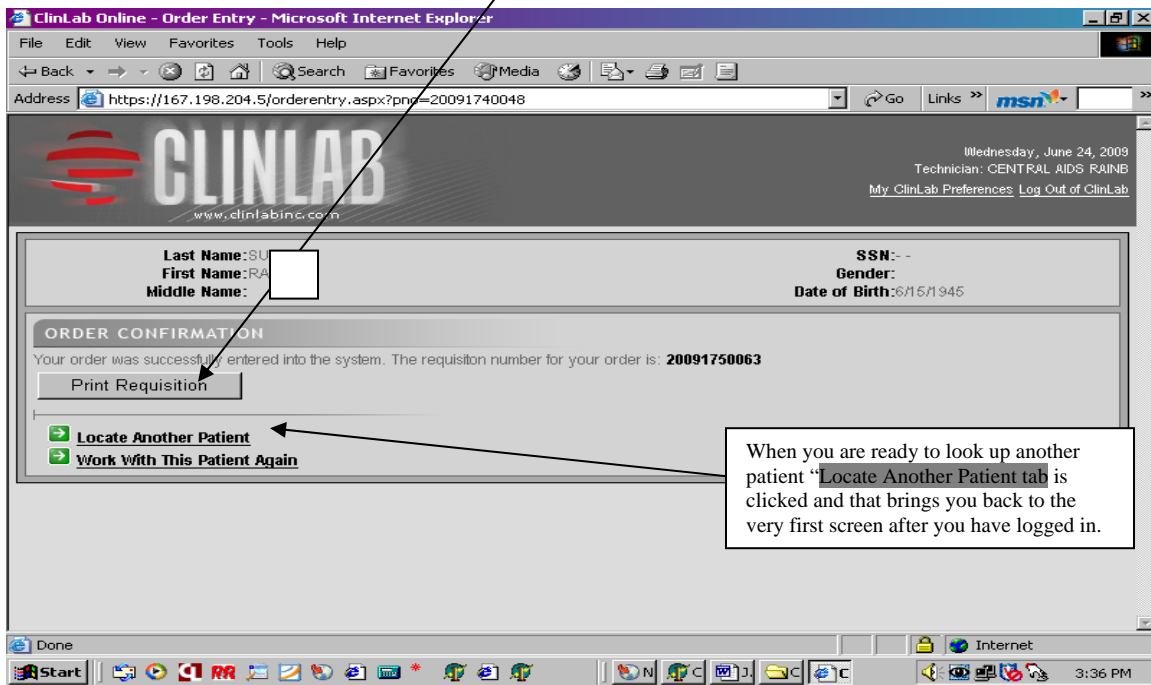


Your requisition is ready to print. You will keep this for your records.

CLINLAB REMOTE ORDER ENTRY PROCEDURE



After the requisition form is printed close the screen and you are ready to locate another patient.



CLINLAB REMOTE ORDER ENTRY PROCEDURE

The test ordered has been transferred to Chatham Co. We only need the completed manifest along with the sample sent to us.

To check the status of your test access the following screen:

CLINLAB
www.clinlabinc.com

Wednesday, June 24, 2009
Technician: CENTRAL AIDS RAINB
My ClinLab Preferences Log Out of ClinLab

Last Name:
First Name:
Middle Name:

Alternate ID:
Gender:
Date of Birth: 6/15/1945
Age: 64

[Modify Patient Information](#)
[Order Tests For Patient](#)
[View Patient Test Results](#)
[View Cumulative Patient Test Results](#)
[Locate Another Patient](#)

Patient Information

Pending Requisitions | **Processed Requisitions** | Notes

Requisition	Order Date	Order Time	Ordered Tests
20091750063	6/24/2009	15:18	ORASURE HIV TEST

The red box “Patient Information” will show if test is pending or processed requisitions.

CLINLAB REMOTE ORDER ENTRY PROCEDURE

ClinLab Online - Home - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://167.198.204.5/patientactions.aspx?pno=20091740048>

CLINLAB
www.clinlabinc.com

Wednesday, June 24, 2009
Technician: CENTRAL AIDS RAINB
[My ClinLab Preferences](#) [Log Out of ClinLab](#)

Last Name: SU
First Name: RA
Middle Name: [redacted]

Alternate ID: [redacted]
Gender: [redacted]
Date of Birth: 6/15/1945
Age: 64

[Modify Patient Information](#)
[Order Tests For Patient](#)
[View Patient Test Results](#)
[View Cumulative Patient Test Results](#)
[Locate Another Patient](#)

Patient Information

Pending Requisitions Processed Requisitions Notes

Requisition	Order Date	Order Time	Ordered Tests
20091750063	6/24/2009	15:18	ORASURE HIV TEST,OHIV REASON FOR TEST,OHIV SEX PARTNER,OHIV TEST RESULTS,OHIV COMMENT,OHIV UNSAT,OHIV COA

Start [Taskbar Icons] Internet 4:07 PM

Processed requisitions only show the test battery and the print icon only lets you print the test request again.

Things to remember:

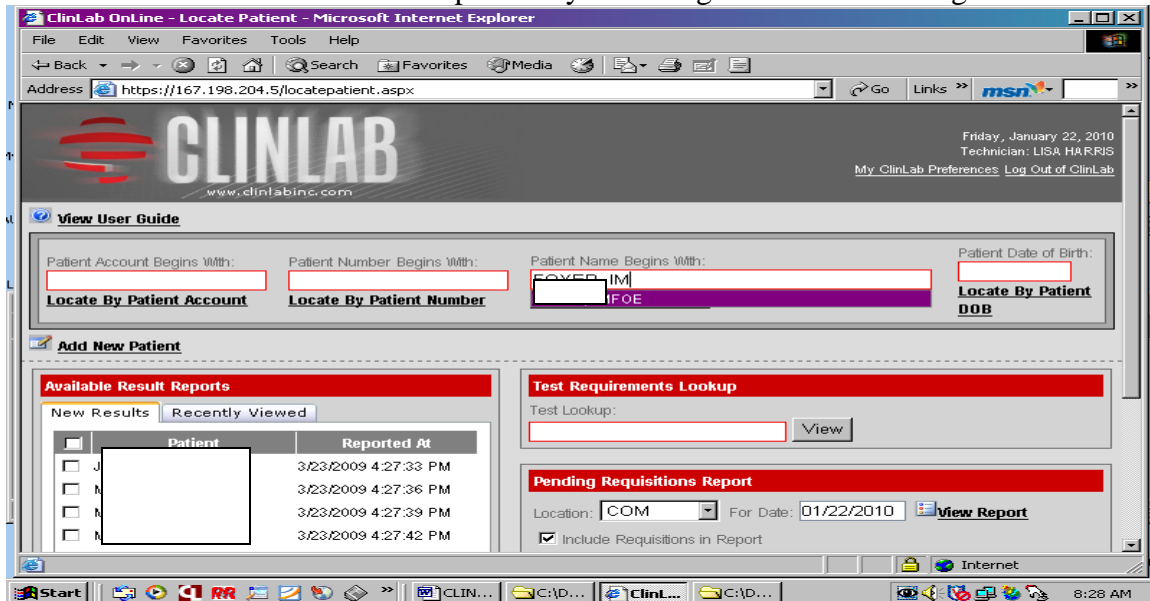
1. **Must use Manifest attached or can produce your own as long as it includes the information listed on our form.**
2. **List all patients on manifest.**
3. **Place all samples in same envelope or as many as you can in each envelope.**
4. **Remember to include the manifest with shipment.**
5. **Try to ship more than one sample per bag.**
6. **Do not write on or place stickers on the brown envelopes.**
7. **Do not seal the brown envelopes.**
8. **We do not need a copy of your request form.**

CLINLAB REMOTE ORDER ENTRY PROCEDURE

DELETING TESTING

There will be times when a test somehow got ordered twice or wrong test ordered and you do not know how to remove the test order.

To remove the orders first find the patient by searching “Patient Name Begins With”:



When you find the patient, click on patient name and then below the name “Locate By Patient Name.”

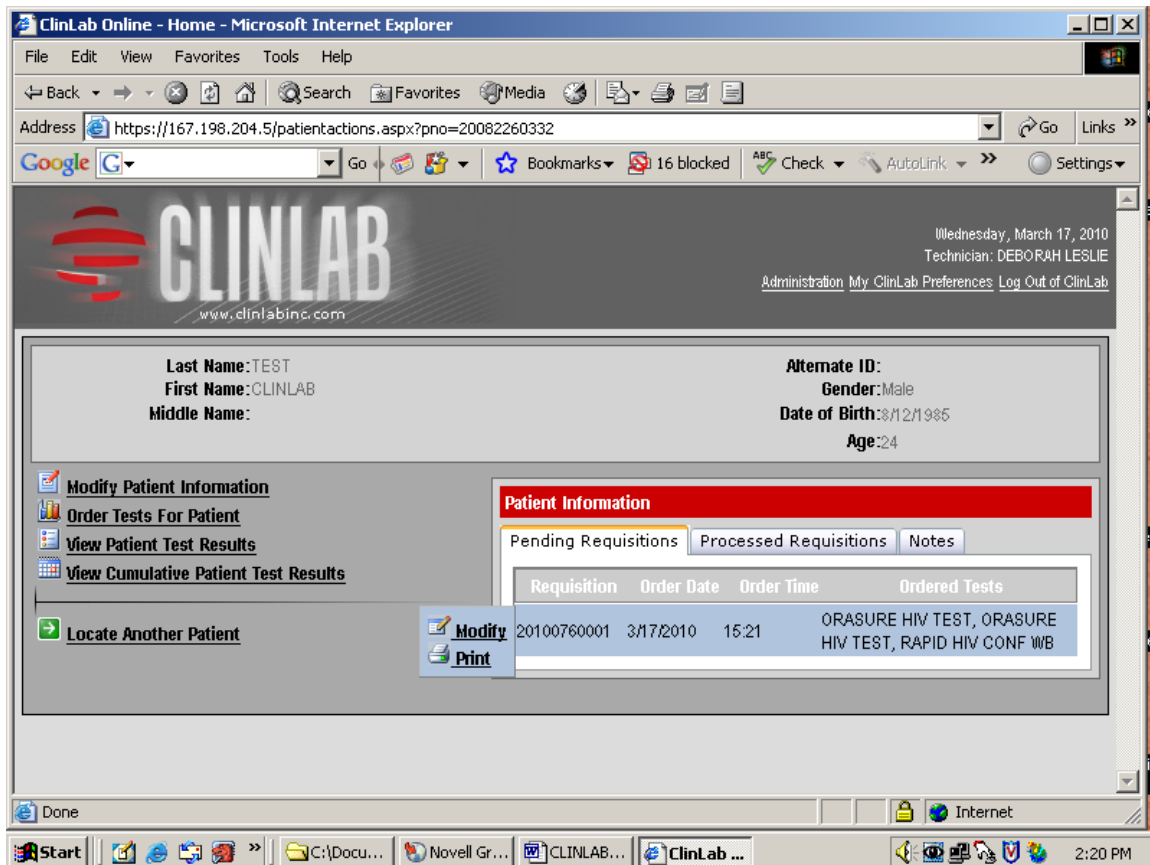
Next Page will appear.

Click on the tests in the Patient Information Box under Pending Requisitions.

The words Modify and Print will appear.

Click on Modify.

CLINLAB REMOTE ORDER ENTRY PROCEDURE



After you click modify the following screen appears:

CLINLAB REMOTE ORDER ENTRY PROCEDURE

CLINLAB
www.clinlabinc.com

Wednesday, March 17, 2010
Technician: DEBORAH LESLIE
[Administration](#) [My ClinLab Preferences](#) [Log Out of ClinLab](#)

Last Name:TEST
First Name:CLINLAB
Middle Name:
Primary Insurance:CENTRAL CITY AIDS - CCAN

SSN: -
Gender:
Date of Birth:03/12/1985
Secondary Insurance:BILL - BILL

Priority: Routine
Collected?:
Collected Date: 03/17/2010
Collected Time: 1541
Collecting Tech: DNL
Location: CENTRAL CTY AIDS NK/RAIN

Diagnosis Codes | Test Lists | Test Lookup

ICD9 Code: [] + ICD9 Classification: [] +

Submit Update | Remove Order | Cancel Update

Test Requirements Lookup

Test Lookup: [] View

Click on “Test Lookup”

CLINLAB REMOTE ORDER ENTRY PROCEDURE

Address: https://167.198.204.5/orderentry.aspx?reqnum=20100760003

CLINLAB
www.clinlabinc.com

Wednesday, March 17, 2010
Technician: DEBORAH LESLIE
[Administration](#) [My ClinLab Preferences](#) [Log Out of ClinLab](#)

Last Name: TEST
First Name: CLINLAB
Middle Name:
Primary Insurance: CENTRAL CITY AIDS - CCAN

SSN: -
Gender:
Date of Birth: 03/12/1985
Secondary Insurance: BILL - BILL

Priority: Routine
Collected?:
Collected Date: 03/17/2010
Collected Time: 1541
Collecting Tech: DNL
Location: CENTRAL CTY AIDS NK/RAK

Diagnosis Codes | Test Lists | Test Lookup

Test Lookup: + Mod:

TEST#	TEST NAME	ICD91	ICD92	ICD93	ICD94	MOD
0HIV	ORASURE HIV TEST					
0QWB	RAPID HIV CONF WB					

Submit Update | Remove Order | Cancel Update

Click on the red circle on the test you want to delete. For example, I want to delete the 0QWB. Wait a second. And the test will disappear.

CLINLAB REMOTE ORDER ENTRY PROCEDURE

ClinLab Online - Order Entry - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://167.198.204.5/orderentry.aspx?reqnum=20100760003>

Google Go Check Settings

CLINLAB ClinLab OnLine Wednesday, March 17, 2010
Technician: DEBORAH LESLIE
[Administration](#) [My ClinLab Preferences](#) [Log Out of ClinLab](#)

www.clinlabinc.com

Last Name:TEST **SSN:** -
First Name:CLINLAB **Gender:**
Middle Name:
Primary Insurance:CENTRAL CITY AIDS - CCAN **Date of Birth:**03/12/1985
Secondary Insurance:BILL - BILL

Priority: Routine Collected?:
Collected Date: 03/17/2010
Collected Time: 1541
Collecting Tech: DNL
Location: CENTRAL CTY AIDS NK/RAIN

Diagnosis Codes Test Lists **Test Lookup**

Test Lookup: + Mod:

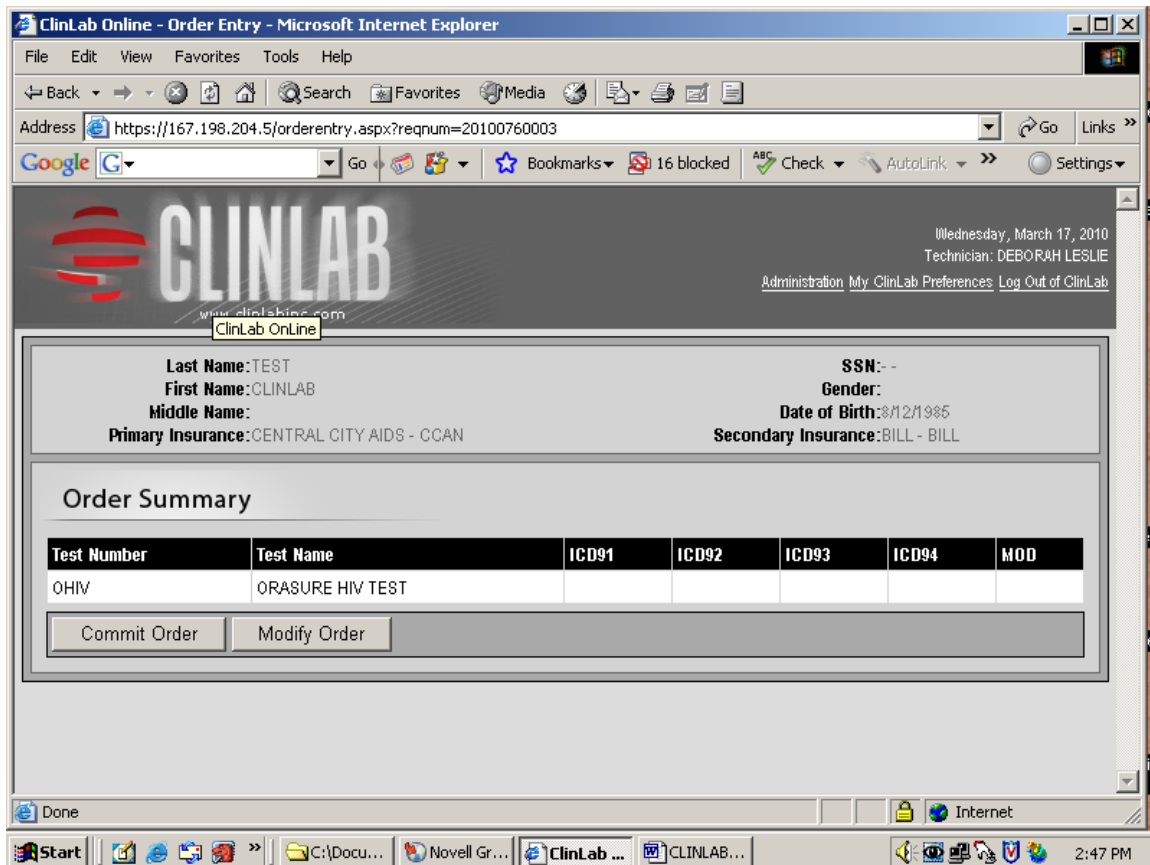
TEST#	TEST NAME	ICD91	ICD92	ICD93	ICD94	MOD
OHIV	ORASURE HIV TEST					

Done

Start

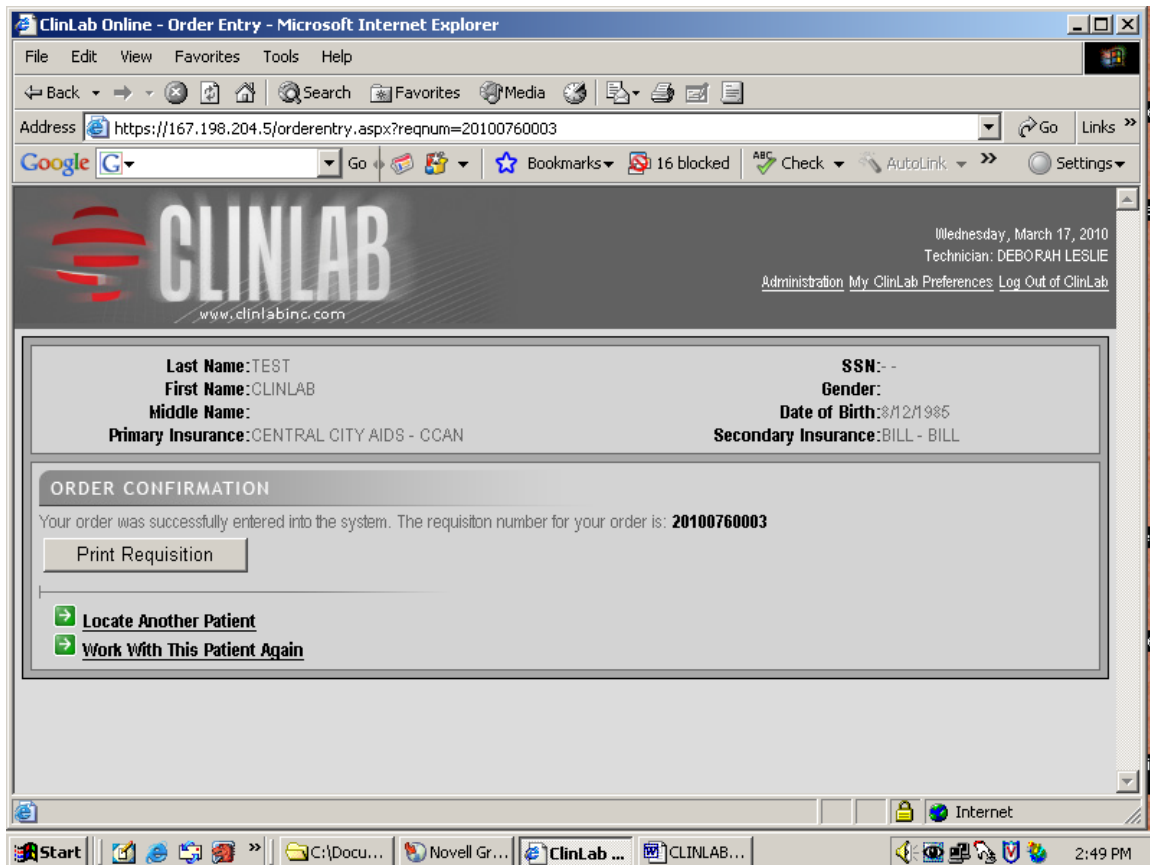
Next you will click on the **“Submit Update”** button.

CLINLAB REMOTE ORDER ENTRY PROCEDURE



Next click on the “**Commit Order**” button

CLINLAB REMOTE ORDER ENTRY PROCEDURE



You are done.

If you order only one test.

CLINLAB REMOTE ORDER ENTRY PROCEDURE

CLINLAB
www.clinlabinc.com

Wednesday, March 17, 2010
Technician: DEBORAH LESLIE
[Administration](#) [My ClinLab Preferences](#) [Log Out of ClinLab](#)

Last Name:TEST
First Name:CLINLAB
Middle Name:
Alternate ID:
Gender:Male
Date of Birth:3/12/1985
Age:24

[Modify Patient Information](#)
[Order Tests For Patient](#)
[View Patient Test Results](#)
[View Cumulative Patient Test Results](#)
[Locate Another Patient](#)

Patient Information

Pending Requisitions | Processed Requisitions | Notes

Requisition	Order Date	Order Time	Ordered Tests
20100760003	3/17/2010	15:41	ORASURE HIV TEST

Modify
Print

https://167.198.204.5/orderentry.aspx?reqnum=20100760003

Start | C:\Docu... | Novell Gr... | ClinLab ... | CLINLAB... | 2:50 PM

CLINLAB REMOTE ORDER ENTRY PROCEDURE

C

ClinLab Online - Home - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://167.198.204.5/patientactions.aspx?pno=20082260332>

Google G Go Bookmarks 16 blocked Check AutoLink Settings

CLINLAB
www.clinlabinc.com

Wednesday, March 17, 2010
Technician: DEBORAH LESLIE
[Administration](#) [My ClinLab Preferences](#) [Log Out of ClinLab](#)

Last Name: TEST
First Name: CLINLAB
Middle Name:
Alternate ID:
Gender: Male
Date of Birth: 3/12/1985
Age: 24

[Modify Patient Information](#)
[Order Tests For Patient](#)
[View Patient Test Results](#)
[View Cumulative Patient Test Results](#)
[Locate Another Patient](#)

Patient Information

Pending Requisitions Processed Requisitions Notes

Requisition	Order Date	Order Time	Ordered Tests
20100760003	3/17/2010	15:41	ORASURE HIV TEST

Modify Print

<https://167.198.204.5/orderentry.aspx?reqnum=20100760003> Internet

Start C:\Docu... Novell Gr... ClinLab... CLINLAB... 2:50 PM

CLINLAB REMOTE ORDER ENTRY PROCEDURE

lick

Address: <https://167.198.204.5/patientactions.aspx?pno=20082260332>

Wednesday, March 17, 2010
Technician: DEBORAH LESLIE
[Administration](#) [My ClinLab Preferences](#) [Log Out of ClinLab](#)

Last Name: TEST
First Name: CLINLAB
Middle Name:
Alternate ID:
Gender: Male
Date of Birth: 3/12/1985
Age: 24

[Modify Patient Information](#)
[Order Tests For Patient](#)
[View Patient Test Results](#)
[View Cumulative Patient Test Results](#)
[Locate Another Patient](#)

Patient Information

Pending Requisitions | Processed Requisitions | Notes

Requisition	Order Date	Order Time	Ordered Tests
20100760003	3/17/2010	15:41	ORASURE HIV TEST

[Modify](#)
[Print](#)

Address: <https://167.198.204.5/orderentry.aspx?reqnum=20100760003>

Start | C:\Docu... | Novell Gr... | ClinLab... | CLINLAB... | 2:50 PM

Click on test to hilite and click on “Modify”

CLINLAB REMOTE ORDER ENTRY PROCEDURE

ClinLab Online - Order Entry - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://167.198.204.5/orderentry.aspx?reqnum=20100760003>

Google Go Bookmarks 16 blocked Check AutoLink Settings

CLINLAB
www.clinlabinc.com

Wednesday, March 17, 2010
Technician: DEBORAH LESLIE
[Administration](#) [My ClinLab Preferences](#) [Log Out of ClinLab](#)

Last Name: TEST SSN: -
First Name: CLINLAB Gender:
Middle Name: Date of Birth: 03/12/1985
Primary Insurance: CENTRAL CITY AIDS - CCAN Secondary Insurance: BILL - BILL

Priority: Routine
Collected?:
Collected Date: 03/17/2010
Collected Time: 1541
Collecting Tech: DNL
Location: CENTRAL CTY AIDS NK/RAIN

Diagnosis Codes Test Lists Test Lookup

ICD9 Code: ICD9 Classification:
+ +

Submit Update Remove Order Cancel Update

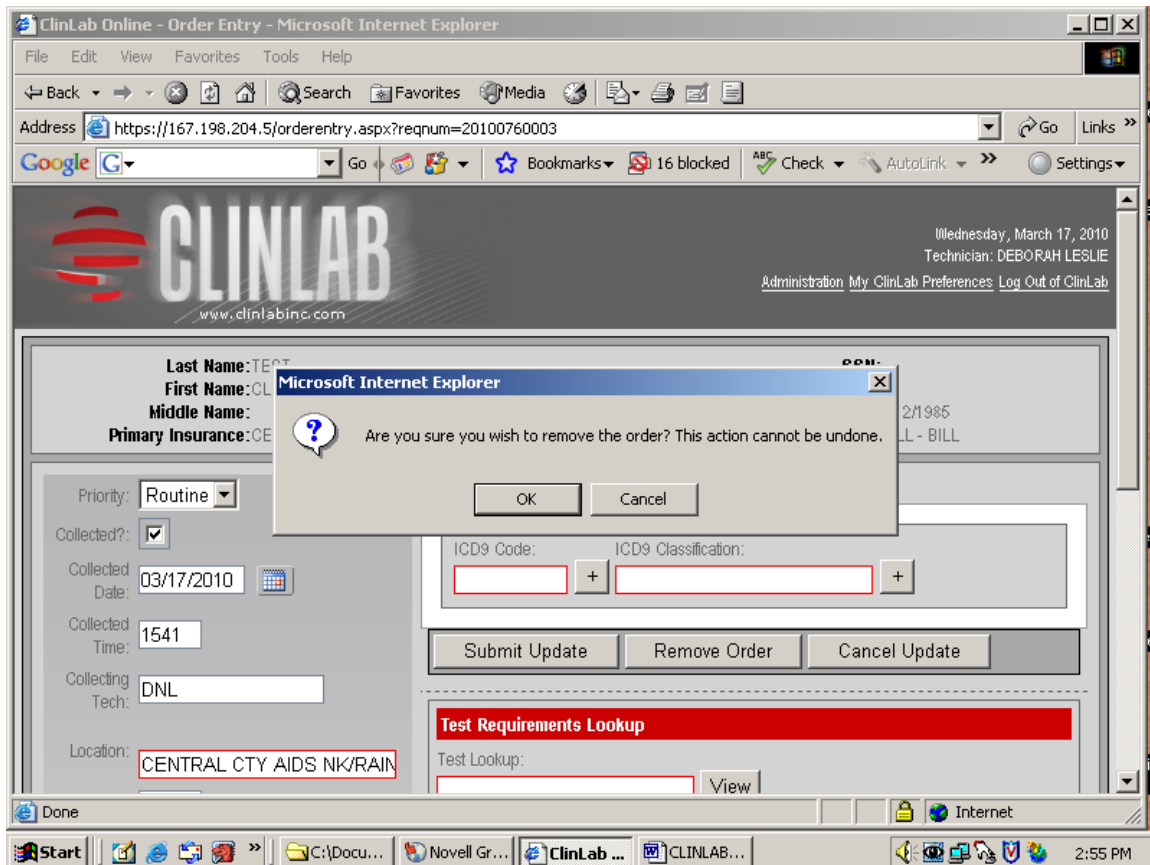
Test Requirements Lookup
Test Lookup: View

Done Internet

Start C:\Docu... Novell Gr... ClinLab ... CLINLAB... 2:53 PM

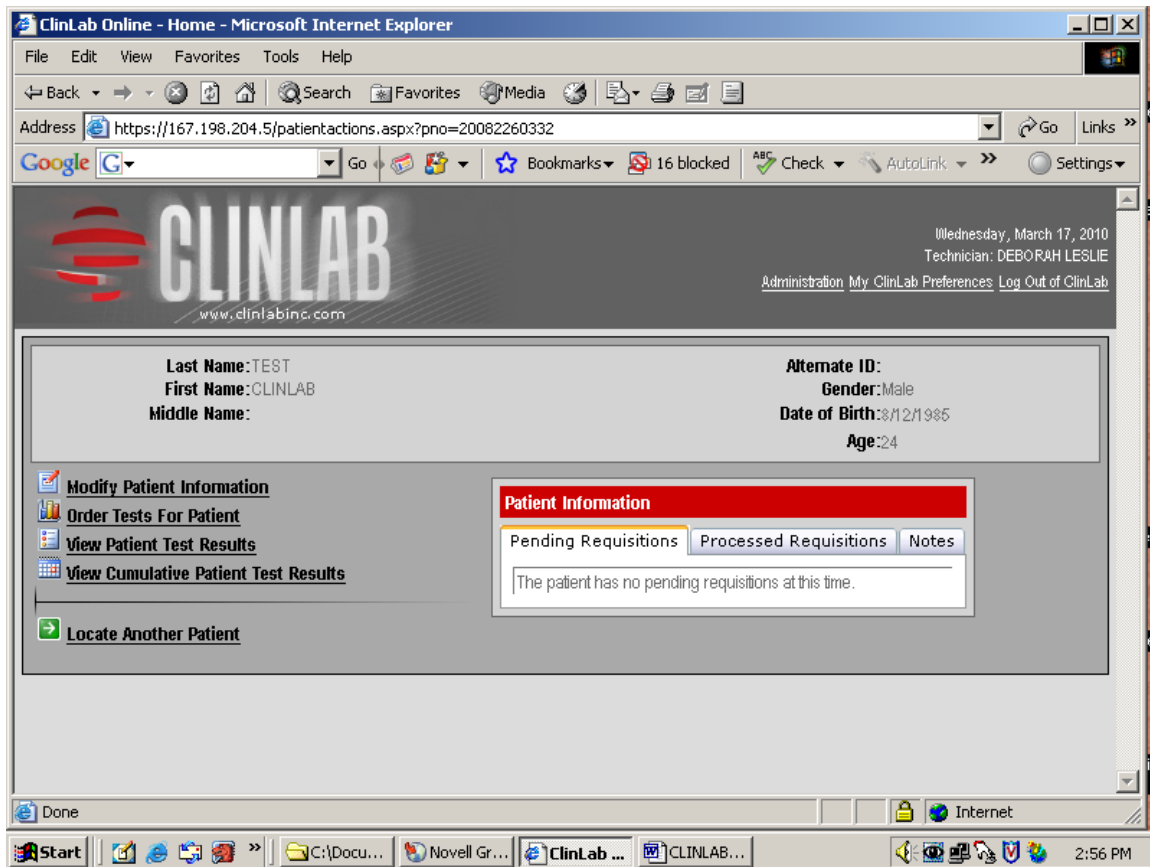
Click on **“Remove Order”** button

CLINLAB REMOTE ORDER ENTRY PROCEDURE



Click "OK"

CLINLAB REMOTE ORDER ENTRY PROCEDURE



You can see that you have no pending tests.