Quanum®
eLabs

Placing Lab Orders

The *Order Entry* page enables you to file a complete lab order. Before you can file an order, you must provide at least all of the required information, indicated with an asterisk (*).

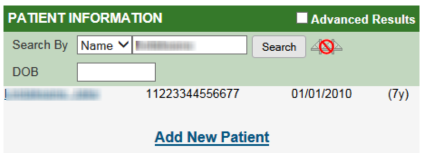
Note: For more information, refer to the online help.

Retrieve or Add a Patient

1 Navigate to the *Order Entry* page.

2 If the patient's information does not appear automatically in the *Patient Information* area, do one of the following:

- **Retrieve an existing patient:**



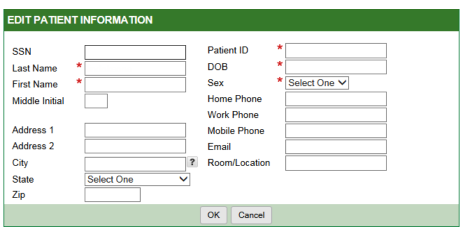
a In the *Search By* list, click *Name*, *PID*, or *SSN*.

b If you clicked *Name* or *SSN*, type at least the first three characters of the patient's last name or Social Security Number (SSN) in the adjacent box. If you clicked *PID*, type at least the first character of the patient ID.

c Click *Search*.

d Click the appropriate patient in the search results list.

- **Add a new patient:**



a Click *Add New Patient*.

b Complete at least the required patient demographic information and click *OK*.

c If the *Additional Information* area appears, complete any required fields.

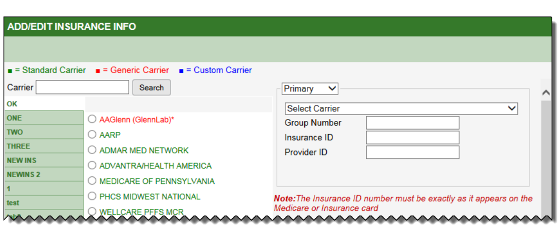
3 In the *Order Details* area, do the following:

a In the *Bill Type* list, click the party responsible for paying for the test. If the *Relation* list appears, click the relationship of the patient to the guarantor or insurance holder.

b If a physician is required, at *Physician*, type the first few characters of the physician's last name and click the physician in the displayed list.

Specify an Insurance Carrier

1 If appropriate, in the *Insurance* area, click *Add Insurance Information*.



2 In the carrier list, click the carrier.

3 Complete the required insurance information and click *OK*.

Specify a Guarantor

1 If appropriate, in the *Guarantor* area, click *Add Guarantor Information*.

2 Complete the required information and click *OK*.

Verify Insurance Eligibility

1 Click *Next*.

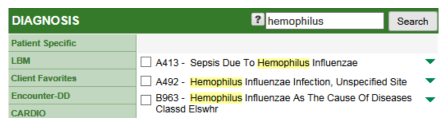
2 If the *Eligibility Verification* dialog box appears, do one of the following:

a Click the option button next to the appropriate information (or click *Select All*), and then click *Continue*.

b Click *Edit* to change the carrier or make other changes.

Specify a Diagnosis

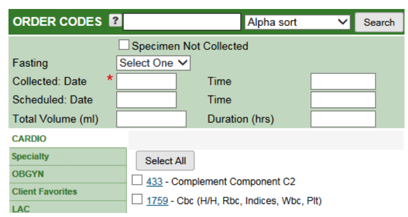
1 In the *Diagnosis* area, type a diagnosis code or name and click *Search*.



2 In the search results list, select the appropriate check box.

Specify a Test

1 In the *Order Codes* box, type a test name or order code and click *Search*.



2 In the search results list, select the appropriate check box.

3 In the *Collected Date* box, type the collection date if it does not already appear.

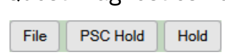
4 Complete any other required fields.

5 In the *Profiles/Tests* area, if a colored box appears, click the box, respond to the prompts, and then click *Save*.

Colored boxes indicate additional information that must be provided prior to submitting the order, such as: AOE questions, template information, Pap information, specimen type, Medicare Limited Coverage Policy, or insurance coverage rules.

Complete the Order

1 Click *File* to complete the order, *Hold* to save it for later, or *PSC Hold* to save it and print a letter that the patient can take to a Quest Diagnostics Patient Service Center (PSC).



2 If prompted, click *Edit* to change the guarantor's address and then click *OK*, click the reason for not changing it, or click the correct address.

3 On the *Verify Order* page, click *Save*.

4 Print the requisition and labels, or the PSC letter, as appropriate.

For help, contact the Help Desk at 1.800.697.9302

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