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 (*).

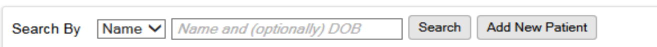
Note: For more information, refer to the online help.

Retrieve or Add a Patient

1 Navigate to the streamlined *Order Entry* page.

2 Do one of the following:

- **Retrieve an existing patient:**



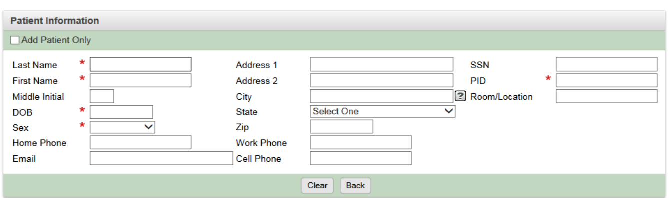
a In the *Search By* list, click *Name*, *SSN*, or *PID*.

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

c Click *Search*.

d Click the appropriate patient in the search results list.

- **Add a new patient:**

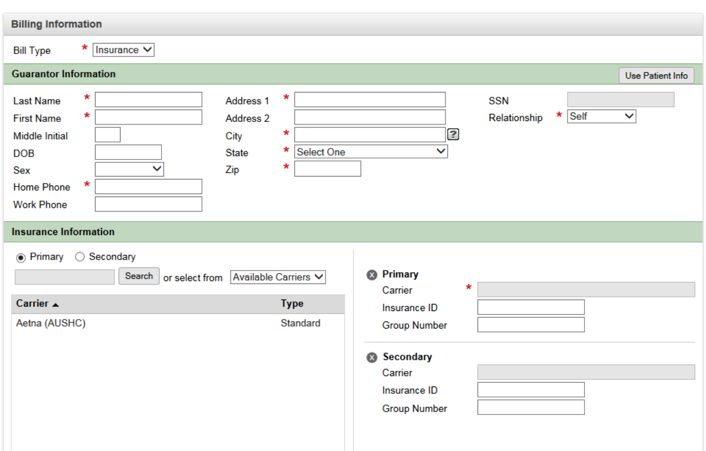


a Click *Add New Patient*.

b In the *Patient Information* area, complete at least the required information.

Provide Billing Information

1 At *Bill Type*, click the entity responsible for paying for the test (*Client*, *Patient*, or *Insurance*). The available options vary by client.



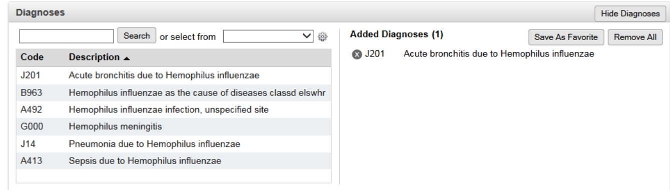
2 Provide any guarantor or insurance information (if necessary).

To specify a primary insurance carrier, begin typing the carrier name, and then click the appropriate one in the list. Then complete the required information on the right-hand side of the page.

To specify a secondary insurance carrier, click *Secondary* and repeat that procedure. (Not all labs and clients support secondary insurance.)

Specify a Diagnosis

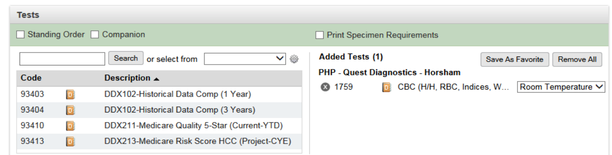
In the *Diagnoses* section, begin typing the diagnosis name or ICD code, and then click the appropriate one in the list.



Note: If the *Diagnoses* section is collapsed, a diagnosis is not required. To add one anyway, click *View Diagnoses*.

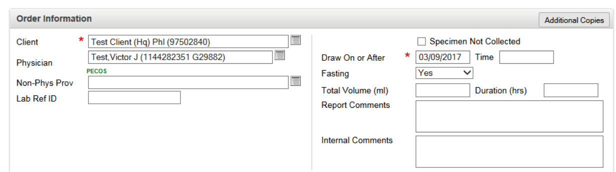
Specify a Test

1 In the *Tests* section, type at least two characters of the test name or order code, and then click the appropriate one in the list.



2 If an *Additional Information* section appears, provide the required information.

Complete the Order



1 If the appropriate client does not appear in the *Client* box, type the first few characters of the client's name and click the appropriate one in the list.

2 If the appropriate physician does not automatically appear in the *Physician* box, type the first few characters of the physician's last name, NPI, or UPIN, and click the appropriate one in the list (if required).

3 Click in the *Draw On or After* box and then click the appropriate date on the calendar, or type the date that the specimen was collected.

4 Complete any other required fields.

5 At the bottom of the page, click *Finalize* to complete the order now, or click *Hold* to save the order so you can complete it later. To have the specimen collected at a Patient Service Center (PSC), select *Include PSC Hold Letter* and then click *PSC Hold*.

6 If the *Guarantor Address Validation* dialog box appears, click *Edit* to change the address, or click the correct address or the reason for not changing it, and then click *Continue*.

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

- Click the option button next to the appropriate information (or click *Select All*), and then click *Continue*.
- Click *Edit* to change the carrier or make other changes.

8 Print the requisition and labels, as appropriate.

For help, contact the Help Desk at 1.800.697.9302

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