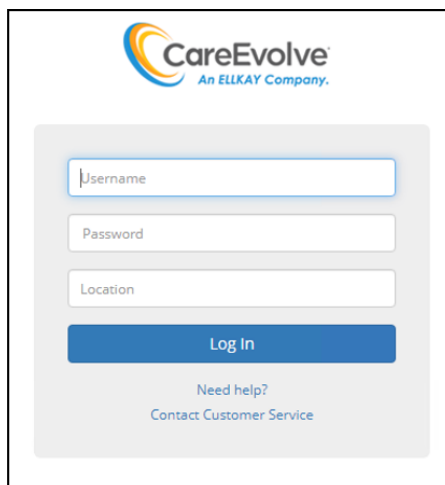


General Information: Login

Open a web browser and go to your site <customername>.careevolve.com.

Login with your username, password, and location. If you have forgotten your login credentials, follow the online prompts to reset or retrieve your password, username, or location. If you have any further questions about your login, contact Client Services by calling the number listed, or by using the link.


If there is no email address stored in your CareEvolve User Account, you will be asked to enter your email address after your 5th login. Either enter your email address or click the **Continue** link to ignore. You will be prompted 3 more times in the future (after the 15th, 30th, and 45th login), and if you choose to ignore the message after the 45th login, you will not be asked again. *Note:* if you forget your password and attempt to use the online prompts to reset it, your email address must be attached to your user account.



The image shows a screenshot of the CareEvolve login interface. At the top is the CareEvolve logo with the tagline 'An ELKAY Company.'. Below the logo is a light gray rectangular box containing the login fields. Inside this box, there are three white input fields stacked vertically, labeled 'Username', 'Password', and 'Location'. Below these fields is a blue button with the text 'Log In'. At the bottom of the gray box, there is a link that says 'Need help? Contact Customer Service'.

General Information: EULA

If this is the first time logging in, and your lab has implemented it, you will be required to accept or decline an end-user license agreement (EULA) to enter CareEvolve. Unless it is modified and published again by an administrator, you will only see the EULA once.

 RESULTS ▾ ORDERS ▾ PATIENTS ▾ Q CAREEVOLVE TEST ▾

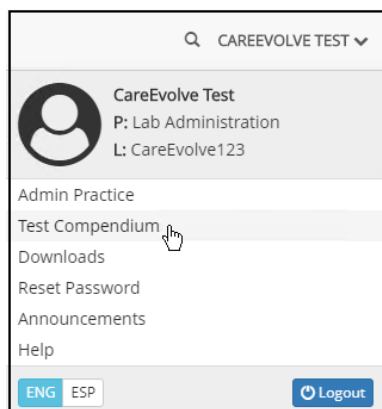
End-user license agreement

EULA agreements are typically presented to users for acceptance during the installation or set-up stage of the software. A pop-up window that prompts a user to check a box that shows they accept the terms before continuing is a very common and effective way of obtaining acceptance for legal terms.

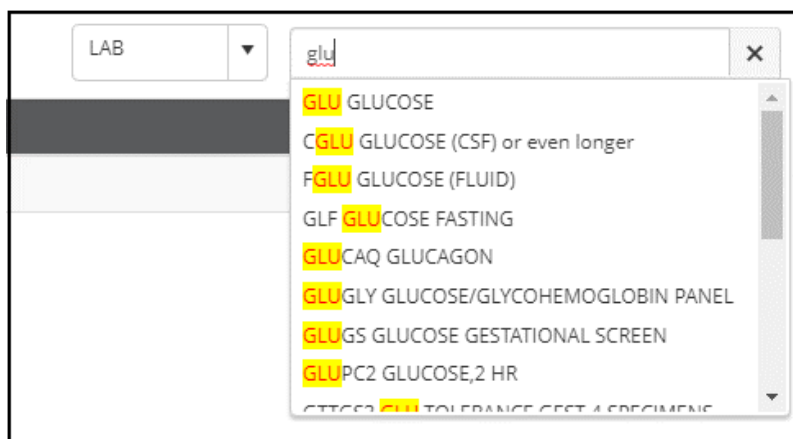
The terms of an EULA define the scope of how the software can be used, and any rights the buyer of the software application may have.

Liability of limitation clauses can also be included, to disclose that if the software app damages the equipment or any data of the user, the license or provider of the software cannot be held liable for the damages.....

General Information: Test Compendium

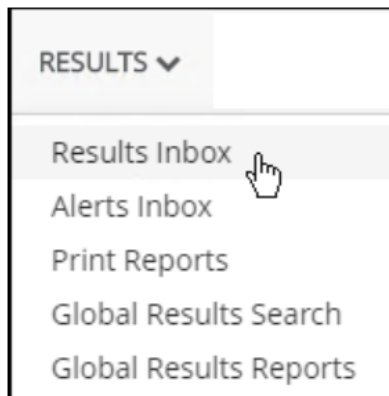


The test compendium provides the ability to locate and check the details of all orderable tests set up in your system.



Begin to type the name of the test, and a returned list of matches will appear. Select the test to see its details.


Results: Inbox



The **Results Inbox** link under the Results tab displays recent lab results.

- The results Inbox displays a predetermined number of days' worth of results, referred to as the "Results History Threshold."
- Results are organized by result report date in descending order.
- If there are any alerts, they will be grouped together at the top of the list of results. Alerts are customized ranges set up in your system.
- You may sort by column headings. Click the heading once to sort in ascending order and click again to sort in descending order.
- When a Provider user type logs in:
 - the Provider filter will default to show the provider logged in
 - if there are no results for the provider who logged in, then the page will display all provider results

Column Name	Description
Name	Sorted by patient last names.
Date	Resulted date.
Requisition	Order identification number.
Lab	Laboratory where test analysis is performed.
Abnormal	Y or N to indicate an abnormal result.
Alerts	Y or N to indicate a physician-defined alert value. Alert results will automatically appear at the top of the Inbox results list.
Status	Defines the status of the results. P=Preliminary F=Final R=Revised Final C=Corrected Final
Provider	Ordering provider.
Viewed	Y or N to indicate that the result has been viewed.
Printed	Y or N to indicate that PDF result format has been displayed. (May or may not have been printed to paper.)









RESULTS ▾
 ORDERS ▾
 PATIENTS ▾

Q CAREEVOLVE TEST ▾

Results Inbox

CareEvolve123 ▾
 All Reports ▾

Name	Date	Requisition	Lab	Abnormal	Alerts ▾	Status	Provider	V	P	
Upload, Test	06/06/2017	CEUploadEmailTest013	Laboratory Name	N	Y	F	Test, Physician	Y	Y	
UPLOAD, TEST	06/06/2017	TestUploadDevOne001	Laboratory Name	N	Y	F	Physician, Test	Y	Y	
TestPDF, devone	06/06/2017	444555666	Laboratory Name	N	Y	F	OP, Test	Y	Y	
TestPDF, Third	06/06/2017	098765	Laboratory Name	N	Y	F	UNKNOWN	Y	Y	
testbhul06, testbhul06	07/04/2021	13330	Laboratory Name	N	N	P	Patel, Bhautik	Y	N	
TEST14, LAUREN14	09/11/2020	234432	Laboratory Name	N	N	F	Test, Doc	Y	Y	
test, ano	09/01/2020	13844	LABCORP	N	N	P	test, provider	N	N	
test, lauren	08/24/2020	222	Laboratory Name	N	N	F	Test, Doc	N	Y	

Status :
 P = Preliminary F = Final C = Corrected Final

Load More

Results: Result Details

Results Inbox			
Name	Date	Requisition	Lab
TEST3, JAEGER3	04/10/2019	456456	Laboratory
TEST_UPLOAD1	Collected Date: 04/04/2019 00:00 Received Date: 01/01/0001 00:00 Manual Pathology Report	12345upload1	Laboratory
CareEvolve, Test		CETEST1234	Laboratory
373, TEST m	03/18/2019	CETEST1234	Laboratory
TEST, BOBBY	03/12/2019	123443	Laboratory
TEST, BOBBY	03/12/2019	123443	Laboratory

When the cursor is placed over the patient's name in the Results Inbox, the tests included in the result will appear in a pop-up or "bubble" box. Test names in red indicate an abnormal result test names in red and with a red exclamation point indicate a custom alert. If the result is an image report, the popup bubble will show the Collected Date/Time, Received Date/Time, and test level data if available.

From Results Inbox, click on the name of the patient.

Name	Date	Requisition	La
Upload, Test	06/06/2017	CEUploadEmailTest013	La
Upload, Test	06/06/2017	CEUploadEmailTest013	La
UPLOAD, TEST	Collected Date: 11/08/2016 00:00 Received Date: 06/06/2017 05:19 Manual Pathology Report	TestUploadDevOne001	La
TestPDF, devone		444555666	La
TestPDF, Third	06/06/2017	098765	La
TEST3, JAEGER3	04/10/2019	456456	La

Result Detail

[Back to Results Inbox](#) Chart Tools ▾ Archived Print Save Fax ▾ Email ▾ Result 8 of 104 < >

TEST14, LAUREN14

OFFICE ID: 0136081 LAB MRN: 0136081^AMMR PHONE: D.O.B: 09/28/1971 AGE: 48 Yrs SEX: F

REQUISITION #: 234432 BILLING ACCOUNT #: COLLECTED DATE: 9/11/2020 12:00:00 AM RECEIVED DATE: ORDERING MD: Test, Doc

Test Description	Results	Abnormal	Reference Range	Units	Lab	Note
Manual Pathology Report Source:	Result: 09/11/2020 11:21			(Status: F)		
-- END OF REPORT --						

Result Activities +

[Back to Results Inbox](#) Chart Tools ▴ Archived Print Save Fax ▴ Email ▴ Result 8 of 104 < >

- Use the **Print** button to view and print the report in PDF format.
- Use the **Save** button to save the file.
- If enabled, use the **Fax** button to fax the result to either a provider or the patient.
- If enabled, use the **Email** button to release the result to the patient. (See the Patient Portal Guide for more information.)
- To exit the result details page and return to the main list of results, click the *Back to Results Inbox* link.

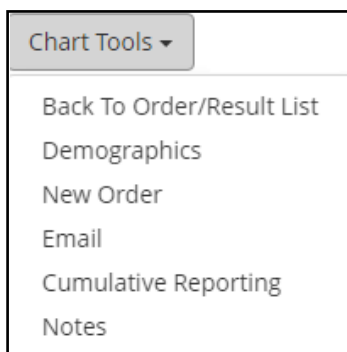
Result Activities: at the bottom of the page, click the **+** sign to expand **Result Activities**. Any action on the result will appear in the expansion (Viewed, Saved, Printed, Printed in batch#, Faxed to Provider, Faxed to Patient, Emailed to Patient by a user, Emailed to Patient by interface).

Test Description	Results	Abnormal	Reference Range	Units	Lab	Note
----- MISCELLANEOUS -----				(Status: F)		
C.TRACH_AMPLI. DNA URINE	POSITIVE	*	NEGATIVE	TEST	TEST	
N.GONOR_AMPLI. DNA URINE	NEGATIVE	*	NEGATIVE	TEST	TEST	
-- END OF REPORT --						

Result Activities +

[Back To Order/Result List](#) Chart Tools ▴ Print Result Save Email ▴ Result 1 of 1

Chart Tools: click the **Chart Tools** button at the top of the result details page to access:



Back to Order/Result List	Displays the patient's chart.
Demographics	Displays the patient's demographics page.
New Order	Displays either the Bridge Patient or Advanced Search page.
Email	Displays the email tab for the patient, where access to the patient portal can be set up. (Separate User Guide)
Cumulative Reporting	Displays the cumulative report page in the patient's chart.
Notes	Opens another window where provider notes may be entered, and once saved, will appear on the last page of the printed report.

Results: Cumulative Reports

Cumulative Reporting: A cumulative report for a patient may be generated from the Chart Tools on the Result Details page or from the patient's chart.

Name: PORTAL1, PATIENT1 Office Id: DOB: 10/15/1963 Gender: M Primary Insurance: --

Order/Result List Demographics **Cumulative Reporting** Email

All Dates MM/DD/YYYY - MM/DD/YYYY Chart Analytes Select Profiles Select Tests **Generate Report**

- **Search** for cumulative reporting **profiles** (set up by the practice administrator) in the Profiles box.
- If the profile contains a test that the patient was not tested on (and therefore has no result for), the test will still appear in the report, but will be empty.
- **Search** for **individual** tests which have been recently resulted for the patient in the Tests box.
- **Search again** to add more profiles or tests
- Click **Generate Reports** button.

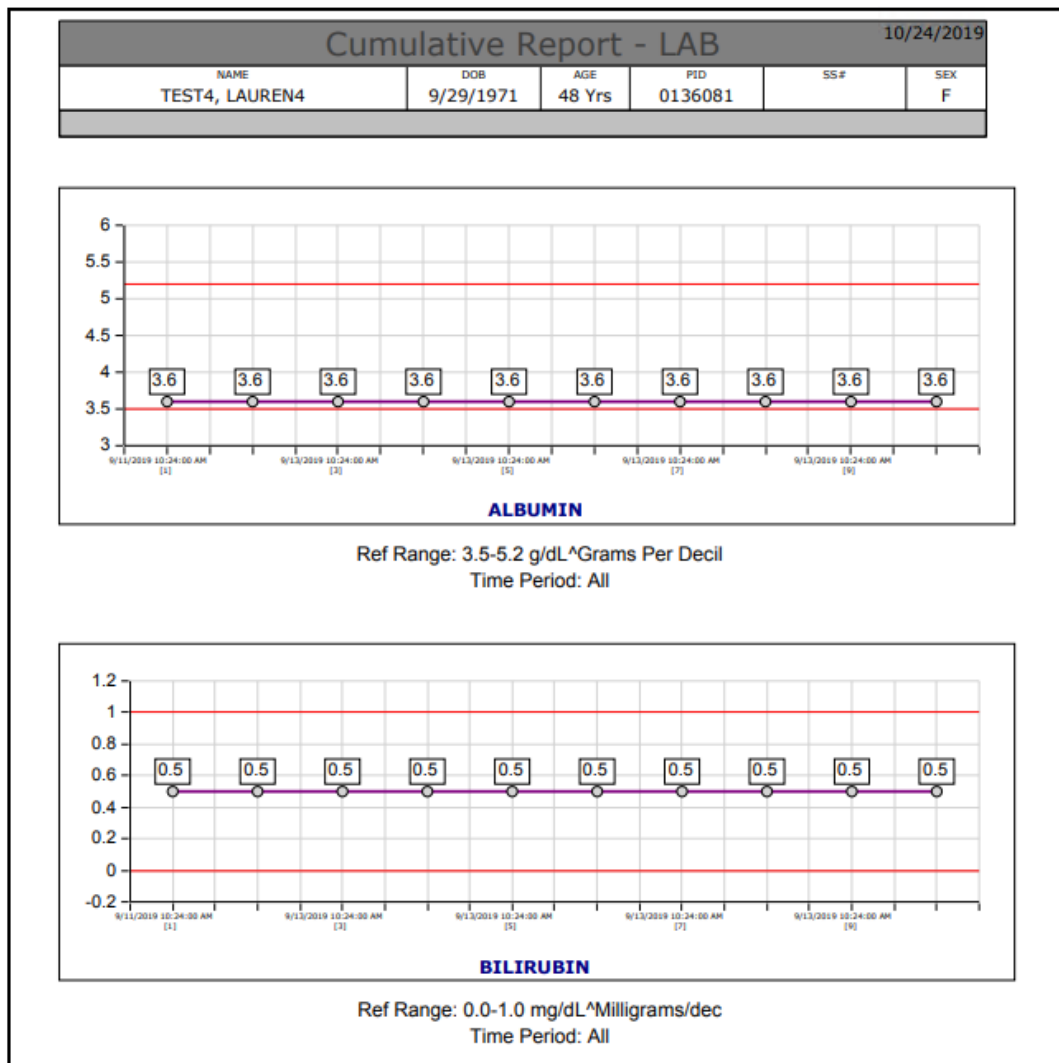
Chart analytes format example:

Cumulative Report - LAB 10/24/2019											
NAME		DOB	AGE	PID	SS#	SEX					
TEST4, LAUREN4		9/29/1971	48 Yrs	0136081		F					
	Reference Range	9/11/2019 10:24:00 AM	9/11/2019 10:24:00 AM	9/13/2019 10:24:00 AM	9/13/2019 10:24:00 AM	9/13/2019 10:24:00 AM	9/13/2019 10:24:00 AM	9/13/2019 10:24:00 AM	9/13/2019 10:24:00 AM	9/13/2019 10:24:00 AM	9/13/2019 10:24:00 AM
ALBUMIN	3.5-5.2 g/dL^Grams Per Decil	3.6	3.6	3.6	3.6	3.6	3.6	3.6	3.6	3.6	3.6
BILIRUBIN	0.0-1.0 mg/dL^Milligram s/dec	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
CALCIUM	8.8-10.3 mg/dL^Milligram s/dec	8.8	8.8	8.8	8.8	8.8	8.8	8.8	8.8	8.8	8.8

Chart dates format example:

Cumulative Report - LAB 10/24/2019											
NAME		DOB	AGE	PID	SS#	SEX					
TEST13, LAUREN13		9/28/1971	48 Yrs	0136081		F					
	ALBUMIN	ALBUMIN: MCNC:PT: SER/PLAS:QN:	BILIRUBIN	BILIRUBIN: MCNC:PT: SER/PLAS:QN:	CALCIUM	CALCIUM: MCNC:PT: SER/PLAS:QN:					
Reference Range	3.5-5.2 g/dL^Grams Per Decil		0.0-1.0 mg/dL^Milligra ms/dec		8.8-10.3 mg/dL^Milligra ms/dec						
9/13/2019 10:24:00 AM	3.6		0.5		8.8						
9/13/2019 10:24:00 AM	3.6		0.5		8.8						
9/13/2019 10:24:00 AM	3.6		0.5		8.8						
9/13/2019 10:24:00 AM	3.6		0.5		8.8						
9/13/2019 10:24:00 AM	3.6		0.5		8.8						

Graph format example:

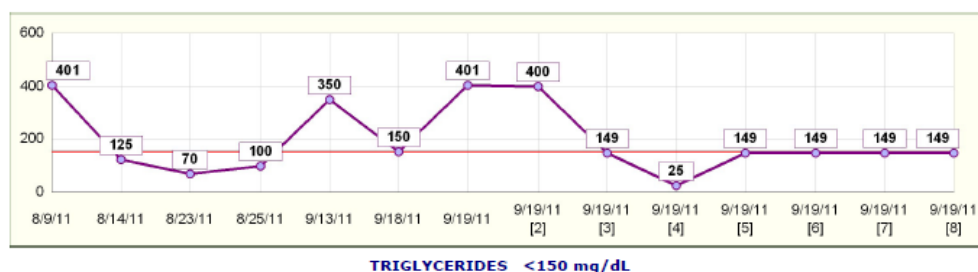


Results: Result Report Addendums

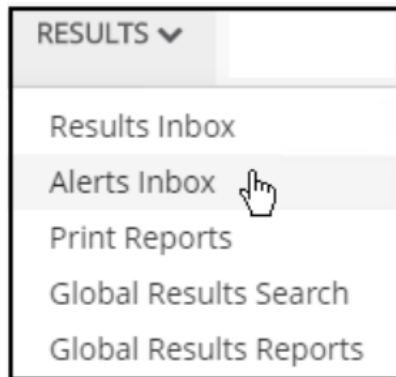
AutoCumulative Report: If the location is setup for AutoCumulative reports, it will appear at the end of the printed result report.

Demo Practice 12 Smith Street Chicago, IL 11111							
NAME TESTING, IMA			OFFICE CHART #			ORDERING PHYSICIAN Miller, Scott	
REQUESTION #	MRN	DATE COLLECTED 05/05/2009 06:00	DATE RECEIVED 05/05/2009 06:00	DATE OF REPORT 05/26/2009 12:00	DOB 01/01/1951	AGE 58 Yrs	SEX M
Test Description	Results					Reference	Units
Accession No	F	F	F	F	F		
Collected Date	05/05/2009	04/04/2009	03/03/2009	02/02/2009	01/01/2009		
Doctor	Miller, Scott	Miller, Scott	Miller, Scott	Miller, Scott	Miller, Scott		
BUN	10	13	11	12	10	6-20	mg/dL
CREATININE	1.0	0.6 L	1.0	1.6 H	1.0	0.7-1.5	mg/dL
Sodium	140	140	140	140	140	135-146	mmol/L
Potassium	4.0	4.0	4.0	4.0	4.0	3.5-5.0	mmol/L
Chloride	110	110	110	110	110	98-111	mmol/L
CO2	25	25	25	25	25	24-32	mmol/L
Glucose	180 H	170 H	161 H	152 H	146 H	70-120	mg/dL
ANION GAP	13	13	13	13	13	5-14	mmol/L
Calcium	9.8	9.8	9.8	9.8	9.8	8.3-10.5	mg/dL
GFR ESTIMATED	>60	>60	>60	>60	>60	>60	mL/min

AutoGraph Report: If the location is setup for **AutoGraph** reports, they will appear at the end of the printed result report. The analytes to appear in the graphs are setup in Practice Administration > Customs > Graphs.








Results: Alerts Report

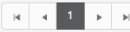



The **Alerts Report** link will display a list of all Inbox results with an alert value.

From the report, you can click the patient name link to view the result details page for the patient; you can click the **Print** button link to view the same patient report in printer friendly version.

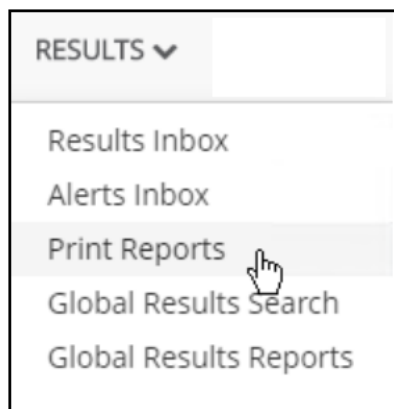
An option is available to **hide** this page and the Alerts column in the Results Inbox if necessary, for your lab. Please contact your Ellkay Implementation Manager for more information.

Alerts Inbox										All Locations
Name	Date	Test	Value	Requisition	Office Id	Age	Gender	Phone	Provider	
Upload, Test	06/06/2017			CEUploadEmailTest013					Test, Physician	
Upload, Test	06/06/2017			CEUploadEmailTest013					Test, Physician	
UPLOAD, TEST	06/06/2017			TestUploadDevOne001					Physician, Test	
TestPDF, devone	06/06/2017			444555666					OP, Test	
TestPDF, Third	06/06/2017			098765					UNKNOWN	


Reports 1 thru 5



Results: Print Reports



Generate batch reports and open them from the **Print Reports** page.
Filter reports using the dropdowns.

Print Reports All Types ▾ All Users ▾ All Batches ▾

Unprinted Reports ▾ 08/25/2019 10/24/2019 All Reports ▾ CUSTOM Generate Reports

☐ All
☒ LOC5 (loc5)
☐ PSC5 (PSC5)

Batch ID ↓	Type	Description	By	Spooled	Finished
10688	Lab Reports	09/01/2019 thru 09/30/2019 (MM/DD/YYYY) Acct: loc5 No reports to print.	practice5	09/30/2019 11:05:00	N/A
10687	Lab Reports	08/01/2019 thru 09/30/2019 (MM/DD/YYYY) Acct: loc5 No reports to print.	practice5	09/30/2019 11:04:00	N/A
10686	Image Reports	08/01/2019 thru 09/30/2019 (MM/DD/YYYY) Acct: loc5 No reports to print.	practice5	09/30/2019 11:04:00	N/A

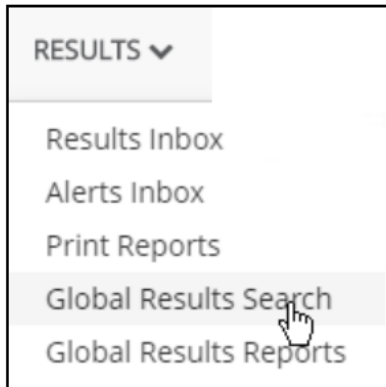
Use the report prompts along the top of the page to specify the type of report to be run and click the **Generate Reports** button. An Unprinted Report is a report which has not yet been “printed” (meaning, previously displayed in PDF format).

Unprinted Reports ▾ 02/21/2019 04/22/2019 All Reports ▾ LAB CareEvolve123, LABCO CareEvol... Generate Reports

Unprinted Reports
All Reports
Finals Only

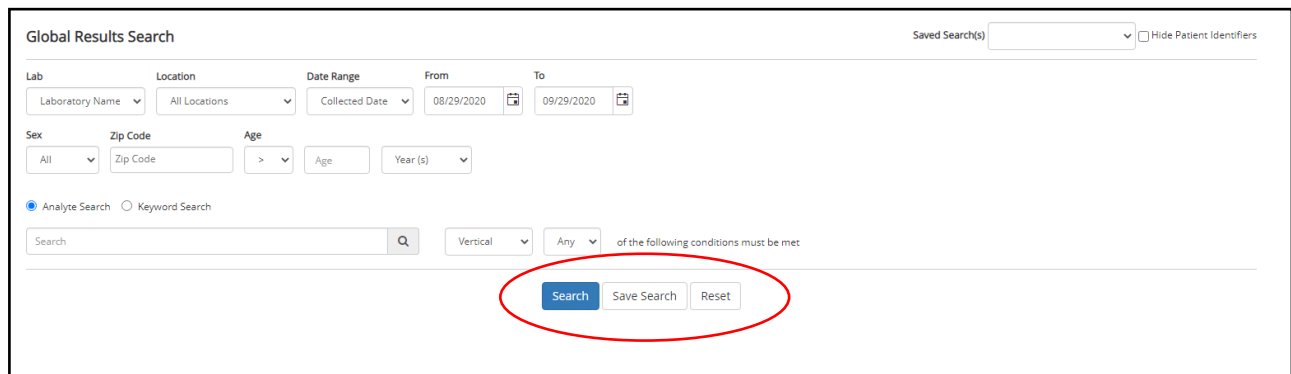
Description	By	Spooled
All Results Unprinted LAB,LABCO,QUEST ...	AUTOLAB	04/16/2019 14:0

Results: Global Results Search

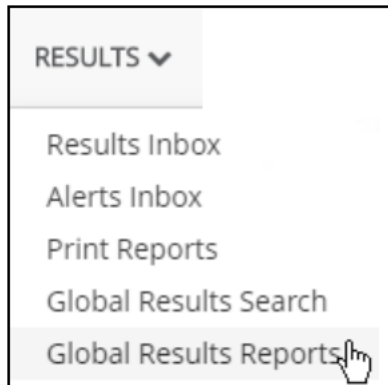


On this screen, you may search for specifically defined results from your entire patient population. Search criteria include: location, date range, patient age, patient gender, patient ZIP code, analytes (up to 10 may be defined) and their specific values (Any of the conditions or All the conditions met), keyword search (for text-based results).

- Select the output for the report: Browser, spreadsheet, or PDF. Analytes in the browser or a spreadsheet may be displayed horizontally or vertically.
- Enter the date range for the search. Note: Only analytes that were resulted during that date range will appear in the analyte search.
- A search may also be generated to contain no patient names or IDs by using the **Hide Patient Identifiers** option. “Anonymous” will appear in the place of the patient name.
- Save the search for future use by clicking the Save Search button and naming the search.
- To clear all fields, click the **Reset** button. To save the details of the search, click the **Save Search** button. Saved searches may be deleted.

A screenshot of the 'Global Results Search' web form. The form has a title bar with 'Global Results Search' on the left and 'Saved Search(s)' with a dropdown arrow and a 'Hide Patient Identifiers' checkbox on the right. Below the title bar are several input sections: 'Lab' with a 'Laboratory Name' dropdown; 'Location' with an 'All Locations' dropdown; 'Date Range' with 'Collected Date' dropdown and 'From'/'To' date pickers showing '08/29/2020' and '09/29/2020'; 'Sex' with an 'All' dropdown; 'Zip Code' with a text input; 'Age' with a '>' dropdown and 'Age'/'Year (s)' text inputs. Below these are radio buttons for 'Analyte Search' (selected) and 'Keyword Search'. A search bar with a magnifying glass icon is next to them. To the right of the search bar are dropdowns for 'Vertical' and 'Any', followed by the text 'of the following conditions must be met'. At the bottom of the form, three buttons are circled in red: 'Search' (blue), 'Save Search' (grey), and 'Reset' (grey).

Results: Global Results Report



Use this page to review Global Report Searches.

- Reports can be **modified** and regenerated.
- Reports can be **saved** locally or **exported** to Excel.
 - Exports contain all patient data.
- Reports can be **deleted**.

All Locations				Update		
<input type="checkbox"/>	NAME	Edit	ANALYTES / KEYWORDS	Date Range	REQUESTED BY, DATE	EXPORT
<input type="checkbox"/>	12678	Modify	Covid19_Diagnostic SARS-CoV2 Real-time Reverse Transcriptase (RT)-PCR Diagnostic Assay ALL	08/01/2020 - 01/21/2021	careevolve, 01/21/2021 7:30AM	Save Spreadsheet
<input type="checkbox"/>	12677	Modify	Covid19_Diagnostic SARS-CoV2 Real-time Reverse Transcriptase (RT)-PCR Diagnostic Assay ALL	08/01/2020 - 01/21/2021	careevolve, 01/21/2021 7:30AM	Save Spreadsheet
<input type="checkbox"/>	12676	Modify	Covid19_Diagnostic SARS-CoV2 Real-time Reverse Transcriptase (RT)-PCR Diagnostic Assay ALL	08/01/2020 - 01/21/2021	careevolve, 01/21/2021 7:29AM	Save Spreadsheet
<input type="checkbox"/>	12675	Modify	Covid19_Diagnostic SARS-CoV2 Real-time Reverse Transcriptase (RT)-PCR Diagnostic Assay ALL	08/01/2020 - 01/21/2021	careevolve, 01/21/2021 7:27AM	Save Spreadsheet
<input type="checkbox"/>	12674	Modify	Covid19_Diagnostic SARS-CoV2 Real-time Reverse Transcriptase (RT)-PCR Diagnostic Assay ALL	08/01/2020 - 01/21/2021	careevolve, 01/21/2021 7:22AM	Save Spreadsheet
<input type="checkbox"/>	12673	Modify	Covid19_Diagnostic SARS-CoV2 Real-time Reverse Transcriptase (RT)-PCR Diagnostic Assay ALL	08/01/2020 - 01/21/2021	careevolve, 01/21/2021 7:21AM	Save Spreadsheet
<input type="checkbox"/>	12672	Modify	Covid19_Diagnostic SARS-CoV2 Real-time Reverse Transcriptase (RT)-PCR Diagnostic Assay ALL	08/01/2020 - 01/21/2021	careevolve, 01/21/2021 7:15AM	Save Spreadsheet

Report Preview

Print

ResultPDFReportFiltered

1 / 1

Lab: LAB

Age: All

Any Analyte(s) Below:

001016 [Calcium]: All Values

001206 [Chloride]: All Values

Location: All Locations

Sex: All

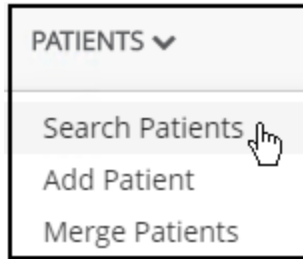
Collected Date Range:

08/08/2000 - 09/08/2020

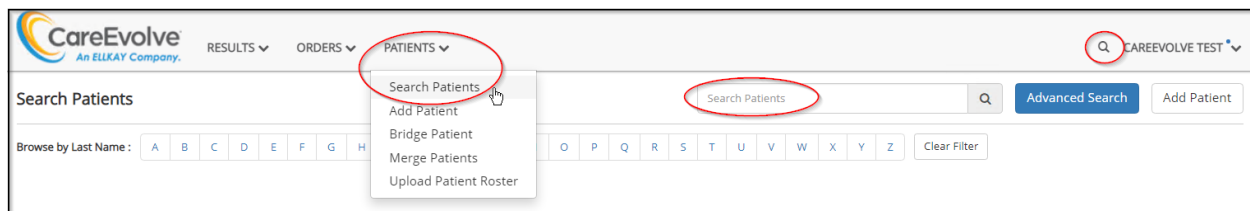
Zip Code(s): All

Patient	Requisition	Patient ID	Birth Date	Phone	Provider	Test	Result	Coll Date	Result Date
TEST13, LAUREN13	17130535340	0136081	09/28/1971		phys, phys	Chloride	100	06/19/2020 09:39	06/20/2020 02:05
						Calcium	10.0	06/19/2020 09:39	06/20/2020 02:05
TEST13, LAUREN13	16928613980	0136081	09/28/1971		phys, phys	Chloride	100	06/17/2020 10:41	06/18/2020 09:06
						Calcium	10.2	06/17/2020 10:41	06/18/2020 09:06
TEST13, LAUREN13	16828615210	0136081	09/28/1971		phys, phys	Chloride	108	06/16/2020 14:54	06/18/2020 14:06
						Calcium	9.1	06/16/2020 14:54	06/18/2020 14:06
TEST13, LAUREN13	16228610690	0136081	09/28/1971		phys, phys	Chloride	104	06/10/2020 10:31	06/11/2020 17:06
						Calcium	9.8	06/10/2020 10:31	06/11/2020 17:06
TEST14, LAUREN14	15750465230	0136081	09/28/1971		phys, phys	Chloride	101	06/05/2020 11:19	06/10/2020 11:06
						Calcium	9.4	06/05/2020 11:19	06/10/2020 11:06

Patients: Search



Use the magnifying glass icon at the top of the page or click Patients > Search Patients to open the **Search Patients** page. This field will search on last name, first name, and MRN.



- Use the **ABC bar** to narrow the patient list.
- **Type** the name of the patient in the search box.
- Click the **Add Patient** button if the patient cannot be located and needs to be added.
- Click the **Advanced Search** button to search by ID, Accession#, DOB, or SSN.


Advanced Search

Last Name:	<input type="text"/>	<input type="checkbox"/> SOUNDEX	First Name:	<input type="text"/>	Office Id:	<input type="text"/>
Accession #:	<input type="text"/>		DOB:	<input type="text" value="MM/DD/YYYY"/>	SSN:	<input type="text"/>
Lab ID:	<input type="text"/>					

Patients: Add

PATIENTS ▾

Search Patients

Add Patient 

Merge Patients

The Add Patient page (or Patient Demographics page) is divided into three main areas: **Demographics**, **Guarantor**, and **Insurance**. All fields with red text are required and must be completed, or the new patient cannot be saved. By default, **Self** will automatically be populated into the Guarantor field, as seen below. (**Note:** Visible and required fields are customizable.)

Add Patient

Demographics

Last Name:

Date of Birth:

Office Id:

Country:

Street 1:

Street 2:

Zip/Postal Code:

County/Parish:

Mobile Phone:

Room:

Race:

Ethnic Group:

First Name:

Gender:

MRN:

City:

State/Province/Region:

Middle Name:

Email:

Guarantor

Relation:

Last Name:

Date of Birth:

Same Address As Patient: ☐

Country:

Street 1:

Street 2:

Apartment:

Zip/Postal Code:

County/Parish:

Mobile Phone:

First Name:

Gender:

City:

State/Province/Region:

Middle Name:

Insurance - 1

Insurance:

Search:

Group ID:

Policy ID:

Expires:

Relation:

Last Name:

Date of Birth:

Country:

Street 1:

Street 2:

Apartment:

Zip/Postal Code:

County/Parish:

Group Name:

Plan ID:

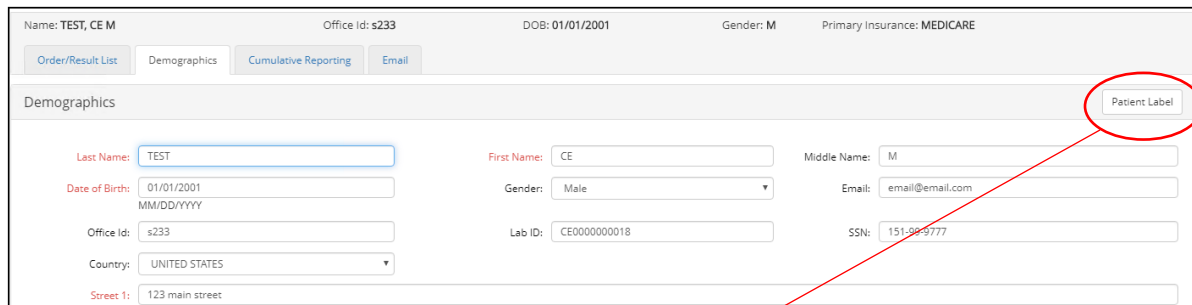
City:

State/Province/Region:

Certificate #:

Copy Guarantor

Once a patient has been added to CareEvolve, a **Patient Label** button will appear on the demographics page.



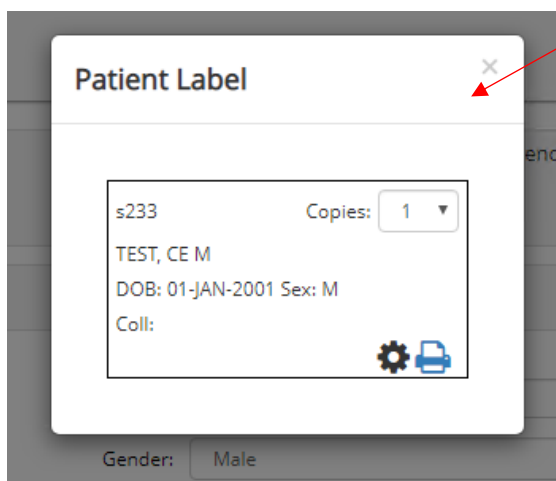
Demographics page for patient TEST, CE M. The Patient Label button is circled in red.

Header: Name: TEST, CE M | Office Id: s233 | DOB: 01/01/2001 | Gender: M | Primary Insurance: MEDICARE

Buttons: Order/Result List | Demographics | Cumulative Reporting | Email

Demographics Section:

- Last Name: TEST
- First Name: CE
- Middle Name: M
- Date of Birth: 01/01/2001 (MM/DD/YYYY)
- Gender: Male
- Email: email@email.com
- Office Id: s233
- Lab ID: CE0000000018
- SSN: 151-99-9777
- Country: UNITED STATES
- Street 1: 123 main street

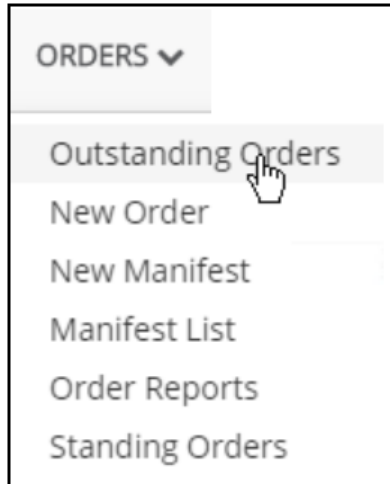


Patient Label dialog box:

- Office Id: s233
- Copies: 1
- Patient Name: TEST, CE M
- DOB: 01-JAN-2001 Sex: M
- Coll:
- Icons: Gear (Settings), Printer (Print)

Gender: Male

Orders: Outstanding Orders Inbox



Outstanding orders are orders which have been manifested but not yet resulted. Once resulted, orders with a status of **Final** or **Corrected Final** will automatically drop from this list. Orders with a **cancelled** status are unaffected and will remain on the list.

Orders may also be removed **manually**, in the case that order codes don't match result codes, or an order has a cancelled status.




Outstanding Orders

All Locations

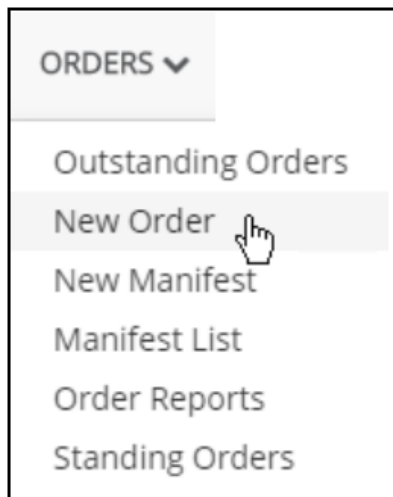
10/04/2018

04/22/2019

Update

	Provider	Ordered	Name	ID	Acc. #	Req. #	
<input type="checkbox"/>	Patel, Hiren	04/08/2019 16:30	CareEvolve, Test	CE0000000013		9073	
	CMVMB	CMV AB IGM,S					
<input type="checkbox"/>	Patel, Hiren	04/08/2019 16:29	CareEvolve, Test	CE0000000013		9072	
	CMVMB	CMV AB IGM,S					
<input type="checkbox"/>	physce, physce	04/08/2019 11:11	Alba, Jordan			9070	
	ADENAB	ADENOVIRUS AB IGG AND IGM					
	CMVPCQ	CMV DNA,QN,REAL-TIME PCR					

Orders: Ordering Overview

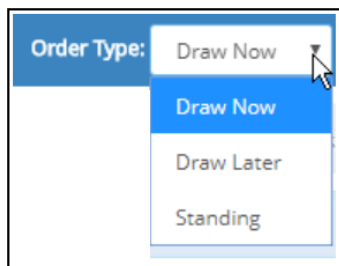


After a patient is selected and the new order is started, the general workflow of the ordering process is as follows.

- I. Select the **Order Type** and **Bill Type**.
- II. **Patient tab:** select Ordering Provider, Location, Lab, Fasting status and any missing required fields for the patient, guarantor, or insurance.
- III. **Tests tab:** tests are selected.
- IV. **Diagnosis tab:** diagnosis codes are selected.

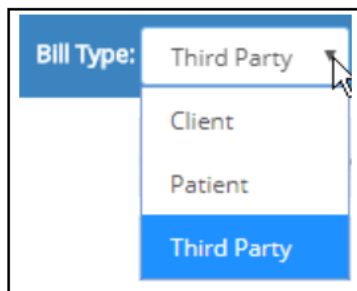
Draw Now	V. Review tab: final details for the order are added. VI. Order is completed ; requisition and label open for printing.
Draw Later	V. LabScript tab: modal opens with lab script of order.
Standing	V. Schedule tab: contains calendar for date selection VI. Summary tab: review of template order before submission

Order Types: There are three types of orders which may be created.



- I. **Draw Now:** Orders with today as the collect date. The order requisition and label (if applicable) are generated immediately. The order has a status of Complete.
 - II. **Draw Later:** Orders with a future collect date. A lab script is generated for office use and the order has a status of Incomplete.
 - III. **Standing:** A standing order spans multiple dates. A calendar tool is available in which future dates are selected. A standing order consists of a template order and one or more individual orders which have Incomplete status until the collect date when they are reopened and completed.
-

Bill Types: Available bill types are specific to the location. In some cases, if there is only one Bill Type available, the dropdown will be grayed out. Common Bill Types include Patient and Third Party.



Once the **Order Type** and **Bill Type** have been determined, the page will refresh, and ordering tabs will appear with the Patient tab open. Use the grid below to review how the Order Type and Bill Type affect the remainder of the order.

Orders: Draw Now

New Order
Order Type: Draw Now ▼

Follow these steps to create a **Draw Now** order:

Order Type: Draw Now ▼
Bill Type: Third Party ▼

1. Select Draw Now from the **Order Type** dropdown.
2. Select the bill type from the **Bill Type** dropdown.

Order Information ⓘ

Ordering Provider: <Select One> ▼
Location: CareEvolve123 - LAB ▼
Lab: Laboratory ▼
Fasting: ☒ No ☐ Yes

3. On the **Patient tab**:
 - a. Select the **Ordering Provider**. The field will have a default provider pre-selected if:
 - i. The practice has only one provider
 - ii. The patient has a Primary Provider selected
 - iii. The logged in user is a provider
 - iv. The field will be a dropdown, unless there are more than 14 providers in the practice, in which case it will be a search field.
 - b. Select the ordering **Location**. This dropdown only appears if the user setting allows for location selection.
 - c. Select the **Lab**. This dropdown only appears if the location has accounts for more than one lab.
 - d. Select the **Fasting** status. This selection only appears for Draw Now order types.

Order Information ✓			
Ordering Provider:	<input type="text" value="phys, phys"/>	Lab:	<input type="text" value="Laboratory"/>
		Fasting:	<input checked="" type="radio"/> No <input type="radio"/> Yes
Patient Demographics ! Edit			
Last Name:	TEST	First Name:	CE
Date of Birth:	01/01/2001		
Street 1:	123 main street		
Zip/Postal Code:	07647	City:	NORTHVALE
Fax:	<input type="text"/>		
Clin Info:	<input type="text"/>		
Race:	Other Race		
Guarantor ✓ Edit			
Relation:	Self		
Last Name:	TEST	First Name:	CE

- e. For the **Patient Demographics**, **Guarantor**, and **Insurance** sections:
- Complete any missing information indicated by a **red field**.
 - Click the **Edit** button to change any of the fields; these changes will be saved to the patient's demographics permanently.
 - Insurance 2: If there are both Insurance-1 and Insurance-2 sections on the Patient tab, then a **Set as Primary** link will be visible in the Insurance-2 section. Use this link to change the Secondary insurance to be the Primary insurance. The change will affect this order only and will not be saved to the patient's demographics permanently.

New Order 9083 - Draw Now - Third Party Save Draft Cancel Order

Patient **Tests** Diagnosis Review Complete

Selected Tests

Please select tests.

Recent Tests (All Recent)

☐ H&H HEMOGLOBIN & HEMATOCRIT ☐ HEMOEVAL HEMOGLOBINOPATHY EVALUATION ☐ HEC HEMORRHAGIC ECOLI ☐ HGBEL HEMOGLOBIN ELECTROPHORESIS

Test Groups

☐ ABCD Test ☐ Test by QA ☐ Test Group HTI QA ☐ Hemoglobin
☐ Test Group ☐ Test Group1 ☐ HTIDEvTestGroup ☐ Test Group 1
☐ TestGroup2 ☐ QA TEST ☐ Test Group HTI ☐ TESTINGBYQA
☐ Sample Test Group

Tests

☐ 17HPB 17-HYDROXYPROGESTERONE ☐ CMVMB CMV AB IGM, S ☐ HCVPCQ HCV RNA, BDNA ☐ APCRB ACTIVATED PROT C RESISTANCE
☐ CMVGM MB CMV AB, IGG & IGM, S ☐ HCV HEP C AB ☐ ADENAB ADENOVIRUS AB IGG AND IGM ☐ CMVFLB CMV BY PCR (FLUID)
☐ HSV1GQ HSV 1 IGG HERPESSELECT AB ☐ AFBCS AFB CONCENTRATED SMEAR ☐ CMVPCQ CMV DNA, QN, REAL-TIME PCR ☐ JO1Q JO-1 AB

4. Tests Tab: select a test or test group.

- Type** the test code or description in the *Search Tests* field. Use the cursor or arrow key to select the test.
- Check** the test code from the list of Recent Tests, if it exists.
- Check** the Test Group; all tests from the group will be immediately displayed in the Selected Tests section on the page. The Test Groups are set up by the practice administrator.
- Check** the test code from the list of Tests; this list of favorite tests is set up by the practice administrator and/or built dynamically based on order history.

New Order 9083 - Draw Now - Third Party Save Draft Cancel Order

Patient Tests **Diagnosis** Review Complete

Selected Diagnosis

Please Select Diagnosis

Recent Diagnosis (All Recent)

☐ H30.123 Disseminated chorioretin inflammation, peripheral, bilateral

Diagnosis

☐ L03.123 Acute lymphangitis of right upper limb ☐ H16.123 Filamentary keratitis, bilateral ☐ E04.1 Nontoxic single thyroid nodule ☐ M41.123 Adolescent idiopathic scoliosis, cervicothoracic region
☐ I69.123 Fluency disorder following nontraumatic intracbl hemorrhage ☐ N46.123 Oligospermia due to obstruction of efferent ducts ☐ A06.2 Amebic nondysenteric colitis ☐ T17.328A Food in larynx causing other injury, initial encounter
☐ H05.123 Orbital myositis, bilateral ☐ H27.123 Anterior dislocation of lens, bilateral ☐ T15.12XA Foreign body in conjunctival sac, left eye, init. encntr ☐ T17.298A Oth foreign object in pharynx causing oth injury, init

5. Diagnosis Tab: select a diagnosis code.

- Type** the diagnosis code in the *Search Diagnosis* field. Use the cursor or arrow key to select the diagnosis code.
- Check** the diagnosis code from the list of Recent Diagnosis codes, if it exists.
- Check** the diagnosis code from the list of Favorite Diagnosis.

New Order 9083 - Draw Now - Third Party Save Draft Cancel Order

Patient Tests Diagnosis **Review** Complete

General Information

*Order Date: 04/22/2019 15:27 (MM/DD/YYYY HH:MM) Coll. Date: 04/22/2019 16:20 (MM/DD/YYYY HH:MM) Coll. by: careevolve

Ordering: phys, phys Insurance: MEDICARE Fasting: No

Report Comments: Lab Comments: *Priority: Routine EMR#:

Copy to: < none > + Add

Referring: < none > + Add

Diagnosis

H16.123 Filamentary keratitis, bilateral

Test Specific Information

! HEMOEVAL HEMOGLOBINOPATHY EVALUATION

< Back Complete

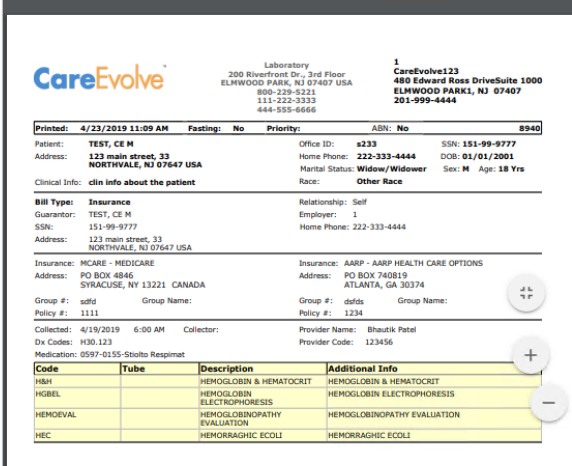
6. **Review Tab:** these fields cannot be modified at this point in the order: Ordering Provider, Insurance Company (if applicable), Fasting status (if applicable), Tests, and Diagnosis codes.

These fields can be modified:

- **Order Date and Time** will default to today/now
- **Collected Date and Time**
- **Collected By** will default to the logged in user
- **Report Comments** are comments that will appear at the bottom of the printed report and if configured, can be sent to the lab electronically to the lab
- **Lab Comments** appear only in the electronic order in CareEvolve (not on req; are not transmitted)
- **Order status** will default to Routine
- **Copy To and Referring Providers** can be added; there is no functionality with these fields to fax or email the order out.


Report Preview Print

GenerateReport 1/1



Label

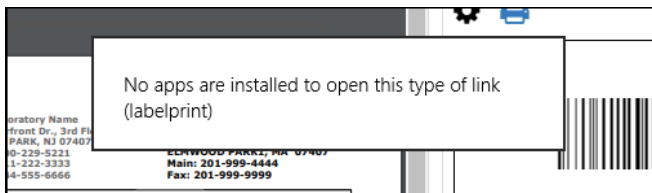
Order: 8940 General Copies 1



Tests: H&H, HEC, HEMOEVAL, HGBEL

- Order Requisition Modal:** when the **Complete** button or tab is clicked, the order is completed and the **Order Requisition** and **Label** modal window opens. Use the **Print** button/icon to print out the requisition and/or label.

Note: If the label software has not yet been installed, this message will appear in the modal:



- The Auto12 label looks like this:



TEST, PATIENT
11279 01-JAN-2003 017y M



11279
Col:05/18/2020 17:18:00 SMILLER
0053

Name: TEST, CE M	Office Id: \$233	DOB: 01/01/2001	Gender: M	Primary Insurance: MEDICARE	Notes: Click Here
Order Requestion <input type="button" value="Print"/>					
General Information					
Order Date: 04/19/2019 06:00 (MM/DD/YYYY HH:MM)	Coll. Date: 04/19/2019 06:00 (MM/DD/YYYY HH:MM)	Coll. by: careevolve			
Ordering: Patel, Bhautik	Insurance: MEDICARE	Fasting: No			
Report Comments:	Lab Comments:	Priority: Routine			
			EMR#:		
Diagnosis					
H30.123 Disseminated chorioretin inflammation, peripheral, bilateral					
Order 8940 - General					
H&H	HEMOGLOBIN & HEMATOCRIT				
HGBEL	HEMOGLOBIN ELECTROPHORESIS				
HEMOEVAL	HEMOGLOBINOPATHY EVALUATION				
Order 9086 - Micro					
HEC	HEMORRHAGIC ECOLI				
<input type="button" value="Return To Order/Result List"/> <input type="button" value="Search For Patient"/>					

- Complete Tab:** no fields can be modified on the **Complete** tab.
 Use the **Print** button to re-print the order requisition, ABN, and/or label.
 Use the buttons at the bottom of the page to **Return to Patient Chart** or **Search for Patient**.

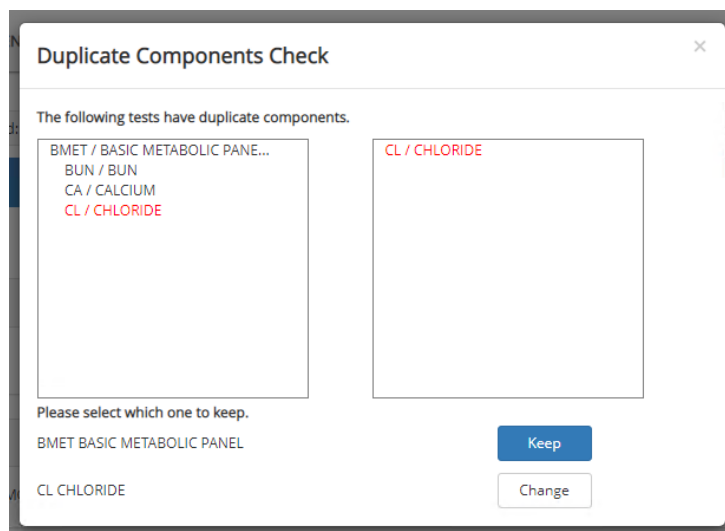
Orders: Duplicate Checking (Tests)

Duplicate checking, if configured in your system, verifies that the same test is not ordered more than once in an order.

The warning message will appear if:

- A test has been ordered, and the user attempts to order a panel containing the test, or
- Two panels with one or more of the same tests are ordered.

In this example, a Basic Metabolic Panel and a Chloride have both been ordered. The modal window appears indicating the duplicate component. At the bottom, choose which panel to keep in the order.



Orders: Draw Later

New Order
 Order Type: Draw Later ▼

Follow these steps to create a **Draw Later** order:




Order Type: Draw Later ▼
 Bill Type: Third Party ▼

1. Select Draw Later from the **Order Type** dropdown.
2. Select the bill type from the **Bill Type** dropdown.

Order Information ⓘ

Ordering Provider: <Select One> ▼
 Location: CareEvolve123 - LAB ▼
 Lab: Laboratory ▼

3. On the **Patient tab**:
 - a. Select the **Ordering Provider**. The field will have a default provider pre-selected if:
 - i. The practice has only one provider
 - ii. The patient has a Primary Provider selected
 - iii. The logged in user is a provider
 - iv. The field will be a dropdown, unless there are more than 14 providers in the practice, in which case it will be a search field.
 - b. Select the ordering **Location**. This dropdown only appears if the user setting allows for location selection.
 - c. Select the **Lab**. This dropdown only appears if the location has accounts for more than one lab.

Order Information 			
Ordering Provider:	phys, phys	Location:	CareEvolve123 - LAB
		Lab:	Laboratory
Patient Demographics 			
Edit			
Last Name:	TEST	First Name:	CE
Date of Birth:	01/01/2001		
Street 1:	123 main street		
Zip/Postal Code:	07647	City:	NORTHVALE
Fax:	201-555-1111		
Clin Info:	clin info about the patient		
Race:	Other Race		
Guarantor 			
Edit			
Relation:	Self		
Last Name:	TEST	First Name:	CE

- d. For the **Patient Demographics**, **Guarantor**, and **Insurance** sections:
- Complete any missing information indicated by a **red field**.
 - Click the **Edit** button to change any of the fields; these changes will be saved to the patient's demographics permanently.
 - Insurance 2: If there are both Insurance-1 and Insurance-2 sections on the Patient tab, then a **Set as Primary** link will be visible in the Insurance-2 section. Use this link to change the Secondary insurance to be the Primary insurance. The change will affect this order only and will not be saved to the patient's demographics permanently.

New Order 9093 - Draw Later - Third Party

Save Draft Cancel Order

Patient Tests Diagnosis Review Lab Script

Selected Tests

Search Tests

Please select tests.

Recent Tests (All Recent)

H&H HEMOGLOBIN & HEMATOCRIT HEMOEVAL HEMOGLOBINOPATHY EVALUATION HEC HEMORRHAGIC ECOLI HGBEL HEMOGLOBIN ELECTROPHORESIS

Test Groups

ABCD Test Test Group TestGroup2 Sample Test Group Test by QA Test Group1 QA TEST Test Group HTI QA HTIDevTestGroup Test Group HTI Hemoglobin Test Group 1 TESTINGBYQA

Tests

17HPB 17-HYDROXYPROGESTERONE CMVMB CMV AB IGM,S HCV HEP C AB AFBCS AFB CONCENTRATED SMEAR HCVPCQ HCV RNA,BDNA ADENAB ADENOVIRUS AB IGG AND IGM CMVPCQ CMV DNA,QN,REAL-TIME PCR APCRB ACTIVATED PROT C RESISTANCE CMVFLB CMV BY PCR (FLUID) JO1Q JO-1 AB

4. **Tests Tab:** select a test or test group.

- Type** the test code or description in the *Search Tests* field. Use the cursor or arrow key to select the test.
- Check** the test code from the list of Recent Tests, if it exists.
- Check** the Test Group; all tests from the group will be immediately displayed in the Selected Tests section on the page. The Test Groups are set up by the practice administrator.
- Check** the test code from the list of Tests; this list of favorite tests is set up by the practice administrator and/or built dynamically based on order history.

New Order 9093 - Draw Later - Third Party

Save Draft Cancel Order

Patient Tests Diagnosis Review Lab Script

Selected Diagnosis

Search Diagnosis

Please Select Diagnosis

Recent Diagnosis (All Recent)

H30.123 Disseminated chorioretin inflammation, peripheral, bilateral

Diagnosis

L03.123 Acute lymphangitis of right upper limb H16.123 Filamentary keratitis, bilateral E04.1 Nontoxic single thyroid nodule M41.123 Adolescent idiopathic scoliosis, cervicothoracic region
I69.123 Fluency disorder following nontraumatic intracbl hemorrhage N46.123 Oligospermia due to obstruction of efferent ducts A06.2 Amebic nondysenteric colitis T17.328A Food in larynx causing other injury, initial encounter
H05.123 Orbital myositis, bilateral H27.123 Anterior dislocation of lens, bilateral T15.12XA Foreign body in conjunctival sac, left eye, initial encounter T17.298A Oth foreign object in pharynx causing oth injury, init

5. **Diagnosis Tab:** select a diagnosis code.

- Type** the diagnosis code in the *Search Diagnosis* field. Use the cursor or arrow key to select the diagnosis code.
- Check** the diagnosis code from the list of Recent Diagnosis codes, if it exists.
- Check** the diagnosis code from the list of Favorite Diagnosis.

Edit Order 9093 - Draw Later - Third Party
 Save Draft
Cancel Order

Patient
 Tests
 Diagnosis
 Review
 Lab Script

General Information

*Order Date: 04/23/2019 13:14
(MM/DD/YYYY HH:MM)

Ordering: phys, phys
 Insurance: MEDICARE

Report Comments:
 Lab Comments:
 EMR#:

Copy to: < none > + Add

Referring: < none > + Add

Diagnosis

H30.123 Disseminated chorioretin inflammation, peripheral, bilateral

Test Specific Information

H&H HEMOGLOBIN & HEMATOCRIT

6. **Review Tab:** these fields cannot be modified at this point in the order: Ordering Provider, Insurance Company (if applicable), Tests, and Diagnosis codes.

These fields can be modified:

- **Order Date** and **Time** will default to today/now
- **Report Comments** are comments that will appear at the bottom of the printed report and if configured, can be sent to the lab electronically to the lab
- **Lab Comments** appear only in the electronic order in CareEvolve (not on req; are not transmitted)
- **Copy To** and **Referring Providers** can be added

- | | | | |
|---|------------------------|------------------------|------------------|
| Name: TEST, CE M | Office Id: s233 | DOB: 01/01/2001 | Gender: M |
| Order 9093 - Draw Later - Third Party | | | |
| Lab Script Print | | | |
| General Information | | | |
| <div style="display: flex; justify-content: space-between;"> <div>Order Date: 04/23/2019 13:14 (MM/DD/YYYY HH:MM)</div> <div>Insurance: MEDICARE</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>Ordering: phys, phys</div> <div>Lab Comments:</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>Report Comments:</div> <div></div> </div> | | | |
| Diagnosis | | | |
| <div style="display: flex; justify-content: space-between;"> <div>H30.123</div> <div>Disseminated chorioretin inflammation, peripheral, bilateral</div> </div> | | | |

- 48

Orders: Standing

New Order
Order Type: Standing ▼

Follow these steps to create a **Draw Now** order:

Order Type: Standing ▼
Bill Type: Third Party ▼

1. Select Standing from the **Order Type** dropdown.
2. Select the bill type from the **Bill Type** dropdown.

Order Information ⓘ

Ordering Provider: <Select One> ▼
Location: CareEvolve123 - LAB ▼
Lab: Laboratory ▼

3. On the **Patient tab**:
 - a. Select the **Ordering Provider**. The field will have a default provider pre-selected if:
 - i. The practice has only one provider
 - ii. The patient has a Primary Provider selected
 - iii. The logged in user is a provider
 - iv. The field will be a dropdown, unless there are more than 14 providers in the practice, in which case it will be a search field.
 - b. Select the ordering **Location**. This dropdown only appears if the user setting allows for location selection.
 - c. Select the **Lab**. This dropdown only appears if the location has accounts for more than one lab.

Order Information !			
Ordering Provider:	<Select One>	Location:	CareEvolve123 - LAB
		Lab:	Laboratory
Patient Demographics ✓ Edit			
Last Name:	TEST	First Name:	CE
Date of Birth:	01/01/2001		
Street 1:	123 main street		
Zip/Postal Code:	07647	City:	NORTHVALE
Fax:	201-555-1111		
Clin Info:	clin info about the patient		
Race:	Other Race		
Guarantor ✓ Edit			
Relation:	Self		
Last Name:	TEST	First Name:	CE

- d. For the **Patient Demographics**, **Guarantor**, and **Insurance** sections:
- Complete any missing information indicated by a **red field**.
 - Click the **Edit** button to change any of the fields; these changes will be saved to the patient's demographics permanently.
 - Insurance 2: If there are both Insurance-1 and Insurance-2 sections on the Patient tab, then a **Set as Primary** link will be visible in the Insurance-2 section. Use this link to change the Secondary insurance to be the Primary insurance. The change will affect this order only and will not be saved to the patient's demographics permanently.

New Order 9094 - Standing - Third Party Save Template Cancel Template

Patient Tests Diagnosis Schedule Summary

Selected Tests

Please select tests.

Recent Tests (All Recent)

<input type="checkbox"/> H&H HEMOGLOBIN & HEMATOCRIT	<input type="checkbox"/> HEMOEVAL HEMOGLOBINOPATHY EVALUATION	<input type="checkbox"/> HEC HEMORRHAGIC ECOLI	<input type="checkbox"/> HGBEL HEMOGLOBIN ELECTROPHORESIS
--	---	--	---

Test Groups

<input type="checkbox"/> ABCD Test	<input type="checkbox"/> Test by QA	<input type="checkbox"/> Test Group HTI QA	<input type="checkbox"/> Hemoglobin
<input type="checkbox"/> Test Group	<input type="checkbox"/> Test Group1	<input type="checkbox"/> HTIDevTestGroup	<input type="checkbox"/> Test Group 1
<input type="checkbox"/> TestGroup2	<input type="checkbox"/> QA TEST	<input type="checkbox"/> Test Group HTI	<input type="checkbox"/> TESTINGBYQA
<input type="checkbox"/> Sample Test Group			

Tests

<input type="checkbox"/> 17HPB 17-HYDROXYPROGESTERONE	<input type="checkbox"/> CMVMB CMV AB IGM,S	<input type="checkbox"/> HCVPQC HCV RNA,BDNA	<input type="checkbox"/> APCRB ACTIVATED PROT C RESISTANCE
<input type="checkbox"/> CMVGBB CMV AB,IGG & IGM, S	<input type="checkbox"/> HCV HEP C AB	<input type="checkbox"/> ADENAB ADENOVIRUS AB IGG AND IGM	<input type="checkbox"/> CMVFLB CMV BY PCR (FLUID)
<input type="checkbox"/> HSV1GQ HSV 1 IGG HERPESELECT AB	<input type="checkbox"/> AFBICS AFB CONCENTRATED SMEAR	<input type="checkbox"/> CMVPCQ CMV DNA,QN,REAL-TIME PCR	<input type="checkbox"/> JO1Q JO-1 AB

4. Tests Tab: select a test or test group.

- Type** the test code or description in the *Search Tests* field. Use the cursor or arrow key to select the test.
- Check** the test code from the list of Recent Tests, if it exists.
- Check** the Test Group; all tests from the group will be immediately displayed in the Selected Tests section on the page. The Test Groups are set up by the practice administrator.
- Check** the test code from the list of Tests; this list of favorite tests is set up by the practice administrator and/or built dynamically based on order history.

New Order 9094 - Standing - Third Party Save Template Cancel Template

Patient Tests Diagnosis Schedule Summary

Selected Diagnosis

Please Select Diagnosis

Recent Diagnosis (All Recent)

<input type="checkbox"/> H30.123 Disseminated chorioretin inflammation, peripheral, bilateral

Diagnosis

<input type="checkbox"/> L03.123 Acute lymphangitis of right upper limb	<input type="checkbox"/> H16.123 Filamentary keratitis, bilateral	<input type="checkbox"/> E04.1 Nontoxic single thyroid nodule	<input type="checkbox"/> M41.123 Adolescent idiopathic scoliosis, cervicothoracic region
<input type="checkbox"/> I69.123 Fluency disorder following nontraumatic intracranial hemorrhage	<input type="checkbox"/> N46.123 Oligospermia due to obstruction of efferent ducts	<input type="checkbox"/> A06.2 Amebic nondysenteric colitis	<input type="checkbox"/> T17.328A Food in larynx causing other injury, initial encounter
<input type="checkbox"/> H05.123 Orbital myositis, bilateral	<input type="checkbox"/> H27.123 Anterior dislocation of lens, bilateral	<input type="checkbox"/> T15.12XA Foreign body in conjunctival sac, left eye, initial encounter	<input type="checkbox"/> T17.298A Other foreign object in pharynx causing other injury, initial encounter

5. Diagnosis Tab: select a diagnosis code.

- Type** the diagnosis code in the *Search Diagnosis* field. Use the cursor or arrow key to select the diagnosis code.
- Check** the diagnosis code from the list of Recent Diagnosis codes, if it exists.
- Check** the diagnosis code from the list of Favorite Diagnosis.

Patient
Tests
Diagnosis
Schedule
Summary

START 04/23/2019
END 10/20/2019

Weekly
Bi-Weekly
Monthly
Quarterly
Semi-Annually
Yearly
Other

< Back

6. **Schedule Tab:** Use the Standing Order Schedule tab to define the start and end dates of the SO, and then choose the frequency.

- **Select** Start and End dates.
- **Select** the Frequency for the individual orders.
- Depending on the frequency, additional fields will open to provide further definition.
- Once the specifics are defined, the calendar will open with the dates pre-selected.
- Click the **Submit Schedule** button.
- After the schedule summary page appears, the individual orders will be listed.

START 04/23/2019
END 10/20/2019

Weekly
Bi-Weekly
Monthly
Quarterly
Semi-Annually
Yearly
Other

First Week
Second Week
Third Week
Fourth Week
Last Week
Day of the Week Tuesday

April 2019

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2019

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2019

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2019

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			


< Back
Submit Schedule

4.2.1 Practice Administration Guide

52

Orders: New Manifest

ORDERS ▾

Outstanding Orders
 New Order
 New Manifest 
 Manifest List
 Order Reports
 Standing Orders

This page displays all completed orders in the location with 50 orders per page.

- CareEvolve uses a background application setting to determine the maximum number of orders allowed in one manifest list. This is in place to prevent performance issues.
- If enabled, use the button at the **top** of the page to manifest the first NNN of orders now.
 - The button is referred to as the “Quick Manifest” button. It allows large batches of orders to be manifested to one report with a single click. If this button is enabled:
 - The orders will not be selected/checked on the page.
 - The orders will be manifested immediately in one batch.
 - If the button is not enabled, then only selected orders may be manifested.
- Use the button at the **bottom** of the page to manifest only orders that have been selected/checked.
 - The selected orders will be manifested immediately in one batch.
 - If no orders are selected, when the user clicks the button, there will be an error.

New Manifest

All Labs ▾ All ▾ CareEvolve123 ▾ 01/27/2021 02/01/2021 Update Manifest First (10) orders now

	Order	Patient Name	Tests	Date	Ordering Provider
<input type="checkbox"/>	225844	Tester, Triage	1004088 MEDFUSION: IHC (No consultation)	02/01/2021	Provider, Test
<input type="checkbox"/>	225837	Tai, Philip	SARS-CoV-2 (AN) SCV2-SPK-EP molecular test(AN)	01/29/2021	Provider, Test
<input type="checkbox"/>	225838	Tannirvedi, Kahrman	0106-5 CORTISOL SERUM (SINGLE SPECIMEN)	01/29/2021	Test, Physician
<input type="checkbox"/>	225840	Tester, Qa	SARS-CoV-2 (AN) SCV2-SPK-EP molecular test(AN)	01/29/2021	Provider, Test
<input type="checkbox"/>	225776	TESTLAST14, TEST14	SARS-CoV-2 (AN) SCV2-SPK-EP molecular test(AN)	01/27/2021	Test, Physician
<input type="checkbox"/>	225777	TESTLAST15, TEST15	SARS-CoV-2 (AN) SCV2-SPK-EP molecular test(AN)	01/27/2021	Test, Physician
<input type="checkbox"/>	225778	TESTLAST16, TEST16	SARS-CoV-2 (AN) SCV2-SPK-EP molecular test(AN)	01/27/2021	Test, Physician
<input type="checkbox"/>	225779	TESTLAST17, TEST17	SARS-CoV-2 (AN) SCV2-SPK-EP molecular test(AN)	01/27/2021	Test, Physician
<input type="checkbox"/>	225780	TESTLAST18, TEST18	SARS-CoV-2 (AN) SCV2-SPK-EP molecular test(AN)	01/27/2021	Test, Physician
<input type="checkbox"/>	225781	TESTLAST19, TEST19	SARS-CoV-2 (AN) SCV2-SPK-EP molecular test(AN)	01/27/2021	Test, Physician
<input type="checkbox"/>	225782	TESTLAST20, TEST20	SARS-CoV-2 (AN) SCV2-SPK-EP molecular test(AN)	01/27/2021	Test, Physician
<input type="checkbox"/>	225783	Tester, Qa	SARS-CoV-2 (AN) SCV2-SPK-EP molecular test(AN)	01/27/2021	Provider, Test

1 - 50 of 90 items
Manifest selected orders now

Once manifested, a green banner message will appear with the Manifest ID#. Use the link to move to the Manifest List page or use the menu header.



New Manifest

Manifest List #1389 has been submitted for processing. [Click here to view the report.](#)

All Labs ▼

All ▼

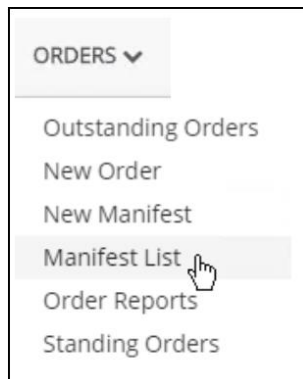
CareEvolve123 ▼

01/22/2021  - 01/25/2021 

Update

Order	Patient Name	Tests	Date	Order
No pending orders.				

Orders: Manifest List



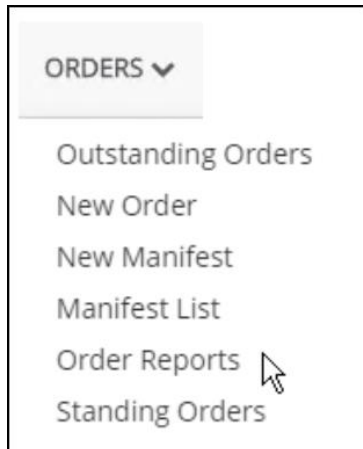
This page contains the manifest lists previously created under the New Manifest link.

- Use the Save button to download the report and print it.
- Use the Export button to view the report in Excel; all order and patient details are included in the exported report.



The **Print All Manifests** button will print one list of all manifests' details.

Manifest List				
06/05/2019		-	01/25/2021	Update
Manifest No	Laboratory	Orders/Reqs.	Date	
1389	LAB	3 Orders	01/25/2021 14:45:01	Save Export
1388	QUEST	3 Orders	01/25/2021 13:32:01	Save Export
1388	LAB	4 Orders	01/25/2021 13:32:01	Save Export
1388	LABCO	3 Orders	01/25/2021 13:32:01	Save Export
1387	LAB	1 Orders	01/22/2021 12:33:24	Save Export
1386	LAB	5 Orders	01/22/2021 11:50:36	Save Export

Orders: Order Reports

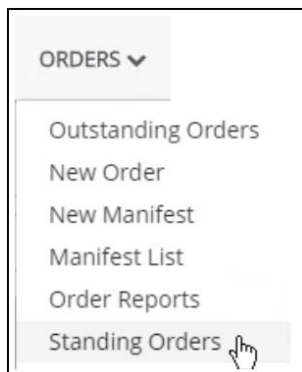


The **Orders Reports** page displays a list of reports generated from the **Order Requisitions** page and the **Standing Orders** page. A column for batch order **Labels** will also appear, if enabled for your site.

Order Reports							
Laboratory Name	123456789	Unprinted Reports	09/15/2020	09/29/2020	Incomplete	Patient	Ascending
Generate Requisitions							
Batch ID ↓	Type	Description	By	Spooled	Finished	Requisitions	Labels
11148	REQ_UNPRINTED	Status: Completed Unprinted Order Reports 08/17/2020 thru 08/17/2020 [MM/DD/YYYY]	careevolve	08/18/2020 03:34:00	08/18/2020 03:34:00		
Showing 11 - 11 of 11							

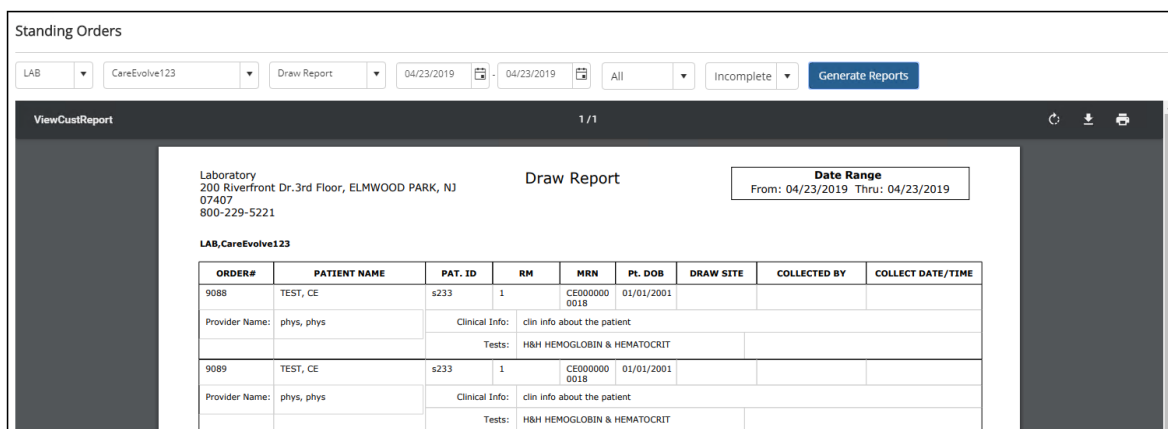
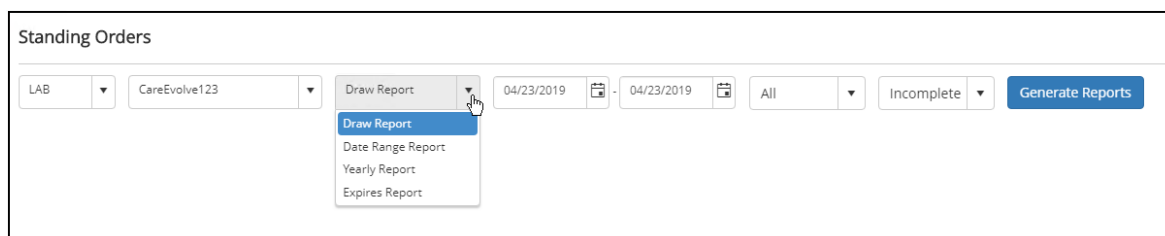
Use dropdowns and click the **Generate Requisitions** button to generate an **Order Requisition** report, which will appear in the list. Once complete, green messages with the Batch ID number will appear at the top of the page.

Orders: Standing Orders

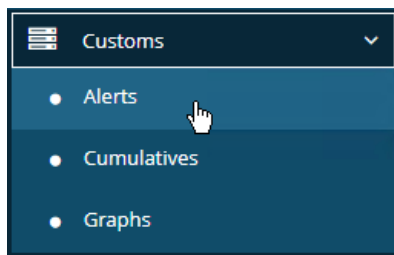


The Standing Orders page has four available standing orders reports.

- **Draw Report:** displays all orders (Regular Only, Standing Only, or All) for a specified date range.
- **Date Range Report:** displays all standing orders within a specified date range.
- **Yearly Report:** displays all standing orders for a specified year.
- **Expires Report:** displays all standing orders which will END (or expire) in the specified date range.
- Each of the reports will open in a new window and can be launched in spreadsheet format.



Customs: Alerts



Alerts may be set up with practice-specific customized ranges.

- Any values which fall into the custom ranges will be flagged with a red Y in the Alert column in the Results Inbox.
- The report will appear at the top of the list in the Results Inbox.
- Alerts can be customized by result value, negative/positive, patient age, or patient gender.

Custom Ranges for Alert Reports + Add New Range

Practice: Lab Administration Laboratory: LAB

Custom Name	Low	High	Age (Months)	Gender	Delete
PROTEIN	null	8.0	No Restriction	No Restriction	<input type="checkbox"/>

1 - 1 of 1 items

Delete Selected

Edit or **delete** an existing custom alert range or **add** a new one.

After naming and defining the custom alert range, click the **Add** button.

Add Custom Range - LAB ← Back

Custom Name:

Low:

High:

Age: No Restriction

Gender: No Restriction

1+ 2+ 3+ 4+ NEGATIVE POSITIVE

Add

Click the **Add New Analytes** button to add an analyte to the alert. Only result analytes will appear as choices, not tests from the test compendium.

Edit Custom Range - LAB

Custom Name:

Gender:

No Restriction

Low:

High:

Age:

No Restriction

☐ 1+ ☐ 2+ ☐ 3+ ☐ 4+

☐ NEGATIVE ☐ POSITIVE

Update

Add New Analytes

No Analyte selected.