Northern Plains Laboratory
Technology

Windows High Volume Receiver

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Main Menu

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Windows HVR - <u>H</u>igh <u>V</u>olume <u>R</u>eceiver
Overview

The Windows High Volume Receiver (HVR) system was designed and built by Pathology Consultants, P.C. for clients that are currently sending Chemistry, Microbiology and Tissue test requests to Pathology Consultants, PC.

The upgraded windows system will replace the current DOS system. The system has been designed to use the window environment and all the advantages that windows has to offer. The Windows HVR and DOS HVR systems are very similar, but the Windows HVR system is much more user friendly. Each site will electronically transmit the test requests to Pathology Consultants, PC at the end of each day. The test requests will be stored on the computer so that each laboratory will have an electronic record of every test requested for their patients. Each time a patient returns he/she will already be set up in the system and if necessary, their information will only need to be updated rather than entered completely. Windows HVR will be using the HL7 record formats, which in turn will make the data that we receive accurate.

The system will also allow test addons and supply ordering. Both are immediately transmitted to production laboratory.

The Windows HVR - <u>H</u>igh <u>V</u>olume <u>R</u>eceiver is, also, a test receiver, which will receive clinical lab, microbiology, tissue and cytology, reports electronically. All reports received from Pathology Consultants, PC will be able to be reprinted or viewed on the computer screen at any time if one is lost or a duplicate copy is desired. This will eliminate resends and faxing.

This system also has an online Specimen Handbook. The handbook contains the latest test descriptions, specimen requirements, prices and CPT codes. The handbook will be updated electronically by Pathology Consultants, PC.

Advantages of the Windows High Volume Receiver

User Friendly

Onsite/Online Electronic Patient Records

Quick and Easy Reprint of Test Request Result Reports

Test Request Result Reports Received Quicker

Specimen Handbook More Up to Date and Includes Fees

View Received Test Request On Screen

Computer Generated Labels with Bar Codes for Specimen Containers

All Reports Will be Printed On a Laser Printer

Filling Out Requests Will be Quicker

Prevent Lost Specimens With the Packing Slip

Specimen Tracking

Based on Health Level 7 (HL7) data files

Results Available that can be Interfaced to LIS Systems

Supply Ordering

Test Add On

ICD9 validation

Medical Necessity Checking

Patient Trending

Windows High Volume Receiver Instructions

HVR Main Menu:

F2 = Will take you to the "Patient Processing" window.
F3 = Will take you to the "Reprints Reports" window.
F4 = Will take you to the "Transmit" window.
F5 = Will take you to the "ABN" window.
F6 = Will take you to the "Supply Orders" window.
F7 = Will take you to the "Doctor File Maintenance" window.
F8 = Will take you to the "Specimen Handbook" window.
F9 = Will take you to the "Location Maintenance" window.
F11 = Will take you to the "Retransmit" window.
Ctrl+Q = Will Exit HVR System.

- Everything can be done by using the mouse to click on the buttons you want to use or using the Menu Bar at the top of the window.

Patient Processing:
The first screen in patient processing is a look up screen. On this screen you may enter the fields that you would like to search by to do so press **F1**, Enter, or click the "**Search**" button to begin search. If you enter the Name and Date of Birth the program will search by Name and Date of Birth and list all the matches in a grid, same goes for the Social Security Number and the Medical Record Number. To add a new patient you can press **F2** or the "**Add**" button. To clear the text boxes and add new information press **F6** or the "**Clear**" button. To exit out of the window press **Ctrl+Q** or the "**Close**" button.

- Everything can be done by using the mouse to click on the buttons you want to use, or by using the Menu Bar at the top of the window.

Once the search has been performed information will appear in the grid as shown below. To access a patient use the arrow keys and press enter on the desired patient or double click the line item with your mouse.

After selecting the patient, the screen lists the data for that selected account and allows the fields to be changed. All required fields must be entered, which are indicated by the color blue. The fields can be changed and saved by pressing **F1** or click the "**Update**" button. If adding a new patient there will be an "**Add**" button or **F1** can be pressed to save the data.

Patient Master File Maintenance Fields:

> **Control** – This is a computer generated number used to store each record. Can not be changed.
> **Name Fields** – (Required Field) The patient's first, last, and middle initial.
> **Medical Record #** - A number assigned to that patient by the Institution.
> **Social Security Number** – The patients SSN.
> **Date of Birth** – (Required Field) The Patients DOB. *Must type in long date form: 01/01/1980*
> **Gender –** (Required Field) Patients Gender.
> **Address 1 –** The primary address for the patient.
> **Address 2** – Additional address for the patient.
> **City** – City that the patient lives.
> **State** – State which the patient resides.

Zip Code – Zip Code
Phone Number – Phone number of the patient.
Comments – Additional notes that Pathology Consultants may need.
Bill Type – (Required Field) This will either be I = Institution or P = Patient Bill. The code will default to the assigned code, but can be over ride.
Site Code – (Required Field) This is a code that is provided by Pathology Consultants, P.C., This is a satellite location code.
Main Site Code – (Required Field) This is a code that is provided by Pathology Consultants, P.C. and it contains the HVR system. This is the main location code.
Billing Rules – Shows the Billing Rules for a Site Code.

You can use the mouse to click on the appropriate buttons or these keyboard shortcut keys:

F1 = This will either save or update information.
F2 = This will bring up the "Insurance Look Up" window.
F3 = This will bring up the "Chemistry Request Entry" window.
F4 = This will bring up the "Microbiology Request Entry" window.
F5 = This will bring up the "Tissue Request Entry" window.
F6 = This will bring up the "Cytology Request Tracking" window.
F7 = This will bring up the "HPV Request Entry" window.
F8 = This will bring up the "Nongyn Request Tracking" window.
F9 = This will bring up the "Tissue Request Tracking" window.
F11 = This will bring up the "Previous Order" window, which can be used to select   a test to AddOn to.
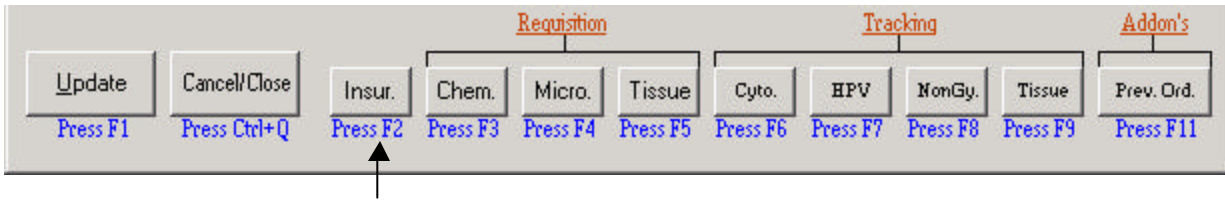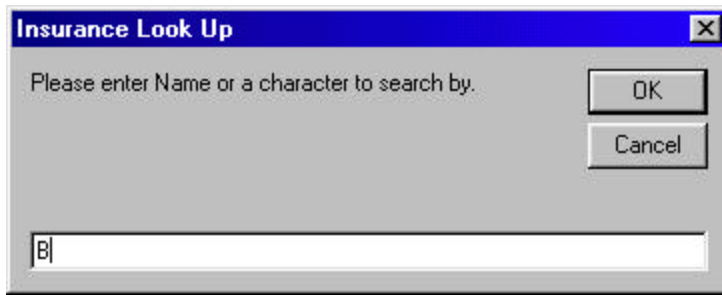**Ctrl+Q** = Exit the window, does NOT save data.

- Everything can be done by using the mouse to click on the buttons you want to use or using the Menu Bar at the top of the window.

Buttons on window:
Update/Add button – saves changed or new data.
Cancel/Cancel button – cancels the changes made to the order that hasn't been saved, and will close the window.

F2 or click "**Insur.**" button – This will bring up the "Insurance Look Up" window.

Insurance Look Up Fields:

      Control – A computer Generated number used to store each record. This field cannot be changed by the user.

      Name Fields – Guarantor name is the name of the person responsible for the payment of the bill. Subscriber name is the name of the person who holds the insurance. The guarantor name and the subscriber name can be the same, in the case that they are not you will need to tab over and to the subscribers name and type in the correct name. Changing the guarantor name will change both the guarantor name and subscribers name.

      Relationship – Describes the relationship between the Patient to the Subscriber.

      Subscriber Info – Subscriber Sex, DOB, Employer and Social Security Number, all fields are optional, but should be entered if known.

Primary, Secondary, Tertiary Insurance Fields – Type in the insurance's if known or press **F12** to perform an insurance search by insurance name. If the insurance is not on file then enter seven 9's. This will allow you to fill in the Name of the Insurance Company, along with the patient's policy number.

You can use the mouse to click on the appropriate buttons or these keyboard shortcut keys:

F1 = Allows you to save your updates.
Ctrl+**Q** = Exit the window, does NOT save data.

- Everything can be done by using the mouse to click on the buttons you want to use or using the Menu Bar at the top of the window.

Buttons on window:

Add or **Update** button – saves changed data.
Cancel button – cancels the changes made to the order that hasn't been saved, and will close the window.
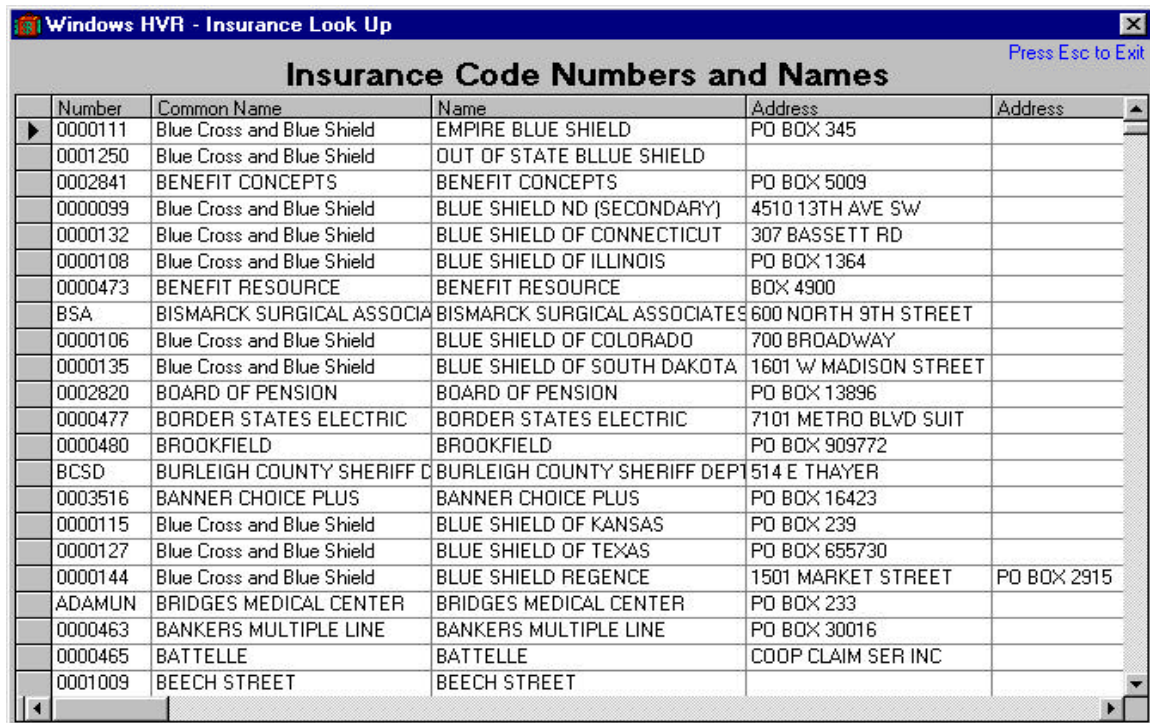
F12 – Insurance Look Up Screens

Use the arrow keys and press enter to select the item desired or use the mouse and double click the desired item.

To exit without selecting an item press the **X** in the upper right hand side of the window or press **Esc**.

F3 or click "**Chem.**" button – This will bring up the "Chemistry Request Entry" window.

Chemistry Request Entry Fields:

> **Control** – A computer generated number used to store each record. This field cannot be changed by the user.
>
> **Name Fields** – Patients name, this cannot be changed on this screen.
>
> **Request Number and Seq** – A computer generated number used to store each record. This cannot be changed by the user.
>
> **DOS** – (Required Field) Date of Service, automatically prefills with today's date.
>
> **Collection Time** – (Required Field) Time of collection, entered in military time. Ex. 13:30
>
> **Operator** – (Required Field) Name of person entering data.

Lis Ref Number – This is the number that our clients LIS assigns to each sendout lab test. It allows Path PC to transfer HL7 results to the HVR and interface with the LIS. This must be a numeric value.

ICD Code Fields – (Required Field) The code that corresponds to the correct ICD-9 codes. If known enter code or press **F9** to search for ICD-9 code. If ICD-9 code is entered must be valid.

Doctor Fields – (Required Field) Type in the doctor code if known or scroll through the Doc Name drop down box or press **F11** to search for a doctor by name.

Doctor Code – (Required Field) Site's own Code for the Doctor.

Bill Route – This field Corresponds to The Patient Master File Maintenance windows Bill Type field. This cannot be changed by the user.

Test Code and Test Name – (Required Field) Test code that corresponds to the selected test. Enter code if known or press **F12** to search by test name. When code is selected or entered the Test Name, Specimen Code and Specimen Condition will be filled in automatically. When a 'REF' test code is used, the operator must type the test name in manually during the test request process. Additional information may appear depending on the test code.

Specimen Condition – (Required Field) A = Ambient, R = Refrigerate, and F = Frozen.

Volume – Always in milliliters (ml).

Comments – Additional information that may be needed.

- All required fields must be entered, which are indicated by the color blue.

You can use the mouse to click on the appropriate buttons or these keyboard shortcut keys:

F1 = Save and print out Chemistry request form and specimen label, which are to be attached to the specimen.

F6 = Deletes an order, from the request.

F7 = Reprints labels

F11 = Search for a doctor (must be in the Doctor Code or Name field to use)

F12 = Search for a test code (must be in the Test Code or Name field to use)

Ctrl+N = Saves the order and goes onto the next order.

Ctrl+P = Saves the order and goes to the pervious order.

Ctrl+Q = Exit the window, does NOT save data.

- Everything can be done by using the mouse to click on the buttons you want to use or using the Menu Bar at the top of the window.

Buttons on window:

    Add/Print button – saves data and opens a print preview window.

    Cancel/Close button – cancels the changes made to the order that hasn't been saved, and will close the window.
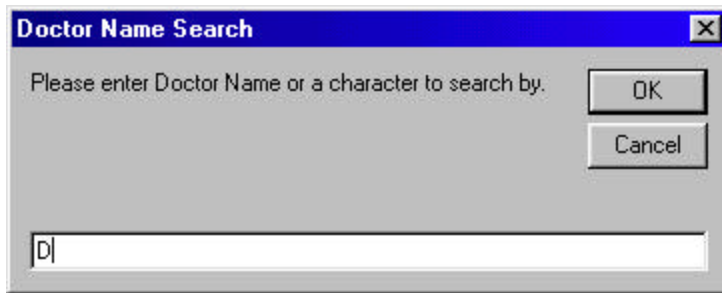
    Next Order button – saves data and moves to the next order.

    Pervious Order button – saves data and moves to the previous order.

    Delete Order button – deletes the order that is currently in window.

    Reprint Labels button – reprints labels.

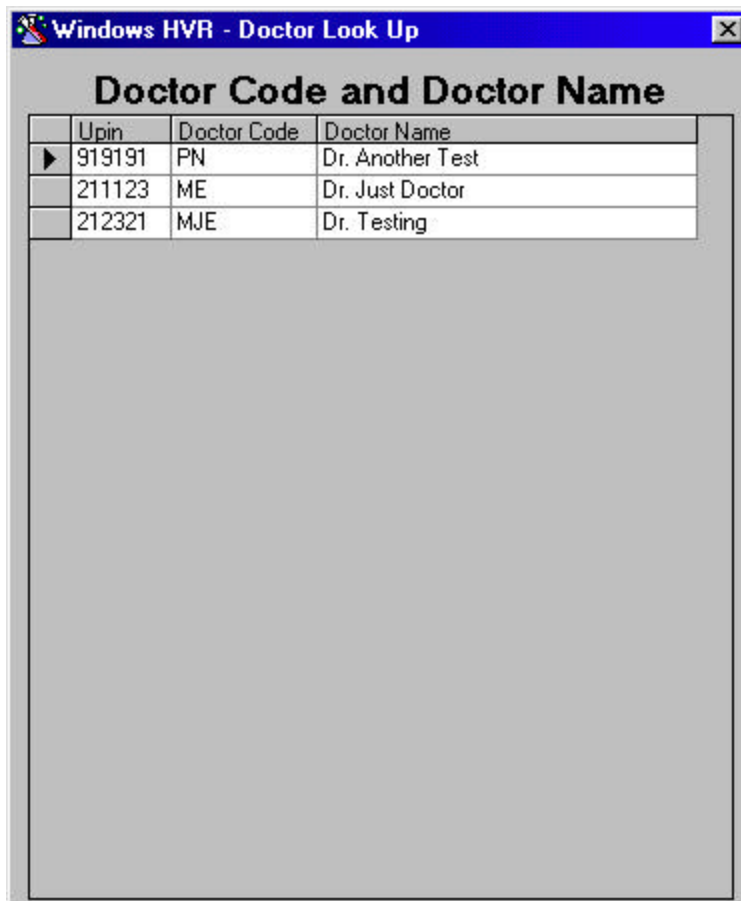**F11** – Doctor Look Up Screens

Use the arrow keys and press enter to select the item desired or use the mouse and double click the desired item.

To exit without selecting an item press the **X** in the upper right hand side of the window or press **Esc**.

F12 – Test Code/Name Look Up Screens

There are four options to view a list of Test Codes & Test Names. The *First* option will search for the first character(s) in the Test Name. The only results will be Test Name's, which begin with what was entered. The *Second* option will search for a match in the entire Test Name, example below – Blood was entered to search for. The *Third* option can be used to search by Test Code or part of a Test Code. The *Fourth* option will show a list of your most commonly used Test Codes and Test Names.

Double Click on the Search Option desired or use the arrow keys and press Enter.
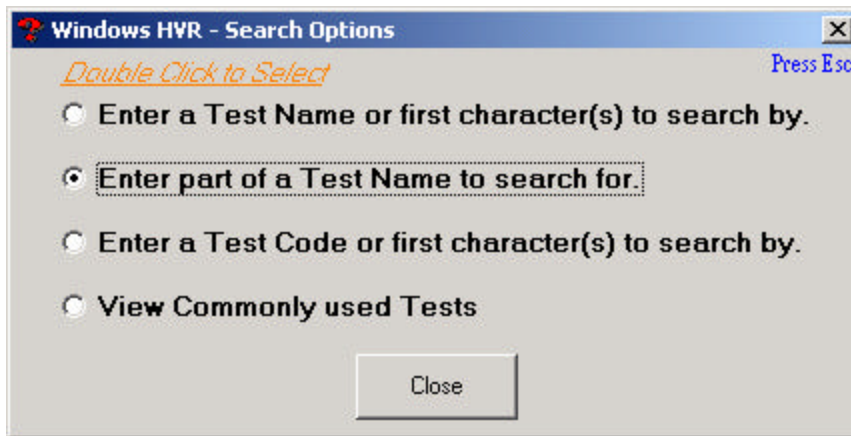
Enter the Criteria of the search.
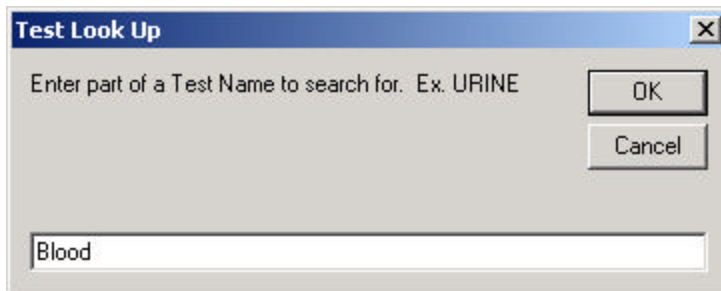
Windows HVR - Chemistry Test Look Up

Test Codes and Test Names

Test Code	Test Name
ARSB	ARSENIC, BLOOD
TRH	BLOOD GROUP & RH
SMPTH	BLOOD SMEARS TO PATHOLOGIST
BUN	BUN (BLOOD UREA NITROGEN)
CBC	COMPLETE BLOOD COUNT (CBC) WITH AUTO-DIF
CBCM	COMPLETE BLOOD COUNT (CBC) WITH MAN-DIFF
ABC	COMPLETE BLOOD COUNT WITHOUT DIFF
CORD	CORD BLOOD (ABO/RH)
FEP	ERYTHOROCYTE PORPHYRIN, WHOLE BLOOD
HMB	HEAVY METALS, BLOOD
LEDCP	LEAD, BLOOD CAPILLARY
LEDB	LEAD, BLOOD VENOUS
MANB	MANGANESE, BLOOD
MERB	MERCURY, BLOOD
OCC3	OCCULT BLOOD (TIMES 3)
OCCG	OCCULT BLOOD, GASTRIC
OCCS	OCCULT BLOOD, SCREENING
WBC	WBC (WHITE BLOOD COUNT)
ZP	ZINC PROTOPORPHYRIN (ZPP), WHOLE BLOOD

Use the arrow keys and press enter to select the item desired or use the mouse and double click the desired item.

To exit without selecting an item press the **X** in the upper right hand side of the window or press **Esc**.
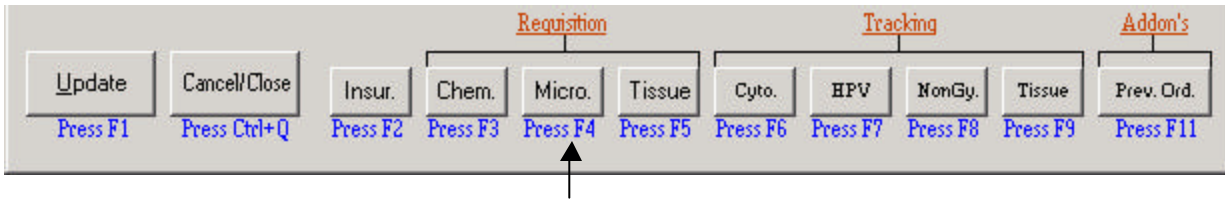
F4 or click "**Micro**" button – This will bring up the "Microbiology Request Entry" window.

Microbiology Request Entry Fields:

      Control – A computer generated number used to store each record. This field cannot be changed by the user.

      Name Fields - Patients name, this cannot be changed on this screen.

      Request Number and Seq – A computer generated number used to store each record. This field cannot be changed by the user.

      DOS – (Required Field) Date of Service, automatically prefills with today's date.

      Collection Time – (Required Field) Time of collection, entered in Military time. Ex. 14:30

Operator – (Required Field) Name of the person entering data.

Lis Ref Number – This is the number that our clients LIS assigns to each sendout lab test. It allows Path PC to transfer HL7 results to the HVR and interface with the LIS. This must be a numeric value.

ICD Code Fields – (Required Field) The code that corresponds to the correct ICD-9 codes. If known enter code or press **F9** to search for ICD-9 code. If ICD-9 code entered must be valid.

Doctor Fields – (Required Field) Type in the doctor code, or scroll through the Doctor Name drop down box, or press **F11** to search for the doctor by name.

Doctor Code – (Required Field) This field will change when the doctor fields change.

Bill Route – Where the bill is to be routed to.

Test Code and Test Name – (Required Field) Test code that corresponds to the selected test. Enter code if known or press **F12** to search by test name. When code is selected or entered the Test Name, Specimen Code and Specimen Condition will be filled in automatically. Specimen Conditions are A = ambient, R = refrigerate, and F = frozen. When a 'REF' test code is used, the operator must type the test name in manually during the test request process. Additional information may appear depending on the test code.

Specimen Condition – (Required Field) A = Ambient, R = Refrigerate, and F = Frozen.

Comments – Additional information that may be needed.

Source – (Required Field) Source of the specimen.

Site – Body site that the specimen was taken from.

Antibiotic – List of antibiotics that the patient is on.

- All required fields must be entered, which are indicated by the color blue.

You can use the mouse to click on the appropriate buttons or these keyboard shortcuts keys:

F1 = Save and print out Microbiology Request form and specimen label, which is to be attached to the specimen.

F6 = Deletes an order, from the request.

F7 = Reprints labels.

F11 = Search for a doctor (must be in the Doctor Code or Name field to use).

F12 = Search for a test code (must be in the Test Code or Name field to use).

Ctrl+N = Saves the order and goes onto the next order.

Ctrl+P = Saves the order and goes to the previous order.

Ctrl+Q = Exit the window, does NOT save data.

- Everything can be done by using the mouse to click on the buttons you want to use or using the Menu Bar at the top of the window.

Buttons on window:
> **Add/Print** button – saves data and opens a print preview window.
> **Cancel/Close** button – cancels the changes made to the order that hasn't been saved, and will close the window.
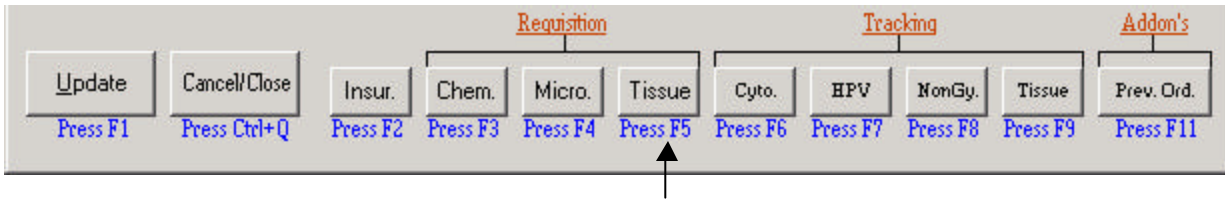> **Next Order** button – saves data and moves to the next order.
> **Pervious Order** button – saves data and moves to the previous order.
> **Delete Order** button – deletes the order that is currently in window.
> **Reprint Labels** button – reprints labels.

Look Up Screens are the same as in the chemistry request.

F5 or click "**Tissue**" button – This will bring up the "Tissue Request Entry" window.

Tissue Request Entry Fields:

> **Control** – A computer generated number used to store each record. This field cannot be changed by the user.
> **Name Fields** - Patient name, this cannot be changed on this screen.
> **Request Number and Seq** = A computer generated number used to store each record. This field cannot be changed by the user.
> **DOS –** (Required Field) Date of Service, automatically prefills with today's date.
> **Collection Time** – (Required Field) Time of collection, entered in Military time. Ex. 13:30
> **Operator** – (Required Field) Name of the person entering data.

Lis Ref Number – This is the number that our clients LIS assigns to each sendout lab test. It allows Path PC to transfer HL7 results to the HVR and interface with the LIS. This must be a numeric value.

ICD Code Fields - The code that corresponds to the correct ICD-9 codes. If known enter code or press **F9** to search for ICD-9 code. If ICD-9 code is entered must be valid.

Doctor Fields – (Required Field) Type in the doctor code if known, or scroll through the Doctor Name drop down box, or press **F11** to search for the doctor by name.

Doctor Code – (Required Field) This field will change when the doctor fields change.

Bill Route – Where the bill is to be routed to.

Tissue Site – (Required Field) The location on the body from where the tissue sample came from.

Comments – Additional information that may be needed.

- All required fields must be entered, which are indicated by the color blue.

You can use the mouse to click on the appropriate buttons or these keyboard shortcuts keys:

F1 = Save and print out Tissue Request form and specimen label, which is to be attached to the specimen.

F6 = Deletes an order, from the request.

F7 = Reprints labels.

F11 = Search for a doctor (must be in the Doctor Code or Name field to use).

Ctrl+N = Saves the order and goes onto the next order.

Ctrl+P = Saves the order and goes to the previous order.

Ctrl+Q = Exit the window, does NOT save data.

- Everything can be done by using the mouse to click on the buttons you want to use or using the Menu Bar at the top of the window.

Buttons on window:

Add/Print button – saves data and opens a print preview window.

Cancel/Close button – cancels the changes made to the order that hasn't been saved, and will close the window.
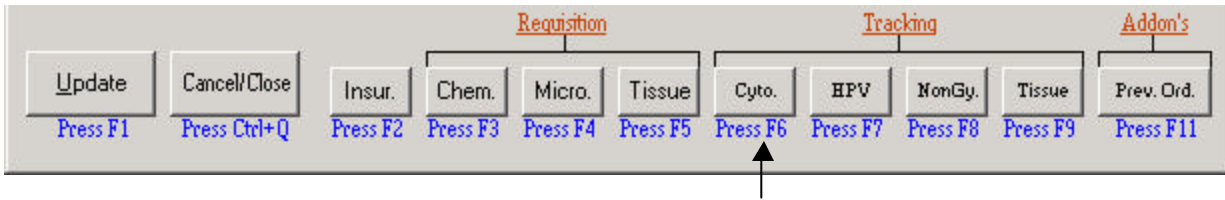
Next Order button – saves data and moves to the next order.

Pervious Order button – saves data and moves to the previous order.

Delete Order button – deletes the order that is currently in window.

Reprint Labels button – reprints labels.

Look Up Screens are the same as in the chemistry request.

F6 or click "**Cyto.**" button - This will bring up the "Cytology Request Tracking" window. This feature is used to track the cytology request form. The label produced should be attached to the request form itself.

Cytology Request Tracking Fields:

> **Control** – A computer generated number used to store each record. This field cannot be changed by the user.
>
> **Name Fields** - Patient name, this cannot be changed on this screen.
>
> **Request Number and Seq** = A computer generated number used to store each record. This field cannot be changed by the user.
>
> **DOS –** (Required Field) Date of Service, automatically prefills with today's date.
>
> **Lis Ref Number** – This is the number that our clients LIS assigns to each sendout lab test. It allows Path PC to transfer HL7 results to the HVR and interface with the LIS. This must be a numeric value.
>
> **Doctor Fields** – (Required Field) Type in the doctor code if known, or scroll through the Doctor Name drop down box, or press **F11** to search for the doctor by name.
>
> **Doctor Code** – (Required Field) This field will change when the doctor fields change.
>
> **Bill Route** – Where the bill is to be routed to.

- All required fields must be entered, which are indicated by the color blue.

You can use the mouse to click on the appropriate buttons or these keyboard shortcuts keys:

F1 = Saves changes and prints out Cytology Request form and specimen label, which is to be attached to the specimen.
F6 = Deletes an order, from the request.
F11 = Search for a doctor (must be in the Doctor Code or Name field to use).
Ctrl+Q = Exit the window, does NOT save data.

- Everything can be done by using the mouse to click on the buttons you want to use or using the Menu Bar at the top of the window.

Buttons on window:

Update/Print button – saves data and opens a print preview window.
Cancel/Close button – cancels the changes made to the order that hasn't been saved, and will close the window.
Delete button – deletes the order that is currently in window.

Look Up Screens are the same as in the chemistry request.

F7 or click "**HPV**" button **-** This will bring up the "HPV Request Entry" window. This feature is used to reply to an HPV request, from Pathology Consultants, on an existing PAP sample or add new HPV test only request. The label produced should be attached to the sample.

HPV Request Entry Fields:

> **Control** – A computer generated number used to store each record. This field cannot be changed by the user.
>
> **Name Fields** - Patient name, this cannot be changed on this screen.
>
> **Operator** – (Required Field) Initials of the person entering the information.
>
> **Doctor Fields** – (Required Field)Type in the doctor code if known, or scroll through the Doctor Name drop down box, or press **F11** to search for the doctor by name.
>
> **Doctor Code** – (Required Field) This field will change when the doctor fields change.
>
> **Access No** – Will be found on the HPV Request slip. Used when the HPV is being done on an existing PAP sample.

Request Number - A computer generated number used to store each record. This field cannot be changed by the user and will only show if it is not being done on an existing PAP sample.

DOS – Date of Service, automatically pre-fills with today's date. This field will only show if it not being done on an existing PAP sample.

There are three options to choose from when an HPV will be performed on an existing PAP sample. You **must** choose one of the three, even if you don't want the HPV performed on the patient. Click the button to the right of the circles to select the option you want. The circle that is green, is the option that is selected.

* The Result Match window will show information from the result received with the AccessNo that is entered. That can be used to verify that the Access No entered and the Patient are valid matches. *

You can use the mouse to click on the appropriate buttons or these keyboard shortcuts keys:

F1 = Save and print out HPV Request form and HPV label, if applicable, which is to be attached to the specimen, and transmits the HPV request to Pathology Consultants **immediately**, if applicable.

F6 = Deletes an order, from the request, if applicable.

F11 = Search for a doctor (must be in the Doctor Code or Name field to use).

Ctrl+Q = Exit the window, does NOT save data.

- Everything can be done by using the mouse to click on the buttons you want to use or using the Menu Bar at the top of the window.

Buttons on window:

Save/Print button – saves data, prints HPV Request form, print HPV label (if applicable), and transmits HPV request to Pathology Consultants **immediately**.
Close button – cancels the changes made to the order that hasn't been saved, and will close the window.
Delete button – deletes the order that is currently in window, if applicable.

If the HPV is **not** being performed on an existing PAP sample, the form will have the *Request #* and *DOS* fields, in place of Access No.

F8 or click "**NonGy.**" button – This will bring up the "Nongyn Request Tracking" window. This feature is used to track the nongyn request form. The label produced should be attached to the request form itself.

Nongyn Request Tracking Fields:

> **Control** – A computer generated number used to store each record. This field cannot be changed by the user.
> **Name Fields** - Patient name, this cannot be changed on this screen.
> **Request Number and Seq** = A computer generated number used to store each record. This field cannot be changed by the user.
> **DOS –** (Required Field) Date of Service, automatically prefills with today's date.
> **Lis Ref Number** – This is the number that our clients LIS assigns to each sendout lab test. It allows Path PC to transfer HL7 results to the HVR and interface with the LIS. This must be a numeric value.
> **Doctor Fields** – (Required Field)Type in the doctor code if known, or scroll through the Doctor Name drop down box, or press **F11** to search for the doctor by name.
> **Doctor Code** – (Required Field) This field will change when the doctor fields change.
> **Bill Route** – Where the bill is to be routed to.

- All required fields must be entered, which are indicated by the color blue.

You can use the mouse to click on the appropriate buttons or these keyboard shortcuts keys:

F1 = Save and print out Tissue Request form and specimen label, which is to be attached to the specimen.

F6 = Deletes an order, from the request.

F11 = Search for a doctor (must be in the Doctor Code or Name field to use).

Ctrl+Q = Exit the window, does NOT save data.

- Everything can be done by using the mouse to click on the buttons you want to use or using the Menu Bar at the top of the window.
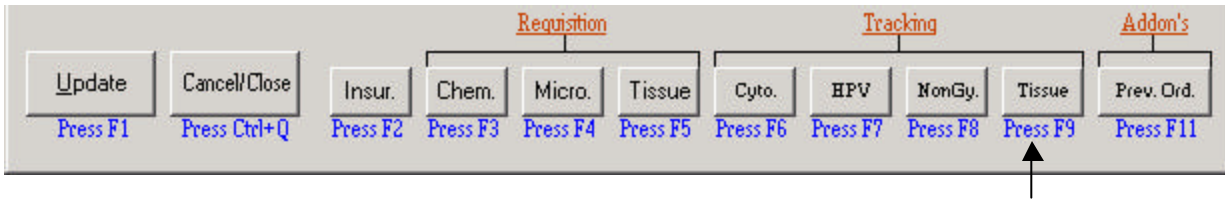
Buttons on window:

Update/Print button – saves data and opens a print preview window.

Cancel/Close button – cancels the changes made to the order that hasn't been saved, and will close the window.

Delete button – deletes the order that is currently in window.

Look Up Screens are the same as in the chemistry request.

F9 or click "**Tissue**" button – This will bring up the 'Tissue Request Tracking" window. This feature is used to track the tissue request form. The label produced should be attached to the request form itself.

Tissue Request Tracking Fields:

Control – A computer generated number used to store each record. This field cannot be changed by the user.

Name Fields - Patient name, this cannot be changed on this screen.

Request Number and Seq = A computer generated number used to store each record. This field cannot be changed by the user.

DOS – (Required Field) Date of Service, automatically prefills with today's date.

Lis Ref Number – This is the number that our clients LIS assigns to each sendout lab test. It allows Path PC to transfer HL7 results to the HVR and interface with the LIS. This must be a numeric value.

Doctor Fields – (Required Field) Type in the doctor code if known, or scroll through the Doctor Name drop down box, or press **F11** to search for the doctor by name.

Doctor Code – (Required Field) This field will change when the doctor fields change.

Bill Route – Where the bill is to be routed to.

- All required fields must be entered, which are indicated by the color blue.

You can use the mouse to click on the appropriate buttons or these keyboard shortcuts keys:

F1 = Save and print out Tissue Request form and specimen label, which is to be attached to the specimen.

F6 = Deletes an order, from the request.

F11 = Search for a doctor (must be in the Doctor Code or Name field to use).

Ctrl+**Q** = Exit the window, does NOT save data.

- Everything can be done by using the mouse to click on the buttons you want to use or using the Menu Bar at the top of the window.

Buttons on window:

Update/Print button – saves data and prints request.

Cancel/Close button – cancels the changes made to the order that hasn't been saved, and will close the window.

Delete button – deletes the order that is currently in window.

Look Up Screens are the same as in the chemistry request.

F11 or click "**Prev.Ord.**" button - This will bring up the "Previous Orders" window. It will contain the information on all pervious orders made on a certain patient. After you have transmitted the previous orders you are then able to choose another test that you would like to have done on that order. In order to do so you can use the arrow keys and press enter to select or use the mouse and double click the desired test. To exit press the **X** in the upper right hand side of the window or press **Esc** to return to the "Patient Master File Maintenance" window.

Windows HVR - Previous Orders

Previous Orders

Press Esc to Exit

Select the Request that you would like to **ADD ON** for: **P, TEST**

	Control	Req #	SEQ	DOS	Oper.	Test Code	Test Name	Doctor Name
▶	90	100097	1	05/07/2001		Cytotrack	Cytotracking	Mike Erickson
	90	100091	1	04/26/2001	mje	arm	ACETYLCHOLINE RECEPTOR M	Dr. Another Test
	90	100091	2	04/26/2001	mje	amy	AMYLASE, SERUM	Dr. Another Test
	90	100083	1	04/25/2001	me	F5L	FACTOR V LEIDEN	Dr. Another Test
	90	100083	2	04/25/2001	me	afpms	ALPHA FETOPROTEIN/hCG (MA	Dr. Another Test
	90	100052	1	04/09/2001	RP	TISSUE		Dr. Just Doctor
	90	100052	2	04/09/2001	RP	TISSUE		Dr. Just Doctor
	90	100052	3	04/09/2001	RP	TISSUE		Dr. Just Doctor
	90	100051	1	04/09/2001	RP	BL	CULTURE, BLOOD	Dr. Just Doctor
	90	100051	2	04/09/2001	RP	AC	CULTURE, ANAEROBE	Dr. Just Doctor
	90	100051	3	04/09/2001	RP	CD	CLOSTRIDIUM DIFFICILE TOXIN	Dr. Just Doctor
	90	100050	1	04/09/2001	ROP	GLU	GLUCOSE, SERUM	Dr. Just Doctor
	90	100050	2	04/09/2001	ROP	CRECL	CREATININE CLEARANCE	Dr. Just Doctor
	90	100050	3	04/09/2001	ROP	AMON	AMMONIA	Dr. Just Doctor
	90	100050	4	04/09/2001	ROP	AMY	AMYLASE, SERUM	Dr. Just Doctor

After you chose the Request that you would like to place an Add On to. The "Add On Test Order Report" window will appear. You are then able to fill in the appropriate information so that the Add On order can be placed.

Add On Test Order Report Fields:
>
> **Control** – A computer generated number used to store each record. This field cannot be changed by the user.
>
> **Name Fields** – Patients name, this cannot be changed on this screen.
>
> **Date** – The current date.
>
> **Time** – The current time entered in military time
>
> **DOB** – Patients date of birth Date of Service, automatically prefills with today's date.
>
> **Gender** – Patients Gender.
>
> **Operator** – (Required Field) Name of person entering data.
>
> **Original Request Number and Seq.** – A computer generated number used to store each record. This cannot be changed by the user.
>
> **Original Collection Date** – The date the original collection was performed.
>
> **ICD Code Fields** – (Required Field) The code that corresponds to the correct ICD-9 codes. If known enter code or press **F9** to search for ICD-9 code. If ICD-9 code is entered must be valid.

Doctor Fields – (Required Field) Type in the doctor code if known or scroll through the Doc Name drop down box or press **F11** to search for a doctor by name.

Doctor Code – (Required Field) This field will change when the Doctor fields change.

Bill Route – This field Corresponds to The Patient Master File Maintenance windows Bill Type field. This cannot be changed by the user.

Test Code and Test Name – (Required Field) Test code that corresponds to the selected test. Enter code if known or press **F12** to search by test name. When code is selected or entered the Test Name, Specimen Code and Specimen Condition will be filled in automatically. Specimen Conditions are A = ambient, R = refrigerate, and F = frozen. When a 'REF' test code is used, the operator must type the test name in manually during the test request process. Additional information may appear depending on the test code.

Specimen Code – (Required Field) Once the Test Code field has the appropriate information the Specimen Code field will fill with the appropriate information or can be changed through the use of the drop down list.

Comments – Additional information that may be needed.

- All required fields must be entered, which are indicated by the color blue.

You can use the mouse to click on the appropriate buttons or these keyboard shortcut keys:

F1 = Print and send the Add On Request.
F9 = Search for and ICD-9 code (must be in the ICD-9 field to use)
F11 = Search for a doctor (must be in the Doctor Code or Name field to use)
F12 = Search for a test code (must be in the Test Code or Name field to use)
Ctrl+N = Saves the order and goes onto the next order.
Ctrl+P = Saves the order and goes to the pervious order.
Ctrl+Q = Exit the window, does NOT save data.

- Everything can be done by using the mouse to click on the buttons you want to use or using the Menu Bar at the top of the window.

Buttons on window:

Print/Send button – prints the Add On report and sends the Add On information to Pathology Consultants, P.C. **immediately**.

Cancel/Close button – cancels the changes made to the order that hasn't been saved, and will close the window.

Next Order button – saves data and moves to the next order.

Pervious Order button – saves data and moves to the previous order.

Look Up Screens are the same as in the chemistry request.

Reprint Reports:

This option will allow a search of the result reports by Patient Name, Requisition Number, Collection Dates, Medic al Record Number, Social Security Number, Received Date or view a Cumulative Test Report. After you choose the type of search that you want to perform, the grid will display the following information Patient Name, Requisition Number, Medical Record Number, Social Security Number, Date of Birth, Collection Date, and the Test Code.

In order to see the report of a certain patient, use the arrow keys and press enter to select the item desired or use the mouse and double click the desired item. To exit out of the search press the **X** in the upper right hand side of the window. To exit out of a report press the **X** in the upper right hand side of the window or print the report. When exiting out of a "Search" window or "Report" window you will return to the main window. Once there you are able to either perform another search or to exit out of the "Reprint Reports" window.

The Request Number, Medical Record Number, and Social Security Number searches are performed in the same manner, enter the appropriate number and perform your search.

After the search is completed the grid will fill with information, you are then able to select the report that is needed.

The Collection Dates search is performed by selecting the date or dates of the month and year, that you want to include in your search. By doing this, you are able to look at the specimens taken during that day or period of time.

The Received Date search is performed by selecting the date or dates of the month and year, that you want to include in your search. By doing this, you are able to look at the results of the specimens that you have received during that day or period of time.

The Test Result Search feature will allow a search for any test for any patient. A cumulative test report will display on the screen and can be printed by selecting the printer icon. 1st) Choose the Test Result Search tab or Ctrl+F9. 2nd) The Test Result Search screen will provide a prompt for the desired test code (or use F12). 3rd) Search by Patient Name or Medical Record Number. 4th) Select the Search button or F1 to start the search. 5th) The search will return as a report displayed on the screen. The Cumulative Test Report will include the following: the Patient's Name and Medical Record Number, Doctor, Ordered Test, Specimen Collection Date, Result, * (hi / low), Reference Range, Units, and Request Number. A graph trending the test results will display at the bottom of the report. 6th) For a printed copy of the report, click on the printer icon display in the upper left hand corner of the screen.
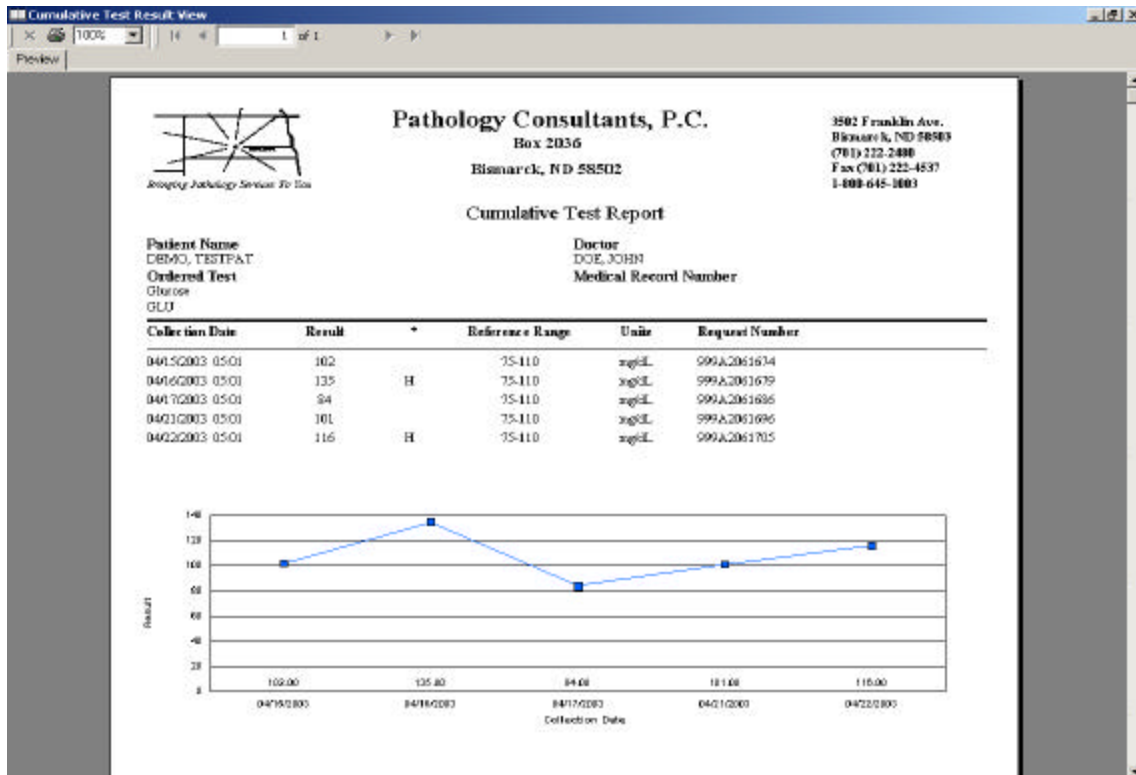
Transmit:
This option will create a send log, packing list (manifest), and activate the transmission to send the orders and tracking information to Pathology Consultants, P.C. This option will also allow you to chose the way you want the specimen shipped to us. If you chose to exit press the **X** in the upper right hand side of the window or click the "**Cancel**" button. This will then take you back to the main menu.
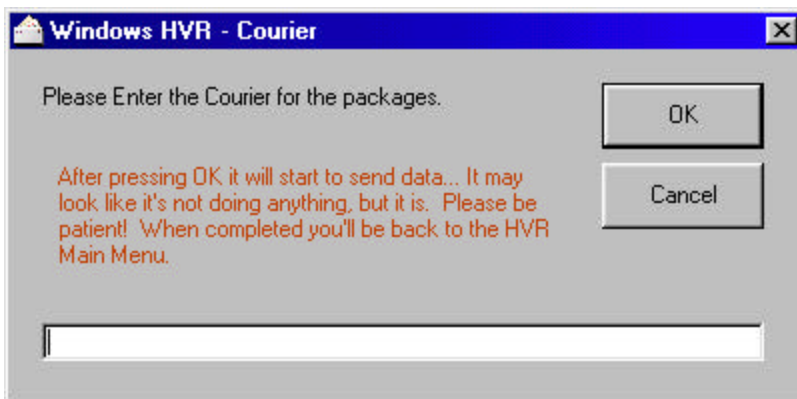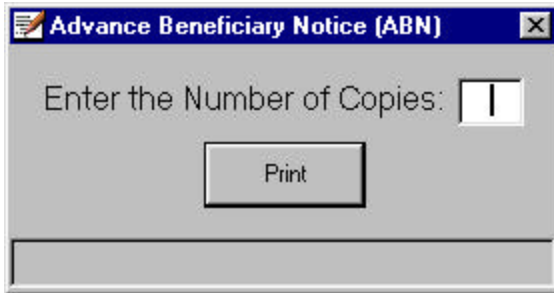
ABN:
ABN is the acronym for "Advanced Beneficiary Notice". This option will allow you to print the number of copies that you need. This informs the patient that Medicare may not pay for the bill and they will be responsible for the payment.

Enter the number of copies needed and then click the "**Print**" button or press then **Enter** key to print the needed copies.

While printing the ABN Form a message will display saying that it is printing. After printing is complete the message will say "Printing Complete", when that shows you can Exit the program or print more copies of the ABN Form. Do not close the program until the "Printing Complete" message displays, doing so can cause some of ABN Forms not to print.

To exit press the X or press the **Esc** key.

Supply Order:
This option allows you to order supplies from Pathology Consultants, P.C.
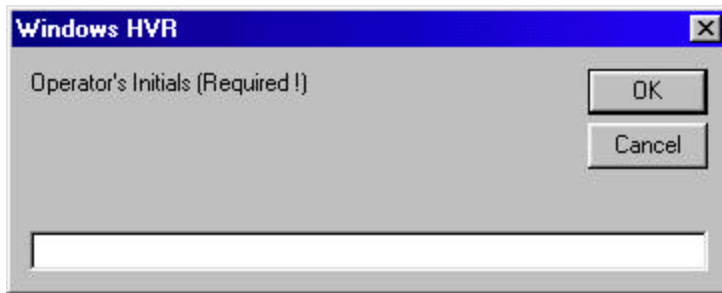
This is the first window that will appear when you click on the supply order button on the main menu. Enter you initials and click the "**OK**" button. To exit out of this window press the **X** in the upper right hand side of the window or click the "**Cancel**" button.

After you enter your initials, Pathology Consultants, P.C. Supply Listing will appear. You are then able to choose which supplies you need to order. Select your desired item by using the arrow keys and press enter or use the mouse and double click the desired item. To exit without selecting and item press the **X** in the upper right hand side of the window, click the "**Exit**" button on the bottom of the screen, or press **Esc**.
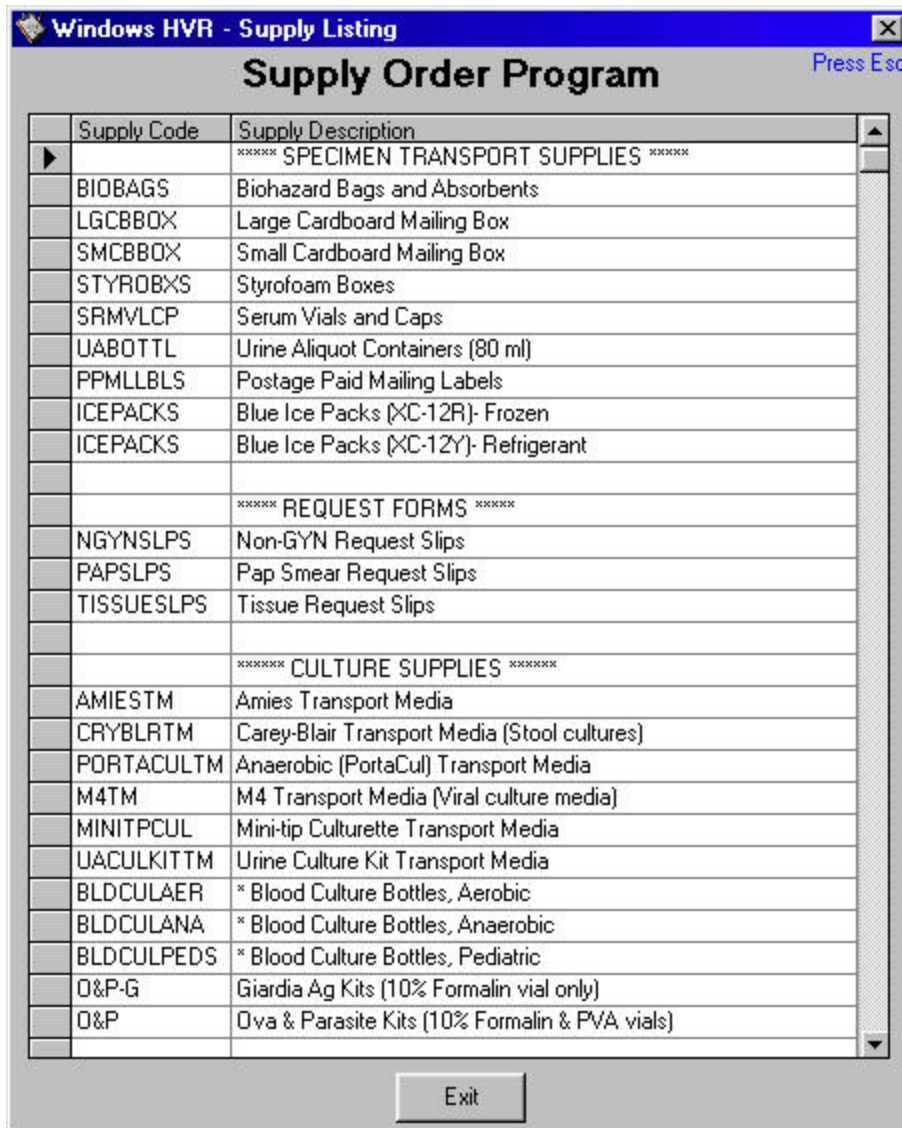
After you make your selection the Supply Order Quantity window will appear. Enter the quantity needed and click the "**OK**" button. To exit this window press the **X** in the upper right hand side of the window or click the "**Cancel**" button.
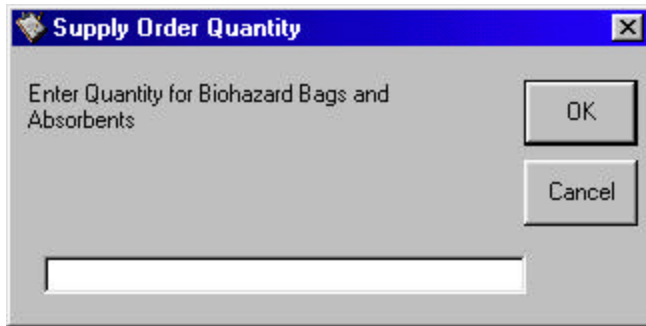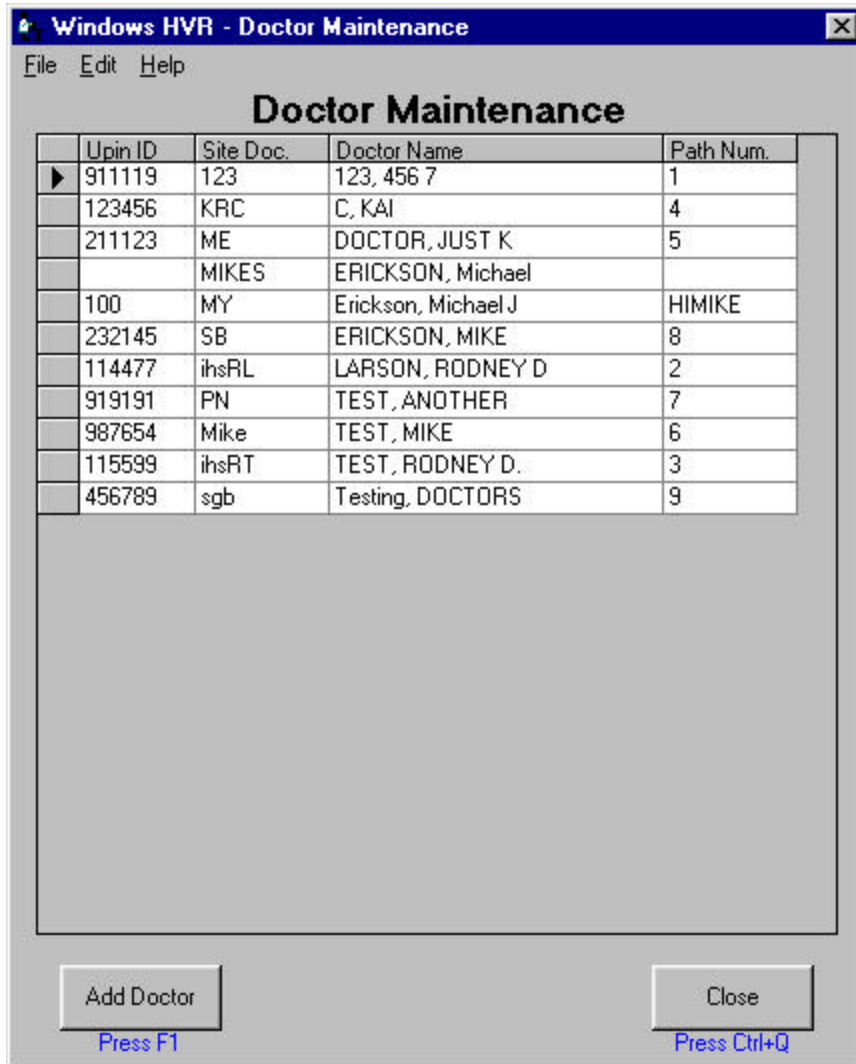

After you have entered the quantity needed and click the "**OK**" button, the "Supply Order" window will appear with the listing of the Supply Code, Supply Description, and the Quantity. You also have the option of entering in comments for each item selected. You can add another item that is needed, cancel the order, exit, or print and send the order to Pathology Consultants, P.C., which will send the supply orders right away. To perform one of these actions click the appropriate button at the button of the window or press **F1** to Print/Send, **F4** to add another Item, **F6** to Cancel Order, or **Ctrl+Q** to Exit.
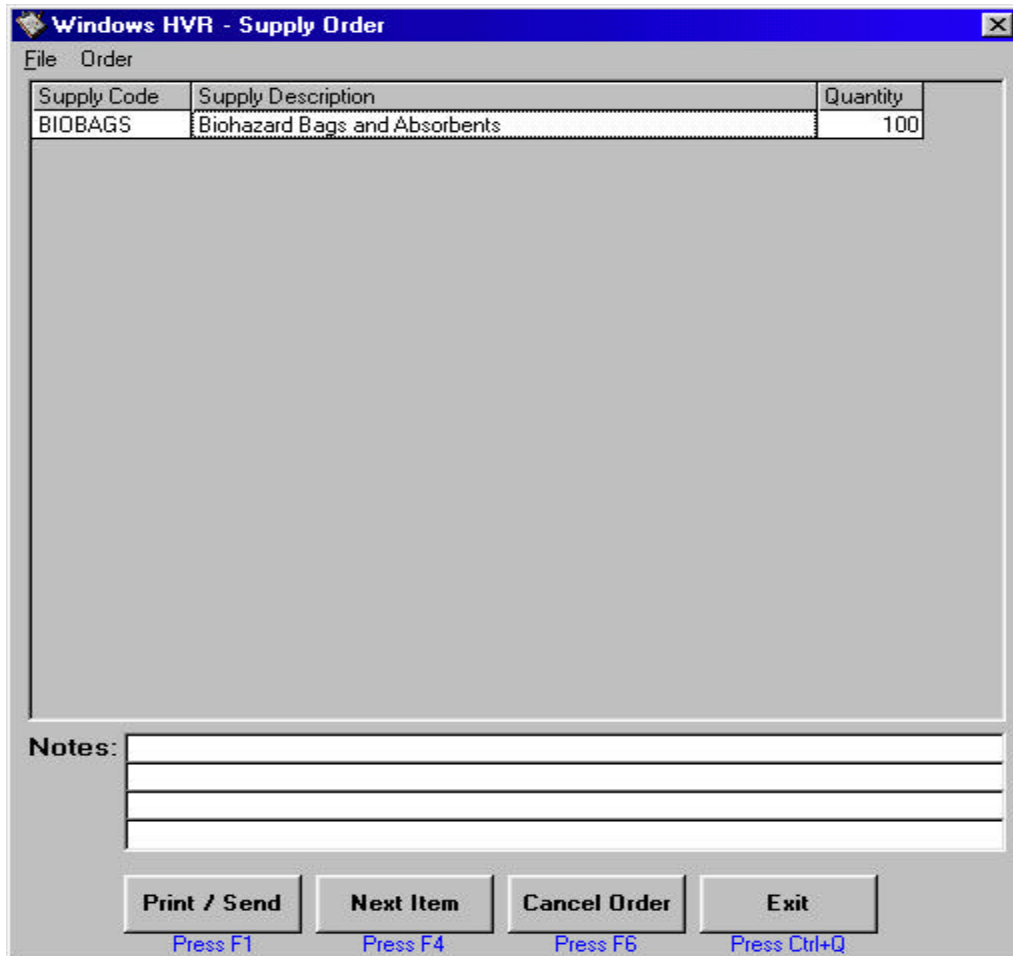
Doctor Maintenance:
This option allows you to view the list of doctors available to you, by their UPIN Number, Doctor Code, and Doctor Name. A unique UPIN number is preferred, however if none is available then use any unique number/code.

Windows HVR - Doctor Maintenance

File Edit Help

Doctor Maintenance

	Upin ID	Site Doc.	Doctor Name	Path Num.
▶	911119	123	123, 456 7	1
	123456	KRC	C, KAI	4
	211123	ME	DOCTOR, JUST K	5
		MIKES	ERICKSON, Michael	
	100	MY	Erickson, Michael J	HIMIKE
	232145	SB	ERICKSON, MIKE	8
	114477	ihsRL	LARSON, RODNEY D	2
	919191	PN	TEST, ANOTHER	7
	987654	Mike	TEST, MIKE	6
	115599	ihsRT	TEST, RODNEY D.	3
	456789	sgb	Testing, DOCTORS	9

Add Doctor
Press F1

Close
Press Ctrl+Q

The Doctor Maintenance window gives you the option of adding a doctor, updating a doctor, or closing out of the window.

You can use the mouse to click on the appropriate buttons or these keyboard shortcut keys:

> **F1** = Add a doctor to the list of doctors.
> **Ctrl+Q** = Exit the window, does NOT save data.

- Everything can be done by using the mouse to click on the buttons you want to use or using the Menu Bar at the top of the window.

After pressing **F1** or clicking the "**Add Doctor**" button, the "Doctor Maintenance – Add" window will appear, enter the UPIN number, Site Doctor Code, and the Doctor's Name and click the "**Add**" button or press **Alt**+**D**. To Exit out of this window press the **X** in the upper right hand side of the window, click the **Cancel** button, or press **Esc**.

You can also 'update' a doctor by using the arrow keys and press Enter to select the doctor or use the mouse and double click the desired doctor. After you have done that the "Doctor Maintenance – Change" window will appear, you are then able to make the appropriate changes to the selected doctor. Or you can click '**Delete Doctor**', this will remove this doctor from your doctor list. To save changes press **Alt**+**D** or click the "**Update Doctor**" button. To exit out of this window press the **X** in the upper right hand side of the window, click the "**Cancel**" button, or press **Esc**.

Specimen Handbook:

Provides a list of information on a particular specimen. You can access this information by typing in the Test Code and pressing tab or pressing **F11** and searching for the Test Name.

F1 - Test Name Look Up Screen

To get results from the search click the "**OK**" button. To exit press the **X** in the upper right hand side of the window or click the "**Close"** button.

Specimen List

TestCode	TestName
▶ DDIMER	D-DIMER
DHEA	DEHYDROEPIANDROSTERONE (DHEA)
DHEAS	DEHYDROEPIANDROSTERONE SULFATE (DHEA-S)
VALP	DEPAKENE (VALPROIC ACID)
DESI	DESIPRAMINE
DIAZ	DIAZEPAM
DIG	DIGOXIN
PHENY	DILANTIN (PHENYTOIN)
DATA	DIRECT COOMBS, ADULT
DATN	DIRECT COOMBS, NEONATAL
DISO	DISOPYRAMIDE
DOX	DOXEPIN
DRUGS	DRUG ANALYSIS, SERUM
DRUGU	DRUG ANALYSIS, URINE
DSCR	DRUGS OF ABUSE, URINE, QUALITATIVE
DWT	DWT

Close

Once the search is performed you are able to use the arrow keys and press enter to select the item desired or use the mouse and double click the desired item. Once you have done so the Specimen Handbook will display the appropriate information.

Now that you have the appropriate information you can now clear the screen by pressing **F6** or click the "**Clear**" button and get a new form. Press **F5** to print out the entire list of Tests. To exit the window and return to the main window, by press **Ctrl+Q**, clicking the "**Exit**" button, or press the **X** in the upper right side of the window. If you decide that this is the right test you are able to press **F1** or click the "**Fee**" button and get a fee for that particular test, as shown below.
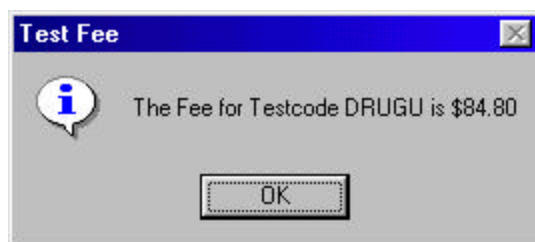
- Everything can be done by using the mouse to click on the buttons you want to use or using the Menu Bar at the top of the window.

Location Maintenance:

This option allows you to view, add, and update the location of satellites. Adding of any new location sites should **NOT** be done without the approval of Pathology Consultants, P.C.
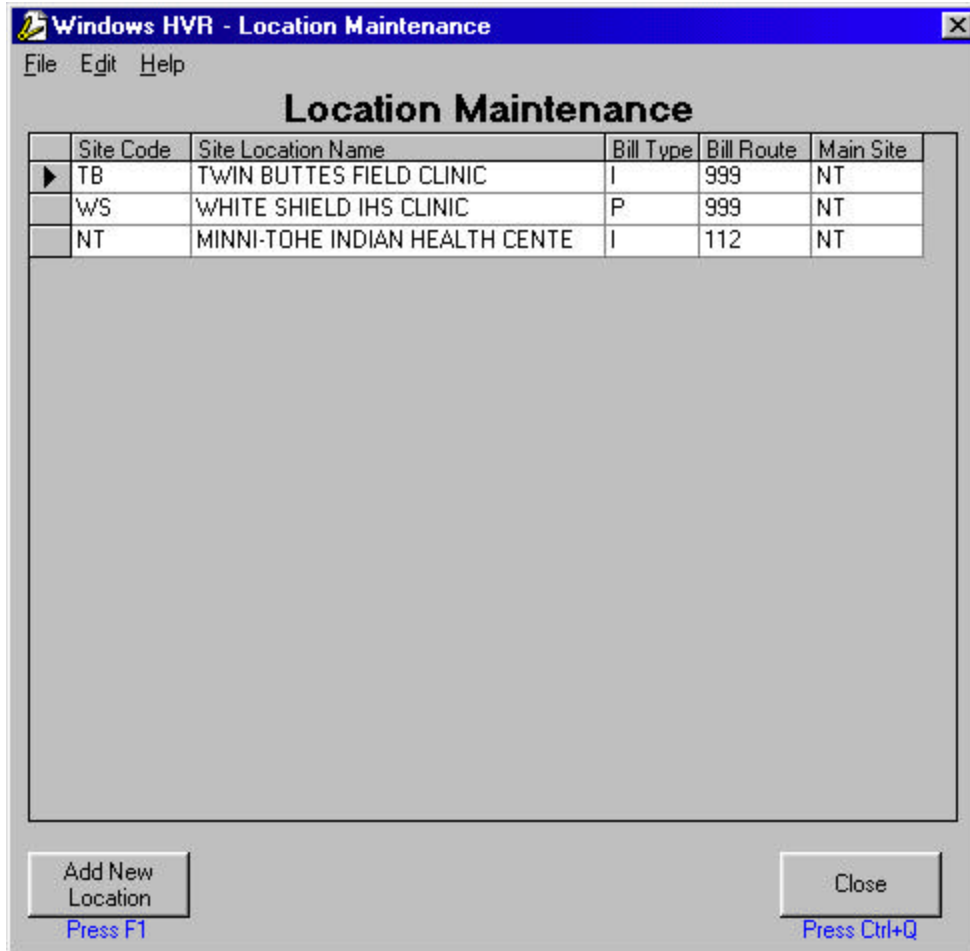
The Location Maintenance window gives you the option of adding a location, updating a location, or closing out of the window.

You can use the mouse to click on the appropriate buttons or these keyboard shortcut keys:

    F1 = Add a location to the list of doctors.
    Ctrl+Q = Exit the window, does NOT save data.

- Everything can be done by using the mouse to click on the buttons you want to use or using the Menu Bar at the top of the window.

To add new locations press the "**Add New Location**" button or press **F1**. The "Add Location" window will appear, begin by entering the Site Code, Location Name, Bill Type, Bill Route, and Main Site. Once completed press **Alt+D** or click the "**Add**" button. If you decide you don't want to add a location press the **X** in the upper right hand side of the window, click the "**Cancel**" button, or press **Esc**.

You can also update a location by using the arrow keys and press enter to select the location or use the mouse and double click the desired location to make the necessary changes. After you have done that the "Update Location" window will appear, you are then able to make the appropriate changes to the selected location. To save changes press **Alt+D** or click the "**Update**" button. To exit use the same procedure as described above.

Re-Transmission:
This option allows you to run the Re-Transmission program, which allows you to re-transmit an Addon order, Sendlog Order or Supply order. Re-Transmission allows you to re-transmit an order to Pathology Consultants, P.C.

Click 'Transmit', to attempt to send an order to Pathology Consultants, P.C.

After the transmission finishes it will close the Re-Transmission program and will show the Windows HVR Main Menu.

Utility Menu:
       F1 = Will take you to the "Merge Patient(s)" window.
       F2 = Will take you to the "Reproduce SendLog" window.
       Ctrl+Q = Will exit the Utility Menu, and take you back to the Main Menu.
This menu has features to Merge Patient(s) and to Reproduce a SendLog.

Exit HVR System:
Ctrl+Q or click the **X** in the upper right hand side of the window button – Will close Windows HVR System main menu.

Appendix A

Merge Patient(s)

Merge Patient(s):
This option allows you to remove a patient, if you have duplicate patients. Once you merge two patients into one, all the information from the patient you are removing, will be moved to the patient you are keeping.
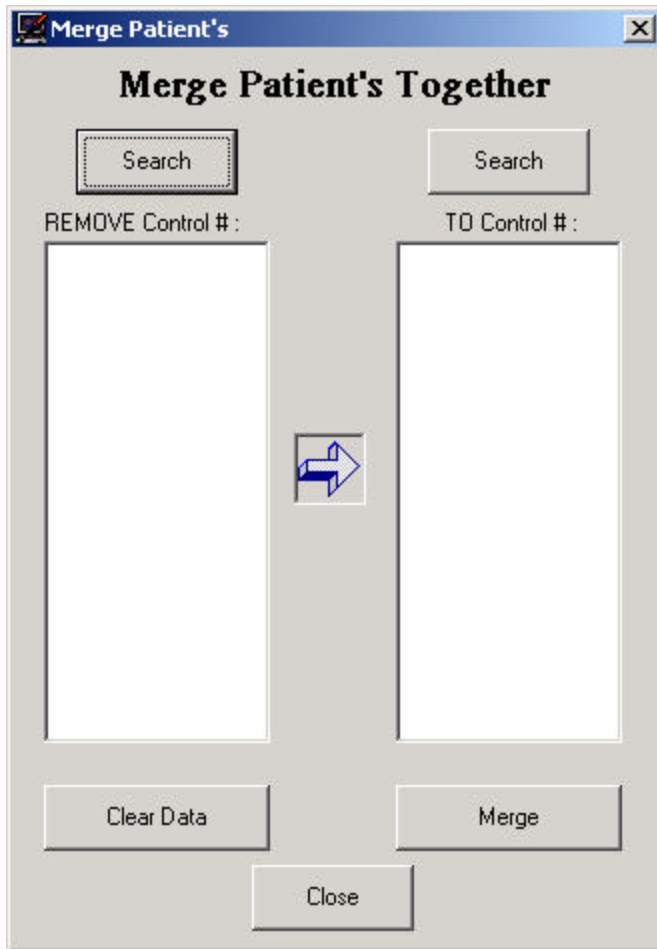
You will need to get the Control number for each patient, which can be done by opening the 'Patient Look Up' screen and entering the patients information. Write down the Control that is associated with each patient. Open the 'Merge Patient(s)' program and click on the '**Search**' button, enter the control number that you want to remove. Click the other '**Search**' button and enter the control number you want to keep.
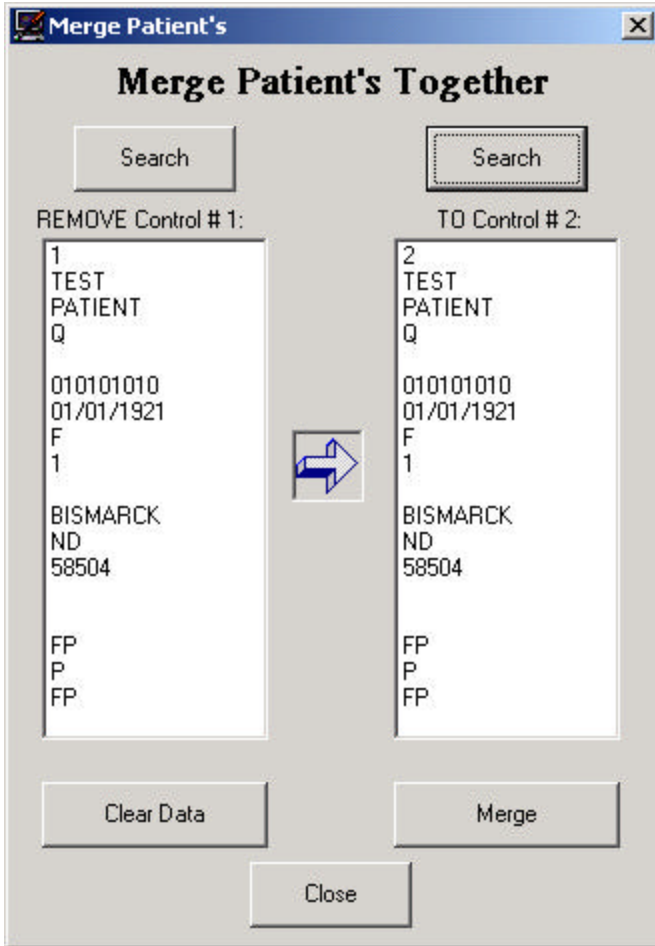
With the information filled in on the screen, confirm that all the data matches, excluding the Patient Name (which can be different). Note*: In order to 'Merge' the patients all the data must match exactly!* Click '**Merge'** and click 'Yes' to confirm that you want to continue. If everything matches, it will tell you it was successful, otherwise it will prompt you that something doesn't match. You will have to go back to the 'Patient Look Up' screen and make the appropriate changes. '**Clear Data**' will clear the screen, without making any changes to the patient(s).

To close the program, click '**Close**' or click the **X** in the upper right hand side of the window button.

Appendix B

Reproduce SendLog

Reproduce SendLog:
This option allows you to view and reprint the SendLog and Packing Slips. This feature would be used if for some reasons your SendLog and Packing Slips didn't print.
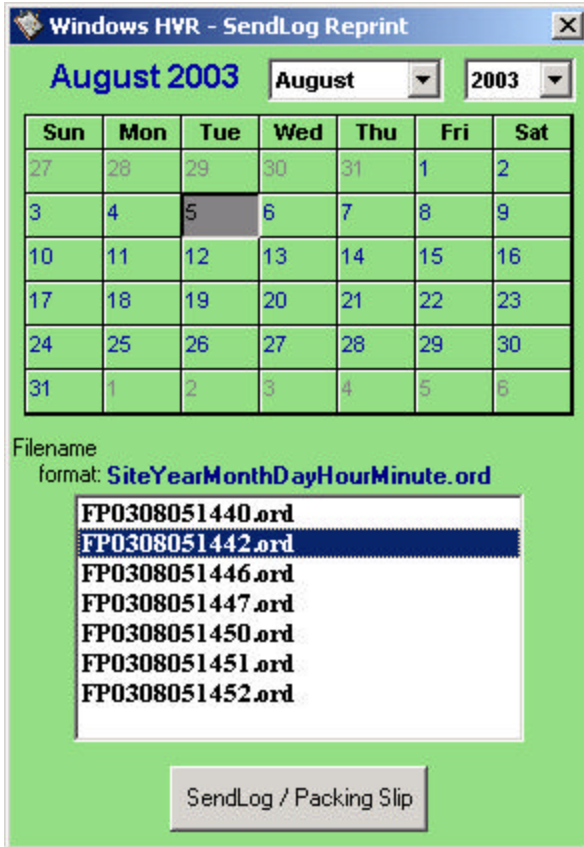

In order to Reprint your SendLog and Packing Slips, first choose the day you need.

Second, click on one of the filenames to highlight it. Hint: *if there are more than one for a day, you can look at the filename in order to determine when the original Sendlog would have been produced.*
Finally, click on the 'SendLog /Packing Slip' button.

Click the upper left button, the button has a picture of a printer, on the screen to print a copy to your printer.
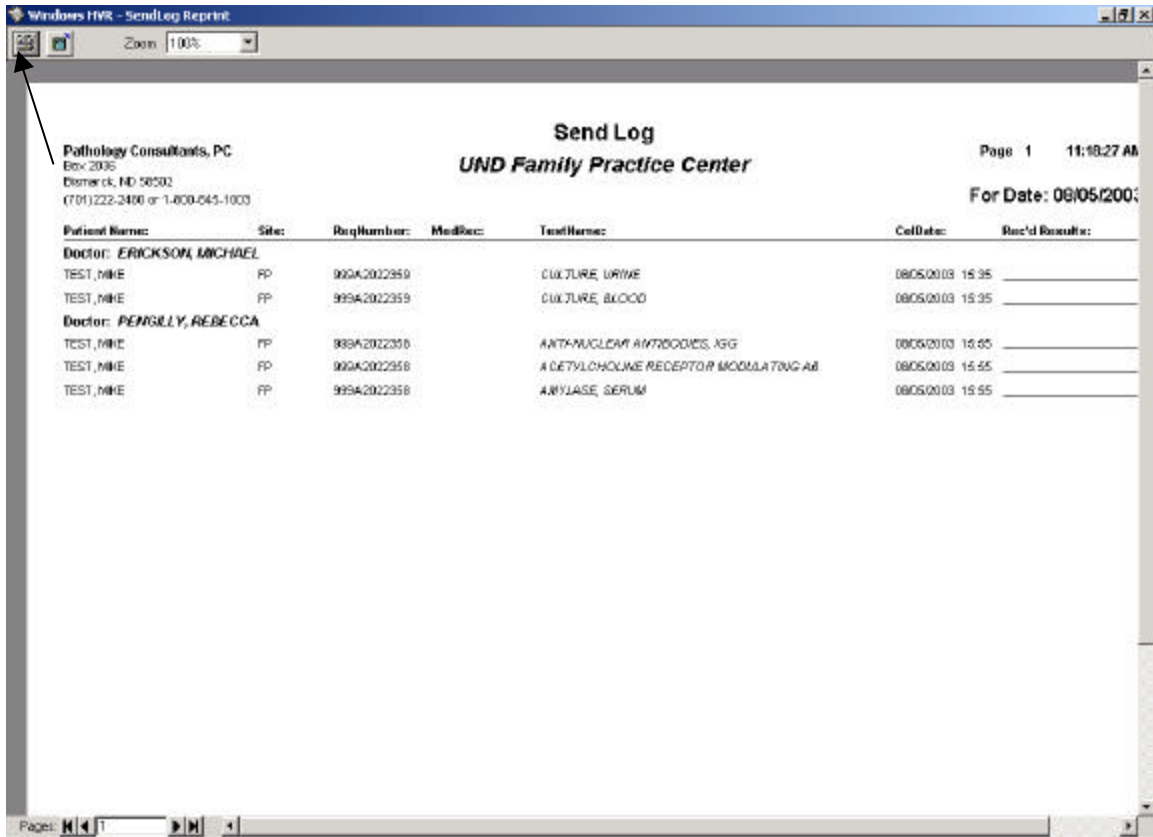
To close the windows, click the **X** in the upper right hand side of the window button.

To close Reproduce SendLog program, click the **X** in the upper right hand side of the window button.