

Important Content Update Message

We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

Export/Import Labs to a Lab Facility

Last Modified on 12/10/2019 8:45 am EST

Version 14.19

Path: Clinical tab > More button (Customize group) > Diagnostic Tests button

Overview

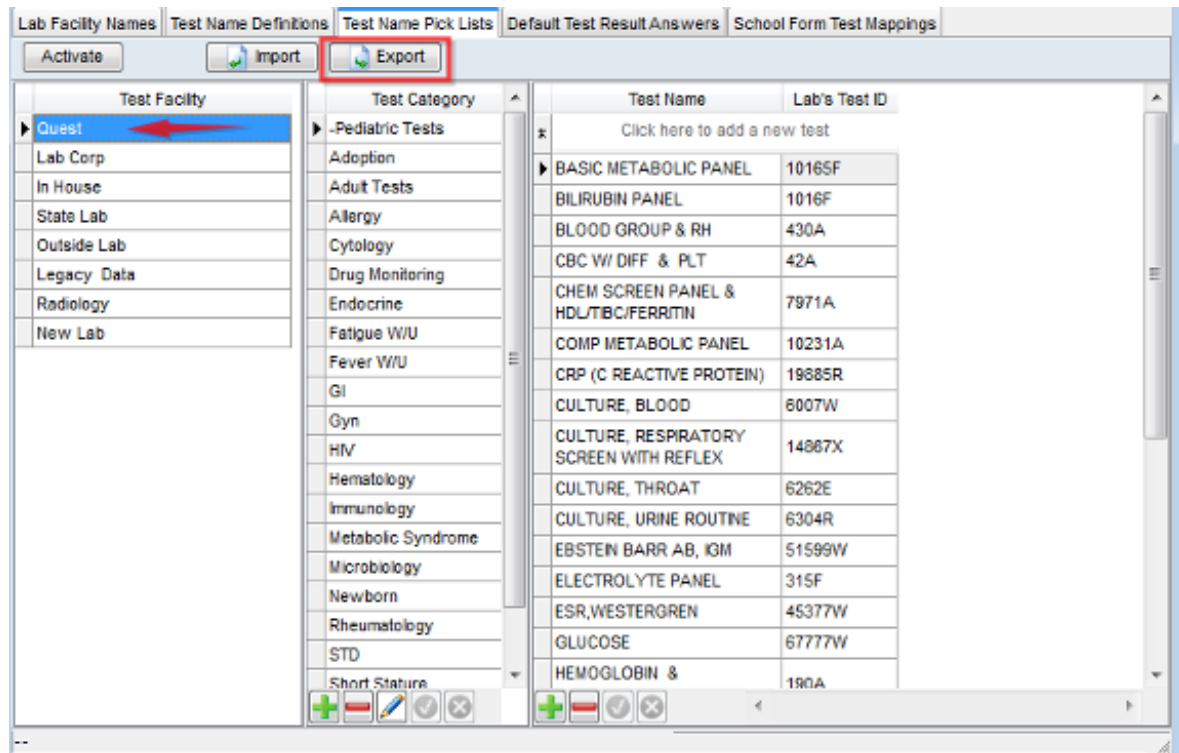
You will learn how to add labs to a lab facility in this article.

Using Export/Import to Copy an Existing Lab Profile to New Lab Facilities



Note: The Quest lab profile is recommended for export as it contains the largest set of tests. After re-importing the Quest lab profile to the new lab facility, review the list of tests to make sure it is accurate and complete.

1. From HL7 Diagnostic Test Utilities, click the **Test Name Pick List** tab.
2. Click the **Activate** button.
3. Select **Quest**, or the lab that has the tests you wish to export, in the **Test Facility** column.
4. Click the **Export** button.
5. Choose a location to save the export file. Enter a name and click **Save**.



- In the Test Facility column, highlight the lab facility to import the lab tests, and click the **Import** button.
- Confirmation window displays, select from the following.
 - Replace:** Select to replace the labs with the imported lab information.
 - Append:** Select to add to the labs with the imported lab information.
 - Cancel:** Cancel the import.
- Search for and select the exported file. To see the lab tests imported you may need to navigate to another test facility and back.

Version 14.10

Utilities > Manage Clinical Features > Diagnostic Tests Set Up

Overview

You will learn how to add labs to a lab facility in this article.

Adding Outside Labs and Diagnostic Facilities







- In Diagnostic Test Set up (the HL7 Diagnostic Test Utilities: Diagnostic Test Lookup Data Tables window), click the first tab, **Lab Facilities Names**.
- Click the **Blank** field.

HL7 Diagnostic Test Utilities: Diagnostic Test Lookup Data Tables


Lab Facility Names | Test Name Definitions | Test Name Pick Lists | Default Test Result Answers | School Form Test Mappings

Notes: Test facilities that will be returning result files (HL7 files) for import into Office Practicum have two requirements.

- On the computer from which the OP Lab Result Import program is run create a folder where HL7 files will be located. A separate folder is required for each lab returning result files. The folder should have two subfolders named [HL7] and [backup].
For example:
[c:\programs files\Quest] is the root folder.
The two subfolders would be: [c:\programs files\Quest\hl7] and [c:\programs files\Quest\backup].
- In the Provider Directory form, enter the provider ID issued by the lab for each staff member who will be submitting requisitions.

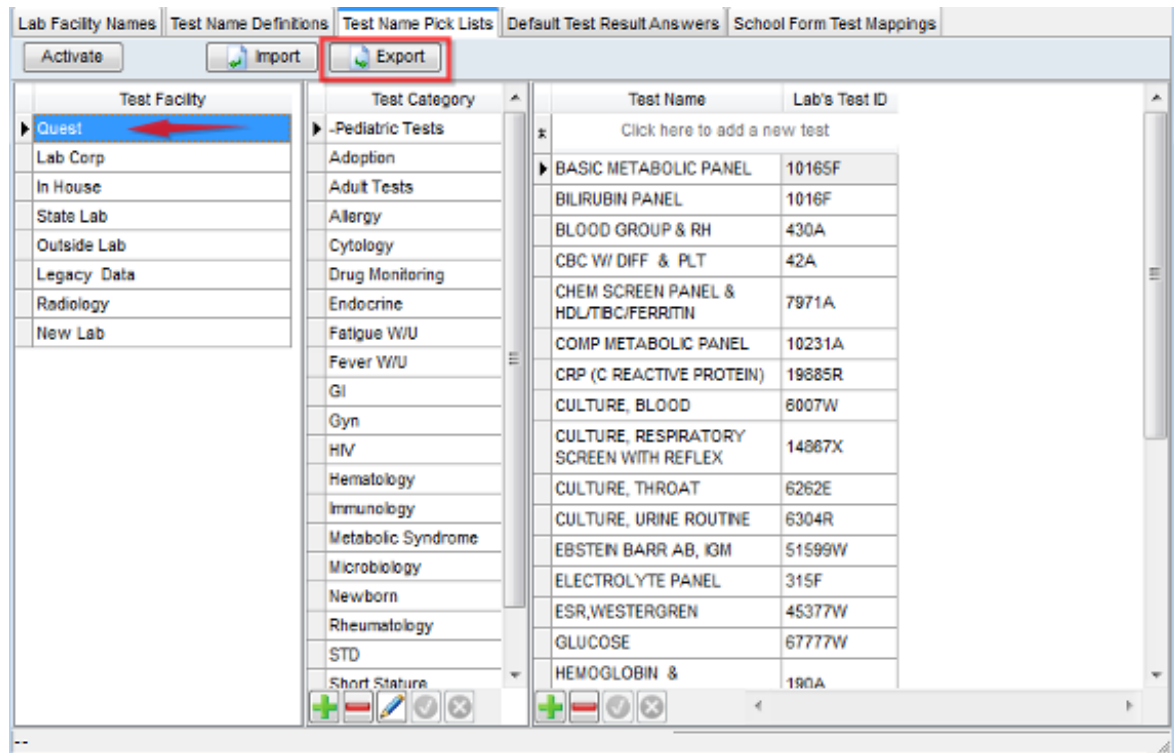
Facility Name	Root folder where imported HL7 lab files are located	Order Type	On adding a new requisition, create the following items	Notes	Archived	Restricted	Lab ID	Default for Type
*					<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
		Paper	Requisition, Order and Result		<input type="checkbox"/>	<input type="checkbox"/>	316	<input type="checkbox"/>
		Paper	Requisition, Order and Result		<input type="checkbox"/>	<input type="checkbox"/>	315	<input type="checkbox"/>
In House		In House	Requisition, Order and Result		<input type="checkbox"/>	<input checked="" type="checkbox"/>	110	<input checked="" type="checkbox"/>
Lab Corp		Paper	Requisition only		<input type="checkbox"/>	<input type="checkbox"/>	101	<input type="checkbox"/>

- Click .
- Enter a **Facility Name**.
If there is an interface to this lab, OP staff will help you fill out the **Root Folder** field.
- If this new facility is the preferred lab or diagnostic facility, check **Default for Type**.

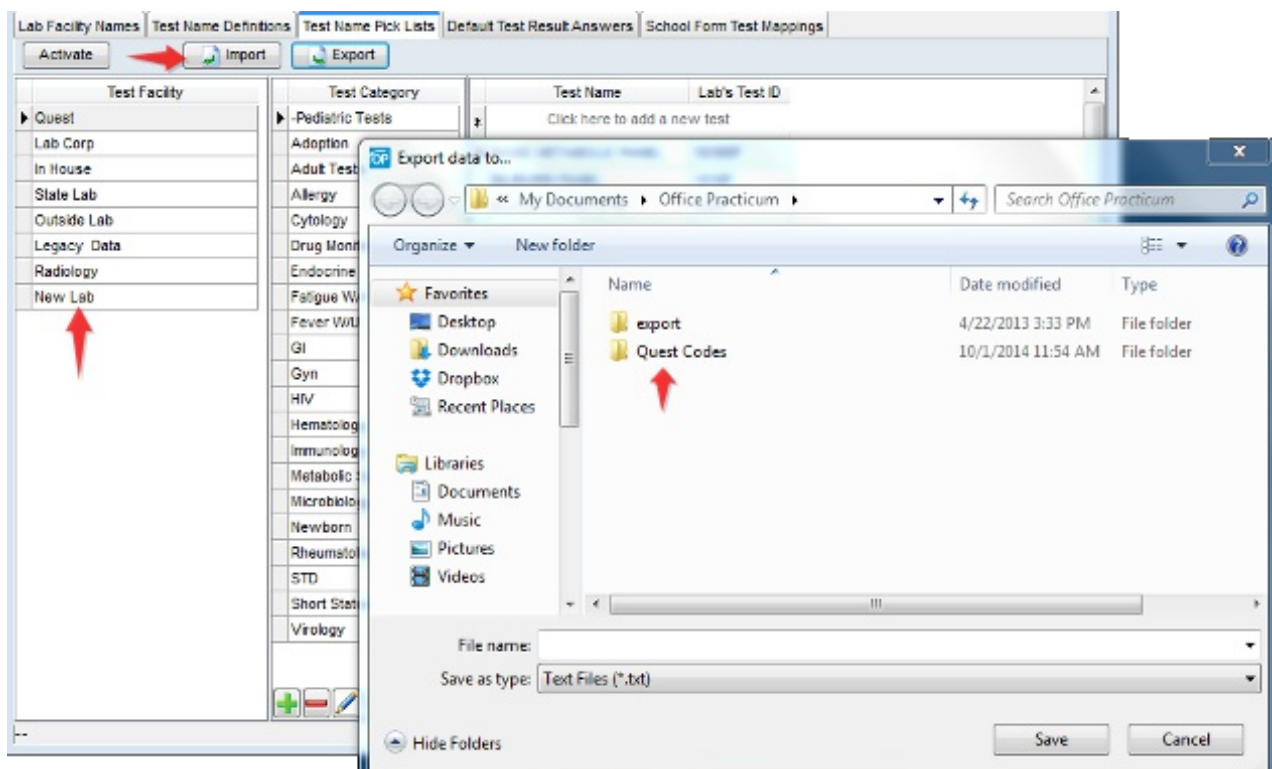
Using Export/Import to Copy an Existing Lab Profile to New Lab Facilities

The Quest lab profile is recommended for export as it contains the largest set of tests. After re-importing the Quest lab profile to the new lab facility, review the list of tests to make sure it is accurate and complete.

- In Diagnostic Test Set up, click the third tab, **Test Name Pick-Lists**.
- Click the **Activate** button.
- Select **Quest** in the Lab Name column at the left, then click the **Export** button.
- Choose a **location** to save the export file to, enter the **name** of the export file, and click the **Save** button.



5. In the Lab Name column on the left, highlight the new lab facility name, then click the **Import** button.



6. Click the **OK** button to confirm the import.

Review the imported lab profile to make sure it is accurate and complete for the new facility.

