

## How do I Archive a Laboratory?

Last Modified on 09/14/2023 3:29 pm EDT

Version 21.3

## Path: Clinical (Top Ribbon) > More > Diagnostic Tests > Lab Facilities Tab

## About

Similar to the process of archiving individual diagnostic tests, you may want to archive a laboratory that no longer provides services for your practice.

Archiving a laboratory does not delete old labs that you may have ordered through the laboratory, but it does remove it from the pick list of laboratory options when ordering new send-out tests.

1. Navigate to the Lab Facilities tab by following the path above.

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- 2. In the Lab Configuration pane, scroll up and down to identify the laboratory name you want to archive.
- 3. Click on the laboratory you want to archive. A triangle will appear on the far left of the row to confirm it is selected.

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47	Sche	dule 🧐 HL7 Diagno	ostic Test Utilities: Diagnostic Test I	.ookup Data	Tables 🔣									
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- 4. Click the **Edit** pencil in the lower left corner of that pane.
- 5. Then click the Archived box in that row, on the right side of the row. The Archived box should now be checked.

ID	Client ID	Root Dir	OP Lab ID	Lab Name	Notes	Order Type	On adding a new requisition, create the following items	HL7 Version	Ack Required	File Ext	Default for Type	Restricte d	Archived
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6. Finally, click the green **checkmark** in the lower left corner of the Lab Configuration pane.





There may, or may not, be information associated with this laboratory, present in the**Office Location Identification** pane and the **Provider Lab Identification (Lab Links)** pane. If so, leave this information alone.

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3	ID	Client ID	Root Dir	OP Lab ID	Lab Name	Notes	Order Type	On adding a new requisition, create the following items	HL7 Version	Ack Required	File Ext	Default for Type	Restricte d	Archived
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	2			101	LabCorp		Paper	Requsition, Order and Resul	0					
	203			109	Legacy Data		Legacy Data	Requsition, Order and Resul	0					
	6	5		202	Outside Lab		Paper	Requsition, Order and Resul	0					
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	374	2.16.840.1.113883.19		314	Value Labs		Paper	Requsition, Order and Resul						

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	Office Location Identific	ation				
Location ID	Facility Code Assigned by Lab (MSH-6)		Staff Member	Identifier assigned by lab	Identifier Type	
	3004033681	OK to leave along	QA Test			
	18976019	OK to leave alone				
	3004033637					

