

# Laboratories and Hospitals

Last Modified on 11/05/2021 3:28 pm EDT

Version 20.14

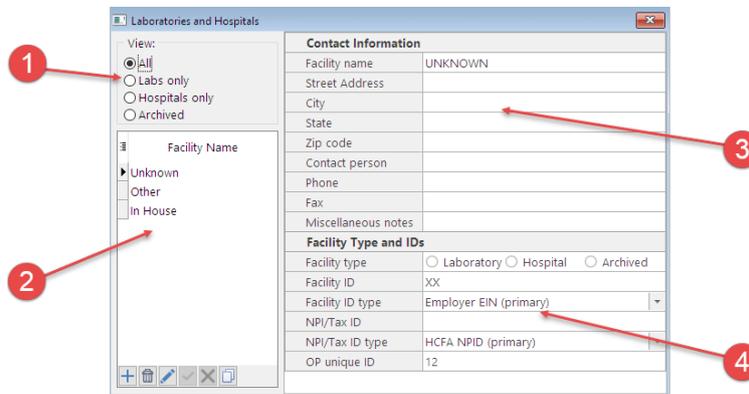


This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.

## About Laboratories and Hospitals

**Path: Billing tab > Hospitals button**

The Laboratories and Hospitals window views, adds, deletes, or edits a laboratory or hospital where charges are generated and billed for patients.



## Laboratories and Hospitals Map

| Number | Section               | Description  |
|--------|-----------------------|--|
| 1      | View                  | The View field displays the labs and hospitals in the facility list based upon the radio button selected.  |
| 2      | Facility list         | The Facility List displays the lab and hospital facilities based upon the radio button selected in the view field. Facilities can be added, removed, edited, and cloned using the function buttons. If the facility is both a hospital and a laboratory, it is necessary to create two entries with two different Facility Descriptions selected. Facility information cannot be entered into two categories simultaneously. |
| 3      | Contact Information   | The Contact Information contains the name, address, contact, phone, fax, and notes for the lab or hospital. Upon entering a fax number and saving the record, a validation occurs to ensure the field contains 10 digits (or 11 if the number includes a 1- before the area code).   |
| 4      | Facility Type and IDs | The Facility Type and IDs fields contain the facility type, ID, NPI/Tax ID, NPI/Tax ID type, and OP unique ID.   |

Version 20.13

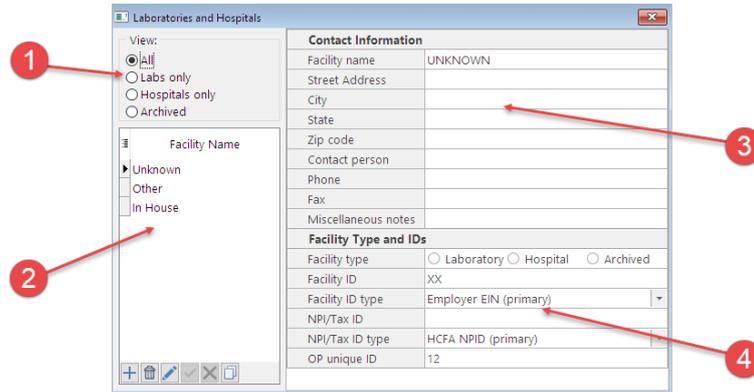


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