

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.

Add Additional Lab Facilities

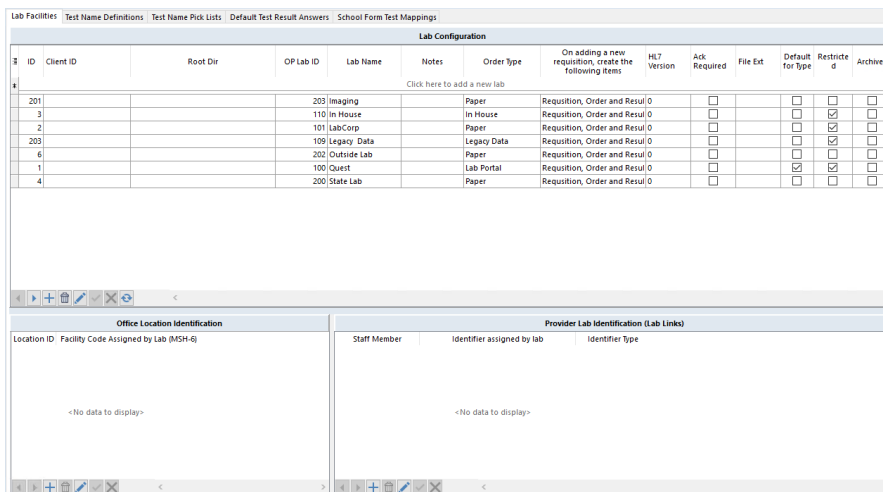
Last Modified on 11/08/2019 11:04 am EST


Version 14.19

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

Entering a New Lab Facility

1. Click on the **Lab Facilities** tab. A list of the labs and radiology facilities will be displayed.



2. Click the **Add** button  in the tool bar. A new row will appear in the grid.
3. Review the table below for required information.

Field	Definition
ID	ID will populate once the lab has been saved.
Client ID	Do not complete if a lab interface, OP will complete this field. If no lab interface enter the practice lab account number or lab name.
Root Dir	*Client Server practices only. This is the path where lab results are stored.

Field	Definition
Lab ID	Do not complete if a lab interface, OP will complete this field. If no lab interface enter the practice lab account number.
Lab Name	Enter the name of the lab facility.
Notes	Additional text field specific to the lab facility. This field is visible only on the Lab Facilities tab.
Order Type	Click the drop-down arrow and select from the list. <ul style="list-style-type: none"> • Lab Portal: The order type is used when using a results only lab interface. • Phone: Do not use. • Paper: This is the default order type. Select when no lab interface. • In House: Do not use. • Auto generated: Do not use. • Legacy Data: Do not use. • Electronic: The order type is used for labs that are eLabs/bi-directional.
On adding a new requisition, create the following items	Click the drop-down and select from the list. <ul style="list-style-type: none"> • Requisition Only: This is the recommended selection when using a lab interface • Requisition and Order: This selection will create a lab requisition and a blank order, no result lines. • Requisition, Order and Result: This selection will create a lab requisition, the order and results.
HL7 Version	*Cloud practices only. Will always be set to .HL7. This information will be entered by OP.
Ack Required	Do not complete.
File Ext	Do not complete.
Default for Type	Select the checkbox for the preferred Send Out lab facility.
Restricted	Leave unchecked.
Archived	Select the checkbox if the practice no longer will use the lab facility.
Office Location Identification	Account number assigned by the lab facility for each location.
Provider Lab identification (Lab	Provider and unique value assigned by the lab facility, typically this will be the NPI.

Links Field	Definition
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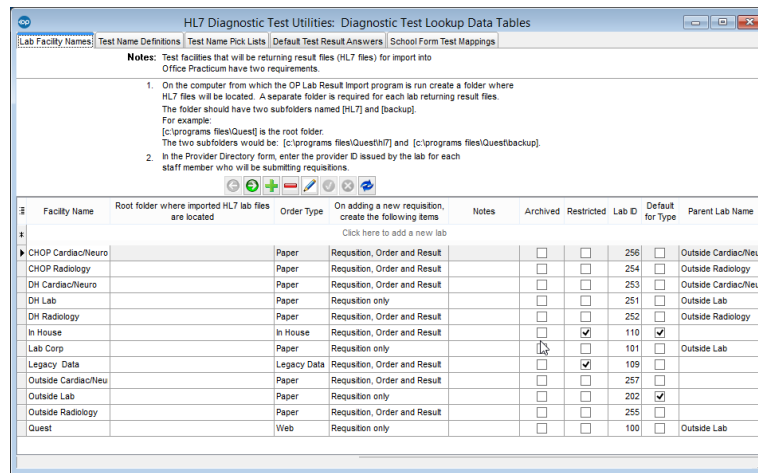
- Click the **Save** button.


Version 14.10

Utilities > Manage Clinical Features > Diagnostic Test Setup


Entering a New Lab Facility


- Click on the first tab, **Lab Facility Names**. A list of the labs and radiology facilities will be displayed.



- Click on the **Green Plus** button  in the tool bar. A new row will appear in the grid.

Facility Name	Root Folder where Imported HL7 Lab files are located	Order Type	On ADDING a new requisition the following items will be created	Notes	Do NOT Show if Checked	Restricted	Lab ID	Default for Type	Parent Lab Name
		Paper	Requisition, Order and Result		<input type="checkbox"/>	<input type="checkbox"/>	252	<input type="checkbox"/>	

- Enter the name of the lab in the **Facility Name** field.
- Root Folder** will be filled out if there will be a lab results interface.
- Orders Type** defaults to Paper.
- Requisition** information defaults as shown above.
- Notes** are for internal use by your practice.
- Leave **Archived** unchecked. It will not show if checked.
- Leave **Restricted** unchecked.
- Lab ID** will fill in automatically.
- Check **Default for Type** if this new facility will be the preferred choice for Send Out requisitions of this facility type (i.e., Lab, Radiology).
- Leave **Parent Lab** blank.
- Click the **Green Check** button  to Save.

 If this facility will have a lab interface there **MUST** be a value in the ***Root Folder*** field for this facility to appear in the **Lab Links** tab in the Provider directory. Consult with OP if you do not know the value for this field.

