Create New In-House Diagnostic Tests
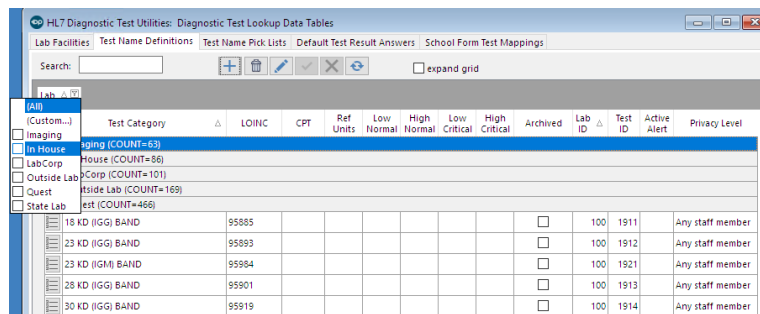
Last Modified on 12/10/2021 4:17 pm EST

Version 20.15

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

Add a New Diagnostic Test

1. Navigate to **HL7 Diagnostic Test Utilities** by following the path above.
2. Click on the **Test Name Definitions** tab.
3. Click the filter button on the **Lab** group, and click the checkbox for **In House**.

4. Click **+** to expand the line and display all lab tests associated with the lab facility.
5. Click the **Add** button ⊞ . The Diagnostic Test Name Information window opens to the **Basic Definition** tab.
6. Click the **Laboratory** drop-down menu, and select **In House**.
7. Enter the test name in the **Test name** field.
8. Complete the fields below.

- **Purpose**: The Purpose chosen will affect how a test is ordered and/or resulted.
  - **Order or Result** = When choosing this purpose the test will be used at the top level to order and also a line entry for a result.
  - **Order only** = When choosing this purpose the test will be used at the top level as an order only. There will be no result line entry.
  - **Result only** = When choosing this purpose the test will be used to enter a result, typically this is used as a component of an Order.
- **Category**: The Category chosen will result in where the test will appear in the patient chart.
  - **Lab** = A test labeled as an -ology (pathology, serology, etc.); chemistry.
  - **Screen** = Screen
  - **Imaging** = CT scan, MRI, Xray, ultrasound, angiography, cardiac echo
  - **Procedure** = Procedure
- **LOINC**: The test LOINC code is entered in this field.

> 💡 **Tip:** It is recommended, if you do not know the LOINC code for the lab, you may search for the LOINC code using this resource, **loinc.org.**

- **Test ID**: The Test ID field will populate with a code identical to the LOINC code. To change, backspace the code and enter the Test ID.
- **CPT code**: This code will be used to bill for the test.
- **Default DX code**: This code will be used for billing or if a lab required a specific ICD code.
- **Result type**: The result type is used for information entered in the result value.
  - **String** = A string result type is typically used for text rather than numbers, it can be a single word or a phrase.
  - **Numeric** = The answer contains numbers; can be formatted like a string set.
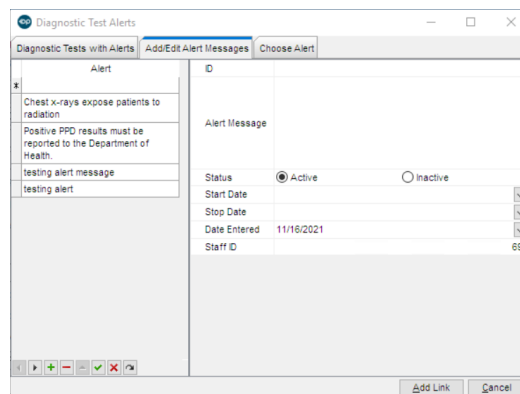 - **Date** = The answer would be a date format.

- **Time** = The answer would be a time entry.
- **Text** = The answer would be in text format.
- **Coded entry** = A coded entry result type is used for information that can be alpha or numeric.
- *(Optional)* **Normal range**: Enter the normal range.
- *(Optional)* **Critical range**: Enter the critical range.
- *(Optional)* **Units / Display mask**: *(Optional)* Enter the lab display units, for example, % or mg/dL.
- **Default result value(s)**:
  - The first answer in the list is the default: Negative=N; Positive=A.
  - To create a drop-down list of choices, you must separate choices by a semicolon**;** and no spaces between each entry.
  - Type **=N** after the result answer to indicate a normal value; this will result in a green background line result.
  - Type =**A** after the result answer to indicate an abnormal value; this will result in a red background line result.
- **Default visibility**: The default visibility is set to Any staff member. To change, click the drop-down and select from the list.

9. Click the **OK** button.

Create an Alert Message for a Diagnostic Test

1. Navigate to the Diagnostic Test to which an Alert will be added, and click the **Edit** button ▤ .
2. In the Basic Definition tab, locate the **Alert Message** section of the window.

3. Click the **Add** button, the Diagnostic Test Alerts window is displayed.
4. Click the **Add/Edit Alert Messages** tab.
5. Click **+** located in the Alert panel of the window.

6. In the **Alert Message** field, enter the text of the Alert Message. This is the exact message that will appear to a user when the Diagnostic Test is ordered.
7. Select a **status**, **start date**, and **end date**, if applicable.
8. Click the **Save** button ✓ .
9. Click the **Add Link** button to apply the new Alert Message to the Diagnostic Test. The message is displayed in the Basic Information tab of the Diagnostic Test. If you need to remove a message from a test, click the **Delete** button.

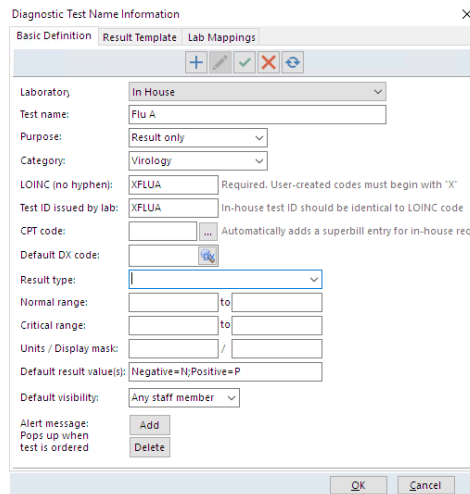**Note**: When the Diagnostic Test is ordered, the alert message is displayed in a Warning box. The user must click OK to acknowledge the message.
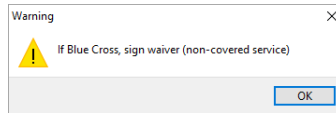
Warning

⚠ If Blue Cross, sign waiver (non-covered service)

OK

Create Results for an Order

1. Access HL7 Diagnostic Test Utilities using the same steps as above.
2. Click the **Add** button. The Diagnostic Test Name Information window opens to the **Basic Definition** tab.
3. Using the directions above, complete the fields. In the **Purpose** drop-down select **Result only**.

4. Repeat the above steps for all result-only test entries.

Add Results to an Order

1. Click the **Access** button 📋 to the left of the lab used to order.
2. Click the **Result Template** tab.
3. Click the **Add** button.
4. Click the **Test Result Name** drop-down and select a test result.

5. Repeat the above steps until all lab results are added.
6. Click **OK** to Save.

Adding New Tests to the Test Name Pick Lists

The Test Name Pick List is used to organize labs when adding a lab requisition through the Diagnostic Tests tab of a Patient Chart. This will allow you to quickly navigate to a Test Category and select from the associated labs.
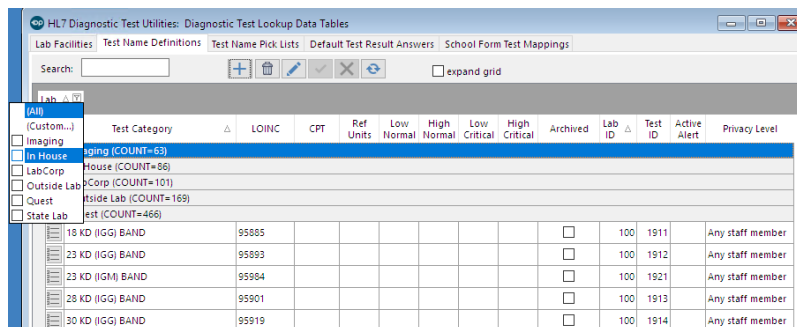
1. Navigate to the HL7 Diagnostic Test Utilities window: **Clinical tab > More button (Customize group) > Diagnostic Tests**.
2. Click the **Test Name Pick Lists** tab.
3. Click the **Activate** button and select **In House**.
4. Select a category in the **Test Category** column where the lab test will be added.
5. In the **Test Name** column, click the **Add** button.
6. From the **Test Name** drop-down, select a diagnostic test.
7. Click the **Save** button.
8. Click the **Exit** button.

Version 20.14

In this section, the user will review the process of how to add new in-house Labs, Screening tests, Imaging and Procedures and their Results.
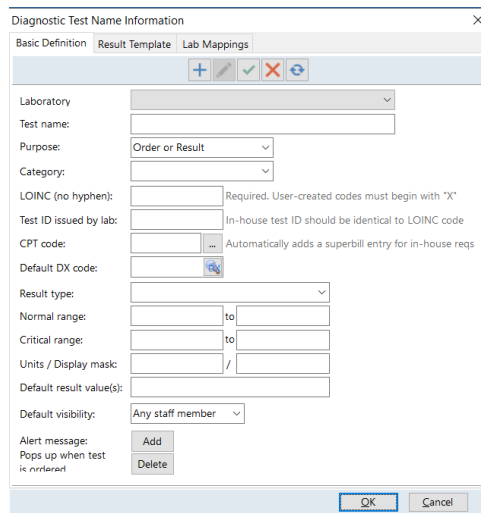
Access the HL7 Diagnostic Test Utilities

1. Navigate to HL7 Diagnostic Test Utilities window by following the path above.
2. Click on the **Test Name Definitions** tab.
3. Click the filter button on the **Lab** group, and click the checkbox for **In House**.
4. Click the **+** to expand the line and display all lab tests associated with the lab facility.

Add a New Diagnostic Test

1. Click the **Add** button [+] . The Diagnostic Test Name Information window opens to the **Basic Definition** tab.

2. Click the **Laboratory** drop-down menu, and select **In House**.
3. Enter the test name in the **Test name** field.
4. Complete the fields below.

- **Purpose**: The Purpose chosen will affect how a test is ordered and/or resulted.
    - **Order or Result** = When choosing this purpose the test will be used at the top level to order and also a line entry for a result.
    - **Order only** = When choosing this purpose the test will be used at the top level as an order only. There will be no result line entry.
    - **Result only** = When choosing this purpose the test will be used to enter a result, typically this is used as a component of an order.
- **Category**: The Category chosen will result in where the test will appear in the patient chart.
    - **Lab** = A test labeled as an -ology (pathology, serology, etc.); chemistry.
    - **Screen** = Screen
    - **Imaging** = CT scan, MRI, Xray, ultrasound, angiography, cardiac echo
    - **Procedure** = Procedure
- **LOINC**: The test LOINC code is entered in this field.

> 💡 **Tip:** It is recommended, if you do not know the LOINC code for the lab, you may search for the LOINC code using this resource, **loinc.org**. When adding a LOINC code ignore the instructions that say no hyphen. The LOINC code must be entered exactly, including the hyphen.

- **Test ID**: The Test ID field will populate with a code identical to the LOINC code. To change, backspace the code and enter the Test ID.
- **CPT code**: This code will be used to bill for the test.
- **Default DX code**: This code will be used for billing or if a lab required a specific ICD-10 code.
- **Result type**: The result type is used for information entered in the result value.
    - **String** = A string result type is typically used for text rather than numbers, it can be a single word or a phrase.
    - **Numeric** = The answer contains numbers; can be formatted like a string set.
    - **Date** = The answer would be a date format.
    - **Time** = The answer would be a time entry.
    - **Text** = The answer would be in text format.
    - **Coded entry** = A coded entry result type is used for information that can be alpha or numeric.
- **Normal range** (optional): Enter the normal from and to range.
- **Critical range** (optional): Enter the critical from and to range.
- **Units / Display mask** (optional): Enter the lab display units, for example, % or mg/dL.
- **Default result value(s):**

- The first answer in the list is the default: Negative=N; Positive=A.
- To create a drop-down list of choices, you must separate choices by a semicolon **;** and no spaces between each entry.
- Type **=N** after the result answer to indicate a normal value; this will result in a green background line result.
- Type =**A** after the result answer to indicate an abnormal value; this will result in a red background line result.
- **Default visibility**: The default visibility is set to Any staff member. To change, click the drop-down menu and select a default visibility.

5. Click the **OK** button.

Create an Alert Message for a Diagnostic Test

1. Navigate to the Diagnostic Test to which an Alert will be added, and click the **Edit** button ▤ to open the Diagnostic Test Name Information window (if not already in the window).
2. In the Basic Definition tab, locate the Alert Message section of the window.
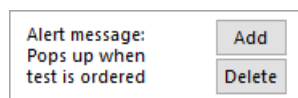
Alert message: Pops up when test is ordered	Add
	Delete

3. Click the **Add** button. The Diagnostic Test Alerts window is displayed.
4. Click the **Add/Edit Alert Messages** tab.
5. Click the **+** button located in the Alert panel of the window.
6. In the Alert Message field, enter the **text** of the Alert Message. This is the exact message that will appear to a user when the Diagnostic Test is ordered.
7. Select a **status**, **start date**, and **end date**, if applicable.
8. Click the **Save** button ✓ .
9. Click the **Add Link** button to apply the new Alert Message to the Diagnostic Test.

- The message is displayed in the Basic Information tab of the Diagnostic Test. To delete the message from the test, click the **Delete** button.
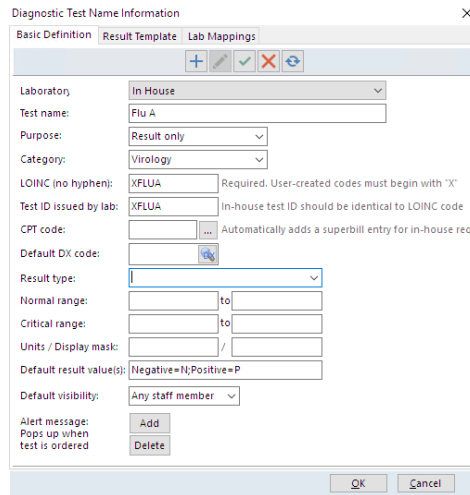
Alert message: Pops up when test is ordered	Add	If Blue Cross, sign waiver (non-covered service)
	Delete	
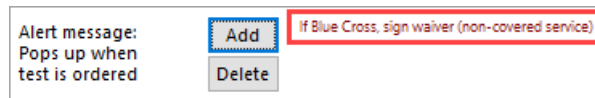
- When the Diagnostic Test is ordered, the Alert Message is displayed in a Warning box where the user must click OK to acknowledge the message.
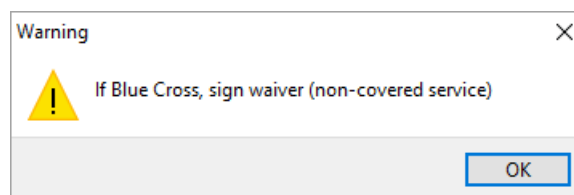
Warning ⚠ If Blue Cross, sign waiver (non-covered service) OK
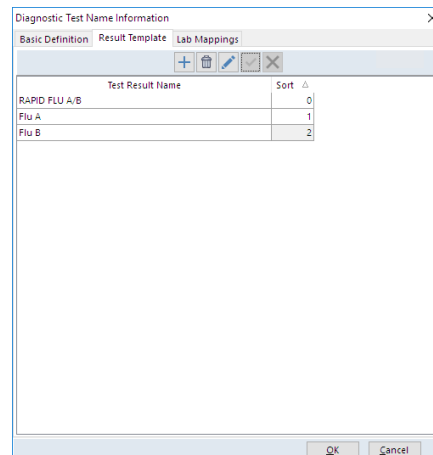
Create Results for an Order

1. Access HL7 Diagnostic Test Utilities using the same steps as above.
2. Click the **Add** button. The **Basic Definition** tab is selected on the **Diagnostic Test Name Information** window.
3. Using the directions above, complete the fields. In the **Purpose** drop-down menu select **Result only**.

4. Repeat the above steps for all result only test entries.

Add Results to an Order

1. Click the **Access** button ⊞ to the left of the lab used to order.
2. Click the **Result Template** tab.
3. Click the **Add** button.
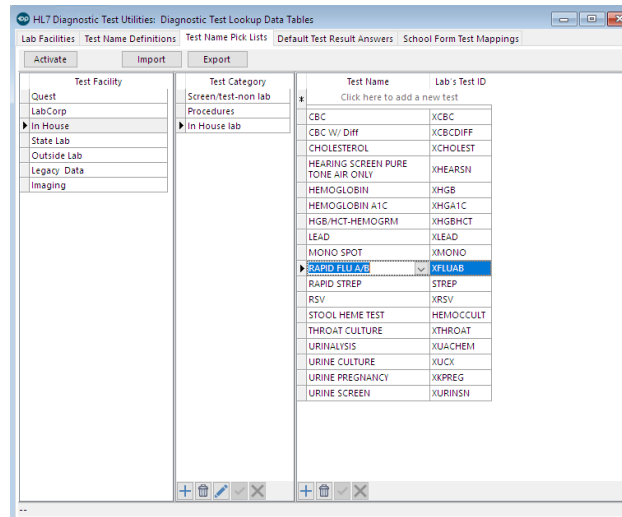4. Click the **Test Result Name** drop-down and select a test result.

5. Repeat the above steps until all lab results are added.
6. Click **OK** to Save.

Adding New Tests to the Test Name Pick Lists

The Test Name Pick List is used to organize labs when adding a lab requisition through the Diagnostic Tests tab of a patient chart. This will allow you to quickly navigate to a Test Category and select from the associated labs.

1. **Clinical tab > More button (Customize group) > Diagnostic Tests**.
2. Click on the **Test Name Pick Lists** tab.

3. Click the **Activate** button and select In House.
4. Select a category in the **Test Category** column where the lab test will be added.
5. In the **Test Name** column, click the **Add** button.
6. From the **Test Name** drop-down menu, select a diagnostic test.
7. Click the **Save** button.
8. Click the **Exit** button.