

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.

Customizing Lab Test Categories

Last Modified on 11/08/2019 10:40 am EST

Version 14.19

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

Creating Diagnostic Test Categories

- 1. Navigate to the path above.
- 2. Select the Test Name Pick Lists tab.
- 3. Click the Activate button to display all Lab Names and Test Names.
- 4. Select the lab name from the Test Facility column.
- 5. In the **Test Category** column, click the **Add** button + to add a row for a new category name.
- 6. Enter the name of the new category.



Grouping Tests Into Categories

- 1. Select the **Test Category.**
- 2. In the Test Name column, click Click here to add a new test A drop-down arrow is displayed.





•	HL7 Diagn	ostic Test Utilities:	Dia	gn	ostic Test Lookup Da	ata Tables			
Lab Facilities	Test Name Definition	15 Test Name Pick Lists	Def	au	t Test Result Answers Sci	nool Form Test Mappings			
Activate	Import	Export							
Test Facility		Test Category	Test Category \land		Test Name	Lab's Test ID			
Quest		Urine		*	Click here to add a new test				
Lab Corp		Stool Study	Stool Study Short Stature Precocious Puberty PCOS		ALLERGY EGG WHITE				
In House		Short Stature			ALLERGY, EGG YOLK				
Outside Lab)	Precocious Puberty			ALLERGY IMMUNOCAR				
Legacy Dat	a	PCOS			FOOD				
DH Cardiac/	/Neuro	Obesity	/		ALLERGY, IMMUNOCAP RE	SP			
DH Radiolo	gу	Microbiology			RGN 1				
DH Lab		Immunology	-		ALLERGY, LATEX				
CHOP Radio	ology	Hematology	-		ALLERGY, MILK				
Outside Rad	diology	Fatigue	-		ALLERGY, NUT MIX GROUP				
CHOP Cardi	ac/Neuro	Failure to Thrive	-		ALLERGY, PEANUT				
Outside Car	rdiac/Neur	Endocrine	-		ALLERGY, PECAN NUT				
Lab Corp*		Eating Dirorder	-		ALLERGY, SEAFOOD GROU	JP			
		Drug Screens	- 11		ALLERGY, SOYBEAN				
		Chemistry	-		ALLERGY, UPPER				
		Amenorrhea			RESPIRATORY REGION 1				
		Allergy			ALLERGY, WALNUT				
		Adoption	-		ALLERGY, WHEAT				
		Abdominal Pain	-		IGE, TOTAL				
		-Well Child	¥						
		+ 🛍 🖍 🗸 🗙		-		C			

- 3. Use the drop-down arrow to select the test from the menu. You may also start to the type the name of the test and then click to select it.
- 4. Click the **Save** button \checkmark to save your entry.

Viewing Test Groups In The Diagnostic Test Requisition Form

- From the Diagnostic Tests in a patient's chart or visit note, click the New Send-Out button. The Diagnostic Test Requisition Form opens.
- 2. In the **Facility** field, select the facility from the drop-down menu. The groups of tests are displayed in the **Test Name** section of the window.
- 3. Expand the group by clicking+ to the left of the group name.

rdered by: Demo D	Doctor	~	pecial instructions: none				
Facility	Outside Lab		Diagnosis codes:				
Order date	8/19/2019	v v	ICD-10 Description		1	CD-10	
Flag date	8/23/2019						
Service	O Regular n/a STAT						
Fasting required	O Yes ● n/a O No						
Collect specimen	⊖ in house		search by test name: Clear Show: @ All available tests O Current on	der oply			_
Notes			Tect Name	1			
Order type	Paper	$\overline{\mathbf{v}}$	Group : -Pediatric Tests				
Privacy level	Any staff member	~	Group : Adoption				
Lab requisition ID		_	Group : Adult Tests				
Lab specimen ID			Group : Allergy				
Collection time			Group : Cytology				
In-house lab tech		~	Group : Drug Monitoring				
		_	Group : Endocrine				
Blood draw CPT:		_	Group : Fatigue W/U				
anot applicable			Group : Fever W/U				
			Group : GI				
) 36406 < age 3 -			E Group : Gyn				
) 36410 ⇒ age 3			Group : HIV				
36415 venipuno	cture		Group : Hematology				
36416 finger / h	neel stick		Group : Metabolic Syndrome				
			Group : Newborn				
		- 1	Group : Rheumatology				
specimen nandling			Group : STD				
Include charge			Group : Short Stature				
99000 m 9100m			Group : Virology				
			Group : [All]				
				-			
			Reg status: Pending		Sa		

Version 14.10

Utilities > Manage Clinical Features > Diagnostic Test Setup Up





Creating Diagnostic Test Categories

- 1. Click on the third tab, Test Name Pick-Lists.
- 2. Click Activate to display all Lab Names and Test Names.
- 3. Select the Lab Name.
- 4. In the Test Categories column, click + to add a row for a new category name.

ab Facility Names Test Name De	finitions Test Name Pick Lists	Defa	ult Test Result Answers Schoo	I Form Test Mappings	
Activate	oort 🔒 Export				
Test Facility	Test Category	~	Test Name	Lab's Test ID	
Quest	-Well Child	×	Click here to add a ne	w test	
Lab Corp	Abdominal Pain	-	ALLERGY, ADULT FOOD		
In House	Adoption	,	PROFILE		
Outside Lab 🔶	Allergy		ALLERGY, CEREAL GROUP		
Legacy Data	Amenorrhea		ALLERGY, CHILDHOOD		
DH Cardiac/Neuro	Chemistry		PROFILE		
DH Radiology	Drug Screens		ALLERGY, EGG WHITE		
DH Lab	Eating Disorder		ALLERGY, EGG YOLK		
CHOP Radiology	Endocrine		ALLERGY, IMMUNOCAP		
Outside Radiology	Failure to Thrive		FOOD		
CHOP Cardiac/Neuro	Fatigue		ALLERGY, IMMUNOCAP RESP		
Outside Cardiac/Neur	Hematology	-	RGN 1		
	Immunology		ALLERGY, LATEX		
	Microbiology		ALLERGY, MILK		
	Obesity		ALLERGY, NUT MIX GROUP		
	PCOS		ALLERGY, PEANUT		
	Precocious Puberty		ALLERGY, PECAN NUT		
	Short Stature		ALLERGY, SEAFOOD GROUP		
	Stool Study		ALLERGY, SOYBEAN		
	Ligine	¥	ALLEDOV HODED		

Grouping Tests Into Categories

Activate	nitions Test Name Pick Lists	Deta	ault lest Result Answers Schoo	Form Test Mappings	
lest Facility	lest Category		lest Name	Lab's lest ID	
Quest	-Well Child	-	Click here to add a ne	ew test	
Lab Corp	Abdominal Pain	_	ALLERGY, ADULT FOOD		
In House	Adoption		PROFILE		
Outside Lab	▶ Allergy		ALLERGY, CEREAL GROUP		
Legacy Data	Amenorrhea		ALLERGY, CHILDHOOD		
DH Cardiac/Neuro	Chemistry		PROFILE		
DH Radiology	Drug Screens		ALLERGY, EGG WHITE		
DH Lab	Eating Disorder		ALLERGY, EGG YOLK		
CHOP Radiology	Endocrine		ALLERGY, MYNOCAP		
Outside Radiology	Failure to Thrive	-	FOOD		
CHOP Cardiac/Neuro	Fatigue		ALLERGY, IMMUNOCAP RESP		
Outside Cardiac/Neur	Hematology		RGN 1		
	Immunology		ALLERGY, LATEX		
	Microbiology		ALLERGY, MILK		
	Obesity		ALLERGY, NUT MIX GROUP		
	PCOS		ALLERGY, PEANUT		
	Precocious Puberty		ALLERGY, PECAN NUT		
	Short Stature		ALLERGY, SEAFOOD GROUP		
	Stool Study		ALLERGY, SOYBEAN		
	Urine	~			
	+-/00				

Viewing Test Groups In The Diagnostic Test Requisition Form

- 1. Click on the Chart icon, Select a test patient, Click on Diagnostic Tests, Select Send-Out.
- 2. Select the Facility from the drop-down in the Diagnostic Test Requisition Form. Groups of lab tests display in the Test Name area. Click + before each Group to view associated. tests.





®			Diagnostic Test Requisi	tion Form			- 0) ×
Ordered by: Demo D	octor	¥	Special instructions: none					
Facility	Outside Lab	~	Diagnosis codes:				5	
Privacy level:	Any staff member	~		CD-10 Description			iC	D-10
Order date	8/3/2017	~						
Flag date	8/7/2017	~						
Service	○ Regular ● n/a ○ STAT							
Fasting required	OYes ●n/a ONo							
Notes			Search by test name:	🔍 🗡	Show:	 All available test 	s OCu	rrent orde
Order type	Paper	V	Test Name	Δ	Commen	ts Lab Test ID	CPT	<u> </u>
Lab requisition ID			Group : -Well Child					
Construction and the struct	🔿 in house 💿 n/a		Group : Abdominal Pain					
Specimen collection	🔾 at lab		Group : Adoption					
Lab specimen ID			Group : Allergy Group : Allergy					
Collection time			Croup : Chamistor					_
In-house lab tech		\sim	Group : Drug Screens					
Blood draw CPT:			Group : Entry Screens					
not applicable			Group : Endocrine					
🔵 36406 < age 3 -	other vein		Group : Enlarge to Thrive					
36410 > age 3			Group : Fatigue					
36415 venipunct	ture		Group : Hematology					
36416 finger / he	eel stick		Group : Immunology					
			Group : Microbiology					
Specimen handling:			Group : Obesity					
Include charge	on superbill 📃		Group : PCOS					
99000 ··· SPECIN	IEN HANDLING		Group : Precocious Puberty					
			Group : Short Stature					v
			Req status: Pending v	Save PDF c	opy 🗌 P	rint	<u>S</u> ave	<u>C</u> ancel

