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

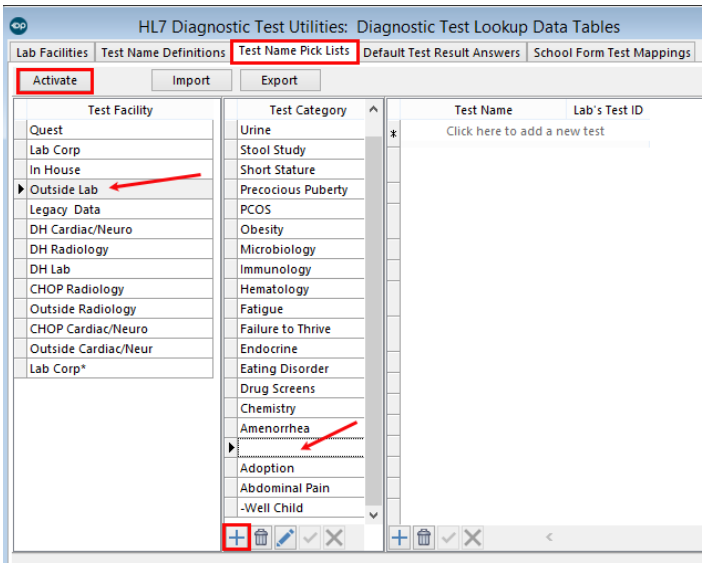
Last Modified on 11/08/2019 10:40 am EST

Version 14.19

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

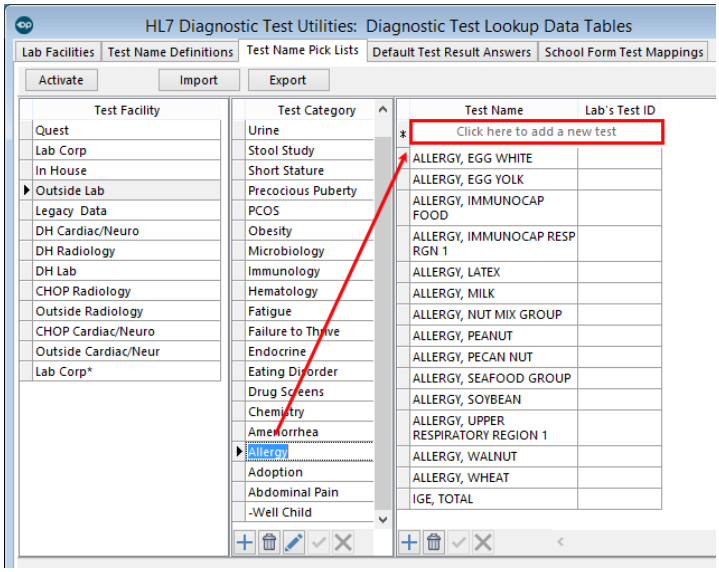
Creating Diagnostic Test Categories

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

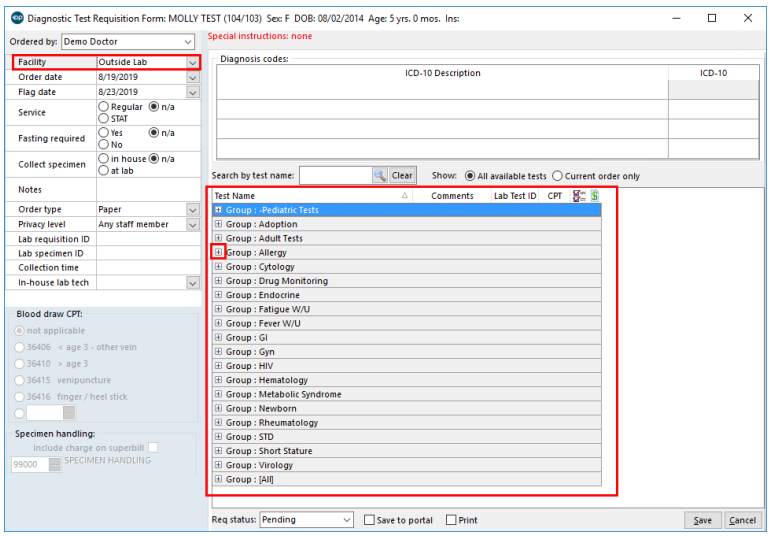
1. Select the **Test Category.**
2. In the **Test Name** column, click **Click here to add a new test** A drop-down arrow is displayed.



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 to save your entry.

Viewing Test Groups In The Diagnostic Test Requisition Form

1. 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.

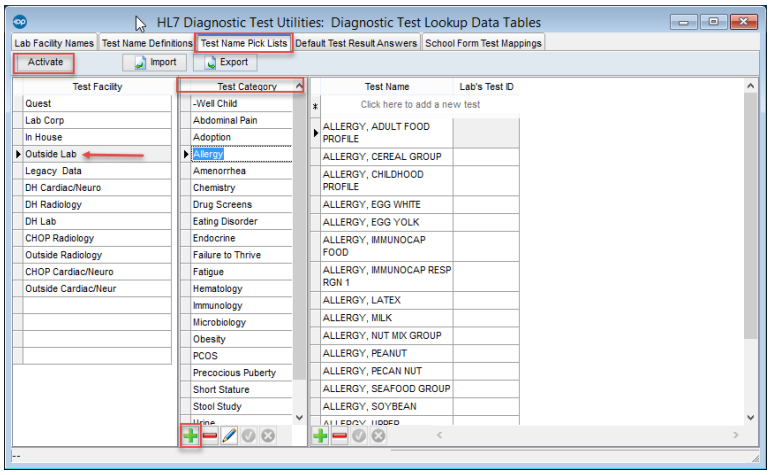


Version 14.10

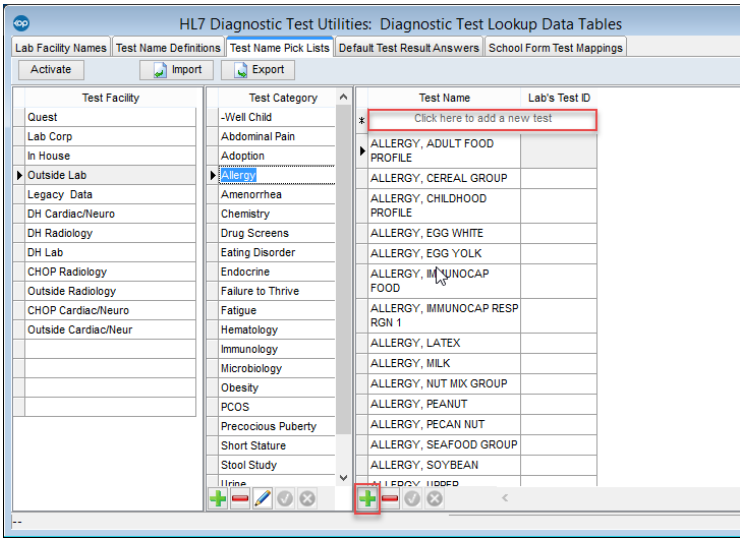
Utilities > Manage Clinical Features > Diagnostic Test Setup Up

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.

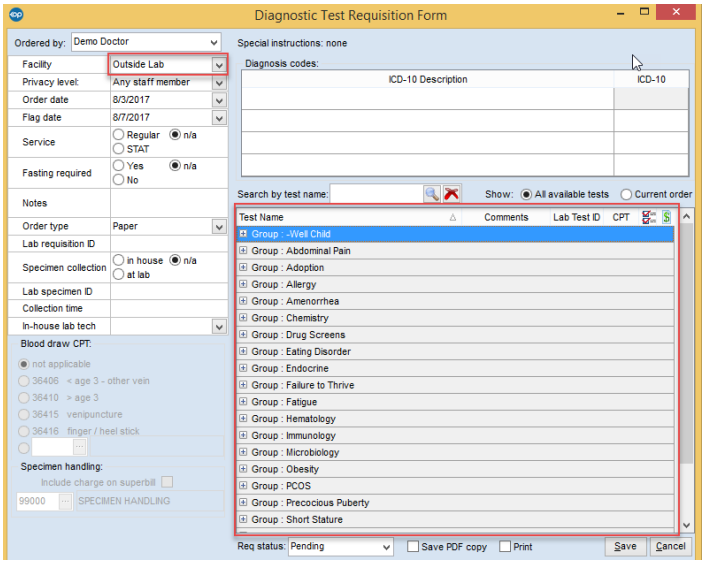


Grouping Tests Into Categories



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 Requisition Form
Ordered by: Demo Doctor
Facility: Outside Lab
Privacy level: Any staff member
Order date: 8/3/2017
Flag date: 8/7/2017
Service: Regular n/a STAT
Fasting required: Yes n/a No
Notes
Order type: Paper
Lab requisition ID
Specimen collection: in house n/a at lab
Lab specimen ID
Collection time
In-house lab tech
Blood draw CPT:
not applicable
36406 < age 3 - other vein
36410 > age 3
36415 venipuncture
36416 finger / heel stick
Specimen handling:
Include charge on superbill
99000 SPECIMEN HANDLING
Special instructions: none
Diagnosis codes:
ICD-10 Description
ICD-10
Search by test name:
Show: All available tests Current order
Test Name
Comments
Lab Test ID
CPT
Group : -Well Child
Group : Abdominal Pain
Group : Adoption
Group : Allergy
Group : Amenorrhea
Group : Chemistry
Group : Drug Screens
Group : Eating Disorder
Group : Endocrine
Group : Failure to Thrive
Group : Fatigue
Group : Hematology
Group : Immunology
Group : Microbiology
Group : Obesity
Group : PCOS
Group : Precocious Puberty
Group : Short Stature
Req status: Pending
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