Document Legacy Labs

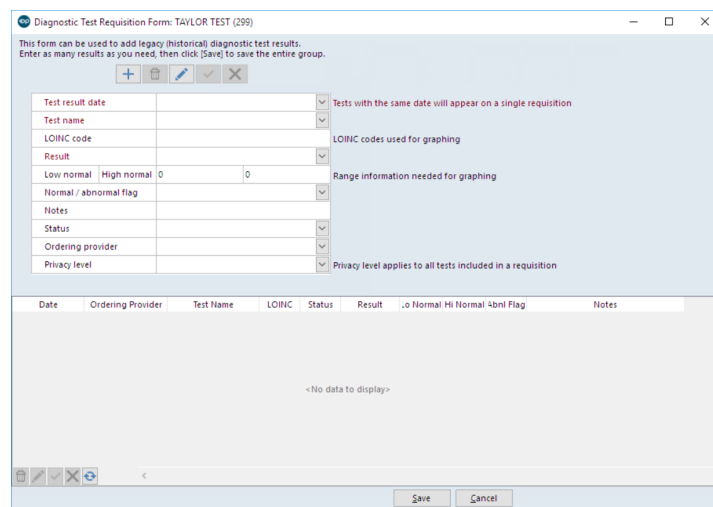Last Modified on 07/29/2021 3:44 pm EDT

> ⚠️ OP sets **all defaults to share all information** Any individual decisions by Practice-users to restrict information sharing (access, use, or exchange) are the responsibility of the Practice in the implementation of its 21st Century Cures Act Information Blocking policies and procedures for its Practice and patients.

Version 20.13

Document Legacy Diagnostic Tests

1. Navigate to the Patient Chart and search for and select the patient.
2. Click **Diagnostic Tests**.
3. Click the **New Legacy** button. The Diagnostic Test Requisition Form opens.
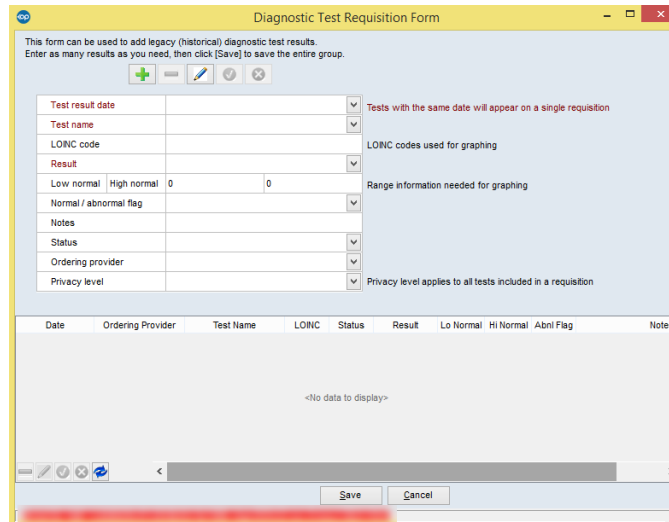

4. Click the **Add** button, repeat if more than one test result is associated with the entry.
5. Complete the following information:

   - Test result date
   - Test name
   - Result
   - (*Optional*) Low normal/High normal
   - (*Optional*) Normal / abnormal flag
   - (*Optional*) Notes
   - Status will default to Informed, click the drop-down to change.
   - Ordering Provider
   - Privacy Level will default to Any staff member, click the drop-down to change.

6. Click the **Save** button.

Version 14.10

Document Legacy Diagnostic Tests

1. Navigate to the Patient Chart.
2. Locate and select the patient.
3. Click the **Diagnostic Tests** tab.
4. Click **+ Legacy** button. The Diagnostic Test Requisition Form will open.

5. Click the **Insert Record** button to add a new record. Repeat if more than one test result is associated to the entry.
6. Complete the following information:

   - Test result date
   - Test name
   - Result
   - Low normal/High normal (optional)
   - Normal / abnormal flag (optional)
   - Notes (optional)
   - Status (this will default to Informed but may be changed)
   - Ordering Provider
   - Privacy Level (this will default to Any staff member but may be changed)

7. Click **Save**.
8. If desired, scan in a document to attach to the legacy Diagnostic Test.

> View **Attach Document to Diagnostic Test Or Referral** for further information on attaching a document to the legacy diagnostic test.