Complete Diagnostic Tests For Inactive Providers

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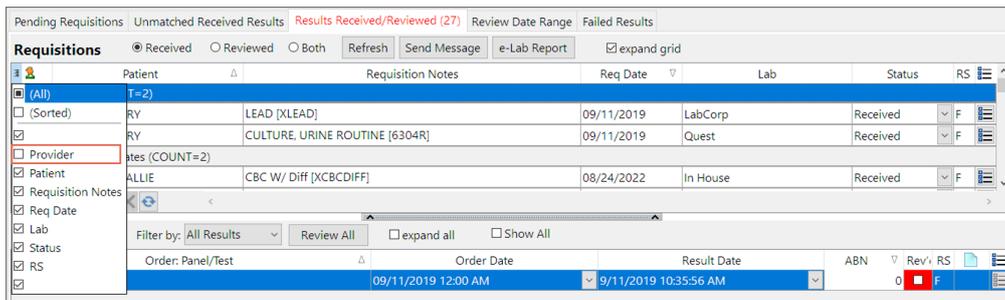
Version 21.0

Complete Diagnostic Tests for an Inactive Provider

There may be a time when a provider leaves a practice and the provider has been set to Inactive in the Staff/Provider directory. Still, there may be labs that will be need to be reviewed or completed. The steps below will instruct how to review and complete labs that remain with the inactive provider.
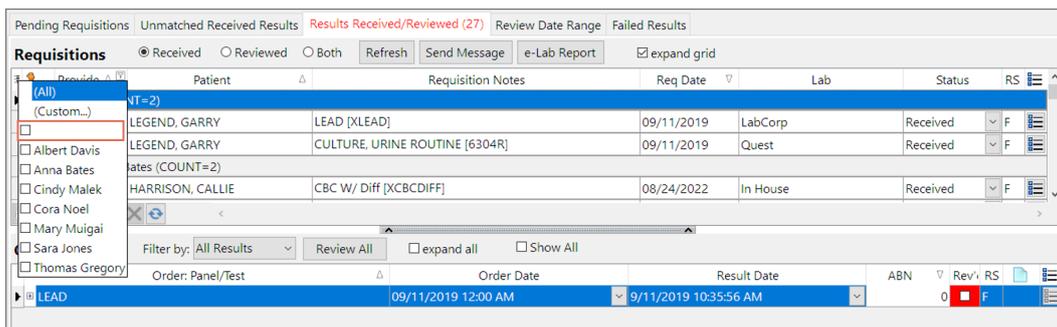
Review Diagnostic Tests for an Inactive Provider

1. Click **Received** on the Main Navigation panel, the **Results Received/Reviewed** tab is selected on the Clinical Work window.
2. Click the **Diagnostic Test** tab.
3. Click the **Everyone** radio button in the Scope field.
4. Click the **Received** radio button.
5. Click the **Show/Hide columns** icon and select the Provider checkbox.

6. Click the **filter** icon on the Provider column and select the blank provider.

7. Review and Complete the labs where all information has been received. Click here for additional information on reviewing and completing labs.

Complete Diagnostic Tests for an Inactive Provider

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2. Click the **Diagnostic Test** tab.
3. Click the **Everyone** radio button in the Scope field.
4. Click the **Reviewed** radio button.
5. Click the **Show/Hide columns** icon and click the **Provider** checkbox.
6. Click the **filter** icon on the **Provider** column and select the blank provider.
7. From the Requisitions panel, click the dropdown arrow in the **Status** column and select **Complete**.

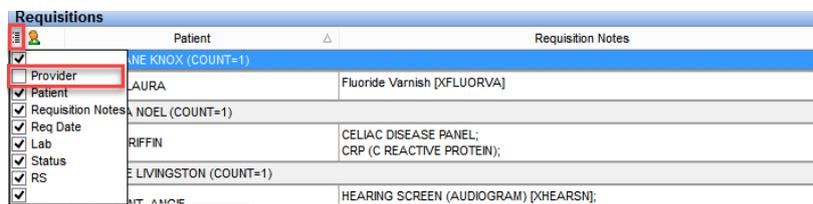8. Repeat the steps above to complete additional Diagnostic Tests.

Version 14.19

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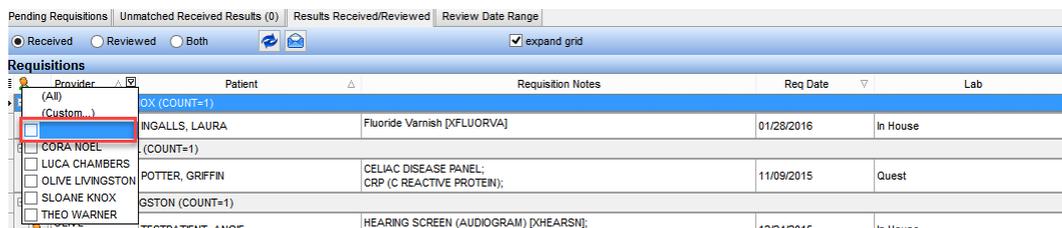
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