



Important Content Update Message

We are currently updating the OP Help Center content for OP 20. We appreciate your patience as we continue to make these updates. To locate the version of your software, navigate to: **Help tab > About**

How do I archive a diagnostic test?

Last Modified on 02/17/2021 11:13 am EST

Version 14.19

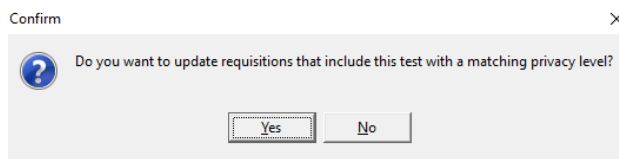
Archive a Diagnostic Test

To archive a diagnostic test or the corresponding results component for a diagnostic test, follow these steps:

1. Open the Diagnostic Test Utilities (**Utilities Menu > Manage Clinical Features > Diagnostic Test Setup**).
2. Expand the group of Diagnostic Tests that you would like to archive (Lab Corp, Quest, In-House etc.).
3. Select the diagnostic test or result component that you'd like to archive by highlighting the test or result.
4. Select the **Archived** checkbox.

Lab	Test Category	LOINC	CPT	Ref Units	Low Normal	High Normal	Low Critical	High Critical	Archived	Lab ID	Test ID	Active Alert	Privacy Level
	R @ 2000 Hz	XAUR2000		dB	20	30	0	0	<input type="checkbox"/>	110	3441		Any staff member
	R @ 4000 Hz	XAUR4000		dB	20	30	0	0	<input type="checkbox"/>	110	3442		Any staff member
	R @ 500 Hz	XAUR500		dB	20	30	0	0	<input type="checkbox"/>	110	3439		Any staff member
	R @ 6000 Hz	XAUR6000		dB	20	30	0	0	<input type="checkbox"/>	110	3443		Any staff member
	R @ 8000 Hz	XAUR8000		dB	20	30	0	0	<input type="checkbox"/>	110	3444		Any staff member
	R acuity far	XVISRAF			0	0	0	0	<input type="checkbox"/>	110	3446		Any staff member
	R acuity near	XVISRAN			0	0	0	0	<input type="checkbox"/>	110	3448		Any staff member
	SG	XUASG			1.005	1.03	0	0	<input type="checkbox"/>	110	3451		Any staff member
	SPROMETRY	187591	94010						<input checked="" type="checkbox"/>	110	3215		Any staff member
	STOOL HEME TEST	XSTOOLHE	82270						<input type="checkbox"/>	110	2604		Any staff member
	STREP A AG, EIA	65565	87880						<input type="checkbox"/>	110	2501		Any staff member
	TYMPANOGRAM	XTYMPANO	92567						<input checked="" type="checkbox"/>	110	2601		Any staff member
	URINE SCREEN	XURINSN	81002						<input type="checkbox"/>	110	2006		Any staff member

5. A Confirmation window will appear.



Note: The pop-up box is referring to a circumstance in which you're updating the Privacy Level of a Diagnostic Test. Answering YES to the pop-up would update all requisitions for that diagnostic test with the new Privacy Level. Answering NO would leave all requisitions at their current visibility setting. In the circumstance above, it is appropriate to answer No.

6. This will archive the diagnostic test and it will no longer be visible while searching for diagnostic tests in a drop down menu.

Version 14.10

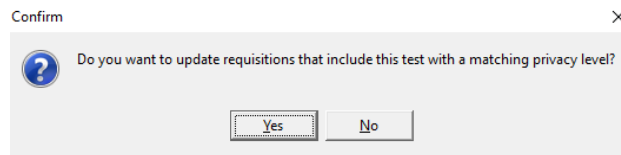
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