How do I Archive a Laboratory?

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Version 21.3

> **Path: Clinical (Top Ribbon) > More > Diagnostic Tests > Lab Facilities Tab**

About

Similar to the process of archiving individual diagnostic tests, you may want to archive a laboratory that no longer provides services for your practice.

Archiving a laboratory does not delete old labs that you may have ordered through the laboratory, but it does remove it from the pick list of laboratory options when ordering new send-out tests.

1. Navigate to the **Lab Facilities** tab by following the path above.
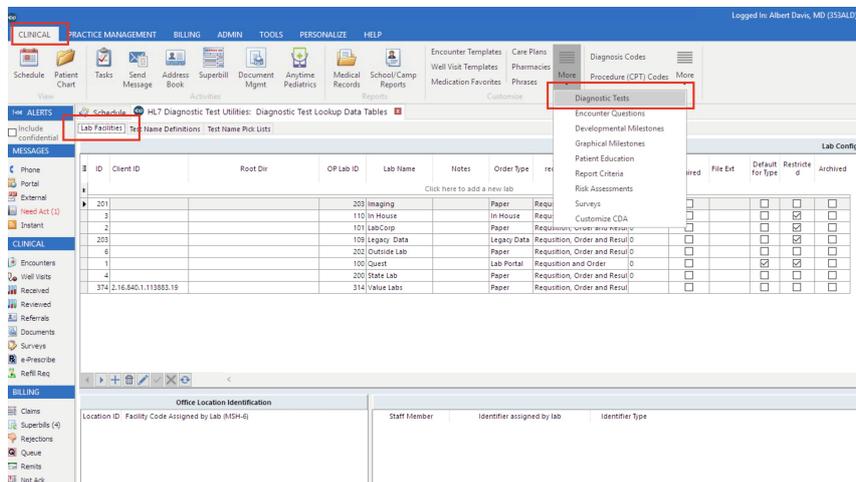
2. In the **Lab Configuration** pane, scroll up and down to identify the laboratory name you want to archive.
3. Click on the **laboratory** you want to archive. A triangle will appear on the far left of the row to confirm it is selected.

4. Click the **Edit** pencil in the lower left corner of that pane.
5. Then click the **Archived** box in that row, on the right side of the row. The Archived box should now be checked.

6. Finally, click the green **checkmark** in the lower left corner of the Lab Configuration pane.

There may, or may not, be information associated with this laboratory, present in the **Office Location Identification** pane and the **Provider Lab Identification (Lab Links)** pane. If so, leave this information alone.

	ID	Client ID	Root Dir	OP Lab ID	Lab Name	Notes	Order Type	On adding a new requisition, create the following items	HL7 Version	Ack Required	File Ext	Default for Type	Restricted	Archived
							Click here to add a new lab							
	201			203	Imaging		Paper	Requsition, Order and Resul	0	☐		☐	☐	☑
	3			110	In House		In House	Requsition, Order and Resul	0	☐		☐	☑	☐
	2			101	LabCorp		Paper	Requsition, Order and Resul	0	☐		☐	☑	☐
	203			109	Legacy Data		Legacy Data	Requsition, Order and Resul	0	☐		☐	☑	☐
	6			202	Outside Lab		Paper	Requsition, Order and Resul	0	☐		☐	☐	☐
▶	1			100	Quest		Lab Portal	Requsition and Order	0	☐		☑	☑	☐
	4			200	State Lab		Paper	Requsition, Order and Resul	0	☐		☐	☐	☐
	374	2.16.840.1.113883.19		314	Value Labs		Paper	Requsition, Order and Resul		☐		☐	☐	☐

Lab Configuration

Office Location Identification		
Location ID	Facility Code Assigned by Lab (MSH-6)	
	3004033681	
	18976019	OK to leave alone
	3004033637	

Staff Member	Identifier assigned by lab	Identifier Type
QA Test		