Progesterone In-house Testing

All the steps to incorporate the Catalyst* Progesterone Test into your existing in-clinic test-ordering methods are explained below.

1 and 2
Create an in-clinic progesterone invoice item; request and charge per profile

1. Create a progesterone invoice item.

2. Set the price and link a Lab Request special action to the INCLINIC progesterone profile (PROG).

3. Add the new item to charge entries (invoice, PVL) and lab requests.

If also using group codes:

1. Add the progesterone item to the appropriate lab group codes.

2. Adjust pricing through the group pricing option, if applicable.

3
Request and charge using your existing custom profiles

1. Add the progesterone profile (PROG) to custom profiles you already use.

2. Update the invoice item description and price of the item(s) linked to your custom profiles.

3. Add the updated item(s) to charge entries (invoice, PVL) and lab requests.

1. Create an in-clinic progesterone invoice item

Create and link a new invoice item for an individual progesterone service item.

1. Go to **Lists > Invoice Item**, and then click **New**.

2. Accept or enter an invoice item ID, press Tab, and then select **Service** as the invoice item type.†

3. Enter hospital and client descriptions, and classification and pricing information.

   Tip: Descriptions should closely resemble the profile names.

4. Enter information as needed for the other setup tabs (instructions, reminders, linked items†, etc.).

5. On the Special Actions tab, select **Lab Request**. See figure.

6. Double-click in the **Profile** field, select **INCLINIC**, and then search for and select **PROG** (the progesterone profile). Be sure to clear the **Only profiles that can be requested** check box to ensure all available profiles are displayed.

7. Click **OK** to save your changes.
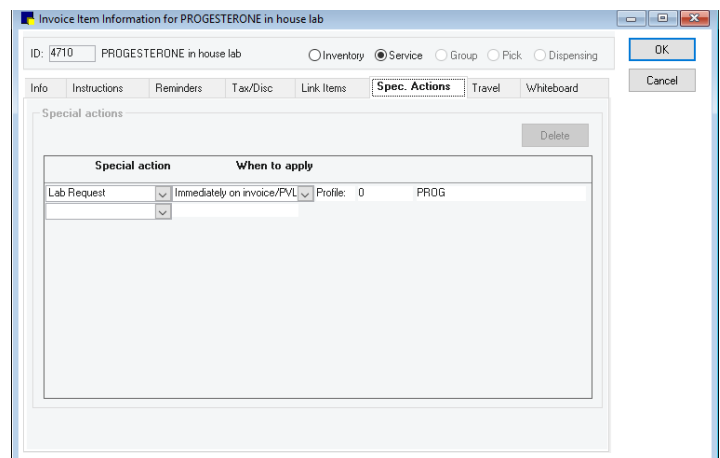
† IDEXX recommends that you link an inventory-tracking progesterone item to the billed progesterone service, so that inventory can be depleted, the system will prompt for reordering, and the revenue will be recognized as a service.

2. Request and charge per analyzer profile

To continue using separate items for each analyzer profile component (e.g., Chem 15 CLIP, total t₄, Lyte 4 CLIP), create a single progesterone service item using the same steps described above. If you use a group code to bundle your in-house tests, add the progesterone service item and adjust pricing, if applicable, to the existing group(s).

1. Go to **Lists > Invoice Item**.

2. Search for and select the appropriate group item and click **Update**.

3. Modify the hospital and/or client description as needed.

4. Click the **Group Items** tab.

5. Double-click in the next blank **Item ID** field, and then search for and select your progesterone service.

6. To charge a different price from the stand-alone test price:
   a. Click the **No** box to the right of the progesterone item to open the Smart Code Item window.
   b. Choose the appropriate options in the group pricing area.
   c. Click **OK**.

7. Click **OK** in the Group Item window to save your changes.

8. Repeat these steps for any other groups to which you are adding a progesterone profile.

3. Request and charge using your existing custom profiles

If using a single service code for multiple profile components where the service item is linked to a custom profile, follow these steps to add progesterone to your existing custom profile(s).

1. Go to **Activities > Lab Work > Profiles**.

2. In the Profile List window, select **INCLINIC** from the Lab drop-down list.

3. Search for and select the appropriate profile and click **Update**.

4. In the Tests/subprofiles area, click in the next blank **Type** field, and select **Subprofile** from the drop-down list.

5. Double-click in the **Profile Name** field, and search for and select **PROG**.

6. If you are adding other tests to the profile, such as a urine sediment using the SediVue Dx* Urine Sediment Analyzer, add the appropriate subprofiles using the steps above.

   Tip: Make note of the item ID and description associated with this profile, which are displayed at the bottom of the window in the Invoice Items area. You will need them in step 8.

7. Click **OK**. Repeat these steps for any other custom profiles you want to add progesterone to.

8. Modify the description and price as needed for the service item associated with the custom profile(s) you just updated:
   a. Go to **Lists > Invoice Item**.
   b. Search for and select the appropriate service item and click **Update**.
   c. Update the description(s) and base price accordingly and click **OK**.
   d. Repeat for any other service items for which the associated custom profile now includes progesterone.

The progesterone profile is now ready for use with your current charge entry and laboratory request methods.