IDEXX **Cornerstone***

Practice Management System

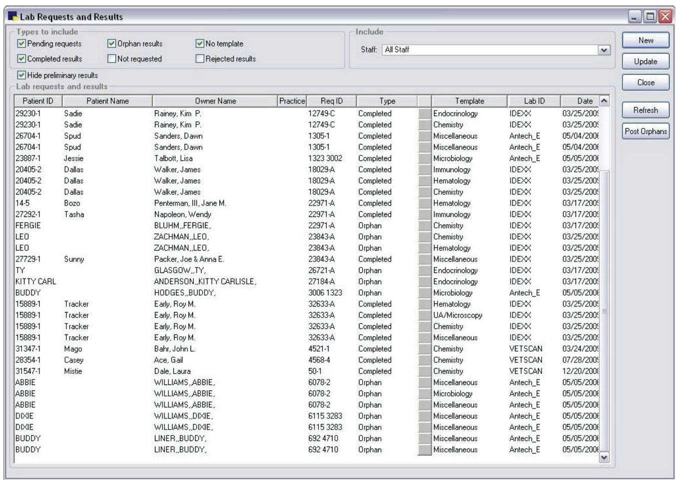
This quick reference guide applies to Cornerstone 8.1 and higher. If you are using a previous version, some features and windows may vary from those shown here.

Antech Diagnostics® Laboratory — QUICK REFERENCE GUIDE

Display the Lab Requests and Results Window

On the toolbar, click the **Lab Requests/Results** button to display the Lab Requests and Results window. From the Lab Requests and Results window you can create electronic laboratory requests and update pending requests or results. Select the check boxes located at the top left of this window to hide or show the following:

- Pending requests
- Completed results
- Preliminary results
- Orphan results
- Not-requested results
- Rejected results
- Results not associated with a template

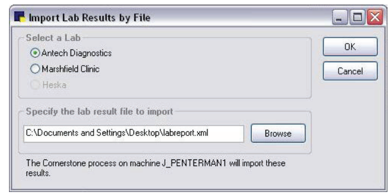


Note: You can also create laboratory requests and update pending requests or results from the Daily Planner **Diagnostics** tab in Cornerstone 8.1 and higher.

Import Laboratory Results from the Internet

1. Go to the Zoasis® Web site (www.zoasis.com), click **Veterinarians**, then enter your user name and password.
2. In the Inbox, click **New lab results**.
3. Click in the **Select** box to select the laboratory result. Repeat to select all results you want to import.
4. From the **Actions** drop-down list, select **Import**.
5. From the Zoasis toolbar, select **Save as**.
6. Enter a file name, and select the location where the results will be stored on your Cornerstone* system. Click **Save**.

   Tip: Each time you import results, use the same file name and location. After the results have been entered into patient records, it will be safe to overwrite the previous file.
7. If asked to overwrite an existing laboratory results file, click **Yes**.
8. From the Cornerstone **Activities** menu, select **Lab Work**, then select **Import Lab Results by File**.
9. On the Import Lab Results by File window, select the **Antech Diagnostics** lab option.
10. In the *Specify the lab result file to import* area, click **Browse,** find and select the applicable results file, then click **Open**.)



11. Click **OK.**

Depending on the settings for this Laboratory (**Activities** > **Lab Work** > **Laboratories**), results are either posted to the patient's history or placed on the Lab Request and Results window.

Post Results

If "Review results before posting" is checked in the Lab Information window:

1. On the toolbar, click the **Lab Requests/Results** button .
2. Double-click the *Completed* results line that you want to review. The Detailed Lab Results window is displayed.
3. In the **Status** drop-down list, select **Posted**, then click **OK**. The result is posted to the patient's history, and the Completed line is removed.

If "Review results before posting" is NOT checked in the Lab Information window:

If the patient and client names and the requisition number for the results match the requisition in the Cornerstone software, results are automatically posted to the patient's history, and the Pending request is removed.

Assign/Post Orphan Results

Orphan results occur only when the client or patient information returned with the laboratory results does not match the information in Cornerstone software.

1. On the toolbar, click the **Lab Requests/Results** button .
2. Double-click the orphan result you want to resolve. The Orphan Lab Work window opens.
3. Enter the patient ID of the correct patient for these results.
4. To bill the client, select **Bill this client**, then enter the appropriate invoice item ID; otherwise, select **Do not bill this client**.
5. Click **OK**. The laboratory results status is changed from Not Requested to Completed or is posted directly to the patient's file.
6. If the laboratory results status is changed to Completed, post the results as you would any other completed results.

Note: If the orphan result was caused by a data entry error in an electronic laboratory request, a pending request remains in the Lab Requests and Results window. To remove the pending request, right-click it, choose **Delete** from the popup menu, then click **Yes**.

View Results

1. On the toolbar, click the **Patient Clipboard*** button.
2. In the **Client ID** field, type the client ID (or press F2 to search for and select the client). Then select the patient from the *Patient list*.

   Laboratory results for the patient are listed on the Summary, Text, and Lab tabs.
3. Right-click the laboratory result, then choose how to view results:

```
Next Lab Result F8
Previous Lab Result F7
View Detailed Lab Result...
View Cumulative Results (Posted)...
View Cumulative Results (All)...
```

Note: The View Cumulative Results options are available only if there are multiple results of the same template available for the patient.

Reject Results

You can reject results only if they have not been posted. Rejected results are not included in a patient's history.

1. On the toolbar, click the **Lab Requests/Results** button.
2. Double-click the *Completed* or *Preliminary* results to be rejected.
3. In the **Status** drop-down list, select **Rejected**, then click **OK**.

   Tip: View rejected results by selecting the **Rejected results** check box at the top of the Lab Requests and Results window. You can change the status of a rejected result to Posted at any time.

Void Results

1. On the toolbar, click the **Patient Clipboard** button.
2. In the **Client ID** field, type the client ID (or press F2 to search for and select the client). Then select the patient from the *Patient list*.

   Laboratory results for the patient are listed on the Summary, Text, and Lab tabs.
3. Double-click the row for the result you want to void.
4. In the **Status** drop-down list, select **Voided**, then click **OK**.

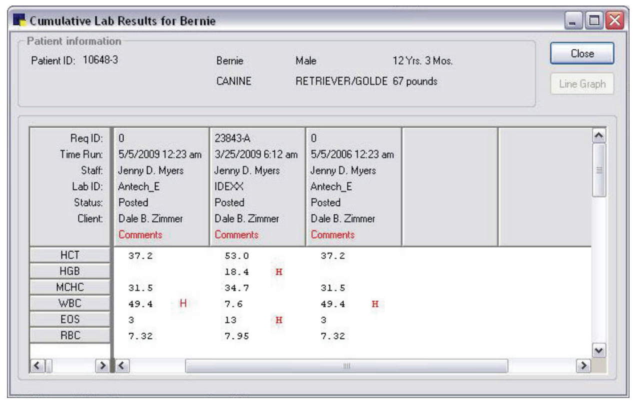
Note: Voided results remain in the patient's history but are hidden.

View and Print Graphs

If the patient has multiple posted results using the same template, staff can view and print the results as graphs.

1. On the toolbar, click the **Patient Clipboard** button.
2. In the **Client ID** field, type the client ID (or press F2 to search for and select the client). Then select the patient from the *Patient list*.

   Laboratory results for the patient are listed on the Summary, Text, and Lab tabs.
3. Right-click the row for the laboratory results you want to graph.
4. Select **View Cumulative Results (Posted)** or **View Cumulative Results (All)**. The Cumulative Lab Results window is displayed.



5. Highlight the results to be included in the graph and click **Line Graph**.

6. Click **Print**.