Integrating IDEXX VetLab Tests with Neo Software

Configuring Neo* Software diagnostic integration is simple and easy. This guide explains the recommended way to set up your IDEXX VetLab* in-clinic tests to ensure laboratory charges are captured in the Neo Software.

You’ll need to:

- Activate the tests.
  
  **IMPORTANT:** VetConnect* PLUS integration must be completed before test activation.
- Add the tests to procedure templates and update the templates if needed.

Refer to these additional resources in Neo by clicking the Help Me tab and then searching the Help tab:

- Connect IDEXX In-house Analyzers and VetLab Station
- Order IDEXX In-house Analyzer Diagnostics
- FAQs: IDEXX In-house Analyzers and IDEXX VetLab Station

Activate your tests

The Neo software can send requests only for tests that have been activated in the Directory of Services in the software. Selecting other tests will prevent your test order from being sent to the IDEXX VetLab* Station. We recommend deactivating other diagnostic products; for instructions refer to the documents listed above.

**To activate tests:**

1. In the Neo Software, click your name, and then click Diagnostics.
2. Click
3. To activate tests, select the check box next to each test you use in your practice.
4. Select IDEXX VetLab Station to filter the list to tests from that source.
5. Click Activate. The activated tests are added to the product list and can be ordered from a consultation immediately.
6. Click a test name, and then enter a unit selling price for the test; repeat for each IDEXX in-house test.
   
   **Note:** No pricing information is downloaded with the Directory of Services for in-house analyzer tests.
7. Click Save Changes.
Add your tests to an existing procedure template

Procedure templates are used in consultations to:

- Ensure consistency when entering medical notes.
- Group products together for building visit protocols and for easy invoicing.

**To add tests to a template:**

1. Click your name in the menu bar, and then click **Administration**.
2. Under Branch Management, click **Procedure Templates**.
3. Click the name of the procedure to edit.
4. Click the **Lines** tab.

**Note:** Items must be activated before you can add them to the template. Refer to the "Activate your tests" section of this document.

5. Begin entering a product name to search for the item, and then select the product name.
6. Enter a default quantity. If the quantity available is zero when you use the template, the product will not be added to the patient’s consultation.
7. Click **Add**. The items are added to the list alphabetically.

**Tip:** To reorder the items, click the arrow at the end of a row and drag the item to the location you want.
8. (Optional) To delete an item, select the check box next to the item and click **Delete**.
9. When you have finished adding items, click the **Overview** tab.
10. Click **Save Template**.

**Note:** If you need to create a new procedure template, refer to Neo help for instructions by clicking the **Help Me** tab and searching for Add a procedure template.