

## 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  **Directory of Services**.
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**.

Pricing				
Tax Rate	TaxFree (0.00%)			
IDEXX Unit Cost Price	Exc Tax	0	Last Update: 26-Jun 2018	
<small>For IDEXX Reference Laboratories diagnostics only, when a pricing update is available, Neo will provide it in the IDEXX Unit Cost Price field. Neo will use this to set the amount in the Unit Cost Price field and update the Unit Selling Price fields, unless you manually edit the Unit Cost Price field, or the Unit Selling Price (Exc) field. You can reset to automatic pricing.</small>				
Unit Cost Price	Exc Tax	0.00	Inc Tax	0.00
			Markup Rate	2.50
Unit Selling Price	Exc Tax	50.00	Inc Tax	50.00
Fixed Fee	Exc Tax	0.00	Inc Tax	0.00
<small>This is added to the price to cover fixed dispensing costs. It remains the same regardless of the number of items dispensed.</small>				

## 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.

**Procedure Templates · Adult Feline Preventive Panel**

Overview Lines

To implement fixed price procedures insert a service item with the full value of the procedure and tick 'Zero Price' on all other items.

Delete

Products	Quantity	Zero Price
<input type="checkbox"/> Patient Exam	1.00	<input type="checkbox"/>
<input type="checkbox"/> IDEXX VetLab Station Catalyst Total T4 (IHD_CatalystTT4)	1.00	<input type="checkbox"/>
<input type="checkbox"/> IDEXX VetLab Station CBC (IHD_CBC)	1.00	<input type="checkbox"/>
<input type="checkbox"/> IDEXX VetLab Station Chem20 (IHD_Chem15+Lyte4+SDMA)	1.00	<input type="checkbox"/>
<input type="checkbox"/> IDEXX VetLab Station SNAP Feline Triple (IHD_FTriples)	1.00	<input type="checkbox"/>
<input type="checkbox"/> IDEXX VetLab Station UA SediVue (IHD_SediVueUA)	1.00	<input type="checkbox"/>

Add product Qty Zero Price Add

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**.