

Online Order Entry Instructions

One-Time Test Orders

- 1. Open your Web Browser.
- 2. Type <u>www.Aculabs.com</u> in the address bar.
- 3. This will direct you to Aculabs Home Page.
- 4. Fill in the Laboratory Login area with your Username and Password and then click on submit.



- 5. It will take you to part of our website which is secured. So if you see a security warning screen Click "**Yes**" to proceed.
- 6. Click on the Order Laboratory Work Link or click a link on the dropdown menu under Orders.

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- 7. It will direct you to the following page.
- 8. Place approximately 3 letters of the residents Last Name and First Name fields and **click** on **Start Search Key** or simply **Press Enter**.

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- 9. The system will Search out all Facility residents, if the patient is already in the System it will bring up the patient info.
- 10. Click on the Residents Last name or First name and the system will take you to the Residents Info screen.

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11. If the Resident's information is changed you can change it on this screen. If not, simply **click** on the **Continue** Tab.

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Note: If this is the first time you are trying to Order Test or if it's a new Resident you will see the following screen.

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12. Click on Click here to add a New Patient.

13. On this page, fill in the Patient's Information. If the patient info already exists, **click** on **Continue**. (If any of the Patient Information is changed, you can change it on this page and then **click** on **Continue**).

Note: Items in green are required.

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14. This page requires entering Patient's Insurance Information. If the Primary Insured is same as Patient, Simply **click** on the **Same as Patient** Tab or fill in the primary insured's information.

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15. Fill in the Primary Plan Code or you can look up for the insurance codes by **clicking** on the **Lookup Insurance Code** tab.

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- 16. Fill in the Plan name.
- 17. If the patient has a Secondary Insurance, fill in the required information.
- 18. After entering the required information **click** on the **continue** tab by scrolling down the scroll bar on the right.
- 19. This page contains specimen information. Enter the date of collection, order date, time and select the ordering physician by clicking on the drop down menu. **Click** on the **Order Physician** dropdown menu to find the name of the referring physician.
- 20. If you want to *send a copy of the report*, enter the required information where you want to send the copy to.
- 21. After filling all the required information, **click** on the **Continue** tab.

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22. This page **requires** the Diagnosis Codes of each test to be performed; you can search the diagnosis code by **clicking** on **Lookup** tab or refer to the diagnosis code book provided by Aculabs. If you have any questions regarding diagnosis codes you can contact Silka Bernard at (732) 777-2588 x5123.

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- 23. Enter Test Code and click on Add button.
- 24. If you want to search by test name, you can search by clicking on the search by Test Name tab.

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25. After entering all the diagnosis codes and test codes **click** on **continue** to *print the order form*.

