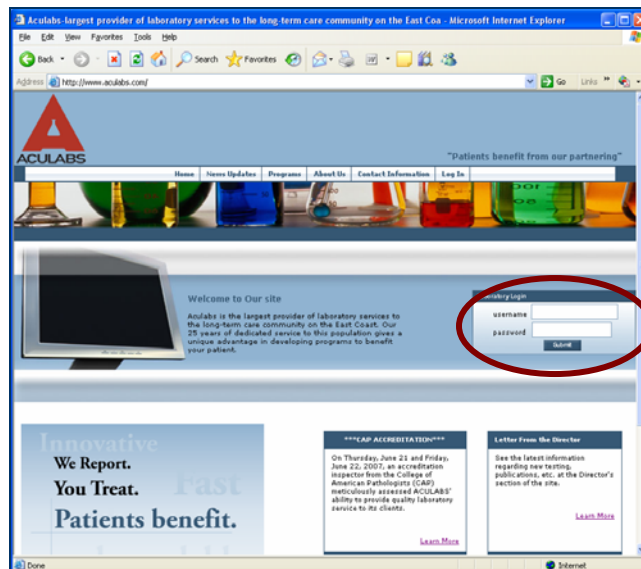


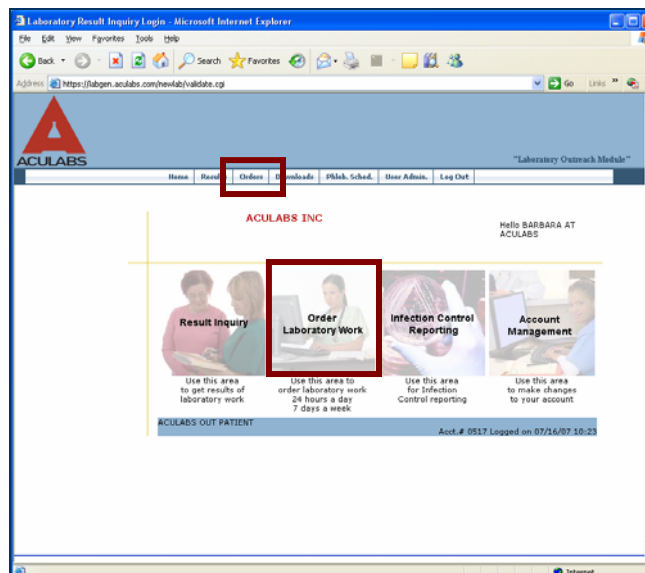
## Online Order Entry Instructions

### One-Time Test Orders

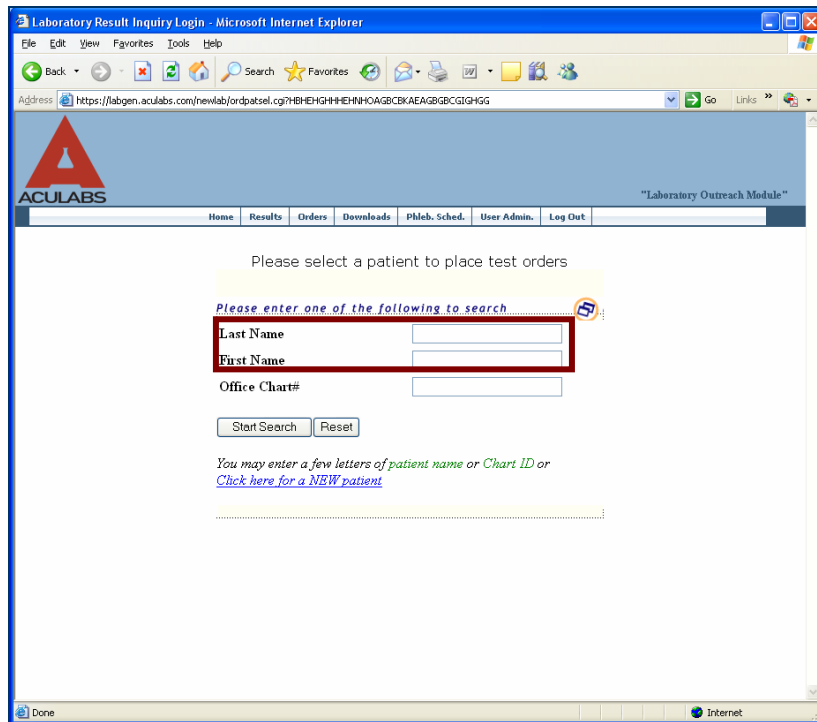
1. Open your Web Browser.
2. Type [www.Aculabs.com](http://www.Aculabs.com) in the **address bar**.
3. This will direct you to Aculabs Home Page.
4. Fill in the **Laboratory Login** area with your **Username** and **Password** and then **click on submit**.



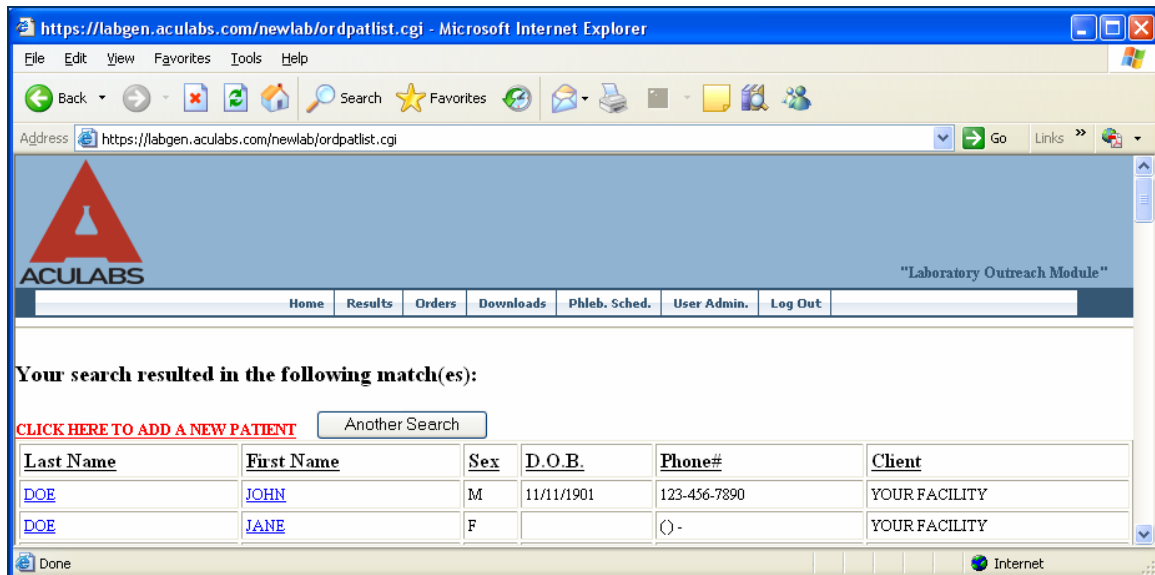
5. It will take you to part of our website which is secured. So if you see a security warning screen Click **“Yes”** to proceed.
6. **Click on the Order Laboratory Work Link** or **click** a link on the dropdown menu under **Orders**.



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**.



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.



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

The screenshot shows a Microsoft Internet Explorer browser window titled "Laboratory Order Entry - Microsoft Internet Explorer". The address bar contains the URL: <https://labgen.aculabs.com/newlab/ordframes.cgi?DOE,%20JOHN+HBHEHGHHEHNHOAGBCBKAEGBGBCGIGHGG>. The page header features the ACULABS logo and the text "Laboratory Outreach Module". Below the header is a navigation menu with tabs: Home, Results, Orders, Downloads, Phleb. Sched., User Admin., and Log Out. The main content area is titled "Patient Information" and contains a form with the following fields:

|           |              |              |          |
|-----------|--------------|--------------|----------|
| Last Name | DOE          | First / M.I. | JOHN     |
| Sex       | Male         | Address      | MAIN ST  |
| D.O.B.    | 11/11/1901   | C/O          |          |
| Chart#    |              | Zipcode      | 12345    |
| Room      | 102.3        | City         | ANY TOWN |
| Phone#    | 123-456-7890 | State        | NJ       |

**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.

The screenshot shows a Microsoft Internet Explorer browser window titled "https://labgen.aculabs.com/newlab/ordpatlist.cgi - Microsoft Internet Explorer". The address bar contains the URL: <https://labgen.aculabs.com/newlab/ordpatlist.cgi>. The page header features the ACULABS logo and the text "Laboratory Outreach Module". Below the header is a navigation menu with tabs: Home, Results, Orders, Downloads, Phleb. Sched., User Admin., and Log Out. The main content area displays the following text:

Your search resulted in the following match(es):

[CLICK HERE TO ADD A NEW PATIENT](#)

| Last Name | First Name | Sex | D.O.B. | Phone# | Client |
|-----------|------------|-----|--------|--------|--------|
|-----------|------------|-----|--------|--------|--------|

[Back to Top](#)

No patient found matching your criteria

Please click on [Back](#) button to revise your search

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

- 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**.

The screenshot shows a web browser window displaying the ACULABS Laboratory Outreach Module. The page title is "Laboratory Outreach Module". The navigation menu includes Home, Results, Orders, Downloads, Phleb. Sched., User Admin., and Log Out. The main content area is titled "Patient Information" and contains the following fields:

|           |              |              |          |
|-----------|--------------|--------------|----------|
| Last Name | DOE          | First / M.I. | JOHN     |
| Sex       | Male         | Address      | MAIN ST  |
| D.O.B.    | 11/11/1901   | C/O          |          |
| Chart#    |              | Zipcode      | 12345    |
| Room      | 102.3        | City         | ANY TOWN |
| Phone#    | 123-456-7890 | State        | NU       |

At the bottom of the form, it says "Items in green are required" and "Lab ID : DOE, JOHN". There are "Continue" and "Back" buttons.

- 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.

The screenshot shows the same web browser window displaying the ACULABS Laboratory Outreach Module. The page title is "Laboratory Outreach Module". The navigation menu is the same. The main content area is titled "Patient Name: DOE, JOHN". Below this, there are two sections: "Primary Insured" and "Secondary Insured".

The "Primary Insured" section has a "Same as patient" button highlighted with a red box. The "Secondary Insured" section also has a "Same as patient" button. The "Primary Insured" section contains the following fields:

|              |              |           |            |
|--------------|--------------|-----------|------------|
| Last Name    | DOE          | First     | JOHN       |
| Sex          | Male         | Address   | MAIN ST    |
| D.O.B.       |              | Zipcode   | 12345      |
| Phone#       | 123-456-7890 | City      | ANY TOWN   |
| Employer     |              | State     | NU         |
| Primary Plan | 1            | Plan name | MEDICARENU |
| Policy#      | 010101010K   | Group#    |            |
| Relation     | Self         |           |            |

At the bottom of the form, it says "At least Primary Insured is required" and "Lab ID : DOE, JOHN". There are "Continue" and "Back" buttons.

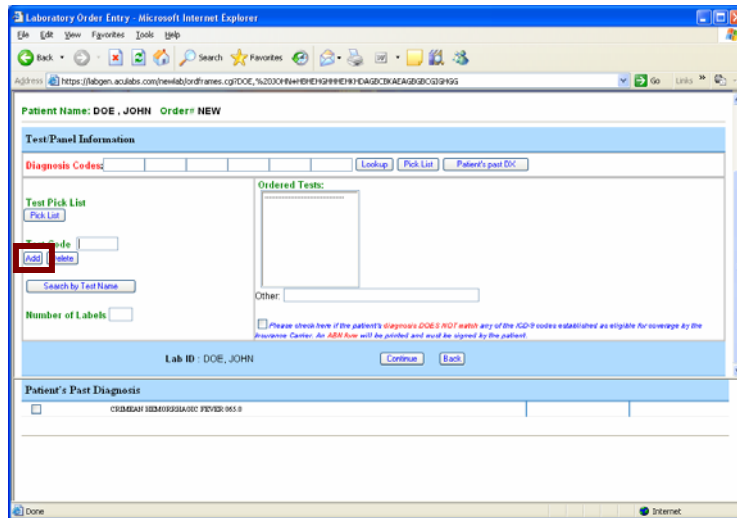
- Fill in the Primary Plan Code or you can look up for the insurance codes by **clicking** on the **Lookup Insurance Code** tab.

The screenshot shows the ACULABS Laboratory Order Entry interface. The patient name is DOE, JOHN. The form is divided into Primary Insured and Secondary Insured sections. In the Primary Insured section, the 'Lookup Insurance Code' button is highlighted with a red box. The form includes fields for Last Name, First Name, Sex, Address, D.O.B., Zipcode, City, State, Employer, Primary Plan, Policy#, and Relation. The Secondary Insured section has similar fields. At the bottom, there is a 'Continue' button and a 'Back' button. The Lab ID is DOE, JOHN.

- Fill in the Plan name.
- If the patient has a Secondary Insurance, fill in the required information.
- After entering the required information **click** on the **continue** tab by scrolling down the scroll bar on the right.
- 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.
- If you want to *send a copy of the report*, enter the required information where you want to send the copy to.
- After filling all the required information, **click** on the **Continue** tab.

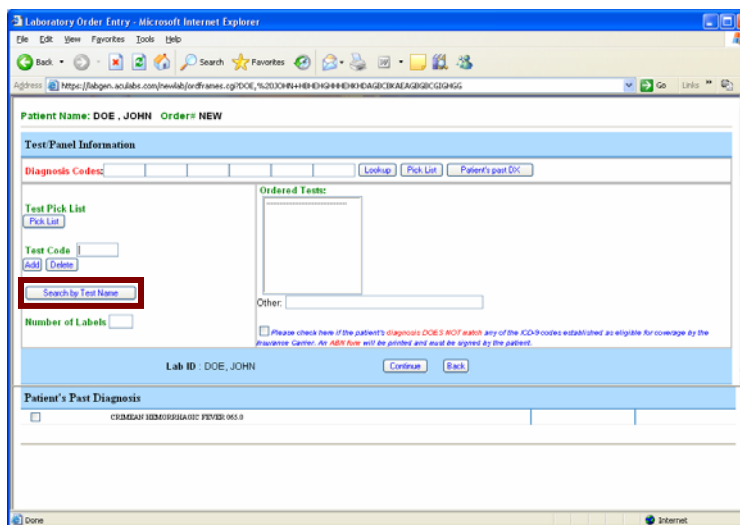
The screenshot shows the ACULABS Laboratory Order Entry interface. The patient name is DOE, JOHN and the order is new. The form is divided into Specimen Information and Copy Report to sections. In the Specimen Information section, the 'Please select one' dropdown menu is highlighted with a red box. The form includes fields for Ordering Phys., Bill Type, Order Date, Collect Date, Source, Comments, Fasting?, Volume, L.M.P., Request a standing order?, Client Account, Order Time, Collect Time, Stat?, Gest. Age, and Copy Report to (Name, Address, Tel#, Please call results, Fax results to, Please fax results). At the bottom, there is a 'Continue' button and a 'Back' button. The Lab ID is DOE, JOHN.

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.



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.



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

