

## Setup Menu

Under *Practice Options* -> click on **User Settings** -> **Common Codes**

You can customize:

- Common Test
- Common Diagnosis
- Common Insurance
- Custom Profiles

## ➤ Common Tests

Set up groups, put them in the desired order, and add tests under each group to easily reach common tests while placing lab orders

Ex. Groups naming and orders



## ➤ Custom Profiles

Create custom profiles to order groups of tests in one click

Follow the steps

- 1- Choose a code and name
- 2- Click on the profile code
- 3- Add/edit tests to profile
- 4- Add profile to group (Refer to common tests)

# EASE OF ORDERING SETUP

Lifepoint portal



**LABTECH**<sup>™</sup>  
DIAGNOSTICS

User

**Laboratory Functions**

- Inbox
- Patient History
- Cumulative Reports

**Laboratory Orders**

- Order Tests
- Add Test
- Quick Order

**Patient Management**

- Find Patient
- Edit Patient
- Add New Patient
- Merge Patient

**General Information**

- Activity Logs
- Test Reference

**Practice Options**

- User Profile
- User Settings**

Common Codes

- Common Tests
- Common Diagnosis
- Common Insurance
- Custom Profiles

Name	Order	
1 Routine Tests	1	Add Test To Group
2 Special Panels	2	Add Test To Group
3 Hormones	3	Add Test To Group
4 Cardiac Markers	4	Add Test To Group
5 Infectious Disease	5	Add Test To Group
6 Other Tests	6	Add Test To Group

Profile Code  Profile Name

A1  SAMPLE CUSTOM PANEL

SAMPLE CUSTOM PANEL

Custom Profile Test(s)

- 1 Comp. Metabolic Panel (14)
- 1 CBC With Differential
- 1 Lipid Panel
- 1 TSH

Step 1

↓

Step 2

↓

Step 3

## ➤ Common Diagnosis

Customize a quick list for your most commonly used diagnosis codes, you can add or remove codes as needed

## ➤ Common Insurance

Customize a quick list for your most commonly used insurance companies

### Notes:

1- The “common” Tests, Diagnosis, Insurances, and Custom Profiles you set up are specific to your user login

2- Sign out is required when changes are made for changes to take affect

Thank you for your continued support. Should you have any questions at any time, please reach out to [helpdesk@labtechdiagnostics.net](mailto:helpdesk@labtechdiagnostics.net) or call 1.864.760. 0039, option 1, then option 3