ClienTrax – Using Antech Automated Lab Orders

With ClienTrax, you are able to automate the process of placing your test orders, printing your order forms and retrieving your results. Working with Zoasis and Antech, ClienTrax has been able to reduce the workload of creating these orders by at least 50% and now there are no worries about incorrect information, wrong ID numbers and misplaced papers.

It's all quite easy. We hope you will like what we have done.

Here is what you need to do to get started.

Install the Antech Setup Program. (Antech Lab Results.exe) Here is a link to download it.

http://www.clientrax.com/Update/Antech_Lab_Results.exe

You will need the following information. (From Antech / Zoasis)

> Antech Lab ID: (1 = West 2 = East)
>
> Antech Account ID:
>
> Zoasis Account ID:
>
> User Name:
>
> Password:

Setting up ClienTrax

Next, you need to setup your lab test items in your inventory to include the Antech Codes you will be ordering. Find your inventory item in ClienTrax.

New Visit Flags Select the New Visit Flags button.
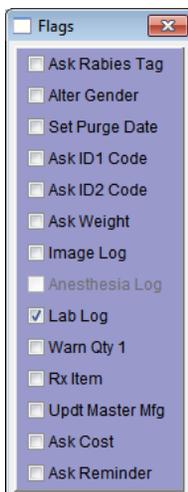
Make sure that the New Visit Flag "Lab Log" is selected. This will assure that ClienTrax creates Lab Orders when this item is selected in the Medical Record Lab Log, Medical Record Treatments, Medical Record Charges and New Visit Charges.

Normally, this would be the only option you would select in the window for a Lab Test charge.

Once you have selected Lab Log, close the New Visit Flags window and move onto the next step, "Dx Setup".

Dx Setup You need to setup your lab tests items in your inventory to include the Antech Codes you will be ordering. Find your inventory item in ClienTrax and click the Dx Setup button.

Enter the following information into the Dx Setup window.

Specimen: This is the type of specimen that will be taken from the patient to be sent to the lab.

Location: The name of the Lab that will be handling your tests.

Test Code(s): These are Antech's code numbers. If there is more than one test to be performed on the specimen, add each code separated by a comma and space as shown above.

Comments: Any additional instructions or notes. If you enter this item as part of a Treatment in the Medical Record, these notes will appear in the Instructions field. They will also appear in the White board.

Adding an Order to a Medical Record

There are two ways to create a Order for your Outside Laboratory Tests. You can add them to the Treatment section of your Medical Record or enter them directly into the Charges section of the Medical record.

First, create or Edit a Medical Record on the patient for which you wish to place a lab order for.

Next, click to the Treatments / Plan Tab and enter a new Treatment or Charge Item. If your using the Treatment list and it is blank, click in the list to start a new line. Enter the Inventory Number for the Lab Test you wish to have done.

Press <Enter> and the Lab Log window will appear.

Most of the Lab Log window will be filled out for you. You may need to add the assigned tech's initials (who is to collect the sample) and any additional instructions under Comments.

You can also add additional tests to your order by entering the Antech order code(s) in the "Test(s)

Required" field. Make sure each test is separated by a comma and space as shown in the example above. You may also want to modify the Description as needed to reflect the additional tests. But remember that adding tests this way will make them part of a single charge item on your invoice. You may instead wish to charge them separately as described next.

Additional Tests (Charged items on your invoice) can be added to the same order by attaching the current one your adding to a previous test. To do this, once the new Log Window opens, Double Click the Checkbox of the existing order listed in the bottom part of the window. This allows you to have multiple charged labs on a single order form.

Send Order and Print Forms

Once you have entered all the tests you need, you can then save your Medical Record and then open the Labs Tab. You will see the new order(s) you created there.

Double Click the first order you created, and then click the Antech Label button to send the order to the Antech Servers and print your Order Form. The order form is bar coded so that there will be no transcription errors once the sample is received at the lab.

Receiving Results from the Antech Servers

Periodically, you will want to download your lab results from the Antech Servers.

To Do this, select the Import button on the Labs Tab of any Medical record. This will open the Lab Test Interface window.

Click the "Antech Web Auto" button to start the download process. ClienTrax will connect to the Antech Servers and download any waiting results.

All results will be added to the proper records and an entry will be added to the White Board that they have been received. This gives you a convenient location to look up which results are waiting for your review.

You can receive results as often as you like.