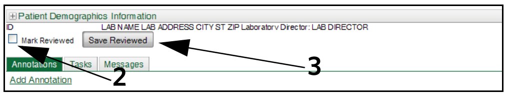
Care360® Labs & Meds 2012.1
Managing Lab Results

Marking a Lab Result as Reviewed



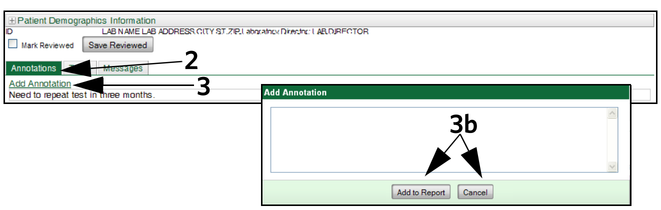
To Mark a Lab Result as Reviewed

1. Access a lab result. For instructions on accessing results, refer to the *Care360 User Manual*, or online help.
2. While viewing the result details, click the *Mark Reviewed* check box.
3. Click *Save Reviewed.*

Notes:

- A lab result can only be marked as *Reviewed* once. After a user has marked and saved a lab result as *Reviewed*, a *Reviewed By* message displays in the result details.
- The *Reviewed By* message is only available when viewing the result details within the application, it is not included on printed reports.
- A result that has been marked as "reviewed" is identified by the checkmark symbol ( ) anywhere the result is listed, except for the *Unassigned Clinical Data* list.

Viewing or Adding a Lab Result Annotation



To View or Add a Lab Result Annotation

1. Access a lab result. For instructions on accessing results, see the *Care360 User Manual*, or online help.
2. While viewing the result details, click the *Annotations* tab.

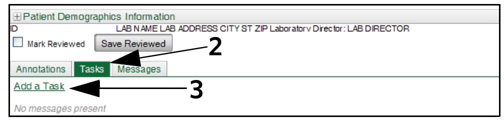
   A list of annotations added to the selected result appears (if available).
3. To add an annotation, do the following:
   a. Click the *Add Annotation* link.
   b. On the *Add Annotation* dialog box, type your note, and then do one of the following:
      - To save the note to the result, click *Add to Report*.

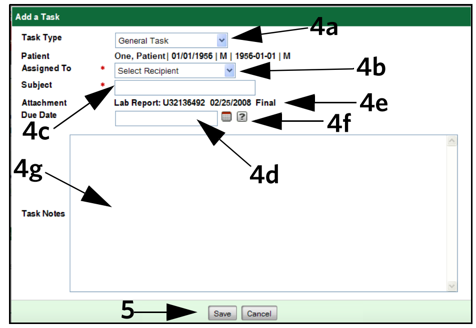
        Note: There is no limit to the number of annotations that can be added to a result.
      - To close the dialog box without adding the note, click *Cancel.*

Notes:

- If you print a lab result, any annotations associated with that result are included on the last page of the printed report.
- If a lab result is updated, any annotation(s) associated with the result are retained on the updated version.
- A result that contains an annotation(s) is identified by the annotations symbol ( ).

Creating a Task from a Lab Result





To Create a Task from a Lab Result

1. Access a lab result. For instructions on accessing results, see the *Care360 User Manual*, or online help.
2. While viewing the result details, click the *Tasks* tab.

   A list of general tasks or patient contact reminders added to the selected result appears (if available), as well as a link for adding a task.

   Notes:
   - General tasks are identified in the list with a type of *General*.
   - You can click the subject of a task to view its details.
3. Click the *Add A Task* link.
4. On the *Add a Task* dialog box, type or select the following information:
   a. In the *Task Type* list, click *General Task*.

      The patient's name is automatically entered in the *Patient* box.

   b. In the *Assigned To* list, click the name of the user for whom you want to assign the task.

      Notes:
      - You can only select one recipient per task.
      - You can select yourself as a recipient of the task.
      - Only active users in your organization show in the list.
      - Users assigned the phlebotomist role will not appear in the list.

   c. In the *Subject* box, type a brief subject (up to 180 characters) for the message.

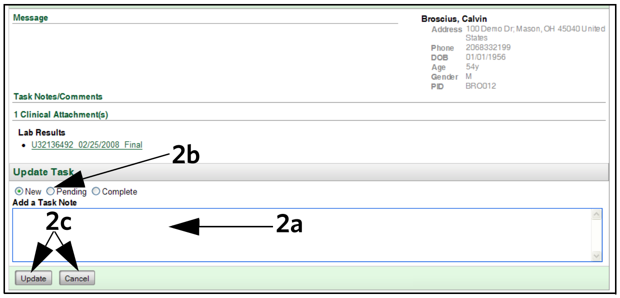
      The lab result is automatically attached to the new task.

   d. In the *Due Date* box, type or select the date the task is due to be completed.

      Note: The due date can only be the current date or a future date.

   e. Type the task content (up to 4000 characters).
5. To assign the task, click *Save*.

Managing a Lab Result Task



Note: Tasks can be viewed, updated, or completed only by users within the same organization as the task creator.

To Update a Lab Result Task

1. View the content of a task by doing one of the following:
   - While viewing result details, click the *Tasks* tab, and then click the subject of a task to view the task details.

     Note: General tasks are identified in the list with a type of *General*.
   - From the *Message Center* tab, click the *Tasks* menu item to display a list of all the incomplete tasks and patient contact reminders for your organization. Make sure the *General Tasks* tab is selected to view all general tasks. Click the subject of a task to view the task details.
   - View a patient's *Summary* page. In the *Patient Tasks* section, click the *View All* link to display a list of all *New*, *Pending*, *Completed*, and *Retracted* tasks and patient contact reminders for the patient. Click the subject of a task to view the task details.

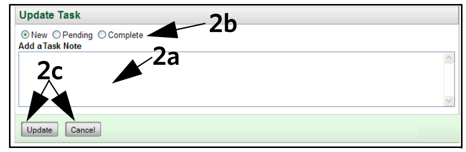
     Note: General tasks are identified in the list with a type of *General*.
2. In the *Update Task* area, do the following to update the task:
   a. At *Add a Task Note*, add any comments about the task.
   b. Select the *Pending* option button to change the status of the task to pending.
   c. Click *Update* to save your changes, or click *Cancel* to close the task without applying your changes.

To Complete a Lab Result Task

1. View the content of a task by doing one of the following:
   - While viewing result details, click the *Tasks* tab, and then click the subject of a task to view the task details.

     Note: General tasks are identified in the list with a type of *General*.
   - From the *Message Center* tab, click the *Tasks* menu item to display a list of all the incomplete tasks and patient contact reminders for your organization. Make sure the *General Tasks* tab is selected to view all general tasks. Click the subject of a task to view the task details.
   - View a patient's *Summary* page. In the *Patient Tasks* section, click the *View All* link to display a list of all *New*, *Pending*, *Completed*, and *Retracted* tasks and patient contact reminders for the patient. Click the subject of a task to view the task details.

     Note: General tasks are identified in the list with a type of *General*.
2. In the *Update Task* area, do the following to update the task:



   a. At *Add a Task Note*, add any comments about the task.
   b. Select the *Complete* option button to change the status of the task to complete.
   c. Click *Update* to save your changes, or click *Cancel* to close the task without applying your changes.

Note: Once a task has been marked as *Complete*, it is automatically removed from the tasks *Inbox* page. Completed tasks remain available from the *Patient Tasks* section of the patient *Summary* for the patient referenced in the task, as well as from the *Tasks* tab in the result details.

MI2407-2 6/2012