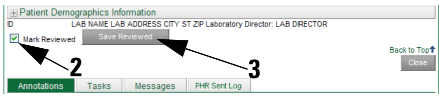
Care360™
A MedPlus Solution

Care360™ Physician Portal 2009.1 Managing Lab Results

Marking a Lab Result as Reviewed



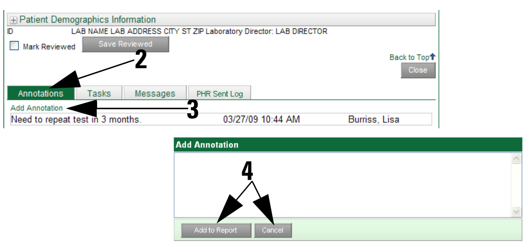
To Mark a Lab Result as Reviewed

1. Access a lab result. For instructions on accessing results, refer to the *Physician Portal 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 icon ( ) anywhere the result is listed, except for the *Lost and Found Results* list.

Adding Lab Result Annotations



To Add Lab Result Annotations

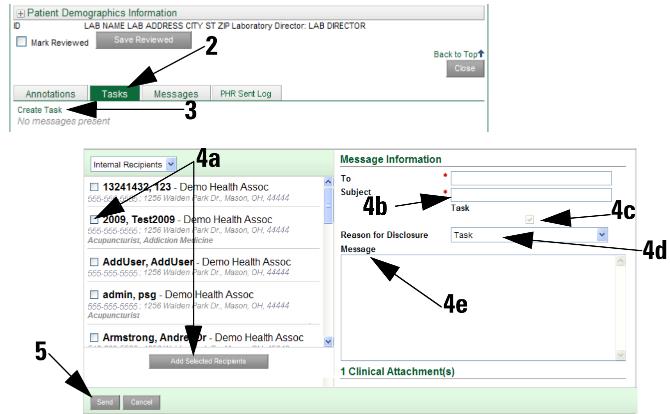
1. Access a lab result. For instructions on accessing results, see the *Physician Portal User Manual*, or online help.
2. While viewing the result details, click the *Annotations* tab.
3. Click the *Add Annotation* link.
4. In the *Add Annotation* dialog box, type your note, and then do one of the following:
   - 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 icon ( )

Creating Lab Result Tasks



To Create a Lab Result Task

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

   A list of tasks added to the selected result displays (if available), as well as a link for creating a task.
3. Click the *Create Task* link.
4. From the *Compose Task* page, do the following:
   a. To specify the task message recipient(s), select the check box next to the desired recipients, and then click Add Selected Recipients.

      The selected recipient(s) appear in the *To* field.

      Note: Tasks can only be sent to, and viewed by, recipients within your own organization.

   b. At *Subject*, type a brief subject (up to 40 characters) for the message.

   c. At *Task*, make sure the check box is selected.

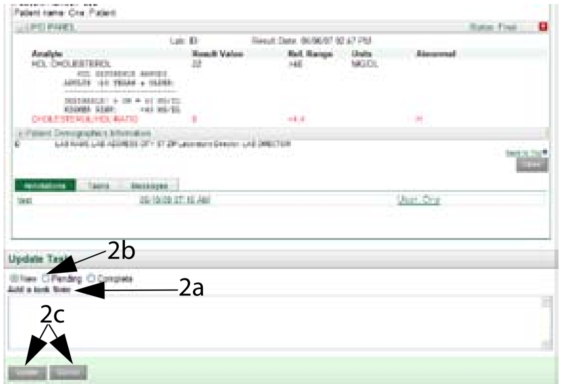
      Note: The *Task* check box is read-only, and available only when composing a task message.

   d. At *Reason for Disclosure*, make sure *Task* is selected.

      This selection is primarily used to track the release of patients' PHI.

   e. Type the *Message* content (up to 4000 characters).
5. To send the task message, click Send.

Managing Lab Result Tasks



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

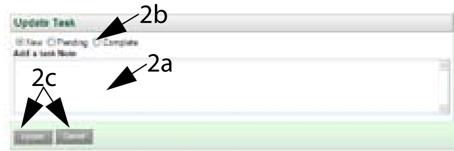
1. View the content of a task message by doing one of the following:
   - While viewing result details, click the *Tasks* tab, and then click the name of the task creator.
   - From the *Message Center* tab, click *Tasks* to view tasks that have been assigned to you from your *Tasks* inbox, and then click the subject of a task message.

     Note: Task messages are indicated by a check mark icon and status message in the *Task Status* column.
   - From the patient *Summary* of the patient referenced in a task message, view the *Sent* or *Received* messages lists, and then click the subject of a task message.
2. At *Update Task*, do the following:
   a. At *Add a task note*, add any comments about the task.
   b. Select the *Pending* radio 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 message by doing one of the following:
   - While viewing result details, click the *Tasks* tab, and then click the name of the task creator.
   - From the *Message Center* tab, click *Tasks* to view tasks that have been assigned to you from your *Task* s inbox, and then click the subject of a task message.

     Note: Task messages are indicated by a check mark icon and status message in the *Task Status* column.
   - From the patient *Summary* of the patient referenced in a task message, view the *Sent* or *Received* messages lists, and then click the subject of a task message.
2. At *Update Task*, do the following:



   a. At *Add a task note*, add any comments about the task.
   b. Select the *Complete* radio 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 deleted from the *Tasks* inbox. Completed tasks remain available from the *Sent* messages list of the task creator, from the *Sent* or *Received* lists in the patient *Summary* of the patient referenced in the task message, as well as from the *Tasks* tab in the result details.

For assistance, contact the Help Desk at 602.685.5465, or toll-free at 800.766.6721, ext. 5465.

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