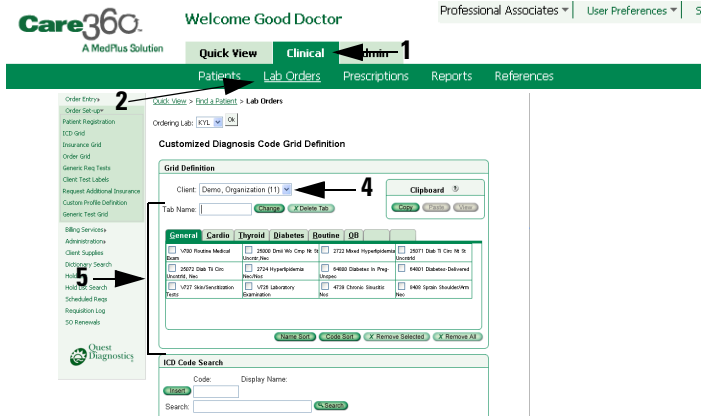


Care360 Physician Portal 2008.1 Lab Orders Setup

Customizing the Diagnosis Code Grids

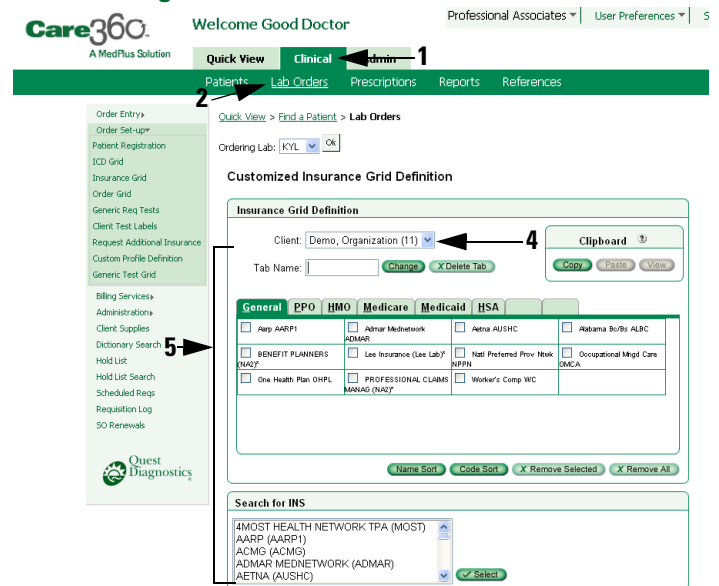


To Customize Diagnosis Code Grids

1. Click the *Clinical* tab.
2. Click the *Lab Orders* sub-tab.
3. Click *Order Set-up > ICD Grid* from the left-hand navigation pane.
4. At *Client*, click the client whose diagnosis code grid you want to customize, or click *All Clients* to customize the grid for all clients that you can access.

Note: Selecting *All Clients* overrides any client-specific grids.

5. Click the tab that you want to customize, and then do one or more of the following:
 - **Add or modify a new tab.** At *Tab Name*, type a name for the tab, and then click **Change**.
 - **Add a diagnosis code.** At *Code*, type an ICD code, and then click **Insert**.
 - **Search for diagnosis codes.** Type a full or partial code or description into the box provided, and then click **Search**. Click a code to add it to the grid.
- Note:** You do not need to insert an asterisk (*) before or after a partial code or description.
- **Sort the diagnosis codes.** Click **Name Sort** to sort the diagnosis codes by name; click **Code Sort** to sort all of the codes numerically.
 - **Remove a diagnosis code.** Select the box next to the diagnosis code in the grid that you want to remove, and then click **X Remove Selected**. To remove all the codes for the selected tab, click **X Remove All**.
 - **Delete a tab and its associated diagnosis codes.** Click **X Delete Tab**.
 - **Copy a tab.** Under *Clipboard*, click **Copy**, click the tab where you want to paste the information, and then click **Paste**. At *Client*, click the client for which you want to paste the tab, click the tab where you want to paste the copied tab, and then click **Paste**.



To Customize the Insurance Grids

1. Click the *Clinical* tab.
2. Click the *Lab Orders* sub-tab.
3. Click *Order Set-up > Insurance Grid* from the left-hand navigation pane.
4. At *Client*, click the client whose insurance grid you want to customize, or click *All Clients* to customize the grid for all clients that you can access.

Note: Selecting *All Clients* overrides any client-specific grids.

5. Click the tab that you want to customize, and then do one or more of the following:
 - **Add or modify a tab name.** At *Tab Name*, type a name for the tab and then click **Change**.
 - **Add an insurance carrier.** At *Search for INS*, type the first letter of the carrier's name, click the appropriate carrier in the list, and then click **Select**. The carrier is added to the grid.
 - **Sort the insurances carriers.** Click **Name Sort** to sort all of the carriers alphabetically by their full name, or click **Code Sort** to sort them by their mnemonic name. (When you click **Code Sort**, carriers associated with generic labs appear at the end of the list.)
 - **Remove an insurance carrier.** Select the box next to the insurance carrier in the grid that you want to remove, and then click **X Remove Selected**. To remove all insurance carriers for the selected tab, click **X Remove All**.
 - **Delete a tab and its associated insurance carriers.** Click **X Delete Tab**.
 - **Copy a tab.** Under *Clipboard*, click **Copy**, click the tab where you want to paste the information, and then click **Paste**. At *Client*, click the client for which you want to paste the tab, click the tab where you want to paste the copied tab, and then click **Paste**.

Customizing the Order Code Grids



To Customize the Order Code Grids

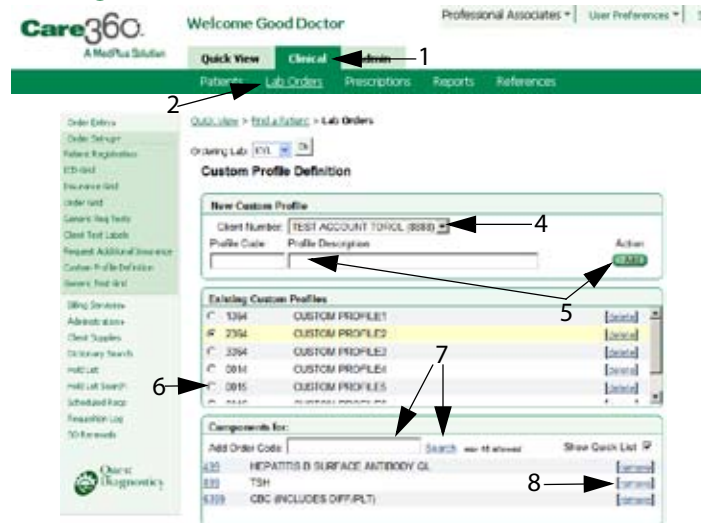
1. Click the *Clinical* tab.
2. Click the *Lab Orders* sub-tab.
3. Click *Order Set-up > Order Grid* from the left-hand navigation pane.
4. At *Client*, click the client whose order code grid you want to customize, or click *All Clients* to customize the grid for all clients that you can access.



Note: Selecting *All Clients* overrides any client-specific grids.

5. Click the tab that you want to customize, and then do one or more of the following:
 - **Add or modify a tab name.** At *Tab Name*, type a name for the tab and then click **Change**.
 - **Add an order code.** At *Code*, type an order code and then click **Insert**.
 - **Search for order codes.** Select the *Code/Description* and/or *Alias* check box(es); type an order code, description, handwritten order, or alias; and click **Search**. All codes matching your criteria are displayed. Click the order code number to move it to the grid.
- Note:** You do not need to insert an asterisk (*) before or after a partial code, description, or alias entry.
- **Sort the order codes.** Click **Name Sort** to sort all of the order codes by name; click **Code Sort** to sort all of the codes numerically.
 - **Remove an order code.** Select the box next to the order code you want to remove, and then click **X Remove Selected**. To remove all the codes for the selected tab, click **X Remove All**.
 - **Delete a tab and its associated order codes.** Click **X Delete Tab**.
 - **Copy a tab.** Under *Clipboard*, click **Copy**, click the tab where you want to paste the information, and then click **Paste**. At *Client*, click the client for which you want to paste the tab, click the tab where you want to paste the copied tab, and then click **Paste**.

Adding Custom Profile Definitions



To Add a Custom Profile

1. Click the *Clinical* tab.
2. Click the *Lab Orders* sub-tab.
3. From the left-hand navigation pane, click *Order Set-up > Custom Profile Definition*.
4. At *Client Number*, click the client for which you want to add a custom profile.
5. To add a new custom profile, type the *Profile Code* and *Profile Description*, and then click **Add**. The custom profile appears under *Existing Custom Profiles*.
6. Select an *Existing Custom Profile*.
7. Do one of the following:
 - At *Add Order Code*, type an order code, and then press *Enter*.
 - Click *Search*, and then select the *Code/Description* and /or *Alias* check box(es), type the code or test name, click **Search**, and then click the code number. The newly added order code appears in the *Components for:* box and is now included in the custom profile.
8. To remove an order code from a selected custom profile, click **[remove]**.



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