

Zoetis® Diagnostics

User Guide

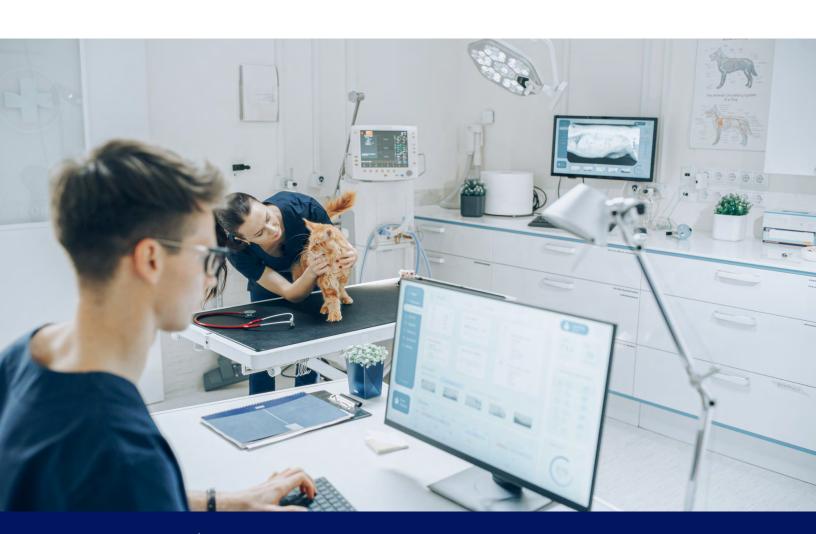




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Overview

Zoetis Reference Laboratories provides full-service diagnostics for clinical and anatomic pathology testing covering most species. This guide will aid in the setup and use to take full advantage of this integration with Impromed.

Zoetis Reference Lab Setup

The steps below will describe the setup screens for Zoetis Reference Labs. The setup page is displayed and saved per business.

To begin, click > Setup > Lab Integrations > Zoetis Reference Lab.

The Zoetis Reference Lab Setup screen consists of five tabs: "Settings" | "Species" | "Genders" | "Tests" | "Clinicians". Each tab will be described below.

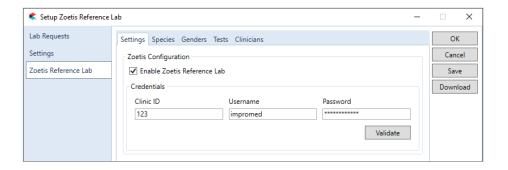
Settings Tab

- 1. Check the option to Enable Zoetis Reference Lab.
- Enter your Zoetis Credentials: Clinic ID, Username, Password.
- 3. Click Validate to verify the credentials are correct.
- **4.** When the credentials have been validated, click the **Download** button to pull the latest lab lists from Zoetis (species, genders, tests, clinicians). This button is available on all tabs.



If the option is not enabled, the Credential fields will be disabled.

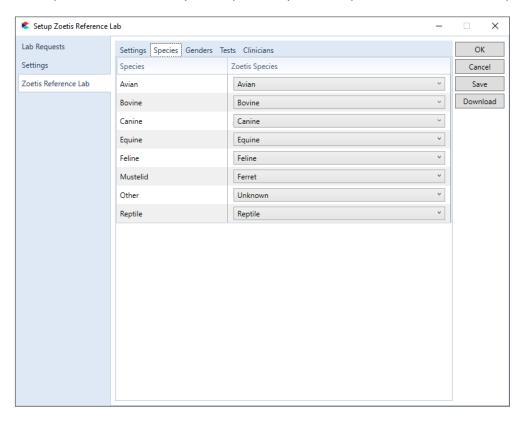
If the credentials are not valid, contact Zoetis at 888-965-9652.





Species Tab

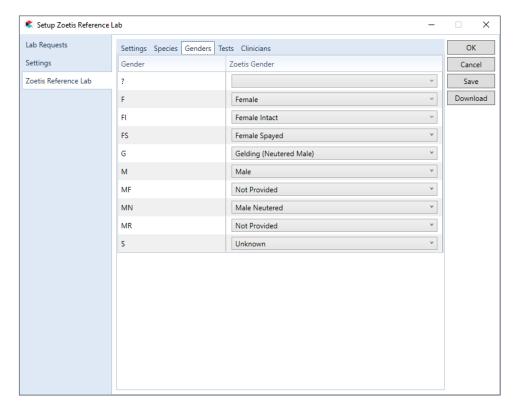
The Species tab is where you map the Impromed species with the Zoetis species.





Genders Tab

The Genders tab is where you map the Impromed genders with the Zoetis genders.



Tests Tab

On the Tests tab, map the Impromed products to the Zoetis tests. Impromed products mapped to Zoetis will be the products that appear for selection when setting up product attachments for lab requests or creating the Zoetis travel sheet.

Code List

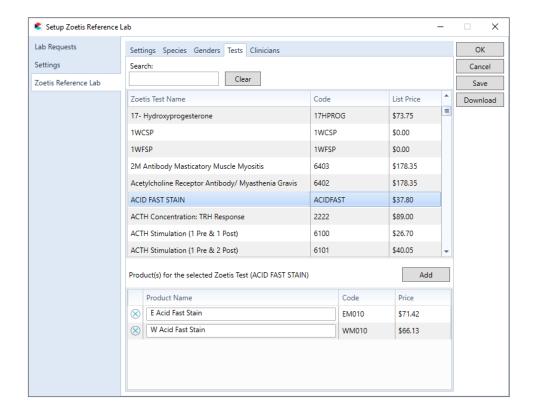
Search - Allows the user to search by Zoetis test criteria which filters the table as they type.

Zoetis Test Name - Test name provided by Zoetis.

Code - Code associated to the test provided by Zoetis.

List Price - The list price associated with the test code provided by Zoetis.





Linking Products

By selecting a test code in the Tests table, the user is able to use the product grid below the table to add or remove product links.

Add button - Clicking will add a new row to the bottom of the Product link grid. Search for an Impromed product to link to the selected Zoetis test.

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button - Remove a product link/row.

Product Name - Name of the product in Impromed.

Code - Code associated to the product in Impromed.

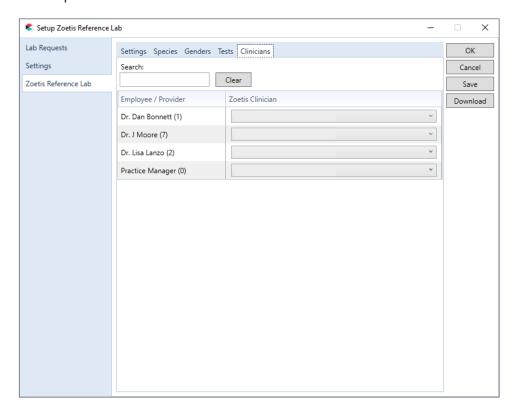
Price - General/base price of the product in Impromed.

- Now that the Zoetis price is displayed, the users can compare it to the product price and adjust pricing as needed for markup purposes.
- Zoetis pricing would be updated anytime a new list is retrieved.



Clinicians

For ordering labs through Zoetis, it is required to send up a clinician ID. For that reason, we download and store the list of Zoetis clinicians and allow the business to map the clinician to an Impromed employee/ provider. That way, as mappings are made, commonly utilized employees tied to the order will automatically send up their associated Zoetis clinician ID.



- **Search** field allows the list of Employees/Providers in Impromed to be filtered. The search is handy for larger businesses.
- **Employee/Provider** column displays a list of Impromed employees who are currently set as providers for Lab Screens.
- **Zoetis Clinician** drop-down list displays a list of Clinicians for the associated Clinic ID. The list will display first name, last name, and the ID in parentheses, for reference.



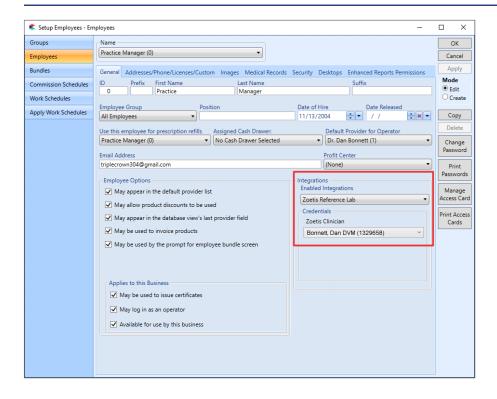
Employee Setup

If the business is using Zoetis Reference Labs, the employees/providers submitting tests must have the integration for Zoetis selected in their employee profile.

- 1. Click Setup > Employees > Employees.
- 2. Select the employee/provider from the Name drop-down list.
- 3. Under Integrations, select Zoetis Reference Lab.
- 4. Select the Zoetis Clinician name from the drop-down list.



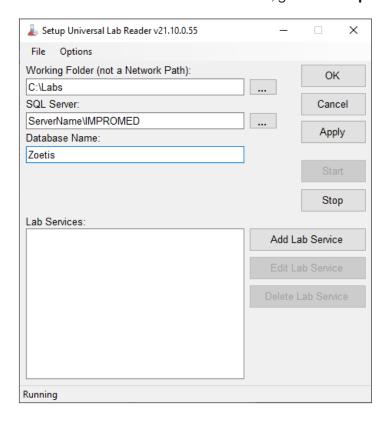
- If a mapping was not set under Zoetis Setup, the drop-down list will default to empty.
- If mapping was done under Zoetis Setup, the Zoetis Clinician should default to the Clinician in Employee Setup.
- If the Employee selected is not set as a Provider for Lab Screens, the drop-down list will be disabled and it will display a tooltip stating the employee must be marked as a provider.
- If any changes are made on Setup Employee, when Save/Apply is clicked, it will update the mapping in Zoetis setup, the Clinician mapping page.



Zoetis IULR Setup

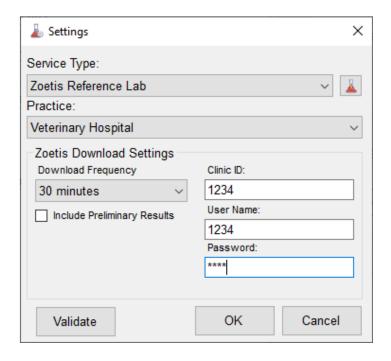
Zoetis Reference Lab is now a lab service in the Impromed Universal Lab Reader.

1. From the Windows® Start menu, go to the Impromed Universal Lab Reader folder > Configure ULR.



- 2. Verify the **Working Folder**, **SQL Server**, and **Database Name** have been configured. If not, those fields need to be filled in before proceeding.
- 3. Click Add Lab Service.





- 4. Select Zoetis Reference Lab from the Service Type drop-down list.
- 5. Select the Practice.
- 6. Select the **Download Frequency**.
- 7. Enter the **Clinic ID, User Name, Password**. These must be the same credentials for the business entered under Zoetis Setup in Impromed.
- 8. Check the option to Include Preliminary Results, if preferred.
- 9. Click Validate to verify the credentials are correct.
- 10. Click OK to save changes.



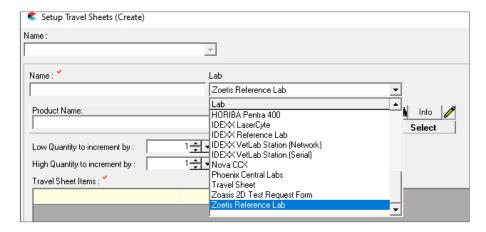
The Zoetis Reference Lab service will only be compatible with an Impromed (database) version that has the Zoetis Reference Lab integration.

If you attempt to add the service to a database that does not contain the appropriate Zoetis schema in the database, you will be given a message stating that the service cannot be added to the IULR due to incompatibility with the version you are on.

Travel Sheet Setup for Zoetis Reference Labs

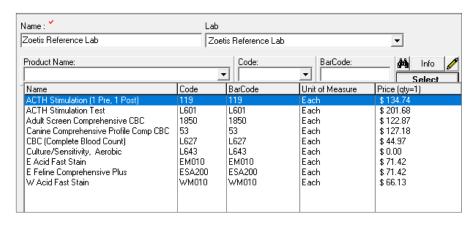
Follow the steps below to create a travel sheet for Zoetis Reference Lab tests.

- 1. Click Setup > Travel Sheets. The Setup Travel Sheets window opens.
- 2. Click Create under Mode.
- 3. Enter the Name for the travel sheet.
- 4. Under Lab, select Zoetis Reference Lab.



5. From the Product Name, Code, or BarCode, select the product for the Zoetis test.

Note: The products in the drop-down list are products linked to a lab code from "Linking Products".

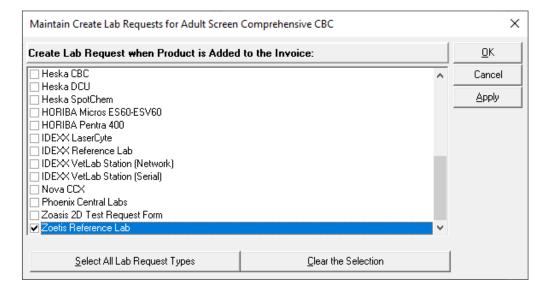


- 6. Click **Add to Sheet** then repeat the steps to add additional products.
- 7. Click Apply to save changes. Click OK to save changes and close Setup Travel Sheets.

Zoetis Reference Lab Product Attachment

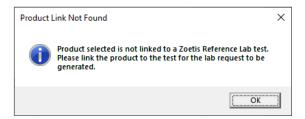
Setup products to create a Zoetis lab request using Product Attachments.

- 1. Click Setup > Products > Product Attachments.
- Choose a Product.
- 3. Click the **Attachment Type** drop-down menu.
- 4. Choose Create Lab Requests.
- 5. The request will be made When the Product is Added to the Invoice.
- 6. Click Maintain. The Maintain Create Lab Requests for [product] dialog box opens.



- 7. Select Zoetis Reference Lab.
- 8. Click OK.
- 9. Repeat the steps to attach additional products to the Zoetis Reference Lab.

If the product selected is not linked to Zoetis Reference Lab, the following error will appear:



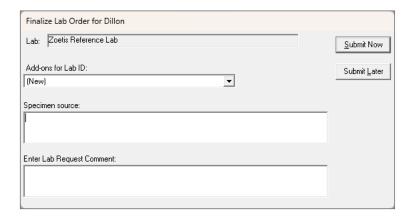
Zoetis Workflow for Ordering Labs

Lab ordering can be done from the Travel Sheet or invoicing through Product Attachments. Both options are covered below.

Product Attachment Workflow

If a product has a create lab request attachment for Zoetis, you are able to order through Invoicing. If you have not created product attachments to create lab requests, follow the steps on the "Zoetis Reference Lab Product Attachment" on page 13.

- 1. Click > Modules > Invoices.
- 2. Select the patient.
- 3. Add the products with product attachments to create Zoetis Lab Requests.
- 4. Click **OK**. The option to **Submit Now** or **Submit Later** will appear.

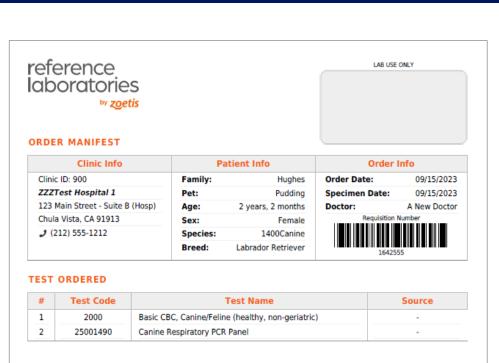


5. Clicking **Submit Now** will show the PDF request which you can print or save.



If the operator forgets to Submit Now at any time, concluding the invoice will automatically create the submission for the lab and generate the PDF.





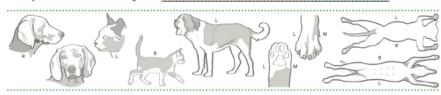
*EMPLOYEE PET:

FOR CASES WHERE THIS INFORMATION IS IMPORTANT

Please provide a brief clinical history for this case:

What anatomic location has been sampled in this case?

What is your clinical differential diagnosis?



*To qualify for free employee pet testing, a Zoetis Reference Laboratory customer must spend more than \$2,000 per month on Zoetis Reference Laboratory services (up to 10% of spend).

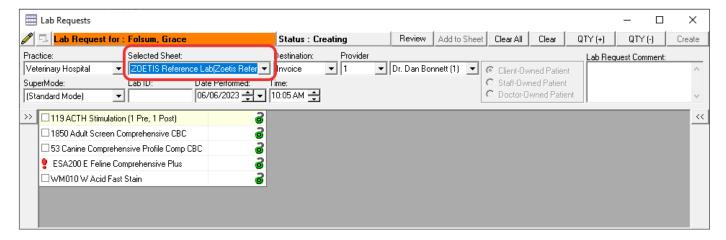


Lab Integrations (Travel Sheet) Workflow

- 1. Click > Modules > Lab Integrations.
- 2. From the Lab Integrations module, click the New button, choose New Request (Travel Sheet).



On the Lab Requests screen, select the Zoetis Reference Lab sheet you had previously created. If you
have not created a Zoetis travel sheet, refer to the "Travel Sheet Setup for Zoetis Reference Labs" on
page 12.



- **4.** Verify the other fields have been filled in correctly. **Note:** If the Provider selected on the travel sheet is not linked to a Zoetis Clinician, a prompt will appear.
- **5.** After the order is sent successfully, a PDF will be presented, allowing the business to print/save. The PDF can also be referenced by opening the created lab request, and clicking the **Show Web Order** button.



Workflow Using Bundles

Create lab requests by bundling the Zoetis lab tests under one product. This begins with setup. Follow the steps on page 7 to link Impromed products to a Zoetis test. Make sure you use Product Attachments to create lab requests for the Impromed products as described on page 13. Next, create a product for the Zoetis tests.

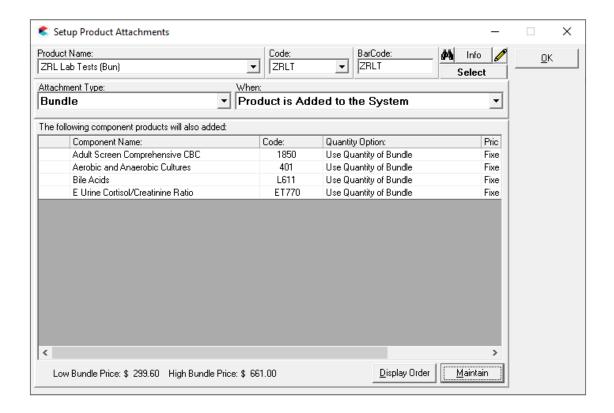
Create a Product

- 1. Click Setup > Products > Product Items.
- 2. Switch to Create Mode.
- 3. Give the product a name. In our database, the name is ZRL Lab Tests.
- **4.** Proceed with giving the product a code and filling out all other fields on the General tab and any other tabs, as needed.
- 5. Click Apply/OK.

Create a Bundle

- 1. Click Setup > Products > Product Attachments.
- 2. Select the product created for Zoetis lab tests.
- 3. With **Bundle** selected as the Attachment Type, click **Maintain**.
- 4. From **Product Name**, select a lab test linked to Zoetis.
- 5. Verify all options fit the product such as the Pricing Options.
- **6.** Click **Apply** to save.
- 7. Continue selecting products linked to Zoetis tests and click Apply to save.
- 8. When finished, click OK.



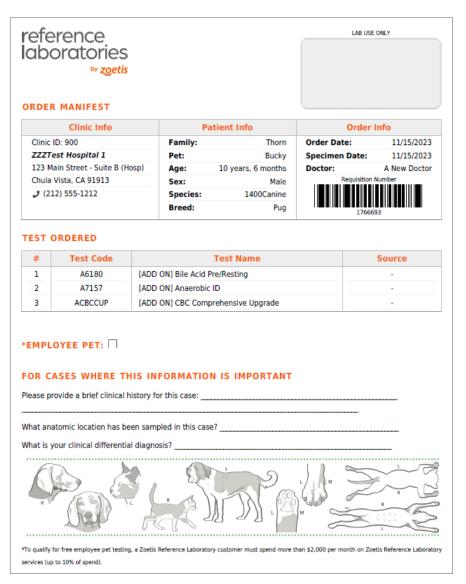


Create Lab Request from Bundle

- 1. Click on > Modules > Invoices.
- 2. Select the patient.
- 3. On the **Invoices** module, click **Add**.
- 4. Select the Zoetis Lab product bundle (i.e., ZRL Lab Tests (Bun)).
- 5. Select the Employee who is a Zoetis clinician.
- 6. Click **OK** to add to the invoice. The Move Products screen will appear.
- 7. On **Move Products**, uncheck any tests not needed for the selected patient.
- **8.** Click **OK**.
- 9. On the Finalize Lab Order, enter a Specimen source and/or Lab Request Comment for the request.
- 10. Click Submit Now or Submit Later.
- 11. If **Submit Now** was selected, confirmation the lab request has been made will appear. Click **OK**.



12. The Zoetis order will also be created.



13. Conclude the invoice.



Add Additional Tests to Completed Orders



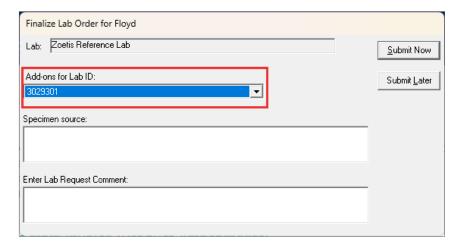
This feature requires Impromed version 24.20.0 or higher.

Improvements have been made to the existing requisition workflow so operators can easily adapt to adding tests to orders after they were created. In addition to this, there is also the ability to capture charges for orphaned lab results during the import process and the ability to save a lab order for submission later during the invoicing process.

Test Add-ons from Invoice (Product Attachments)

Before adding on tests to a request already sent to Zoetis, the add-ons, or Impromed product, must be mapped to a Zoetis test and setup under Product Attachments (see "Tests Tab" on page 6 for more details). Once the mapping has been achieved, follow the steps below to add on additional tests.

- 1. Select the patient.
- 2. Open Invoices.
- 3. Add the product(s) mapped to Zoetis tests and were setup as a product attachment.
- 4. A prompt will display to select the existing lab request to add the additional test(s) to.



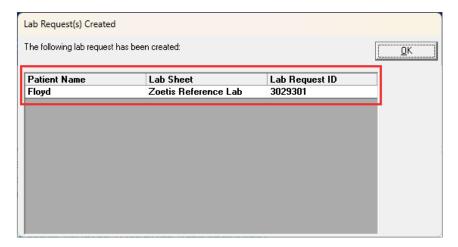
- 5. Add the Specimen source and/or comment, as necessary.
- **6.** Click **Submit Now** if ready to send the request to Zoetis. Click **Submit Later** if other tests may be added later and you would prefer to send all requests at the same time.



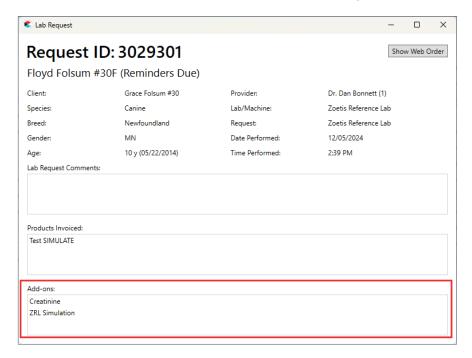


If the operator forgets to Submit Now at any time, concluding the invoice will automatically create the submission for the lab and generate the PDF.

7. Confirmation will appear indicating the lab request has been created showing the patient's name and the Lab Request ID.



- 8. Click OK to close.
- 9. Click on > Modules > Lab Integrations.
- 10. On the Requests tab, with the lab selected, right-click > View Request. The Add-ons will show.





11. Click Show Web Order to view the order sent to Zoetis.



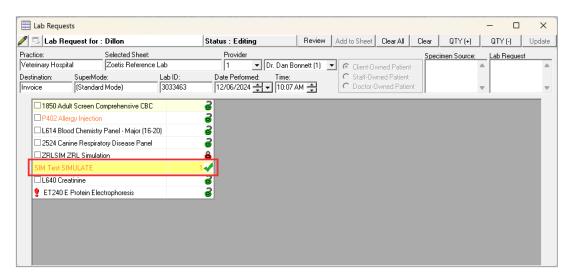
If you choose Edit Request from the right-click menu to add additional tests to the selected request, a prompt will appear to let you know the add-ons must be done through the Invoice because that is how the original request was made.



Test Add-ons from a Travel Sheet

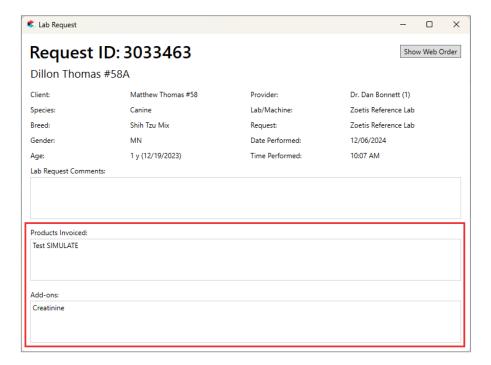
Before adding on tests to a request already sent to Zoetis, the add-ons, or Impromed product, must be mapped to a Zoetis test and added to the Zoetis Travel Sheet. Once the mapping has been achieved, follow the steps below to add on additional tests.

- 1. Select the patient.
- 2. Click on > Modules > Lab Integrations.
- 3. On the **Requests** tab, click on the Zoetis lab request created from a travel sheet.
- 4. Right-click > Edit Request. The travel sheet opens with the Zoetis tests. Tests already added will not have the check box.





- **5.** Select the additional test(s) to add to this Zoetis request.
- 6. Click Update.
- 7. The PDF requisition will display with all of the tests that were ordered.
- 8. On the selected request right-click > View Request.
- 9. All tests ordered will show.



10. Click on Show Web Order to open the PDF.



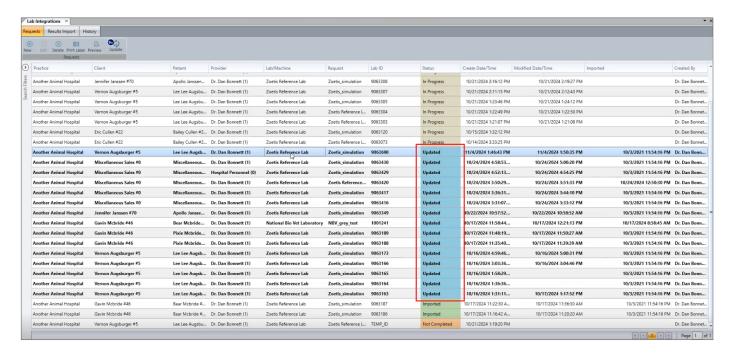
The Status of requests will change from "Created" to "In Progress", "Partially Imported", or "Imported" depending on the progress of the request.



Add-ons from ZoetisDx™

Operators can place an order from Impromed, view the results within ZoetisDx, then add additional tests onto the order. When they do this, updates are sent to Impromed on what was added and allowing the operator to reconcile the additional tests in Impromed so they can still do the charge capture.

1. In **Lab Integrations > Requests** tab, requests with add-ons through ZoetisDx will have the row attribute of bold added.





- The status of "Updated" would apply to any and all requests that have been finalized by the lab, imported into Impromed, then more tests (like add-ons) imported as well.
- The result in the medical record history will also have a revision count increased.
- There is a new column in Lab Integrations for when tests get added to reflect the last Modified Date/Time.



2. The **Update** button will show the number of requests updated. If more than nine requests were updated, the number will show as 9+:





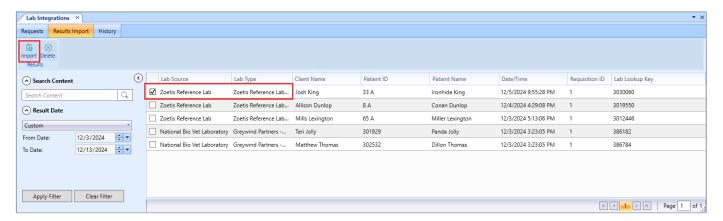
The row being bold is what triggers the count on the Update button, not the status. The row could be bold with In Progress, Partially Imported, or Updated.

- 3. To update a request, select the request and click **Update**.
- 4. From the Update Zoetis Request, you have the following options:
 - Add the requests to an existing invoice. If this is the option you choose, select the open invoice
 from the drop-down list.
 - Create a new invoice will place the add-ons on a new invoice for the client/patient.
 - If you choose, **Do not add to invoice**, nothing is added to the invoice but the "reconciliation" is marked as done...the bold attribute is removed from the row.

Import Orphan Results

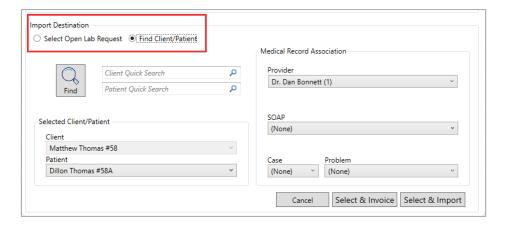
If lab results don't import automatically, manually import them from the Results Import tab and capture charges.

- 1. From the Ribbon, click on Medical Records > Lab Integrations > Results Import tab.
- 2. Select the result then click Import.





- 3. From Import Lab Selection: Import Destination, choose from the following:
 - Select Open Lab Request will import the results to the client and patient selected when Select Request is clicked.
 - **Find Client/Patient** will change the display so you can search for the client and patient. It also provides the option to **Select & Invoice** or **Select & Import**. To capture the charges for the tests, click on Select & Invoice.

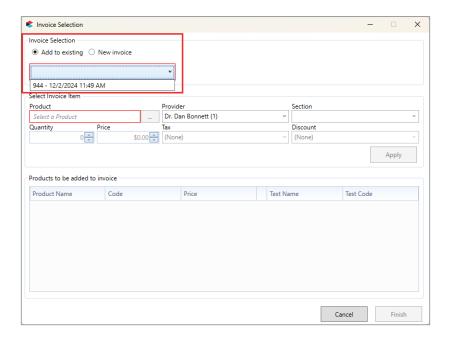


Select & Invoice

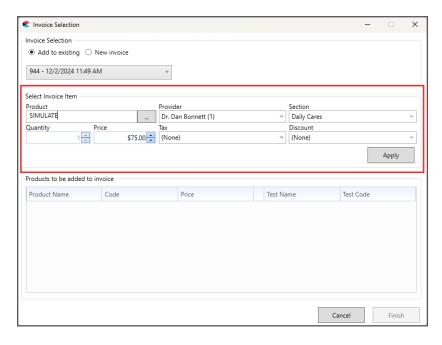
The following occurs when the operator selects the option to Find Client/Patient and Select & Invoice.

- 1. From the Import Lab Selection, click on **Select & Invoice**.
- 2. From the Invoice Selection, select the invoice from the drop-down list.





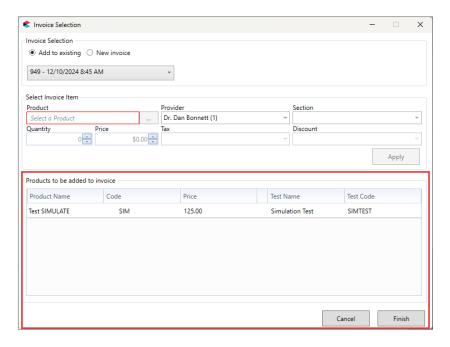
3. Select the product for the lab test to add to the invoice.



- 4. Click Apply.
- 5. Continue adding tests, as needed.



6. Click Finish.



7. The product(s) will be added to the invoice and the lab results imported to the patient's medical record.

Select & Import

Clicking on the **Select & Import** button will import the lab result to the selected patient's medical record.

Clinic Consult

Zoetis Clinical Consultation Services offer expert advice on diagnostics and individualized treatment plans for veterinary cases. All users can order Zoetis Clinic Consults directly from Impromed and have the results automatically added into the patient's medical record history.



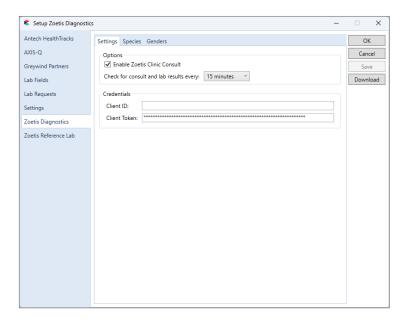
For quick access to Zoetis Clinic Consults, add the Zoetis Diagnostic button to the Ribbon. Refer to "Customizing the Ribbon" on page 35 for steps to customize the Ribbon.

Setup Zoetis Diagnostics

Follow the steps below to configure Zoetis Diagnostics for your business.

Settings Tab

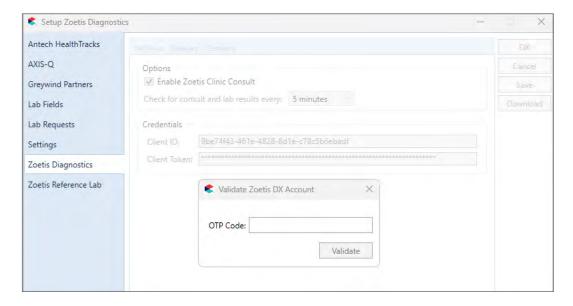
- 1. To enable the Zoetis Consultation Service, go to Setup > Lab Integrations > Zoetis Diagnostics.
- 2. On the Settings tab, check the box to Enable Zoetis Clinic Consult.
- 3. From the drop-down list, select how often Impromed should check for consults.
- 4. Under Credentials, enter the Client ID and Client Token. These are provided by Zoetis.
- Click Save.





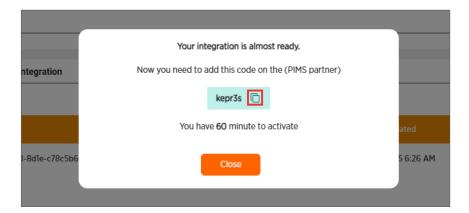
Register with ZoetisDx

After saving the Client ID and Client Token, a prompt will appear to fill in the OTP Code. This code will have to be generated from the ZoetisDx portal, copied, then pasted in the prompt.



To enter the OTP code:

- 1. Log into the ZoetisDx portal.
- 2. In the ZoetisDx portal, go to Clinic Mgmt > Practice Information Management System (PIMS)
 Integration, click Add Integration. Note: It may be necessary to delete the existing PIMS if one is listed.
- **3.** After entering the Client ID and token, a code will appear. This code can be copied by clicking the icon as shown below.





4. Return to Impromed and paste the code in the prompt.

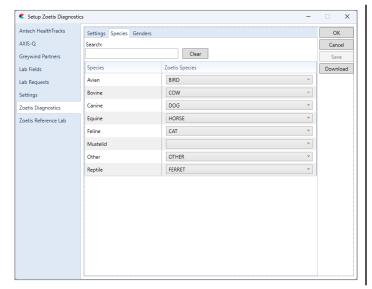


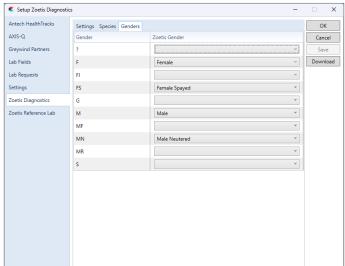
5. Click Validate.

Map Species and Genders

After registering with Zoetis, map species and genders manually or using the Download button.

- 1. To pull the species and gender from Zoetis, click on Setup > Lab Integrations > Zoetis Diagnostics.
- 2. Click the Download button.
- **3.** If the mapping is incorrect, go to the **Species** and **Genders** tabs and manually select the species and genders that were not mapped or were mapped incorrectly.

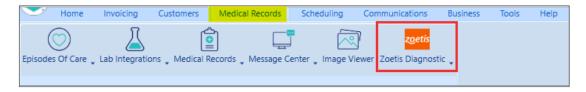






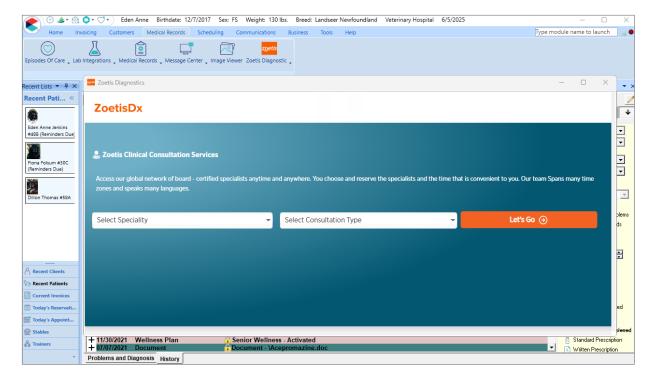
Create a Consultation Request

For quick access, the Zoetis Diagnostics button should have been added to the Ribbon. As shown below, the button was added to the Medical Records tab on the Ribbon.



To create a Consultation request:

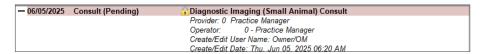
- 1. Select the patient.
- 2. Click on the **Zoetis Diagnostic** button where it was added on the Ribbon.
- **3.** From the button, click on **Create Clinic Consult**. The ZoetisDx opens to schedule a consult for the selected patient.



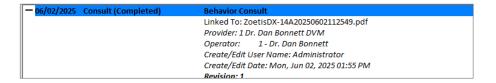
4. Follow the screen prompts. Begin by selecting a **Specialty** and a **Consultation Type** (Appointment or Email).



5. When finished, the Consult will appear in the patient's medical record. It will show as "Pending".



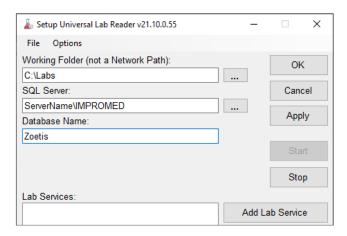
6. When the consult is completed, it will show as such in the patient's medical record and the results of the consult as an attachment.



Zoetis Clinic Consult IULR Setup

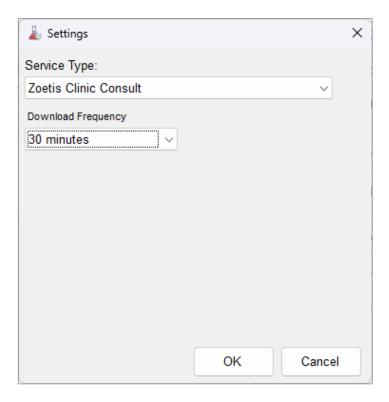
Zoetis Clinic Consult is now a lab service in the Impromed Universal Lab Reader. This setup is required to download Clinic Consult results.

1. From the Windows Start menu, go to the Impromed Universal Lab Reader folder > Configure ULR.



- 2. Verify the **Working Folder**, **SQL Server**, and **Database Name** have been configured. If not, those fields need to be filled in before proceeding.
- 3. Click Add Lab Service.
- 4. Select **Zoetis Clinic Consult** from the **Service Type** drop-down list.
- 5. Select the **Download Frequency**.





6. Click OK to save changes.



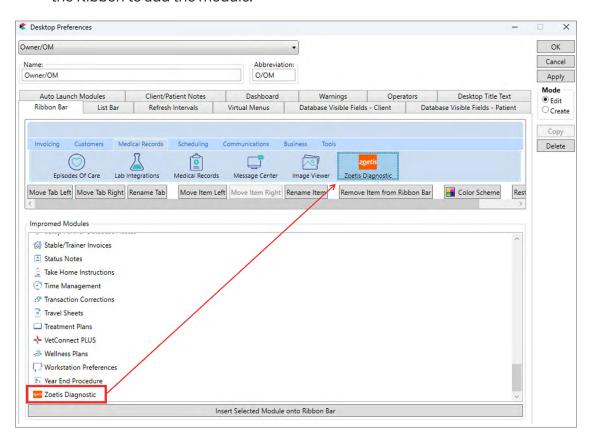
Appendix

Customizing the Ribbon

Impromed uses a Ribbon to easily access many of the program features in lieu of the Impromed button. Follow the steps below to add the Zoetis Diagnostics button to the Ribbon,

To Open Desktop Preferences:

- 1. Click > File > Desktop Preferences.
- 2. Click on a tab on the Ribbon. For this guide, the Zoetis Diagnostic button was added to the Medical Records tab.
- **3.** From the list of Impromed Modules, **click and drag** the Zoetis Diagnostic button to the selected tab on the Ribbon to add the module.







Instead of clicking and dragging, click on the Zoetis Diagnostic icon from the Impromed Modules list then click **Insert Selected Module onto Ribbon Bar.** This will add the button at the right end.

- **4.** After the button has been added to the Ribbon, click **Apply** to save changes.
- 5. Click **OK** to close Desktop Preferences.