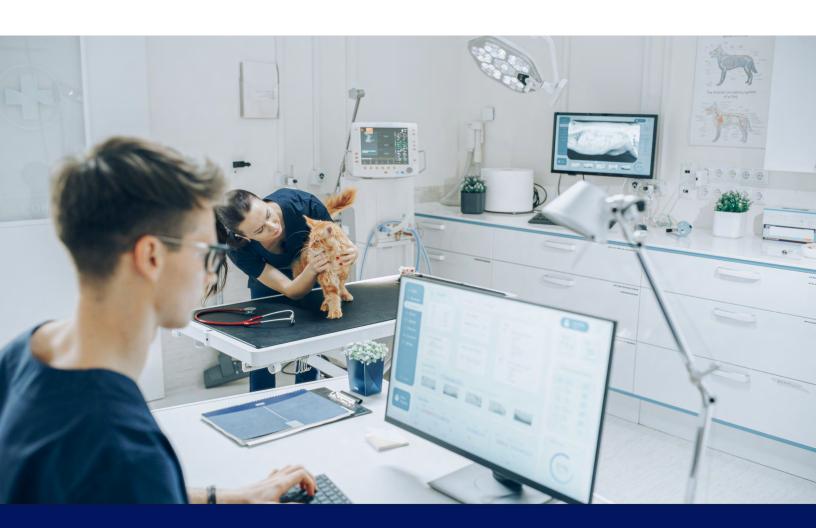


# **B&L Laboratory**

## **User Guide**





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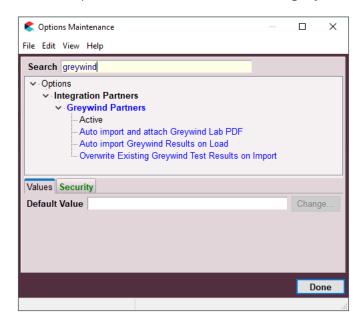
## **Overview**

Avimark integrates with B&L Laboratory to provide the lab workflow from requisitioning to results.

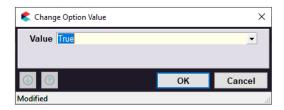
## Setup

Advanced Options will have some of the basic configuration for the B&L Laboratory integration.

- 1. From the speedbar, click on the Advanced Options icon ( ).
- 2. In Options Maintenance, search for greywind.



3. Click on Active. To enable B&L Laboratory, click on Change and set the Value to True.



4. Click OK.

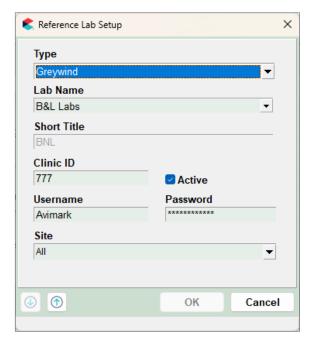


- 5. Repeat these steps to set the practice's preferred Default Value for:
  - Auto import and attach Greywind Lab PDF.
  - Auto import Greywind Results on Load.
  - Overwrite Existing Greywind Test Results on Import.
- 6. Click **Done** to close Options Maintenance.

## Configure the Lab Partner

Enter the practice credentials for B&L Laboratory under Laboratories Management.

- 1. From the menu, click on **Services > Laboratories Management**.
- 2. Click the **New** icon ( ).
- 3. In Reference Lab Setup, Type will be Greywind.
- 4. Under Lab Name, select B&L Laboratory from the drop-down list.
- 5. Enter the Clinic ID, Username, and Password.
- **6.** If the practice is part of multiple sites and has different credentials for each location, select the Site for this practice. Otherwise, leave Site to All.



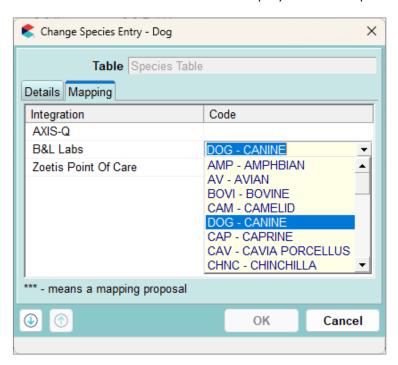
7. Click **OK** to save changes.

## **Configure System Tables**

Mapping of species and genders can be done on the fly when a requisition is created. However, species and genders can be mapped manually through the New/Change Species window.

### **Species Mapping**

- 1. From the menu, click on Work with > System Tables.
- 2. Select the Species Table.
- 3. Double-click on a species or click the **Change** icon ( ).
- 4. Click on the Mapping tab.
- 5. Select B&L Laboratory.
- 6. Double-click under Code to display the list of species from B&L Laboratory.



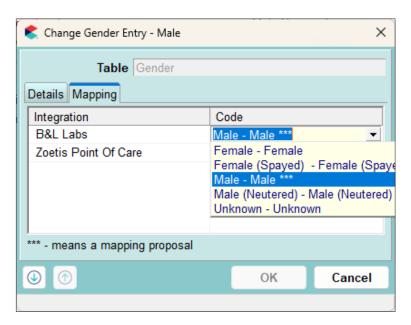
- 7. Select the species to match the Avimark species.
- 8. Click **OK** to save changes.



## **Gender Mapping**

Gender mapping can also be done on the fly when a requisition is created. To map genders manually, follow the steps below.

- 1. From the menu, click on Work with > System Tables.
- 2. Click on the Gender Table.
- 3. Double-click on a gender to map.
- 4. Click on the **Mapping** tab.
- 5. Next to B&L Laboratory under Code, double-click.
- **6.** From the drop-down list, select the gender.
- 7. Click **OK** when finished.



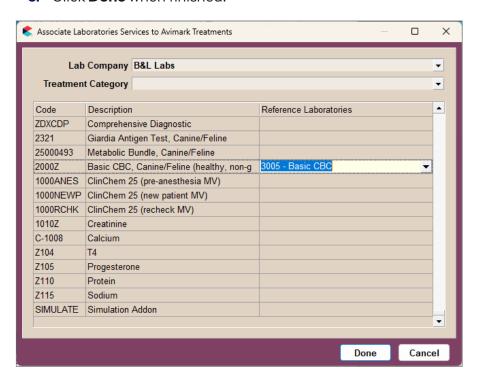


## **Linking Tests**

From the Treatment List, link Avimark items to B&L Laboratory through Associate Services or from individual treatments.

#### **Associate Services**

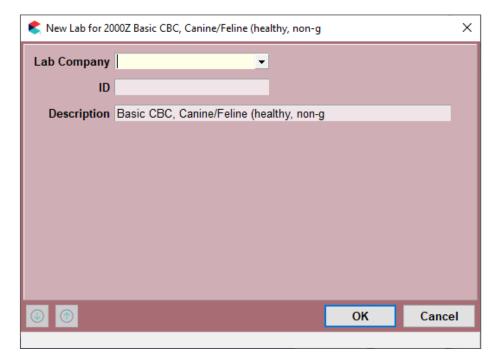
- 1. From the menu, click on Work with > Treatment List.
- 2. In Treatment List menu, click on Import Lab Treatments > Associate Services.
- 3. From the Lab Company drop-down list, select B&L Laboratory.
- 4. Filter the treatment list by Treatment Category.
- Under Reference Laboratories, select the lab test from B&L Laboratory to match the Avimark treatment.
- 6. Click Done when finished.





## **New or Change Treatment**

- 1. From the menu, click on Work with > Treatment List.
- 2. Create a new treatment or search for an existing treatment and double-click to change.
- 3. Click on the **Laboratory** tab > **Labs** tab.
- 4. Click on the **New** icon ( )
- 5. From the Lab Company drop-down list, select **B&L Laboratory**.
- 6. Select the ID.
- 7. Click OK to save changes.

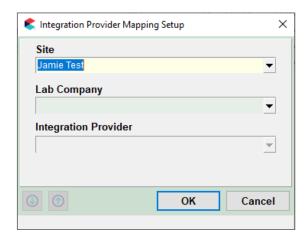




## **Mapping Users**

Each user will need to have the doctor mapped. This can be done on the fly or within the Change User window. Each user will need the doctor mapped for each location in a Site.

- 1. From the menu, click on Work with > Users and Security.
- 2. Double-click on the user.
- 3. In the Change User window, click on the Integrations tab.
- 4. Click on the **New** icon ( ).
- 5. From the Lab Company drop-down list, select B&L Laboratory.
- 6. Select the Integration Provider.



- 7. Click **OK** and continue adding a Lab Company and Provider then click Cancel to close.
- 8. Click OK to close Change User.



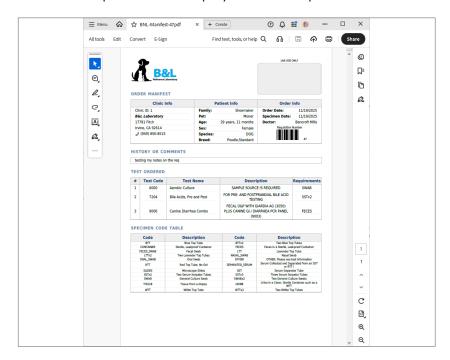
Some Lab Partners will allow you to setup the doctor on the fly by selecting "Provider not found, create a new one".

## **Generating a Requisition**

To create a requisition, add the treatment to the patient's Medical History or select Create Requisition from the Patient area.

### **Create Requisition**

- 1. From the Patient area, right-click > Create Requisition.
- 2. Select B&L Laboratory from the Lab Company drop-down list.
- 3. Right-click > Select or press space to select the test(s) to add to the requisition.
- 4. The requisition will display and can be printed or downloaded.





### **Medical History**

- 1. In a patient's Medical History, right-click > Choose > Treatments.
- 2. Select the treatments to submit a requisition to **B&L Laboratory**.
- 3. Click Done.
- 4. On the Confirm prompt to create a Requisition, click Yes.
- 5. The order for lab tests will appear as shown on page 10.

## **Downloading Test Results**

Test results from B&L Laboratory can be downloaded automatically to Avimark and saved to patient records.

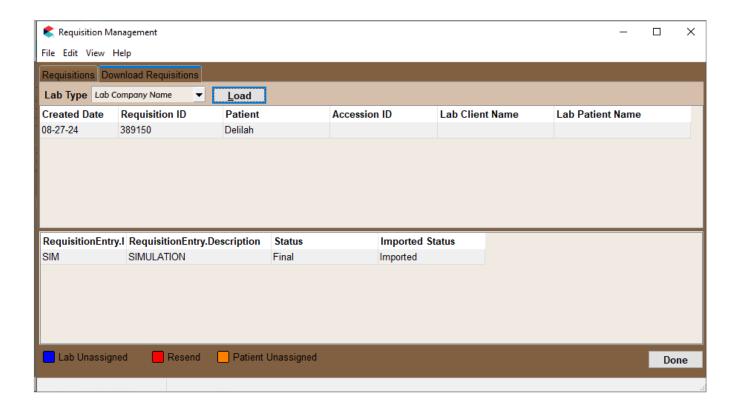
### **Retrieving Results**

Results are imported to Medical History automatically when the Advanced Option, Auto import and attach Greywind Lab PDF, is set to True.

To manually retrieve results:

- 1. Select Services > Requisition Management > Download Requisitions tab.
- Select B&L Laboratory from the Lab Type drop-down list.
- 3. Click the Load button.





#### From Download Requisitions:

- Results being returned from the lab are displayed. When a requisition match is made, the requisition entry is displayed in black, indicating the Imported status. To display automatically imported results, select the Medical History Requisition entry in Medical History for the imported entries.
- Information displayed in orange indicates orphaned results, for which no automatic association could be made. These results can be manually associated with the correct entries.

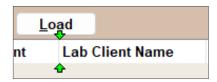
This method is to be used when a restore has happened and the practice needs to re-download results that are missing.



#### **Customize View - Columns**

If your version of Avimark does not include the columns you need in the Requisition Management window, you can customize the view by adding or removing columns as needed. To customize columns:

- 1. Click on Services > Requisition Management > Download Requisitions tab.
- 2. In the top half of the Columns dialog box, right-click > View > Columns.
- 3. On the Drag & Drop tab, locate the column(s) to add to Requisition Management.
- **4.** Click and drag the column name to a position between existing columns. A double-set of green arrows will appear indicating where the new column will be placed.



- **5.** To remove a column from view, click on the column name and drag it out of the column area. A large "X" will appear on the screen to indicate the column will be removed.
- 6. When finished, click to close Columns.

Repeat the steps to add or remove columns from the bottom half of the Requisition Management window.

### Downloading a PDF of Results

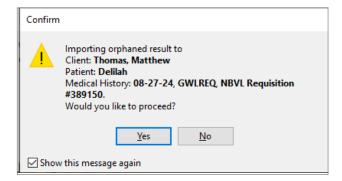
- On the Avimark main menu, click on Services > Requisition Management > Download Requisitions tab.
- 2. Click the Load button.
- 3. On the requisition right-click > Download PDF from the shortcut menu.

This option lets you manually download any result PDF file, whether or not the Auto import and attach Greywind Lab PDF option is set to True. The PDF files will be attached to the selected line item in the patient's Medical History under file attachments.

## **Manually Importing Test Results**

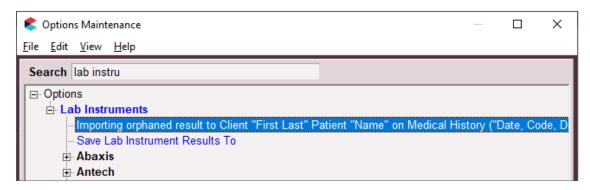
#### To import results:

- 1. In the patient's medical history, select the requisition line.
- 2. From the Avimark main menu, go to Services > Requisition Management > Download Requisitions.
- 3. Select **B&L Laboratory** as the Lab Type.
- 4. Click Load.
- 5. Select the Requisition ID line and below, select the tests.
- On the selected tests, right-click > Import Results.
- 7. Confirm the client, patient, and test when prompted.





The advanced option for this prompt, under Lab Instruments, is set to prompt by default. However, you can set it to Yes or by unchecking the Show this message again option on the prompt and clicking Yes will set that specific user to never get the prompt again.

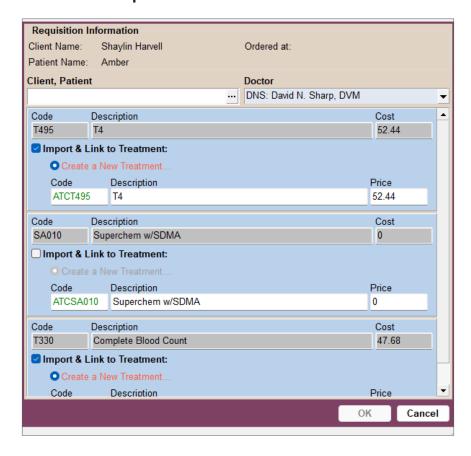


8. Click Yes to import.



### **Import Orphan Results**

- 1. Right-click on the requisition that did not have results imported.
- 2. Click on Import Results.



- 3. If necessary, click the ellipsis button next to Client, Patient to search for the client and patient the results should import to.
- 4. You can choose to Import & Link to Treatment (or Create a New Treatment).
  - ♦ You can choose not to import if the charge capture was already done for the test.

In the image above, the user opted to import the first and last test and capture the charges. The second test was already charged so it was not necessary to import and link the treatment again.

5. Click OK.



### Downloading a PDF of Results

- 1. Go to Services > Requisition Management > Download Requisitions tab.
- 2. Select (all) or B&L Laboratory as the Lab Type.
- 3. Click the Load button.
- 4. On the requisition, right-click > Download PDF from the shortcut menu.

This option lets you manually download any result PDF file, whether or not the Auto import and attach Greywind Lab PDF option is set to True. The PDF files will be attached to the requisition line in the patient's medical history under file attachments.