

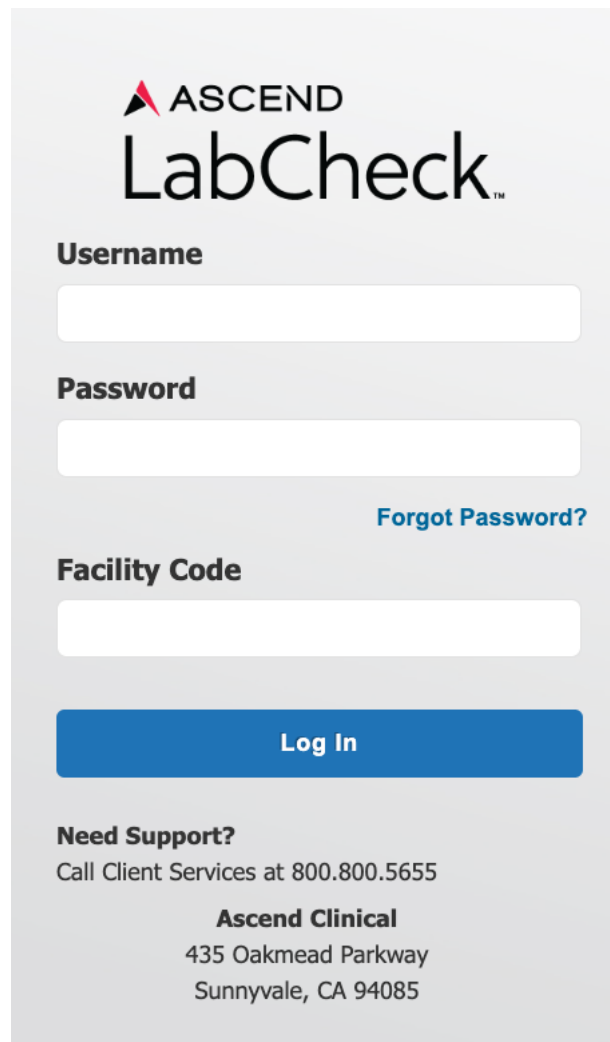


Quick Reference Guide for Environmental Testing

VERSION 5
REV.2021.03

Client Services
800.800.5655
www.aclab.com

435 Oakmead Parkway
Sunnyvale, CA 94085



The image shows a login form for ASCEND LabCheck. At the top is the ASCEND LabCheck logo. Below it are three input fields: Username, Password, and Facility Code. To the right of the Password field is a link that says "Forgot Password?". Below the Facility Code field is a blue "Log In" button. At the bottom, there is a "Need Support?" section with the phone number 800.800.5655 and the address for Ascend Clinical in Sunnyvale, CA.

ASCEND
LabCheck™

Username

Password

[Forgot Password?](#)

Facility Code

Log In

Need Support?
Call Client Services at 800.800.5655
Ascend Clinical
435 Oakmead Parkway
Sunnyvale, CA 94085

www.LabCheck5.com

SYSTEM REQUIREMENTS

LabCheck 5 is a web-based application requiring a computer running a modern browser. LabCheck 5 is designed to be standards-compliant and works best with the following operating-systems and browser versions: Windows 7 or later, Apple OS 10 or later, Internet Explorer 10 or later, modern Chrome, modern Firefox, and Safari (for OS X) 10.7 or later.

Environmentals: Add a New Source

1. From **Environmentals** menu, select **Environmental Sources**
2. Click **New Source**
3. Select the Source Type from drop-down menu.
4. Enter Source Name.
5. Click **Save**
6. Screen will refresh. You are now able to select this source to enter orders.

Environmentals: Add Source Order

1. From **Enviromentals** menu, select **Environmental Sources**
2. Find source from the alphabetical list by entering source name in the Search field and click **Apply**
3. Click source name.
4. Click **Orders**
5. Click **Add Test**
6. Select test from drop-down menu.
7. Click in Start Date field and select date on calendar.
8. Select test frequency from Schedule drop-down menu.
9. Click **Save**

Environmentals: Add Order to Multiple Sources (Batch Orders)

1. From **Environmentals** menu, select **Batch Orders**
2. Select Environmental Source Type from drop-down list.
3. Select one or more Source Names or click **Select All**
4. Select one or more tests or click **Select All**
5. Click in Start Date field and select date on calendar.
6. Select test frequency from Schedule drop-down menu.
7. Click **Save**
8. Screen will refresh.

Environmentals: Print Labels

1. From **Environmentals** menu, select **Labels**
2. Click Collection Date field to edit Collection Date, otherwise it defaults to current date.
3. Select Environmental Source Type, otherwise it defaults to All.
4. Select one or more Source Names or click **Select All**
5. Click **Find Labels For Selected Sources**
6. Click  to the left of each source to reveal order details. Click **Print/Save**
7. Screen will refresh. Status will change from All Not Submitted to All Submitted. The labels will print in approximately one minute.

Label Screen: Color/Status Key

COLOR/STATUS	EXPLANATION
All Not Submitted	Orders are available to print but have not yet been submitted/printed
All Submitted	Orders submitted and labels printed
All Received	Orders submitted, labels printed, specimen received by the lab
Resulted	Orders submitted, labels printed, specimen received by the lab, results available
Canceled By Lab	Orders submitted, labels printed, specimen received by the lab, lab unable to process/test specimen
All Rescheduled	User checked Reschedule box to make order available for another date within the lab order date
All Canceled By User	User checked Cancel box to make order available at next scheduled frequency within the lab order date
Duplicate	LabCheck acknowledges there is an overlapping order frequency for the same test or test is included in an ordered panel; does not require additional specimen to be collected
Various	The tests have multiple status explanations for the same collection date

LABEL SCREEN: ICONS



The "Expand" Icon – the use of this icon allows the user to expand the view to review individual tests ordered.



The "Collapse" Icon - the use of this icon allows the user to collapse the view.



The "Add New" Icon – the use of this icon allows the user to add a new test without leaving the label screen.

Reprint All Submitted Labels ☐ The "Reprint All Submitted Labels" Box - if checked, allows users to reprint labels previously submitted (All Submitted status).

Print/Save

The "Print/Save" Button – the use of this button allows the user to submit All Not Submitted labels to be printed as well as to save any checked boxes (Reschedule, Cancel, and Reprint All Submitted Labels).

Environmentals: View, Print or Fax Source Results

1. From **Environmentals** menu, select **Results**
2. Select Environmental Source, otherwise it defaults to All.
3. Select Source Type, otherwise it defaults to All.
4. Select Start Date, otherwise it defaults to 1st of current month.
5. Select End Date, otherwise it defaults to current date.
6. Select source Status, otherwise it defaults to Active.
7. Click **Search**

NOTE: Click  to the left of each source collected date to view individual source results.

8. To print, check the box to the left of the Collected date.

NOTE: Check "Select All" box to choose all sources and collection dates.

9. Click **Print Lab Copy** to print results directly to your designated lab printer.
10. A message box appears in the upper left: "Your request for Lab Report will print shortly to the LAB PRINTER."
11. Click **Print Web Copy** to print results to any local printer.
12. Click  to preview results in PDF and print results to a local printer.
13. Click **Fax Web Copy** to fax results to selected destination.
14. Select Staff/Location/Facility contact from drop-down menu.
15. Enter Cover Sheet message.
16. Click **Send**

Environmentals: View, Print or Fax Environmental CQI Report

1. From **Enviromentals** menu, select **Reports**
2. Click Environmental CQI Report.
3. Click Facilities field to select multiple facilities, otherwise it defaults to current facility.
4. Select Start Date, otherwise it defaults to 1st of current month.
5. Select End Date, otherwise it defaults to current date.
6. Click **Generate Report**
7. Click **Open** to view report.
8. Click  to print to a local printer.
9. Click **Send to Fax** to fax results to selected destination.
10. Select Staff/Location/Facility contact from drop-down menu.
11. Enter Cover Sheet Message.
12. Click **Send**

Support: Supply Cart Order

1. From **Support** menu, select **Supply Order**

2. Click **Edit Open Cart**

NOTE: A Card ID is generated once the previous order has been approved for processing.

3. Enter number of supply item needed in Quantity field.

NOTE: Items are packaged differently, i.e. each (ea) or number per pack (#/pk)

4. Review Shipping Priority.

5. Click **Save**

6. A message box appears in upper left: "The order has been successfully saved and estimated ship date is ..."

7. Open Cart will close automatically on the Supply Order Due Date and status will update to Approved for Processing.

8. A FedEx tracking link will display and status will update to Shipped.

Configuration: Activate Staff Labcheck Access

1. From **Configuration** menu, select **Staff and Security**
2. Click **New Staff**
 - a. Add New Staff Member.
 - b. Select Staff Type.
 - c. Enter Name.
 - d. Select Facilities.
 - e. Click **Save**
3. Click Username and Password tab.
 - a. Enter LabCheck Username.
 - b. Check box to require password change.
 - c. Click **Save**
 - d. Click **Generate** to generate a temporary password.

NOTE: Provide username and temporary password to new employee.
4. Click Security Roles tab.
 - a. Check box next to predefined user roles.
 - b. Click **Save**

Configuration: Inactivate Staff Labcheck Access

1. From **Configuration** menu, select **Staff and Security**
2. Find Staff from the alphabetical list by entering first or last name in the Search field and click **Apply**
3. Click Staff name.
4. Enter date in Inactive Date field.
5. Click **Save**

Configuration: Creating a Scheduled Fax or Printed Report

Users can create scheduled printed reports or routine faxes through Print Scheduler. When setting up a scheduled printed report or fax, first determine if a Custom Report is needed, second determine if a Patient Group is needed, third confirm the contact is available in the Contact List (faxes only), then proceed to build a Print Scheduler.

1. From **Configuration** menu, select **Print Scheduler**
2. Click **Add Schedule**
3. Select Report Type from drop down.
NOTE: Patient Inquiry Template is the patient's lab result report.
4. Select Template from drop down, if applicable.
5. Click **Next**
6. Select Report Criteria.
7. Click **Next**
8. Select Reporting Frequency.
NOTE: Date Range selection should ensure it covers the days between faxes.
9. Click **Next**
10. Select Report Print Fax Option.
 - a. Print Report using SecurePrint will print the selected report to the lab designated printer.
 - b. Fax Report option allows you to select a contact from your contact list or contacts that have been shared by others.
11. Enter Schedule Description
 - a. The description is visible on the Print Scheduler screen offering a description of the type of print scheduler created
12. Click **Finish**

NOTE: Review the Print Scheduler/Fax Confirmation Report, located under General Reports, regularly to ensure printed reports and faxes were successfully sent.

For more information, please contact Client Services at 800.800.5655, Option 1.



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