ASCEND LabCheck™

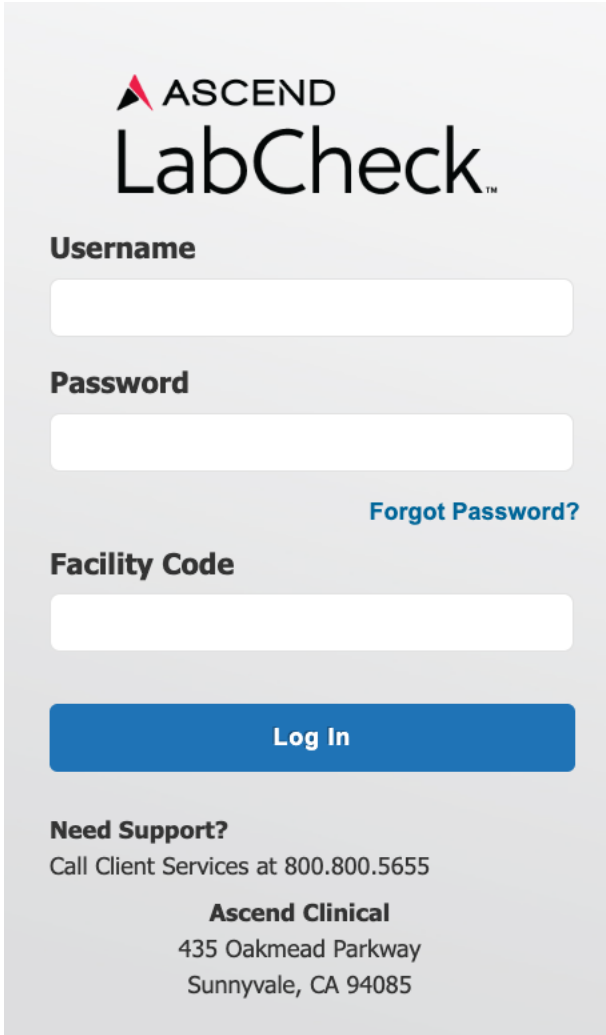
Quick Reference Guide

VERSION 5

REV.2023.07

Client Services
800.800.5655
www.aclab.com

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, modern versions of Microsoft Edge, Chrome, Firefox, and Safari (for OS X) 10.7 or later.

PATIENTS

Demographics, Insurance and History

Add a New Patient

1. From **Patients** menu, select **Patient List**
2. Click **New Patient**
3. Enter Last Name. Click **Check Existing Patient**
4. If no matching patients are found, click **Create New Patient**

   Note: If patient match occurs, follow instructions noted under READMIT A PATIENT OR ADMIT A TRANSFERRED PATIENT to readmit patient.

5. Enter patient's demographic information in all bold face* fields. When complete, click **Next**
6. To add the patient's insurance information, click **Add a New Policy**

   Note: Follow instructions noted under ENTER INSURANCE INFORMATION.

7. When complete, click **Next**
8. To add the patient hemodialysis schedule, click **New Schedule**

   Note: Follow instructions noted under ENTER A PATIENT'S HEMO SCHEDULE.

9. When complete, click **Next**
10. Click **Assignment of Benefits Form**

    Note: AOBs are required on all new patients. Please fax completed form to Accounts Receivable.

11. Click **Open**
12. Click
13. Click in the upper right corner to close the AOB window.

You are now able to select this patient to enter additional demographic, insurance, schedule and order information.

PATIENTS

Demographics, Insurance and History

Readmit a Patient or Admit a Transferred Patient

1. From **Patients** menu, select **Patient List**
2. Click **New Patient**
3. Enter Last Name. Click **Check Existing Patient**
4. Click **Reactivate** to reactivate/transfer an existing patient
5. Enter Start Date
6. Click **Save**
7. Status of patient changes from Inactive to Active. Click **View** to confirm demographic information is accurate
8. Confirm Nephrologist and Modality

NOTE: Remember to enter Patient Schedule and Orders.

Inactivate a Patient

1. From **Patients** menu, select **Patient List**
2. Find patient from the alphabetical list by entering first or last name in the Search field and click **Apply**
3. Click patient name
4. Click **History**
5. Click **Edit**
6. Enter End Date
7. Select End Status from the drop-down menu
8. Click **Save**

NOTE: The patient will no longer appear on the active patient list after midnight of the end date.

Enter Insurance Information

9. From **Patients** menu, select **Patient List**
10. Find patient from the alphabetical list by entering first or last name in the Search field and click **Apply**
11. Click patient name
12. Click **INSURANCE** tab
13. Click **Add a New Policy**
14. Enter patient's insurance information in all bold face* fields. When complete click **Save**

NOTE: If insurance isn't displayed in the drop-down list, contact your LabCheck insurance administrator.

PATIENTS

Incenter Hemodialysis Schedule

Enter a Patient's Hemo Schedule

1. From **Patients** menu, select **Patient List**
2. Find patient from the alphabetical list by entering first or last name in the Search field and click **Apply**
3. Click patient name
4. Click **Schedule**
5. Click **New Schedule**
6. Choose Start Date on calendar, otherwise it defaults to current date
7. Check the box to the left of the treatment days
8. Select the shift on the right side of each day
9. Click **Save**

Edit a Patient's Hemo Schedule

1. From **Patients** menu, select **Hemo Schedule**
2. Find patient from the alphabetical list by entering first or last name in the Search field and click **Apply**
3. Click patient name
4. Click **Edit**
5. Choose Start Date on calendar, otherwise it defaults to current date
6. Check or uncheck the box to the left of the treatment days.
7. Select the shift on the right side of each day
8. Click **Save**

Add a One Time Patient Hemo Schedule

1. From **Patients** menu, select **Hemo Schedule**
2. Find patient from the alphabetical list by entering first or last name in the Search field and click **Apply**
3. Click (+) under the appropriate date
4. Select the shift from drop-down menu
   Note: Check Print Labels box to quickly print labels for tests with Not Yet Submitted or Rescheduled status.
5. Click **Save**

PATIENTS

Lab Test, Test Sets and Batch Order

Add Test Set For a New Patient

1. From **Patients** menu, select **Patient List**
2. Find patient from the alphabetical list by entering first or last name in the Search field and click **Apply**
3. Click patient name
4. Click **Order**
5. Click **Add Test Set**
   NOTE: Test Sets should only be entered once on new patients
6. Select the Test Set from drop-down menu
7. Review the selected defaults for Start Date, Ordering Physician, Order Date, Schedule, ICD and ESRD Related. NOTE: An End Date should not be entered, allowing tests to automatically populate on their scheduled frequency.
8. For those tests that contain components, select additional ICDs for those non-bundled tests. For each test, click inside the ICD box to either select a code from the existing list or type a new code or diagnosis in the box
9. To exclude a test that is part of the Test Set, uncheck the Include box
10. Click **Save**

A message box appears in the upper left: "The order has been successfully saved."

Add Individual Tests

1. From **Patients** menu, select **Patient List**
2. Find patient from the alphabetical list by entering first or last name in the Search field and click **Apply**
3. Click patient name
4. Click **Orders**
5. Click **Add Test**
6. Select the test from the alphabetical list that displays drop-down menu
   NOTE: Click ⓘ to view additional test information.
7. Click inside the ICD box to either select a code from the existing list or type a new code or diagnosis in the box.
8. Select ESRD Related ○ Yes ◉ No
   Note: If the test ordered is not related to the patient's dialysis treatment, select No. If the test ordered is related to the patient's dialysis treatment, select Yes.
9. Enter Specimen Source, if applicable
10. Enter Details (optional)
11. Click Start Date field to edit Start Date, otherwise it defaults to current date. End Date is required only if using "One Time Only" schedule frequency.
12. Select frequency from Schedule drop-down menu (e.g. Monthly, Weekly, Quarterly)
13. Enter Notes (optional)
14. Edit or Confirm Ordering Physician and Order Date.
15. Click **Save**

A message box appears in the upper left: "The order has been successfully saved."

Lab Test, Test Sets and Batch Order

Add Order to Multiple Patients (Batch Orders)

1. From **Patients** menu, select **Batch Orders**
2. Select Nephrologist from drop-down menu, otherwise it defaults to All.
3. Select Modality from drop-down menu, otherwise it defaults to Hemodialysis.
4. Select one or more patients or click **Select All**
5. Select Test from drop-down menu.
6. Enter Details (optional).
7. Click Start Date field to edit, otherwise it defaults to current date. End Date is required only if using "One Time Only" schedule frequency.
8. Select Frequency from Schedule drop-down menu (e.g. Monthly, Weekly, Quarterly).
9. Enter Notes (optional).
10. Click **Next**
11. Review the test summary and patients selected for accuracy.
12. Edit ordering physician and order date, otherwise it defaults to patient's nephrologist and current date.
13. Click inside the ICD box to either select a code from the existing list or type a new code or diagnosis in the box.
14. Select ESRD Related. Yes No
15. Click **Save**
16. Screen will refresh

Stop Orders

Active orders can be stopped by applying an end date. This action will discontinue the order from appearing on the label screen.

1. From **Patients** menu, select **Patient List**
2. Find patient from the alphabetical list by entering first or last name in the Search field and click **Apply**
3. Click patient name.
4. Click **Orders**
5. Check box to the left of the test.
6. Click **Stop Orders**
7. Select End Date from calendar, otherwise it defaults to current date.
8. Click **Save**

PATIENTS

Print and Reschedule Specimen Barcode Labels

Label Screen Color/Status Key

COLOR/STATUS	EXPLANATION
All Not Submitted	Orders are available to print but hove not yet been submitted/printer
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 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
Frequency Limited	Test utilization limit applied due to most recent result within normal reference range or testing frequency falls outside recommended guidelines
Various/Frequency Limited	The tests have multiple status explanations along with test utilization limits

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).

Print and Reschedule Specimen Barcode Labels

Print Barcode Labels for a Collection Date

A Barcode Label is the requisition for the tests ordered and shipped to the lab. All specimens are required to be appropriately labeled. Ascend will not process any specimen that is unlabeled.

1. From **Patients** menu, select **Hemo Labels** or **HH/PD Labels**
2. Click Collection Date field to edit Collection Date, otherwise it defaults to current date.
3. Select Shift to print a selected shift, otherwise it defaults to All Shifts.
4. Select one or more patients or Click **Select All**
5. Click **Find Labels For Selected Patients**
   NOTE: Click ▶ to the left of each patient to reveal order details.
6. 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.

Reprint Printed Barcode Labels

There may be instances where a user would need to reprint labels that have previously been printed. For example, the labels were misplaced once they were printed.

1. From **Patients** menu, select **Hemo Labels** or **HH/PD Labels**
2. Click Collection Date field to edit Collection Date, otherwise it defaults to current date.
3. Select one or more patients or Click **Select All**
4. Click **Find Labels For Selected Patients**
5. Status of labels will read as All Submitted. Click ▶ to the left of each patient to reveal order details.
6. Check "Reprint All Submitted Labels" box.
7. Click **Print/Save**
8. Screen will refresh. The labels will print in approximately one minute.

Print and Reschedule Specimen Barcode Labels

Reschedule Tests & Print Labels

Rescheduling allows you to print labels for another scheduled treatment day within the test order frequency. For example, the patient didn't show as scheduled and labs are to be drawn the next scheduled treatment, therefore labels need to be reprinted with the updated collection date.

1. From **Patients** menu, select **Hemo Labels** or **PD Labels**
2. Click Collection Date field to edit, otherwise it defaults to current date
3. Select one or more patients or Click **Select All**
4. Click **Find Labels For Selected Patients**
5. To reschedule all submitted tests, click Reschedule All to the right of the patient name
6. To reschedule an individual test, click ▶ to the left of the patient and click Reschedule box to the right of the test name
7. Click **Print/Save**
8. Screen will refresh. Status will change to Rescheduled or Various. The test has now been made available for the next scheduled treatment day
9. Labels can now be printed. Follow instructions noted in PRINT BARCODE LABELS FOR A COLLECTION DATE
   NOTE: Remember to add patient to the schedule for draws occurring on a nonscheduled treatment day.

Cancel Tests

Canceling a test eliminates the order for that test order frequency. The test will reappear on the next scheduled frequency. It does not end date the original order. For example, physician wants to hold the test until next month. To stop a test permanently by adding an end date, follow instructions noted in Stop Orders.

1. From **Patients** menu, select **Hemo Labels** or **PD Labels**
2. Click Collection Date field to edit Collection Date, otherwise it defaults to current date
3. Select one or more patients or Click **Select All**
4. Click **Find Labels For Selected Patients**
5. To cancel all submitted tests, click Cancel All to the right of the patient name
6. To cancel an individual test, click ▶ to the left of the patient and click cancel box to the right of the test name
7. Click **Print/Save**
8. Screen will refresh. Status will change to Cancelled or Various. The tests have now been cancelled and will not be available again until the next scheduled frequency

PATIENTS

Print and Reschedule Specimen Barcode Labels

HEMO Label Schedule Exceptions

Apply a schedule exception to any patients requiring monthly collection before the facilities scheduled monthly collection date (e.g. patients with 2 day a week treatment schedule).

1. From **Patients** menu, select **HEMO Labels**
2. Click **Scheduling Exceptions**
3. Select Collection Month from drop-down menu
4. Select Active Patient
5. Click **->** to carry over the Selected Patients.
6. Click **Save**

NOTE: Labels must be printed chronologically. First print labels for patients with a schedule exception followed by patients for facilities scheduled monthly collection date.

View, Print or Fax Patient Results

Draw Information Missing

Draw Information is needed for the lab to provide certain calculated results. For example, Kt/V Natural Log and PD Adequacy. The required draw information will be displayed with entry fields for the user to enter and submit.

1. From **Patients** menu, select **Draw Info Missing**
2. Find Collection Date and click **Edit** on the right side of screen.
3. Enter appropriate data into Draw Information field.
4. Click **Save**

Individual Patient Results

1. From **Patients** menu, select **Patient List**
2. Find patient from the alphabetical list by entering first or last name in the Search field and click **Apply**
3. Click patient name.
4. Click **Results** to display lab results from the past three months.
   NOTE: Select the MICRO RESULTS tab to display results from the past three months.
5. To print, check the box to the left of the Collected Date.
   NOTE: Check "Select All" box to choose all sources and collection dates.
6. Click **Print Lab Copy** to print results directly to your designated lab printer.
7. A message box appears in the upper left: "Your request for Lab Report will print shortly to the LAB PRINTER."
8. Click **Print Web Copy** to preview and print results to any local printer.
9. Click **Fax Web Copy** to fax results to selected destination.
10. Select Staff/Location/Facility contact from drop-down menu.
11. Enter Cover Sheet message.
12. Click **Send**

View, Print or Fax Patient Results

Multiple Patient Results (Lab, Micro, Sensitive)

1. From **Patients** menu, select **Results**
2. Click Patient Lab Results.
   Note: For Micro Results, click Patient Micro Results. For sensitive results, click Sensitive Patient Lab Results.
3. Edit report filters and click **Search**
4. To view individual results, click ▶ to the left of each patient Collected Date.
5. To print, check the box to the left of the Collected Date.
   Note: Check "Select All" box to choose all patients and collection dates.
6. Click **Print Lab Copy** to print results directly to your designated lab printer.
7. A message box appears in the upper left: "Your request for Lab Report will print shortly to the LAB PRINTER."
8. Click **Print Web Copy** to preview results in PDF and print results to any local printer.
9. Click **Fax Web Copy** to fax results to selected destination.
10. Select Staff/Location/Facility contact from drop-down menu.
11. Enter Cover Sheet message.
12. Click **Send**

REPORTS

Creating a Basic Custom Report

1. From **Reports** menu, select **Custom**
2. Click **New Basic Custom Report**
3. Enter in Custom Report name
4. Click **Next**
5. Make Report field selections
   a. Select from Demographic and Result fields
   b. Click **->** **Up**
   c. Use **Down** to reorder selections
   NOTE: Result fields can be selected more than once to easily create exception reports.
   d. Click **Down**
6. Edit Result field details
   a. Choose Display Options (All Results, High Only, Inside Range Only)
   b. Enter in Low Value and/or High Value if applicable
   c. Click **Next**
7. Select Frequency.
   NOTE: Leave default selection as All Results
8. Click **Next**
   a. Select Custom Report Details
   b. Sort by
   c. Print Options
   d. Font
   NOTE: Create reports in different scaled fonts and use Patient Group filter to print reports for those requiring large font.
   e. Report Statistics
   f. Page Orientation
   g. Other
   NOTE: Check box "Include Patients With No Results" to identify any missed lab draws.
8. Click **Publish**

Running a Custom Report

1. From **Reports** menu, select **Custom**
2. Click on title of the report.
3. Review report filters, changing default selections as appropriate.
4. Select Active Patient.
5. Click **View**

NOTE: Reports can be exported into CSV or Excel files in addition to default PDF view.

Assignment of Benefits

1. From **Reports** menu, select **General**
2. Click **Assignment of Benefits**
3. Click Patient field to select one or more patients or skip for retain default selection All patients.
4. Click **Generate Report**

MESSAGE CENTER

ICD/ESRD Corrections

ICD/ESRD correction requests are routed to the Message Center when an insurance company denies services for not meeting medical necessity criteria or when the service is considered non-covered. Please review your requests on a regular basis, and provide updated ICD codes when appropriate. Requests will remain in the Message Center for 60 days. Requests not acted upon after 60 days will be billed on your facility invoice.

1. Click ICD/ESRD Corrections in Message Center.
2. Double click selected correction.
3. Enter the revised ICD for each test from the existing list or type a new code or diagnosis in the box.
4. Check the box: "This change has been authorized by the ordering physician."
5. Click **Save**
6. Screen will refresh.
   NOTE: If the order is a standing order, remember to end date the existing order and enter in a new order with the revised ICD.

Insurance Corrections

Insurance correction requests are routed to the Message Center when Ascend is unable to verify an insurance. Please review your requests on a regular basis, and provide updated insurance information when appropriate. Requests not acted upon after 30 days will be billed on your facility invoice. If insurance interface is in place, make necessary insurance updates in your billing system.

1. Click Insurance Corrections in Message Center.
2. Click on patient or employee name.
3. Click Edit to correct data entry errors or add a term date to an expired policy.
4. Click Add a New Policy if insurance information is missing or has changed.
5. Click **Save**
6. Screen will refresh.
   NOTE: A company view of all Insurance Correction requests can be viewed and updated for various facilities from LabCheck Reports menu > Insurance Corrections page.

MESSAGE CENTER

Draw Info Missing

Draw Info Missing requests are routed to the Message Center after 24 hours from Collection Date if draw information is not submitted. Please review your requests on a regular basis and submit treatment information or reschedule collection date on label screen when appropriate. Draw Info Missing will time out after 14 days from the collection date and appear in Draw Information History.

1. Click Draw Info Missing.
2. Click Edit to the right of the collection date to enter draw information on all missing patients.
3. Click Expand to the left of the collection date to edit and enter draw information on a specific shift or patient.
4. Enter information in required format.
5. Click **Save**

NOTE: Check "Not Available" box if draw information is not available. This will remove Draw Info Entry request from Draw Info Missing screen.

Assignment of Benefits Missing

Assignment of Benefits Missing requests are routed to the Message Center when Ascend has not received a completed form. The Assignment of Benefits (AOB) form is required to be completed on all patients during the admission process or when beginning service with Ascend. Only one form is required per patient.

1. Click Assignment of Benefits Missing
2. Review generated report and submit completed form to Ascend

NOTE: Instructions to print an Assignment of Benefits form are located under REPORTS. Click Draw Info Missing.

SUPPORT

Supply Cart Order

1. From **Support** menu, select **Supply Order**
2. Click **Edit Open Cart**

   NOTE: A Cart 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

Labcheck Access

Activate Staff

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**

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

Add Insurance Carrier

1. From **Configuration** menu, select **Insurance Carrier**
2. Click **New Insurance Carrier for Company**
3. Enter insurance information in all bold face* fields
   NOTE: If your clinic uses unique acronyms for your insurance carriers (example: Cigna Medicare Advantage/CIGMA or Cigna Commercial/CIGCOMM), input the acronym into the "Carrier Billing ID" field. Also add the acronym into the Insurance Name field for quick reference. If the insurance company includes reimbursement for labs in their payment to you, the "Laboratory Services Included in Capitated Rate" should be marked Yes; otherwise, it should be marked No.
4. Click **Save**
   NOTE: An electronic request will route to Ascend's billing department to complete the insurance creation process. The new insurance will appear in the patient insurance drop-down menu in approximately 1 business day.

Create 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.

5. From **Configuration** menu, select **Print Scheduler**
6. Click **Add Schedule**
7. Select Report Type from drop-down menu.
   NOTE: Patient Inquiry Template is the patient's lab result report.
8. Select Template from drop-down menu, if applicable.
9. Click **Next**
10. Select Report Criteria.
11. Click **Next**
12. Select Reporting Frequency.
    NOTE: Date Range selection should ensure it covers the days between faxes.
13. Click **Next**
14. 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.
15. Enter Schedule Description.
    a. The description is visible on the Print Scheduler screen offering a description of the type of print scheduler created.
16. Click **Finish**
    NOTE: Review the Print Scheduler/Fax Confirmation Report, located under General Reports, regularly to ensure printed reports and faxes were successfully sent.

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.

Add Source Order

1. From **Environmentals** 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**

Add Order to Multiple Sources (Batch Orders)

1. From **Environmentals** menu, select **Batch Orders**
2. Select Environmental Source Type from drop-down menu.
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, 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**

   Note: Click ▶ to the left of each source to reveal order details. Click **Print/Save**
6. Screen will refresh. Status will change from All Not Submitted to All Submitted. The labels will print in approximately one minute.

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**

View, Print or Fax Environmental CQI Report

1. From **Environmentals** 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**

Message Center

Environmental Collection Time Required

Ascend Clinical is certified by New York State's Environmental Laboratory Approval Program (ELAP). In order to comply with ELAP sample acceptance and reporting standards, New York State clients are required to include the collection time for tests ordered.

1. Select **Environmental Collection Time Required** from the **LabCheck Message Center**
2. Select **Edit**
3. Enter the collection time **(HH:MM)**
4. Select **AM** or **PM** from the drop-down
5. Click **Save**

Environmental Alert Notifications

Ascend Action Level Alert emails for Environmental testing are managed in LabCheck. Users with access to environmental results and with alert notifications in place will receive an email notification from LabCentralResultProcessor@aclab.com.

1. From **Support** menu click **My Profile**
2. Click **NOTIFICATION PREFERENCES** tab
3. Enter in email address
4. Check individual facilities or All
5. Click **Save**

EMPLOYEES

Demographics, Insurance and History

Environmental Collection Time Required

1. From **Employees** menu, select **Employee List**
2. Click **New Employee**
3. Enter Last Name. Click **Check Existing Employee**
4. If no matching employees are found, click **Create New Employee**

   NOTE: If employee match occurs, click **Reactivate**
5. Enter employee's demographic information in all bold face* fields. When complete, click **Save**

You are now able to select this employee to enter additional demographic, insurance, vaccination and order information.

Inactivate an Employee

1. From **Employees** menu, select **Employee List**
2. Find employee from the alphabetical list by entering first or last name in the Search field and click **Apply**
3. Click employee name
4. Click **History**
5. Click **Edit**
6. Enter End Date.
7. Select End Status from the drop-down menu.
8. Click **Save**

NOTE: The employee will no longer appear on the active patient list after midnight of the end date.

EMPLOYEES

Print Barcode Labels for a Collection Date

A Barcode Label is the requisition for the tests ordered and shipped to the lab. All specimens are required to be appropriately labeled. Ascend will not process any specimen that is unlabeled.

1. From **Employees** menu, select **Labels**
2. Click Collection Date field to edit Collection Date, otherwise it defaults to current date
3. Select one or more employees or Click **Select All**
4. Click **Find Labels For Selected Employees**
   NOTE: Click ▶ to the left of each employee to reveal order details.
5. Click **Print/Save**

Screen will refresh. Status will change from All Not Submitted to All Submitted. The labels will print in approximately one minute.

View or Print Individual Employee Results

1. From **Employees** menu, select **Employee List**
2. Find employee from the alphabetical list by entering first or last name in the Search field and click **Apply**
3. Click patient name
4. Click **Results** to display lab results from the past three months.
   NOTE: Select the MICRO RESULTS tab to display results from the past three months
5. To print, check the box to the left of the Collected Date
   NOTE: Check "Select All" box to choose all sources and collection dates.
6. Click **Print Web Copy** to preview and print results to any local printer.

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

ASCEND

Client Services
800.800.5655
www.aclab.com

435 Oakmead Parkway
Sunnyvale, CA 94085