

IDEXX Cornerstone*


Practice Management System

This quick reference guide applies to Cornerstone 8.1 and higher. If you are using a previous version, some features and windows may vary from those shown here.

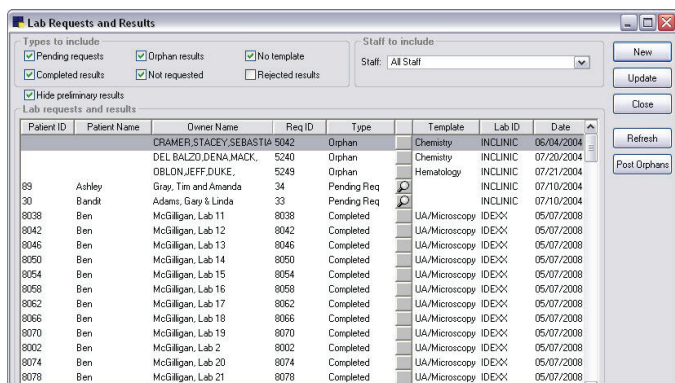
Abaxis® VetScan® Analyzers

QUICK REFERENCE GUIDE

Display the Lab Requests and Results Window

On the toolbar, click the **Lab Requests/Results** button  to display the Lab Requests and Results window. From the Lab Requests and Results window you can create electronic laboratory requests and update pending requests or results. Select the check boxes located at the top left of this window to hide or show the following:


- Pending requests
- Completed results
- Preliminary results
- Orphan results
- Not-requested results
- Rejected results
- Results not associated with a template




Patient ID	Patient Name	Owner Name	Req ID	Type	Template	Lab ID	Date
		CRAMER, STACEY SEBASTIA	8042	Orphan	Chemistry	INCLINIC	06/29/2004
		DEL BAI, ZI DENA MACK,	5240	Orphan	Chemistry	INCLINIC	07/20/2004
		DBLON, JEFF DUKE,	5249	Orphan	Hematology	INCLINIC	07/21/2004
89	Ashley	Gray, Tim and Amanda	34	Pending Req		INCLINIC	07/10/2004
30	Brendt	Adams, Gary & Linda	33	Pending Req		INCLINIC	07/10/2004
8038	Ben	McGilligan, Lab 11	8038	Completed	UA/Microscopy	IDEXX	05/07/2008
8042	Ben	McGilligan, Lab 12	8042	Completed	UA/Microscopy	IDEXX	05/07/2008
8046	Ben	McGilligan, Lab 13	8046	Completed	UA/Microscopy	IDEXX	05/07/2008
8050	Ben	McGilligan, Lab 14	8050	Completed	UA/Microscopy	IDEXX	05/07/2008
8054	Ben	McGilligan, Lab 15	8054	Completed	UA/Microscopy	IDEXX	05/07/2008
8058	Ben	McGilligan, Lab 16	8058	Completed	UA/Microscopy	IDEXX	05/07/2008
8062	Ben	McGilligan, Lab 17	8062	Completed	UA/Microscopy	IDEXX	05/07/2008
8066	Ben	McGilligan, Lab 18	8066	Completed	UA/Microscopy	IDEXX	05/07/2008
8070	Ben	McGilligan, Lab 19	8070	Completed	UA/Microscopy	IDEXX	05/07/2008
8002	Ben	McGilligan, Lab 2	8002	Completed	UA/Microscopy	IDEXX	05/07/2008
8074	Ben	McGilligan, Lab 20	8074	Completed	UA/Microscopy	IDEXX	05/07/2008
8078	Ben	McGilligan, Lab 21	8078	Completed	UA/Microscopy	IDEXX	05/07/2008

Note: You can also create laboratory requests and update pending requests or results from the Daily Planner **Diagnostics** tab in Cornerstone 8.1 and higher.

Create an Electronic Lab Request

1. On the toolbar, click the **Patient Clipboard*** button .
2. In the **Client ID** field, type the client ID (or press F2 to search for and select the client). Then select the patient from the *Patient list*.
3. Right-click on the patient's name and select **Lab Request**.

Note: Requests can also be created using the Patient Visit List or the invoice (through a special action), or by clicking the **Lab Requests/Results** button  and selecting **New**.

4. In the **Lab** drop-down list, select the **VETSCAN** analyzer.
5. Enter request details and test information.
6. Click **OK** when finished.
7. Click **Print** to print a full-page laboratory request and/or labels.


Tips for Entering the Patient ID on the Abaxis Analyzer

- The patient ID must be numeric.
- If the patient ID includes a hyphen, use the right arrow key to enter the hyphen.

IMPORTANT: The patient ID must match the ID in the Cornerstone* software, otherwise the results become orphan results that must be resolved before they can be posted.

Post Results

If "**Review results before posting**" is checked in the **Lab Information window**:


1. On the toolbar, click the **Lab Requests/Results** button .
2. Double-click the *Completed* results line that you want to review. The Detailed Lab Results window is displayed.
3. In the **Status** drop-down list, select **Posted**, then click **OK**. The result is posted to the patient's history, and the Completed line is removed.

If "**Review results before posting**" is **NOT** checked in the **Lab Information window**:

If the patient ID matches the information in the Cornerstone software, results are automatically posted to the patient's history, and the Pending request is removed.


Assign/Post Not-Requested Results

Not-requested results occur only if you use electronic laboratory requests and the results received from the laboratory do not match the tests requested on the requisition.

1. On the toolbar, click the **Lab Requests/Results** button .
2. Double-click the *Not Requested* result that you want to resolve.
3. If the laboratory results have been assigned to the wrong patient or owner, click **Reassign**, enter the correct patient and owner, then click **OK**.
4. To bill the client, select **Bill this client**, then enter the appropriate invoice item ID; otherwise, select **Do not bill this client**.
5. Click **OK**. The laboratory results status is changed from Not Requested to Completed or is posted directly to the patient's file.
6. If the laboratory results status is changed to Completed, post the results as you would any other completed results.


Assign/Post Orphan Results

Orphan results occur when the patient ID returned with the laboratory results does not match the information in the Cornerstone software.

1. On the toolbar, click the **Lab Requests/Results** button .
2. Double-click the *Orphan* result that you want to resolve.
3. Enter the patient ID of the correct patient for these results.
4. To bill the client, select **Bill this client**, then enter the appropriate invoice item ID; otherwise, select **Do not bill this client**.
5. Click **OK**. The laboratory results status is changed from Not Requested to Completed or is posted directly to the patient's file.
6. If the laboratory results status is changed to Completed, post the results as you would any other completed results.

Note: If the orphan result was caused by a data entry error in an electronic laboratory request, a pending request remains in the Lab Requests and Results window. To remove the pending request, right-click it, choose **Delete** from the popup menu, then click **Yes**.

View Results


1. On the toolbar, click the **Patient Clipboard** button .
2. In the **Client ID** field, type the client ID (or press F2 to search for and select the client). Then select the patient from the *Patient list*. Laboratory results for the patient are listed on the Summary, Text, and Lab tabs.
3. Right-click the laboratory result, then choose how to view results:

Next Lab Result F8
Previous Lab Result F7
View Detailed Lab Result...
View Cumulative Results (Posted)...
View Cumulative Results (All)...


Note: The View Cumulative Results options are available only if there are multiple results of the same template available for the patient.

Reject Results

You can reject results only if they have not been posted. Rejected results are not included in a patient's history.

1. On the toolbar, click the **Lab Requests/Results** button .
2. Double-click the *Completed* results to be rejected.
3. In the **Status** drop-down list, select **Rejected**, then click **OK**.
Tips: View rejected results by selecting the **Rejected results** check box at the top of the Lab Requests and Results window. You can change the status of a rejected result to Posted at any time.


Void Results

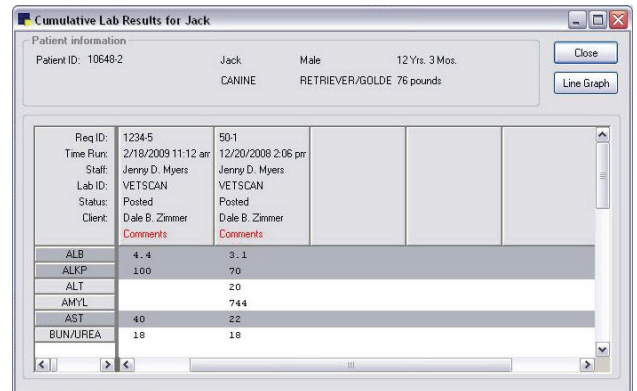
1. On the toolbar, click the **Patient Clipboard** button .
2. In the **Client ID** field, type the client ID (or press F2 to search for and select the client). Then select the patient from the *Patient list*. Laboratory results for the patient are listed on the Summary, Text, and Lab tabs.
3. Double-click the row for the result you want to void.
4. In the **Status** drop-down list, select **Voided**, then click **OK**.

Note: Voided results remain in the patient's history but are hidden.

View and Print Graphs

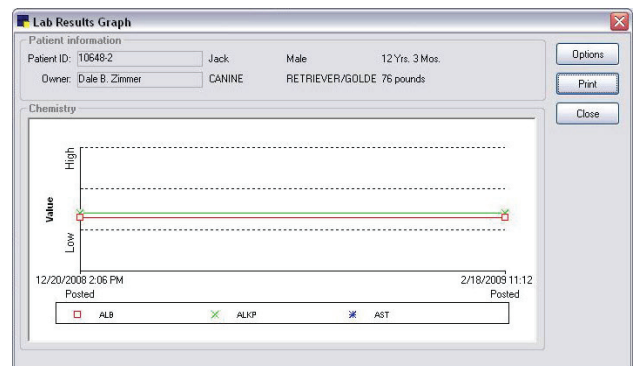
If the patient has multiple posted results using the same template, staff can view and print the results as graphs.

1. On the toolbar, click the **Patient Clipboard** button .
2. In the **Client ID** field, type the client ID (or press F2 to search for and select the client). Then select the patient from the *Patient list*. Laboratory results for the patient are listed on the Summary, Text, and Lab tabs.
3. Right-click the row for the laboratory results you want to graph.
4. Select **View Cumulative Results (Posted)** or **View Cumulative Results (All)**. The Cumulative Lab Results window is displayed.



Patient information		
Patient ID: 10648-2	Jack Male 12 Yrs. 3 Mos. CANINE RETRIEVER/GOLDE 76 pounds	
Rec ID:	1234-5	501
Time Run:	2/18/2009 11:12 am	12/20/2008 2:06 pm
Staff:	Jenny D. Myers	Jenny D. Myers
Lab ID:	VETSCAN	VETSCAN
Status:	Posted	Posted
Client:	Dale B. Zimmer	Dale B. Zimmer
	Comments	Comments
ALB	4.4	3.1
ALKP	100	70
ALT		20
AMYL		744
AST	40	22
BUN/UREA	18	18

5. Highlight the results to be included in the graph and click **Line Graph**.



6. Click **Print**.

IDEXX
LABORATORIES

idexx.com/cornerstone

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