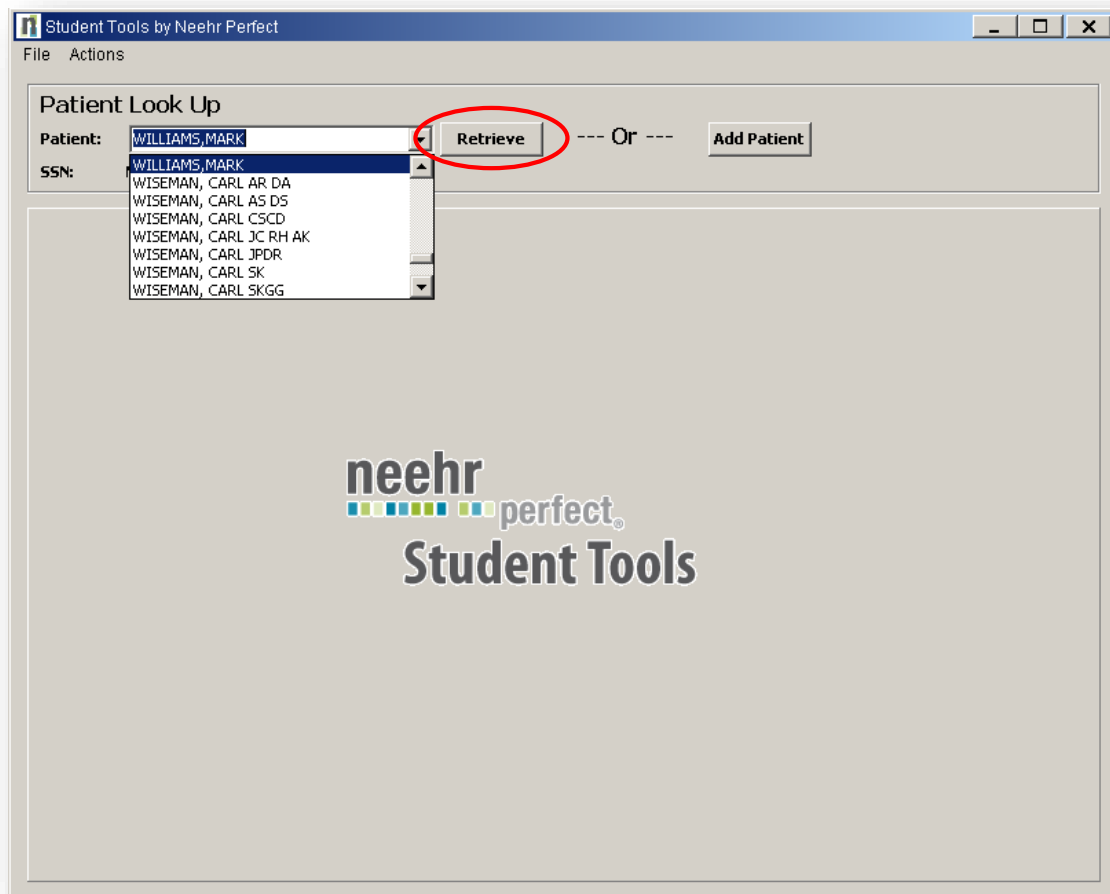


## Quick Guide to Entering Lab Results (for Students)

### Entering lab results

Lab results are entered through Student Tools. To get to Student Tools, select your ePortfolio or a Practice Patient, from the Patient Selection screen. Once in the chart select the **Tools** menu > **Student Tools**. Or if you already have Student Tools open, maximize the screen. Begin typing in the patient name that you need to add lab results to. Highlight the name and click **Retrieve**.



Click the **Actions** menu > **Enter Lab Results**.

The screenshot shows a web application window titled "Student Tools by Neehr Perfect". The "Actions" menu is open, highlighting "Enter Lab Results". Below the menu, a search bar contains the patient name "WILLIAMS, MARK" and the SSN "100000735". The "Retrieve" button is visible. To the right, there is a "Patient" dropdown, an "Or" separator, and an "Add Patient" button. The "DOB" is listed as "01/01/1970".

The main form area is titled "Patient Info". It contains the following fields:

- Name:** WILLIAMS, MARK (required field)
- DOB:** JAN 1, 1970 (required field)
- Marital Status:** MARRIED (required field)
- Division:** HUC COMMON DIVISION (required field)
- Sex:** Male (selected)
- Status:** Full Time (selected), Not Employed, Retired, Part Time, Self Employed, Unknown
- Address:** 1234 BREEZE WAY
- City/State/Zip:** MY TOWN, NEW YORK, 78999
- Home Phone:** 555-323-1234
- Work:** 555-323-5555
- Cell:** 555-323-0000

On the right side of the form, there is a section titled "Additional Info" with three buttons: "Employment Info", "Emergency Info", and "Admission Info". At the bottom right of the form, there are "Save" and "Cancel" buttons. A note on the right side of the form states: "\* Indicates Required Field".

Enter the provider – the name will auto-populate when you begin typing a name that is listed in the system. Clicking on the down arrow will provide a list of providers. Click in the drop down menu to select the desired provider.

Enter the date and time – enter the date and time that the lab result is for. Entering “t” will auto-populate with today’s date. You will need to enter the time.

Lab Test – the lab test will auto-populate when you begin typing the lab name. Clicking on the down arrow will provide the labs listed in the program. Click in the drop down menu to select the desired Lab Test.

Result/Value – this is a free text box. It will accept numbers and words, for example: Positive.

For any lab test that is not listed there is an **Other** lab test that can be selected. In the Result/Value enter, for example, “BUN 8”.

Student Tools by Neehr Perfect

File Actions

**Patient Look Up**

Patient: WILLIAMS, MARK Retrieve --- Or --- Add Patient

SSN: 100000735 DOB: 01/01/1970

**SimLabResults(TM) - Enter Lab Results**

Lab Results may be scheduled for future dates.  
If you want Lab Results to show up immediately, please be sure you enter a past date/time for Lab Date/Time.

Provider:\* DOCTOR,EIGHT

Lab Date/Time:\* 11/1/2012 11:00

Lab Test:\* SODIUM

Result/Value:\* 132

Save Cancel

Click **Save** between each lab entry.



Screen displays may vary among different sites and you may not see the data on your monitor exactly as shown in this manual. Although screens are subject to modification, the major menu options and workflow can be followed from this manual. Please contact support if you need assistance in following this manual.