Set up labs

Add your lab accounts and order codes, choose how results get in, and decide which panels patients can ask for.

Setup guide · For Owners, Managers · aminova.health/university/labs-setup

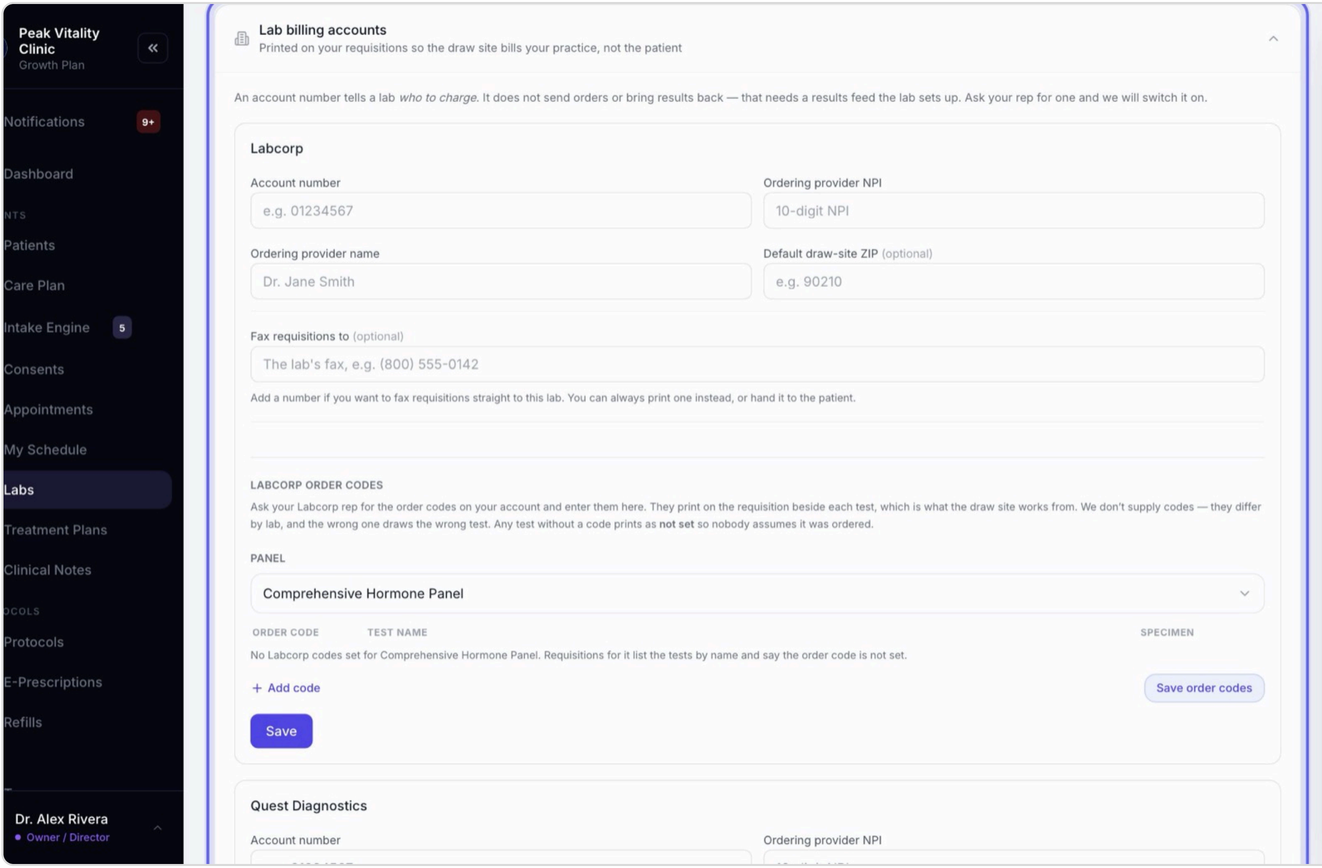
1. HOW LABS WORK HERE

When you order a test, Aminova makes a requisition: the sheet the draw site works from. You print it, fax it to the lab, or hand it to the patient. If your clinic orders through a connected lab, the order goes to the lab directly instead.

Results come back one of three ways: you upload the report, the lab faxes it to your results fax number, or a connected lab sends it. Whichever way, the patient sees nothing until someone on your team reviews it and releases it.

2. OPEN YOUR LAB BILLING ACCOUNTS

1. Go to **Labs** in the sidebar.
2. Click **Lab billing accounts**, just above the tabs.
3. It opens a card for each lab. Fill in only the labs you use.



Lab billing accounts, opened: one card for each lab.

3. ADD YOUR ACCOUNT WITH EACH LAB

1. Enter your **Account number** with that lab. Your lab rep can give it to you.
2. Enter the **Ordering provider NPI** and **Ordering provider name**.
3. Add a **Default draw-site ZIP** if you like. It is optional.
4. Press **Save**. You'll see **Saved**.

Tip. The account number is printed on your requisitions so the draw site bills your practice, not the patient. It tells the lab who to charge. It doesn't send orders or bring results back.

4. ADD YOUR ORDER CODES

1. Ask your lab rep for the order codes on your account.
2. On the lab's card, under its order codes, choose a **Panel**.
3. Press **Add code**. Type the **Order code**, the **Test name** as the lab names it, and the **Specimen** if you know it.
4. Press **Save order codes**. Do this for each panel you order.

Tip. We don't supply codes, because they differ by lab. A test with no code prints as not set, so nobody thinks it was ordered.

5. FAX REQUISITIONS TO THE LAB (OPTIONAL)

1. On the lab's card, type the lab's fax number under **Fax requisitions to**, and press **Save**.
2. Press **Send a test page**. It sends a page with no patient information on it.
3. Once the lab's machine confirms it arrived, the card says **Verified — a test page reached this number**.
4. From then on, open orders show a button to fax the requisition to that lab.

> **Tip.** Requisitions can't be faxed to a number until it is verified. A wrong number would send a patient's details to a stranger. If you change the number, verify it again.

6. GET RESULTS BY FAX

1. If your clinic has a fax number in Aminova, it shows at the top of Lab billing accounts as **Your results fax number**.
2. Press **Copy** and give it to your lab rep. Ask them to send your results there.
3. Faxed results arrive in **Labs → Results Inbox**, under **Waiting for a chart**. The values are read off the page for you.
4. You confirm whose chart each one goes on, then review it like any other result.

> **Tip.** Nothing arrives until the lab is asked. The number on its own changes nothing.

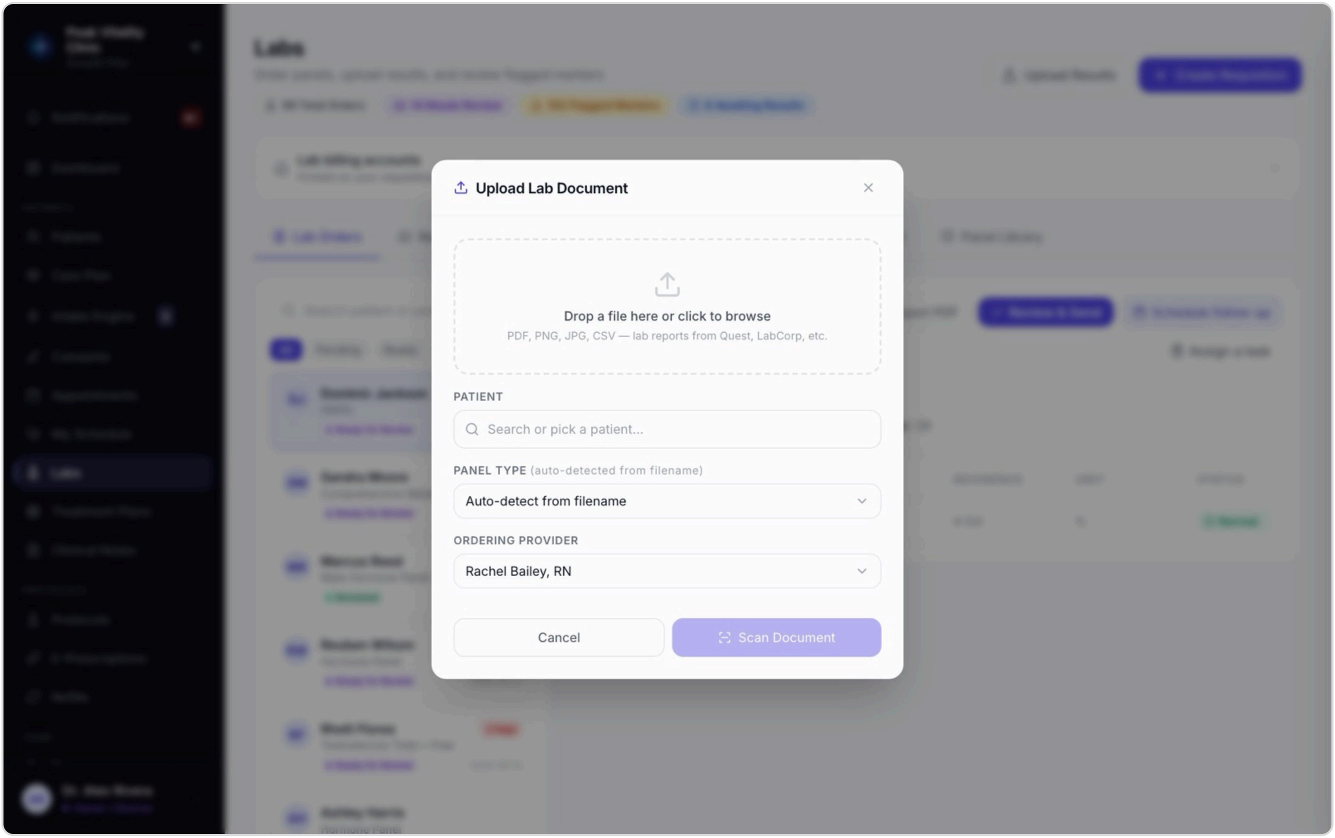
7. OR CONNECT YOUR LAB

A connected lab sends results back to Aminova on its own. Ask your lab rep for a results feed, then tell us. We switch it on. Results from it arrive in Results Inbox for review.

Some connections also take your orders. Then the order button on Labs says **Order labs**, and results for those orders file to the patient's chart by themselves. Otherwise it says **Create Requisition**. Until a connection is on, bring results in by fax or upload.

8. OR UPLOAD RESULTS YOURSELF

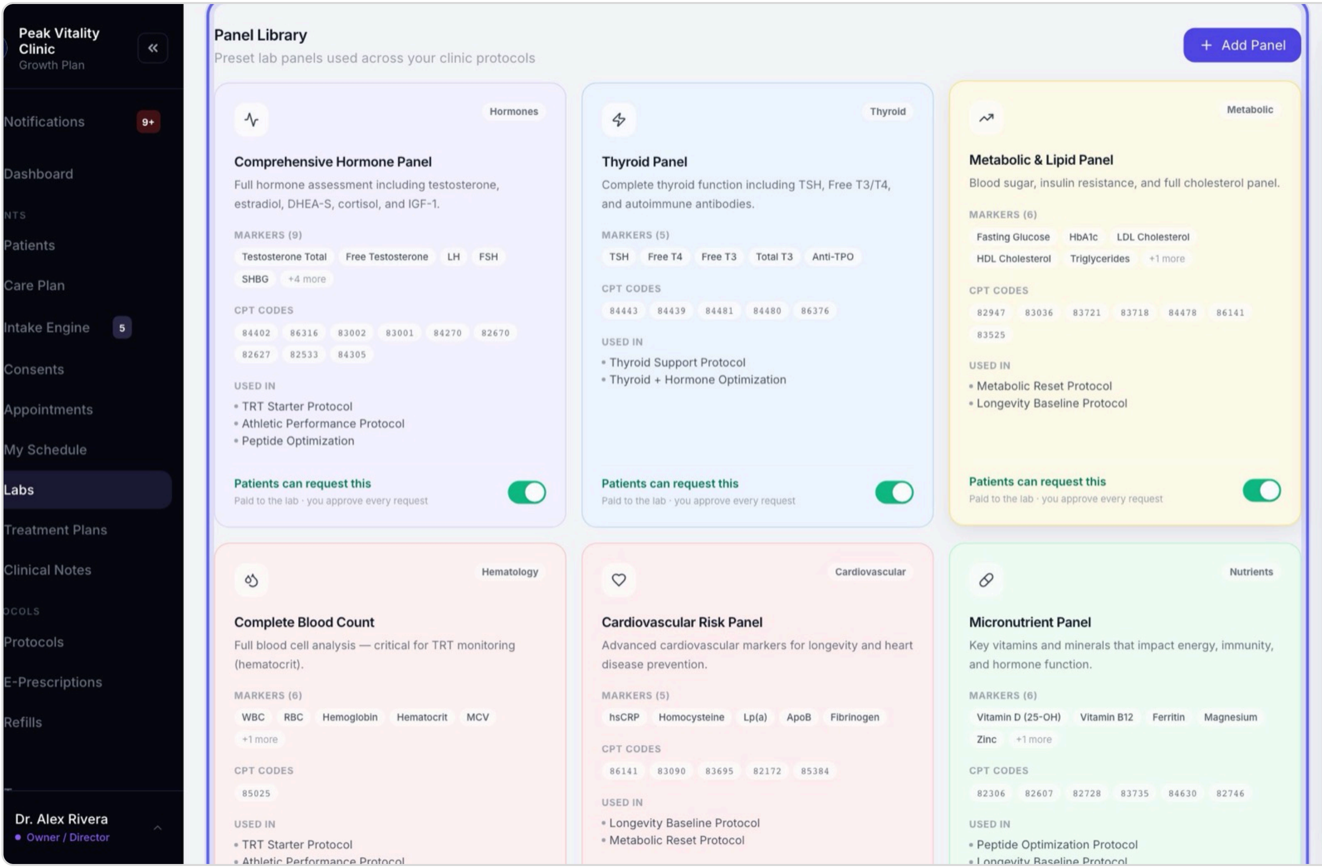
1. On **Labs**, click **Upload Results**.
2. Drop in the PDF or a photo of the report, and pick the **Patient**.
3. Press **Scan Document**. Check the values against the page, then press **Done**.
4. Have a stack of old reports? The **Bulk Import** tab takes up to 40 at once.



Upload Lab Document: any lab's report, as a PDF or a photo.

9. CHECK YOUR PANELS

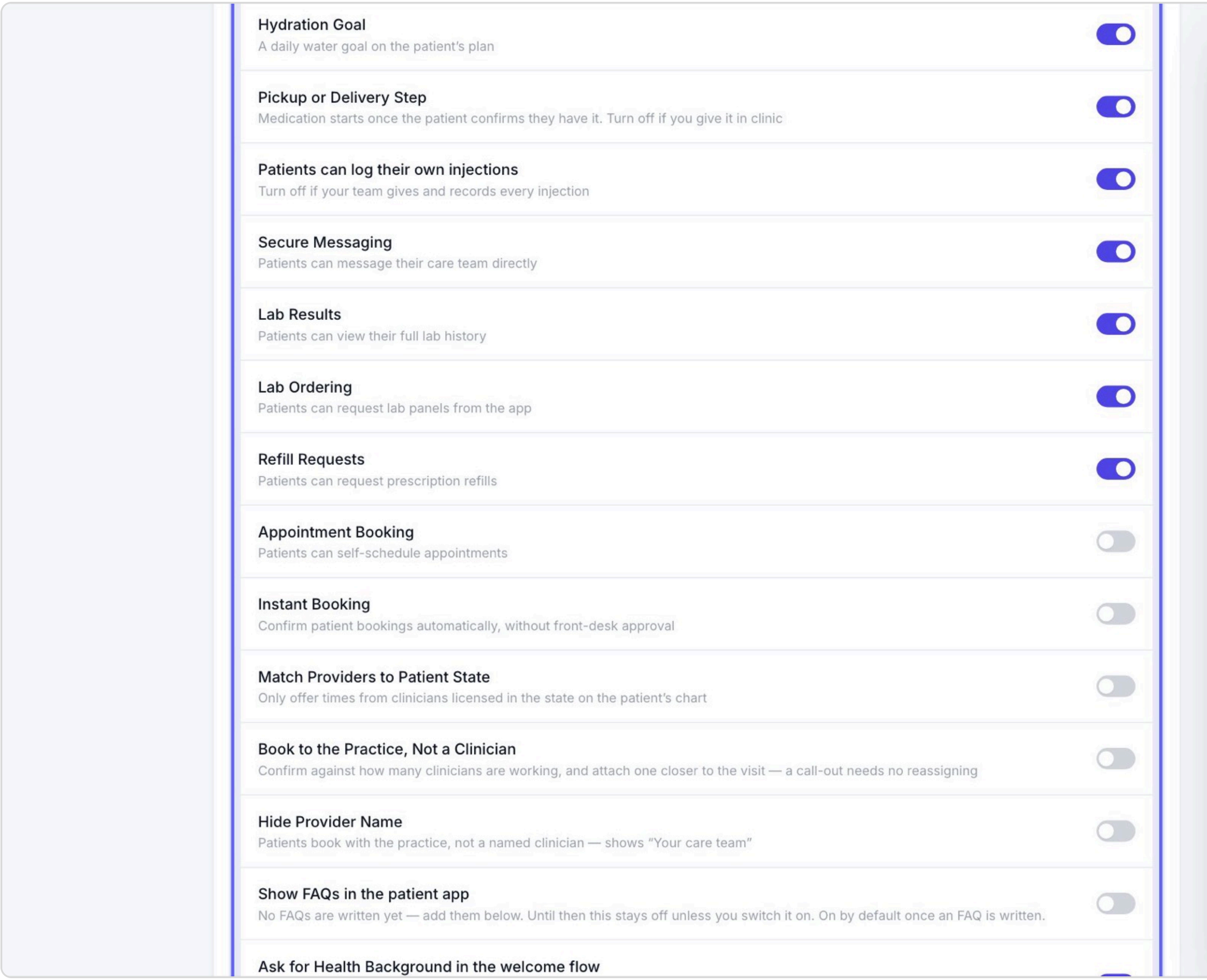
1. Open the **Panel Library** tab. The common panels are already there.
2. To add your own, press **Add Panel**.
3. Fill in the **Panel Name**, **Category**, **Color**, **Icon** and **Description**.
4. List the **Markers**, and the **CPT Codes** if you use them, separated by commas. Press **Save Panel**.



Panel Library: the built-in panels and any you add.

10. CHOOSE WHAT PATIENTS CAN ASK FOR

1. In **Panel Library**, turn on the switch on each panel patients may ask for. It then says **Patients can request this**.
2. Go to **Settings → Patient Portal**. Under **Portal Features**, keep **Lab Ordering** on, and press **Save Changes**.
3. Requests land on **Labs → Requests**, where a clinician approves or declines each one.



Portal Features: Lab Results and Lab Ordering for the patient app.

Tip. Patients pay the lab directly. You approve every request.

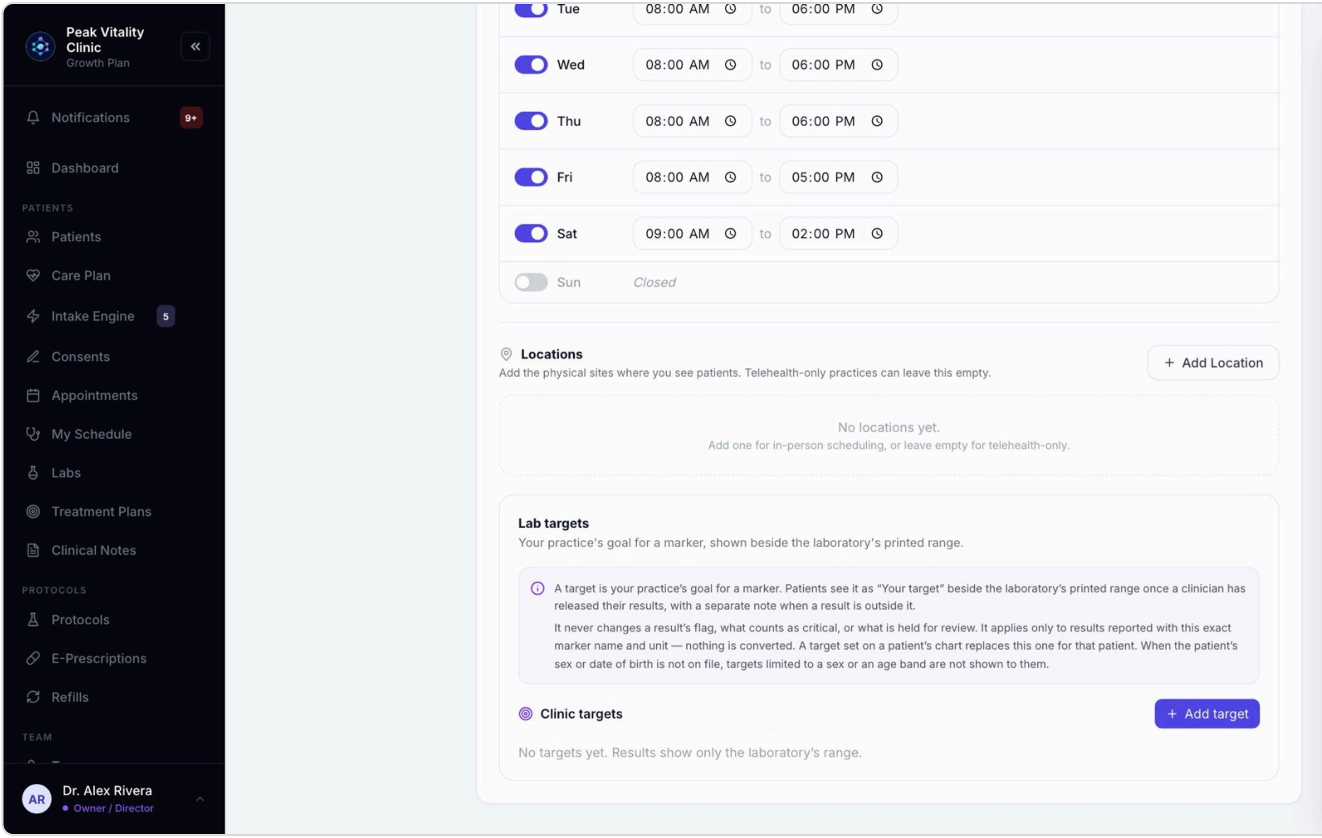
11. LET PATIENTS SEE THEIR RESULTS

In the same **Portal Features** list, **Lab Results** lets patients see their lab history in their app.

Even with it on, a patient only ever sees a result after someone on your team releases it. That can't be turned off.

12. SET YOUR LAB TARGETS (OPTIONAL)

1. Go to **Settings → Clinic Profile** and find **Lab targets**.
2. Press **Add target**. Type the **Marker, as the laboratory prints it**, and its **Unit**.
3. Choose who it is **For**, and add an age range if you like.
4. Set **Target from** and **Target to**. Leave one empty for only a floor or only a ceiling. Press **Save target**.

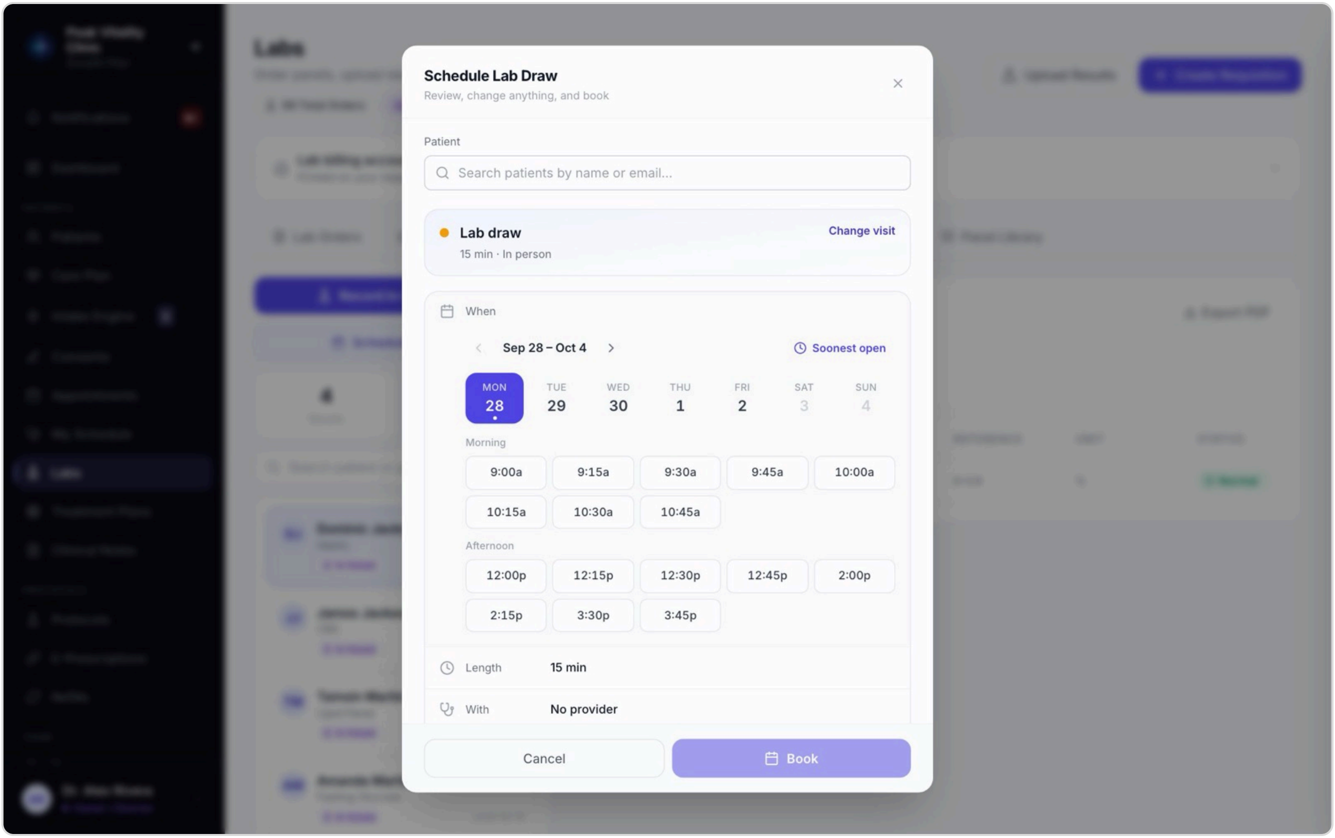


Lab targets: your practice's goal for a marker.

Tip. Patients see it as "Your target" beside the lab's own range once a result is released. It never changes a flag. A target set on a patient's chart replaces yours for that patient.

13. GET READY TO BOOK DRAWS

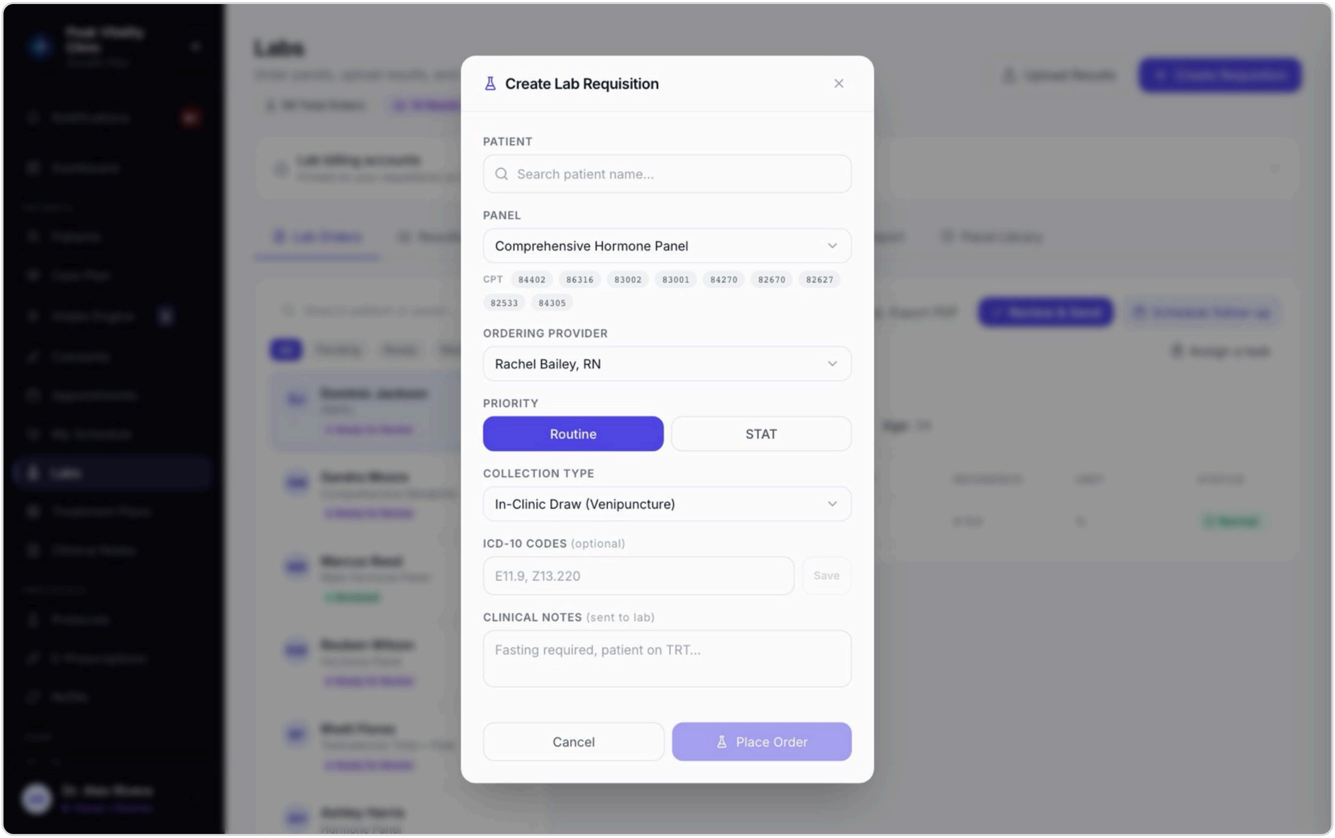
1. On **Labs**, open **In-House** and press **Schedule Lab Draw**.
2. It offers your lab-draw visit types, like one named "Lab draw".
3. If you have none, press **Add a "Lab draw" visit type**. It makes a 15-minute, in-person visit that isn't on your booking link.



Schedule Lab Draw offers your lab-draw visit types.

14. TRY IT ON YOUR PRACTICE PATIENT

1. On **Labs**, press **Create Requisition** and pick your practice patient. If you order through a connected lab, skip the test order: it would go to the lab.
2. Place the order, then press **Print Requisition**. Check your account number and order codes are on it.
3. If something the lab needs is missing, a box lists it. Fill it in and print again.
4. That’s it. Your labs are set up.



The order form, ready for a test order.

Tip. Practice patients never get emails, texts or bills, so they're safe to test with.