TABLE OF CONTENTS

CONSOLIDATED LABORATORY SERVICES

INTRODUCTION

SYSTEM REQUIREMENTS
- PC computer
- Internet Explorer 5.5 or higher
- Monitor resolution at 1024x768 pixels
- High-speed Internet connection

4MEDICA PRODUCTS
The 4Medica products offer ease of use and rich functionality. Physicians and office staff, with little or no product training or computer experience, can utilize basic functions. 4Medica provides a full range of user training and support services.

The Test Results module automatically show current and historical patient test results, performs graphical trend analysis, identifies and highlights out of range values, and tracks report review status. Physicians can access results from multiple labs on the same screen over any computer in real time, automatically forward reports to specified physicians, and create patient categories for easy data retrieval. Graph markers can also be inserted to track patients' response to prescribed medication.

The Test Ordering module is designed to ensure transmission to the lab of a complete, legible requisition form that provides an electronic tracking record and eliminates returned order processing. 4Medica eliminates repetitive data entry by automatically filling in patient demographic data and insurance information. The product automatically performs verification checks of medical necessity and ICD-9 codes to allow the laboratory to successfully bill insurance companies for the work performed.

LOGIN

Select the Internet Explorer browser and type www.4medica.com in the address bar. When the 4Medica home page is on the screen, follow the steps below:

1. Type in username ★
   Each person is given their personal sign up information.
   If sign up information has not been received, contact your office administrator.

2. Type in password
   Each person is given their own sign up information.

3. Select the button titled LOG IN
   The next window that appears is called the Desktop.

   ★ Registration with 4Medica is necessary to access the website. If this process has not taken place, contact Consolidated Laboratory Services at (904) 308-5600 to link your organization with 4Medica.
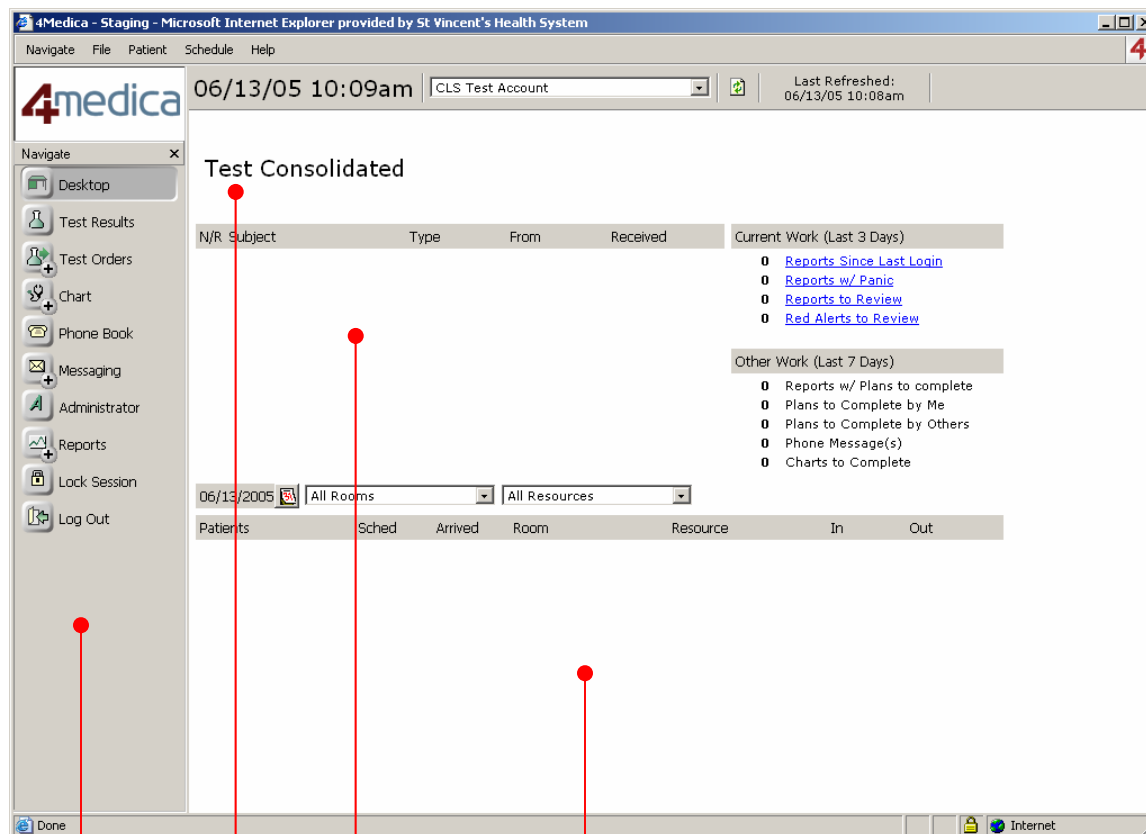
DESKTOP

> 🖱️ *Click the* DESKTOP *icon on the* NAVIGATE *menu to enter this module.*

The Desktop window serves as a homepage for the 4Medica website. The navigation toolbar contains detailed laboratory information, test options and administrative functions and are accessed by clicking the pertinent icons listed in the menu bar (D).

A
User's name is displayed.

B
Features links for three report types
(1) PANIC – Abnormal reports
(2) REVIEW – New reports
(3) LAST LOGIN – Reports received since last visit

C
Section is typically blank.

D
Navigate Bar to access and request detailed patient information. Each folder when clicked navigates to more detailed information and options. The main choices are selection of tests for patients (Test Orders icon), view lab results (Test Results icon), and administrative functions (Administrator icon). The following pages will give more in-depth procedures on usage of these windows.
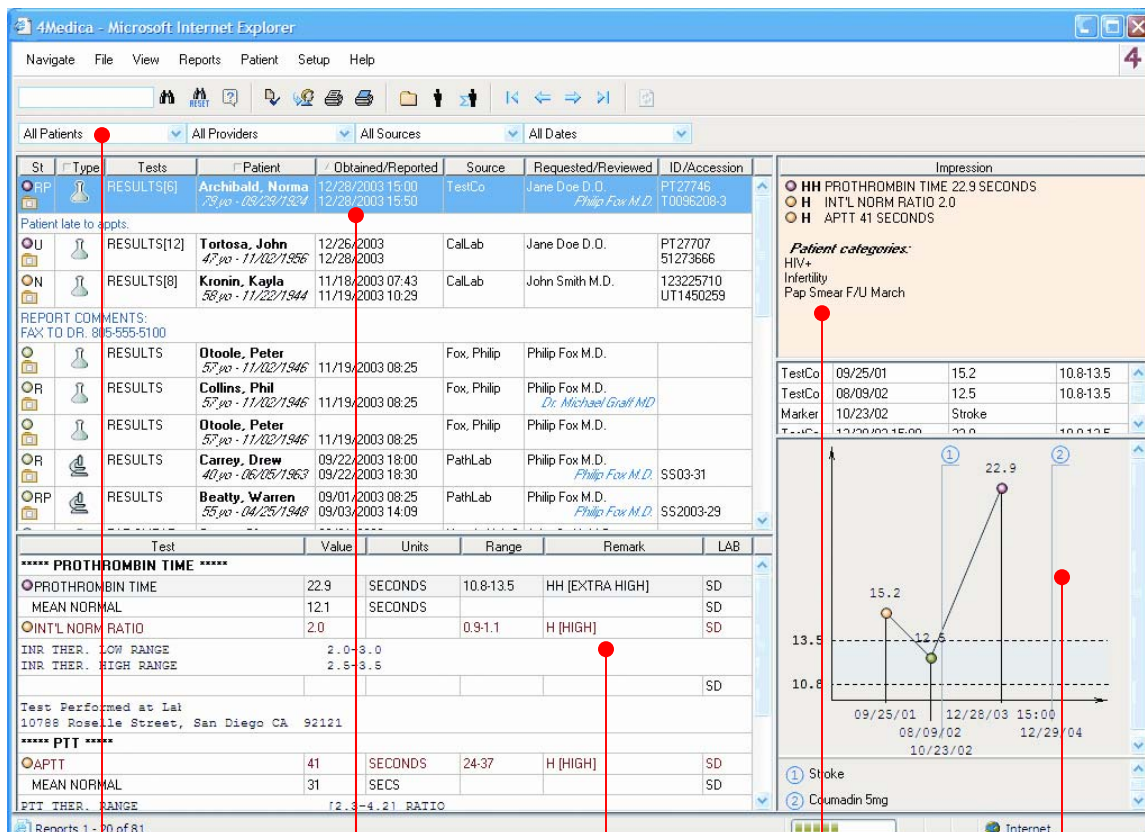
TEST RESULTS

⬉   *Click the* TEST RESULTS *icon on the* NAVIGATE *menu to enter this module.*

The Results Window is composed of five sections that provide detailed test information on one screen. Patient names and status indicators of their tests are listed in this window. When filters or tests are highlighted, information changes in relation to the user's requests.

A	Filters
B	Demographics window
C	Detail window
D	Impression window
E	Graph window

TEST RESULTS (Basic Features)

A - FILTERS

The filters establish criteria to search the 4Medica database for patient information. Drop down menus offer options to target more specific requests.

Patient records are located by entering either their full name or the first few letters of the patient's last name in the quick search window and clicking on the binoculars. An accession number or Patient Medical Record number can also be entered for the quick search. Patient searches will search through both archived and non-archived data.

Twenty results at a time are displayed in the main demographic window (B). The total number of reports in the practice can be viewed in the lower left corner and the user can view their location in the system. If the user would like to see the next twenty results, simply click on the blue arrows to move to navigate through the results (first result, previous 20, next 20, last result). The quick search will be the fastest / easiest way to search for a specific patient result.

Quick Search Window

ALL PATIENTS
Different health categories are listed (i.e., anemia, diabetic, HIV+, and others that you create).

ALL SOURCES
The practice can filter to see results from multiple laboratories.

ALL PROVIDERS
Physician names with results in the practice are listed.

ALL DATES
Filter based on date or date range. Default is last 7 days. Default filters can be set for each user in the Administrator module.

TEST RESULTS (Basic Features)

B – DEMOGRAPHIC WINDOW

This section contains different patient reports based upon filter settings and search criteria. When a line is highlighted, information for that patient is loaded into the Detail, Impression and Graphing sections of the Results Window. If information displays "No Data Available" reset the filters to All Patients, All Providers, All Sources, and All Dates.

● **Status**

Colored circles indicate test levels that range from normal to critical.

TRAFFIC LIGHT FUNCTIONALITY
● GREEN   Normal range.
● YELLOW   Abnormal range.
● RED   Levels valued as critical.
● GREY   Report contains textual values.

ALPHABETICAL LETTERS
(N-P) indicate viewing status of a report by the physician.
N   New report entered into system.
R   Report has been marked as reviewed.
U   A report that has been updated.
P   One hard copy of report has been printed.
?   A report is partial.
X   Test is cancelled.

A folder icon is created automatically by the system when a patient's information is entered into the database. The folder contains a chart, demographics and a summary report.

TEST RESULTS (Basic Features)

St	Type	Tests	Patient	Obtained/Reported	Source	Requested/Reviewed	ID/Accession
○ RP	Lab	RESULTS[6]	**Stone, Shon** *30 yo - 07/22/1973*	08/01/2003 08/10/2003 15:02	St Vincent	John Smith M.D. *Philip Fox M.D.*	0594987-8
○ U	Lab	RESULTS[119]	**Test, Patient2** *32 yo - 01/01/1971*	05/13/2003 11:00 07/02/2003 16:18	St Vincent	[Demo Office]	PAT ID 123 IF323846X
○ NP	Lab	RESULTS[6]	**Olson, Test** *15 do - 06/02/2003*	06/17/2003 21:54 06/17/2003 22:05	St Vincent	Philip Fox M.D.	SS03-CBT002

TYPE
Indicates the type of result you are viewing.

TESTS
Lists the number of tests and/or test components included within the result.

PATIENT
Patient's name, date of birth, and age at time of test.

OBTAINED/REPORTED
Date and time test was collected and reported.

SOURCE
Laboratory performing the test.

REQUESTED/REVIEWED
Provider who ordered test and name of user who reviewed the result. Column also shows the name of the practice to which a report has been forwarded.

ID/ACCESSION
Patient identification and accession number.

TEST RESULTS (Basic Features)

C – DETAIL WINDOW

Patient information is displayed in a format familiar to physicians.

THERMOMETER FUNCTIONALITY

Text highlighted in **blue** represents low values.
Test highlighted in **red** represents high values.

Test	Value	Units	Range	Remark
***** PROTHROMBIN TIME *****				
PROTHROMBIN TIME	22.9	SECONDS	10.8-13.5	HH [EXTRA HIGH]
MEAN NORMAL	12.1	SECONDS		
INT'L NORM RATIO	2.0		0.9-1.1	H [HIGH]
INR THER. LOW RANGE	2.0-3.0			
INR THER. HIGH RANGE	2.5-3.5			
Test Performed at Lab				
10788 Roselle Street, San Diego CA 92121				
***** PTT *****				
APTT	41	SECONDS	24-37	H [HIGH]
MEAN NORMAL	31	SECS		
PTT THER. RANGE	[2.3-4.2] RATIO			

TEST RESULTS (Basic Features)

D – IMPRESSION WINDOW

Highlighted yellow, this section is a quick reference for abnormalities or a patient's category, i.e., diabetic, HIV+, or other categories that you can create.

Categories are listed in the Patient drop-down filter at the top of the Results screen. These must be created by a user at the physician's office.

Colored circles repeat value ranges listed in the Status Column of the Reporting section and letter abbreviations further detail patient information.

```
                      Impression
 ● HH PROTHROMBIN TIME 22.9 SECONDS
 ○ H   INT'L NORM RATIO 2.0
 ○ H   APTT 41 SECONDS

 Patient categories:
 HIV+
 Infertility
 Pap Smear F/U March
```

COLOR LIGHTS

●	YELLOW	Abnormal range.
●	RED	Levels valued as critical.

ALPHABETICAL INDICATORS

WNL	Within normal limits.
H	High Value.
L	Low Value.
HH	Critical Value.
A	Abnormal value.
PENDING	Pending results will be displayed when the order was placed from within 4Medica.

TEST RESULTS (Basic Features)

E – GRAPH WINDOW

Data is plotted for up to the last five times the same test has been resulted.
Graph markers on the diagram represent an accurate timeline of tests in relation
to real-life events, i.e., hospitalization and medication changes. The graph will
change when a new test in the Demographic window (Section B) is highlighted.

The data above the graph is older test information.

Explanation on procedure to add or adjust Graph marker information follows the
description of the Results Window sections.

TestCo	09/25/01	15.2	10.8-13.5
TestCo	08/09/02	12.5	10.8-13.5
Marker	10/23/02	Stroke	
T...C.	12/20/02 15.00	22.0	10.0 13.5

① Stroke
② Coumadin 5mg
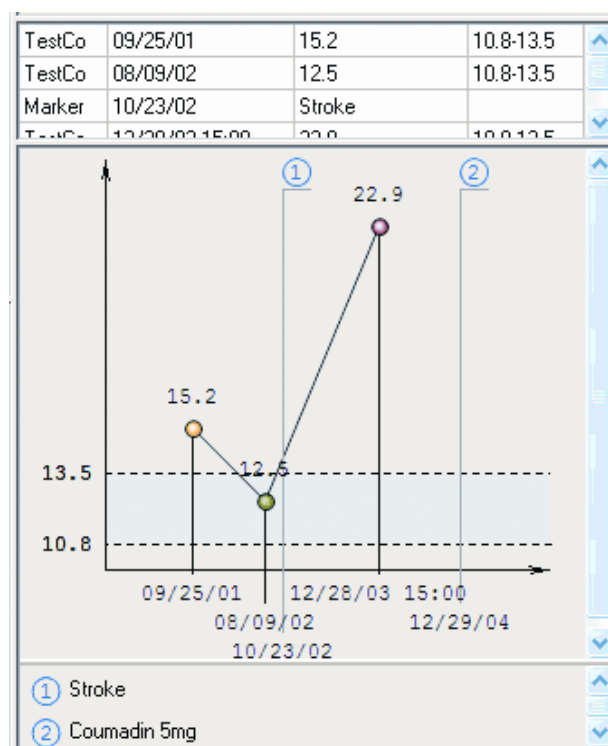
TEST RESULTS (Advanced Features)

TOOL BAR

The tool bar contains icons that enable the user to perform actions on a report or test. The icons and their functions are listed in the following page.

An electronic signature is placed on a report when it is marked as reviewed. When the report is printed, the name of the person who marked it reviewed and the date reviewed will be seen at the bottom left corner of the report.

Mark as Reviewed

Select one or multiple reports to mark as reviewed by holding down the CONTROL key and highlighting reports to be reviewed.

- Click on the icon on the top toolbar to mark a report as reviewed.
- A confirmation message will pop up to confirm the action.
- This will change the N to a R and log the name of the Reviewer in the "Requested/Reviewed" column of the Demographic Window.
- The digital Signature will appear on the printed results report.

Forwarding Reports

- Click on the icon on the top toolbar to forward a report or medical record to another 4Medica registered user.
- Select the Rules of Forwarding.
- Select to whom the referral should be sent to.

★ If a physician is not a registered user, the physician can register by contacting our Customer Call Center at (904) 308-5600.
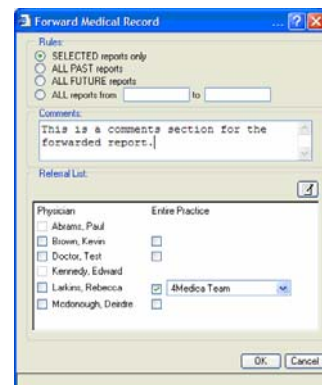
TEST RESULTS (Advanced Features)

Patient Demographics
This window allows 24-7 access to patient's contact information as well as insurance and medical information.

- Click on the icon on the top toolbar to view complete patient demographic information.

  ★ This information is only available if the patient data was entered into 4Medica. It does not autopopulate with result data.

Creating a Patient Summary
A Summary report of a patient's total history of lab results can be accessed with this icon.

- To create a patient summary report, select the icon on the top toolbar.
- The highlighted areas display the out-of-range results.
- The patient summary report defaults to All Dates. You may customize the report by selecting a date range from the drop down menu or selecting or deselecting tests and dates.
- Select Print to print the summary.
  Select Export Data to copy and paste data into another format.

TEST RESULTS (Advanced Features)

Graph Markers

Graph Markers are used to plot a patient's real life events in relationship to their clinical data. This feature is useful for offices interested in clinical trials.

To view a patient's graph markers, go to the Patient option on the toolbar, select the Graph Markers option and a marker window will appear displaying the list of markers for the selected patient.
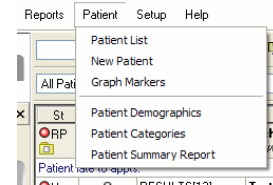
- To insert a marker, select New.
- Enter a brief description of the marker in Text.
- Select OK to save the marker to the patient's graph.
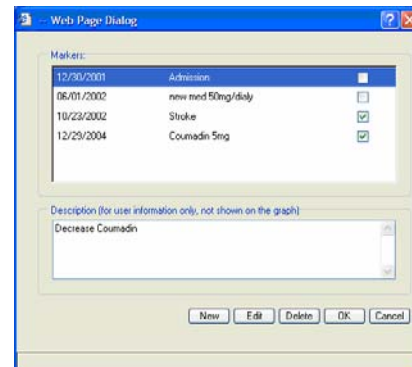
Patient Categories

Multiple categories can be assigned to each patient to identify specific characteristics or needs.

- Choose Patient option on toolbar and select Patient Categories.
- To add an existing category, select the category and click OK.
- To add a new category, select New.
- Complete the category name and assign where this category will be used.
- Assign the staff name using the category and click OK.
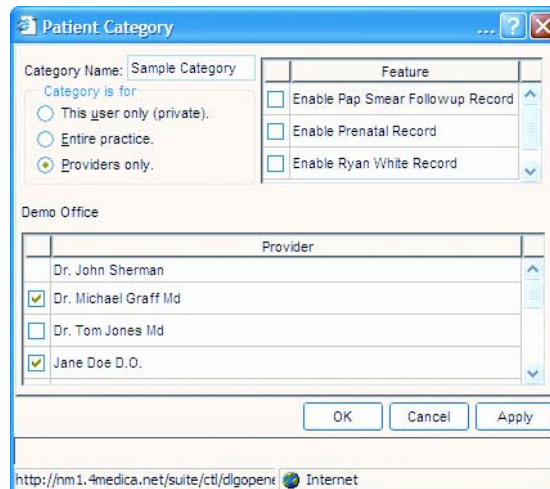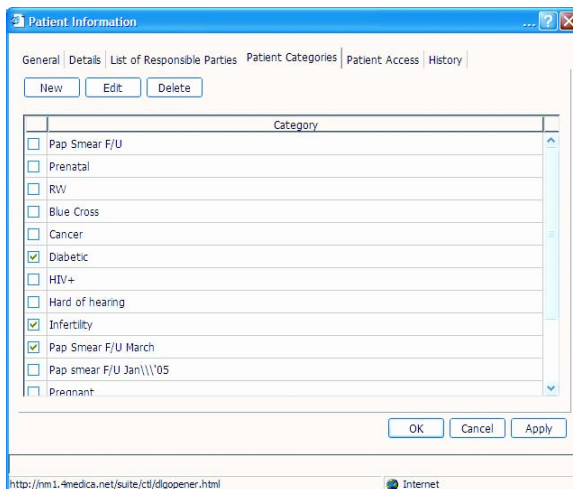
TEST RESULTS (Advanced Features)

File Folder on Tool Bar
Merge duplicate information – call our Customer Call Center at (904) 308-5600 for support.

Print Individual Copy
On the menu bar at the top of the website, click the printer icon.

- An image on the report appears. Click print.
- Message pops up "Press OK to mark this note(s) as printed."
- Click Print.

Print Graph
Print Graph including the graph markers can be selected for printing.

- On the menu bar at the top of the website, select the printer icon with blue paper.
- An image of the graph appears with all dates displayed.
- Click print.

Batch Print
Once or twice a day all new results should be printed.

- On the top menu bar, click File.
- Scroll down to Print All Non-Printed Reports.
- Click Print All Non-Printed Reports.
- Two pop-up windows appear. Ignore the box asking if you want to mark your jobs as printed.
- Select standard window printer in the other window.
- Click Print.
When the job has finished printing, click OK in the window asking to mark job as printed.
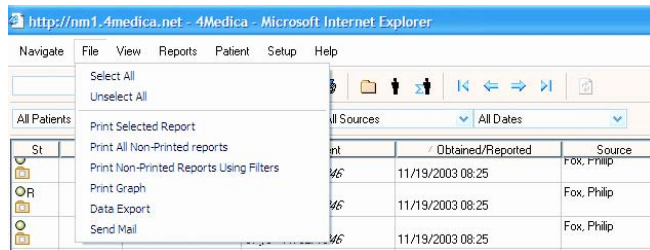
EMR Export
EMR export allows users to single or batch export of HL-7 data.

- From the File menu select the Data Export option.
- Choose to select one report only or all reports in the view.
- Choose if you would like to export final results only.
- Click the Export button.
- Select the file directory where the export should save the file.

TEST ORDERS

Coming Soon !!!!

REPORTS (Trace Accession)

> ▶ *Click the* TRACE ACCESSION *icon on the* NAVIGATE *menu to enter this module.*

Trace accession displays an audit trail for the selected report. Users can view the date and time a report was received from the laboratory. Actions are tracked and displayed allowing Staff to determine when a report was viewed, reviewed, printed and by whom.

Select the **DOWNLOAD**
Button to view the HL-7 data

ACCESSION NUMBER
of the report is entered

Select the binoculars to
begin the **SEARCH**

REPORTS (Activity Report)

> ▷ *Click the* Activity Report *icon on the* NAVIGATE *menu to enter this module.*

The Activity Report lists the user, data and time, action, module, and patient, upon which the action occurred. The audit report tracks every click made by users in 4Medica for HIPAA compliance.

SEARCH
for user actions

BLUE ARROWS
allows user to view the
next 100 actions

FILTERS
allow users to
define information
for the report

ADMINISTRATOR

> ⌖ *Click the* ADMINISTRATOR *icon on the* NAVIGATE *menu to enter this module.*

The Administrator window is accessed by clicking the folder in the navigate menu. It is recommended that multiple users be assigned the administrative permission level. Some of the administrator tasks are adding and deleting users, managing passwords and establishing access levels for other staff members.

Practice Information consists of two tabs, - Practice Info and Settings.

Practice Info Tab
- Physician's office name is listed under quick search window.
- Demographic information for the practice appears (i.e., Practice name, address, phone number).
- Required fields are tagged with red triangles.
- Select Apply after making any changes.

ADMINISTRATOR (Practice)
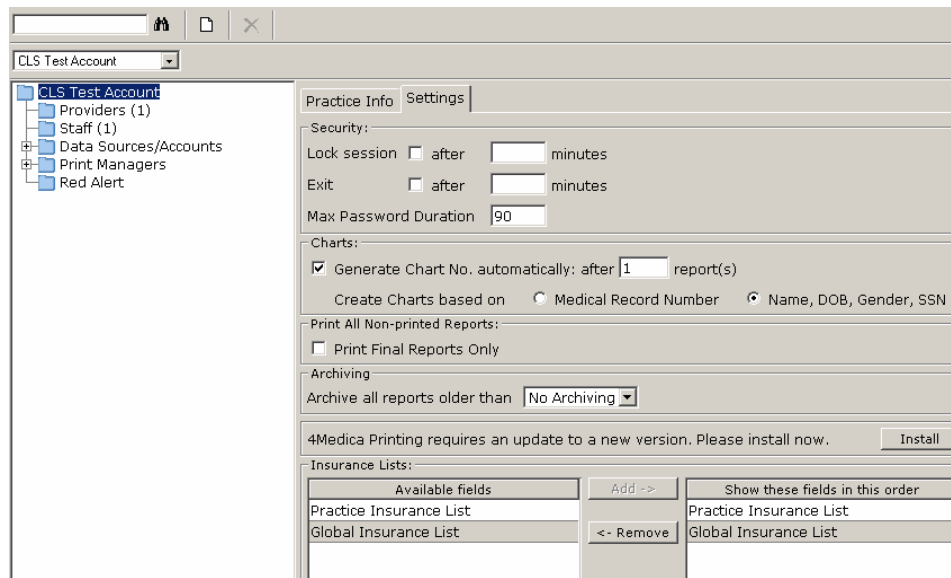
Settings Tab

- Security settings (i.e., Lock Session, Exit after x minutes of inactivity, Maximum password duration days.)
- Charts is selected to automatically generate a patient chart.
- Print Final Reports Only – Qualifies final report only for Autoprint and batch print.
- Archiving of reports older than (pick a timeframe).
- Installation of new print version is required for PDF printing.

Provider Information consists of four tabs: User list, Info, Provider ID, and Settings.
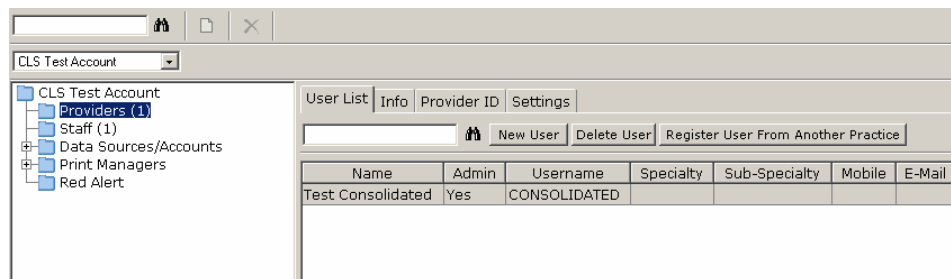
Provider User List Functions

- Add a new provider by selecting the "New User" button and entering the required information.
- Delete a provider by selecting the "Delete User" button.
- Link a provider from one practice to another by selecting the "Register User from Another Practice" button.
- Edit personal settings for a provider by selecting the "Settings" tab.
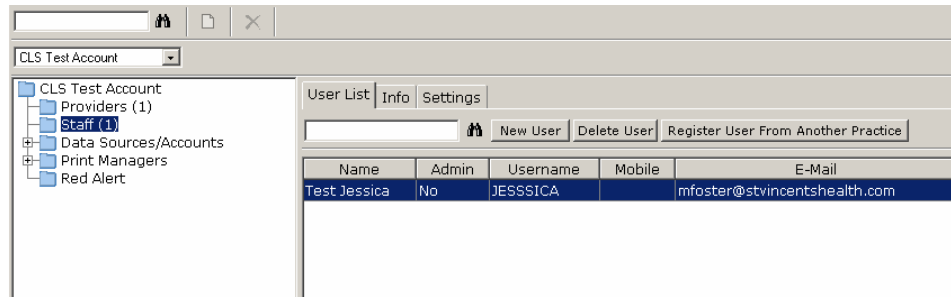
ADMINISTRATOR (Practice)

- Edit a provider by selecting the name from the list of providers and selecting the "Info" tab, "Provider ID" tab, or "Settings" tab.
- Selecting the "Info" tab to change provider passwords, permissions, or demographics.
- Additional Provider ID numbers are added by selecting the "Provider ID" tab.

CONSOLIDATED LABORATORY SERVICES

ADMINISTRATOR (Practice)

Staff information consists of three tabs: User List, Info and Settings.

Staff User Lists Functions

- Add a new staff member by selecting the "New User" button and entering the required information.
- Delete a staff member by selecting the "Delete User" button.
- Link a staff member from one practice to another by selecting the "Register User from Another Practice" button.
- Edit a staff member by selecting the name from the list of staff and selecting the "Info" tab or "Settings" tab.
- Select the "Info tab to change a staff member's password, permissions, or demographics.
- Edit personal settings for a staff member by selecting the "Settings" tab.

★ Remember to select Apply after any changes are made.

Data Sources / Accounts

Add a new laboratory source and laboratory account number by selecting "Data Sources / Accounts" from the menu and filling in the office information in the associated fields.

CONSOLIDATED LABORATORY SERVICES

ADMINISTRATOR (AutoPrint)

▷	*Click the* PRINT MANAGERS *icon on the* ADMINISTRATOR *menu to enter this module.*

REQUIREMENTS

1. High speed "always on" Internet connection.
2. Computer and printer must be turned on at the time the print is scheduled to occur.
3. Administrator level access to the PC is required at the time of installation.
4. A minimum of one result report must be in the practice before AutoPrint can be installed.

★ Please mark all reports as printed before installing AutoPrint.

★ You must be at the user's PC to install AutoPrint.

Autoprint Account Name: Weekday   Password: xxxxxxx   Confirm Password: xxxxxxx

ACCOUNT NAME
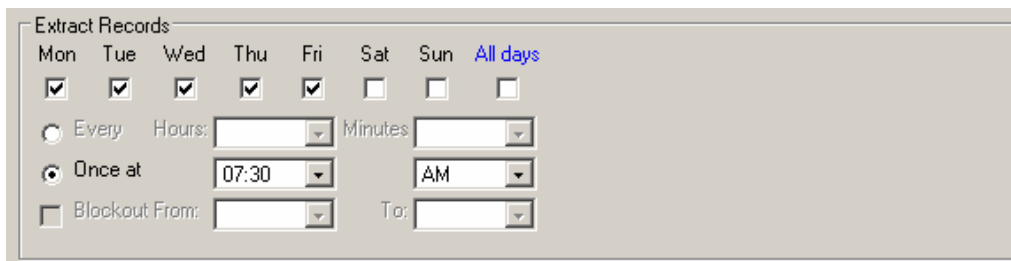Create a unique name for the AutoPrint account. This name must be all one word with no spaces or numbers.

PASSWORD
Create a 4Medica password and confirm your password again.

ADMINISTRATOR (AutoPrint)

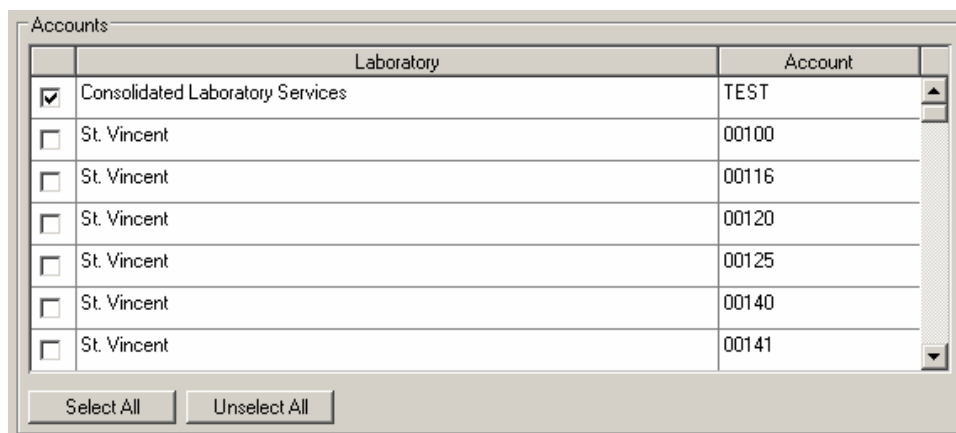## Setup the Dates & Times

- Add a checkmark to the days of the week you would like to print.
- Select the Times by either clicking on one of the following:
  - "Every" option and selecting how often you would like the reports to print. With this option you can also "Blockout" a period of times (i.e., when the office is closed).
  - "Once at" option will allow you to select a specific time for printing reports.

- Select the Account Number(s) to be printed. Most practices would only have one account, but in the case of a multiple location group practice that maintains a centralized filing system, multiple selections could be made to have all reports print at a given time in one location.
- To save and install the AutoPrint selections, click the "Apply" button.

ADMINISTRATOR (AutoPrint)

Click "Install" to begin the installation process.

- Click the "OK" button to install the Print Manage executable file.

- Click "Open" on the next pop-up question.

- Click "Open" again. This pop-up question may appear twice.
- The file then quickly downloads and the next pop-up seen below should be answered by clicking "OK".
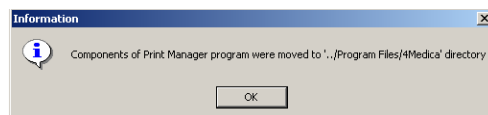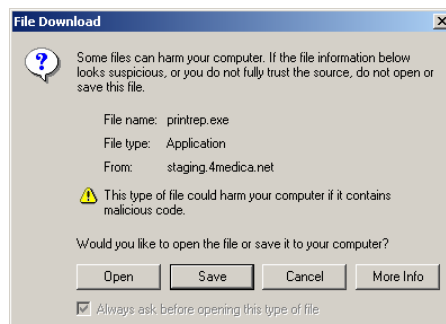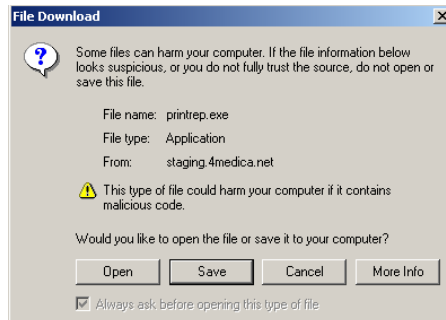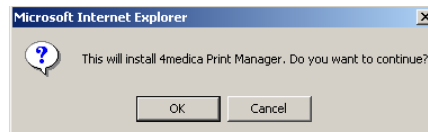
ADMINISTRATOR (AutoPrint)

Click "Install" to begin the installation process.

Users can also **UNINSTALL** the AutoPrint program from the "PrintRep" window.

Click on the **PRINT REP** window and enter your admin password one last time to activate AutoPrint for this computer.
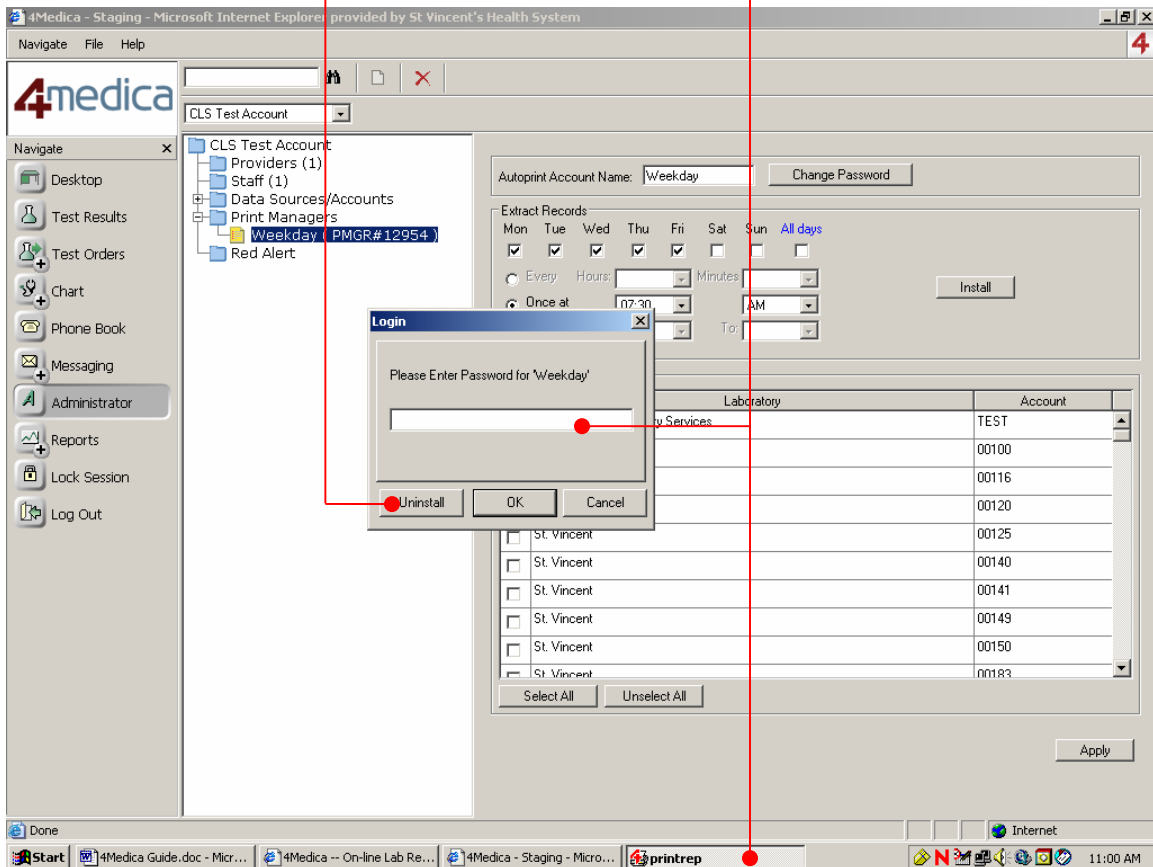
Upon completion of the installation, the AutoPrint tray icon will appear and flash between the above images indicating that this feature is working.

★ Multiple AutoPrint schedulers can be installed for multiple print times during a day.

CONSOLIDATED LABORATORY SERVICES

FAQ (Frequently Asked Questions)

STAFF

How do I reset my password and username?
Select "Administrator" from the Navigate menu. Select the "Info" tab and locate the "Change Password" button. Type in your old password and then create a new password of at least 6 characters beginning with a letter. Your username may only be changed by creating a new user in the practice. You must have administrative rights to make this change.

After entering my username, password, and selecting the enter button, the username information disappears but does not log me into the 4Medica system?
A Pop-up blocker may be prohibiting 4Medica from loading. Please turn off any pop-up blocker programs before entering your username and password.

Upon logging into 4Medica my screen says, "Applet Started" and then displays a white screen with "loading" in the top left corner. The screen never continues to load. How do I fix this problem?
Microsoft Virtual Machine may not be installed in Internet Explorer or Sun Java may be switched on instead of the required off setting. Please check your Internet Explorer settings by selecting the "Tools" menu and then select "Internet Options" and the "Advanced" tab. Scroll down to view the Virtual Machine settings and verify your computer matches these requirements. Please note, Virtual Machine is not required when running on a Windows XP operating system.

FAQ (Frequently Asked Questions)

How can I tell if a report has been printed or AutoPrinted?
View the status column in Test Results and see if there is a "P" indicating the report has been printed. The Trace Accession area under "Activity Reports' displays when and how the report was printed.

I cannot find a result when I know it should be in the 4Medica System?
The fastest way to find a result is to type in the first few letters of the patient's last name in the search box.

PROVIDERS

Is there a way for me to export data?
4Medica offers the EMR Export function. See the Test Results (Advanced Features) section of this user guide.

What is this Messaging button?
Messaging feature in 4Medica allows providers or staff to communicate with members of another 4Medica practice using a secure message.

What are the colored dots in the Status Column of the Test Results Module?
Colored dots in 4Medica are similar to a traffic signal. Green is normal, Yellow indicates abnormal, and Red is a critical value. Users will also see Gray dots for textual results.

Can I add comments or make notes on the result reports?
In the Test Results module, select the "Reports" menu and then select "Edit Comments".

LOCK SESSION

> ⬉ *Click the* LOCK SESSION *icon on the* NAVIGATE *menu to enter this module.*

Lock Session

The Lock Session function can be enabled by the user to "freeze" the screen and securely lock the computer to eliminate accidental disclosure of patient data.

- Select the "Lock Session" from the navigate menu.
- Enter the correct password to re-enter and continue using 4Medica.
- Select "Logout" to exit 4Medica.
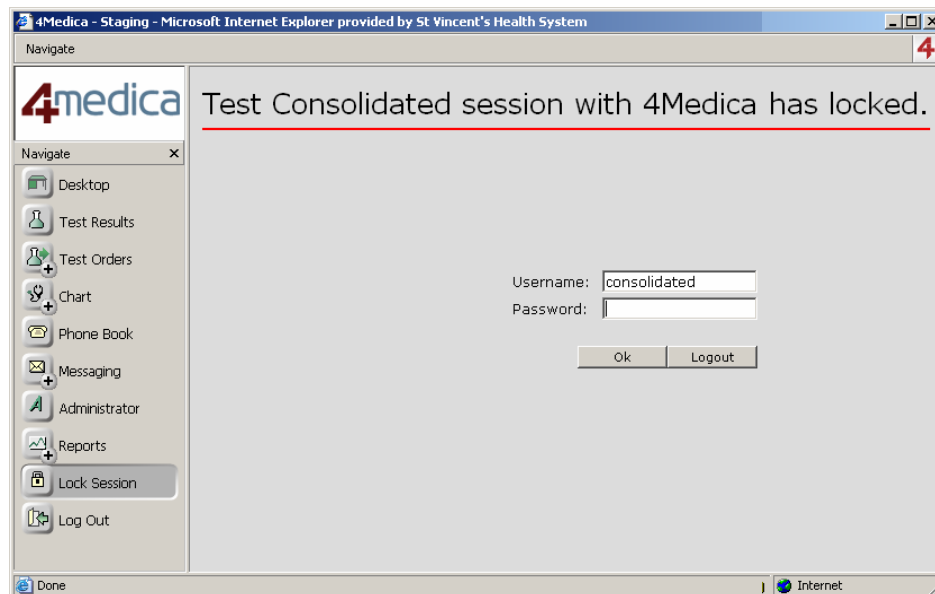
CONTACT INFORMATION

Consolidated Laboratory Services
1000 Riverside Ave
Suite 300
Jacksonville, FL 32204

Phone: (904) 308-5600
Fax: (904) 308-5677

www.conlabs.com
(use the Web-to-Case option under the "Contact Us" menu option to contact us using the Internet)

4Medica Inc
100 Corporate Pointe
Suite 200
Los Angeles, CA 90230

Phone: (310) 348-4100
Fax: (310) 348-4104

www.4Medica.com
support@4Medica.com

NOTES

NOTES