IDEXX Reference Laboratories User Guide

This guide explains the recommended way to create an IDEXX Reference Laboratories request and view the test results.

Important: This document applies to Cornerstone* software version 8.5 NEXT or later. Some features may have changed from previous versions. Refer to additional online resources and Cornerstone help for more information.

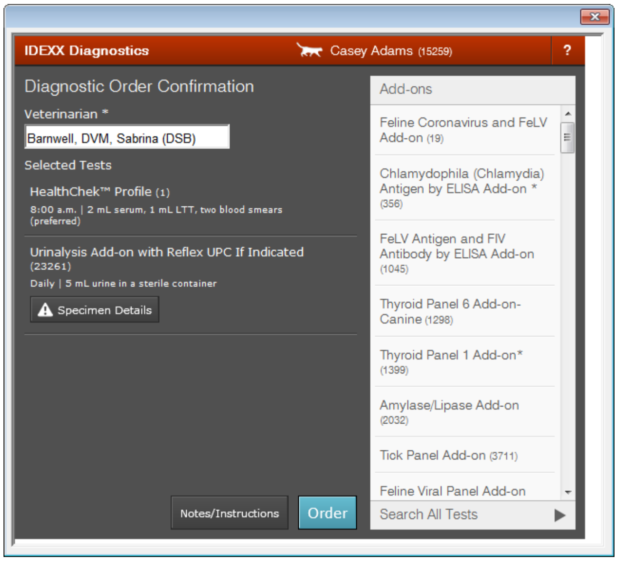
Create a laboratory request using the Patient Visit List or an invoice

Note: The invoice item must be linked to the profile, and the **Use special actions** check box must be selected in the IDEXX laboratory preferences.

1. On the **Patient Clipboard**, in the **Patient List** area, right-click the patient name, and then select either **Patient Visit List (PVL)** or **Invoice**.
2. Enter the invoice item ID(s) for the profiles being requested and click **OK** (Save or Post on Invoice)**.**

   Tip: The request screen will not open until you click **OK** on the Patient Visit List (or Save/Post on the Invoice). This ensures that all tests will be on the same request with fewer steps.

   The Diagnostic Order Confirmation window opens so you can ensure the request is accurate.



3. For profiles containing a urinalysis, a cytology, or a biopsy, click **Specimen Details**, and then provide the required information.

   Specimen Details

4. To add more tests, select from the **Add-ons** list or click **Search All Tests** at the bottom of the list.

   Any additional charges will be added to the Patient Visit List.

5. To remove a test, select the test, and then click .
6. (Optional) To enter additional information or mark this as an urgent request, click **Notes/Instructions**.
7. When ready, click **Order**.
8. In the Print dialog box, update the number of copies for the form or labels, and then click **Print**.
9. Click **Close**.

Creating a new invoice item for a profile automatically

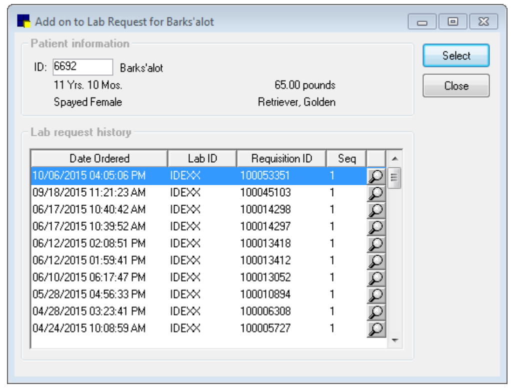
If you request a profile that is linked to an invoice item and then add an additional profile **not** linked to an invoice item, an invoice item will be created automatically for the additional item and will be added to the Patient Visit List.

Downloading laboratory results

If the IDEXX Reference Laboratories interface is not automatically started, double-click the icon on the desktop to start it. Then minimize the interface and leave the connection running. The Cornerstone software must be open to receive results from this interface. The interface checks your practice's account for new results every 15 minutes. Results are downloaded automatically.

IMPORTANT: The icon must appear on only **one** workstation in your practice. If it appears on more than one workstation, you will receive duplicate results. Contact Cornerstone customer support immediately to correct this problem.

Add-on to a laboratory request

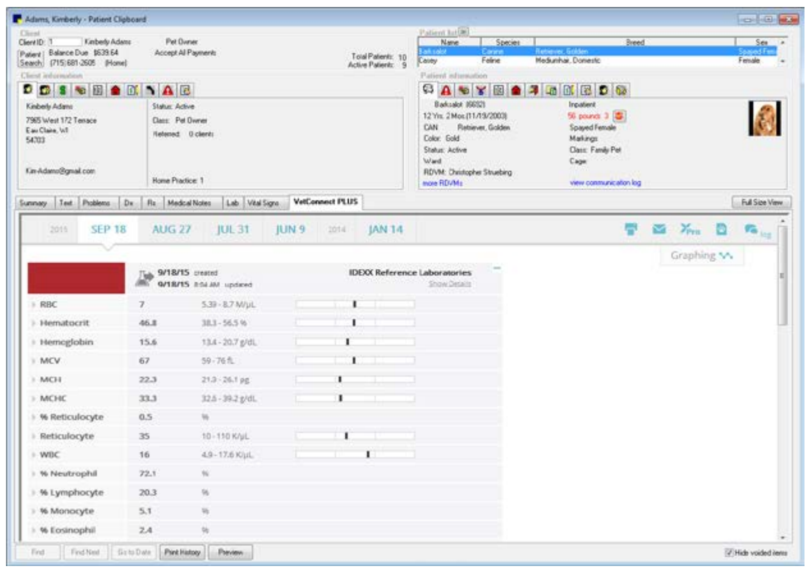


Follow these steps if you need to add tests for a sample already at the laboratory:

1. Go to **Activities > Lab Work > Add on to a Lab Reques**t.
2. Enter the patient ID.
3. In the **Lab request history** area, highlight the IDEXX request you want to update, and then click **Select**.
4. In the Add to Order window, select the additional tests.
5. In the **Requested by** box, enter the name of the individual updating the request.
6. Provide any additional required information, and then click **Order**.

The charges will be captured, and the laboratory will be automatically notified of your additional request.

View results in the patient record with IDEXX VetConnect* PLUS



If VetConnect* PLUS has been activated, the VetConnect PLUS tab will be available whenever you view laboratory results.

1. On the toolbar, click **Patient Clipboard** .
2. Select the client and patient record.
3. Select the **VetConnect PLUS** tab.

Additional resources

Refer to the following for more information:

- IDEXX Learning Center
- Web Links > Cornerstone Resources
- Cornerstone F1 Help

idexx.com/cornerstone