Why Create Lab Orders Online

Creating lab orders has many benefits, including:

1. Generate requisition forms faster
2. Increased data integrity (no typos in client, patient, or hospital demographic info.)
3. Increased order integrity (no confusion about which tests were ordered)
4. Information is saved for 14 days online in the Lab Log and can be printed daily for a permanent record of tests ordered.

Getting Started

From the Laboratory page click on Orders.

Add a New Client and Patient

Click the circle to select NEW CLIENT.

STEP 1:

Choose a Doctor: Select... ▼

◉ Search for Existing Client: Last Name ▼ [_____] GO ▷   ⬭ New Client

Client Name: Select... ▼   Pet Name: Select... ▼   Client ID: [_____]   New Pet: ☐

Species: Select... ▼   Breed: Select... ▼   Sex: Select... ▼   Age: [__] Years ▼

EDIT ▷

1. Enter client last name and first name. This is exactly how it will appear in results returned by Antech.
2. PMS ID is whatever alpha-numeric number or code your veterinary software uses to uniquely identify the client and patient.
3. Enter pet name and age. Select "years," "months," or "weeks" from the drop-down list.
4. Select species, breed and sex from the drop-down lists.
5. Client and patient information is saved for future use once the bar-coded form is generated.

STEP 1:

Choose a Doctor: Doe ▼

◯ Search for Existing Client: Last Name ▼ [_____] GO ▷   ◉ New Client

Last Name: Brown   Pet Name: Goldie   Client ID: 2541

First Name: Sara

Species: Canine ▼   Breed: Chow Chow ▼   Sex: SF ▼   Age: 3 Years ▼

EDIT ▷

Client & Patient Information

All client and patient fields are REQUIRED.

1. PMS ID is whatever alpha-numeric number or code your veterinary software uses to uniquely identify the client and patient.
2. Enter age and select "years," "months," or "weeks" from the drop-down list.
3. Select species, breed and sex from the drop-down lists.
4. If you do not enter all required information you will get a reminder.

Editing Client & Patient Information

If you make a mistake entering in client and/or patient information, you can edit it.

1. Select the client you would like to edit (Search by last name or by ID number)
2. Once you have the correct client and patient pulled up, click on Edit.

3. You can edit the client ID, last and first name of client, and pet name.

Finding a Client & Patient

Step 1 prompts you for the submitting doctor and the client and patient information.

1. Use the drop-down list to select a doctor.
2. To search for a client, you can use their last name or their Client ID number.
3. Use the drop down menu to select the search term you wish to use.

Choose a Doctor: Doe

Search for Existing Client: Last Name | Brow | GO ▷ | New Client
Last Name
Client ID

Client Name: Select... | Select... | Client ID: | New Pet:
Species: Select... | Breed: Select... | Sex: Select... | Age: Years

4. If searching by last name, select the correct client from the drop down menu.

Search for Existing Client: Last Name | Brow | GO ▷ | New Client
Client Name: Browne, Sara | Pet Name: Goldie | Client ID: 2541 | New Pet:
Species: | Brown, Don | Breed: Chow Chow | Sex: SF | Age: Years
Brown, Tanya
Browne, Sara ←
EDIT ▷

5. Select the correct pet from the drop down list. If new pet, see next page.

Add a Patient to an Existing Client

If an existing client brings in a new pet, adding the new pet is easy. Click the check box to add NEW PET. Enter the requested pet information. All fields are required.

1. Pull up the existing client by last name or client ID.
2. Check off "New Pet" box.
3. Enter all required information.

Patient is saved for future use once the bar-coded form is generated.

Client Name: Browne, Sara | Pet Name: | Client ID: 2541 | New Pet: ☑
Species: Select... | Breed: Select... | Sex: Select... | Age: Years

Selecting Tests from the TRF

Click on the test that you wish to order. Certain tests will prompt you for additional information, such as a source, a reference number, or a pre/post time. Click the **CONTINUE** button to finish the order.

◀ BACK   Continue

GENERAL PROFILES

OTHER REQUESTS

SA010 SuperChem	(S)	SA020 SuperChem, CBC (D2) (S, L)	SA120 Total Body Function
			Superchem, CBC, T4 (S, L)
SA025 Vet-Screen	(S)	SA030 Vet-Screen, CBC (D3) (S, L)	
SA040 Pre-op Screen	(S)	SA050 Pre-op Screen, CBC (S, L)	RECHECK Recheck Profile (S, L) Superchem, CBC
SA060 Mini Screen	(S)	SA070 Mini Screen, CBC (S, L)	

Enter note or additional information here.

ADD-ONS	ENDOCRINOLOGY	SEROLOGY/IMMUNOLOGY
ADD04 Coccidioidomycosis (S)	T435 ACTH, Endogenous (AP)	T515 ANA (S)
ADD05 Ehrlichia (S)	T440 ACTH Response (2S)	S85889 Bartonella Henselae (ELISA) (S)
CANINE PROFILES	ADD06 FeLV (ELISA) (S)	(Times) Pre	Post	T530 Brucella (S)

Bar-coded Test Request Form

Antech Diagnostics

Req No: 207220

11/15/2005

PRINT

Account ID: testing1
West Los Angeles Vet Group
1818 S Sepulveda
West Los Angeles, CA 90025 USA
Phone: 310-473-2951

Client ID:	14712		
Doctor:	Andrews	Species:	F-Feline
Owner Last Name:	Nachbary	Breed:	CURL-American Curl
Owner First Name:	Dorna	Sex:	M
Pet Name:	Samantha	Age:	6 Y

Ordered Tests:

Code	Name	Description
SA020	Superchem, CBC	
T805	Ova and Parasites (Centrifugation)	
SA120	Total Body Function	

No data is submitted to Antech electronically. Antech receives the data you entered when the bar-coded form is scanned at the lab. Zoasis stores a record of the completed form for your lab log.

To store the data, and print the bar-coded form, click the PRINT button.

Place a copy of the bar-coded form in the bag with your samples.

Lab Log

Once you have created and printed a 2D barcode form, a copy of it will be available in the Lab Log for 14 days.

1. To access the Lab Log, click on "Lab Log" from the Orders page.
2. Search for your test request by date.
3. If you wish to keep a permanent record of your ordered tests, you will need to print a copy (it is pdf format) within 14 days. Print can be select in the Actions drop-down menu. All historical data in this lab log is only available for 14 days.

LAB LOG▷

STEP 1:

Choose a Doctor: Select... ∨

◉ Search for Existing Client: Last Name ∨ [   ] GO ▷   ○ New Client

Client Name: Select... ∨   Pet Name: Select... ∨   Client ID: [   ]   New Pet: ☐

Date Tuesday, April 08 ∨ GO ▷

Lab Order Log   Page 1 of 1 (1-1 of 1)   View... ∨   Actions... ∨ ?

Created	Status	Patient	Owner	Doctor	Requested Test
04/08/08	Pending	Goldie	Browne	Doe	3274321 SA020 - Superchem w/ CBC 85862 - O&P/Giardia

Page 1 of 1 (1-1 of 1) <previous page | next page>

Setup – Adding in Doctors

The last names of users marked as "Veterinarian" on your Zoasis account will appear in the Doctors drop-down list of your online order form.

To add doctors to the list, go to the MY ACCOUNT (1) section of the Zoasis website, select USERS (2), and then select NEW USER (3).

LIBRARY **(MY ACCOUNT)** HELP

2

1

My Account

SETUP   CLINIC   **(USERS)**

Users
These people are authorized to access your clinic system.

NEW USER ▷ 3

Show: All Active ▼

Setup – Adding Doctors (cont.)

My Account

SETUP   CLINIC   USERS

Status: Active ▼   SAVE ▷

First Name:

Last Name:

Email Address:

1

Username:

Password

New Password:

Confirm New Password:

2

Roles

☐ User
☑ Veterinarian
☐ Clinic Administrator
☐ Purchaser
☐ Purchaser - Restricted
☐ HealthyPet Administrator

3

1. The "Last Name" field will reflect how a doctor's name appears on your test request.

2. Choose a user name and password. This is ONLY to establish the user – it does NOT have to be used for log-in.

3. Set Roles to "Veterinarian" – this is the flag that puts the name in the drop-down.

Setup – Adding Frequently Used Tests

The clinic administrator can modify the list of tests that appears in Step 2. To add or remove tests, click **ADD / DELETE TESTS**.

STEP 2:

☐ SA100 CANINE COMPREHENSIVE   ☐ SA020 SUPERCHEM, CBC
☐ T770 URINE CORTISOL:CREATININE RATIO

☐ Choose Additional Tests   ○   ○

ADD/DELETE TESTS ▷

If you are not the clinic administrator on the account, you must log-out and then log back in as a user with administrator rights in order to change the tests listed in Step 2.

Setup – Adding Tests (cont.)

✓ Order Code	Test Name	Remove
SA090	Senior Comprehensive	☐ **1**
SA020	Superchem w/ CBC	☐ **2**
SA100	Comprehensive Profile	☐
	GO ▷ **3**	◁ BACK

12300 is an invalid Order Code

Order Code: SA120
Name: TOTAL BODY FUNCTION

4 SAVE ▷

1. You can edit the test name.

2. You can remove test codes that you no longer run.

3. Enter a test code and click **GO** to find the test.

4. Click **SAVE** if this is the test you want to add. An "Invalid Order Code" message will appear if the test code does not exist at Antech.

5. Click **SAVE** at the bottom of the page to save changes.

Creating a Client Upload File – Requirements by Software Vendor

You can create a file from your veterinary practice software to give you a starting base of existing clients to select from. Zoasis can then upload the client list that you provide, into the Lab Requisition program. This is a one time only, courtesy upload, to help your staff get started. To maintain your client/patient list in Zoasis, you will only need to add in new clients and patients as they come in.

Zoasis requirements for the client upload file can vary based on your software. Below are the requirements listed by veterinary practice management software. Scroll down this screen until you find your software and this will tell you the data needed for Zoasis to upload your software's client list.

Contact your software vendor to help you create the file. All files must be in CSV (comma separated value) or Microsoft Excel format. Email the file to Zoasis – info@zoasis.com – for upload into your account. Make sure to note your hospital name, Zoasis account number and type of veterinary practice management software that your hospital is using. We will send you a return email when the file has been uploaded

	2iNova are the makers of V-Tech Platinum Software If your hospital is running 2iNOVA's V-Tech Platinum software and you would like to create a client upload file for Zoasis Lab Requisition Program will need to send a file with the following fields: • Client ID • Last Name • First Name • Pet Name • Species (the whole word, not a code – i.e. Species = Canine, Feline; NOT Species = 1, 2 or ca, fe) Please only include active clients, which have been seen in the last 12-18 months.
	AVImark clients wishing to create a client upload file for Zoasis Lab Requisition Program will need to send a file with the following fields: • Client ID • Last Name • First Name • Pet Name • Species (the whole word, not a code – i.e. Species = Canine, Feline; NOT Species = 1, 2 or ca, fe) Please only include active clients, which have been seen in the last 12-18 months. **Important Note:** AVImark ver183 and higher can create Lab Requisition Forms right from the AVImark invoice or patient file – for more information, please visit our PMS Info Center: http://www.zoasis.com/zohelp/AVImarkInfoCenter.html

	ALIS-VET clients wishing to create a client upload file for Zoasis Lab Requisition Program will need to send a file with the following fields: • Client ID • Last Name • First Name • Pet Name • Species (the whole word, not a code – i.e. Species = Canine, Feline; NOT Species = 1, 2 or ca, fe) Please only include active clients, which have been seen in the last 12-18 months.
	BWCi clients wishing to create a client upload file for Zoasis Lab Requisition Program will need to send a file with the following fields: • Client ID • Last Name • First Name • Pet Name • Species (the whole word, not a code – i.e. Species = Canine, Feline; NOT Species = 1, 2 or ca, fe) Please only include active clients, which have been seen in the last 12-18 months.

ClienTrax	ClienTrax clients wishing to create a client upload file for Zoasis Lab Requisition Program will need to send a file with the following fields: • Client ID • Last Name • First Name • Pet Name • Species (the whole word, not a code – i.e. Species = Canine, Feline; NOT Species = 1, 2 or ca, fe) Please only include active clients, which have been seen in the last 12-18 months. Also, please notify Zoasis that you are a ClienTrax user so your 2D forms will include an area to enter in your Lab Log Number for easier importing.
Cornerstone	Cornerstone clients wishing to create a client upload file for Zoasis Lab Requisition Program will need to send a file with the following fields: • Client ID • Last Name • First Name • Patient ID • Pet Name • Species (the whole word, not a code – i.e. Species = Canine, Feline; NOT Species = 1, 2 or ca, fe) Please only include active clients, which have been seen in the last 12-18 months.

	DVMax clients wishing to create a client upload file for Zoasis Lab Requisition Program will need to send a file with the following fields: • Client ID • Last Name • First Name • Patient ID • Pet Name • Species (the whole word, not a code – i.e. Species = Canine, Feline; NOT Species = 1, 2 or ca, fe) Please only include active clients, which have been seen in the last 12-18 months.
	DVM Manager clients wishing to create a client upload file for Zoasis Lab Requisition Program will need to send a file with the following fields: • Client ID • Last Name • First Name • Patient ID • Pet Name • Species (the whole word, not a code – i.e. Species = Canine, Feline; NOT Species = 1, 2 or ca, fe) Please only include active clients, which have been seen in the last 12-18 months.

	eFriends clients wishing to create a client upload file for Zoasis Lab Requisition Program will need to send a file with the following fields: • Client ID • Last Name • First Name • Pet Name • Species (the whole word, not a code – i.e. Species = Canine, Feline; NOT Species = 1, 2 or ca, fe) Please only include active clients, which have been seen in the last 12-18 months.
	Infinity clients wishing to create a client upload file for Zoasis Lab Requisition Program will need to send a file with the following fields: • Client ID • Last Name • First Name • Pet Name • Species (the whole word, not a code – i.e. Species = Canine, Feline; NOT Species = 1, 2 or ca, fe) Please only include active clients, which have been seen in the last 12-18 months. **Important Note:** Infinity version 4.3 and higher can create Lab Requisition Forms right from the Infinity patient file – for more information, please visit our PMS Info Center: http://www.zoasis.com/zohelp/InfinitybyImpromedInfoCenter.html

	Intravet clients wishing to create a client upload file for Zoasis Lab Requisition Program will need to send a file with the following fields: • Client ID • Last Name • First Name • Pet Name • Species (the whole word, not a code – i.e. Species = Canine, Feline; NOT Species = 1, 2 or ca, fe) Please only include active clients, which have been seen in the last 12-18 months.
	Sunpoint clients wishing to create a client upload file for Zoasis Lab Requisition Program will need to send a file with the following fields: • Client ID • Last Name • First Name • Patient ID • Pet Name • Species (the whole word, not a code – i.e. Species = Canine, Feline; NOT Species = 1, 2 or ca, fe) Please only include active clients, which have been seen in the last 12-18 months.

vetech a vet's best friend	Vetech clients wishing to create a client upload file for Zoasis Lab Requisition Program will need to send a file with the following fields: • Client ID • Last Name • First Name • Patient ID • Pet Name • Species (the whole word, not a code – i.e. Species = Canine, Feline; NOT Species = 1, 2 or ca, fe) Please only include active clients, which have been seen in the last 12-18 months.
VETport	VETport clients wishing to create a client upload file for Zoasis Lab Requisition Program will need to send a file with the following fields: • Client ID • Last Name • First Name • Pet Name • Species (the whole word, not a code – i.e. Species = Canine, Feline; NOT Species = 1, 2 or ca, fe) Please only include active clients, which have been seen in the last 12-18 months. **Important Note:** VETport users can create Lab Requisition Forms right from the VETport patient file – for more information, please visit our PMS Info Center: https://www.zoasis.com/zohelp/VETportInfoCenter.html

	Vetstar clients wishing to create a client upload file for Zoasis Lab Requisition Program will need to send a file with the following fields: • Client ID • Last Name • First Name • Pet Name • Species (the whole word, not a code – i.e. Species = Canine, Feline; NOT Species = 1, 2 or ca, fe) Please only include active clients, which have been seen in the last 12-18 months. Also, please notify Zoasis that you are a Vetstar user so your 2D forms will include an area to enter in your Visit ID for easier importing.
	VIA clients wishing to create a client upload file for Zoasis Lab Requisition Program will need to send a file with the following fields: • Client ID • Last Name • First Name • Pet Name • Species (the whole word, not a code – i.e. Species = Canine, Feline; NOT Species = 1, 2 or ca, fe) Please only include active clients, which have been seen in the last 12-18 months. Also, please notify Zoasis that you are a VIA user so your 2D forms will include an area to enter in the Lab ID for easier importing.