

Horizon LabOnline eReq Manual

PLA

Updated November, 2018

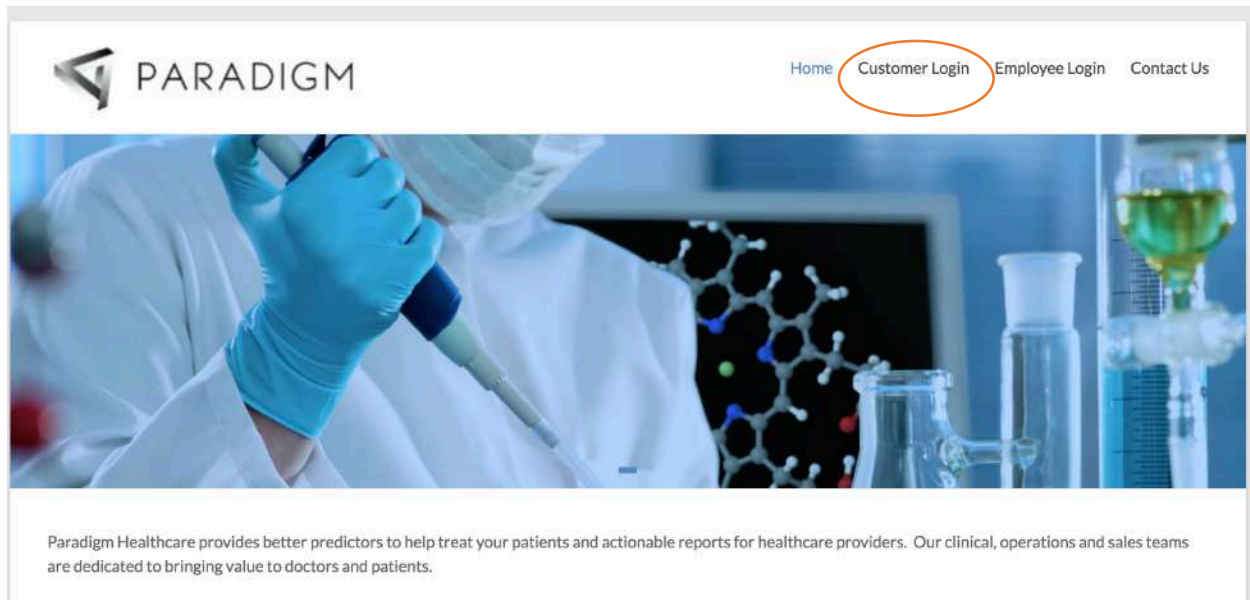
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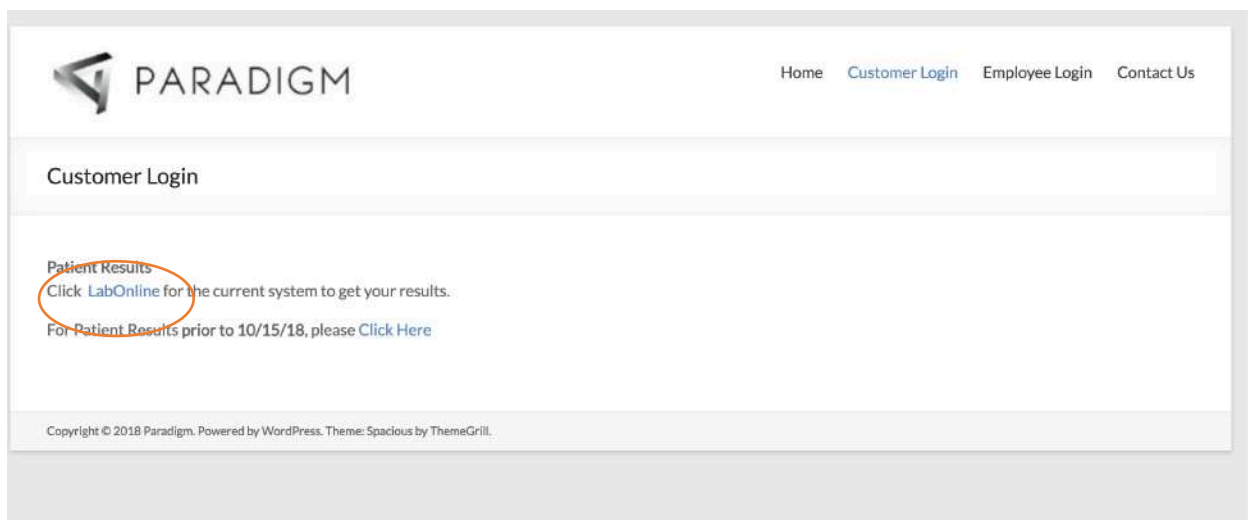
Logging in and Changing Password

To start off, you need to be able to login and change your password to something you will remember.

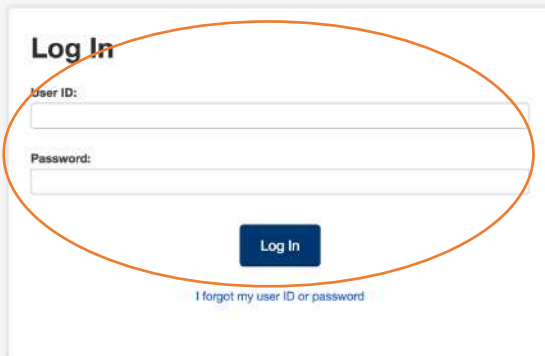
To get to LabOnline go to www.paradigm.healthcare.



You will go to 'Customer Login' circled in red.



You will click on the 'LabOnline' link circled in red.

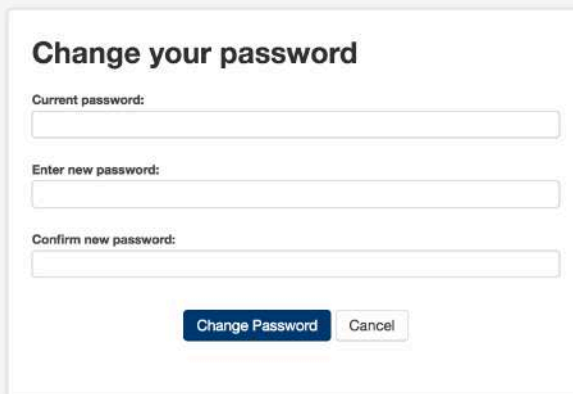


The screenshot shows a 'Log In' form with the following elements:

- Log In** (Section Header)
- User ID:** (Text label above a text input field)
- Password:** (Text label above a text input field)
- Log In** (Blue button)
- [I forgot my user ID or password](#) (Text link)

An orange oval highlights the User ID and Password input fields and the Log In button.

It will prompt you to type in your User ID and temporary password (first time you login). Please type those in and click 'Log In'.



The screenshot shows a 'Change your password' form with the following elements:

- Change your password** (Section Header)
- Current password:** (Text label above a text input field)
- Enter new password:** (Text label above a text input field)
- Confirm new password:** (Text label above a text input field)
- Change Password** (Blue button)
- Cancel** (Grey button)

It will automatically take you to this page where it will ask you to change your password. You can also change your password anytime by going through the LabOnline homepage.

PARADIGM Online lab results powered by HORIZON

Patients Orders Other Reports Test Catalog

Welcome, Olivia Home Help Log Out

Welcome to LabOnline

HORIZON®

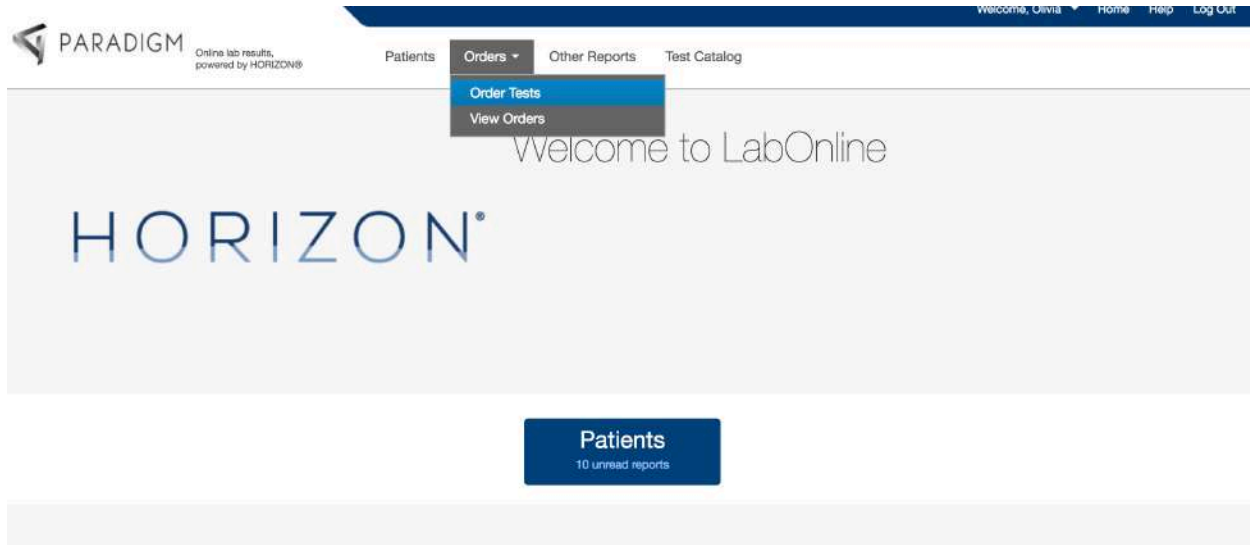
Patients
10 unread reports

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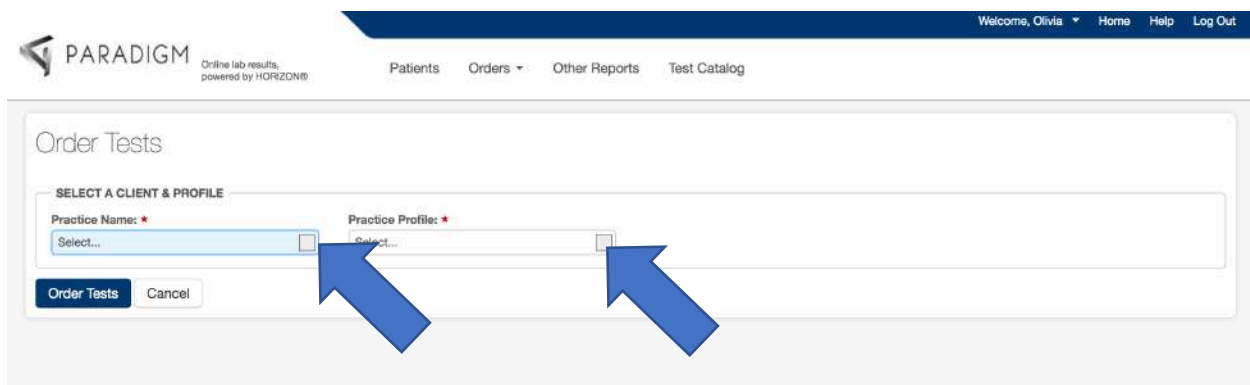
This is the LabOnline homepage. From here if you want to change your password, you will go to the drop down arrow next to your name and select 'Change Password'.

Practice Profiles

When making an order, you will have to know which profile your office is in to make the correct order.



To make an order you will go to 'Orders' and choose 'Order Tests'.



Next you will choose the 'Practice Name' by clicking on the little square to the right. Next you will click on the square for 'Practice Profile'. This will bring up all the profiles that are assigned you your office.

When chosen, there is a drop-down box showing all the profiles for your office. You may see only one option, two, three, or all of them. Below is an explanation of all the profiles:

POC-to-CO: This stands for ‘point-of-care’ cup. In other words this is a quickcup, 12 panel drug cup, 6 panel drug cup, or anything that immediately gives you results. You will only choose this profile if your office bills the patients for using these cups. In addition, if you are in an office with an analyzer NOT managed by Paradigm, you will choose this profile.

EIA-CO: This is for offices that have analyzers MANAGED by Paradigm ONLY. You will choose this profile when the sample you are making the order through was also run on the analyzer.

Oral Fluid: This is what you choose when you ship off an Intercept Oral swab.

UR-Reference: This is for offices that collect the urine in a clear cup with a white lid and ship straight to Paradigm.

New Patient Orders

When you are making a test order for a new patient, you will choose your 'Practice Name' 'Practice Profile' first. After you choose the profile your screen will look like the below:

The screenshot shows the 'Order Tests' interface in the PARADIGM system. The header includes the PARADIGM logo (powered by HORIZONS) and navigation links for Patients, Orders, Other Reports, and Test Catalog. A user is logged in as Olivia. The main form is titled 'Order Tests' and is divided into two sections: 'SELECT A CLIENT & PROFILE' and 'ENTER PATIENT INFORMATION'. The 'SELECT A CLIENT & PROFILE' section contains two dropdown menus: 'Practice Name' (with 'Field Test Account' selected) and 'Practice Profile' (with 'Ur-Reference' selected). The 'ENTER PATIENT INFORMATION' section contains several input fields: 'Patient ID#', 'Social Security #', 'Last name', 'First name', 'Middle name', 'Patient DOB' (with a date picker), 'Maiden name', 'Race' (dropdown), 'Ethnicity' (dropdown), 'Gender' (dropdown), and 'Parent/Guardian'.

You will fill in the above boxes with the new patient's demographic information.

▼ ENTER PATIENT INFORMATION

Patient ID#: Monahan	Social Security #: 123-45-678
Last name: Monahan	Middle name:
First name: Janet	Maiden name:
Patient DOB: 09/18/1960	Ethnicity: Select...
Race: Select...	Parent/Guardian:
Gender: Female	Address 2:
Address: 3709 Flowerfield Rd	City: Charlotte
Zip code: 28210	Phone: (705)552-1111
State: North Carolina	Email:

Above shows the required fields to put in for a new patient. Patient ID is the patient's LAST name. You will have to assign the patient their patient ID so the system will recognize the next time you enter in an order for that patient. Please type in their 'Social Security #' 'Last Name' 'First Name' 'Patient DOB' 'Gender' 'Address' 'Zip Code' 'City' 'State' and 'Phone'.

If the patient does not have an address, please type in 'NEEDS ADDRESS' in the 'Address' field.

Zip code: 28210	City: Charlotte
State: North Carolina	Phone: (705)552-1111
Email:	

▶ ENTER ADDITIONAL PATIENT INFORMATION

to entries

After you fill in all the demographic information, you will continue on to 'Enter Additional Patient Information' by clicking on the little arrow.

PARADIGM Online lab results, powered by HORIZONS

Patients Orders Other Reports Test Catalog

ENTER ADDITIONAL PATIENT INFORMATION

INSURANCE INFORMATION

Carrier: Select...

Carrier: Select...

Carrier: Select...

REFERRAL INFORMATION

Referral: Select... Referral type: Doctor Referral Received: mm/dd/yyyy

MEDICATION INFORMATION

Medication: Select... Dosage: Units: Select... Frequency: Select... add

Underneath 'Insurance Information' you will click on the insurance company that pertains to your patient by clicking on the drop-down box to the right.

ENTER ADDITIONAL PATIENT INFORMATION

INSURANCE INFORMATION

Carrier: Select...

Carrier: Select...

Carrier: Select...

REFERRAL INFORMATION

Referral: Select... Referral type: Received: mm/dd/yyyy

MEDICATION INFORMATION

Medication: Select... Dosage: Units: Select... Frequency: Select... add

Please choose the correct 'Carrier'. If the insurance is not there, let Paradigm know so the insurance can be added to the system. On p. 44 is a cheat sheet for the correct insurance information you have to choose from when inputting the insurance company (i.e. Medicaid, Medicare, and BCBS).

▼ ENTER ADDITIONAL PATIENT INFORMATION

INSURANCE INFORMATION

Carrier:

Carrier:

Carrier:

REFERRAL INFORMATION

Referral:

Received:

MEDICATION INFORMATION

Medication:

Dosage:

Units:

Frequency:

[add](#)

You can search for the insurance by typing in the insurance name in the search bar. After choosing the correct insurance, the screen below will appear.

▼ ENTER ADDITIONAL PATIENT INFORMATION

INSURANCE INFORMATION

Carrier:

Level:

Insurance group:

Insurance ID:

Responsible party first name:

Responsible party last name:

Responsible party DOB/SSN:

Relationship to patient:

Carrier:

Carrier:

You are required to fill in 'Insurance ID' and 'Relationship to patient' however, the more information you fill in, the better it is for the lab.

ENTER ADDITIONAL PATIENT INFORMATION

INSURANCE INFORMATION

Carrier: MEDICAID x

Level: * One (Primary)

Insurance group:

Insurance ID: * 123456789P

Responsible party first name:

Responsible party last name:

Responsible party DOB/SSN:

Relationship to patient:

Self x

Child

Parent

Self

Spouse

REFERRAL INFORMATION

You choose the 'Relationship to patient' by clicking on the box to bring down the options.

REFERRAL INFORMATION

Referral:

Referral type: Doctor Referral x

Received: mm/dd/yyyy

Lloyd, Harry

Units:

Frequency:

add

Underneath 'Referral Information' click on the drop-down box and click on the correct doctor's name.

PARADIGM Online lab results, powered by HORIZON

Patients Orders Other Reports Test Catalog

REFERRAL INFORMATION

Referral: Lloyd, Harry x

Referral type: Doctor Referral x

Received: mm/dd/yyyy

MEDICATION INFORMATION

Medication:

Frequency:

add

ADD SAMPLES & TESTS

No entries

For 'Referral type' you will choose 'Doctor Referral'. For the 'Received' date, this is the date in which the order was requested by the doctor for the patient. If it is the same as the date you are making the order, you click on the control button & down arrow to automatically fill in the date you are making the order.

REFERRAL INFORMATION

Referral: Lloyd, Harry ×

Referral type: Doctor Referral ×

Received: 09/30/2018

MEDICATION INFORMATION

Medication: Select...

Dosage:

Units: Select...

Frequency: Select...

+ add

Submit for Review Cancel

Next you will enter in the medications underneath the ‘Medication Information’. Please choose the classes of medication that the patient is prescribed. For example if the patient is on Adderall, you will choose ‘Amphetamine, Adderall, Adsenys ER, Dexederine, Dextroamphetamine, Evekeo, Vyvanse’ option. The list of medications are only those that are pain medications or controlled medications since these are the only ones that the lab tests for. Drug classes are referenced on [p. 45](#).

The ‘Dosage’ ‘Units’ and ‘Frequency’ are unnecessary for the order. If you would like to add another medication please click on the ‘add’ button shown above.

REFERRAL INFORMATION

Referral: Lloyd, Harry ×

Referral type: Doctor Referral ×

Received: 09/30/2018

MEDICATION INFORMATION

Medication: Amphetamine, Adderall, Adzenys E... ×

Dosage:

Units: Select...

Frequency: Select...

Medication: Aripiprazole, Abilify ×

Dosage:

Units: Select...

Frequency: Select...

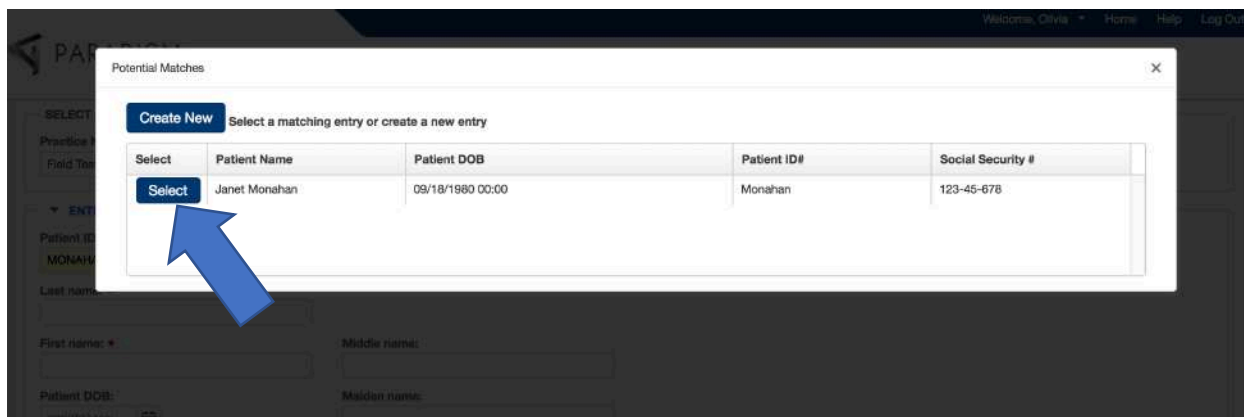
+ add

If you would like to delete a medication, select the tiny ‘x’ off to the side. You can add as many medications as is needed.

When the new patient comes back to your office, the above information that you just entered in for them will be saved after you make this first order. The only information you will have to enter in every time in the above sections is ‘Referral Information’.

Returning Patient Orders

When making an order for a returning patient, you will type in their LAST name into the 'Patient ID' field, and the patient in question will pop up in a box like shown below:



Potential Matches

Create New Select a matching entry or create a new entry

Select	Patient Name	Patient DOB	Patient ID#	Social Security #
Select	Janet Monahan	09/18/1980 00:00	Monahan	123-45-678

First name: * Middle name: *
Patient DOB: * Maiden name: *

If this is the correct patient, you will click on 'Select'.

All of the patient's demographic, insurance, and medication information will automatically fill in. Remember, you will have to fill in the 'Referral Information' to continue with placing the order.

UR-Reference Orders

This will show you how to complete an order for UR-Reference profiles. After all the demographic, insurance, referral, and medication information is filled in, you will continue on to this portion where you will 'Add Samples & Tests'.

ADD SAMPLES & TESTS

Line Item: *
 Select...

Test reason:
 Select...

Collector:
 Select...

Collected: *
 mm/dd/yyyy hh:mm

Special instructions:

Samples

	Matrix
1	

After you click on 'Add Samples & Tests' the sections underneath will show up prompting you to fill those fields in.

ADD SAMPLES & TESTS

Line Item: *
 Select...

Test reason:
 Select...

Collector:
 Select...

Collected: *
 mm/dd/yyyy hh:mm

Special instructions:

Samples

	Matrix
1	

You will start with 'Line Item'. For this section you will choose Urine-Default.

Line item: *
Urine - Default x

Collector: Select...

Special instructions:

Test reason: Select...

Collected: *
mm/dd/yyyy hh:mm

Samples

	Matrix
1	Urine
2	

TESTS

Edit Tests Delete

Tests

LCM Screen Panel,Ur,LCScr->Con (SC-U-LCSC)

When you choose 'Urine-Default' you will notice that in the area titled 'Samples', there is a highlighted 'Urine'. You will also notice that next to it there is a section titled 'Tests' with the option 'LCM Screen Panel...' This has automatically filled in to save you some time while ordering tests. This is explained more later on.

After the line item has been selected you will go to the field titled 'Test reason'.

Line item: *
Urine - Default x

Collector: Select...

Special instructions:

Samples

	Matrix
1	Urine
2	

Test reason: Select...

- Evaluation
- Follow up
- Med Refill
- New Patient
- Pill Count
- Scheduled Visit
- Urgent

LCM Screen Panel,Ur,LCScr->Con (SC-U-LCSC)

When you click on the drop-down box, there are some options to choose from to explain why the patient is there. Please choose what the provider wants, or what makes the most sense for the office.

ADD SAMPLES & TESTS

Line item: *
Urine - Default x

Test reason:
Evaluation x

Collector:
Select...
Beard, Courtney
Brown, Olivia
Calobrisi, Tony
Crawford, Kyle
Gavin, Retta
Ingle, Chance
Ledbetter, Land
Letcavage, Phil

Collected: *
mm/dd/yyyy hh:mm

Tests
Edit Tests Delete
LCM Screen Panel,Ur,LCSer->Con (SC-U-LCSC)

The next field prompts you to choose the name of the collector or the person who made the collection. Choose the correct name and continue on to the next field.

ADD SAMPLES & TESTS

Line item: *
Urine - Default x

Test reason:
Evaluation x

Collector:
Brown, Olivia x

Collected: *
09/30/2018 15:56

Special instructions:

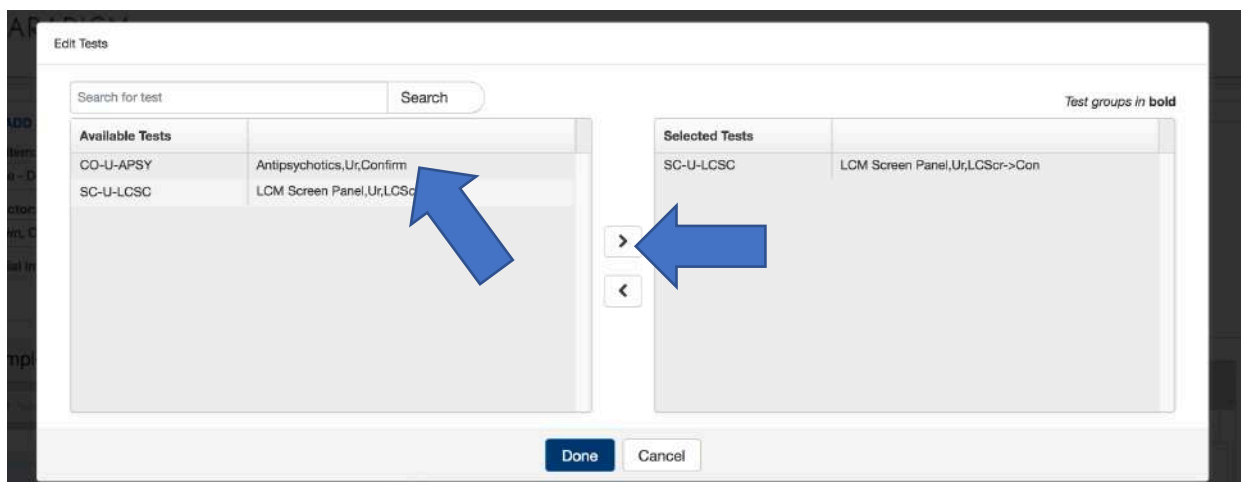
Samples
Add Delete
Matrix
1 Urine
2

TESTS
Edit Tests
LCM Screen Panel,Ur,LCSer->Con (SC-U-LCSC)

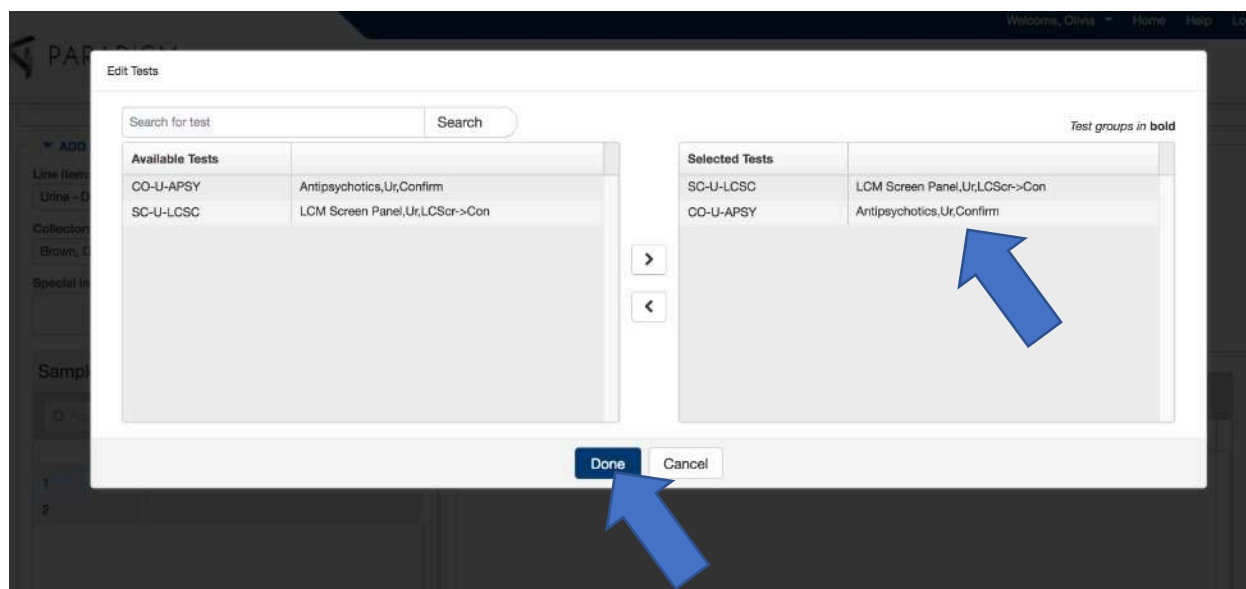
You will fill in the date collected as well as time. Note that the time is military time, this is not required but is the default setting of the site.

For the 'Samples' box, DO NOT TOUCH, this has already been filled in for you so there is no need to change anything there.

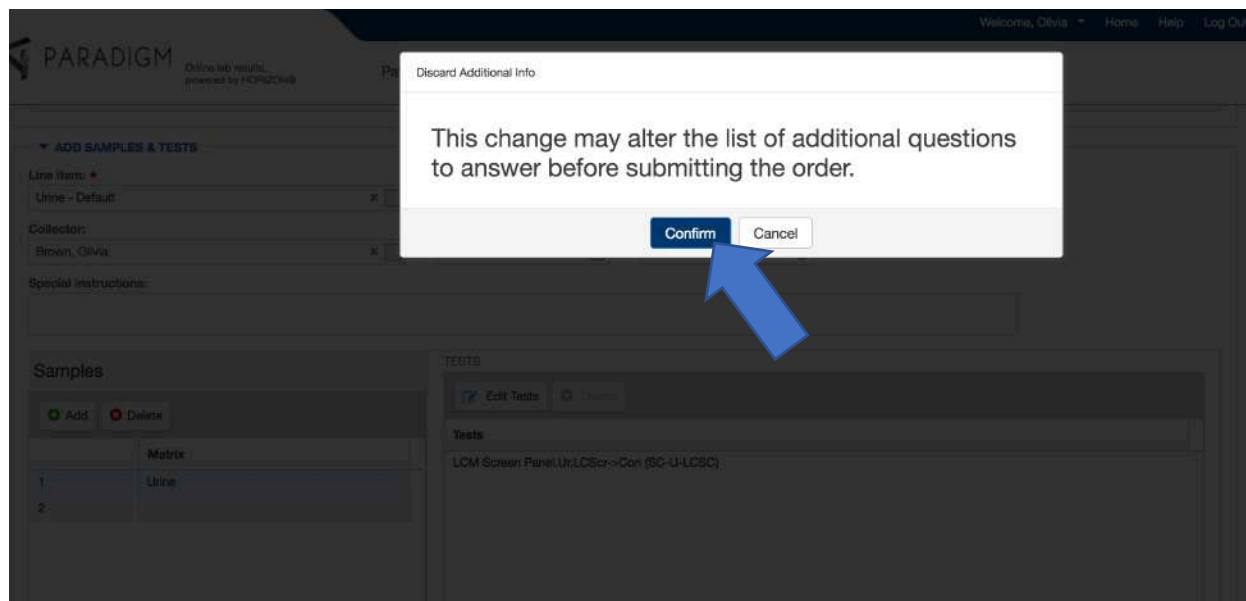
You can move on to the 'Tests' section. If you want to test for more than what has been chosen, you can click on 'Edit Tests'.



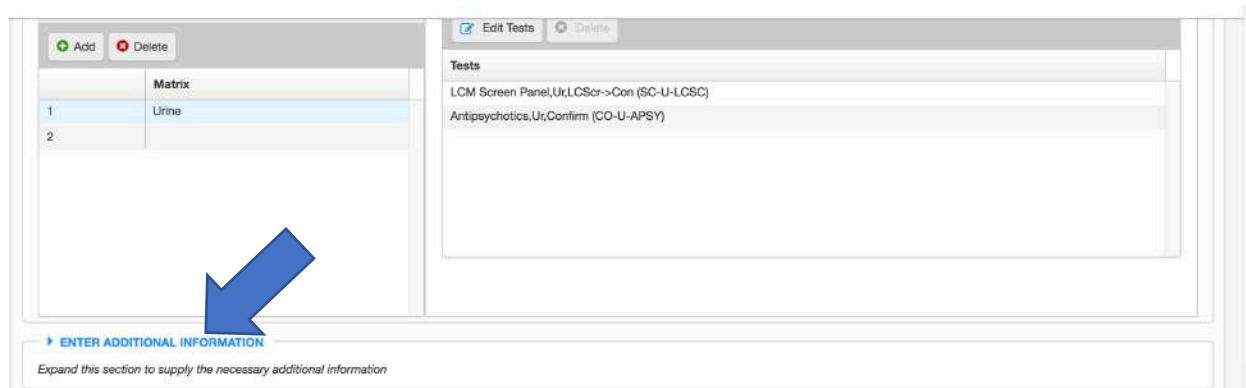
This window will pop up showing you your two options. The LCM Screen Panel, UR... will automatically be chosen every single time. THIS IS NECESSARY. IF you want to add 'Antipsychotics,UR,Confirm' you will have to click on the test, choose the right arrow and move that test over from the 'Available Tests' to the 'Selected Tests'.



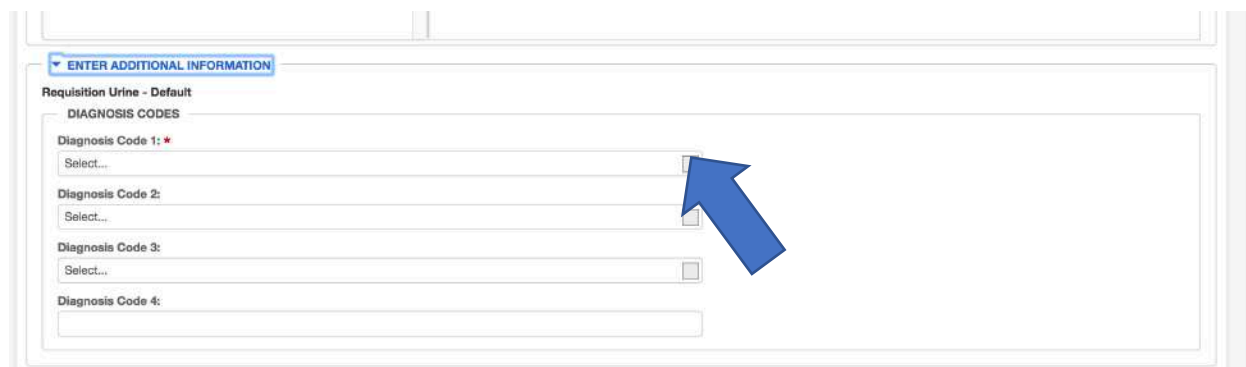
Once you have moved over the tests to the 'Selected Tests' box, you can click done.



Once you choose 'Done' this window will pop up. Just click on 'Confirm' so you can continue on completing the order.



You will move on to the next section 'Enter Additional Information'. Click on this to bring down the screen shown below.



You are now required to fill in the 'Diagnosis Codes'. Click on the drop-down box.

PARADIGM Online lab results, powered by HORIZON®

Welcome, Olivia Home Help Log

Patients Orders Other Reports Test Catalog

ENTER ADDITIONAL INFORMATION

Requisition Urine - Default

DIAGNOSIS CODES

Diagnosis Code 1: *

Select...

Z79899

Z79891

F1120

Z5181

M545

M47816

F1020

Add Signature

Choose the correct Diagnosis Code. If you need to add more diagnosis codes, you can fill those in for 'Diagnosis Code 2', 'Diagnosis Code 3' and 'Diagnosis Code 4' has the ability to be typed in if the diagnosis code is not present in the drop-down boxes.

PARADIGM Online lab results, powered by HORIZON®

Patients Orders Other Reports Test Catalog

ENTER ADDITIONAL INFORMATION

Requisition Urine - Default

DIAGNOSIS CODES

Diagnosis Code 1: *

Z79899 x

Diagnosis Code 2:

Select...

Diagnosis Code 3:

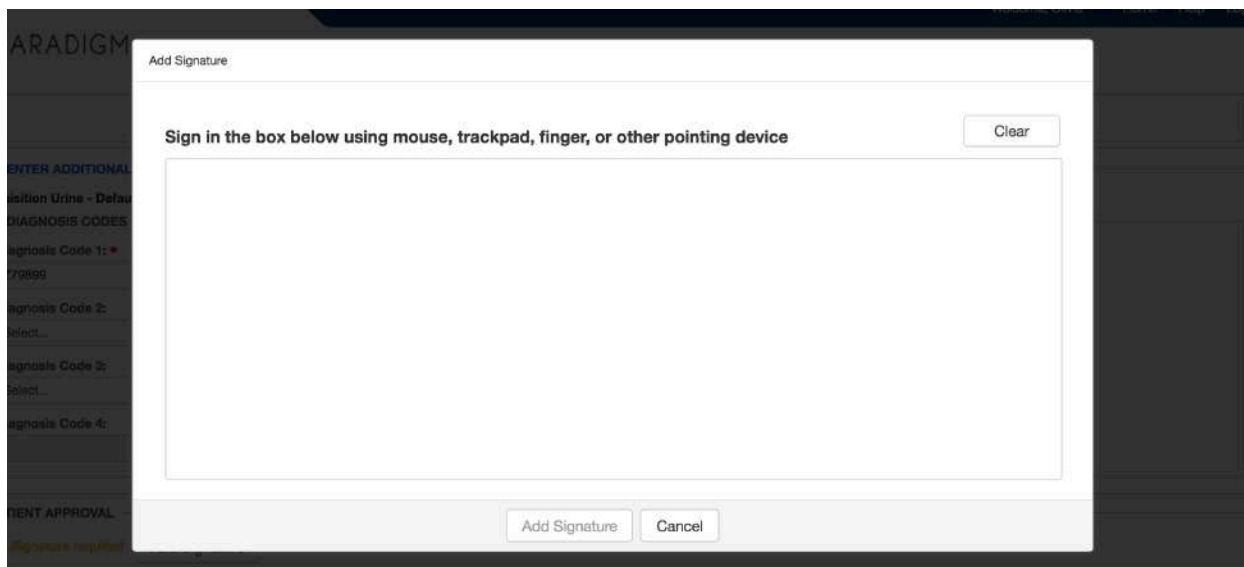
Select...

Diagnosis Code 4:

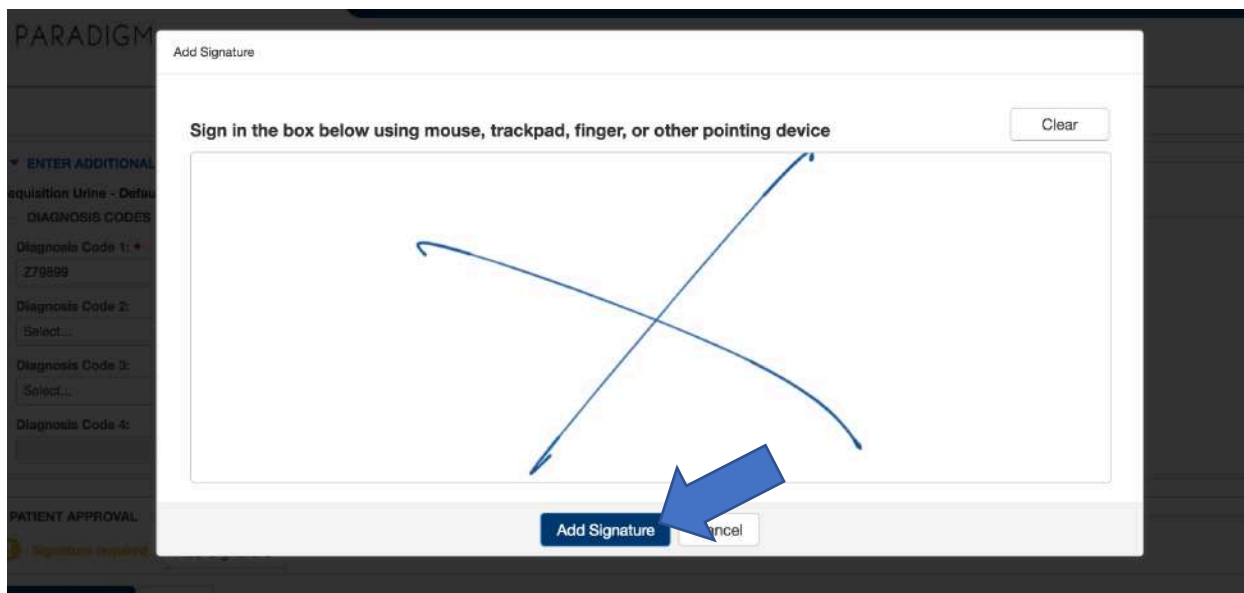
PATIENT APPROVAL

Signature required Add Signature

The next section of completing the order is the 'Patient Approval' section. The eventual goal is to have iPads in the office so the patients can sign using their finger. Until this happens, this command will be turned off. If this has not been turned off your office, click on 'Add Signature'.



This window will pop up prompting you to place a signature. For the sake of the system, just draw an 'X' in the box so you can continue on to finish the order. You will have the patient sign the signature form until we create a system with iPads/tablets.



After you have placed the 'X' click on 'Add Signature'. **PLEASE NOTE** that until we have the ability to switch to iPads, continue to print off the signature page (p. 46) and use it to capture the patient's signature.

Requisition Urine - Default

DIAGNOSIS CODES

Diagnosis Code 1: *
Z79899 x

Diagnosis Code 2:
Select...

Diagnosis Code 3:
Select...

Diagnosis Code 4:

PATIENT APPROVAL

Signature received

Now you are good to click on 'Submit for Review'.

PARADIGM Online lab results, powered by HORIZON®

Patients Orders Other Reports Test Catalog

Order Tests

SELECT A CLIENT & PROFILE

Practice Name: *
Field Test Account x

Practice Profile: *
Ur-Reference x

ENTER PATIENT INFORMATION

Patient ID#: *

Social Security #:

Last name: *

First name: *

Middle name:

Patient DOB:
mm/dd/yyyy

Maiden name:

Race:
Select...

Ethnicity:
Select...

Gender:
Select...

Parent/Guardian:

When you do so your screen will automatically go back so you can make a new req order.

EIA Orders

Analyzer orders (EIA) are very similar to making UR-Reference Orders except for a few differences.

MEDICATION INFORMATION

Medication: Dosage: Units: Frequency: [add](#)

ADD SAMPLES & TESTS

Line item: *

Urine - Default

Workers Compensation

Moderate Risk

Low Risk

Samples

[Add](#) [Delete](#)

	Matrix
1	Urine

Test reason:

Collected: *

For 'Line Item' you have different options. This is dependent on the type of insurance the patient has. 'Moderate Risk' and 'Low Risk' will automatically fill in a selection of tests for that patient. Please choose the option that makes the most sense.

Line item: *

Moderate Risk

Test reason:

Collector:

Collected: *

Special Instructions:

Samples

[Add](#) [Delete](#)

	Matrix
1	Urine
2	

TESTS

[Edit Tests](#) [Delete](#)

Tests

- Opioid Antagonists,Ur,Confirm (CO-U-OPAG)
- SemiSynthOpioids,Ur,Confirm (CO-U-SSOD)
- Heroin,Ur,Confirm (CO-U-6AM)
- Benzodiazepines,Ur,Confirm (CO-U-BNZ)
- Amphetamines,Ur,Confirm (CO-U-AMPS)
- Natural Opiates,Ur,Confirm (CO-U-NOPI)
- Nat Cannabinoids,Ur,Confirm (CO-U-NTHC)

When 'Moderate Risk' is chosen, you will notice that a list of tests have been selected. If this is the case, you will not have to select for any other tests.

ADD SAMPLES & TESTS

Line item: *
Urine - Default x

Test reason:
Select...

Collector:
Select...

Collected: *
mm/dd/yyyy hh:mm

Special instructions:

Samples

Add Delete

	Matrix
1	Urine
2	

TESTS

Edit Tests Delete

Tests

No results found

For offices without the 'Risk' options, you will select 'Urine-Default'.

ADD SAMPLES & TESTS

Line item: *
Urine - Default x

Test reason:
Evaluation x

Collector:
Brown, Olivia x

Collected: *
09/30/2018 16:57

Special instructions:

Samples


Add Delete

	Matrix
1	Urine
2	

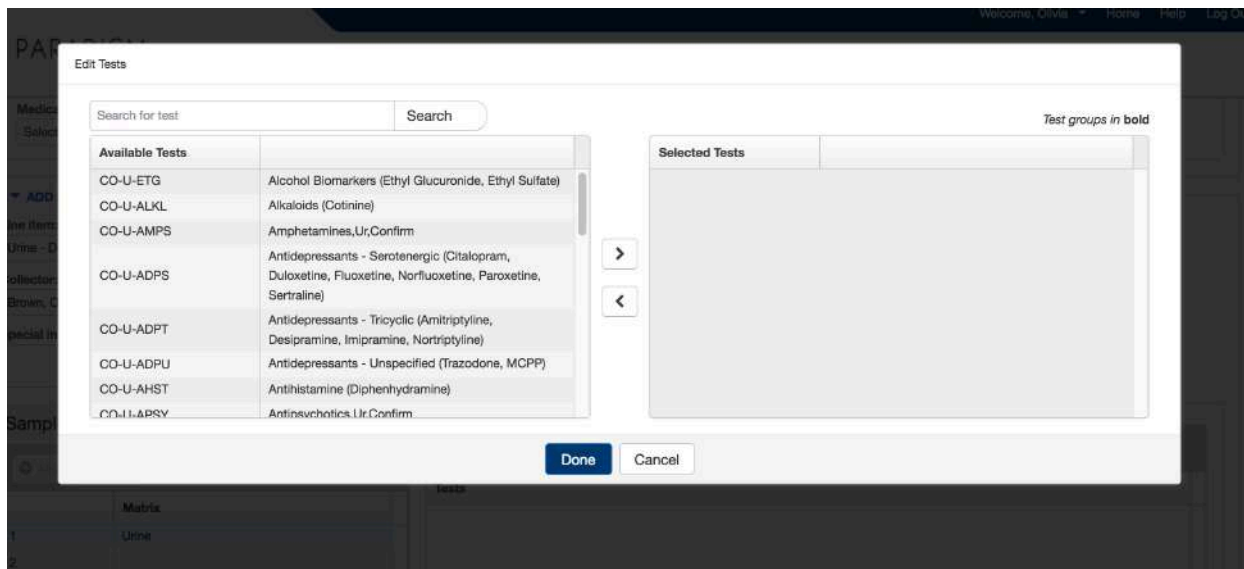
TESTS

Edit Tests Delete

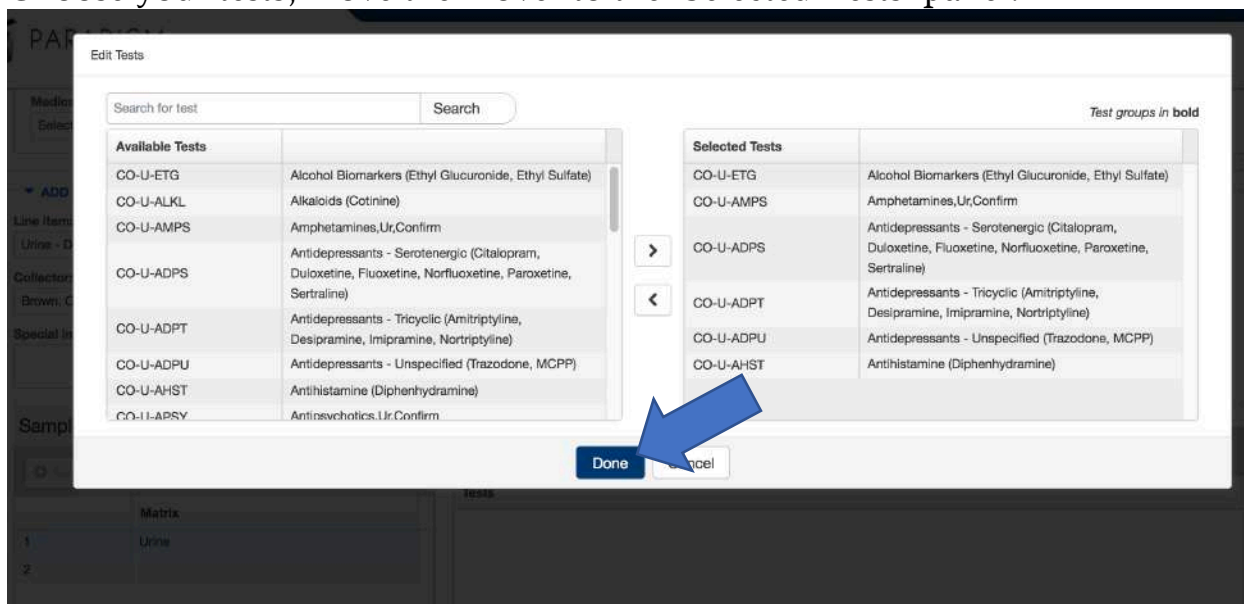
Tests



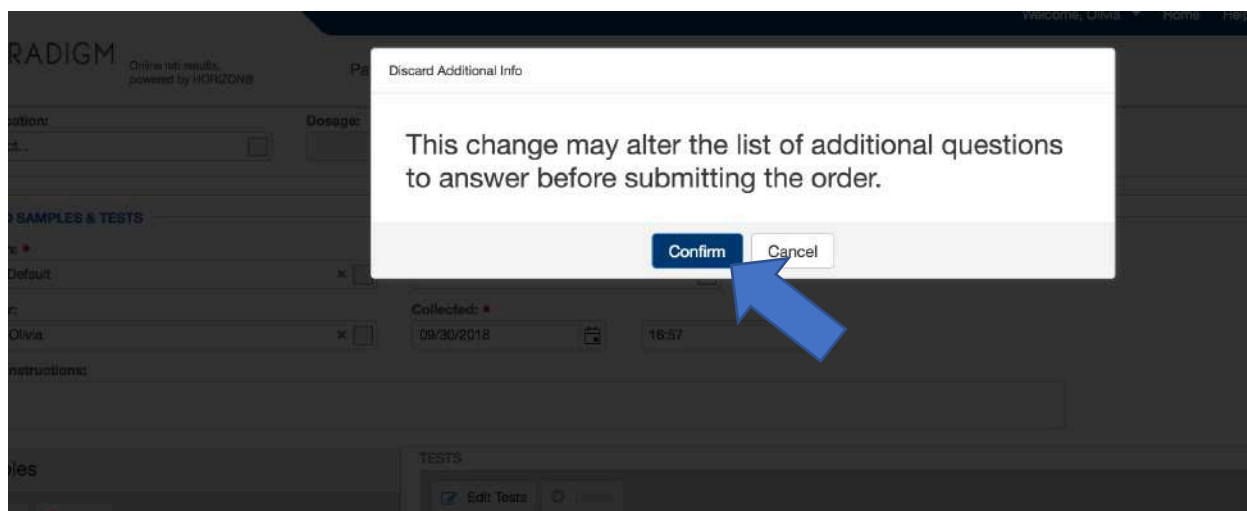
You will fill in the 'Test Reason', 'Collector', 'Collected' and 'Time'. You will have to click on 'Edit Tests' in the 'Tests' section to choose the tests you want.



Choose your tests, move them over to the 'Selected Tests' panel.



Click on 'Done' and then 'Confirm'.



Just like the UR-Reference profile, continue to choose the diagnosis codes, patient approval and then submit for review.

If your office has an analyzer not managed by Paradigm, you will have to print out the results from the analyzer and attach them to your signature page when you ship the sample.

POC Orders

Point-of-Care (POC) orders are made for when an office decides to do a quick-cup and then bills the patient for the use of the quick-cup. For these orders, you will have to fill in the results that showed up on the cup.

You will fill in the order as you would for UR-Reference Profile. When you go to 'Edit Tests' you will be given the option of multiple tests to choose from like the ones shown on p. 25. These tests are to be chosen to confirm results from the quick cup results.

After you are done filling in the 'Add Samples & Tests' section, you will go to the 'Enter Additional Information Section' shown below.

ENTER ADDITIONAL INFORMATION

Requisition Urine - Default

PRESUMPTIVE RESULTS

THC (Marijuana):
Select...

Opi (Opiates):
Select...

Mor (Morphine):
Select...

Amp (Amphetamine):
Select...

mAmp (Methamphetamine):
Select...

Bar (Barbiturates):
Select...

Bzo (Benzodiazepine):
Select...

Bup (Buprenorphine):
Select...

MDMA (Ecstasy):
Select...

This section gives you the options to fill in the 'Presumptive Results'.

PARADIGM Online lab results, powered by HORIZON®

Welcome, Olivia Home Help Log O

Patients Orders Other Reports Test Catalog

ENTER ADDITIONAL INFORMATION

Requisition Urine - Default

PRESUMPTIVE RESULTS

THC (Marijuana):

Select...

N/A

Negative

Positive

Amp (Amphetamine):

Select...

mAmp (Methamphetamine):

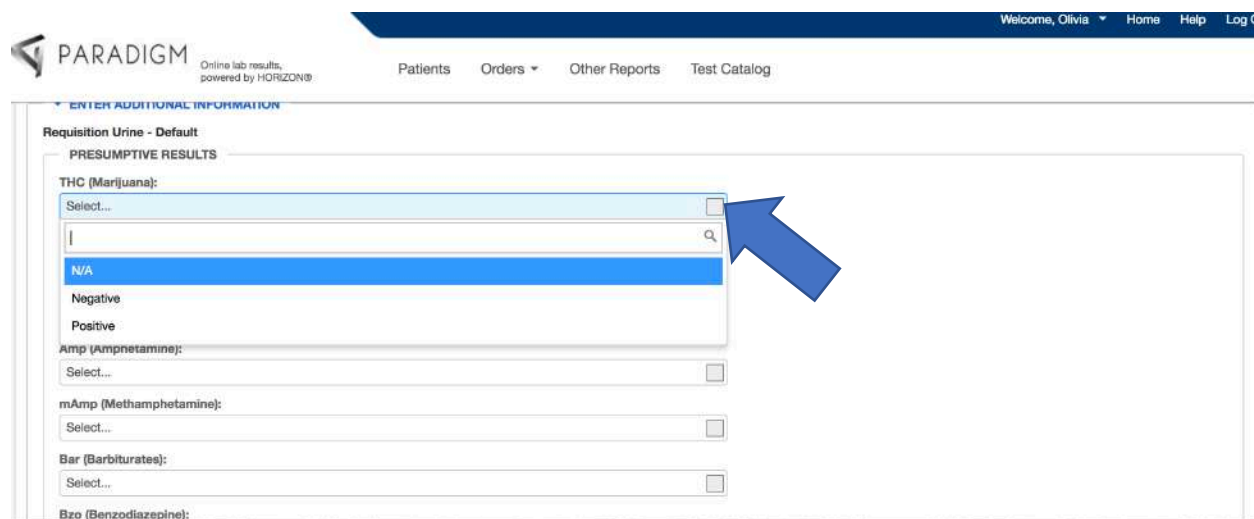
Select...

Bar (Barbiturates):

Select...

Bzo (Benzodisepine):

Select...



When you click on the drop-down box, please select the correct option whether it be 'Negative' 'Positive' and 'N/A' for each corresponding test.

Positive

MDMA (Ecstasy):

Negative

MTD (Methadone):

Positive

Oxy (Oxycodone):

Negative

PCP (Phencyclidine):

Positive

TCA (Tricyclic Antidepress):

Positive

DIAGNOSIS CODES

Diagnosis Code 1: *

Select...

Diagnosis Code 2:

Select...

Diagnosis Code 3:

Select...

After you have filled in the presumptive results, move onto the 'Diagnosis Codes' and fill those in. Proceed to complete and submit the order.

Oral Fluid Orders

For the Oral Fluid, profiles. After filling in demographic information, you will fill in the 'Add Samples & Tests' section starting with the 'Line Item' section.

The screenshot shows the 'ADD SAMPLES & TESTS' section of a software interface. It features a 'Line Item' dropdown menu with a search icon and a magnifying glass. The dropdown is open, showing two options: 'Oral Fluid - Default' (highlighted in blue) and 'Oral Fluid - Workers Compensation'. A blue arrow points to the 'Oral Fluid - Default' option. To the right of the dropdown is a 'Test reason' dropdown menu. Below these are several input fields, including one labeled 'Selected: *' with a search icon and a magnifying glass, and another labeled 'h:mm' with a clock icon. Below the input fields is a 'Samples' section with 'Add' and 'Delete' buttons and a 'Matrix' table.

Click on the drop-down box and choose 'Oral Fluid-Default'. Fill in the rest of the sections for 'Add Samples & Tests' as you would for UR-Reference. When you select 'Edit Tests', you will be given multiple options like you do for EIA and POC profiles as you seen on [p. 25](#). Choose the correct tests and complete the order as you would for UR-Reference profile.

Editing and Deleting Orders

Now that you have completed an order (or multiple orders) and you think you made a mistake on your order. If you are a Tier 1 User or a Tier 2 Approval User, you have the ability to edit or delete the order BEFORE the order is approved. Once the order is approved, you will have to call the Olivia or Retta to delete the order.

PARADIGM Online lab results, powered by HORIZON®

Patients Orders * Other Reports Test Catalog

Order Tests

View Orders

SELECT A CLIENT & PROFILE

Practice Name: * Field Test Account x

Practice Profile: * Oral Fluid x

ENTER PATIENT INFORMATION

Patient ID#: * Social Security #: *

Last name: * First name: * Middle name: *

Patient DOB: Maiden name: *

You will go up to 'Orders' and choose 'View Orders'.

Orders

Submitted orders that have been received by the lab may be viewed on the Samples or Patients pages.

Search Criteria Search Clear All

Search by: Patient ID#

Value:

Filter: All Needs Signature Needs Review Ordered

Delete Contact Lab Download Print

Requisition#	Order Status	Ordered	Submitter	Collector	Collected	Pat
4214	Needs Review	10/30/2018 15:51	Olivia Brown	Olivia Brown	10/30/2018 18:50	Mor
3285	Ordered	10/25/2018 12:45	Harry Lloyd	Courtney Beard	10/25/2018 12:00	TES

You will see a list of orders you have made on this page. You can search for a patient by their patient ID (last name) by typing in the name in the value option.

Orders

Submitted orders that have been received by the lab may be viewed on the Samples or Patients pages.

Search Criteria Search Clear All

Search by: Patient ID#

Value:

Filter: **All** Needs Signature Needs Review Ordered

Delete Contact Lab Download Print

Requisition#	Order Status	Ordered	Submitter	Collector	Collected	Pat
4214	Needs Review	10/30/2018 15:51	Olivia Brown	Olivia Brown	10/30/2018 18:50	Mor
3285	Ordered	10/25/2018 12:45	Harry Lloyd	Courtney Beard	10/25/2018 12:00	TES

There are also some things you will notice in the filter section an option to look at orders that 'Needs Signature' 'Needs Review' or is 'Ordered'.

'Needs Signature' means the order needs a signature. 'Needs Review' means the order has been submitted by a Tier 1 user so it can be reviewed and approved by a Tier 2 User. 'Ordered' means the order has been approved and submitted by a Tier 2 User.

PARADIGM Online lab results, powered by HORIZON®

Welcome, Olivia Home Help Log Out

Patients Orders Other Reports Test Catalog

Orders

Submitted orders that have been received by the lab may be viewed on the Samples or Patients pages.

Search Criteria Search Clear All

Search by: Patient ID#

Value:

Filter: **All** Needs Signature Needs Review Ordered

Delete Contact Lab Download Print

Requisition#	Order Status	Ordered	Submitter	Collector	Collected	Pat
4214	Needs Review	10/30/2018 15:51	Olivia Brown	Olivia Brown	10/30/2018 18:50	Mor
3285	Ordered	10/25/2018 12:45	Harry Lloyd	Courtney Beard	10/25/2018 12:00	TES

When you click on the order of interest the order will be highlighted. The 'Requisition#' is the number of the requisition ordered. You will notice that it is blue and that you have the ability to click on it. The 'Order Status' will tell

you if the order needs to be approved 'Needs Review' or has already been approved 'Ordered'. The 'Ordered' column shows you what date the req was made. The 'Submitter' is the person who submitted the order to be approved and then changes when the order has been approved by the Tier 2 User. 'Collector' is the person who collected the sample. 'Collected' is the time collected.

The screenshot shows a web interface for searching requisition orders. At the top, there is a 'Search Criteria' section with a 'Search by:' dropdown set to 'Patient ID#' and a 'Value:' input field. Below this is a 'Filter:' section with buttons for 'All', 'Needs Signature', 'Needs Review', and 'Ordered'. The main area is a table with columns: 'Collected', 'Patient ID#', 'Patient Name', 'Patient DOB', 'Practice Name', and 'Practice Profile'. The table contains two rows of data. An orange oval highlights the table area.

Collected	Patient ID#	Patient Name	Patient DOB	Practice Name	Practice Profile
10/30/2018 18:50	Monahan	Janet Monahan	09/18/1980	Field Test Account	Ur-Reference
10/25/2018 12:00	TEST	Guarantor Test	10/02/1991	Field Test Account	EIA-to-CO

'Patient ID#' is the last name assigned to the patient. 'Patient Name' is the patient's name. 'Patient DOB' is the patient's date of birth. 'Practice Name' will show the Practice's name. 'Practice Profile' is the profile of the practice for the test order.

To edit to order, you have to click on the blue requisition order before the order has been approved.

PARADIGM Online lab results, powered by HORIZON®

Patients Orders Other Reports Test Catalog

Order Tests

[Back to Orders](#)

Requisition#: 4214 [View document](#) Order Status: Needs Review

SELECT A CLIENT & PROFILE

Practice Name: * Practice Profile: *

ENTER PATIENT INFORMATION

Patient ID#: * Social Security #:

Last name: *

First name: * Middle name:

Patient DOB: Maiden name:

Race: Ethnicity:

You can edit the order by changing any of the fields you need to change. Once the order has been approved, you cannot edit the order.

PARADIGM Online lab results, powered by HORIZON®

Patients **Orders** Other Reports Test Catalog

Search Criteria Search Clear All

Search by: Value:

Filter: **All** Needs Signature Needs Review Ordered

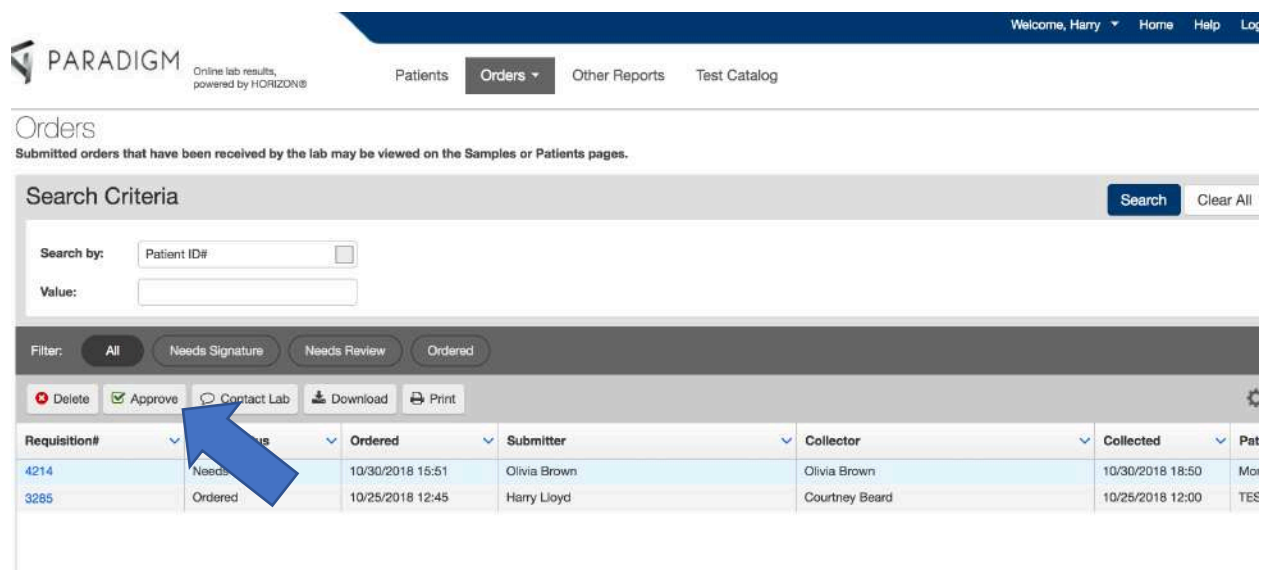
[Delete](#) [Contact Lab](#) [Download](#) [Print](#)

Requisition#	Order Status	Ordered	Submitter	Collector	Collected	Pat
4214	Needs Review	10/30/2018 15:51	Olivia Brown	Olivia Brown	10/30/2018 18:50	Mor
3285	Ordered	10/25/2018 12:45	Harry Lloyd	Courtney Beard	10/25/2018 12:00	TEE

If you want to delete the order, highlight the order, and click on delete. The order will be deleted.

Approving Orders

To approve an order, you have to be a Tier 2 user.



PARADIGM Online lab results, powered by HORIZON®

Welcome, Harry Home Help Log

Patients Orders Other Reports Test Catalog

Orders

Submitted orders that have been received by the lab may be viewed on the Samples or Patients pages.

Search Criteria Search Clear All

Search by: Patient ID#
Value:

Filter: All Needs Signature Needs Review Ordered

Delete Approve Contact Lab Download Print

Requisition#	Status	Ordered	Submitter	Collector	Collected	Pat
4214	Needs Signature	10/30/2018 15:51	Olivia Brown	Olivia Brown	10/30/2018 18:50	Moi
3285	Ordered	10/25/2018 12:45	Harry Lloyd	Courtney Beard	10/25/2018 12:00	TES

You have to highlight the order and then click on the 'Approve'. This will approve the order and officially submit the order. The order status will now be changed to 'Ordered'. The Tier 2 user also has the ability to edit the order by clicking on the 'Requisition#'. The order can only be edited before the order is approved.

Printing Labels

To print the labels, you will have to print out the req form.

PARADIGM Online lab results, powered by HORIZON®

Patients Orders Other Reports Test Catalog

Order Tests

Order Tests
View Orders

SELECT A CLIENT & PROFILE

Practice Name: *
Field Test Account

Practice Profile: *
Oral Fluid

ENTER PATIENT INFORMATION

Patient ID#: *
Social Security #: *

Last name: *
First name: *
Middle name: *

Patient DOB: *
Maiden name: *

Go to 'Orders' and choose 'View Orders'.

PARADIGM Online lab results, powered by HORIZON®

Patients Orders Other Reports Test Catalog

Submitted orders that have been received by the lab may be viewed on the Samples or Patients pages.

Search Criteria Search Clear All

Search by: Patient ID#

Value:

Filter: All Needs Signature Needs Review Ordered

Delete Contact Lab Download Print

Requisition#	Order Status	Order Date	Submitter	Collector	Collected	Pat
4214	Ordered	10/30/2018 13:00	Harry Lloyd	Olivia Brown	10/30/2018 18:50	Mor
3285	Ordered	10/25/2018 12:45	Harry Lloyd	Courtney Beard	10/25/2018 12:00	TES

Click on the order(s) you want to print. When the order is highlighted, click on the print option. A new window will open with the form shown below.

PARADIGM
249 Redfern Village St. Simons Island, GA 31522
Phone 912-342-2443 Fax 912-342-2446
CLIA: 11C2078866

4214
David Jones, MD, Director
DOB: 11/15/1958

1 Facility* Field Test Account _____ **Provider:** Harry Lloyd
2 Diagnosis Codes
Pt. Last Name* Monahan First Name* Janet M.I. _____ Z79999
Social Security #: 123-45-678 Date of Birth* 9/18/1980

3 Pt. Gender* Female Attached: Patient Demographics Uninsured Insurance
Matrix: L11111
Primary Insurance: Carrier: MEDICARE Medicare Group: 02 123456789
Secondary Insurance: Carrier: _____ Group: 01

4 CONSENT AND RELEASE
Consent to Testing and Use of Results: I consent to the collection of a specimen and drug testing analysis. I certify that I have not adulterated the sample in any manner. That the information and numbers provided on this form and on the label attached to the specimen cup are correct, and I authorize Paradigm Labs to release the test results to the ordering practitioner.
Insurance Release: I request that payment of authorized insurance, as indicated above, be made to Paradigm Labs for the laboratory services ordered by my practitioner. I authorize my provider and their staff as well as my insurance company (if any) to release to Paradigm Labs and its agents, any information needed to determine benefits for laboratory services. If it is necessary to release my lab results to my insurance so they may make payment on my behalf, I agree the release of my lab results to my insurer. I understand that I am responsible for payment of deductibles or co-insurance charges, if any.

Patient Signature: x _____ Date: 10/30/2018

5 Specimen Collection Information Collector's Name: Olivia Brown TEMPERATURE RANGE YES
Date: 10/30/2018 Time: 18:50 32.5-37.7°C / 90.5-99.8°F NO

6 MEDICATIONS
Address: _____ Address: _____ Telephone: _____

7 PRESUMPTIVE RESULTS
N/A

8 LCMS/MS CONFIRMATION
LCMS/MS Method Description: _____

9 Provider/Practitioner Order and Signature
This panel may be performed subject to the Practitioner's Signature which acknowledges that presumptive testing has been reviewed and definitive testing has been ordered from this lab.
Only tests that are medically necessary and reasonable for the diagnosis or treatment of Medicare or Medicaid patient will be reimbursed. The Office of the Inspector General takes the position that any person who orders or facilitates the ordering of medically unnecessary tests for which Medicare or Medicaid reimbursement is claimed may be subject to civil penalties under the False Claims Act.

Digitally Approved By: x Harry Lloyd (Required) Date: 11/04/18

4214 David Jones Monahan
4214 David Jones Monahan
4214 David Jones Monahan

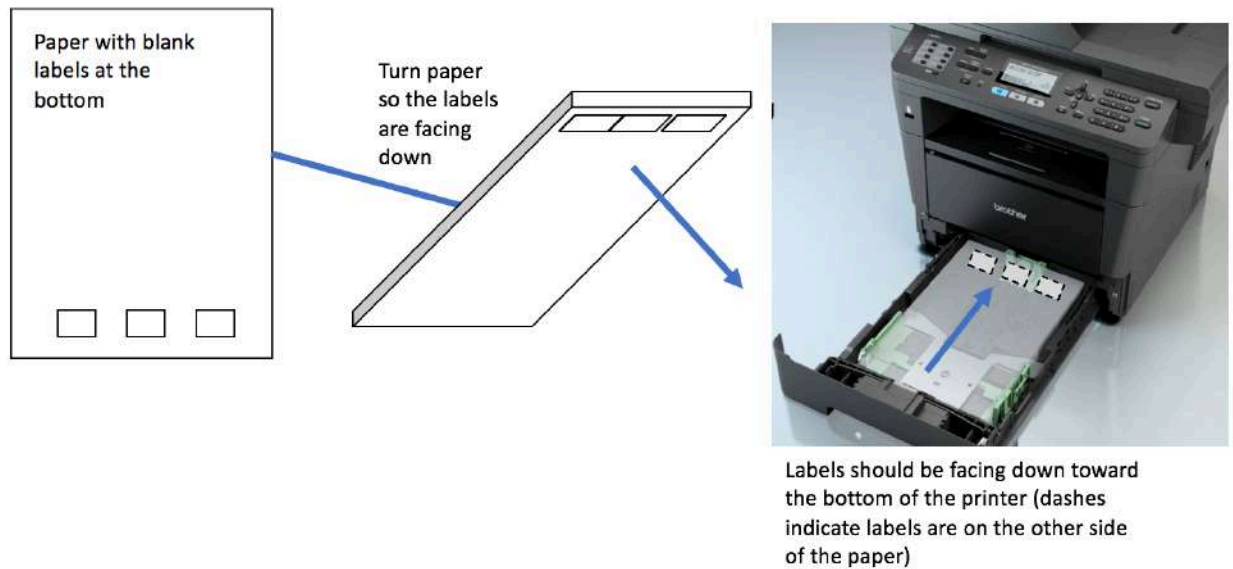
The three labels are generated at the bottom of the form which will be the ones that are printed off with the form.

Label 1 will go on the side of the cup.

Label 2 will go on the signature form. An example of the signature form is on [p. 46](#).

Label 3 will go on the packing slip that is placed inside the package with all the other labels for all the samples in the package. An example of this is on [p. 47](#).

The diagram below shows you how to place the label paper correctly into a Brother Printer.



Make sure to take the paper out when you are printing off anything else with the printer

Searching for and Printing Final Reports

PARADIGM Online lab results, powered by HORIZON®

Patients Orders Other Reports Test Catalog

Welcome to LabOnline

HORIZON®

Patients
13 unread reports

To get to the final reports, you can either go to 'Patients' from the home page or you can to the top tab for 'Patients'. Click on the 'Patients' tab.

Patients

Search Criteria

Note: Only samples from the last 180 days are available online.

Search by: Patient Name

Value:

Received date: last 180 days

between mm/dd/yyyy and mm/dd/yyyy

Show abnormal only

Show unread reports only

Search Clear All

Filter: In Progress Reported All

Mark as Read Mark as Unread Download Print Export Contact Lab

Final Report	Unread	Patient ID#	Patient Name	Patient DOB	Lab Sample ID	Collected	Requisition#
View	<input checked="" type="checkbox"/>	TEST	Phil Test	01/19/1988 00:00	257897	10/31/2018 13:05	4874
View	<input checked="" type="checkbox"/>	TEST	Johnny Test	04/19/1995 00:00	257895	10/31/2018 12:54	4865
View	<input checked="" type="checkbox"/>	WALKER	Tandy Walker	07/26/1978 00:00	256552	10/29/2018 00:00	TW072678
View	<input checked="" type="checkbox"/>	TEST	Guarantor Test	10/02/1991 00:00	254108	10/24/2018 12:12	Test 93
View	<input checked="" type="checkbox"/>	TEST	Child Test	08/19/1992 00:00	253325	10/21/2018 19:40	Test 78
View	<input checked="" type="checkbox"/>	TEST	Brandon Test	01/14/1981 00:00	252890	10/21/2018 12:34	Test 47
View	<input checked="" type="checkbox"/>	TEST	Spouse Test	10/05/2000 19:38	253324	10/20/2018 19:37	Test 77

This is the patients' reports page. You can search for your patient in the search bar. The default is 'Patient Name'. You can type in either the first or last name or both. Type the name in the 'Value' section. Click 'Search' to complete the search.

There are 2 checkboxes in the search area. 'Show abnormal only' will show any report that has abnormal results. 'Show unread only' will show reports that have been unread. If you don't check off either of the boxes, all results will show up.

Patients

Search Criteria Search Clear All

Note: Only samples from the last 180 days are available online.

Search by:
 Value:

Received date:
 last 180 days
 between and

Show abnormal only
 Show unread reports only

Filter: **In Progress** **Reported** **All**

Mark as Read Mark as Unread Download Print Export Contact Lab

Final Report	Unread	Patient ID#	Patient Name	Patient DOB	Lab Sample ID	Collected	Requisition#
View	<input checked="" type="checkbox"/>	TEST	Phil Test	01/19/1988 00:00	257897	10/31/2018 13:06	4874
View	<input checked="" type="checkbox"/>	TEST	Johnny Test	04/19/1995 00:00	257895	10/31/2018 12:54	4865
View	<input checked="" type="checkbox"/>	WALKER	Tandy Walker	07/26/1978 00:00	256552	10/29/2018 00:00	TW072678
View	<input checked="" type="checkbox"/>	TEST	Guarantor Test	10/02/1991 00:00	254108	10/24/2018 12:12	Test 93
View	<input checked="" type="checkbox"/>	TEST	Child Test	08/19/1992 00:00	253325	10/21/2018 19:40	Test 78
View	<input checked="" type="checkbox"/>	TEST	Brandon Test	01/14/1981 00:00	252890	10/21/2018 12:34	Test 47
View	<input checked="" type="checkbox"/>	TEST	Spouse Test	10/05/2000 19:38	253324	10/20/2018 19:37	Test 77

The filter section allows to search for reports that are 'In Progress' which means samples have reached the lab and are being tested. The 'Reported' filter means the reports have been finalized.

The 'Unread' column lets you know if you have read the report. Once you have read the report the checkmark will go away.

You can select the report by clicking on 'View'.

PARADIGM Online lab results, powered by HORIZON®

Patients Orders Other Reports Test Catalog

Search by:
 Value:

Received date:
 last 180 days
 between and

Show abnormal only
 Show unread reports only

Filter: **In Progress** **Reported** **All**

Mark as Read Mark as Unread Download Print Export Contact Lab

Final Report	Unread	Patient ID#	Patient Name	Patient DOB	Lab Sample ID	Collected	Requisition#
View	<input checked="" type="checkbox"/>	TEST	Phil Test	01/19/1988 00:00	257897	10/31/2018 13:06	4874
View	<input checked="" type="checkbox"/>	TEST	Johnny Test	04/19/1995 00:00	257895	10/31/2018 12:54	4865
View	<input checked="" type="checkbox"/>	WALKER	Tandy Walker	07/26/1978 00:00	256552	10/29/2018 00:00	TW072678
View	<input checked="" type="checkbox"/>	TEST	Guarantor Test	10/02/1991 00:00	254108	10/24/2018 12:12	Test 93
View	<input checked="" type="checkbox"/>	TEST	Child Test	08/19/1992 00:00	253325	10/21/2018 19:40	Test 78
View	<input checked="" type="checkbox"/>	TEST	Brandon Test	01/14/1981 00:00	252890	10/21/2018 12:34	Test 47
View	<input checked="" type="checkbox"/>	TEST	Spouse Test	10/05/2000 19:38	253324	10/20/2018 19:37	Test 77
View	<input checked="" type="checkbox"/>	TEST	Self Test	03/15/2000 00:00	253323	10/19/2018 19:37	Test 76
View	<input checked="" type="checkbox"/>	TEST	Guarantor Test	10/02/1991 00:00	254092	10/19/2018 11:58	Test 80

You can also highlight multiple reports by holding down the shift & down key. Once the selected reports have been selected, you can click on 'Print'.

You can print off all the reports you have selected.

PARADIGM Online lab results, powered by HORIZON®

Patients Orders Other Reports Test Catalog

Search by: Patient Name Value: last 180 days between mm/dd/yyyy and mm/dd/yyyy Show abnormal only Show unread reports only

Filter: In Progress Reported All Showing 1 - 13 of 13 result(s)

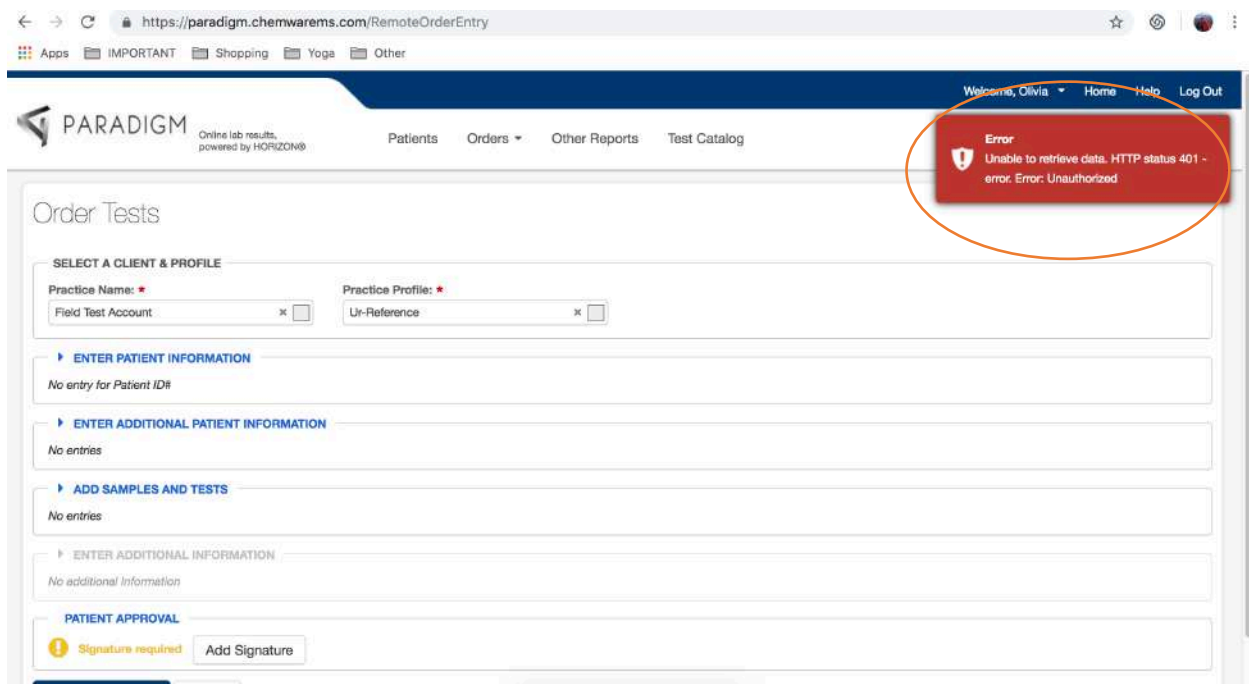
Mark as Read Mark as Unread Download Print Export Contact Lab

Final Report	Unread	Pa	Patient Name	Patient DOB	Lab Sample ID	Collected	Requisition#
View		TEST	Phil Test	01/19/1988 00:00	257897	10/31/2018 13:06	4874
View		TEST	Johnny Test	04/19/1995 00:00	257895	10/31/2018 12:54	4865
View		WALKER	Tandy Walker	07/26/1978 00:00	256552	10/29/2018 00:00	TW072678
View		TEST	Guarantor Test	10/02/1991 00:00	254108	10/24/2018 12:12	Test 93
View		TEST	Child Test	08/19/1992 00:00	253325	10/21/2018 19:40	Test 78
View		TEST	Brandon Test	01/14/1981 00:00	252890	10/21/2018 12:34	Test 47
View		TEST	Spouse Test	10/05/2000 19:38	253324	10/20/2018 19:37	Test 77
View	<input checked="" type="checkbox"/>	TEST	Self Test	03/15/2000 00:00	253323	10/19/2018 19:37	Test 76
View	<input checked="" type="checkbox"/>	TEST	Guarantor Test	10/02/1991 00:00	254092	10/19/2018 11:58	Test 80
View	<input checked="" type="checkbox"/>	TEST	William Test	12/15/1981 00:00	254392	10/18/2018 15:33	Test 129
View	<input checked="" type="checkbox"/>	TEST	Jessica Test	02/18/1996 00:00	254389	10/11/2018 15:31	Test 122

You will notice now that there is no checkmark next to the order in the unread column. If you want to mark a report or reports as unread, highlight the report, and choose 'Mark as Unread'. The check mark will reappear.

Errors

Occasionally, LabOnline will say there is an error.



If this happens, you have to log out and log back in. The system has timed out and needs to be refreshed. Instead of it automatically logging you out, an error message pops up.

Delay in Printing

When a requisition is approved, sometimes LabOnline will not let you print the req. This is okay. Sometimes it takes a moment for the order to go through. Give the system a minute or two and then print the order (s).

Workers Compensation

There are a few differences with orders for patients that have worker's compensation.

The first difference is choosing the insurance:

ENTER ADDITIONAL PATIENT INFORMATION

INSURANCE INFORMATION

Carrier:

Carrier:

Carrier:

REFERRAL INFORMATION

Referral:

Received:

MEDICATION INFORMATION

Medication:

Dosage:

Units:

Frequency:

[add](#)

Make sure to choose the correct Worker's Comp Insurance and to fill in the corresponding information.

ADD SAMPLES & TESTS

Line Item:

Urine - Default

Workers Compensation

Test reason:

Collected:

Samples

[Add](#) [Delete](#)

Matrix
1

When you get to the portion where you choose the 'Line Item' choose 'Workers Compensation'.

Select...

Diagnosis Code 4:

WORKERS COMP. AOES

Date of Injury: *
 mm/dd/yyyy

State of Injury: *
 Select...

Adjusters Name:

Adjusters Phone:

Adjusters Fax:

Claim #: *

I will send office notes for D: *
 Select...

PATIENT APPROVAL

After you fill in the Diagnosis Codes sections, there is a section titled ‘Workers Comp. AOES’. You will fill out the corresponding sections such as ‘Date of Injury’ ‘State of Injury’ ‘Adjuster’s Name’ ‘Adjuster’s Phone’ ‘Adjusters Fax’ ‘Claim #’ ‘I will send office notes for D.’.

For the last option, you have to choose yes for the order to go through.

Insurance Cheat Sheet

Please search for and choose the correct insurance for the ones below.

Medicare (any State)
 NC Medicaid
 NC Blue Cross Blue Shield (all plans)
 GA Medicaid (primary ins)
 GA Medicaid (secondary ins)
 GA Amerigroup
 GA PeachState
 GA Ambetter
 GA Wellcare/Medicare
 GA Wellcare/Medicaid
 GA Families Wellcare
 SC Blue Cross Blue Shield(all plans)
 SELF PAY

Note: For all other insurance search by plan/address

Drug Classes



LCMSMS Urine Confirmation Orderables

The HORIZON test codes in this document are for 'Urine' samples.
(e.g. CO-U-COC stands for: Confirmation-Urine-Cocaine)

Drug Class (HORIZON Code)	Analytes
Alcohol Metabolites (CO-U-ETG)	Ethyl Glucuronide (<i>Alcohol metabolite</i>) Ethyl Sulfate (<i>Alcohol metabolite</i>)
Alkaloids (CO-U-ALKL)	Cotinine (<i>Nicotine metabolite</i>)
Amphetamines (CO-U-AMP)	Amphetamine (Adderal®, Vyvanse®) Methamphetamine Phentermine (Adipex®, Fastin®, Phentride®)
Antidepressants Serotenergic (CO-U-ADPS)	Citalopram (Celexa®, Lexapro®) Duloxetine (Cymbalta®) Fluoxetine (Prozac®, Serafem®) Norfluoxetine (<i>Fluoxetine metabolite</i>) Paroxetine (Paxil®) Sertraline (Zoloft®)
Antidepressants Tricyclic (CO-U-ADPT)	Amitriptyline (Elavil®) Desipramine (Norpramin®) Imipramine (Tofranil®) Nortriptyline (Pamelor®)
Antidepressants Unspecified (CO-U-ADPU)	Trazodone (Desyrel®, Olepro®) <i>m</i> -Chlorophenylpiperazine; mCPP (<i>Trazadone metabolite</i>)
Antihistamine (CO-U-AHST)	Diphenhydramine (Benadryl®)
Antipsychotics (CO-U-APSY)	Aripiprazole (Abilify®) Dehydroaripiprazole (<i>Aripiprazole metabolite</i>) Clozapine (Clozaril®, FazaClo®) N-desmethylclozapine (<i>Clozapine metabolite</i>) Haloperidol (Haldol®) Lurasidone (Latuda®) Olanzapine (Zyprexa®) Quetiapine (Seroquel®) Norquetiapine (<i>Quetiapine metabolite</i>) Risperidone (Risperdal®) 9-hydroxyrisperidone (<i>Risperidone metabolite</i>) Ziprasidone (Geodon®)
Barbiturates (CO-U-BARB)	Butalbital (Fioricet®) Phenobarbital (Luminal®, Solfoton®) Secobarbital (Seconal Sodium®)
Benzodiazepines (CO-U-BNZ)	7-Aminoclonazepam (Clonazepam®, Klonopin®) Alprazolam (Niravam®, Xanax®) α -Hydroxyalprazolam (<i>Alprazolam metabolite</i>) Diazepam (Valium®) Nordiazepam (<i>Diazepam metabolite</i>) Lorazepam (Ativan®) Oxazepam (Serax®) Temazepam (Restoril®)

Drug Class (HORIZON Code)	Analytes
Cocaine (CO-U-COC)	Benzoylcegonine (<i>Cocaine metabolite</i>)
Fentanyl (CO-U-FENT)	Fentanyl (Actiq®, Duragesic®) Norfentanyl (<i>Fentanyl metabolite</i>)
Gabapentin (CO-U-GABA)	Gabapentin (Gralise®, Neurontin®)
Ketamine (CO-U-KET)	Ketamine
Heroin (CO-U-6AM)	6-Acetylmorphine (<i>Heroin metabolite</i>)
MDMA (CO-U-MDAS)	Methylenedioxymethamphetamine; MDMA (Ecstasy)
Methadone (CO-U-MTD)	Methadone (Dolophine®) EDDP (<i>Methadone metabolite</i>)
Methylphenidate (CO-U-MPH)	Methylphenidate (Concerta®, Focalin®, Ritalin®)
Natural Cannabinoids (CO-U-NTHC)	Δ -9-carboxytetrahydrocannabinol (THCA)
Natural Opiates (CO-U-NOPI)	Codeine (Tylenol #3) Morphine (Kadian®, MS Contin®) Hydrocodone (Norco®, Vicodin®) Hydromorphone (Dilaudid®) Norhydrocodone (<i>Hydrocodone metabolite</i>)
Opiate Antagonists (CO-U-OPAG)	Buprenorphine (Suboxone®, Subutex®) Norbuprenorphine (<i>Buprenorphine metabolite</i>)
Other Opioids and Antagonists (CO-U-OOAG)	Dextromethorphan (Vicks DayQuil®) Meperidine (Demerol®) Normeperidine (<i>Meperidine metabolite</i>) Naloxone (Narcan®) Naltrexone (Revia®)
PCP (CO-U-PCP)	Phencyclidine (PCP)
Pregabalin (CO-U-PGAB)	Pregabalin (Lyrica®)
Sedative Hypnotics (CO-U-SHYP)	Zolpidem (Ambien®)
Semi-Synthetic Opioids (CO-U-SSOD)	Oxycodone (Endocet®, Oxycontin®, Percocet®) Noroxycodone (<i>Oxycodone metabolite</i>) Oxymorphone (Opana®)
Skeletal Muscle Relaxants (CO-U-SMRX)	Carisoprodol (Soma®) Meprobamate (Equanil®) Cyclobenzaprine (Flexeril®)
Tapentadol (CO-U-TAP)	Tapentadol (Nucynta®)
Tramadol (CO-U-TRAM)	Tramadol (Ultram®) O-desmethyl-tramadol (<i>Tramadol metabolite</i>)

Packing List (Tracking Sheet)

Location
10-1-18


3285
Guarantor Test
TEST


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Make sure to write in the location, date that you ship it, and your initials on the packing slip. It's a good idea to make a copy of this for your own records, but please put the hard copy in the package with the samples.