

## Releasing Orders to Ethos Labs

### ON COMPLETE

For practices setup to release orders "On Complete" to Ethos Labs, the electronic orders will be released when the Complete button is clicked and the barcode label is printed. An online copy of each order requisition is also stored in your online portal.

### ON MANIFEST

For practices setup to release orders "On Manifest" to Ethos Labs, the electronic orders will be released once the Manifest List has been reviewed and approved by the Provider or authorized representative.

To create a new manifest, click the New Manifest link under the Orders header. A list of all pending orders for your location will appear on the screen, detailing the order number, patient name, ordered tests, date, and ordering provider. All pending orders will be selected by default, but you can unselect them by unchecking the box. This will remove them from the manifest list and keep them as pending orders.

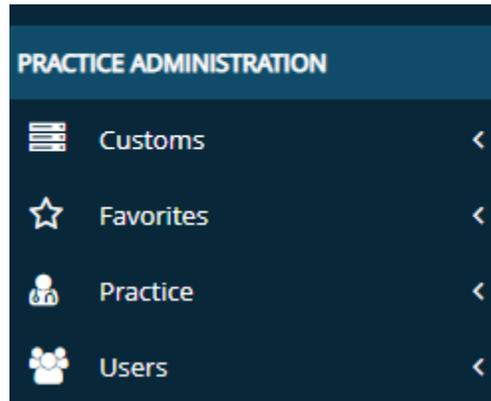
Once you have all of the pending orders selected that you want to appear in your manifest list, and you have reviewed and approved the orders to be sent to Ethos Labs, click the **Print Manifest** button at the bottom of the page. The Manifest can be printed or saved electronically for your records, but an electronic copy will also be maintained in your online portal under Orders, Manifest List.

Any pending orders remaining can be edited before later approving and releasing them to Ethos Labs in a New Manifest.

<input checked="" type="checkbox"/>	Order	Patient
<input checked="" type="checkbox"/>	138	TESTBURNS, ANNA

Print Manifest

## Practice Administration



The following features are available in your online portal to empower you to manage your patient testing process with ease and confidence:

- ◆ Create customized Test Groups for fast, one-click orders
- ◆ Choose the items that appear in the Common Tests, Common Medications, and Common Diagnosis sections
- ◆ Bridge Patients from your EMR to autofill the demographics and insurance information
- ◆ Convenient Orders & Results Inbox to "close the loop" and ensure that all orders have results
- ◆ Set Standing Orders for patients who are tested on a regular basis
- ◆ Achieve truly paperless online orders
- ◆ Barcode label your specimens to guarantee specimen labeling requirements are met and specimen integrity is maintained
- ◆ Access the entire Ethos Labs Test Compendium, including test descriptions, testing methods, component codes, CPT codes, minimum volume for testing, and collection instructions
- ◆ Check for and resolve duplicate patients in your online portal
- ◆ View Announcements
- ◆ Reset Passwords as needed to maintain security
- ◆ Manage Users and Access Levels

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## Quick Reference Guide Online Order Entry



URL: <https://ethos.careevolve.com>

Phone: (877) 496-2570

Fax: (877) 496-2571

Email: [toxicologist@ethos-labs.com](mailto:toxicologist@ethos-labs.com)

Address: 29 East 6th St.,  
Newport, KY 41071



Username: \_\_\_\_\_

Password: \_\_\_\_\_

Location(s): \_\_\_\_\_

## Bridge Patient

The screenshot shows the Ethos interface with the 'PATIENTS' dropdown menu open. The options are: Search Patients, Add Patient, Bridge Patient (circled in red), and Merge Patients. Below the menu is a search field labeled 'Keyword (Chart Number, Last Name or SSN):'.

Bridge Patient information from your EMR to the online ordering platform. Simply search and select the patient to populate the patient demographic and insurance information directly from your EMR for the lab order.

- ◆ Eliminates duplicate data entry
- ◆ Saves staff time
- ◆ Eliminates errors
- ◆ Easy to use

The Ethos and CareEvolve teams will work with you to schedule a short site survey to build the Bridge feature. Once built, you can utilize the Bridge from any device.

## Search / Add Patient

The screenshot shows a search bar with the text 'adamson' and a magnifying glass icon. To the right is an 'Advanced Search' link with a red arrow pointing to it, and an 'Add' button.

If the patient does not exist, or if you do not have an EMR to utilize the Bridge Patient feature, use the **Add Patient** button or **Add Patient** page under the Patients header. Enter the patient's demographics, guarantor, and insurance information.

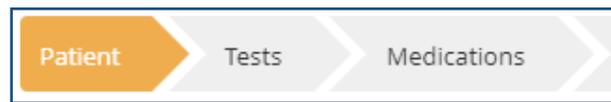
The screenshot shows the 'Add Patient' form with the following fields: Last Name, First Name, Middle Name, Date of Birth (MM/DD/YYYY), Gender (<Select One>), Email, Office Id, MRN, SSN, Country (UNITED STATES), Street 1, Street 2, Zip/Postal Code, City, State/Province/Region, and Home Phone.

Save

Save & Place Order

Cancel

## Ordering



### PATIENT SECTION

When starting an order, the Patient section will automatically populate the patient demographic and insurance information from your Patient Bridge.

- ◆ Choose the provider ordering the test
- ◆ Verify that all required fields are completed
- ◆ Edit and update fields as needed
- ◆ Order Type can be changed to Standing for orders that will occur on a regular basis
- ◆ Bill Type can be changed to Patient for Self Pay



### TESTS SECTION

The next section is for ordering tests, and there are several options available.

- ◆ Customized Test Groups can be created by you for fast, one-click orders
- ◆ Recent Tests for the patient are listed for easy repeat orders
- ◆ Common Tests are displayed at the bottom of the page for checkbox ordering
- ◆ Search for tests by name or test code

All tests ordered will be listed under Selected Tests. Clicking on the hyperlinked test name will display all test details, including a description, test components, minimum volume needed, and collection instructions.



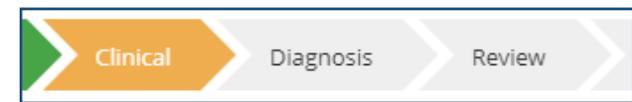
### MEDICATIONS SECTION

After tests are ordered, enter the patient's current medications with one or more of the 3 options below.

- ◆ Common Medications are displayed at the bottom of the page for checkbox ordering
- ◆ Recent Medications for the patient are listed for easy repeat orders
- ◆ Search for medications by name

All medications will populate in the Selected Medications section at the top of the page.

## Ordering (continued)



### CLINICAL SECTION

The Clinical Section includes any Ask on Order Entry (AOE) questions that apply to your specific order.

- ◆ Specimen temperature, if applicable
- ◆ Point of Care results, if applicable
- ◆ Medical Necessity statement
- ◆ Patient Authorization statement

If there are no AOE questions for your order, you will automatically move to the Diagnosis Section.



### DIAGNOSIS SECTION

Enter the patient's current diagnosis code(s) with one or more of the 3 options below.

- ◆ Common Diagnosis codes are displayed at the bottom of the page for checkbox ordering
- ◆ Recent Diagnosis codes for the patient are listed for easy repeat orders
- ◆ Search for diagnosis codes by name

All diagnosis codes will populate in the Selected Diagnosis section at the top of the page. Diagnosis codes entered should be indicative of the reason for the patient visit and the ordering of lab testing.



### REVIEW SECTION

Review all items entered for this order and complete any remaining required fields as needed. Click the **Complete** button to complete and submit the online order. This will generate the order requisition and the barcode label.

- ◆ Printing the paper requisition is optional
- ◆ An electronic copy of the requisition will be available in your online portal
- ◆ The barcode label should be printed with the provided label printer and securely attached to the specimen container

< Back

Complete