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Welcome to the course: CareEvolve Laboratory Order Entry. At the conclusion of the course, you will understand how create	376Cvolve
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location in the CareEvolve application. You will also be reminded of	
the support we offer for your CareEvolve issues. Let's get started. Log into the CareEvolve application.	
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### **Text Captions**

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At the conclusion of the course, you will understand how create laboratory orders and view your patient's laboratory orders at your location in the CareEvolve application. You will also be reminded of the support we offer for your CareEvolve issues.

Let's get started. Log into the CareEvolve application.

Click in the box to type in your Username.

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# **Text Captions**

Click in the box to type in your **Password**.

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# **Text Captions**

**Click** in the box to type in your **Location**.

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# **Text Captions**

Click the Log In button to log into the CareEvolve application.

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### **Text Captions**

Let's start by finding or adding your patient and creating an order for your patient.

To locate a patient, type the last name into the Last Name field and click Go!

Select the patient from the returned list.

**Click** in **this box** to continue (not the green box above).

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# **Text Captions**

If the patient does not exist, **click Patients** on the Menu bar.

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**Click Add Patient.** 

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**Text Captions** 

**Click** the **Last Name** text box to enter your patient's last name.

Enter the patient's basic demographics, guarantor and insurance information.

Note: The red text boxes are required.

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**Click** the **First Name** text box to add the patient's first name.

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**Click Room** to add the room the patient is in.

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**Click** the **Date of Birth** text box to add the patient's date of birth.

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**Click** the **Gender dropdown icon** to select the patient's gender.

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**Click** the **Street 1** text box to enter the patient's street address.

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**Click** the **Zip** to enter the patient's address zip code.

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**Note:** Once you enter the **Zip**, the **City** and **State** will auto-populate.

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Note: English will default for language. You can change it if needed in live environment.

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**Click** the **Relation** drop down icon to view and select the Relation.

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**Click** the **Last Name** text box to enter the Guarantor's last name.

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**Click** the **First Name** text box to add the Guarantor's first name.

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**Click** the **Street 1** text box to enter the Guarantor's street address.

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	[200900-00001] MEDICARE H	IMO PPO PFFS PFFS MISC (5216 IMO PPO PFFS PFFS MISC (PO B		160 NATIONAL RD. EAST, ST. CLAI	RSVILLE, OH 43950			
		IMO PPO PFFS PFFS MISC (PO B						=
Relation	[200900-00004] MEDICARE H	IMO PPO PFFS PFFS MISC (PO B	OX 2207) - PO BOX 2207, S	CHENECTADY, NY 12301				
Last Name		IMO PPO PFFS PFFS MISC (PO B						
Date of Birth		IMO PPO PFFS PFFS MISC (PO B IMO PPO PFFS PFFS MISC (PO B						
Insurance -				, SALT LAKE CITY, UT 84131-0350				
	[200900-00009] MEDICARE H	IMO PPO PFFS PFFS MISC (PO B	OX 31362) - PO BOX 31362	, SALT LAKE CITY, UT 84103			-	
Insurance		CL	ick here for more					
Search								
Group ID		Group Name		1				
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## **Text Captions**

Select [100100] MEDICARE - 1351 WILLIAMS HOWARD TAFT, CINCINNATI, OH 45250

### Slide 45 - Slide 45

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**Text Captions** 

**Click** the **Group ID** text box to add the group ID.

# Slide 46 - Slide 46

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**Text Captions** 

### Slide 47 - Slide 47

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**Text Captions** 

**Click** the **Policy ID** text box to add the policy ID.

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Policy ID 5	567894			
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**Text Captions** 

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## **Text Captions**

**Click** the **Relation** dropdown button to select the relation for the primary insurance.

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**Text Captions** 

# **Select** Patient is Insured.

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**Text Captions** 

**Click** the scroll down key to scroll to Save and Place Order.

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Search	Medicare				
Group ID	1234567890 Group Name				
Policy ID	567894				
Relation	Patient is Insured -	Copy Guarantor			
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Date of Birth	Gender	<pre>  button to save your order</pre>			E
	Save	Save ClickBoxOrder Cancel			
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		© CareFvolve™			

## **Text Captions**

Click the Save and Place Order button to save your order.

### Slide 53 - Slide 53

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Laboratory So ohiohealth.c	ervices	Webinar Administrator Logout Announcements New		
Results Orders Test, Webinar	Office Id: Pho	Search one Number: Primary Insura nder: M	Last Name  CO Advanced Search ance: MEDICARE	
New Order	Order Type: Dra pl Select the tests to be ordered. It do not appear in the favorites its search box to locate and add I Click the Order Type dropdow	the tests	Cancel Order	

## **Text Captions**

Select the tests to be ordered. If the tests do not appear in the favorites list, use the search box to locate and add the test.

**Click** the **Order Type** dropdown button.

### Slide 54 - Slide 54

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<sup>#바</sup> 는 OhioF 바声 ohiohealth.	Services	Webinar Administrator Logout Announcements New	POWERED BY CAREFORNE ENG 1 ESP	
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	Select Standing.	© CareEvolve *		

**Text Captions** 

Select Standing.

### Slide 55 - Slide 55

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New Order Order Type: Sta	anding ▼ Bill Type: Select One> ▼ Cancel Templat Click the Bill Type dropdown button.	
	© CareEvobe*	

**Text Captions** 

Click the Bill Type dropdown button.

### Slide 56 - Slide 56

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New O		ding  Bill Type:  Select One> Client Client Date Inv:Click Box	Cancel Template
		Select Insurance.	

**Text Captions** 

Select Insurance.

Slide 57 - Slide 57

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**Text Captions** 

**Click** the **Ordering Provider** dropdown button.

Slide 58 - Slide 58

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		one Number: nder: M	Primary Insurance: MEDICARE			
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1. Demo	eltner, Train will be selected. Click Box	3. Diagnosis 4. S	chedule Summary s correct.			
	Click this box to continue.					
Ordering Provider: Weltner, Train 🔻 <select one=""> Weltner, Train</select>						
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**Text Captions** 

Weltner, Train will be selected.

Click this box to continue.

### Slide 59 - Slide 59

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**Text Captions** 

Click Update.

Slide 60 - Slide 60

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Selected Tests Search Tests	
Please select tests.	
Tests	
4631 Potassium 46391	Protime
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© CareEvolve *	

**Text Captions** 

Click the 45218 CBC check box.

Slide 61 - Slide 61

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		© CareEvolve <sup>™</sup> Once all tests have click the Nex	t button.		

# **Text Captions**

Once all tests have been selected, **click** the **Next** button.

### Slide 62 - Slide 62

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	ne Number: Primary Insurance: MEDICARE der: M	
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1. Demographics 🥥 2. Tests 🥥	3. Diagnosis 4. Schedule Summary	
Selected Diagnosis Search Diagnosis	Click Box	
	Please Select Diagnosis	
Select the diagnosis (DX) codes. If the codes do not appear in the favorites list, use the search box to locate and add the DX.	< Back Next >	
Click the Search Diagnosis text box to enter a diagnosis.	© CareEvolve <sup>34</sup>	

## **Text Captions**

Select the diagnosis (DX) codes. If the codes do not appear in the favorites list, use the search box to locate and add the DX.

**Click** the **Search Diagnosis** text box to enter a diagnosis.

Slide 63 - Slide 63

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**Text Captions** 

Slide 64 - Slide 64

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Selected Diagnosis hy	
G91.4 Hydrocephalus in diseases classified disewhere         By typing in a couple of letters, you will         see several diagnoses that start with thosekletters.         Click in this box to continue.         P5.0 Hydrosp fetals due to unspecified         001.9 Hydrosp fetals due to unspecified         005.9 Hydrosp fetals due to other hemolytic disease         P56.99 Hydrosp fetals due to other hemolytic disease	
P83.2 Hydrops fetalis not due to hemolytic disease Click here for more	

# **Text Captions**

By typing in a couple of letters, you will see several diagnoses that start with those letters.

**Click** in **this box** to continue.

Slide 65 - Slide 65

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## **Text Captions**

Select 001.9 Hydatidiform mole, unspecified.

Slide 66 - Slide 66

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ohiohealth.com	
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Selected Diagnosis Once all codes have been Selected, click the Next buttor	•
O 01.9 Hydatidiform mde, unspecified	
< Back Click Box	
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# **Text Captions**

Once all codes have been selected, **click** the **Next** button.

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**Text Captions** 

Congratulations on completing your OhioHealth CareEvolve Laboratory Order Entry Training!

# WE SUPPORT YOU

For 24/7 **CareEvolve Support** please call us at (614)566-5236 or 1(800)447-5236 or for non-urgent requests, email us at <u>getconnected@ohiohealth.com</u>

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