

## Slide 1 - Slide 1

Welcome to the course: **CareEvolve User Steps for Phlebotomy**. OhioHealth Laboratory Services partners with CareEvolve to bring you the OhioHealth Laboratory Services Orders Portal. You may hear the names CareEvolve and the OhioHealth portal used interchangeably.

At the conclusion of the course, you will understand how to generate a draw report, complete the order, and print the requisition. You will also be reminded of the support we offer for your CareEvolve issues.

**Click anywhere** to continue.

POWERED BY **CareEvolve**

**OhioHealth**  
Laboratory Services  
ohiohealth.com

Username:   
Password:   
Location:

Laboratory Help Desk  
Phone: 614-566-5236

© CareEvolve™  
Standard | Mobile

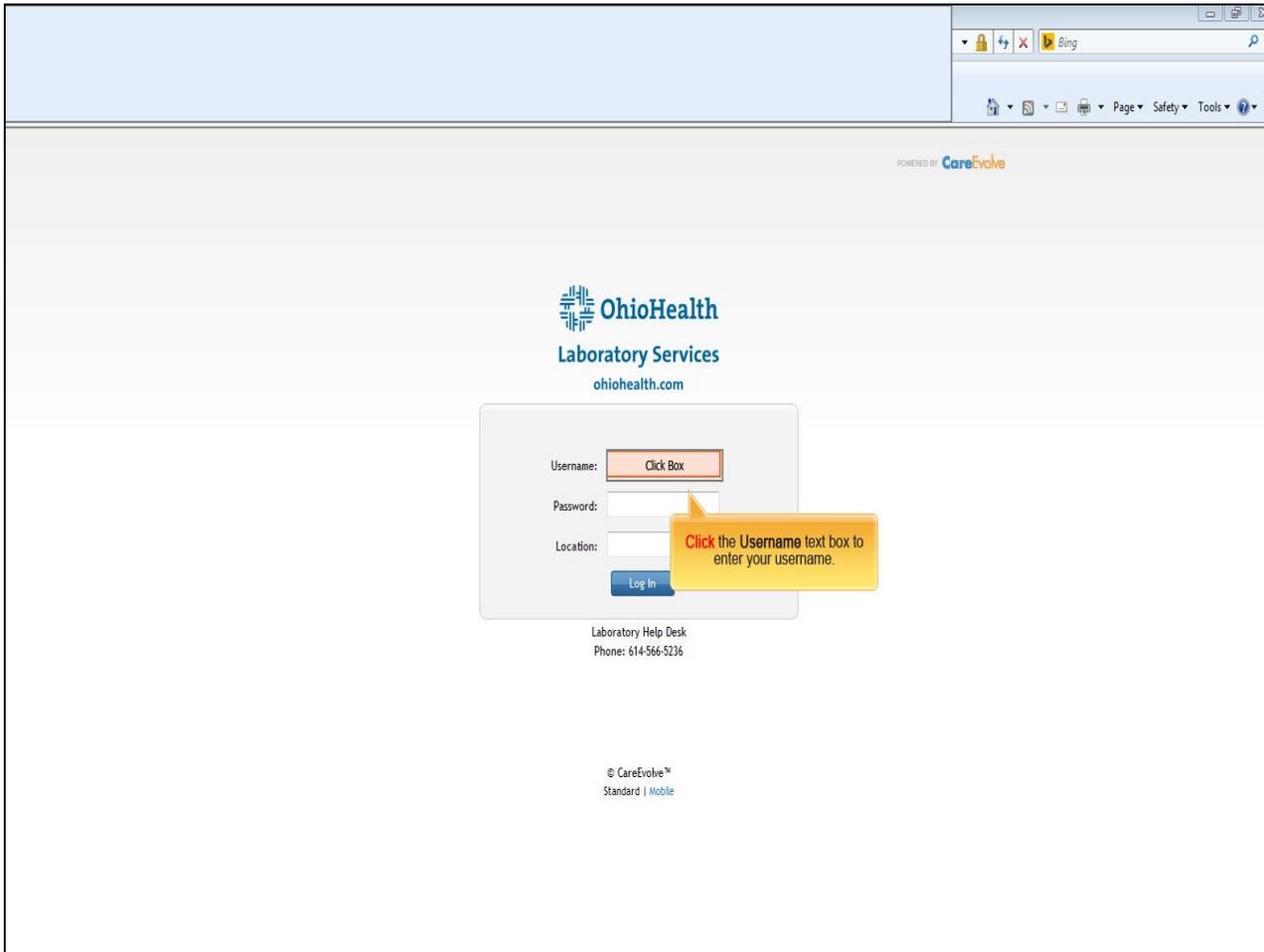
## Text Captions

Welcome to the course: **CareEvolve User Steps for Phlebotomy**. OhioHealth Laboratory Services partners with CareEvolve to bring you the OhioHealth Laboratory Services Orders Portal. You may hear the names CareEvolve and the OhioHealth portal used interchangeably.

At the conclusion of the course, you will understand how to generate a draw report, complete the order, and print the requisition. You will also be reminded of the support we offer for your CareEvolve issues.

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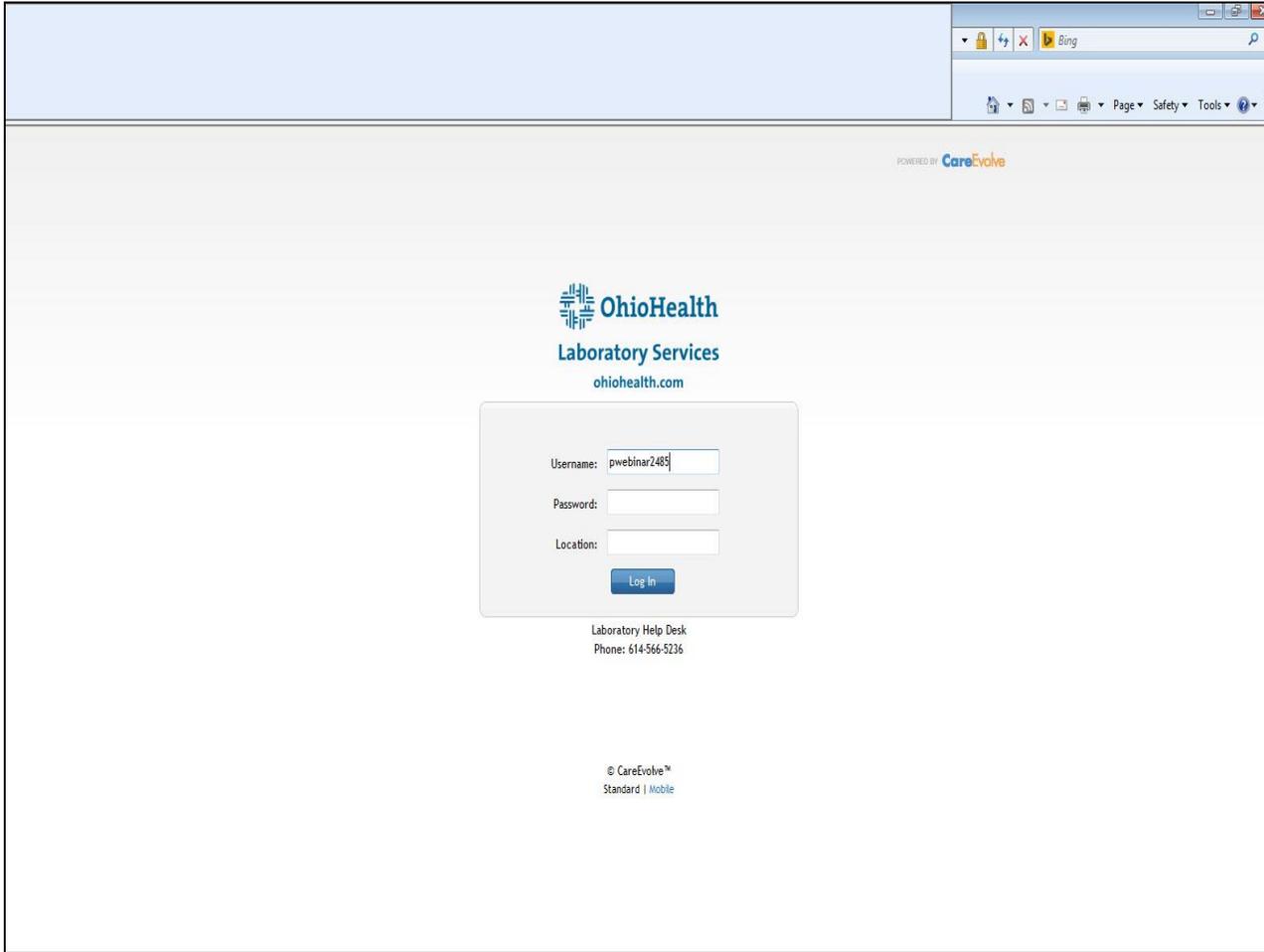
Slide 2 - Slide 2



Text Captions

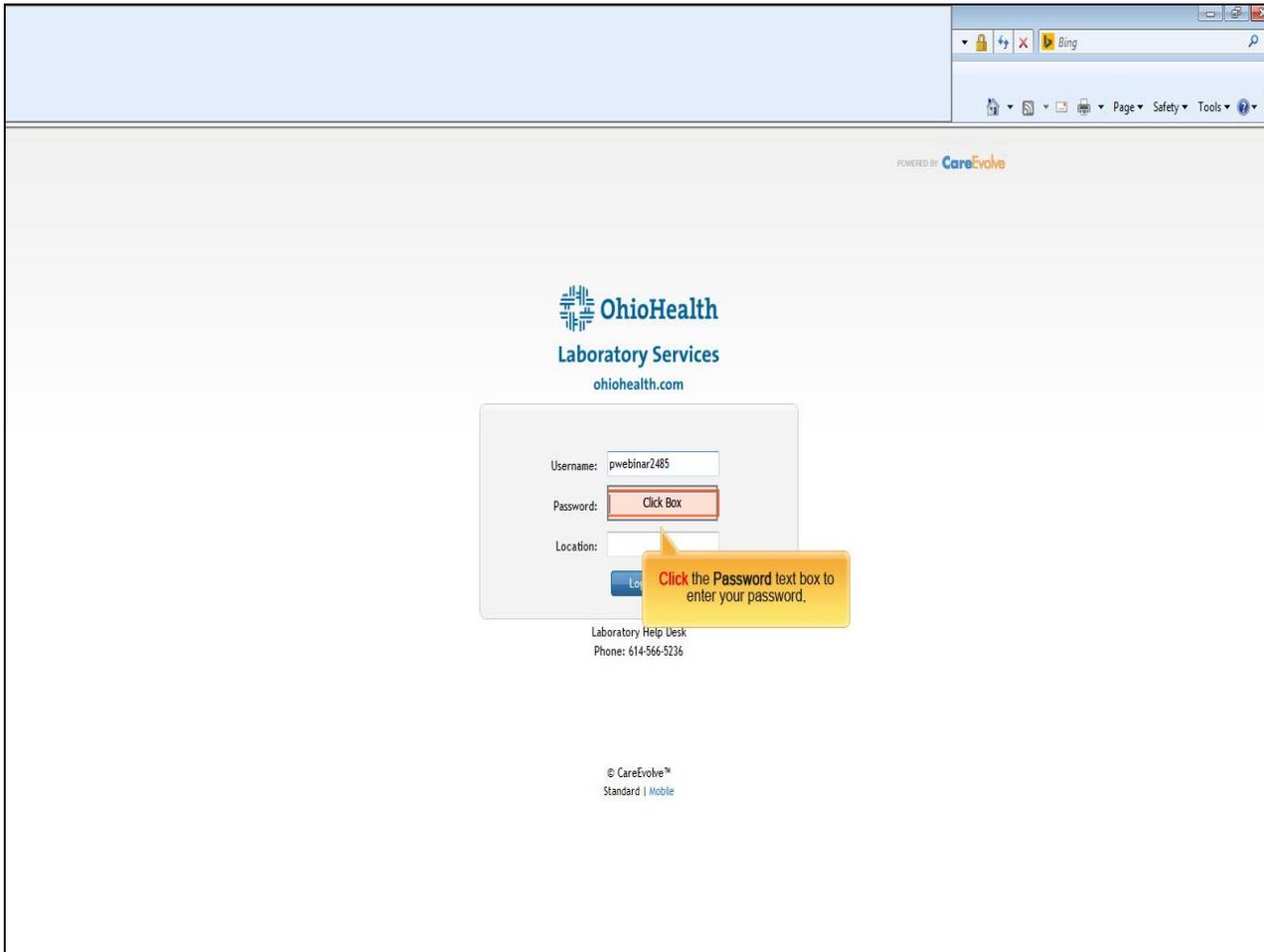
**Click** the **Username** text box to enter your username.

Slide 3 - Slide 3



Text Captions

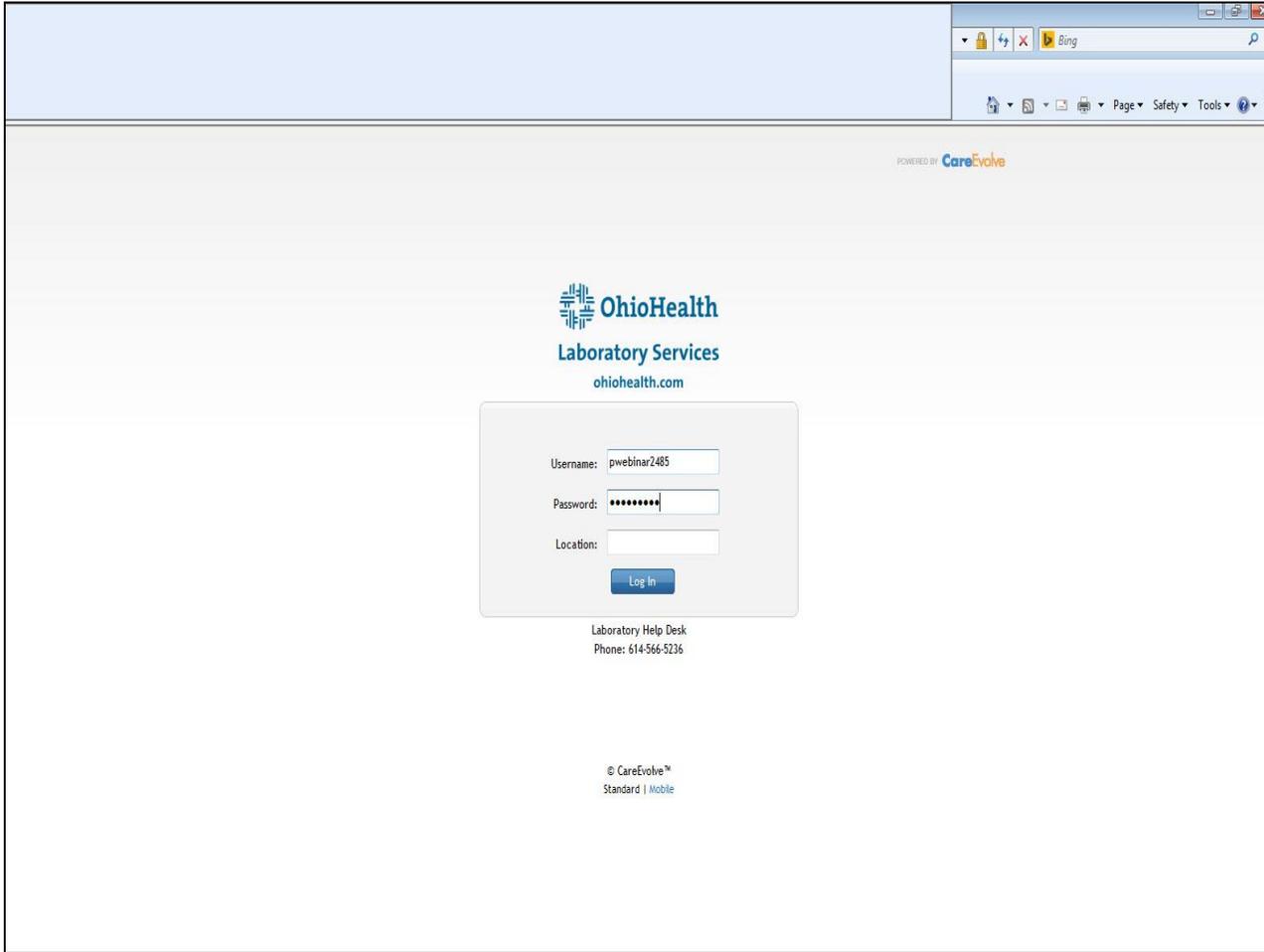
Slide 4 - Slide 4



Text Captions

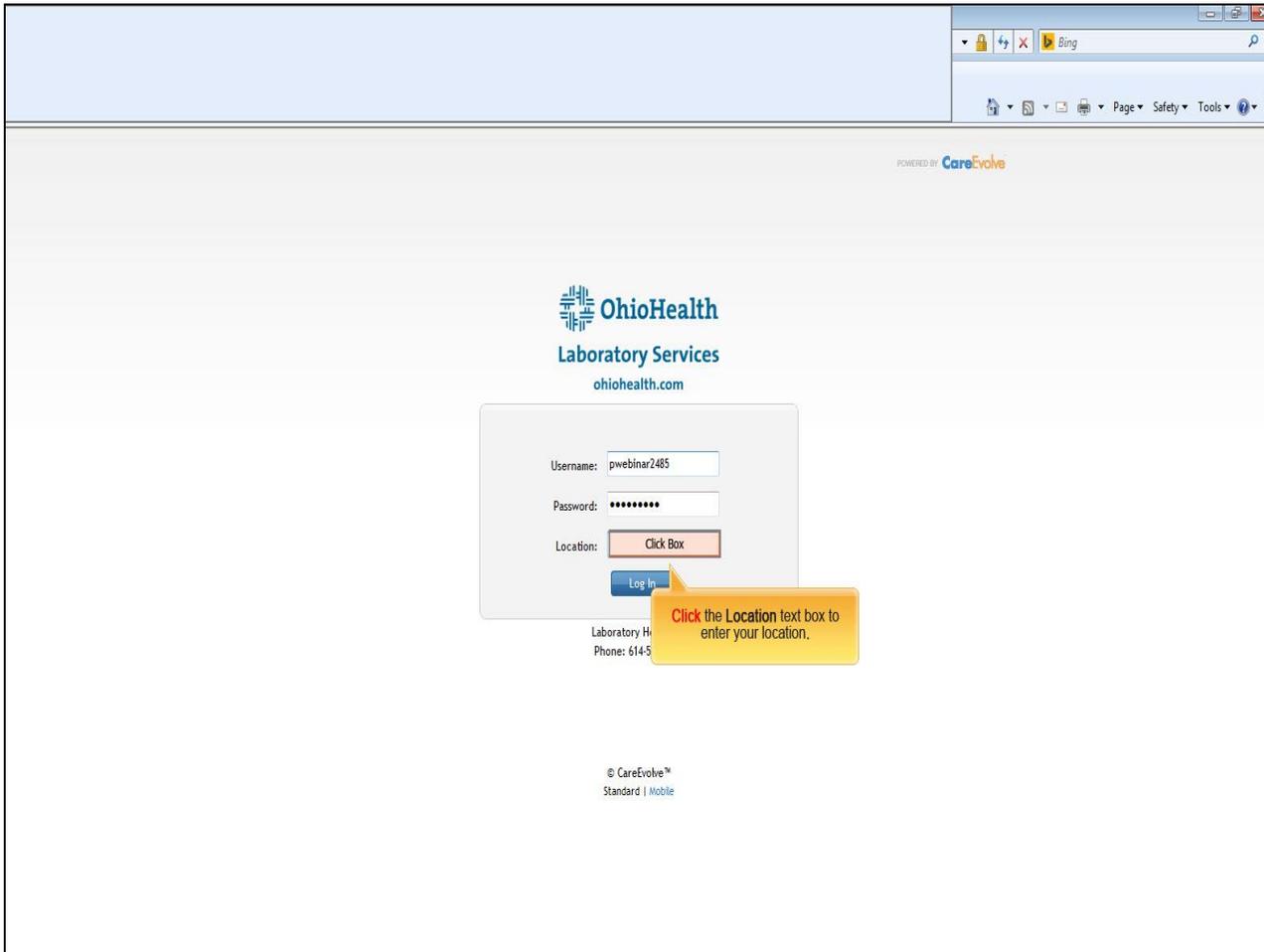
**Click** the **Password** text box to enter your password.

Slide 5 - Slide 5



Text Captions

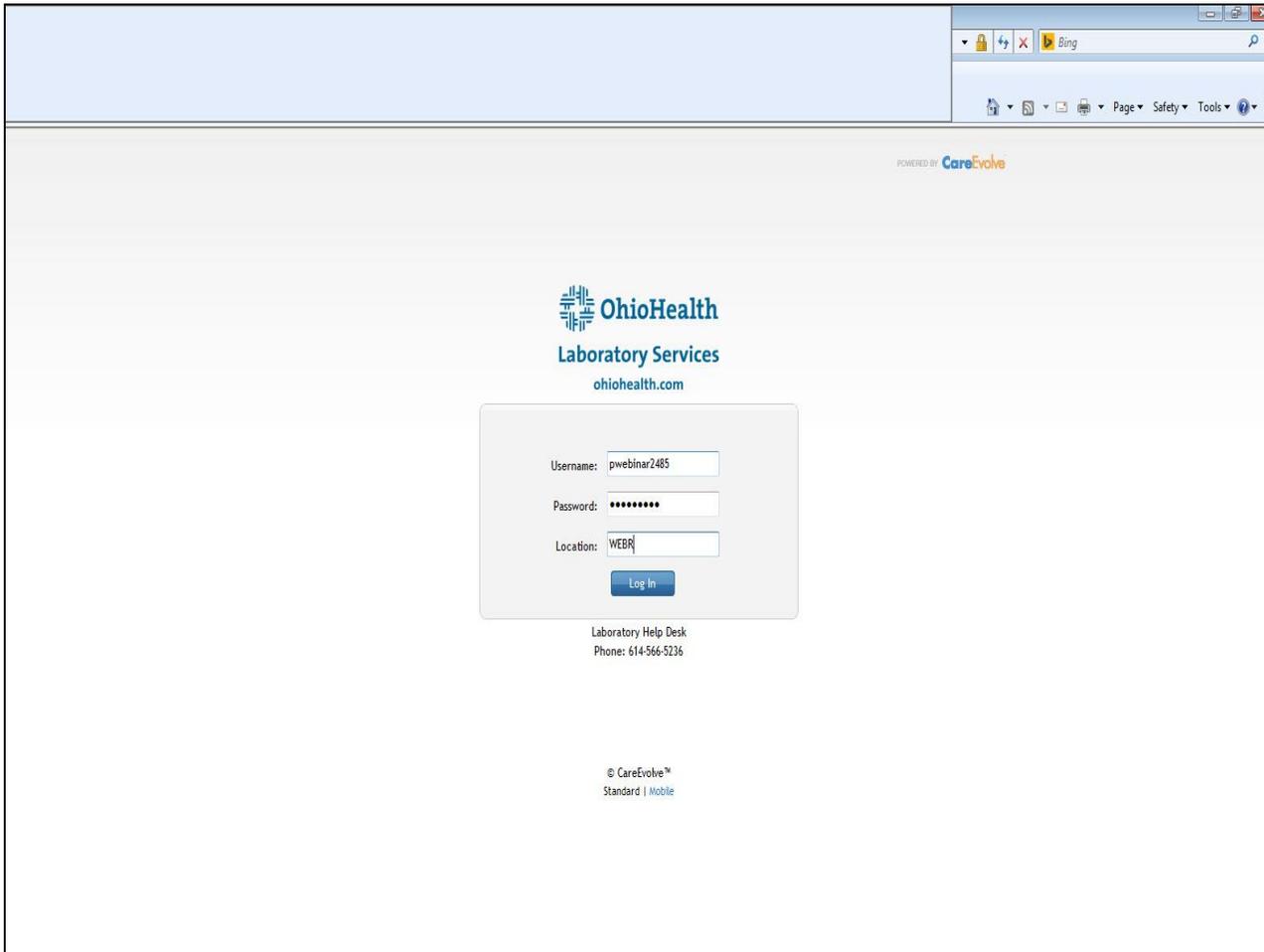
Slide 6 - Slide 6



Text Captions

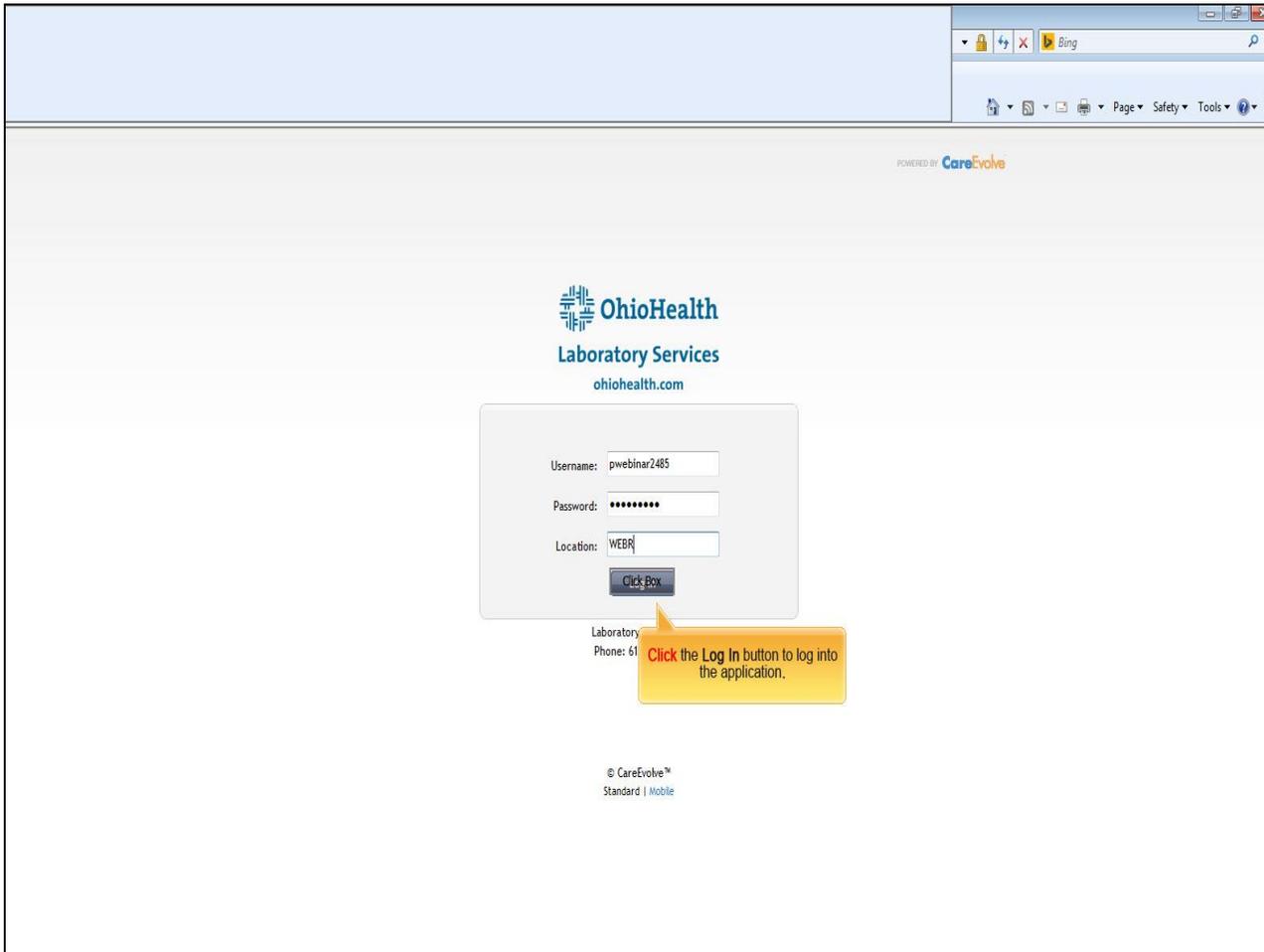
**Click** the **Location** text box to enter your location.

Slide 7 - Slide 7



Text Captions

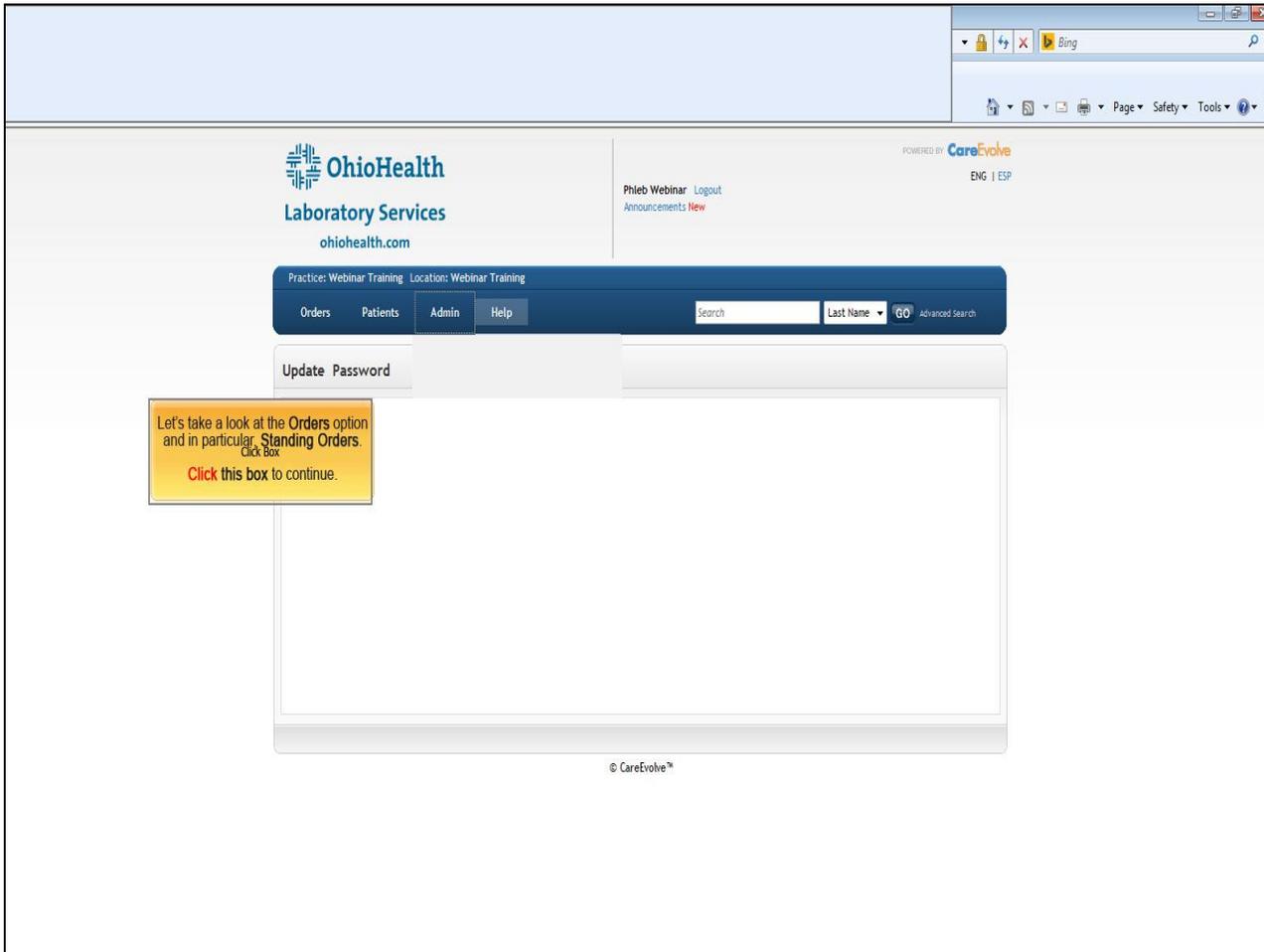
Slide 8 - Slide 8



Text Captions

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

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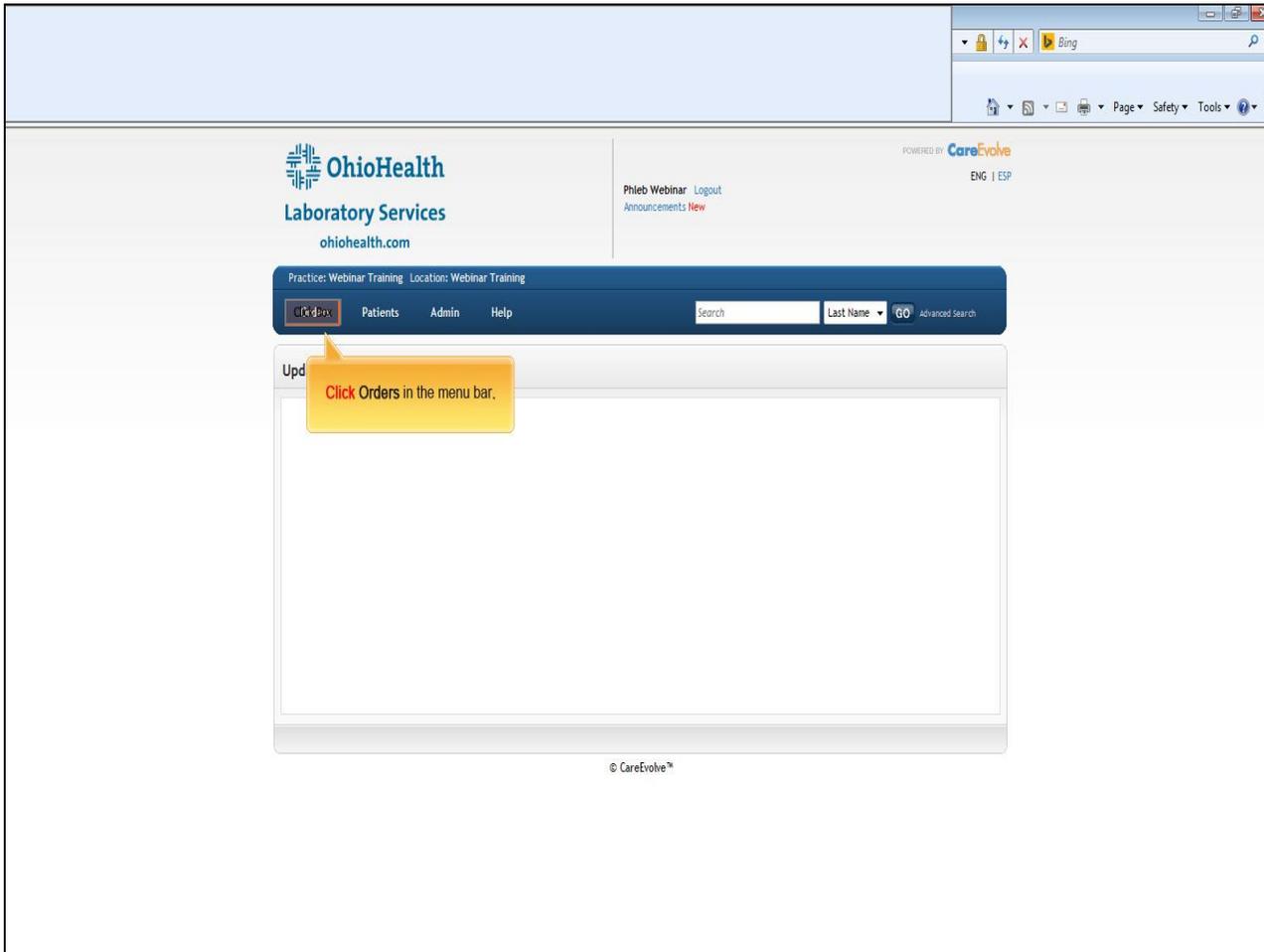


Text Captions

Let's take a look at the **Orders** option and in particular, **Standing Orders**.

**Click this box** to continue.

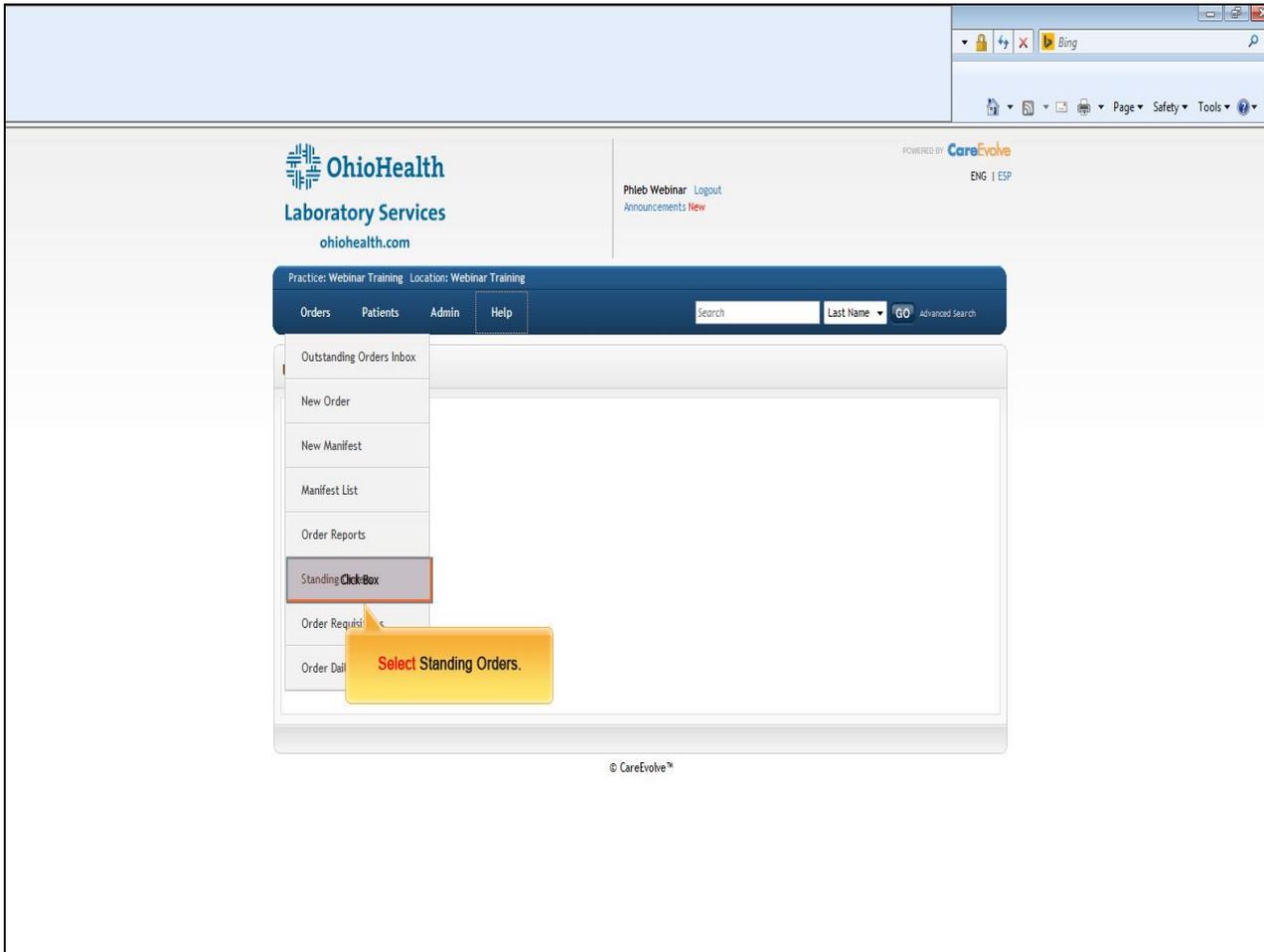
Slide 10 - Slide 10



Text Captions

**Click Orders** in the menu bar.

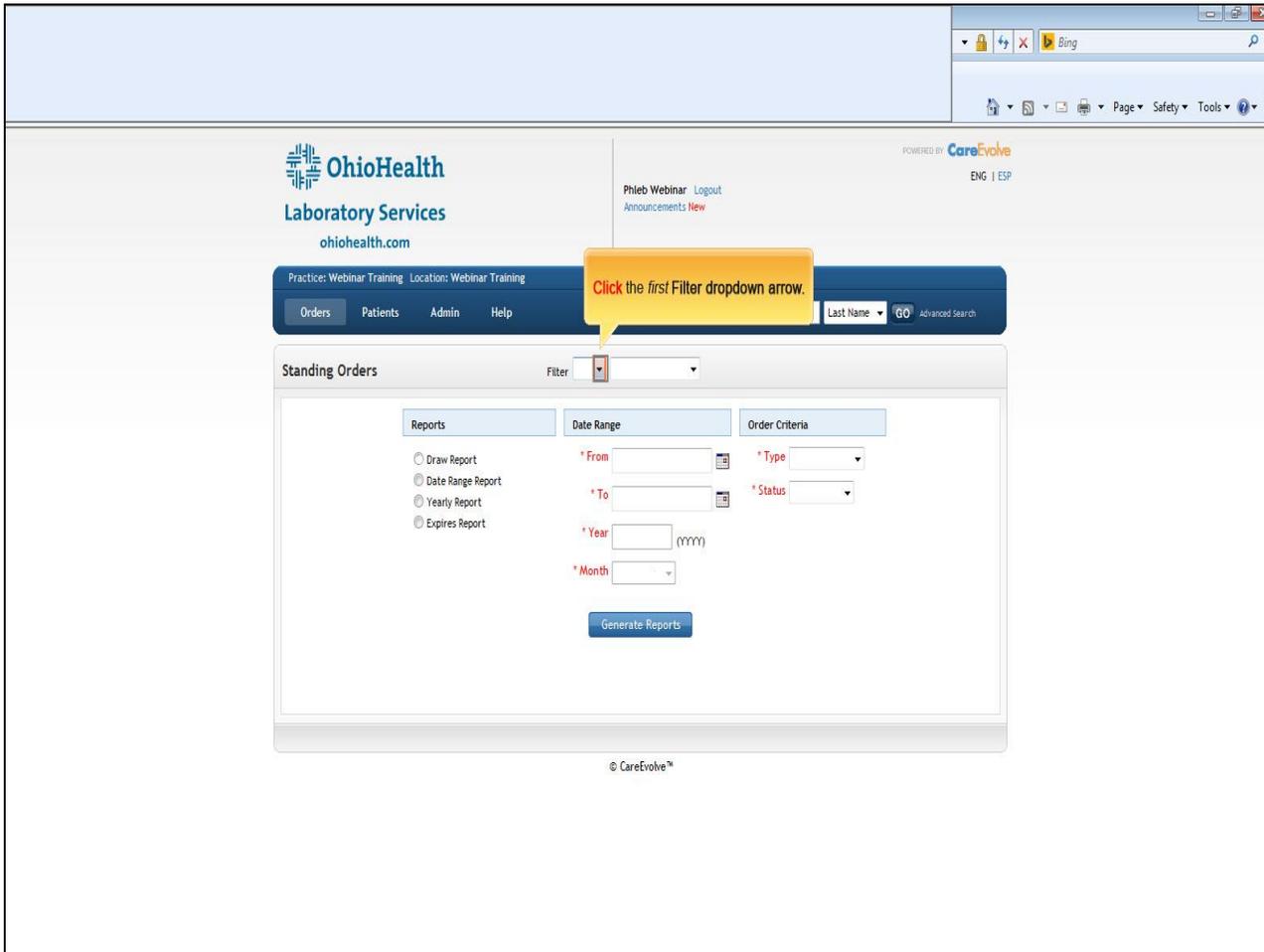
Slide 11 - Slide 11



Text Captions

**Select Standing Orders.**

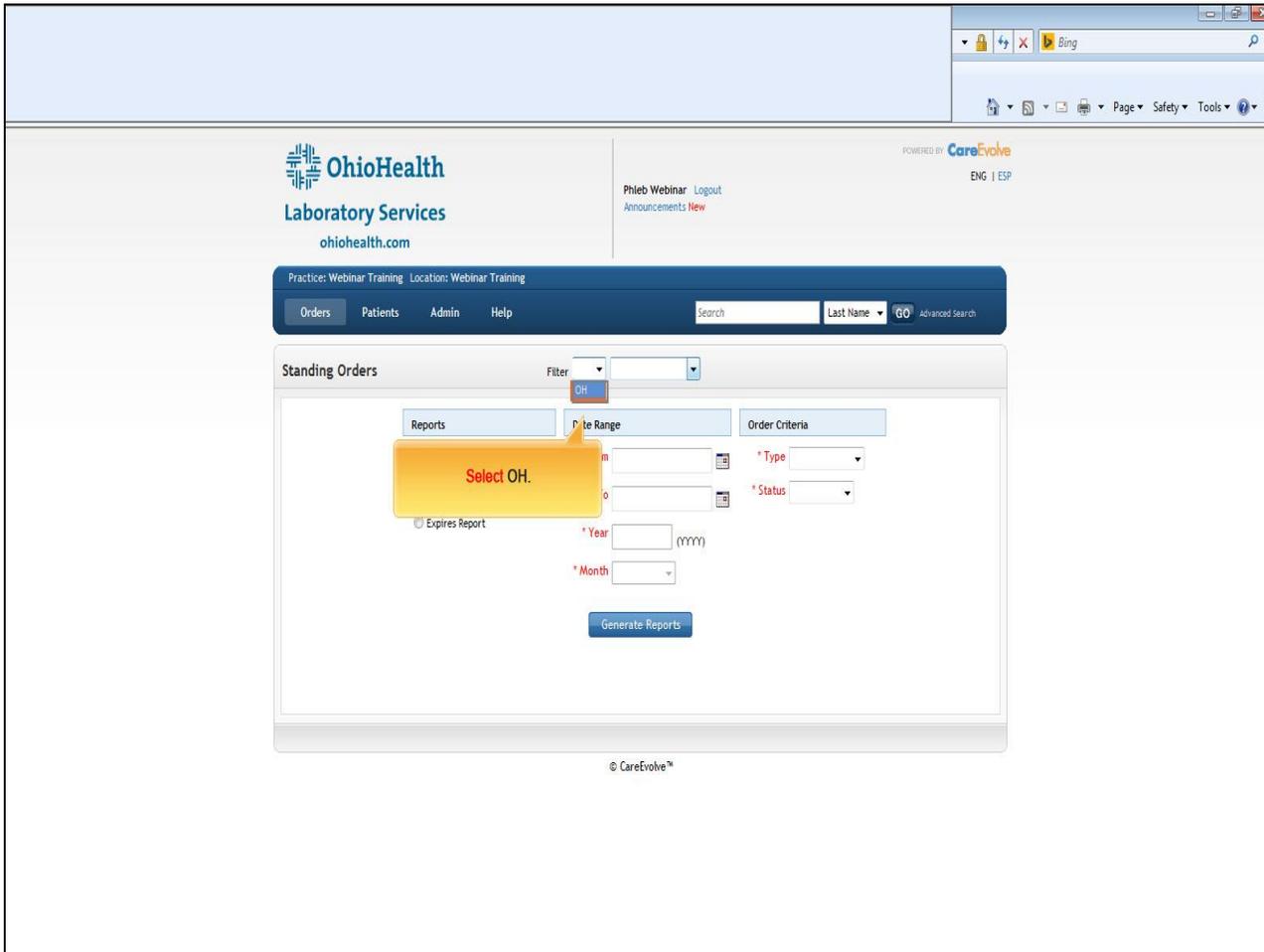
Slide 12 - Slide 12



Text Captions

**Click** the *first* Filter dropdown arrow.

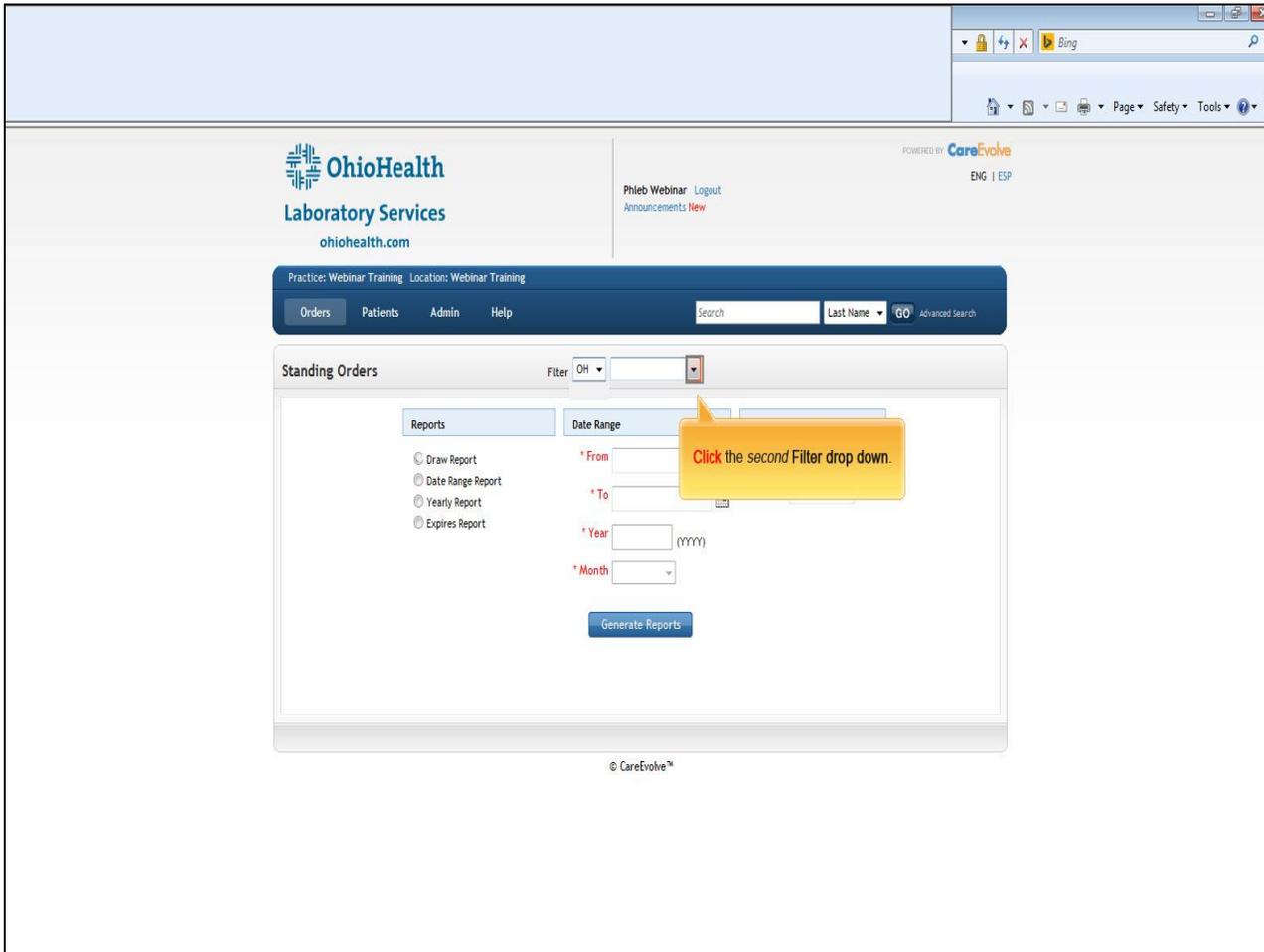
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Text Captions

Select OH.

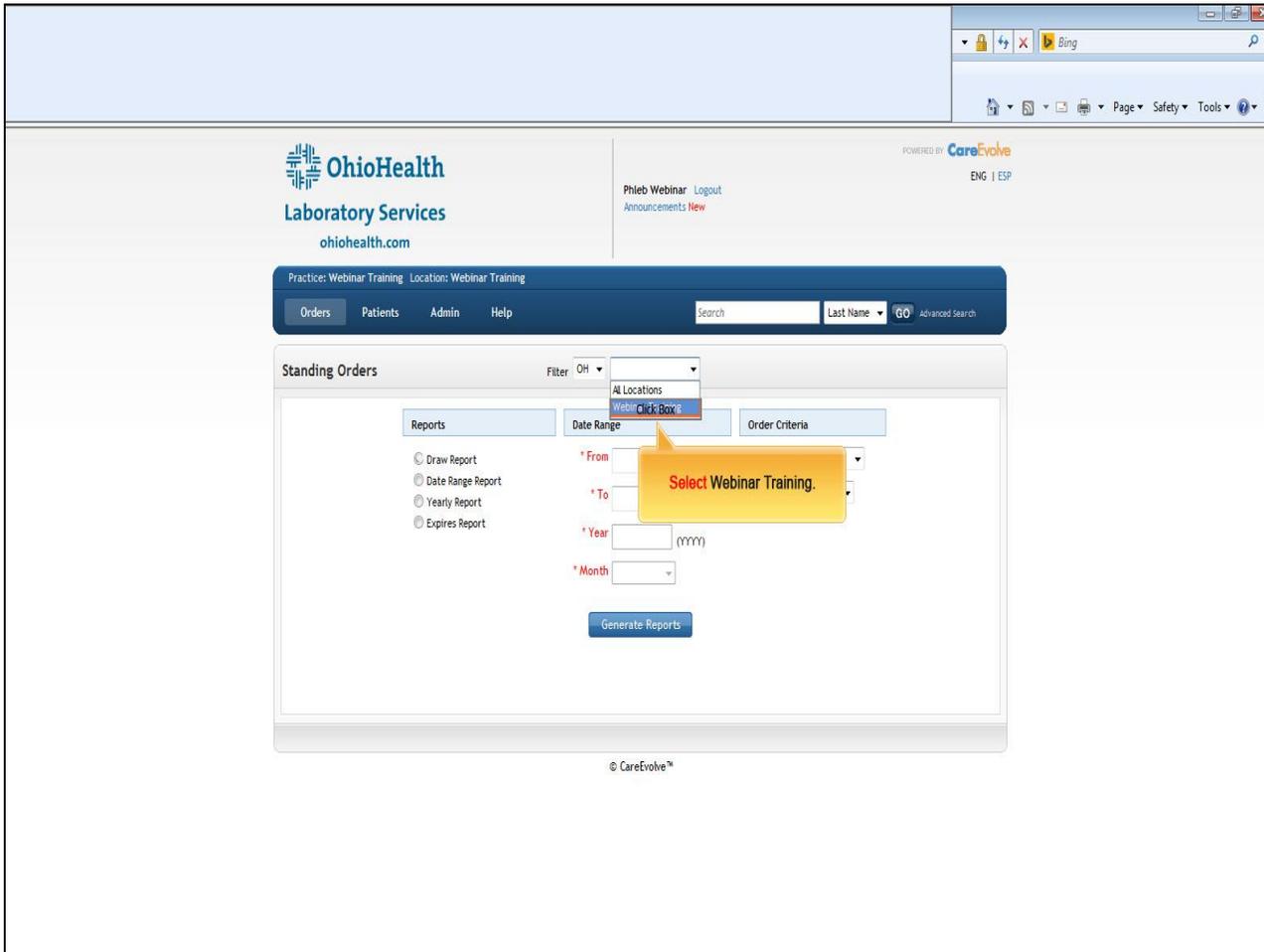
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Text Captions

**Click** the *second* Filter drop down.

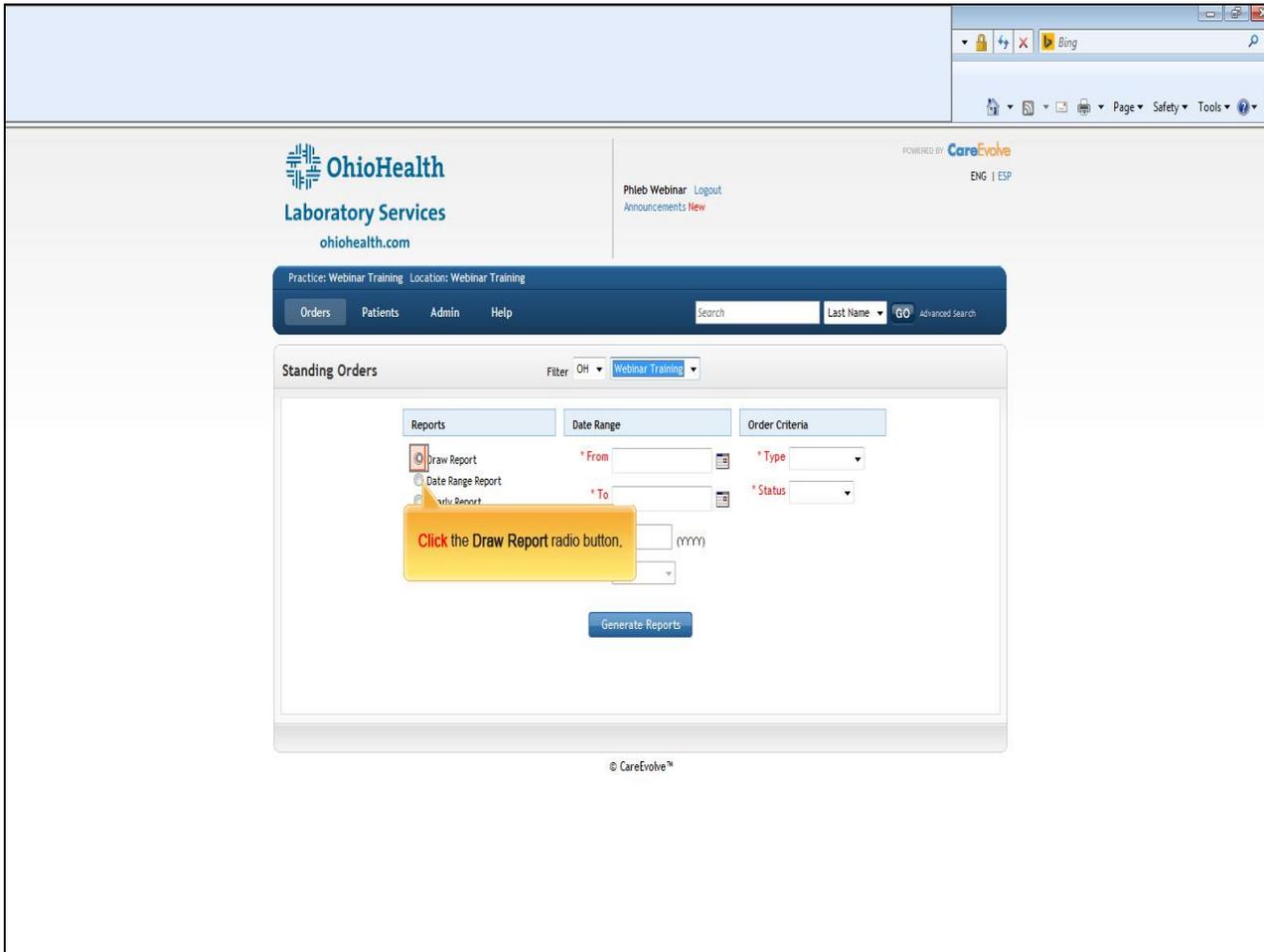
Slide 15 - Slide 15



Text Captions

Select Webinar Training.

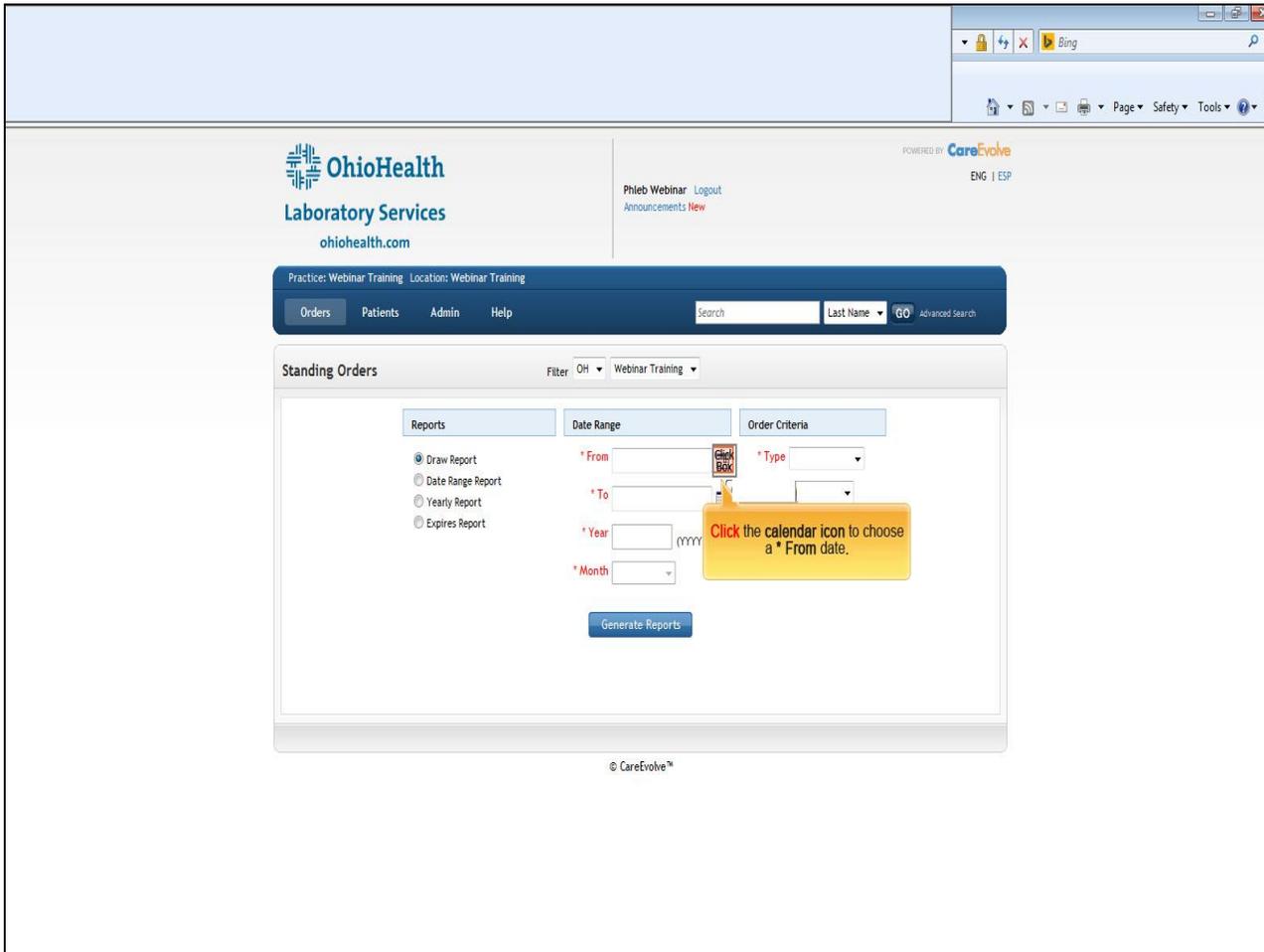
Slide 16 - Slide 16



Text Captions

**Click** the **Draw Report** radio button.

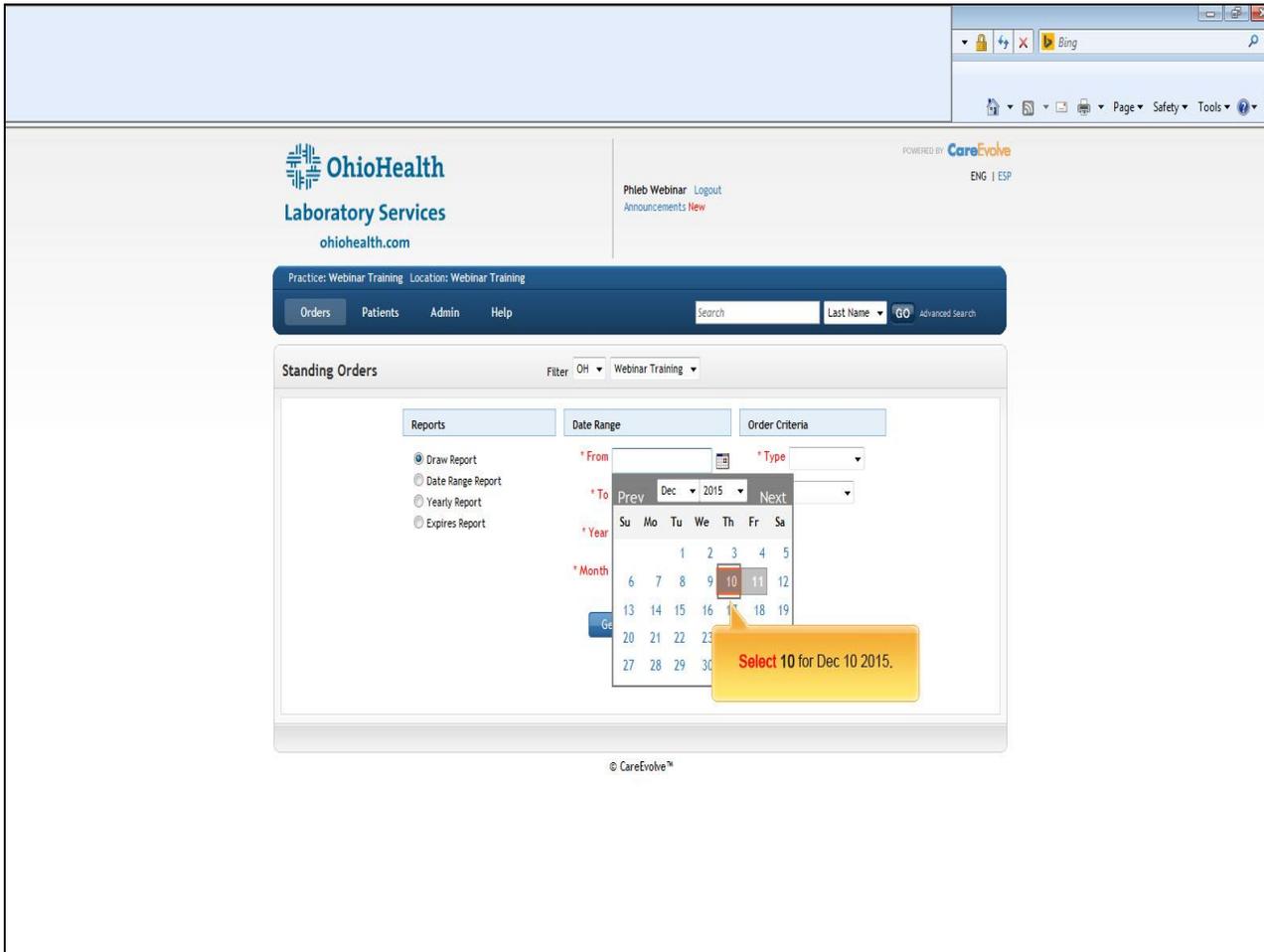
Slide 17 - Slide 17



Text Captions

**Click** the **calendar icon** to choose a **\* From** date.

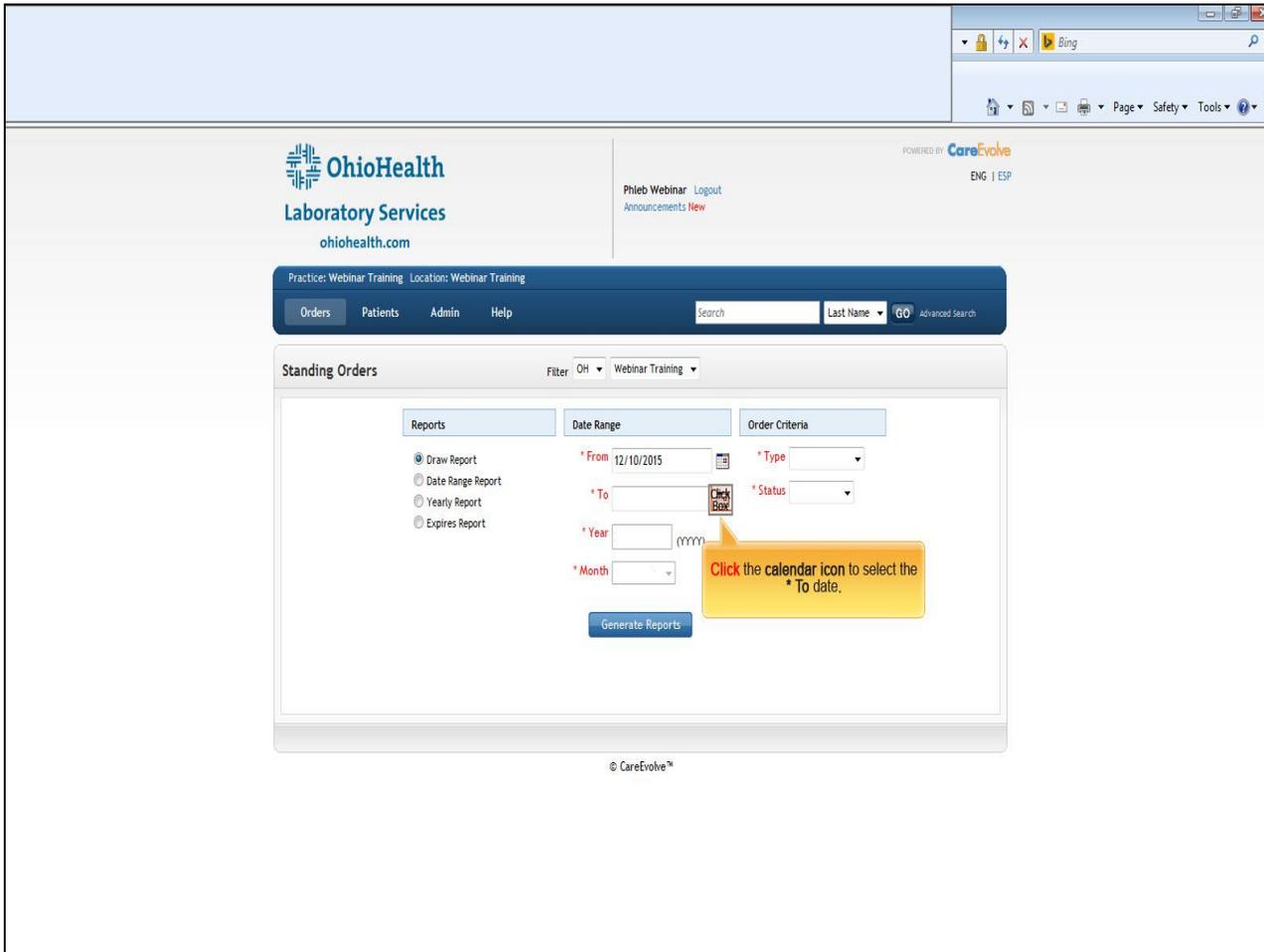
Slide 18 - Slide 18



Text Captions

Select 10 for Dec 10 2015.

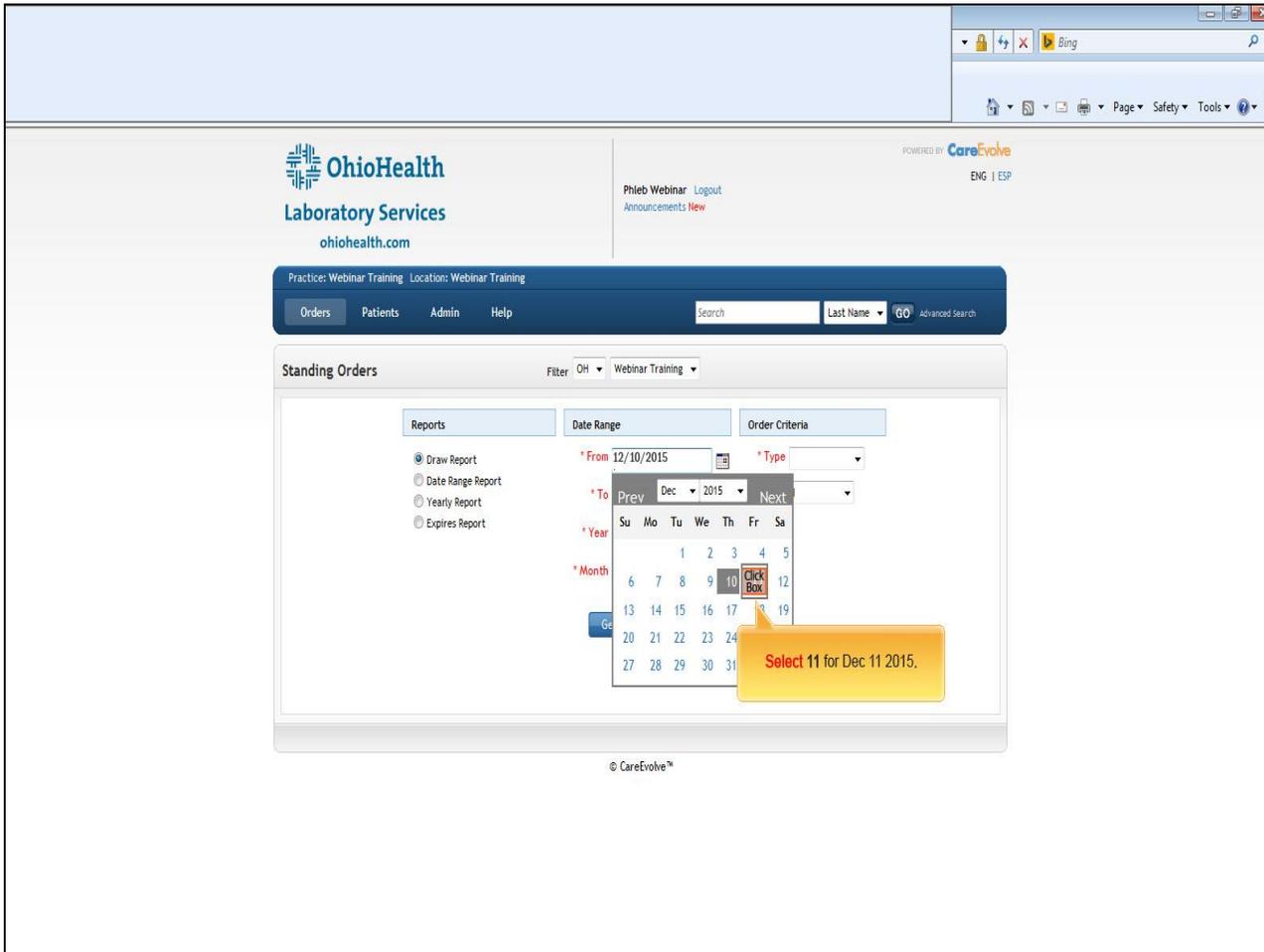
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Text Captions

**Click** the **calendar icon** to select the **\* To** date.

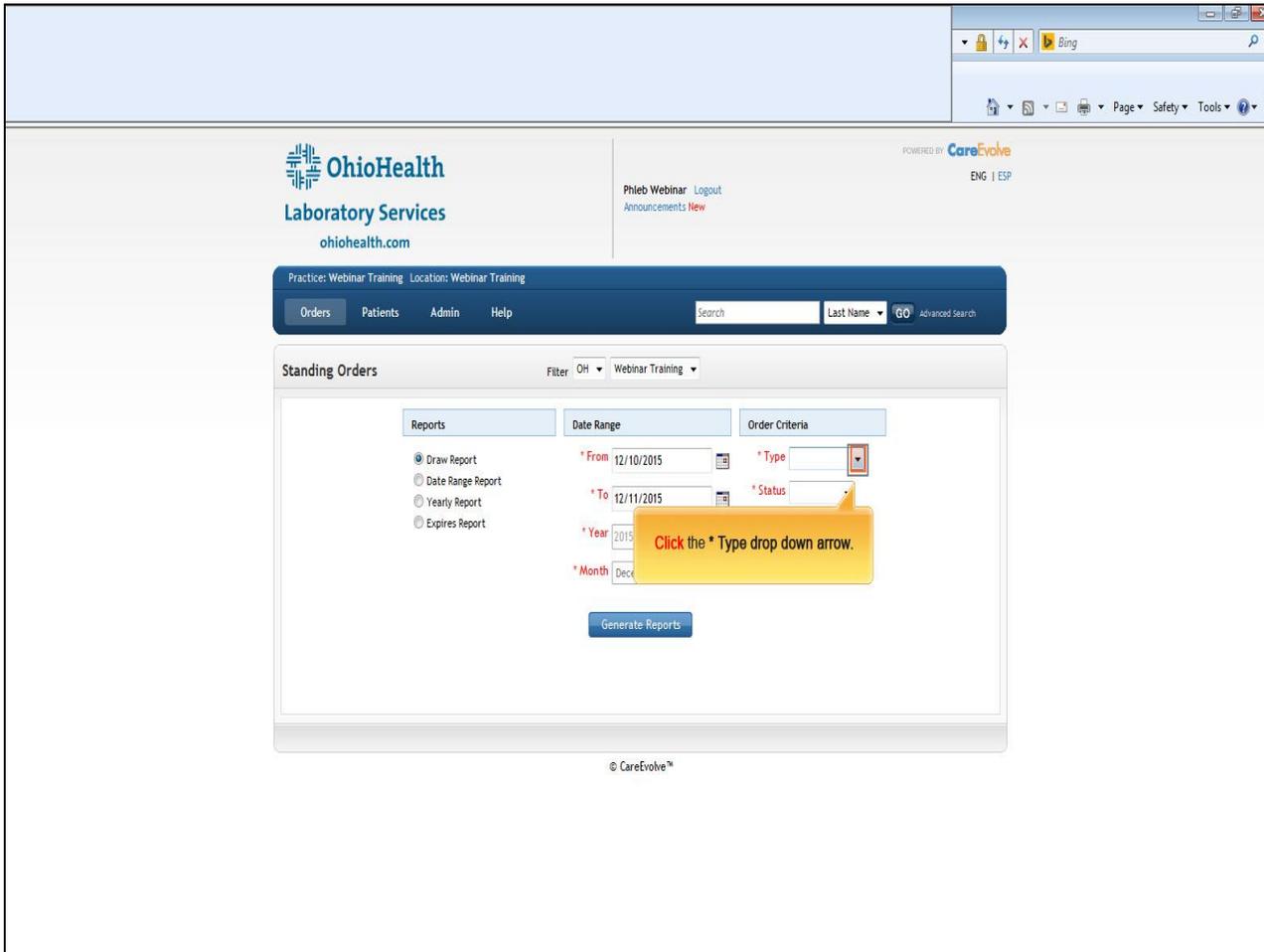
Slide 20 - Slide 20



Text Captions

Select 11 for Dec 11 2015.

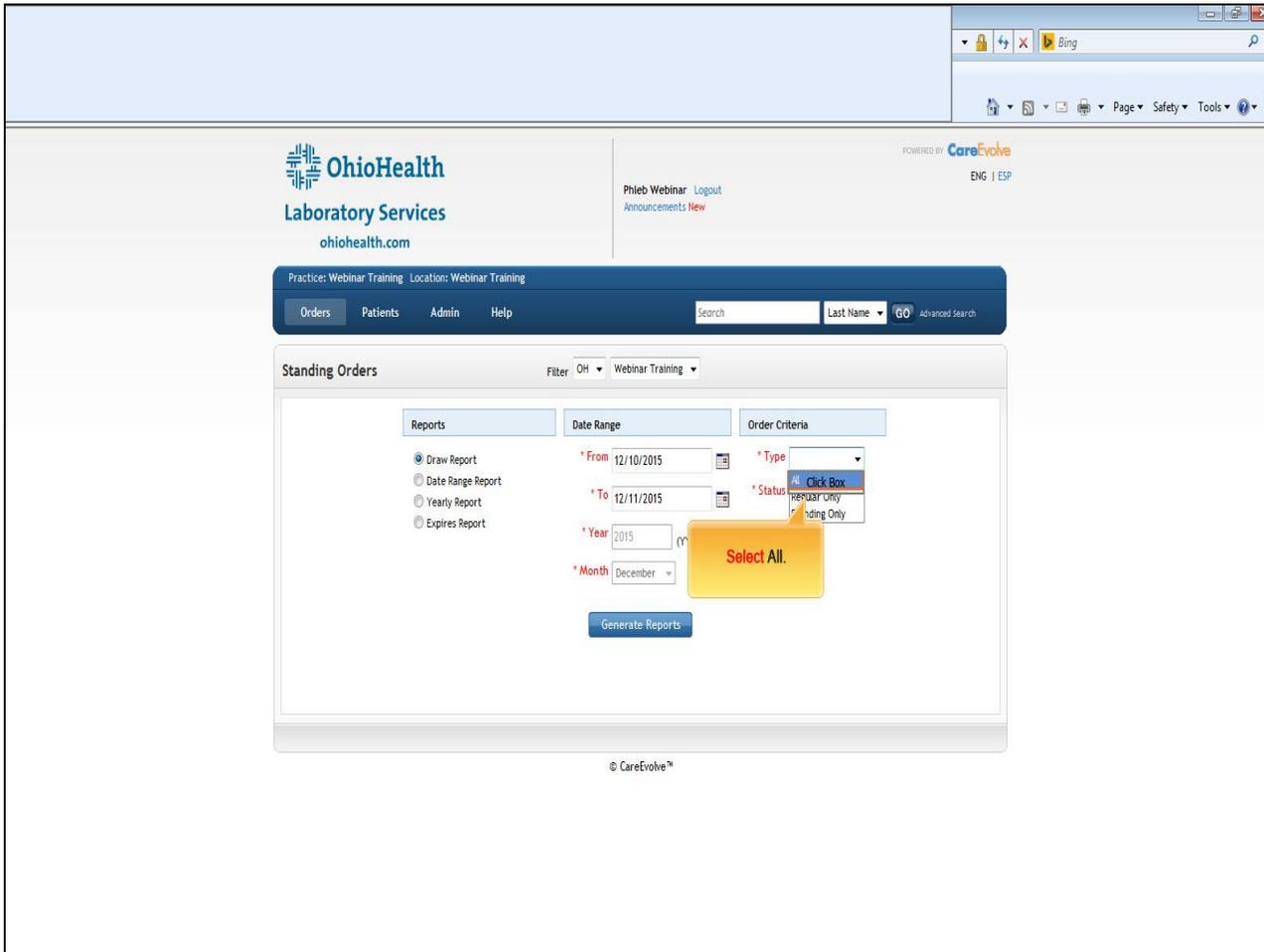
Slide 21 - Slide 21



Text Captions

**Click** the \* Type drop down arrow.

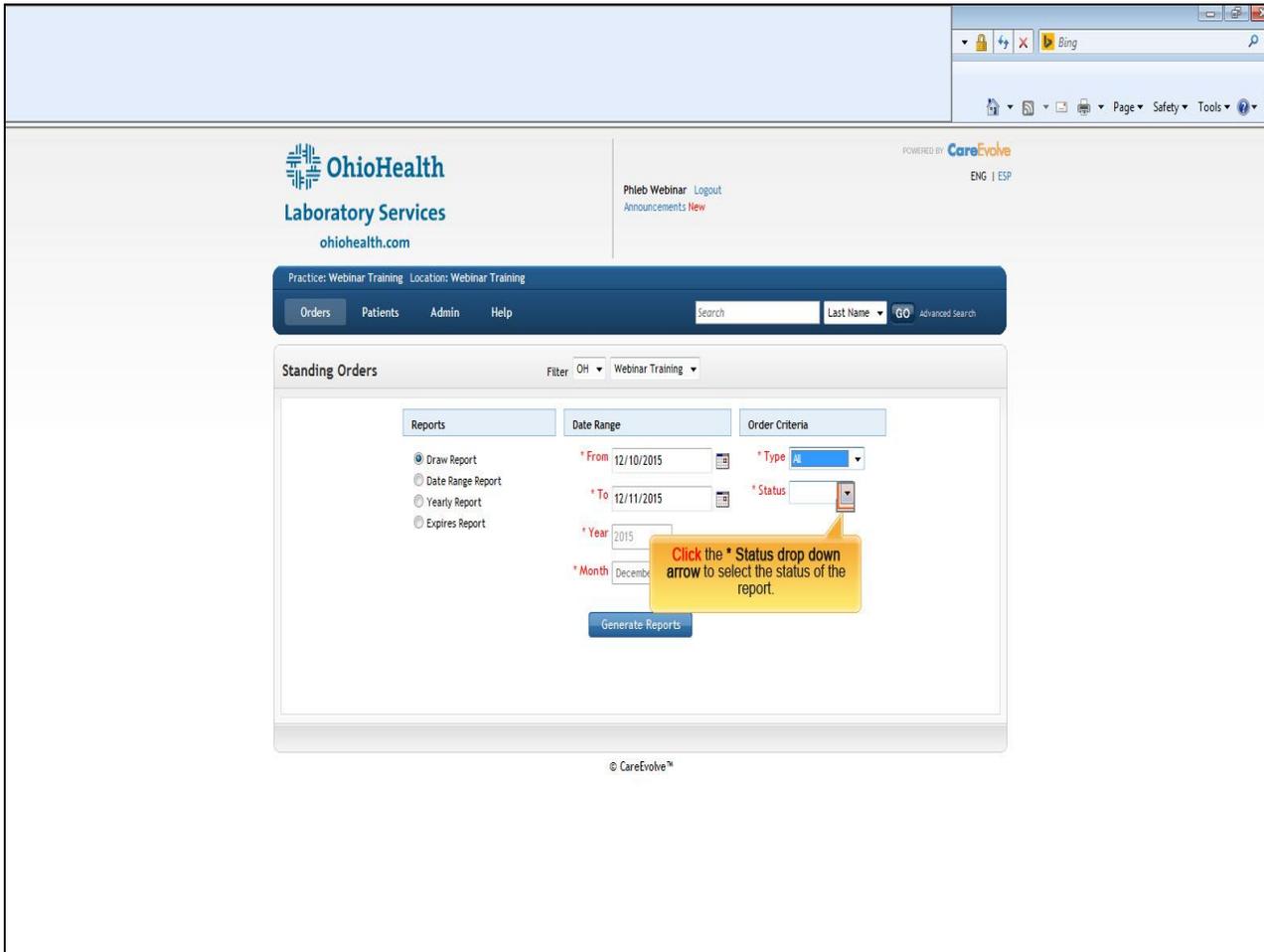
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Text Captions

Select All.

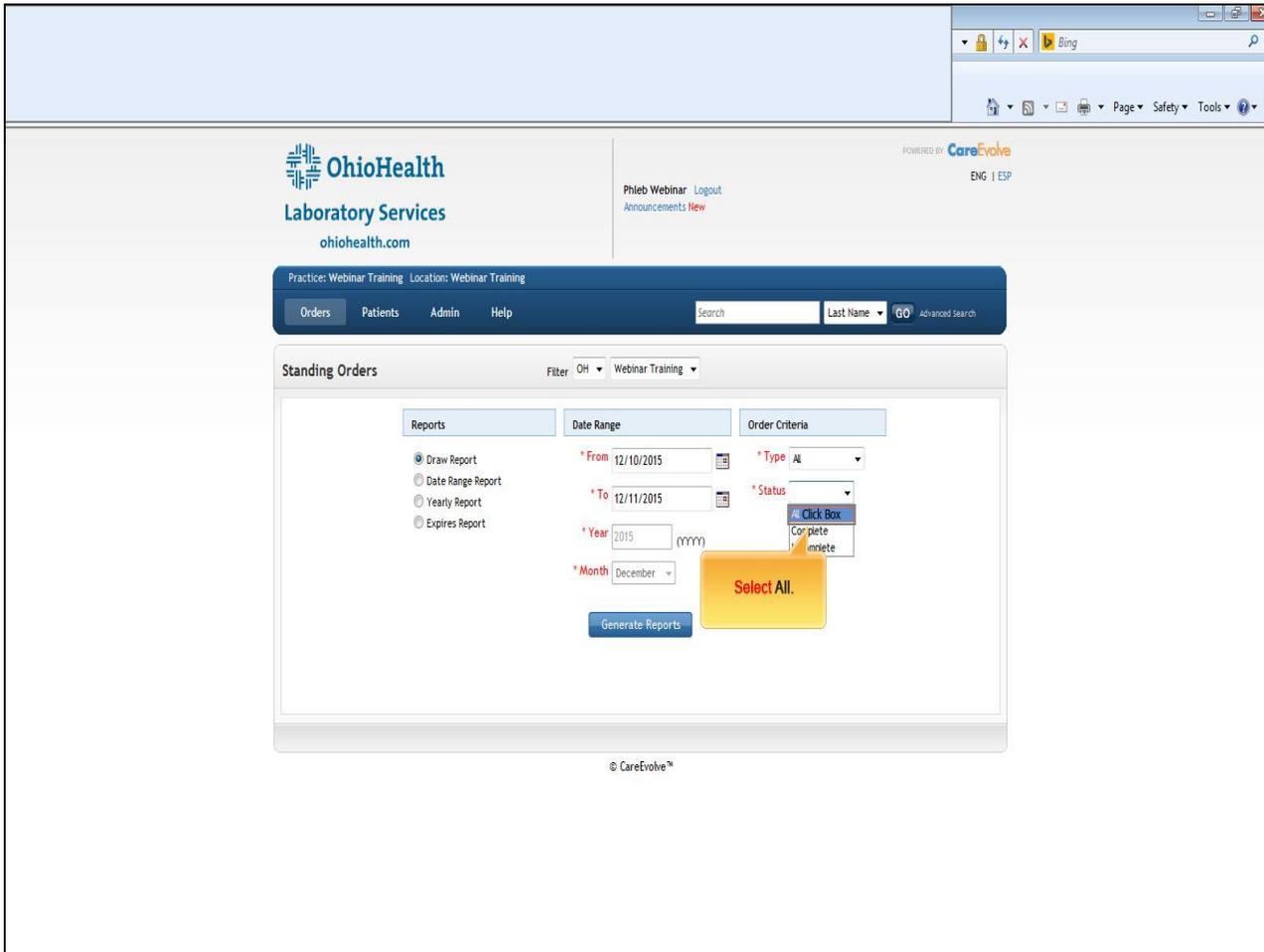
Slide 23 - Slide 23



Text Captions

**Click** the \* **Status drop down arrow** to select the status of the report.

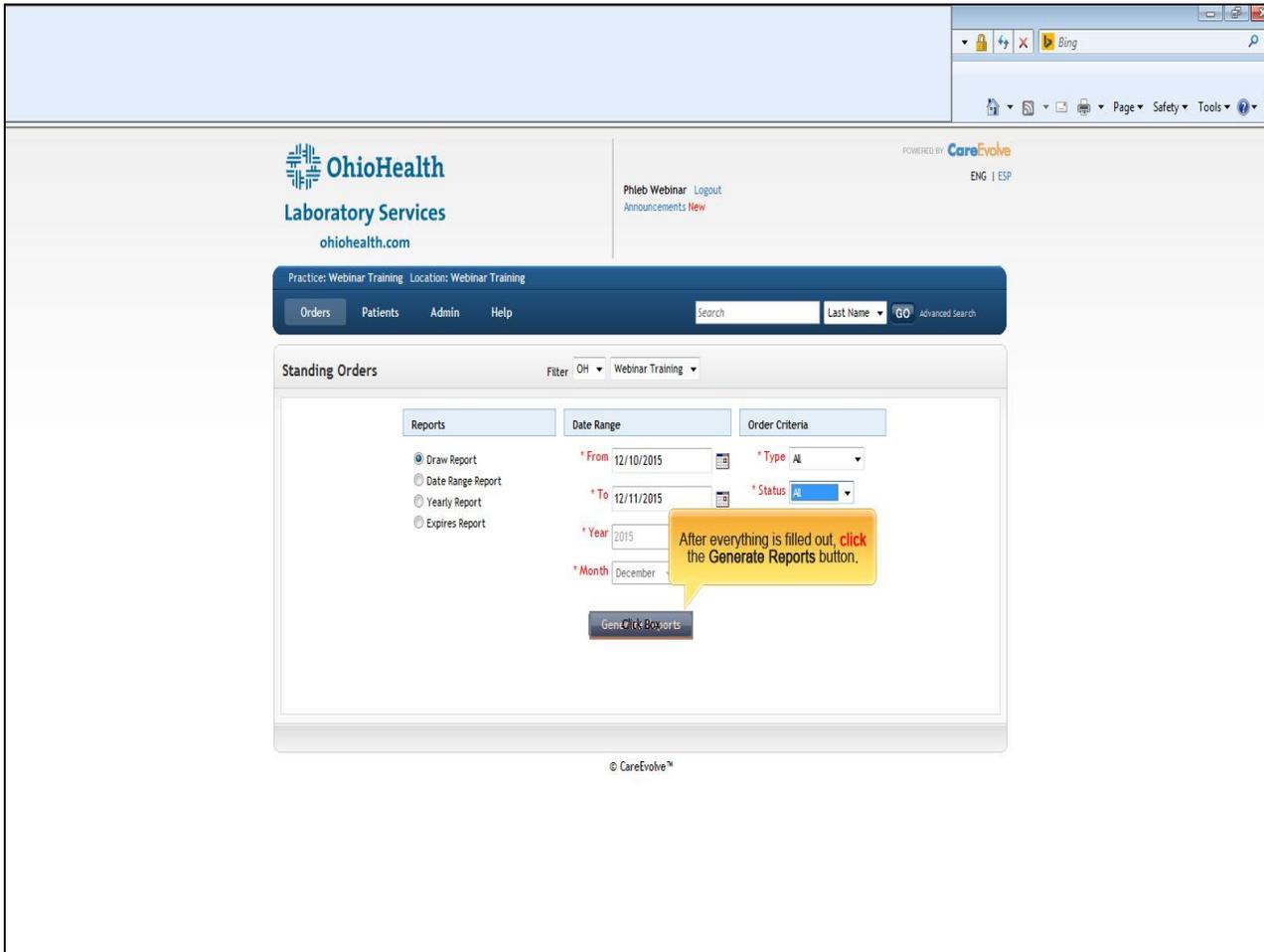
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Text Captions

Select All.

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Text Captions

After everything is filled out, **click** the **Generate Reports** button.

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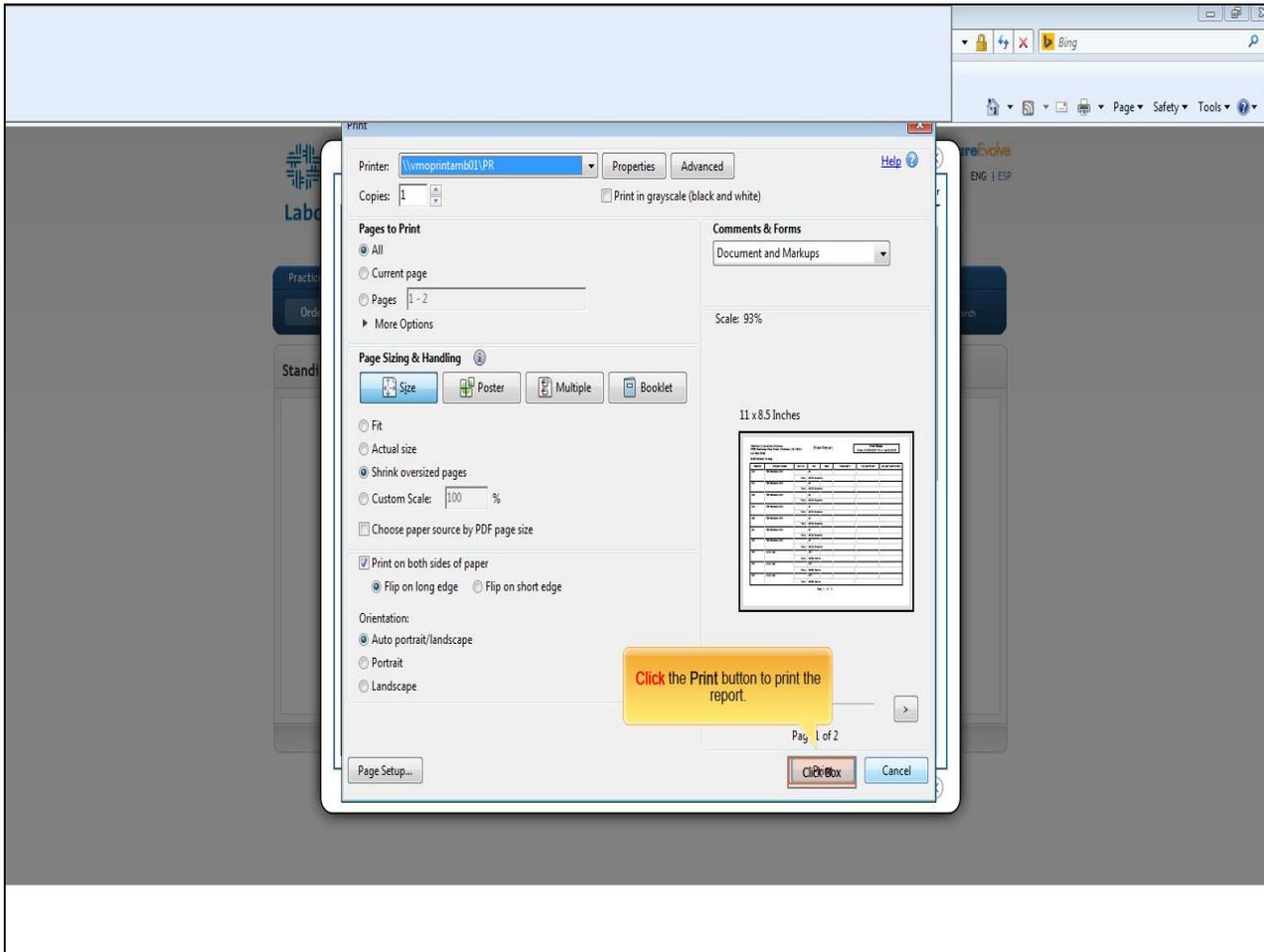
The screenshot shows a web browser window displaying a 'Draw Report' interface. The report title is 'OhioHealth Laboratory Services' with contact information: 3825 Obilansky River Road, Columbus, OH 43261 and phone number 614-566-5236. The date range is set to 'From: 12/10/2015 Thru: 12/11/2015'. The report content is a table with columns: OBJID, DRAW SITE, COLLECTED BY, and COLLECT DATE/TIME. A toolbar at the top of the report window includes a printer icon, a plus sign, and a minus sign. A yellow callout box with a red border points to the printer icon, containing the text 'Click the Printer icon to print the report.' The table contains data for various test IDs and sites, including 'TESTARCADIA, RICH' and '32866, test'. The page number 'Page 1 of 2' is visible at the bottom of the report window.

OBJID	DRAW SITE	COLLECTED BY	COLLECT DATE/TIME
816			
817			
818	TESTARCADIA, RICH	42	
	Tests:	46351 Potassium	
819	TESTARCADIA, RICH	42	
	Tests:	46351 Potassium	
820	TESTARCADIA, RICH	42	
	Tests:	46351 Potassium	
821	TESTARCADIA, RICH	42	
	Tests:	46351 Potassium	
822	TESTARCADIA, RICH	42	
	Tests:	46351 Potassium	
942	32866, test	104	
	Tests:	46391 Protime	
943	32866, test	104	
	Tests:	46391 Protime	
944	32866, test	104	
	Tests:	46391 Protime	

Text Captions

**Click** the **Printer icon** to print the report.

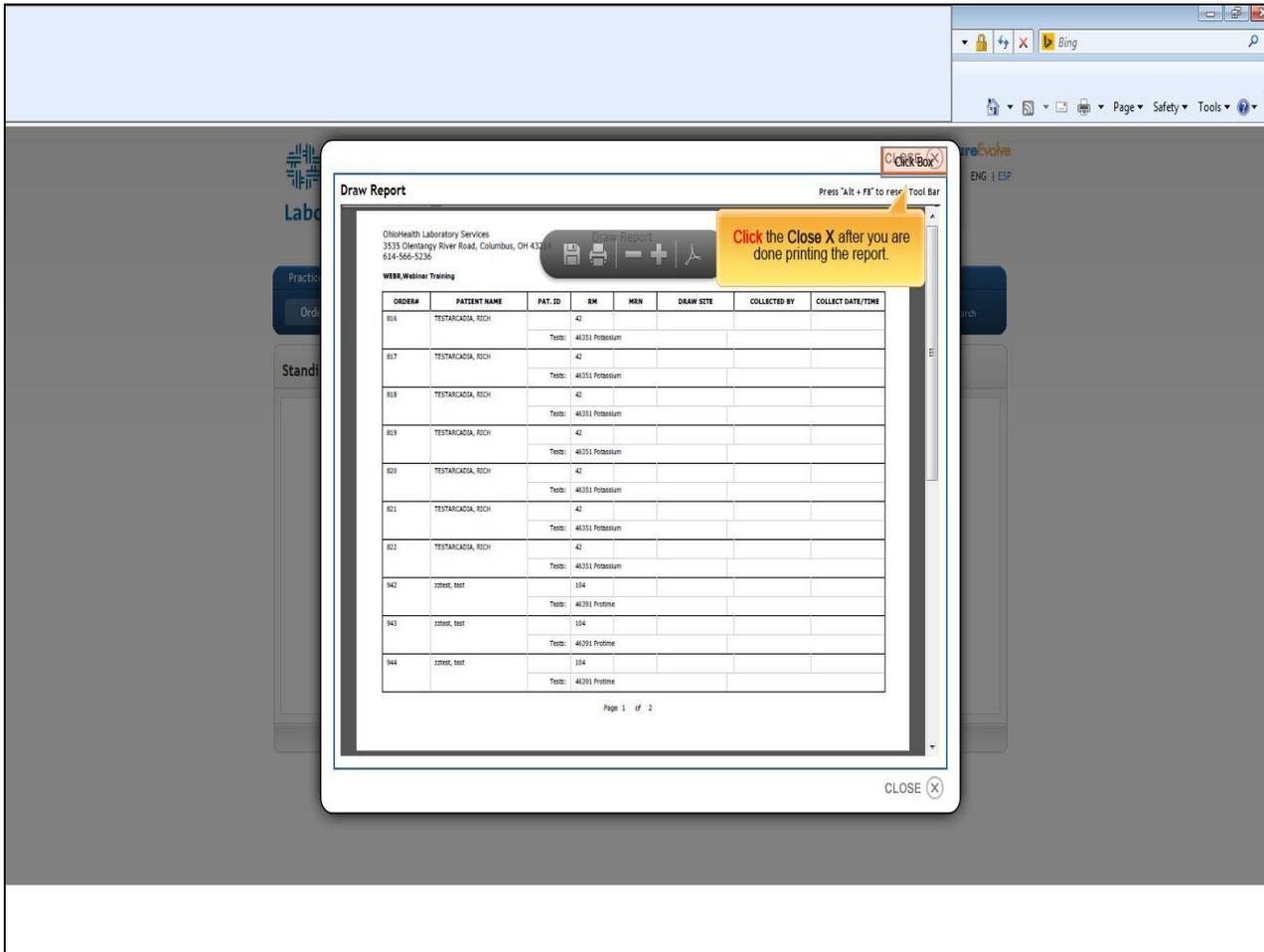
Slide 27 - Slide 27



Text Captions

**Click** the **Print** button to print the report.

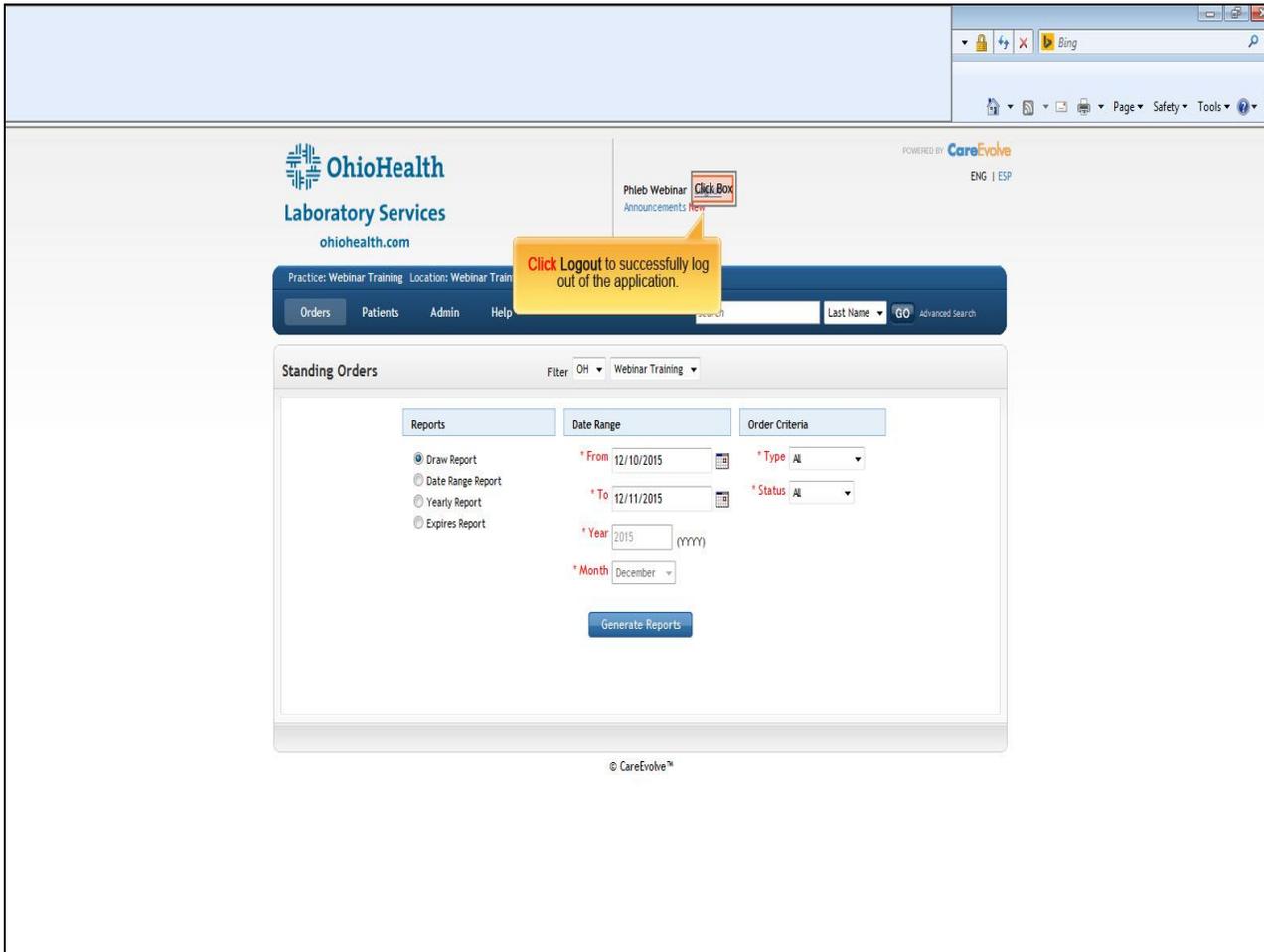
Slide 28 - Slide 28



Text Captions

**Click** the **Close X** after you are done printing the report.

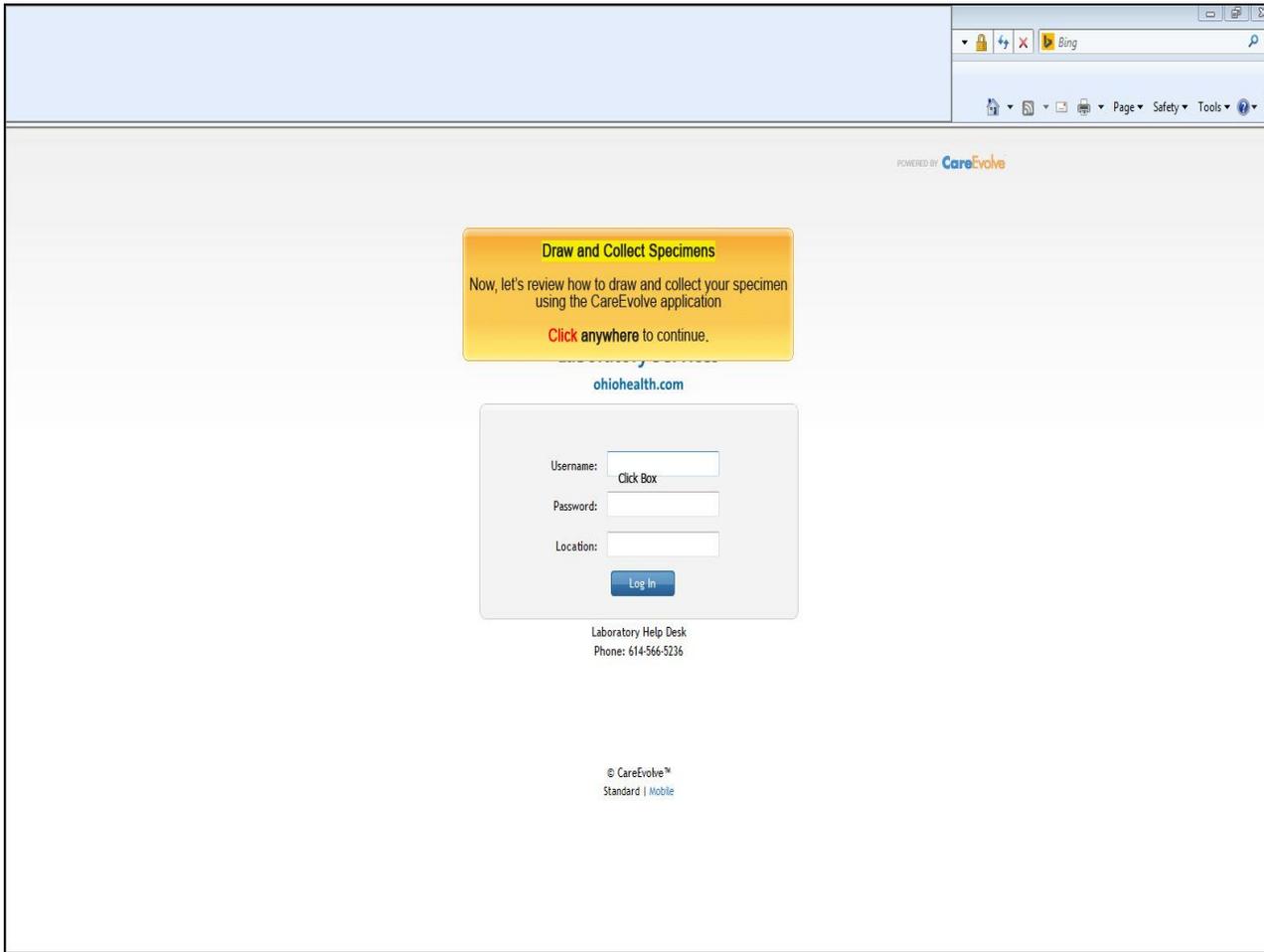
Slide 29 - Slide 29



Text Captions

**Click Logout** to successfully log out of the application.

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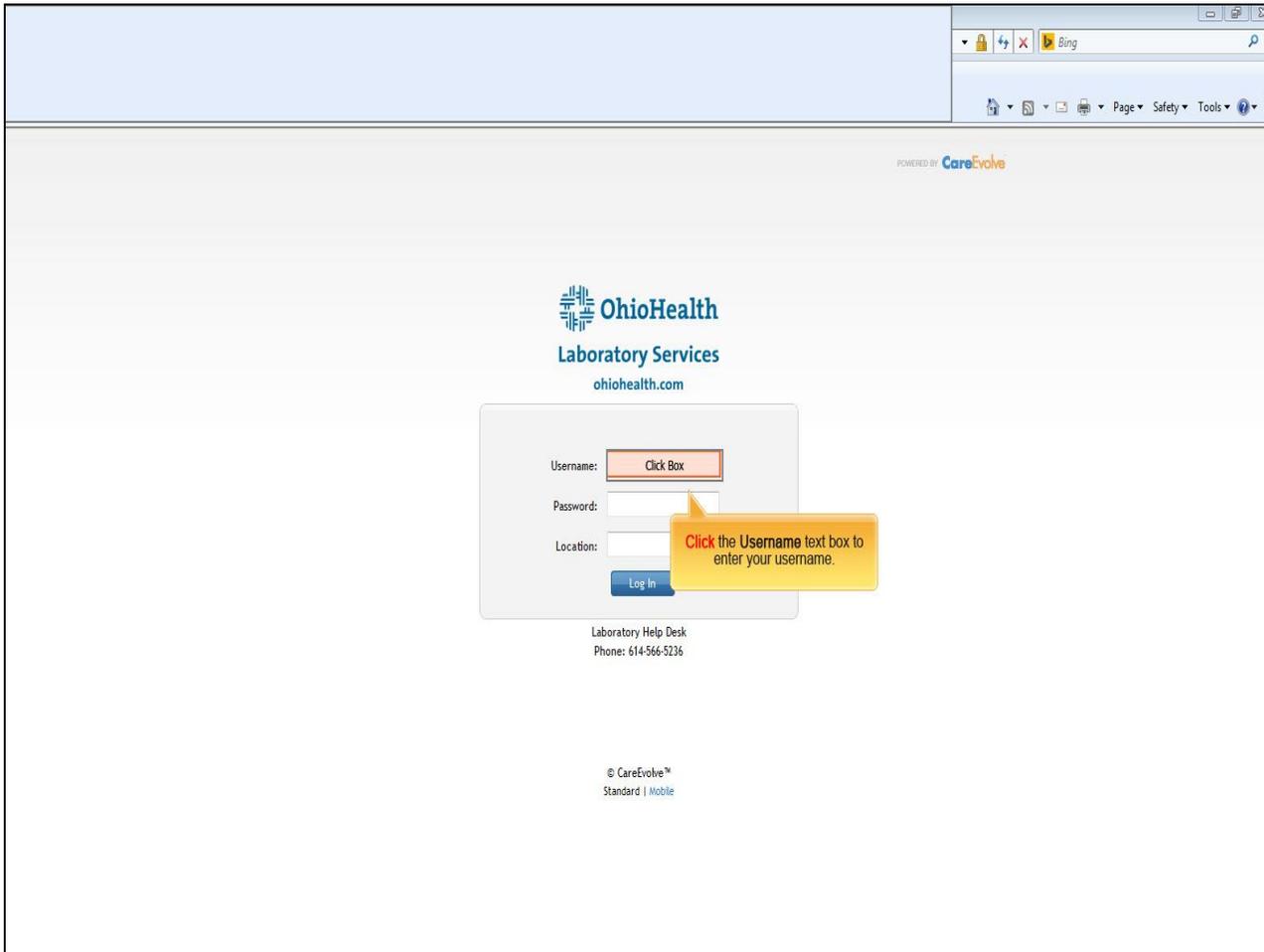
Text Captions

**Draw and Collect Specimens**

Now, let's review how to draw and collect your specimen using the CareEvolve application

**Click anywhere** to continue.

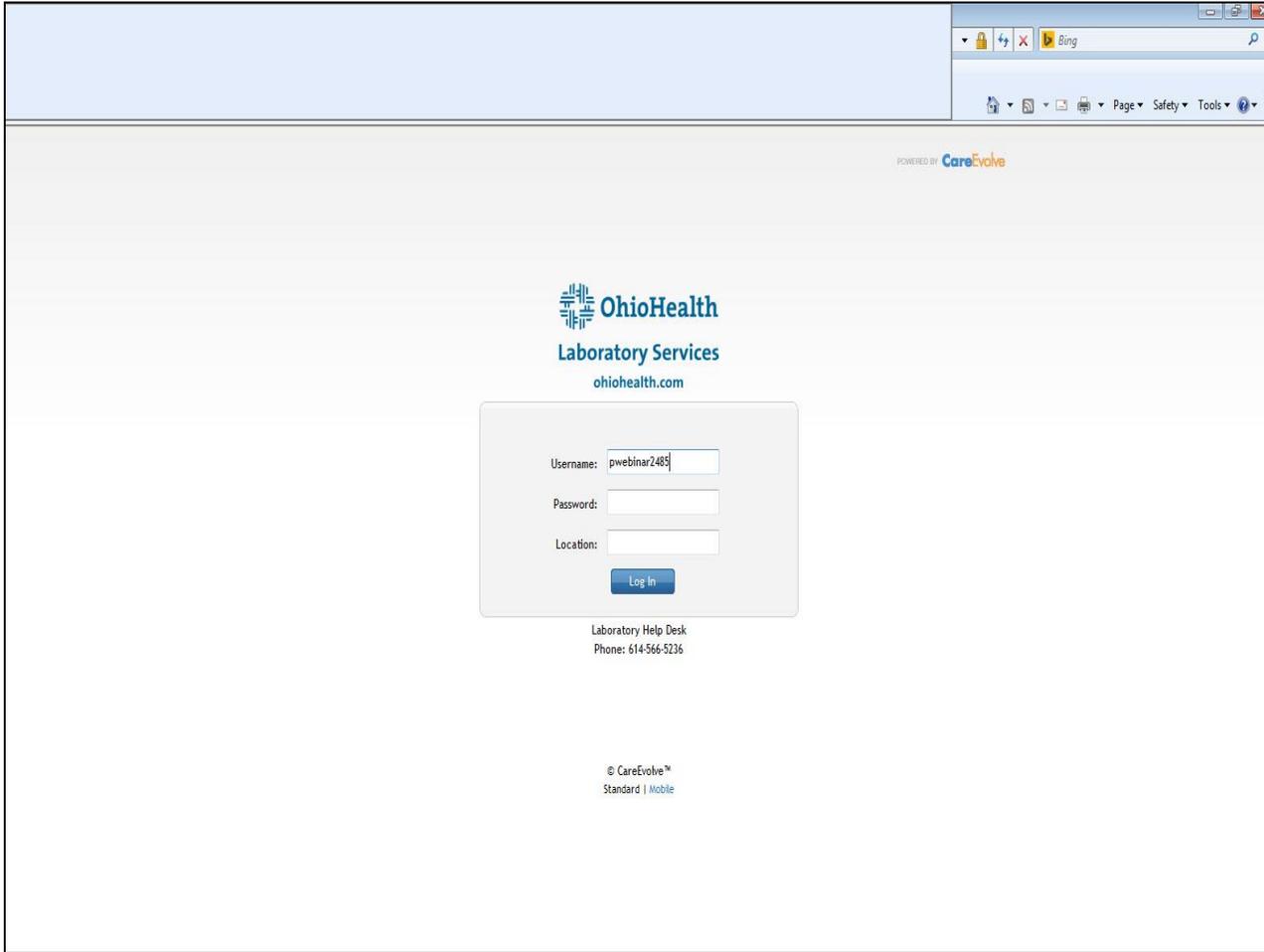
Slide 31 - Slide 31



Text Captions

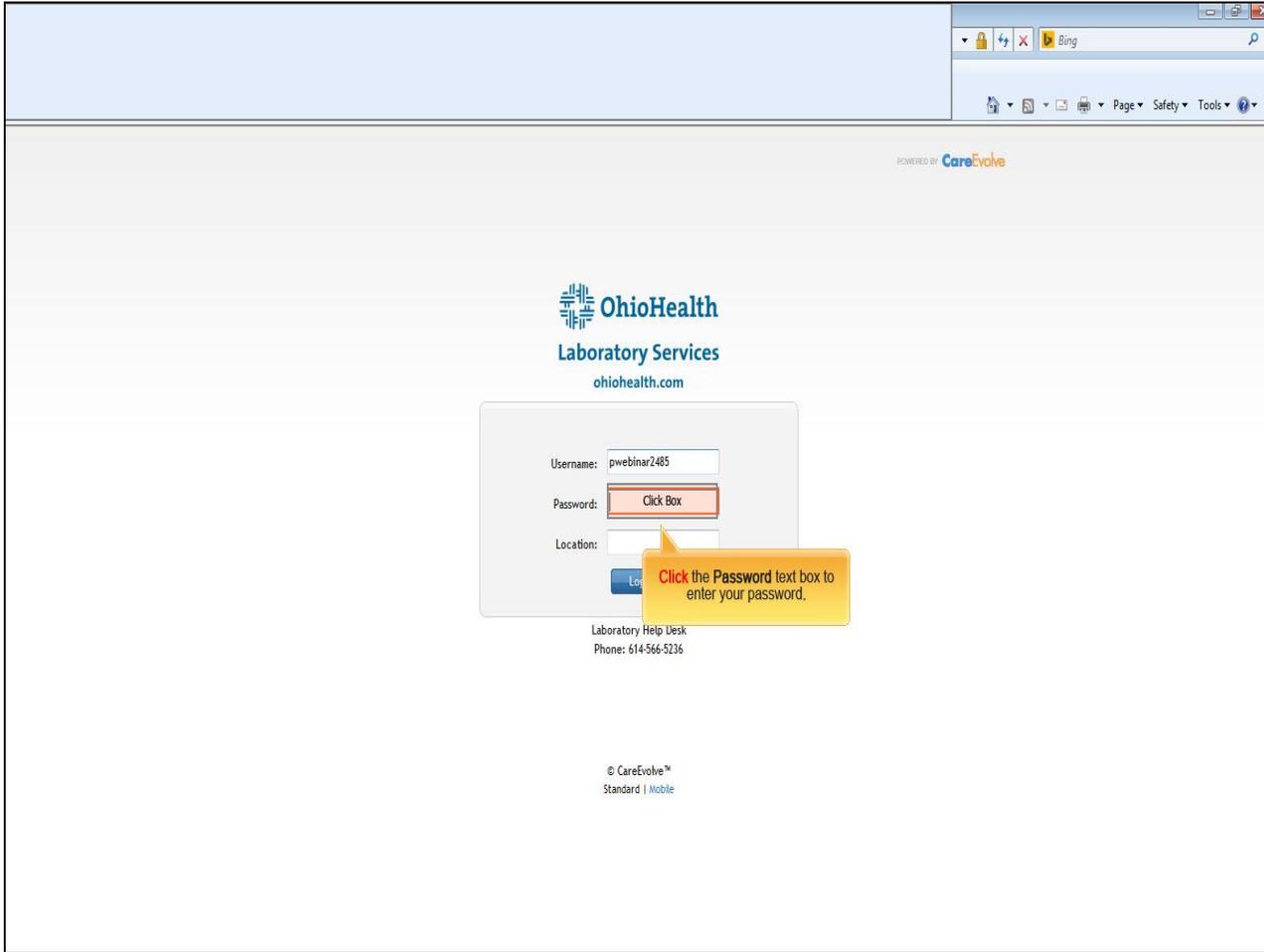
**Click** the **Username** text box to enter your username.

Slide 32 - Slide 32



Text Captions

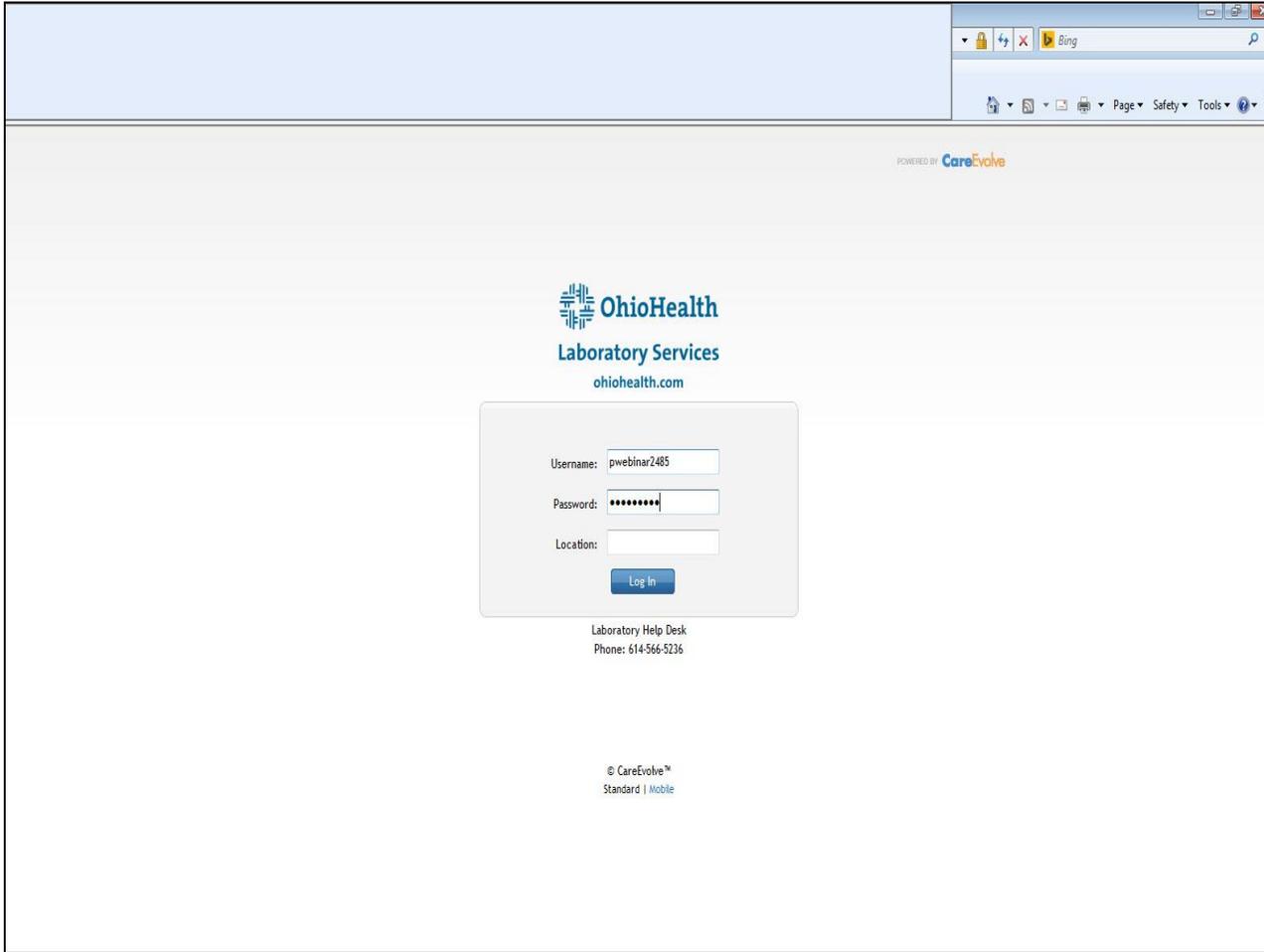
Slide 33 - Slide 33



Text Captions

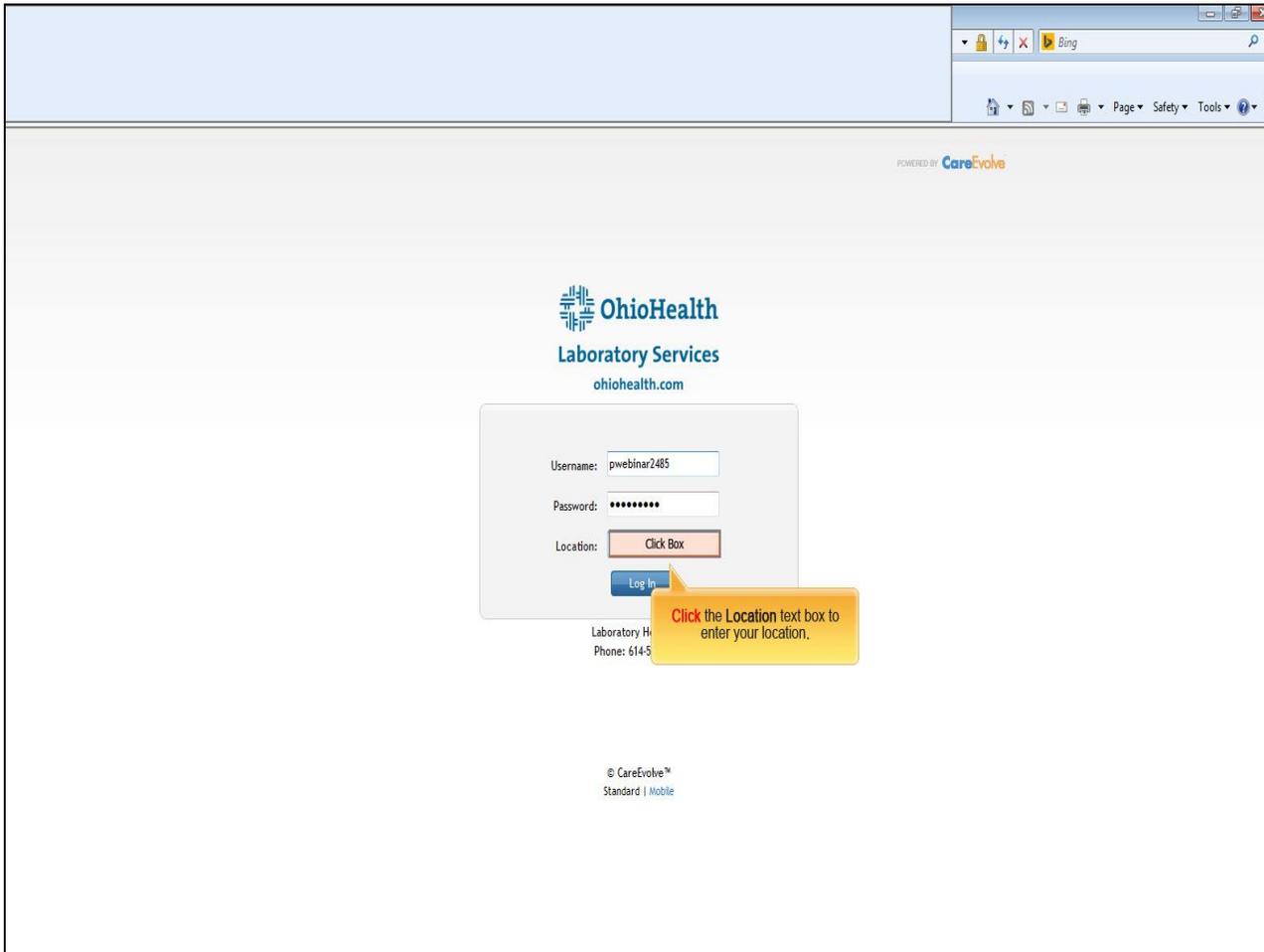
**Click** the **Password** text box to enter your password.

Slide 34 - Slide 34



Text Captions

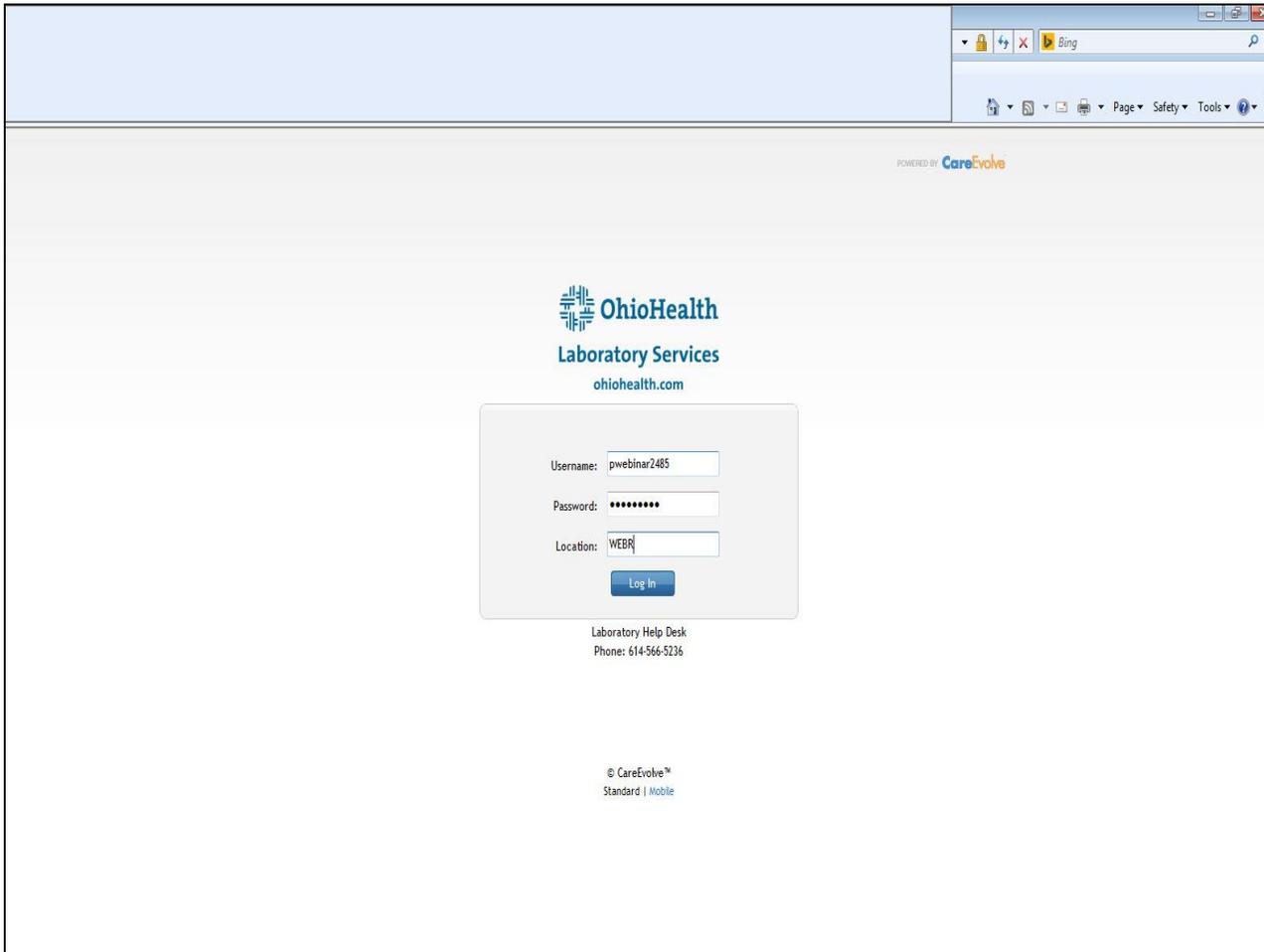
Slide 35 - Slide 35



Text Captions

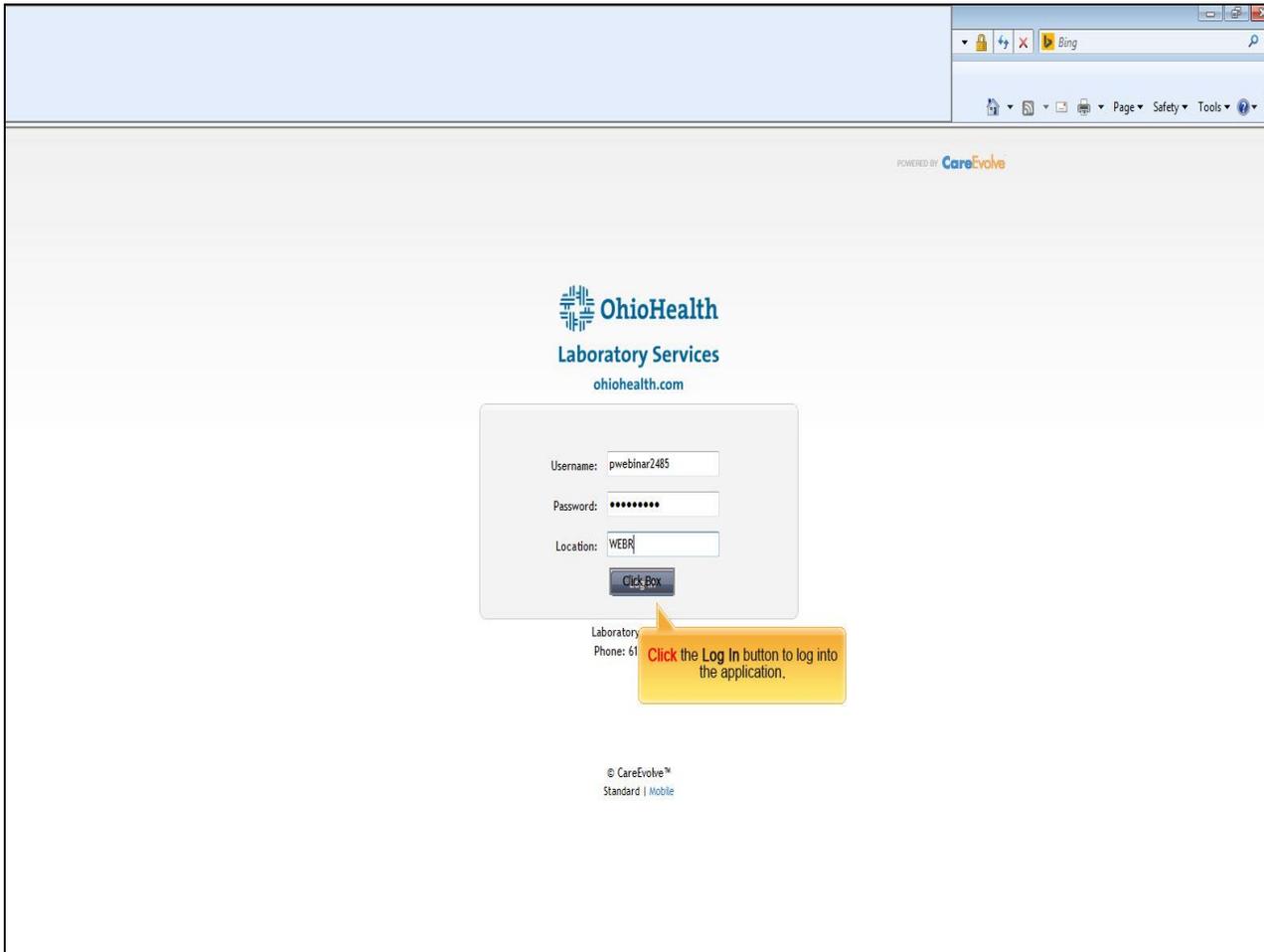
**Click** the **Location** text box to enter your location.

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Text Captions

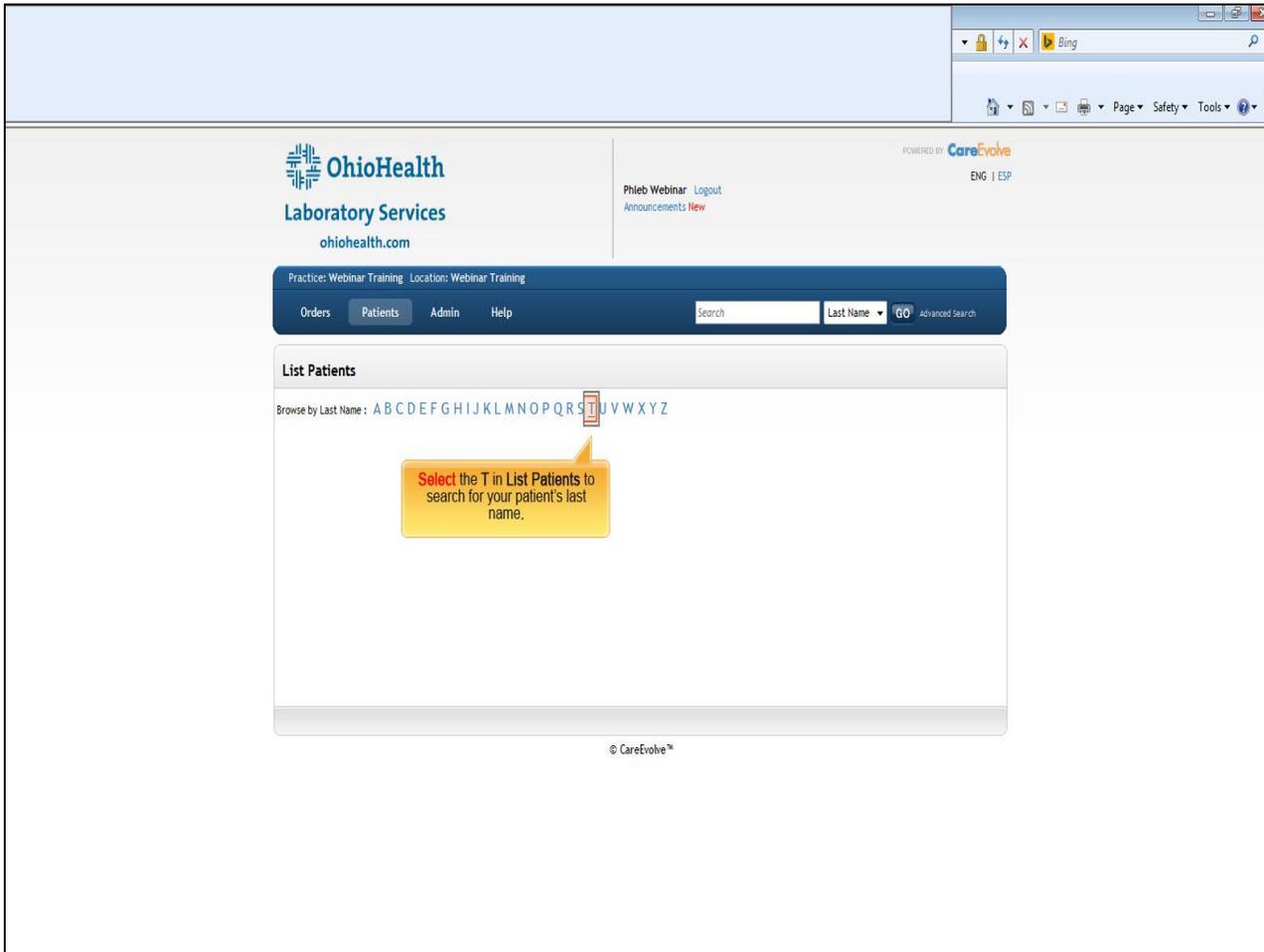
Slide 37 - Slide 37



Text Captions

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

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Text Captions

**Select** the **T** in **List Patients** to search for your patient's last name.

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OhioHealth  
Laboratory Services  
ohiohealth.com

POWERED BY CareEvolve  
ENG | ESP

Phleb Webinar Logout  
Announcements New

Practice: Webinar Training Location: Webinar Training

Orders Patients Admin Help

Search Last Name GO Advanced Search

List Patients

Browse by Last Name: ABCDEFGHIJKLMNOPQRS **T** UVWXYZ

Name	Office Id	Gender	DOB	SSN
Test, Annr		M	01/01/1999	
TEST, BETTY		F	11/27/1970	
Test, Golive		F	01/01/2001	
test, Thursday		M	12/27/1970	
Test, Webinar		M	01/01/1970	
TESTARCADIA, JAMIE		F	01/01/1970	
TES		F	01/04/1970	
TES		F	01/02/1970	
TES		M	01/05/1970	
TESTARCADIA, VIRGINIA		F	01/03/1970	

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Text Captions

Select Test, Webinar.

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OhioHealth Laboratory Services ohiohealth.com

POWERED BY CareEvolve ENG | ESP

Phleb Webinar Logout Announcements New

Practice: Webinar Training Location: Webinar Training

Orders Patients Admin Help Search Last Name GO Advanced Search

Test, Webinar Office Id: DOB: 1/1/1970 Phone Number: -- Gender: M Primary Insurance: MEDICARE

Order/Result List Demographics Cumulative Reporting Create New Order

Order Date	Order #	Template #	Status	Report Date	Requisition	Status	Flag	Viewed	Reviewed	Printed
Dec 22 2015 6:00AM	958				--	--	--	--	--	--
Dec 15 2015 6:00AM	957	45218 CBC			--	--	--	--	--	--

Order #957

You can hover over the Order # to see more detail.

Hover over the Order # 957 to see more detail. Click Box Then, click in this box to continue.

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Text Captions

**Hover** over the Order # **957** to see more detail.

Then, **click** in **this box** to **continue**.

You can hover over the Order # to see more detail.

Slide 41 - Slide 41

OhioHealth Laboratory Services ohiohealth.com

POWERED BY CareEvolve ENG | ESP

Phleb Webinar Logout  
Announcements New

Practice: Webinar Training Location: Webinar Training

Orders Patients Admin Help Search Last Name GO Advanced Search

Test, Webinar Office Id: DOB: 1/1/1970 Phone Number: -- Gender: M Primary Insurance: MEDICARE

Order/Result List Demographics Cumulative Reporting

Create New Order

Order Date	Order #	Template #	Status	Report Date	Requisition	Status	Flag	Viewed	Reviewed	Printed
Dec 22 2015 6:00AM	958	956	Incomplete	--	--	--	--	--	--	--
Dec 15 2015 6:00AM	ClickBox 956	956	Incomplete	--	--	--	--	--	--	--

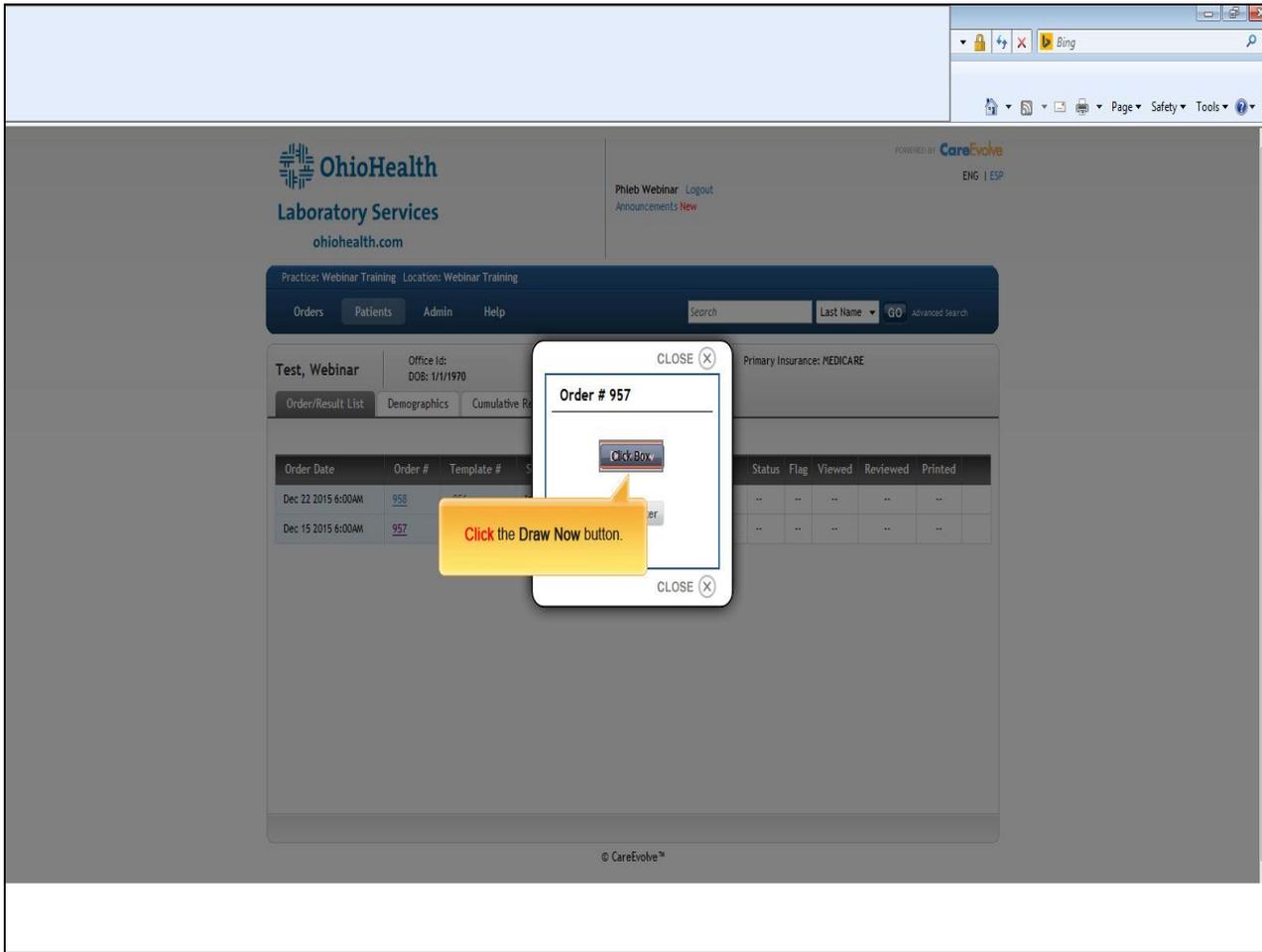
Select Order # 957.

© CareEvolve™

Text Captions

Select Order # 957.

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Text Captions

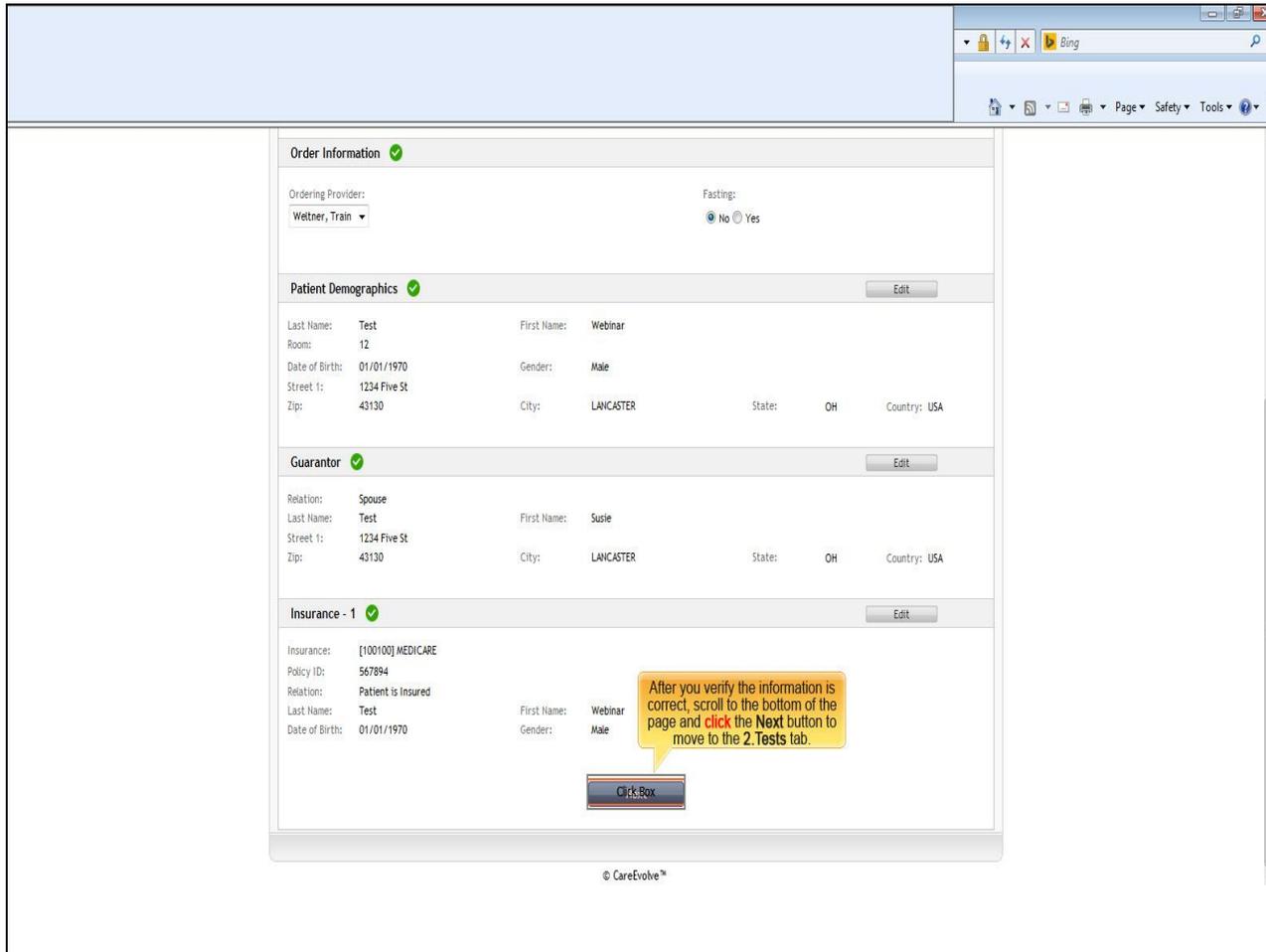
**Click** the **Draw Now** button.

Slide 43 - Slide 43

The screenshot displays the OhioHealth Laboratory Services web application interface. At the top left is the OhioHealth logo and 'Laboratory Services ohiohealth.com'. At the top right, it says 'POWERED BY CareEvolve' and 'ENG | ESP'. Below the header is a navigation bar with 'Orders', 'Patients', 'Admin', and 'Help' tabs, along with a search bar and a 'Last Name' dropdown. The main content area shows a patient profile for 'Test, Webinar' with fields for Office Id, DOB, Phone Number, Gender, and Primary Insurance. Below this is an 'Edit Order 957' section with 'Order Type: Draw Now' and 'Bill Type: Insurance'. A progress bar indicates the current step is '1. Demographics'. A message asks to confirm required information. The 'Order Information' section shows the ordering provider as 'Weltner, Train' and a 'Fasting' status of 'No'. The 'Patient Demographics' section lists: Last Name: Test, Room: 12, Date of Birth: 01/01/1970, Street 1: 1234 Five St, Zip: 43130, First Name: Webinar, Gender: Male, City: LANCASTER, State: OH, Country: USA. The 'Guarantor' section is also visible.

Text Captions

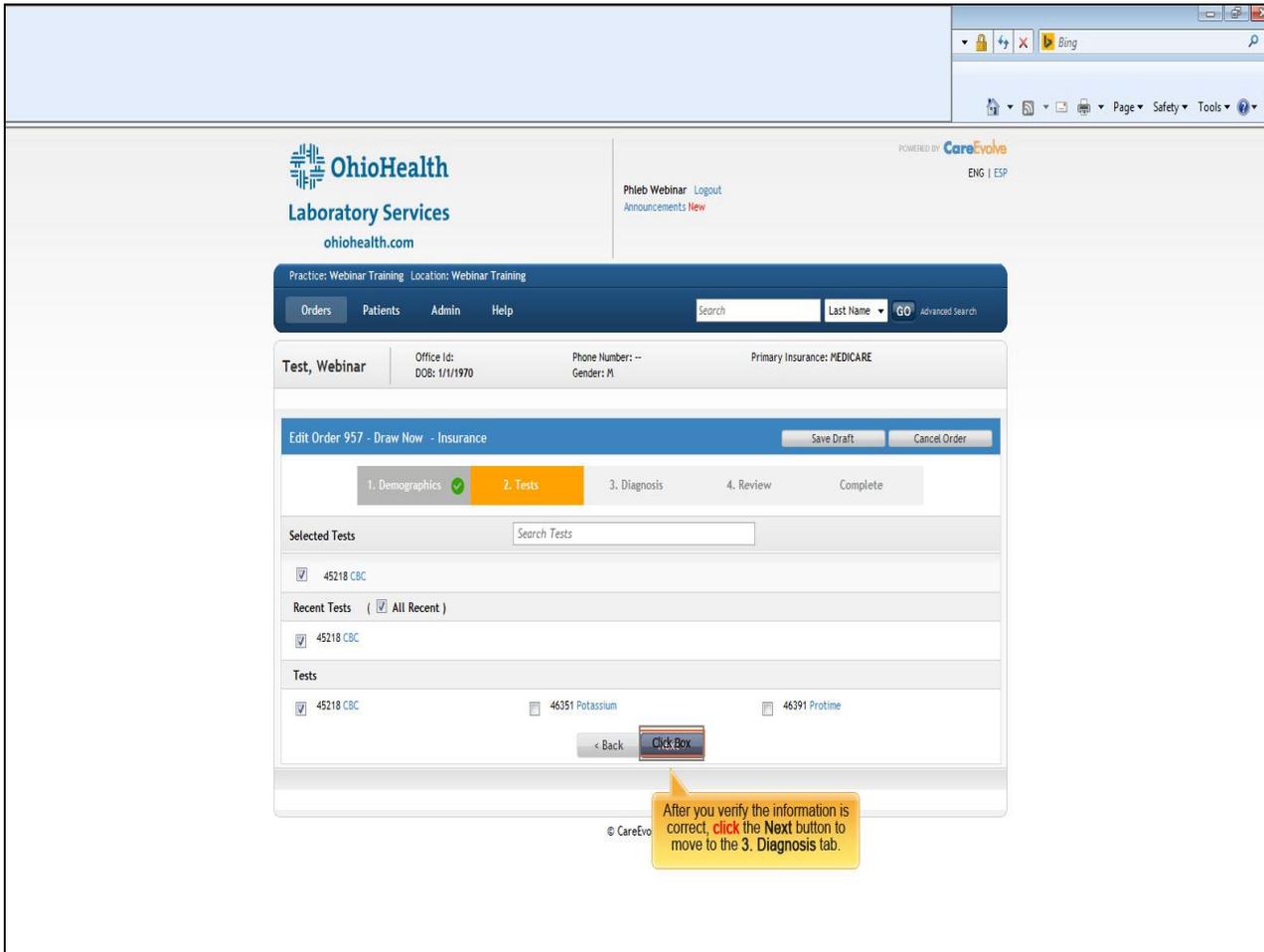
Slide 44 - Slide 44



**Text Captions**

After you verify the information is correct, scroll to the bottom of the page and **click** the **Next** button to move to the **2.Tests** tab.

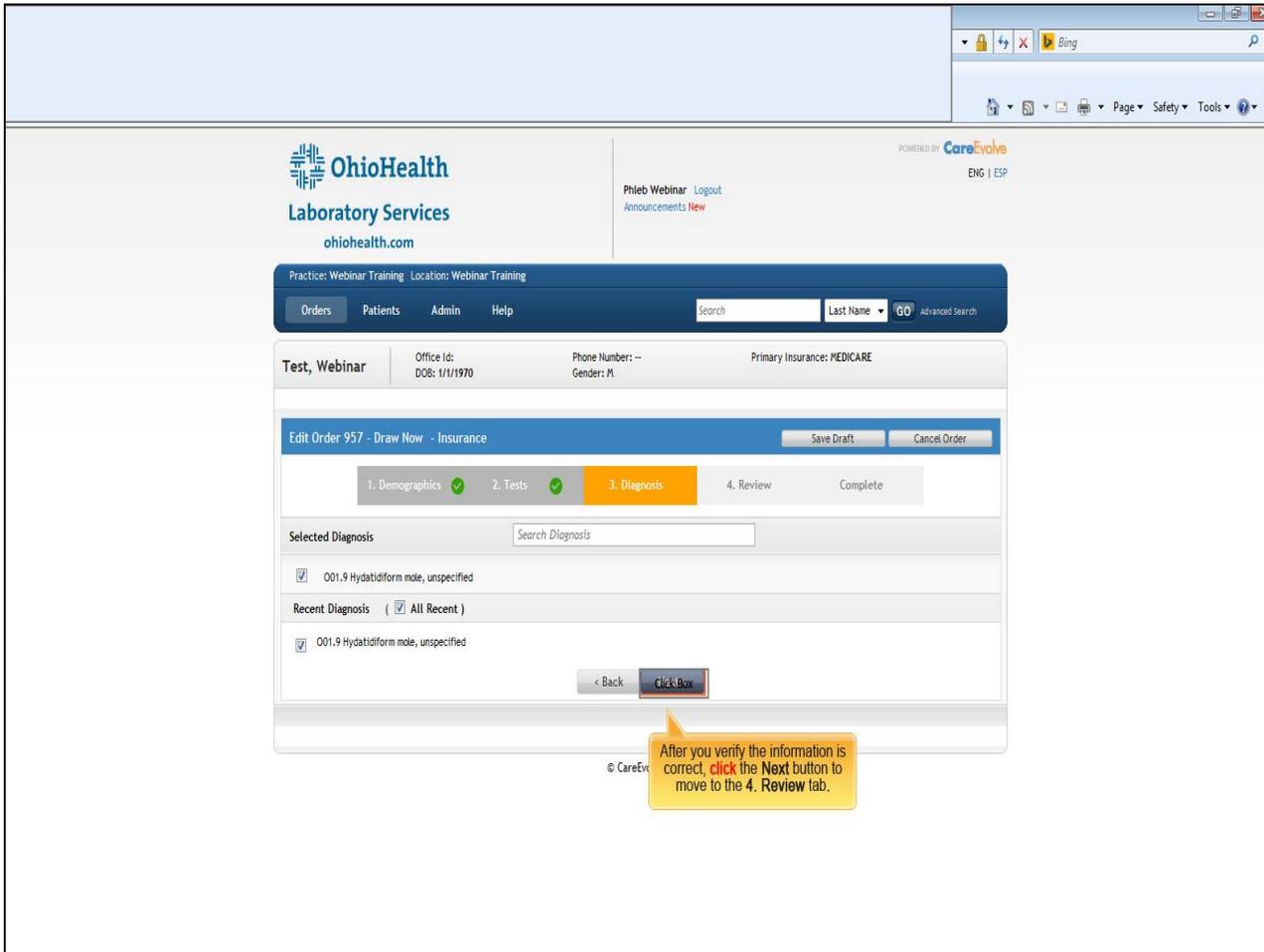
Slide 45 - Slide 45



Text Captions

After you verify the information is correct, **click** the **Next** button to move to the **3. Diagnosis** tab.

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Text Captions

After you verify the information is correct, **click** the **Next** button to move to the **4. Review** tab.

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The screenshot shows a web browser window displaying the OhioHealth Laboratory Services interface. The page title is "OhioHealth Laboratory Services" with the URL "ohiohealth.com". The user is logged in as "Phleb Webinar" and has a "Logout" link. The page is powered by "CareEvolve" and has language options for "ENG" and "ESP".

The main content area shows a patient record for "Test, Webinar" with the following details: Office Id: DOB: 1/11/1970, Phone Number: --, Gender: M, Primary Insurance: MEDICARE. The order being reviewed is "Edit Order 957 - Draw Now - Insurance". The order status is "4. Review" (highlighted in orange), with previous steps "1. Demographics", "2. Tests", and "3. Diagnosis" marked as complete with green checkmarks. A "Complete" button is visible.

The "General Information" section contains the following fields:

- \*Order Date: [Text Field] [Calendar Icon]
- \*Coll. Date: [Text Field] [Calendar Icon]
- Coll. by: pwebinar2485
- Ordering: Weltner, Train
- Insurance: MEDICARE
- Fasting: No
- \*Priority: Routine
- Lab: [Text Field]
- Comments: [Text Field]
- Copy to: < none > [Add]
- Referring: < none > [Add]

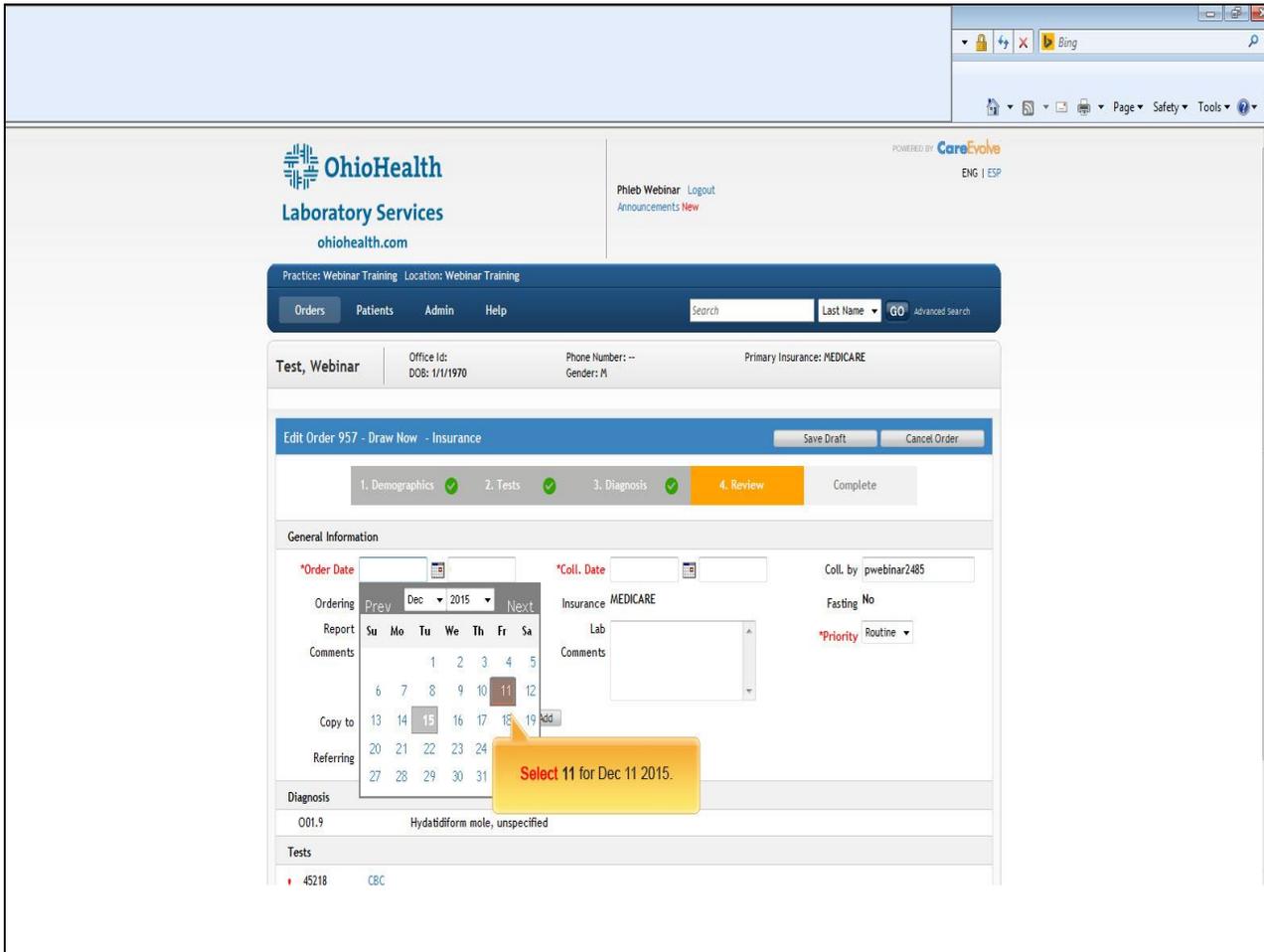
The "Diagnosis" section shows "001.9 Hydatidiform mole, unspecified". The "Tests" section shows "45218 CBC".

A yellow callout box with a red border points to the calendar icon next to the \*Order Date field, containing the text: "Click the calendar icon to select the \* Order Date date."

Text Captions

**Click** the **calendar icon** to select the \* **Order Date** date.

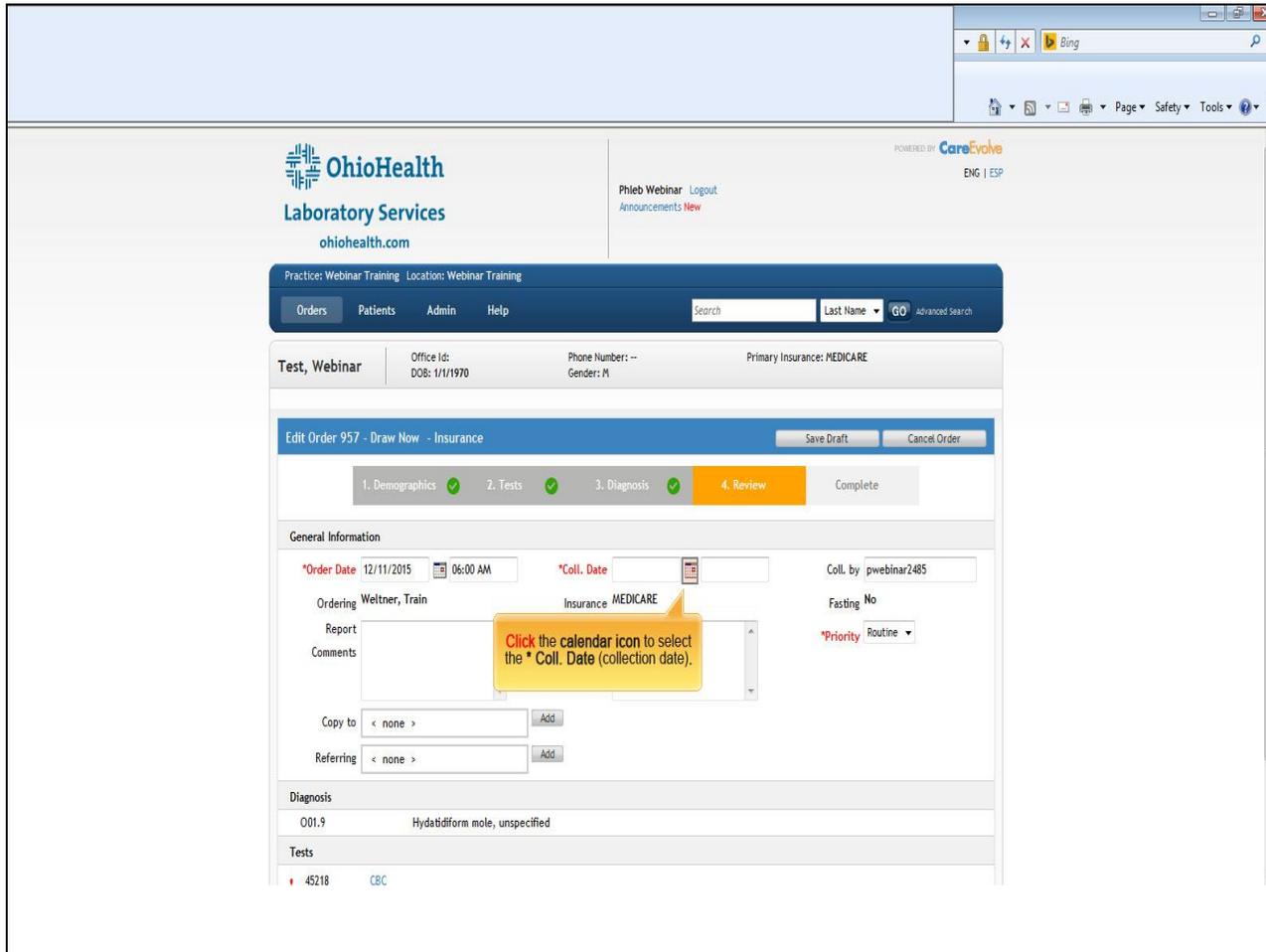
Slide 48 - Slide 48



Text Captions

Select 11 for Dec 11 2015.

Slide 49 - Slide 49



The screenshot displays the OhioHealth Laboratory Services interface. At the top, the OhioHealth logo and 'Laboratory Services' are visible. The page is powered by CareEvolve. A navigation bar includes 'Orders', 'Patients', 'Admin', and 'Help'. A search bar is present with a 'Last Name' dropdown and a 'GO' button. The main content area shows a patient record for 'Test, Webinar' with fields for Office ID, Phone Number, Gender, and Primary Insurance (MEDICARE). Below this is a progress bar for 'Edit Order 957 - Draw Now - Insurance' with steps: 1. Demographics, 2. Tests, 3. Diagnosis, 4. Review (highlighted), and Complete. The 'General Information' section contains fields for \*Order Date (12/11/2015), \*Coll. Date (with a calendar icon), Coll. by (pwebinar2485), Ordering (Weltner, Train), Insurance (MEDICARE), Fasting (No), and \*Priority (Routine). A yellow callout box points to the \*Coll. Date field with the text: 'Click the calendar icon to select the \* Coll. Date (collection date)'. The 'Diagnosis' section shows '001.9 Hydatidiform mole, unspecified' and the 'Tests' section shows '45218 CBC'.

Text Captions

**Click** the **calendar icon** to select the **\* Coll. Date** (collection date).

Slide 50 - Slide 50

The screenshot displays the OhioHealth Laboratory Services interface. At the top, the OhioHealth logo and 'Laboratory Services' are visible. The user is logged in as 'Phleb Webinar'. The main content area shows a patient record for 'Test, Webinar' with fields for Office ID, DOB, Phone Number, Gender, and Primary Insurance (MEDICARE). Below this is the 'Edit Order 957 - Draw Now - Insurance' section, which includes a progress bar with steps: 1. Demographics, 2. Tests, 3. Diagnosis, and 4. Review (highlighted in orange). The 'General Information' section contains fields for Order Date (12/11/2015), Collection Date, Ordering (Weltner, Train), Insurance, Lab, and Priority (Routine). A calendar pop-up is open over the Collection Date field, showing the month of December 2015. A yellow callout box points to the date '11' on the calendar with the text 'Select 11 for Dec 11 2015.'. The 'Diagnosis' section shows '001.9 Hydatidiform mole, unspecified' and the 'Tests' section shows '45218 CBC'.

Text Captions

Select 11 for Dec 11 2015.

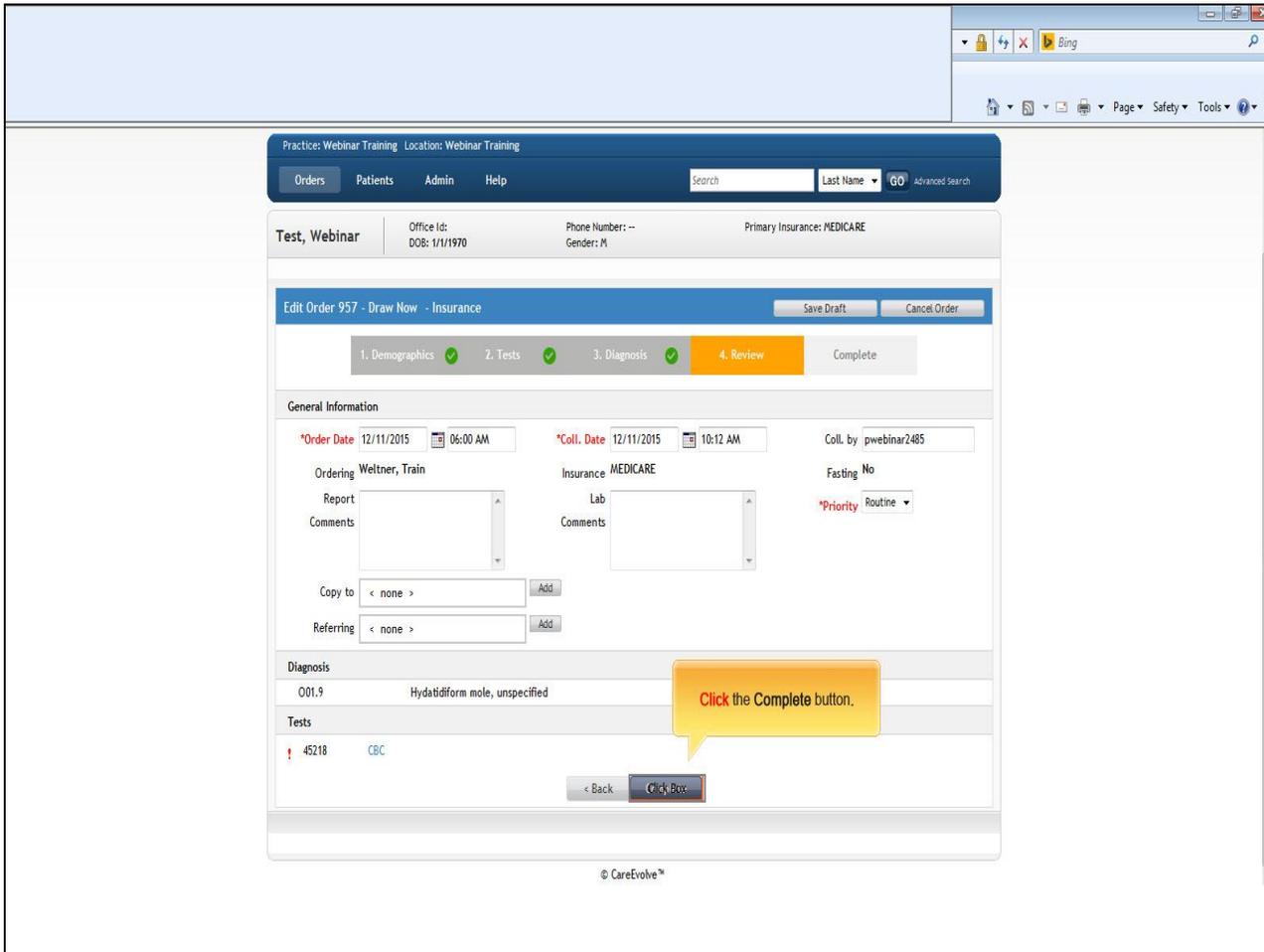
Slide 51 - Slide 51

The screenshot displays the OhioHealth Laboratory Services web application. At the top left is the OhioHealth logo and 'Laboratory Services ohiohealth.com'. The top right shows 'POWERED BY CareEvolve' and 'ENG | ESP'. Below the navigation bar, there's a search bar and a 'GO' button. The main content area shows a patient profile for 'Test, Webinar' with fields for Office Id, Phone Number, Gender, and Primary Insurance. A progress bar indicates the order is in the '4. Review' stage. The 'General Information' section includes fields for Order Date, Coll. Date, Ordering, Insurance, Fasting, and Priority. The 'Diagnosis' section shows '001.9 Hydatidiform mole, unspecified'. The 'Tests' section shows '45218 CBC'. A callout box on the right side of the screen contains the text: 'Click the scroll down arrow to scroll down the page.'

Text Captions

**Click** the **scroll down arrow** to scroll down the page.

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Text Captions

**Click** the **Complete** button.

Slide 53 - Slide 53

The screenshot shows a web browser window with a patient order requisition form. The form is titled "Order Requisition" and includes a "Click Box" button. A yellow callout box with the text "Click the Print button." points to the "Click Box" button. The form contains patient information, insurance details, and a table of codes and descriptions. A "Label" section is also visible on the right side of the form.

Order Requisition Click Box

Label

Printed: 12/11/2015 10:13 AM Fasting: No Priority: Routine 957

Patient: Test, Webinar Office ID: Training - WEBR  
Address: 2234 Five St Home Phone: 3 Route S South  
LANCASTER, OH 43130 OH 43138  
Martial Status: Sex: M Age: 45 Yrs  
Race:

Bill Type: Insurance Relationship: Spouse  
Guarantor: Test, Spole Employer:  
SSN: Home Phone:  
Address: 1234 Five St  
LANCASTER, OH 43130

Insurance: 100100 - MEDICARE Insurance:  
Address: 1351 WILLIAMS HOWARD TAFT Address:  
CINCINNATI, OH 45220

Group #: 1234567890 Group Name: Group #1: Group Name:  
Policy #: 567894 Policy #1:

Collected: 12/11/2015 10:12 AM Collector: pwelbner2485 Ordering MD: 7992 / Train Webinar  
Div Codes: 001.9 Phone: 740-234-2485

Code	Tube	Description
45218	LAV	CBC

ABN: No

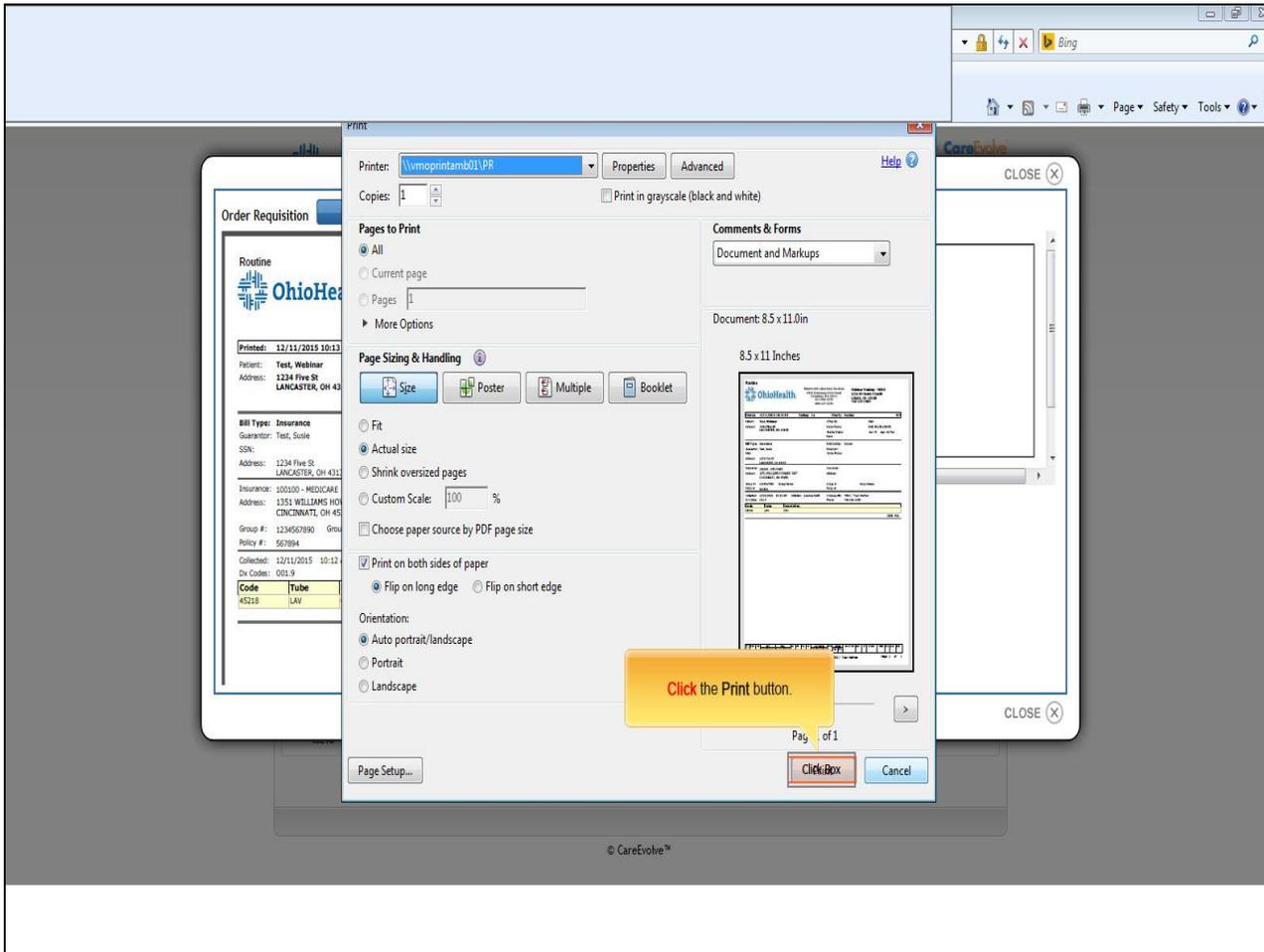
Return To Patient Chart Search For Patient

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Click the Print button.

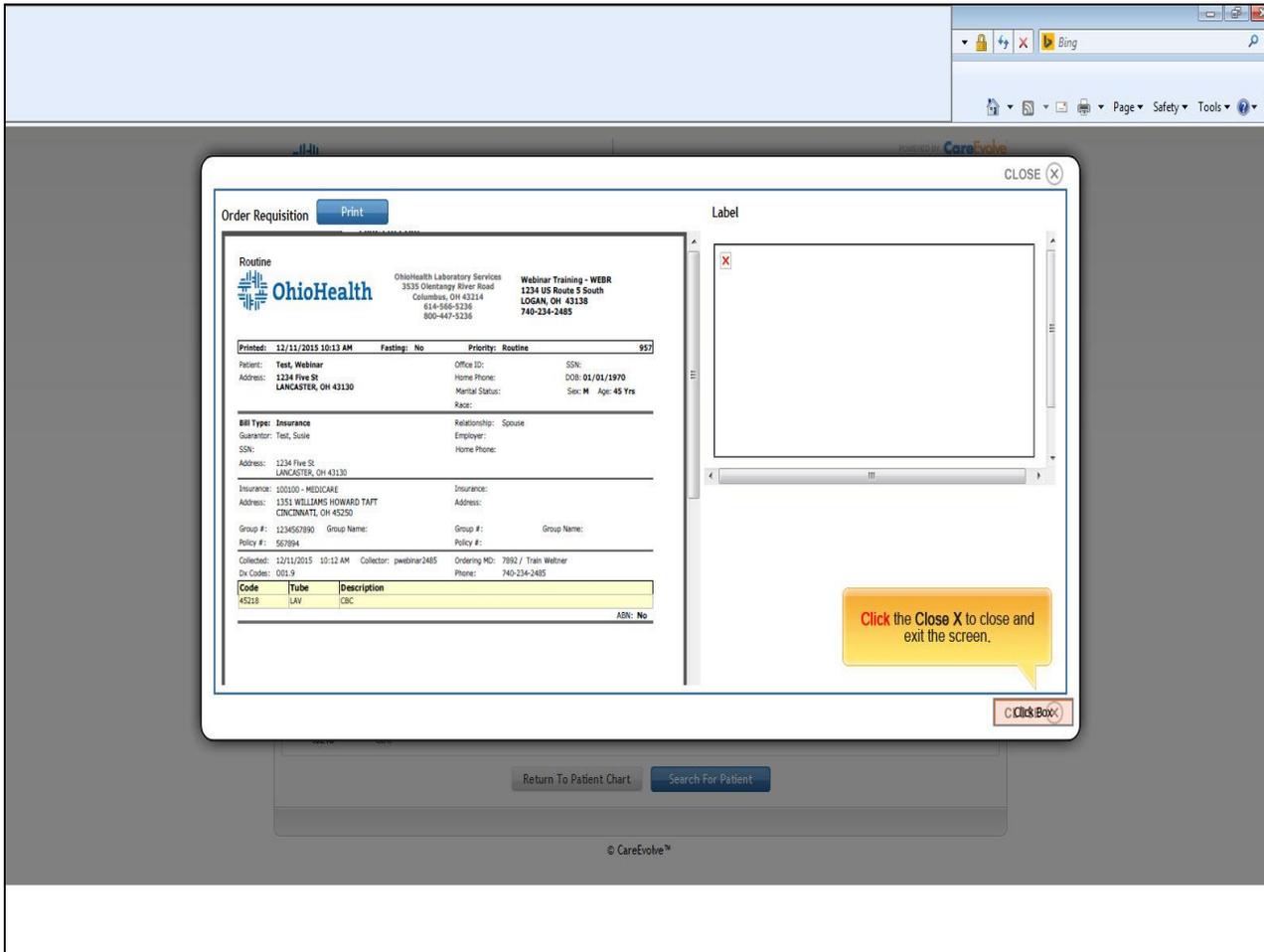
Slide 54 - Slide 54



Text Captions

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Slide 55 - Slide 55



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Phleb Webinar Click-Box  
Announcements New

Practice: Webinar Training Location: Webinar Training

Orders Patients Admin Help

Test, Webinar Office Id: DOB: 1/1/1970 Phone Number: -- Gender: M Primary Insurance: MEDICARE

Order 957 - Draw Now - Insurance

Order Requisition Print

General Information

Order Date	12/11/2015 06:00 AM	Coll. Date	12/11/2015 10:12 AM	Coll. by	pwebinar2485
Ordering	Weltner, Train	Insurance	MEDICARE	Fasting	No
Report		Lab		Priority	Routine
Comments		Comments			

Diagnosis

O01.9 Hydatidiform mole, unspecified

Tests

45218 CBC

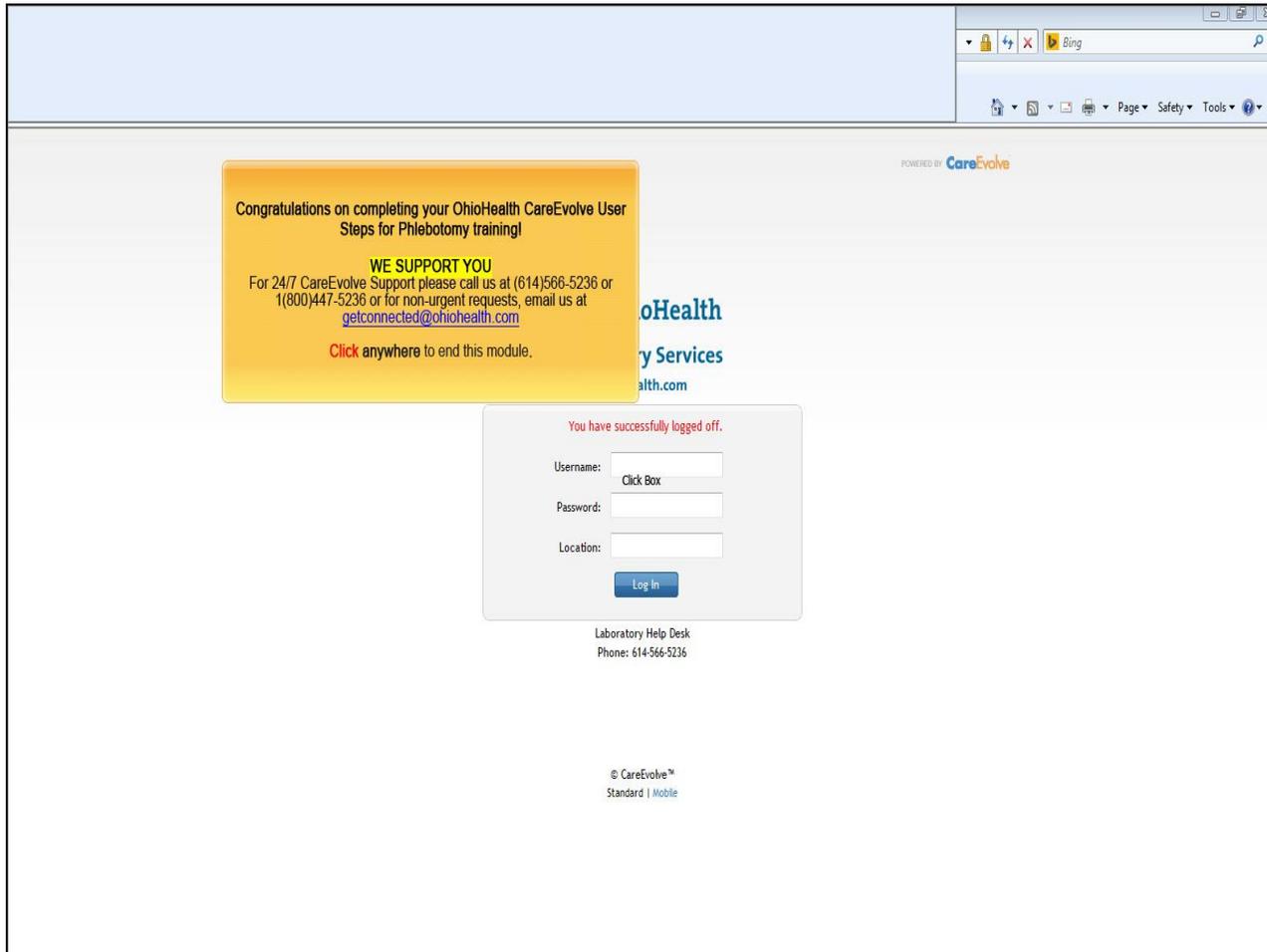
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**Click anywhere** to end this module.