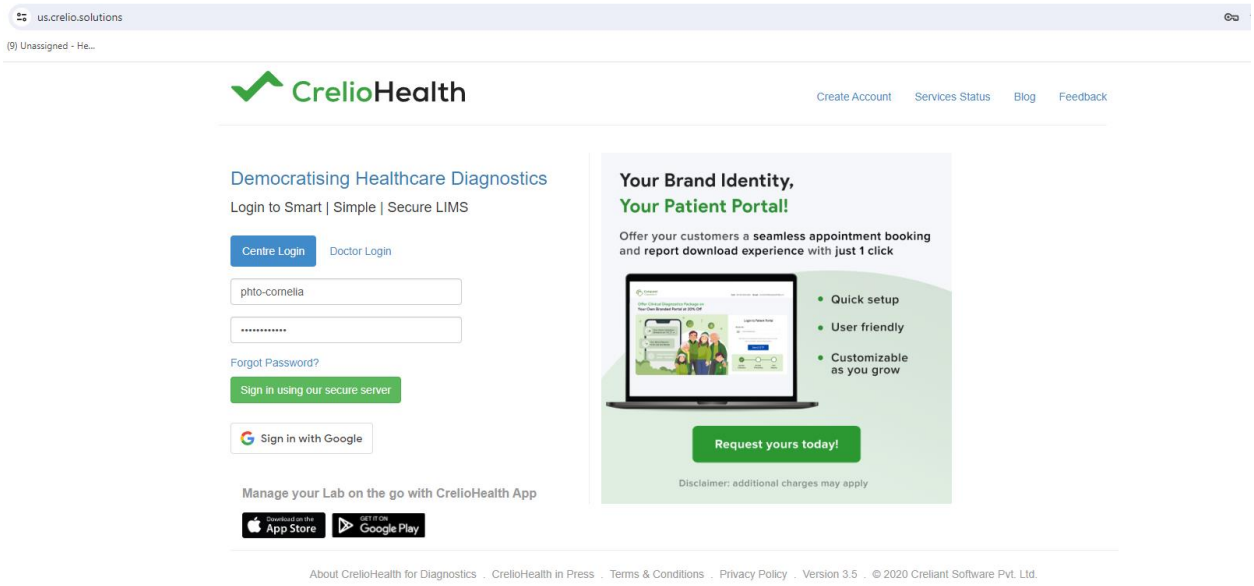
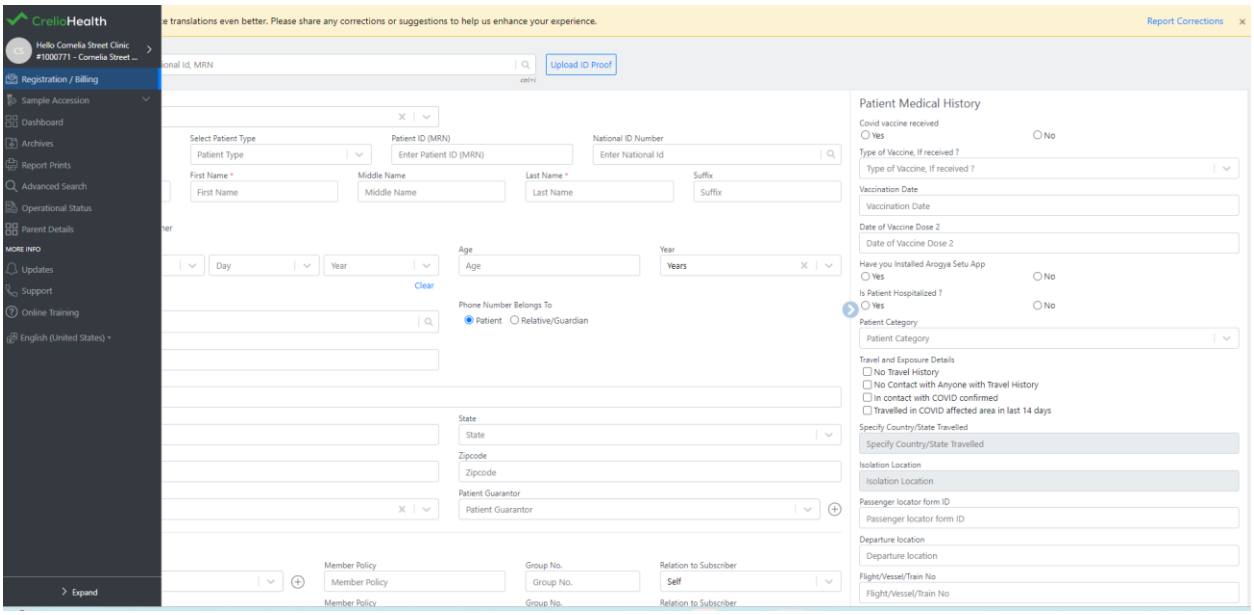
CRELIO PATIENT REGISTRATION/ORDERING

Website: us.crelio.solutions

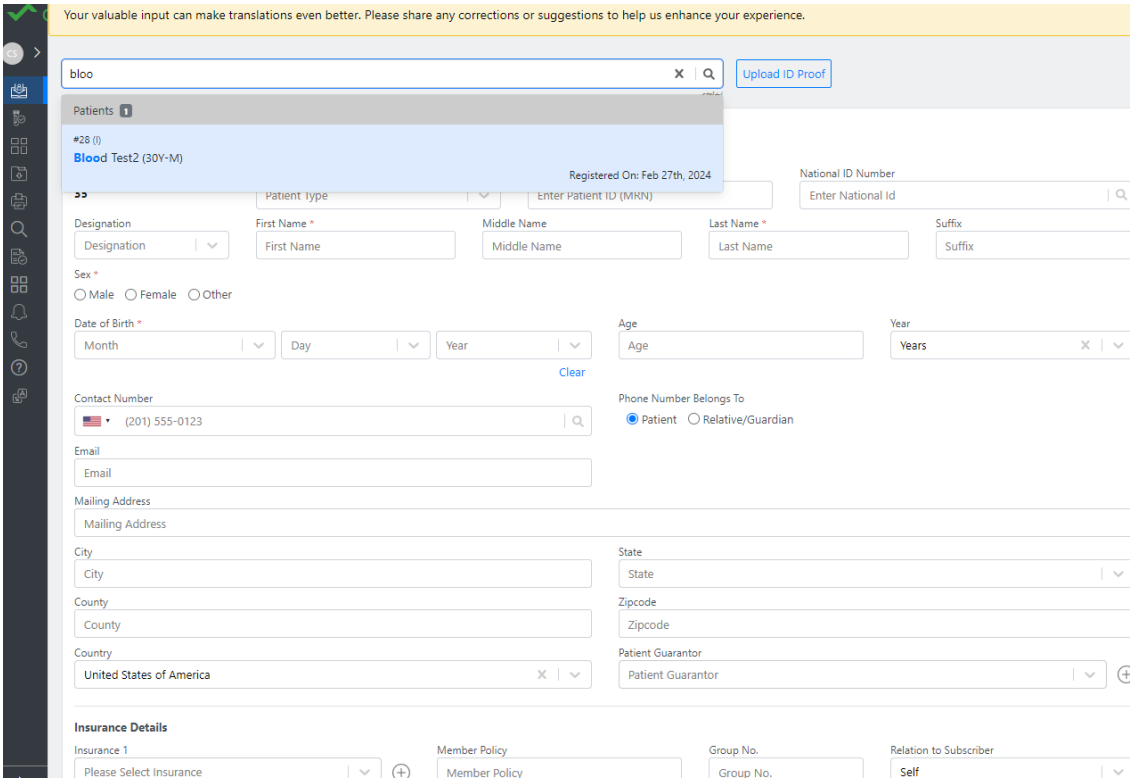


Registration/Ordering:

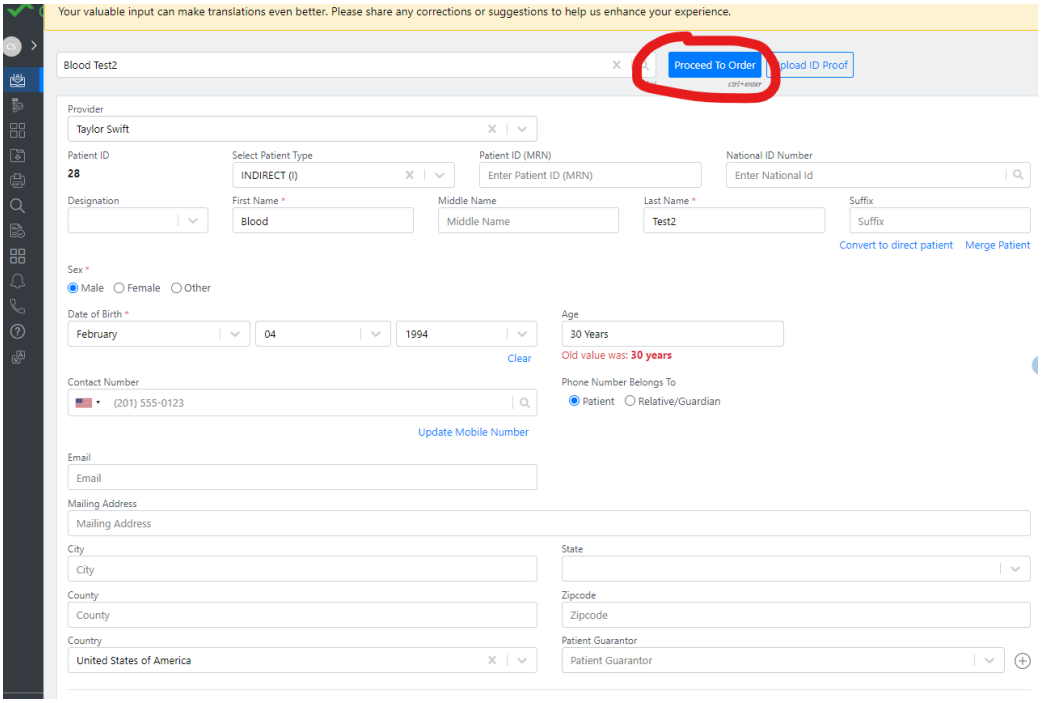
1. Hover over the menu on the left side and choose Registration/Billing
2. Search for the patient or enter the patient info if they are not yet in Crelio
    a. The patient medical history des not need to be completed – it can be hidden by clicking the arrow in the center



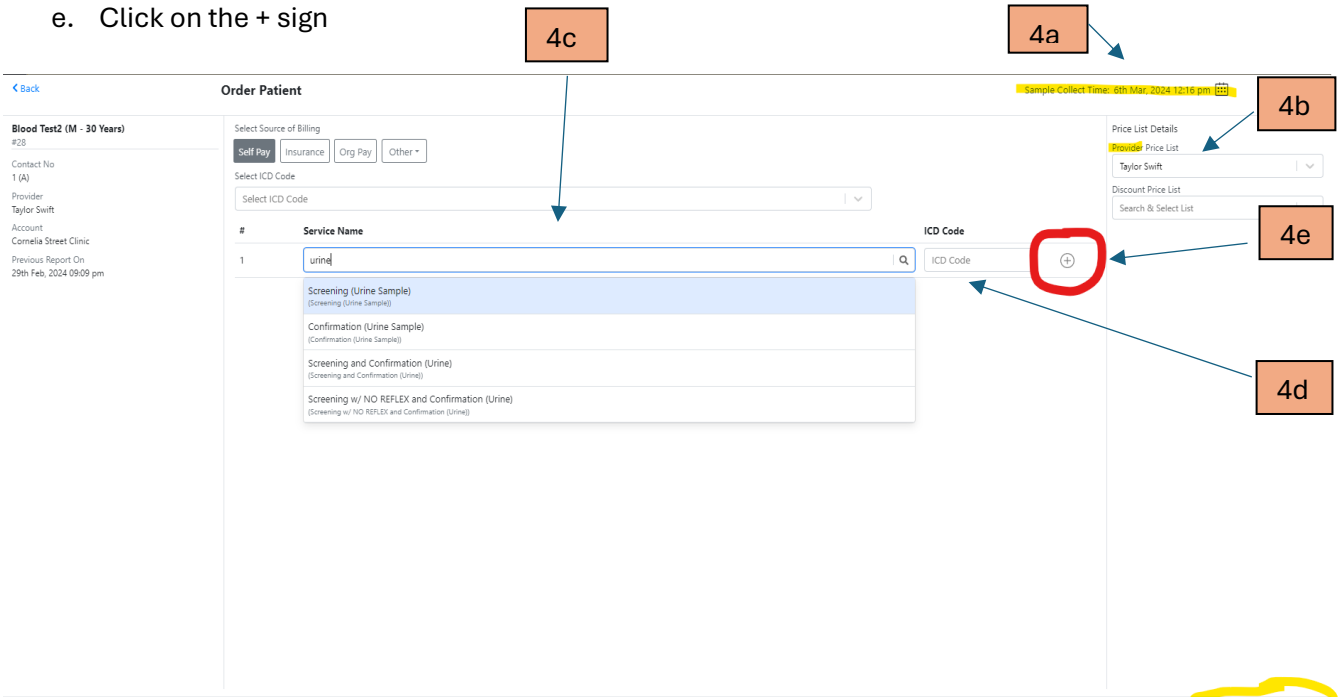
*When you start typing the patient name, it will show up if the patient is already entered:



3. After the patient info is entered, click Proceed to Order



4. Choosing Test Service (**TOXICOLOGY**)
    a. Collection date and time will default to the current date/time.
        i. Click the calendar to change
    b. Make sure the correct provider is chosen
    c. Type in either urine or blood to show the **Toxicology** test options. Each has the same testing options:
        i. Screening only
        ii. Confirmation only
        iii. Screening and Confirmation (this will automatically reflex meds and positive screens to confirmation)
        iv. Screening and Confirmation w/ NO REFLEX (will not automatically add confirmation testing for meds and positive screens)
    d. Enter the ICD code
    e. Click on the + sign

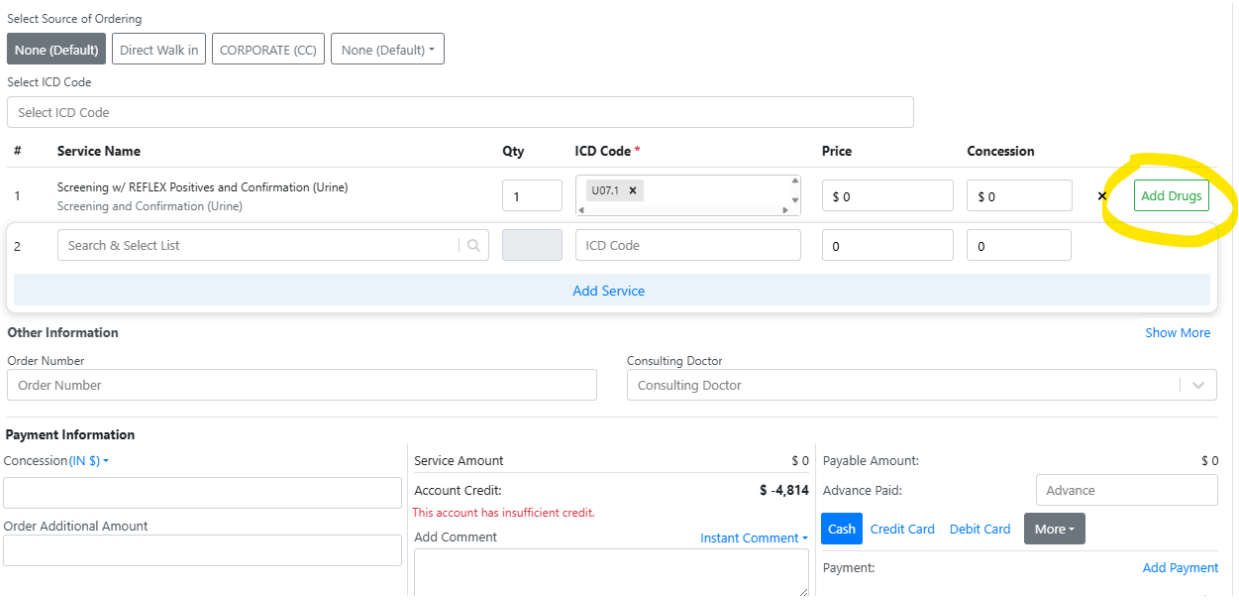


STAT/RUSH samples – choose emergency report

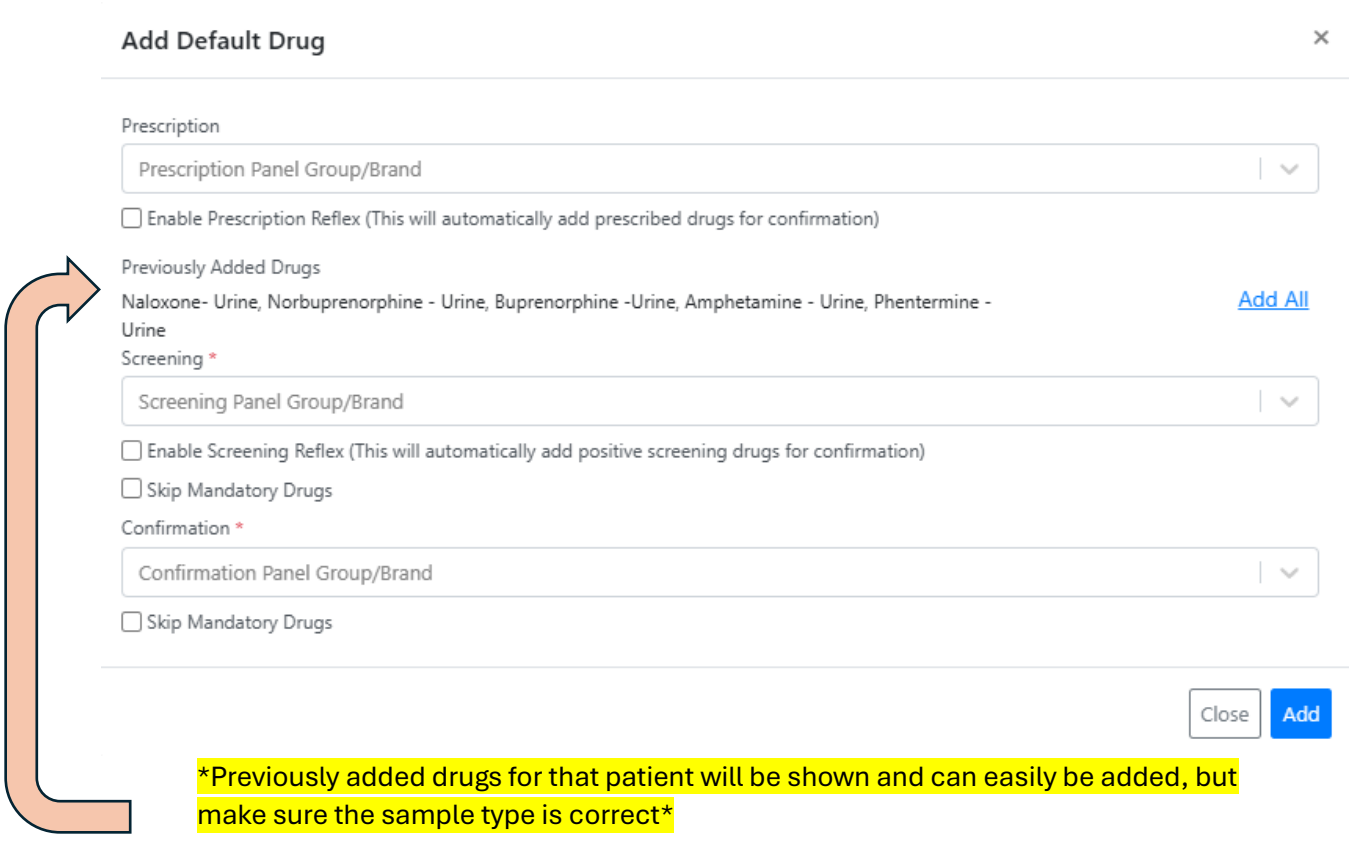
DON'T CONFIRM AND ORDER UNTIL TESTING IS SELECTED IN NEXT STEP

This is the last step

5. Next add the medications and analytes to test for:
   Click on ADD DRUGS next to the service you ordered

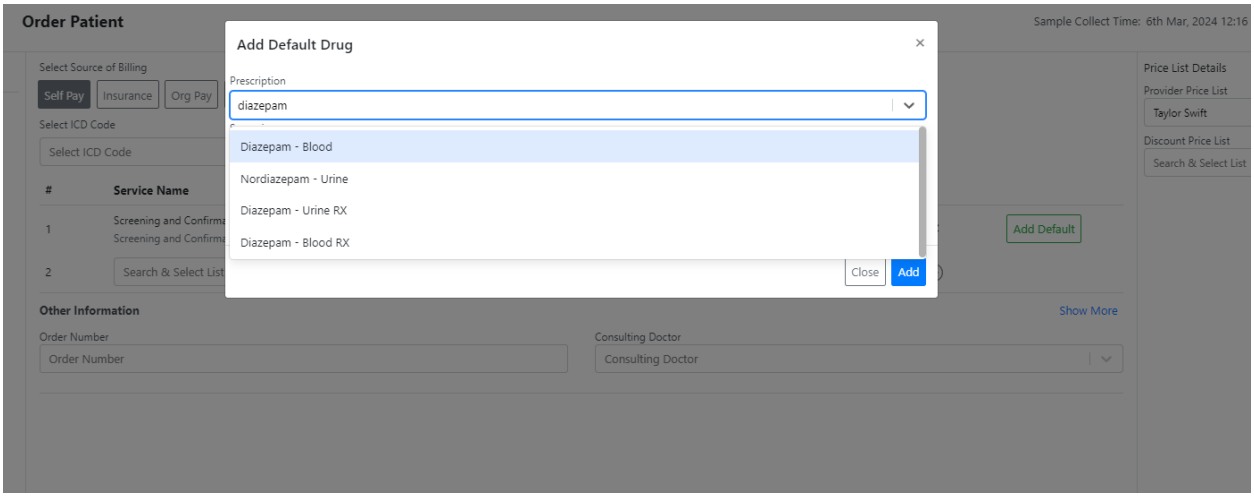


6. **Enter the Prescriptions**
   a. Type in the medication to add



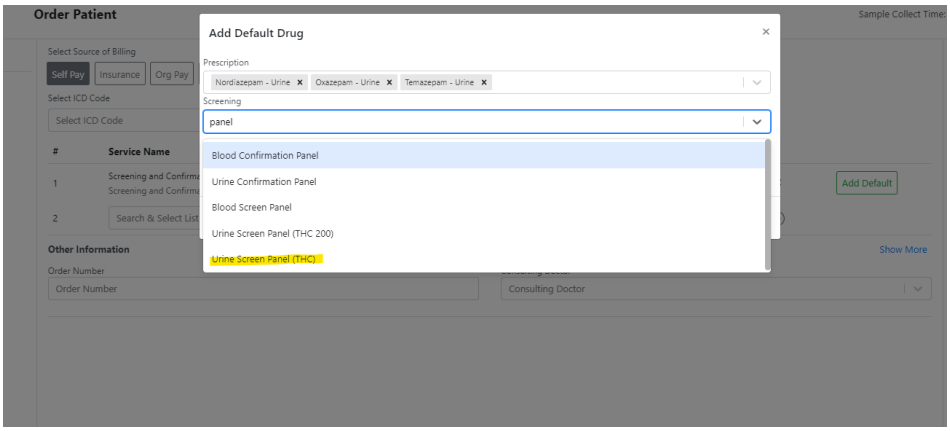
Previously added drugs for that patient will be shown and can easily be added, but make sure the sample type is correct

NOTE: IF THE PRESCRIBED MEDS ARE NOT PART OF THE CONFIRMATION PANEL SELECTED, THOSE WILL NOT BE TESTED UNLESS REFLEX IS ENABLED OR THEY ARE ADDED UNDER CONFIRMATION ALSO. LISTING UNDER PRESCRIBED MEDS WILL ONLY SHOW IF THE POSITIVE/NEGATIVE RESULTS ARE CONSISTENT IN THE SUMMARY OF THE REPORT

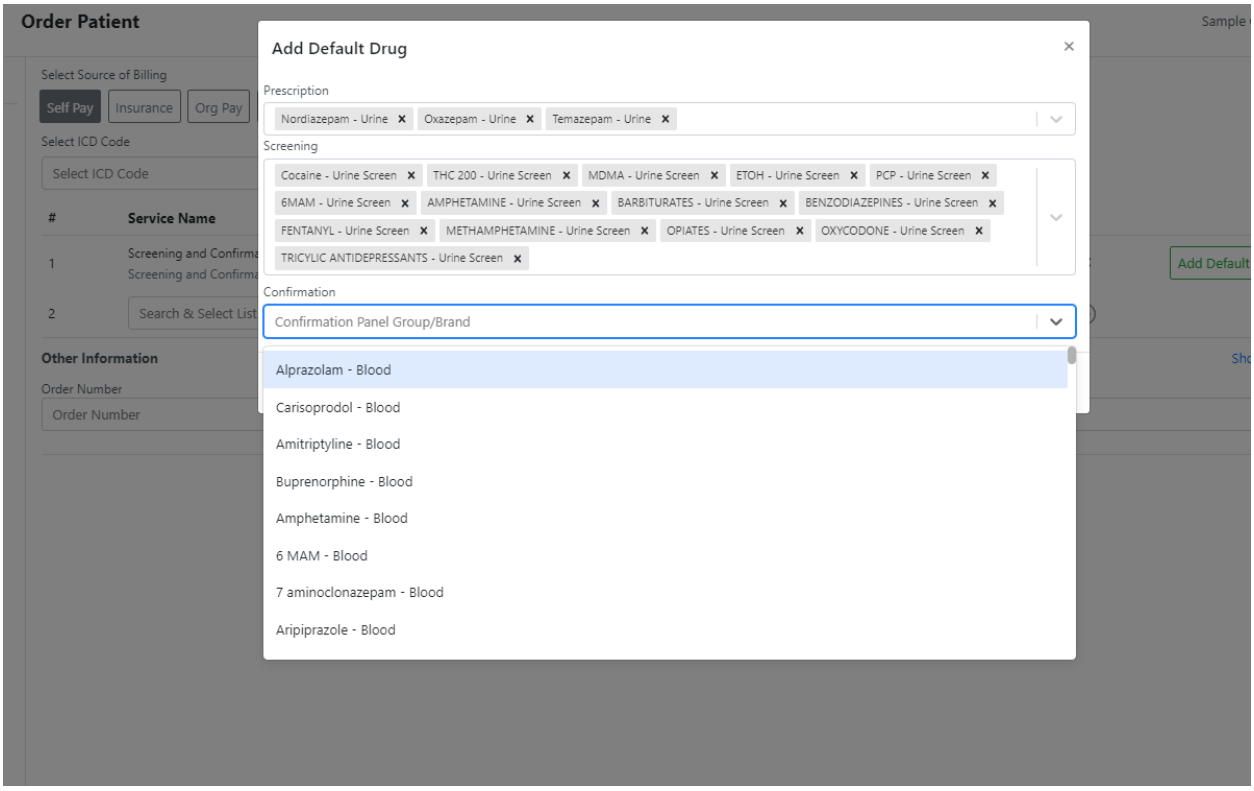


**When a drug is selected, metabolites will be added and listed here as well

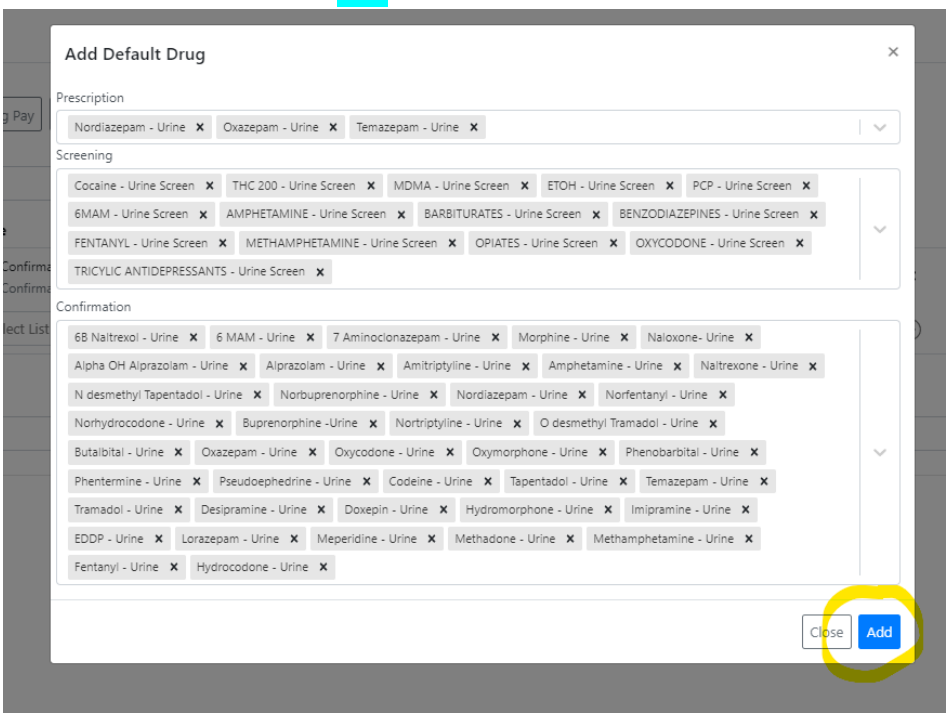
7. Choose the screen option – for a full screen, type panel and choose the Blood Screen Panel or Urine Screen Panel option needed (or custom screen panel if applicable). Enable screening reflex if positives should be confirmed.



8. Add drugs to be confirmed – custom orders will be available to choose here as well
*Again, be sure to choose the drugs with urine if they are testing a urine sample or blood if they are testing a blood sample.

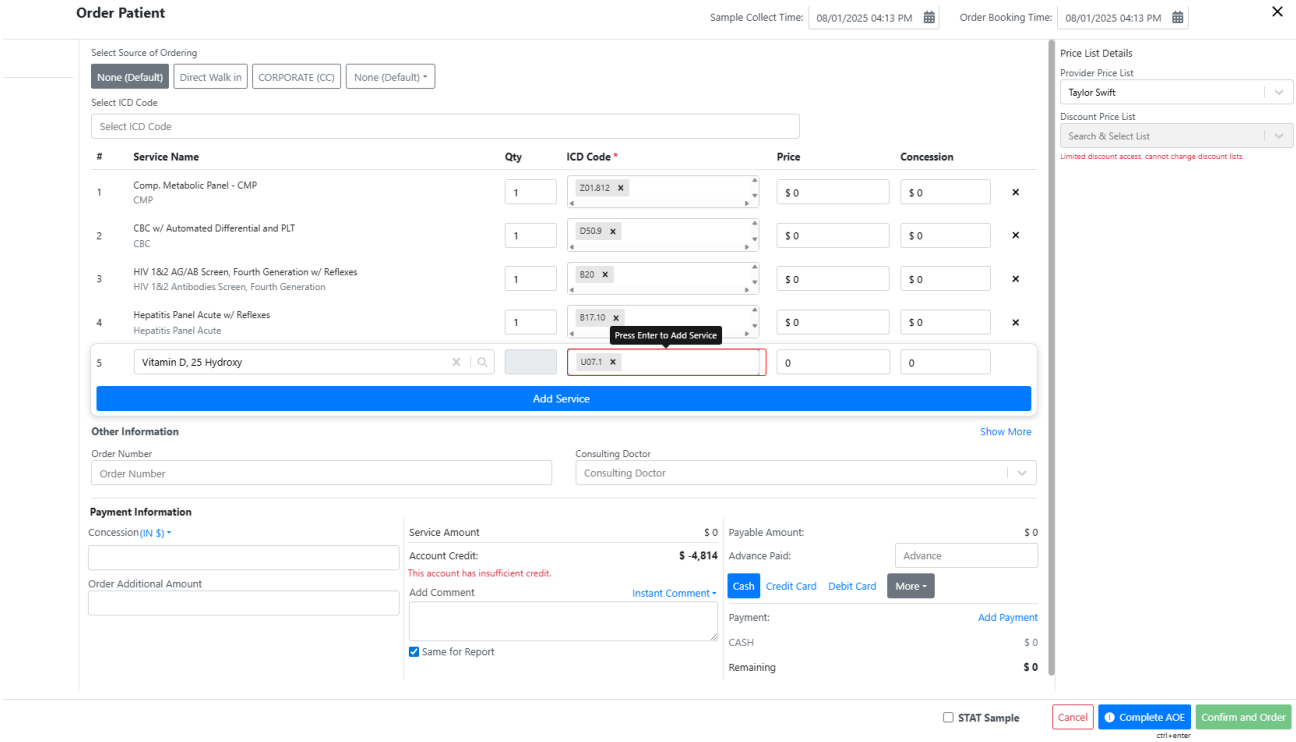


9. Click on Add once the tests are entered

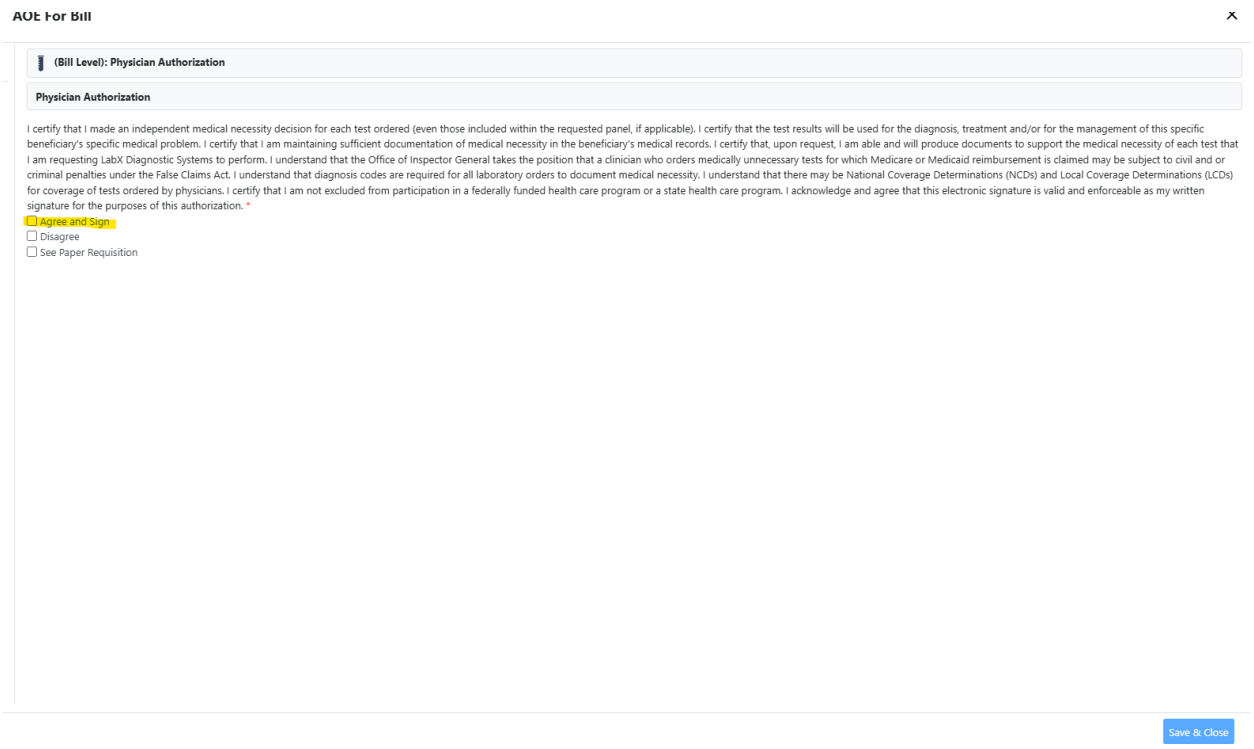


10. For all other tests (ie. CMP, CBC, hormones, etc.), follow the same steps except only the service and ICD-10 need to be added (there is no 'ADD DRUGS' step for these)

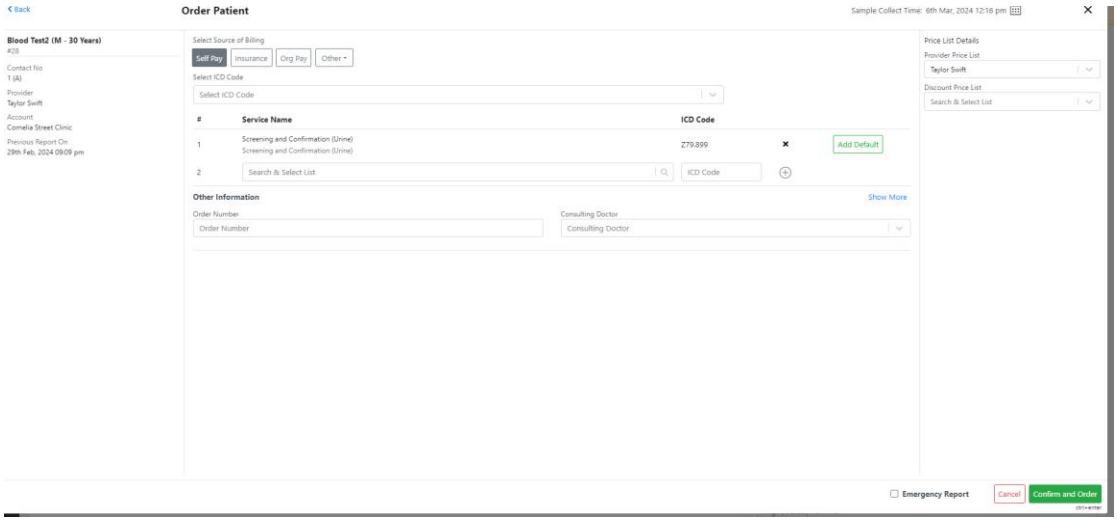
***Multiple tests can be added to the same order (Click on Add Service to proceed)



11. COMPLETE AOE: Click on the blue Complete AOE button to Agree and Sign (this will apply the electronic signature). Save & Close

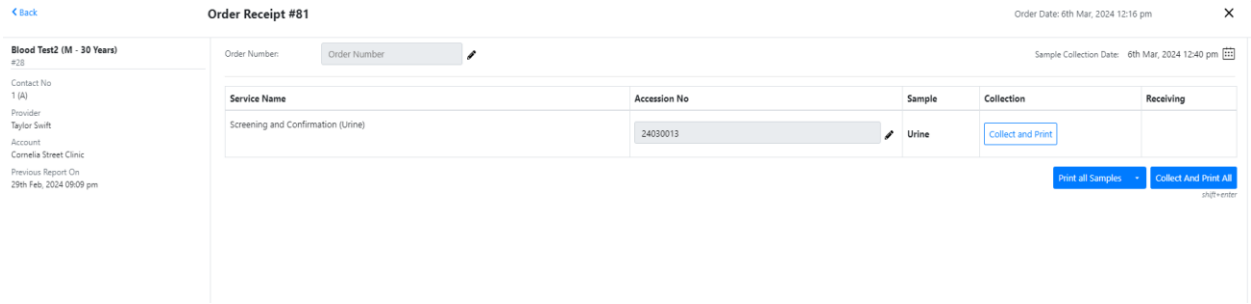


12. When finished, choose CONFIRM AND ORDER



*If the sample needs to be rushed, check the box next to Emergency report

13. Select Collect and Print to mark the sample as collected and to print barcode labels



14. Optional: Print TRF if a requisition form needs to be saved or printed