

# Pathology and Radiology Requests

Last Modified on 27/06/2019 10:09 pm ACST

## Pathology & Radiology

Request and Results for Pathology and Radiology can be managed in CareRight. Pathology / Radiology requests are made against a patient record and are then printed to be sent to a service provider. The results can be received electronically and then uploaded into CareRight. Note: Each test result will come back from a Service Provider as an individual result.

There are several ways to access Pathology and Radiology Results in CareRight:

- **Via a Patient record** – This displays all requests/ results for a Patient;
- **Via Provider** – This displays the results for the requested tests by that Provider i.e. Dr Smith request Pathology test; and,
- **Via Location** – There may be results which are 'unmatched', these will display ready to be matched to an existing patient or, matched to a new patient (created)

The electronically received results are uploaded to CareRight and they are matched to patients on the following criteria:

- First Name
- Last Name
- Date of Birth
- Medicare number
- IRN

If any of these values differ slightly, the results will not be matched to a patient record. Each request/ result will be matched for review or unmatched for review and manual match.

## Request a Pathology / Radiology test

1. Access Patient Record.
2. Select **Pathology and Radiology** from menu.
  - a. The Pathology and Radiology screen will display.
3. Select the new button, fill in the required values.

4. Create request and Print for submission to the Service Provider.

## Accessing Pathology / Radiology Results

### Provider:

As part of a provider's daily administration process they can review the incoming results for all patients.

1. From main CareRight dashboard.
2. Select **Providers** from menu.
3. Select own provider.
4. Select **Pathology and Radiology** sub menu.
  - a. This will display all results (select Pathology or Radiology tabs in the blue banner) Results marked as abnormal will be displayed in red print to make for quicker review. Open the result by selecting Show.
5. Review Results – Mark them as normal /abnormal.
6. Select Complete or Follow up and Reported.

### Location:

As part of a clinics daily administration process a staff member can review and match the incoming (unmatched) results for all patients.

1. From main CareRight dashboard
2. Select **Location** from menu
3. Select specific Location
4. Select **Pathology & Radiology** sub menu. The screen will default to the unmatched result and will display all results received for patients which have not been matched
5. Select **Match** next to each result. Fill in the following details:
  - a. Patient (Create a Patient if not in CareRight)
  - b. Match Provider

- c. Match Service Location
6. Select **Update Result** – this result will display against a patient record.

All matched results can be viewed for a Location:

1. From main CareRight dashboard.
2. Select **Location** from menu.
3. Select specific Location.
4. Select **Pathology & Radiology** sub menu.
  - a. This will display all results received for all patients (select Pathology /Radiology tab in the blue banner) Results marked as abnormal will be displayed in red print to make for quicker review.
5. Open the result by selecting **Show**.

## Process for management of results

### Status Change

After reviewing the result, you can choose to change the result to the following:

- Normal - this results in red print returning to black, it will also remove the warning (exclamation icon) from your list of results.
- Follow up - this will keep the result in your Follow up list for further action.
- Complete - this will remove the result from your list but can be viewed anytime in the patient record.
- Edit – Can update the result by linking the original Request.

### Matching the Request to the Results .

The service provider does not supply the original request information electronically so CareRight is unable to link the Results directly to the Request automatically. The process to link Request to Results is a manual one. A request may have more than one test so there may be more than one result returned.

### Reviewing results when with a patient:

1. From a patient record
2. Select **Pathology and Radiology** from menu
  - a. The Pathology and Radiology screen will display
3. Select the relevant service
  - a. The results will display in the Results section of the screen.

The following set up is required:

## External to CareRight

Register with Service provider for electronic results. Set up folder on local network for results to be placed in (advise Service provider & to be configured in CareRight).

## CareRight

Initial set up in CareRight Administration:

1. Correspondence > Service Providers
2. Correspondence > Medical Tests
3. Install CareRight Uploader on service or local machine
4. Configure the CareRight Uploader

## Set up Service Providers

1. Go to Correspondence.
2. Select Service Providers.
3. Follow process in System Administration Guide.

## Set up Medical Tests

1. Go to Correspondence.
  2. Select Service Providers.
  3. Follow process in System Administration Guide.
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