



Version 4.0

Group Management

The routine provides the necessary means to create new, edit existing and delete any unwanted Group. In PROLIS, Group exist to facilitate just the ordering process, nothing else.

Usually a same material using analytes are placed in a group. For example, all analytes in the group CBC, would use the material Whole Blood.

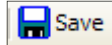
This routine is used to change various characteristics of the group, which in turn makes the ordering process, much faster. In the clinical environments, there is a very high number of groups, being used for the evaluation, instead of individual analytes.

Within PROLIS, this routine is found inside the Dictionary Menu which is generally controlled by the Dictionary permission in the user record. But this routine unlike other dictionary routines, is controlled by a separate permission called 'Test Management'. In order to access this routine, the user has to have the 'Test Management' permission granted.

Above snapshot represents this routine in which the 'Comprehensive Metabolic Panel', (CMP) group has been displayed. We will discuss each and every part of this routine in detail.

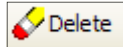
Mode Selector Edit or New

The first button on the toolbar is a mode selector button which is used to select either 'Edit' mode or 'Add' mode by clicking the button it self.



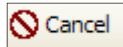
Save command

The command is available both in 'Edit' (default) mode and the 'New' mode but is activated only when the required fields (Labeled with red color) and conditionally required fields (labeled with lavender Color) have the data. Otherwise the command is disabled.



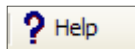
Delete command

The command is only available in 'Edit' mode and is activated only when a record is being displayed.



Cancel command

The command is always available and is used to exit from the routine. It does not prompt you to save the data.



Help command

The command is always available and is used to access the help files.

Group Characteristic fields

Group ID	Group Name	Group Abbr	Active	Markable
10	Comprehensive Metabolic Panel	CMP	YES	YES
Group Description			Billable	In House
			YES	YES

All fields on the left side of the section, are labeled with a self explanatory purpose. For example, the **Group ID**, the value of which is 10 in the displayed record, represents a numerical value assigned to the group as an identification of it. Although the system allows the user to custom assign this value to the group, yet system verifies the uniqueness among analytes, groups and profiles.

Group Name is the full 60 character long name of the group and the **Group Abbr** is an abbreviated 10 character long name of the group.

Group Description is 250 character long field. The description is used to enter the descriptive text of the group.

Fields labeled with the red color, are required fields. Lavender colored fields are conditionally required.

The 'Yes' value of the **active** button is used to tell the system that the analyte is active in the system.

The 'No' value of this button, disables the component and can not be used in the system any more.

The '**Markable**' button is used to inform the system that this group can be ordered if the value is 'Yes' and can't be ordered otherwise. Groups with markable value of 'No' can be ordered if in Profiles only.

The **billable** switch, is used to stop the group from being billed individually. Groups with the 'No' value, can be billed only when those are a part of a Profile.

Billable switch is conditionally required. If it displays 'Yes' then the List Price in side the Billing Tab, must have the price, in order to get saved.

In House field is used to inform PROLIS that if the test is performed in the laboratory or it is outsourced.

In house, is also a conditionally required field. The value of 'No' requires the user to enter the reference

Laboratory information, in order to get saved.

Extended Characteristic Tabs

The routine has total of 4 tabs out of which, one, the left most 'Contents' Tab is required. 'Marking' Tab is optional. Billing and Service Location Tabs are conditionally required.

Contents Tab

The tab provides the functionality of entering the individual analytes in the group, being created.

Analyte ID	Analyte Name
501	Total Protein
502	Albumin
504	Alkaline Phosphatase
505	SGPT (ALT)
506	Calcium Serum

The Tab constitutes a grid, containing one analyte (Analyte ID, an icon representing analyte and the full name of the analyte) per line. A 'Remove' button to remove a single line from the grid, a 'Remove All' button to clear the grid completely. The bottom fields, Analyte ID, a look up button, analyte Name field and a 'Add to List' button, are to add new analytes in to the grid.

How to add an analyte in to the grid (Group)

The analyte ID can be typed directly in to the Analyte ID field or by clicking the Look up button and choosing from the displayed list. The record is fetched by moving the focus away from the Analyte ID field. For example, after entering the ID in to the field, click the name field. And then finally clicking the 'Add to List' button.

Marking Tab

The tab provides an additional marking modifier to the group being created. The group by default, is markable which can be converted to a non-markable resulting in disabling this tab. Group needs to be markable (orderable) in order to enter the marking modifier with the gender and the age range of the patient.

No.	Gender	Age (Lower Limit)	Age (Upper Limit)
[Empty Row]			

Billing Tab

The billing Tab serves the functionality of entering CPT code, 10 pricing levels and any number of diagnosis codes, designated medically necessary by CMC. The functionality is achieved with the help of 2 sub Tabs, 'Pricing' and 'Medical Necessity'. As displayed, CPT code and pricing levels are entered in the 'Pricing' Tab and the diagnosis codes are entered via 'Medical Necessity' Tab.

Contents | Marking | **Billing** | Service Location

Pricing | Medical Necessity

CPT Code
80053

List Price 65	Price Level 1 65	Price Level 2 65	Price Level 3 65	Price Level 4 65
Price Level 5 65	Price Level 6 65	Price Level 7 65	Price Level 8 65	Price Level 9 65

How to specify medically necessary Codes for a Group

While in the Billing Tab, click the 'Medical Necessity' Tab. Start entering the diagnosis code one in each line. In order to remove any unwanted code, double click the target code and erase by back space key or delete key. In order to clear the whole list, click the 'Remove All' button.

Never enter more than one code in a single line.

Contents | Marking | Billing | **Service Location**

Pricing | **Medical Necessity**

ICD9 Code

Remove All

Service Location Tab

The Tab is available only if the switch 'In House' reads 'No'. The tab is used to designate the Reference Laboratory, to the group.

As an alternate, Reference laboratory can be set up using the reference lab routine where all components (Analytes, Groups and Profiles) can be associated to the reference laboratory. Reference Lab routine is the most efficient way to configure outsourcing.

Contents | Marking | Billing | **Service Location**

Reference Lab Association

Reference Lab	Default?	Ref Lab Test ID	Remove
			Remove

Remove All

Reference Lab: [input field] Ref Lab Test ID: [input field] Add to List