

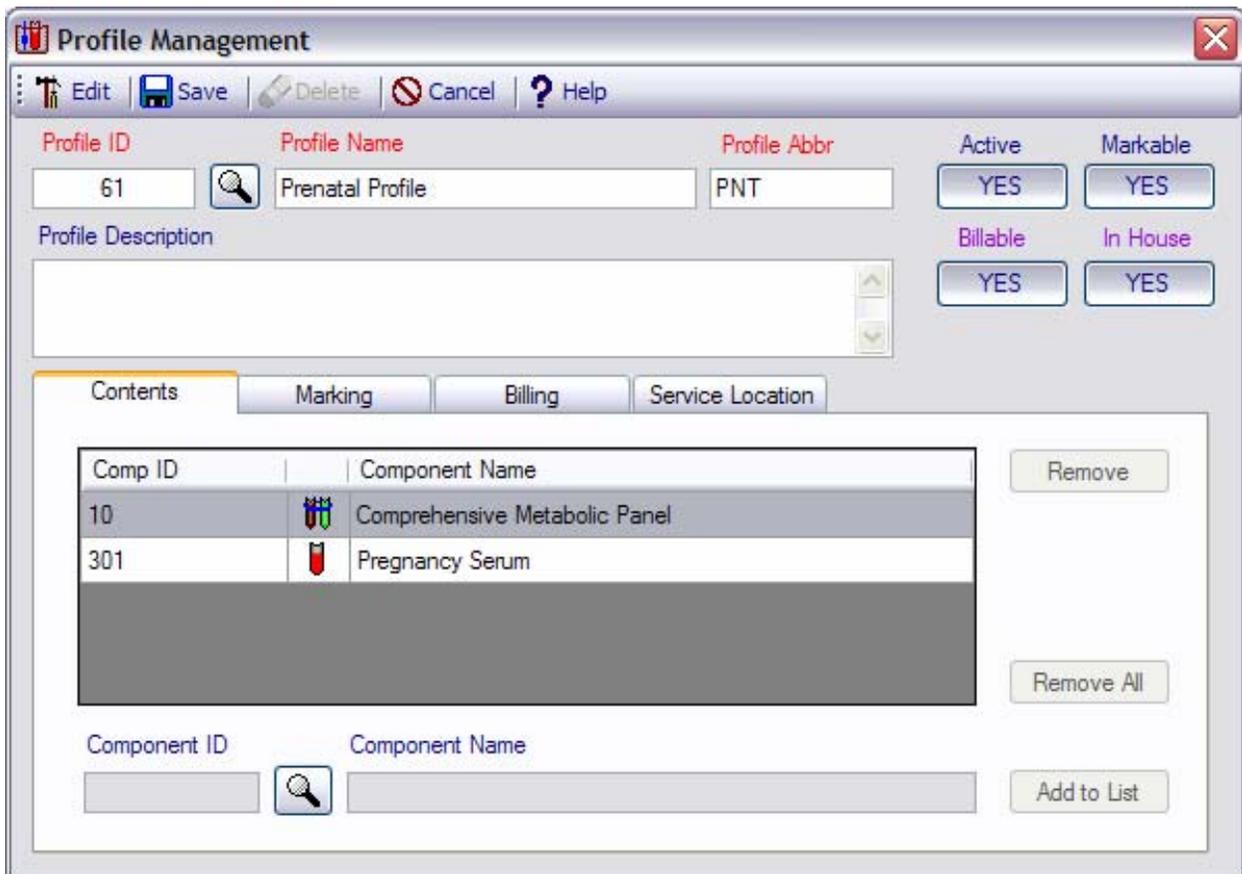


Version 4.0

### Profile Management

The routine provides the necessary means to create new, edit existing and delete any unwanted Profile. In PROLIS, Similar to Groups, Profile exist to facilitate just the ordering process, nothing else but unlike Group where same material using analytes are placed, a Profile can contain both Analytes and Groups and profile constituting elements could use different material. For example, a group 'Urinalysis', using the material urine can coexist with CMP, using serum.

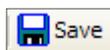
This routine is used to change various characteristics of the profile, which in turn makes the ordering process, much faster. Within PROLIS, this routine is found inside the Dictionary Menu which is generally controlled by the Dictionary permission in the user record. But this routine like Analyte Maintenance and the Group Management 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 'Prenatal Profile, (PNT) has been displayed. We will discuss each and every part of this routine in detail.

### Mode Selector

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.



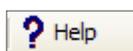
### Delete command

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.

## Profile Characteristic fields

<b>Profile ID</b>	<b>Profile Name</b>	<b>Profile Abbr</b>	<b>Active</b>	<b>Markable</b>
61	Prenatal Profile	PNT	YES	YES
<b>Profile Description</b>			<b>Billable</b>	<b>In House</b>
			YES	YES

All fields on the left side of the section, are labeled with a self explanatory purpose. For example, the **Profile ID**, the value of which is 61 in the displayed record, represents a numerical value assigned to the profile as an identification of it. Although the system allows the user to custom assign this value to the profile, yet system verifies the uniqueness among analytes, groups and profiles.

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

**Profile Description** is 250 character long field. The description is used to enter the descriptive text of the profile.

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 profile 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 profile can be ordered if the value is 'Yes' and can't be ordered otherwise. Profiles with markable value of 'No' can not be ordered if in Profiles.

The **billable** switch, is used to stop the profile from being billed. Profiles with the 'No' value, can not be billed in Prodis. 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 PRODIS that if profile tests are performed in the laboratory or out-sourced.

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

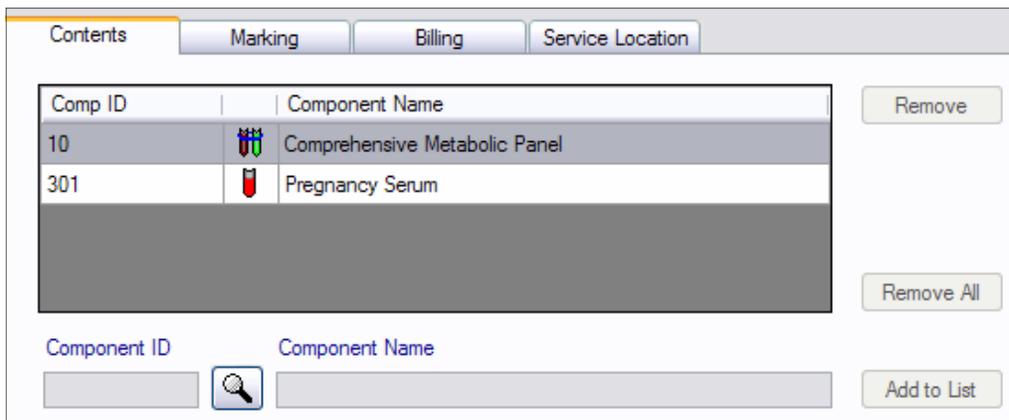
Laboratory information, in order to get saved.

### 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 profile's constituents like individual analytes and groups. The Tab constitutes a grid, containing one component (Comp ID, an icon representing the component (analyte or Group) and the full name of the component) per line. A 'Remove' button to remove a single line from the grid, a



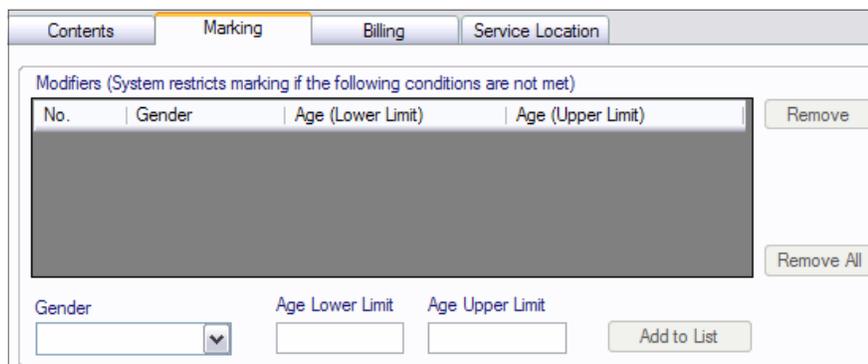
'Remove All' button to clear the grid completely. The bottom fields, Component ID, a look up button, Component Name field and a 'Add to List' button, are to add new analyte or group in to the grid.

### How to add an analyte or group in to the grid (Profile)

The component ID can be typed directly in to the Component 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 Component 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 profile being created. The profile by default, is markable which can be converted to a non-markable resulting in disabling this tab. Profile needs to be markable (orderable) in order to enter the marking modifier with the gender and the age range of the patient.



### 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'.

## Profile Management

## Billing/Service Location Tabs

As displayed, CPT code and pricing levels are entered in the 'Pricing' Tab and the diagnosis codes are entered via 'Medical Necessity' Tab.

The screenshot shows the 'Billing' tab with the 'Pricing' sub-tab selected. The 'CPT Code' field contains '80053'. Below it, there are nine 'Price Level' fields, each containing the value '65'. A magnifying glass icon is visible next to the CPT code field.

### How to specify medically necessary Codes for a Profile

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.**

The screenshot shows the 'Medical Necessity' sub-tab selected. It features a list box for 'ICD9 Code' with several empty lines. To the right of the list box is a 'Remove All' button.

### 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 Profile.

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.

The screenshot shows the 'Service Location' tab with the 'Reference Lab Association' section. It contains a table with columns for 'Reference Lab', 'Default?', and 'Ref Lab Test ID'. Below the table are input fields for 'Reference Lab' and 'Ref Lab Test ID', along with 'Remove', 'Remove All', and 'Add to List' buttons.