



How do I set up Pathology Request Forms in Best Practice Software?

This FAQ is intended to answer common questions about setting up 'Pathology forms' in Best Practice Software.

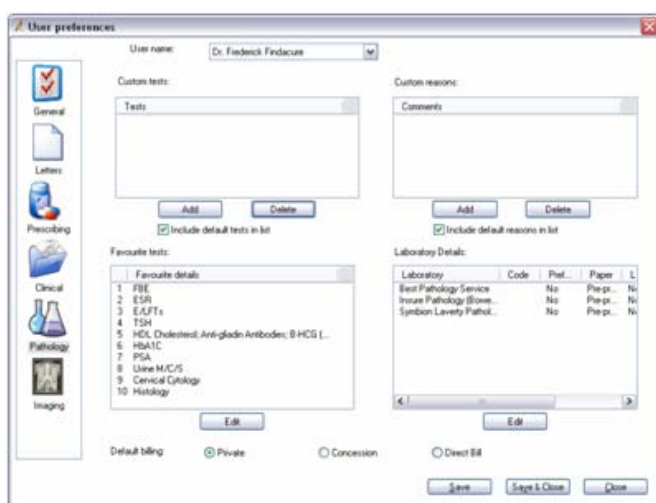


Please refer to [BP_FAQ-PathologyG2W.pdf](#) for more information on configuring Pathology in Best Practice Software.



Tip: There are a wide range of F.A.Q. documents accessible by browsing to the \FAQ folder on the Best Practice installation DVD.

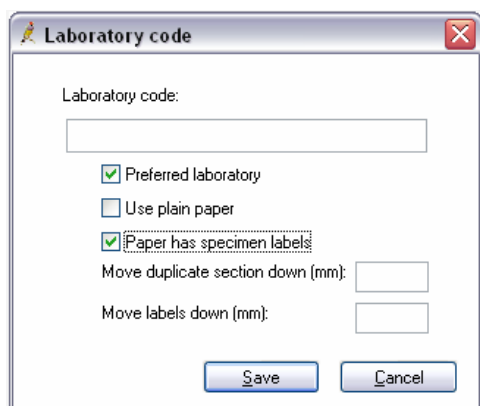
By default, Best Practice uses a standard format for pathology forms and very little needs to be changed in order for them to print. However, as some laboratories use pre-printed stationery and others don't it will be necessary to set up each laboratory in Best Practice so that you can define a form layout to be used for that laboratory.




Select '**Setup > Preferences > Pathology**' from the main Best Practice screen. The screen left will be displayed.

Check that the laboratories that you wish to use are listed in the '**Laboratory Details**' box on the bottom right of the screen.

If the laboratory in question is not already setup you will need to do this via the '**View > Contacts**' option (refer to the section at the end of this screen on '**Creating Pathology Laboratory Contact record**').



Highlight the laboratory that you wish to set up the layout for and click . This will display '**Laboratory code**' screen.

Laboratory code: enter a code if the laboratory requires a code printed on the request

Preferred laboratory: tick this box if this laboratory is the user's preferred laboratory

Use plain paper: tick this box if the laboratory does not provide pre-printed stationery.

Paper has specimen labels: tick this box if the pre-printed stationery has a section for specimen labels. When this box is ticked, the '**Move duplicate section down**' and '**Move labels down**' fields become available. You can enter a measurement in mm to adjust the position that the labels are printed in.


Press  to save the changes.

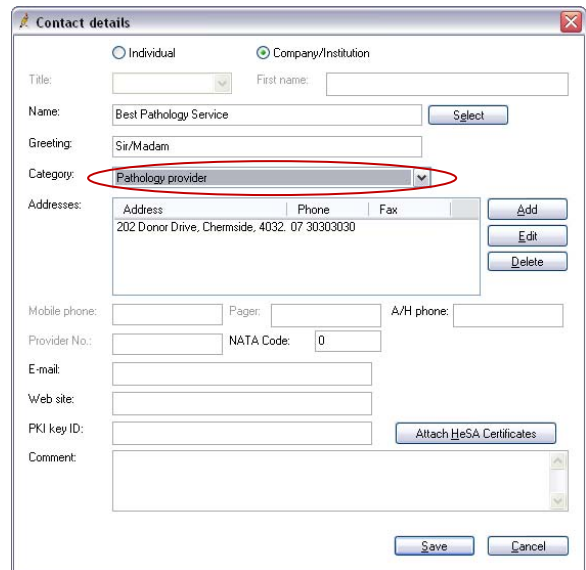


Pathology requests can now be printed for this laboratory. This layout will now be available for all users, however where users wish to have a different **'Preferred Laboratory'** they will have to set this in their preferences.

Refer to the section below on **'Printing Pathology Requests'** for further details.

Creating Pathology Laboratory Contact record

If the laboratory in question is not already setup you will need to do this via the 'View' > 'Contacts' option. Click on the  button and the 'Contact details' screen will be displayed. Enter in the details for the laboratory in question. Ensure that you select a category of either 'Pathology provider' or 'Imaging Provider'.



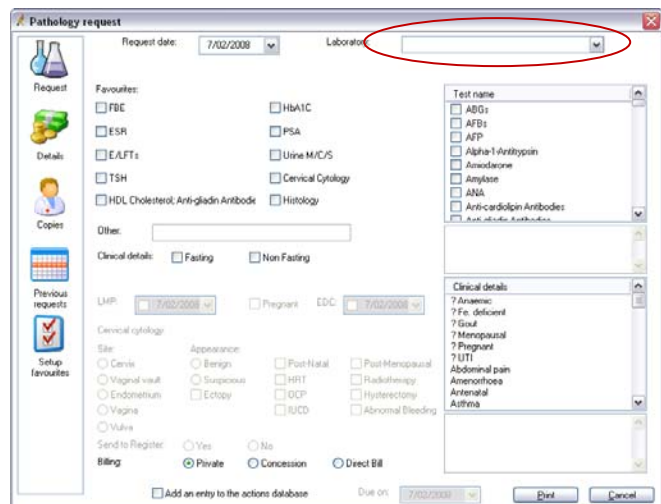
The screenshot shows a 'Contact details' window with the following fields: Title (dropdown), First name (text), Name (text with 'Select' button), Greeting (text), Category (dropdown, highlighted with a red circle and containing 'Pathology provider'), Addresses (table with columns for Address, Phone, Fax; text: '202 Donor Drive, Chemside, 4032. 07 30303030'), Mobile phone, Pager, A/H phone, Provider No., NATA Code (0), E-mail, Web site, PKI key ID, Comment, and buttons for 'Add', 'Delete', 'Attach HeSA Certificates', 'Save', and 'Cancel'.

Printing Pathology Forms

When Printing a request from the Patient's record: -

- if there is NO laboratory selected in the drop down list at the top of the screen, a plain paper request form will be printed (see sample below)
- Otherwise the form configuration related to the laboratory will be printed (see sample below)

You can set this **'preferred laboratory'** for each user via **Setup > Preferences**



The screenshot shows a 'Pathology request' window with the following fields: Request date (7/02/2008), Laboratory (dropdown, highlighted with a red circle), Favourites (checkboxes for FBE, ESR, E.A/FTI, TSH, HDL Cholesterol, Anti-glutin Antibody, HbA1C, PSA, Urine M/C/S, Cervical Cytology, Histology), Other (text), Clinical details (checkboxes for Fasting, Non Fasting), LMP (7/02/2008), Pregnant, EDC (7/02/2008), Cervical cytology (checkboxes for Cervix, Vaginal vault, Endometrium, Vagina, Vagina, Appearance: Benign, Suspicious, Ectopy, Post-Natal, HRT, OCP, RUCD, Post-Menopausal, Radiotherapy, Hysterectomy, Abnormal Bleeding), Send to Registrar (Yes/No), Billing (Private/Concession/Direct Bill), Add an entry to the actions database, Due on (7/02/2008), and buttons for 'Print' and 'Cancel'.

