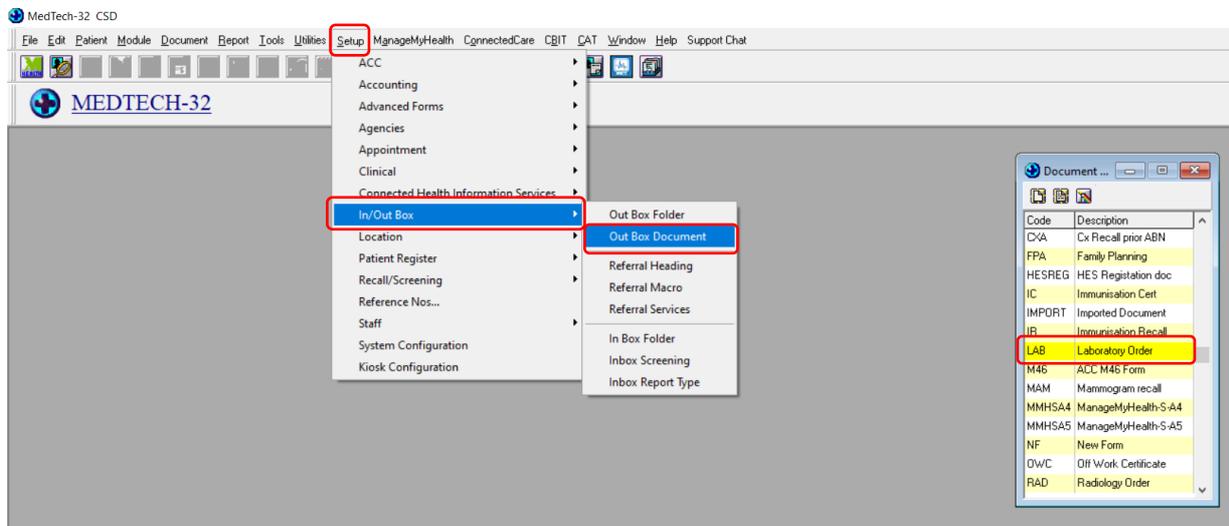# Medtech32

## Setting up your unique CBAC lab code | Adjoined CBAC sites

Date: April 2020

Adding your Lab Document

Setup -> Inbox/Outbox -> Outbox Document

Double click to open that document. Click on the document tab. You need to highlight all the information in this screen (either with mouse, or click in the body of the text and Ctrl+A), and copy this information (Ctrl+C), paste it into a word document for now (Ctrl+V).
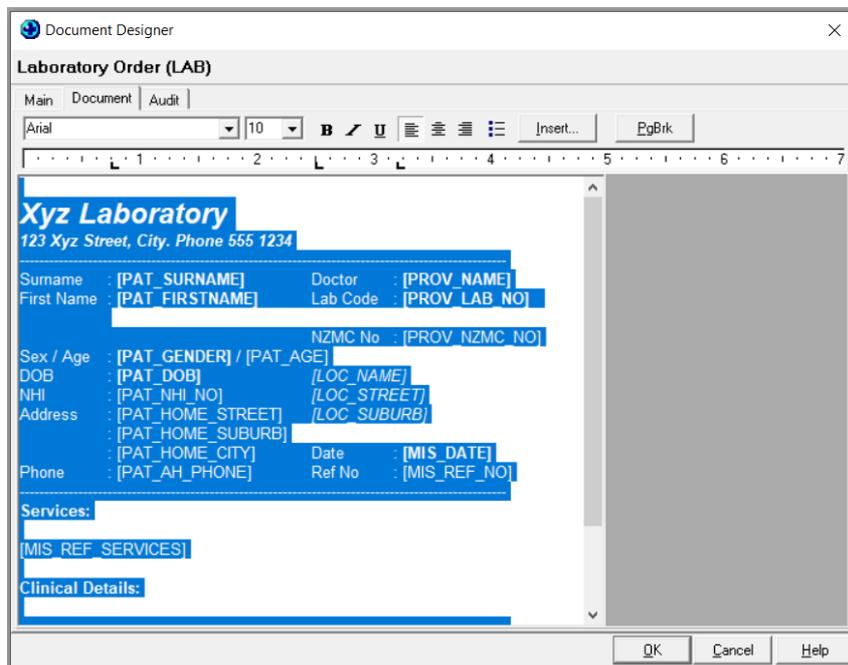
Click cancel to close this screen.

You then need to click on the white icon in the top left corner, to create a new document.
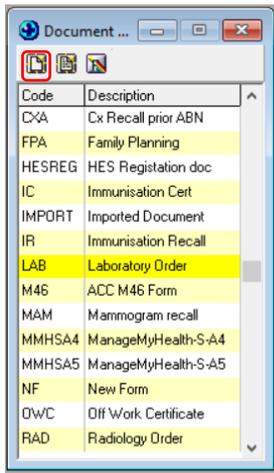
This form will be setup exactly as your Lab form is, but its use is specifically for CBAC screening. Please enter the information into the highlighted fields **EXACTLY** as they appear on your 'Lab' form you opened previously.

You need to create a new Code and Description for this form, keep it simple and logical.


Name these something simple and logical

Copy this information from your LAB setup

Now click on the 'Document' tab. Click in the main screen and paste your copied information from the Lab order document that you pasted into your word document. (Ctrl+C to copy it, Ctrl + V to paste it here).

You need to remove the following mail merge symbols from the current setup:
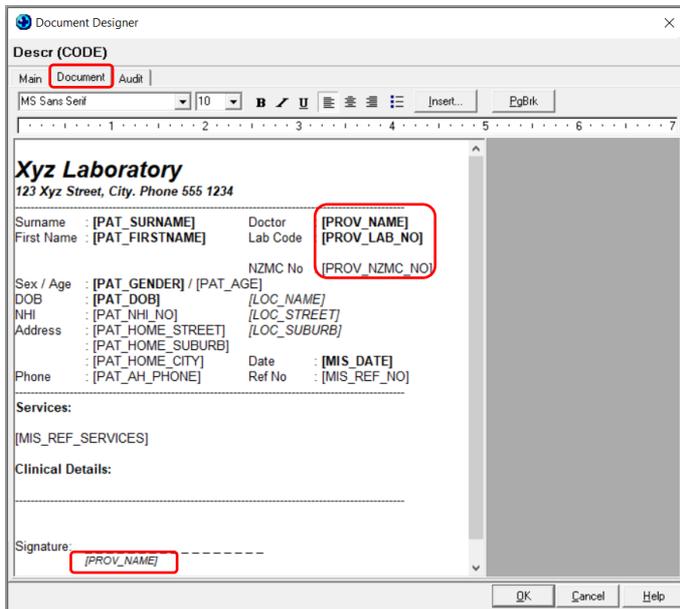
In its place, please type the doctor's information that you will be using for this CBAC site (you need their full name, NZMC number and lab number). This is a word document format; you can type straight into this section. Enter that information as per below. You need to ADD a row to specify your CBAC code.
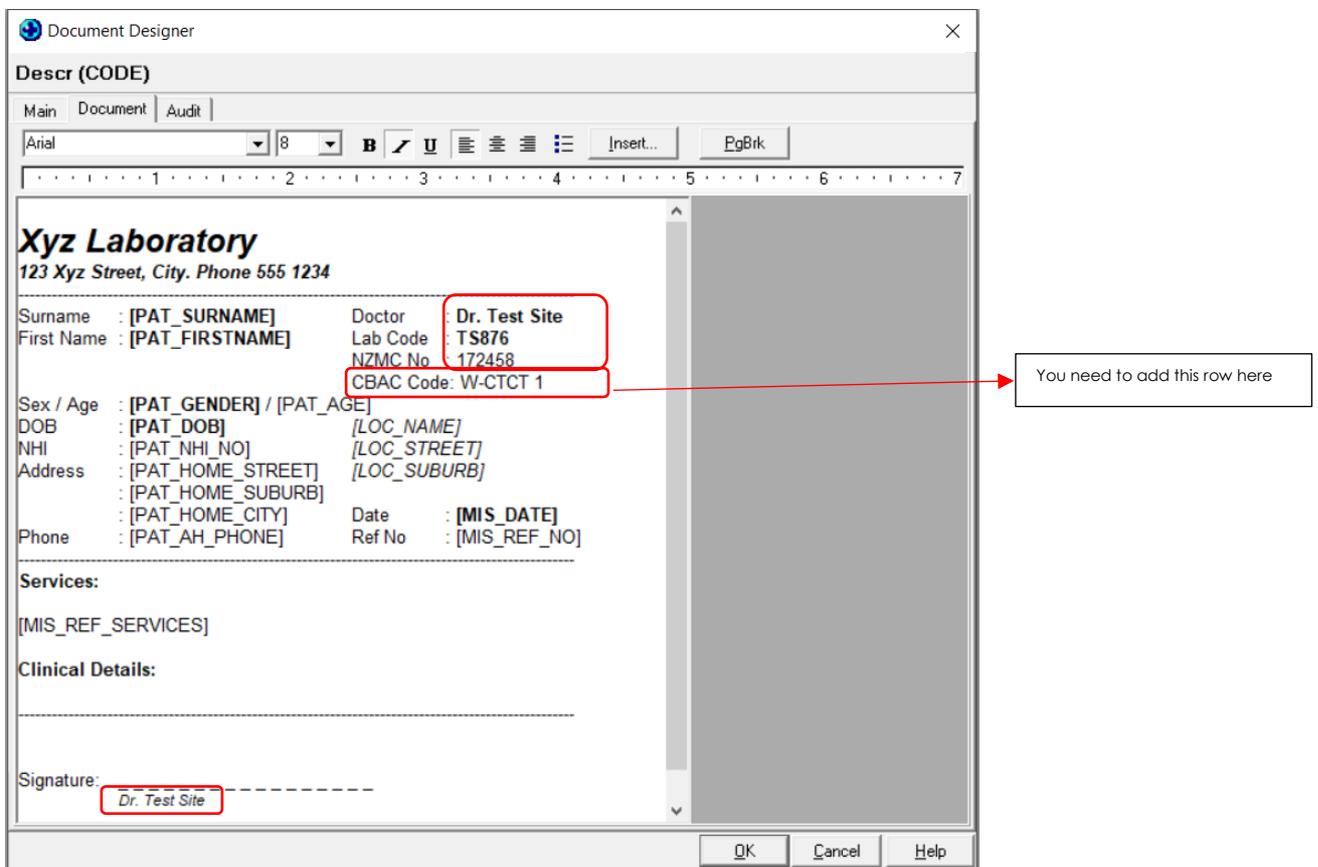
Press OK to save your changes.

Using the new Lab Document

Module -> Out Box -> New Document
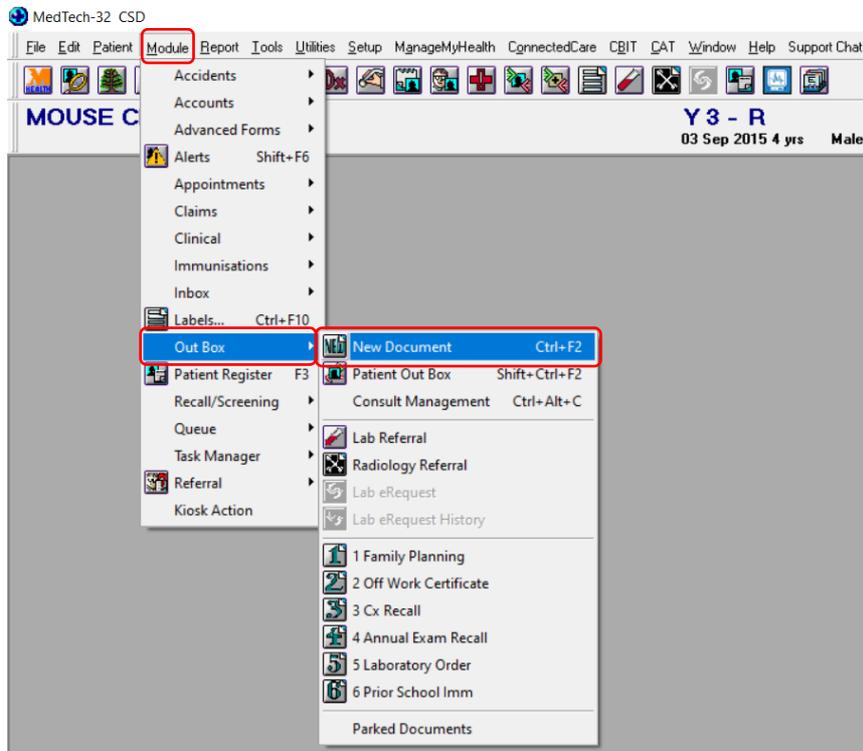
Open a new document, and type in the code of the new lab form. The form should auto-populate below with the providers details, and the CBAC site code as per your setup.

NB: You need to ensure you have a process outlined for your staff on who will be checking these lab results in the PMS, as all labs ordered from these forms will go under the name of the provider you have specified.