



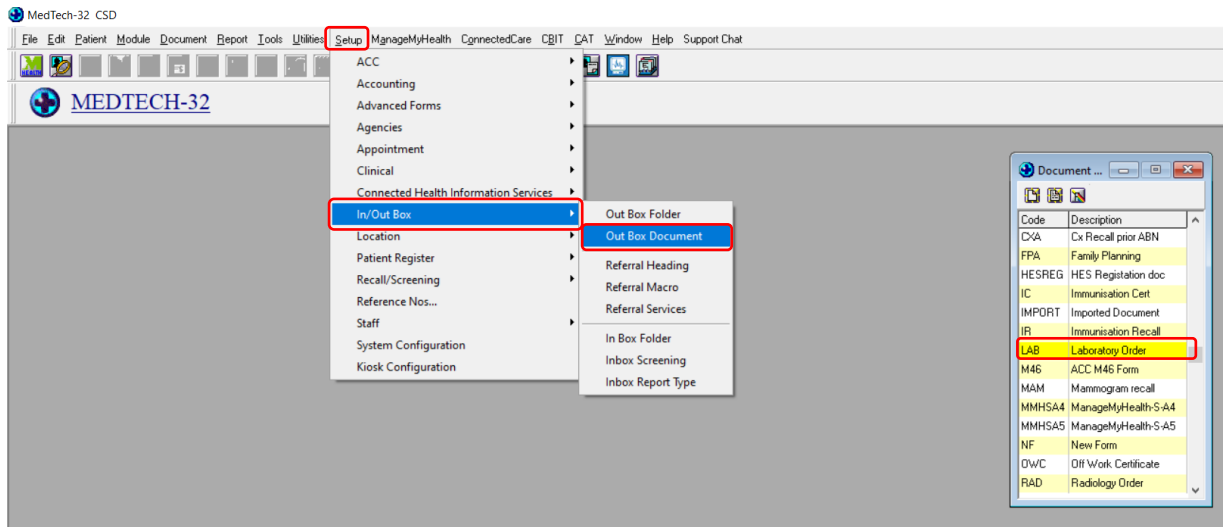
# Medtech32

## Setting up your unique CBAC lab code | Stand-Alone CBAC sites

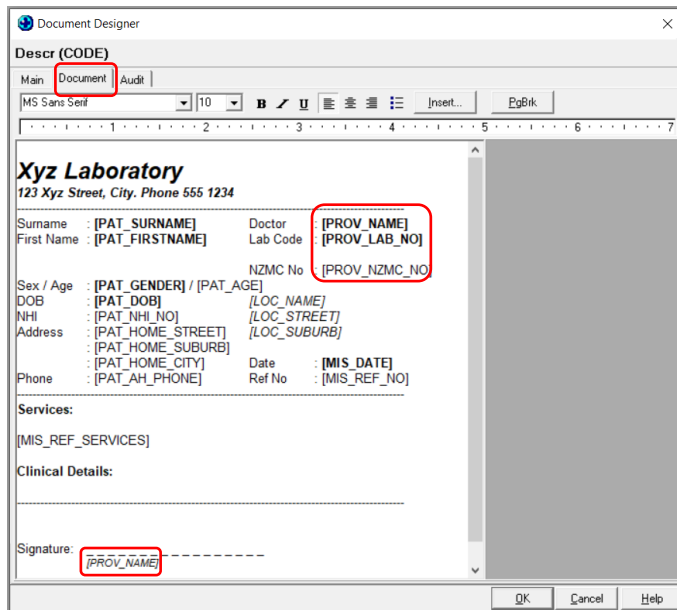
**Date:** April 2020

# Editing your Lab Document

Setup -> Inbox/Outbox -> Outbox Document



Double click to open the 'LAB – Laboratory Order' document. Click on the document tab. 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.

Document Designer

Descr (CODE)

Main Document Audit

Arial 8 B U Insert... PgBk

1 2 3 4 5 6 7

**Xyz Laboratory**  
123 Xyz Street, City. Phone 555 1234

Surname : [PAT\_SURNAME] Doctor : **Dr. Test Site**  
 First Name : [PAT\_FIRSTNAME] Lab Code : TS876  
 NZMC No : 172458  
 CBAC Code: W-CTCT 1

Sex / Age : [PAT\_GENDER] / [PAT\_AGE]  
 DOB : [PAT\_DOB] [LOC\_NAME]  
 NHI : [PAT\_NHI\_NO] [LOC\_STREET]  
 Address : [PAT\_HOME\_STREET] [LOC\_SUBURB]  
 : [PAT\_HOME\_SUBURB]  
 : [PAT\_HOME\_CITY] Date : [MIS\_DATE]  
 Phone : [PAT\_AH\_PHONE] Ref No : [MIS\_REF\_NO]

Services:  
[MIS\_REF\_SERVICES]

Clinical Details:

Signature: **Dr. Test Site**

OK Cancel Help

You need to add this row here

Press OK to save your changes. You need to exit and log back into Medtech32. Continue to use your lab forms as you have been doing.

**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.