

Clinisys Atlas

Quick Reference User Guide

Cleveland Clinic e-Lab Community is powered by Clinisys Atlas (formerly Sunquest).

This browser-based application securely connects healthcare providers to order tests and review results through Cleveland Clinic Laboratories.

Log in to e-Lab Community

<http://ccrl.elaborders.com/>

Note: Disable or turn off popup blockers – otherwise, the login screen will not appear.

Need assistance?

Contact the Reference Laboratory Outreach Group at OutreachReflabGroup@ccf.org.

Place an Order for a Test

Step 1:

Use the **Patient Search** to find a patient, then select **Create New Order**.

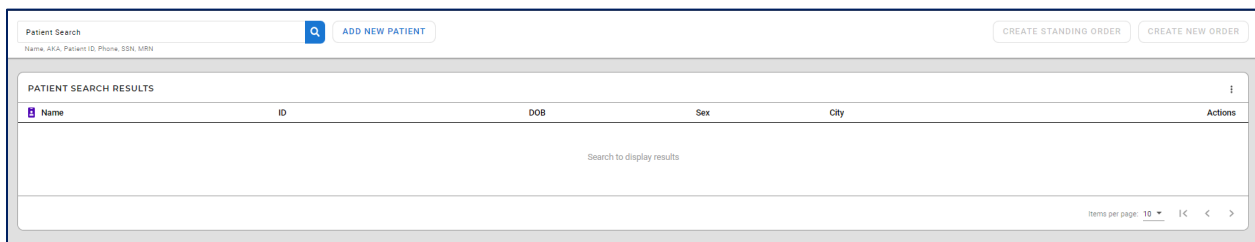
- If the patient is unable to be located in the system, refer to the *Create a New Patient Record* section of this guide.

Step 2:

Complete all required fields indicated in **red**.

Step 3:



Select a **Test Code**, **Diagnosis Code**, and **answer any questions** linked to the selected test(s).



The screenshot shows the 'Patient Search' interface. At the top, there is a search bar with a magnifying glass icon and a search button. Below the search bar, there are two buttons: 'ADD NEW PATIENT' and 'CREATE NEW ORDER'. The main area is titled 'PATIENT SEARCH RESULTS' and contains a table with columns for Name, ID, DOB, Sex, City, and Actions. The table is currently empty, and a message 'Search to display results' is displayed in the center. At the bottom right, there is a pagination control showing 'Items per page: 10' and navigation arrows.

Step 1: Patient Search


1. After logging in, the **Patient Search** appears on the screen.
2. Search for a patient using their **Last Name, First Name**, or **patient ID** number.
3. Select the *Magnifying Glass* or press *Enter* to display a **list of matching records**.
 - Note: Refer to the *New Patient Record Quick Reference Guide* if the patient's record does not appear.
4. Select the patient, then select **Create New Order**.
5. **Verify** that the patient demographics are correct.
 - If the patient information needs updates, select the **Pencil** icon next to the patient's name to edit the listed details.

Patient	PATIENT 1 LAST, FIRST 		Primary Insurance 		
	ID	Sex			
	1111111	SEX			
	DOB	Age	Policy	Subscriber	Group
	MM/DD/YYYY	AGE			

Step 2: Order Information

Several fields are automatically populated with data from the patient's record. Add or modify the information as needed.

Required fields are indicated in **red**.

ORDER INFORMATION				
Order Number		Billing Type	Account	Ordering Physician
Draw Option	Collected	Time	Notes	
In Office Now	MM/DD/YYYY			
<input type="checkbox"/> STAT				

Step 3: Selecting Test & Diagnosis Code(s)

1. Choose a test from the **Test Short List**, or search for and select a test from the **Tests search**.
2. After choosing the test(s), select **Continue**.
3. Select a *diagnosis code* from the **Short List**, or **search** using the diagnosis code, name, or mnemonic.
4. After indicating the code(s), select **Continue**.
 - The Questions section appears if a selected test(s) requires additional information.

TESTS AND DIAGNOSIS CODES

Tests
Diagnosis

SITE
PHYSICIAN
PATIENT

Test Short List

ACTH | ALT | Basic Metabolic Panel | BUN | Carbamazepine Free | CBC | CBC and Differential | CEA | Cholesterol | Comp Metabolic Panel | Cortisol | Creatinine | Ferritin | Heavy Metals/Demographics | Hematocrit | Potassium | Procalcitonin | Rapid PCR Assay FLU | Rapid PCR FLURSV | RPR | Sodium

SURGICAL PATHOLOGY | T3 | Urine Culture

Diagnosis Codes Short List

092.49 OTHER ENCEPHALOPATHY
A01.01 TYPHOID MENINGITIS
V05.43XA SPICEDRAFT COLLISION INJURING OCCUPANT, INITIAL ENCOUNTER
A02.22 SALMONELLA ARTHRITIS
263.72 ALCOHOLISM AND DRUG ADDICTION IN FAMILY
254.9 ENCOUNTER FOR EXAMINATION AND OBSERVATION FOR UNSPECIFIED REASON
E55.9 VITAMIN D DEFICIENCY, UNSPECIFIED
041.4 NEOPLASM OF UNCERTAIN BEHAVIOR OF BLADDER
236.0 ENCOUNTER FOR ANTENATAL SCREENING FOR CHROMOSOMAL ABNORMALS
E22.2 DIABETES INSIPIDUS
V05.41XA SPICEDRAFT CRASH INJURING OCCUPANT, INITIAL ENCOUNTER

ORDERED TESTS Select All

Ordered Test: **Urine Culture** Code: **URCIL** Diagnosis Codes: **V05.43XA** Medical Necessity: !

Comments: +

! Questions required

QUESTIONS

Urine Culture

Urine Culture Source

URINE

CANCEL
SUBMIT ORDER

Create a New Patient Record

Before creating a new patient record, verify that the patient is new.

- Search for a patient by their last and first name in the **Patient Search**.
- If no records appear, select **Add New Patient**.

Patient Search				
<input type="text"/>				<input type="button" value="ADD NEW PATIENT"/>
<small>Name, AKA, Patient ID, Phone, SSN, MRN</small>				
PATIENT SEARCH RESULTS				
Name	ID	DOB	Sex	City
PATIENT 1 LAST, FIRST	1111111	MM/DD/YYYY	SEX	CITY
PATIENT 2 LAST, FIRST	2222222	MM/DD/YYYY	SEX	CITY
PATIENT 3 LAST, FIRST	3333333	MM/DD/YYYY	SEX	CITY
PATIENT 4 LAST, FIRST	4444444	MM/DD/YYYY	SEX	CITY
PATIENT 5 LAST, FIRST	5555555	MM/DD/YYYY	SEX	CITY
PATIENT 6 LAST, FIRST	6666666	MM/DD/YYYY	SEX	CITY
PATIENT 7 LAST, FIRST	7777777	MM/DD/YYYY	SEX	CITY
PATIENT 8 LAST, FIRST	8888888	MM/DD/YYYY	SEX	CITY

Step 1: Enter Patient Demographic Information

1. Select the **Billing Type** from the dropdown list.

MAIN			
Billing Type			
Account			
Last Name		First Name	
PATIENT 1 LAST		FIRST	
Middle Name		Suffix	
DOB		Sex	
MM/DD/YYYY		SEX	
MM/DD/YYYY			
Patient Identifier(s)			
Patient ID		1111111	

2. Fill in all required fields indicated in **red**.

MAIN

Billing Type
Insurance

Last Name
PATIENT 1 LAST

First Name
FIRST

Middle Name

Suffix

DOB
MM/DD/YYYY

Sex

Patient Identifier(s)

Patient ID 111111

CONTACT

Address
PATIENT ADDRESS LINE 1

Zip Code

State

City
PATIENT CITY

- If the billing type is Insurance, Medicare, or Medicaid, the **Save & Add Insurance** button will appear.



Note: When saving information on a patient record, any of the following buttons may be displayed depending on the billing type selected:

- Cancel
- Save
- Add Insurance
- Save & Add Insurance
- Continue To New Order
- Save & Continue To New Order

Step 2: Enter Patient Insurance Information

+ Add New Provider

Insurance Providers

Insurance Provider	Policy #	Group #	Expires	Billing Type	Pre-Approved/Local	Priority	Actions
Add Primary Insurance Provider							

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ADD PRIMARY INSURANCE PROVIDER

MAIN

Pre-Approved Local
 Medicare Medicaid

Insurance Provider

Policy #

Insurance Provider is required

SUBSCRIBER
COPY FROM PATIENT
COPY FROM GUARANTOR

SUBSCRIBER MAIN

Last Name

First Name

Middle Name

1. Select a **Primary Insurance Provider** from the dropdown list.
2. Enter the **Policy Number**.
3. Enter the **Subscriber's name** (Last, First).
 - a. If the patient is the subscriber, select **Copy from Patient**.
4. To add a Secondary Insurance Provider, select **Add New Provider** and enter the secondary insurance information.
5. Once the required information is entered, select **Save** or **Save & Continue to New Order**.


CANCEL

SAVE

SAVE & CONTINUE TO NEW ORDER


Report Search

Search by Patient Name

1. Type the patient's name into the **Patient Search**.
2. Locate the correct patient in the results, then select **Reports**. 

PATIENT SEARCH RESULTS							Actions
Name	ID	DOB	Sex	City			
PATIENT LAST, PATIENT FIRST	000000	MM/DD/YYYY	SEX	CITY NAME			
PATIENT LAST	MM/DD/YYYY	SSN	Address	PATIENT ADDRESS LINE 1	Marital Status	Ordering Location	Notes

Search by Report Details


1. Select **Reports**  to open the **Report Search**.

Report Search: Name

Reported Start Date Reported End Date

MM/DD/YYYY MM/DD/YYYY




Name Order # Accession Status Reported Resulted

 **REPORT SEARCH RESULTS**

2. Search by **Patient Name, Order Number, Accession, Status, Reported, or Resulted** start/end date.
 - If *Order Number* or *Accession* is selected, the start and end date fields will be disabled.
 - If *Status* is selected, a drop-down menu will appear with the following options:
 - None
 - Corrected
 - Final
 - Final & Corrected
 - Partial
3. After **selecting a patient**, the following information will display:
 - Patient name
 - Order number
 - Accession
 - Collection date & time
 - Resulted date & time
 - Reported date & time
 - Order status

4. Highlight an order to view:

- Test code
- Test name
- Service provider
- Result name
- Result code
- Resulted date & time
- Result

REPORT SEARCH RESULTS									
Name	Order Number	Accession	Collected	Resulted	Reported	New	Unsolicited	Status	Actions
ZZZLABMAIN, EDFEMALE	MO22-315MO00006	MO22-315MO00006	11/11/22 09:11	11/11/22 09:29	02/04/23 17:43		UT	Final	  
Test Code	Test Name	Service Provider	Result Name	Result Code	Resulted D/T	Result	Units	Ref Range	Actions
CLLF5M	FISH FOR CHRONIC LYMPHOCTIC LEUKEMIA, BONE MARROW	ILLUMINA CLARITY LIMS	FISH FOR CHRONIC LYMPHOCTIC LEUKEMIA, BONE MARROW	CLLF5MR	11/11/22 09:29	FISH for Chronic Lymphocytic Leukemia			

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5. Select **View**  to create a PDF of the selected order.

6. Select Print under **Additional Actions**  to print the report.