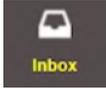




TO: OUR VALUED CLIENTS
FROM: ACULABS, INC.
RE: USING THE WEB PORTAL INBOX

The inbox of the Aculabs web portal provides staff with results reported in real-time. Staff will find that results often populate in the web portal faster than they may appear in your EMR system, so understanding its functionality is key.

To access your inbox, click the Inbox icon from the left-hand sidebar. This will take you to the main screen of your facility's inbox.



A date range is set so recent results display first; older reports are dropped out of the inbox if outside the set date range (5 days for Skilled Nursing, 10 days for Assisted Living), but are still searchable in the portal. The date range is set by Aculabs. If you'd like this to be updated, please contact your customer service representative.

<input type="checkbox"/>	Name	DOB	Acc#	Ser. Dt	Col. Dt	Final Dt	Phys.	Rep. Status	Ordered Tests
<input type="checkbox"/>	SOSNOWSKI, HELEN	04/01/1908	12544878	05/14/18	05/14/18	05/14/18	DEMO ACULABS ACCOUNT	Complete ABNORMAL	LIPID PROFILE (complete)
<input type="checkbox"/>	KUZMA, JOHN	07/07/1920	12544870	05/14/18	05/14/18	05/14/18	DEMO ACULABS ACCOUNT	Complete ABNORMAL	CBC,AUTO.DIFFERENTIAL (complete) PROTHROMBIN TIME PANEL (complete)
<input type="checkbox"/>	HOPKINS, LENORE	01/01/1900	12544872	05/14/18	05/14/18	05/14/18	DEMO ACULABS ACCOUNT	Complete ABNORMAL	PROTHROMBIN TIME PANEL (complete)
<input type="checkbox"/>	DEMAREST, MARIE	08/04/1996	12544876	05/14/18	05/14/18	05/14/18	DEMO ACULABS ACCOUNT	Complete NORMAL	DIGOXIN (complete)
<input type="checkbox"/>	WOOD, RICHARD	02/05/1925	12544871	05/14/18	05/14/18	05/14/18	DEMO ACULABS ACCOUNT	Complete ABNORMAL	BASIC METABOLIC PANEL (complete) CBC,AUTO.DIFFERENTIAL (complete)

To open a report, double-click on the resident's name in the list and the report will display.

To view the corresponding requisition form, click the **Attachment(s)** button in the top navigation in the report.

To print the report, open the report and click **Print** to generate the print queue in a new tab. Click the printer icon to begin printing. Select your printer based on facility's set-up and then print. Once printed, you may close the new tab.

To print multiple reports at once, click the check box next to each report to print and select **Print Selected reports** to generate all of the selected reports into one print queue. Click the printer icon to begin printing. Follow print instructions.

To remove reports from the inbox once printed, click the **Remove selected reports as printed** button. The reports will be removed from your inbox. These reports will still be searchable in the web portal as part of the resident's patient history. If you have the inbox open for long periods of time, clicking **Refresh** will refresh the inbox for new reports.

Note: If you find that reports are displayed as "Unmatched" in PCC, please do the following:

1. Click on the "CLINICAL" tab
2. Click "LAB/X-RAY RESULTS"
3. Click "BAR UNMATCHED LABORATORY"
4. Click "ACTION MATCH"