ACULABS

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

Understanding how to utilize the search function is one of the most essential aspects of the Aculabs web portal and enables your facility's nursing staff to improve the delivery of care by optimizing how they use the portal.

SEARCH FOR PATIENT RESULT INFORMATION

To begin, navigate to the "Search" icon in the left-hand sidebar.
Select "Search Reports" from the drop-down menu.
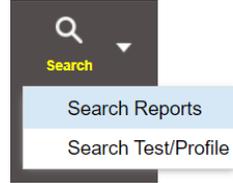
At the Search menu, you must enter your result search criteria.
- Last Name: Enter first few letters in case a name is misspelled
- First Name: Enter first few letters in case a name is misspelled
- Date Range: Enter the dates for which you'd like results from

Click the "Search" button in the bottom right-hand corner and patient results matching your criteria will appear. You may double-click a report item in the list to open it. Reports are listed by patient name and date of service.

Once the report opens, you may click "Print" in the top navigation to open the report up in print preview.

The print preview will most often open up in a new tab. In that new tab, select the printer icon 🖶 to generate the print queue and then set your facility's printer settings to then print your report or save as PDF.

Once printed, you may close the new tab and close the right-hand "X" button to close the report window.

SEARCH FOR TEST/PROFILE INFORMATION

Additionally, nursing staff can search codes and profiles when needed.
To do so, navigate to the "Search" icon in the left-hand sidebar.
Select "Search Test/Profile" from the drop-down menu.
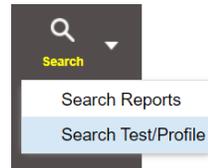
Once at the Search Test/Profile menu, you may enter the relevant test or profile code in the Search By Code field to bring up collection information and composition (if a profile or panel).

Nursing staff may also type the partial beginning of a test or profile's name in the Search by Name box to generate a drop-down menu of possibly matching tests or test functions (you may need to scroll to see all options).

Selecting the relevant test or profile from the drop-down menu will similarly generate the relevant specimen collection requirements, reference ranges, and profile composition if applicable.