

Managing Providers who are not Physicians in your Practice via the Lab Module

When patient electronic lab results are received from doctors who are not providers in your practice, the doctors are automatically added as "active". For example, the physician listed is not a physician from your practice but a physician who you may have copied or who has sent you a copy of a result. This can result in a large number of lab results for providers who are not physicians in your practice being included with your own local physicians' results in Lab Maintenance.

To assist you in managing this situation, an **Inactivate Unmatched Doctors** option is available that you can use to quickly and easily inactivate all unmatched physicians without an ABEL ID to indicate they are in your practice. It is recommended that you match results for Doctors that belong to your practice first and then use this option to inactivate all of the remaining unmatched Doctors.

To Manage Providers who are not Physicians in your Practice:

1. Click **Setup** and then select **Lab**.
2. Click the **'Doctors'** tab.
3. While reviewing the list, if you see any Providers who **are** Physicians in your practice, click inside the **ID** field and select the Provider's ABELMed ID.
4. For Providers who are **NOT** Physicians in your practice but who have an ABELMed ID, click inside the ID field and select 'None' from the list to remove the ABELMed ID.
5. Click the **Inactive Unmatched Doctors** button. A message appears warning you that reports may be hidden.
6. Click the **OK** button.

Note: If your version of ABELMed does not have the **'Inactivate Unmatched Doctors'** button, click inside the **'Active'** check box to remove the check mark. This will have to be done for every provider who does not have an ABELMed ID.

Note: Keep in mind the following when working with unmatched reports:

- Any report with an unmatched doctor will not be displayed on the **Unmatched Reports** tab on the **Investigations** viewer in the dashboard.
- Any report with an unmatched doctor, but a matched patient will be removed from the **Unmatched Reports** tab; however, it will still be displayed on the patient's **Investigations** tab.
- Any report where the doctor and the patient are unmatched will be displayed on the **Unmatched Reports** tab. After patient matching, the report will go to the patient's **Investigations** tab.