

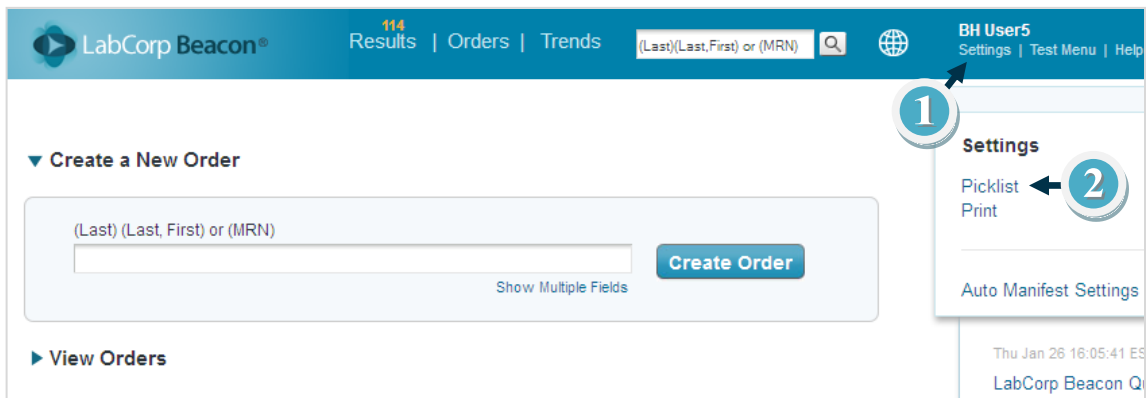
# LabCorp Beacon® PICKLISTS

## Quick Reference

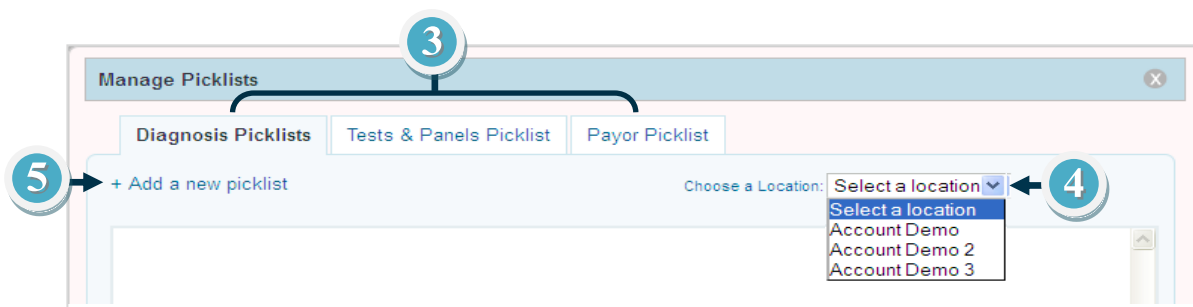
This guide provides an overview of the LabCorp Beacon® Picklists options. Picklists are user-defined lists of test numbers or diagnosis codes. Picklists can be shared by users within a location. Picklist categories are user-defined subheadings within a Picklist that allow users to group a specific set of tests/diagnosis codes.

### To create a Diagnosis or Test & Panels Picklist:

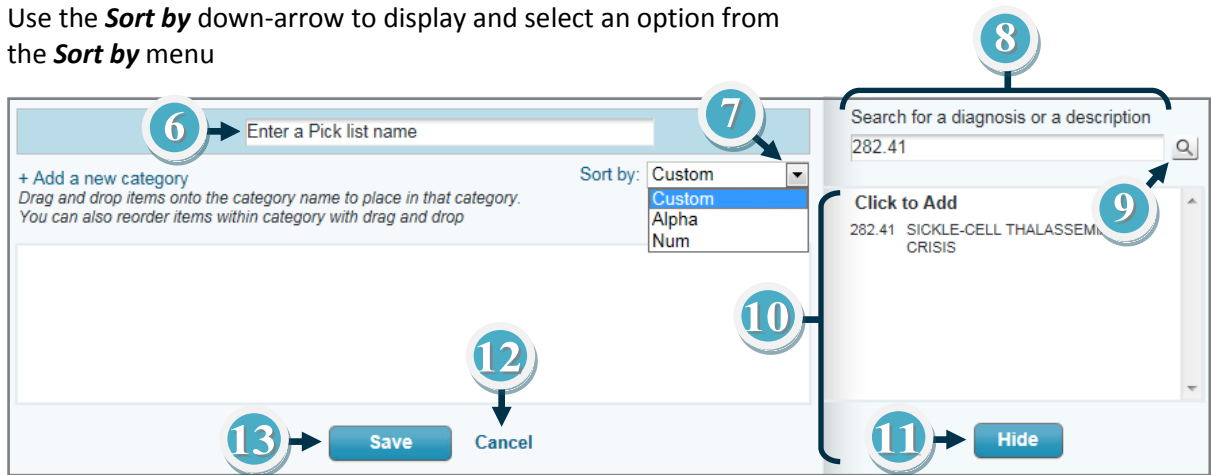
1. Click the **Settings** link located at the top of the screen
2. From the **Settings** menu, select **Picklist**; the **Manage Picklists** screen appears



3. Select the appropriate tab (**Diagnosis Picklists** or **Tests & Panels Picklist Picklist**) to create a **Picklist**
4. If necessary, click the down-arrow to select a location from the **Choose a Location** menu
5. Use **+Add a new Picklist** to create a new **Picklist**



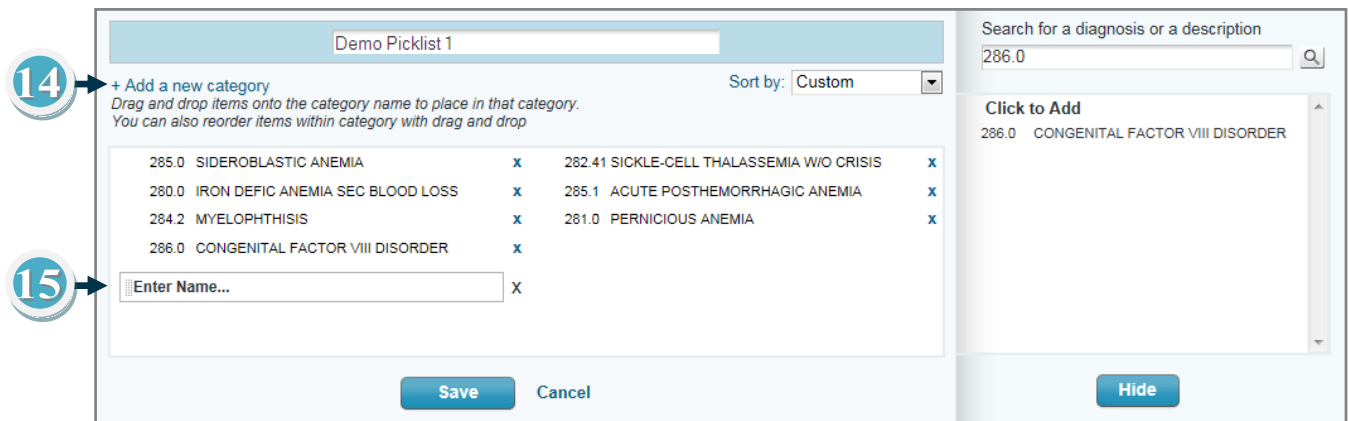
- Use the **Enter a Picklist Name** field to enter a Picklist name
- Use the **Sort by** down-arrow to display and select an option from the **Sort by** menu



- Use the **Search** field to locate an item by a code or description
- Use the **Search** icon or the **Enter** key on your keyboard to process the search request
- This section displays the result of a requested search; to add a code, click once on the code
- Use the **Hide** button to minimize the **Search** pane
- Use **Cancel** to cancel and exit the **+Add a new Picklist** screen
- Use the **Save** button to process the new **Picklist** request

### To create a Picklist Category for Custom Sort:

- Use **+Add a new category** to create a new category for the **Picklist**
- Use the **Enter Name** field to create a category name



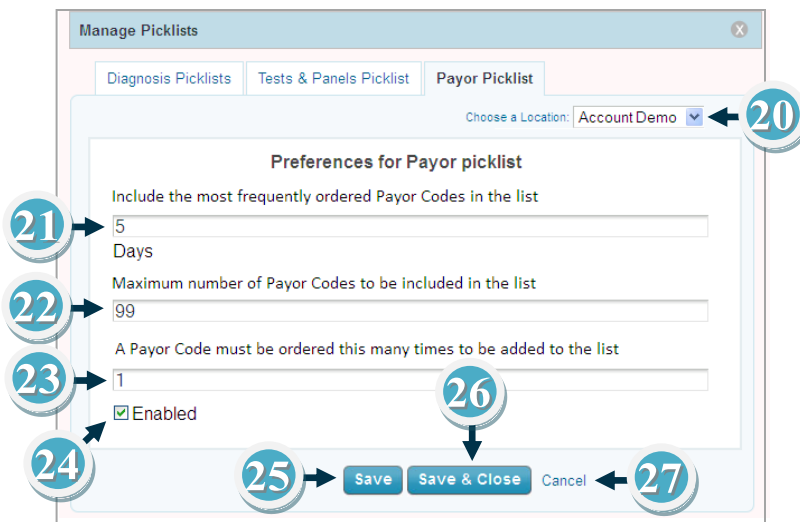
Once codes have been added to the Picklist (**Diagnosis** or **Tests & Panels** Picklists), drag and drop items onto the category name to place them in the specified group. The order of the items within a category may also be reorganized using drag and drop.

16. The category highlights when an item is actively being grouped into place
17. Use the **Remove (x)** option to delete an item or category
18. Use the **Save** button to process the new **Picklist** request
19. Use **Cancel** to cancel and exit the **+Add a new category** screen



**To modify the Payor Picklist settings:**

- Select the **Payor Picklist** tab
20. If necessary, click the down-arrow to select a location from the **Choose a Location** menu
  21. Use this field to enter the number of days included in the most frequently ordered **Payor Codes**
  22. Use this field to enter the maximum number of **Payor Codes** to be included in the list
  23. Use this field to enter the number of times a **Payor Code** must be ordered to be added to the list
  24. Select the checkbox to enable or disable the **Payor Preferences**; it is not active until **'Enabled'**
  25. Use the **Save** button to retain modified revisions
  26. Use the **Save & Close** button to save modified revisions and exit the **Manage Picklists** screen
  27. Use **Cancel** to cancel and to exit the **Create a New Picklist** screen



## To manage a Picklist

- Select the appropriate tab (*Diagnosis Picklist* or *Tests & Panels Picklist* ) to manage a *Picklist*
- 28. Use *Preferences* to configure the *Auto-generated Picklists* settings
- 29. Select the radio button(s) in the *Alpha* column to configure in alphabetical order
- 30. Select the radio button(s) in the *Num* column to configure in numerical order
- 31. Select the radio button(s) in the *Custom* column to display *Picklist Categories*
- 32. Select the radio button(s) in the *Default* column to configure Picklists that display by default
- 33. Select the desired checkbox(es) in the *Public* column to share Picklists with other users
- 34. Use the *Copy* (📄) icon to create a personal copy of a *Picklist* or copy to another location
- 35. Use the *Remove* (x) option to remove a *Picklist*
- 36. Use the *Save* button to save modified revisions
- 37. Use the *Save & Close* button to save modified revisions and exit the *Manage Picklists* screen
- 38. Use *Cancel* to cancel modified changes and exit the *Manage Picklists* screen
- 39. Use the *Sort* (☰) icon to arrange Picklists to display in a specified order in the picklist dropdown menu



## To utilize a *Picklist* during Order Entry:

40. Select the down-arrow to display the *Picklists* menu
41. Select a *Picklist* from the menu

DIAGNOSIS CODES: Quick access to your diagnosis pick lists and quick search all codes

Choose a picklist

- Choose a picklist
- Demo #1
- Demo #2
- Demo #3
- Special Demo #4 (Public)
- Special Demo #5 (Public)

Anymone A Patient  
MRN DOB 09/08/1959  
Patient

Visit Date: 12/04/2012 STAT

Diagnosis:

Tests and Panels: PSC

Provider:

CC Fax Results

Standing

Review Order  
Save & Close Cancel Order

42. Use the checkbox option to select the appropriate code(s)
43. Use the **Add to Picklist** (≡) icon to add a diagnosis code to a *Picklist/Category*
44. Select a *Picklist* from the **Add to Picklist** list
45. If applicable, select a *Category* from the **Choose a category** list
46. Use the **Finish** button to save
47. Use the **Exit** (⊗) option to close the **Add to Picklist** window

Picklist data saved successfully.

Add to Picklist

Choose a category (Optional)

Demo Category 2

Frequently Ordered Diagnosis

Demo Picklist 1

Most Frequently Ordered

Finish

DIAGNOSIS CODES: Quick access to your diagnosis pick lists and quick search all codes

samyphysList' (Public

- V72.85 OTHER SPECIFIED EXAMINATION
- V72.86 ENCOUNTER
- V72.84 UNSPECIFIED EXAMINATION

Anymone A Patient  
MRN DOB 09/08/1959  
Patient

Visit Date: 12/04/2012 STAT

Diagnosis: V72.85 OTHER SPECIFIED EXAMINATION

Tests and Panels: PSC

Provider:

CC Fax Results

Standing

Review Order  
Save & Close Cancel Order

See the *Picklists and Shortcuts* online video for a demonstration of the *Picklists* option. For additional training or instructions on other *LabCorp Beacon* functionality, see the online *Help*.