



Importing Pathology and Lab Results Into EZDERM

What steps do I need to follow to ensure the pathology and lab results are properly placed into the patient's chart and to schedule the patient for a follow-up?

IMPORTING RESULTS

When a result comes into the office:

1. Scan the result(s) into your desktop computer
2. Log into ezderm.com from your desktop computer's Internet browser
3. On the left navigation bar click **Import > Results**
4. Choose the provider, patient, and the order you want to link the results to
5. Drag and drop the document that was scanned in or click on the square box with the up arrow to choose the file
6. Click the blue [Import Results](#) button in the bottom right to finish the import

If the patient name does not appear on the dropdown when completing step 4, please check that the order was placed from the Performed folder. A patient's name will not appear as an option when importing results unless the order is in the Pending Results folder of the Inbox.

TO DO ITEMS

1. From your Dashboard in EZADMIN (the web portal), or from the Inbox in the EHR (iPad), you will be able to view To Do items.
2. Once the provider reviews the results, they will assign a **To Do** task if the patient needs to be contacted.
3. If the patient needs an appointment for a follow-up procedure, select the diagnosis from the Problems list as the Chief Complaint when scheduling.
4. Once the patient has been contacted and/or scheduled, you can mark the To Do task completed.

FOLLOW-UP APPOINTMENTS

If your patient needs to be scheduled for a follow-up procedure based on a pathology result, it is important to select the problem as a complaint for the visit so that the location and planned procedure pull into the follow-up visit. You can do one of the following:



1. Schedule the patient from Inbox > Planned by clicking the clock icon and adjust the Appointment Type and length of appointment as needed.
2. Schedule the patient from the Schedule and select that problem as their Chief Complaint
3. Schedule them for a generic Chief Complaint like Excision but then pull up the problem into the complaints list via the red **History of Present Illness** text.

PLANNED FOLDER

All patients that have an outstanding procedure will be viewable in the Planned folder of the EHR Inbox. This includes patients who deferred a procedure on the date of service or patients whom the provider determined need to come back for a procedure when reviewing pathology results. These patients will remain in the Planned folder until the problem has been followed up on and the procedure executed (performed) in the Physical Exam screen.