

# Search/Add Patients & View/Add Test Results

The instructions below describe how to search for existing patients and add new patients, as well as how to view previous and add new test results in LabLink.

## Search/Add Patients

1. After logging in to LabLink, verify the store in the Location search field. To add or change the store, enter a few characters of the store's name or number in the search field, then select the name from the drop-down list.

2. On the Point of Care dashboard, enter a few characters of the patient's first or last name in the Search by Patient Name field and either press **Enter** or click the magnifying glass icon. If multiple options are available, a drop-down list will appear; click on the correct name in the list to select that patient.

3. If a patient match is found, the details are displayed. Otherwise, an Advanced Search page appears. Enter information in at least the required fields (marked with an asterisk **\***) and click **Search**.

4. If a patient matches the search criteria, his or her information is listed. Otherwise, a *Patient not found*. Click 'Add' to add this patient message appears. Click **Add**. The Add Patient page opens.

5. Enter the patient's data into the Patient Information and Address Information sections of the page and click **Add**.

## Add Test Results

1. When prompted, click the **Tests** icon (📄) to add test results for the patient.
2. On the Tests page that opens, click the **Add New** button at the bottom of the page.
3. On the Details page, click on the name of the test.

4. On the page that opens, enter the information in the Event Details, Survey Questions, Primary Care Provider, and Test Details sections. All fields are required. If necessary, click on the arrow (or on the name) on the top right of a section name to open it:

5. After adding the information, click either **Add Another Test** (and add the information for that test) or the **Submit** button at the bottom. (Fix any errors on the page if necessary.)

## View Test Results

To view test results, first search for the patient as mentioned above, then click the **Tests** icon (📄). The latest test results appear in the list. Click on the **Date** to view (or edit) those results. Click the **History** button to view details of all previous results for that test type.