


IDEXX VetLab with Cornerstone Software

This guide explains the recommended way to associate your laboratory invoice items with IDEXX VetLab* in-clinic tests and profiles to ensure laboratory charges are captured.

IMPORTANT: This document applies to Cornerstone* 8.4 NEXT or later. Some features may have changed from previous versions. Refer to additional online resources and Cornerstone help  for more information.

Set in-house laboratory preferences

1. Go to **Activities > Lab Work > Laboratories**.
2. Select **IDEXX VetLab In-clinic Laboratory**, and then click **Update**.
3. Under Preferences, select **Require requests** and **Use special actions**.

Link laboratory profiles to invoice items

1. Go to **Activities > Lab Work > Profiles**.
2. From the Lab drop-down list, select **INCLINIC**.
3. Clear the **Only profiles that can be requested** check box, so that you can see all available profiles.
4. Select a test or profile and then click **Update**.
5. In the Invoice items table, double-click in the **ID** column, and then search for the invoice item you want to associate with the selected test or profile.
6. Highlight the item, and then click **Select**.
7. If you link more than one invoice item to the test or profile, specify which one is the default.
8. Click **OK**.

Create custom in-clinic profiles

You can create custom in-clinic profiles for tests you routinely perform at the same time and that you associate with only one charge, such as a complete urinalysis (UA) with both the chemical and microscopic test components.

Note: You can create custom profiles for **in-clinic tests only**, not for IDEXX Reference Laboratories.

1. Go to **Activities > Lab Work > Profiles**, and then click **New**.
2. From the Lab drop-down list, select **INCLINIC**.
3. Enter a custom profile name (it can be the same as the invoice item name).
4. Select **Can be requested**.
5. In the Tests/subprofiles table, click in the **Type** column, and then select **Test** (for a single test) or **Subprofile** (for a group of tests).
6. Double-click in either the **Profile Name** column or the **Test Name** column, and then search for and select the desired profile or test.
Tip: If selecting profiles, clear the **Only profiles that can be requested** check box, so you can see all available profiles.
7. Repeat **step 6** until you have selected all the tests or subprofiles you want to add.
8. In the Invoice items table, double-click in the **ID** column to search for the invoice item you want to associate with the selected test or profile.

9. Highlight the item, and then click **Select**.

10. Click **OK**.

Type	Profile Name	Test Name
1 Subprofile	Chem17 CLIP	
2 Test		SDMA
3 Subprofile	Basic CBC	
4 Subprofile	LYTE 4 CLIP	
5 Subprofile	TT4	
6 Subprofile	Urinalysis	
7 Subprofile	UA SedVue	

ID	Description	Price	Default	Type
2978	Complete Senior Panel with UA	\$295.00	<input type="checkbox"/>	S

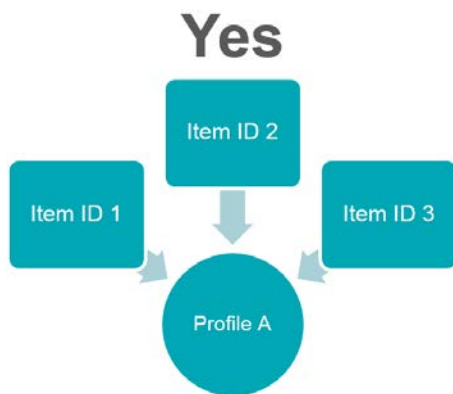
Example of a custom profile

Type	Profile Name	Test Name
1 Subprofile	Urinalysis	
2 Subprofile	UA SedVue	

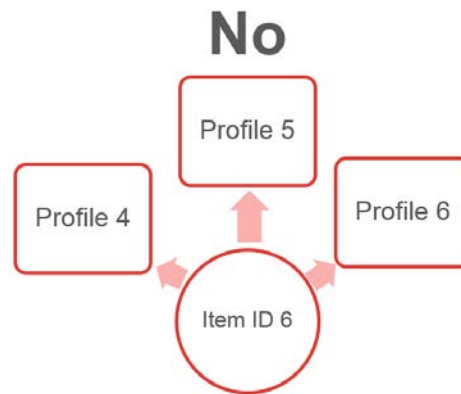
ID	Description	Price	Default	Type
UAC	Urinalysis Inhouse (complete)	\$55.00	<input type="checkbox"/>	S

Example of a UA profile

Linking invoice items to profiles




One or many invoice items can be linked to a single profile.



An invoice item cannot be linked to multiple profiles.

Tips:

- A single test or profile can be linked to multiple invoice items (if you have different charges for the same test or profile). However, each invoice item can be linked to only **one** test or profile (see illustration above).
- A custom in-house profile can include multiple subprofiles and be billed under a single item ID.
- A complete blood count (CBC) profile is called *Hematology*; we recommend you use the Hematology profile for ordering a CBC.
- For more information about creating invoice items, refer to the onscreen help (F1 or ) within the software.

Find this guide

Look under “Resources by Topic” on the [Cornerstone Software Resources](#) page.