

How to Rename a Lab Account (Internal)

07/24/2024 4:50 pm EDT

1. To rename a lab go to swords(



) and select Labs.

ACCOUNT MANAGEMENT

- DrChrono Sales CRM
- Practice Group Management
- Search for References
- User Management
- Employee Accounts

INTERNAL TOOLS

- Data Recovery

DASHBOARDS

- 3rd Party Usage
- SAML SSO Dashboard
- Usage Analytics
- Apollo Plus Dashboard
- Apollo Plus RCM Operations
- Labs**
- Patient Payments

2. Select + Labs Setup.

Labs Dashboard

+ Labs Setup

Quest LabCorp

Report for Oct / 2021

Download CSV

Show accounts without orders or results?

Account #	Location	Go Live Date	Provider ID
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3. Search for the provider whose account needs the lab name change.

Search for doctor:

4. Select Edit Details.

Accounts available to Brendan Wilberton:

Group NPI 1234567890
Rendering NPI 5555555555
Alternative NPI N/A

Options

- Hide accounts inherited from rest of practice group
- Show archived accounts

Edit Details

Manage Locations

Vendor	Location	Client ID	Account Doctor	PG?	Results only?	Go Live Date	Invoices	
HealthGorilla	PathGroup	doctor-205858-2021...	Brendan Wilberton ...	✓	<input checked="" type="checkbox"/> No	✓ Jan 12, 2021	N/A	<input checked="" type="checkbox"/> Edit Details <input checked="" type="checkbox"/> Archive
Sample Lab	Demo Location	205858	Brendan Wilberton ...	✓	<input checked="" type="checkbox"/> No	✓ Apr 4, 2019	N/A	<input checked="" type="checkbox"/> Edit Details <input checked="" type="checkbox"/> Archive
		[MSH.04] Client ID	Brendan Wilberton ...	✓	<input type="checkbox"/>	10/14/2021		<input checked="" type="checkbox"/> Create New <input type="checkbox"/> Reset

5. Uncheck the box next to **Default Lab Name** to be able to rename the lab.

Account Details

Doctor	Brendan Wilberton	
Client ID	<input type="text" value="205858"/>	
Display Name	Sample Lab	→ Default lab name <input checked="" type="checkbox"/>
Share with PG?	<input type="checkbox"/>	🔒 Not shared with practice group
Use individual NPI?	<input type="checkbox"/>	Only applies to orders
Results only?	<input type="checkbox"/>	<input checked="" type="checkbox"/> Orders & Results
Go live date	<input type="text" value="2019-04-04"/>	Went live 3 years ago
Archived?	<input type="checkbox"/>	✔ Not archived
Invoices	None	
	<input type="button" value="Choose File"/>	No file chosen
	<input type="button" value="Upload new invoice"/>	

6. Enter the lab name and **Save**.

Account Details

Doctor	Brendan Wilberton	
Client ID	<input type="text" value="205858"/>	
Display Name	<input type="text" value="Lab 2"/>	Default lab name <input type="checkbox"/>
Share with PG?	<input type="checkbox"/>	🔒 Not shared with practice group
Use individual NPI?	<input type="checkbox"/>	Only applies to orders
Results only?	<input type="checkbox"/>	<input checked="" type="checkbox"/> Orders & Results
Go live date	<input type="text" value="2019-04-04"/>	Went live 3 years ago
Archived?	<input type="checkbox"/>	✔ Not archived
Invoices	None	
	<input type="button" value="Choose File"/>	No file chosen
	<input type="button" value="Upload new invoice"/>	