

INTERNAL: Uploading a Compendium File to a Customer's Labcorp Account

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We no longer perform this process as of 2022. Customers only have access to Labcorp's global compendium now.

Some customers need to utilize test order codes that are not part of Labcorp's standard compendium of tests. For these customers, via a Zendesk ticket, a compendium file will be provided by a Labcorp agent in the form of an Excel spreadsheet (.xls or .xlsx file).

To upload the file to a customer's Labcorp account, follow the steps below:

1. Navigate to Swords>Setup/Enrollment>Lab Accounts.
2. Search for the doctor.
3. Select "Edit Details" for the desired Labcorp account.
4. An Account Details window will populate. Under the Vendor-Specific Fields section, select "Choose File" to upload the Labcorp client compendium.
5. Click "Upload". A confirmation message will display if the file is uploaded successfully.

Account Details

Archived? ✔ Not archived

Invoices [L180830107_6960-2018.pdf](#) <Sep 10, 2018>

[+ Generate new LabCorp invoice](#)

Vendor-specific fields

PO Number

Site Code

Upload LabCorp client compendium ✔ Compendium successfully uploaded.

Vendor Information

[Close](#) [Save](#)

6. Click "Save" at the bottom of the window.

Please note: Our system only accepts compendium files in a very specific format as noted below. The file received from Labcorp may need to be adjusted to match these requirements. **A sample .xlsx file has been attached to this KB article to use as a reference in addition to the below guidelines.**

The tests must be on a sheet of the `.xls` file called `Compendium_of_Tests`, with the order code in column B, order name in column C, "Orderable" in column D (either `Y` or `N`), result code in column J, result name in column K, result unit in column L, and result type in column M.

The AOE's must be on another sheet titled `AOE_Test_List`, with the order code in column A, the AOE code in column C, and name in column D.

If the file is a `.xlsx`, we import by the header labels instead of requiring an exact column. The sheet names are the same, and the header names are `Order Code`, `Order Code Name`, `Orderable`, `Result Code`, `Result Code Name`, `UofM`, and `Result Type` for orders, and `Order Code`, `Question Code`, and `Question Code Name` for AOE's.

