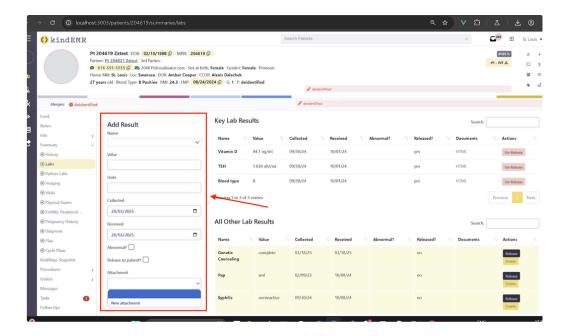# Change Healthcare: Manually Uploading Test Results to Kindbody EMR

This SOP is intended for healthcare staff responsible for managing lab results and ensuring that test results are accurately recorded in the Kindbody EMR system

📘 Instructions 🔗

1. Check for Unmatched Labs 🔗

1. Navigate to the **Unmatched Labs** section in Kindbody EMR.
2. Search for the test results in this section.

2. Verify in the Patient Lab Order UI 🔗

1. If the results are not found in Unmatched Labs, go to the **Patient Lab Order UI**.
2. Search for the test order associated with the patient.

3. Retrieve Test Results from Change Healthcare (CHC) 🔗

1. If the test results are not found in the EMR, log in to **Clinical Exchange**.
2. Locate the patient's test results.
3. Download the test results as a **PDF**.

4. Upload Results to Kindbody EMR 🔗

1. Navigate to **Patient** → **Summary** → **Labs** in the Kindbody EMR.
2. Select the appropriate patient and open their lab records.
3. Click **Add Test Results** and enter the test names and values as listed in the PDF.
4. Attach the downloaded **PDF** to the lab record.

5. Handling Multiple Tests in One PDF 🔗

1. If the PDF contains multiple test results, repeat Step 4 for each test.
2. You do not need to re-upload the file; instead, select the already uploaded **PDF** when adding subsequent test results.

> ⚠ • Always verify that the patient information matches before uploading results.
>
> • Ensure data accuracy when entering test values.
>
> • If an issue arises, report discrepancies to the appropriate team.

📋 Related articles 🔗

📄 ChangeHealthcare/Optum: Provider Approving EPCS access and ID.me setup

📄 Change Healthcare: New User Setup (SST)

📄 Change Healthcare: New User Setup (Clinical Exchange)

📄 Change Healthcare: Provider EPCS setup and ID.me setup (IT Perspective)

📄 Change Healthcare: Add Existing Users to New Markets