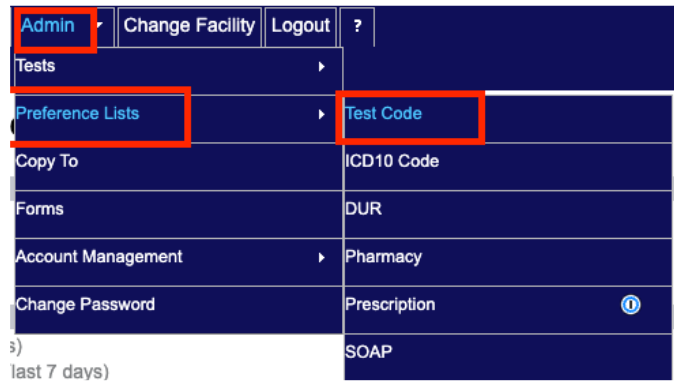# Change Healthcare: Copying Test Codes to Another Facility in Clinician

Problem 🤔:

- ***User does not know how to duplicate existing test codes into a another facility***

Solution 💡 :

1. Sign into Clinician and select the desired facility you wish to add new test code to.

2. **Admin** > **Preference Lists** > **Test Codes**

3. Click Create New Preference List and select the desired Lab you wish to add test codes for

Test Preference List View ☒

Help **Close**

Create New Test Code Preference List

Step 1 - Enter Data

•Facility: •Lab: Copy From Existing
Kindbody Wicker Park (Chicago)   ✓

                                           Natera Inc
                                           Kindbody Laboratories
Step 2 - To Create a Client ID Spec   LabCorp Elmhurst
                                           QUEST DIAGNOSTICS WOOD DALE
Client ID:
[⌄]

Step 3 - To Create a Caregiver Specific List, Select a Caregiver.
Caregiver:
[⌄]

Step 4 - Add Test Code to List

Test Code. Search for a Test Code.   Sort By ● Alpha   ○ Custom
[   ] 🔍

Remove Selected   Select All   Save   Print

Test	Description	Up	Down

0 Test(s) In List:

Remove Selected   Select All   Save   Print

4. Click **Copy from Existing** and Select the desired Facility you wish to copy from.

Copy From Existing

Test Preference List View ☒

Copy Test Code Preference List   Help   **Close**

Step 1 - Choose a Facility

•Lab: •Facility:
Kindbody Laboratories   Kindbody Dallas   ⌄

Step 2 - Select the Preference List You Want to Copy From

Kindbody Laboratories   Kindbody Dallas   **Select**

⚠ Some facilities does not show other facilities that you can copy from. If you come acrodd this, you will have to manually add the test code to the list.

5. Click **Save** once complete.