

# LeadCare Report Version 2.0 User's Guide

LeadCare Report version 2.0 offers data entry flexibility for all physician office laboratories across the U.S. It was developed to allow for data entry via keyboard alone or with a mouse. The software should be installed on a single machine, and is compatible with Windows 7, 8 and 10.

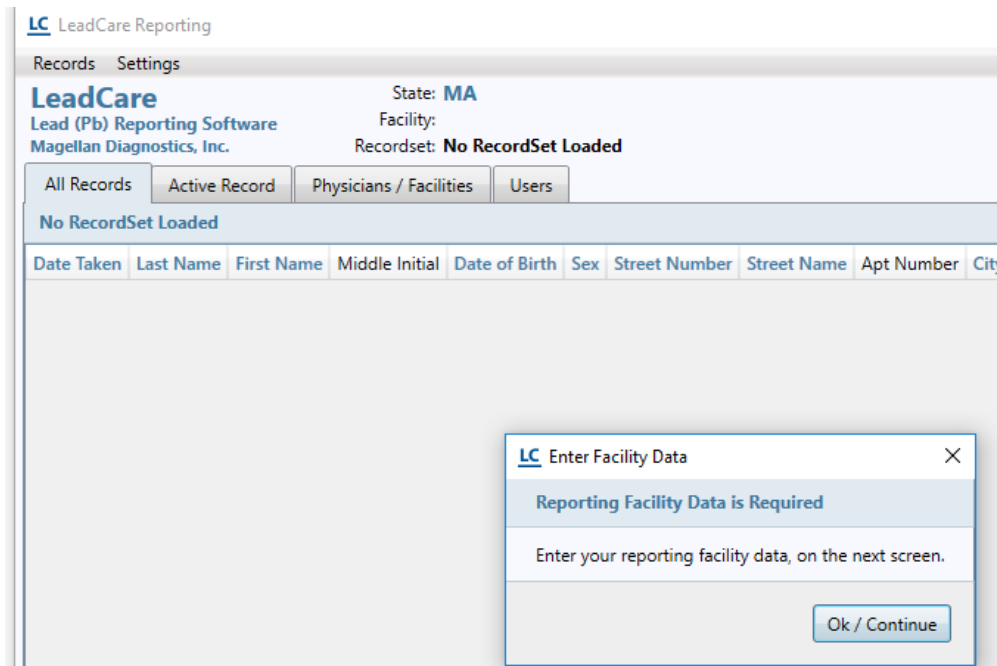
1. **Download LeadCare Report version 2.0** application available at:  
<http://www.leadcare2.com/Product-Support/Reporting-Solutions>

Follow the prompts to complete installation.

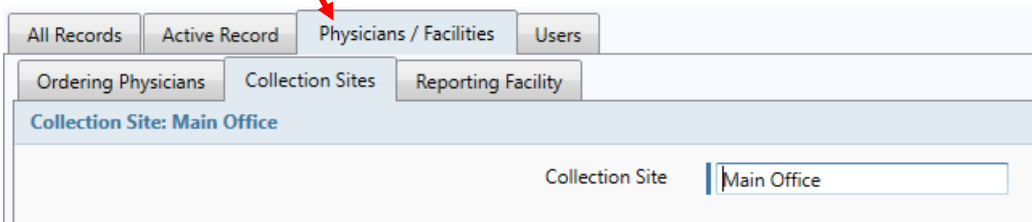
2. **Open the program & select your primary state.**

Complete the following tabs with required information **before** entering any patient data:

- a. Reporting Facility Data
- b. Collection Site Data
- c. Users
- d. Physicians/Providers



Access the Collection Sites using the Physicians/Facilities Tab.



# Magellan

DIAGNOSTICS

A Meridian Bioscience® Company

# LeadCare Report Version 2.0

## User's Guide

# LeadCare® II

### 3. Create a New Record Set

Note: Required sections are designated with blue sidebars.

- Select the appropriate "User".
- Enter the data into the Active Record.
- Complete all data entry.

Best Practice: Complete all required fields for each client, then create the report.

### 4. Generate the Report

Note: To generate a report all required fields in the Record Set must be completed.

- Go to "Reports" and select "Export Current RecordSet".
- Export Records to File.
- Reports are located: **C:\Users\Public\Documents\LeadCare Reports\Exports**

Note: If you service clients from multiple states, create a separate Record Set for each state. Because the export file type might differ from your home state, you must login under the Reporting State before entering the client data.

### 5. Deliver the Report to the State

## Helpful Hints

- Most fields that look like you must choose from the dropdown menu can be overwritten by free text. This also applies to Calendar fields. Do not feel you HAVE to select from the choices, if you don't see the choice you are searching for.
- Some labs test clients from multiple states. Before reporting to a border state, make sure you have filled all required fields in the Reporting Facility Data, Collection Site Data, User's and Physician's/Providers tabs. Requirements differ from state to state.

Go to Settings, Program Settings to change to another state's format. Save the new format. Before entering any patient data, verify and complete all information in the tabs: Reporting Facility, Collection site, User and Provider/Physician. Enter new results, confirm all required fields are complete; then Export the Record Set.

- Troubleshooting: The most often encountered issue is an "Incomplete record". Go to the "All records" tab, select one patient and scroll to the right. Look for missing data in columns site, etc. Fix the problem. Open the record and complete the dataset for every incomplete record. Generate the Report.
- If you accidentally entered an "Analysis Date" that precedes "Collection Date", the field will be called out with a red border. This record is considered "incomplete" so the field should be corrected before Exporting a Record Set.

# Magellan

D I A G N O S T I C S

A Meridian Bioscience® Company

# LeadCare Report Version 2.0 User's Guide

# LeadCare® II

## Helpful Hints (continued)

- If you have tested the program by entering fake data, you need to remove that data before you start your official reporting to the state. To start from scratch after you have completed your initial testing/training, you will need to delete one or two folders.

Note: The default location of all saved data including All Users App Data and Records as well as all exports is located: C:\Users\Public\Documents\LeadCare Reports

- If you only want to keep Prior Exports, delete  
C:\Users\Public\Documents\LeadCare Reports\**All Users**
- If you only want to delete Prior Exports, delete  
C:\Users\Public\Documents\LeadCare Reports\**Exports**

## Need additional information?

Contact the Product Support Team and ask for LeadCare Report 2.0 assistance.  
(800) 275-0102 or email: [LeadCareSupport@magellandx.com](mailto:LeadCareSupport@magellandx.com)

# Magellan

D I A G N O S T I C S

A Meridian Bioscience® Company