

Labs

Purpose	Add and manage lab results in a client record.
Who should do this	CAREWare staff who enter or review clinical data.
Use this guide when you need to	Review available labs or add a lab result.
Main warning	Check the client, lab date, test name, operator, and result before you save.

Quick path

Client record > Labs > Add > Enter lab details > Save

Standard and Custom Labs in CAREWare

- Albumin
- ALT
- AST
- CD4 Count
- CD4 Percent
- Creatinine
- Glucose
- HDL
- Hemoglobin
- LDL
- Platelets
- Total Cholesterol
- Triglyceride
- Viral Load
- WBC

Authorized staff can add provider-specific and custom labs in Administrative Options > [Clinical Setup](#) > Lab Setup.

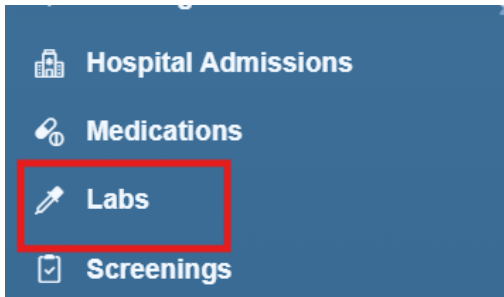
Labs used for the RSR and ADR

CD4 Count and Viral Load records are required for the RSR and the AIDS Drug Assistance Program Data Report (ADR).

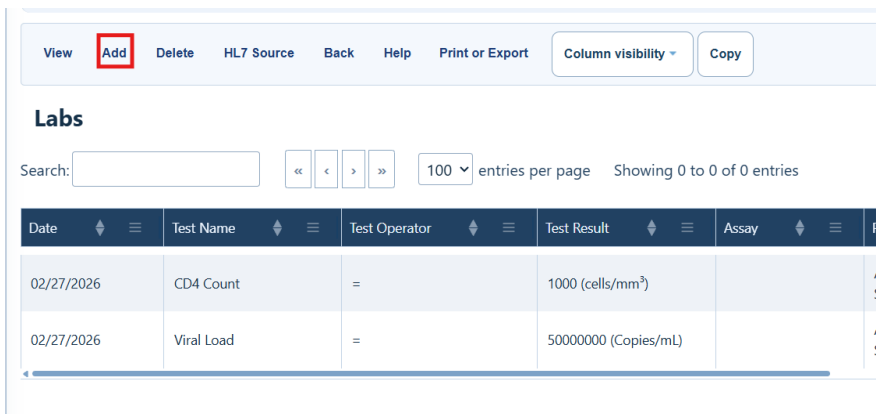
- RSR Q.49: CD4 Count date and result
- RSR Q.50: Viral Load date and result
- ADR Q.32: CD4 Count date
- ADR Q.33: CD4 Count result
- ADR Q.34: Viral Load date
- ADR Q.35: Viral Load result

Add a lab to a client record

Step 1. Open the client record. Select Labs from the left menu.



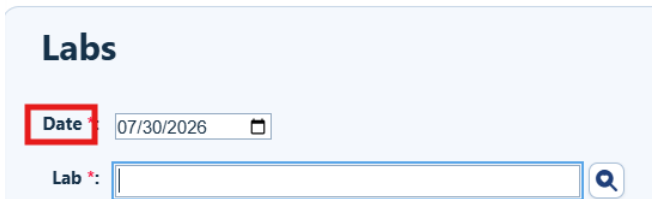
Step 2. Select Add.



Labs Menu Options

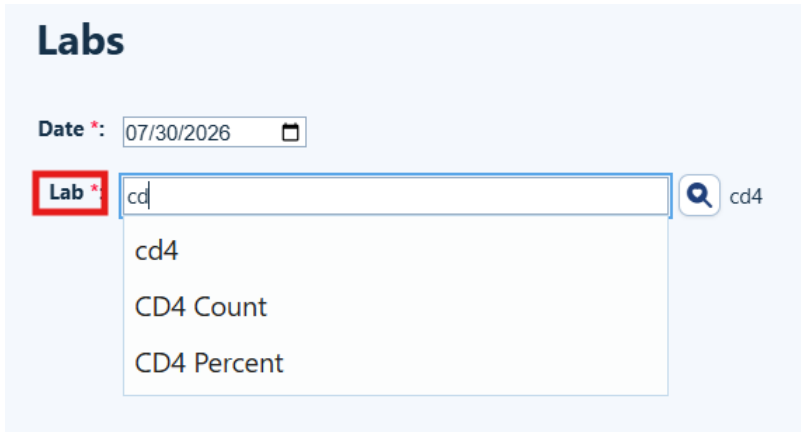
Button	What it does
View	Shows details for the selected lab record.
Add	Opens a form for a new lab record.
Delete	Deletes the selected lab record.
HL7 Source	Shows the HL7 holding tank record for a lab entry.
Back	Returns to the Client Summary.
Help	Opens the Labs user guide.
Print or Export	Prints or exports the list of lab records.
Column Visibility	Lets you choose which columns appear in the list.

Step 3. Enter the date of the lab.



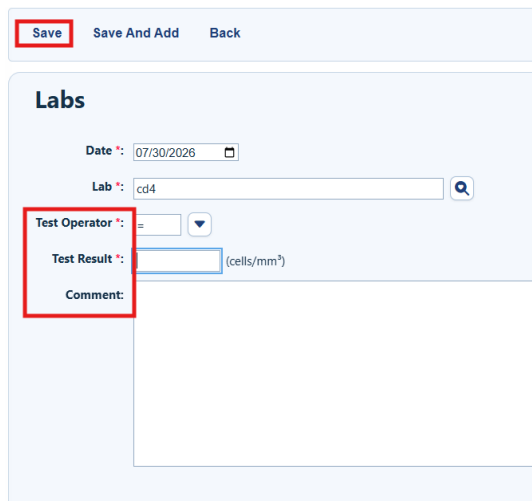
The screenshot shows the 'Labs' form with the 'Date' field highlighted by a red box. The date '07/30/2026' is entered in the field, and a calendar icon is visible to its right. Below the date field is the 'Lab' field, which is currently empty and has a magnifying glass icon to its right.

Step 4. Select the lab from the list. To shorten the list, enter the first letters of the lab name.



The screenshot shows the 'Labs' form with the 'Lab' field highlighted by a red box. The text 'cd' is entered in the field, and a dropdown list of suggestions is displayed below it. The suggestions are 'cd4', 'CD4 Count', and 'CD4 Percent'. A magnifying glass icon is to the right of the field, and the text 'cd4' is also visible next to it.

Step 5. Complete the Test Operator, Test Result, Assay (if applicable), and Comment (optional) fields and click Save.



The screenshot shows the 'Labs' form with the 'Save' button highlighted by a red box. The form is filled out with the following information: 'Date' is '07/30/2026', 'Lab' is 'cd4', 'Test Operator' is '=', 'Test Result' is a text input field followed by '(cells/mm³)', and 'Comment' is an empty text area. At the top of the form, there are three buttons: 'Save', 'Save And Add', and 'Back'.

TIP

Use Save and Add to enter multiple labs for the same client.

How to confirm it worked

- The saved lab appears in the client's Labs list.
- The lab date, test name, operator, and result are correct.

Troubleshooting and common questions

How do I find the lab I need?

Enter the first letters of the lab name. If the lab is still missing, ask an authorized administrator to review Lab Setup.

How do I correct an error in an existing lab record?

Return to the Labs list and review the record. Correct it if your permissions allow changes. If not, contact your CAREWare administrator.

What information is required?

Enter the lab date, lab name, test operator, and test result. Assay and Comment are optional.

Related References

Document	Use it for
Clinical Setup	Adding custom labs and managing other aspects of clinical data in CAREWare.
RSR Documents	Documentation for the Ryan White Services Report (RSR).
ADR Documents	Documentation for the ADAPData Report (ADR).