

Clinical Setup

Purpose	Set up the clinical choices that staff can use in client records.
Who should do this	CAREWare administrators and staff who manage clinical lists.
Use this guide when you need to	Activate, add, or update labs, screenings, immunizations, medications, or diagnoses.
Main warning	Test changes in a safe environment first. Activating every diagnosis code may slow CAREWare.

Quick path: Administrative Options > Clinical Setup. In Central Administration, choose Provider Clinical Setup, select a provider domain, and choose Manage Selected Provider.

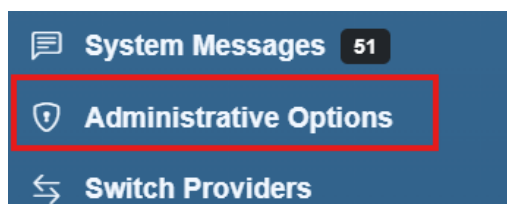
Before you begin

Clinical Setup is the master list for clinical items in CAREWare. An item must be active before staff can select it in a client record.

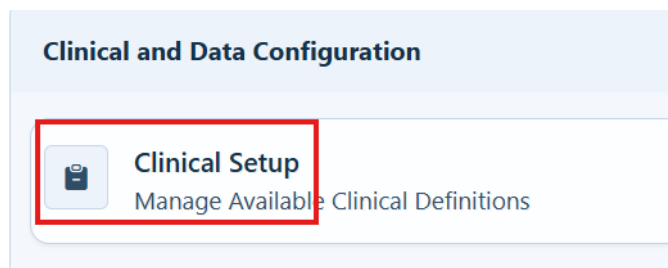
Important: You need the correct administrative permissions. Download current medication or diagnosis XML files before you update those lists.

Open Clinical Setup

Step 1. Select Administrative Options.



Step 2. Select Clinical Setup.



Central Administration: Select Provider Clinical Setup, choose a provider domain, and select Manage Selected Provider.

⚙️ Clinical Setup Options

Central Clinical Setup

Setup clinical options and centralized coding terminology

Provider Clinical Setup

Set up providers to use clinical features

Manage Selected Provider

Back

Print

Clinical Setup

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Provider

AZ HIV Community Services

The Clinical Setup page includes setup areas for labs, screening labs, screenings, screening actions and results, immunizations, medications, and diagnoses.

⚙️ Clinical Setup

Lab Setup

117 / 133 Labs Activated

Screening Lab Setup

51 / 62 Screening Labs Activated

Screening Setup

261 / 265 Screenings Activated

Screening Action Class Setup

19 total Action Classes

Screening Result Class setup

46 total Result Classes

Immunization Setup

31 / 31 Immunizations activated

Medication Management

Activate medications, upload a medication file, or manage placeholder medication definitions

Diagnosis Setup

95479 / 95479 Diagnosis definitions activated

Review the built-in clinical lists

CAREWare includes common labs, screening labs, screenings, and immunizations. These lists are enough for many organizations. Add an item only when the built-in list does not include what you need.

HRSA-Defined Labs

The Lab Setup list includes common HRSA-defined labs.

Lab Setup

Search:

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Go to page

1

100

 entries per page

Showing 1 to 100 of 133 entries

Active	HRSA	Test	Low	High	Decimals	Test Name For HRSA Reporting
Yes	Yes	CD4 Count	0	1200	0	
Yes	Yes	Viral Load	0	1000000000	0	
Yes	Yes	WBC	2	11	1	
Yes	Yes	CD4 Percent	0	100	1	
Yes	Yes	Glucose	70	115	0	
Yes	Yes	Hemoglobin	12	18	1	
Yes	Yes	Platelets	130000	370000	0	
Yes	Yes	Albumin	3.5	5.5	1	
Yes	Yes	Total Cholesterol	90	200	0	
Yes	Yes	LDL	0	190	0	
Yes	Yes	HDL	30	90	0	
Yes	Yes	Triglycerides	0	200	0	
Yes	Yes	ALT	30	65	0	
Yes	Yes	AST	7	40	0	
Yes	Yes	Creatinine	0.6	1.3	1	

HRSA-Defined Screening Labs

The Screening Lab Setup list includes common HRSA-defined screening labs.

Screening Lab Setup				
Search:		=< < 1 > =>	Go to page 1	100 entries per page Show
Active	HRSA Defined	Test	Titer	Treat
Yes	Yes	Hepatitis A Ab-Igm		
Yes	Yes	Hepatitis A Ab-Total		
Yes	Yes	Hepatitis B surface-antigen (HBsAg)		
Yes	Yes	Hepatitis B surface-antibody (HBsAb)		
Yes	Yes	Hepatitis B core antibody IgM (HBcAb)		
Yes	Yes	Hepatitis B core antibody, total		
Yes	Yes	Hepatitis C antibody		
Yes	Yes	Toxoplasma IgG antibody		
Yes	Yes	MMR	Yes	
Yes	Yes	Varicella (Chicken Pox)		
Yes	Yes	Cytomegalovirus (CMV)		
Yes	Yes	Epstein Barr Virus (EBV)		
Yes	Yes	Syphilis	Yes	
Yes	Yes	Chlamydia	Yes	
Yes	Yes	Genital Herpes	Yes	
Yes	Yes	Gonorrhea	Yes	
Yes	Yes	Human Papillomavirus (genital warts)	Yes	
Yes	Yes	Non-Specific Urethritis	Yes	
Yes	Yes	IGRA		
Yes	Yes	HBeAg		
Yes	Yes	HBV(DNA)		
Yes	Yes	HBeAb		

HRSA-Defined Screenings

The Screening Setup list includes common HRSA-defined screenings.

Screening Setup						
Search:		<< < 1 2 3 > >>			Go to page 1 100 entries per page Showing 1 to 100 of 259 en	
Active	HRSA Defined	Test	Result Class	Action Class	Exc	
Yes	Yes	TST	PPD	PPD		
Yes	Yes	Pap Smear	Pap Test		Ma	
Yes	Yes	Colposcopy	Pap Test		Ma	
Yes	Yes	Pelvic exam	Pelvic/Rectal Pap		Ma	
Yes	Yes	TB Chest Radiograph	TB Chest Radiograph			
Yes	Yes	PCP Prophylaxis	NMI/ClientRefused			
Yes	Yes	Smoking Status	SmokingStatus			
Yes	Yes	Pregnancy Status	Pregnancy Status			
Yes	Yes	Hysterectomy (non-dysplasia/non-malignant indic.)	Yes/No		Ma	
Yes	Yes	History of sexual activity (adolescent)	Yes/No			

HRSA-Defined Immunizations

The Immunization Setup list includes common HRSA-defined immunizations.

Immunization Setup			
Search:		<< < 1 > >>	
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Active	HRSA	Immunization	
Yes	Yes	Prenar13	
Yes	Yes	Hepatitis B	
Yes	Yes	Hepatitis A	
Yes	Yes	MMR	
Yes	Yes	Tetanus Toxoid	
Yes	Yes	Hep A/Hep B (Twinrix)	
Yes	Yes	HepB-CpG	
Yes	Yes	Pneumovax (PPSV23)	
Yes	Yes	HepB-CpG	
Yes	Yes	Influenza	
Yes	Yes	Varicella (Chicken pox)	

Activate or deactivate an item

The steps are the same for labs, screening labs, screenings, and immunizations. This example uses Lab Setup.

Step 1. Open the setup area you want to manage. For example, select Lab Setup.

Clinical Setup

Lab Setup

117 / 122 Labs Activated

Screening Lab Setup

51 / 62 Screening Labs Activated

Screening Setup

2017 / 203 Screenings Activated

Screening Action Class Setup

19 total Action Classes

Screening Result Class setup

46 total Result Classes

Immunization Setup

24 / 34 Immunizations Activated

Medication Management

Activate medications, upload a medication file, or manage placeholder medication definitions

Diagnosis Setup

95479 / 95479 Diagnosis definitions activated

Step 2. Select the item, and then select Activate.

Activate

Deactivate

Activate All

Deactivate All

Edit

View

Add

Delete

Back

Print or Export

Column visibility

Copy

Lab Setup

Search:

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Go to page

1

100

 entries per page

Showing 1 to 100 of 133 entries

Active	HRSA	Test	Low	High	Decimals
	Yes	CD4 Count	0	1200	0

Menu options

Button	What it does
Activate	Make the selected item available in client records.
Deactivate	Remove the selected item from new selections in client records.
Activate All	Make every item in the list active.
Deactivate All	Make every item in the list inactive.
Edit	Change the selected item.
View	View the selected item.
Add	Create a new item.
Delete	Delete the selected item.
Back	Return to the Clinical Setup menu.
Print or Export	Print the list or export it to a file.
Column Visibility	Choose which columns appear in the list.

Check: The Active column shows Yes when the item is available in client records.

Active	HRSA	Test
Yes	Yes	CD4 Count

CD4 Count shows in the dropdown list for labs in the client record.

Lab *:  cd.

em Labs:

Step 3. To remove an item from the list used in client records, select it and select Deactivate.

Activate

Deactivate

Activate All

Deactivate All

Edit

View

Lab Setup

Search:

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Active

HRSA

Test

Yes	Yes	CD4 Count

Active

HRSA

Test

	Yes	CD4 Count
Yes	Yes	Viral Load

Save

Save And Add

Back

Labs

Date *: 08/05/2026

Lab *: cd4

Test Operator *: cd4

Test Result *: CD4 Percent

Tip: If staff cannot find an item in a client record, check Clinical Setup. The item may need to be activated or added.

Add a new clinical item

Use these steps when a needed lab, screening lab, screening, or immunization is not already in CAREWare.

Step 1. Open the correct setup area, and select Add.

Activate

Deactivate

Activate All

Deactivate All

Edit

View

Add

Delete

Back

Lab Setup

Search:

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Go to page 1 100 entries

Active

HRSA

Test

Low

Yes	Yes	CD4 Count	0
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Step 2. Enter the information for the new item.

[Save](#) [Cancel](#)

Lab Setup

Test Name:

New Lab for Clients

Units:

Copies

Low Value:

74

High Value:

152

Decimal Places:

2

Test Name For HRSA Reporting:

Step 3. Select Save.

[Save](#)

[Cancel](#)

Lab Setup

Test Name:

New Lab for Clients

Units:

Copies

Low Value:

74

High Value:

152

Decimal Places:

2

Test Name For HRSA Reporting:

Step 4. Make sure the Active column shows Yes. If it does not, select the item and select Activate.

[Activate](#)

[Deactivate](#)

[Activate All](#)

[Deactivate All](#)

[Edit](#)

[View](#)

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Lab Setup

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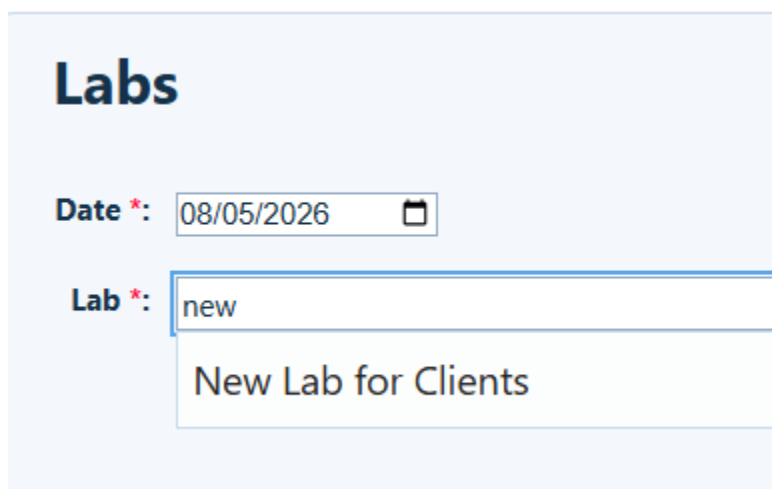
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Active	HRSA	Test
Yes		New Lab for Clients

The new item now appears in the matching area of the client record.



Labs

Date *: 08/05/2026

Lab *: new

New Lab for Clients

Update medications

HRSA provides an XML file with medications that CAREWare can use. Upload the XML file before you activate medications.

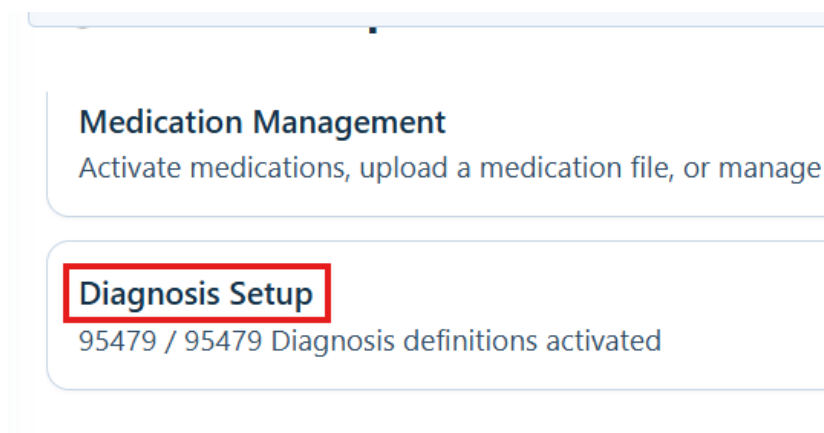
Related guide: See [Updating Medications in CAREWare](#) for the full medication update process.

Update diagnoses

Diagnosis codes are not loaded in advance. Download the current HRSA ICD-10 Diagnosis Codes XML file, upload it, and then activate the codes your organization uses.

Step 1. Download the current [ICD-10 diagnosis code XML file](#).

Step 2. In Clinical Setup, select Diagnosis Setup.



Medication Management
Activate medications, upload a medication file, or manage

Diagnosis Setup
95479 / 95479 Diagnosis definitions activated

Step 3. Select Update Definitions.

[Activate](#) [Deactivate](#) [Activate All](#) [Update Definitions](#) [Export Definitions](#) [Back](#) [Print or Export](#) [Column visibility ▾](#)

ICD 10 Setup

Search:

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ICD 10	Description	Active
U09.9	Post COVID-19 condition, unspecified	Yes

Diagnosis Setup Menu Options

Button	What it does
Activate	Make the selected diagnosis available in client records.
Deactivate	Make the selected diagnosis inactive.
Activate All	Activate every diagnosis code. This may take time and may affect CAREWare performance. Activating all diagnoses may also cause delays when entering diagnoses in client records. We recommend only activating the diagnoses that you will use and/or activating diagnoses as needed.
Deactivate All	Deactivate every diagnosis code.
Update Definitions	Upload a newer diagnosis code list.
Export Definitions	Export diagnosis codes as XML.
Back	Return to the Clinical Setup menu.
Print or Export	Export the list as CSV or PDF, or print it.
Hide/Show Columns	Choose which columns appear.

Step 4. Select Choose File. Find the XML file in Windows File Explorer, and select Open.

[Save](#) [Cancel](#)

Diagnosis Setup

File Name *: 

[Choose File](#) No file chosen

Deactivate all ICD 10s that are not contained in the file *: ☐

Step 5. Choose which codes to activate. The file has more than 40,000 codes, and new codes start as inactive.

To activate selected diagnoses, select the codes and then select Activate.

Activate

Deactivate

Activate All

Update Definitions

Export Definitions

ICD 10 Setup

Search:

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Go to

ICD 10	Description	Active
Z99.89	Dependence on other enabling machines and devices	

To activate every diagnosis, select Activate All. The menu may be unavailable until the process finishes.

Warning: Activating every diagnosis may use a lot of server and network resources and may slow CAREWare. Activate only the codes you need when possible.

Activate

Deactivate

Activate All

Update Definitions

Export Definitions

ICD 10 Setup

Search:

<<

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1

2

...

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Go to

ICD 10	Description	Active
Z99.89	Dependence on other enabling machines and devices	

Diagnosis codes that are set Active under Clinical Setup appear in the dropdown for the Diagnoses tab in client records.

Save

Back

All Diagnoses

Date *: 08/05/2026

ICD10 Code/Description *:

a

(A00) Cholera
(A00.0) Cholera due to Vibrio cholerae 01, biovar cholerae
(A00.1) Cholera due to Vibrio cholerae 01, biovar eltor
(A00.9) Cholera, unspecified
(A000) Cholera due to Vibrio cholerae 01, biovar cholerae

How to confirm it worked

- Open the setup list and confirm that the Active column shows Yes for each item you activated.
- Open a test client record and confirm that the item appears in the correct clinical list.
- For diagnoses, confirm that active codes appear on the Diagnoses tab.

Troubleshooting and common questions

Why can't staff find an item in a client record?

The item may be inactive or missing. Open its Clinical Setup list. Activate the item or add it if needed.

Why is the diagnosis menu unavailable?

CAREWare may still be activating a large group of codes. Wait for the process to finish before you select another option.

Should I activate every diagnosis code?

Usually, no. Activating all codes may slow CAREWare. Activate only the codes your organization uses unless your program has a clear reason to activate all of them.

Related references

Document	Use it for
CAREWare Medication Files	Download current CAREWare medication and ICD-10 diagnosis XML files.
Updating Medications in CAREWare	Follow the full process to update and activate medications.