

TRAINING GUIDE

March 2022

LIFEPOINT LAB PORTAL

For Orders and Results



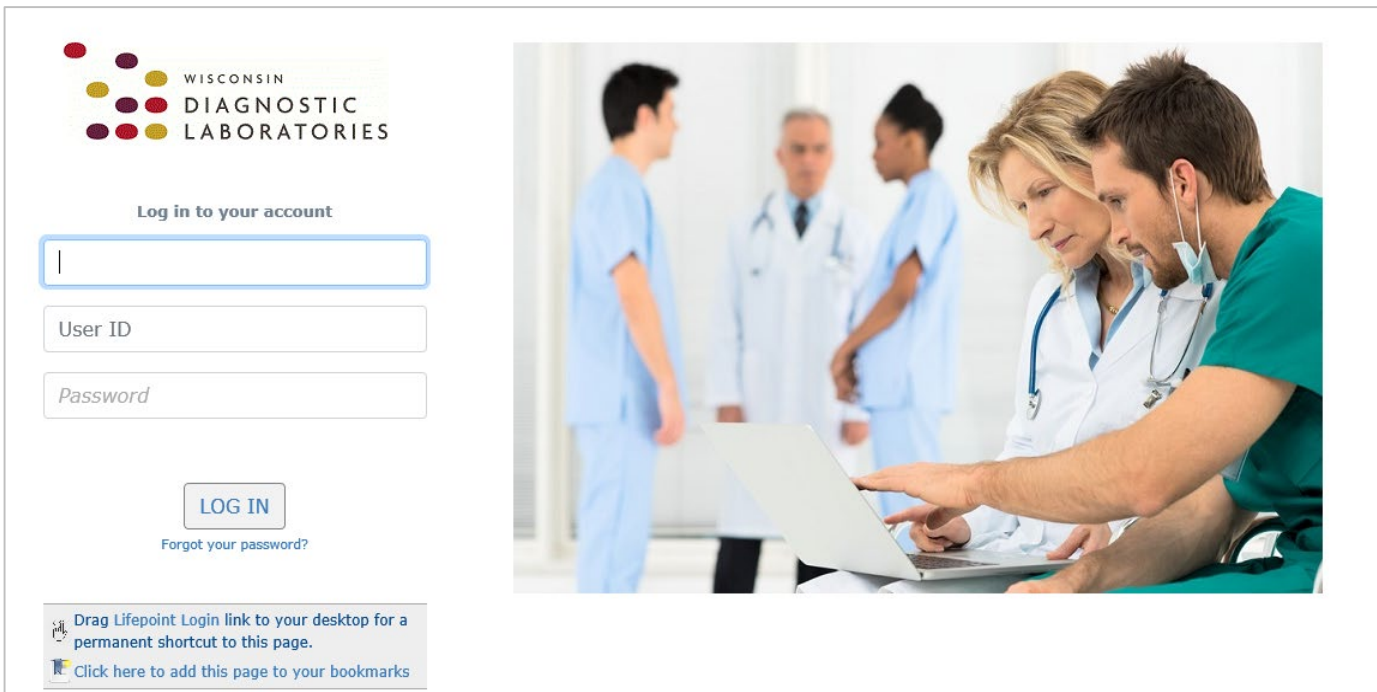
Please note that these training materials are available online through our website:
https://www.wisconsinidiagnostic.com/healthcare_providers/order_a_test/

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LOG IN SCREEN

- To log in to Lifepoint, enter your Client Number, User ID, and Password. Click the 'Log In' button.
 - The Password is case sensitive.
 - When your password expires, you will be directed to the change password screen after login, where you will be required to change your password.
 - Please note that after 3 incorrect attempts to log in, you will be locked and will need to request to be reset.



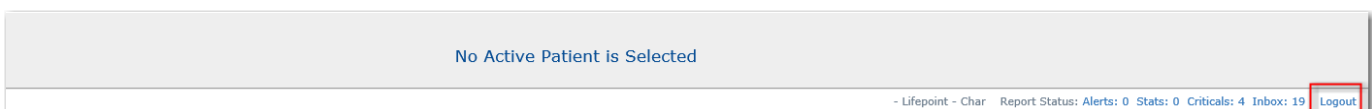
The screenshot shows the Lifepoint login interface. On the left, there is a login form with the Wisconsin Diagnostic Laboratories logo at the top. Below the logo, it says "Log in to your account". There are three input fields: a large one for the Client Number (containing a vertical bar), a smaller one for "User ID", and another for "Password". Below these fields is a "LOG IN" button and a link for "Forgot your password?". At the bottom of the form, there are two links: "Drag Lifepoint Login link to your desktop for a permanent shortcut to this page." and "Click here to add this page to your bookmarks". To the right of the login form is a photograph of three medical professionals in a clinical setting, looking at a laptop screen.

- Links are available to create a desktop shortcut and to add the Login page to your bookmarks.



This block shows a close-up of the two links mentioned in the previous list item. The first link is "Drag Lifepoint Login link to your desktop for a permanent shortcut to this page." and the second is "Click here to add this page to your bookmarks". Both links are accompanied by small icons representing a desktop shortcut and a bookmark, respectively.

- To log out of Lifepoint, select the 'Logout link at the top right corner of the page.



The screenshot shows the footer of the Lifepoint portal. It features a status bar with the text "No Active Patient is Selected" on the left. On the right side of the footer, there is a navigation menu with several items: "- Lifepoint - Char", "Report Status: Alerts: 0 Stats: 0 Criticals: 4", "Inbox: 19", and a "Logout" link which is highlighted with a red box.

INBOX

About the Inbox

- The default order of display is by date of service (DOS) with the most recent results listed first. The Inbox can be resorted by clicking on one of the column headers.
- Active Patient is activated when an accession is selected.
- When a result is archived from the Inbox, it is still available in Patient History.

Actions Available on the Inbox Page

- View list of available results
- View, print, or archive a result
- Sort inbox based on header titles or report status
- All abnormal labs will be displayed under “alerts”

In the Laboratory Functions Section of the Navigation Bar

- Select Inbox

TEST ENVIRONMENT [NV] Allis Care - Sam Report Status: Alerts: 0 Stats: 0 Criticals: 0 Inbox: 2 UnAssume

User

Laboratory Functions

Inbox

Select New Patient

Patient History

Cumulative Reports

Laboratory Orders

Order Tests

Quick Order

Inbox (All)

1. **Print Selected**
2. **Display All**
Results Per Page:
Records 1 - 2 of 2

Order Num	PID	Last Name	First Name	Ordering Phy	Coll Dt	Coll Time
-17-22301	7151001129982	ZZSADOWSKI	ROBIN	Doniparthi, Anilkumar	08/07/2017	22:30
0501 - Culture Blood	Final					
-17-22298	7151001129982	ZZSADOWSKI	ROBIN	Doniparthi, Anilkumar	08/07/2017	22:12
6000501 - Culture Blood	Final					

Records 1 - 2 of 2

The **Inbox** displays results in groups of 25. The most recent results are listed first by date of service. When a report is removed from the Inbox, it can be viewed in **Patient History**.

Functions:

- **Preview Report:** Click the patient name to view a report.
- **Print Report:** Click **Print** hyperlink to print a report.
- **Print All Reports:** Click on **Print Selected**, select **Print All** and click **Go**.
- **Print All Finals:** Click on **Print Selected** dropdown menu, select **Print All Finals** and click **Go**.
- **Archive Results:** Click on **Print Selected**, select an archive option and click **Go**. This removes the result from the **Inbox** and places it in **Patient History**.
- **Display All:** Click on **Display All**, to display only final results in the Inbox, select **Display Finals** and click **OK**. To display pending results, select **Display Partials** and click **OK**.
- **View Report:** Click an Accession Number to view details about the report.
- **Column Headers:** Use these headers to sort results by practice, order number, Patient ID (PID), name, ordering physician, collection date, and collection time.

ADDING A NEW PATIENT

About the Add New Patient Function

- An "*" displayed next to a field indicates that field is a required field.
- The 'Update' button must be selected before leaving the Add New Patient page or the patient will not be created.

Actions Available in the Add New Patient Function

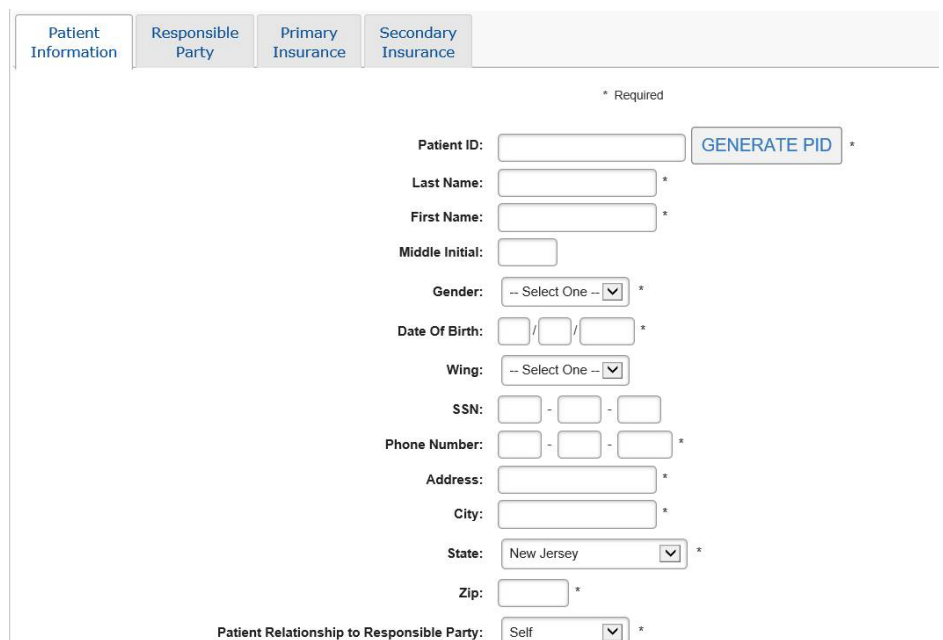
- Enter Patient Information
- Enter Responsible Party Information
- Enter Insurance Information

In the Patient Management Section of the Navigation Bar

- Select Add Patient

On the Patient Information screen

- Enter a Patient ID or click the 'Generate PID' button. If you click the 'Generate PID' button the Patient ID will automatically be populated with a unique Patient ID.
- Enter the patient information. An asterisk next to a field signifies it is a required field.
- If your client account has 'Default Address' information entered, that information will be defaulted in for the patient.

The image shows the 'Patient Information' form. It has tabs for 'Patient Information', 'Responsible Party', 'Primary Insurance', and 'Secondary Insurance'. The form includes the following fields:

- Patient ID: **GENERATE PID** *
- Last Name: *
- First Name: *
- Middle Initial:
- Gender: *
- Date Of Birth: / / *
- Wing: *
- SSN: - -
- Phone Number: - - *
- Address: *
- City: *
- State: *
- Zip: *
- Patient Relationship to Responsible Party: *

* Required

RESPONSIBLE PARTY

On the Responsible Party Tab:

- Fill in appropriate Responsible Party information. The default is Self but Child, Spouse, or Other can be selected. Self should be chosen for all patients 18 and over.
- If the relationship selected was 'Self' the information will be defaulted in from the Patient Information screen and will not be editable.

Add New Patient

Responsible Party

Primary Insurance

Secondary Insurance

* Required

The following fields are not editable because the relationship is "Self"

Last Name: *

First Name: *

Middle Initial:

Address:

City:

State: ▼

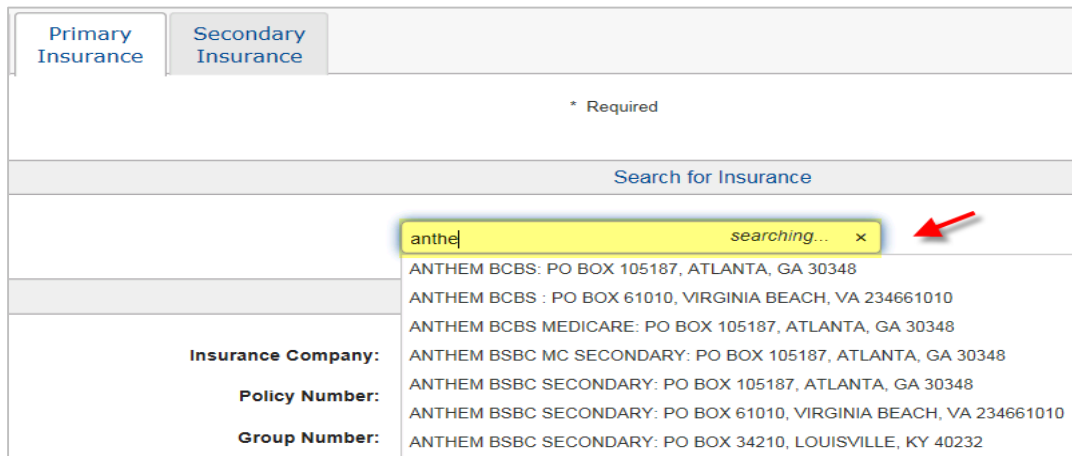
Zip:

Phone: - -

PRIMARY and SECONDARY INSURANCE

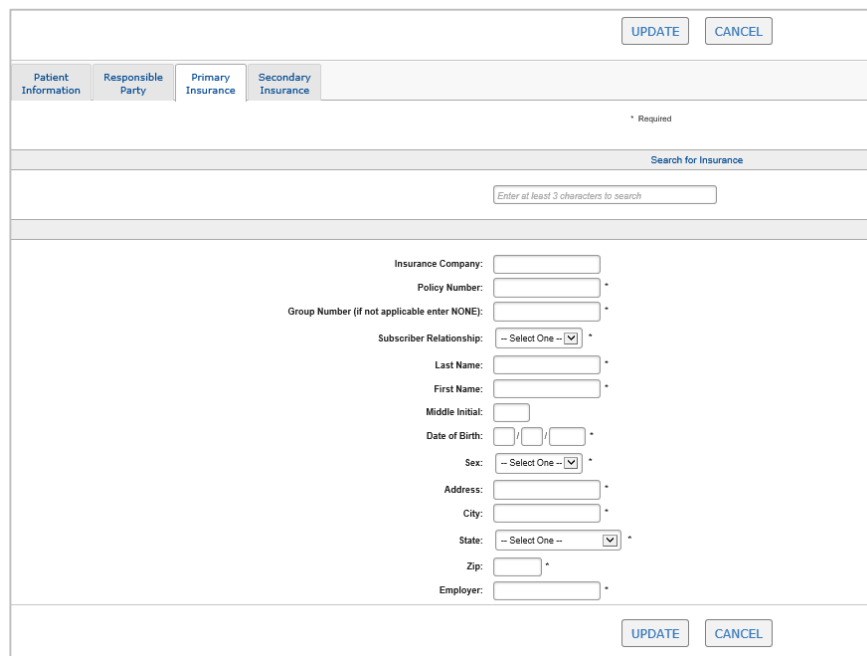
On the Primary Insurance Tab:

- Search for the insurance company by starting to type the name.
- Insurance information is not required for Client Bill orders.



Primary Insurance	Secondary Insurance
* Required	
Search for Insurance	
<input type="text" value="anthe"/> searching... x	
Insurance Company: Policy Number: Group Number:	ANTHEM BCBS: PO BOX 105187, ATLANTA, GA 30348 ANTHEM BCBS : PO BOX 61010, VIRGINIA BEACH, VA 234661010 ANTHEM BCBS MEDICARE: PO BOX 105187, ATLANTA, GA 30348 ANTHEM BSBC MC SECONDARY: PO BOX 105187, ATLANTA, GA 30348 ANTHEM BSBC SECONDARY: PO BOX 105187, ATLANTA, GA 30348 ANTHEM BSBC SECONDARY: PO BOX 61010, VIRGINIA BEACH, VA 234661010 ANTHEM BSBC SECONDARY: PO BOX 34210, LOUISVILLE, KY 40232

- Once the insurance has been selected fill in the remainder of the insurance information.
- If the Subscriber Relationship is 'Self,' pertinent information will be pulled from the Patient Info screen.
- An asterisk after a field denotes it as a required field.
- Follow the same procedure to select Secondary Insurance, if applicable.
- Once you have filled in all patient information click the 'Update' button to create the patient.



UPDATE CANCEL

Patient Information	Responsible Party	Primary Insurance	Secondary Insurance
* Required			
Search for Insurance			
<input type="text" value="Enter at least 3 characters to search"/>			
Insurance Company: <input type="text"/>			
Policy Number: <input type="text"/> *			
Group Number (if not applicable enter NONE): <input type="text"/> *			
Subscriber Relationship: -- Select One -- <input type="text"/> *			
Last Name: <input type="text"/> *			
First Name: <input type="text"/> *			
Middle Initial: <input type="text"/>			
Date of Birth: <input type="text"/> / <input type="text"/> / <input type="text"/> *			
Sex: -- Select One -- <input type="text"/> *			
Address: <input type="text"/> *			
City: <input type="text"/> *			
State: -- Select One -- <input type="text"/> *			
Zip: <input type="text"/> *			
Employer: <input type="text"/> *			

UPDATE CANCEL

ORDER TESTS

About the Order Tests Function

- The Order Tests function has four pages: Patient Info, Diagnosis, Tests, and Review.

Actions Available in the Order Tests Function

- Edit Patient Information
- Select Diagnosis Codes
- Select Tests
- Review/Add Additional Information
- Complete Order

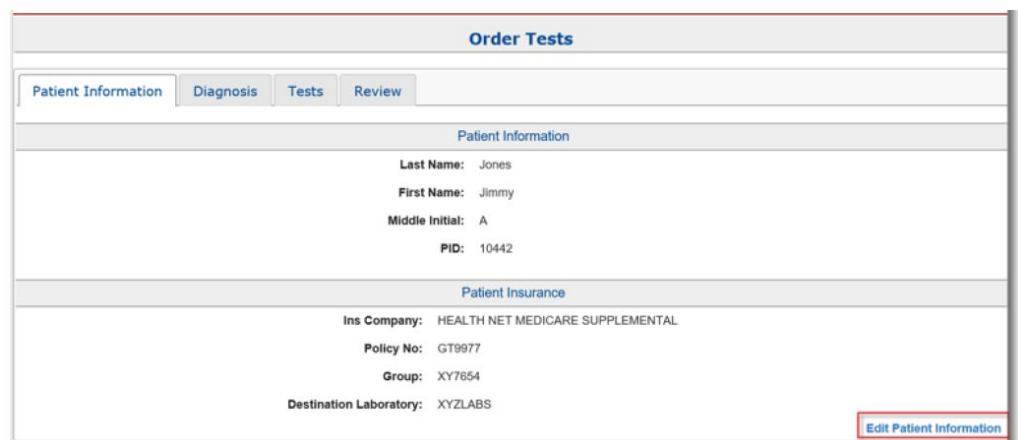
NOTE: Facilities and individual sub-users can set up custom lists of common diagnosis codes and common tests. See Appendix A for instructions on how to set up these lists.

In the Laboratory Orders Section of the Navigation Bar

- Select Order Tests

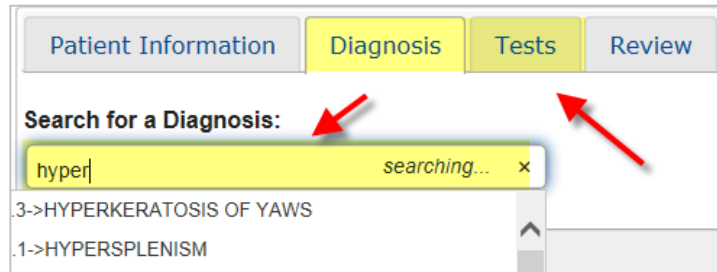
On the Patient Information Tab:

- Select the 'Edit Patient Information' link to verify or update the patient's Demographic, Responsible Party or Insurance information. You will be directed to the Edit Patient screen, where you will be able to make any changes.
- After clicking the 'Update' button to save those changes, you will be returned to the Order Tests/Patient Info screen to continue placing the order.



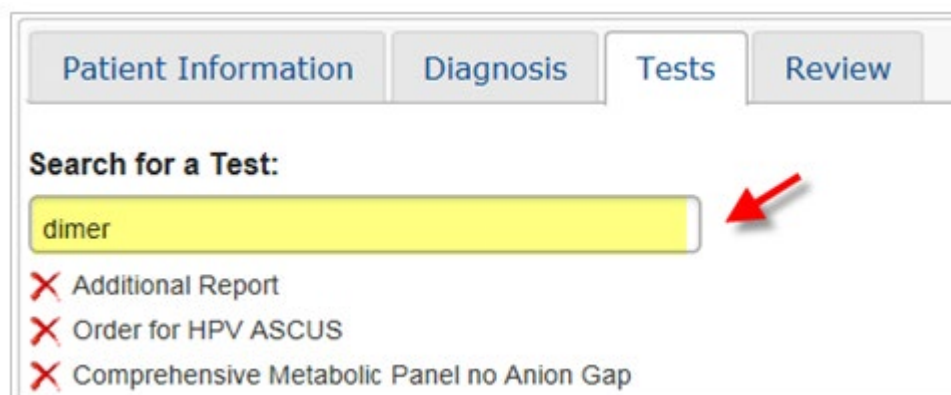
On the Diagnosis Tab

- Type in the Dx Code or the description of the diagnosis to bring up a list of Dx Codes to select from. Continue to add each Dx Code and then click the **Tests** tab.



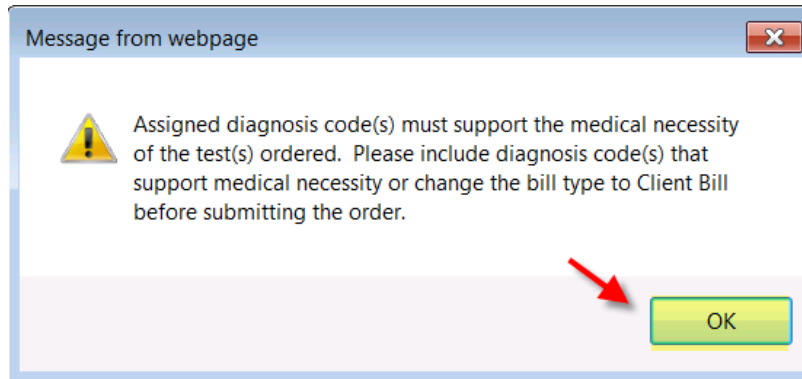
On the Tests tab

- The favorite lists include tests from Gen Lab (Common Tests) and Micro. We can also add a favorites list for Dx Codes, if requested.
- If you want to order a test that is not on the favorites list, you can use the search field. The blue info button includes additional information that mirrors what is currently available in the WDL test directory.

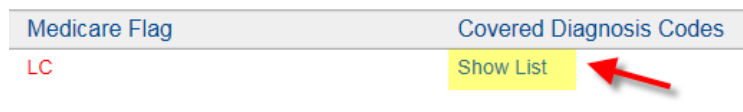


MEDICAL NECESSITY

- If a diagnosis code is chosen that does not qualify for medical necessity, a pop up window will appear. Click OK.



- On the **Review** tab, click **Show List**.



- A list of covered Dx Codes appears for that test.

Covered Diagnosis Codes for 1502020 - Ferritin - Reference Only								
A-B	C-D	E-F	I-K	L-M	N-O	P-Q	R-T	Z
A01.00	TYPHOID FEVER UNSPECIFIED							
A01.01	TYPHOID MENINGITIS							
A01.02	TYPHOID FEVER W/HEART INVOLVEMENT							
A01.03	TYPHOID PNEUMONIA							
A01.04	TYPHOID ARTHRITIS							

- On the **Review** tab, click **Add Code**.

Add Code	Code	Selected Diagnosis
Remove	I10	ESSENTIAL PRIMARY HYPERTENSION
Add Test	Ordered Test	Medicare Flag
Remove	1502020 - Ferritin	LC

MEDICAL NECESSITY Continued

- In the **Search for a Diagnosis** field, select a qualifying diagnosis. The new Dx Code must match the code in the patient's chart.

Search for a Diagnosis:

 ✗ ESSENTIAL PRIMARY HYPERTENSION
 ✗ SCORBUTIC ANEMIA

- Click the **Review** tab.

Patient Information Diagnosis Tests **Review**

- The new Dx Code is added to the order and the **Medicare Flag** is cleared.

Add Code	Code	Selected Diagnosis
Remove	I10	ESSENTIAL PRIMARY HYPERTENSION
Remove	D53.2	SCORBUTIC ANEMIA

Add Test	Ordered Test	Medicare Flag
Remove	1502020 - Ferritin	

Ordered Tests
 Ferritin

REVIEW ORDERS

On the Review tab

- Every field with an asterisk is required; this includes the **Ordering Provider** and **Bill To** fields.
- If you select Insurance, you **MUST** have an Insurance Company added to the patient record before you can continue. Otherwise, the other options are **Patient** and **Client**.
- If you can't find a provider in the menu, click **Search** to find the correct provider.
- Once completed, click **Order** to proceed with the order.

NOTE: Orders must be released from LifePoint first before drawing the patient to ensure the edits pass.

Today and Future Orders (On Site Draw vs Lab Collect)

- If you draw or collect on your own patients and/or drop off specimens same day to the lab, you must select the **On Site Draw** option for **Today Orders**.
- If you send your patients out to be drawn or collected on or if patient will not be collected on until a future date, you must select the **Lab Collect** option for **Future Orders**.

NOTE: A **Requisition** must be printed and sent along with the specimen and/or patient. See page 19 on how to print requisitions.

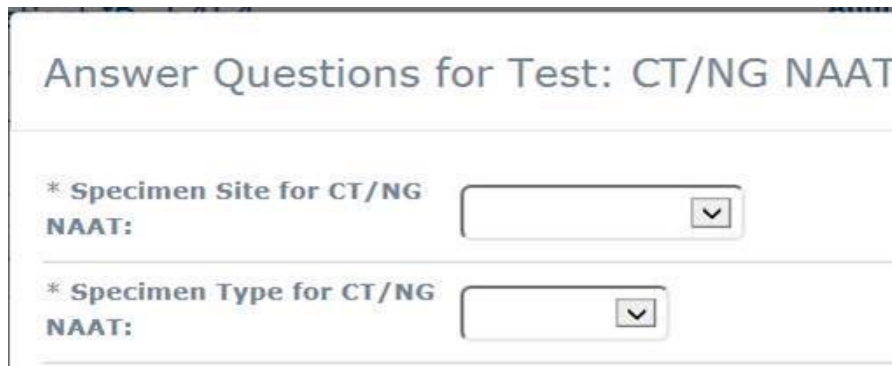
Additional Information

Collection Date:	<input type="text" value="09/30/2021"/>	* Ordering Provider:	<input type="text" value="-- Select --"/>	<input type="button" value="SEARCH"/>
Collection Time:	<input type="text" value="09:03"/>	* Bill To:	<input type="text" value="-- Select One --"/>	
Priority:	<input checked="" type="radio"/> Routine <input type="radio"/> Stat	Wing:	<input style="background-color: #ccc;" type="text"/>	
Fasting Status:	<input checked="" type="radio"/> Fasting <input type="radio"/> Random <input type="radio"/> Unknown	Room:	<input type="text" value="456"/>	
			<input checked="" type="radio"/> On Site Draw <input type="radio"/> Lab Collect	
		Draw Location:	<input type="text"/>	
Comments:	<input style="height: 20px;" type="text"/>			
<input type="button" value="ORDER"/> <input type="button" value="QUICK ORDER"/> <input type="button" value="STANDING ORDER"/> <input type="button" value="CANCEL"/>				

SPECIMEN TYPES AND SOURCES

You will be required to choose a specimen type and source for every test.

Specimen Types and Sources will not default for most cultures and NAAT's.

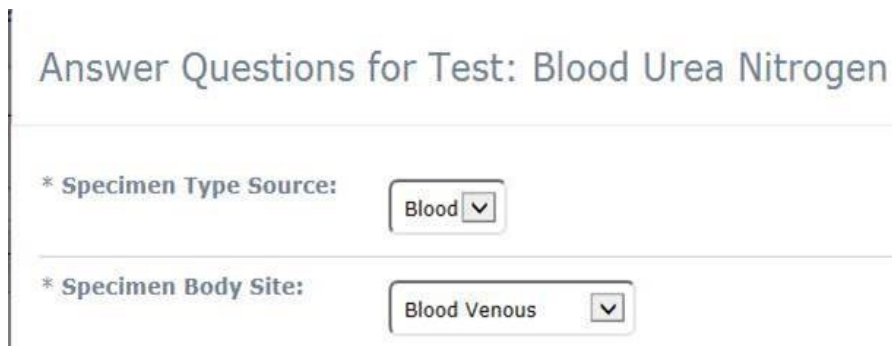


Answer Questions for Test: CT/NG NAAT

* Specimen Site for CT/NG NAAT:

* Specimen Type for CT/NG NAAT:

The default for Blood tests are Blood and Blood Venous. You can update if necessary.




Answer Questions for Test: Blood Urea Nitrogen

* Specimen Type Source:

* Specimen Body Site:

The default for Urine tests are Urine and Urine Void. You can can update if necessary.



Answer Questions for Test: Urinalysis w Microscopic

* Specimen Site for Urine:

* Specimen Type For Urine:

QUICK ORDER

A **Quick Order** is useful when a patient will be returning multiple times to have the same test(s) ordered. It is created for a patient by clicking the '**Quick Order**' button on the Order Review screen when placing the order.

Once the **Quick Order** has been created for the patient, it can then be used for the patient by any user in your practice.

To place a Quick Order:

- Perform all steps required to order a test(s), as previously described
- In the Review screen, once all required information is added, click **Quick Order**

Additional Information

Collection Date: <input type="text" value="01/23/2020"/>	* Ordering Provider: <input type="text" value="Physician, Test"/> <input type="button" value="SEARCH"/> <input type="button" value="TEXT"/>
Collection Time: <input type="text" value="02:42 PM"/>	* Bill To: <input type="text" value="Insurance"/>
Priority: <input checked="" type="radio"/> Routine <input type="radio"/> Stat	Room/Bed: <input type="text"/>
Fasting Status: <input checked="" type="radio"/> Fasting <input type="radio"/> Random <input type="radio"/> Unknown	<input checked="" type="radio"/> PSC Draw <input type="radio"/> On Site Draw
	Draw Location: <input type="text"/>
	Wing: <input style="background-color: #f0f0f0;" type="text"/>
Comments: <input type="text"/>	
<input type="button" value="ORDER"/> <input type="button" value="QUICK ORDER"/> <input type="button" value="CANCEL"/>	

VIEW REPORTS

The tasks and features available on the **View Reports** screen include the following;

- Print individual reports
- Graph results that have more than one data point
- Mark results as reviewed
- Archive results and move them to **Patient History**

To access the **View Reports** screen:

- In the **Inbox**, click a patient name

Please do not use the browser's Back button as this may lead to unpredictable behavior.

User Admin
Inbox (10 days)

Print Selected
 Display All
Results Per Page: 25
Records 1 - 25 of 93 Next

<input type="checkbox"/>	Practice	Order Num	PID	Last Name	First Name	Ordering Phy	Coll Dt	Coll Time
<input type="checkbox"/>	50	1-20-028-9059	62039888	XXXCERT	DEB	Testoutreach, Physician1	01/28/2020	02:02:00 PM
		2000860 - Body Fluid Cell Count and Differential		Pending				
<input type="checkbox"/>	50	1-20-028-9055	62039929	XXTEST	PATIENT	NO DOCTOR, SPECIFIED	01/28/2020	01:20:00 PM
		2000620 - CBC and Differential		Cancelled				
<input type="checkbox"/>	50	1-20-028-9051	62039929	XXTEST	PATIENT	NO DOCTOR, SPECIFIED	01/28/2020	01:04:00 PM
		2000950 - CSF Cell Count and Differential		Final				
<input type="checkbox"/>	50	1-20-028-9057	62039929	XXTEST	PATIENT	NO DOCTOR, SPECIFIED	01/28/2020	01:04:00 PM
		2000860 - Body Fluid Cell Count and Differential		Pending				
<input type="checkbox"/>	50	1-20-028-9042	62039972	XXTEST	PATIENT	NO DOCTOR, SPECIFIED	01/28/2020	12:50:00 PM
		2000630 - Complete Blood Count		Cancelled				

The **View Reports** screen displays the order number, patient name, and all result information including collection date and time, range, and units for each test.



XXXCERT, TINA
Patient ID: 12

Female | DOB: 06/26/1971 | Age: 48
SSN: --
Address: 9200 W. Wisconsin Ave., Milwaukee, WI 53216
Insurance: ANTHEM BCBS

TEST ENVIRONMENT [NV] Dynacare - April Van Buren Report Status: Alerts: 0 Stats: 0 Criticals: 281 Inbox: 21469 Logout

User Admin
Separate Report Navigation: Previous |

Print Audit Reviewed

Order	Name	Col Date	Col Time
759639410	XXXCERT, TINA	01/29/2020	02:33:00 PM



Test Name	Results	Units	Range
High-Sensitivity Cardiac Troponin Serial Algorithm See individual components			
High-Sensitivity Cardiac Troponin 6hr			
Troponin High Sensitivity 6hr	14 H	ng/L	<=10
Note: new concentration units Old assay New assay 0.01 ng/mL 30 ng/L 0.03 ng/mL 50 ng/L 0.1 ng/mL 100 ng/L			
Values >= 100 ng/L (0.1 ng/mL) are directly comparable between old and new assays.			
Troponin 0,6hr Delta Change	14	ng/L	
Troponin 0,6hr Interpretation of Change	Changing		

PRINT REPORTS

To print a report:

- Click the **Print** hyperlink.

NOTE: You must have Adobe Acrobat Reader installed to view and print reports in LifePoint.

Order	Name
759748514	XXXTEST, HEATHER R
Test Name	Results
  High-Sensitivity Cardiac Troponin	9

REVIEWED RESULTS

To mark a test as reviewed:

- Select the **Reviewed** check box.

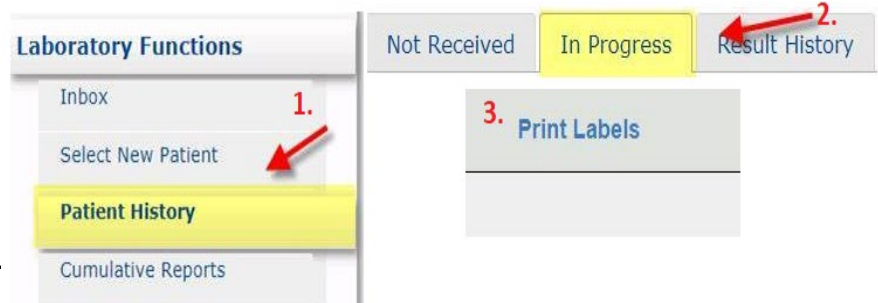
NOTE: Tests marked as reviewed stay in the Inbox and are viewable to all users at your facility or practice.

	<input checked="" type="checkbox"/> Reviewed
Col Time	
03:29:00 PM	

PRINT LABELS

To print out a label:

- Find your patient and click **Patient History**.
- Click the In **Progress** tab.
- In the **Print Labels** column, click **Print Labels**.



TRUPRINT


Though not required, if you have a DYMO printer and you want to print labels and/or paper requisitions, we recommend you install the TruPrint application on your device/computer. If you have any questions regarding this, please call LifePoint Support Services at 201.447.9991; Option 2 or your WDL Representative.

GRAPH RESULTS

Individual tests can be graphed if more than one result or data point exists in Lifepoint. The graphing feature includes functionality to save the graph as a template to use on future patients.

To access the graphing feature:

- In the **Inbox**, click the **Graph** icon next to the patient name

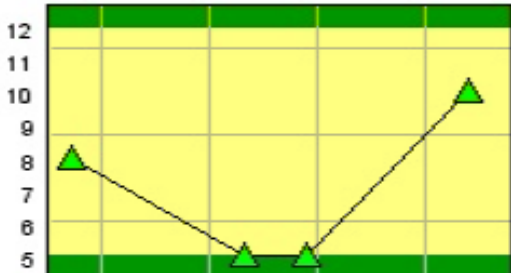
Order	Name
1-13-288-0032	XXXTEST, WAM 1
Test Name	Results
 CBC and Differential	
WBC	5.9

The **Cumulative Information** screen appears. This screen displays a small graph of the test as well as patient demographics and other test information. Click the **Graph** to view the large graph and access more features.

Cumulative Information

Test: Monocyte % **Dates:** All **Units:** %
Patient: WAM 1 XXXTEST **PID:** 61766886 **DOB:** 05/02/1954 **Gender:** M
Space Data Points: By Date Evenly [Save As Template](#) [Printer-Friendly Version](#) [Back](#)

i Test Information



Lab	Order	Value	Range	Units	Date	Time
DYNACARE	<u>1-13-135-0061</u>	8	5 - 12	%	05/15/2013	08:50 AM
DYNACARE	<u>1-13-154-0007</u>	5	5 - 12	%	06/03/2013	09:00 AM
DYNACARE	<u>1-13-161-0001</u>	5	5 - 12	%	06/10/2013	09:37 AM
DYNACARE	<u>1-13-179-0001</u>	10	5 - 12	%	06/28/2013	06:38 AM

GRAPH OPTIONS

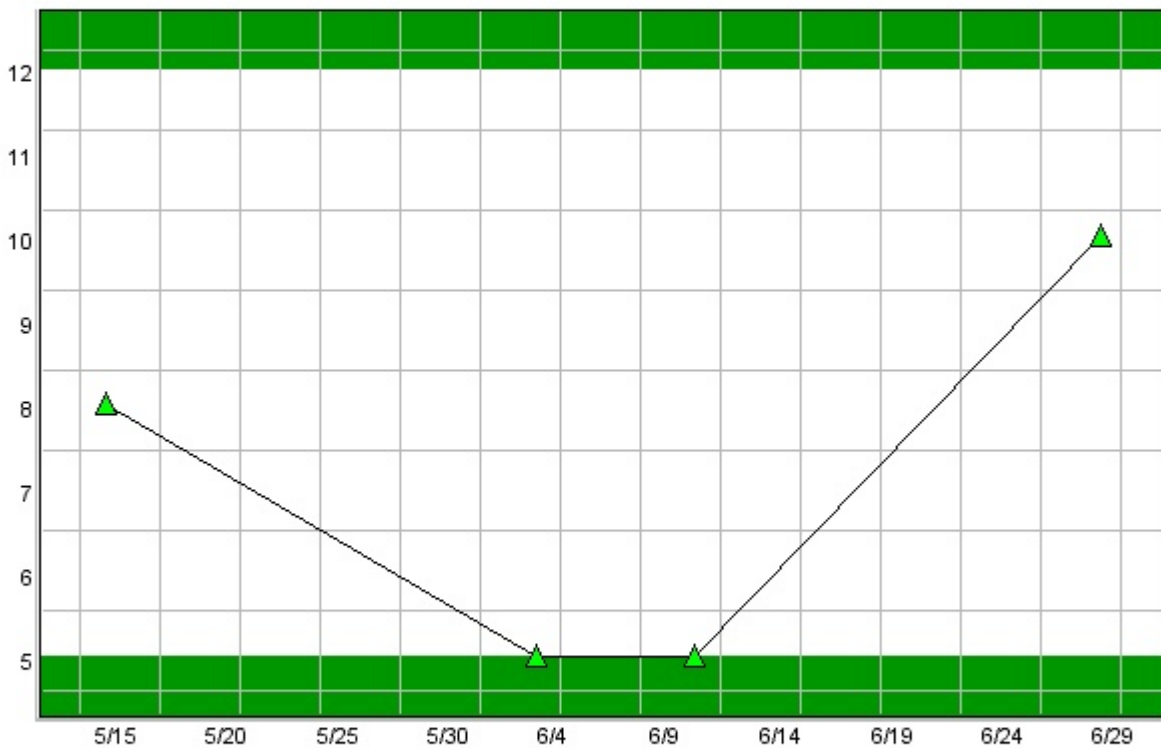
The Large Graph includes more options below the graph including changing the color, the data point shape and size, and shading preferences. Each shape or data point on the graph represents one test.

In this example, the range is 5% to 12% and the tests were drawn on May 15th, June 3rd, June 10th, and June 28th. You can also graph the results without the dates by clicking the Evenly link. Click Back to return to the small graph.

Cumulative Information

Test: Monocyte % **Dates:** All **Units:** %
Patient: WAM 1 XXXTEST **PID:** 61766886 **DOB:** 05/02/1954 **Gender:** M
Space Data Points: By Date **Evenly** [Save As Template](#) [Printer-Friendly Version](#) **Back**

i Test Information



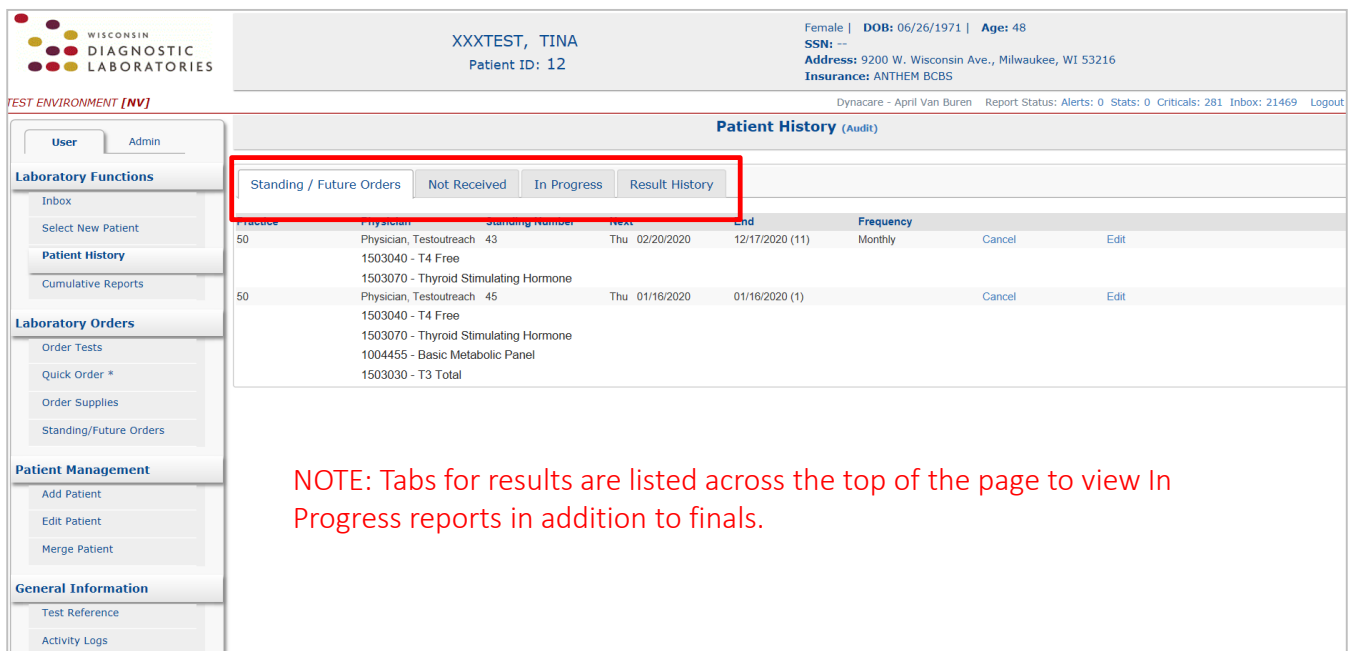
Non numeric data not present on graph.

Change Color	Data Point Shape	Data Point Size
Gray - Green - Blue - Pink - Orange	Triangles - Squares - Circles	Small - Large
Inner Reference Range Shading - Outer Reference Range Shading		

PATIENT HISTORY

The Patient History screen includes the following information:

- Not Received (labs released but not resultued)
- In Progress (partial results)
- Result History (final results)



WISCONSIN DIAGNOSTIC LABORATORIES

XXXTEST, TINA
Patient ID: 12

Female | DOB: 06/26/1971 | Age: 48
SSN: --
Address: 9200 W. Wisconsin Ave., Milwaukee, WI 53216
Insurance: ANTHEM BCBS

TEST ENVIRONMENT [NV] Dynacare - April Van Buren Report Status: Alerts: 0 Stats: 0 Criticals: 281 Inbox: 21469 Logout

User Admin

Patient History (Audit)

Standing / Future Orders Not Received In Progress Result History

Order	Physician	Standing Number	Next	End	Frequency		
50	Physician, Testoutreach	43	Thu 02/20/2020	12/17/2020 (11)	Monthly	Cancel	Edit
1503040 - T4 Free							
1503070 - Thyroid Stimulating Hormone							
50	Physician, Testoutreach	45	Thu 01/16/2020	01/16/2020 (1)		Cancel	Edit
1503040 - T4 Free							
1503070 - Thyroid Stimulating Hormone							
1004455 - Basic Metabolic Panel							
1503030 - T3 Total							

NOTE: Tabs for results are listed across the top of the page to view In Progress reports in addition to finals.

Laboratory Functions

- Inbox
- Select New Patient
- Patient History
- Cumulative Reports

Laboratory Orders

- Order Tests
- Quick Order *
- Order Supplies
- Standing/Future Orders

Patient Management

- Add Patient
- Edit Patient
- Merge Patient

General Information

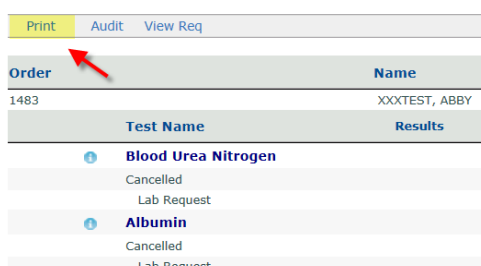
- Test Reference
- Activity Logs

The following tasks can be completed from the Patient History screen:

- View or reprint a requisition
- Reprint labels
- View the result

To reprint a requisition:

- On the Patient History screen, click the Result History tab.
- Click the patient name.
- Click the Print hyperlink.



Print Audit View Req

Order	Name
1483	XXXTEST, ABBY
Test Name	Results
ⓘ Blood Urea Nitrogen	
Cancelled	
Lab Request	
ⓘ Albumin	
Cancelled	
Lab Request	

TEST INFORMATION

You can view more information about a lab by clicking the blue information icon next to the test name.



The **Test Information** window displays test codes, CPT codes, and specimen requirements related to the test. Click the “X” to exit the **Test Information** window.

Test Information
✕

Order Code Number:	1000887
Order Code Name:	Lipid Panel
Synonym:	LIPID PN, Cholesterol panel, lipids
Cpt Code:	80061
ProfileComponents:	Cholesterol, HDL, Triglycerides, Calculated LDL, non-HDL Cholesterol and Cholesterol/HDL Ratio
Container:	SST or Red Top
Methodology:	Cholesterol, HDL, and Triglycerides: Enzymatic colorimetric; Calculated LDL: Friedewald equation; non-HDL Cholesterol: Cholesterol-HDL
Specimen Temp:	Refrigerated
SeparateReq:	
Specimen Requirements:	
Reference Range:	
MinimumVolume	0.5 mL

MANIFEST LIST

About the Manifest List Function

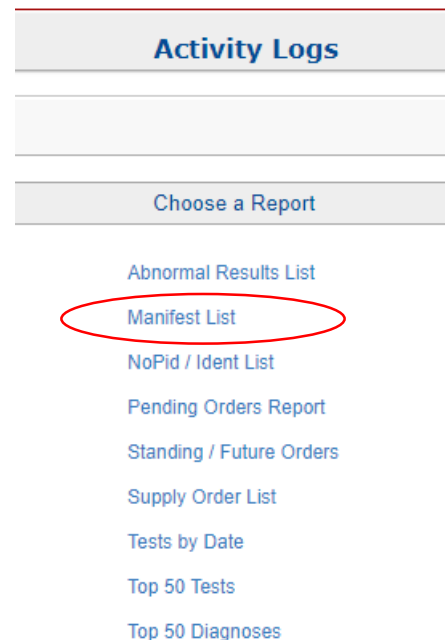
The Manifest List is a list of all tests that were ordered during the date range selected and the search criteria chosen. It is sorted by date and requisition #. It is the 'packing slip' that will be sent to the lab with the specimens. An additional copy can also be printed for the office as a record of what was ordered.

Actions Available in the Manifest List Function

- Select the Search Criteria for the orders to be included on the Manifest List
- Select the Information to be displayed on the Manifest List
- View the Manifest List
- Print /Transmit the Manifest List and print requisitions

In the General Information Section of the Navigation Bar

- Select **Activity Logs**
- Select **Manifest List** from the **Activity Logs**



MANIFEST LIST

Select the Search Criteria for Orders to be Included on the Manifest List.

- **Priority:** Select the Priority of the items to be included on the report. Default is **All**.
- **Temperature:** Select the temperature of the orders to be included on the report. Default is **All**.
- **Receiving Lab:** Select the Receiving Lab of the orders to be included on the report. Default is **All**.
- **Status:** The orders will be at the 'Un-Released' status until they are 'Released'. Once they have been released, they will only appear under the status of 'All' or 'Released'. Default is **Unreleased**, select **All**.
- **Practice/Client:** If the user has access to multiple client mnemonics, a Client Mnemonic dropdown will be displayed listing the client mnemonics. To select multiple mnemonics, hold down the shift or control key and make the selections.
- **Search by Date:** Select the date range by selecting from the quick-pick dropdown, or by using the Date Range boxes provided.

Activity Logs - Manifest List

Choose Search Criteria

Priority: All Routine Stat

Temperature: All Frozen Not Frozen Ambient Refrigerated

Receiving Lab:

Status: Un-Released All Released

Order Type: Both One Time Complete Standing

Practice/Client:

All

Pediatric ENT (1001)

Cathedral Square Urgent Care Center (1002)

Isaac Coggs Health Center (1004)

Search by Date:

OR Enter a Date Range: -to-

* Date format mm/dd/yyyy

Select information to be displayed on report

Check All | Clear All

<input checked="" type="checkbox"/> Lab	<input checked="" type="checkbox"/> Patient	<input checked="" type="checkbox"/> Practice
<input checked="" type="checkbox"/> Insurance	<input checked="" type="checkbox"/> Phleb Id	<input checked="" type="checkbox"/> Physician
<input checked="" type="checkbox"/> Room #	<input checked="" type="checkbox"/> Req #	<input checked="" type="checkbox"/> Collect D&T
<input checked="" type="checkbox"/> Ordered D&T	<input checked="" type="checkbox"/> ABN	<input checked="" type="checkbox"/> indPSC
<input checked="" type="checkbox"/> Billing	<input checked="" type="checkbox"/> Tests Ordered	<input checked="" type="checkbox"/> Temperature
<input checked="" type="checkbox"/> AAOE	<input checked="" type="checkbox"/> Comments	

MANIFEST LIST

Select the information to be displayed on the Manifest List.

- All Information is selected by default. The selections may be changed, but they will only be changed for the Manifest List that is currently being generated.

Select information to be displayed on report

Check All | Clear All

Lab

Patient

Practice

Insurance

Phleb Id

Physician

Room #

Req #

Collect D&T

Ordered D&T

ABN

indPSC

Billing

Tests Ordered

Temperature

AAOE

Comments

Click the 'Submit' button. The Manifest List will be created and will display on the screen.

Back to Activity Logs		All - Manifest List Report - 08/01/2020 to 08/31/2020										Back to Search												
Choose Action																								
Show	25	entries	Search:												First	Previous	1	2	3	4	5	6	Next	Last
+	<input type="checkbox"/>	Lab	Patient	Practice	Insurance	Phleb Id	Physician	Room #	Req #	Collect D&T	Ordered D&T	ABN	indPSC	Billing										
+	<input type="checkbox"/>	WDL	XXXTTEST,ELEVEN	4512	MiscInsurance	GreenWay EMR Interface	BROEREN,ALICIA		451200427 audit	08/18/2020 14:42	08/18/2020 14:43		PSC	Insurance										
+	<input type="checkbox"/>	WDL	XXXTTEST,SIX	4512	MiscInsurance	GreenWay EMR Interface	BROEREN,ALICIA		451200426 audit	08/18/2020 11:56	08/18/2020 11:57		PSC	Insurance										
+	<input type="checkbox"/>	WDL	XXXTTEST,EIGHT	4512	PATIENT	GreenWay EMR Interface	BROEREN,ALICIA		451200425 audit	08/18/2020 10:32	08/18/2020 10:33		PSC	Client										
+	<input type="checkbox"/>	WDL	XXXTTEST,FIVE	4512	MiscInsurance	GreenWay EMR Interface	BROEREN,ALICIA		451200424 audit	08/18/2020 08:54	08/18/2020 08:55		PSC	Insurance										
+	<input type="checkbox"/>	WDL	ZZTC,ANASTASIA	2430		Epic EMR Interface	LOPEZ,MICHELLE		295914357 audit	08/27/2020 14:33	08/27/2020 14:33		PSC	Client										

MANIFEST LIST

View the Manifest List.

- The default is that 25 requisitions will display per page. You can use the dropdown box that is available to change this setting.
- A search box is available to enter search criteria for any of the columns displayed. This allows you to search for a patient name or ID, a Requisition #, a physician, etc.

Choose Action

Show entries Search:

The first column displays a '+'.

- Selecting this '+' expands the row to display the additional information. This includes the tests included in the order, any AOE, and any comments entered on the Order Review screen. To hide the additional information select the '-' that now displays.

Back to Activity Logs **7535 - Manifest List Report - 01/31/2021 to 02/06/2021**

Choose Action

Show entries Search:

+	<input type="checkbox"/>	Lab	Patient	Practice	Insurance	Phleb Id	Physician	Room #	Req #	Collect D&T	Ordered D&T
+	<input type="checkbox"/>	WDL	XXXTEST, MARIGOLD	7535	MEDICAID OF WI		Richlen, Matthew		2668 audit	02/03/2021 14:56	02/03/2021 14:57
+	<input type="checkbox"/>	WDL	XXXTEST, MARIGOLD	7535	WISCONSIN HLTH FUND		Richlen, Matthew		2667 audit	02/03/2021 10:32	02/03/2021 10:34
+	<input type="checkbox"/>	WDL	XXXTEST, SAM	7535	ANTHEM BCBS MEDICARE		Richlen, Matthew		2666 audit	02/03/2021 10:23	02/02/2021 22:00
+	<input type="checkbox"/>	WDL	XXXTEST, PARSON	7535	AETNA MEDICARE		Richlen, Matthew	212	2664 audit	02/03/2021 09:15	02/02/2021 22:00
+	<input type="checkbox"/>	WDL	XXXTEST, MARIGOLD	7535	ANTHEM BCBS MEDICARE		Richlen, Matthew		2663 audit	02/02/2021 11:54	02/02/2021 11:55
+	<input type="checkbox"/>	WDL	XXXTEST, PINKY	7535	ANTHEM BCBS MEDICARE		Richlen, Matthew		2658 audit	02/01/2021 14:43	01/31/2021 22:00
+	<input type="checkbox"/>	WDL	XXXTEST, PARSON	7535	AETNA MEDICARE		Richlen, Matthew	212	2657 audit	02/01/2021 09:15	01/31/2021 22:00

MANIFEST LIST

Requisitions

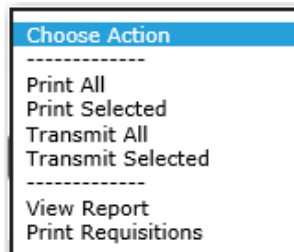
- Select the Req # link to view or print an individual requisition.
- Select the 'Audit' link to view the audit of the order.

First Previous **1** 2 3 4 5 6 Next Last

Phleb Id	Physician	Room #	Req #	Collect D&T	Ordered D&T	ABN	indPSC	Billing
GreenWay EMR Interface	BROEREN,ALICIA		451200427 audit	08/18/2020 14:42	08/18/2020 14:43		PSC	Insurance

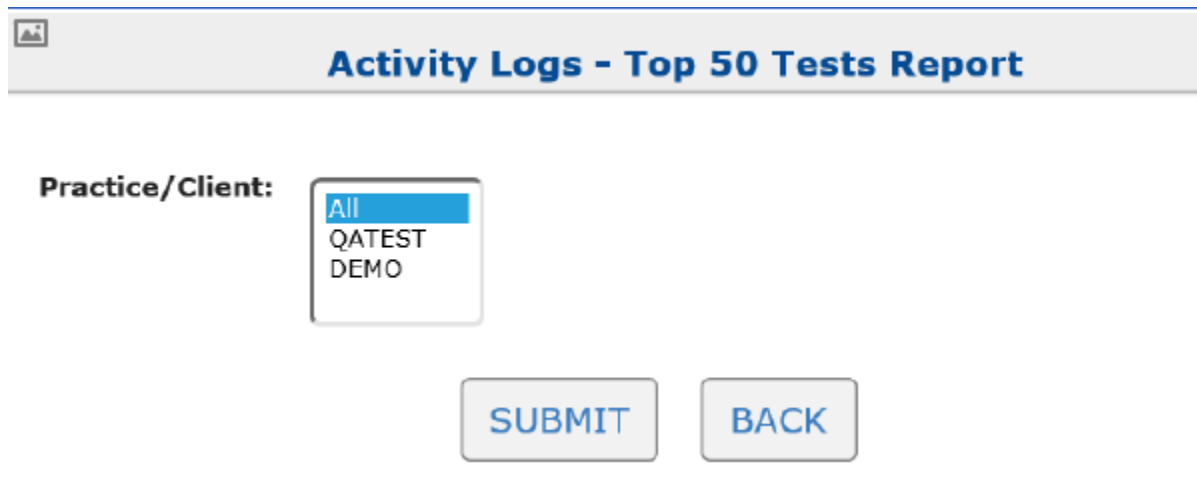
Print/Transmit the Manifest List and Print Requisitions by selecting from the Choose Action dropdown box at the top of the page.

- **Print All:** The Manifest List will print with all orders included.
- **Print Selected:** The Manifest List will print with only the selected orders included.
- **Transmit All:** All orders on the Manifest List will be transmitted via the interface. This also removes the orders from the 'Un-Released' status and puts them at the 'Released' status. Even if you do not have an orders interface you may want to use this to clear the Manifest List for the next set of orders. This is helpful if you send multiple batches of specimens/orders in a day.
- **Transmit Selected:** The selected orders will be transmitted via the interface. This also removes the orders from the 'Un-Released' status and puts them at the 'Released' status.
- **View Report:** The Manifest List will display in a printer friendly version.
- **Print Requisitions:** The requisitions that are selected will print.



TOP 50 TESTS

1. If the user has access to multiple client mnemonics a Client Mnemonic dropdown will display listing the client mnemonics. To select multiple mnemonics, hold the shift or control key and make the selections.



2. The report contains the top 50 tests ordered by this practice in the last 365 days. This report is driven by the results received, so if a result has not yet been loaded for the test it will not appear on the list.



Order Code	Order Code Name	Count
GLUC	Glucose	58
CULURI	Bacterial Culture Urine Quantitative	25
ELECPN	Electrolyte Panel	19
BUN	Blood Urea Nitrogen (BUN)	18

3. Select the 'Click here for printer friendly version' link to view or print a printer friendly version of the report.

TOP 50 DIAGNOSES

1. No search criteria exist for this report, so once the function is selected the list will automatically display on the screen.

Back to Activity Logs		Client: QATEST, DEMO - Top 50 Diagnoses (last 365 days)	
Click here for printer friendly version.			
Diagnosis	Diagnosis Name	Count	
R11.0	NAUSEA	281	
Z79.01	LONG TERM CURRNT USE ANTICOAGULANTS	104	
R11.11	VOMITING WITHOUT NAUSEA	92	

2. The report contains the top 50 diagnosis codes used by this practice in the last 365 days. It is driven by orders placed.
3. Select the 'Click here for printer friendly version' link to view or print a printer friendly version of the report.

SETTING UP CUSTOM LISTS OF COMMON CODES AND COMMON TESTS

Customized lists of common diagnosis codes and common tests can be set up by facility and by sub-user.

In the Practice Options Section of the Navigation Bar, select **User Settings**. Click on **Common Codes**



Click on **Common Diagnosis** to view your custom list. You can type keywords in the search field that will populate a list of diagnoses. Search through the list and click on your desired diagnoses to add the code to your list. You will know you have successfully added the code when **“The Diagnosis has successfully been added”** populates at the top. You can also **Remove** any codes that you do not want on your list by clicking on the Remove option next to the code.

abnormal results		Existing Codes	
R94.2->ABNORMAL RESULTS PULM FUNCTION STDY	R94.5 ABNORMAL RESULTS LIVR FUNCTION STDY	Remove	R63.5 ABNORMAL WEIGHT GAIN
R94.5->ABNORMAL RESULTS LIVR FUNCTION STDY	R63.4 ABNORMAL WEIGHT LOSS	Remove	B17.10 ACUTE HEPATITIS C W/O HEPATIC COMA
R94.6->ABNORMAL RESULTS THR.FUNCTION STDY	F10.20 ALCOHOL DEPENDENCE UNCOMPLICATED	Remove	N91.2 AMENORRHEA UNSPECIFIED
	D64.9 ANEMIA UNSPECIFIED	Remove	F41.9 ANXIETY DISORDER UNSPECIFIED

Click on **Common Tests** to customize your test lists. Click on **Add Test to Group** in the desired group listed below. You can also **Add New Group** to customize a new group name and list unique to you. Make sure to click the **Update** button so that it populates the Add Test to Group link.

Common Codes > Common Tests > Group Definition				
Name	Order			
1 Common Tests	1	Add Test To Group	Remove	
2 Microbiology	2	Add Test To Group	Remove	
3 Profiles	3	Add Test To Group	Remove	
4 Facility X	4	Add Test To Group	Remove	

The existing test will populate within that group. You can choose to **Remove** any test from your list or add in tests by searching in the field to the left. If you chose the Add New Group option, your list will be empty and you will have to add tests by searching keywords in the search field.

Common Codes > Common Tests > Group Definition		
Select Tests for Facility X	OR	Select Custom Profiles for Facility X
<input type="text" value="NAAT"/> <ul style="list-style-type: none"> Adenovirus NAAT, Qualitative Atypical Pneumonia NAAT BK Virus NAAT, Quant, Plasma BK Virus NAAT, Quant, Urine Bordetella pertussis/parapertussis NAAT Carbapenem Resistant Enterobacteriaceae Nucleic Acid Amplified Test (NAAT) 	<input type="text" value="Enter at least 3 characters to search"/>	<p>Existing Tests</p> <p>Back to Group Definition</p>