WISCONSIN DIAGNOSTIC LABORATORIES

TRAINING GUIDE

November 2021

LIFEPOINT LAB PORTAL

Long-Term Care For Orders and Results

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

8777 W. CONNELL AVENUE
MILWAUKEE, WI 53226
414.805.7600
WISCONSINDIAGNOSTIC.COM

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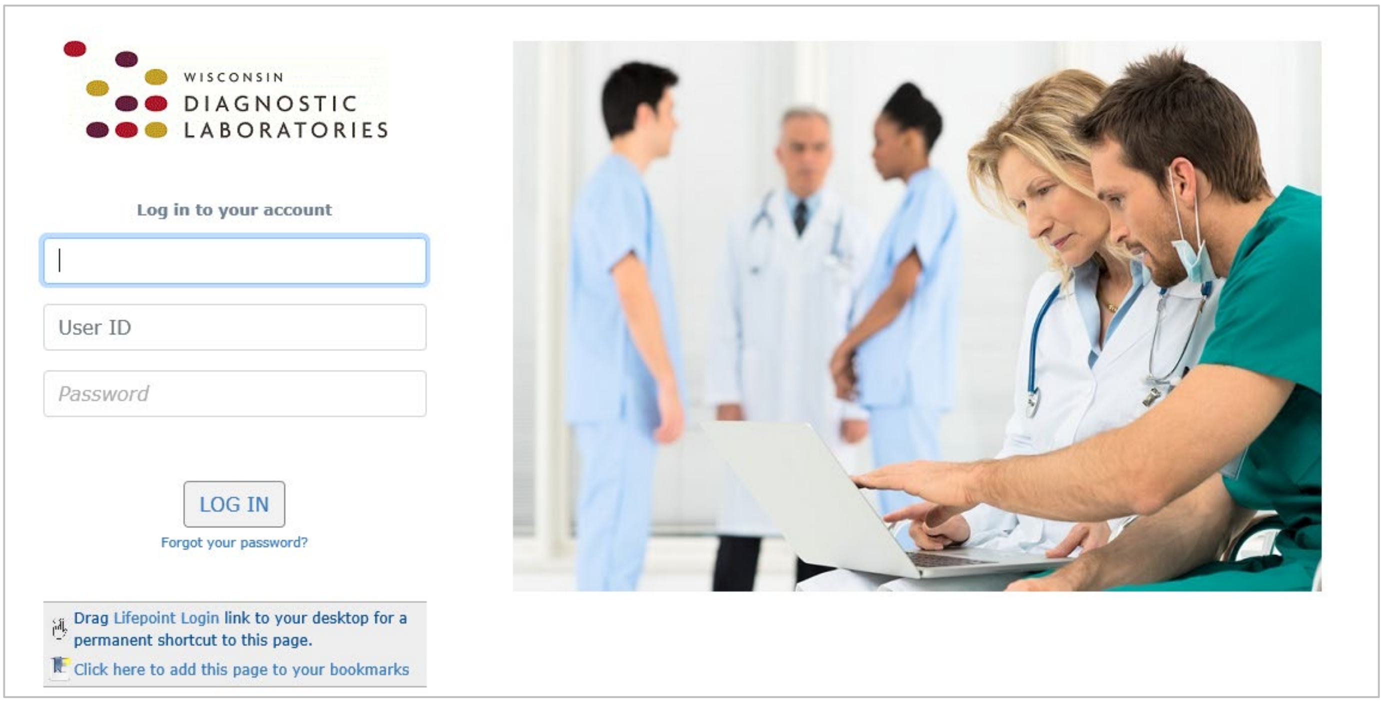
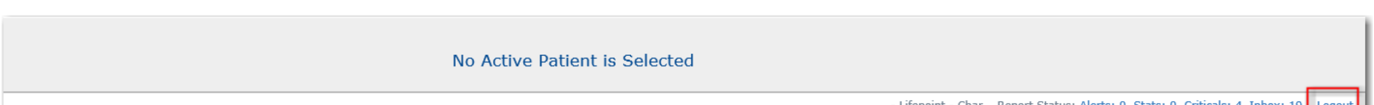
LOG IN SCREEN

- **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.**
  - **After your 3rd incorrect attempt, you will need a password reset**



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

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



INBOX

About the Inbox

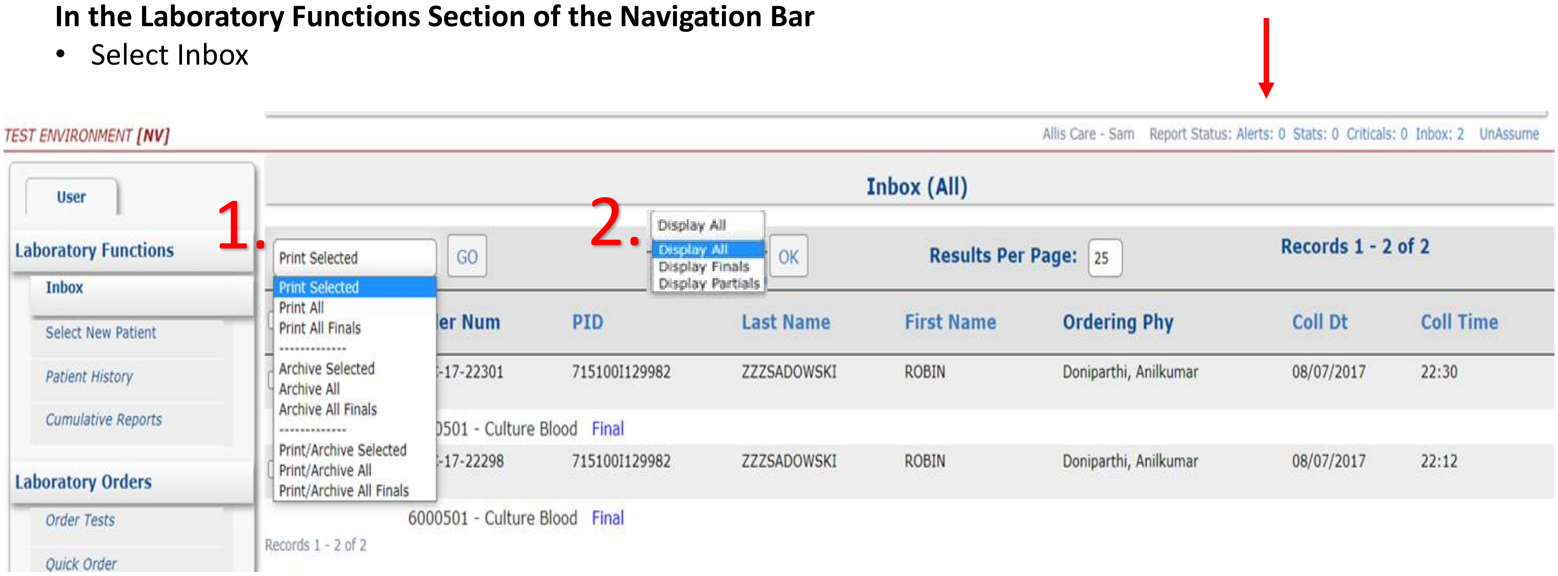
- The default order of display is by date of service (DOS) with the most recent results listed first. The Inbox can be resorted by clicking on one of the column headers.
- Active Patient is activated when an accession is selected.
- When a result is archived from the Inbox, it is still available in Patient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



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

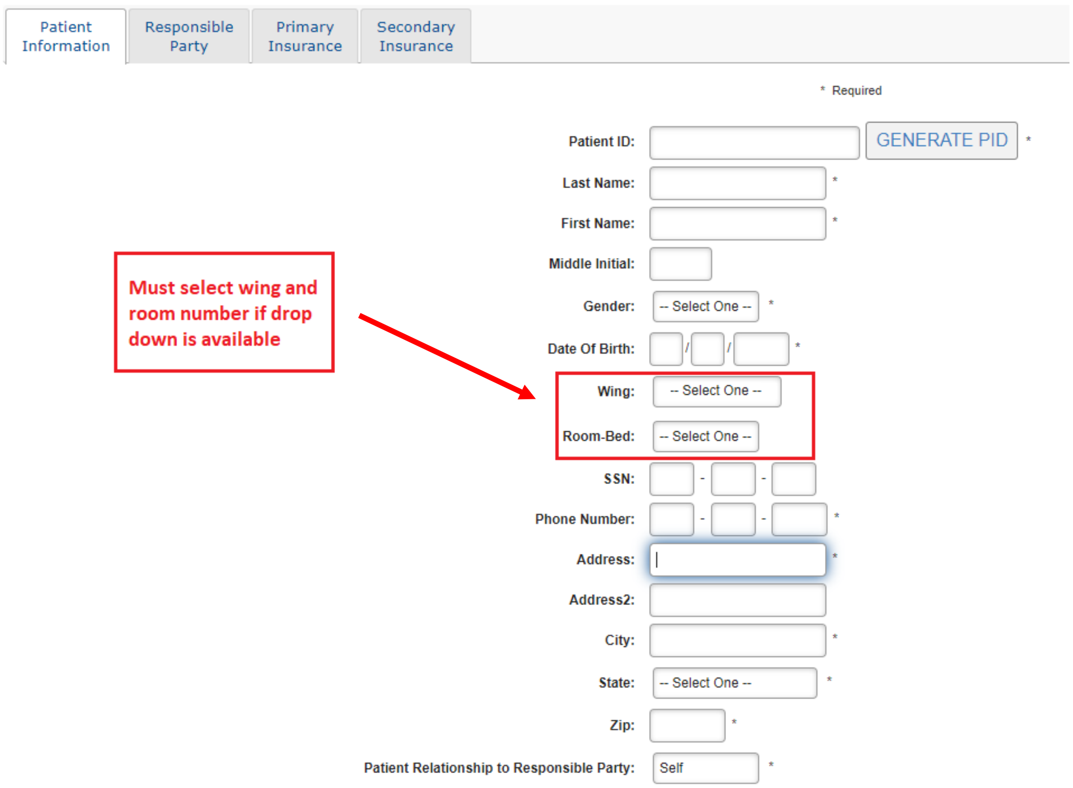
- Enter Patient Information
- Enter Responsible Party Information
- Enter Insurance Information

In the Patient Management Section of the Navigation Bar

- Select Add Patient

On the Patient Information screen

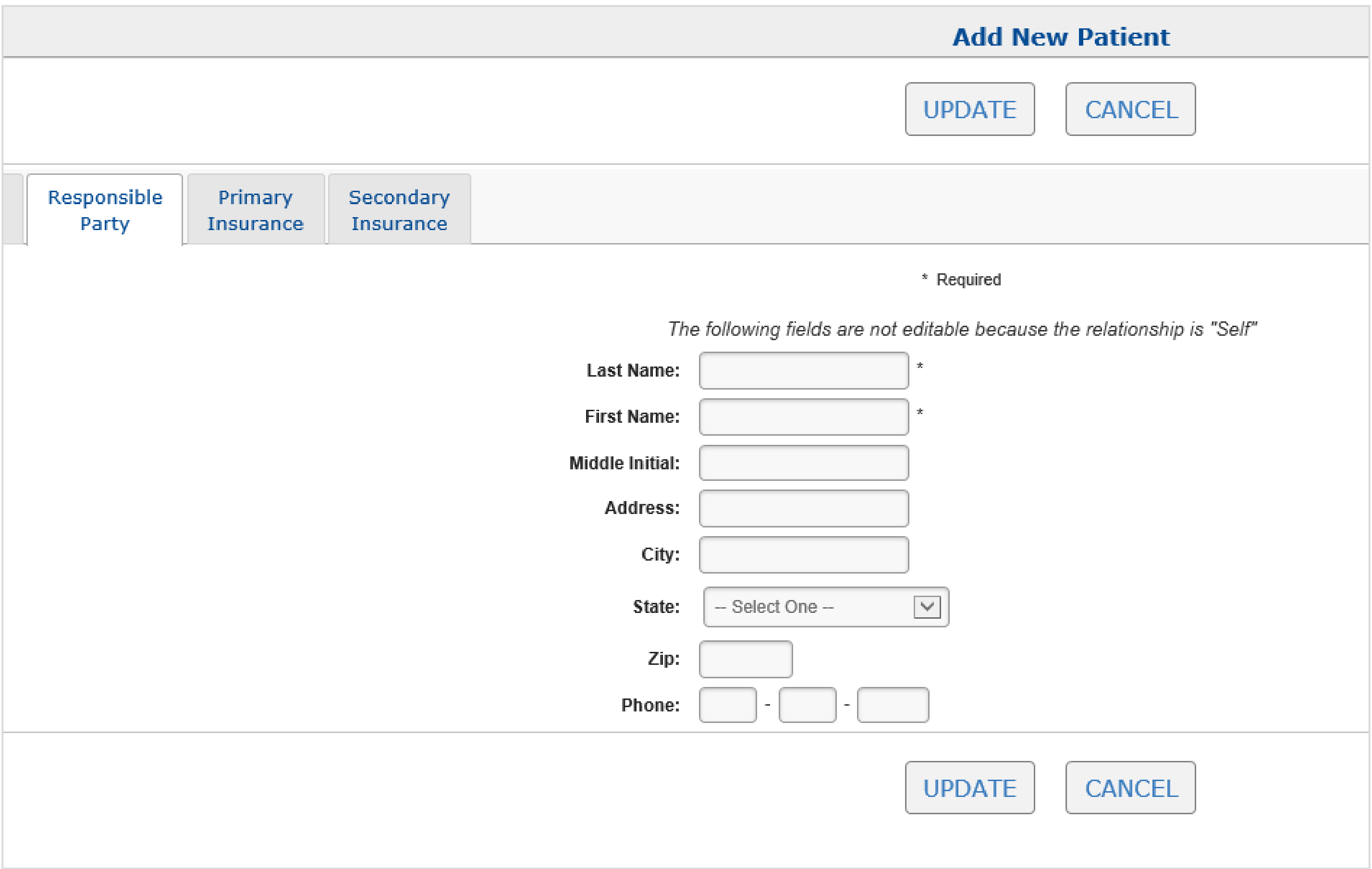
- In the Patient ID field, enter the patients Social Security number. **It is important that only the SSN is entered here.** (The SSN field under ‘Wing’ is optional. Please make sure there is no space in the PID field).
- Enter the patient information. An asterisk next to a field signifies it is a required field.
- If your client account has ‘Default Address’ information entered, that information will be defaulted in for the patient.



RESPONSIBLE PARTY

On the Responsible Party Tab:

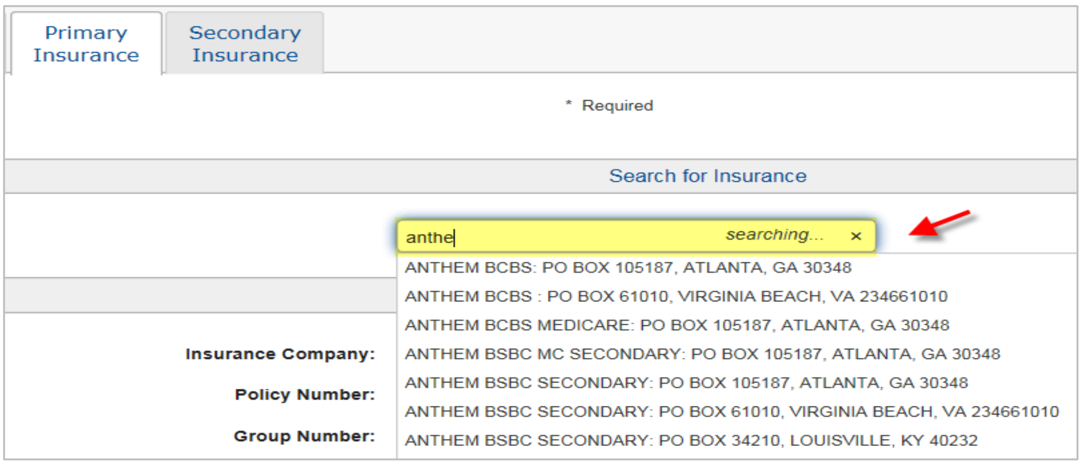
- Fill in appropriate Responsible Party information. The default is Self but Child, Spouse, or Other can be selected. Self should be chosen for all patients 18 and over.
- If the relationship selected was 'Self' the information will be defaulted in from the Patient Information screen and will not be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



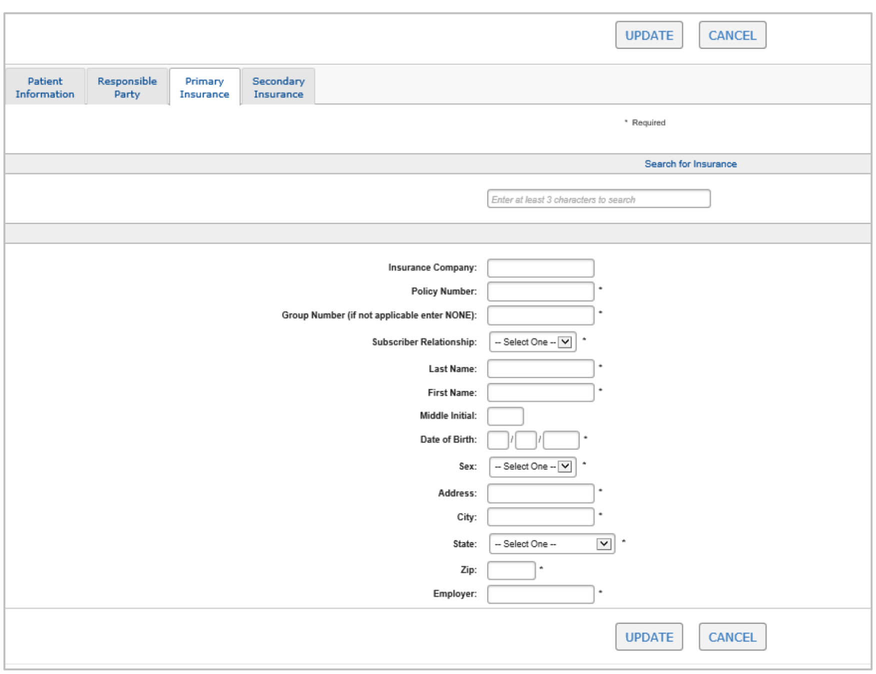
PRIMARY and SECONDARY INSURANCE

On the Primary and Secondary Insurance Tabs:

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



- 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.
- Once you have filled in all patient information click the 'Update' button to create the patient.



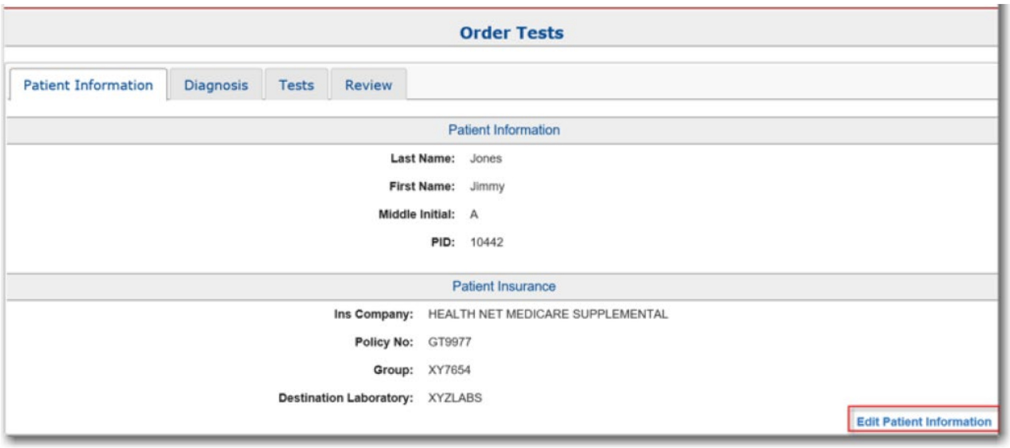
ORDER TESTS

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

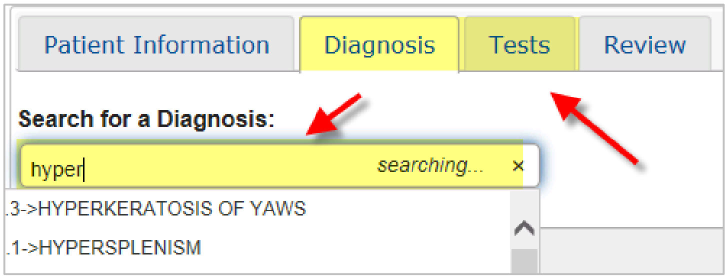
In the Laboratory Orders Section of the Navigation Bar
- Select Order Tests

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.



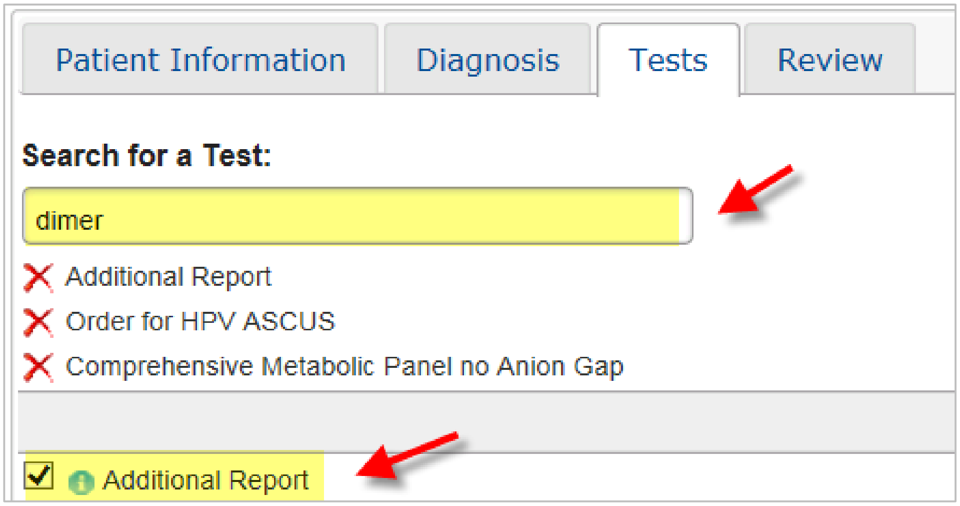
On the Diagnosis Tab

- 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.
- To add common diagnosis codes, please inquire for additional training



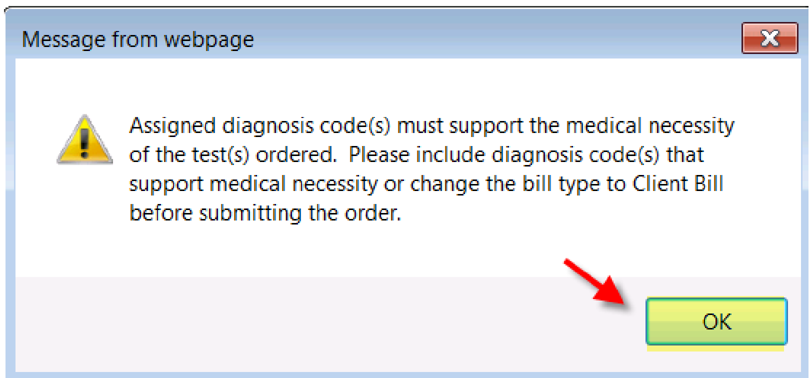
On the Tests tab

- The favorite lists include tests from Gen Lab (Common Tests) and Micro.
- 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.
- Select the **Additional Report** (ADDR) test when you would like WDL Client Services to fax a copy of the report to another provider outside your office or clinic.
- To add commonly ordered tests, please inquire for additional training

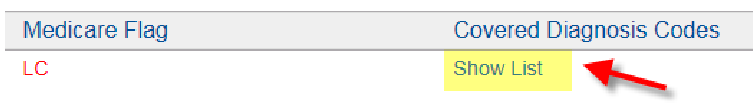


MEDICAL NECESSITY

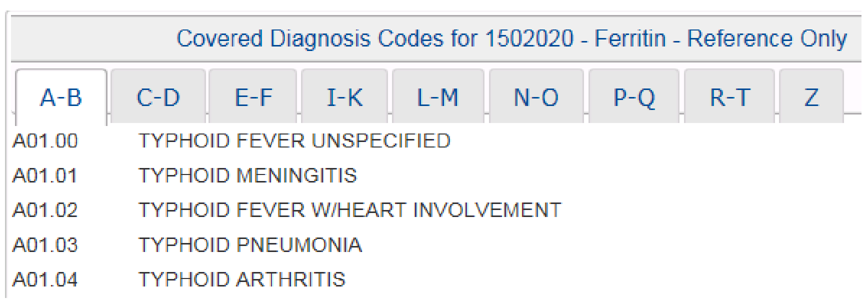
- If a diagnosis code is chosen that does not qualify for medical necessity, a pop up window will appear. Click OK.



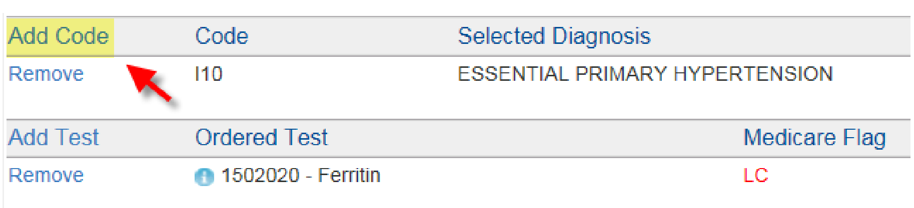
- On the **Review** tab, click **Show List**.



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

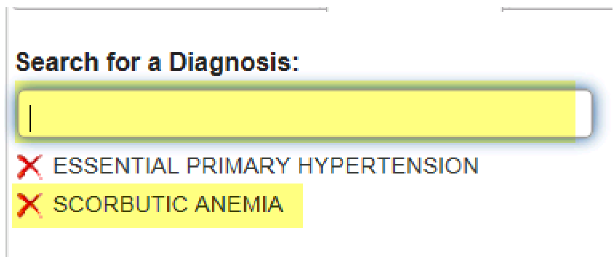


- On the **Review** tab, click **Add Code**.

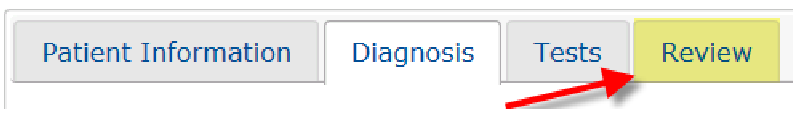


MEDICAL NECESSITY Continued

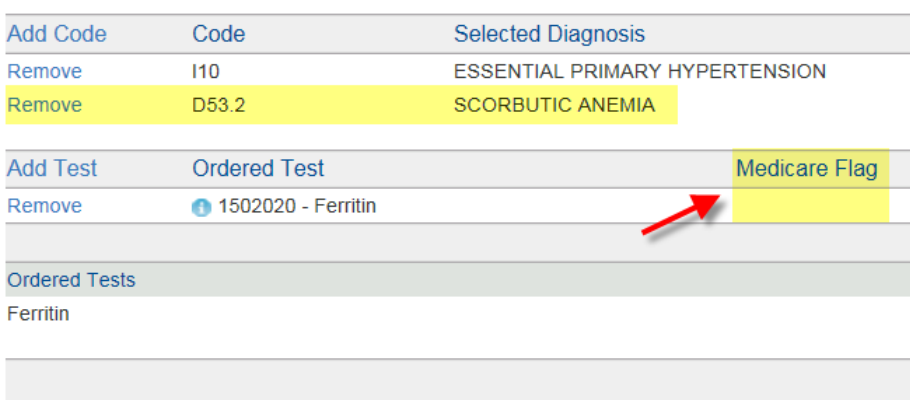
- In the **Search for a Diagnosis** field, select a qualifying diagnosis. The new Dx Code must match the code in the patient's chart.



- Click the **Review** tab.



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

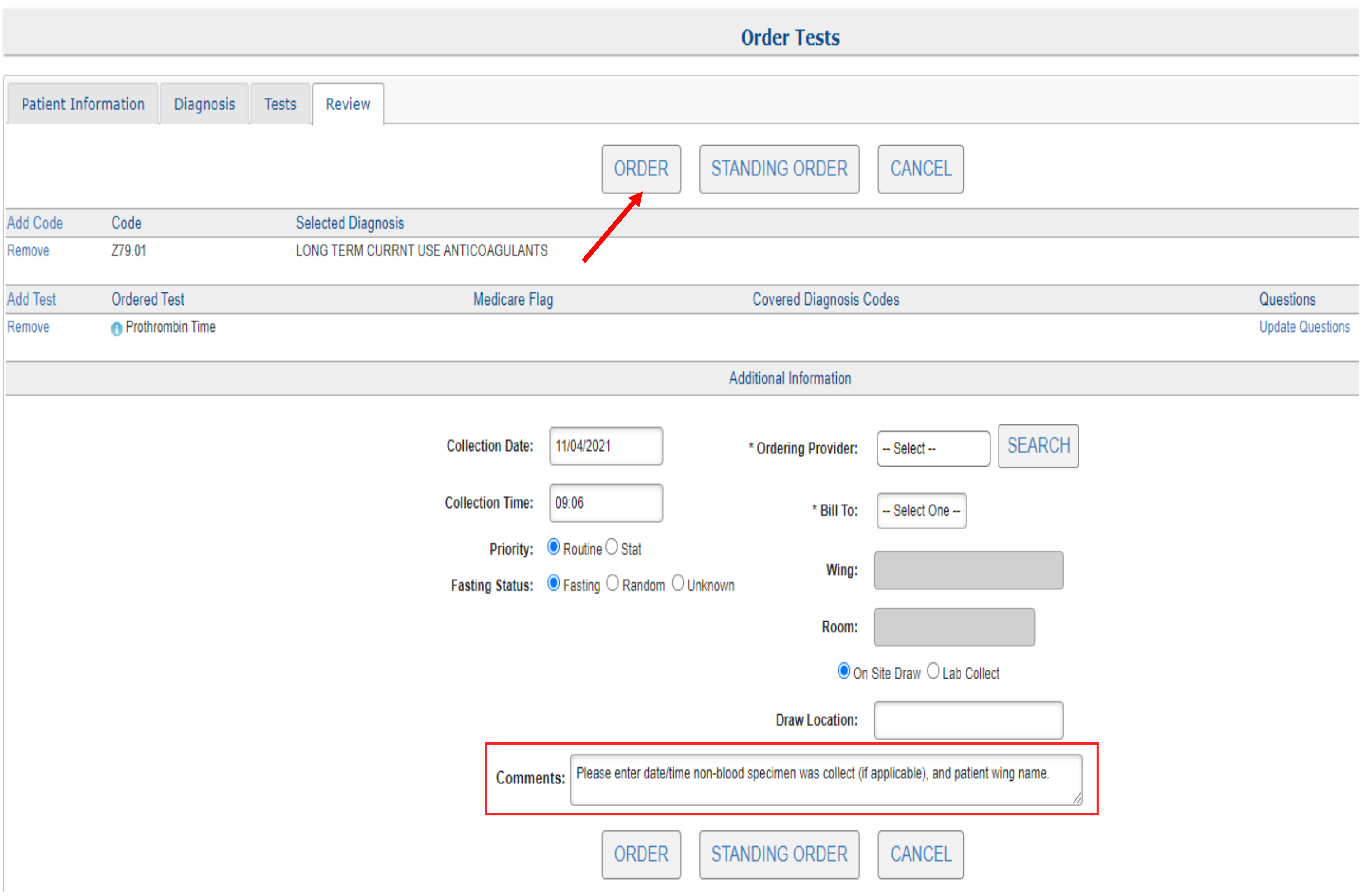


REVIEW Orders

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 complete, click **Order** to proceed your STAT, Today, Draw or Non-blood specimens orders. Click "Standing Order" for labs scheduled tomorrow or beyond. (***NOTE:*** *non-blood specimens CANNOT be standing orders).*

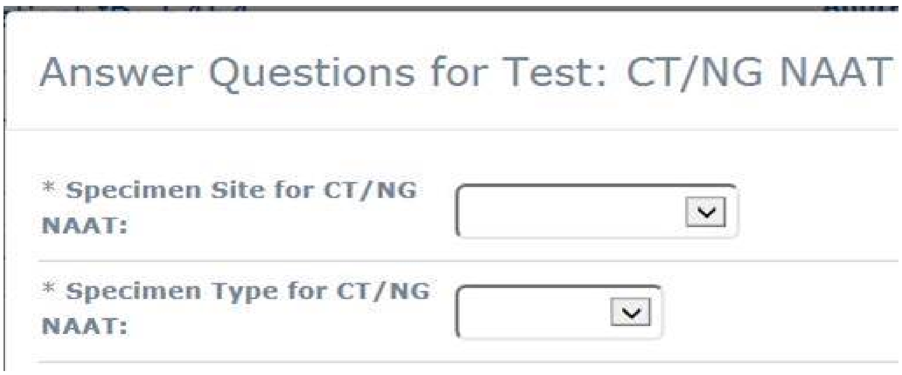
NOTE: Please note that the order should be released from LifePoint first before drawing the patient to ensure the edits pass.



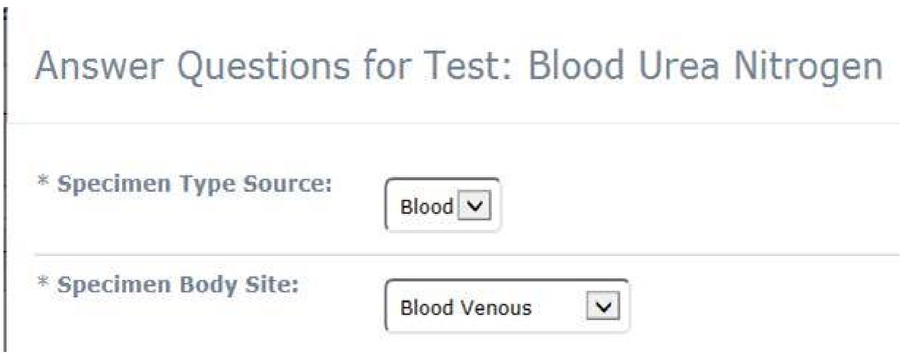
SPECIMEN TYPES AND SOURCES

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

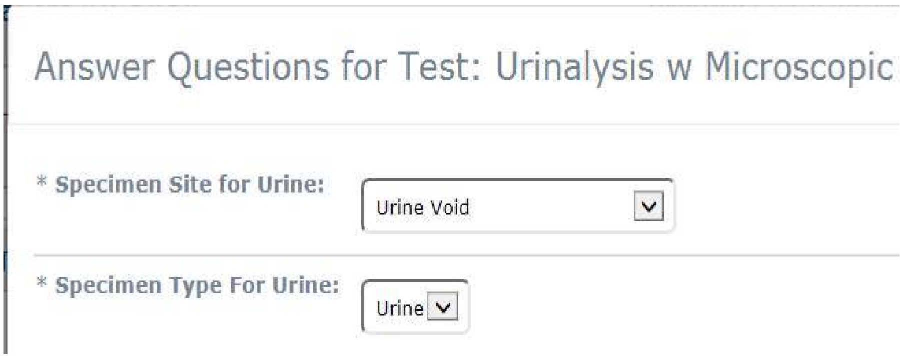
Specimen Types and Sources will not default for most cultures and NAAT's.



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



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



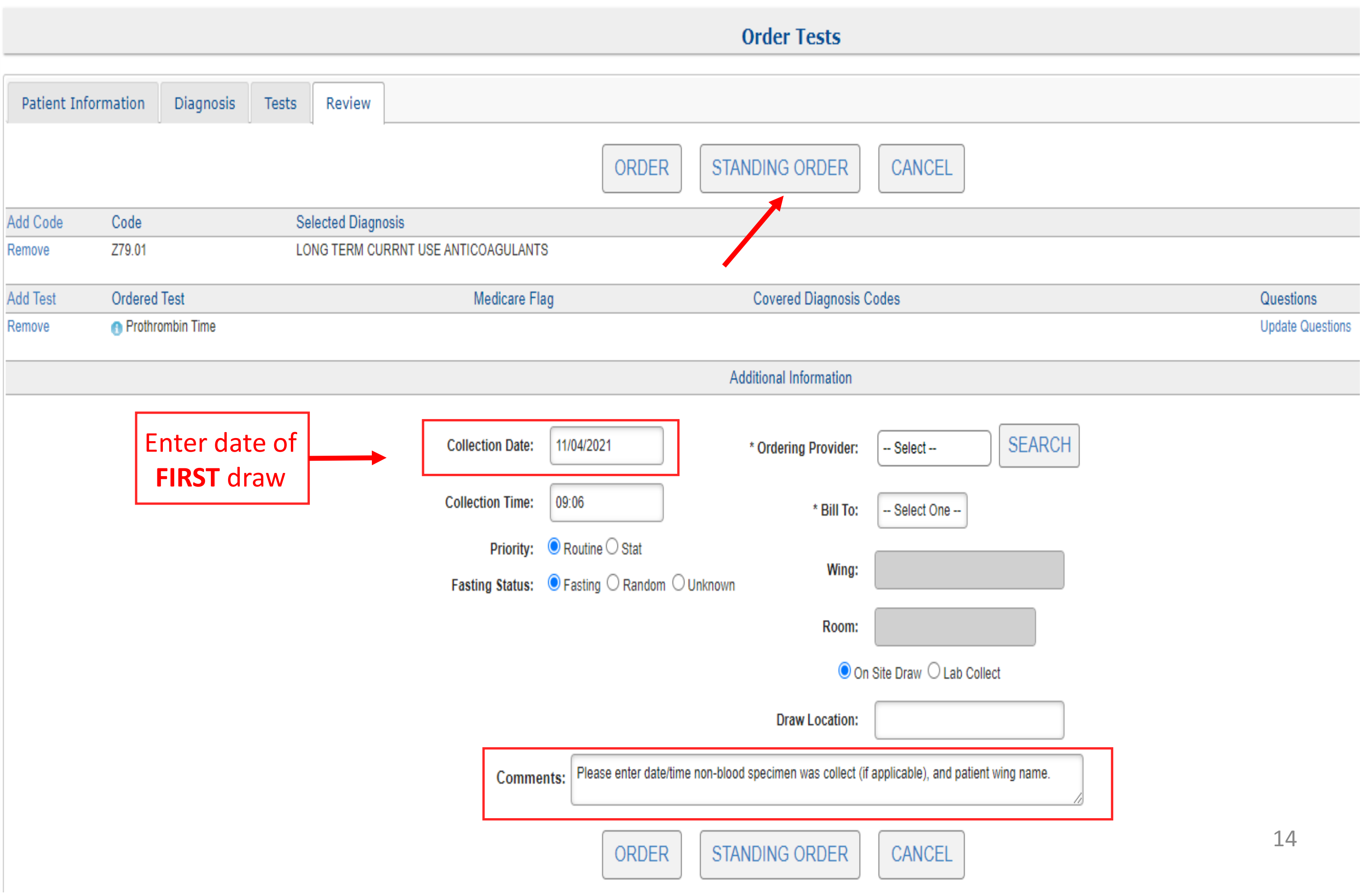
STANDING/FUTURE ORDERS

About the Standing/Future Orders Function:

- A Standing Order is an order to be drawn in the future, at a pre-determined frequency, for a designated length of time (Maximum of one year. Orders can be pushed to 372 days to accommodate last draw). This function can also be used to create a Future Order, which is a one-time draw for a date/time in the future.
- Standing/Future Orders can be created using either the **Order Tests** function or the **Standing/Future Orders** function.
- Standing/Future Orders that still need to be drawn can be viewed, edited or cancelled using the Standing/Future Orders function.
- All Standing/Future Orders will be listed in Patient History in the Standing/Future Orders section. They will remain there even after all of the specimens have been drawn, until they are removed by a user.

To place a Standing/Future Order Using the *Order Tests* Function

- Perform all steps required to order a test(s), as previously described for creating a one-time order
- On the Review tab, once all required information is added, click **Standing Order**
- You will be directed to the Standing/Future Orders Scheduling Screen

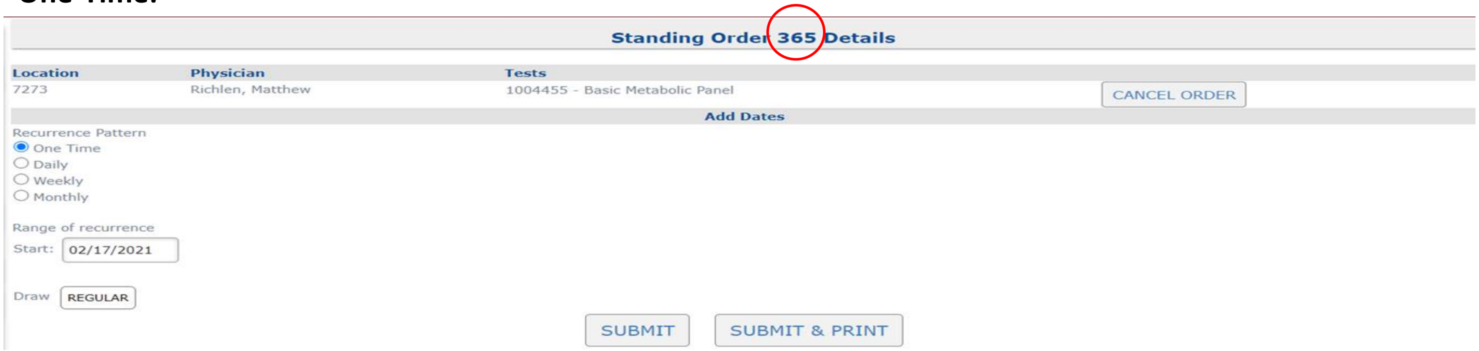


STANDING/FUTURE ORDERS

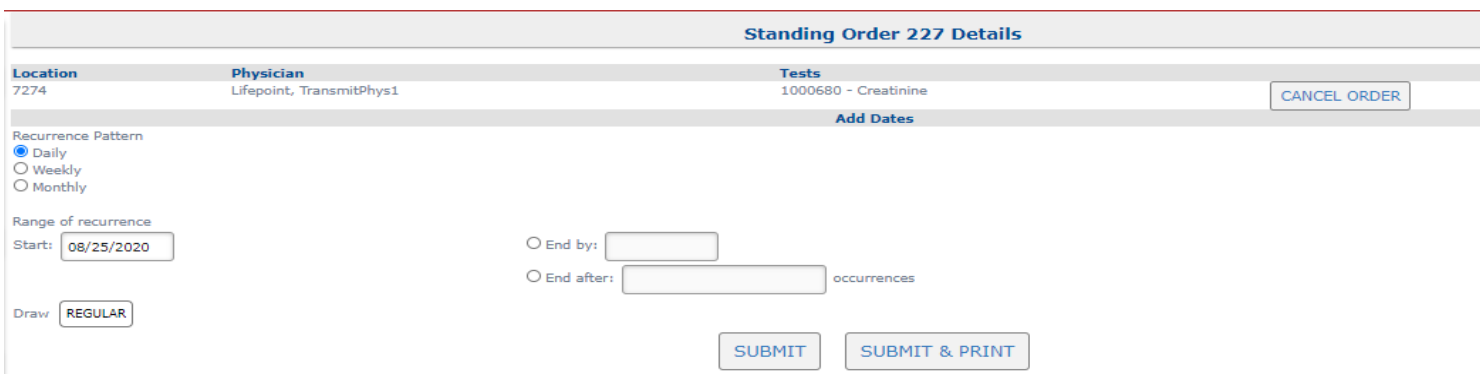
Scheduling:

- The top section of the scheduling screen displays the order information from the Order Review Screen. It displays Location, Ordering Physician, and the Tests that were ordered. Note that the order has been assigned a Standing Order #. **Orders for the next day need to be entered and approved before 8 p.m. the night before they are due.**
- Recurrences that are permitted for the particular facility are listed. One-time, Weekly and Monthly are standard. Daily is provided if the facility is permitted to place Daily orders. Select the Recurrence Pattern desired.

One-Time:

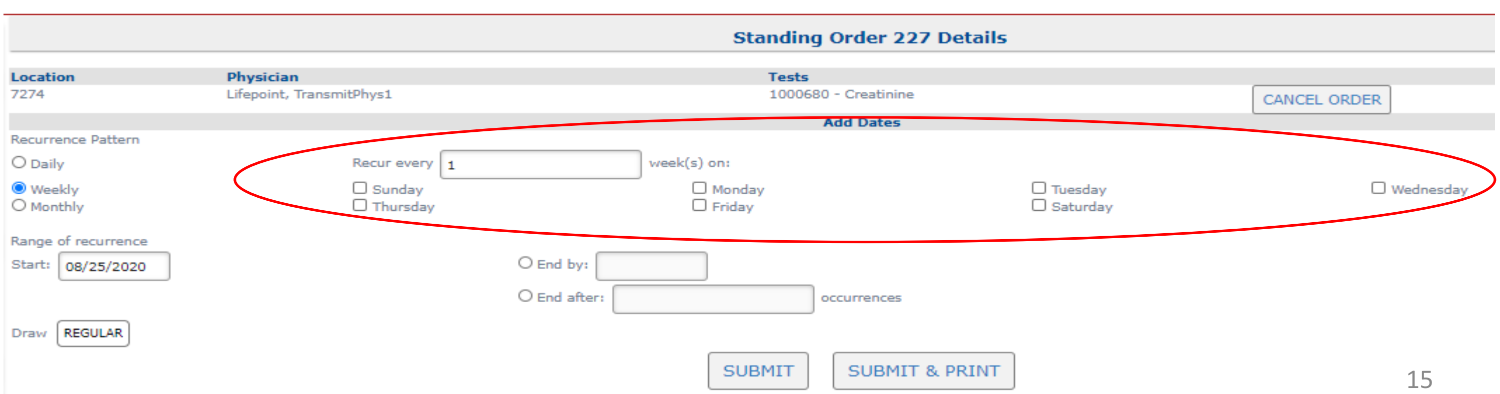


Daily:



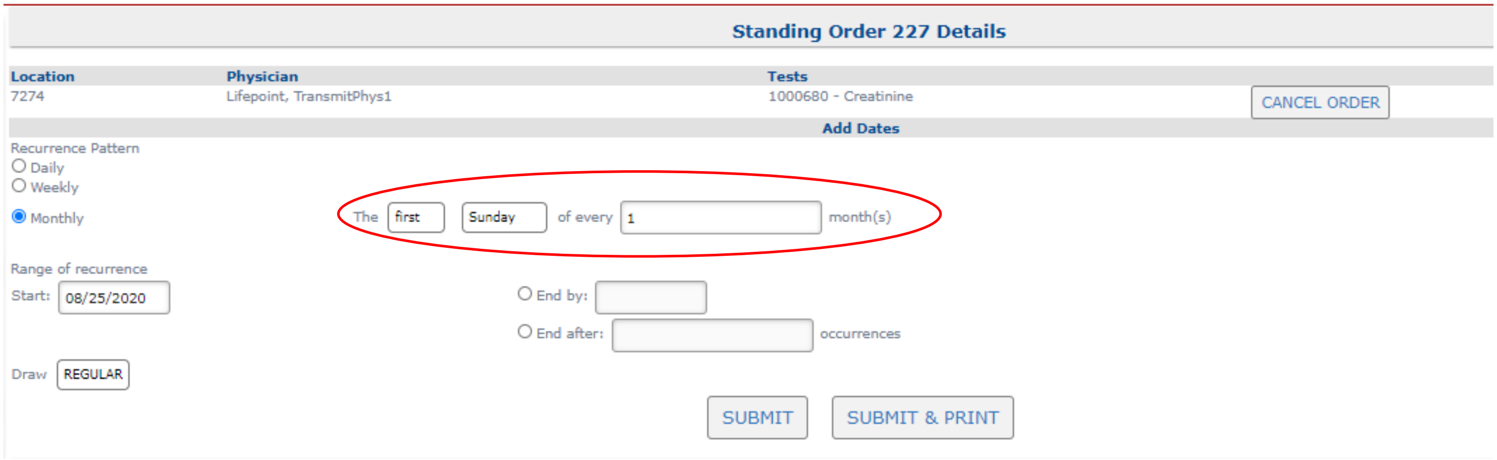
If Weekly or Monthly is selected, additional input fields are displayed. If only certain days of the week are permitted, the days that are not permitted will not be shown.

Weekly:



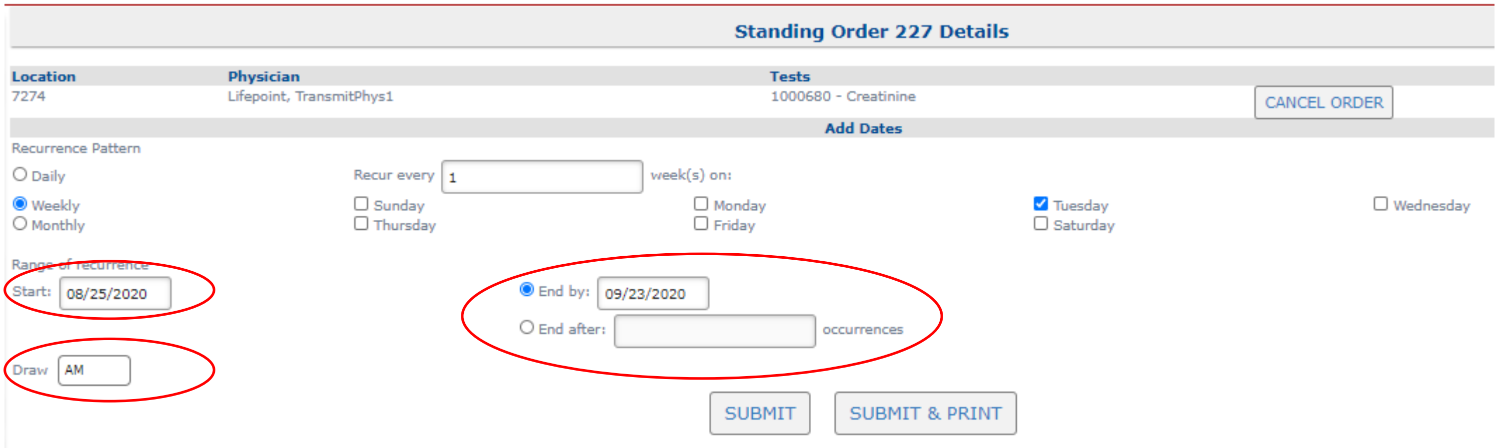
STANDING/FUTURE ORDERS

Monthly:



Once the Recurrence Pattern is established:

- Select a **Start** date (default is current date)
- Select either an **End by** date or an **End after** **"**X" **occurrences**.
- Select the **Draw** time from the dropdown box (default is Regular)



STANDING/FUTURE ORDERS

Once all fields are complete:

- Click **Submit** to create the order and view all instances.
- Click Submit and Print to also print a requisition

Existing Standing / Future Orders

ADD

CANCEL ALL

Standing #	Date	Time	OrderedName		
227	08/25/2020	AM	1000680 - Creatinine	Edit	Cancel
227	09/01/2020	AM	1000680 - Creatinine	Edit	Cancel
227	09/08/2020	AM	1000680 - Creatinine	Edit	Cancel
227	09/15/2020	AM	1000680 - Creatinine	Edit	Cancel
227	09/22/2020	AM	1000680 - Creatinine	Edit	Cancel

The top right of the requisition shows the Standing/Future Order Information.

***Please note that the orders will not cross the interface to WDL until they are approved by the provider. See the eAUTHORIZATION section on page 21.**

WISCONSIN DIAGNOSTIC LABORATORIES

Order Requisition

Priority: Routine
Bill To: Insurance
Standing Order #: 227
Freq: Weekly(Tu)
Duration: 08/25/2020 - 09/22/2020
Fasting: Yes

Patient Information

XXXTEST, ABBY
7606 W State St
WAUWATOSA, WI 53213
(414) 805-9228
PtId: 50000852741
Office ID:

DOB: 05/06/1978
Age: 42
Gender: F
Marital Status:
Employer:
Race:

Requesting Location

Lindengrove-Menomonee Falls (A Wing)
13700 W National Ave
New Berlin, WI 53151
Phone:(262) 797-4600
Fax:262-780-4760

Billing Information - Insurance Bill

Primary: ANTHEM BCBS MEDICARE
PO BOX 105187
ATLANTA, GA 30348
Secondary:
Tertiary:

Insured: Self
Subscriber Name: XXXTEST,ABBY
Subscriber Address: 7606 W State St
WAUWATOSA, WI 53213
Gender/DOB: Female 05/06/1978
Group: NONE
Policy Number: 77747747

Order Information

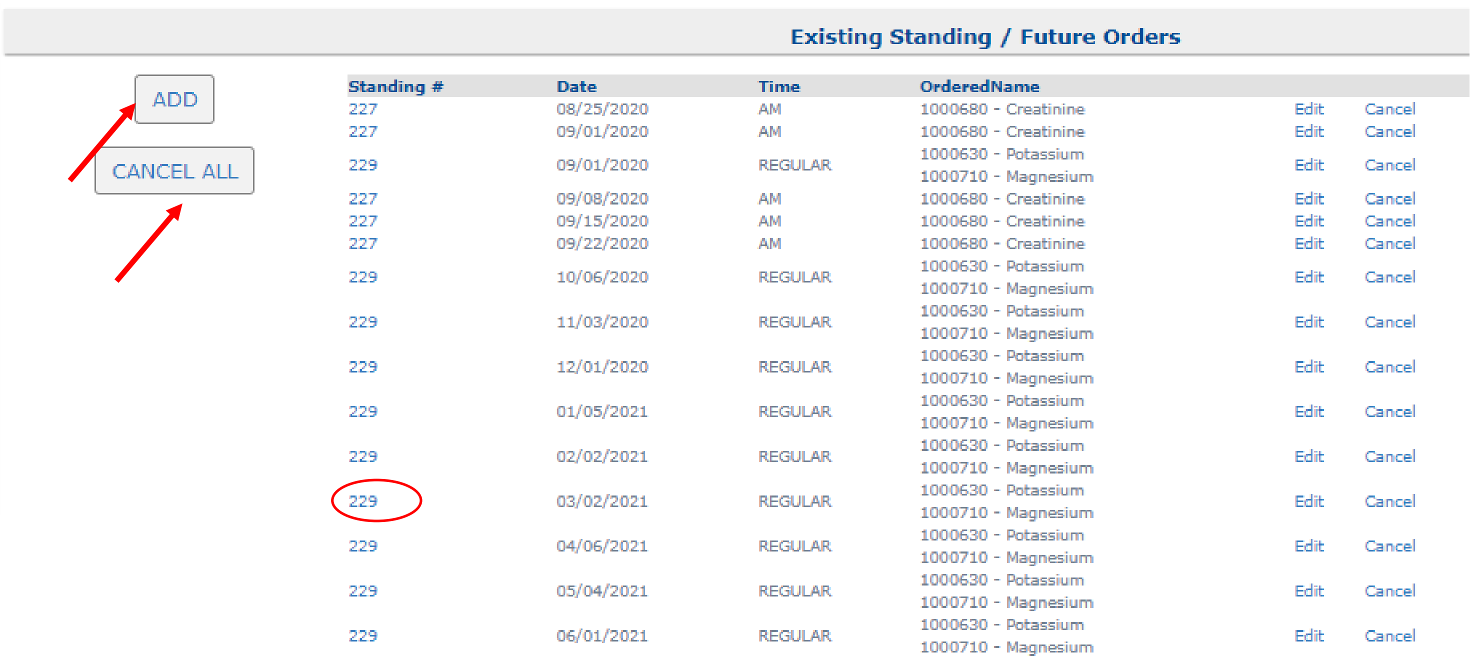
Requesting Physician: Lifepoint, TransmitPhys1
Delivery:
ABN Printed: No
Diagnosis:
E10.22 - TYPE 1 DM W/DIABETIC CKD

Tests Ordered	Container	Spec Req
1000680 - Creatinine	**SST or PST**	

STANDING/FUTURE ORDERS

Editing Standing/Future Orders:

- To add tests, click **ADD**.
- To cancel all Existing Standing/Future Orders listed, click **CANCEL ALL**. **Tests must be cancelled if a patient is discharged or expired.**
- To Edit a Standing Order, including all occurrences select the Standing #.



Existing Standing / Future Orders

ADD

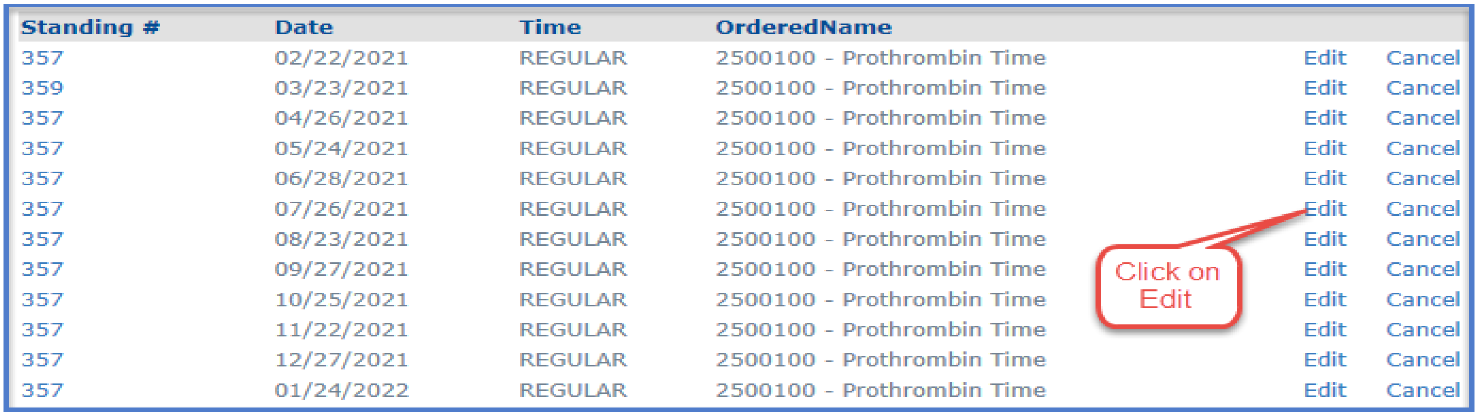
CANCEL ALL

Standing #	Date	Time	OrderedName		
227	08/25/2020	AM	1000680 - Creatinine	Edit	Cancel
227	09/01/2020	AM	1000680 - Creatinine	Edit	Cancel
229	09/01/2020	REGULAR	1000630 - Potassium 1000710 - Magnesium	Edit	Cancel
227	09/08/2020	AM	1000680 - Creatinine	Edit	Cancel
227	09/15/2020	AM	1000680 - Creatinine	Edit	Cancel
227	09/22/2020	AM	1000680 - Creatinine	Edit	Cancel
229	10/06/2020	REGULAR	1000630 - Potassium 1000710 - Magnesium	Edit	Cancel
229	11/03/2020	REGULAR	1000630 - Potassium 1000710 - Magnesium	Edit	Cancel
229	12/01/2020	REGULAR	1000630 - Potassium 1000710 - Magnesium	Edit	Cancel
229	01/05/2021	REGULAR	1000630 - Potassium 1000710 - Magnesium	Edit	Cancel
229	02/02/2021	REGULAR	1000630 - Potassium 1000710 - Magnesium	Edit	Cancel
229	03/02/2021	REGULAR	1000630 - Potassium 1000710 - Magnesium	Edit	Cancel
229	04/06/2021	REGULAR	1000630 - Potassium 1000710 - Magnesium	Edit	Cancel
229	05/04/2021	REGULAR	1000630 - Potassium 1000710 - Magnesium	Edit	Cancel
229	06/01/2021	REGULAR	1000630 - Potassium 1000710 - Magnesium	Edit	Cancel

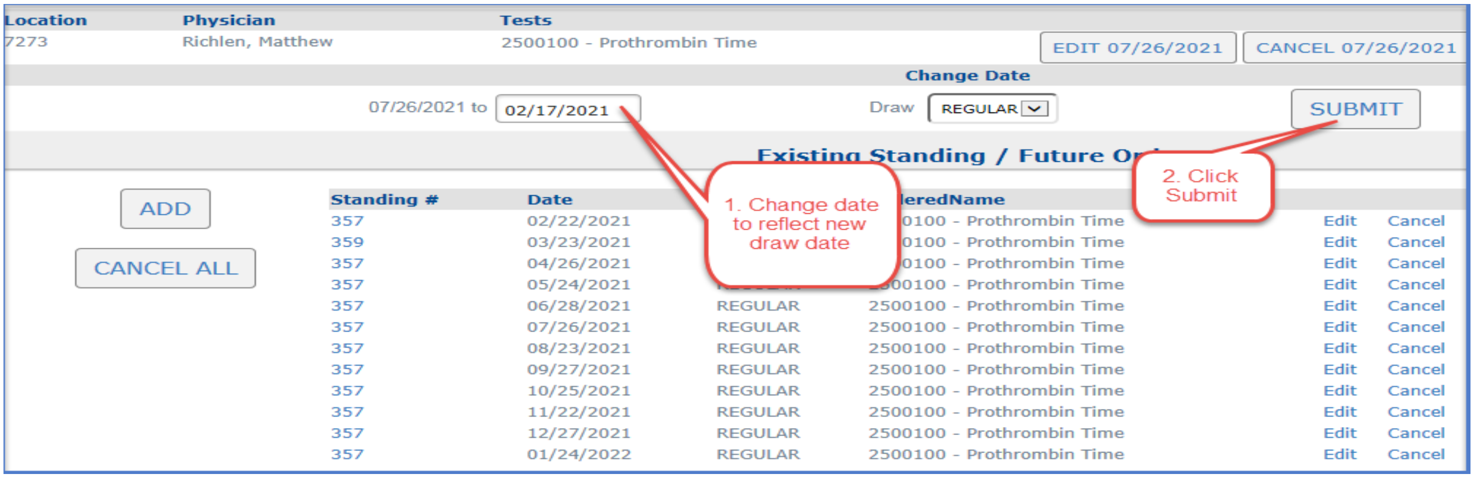
STANDING/FUTURE ORDERS

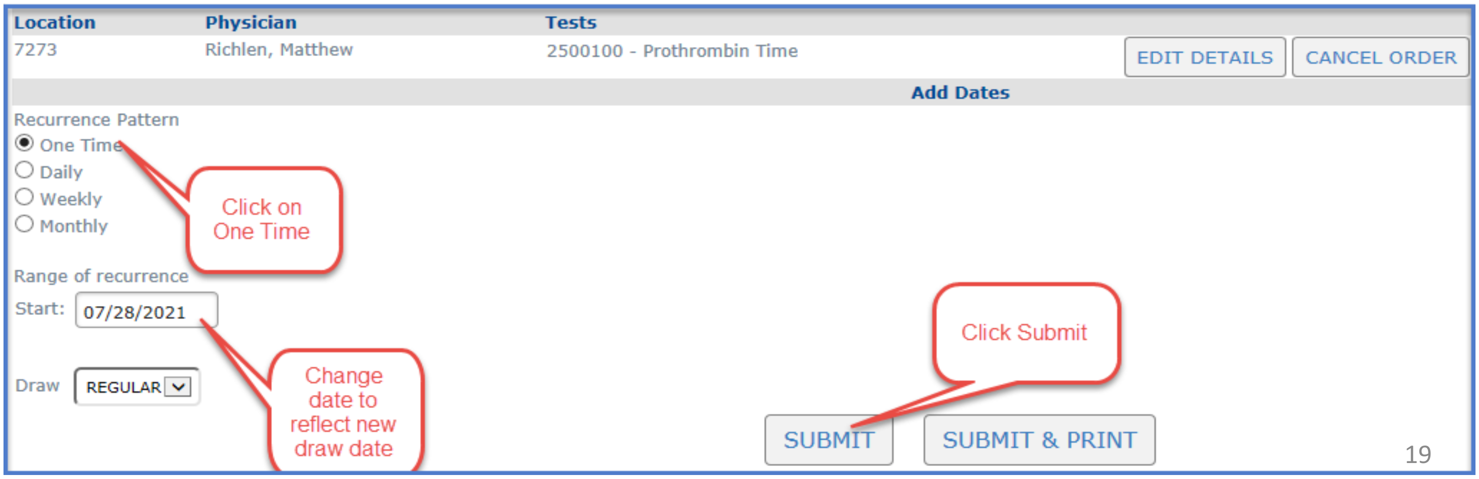
Editing or Cancelling a single occurrence within a Standing Order:

- To Edit one single occurrence of a Standing Order, Click on **EDIT** associated with the date you want to update



Change the date in the box to reflect new draw date and click on **SUBMIT.**

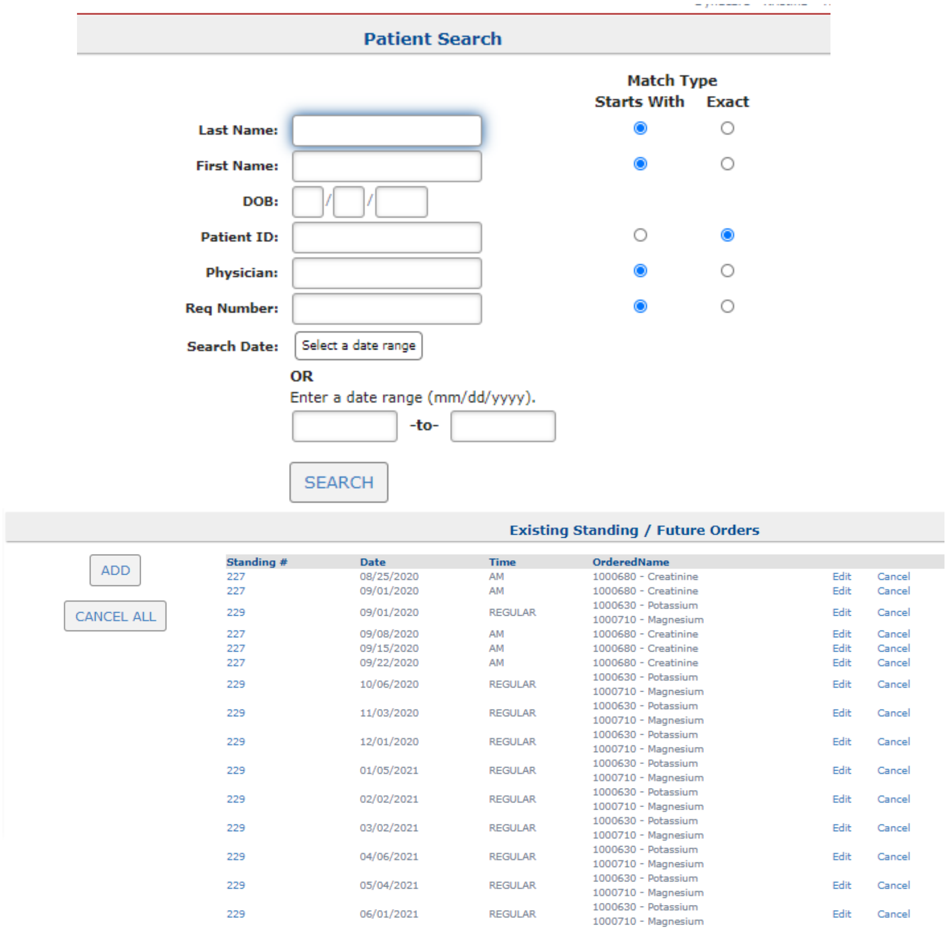




STANDING/FUTURE ORDERS

To edit, cancel, or renew a Standing/Future Order Using the *Standing/Future Orders* Function

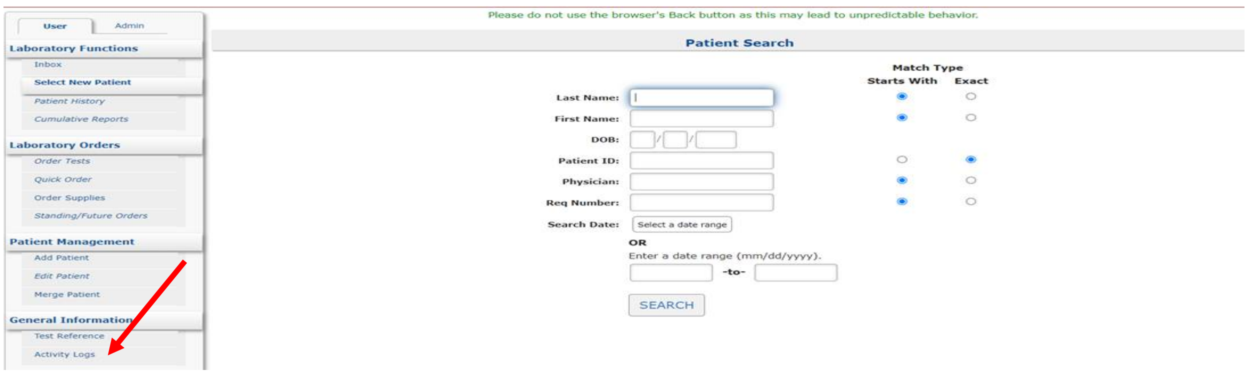
- In the Laboratory Orders Section of the Navigation Bar Select **Standing/Future Orders**
- If you do not have a patient selected, you will be directed to the **Patient Search** screen
- When you have your patient selected, you will be directed to the **Existing Standing/Future Orders** screen

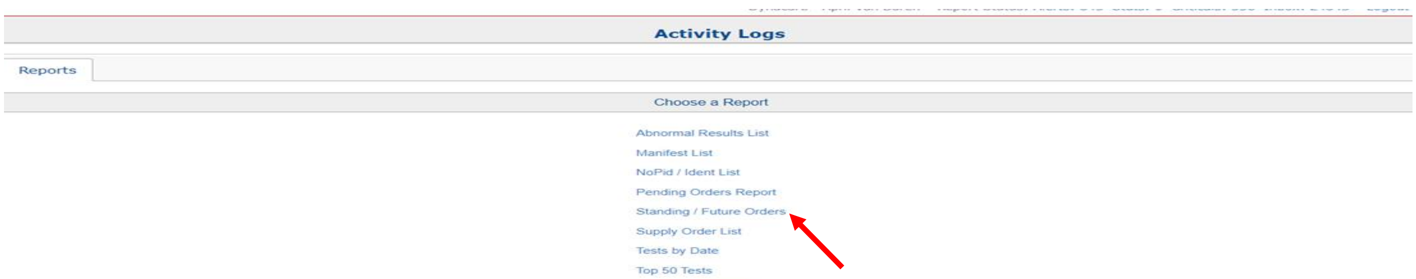


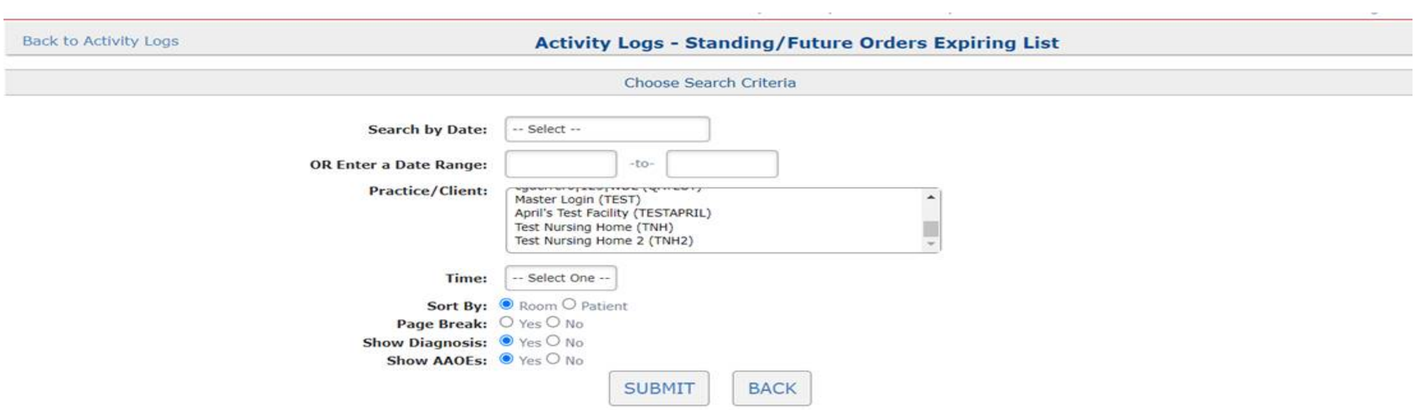
Standing #	Date	Time	OrderedName		
227	08/25/2020	AM	1000680 - Creatinine	Edit	Cancel
227	09/01/2020	AM	1000680 - Creatinine	Edit	Cancel
229	09/01/2020	REGULAR	1000630 - Potassium 1000710 - Magnesium	Edit	Cancel
227	09/08/2020	AM	1000680 - Creatinine	Edit	Cancel
227	09/15/2020	AM	1000680 - Creatinine	Edit	Cancel
227	09/22/2020	AM	1000680 - Creatinine	Edit	Cancel
229	10/06/2020	REGULAR	1000630 - Potassium 1000710 - Magnesium	Edit	Cancel
229	11/03/2020	REGULAR	1000630 - Potassium 1000710 - Magnesium	Edit	Cancel
229	12/01/2020	REGULAR	1000630 - Potassium 1000710 - Magnesium	Edit	Cancel
229	01/05/2021	REGULAR	1000630 - Potassium 1000710 - Magnesium	Edit	Cancel
229	02/02/2021	REGULAR	1000630 - Potassium 1000710 - Magnesium	Edit	Cancel
229	03/02/2021	REGULAR	1000630 - Potassium 1000710 - Magnesium	Edit	Cancel
229	04/06/2021	REGULAR	1000630 - Potassium 1000710 - Magnesium	Edit	Cancel
229	05/04/2021	REGULAR	1000630 - Potassium 1000710 - Magnesium	Edit	Cancel
229	06/01/2021	REGULAR	1000630 - Potassium 1000710 - Magnesium	Edit	Cancel

STANDING/EXPIRING ORDERS

- The lab will no longer be sending expiring orders reports. You will need to pull them yourself.
- The best practice is to develop a workflow where expiring orders are pulled at the same frequency (i.e. once per month).
- This will help you determine is the labs expiring should be ordered or left to expire. Unless otherwise specified, all lab orders expire after 1 year.







eAUTHORIZATION

Test orders require approval (electronic signature) by an authorized provider.

- When a test order is submitted, an email notification to the authorized provider is triggered.

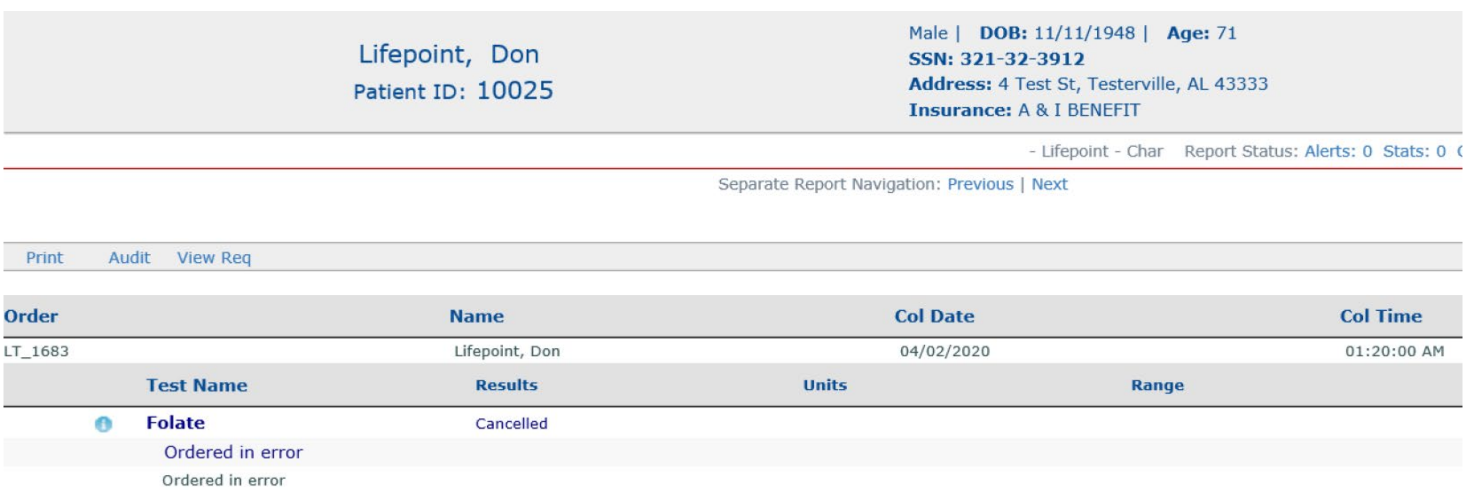
Do Not Reply <message@lifepoint.com>

Notice for Provider Review of a Pending Order for Laboratory Services

- For Routine and STAT orders, the email is sent immediately.
- For Standing or Future orders, the email is sent at the designated times throughout the day.
- Emails can be set up to be sent at any or all of the following times:
    - 7:00 a.m. 10:00 a.m. 1:00 p.m. 3:00 p.m. 5:00 p.m.

Please note the following:

- The test order(s) will remain pending in LifePoint and will not cross the interface to WDL until the authorized provider has approved the order(s).
- The provider has the option to deny (cancel) the order and is required to enter a reason for the cancellation.
- A denied order will move to Result History and will appear as a Cancellation with the reason given by the provider listed.
- Facility staff can view outstanding approvals and send reminders to providers under the admin tab under provider dashboard



VIEW REPORTS

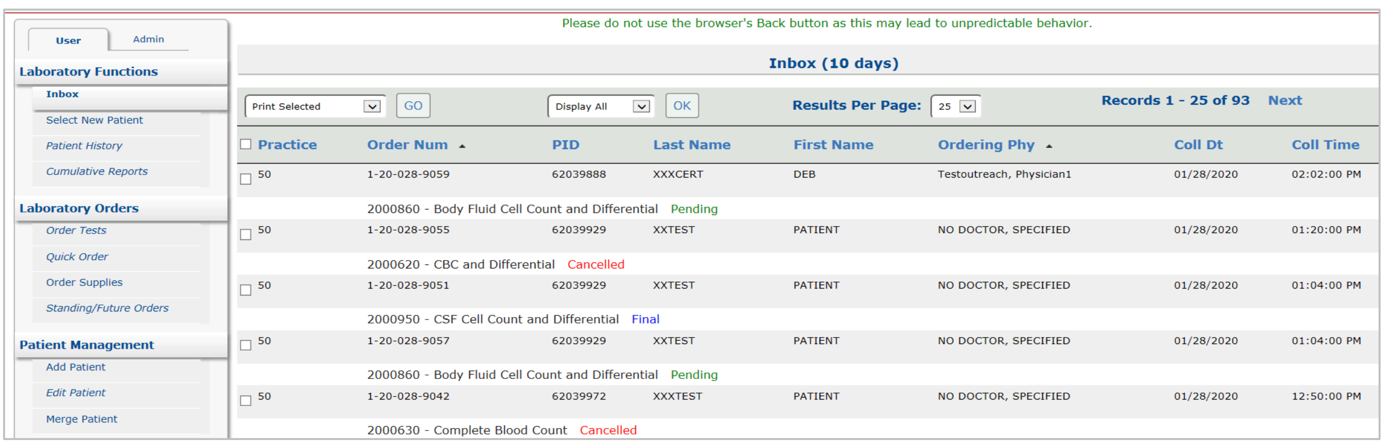
The tasks and features available on the **View Reports** screen include the following;

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

Once onboarded to LifePoint, autofax feature will stop and results will be available in LifePoint. Critical values will still be called.

To access the View Reports screen:

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



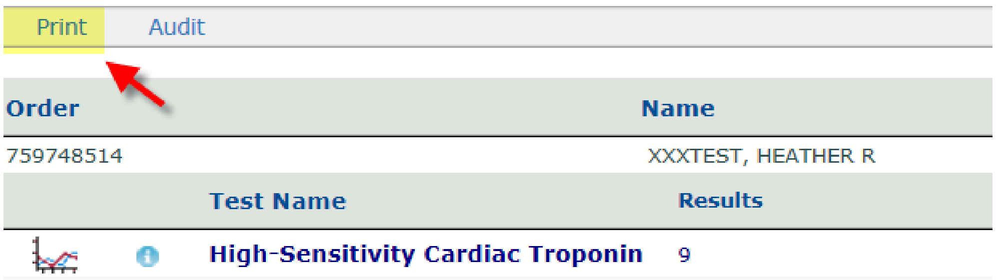
The **View Reports** screen displays the order number, patient name, and all result information including collection date and time, range, and units for each test.

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.

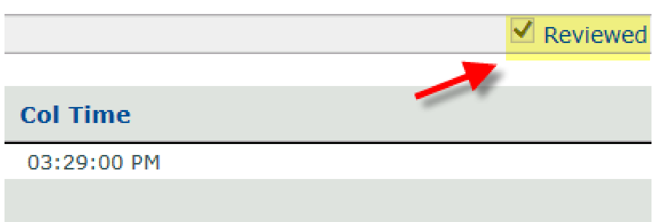


REVIEWED RESULTS

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.



TRUPRINT

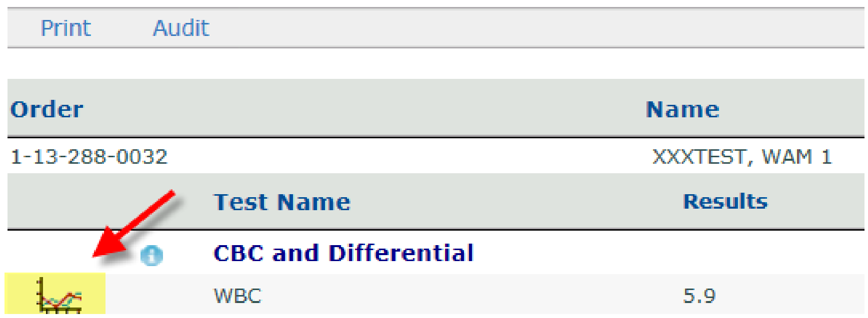
- If you have a DYMO printer and you want to print labels and/or paper requisitions, we recommend you install the TruPrint application on your device/computer. Please see the attached documents for how to install the application and user manual. If you have any questions regarding this, please call LifePoint Support Services at 201.447.9991; Option 2 or your WDL Representative.

GRAPH RESULTS

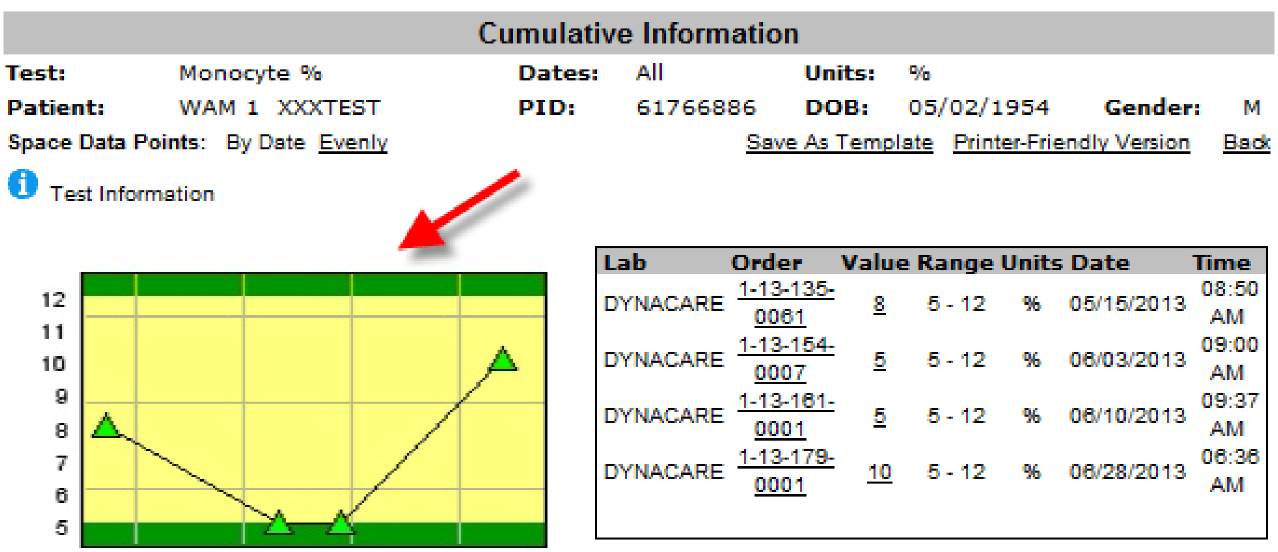
Individual tests can be graphed if more than one result or data point exists in Lifepoint. The graphing feature includes functionality to save the graph as a template to use on future patients.

To access the graphing feature:

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



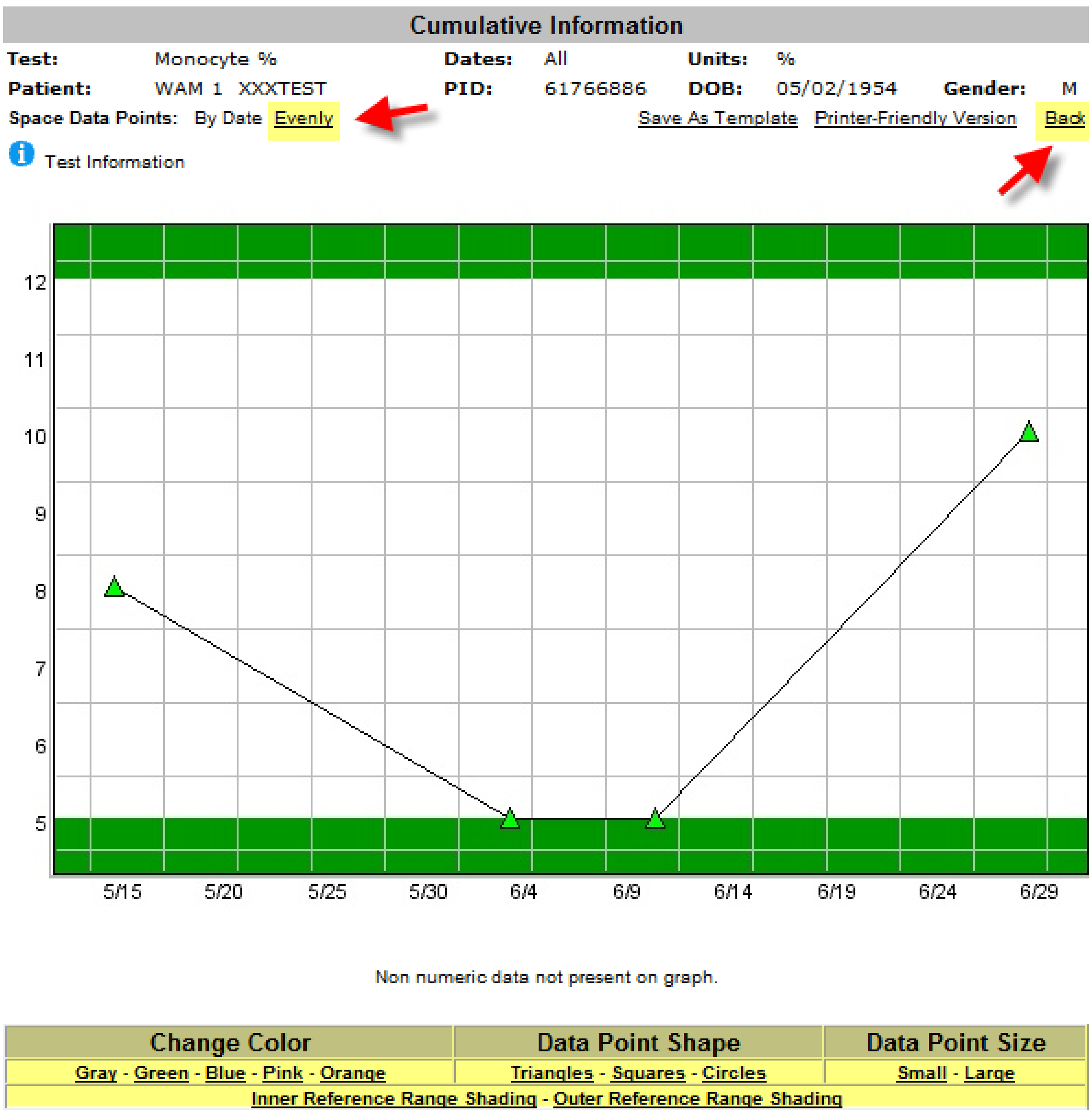
The **Cumulative Information** screen appears. This screen displays a small graph of the test as well as patient demographics and other test information. Click the **Graph** to view the large graph and access more features.



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.

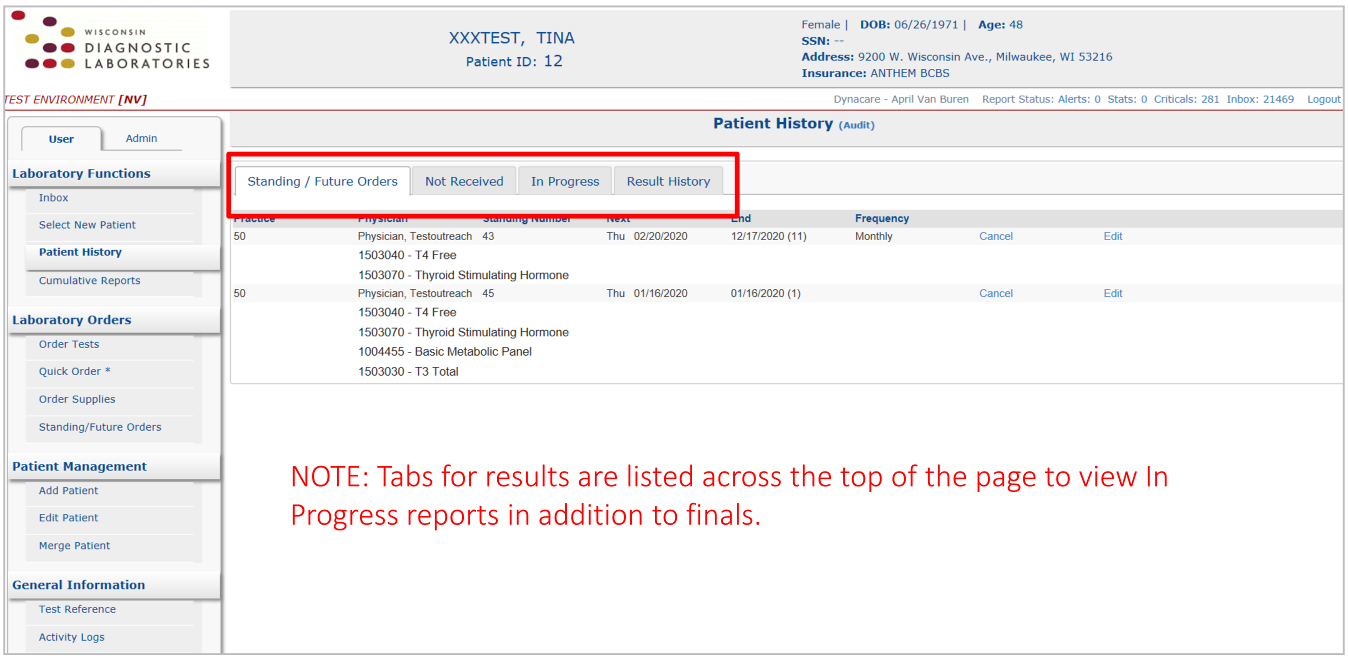
In this example, the range is 5% to 12% and the tests were drawn on May 15th, June 3rd, June 10th, and June 28th. You can also graph the results without the dates by clicking the Evenly link. Click Back to return to the small graph.



PATIENT HISTORY

The Patient History screen includes the following information:

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



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

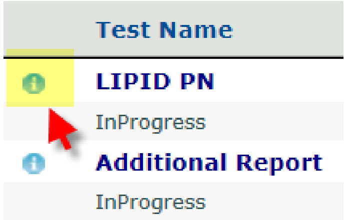
- View or reprint a requisition
- Reprint labels
- View the result

To reprint a requisition:

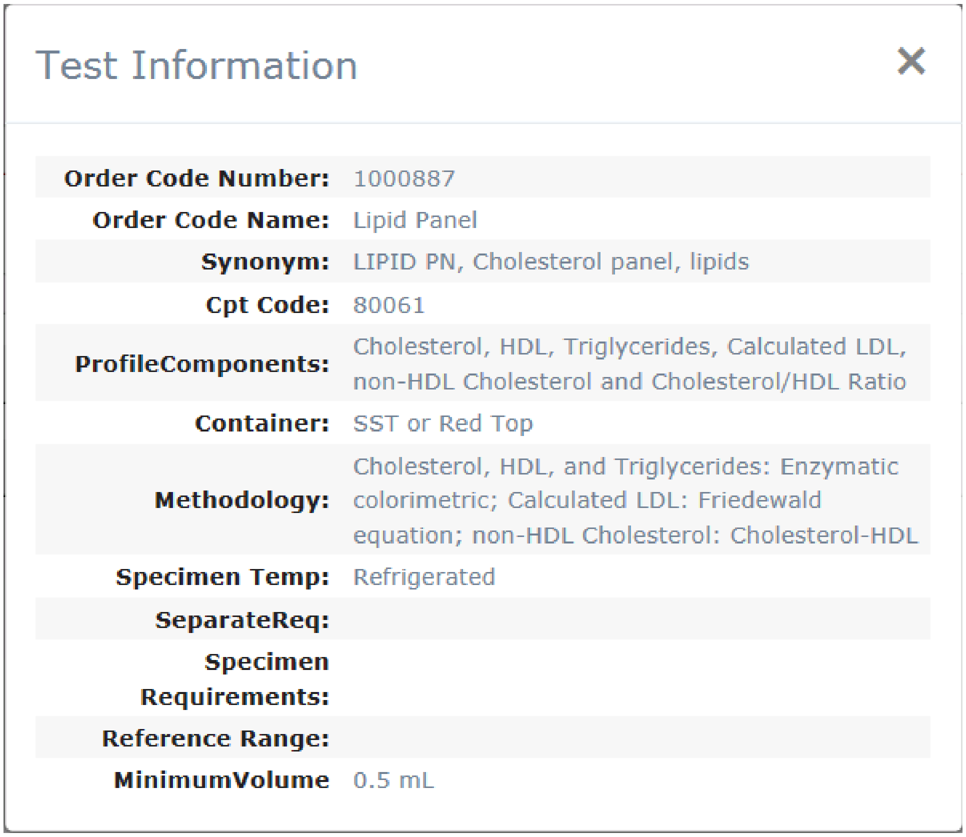
- On the **Patient History** screen, click the **Result History** tab.
- Click the patient name.
- Click the **Print** hyperlink.

TEST INFORMATION

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

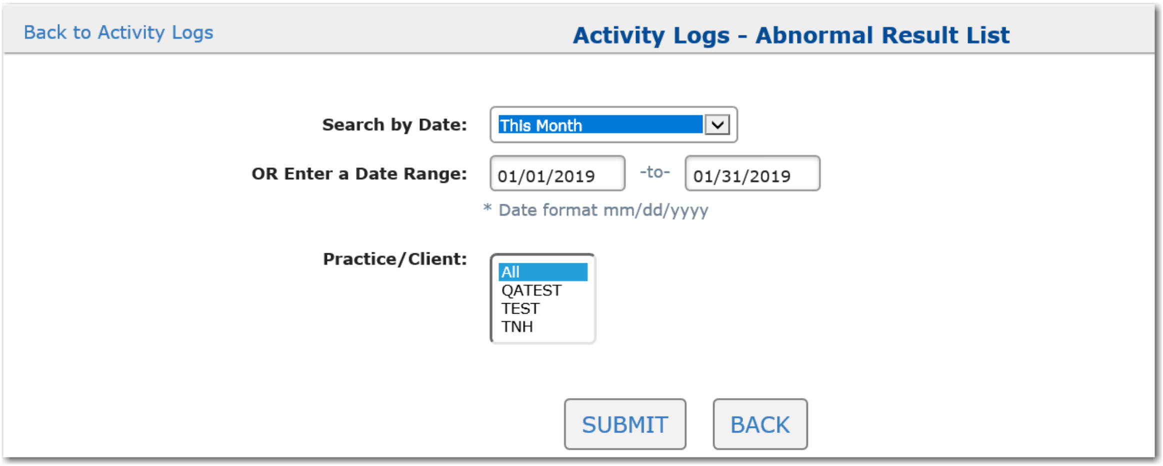


The **Test Information** window displays test codes, CPT codes, and specimen requirements related to the test. Click the **"X"** to exit the **Test Information** window.

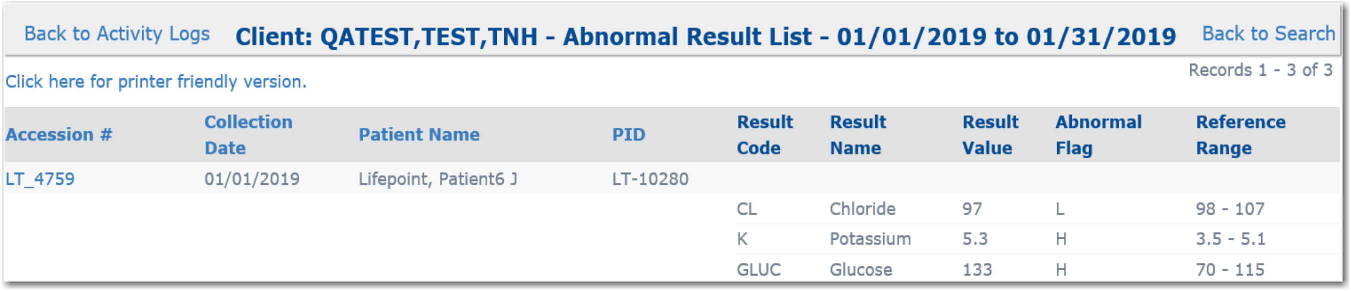

Test Information

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

ABNORMAL RESULT LIST



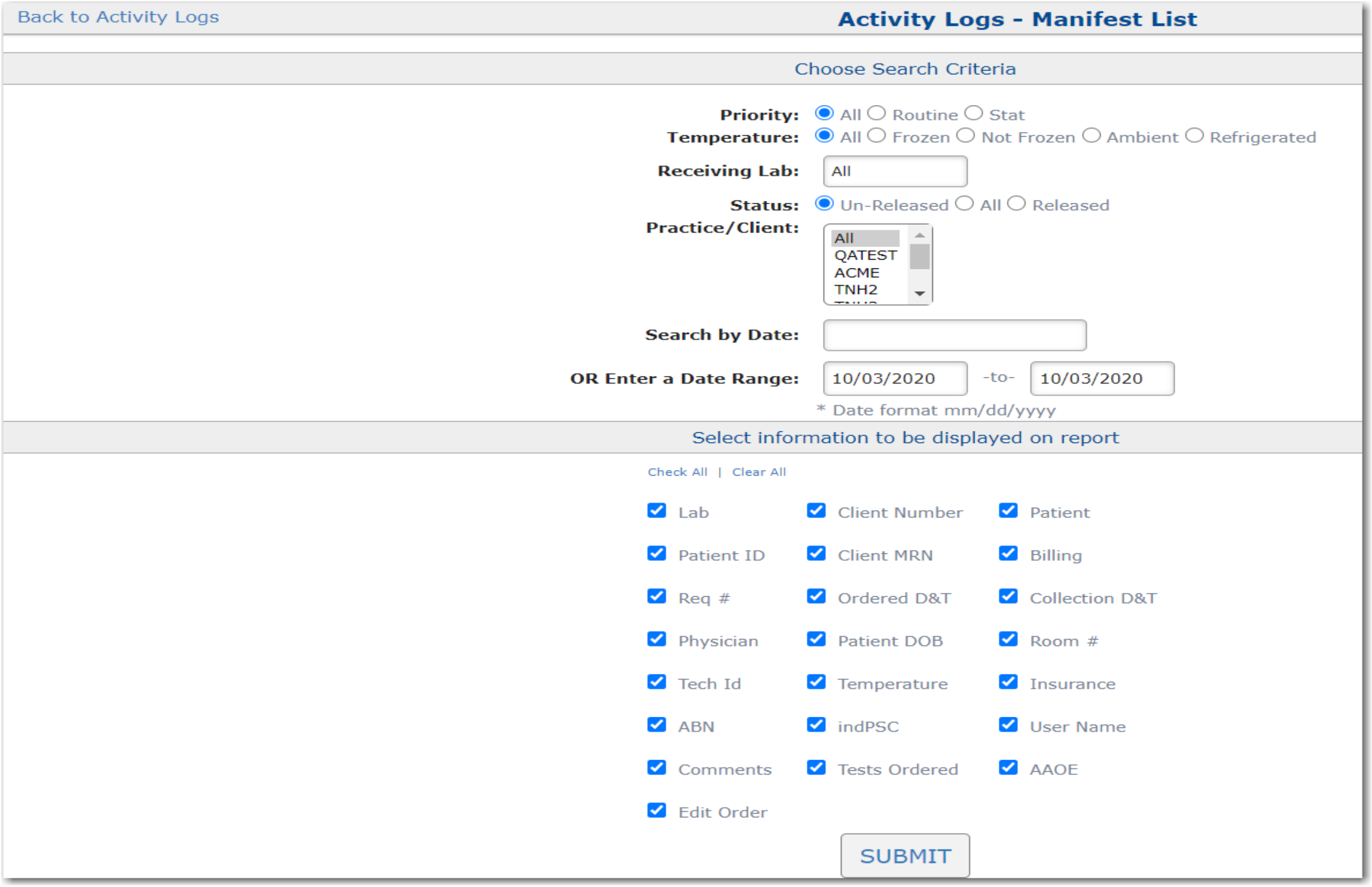
1. Enter your search criteria.
   a. Select the date range by selecting from the quick-pick dropdown or by using the Date Range boxes provided.
   b. If the user has access to multiple client mnemonics a Client Mnemonic dropdown will display listing the client mnemonics. To select multiple mnemonics, hold the shift or control key and make your selections.
2. Click the 'Submit' button. A list of all abnormal results for the date range selected will display on the screen.



Accession #	Collection Date	Patient Name	PID	Result Code	Result Name	Result Value	Abnormal Flag	Reference Range
LT_4759	01/01/2019	Lifepoint, Patient6 J	LT-10280					
				CL	Chloride	97	L	98 - 107
				K	Potassium	5.3	H	3.5 - 5.1
				GLUC	Glucose	133	H	70 - 115

3. Actions available on the Abnormal Results List page:
   a. Select the ‘Click here for printer friendly version’ link to view or print a printer friendly version of the report.
   b. Select the ‘Accession’ hyperlink to view the results of the entire accession.

MANIFEST LIST


Back to Activity Logs
Activity Logs - Manifest List
Choose Search Criteria
Priority: All Routine Stat
Temperature: All Frozen Not Frozen Ambient Refrigerated
Receiving Lab: All
Status: Un-Released All Released
Practice/Client: All QATEST ACME TNH2
Search by Date:
OR Enter a Date Range: 10/03/2020 -to- 10/03/2020
* Date format mm/dd/yyyy
Select information to be displayed on report
Check All | Clear All
Lab
Client Number
Patient
Patient ID
Client MRN
Billing
Req #
Ordered D&T
Collection D&T
Physician
Patient DOB
Room #
Tech Id
Temperature
Insurance
ABN
indPSC
User Name
Comments
Tests Ordered
AAOE
Edit Order
SUBMIT

About the Manifest List

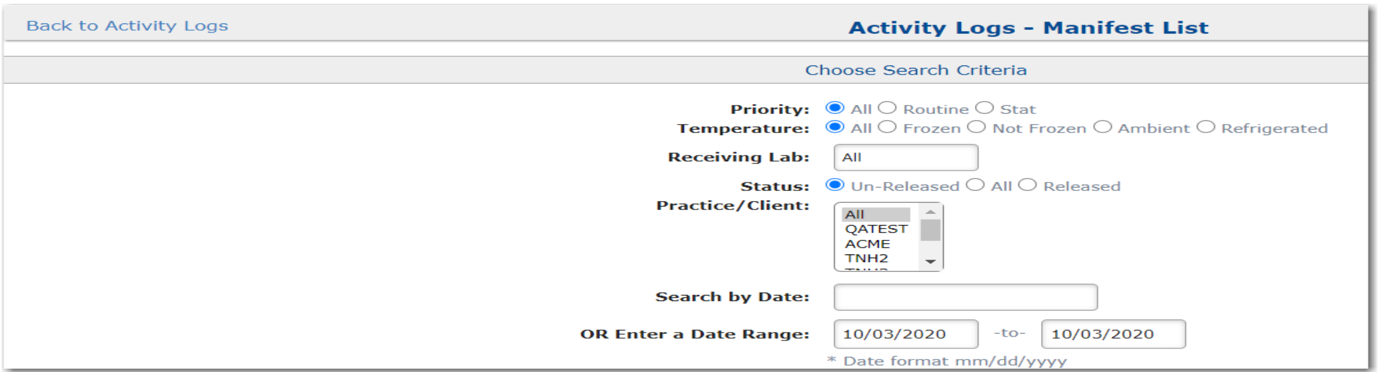
- The Manifest List is a list of all tests that were ordered during the date range selected and the search criteria chosen. It is sorted by date and requisition #. It is the 'packing slip' that will be sent to the lab with the specimens. An additional copy can also be printed for the office as a record of what was ordered.
- Requisitions can be reprinted from the Manifest List.
- If an orders interface exists, the default is that the orders will need to be released from the Manifest List. There is an option available on the User Profile tab to 'Send HL7 at Order Entry'. Selecting this option will release the order when it is submitted.

Actions Available in the Manifest List Function

1. Select the search criteria for the orders to be included on the Manifest List
2. Select the information to be displayed on the Manifest List
3. View the Manifest List
4. Print /Transmit the Manifest List and print requisitions

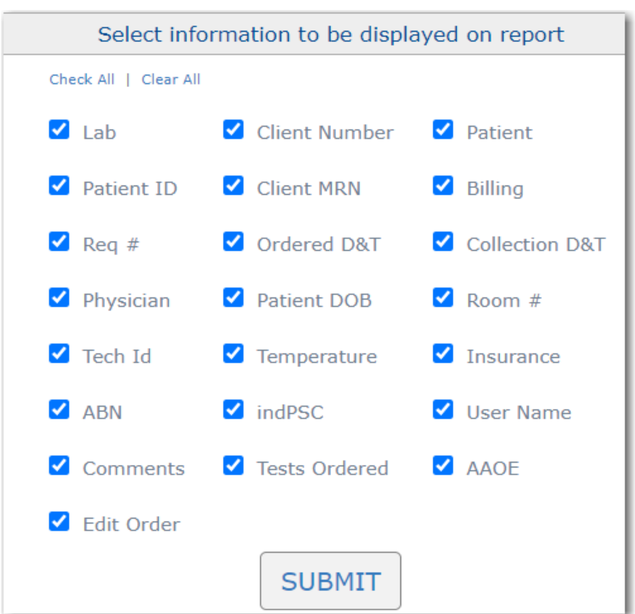
MANIFEST LIST

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



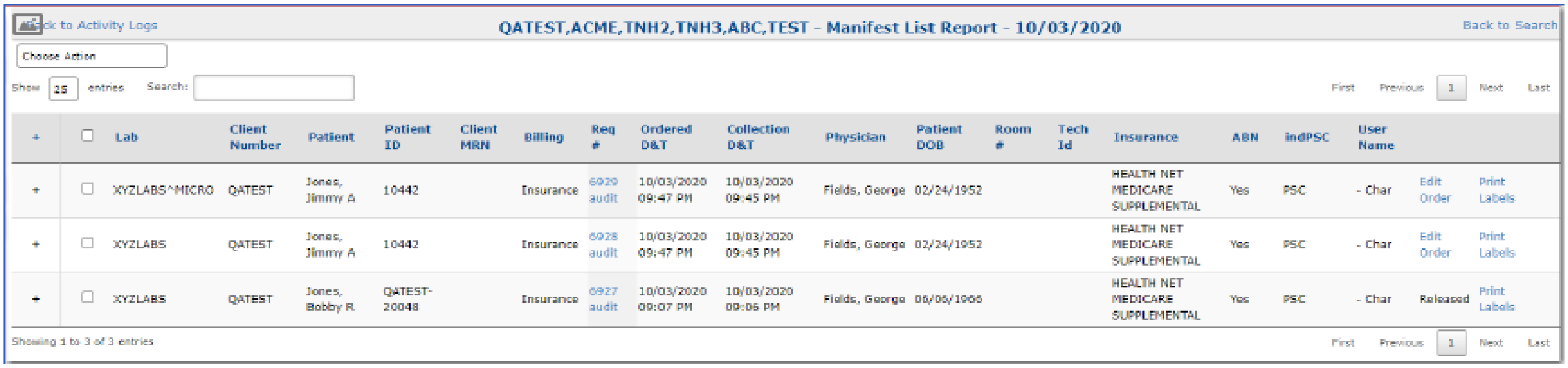
   a. Priority: Select the Priority of the orders to be included on the report.
   b. Temperature: Select the temperature of the orders to be included on the report. For this option to work the temperature must be entered in the Temperature field in the Test Dictionary in Admin Mode.
   c. Receiving Lab: Select the Receiving Lab of the orders to be included on the report.
   d. 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'.
   e. Practice/Client: 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.
   f. Search by Date: Select the date range by selecting from the quick-pick dropdown, or by using the Date Range boxes provided.

2. Select the information to be displayed on the Manifest List.

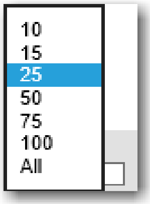


MANIFEST LIST

a. The selections can be changed, but they will only be changed for the Manifest List that is currently being generated.
b. Click the ‘Submit’ button. The Manifest List will be created and will display on the screen.

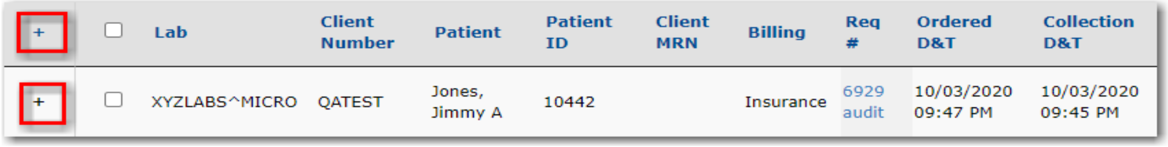


3. View the Manifest List
   a. The default is that 25 requisitions will display per page. You can use the dropdown box that is provided to change this setting.



   b. A search box is provided to enter search criteria for any of the columns displayed. This allows you to search for a patient, a requisition, a physician, etc.

   c. The default display is that the rows appear collapsed and the additional information, including the tests included in the requisition, does not display.
      i. The first column displays a ‘+’. Selecting this ‘+’ expands the row to display the additional information. This includes the tests included in the order, any AAOE, and any comments entered on the Order Review screen. Selecting the ‘+’ in the header bar expands all rows on the page.



MANIFEST LIST

ii. To hide the additional information select the '-' that now displays.

-	☐	Lab	Client Number	Patient	Patient ID	Client MRN	Billing	Req #	Ordered D&T	Collection D&T
-	☐	XYZLABS^MICRO	QATEST	Jones, Jimmy A	10442		Insurance	6929 audit	10/03/2020 09:47 PM	10/03/2020 09:45 PM

Bacterial Culture Urine Quantitative **Temp:** REFRIGERATED
Type of Urine Collection: CC

d. Select the 'Req #' link to view or print the requisition.

	☐	Lab	Patient	Patient ID	Client MRN	Req #	Ordered D&T	Collection D&T
-	☐	XYZLABS	Lifepoint, Patient M	10414		4770 audit	01/05/2019 05:14:00 PM	01/05/2019 05:14:00 PM

CREAT - Creatinine **Temp:** REFRIGERATED

e. Select the 'Audit' link to view the audit of the order.

	☐	Lab	Patient	Patient ID	Client MRN	Req #	Ordered D&T	Collection D&T
-	☐	XYZLABS	Lifepoint, Patient M	10414		4770 audit	01/05/2019 05:14:00 PM	01/05/2019 05:14:00 PM

CREAT - Creatinine **Temp:** REFRIGERATED

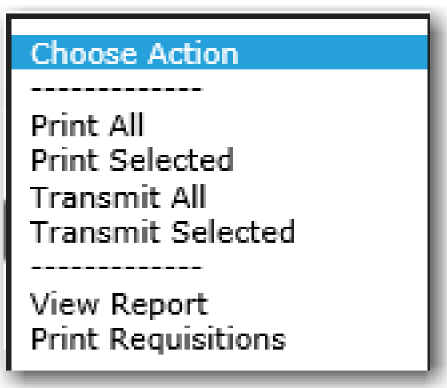
f. Select the 'Edit Order' link to edit the order.

Billing	ABN	indPSC	User Name		
Insurance		PSC	- Lifepoint - Char	Edit Order	Print Labels

MANIFEST LIST

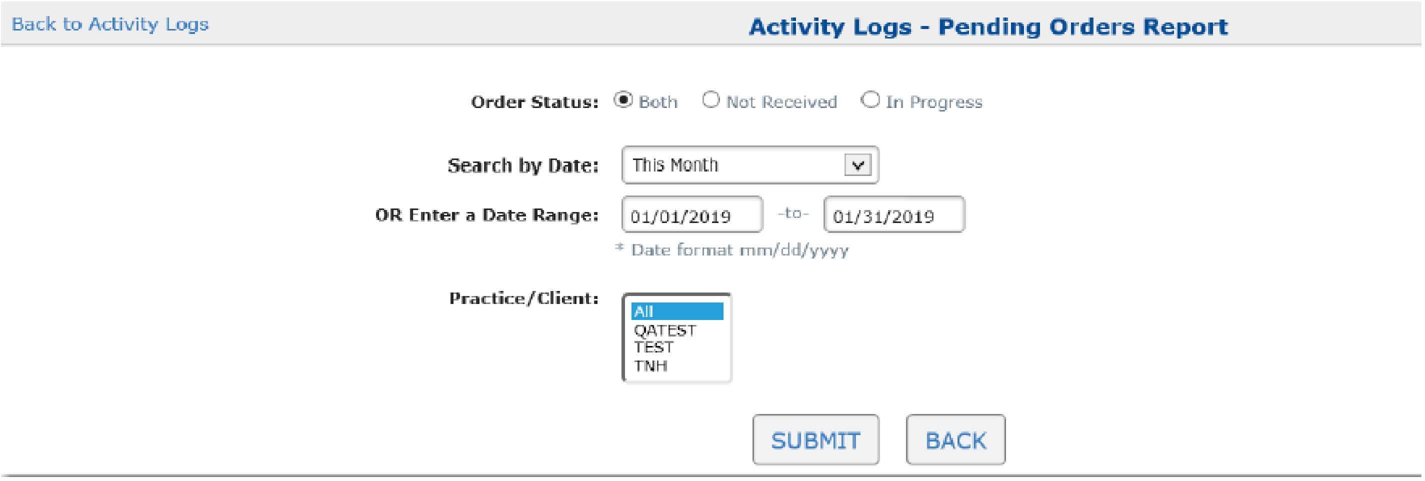
g. Select the ‘Print Labels’ link to reprint labels.

4. Print the Manifest List, Transmit the orders on the Manifest List, or Print Requisitions by selecting from the Choose Action dropdown box at the top of the page.



a. Print All: The Manifest List will print with all orders included.
b. Print Selected: The Manifest List will print with only the selected orders included.
c. 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.
d. 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.
e. View Report: The Manifest List will display in a printer friendly version.
f. Print Requisitions: The requisitions that are selected will print.

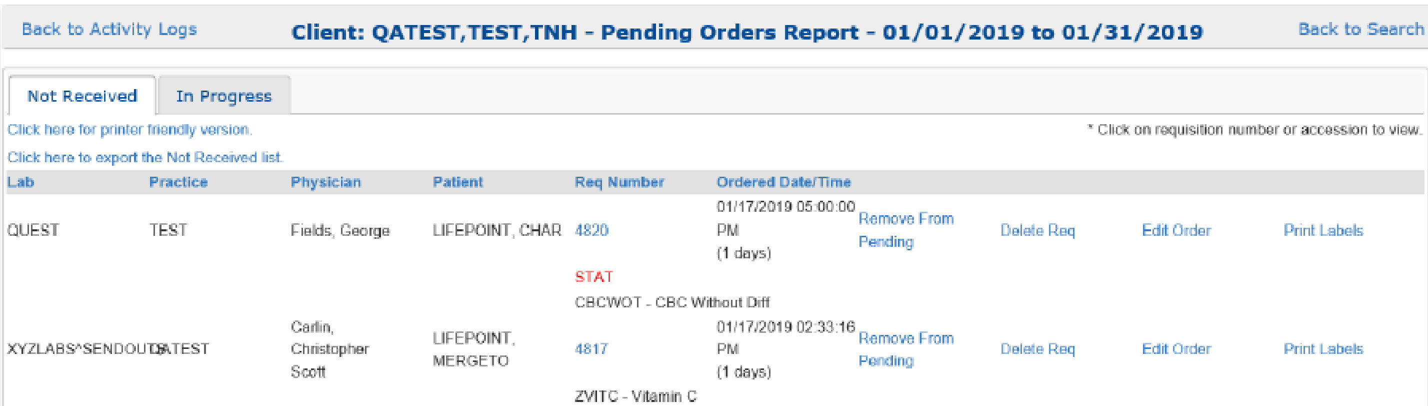
PENDING ORDERS REPORT



1. Select the Order Status to be included in the report.
2. Select the date range by selecting from the quick-pick dropdown or by using the Date Range boxes provided.
3. 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.
4. Click the ‘Submit’ button.
5. All pending orders for the Order Status, Date Range and Client Mnemonic(s) selected will display on the screen. Depending on the Order Status selected, one of the following reports will display:
    a. Not-Received: The order has been placed in Lifepoint, but no status update has been received from the Lab.
    b. In Progress: The order is in-progress at the Lab, but all results are not at a final status. When all results for the accession are ‘Final', the accession will be removed from the Pending Orders Report.
    c. Both: The Not Received and In Progress orders will display on separate tabs.

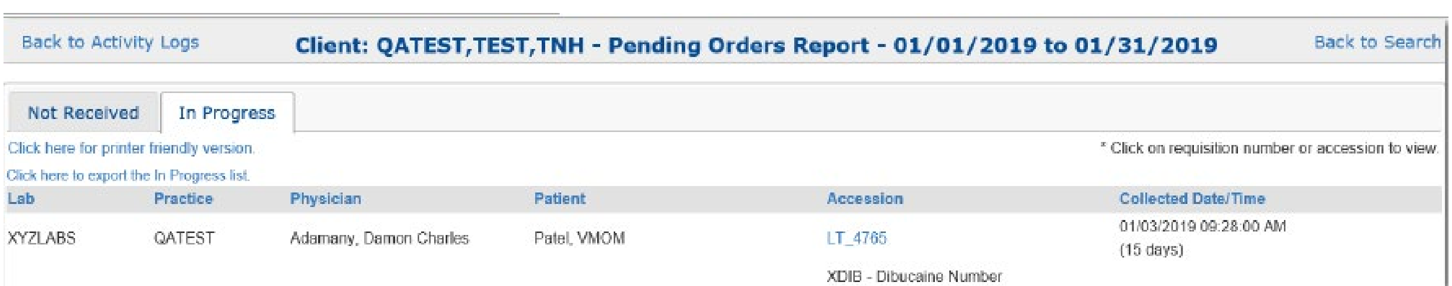
PENDING ORDERS REPORT

6. Actions available for Not Received orders:



a. Select the 'Click here to export the Not Received list' link to export the displayed list.
b. Select the 'Click here for printer friendly version' link to view or print a printer friendly version of the report.
c. Select the 'Requisition #' link to view and print the requisition.
d. Select the 'Remove from Pending' link to remove the requisition from pending. This will remove the requisition from the Not Received section of Patient History and from the Pending Orders Report. The requisition will still exist in the memory of the system for duplicate order checking, and on the Manifest List.
e. Select the 'Delete Req' link to delete all history of the requisition.
f. Select the 'Edit Order' link to edit the order.
g. Select the 'Print Labels' link to reprint the labels.

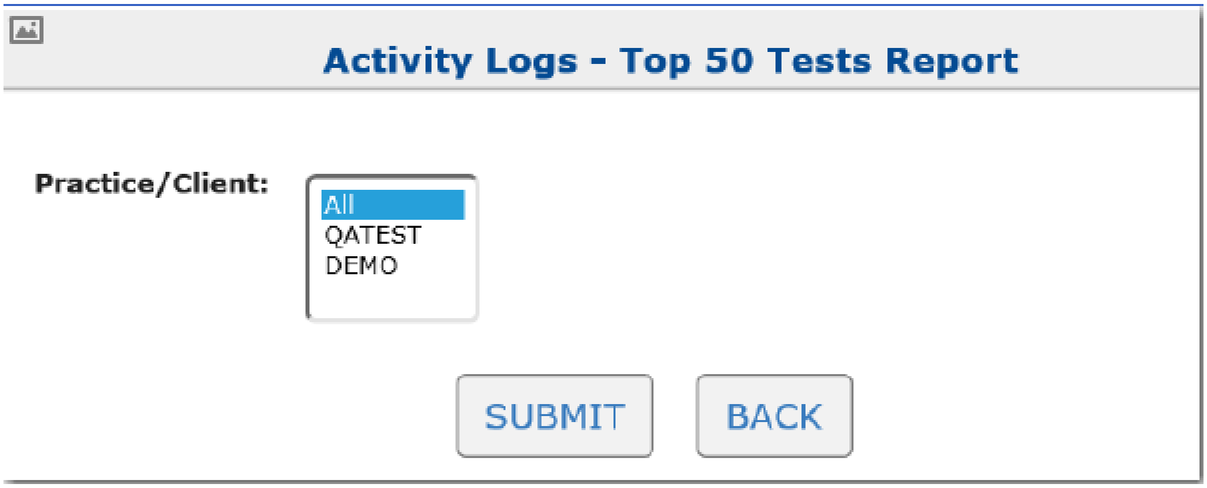
7. Actions available for In Progress orders:



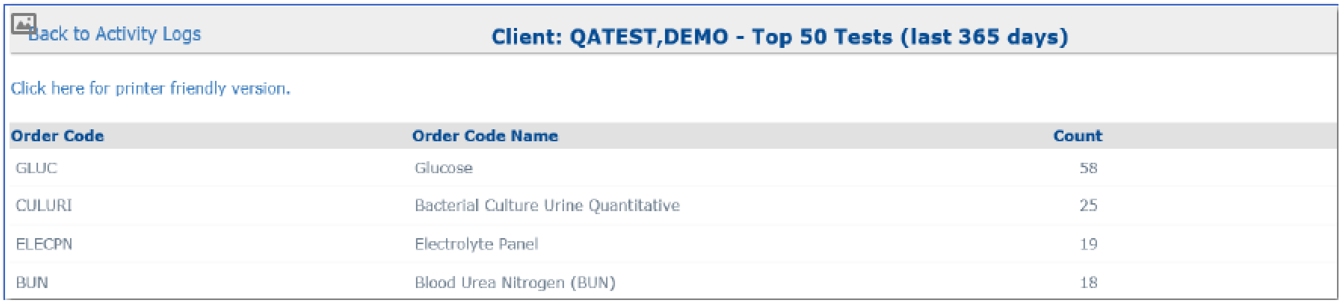
a. Select the 'Click here to export the In Progress list' link to export the displayed list.
b. Select the 'Click here for printer friendly version' link to view or print a printer friendly version of the report.
c. Select the 'Accession #' hyperlink to be directed to the detail result view of the accession.

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.



Back to Activity Logs

Client: QATEST,DEMO - Top 50 Tests (last 365 days)

Click here for printer friendly version.

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.

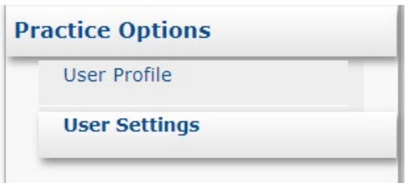
Diagnosis	Diagnosis Name	Count
R11.0	NAUSEA	281
Z79.01	LONG TERM CURRNT USE ANTICOAGULANTS	104
R11.11	VOMITING WITHOUT NAUSEA	92

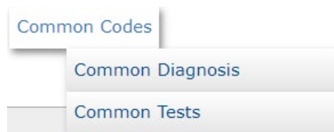
2. The report contains the top 50 diagnosis codes used by this practice in the last 365 days. It is driven by orders placed.
3. Select the 'Click here for printer friendly version' link to view or print a printer friendly version of the report.

SETTING UP CUSTOM LISTS OF COMMON CODES AND COMMON TESTS

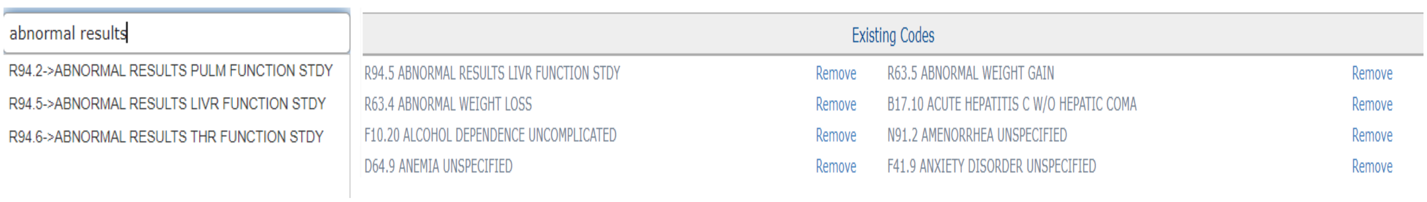
Customized lists of common diagnosis codes and common tests can be set up by facility and by sub-user.

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

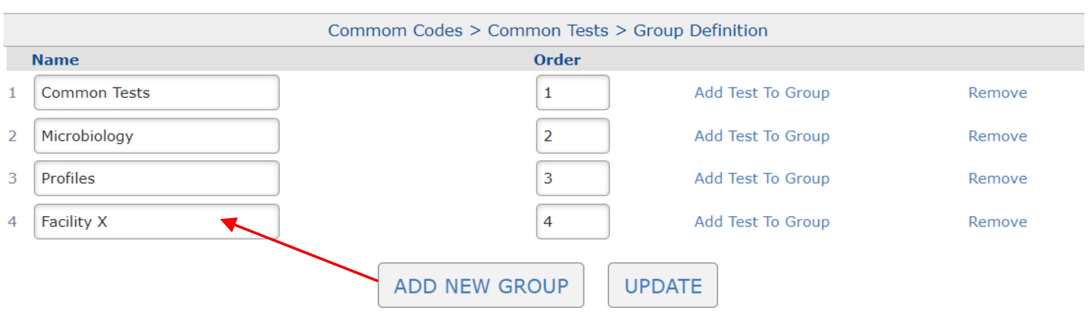




Click on **Common Diagnosis** to view your custom list. You can type keywords in the search field that will populate a list of diagnoses. Search through the list and click on your desired diagnoses to add the code to your list. You will know you have successfully added the code when "**The Diagnosis 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.



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.



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.