

TRAINING GUIDE

November 2021

LIFEPOINT LAB PORTAL

Long-Term Care For Orders and Results



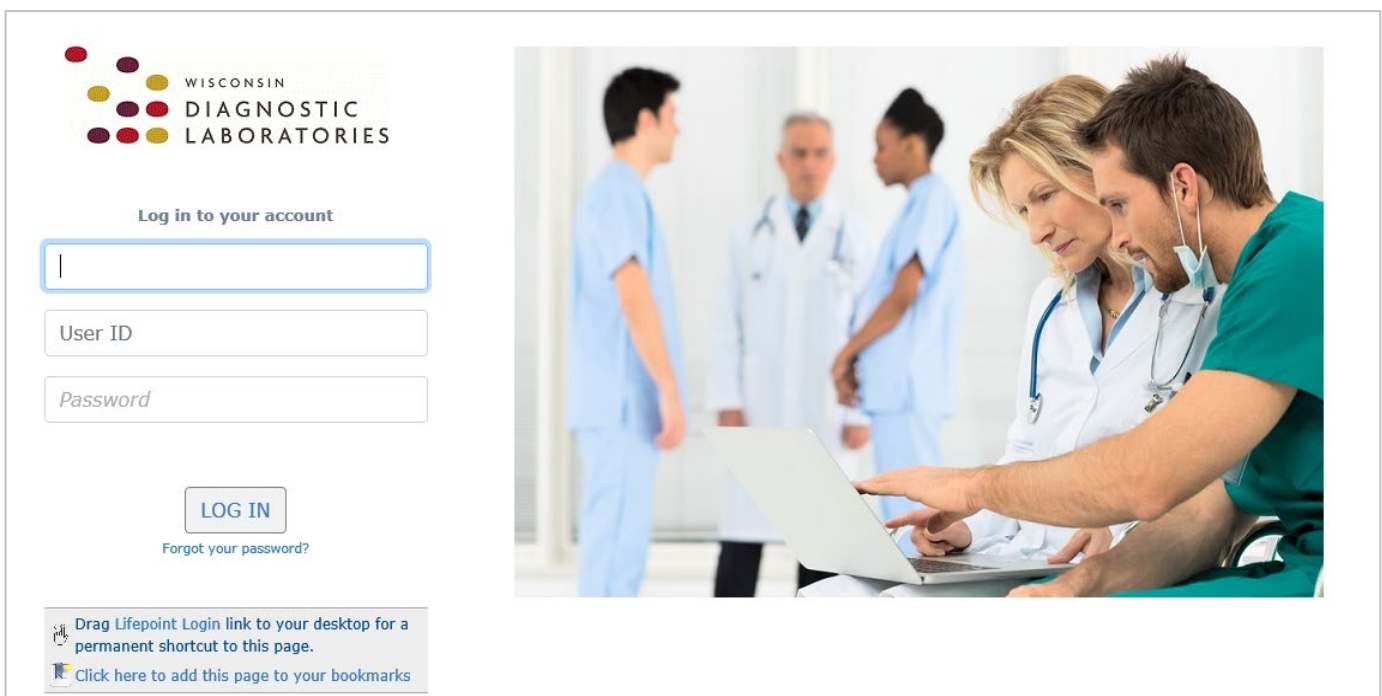
Please note that these training materials are available online through our website:
https://www.wisconsindiagnostic.com/healthcare_providers/order_a_test/

TABLE OF CONTENTS

Login Screen.....	3
Inbox.....	4
Adding a New Patient.....	5
Responsible Party.....	6
Primary and Secondary Insurance.....	7
Order Tests.....	8
Medical Necessity.....	10
Review Orders.....	12
Specimen Type and Sources.....	13
Standing/Future Orders.....	14
Standing/Expiring Orders.....	21
eAUTHORIZATION.....	22
View Reports.....	23
Print Reports.....	24
Graph Results.....	25
Graph Options.....	26
Patient History.....	27
Test Information.....	28
Abnormal Result List.....	29
Manifest List.....	30
Pending Orders Report.....	35
Top 50 Tests.....	37
Top 50 Diagnoses.....	38
Setting Up Custom Lists of Common Codes & Common Tests.....	39

LOG IN SCREEN

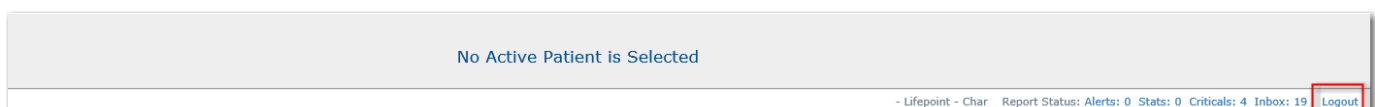
- To log in to Lifepoint, enter your Client Number, User ID, and Password. Click the 'Log In' button.
 - The Password is case sensitive.
 - When your password expires, you will be directed to the change password screen after login, where you will be required to change your password.
 - After your 3rd 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

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)

Print Selected

Print All

Print All Finals

Archive Selected

Archive All

Archive All Finals

Print/Archive Selected

Print/Archive All

Print/Archive All Finals

GO

Display All

Display All Finals

Display Partials

OK

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

- 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.

Patient Information

Responsible Party

Primary Insurance

Secondary Insurance

User Admin

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

* Required

Patient ID: GENERATE PID*

Last Name: *

First Name: *

Middle Initial:

Gender: *

Date Of Birth: / / *

Wing:

Room-Bed:

SSN: - -

Phone Number: - - *

Address: *

Address2:

City: *

State: *

Zip: *

Patient Relationship to Responsible Party: *

Must select wing and room number if drop down is available

→

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: ▼

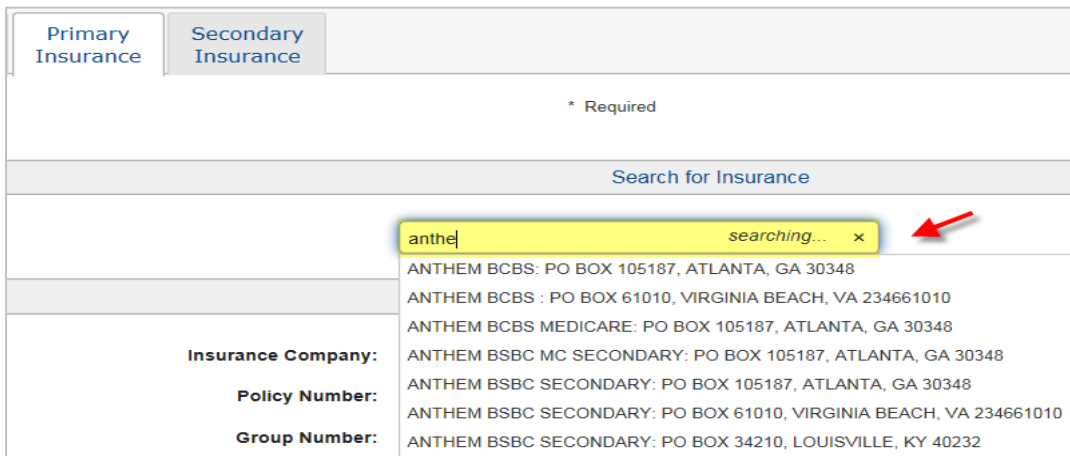
Zip:

Phone: - -

PRIMARY and SECONDARY INSURANCE

On the Primary and Secondary Insurance Tabs:

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



Primary Insurance Secondary Insurance

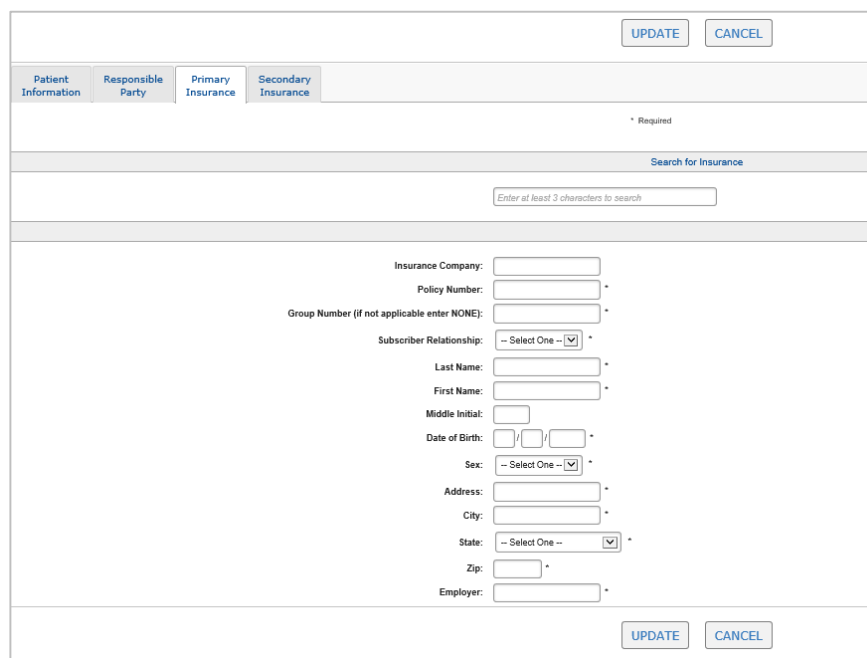
* Required

Search for Insurance

anthe searching... x

Insurance Company: 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
Policy Number: 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
Group Number: 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.
- 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

Enter at least 3 characters to search

Insurance Company:
 Policy Number: *
 Group Number (if not applicable enter NONE): *
 Subscriber Relationship: -- Select One -- ▾ *
 Last Name: *
 First Name: *
 Middle Initial:
 Date of Birth: / / *
 Sex: -- Select One -- ▾ *
 Address: *
 City: *
 State: -- Select One -- ▾ *
 Zip: *
 Employer: *

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

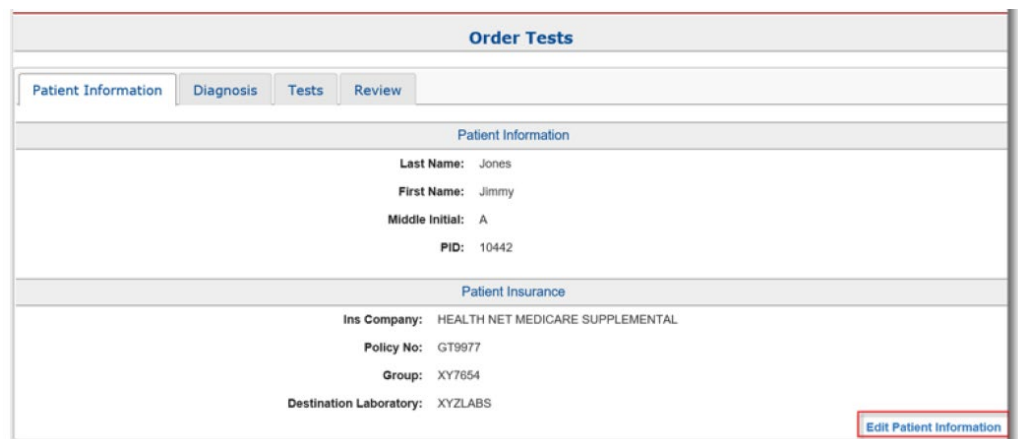
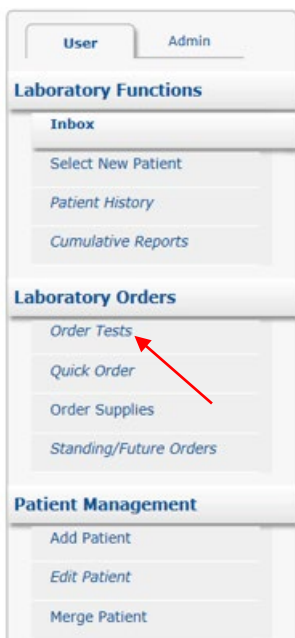
- Edit Patient Information
- Select Diagnosis Codes
- Select Tests
- Review/Add Additional Information
- Complete Order

In the Laboratory Orders Section of the Navigation Bar

- Select Order Tests

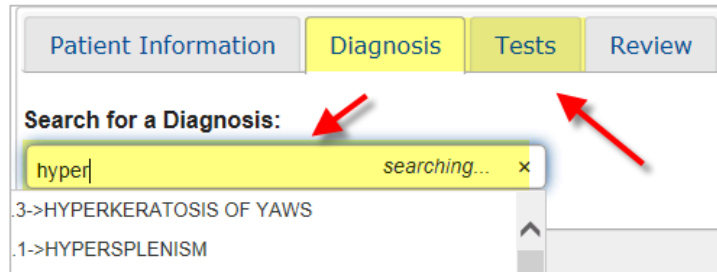
On the Patient Information Tab:

- 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.



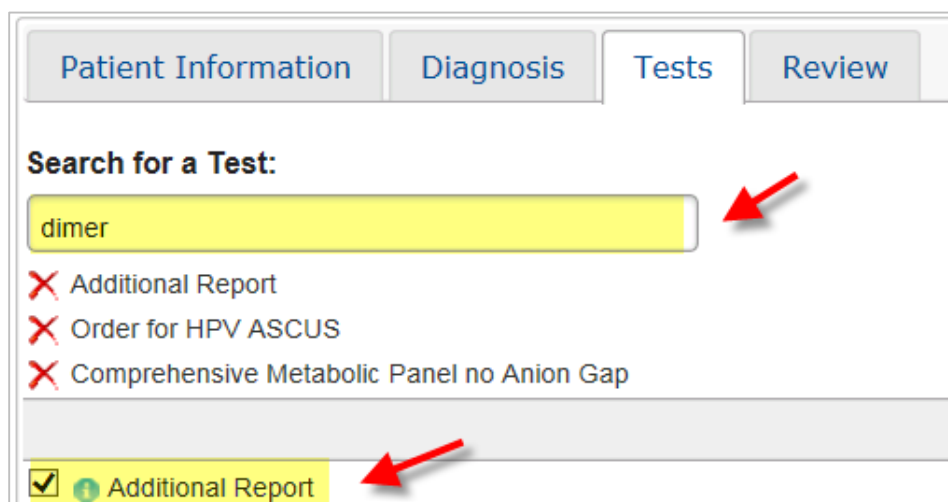
On the Diagnosis Tab

- 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



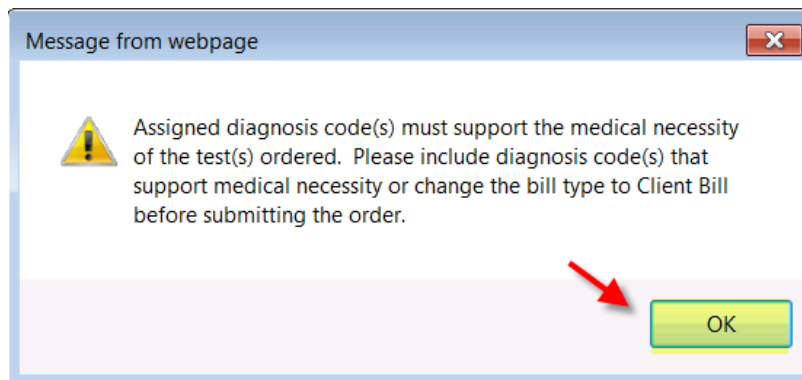
On the Tests tab

- 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.

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 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.

Order Tests

Patient Information

Diagnosis

Tests

Review

ORDER

STANDING ORDER

CANCEL

Add Code	Code	Selected Diagnosis
Remove	Z79.01	LONG TERM CURRNT USE ANTICOAGULANTS

Add Test	Ordered Test	Medicare Flag	Covered Diagnosis Codes	Questions
Remove	Prothrombin Time			Update Questions

Additional Information

Collection Date:

Collection Time:

Priority: Routine Stat

Fasting Status: Fasting Random Unknown

* Ordering Provider: SEARCH

* Bill To:

Wing:

Room:

On Site Draw Lab Collect

Draw Location:

Comments:

ORDER

STANDING ORDER

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:

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

Order Tests

Patient Information | Diagnosis | Tests | Review

Add Code	Code	Selected Diagnosis
Remove	Z79.01	LONG TERM CURRNT USE ANTICOAGULANTS

Add Test	Ordered Test	Medicare Flag	Covered Diagnosis Codes	Questions
Remove	Prothrombin Time			Update Questions

Additional Information

Enter date of
FIRST draw

Collection Date:

Collection Time:

Priority: Routine Stat

Fasting Status: Fasting Random Unknown

* Ordering Provider:

* Bill To:

Wing:

Room:

On Site Draw Lab Collect

Draw Location:

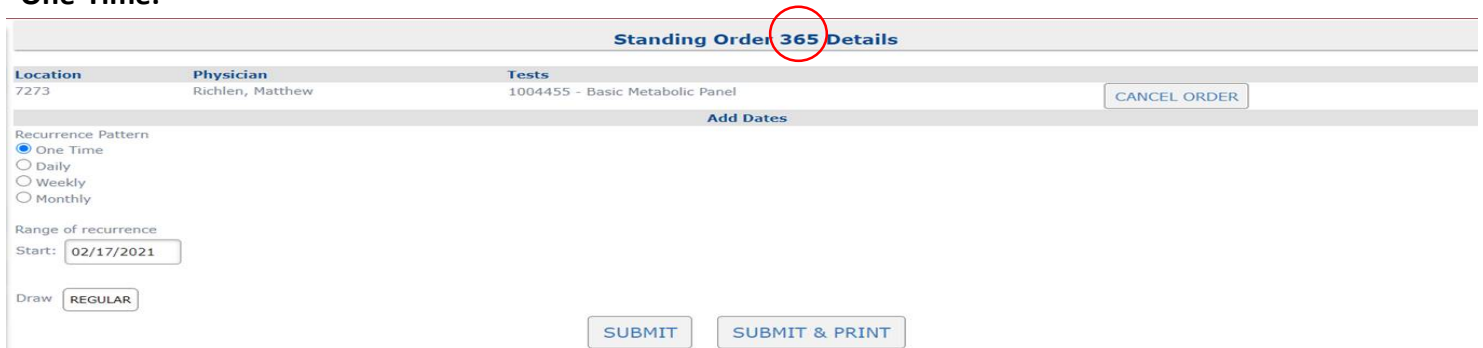
Comments:

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:



Standing Order 365 Details

Location	Physician	Tests
7273	Richlen, Matthew	1004455 - Basic Metabolic Panel

[CANCEL ORDER](#)

[Add Dates](#)

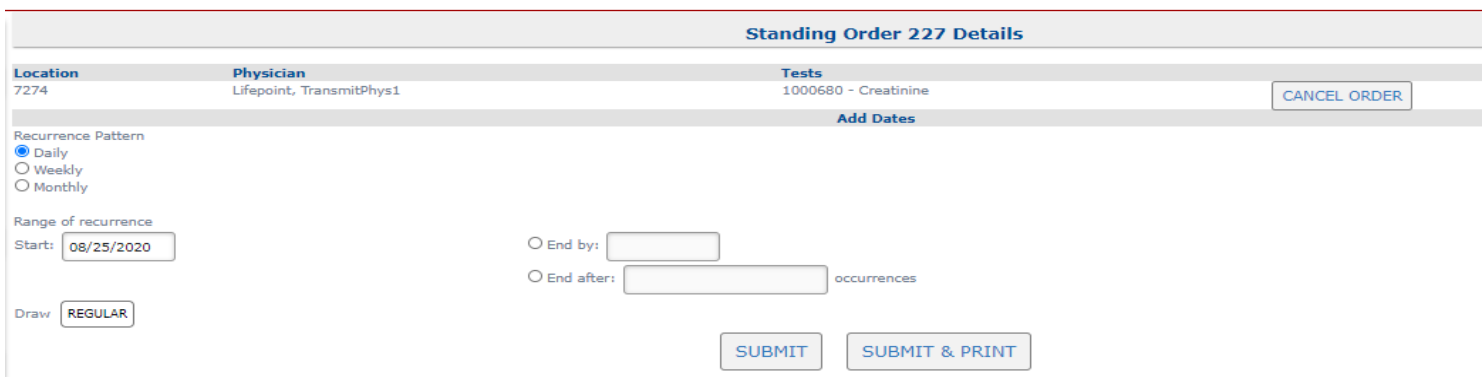
Recurrence Pattern
 One Time
 Daily
 Weekly
 Monthly

Range of recurrence
 Start:

Draw

[SUBMIT](#) [SUBMIT & PRINT](#)

Daily:



Standing Order 227 Details

Location	Physician	Tests
7274	Lifepoint, TransmitPhys1	1000680 - Creatinine

[CANCEL ORDER](#)

[Add Dates](#)

Recurrence Pattern
 Daily
 Weekly
 Monthly

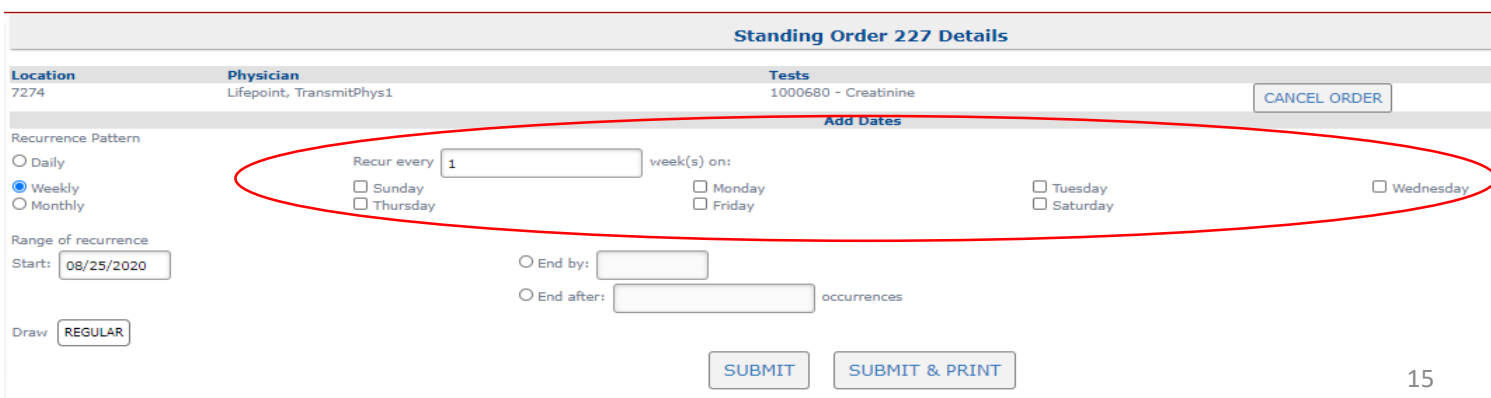
Range of recurrence
 Start: End by:
 End after: occurrences

Draw

[SUBMIT](#) [SUBMIT & PRINT](#)

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 Order 227 Details

Location	Physician	Tests
7274	Lifepoint, TransmitPhys1	1000680 - Creatinine

[CANCEL ORDER](#)

[Add Dates](#)

Recurrence Pattern
 Daily
 Weekly
 Monthly

Recur every week(s) on:
 Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

Range of recurrence
 Start: End by:
 End after: occurrences

Draw

[SUBMIT](#) [SUBMIT & PRINT](#)

STANDING/FUTURE ORDERS

Monthly:

Standing Order 227 Details

Location	Physician	Tests	
7274	Lifepoint, TransmitPhys1	1000680 - Creatinine	CANCEL ORDER

[Add Dates](#)

Recurrence Pattern

Daily
 Weekly
 Monthly

The of every month(s)

Range of recurrence

Start:

End by:
 End after: occurrences

Draw:

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 Order 227 Details

Location	Physician	Tests	
7274	Lifepoint, TransmitPhys1	1000680 - Creatinine	CANCEL ORDER

[Add Dates](#)

Recurrence Pattern

Daily
 Weekly
 Monthly

Recur every week(s) on:

Sunday
 Thursday
 Monday
 Friday
 Tuesday
 Saturday
 Wednesday

Range of recurrence

Start:

End by:
 End after: occurrences

Draw:

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							
	Standing #	Date	Time	OrderedName			
<input type="button" value="ADD"/>	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	
<input type="button" value="CANCEL ALL"/>	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.**



Order Requisition

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

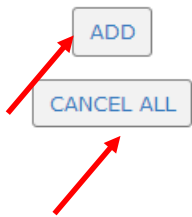
Patient Information		Requesting Location	
XXXTEST, ABBY 7606 W State St WAUWATOSA, WI 53213 (414) 805-9228 Ptid: 50000852741 Office ID:	DOB: 05/06/1978 Age: 42 Gender: F Marital Status: Employer: Race:	Lindengrove-Menomonee Falls (A Wing) 13700 W National Ave New Berlin, WI 53151 Phone:(262) 797-4600 Fax:262-780-4760	
Billing Information - Insurance Bill			
Primary: ANTHEM BCBS MEDICARE PO BOX 105187 ATLANTA, GA 30348 Insured Self Subscriber Name XXXTEST, ABBY Subscriber 7606 W State St Address WAUWATOSA, WI 53213 Gender/DOB: Female 05/06/1978 Group: NONE Policy Number: 77747747	Secondary:	Tertiary:	
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						
Standing #	Date	Time	OrderedName	Edit	Cancel	
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

Standing #	Date	Time	OrderedName	Edit	Cancel
357	02/22/2021	REGULAR	2500100 - Prothrombin Time	Edit	Cancel
359	03/23/2021	REGULAR	2500100 - Prothrombin Time	Edit	Cancel
357	04/26/2021	REGULAR	2500100 - Prothrombin Time	Edit	Cancel
357	05/24/2021	REGULAR	2500100 - Prothrombin Time	Edit	Cancel
357	06/28/2021	REGULAR	2500100 - Prothrombin Time	Edit	Cancel
357	07/26/2021	REGULAR	2500100 - Prothrombin Time	Edit	Cancel
357	08/23/2021	REGULAR	2500100 - Prothrombin Time	Edit	Cancel
357	09/27/2021	REGULAR	2500100 - Prothrombin Time	Edit	Cancel
357	10/25/2021	REGULAR	2500100 - Prothrombin Time	Edit	Cancel
357	11/22/2021	REGULAR	2500100 - Prothrombin Time	Edit	Cancel
357	12/27/2021	REGULAR	2500100 - Prothrombin Time	Edit	Cancel
357	01/24/2022	REGULAR	2500100 - Prothrombin Time	Edit	Cancel

Click on Edit

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

Location: 7273 Physician: Richlen, Matthew Tests: 2500100 - Prothrombin Time

EDIT 07/26/2021 CANCEL 07/26/2021

Change Date

07/26/2021 to Draw:

SUBMIT

Existing Standing / Future Orders

ADD CANCEL ALL

Standing #	Date	Time	OrderedName	Edit	Cancel
357	02/22/2021	REGULAR	2500100 - Prothrombin Time	Edit	Cancel
359	03/23/2021	REGULAR	2500100 - Prothrombin Time	Edit	Cancel
357	04/26/2021	REGULAR	2500100 - Prothrombin Time	Edit	Cancel
357	05/24/2021	REGULAR	2500100 - Prothrombin Time	Edit	Cancel
357	06/28/2021	REGULAR	2500100 - Prothrombin Time	Edit	Cancel
357	07/26/2021	REGULAR	2500100 - Prothrombin Time	Edit	Cancel
357	08/23/2021	REGULAR	2500100 - Prothrombin Time	Edit	Cancel
357	09/27/2021	REGULAR	2500100 - Prothrombin Time	Edit	Cancel
357	10/25/2021	REGULAR	2500100 - Prothrombin Time	Edit	Cancel
357	11/22/2021	REGULAR	2500100 - Prothrombin Time	Edit	Cancel
357	12/27/2021	REGULAR	2500100 - Prothrombin Time	Edit	Cancel
357	01/24/2022	REGULAR	2500100 - Prothrombin Time	Edit	Cancel

1. Change date to reflect new draw date

2. Click Submit

Location: 7273 Physician: Richlen, Matthew Tests: 2500100 - Prothrombin Time

EDIT DETAILS CANCEL ORDER

Add Dates

Recurrence Pattern

One Time Daily Weekly Monthly

Range of recurrence

Start:

Draw:

SUBMIT **SUBMIT & PRINT**

Click on One Time

Change date to reflect new draw date

Click 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

User Admin

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

Patient Search

Match Type

Starts With Exact

Last Name:

First Name:

DOB: / /

Patient ID:

Physician:

Req Number:

Search Date: Select a date range

OR

Enter a date range (mm/dd/yyyy).

-to-

SEARCH

Existing Standing / Future Orders

ADD

CANCEL ALL

Standing #	Date	Time	OrderedName	Edit	Cancel
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	Edit	Cancel
227	09/08/2020	AM	1000680 - Creatinine	Edit	Cancel
227	09/13/2020	AM	1000680 - Creatinine	Edit	Cancel
227	09/22/2020	AM	1000680 - Creatinine	Edit	Cancel
229	10/06/2020	REGULAR	1000630 - Potassium	Edit	Cancel
229	11/03/2020	REGULAR	1000710 - Magnesium	Edit	Cancel
229	12/01/2020	REGULAR	1000630 - Potassium	Edit	Cancel
229	01/05/2021	REGULAR	1000710 - Magnesium	Edit	Cancel
229	02/02/2021	REGULAR	1000630 - Potassium	Edit	Cancel
229	03/02/2021	REGULAR	1000710 - Magnesium	Edit	Cancel
229	04/06/2021	REGULAR	1000630 - Potassium	Edit	Cancel
229	05/04/2021	REGULAR	1000710 - Magnesium	Edit	Cancel
229	06/01/2021	REGULAR	1000630 - Potassium	Edit	Cancel
			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 if the labs expiring should be ordered or left to expire. Unless otherwise specified, all lab orders expire after 1 year.

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

User Admin

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 ➔

Patient Search

Last Name:

First Name:

DOB: / /

Patient ID:

Physician:

Req Number:

Search Date: Select a date range

OR
Enter a date range (mm/dd/yyyy).
 -to-

Match Type

Starts With	<input checked="" type="radio"/>	<input type="radio"/>
Exact	<input type="radio"/>	<input checked="" type="radio"/>

Activity Logs

Reports

Choose a Report

- Abnormal Results List
- Manifest List
- NoPid / Ident List
- Pending Orders Report
- Standing / Future Orders ➔
- Supply Order List
- Tests by Date
- Top 50 Tests

Activity Logs - Standing Order Reports

Back to Activity Logs

- Standard Draw
- Completed
- Expiring ➔

Activity Logs - Standing/Future Orders Expiring List

Back to Activity Logs

Choose Search Criteria

Search by Date:

OR Enter a Date Range: -to-

Practice/Client:

Time:

Sort By: Room Patient

Page Break: Yes No

Show Diagnosis: Yes No

Show AAOEs: Yes No

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


Lifepoint, Don
Patient ID: 10025

Male | DOB: 11/11/1948 | Age: 71
SSN: 321-32-3912
Address: 4 Test St, Testerville, AL 43333
Insurance: A & I BENEFIT

- Lifepoint - Char Report Status: Alerts: 0 Stats: 0

Separate Report Navigation: Previous | Next

[Print](#) [Audit](#) [View Req](#)

Order	Name	Col Date	Col Time
LT_1683	Lifepoint, Don	04/02/2020	01:20:00 AM
Test Name	Results	Units	Range
 Folate	Cancelled		
Ordered in error			
Ordered in error			

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

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

Inbox (10 days)

Print Selected [v] Display All [v] Results Per Page: 25 [v] Records 1 - 25 of 93

<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.

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

Separate Report Navigation: Previous | Reviewed

Print Audit

Order	Name	Col Date	Col Time
759639410	XXXTEST, 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	

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

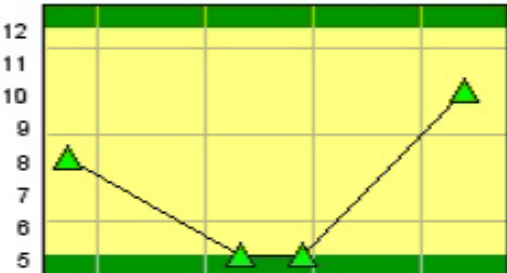
Order	Name
1-13-288-0032	XXXTEST, WAM 1
Test Name	Results
  CBC and Differential	
WBC	5.9

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](#)

 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

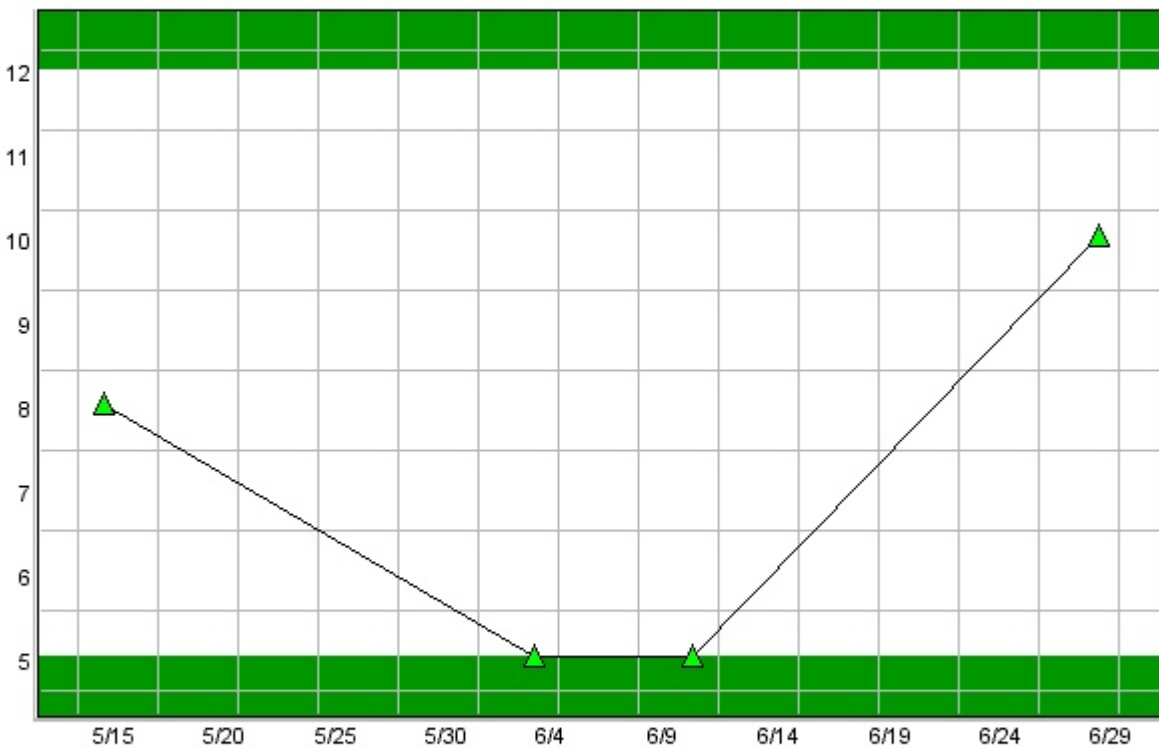
The Large Graph includes more options below the graph including changing the color, the data point shape and size, and shading preferences. Each shape or data point on the graph represents one test.

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



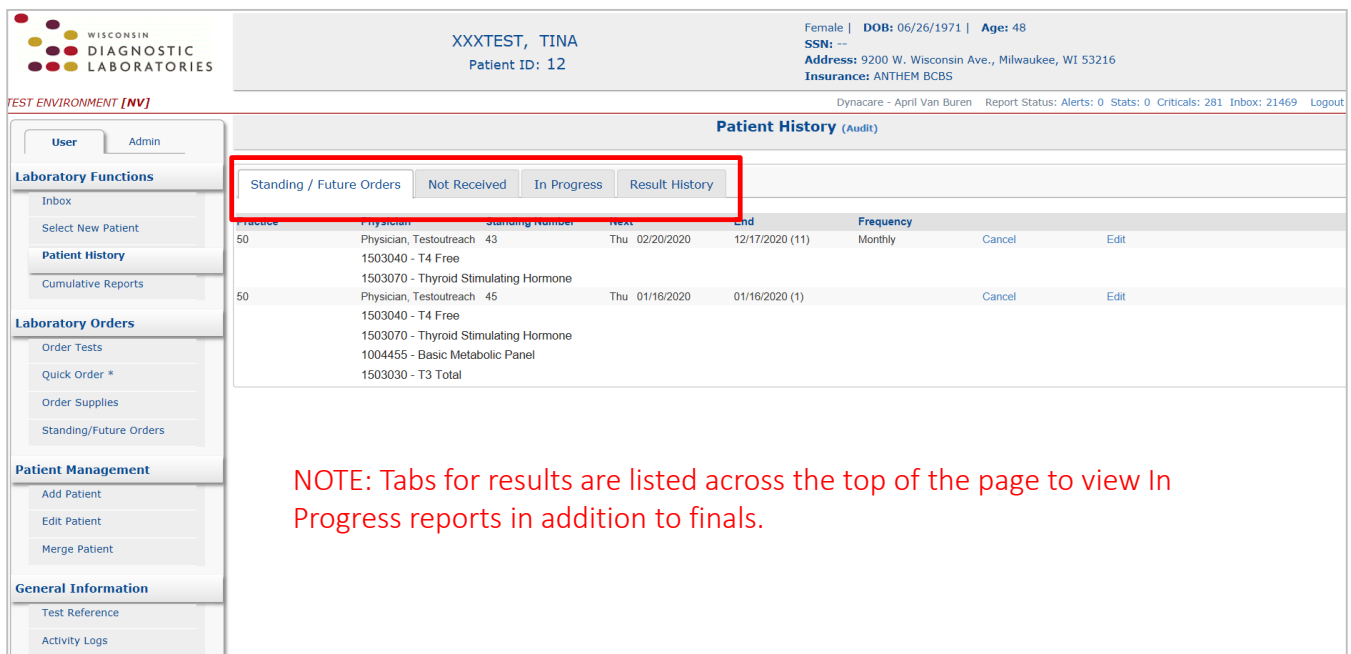
Non numeric data not present on graph.

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)



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

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							

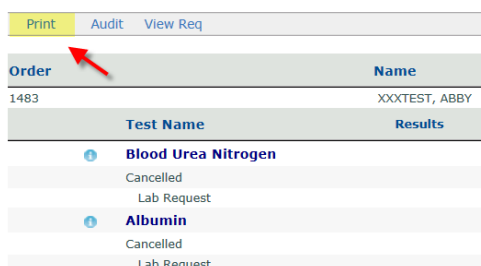
NOTE: Tabs for results are listed across the top of the page to view In Progress reports in addition to finals.

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

ABNORMAL RESULT LIST

[Back to Activity Logs](#)
Activity Logs - Abnormal Result List

Search by Date:

OR Enter a Date Range: -to-

* Date format mm/dd/yyyy

Practice/Client:

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.

Back to Activity Logs	Client: QATEST,TEST,TNH - Abnormal Result List - 01/01/2019 to 01/31/2019						Back to Search	
Click here for printer friendly version.							Records 1 - 3 of 3	
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:

Status: Un-Released All Released

Practice/Client:

All
 QATEST
 ACME
 TNH2
 ...

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"/> Client Number	<input checked="" type="checkbox"/> Patient
<input checked="" type="checkbox"/> Patient ID	<input checked="" type="checkbox"/> Client MRN	<input checked="" type="checkbox"/> Billing
<input checked="" type="checkbox"/> Req #	<input checked="" type="checkbox"/> Ordered D&T	<input checked="" type="checkbox"/> Collection D&T
<input checked="" type="checkbox"/> Physician	<input checked="" type="checkbox"/> Patient DOB	<input checked="" type="checkbox"/> Room #
<input checked="" type="checkbox"/> Tech Id	<input checked="" type="checkbox"/> Temperature	<input checked="" type="checkbox"/> Insurance
<input checked="" type="checkbox"/> ABN	<input checked="" type="checkbox"/> indPSC	<input checked="" type="checkbox"/> User Name
<input checked="" type="checkbox"/> Comments	<input checked="" type="checkbox"/> Tests Ordered	<input checked="" type="checkbox"/> AAOE
<input checked="" type="checkbox"/> Edit Order		

About the Manifest List

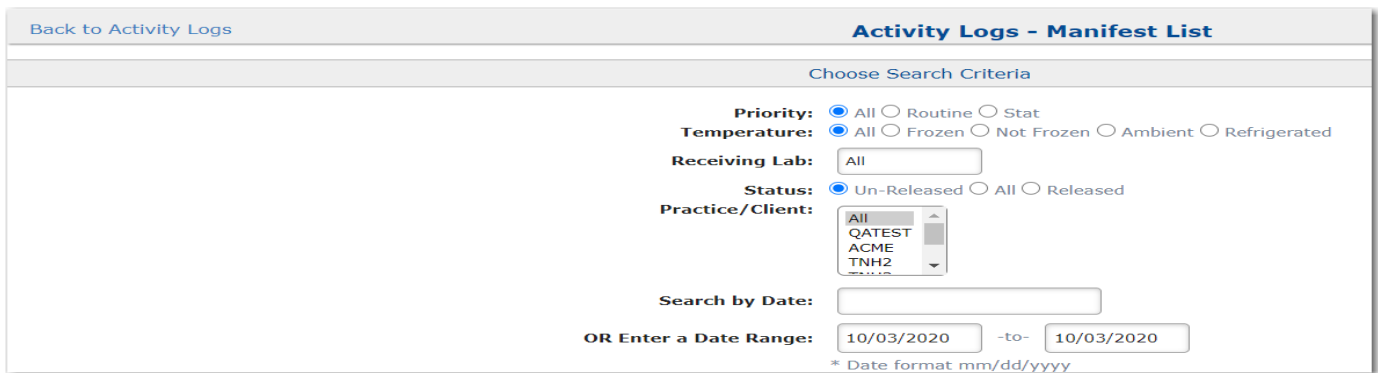
- The Manifest List is a list of all tests that were ordered during the date range selected and the search criteria chosen. It is sorted by date and requisition #. It is the 'packing slip' that will be sent to the lab with the specimens. An additional copy can also be printed for the office as a record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



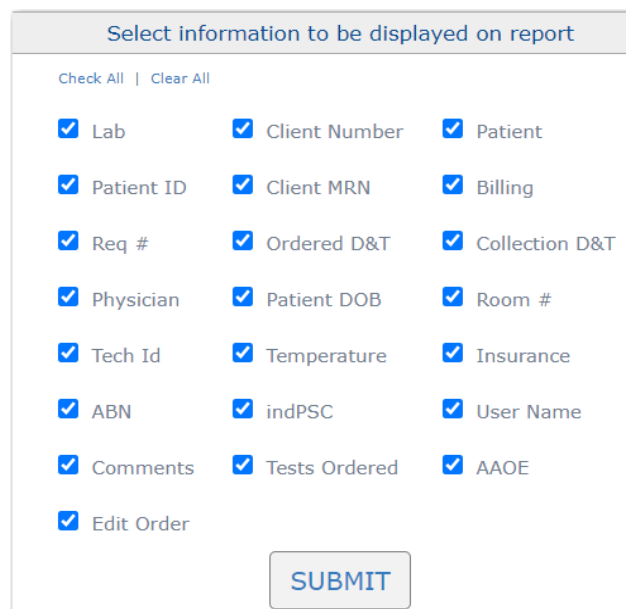
[Back to Activity Logs](#) **Activity Logs - Manifest List**

Choose Search Criteria

Priority: All Routine Stat
Temperature: All Frozen Not Frozen Ambient Refrigerated
Receiving Lab:
Status: Un-Released All Released
Practice/Client:
 All
 QATEST
 ACME
 TNH2
 ...
Search by Date:
OR Enter a Date Range: -to-
* Date format mm/dd/yyyy

- 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.



Select information to be displayed on report

[Check All](#) | [Clear All](#)

<input checked="" type="checkbox"/> Lab	<input checked="" type="checkbox"/> Client Number	<input checked="" type="checkbox"/> Patient
<input checked="" type="checkbox"/> Patient ID	<input checked="" type="checkbox"/> Client MRN	<input checked="" type="checkbox"/> Billing
<input checked="" type="checkbox"/> Req #	<input checked="" type="checkbox"/> Ordered D&T	<input checked="" type="checkbox"/> Collection D&T
<input checked="" type="checkbox"/> Physician	<input checked="" type="checkbox"/> Patient DOB	<input checked="" type="checkbox"/> Room #
<input checked="" type="checkbox"/> Tech Id	<input checked="" type="checkbox"/> Temperature	<input checked="" type="checkbox"/> Insurance
<input checked="" type="checkbox"/> ABN	<input checked="" type="checkbox"/> indPSC	<input checked="" type="checkbox"/> User Name
<input checked="" type="checkbox"/> Comments	<input checked="" type="checkbox"/> Tests Ordered	<input checked="" type="checkbox"/> AAOE
<input checked="" type="checkbox"/> Edit Order		

SUBMIT

MANIFEST LIST

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

Back to Activity Logs Back to Search

Choose Action

Show entries Search:

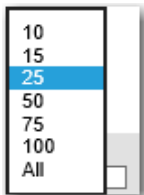
First Previous Next Last

	Lab	Client Number	Patient	Patient ID	Client MRN	Billing	Req #	Ordered D&T	Collection D&T	Physician	Patient DOB	Room #	Tech Id	Insurance	ABN	IndPSC	User Name		
+	<input type="checkbox"/>	XYZLABS^MICRO	QATEST	Jones, Jimmy A	10442	Insurance	6920 audit	10/03/2020 09:47 PM	10/03/2020 09:45 PM	Fields, George	02/24/1952			HEALTH NET MEDICARE SUPPLEMENTAL	Yes	PSC	- Char	Edit Order	Print Labels
+	<input type="checkbox"/>	XYZLABS	QATEST	Jones, Jimmy A	10442	Insurance	6928 audit	10/03/2020 09:47 PM	10/03/2020 09:45 PM	Fields, George	02/24/1952			HEALTH NET MEDICARE SUPPLEMENTAL	Yes	PSC	- Char	Edit Order	Print Labels
+	<input type="checkbox"/>	XYZLABS	QATEST	Jones, Bobby R	QATEST-20048	Insurance	6927 audit	10/03/2020 09:07 PM	10/03/2020 09:06 PM	Fields, George	05/05/1966			HEALTH NET MEDICARE SUPPLEMENTAL	Yes	PSC	- Char	Released	Print Labels

Showing 1 to 3 of 3 entries First Previous Next Last

3. View the Manifest List

- The default is that 25 requisitions will display per page. You can use the dropdown box that is provided to change this setting.



- 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.

Show entries

Search:

- The default display is that the rows appear collapsed and the additional information, including the tests included in the requisition, does not display.
 - 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.

+	Lab	Client Number	Patient	Patient ID	Client MRN	Billing	Req #	Ordered D&T	Collection D&T
+	<input type="checkbox"/>	XYZLABS^MICRO	QATEST	Jones, Jimmy A	10442	Insurance	6929 audit	10/03/2020 09:47 PM	10/03/2020 09:45 PM

MANIFEST LIST

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

<input type="checkbox"/>	Lab	Client Number	Patient	Patient ID	Client MRN	Billing	Req #	Ordered D&T	Collection D&T
<input type="checkbox"/>	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.

<input type="checkbox"/>	Lab	Patient	Patient ID	Client MRN	Req #	Ordered D&T	Collection D&T
<input type="checkbox"/>	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.

<input type="checkbox"/>	Lab	Patient	Patient ID	Client MRN	Req #	Ordered D&T	Collection D&T
<input type="checkbox"/>	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

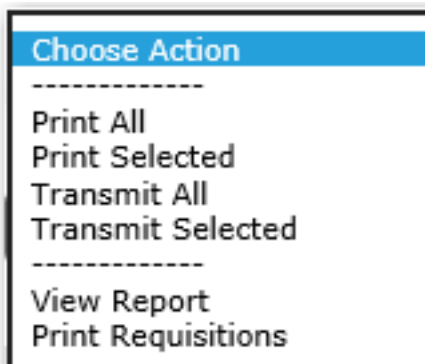
[Edit Order](#) [Print Labels](#)

MANIFEST LIST

g. Select the 'Print Labels' link to reprint labels.

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



- 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.
- 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.

PENDING ORDERS REPORT

Back to Activity Logs
Activity Logs - Pending Orders Report

Order Status: Both Not Received In Progress

Search by Date:

OR Enter a Date Range: -to-

* Date format mm/dd/yyyy

Practice/Client:

All
 QATEST
 TEST
 TNH

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:

Back to Activity Logs		Client: QATEST,TEST,TNH - Pending Orders Report - 01/01/2019 to 01/31/2019				Back to Search			
Not Received		In Progress							
Click here for printer friendly version.				* Click on requisition number or accession to view.					
Click here to export the Not Received list.									
Lab	Practice	Physician	Patient	Req Number	Ordered Date/Time				
QUEST	TEST	Fields, George	LIFEPOINT, CHAR	4820	01/17/2019 05:00:00 PM (1 days)	Remove From Pending	Delete Req	Edit Order	Print Labels
				STAT					
				CBCWOT - CBC Without Diff					
XYZLABS*SENDOUT	QATEST	Carlin, Christopher Scott	LIFEPOINT, MERGETO	4817	01/17/2019 02:33:16 PM (1 days)	Remove From Pending	Delete Req	Edit Order	Print Labels
				ZVITC - Vitamin C					

- Select the 'Click here to export the Not Received list' link to export the displayed list.
- Select the 'Click here for printer friendly version' link to view or print a printer friendly version of the report.
- Select the 'Requisition #' link to view and print the requisition.
- 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.
- Select the 'Delete Req' link to delete all history of the requisition.
- Select the 'Edit Order' link to edit the order.
- Select the 'Print Labels' link to reprint the labels.

7. Actions available for In Progress orders:

Back to Activity Logs		Client: QATEST,TEST,TNH - Pending Orders Report - 01/01/2019 to 01/31/2019				Back to Search	
Not Received		In Progress					
Click here for printer friendly version.				* Click on requisition number or accession to view.			
Click here to export the In Progress list.							
Lab	Practice	Physician	Patient	Accession	Collected Date/Time		
XYZLABS	QATEST	Adamany, Damon Charles	Patel, VMOM	LT_4765	01/03/2019 09:28:00 AM (15 days)		
				XDIB - Dibucaine Number			

- Select the 'Click here to export the In Progress list' link to export the displayed list.
- Select the 'Click here for printer friendly version' link to view or print a printer friendly version of the report.
- 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.



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>