Effective Wednesday, February 5, 8:00am CST, the LifePoint portal will reflect upgrades and improvements to the user experience. The overall functionality will remain the same, but you will notice a few minor changes to some of the page layouts and views. These training materials will be available online at our website: https://www.wisconsindiagnostic.com/healthcare_providers/order_a_test/

If you have any questions on using LifePoint, please contact a member of our Business Development team.

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Effective Wednesday, February 5, 8:00am CST, the LifePoint portal will reflect upgrades and improvements to the user experience. The overall functionality will remain the same, but you will notice a few minor changes to some of the page layouts and views.

LOG IN SCREEN

Your username and password will remain the same, as will the existing link (www.lifepointlink.com/WDL). The log in screen is very similar to the current log in screen.

If you created a shortcut and it no longer works, please see below for instructions to properly create a new shortcut.
INBOX VIEW

The INBOX view will change slightly:

Current INBOX

New INBOX
**ADDING A PATIENT**

There will be few changes to the view when adding a new patient.

<table>
<thead>
<tr>
<th>Add New Patient</th>
</tr>
</thead>
<tbody>
<tr>
<td>UPDATE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Responsible Party</th>
<th>Primary Insurance</th>
<th>Secondary Insurance</th>
</tr>
</thead>
</table>

* Required

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

- Last Name: 
- First Name: 
- Middle Initial: 
- Address: 
- City: 
- State: — Select One — 
- Zip: 
- Phone: - - - 

<table>
<thead>
<tr>
<th>UPDATE</th>
<th>CANCEL</th>
</tr>
</thead>
</table>
The change link was removed on the Primary Insurance tab and replace with Search for Insurance field. Simply start typing in the Search for Insurance field to bring up plans and choose the appropriate plan. If you cannot locate your insurance information, please choose OTHER from the dropdown list.
If there is no secondary insurance, that tab can be skipped and you can continue to **Order Test**.
ORDER TEST TAB

Current VIEW

The Diagnosis and Tests menus are no longer on the same screen and are separate tabs in the upgraded portal. 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.

New VIEW

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

New VIEW
Current VIEW

![Image of the Review Test Requisition window]

- **Order Tests**
- **Diagnosis/Tests → Review**

**Review Test Requisition**

- **Code**: E23.2 DIABETES INSIPIDUS
- **Selected Diagnosis**: 1500400 - Glycohemoglobin A1C

**Additional Information**

- **Coll Date**: 01/31/2020
- **Coll Time**: 1:25 PM
- **Ordering Provider**: [Select]
- **Requesting Location**: 
- **Bill To**: [Select]
- **Room/Bed**: [Select]
- **PSC Draw**
- **On Site Draw**
- **Phlebotomist ID**: [Select]

**This Order Appears to Require**

1. Lavender Top (EDTA)


This information will no longer be available in the updated portal. Most of this content will be available in the requisition.
REVIEW TAB

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.

New VIEW

A Quick Order is useful when a patient will be returning multiple times to have the same test(s) ordered. It is created for a patient by clicking the ‘Quick Order’ button on the Order Review screen when placing the order. Once the Quick Order has been created for the patient, it can then be used for that patient by any user in that account.

The Standing Order button is not functioning at this time and will be rolled out at a later date for our long-term care clients.
RESULTS

Current VIEW
RESULTS

New VIEW

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