

TRAINING GUIDE

JULY 2020

LIFEPOINT LAB PORTAL

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/

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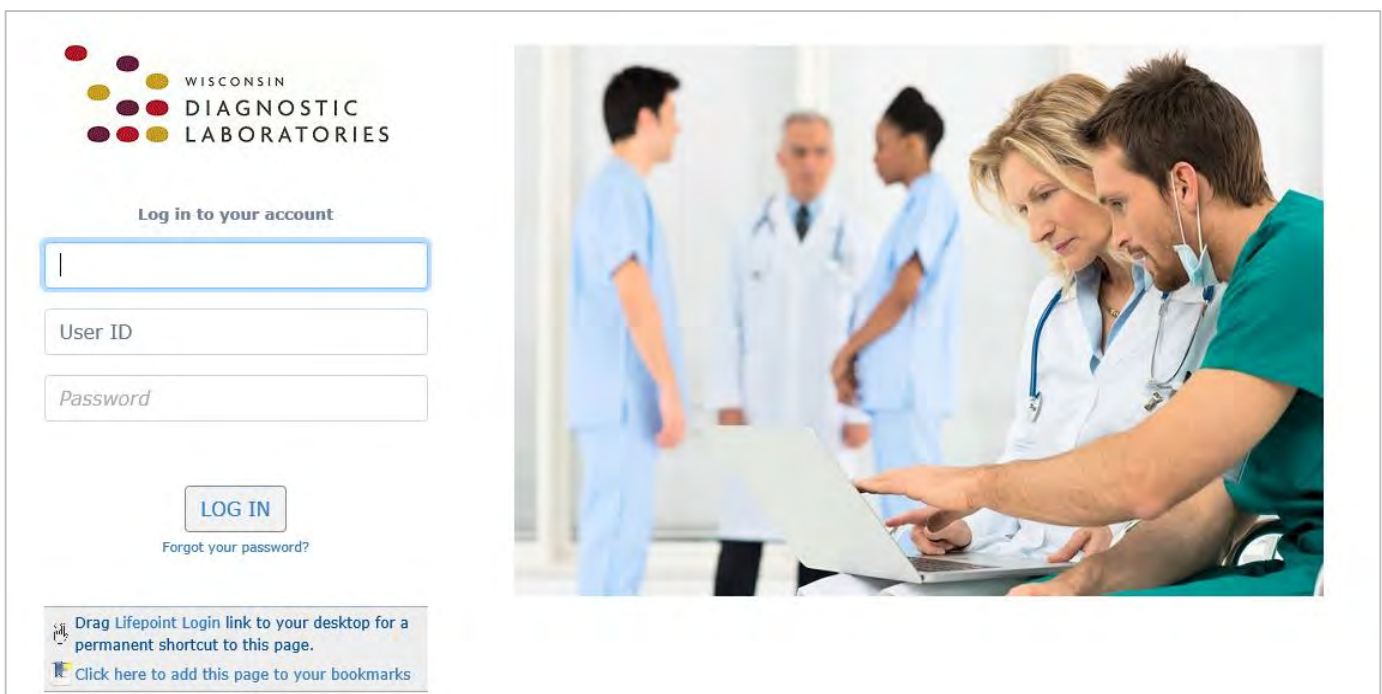
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LOG IN SCREEN

- 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.

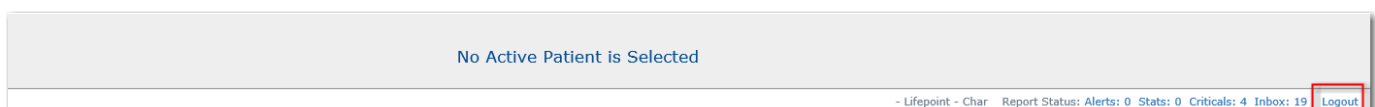


The screenshot shows the Lifepoint login interface. On the left, there is a login form with the Wisconsin Diagnostic Laboratories logo at the top. Below the logo, it says "Log in to your account". There are three input fields: a large one for the Client Number (containing a vertical bar), a smaller one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

- 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

In the Laboratory Functions Section of the Navigation Bar

- Select Inbox

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

Inbox (10 days)								
Print Selected		GO		Display All		OK		Results Per Page: 25
Records 1 - 25 of 93 Next								
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 **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 Partial**s and click **OK**.
- **View Report:** Click an Accession Number to view details about the report.
- **Column Headers:** Use these headers to sort results by practice, order number, Patient ID (PID), name, ordering physician, collection date, and collection time.

ADDING A NEW PATIENT

About the Add New Patient Function

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

Actions Available in the Add New Patient Function

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

In the Patient Management Section of the Navigation Bar

- Select Add Patient

On the Patient Information screen

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



Patient Information	Responsible Party	Primary Insurance	Secondary Insurance
<p style="text-align: right;">* Required</p> <p>Patient ID: <input type="text"/> GENERATE PID *</p> <p>Last Name: <input type="text"/> *</p> <p>First Name: <input type="text"/> *</p> <p>Middle Initial: <input type="text"/></p> <p>Gender: <input type="text" value="-- Select One --"/> *</p> <p>Date Of Birth: <input type="text"/> / <input type="text"/> / <input type="text"/> *</p> <p>Wing: <input type="text" value="-- Select One --"/></p> <p>SSN: <input type="text"/> - <input type="text"/> - <input type="text"/></p> <p>Phone Number: <input type="text"/> - <input type="text"/> - <input type="text"/> *</p> <p>Address: <input type="text"/> *</p> <p>City: <input type="text"/> *</p> <p>State: <input type="text" value="New Jersey"/> *</p> <p>Zip: <input type="text"/> *</p> <p>Patient Relationship to Responsible Party: <input type="text" value="Self"/> *</p>			

RESPONSIBLE PARTY

On the Responsible Party Tab:

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

Add New Patient

Responsible Party

Primary Insurance

Secondary Insurance

* Required

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

Last Name: *

First Name: *

Middle Initial:

Address:

City:

State: ▼

Zip:

Phone: - -

PRIMARY and SECONDARY INSURANCE

On the Primary Insurance Tab:

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

* Required

Search for Insurance

anthe searching... x

Insurance Company: ANTHEM BCBS: PO BOX 105187, ATLANTA, GA 30348

Policy Number: ANTHEM BCBS : PO BOX 61010, VIRGINIA BEACH, VA 234661010

Group Number: ANTHEM BCBS MEDICARE: PO BOX 105187, ATLANTA, GA 30348

ANTHEM BSBC MC SECONDARY: PO BOX 105187, ATLANTA, GA 30348

ANTHEM BSBC SECONDARY: PO BOX 105187, ATLANTA, GA 30348

ANTHEM BSBC SECONDARY: PO BOX 61010, VIRGINIA BEACH, VA 234661010

ANTHEM BSBC SECONDARY: PO BOX 34210, LOUISVILLE, KY 40232

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

UPDATE CANCEL

Patient Information Responsible Party Primary Insurance Secondary Insurance

* Required

Search for Insurance

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

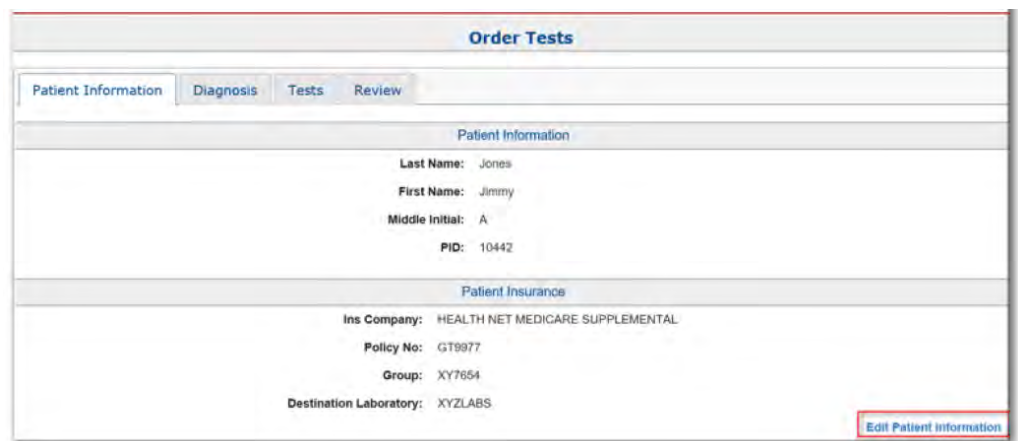
- Edit Patient Information
- Select Diagnosis Codes
- Select Tests
- Review/Add Additional Information
- Complete Order

In the Laboratory Orders Section of the Navigation Bar

- Select Order Tests

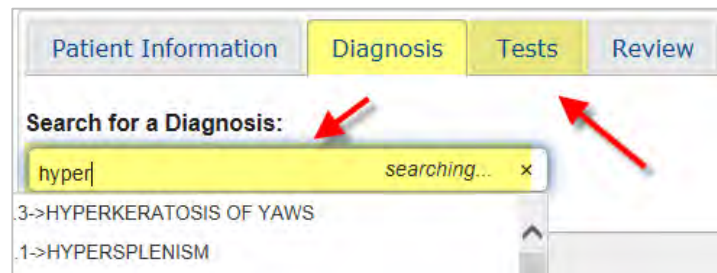
On the Patient Information Tab:

- 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.



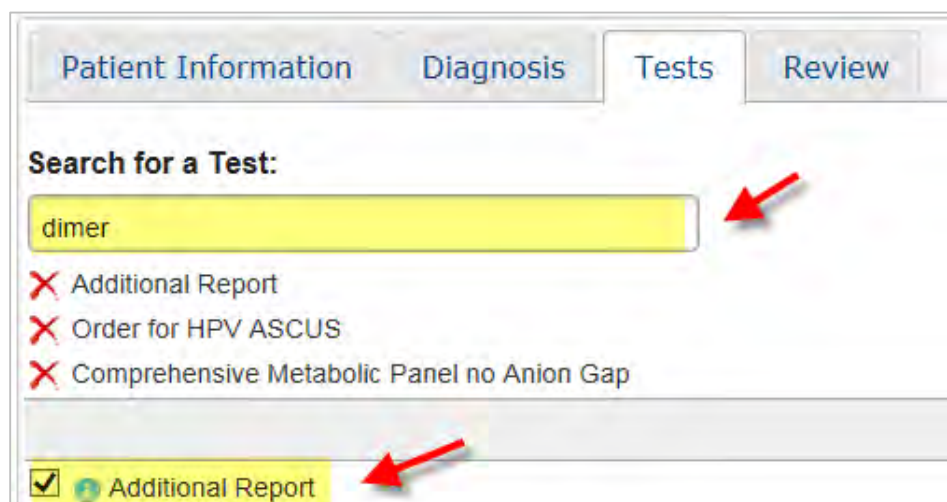
On the Diagnosis Tab

- 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.



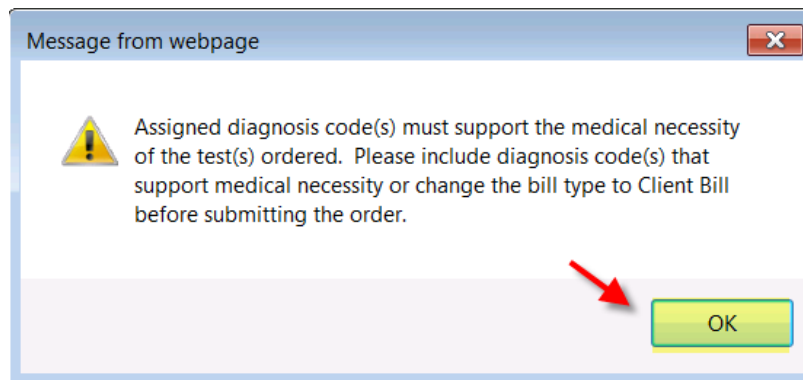
On the Tests tab

- 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.



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 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.
- Once complete, click Order to proceed with the order.

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

Additional Information

Collection Date: 01/23/2020

Collection Time: 02:42 PM

Priority: ☒ Routine ☐ Stat

Fasting Status: ☒ Fasting ☐ Random ☐ Unknown

* Ordering Provider: Physician, Test

* Bill To: Insurance

Room/Bed:

☒ PSC Draw ☐ On Site Draw

Draw Location:

Wing:

Comments:

ORDER QUICK ORDER STANDING ORDER CANCEL

QUICK ORDER

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

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

To place a Quick Order:

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

Additional Information

Collection Date: 01/23/2020

Collection Time: 02:42 PM

Priority: ☒ Routine ☐ Stat

Fasting Status: ☒ Fasting ☐ Random ☐ Unknown

* Ordering Provider: Physician, Test

* Bill To: Insurance

Room/Bed:

☒ PSC Draw ☐ On Site Draw

Draw Location:

Wing:

Comments:

ORDER QUICK ORDER STANDING ORDER CANCEL

VIEW REPORTS

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

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

To access the **View Reports** screen:

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

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

Inbox (10 days)

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

<input type="checkbox"/>	Practice	Order Num	PID	Last Name	First Name	Ordering Phy	Coll Dt	Coll Time
<input type="checkbox"/>	50	1-20-028-9059	62039888	XXCERT	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 |

Print Audit ☐ Reviewed

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.

Print	Audit
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

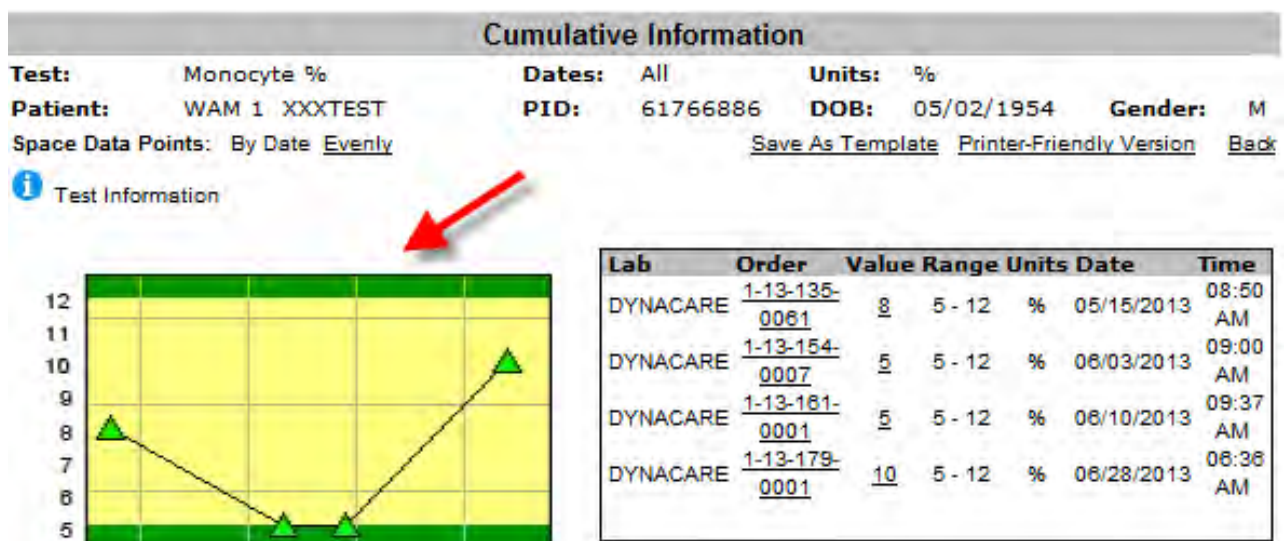
Individual tests can be graphed if more than one result or data point exists in Lifepoint. The graphing feature includes functionality to save the graph as a template to use on future patients.

To access the graphing feature:

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

Print	Audit
Order	Name
1-13-288-0032	XXXTTEST, 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.



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.

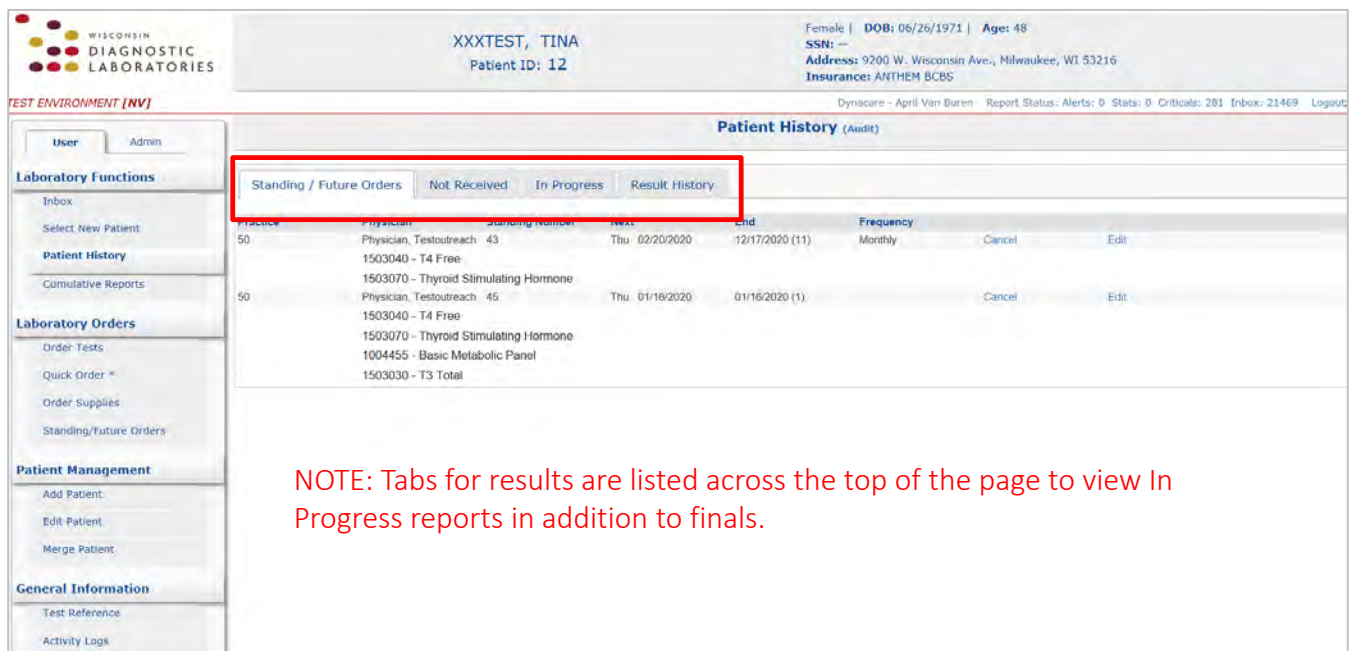
In this example, the range is 5% to 12% and the tests were drawn on May 15th, June 3rd, June 10th, and June 28th. You can also graph the results without the dates by clicking the Evenly link. Click Back to return to the small graph.



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)



TEST ENVIRONMENT [NV]

XXXTEST, TINA
Patient ID: 12

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

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	Ordering Number	Test	End	Frequency	Cancel	Edit
50	Physician, Testoutreach	43	1503040 - T4 Free	Thu 02/20/2020	12/17/2020 (11)	Monthly	Cancel Edit
50	Physician, Testoutreach	45	1503070 - Thyroid Stimulating Hormone	Thu 01/16/2020	01/16/2020 (1)		Cancel Edit

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.

Test Name	
	LIPID PN
	InProgress
	Additional Report
	InProgress

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