TRAINING GUIDE

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/

For questions or additional information regarding LifePoint, please contact a member of our Business Development team.

Sherie Christel-Schuster
Business Development Manager
schristel@wisconsindiagnostic.com
414.702.0104

April Van Buren
Technical Liaison
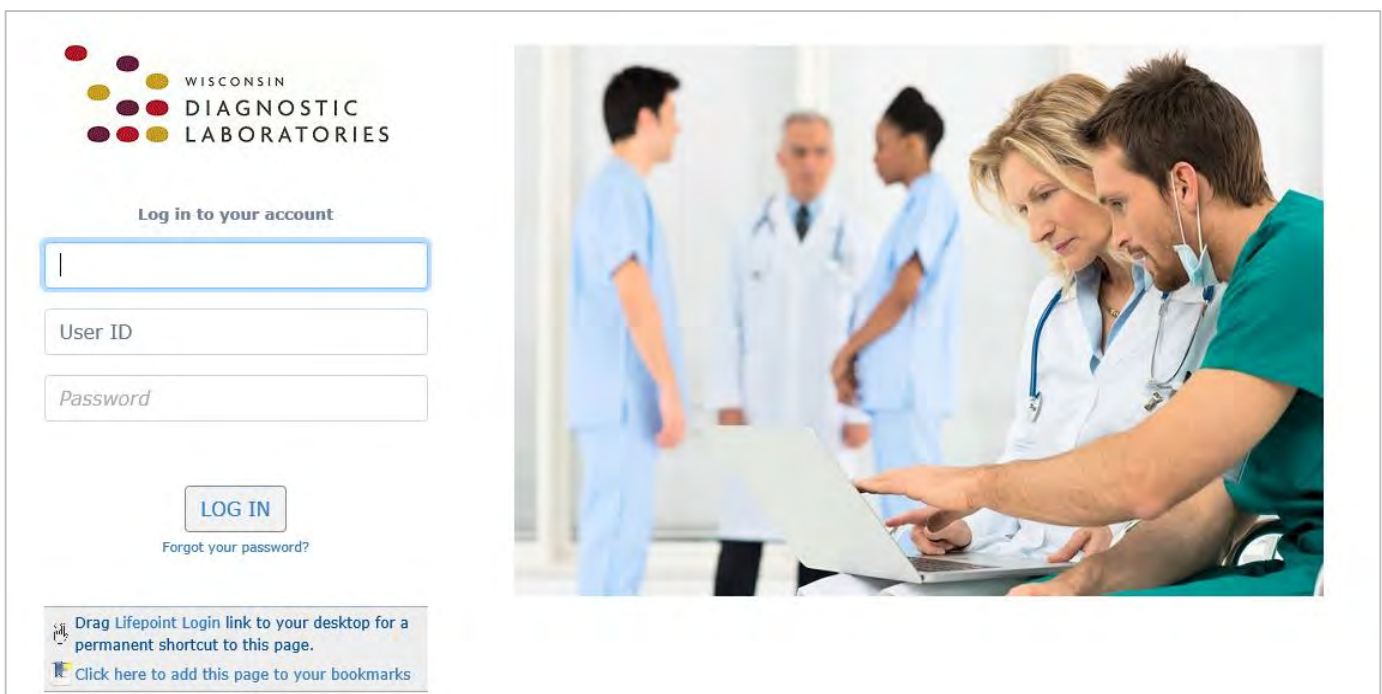avanburen@wisconsindiagnostic.com
262.364.7431

Irene Conti
Technical Liaison
iconti@wisconsindiagnostic.com
262.308.2369

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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.
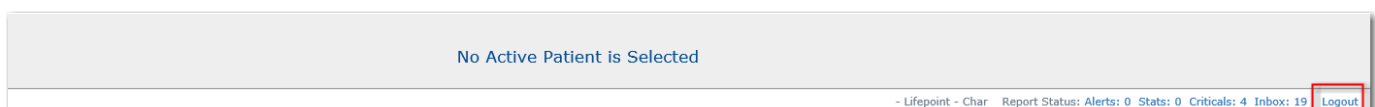

- Links are available to create a desktop shortcut and to add the Login page to your bookmarks.

- 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

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

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

ADDING A NEW PATIENT

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

Actions Available in the Add New Patient Function
- Enter Patient Information
- Enter Responsible Party Information
- Enter Insurance Information

In the Patient Management Section of the Navigation Bar
- Select Add Patient

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

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 Insurance Tab:
- 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.
- 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.

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

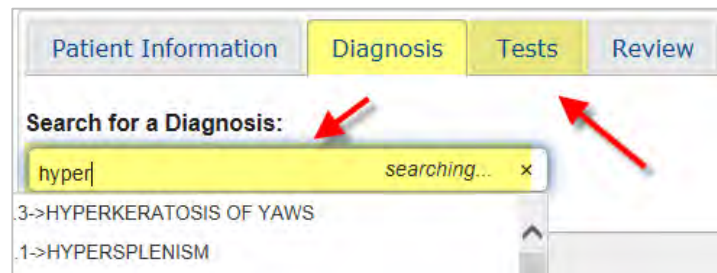**In the Laboratory Orders Section of the Navigation Bar**
*   Select Order Tests

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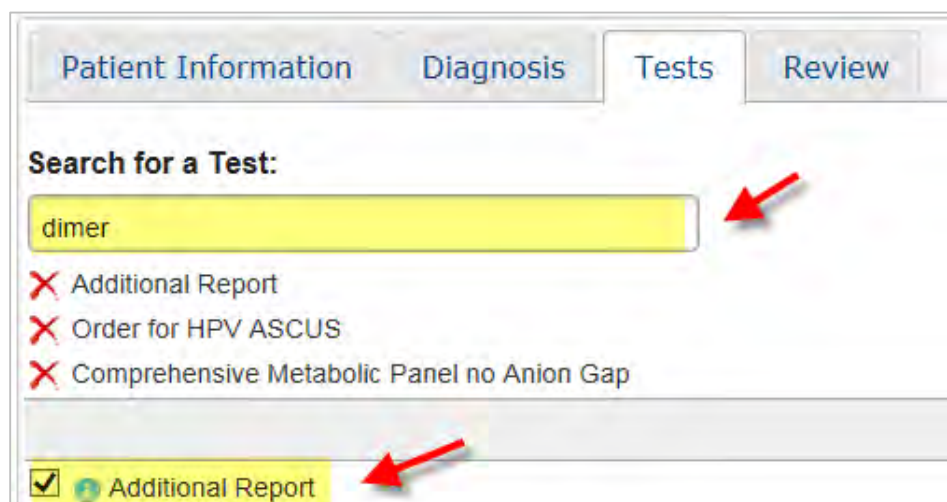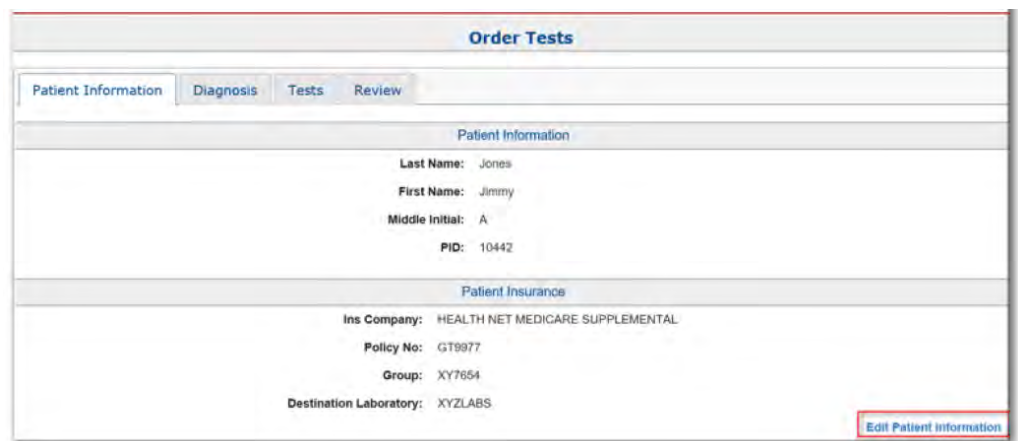
On the Diagnosis Tab
- Type in the Dx Code or the description of the diagnosis to bring up a list of Dx Codes to select from. Continue to add each Dx Code and then click the **Tests** tab.


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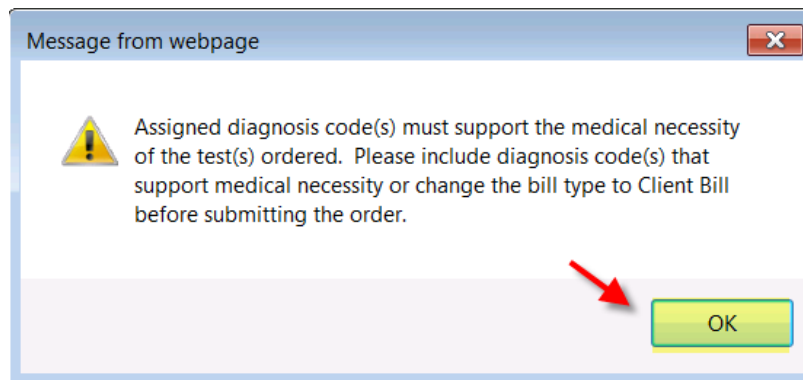
- On the **Review** tab, click **Show List**.

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

- 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 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.

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**

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

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.
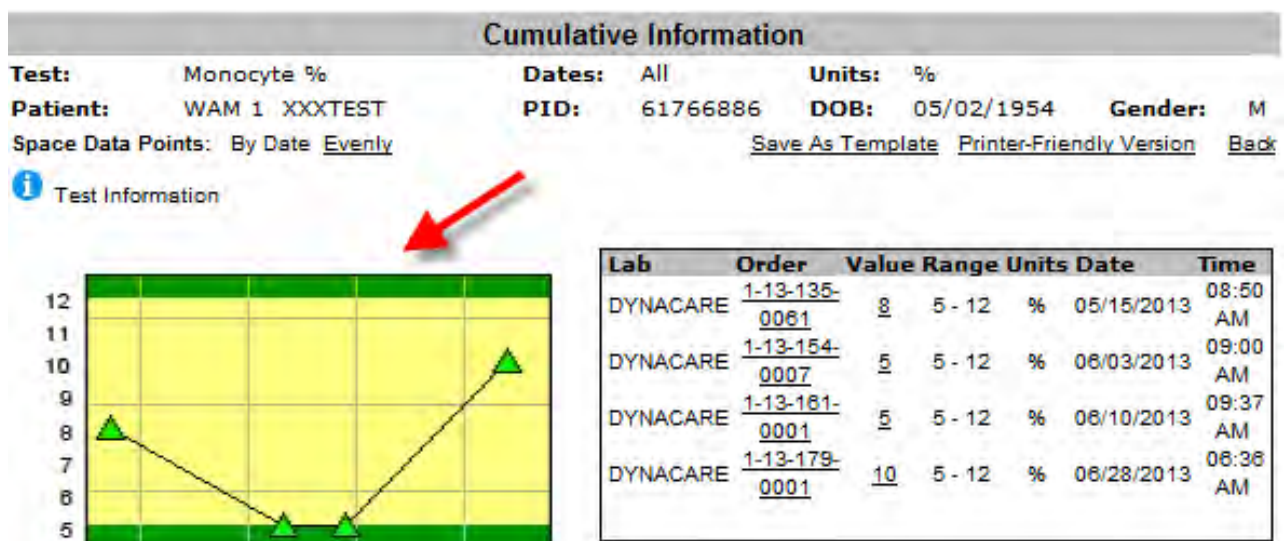
GRAPH OPTIONS

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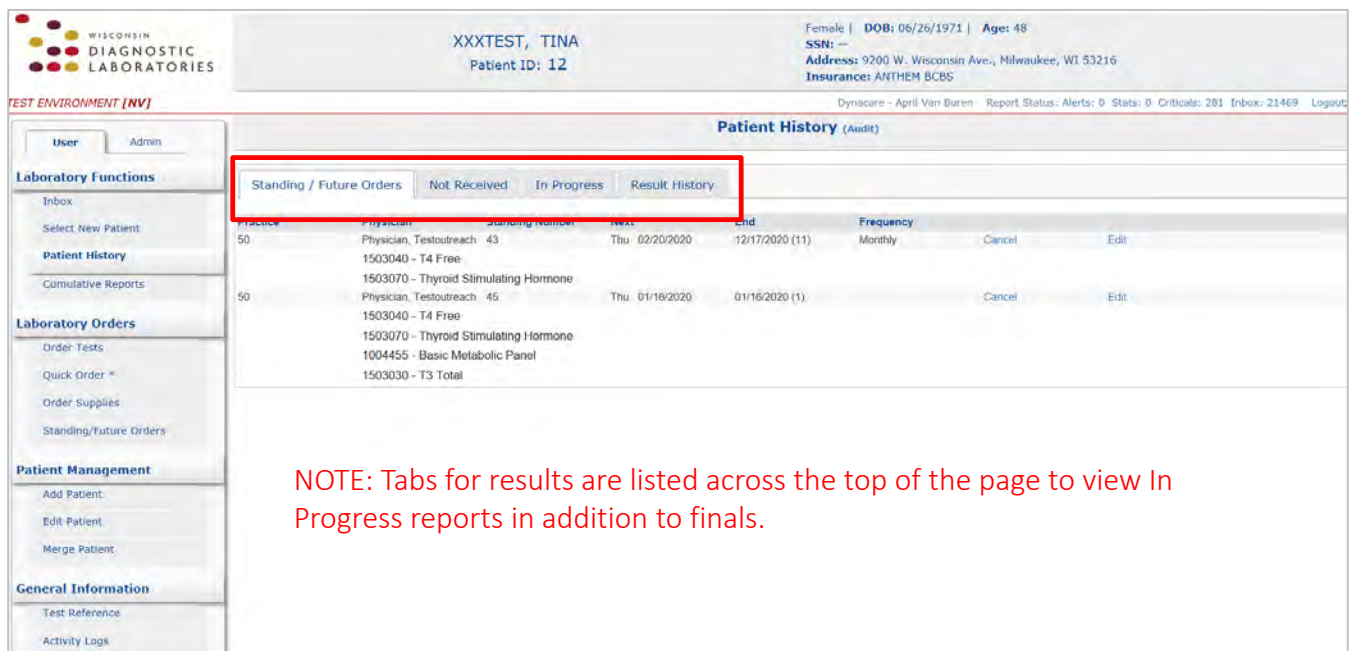
In this example, the range is 5% to 12% and the tests were drawn on May 15th, June 3rd, June 10th, and June 28th. You can also graph the results without the dates by clicking the Evenly link. Click Back to return to the small graph.

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)

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.

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.