LIFEPPOINT 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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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.
  • Please note that after 3 incorrect attempts to log in, you will be locked and will need to request to be reset.

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

• To log out of Lifepoint, select the ‘Logout link at the top right corner of the page.'
INBOX

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

Actions Available on the Inbox Page
- View list of available results
- View, print, or archive a result
- Sort inbox based on header titles or report status
- All abnormal labs will be displayed under “alerts”

In the Laboratory Functions Section of the Navigation Bar
- Select Inbox

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

Functions:
- Preview Report: Click the patient name to view a report.
- Print Report: Click Print hyperlink to print a report.
- Print All Reports: Click on Print Selected, select Print All and click Go.
- Print All Finals: Click on Print Selected dropdown menu, select Print All Finals and click Go.
- Archive Results: Click on Print Selected, select an archive option and click Go. This removes the result from the Inbox and places it in Patient History.
- Display All: Click on Display All, to display only final results in the Inbox, select Display Finals and click OK. To display pending results, select Display Partial 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

NOTE: Facilities and individual sub-users can set up custom lists of common diagnosis codes and common tests. See Appendix A for instructions on how to set up these lists.

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.

<table>
<thead>
<tr>
<th>Medicare Flag</th>
<th>Covered Diagnosis Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>LC</td>
<td>Show List</td>
</tr>
</tbody>
</table>

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

• On the Review tab, click Add Code.

Add Code | Code | Selected Diagnosis
-------- | ---- | -------------------
Remove  | 110  | 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](image)

• Click the Review tab.

![Review tab](image)

• The new Dx Code is added to the order and the Medicare Flag is cleared.
REVIEW ORDERS

On the Review tab
• Every field with an asterisk is required; this includes the Ordering Provider and Bill To fields.
• If you select Insurance, you MUST have an Insurance Company added to the patient record before you can continue. Otherwise, the other options are Patient and Client.
• If you can’t find a provider in the menu, click Search to find the correct provider.
• Once complete, click Order to proceed with the order.

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

FUTURE ORDERS

If this is a future order, you will need to make sure that the Lab Collect option under the Room field is selected.
SPECIMEN TYPES AND SOURCES

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

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

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

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

PRINT LABELS

To print out a label:

1. Find your patient and click Patient History.
2. Click the In Progress tab.
3. In the Print Labels column, click Print Labels.

TRUPRINT

Though not required, 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. 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.
The Large Graph includes more options below the graph including changing the color, the data point shape and size, and shading preferences. Each shape or data point on the graph represents one test.

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

The Patient History screen includes the following information:

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

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

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

To reprint a requisition:

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

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

The Test Information window displays test codes, CPT codes, and specimen requirements related to the test. Click the “X” to exit the Test Information window.
MANIFEST LIST

About the Manifest List Function
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.

Actions Available in the Manifest List Function
• Select the Search Criteria for the orders to be included on the Manifest List
• Select the Information to be displayed on the Manifest List
• View the Manifest List
• Print /Transmit the Manifest List and print requisitions

In the General Information Section of the Navigation Bar
• Select Activity Logs
• Select Manifest List from the Activity Logs
**MANIFEST LIST**

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

- **Priority:** Select the Priority of the items to be included on the report. Default is **All**.
- **Temperature:** Select the temperature of the orders to be included on the report. Default is **All**.
- **Receiving Lab:** Select the Receiving Lab of the orders to be included on the report. Default is **All**.
- **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’. Default is **Unreleased**, select **All**.
- **Practice/Client:** If the user has access to multiple client mnemonics, a Client Mnemonic dropdown will be displayed listing the client mnemonics. To select multiple mnemonics, hold down the shift or control key and make the selections.
- **Search by Date:** Select the date range by selecting from the quick-pick dropdown, or by using the Date Range boxes provided.

### Activity Logs - Manifest List

<table>
<thead>
<tr>
<th>Choose Search Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Priority:</strong></td>
</tr>
<tr>
<td>- All</td>
</tr>
<tr>
<td>- Routine</td>
</tr>
<tr>
<td>- Stat</td>
</tr>
<tr>
<td><strong>Temperature:</strong></td>
</tr>
<tr>
<td>- All</td>
</tr>
<tr>
<td>- Frozen</td>
</tr>
<tr>
<td>- Not Frozen</td>
</tr>
<tr>
<td>- Ambient</td>
</tr>
<tr>
<td>- Refrigerated</td>
</tr>
<tr>
<td><strong>Receiving Lab:</strong></td>
</tr>
<tr>
<td>- All</td>
</tr>
<tr>
<td><strong>Status:</strong></td>
</tr>
<tr>
<td>- Un-Released</td>
</tr>
<tr>
<td>- All</td>
</tr>
<tr>
<td>- Released</td>
</tr>
<tr>
<td><strong>Order Type:</strong></td>
</tr>
<tr>
<td>- Both</td>
</tr>
<tr>
<td>- One Time</td>
</tr>
<tr>
<td>- Complete Standing</td>
</tr>
<tr>
<td><strong>Practice/Client:</strong></td>
</tr>
<tr>
<td>- Pediatric ENT (1001)</td>
</tr>
<tr>
<td>- Cathedral Square Urgent Care Center (1002)</td>
</tr>
<tr>
<td>- Isaac Coggs Health Center (1004)</td>
</tr>
</tbody>
</table>

**Search by Date:**

- **Today**
- OR **Enter a Date Range:**
  - **08/31/2020** to **08/31/2020**

**Select information to be displayed on report**

- **Check All** | **Clear All**
  - Lab
  - Insurance
  - Room #
  - Ordered D&T
  - Billing
  - AAOE
  - Patient
  - Phleb Id
  - Req #
  - ABN
  - Comments

**Submit**
MANIFEST LIST

Select the information to be displayed on the Manifest List.

- All Information is selected by default. The selections may 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.
MANIFEST LIST

View the Manifest List.
• The default is that 25 requisitions will display per page. You can use the dropdown box that is available to change this setting.
• A search box is available to enter search criteria for any of the columns displayed. This allows you to search for a patient name or ID, a Requisition #, a physician, etc.

The first column displays a ‘+’.
• Selecting this ‘+’ expands the row to display the additional information. This includes the tests included in the order, any AOE, and any comments entered on the Order Review screen. To hide the additional information select the ‘-’ that now displays.
MANIFEST LIST

Requisitions.
• Select the Req # link to view or print an individual requisition.
• Select the ‘Audit’ link to view the audit of the order.

Print/Transmit the Manifest List and 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. Even if you do not have an orders interface you may want to use this to clear the Manifest List for the next set of orders. This is helpful if you send multiple batches of specimens/orders in a day.
• 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.
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.

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.

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.

<table>
<thead>
<tr>
<th>Diagnosis</th>
<th>Diagnosis Name</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>R11.0</td>
<td>NAUSEA</td>
<td>281</td>
</tr>
<tr>
<td>Z79.01</td>
<td>LONG TERM CURRENT USE ANTICOAGULANTS</td>
<td>104</td>
</tr>
<tr>
<td>R11.11</td>
<td>VOMITING WITHOUT NAUSEA</td>
<td>92</td>
</tr>
</tbody>
</table>
SETTING UP CUSTOM LISTS OF COMMON CODES AND COMMON TESTS

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

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

Click on Common Diagnosis to view your custom list. You can type keywords in the search field that will populate a list of diagnoses. Search through the list and click on your desired diagnoses to add the code to your list. You will know you have successfully added the code when “The Diagnosis has successfully been added” populates at the top. You can also Remove any codes that you do not want on your list by clicking on the Remove option next to the code.

Click on Common Tests to customize your test lists. Click on Add Test to Group in the desired group listed below. You can also Add New Group to customize a new group name and list unique to you. Make sure to click the Update button so that it populates the Add Test to Group link.

The existing test will populate within that group. You can choose to Remove any test from your list or add in tests by searching in the field to the left. If you chose the Add New Group option, your list will be empty and you will have to add tests by searching keywords in the search field.