

State Hygienic Laboratory Lifepoint Web Portal User Guide



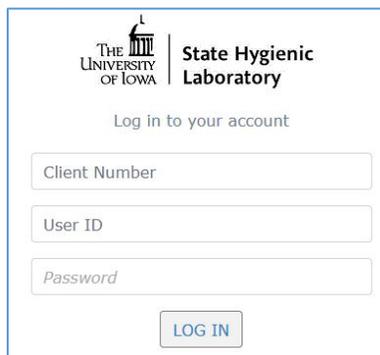
The Lifepoint Web Portal allows staff from your organization to electronically place test orders, enter and update patient information, and receive and store test results.

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Logging in

- Go to <http://www.lifepointlink.com/shli> and bookmark this website/add it to your favorites .
- Login using your Client Number, User ID, and Password. (This is a secure site. Your username and password are encrypted as they are sent for authorization.)



The image shows a login form for the State Hygienic Laboratory. At the top left is the logo for The University of Iowa. To the right of the logo is the text "State Hygienic Laboratory". Below the logo and text is the instruction "Log in to your account". There are three input fields: "Client Number", "User ID", and "Password". Below the "Password" field is a "LOG IN" button.

Figure 1 Login Screen

- If you use a shared computer, please click **Logout** in the top right corner and then close the browser after completing your session. The username of the logged-in user is also displayed here.



Figure 2 Logout Menu

- Supported desktop web browsers are recent versions of: Firefox, Chrome, Opera, Safari, and Microsoft Edge (version 15 and above).

User Menu

- The **User Menu** on the left-hand side contains all of the functions that you can use. Click on the name of the function to display that screen. The link in this menu that is active will be bolded.



Figure 3 User Menu

Inbox (Retrieving Results)

- The **Inbox** contains all of your organization's new test results and it can be displayed upon login. You can display the Inbox at any time by clicking on its link in the **User Menu**.

Inbox (All)											
Print Selected		GO		Display All		OK		Results Per Page: 25	Records 51 - 74 of 74 Prev		
-	<input type="checkbox"/>	Organization	Accession Number	SHL Patient ID	Client Reference	Last Name	First Name	Collection Date	Physician	DOB	Gender
-	<input type="checkbox"/>	8751	98474	3490	720098	LAST720098	FIRST720098	05/25/2021	ERVIN, STACI L,	01/03/1996	F
77190-7 - Hepatitis B Maternal/Perinatal Panel											
-	<input type="checkbox"/>	8751	98478	3466	72827	LAST72827	FIRST72827	05/25/2021	ERVIN, STACI L,	09/13/1986	U
5196-1 - Hepatitis B Surface Antigen											
-	<input type="checkbox"/>	8751	98480	3464	526272	LAST526272	FIRST526272	05/25/2021	NEIMAN, DENA R,	07/16/1978	F
33027-4 - Herpes Simplex Virus 1 and 2 and Varicella Zoster Virus Final											
-	<input type="checkbox"/>	8751	98469	3473	62782	LAST62782	FIRST62782	05/24/2021	MUNOZ DE GONZALEZ, VIRIDIANA,	09/18/2001	F
64017-7 - Chlamydia/Gonorrhoeae Final											

Figure 4 Inbox

- The id of the submitting Organization, Accession Number, SHL Patient ID, Client Reference, patient Last Name and First Name, Collection Date, ordering Physician, patient Date of Birth (DOB) patient Gender, and test name and sample status (Final or not) are displayed for each sample. Use the "Prev" and "Next" links at the top and bottom of the screen to page through the samples.
- The default order of display for the Inbox is by Collection Date with the most recent results listed first. The Inbox can be sorted by Accession Number, Last Name, First Name, Collection Date, Physician, DOB, or Gender in either ascending or descending order by clicking on the specific column header. Clicking the column header again will resort the Inbox by that criteria in the opposite order.
- You can download the results for specific samples or for all of the displayed samples at one time. Check the box in front of each desired sample or check the box at the top of the list to select all of them. Click these boxes again to deselect them.

Inbox (All)											
Print Selected		GO		Display All		OK		Results Per Page: 25	Records 51 - 74 of 74 Prev		
-	<input type="checkbox"/>	Organization	Accession Number	SHL Patient ID	Client Reference	Last Name	First Name	Collection Date	Physician	DOB	Gender
-	<input type="checkbox"/>	8751	98474	3490	720098	LAST720098	FIRST720098	05/25/2021	ERVIN, STACI L,	01/03/1996	F
77190-7 - Hepatitis B Maternal/Perinatal Panel											
-	<input checked="" type="checkbox"/>	8751	98478	3466	72827	LAST72827	FIRST72827	05/25/2021	ERVIN, STACI L,	09/13/1986	U
5196-1 - Hepatitis B Surface Antigen											
-	<input type="checkbox"/>	8751	98480	3464	526272	LAST526272	FIRST526272	05/25/2021	NEIMAN, DENA R,	07/16/1978	F
33027-4 - Herpes Simplex Virus 1 and 2 and Varicella Zoster Virus Final											

Figure 5 Selecting Specific Samples

Inbox (All)											
Print Selected		GO		Display All		OK		Results Per Page: 25	Records 51 - 74 of 74 Prev		
-	<input checked="" type="checkbox"/>	Organization	Accession Number	SHL Patient ID	Client Reference	Last Name	First Name	Collection Date	Physician	DOB	Gender
-	<input checked="" type="checkbox"/>	8751	98474	3490	720098	LAST720098	FIRST720098	05/25/2021	ERVIN, STACI L,	01/03/1996	F
77190-7 - Hepatitis B Maternal/Perinatal Panel											
-	<input checked="" type="checkbox"/>	8751	98478	3466	72827	LAST72827	FIRST72827	05/25/2021	ERVIN, STACI L,	09/13/1986	U
5196-1 - Hepatitis B Surface Antigen											
-	<input checked="" type="checkbox"/>	8751	98480	3464	526272	LAST526272	FIRST526272	05/25/2021	NEIMAN, DENA R,	07/16/1978	F
33027-4 - Herpes Simplex Virus 1 and 2 and Varicella Zoster Virus Final											

Figure 6 Selecting All Samples

- Make sure that the action in the top left corner is “Print Selected” and click the  button.
- Click “OK” on the “Are you sure you wish to Print Selected?” message. The SHL Final Reports will pop up as PDF files.
- You can also view the results of each sample one-at-a-time by clicking on the top, shaded row of a sample. The green word “Final” after the test name means that there are not any pending tests on this sample and that it can be finalized by your clinic. If “Final” is missing, then there are still pending tests on the sample.

-	<input type="checkbox"/>	8751	98467	3475	32672	LAST32672	FIRST32672	05/22/2021	ERVIN, STACI L,	09/10/1990 U
64017-7 - Chlamydia/Gonorrhoeae Final										

Figure 7 Inbox Sample Row

- The Active Patient Header is displayed at the top of the next screen.

LAST32672, FIRST32672	U DOB: 09/10/1990 Age: 30
Patient ID: 3475	SSN: --
	Address: 99 99TH ST NE, ANYTOWN, IA 59999
	Insurance:

Figure 8 Active Patient Header

- The sample Accession number, patient’s Name, DOB, Gender, and Phone number, Order #, Collection Date and Time, and the Test Name and Results will be displayed along with any quality assurance (QA) events and notes. Pending tests on the sample will not be visible on this screen; they are only listed on the SHL Final Report. Click on the  link in front of the test name to display the [Test Information](#) screen for that test.

Print	Audit	View Req						<input type="checkbox"/> Reviewed	<input type="checkbox"/> Archive
Accession	Name	DOB	Gender	Phone	Order #	Col Date	Col Time		
98467	LAST32672, FIRST32672	09/10/1990	U	999-999-9999	L686	05/22/2021	08:30 AM		
Test Name	Results	Range	Units						
 Chlamydia/Gonorrhoeae									
Chlamydia rRNA	Not Detected								
Gonorrhoeae rRNA	Not Detected								
Alternate Report Format									

Figure 9 Test Results Screen

- The SHL Final Report can be generated by clicking either the “Print” link at the top of the screen or the “Alternate Report Format” link at the bottom of the screen. The Test Request Form (Requisition) can be generated by clicking on the “View Req” link at the top of the screen.
- You can navigate through the results in the Inbox by clicking either “Next” or “Previous” at the top of the screen.

Inbox Navigation: Previous | Next

Figure 10 Inbox Navigation

- Abnormal results are displayed in red and have a red “A” after them.

Print	Audit	View Req						<input type="checkbox"/> Reviewed	<input type="checkbox"/> Archive
Accession	Name	DOB	Gender	Phone	Order #	Col Date	Col Time		
98471	LAST9282881, FIRST9282881	09/18/1992	U	555-555-5555	L691	05/24/2021	09:15 AM		
Test Name	Results	Range	Units						
 Chlamydia/Gonorrhoeae									
Chlamydia rRNA	Detected A								
Gonorrhoeae rRNA	Equivocal								
Alternate Report Format									

Figure 11 Test Results Screen with an Abnormal Result

- The Units of measurement are displayed for numerical results. Click on the  graph icon to view a [graph](#) of the numerical values from samples from this patient for this test analyte.

Accession	Name	DOB	Gender	Phone	Order #	Col Date	Col Time
98485	LAST729801, FIRST729801	09/16/1978	F	999-999-9999	L712	05/26/2021	12:30 PM
Test Name		Results	Range	Units			
<input checked="" type="checkbox"/> Hepatitis C Total Antibody							
Hepatitis C Total Antibody		Non Reactive					
Value		0.07	{s_co_ratio}				

- Select the “Reviewed” checkbox to mark a result as reviewed. This will mark the accession as reviewed for all users of your clinic. Once a result has been marked as reviewed it cannot be unmarked.

Reviewed
 Archive

Figure 12 Reviewed and Archive Checkboxes

- Select the “Archive” checkbox to archive the result from the Inbox. This will archive the accession for all users of your clinic. The result will still be available through the [Patient History](#) screen. If the “Archive” checkbox is unchecked, the accession will be returned to the Inbox.
- Accessions can also be archived from the initial Inbox screen. Select your choice from the dropdown box at the top of the Inbox. Choices are “Archive Selected”, “Archive All”, and “Archive All Finals”.
- Select accessions for ‘Archive Selected’ by selecting the checkbox(es) to the left of the desired accession(s) or select the top checkbox to select all accessions on the page. Accessions can be unselected by clicking on the checked box and the checkmark will be removed. Click the  button to archive the accessions. Accessions will be archived for all users of your clinic.

Archive Selected

Figure 13 Archive Action Field

- Accessions can be restored to the Inbox through the User Profile/Un-archive function.

Add New Patient

- A patient must first be entered into the Lifepoint Web Portal before a test can be ordered. Use the **Add New Patient** function for a new patient or the **Find Patient** function to search for an existing patient. The **Edit Patient** function is used to edit the demographic and insurance information for an existing patient. The links to these screens are located in the [User Menu](#).
- The first tab on the **Add New Patient** screen contains Patient Information. Required fields are marked with an *. The SHL Patient ID is automatically assigned by the Lifepoint software. It will be updated to the SHL patient database ID when the results are received. The Client Reference field can contain your clinic’s patient id, medical record number (MRN), or chart id. It is restricted by the software to lowercase letters, numbers, and symbols. The Patient Last Name, First Name, Middle Name, Address and City fields will be restricted by the software to uppercase letters, numbers, and symbols.
- The Employer field does not need to be completed.
- The default for the “Relationship to Responsible Party” field is “Self” but it can be changed as needed. If changed, the Responsible Party tab will need to be completed.

Patient Information	Responsible Party	Primary Insurance	Secondary Insurance
* Required			
SHL Patient ID:	<input type="text" value="LP-447"/> *		
Client Reference:	<input type="text" value="6272829"/>		
Last Name:	<input type="text" value="LAST6272829"/> *		
First Name:	<input type="text" value="FIRST6272829"/> *		
Middle Name:	<input type="text"/>		
Gender:	<input type="text" value="Female"/> *		
Date Of Birth:	<input type="text" value="07"/> / <input type="text" value="18"/> / <input type="text" value="1997"/> *		
Phone:	<input type="text" value="555"/> - <input type="text" value="555"/> - <input type="text" value="5555"/> *		
Address:	<input type="text" value="1234 67TH ST NE"/> *		
City:	<input type="text" value="ANYTOWN"/> *		
State:	<input type="text" value="Iowa"/> *		
Zip:	<input type="text" value="59999"/> *		
Race:	<input type="text" value="American Indian or Alaska Native"/> *		
Ethnicity:	<input type="text" value="Not Hispanic or Latino"/> *		
Employer:	<input type="text"/>		
Relationship to Responsible Party:	<input type="text" value="Self"/>		
<input type="button" value="UPDATE"/> <input type="button" value="CANCEL"/>			

Figure 14 Patient Information Tab

- If public insurance (Iowa Medicaid, Medicare, Amerigroup, Iowa Total Care, etc.) is to be billed for Chlamydia/Gonorrhoeae testing (“Bill To: Insurance” orders), the Primary Insurance tab will need to be completed. The Policy Number will be required and its format will be enforced based upon which insurance company is selected. If “Subscriber Relationship” is “Self”, then the rest of the fields will be automatically filled. Otherwise, the insurance subscriber information will need to be entered. The Primary Insurance tab will **not** need to be completed for “Bill To: IDPH” or “Bill To: Client” orders.
- The Secondary Insurance tab does not need to be completed.
- Click the UPDATE button to update the patient record.

Patient Information	Responsible Party	Primary Insurance	Secondary Insurance
---------------------	-------------------	-------------------	---------------------

* Required

AmeriGroup : P.O. Box 61010 Virginia Beach , VA , 23466
 Iowa Medicaid : PO Box 150001 Des Moines , IA , 50315
 Iowa Total Care : PO Box 8030 Farmington , MO , 63640
 Medicare : PO Box 8550 Madison , WI , 53708-8550
 RailRoad Medicare : PO Box 10086 Augusta , GA , 30999

Insurance Company:

Policy Number: *

Group Number:

Subscriber Relationship: *

Last Name: *

First Name: *

Middle Initial:

Date of Birth: / / *

Sex: *

Address: *

City: *

State: *

Zip: *

Employer:

Figure 15 Primary Insurance Tab

Find Patient

- The **Find Patient** function allows the user to search for a patient so that a new test can be ordered or so that the patient’s test history can be viewed. The **Find Patient** link on the [User Menu](#) pops up the **Patient Search** screen. You can search by one field or you can search by multiple fields if you want to narrow down your search. You can search for matches that start with the characters entered in the field (Match Type: Starts With) or that match exactly the characters entered in the field (Match Type: Exact). If “Exact” match is selected the search criteria is case sensitive.

Patient Search

	Match Type
	Starts With Exact
Last Name: <input style="width: 80%;" type="text" value="gonzales"/>	<input checked="" type="radio"/> <input type="radio"/>
First Name: <input style="width: 80%;" type="text" value="carlos"/>	<input checked="" type="radio"/> <input type="radio"/>
SHL Patient ID: <input style="width: 80%;" type="text"/>	<input type="radio"/> <input checked="" type="radio"/>
Client Reference: <input style="width: 80%;" type="text"/>	<input type="radio"/> <input checked="" type="radio"/>
Physician: <input style="width: 80%;" type="text"/>	<input checked="" type="radio"/> <input type="radio"/>
Accession: <input style="width: 80%;" type="text"/>	<input type="radio"/> <input checked="" type="radio"/>
Gender: <input style="width: 80%;" type="text" value="-- Select One --"/>	
Results Released Date: <input style="width: 80%;" type="text" value="This Month"/>	
OR	
Enter a date range (mm/dd/yyyy).	
<input style="width: 40%;" type="text" value="07/01/2021"/>	-to- <input style="width: 40%;" type="text" value="07/31/2021"/>
<input style="width: 100px;" type="button" value="SEARCH"/>	

Figure 16 Patient Search Screen

- If only one patient matches the search criteria that patient will become the active patient and will be displayed in the [Active Patient](#) header of the [Patient History](#) screen.
- If more than one patient matches the search criteria a list of patients will be displayed.

Search Results							
Please select a patient below, or go back and search again.							
Organization	Accession	Coll Date	SHL Patient ID	Client Reference	Last Name	First Name	DOB
8751	98537	07/05/2021	3504	09455	LAST09455	FIRST09455	04/09/1989
8751	98531	06/28/2021	3500	10786	LAST10786	FIRST10786	09/16/1987
8751	98475	05/25/2021	3489	23987	LAST23987	FIRST23987	06/17/1999

Figure 17 Patient Search Results

- Select the patient by clicking on the “SHL Patient ID” hyperlink. This patient will then become the active patient and will be displayed in the [Active Patient](#) header of the [Patient History](#) screen. Click on the “Accession” link to load the [Test Results](#) screen for that accession.

Edit Patient

- The **Edit Patient** link on the [User Menu](#) allows the user to edit Patient, Responsible Party, or Insurance information.
- The **Edit Patient** tabs function the same as the **Add Patient** tabs.

Order Tests

- The **Order Tests** screen will display automatically after a new patient is added. Click on the **Order Tests** link on the [User Menu](#) to order a test on a selected existing patient. If you need to edit or review the patient information (including Responsible Party or Insurance information), click on the “Edit Patient Information” link at the bottom of the **Order Tests** screen.

Order Tests

Patient Information | Diagnosis | Tests | Review

Patient Information

Last Name: LAST727900045
 First Name: FIRST727900045
 Middle Initial:
 PID: LP-487

Patient Insurance

Ins Company:
 Policy No:
 Group:
 Destination Laboratory: SHLI

[Edit Patient Information](#)

Figure 18 Order Tests Screen

- The Diagnosis Code only needs to be selected for a “Bill To: Insurance” order, but not for a “Bill To: IDPH” or “Bill To: Client” order.
- Commonly Selected Diagnosis Codes can be added so that they are always displayed on the Diagnosis tab for quick selection. The user can search for additional diagnosis codes.

Order Tests

Patient Information | **Diagnosis** | Tests | Review

Search for a Diagnosis:

Chlamydia

- A55->CHLAMYDIAL LYMPHOGRANULOMA VENEREUM
- A56.00->CHLAMYDIAL INF OF LOWR GU TRACT UNS
- A56.01->CHLAMYDIAL CYSTITIS AND URETHRITIS
- A56.02->CHLAMYDIAL VULVOVAGINITIS
- A56.09->OTH CHLAMYDIAL INF OF LOWR GU TRACT
- A56.11->CHLAMYDIAL FEMALE PELVIC INFLAM DZ
- A56.19->OTHER CHLAMYDIAL GENTOURINARY INF
- A56.2->CHLAMYDIAL INFECTION GU TRACT UNS
- A56.3->CHLAMYDIAL INF OF ANUS AND RECTUM
- A56.4->CHLAMYDIAL INFECTION OF PHARYNX

Commonly Selected Diagnosis Codes

Figure 19 Diagnosis Tab

- Click on the Tests tab. Search for a test(s) to be added or select them from the Common Tests area. The Common Tests will list all of the tests that are orderable by CBSS clinics that can be billed to IDPH as Tests of Public Health Significance (TOPHS). Click on the link in front of the test name to display the [Test Information](#) screen for that test.

Order Tests

Patient Information | Diagnosis | **Tests** | Review

Search for a Test:

Enter Test Codes:

✗ Chlamydia/Gonorrhoeae (Community-Based Screening Services (CBSS) sites)

Common Tests

<input checked="" type="checkbox"/> 64017-7 - Chlamydia/Gonorrhoeae (Community-Based Screening Services (CBSS) sites)	<input type="checkbox"/> 77190-7 - Hepatitis B Maternal/Perinatal Panel	<input type="checkbox"/> 5196-1 - Hepatitis B Surface Antigen
<input type="checkbox"/> 49376-7 - Hepatitis C RNA	<input type="checkbox"/> 5198-7 - Hepatitis C Total Antibody	<input type="checkbox"/> 33027-4 - Herpes Simplex Virus Types 1, 2 and Varicella Zoster Virus (VZV) PCR
<input type="checkbox"/> 56888-1 - HIV 1/2 Antigen/Antibody Combination	<input type="checkbox"/> U45000-1 - Miscellaneous Testing	<input type="checkbox"/> U5292-8MHP - PrEP Access Monitoring Testing Panel
<input type="checkbox"/> U5292-8SHP - PrEP Access Startup Testing Panel	<input type="checkbox"/> 24312-1 - Syphilis TPPA	<input type="checkbox"/> 5292-8 - Syphilis VDRL (Serum)

Figure 20 Tests Tab

Figure 21 Order Review Tab

- Clicking the **Answer Questions** hyperlink will allow the user to answer the Ask At Order Entry (AAOE) questions. This includes selecting the sample type of the sample and providing required IDPH/CBSS program information.

Figure 22 Answer Questions Screen

- Collection Date defaults to the current date but can be changed.
- Collection Time must be entered in the format of HH:MM AM/PM.
- Requesting Physician can be selected from the [dropdown list of the organization's providers](#), can be searched from the [directory of all providers in the SHL Lifepoint system](#) by clicking the SEARCH button, or a [new provider can be entered](#) using the TEXT button.

Figure 23 Requesting Physician Dropdown List

Figure 24 Search for a Physician Screen

Figure 25 Enter a New Physician Screen

- The id of the submitting organization will be displayed in the “Requesting Location” field. The user can switch the location (organization) if they have access to multiple ones. If the user only has access to one organization, this field will not be displayed.
- The “Bill To” must be selected. Choices include: Client, Insurance, and IDPH. Most orders from CBSS clinics will be “Bill To: IDPH”. The exception to this rule is for Chlamydia/Gonorrhoeae testing. When public insurance information for the patient is provided for Chlamydia/Gonorrhoeae testing, “Bill To: Insurance” should be selected, and a Diagnosis Code should be entered. “Bill To: Client” will rarely be used for CBSS clinics (if ever).
- Special comments can be entered in the Comments field and they will print out on the test request form (requisition) and load as an internal analysis note in OpenELIS.
- Clicking the “ORDER” button will create the electronic order and generate a PDF of the test request form which should be printed and shipped with the sample.



State Hygienic Laboratory

Test Request Form

U of I Research Park
2490 Crosspark Road
Coralville, IA 52241-4721
Phone: (319) 335-4500 / (800) 421-IOWA

Bill To: IDPH
Order #: L889
Coll Dt: 10/27/2021
Coll Tm: 02:00 PM



Patient Information		Requesting Location
Client Reference: 8181561	DOB: 03/15/1997	Organization ID: 10395
LAST8181561, FIRST8181561	Age: 24	RIVER HILLS WOMENS HLTH AND FAM PLAN CL OTTUMWA
727 89TH ST	Gender: F	201 S MARKET ST
ANYTOWN, IA 50909	Race: Black, Asian	OTTUMWA, IA 52501
(564) 329-9191	Ethnicity: Hispanic or Latino	Phone:(641) 455-5431
		Fax:(641) 684-3080

Billing Information - Insurance Bill

Primary: Secondary: Tertiary:

Order Information

Requesting Phys: TURNER, SUSAN 1578556957
ABN Printed: No

Tests Ordered	Container	Spec Req
---------------	-----------	----------

64017-7 - Chlamydia/Gonorrhoeae (Community-Based Screening Services (CBSS) sites)	Aptima Multi-test or urine collection devices. SHL Chlamydia/Gonorrhea-Urine or Chlamydia/Gonorrhea-Vaginal/Throat/Rectal kits. Order at http://www.shl.uiowa.edu/kitsquotesforms/clinicalkit.xml	
-----------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

Sample Type: Rectal swab
Reason for Visit: STD Screen
Risk History: New Partner (last 90 days)
Additional Risk History: (check all that apply) Contact with STD
Symptoms: (patient reported) Yes
Signs / Clinical Impressions: No exam performed
Insurance Information: Uninsured



FOR STATE HYGIENIC LAB
USE ONLY

Figure 26 SHL Lifepoint Test Request Form

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 tab when placing the order. Once the Quick Order has been created for the patient, it can then be used to create subsequent orders on the patient.

- Create a Quick Order
 - Click the QUICK ORDER button instead of the ORDER button on the [Order Review](#) tab to create a Quick Order.
 - You will be directed to a screen to define the name of this Quick Order. If this is a new Quick Order, enter a name for it and click the APPLY button.

Figure 27 Naming a New Quick Order

- If an existing Quick Order on the patient needs to be updated, select the name of that Quick Order from the dropdown list of existing Quick Orders. Click the APPLY button to save your changes.

Figure 28 Replacing an Existing Quick Order

- You will then be returned to the [Order Review tab](#) where you will need to click the ORDER button to complete the current order.
- Place a Quick Order
 - Select the patient. See the [Patient Search](#) screen for how to find a patient.
 - Click the **Quick Order** link on the [User Menu](#). An * will denote that there has been at least one Quick Order created.

Quick Order		
Quick Order Name		
Remove	CT-GC	Edit Order
Remove	Hepatitis C RNA	Edit Order

Figure 29 Quick Order List Screen

- There are 3 options available:
 - If there are no changes to be made to the order, select the “Quick Order Name” link. The Collection Date and Time will be defaulted to the current date and time, the order will be completed, and the requisition will display. One or more Ask at Order Entry (AAOE) questions may still need to be reviewed.
 - If you would like to make a change to the order, such as adding a comment, select the “Edit Order” link of the Quick Order. You will be directed to the [Order Review](#) tab where you will be able to edit and place the order.
 - Click the “Remove” link to remove the Quick Order from the patient.

Activity Logs – 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 can be sent to the State Hygienic Lab with the samples. An additional copy can also be printed for the office as a record of what was ordered. Test Request Forms (requisitions) can also be reprinted from the Manifest List.
- The Manifest List screen allows the user to review which samples are being shipped out to the State Hygienic Lab and to release (submit) the electronic orders. Click on the **Activity Logs** link in the [User Menu](#) and next click on the **Manifest List** link on the **Activity Logs - Choose a Report** screen.

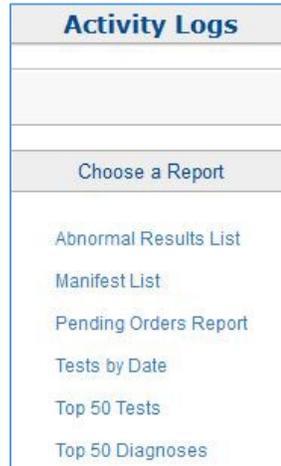


Figure 30 Activity Logs - Choose a Report Screen

- The search screen for the Manifest List will be displayed. The default values for the Temperature (All) and Receiving Lab (All) should be kept for nearly all searches. However, the user can create 2-3 separate Manifest Lists segregated by temperature, if desired. **The Status will need to be changed to either “All” or “Released”**. A status of “Released” for the Manifest List means that the electronic order has been released (submitted) to SHL. The Collection Date of the sample is used for the search date. The user can deselect information to be displayed on the Manifest List.

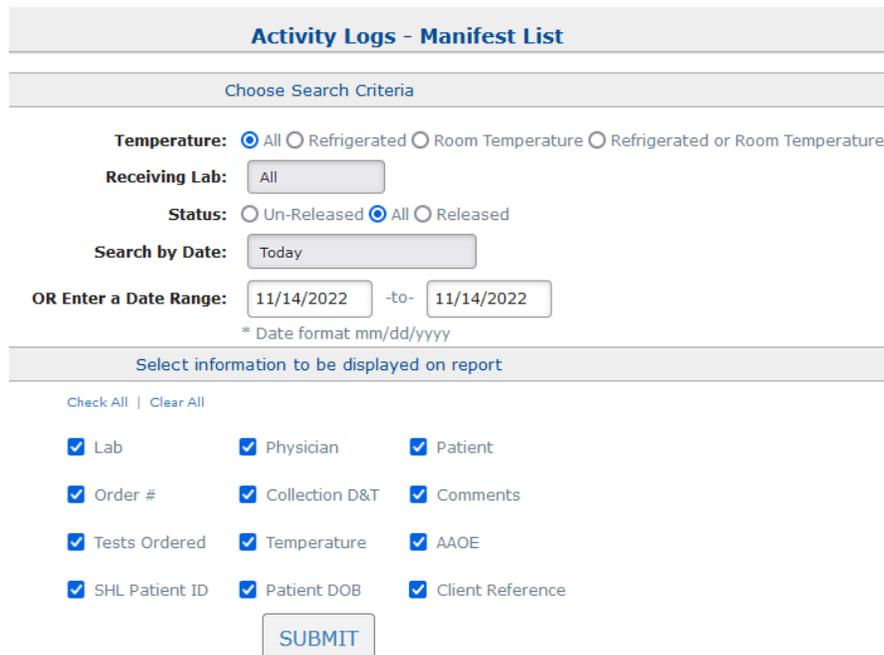


Figure 31 Manifest List Search Screen

- Click the “Submit” button. The Manifest List will be created and will display on the screen.
- The default is that 25 orders 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, an order, a physician, etc.

Figure 32 shows a control panel with a 'Show' button, a dropdown menu set to '25', the text 'entries', a 'Search:' label, and a text input field containing the name 'Smith'.

Figure 32 Orders Displayed/Search Box

- The default display is that the rows appear collapsed. Selecting the “+” at the beginning of the row expands the row to display the additional information which includes the tests ordered, sample type, temperature, any Ask At Order Entry (AAOE) questions, and any comments entered on the Order Review screen. To hide the additional information select the “-” that now displays. The “+” or “-” at the top will expand or collapse all orders that were retrieved.

+	<input type="checkbox"/>	Lab	Physician	Patient	Order #	Collection D&T	SHL Patient ID	Patient DOB	Client Reference
+	<input type="checkbox"/>	SHLI^serology-ic	JOHNS, RAEGAN	LAST62626, FIRST62626	L870 audit	10/27/2021 10:00 AM	3532	09/17/2001 12:00 AM	62626
+	<input type="checkbox"/>	SHLI^chlamydia_gc-ic	TURNER, SUSAN	LAST8161561, FIRST8161561	L869 audit	10/27/2021 02:00 PM	LP-506	03/15/1997 12:00 AM	8161561

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

Figure 33 Manifest List

- Click on the “Order #” hyperlink to view or print an individual Test Request Form.
- Click on the “Audit” hyperlink to view the audit of the order.
- Print the Manifest List and Print Requisitions by selecting from the Choose Action dropdown list in the top left corner of the screen.

Figure 34 shows a dropdown menu titled 'Choose Action' with the following options: Print All, Print Selected, Transmit All, Transmit Selected, View Report, and Print Requisitions.

Figure 34 Manifest List Choose Action Dropdown List

- Print All: The Manifest List will print with all orders included.
- Print Selected: The Manifest List will print with only the selected (checked) orders included.
- Transmit All: This option is not being used by SHL.
- Transmit Selected: This option is not being used by SHL.
- View Report: The Manifest List will display in a printer friendly version.
- Print Requisitions: The Test Request Forms (requisitions) that are selected (checked) will print. If no requisitions are selected, all of them will print.

THE UNIVERSITY OF IOWA		State Hygienic Laboratory		Kari Rupe 201 S MARKET ST OTTUMWA, IA, 52501			
Client: 10395 - Manifest List - 10/27/2021							Total Requisitions: 2
Lab	Physician	Patient	Order #	Collection D&T	SHL Patient ID	Patient DOB	Client Reference
SHLI^serology-ic	JOHNS, RAEGAN	LAST62626, FIRST62626	L870	10/27/2021 10:00 AM	3532	09/17/2001 12:00 AM	62626
5292-8 - Syphilis VDRL (Serum) Temp: REFRIGERATED Sample Type:: Serum specimen Bill to Iowa Department of Public Health as a Test of Public Health Significance (TOPHS):: Yes Any STD within last 12 months:: Yes Signs/symptoms of the infection:: Yes MSM:: No Disproportionately impacted:: Yes Exchange sex for drugs or money:: Yes Persons who have ever injected drugs:: Yes Sexual contact with someone in any of the preceding categories:: Yes Previous related diagnosis/therapy:: No _____ Receipt Of Specimen _____ Courier _____ Lab Tech							
SHLI^chlamydia_gc-ic	TURNER, SUSAN	LAST8161561, FIRST8161561	L869	10/27/2021 02:00 PM	LP-506	03/15/1997 12:00 AM	8161561
64017-7 - Chlamydia/Gonorrhoeae (Community-Based Screening Services (CBSS) sites) Temp: ROOM TEMPERATURE Sample Type:: Rectal swab Reason for Visit:: STD Screen Risk History:: New partner (last 90 days) Additional Risk History: (check all that apply): Contact with STD Symptoms: (patient reported): Yes Signs / Clinical Impressions:: No exam performed Insurance Information:: Uninsured _____ Receipt Of Specimen _____ Courier _____ Lab Tech							

Figure 35 Printer Friendly Manifest List

Patient History

- The **Patient History** screen can display all results, pending orders, and in progress samples/orders for a patient. Clicking on the **Patient History** link on the [User Menu](#) will first pop up the [Patient Search](#) screen to search for the desired patient. The Patient History screen can also be brought up from the Inbox's [Test Results](#) screen of a patient by clicking on the Patient History link on the [User Menu](#).
- Three different tabs may be displayed for a patient:
 - Not Received: This tab will display any orders have been placed in Lifepoint, but for which no result has been received yet from the State Hygienic Laboratory.
 - In Progress: This tab will display any samples (accessions) that have both results available and pending test results.
 - Result History: This tab will display any samples that are final.

Patient History (Audit)							
Not Received		Result History					
Lab	Practice	Physician	Order #	Ordered Date/Time	Remove From Pending	Delete	Edit Order
SHLI^chlamydia_gc-ic	15043	GUZMAN, MICHAEL	L1757 Audit	11/14/2022 09:24 AM (0 days)			Released
CTGCMGTV_PNL - CT/GC/MG/TV Panel (Community-Based Screening Services (CBSS) sites)							

Figure 36 Not Received Tab of the Patient History Screen

- An "Audit" link is available to the right of the "Patient History" title of the screen.
- Selecting this link will display audits for all actions performed to this patient, including orders and accessions. There also may be links to various files.

Patient History Audit for LAST7272HJHSHS7272, FIRST7272HJHSHS7272 (LP-464)		
Patient created by KERRYPATERSON 8751 SHLI(M_HAYEK 123 SHLI) on 06/21/2021 10:22:34 AM		
Show Detailed Audit		
Action	User (logged in as)	Date/Time
Patient Add	KERRYPATERSON 8751 SHLI(M_HAYEK 123 SHLI)	06/21/2021 10:22 AM
Order L751 Added	KERRYPATERSON 8751 SHLI()	06/21/2021 10:24 AM
Order L751 Added	KERRYPATERSON 8751 SHLI(M_HAYEK 123 SHLI)	06/21/2021 10:24 AM
Requisition Viewed in Portal	KERRYPATERSON 8751 SHLI(M_HAYEK 123 SHLI)	06/21/2021 10:24 AM
Requisition Viewed in Portal	KERRYPATERSON 8751 SHLI(M_HAYEK 123 SHLI)	06/21/2021 10:38 AM
Outbound Order Export View File	Outbound Order Export	06/21/2021 10:38 AM
Order L751 Transmitted successfully from ManifestList	KERRYPATERSON 8751 SHLI(M_HAYEK 123 SHLI)	06/21/2021 10:38 AM
Patient Inbound HL7 Load View File	Inbound HL7	06/21/2021 11:17 AM
Accession (98507) +		
Requisition Viewed in Portal	KERRYPATERSON 8751 SHLI(M_HAYEK 123 SHLI)	06/21/2021 11:25 AM

Figure 37 Patient History Audit

- Actions that are available on the “Not Received” tab of the Patient History screen include:
 - View or reprint a Test Request Form (requisition) by clicking on the “Order #” link.
 - View an audit of the order by clicking on the “Audit” link.

Patient History (Audit)						
Not Received		Result History				
PRINT SELECTED						
-	<input type="checkbox"/>	Lab	Practice	Physician	Accession Number	Coll Dt
-	<input type="checkbox"/>	SHLI	15043	GUZMAN, MICHAEL,	89033	11/09/2022
LP46454-5-EXBCUL - Shigella Final						

Figure 38 Result History Tab of the Patient History Screen

- Actions that are available on the “Result History” tab of the Patient History screen include:
 - Download the Final Report for one or more samples by checking the box at the beginning of the Accession # row and clicking the “PRINT SELECTED” button. The top checkbox will select/deselect all of the Accession # rows.
 - View the results by clicking on the Accession # row. The [Test Results](#) screen for the accession will display.
 - The same functionality is available here as when this screen is accessed thru the [Inbox](#).

Patient History (Audit)						
Not Received		In Progress				
Lab	Practice	Physician	Accession	Coll Date		
SHLI	15043	JONES, SHAWN D,	89032	11/09/2022 (5 days)		
U5292-8SHP - PrEP Access Startup Testing Panel Preliminary Result						

Figure 39 In Progress Tab of the Patient History Screen

- The action that is available on the “In Progress” tab of the Patient History screen is:
 - View the results that are available so far by clicking on the Accession # row. The [Test Results](#) screen for the accession will display.
 - The same functionality is available here as when this screen is accessed thru the [Inbox](#).

Cumulative Reports

- All results in the database will be displayed in the Full Table format. Only numeric results can be displayed in a Graph format.
- When the **Cumulative Reports** link on the [User Menu](#) is clicked, the [Patient Search](#) screen will first pop up if a patient has not already been selected.
- A “Full Table” Cumulative Report will display all results for the active patient in a table format.
- Enter a Date Range or leave blank to display the six most recent sample collection dates.

Custom Cumulative Reports

Date Range: -to-
* Enter a date range, or leave blank to see the 6 most recent dates. Date format mm/dd/yyyy.

Report Type: Full Table

Full Table will display a numeric table containing all the analytes displayable for the active patient.
Custom Table will display a numeric table with only the analytes you select.
Graph will give you the option of selecting one or more analytes to be displayed in a graph format. Only numeric results can be graphed.

Figure 40 Custom Cumulative Reports Search Screen

- Click the SUBMIT button. The Full Table Cumulative Report will be displayed.

Printer Friendly Version		Save As Template		Custom Cumulative Reports		Back to Search Form	
Tests: See Below		Dates: All				Gender: M	
Patient: FIRST1873005 LAST1873005		PID: 3514		DOB: 07/09/1988		Date Order: Ascending Descending	
Comma-Delimited File							
Switch X / Y Axis							
* Result contains comment.							
Analyte Name	98865	98712	98553	Reference Range	Unit of Measure		
	SHLI	SHLI	SHLI				
	07/21/2021	07/14/2021	07/07/2021				
	12:30 PM	12:00 PM	09:30 AM				
HEPATITIS C VIRUS RNA (IU/ML)	1973 A	36489 A	2790 A	-	IU/ML		
LOG10 VALUE	3.30 A	4.56 A	3.45 A	-	IU/ML		
HEPATITIS C VIRUS RNA	DETECTED A	DETECTED A	DETECTED A	-			
CLINICAL INTERPRETATION	** - A	** - A	** - A	-			
ANALYTICAL INTERPETATION	** - A	** - A	** - A	-			

Figure 41 Full Table Cumulative Report Screen

- The functions available on this screen are:
 - Hover the cursor over the result link to display information about the result.

Analyte Name	98865 SHLI 07/21/2021 12:30 PM	98712 SHLI 07/14/2021 12:00 PM	close	Reference Range	Unit of Measure
HEPATITIS C VIRUS RNA (IU/ML)	1973 A	36489 A	Accession: 98712 Date: 07/14/2021 Time: 12:00 PM Analyte: HEPATITIS C VIRUS RNA (IU/ML) Result: 36489 Comments:	-	IU/ML
LOG10 VALUE	3.30 A	4.56 A		-	IU/ML
HEPATITIS C VIRUS RNA	DETECTED A	DETECTED A		-	
CLINICAL INTERPRETATION	* - A	* - A		-	
ANALYTICAL INTERPETATION	* - A	* - A		-	
				-	

Figure 42 Result Details Pop-up Window

- If the result has a comment attached, an asterisk will be displayed next to the result. Hover over the result link to display the comment.

Analyte Name	98865 SHLI 07/21/2021 12:30 PM	98712 SHLI 07/14/2021 12:00 PM	98553 SHLI 07/07/2021 09:30 AM	Reference Range	Unit of Measure
HEPATITIS C VIRUS RNA (IU/ML)	1973		2790 A	-	IU/ML
LOG10 VALUE	3.30		3.45 A	-	IU/ML
HEPATITIS C VIRUS RNA	DETE		DETECTED A	-	
CLINICAL INTERPRETATION	* - A		* - A	-	
ANALYTICAL INTERPETATION	* - A		* - A	-	

close

Accession: 98865
 Date: 07/21/2021
 Time: 12:30 PM
 Analyte: ANALYTICAL INTERPETATION
 Result: -
 Within linear range
 Comments: 25 to 100,000,000 IU/mL

Figure 43 Result Details Pop-up Window with a Comment

- Click the "Comma-Delimited File" link to create a file that can be exported to a spreadsheet.

	A	B	C	D	E	F
1	PATIENT: LAST1873005, FIRST1873005 PID: 3514					
2		98865	98712	98553		
3		SHLI	SHLI	SHLI		
4		7/21/2021	7/14/2021	7/7/2021		
5	Analyte Name	12:30	12:00	9:30	Reference Range	Unit of Measure
6	HEPATITIS C VIRUS RNA (IU/ML)	1973 A	36489 A	2790 A	-	IU/ML
7	LOG10 VALUE	3.30 A	4.56 A	3.45 A	-	IU/ML
8	HEPATITIS C VIRUS RNA	DETECTED A	DETECTED A	DETECTED A	-	
9	CLINICAL INTERPRETATION	- A	- A	- A	-	
10	ANALYTICAL INTERPETATION	- A	- A	- A	-	

Figure 44 Full Table Cumulative Report Spreadsheet

- Switch the X / Y axis of the table by clicking that link.

Printer Friendly Version		Save As Template		Custom Cumulative Reports		Back to Search Form	
Tests: See Below		Dates: 07/07/2021 - 07/21/2021					
Patient: FIRST1873005 LAST1873005		PID: 3514		DOB: 07/09/1988		Gender: M	
Comma-Delimited File						Date Order: Ascending Descending	
Switch X / Y Axis							
* Result contains comment.							
Analyte Name	HEPATITIS C VIRUS RNA (IU/ML)	LOG10 VALUE	HEPATITIS C VIRUS RNA	CLINICAL INTERPRETATION	ANALYTICAL INTERPETATION		
98865 SHLI 07/21/2021 12:30 PM	1973 A	3.30 A	DETECTED A	* - A	* - A		
98712 SHLI 07/14/2021 12:00 PM	36489 A	4.56 A	DETECTED A	* - A	* - A		
98553 SHLI 07/07/2021 09:30 AM	2790 A	3.45 A	DETECTED A	* - A	* - A		
Reference Range	-	-	-	-	-		
Unit of Measure	IU/ML	IU/ML					

Figure 45 Full Table Cumulative Report Screen with X / Y Axis Switched

- The report can be saved as a template. This functionality is much more useful for a Custom Table or Graph format since those formats allow the user to select which analytes are to be included.
 - Click the “Save as Template” link.
 - The Template Information window will pop up. Enter the name that you want to give to the template.
 - Click the SAVE button to save the template.
 - This template will then be available for this user to be used for other patients.

Figure 46 Template Information Window

- Click the “Printer Friendly Version” link to view and print the Full Table Cumulative Report.

Tests: See Below	Dates: All		Patient: FIRST1873005 LAST1873005		PID: 3514	DOB: 07/09/1988	Gender: M
* Result contains comment.							
Analyte Name	98865 SHLI 07/21/2021 12:30 PM	98712 SHLI 07/14/2021 12:00 PM	98553 SHLI 07/07/2021 09:30 AM	Reference Range	Unit of Measure		
HEPATITIS C VIRUS RNA (IU/ML)	1973 A	36489 A	2790 A	-	IU/ML		
LOG10 VALUE	3.30 A	4.56 A	3.45 A	-	IU/ML		
HEPATITIS C VIRUS RNA	DETECTED A	DETECTED A	DETECTED A	-			
CLINICAL INTERPRETATION	* - A	* - A	* - A	-			
ANALYTICAL INTERPETATION	* - A	* - A	* - A	-			

Figure 47 Printer Friendly Version of Full Table Cumulative Report

- Display the results in either ascending or descending collection date order by clicking on those links.
- Click the “Accession #” link in the heading of the column for that sample to view its [Test Results](#) screen.

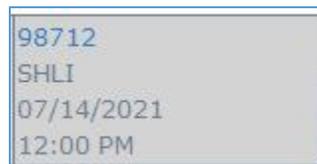


Figure 48 Accession Number Link on the Full Table Cumulative Report Screen

- Display a cumulative graph of the analyte by selecting the “Analyte Name” link. Select the “Space Data Evenly” option at the top of the graph to display the Collection Date and Time of the sample below its data point. This is the same graph that displays when the  graph icon is selected on the [Test Results](#) screen.



Figure 49 Cumulative Analyte Graph

- The functions available on this graph screen include:
 - Click the “Printer Friendly Version” link to view and print the Cumulative Analyte Graph.
 - This “Printer Friendly View” of the graph contains radio buttons at the top that allows the user to switch the analyte that is being graphed.

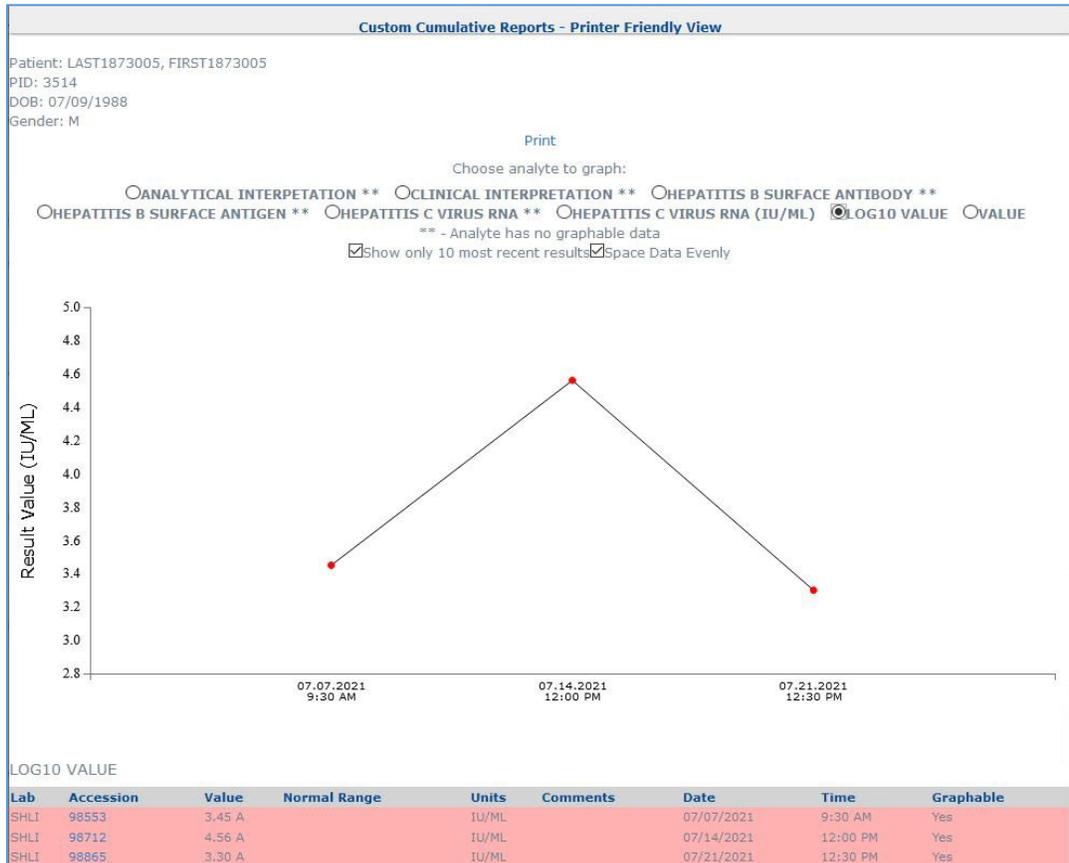


Figure 50 Cumulative Analyte Graph - Printer Friendly View

- Save the graph as a [template](#) by clicking on the “Save as Template” link.
- Click on a data point on the graph to view the result details.

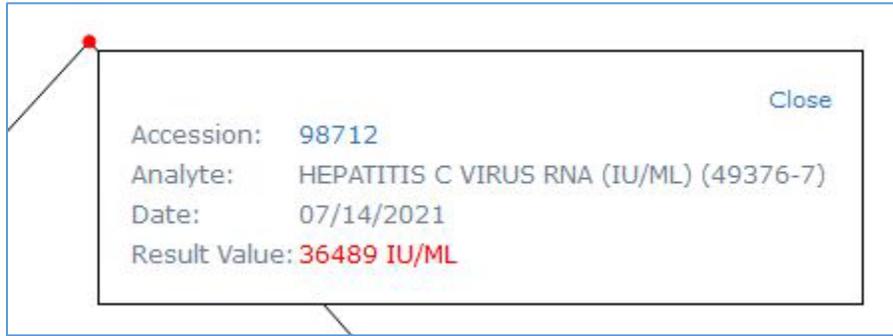


Figure 51 Result Details Pop-up Window of a Graph Data Point

- Click the “Accession” link in the “Result Details” pop-up window or in the table at the bottom of the Cumulative Analyte Graph screen to view the [Test Results](#) screen for that sample.

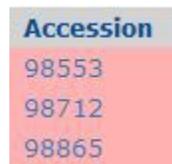


Figure 52 Accession Number Link on the Cumulative Analyte Graph Screen

Activity Logs – Abnormal Results List

- Click the **Activity Logs** link in the [User Menu](#) and next click on the **Abnormal Results List** link on the [Activity Logs - Choose a Report](#) screen.

Figure 53 Abnormal Results List Search Screen

- Choose the date range by selecting from the “Search by Date” dropdown field or by using the “Enter a Date Range” fields.
- If the user has access to multiple organization ids, a “Practice/Client” dropdown field will be displayed listing the user’s organization ids. To select multiple ids, hold down the Shift or Ctrl key on your keyboard and make your selections or select “All”.
- 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: 8751 - Abnormal Results List - 05/21/2021 to 06/01/2021					Back to Search	
Click here for printer friendly version.								
Accession	Collection Date	PID	Patient Name	Result Code	Result Name	Result Value	Abnormal Flag	Reference Range
98466	05/20/2021	3461	LAST72727799, FIRST72727799	43304-5	Chlamydia rRNA	Detected	A	-
98468	05/22/2021	3474	LAST92365, FIRST92365	43304-5	Chlamydia rRNA	Detected	A	-
				43305-2	Gonorrhoeae rRNA	Detected	A	-
98471	05/24/2021	3472	LAST9282881, FIRST9282881	43304-5	Chlamydia rRNA	Detected	A	-
98480	05/25/2021	3464	LAST526272, FIRST526272	16130-7	HSV 1	Detected	A	-
98484	05/26/2021	3484	LAST324789202, FIRST	50690-7	Titer	1:2	A	-
				5292-8	Syphilis VDRL	Reactive	A	-
98487	05/26/2021	3481	LAST82828, FIRST82828	11483-5	VZV	Detected	A	-

Figure 54 Abnormal Results List

- Click the “Click here for printer friendly version” link to view or print a printer-friendly version of the report.
- Click the “Accession” link to view the [Test Results](#) screen for the entire sample.

Activity Logs - Pending Orders Report

- Click the **Activity Logs** link in the [User Menu](#) and next click on the **Pending Orders Report** link on the [Activity Logs - Choose a Report](#) screen.

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
10395
10396

Figure 55 Pending Orders Report Search Screen

- The “[Order Status](#)” (Both, Not Received, or In Progress) field will default to “Both” but it can be changed.
- The “Search by Date” and “Enter a Date Range” fields will default to today. This represents the sample collection date. These dates can be changed.
- If the user has access to multiple organization ids, a “Practice/Client” dropdown field will be displayed listing the user’s organization ids. To select multiple ids, hold down the Shift or Ctrl key on your keyboard and make your selections or select “All”.
- Click the SUBMIT button. All pending orders/samples for the Order Status, Date Range and Practice/Client selected will display on the screen. Depending on the “Order Status” selected, one of the following reports will display:
 - Not Received: This tab will display any orders have been placed in Lifepoint, but for which no result has been received yet from the State Hygienic Laboratory.

- In Progress: This tab will display any samples (accessions) that have both results available and pending test results.
- Both: The Not Received and In Progress orders will display on separate tabs.

Back to Activity Logs		15043 - Pending Orders Report - 11/01/2022 to 11/30/2022				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		
SHLI*chlamydia_gc-ic	15043	JONES, SHAWN	LAST845618, FIRST845618	L1758	11/14/2022 10:59 AM (0 days)	Released	
64017-7 - Chlamydia trachomatis/Neisseria gonorrhoeae (Community-Based Screening Services (CBSS) sites)							
SHLI*chlamydia_gc-ic	15043	GUZMAN, MICHAEL	LAST, FIRST415118	L1757	11/14/2022 09:24 AM (0 days)	Released	
CTGCMGTV_PNL - CT/GC/MG/TV Panel (Community-Based Screening Services (CBSS) sites)							

Figure 56 Not Received Tab of Pending Orders Report

Back to Activity Logs		15043 - Pending Orders Report - 11/01/2022 to 11/30/2022				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		
SHLI	15043	JONES, SHAWN D,	LAST845618, FIRST845618	89032	11/09/2022 10:00 AM (5 days)	U5292-8SHP - PrEP Access Startup Testing Panel	

Figure 57 In Progress Tab of Pending Orders Report

- Actions that are available on the Pending Orders Report screen include:
 - Click the “Req Number” link on the Not Received tab to display the Test Request Form (Requisition) for that order.
 - Click the “Accession” link on the In Progress Tab to display the [Test Results](#) screen for that sample.
 - Click the “Click here to export the Not Received list.” link to export the displayed list into a spreadsheet.

	A	B	C	D	E	F	G	H
1	Lab	Practice	Physician	Patient	Req Number	Ordered Date/Time	Stat	Tests
2	SHLI*chlamydia_gc-ic	15043	JONES, SHAWN	LAST845618, FIRST845618	L1758	11/14/2022 10:59	No	64017-7 - Chlamydia trachomatis/Neisseria gonorrhoeae (Community-Based Screening Services (CBSS) sites)
3	SHLI*chlamydia_gc-ic	15043	GUZMAN, MICHAEL	LAST, FIRST415118	L1757	11/14/2022 9:24	No	CTGCMGTV_PNL - CT/GC/MG/TV Panel (Community-Based Screening Services (CBSS) sites)

Figure 58 Not Received List Spreadsheet

- Click the “Click here to export the In Progress list.” link to export the displayed list into a spreadsheet.

	A	B	C	D	E	F	G
1	Lab	Practice	Physician	Patient	Accession	Collected Date/Time	Tests
2	SHLI	15043	JONES, SHAWN D,	LAST845618, FIRST845618	89032	11/9/2022 10:00	U5292-8SHP - PrEP Access Startup Testing Panel

Figure 59 In Progress List Spreadsheet

- Click the “Click here for printer friendly version.” link to view or print a printer-friendly version of the report.

Client: 15043 - Pending Orders Report - 11/01/2022 to 11/30/2022					
Not Received					
Lab	Practice	Physician	Patient	Req Number	Ordered Date/Time
SHLI^chlamydia_gc-ic	15043	JONES, SHAWN	LAST845618, FIRST845618	L1758	11/14/2022 10:59 AM (0 days)
				64017-7 - Chlamydia trachomatis/Neisseria gonorrhoeae (Community-Based Screening Services (CBSS) sites)	
SHLI^chlamydia_gc-ic	15043	GUZMAN, MICHAEL	LAST, FIRST415118	L1757	11/14/2022 09:24 AM (0 days)
				CTGCMGTV_PNL - CT/GC/MG/TV Panel (Community-Based Screening Services (CBSS) sites)	
In Progress					
Lab	Practice	Physician	Patient	Accession	Collected Date/Time
SHLI	15043	JONES, SHAWN D,	LAST845618, FIRST845618	89032	11/09/2022 10:00 AM (5 days)
				U5292-8SHP - PrEP Access Startup Testing Panel	

Figure 60 Printer Friendly Version of Pending Orders Report

Activity Logs – Tests by Date

- Click the **Activity Logs** link in the [User Menu](#) and next click on the **Tests by Date** link on the [Activity Logs - Choose a Report](#) screen.

Back to Activity Logs
Activity Logs - Tests by Date

Search by Date:

OR Enter a Date Range: -to-

* Date format mm/dd/yyyy

Practice/Client:

All

123

3349

6007

Figure 61 Tests by Date Search Screen

- Choose the sample collection date range by selecting from the “Search by Date” dropdown field or by using the “Enter a Date Range” fields.
- If the user has access to multiple organization ids, a “Practice/Client” dropdown field will be displayed listing the user’s organization ids. To select multiple ids, hold down the Shift or Ctrl key on your keyboard and make your selections or select “All”.
- Click the SUBMIT button.
- A list of tests that were ordered by the selected organization for the selected date range will display on the screen. The Order Code, Order Code Name, and Count will be displayed for each test. 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
49376-7	Hepatitis C Virus Quantitative	15
56888-1	HIV Ag/Ab Combination	3
U5292-8SHP	HIV Startup PrEP Panel	3
77190-7	Hepatitis B Maternal/Perinatal Panel	2
80203-3	HIV-1/2 Antibody Differentiation Supplemental	2
64017-7	Chlamydia/Gonorrhoeae	1
65633-0	Hepatitis B Surface Antigen Confirmation	1
U5292-8MHP	HIV Monitoring PrEP Panel	1

Figure 62 Tests by Date Report Screen

- Click the “Click here for printer friendly version” link to view or print a printer-friendly version of the report.

Activity Logs – Top 50 Tests

- Click the **Activity Logs** link in the [User Menu](#) and next click on the **Top 50 Tests** link on the [Activity Logs - Choose a Report](#) screen.

Back to Activity Logs Activity Logs - Top 50 Tests Report

Practice/Client:

All
 123
 3349
 6007

Figure 63 Top 50 Tests Search Screen

- If the user has access to multiple organization ids, a “Practice/Client” dropdown field will be displayed listing the user’s organization ids. To select multiple ids, hold down the Shift or Ctrl key on your keyboard and make your selections or select “All”. Click the SUBMIT button.
- If the user only has access to one organization id, this search screen will be automatically bypassed.
- The report contains the top 50 tests ordered by the selected organization(s) in the last 365 days. The Order Code, Order Code Name, and Count will be displayed for each test. 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
64017-7	Chlamydia/Gonorrhoeae	27
49376-7	Hepatitis C Virus Quantitative	21
710	Miscellaneous	8
5292-8	Syphilis by VDRL	7
56888-1	HIV Ag/Ab Combination	7
24312-1	Syphilis by TPPA	5
5196-1	Hepatitis B Surface Antigen	5
5198-7	Hepatitis C Total Antibody	5
U5292-8SHP	HIV Startup PrEP Panel	4
77190-7	Hepatitis B Maternal/Perinatal Panel	3
80203-3	HIV-1/2 Antibody Differentiation Supplemental	3
33027-4	Herpes Simplex Virus 1 and 2 and Varicella Zoster Virus	2
65633-0	Hepatitis B Surface Antigen Confirmation	2
U5292-8MHP	HIV Monitoring PrEP Panel	2

Figure 64 Top 50 Tests Report Screen

- Click the “Click here for printer friendly version” link to view or print a printer-friendly version of the report.

Activity Logs – Top 50 Diagnoses

- Click the **Activity Logs** link in the [User Menu](#) and next click on the **Top 50 Diagnoses** link on the [Activity Logs - Choose a Report](#) screen. No search criteria exist for this report, so once this function is selected the list will automatically display on the screen.
- The report contains the top 50 diagnosis codes used by this organization(s) in the last 365 days. It is driven by orders placed. The Diagnosis (code), Diagnosis Name, and Count will be displayed for each diagnosis.

Back to Activity Logs		8751 - Top 50 Diagnoses		Back to Search	
Click here for printer friendly version.					
Diagnosis	Diagnosis Name	Count			
A74.89	OTHER CHLAMYDIAL DISEASES	3			
A56.00	CHLAMYDIAL INF OF LOWR GU TRACT UNS	1			
A56.01	CHLAMYDIAL CYSTITIS AND URETHRITIS	1			
A56.2	CHLAMYDIAL INFECTION GU TRACT UNS	1			
A56.4	CHLAMYDIAL INFECTION OF PHARYNX	1			
A74.9	CHLAMYDIAL INFECTION UNSPECIFIED	1			
B19.11	UNS VIRAL HEPATITIS B W/HEP COMA	1			

Figure 65 Top 50 Diagnoses Report Screen

- Click the “Click here for printer friendly version” link to view or print a printer-friendly version of the report.

Test Reference

- The Test Reference screen displays pertinent information about a test.
- Click the **Test Reference** link in the [User Menu](#). The Test Reference search screen will display.
- Select a test by performing a search, or by clicking the VIEW FULL LIST button.

The screenshot shows a web interface for searching tests. At the top, it says "Test Reference" and "Query Test Directory by Keyword". Below that is a search bar with the text "Hep" and a "searching..." indicator. A dropdown menu is open, listing several test codes and descriptions related to Hepatitis:

- 13950-1->Hepatitis A IgM Antibody
- 24113-3->Hepatitis B Core IgM Antibody
- 77190-7->Hepatitis B Maternal/Perinatal Panel
- 16935-9->Hepatitis B Surface Antibody
- 5196-1->Hepatitis B Surface Antigen
- 49376-7->Hepatitis C RNA
- 5198-7->Hepatitis C Total Antibody

 To the right of the search bar is a button labeled "VIEW FULL LIST".

Figure 66 Test Reference Search Screen

- The names of the tests that meet the search criteria will display in the dropdown list. Select the desired test.
- The “Test Information” screen for the selected test will display. It contains information such as the Order Code Name and Number, Test Description, Reflex Tests, Methodology, CPT Codes, Acceptable Specimen Types, Collection Instructions, Possible Results, and Shipping Instructions.

Reference Manual	
<input type="button" value="BACK"/>	
Test Information	
Order Code Name:	Syphilis VDRL (CSF)
Order Code Number:	5290-2
OpenELIS Test ID:	768
Test Description:	Initial screening test for syphilis. Titer given only when Syphilis VDRL test is positive.
Reflex Tests:	If positive, an antibody titer is reported and may reflex to Syphilis TPPA
Methodology:	Semi-Quantitative Flocculation
Price:	7.88. 8.12 for titer.
CPT Codes:	86592, if positive, add titer 86593
Acceptable Specimen Types:	Cerebrospinal Fluid (CSF)
Specimen Requirements:	Minimum 0.5 mL CSF

Figure 67 Test Information Screen

- Alternatively, click on the VIEW FULL LIST button on the Test Reference Search Screen to display the entire test directory. Click on the desired test name to display its Test Information Screen.

Reference Manual
<input type="button" value="SEARCH"/>
Acid Fast Bacillus Culture Panel (Mycobacterium tuberculosis Culture Panel)
Acid Fast Bacillus Isolate Identification
Arbovirus IgM Antibody Panel
Arthropod Identification
Aspergillus Antibody Panel
Blastomyces Antibody, Complement Fixation
Blastomyces Antibody, Immunodiffusion
Blood Lead Screening
Blood Smear for Parasites
Bordetella pertussis
Brucella IgG and IgM Antibodies
COVID-19 IgG Antibody

Figure 68 Test Reference Manual

User Profile

- Click the **User Profile** link in the [User Menu](#) to display this screen.
- The General tab allows the user to change her/his Password.
- After the information has been entered click the SUBMIT button to complete the action.
- Keep your password secure as your account provides access to protected health information. If you must write it down, be sure to keep it in a safe place.

Figure 69 User Profile Screen - General Tab

- The Preferences tab allows the user to set user and organizational preferences.

Figure 70 User Profile Screen - Preferences Tab

- Result Options
 - Inbox: Select the length of time for results to stay in the [Inbox](#) from the dropdown box provided.
 - Archive reports automatically after viewing: Selecting this checkbox will set results to automatically be archived from the Inbox once they have been viewed. **The results will be archived for all users of the organization.**

- Default setting preferences for expanded or collapsed test codes-test names on the [Inbox](#) screen and the [Result History](#) tab of the Patient History screen.
- Click Here to un-archive all Accessions for this user from the last # of days: Enter the number of days to un-archive the accessions and select the “Click Here” link to return the results to the Inbox. The number of days refers to the number of days since the result was archived.
- PDF printing requires Adobe Acrobat Reader: If Adobe Acrobat Reader does not already exist on the PC, select the “click here to download” link to download it. Your IT staff may need to install this software.
- Click the UPDATE button to save your changes.
- Choose the default settings for this user below.
 - Select the Start Page option for the user from the dropdown box provided. Choices are the [Inbox](#) or [Patient Search](#) screens.
 - Click the UPDATE button to save your changes.

Questions/Help

- Questions regarding the Lifepoint Web Portal may be directed to SHL-WebPortalSupport@uiowa.edu or 319/335-4358.

Appendix A: Typical Workflow Diagram

