

WEB PORTAL HELP DOCUMENT

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Login

The lab will provide you with login credentials.

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Log in.

User name

Password

Remember me?

View Results

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Patient Report [View Tabular Covid Results](#)

Today Yesterday Week Month

ex. search s, j to find John Smith

Tick the grid checkboxes to include in bulk print

Various Results Search Criteria

- Search by the “Today Yesterday Week Month” radio buttons
- Search by Name
Ex. To search for Noah Test, search “t,n”

Today Yesterday Week Month

 ex. search s, j to find John Smith

R=Report P=PDF D=Document List

<input type="checkbox"/>	Acc#	Date	LName	FName	DOB	Doctor			
<input type="checkbox"/>	1022	10/28/21	TEST	NOAH	01/01/01	DOCTOR TEST	R	P	D

- Search by Date of Service
- Search by Date

View COVID Tabular Format

[View Tabular Covid Results](#)

COVID RESULTS

All Detected From: To:

 of 1

Accno	Collected	L. Name	F. Name	DOB	Test	Result	Provider	Comments
1018	10/28/21	NEG CONTROL	SARS COVID	01/01/01	SARS-CoV-2, RT-PCR - OP	NEGATIVE	DOCTOR TEST	
1013	10/28/21	NEGATIVE	SARS COV-2	01/01/00	SARS-CoV-2, RT-PCR - OP	NEGATIVE	DOCTOR TEST	
1017	10/28/21	POS CONTROL	SARS COVID	01/01/01	SARS-CoV-2, RT-PCR - OP	POSITIVE	DOCTOR TEST	
1012	10/28/21	POSITIVE	SARS COV-2	01/01/00	SARS-CoV-2, RT-PCR - OP	POSITIVE	DOCTOR TEST	
1022	10/28/21	TEST	NOAH	01/01/01	SARS-CoV-2, RT-PCR - OP	NEGATIVE	DOCTOR TEST	
1023	10/28/21	TEST	THOMAS	01/01/01	SARS-CoV-2, RT-PCR - OP	POSITIVE	DOCTOR TEST	
1024	10/28/21	TEST	ANDREW	01/01/01	SARS-CoV-2, RT-PCR - OP	POSITIVE	DOCTOR TEST	
1019	10/28/21	VAL	SAMPLE 1	01/01/01	SARS-CoV-2, RT-PCR - OP	NEGATIVE	DOCTOR TEST	
1020	10/28/21	VAL	SAMPLE 2	01/01/01	SARS-CoV-2, RT-PCR - OP	POSITIVE	DOCTOR TEST	
1021	10/28/21	VAL	SAMPLE 3	01/01/01	SARS-CoV-2, RT-PCR - OP	POSITIVE	DOCTOR TEST	
1009	10/28/21	VALIDATION	SAMPLE1	01/01/00	SARS-CoV-2, RT-PCR - OP	NEGATIVE	DOCTOR TEST	
1010	10/28/21	VALIDATION	SAMPLE2	01/01/20	SARS-CoV-2, RT-PCR - OP	POSITIVE	DOCTOR TEST	
1011	10/28/21	VALIDATION	SAMPLE3	01/01/00	SARS-CoV-2, RT-PCR - OP	POSITIVE	DOCTOR TEST	
1014	10/28/21	VALIDATION	MICKEYMOUSE	01/01/00	SARS-CoV-2, RT-PCR - OP	NEGATIVE	DOCTOR TEST	
1015	10/28/21	VALIDATION	DONALDDUCK	01/01/00	SARS-CoV-2, RT-PCR - OP	POSITIVE	DOCTOR TEST	
1016	10/28/21	VALIDATION	GOOFY	01/01/00	SARS-CoV-2, RT-PCR - OP	POSITIVE	DOCTOR TEST	

Total Rows: 16

Orders

To place order you have the option of adding a new patient or searching a previously entered patient to copy from.

Add New Patient

New Patient Req

Req Id:	<input type="text"/>	Acc Date:	<input type="text"/>	<input type="button" value="Insert"/>	<input type="button" value="Cancel"/>
Patient Id 2:	<input type="text"/>	Patient Id 3:	<input type="text"/>	Stat:	<input type="checkbox"/>
SSN:	<input type="text"/>	Chart No:	<input type="text"/>	LastName:	TEST
FirstName:	PATIENT	MI:	<input type="text"/>	DOB:	01/01/1977
Age:	<input type="text"/>	Gender:	M	Race:	OTHER
Ethnicity:	NOT HISPANIC	Facility ID:	<input type="text"/>	Facility:	<input type="text"/>
Address:	100 MAIN STREET		Address 2:	<input type="text"/>	
City:	VALLEY PARK	State:	MO	ZIP:	63088
Phone No:	1234567890	Cell Phone:	<input type="text"/>	Work Phone:	<input type="text"/>
Email Address:	<input type="text"/>	DocNo:	1	DoctorName:	DOCTOR TEST
Practice Name:	<input type="text"/>	Office Name:	<input type="text"/>	Date Drawn:	11/9/2021
Time Drawn:	10:00	Spec Collector:	JS		

Ins Code1:	BCBS	Ins No1:	151165D
Group No:	<input type="text"/>	Ins1 Subscriber:	<input type="text"/>
Ins Code2:	MCR	Ins No2:	3521351
GroupNo2:	<input type="text"/>	Ins2 Subscriber:	<input type="text"/>
BILL TO:	<input type="text"/>	Dx Code:	Z20.822
Dx Code2:	<input type="text"/>	Dx Code3:	<input type="text"/>
Dx Code5:	<input type="text"/>	Comments:	These comments will be sent to lab.

Doctor
 Insurance
 DxCode

DocNo	DoctorName	PR NAME
Select 1	DOCTOR TEST	

InsCode	Name
Select BCBS	BCBS
Select MCD	MEDICAID
Select MCR	MEDICARE

DCode	Description
Select Z20.822	

Fill in patient demographic data

Use the picklists in pink to auto fill some fields

Click Insert



Newly entered requisitions will appear in the Current Order List along with any other requisitions not yet imported by the lab.

Current Order List

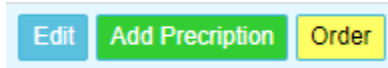
	ACC NO	REQ ID	ACCDATE	Chart No	Last Name	First Name	DOB	DOCNO	DoctorName
Select	10237		11/15/2021	TESPA7781	TEST	PATIENT	01/01/1977	1	DOCTOR TEST

Click Select

Current Order List

ACC NO	R
Select 10237	

Click Order in yellow



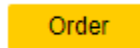
Check the desired test order

TestNo	Description	TESTTYPE
<input type="checkbox"/> 1992	SARS-CoV-2, RT-PCR - OP	I
<input type="checkbox"/> 1996	SARS-CoV-2, RT-PCR - NA	I
<input checked="" type="checkbox"/> 1991	SARS-CoV-2, RT-PCR - NP	I

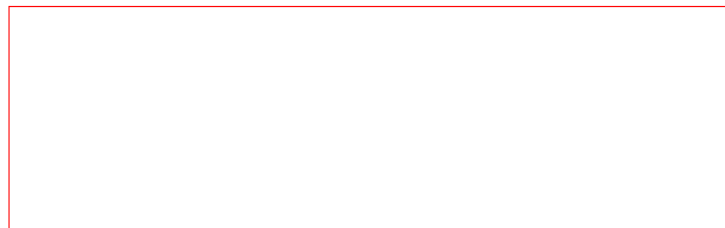
The selected tests will show in the pink box (Confirm order in next step)

TESTNO	Test Description	Test Type
✘ 1991	SARS-CoV-2, RT-PCR - NP	I

Confirm order



Ordered tests will be displayed in the bottom pink box. Click Requisition.



ACCNO	TTYPE	TESTNO	TESTDESCR	PCODE	AMOUNT	DateOrdered
✘ 10237	I	1991	SARS-CoV-2, RT-PCR - NP	U0003	0	11/15/2021

Print Requisition

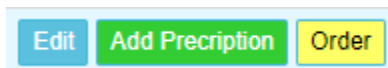
WEB Client Services **SOLUTIONS LAB** ***H-10237***
 (p) (636) 717-9016 1714 GILSINN LANE, FENTON, MO 63026
 (f) (636) 717-9014 **H-10237**

Physician Notification: Applicable diagnosis code(s) must be provided for each test panel ordered. Only those test(s) that you, as the provider, believe are appropriate for patient care should be ordered. Medicare will only reimburse for testing they consider medically necessary for the diagnosis and treatment of the patient, rather than for screening purposes.

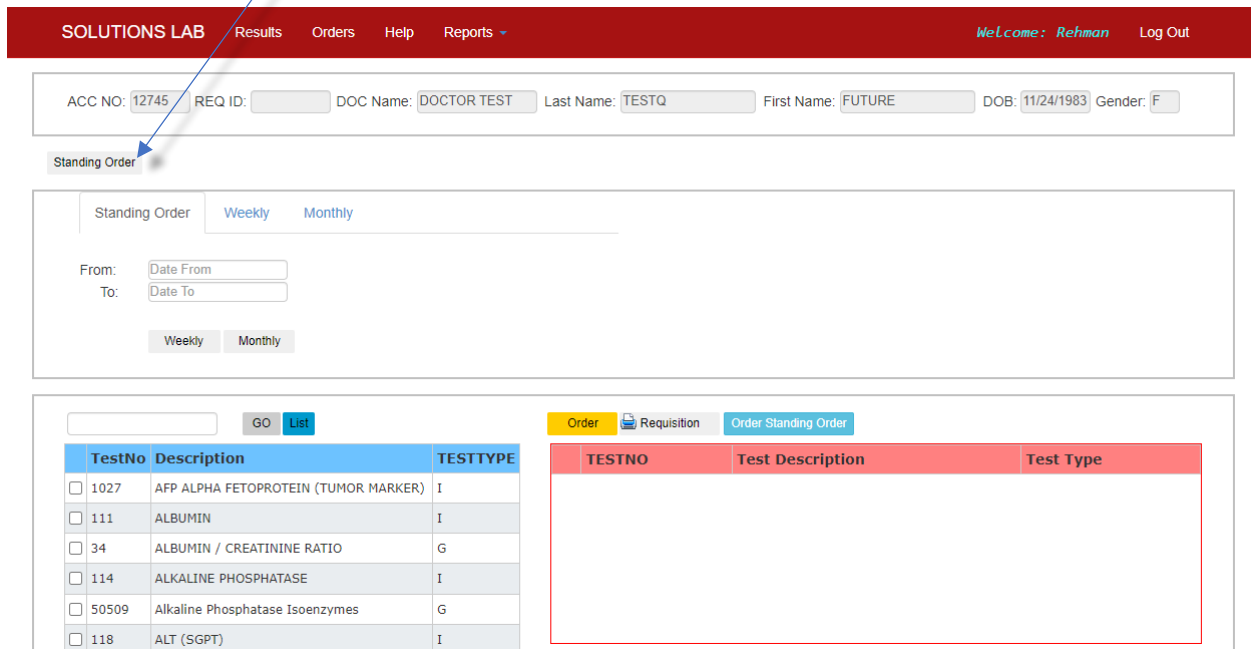
PATIENT DEMOGRAPHICS				PROVIDER INFORMATION	
Name	TEST PATIENT			1 TEST DOCTOR	
Address	100 MAIN STREET VALLEY PARK MO 63088			100 MAIN STREET	
SSN		DOB	01-01-1977	Phone	
Gender	M			Fax	
Phone	1234567890				
INSURANCE INFORMATION				COLLECTION INFORMATION	
Insurance (Primary)		Insurance (Secondary)		Collection Date	11-09-2021
BCBS		MEDICARE		Collection Time	10:00
Phone		Phone			
Policy #	151165D	Policy #	3521351		
Group #		Group #			
Relation		Relation			
COMMENTS					
These comments will be sent to lab.					
Test Code	Test Description				CPT Code
1991	SARS-CoV-2, RT-PCR - NP				U0003

Standing Orders

Once you have entered patient demographics proceed to the order.

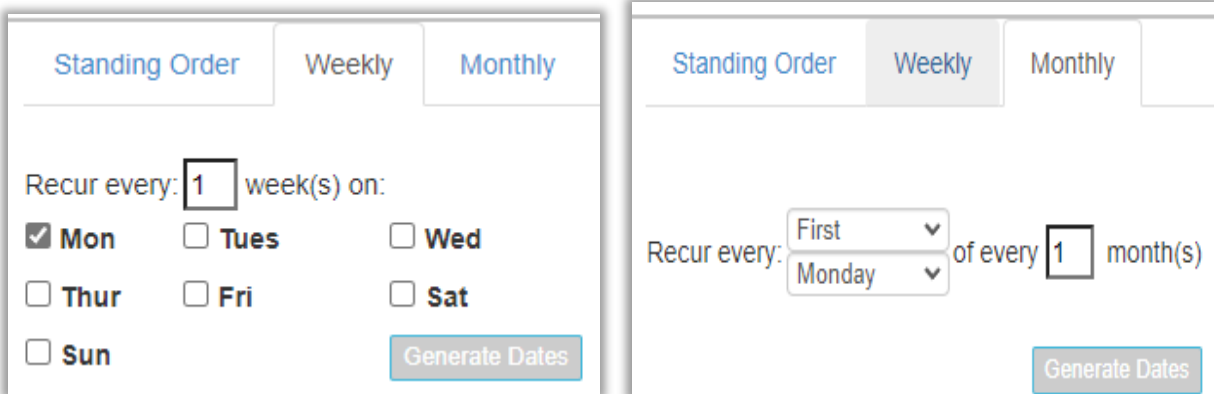


Click "Standing Order" to bring up the SO criteria.



The screenshot shows a patient demographics form with fields for ACC NO (12745), REQ ID, DOC Name (DOCTOR TEST), Last Name (TESTQ), First Name (FUTURE), DOB (11/24/1983), and Gender (F). Below this is a 'Standing Order' section with tabs for 'Standing Order', 'Weekly', and 'Monthly'. The 'Standing Order' tab is active, showing 'From:' and 'To:' date fields, and 'Weekly' and 'Monthly' frequency options. Below this is a table of test options with columns 'TestNo', 'Description', and 'TESTTYPE'. The table lists tests such as AFP ALPHA FETOPROTEIN (TUMOR MARKER), ALBUMIN, ALBUMIN / CREATININE RATIO, ALKALINE PHOSPHATASE, Alkaline Phosphatase Isoenzymes, and ALT (SGPT). To the right of the table is a 'Requisition' section with a table for 'TESTNO', 'Test Description', and 'Test Type'.

Choose the SO date range and then either weekly variation or monthly variation of testing.



The first screenshot shows the 'Standing Order' tab selected, with 'Weekly' and 'Monthly' tabs. The 'Recur every: 1 week(s) on:' section has radio buttons for days of the week: Mon (checked), Tues, Wed, Thur, Fri, Sat, and Sun. A 'Generate Dates' button is at the bottom right.

The second screenshot shows the 'Weekly' tab selected, with 'Standing Order' and 'Monthly' tabs. The 'Recur every: First of every 1 month(s)' section has dropdown menus for 'First' and 'Monday', and a 'Generate Dates' button at the bottom right.

Click Generate Dates

The dates will be generated based on the criteria selected.

You may remove dates individually by clicking the red x.

Standing Order Weekly Monthly

Recur every: week(s) on:

Mon Tues Wed
 Thur Fri Sat
 Sun

Generated Dates		Clear
<input checked="" type="checkbox"/>	4/25/2022 12:00:00 AM	
<input checked="" type="checkbox"/>	5/2/2022 12:00:00 AM	
<input checked="" type="checkbox"/>	5/9/2022 12:00:00 AM	
<input checked="" type="checkbox"/>	5/16/2022 12:00:00 AM	
<input checked="" type="checkbox"/>	5/23/2022 12:00:00 AM	

You can manually add a date outside of the dates generated.

Select your test. Click "Order Standing Order".

TestNo	Description	TESTTYPE
<input type="checkbox"/> 1027	AFP ALPHA FETOPROTEIN (TUMOR MARKER)	I
<input type="checkbox"/> 111	ALBUMIN	I
<input type="checkbox"/> 34	ALBUMIN / CREATININE RATIO	G
<input type="checkbox"/> 114	ALKALINE PHOSPHATASE	I
<input type="checkbox"/> 50509	Alkaline Phosphatase Isoenzymes	G
<input type="checkbox"/> 118	ALT (SGPT)	I

Order

TESTNO	Test Description	Test Type
<input checked="" type="checkbox"/> 111	ALBUMIN	I