

Lab Web Portal - GC ARLN

Introduction



NO PATIENT DATA WAS USED IN THIS PRESENTATION.

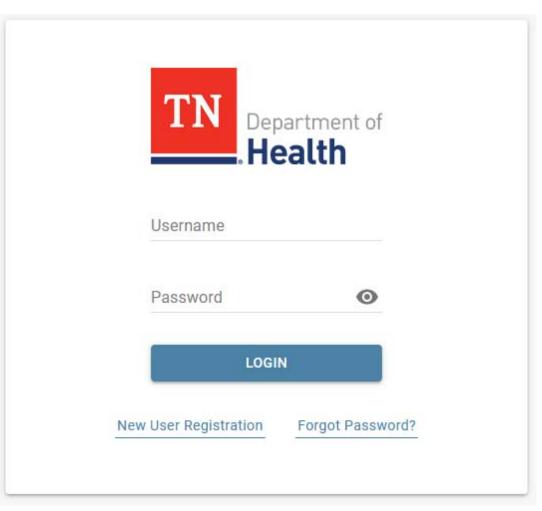
ALL "PATIENT" INFORMATION HAS BEEN FABRICATED FOR TRAINING PURPOSES.



Welcome to the Lab Web Portal (LWP)



Accessing the Lab Web Portal



https://lwp-web.aimsplatform.com/tn2/#/auth/login



Portal Login Page

- Login Existing Account
- New User Registration
- Reset Password
- Order Support
 - View Lab Contacts
 - Information on where to submit specimens
- Technical Support
 - Technical Support Contacts

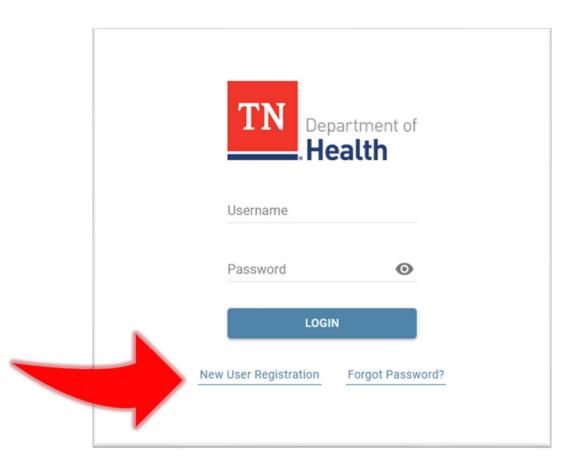
Username Password COGIN New User Registration Forgot Password?	Username Password O	TN Dep	partment of ealth
LOGIN	LOGIN		
104-1993	104-1993	Password	0
New User Registration Forgot Password?	New User Registration Forgot Password?	LOGI	IN
		New User Registration	Forgot Password?

©2007 - 2020 iConnect Consulting, Inc. Order Support Technical Support

13 Oct 2020 19:07 8.2.0.1179



Click "New User Registration"





TN Department of Health					
New Us	ser Registration				
Account Details					
Email *					
Password *	٥				
Confirm Password *	0				
First Name *	Last Name *				
Title *					
Contact Details					
Address * City *	State * V ZIP *				
Primary Phone *	Fax *				
Organization Details					
Organization *	٩				
If you don't see your organiza	tion in the list, please contact the lab.				
Terms of Use* I agree to the <u>Terms of U</u> Privacy Policy* I agree to the <u>Privacy Pol</u>					
Re	SUBMIT sturn to Login				

Account Details

- Email address (username)
- Password
- Confirm Password
- Name (First and Last)
- Title



	w User Registration
ccount Details	
mail *	
assword *	6
onfirm Password *	6
rst Name *	Last Name *
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ity*	State * V ZIP *
rimary Phone *	Fax *
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Irganization *	C
f you don't see your org	anization in the list, please contact the lab
	s of Use

Contact Details

- Facility Address
- Primary phone
- Fax number



	User Registration
Account Details	
Email *	
Password *	ø
Confirm Password *	٥
First Name *	Last Name *
Title *	
Contact Details	
Address *	
City *	State * V ZIP *
Primary Phone *	Fax *
Organization Details	
Organization *	Q
If you don't see your organ	ization in the list, please contact the lab.
I agree to the <u>Terms o</u>	<u>f Use</u>

Organization Details

- Begin typing the name of your facility in the "Organization" field
- Facilities in the portal will be listed
 - Select your facility from the list
 - Multiple facilities?
 - Contact Technical Support

	ser Registration
Account Details	
Email *	
Password *	ø
Confirm Password *	Ø
īrst Name *	Last Name *
Title *	
Contact Details	
Address *	
City *	State * V ZIP *
Primary Phone *	Fax *
Organization Details	
Organization *	Q
f you don't see your organize	ation in the list please contact the lab
ierms of Use*] I agree to the <u>Terms of U</u>	lse
Privacy Policy* I agree to the <u>Privacy Po</u>	licy

<u>Review "Term of Use"</u> <u>and "Privacy Policy"</u>

- Check the boxes to agree
- Agreement is required to request access



New	User Registration
Account Details	
Email *	
assword *	0
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irst Name *	Last Name *
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ontact Details	
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ity *	State * V ZIP *
rimary Phone *	Fax *
Organization Details	
Irganization *	Q
f you don't see your organ	nization in the list, please contact the lab.
erms of Use *] I agree to the <u>Terms o</u> tivacy Policy *] I agree to the <u>Privacy</u>	

<u>Click Submit to complete</u> <u>the registration process</u>

- New user request will be sent to the portal admin for approval
- All user requests will be verified with facility supervisory staff
- Users will be notified by email upon approval
 - Please allow 24 hours for account review



Navigating the Lab Web Portal



Dashboard

- Landing page after log in
- Control center of the LWP

TN Department of Health	≡ Dashboard			Ser NAME
Dashboard				
Incomplete Orders	0	678	29 PUBLISHED REPORTS	5
In Transit Orders	UNREAD REPORTS	ALL ORDERS	VENED 100%	NEW ORDERS
All Orders				
Published Reports				
Help				
ORDER TESTS				
BATCH ORDER				
VIEW REPORTS				



Dashboard -Tiles

- Displays counters and key performance indicators
 - Top Number = total number for user organization
 - Progress bar = viewed vs not viewed reports
- Click on the tile to open relevant data grids

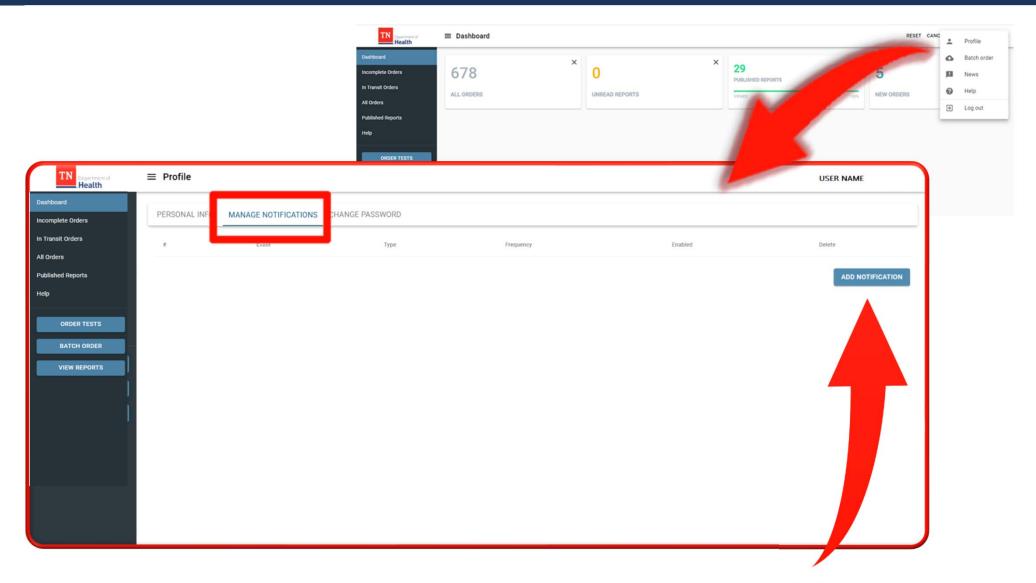
TN Experiment of Health	■ Dashboard			* 1	USER NAME	
Dashboard Incomplete Orders In Transit Orders All Orders	0 UNREAD REPORTS	678 All orders	29 PUBLISHED REPORTS	100x NEW ORDERS	Ν	Editable: Click on the gear ¢ icon
Published Reports Help ORDER TESTS BATCH ORDER						to edit
VIEW REPORTS	TN Department of Health	E Dashboard			RESET CANCEL	SAVE USER NAME
	Dashboard Incomplete Orders	0 ×	678 ×	29 × PUBLISHED REPORTS	5 New orders	×
	Al Critery					

User Drop-Down Menu - Profile

	ADAPATYON		
≡ Profile		USER NAME	
- Inst Marine	Last Name	Title Training Coordinator	
Email Address stephanie.poindexter@tn.gov	Address 630 Hart Lane	City Nashville	Click on your username to access
State TN	ZIP 37216	Primary Phone 6152626338	the drop-down menu
Primary Fax 6152626393	Role LWP_Physician		to edit your personal
	Services		information
Maury County Health Department 06001 Williamson County Health Department 09403 Williamson County Health Department 09401 Wilson County Health Department 09501		CANCEL SAVE	 Click the "Change Password" tab to change your password
	PERSONAL INFO NAGE NOTIFICAT Institute Stephanie Stephanie Stephanie. Email Address stephanie.gov State TN Primary Fax 6152626393 Organizations Tennessee Dept. of Health Division of Lab tdhis.nas Maury County Health Department 06001 Williamson County Health Department 09403 Williamson County Health Department 09401 Wilson County Health Department 09401	PERSONAL INFO NAGE NOTIFICATIONS CHANGE PASSWORD Internet Last Name Stephanie Poindexter Email Address Address stephanie.poindexter@tn.gov 630 Hart Lane State ZIP TN 37216 Primary Fax Role 6152626393 LWP_Physician Organizations LWP_Physician Granizations Image Structure Maury County Health Department 06001 Villiamson County Health Department 09403 Williamson County Health Department 09403 Villiamson County Health Department 09403 Willoon County Health Department 09401 Villiamson County Health Department 09401	PERSONAL INFO NAGE NOTIFICATIONS CHANGE PASSWORD Last Name Stephanie Poindexter Email Address Address Address City Stephanie.poindexter@tn.gov 630 Hart Lane City Stephanie.poindexter@tn.gov 630 Hart Lane Nashville State ZIP T N 37216 6152626338 Primary Fax Role 6152626393 LWP_Physician Organizations Tennessee Dept. of Health Division of Lab Services tdhis.nas Maury County Health Department 09401 Williamson County Health Department 09403 Williamson County Health Department 09501



User Drop-Down Menu – Manage Notifications



Add personal preferences for Portal notification events by clicking **ADD NOTIFICATION** under the Manage Notifications tab



User Drop-Down Menu – Manage Notifications

			TN Health	≡ Dashboard					RESET	CANC +	Profile
			Dashbosed Incomplete Orders In Transit Orders All Orders Published Reports	678 All orders	×	O UNREAD REPORTS	x	29 PUBLISHED REPORTS VEME	NEW ORDERS	р Q	Batch order News Help Log out
TN Department of Health	≡ Profile							7	USER NAME		
Dashboard	PERSONAL INFO	MANAGE NOTIFICATIONS CH	ANGE PASSWORD								
Incomplete Orders		Event		Туре	Frequency		Enabl	led	Delete		
In Transit Orders	1	New Report is available		Email	Immediatel	у	no			- 1	
All Orders									ADD NOTIFICATION		
Published Reports Help	Enabled										
ORDER TESTS	New Report is ava	ifable	✓ Email			-	Immediately				
BATCH ORDER							Once a day				
VIEW REPORTS											
									SAVE	J	

- Click "Enabled" to be notified when a new report is available
 - Choose to be notified immediately or once per day
 - Save the settings
- To delete a notification, click the 🔳 icon next to the notification

Dashboard - Navigation Panel

Data Grids

- Incomplete Orders
- In Transit Orders
- All Orders
- Published Reports

NOTE: Not all users will have access to all options



Dashboard - Navigation Panel

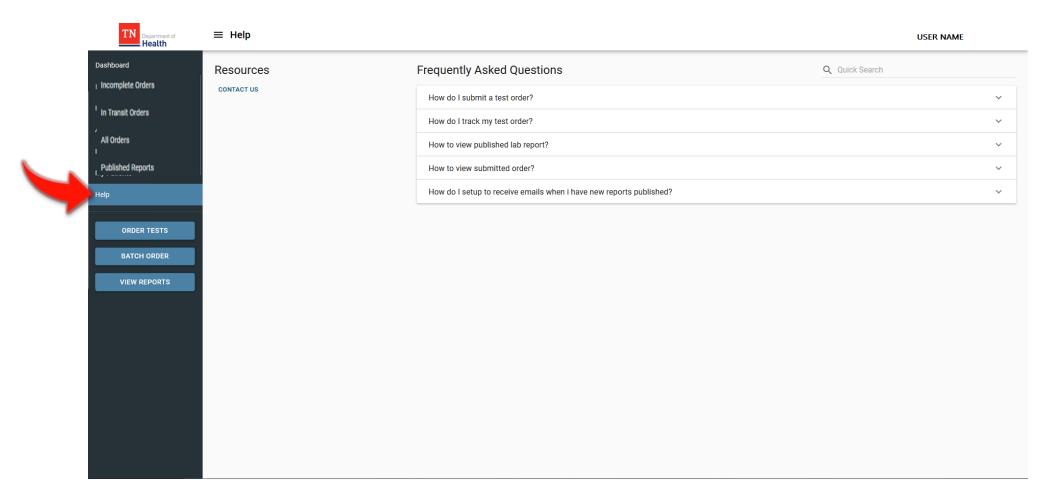


- Order Tests
- Batch Orders
- View Reports

TN Department of Health	≡ Dashboard	
Dashboard		
Incomplete Orders	0	678
In Transit Orders	UNREAD REPORTS	ALL ORDERS
All Orders		
Published Reports		
Help		
ORDER TESTS		
BATCH ORDER		
VIEW REPORTS		

NOTE: Not all users will have access to all options

Help Portal







Using the Data Grids

Incomplete Orders

• Lists orders that have been started but not yet submitted

L	TN Descriment at E Incomplete Orders												
	Dashboard	Dashboard Q. Quick Search											
	In Transit Orders	KEY -CI	SPECIMEN ID -0	PATIENT NAME -C	PATIENT DOB	PATIENT MRN -0	DATE CREATED -0	1					
	All Orders Published Reports												
	Help												
	ORDER TESTS BATCH ORDER												
	VIEW REPORTS												
		\$ • •					Rows per page: 25 💌 0-0	of 0 < >					



In Transit

• Lists orders that have been submitted, but not yet received by the lab

TN Health	≡ Int	ransit Orders	, ,								USER NA
Dashboard											
Incomplete Orders	9	Quick Search									7
In Transit Orders		PORTAL ID -C3	SURRG SPEC ID -CI	GISP SPEC ID 40	PROJECT -0	SITE -0	PATIENT DOB -0	DATE COLLECTED -0	DATE SUBMITTED	FACILITY NAME 🕫	SPECIMEN TYPE
All Orders		QIDTN2210006006	SFO8675309107	SFO-202110-10	SURRG & GISP	SFO	04/16/1980	11/10/2021	12/14/2021 09:41 am	Molecular Pathology Lab Network - MPLN	Urine (UR)
		QIDTN2210006005	SFO8675309113	SFO-202110-11	SURRG & GISP	SFO	04/22/1980	11/10/2021	12/14/2021 09:41 am	Molecular Pathology Lab Network - MPLN	Endocervical (E)
Published Reports		QIDTN2210006004	GR88675309035	GR8-202110-35	SURRG & GISP	GRB	02/04/1980	11/10/2021	12/14/2021 09:41 am	Molecular Pathology Lab Network - MPLN	Rectal (R)
Help		QIDTN2210006003	HON8675309046	HON-202110-46	SURRG & GISP	HON	02/15/1980	11/10/2021	12/14/2021 09:41 am	Molecular Pathology Lab Network - MPLN	Unethral (U)
		QIDTN2210006002	NYC8675309079	NYC-202110-79	SURRG & GISP	NVC	03/19/1980	11/10/2021	12/14/2021 09:41 am	Molecular Pathology Lab Network - MPLN	Other (O)
ORDER TESTS		QIDTN2210005995	SEA867530910	SEA-202110-10	eGISP & GISP	SEA	04/14/1980	11/10/2021	12/10/2021 09:44 am	Molecular Pathology Lab Network - MPLN	Rectal (R)
CHOLNTEOTO		QIDTN2210005995	NYC8675309076	NYC-202110-76	eGISP & GISP	NYC	03/16/1980	11/10/2021	12/10/2021 09:44 am	Molecular Pathology Lab Network - MPLN	Urethral (U)
BATCH ORDER		QIDTN2210005994	IND8675309047	IND-202110-47	eGISP & GISP	IND	02/16/1980	11/10/2021	12/10/2021 09:44 am	Molecular Pathology Lab Network - MPLN	Urine (UR)
		QIDTN2210005993	HON8675309040	HON-202110-40	ecisp & cisp	HON	02/09/1980	11/10/2021	12/10/2021 09:44 am	Molecular Pathology Lab Network - MPLN	Not captured/Unk
VIEW REPORTS		OIDTN2210005992	ATL8675309004	ATL-202110-04	eGISP & GISP	ATL	01/04/1980	11/10/2021	12/10/2021 09:44 am	Molecular Pathology Lab Network - MPLN	Pharyngeal (P)
		QIDTN2210005959		WDC-202112-03	GISP Only	WDC	12/07/2021	12/07/2021	12/07/2021 10:17 am	Molecular Pathology Lab Network - MPLN	Unethral (U)
		OIDTN2210005958	SEA12345678902	SEA-202112-02	eGISP & GISP	SEA	12/07/2021	12/07/2021	12/07/2021 10:15 am	Molecular Pathology Lab Network - MPLN	Unethral (U)
		QIDTN2210005957	IND12345678901	IND-202112-01	SURRG & GISP	IND	12/07/2021	12/07/2021	12/07/2021 10:12 am	Molecular Pathology Lab Network - MPLN	Pharyngeal (P)
		QIDTN2210005894	ALB12		SURRG & GISP	ALB	11/12/2021	11/12/2021	11/12/2021 10:30 am	Molecular Pathology Lab Network - MPLN	Whole Blood
		O/DTN2210005891	WDC8675309115	WDC-202110-11	SURRG & GISP	WDC	04/24/1980	11/10/2021	11/10/2021 02:49 pm	Molecular Pathology Lab Network - MPLN	Rectal s=ab
		OIDTN2210005890	TRP8675309114	TRP-202110-11	SURRG & GISP	TRP	04/23/1980	11/10/2021	11/10/2021 02:49 pm	Molecular Pathology Lab Network - MPLN	Pharyngeal (P)
		OIDTN2210005889	\$F08675309113	SFO-202110-11	SURRG & GISP	SFO	04/22/1980	11/10/2021	11/10/2021 02:49 pm	Molecular Pathology Lab Network - MPLN	Endocervical (E)
		OIDTN2210005888	SF08675309112	SEO-202110-11	SURRG & GISP	SFO	04/21/1980	11/10/2021	11/10/2021 02:49 pm	Molecular Pathology Lab Network - MPLN	Conjunctival (C)
		OIDTN2210005887	SF08675309111	SFO-202110-11	SURRG & GISP	SFO	04/20/1980	11/10/2021	11/10/2021 02:49 pm	Molecular Pathology Lab Network - MPLN	Whole Blood
		OIDTN2210005886	\$FO8675309110	SFO-202110-11	SURRG & GISP	SFO	04/19/1980	11/10/2021	11/10/2021 02:49 pm	Molecular Pathology Lab Network - MPLN	Not captured/Unk
		OIDTN2210005885	\$FO8675309109	SFO-202110-10	SURRG & GISP	SFO	04/18/1980	11/10/2021	11/10/2021 02:49 pm	Molecular Pathology Lab Network - MPLN	Other
	0 -	0/07N2210005884	5608675309108	SEO-202110-10	SURRG & GISP	\$50	04/17/1980	11/10/2021	11/10/2021 02:49 nm	Molecular Pathology Lab Network - MPLN	Vacinal (V)

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All Orders

• All orders submitted by user organization, regardless of status

TN Department of Health	≡ All Orders								USER NAM
Dashboard									
Incomplete Orders	Q Quick Search								
In Transit Orders		LIMS ACCESSION ID 🖉	PORTAL ID -0	SURRG SPEC ID 🛷	PROJECT -C	SITE -0	PATIENT DOB -43	DATE COLLECTED 40	DATE SUBMITT
All Orders			0:0TN2210006006	SF08675309107	SURRG & GISP	SFO	04/16/1980	11/10/2021	12/14/2021 09:4
			QIDTN2210006005	SF08675309113	SURRG & GISP	SFO	04/22/1980	11/10/2021	12/14/2021 09:4
ublished Reports		,	OIDTN2210006004	GR88675309035	SURRG & GISP	GRB	02/04/1980	11/10/2021	12/14/2021 09:41
elp			0/0TN2210006003	HON8675309046	SURRG & GISP	HON	02/15/1980	11/10/2021	12/14/2021 09:41
		é.	QIDTN2210006002	NVC8675309079	SURRG & GISP	NVC	03/19/1980	11/10/2021	12/14/2021 09:41
ORDER TESTS			QIDTN2210005996	SEA867530910	eGISP & GISP	SEA	04/14/1980	11/10/2021	12/10/2021 09:44
UNDER TESTS			OIDTN2210005995	NYC8675309076	eGISP & GISP	NVC	03/16/1980	11/10/2021	12/10/2021 09:44
BATCH ORDER			OIDTN2210005994	IND8675309047	eGISP & GISP	IND	02/16/1980	11/10/2021	12/10/2021 09:4
			OIDTN2210005993	HON8675309040	eGISP & GISP	HON	02/09/1980	11/10/2021	12/10/2021 09:44
VIEW REPORTS			OIDTN2210005992	ATL8675309004	eGISP & GISP	ATL	01/04/1980	11/10/2021	12/10/2021 09:4
			QIDTN2210005959		GISP Only	WDC	12/07/2021	12/07/2021	12/07/2021 10:1
			OIDTN2210005958	SEA12345678902	eGISP & GISP	SEA	12/07/2021	12/07/2021	12/07/2021 10:1
			OIDTN2210005957	IND12345678901	SURRG & GISP	IND	12/07/2021	12/07/2021	12/07/2021 10:1
		N21004399	010TN2210005910	ATL8675309005	SURRG & GISP	ATL	01/05/1980	11/10/2021	11/17/2021 09:5
		N21004398	QIDTN2210005909	ATL8675309004	SURRG & GISP	ATL	01/04/1980	11/10/2021	11/17/2021 09:5
		N21004397	OIDTN2210005908	ATL8675309003	SURRG & GISP	ATL	01/03/1980	11/10/2021	11/17/2021 09:5
		N21004396	010TN2210005907	ANC8675309002	SURRG & GISP	ANC	01/02/1980	11/10/2021	11/17/2021 09:5
		N21004395	OIDTN2210005906	AL88675309001	SURRG & GISP	ALB	01/01/1980	11/10/2021	11/17/2021 09:55
		N21004394	OIDTN2210005905		GISP Only	ANC	11/11/2021	11/17/2021	11/17/2021 09:3
		N21004393	OIDTN2210005904	ANC74185296302	eGISP & GISP	ANC	11/11/2021	11/17/2021	11/17/2021 09:3
		N21004392	QIDTN2210005903	ANC1234561	SURRG & GISP	ANC	11/11/2021	11/17/2021	11/17/2021 09:3
		N21004385	OIDTN2210005898	AI R496041316	SURRG & GISP	AIR	11/12/2021	11/12/2021	11/12/2021 05:00



Published Reports

- Shows all orders with published reports per user organization.
 - Orders with unread (not viewed) reports are shown in **bold**

Dashboard										
Dashooard	Q. Quick Searc	h								-
Incomplete Orders										
In Transit Orders		PORTAL ID -CI	SURRG SPEC ID -0	PROJECT -0	PATIENT DOB -0	DATE COLLECTED -0	DATE SUBMITTED -C	FACILITY NAME -0	SPECIMEN TYPE -0	STATU
All Orders		0/071N2210005910	ATL8675309005	SURRG & GISP	01/05/1980	11/10/2021	11/17/2021 09:55 am	Molecular Pathology Lab Network - MPLN	Rectal swab	Relea
		QIDTN2210005909	ATL8675309004	SURRG & GISP	01/04/1980	11/10/2021	11/17/2021 09:55 am	Molecular Pathology Lab Network - MPLN	Pharyngeal (P)	Relea
Published Reports		QIDTN2210005908	ATL8675309003	SURRG & GISP	01/03/1980	11/10/2021	11/17/2021 09:55 am	Molecular Pathology Lab Network - MPLN	Endocervical (E)	Relea
Help		QIDTN2210005907	ANC8675309002	SURRG & GISP	01/02/1980	11/10/2021	11/17/2021 09:55 am	Molecular Pathology Lab Network - MPLN	Conjunctival (C)	Relea
		OIDTN2210005906	AL88675309001	SURRG & GISP	01/01/1980	11/10/2021	11/17/2021 09:55 am	Molecular Pathology Lab Network - MPLN	Whole Blood	Relea
ORDER TESTS		QIDTN2210005905		GISP Only	11/11/2021	11/17/2021	11/17/2021 09:35 am	Molecular Pathology Lab Network - MPLN	Urethral (U)	Relev
ORDER TESTS		OIDTN2210005904	ANC74185296302	eGISP & GISP	11/11/2021	11/17/2021	11/17/2021 09:34 am	Molecular Pathology Lab Network - MPLN	Pharyngeal (P)	Rele
BATCH ORDER		QIDTN2210005903	ANC1234561	SURRG & GISP	11/11/2021	11/17/2021	11/17/2021 09:33 am	Molecular Pathology Lab Network - MPLN	Endocervical (E)	Relea
		QIQTN2210005898	AL8496041316	SURRG & GISP	11/12/2021	11/12/2021	11/12/2021 05:06 pm	Molecular Pathology Lab Network - MPLN	Rectal swab	Relev
VIEW REPORTS		QIDTN2210005897	BAL613130	SURRG & GISP	11/12/2021	11/12/2021	11/12/2021 04:39 pm	Molecular Pathology Lab Network - MPLN	Endocervical (E)	Relea
		OIDTN2210005895	ALB460165103	SURRG & GISP	11/12/2021	11/12/2021	11/12/2021 03:59 pm	Molecular Pathology Lab Network - MPLN	Endocenvical (E)	Rele
		OIDTN2210005895	AL81	SURRG & GISP	11/12/2021	11/12/2021	11/12/2021 10:30 am	Molecular Pathology Lab Network - MPLN	Whole Blood	Rele
		OIDTN2210005786	CAM8675309010	SURRG & GISP	01/10/1980	11/10/2021	11/10/2021 02:48 pm	Molecular Pathology Lab Network - MPLN	Not captured/Unknown (NC)	Rele
		OIDTN2210005785	BUF8675309009	SURAG & GISP	01/09/1980	11/10/2021	11/10/2021 02:48 pm	Molecular Pathology Lab Network - MPLN	Other	Rele
		OIDTN2210005784	BOS8675309008	SURRG & GISP	01/06/1980	11/10/2021	11/10/2021 02:48 pm	Molecular Pathology Lab Network - MPLN	Vaginal (V)	Rele
		OIDTN2210005783	BHM8675309007	SURRG & GISP	01/07/1980	11/10/2021	11/10/2021 02:48 pm	Molecular Pathology Lab Network - MPLN	Unine	Rele
		QIDTN2210005782	BAL8675309006	SURRG & GISP	01/06/1980	11/10/2021	11/10/2021 02:48 pm	Molecular Pathology Lab Network - MPLN	Urethral (U)	Rele
		QIDTN2210005781	ATL8675309005	SURRG & GISP	01/05/1980	11/10/2021	11/10/2021 02:48 pm	Molecular Pathology Lab Network - MPLN	Rectal swab	Rele
		0/07N2210005779	ATL8675309003	SURRG & GISP	01/03/1980	11/10/2021	11/10/2021 02:48 pm	Molecular Pathology Lab Network - MPLN	Endocervical (E)	Relev
		010TN2210005778	ANC8675309002	SURRG & GISP	01/02/1980	11/10/2021	11/10/2021 02:48 pm	Molecular Pathology Lab Network - MPLN	Conjunctival (C)	Relea
		0:0TN2210005777	AL88675309001	SURRG & GISP	01/01/1980	11/10/2021	11/10/2021 02:48 pm	Molecular Pathology Lab Network - MPUN	Whole Blood	Relea
				GISP Only	01/10/1990	11/10/2021	11/10/2021 12:22 nm	Molecular Pathology Lab Network - MPLN	Unethral (10	Relation



Dashboard - Quick Search

- Click on = button to open filter panel to add additional/advanced search options
 - Available for the different data grids

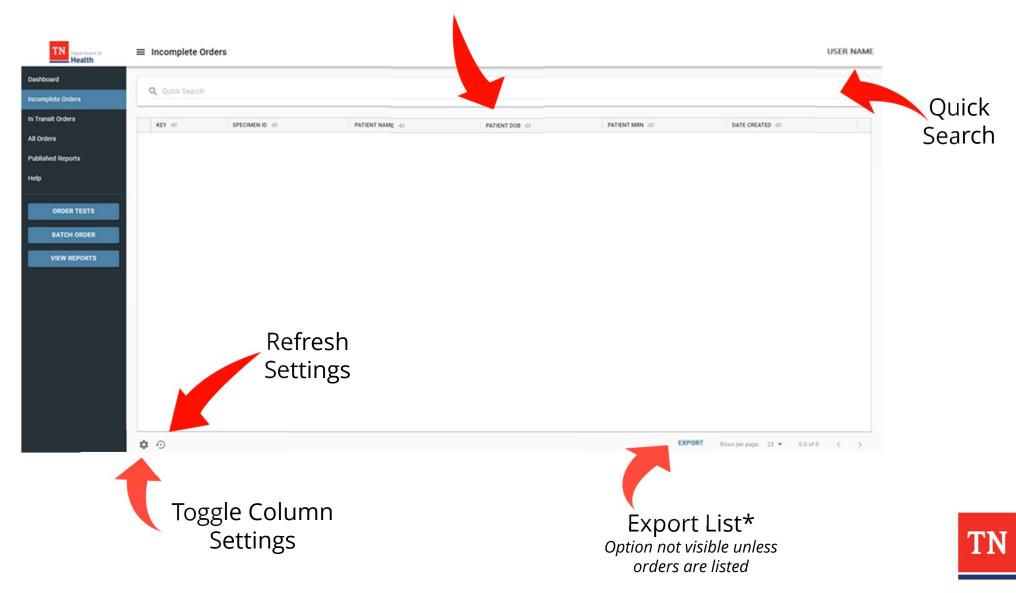
TN Constructed of Health	≡ Incomplete Orders	
Deshboard		
Incomplete Orders	Q, Quick Search	
In Transit Orders	E Key Operator Value	_
All Orders	6	_
Published Reports	Saved Filters - SAVE	CLEAR APPLY
Help		
ORDER TESTS		
BATCH ORDER		
VIEW REPORTS		
	🗱 🕤	erpage: 25 👻 0.0 of 0 < S

• Use the **SAVE** button to save filters for repeated searches



Data Grid Navigation

- Click on the column header to sort the data grid
 - Hold shift and click headers to sort by multiple columns



Data Grid Navigation

Number of items that need attention



 \equiv Incomplete Orders

Dashboard	Q	Duck Seaton 1									Ŧ	
Incomplete Orders	-											
In Transit Orders	0	PORTAL ID ==	SUBRE SPEC 81 -01	BIP IPEC ID -0	PROJECT -01	SITE -07	PATIENT DOB -	BATE COLLECTED -01	DATE SUBMITTED -0	FACILITY NAME @	SPECIMON TYPE -0	
All Orders		0/075/221202608	\$PO8675389107	590-202110-10	5URRS & 0/5P	540	04/16/1980	11/10/2021	12/14/2021 09/47 am	Molecular Pathology Lab Network - MPUN	Une pilo	
All Orders		0025121000603	U/C0675309113	5FO-352110-91	10/010 10:052	\$20	94/22/1680	11/10/0521	12/14/2021 08:41 #**	Meleculer Pethology Leb Network - MPUN	Enterina (E)	
Published Reports	OP	0011x2210004004	0888675304035	048-202110-28	SUMPLY ALOSP	016	02/04/1988	11/10/0621	12/14/2021 99-41 em	Moleculer Pethology Lab Network - MPLN	Rectal (F)	
nia.		0.01112104063	HOM2675109046	HON-282112-48	1000 N 052	HON .	02/15/1880	11/10/0821	12/14/0021 08/41 am	Meleculer Petrology Lab Network - MPLN	Unefficient (L)	
Help		000103210006002	NHCEN75309079	NOC-202110-29	subal a ost.	NPC	05/16/1480	11/10/0021	12/14/2021 09/41 em	Noienvier Pethningy Leb Network - MPLN	Other (C)	
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		CHEMICAL PROPERTY OF COMPANY	A718675309004	AFL-302110-04	+05F & 05F	ars.	01/04/1880	11/10/0521	12-10-0021 Skidd and	Motecular Pathology (ab Nationik - MPC/0	Phasystynes (8)	
VIEW REPORTS		0.075.221002559		WDC-302112-03	EISP City	WDC	12/07/2021	12/07/3821	12/07/2021 10:17 am	Molecular Pathology Lab Network - MPUN	Unetwol (U)	
		CIC/11/2210025958	\$8412345478902	SEA-202112-02	+05PA.05P	SEA ·	ranstana	12/07/3081	12/07/2021 10:15 am	Molecular Pathology Leb Network - MPUN	Urethial (U)	
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		0000000000000	A(812		TURING & COSP	418	11/12/2021	TRADIGMEN	11/12/2021 10:00 am	Molecular Pathology Lab Network - MPLN	Whole Bood	Page Navigation
	OP	DOTAL TROOMS	WOOMITINT	WDC-202110-11	sured & ose	WDC	04/24/1903	11/10/2021	11/90/2021 02:49 pm	Molecular Pathology Lab Network - MPLN	Rectal swab	
	OP	010331212025890	11090175209114	THP-202710-11	SURVICE A CISP	TEP	04/23/1680	11/10/2021	11/90/2021 02:49 pm	Molecular Pathology Lab Network - MPLN	Pharyngesi (P)	Navigation
	OP	CIOTAL2100Chillis	\$FOR675309113	\$40-352110-11	SURVEY N COSP	\$40	06/22/1980	11/10/30/1	11/90/2021 02:49 pm	Molecular Pathology Lab Network - MPLN	Endocenical (E)	
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	OP	0107132210003088	5105675309110	540-202110-11	SURVEY OF	5P0	04/18/1980	11/10/2021	11/90/2021 02:49 pm	Molecular Pathology Lab Network - MPUN	Not capita	
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	0.0		NORCESSIO	905-007136-08	5.001.5.059	wn.	N/17/1980	11/36/3925	11/05/2021 87-48 ove	Melecule Bellelone Lab Network - MPIN	Veninel M	
	¢ و)								Rows per page: 25 • 1-25	of 626 - C - D	





USER NAME



Data Grid Navigation

• Click on 🖛 icon to pin a column the left side of the grid

TN Copertment of Health	■ All Orders				
Dashboard					
Incomplete Orders	Q Quick Search				
In Transit Orders		_			
	LIMS ACCESSION ID 🖉	PORTAL IC -C	PF		
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Published Reports		0:0TN2210006005 \$F06675309113	s 🗆 🖓 🛰	> N21003672	OIDTN2210005217 ALB1234
		0/DTN2210006004 44675309035		> N21003673	OIDTN2210005218 ANC1234
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		0:DTN2210006002 NVC867533	s 🗌 🛏 🚧	> N21003674	OIDTN2210005219
ORDER TESTS		QIDTN2210005996 SEA867530910		> N21003678	OIDTN2210005220 ATL86753
		0/07N2210005995 NYC8675309076		> N21003679	OIDTN2210005221 ANC8675
BATCH ORDER		0/07N2210005994 IND8675309047			
VIEW REPORTS		0/0TN2210005993 HON8675309040		> N21003680	OIDTN2210005222 ALB86753
		OIDTN2210005992 ATL8675309004		> N21003681	OIDTN2210005223 ATL86753
		OIDTN2210005959 OIDTN2210005958 SEA12345678902		> N21003682	OIDTN2210005224 ATL86753
		0/07/1/2210005957 IND12345678901		> N21003682	<u>UTUTN2210002224</u> ATC00723
		OIDTN2210005910 ATL8675309005		> N21003683	OIDTN2210005225 BAL86753
		0/DTN2210005909 ATL8675309004		> N21003684	OIDTN2210005226 BHM8675
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	□ □ ~ @ > > N21004395	0:071N2210005906 AL88675309001	s. 🗆 🏳 🚧	> N21003686	OIDTN2210005228 BUF8675
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	□ □ ~	OIDTN2210005904 ANC74185296302	eGISP & GISP		
	□ □ ~ N21004392	0:0TN2210005903 ANC1234561	SURRG & GISP		
		0/07N2210005898 AI 8496041316	SURRG & CISP		TN
	n 0				





Ordering Tests

- 1. Click the **Order Tests** Call-to-Action button
- 2. Click the **[TN] GC ETOR TRF** tile to access the Test Requisition Form (TRF)

	TN Department of Health	≡ Forms	
e sts con	Dashboard Incomplete Orders	[TN] GC ETOR TRF	
ETOR	In Transit Orders	No description	
the	All Orders		
orm	Published Reports		
	Help	2	
1-E	ORDER TESTS		
	BATCH ORDER		
	VIEW REPORTS		



Test Requisition Form (TRF) – Site Information

\equiv [TN] GC ETOR TRF		USER NAM
Forms / [TN] GC ETOR TRF		
	Project Name *	
Site *	✓ SURRG & GISP	v
	Gite *	
Submitting Facility Name * Molecular Pathology Lab Network - MPLN	ALB	
GC Facility Code *	ANC	
SURRG Spec ID *	ATL	
PATIENT INFORMATION	BAL	
Patient Date Of Birth *	BHM	
Gender* O Male O Female O Trans male O Trans female	BOS	
SPECIMEN INFORMATION	BUF	
Specimen Collection Date * 12/15/2021	Possible Nm	

- Start typing the site name in the **SITE** field
 - Sites will populate in a drop-down menu
 - Choose the site from the drop-down menu



Test Requisition Form (TRF) – Project Name

TN Department of Health	■ [TN] GC ETOR TRF		USER NAME
Dashboard	Forms / [TN] GC ETOR TRF		
Incomplete Orders In Transit Orders All Orders	Site *	Project Name * SURRG & GISP	v
Published Reports Help	SUBMITTER INFORMATION Submitting Facility Name * Molecular Pathology Lab Network - MPLN	Q. Juris	^
ORDER TESTS BATCH ORDER VIEW REPORTS	SURRG & GISP	xample: SEA-202108-XX)	
	eGISP & GISP		^
	SURRG & GISP		
	GISP Only		CLEAR SAVE SUBMIT

• Click on the v to view/select project from the drop-down list



Test Requisition Form (TRF) – Submitter Information SURRG & GISP

TN Copartment of Health	≡ [TN] GC ETOR TRF		US	ER NAME
Dashboard	Forms / [TN] GC ETOR TRF			
Incomplete Orders	Site* Project Name*			
In Transit Orders	ALB V SURRG & GISP			~
All Orders				_
Published Reports	SUBMITTER INFORMATION			^
Help	Submitting Facility Name * Q Jurisdiction PHL			~
BATCH ORDER	GC Facility Code * GISP Spec ID (Example: SEA-202108-XX) SURRO Spec ID * ALB			-
VIEW REPORTS	PATIENT INFORMATION			÷
	SPECIMEN INFORMATION			~
	ASK AT ORDER ENTRY QUESTIONS			~
	SHIPPING			~
				_
		CLEAR	SAVE	SUBMIT

- Begin typing the name of the submitting facility in the **SUBMITTING FACILITY NAME** field.
- Click the *Q* icon to see the list of facilities



Test Requisition Form (TRF) – Submitter Information SURRG & GISP

TN Beauth	≡ [TN] GC ETOR TRF		USER NAME
Dashboard	Forms / [TN] GC ETOR TRF		
Incomplete Orders	50**	Project Name *	
In Transit Orders		 SURRG & GISP 	v
All Orders			_
Published Reports	SUBMITTER INFORMATION		~
Help	Submitting Facility Name * Molecular Pathology Lab Network - MPLN	Q Jurisdiction PHL	(v
ORDER TESTS BATCH O VIEW REPORTS	GC Facility Code * surkis special* ALB	✓ GISP Spec ID (Example: SEA-202108-XX)	_
	PATIENT INFORMATION		~
	SPECIMEN INFORMATION		~
	ASK AT ORDER ENTRY QUESTIONS		~
	SHIPPING		~
		CLEAR	SAVE SUBMIT

- Enter the GC Facility Code in the **GC FACILITY CODE** field *OR*-
- Click the 👻 icon next to see the list of GC Facility Codes
- Click on the facility code



Test Requisition Form (TRF) – Submitter Information SURRG & GISP

TN Generation of Health	≡ [TN] GC ETOR TRF	USER NAME
Dashboard	Forms / [TN] GC ETOR TRF	
Incomplete Orders	Site * Project Name *	
In Transit Orders	ALB SURRG & GISP	(v
All Orders		
Published Reports	SUBMITTER INFORMATION	~
нер	Submitting Facility Name* Molecular Pathology Lab Network - MPLN Q Jurisdiction PHL	(v
ORDER TESTS	GC Facility Code * GISP Spec ID (Example: SEA-202108-XX)	
VIEW REPOS	SURRO Specific* ALB	
	PATIENT INFORMATION	×
	SPECIMEN INFORMATION	~
	ASK AT ORDER ENTRY QUESTIONS	~
	SHIPPING	~
		CLEAR SAVE SUBMIT

- Enter the SURRG Specimen ID in the **SURRG SPEC ID** field
- Enter the Jurisdiction PHL and GISP Specimen ID, if available



Test Requisition Form (TRF) – Submitter Information eGISP & GISP

TN Department of Health	≡ [TN] GC ETOR TRF	USER NAME
Dashboard	Forms / [TN] GC ETOR TRF	
Incomplete Orders	Site * Project Name *	
In Transit Orders	ALB	¥
All Orders		
Published Reports	SUBMITTER INFORMATION	~
нер	Submitting Facility Name* Molecular Pathology Lab Network - MPLN Q	
ORDER TO	GC Facility Code * GISP Spec ID (Example: SEA-202108-XX) SURRId Spec ID * ALB	
U	PATIENT INFORMATION	¥.
	SPECIMEN INFORMATION	~
	ASK AT ORDER ENTRY QUESTIONS	~
	SHIPPING	~
		CLEAR SAVE SUBMIT

- Begin typing the name of the point of contact in the SUBMITTING FACILITY NAME field.
- Click the 🤍 icon next to see the list of facilities
- Click on the name of the facility and click **SELECT**



Test Requisition Form (TRF) – Submitter Information eGISP & GISP

TN Department of Health	≡ [TN] GC ETOR TRF	USER NAME
Dashboard	Forms / [TN] GC ETOR TRF	
Incomplete Orders	Site * Project Name *	
In Transit Orders	ALB v eGISP & GISP	· ·
All Orders		
Published Reports	SUBMITTER INFORMATION	~
Help	Submitting Facility Name* Molecular Pathology Lab Network - MPLN Q	
ORDER TESTS BATCH ORD	GC Facility Code * GISP Spec ID (Example: SEA-202108-XX) SUBR0 Spec ID * ALB	
	PATIENT INFORMATION	Ŷ
	SPECIMEN INFORMATION	~
<i></i>	ASK AT ORDER ENTRY QUESTIONS	~
	SHIPPING	~
		CLEAR SAVE SUBMIT

- Enter the GC Facility Code in the **GC FACILITY CODE** field.
- Click the 👻 icon next to the GC Facility code to see the list of GC Facility Codes
- Click on the facility code



Test Requisition Form (TRF) – Submitter Information eGISP & GISP

TN Conservation of Health	≡ [TN] GC ETOR TRF	USER NAME
Dashboard	Forms / [TN] GC ETOR TRF	
Incomplete Orders	Site * Project Name *	
In Transit Orders	ALB ¢GISP & GISP	L. *
All Orders		
Published Reports	SUBMITTER INFORMATION	^
Help	Submitting Facility Name * Molecular Pathology Lab Network - MPLN Q	
ORDER TESTS		
BATCH ORDER	GC Facility Code * GISP Spec ID (Example: SEA-202108-XX) SURRO Spec ID *	
VIEW REPORT	ALB	
		I
	PATIENT INFORMATION	· · ·
	SPECIMEN INFORMATION	~
	ASK AT ORDER ENTRY QUESTIONS	~
	SHIPPING	×
	cte	AR SAVE SUBMIT

- Enter the SURRG Specimen ID in the SURRG SPEC ID field
- Enter the GISP Specimen ID, if available



Test Requisition Form (TRF) – Submitter Information GISP only

TN Copartment of Health	\equiv [TN] GC ETOR TRF		USER NAME
Dashboard	Forms / [TN] GC ETOR TRF		
Incomplete Orders	Ste*	Project Name *	
In Transit Orders	ALB	GISP Only	
All Orders			
Published Reports	SUBMITTER INFORMATION		^
Help ORDER TES BA	Submitting Facility Name* Molecular Pathology Lab Network - MPLN GC Facility Code *	Q 6/5P Spec ID (Example: SEA-202106-XX) * ALB- 202112-	
EW REPORTS	PATIENT INFORMATION SPECIMEN INFORMATION		~ ~
	ASK AT ORDER ENTRY QUESTIONS	USER NAME	~
	SHIPPING	USER NAME	~

- Begin typing the name of the point of contact in the SUBMITTING FACILITY NAME field.
- Click the *Q* icon next to see the list of facilities
- Click on the name of the facility and click **SELECT**



Test Requisition Form (TRF) – Submitter Information GISP only

TN Copartment of Health	≡ [TN] GC ETOR TRF		USER NAME
Dashboard	Forms / [TN] GC ETOR TRF		
Incomplete Orders	Site*	Project Name *	
In Transit Orders	ALB	 GISP Only 	•
All Orders			
Published Reports	SUBMITTER INFORMATION		^
Help	Submitting Facility Name * Molecular Pathology Lab Network - MPLN	Q	
ORDER TESTS BATCH ORDER	GC Facility Code *	GISP Spec ID (Example: SEA-202108-XX) * AL.B- 202112-	
VIEW	PATIENT INFORMATION		~
	SPECIMEN INFORMATION	USER NAME	~
ľ	ASK AT ORDER ENTRY QUESTIONS		~
	SHIPPING		~
		CLEAR	SAVE SUBMIT

- Enter the GC Facility Code in the **GC FACILITY CODE** field.
- Click the 👻 icon next to the field to see the list of GC Facility Codes
- Click on the name of the facility

Test Requisition Form (TRF) – Submitter Information GISP only

TN Conservation of Health	\equiv [TN] GC ETOR TRF		USER NAME
Dashboard	Forms / [TN] GC ETOR TRF		
ncomplete Orders	Ste*	Project Name *	
n Transit Orders	ALB	GISP Only	I •
ll Orders			
ublished Reports	SUBMITTER INFORMATION		~
lelp	Submitting Facility Name * Molecular Pathology Lab Network - MPLN	Q	
ORDER TESTS		GISP Spec ID (Example: SEA-202108-XX) *	
BATCH ORDER	GC Facility Code *	ALB- 202112-	
VIEW REPORTS	PATIENT INFORMATION		~
	SPECIMEN INFORMATION	USER NAME	SP Spec ID (Example: SEA-202108-XX)
	ASK AT ORDER ENTRY QUESTIONS		
	SHIPPING	AL	_B- 202112-
			CLEAR SAVE SUBMIT

- Enter the GISP Specimen ID in the GISP Spec ID Field.
 - The year and month will be prepopulated



Test Requisition Form (TRF) – Patient Information SURRG & GISP / eGISP & GISP

TN Health	≡ [TN] GC ETOR TRF	202						NAME
Dashboard	Forms / [TN] GC ETOR TRF	W	/ed	, De	ec '	15		
Incomplete Orders	Ste* Project Name*	<		Decer	mber (2021	>	
In Transit Orders	ALB SURRG & GISP	Su	Mo	Tu	We	Th	Fr Sa	
Published Reports	SUBMITTER INFORMATION				1	2	3 4	
Help	PATIENT INFORMATION	5 12	6 13	7	8		10 11 17 18	h
ORDER TESTS							24 25	
BATCH ORDER	Patient Date Of Birth *	26	27	28	29		31	
VIEW REPORTS	Male Female Trans male Trans female Non-binary/trans other Unknown							
	SPECIMEN INFORMATION						ОК	
	ASK AT ORDER ENTRY QUESTIONS							~
	SHIPPING							~
	,							
					CLE	AR	SAVE	SUBMIT
					CLE	AR	SAVE	UBMIT

- Enter the patient's date of birth in the **PATIENT DATE OF BIRTH** field
 - Click the calendar icon to view the calendar to select the date from the calendar instead of typing in the date
- Select the patient's gender by clicking on the radio button next to the patient's gender
- Enter the Patient ID in the **PATIENT ID** field

Test Requisition Form (TRF) – Patient Information GISP only

TN Department of Health	≡ [TN] GC ETOR TRF		2021 Wed, Dec 15					
Dashboard	Forms / [TN] GC ETOR TRF		VV	ea, i	Dec	15		
Incomplete Orders	Ste*	Project Name *	<	De	ecembe	r 2021		>
In Transit Orders	ALB	 ✓ GISP Only 	Su	Mo 1				
All Orders								
Published Reports	SUBMITTER INFORMATION				1	2		4
Help			5	6	7 8	9	10	11
	PATIENT INFORMATION		12		4 15		17	18
ORDER TESTS	Patient Date Of Birth *			20 2				25
BATCH ORDER	Gender*	1	26	27 2	8 29			
VIEW REPORTS	O Male O Trans female O Non-binary/trans other O Unknown							
								ок
	SPECIMEN INFORMATION							~
	ASK AT ORDER ENTRY QUESTIONS							~
	SHIPPING							~
		,						
					ci	LEAR	SAVE	SUBMIT

- Enter the patient's date of birth in the **PATIENT DATE OF BIRTH** field
 - Click the calendar icon to view the calendar to select the date from the calendar instead of typing in the date
- Select the radio button next to the patient's gender



Test Requisition Form (TRF) – Specimen Information SURRG & GISP / eGISP & GISP

TN Department of Health	≡ [TN] GC ETOR TRF	r name						
Dashboard Incomplete Orders In Transit Orders All Orders	Forms / [TN] GC ETOR TRF Stor* ALB Project Name* eGISP & GISP	202 W		, D	ec	15		
Published Reports Help	SUBMITTER INFORMATION PATIENT INFORMATION	<		Dece	mber	2021		>
ORDER TESTS	SPECIMEN INFORMATION	Su	Мо	Tu	We 1	Th 2	Fr 3	Sa 4
BATCH ORDER	Specimen Collection Date * Possible Nm Specimen Type * Blood (B) O Conjunctival (C) O Endocervical (E) O Pharyngeal (P) O Rectal (R) O Urethral (U) O Urine (UR) O Vaginal (V) O Other (O) O Not captured/Unknown (NC)	5 12	6 13	7 14	8	9 16	10	11 18
	ASK AT ORDER ENTRY QUESTIONS SHIPPING	19 26	20 27	21	22	23	24 31	25
		20	61	20	27	00	01	
	CLEAR SAVE							ок

- Type the **Collection Date** to enter the collection date -OR-
 - Click on the calendar <a>in
 icon to select the date of collection
 - Click **OK** to save the date/time and to return to the form
- Click the radio button next to the SPECIMEN TYPE

Test Requisition Form (TRF) – Specimen Information GISP Only

TN Generation of Health	≡ [TN] GC ETOR TRF	R NAME						
Dashboard Incomplete Orders	Forms / [TN] GC ETOR TRF	202	1					
In Transilt Orders	ALB Size * Project Name * GISP Only	W	ed	, De	ec	15		
All Orders Published Reports	SUBMITTER INFORMATION	<		Dece	mber	2021		>
Help	PATIENT INFORMATION	ì			mber	2021		· ·
ORDER TESTS	SPECIMEN INFORMATION	Su	Mo	Tu	We	Th	Fr	Sa
BATCH ORDER	Specimen Collection Date*				1	2	3	4
VIEW REPORTS	Specimen Type * O Urethral (U)	5	6	7	8	9	10	11
		12	13	14	15	16	17	18
	ASK AT ORDER ENTRY QUESTIONS	19	20	21	22	23	24	25
	SHIPPING	26	27	28	29	30	31	
								ок
	CLEAR SAVE	P						

- Type the **Collection Date** to enter the collection date -OR-
 - Click on the calendar is icon to select the date of collection
 - Click **OK** to save the date/time and to return to the form
- Click the radio button next to the **SPECIMEN TYPE**



Test Requisition Form (TRF) – Ask at Order Entry (AOE) Questions SURRG & GISP only

TN Health	≡ [TN] GC ETOR TRF	USER NAME
Dashboard	Forms / [TN] GC ETOR TRF	
Incomplete Orders	Site* Project Name*	
In Transit Orders	ALB Project Name *	· •
All Orders		
Published Reports	SUBMITTER INFORMATION	~
Help	PATIENT INFORMATION	~
	SPECIMEN INFORMATION	~
ORDER TESTS BATCH ORDER VIEW REPORTS	ASK AT ORDER ENTRY QUESTIONS Submitting Lab Etest interpretation Altert Non-alert Please be sure to ship this within	^
	SHIPPING	~
		CLEAR SAVE SUBMIT

 Select the appropriate radio button next to the Alert or Non-alert under LAB ETEST INTERPRETATION



Test Requisition Form (TRF) – Shipping Information

TN Construction of Health	≡ [TN] GC ETOR TRF	USER NAME
Dashboard	Forms / [TN] GC ETOR TRF	
Incomplete Orders In Transit Orders	Site * Project Name * ALB	(v.)
All Orders Published Reports	SUBMITTER INFORMATION	~
Help	PATIENT INFORMATION SPECIMEN INFORMATION	~
ORDER TESTS BATCH ORDER	ASK AT ORDER ENTRY QUESTIONS	~
VIEW REPORTS	SHIPPING	^
	Do you have the shipping label created Yes No	
		CLEAR SAVE SUBMIT

 Select the appropriate radio button next to the Yes or No under "DO YOU HAVE THE SHIPPING LABEL CREATED"



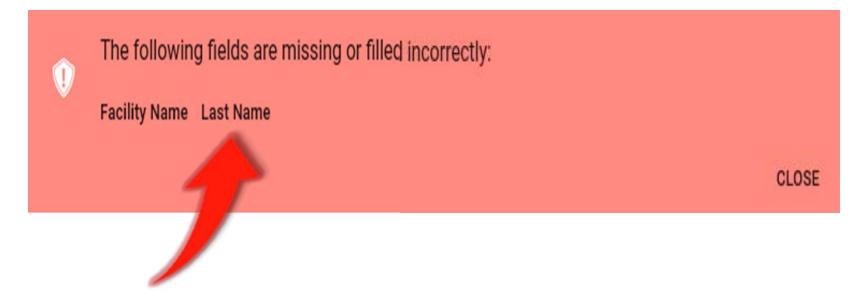
Test Requisition Form (TRF) – Shipping Information

TN Corport Servers of Health	\equiv [TN] GC ETOR TRF		USER NAME
lashboard	Forms / [TN] GC ETOR TRF		
icomplete Orders 1 Transit Orders 11 Orders	Site* ALB	Project Name * eGISP & GISP	×
blished Reports	SUBMITTER INFORMATION		~
Hp.	PATIENT INFORMATION		×
ORDER TESTS	SPECIMEN INFORMATION		~
BATCH ORDER			
VIEW REPORTS	SHIPPING Do you have the shipping label created Yes No		Ŷ
	Tracking Number	Date Shipped	
	Shipping Provider Fedex Courier Other Shipping Conditions Amblent Temp Cold Pack Dry Ice		

- If you selected YES and the shipping label has been created:
 - Enter the tracking label number and date shipped in the corresponding fields
 - Select the appropriate radio buttons for the SHIPPING PROVIDER and SHIPPING CONDITIONS

Test Requisition Form (TRF)- Submission

• If required fields are not populated or populated incorrectly, an error dialog box will appear to show the missing fields.



• Click on any field in the dialog box to navigate to the field to correct the issue.



Test Requisition Form (TRF)-Submission

- Once the test order is ready to be submitted, the Certification of Test Order message will be displayed
- The user must click **AGREE** in order to move forward

Certification of Test Order						
By submitting this order for testing, I hereby certify as	s follows:					
 The ordering provider is an individual authorized under State law to order tests or receive test results, or both. 						
 I certify that the information submitted is true a my knowledge. 	and correct to the I	best of				
	CANCEL	AGREE				



Test Order Confirmation

- Once the test order has been submitted, the confirmation message will be displayed
- The Portal Order ID identifies the test order in the system

Order Placed

Your test order **OIDIL200000012** has been successfully submitted. Please check All Specimens section of your Dashboard for status updates. Click Print button below to view/print the completed submission form. Click Copy Order button to apply current order information to the new order.



Test Order Confirmation

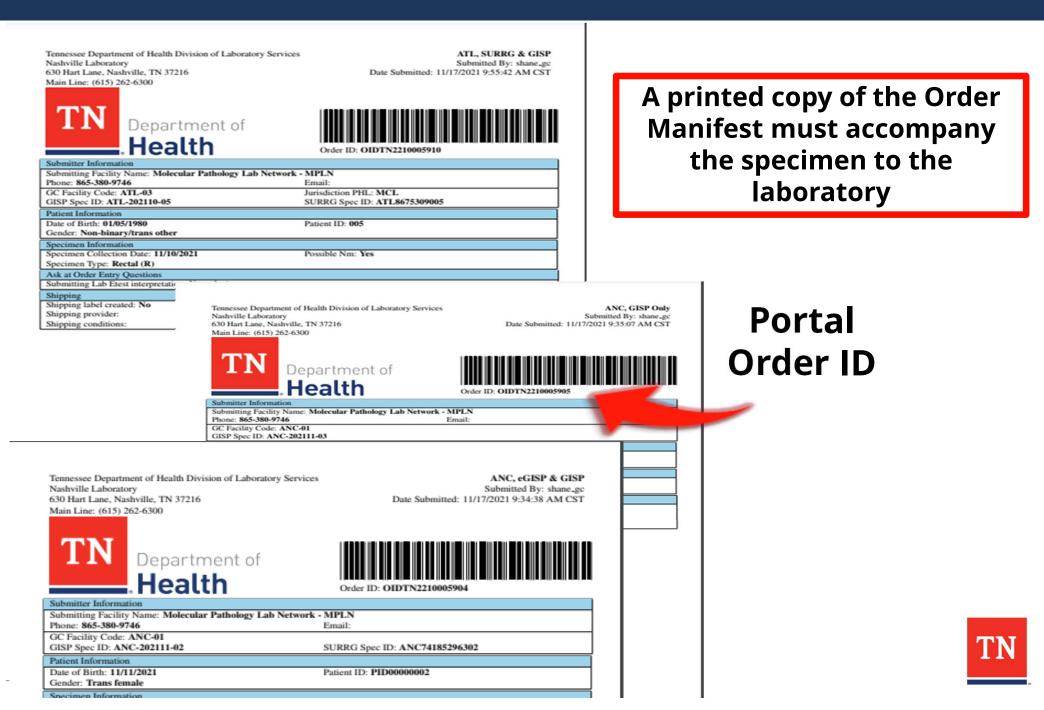
- Click **PRINT** to print the Order Manifest (PDF)
- A printed copy of the Order Manifest must accompany the specimen to the laboratory

Order Placed							
Your test order OIDIL200000012 has been successfully submitted. Please check All Specimens section of your Dashboard for status updates.							
Click Print button below to view/print the con	npleted submission form.						
Click Copy Order button to apply current orde	er information to the new order.						
	PRINT COPY ORDER CLOSE						

• The Order Manifest may be accessed at any time by clicking on the Portal Order ID in the **All Orders** data grid.

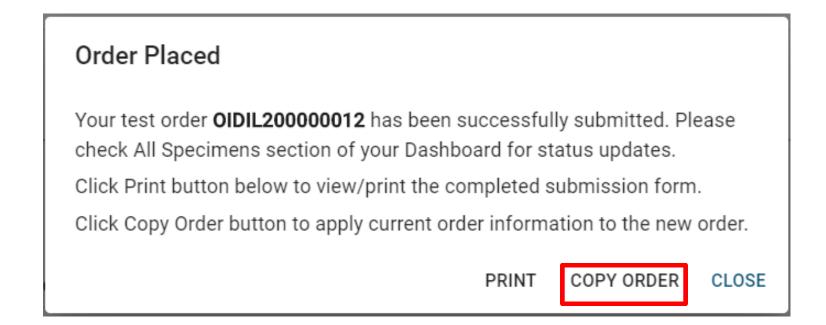


Order Manifest



Test Order Confirmation

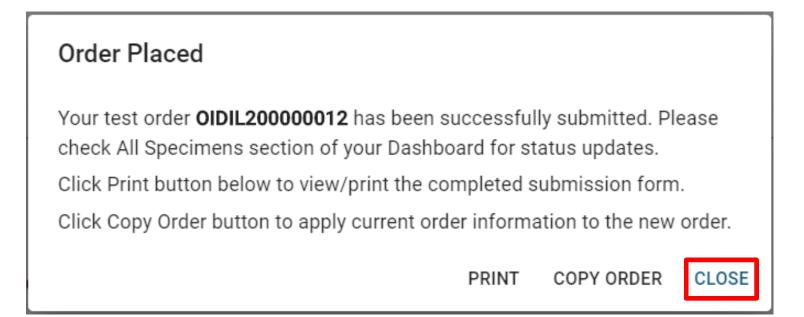
- Click **COPY ORDER** to add more orders for the same facility
 - All information from the current order (excluding patient and insurance information) will be copied





Test Order Confirmation

- Click **CLOSE** to display the TRF for the next patient
 - If no additional patients will be entered, navigate back to the dashboard to close the TRF





Saving Incomplete Test Orders

Incomplete test orders may be saved to be completed and submitted later

Save order	
Would you like to save this order?	
CANCEL	YES

- After saving, a confirmation order will be displayed with the Portal Order ID for that specimen
 - Incomplete orders will be accessible in the **Incomplete Orders** data grid

Order saved	
Your test order has been saved as OIDIL200000013 in Incomplete Orders.	
	CLOSE



Incomplete Orders

Number of Incomplete Orders ΤN ≡ Incomplete Orders USER NAME Health Dashboard Q Quick Search ncomplete Orders In Transit Orders KEY -🟳 SPECIMEN ID -PATIENT NAME -PATIENT DOB -PATIENT MRN -DATE CREATED -All Orders Î OIDTN2210006026 12/29/2021 11:32 am OIDTN2210006008 12/17/2021 08:58 am Published Reports OIDTN2210005525 LOCKS, GOLDIE 09/30/1941 123499999 11/04/2021 02:06 pm Help OIDTN2210005524 LOCKS, GOLDIE 09/30/1941 123499999 11/04/2021 01:12 pm OIDTN2210005206 LOCKS, GOLDIE 09/30/1941 123499999 10/21/2021 10:37 am OIDTN2210005124 ACARNAR AROSAR 01/01/1970 09/20/2021 03:54 pm ORDER TESTS î OIDTN2210005075 AARALL, BALT 01/01/1970 08/13/2021 12:20 pm BATCH ORDER OIDTN AARALL, ARILI 01/01/1970 08/04/2021 03:36 pm Î OIDT AN, ANNA M 06/08/1994 MRN1 07/30/2021 12:55 pm VIEW REPORTS Î OIDTN22100 FIN, TEST M 04/18/1967 SP ID 123 07/30/2021 11:03 am Î OIDTN2210004 AN, ANNA M 06/08/1994 MRN1 07/16/2021 02:28 pm OIDTN2210004064 AN, ANNA M 06/08/1994 MRN1 07/16/2021 02:27 pm OIDTN2210004063 AN, ANNA M 06/08/1994 MRN1 07/16/2021 02:27 pm OIDTN2210004041 AN, ANNA M 06/08/1994 MRN1 07/08/2021 11:22 am OIDTN2210003945 04/23/2021 01:27 pm OIDTN2210002773 AARALL ARILI 01/01/1970 03/05/2021 10:23 am OIDTN2210002771 03/04/2021 12:31 pm OIDTN2210002770 An, Anna M 06/08/1994 MRN1 03/04/2021 12:24 pm ALIC: ALLA OIDTNI2210002602 02/06/100/ MPNI010101 02/05/2021 04/20 am

- To retrieve the saved order:
 - Navigate to the Incomplete Orders navigation link
 - Locate the order record and click on it.
- To discard saved order, click on the icon.

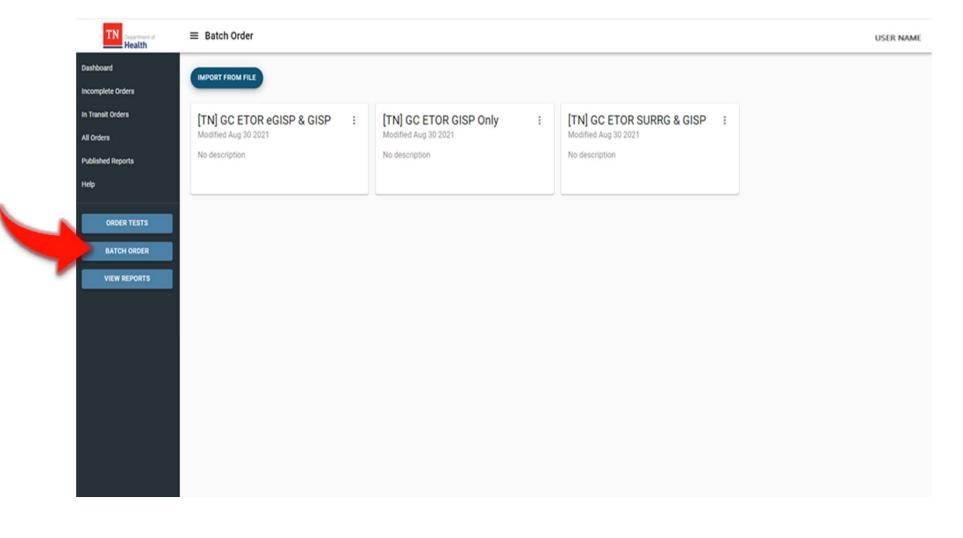


Batch Ordering



Batch Orders

• The Batch Order function allows users to upload multiple test orders at once





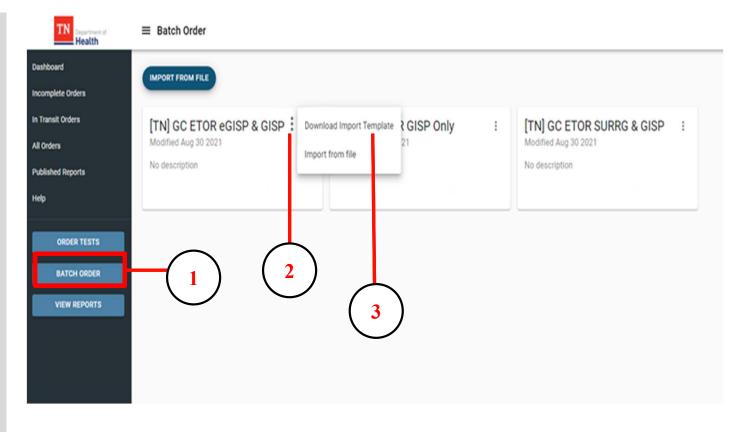
Batch Orders

To Download the Excel Spreadsheet

1. Click **BATCH ORDER** button on the **Dashboard**.

- 2. Click the 3-button link on the upper corner of the tile.
- 3. Select **Download Import Template** from the two menu options.
- 4. Save the excel spreadsheet.
- 5. Open the saved Excel Spreadsheet and fill the required details in the fields.

Note: the dropdown menus for some of the required values.



- Download the Import Template required for the Batch Order prior to specimen collection and submission.
- This is important in order to correctly gather the required order fields and patient information.



Batch Import Template

Aut	oSave 💽 🔡	9.6.1		[TN] GC ETOR eGISP & G	sisp •	€ Search					- data ya	
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3 <u>• 5</u>	ite	* Project Name	* Submitting Facility Name	* GC Facility Code	GISP Spec ID (Example: SEA-202108- XX)		* Patient Date Of Birth	Patient ID	* Gender	* Specimen Col Date	Possible	Nm
4 5 6 7 8 9 10 11 12 13 14 15 16 17												

- Enter <u>one line</u> for each specimen that is being submitted.
- <u>ALWAYS</u> download the template for every use

All fields in <mark>red</mark> are required



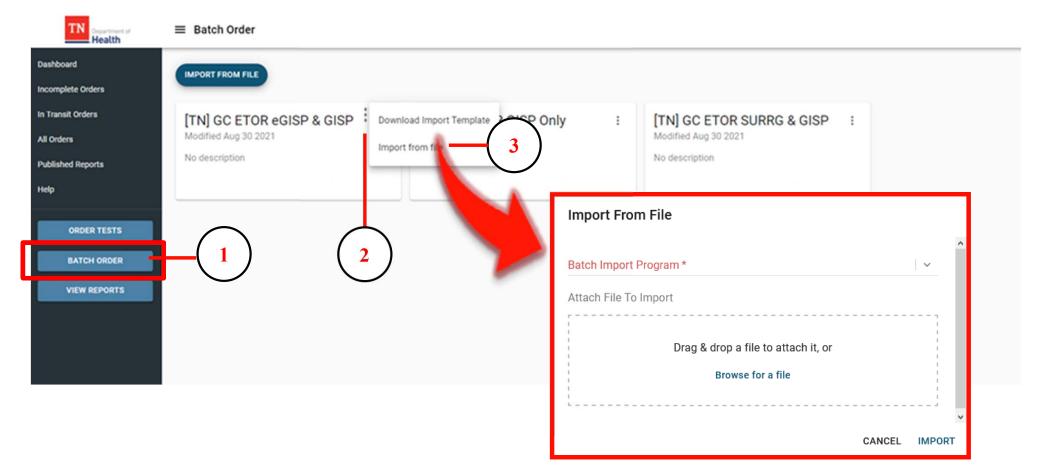
Batch Import Template

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• Use the drop-down choices in fields where available



- 1. Click the **Batch Order** Call-To-Action Button
- 2. Click **IMPORT FROM FILE**



NOTE: The Import from File option can also accessed by clicking the i con on the tile



- 3. Click the drop-down arrow and select the appropriate tile
- 4. Drag & Drop –OR-Search for the Import Template File
- 5. Click **IMPORT** to upload the file

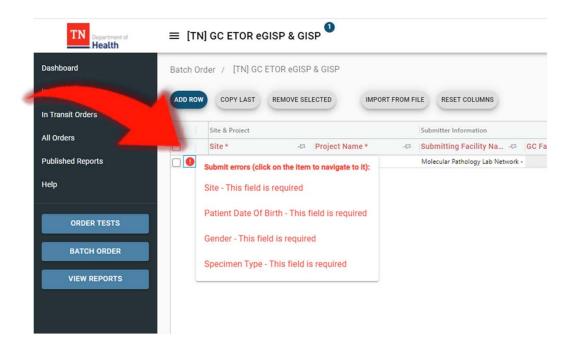
TN	≡ Batch Order
Dashboard	IMPORT FROM FILE
Incomplete Orders	
In Transit Orders	[TN] GC ETOR eGISP & GISP Download Import Template & GISP Only : [TN] GC ETOR SURRG & GISP :
All Orders	Modified Aug 30 2021 21 Modified Aug 30 2021 Import from file
Published Reports	No description No description
Нер	
ORDER TESTS BATCH ORDER VIEW REPORTS	Import From File Batch Import Program* Attach File To Import Drag & drop a file to attach it, or Browse for a file
	CANCEL IMPORT

• If the required fields are not completed in the Batch Import Template before uploading, the user will receive an error message.

Warning

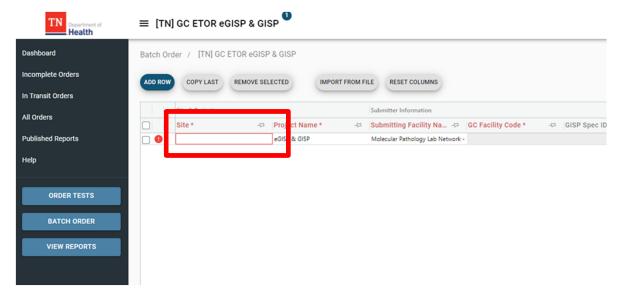
Some records were imported with errors. Hover over the (1) icon) on the left of the record to view the details. Please correct the errors by populating the missing fields in the grid or delete and reimport the corrected record from spreadsheet.

 Click on the <a>b icon beside each to view the details of the error(s)



CLOSE

- The errors must be corrected before submitting the Batch Order
 - Manually correct the errors for each line



OR

• Delete the uploaded entries, correct the spreadsheet, and re-upload the file

ADD	ROW	COPY LAST REMOVE SELECTED	IMPORT FROM F	ILE RESET COLUMNS				
	0	Patient Information				Submitter Information		Point of Contact
	Ú.,	↑ Last Name * -⇔ First Nam	e -13	Date Of Birth	-13	Facility Name *	-13	Point of Contact



 Once all entries are ready to submit, click **SUBMIT** in the bottom right corner

	>
RESET	SUBMIT

• If errors exist when submitting, a warning will be displayed

Invalid Data

There are no valid records in the grid. Please correct data and try again.

CLOSE

- After closing the warning, the
 icon will be displayed next to the entry with errors
 - The fields with errors will be highlighted in red

Batch Ord	er / [TN] GC E	TOR eGISP & GISP						
ADD ROW	COPY LAST	REMOVE SELECTED	IMPORT FROM F	ILE RESET COLUM	MNS			
	Patient Information					Submitter Information		Point of Contact
	↑ Last Name *	-🕫 First Name	-17	Date Of Birth	47	Facility Name *	-12	Point of Contact
🗆 🕒 🕒						Tennessee Dept. of Health	Division	þ



Printing Shipping Manifests or Requisitions



GC Shipping Manifest

• Navigate to the **In Transit** or **All Orders** Data Grids

TN Department of Health	≡ Dashboard	
Dashboard		
Incomplete Orders	. 0	678
In Transit Orders All Orders	UNREAD REPORTS	ALL ORDERS
Published Reports Help		
ORDER TESTS BATCH ORDER		
VIEW REPORTS		



GC Shipping Manifest

• Click the checkbox beside the order(s) you wish to ship

TN Health	≡ All Orders							USER NAME
board								
nplete Orders	Q Quick Search							-
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nsit Orders	LIMS ACCESSION ID + 2	PORTAL ID -CP	SURRG SPEC ID -0	GISP SPEC ID -CI	PROJECT -0	SITE -0	PATIENT DOB -0	DATE COLLECTER
n	□ □ ~ □ > N21004399	OIDTN2210005910	ATL8675309005	ATL-202110-05	SURRG & GISP	ATL	01/05/1980	11/10/2021
	□ □ → · · N21004398	OIDTN2210005909	ATL8675309004	ATL-202110-04	SURRG & GISP	ATL	01/04/1980	11/10/2021
d Reports	□ □ ~ □ > N21004397	OIDTN2210005908	ATL8675309003	ATL-202110-03	SURRG & GISP	ATL	01/03/1980	11/10/2021
	□ □ ~ □ > N21004396	OIDTN2210005907	ANC8675309002	ANC-202110-02	SURRG & GISP	ANC	01/02/1980	11/10/2021
	🗆 🔛 🛹 🖃 🗲 🔉 N21004395	OIDTN2210005906	AL88675309001	ALB-202110-01	SURRG & GISP	ALB	01/01/1980	11/10/2021
ORDER TESTS	□ 💭 🛩 🖃 > > N21004394	QIDTN2210005905		ANC-202111-03	GISP Only	ANC	11/11/2021	11/17/2021
ORDER TESTS	🗆 🔛 🛹 🖻 🍃 , N21004393	QIDTN2210005904	ANC74185296302	ANC-202111-02	eGISP & GISP	ANC	11/11/2021	11/17/2021
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	🗆 🔛 🛹 🖃 🗲 , N21004385	QIDTN2210005898	AL8496041316		SURRG & GISP	ALB	11/12/2021	11/12/2021
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	🗆 🔛 🛩 🖃 🗲 , N21004379	OIDTN2210005895	AL81		SURRG & GISP	ALB	11/12/2021	11/12/2021
	□ D → N21004378	QIDTN2210005894	AL812		SURRG & GISP	ALB	11/12/2021	11/12/2021
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	□ 🗗 🚧 🔹 N21004370	QIDTN2210005884	SF08675309108	SFO-202110-10	SURRG & GISP	SFO	04/17/1980	11/10/2021
	C 1 2 2 N21004369	OIDTN2210005883	SEO4675309107	\$50-202110-10	SURRG & GISP	540	04/16/1980	11/10/2021



GC Shipping Manifest

• A blue bar will appear above the grid

TN Department of Health	≡ Int	ransit Orders	59						
Dashboard									
Incomplete Orders	5 SI	ELECTED 🖶							
In Transit Orders		PORTAL ID 🖅	C 10 -53	GISP SPEC ID -	PROJECT -	SITE -	PATIENT DOB -	DATE COLLECTED -52	DATE S
All Orders		OIDTN2210006	23		SURRG & GISP	ATL	12/14/2021	12/22/2021	12/22/2
Published Reports		OIDTN22101.0024	575309005	ATL-202110-05	eGISP & GISP	ATL	01/05/1980	11/10/2021	12/22/2
Published Reports		OIDTN2210006023	3675309004	ATL-202110-04	eGISP & GISP	ATL	01/04/1980	11/10/2021	12/22/2
Help		OIDTN2210006022	L8675309003	ATL-202110-03	eGISP & GISP	ATL	01/03/1980	11/10/2021	12/22/2
		OIDTN2210006021	ANC8675309002	ANC-202110-02	eGISP & GISP	ANC	01/02/1980	11/10/2021	12/22/2
ORDER TESTS		<u>OIDTN22100060</u>	ALB8675309001	ALB-202110-01	eGISP & GISP	ALB	01/01/1980	11/10/2021	12/22/2
		OIDTN2210006	ALB789456123001		SURRG & GISP	ALB	12/21/2021	12/21/2021	12/21/2
BATCH ORDER		<u>OIDTN2210'</u>	ALB8675309001		SURRG & GISP	ALB	12/15/2021	12/15/2021	12/15/2
		OIDTN2_10006006	SFO8675309107	SFO-202110-10	SURRG & GISP	SFO	04/16/1980	11/10/2021	12/14/2
VIEW REPORTS		OIDTN2210006005	SFO8675309113	SFO-202110-11	SURRG & GISP	SFO	04/22/1980	11/10/2021	12/14/2
		OIDTN2210006004	GRB8675309035	GRB-202110-35	SURRG & GISP	GRB	02/04/1980	11/10/2021	12/14/2
		OIDTN2210006003	HON8675309046	HON-202110-46	SURRG & GISP	HON	02/15/1980	11/10/2021	12/14/2
		OIDTN2210006002	NYC8675309079	NYC-202110-79	SURRG & GISP	NYC	03/19/1980	11/10/2021	12/14/2
		OIDTN2210005996	SEA867530910	SEA-202110-10	eGISP & GISP	SEA	04/14/1980	11/10/2021	12/10/2

Click the
 icon to generate the GC Shipping Manifest



GC Shipping Manifest

• The generated GC Shipping Manifest will match the orders selected from the Data Grid

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	OIDTN2210006025	ATL1123			12/22/2021	12/14/2021	ATL-02		
	OIDTN2210006024	ATL8675309005	005		11/10/2021	01/05/1980	ATL-03	ATL-202110-05	
	OIDTN2210006023	ATL8675309004	004		11/10/2021	01/04/1980	ATL-02	ATL-202110-04	
	OIDTN2210006022	ATL8675309003	003		11/10/2021	01/03/1980	ATL-01	ATL-202110-03	
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1. Sec. 1. Sec									
									10-20 414

 Print a copy of the GC Shipping Manifest and include with the shipment



Printing Order Requisitions

 Click the checkbox beside the order(s) for which you wish to print requisitions

ashboard											
complete Orders	Q QU	ick Sear	ch								7
Transit Orders											
		1.1		LIMS ACCESSION ID + &	PORTAL ID	SURRO SPEC ID -43	GISP SPEC ID -CI	PROJECT -C3	SITE 40	PATIENT DOB -0	DATE COLLECT
Orders	P /	. 6 ;	> >	N21004399	010TN2210005910	ATL8675309005	ATL-202110-05	SURRG & GISP	ATL	01/05/1980	11/10/2021
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BATCH ORDER	• •	. 🖻 🕯	> >	N21004392	OIDTN2210005903	ANC1234561	ANC-202111-01	SURRG & GISP	ANC	11/11/2021	11/17/2021
	P /	· 🛛	> >	N21004385	OIDTN2210005898	AL8496041316		SURRG & GISP	ALB	11/12/2021	11/12/2021
VIEW REPORTS	P 2	· @ ;	> >	N21004384	OIDTN2210005897	BAL613130		SURRG & GISP	8AL	11/12/2021	11/12/2021
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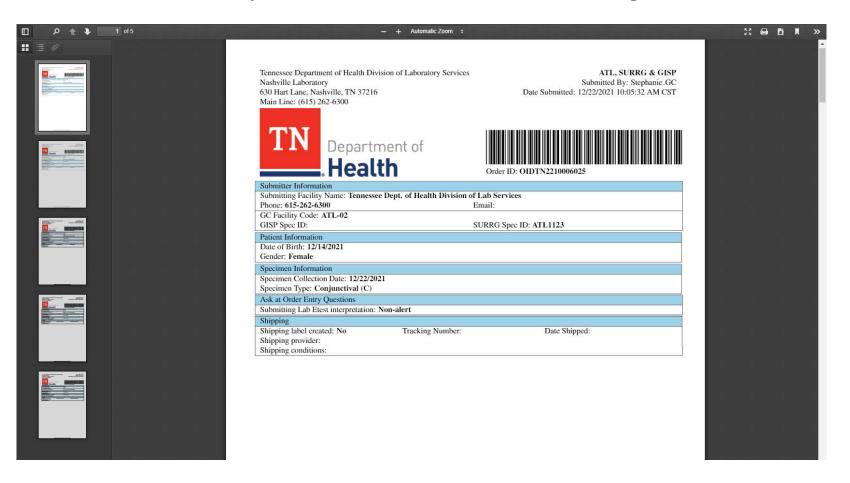
Printing Order Requisitions

• Click the 🔤 icon to print the requisitions for the selected orders

TN Department of Health	= Int	ransit Orders							
Dashboard									
Incomplete Orders	5 SI	•	≡						
In Transit Orders		PORTAL ID -	SURRG SPEC ID 4	GISP SPEC ID 43	PROJECT -C	SITE -C	PATIENT DOB -P	DATE COLLECTED 42	DATE S
All Orders		OIDTN2210006025	ATL1123		SURRG & GISP	ATL	12/14/2021	12/22/2021	12/22/2
		OIDTN2210006024	ATL8675309005	ATL-202110-05	eGISP & GISP	ATL	01/05/1980	11/10/2021	12/22/2
Published Reports		OIDTN2210006023	ATL8675309004	ATL-202110-04	eGISP & GISP	ATL	01/04/1980	11/10/2021	12/22/2
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ORDER TESTS		OIDTN2210006019	ALB789456123001		SURRG & GISP	ALB	12/21/2021	12/21/2021	12/21/2
BATCH ORDER		OIDTN2210006007	ALB8675309001		SURRG & GISP	ALB	12/15/2021	12/15/2021	12/15/2
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Printing Order Requisitions

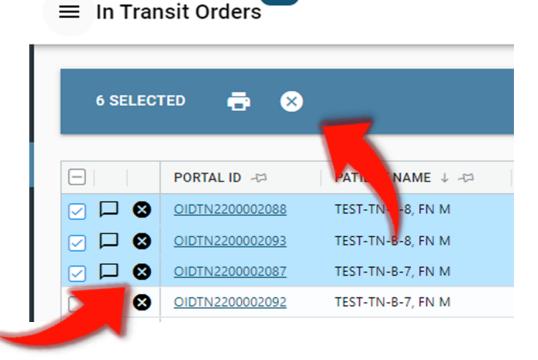
• The selected order requisitions will download in a single PDF file





Cancelling Orders

 If an order has been placed with errors in the data, highlight the orders to be canceled in the In Transit module.



 Click the Substitution available in the blue ribbon or at the individual orders.





Accessing Orders, Reports, and Patients

Tracking Order Status

• To see a status of your test order, open **All Orders** grid

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Tracking Order Status

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• **Status** column:

- InTransit order has been submitted but not yet received by the lab
- ReceivedInLab order has been received in lab but not yet tested
- **InProcess** order is being tested by the lab
- **Released** testing is done, order is released, results reports published
- Canceled order is canceled



Tracking Order Status

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 To view order related events across time, open All Orders grid, locate your order and hover over the
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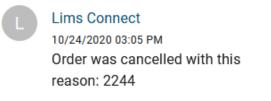


View or Add Comments

• Click on the D icon to view comments for a specimen

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- Enter comments by typing into the comment box
- Orders with existing comments will show a number in the □ icon





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Viewing Reports

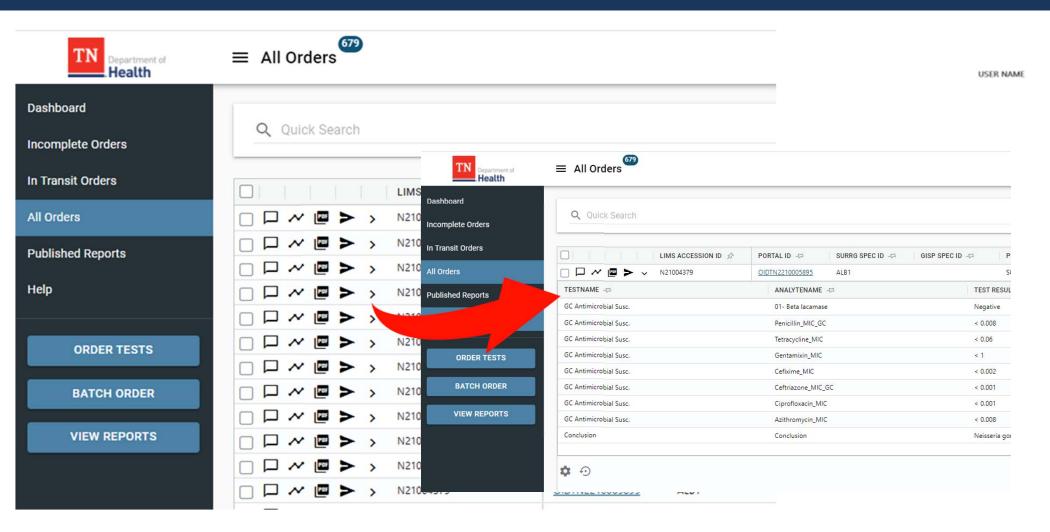
- To view new (i.e. unread) published reports, click **VIEW REPORTS** button
- Unviewed reports will be in **bold** text

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• Click on the 📟 icon to download the report.



Discrete Result Values Data Grid Drop Down



Click on the > icon to open the Discrete Result Values
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Downloading Reports

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- After clicking the 🔤 icon, a dialog box will open
- Unopened reports will have a 🔤 and no checkmark 🥥 inside the green circle.
 - The type of the report (Final, etc.) will be displayed as a part of the PDF name.
- Once report has been viewed, the order disappears from the View Reports grid and moves to the **Published Reports** grid



Downloading Reports

- Latest report always appears on top
- Click the 🕙 icon to open the report history
 - Provides an audit trail of all actions taken on the report

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- Click the checkbox beside the reports you wish to download
- A blue bar will appear above the grid

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	□ □ ~ N21004376	OIDTN2210005890 TEP5675309114	TRP-202110-11 SLIRRG & GISP	TRP	04/23/19/0 11/10/2021

- Click the download
 icon to download multiple reports
- The selected reports will download in a single PDF file



Sending Reports

Click on the > icon to send a report to the provider

TN Department of	\equiv View Reports ¹		
Dashboard	Q Quick Search		 Populate Subject, Email addresses, Message and
Incomplete Orders			click Submit .
In Transit Orders		Send to Physician	
All Orders			atient report with another physician, please below. Please note that you are responsible
Published Reports			as appropriate rights to see this patient's PHI. f
Help		Subject	
		(optional) Emails *	
ORDER TESTS			
BATCH ORDER		Message	
VIEW REPORTS			
		(optional)	

Note: Recipient will get temporary access to the portal to download the shared report



Sending Multiple Reports

- Navigate to the **Published Reports** page
- Select the checkboxes for the patients you wish to send
- Click the local in the blue bar to send multiple reports to the provider

Dashboard	25 SELECTED	± > ≡		
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