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.)

![Login Screen](image1)

*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.

![Logout Menu](image2)

*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.
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**.

![Figure 4 Inbox](image)

- 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.

![Figure 5 Selecting Specific Samples](image)

![Figure 6 Selecting All Samples](image)
• Make sure that the action in the top left corner is “Print Selected” and click the **Go** 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.

![Image of Inbox Sample Row](image)

**Figure 7 Inbox Sample Row**

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

![Image of Active Patient Header](image)

**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](image) in front of the test name to display the **Test Information** screen for that test.

![Image of Test Results Screen](image)

**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.

![Image of Inbox Navigation](image)

**Figure 10 Inbox Navigation**

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

![Image of Test Results Screen with an Abnormal Result](image)

**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.

<table>
<thead>
<tr>
<th>Accession</th>
<th>Name</th>
<th>DOB</th>
<th>Gender</th>
<th>Phone</th>
<th>Order #</th>
<th>Col Date</th>
<th>Col Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>98485</td>
<td>LASTT29001</td>
<td>09/16/1978</td>
<td>F</td>
<td>999-999-9999</td>
<td>312</td>
<td>05/26/2021</td>
<td>12:30 PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Test Name</th>
<th>Results</th>
<th>Range</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis C Total Antibody</td>
<td>Non Reactive</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Value</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0.07</td>
<td></td>
</tr>
</tbody>
</table>

• 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.

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.

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.
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.

Figure 14 Patient Information 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.
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.

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.
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.

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.
• 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.

• 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.
• 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.
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
  o Click the QUICK ORDER button instead of the ORDER button on the Order Review tab to create a Quick Order.
  o 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.

![Quick Order]

**Figure 27 Naming a New Quick Order**

  o 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.

![Quick Order]

**Figure 28 Replacing an Existing Quick Order**

  o 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
  o Select the patient. See the Patient Search screen for how to find a patient.
  o Click the Quick Order link on the User Menu. An * will denote that there has been at least one Quick Order created.

![Quick Order]

**Figure 29 Quick Order List Screen**

  o 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.

![Activity Logs - Choose a Report Screen](image)

![Manifest List Search Screen](image)

- 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.
• 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 Orders Displayed/Search Box](image)

• 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.

![Figure 33 Manifest List](image)

• 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 Manifest List Choose Action Dropdown List](image)

- 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.
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.

- 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.
**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.

**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.

**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:
  o View the results that are available so far by clicking on the Accession # row. The Test Results screen for the accession will display.
  o 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](image)

Figure 40 Custom Cumulative Reports Search Screen

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

![Custom Cumulative Reports](image)

Figure 41 Full Table Cumulative Report Screen

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

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

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

![Template Information Window](image)

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

![Printer Friendly Version of Full Table Cumulative Report](image)

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.

![Accession Number Link on the Full Table Cumulative Report Screen](image)

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.
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.
- 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](image)

- 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](image)

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](image)

- 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.
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.

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.

### Actions on the Pending Orders Report Screen

- 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.
- Click the “Click here to export the In Progress list.” link to export the displayed list into a spreadsheet.
- Click the “Click here for printer friendly version.” link to view or print a printer-friendly version of the 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.

- 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.
• 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.

• 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.

<table>
<thead>
<tr>
<th>Order Code</th>
<th>Order Code Name</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>49376-7</td>
<td>Hepatitis C Virus Quantitative</td>
<td>15</td>
</tr>
<tr>
<td>58688-1</td>
<td>HIV Ag/Ab Combination</td>
<td>3</td>
</tr>
<tr>
<td>US262-89HP</td>
<td>HIV Startup PEP Panel</td>
<td>3</td>
</tr>
<tr>
<td>77160-7</td>
<td>Hepatitis B Maternal/Perinatal Panel</td>
<td>2</td>
</tr>
<tr>
<td>82053-3</td>
<td>HIV-1/2 Antibody Differentiation Supplemental</td>
<td>3</td>
</tr>
<tr>
<td>64017-7</td>
<td>Chlamydia/Gonorrhoeae</td>
<td>1</td>
</tr>
<tr>
<td>65623-6</td>
<td>Hepatitis B Surface Antigen Confirmation</td>
<td>1</td>
</tr>
<tr>
<td>US262-89HP</td>
<td>HIV Monitoring PEP Panel</td>
<td>1</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Diagnosis</th>
<th>Diagnosis Name</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>A74.99</td>
<td>OTHER CHLAMYDIAL DISEASES</td>
<td>3</td>
</tr>
<tr>
<td>A56.00</td>
<td>CHLAMYDIAL INF OF LOWE GU TRACT UNS</td>
<td>1</td>
</tr>
<tr>
<td>A56.01</td>
<td>CHLAMYDIAL CYSTITIS AND URHEISIS</td>
<td>1</td>
</tr>
<tr>
<td>A56.2</td>
<td>CHLAMYDIAL INFECTION GU TRACT UNS</td>
<td>1</td>
</tr>
<tr>
<td>A56.4</td>
<td>CHLAMYDIAL INFECTION OF PHARYNX</td>
<td>1</td>
</tr>
<tr>
<td>A74.9</td>
<td>CHLAMYDIAL INFECTION UNSPECIFIED</td>
<td>1</td>
</tr>
<tr>
<td>B19.11</td>
<td>UNS VIRAL HEPATITIS B W/HEP COMA</td>
<td>1</td>
</tr>
</tbody>
</table>

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.

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.
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.

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

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.
o 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.

o 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.

o 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.

o Click the UPDATE button to save your changes.

• Choose the default settings for this user below.

  o Select the Start Page option for the user from the dropdown box provided. Choices are the Inbox or Patient Search screens.

  o 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

Find Patient, Edit Patient, or Add New Patient
- If patient not found, Add New Patient.
- Can edit patient demographic or insurance information from Edit Patient or Order Tests screens.

Order Tests/Quick Order
- Can edit patient demographic or insurance information from here or Edit Patient screen.
- Select test (and diagnosis code if billed to public insurance).
- Enter Collection Date and Time, Requesting Physician, Bill To, and Answer Questions on Review tab.
- Click the Order button (or Quick Order button to create a quick order).

Pending Orders Report
- Review orders/samples that are in "Not Received" and/or "In Progress" status.

Manifest List
- Review samples to be pulled and sent to SHL that day.
- Print Test Request Forms (requisitions) to be sent with the samples.
- Can also print the Manifest List to use as a packing slip or to keep as a record.

Inbox
- Review test results.
- Download results reports.
- Compare results report to Test Request Form (requisition).
- Archive test results.

Patient History
- Review the "Result History" of a patient.
- Review the patient's orders/samples that are in "Not Received" and/or "In Progress" status.
- Review test results.
- Download results reports.
- Compare results report to Test Request Form (requisition).

Other Reports
- Cumulative Reports (patient-specific)
- Abnormal Results List
- Tests by Date
- Top 50 Tests
- Top 50 Diagnoses
- Test Reference