

Lab Web Portal (LWP)

ARLN Reference


New User Registration:




New user requests will be sent to the portal admin for approval. All user requests will be verified with facility supervisory staff. Please allow up to 24 hours for approval. Users will be notified by email upon approval. Please do not use other people's account.

Tests available through the Lab Web Portal:

- Candida auris Colonization
 - Accepted specimen types: axilla and groin swab; axilla and nares swab; axilla, groin, and nares swab; anal swab; rectal swab; specimen from wound; specimen from abscess
 - Expected TAT: Two business days from time of receipt in the laboratory.
- CPO Colonization
 - Accepted specimen types: anal swab; rectal swab; specimen from wound; specimen from abscess; sputum; axilla and groin swab; stool swab; throat swab; tracheal aspirate
 - Expected TAT: Two business days from time of receipt in the laboratory.

How to Order Tests

- Click **Order Tests** Call-to-Action button and choose the “[TN] ARLN” Assay Tile to open the Testing Requisition Form (TRF).
- Type the patient's name in “Last name” and select the drop-down options; confirm the DOB match to your patient's information.
 - *TRF Required Patient Information/Demographics that are not an exact match for new patients should be considered a new patient record. Do not update TRF Required historical patient information/demographics with new patient information.
- If you confirmed that the patient is not in the system by using the detailed lookup, add a new patient  with the icon.
- Use “Add new patient” to enter all the necessary patient information and click **Submit**.
- **Submitter Information Section:**
 - **Facility Name:** will be based on your facility affiliation. If you are associated with multiple facilities, you can choose one associated with the

- test order by clicking the **magnifying glass** button, selecting a facility in the lookup and clicking **Apply**.
- **Point of Contact:** Type the point of contact's name in the **Point of Contact** field and select from the drop-down options. Or Click the **magnifying glass** button, selecting a point of contact associated with your facility. Click on the name of the contact and click **Select**.
 - **Ordering Provider:** Type the provider's name in the **Ordering Provider** field and select from the drop-down options. OR Click the **magnifying glass** button, selecting a provider associated with your facility. Click on the name of the contact and click **Select**. To edit the Ordering Provider's information, click the **pencil icon** after selecting the provider's name from the list. If Ordering Provider is not listed, add the  provider by clicking the icon. Add the provider's information and click **Submit**.
 - **Sample Collection Facility Information Section:**
 - Begin typing the **Collection Facility Name** in the Collection Facility Name field and select the facility from the drop down
 - To search all facilities, click  the icon and select the facility from the list.
 - If the facility is not listed, add the facility by  clicking the icon.
 - Add the **Sample Collection Facility Information** and click **Submit**.
 - **Specimen Information Section:**
 - **Collection Date and Time:** Choose from calendar icon or type the desired date and time.
 - Choose **Test** type
 - Select **Specimen Type** from the list of available values.
 - If CPO Colonization is selected, Select the **Carbapenem Resistance Gene** type.
 - Choose Other if an unidentified gene is not listed. Specify the gene if **Other** is selected.
 - Select the Organism Species by typing or using the down arrow.
 - Enter additional comments in the Comments field, if necessary
 - Click Submit button upon the completion to submit your order. Once test order is ready to be submitted, "Certification of Test Order" message is displayed. User needs to click AGREE to move forward. Once test order has been submitted, confirmation message is displayed.
 - Click **Copy Order** to continue adding more orders for your facility. It will copy all the information from the current order except patient and insurance information.
 - Click **Print** button to print the Order Manifest in a pdf format.
 - A printed copy of the Order Manifest should always accompany the specimen. The Order Manifest can be accessed at any point by clicking on the value under Portal Id column in the **All Orders** data grid.



For further questions, please consult the Help module FAQs or the full ARLN Lab Web Portal User Guide. The support team contact information can be found within.

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