Web Outreach Portal

Introduction:

The Avalon LIS Web Outreach Portal is an innovative website that provides our valued clients and doctors with the ability to enter and/or review orders and results right on the web. It uses a friendly graphical user interface allowing designated users to utilize all of the portals components quickly and easily.

Client Outreach Portal
Laboratory Name

Welcome to the Computer Service & Support Web Result Interface.
Please enter your credentials to review your result reports.

Please login using the form below

Email Address:

example@csslis.com

Password:

enter your password here

Login

Powered by Computer Service & Support Laboratory Systems, Inc.

Unauthorized access or use of Computer Service & Support Outreach Portal may result in disciplinary action and civil or criminal liability. All information transmitted by, received from, or stored in this system is property of Computer Service & Support and is to be used soley for Computer Service & Support business purposes.
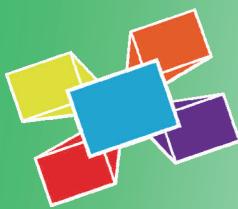
Computer Service & Support may monitor, intercept, access and disclose all usage, consistent with Company policy and applicable law. Users have no right of privacy in this system or in the information accessed through it. Use of this system constitutes consent to these terms.

Logging In

Logging in to your Outreach Portal is an simple and secure procedure. Simply navigate to the website provided by the laboratory and enter into the field your Email Address and Password. Once all of your login credentials are entered select the 'Login' button to continue.

There may be many users accessing the same outreach portal at anytime, but the administrator(s) has the power to grant and revoke the other user's privileges.

The administrator(s) is able to add, edit and remove users from the portal, and for this reason the amount of administrative users should be very limited.

Web Outreach Portal

Administration

Once you login, you will see the administration screen. By clicking on the Site Admin button on the upper left of the screen, you will bring up the User Administration Menu**.** This main menu contains all of the administrative functions you will need to manage your users. As you click through each selection, you can see how each one breaks down to give you the elevated functionality.

As an Administrator the user can perform many tasks that are not available to a standard user. Administrators are able to add new users to the portal, edit existing users, and setup client specific features.

Add User

Email:
this will be used to log into your web portal

User Type:
Please select the type of user

Password:
enter user's password here

Re-Type Password:
please re-type the user's password

Cancel   Submit
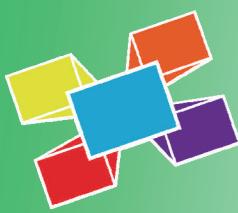
Adding Users

To add a new user, you must first select Add User from the Site Admin menu. After selecting the Add User option, a new window will open displaying all of the required fields that must be populated regardless of what type of user is being added. Selecting Add Client will open a new prompt that asks for the new client's information. In the add client window all fields are required, so they must all be filled in completely and correctly. After all fields are completed you can then click the Submit button to finalize the operation or click Cancel to close the window without saving any changes. (Shown Below)

Add User

Email:
this will be used to log into your web portal

User Type:
Client

Password:
enter user's password

Re-Type Password:
please re-type the user's password

Please begin typing in the form fields below to search for the appropriate client. The results will begin to appear as you type.

Has Statistics: ☐
Has Cumulative: ☐
Has Order Entry: ☐
Has Multi User: ☐
Has Abnormals Report: ☐
Has Positive Tests Report: ☐

Client Name:
client's name

Client Number:
client's number

Address:
client's address

City:
client's city

State:
client's state

Zip:
client's zip

Cancel   Submit

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Adding Users Cont.
You can select between multiple user from the User Types drop down box. (Shown) The new user can be another Administrator, a Client, a Doctor, an Insurance, or a Sales Person. In addition to all of the required fields that must be populated there are check boxes that allow for modification of user specific features depending on your selection.

Add User

Email:
this will be used to log into your web portal

User Type:
Doctor

Password:
enter user's password

Re-Type Password:
please re-type the user's password

Please begin typing in the form fields below to search for the appropriate doctor. The results will begin to appear as you type:

Has Statistics: ☐
Has Cumulative: ☐
Has Order Entry: ☐
Has Abnormals Report: ☐
Has Positive Tests Report: ☐

Doctor Name:
doctor's name

Doctor Number:
doctor's number

Address:
doctor's address

City:
doctor's city

State:
doctor's state

Zip:
doctor's zip

Cancel   Submit

Selecting Add Doctor will open a new prompt that asks for the new doctor's information. In the add doctor window all fields are required, so they must all be filled in completely and correctly. This is nearly identical to the way you would add a new client.

The client selected will be associated with the doctor to be added, but this can changed later on if the doctor's clientele changes by editing the user. After all fields are completed you can then click the Submit button to complete the operation, or click the Cancel button to exit the operation. (Shown Below)

Add User

Email:
this will be used to log into your web portal

User Type:
Sales Person

Password:
enter user's password

Re-Type Password:
please re-type the user's password

Please begin typing in the form fields below to search for the appropriate sales person. The results will begin to appear as you type:

Sales Group:
sales person's group

Sales Person Name:
sales person's name

Group Leader:
the sales group's leader

Territory:
the sales person's territory

Address:
sales person's address

City:
sales person's city

State:
sales person's state
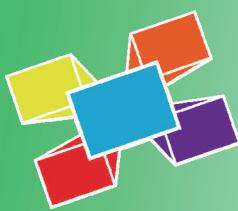
Zip:
sales person's zip

Cancel   Submit

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Adding Users Cont.

Selecting Add Insurance will open a new window that asks for the new insurance's information. In the add doctor window all fields are required, so they must all be filled in completely and correctly. This is nearly identical to the way you would add a new client. (Shown Below)

The option to add an insurance may not be available to every administrator. If add Insurance is not on the User Type drop down box navigate to the home screen and select Edit for the user that you are currently using. One of the checkboxes in the edit administrator screen is labeled Can Manage Insurance Users. This must be selected in order to add/edit insurances. By default this option is only available to the first administrator for security.

Add User

Email:
this will be used to log into your web portal

User Type:
Insurance

Password:
enter user's password

Re-Type Password:
please re-type the user's password

Please begin typing in the form fields below to search for the appropriate insurance. The results will begin to appear as you type:

Insurance Name:
The company's name

Phone Number:
The company's phone number

Address:
The company's address

City:
The company's city

State:
The company's state

Zip:
The company's zip

Cancel   Submit

Has Statistics: ☐
Has Cumulative: ☐
Has Order Entry: ☑
Has Multi User: ☐
Has Abnormals Report: ☐
Has Positive Tests Report: ☐

Has Order Entry: ☑

When adding a new client a series of checkboxes will appear on the right hand side of the screen. These boxes correlate to functions that will be available to the new client. If the Has Order Entry box is selected new items will be added to the window. (Shown Below)

Common Diagnosis Codes
Code   Description

Selected Common Diagnosis Codes

Common Tests
Test Name   Test Number

Selected Common Tests:

Excluded Tests
Test Name   Test Number

Selected Excluded Tests:

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Managing Tests

After selecting the checkbox, you will be prompted with a new set of fields displaying Common Tests, Common Diagnosis Codes, and Exclude Tests. If you add a list of Common Tests or Common Diagnosis Codes to a user the client will then be able to check off the tests to be added to their orders, rather then searching for each test one at a time.

You can also add Exclude Tests to a client to exclude them from their orders. After all test to be excluded are selected, you can simply click the Submit button to finalize the process. Excluded tests will no longer show up in a client's test search when they log in to review their order.

Common Tests

Test Name		Test Number
r|		

Test Name (#)	Department	Specimen Type
RBC (10001)	Hematology	Whole Blood
RBC Count (40001)	*Quest	Whole Blood
RDW (10007)	Hematology	Whole Blood
RDW (200055)	*Quest	Whole Blood
RDW (40007)	*Quest	Whole Blood
Reactive Lymphocytes (40092)	*Quest	Whole Blood
Red Blood Cell Count (200050)	*Quest	Whole Blood
Red Cedar (T211) (1337)	Allergy	Serum

Selected Common Tests:

Test Name	Department	Specimen Type	Remove
WBC (10000)	Hematology	Whole Blood	🗑
Lipid Panel w/ D-LDL (1050)	Chemistry	Serum	🗑

Common Tests & Diagnosis Codes

After selecting the client you will then be able to add Common Tests or Common Diagnosis Codes for the client, either by searching for the them by Name or Number. If you want to add Common Tests you can start to type the name or number of the test into the fields and a list of the available choices will be displayed based on what has been typed into the field. You can then add all of the common tests on a per client basis. This functionality works the same way for Common Diagnosis Codes and Excluded Tests. Once all tests are found you can click Submit to save the client's information.

Common Diagnosis Codes

Code	Description
	t|

Code	Description
00.0	THERAPEUTIC ULTRASOUND
00.01	THERAPEUTIC US VESSELS HEAD&NECK
00.02	THERAPEUTIC ULTRASOUND OF HEART
00.03	THERAPEUTIC US PERIPH VASC VESSELS
00.09	OTHER THERAPEUTIC ULTRASOUND
00.1	PHARMACEUTICALS

Selected Common Diagnosis Codes

Code	Description	Remove
00.3	COMPUTER ASSISTED SURGERY [CAS]	🗑
00.1	PHARMACEUTICALS	🗑

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👤 **Site Admin** ▾

Editing Users

From the main screen of the portal the administrator that is currently logged in can see a list of all existing clients and administrators they have control over. The clients number, name, address, and email are displayed along with the options to Delete or Edit. Under the Action column you can also turn a user on or off by selecting clicking the button with the power icon on it. This will turn the button grey until they are turned back on which will turn the button green again.

Edit

👤 **Site Admin** ▾

👥 **View Users**

Clients			Filter Clients:	Begin typing a client name to se.		
	Client # ⇕	Email ⇕	Name ⇕	Address ⇕		Action
➜	1	test1@csslis.com	MEDICAL LAB SERV	2106 NEW ROAD. LINWOOD, NJ, 08221	Delete	Edit ⏻
➜	1	test2@csslis.com	MEDICAL LAB SERV	2106 NEW ROAD. LINWOOD, NJ, 08221	Delete	Edit ⏻
➜	2	test3@youcompany.com	PAIN MANAGEMENT	1000 MAIN ST. PLEASENTVILLE, USA	Delete	Edit ⏻

If any changes need to be made to an existing Client or Doctor, you can use the Edit User option from the Web Portal Administration home screen. This will allow you to edit any and/or all information related to the user. If you wish to remove a user from the system you can selected the Delete button located at the end of the users line. Once a user is deleted the only way to get them back is by adding the user again.

The following client is currently selected:

Client Name:	Client Number:
Demo Client	100
Address:	City:
2106 New Rd.	Linwood
State:	Zip:
NJ	08221

Click here to select a different client.

Edit User   Edit Common Tests   Edit Excluded Tests

Email:
democlient@YourLab.com

User Type:
Client ▾

Password: Click here to reset password
enter user's password here

Re-Type Password:
please re-type the user's password

Common Diagnosis Codes

Code	Description	Remove
00.1	PHARMACEUTICALS	🗑
00.2	OTHER COMPUTER ASSISTED SURGERY	🗑
00.3	IVASC IMAGING	🗑

Code: Description:

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Editing Users Cont.

You can select from any of the options originally granted to the user when they were created. All of the users information will be displayed (Shown Below) including any Common Tests, Common Diagnosis Codes, or Excluded Tests that were previously enter onto the client. After editing the user's information, you can save the changes by clicking the Submit button or Cancel to exit the operation.

Edit User

Email:
test@csslis.com

User Type:
Client

Password: Click here to reset password
enter user's password here
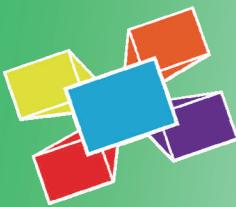
Re-Type Password:
please re-type the user's password

Has Statistics: ☑
Has Cumulative: ☑
Has Order Entry: ☑
Has Multi User: ☐
Has Abnormals Report: ☑
Has Positive Tests Report: ☑

The following client is currently selected.

Client Name:
Demo Client

Client Number:
100

Address:
2106 New Road

City:
Linwood

State:
NJ

Zip:
08221

Click here to select a different client

Common Diagnosis Codes

Code   Description

Selected Common Diagnosis Codes

Code	Description	Remove
00.1	PHARMACEUTICALS	🗑
00.2	THERAPEUTIC ULTRASOUND OF HEART	🗑
00.23	IVASC IMAGING PERIPHERAL VESSELS	🗑

Common Tests

Test Name   Test Number

Selected Common Tests

Test Name	Description	Specimen Type	Remove
% Saturation	Chemistry	Serum	🗑
2-OH Ethyl Flurazepam	Toxicology	Urine	🗑

Excluded Tests

Test Name   Test Number

Selected Excluded Tests

Test Name	Department	Specimen Type	Remove
2-OH Ethyl Flurazepam	Toxicology	Saliva	🗑

Cancel   Submit

When you are finished viewing the users in the system, you can exit to the previous screen by simply clicking on Cancel located at the bottom of the window prompt. Show below are some examples of unique options that will be available to the admin depending on what type of user they are adding/editing. Some of the shown options will display new fields for the user.

Can Invalidate Reports: ☐
Can Manage Insurance Users: ☐
Can Manage Order Entry: ☐
Can Manage Sales Users: ☐
Can View User Statistics: ☐
Is Owner/Manager: ☐

Has Statistics: ☑
Has Cumulative: ☑
Has Order Entry: ☑
Has Multi User: ☐
Has Abnormals Report: ☑
Has Positive Tests Report: ☑

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Common Tests

This is where you can select the tests to be excluded from the order or the common tests to be added to the order. After selecting the checkbox, you will be prompted with a new set of fields displaying Common Tests, Common Diagnosis Codes, and Exclude Tests. You can add Exclude Tests to a client to exclude them from their orders. After all test to be excluded are selected, you can simply click the Submit button to finalize the process. Excluded tests will no longer show up in a client's test search when they log in to review their order.

Has Order Entry: ☑

Common Tests Codes Example

Selected Common Tests:

Test Name	Department	Specimen Type	Remove
WBC (10000)	Hematology	Whole Blood	🗑
Lipid Panel w/ D-LDL (1050)	Chemistry	Serum	🗑

Common Diagnosis Codes Example
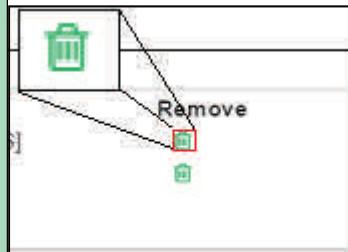
Selected Common Diagnosis Codes

Code	Description	Remove
00.3	COMPUTER ASSISTED SURGERY [CAS]	🗑
00.1	PHARMACEUTICALS	🗑

Excluded Tests Example

Selected Excluded Tests:

Test Name	Department	Specimen Type	Remove
Opiates (22)	Toxicology	Urine	🗑
Benzodiazepines (1610)	Toxicology	Saliva	🗑

If a test needs to be removed from the user, the client must click the Trashcan Icon next to the test they wish to be removed. (Shown Right)

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Web Log

The last menu option of the Site Admin menu is "View Web Log".

Under this menu option the user will be prompted with the Abnormals Report. The report is produced by entering in a date range as well as how the user wants the report data to be sorted.

Shown in the screen above are the parameters that are displayed to run the Abnormals Report. The user must enter the Start and End dates as well as the result ordering preferences.

The Abnormals Report can be sorted by Log Date, Lab User, Outreach User, User Type, and Log Type.
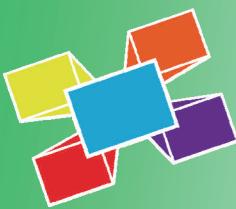
The user also has the option of choosing the direction of the ordering.

The dialog shown on the left will be displayed if the Outreach Portal is left open on the web browser for more then a couple minutes without use. This dialog contains a timer giving the user 30 second to click on the button to continue the session.

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Web Log Cont.

The Abnormals Report contains parameters for the user to enter that are very similar to the other reports that can be found on the Outreach Portal. Shown in the screen shots are the available parameters that are given to the user to run the Abnormals Report. The user must enter the Start and End dates as well as the result ordering preferences.

Start Date:

01/30/2015

Order By:

Patient First Na

January, 2015

Mo	Tu	We	Th	Fr	Sa	Su
29	30	31	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	01
02	03	04	05	06	07	08

Today   Clear date

When running reports the user can utilize the calendar icon next to the Date Range fields. This icon will pop up a dynamic calendar for the user to quickly selected the value they wish to enter into the field.

The user can easily search through days, months, and years. Once a day is selected on the calendar it is automatically entered into the field it is associated with.

The Abnormals Report can have it's results ordered by Patient First Name, Patient Last Name, Accession Number, and Test Name. The user also has the option of choosing the direction of the result sorting. The results can be sorted Ascending or Descending based on the 'Order By' parameter chosen.

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The Abnormals Result Report displays the Accession, Patient Name, Test Name, Date Reported, and the Abnormal Flag that the result produced while being resulted. The Abnormal Flag can be Abnormal, Abnormal Low, Abnormal High, Abnormal CID Low, and Abnormal CID High. The Abnormal Flag is determined by the test information entered by the user for what constitutes an abnormal test result and how much variance there was between the entered number and the test result..

This report can be downloaded or printed just like the other Reports and Forms contained on the Outreach Portal.

Abnormals Result Report

Sorted By: Patient Last Name, Ascending
Date Reported: 05/02014 to 01/29/2015

Accession	Patient Name (#)		Test Name (#)	Date Reported	Abnormal Flag
5	Fedeli, Bert	(BF03051984)	Insulin (1200)	5/24/14 6:09 PM	Abnormal High
6	Fedeli, Bert	(BF03051984)	Insulin (1200)	5/24/14 6:38 PM	Abnormal High
6	Fedeli, Bert	(BF03051984)	LDL (59)	5/24/14 6:38 PM	Abnormal High
6	Fedeli, Bert	(BF03051984)	Triglycerides (781)	5/24/14 6:38 PM	Abnormal High
5	Fedeli, Bert	(BF03051984)	Lp(a) (312)	5/24/14 6:07 PM	Abnormal CID High
5	Fedeli, Bert	(BF03051984)	Magnesium (688)	5/24/14 6:09 PM	Abnormal High
6	Fedeli, Bert	(BF03051984)	Magnesium (688)	5/24/14 6:39 PM	Abnormal CID High
103422	Fedeli, Bert	(BF03051984)	Potassium (990)	6/11/14 12:35 AM	Abnormal CID High
103422	Fedeli, Bert	(BF03051984)	Sodium (989)	6/11/14 12:35 AM	Abnormal CID Low
6	Fedeli, Bert	(BF03051984)	Total Bilirubin (52)	5/24/14 6:39 PM	Abnormal High
5	Fedeli, Bert	(BF03051984)	Total T3 (7)	5/24/14 6:08 PM	Abnormal High
6	Fedeli, Bert	(BF03051984)	Total T3 (7)	5/24/14 6:39 PM	Abnormal High
5	Fedeli, Bert	(BF03051984)	Vitamin D (141)	5/24/14 6:07 PM	Abnormal Low
6	Fedeli, Bert	(BF03051984)	Vitamin D (141)	5/24/14 6:38 PM	Abnormal Low
5	Fedeli, Bert	(BF03051984)	Non-HDL (951)	5/24/14 6:07 PM	Abnormal CID High
6	Fedeli, Bert	(BF03051984)	Non-HDL (951)	5/24/14 6:38 PM	Abnormal High
5	Fedeli, Bert	(BF03051984)	VLDL (966)	5/24/14 6:07 PM	Abnormal High
103422	Fedeli, Bert	(BF03051984)	Marijuana (100)	6/11/14 12:35 AM	Abnormal High
100	Fedeli, Bert	(BF03051984)	Hydromorphone (6004)	5/21/14 6:04 PM	Abnormal High
6	Fedeli, Bert	(BF03051984)	sd-LDL (2975)	5/24/14 6:39 PM	Abnormal CID High
5	Fedeli, Bert	(BF03051984)	HDL2b (2965)	5/24/14 6:08 PM	Abnormal CID High
6	Fedeli, Bert	(BF03051984)	HDL2b (2965)	5/24/14 6:39 PM	Abnormal CID High
5	Fedeli, Bert	(BF03051984)	Uric Acid (700)	5/24/14 6:08 PM	Abnormal High
5	Fedeli, Bert	(BF03051984)	Uric Acid (700)	5/24/14 6:39 PM	Abnormal High

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Fast, convenient electronic ordering, prompt turnaround and electronic resulting reduces potential for errors and increases patient safety. The portal eliminates transcription, reduces labor costs, increases both clinician and patient satisfaction and contributes to the highest standard of patient care and client loyalty.