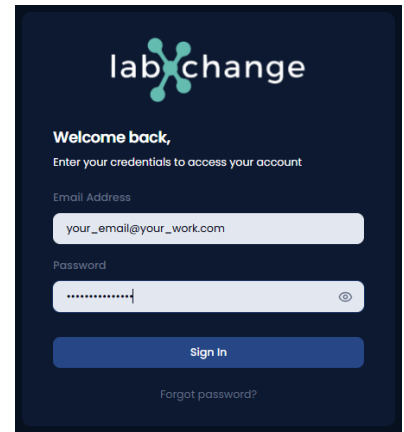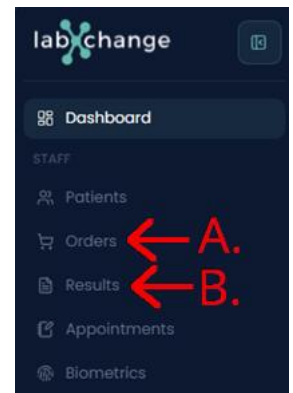# LabXChange Ordering Walk Through:

1. Log into the site – your username is the email address used to make the account, password is created the first time you log in.

2. Results currently available to you will be under 'Results' in the menu on the left.   (B. in the image to the right.)

3. Click on "Orders" to reach the screen below and start placing an order: (A. in the image to the right.)
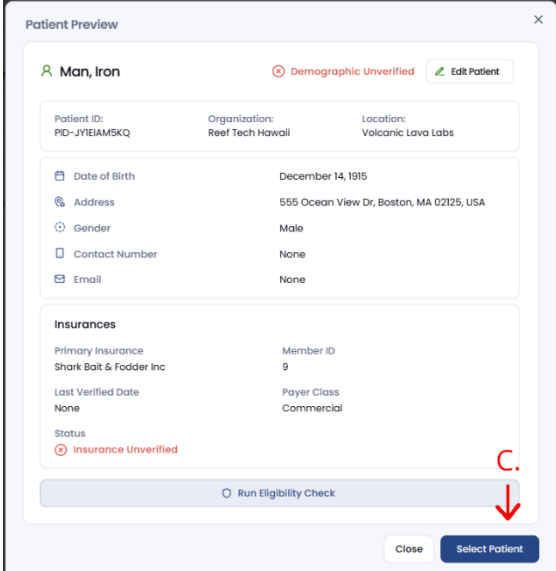
4. Click on "Create New Order" in the upper left corner, indicated by "A." below to begin the work flow to add a new order.
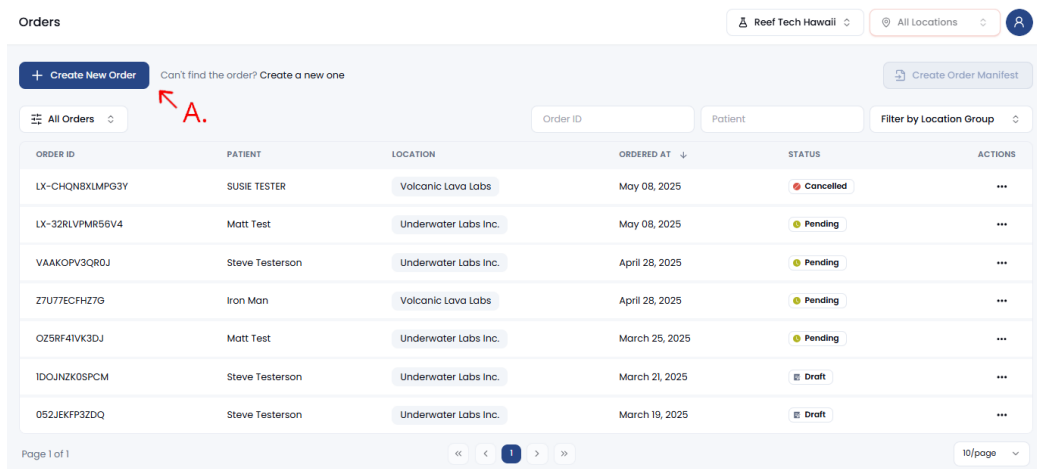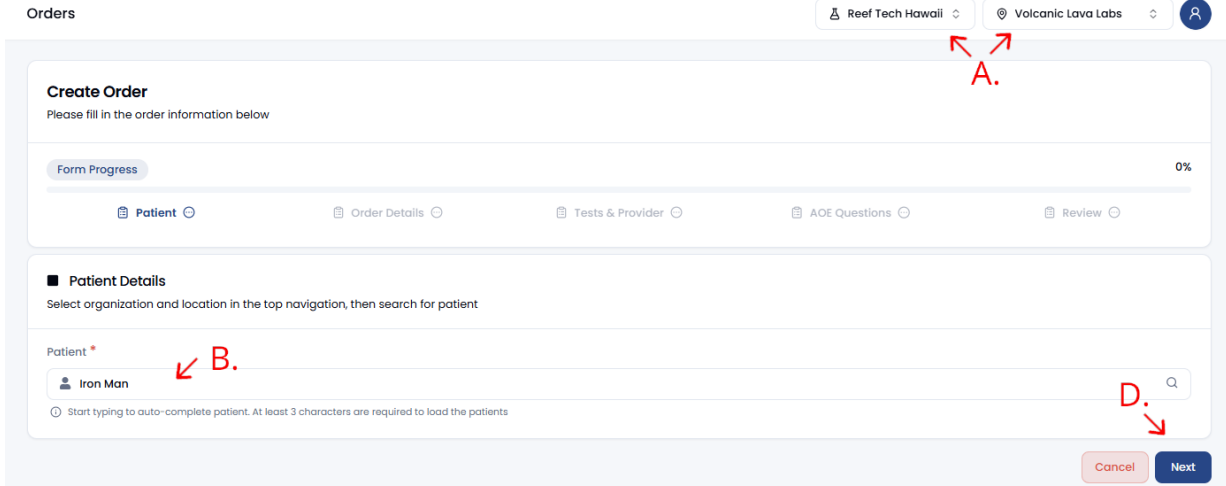
Work through each of the following screens in the work flow, filling in every (*) required field at a minimum on each screen, then click next at the bottom to proceed with the work flow:

5. The first step is selecting the patient:
    a. Ensure the Organization and Location are set. (A. below)
    b. Find and select the patient using the search field. (B. below.)
    c. Click 'Select Patient' on the dialog that appears. (C. to the right)
    d. Click Next to proceed. (D. below)

From this point on, there will be a workflow progress bar at the top to track the progress in the work flow, as well as a mini summary to the left with the data already provided.

Patient Preview

Man, Iron ⊗ Demographic Unverified ✎ Edit Patient

Patient ID:	Organization:	Location:
PID-JY1EIAM5KQ	Reef Tech Hawaii	Volcanic Lava Labs

Date of Birth — December 14, 1915
Address — 555 Ocean View Dr, Boston, MA 02125, USA
Gender — Male
Contact Number — None
Email — None

Insurances

Primary Insurance — Shark Bait & Fodder Inc
Member ID — 9
Last Verified Date — None
Payer Class — Commercial

Status ⊗ Insurance Unverified

C.

○ Run Eligibility Check

Close Select Patient

Orders — Reef Tech Hawaii — Volcanic Lava Labs

A.

Create Order
Please fill in the order information below

Form Progress — 0%

📋 Patient ⊙ 📋 Order Details ○ 📋 Tests & Provider ○ 📋 AOE Questions ○ 📋 Review ○

■ Patient Details
Select organization and location in the top navigation, then search for patient

Patient *   B.
👤 Iron Man
ⓘ Start typing to auto-complete patient. At least 3 characters are required to load the patients

D.

Cancel Next

6. The second step is specifying order details:
    a. Enter in the Payment Type and Creation Date & Time at a minimum. (A. below)
        i. Requiring a provider signature, choosing a provider to provide it, uploading the signed documents, or providing notes is all optional.

b. Click Next to proceed. (B. below)

Create Order
Please fill in the order information below

Form Progress   20%

📄 Patient ⊘   📄 **Order Details** ⊖   📄 Tests & Provider ⊖   📄 AOE Questions ⊖   📄 Review ⊖

■ **Order Details**
Enter payment and collection details

A.
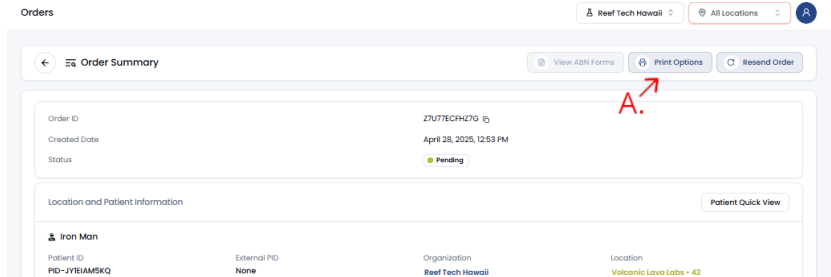
Payment Type *   Collection Date and Time *

[Select payment type   ⌄]   [mm/dd/yyyy 📅]   [--:-- -- 🕐]

☐ Provider Signature Required   Upload Signed Order

                                                              [⊕ Upload Documents]

Notes

[Enter any additional notes or instructions...]

B.

ⓘ Add any additional information. This field is optional

[Cancel]   [Save as Draft]   ⓘ   [Previous]   [Next]

7. The third step is specifying the provider placing the order and the tests being orders:
   a. Select a provider added to the system for this Location/Organization, as well the tests being ordered. (A. Below)
      i. The test groups option can be used to specify a whole set of tests without picking them all individually.
   b. Diagnosis Codes will be required if the payment Type on the previous screen was set to "Insurance." (B. below)
      i. There is also AI powered DX Code matching that may be required, if the location has been configured to require it.
   c. Click Next to Proceed. (C. Below)

■ **Tests and Providers**
Select tests and provider details to proceed

Provider *   Quick Select Test Group

[Select Provider   ◇]   [Select Test Groups   ◇]

A.   ⓘ Selecting test group will auto-select related tests

Tests *   Diagnosis Codes   Medications

[Select Tests   ◇]   [Select Diagnosis Codes   ◇]   [Select Medications   ◇]   **C.**

                               B.   ⓘ Leave this empty if you don't want to disclose the
                                                                          medications

[Cancel]   [Save as Draft]   ⓘ   [Previous]   [Next]

8. The fourth step is answering AOE questions. Please note that if there are no AOE lists configured for the selected test(s) in step 7., then this step will be automatically skipped by the system, it will denote the work flow progress bar with "None" and jump straight to step 9.
    a. Answer all required AOE questions in the list. (A. Below)
    b. Click 'Next to Proceed. (B. Below)

9. The last step of the work flow is a review screen to confirm all entered data.
    a. Click "Confirm and Create Order" to complete the order.

10. After clicking "Confirm & Create Order" a the end of the work flow, you will be redirected to the order Summary page.
    a. Click on "Print Options" to open the dialog for access to label printing. (A. below)
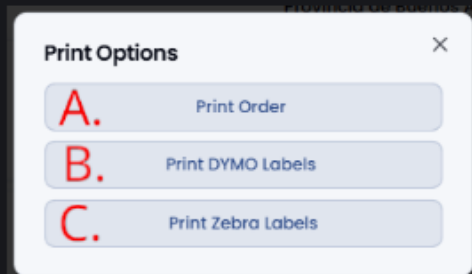
11. Click on the button for the type of (Label) Printer you have:
    a. Click Print Order (A. below) for a standard sheet of paper.
    b. Click Print DYMO Labels for any Dymo brand label printer. (B. below)
    c. Click Print Zebra Labels for any Zebra brand label printer. (C. below)

If you clicked for a Dymo:

This is the Print Dymo labels dialog showing the label that will be sent to the Dymo:

Print DYMO Label

A.

DYMO service is running in your pc

Man L.   B.   12/14/1915

Z7U77ECFHZ7G

C.   42 | Volcanic Lava   04/28/2025

DYMO LabelWriter 550 ⌄   Quantity: 1 ⌄   ← D.   E. →   Print Dymo Label

- **A.** This is the indicator for whether or not the application can see and connect to the local DYMO Connect service.
- **B.** This is a rendered display of the label that will be sent to the DYMO printer.
- **C.** This is the selection box to choose which available DYMO printer to use.
- **D.** This is the quantity selector for printing a few copies of the same label.
- **E.** This is the button to send the request to the selected DYMO printer.

a. Use Quantity to select the number of labels you would like to print. (D. Above.)

· We recommend printing 1 label for the manual paper req form and the following scenarios according to the schedule of events:

· Screening: 6. 1 label for each 2 Tiger Tops, 2 Sodium Citrate Tubes, 1 EDTA whole blood tubes, and 1 UA Vacutainer.

· 12 HR, SFU: 5. 1 label for the Tiger Top, 2 Sodium Citrate Tubes, 1 EDTA whole blood tube, and 1 UA Vacutainer.

If you clicked for a Zebra:

This is the Print Zebra Labels dialog showing the label that will be sent to the Zebra:

Print Zebra Label   A.   ×

Printer Status: Connected to 26n203304210

Man I. B.   12/14/1915

Z7U77ECFHZ7G

42 | Volcanic Lava   C.   D.   04/28/2025

Quantity: 1 ⌄   Print Zebra Label

- **A.** This is the indicator for whether or not the application can see and connect to the default Zebra printer through the local Zebra Browser Print service.
- **B.** This is a rendered display of the label that will be sent to the Zebra printer
- **C.** This is the quantity selector for printing a few copies of the same label.
- **D.** This is the button to send the request to the selected Zebra printer.

Note: This only supports printing to the default Zebra device. There is no selector for all available Zebras because Zebra's browser print service does not support this. The list of multiple devices Zebra offers is for networked Zebra devices only, so using it would block all Zebra devices connected via USB from being reachable.

a. Use Quantity to select the number of labels you would like to print. (C. above)

We recommend printing 1 label for the manual paper req form and the following scenarios according to the schedule of events:

· Screening: 6. 1 label for each 2 Tiger Tops, 2 Sodium Citrate Tubes, 1 EDTA whole blood tubes, and 1 UA Vacutainer.

· 12 HR, SFU: 5. 1 label for the Tiger Top, 2 Sodium Citrate Tubes, 1 EDTA whole blood tube, and 1 UA Vacutainer.

12. After an order has been placed and processed, use the Results link in the left-hand menu to bring up the results page to search for your results:
    a. Use the check boxes on the left to select multiple orders to view. (A. below)
    b. After selecting, use the ellipsis (…) in the header to the right to get the option to view all selected results. (B. below)

13. Use the below screens to help understand your results:
    a. The controls at the bottom (A. below) will let you navigate between results.
    b. The header text, as well as the expandable patient and order sections (B. below) will help you know which result you are viewing.