Quick Start Guide:

Thank you for joining the LabXChange family, please review the 5 easy items in the Quick-Start checklist below to ensure you are up and running in your new LabXChange portal as quickly as possible:

1. Logging in:

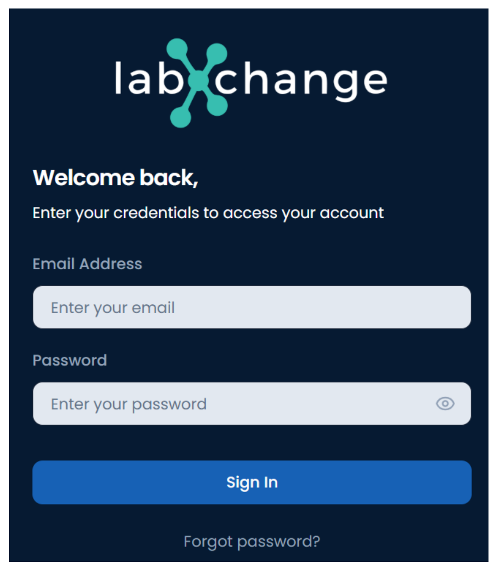
https://order.labxchange.io/auth

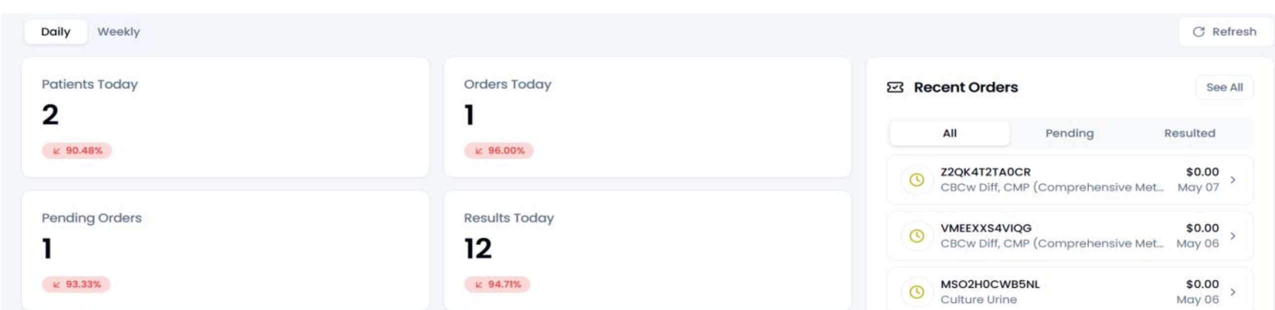
Please visit the Login Page and make sure you can sign in.

Your username will be the e-mail address used to make the account.

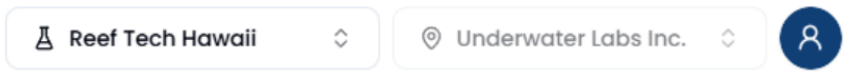
If you have not signed in before and don't have the password, please check your e-mail for the password reset link and follow that link to initialize your account.

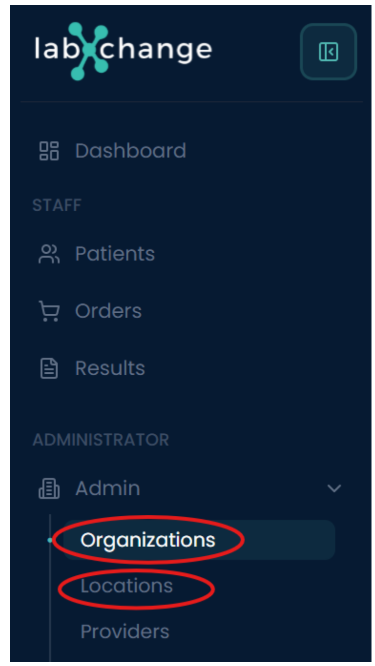
Once you are signed in, you will see your personal LabXChange Dashboard.





2. Confirm Organization and Location:





Ensure your Organization name is showing in the left box and that your Location is in the right - or that you can click the menus and pick the correct organization and locations.

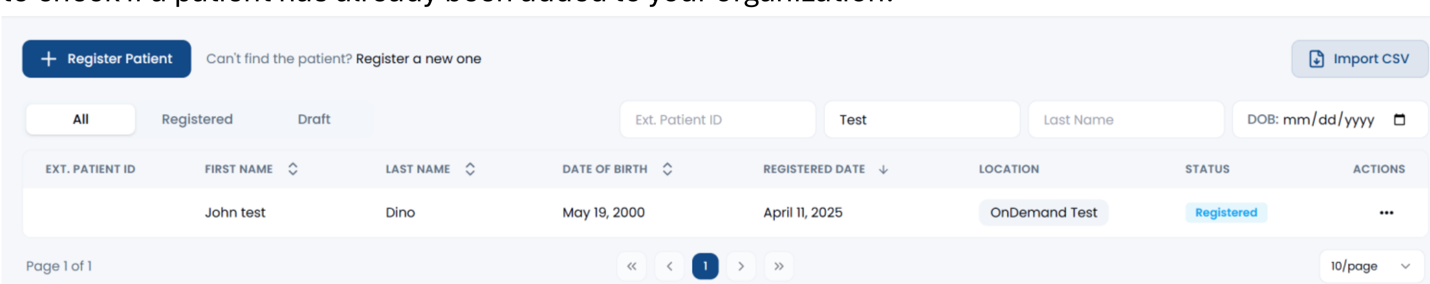
If you are unable to do so, the Organizations and Locations pages in the admin navigation menu can be used to manage these.

If those are not available at your account level, you'll need to contact your Client Admin or LabXChange admin / sales rep to confirm the initial Organization set up has been completed.

3. Register Your Patient(s):

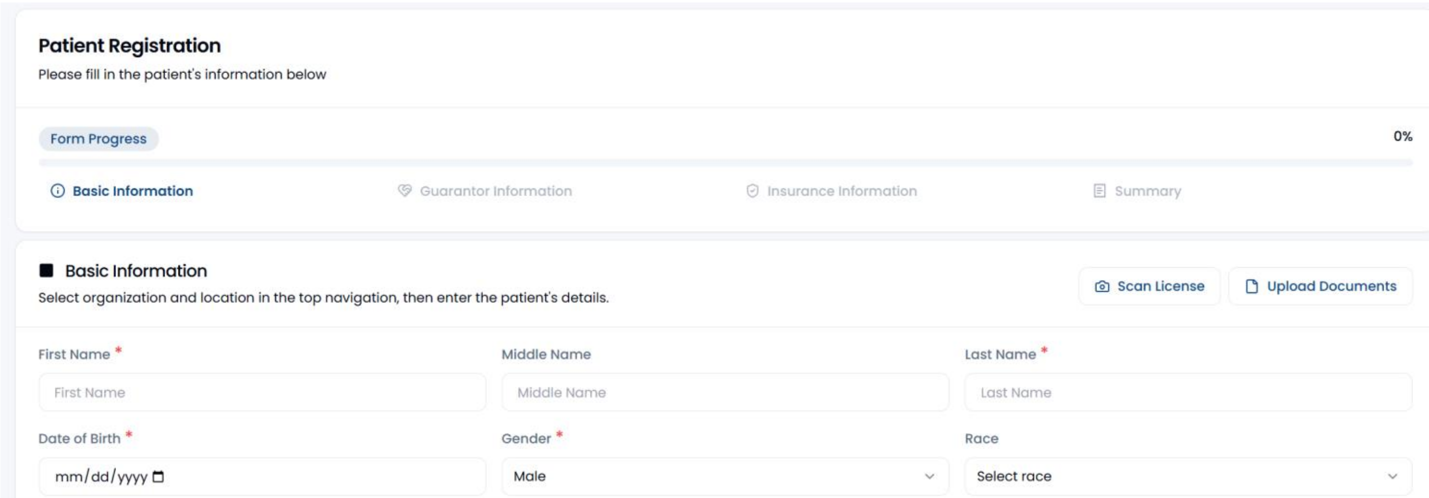
- **Please Note:** Insurance will need to be set up to register a patient, unless they don't have any. Please make sure it has been added on the Insurances page under the Admin navigation menu or have your Client Admin confirm it if you don't have access, so it will be available when adding the patient.

Navigate to the "Patients" page using the left-hand menu, there are a number of search options available to check if a patient has already been added to your organization:



Patients not in the system yet can be added individually by clicking "+ Register Patient" button in the top left corner, or in bulk using the Import CSV button located top right.

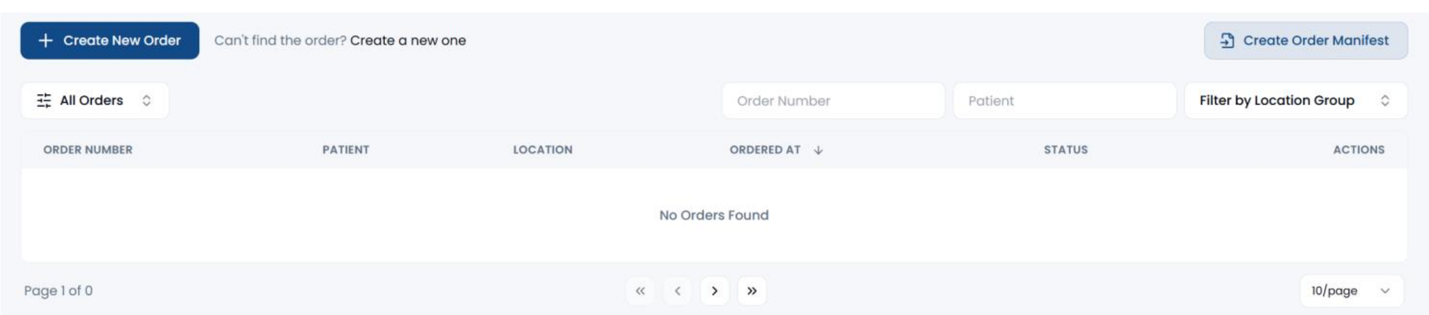
The individual patient registration work-flow will walk you through the process of adding all of a patient's required demographic and insurance information, as wellas verifying all data.



4. Place Your Order(s):

- **Please Note:** Providers, Tests and potentially Diagnosis Codes are required for an order, please ensure they have been entered into the system as needed. Medications and Aoes will also be asked for during order placing, but these are optional. These can be confirmed on the corresponding pages under the Admin navigation menu or have your Client Admin confirm them as needed if you don't have access, so everything necessary will be available when placing the orders.

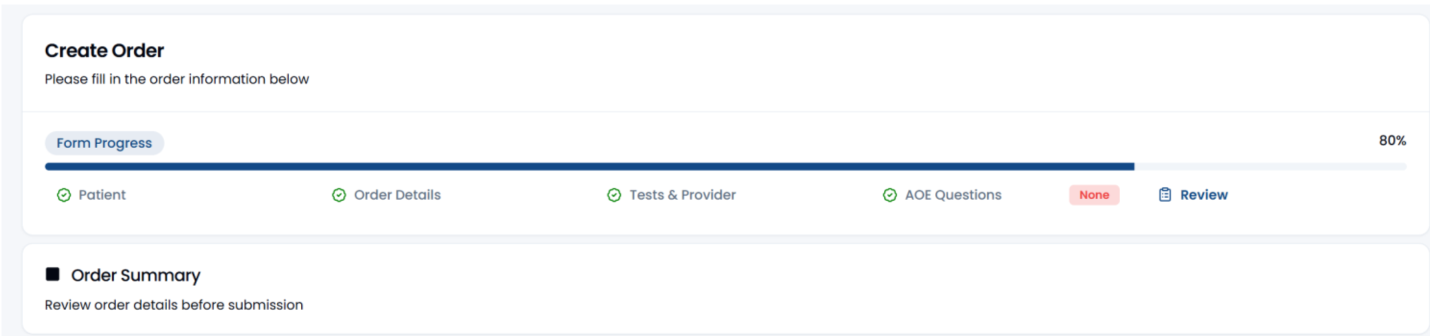
Navigate to the "Orders" page using the left-hand menu, there are a number of search options available to check existing orders, as well as filters by status and location groups. You can also custom group your orders into order manifests using the button on the upper right:



New orders can be placed by by clicking "+ Create New Order" button in the top left corner, which will initiate a work-flow that walks you through the process of placing an order. This includes:

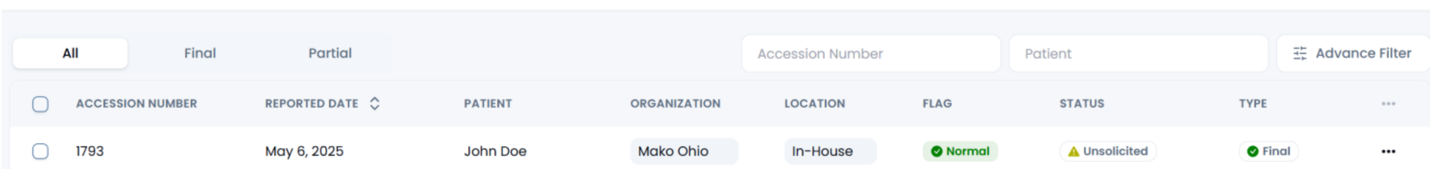
- Choosing the patient, where you can see whether the patient has their demographics and insurance verified already or not.

- Order details, such as date and time of collection, payment type, uploading orders or adding provider signatures.
- Adding the provider and tests, and as needed, the diagnosis codes and medications.
- Answering the AOE questions, if any were specified for the test(s) chosen.



5. <u>View Your Results:</u>

Once the test(s) you ordered have been completed, the results become available for reviewing the findings of the test(s) by locating and opening them on the Results page within the portal. You can Filter down to partial or final, search on Accession Number or patient, use the addition options within the advanced filtering menu.



Congratulations! You are now working effectively within your new LabXChange portal!