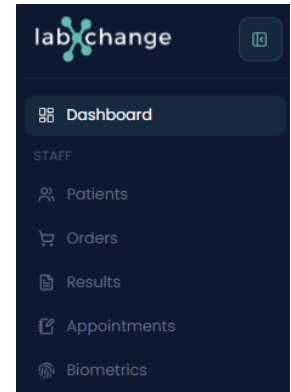


LabXChange Ordering Walk Through:

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 available to you will be under ‘Results’ in the menu on the left.
3. Click on “Orders” to reach the screen below and start placing an order:

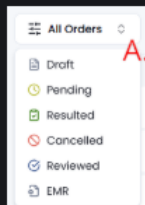


The screenshot shows the 'Orders' page in the LabXchange system. Annotations point to various features:

- H.** Points to the 'Create New Order' button.
- C.** Points to the 'Create Order Manifest' button.
- A.** Points to the 'All Orders' filter dropdown.
- B.** Points to the search filters for Order ID, Patient, and Location Group.
- D.** Points to the inline actions (Quick View, Cancel, Edit, Archive) for an order.
- E.** Points to the pagination controls.
- F.** Points to the '10/page' toggle.
- G.** Points to the 'Page 1 of 1' indicator.

ORDER ID	PATIENT	LOCATION	ORDERED AT	STATUS	ACTIONS
LX-CHQNBKMP93Y	SUSIE TESTER	Volcanic Lava Labs2	May 08, 2025	Cancelled	...
LX-326VPMK65V4	Matt Test	Underwater Labs Inc.	May 08, 2025	Pending	...
VAAKOPV3QK0J	Steve Testerson	Underwater Labs Inc.	April 28, 2025	Pending	...
Z/U//ECHKZ/G	Iron Man	Volcanic Lava Labs2	April 28, 2025	Pending	...
Q2SR4IVK3DU	Matt Test	Underwater Labs Inc.	March 28, 2025	Pending	...
IDOUNZK0SPCM	Steve Testerson	Underwater Labs Inc.	March 28, 2025	Draft	...
D52JEXFP3ZDQ	Steve Testerson	Underwater Labs Inc.	March 18, 2025	Draft	...

- **A.** Filter which status of order is displayed:



- **B.** Filter the displayed orders by Order Id, Patient name, or location group. (They are also filtered down by setting Organization and Location in the header.)
- **C.** Create an order manifest. (See below.)
- **D.** Available inline actions for orders - Quick View, Cancel, Edit, and Archive. (Status affects actions available.)
- **E.** Pagination controls to navigate the pages of results.
- **F.** Toggle the number of records shown per page.
- **G.** Current / total page indicator.
- **H.** Use this button to kick off the workflow for [Creating a New Order](#).

4. Click on “Create New Order” in the upper left corner, indicated by “H.” above to begin the work flow to add a new order.
5. Work through each of the following screens, filling in every (*) required field at a minimum on each screen, then click next at the bottom to proceed with the work flow:

Patient (1/5):

Orders

Reef Tech Hawaii Underwater Labs Inc.

Create Order
Please fill in the order information below

Form Progress 0%

■ Patient Order Details Tests & Provider AGE Questions Review

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

Patient *

Search patient




Start typing to auto-complete patient. At least 3 characters are required to load the patients

Cancel Next






A. **B.** **C.** **D.** **E.**

- **A.** This is the progress bar for the order creation work flow.
- **B.** The Organization and Location need to be set in the header before the patient can be selected.
- **C.** This field allows the patient to be searched for and selected. As soon as a patient is chosen, the Patient Preview dialog (below) will open automatically for confirmation of the patient.
- **D.** Ordering can be canceled at any time during creation.
- **E.** After a patient has been confirmed, the 'Next' button continues the work flow.


Patient Preview ×


A.  **Testerson, Steve** **B.**  Demographic Unverified **C.**  Edit Patient


Patient ID: PID-9D544DMV7R	Organization: Reef Tech Hawaii	Location: Underwater Labs Inc.
-------------------------------	-----------------------------------	-----------------------------------


 Date of Birth	December 03, 0004
 Address	Australia 555, B1635KHC Pres. Derqui, Provincia de Buenos Aires, Argentina
 Gender	Male
 Contact Number	None
 Email	slrwin@water.wet

Insurances

Primary Insurance Shark Bait & Fodder Inc	Member ID 4
Last Verified Date None	Payer Class Commercial
Status D.  Insurance Unverified	

E.  Run Eligibility Check

G. 

F.  Close Select Patient

- **A.** This dialog provides a quick view of the selected patient's demographic and insurance information.
- **B.** This indicator shows whether this patient's demographic information has been verified yet.
- **C.** There is a short cut to jump to [Patient Editing](#) if anything on this preview needs to be uodated.
- **D.** This indicator shows whether this patient's insurance information has been verified yet.
- **E.** This is a quick link to run an Eligiblity check on the patient's insurance on the spot.
- **F.** Clicking close returns to the patient selection without seleting this patient, so another can be chosen.
- **G.** Select Patient confirms this patient selection and returns to the workflow where the next button can now be used to Proceed.

Order Details (2/5):

H. Patient Details

Organization
Reef Tech Hawaii

Location
Underwater Labs Inc.

Patient Name
Steve Testerson

Date of Birth
December 03, 0004

Address
Australia 555, B1635KHC Pres.
Derqui, Provincia de Buenos Aires,
Argentina

Create Order
Please fill in the order information below

Form Progress 20%

Patient Order Details Tests & Provider AGE Questions Review

Order Details
Enter payment and collection details

Payment Type *
Select payment type

Collection Date and Time *
mm/dd/yyyy

User Provider *
Select User Provider

Provider Signature Required ☒

Upload Signed Order
Upload Documents

Notes
Enter any additional notes or instructions..

Add any additional information. This field is optional

Cancel Save as Draft Previous Next

- **A.** Select how the order will be paid for. If "Insurance" is selected, a Diagnosis Code will be required on the next screen.
- **B.** Set the date and time of the sample collection - from two weeks in the past to a week in the future.
- **C.** This check box indicates whether the order will need a provider to sign off on it. Checking it displays the provider selection box for choosing who needs to sign off.
- **D.** This is the box that appears for selecting a provider to sign off on the order.
 - This box is referring to providers who are portal users and have an account under [User Management](#) to access the portal and sign orders.
- **E.** If the provider in question already signed off, the documentation showing this can be uploaded using this button.
 - If documentation is uploaded, the Provider will be notified and see this order [in their queue](#) as already signed off, and will not need to log in to approve it.
- **F.** Any additional notes for this order can be provided in this space.
- **G.** From this point on, the option to save the order as a "Draft" is available. A draft will be available in the [Order Search](#) where it can be resumed and completed at a later time.
- **H.** From this point on, a mini summary of the order will be visible on the left, showing what was selected on the previous tabs of the work flow.
- **I.** There is also a 'Previous' for backing up in the work flow if need be.

Tests & Provider (3/5):

Patient Details

Organisation
Real Tech Hawaii

Location
Underwater Labs Inc.

Patient Name
Steve Testerson

Date of Birth
December 03, 1984

Address
Australis 555, 886354HG Pasa,
Derqui, Provincia de Buenos Aires,
Argentina

Order Details

Payment Type
Self Pay

Collection Date and Time
May 23, 2025, 03:32 PM

Notes
None

Signed Order
None

Create Order
Please fill in the order information below

Form Progress 40%

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

Provider * A.

Quick Select Test Group C.

Selecting test group will auto-select related tests

Tests * B.

Diagnosis Codes D.

DX Code Matching E. ☒

Medications F.

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

Cancel Save as Draft Previous Next

- **A.** This field is for an ordering provider, one who has been added on the [Providers page](#) in the Admin section.
- **B.** This field is for selecting the individual tests to add to the list for the order.
- **C.** This option is to use a predefined [group of tests](#), rather than selecting them all individually.
- **D.** This field allows for manually selecting the Diagnosis codes for the tests.
 - Diagnosis codes are required when submitting an order with 'Insurance' set as the payment type.
- **E.** This opens a tool (below) to use A.I. for matching up the proper Diagnosis codes for the selected tests.
 - This A.I. matching may be set up at the location level to be required for that location.
- **F.** This optional box is to list any medications the patient may be taking.

DX Code Matching

Marine Venom Check A.

Unmatched DX Codes B.

Remove All

ADR 88 C. Not Covered

Add DX Code D.

Run Matching E.

Close F. Apply Matching G.

- **A.** The left side list the selected Diagnosis Codes that A.I. matched to the selected tests.
- **B.** The right side contains any Diagnosis Codes selected that did not match to the tests.
- **C.** The individual codes can be dragged from the right to the left to include them.
- **D.** This button permits searching for and adding in any additional DX codes. (see below)
- **E.** This button is to have the A.I. rerun the matching and reevaluate the selected codes.
- **F.** Close will close out the A.I. dialog without making any changes.
- **G.** Apply Matching will update the selected DX Codes with the A.I. results and then close the dialog.

DX Code Matching

Marine Venom Check

Unmatched DX Codes

Remove All

ADR 88

Add DX Code

Run Matching

Select Diagnosis Codes A.

Select Diagnosis Codes

Close B.

- **A.** Select any addition Diagnosis Codes to pull into the matching tool.
- **B.** Confirm selection and close this dialog.

AOE Questions (4/5):

Create Order

Please fill in the order information below

Form Progress

60%

Patient

Order Details

Tests & Provider

AOE Questions

Review

■ Venom Source Questions

B.

Associated Test: Marine Venom Check

What stung you? *

C.

Sting Ray

x

+ more

0

How large was it? *

Enter a number

Cancel

Save as Draft

Previous

Next

- **A.** In the event the chosen test(s) have no AOE's configured for the location of this order, the label "None" will display here and the workflow will automatically advance right to the 'Review' step.
- **B.** If AOE's are found, each matching set of AOE's will be displayed in a section, with the title and the test the questions are for in the header.
- **C.** Each question in a set gets listed out with fields and validation appropriate to the type of question being asked.

Review (5/5):

Create Order

Please fill in the order information below

Form Progress

80%

Patient

Order Details

Tests & Provider

AOE Questions

Review

A. Order Summary

Review order details before submission

Location and Patient Information

Steve Testerson

Patient ID: PID-80544DMV7R

Reef Tech Hawaii

Underwater Labs Inc.

Date of Birth

December 3, 0004

Gender

Male

Address

Australia 555, 81635KHC Pres.
Derqui, Provincia de Buenos Aires,
Argentina

Status

Demographic Unverified

Primary Insurance

Insurance Provider

Shark Bait & Fodder Inc

Member Number

4

Group Number

None

Payer Class

Commercial

Edit

Tests and Provider Information

Provider

Doctor Octavius - 1234567899

Tests

Marine Venom Check - 12345

Diagnosis Codes

A01.00 - Typhoid fever, unspecified

Medications

No Medication to disclose

Edit

AOE Questions

Venom Source Questions

1. What stung you?

Sting Ray

2. How large was it?

56

Edit

Order Details

Payment Type

Self Pay

Collection Date and Time

May 23, 2025, 03:32 PM

Notes

None

Signed Order

None

Edit

Cancel

Save as Draft

Previous

Confirm & Create Order

- **A.** At the final review step, all provided data is from the previous steps is listed out for review and confirmation.
- **B.** Each section has an Edit short cut button if something in that section is wrong and needs to be corrected before the order is placed.
- **C.** There is a demographic verification status indicator available at this stage as well.
- **D.** Once all data is verified as accurate, the "Confirm & Create Order" button will live up to it's name and create the order.

6. After clicking “Confirm & Create Order” at the end of the work flow, you will be redirected to the order Summary page:

The screenshot shows the 'Order Summary' page for a patient named Steve Testerson. The page is divided into several sections: Order ID, Location and Patient Information, Tests and Provider Information, AOE Question And Answers, Collection Instructions, and Order Information. Annotations A through I point to specific elements: A points to the 'View ABN Forms' button; B points to the 'Print Options' button; C points to the 'Resend Order' button; D points to the 'Pending' status indicator; E points to the 'Patient Quick View' button; F points to the 'Demographic Unverified' status; G points to the 'Insurance Unverified' status; H points to the 'Add New Patient' button; and I points to the 'Create New Order' button.

Order Summary

Order ID: VAAKOPV3QR0J
Created Date: April 28, 2025, 01:28 PM
Status: Pending

Location and Patient Information

Steve Testerson

Patient ID	External PID	Organization	Location
PID-90544DMV7R	None	Reef Tech Hawaii	Underwater Labs Inc. • 475800

Date of Birth	Gender	Address	Status
December 03, 0004	Male	Australia 555, B1639KHC Pres. Derqui, Provincia de Buenos Aires, Argentina	Demographic Unverified

Primary Insurance

Insurance Provider	Member Number	Group Number	Status
Shark Bolt & Fodder Inc	4	None	Insurance Unverified

Tests and Provider Information

Provider	Tests	Diagnosis Codes	Medications
Doctor Octavius - 1234567899	Field Testing	No Diagnosis Codes	No Medication to disclose

AOE Question And Answers

Test Questions

Is this the best question ever?	What is your favorite candy bar?
No	Asparagus

Collection Instructions

- Field Testing

Order Information

Payment Type	Collection Date and Time
Self Pay	April 28, 2025, 01:27 PM

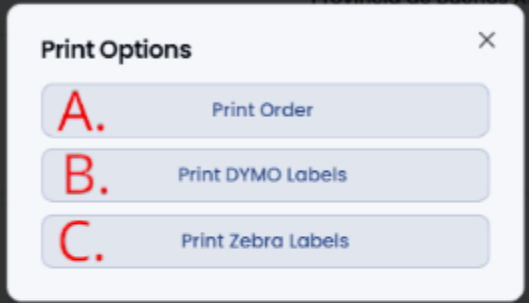
Notes	Signed Order
None	None

Back + Add New Patient + Create New Order

- A. This button is to view the Advanced Beneficiary Notice (ABN) when available.
- B. This button opens the dialog for the [Order Print Options](#).
- C. This button is a shortcut to quickly resend an order.
- D. Order status indicator.
- E. This button is a short cut to [View the Patient](#).
- F. Demographic verification status.
- G. Insurance verification status.
- H. This button is a shortcut to [Create a New Patient](#).
- I. This button is a short cut to [Create a new Order](#) for this same patient.

- Click on “Print Options” to get the options to print labels, either with a DYMO or Zebra label maker:

This is the Print Options dialog to choose what type of device you are printing to:



- **A.** Generate a printer friendly version of the order for printing out on any standard paper. (See first option below.)
- **B.** Generate a Dymo Label which can then be sent to any Dymo Printer available to the local Dymo Service. (See second option below.)
- **C.** Generate a Zebra Label which can then be sent to the default Zebra printer configured in the local Zebra Browser Print service. (See third option below.)

- Click the button appropriate to your device to get one of the following screens:

Dymo:

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

Print Dymo Label

DYMO service is running in your pc

Man I. 12/14/1915

Z7U77ECFHZ7G

42 | Volcanic Lava 04/28/2025

DYMO LabelWriter 550 Quantity: 1

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.

· Use Quantity to select the number of labels you would like to print. 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.

Zebra:

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

Print Zebra Label [X]

Printer Status: Connected to 26n203304210

Man I. **B.** 12/14/1915

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

Quantity: 1 [v] **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.

- Use Quantity to select the number of labels you would like to print. 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.

- 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:

The Results page is where you can search through all of the results that have come in for your Organization / Locations.

The screenshot shows the 'Results' page interface. Annotations point to various features: A points to the 'All' and 'Final' tabs; B points to the 'All' tab; C points to a checkbox for selecting results; D points to the 'View all selected results' link; E points to the '...' link in the 'Flag' column; F points to the 'All Organizations' filter; G points to the 'Advanced Filter' button; H points to the 'Result' column which is color-coded (Normal in green, Critical in red, Abnormal in orange).

ACCESSION NUMBER	REPORTED DATE	PATIENT	ORGANIZATION	LOCATION	RESULT	STATUS	FLAG
<input type="checkbox"/> K20089208	May 25, 2025	TEST TEST	Metro Medical	Test Location	Abnormal	Unpublished	Final
<input type="checkbox"/> K20089208	May 25, 2025	TEST TEST	Metro Medical	Test Location	Abnormal	Unpublished	Final
<input type="checkbox"/> K20089209	May 25, 2025	TEST TEST	Metro Medical	Test Location	Normal	Unpublished	Final
<input type="checkbox"/> 390	May 25, 2025	Jon Doe	Metro Ohio	In-House	Normal	Unpublished	Final
<input type="checkbox"/> 388	May 25, 2025	Jon Doe	Metro Ohio	In-House	Normal	Unpublished	Final
<input type="checkbox"/> 386	May 25, 2025	Jon Doe	Metro Ohio	In-House	Critical	Unpublished	Final
<input type="checkbox"/> 380	May 25, 2025	Jon Doe	Metro Ohio	In-House	Normal	Unpublished	Final
<input type="checkbox"/> 437	May 25, 2025	Test C - Logic	Metro Ohio	In-House	Abnormal	Not Reviewed	Final
<input type="checkbox"/> 399	May 25, 2025	Kyle Testerson	Metro Ohio	In-House	Normal	Unpublished	Final
<input type="checkbox"/> 820578970	May 25, 2025	INSTRUMENT VALIDATION	Metro Medical	Test Location	Normal	Unpublished	Final

- A. Toggle between showing All results, or only those that are final or partial.
- B. Select all results.
- C. Select individual results.
- D. If a result is selected, this will give the option to view all selected results at once.
- E. The inline ... give the option to view an individual result.
- F. There are some quick filters available, to search for a specific patient or accession number.
- G. There is an advanced filter for more specific searching. (See below.)
- H. The results are color-coded to quickly distinguish normal from criticals and abnormal.

The 'Advance Filter' dialog box allows users to refine their search results based on several criteria:

- Result Status (A):** A dropdown menu currently set to 'All'.
- Reported Date (B):** A date range selector with the text 'Select range of reported date'.
- Provider (C):** A dropdown menu currently set to 'All Providers'.
- Location Group (D):** A dropdown menu currently set to 'Filter by Location Group'.

- A. Filter the displayed results by a specific status.
- B. Select within this option two dates to filter the displayed results to a specific time range.
- C. Filter the displayed results to those for a specific provider.
- D. Filter the displayed results to those for a specific group of locations.

10. Use the ... in-line on a single result (E. above) to view one result, or select multiple rows and use the group view ... (C and then D above) to view multiple results at once.

Use the below screens to help understand your results:

The Results Details page is where you can search review all of the details returned for a given result or results.

The screenshot displays the 'Results' page with the following sections and annotations:

- Header:** 'Result 1 of 3' with a left arrow (H).
- Buttons:** 'View PDF' (J), 'Mark as Reviewed' (K), and 'History' (L).
- Patient Information (A):**
 - Patient ID: PD-0000000000
 - Name: Buddy Testerson
 - Date of Birth: October 9, 1900
 - Quick View button (B).
- Order Information (C):**
 - Match Order button (D).
 - Order ID: 00000000
 - Order ID: 00000000
 - Provider Information:
 - Provider Name: NOT APPLICABLE
 - Organization: NOT APPLICABLE
 - Test Information:
 - 440000
 - TSH
- Test Results (F):**
 - 440000 TSH
 - Resulted Date: May 23, 2025
 - Test Name: Results: TSH
 - Value: 0.99 uIU/mL
 - Reference Range: 0.35-4.54
- Test Notes (G):**
 - Additional information about this test results
 - Result analyzed by 220000-000
- Footer:** 'Previous' and 'Next' buttons (I).

- A. This panel, if expanded, provides some specific patient information.
 - If the patient hasn't been matched, there will be less data showing and a Match Patient button to manually make the connection with.
- B. Once a patient is matched, there is a Quick View short cut button to pull up the [Patient Details page](#) for this patient.
- C. This panel, if expanded, provides some specific order information.
- D. This result has not been matched yet, so we have a Match Order button showing. (see first below)
 - Note: The patient has to be matched first, in a very similar dialog, before the order matching can be used.
- E. A result not matched to an order is considered 'Unsolicited' and will be flagged as such.
- F. The test results for all tests in the order are below the patient and order panels.
- G. Any specific notes for the tests will also be available with the results.
- H. When viewing more than one result, the header will contain a counter, indicating the total and which is displayed.
 - If only one is being viewed, the header will simply display "Result Details".
- I. When viewing multiple, these controls appear at the bottom to toggle between results.
- J. View a downloadable PDF sheet of the result.
- K. Toggle the Reviewed Status of this result.
- L. View the available history of this result. (see second below)

Match Order

Match the current order with another order

A. Current Order Information

Organization:

Location:

Patient:

Order Number:

Tests:

B. Selected Order Information

Select Order:

Patient:

Order Number:

Tests:

Create Order

Cancel

Match Order

- **A.** The left panel shows the current result data, including the matched patient and tests resulted.
- **B.** The right panel is for finding an existing order in the system to match up to the result.
 - Most of the fields are static - (patient, order number, tests), to show the information for the order chosen to match.
- **C.** This selection is to chose which order for the patient specified matches to this result.
- **D.** This button cancels out of the matching without making any changes.
- **E.** This button accepts the chosen order as matching this result and updates the records to reflect this.
- **F.** If no matching orders can be located, then this button is a quick shortcut to the [Create Orders Page](#) to go add a matching order.

Result History

A. Order Details

Order Date & Time
May 23, 2025 at 1:18 PM

Ordered By
System

Order Number
N/A

Status
Resulted

B. Results

Final Processing Completed
May 23, 2025 at 1:18 PM

Reported to System
May 23, 2025 at 1:16 PM

Viewing History

Ryan Gillis	Unreviewed
Ryan Gillis	Reviewed
Ryan Gillis	Viewed
Jonathan Gaboli	Viewed
Avch Levantino	Viewed
System	Viewed

C. Show Less

- **A.** This history log shows specific details about who placed the order and when.
- **B.** It also logs the user interactions with the results.
- **C.** The display defaults to only a few actions with a "View More" button, in this case it's expanded already, so we see the "View Less" button to collapse it back down.