



# Lab Web Portal

Introduction

# NOTICE

**NO PATIENT DATA WAS USED IN THIS  
PRESENTATION.**

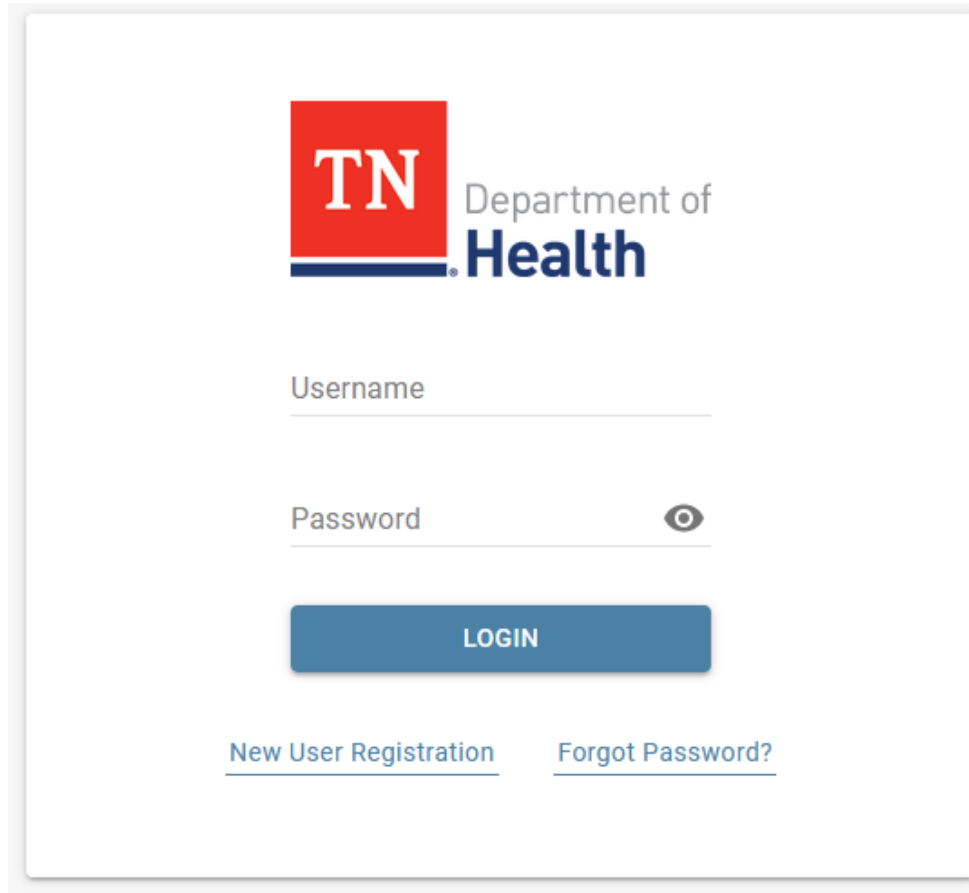
**ALL “PATIENT” INFORMATION HAS BEEN  
FABRICATED FOR TRAINING PURPOSES.**



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**Welcome to the  
Lab Web Portal (LWP)**

# Accessing the Lab Web Portal

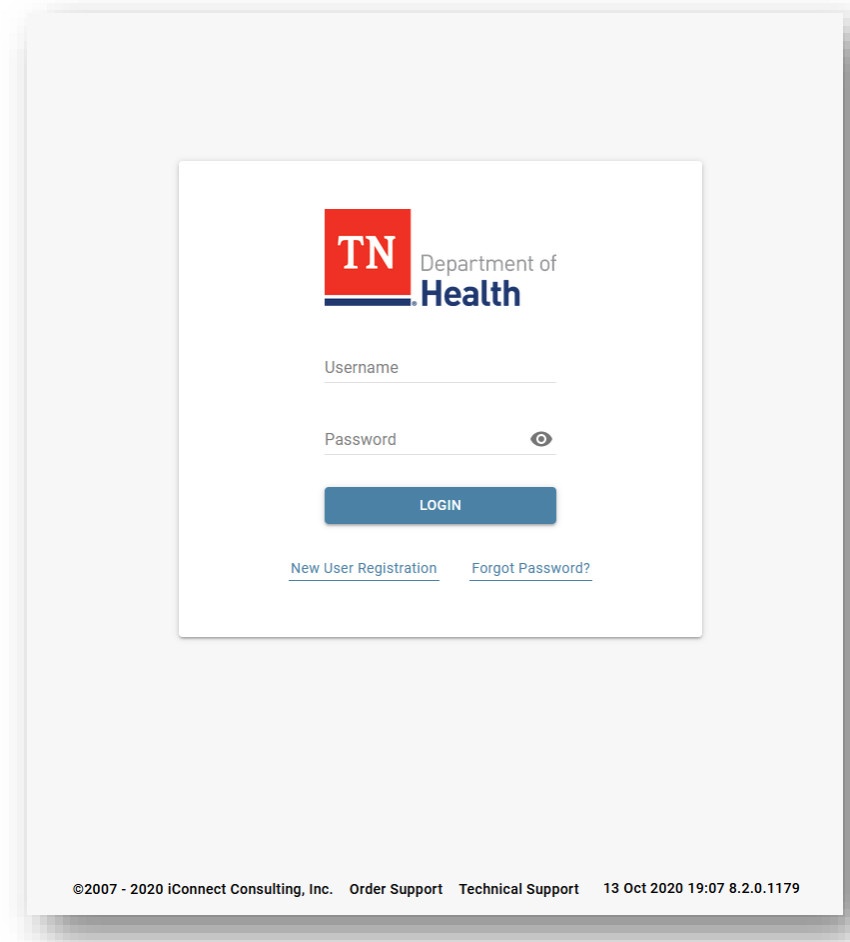


The screenshot displays the login interface for the TN Department of Health. At the top left is the logo, which consists of a red square with the white letters 'TN' and the text 'Department of Health' to its right. Below the logo are two input fields: 'Username' and 'Password'. The 'Password' field includes a small eye icon on the right side. A blue rectangular button with the word 'LOGIN' in white capital letters is positioned below the input fields. At the bottom of the form, there are two links: 'New User Registration' and 'Forgot Password?', both underlined.

<https://lwp-web.aimsplatform.com/tn2/#/auth/login>

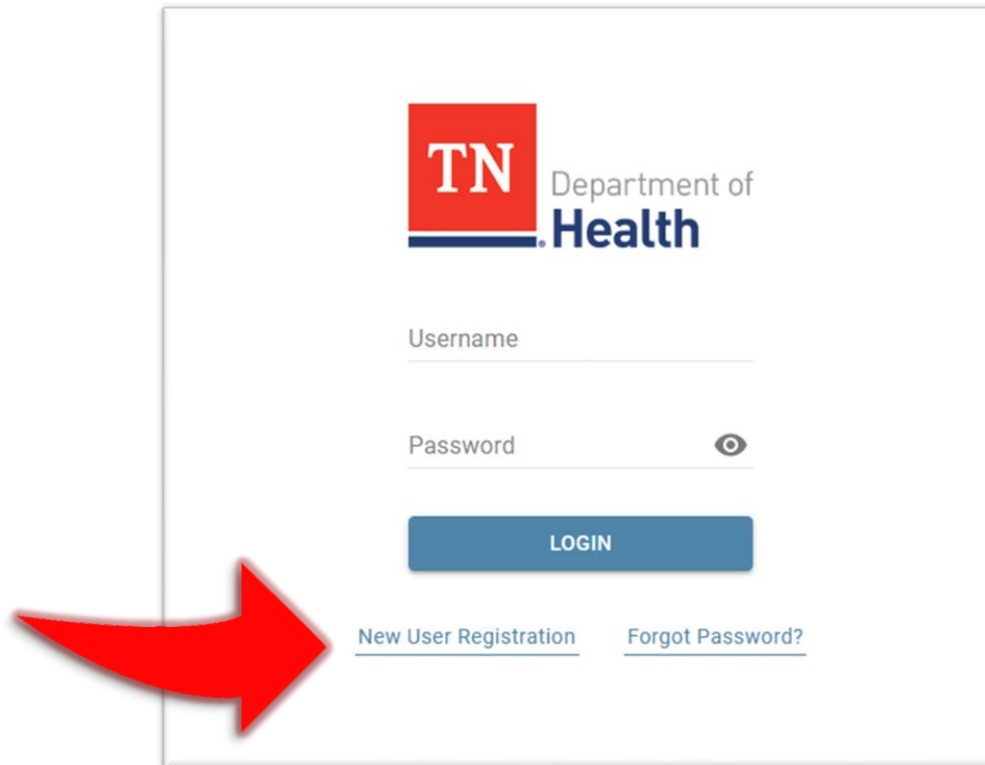
# Portal Login Page

- Login Existing Account
- New User Registration
- Reset Password
- Order Support
  - View Lab Contacts
  - Information on where to submit specimens
- Technical Support
  - Technical Support Contacts



# New User Registration

- Click “New User Registration”



The screenshot shows the TN Department of Health login interface. At the top left is the logo, which consists of a red square with the white letters 'TN' and the text 'Department of Health' to its right. Below the logo are two input fields: 'Username' and 'Password'. The 'Password' field has a small eye icon to its right. Below the input fields is a blue button with the text 'LOGIN'. At the bottom of the form, there are two links: '[New User Registration](#)' and '[Forgot Password?](#)'. A large red arrow points from the left towards the 'New User Registration' link.

# New User Registration

**TN** Department of Health

## New User Registration

**Account Details**

Email \*

Password \*

Confirm Password \*

First Name \* Last Name \*

Title \*

**Contact Details**

Address \*

City \* State \* | v ZIP \*

Primary Phone \* Fax \*

**Organization Details**

Organization \*

If you don't see your organization in the list, please contact the lab.

Terms of Use \*  I agree to the [Terms of Use](#)

Privacy Policy \*  I agree to the [Privacy Policy](#)

**SUBMIT**

[Return to Login](#)

## Account Details

- Email address (username)
- Password
- Confirm Password
- Name (First and Last)
- Title

# New User Registration

**TN** Department of Health

## New User Registration

**Account Details**

Email \*

Password \*

Confirm Password \*

First Name \* Last Name \*

Title \*

**Contact Details**

Address \*

City \* State \* | v ZIP \*

Primary Phone \* Fax \*

**Organization Details**

Organization \*

If you don't see your organization in the list, please contact the lab.

Terms of Use \*  I agree to the [Terms of Use](#)

Privacy Policy \*  I agree to the [Privacy Policy](#)

**SUBMIT**

[Return to Login](#)

## Contact Details

- Facility Address
- Primary phone
- Fax number



# New User Registration



## New User Registration

### Account Details

Email \*

Password \*

Confirm Password \*

First Name \* Last Name \*

Title \*

### Contact Details

Address \*

City \* State \* ZIP \*

Primary Phone \* Fax \*

### Organization Details

Organization \*

If you don't see your organization in the list, please contact the lab.

I agree to the [Terms of Use](#)

I agree to the [Privacy Policy](#)

SUBMIT

[Return to Login](#)

## Organization Details

- Begin typing the name of your facility in the "Organization" field
- Facilities in the portal will be listed
  - Select your facility from the list
  - Multiple facilities?
    - Contact Technical Support

# New User Registration



## New User Registration

### Account Details

Email \*

Password \* 

Confirm Password \* 

First Name \* Last Name \*

Title \*

### Contact Details

Address \*

City \* State \* | v ZIP \*

Primary Phone \* Fax \*

### Organization Details

Organization \* 

If you don't see your organization in the list, please contact the lab

### Terms of Use \*

I agree to the [Terms of Use](#)

### Privacy Policy \*

I agree to the [Privacy Policy](#)

SUBMIT

[Return to Login](#)

## Review “Term of Use” and “Privacy Policy”

- Check the boxes to agree
- Agreement is required to request access

# New User Registration



## New User Registration

### Account Details

Email \*

Password \*

Confirm Password \*

First Name \* Last Name \*

Title \*

### Contact Details

Address \*

City \* State \* ZIP \*

Primary Phone \* Fax \*

### Organization Details

Organization \*

If you don't see your organization in the list, please contact the lab.

### Terms of Use \*

I agree to the [Terms of Use](#)

### Privacy Policy \*

I agree to the [Privacy Policy](#)

SUBMIT

[Return to Login](#)

## Click Submit to complete the registration process

- New user request will be sent to the portal admin for approval
- All user requests will be verified with facility supervisory staff
- Users will be notified by email upon approval

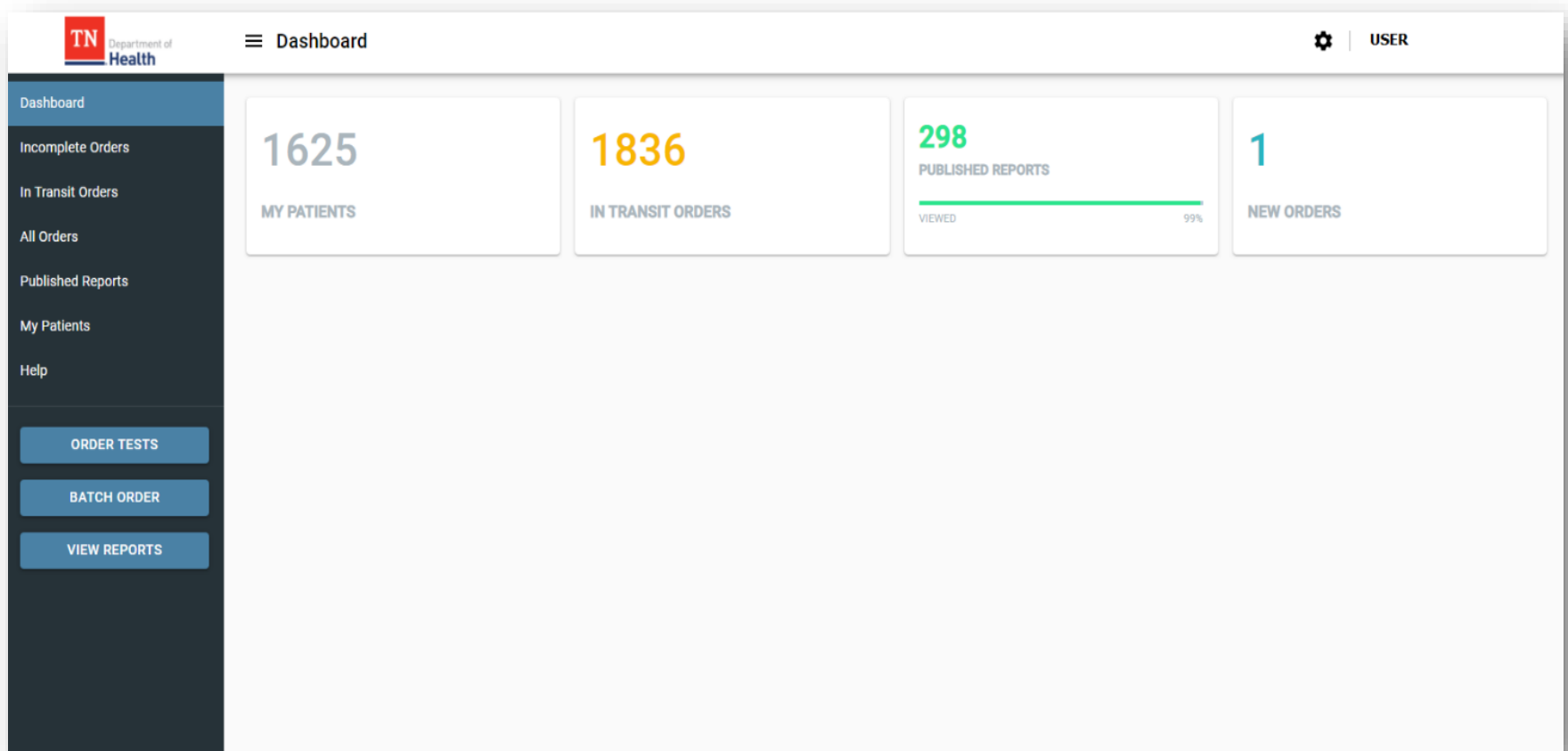


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# Navigating the Lab Web Portal

# Dashboard

- Landing page after log in
- Control center of the LWP



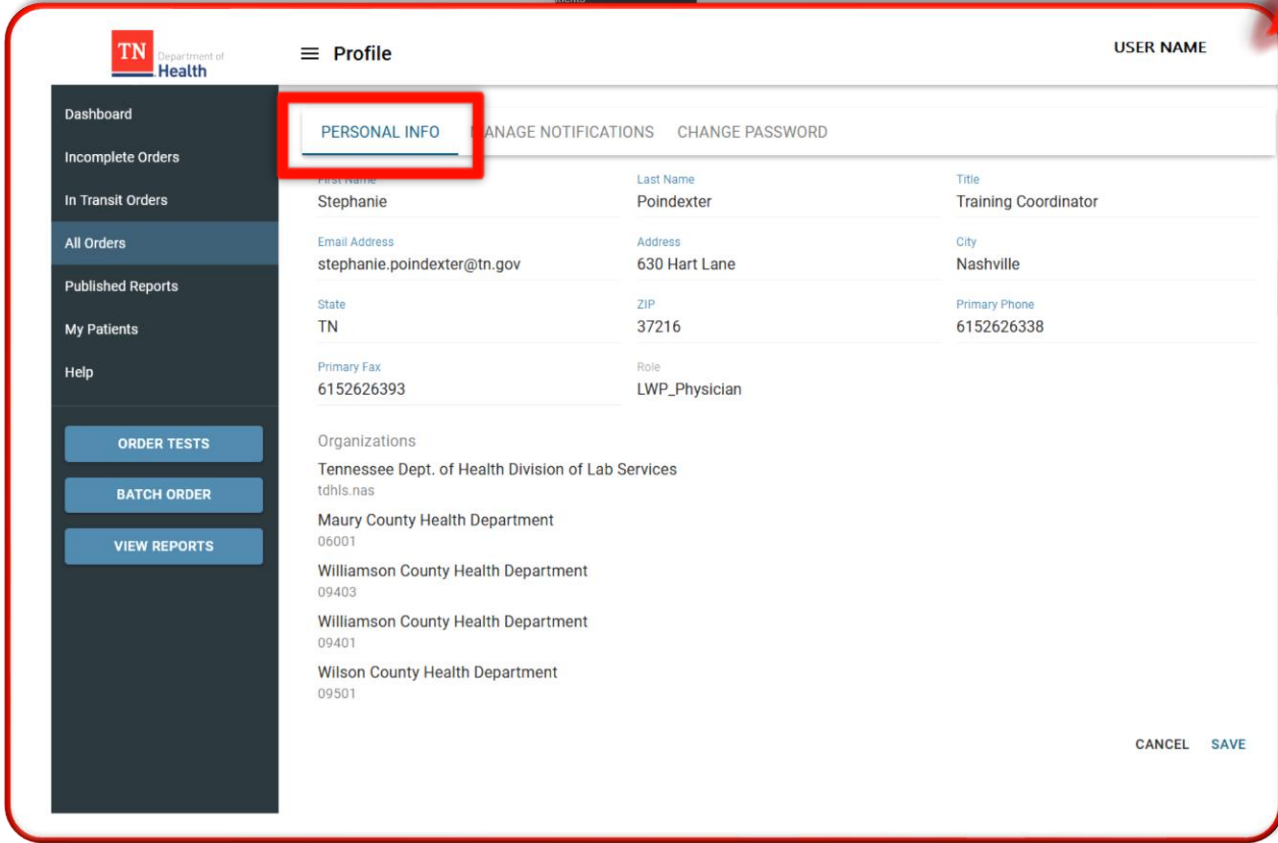
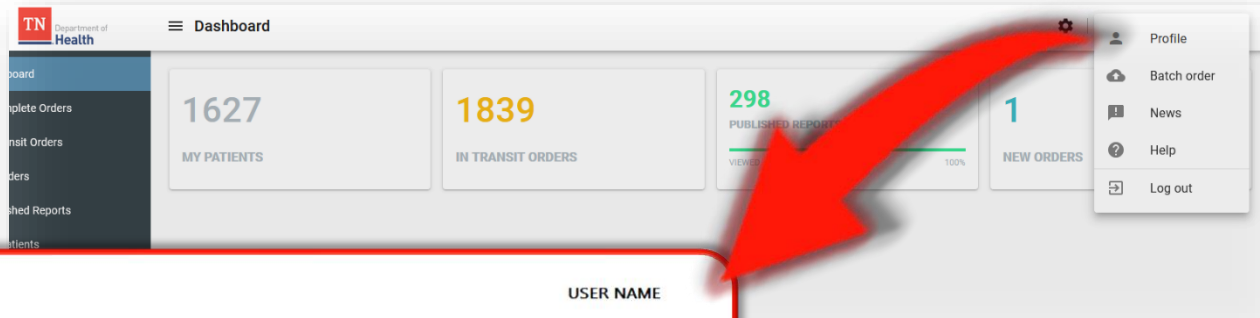
# Dashboard -Tiles

- Displays counters and key performance indicators
  - Top Number = total number for user organization
  - Progress bar = viewed vs not viewed reports
- Click on the tile to open relevant data grids

Editable: Click on the gear icon to edit

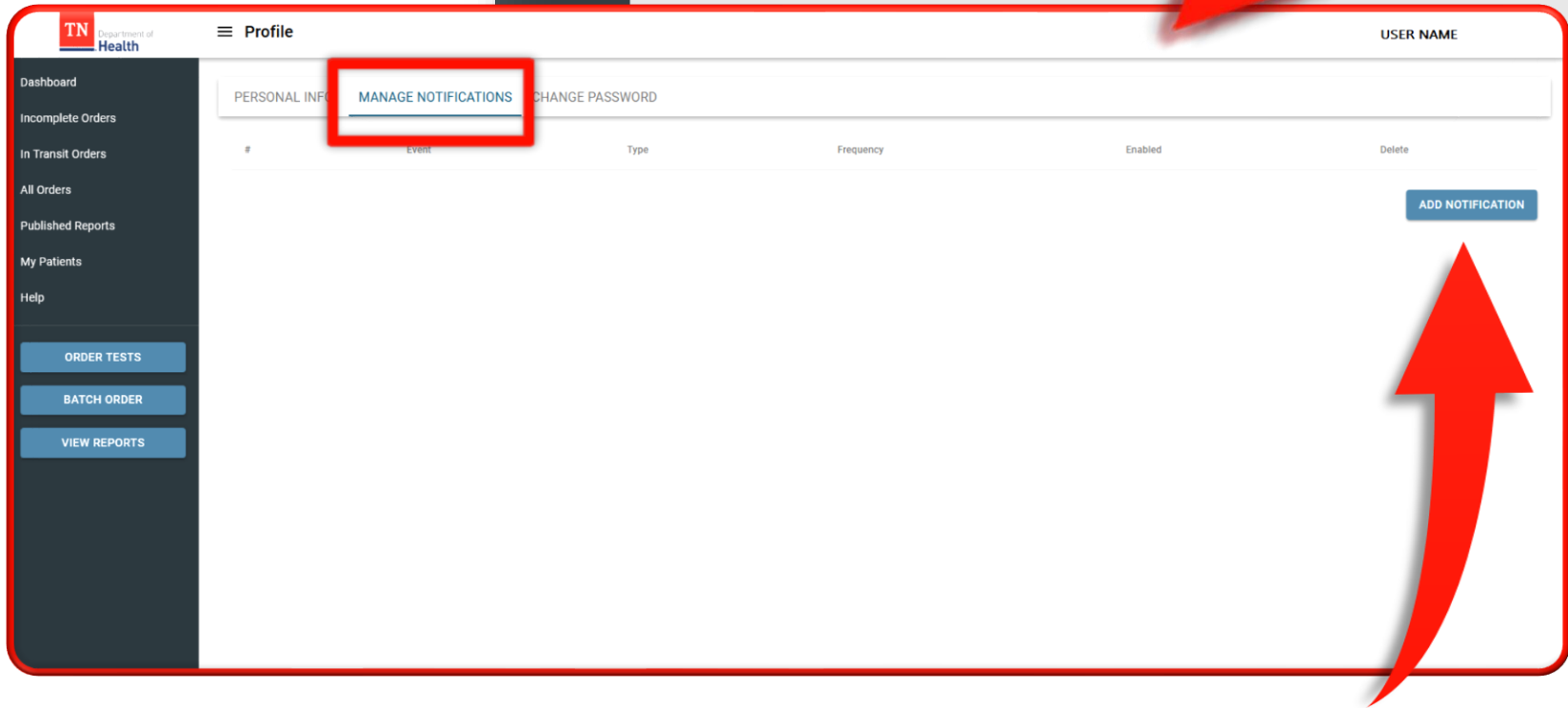
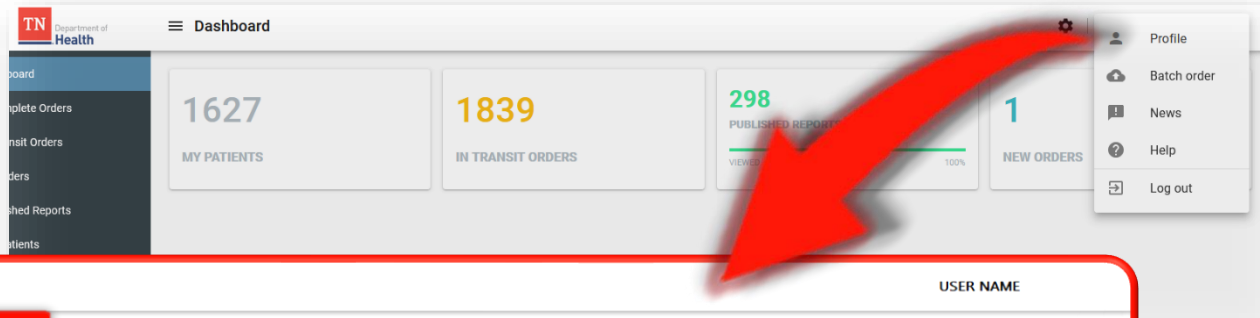
Category	Value
MY PATIENTS	1627
IN TRANSIT ORDERS	1839
PUBLISHED REPORTS	298
NEW ORDERS	1

# User Drop-Down Menu - Profile



- Click on your username to access the drop-down menu to edit your personal information
- Click the “Change Password” tab to change your password

# User Drop-Down Menu – Manage Notifications



Add personal preferences for Portal notification events by clicking "Add Notification"



# User Drop-Down Menu – Manage Notifications

The screenshot shows the 'Profile' page with the 'MANAGE NOTIFICATIONS' tab selected. A table lists a notification: 'New Report is available' via 'Email' with a frequency of 'Immediately'. The 'Enabled' checkbox is checked and highlighted with a red box. Below the table, a dropdown menu is open, showing 'Immediately' and 'Once a day' options. The 'SAVE' button is highlighted with a red box. A large red arrow points from the top right towards the notification settings.

#	Event	Type	Frequency	Enabled	Delete
1	New Report is available	Email	Immediately	<input checked="" type="checkbox"/>	

- Click “Enabled” to be notified when a new report is available
  - Choose to be notified immediately or once per day
  - Save the settings
- To delete a notification, click the icon next to the notification

# Dashboard - Navigation Panel

Collapse the Navigation Panel by clicking the ☰ button

## Data Grids

- Incomplete Orders
- In Transit Orders
- All Orders
- Published Reports
- My Patients

The screenshot shows the TN Department of Health dashboard. The navigation panel on the left is expanded, showing a list of menu items: Dashboard, Incomplete Orders, In Transit Orders, All Orders, Published Reports, My Patients, and Help. The 'Incomplete Orders' and 'In Transit Orders' items are highlighted with a red box. To the right of the navigation panel, there are two data cards: '1625 MY PATIENTS' and '1836 IN TRANSIT ORDERS'. A red arrow points to the hamburger menu icon (☰) at the top of the navigation panel.

*NOTE: Not all users will have access to all options*

# Dashboard – Navigation Panel

## Call-To-Action Buttons

- Order Tests
- Batch Orders
- View Reports

The screenshot shows the TN Department of Health dashboard. The navigation panel on the left includes the following items:

- Dashboard
- Incomplete Orders
- In Transit Orders
- All Orders
- Published Reports
- My Patients
- Help

Below the navigation panel, three call-to-action buttons are highlighted with a red box:

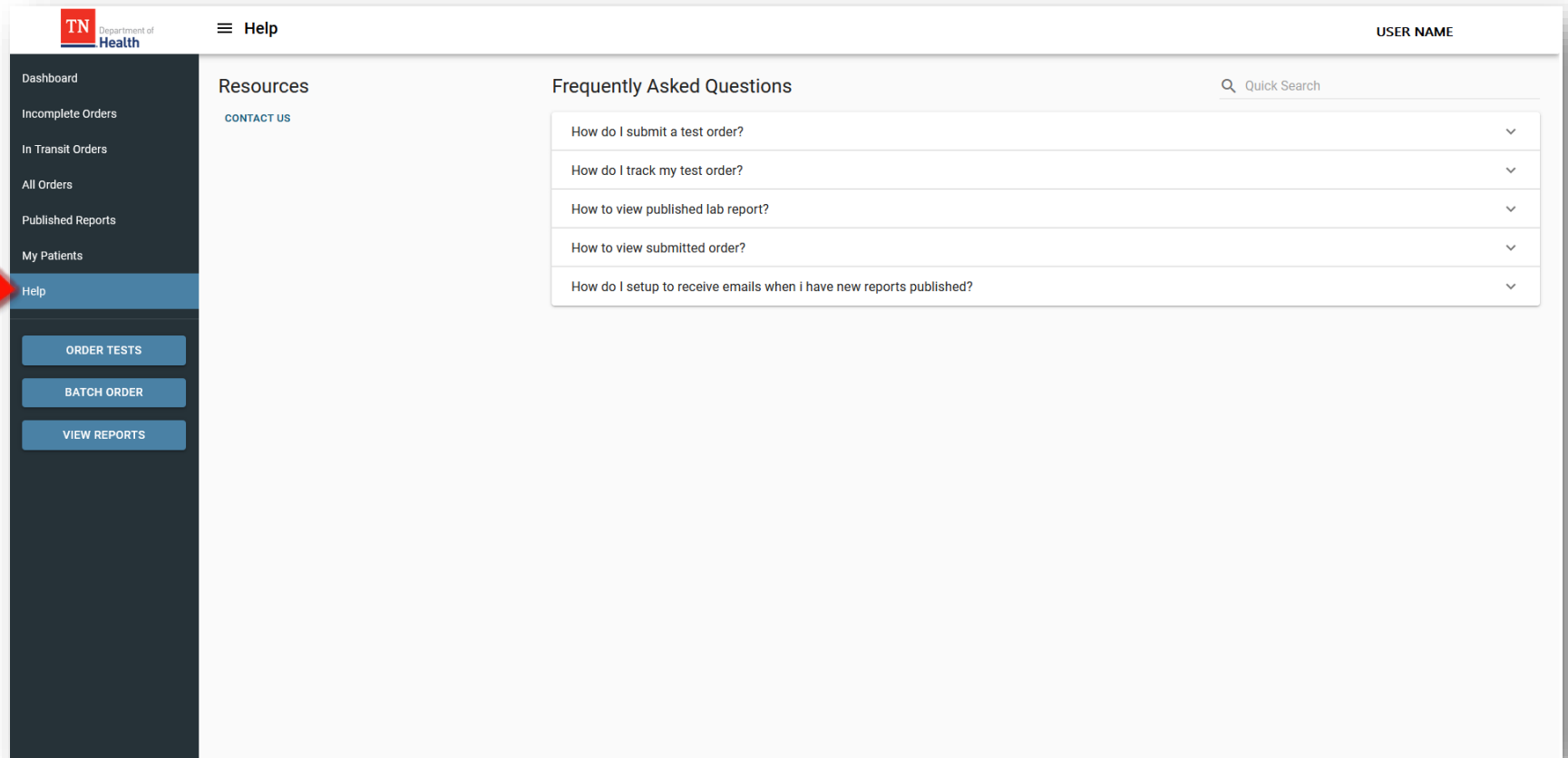
- ORDER TESTS
- BATCH ORDER
- VIEW REPORTS

The main dashboard area displays two summary cards:

- 1625 MY PATIENTS
- 1836 IN TRANSIT ORDERS

*NOTE: Not all users will have access to all options*

# Help Portal



The screenshot displays the Help Portal interface. At the top left is the TN Department of Health logo. The top navigation bar includes a hamburger menu icon, the text "Help", and a "USER NAME" placeholder. The left sidebar contains a list of menu items: Dashboard, Incomplete Orders, In Transit Orders, All Orders, Published Reports, My Patients, and Help (highlighted in blue with a red arrow pointing to it). Below the menu items are three buttons: ORDER TESTS, BATCH ORDER, and VIEW REPORTS. The main content area is divided into two sections. The left section is titled "Resources" and contains a "CONTACT US" link. The right section is titled "Frequently Asked Questions" and features a "Quick Search" input field. Below the search field is a list of five FAQ items, each with a dropdown arrow:

- How do I submit a test order?
- How do I track my test order?
- How to view published lab report?
- How to view submitted order?
- How do I setup to receive emails when i have new reports published?

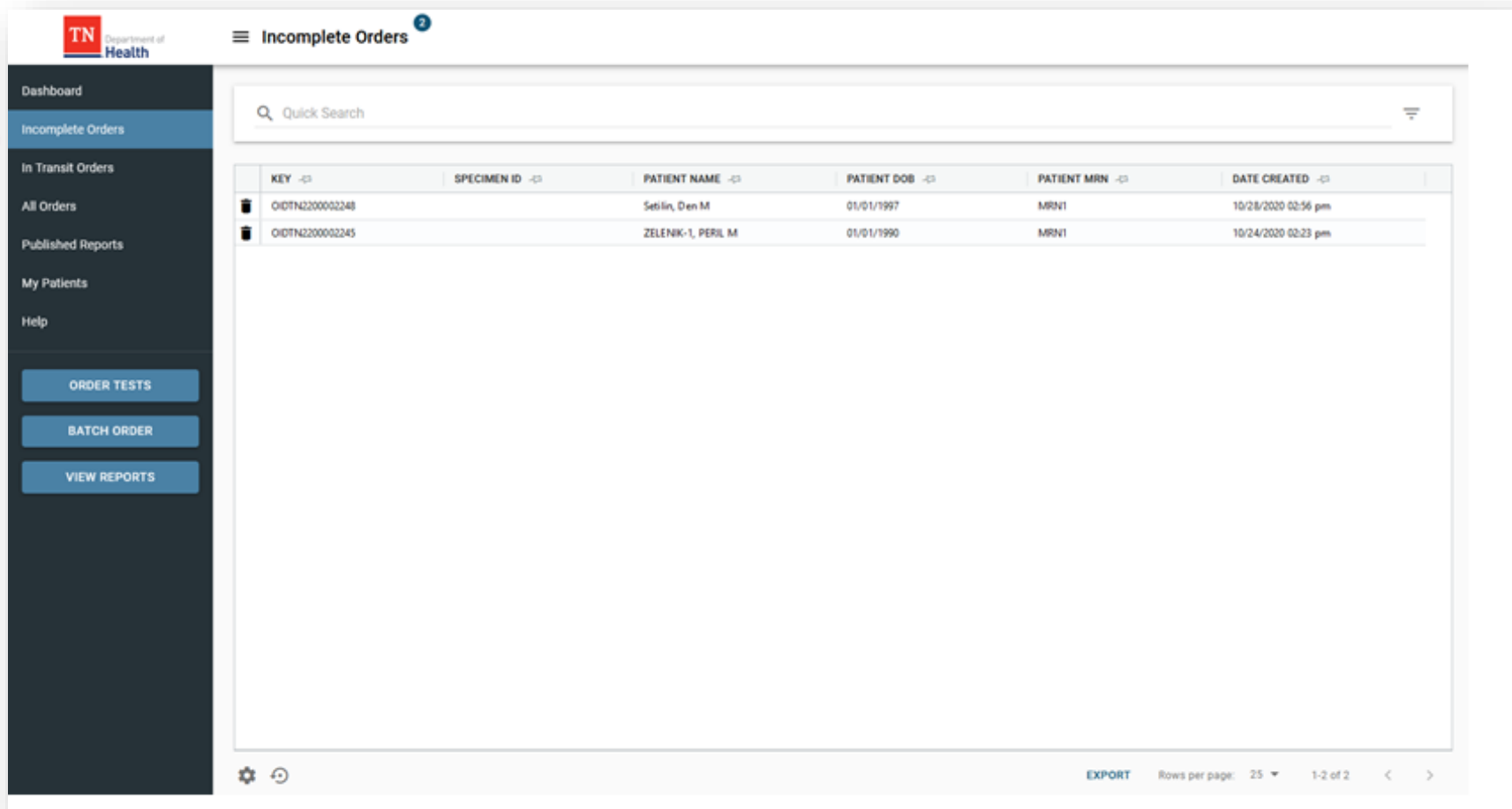


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# Using the Data Grids

# Incomplete Orders

- Lists orders that have been started but not yet submitted



The screenshot displays the 'Incomplete Orders' page in the TN Department of Health system. The left sidebar contains navigation options: Dashboard, Incomplete Orders (highlighted with a red arrow), In Transit Orders, All Orders, Published Reports, My Patients, and Help. Below these are buttons for ORDER TESTS, BATCH ORDER, and VIEW REPORTS. The main content area features a search bar and a table with the following data:

KEY	SPECIMEN ID	PATIENT NAME	PATIENT DOB	PATIENT MRN	DATE CREATED
OIDTN200002248		Setlin, Den M	01/01/1997	MRN1	10/28/2020 02:56 pm
OIDTN200002245		ZELENK-1, PERIL M	01/01/1990	MRN1	10/24/2020 02:23 pm

At the bottom right, there is an EXPORT button, a 'Rows per page: 25' dropdown, and a '1-2 of 2' pagination indicator.

# In Transit

- Lists orders that have been submitted, but not yet received by the lab

**TN Department of Health** In Transit Orders 1839 USER NAME

Quick Search

<input type="checkbox"/>	<input type="checkbox"/>	PORTAL ID ↕	PATIENT NAME ↕	PATIENT DOB ↕	PATIENT MRN ↕	DATE COLLECTED ↕	DATE SUBMITTED ↕	SPECIMEN TYPE ↕	FACILITY NAME ↕	BATCH KEY ↕
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">QIDTN2200002251</a>	<a href="#">AARALI, EMARINTE</a>	01/01/1970		11/05/2020 08:25 am	11/05/2020 08:26 am	Nasopharyngeal swab	Tennessee Dept. of Health Division of Lab Services	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">QIDTN2200002250</a>	<a href="#">GRAHAM, LYNN</a>	05/26/1967	ABCD1234	11/01/2020 10:45 am	11/02/2020 11:26 am	Nasopharyngeal swab	Tennessee Dept. of Health Division of Lab Services	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">QIDTN2200002249</a>	<a href="#">TEST, TEST</a>	01/01/1991		10/29/2020 12:30 pm	10/29/2020 01:13 pm	Nasopharyngeal and oropharyngeal swab	Tennessee Dept. of Health Division of Lab Services	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">QIDTN2200002241</a>	<a href="#">Setilin, Den M</a>	01/01/1997	MRN1	10/23/2020 03:21 pm	10/28/2020 02:49 pm	Whole Blood	Tennessee Dept. of Health Division of Lab Services	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">QIDTN2200002247</a>	<a href="#">LEPIK-1, FN M</a>	01/01/1990	MRN1	10/24/2020 02:25 pm	10/24/2020 02:29 pm	Nasal swab	Tennessee Dept. of Health Division of Lab Services	BTN220000025 (2 of 2)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">QIDTN2200002246</a>	<a href="#">LEPIK-2, FN M</a>	01/01/1990	MRN1	10/24/2020 02:25 pm	10/24/2020 02:29 pm	Nasal swab	Tennessee Dept. of Health Division of Lab Services	BTN220000025 (1 of 2)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">QIDTN2200002240</a>	<a href="#">Setilin, Den M</a>	01/01/1997	MRN1	10/23/2020 03:21 pm	10/23/2020 03:25 pm	Whole Blood	Tennessee Dept. of Health Division of Lab Services	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">QIDTN2200002239</a>	<a href="#">TEST, COVID A</a>	01/01/2010	987654321	10/19/2020 09:17 am	10/19/2020 11:53 am	Nasopharyngeal swab	Tennessee Dept. of Health Division of Lab Services	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">QIDTN2200002238</a>	<a href="#">TEST-TN-LN, FN M</a>	06/09/1998	100	09/30/2020 12:45 pm	09/30/2020 12:49 pm	Nasal swab	Tennessee Dept. of Health Division of Lab Services	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">QIDTN2200002237</a>	<a href="#">AARALI, ARIJI</a>	01/01/1970		09/29/2020 05:14 am	09/30/2020 12:19 pm	Nasal swab	Tennessee Dept. of Health Division of Lab Services	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">QIDTN2200002236</a>	<a href="#">Test-An, Anna M</a>	04/09/1995	1	09/30/2020 02:25 am	09/30/2020 02:28 am	Serum	Tennessee Dept. of Health Division of Lab Services	BTN220000022 (1 of 1)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">QIDTN2200002234</a>	<a href="#">CALLEN, COBERT</a>	09/25/2020		09/25/2020 05:12 pm	09/25/2020 05:12 pm	Nasal swab	Tennessee Dept. of Health Division of Lab Services	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">QIDTN2200000043</a>	<a href="#">TEST-LIN, LEN M</a>	03/08/1995	MRN-100	09/15/2020 11:50 am	09/25/2020 05:10 pm	Nasal swab	Tennessee Dept. of Health Division of Lab Services	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">QIDTN22000001796</a>	<a href="#">TEST-TN-LN, FN M</a>	06/09/1998	100	09/23/2020 07:14 am	09/25/2020 05:09 pm	Nasal swab	Tennessee Dept. of Health Division of Lab Services	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">QIDTN2200002233</a>	<a href="#">AARALI, ARIJI</a>	01/01/1970		09/23/2020 03:02 pm	09/25/2020 03:06 pm	Nasal swab	Tennessee Dept. of Health Division of Lab Services	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">QIDTN2200002229</a>	<a href="#">TEST, RSA</a>	01/01/1970		09/15/2020 03:46 pm	09/25/2020 09:42 am	Nasal swab	Tennessee Dept. of Health Division of Lab Services	BTN220000021 (133 of 136)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">QIDTN2200002228</a>	<a href="#">TEST, RSA</a>	01/01/1970		09/15/2020 03:46 pm	09/25/2020 09:41 am	Nasal swab	Tennessee Dept. of Health Division of Lab Services	BTN220000021 (132 of 136)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">QIDTN2200002227</a>	<a href="#">TEST, RSA</a>	01/01/1970		09/15/2020 03:46 pm	09/25/2020 09:41 am	Nasal swab	Tennessee Dept. of Health Division of Lab Services	BTN220000021 (131 of 136)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">QIDTN2200002226</a>	<a href="#">TEST, RSA</a>	01/01/1970		09/15/2020 03:46 pm	09/25/2020 09:41 am	Nasal swab	Tennessee Dept. of Health Division of Lab Services	BTN220000021 (130 of 136)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">QIDTN2200002225</a>	<a href="#">TEST, RSA</a>	01/01/1970		09/15/2020 03:46 pm	09/25/2020 09:41 am	Nasal swab	Tennessee Dept. of Health Division of Lab Services	BTN220000021 (129 of 136)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">QIDTN2200002224</a>	<a href="#">TEST, RSA</a>	01/01/1970		09/15/2020 03:46 pm	09/25/2020 09:41 am	Nasal swab	Tennessee Dept. of Health Division of Lab Services	BTN220000021 (128 of 136)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">QIDTN2200002223</a>	<a href="#">TEST, RSA</a>	01/01/1970		09/15/2020 03:46 pm	09/25/2020 09:41 am	Nasal swab	Tennessee Dept. of Health Division of Lab Services	BTN220000021 (127 of 136)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">QIDTN2200002222</a>	<a href="#">TEST, RSA</a>	01/01/1970		09/15/2020 03:46 pm	09/25/2020 09:41 am	Nasal swab	Tennessee Dept. of Health Division of Lab Services	BTN220000021 (126 of 136)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">QIDTN2200002221</a>	<a href="#">TEST, RSA</a>	01/01/1970		09/15/2020 03:46 pm	09/25/2020 09:41 am	Nasal swab	Tennessee Dept. of Health Division of Lab Services	BTN220000021 (125 of 136)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">QIDTN2200002220</a>	<a href="#">TEST, RSA</a>	01/01/1970		09/15/2020 03:46 pm	09/25/2020 09:41 am	Nasal swab	Tennessee Dept. of Health Division of Lab Services	BTN220000021 (124 of 136)

EXPORT Rows per page: 25 1-25 of 1839

# All Orders

- All orders submitted by user organization, regardless of status

**TN** Department of Health

≡ All Orders <sup>244</sup> USER NAME

Quick Search

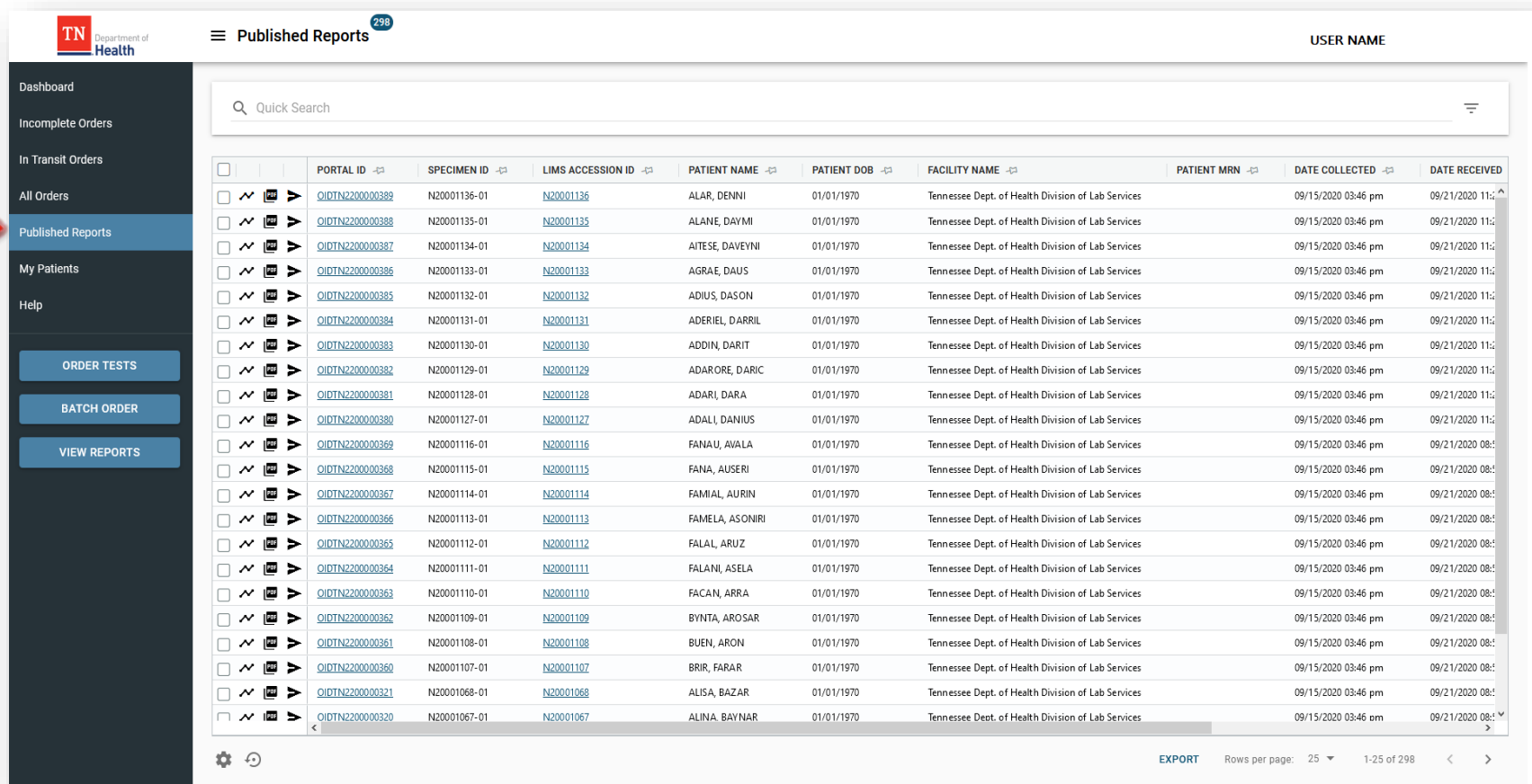
			PORTAL ID	SPECIMEN ID	PATIENT NAME	PATIENT DOB	PATIENT MRN	DATE COLLECTED	DATE SUBMITTED	FACILITY NAME	SPECIME
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002251</a>	N20003099-01	<a href="#">AARALL, EMARINTE</a>	01/01/1970		11/05/2020 08:25 am	11/05/2020 08:26 am	Tennessee Dept. of Health Division of Lab Services	Nasop
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002250</a>	N20003086-01	<a href="#">GRAHAM, LYNN</a>	05/26/1967	ABCD1234	11/01/2020 10:45 am	11/02/2020 11:26 am	Tennessee Dept. of Health Division of Lab Services	Nasop
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002249</a>	K20V003083-01	<a href="#">TEST, TEST</a>	01/01/1991		10/29/2020 12:30 pm	10/29/2020 01:13 pm	Tennessee Dept. of Health Division of Lab Services	Nasop
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002247</a>	N20003070-01	<a href="#">LEPIK-1, FN M</a>	01/01/1990	MRN1	10/24/2020 02:25 pm	10/24/2020 02:29 pm	Tennessee Dept. of Health Division of Lab Services	Nasal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002246</a>	N20003069-01	<a href="#">LEPIK-2, FN M</a>	01/01/1990	MRN1	10/24/2020 02:25 pm	10/24/2020 02:29 pm	Tennessee Dept. of Health Division of Lab Services	Nasal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002244</a>	K20V003068-01	<a href="#">ZELENIK-1, PERIL M</a>	01/01/1990	MRN1	10/24/2020 02:20 pm	10/24/2020 02:23 pm	Tennessee Dept. of Health Division of Lab Services	Nasal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002243</a>	K20V003066-01	<a href="#">ZELENIK-1, PERIL M</a>	01/01/1990	MRN1	10/23/2020 03:50 pm	10/23/2020 03:54 pm	Tennessee Dept. of Health Division of Lab Services	Nasal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002242</a>	K20V003065-01	<a href="#">ZELENIK-1, PERIL M</a>	01/01/1990	MRN1	10/23/2020 03:50 pm	10/23/2020 03:54 pm	Tennessee Dept. of Health Division of Lab Services	Nasal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002241</a>		<a href="#">Setlin, Den M</a>	01/01/1997	MRN1	10/23/2020 03:21 pm	10/28/2020 02:49 pm	Tennessee Dept. of Health Division of Lab Services	Whole
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002240</a>		<a href="#">Setlin, Den M</a>	01/01/1997	MRN1	10/23/2020 03:21 pm	10/23/2020 03:25 pm	Tennessee Dept. of Health Division of Lab Services	Whole
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002239</a>	N20003029-01	<a href="#">TEST, COVID A</a>	01/01/2010	987654321	10/19/2020 09:17 am	10/19/2020 11:53 am	Tennessee Dept. of Health Division of Lab Services	Nasop
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002238</a>	K20V003000-01	<a href="#">TEST-TN-LN, FN M</a>	06/09/1998	100	09/30/2020 12:45 pm	09/30/2020 12:49 pm	Tennessee Dept. of Health Division of Lab Services	Nasal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002237</a>	K20V002999-01	<a href="#">AARALL, ARIJI</a>	01/01/1970		09/29/2020 05:14 am	09/30/2020 12:19 pm	Tennessee Dept. of Health Division of Lab Services	Nasal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002236</a>		<a href="#">Test-An, Anna M</a>	04/09/1995	1	09/30/2020 02:25 am	09/30/2020 02:28 am	Tennessee Dept. of Health Division of Lab Services	Serum
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002235</a>		<a href="#">Test-An, Anna M</a>	04/09/1995	1	09/30/2020 02:06 am	09/30/2020 02:28 am	Tennessee Dept. of Health Division of Lab Services	Plasm
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002234</a>	N20002998-01	<a href="#">CALLEN, COBERT</a>	09/25/2020		09/25/2020 05:12 pm	09/25/2020 05:12 pm	Tennessee Dept. of Health Division of Lab Services	Nasal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002233</a>	K20V002983-01	<a href="#">AARALL, ARIJI</a>	01/01/1970		09/23/2020 03:02 pm	09/25/2020 03:06 pm	Tennessee Dept. of Health Division of Lab Services	Nasal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002232</a>	N20002982-01	<a href="#">TEST, RSA</a>	01/01/1970		09/15/2020 03:46 pm	09/25/2020 09:42 am	Tennessee Dept. of Health Division of Lab Services	Nasal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002231</a>	N20002981-01	<a href="#">TEST, RSA</a>	01/01/1970		09/15/2020 03:46 pm	09/25/2020 09:42 am	Tennessee Dept. of Health Division of Lab Services	Nasal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002230</a>	N20002980-01	<a href="#">TEST, RSA</a>	01/01/1970		09/15/2020 03:46 pm	09/25/2020 09:42 am	Tennessee Dept. of Health Division of Lab Services	Nasal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002229</a>	N20002979-01	<a href="#">TEST, RSA</a>	01/01/1970		09/15/2020 03:46 pm	09/25/2020 09:42 am	Tennessee Dept. of Health Division of Lab Services	Nasal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002228</a>	N20002978-01	<a href="#">TEST, RSA</a>	01/01/1970		09/15/2020 03:46 pm	09/25/2020 09:42 am	Tennessee Dept. of Health Division of Lab Services	Nasal

EXPORT Rows per page: 25 1-25 of 244



# Published Reports

- Shows all orders with published reports per user organization.
  - Orders with unread (not viewed) reports are shown in **bold**



**TN** Department of Health

Published Reports <sup>298</sup>

USER NAME

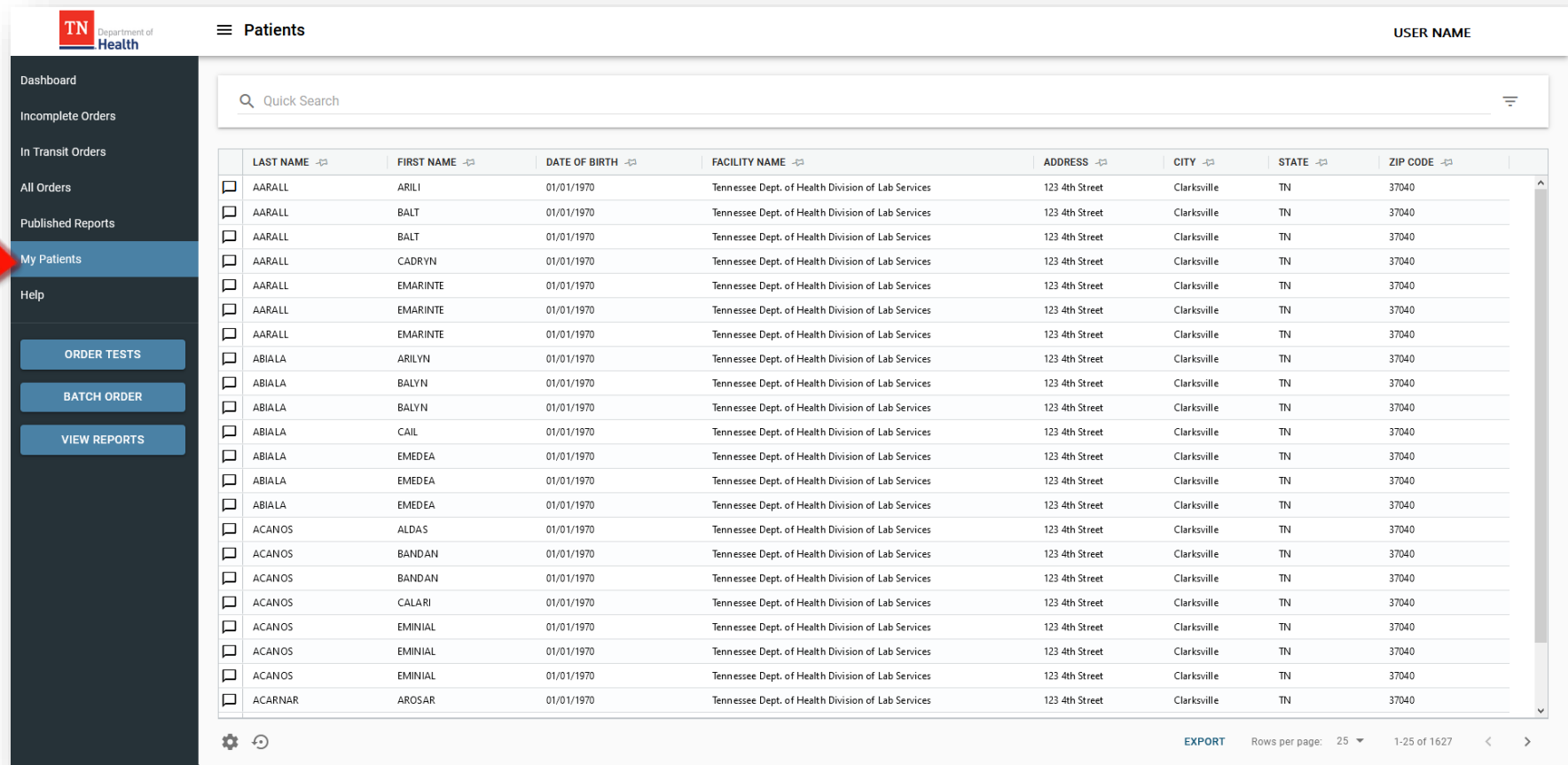
Quick Search

	PORTAL ID	SPECIMEN ID	LIMS ACCESSION ID	PATIENT NAME	PATIENT DOB	FACILITY NAME	PATIENT MRN	DATE COLLECTED	DATE RECEIVED
<input type="checkbox"/>	<b>QIDTN2200000389</b>	N20001136-01	<b>N20001136</b>	ALAR, DENNI	01/01/1970	Tennessee Dept. of Health Division of Lab Services		09/15/2020 03:46 pm	09/21/2020 11:...
<input type="checkbox"/>	QIDTN2200000388	N20001135-01	N20001135	ALANE, DAYMI	01/01/1970	Tennessee Dept. of Health Division of Lab Services		09/15/2020 03:46 pm	09/21/2020 11:...
<input type="checkbox"/>	QIDTN2200000387	N20001134-01	N20001134	AITSE, DAVEYNI	01/01/1970	Tennessee Dept. of Health Division of Lab Services		09/15/2020 03:46 pm	09/21/2020 11:...
<input type="checkbox"/>	QIDTN2200000386	N20001133-01	N20001133	AGRAE, DAUS	01/01/1970	Tennessee Dept. of Health Division of Lab Services		09/15/2020 03:46 pm	09/21/2020 11:...
<input type="checkbox"/>	QIDTN2200000385	N20001132-01	N20001132	ADIUS, DASON	01/01/1970	Tennessee Dept. of Health Division of Lab Services		09/15/2020 03:46 pm	09/21/2020 11:...
<input type="checkbox"/>	QIDTN2200000384	N20001131-01	N20001131	ADERIEL, DARRIL	01/01/1970	Tennessee Dept. of Health Division of Lab Services		09/15/2020 03:46 pm	09/21/2020 11:...
<input type="checkbox"/>	QIDTN2200000383	N20001130-01	N20001130	ADDIN, DARIT	01/01/1970	Tennessee Dept. of Health Division of Lab Services		09/15/2020 03:46 pm	09/21/2020 11:...
<input type="checkbox"/>	QIDTN2200000382	N20001129-01	N20001129	ADARORE, DARIC	01/01/1970	Tennessee Dept. of Health Division of Lab Services		09/15/2020 03:46 pm	09/21/2020 11:...
<input type="checkbox"/>	QIDTN2200000381	N20001128-01	N20001128	ADARI, DARA	01/01/1970	Tennessee Dept. of Health Division of Lab Services		09/15/2020 03:46 pm	09/21/2020 11:...
<input type="checkbox"/>	QIDTN2200000380	N20001127-01	N20001127	ADALI, DANIUUS	01/01/1970	Tennessee Dept. of Health Division of Lab Services		09/15/2020 03:46 pm	09/21/2020 11:...
<input type="checkbox"/>	QIDTN2200000369	N20001116-01	N20001116	FANAUI, AVALA	01/01/1970	Tennessee Dept. of Health Division of Lab Services		09/15/2020 03:46 pm	09/21/2020 08:...
<input type="checkbox"/>	QIDTN2200000368	N20001115-01	N20001115	FANA, AUSERI	01/01/1970	Tennessee Dept. of Health Division of Lab Services		09/15/2020 03:46 pm	09/21/2020 08:...
<input type="checkbox"/>	QIDTN2200000367	N20001114-01	N20001114	FAMIAL, AURIN	01/01/1970	Tennessee Dept. of Health Division of Lab Services		09/15/2020 03:46 pm	09/21/2020 08:...
<input type="checkbox"/>	QIDTN2200000366	N20001113-01	N20001113	FAMELA, ASONIRI	01/01/1970	Tennessee Dept. of Health Division of Lab Services		09/15/2020 03:46 pm	09/21/2020 08:...
<input type="checkbox"/>	QIDTN2200000365	N20001112-01	N20001112	FALAL, ARUZ	01/01/1970	Tennessee Dept. of Health Division of Lab Services		09/15/2020 03:46 pm	09/21/2020 08:...
<input type="checkbox"/>	QIDTN2200000364	N20001111-01	N20001111	FALANI, ASELA	01/01/1970	Tennessee Dept. of Health Division of Lab Services		09/15/2020 03:46 pm	09/21/2020 08:...
<input type="checkbox"/>	QIDTN2200000363	N20001110-01	N20001110	FACAN, ARRA	01/01/1970	Tennessee Dept. of Health Division of Lab Services		09/15/2020 03:46 pm	09/21/2020 08:...
<input type="checkbox"/>	QIDTN2200000362	N20001109-01	N20001109	BYNTA, AROSAR	01/01/1970	Tennessee Dept. of Health Division of Lab Services		09/15/2020 03:46 pm	09/21/2020 08:...
<input type="checkbox"/>	QIDTN2200000361	N20001108-01	N20001108	BUEN, ARON	01/01/1970	Tennessee Dept. of Health Division of Lab Services		09/15/2020 03:46 pm	09/21/2020 08:...
<input type="checkbox"/>	QIDTN2200000360	N20001107-01	N20001107	BRIR, FARAR	01/01/1970	Tennessee Dept. of Health Division of Lab Services		09/15/2020 03:46 pm	09/21/2020 08:...
<input type="checkbox"/>	QIDTN2200000321	N20001068-01	N20001068	ALISA, BAZAR	01/01/1970	Tennessee Dept. of Health Division of Lab Services		09/15/2020 03:46 pm	09/21/2020 08:...
<input type="checkbox"/>	QIDTN2200000320	N20001067-01	N20001067	ALINA, BAYNAR	01/01/1970	Tennessee Dept. of Health Division of Lab Services		09/15/2020 03:46 pm	09/21/2020 08:...

EXPORT Rows per page: 25 1-25 of 298

# My Patients

- Shows your patients' list



**TN** Department of Health

Patients

USER NAME

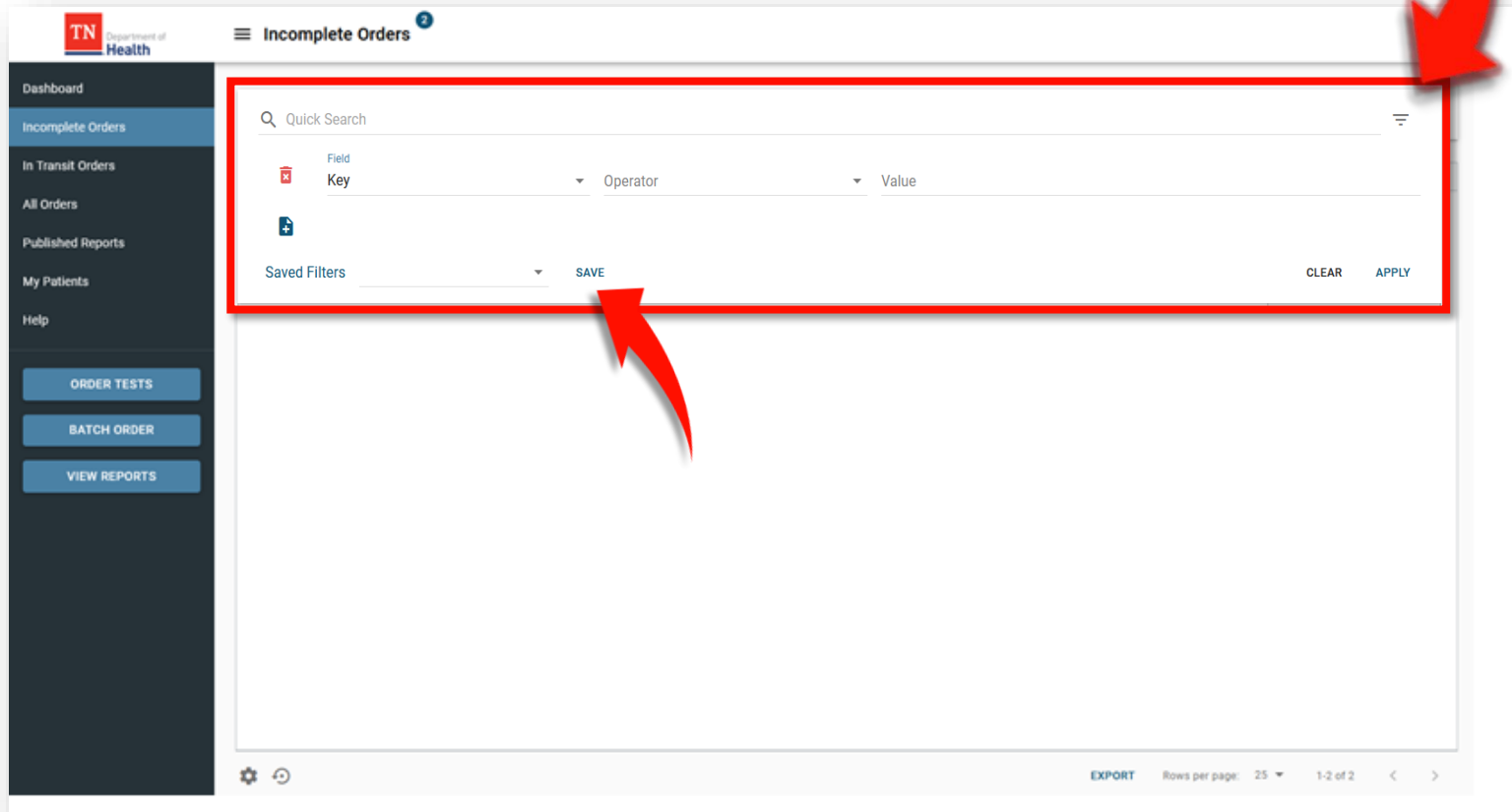
Quick Search

	LAST NAME	FIRST NAME	DATE OF BIRTH	FACILITY NAME	ADDRESS	CITY	STATE	ZIP CODE
<input type="checkbox"/>	AARALL	ARILI	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville	TN	37040
<input type="checkbox"/>	AARALL	BALT	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville	TN	37040
<input type="checkbox"/>	AARALL	BALT	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville	TN	37040
<input type="checkbox"/>	AARALL	CADRYN	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville	TN	37040
<input type="checkbox"/>	AARALL	EMARINTE	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville	TN	37040
<input type="checkbox"/>	AARALL	EMARINTE	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville	TN	37040
<input type="checkbox"/>	AARALL	EMARINTE	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville	TN	37040
<input type="checkbox"/>	ABIALA	ARILYN	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville	TN	37040
<input type="checkbox"/>	ABIALA	BALYN	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville	TN	37040
<input type="checkbox"/>	ABIALA	BALYN	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville	TN	37040
<input type="checkbox"/>	ABIALA	CAIL	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville	TN	37040
<input type="checkbox"/>	ABIALA	EMEDEA	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville	TN	37040
<input type="checkbox"/>	ABIALA	EMEDEA	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville	TN	37040
<input type="checkbox"/>	ABIALA	EMEDEA	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville	TN	37040
<input type="checkbox"/>	ACANOS	ALDAS	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville	TN	37040
<input type="checkbox"/>	ACANOS	BANDAN	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville	TN	37040
<input type="checkbox"/>	ACANOS	BANDAN	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville	TN	37040
<input type="checkbox"/>	ACANOS	CALARI	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville	TN	37040
<input type="checkbox"/>	ACANOS	EMINIAL	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville	TN	37040
<input type="checkbox"/>	ACANOS	EMINIAL	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville	TN	37040
<input type="checkbox"/>	ACANOS	EMINIAL	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville	TN	37040
<input type="checkbox"/>	ACARNAR	AROSAR	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville	TN	37040

EXPORT Rows per page: 25 1-25 of 1627

# Dashboard - Quick Search

- Click on ☰ button to open filter panel to add additional/advanced search options
  - Available for the different data grids



The screenshot displays the 'Incomplete Orders' dashboard interface. On the left is a dark sidebar with navigation links: Dashboard, Incomplete Orders (highlighted), In Transit Orders, All Orders, Published Reports, My Patients, and Help. Below these are buttons for 'ORDER TESTS', 'BATCH ORDER', and 'VIEW REPORTS'. The main content area features a 'Quick Search' section with a search bar and a filter panel. The filter panel includes a 'Field' dropdown set to 'Key', an 'Operator' dropdown, and a 'Value' input field. Below the filter panel is a 'Saved Filters' dropdown and a 'SAVE' button. At the bottom right of the filter panel are 'CLEAR' and 'APPLY' buttons. A red box highlights the filter panel area, and a red arrow points to the 'SAVE' button. Another red arrow points to the filter panel's top-right corner. At the bottom of the dashboard, there are settings icons, an 'EXPORT' button, and pagination information: 'Rows per page: 25' and '1-2 of 2'.

- Use the **SAVE** button to save filters for repeated searches

# Data Grid Navigation

- Click on the column header to sort the data grid
  - Hold shift and click headers to sort by multiple columns

The screenshot displays the 'Incomplete Orders' page. At the top left is the TN Department of Health logo. The main header shows 'Incomplete Orders' with a notification badge. Below the header is a 'Quick Search' bar. The data grid has the following columns and rows:

KEY	SPECIMEN ID	PATIENT NAME	PATIENT DOB	PATIENT MRN	DATE CREATED
OIDTN2200002248		Setlin, Den M	01/01/1997	MRN1	10/28/2020 02:56 pm
OIDTN2200002245		ZELENIK-1, PERIL M	01/01/1990	MRN1	10/24/2020 02:23 pm

At the bottom of the grid, there is a 'Refresh Settings' icon (a gear) and an 'EXPORT' button. The footer of the grid shows 'Rows per page: 25' and '1-2 of 2'.


Quick Search

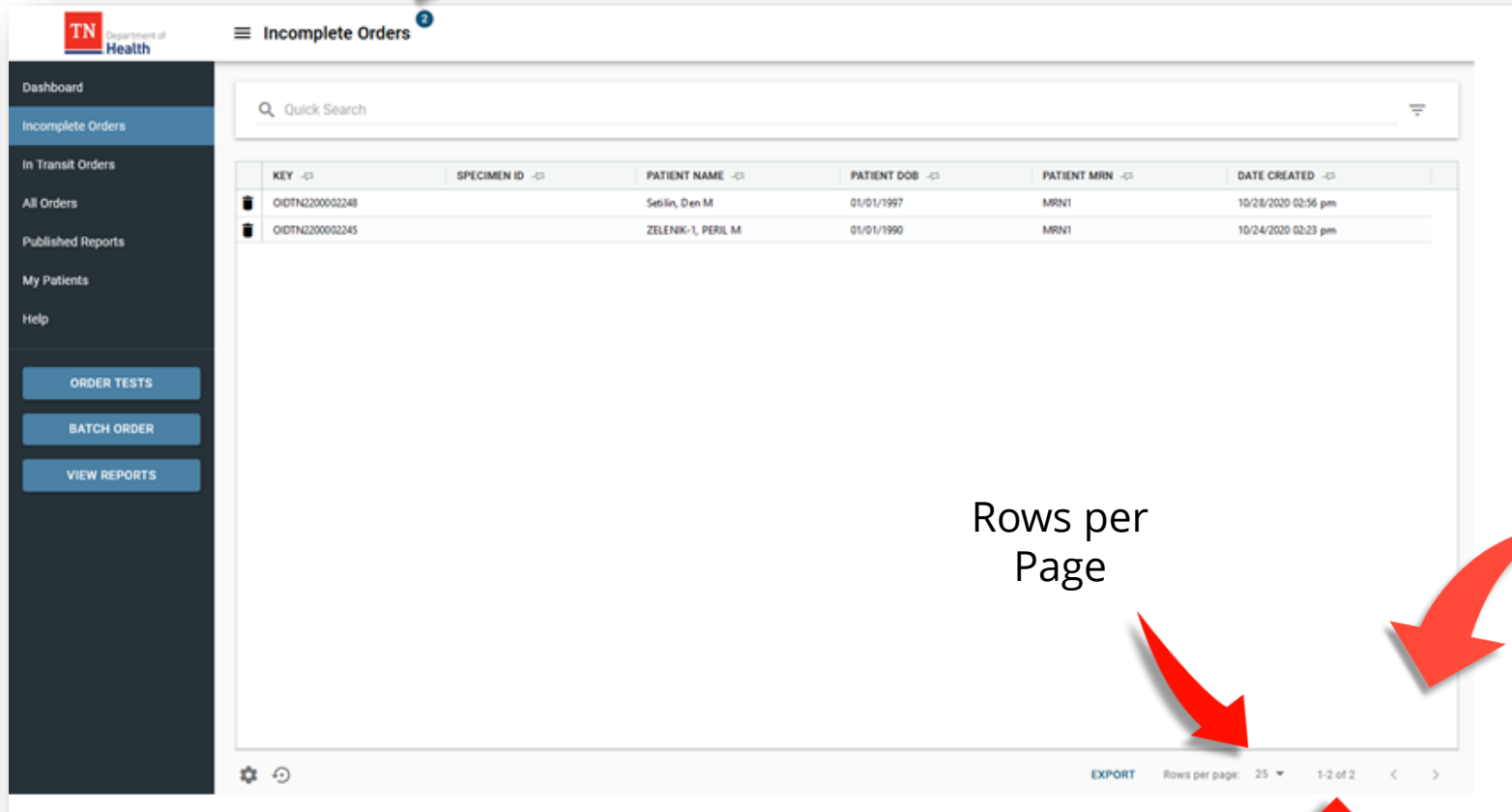
Refresh Settings

Toggle Column Settings

Export List

# Data Grid Navigation

 Number of items that need attention



Dashboard

Incomplete Orders

In Transit Orders

All Orders

Published Reports

My Patients

Help

ORDER TESTS

BATCH ORDER

VIEW REPORTS

Quick Search

KEY	SPECIMEN ID	PATIENT NAME	PATIENT DOB	PATIENT MRN	DATE CREATED
OIDTN2200002248		Setlin, Den M	01/01/1997	MRN1	10/28/2020 02:56 pm
OIDTN2200002245		ZELENIK-1, PERIL M	01/01/1990	MRN1	10/24/2020 02:23 pm

EXPORT Rows per page: 25 1-2 of 2

Rows per Page

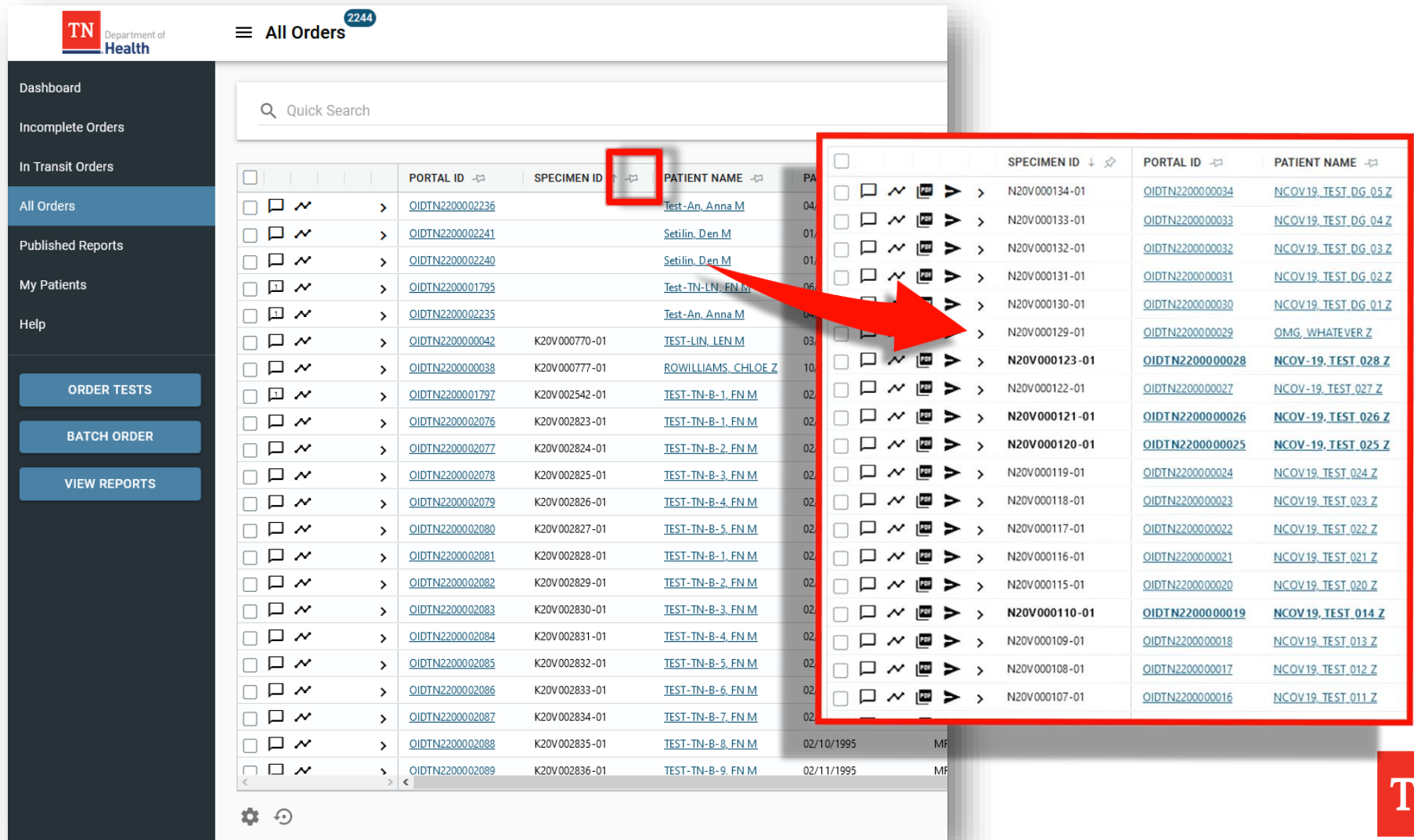
Page Navigation

Page Number



# Data Grid Navigation

- Click on  icon to pin a column the left side of the grid



The screenshot displays a web application interface for "All Orders" with a navigation sidebar on the left and a data grid on the right. The sidebar includes options like "Dashboard", "Incomplete Orders", "In Transit Orders", "All Orders", "Published Reports", "My Patients", and "Help", along with buttons for "ORDER TESTS", "BATCH ORDER", and "VIEW REPORTS". The data grid has columns for "PORTAL ID", "SPECIMEN ID", and "PATIENT NAME". A red box highlights the pin icon in the "SPECIMEN ID" column header. A red arrow points from this icon to a zoomed-in view of the grid's header area, where the pin icon is shown being clicked, resulting in a small "P" icon appearing in the header cell.

				PORTAL ID	SPECIMEN ID	PATIENT NAME	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002236</a>		Test-An, Anna M	04
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002241</a>		Setilin, Den M	01
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002240</a>		Setilin, Den M	01
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200001795</a>		Test-TN-LN, FN M	06
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002235</a>		Test-An, Anna M	04
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200000042</a>	K20V000770-01	TEST-LIN, LEN M	03
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200000038</a>	K20V000777-01	ROWILLIAMS, CHLOE Z	10
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200001797</a>	K20V002542-01	TEST-TN-B-1, FN M	02
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002076</a>	K20V002823-01	TEST-TN-B-1, FN M	02
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002077</a>	K20V002824-01	TEST-TN-B-2, FN M	02
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002078</a>	K20V002825-01	TEST-TN-B-3, FN M	02
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002079</a>	K20V002826-01	TEST-TN-B-4, FN M	02
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002080</a>	K20V002827-01	TEST-TN-B-5, FN M	02
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002081</a>	K20V002828-01	TEST-TN-B-1, FN M	02
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002082</a>	K20V002829-01	TEST-TN-B-2, FN M	02
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002083</a>	K20V002830-01	TEST-TN-B-3, FN M	02
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002084</a>	K20V002831-01	TEST-TN-B-4, FN M	02
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002085</a>	K20V002832-01	TEST-TN-B-5, FN M	02
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002086</a>	K20V002833-01	TEST-TN-B-6, FN M	02
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002087</a>	K20V002834-01	TEST-TN-B-7, FN M	02
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002088</a>	K20V002835-01	TEST-TN-B-8, FN M	02/10/1995 MF
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">OIDTN2200002089</a>	K20V002836-01	TEST-TN-B-9, FN M	02/11/1995 MF



TM

# Ordering Tests

# Ordering Tests

1. Click the **Order Tests** Call-to-Action button
2. Click the **[TN] COVID 19** tile to access the Test Requisition Form (TRF)

The screenshot displays the TN Department of Health Forms interface. On the left is a dark sidebar with navigation options: Dashboard, Incomplete Orders, In Transit Orders, All Orders, Published Reports, My Patients, and Help. Below these are three blue buttons: ORDER TESTS, BATCH ORDER, and VIEW REPORTS. A red circle with the number '1' is positioned to the left of the ORDER TESTS button, with a red line pointing to the button. The main content area is titled 'Forms' and contains a white tile for '[TN] COVID 19' with the text 'No description' below it. A red circle with the number '2' is positioned below the tile, with a red line pointing to the tile. A red rectangular box highlights the ORDER TESTS button and the [TN] COVID 19 tile.



# Test Requisition Form (TRF) – Patient Information

The screenshot shows the TN Department of Health COVID-19 Test Requisition Form (TRF) interface. The 'PATIENT INFORMATION' section is highlighted with a red box. The 'Last Name' field is also highlighted with a red box, and a red arrow points to a dropdown menu that has opened, displaying a list of patients with matching last names. The dropdown menu is also highlighted with a red box.

**PATIENT INFORMATION**

Last Name \*

ge

Washington, George , 09/10/1910

TAYLOR, ROGER , 12/31/1946

SANCHEZ RODRIGUEZ, GERARDO ALEXIS , 07/29/1983

LATHERS, GEORGETTA V, 12/15/1982

JUNGLE, GEORGE , 01/09/2019

**SUBMITTER INFORMATION**

Facility Name \*

Tennessee Dept. of Health Division of Lab Services

Phone Number

(615) 262-6300

Address

630 Hart Lane

City

Nashville

Point of Contact \*

Ordering Provider \*

CLEAR SAVE SUBMIT

- Type the patient's last name in the **Last Name** field
  - Patients with that last name will populate in a drop-down menu
  - Confirm the patient's date of birth with your patient's information

# Test Requisition Form (TRF) – Patient Information

**TN** Department of Health

[TN] COVID 19

USER NAME

Forms / [TN] COVID 19

**PATIENT INFORMATION**

Last Name \*

ge

Washington, George , 09/10/1910

TAYLOR, ROGER , 12/31/1946

SANCHEZ RODRIGUEZ, GERARDO ALEXIS , 07/29/1983

LATHERS, GEORGETTA V, 12/15/1982

JUNGLE, GEORGE , 01/09/2019

**SUBMITTER INFORMATION**

Facility Name \*

Tennessee Dept. of Health Division of Lab Services

Phone Number

(615) 262-6300

Address

630 Hart Lane

City

Nashville

Point of Contact \*

Ordering Provider \*

CLEAR SAVE SUBMIT

- If the patient is listed, click on the patient to add the patient's information to the TRF
- For more detailed look up, click the 🔍 icon

# Test Requisition Form (TRF) – Patient Information

The screenshot displays the TN Department of Health COVID-19 Test Requisition Form (TRF) interface. The main form is titled "PATIENT INFORMATION" and contains the following fields:

- Last Name \*: AARALL
- First Name: ARLI
- Middle Initial:
- Date Of Birth: 01/01/1970
- Phone Number: (615) 837-5472
- Address: 123 4th Street
- City: Clarksville
- County of Residence: Montgomery
- Gender: Ambiguous
- Pregnant: No
- Race: Other Race
- Medical Record Number:

A red arrow points to the edit icon (pencil) next to the Last Name field. A modal window titled "Edit patient" is overlaid on the right side of the form, containing the same patient information as the main form, but with additional fields for State and Zip Code:

- Last Name \*: AARALL
- First Name \*: ARLI
- Middle Initial:
- Date Of Birth \*: 01/01/1970
- Phone Number \*: (615) 837-5472
- Address \*: 123 4th Street
- City \*: Clarksville
- State \*: TN
- County of Residence \*: Montgomery
- Zip Code \*: 37040
- Gender \*:  Female  Male  Unknown  Ambiguous  Not Applicable  Other
- Pregnant \*:  Yes  No  Unknown
- Race \*:  Asian  Black or African American  American Indian and Alaska Native  Other Race

The modal window includes "CLOSE", "CLEAR", and "SAVE" buttons at the bottom right.

- Edit existing patient information by clicking the  icon in the **Last Name** field

# Test Requisition Form (TRF) – Patient Information



[TN] COVID 19

USER NAME

Forms / [TN] COVID 19

## PATIENT INFORMATION

Last Name \*



## SUBMITTER INFORMATION

Facility Name \*

Tennessee Dept. of Health Division of Lab Services

Phone Number

(615) 262-6300

Address

630 Hart Lane

City

Nashville

Point of Contact \*

Ordering Provider \*

Select a patient from the list below

Quick Search

LAST NAME	FIRST NAME	DATE OF BIRTH	GENDER	FACILITY NAME	ADDRESS
AARALL	ARILI	01/01/1970	Ambiguous	Tennessee Dept. of Health Division of Lab Services	123 4th Stre
AARALL	BALT	01/01/1970	Ambiguous	Tennessee Dept. of Health Division of Lab Services	123 4th Stre
AARALL	BALT	01/01/1970	Ambiguous	Tennessee Dept. of Health Division of Lab Services	123 4th Stre
AARALL	CADRYN	01/01/1970	Ambiguous	Tennessee Dept. of Health Division of Lab Services	123 4th Stre
AARALL	EMARINTE	01/01/1970	Ambiguous	Tennessee Dept. of Health Division of Lab Services	123 4th Stre
AARALL	EMARINTE	01/01/1970	Ambiguous	Tennessee Dept. of Health Division of Lab Services	123 4th Stre
AARALL	EMARINTE	01/01/1970	Ambiguous	Tennessee Dept. of Health Division of Lab Services	123 4th Stre
ABIALA	ARILYN	01/01/1970	Ambiguous	Tennessee Dept. of Health Division of Lab Services	123 4th Stre
ABIALA	BALYN	01/01/1970	Ambiguous	Tennessee Dept. of Health Division of Lab Services	123 4th Stre
ABIALA	BALYN	01/01/1970	Ambiguous	Tennessee Dept. of Health Division of Lab Services	123 4th Stre

Rows per page: 25 1-25 of 1610

CLOSE ADD EDIT SELECT

Detailed information for all patients, click the  icon



# Test Requisition Form (TRF) – Patient Information

The screenshot shows the 'PATIENT INFORMATION' section of a Test Requisition Form (TRF) for COVID-19. The form includes a search field for 'Last Name \*' with a search icon. Below it is the 'SUBMITTER INFORMATION' section, which is populated with the following details:

- Facility Name \*: Tennessee Dept. of Health Division of Lab Services
- Phone Number: (615) 262-6300
- Address: 630 Hart Lane
- City: Nashville
- State: TN

An inset details box shows a table of search results with the following columns: FIRST NAME, DATE OF BIRTH, GENDER, FACILITY NAME, and ADDRESS. The table contains 10 rows of data, all with a date of birth of 01/01/1970 and a facility name of Tennessee Dept. of Health Division of Lab Services. At the bottom of the details box, there are buttons for 'CLOSE', 'ADD', and 'SELECT'. A red arrow points to the 'ADD' button.

- Once you confirm a patient is not in the system, click **ADD** in the details box or by clicking the + icon on the TRF page to add a new patient

# Test Requisition Form (TRF) – Patient Information

**TN** Department of Health

[TN] COVID 19

USER NAME

**PATIENT INFORMATION**

Last Name \*

**SUBMITTER INFORMATION**

Facility Name \*  
Tennessee Dept. of Health Division of Lab Services

Phone Number  
(615) 262-6300

Address  
630 Hart Lane

City Nashville State TN

Point of Contact \*

Ordering Provider \*

**Add new patient**

Last Name \* First Name \* Middle Initial

Date Of Birth \* Phone Number \*

Address \*

City \* State \*

County of Residence \* Zip Code \*

Gender \*  
 Female  Male  Unknown  Ambiguous  Not Applicable  Other

Race \*  
 Asian  Black or African American  American Indian and Alaska Native  Other Race  
 Native Hawaiian/Pacific Islander  White

CLOSE CLEAR SUBMIT


- Enter the patient information
  - Items in red are required
- Click **Submit** to add to the system and into the TRF form

# Test Requisition Form (TRF) – Submitter Information

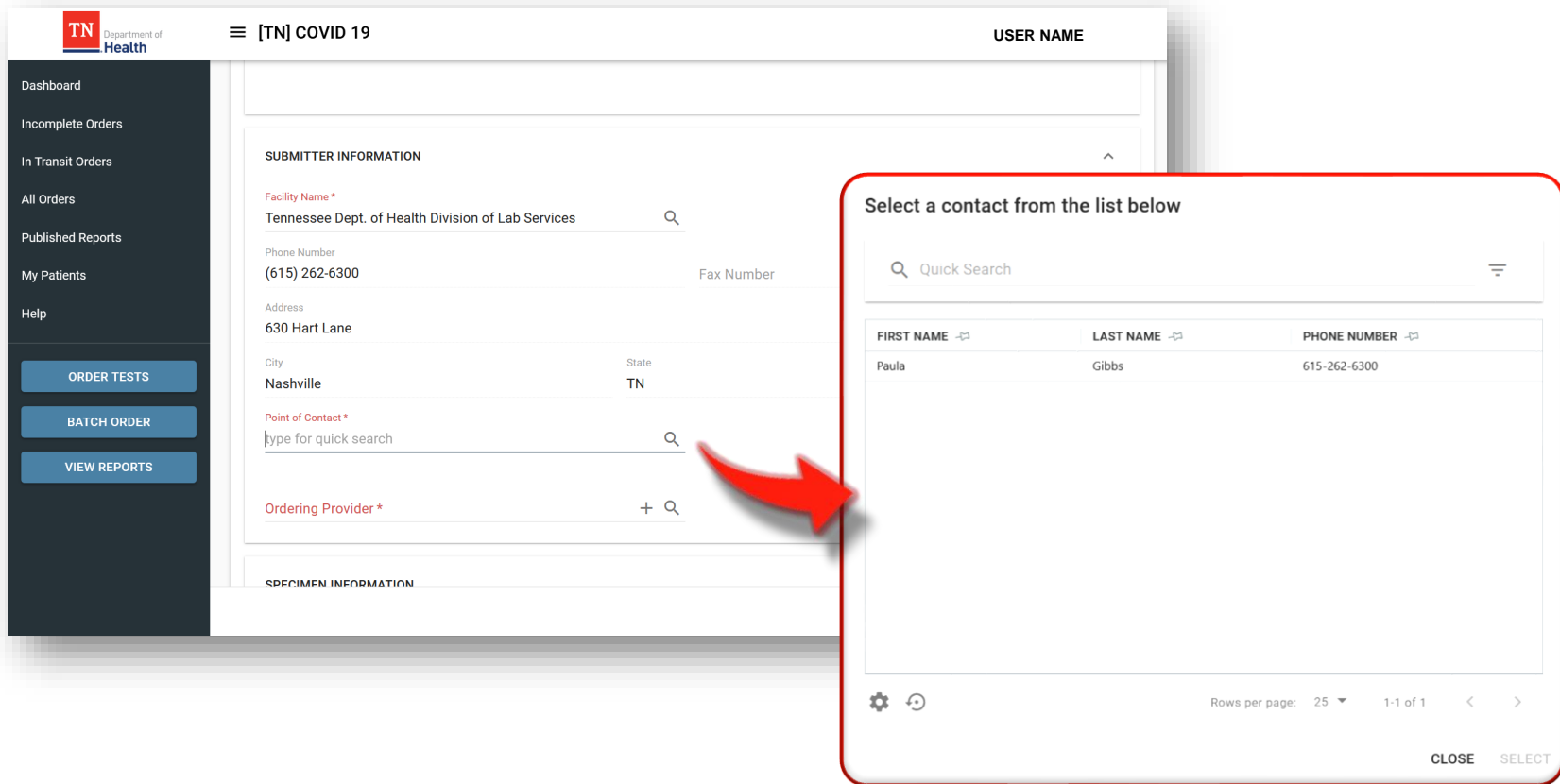
The screenshot shows the 'SUBMITTER INFORMATION' section of the TRF. A red arrow points to the search icon next to the 'Facility Name' field. A modal window is open, titled 'Select a company from the list below', which contains a search bar and a table of facilities.

FACILITY NAME	ADDRESS	CITY	STAT
Maury County Health Department	1909 Hampshire Pike	Columbia	TN
Tennessee Dept. of Health Division of Lab Services	630 Hart Lane	Nashville	TN
Williamson County Health Department	1324 West Main Street	Franklin	TN
Williamson County Health Department	2629 Fairview Blvd	Fairview	TN
Wilson County Health Department	927 East Baddour Parkway	Lebanon	TN

If you are affiliated with more than one facility:

- Click the  icon next to the **Facility Name** field to list facilities affiliated with your user account
- Click on the name of the facility and click **SELECT**


# Test Requisition Form (TRF) – Submitter Information



The screenshot shows the 'SUBMITTER INFORMATION' section of the TRF. The 'Point of Contact' field is highlighted with a red arrow pointing to a search icon. A modal window is open, titled 'Select a contact from the list below', showing a search bar and a table of contacts.

FIRST NAME	LAST NAME	PHONE NUMBER
Paula	Gibbs	615-262-6300

At the bottom of the modal window, there are 'CLOSE' and 'SELECT' buttons.

- Begin typing the name of the point of contact in the **Point of Contact** field.
- Click the  icon next to see the list of contacts affiliated with your facility(s)
- Click on the name of the contact and click **SELECT**



# Test Requisition Form (TRF) – Submitter Information

The screenshot shows the 'SUBMITTER INFORMATION' section of the TRF. The form is titled '[TN] COVID 19' and includes a 'USER NAME' field. The 'SUBMITTER INFORMATION' section contains the following fields:

- Facility Name \*: Tennessee Dept. of Health Division of Lab Services
- Phone Number: (615) 262-6300
- Fax Number: (empty)
- Address: Cilena, Con
- State: TN
- Zip Code: 37243
- Ordering Provider \*: (empty)

A dropdown menu is open for the Address field, showing a list of providers: Cilena, Con; Foster, Banana; House, John; and House, John. A red arrow points to the 'ORDER TESTS' button in the left sidebar.

- Begin typing the name of the provider in the **Ordering Provider** field
  - If the ordering physician is listed, select the physician's name from the list
  - The provider's information will populate in the TRF
    - Verify the provider's information on the form

# Test Requisition Form (TRF) – Submitter Information

**TN** Department of Health

[TN] COVID 19

USER NAME

**SUBMITTER INFORMATION**

Facility Name \*  
Tennessee Dept. of Health Division of Lab Services

Phone Number  
(615) 262-6300

Fax Number

Address  
630 Hart Lane

City  
Nashville

State  
TN

Zip Code  
37243

Point of Contact \*

Ordering Provider \*  
House, John

NPI  
1234567890

Phone Number  
(111) 222-3344

Fax Number


Email  
123

Address  
123

City  
big city

State  
TN

Zip Code  
22322

- To edit the provider information, click the  icon after selecting the provider's name from the list

# Test Requisition Form (TRF) – Submitter Information

The screenshot displays the TN Department of Health COVID-19 Test Requisition Form (TRF) interface. The main form is titled "SUBMITTER INFORMATION" and includes the following fields:

- Facility Name \* (Tennessee Dept. of Health Division of Lab Services)
- Phone Number (615) 262-6300
- Fax Number
- Address (630 Hart Lane)
- City (Nashville) and State (TN)
- Point of Contact \*
- Ordering Provider \* (with a search icon and a plus sign icon)

An "Add New Physician" modal form is overlaid on the right side, which is triggered by clicking the plus sign icon in the Ordering Provider field. The modal form includes the following fields:

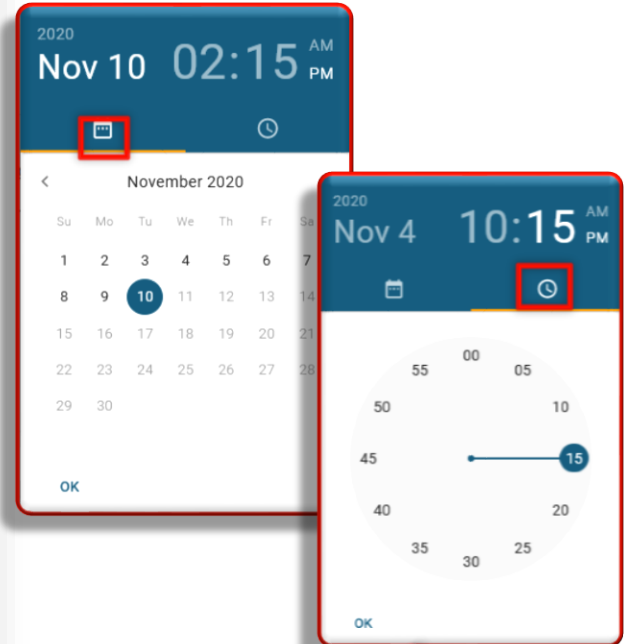
- Last Name \*
- First Name \*
- NPI \*
- Email
- Phone Number \*
- Fax Number
- Address \*
- City \*
- State \*
- Zip Code \*
- Contact Type (Physician)
- Status (Active)

At the bottom of the modal form, there are buttons for "CLOSE", "CLEAR", and "SUBMIT". A red arrow points from the plus sign icon in the main form to the modal form.

- If the provider is not listed, add the provider by clicking the + icon
- Add the provider's information and click **Submit**

# Test Requisition Form (TRF) – Specimen Information

The screenshot shows the 'SPECIMEN INFORMATION' section of the TRF. The 'Collection Date and Time' field is highlighted with a red box. A red arrow points from this field to a calendar and clock interface. The form includes fields for 'SUBMITTER INFORMATION', 'SPECIMEN INFORMATION', 'Specimen Type', 'Outbreak/Event ID', 'PUI ID', 'Laboratory Name', 'Laboratory Address', and 'Comments'. There are also buttons for 'CLEAR', 'SAVE', and 'SUBMIT'.



- Type the **Collection Date** and **Time** -OR-
- Click on the calendar 📅 icon to select the date of collection
  - Click on the time at the top, then move the hands of the clock to chose the collection hour and minute
- Click **OK** to save the date/time and to return to the form

# Test Requisition Form (TRF) – Specimen Information

The screenshot shows the TN COVID 19 Test Requisition Form (TRF) interface. The left sidebar contains navigation links: Dashboard, Incomplete Orders, In Transit Orders, All Orders, Published Reports, My Patients, and Help. Below these are three buttons: ORDER TESTS, BATCH ORDER, and VIEW REPORTS. The main content area is titled '[TN] COVID 19' and includes a 'USER NAME' field. The form is divided into sections: SUBMITTER INFORMATION, SPECIMEN INFORMATION, and a bottom section with fields for Outbreak/Event ID, Laboratory Name, Laboratory Address, and Comments. The SPECIMEN INFORMATION section is expanded, showing a 'Test \*' field with two radio buttons: 'COVID-19 RNA PCR' (selected) and 'COVID-19 IgG EIA'. Below this is the 'Specimen Type \*' section with multiple radio button options. A red box highlights the 'Test \*' field, and a red arrow points to the 'COVID-19 RNA PCR' radio button.

- Select the **Test** to be performed by clicking on the radio button
- Then click the radio button next to the **Specimen Type** collected

# Test Requisition Form (TRF) – Specimen Information

The screenshot shows the TN COVID 19 Test Requisition Form (TRF) interface. The left sidebar contains navigation options: Dashboard, Incomplete Orders, In Transit Orders, All Orders, Published Reports, My Patients, and Help. Below these are three buttons: ORDER TESTS, BATCH ORDER, and VIEW REPORTS. The main content area is titled '[TN] COVID 19' and includes a 'USER NAME' field. The form is divided into sections: SUBMITTER INFORMATION and SPECIMEN INFORMATION. The SPECIMEN INFORMATION section includes a 'Collection Date and Time' field, a 'Test' section with radio buttons for COVID-19 RNA PCR (selected) and COVID-19 IgG EIA, and a 'Specimen Type' section with radio buttons for various sample types: Nasal swab, Nasopharyngeal swab, Nasopharyngeal and oropharyngeal swab, Oropharyngeal swab, Anterior nares swab, Bronchoalveolar lavage, Lower respiratory fluid sample, Nasal aspirate, Nasopharyngeal aspirate, Nasopharyngeal washings, Serum, Sputum, Stool, Throat swab, Tracheal aspirate, and Urine. A red box highlights the 'Outbreak/Event ID' and 'PUI ID' fields, and a red arrow points to them from the right. Below these fields are 'Laboratory Name', 'Laboratory Address', and 'Comments' fields. At the bottom right are 'CLEAR', 'SAVE', and 'SUBMIT' buttons.

- Enter the **Outbreak/Event ID** and **PUI ID**, if applicable

# Test Requisition Form (TRF) – Specimen Information

The screenshot shows the TN Department of Health COVID-19 Test Requisition Form. The 'Specimen Information' section includes fields for 'Collection Date and Time', 'Test' (COVID-19 RNA PCR selected), and 'Specimen Type' (Nasal swab selected). Below these are fields for 'Outbreak/Event ID', 'PUI ID', and 'Laboratory Name' (highlighted with a red box). There are also fields for 'Laboratory Address' and 'Comments'. At the bottom right, there are 'CLEAR', 'SAVE', and 'SUBMIT' buttons.

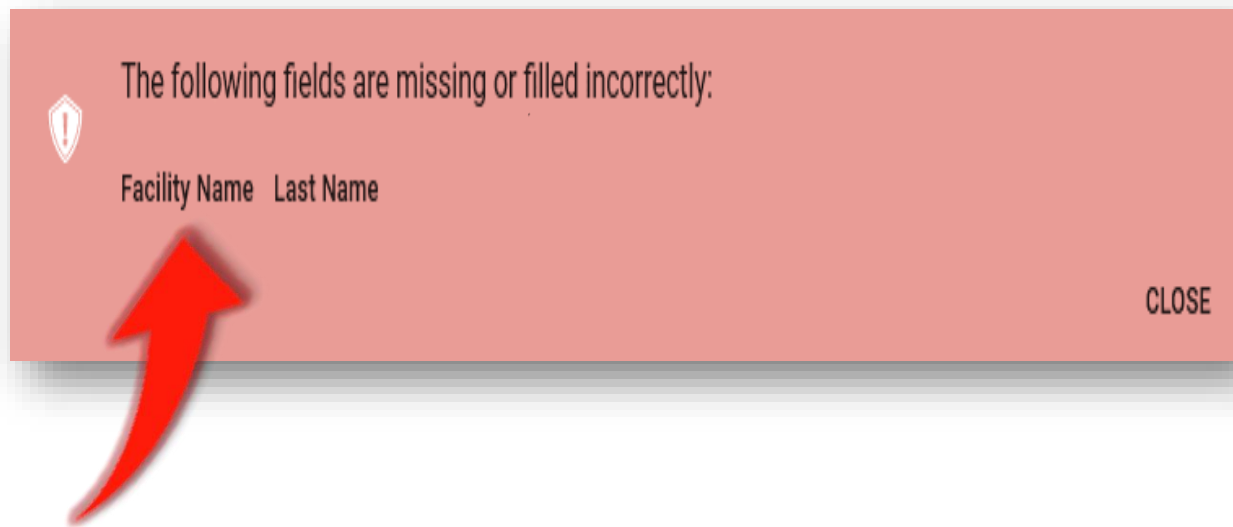
- Choose the Laboratory\* that the specimen will be sent to by clicking on the **Laboratory Name** field
- Enter any additional comments in the **Comments** field
- Click **Submit** to submit the Test Requisition Form

## **\*CRITICALLY IMPORTANT:**

- The specimen **MUST** be sent to the laboratory chosen.
- Specimens sent to the wrong laboratory **MUST** be corrected by the facility and will result in delayed testing.

# Test Requisition Form (TRF)- Submission

- If required fields are not populated or populated incorrectly, an error dialog box will appear to show the missing fields.



- Click on any field in the dialog box to be navigate to the field to correct the issue.



# Test Requisition Form (TRF)-Submission

- Once the test order is ready to be submitted, the Certification of Test Order message will be displayed
- The user must click **AGREE** in order to move forward

**Certification of Test Order**

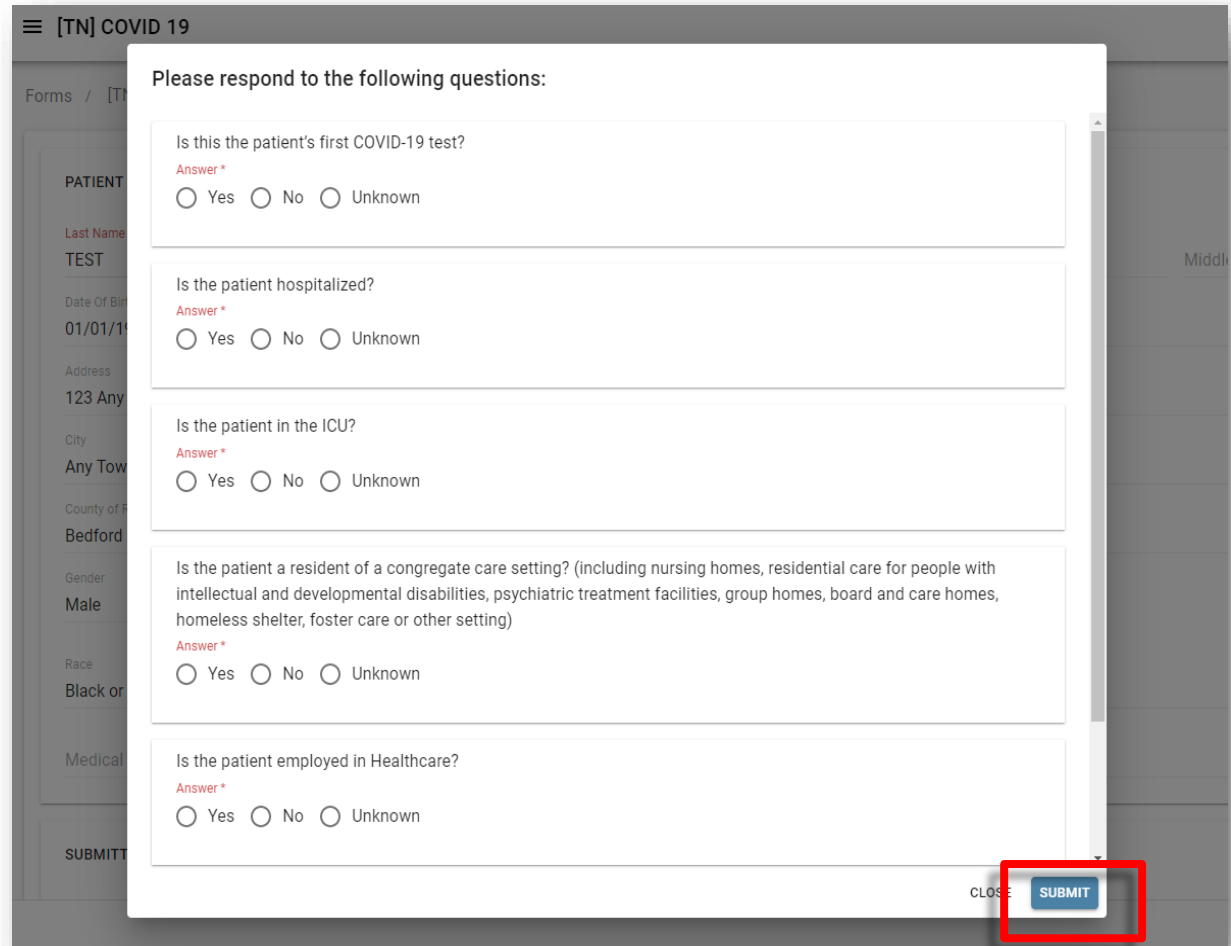
By submitting this order for testing, I hereby certify as follows:

- The ordering provider is an individual authorized under State law to order tests or receive test results, or both.
- I certify that the information submitted is true and correct to the best of my knowledge.

CANCEL **AGREE**

# Asked-At-Order-Entry (AOE) Questions

Answer each of the AOE questions to complete the order request, then click **SUBMIT**



The screenshot shows a web interface for a COVID-19 form. At the top left, there is a menu icon and the text "[TN] COVID 19". Below this, there is a breadcrumb trail "Forms / [T]". The main content area is a form with several sections. On the left side, there is a sidebar with the following labels: "PATIENT", "Last Name", "TEST", "Date Of Birth", "Address", "123 Any", "City", "Any Tow", "County of", "Bedford", "Gender", "Male", "Race", "Black or", "Medical", and "SUBMIT". The main form area contains a modal window titled "Please respond to the following questions:". This modal contains five questions, each with a red "Answer \*" label and three radio button options: "Yes", "No", and "Unknown".

Please respond to the following questions:

Is this the patient's first COVID-19 test?  
Answer \*  
 Yes  No  Unknown

Is the patient hospitalized?  
Answer \*  
 Yes  No  Unknown

Is the patient in the ICU?  
Answer \*  
 Yes  No  Unknown

Is the patient a resident of a congregate care setting? (including nursing homes, residential care for people with intellectual and developmental disabilities, psychiatric treatment facilities, group homes, board and care homes, homeless shelter, foster care or other setting)  
Answer \*  
 Yes  No  Unknown

Is the patient employed in Healthcare?  
Answer \*  
 Yes  No  Unknown

At the bottom right of the modal, there is a "CLOSE" button and a "SUBMIT" button. The "SUBMIT" button is highlighted with a red rectangular box.

# Test Order Confirmation

- Once the test order has been submitted, the confirmation message will be displayed
- The **Portal Order ID** identifies the test order in the system

## Order Placed

Your test order **OIDIL200000012** has been successfully submitted. Please check All Specimens section of your Dashboard for status updates.

Click Print button below to view/print the completed submission form.

Click Copy Order button to apply current order information to the new order.

[PRINT](#)

[COPY ORDER](#)

[CLOSE](#)

# Test Order Confirmation

- Click **PRINT** to print the Order Manifest (PDF)
- A printed copy of the Order Manifest must accompany the specimen to the laboratory

**Order Placed**

Your test order **OIDIL200000012** has been successfully submitted. Please check All Specimens section of your Dashboard for status updates.

Click Print button below to view/print the completed submission form.

Click Copy Order button to apply current order information to the new order.

**PRINT** COPY ORDER CLOSE

- The Order Manifest may be accessed at any time by clicking on the Portal Order ID in the **All Orders** data grid.

# Order Manifest

## Testing Facility

### **CRITICALLY IMPORTANT:**

The sample must be submitted to the chosen testing facility as indicated in the top left-hand corner of the Order Manifest to reduce testing delays.

**A printed copy of the Order Manifest must accompany the specimen to the laboratory**

<b>2101 Medical Center Way</b> Knoxville, TN 37920 (865) 549-5201		COVID-19 RNA PCR Requisition Date Submitted: 10/29/2020 1:13:02 PM Submitted By: Stephanie Poindexter
		 Order ID: OI DTN2200002249
<b>Patient Demographics</b>		
Last Name: TEST		First Name: TEST
Date of Birth: 01/01/1991		Phone Number: 1235551234
Address: 123 Any Street		City: Any Town
State: TN	County: Bedford	Zip Code: 12345
Gender: Male		Ethnicity: Unknown
Race: Black or African American		
MRN:		
<b>Submitter Information</b>		
Facility Name: Tennessee Dept. of Health Division of Lab Services		
Phone Number: 615-262-6300		Fax Number:
Address: 630 Hart Lane		City: Nashville
State: TN		Zip Code: 37243
Point of Contact: Gibbs, Paula		Fax Number:
Phone Number: 615-262-6300		
Ordering Provider: [REDACTED]		NPI: 1234567890
Phone Number: [REDACTED]		Fax Number:
Email: [REDACTED]		
Address: 630 Hart Lane		City: Nashville
State: AR		Zip Code: [REDACTED]
<b>Specimen Information</b>		
Collection Date And Time: 10/29/2020 12:30:00 PM		Test: COVID-19 RNA PCR
Specimen Type: Nasopharyngeal and oropharyngeal swab		
Outbreak/Event ID:		PUI ID:
Additional Comments/Information:		
<b>Q&amp;A</b>		
Is this the patient's first COVID-19 test?		Unknown
Is the patient hospitalized?		Unknown
Is the patient in the ICU?		Unknown
Is the patient a resident of a congregate care setting? (including nursing homes, residential care for people with intellectual and developmental disabilities, psychiatric treatment facilities, group homes, board and care homes, homeless shelter, foster care or other setting)		Unknown
Is the patient employed in Healthcare?		Unknown
Is the patient symptomatic, as defined by the CDC?		No

**Portal  
Order ID**

# Test Order Confirmation

- Click **COPY ORDER** to add more orders for the same facility
  - All information from the current order (excluding patient and insurance information) will be copied

## Order Placed

Your test order **OIDIL200000012** has been successfully submitted. Please check All Specimens section of your Dashboard for status updates.

Click Print button below to view/print the completed submission form.

Click Copy Order button to apply current order information to the new order.

PRINT

**COPY ORDER**

CLOSE

# Test Order Confirmation

- Click **CLOSE** to display the TRF for the next patient
  - If no additional patients will be entered, navigate back to the dashboard to close the TRF

## Order Placed

Your test order **OIDIL200000012** has been successfully submitted. Please check All Specimens section of your Dashboard for status updates.

Click Print button below to view/print the completed submission form.

Click Copy Order button to apply current order information to the new order.

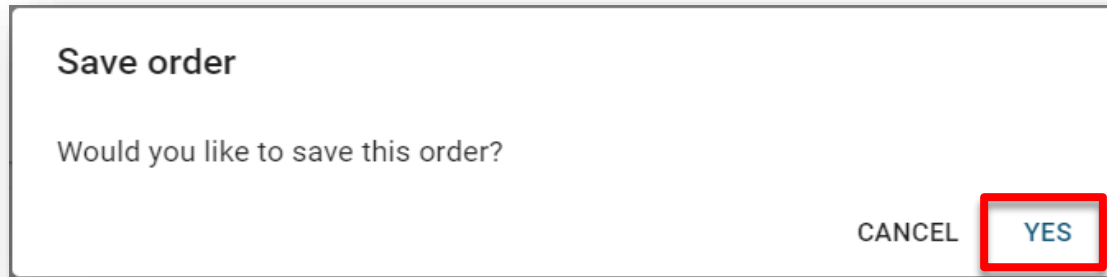
PRINT

COPY ORDER

**CLOSE**

# Saving Incomplete Test Orders

- Incomplete test orders may be saved to be completed and submitted later



Save order

Would you like to save this order?

CANCEL YES

A dialog box with a white background and a thin grey border. The title is "Save order". Below the title is the question "Would you like to save this order?". At the bottom right, there are two buttons: "CANCEL" and "YES". The "YES" button is highlighted with a red rectangular border.

- After saving, a confirmation order will be displayed with the Portal Order ID for that specimen
  - Incomplete orders will be accessible in the **Incomplete Orders** data grid



Order saved

Your test order has been saved as **OIDIL200000013** in Incomplete Orders.

CLOSE

A confirmation dialog box with a white background and a thin grey border. The title is "Order saved". Below the title is the message "Your test order has been saved as **OIDIL200000013** in Incomplete Orders." The ID "OIDIL200000013" is highlighted with a red rectangular border. At the bottom right, there is a "CLOSE" button.



# Incomplete Orders

Number of Incomplete Orders

USER NAME

Quick Search

KEY	SPECIMEN ID	PATIENT NAME	PATIENT DOB	PATIENT MRN	DATE CREATED
OIDTN2200002248		Setilin, Den M	01/01/1997	MRN1	10/28/2020 02:56 pm
OIDTN2200002245		ZELENIK-1, PERIL M	01/01/1990	MRN1	10/24/2020 02:23 pm

ORDER TESTS

BATCH ORDER

VIEW REPORTS

- To retrieve the saved order:
- Navigate to the **Incomplete Orders** navigation link
- Locate the order record and click on it.
- To discard saved order, click on the icon.



TM

# Batch Ordering

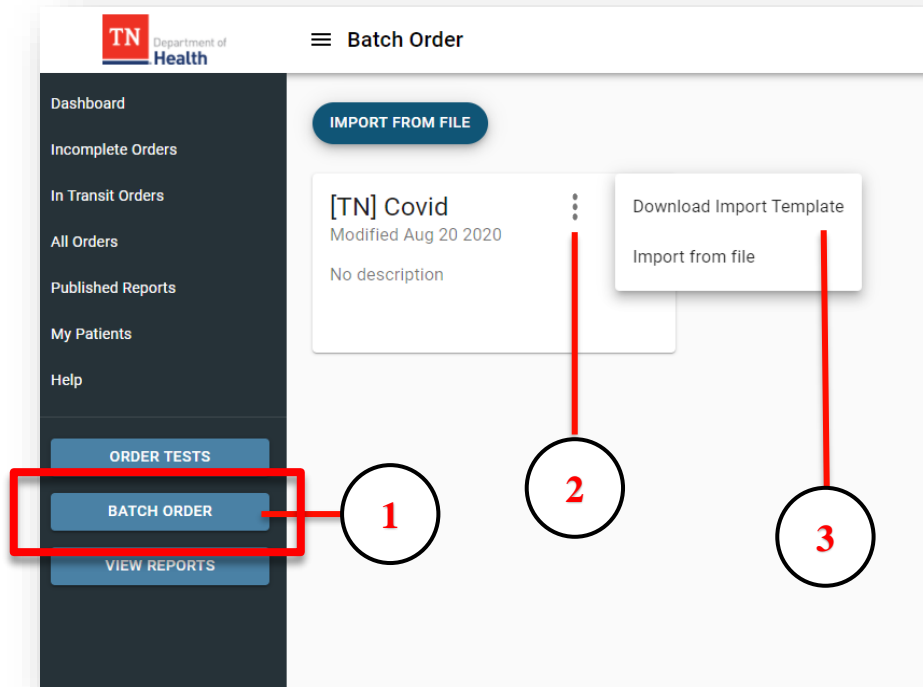
# Batch Orders

- The Batch Order function allows users to upload multiple test orders at once

The screenshot displays the TN Department of Health's Batch Order interface. On the left, a dark sidebar contains navigation links: Dashboard, Incomplete Orders, In Transit Orders, All Orders, Published Reports, My Patients, and Help. Below these links are three prominent blue buttons: ORDER TESTS, BATCH ORDER, and VIEW REPORTS. A red arrow points to the BATCH ORDER button. The main content area features a 'Batch Order' header, an 'IMPORT FROM FILE' button, and a card for '[TN] Covid' with a modification date of 'Aug 20 2020' and 'No description'.

# Batch Orders

- Download the **Import Template** required for the Batch Order **prior** to specimen collection and submission.
- This is important in order to correctly gather the required order fields and patient information.



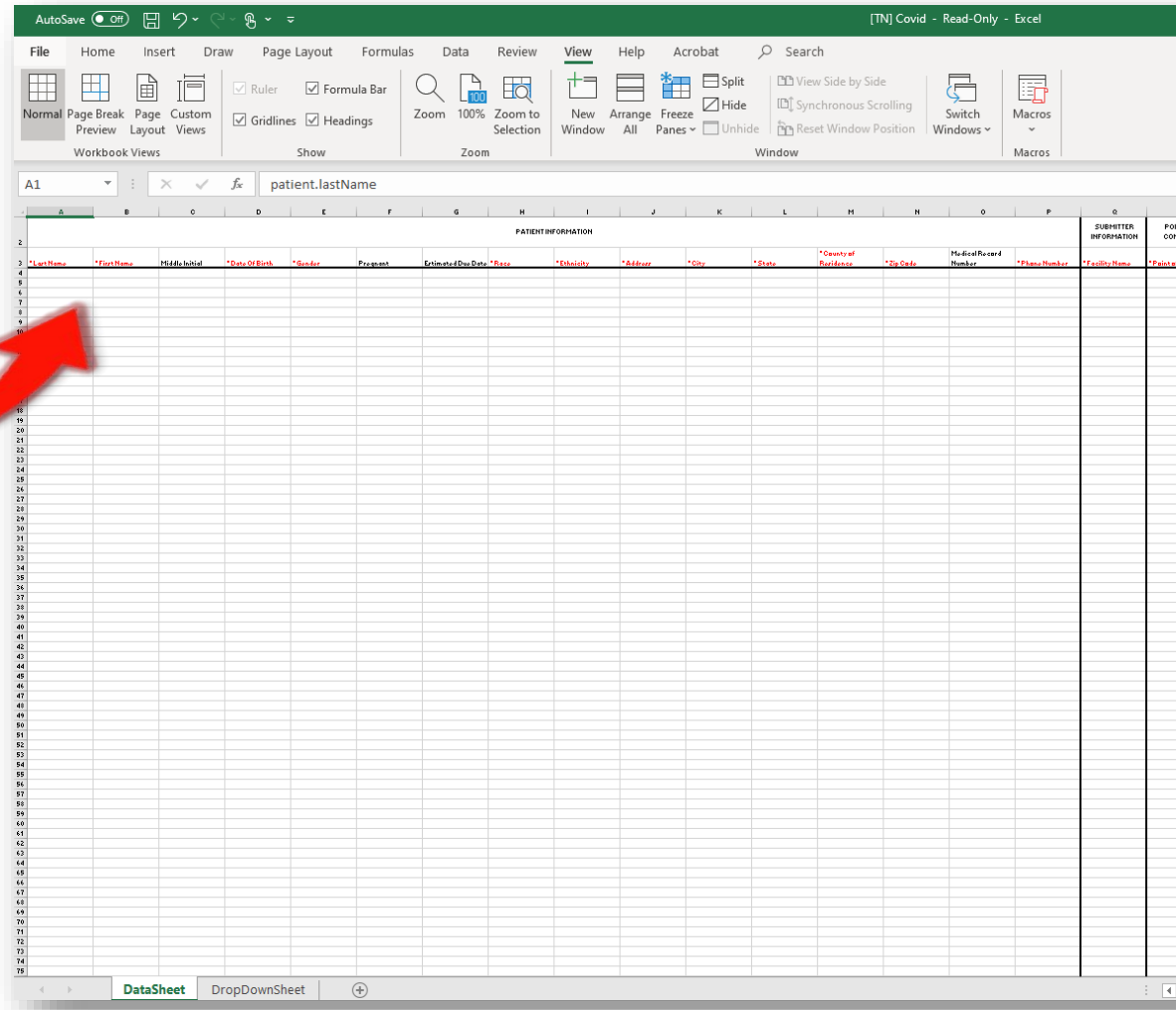
## To Download the Excel Spreadsheet

1. Click **BATCH ORDER** button on the **Dashboard**.
2. Click the 3-button link on the upper corner of the tile.
3. Select **Download Import Template** from the two menu options.
4. Save the excel spreadsheet.
5. Open the saved Excel Spreadsheet and fill the required details in the fields.

**Note:** the dropdown menus for some of the required values.

# Batch Import Template

- Enter one line for each specimen that is being submitted.
- Requirements of the **Batch Import Template:**
  - All fields in **red** are required
  - ALWAYS download the template for every use



# Batch Import Template

The image shows a screenshot of an Excel spreadsheet titled "[TN] Covid - Read-Only - Excel". The spreadsheet is a patient information template. The header row (row 3) contains the following fields: \* Last Name, \* First Name, Middle Initial, \* Date Of Birth, \* Gender, and Pregnant. The \* Gender field in row 4 has a dropdown menu open, showing the following options: Female, Male, Unknown, Ambiguous, Not Applicable, and Other. A red arrow points to the dropdown menu.

	A	B	C	D	E	F
2						
3	* Last Name	* First Name	Middle Initial	* Date Of Birth	* Gender	Pregnant
4					Female Male Unknown Ambiguous Not Applicable Other	
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

- Use the drop-down choices in fields where available

# Importing Batch Orders

1. Click the **Batch Order** Call-To-Action Button
2. Click **IMPORT FROM FILE**

The screenshot displays the TN Department of Health interface for managing batch orders. On the left, a dark sidebar contains navigation options: Dashboard, Incomplete Orders, In Transit Orders, All Orders, Published Reports, My Patients, and Help. Below these are three call-to-action buttons: ORDER TESTS, BATCH ORDER (highlighted with a red box and circled '1'), and VIEW REPORTS. The main content area is titled 'Batch Order' and features a blue button labeled 'IMPORT FROM FILE' (circled '2'). Below this button is a card for a '[TN] Covid' order, modified on Aug 20, 2020, with no description. A red arrow points from the three-dot menu icon on this card to the 'Import From File' dialog box. The dialog box, circled '3', has a title 'Import From File' and a dropdown menu for 'Batch Import Program \*'. It contains a dashed box for file attachment with the text 'Attach File To Import' and 'Drag & drop a file to attach it, or Browse for a file'. At the bottom right of the dialog are 'CANCEL' and 'IMPORT' buttons.

**NOTE:** The Import from File option can also be accessed by clicking the **:** icon on the [TN] Covid Tile

# Importing Batch Orders

3. Click the drop-down arrow and select [TN] Covid
4. Drag & Drop –OR– Search for the Import Template File
5. Click **IMPORT** to upload the file

The screenshot displays the TN Department of Health 'Batch Order' interface. A sidebar on the left contains navigation options: Dashboard, Incomplete Orders, In Transit Orders, All Orders, Published Reports, My Patients, and Help. Below the sidebar are three buttons: ORDER TESTS, BATCH ORDER, and VIEW REPORTS. The main content area shows a 'Batch Order' card for '[TN] Covid' with a modification date of 'Aug 20' and 'No description'. A red arrow points from the 'IMPORT FROM FILE' button to the 'Import From File' dialog box. The dialog box has a title bar with a close button (circled 3) and a dropdown menu showing '[TN] Covid'. Below the dropdown is a dashed box for file upload with the text 'Drag & drop a file to attach it, or Browse for a file' (circled 4). At the bottom of the dialog are 'CANCEL' and 'IMPORT' buttons (circled 5).



# Importing Batch Orders

- If the required fields are not completed in the Batch Import Template before uploading, the user will receive an error message.

**Warning**

Some records were imported with errors. Hover over the (📄 icon) on the left of the record to view the details.

Please correct the errors by populating the missing fields in the grid or delete and reimport the corrected record from spreadsheet.

[CLOSE](#)

- Click on the 📄 icon beside each to view the details of the error(s)



Department of Health [TN] Covid

Batch Order / [TN] Covid

ADD ROW COPY LAST REMOVE SELECTED IMPORT FROM FILE

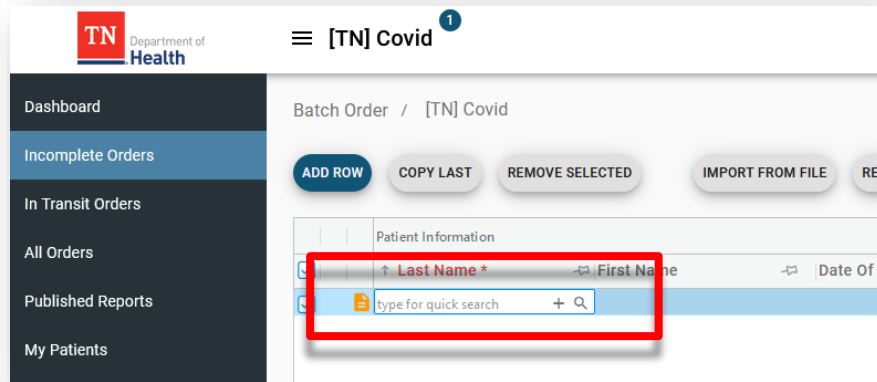
	Patient Information
<input type="checkbox"/>	↑ Last Name * First Name Date

**Spreadsheet line #4 errors:**

- Submitter Information: Facility Name - This field is required
- Patient Information: First Name - This field is required
- Patient Information: Last Name - Invalid Date
- Patient Information: Gender - This field is required
- Patient Information: Race - This field is required

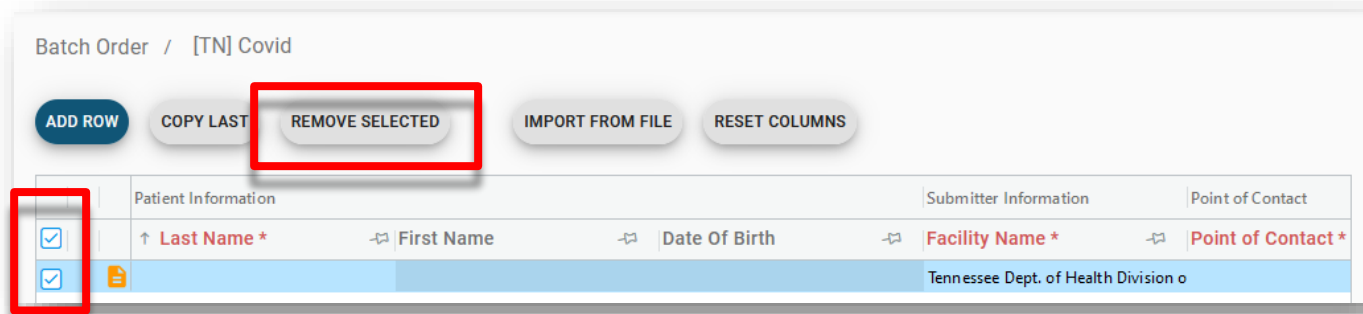
# Importing Batch Orders

- The errors must be corrected before submitting the Batch Order
  - Manually correct the errors for each line



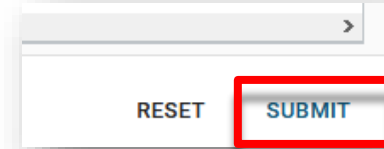
**OR**

- Delete the uploaded entries, correct the spreadsheet, and re-upload the file

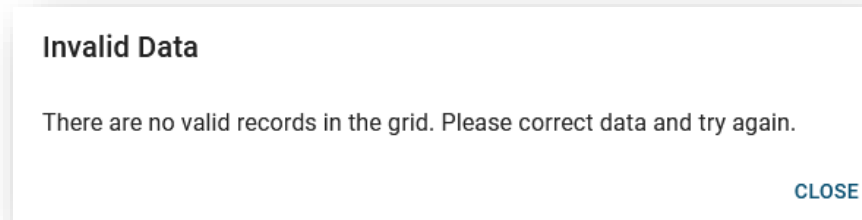



# Importing Batch Orders

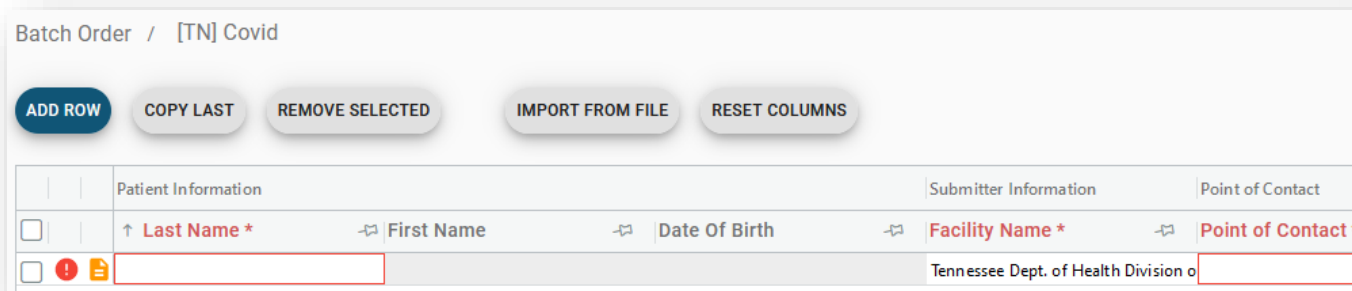
- Once all entries are ready to submit, click **SUBMIT** in the bottom right corner



- If errors exist when submitting, a warning will be displayed





- After closing the warning, the  icon will be displayed next to the entry with errors
  - The fields with errors will be highlighted in red



Batch Order / [TN] Covid

ADD ROW COPY LAST REMOVE SELECTED IMPORT FROM FILE RESET COLUMNS

	Patient Information	Submitter Information	Point of Contact
<input type="checkbox"/>	↑ Last Name * First Name Date Of Birth	Facility Name *	Point of Contact *
<input type="checkbox"/>  		Tennessee Dept. of Health Division o	

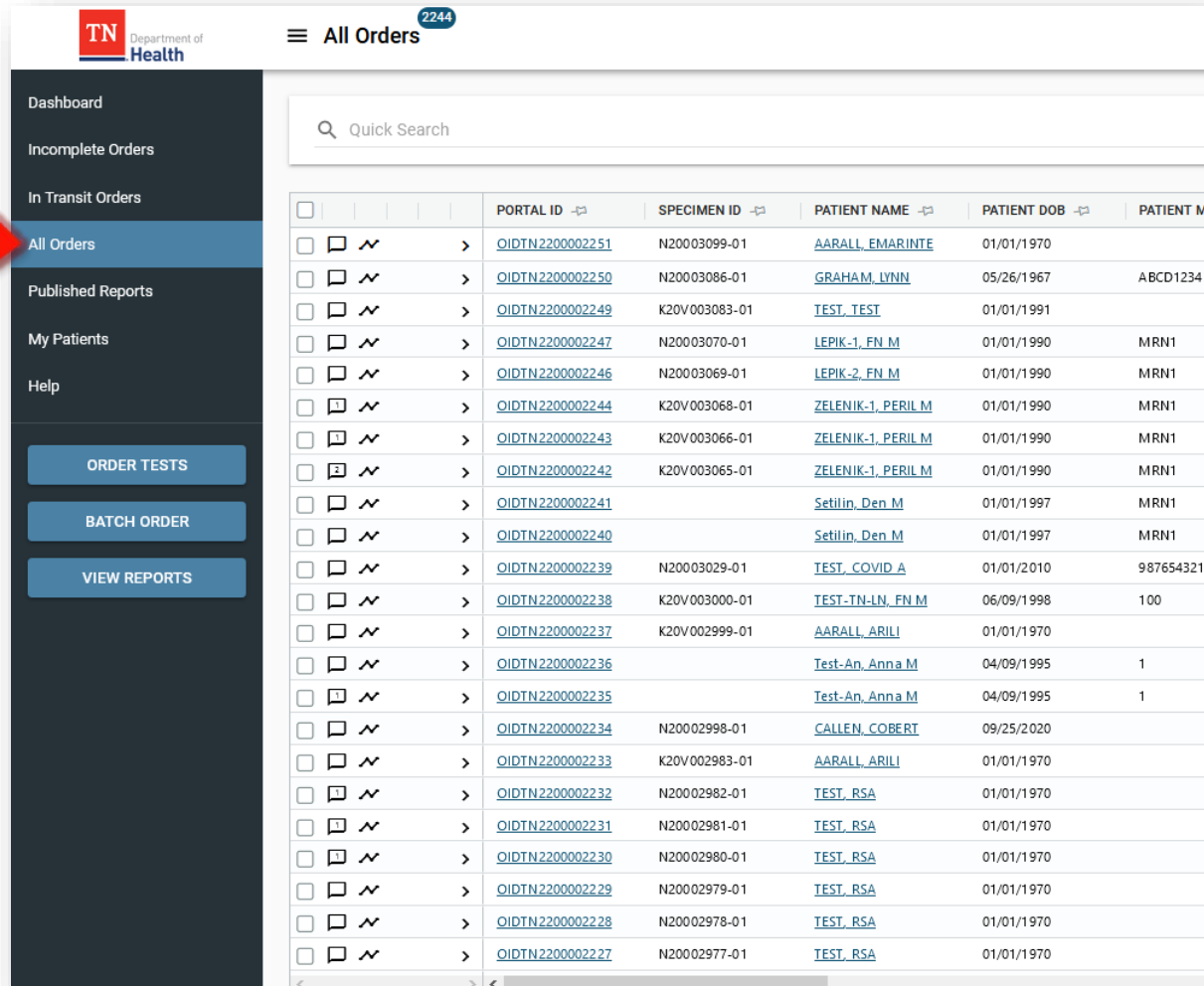


TM

# Accessing Orders, Reports, and Patients

# Tracking Order Status

- To see a status of your test order, open **All Orders** grid



The screenshot shows the 'All Orders' grid in the TN Department of Health system. The left sidebar contains navigation options: Dashboard, Incomplete Orders, In Transit Orders, **All Orders** (highlighted with a red arrow), Published Reports, My Patients, and Help. Below these are buttons for 'ORDER TESTS', 'BATCH ORDER', and 'VIEW REPORTS'. The main area displays a table of orders with columns for Portal ID, Specimen ID, Patient Name, Patient DOB, and Patient MRN. A search bar is located at the top of the grid.

				PORTAL ID	SPECIMEN ID	PATIENT NAME	PATIENT DOB	PATIENT MRN
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>	<a href="#">OIDTN2200002251</a>	N20003099-01	<a href="#">AARALL, EMARINTE</a>	01/01/1970	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>	<a href="#">OIDTN2200002250</a>	N20003086-01	<a href="#">GRAHAM, LYNN</a>	05/26/1967	ABCD1234
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>	<a href="#">OIDTN2200002249</a>	K20V003083-01	<a href="#">TEST, TEST</a>	01/01/1991	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>	<a href="#">OIDTN2200002247</a>	N20003070-01	<a href="#">LEPIK-1, FN M</a>	01/01/1990	MRN1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>	<a href="#">OIDTN2200002246</a>	N20003069-01	<a href="#">LEPIK-2, FN M</a>	01/01/1990	MRN1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>	<a href="#">OIDTN2200002244</a>	K20V003068-01	<a href="#">ZELENIK-1, PERIL M</a>	01/01/1990	MRN1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>	<a href="#">OIDTN2200002243</a>	K20V003066-01	<a href="#">ZELENIK-1, PERIL M</a>	01/01/1990	MRN1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>	<a href="#">OIDTN2200002242</a>	K20V003065-01	<a href="#">ZELENIK-1, PERIL M</a>	01/01/1990	MRN1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>	<a href="#">OIDTN2200002241</a>		<a href="#">Setilin, Den M</a>	01/01/1997	MRN1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>	<a href="#">OIDTN2200002240</a>		<a href="#">Setilin, Den M</a>	01/01/1997	MRN1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>	<a href="#">OIDTN2200002239</a>	N20003029-01	<a href="#">TEST, COVID A</a>	01/01/2010	987654321
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>	<a href="#">OIDTN2200002238</a>	K20V003000-01	<a href="#">TEST-TN-LN, FN M</a>	06/09/1998	100
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>	<a href="#">OIDTN2200002237</a>	K20V002999-01	<a href="#">AARALL, ARILI</a>	01/01/1970	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>	<a href="#">OIDTN2200002236</a>		<a href="#">Test-An, Anna M</a>	04/09/1995	1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>	<a href="#">OIDTN2200002235</a>		<a href="#">Test-An, Anna M</a>	04/09/1995	1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>	<a href="#">OIDTN2200002234</a>	N20002998-01	<a href="#">CALLEN, COBERT</a>	09/25/2020	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>	<a href="#">OIDTN2200002233</a>	K20V002983-01	<a href="#">AARALL, ARILI</a>	01/01/1970	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>	<a href="#">OIDTN2200002232</a>	N20002982-01	<a href="#">TEST, RSA</a>	01/01/1970	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>	<a href="#">OIDTN2200002231</a>	N20002981-01	<a href="#">TEST, RSA</a>	01/01/1970	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>	<a href="#">OIDTN2200002230</a>	N20002980-01	<a href="#">TEST, RSA</a>	01/01/1970	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>	<a href="#">OIDTN2200002229</a>	N20002979-01	<a href="#">TEST, RSA</a>	01/01/1970	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>	<a href="#">OIDTN2200002228</a>	N20002978-01	<a href="#">TEST, RSA</a>	01/01/1970	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>	<a href="#">OIDTN2200002227</a>	N20002977-01	<a href="#">TEST, RSA</a>	01/01/1970	

# Tracking Order Status

The screenshot shows the 'All Orders' page with a table of orders. The 'STATUS' column is highlighted with a red box, and a red arrow points from the 'STATUS' header to the 'InTransit' entries in the table.

	DATE COLLECTED	DATE SUBMITTED	FACILITY NAME	SPECIMEN TYPE	STATUS	OUTCOME	DATE RECEIVED
<input type="checkbox"/>	11/05/2020 08:25 am	11/05/2020 08:26 am	Tennessee Dept. of Health Division of Lab Services	Nasopharyngeal swab	InTransit		
<input type="checkbox"/>	11/01/2020 10:45 am	11/02/2020 11:26 am	Tennessee Dept. of Health Division of Lab Services	Nasopharyngeal swab	InTransit		
<input type="checkbox"/>	10/29/2020 13:30 pm	10/29/2020 01:13 pm	Tennessee Dept. of Health Division of Lab Services	Nasopharyngeal and oropharyngeal swab	InTransit		
<input type="checkbox"/>	10/24/2020 02:25 pm	10/24/2020 02:29 pm	Tennessee Dept. of Health Division of Lab Services	Nasal swab	InTransit		
<input type="checkbox"/>	10/24/2020 02:25 pm	10/24/2020 02:29 pm	Tennessee Dept. of Health Division of Lab Services	Nasal swab	InTransit		
<input type="checkbox"/>	10/24/2020 02:20 pm	10/24/2020 02:29 pm	Tennessee Dept. of Health Division of Lab Services	Nasal swab	Canceled	Not Tested	
<input type="checkbox"/>	10/23/2020 03:50 pm	10/23/2020 03:54 pm	Tennessee Dept. of Health Division of Lab Services	Nasal swab	Canceled	Not Tested	
<input type="checkbox"/>	10/23/2020 03:50 pm	10/23/2020 03:54 pm	Tennessee Dept. of Health Division of Lab Services	Nasal swab	Canceled	Not Tested	
<input type="checkbox"/>	10/23/2020 03:21 pm	10/28/2020 02:49 pm	Tennessee Dept. of Health Division of Lab Services	Whole Blood	InTransit		
<input type="checkbox"/>	10/23/2020 03:21 pm	10/23/2020 03:25 pm	Tennessee Dept. of Health Division of Lab Services	Whole Blood	InTransit		
<input type="checkbox"/>	10/19/2020 09:17 am	10/19/2020 11:53 am	Tennessee Dept. of Health Division of Lab Services	Nasopharyngeal swab	InTransit		
<input type="checkbox"/>	09/30/2020 12:45 pm	09/30/2020 12:49 pm	Tennessee Dept. of Health Division of Lab Services	Nasal swab	InTransit		
<input type="checkbox"/>	09/29/2020 05:14 am	09/30/2020 12:19 pm	Tennessee Dept. of Health Division of Lab Services	Nasal swab	InTransit		
<input type="checkbox"/>	09/30/2020 02:25 am	09/30/2020 02:28 am	Tennessee Dept. of Health Division of Lab Services	Serum	InTransit		
<input type="checkbox"/>	09/30/2020 02:06 am	09/30/2020 02:28 am	Tennessee Dept. of Health Division of Lab Services	Plasma	Canceled		
<input type="checkbox"/>	09/25/2020 05:12 pm	09/25/2020 05:12 pm	Tennessee Dept. of Health Division of Lab Services	Nasal swab	InTransit		
<input type="checkbox"/>	09/23/2020 03:02 pm	09/25/2020 03:06 pm	Tennessee Dept. of Health Division of Lab Services	Nasal swab	InTransit		
<input type="checkbox"/>	09/15/2020 03:46 pm	09/25/2020 09:42 am	Tennessee Dept. of Health Division of Lab Services	Nasal swab	Canceled	Not Tested	
<input type="checkbox"/>	09/15/2020 03:46 pm	09/25/2020 09:42 am	Tennessee Dept. of Health Division of Lab Services	Nasal swab	Canceled	Not Tested	
<input type="checkbox"/>	09/15/2020 03:46 pm	09/25/2020 09:42 am	Tennessee Dept. of Health Division of Lab Services	Nasal swab	Canceled	Not Tested	
<input type="checkbox"/>	09/15/2020 03:46 pm	09/25/2020 09:42 am	Tennessee Dept. of Health Division of Lab Services	Nasal swab	InTransit		
<input type="checkbox"/>	09/15/2020 03:46 pm	09/25/2020 09:42 am	Tennessee Dept. of Health Division of Lab Services	Nasal swab	InTransit		


- **Status column:**

- **InTransit** – order has been submitted but not yet received by the lab
- **ReceivedInLab** – order has been received in lab but not yet tested
- **InProcess** – order is being tested by the lab
- **Released** – testing is done, order is released, results reports published
- **Canceled** – order is canceled

# Tracking Order Status

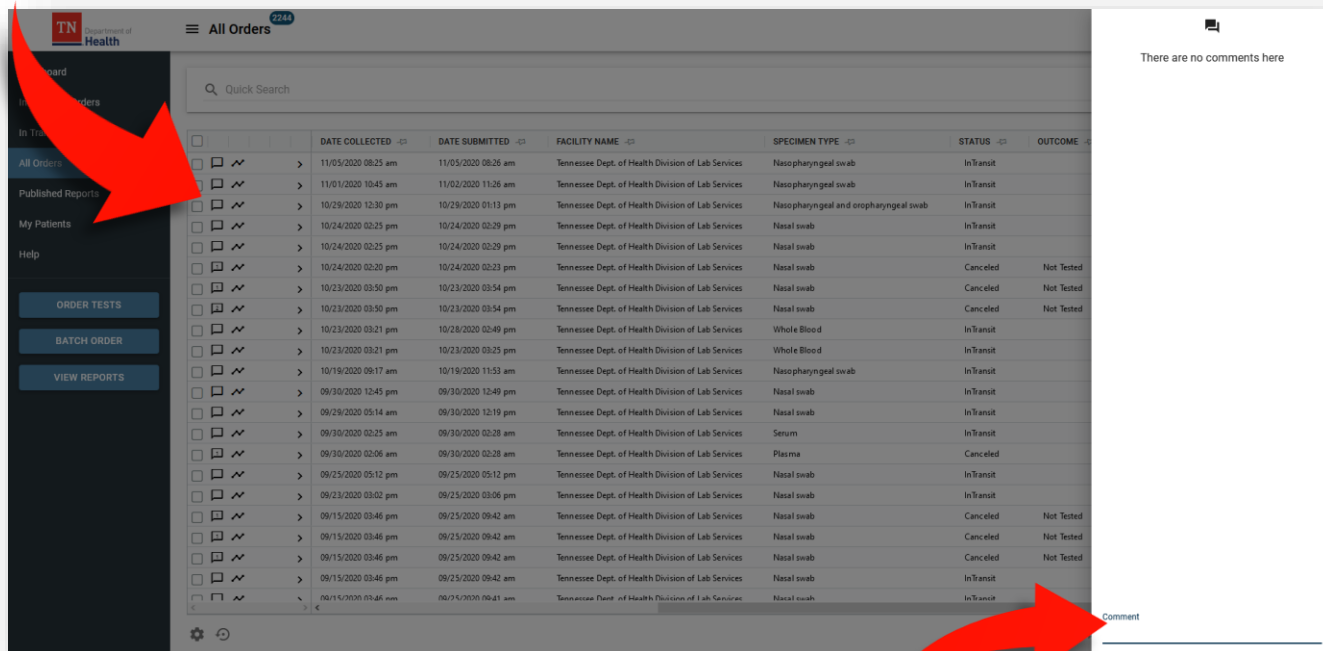
The screenshot shows the 'All Orders' page in the TN Department of Health system. The page has a dark sidebar on the left with navigation options like 'Dashboard', 'Incomplete Orders', 'In Transit Orders', 'All Orders', 'Published Reports', 'My Patients', and 'Help'. The main area contains a table of orders with columns for 'DATE COLLECTED', 'DATE SUBMITTED', 'FACILITY NAME', 'SPECIMEN TYPE', 'STATUS', 'OUTCOME', 'DATE RECEIVED', and 'LIMS ACCESSION ID'. A red arrow points to a specific order in the table. A callout box highlights the order's timeline, showing stages: 'Collected' (Nov 15 2019), 'Submitted' (Nov 18 2019), 'Received' (Nov 18 2019), 'In Process' (Nov 18 2019), 'Published Report' (Nov 18 2019), and 'Viewed Report' (Nov 18 2019).

	DATE COLLECTED	DATE SUBMITTED	FACILITY NAME	SPECIMEN TYPE	STATUS	OUTCOME	DATE RECEIVED	LIMS ACCESSION ID
<input type="checkbox"/>	11/05/2020 08:25 am	11/05/2020 08:26 am	Tennessee Dept. of Health Division of Lab Services	Nasopharyngeal swab	In Transit			N20003099
<input type="checkbox"/>	11/01/2020 10:45 am	11/02/2020 11:26 am	Tennessee Dept. of Health Division of Lab Services	Nasopharyngeal swab	In Transit			N20003086
<input type="checkbox"/>	10/29/2020 12:30 pm	10/29/2020 01:13 pm	Tennessee Dept. of Health Division of Lab Services	Nasopharyngeal and oropharyngeal swab	In Transit			K20003083
<input type="checkbox"/>	10/24/2020 02:25 pm	10/24/2020 02:29 pm	Tennessee Dept. of Health Division of Lab Services	Nasal swab	In Transit			N20003070
<input type="checkbox"/>	10/24/2020 02:25 pm	10/24/2020 02:29 pm	Tennessee Dept. of Health Division of Lab Services	Nasal swab	In Transit			N20003069
<input type="checkbox"/>	10/24/2020 02:20 pm	10/24/2020 02:23 pm	Tennessee Dept. of Health Division of Lab Services	Nasal swab	Canceled	Not Tested		K20003068
<input type="checkbox"/>	10/23/2020 03:50 pm	10/23/2020 03:54 pm	Tennessee Dept. of Health Division of Lab Services	Nasal swab	Canceled	Not Tested		K20003066
<input type="checkbox"/>	10/23/2020 03:50 pm	10/23/2020 03:54 pm	Tennessee Dept. of Health Division of Lab Services	Nasal swab	Canceled	Not Tested		K20003065
<input type="checkbox"/>	10/23/2020 03:21 pm	10/28/2020 02:49 pm	Tennessee Dept. of Health Division of Lab Services	Whole Blood	In Transit			
<input type="checkbox"/>	10/23/2020 03:21 pm	10/23/2020 03:25 pm	Tennessee Dept. of Health Division of Lab Services	Whole Blood	In Transit			
<input type="checkbox"/>	10/19/2020 09:17 am	10/19/2020 11:53 am	Tennessee Dept. of Health Division of Lab Services	Nasopharyngeal swab	In Transit			N20003029
<input type="checkbox"/>	09/30/2020 12:45 pm	09/30/2020 12:49 pm	Tennessee Dept. of Health Division of Lab Services	Nasal swab	In Transit			K20003000
<input type="checkbox"/>	09/30/2020 05:14 pm	09/30/2020 12:49 pm	Tennessee Dept. of Health Division of Lab Services	Nasal swab	In Transit			K20003000
<input type="checkbox"/>	09/30/2020 05:12 pm	09/30/2020 12:49 pm	Tennessee Dept. of Health Division of Lab Services	Nasal swab	In Transit			K20003000
<input type="checkbox"/>	09/23/2020 03:02 pm	09/23/2020 03:02 pm	Tennessee Dept. of Health Division of Lab Services	Nasal swab	In Transit			
<input type="checkbox"/>	09/15/2020 03:46 pm	09/15/2020 03:46 pm	Tennessee Dept. of Health Division of Lab Services	Nasal swab	In Transit			
<input type="checkbox"/>	09/15/2020 03:46 pm	09/25/2020 09:42 am	Tennessee Dept. of Health Division of Lab Services	Nasal swab	Canceled	Not Tested		N20002981
<input type="checkbox"/>	09/15/2020 03:46 pm	09/25/2020 09:42 am	Tennessee Dept. of Health Division of Lab Services	Nasal swab	Canceled	Not Tested		N20002980
<input type="checkbox"/>	09/15/2020 03:46 pm	09/25/2020 09:42 am	Tennessee Dept. of Health Division of Lab Services	Nasal swab	In Transit			N20002979
<input type="checkbox"/>	09/15/2020 03:46 pm	09/15/2020 09:41 am	Tennessee Dept. of Health Division of Lab Services	Nasal swab	In Transit			N20002978























- To view order related events across time, open **All Orders** grid, locate your order and hover over the  icon:


# View or Add Comments

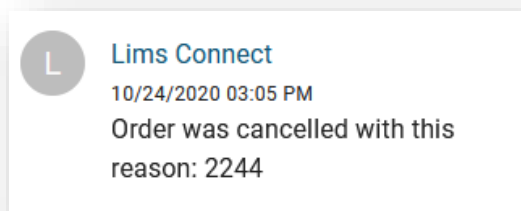
- Click on the  icon to view comments for a specimen




The screenshot shows the Lims Connect interface with a table of orders. A red arrow points to the comment icon in the first column of the table. Another red arrow points to the comment box on the right side of the interface.

		DATE COLLECTED	DATE SUBMITTED	FACILITY NAME	SPECIMEN TYPE	STATUS	OUTCOME
<input type="checkbox"/>		11/05/2020 08:25 am	11/05/2020 08:26 am	Tennessee Dept. of Health Division of Lab Services	Nasopharyngeal swab	In Transit	
<input type="checkbox"/>		11/01/2020 10:45 am	11/02/2020 11:26 am	Tennessee Dept. of Health Division of Lab Services	Nasopharyngeal swab	In Transit	
<input type="checkbox"/>		10/29/2020 12:30 pm	10/29/2020 01:13 pm	Tennessee Dept. of Health Division of Lab Services	Nasopharyngeal and oropharyngeal swab	In Transit	
<input type="checkbox"/>		10/24/2020 02:25 pm	10/24/2020 02:29 pm	Tennessee Dept. of Health Division of Lab Services	Nasal swab	In Transit	
<input type="checkbox"/>		10/24/2020 02:25 pm	10/24/2020 02:29 pm	Tennessee Dept. of Health Division of Lab Services	Nasal swab	In Transit	
<input type="checkbox"/>		10/24/2020 02:20 pm	10/24/2020 02:23 pm	Tennessee Dept. of Health Division of Lab Services	Nasal swab	Cancelled	Not Tested
<input type="checkbox"/>		10/23/2020 03:50 pm	10/23/2020 03:54 pm	Tennessee Dept. of Health Division of Lab Services	Nasal swab	Cancelled	Not Tested
<input type="checkbox"/>		10/23/2020 03:50 pm	10/23/2020 03:54 pm	Tennessee Dept. of Health Division of Lab Services	Nasal swab	Cancelled	Not Tested
<input type="checkbox"/>		10/23/2020 03:21 pm	10/28/2020 02:49 pm	Tennessee Dept. of Health Division of Lab Services	Whole Blood	In Transit	
<input type="checkbox"/>		10/23/2020 03:21 pm	10/23/2020 03:25 pm	Tennessee Dept. of Health Division of Lab Services	Whole Blood	In Transit	
<input type="checkbox"/>		10/19/2020 09:17 am	10/19/2020 11:53 am	Tennessee Dept. of Health Division of Lab Services	Nasopharyngeal swab	In Transit	
<input type="checkbox"/>		09/30/2020 12:45 pm	09/30/2020 12:49 pm	Tennessee Dept. of Health Division of Lab Services	Nasal swab	In Transit	
<input type="checkbox"/>		09/29/2020 05:14 am	09/30/2020 12:19 pm	Tennessee Dept. of Health Division of Lab Services	Nasal swab	In Transit	
<input type="checkbox"/>		09/30/2020 02:25 am	09/30/2020 02:28 am	Tennessee Dept. of Health Division of Lab Services	Serum	In Transit	
<input type="checkbox"/>		09/30/2020 02:06 am	09/30/2020 02:28 am	Tennessee Dept. of Health Division of Lab Services	Plasma	Cancelled	
<input type="checkbox"/>		09/25/2020 05:12 pm	09/25/2020 05:12 pm	Tennessee Dept. of Health Division of Lab Services	Nasal swab	In Transit	
<input type="checkbox"/>		09/23/2020 03:02 pm	09/25/2020 03:06 pm	Tennessee Dept. of Health Division of Lab Services	Nasal swab	In Transit	
<input type="checkbox"/>		09/15/2020 03:46 pm	09/25/2020 09:42 am	Tennessee Dept. of Health Division of Lab Services	Nasal swab	Cancelled	Not Tested
<input type="checkbox"/>		09/15/2020 03:46 pm	09/25/2020 09:42 am	Tennessee Dept. of Health Division of Lab Services	Nasal swab	Cancelled	Not Tested
<input type="checkbox"/>		09/15/2020 03:46 pm	09/25/2020 09:42 am	Tennessee Dept. of Health Division of Lab Services	Nasal swab	Cancelled	Not Tested
<input type="checkbox"/>		09/15/2020 03:46 pm	09/25/2020 09:42 am	Tennessee Dept. of Health Division of Lab Services	Nasal swab	In Transit	
<input type="checkbox"/>		09/15/2020 03:46 pm	09/25/2020 09:42 am	Tennessee Dept. of Health Division of Lab Services	Nasal swab	In Transit	

- Enter comments by typing into the comment box
- Orders with existing comments will show a number in the  icon



 **Lims Connect**  
10/24/2020 03:05 PM  
Order was cancelled with this reason: 2244



# Viewing Reports

- To view new (i.e. unread) published reports, click **VIEW REPORTS** button
- Unviewed reports will be in **bold** text

TN Department of Health

View Reports <sup>7</sup>

Quick Search



<input type="checkbox"/>		PORTAL ID ↕	SPECIMEN ID ↕	LIMS ACCESSIONING ID ↕	PATIENT NAME ↕	PATIENT DOB ↕	FACILITY NAME ↕
<input type="checkbox"/>		<b>OIDTN2200000008</b>	<b>N20V000099-01</b>	<b>N20000099</b>	NCOV19, TEST_003 Z	01/12/2000	Tennessee Dept. of
<input type="checkbox"/>		<b>OIDTN2200000009</b>	<b>N20V000100-01</b>	<b>N20000100</b>	NCOV19, TEST_004 Z	09/10/1981	Tennessee Dept. of
<input type="checkbox"/>		<b>OIDTN2200000018</b>	<b>N20V000109-01</b>	<b>N20000109</b>	NCOV19, TEST_013 Z	10/16/1970	Tennessee Dept. of
<input type="checkbox"/>		<b>OIDTN2200000019</b>	<b>N20V000110-01</b>	<b>N20000110</b>	NCOV19, TEST_014 Z	10/16/1970	Tennessee Dept. of
<input type="checkbox"/>		<b>OIDTN2200000025</b>	<b>N20V000120-01</b>	<b>N20000120</b>	NCOV-19, TEST_025 Z	12/12/1980	Tennessee Dept. of
<input type="checkbox"/>		<b>OIDTN2200000026</b>	<b>N20V000121-01</b>	<b>N20000121</b>	NCOV-19, TEST_026 Z	02/12/1981	Tennessee Dept. of
<input type="checkbox"/>		<b>OIDTN2200000028</b>	<b>N20V000123-01</b>	<b>N20000123</b>	NCOV-19, TEST_028 Z	08/21/2001	Tennessee Dept. of

- Click on the icon to download the report.

# Downloading Reports

The screenshot shows the 'View Reports' interface for the TN Department of Health. A table lists reports with columns for Portal ID, Specimen ID, LIMS Accessioning ID, Patient Name, Patient DOB, and Facility Name. A red arrow points from a PDF icon in the table to a 'Download Report' dialog box. The dialog box shows a green circle with a 'NEW' tag and the filename 'OIDTN2200000018-Final.pdf'.

	PORTAL ID	SPECIMEN ID	LIMS ACCESSIONING ID	PATIENT NAME	PATIENT DOB	FACILITY NAME
<input type="checkbox"/>	<a href="#">OIDTN2200000008</a>	N20V000099-01	<a href="#">N20000099</a>	NCOV19, TEST_003 Z	01/12/2000	Tennessee Dept. of
<input type="checkbox"/>	<a href="#">OIDTN2200000009</a>	N20V000100-01	<a href="#">N20000100</a>	NCOV19, TEST_004 Z	09/10/1981	Tennessee Dept. of
<input type="checkbox"/>	<a href="#">OIDTN2200000018</a>	N20V				
<input type="checkbox"/>	<a href="#">OIDTN2200000019</a>	N20V				
<input type="checkbox"/>	<a href="#">OIDTN2200000025</a>	N20V				
<input type="checkbox"/>	<a href="#">OIDTN2200000026</a>	N20V				
<input type="checkbox"/>	<a href="#">OIDTN2200000027</a>	N20V				
<input type="checkbox"/>	<a href="#">OIDTN2200000028</a>	N20V				
<input type="checkbox"/>	<a href="#">OIDTN2200000029</a>	N20V				
<input type="checkbox"/>	<a href="#">OIDTN2200000030</a>	N20V				

- After clicking the  icon, a dialog box will open
- Unopened reports will have a **NEW** and no checkmark  inside the green circle.
  - The type of the report (Final, etc.) will be displayed as a part of the PDF name.
- Once report has been viewed, the order disappears from the View Reports grid and moves to the **Published Reports** grid

# Downloading Reports

- Latest report always appears on top
- Click the 🕒 icon to open the report history
  - Provides an audit trail of all actions taken on the report

The screenshot displays the 'View Reports' interface for the TN Department of Health. The main table lists reports with columns for Portal ID, Specimen ID, LIMS Accessioning ID, Patient Name, and Patient DOB. A red arrow points from the 'Download Report' icon in the table to a modal window. This modal window shows a list of reports with a 'Download Report' icon (🕒) next to the second report. A second red arrow points from this icon to a larger, detailed modal window. This larger modal window shows the 'Download Report' history for the selected report, listing the user name, action, and date for each download attempt.

PORTAL ID	SPECIMEN ID	LIMS ACCESSIONING ID	PATIENT NAME	PATIENT DOB
OIDTN2200000008	N20V000099-01	N20000099	NCOV19_TEST_003 Z	01/12/2000
OIDTN2200000009	N20V000100-01	N20000100	NCOV19_TEST_004 Z	09/10/1981
OIDTN2200000018	N20V000109-01	N20000109	NCOV19_TEST_013 Z	10/16/1970
OIDTN2200000000				01/16/1970
OIDTN2200000000				02/12/1980
OIDTN2200000000				02/12/1981
OIDTN2200000000				08/21/2001

**Download Report**

Latest

- OIDTN2200000008-Final.pdf  
Nov 12 2020 12:13 PM **NEW**

Previous

- OIDTN2200000008-Final.pdf  
Feb 25 2020 04:26 PM
- OIDTN2200000008-Final.pdf  
Feb 25 2020 02:51 PM **NEW**
- OIDTN2200000008-Final.pdf  
Feb 25 2020 02:51 PM **NEW**

User Name	Action	Date
Lims Connect	Viewed	10/26/2020 11:28 AM

CLOSE

# Downloading Multiple Reports

- Click the **checkbox** beside the reports you wish to download
- A blue bar will appear above the grid

The screenshot shows the 'View Reports' page in the TN Department of Health system. The interface includes a sidebar with navigation options like 'Dashboard', 'Incomplete Orders', 'In Transit Orders', 'All Orders', 'Published Reports', 'My Patients', and 'Help'. The main area displays a table of reports. A blue bar above the table indicates that 4 reports are selected. A red box highlights the checkboxes for the first four rows of the table, which are checked. A red arrow points from the top of the grid to the '4 SELECTED' bar.

			PORTAL ID ↕	SPECIMEN ID ↕	LIMS ACCESSIONING ID ↕	PATIENT NAME ↕	PATIENT
<input checked="" type="checkbox"/>			<a href="#">OIDTN2200000008</a>	N20V000099-01	<a href="#">N20000099</a>	NCOV19, TEST_003 Z	01/12/
<input checked="" type="checkbox"/>			<a href="#">OIDTN2200000009</a>	N20V000100-01	<a href="#">N20000100</a>	NCOV19, TEST_004 Z	09/10/
<input checked="" type="checkbox"/>			<a href="#">OIDTN2200000018</a>	N20V000109-01	<a href="#">N20000109</a>	NCOV19, TEST_013 Z	10/16/
<input checked="" type="checkbox"/>			<a href="#">OIDTN2200000019</a>	N20V000110-01	<a href="#">N20000110</a>	NCOV19, TEST_014 Z	10/16/
<input type="checkbox"/>			<a href="#">OIDTN2200000025</a>	N20V000120-01	<a href="#">N20000120</a>	NCOV-19, TEST_025 Z	12/12/
<input type="checkbox"/>			<a href="#">OIDTN2200000026</a>	N20V000121-01	<a href="#">N20000121</a>	NCOV-19, TEST_026 Z	02/12/
<input type="checkbox"/>			<a href="#">OIDTN2200000028</a>	N20V000123-01	<a href="#">N20000123</a>	NCOV-19, TEST_028 Z	08/21/

- Click the download icon to download multiple reports
- The selected reports will download in a single PDF file

# Sending Reports


- Click on the ► icon to send a report to the provider

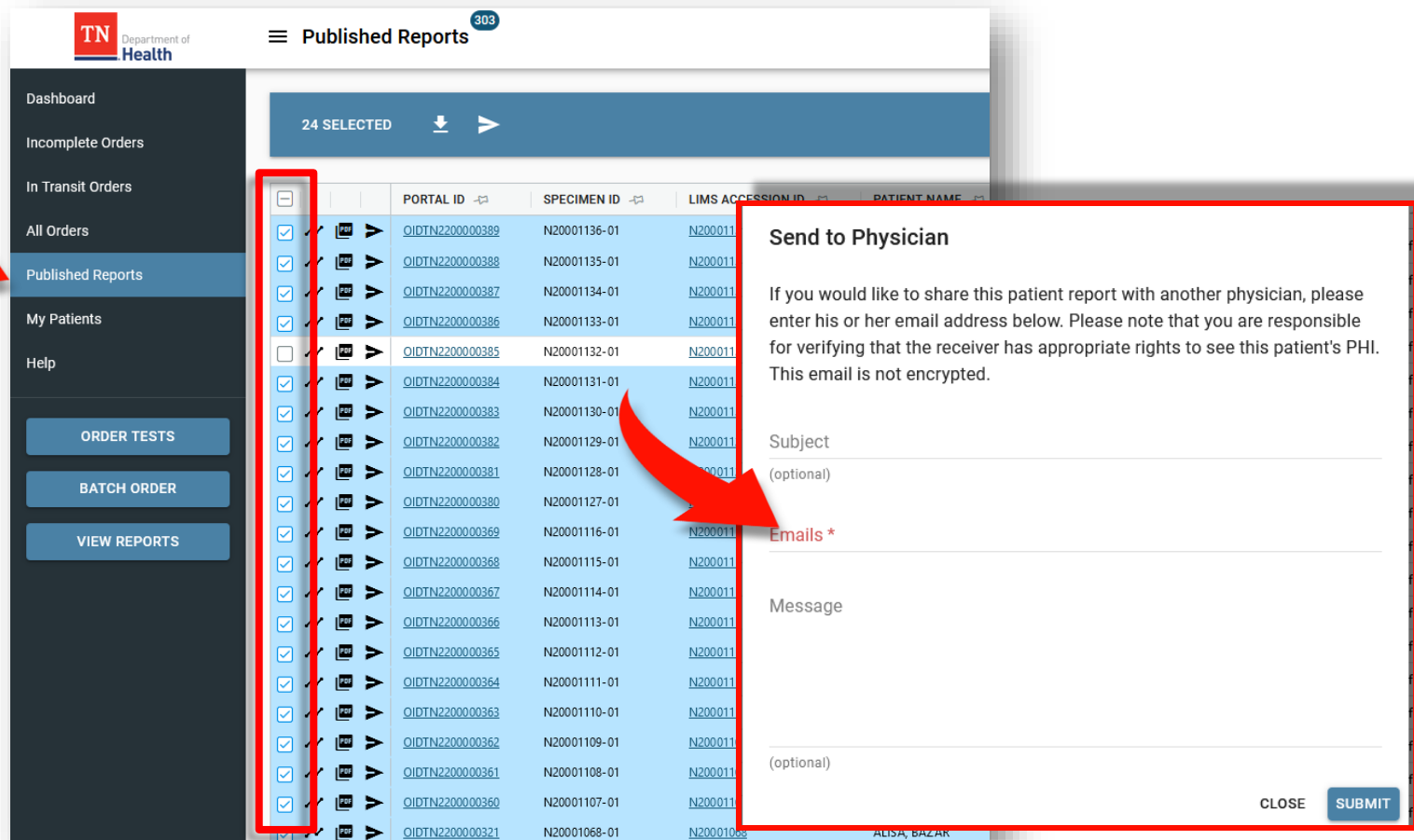
The screenshot shows the TN Department of Health 'View Reports' interface. The left sidebar contains navigation options: Dashboard, Incomplete Orders, In Transit Orders, All Orders, Published Reports, My Patients, and Help. Below these are three buttons: ORDER TESTS, BATCH ORDER, and VIEW REPORTS. The 'VIEW REPORTS' button is highlighted with a red box. A red arrow points from this button to a 'Send to Physician' modal window. The modal window contains the following text: 'Send to Physician', 'If you would like to share this patient report with another physician, please enter his or her email address below. Please note that you are responsible for verifying that the receiver has appropriate rights to see this patient's PHI. This email is not encrypted.', a 'Subject' field (optional), an 'Emails \*' field, and a 'Message' field. At the bottom right of the modal are 'CLOSE' and 'SUBMIT' buttons.

- Populate Subject, Email addresses, Message and click **Submit**.

**Note:** Recipient will get temporary access to the portal to download the shared report

# Sending Multiple Reports

- Navigate to the **Published Reports** page
- Select the checkboxes for the patients you wish to send
- Click the  icon in the blue bar to send multiple reports to the provider



**TN** Department of Health

Published Reports 303

24 SELECTED

	PORTAL ID	SPECIMEN ID	LIMS ACCESSION ID	PATIENT NAME
<input checked="" type="checkbox"/>	<a href="#">OIDTN2200000389</a>	N20001136-01	N200011	
<input checked="" type="checkbox"/>	<a href="#">OIDTN2200000388</a>	N20001135-01	N200011	
<input checked="" type="checkbox"/>	<a href="#">OIDTN2200000387</a>	N20001134-01	N200011	
<input checked="" type="checkbox"/>	<a href="#">OIDTN2200000386</a>	N20001133-01	N200011	
<input type="checkbox"/>	<a href="#">OIDTN2200000385</a>	N20001132-01	N200011	
<input checked="" type="checkbox"/>	<a href="#">OIDTN2200000384</a>	N20001131-01	N200011	
<input checked="" type="checkbox"/>	<a href="#">OIDTN2200000383</a>	N20001130-01	N200011	
<input checked="" type="checkbox"/>	<a href="#">OIDTN2200000382</a>	N20001129-01	N200011	
<input checked="" type="checkbox"/>	<a href="#">OIDTN2200000381</a>	N20001128-01	N200011	
<input checked="" type="checkbox"/>	<a href="#">OIDTN2200000380</a>	N20001127-01	N200011	
<input checked="" type="checkbox"/>	<a href="#">OIDTN2200000369</a>	N20001116-01	N200011	
<input checked="" type="checkbox"/>	<a href="#">OIDTN2200000368</a>	N20001115-01	N200011	
<input checked="" type="checkbox"/>	<a href="#">OIDTN2200000367</a>	N20001114-01	N200011	
<input checked="" type="checkbox"/>	<a href="#">OIDTN2200000366</a>	N20001113-01	N200011	
<input checked="" type="checkbox"/>	<a href="#">OIDTN2200000365</a>	N20001112-01	N200011	
<input checked="" type="checkbox"/>	<a href="#">OIDTN2200000364</a>	N20001111-01	N200011	
<input checked="" type="checkbox"/>	<a href="#">OIDTN2200000363</a>	N20001110-01	N200011	
<input checked="" type="checkbox"/>	<a href="#">OIDTN2200000362</a>	N20001109-01	N200011	
<input checked="" type="checkbox"/>	<a href="#">OIDTN2200000361</a>	N20001108-01	N200011	
<input checked="" type="checkbox"/>	<a href="#">OIDTN2200000360</a>	N20001107-01	N200011	
<input checked="" type="checkbox"/>	<a href="#">OIDTN2200000321</a>	N20001068-01	N200010	ALISA, BAZAR

### Send to Physician

If you would like to share this patient report with another physician, please enter his or her email address below. Please note that you are responsible for verifying that the receiver has appropriate rights to see this patient's PHI. This email is not encrypted.

Subject  
(optional)

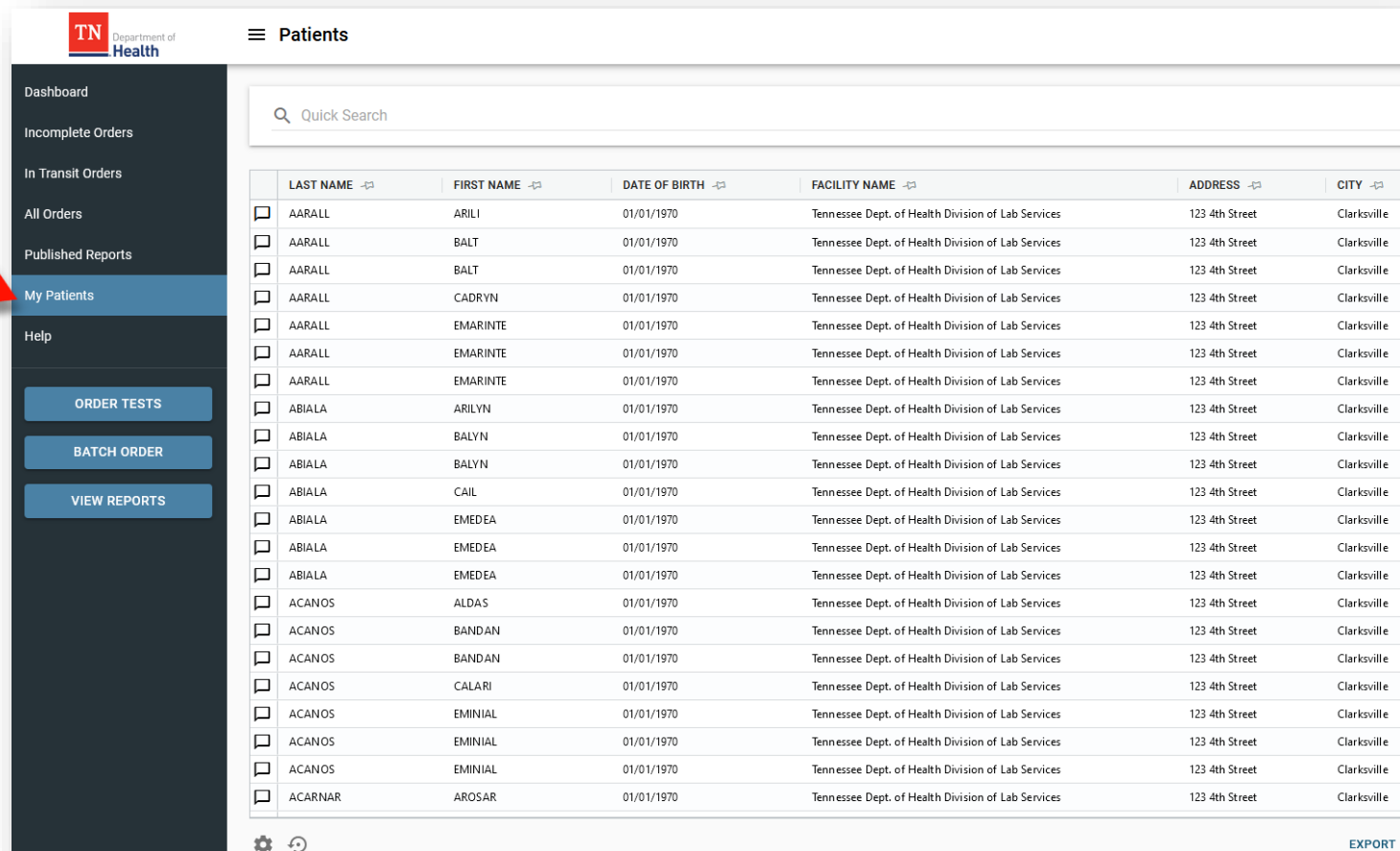
Emails \*

Message  
(optional)

CLOSE SUBMIT

# My Patients

- Click on **My Patients** link in the navigation bar to access your patients



The screenshot shows the 'My Patients' page in the TN Department of Health system. The page features a dark navigation bar on the left with the following items: Dashboard, Incomplete Orders, In Transit Orders, All Orders, Published Reports, My Patients (highlighted with a red arrow), and Help. Below the navigation bar are three buttons: ORDER TESTS, BATCH ORDER, and VIEW REPORTS. The main content area is titled 'Patients' and includes a 'Quick Search' field. Below the search field is a table with columns for LAST NAME, FIRST NAME, DATE OF BIRTH, FACILITY NAME, ADDRESS, and CITY. The table contains 20 rows of patient data, all from the Tennessee Dept. of Health Division of Lab Services, located at 123 4th Street, Clarksville. At the bottom right of the table is an 'EXPORT' link.

	LAST NAME	FIRST NAME	DATE OF BIRTH	FACILITY NAME	ADDRESS	CITY
<input type="checkbox"/>	AARALL	ARILI	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville
<input type="checkbox"/>	AARALL	BALT	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville
<input type="checkbox"/>	AARALL	BALT	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville
<input type="checkbox"/>	AARALL	CADRYN	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville
<input type="checkbox"/>	AARALL	EMARINTE	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville
<input type="checkbox"/>	AARALL	EMARINTE	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville
<input type="checkbox"/>	AARALL	EMARINTE	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville
<input type="checkbox"/>	ABIALA	ARILYN	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville
<input type="checkbox"/>	ABIALA	BALYN	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville
<input type="checkbox"/>	ABIALA	BALYN	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville
<input type="checkbox"/>	ABIALA	CAIL	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville
<input type="checkbox"/>	ABIALA	EMEDEA	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville
<input type="checkbox"/>	ABIALA	EMEDEA	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville
<input type="checkbox"/>	ABIALA	EMEDEA	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville
<input type="checkbox"/>	ACANOS	ALDAS	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville
<input type="checkbox"/>	ACANOS	BANDAN	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville
<input type="checkbox"/>	ACANOS	BANDAN	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville
<input type="checkbox"/>	ACANOS	CALARI	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville
<input type="checkbox"/>	ACANOS	EMINIAL	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville
<input type="checkbox"/>	ACANOS	EMINIAL	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville
<input type="checkbox"/>	ACANOS	EMINIAL	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville
<input type="checkbox"/>	ACARNAR	AROSAR	01/01/1970	Tennessee Dept. of Health Division of Lab Services	123 4th Street	Clarksville

**Note:** Patient page can also be accessed from **All Orders** grid by clicking on a Patient Name

# Edit Patient Information

- Click on the patient in the data grid to view patient demographics

The screenshot displays the TN Department of Health patient management system. The main interface shows a list of patients with columns for LAST NAME, FIRST NAME, DATE OF BIRTH, FACILITY NAME, ADDRESS, and CITY. A patient named ALAR is selected, and the 'DEMOGRAPHICS' tab is highlighted in a red box. The patient detail form shows the following information:

- Last Name: AGRAE
- First Name: ALAR
- Middle Initial: (blank)
- Date Of Birth: 01/01/1970
- Phone Number: (615) 837-5472
- Address: 123 4th Street
- State: TN
- Zip Code: 37040
- County of Residence: Montgomery
- Gender:  Female  Male  Unknown  Ambiguous  Not Applicable  Other
- Pregnant:  Yes  No  Unknown
- Race:  Asian  Black or African American  American Indian and Alaska Native  Other Race  Native Hawaiian/Pacific Islander  White
- Ethnicity:  Hispanic or Latino  Not Hispanic or Latino  Unknown
- Medical Record Number: (blank)

An 'EDIT' button is located at the bottom right of the patient detail form.

To edit patient demographics, click **EDIT**



# View Patient Orders

- From the Patient Demographic page, click on the **ORDERS** tab to view all orders for the selected patient

The screenshot shows the TN Department of Health Patient Demographics page. The left sidebar contains navigation options: Dashboard, Incomplete Orders, In Transit Orders, All Orders, Published Reports, My Patients, and Help. Below these are buttons for ORDER TESTS, BATCH ORDER, and VIEW REPORTS. The main content area has tabs for DEMOGRAPHICS and ORDERS. The ORDERS tab is highlighted with a red box. A red arrow points from the ORDERS tab in the first screenshot to the ORDERS tab in the second screenshot, which shows the patient's order list.

**Demographic Information:**

- Last Name: AGRAE
- First Name: ALAR
- Middle Initial:
- Date of Birth: 01/01/1970
- Address: 123 Street
- City: Clarksville
- County of Residence: Montgomery
- Gender:  Female  Male
- Pregnant:  Yes  No
- Race:  Asian  Black
- Ethnicity:  Hispanic or Latino
- Medical Record Number:

**Order List:**

PORTAL ID	STATUS	SPECIMEN ID	DATE COLLECTED	DATE SUBMITTED	FACILITY NAME	SPECIMEN TYPE
<a href="#">OIDTN200001124</a>	InTransit	N20001873-01	09/15/2020 03:46 pm	09/22/2020 10:20 am	Tennessee Dept. of Health Division of Lab Services	Nasal swab