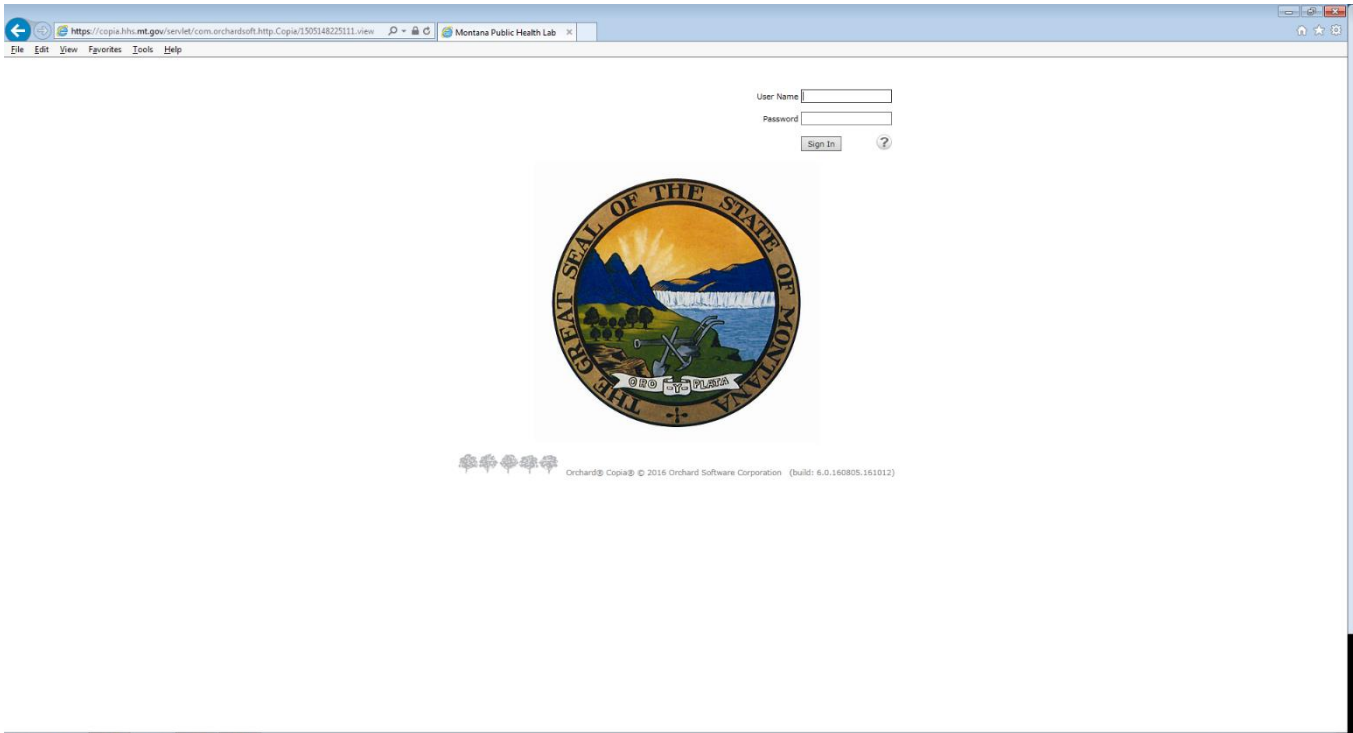
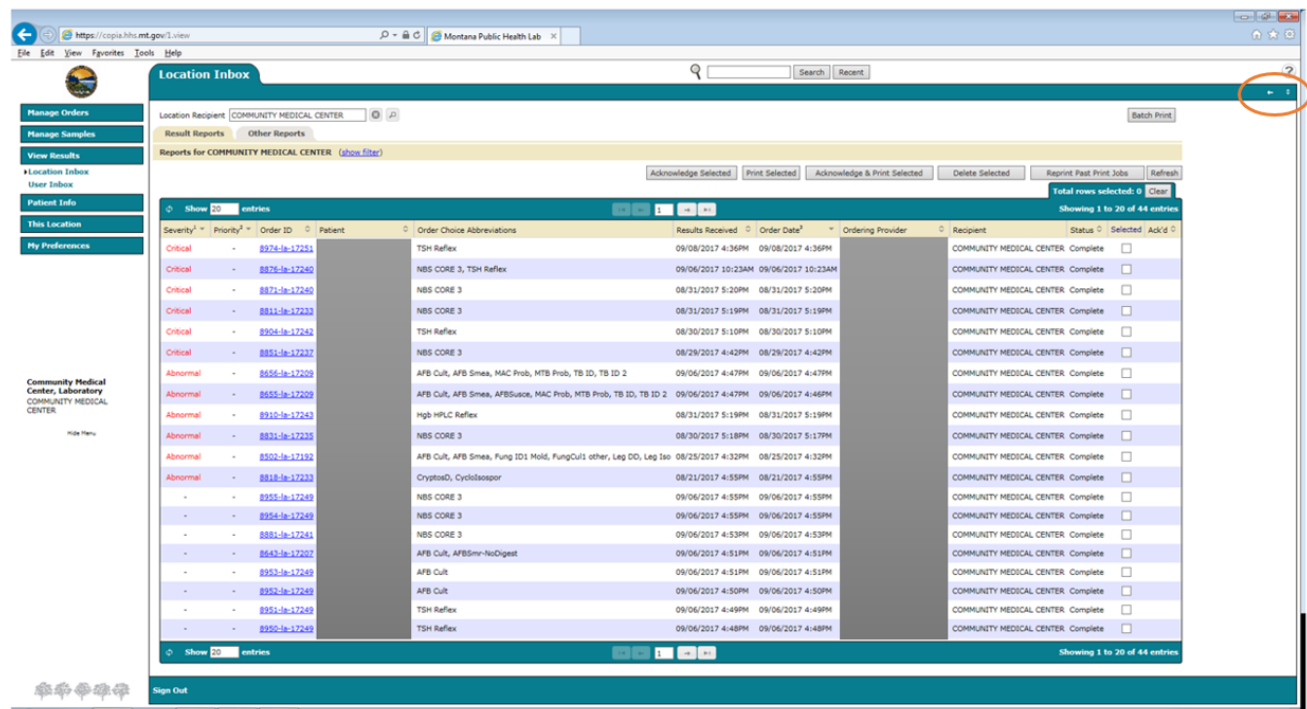


LAB PORTAL (formerly known as Copia/Outreach) USER INSTRUCTIONS – RESULT REPORTS AND GENERAL USE URL: <https://labportal.hhs.mt.gov>



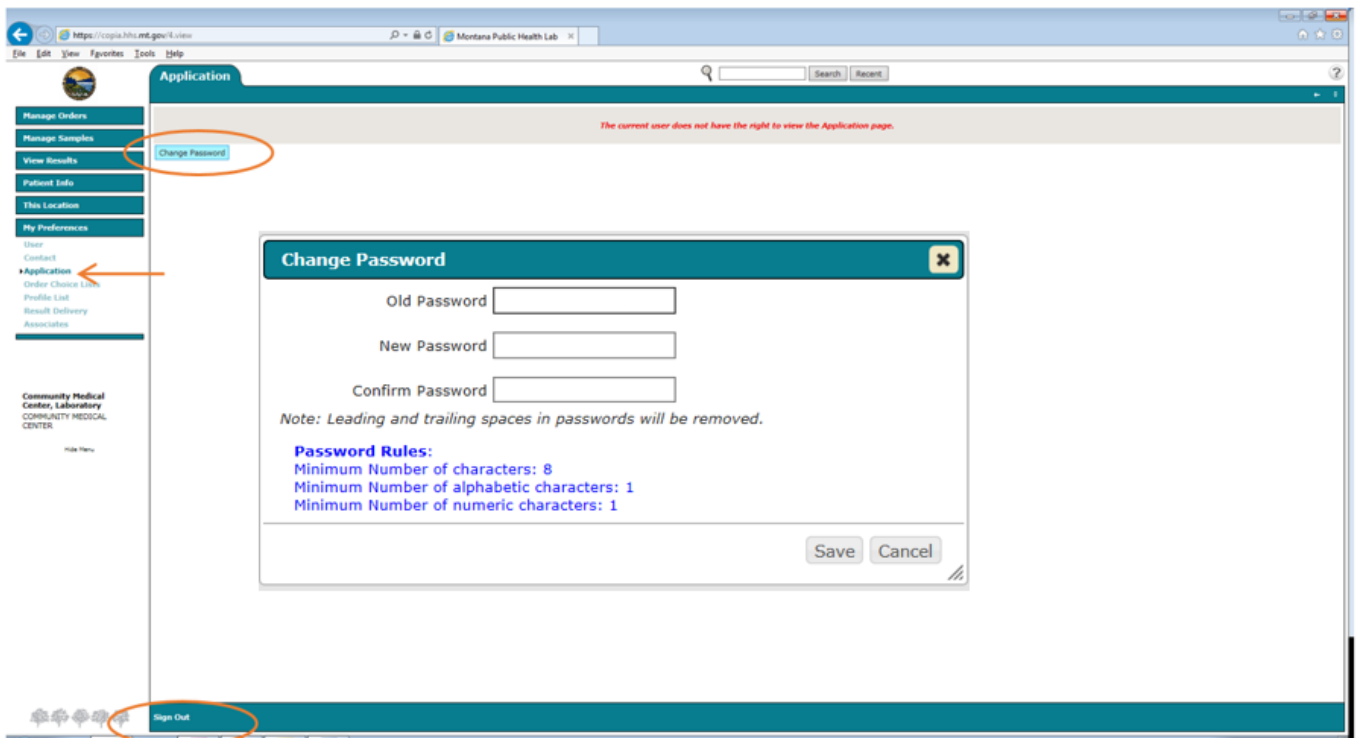
Upon log in, you are automatically directed to your location’s inbox. You will also see the navigation menu on the left side of the screen. This menu will always be available, despite where you navigate to. The left (or right) pointing arrow in the green header bar hides or shows the menu. The up and down arrow toggles screen size. Clicking on a green heading opens a sub-menu. Available options (governed by security settings) are bold.



## How to Change your Password in the Lab Portal

To change your password, click on **My Preferences>>Application**, and you will be taken to a new page. Click the **“Change Password”** button to assign a new password that conforms to password rules. Since there is only one log-in per facility, please ensure others are aware of the new password. MTPHL staff can unlock your system or reset the password as needed.

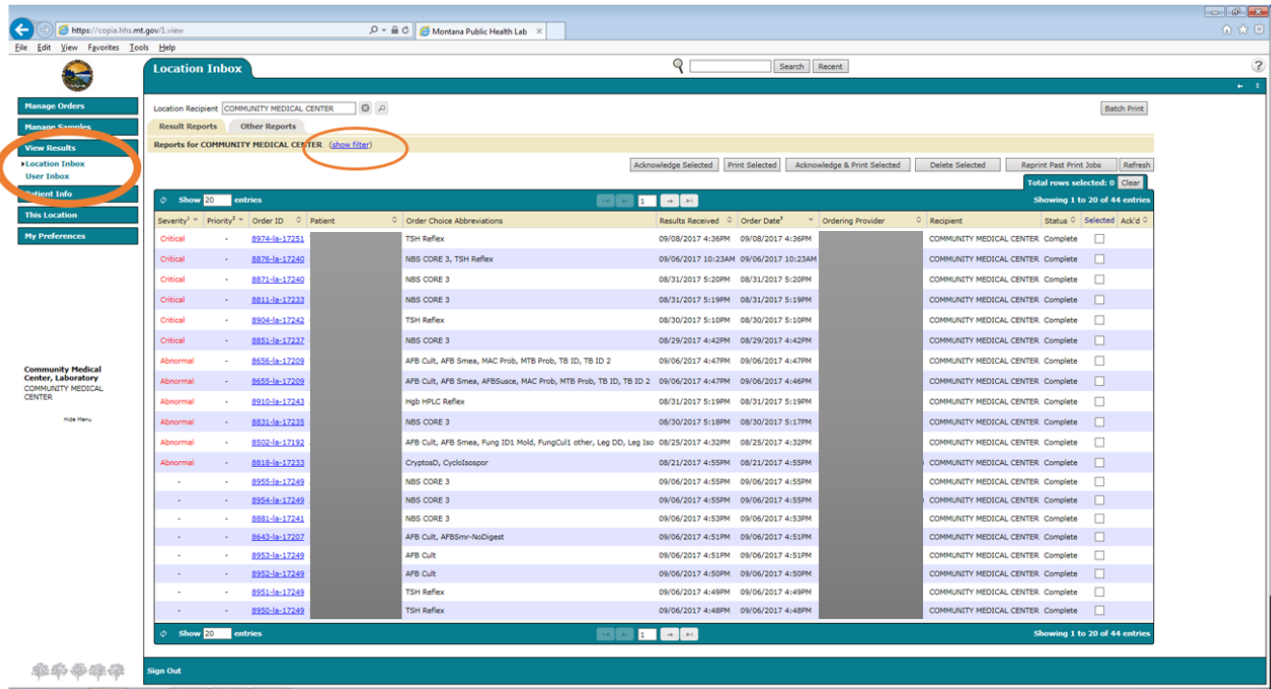
To sign out of Outreach, click the **“Sign Out”** link on the bottom left.



## ACCESSING PATIENT REPORTS IN THE LAB PORTAL

In the location inbox, you will see the list of any result reports delivered since you last acknowledged them. Any time you want to get back to this default screen, use the navigation menu on the left. Go to **View Results** and **Location Inbox**.

In the inbox, if you click on the “**show filter**” link, you can customize how the reports are filtered.



**Result Reports**    **Other Reports**

**Inbox Filter** ([hide filter](#))

Patient

Ordering Location

Ordering Provider

Status

Severity

Priority

Order Choice

[Select](#)    Name

Reports received in the past  days

Show:  Days include every day of the week  
 Days include only weekdays

Reports received  between: Start  /  /   :  AM    Now    Clear  
End  /  /   :  PM    Now    Clear

All unacknowledged reports

Hide Acknowledged Reports

The default filter is “all unacknowledged reports.” You can use any of the filter options on this screen to adjust how the reports are filtered (Patient, Severity, report date, etc.) If you change the settings, you may need to refresh the screen to update the list using the **refresh** button. Click the “hide filter” link to close the filter options.

The screenshot displays the 'Location Inbox' interface. The 'Filter' section is highlighted with a red circle, showing the 'All unacknowledged reports' option selected. The 'Refresh' button is also circled in red. The table below shows a list of reports with columns for Severity, Priority, Order ID, Patient, Order Choice Abbreviations, Results Received, Order Date, Ordering Provider, and Recipient.

Severity	Priority	Order ID	Patient	Order Choice Abbreviations	Results Received	Order Date	Ordering Provider	Recipient	Status	Selected	Ack'd
Critical	-	8975-ja-17251		TSH Reflex	09/08/2017 4:36PM	09/08/2017 4:36PM		COMMUNITY MEDICAL CENTER	Complete	<input type="checkbox"/>	<input type="checkbox"/>
Critical	-	8875-ja-17240		NBS CORE 3, TSH Reflex	09/06/2017 10:23AM	09/06/2017 10:23AM		COMMUNITY MEDICAL CENTER	Complete	<input type="checkbox"/>	<input type="checkbox"/>
Critical	-	8871-ja-17240		NBS CORE 3	08/31/2017 5:20PM	08/31/2017 5:20PM		COMMUNITY MEDICAL CENTER	Complete	<input type="checkbox"/>	<input type="checkbox"/>
Critical	-	8811-ja-17233		NBS CORE 3	08/31/2017 5:19PM	08/31/2017 5:19PM		COMMUNITY MEDICAL CENTER	Complete	<input type="checkbox"/>	<input type="checkbox"/>
Critical	-	8904-ja-17243		TSH Reflex	08/30/2017 5:10PM	08/30/2017 5:10PM		COMMUNITY MEDICAL CENTER	Complete	<input type="checkbox"/>	<input type="checkbox"/>
Critical	-	8851-ja-17232		NBS CORE 3	08/29/2017 4:42PM	08/29/2017 4:42PM		COMMUNITY MEDICAL CENTER	Complete	<input type="checkbox"/>	<input type="checkbox"/>
Abnormal	-	8656-ja-17209		AFB Cult, AFB Smeas, MAC Prob, MTB Prob, TB ID, TB ID 2	09/06/2017 4:47PM	09/06/2017 4:47PM		COMMUNITY MEDICAL CENTER	Complete	<input type="checkbox"/>	<input type="checkbox"/>
Abnormal	-	8655-ja-17209		AFB Cult, AFB Smeas, AFB Smeas, MAC Prob, MTB Prob, TB ID, TB ID 2	09/06/2017 4:47PM	09/06/2017 4:46PM		COMMUNITY MEDICAL CENTER	Complete	<input type="checkbox"/>	<input type="checkbox"/>

(To see previously acknowledged reports, you first need click a different selection in the “Show” section other than “All unacknowledged reports” which is selected by default. Then the “Hide Acknowledged Reports” box will become available for you to unclick the box.)

You can select reports individually by **checking the box** next to the report, or you can select/unselect *all* the reports on a page by clicking the **“Selected”** link. You may also change how many reports appear on a page by changing the **“Show \_\_\_ entries”** number.

Results are automatically sorted with abnormal at the top of the list, but you can sort the reports by clicking in the sortable column headers (as indicated by the up/down arrows).

The screenshot displays the 'Location Inbox' interface for 'COMMUNITY MEDICAL CENTER'. The main content area is a table of reports with columns for Severity, Priority, Order ID, Patient, Order Choice Abbreviations, Results Received, Order Date, Ordering Provider, Recipient, Status, Selected, and Ack. The 'Selected' column contains checkboxes, and the 'Status' column shows 'Complete'. A 'Show 20 entries' dropdown is visible at the top left of the table, and a 'Showing 1 to 20 of 44 entries' indicator is at the bottom right. A sidebar on the left contains navigation links like 'Manage Orders', 'Manage Samples', and 'View Results'. The top of the page includes a search bar and a 'Batch Print' button.

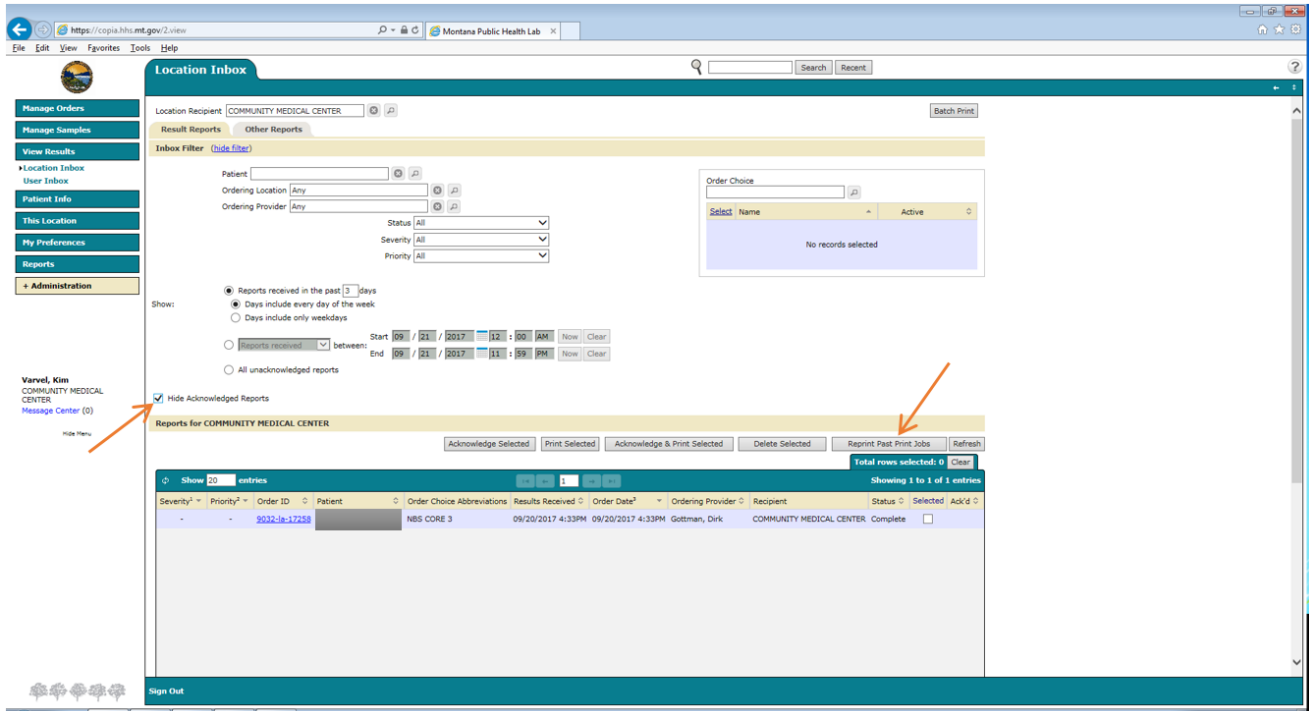
Severity	Priority	Order ID	Patient	Order Choice Abbreviations	Results Received	Order Date	Ordering Provider	Recipient	Status	Selected	Ack
Critical	-	8876-ia-17251		TSH Reflex	09/08/2017 4:36PM	09/08/2017 4:36PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
Critical	-	8876-ia-17249		NBS CORE 3, TSH Reflex	09/06/2017 10:23AM	09/06/2017 10:23AM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
Critical	-	8871-ia-17249		NBS CORE 3	08/31/2017 5:20PM	08/31/2017 5:20PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
Critical	-	8811-ia-17233		NBS CORE 3	08/31/2017 5:19PM	08/31/2017 5:19PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
Critical	-	8904-ia-17242		TSH Reflex	08/30/2017 5:10PM	08/30/2017 5:10PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
Critical	-	8851-ia-17227		NBS CORE 3	08/29/2017 4:42PM	08/29/2017 4:42PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
Abnormal	-	8656-ia-17209		AFB Cult, AFB Smea, MAC Prob, MTB Prob, TB ID, TB ID 2	09/06/2017 4:47PM	09/06/2017 4:47PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
Abnormal	-	8655-ia-17209		AFB Cult, AFB Smea, AFBSusce, MAC Prob, MTB Prob, TB ID, TB ID 2	09/06/2017 4:47PM	09/06/2017 4:46PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
Abnormal	-	8910-ia-17243		Hgb HPLC Reflex	08/31/2017 5:19PM	08/31/2017 5:19PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
Abnormal	-	8831-ia-17235		NBS CORE 3	08/30/2017 5:18PM	08/30/2017 5:17PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
Abnormal	-	8502-ia-17192		AFB Cult, AFB Smea, Fung ID1 Mold, FungCul1 other, Leg DD, Leg Iso	08/25/2017 4:32PM	08/25/2017 4:32PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
Abnormal	-	8818-ia-17233		CryptosID, CycloIsospor	08/21/2017 4:55PM	08/21/2017 4:55PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
-	-	8955-ia-17249		NBS CORE 3	09/06/2017 4:55PM	09/06/2017 4:55PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
-	-	8954-ia-17249		NBS CORE 3	09/06/2017 4:55PM	09/06/2017 4:55PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
-	-	8881-ia-17241		NBS CORE 3	09/06/2017 4:53PM	09/06/2017 4:53PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
-	-	8643-ia-17202		AFB Cult, AFBSm-NuDigest	09/06/2017 4:51PM	09/06/2017 4:51PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
-	-	8953-ia-17249		AFB Cult	09/06/2017 4:51PM	09/06/2017 4:51PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
-	-	8952-ia-17249		AFB Cult	09/06/2017 4:50PM	09/06/2017 4:50PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
-	-	8951-ia-17249		TSH Reflex	09/06/2017 4:49PM	09/06/2017 4:49PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
-	-	8950-ia-17249		TSH Reflex	09/06/2017 4:48PM	09/06/2017 4:48PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	

Once you selected the reports you need, click the **“Acknowledge & Print Selected”** button. This will print a list of all the reports as well as each report you have selected. You can also acknowledge reports without printing them. Acknowledging reports makes them drop off the list.

The screenshot shows the 'Location Inboxes' interface for 'COMMUNITY MEDICAL CENTER'. The main area displays a table of reports with columns for Severity, Priority, Order ID, Patient, Order Choice Abbreviations, Results Received, Order Date, Ordering Provider, Recipient, Status, Selected, and Ack'd. The 'Acknowledge & Print Selected' button is circled in red. The table contains 20 rows of report data, all with a status of 'Complete'.

Severity	Priority	Order ID	Patient	Order Choice Abbreviations	Results Received	Order Date	Ordering Provider	Recipient	Status	Selected	Ack'd
Critical	-	8974-ja-17261		TSH Reflex	09/08/2017 4:36PM	09/08/2017 4:36PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
Critical	-	8876-ja-17249		NBS CORE 3, TSH Reflex	09/06/2017 10:23AM	09/06/2017 10:23AM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
Critical	-	8871-ja-17249		NBS CORE 3	08/31/2017 5:20PM	08/31/2017 5:20PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
Critical	-	8811-ja-17233		NBS CORE 3	08/31/2017 5:19PM	08/31/2017 5:19PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
Critical	-	8904-ja-17241		TSH Reflex	08/30/2017 5:10PM	08/30/2017 5:10PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
Critical	-	8851-ja-17227		NBS CORE 3	08/29/2017 4:42PM	08/29/2017 4:42PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
Abnormal	-	8656-ja-17209		AFB Cult, AFB Smea, MAC Prob, MTB Prob, TB ID, TB ID 2	09/06/2017 4:47PM	09/06/2017 4:47PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
Abnormal	-	8655-ja-17209		AFB Cult, AFB Smea, AFB Susce, MAC Prob, MTB Prob, TB ID, TB ID 2	09/06/2017 4:47PM	09/06/2017 4:46PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
Abnormal	-	8910-ja-17243		Hgb HPLC Reflex	08/31/2017 5:19PM	08/31/2017 5:19PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
Abnormal	-	8831-ja-17235		NBS CORE 3	08/30/2017 5:18PM	08/30/2017 5:17PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
Abnormal	-	8502-ja-17191		AFB Cult, AFB Smea, Fung ID1 Mold, FungCult1 other, Leg DD, Leg Iso	08/25/2017 4:32PM	08/25/2017 4:32PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
Abnormal	-	8818-ja-17233		CryptosID, CycloIsapor	08/21/2017 4:55PM	08/21/2017 4:55PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
-	-	8955-ja-17249		NBS CORE 3	09/06/2017 4:55PM	09/06/2017 4:55PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
-	-	8954-ja-17249		NBS CORE 3	09/06/2017 4:55PM	09/06/2017 4:55PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
-	-	8881-ja-17241		NBS CORE 3	09/06/2017 4:53PM	09/06/2017 4:53PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
-	-	8643-ja-17207		AFB Cult, AFB Smea-NoDigest	09/06/2017 4:51PM	09/06/2017 4:51PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
-	-	8952-ja-17249		AFB Cult	09/06/2017 4:51PM	09/06/2017 4:51PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
-	-	8952-ja-17249		AFB Cult	09/06/2017 4:50PM	09/06/2017 4:50PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
-	-	8951-ja-17249		TSH Reflex	09/06/2017 4:49PM	09/06/2017 4:49PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
-	-	8950-ja-17249		TSH Reflex	09/06/2017 4:48PM	09/06/2017 4:48PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	

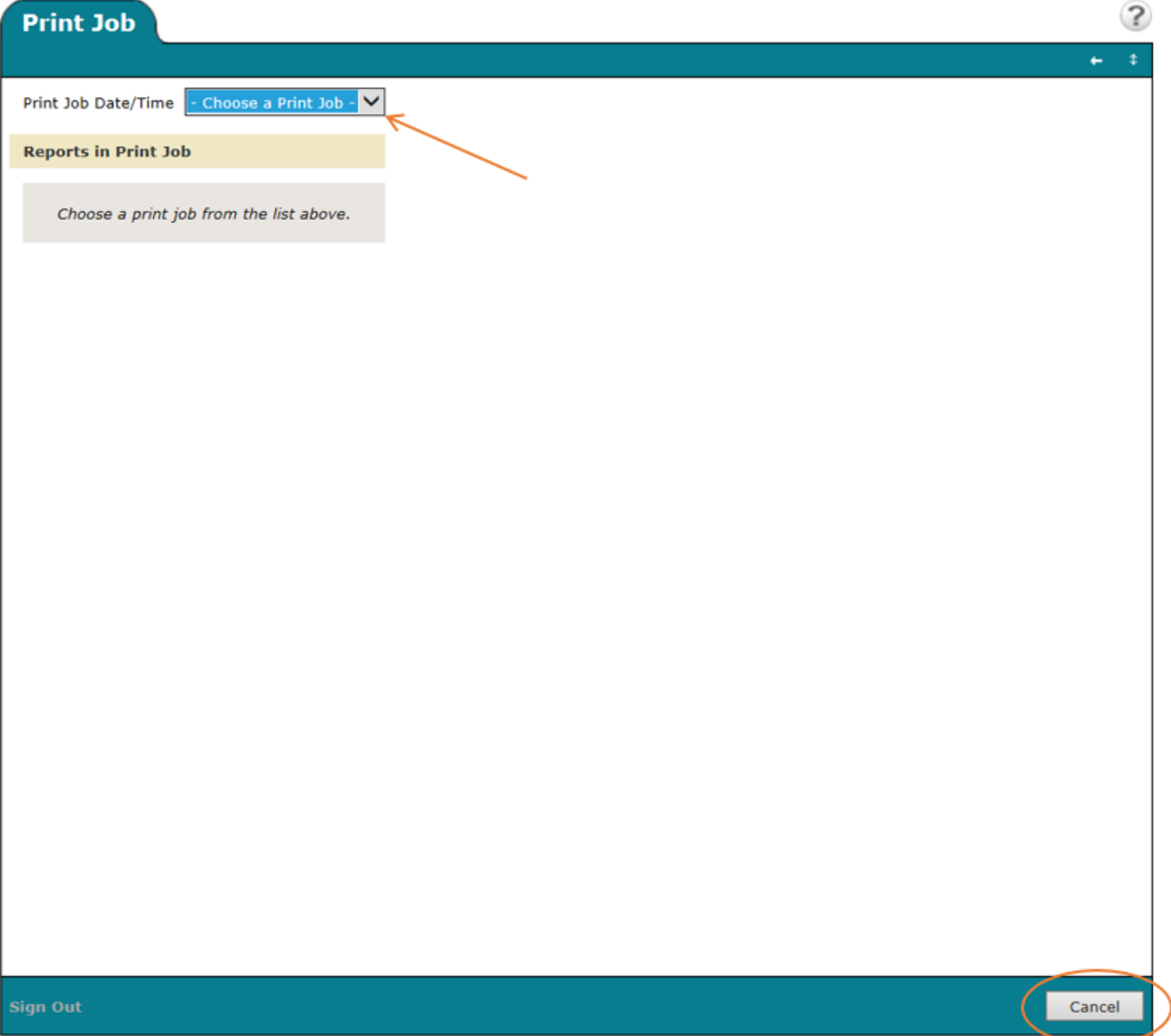
If you need to find/print reports that were previously acknowledged, you can uncheck the “Hide Acknowledged Reports” in the filter criteria or use the “Reprint Past Print Jobs” button.



(To see previously acknowledged reports, you first need click a different selection in the “Show” section other than “All unacknowledged reports” which is selected by default. Then the “Hide Acknowledged Reports” box will become available for you to unclick the box.)

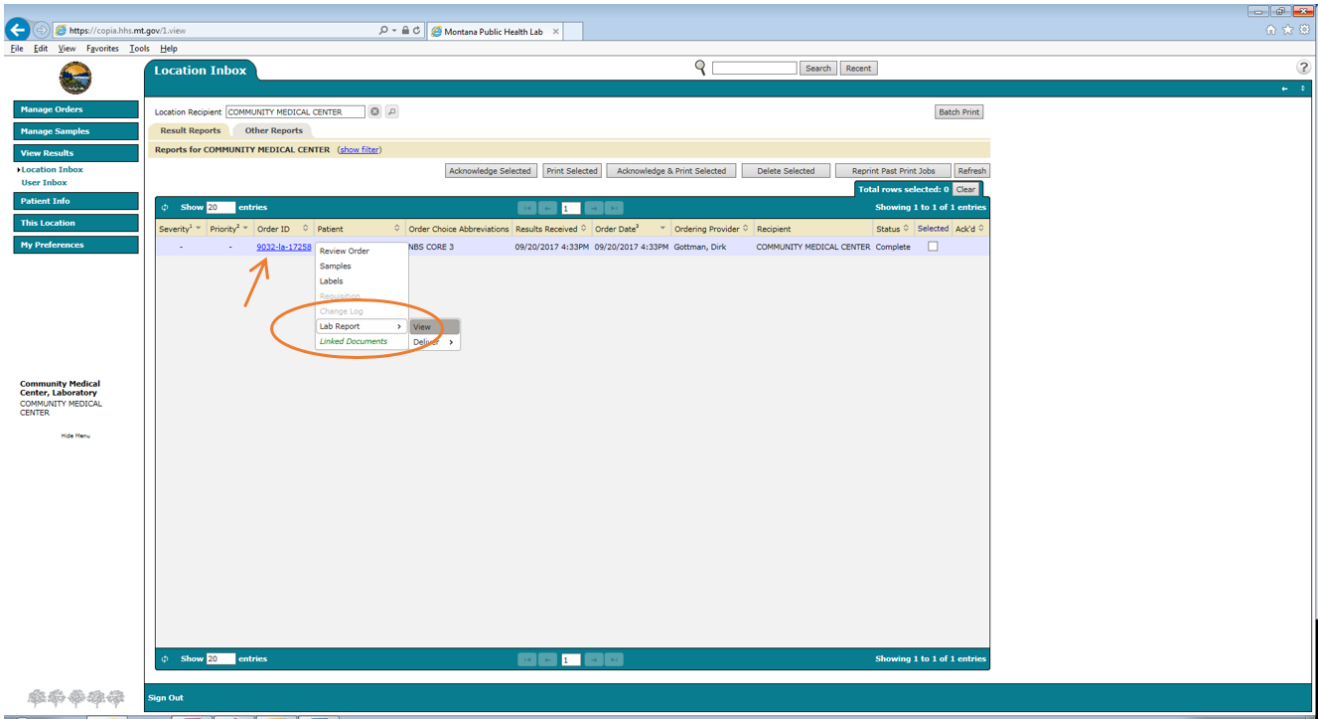
If you choose “**Reprint Past Print Jobs**” it will bring you to a screen where you can select the print job you want to reprint from the drop down list.

To get back to the inbox, click the “**Cancel**” button.

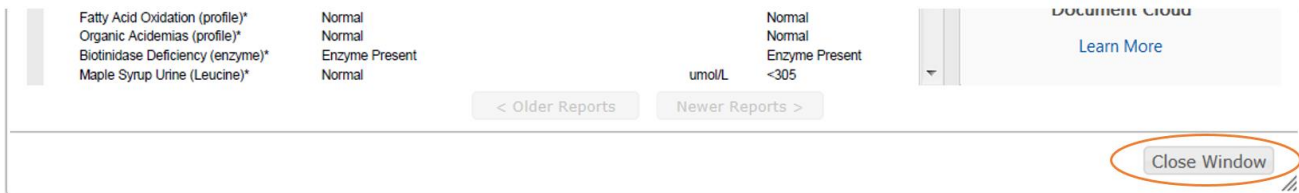




To view an individual report, click on the link associated with that patient that is in the Order ID column. Put the mouse over or click on “Lab Report”, then click on “View.”



When finished viewing, saving, or printing the report, click “Close Window” at the bottom of the screen to close the lab report window.



## ACCESSING OTHER REPORTS IN THE LAB PORTAL LOCATION INBOX

Occasionally, we may want to send you a report or document that is not a patient result report. These documents will appear in the “Other reports” tab of the location inbox.

To access these files, navigate to View Results>>Location Inbox. Click on the Other Reports tab.

The screenshot shows the 'Location Inbox' interface. On the left is a navigation menu with options like 'Manage Orders', 'View Results', and 'Location Inbox'. The main area is titled 'Location Inbox' and shows a search bar for 'Location Recipient' with the value '..DPHHS EPI TEMPLATE'. Below this are two tabs: 'Result Reports' and 'Other Reports', with 'Other Reports' being the active tab. A yellow banner indicates 'Reports for ..DPHHS EPI TEMPLATE' with a '(show filter)' link. Action buttons include 'Acknowledge Selected', 'Print Selected', 'Acknowledge & Print Selected', 'Delete Selected', 'Reprint Past Print Jobs', and 'Refresh'. A table below shows one entry: 'XYZ\_Nursing\_Home-CXXXXXX.pdf' received on 09/03/2020 at 10:18:36AM from '..DPHHS EPI TEMPLATE' as an 'Inbound Document'. The table has columns for 'Selected', 'Name', 'Received', 'Location', 'Type', 'Number of Records', and 'Ack'd'. A 'Total rows selected: 0' indicator is also present.

Access the files by clicking on them. Depending on the file format, it may open directly in Outreach for viewing/printing/downloading. Or, a download window will open in the lower left corner of your screen or possibly a pop-up window will appear asking if you want to open the file.

Once you are finished with these documents, you may acknowledge them by selecting them using the check box and clicking “Acknowledge Selected”. This will hide them from view. You can access them again using the “show filter” options and unclicking the “Hide acknowledged reports” check box.

If the files are .pdf format, you can use the “Acknowledge and Print Selected” or “Print Selected” buttons as well.

The filter applied when accessing this screen depends on the default settings assigned to your user account. Many accounts are set to show the last 3 days’ reports only. To change the filter, click on the “show filter” link. A filter window will open. Here you can change the number of days to view, pick a date range, and/or unhide previously acknowledged reports.

The 'Inbox Filter' dialog box is shown with a yellow header and a '(hide filter)' link. It contains several settings: 'Type' is set to 'All'; 'Show:' has radio buttons for 'Reports received in the past 3 days' (selected), 'Days include every day of the week', and 'Days include only weekdays'; 'Reports received between:' has 'Start' and 'End' date and time pickers; and 'All unacknowledged reports' is an unselected radio button. At the bottom, there is a checked checkbox for 'Hide acknowledged reports'.

## LOOKING UP PATIENTS/ORDERS

To look up individual patients, use the top search field next to the magnifying glass icon and click **Search**. You can type the last name (or first few letters) or DOB (mm/dd/yyyy).

You can also look up a specific orders if you know the sample ID or order ID.

The screenshot shows a web application interface for looking up patients and orders. The interface is split into two main sections: 'Patients' on the left and 'Orders' on the right. Both sections have search filters and a search button. The 'Patients' section shows a list of patient records with columns for Master PID, Name, Patient ID, SSN, MRN, DOB, Sex, Address, PCP, and Practice. The 'Orders' section shows a search filter and a message 'No matching records found'.

Master PID	Name	Patient ID	SSN	MRN	DOB	Sex	Address	PCP	Practice
Ztest_Arasahe		HAR0000800815		HAR0000800815	02/25/1962	F	00000		PUBLIC HEALTH LABORATORY
Ztest_Copia		C20202482047		ZtestCopia19650101	01/01/1965	M		..Laboratory	PUBLIC HEALTH LABORATORY
Ztest_Copia		C20202535908		ZtestCopia19650101	01/01/1965	M		..Laboratory	DPHHS EPIDEMIOLOGY PROGRAM
Ztest_Copia		C20202123132		zz123456	07/30/1999	M	123 MAIN ST HELENA,MT 59601	..Laboratory	PUBLIC HEALTH LABORATORY
Ztest_Copia		C20202471629		ZtestCopia20010101	01/01/2001	M	00000	..Laboratory	PUBLIC HEALTH LABORATORY
Ztest_Cousar		HAR0000799375		HAR0000799375	02/14/1974	F	00000		PUBLIC HEALTH LABORATORY
Ztest_Covid		C20202123120		zz123456	07/30/1999	M	123 MAIN ST HELENA,MT 59601	..Laboratory	PUBLIC HEALTH LABORATORY
Ztest_Covid		C20202133744		zz123456	07/30/1999	M	123 MAIN ST HELENA,MT 59601	..Laboratory	DPHHS EPIDEMIOLOGY PROGRAM
Ztest_Covid		C20202133989		ZtestCovid19990730	07/30/1999	M		..Laboratory	PUBLIC HEALTH LABORATORY
Ztest_Jack		HAR0000799362		HAR0000799362	12/24/1965	M	00000		PUBLIC HEALTH LABORATORY

As you type, a list of possible matches will appear (patients on the left, orders on the right).

If you don't find what you are looking for, click outside the search windows to clear them.

Click on the patient's name for a menu of what you can view. Select **Order History** to view their orders (and lab reports).

**Patients** Hotkey list ?

**Advanced Search Filter** [\(show filter\)](#) Type at least 3 characters to search.

Show 10 entries Showing 1 to 10 of 42 entries

Master PID	Name <sup>1</sup>	Patient ID	SSN	MRN	DOB <sup>2</sup>	Sex	Address	PCP	Practice
	<a href="#">Zztest, Arapahoe</a>	HAR0000800815		HAR0000800815	02/25/1962	F	00000		PUBLIC HEALTH LABORATORY
	<a href="#">Zztest, Copia</a>	C20202482047		ZztestCopia19650101	01/01/1965	M		..Laboratory	PUBLIC HEALTH LABORATORY
	<a href="#">Zztest, Copia</a>	C20202535908		ZztestCopia19650101	01/01/1965	M			DPHHS EPIDEMIOLOGY PROGRAM
	<a href="#">Zztest, Copia</a>			zz123456	07/30/1999	M	123 MAIN ST HELENA,MT 59601	..Laboratory	PUBLIC HEALTH LABORATORY
	<a href="#">Zztest, Copia</a>			ZztestCopia20010101	01/01/2001	M	00000	..Laboratory	PUBLIC HEALTH LABORATORY
	<a href="#">Zztest, Cougar</a>			HAR0000799375	02/14/1974	F	00000		PUBLIC HEALTH LABORATORY
	<a href="#">Zztest, Covid</a>			zz123456	07/30/1999	M	123 MAIN ST HELENA,MT 59601	..Laboratory	PUBLIC HEALTH LABORATORY
	<a href="#">Zztest, Covid</a>			zz123456	07/30/1999	M	123 MAIN ST HELENA,MT 59601	..Laboratory	DPHHS EPIDEMIOLOGY PROGRAM
	<a href="#">Zztest, Covid</a>	C20202133989		ZztestCovid19990730	07/30/1999	M		..Laboratory	PUBLIC HEALTH LABORATORY
	<a href="#">Zztest, Jaquar</a>	HAR0000799362		HAR0000799362	12/24/1965	M	00000		PUBLIC HEALTH LABORATORY

Show 10 entries Showing 1 to 10 of 42 entries New Patient

From the chosen patient's list of orders, click the link of the order you wish to review, located in the Order ID column. Put the mouse over or click on "Lab Report", then click on "View" to see the lab report.

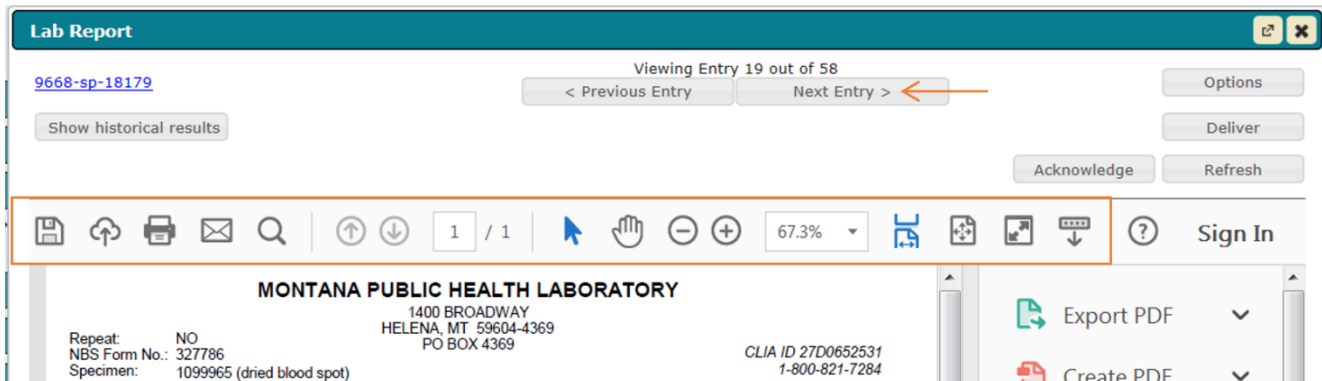
Use the "Back to ..." button at the bottom of the screen to go back to where you were before, or use the navigation menu on the left.

The screenshot displays a web-based interface for a laboratory information system. On the left is a vertical navigation menu with options: Manage Orders, Manage Samples, View Results, Patient Info, Demographics, Insurance, Order History, This Location, My Preferences, and Reports. The main content area shows a patient profile for Taylor, with tabs for Demographics, Insurance, Order History, and Options. Below this is an 'Order History Filter' section and a table of orders. The table has columns for Order ID, Sample ID List, Order Choice Abbreviations, Ordering Location, Proposed Collection, Sample Collection Date, Order Date, Ordering Provider, and Status. One order is listed with Order ID 6099-4h-18130. A context menu is open over the 'Lab Report' link in the Order ID column, showing options: Review Order, Samples, Labels, Requisition, Change Log, Lab Report (with a sub-menu containing 'View'), and Linked Documents. The 'View' button in the sub-menu is highlighted with an orange circle. At the bottom of the page, there is a 'Sign Out' button on the left and a '< Back to Find Patient or Order' button on the right, both highlighted with orange circles. The footer includes the text 'Bozeman Deaconess Hospital, Laboratory BOZEMAN HEALTH' and a 'Hide Menu' link.

## Printing/Saving Individual Lab Reports

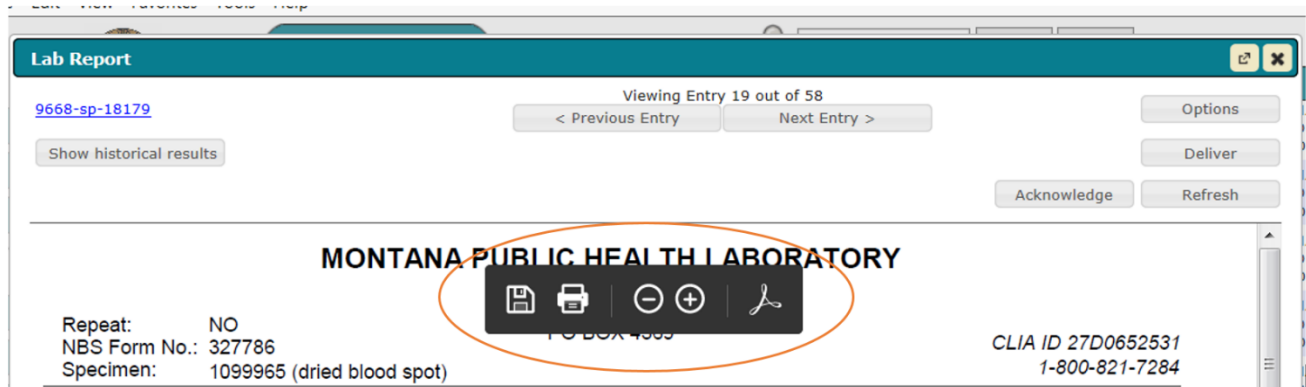
When you open a lab report, you should see a menu at the top of the report that will allow you to view, print, or save the report.

When you open a report from your location inbox, it opens all the reports in the inbox, and you can page through them using the “Next Entry” Button. The “Previous Entry” and “Next Entry” buttons will not be present unless there is more than one report to view.



The screenshot shows a web interface for a lab report. At the top, there is a teal header with the text "Lab Report" and a close button. Below the header, the report ID "9668-sp-18179" is displayed. A navigation bar includes buttons for "< Previous Entry" and "Next Entry >". To the right of these buttons are buttons for "Options", "Deliver", "Acknowledge", and "Refresh". Below the navigation bar is a toolbar with icons for save, print, zoom, and other actions. The main content area displays the laboratory name "MONTANA PUBLIC HEALTH LABORATORY" and its address: "1400 BROADWAY, HELENA, MT 59604-4369, PO BOX 4369". It also shows the CLIA ID "27D0652531" and the phone number "1-800-821-7284". On the right side, there are dropdown menus for "Export PDF" and "Create PDF".

If the menu does not appear at the top of the screen, hovering the mouse on the report should bring up a save or print option:



The screenshot shows the same lab report interface as above, but with a tooltip menu appearing over the laboratory name "MONTANA PUBLIC HEALTH LABORATORY". The tooltip menu contains icons for save, print, zoom, and other actions. The rest of the interface, including the header, navigation bar, and main content area, is the same as in the previous screenshot.

When finished, click the “X” at the top right or the “Close Window” at the bottom right of the screen to close the lab report window.

The screenshot shows a web interface for a lab report. At the top, a teal header bar contains the text "Lab Report" and a close button (an "X" icon) circled in red. Below the header, the text "Viewing Entry 1 out of 638" is centered, with "< Previous Entry" and "Next Entry >" buttons on either side. To the right of this are buttons for "Options", "Deliver", "Acknowledge", and "Refresh". A "Show historical results" button is on the left. A toolbar below contains various icons for file operations, navigation, and zooming, along with a "Sign In" button. The main content area features the logo for "MONTANA PUBLIC HEALTH LABORATORY" and the address "4400 BROADWAY". Below this is a table of test results:

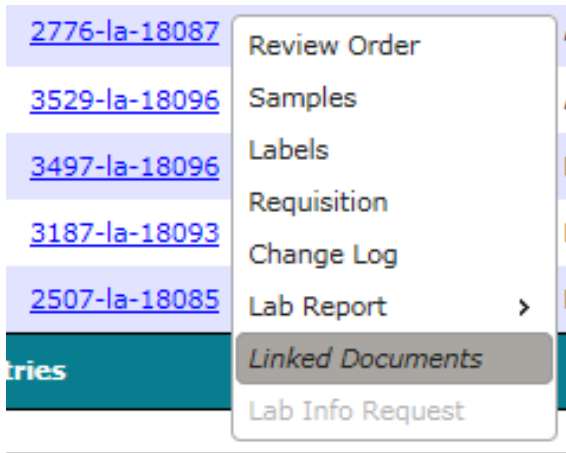
Fatty Acid Oxidation (profile)*	Normal	Normal
Organic Acidemias (profile)*	Normal	Normal
Biotinidase Deficiency (enzyme)*	Enzyme Present	Enzyme Present
Maple Syrup Urine (Leucine)*	Normal	umol/L <305

Navigation buttons "< Older Reports" and "Newer Reports >" are located below the table. On the right side, there is a "Document Cloud" section with a "Learn More" link. At the bottom right corner, a "Close Window" button is circled in red.

## Viewing Linked Documents in the Lab Portal

Documents attached to an order in Harvest are sent to Outreach when results are released. These include the original requisition sent with the sample and any reference lab result reports for tests that were sent out. Occasionally, you may get a result report that advises you to refer to a linked document. This is where you would find it.

You can view these documents by clicking on an order in Outreach and selecting “Linked Documents”. This can be done from the report inbox or when you search for a patient and go to Order History.





If you get a java error window when the window attempts to open, click ok. You will still be able to view the document. (We get the error here due to our internet security, but it will depend on how your system is set up.)

When the linked documents window opens, scroll down to the section that says, "Linked Order Documents." This is where you will find the linked documents. (The Linked Result Documents are the patient result reports)

Click on the link to open the document. You can also download or open externally using the other buttons.

Demographics | Insurance | Order History | Options

[Switch to non-applet version](#)

Preview

Remove All Remove Selected Convert Selected into Single PDF

Select	Image	Description	Annotations	Sort	Remove
<input type="checkbox"/>		NO FILE ADDED	Annotations	↑ ↓	X

Link Result Documents  
 Link Order Documents  
 Link Patient Documents

**Linked Result Documents: Order choice(s) to link the document to**

Hemoglobin Confirmation (HPLC) \* [dropdown] \* [dropdown] 1098116  
05/14/2018 3:02PM [Document ID57128](#) \* [dropdown] (Normal)

Newborn Screening Panel \* [dropdown] \* [dropdown] 1098116  
05/09/2018 5:36PM [Document ID56365](#) \* [dropdown] (Normal)

**Linked Order Documents: Documents to link to this order**

Date/Time	Document ID	Description	Download	Open Externally
05/09/2018 5:37PM	<a href="#">Document ID56370</a>	File attached via order attachment file path.	Download	Open Externally
05/09/2018 5:37PM	<a href="#">Document ID56371</a>	File attached via order attachment file path.	Download	Open Externally
05/09/2018 5:37PM	<a href="#">Document ID56372</a>	File attached via order attachment file path.	Download	Open Externally
05/14/2018 3:02PM	<a href="#">Document ID57129</a>	File attached via order attachment file path.	Download	Open Externally
05/14/2018 3:02PM	<a href="#">Document ID57130</a>	File attached via order attachment file path.	Download	Open Externally
05/14/2018 3:02PM	<a href="#">Document ID57131</a>	File attached via order attachment file path.	Download	Open Externally
05/14/2018 3:02PM	<a href="#">Document ID57132</a>	File attached via order attachment file path.	Download	Open Externally

**Linked Patient Documents: Documents to link to Vlahos, Milos**

No documents have been linked to this patient

Sign Out Proceed With Link OK

## Viewing Pending Orders and Reports

### Pending Orders

To view a list of pending orders (beginning July 7, 2018), using the menu on the left of the screen, navigate to Manage Orders>>Pending Orders. This shows a list of all tests that are awaiting results. If the sample has not yet been received and accessioned by our lab, the tests will appear in the “Not Accessioned” column. When the sample has been accessioned, the Not Accessioned column will be blank.

The screenshot shows the 'Pending Orders' interface. At the top, there is a search bar and a 'Recent' button. Below that, there are buttons for 'Cancel Orders', 'Cancel Pending', 'Print Requisitions', and 'Refresh'. A 'Total rows selected: 0' indicator is also present. The main table has the following columns: Print Req., Order ID, Patient, Ordering Location, Order Collection Complete Date, Ordering Provider, Not Collected, Not Accessioned, No Results, Sendouts (no intf), and Select. The table contains four rows of data:

Print Req.	Order ID	Patient	Ordering Location	Order Collection Complete Date	Ordering Provider	Not Collected	Not Accessioned	No Results	Sendouts (no intf)	Select
<input type="checkbox"/>	<a href="#">1395-th-18188</a>			07/06/2018 9:00AM						<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">1421-th-18190</a>			07/05/2018 12:00AM						<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">1431-th-18190</a>			07/05/2018 12:00AM						<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">1444-th-18190</a>			07/05/2108 12:00AM			<a href="#">hanta</a>	<a href="#">hanta</a>		<input type="checkbox"/>

You may notice on this screen that non-accessioned tests also show up in the “No Results” column. As soon as the order is accessioned, the No Results column will be cleared.

If you click on the “printable version” link in the upper right of the screen, you can see a more accurate view of which tests have yet to be accessioned and which are awaiting results. If an order contains multiple tests, the No Results column will only show the pending tests. For example, if an order has a newborn panel and a TSH where the panel is already resulted, only the TSH would appear in the No Results column.

Printable Pending Orders

Ordering Provider Page Break

Print

Save, Share, Print, Email, Search, Navigation, 1 / 1, Mouse, Hand, Zoom, 57%, Sign In

Pending Orders

Date: 07/09/2018 2:32PM  
Requesting Staff: [Redacted]  
Ordering Provider: All  
Ordering Location: [Redacted]  
Ordering Location State: All

Do not show orders older than 30 days.  
Show orders sent and not sent to lab.

Order ID	Patient	Order Collection Complete Date	Ordering Provider	Not Collected	Not Accessioned	No Results
1395-th-18188	[Redacted]	07/06/2018 9:00AM	[Redacted]			NBS CORE 3
1421-th-18190	[Redacted]	07/05/2018 12:00AM	[Redacted]			CTFV, RMSF Ser
1431-th-18190	[Redacted]	07/05/2018 12:00AM	[Redacted]			Tick Panel, WNV IgG, WNV-M Serum
1444-th-18190	[Redacted]	07/05/2108 12:00AM	[Redacted]		hanta	
1488-th-18190	[Redacted]	07/08/2018 3:00PM	[Redacted]			NBS CORE 3
1489-th-18190	[Redacted]	07/07/2018 2:40AM	[Redacted]			NBS CORE 3
1497-th-18190	[Redacted]	07/07/2018 11:30AM	[Redacted]			NBS CORE 3
1498-th-18190	[Redacted]	07/08/2018 11:30AM	[Redacted]			NBS CORE 3
1501-th-18190	[Redacted]	07/07/2018 9:50AM	[Redacted]			NBS CORE 3
1503-th-18190	[Redacted]	07/08/2018 5:00AM	[Redacted]			NBS CORE 3
1504-th-18190	[Redacted]	07/07/2018 3:15AM	[Redacted]			NBS CORE 3
1506-th-18190	[Redacted]	07/08/2018 4:00AM	[Redacted]			NBS CORE 3
1507-th-18190	[Redacted]	07/08/2018 3:30AM	[Redacted]			NBS CORE 3
1508-th-18190	[Redacted]	07/07/2018 7:40AM	[Redacted]			NBS CORE 3

- Export PDF
- Create PDF
- Edit PDF
- Comment
- Combine Files
- Organize Pages
- Redact
- Protect

Store and share files in the Document Cloud  
[Learn More](#)

Sign Out OK

Click OK when done viewing, saving, or printing this report

## Setting Location (if you have more than one location under your practice)

Under “This Location”, select “Set Location”

The screenshot shows the 'Location Inbox' page. On the left sidebar, the 'This Location' menu item is circled in orange. The main content area displays a table of reports for 'KALISPELL REGIONAL HOSPITAL'. The table has the following columns: Severity, Priority, Order ID, Patient, Order Choice Abbreviations, Results Received, Order Date, Ordering Provider, Recipient, Status, Selected, and Ack'd. The first row shows an order ID of 3616-ry-18211 with a patient name, order choice of 'NBS CORE 3, TSH Reflex', results received on 08/01/2018 at 11:12AM, and an order date of 07/30/2018 at 1:47PM. The recipient is 'KALISPELL REGIONAL HOSPITAL' and the status is 'Complete'.

The screen defaults to the locations you have recently viewed. You can see which one you are currently viewing under your login information under the menu on the left.

Select the location you would like to view and click “Apply Changes Now.”

The screenshot shows the 'Set Location' page. On the left sidebar, the 'Set Location' menu item is circled in orange. The main content area displays a list of 'Recent Locations' with two items: 'KALISPELL REGIONAL HOSP NURSERY - KALISPELL REGIONAL HOSPITAL' and 'PUBLIC HEALTH LABORATORY - PUBLIC HEALTH LABORATORY'. The first item is highlighted in blue. Below the list, there are sections for 'Documents and Labels for KALISPELL REGIONAL HOSPITAL', including 'Documents' and 'Labels'. At the bottom right, an orange arrow points to the 'Apply Changes Now' button.

You are now able to review results in the new location's inbox (note the location recipient and the location under the login name has changed to the new location.)

The screenshot shows the 'Location Inbox' interface. The 'Location Recipient' dropdown is set to 'PUBLIC HEALTH LABORATORY'. The left sidebar shows 'View Results' and 'Location Inbox' highlighted. The main area displays a table of 8 abnormal PCR test results for 'PUBLIC HEALTH LABORATORY'.

Severity	Priority	Order ID	Patient	Order Choice Abbreviations	Results Received	Order Date	Ordering Provider	Recipient	Status	Selected	Ack'd
Abnormal	-	3527-HL-18211	Zp proficiency 2018,	Inf PCR Surv	07/30/2018 9:14AM	07/19/2018 1:05PM	..Laboratory	PUBLIC HEALTH LABORATORY	Complete	<input type="checkbox"/>	
Abnormal	-	3528-HL-18211	Zp proficiency 2018,	Inf PCR Surv	07/30/2018 9:15AM	07/19/2018 1:05PM	..Laboratory	PUBLIC HEALTH LABORATORY	Complete	<input type="checkbox"/>	
Abnormal	-	3529-HL-18211	Zp proficiency 2018,	Inf PCR Surv	07/30/2018 9:15AM	07/19/2018 1:04PM	..Laboratory	PUBLIC HEALTH LABORATORY	Complete	<input type="checkbox"/>	
Abnormal	-	3530-HL-18211	Zp proficiency 2018,	Inf PCR Surv	07/30/2018 9:16AM	07/19/2018 12:35PM	..Laboratory	PUBLIC HEALTH LABORATORY	Complete	<input type="checkbox"/>	
Abnormal	-	3531-HL-18211	Zp proficiency 2018,	Inf PCR Surv	07/30/2018 9:16AM	07/19/2018 12:34PM	..Laboratory	PUBLIC HEALTH LABORATORY	Complete	<input type="checkbox"/>	
Abnormal	-	3532-HL-18211	Zp proficiency 2018,	Inf PCR Surv	07/30/2018 9:17AM	07/19/2018 12:31PM	..Laboratory	PUBLIC HEALTH LABORATORY	Complete	<input type="checkbox"/>	
Abnormal	-	3533-HL-18211	Zp proficiency 2018,	Inf PCR Surv	07/30/2018 9:17AM	07/19/2018 12:30PM	..Laboratory	PUBLIC HEALTH LABORATORY	Complete	<input type="checkbox"/>	
Abnormal	-	3534-HL-18211	Zp proficiency 2018,	Inf PCR Surv	07/30/2018 9:17AM	07/19/2018 12:29PM	..Laboratory	PUBLIC HEALTH LABORATORY	Complete	<input type="checkbox"/>	

Alternatively, if you have access to multiple locations, you can simply select the Location you want to view in the "Location Recipient" field in the Location inbox. You can view all locations for which you have access by clicking the "X" next to the Location recipient field to clear the field.

## Reports

To view reports, go to Reports. Three reports are available:

**Completion Report** – shows orders that have been completed based upon the filter criteria set at the top of the screen. Defaults to the current date. If no data appears in the report, adjust the filter criteria.

Always click the Refresh button to update a report.

**Completion**

Completion Date: Start 07 / 05 / 2018 02 : 50 PM Now Clear  
End 07 / 09 / 2018 02 : 50 PM Now Clear

Order Choices [Select] Name [No records selected]

Max Results Limit 30000  
Report Type HTML

Lab - All -  
Ordering Practice - All -  
Ordering Location State  
Ordering Location - All -  
Ordering Provider - All -  
Patient - All -

Print Refresh

**COMPLETION REPORT**  
Printed: 07/09/2018 2:50PM  
Completion Date: 07/05/2018 - 07/09/2018  
Lab: Harvest  
Ordering Location State: - All -  
Ordering Location: - All -  
Ordering Provider: - All -  
Ordering Practice: - All -

PRACTICE	LOCATION	DATE	PROVIDER	SAMPLE ID	ORDER CHOICES	PATIENT ID	PATIENT
		07/09/2018	..Laboratory,	1103598	Lyme Disease Total Ab (EIA)	COP20181900026	
		07/09/2018	..Laboratory,	1103575	Lyme Disease Total Ab (EIA)	COP20181350008	
		07/09/2018	..Laboratory,	1063636	Misc Surveillance Test	COP20181900136	
		07/06/2018	..Laboratory,	1103513	Colorado Tick Fever Ser (IFA)	COP20181870204	
		07/06/2018	D'Ardenne, Christopher	1103536	PFGE Using Additional Enzymes, DNA Fingerprinting (PFGE)	COP20181840140	
		07/06/2018	..Laboratory,	1101580	PFGE Using Additional Enzymes, DNA Fingerprinting (PFGE)	COP20181840130	

**Orders Report** – shows all orders according to the filter criteria. Select the “Show Patient MRN numbers” box to see your lab’s medical record number (if you submitted on your order). If no data appears in the report, adjust the filter criteria.

Always click the Refresh button to update a report.

The screenshot shows the 'Orders' report interface. At the top, there are search and filter options. The filter criteria are as follows:

- Order Date: Start 07/05/2018 02:50 PM, End 07/09/2018 02:50 PM
- Lab: - All -
- Ordering Practice: - All -
- Ordering Location State: [Empty]
- Ordering Location: - All -
- Collection Location: - All -
- Ordering Provider: - All -
- Patient: - All -

Additional filter options:

- Only show pending order choices waiting for results
- Include order choices with preliminary results
- Only show cancelled orders
- Show Patient MRN numbers
- Show all order choice details

Buttons: Print, Refresh (indicated by an orange arrow).

Summary information:

- Order Date: 07/05/2018 - 07/09/2018
- Ordering Location: [Redacted]
- Collection Location: - All -
- Lab: - All -
- Ordering Provider: - All -
- Ordering Location State: - All -
- Ordering Practice: - All -

DATE	PATIENT	PATIENT ID	SAMPLE ID	ORDER CHOICE	STATUS	PRIORITY	LAB	MRN NUMBER
07/06/2018	[Redacted]	COP20181870007	1101719	Misc Surveillance Culture	Final	Routine	Harvest	[Redacted]
07/06/2018	[Redacted]	COP20181350008	1103575	Lyme Disease Total Ab (EIA)	Final	Routine	Harvest	[Redacted]
07/07/2018	[Redacted]	COP20181880018	1100394	Newborn Screening Panel	Collected	Routine	Harvest	[Redacted]
07/09/2018	[Redacted]	COP20181900015	1103588	TickBorne Disease Panel	Cancelled	Routine	Harvest	[Redacted]

Sign Out

**Utilization Report** – Shows the number and percentages of tests ordered according to the filter criteria. If no data appears in the report, adjust the filter criteria.

Always click the Refresh button to update a report.

The screenshot shows the 'Utilization' report interface. At the top, there are search and recent filters. Below that, various filter options are available, including date ranges (Start: 07/05/2018 02:50 PM, End: 07/09/2018 02:50 PM), Lab selection (- All -), Ordering Practice (- All -), Ordering Provider (- All -), and Ordering Location State. There are also checkboxes for 'Break out each Lab', 'Break out each Ordering Provider', and 'Break out each Ordering Location'. A dropdown menu for 'All ordering locations except' is currently open, showing 'No records selected'. Other checkboxes include 'Do not include cancelled orders and order choices', 'Only include collected samples', and 'Group order choices by Reporting Group'. On the right side, there are 'Order Choices' and 'Profiles' dropdowns, both showing 'No records selected'. At the top right, there are 'Max Results Limit' (30000) and 'Report Type' (HTML) settings. In the bottom right corner, there are 'Print' and 'Refresh' buttons, with an orange arrow pointing to the 'Refresh' button. The main report area displays the following information:

**UTILIZATION REPORT**  
 Printed: 07/09/2018 3:08PM  
 Order Date: 07/05/2018 - 07/09/2018  
 Summary

Lab: - All -  
 Ordering Practice: - All -  
 Ordering Provider: - All -  
 Ordering Location: - All -  
 Ordering Location State: - All -

Total Orders: 37 Total Order Choices: 42 STAT: 0 % STAT: 0.0

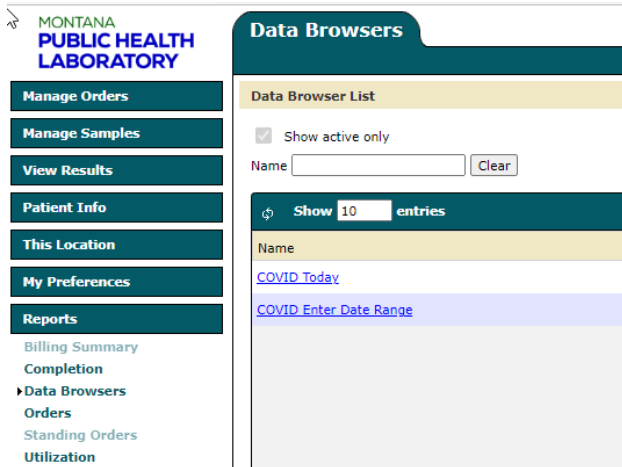
ORDER CHOICE	ABBREV	QTY	% OF TOTAL	STAT	% STAT
Colorado Tick Fever Ser (IFA)	CTFV	2	4.76	0	0.0
DNA Fingerprinting (PFGE)	PFGE	2	4.76	0	0.0
Enteric Surveillance Culture	Ent Surveill	4	9.52	0	0.0
Hantavirus (SNV) Sero (EIA)	hanta	1	2.38	0	0.0
Legionella Direct Detection	Leg DD	1	2.38	0	0.0
Lyme Disease Total Ab (EIA)	Lyme (EIA)	2	4.76	0	0.0

Sign Out



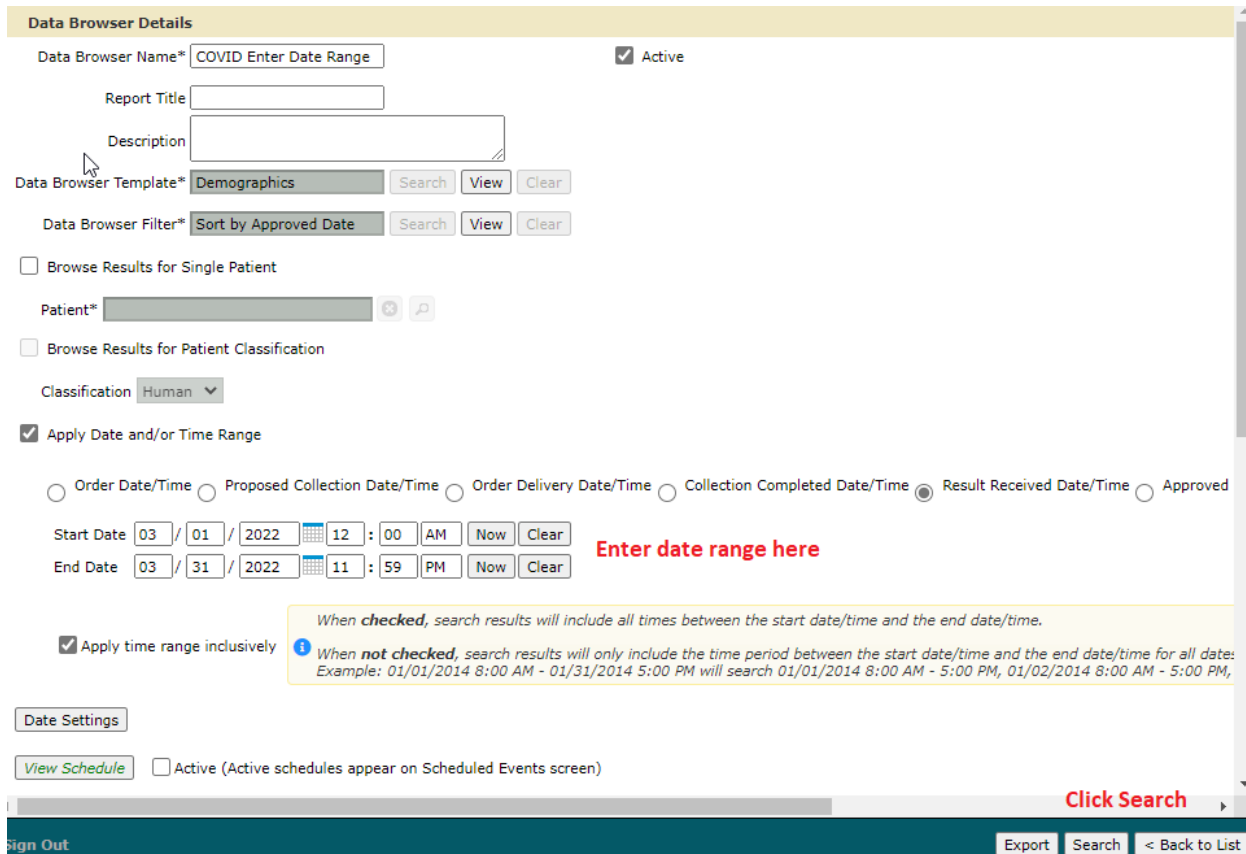
**Data Browser COVID reports** – Shows all of your COVID results and associated patient demographic information.

There are two reports that can be run to obtain a line list of COVID testing results. These can be found at Reports>>Data Browsers



COVID Today will show all results received that day. For this report, click on the report and then click search at the bottom of the screen. Even though you will see a date range on the screen, don't change it because it will not actually use those dates based upon the date settings in the report.

COVID Enter Date Range will allow a date range to be entered as seen below.



After you click Search, the report will appear.

The screenshot shows the 'Data Browser' interface from the Public Health Laboratory. At the top right, it says 'varvel, kim PUBLIC HEALTH LABORATORY'. Below the header, there are several controls: 'Result Level', 'Show PDF', 'Bulk Comment', 'Clear Selected', 'Query', 'Export' (highlighted with a red box), 'Comma' (dropdown), 'Line Break: Line Feed' (dropdown), 'Extension: csv', 'Maintain Fixed Field Count', 'Print' (highlighted with a red box), and 'Refresh'. Below these controls is a table with the following columns: Collection Location, Patient Last Name, Patient First Name, Patient DOB (MM/dd/YYYY), Patient Gender, Patient Race, Patient Ethnicity, Patient City, Patient State, Sample ID, Test Name, Collection Date, Result Approval Date, and Result. The table contains one row of data for patient 'EpiAcct' with sample ID 'MDX22002014' and result 'NOT Detected'.

You can print the report or export it to a .csv file which will open in Excel.

You can also click on any of the blue links to open a menu that can take you to patient or order information, or to view the lab report.

Menu when clicking on patient name...

The screenshot shows a dropdown menu for the patient 'EpiAcct'. The menu items are: Demographics, Insurance, Order History, New Order, Collect Samples, Blank Patient Requisition, Change Log, and Linked Documents. A mouse cursor is pointing at the 'EpiAcct' link in the table above.

Menu when clicking on Sample ID

The screenshot shows a dropdown menu for the sample ID 'MDX22002014'. The menu items are: Review Order, Samples, Labels, Requisition, Change Log, Lab Report, and Linked Documents. A mouse cursor is pointing at the 'MDX22002014' link in the table above.

Note: Even if you use these reports to get your results, you should still acknowledge the results in your location inbox so they don't pile up and you only see the new ones. The abnormal results filter to the top in the inbox so you can quickly see which reports are abnormal.