

How to Create a Supply Request

Request Supplies

1. Quick links>>Client Services Request

a. Request Supplies

The screenshot shows the 'Client Services Request' form. On the left is a sidebar with navigation links: Manage Samples, Manage Testing, View Results, Patient Info, This Location, My Preferences, Reports, Quick Links, and Client Services Request (highlighted with a red box). The main form area contains fields for Collection Location, Collection Date, Ordering Location, Order Date, Ordering Provider, and Submitter SID. There are also buttons for 'NBS Form No', 'NBS Repeat', and 'NICU'. A modal window titled 'Client Services Request' is open, showing buttons for 'Request Supplies' (highlighted with a red arrow), 'Create Ticket', 'My Past Requests', and 'Cancel'. At the bottom, there is an 'Order Choices' section with a search bar and a 'Required for Medicaid' section with 'Diagnoses' and 'Patient Class' dropdowns.

Request Supplies Screen

ired for all laboratory testing and must be provided to MTPHL upon request as necessary for Medicaid billing or audit purposes.

The screenshot shows the 'Request Supplies' screen. At the top is a title bar 'Request Supplies' with a close button. Below it are fields for 'For Location*' (set to '..Test Location') and 'Contact*'. There is a '+ Add' button next to the Contact field. Below these is a large text area for 'Description*'. Underneath is a section titled 'Supplies' with a dropdown menu '- Select a Supply to add -'. Below this is a table with columns 'Supply', 'Image', 'Qty', and 'Delete'. The table is currently empty, with a message 'No matching records found' displayed in the center. At the bottom right are 'Save' and 'Cancel' buttons.

To Submit a New Supply Request

1. "For Location" should automatically populate to the facility you are signed in under.
2. Contact should be selected from the contacts already in the system. Please do not add a contact. (When submitting a ticket/request your information as the submitter is passed along with the ticket.)

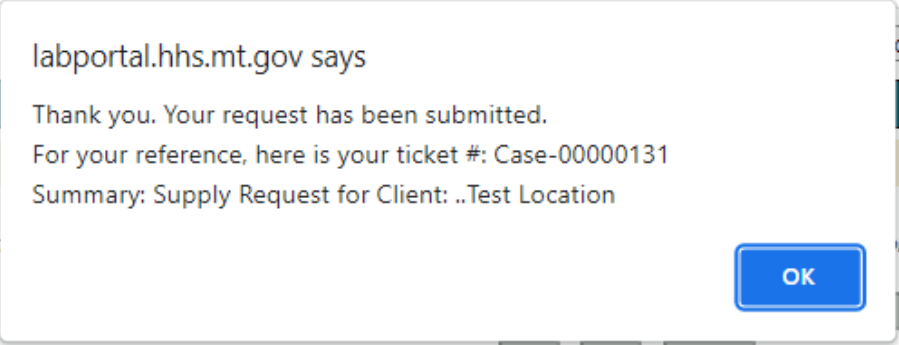
ed for all laboratory testing and must be provided to MTPHL upon request as necessary for Medicaid billing or audit purposes.

The screenshot shows the 'Request Supplies' form. The 'For Location*' field is set to '..Test Location'. The 'Contact*' dropdown menu is open, showing a list of contacts. 'Varvel, Kim Test' is selected and highlighted. The 'Description*' field is empty. Below the form, there is a 'Supplies' section with a dropdown menu set to '- Select a Supply to add -'.

3. A description is required but it is not always needed. If you do not need to add a description, please just add "n/a" in this box.
4. Select the supply you would like to order. You can order more than one type of supply.
 - a. Add the quantity for each type of supply.

The screenshot shows the 'Request Supplies' form. The 'For Location*' field is set to '..Test Location'. The 'Contact*' dropdown menu is empty. The 'Description*' field is set to 'n/a'. Below the form, there is a 'Supplies' section. A list of supplies is shown, with 'APTIMA Multitest Kit(orange)' selected. The quantity for this supply is set to 0. A red arrow points to the 'Newborn Screening Card' supply. At the bottom of the form, there are 'Save' and 'Cancel' buttons.

5. Click save when you are satisfied with the supplies on your request.
6. A notice will appear at the top of the page that you have submitted a request.



labportal.hhs.mt.gov says

Thank you. Your request has been submitted.
For your reference, here is your ticket #: Case-00000131
Summary: Supply Request for Client: ..Test Location

OK

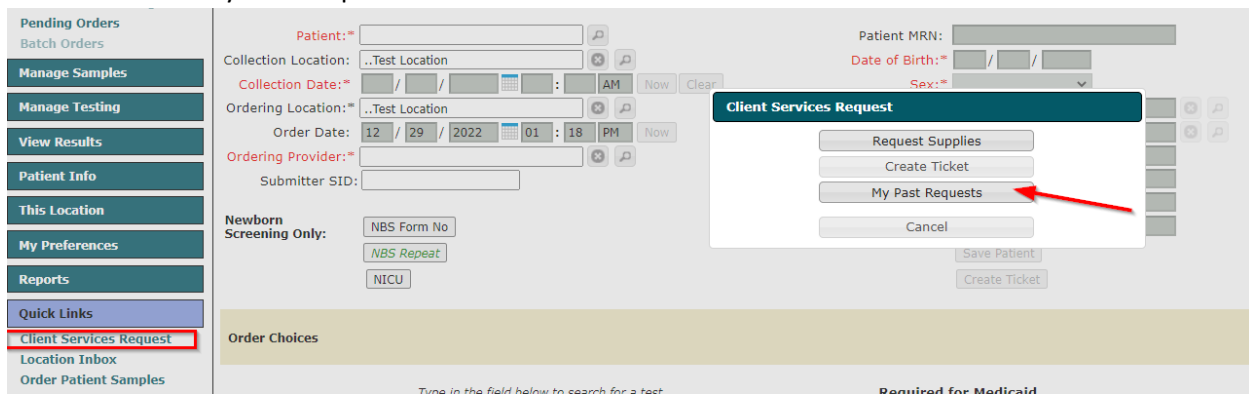
Date of Birth:* / /

Sex:*

Clear

Review Supply Requests

1. Quick Links>>Client Services Request
 - a. My Past Requests



Pending Orders
Batch Orders

Manage Samples

Manage Testing

View Results

Patient Info

This Location

My Preferences

Reports

Quick Links

Client Services Request

Location Inbox

Order Patient Samples

Patient:*

Collection Location: ..Test Location

Collection Date:* / / : AM

Ordering Location: ..Test Location

Order Date: 12 / 29 / 2022 01 : 18 PM

Ordering Provider:*

Submitter SID:

Patient MRN:

Date of Birth:* / /

Sex:*

Client Services Request

Newborn Screening Only:

Order Choices

Turn in the field below to search for a test

Required for Medicaid



- i. From this screen you can view the status of your request.
- ii. You can also click details to view the supplies that were ordered on this request.

Patient MRN:

My Past Requests

Show 10 entries

Showing 1 to 2 of 2 entries

Open Date (MST)	Summary	ID	Assignee	Status	Contact	Client	View Details
12/29/2022 1:23PM	Supply Request for Client: ..Test Location	Case-00000131		New	Varvel, Kim Test	..Test Location	 Details
12/29/2022 9:56AM	Supply Request for Client: ..Test Location	Case-00000129		New	Varvel, Kim Test	..Test Location	 Details

Show 10 entries

Showing 1 to 2 of 2 entries

Cancel