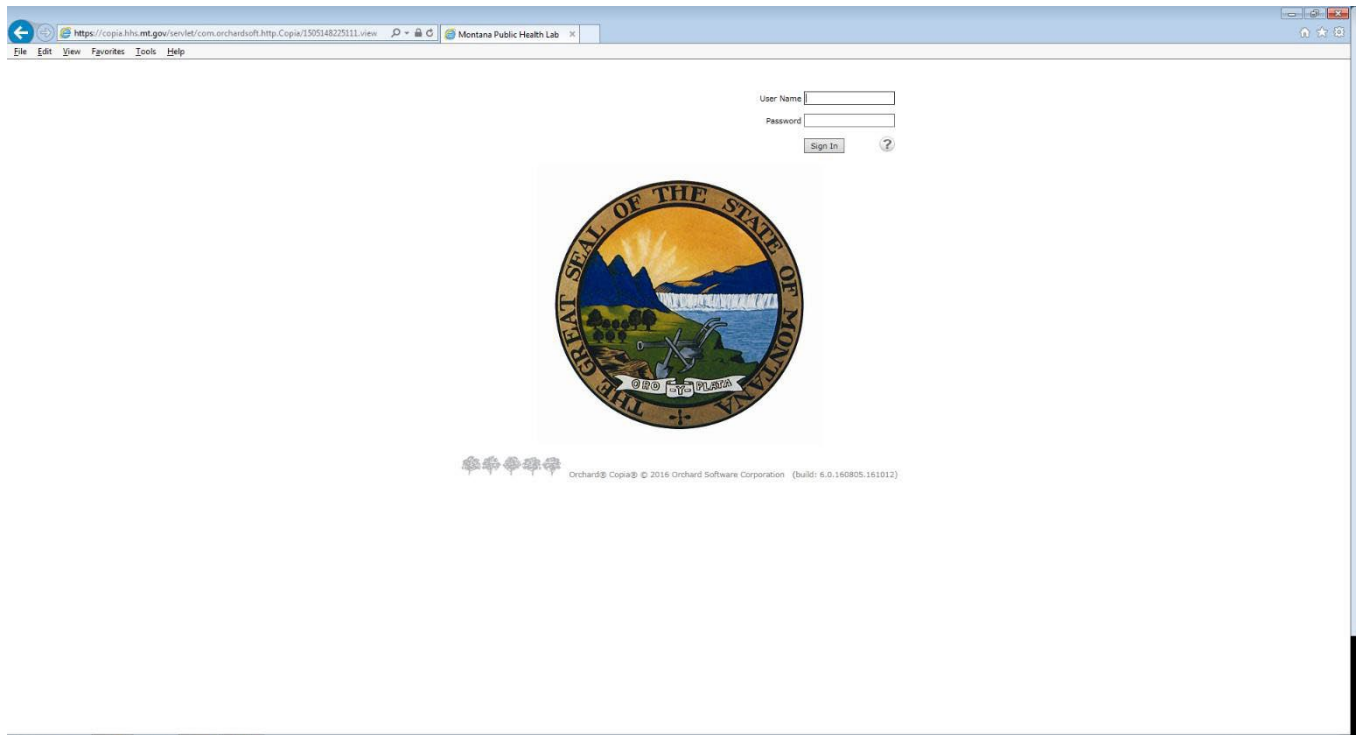
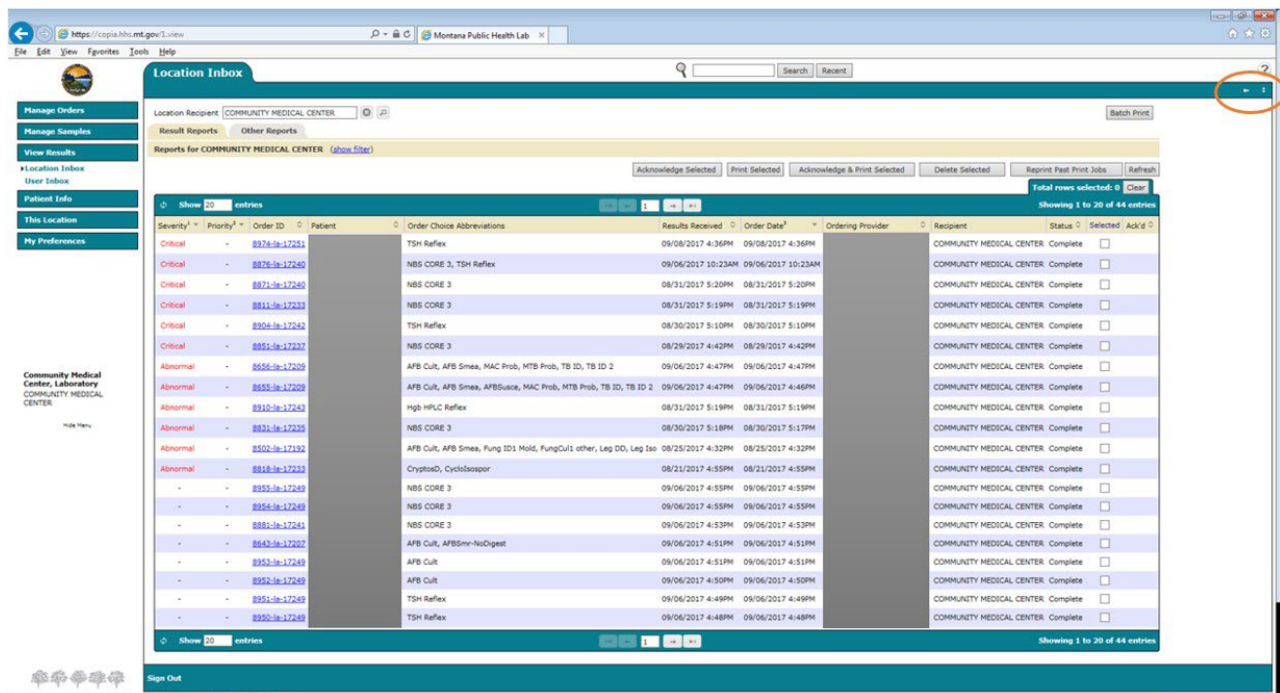


LAB PORTAL (formerly known as Copia/Outreach) USER INSTRUCTIONS – RESULT REPORTS AND

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.



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.

The screenshot shows the 'Location Inbox' page in the Lab Portal. The left sidebar contains a navigation menu with the following items: Manage Orders, Manage Schedules, View Results (highlighted), Location Inbox (highlighted), Patient Info, This Location, and My Preferences. The main content area shows a table of test results for the 'COMMUNITY MEDICAL CENTER'. The table has columns for Severity, Priority, Order ID, Patient, Order Choice Abbreviations, Results Received, Order Date, Ordering Provider, Recipient, Status, and Selected. A 'show filter' link is located above the table. The table displays 20 entries, showing 1 to 20 of 44 entries.

Result Reports **Other Reports**

Inbox Filter (hide filter)

Patient

Ordering Location

Ordering Provider

Status

Severity

Priority

☐ Reports received in the past days

Show: ☒ Days include every day of the week

☐ Days include only weekdays

☐ Reports received between: Start / / : AM

☒ All unacknowledged reports

☐ Hide Acknowledged Reports

Order Choice

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 for the Montana Public Health Lab. The interface includes a sidebar with navigation links such as 'Manage Orders', 'Manage Samples', 'View Results', 'Location Inbox', 'User Inbox', 'Patient Info', 'This Location', and 'My Preferences'. The main content area is titled 'Location Inbox' and features a 'Filter' section with various dropdowns for Patient, Ordering Location, Ordering Provider, Status, Severity, and Priority. There are also radio buttons for 'Reports received in the past' and 'All unacknowledged reports' (which is selected). A 'Show' section has radio buttons for 'Days include every day of the week' and 'Days include only weekdays'. A 'Hide Acknowledged Reports' checkbox is checked. Below the filter section is a table of reports for 'COMMUNITY MEDICAL CENTER'. The table has columns for Severity, Priority, Order ID, Patient, Order Choice Abbreviations, Results Received, Order Date, Ordering Provider, Recipient, Status, and Selected. The table shows several rows of reports, mostly with 'Complete' status. A 'Refresh' button is circled in the top right corner of the report table area.

(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 the Montana Public Health Lab. The interface is designed for managing laboratory reports. On the left, there is a sidebar with navigation links: 'Manage Orders', 'Manage Samples', 'View Results', 'Location Inbox', 'Patient Info', 'This Location', and 'My Preferences'. The main area shows a table of reports for 'COMMUNITY MEDICAL CENTER'. The table includes columns for 'Severity', 'Priority', 'Order ID', 'Patient', 'Order Choice Abbreviations', 'Results Received', 'Order Date', 'Ordering Provider', 'Recipient', 'Status', 'Selected', and 'Ack'. The 'Show 20 entries' dropdown is circled in red. The 'Selected' column has a 'Selected' link circled in red. The 'Status' column has a 'Status' link circled in red. The 'Order Choice Abbreviations' column has a 'Patient' link circled in red. The 'Order Date' column has a 'Results Received' link circled in red. The 'Ordering Provider' column has a 'Recipient' link circled in red. The 'Recipient' column has a 'Status' link circled in red. The 'Status' column has a 'Selected' link circled in red. The 'Ack' column has a 'Ack' link circled in red. The 'Batch Print' button is visible in the top right. The 'Total rows selected: 20' is displayed in the top right. The 'Showing 1 to 20 of 44 entries' is displayed in the bottom right.

Severity	Priority	Order ID	Patient	Order Choice Abbreviations	Results Received	Order Date	Ordering Provider	Recipient	Status	Selected	Ack
Critical	-	8274-1a-17251		TSH Reflex	09/06/2017 4:36PM	09/06/2017 4:36PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
Critical	-	8876-1a-17240		NBS CORE 3, TSH Reflex	09/06/2017 10:23AM	09/06/2017 10:23AM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
Critical	-	8877-1a-17240		NBS CORE 3	08/31/2017 5:20PM	08/31/2017 5:20PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
Critical	-	8811-1a-17233		NBS CORE 3	08/31/2017 5:19PM	08/31/2017 5:19PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
Critical	-	8204-1a-17242		TSH Reflex	08/30/2017 5:10PM	08/30/2017 5:10PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
Critical	-	8851-1a-17237		NBS CORE 3	08/29/2017 4:42PM	08/29/2017 4:42PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
Abnormal	-	8656-1a-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	-	8655-1a-17209		AFB Cult, AFB Smea, AFB Smea, 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	-	8210-1a-17243		Hgb HPLC Reflex	08/31/2017 5:19PM	08/31/2017 5:19PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
Abnormal	-	8831-1a-17235		NBS CORE 3	08/30/2017 5:18PM	08/30/2017 5:17PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
Abnormal	-	8202-1a-17192		AFB Cult, AFB Smea, Fung ID1 Mold, FungCult1 other, Leg DO, Leg Iso	08/25/2017 4:32PM	08/25/2017 4:32PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
Abnormal	-	8818-1a-17233		CryptosD, Cycloheximide	08/21/2017 4:55PM	08/21/2017 4:55PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
-	-	8259-1a-17248		NBS CORE 3	09/06/2017 4:55PM	09/06/2017 4:55PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
-	-	8254-1a-17248		NBS CORE 3	09/06/2017 4:55PM	09/06/2017 4:55PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
-	-	8881-1a-17241		NBS CORE 3	09/06/2017 4:53PM	09/06/2017 4:53PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
-	-	8643-1a-17207		AFB Cult, AFB Smea-NoDigest	09/06/2017 4:51PM	09/06/2017 4:51PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
-	-	8253-1a-17248		AFB Cult	09/06/2017 4:51PM	09/06/2017 4:51PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
-	-	8252-1a-17248		AFB Cult	09/06/2017 4:50PM	09/06/2017 4:50PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
-	-	8251-1a-17248		TSH Reflex	09/06/2017 4:49PM	09/06/2017 4:49PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
-	-	8250-1a-17248		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.

Location Inbox

Location Recipient: COMMUNITY MEDICAL CENTER

Result Reports Other Reports

Reports for COMMUNITY MEDICAL CENTER (show filter)

Acknowledge Selected Print Selected Acknowledge & Print Selected Delete Selected Reprint Past Print Jobs Refresh

Total rows selected: 20 Clear

Showing 1 to 20 of 44 entries

Severity	Priority	Order ID	Patient	Order Choice Abbreviations	Results Received	Order Date	Ordering Provider	Recipient	Status	Selected	Act'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-17240		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-17240		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 Smea, 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-17192		AFB Cult, AFB Smea, Fung ID1 Mold, FungCult1 other, Leg DO, Leg Iso	08/25/2017 4:32PM	08/25/2017 4:32PM		COMMUNITY MEDICAL CENTER	Complete	<input checked="" type="checkbox"/>	
Abnormal	-	8818-ja-17233		CryptosD, Cyclospor	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"/>	
-	-	8953-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"/>	

Showing 1 to 20 of 44 entries

Sign Out

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.

Location Inbox

Location Recipient: COMMUNITY MEDICAL CENTER

Batch Print

Result Reports Other Reports

Inbox Filter (hide filter)

Patient: []

Ordering Location: Any

Ordering Provider: Any

Status: All

Severity: All

Priority: All

Order Choice: []

Select Name Active

No records selected

Show:

Reports received in the past: 3 days

Days include every day of the week

Days include only weekdays

Reports received between: Start: 09/11/2017 12:00 AM End: 09/11/2017 11:59 PM

All unacknowledged reports

☒ Hide Acknowledged Reports

Reports for COMMUNITY MEDICAL CENTER

Acknowledge Selected Print Selected Acknowledge & Print Selected Delete Selected Reprint Past Print Jobs Refresh

Total rows selected: 0 Clear

Show 20 entries

Showing 1 to 1 of 1 entries

Severity	Priority	Order ID	Patient	Order Choice Abbreviations	Results Received	Order Date	Ordering Provider	Recipient	Status	Selected	Ack'd
		9032-9-17258		NBS CORE 3	09/20/2017 4:33PM	09/20/2017 4:33PM	Gottman, Dirk	COMMUNITY MEDICAL CENTER	Complete		

Sign Out

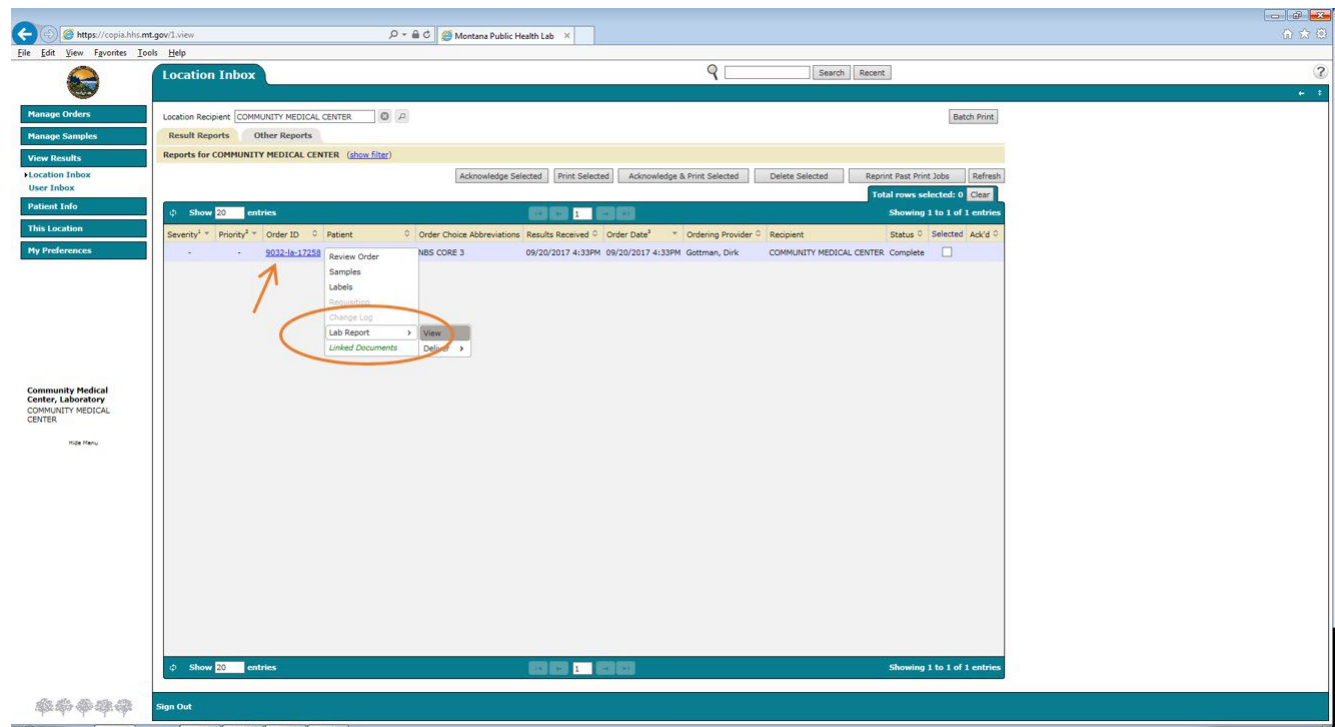
(To see previously acknowledged reports, you first need click a different selection in the “Show” section other than “All unacknowledged reports” which is selected by default. Then the “Hide Acknowledged Reports” box will become available for you to unclick the box.)

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.

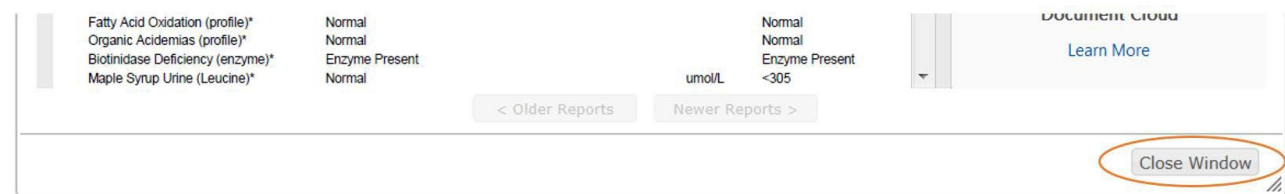
To get back to the inbox, click the “Cancel” button.

The screenshot shows a web interface titled "Print Job" in a teal header bar. Below the header, there is a label "Print Job Date/Time" followed by a dropdown menu with the text "- Choose a Print Job -" and a downward arrow. An orange arrow points to this dropdown menu. Below the dropdown is a yellow box labeled "Reports in Print Job". Underneath this box is a grey box containing the text "Choose a print job from the list above." At the bottom of the interface, there is a teal footer bar. On the left side of the footer bar is the text "Sign Out". On the right side of the footer bar is a button labeled "Cancel", which is circled in orange.

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.

Location Recipient: ..DPHHS EPI TEMPLATE

Result Reports Other Reports

Reports for ..DPHHS EPI TEMPLATE (show filter)

Acknowledge Selected Print Selected Acknowledge & Print Selected Delete Selected Reprint Past Print Jobs Refresh

Total rows selected: 0 Clear

Show 20 entries Showing 1 to 1 of 1 entries

Selected	Name	Received	Location	Type	Number of Records	Ack'd
<input type="checkbox"/>	XYZ Nursing Home-CXXXXX.pdf	09/03/2020 10:18:36AM	..DPHHS EPI TEMPLATE	Inbound Document		

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.

Inbox Filter (hide filter)

Type: All

● Reports received in the past 3 days

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

○ Reports received between: Start 02 / 11 / 2021 12 : 00 AM Now Clear
End 02 / 11 / 2021 11 : 59 PM Now Clear

○ All unacknowledged reports

☒ 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.

Location Inbox

Location Recipient

Result Reports

Reports for PUBLIC

Show 20

Severity

Priority

Search

Recent

zztest

Varvel, Kim

PUBLIC HEALTH LABORATORY

Patients

Hotkey list

Advanced Search Filter

Type at least 3 characters to search.

Show 10 entries

Showing 1 to 10 of 42 entries

Master PID	Name	Patient ID	SSN	MRN	DOB	Sex	Address	PCP	Practice
Ztest, Asaphine		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			DPHS 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	DPHS EPIDEMIOLOGY PROGRAM
Ztest, Covid		C20202133989		ZtestCovid19990730	07/30/1999	M		..Laboratory	PUBLIC HEALTH LABORATORY
Ztest, Jaso		HAR0000799362		HAR0000799362	12/24/1965	M	00000		PUBLIC HEALTH LABORATORY

Show 10 entries

Showing 1 to 10 of 42 entries

New Patient

Orders

Hotkey list

Advanced Search Filter

Type at least 4 characters to search.

Show 20 entries

Showing 0 to 0 of 0 entries

Order Choice Abbreviations	Order ID	Patient	Ordering Location	Proposed Collection	Ordered	Samples	Order Date	Status
No matching records found								

Show 20 entries

Showing 0 to 0 of 0 entries

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 ¹	Patient ID	SSN	MRN	DOB ²	Sex	Address	PCP	Practice
	Zztest, Arapahoe	HAR0000800815		HAR0000800815	02/25/1962	F	00000		PUBLIC HEALTH LABORATORY
	Zztest, Copia	C20202482047		ZztestCopia19650101	01/01/1965	M		..Laboratory	PUBLIC HEALTH LABORATORY
	Zztest, Copia	C20202535908		ZztestCopia19650101	01/01/1965	M			DPHHS EPIDEMIOLOGY PROGRAM
	Zztest, Copia			zz123456	07/30/1999	M	123 MAIN ST HELENA,MT 59601	..Laboratory	PUBLIC HEALTH LABORATORY
	Zztest, Copia			ZztestCopia20010101	01/01/2001	M	00000	..Laboratory	PUBLIC HEALTH LABORATORY
	Zztest, Cougar			HAR0000799375	02/14/1974	F	00000		PUBLIC HEALTH LABORATORY
	Zztest, Covid			zz123456	07/30/1999	M	123 MAIN ST HELENA,MT 59601	..Laboratory	PUBLIC HEALTH LABORATORY
	Zztest, Covid			zz123456	07/30/1999	M	123 MAIN ST HELENA,MT 59601	..Laboratory	DPHHS EPIDEMIOLOGY PROGRAM
	Zztest, Covid	C20202133989		ZztestCovid19990730	07/30/1999	M		..Laboratory	PUBLIC HEALTH LABORATORY
	Zztest, Jaguar	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 medical laboratory. On the left is a navigation menu with options: Manage Orders, Manage Samples, View Results, Patient Info (with sub-options Demographics, Insurance, and Order History), This Location, My Preferences, and Reports. The main area shows the 'Order History' for a patient named Taylor. It includes a filter bar, a table of orders, and a context menu for a selected order.

Order History Table:

Order ID	Sample ID List	Order Choice Abbreviations	Ordering Location	Proposed Collection	Sample Collection Date	Order Date	Ordering Provider	Status
5029-1h-18130			BOZEMAN HEALTH	No Proposed Collection Date	05/04/2018	05/07/2018 8:54AM	..Laboratory	Complete

Context Menu for Order 5029-1h-18130:

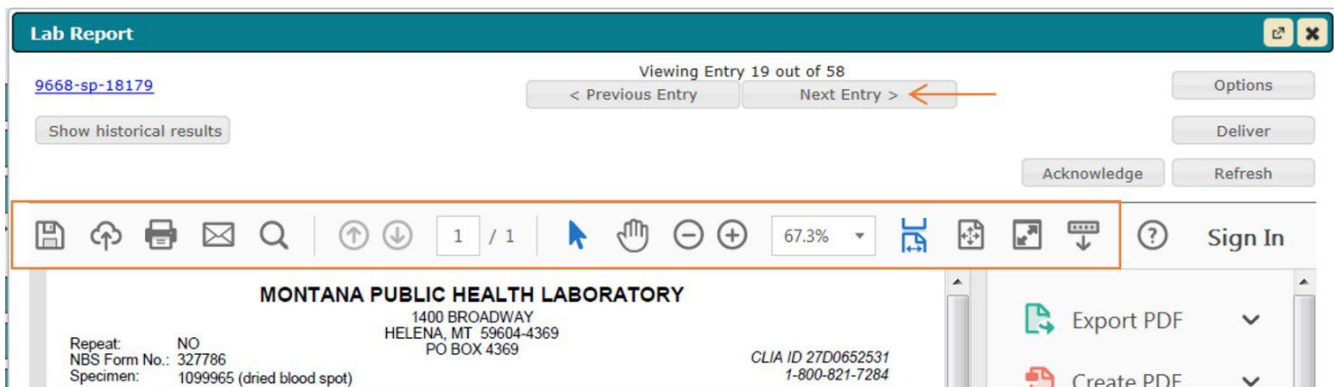
- Review Order
- Samples
- Labels
- Requisition
- Change Log
- Lab Report (highlighted) → View (highlighted)
- Linked Documents
- Deliver

At the bottom right of the screen, there is a button labeled "< Back to Find Patient or Order".

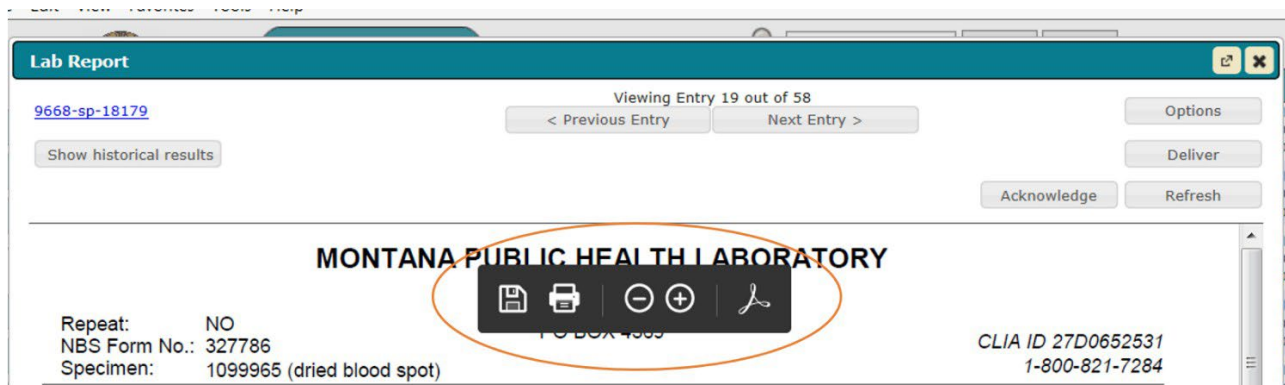
Printing/Saving Individual Lab Reports

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.

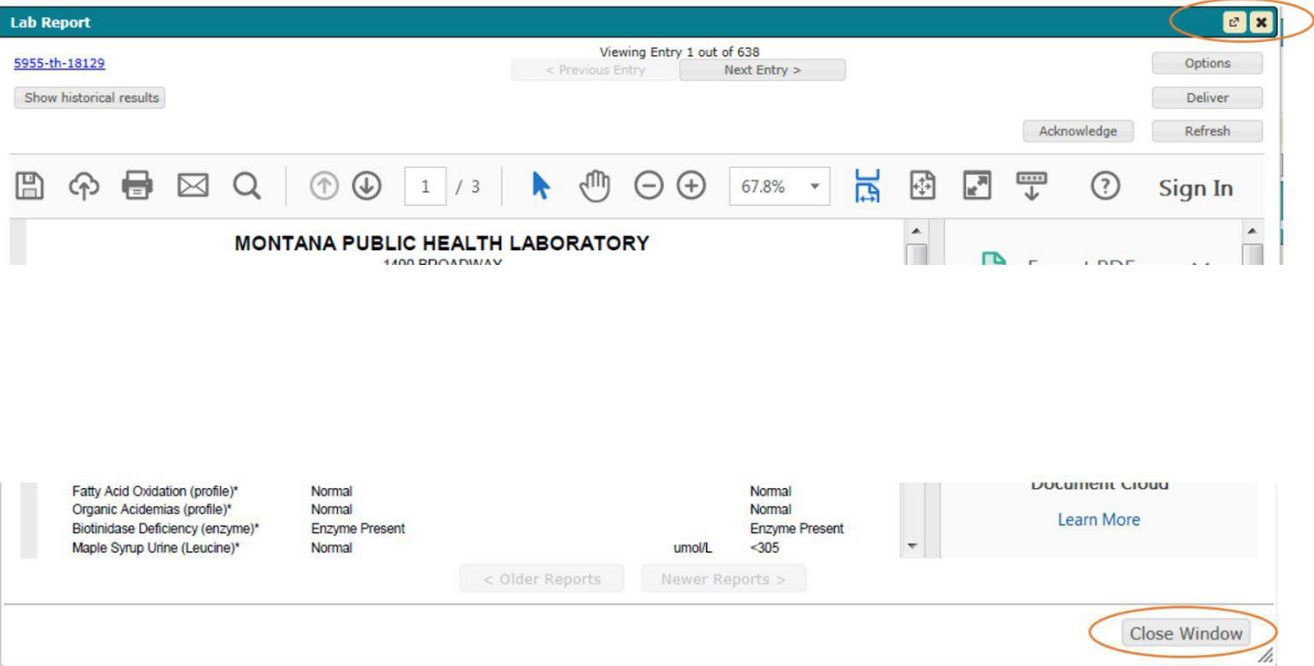
When you open a report from your location inbox, it opens all the reports in the inbox, and you can page through them using the “Next Entry” Button. The “Previous Entry” and “Next Entry” buttons will not be present unless there is more than one report to view.



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:



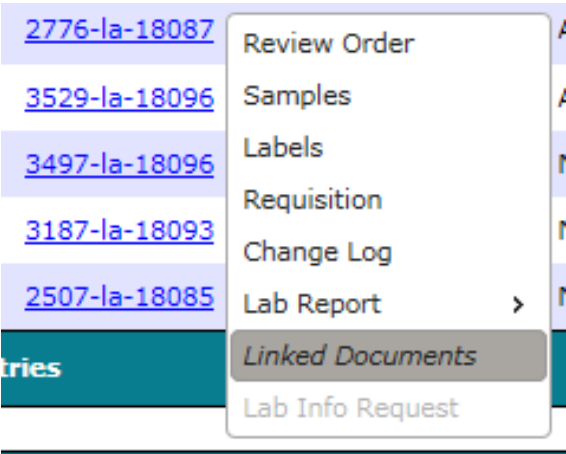
When finished, click the “X” at the top right or the “Close Window” at the bottom right of the screen to close the lab report window.



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 AllRemove SelectedConvert Selected into Single PDF

SelectImageDescriptionAnnotationsSortRemove

NO FILE ADDED

Annotations

☒ Link Result Documents

☐ Link Order Documents

☐ Link Patient Documents

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

☐ Hemoglobin Confirmation (HPLC)

05/14/2018 3:02PM [Document ID57128](#) (Normal)

☐ Newborn Screening Panel

05/09/2018 5:36PM [Document ID56365](#) (Normal)

Linked Order Documents: Documents to link to this order

05/09/2018 5:37PM [Document ID56370](#)

File attached via order attachment file path.

DownloadOpen Externally

05/09/2018 5:37PM [Document ID56371](#)

File attached via order attachment file path.

DownloadOpen Externally

05/09/2018 5:37PM [Document ID56372](#)

File attached via order attachment file path.

DownloadOpen Externally

05/14/2018 3:02PM [Document ID57129](#)

File attached via order attachment file path.

DownloadOpen Externally

05/14/2018 3:02PM [Document ID57130](#)

File attached via order attachment file path.

DownloadOpen Externally

05/14/2018 3:02PM [Document ID57131](#)

File attached via order attachment file path.

DownloadOpen Externally

05/14/2018 3:02PM [Document ID57132](#)

File attached via order attachment file path.

DownloadOpen Externally

Linked Patient Documents: Documents to link to Vlahos, Milos

No documents have been linked to this patient

Sign Out

Proceed With LinkOK

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.

Pending Orders

Search Recent

Pending Orders ([Show Filter](#))

Uncollected Order Count

[\(printable version\)](#)

Cancel Orders

Cancel Pending

Print Requisitions

Refresh

Total rows selected: 0 Clear

Show 20 entries

1

Showing 1 to 14 of 14 entries

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"/>	1395-th-18188			07/06/2018 9:00AM						<input type="checkbox"/>
<input type="checkbox"/>	1421-th-18190			07/05/2018 12:00AM						<input type="checkbox"/>
<input type="checkbox"/>	1431-th-18190			07/05/2018 12:00AM						<input type="checkbox"/>
<input type="checkbox"/>	1444-th-18190			07/05/2108 12:00AM			hanta	hanta		<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

1 / 1

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		07/05/2018 9:00AM				NBS CORE 3
1421-th-18190		07/05/2018 12:00AM				CTFV, RMSF Ser
1431-th-18190		07/05/2018 12:00AM				Tick Panel, WNV IgG, WNV-M Serum
1444-th-18190		07/05/2018 12:00AM			hanta	
1488-th-18190		07/06/2018 3:00PM				NBS CORE 3
1489-th-18190		07/07/2018 2:40AM				NBS CORE 3
1497-th-18190		07/07/2018 11:30AM				NBS CORE 3
1498-th-18190		07/08/2018 11:30AM				NBS CORE 3
1501-th-18190		07/07/2018 9:50AM				NBS CORE 3
1503-th-18190		07/08/2018 5:00AM				NBS CORE 3
1504-th-18190		07/07/2018 3:15AM				NBS CORE 3
1506-th-18190		07/08/2018 4:00AM				NBS CORE 3
1507-th-18190		07/08/2018 3:30AM				NBS CORE 3
1508-th-18190		07/07/2018 7:40AM				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”

Location Inbox

Location Recipient: KALISPELL REGIONAL HOSPITAL

Result Reports Other Reports

Reports for KALISPELL REGIONAL HOSPITAL (show filter)

Acknowledge Selected Print Selected Acknowledge & Print Selected Delete Selected Reprint Past Print Jobs Refresh

Total rows selected: 0 Clear

Show 20 entries Showing 1 to 20 of 21 entries

Severity ¹	Priority ²	Order ID	Patient	Order Choice Abbreviations	Results Received	Order Date ³	Ordering Provider	Recipient	Status	Selected	Ack'd
-	-	3616-ny-18211		NBS CORE 3, TSH Reflex	08/01/2018 11:12AM	07/30/2018 1:47PM		KALISPELL REGIONAL HOSPITAL	Complete	<input type="checkbox"/>	
-	-	3631-ny-18314		NBS CORE 3	08/01/2018	07/30/2018		KALISPELL REGIONAL	Complete	<input type="checkbox"/>	

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.”

Set Location

Please choose your location

Available Locations:

Recent Locations:

- KALISPELL REGIONAL HOSP Nursery - KALISPELL REGIONAL HOSPITAL
- PUBLIC HEALTH LABORATORY - PUBLIC HEALTH LABORATORY

Label Printer Type: EPL2 (workstation setting stored in a cookie)

Documents and Labels for KALISPELL REGIONAL HOSPITAL

Documents

Local Printer Print

No documents found.

Labels

Local Workstation Label Printer 0 Print

Fortune, Crystal
KALISPELL REGIONAL HOSPITAL
Message Center (0)

Sign Out Apply Changes Now Discard Changes

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.)

Location Inbox

Location Recipient: PUBLIC HEALTH LABORATORY

Result Report: Other Reports

Reports for PUBLIC HEALTH LABORATORY (show filter)

Acknowledge Selected | Print Selected | Acknowledge & Print Selected | Delete Selected | Reprint Past Print Jobs | Refresh

Total rows selected: 0 Clear

Show 20 entries

Severity ¹	Priority ²	Order ID	Patient	Order Choice Abbreviations	Results Received	Order Date ³	Ordering Provider	Recipient	Status	Selected	Ack'd
Abnormal	-	3527-HL-18211	Zzproficiency 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	Zzproficiency 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	Zzproficiency 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	Zzproficiency 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	Zzproficiency 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	Zzproficiency 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	Zzproficiency 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	Zzproficiency 2018,	Inf PCR Surv	07/30/2018 9:17AM	07/19/2018 12:29PM	..Laboratory	PUBLIC HEALTH LABORATORY	Complete	<input type="checkbox"/>	

Showing 1 to 8 of 8 entries

Fortune, Crystal
PUBLIC HEALTH LABORATORY
Message Center (0)

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

Lab - All -

Ordering Practice - All -

Ordering Location State

Ordering Location - All -

Ordering Provider - All -

Patient - All -

Order Choices

Select Name

No records selected

Max Results Limit 30000

Report Type HTML

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.

Orders

Order Date

Start

07 / 05 / 2018

02 : 50 PM

Now

Clear

End

07 / 09 / 2018

02 : 50 PM

Now

Clear

Export

Order Choices

Max Results Limit

30000

Report Type

HTML

Lab

- All -

Ordering Practice

- All -

Ordering Location State

Ordering Location

- All -

Collection Location

- All -

Ordering Provider

- All -

Patient

- All -

☐ 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

Print

Refresh

Order Date: 07/05/2018 - 07/09/2018

Ordering Location:

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		COP20181870007	1101719	Misc Surveillance Culture	Final	Routine	Harvest	
07/06/2018		COP20181350008	1103575	Lyme Disease Total Ab (EIA)	Final	Routine	Harvest	
07/07/2018		COP20181880018	1100394	Newborn Screening Panel	Collected	Routine	Harvest	
07/09/2018		COP20181900015	1103588	TickBorne Disease Panel	Cancelled	Routine	Harvest	

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.

Utilization

Order Date

Start 07 / 05 / 2018 02 : 50 PM

End 07 / 09 / 2018 02 : 50 PM

Now Clear

Lab - All - Break out each Lab

Ordering Practice - All - Break out each Ordering Provider

Ordering Location State - All - Break out each Ordering Location

Ordering Location Name

☒ Do not include cancelled orders and order choices

☒ Only include collected samples

☐ Group order choices by Reporting Group

Order Choices

Profiles

Max Results Limit 30000

Report Type HTML

Print Refresh

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
Typhoid Disease Total Ab (EIA)	Typhoid (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

The screenshot shows the Montana Public Health Laboratory's Data Browsers interface. On the left is a sidebar with navigation links: Manage Orders, Manage Samples, View Results, Patient Info, This Location, My Preferences, and Reports. Under Reports, there are links for Billing Summary, Completion, Data Browsers (highlighted), Orders, Standing Orders, and Utilization. The main content area is titled 'Data Browsers' and contains a 'Data Browser List' section. This section has a 'Show active only' checkbox, a 'Name' search field with a 'Clear' button, and a 'Show 10 entries' button. Below these are two links: 'COVID Today' and 'COVID Enter Date Range'.

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.

The screenshot shows the 'Data Browser Details' form for the 'COVID Enter Date Range' report. The form includes fields for 'Data Browser Name*' (COVID Enter Date Range), 'Report Title', and 'Description'. It also has 'Data Browser Template*' (Demographics) and 'Data Browser Filter*' (Sort by Approved Date) with 'Search', 'View', and 'Clear' buttons. There are checkboxes for 'Browse Results for Single Patient', 'Browse Results for Patient Classification', and 'Apply Date and/or Time Range'. The 'Apply Date and/or Time Range' section includes radio buttons for 'Order Date/Time', 'Proposed Collection Date/Time', 'Order Delivery Date/Time', 'Collection Completed Date/Time', 'Result Received Date/Time' (selected), and 'Approved'. Below these are 'Start Date' and 'End Date' fields with time selectors and 'Now'/'Clear' buttons. A red text prompt 'Enter date range here' is visible. There is also a checkbox for 'Apply time range inclusively' and a detailed informational note about search results. At the bottom, there are 'Date Settings', 'View Schedule', and 'Active' checkboxes. A 'Click Search' button is at the bottom right, and a 'Sign Out' button is at the bottom left.

After you click Search, the report will appear.

Data Browser PUBLIC HEALTH LABORATORY

Result Level: ☐ Show PDF Bulk Comment Clear Selected Query Export Comma Line Break: Line Feed Extension: csv ☐ Maintain Fixed Field Count Print Refresh

	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	Result
1	..Epi Location Template	zzTest	EpiAcct	7/5/1944	Male	Caucasian	Non-Hispanic	HELENA	MT	MDX22002014	SARS-CoV-2 RNA	03/24/2022 2:22PM	03/24/2022 4:15PM	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...

EpiAcct	Demographics
Elizabeth	Insurance
Dave	Order History
Nicholas	New Order
Alyssa	Collect Samples
	Blank Patient Requisition
	Change Log
	Linked Documents

Menu when clicking on Sample ID

MDX22002014	Review Order
1498732	Samples
1643382	Labels
1644435	Requisition
1498923	Change Log
	Lab Report
	Linked Documents

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.