CertuitAD[®]

Portal Navigation Instructions

How to Order a Test

1 Go to: <u>https://LIS.ELCDL.COM</u>.

NOTE: If you are a first-time user, you will need to set up your account before you first sign in. Please call the Eli Lilly Clinical Diagnostics Laboratory at 833-INFO-CDL (833-463-6235) or email <u>Diagnostic_Testing_</u> <u>Support@lilly.com</u> to get set up. You will receive a confirmation email with details on how to set up your account.

- 2 Log on to the portal using your email address.
- 3 Your login should default to the New Order screen. If it does not, you need to manually create an order. Select "Manage Orders" in the left menu bar and then select "Order Patient Samples."

NOTE: All required fields will appear in red with an asterisk. Once completed, the fields will turn black.



Select the magnifying glass to narrow the search, or type directly in the Ordering Location field. Once the ordering location is selected, the Collection Location will auto-populate to match the Ordering Location field.

	New Order	9	Search Recent	HCO-Delaware Test
	Please Select an Ordering Location			← ¢
Manage Orders	Order ID: NEW ORDER	Status: NEW ORDER	Entered by:	:
Order Patient Samples Order Choice Catalog Pending Orders	Ordering Location*		Payor(s) No Payor	5 P +
Manage Samples	Ordering Provider* Collection Location* Name	ID Practice Na	me	Now Clear
View Results	Order Date* HCO- Henry	HCO-Henry TESTING H	CO Yes	
Patient Info	HCO-Delaware Test	HCODEL TESTING H	co Yes	
This Location	¢		Advanced Search	
Reports				
	New Order	٩	Search Recent	• HCO-Delaware Test
	Please Select a Patient			+ ≎
Manage Orders	Order ID: NEW ORDER	Status: NEW ORDER	Entered by:	:
 Order Patient Samples Order Choice Catalog Pending Orders Manage Samples 	Ordering Location* HCO-Delaware Test Patient* Ordering Provider* Collection Location* HCO-Delaware Test	Collection Date*	Payor(s) No Payor Results To Comments	M Now Clear
View Results	Order Date* 05 / 24 / 2023	10 : 13 AM Now Fasting	No 💿 🕃 0.00 Hours	
Patient Info				
This Location				
Reports				

5 Enter the patient's name in the Patient field (last name, first name).

• Type at least the first 3 characters of the last name and the system will begin to look for an existing patient.

b If the patient is already in the system, select the patient's name, and skip to step #6.

NOTE: All patient examples are hypothetical.

	New Order	9	Search Recent	• HCO-Delaware Test
	Please Select a Patient			← ≎
Manage Orders	Order ID: NEW ORDER	Status: NEW ORDER		Entered by:
Order Patient Samples Order Choice Catalog Pending Orders	Ordering Location* HCO-Delaware Test Patient* test	Q	Payor(s) No Payor	Comments
Manage Samples View Results	Ordering Provider* Type at least 3 characters to search Collection Location* Order Data Show Advanced Search	h.		AM Now Clear
Patient Info	*Required Field	N � MRN � DOB ² ▲ Sex � Add	ress PCP Practice this street TESTING	0 0
Reports Ouick Links	φ		New Patient	
	Abbreviation list Add	No diagnosis codes selected ICD- Diagnoses*	-1C +	
HCO-Delaware Test EST	Order Choice Diagnoses Sample ID Please select a patient.	Priority Lab Billing	Account ABN Status	Cancel
Hide Menu				

c If the patient is not already in the system, click the "New Patient" button.

	New Order	٩	Search Recent	HCO-Delaware Test
	Please Select a Patient			← ≎
Manage Orders	Order ID: NEW ORDER	Status: NEW ORDER		Entered by:
Order Patient Samples Order Choice Catalog Pending Orders	Ordering Location* HCO-Delaware Test Patient* test		Payor(s) No Payor Results To	Comments
Manage Samples View Results	Ordering Provider* Type at least 3 characters to see Collection Location* Show Advanced Search	rch.		
Patient Info	Name ¹ ▲ Patient ID ≎	SSN ♀ MRN ♀ DOB ² ▲ Sex ♀ Addr 123 t	ress PCP Practice	0 8
This Location Reports	Test, Orchard 0000001	INDI. 4623	IANAPOLIS,IN HCO	
Quick Links	Order Choices		P New Patient	

The Demographics page will then pop up. Enter in the patient demographic information.

NOTE: All required fields will appear in red with an asterisk.

Once you have filled in all required fields, click the "Save" button.

Demographics											? 🗙
Practice*	TESTING HCO	Q			Practic	e MRN					
Last Name*	zim				P	hone 1					
Prefix					P	hone 2					
First Name*						Email					
Middle Name					Add	ress 1*					
Suffix					Ad	dress 2					
Professional Suffix					ZIP/Postal	Code*					
Patient ID		More				City*					
Date of Birth (mm/dd/yyyy)*	1 1				State/Region/Pro	ovince*					
Sex*	\$				c	Country U.S.A.		© <i>P</i>			
SSN					Nat	onality		\$			
Race			0	p		Ignore ca	pitalization rules				
Ethnicity			0	P		Display A	Display ABN in Spanish				
Primary Care Provider			0	P		✓ Patient is	Orderable				
Linked Location			ā	'n		Patient is	Deceased				
					Contractor	diante is	Additional T		F		
					Comments	Alerts	Additional I	nformation	Encounters		
					Results To	Linked Docs	Diagnoses	s Sign In	Aliases		
* Required field											
									Save Disca	ard Changes	Cancel

6 Enter the Ordering Provider by typing in the field, or use the magnifying glass to search the drop-down list of available providers for that ordering location.

7 Enter the date in the Collection Date field (or click on the calendar icon to select the date) and enter the estimated time of collection. You may also click the "Now" button to fill in the current date and time.

	Test, Orchard	Sear	ch Recent
	PID: 23-125-0000001 MRN:	Demographics Insurance Order	History Options 🔶 🗘
Manage Orders	Order ID: NEW ORDER	Status: NEW ORDER	Entered by:
Order Patient Samples Order Choice Catalog Pending Orders Manage Samples View Results	Ordering Location* HCO-Delaware Test Patient* Test, Orchard Ordering Provider* HCPUser, HCP Collection Location* HCO-Delaware Test Order Date* 12 / 11 / 2023 12 : 08	Collection Date*	Payor(s) No Payor Comments
Patient Info This Location	*Required Field	Is the patient a Medicaid Recipient (Primary or Secondary)?*	0 0

8 Under the Order Choices section:

Start typing in the Order Choice Search field to bring up the Order Choice Search screen.

	Test, Orchard	Order Choice Search	×
Manage Orders	PID: 23-125-0000001 MRN: Order ID: NEW ORDER	Order Choice Name: c	Search All Order Choices Search Drder Choice List: My Frequent
Order Patient Samples Order Choice Catalog	Ordering Location* HCO-Delaware Test Patient* Test, Orchard		Search Profiles
Manage Samples	Ordering Provider* HCPUser, HCP Collection Location* HCO-Delaware Test	φ Show 20 entries Select Abbreviation Other Names	CPT Codes Name Collection Information Host Codes
View Results Patient Info	Order Date* 12 / 1 / 2023 12 : 08	CertuitAD; pTau217, ptau	99999 CertuitAD Plasma in Lavender K2 EDTA Tube
This Location Reports	*Required Field		
Quick Links	Order Choices		
	Abbreviation list Add		
	Order Choice Search Order Choice Diagnose Sample ID	φ Show <mark>20</mark> entries	Image: the problem of the p

ঢ Select the check box for the correct order. Continue to search the catalog for all the order choices needed

📀 Selected order choices will appear in the "Selected Items" screen below the search area.

After all order choices have been selected, click the "Add Selected Items" button.

elect	Abbreviation	CPT Codes	Name	Collection Information	Host Codes	Count	Remov
•	CertuitAD		CertuitAD	Plasma in Lavender K2 EDTA Tube		1	×

NOTE: To remove any order choices, select the "X" to the right of the test.

d Enter the diagnosis by typing in the field, or click "Search" to select from the list.

	Diagnosis Search	V HCO-Delaware Test
		← ◆
Manage Orders	Search	
Manage Samples	Search Patient's Previous User's Frequent	
View Results	Select Code Description	
Patient Info	A00.0 Cholera due to Vibrio cholerae 01, biovar cholerae	
This Location	A00.1 Cholera due to Vibrio cholerae 01, biovar eltor	
	A00.9 Cholera, unspecified	
Reports	A01.00 Typhoid fever, unspecified	
	A01.01 Typhoid meningitis	
	A01.02 Typhoid fever with heart involvement	
	A01.03 Typhoid pneumonia	
	A01.04 Typhoid arthritis	
	A01.05 Typhoid osteomyelitis	
	A01.09 Typhoid fever with other complications	
****	Sign Out Show S	elected Items Add All Selected Items Cancel

Check the Select box next to each applicable diagnosis then click the "Add All Selected Items" button.

Review the order for accuracy.

f To submit the order, click the "Save" button when complete.

NOTE: If clinical information is required, based on the test selected, the "Clinical info" button will glow red or will pop up when order is saved. Enter any necessary information and select "Save" again.

	Test, Orchard	9	Search Recent	HCO-Delaware Test
	PID: 23-125-0000001 MRN:	Demographics Insuran	nce Order History Options	← ◆
Manage Orders	Order ID: NEW ORDER	Status: NEW ORDER	Entered by:	
Order Patient Samples Order Choice Catalog Pending Orders Manage Samples View Results Patient Info This Location	Ordering Location* HCO-Delaware Test Patient* Test, Orchard Ordering Provider* HCPUser, HCP Collection Location* HCO-Delaware Test Order Date* 12 / 11 / 2023 12 :	Collection Date* 0	ayor(s) No Payor Results To Comments 15 / 24 / 2023 10 : 39 AM 10 © © 0.00 Hours	Now Clear
Reports Quick Links	Order Choices			
	Abbreviation list	d Selected diagnosis codes: A01.04, G	531.84 ICD-10 💠	
	Order Choice Search	Diagnoses	Search Summary	
	Order Diagnoses Sample ID Priority Lat	Billing	Account ABN Status	Cancel
HCO-Delaware Test	CertuitAD A01.04, T.B.D. Routine C El	Lilly and Company, Clin Patient Bill	O Not Required	
Hide Menu	Documentation and Actions			
	ABN Print Labels Requ Clinical Info Linked Docs Can	Lab Report cel Order Collect Samples		
****	Sign Out			New Order Save

• Auto printing of requisitions can be configured and may pop up automatically. If auto printing is not configured, to print the requisition, select "Requisition(s)."

	Test, Orchard	Search Recent PHCO-Delaware	Test 🗸
	PID: 23-125-0000001 MRN:	Demographics Insurance Order History Options	+ \$
Manage Orders	Patient*		
Manage Samples	Current Collection Location*	Q 0	
Collect Samples Collection List Pending Collection	Current Phlebotomist*		
View Results			
Patient Info	TESTING HCO:		
This Location	Order ID: 01003-EL-23240		
Reports		Labels Requisition(s) Add to Collection List	Print Labels
Quick Links	Collected Collection Date/Time	Sample ID Tube/Container Storage Protect From Instruction Light	ons Lab
HCO-Delaware Test	✓ 08 / 28 / 2023 02 : 42	2 PM Now 23240000004 (1) Lavender Frozen No CertuitAD K2 EDTA Tube Frozen No CertuitAD collection tubes complete 2. Mix immedial by gently inverting the tube least 8 to	D: Eli Lilly Clinical Diagnost Laborato ly.

Olick the "Print" button in the top right.

	Test, Orchard				• HCO-Delaware Test
	PID: 23-125-0000001 MRN:	Demographics	Insurance	Order History Option	ıs ← ≎
Manage Orders	Requisition(s)				
Manage Samples	Include a copy for each of the follow	ving:			
View Results	Summary Copy	Select Lab		Select Order Choice	
Patient Info		Eli Lilly Clinical Diagnos	tics Laboratory	🗹 CertuitAD	Refresh Print
This Location					
Reports	REQUISITION Performing Lab: Eli Lilly Clir Order Information:	nical Diagnostics Laboratory	Collection Da Collection Tin *Completion I	te*: ne*: Required	
	Practice: TESTING HCO Order ID: 01000-EL-23241 Location: HCO-Delaware T Date: 08/29/2023 11:32AM Patient Comments: Order Comments:	l Test I	Date Printed: (Ordering Provi Status: Collect	08/29/2023 11:32AM der: HCPUser, HCP ed	
	Patient Information:	Insurance Inform	nation:		
****	Sign Out				Close

1) Click the "Close" button once your requisition has printed.

The order is now complete.

How to Retrieve Results

1 In the search field at the top center of the screen, search by patient name. The Patients and Orders pop up windows will appear.

New Order	9	Search Recent	• HCO-Delaware Test
Patients BHotkey list	?	Orders OHotkey list	
Advanced Search Filter (show filter)	Type at least 1 character to search.	Advanced Search Filter (show filter)	Type at least
φ Show 10 entries 1 💷	Showing 0 to 0 of 0 entries	တ္ Show 10 entries 🗾	G 1 CI CI Sh
Master PID Name ¹ Patient ID SSN MRN	DOB ² * Sex [©] Address PCP Practice	Order Choice Abbreviations Order ID	Patient Ordered Samples
No matching records fo	bund	No	matching records found
🚓 Show 10 entries 📧 📻 1 📻	Showing 0 to 0 of 0 entries	o Show 10 entries 🗾	1 (2) (2) Sh
	New Patient		

2 Click on the appropriate patient from the list.

3 Select Order History from the pop up menu.

Advand	ed Search	Filter <u>(show</u>	filter)				Туре	at least 1 chara	acter to	search.
c Show 10 entries				1 Showing 1 to 1 of 1 entr			1 entries			
Master (PID	Name ¹	Patient \$	SSN ≎	MRN \$	DOB ²	•	Sex ≎	Address	PCP	Practice
	<u>Test,</u> <u>Orchard</u>	Demographic Insurance	s					123 this street INDIANAPOLIS, 46231	IN	TESTING HCO
ආ Show <mark>10</mark>		Order History	(1			Showing 1	to 1 of	1 entries
		New Order Collect Samp	les						New	Patient
	0	Blank Patient	Requisit	ion						
] _	rder Choice	Change Log Linked Docur	nents							

4 Click the appropriate Order ID from the list.

	Test, Orchard	9	Search Recent	• HCO-Delaware Test	
	PID: 23-125-0000001 MRN:	Demographics Insurance	e Order History Option	IS	
nage Orders	Order History Filter (show filter)				
age Samples			Cumulative		
v Results	TESTING HCO: Test, Orchard / Patient	ID: 23-125-0000001 / MRN:			
ient Info		Total	rows selected: 0 Clear		
nographics	🗘 Show 10 entries		Showing 1 to 3 of 3 entries		
er History	Order ID Order Choice Abbreviation	s Order Date 🔹 Ordering Provider	Status		
Location	01004-ry-23318 CertuitAD (R)	11/14/2023 1:56PM	Release Pend ng, No Results		
	01005-ry-23318 CertuitAD (R)	11/14/2023 1:51PM	Release Pend ng, No Results		
orts	01000-ry-23125 CertuitAD (R)	05/05/2023 11:18AM HCPUser, HCP	Complete		
k Links	🗘 Show 10 entries		Showing 1 to 3 of 3 entries		
				01	

To see the Lab Results, select Lab Report from the pop up menu. (NOTE: Status must be "Complete" to be able to select Lab Report.) Next, select View. Proceed to Step 5.

¹⁵ To see the Requisition Form, select "Requisition" from the pop up menu. The order requisition form will open. In the top right corner, select the "Print" or "Download" icon.

	Test, Orch	hard		9		Search	Recent
	PID: 23-125-00	00001 MRN:	D	emographics	Insurance	Order Hist	tory Option
Manage Orders	Order History	Filter (show filter)					
Manage Samples							Cumulative
View Results	TESTING HCO:	Test, Orchard / Pat	ient ID: 23-125-0	0000001 / MR	N:		
Patient Info					Total	rows selected	d: 0 Clear
Demographics	ු Show 10	entries	I ()		s	howing 1 to 3	3 of 3 entries
Insurance Order History	Order ID 🗘	Order Choice Abbrevia	ations Order Date	▼ Ord	ering Provider	Status	
This Location	01004-ry-23318	CertuitAD (R)	11/14/2023	3 1:56PM		Release Pendi	ing, No Results
	01005-ry-23318	CertuitAD (R)	11/14/2023	3 1:51PM		Release Pendi	ing, No Results
Reports	01000-ry-23125	Review Order	05/05/2023	3 11:18AM HCF	PUser, HCP	Complete	
Quick Links	ې Show 10	Samples	I ()		S	howing 1 to 3	3 of 3 entries
		Labels					
		Requisition					
		Change Log					
		Lab Report >	View				
		Linked Documents	Deliver>				
		Lab Info Request					
		Work in Progress					

5 Select "Deliver" at the top right of the screen, and then select "Print" to print the lab report.

Lab Report			e ×
Show historical results	<u>01000-ry-23125</u>		Options
Limit Order Choices Displayed		Print	Deliver
		User >	Refresh
		External Recipient>	
	01000-rv-23125 Lab Report	Location >	
		Host >	
Eli Lilly Clinical Diagnostics Laboratory			
Lab Report			

6 Alternatively, if you do not select a patient via the search bar at the top, you may select View Results in the left menu bar. Select Location Inbox. Any reports needing to be acknowledged will display.

Select desired report. Click Print.

NOTE: You may select "show filter" to narrow your search.

	Location Inbox Q Search Recent Q HCO-Delaware Test
	← \$
Manage Orders	Location Recipient HCO-Delaware Test
Manage Samples	Result Reports Other Reports
View Results	Reports for HCO-Delaware Test (show filter)
Location Inbox	Acknowledge Selected Print Selected Acknowledge & Print Selected Delete Selected Reprint Past Print Jobs
User Inbox	Refresh
Patient Info	Total rows selected: 0 Clear
This Location	$ \phi $ Show 20 entries $ 1 \rightarrow \mu $ Showing 0 to 0 of 0 entries
Reports	Severity ¹ • Priority ² • Order D_{D} • View Report Order $Abbreviations$ Results Received Order $Date^3$ • Order $Date^3$ • Ordering $Dreviations$ Status • Select Ack'd •

Change the selection to "Reports received" and fill in the number of days, then click the "Refresh" button at the bottom right of the screen. You may also enter a date range, if desired.

	Location Inbox	9	Search Recent	• HCO-Delaware Test
				+ ≎
Manage Orders	Location Recipient HCO-Delaware Test			Batch Print
Manage Samples	Result Reports Other Reports			
View Results	Inbox Filter (hide filter)			
Clocation Inbox User Inbox Patient Info This Location Reports Quick Links	Patient Cordering Location Ordering Provider Any Cordering Status All ¢ Severity All ¢ Priority All ¢		Order Choice	▲ Active ≎
	Reports received in the past 3 days Days include every day of the week Days include only weekdays Reports received \$ between: End 08 / 29 / 2023 I1 All unacknowledged reports	2 : 00 AM Now Clear		

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