

Lab Web Portal (LWP)

Quick Start Guide



This document provides a quick overview of the Lab Web Portal functionalities. Its goal is to guide you to perform basic portal tasks, like submitting test orders to the Missouri State Public Health Laboratory (MSPHL), monitoring testing progress, and accessing published reports. Its content may differ in some details from some of the products described. This user guide was authored by Missouri State Public Health Laboratory in collaboration with iConnect Consulting, Inc.

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All information provided here is subject to change without notice.

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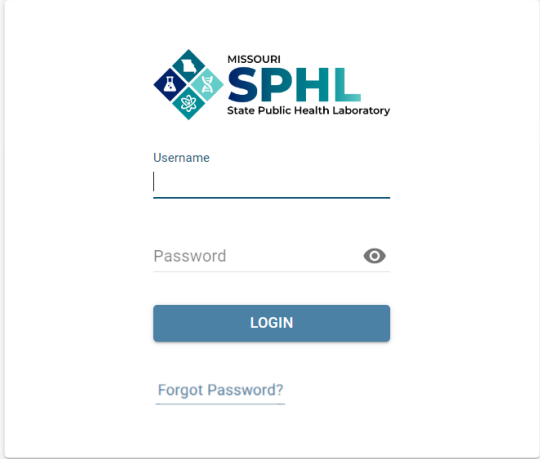
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Welcome to the Lab Web Portal (LWP)

The Production URL


Access the LWP login page by using the following URL:

<https://prod.labwebportal.com/mo/#/auth/login>



MISSOURI
SPHL
State Public Health Laboratory

Username

Password
_____ 

LOGIN

[Forgot Password?](#)

©2007 - 2023 IConnect Consulting, Inc. Order Support Technical Support 18 Apr 2023 14:29 8.6.2.2372

- Click the **Order Support** link at the bottom of the page to view laboratory contacts and information on where to send your specimen(s).
- Click **Technical Support** link at the bottom of the page to view technical support contacts.

Username and Password

User credentials will be provided by the MSPHL Informatics Unit. To register for a LWP account for submitting test orders and reviewing results, please contact

MSPHLInformatics@health.mo.gov or call 573-522-9560.

Forgot Password

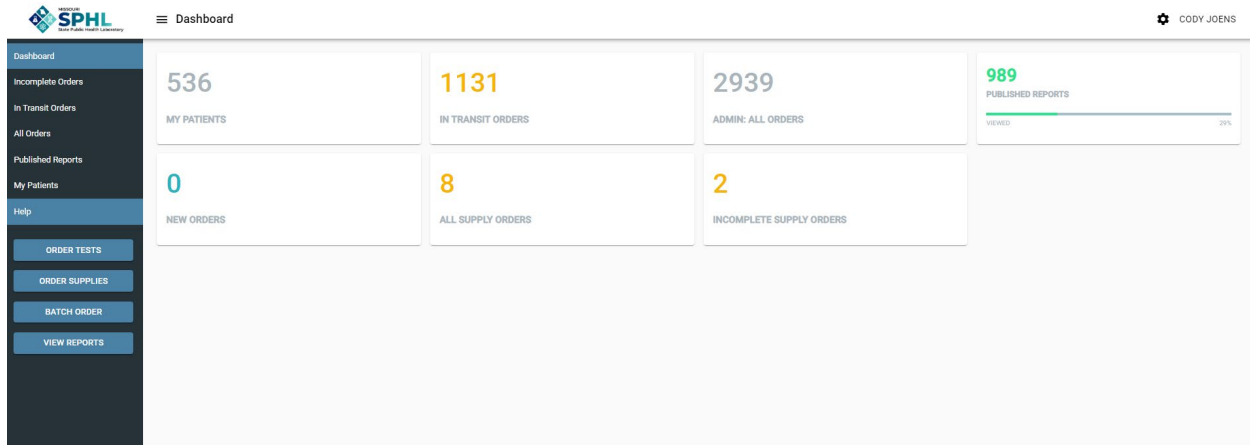
Please select the **Forgot Password** button to initiate an automated password reset procedure.

For additional password assistance, please contact the MSPHL Informatics Unit at

MSPHLInformatics@health.mo.gov or call 573-522-9560.

Navigating the LWP

The Navigation Panel



- **Dashboard** is the first page you will see after signing into the Portal. The Dashboard serves as a quick access point to access commonly utilized modules within LWP such as My Patients, New Orders, and Published Reports. The Dashboard is editable. To customize the Dashboard, select the gear icon in the top right corner of LWP next to your name. After selecting the gear icon, you may reorder or remove tiles from your Dashboard. Once changes have been made: select **Reset** to reset any changes, select **Cancel** to discard any changes, or select **Save** to apply any changes.
- **Incomplete Orders** – Module for viewing orders that have been started, but not yet submitted.
- **In Transit Orders** – Module for viewing orders that have been submitted, but have not yet been received by the laboratory.
- **All Orders** – Module for viewing all orders submitted by user organization regardless of status.
- **Published Reports** – Module for viewing all orders with published reports per user organization. Orders with unread (not viewed) reports are displayed in **bold**; orders with read (viewed) reports are displayed in normal font.
- **My Patients** – Module for viewing patients added to LWP per user organization.
- **Help** – View Portal help.

Note: Not every user role has access to all options shown above.

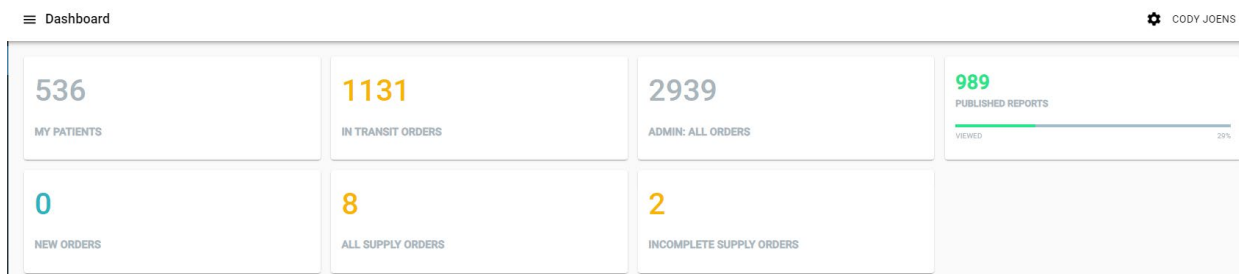
The Call-to-Action Buttons

There are four blue buttons on the bottom-left side of the Navigation Panel.

- **Order Tests** – Order tests using a preconfigured test requisition form.
- **Order Supplies** – Order supplies using a preconfigured test requisition form.
- **Batch Order** – Order multiple tests at once using a preconfigured batch order template.
- **View Reports** – View all “unread” published reports per user organization.

The Tiles

- The tiles shown on the Dashboard serve as counters and key performance indicators.
- Click any tile to open the applicable module within LWP.
- The number displayed at the top of each tile represents the total number of orders within that specific module per user organization.
- The progress bar shown on the Published Reports tile indicates the percentage of “viewed” reports versus “not viewed” reports.



User Drop-Down Menu

The user drop-down menu in the upper-right corner of LWP offers additional resources. To access the drop-down menu, click your name.

- **Profile** – Allows user to view and edit personal information, notification settings, and change password. Detailed information outlined in next section.
- **Batch Order** – Additional access to preconfigured batch order templates.
- **News** – Displays announcements and notifications submitted by MSPHL staff to alert users of relevant information.
- **Help** – Additional access to view Portal help.
- **Logout** – Log user out of Portal.

User Profile

- **Personal Info** – allows user to view and edit personal information. Default information shown is loaded to user profile by MSPHL Informatics staff in accordance with user’s Attachment A user agreement.

The screenshot shows the "PERSONAL INFO" tab of the user profile. It has three sub-tabs: "PERSONAL INFO", "MANAGE NOTIFICATIONS", and "CHANGE PASSWORD". The form contains the following fields:

First Name Cody	Last Name Joens	Title
Email Address cody.joens@health.mo.gov	Address	City
State	ZIP	Primary Phone
Primary Fax	Role LWP_StateAdmin	
Organizations MSPHL OPENE		

- **Manage Notifications** – allows user to add personal preferences for Portal notification events.

PERSONAL INFO
MANAGE NOTIFICATIONS
CHANGE PASSWORD

#	Event	Type	Frequency	Enabled	Delete
1	New Report is available	Email	Immediately	no	

ADD NOTIFICATION

☐ Enabled

New Report is available
Email
Immediately

SAVE

- **Change Password** – allows user to change password prior to expiration.

PERSONAL INFO
MANAGE NOTIFICATIONS
CHANGE PASSWORD

* Current Password

* New Password

* Re-type New Password

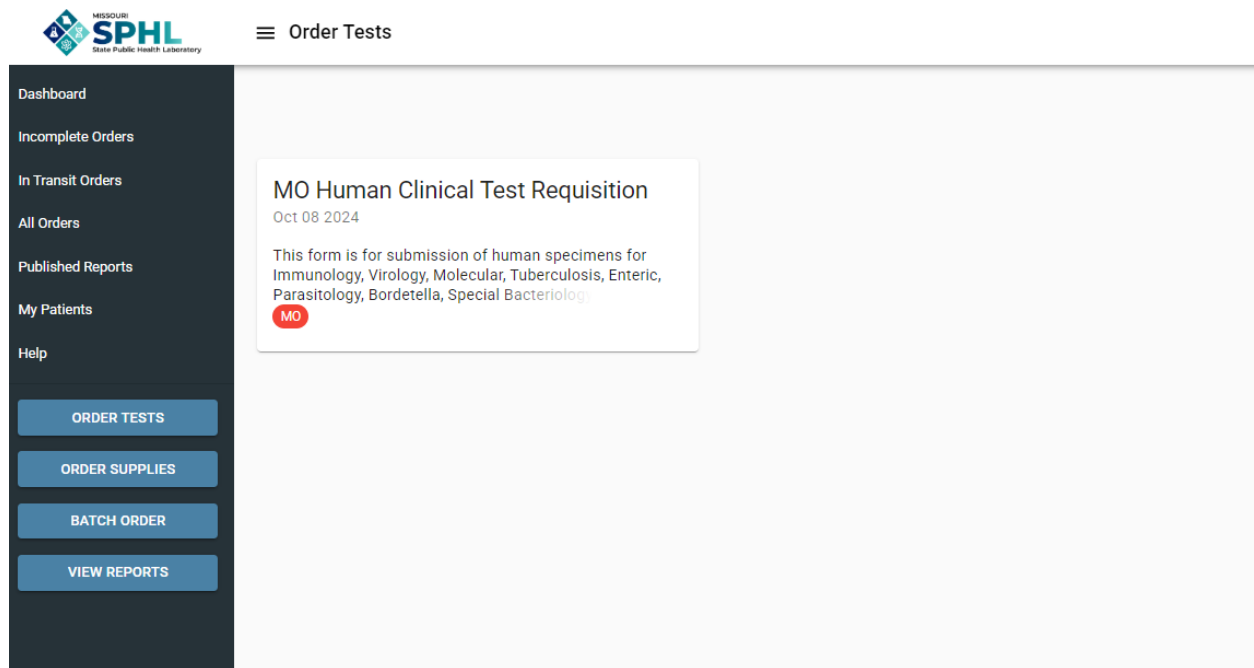
Order Tests

Test Requisition Form (TRF)

This section will outline the process of completing the online Test Requisition Form (TRF) to include with specimen being submitted to MSPHL for testing.

1. Click the **Order Tests** call-to-action button to load the available TRF options currently accepted by MSPHL.

Note: Users may have access to one or multiple TRF options depending on user role.



2. Select the MO Human Clinical Test Requisition tile to begin an order for a Clinical sample submission.

Note: All required fields will be indicated in red with an asterisk.

3. **Select Test Requisition Form Section** – this section prompts the user to make a testing section selection for the sample. If you are unfamiliar with the tests per section delegated by MSPHL, please scroll down to view the unfiltered list of tests per section. Once appropriate testing section has been identified, make selection in the Select Test Requisition section to filter the TRF.

* Select Test Requisition Form (scroll down to view test options by section)

<input type="radio"/> Bordetella	<input type="radio"/> Chemistry	<input type="radio"/> Enteric Bacteriology
<input type="radio"/> Immunology	<input type="radio"/> Molecular	<input type="radio"/> Parasitology
<input type="radio"/> Special Bacteriology	<input type="radio"/> Tuberculosis	<input type="radio"/> Virology

4. **Submitter Information Section** – this section will be used to record the submitting facility and submitting physician information for the sample.

SUBMITTER INFORMATION

*Facility Name

MSPHL

Phone Number

(573) 751-3334

Fax Number

Address

101 N. Chestnut St

City

Jefferson City

State

Missouri

Zip Code

65101

Attending Physician/Clinician

+ Q

Outreach Event

| v

- a. **Facility Name** – this field will auto-populate with the user’s default organization. If user has multiple facilities assigned to profile, utilize the search function to select the appropriate submitting facility.

Select a company from the list below

Quick Search

FACILITY NAME	ADDRESS	CITY	STATE	ZIP CODE	PHONE NUMBER
MSPHL	101 N. Chestnut St	Jefferson City	Missouri	65101	573-751-3334

- b. **Attending Physician/Clinician** – This field will allow the user to select a physician to add to the test order based on previously stored information. Utilize the search function to search for existing physicians per user organization. To add a new physician, utilize the [+] icon to enter demographic information. Upon entry, this physician will be stored for future use per user organization.

Add New Physician

*Last Name	*First Name
NPI	Phone Number
Address	
City	State Zip Code
Contact Type	Status
Physician	Active

5. **Patient Information Section** – this section will be used to record the patient demographic information for the sample.

PATIENT INFORMATION

*Last Name + 🔍

- a. **Last Name** – this field will allow the user to select a patient to add to the test order based on previously stored information. Utilize the search function to search for existing patients per user organization. To add a new patient, utilize the [+] icon to enter demographic information. Upon entry, this patient will be stored for future use per user organization.

Add new patient

*Last Name	*First Name
*Date Of Birth	Phone Number
Address	
Apt/Suite #	
City	State Zip Code
Gender	
<input type="radio"/> Male <input type="radio"/> Female	
Race	
<input type="radio"/> American Indian or Alaskan Native <input type="radio"/> Asian <input type="radio"/> Native Hawaiian or Other Pacific Islander	
<input type="radio"/> Black or African American <input type="radio"/> White <input type="radio"/> Other <input type="radio"/> Unknown	
Ethnicity	
<input type="radio"/> Hispanic or Latino <input type="radio"/> Not Hispanic or Latino <input type="radio"/> Unknown	

CLOSE CLEAR **SUBMIT**

6. **Specimen Information Section** – this section will be used to record information regarding specimen collection and test selection.

SPECIMEN INFORMATION

* Collection Date (mm/dd/yyyy)

00:00

* Specimen Type

* Test

Immunology ?

☐ Chlamydia (CT) / Gonorrhea (GC)
☐ HIV and Syphilis Screening

☐ HIV Screening
☐ Syphilis Screening

☐ Syphilis VDRL CSF

- a. **Collection Date** – enter the date of collection using a MM/DD/YYYY format. You may also utilize the calendar widget to complete this field.
 - i. This field will display a warning for any date entered exceeding one year from the current date to remind users to review the information and correct if necessary. Users will still be able to submit the order if the sample was in fact collected over one year ago.

SPECIMEN INFORMATION

* Collection Date (mm/dd/yyyy)

06/17/2023

Collection Time (24hr) (hh:mm)

00:00

This date is greater than 365 days in the past. If this is an error, please correct this date before proceeding.

- b. **Collection Time** – this field will default to a value of 00:00 as it is not a required field for most Clinical testing. If a facility wishes to provide this information, they may. However, the only Clinical specimens that require time of collection are for Tuberculosis testing.
- c. **Specimen Type** – utilize the drop-down menu to record the specimen type used for sample collection. The specimen type options present in this field will filter based on test requisition form selection in Step 3 to ensure improper combinations are not able to be recorded per testing requirements.
- d. **Specimen Source** – some specimen types will require a specimen source selection. Select the specimen source by clicking the radial button next to the source type. Selecting **Other** will always prompt a free-text field in which to specify the unique source.

Note: Specimen Source is not applicable for all testing. This field will only display when it is required for testing.

* Specimen Type
Isolate X | v

* Specimen Source
☐ Blood ☐ Bronchoalveolar Lavage ☐ Cerebrospinal fluid ☐ Pleural Fluid ☐ Sputum
☐ Tracheal aspirate ☒ Other

* Specify Other

- e. **Test Selection** – select the test to be assigned to the sample by clicking the radial button next to the test name. The available tests within the testing section will filter based on specimen type selection to ensure improper combinations are not able to be recorded per testing requirements.

Note: Some test options may have an ⓘ icon beside the test name. This icon signifies a *crucial note* that must be acknowledged before proceeding with the test selection. In most cases, this indicates that a test requires prior-approval before submission. Clicking the ⓘ icon or selecting a test with a crucial note will prompt a blue notification at the bottom of the screen.

Molecular ⓘ

☐ Ebola PCR ⓘ ☐ MERS-CoV PCR ⓘ

ⓘ This testing option requires pre-approval prior to sample submission. Please contact the Missouri State Public Health Laboratory at 573-751-3334 for instruction on how to obtain testing approval. For detailed instructions on sample collection & submission, please visit <https://health.mo.gov/lab>

7. **AOE Questions** – this section will record various ask on order entry questions relevant to the test selection. These questions will vary for each testing section, but will capture data such as medical record numbers, insurance information, vaccination dates, and additional patient data. The answer formats will vary based on the question asked, but will consist of formatted dates, drop-down menus, and free text fields.
8. Review the TRF for accuracy. The **Contents** sidebar on the right side of the page will display the status of all fields within the TRF. Any fields indicated by green text with a checkmark have been completed. Any fields indicated by black text have not been completed. Any fields indicated by red text with an asterisk are required fields that have not been completed.

Contents

✓ *Select Test Requisition Form (scroll down to view test options by section)

SUBMITTER INFORMATION

✓ *Facility Name

Attending Physician/Clinician

Outreach Event

PATIENT INFORMATION

*Last Name

9. Once the TRF has been completed, utilize the buttons in the bottom-right to proceed. Select **Submit** to finish the order and generate the TRF form to submit with the sample. Select **Save** to save the order to submit at a later time. This will move the order to the **Incomplete Orders** module. Select **Clear** to clear the contents of the TRF and start over.
 - a. Upon selecting **Submit**, a Certification of Test Order screen will display. If the user wishes to proceed with submitting the test order, click **Agree**. If additional edits need to be made, click **Cancel** to return to the TRF.

Certification of Test Order

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

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

CANCEL AGREE

- b. Once the user has certified the test order, an order confirmation screen will display. Select **Print** to generate the TRF form to submit with the sample. Select **Copy Order** to copy the sample's information over to a new order. Select **Close** to exit to a blank TRF.

Note: Each order will have a unique test order number (highlighted in **bold** below) to identify the sample in the various system modules.

Order Placed

Your test order **OIDMO230000047** has been successfully submitted. Please check All Orders section of your Dashboard for status updates.

Click **Print** below to view the completed test requisition form. Submitter must print the form and include it with the specimen when sending to MSPHL.

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

[PRINT](#) [COPY ORDER](#) [CLOSE](#)

Note: The patient specimen must be labeled at the time of collection with two unique identifiers (ex: patient first and last name and date of birth) that matches the test requisition form. Enclose the test requisition form with the specimen.

Note: The generated test requisition form will populate the laboratory section, test assigned, date and time submitted as well as the name and phone number of the user that submitted the order. This contact information is pulled from the user's profile and is used by our testing units in the event that there are issues with the specimen or information provided.

Note: The barcode generated in the lower left corner of the test requisition form contains information that impacts file naming and transfer as the forms are scanned into MSPHL's laboratory information management system. Please ensure this barcode is captured on the test requisition form when printing. Users may need to adjust the print area or zoom default within their web browser from the print preview screen.

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES

MISSOURI STATE PUBLIC HEALTH LABORATORY
101 NORTH CHESTNUT STREET, PO BOX 570
JEFFERSON CITY, MO 65101
(573) 751-3334
<http://health.mo.gov/lab/index.php>

Immunology

HIV and Syphilis Screening
Date Submitted: 6/17/2024 9:34:19 AM CST
Submitted By: Cody Joens
Phone Number: (573) 751-1031

Accession Number Barcode
(For SPHL use only)



Order ID: **OIDMO240000447**

Submitter Information		
Facility Name: MSPHL		
Phone Number: (573) 751-3334		Fax Number:
Address: 101 N. Chestnut St		
City: Jefferson City	State: Missouri	Zip Code: 65101
Attending Physician/Clinician:		NPI:
Phone Number:		
Address:		
City:	State:	Zip Code:
Provider Type:		
Patient Information		
Last Name: PATIENT INFORMATION		First Name: PATIENT INFORMATION
Date of Birth: 01/10/1990		Phone Number:
Address:		Apt/Suite #:
City:	State:	Zip Code:
Gender: Unknown		
Race:		
Ethnicity:		
Client Reference:		
Specimen Information		
Collection Date: 6/17/2023		Collection Time: 00:00
Specimen Type: Serum		
Test: HIV and Syphilis Screening		
AOE Questions		
Patient Pregnant:		
Sex Assigned at Birth:		
Medical Record/Chart Number:		
Medicaid Number/DCN:		
Patients County of Residence:		
Insurance Information:		
Syphilis:		

The patient specimen must be labeled at the time of collection with two unique identifiers (ex: patient first and last name and date of birth) that matches the test requisition form. Enclose the test requisition form with the specimen.



Batch Order

Batch Ordering System

This section will outline the process of completing a batch order for multiple specimen submissions within one testing section utilizing the built in batch ordering system.

1. Click the **Batch Order** call-to-action button to load the available batch order options currently accepted by MSPHL.

Note: Each laboratory testing section has its own unique batch order tile. The batch order tiles contain key words to help users understand each section's test offerings.

Dashboard

Incomplete Orders

In Transit Orders

All Orders

Published Reports

My Patients

Help

ORDER TESTS

BATCH ORDER

VIEW REPORTS

Batch Order

IMPORT FROM FILE

Filter

Bordetella Clinical Batch Order

Modified Mar 21 2023

Bordetella pertussis, culture, PCR

Missouri MO

Chemistry Clinical Batch Order

Modified Mar 21 2023

Blood lead, Venous, Capillary

MO Missouri

Enteric Bacti Clinical Batch Order

Modified Mar 21 2023

Salmonella, Shiga toxin-producing E. coli, Shigella, Vibrio cholerae, Raw stool exam, Culture identification

MO Missouri

Immunology Clinical Batch Order

Modified Mar 21 2023

STD, STI, Sexually transmitted, HIV, Syphilis, CT/GC, Chlamydia, Gonorrhea

MO Missouri

Molecular Clinical Batch Order

Modified Mar 21 2023

PCR, COVID-19, Influenza A & B, Mpox, Ebola, Rash testing, Norovirus

MO Missouri

Parasitology Clinical Batch Order

Modified Mar 21 2023

Parasite, bloodborne, exam, identification

MO Missouri

SARS-CoV-2 Test

Modified Jun 21 2022

Missouri State Public Health Laboratory

MO Missouri

Special Bacti Clinical Batch Order

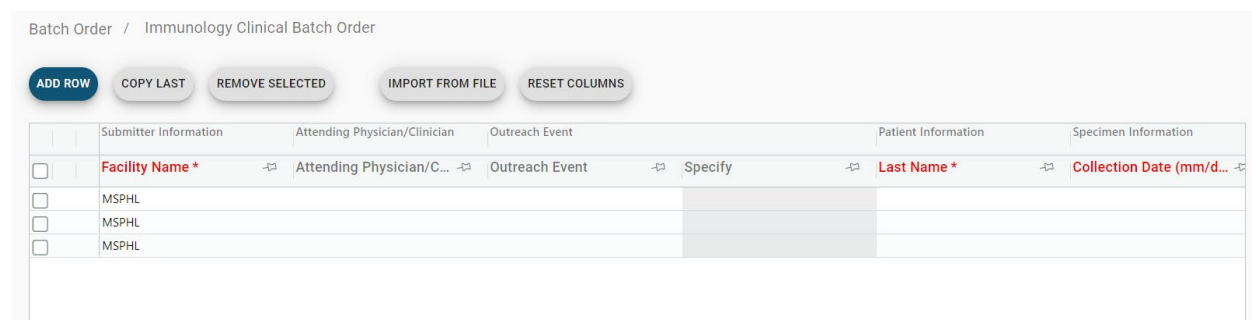
Modified Mar 21 2023

CRE, CRO, Culture identification, Carbapenem-Resistant Organism

MO Missouri

2. Select a batch order template to proceed to that testing section's batch ordering system.

Note: The overall layout and functionality of each testing section batch order system will be the same. The difference between each testing section batch order system will be the test selection offerings, the specimen types, and the ask on order entry questions.



Batch Order / Immunology Clinical Batch Order

ADD ROW COPY LAST REMOVE SELECTED IMPORT FROM FILE RESET COLUMNS

	Submitter Information	Attending Physician/Clinician	Outreach Event	Patient Information	Specimen Information
<input type="checkbox"/>	Facility Name *	Attending Physician/C...	Outreach Event	Specify	Last Name * Collection Date (mm/d/...
<input type="checkbox"/>	MSPHL				
<input type="checkbox"/>	MSPHL				
<input type="checkbox"/>	MSPHL				

3. Each row in the batch ordering system represents a patient test order. Each column represents a field on the TRF. The fields will be identical to the fields from the **Order Tests** module. The filtering functionality will also be present in the batch ordering

system to ensure improper combinations are not able to be recorded per testing requirements. Select the **Add Row** button to add as many rows as needed.

4. Once all test orders have been added as new rows and completed, select **Submit** to proceed with the orders.
 - a. If any errors are present in the batch ordering system, LWP will notify the user of invalid data. An error icon (!) will be present at the beginning of the affected row. All affected cells will be outlined in red. These errors must be corrected in order to submit the batch order. You may also click the error icon (!) to see a list of all errors within a row.



The screenshot shows a web form titled "Batch Order / Immunology Clinical Batch Order". At the top, there are five buttons: "ADD ROW" (highlighted in blue), "COPY LAST", "REMOVE SELECTED", "IMPORT FROM FILE", and "RESET COLUMNS". Below the buttons is a table with five columns: "Submitter Information", "Attending Physician/Clinician", "Outreach Event", "Patient Information", and "Specimen Information". The first row of the table has headers: "Facility Name *", "Attending Physician/C...", "Outreach Event", "Specify", "Last Name *", and "Collection Date (mm/d...)". Below the first row, there are three rows with red outlines, indicating errors. A dropdown menu is open on the first row, listing the following errors: "Submit errors (click on the item to navigate to it):", "Last Name - This field is required", "Collection Date (mm/dd/yyyy) - This field is required", "Specimen Type - This field is required", and "Test - This field is required".

- b. If no errors are present in the batch ordering system, LWP will require the user to select **Submit** again. Once the orders have been successfully submitted, a confirmation will display.

The screenshot shows a confirmation message box with a dark border. The title is "Records Submitted". The text inside says "Records have been successfully submitted." and there is a "CLOSE" button in the bottom right corner.

Note: The batch ordering system does not prompt users to print at this time. However the test requisition forms must still be enclosed with their respective specimens.

5. To print the TRFs for the batch order samples, visit the **In Transit Orders** module. Samples within the batch will be indicated by **Batch Key** and numbering system (x of y). It may be necessary to scroll right to view the **Batch Key** column.
6. Check the box to the left of each order within the batch. Once all orders have been selected, click the **Print** icon at the top of the page to generate the test requisition forms to enclose with their respective specimens.

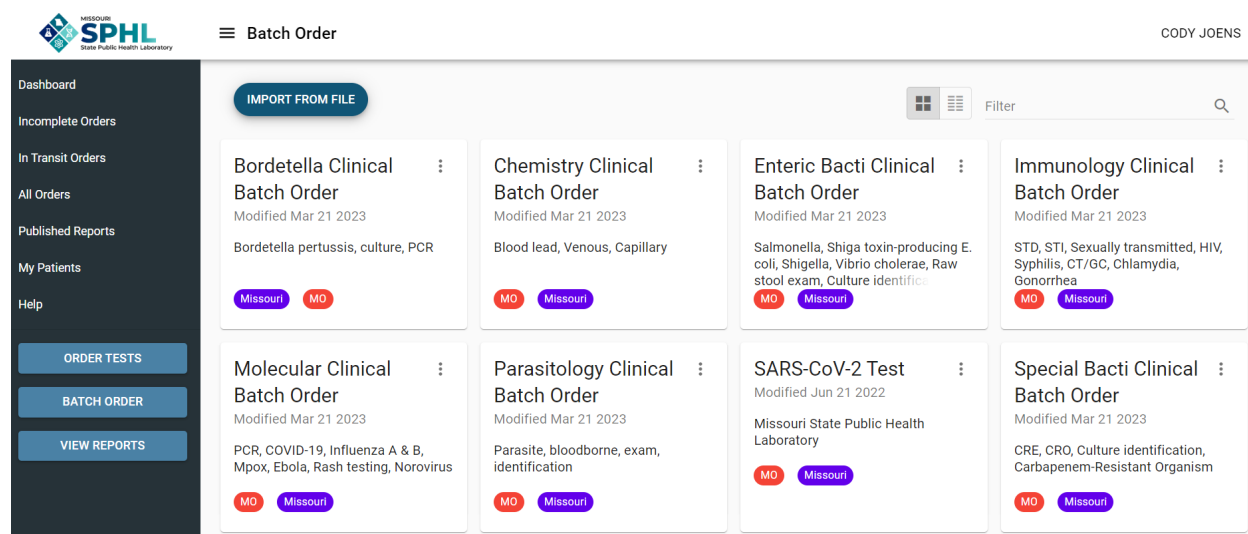
2 SELECTED  							
	PATIENT DOB	PATIENT MRN	DATE COLLECTED	DATE SUBMITTED	SPECIMEN TYPE	FACILITY NAME	BATCH KEY
<input checked="" type="checkbox"/>	01/10/1990		04/28/2023	04/28/2023 11:47 am	Swab	MSPHL	BMO230000006 (2 of 2)
<input checked="" type="checkbox"/>	01/04/1990		04/28/2023	04/28/2023 11:47 am	Plasma	MSPHL	BMO230000006 (1 of 2)

Batch Ordering Template

This section will outline the process of completing a batch order for multiple specimen submissions within one testing section utilizing a downloadable Microsoft Excel template.

1. Click the **Batch Order** call-to-action button to load the available batch order options currently accepted by MSPHL.

Note: Each laboratory testing section has its own unique batch order tile. The batch order tiles contain key words to help users understand each section's test offerings.



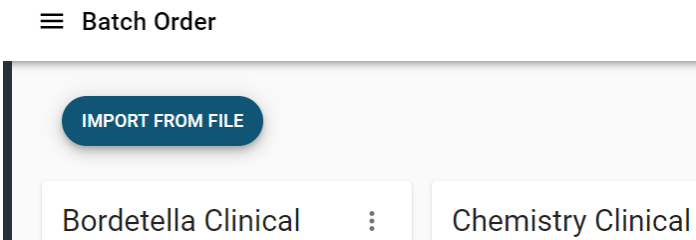
The screenshot displays the MSPHL Batch Order interface. On the left is a sidebar with navigation links: Dashboard, Incomplete Orders, In Transit Orders, All Orders, Published Reports, My Patients, and Help. Below these are three buttons: ORDER TESTS, BATCH ORDER, and VIEW REPORTS. The main content area is titled 'Batch Order' and features a grid of eight batch order tiles. Each tile has a title, a modification date, a description of the tests offered, and two buttons for selecting the state (MO and Missouri). The tiles are: Bordetella Clinical Batch Order (modified Mar 21 2023, tests: Bordetella pertussis, culture, PCR), Chemistry Clinical Batch Order (modified Mar 21 2023, tests: Blood lead, Venous, Capillary), Enteric Bacti Clinical Batch Order (modified Mar 21 2023, tests: Salmonella, Shiga toxin-producing E. coli, Shigella, Vibrio cholerae, Raw stool exam, Culture identification), Immunology Clinical Batch Order (modified Mar 21 2023, tests: STD, STI, Sexually transmitted, HIV, Syphilis, CT/GC, Chlamydia, Gonorrhea), Molecular Clinical Batch Order (modified Mar 21 2023, tests: PCR, COVID-19, Influenza A & B, Mpox, Ebola, Rash testing, Norovirus), Parasitology Clinical Batch Order (modified Mar 21 2023, tests: Parasite, bloodborne, exam, identification), SARS-CoV-2 Test (modified Jun 21 2022, Missouri State Public Health Laboratory), and Special Bacti Clinical Batch Order (modified Mar 21 2023, tests: CRE, CRO, Culture identification, Carbapenem-Resistant Organism). At the top of the main area is an 'IMPORT FROM FILE' button and a search filter.

2. Select the **Actions** button (three vertical dots) in the top right corner of the selected batch order tile.
3. Select **Download Import Template** from the actions list. An xlsx (Excel) file will download. You may be prompted to determine where the file is saved to, or it may default to your Downloads folder. It is a useful practice to save the template to your Desktop for easy access.
4. Open the Excel file and fill in the required fields for each column. Each row will be a new patient order.

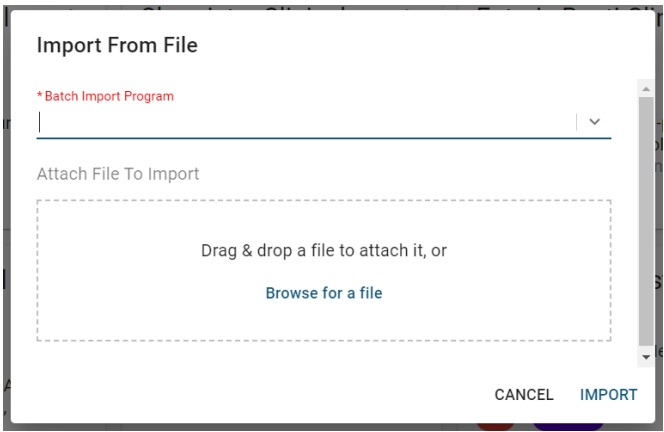
SUBMITTER INFORMATION		ATTENDING PHYSICIAN/CLINICIAN							OUTREACH EVENT	
* Facility Name	* Last Name	* First Name	NPI	Phone Number	Address	City	State	Zip Code	Outreach Event	Specify

Note: It may be necessary to click the **Enable Editing** button before filling out the sheet. Please note that some fields may contain drop-down menus. Additionally, the filtering functionality seen in the test order TRF and batch ordering system preventing improper testing combinations will not be present in the Excel sheet.

- Once the Excel sheet has been filled out completely with each test order, save and close.
- Return to LWP and select the **Import From File** call to action button at the top of the **Batch Order** page.



- The **Import From File** feature will display. Select the appropriate batch ordering system from the drop-down menu. This will be the matching system to the Excel template that was downloaded.



- Once the batch import system has been selected from the drop-down menu, either drag-and-drop the file from its saved location on your machine, or choose **Browse for a file** to locate it.

9. Click **Import** to import the data from the Excel template into the batch ordering system. LWP will validate the data.
 - a. If any errors were present in the Excel template, LWP will notify the user of invalid data. An error icon (!) will be present at the beginning of the affected row. All affected cells will be outlined in red. These errors must be corrected in order to submit the batch order. You may also click the error icon (!) to see a list of all errors within a row.

Batch Order / Immunology Clinical Batch Order

	Submitter Information	Attending Physician/Clinician	Outreach Event	Patient Information	Specimen Information
<input type="checkbox"/>	Facility Name *	Attending Physician/C...	Outreach Event	Specify	Last Name *
<input type="checkbox"/>	Submit errors (click on the item to navigate to it):				
<input type="checkbox"/>	Last Name - This field is required				
<input type="checkbox"/>	Collection Date (mm/dd/yyyy) - This field is required				
	Specimen Type - This field is required				
	Test - This field is required				

10. If no errors were present, or once all errors have been corrected, select **Submit** to proceed with the orders. Select **Submit** again to receive confirmation.

Records Submitted

Records have been successfully submitted.

[CLOSE](#)


Note: The batch ordering system does not prompt users to print at this time. However the test requisition forms must still be enclosed with their respective specimens.

11. To print the TRFs for the batch order samples, visit the **In Transit Orders** module. Samples within the batch will be indicated by **Batch Key** and numbering system (x of y). It may be necessary to scroll right to view the **Batch Key** column.
12. Check the box to the left of each order within the batch. Once all orders have been selected, click the **Print** icon at the top of the page to generate the test requisition forms to enclose with their respective specimens.

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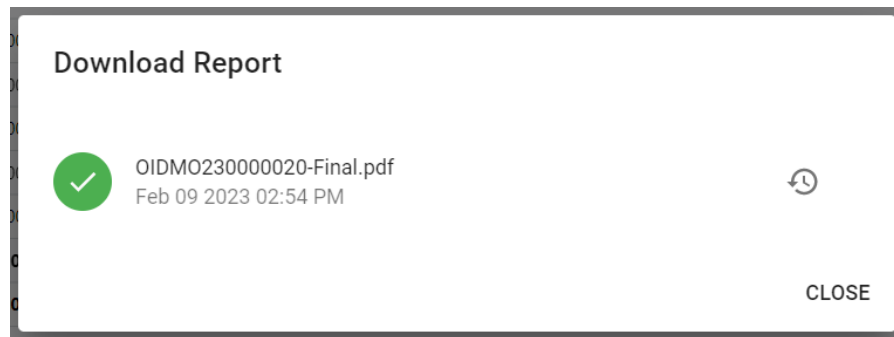
2 SELECTED



	PATIENT DOB	PATIENT MRN	DATE COLLECTED	DATE SUBMITTED	SPECIMEN TYPE	FACILITY NAME	BATCH KEY
<input checked="" type="checkbox"/>	01/10/1990		04/28/2023	04/28/2023 11:47 am	Swab	MSPHL	BMO230000006 (2 of 2)
<input checked="" type="checkbox"/>	01/04/1990		04/28/2023	04/28/2023 11:47 am	Plasma	MSPHL	BMO230000006 (1 of 2)

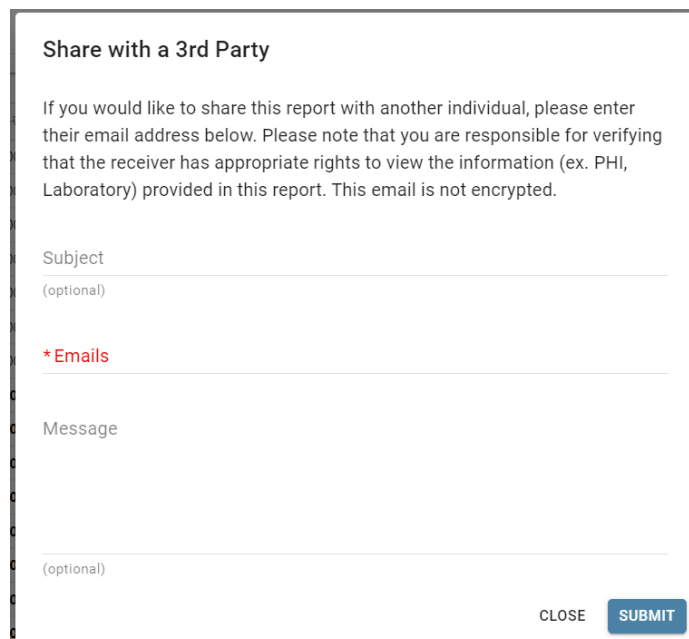
- Once report has been viewed, the order disappears from the Unread Reports module and moves to the **Published Reports** module.
- Click on  icon to view all published patient reports associated with an order.

Note: The latest report will always appear on top.

- Unopened report will have a “NEW” tag in red and no checkmark inside the green circle. The type of the report (Final, etc.) will be displayed as a part of the PDF name.












- Use  to open report history which provides an audit trail of all the actions taken on the report (viewing, sharing, etc.)
- Click on  icon to share published patient report with a 3rd party.

A form titled "Share with a 3rd Party". It contains a paragraph of text: "If you would like to share this report with another individual, please enter their email address below. Please note that you are responsible for verifying that the receiver has appropriate rights to view the information (ex. PHI, Laboratory) provided in this report. This email is not encrypted." Below this text are three input fields: "Subject (optional)", "*Emails", and "Message". At the bottom, there is a "CLOSE" button and a blue "SUBMIT" button.

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

Note: recipient will get temporary access to the portal to download shared reports.


- To download or share multiple patient reports at once, select multiple orders and then click on  to download a single PDF with multiple patient reports or  to share multiple patient reports at once. Results Reports can also be viewed in the **Published Reports** and **All Orders** modules.
- Click on  icon to expand the order's **discrete results** panel. This panel serves as a quick access to the test(s), analyte(s), and result(s) of the given order without requiring the user to open the final report attachment.
 - The test name will be formatted as *Test Name; Test Method*
 - There may be duplicate test names if the test contains multiple analytes. Each analyte will be listed independently and displayed in the Analyte Name column, with its result listed in the corresponding field of the Result Text column.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					
514222	CDC, PATIENT	09/23/1990	MSPHL		05/23/2024
TEST NAME	ANALYTE NAME	DATE REPORTED	RESULT TEXT		
HIV-1/HIV-2 Antigen/Antibody Immunoassay; CMIA	HIV Ag/Ab Combo	05/24/2024 04:02 pm	Non Reactive		
HIV-1/HIV-2 Antigen/Antibody Immunoassay; CMIA	Interpretation	05/24/2024 04:02 pm	Negative for HIV-1 antigen and HIV-		
Syphilis RPR; Flocculation	RPR	05/24/2024 04:02 pm	Non Reactive		

My Patients Module

This module will allow users to view all patients and associated patient data, such as demographics and order history, stored in LWP per user organization.

The default screen for the **My Patients** module will display a list of all patients per user organization. This list can be sorted by any column by clicking the column name.



My Patients

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Quick Search

	LAST NAME	FIRST NAME	DATE OF BIRTH	FACILITY NAME	ADDRESS	CITY	STATE	ZIP CODE
<input type="checkbox"/>	A	a	01/01/2000	MSPHL	123 Seseme St	Jefferson City	MO	65101
<input type="checkbox"/>	AAA	O	01/16/1981	MSPHL				
<input type="checkbox"/>	Alpha	Aaron	01/01/2001	MSPHL				
<input type="checkbox"/>	Alpha	B	01/01/2001	MSPHL			AS	06459
<input type="checkbox"/>	Assessment	Assessment	01/06/2000	MSPHL	128 Main St	Jefferson City	MO	65114
<input type="checkbox"/>	Attempt	Attempt	01/10/2000	MSPHL	132 Main St	Jefferson City	MO	65118
<input type="checkbox"/>	B	b	01/02/2000	MSPHL	124 Seseme St	Jefferson City	MO	65102
<input type="checkbox"/>	B	B	01/02/2001	MSPHL				
<input type="checkbox"/>	BBB	P	01/17/1981	MSPHL				

ORDER TESTS

BATCH ORDER

Selecting a patient from the list will allow you to view additional patient data. The **Demographics** screen will allow you to view and edit the patient’s demographics, which save according to the patient’s first, or most recently updated order.



Patient

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DEMOGRAPHICS

ORDERS

ATTENTION: Use alphanumeric case only in free text fields, no special characters

Last Name

First Name

Middle Initial

Wheeler

Nancy

Date Of Birth (mm/dd/yyyy)

Phone Number

09/23/1990

Address

City

State

123 Hawkins Lane

Hawkins

IN

Zip Code

Gender

Male

Female

Race

American Indian or Alaskan Native

Asian

Native Hawaiian or Other Pacific Islander

Black or African American

White

Other

Unknown

EDIT

The **Orders** screen will allow you to view the patient’s order history, status of orders, as well as access any published reports.

ORDERS									
Quick Search									
		PORTAL ID	STATUS	SPECIMEN ID	DATE COLLECTED	DATE SUBMITTED	FACILITY NAME	SPECIMEN TYPE	
<input type="checkbox"/>	<input type="checkbox"/>	QIDMC230000020	InProcess	508735	02/09/2023	02/09/2023 02:09 pm	MSPHL	Swab - Nasal	
<input type="checkbox"/>	<input type="checkbox"/>	QIDMC230000019	InTransit		02/09/2023	02/09/2023 10:37 am	MSPHL	Swab - Nasal	
<input type="checkbox"/>	<input type="checkbox"/>	QIDMC230000018	InTransit		02/06/2023	02/07/2023 04:24 pm	MSPHL	Swab - Nasal	
<input type="checkbox"/>	<input type="checkbox"/>	QIDMC220000086	InTransit		09/27/2022	09/28/2022 12:43 pm	MSPHL	Serum	
<input type="checkbox"/>	<input type="checkbox"/>	QIDMC220000085	InTransit		09/27/2022	09/28/2022 12:42 pm	MSPHL	Swab - Nasal	
<input type="checkbox"/>	<input type="checkbox"/>	QIDMC220000073	InTransit		09/26/2022	09/27/2022 10:52 am	MSPHL	Swab - Nasal	
<input type="checkbox"/>	<input type="checkbox"/>	QIDMC220000029	Canceled		04/28/2022	04/29/2022 10:36 am	MSPHL	Swab - Nasal	
<input type="checkbox"/>	<input type="checkbox"/>	QIDMC220000028	InTransit		04/28/2022	04/29/2022 10:35 am	MSPHL	Swab - Nasal	
<input type="checkbox"/>	<input type="checkbox"/>	QIDMC220000027	Canceled		04/26/2022	04/27/2022 02:43 pm	MSPHL	Swab - Nasal	
<input type="checkbox"/>	<input type="checkbox"/>	QIDMC220000026	Canceled		04/26/2022	04/27/2022 02:42 pm	MSPHL	Swab - Nasal	
<input type="checkbox"/>	<input type="checkbox"/>	QIDMC220000024	InTransit		04/06/2022	04/07/2022 09:25 am	MSPHL	Swab - Nasal	
<input type="checkbox"/>	<input type="checkbox"/>	QIDMC210000472	InTransit		08/17/2021	08/18/2021 10:58 am	MSPHL	Serum	

Order Supplies

Supply Order Form (SOF)

This section will outline the process of completing the Testing Supply Order Form (SOF) to order testing supplies for your facility. This supply form will be sent to the MSPHL Central Services Unit for review and fulfillment upon completion. There is no need to mail or email the supply form manually.

Note: All testing supply orders are subject to review and modification at the discretion of the MSPHL Central Services Unit and relevant testing units.

1. Click the **Order Supplies** call-to-action button to load the available SOF options currently accepted by MSPHL.

Note: Users may have access to one or multiple SOF options depending on user role.

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Testing Supply Order Form

Jan 13 2025

This form is for ordering testing kits and supplies to be fulfilled by MSPHL Central Services unit.

MO

2. Select the Testing Supply Order Form tile to begin a new supply order submission.

Note: The Testing Supply Order Form is sorted into testing sections as seen on our paper supply ordering sheet found at <https://health.mo.gov/lab/pdf/OrderForm.pdf>. These testing sections include Microbiology, Chemistry, Immunology, Virology, Tuberculosis, and Environmental. Each testing section contains supplies relevant to their scope of testing. **Please order only the desired supplies and their quantities. All other supply fields may be left blank.**

3. **Submitter Information Section** – this section will be used to record the submitting facility for the supply order.
 - a. **Facility Name** – this field will auto-populate with the user’s default organization. If a user has multiple facilities assigned to profile, utilize the search function to select the appropriate submitting facility.

Select a company from the list below

FACILITY NAME	ADDRESS	CITY	STATE	ZIP CODE	PHONE NUMBER
MSPHL	101 N. Chestnut St	Jefferson City	Missouri	65101	573-751-3334

- b. **Contact Name** – this field will be used to record a point of contact for the supply order, should any questions arise upon receipt by MSPHL.
 - c. **Telephone Number** – this field will be used to record a phone number for the previously recorded point of contact for the supply order, should any questions arise upon receipt by MSPHL.
4. **Testing Supplies Help Menus** – each testing section will feature a collapsible help area with relevant information for the section and its supplies. These help areas are indicated in color and expanded by default, but users may toggle visibility by clicking the collapse arrow to the right of the Testing Supplies Help header.

Expanded (default)

MICROBIOLOGY TESTING SUPPLIES HELP
^

Microbiology Testing Supplies

Category A mailers for Enteric/Special Bacteriology require approval before fulfillment for quantities of 4 or more.

Gastrointestinal Outbreak Kit (for Enteric and Norovirus) requires approval before fulfillment.

For closure and use instructions for Category A (TB and Micro) Infecon 2050 kit, please click visit <https://health.mo.gov/lab/pdf/infecon-2050-instructions.pdf>.

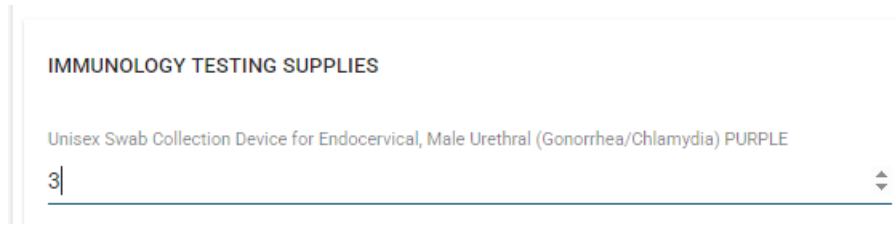
MICROBIOLOGY TESTING SUPPLIES
^

Enteric Kit (For Feces) Complete Kit
Enteric Kit (For Feces) Cary Blair Media Only

Expanded

5. Testing Supplies Order Sections – each testing section will feature its applicable kits and supplies.

- a. Supply Order Fields** – these fields are set up as incremental input fields, allowing users to input the quantity for each kit using an arrow up/down incrementor. These fields also accept numeric user inputs.



IMMUNOLOGY TESTING SUPPLIES

Unisex Swab Collection Device for Endocervical, Male Urethral (Gonorrhea/Chlamydia) PURPLE

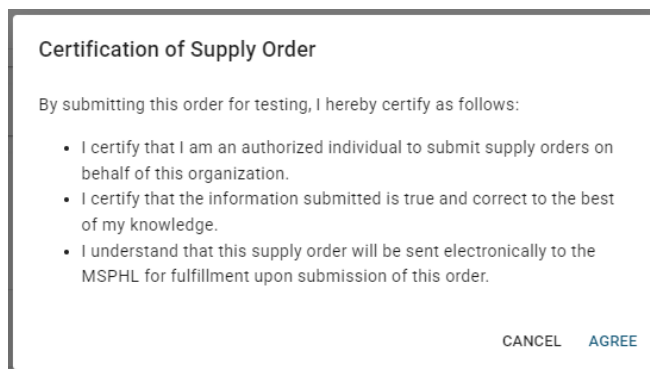
3

- b. Miscellaneous Supply Fields** – each testing section will feature a free text field to be utilized for notes regarding supply orders, indicate Outreach events, or to inquire about supplies not listed on the supply order form.

Miscellaneous Immunology (Please Be Descriptive)

6. Once the SOF has been completed, utilize the buttons in the bottom-right to proceed. Select **Submit to finish the order and submit the SOF to MSPHL for review and fulfillment. Select **Save** to save the order to submit at a later time. This will move the order to the **Incomplete Supply Orders** module. Select **Clear** to clear the contents of the SOF and start over.**

- a. Upon selecting **Submit**, a Certification of Test Order screen will display. If the users wishes to proceed with submitting the supply order, click **Agree**. If additional edits need to be made, click the **Cancel** button to return to the SOF.**



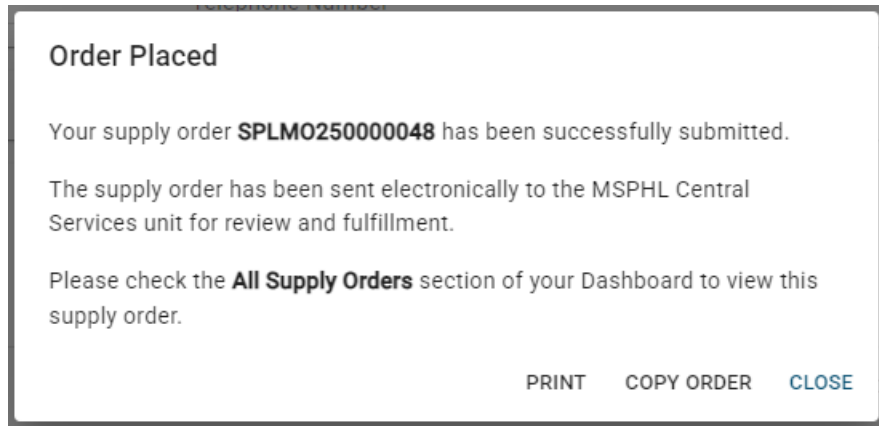
Certification of Supply Order

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

- I certify that I am an authorized individual to submit supply orders on behalf of this organization.
- I certify that the information submitted is true and correct to the best of my knowledge.
- I understand that this supply order will be sent electronically to the MSPHL for fulfillment upon submission of this order.

CANCEL AGREE

- b. Once the user has certified the supply order, an order confirmation screen will display. A unique Supply Order ID will be assigned. The SOF will be delivered to the MSPHL Central Services unit via email upon submission for review and fulfillment.



- c. Users may choose to **Print** the SOF for their records. The SOF will be accessible in the **All Supply Orders** module of the dashboard for reference. All printed forms are for the organization's reference. It is not necessary or recommended to mail, email, or fax the SOF separately.
- d. At this time, LWP does not automatically update the status of a supply order when it has been fulfilled. However, users may utilize the **Comments** feature on the supply order row in the **All Supply Orders** module of the dashboard to indicate any status updates or pertinent details.

MISSOURI SPHL
State Public Health Laboratory

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[ORDER SUPPLIES](#)

Quick Search

<input type="checkbox"/>	<input type="checkbox"/>	SUPPLY ORDER ID ↕	DATE SUBMITTED ↕
<input type="checkbox"/>		SPLMO250000048	02/24/2025 04:45 pm
<input type="checkbox"/>	<input type="checkbox"/>	SPLMO250000047	02/20/2025 01:56 pm
<input type="checkbox"/>	<input type="checkbox"/>	SPLMO250000046	02/14/2025 02:26 pm
<input type="checkbox"/>	<input type="checkbox"/>	SPLMO250000045	02/11/2025 08:39 pm
<input type="checkbox"/>	<input type="checkbox"/>	SPLMO250000044	02/11/2025 03:51 pm
<input type="checkbox"/>	<input type="checkbox"/>	SPLMO250000043	02/11/2025 03:51 pm
<input type="checkbox"/>	<input type="checkbox"/>	SPLMO250000042	02/11/2025 03:47 pm
<input type="checkbox"/>	<input type="checkbox"/>	SPLMO250000041	02/11/2025 03:47 pm
<input type="checkbox"/>	<input type="checkbox"/>	SPLMO250000040	02/11/2025 03:46 pm
<input type="checkbox"/>	<input type="checkbox"/>	SPLMO250000038	02/11/2025 03:45 pm

Comments may be added and viewed by clicking the comment icon on the applicable row. Orders with comments will display a number representing the total number of comments. A comment sidebar will display on the right side of the screen, allowing users to add and view comments.

All Supply Orders

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Quick Search

	SUPPLY ORDER ID	DATE SUBMITTED
<input type="checkbox"/>	> SPLMO250000048	02/24/2025 04:45 pm
<input type="checkbox"/>	> SPLMO250000047	02/20/2025 01:56 pm
<input type="checkbox"/>	> SPLMO250000046	02/14/2025 02:28 pm
<input type="checkbox"/>	> SPLMO250000045	02/11/2025 08:39 pm
<input type="checkbox"/>	> SPLMO250000044	02/11/2025 03:51 pm
<input type="checkbox"/>	> SPLMO250000043	02/11/2025 03:51 pm
<input type="checkbox"/>	> SPLMO250000042	02/11/2025 03:47 pm
<input type="checkbox"/>	> SPLMO250000041	02/11/2025 03:47 pm

EXPORT Rows

Cody Joens
 02/24/2025 04:56 PM
 Supply Order Received at Facility
 2/24

Comment