

# Portal Navigation Instructions

## How to Order a Test

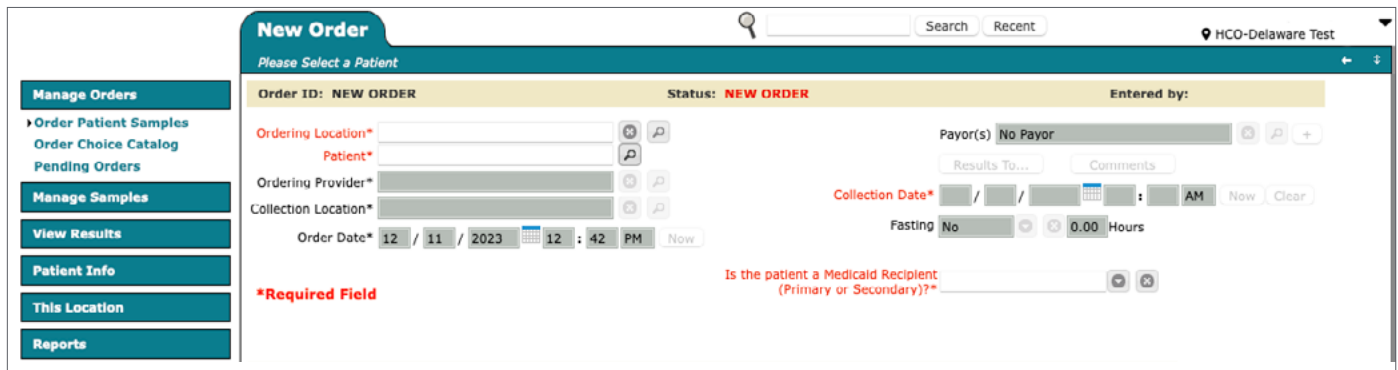
- 1 Go to: <https://LIS.ELCDL.COM>.

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 [Diagnostic\\_Testing\\_Support@lilly.com](mailto:Diagnostic_Testing_Support@lilly.com) 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.



**New Order** | Please Select a Patient

Order ID: NEW ORDER | Status: NEW ORDER | Entered by:

Ordering Location\*  | Patient\*

Ordering Provider\*  | Payor(s) No Payor

Collection Location\*  | Results To... | Comments

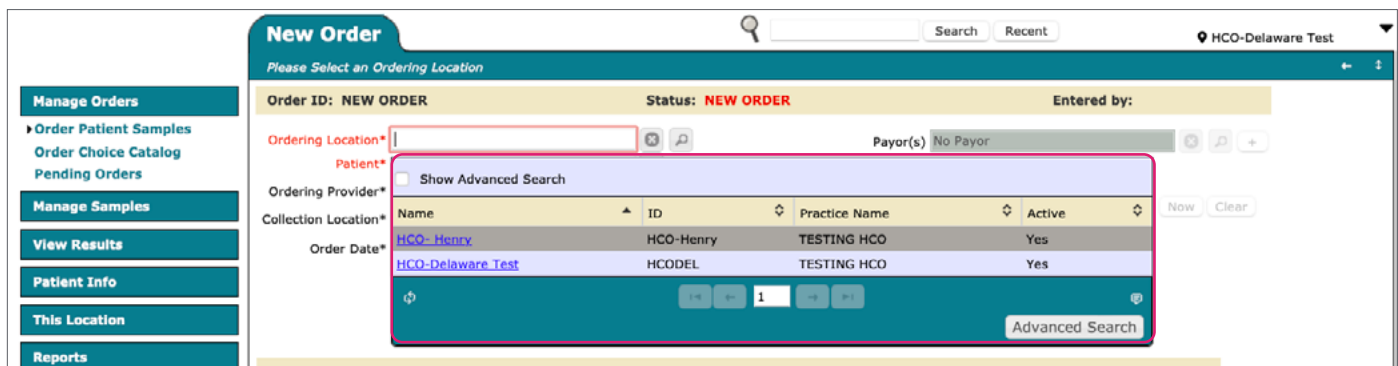
Order Date\* 12 / 11 / 2023 12 : 42 PM | Collection Date\* / / : : AM Now Clear

Fasting No 0.00 Hours

Is the patient a Medicaid Recipient (Primary or Secondary)?\*

**\*Required Field**

- 4 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** | Please Select an Ordering Location

Order ID: NEW ORDER | Status: NEW ORDER | Entered by:

Ordering Location\*  | Patient\*

Ordering Provider\*  | Payor(s) No Payor

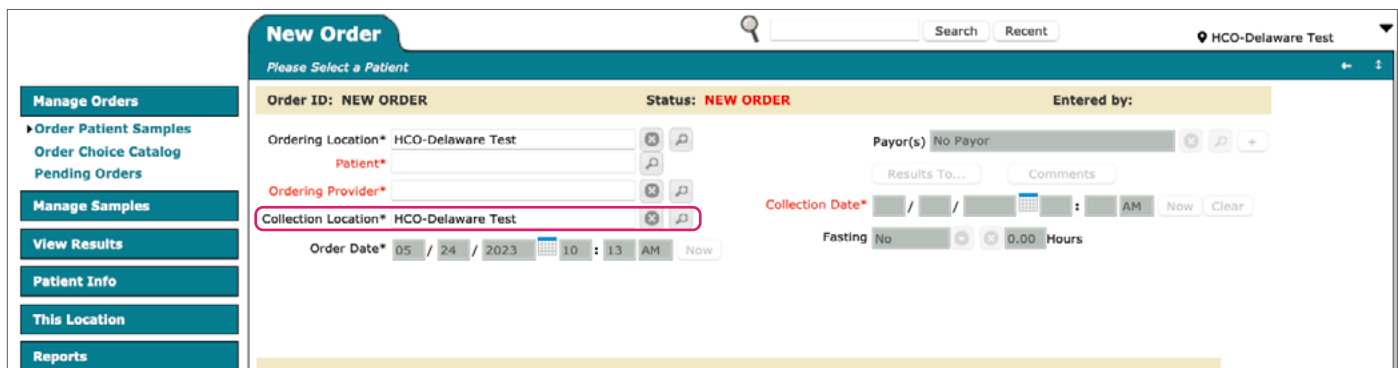
Collection Location\*

Order Date\*

Advanced Search Dialog:

Name	ID	Practice Name	Active
HCO-Henry	HCO-Henry	TESTING HCO	Yes
HCO-Delaware Test	HCODEL	TESTING HCO	Yes

Advanced Search



**New Order** | Please Select a Patient

Order ID: NEW ORDER | Status: NEW ORDER | Entered by:

Ordering Location\* HCO-Delaware Test | Patient\*

Ordering Provider\*  | Payor(s) No Payor

Collection Location\* HCO-Delaware Test | Results To... | Comments

Order Date\* 05 / 24 / 2023 10 : 13 AM | Collection Date\* / / : : AM Now Clear

Fasting No 0.00 Hours

- 5 Enter the patient's name in the Patient field (last name, first name).
  - a 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** | Please Select a Patient

Order ID: NEW ORDER | Status: NEW ORDER | Entered by:

Ordering Location\*: HCO-Delaware Test | Payor(s): No Payor

Patient\*: test

Ordering Provider\*: Type at least 3 characters to search.

Collection Location\*:  Show Advanced Search

Order Date\*:

**\*Required Field**

Name <sup>1</sup>	Patient ID	SSN	MRN	DOB <sup>2</sup>	Sex	Address	PCP	Practice
Test, Orchard	23-125-0000001					123 this street INDIANAPOLIS, IN 46231		TESTING HCO

Order Choices

Abbreviation list:  Add | No diagnosis codes selected | ICD-10

Order Choice Search:  | Diagnoses\*:  | Search | Summary

Order Choice	Diagnoses	Sample ID	Priority	Lab	Billing	Account	ABN Status	Cancel
Please select a patient.								

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

**New Order** | Please Select a Patient

Order ID: NEW ORDER | Status: NEW ORDER | Entered by:

Ordering Location\*: HCO-Delaware Test | Payor(s): No Payor

Patient\*: test

Ordering Provider\*: Type at least 3 characters to search.

Collection Location\*:  Show Advanced Search

Order Date\*:

**\*Required Field**

Name <sup>1</sup>	Patient ID	SSN	MRN	DOB <sup>2</sup>	Sex	Address	PCP	Practice
Test, Orchard	23-125-0000001					123 this street INDIANAPOLIS, IN 46231		TESTING HCO

Order Choices

Abbreviation list:  Add | No diagnosis codes selected | ICD-10

Order Choice Search:  | Diagnoses\*:  | Search | Summary

Order Choice	Diagnoses	Sample ID	Priority	Lab	Billing	Account	ABN Status	Cancel
Please select a 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

Last Name\* zim

Prefix

First Name\*

Middle Name

Suffix

Professional Suffix

Patient ID [More]

Date of Birth (mm/dd/yyyy)\* / /

Sex\*

SSN

Race

Ethnicity

Primary Care Provider

Linked Location

Practice MRN

Phone 1

Phone 2

Email

Address 1\*

Address 2

ZIP/Postal Code\*

City\*

State/Region/Province\*

Country U.S.A.

Nationality

Ignore capitalization rules

Display ABN in Spanish

Patient is Orderable

Patient is Deceased

Comments Alerts Additional Information Encounters

Results To... Linked Docs Diagnoses Sign In Aliases

\* Required field

Save Discard 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**

PID: 23-125-0000001 MRN: Demographics | Insurance | Order History | Options

Order ID: NEW ORDER Status: NEW ORDER Entered by:

Ordering Location\* HCO-Delaware Test Payor(s) No Payor

Patient\* Test, Orchard

Ordering Provider\* HCPUser, HCP

Collection Location\* HCO-Delaware Test

Order Date\* 12 / 11 / 2023 12 : 08 PM Now

Collection Date\* / / : : Now Clear

Fasting No 0.00 Hours

Is the patient a Medicaid Recipient (Primary or Secondary)?\*

\*Required Field

8 In the “Is the Patient a Medicaid Recipient” (Primary or Secondary) field, type or select “Yes” or “No” from the drop-down list.

**Test, Orchard**

PID: 23-125-0000001 MRN: Demographics | Insurance | Order History | Options

Order ID: NEW ORDER Status: NEW ORDER Entered by:

Ordering Location\* HCO-Delaware Test Payor(s) No Payor

Patient\* Test, Orchard

Ordering Provider\* HCPUser, HCP

Collection Location\* HCO-Delaware Test

Order Date\* 12 / 11 / 2023 12 : 10 PM Now

Collection Date\* 12 / 11 / 2023 12 : 10 PM Now Clear

Fasting No 0.00 Hours

Is the patient a Medicaid Recipient (Primary or Secondary)?\*

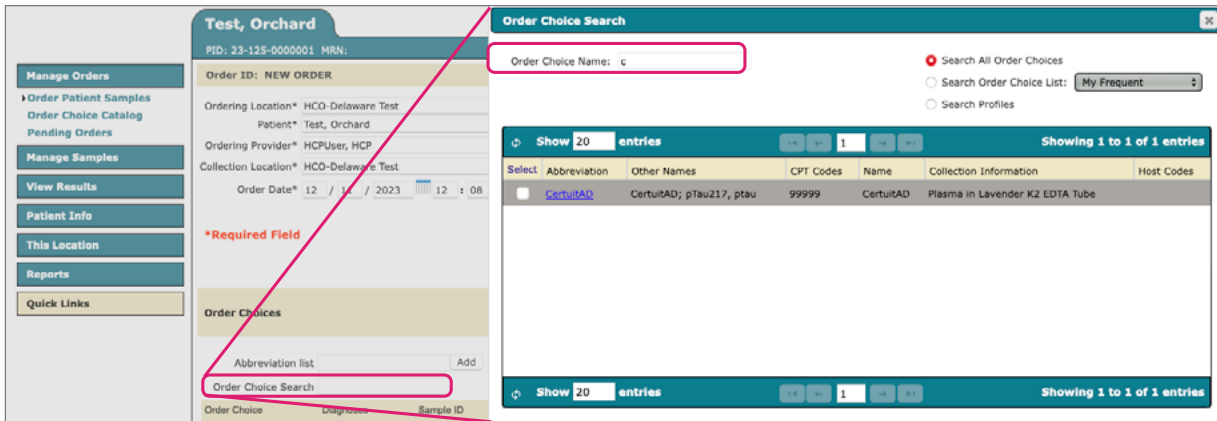
No

Yes

\*Required Field

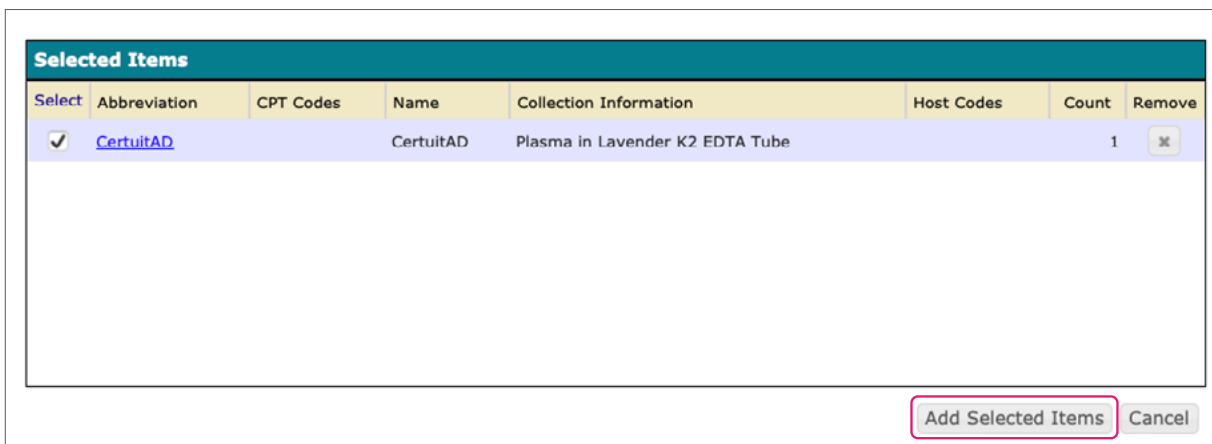
9 Under the Order Choices section:

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



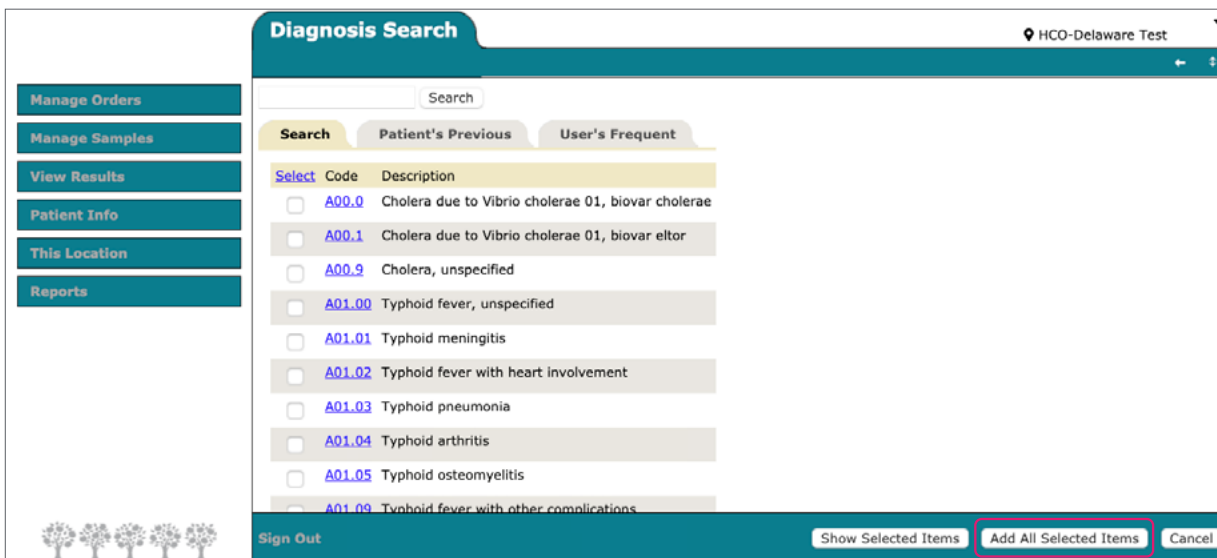
b Select the check box for the correct order. Continue to search the catalog for all the order choices needed

c 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.



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.



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

- e 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** | Search | Recent | HCO-Delaware Test

PID: 23-125-0000001 MRN: | Demographics | Insurance | Order History | Options

Order ID: NEW ORDER | Status: NEW ORDER | Entered by:

Ordering Location\* HCO-Delaware Test | Patient\* Test, Orchard | Payor(s) No Payor

Ordering Provider\* HCPUSER, HCP | Collection Date\* 05 / 24 / 2023 10 : 39 AM | Fasting No 0.00 Hours

Collection Location\* HCO-Delaware Test | Order Date\* 12 / 11 / 2023 12 : 10 PM

**Order Choices**

Abbreviation list | Add | Selected diagnosis codes: A01.04, G31.84 | ICD-10

Order Choice Search | Diagnoses | Search | Summary

Order Choice	Diagnoses	Sample ID	Priority	Lab	Billing	Account	ABN Status	Cancel
CertuitAD	A01.04, G31.84	T.B.D.	Routine	Eli Lilly and Company, Clin	Patient Bill		Not Required	X

**Documentation and Actions**

ABN | Print Labels | Requisition(s) | Lab Report | **Clinical Info** | Linked Docs | Cancel Order | Collect Samples

Sign Out | New Order | Save

NOTE: If patient is a Medicaid recipient (“Yes” on step 8), the form “Medicaid Enrollee Payment Agreement for Non-Covered Services” will pop up after the order is saved. This form must be printed, signed, and submitted with the requisition in the specimen shipment.

- 10 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 | HCO-Delaware Test

PID: 23-125-0000001 MRN: | Demographics | Insurance | Order History | Options

Patient\* | Current Collection Location\* | Current Phlebotomist\*

**TESTING HCO:**

Order ID: 01003-EL-23240

Labels | **Requisition(s)** | Add to Collection List | Print Labels

Collected	Collection Date/Time	Sample ID	Tube/Container	Storage Temperature	Protect From Light	Instructions	Lab
✓	08 / 28 / 2023 02 : 42 PM Now	232400000004	(1) Lavender K2 EDTA Tube	Frozen	No	CertuitAD: 1. Fill collection tubes completely. 2. Mix immediately by gently inverting the tube at least 8 to	Eli Lilly Clinical Diagnost Laborato

HCO-Delaware Test

11 Click the “Print” button in the top right.

The screenshot shows a web application interface for 'Test, Orchard'. The header includes 'HCO-Delaware Test' and navigation links for 'Demographics | Insurance | Order History | Options'. The main content area is titled 'Requisition(s)' and contains the following information:

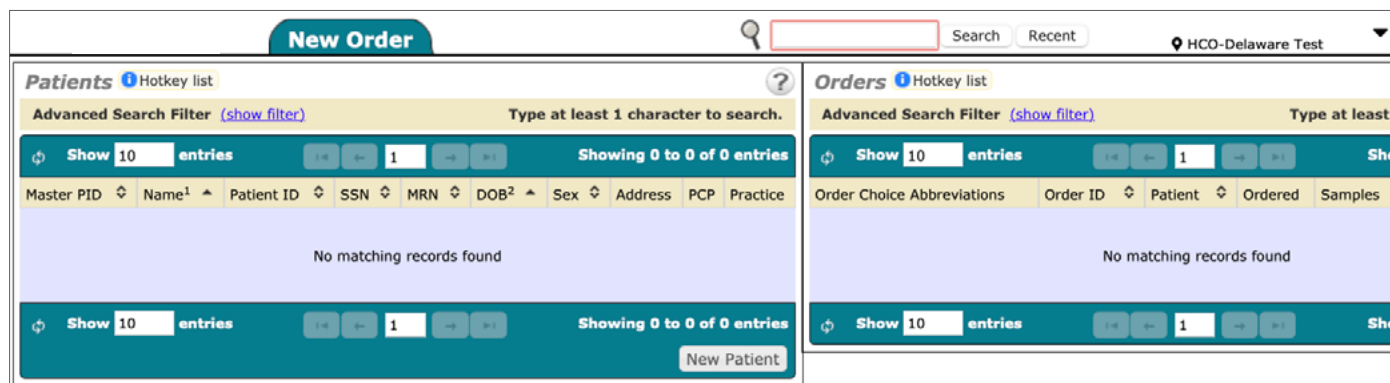
- Include a copy for each of the following:
  - Summary Copy
  - Eli Lilly Clinical Diagnostics Laboratory (selected under 'Lab')
  - CertuitAD (selected under 'Order Choice')
- Buttons: Refresh, Print
- REQUISITION details:
  - Performing Lab: Eli Lilly Clinical Diagnostics Laboratory
  - Order Information:
    - Collection Date\*: \_\_\_\_\_
    - Collection Time\*: \_\_\_\_\_
    - \*Completion Required
  - Practice: TESTING HCO
  - Order ID: 01000-EL-23241
  - Location: HCO-Delaware Test
  - Date: 08/29/2023 11:32AM
  - Patient Comments:
  - Order Comments:
  - Date Printed: 08/29/2023 11:32AM
  - Ordering Provider: HCPUser, HCP
  - Status: Collected
- Buttons: Sign Out, Close

12 Click the “Close” button once your requisition has printed.

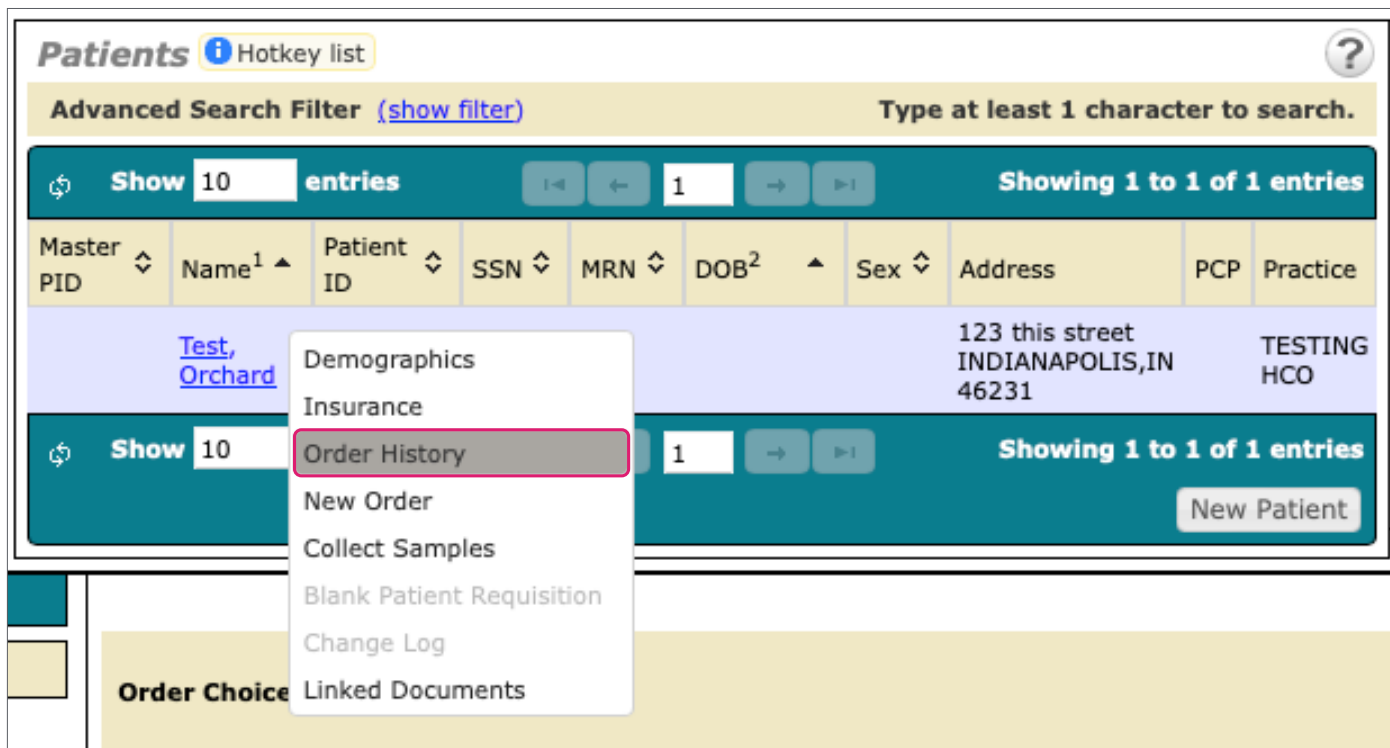
The order is now complete.

## 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.



- 2 Click on the appropriate patient from the list.
- 3 Select Order History from the pop up menu.



- 4 Click the appropriate Order ID from the list.

**Test, Orchard**

PID: 23-125-0000001 MRN: Demographics | Insurance | Order History | Options

Order History Filter (show filter)

TESTING HCO: Test, Orchard / Patient ID: 23-125-0000001 / MRN:

Total rows selected: 0 Clear

Show 10 entries Showing 1 to 3 of 3 entries

Order ID	Order Choice Abbreviations	Order Date	Ordering Provider	Status
<a href="#">01004-ry-23318</a>	CertuitAD (R)	11/14/2023 1:56PM		Release Pending, No Results
<a href="#">01005-ry-23318</a>	CertuitAD (R)	11/14/2023 1:51PM		Release Pending, No Results
<a href="#">01000-ry-23125</a>	CertuitAD (R)	05/05/2023 11:18AM	HCPUser, HCP	Complete

Show 10 entries Showing 1 to 3 of 3 entries

- a 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.
- b 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.
- c To see the Medicaid Payment Agreement Form, select “Linked Documents” from the pop up menu to view the “Medicaid Enrollee Payment Agreement for Non-Covered Services” form. The link to the form appears in the section “Linked Order Documents: Documents to Link to this order.” Select the link to open the form in a new window or click the “Download” button to download the form.

**Test, Orchard**

PID: 23-125-0000001 MRN: Demographics | Insurance | Order History | Option

Order History Filter (show filter)

TESTING HCO: Test, Orchard / Patient ID: 23-125-0000001 / MRN:

Total rows selected: 0 Clear

Show 10 entries Showing 1 to 3 of 3 entries

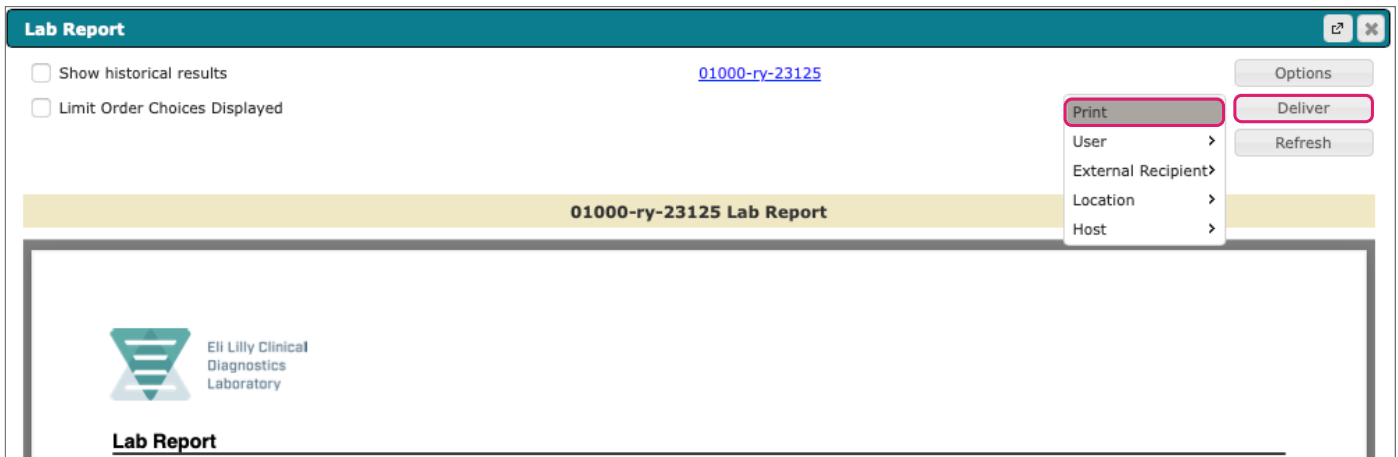
Order ID	Order Choice Abbreviations	Order Date	Ordering Provider	Status
<a href="#">01004-ry-23318</a>	CertuitAD (R)	11/14/2023 1:56PM		Release Pending, No Results
<a href="#">01005-ry-23318</a>	CertuitAD (R)	11/14/2023 1:51PM		Release Pending, No Results
<a href="#">01000-ry-23125</a>	CertuitAD (R)	05/05/2023 11:18AM	HCPUser, HCP	Complete

Show 10 entries Showing 1 to 3 of 3 entries

- Review Order
- Samples
- Labels
- Requisition
- Change Log
- Lab Report > View
- Linked Documents > Deliver
- Lab Info Request
- Work in Progress



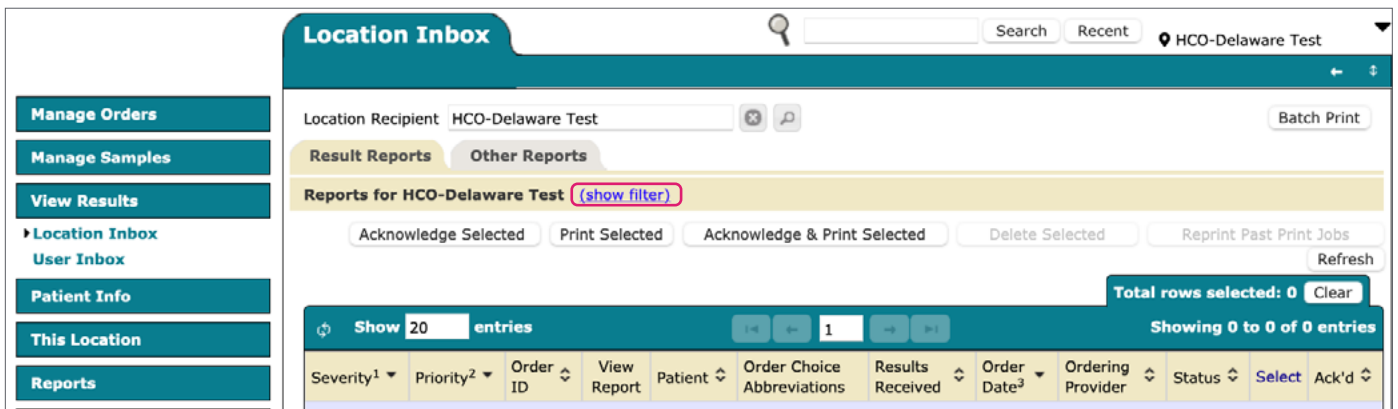
- Select “Deliver” at the top right of the screen, and then select “Print” to print the lab report.



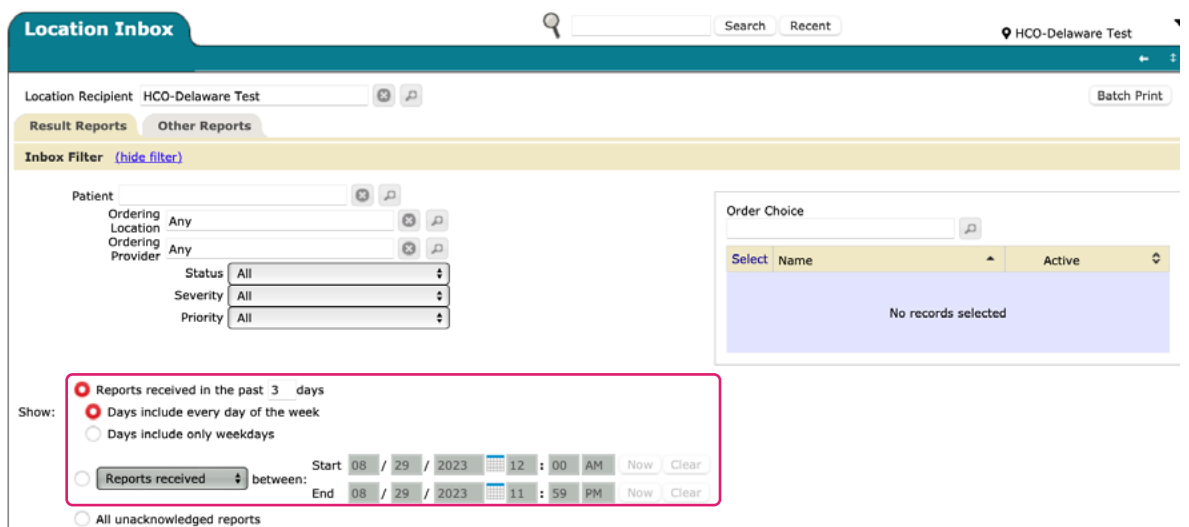
- Alternatively, if you do not select a patient via the search bar at the top, you may select View Results in the left menu bar. Select Location Inbox. Any reports needing to be acknowledged will display.

Select desired report. Click Print.

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



- 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.



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