Portal Navigation Instructions

How to Order a Test
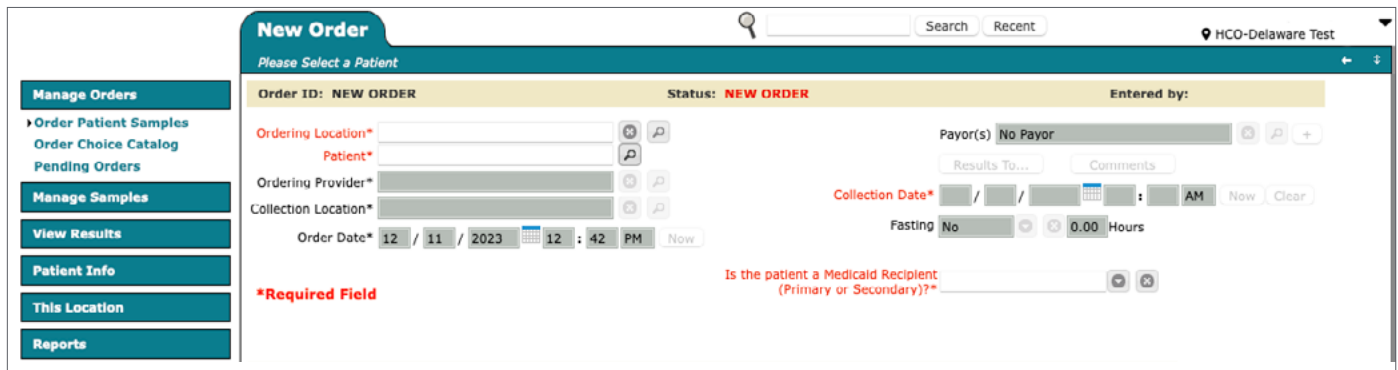
1 Go to: https://LIS.ELCDL.COM.

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 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.

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.

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.

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

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.

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.

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

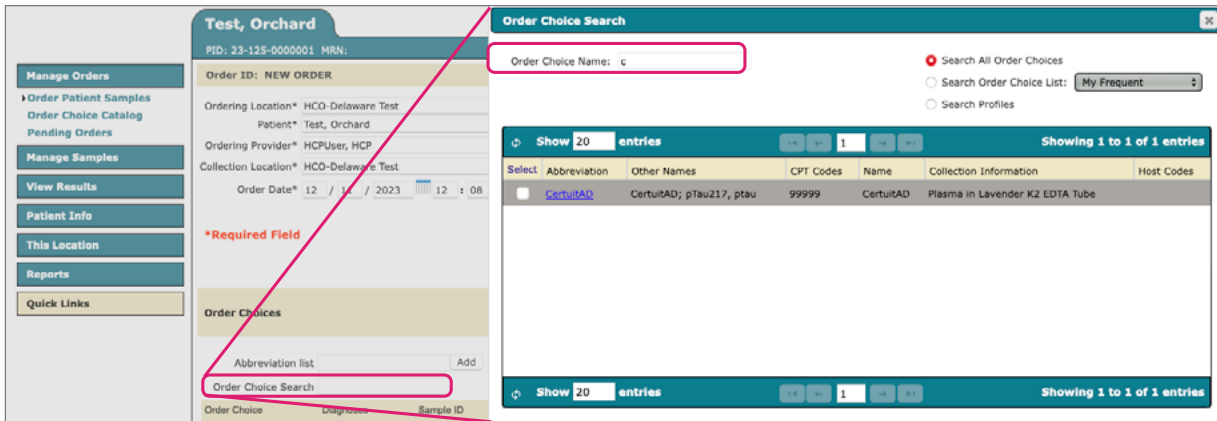**9** Under the Order Choices section:

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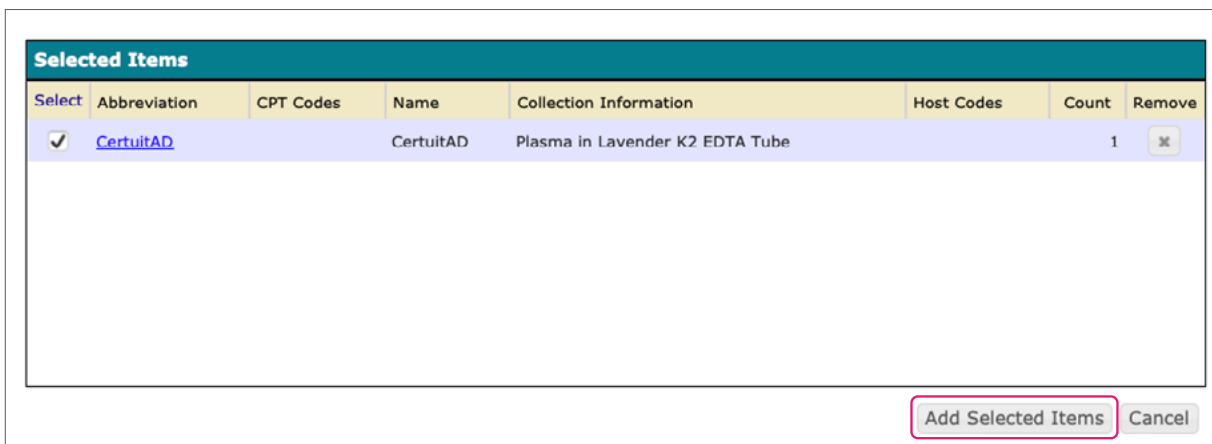
NOTE: To remove any order choices, select the "X" to the right of the test.

d Enter the diagnosis by typing in the field, or click "Search" to select from the list.
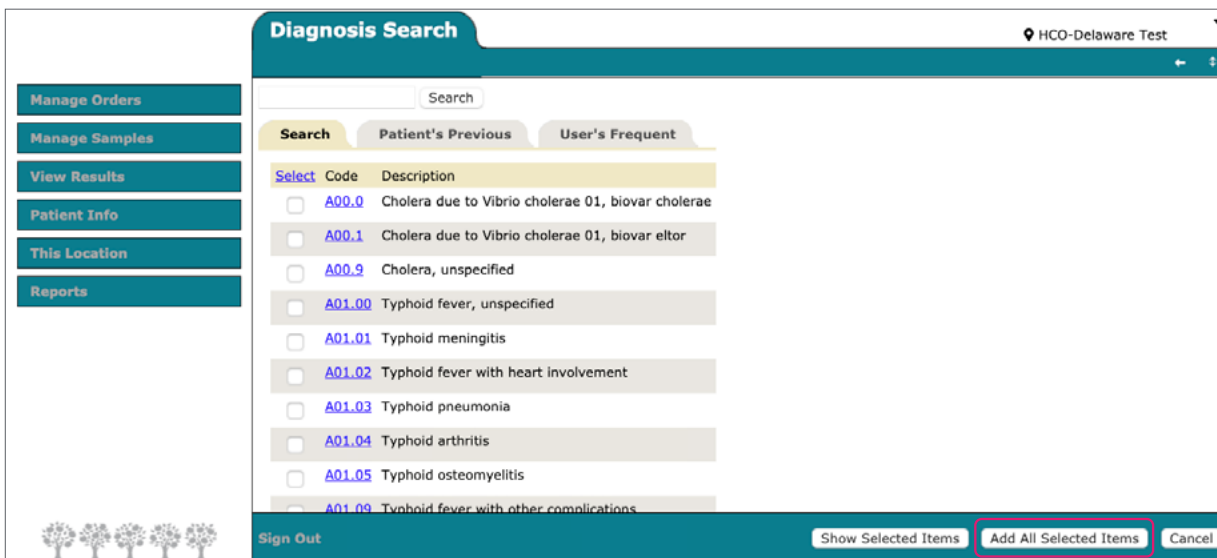
Check the Select box next to each applicable diagnosis then click the "Add All Selected Items" button.

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.

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)."

11 Click the "Print" button in the top right.

12 Click the "Close" button once your requisition has printed.
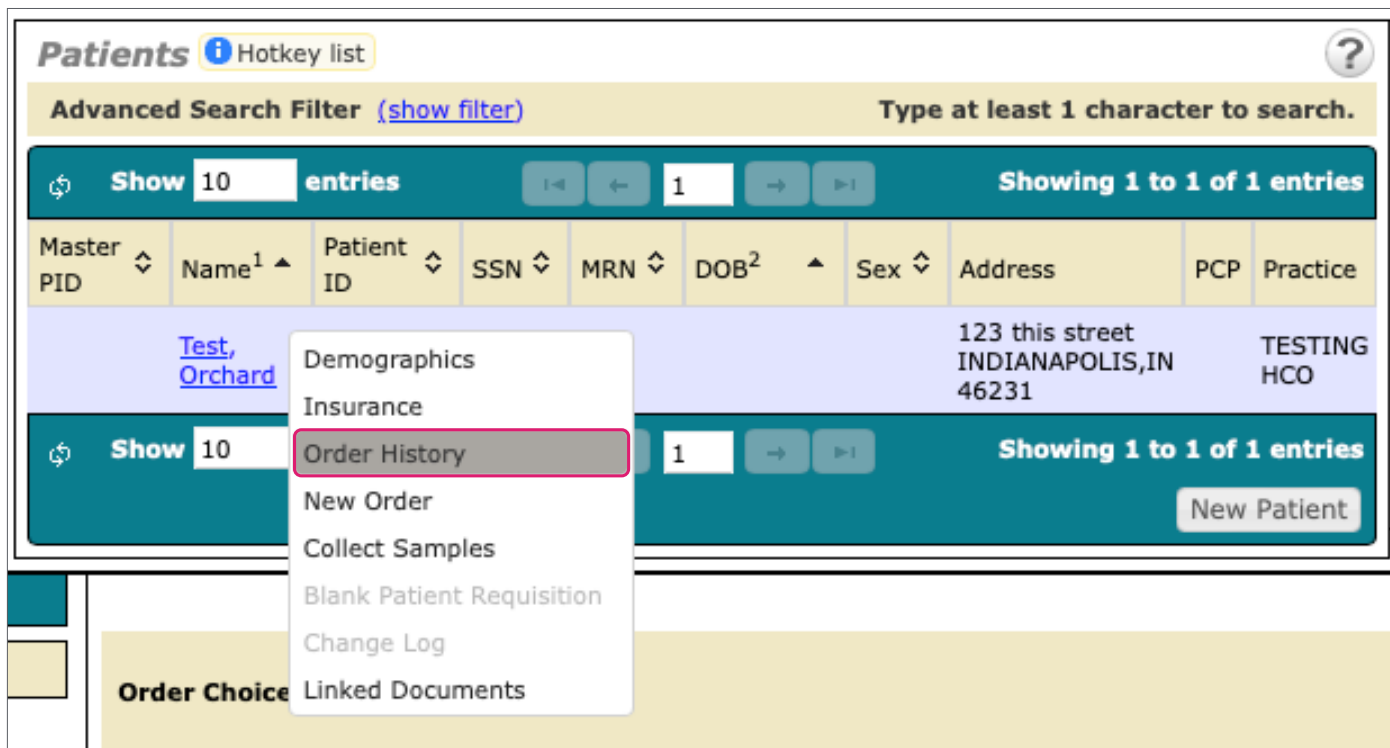
The order is now complete.

◤ 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.
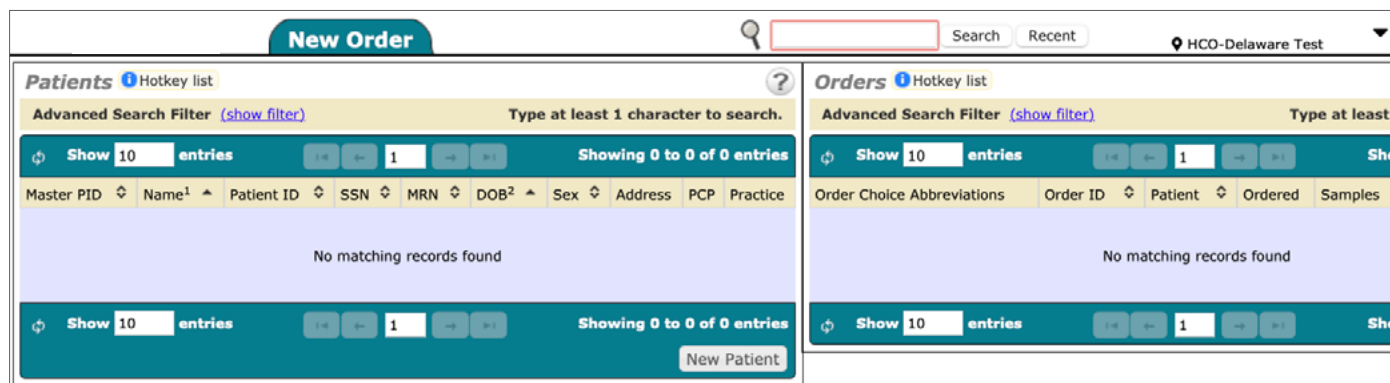
2 Click on the appropriate patient from the list.

3 Select Order History from the pop up menu.

4 Click the appropriate Order ID from the list.

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.

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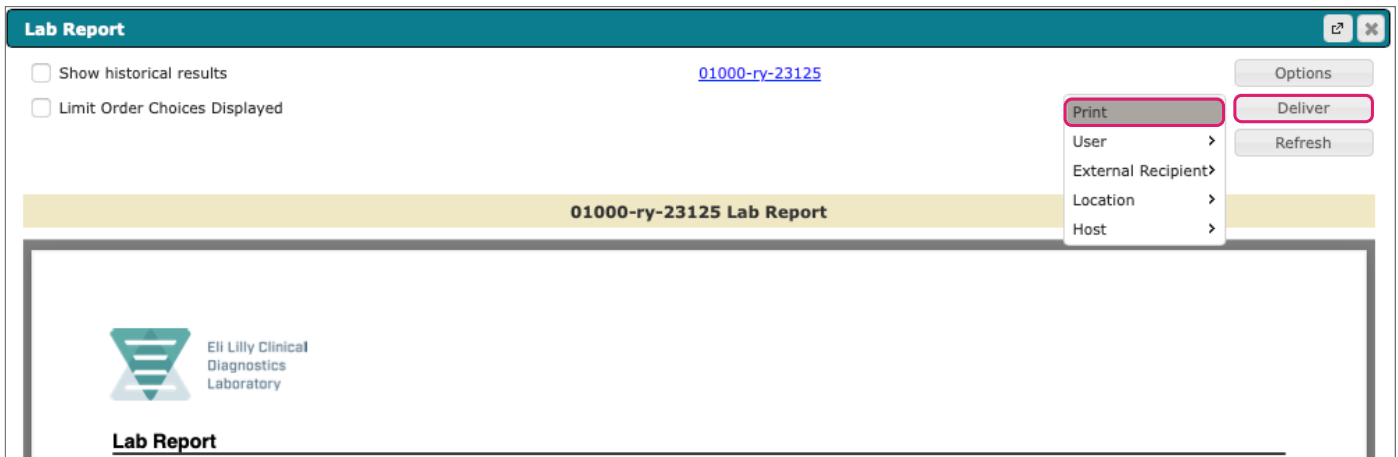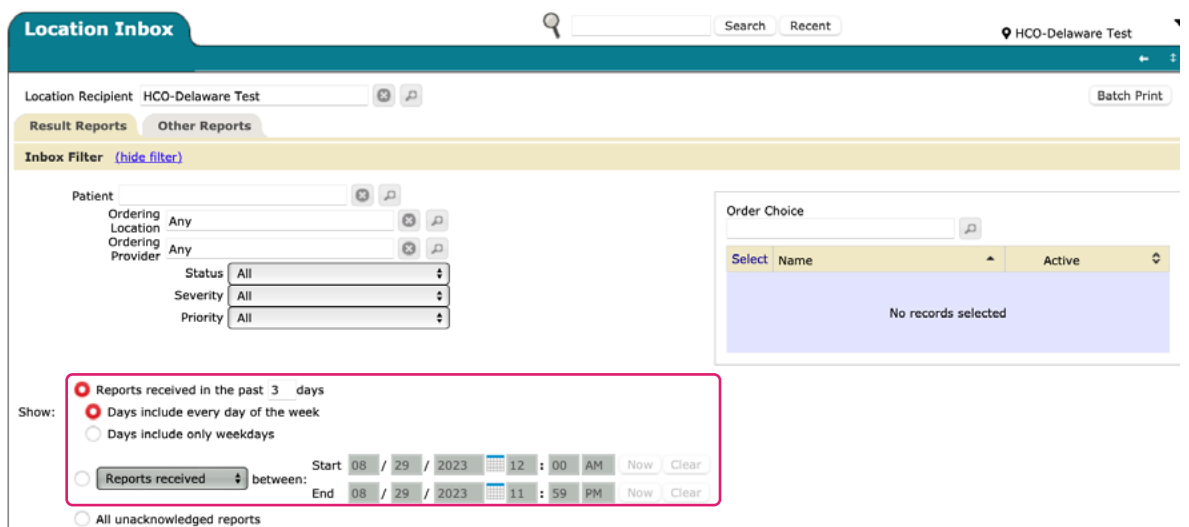

6 Alternatively, if you do not select a patient via the search bar at the top, you may select View Results in the left menu bar. Select Location Inbox. Any reports needing to be acknowledged will display.

Select desired report. Click Print.

NOTE: You may select "show filter" to narrow your search.
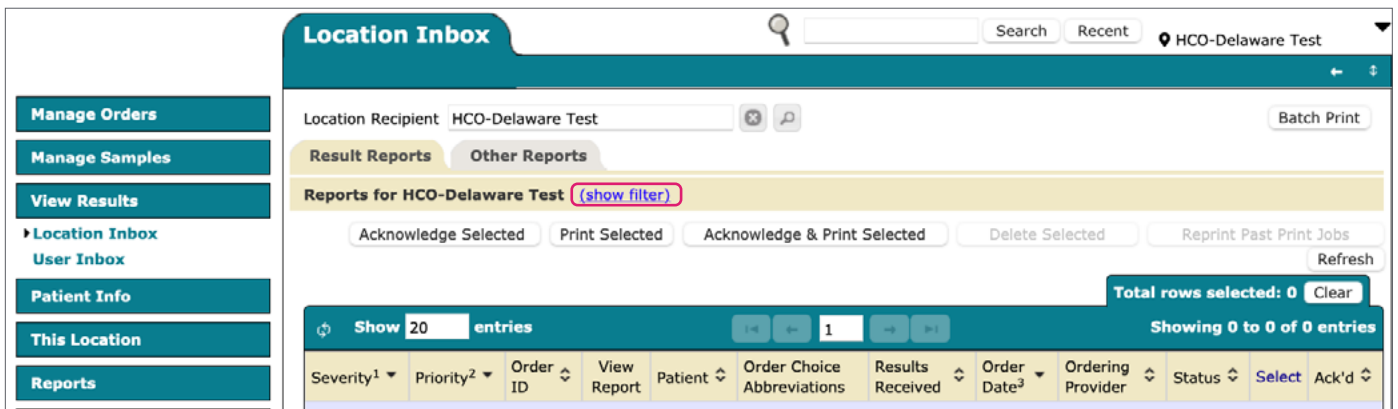
7 Change the selection to "Reports received" and fill in the number of days, then click the "Refresh" button at the bottom right of the screen. You may also enter a date range, if desired.

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