

Portal Navigation Instructions

How to Order a Test

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	٩	Search Recent	• HCO-Delaware Test
	Please Select an Ordering Location			€ 4
Manage Orders	Order ID: NEW ORDER	Status: NEW ORDER	Entered by:	
Order Patient Samples Order Choice Catalog Pending Orders	Ordering Location*	D Payor	(s) No Payor	
Manage Samples	Ordering Provider* Collection Location* Name	▲ ID ♀ Practice Name	Active	Now Clear
View Results	Order Date* HCO- Henry	HCO-Henry TESTING HCO	Yes	
Patient Info	HCO-Delaware Test	HCODEL TESTING HCO	Yes	
This Location	φ		Advanced Search	
Reports				
		0		
	New Order	۲	Search Recent	HCO-Delaware Test
	Please Select a Patient	1	Search Recent	♥ HCO-Delaware Test ← ‡
Manage Orders	Please Select a Patient Order ID: NEW ORDER	Status: NEW ORDER	Search Recent	♥ HCO-Delaware Test + t
Manage Orders • Order Patient Samples Order Choice Catalog Pending Orders	New Order Please Select a Patient Order ID: NEW ORDER Ordering Location* HCO-Delaware Test Patient*	Status: NEW ORDER Payor Res	(s) No Payor Bults To Comments	♥ HCO-Delaware Test ► 1
Manage Orders • Order Patient Samples Order Choice Catalog Pending Orders Manage Samples	New Order Please Select a Patient Order ID: NEW ORDER Ordering Location* HCO-Delaware Test Patient* Ordering Provider*	Status: NEW ORDER	(s) No Payor sults To Comments	HCO-Delaware Test HCO-Delaware Test
Manage Orders • Order Patient Samples Order Choice Catalog Pending Orders Manage Samples View Results	New Order Please Select a Patient Order ID: NEW ORDER Ordering Location* HCO-Delaware Test Patient* Ordering Provider* Collection Location* HCO-Delaware Test Order Date* 05 / 24 10	Status: NEW ORDER Payor Collection Date* Fasting No	(s) No Payor Hults To Comments / / Entered by: Comments / AM	♥ HCO-Delaware Test
Manage Orders Dorder Patient Samples Order Choice Catalog Pending Orders Manage Samples View Results Patient Info	New Order Please Select a Patient Order ID: NEW ORDER Ordering Location* Patient* Ordering Provider* Collection Location* HCO-Delaware Test Order Date* 05 24 10	Status: NEW ORDER Payor P Collection Date* Fasting No	Search Recent Entered by: (s) No Payor ults To Comments AM O O D.00 Hours	HCO-Delaware Test HCO-Delaware Test Now Clear
Manage Orders Order Patient Samples Order Choice Catalog Pending Orders Manage Samples View Results Patient Info This Location	New Order Please Select a Patient Order ID: NEW ORDER Ordering Location* Patient* Ordering Provider* Collection Location* HCO-Delaware Test Order Date* 05 / 24 / 2023 10	Status: NEW ORDER Payor Payor Collection Date* Status Now Fasting No	(s) No Payor iults To Comments / / AM	HCO-Delaware Test

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			¢ ب
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 Q	Payor(s) No Payor	Comments
Manage Samples View Results	Ordering Provider* Type at least 3 characters to sea Collection Location* Show Advanced Search	arch.		0.00 Hours
Patient Info This Location	*Required Field test, Orchard concerns	SSN ≎ MRN ≎ DOB ² ▲ Sex ≎ Ac	ddress PCP Practice 23 this street IDIANAPOLIS,IN ICO	00
Reports Quick Links	Order Choices		© New Patient	
	Abbreviation list	Add No diagnosis codes selected IC Diagnoses*	D-1C +	
HCO-Delaware Test EST Hide Menu	Order Choice Diagnoses Sample IC Please select a patient.	D Priority Lab Billing	Account ABN Status	Cancel

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 Collection Location* Order Date*	search.		AM Now Clear
Patient Info This Location	*Required Field Test, Orchard 23-125- 0000001	SSN	Address PCP Practice 123 this street INDIANAPOLIS,IN TESTING HCO	00
Reports Quick Links	¢ Order Choices		🖘 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	P			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	vince*					
Sex*	\$				c	ountry U.S	5.A.	63 A	0		
SSN					Nat	onality		•			
Race			0	р		Ign	ore capit	alization rules			
Ethnicity			Θ	P		Disp	olay ABN	in Spanish			
Primary Care Provider			Θ	P		🗹 Pati	ent is Or	derable			
Linked Location			0	Q		Pati	ent is De	eceased			
					Comments	Ale	rts	Additional Informati	n Encounters		
					Results To	Linked	Docs	Diagnoses S	ign In Aliases		
* Required field											
									Save Disc	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.

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	rch Recent	• HCO-Delaware Tes	at 🔻
		PID: 23-125-0000001 MRN:	Den	nographics Insurance Order	History Options		+ +
Manage Or	rders	Order ID: NEW ORDER	Status	NEW ORDER	Er	ntered by:	
Order Pati Order Choi Pending O Manage Sa View Resu	ent Samples ice Catalog rders Imples	Ordering Location* HCO-Delaware Test Patient* Test, Orchard Ordering Provider* HCPUser, HCP Collection Location* HCO-Delaware Test Order Date* 12 / 11 / 2023 12 : 08	C Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q	Collection Date*	Payor(s) No Payor Results To Comr / / No O O O O O O H	ments . Now .	P +
Patient Inf	fo Ion	*Required Field		Is the patient a Medicaid Recipient (Primary or Secondary)?*		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	۹s	earch Recent PHCO-Delaware Test
	PID: 23-125-0000001 MRN:	Demographics Insurance Ord	ler 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 : 10	Collection Date*	ayor(s) No Payor S A + Results To Comments 12 / 11 / 2023 12 : 10 PM Now Clear No S 0.00 Hours
Patient Info This Location Reports	*Required Field	Is the patient a Medicaid Recipient (Primary or Secondary)?*	

9 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 Choice Name: c	O Search All Order Choices
Order Patient Samples Order Choice Catalog	Ordering Location* HCO-Delaware Test		Search Order Choice List: My Frequent
Pending Orders Manage Samples	Patient* Test, Orchard Ordering Provider* HCPUser, HCP	o Show 20 entries	1 Showing 1 to 1 of 1 entries
View Results	Collection Location* HCO-Delaware Test Order Date* 12 / 1 / 2023 12 : 08	Select Abbreviation Other Names CPT Cort	des Name Collection Information Host Codes CertuitAD Plasma in Lavender K2 EDTA Tube
Patient Info This Location Reports	*Required Field		
Quick Links	Order Choices		
	Abbreviation list Add		
	Order Choice Search Order Choice Diagnose Sample ID	ϕ Show 20 entries III e	1 en Showing 1 to 1 of 1 entries

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.

Abbreviation	CPT Codes	Name	Collection Information	Host Codes	Count	Remov
<u>CertuitAD</u>		CertuitAD	Plasma in Lavender K2 EDTA Tube		1	×
	Abbreviation CertuitAD	Abbreviation CPT Codes CertuitAD	Abbreviation CPT Codes Name CertuitAD CertuitAD CertuitAD	Abbreviation CPT Codes Name Collection Information CertuitAD CertuitAD Plasma in Lavender K2 EDTA Tube	Abbreviation CPT Codes Name Collection Information Host Codes CertuitAD CertuitAD Plasma in Lavender K2 EDTA Tube Figure 1 Figure 2 Figure 2 <td>Abbreviation CPT Codes Name Collection Information Host Codes Count CertuitAD CertuitAD Plasma in Lavender K2 EDTA Tube 1</td>	Abbreviation CPT Codes Name Collection Information Host Codes Count 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	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	Selected 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.

🚹 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 Insurance	ce 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	Collection Date* 05 Collection Date* 05	vyor(s) No Payor Results To Comments 5 / 24 / 2023 10 : 39 AM 9 0 0 00 Hours	Now Clear
Patient Info This Location Reports Ouick Links	Order Choices			
	Abbreviation list Add Order Choice Search Order Diagnoses Sample ID Priority Lab	Selected diagnosis codes: A01.04, G Diagnoses Billing	31.84 TCD-10 + Search Summary Account ABN Status	Cancel
HCO-Delaware Test EDT	G31.84 IDD. House Law			
Hide Menu	Documentation and Actions			
	ABN Print Labels Require Clinical Info Linked Docs Cance	sition(s) Lab Report el Order Collect Samples		
$\phi\phi\phi\phi\phi\phi$	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.

• 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	٩	Search Recent Q HC	O-Delaware Test
	PID: 23-125-0000001 MRN:	Demographics Insu	rance Order History Options	← ●
Manage Orders	Patient*	۹ 🕲		
Manage Samples	Current Collection Location*	0 2		
Collect Samples Collection List Pending Collection	Current Phlebotomist*	8 2		
View Results				
Patient Info	TESTING HCO:			
This Location	Order ID: 01003-EL-23240			
Reports		Labels	uisition(s) Add to Collection Lis	Print Labels
Quick Links	Collected Collection Date/Time	Sample ID	Tube/Container Storage From Temperature Light	t Instructions Lab
HCO-Delaware Test	✓ 08 / 28 / 2023 02	: 42 PM Now 23240000004	(1) Lavender Frozen No K2 EDTA Tube	CertuitAD: Eli Lilly 1. Fill Clinical collection Diagnost tubes Laborato completely. 2. Mix immediately by gently inverting the tube at least 8 to

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

	Test, Orchard			• HCO-Delaware Test
	PID: 23-125-0000001 MRN:	Demographics	Insurance Order History 0)ptions 🔶 🕈
Manage Orders	Requisition(s)			
Manage Samples	Include a copy for each of the follow	wing:		
View Results	Summary Copy	Select Lab	Select Order Choi	ce
Patient Info		Eli Lilly Clinical Diagnostic	s Laboratory 🔽 CertuitAD	Refresh Print
This Location				
Reports	REQUISITION Performing Lab: Eli Lilly Cli Order Information:	nical Diagnostics Laboratory	Collection Date*: Collection Time*: *Completion Required	
	Practice: TESTING HCO Order ID: 01000-EL-2324 Location: HCO-Delaware Date: 08/29/2023 11:32AN Patient Comments: Order Comments:	1 Test A	Date Printed: 08/29/2023 11:32AM Ordering Provider: HCPUser, HCP Status: Collected	
	Patient Information:	Insurance Informat	tion:	
****	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.

New Order	٩ 🗆	Search Recent	• HCO-Delaware Test
Patients Hotkey list	?	Orders OHotkey list	
Advanced Search Filter (show filter)	Type at least 1 character to search.	Advanced Search Filter (show filter)	Type at least
¢ Show 10 entries	Showing 0 to 0 of 0 entries	φ Show 10 entries re	t 1 → Fi Sha
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	found	Ne	o matching records found
ϕ Show 10 entries $1 \rightarrow 1$	Showing 0 to 0 of 0 entries New Patient	ϕ Show 10 entries	t → >) Sho

2 Click on the appropriate patient from the list.

3 Select Order History from the pop up menu.

Patients Hotkey list												
Ad	Advanced Search Filter (show filter) Type at least 1 character to search.					search.						
¢	Sho	w 10	entries		F	1			1	Showing 1 to	1 of :	1 entries
Mas PID	^{ter} \$	Name ¹ 🔺	Patient ID	SSN ≎	MRN	\$	DOB ²	•	Sex ≎	Address	РСР	Practice
		<u>Test,</u> Orchard	Demographic Insurance	s						123 this street INDIANAPOLIS,IN 46231		TESTING HCO
φ	Sho	w 10	Order History	/		1			-1	Showing 1 to	1 of :	1 entries
			New Order								New	Patient
			Collect Samp	les								
			Blank Patient	t Requisit	ion							
			Change Log									
	Ord	er Choice	Linked Docur	ments								

Olick the appropriate Order ID from the list.

	Test, Orchard	9	Search Recent
	PID: 23-125-0000001 MRN:	Demographics Insurance	e Order History Option
age Orders	Order History Filter (show filter)		
nage Samples			Cumulative
w Results	TESTING HCO: Test, Orchard / Patient I	D: 23-125-0000001 / MRN:	
tient Info		Total	rows selected: 0 Clear
emographics	တ္ Show 10 entries		Showing 1 to 3 of 3 entries
er History	Order ID Order Choice Abbreviations	Order Date Ordering Provider	Status
Location	01004-ry-23318 CertuitAD (R)	11/14/2023 1:56PM	Release Pending, No Results
-1-	01005-ry-23318 CertuitAD (R)	11/14/2023 1:51PM	Release Pending, No Results
orts	<u>01000-ry-23125</u> CertuitAD (R)	05/05/2023 11:18AM HCPUser, HCP	Complete
k Links	ණ Show 10 entries		Showing 1 to 3 of 3 entries

- 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.
- 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, Orch	nard	٩		Search Recent
	PID: 23-125-00	00001 MRN:	Demogra	phics Insurance	Order History Option
Manage Orders	Order History	Filter (show filter)			
Manage Samples					Cumulative
View Results	TESTING HCO:	Test, Orchard / Pati	ent ID: 23-125-0000001	/ MRN:	
Patient Info				Total	rows selected: 0 Clear
Demographics	_{တ်} Show <mark>10</mark>	entries		s s	showing 1 to 3 of 3 entries
►Order History	Order ID 🗘	Order Choice Abbrevia	ations Order Date	Ordering Provider	Status
This Location	01004-ry-23318	CertuitAD (R)	11/14/2023 1:56PM		Release Pending, No Results
	01005-ry-23318	CertuitAD (R)	11/14/2023 1:51PM		Release Pending, No Results
Reports	01000-ry-23125	Review Order	05/05/2023 11:18A	M HCPUser, HCP	Complete
Quick Links	දා Show 10	Samples		s s	showing 1 to 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-ry-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 OHCO-Delaware Test
	+ 4
Manage Orders	Location Recipient HCO-Delaware Test S P Batch Print
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	
Reports	Severity ¹ * Priority ² * Order © View Report Patient © Order Choice Abbreviations Results © Order Date ³ Order Provider © Status © Status © Status © 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	٩	Search Recent	• HCO-Delaware Test
				÷ 1
Manage Orders	Location Recipient HCO-Delaware Test			Batch Print
Manage Samples	Result Reports Other Reports			
View Results	Inbox Filter (hide filter)			
Classifier State Class	Patient Cordering Location Ordering Provider Any Cordering Provider All ¢ Severity All ¢ Priority All ¢		Order Choice Select Name No	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 All unacknowledged reports	12 : 00 AM Now Clear 11 : 59 PM Now Clear		

CertuitAD[™] is a trademark owned or licensed by Eli Lilly and Company, its subsidiaries, or affiliates. Eli Lilly Clinical Diagnostics Laboratory, LLC (ELCDL) is a wholly owned subsidiary of Eli Lilly and Company. Data on File, Eli Lilly Clinical Diagnostics Laboratory, LLC, DOF-CT-US-0002. PP-CT-US-0014 01/2024 Copyright 2024 ©Eli Lilly Clinical Diagnostics Laboratory, LLC. All Rights Reserved.



Eli Lilly Clinical Diagnostics Laboratory