



## LifePoint Portal Basics

### Site Access

URL: <https://lifepointlink.com/lifescan>

Client Number: 200

UserID: Will be provided by CSR

Password: Initial Password always Lifescan1

**\*\*Requires Acceptance of Terms and Conditions**

**\*\*Must be reset at first login**

**\*\*You must have all pop-up blockers disabled for this URL.**

### Login Page

In the Client Number field, enter 200

In the User ID field – enter the User ID provided by your CSR

In the Password field – enter either the initial password provided, or the password that you set after your initial login

The screenshot shows the Lifescan Labs login page. At the top is the Lifescan Labs logo. Below it is the heading "Log in to your account". There are three input fields: "Client Number", "User ID", and "Password". Each field has an orange arrow pointing to it from the right. Below the fields is a "LOG IN" button and a link for "Forgot your password?". At the bottom, there is a small icon and text: "Drag Lifepoint Login link to your desktop for a permanent shortcut to this page."



Give Remote Access

Version LPI3.4.0  
Your IP is: 207.181.239.130  
Copyright © 1999-2020 Lifepoint Informatics  
All Rights Reserved.



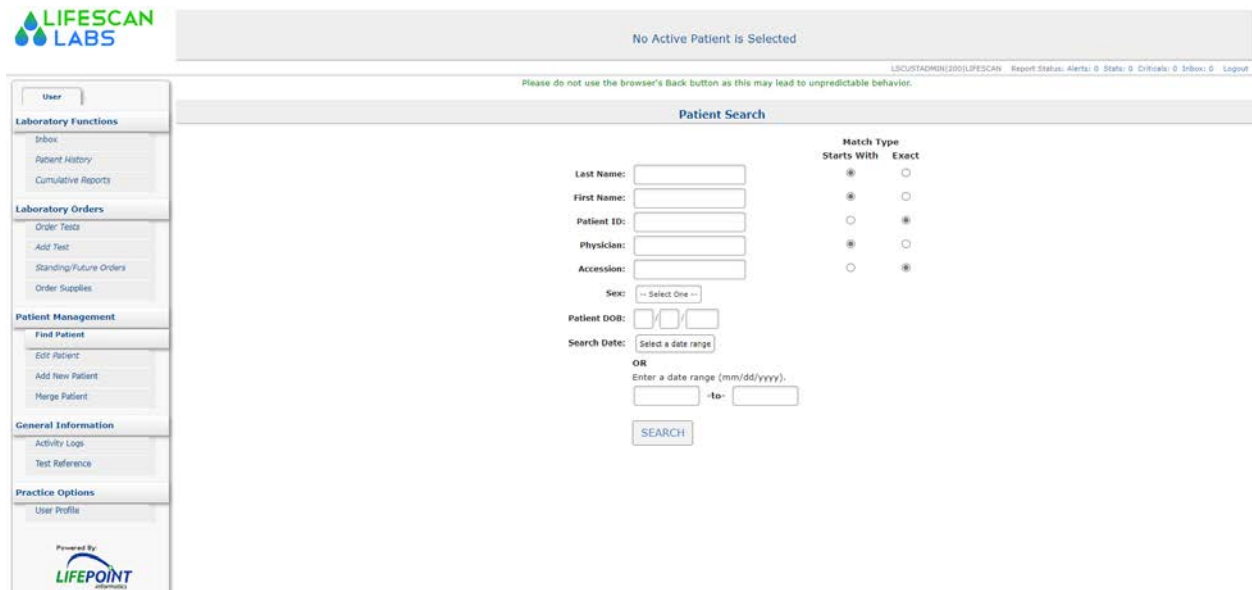
## Starting Screen

The general menu bar will be found on the left side of the screen, and contains all of the menu options available.





The initial logon landing page *always* takes you to a user search. You can choose to search, or you can select any other task from the Left Side Menu Bar.



### **Common Tasks:**

#### **View Results**

Two places to view global results → Inbox in Laboratory Functions or Inbox on Top Line Menu.

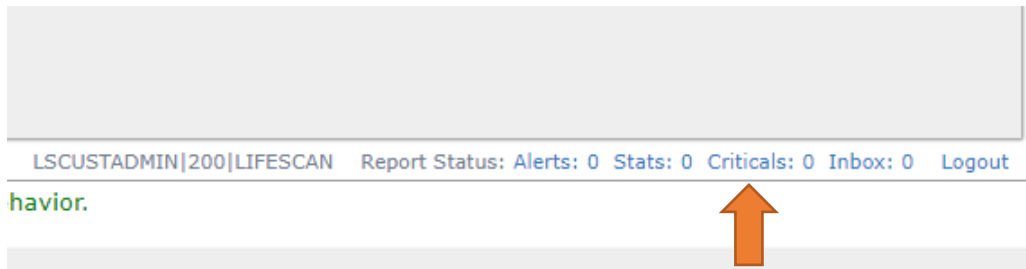




## View Results (Continued)

### SARS-CoV2 Positive Results Filter

Lifescan has created a filter specific to quickly viewing and retrieving Positive Results for SARS-CoV2 test results. This can be accessed via the Criticals Option in the Top Line Menu.



## Add a New Patient

Click on the Add New Patient Option under Patient Management in the Left Side Menu Bar





## Add a New Patient (Continued)

The Add New Patient Form will be presented. There are multiple tabs associated to the Add New Patient Form across the top; Patient Information, Responsible Party, Primary Insurance, Secondary Insurance, and Supplemental Insurance. The Form always begins with the Patient Information. Please enter the following minimum set of information; Last Name, First Name, Sex, Date of Birth, Room-Bed, Primary Phone Number, Address, City, State, and Zip. You must select the correct Relationship to Responsible Party – which defaults to **Self**. Please also set a Standing Diagnosis if you have that information. **\*\*Note** – the PID will be prefilled, and is not editable. This is a Lifescan assigned portal Patient ID. Please also complete as many fields with the information that you have. For SARS-CoV2 tests, there are generally two Standing Diagnosis codes; Z20.822 – use this code where the patient was EXPOSED to another person either confirmed or suspected of having SARS-CoV2. U07.1 – use this diagnosis code for patients that are; experiencing symptoms of SARS-CoV2, are requesting the SARS-CoV2 test for employment, or requesting the test for any other general reason other than symptomatic or exposure.

Patient Information	Responsible Party	Primary Insurance	Secondary Insurance	Supplemental Insurance
---------------------	-------------------	-------------------	---------------------	------------------------

\* Required

PID: LP-3388 \*

Last Name: Doe \*

First Name: Jane \*

MI:

Sex: Female

Date Of Birth: 01 / 01 / 1960

Room-Bed: 104-A

SSN: XXX - XX -

Primary Phone: 847 - 423 - 8300

Address: 5255 Golf Road

City: Skokie

State: Illinois

Zip: 60076

Hispanic Indicator: -- Select One --

Marital Status: -- Select One --




Employer:

Relationship to Responsible Party: Self

Standing Diagnosis

Search for Diagnosis:

UPDATE CANCEL





### Add a New Patient (Continued)

If the Patient Relationship to Responsible Party is Self, you can move to the Primary Insurance Tab. If the Responsible Party is something other than Self, you must complete the fields in the Responsible Party Tab.

#### Primary Insurance Tab

Enter the applicable insurance information in the fields. Lifescan minimally requires the Insurance Company, Policy Number, Group Number, and Subscriber Relationship. If the Subscriber Relationship chosen is Self, the remaining fields will populate themselves.

**\*\*Note – for uninsured patients that require SARS-CoV2 tests, please enter the following information:  
Insurance Company: HRSA (will populate with HRSA – Cares Uninsured)  
Policy Number: enter the patient’s SSN number, Drivers License or State ID number (SSN Preferred)**

Patient Information	Responsible Party	Primary Insurance	Secondary Insurance	Supplemental Insurance
* Required				
Insurance Company: <input type="text" value="HRSA - CARES UNINSURED"/>				
Policy Number: <input type="text" value="123-45-6789"/>				
Group Number: <input type="text"/>				
Subscriber Relationship: <input type="text" value="Self"/>				
Last Name: <input type="text" value="Doe"/>				
First Name: <input type="text" value="Jane"/>				
Middle Initial: <input type="text"/>				
Date of Birth: <input type="text" value="01"/> / <input type="text" value="01"/> / <input type="text" value="1960"/>				
Sex: <input type="text" value="Female"/>				
Address: <input type="text" value="5255 Golf Road"/>				
City: <input type="text" value="Skokie"/>				
State: <input type="text" value="Illinois"/>				
Zip: <input type="text" value="60076"/>				
Employer: <input type="text"/>				
<input type="button" value="UPDATE"/> <input type="button" value="CANCEL"/>				



## Add a New Patient (Continued)

Additional Insurance Tabs (Secondary & Supplemental) – complete the information in these tabs as needed per patient. Once you have completed all necessary information in all tabs, please click on the UPDATE Button (found both at the top and bottom of the Add New Patient Form. Once you have clicked on the UPDATE button, the portal will automatically take you to the Order Tests Screen. This automated redirect only happens when you create a NEW Patient.

## Ordering SARS-CoV2 tests

As mentioned above, you will be redirected to the Order Tests screen upon the completion of any NEW Patient. If you have no patient selected, and you would like to create an order, you click Order Tests under the Laboratory Orders Left Side Menu. When you click the Order Tests, with no patient selected, you will be prompted to select a patient to proceed. The Portal will display a message of No Active Patient is Selected across the top whenever there is no patient selected (this is ALWAYS the case when reviewing the Results Inbox). Simply enter the Patient's Last Name, First Name, and Click Search.

The screenshot shows the Lifescan Labs web portal interface. At the top left is the Lifescan Labs logo. A grey banner at the top right displays the message "No Active Patient is Selected" with an orange arrow pointing to it. Below the banner is a navigation menu with "Inbox (10 days)" selected. A table header is visible with columns: Facility, Accession Number, Last Name, First Name, and PID. Below the table header, a message "Please Select a Patient First" is displayed with an orange arrow pointing to it. The "Patient Search" form is shown below, with fields for Last Name, First Name, Patient ID, Physician, and Accession. There are radio buttons for "Match Type" (Starts With and Exact). The "Order Tests" option in the "Laboratory Orders" menu is highlighted with an orange arrow.

**LIFESCAN LABS**

No Active Patient is Selected

**LIFESCAN LABS**

Inbox (10 days)

Print Selected GO Display All OK Results Per Page: 25

Facility	Accession Number	Last Name	First Name	PID
Records 1 - 0 of 0				

Please Select a Patient First

**LIFESCAN LABS**

**Patient Search**

Match Type  
Starts With Exact

Last Name:

First Name:

Patient ID:

Physician:

Accession:

Sex: -- Select One --

Patient DOB:  /  /

Search Date:  -to-

OR  
Enter a date range (mm/dd/yyyy).  
 -to-

SEARCH

**Laboratory Functions**

**Inbox**

Patient History

Cumulative Reports

**Laboratory Orders**

Order Tests

Add Test

Standing/Future Orders

Order Supplies



Please Select a Patient First

LSCUSTAD1

### Patient Search

		Match Type	
		Starts With	Exact
Last Name:	<input type="text" value="Doe"/>	<input checked="" type="radio"/>	<input type="radio"/>
First Name:	<input type="text" value="Jane"/>	<input checked="" type="radio"/>	<input type="radio"/>
Patient ID:	<input type="text"/>	<input type="radio"/>	<input checked="" type="radio"/>
Physician:	<input type="text"/>	<input checked="" type="radio"/>	<input type="radio"/>
Accession:	<input type="text"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sex:	<input type="text" value="-- Select One --"/>		
Patient DOB:	<input type="text"/> / <input type="text"/> / <input type="text"/>		
Search Date:	<input type="text" value="Select a date range"/>		
<b>OR</b>			
Enter a date range (mm/dd/yyyy).			
	<input type="text"/>	-to-	<input type="text"/>
<input type="button" value="SEARCH"/>			

The Patient will be selected, and you will be automatically entered into the Order Tests Form.

Doe, Jane		Female   DOB: 01/01/1960   Age: 60
Patient ID: LP-3388		SSN: XXX-XX-
		Address: 5255 Golf Road, Skokie, IL 60076
		Insurance: HRSA - CARES UNINSURED
LSCUSTAD1		
<b>Order Tests</b>		
Patient Information	Tests	Diagnosis
Review		
Patient Information		
Last Name: Doe		
First Name: Jane		
Middle Initial:		
PID: LP-3388		
Patient Insurance		
Ins Company: HRSA - CARES UNINSURED		
Policy No: 123-45-6789		
Group:		
Destination Laboratory: LIFESCAN		





## Ordering SARS-CoV2 tests (Continued)

The Order Tests Form consists of 4 tabs; Patient Information, Tests, Diagnosis, and Review.

Order Tests

Patient Information Tests Diagnosis Review

From the Patient Information Tab, review the base patient information, if something needs to be edited, select the Edit Patient Information on the right bottom of the Form.

Order Tests

Patient Information Tests Diagnosis Review

Patient Information

Last Name: Doe  
First Name: Jane  
Middle Initial:  
PID: LP-3388

Patient Insurance

Ins Company: HREA - CARES UNINSURED  
Policy No: 123-45-6789  
Group:  
Destination Laboratory: LIFESCAN

Edit Patient Information

If all of the Patient Information is correct, click on the Tests Tab. Under the Tests Tab, choose the type of SARS-CoV2 test(s) [one or both] you would like to order. (COV-IN-SARS COVID PCR DETECTION is a swab test, and COV2IGG-COV2IGG is a blood antibody test). Once you have selected the test(s), click on the Diagnosis Tab. To remove a test selected in error, uncheck the box.

Order Tests

Patient Information Tests Diagnosis Review

Search for a Test:

Enter Test Codes:

✗ SARS COVID PCR DETECTION

COVID

COV-IN-SARS COVID PCR DETECTION  COV2IGG-COV2IGG



## Ordering SARS-CoV2 tests (Continued)

In the Diagnosis Tab, choose the appropriate Code under Commonly Selected Diagnosis Codes by checking the box to the left of the applicable code. To remove a diagnosis code, uncheck the box. Once you have selected the Diagnosis Code, click on the Review Tab.

**Order Tests**

Patient Information Tests **Diagnosis** Review

Search for a Diagnosis:

COVID-19

Commonly Selected Diagnosis Codes

Z20.828 CONTACT EXPOS OTH VIRL COMMUNICABL DZ  U07.1 COVID-19

In the Review Tab, you will be setting the Schedule Date (Specimen Collection Date), the Requesting Physician, the Bill To Party, the Room-Bed, and adding any comments to the Lab.

Requesting Physician – Click in the bubble to select commonly used physicians for your practice. If you do not see your physician in the list, you can click ADD to add a physician. Complete all fields on the Add a Physician Form. Please notify your CSR with your medical director information to have them added to the dropdown list. Provide your CSR with the physician last name, first name, and NPI number.

**Order Tests**

Patient Information Tests Diagnosis **Review**

Add Code	Code	Selected Diagnosis
<input type="button" value="Remove"/>	U07.1	COVID-19

Add Test	Ordered Test	Questions	Destination
<input type="button" value="Remove"/>	<input checked="" type="checkbox"/> COVID-19 - SARS COVID PCR DETECTION		<input type="button" value="LIFESCAN"/>

Additional Information

\* Schedule Date:  \* Requesting Phys:

Priority:  Routine  Stat \* Bill To:


\* Room-Bed:


Comments:



### Ordering SARS-CoV2 tests (Continued)

Once you have completed the Order Tests fields, click on the ORDER button. The Order Requisition will automatically open when the order is completed. Print the requisition and place it with the specimen in the biohazard transport bag.

Patient Information		Tests	Diagnosis	Review
				<input type="button" value="ORDER"/> <input type="button" value="CANCEL"/>
Add Code	Code	Selected Diagnosis		
Remove	U07.1	COVID-19		
Add Test	Ordered Test	Questions	Destination	
Remove	<input type="checkbox"/> COV IN - SARS COVID PCR DETECTION		<input type="button" value="LIFESCAN"/>	
Additional Information				
* Schedule Date: <input type="text" value="11/23/2020"/>		* Requesting Phys: TESTA, GIULIANO [H53020] 		
Priority: <input checked="" type="radio"/> Routine <input type="radio"/> Stat		<input type="button" value="SEARCH"/> <input type="button" value="ADD"/>		
		* Bill To: <input type="text" value="Insurance"/>		
		* Room Bed: <input type="text" value="104-A"/>		
Comments: <input type="text" value="THIS IS A TEST ORDER."/>				
		<input type="button" value="ORDER"/> <input type="button" value="CANCEL"/>		





## Ordering SARS-CoV2 tests (Continued)

1 of 1

https://www.lifepoint40.com/LIFESCAN/lpi3/?event=reqs.detail&reqnumlist=6996&source=Order

### Order Requisition

Bill To: Insurance  
Req #: 5904  
Coll Dt: 11/23/2020  
Coll Tm: 03:55 PM

5904

Patient Information		Requesting Location	
Doe, Jane 5255 Golf Road Skokie, IL 60076 (847) 423-8300 Ptid: LP-3388	DOB: 01/01/1960 Age: 60 Gender: F Marital Status: Employer: Race:	LSCUSTADMIN 200 LIFESCAN 5255 Golf Road Skokie, IL 60076 Phone:(847) 423-8300 Fax:	

Billing Information - Insurance Bill			
Primary:	HRSA - CARES UNINSURED	Secondary:	Tertiary:
Insured	Self		
Subscriber Name	Doe, Jane		
Subscriber Address	5255 Golf Road Skokie, IL 60076		
Gender/DOB:	Female 01/01/1960		
Policy Number:	123-45-6789		

Order Information	
Requesting Phys:	TESTA, GIULIANO H53030
ABN Printed:	No
Comments:	THIS IS A TEST ORDER.
Diagnosis:	U07.1 - COVID-19

Tests Ordered	Container	Spec Req
COV-IN - SARS COVID PCR DETECTION		



## Viewing Ordering History

To view a history of what has been ordered, choose the Activity Logs under General Information from the Left Side Menu. This will open the Reports Screen. From the Reports Screen, choose Manifest List



A screenshot of the Lifescan Labs software interface, showing a vertical left-side menu. At the top, there is a "User" tab. Below it are several sections: "Laboratory Functions" with options "Inbox", "Patient History", and "Cumulative Reports"; "Laboratory Orders" with options "Order Tests", "Add Test", "Standing/Future Orders", and "Order Supplies"; "Patient Management" with options "Find Patient", "Edit Patient", "Add New Patient", and "Merge Patient"; "General Information" with options "Activity Logs" and "Test Reference"; and "Practice Options" with the option "User Profile". An orange arrow points to the "Activity Logs" option. At the bottom of the menu, it says "Powered By:" followed by the "LIFEPOINT informatics" logo.

Reports

Choose a Report

- Abnormal Results List
- Add-On List
- Manifest List
- Standing / Future Orders
- NoPid / Ident List
- Pending Orders Report
- Supply Order List
- Tests by Date
- Top 50 Tests
- Top 50 Diagnoses
- Convenience or Stat Fee Report



In the Manifest List Activity Logs, Edit ONLY the following items: Status: Change to ALL  
Search By Date: choose your search timeline. Once you have selected the information, click SUBMIT

### Activity Logs - Manifest List

Choose Search Criteria

**Priority:**  All  Routine  Stat

**Temperature:**  All  Frozen  Not Frozen  Ambient  Refrigerated

**Receiving Lab:**  

**Status:**  Un-Released  All  Released

**Order Type:**  Both  One Time  Complete Standing

**Search by Date:**

**OR Enter a Date Range:**

Select info

[Check All](#) | [Clear All](#)

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Lab         | <input checked="" type="checkbox"/> User Name     | <input checked="" type="checkbox"/> Physician   |
| <input checked="" type="checkbox"/> Insurance   | <input checked="" type="checkbox"/> Tech Id       | <input checked="" type="checkbox"/> Patient     |
| <input checked="" type="checkbox"/> Room #      | <input checked="" type="checkbox"/> Req #         | <input checked="" type="checkbox"/> Ordered D&T |
| <input checked="" type="checkbox"/> ABN         | <input checked="" type="checkbox"/> indPSC        | <input checked="" type="checkbox"/> Billing     |
| <input checked="" type="checkbox"/> Comments    | <input checked="" type="checkbox"/> Tests Ordered | <input checked="" type="checkbox"/> Temperature |
| <input checked="" type="checkbox"/> AAOE        | <input checked="" type="checkbox"/> Client MRN    | <input checked="" type="checkbox"/> Patient ID  |
| <input checked="" type="checkbox"/> Patient DOB |   |   |





You will be presented with a list of activities for the selected timeframe. From this list, you can perform the following tasks; print a manifest, print a requisition, or view a printable report. The most common task in this menu is to reprint a requisition. Simply check the box for the order you want to reprint, and choose Print Manifest from the Choose Action Menu. When you choose Print Requisition, a new window will open with the requisition form you can reprint.

No Active Patient is Selected

LSCUSTADMIN|200|LIFESCAN

Back to Activity Logs **LSCUST - Manifest List Report - 11/22/2020 to 11/28/2020**

Choose Action

Show  entries Search:

	Lab	User Name	Physician	Insurance	Tech Id	Patient	Room #	Req #	Ordered D&T	ABN	indPSC	BI
<input checked="" type="checkbox"/>	LIFESCAN	LSCUSTADMIN 200 LIFESCAN	TESTA, GIULIANO	HRSA - CARES UNINSURED		Doe, Jane	104-A	5904 audit	11/23/2020 04:20 PM	PSC		In

Showing 1 1 entries

https://www.lifepoint40.com/LIFESCAN/lpi3/?event=reqs.detail&reqnumlist=6996&source=Order

1 of 1

### Order Requisition

**Bill To:** Insurance  
 Req #: 5904  
 Coll Dt: 11/23/2020  
 Coll Tm: 03:55 PM

5904

Patient Information		Requesting Location	
Doe, Jane	<b>DOB:</b> 01/01/1960	LSCUSTADMIN 200 LIFESCAN	
5255 Golf Road	<b>Age:</b> 60	5255 Golf Road	
Skokie, IL 60076	<b>Gender:</b> F	Skokie, IL 60076	
(847) 423-8300	<b>Marital Status:</b>	Phone: (847) 423-8300	
<b>PIID:</b> LP-3388	<b>Employer:</b>	Fax:	
	<b>Race:</b>		

Billing Information - Insurance Bill			
<b>Primary:</b>	HRSA - CARES UNINSURED	<b>Secondary:</b>	<b>Tertiary:</b>
<b>Insured</b>	Self		
<b>Subscriber Name</b>	Doe, Jane		
<b>Subscriber Address</b>	5255 Golf Road Skokie, IL 60076		
<b>Gender/DOB:</b>	Female 01/01/1960		
<b>Policy Number:</b>	123-45-6789		

Order Information	
<b>Requesting Phys:</b>	TESTA, GIULIANO H53030
<b>ABN Printed:</b>	No
<b>Comments:</b>	THIS IS A TEST ORDER.
<b>Diagnosis:</b>	U07.1 - COVID-19

Tests Ordered	Container	Spec Req
COV-IN - SARS COVID PCR DETECTION		