## **Glen F. Baker Public Health Laboratory**



# Lab Web Portal Guidance Document

## **Website Address**

The Lab Web Portal can be accessed by going to: https://prod.labwebportal.com/ar

### **Contact Information**

Problems & Questions <u>ADH.Lab.Web.Portal@arkansas.gov</u>

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#### I. Using the Lab Web Portal Site

#### a. Login Information

A new account can be created for the Arkansas Glen F. Baker Public Health Laboratory (AR PHL) Lab Portal using the **Create New Account** link, where your username will be your organization email address. The new user request will be sent to the portal administrator for approval. The user will be notified via email when the request has been approved and they are able to login to the portal.

HEA	PARTMEN, On	
Username		
Password	Ø	
LOG	IN	
Create New Account	Forgot Password?	

The user may also select their facility location that they will be accessing the Lab Portal at in the **Create New Account** section.

Address *			
CDC-2019-nCoV		State *	ZIP*
Kevorkian Covid Clinic	Fax*		
Northeast AR Reg Recov Ctr			

#### **b.** User Information

The User Menu, found by selecting your name in the top right corner, is where you can view your profile information, news, and help sections.

#### c. Change Password

To change your password, click your name in the top right corner to open the User Menu and select profile.



Then select the **Change Password** header at the top of the screen. Follow the prompts to enter your current password and your new password twice. Click **Change Password** and the system will notify you that your password has successfully been changed.

**Note:** Do not share your password and include upper and lowercase, numbers, symbols to ensure a strong password.

PERSONAL INFO	MANAGE NOTIFICATIONS	CHANGE PASSWORD	
Current Password		New Password	Re-type New Password
			CANCEL CHANGE PASSWORD

#### d. Forgot Password

If you have forgotten your password, you can select the **Forgot Password?** link on the login page and follow the prompts.

Pass	sword	0
	LOG	IN

#### i. Dashboard

This is your home screen location and from here, you can order tests, view published reports, view all patients, and navigate to different sections of the portal. The tiles allow you to keep track of testing progress and the navigation bar can be

collapsed by clicking the three-bar button  $\blacksquare$ .

Ø	≡ Dashboard			۵
Dashboard				
Incomplete Orders	553	43	574	0
In Transit Orders	MY PATIENTS	IN TRANSIT		NEW ORDERS
All Orders			VILTILU 403	
Published Reports				
My Patients				
Help				
ORDER TESTS				
BATCH ORDER				
VIEW REPORTS				

#### e. Specimen Information

The specimens submitted to the AR PHL must meet all accrediting body requirements. The specimens must have two patient identifiers (such as, **full name** and **date of birth**) on the specimen that match the Lab Portal Test Requisition.



The specimens should be individually bagged with the corresponding Lab Portal Test Requisition in the outer pocket of the biohazard bag. The specimens should be appropriately packaged and shipped to the AR PHL in accordance with DOT and IATA regulations.

#### f. Ordering Tests

#### i. Individual Test Orders

ORDER TESTS

Tests can be ordered individually by clicking in the navigation bar and then selecting the desired panel to be performed on the Forms page. Select Clinical Microbiology, TB/Mycology, Covid-19/Flu/RSV, or AR CPO.

All **patient**, **submitter**, **requestor**, and **specimen information** must be entered in the panel and will be explained further in their respective sections below.

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~	_							
Dashboard						Filtor		0
Incomplete Orders						Filter		~
In Transit Orders		AR Clinical Microbiology	AR Covid-19/Flu	J/RSV	AR CPO	AR		
All Orders		May 22 2024	Feb 21 2024		Feb 21 2024	Gonor	rhea/Chlamy	/dia
Published Reports		Diagnostic and confirmation testing for Enteric Bacteriology, Special	2019 novel coronavirus panel	detection	Confirmation testing of carbapenem resistant organisms	Form Mar 13 20	)24	
My Patients		Bacteriology, Parasitology, an Arkansas	Arkansas		(CPO) and other multiple dru Arkansas	No descri	ption	
Help								
						Arkansas	)	
URDER TESTS								
BATCH ORDER		May 10 2024						
NEW REPORTS		Mycobacteriology options are for						
		TE testing, mycology options are						
<b>e</b>	≡ cov	/ID-19						
Dashboard	Forms /	COVID-19						
Incomplete Orders								
In Transit Orders	PATI	ENT INFORMATION						^
All Orders Published Reports	Last	: Name *	+ 9					
My Patients								
Help								-
OPDED TESTS	SUB	MITTER INFORMATION						^
BATCH ORDER	1st	Choice Pregr		Q				
VIEW REPORTS	Phon (479	e Number 9) 484-5244		Fax Nu (123)	mber ) 123-1			
	Addre 462	2 Grand Ave						
	City	0ith	64	***	21	p Code		
	FOIL	Smith						
	Con	tact Person *		Q				
	Req	uestor Information (Must be physician or nurse practi	tioner) *				+	Q
	SPE						CLEAR SAVE	SUBMIT

Once the order is complete, you can click **SUBMIT**. The required follow-up questions may appear, and they must also be answered accurately. Follow-up questions may be required depending on the test requested.

Please respond to the following questions:		
Patient Hospitalized?		
O Yes O No O Unknown		
Is this patient in ICU?		
O Yes O No O Unknown		
Health Care Worker?		
🔿 Yes 🔿 No 🔿 Unknown		
Symptoms: Answer*		
Asymptomatic Fever Sore throat Chills Muscle aches Abdominal pain		
Cough Shortness of breath Headache Vomiting Diarrhea		
Symptoms - if other, specify		
Answer		
Was other testing performed?		
	CLOSE	SUBMIT

Once you click **SUBART**, the **Order Placed** window will appear and the order is complete in the Lab Portal. At any point prior to clicking **SUBART**, the form may be saved and will be kept in your **Incomplete Orders** until you are ready to complete the order

#### Order Placed

Your test order **OIDAR200000676** has been successfully submitted. Please check All Specimens section of your Dashboard for status updates.

Click Print button below to view/print the completed submission form.

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

PRINT COPY ORDER CLOSE

From the **Order Placed** window, you can print the individual Lab Portal Test Requisition for that patient by clicking **PRINT**. Copy that same order to use with

another patient by selecting **COPY ORDER**, or close the window by selecting **CLOSE**.

When you click **COPY ORDER**, all of the **submitter**, **requestor**, and **specimen information** is kept the same so that only a new patient will need to be selected.

#### ii. Batch Test Orders

To batch order tests, click the

BATCH ORDER

button in the navigation bar and

click the three-dot button to download the Import Template. Batch orders can be used for Covid-19/Flu/RSV and Clinical Microbiology Parasitology specimens. You must make sure to download the correct Batch Order template for the corresponding test.

®	≡ Batch Order		
Dashboard	IMPORT FROM FILE		
Incomplete Orders			
In Transit Orders	AR Clinical Microbiology	AR COVID-19/Flu :	
All Orders	Modified Jul 13 2022	Modified Mar 23 2022	
Published Reports	Diagnostic and confirmation testing for Parasitology samples	2019 novel coronavirus detection panel. Click the three dots to download the Import	
My Patients			
Нер			
ORDER TESTS			
BATCH ORDER			
VIEW REPORTS			

The Import Template is an Excel file where the patient and test information can be entered, all the required information is in red. Once the Import template is complete, the file can be saved to your computer or any desired location. The Import Template can be uploaded into

the Lab Portal by either clicking and selecting **Import from file** from the dropdown

menu, selecting (MPORT FROM FILE), or by clicking the desired panel tile and then selecting the **Import from file** button.

Download Import Template

Import from file IMPORT FROM FILE OR

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Author(s): Jordan Myres, Kate Loyd (Inactive)

You will then be prompted to either **Import From File** by either dragging and dropping the file or browsing for a file on your computer to attach. Once done, click **IMPORT** to upload the file.

Import From File		
Batch Import Program *		· •
Attach File To Import		
Drag & drop a file to attach it, or		
Browse for a file		
		i ,
	CANCEL	IMPORT

Once the batch request is complete (file successfully uploaded), you can click **SUBMIT** in the bottom right corner. If there are any errors or missing information, the Lab Portal will alert you and will not allow you to submit the batch test order until it is rectified.

#### g. Printing Test Requisition Forms

After submitting the batch or test request, In All Orders and In Transit Orders, you can

select the desired specimens to be printed by clicking their checkbox and click the icon to print the Lab Portal Test Requisition for all the selected specimens. Each specimen that is being submitted must have a Lab Portal Test Requisition Form printed to accompany the specimen. The Lab Portal Test Requisition Form should be placed in the outer pocket of the specimen biohazard bag.

Dashboard										
Incomplete Orders	25 selected	CANCE								
			Download Test Requi	sition						
In Transit Orders			PORTAL ID -	SPECIMEN ID -03	PATIENT NAME -C	PATIENT DOB -0	PREGNANT -C	PREGNANCY DUE DATE -C	COLLECTED -	SUBMITTED -
All Orders		>	OIDAR200000675		<u>Smith, Jambalaya P</u>	06/08/1937	Yes	09/01/2020	07/28/2020 03:57 pm	07/28/2020 04:04 pm
Published Reports	\[         \[         \[         \[	>	OIDAR200000674		Last_MonaLisa	08/21/1946	Yes	09/25/2020	07/21/2020 09:59 pm	07/22/2020 08:47 pm
	\[         \[         \[         \[	>	OIDAR200000673		Smoke, Smokey	07/25/1960	Yes		07/22/2020 08:39 pm	07/22/2020 08:40 pm
My Patients	\[         \[         \[         \[	>	OIDAR200000672		Mondaytwo, Test	07/20/1976	Yes	07/22/2020	07/20/2020 09:32 am	07/20/2020 09:32 am
Help	\[         \[         \[         \[	>	OIDAR200000671		Kin-Ar, Ken M	06/08/1985	Yes	11/11/2020	07/20/2020 03:42 am	07/20/2020 03:50 am



#### h. Patient Information

After the desired panel has been selected, the patient information may be entered using the

+ or a patient may be searched for using the  $\bigcirc$  for individual test orders. All of the required patient information is in red and the add new patient is pictured below.

*Last Name	* First Na	* First Name			
*Date Of Birth		* Phone Number			
* Address					
* City		* State AR		×	(   ~
* County of Residence	~	*Zip Code			
*Sex O Male O Female					
*Race O American Indian or Alaska Native	🔿 Asian 🔿 Nativ	e Hawaiian or Other Pacific Island	ier		
○ Black or African American ○ W	hite 🔿 Other 🔿	Unknown			

For batch orders, the patient information is entered in the Excel spreadsheet. This information may be typed or exported from the Lab Portal using the **EXPORT** button the located at the bottom right of the screen, if the patient information is already in the Lab Portal.

#### i. Submitter Information

The submitter information is your facility's information and must be entered correctly. With each test request, ensure that the facility's name address, phone number, fax number, and contact person are accurate.

SUBMITTER INFORMATION		^
Facility Name *		
Phone Number	Fax Number	
Address		
City	State Zip Code	
Contact Person *	Q	

#### j. Requestor Information

The requestor must be a licensed medical practitioner in order to request tests, such as a medical doctor or nurse practitioner. The requestor may enter their National Provider Identifier (NPI) to expedite the practitioner verification process.

Requestor Information (Must be physician or nurse practitioner) *	
	/ C
National Provider Identifier (NPI)	Phone Number
Fax Number	Email

Author(s): Jordan Myres, Kate Loyd (Inactive)

#### k. Specimen Information

The specimen must have the collection date and time and the specimen source select. All other information is optional that is not in red. For example, **Date of Onset** is only needed to document the date symptoms began if they are present.

SPECIMEN INFORMATION		^
Collection Date* 08/02/2020 08:	Date of Onset	
Test* <ul> <li>Novel Coronavirus 2019 Real Time RT-PCR</li> </ul>		
Specimen Source * O Nasal Swab O Nasopharyngeal swab		
Purpose for testing O Pre-surgery/Pre-Operation Screen O Suspected Outbreak		

#### I. Tracking Order Status

The status of ordered specimens can be checked by going to **All Orders** in the navigation panel or selecting the **New Orders** tile in the dashboard, and hovering over the status icon

 $\checkmark$ . From here you can view where the specimen is at in the process, whether it has been received by the laboratory, and if there are results yet.

Collected	Submitted	Received	In Process	Published Report	Viewed Report
•	•	0	0	0	0
Jul 28 2020	Jul 28 2020				

#### m. Viewing Orders

In the navigation panel, you can select **Incomplete Orders** to view orders that have not been submitted yet; **In Transit Orders** to view orders that have been submitted in the Lab Portal, but have not arrived at the testing laboratory yet; and **All Orders**.



In All Orders and In Transit Orders, you can select the desired specimens by clicking their checkbox and click the printer icon to print the Lab Portal Test Requisition for all the selected specimens.

Dashboard										
Incomplete Orders	25 selected	CANCE		>						
In Tropoit Ordera			Download Test Requ	isition						
in mansit orders			PORTAL ID 🕫	SPECIMEN ID -	PATIENT NAME -43	PATIENT DOB -63	PREGNANT -	PREGNANCY DUE DATE -	COLLECTED -	SUBMITTED -
All Orders		>	OIDAR200000675		Smith, Jambalaya P	06/08/1937	Yes	09/01/2020	07/28/2020 03:57 pm	07/28/2020 04:04 pm
Published Reports	☑ 🗖 🛩	>	OIDAR200000674		Last MonaLisa	08/21/1946	Yes	09/25/2020	07/21/2020 09:59 pm	07/22/2020 08:47 pm
		>	OIDAR200000673		Smoke, Smokey	07/25/1960	Yes		07/22/2020 08:39 pm	07/22/2020 08:40 pm
My Patients		>	OIDAR200000672		Mondaytwo. Test	07/20/1976	Yes	07/22/2020	07/20/2020 09:32 am	07/20/2020 09:32 am
Help	\[         \[         \[         \[	>	OIDAR200000671		Kin-Ar, Ken M	06/08/1985	Yes	11/11/2020	07/20/2020 03:42 am	07/20/2020 03:50 am

#### n. Viewing Results

Results can be viewed by clicking view REPORTS on the navigation panel or viewed

individually by clicking on the *icon* in **Published Reports**. A window will pop up to allow you to download and view the test result.

Downlo	oad Report	
	OIDAR200000594-Final.pdf Jun 11 2020 11:18 AM	Ð
		CLOSE

When the file is clicked, the PDF of the result will be downloaded. To view multiple test

results, select the desired boxes and click the **Selected** icon. A PDF containing the results of all the selected tests will begin to download.

Dashboard												
Incomplete Orders		25 s	elected	CANCEL 🛓 >								
In Transit Ordern				Download Test Result								
in transit orders	e	3		PORTAL ID -0	LIMS ID -10	PATIENT NAME -0	PATIENT DOB -02	DATE COLLECTED -0	DATE RECEIVED -C	DATE RELEASED -173	OUTCOME -03	
All Orders	C	~		OIDAR20000632	M00001287	Parker, Peter	10/02/1980	06/16/2020 08:00 am	06/16/2020 04:07 pm		Not Detected	
Dublished Deports		~		OIDAR200000601	M00001257	Costanza, George	01/02/1963	06/11/2020 03:33 pm	06/11/2020 03:43 pm		Not Detected	
Published Reports		~	•	OIDAR200000600	M00001256	Doe, John	10/10/1910	06/11/2020 12:00 am	06/11/2020 03:46 pm		Not Detected	
My Patients	e	~		OIDAR200000598	M00001254	Moss, John	02/01/1998	06/11/2020 12:00 am	06/11/2020 03:46 pm		Not Detected	
Help	Q	~		OIDAR200000597	M00001253	Moss, John	02/01/2000	06/11/2020 12:00 am	06/11/2020 03:46 pm		Not Detected	
riop	e	~	•	OIDAR200000595	M00001250	Bob, Billy	01/01/1971	06/11/2020 11:42 am	06/11/2020 11:46 am		Not Detected	

#### o. Share Results

To share result report(s), go to Published Reports and select the desired result(s) to send,

and then click the **figure** icon.

1 selected	CANCEL 👱 ►								
	Share Rep	orts							
	PORTAL ID -	LIMS ID -123	PATIENT NAME -	PATIENT DOB -12	DATE COLLECTED -D	DATE RECEIVED -	DATE RELEASED -C	OUTCOME -	
🗆 🚧 🗖 ≻	OIDAR200000632	M00001287	Parker, Peter	10/02/1980	06/16/2020 08:00 am	06/16/2020 04:07 pm		Not Detected	
🖂 🛩 🖻 🍃	OIDAR200000601	M00001257	Costanza, George	01/02/1963	06/11/2020 03:33 pm	06/11/2020 03:43 pm		Not Detected	

You will be prompted to enter the recipient's information and may click submit to send an email where the recipient will have temporary access to the result through the Lab Portal.

Send to Physician	
If you would like to share this patient report with another physician, ple enter his or her email address below. Please note that you are responsi for verifying that the receiver has appropriate rights to see this patient's This email is not encrypted.	ase ble s PHI.
Subject	
(optional)	
Emails *	
Message	
(optional)	
CLOSE	SUBMIT

## Help & Frequently Asked Questions

Question 1. How do I submit a test order?

**Answer:** Go to Dashboard and click on "Order Tests" tile to open electronic Test Requisition Form.

Question 2. I keep getting an error message when I try to order a test.

**Answer:** Ensure that all required fields in red are complete and accurate for the patient, submitter, requestor, and test information. Then, click submit again. If this error persists, contact one of the AR PHL staff. Note: The Lab Portal will alert you if any information is missing or filled incorrectly, see example below.

0	The following fields are missing or filled incorrectly: Contact Person	
		CLOSE

Question 3. How do I print the Lab Portal Test Requisition?

Answer: You can select Print after the order has been placed to print that individual order.



Or you can go to In Transit Orders and select the desired Lab Portal Test Requisition(s) to print, and then click the printer icon.

Dashboard										
Incomplete Orders	25 selected									
In Transle Orders		Download Test Result								
in transit orders		PORTAL ID -63	LIMS ID -10	PATIENT NAME -0	PATIENT DOB -	DATE COLLECTED -4	DATE RECEIVED -02	DATE RELEASED -	OUTCOME -43	
All Orders	🖂 🛹 🖻 🍃	OIDAR200000632	M00001287	Parker, Peter	10/02/1980	06/16/2020 08:00 am	06/16/2020 04:07 pm		Not Detected	
Published Reports	🖂 🛹 📼 🍃	OIDAR200000601	M00001257	Costanza, George	01/02/1963	06/11/2020 03:33 pm	06/11/2020 03:43 pm		Not Detected	
	🖂 🛹 📼 🗲	OIDAR200000600	M00001256	Doe, John	10/10/1910	06/11/2020 12:00 am	06/11/2020 03:46 pm		Not Detected	
My Patients		OIDAR200000598	M00001254	Moss, John	02/01/1998	06/11/2020 12:00 am	06/11/2020 03:46 pm		Not Detected	
Help	🖂 🛹 📼 🏲	OIDAR200000597	M00001253	Moss, John	02/01/2000	06/11/2020 12:00 am	06/11/2020 03:46 pm		Not Detected	
	⊘ ~ @ ≻	OIDAR200000595	M00001250	Bob, Billy	01/01/1971	06/11/2020 11:42 am	06/11/2020 11:46 am		Not Detected	

#### Question 4. How do I track my test order?

**Answer:** Go to Dashboard and click on "All Orders" tile. Type patient detail or specimen id in the Search box in the upper right corner. Your specimen details should be displayed in the grid.

#### Question 5. How do I view published lab reports?

**Answer:** Go to Dashboard and click on "Published Reports" tile. Use Search box/Advanced Filter to find your specimen. Click on the Download Report icon to view latest published report. Click on All Reports icon to view all published lab reports.

Question 6. How do I view submitted orders?

**Answer:** Go to Dashboard and click on "All Orders" tile. Use Search box/Advanced Filter to find your specimen. Click on the View Order icon to view PDF of the submitted order.

Question 7. How do I enable notifications for when my facility has new published lab reports?

**Answer:** From the main portal page, select your name in the upper right corner. From the dropdown menu select Profile. From the Profile information screen, you can select the "manage notifications" tab. This will allow you to select the notification process and enter your email address for when the portal is updated with new result reports.

Question 8. How do I package and ship COVID-19 specimens to the AR PHL?

**Answer:** The COVID-19 specimen should be labelled with the patient's full name and date of birth and must match the Lab Portal Test Requisition. The specimen should be individually bagged in a biohazard bag with the corresponding Lab Portal Test Requisition on the outer pocket of the biohazard bag. The specimen should be shipped as a Category B specimen with cold packs to: Arkansas Dept. of Health-Public Health Laboratory ATTN: Molecular 201 South Monroe Street, Little Rock, AR 72205 OR The specimen may be packaged as a Category B specimen with cold packs and brought to the AR PHL Specimen Receiving via private courier, which is located at the back of the AR PHL on Palm Street (star on map).



**Question 9.** How do I submit a change request to amend a published report with incorrect patient information?

**Answer:** Email ADH.Lab.Web.Portal@arkansas.gov with the specimen ID (M#), the information that needs to be amended (name, date of birth, sex, etc.), and the correct information or spelling.

**Question 10.** How do I package and ship Clinical Microbiology (Parasitology, BT, Enterics, and Special Microbiology and CPO (Carbapenem Resistant Organisms) specimens to the AR- PHL?

**Answer:** The specimens should be packaged and shipped per the guidelines stated on the "Directory of Services and Test Menu" on the Arkansas Department of Health website : <u>https://www.healthy.arkansas.gov/programs-services/topics/arkansas-public-health-laboratory</u>. You can also find specific guidelines on the Lab Web Portal website under "Order Tests" by

clicking the 2 button beside the desired test. It will pull up a detailed help section on the right side of the screen.

*16	est Group	BT Clinical     Par	sitology	
		0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	(anotog)	
* Te	ests			
E	Enterics ⑦			
C	Campylobacter		Salmonella	
[	Shiga Toxin Producing, E.col	i	Shigella	
[	Vibrio		Yersinia	
[	Other Enterics			
Ø	≡ AR Clinical Microbiology		Enterio	
poard	PATIENT INFORMATION		Campylobacter	
plete Orders nsit Orders	*Last Name + C	2	Campylobacter culture can be conducted on stool in Cary-Blair or pure is Campylobacter.	solates to confirm the presence
ers ned Reports	TESTING INFORMATION		There are no patient requirements for this test. Each specimen should be labelled with patient name, date of birth, and ti growth of organism. Labe with two unique dentifiers which includes pat collection. Isolates are preferred. Each specimen must be accompanied	Ime of collection. Any media ap tient name, date of birth and da by a test request form from the
ients	*Date and Time Collected *Test Group	Ċ.	Portal. Specimens should be stored and shipped at room temperature (o suitable for survival of isolate. Cary-Blair kits must be received and set u infectious substance by ADH ground courier, certified overnight mail, sui infectious 6.2 container. Include a prepaid return address label and cont:	(2-77°F) in <u>microaerophilic</u> atmo- ip within 4 days of collection. S bmitter courier, or Federal Expre ainer will be returned.
ORDER TESTS	Enterics O Special Micro O BT Clinical O     *Tests	) Parasitology	Causes of rejection can include the following; overfilled, leaking/broken in a 24-hour period), dry specimen, and swab in Cary- Blair transport vial, not acceptable.	containers, multiple specimens , expired transport medium, and
BATCH ORDER	Enterics ⑦		Results will be available in 7 working days unless referred to CDC.	
VIEW REPORTS	Campylobacter	Salmonella	Salmanalla	
	Shiga Toxin Producing, E.coli	🗌 Shigella	Salmonella culture can be conducted on stool in Carv-Blair or pure isolat	es to confirm the presence of S
	Vibrio	🗌 Yersinia	There are no patient requirements for this test.	
	Other Enterics *Specimen Source	· ·	Isolates are preferred. Each specimen should be labelled with patient na media appropriate for growth of organism. Label with two unique identifi and date of collection. Slants are preferred. Each specimen must be acc. Web Portal. Specimens should be stored and shipped at room temperatu survival of isolate. Carry-Blair kits must be received and set up vithin 4 d. substance bud BH promod councer certified organism mail mainter or substance bud BH promod councer certified organism and the substance or substance bud BH promod councer certified organism.	me, date of birth, and time of co iers which includes patient nam ompanied by a test request forr ure (62-77°F) in atmosphere sui lays of collection. Ship as infect inter or Federal Express in an in
	* Specimen Type *cipt	<b>*</b>	container. Include a prepaid return address label and container will be ret Causes of rejection can include the following; overfilled, leaking/broken in a 24-hour period), dry specimen, and swab in Cary-Blair transport vial	containers, multiple specimens, expired transport medium, and

#### Question 11. How do I search for a specific result?

Answer: Go to "Published Reports" or "View Reports" and click the  $\overline{=}$  button in the right corner. This button will allow you to filter results. It is important to note that the first letter of the LIMS ID will let you know what type of specimen was ordered. T is a TB/Mycology specimen. M is a Covid/Flu/RSV and GC/CT specimens. C is a Clinical Microbiology specimen.