

Navigating the Lab Web Portal (LWP) for Clinical Tests Ordering

[Login page - LabWebPortal](#)



Username

Password

[LOGIN](#)

[New User Registration](#) [Forgot Password?](#)

Login or Register as a New User

After entering your password, your email be sent a security code to enter as part of the multiple factor authentication login process.



2-step verification is enabled. Check your email for a message with validation code. Enter that code into the Enter Code field.

Enter Code

[VERIFY](#)

[New User Registration](#) [Forgot Password?](#)

Secure code email

Lab Web Portal Challenge Response



LabWebPortal No-Reply

Action Items

Your one time use LabWebPortal challenge keyphrase is shown below:

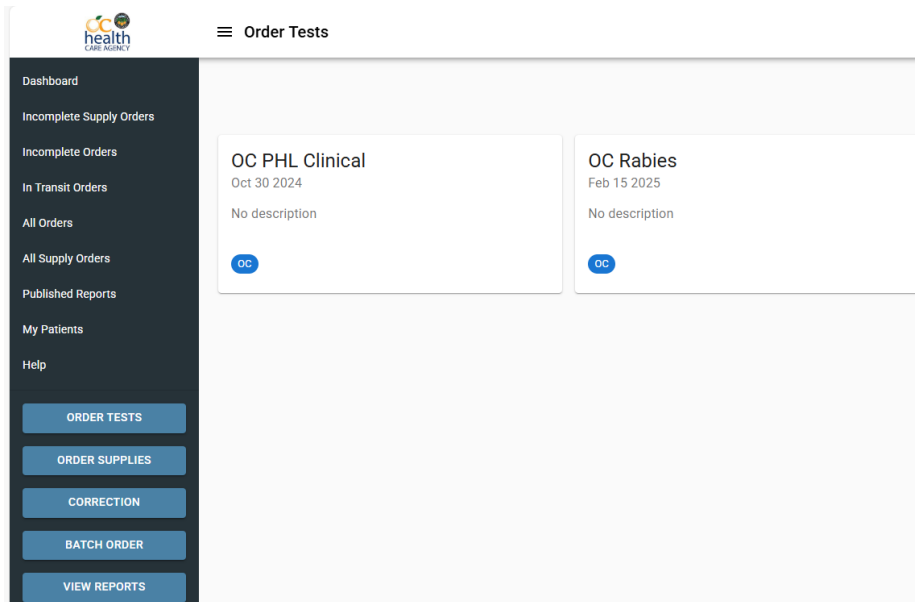
21294414

Please use this to complete your login. It will expire in 30 minutes.

Thank you,
Lab Web Portal Team

Disclaimer: This email is intended solely for the use of the individual or entity to whom they are addressed.

The Navigation Panel



- **Dashboard** is the first page you will see after logging into the Portal. It is the “control center” of the LWP where you can view key performance indicators and charts, track status of the existing test order, and view published patient reports.

The Dashboard is editable: ⚙️ click on the on the upper right corner, next to your name;

- **Incomplete Orders** – started, but not yet submitted orders;
- **In Transit** – orders that have been submitted but not yet received by the lab;
- **All Orders** – a listing of all your LWP test orders;
- **All Supply Orders** – a listing of all your LWP supply orders;
- **Published Reports** – orders with published reports. Shows all orders with published reports per user organization. Orders with unread (not viewed) reports are shown in bold; orders with read (viewed) reports are shown in normal font;
- **My Patients** – view your patients’ list;
- **Help** - view portal help.
- Collapse the Navigation Panel by clicking the ☰ button next to the logo in the upper left corner. This functionality applies to other pages in the portal as well.

NOTE: Not every user role has access to all of the options.

The Call-to-Action buttons

There are 4 blue buttons on the bottom left side of the Navigation Panel.

Order Tests – order tests using a preconfigured Test Requisition Form;

Order Supplies – order sample collection supplies;

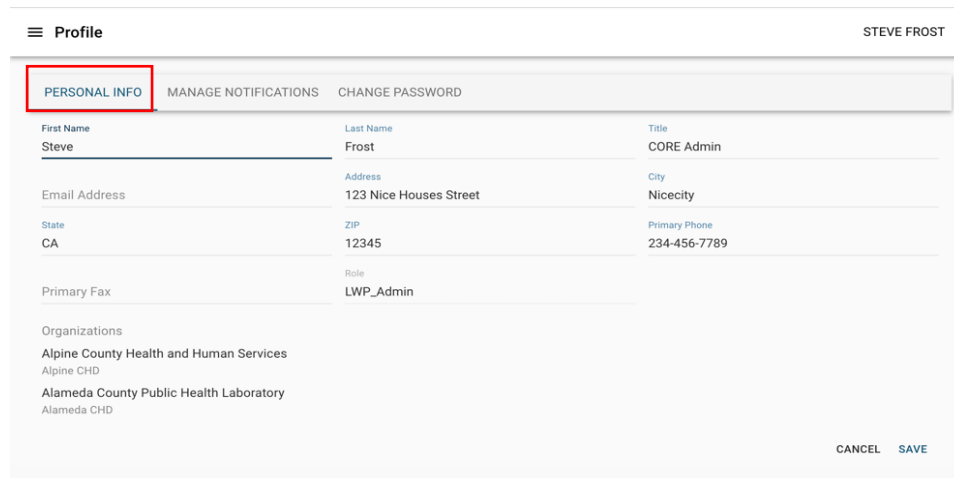
Batch Order – upload multiple test orders at once;

View Reports – view all “unread” reports published for user organization.

User Drop-Down Menu - Profile

The drop-down menu on the upper right corner offers additional resources.

- **Personal Info** – view and edit your personal information;



The screenshot shows a user profile page for 'STEVE FROST'. The 'PERSONAL INFO' tab is selected and highlighted with a red box. The page displays various fields for personal information, including First Name, Last Name, Title, Email Address, Address, City, State, ZIP, Primary Phone, and Primary Fax. There is also a section for Organizations.

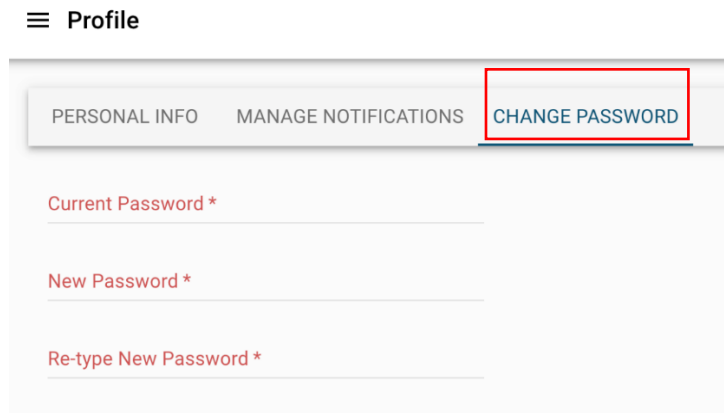
Field	Value
First Name	Steve
Last Name	Frost
Title	CORE Admin
Email Address	
Address	123 Nice Houses Street
City	Nicecity
State	CA
ZIP	12345
Primary Phone	234-456-7789
Primary Fax	
Role	LWP_Admin

Organizations

- Alpine County Health and Human Services
- Alpine CHD
- Alameda County Public Health Laboratory
- Alameda CHD

CANCEL SAVE

- **Change Password** – use to change your password.



The screenshot shows the same user profile page, but the 'CHANGE PASSWORD' tab is selected and highlighted with a red box. The page displays three input fields for password changes: Current Password, New Password, and Re-type New Password.

PERSONAL INFO MANAGE NOTIFICATIONS **CHANGE PASSWORD**

Current Password *

New Password *

Re-type New Password *

- **News** - view portal news/announcements.
- **Log out** – to log out of Portal

Order Tests

Test Requisition Form (TRF)

1. Click **ORDER TESTS** Call-to-Action button and select OC PHL Clinical to order tests.

Order Tests

OC PHL Clinical

Oct 30 2024

No description

OC

1

OC PHL Clinical

Order Tests / OC PHL Clinical

SUBMITTER INFORMATION

*Facility Name

Public Health Laboratory

Facility Code

110

Phone Number

Street Address

1729 W. 17th Street

City

Santa Ana

State

CA

Zip Code

92706

Default Provider

Crumpler, Megan

CLINICIAN INFORMATION (IF DIFFERENT FROM ABOVE)

Other Physician

PATIENT INFORMATION

*Last Name

+ Q

Client Accession Number

*Choose Tests Group

CLINICAL TESTS

☐ BACTERIOLOGY

☐ MYCOBACTERIOLOGY

☐ MYCOLOGY

☐ PARASITOLOGY

☐ SEROLOGY

☐ VIRAL LOAD

☐ VIROLOGY/MOLECULAR

PUBLIC HEALTH REQUESTS

☐ MYCOBACTERIOLOGY/PARASITOLOGY/MYCOLOGY

☐ MOLECULAR

☐ VIROLOGY/SEROLOGY

REFERENCE TESTS

☐ REFERENCE TEST

SPECIMEN INFORMATION

*Collection Date/Time

ICD-10

Search

Contents

SUBMITTER INFORMATION

✓ * Facility Name

CLINICIAN INFORMATION (IF DIFFERENT FROM ABOVE)

Other Physician

PATIENT INFORMATION

* Last Name

Client Accession Number

* Choose Tests Group

SPECIMEN INFORMATION

* Collection Date/Time

ICD-10

* Specimen Source/Type

AOE QUESTIONS

Other Tests/Notes

HELP

SUBMIT

SAVE

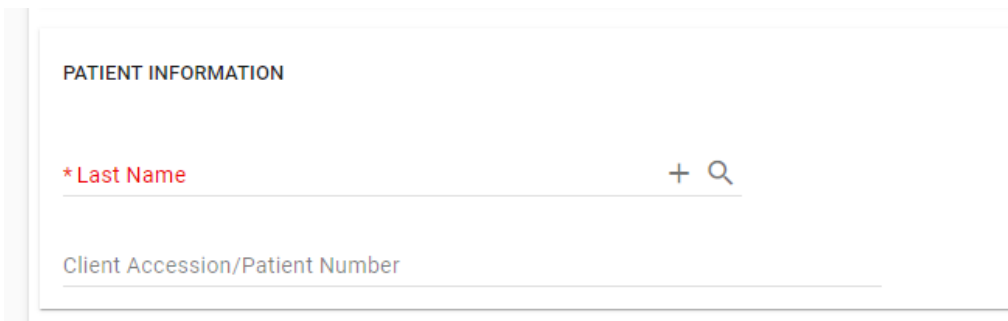
CLEAR

alt + F1 to use the navigation

Note: Fields that are required are indicated in red with an asterisk.

2. Go the Patient Information section.

Enter the last name or click on the magnifying glass icon for a more detailed lookup.

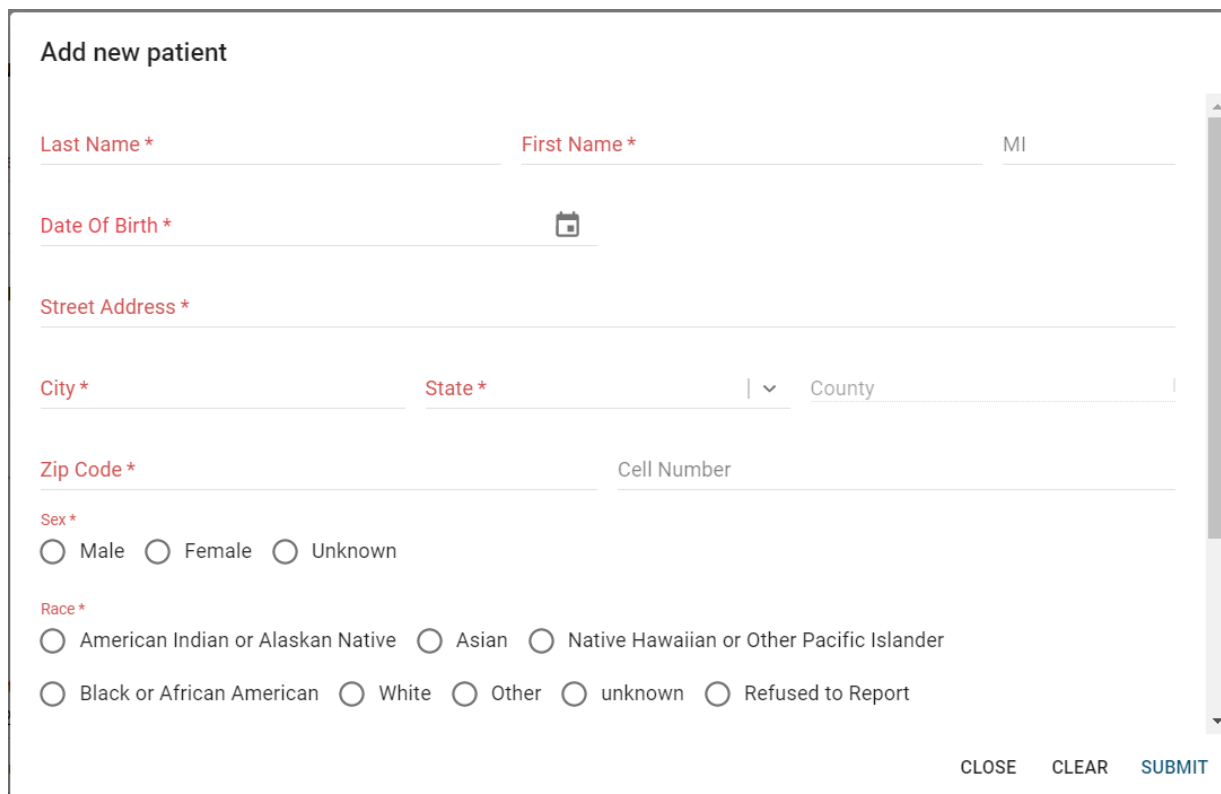


PATIENT INFORMATION

* Last Name + 

Client Accession/Patient Number

3. Add a new patient by clicking on the “+” after confirming the person is not in the system. Fill in all the required fields and click Submit.



Add new patient

Last Name * First Name * MI

Date Of Birth * 

Street Address *

City * State * |  County

Zip Code * Cell Number

Sex *

☐ Male ☐ Female ☐ Unknown

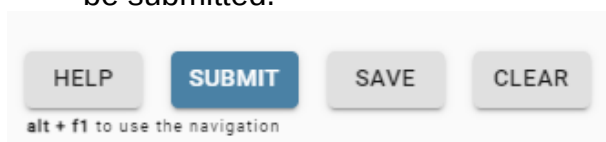
Race *

☐ American Indian or Alaskan Native ☐ Asian ☐ Native Hawaiian or Other Pacific Islander

☐ Black or African American ☐ White ☐ Other ☐ unknown ☐ Refused to Report

CLOSE CLEAR **SUBMIT**

4. When all the required information is entered, the Submit button will turn blue and the order can be submitted.



HELP **SUBMIT** SAVE CLEAR

alt + f1 to use the navigation

Note: If any of the required fields are not populated or populated incorrectly, an error will appear to show the missing fields. User can click on any field in the dialog and get navigated to the exact question(s) needing attention.

5. Certification of Test Order

Certification of Test Order

By submitting this order for testing, I hereby certify as follows:

- The ordering provider is an individual authorized under State law to order tests or receive test results, or both.
- I certify that the information submitted is true and correct to the best of my knowledge.

Please go to the **In Transit Orders** grid, print the labels, and include with the sample(s). Samples submitted without labels physically attached (taped and/or tagged) to the sample container will not be accepted.

[CANCEL](#) [AGREE](#)

Once test order has been submitted, a confirmation message is displayed.

Note: The Portal Order ID (in bold below) uniquely identifies the test order in the system.

Order Placed

Your test order **OIDIL200000012** 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](#)

- Click **Copy Order** to continue adding more orders for your facility. It will copy all the information from the current order except patient and insurance information.
- Click **Print** button to print the Order manifest in a pdf format.

Note: The barcode in the upper right corner represents the Portal Order ID.

A printed copy of the manifest MUST ALWAYS accompany the specimen.

6. Printing Accession Labels

Review your orders



≡ All Rabies Orders ¹³

Quick Search

☐					PORTAL ID ↗	OCPL ID ↗	FACILITY NAME ↗	ANIMAL ID ↗	SPECIES ↗
☐	☐	☒	☒	☒	AIDOC250000013	25-049-0348	Public Health Laboratory	A-ZZZTESTP107	Bobcat
☐	☐	☒	☒	☒	AIDOC250000012	25-048-0039	Public Health Laboratory	A-ZZZTESTP103	Dog

Click the on the specific order to generate an Accession Label and click on the label icon



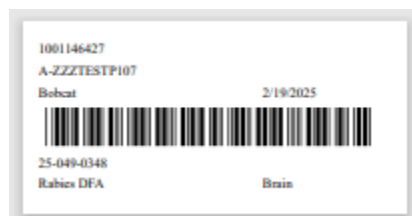
≡ All Rabies Orders ¹³

1 SELECTED    

☐					PORTAL ID ↗	OCPL ID ↗	FACILITY NAME ↗	ANIMAL ID ↗	SPECIES ↗
☒	☐	☒	☒	☒	AIDOC250000013	25-049-0348	Public Health Laboratory	A-ZZZTESTP107	Bobcat
☐	☐	☒	☒	☒	AIDOC250000012	25-048-0039	Public Health Laboratory	A-ZZZTESTP103	Dog

Please Print the Accession Label and attached to the sample.

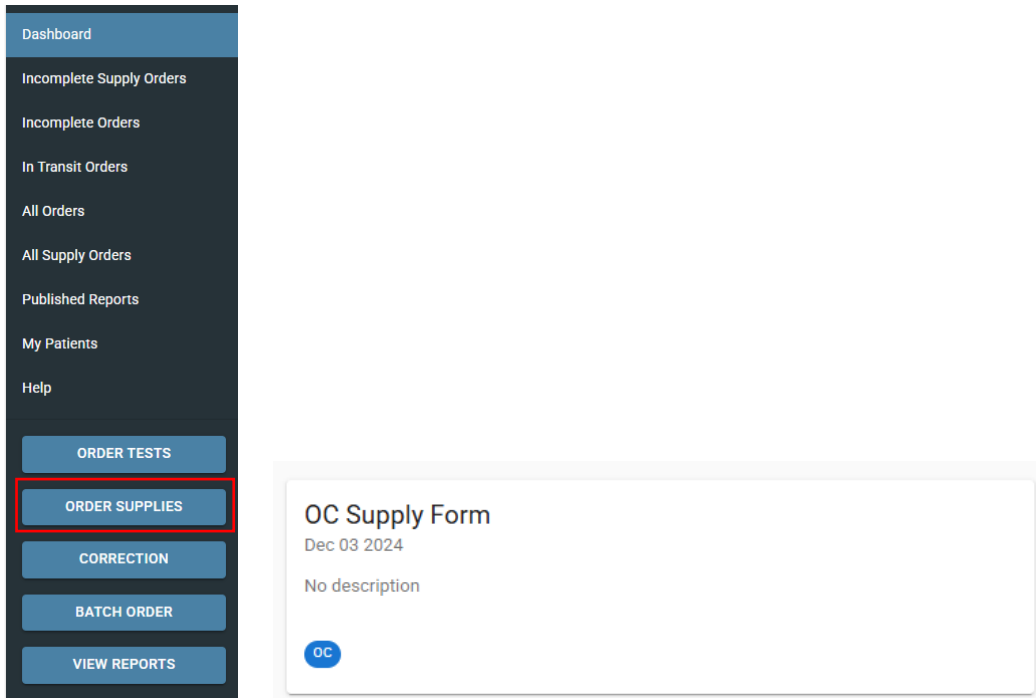
Note: For facilities without a label printer, it is recommended to save the image file and use another application to scale and print the label to the desired size. Any label size including full sheet printouts will be acceptable.



Supply Orders

Supply Form

1. Click **ORDER SUPPLIES** Call-to-Action button to view the OC Supply Form tile and click on the tile to order supplies.



OC Supply Form

Order Supplies / OC Supply Form

SUBMITTER INFORMATION

* Requestor Name/Facility

Public Health Laboratory

Phone Number

Address

1729 W. 17th Street

City

Santa Ana

State

CA

Zip Code

92706

Supply Order Contact (if different from requestor)

Phone Number

REQUESTOR INFORMATION

* Specify Program

☒ Clinical ☐ Water

Contents

SUBMITTER INFORMATION

✓ * Requestor Name/Facility

Supply Order Contact (if different from requestor)

Phone Number

REQUESTOR INFORMATION

* Specify Program

2. Select between the Clinical or Water supplies.

3. Fill in the quantities for the item(s) and submit your order.

REQUESTOR INFORMATION

*Specify Program

☒ Clinical ☐ Water

CLINICAL SUPPLIES

Anaerobic Transport Tube (Special Request – Call Bacteriology Department)	Aptima Multitest Swab (Orange Box)
Aptima Unisex Swab (GENITAL) (Purple Box)	Aptima Urine (Yellow Box)
BACTEC Blood Culture Bottles - ADULT (Purple & Gray Cap) (CORONER ONLY)	BACTEC Blood Culture Bottles - Myco F/Lytic (Red Cap) (PDS/17TH Street Care)
BACTEC Blood Culture Bottles - PEDS (Pink Cap) (CORONER ONLY)	Bacterial Culturettes (Amies Clear Media)
BD E-Swab Transport System (CDCD ONLY)	Gaspak EZ CO2 Pouch
Hologic Direct Load Tube (White Box)	KOH Bottle
Modified Thayer Martin Agar – MTM (Gonorrhea Cultures) (CDCD ONLY)	Norovirus Kits (CDCD ONLY)
OC Specimen Bags	Para-Pak C&S Vial – (Orange Cap) (Max 25)
Para-Pak LV-PVA/10%BUFFERED (O&P Pink & Blue Cap) (Max 25)	Pinworm Paddle
Quantiferon TB Gold Plus (PDS & Family Health and 17TH Street Care Only)	Requisition Forms
Saline Bottle	Sterile 15 ml Conical Tube (CORONER ONLY)
Sterile 50 ml Conical Tube (CORONER ONLY)	Typhoid Urine Kits (CDCD ONLY)
Viral Collection Kit (UTM/ VTM) (Max 12)	Zebra Specimen Label (PDS & Family Health and 17TH Street Care Only)
Other Requested Supply	Qty

*Specify Program

CLINICAL SUPPLIES

Anaerobic Transport Tube

Aptima Multitest Swab (Orange Box)

Aptima Unisex Swab (GENITAL) (Purple Box)

Aptima Urine (Yellow Box)

BACTEC Blood Culture Bottles - ADULT (Purple & Gray Cap)

BACTEC Blood Culture Bottles - Myco F/Lytic (Red Cap)

BACTEC Blood Culture Bottles - PEDS (Pink Cap)

Bacterial Culturettes (Amies Clear Media)

BD E-Swab Transport System

Gaspak EZ CO2 Pouch

Hologic Direct Load Tube (White Box)

KOH Bottle

Modified Thayer Martin Agar – MTM (Gonorrhea Cultures)

Norovirus Kits

OC Specimen Bags

Para-Pak C&S Vial – (Orange Cap)

Para-Pak LV-PVA/10%BUFFERED (O&P Pink & Blue Cap)

Pinworm Paddle

Quantiferon TB Gold Plus

Requisition Forms

Saline Bottle

Sterile 15 ml Conical Tube

Sterile 50 ml Conical Tube

Typhoid Urine Kits

Viral Collection Kit (UTM/ VTM)

Zebra Specimen Label

Other Requested Supply

Qty

SUBMIT

SAVE

CLEAR

alt + ft to use the navigation

4. Confirm your order and submit order.

Confirmation of Supply Order

Please review your order before submitting.

You will be contacted when the order is ready.

CANCEL

SUBMIT ORDER

Accessing Orders, Reports and Patients

Tracking Order Status

To view the status of an order, open **All Orders** on the Dashboard menu, locate the order and look for a value in the **Status** column.

Dashboard

Incomplete Supplies

Incomplete Orders

In Transit Orders

All Orders

All Supply Orders

Published Reports

My Patients

Help

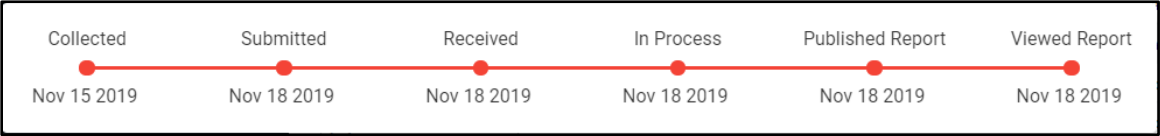
Quick Search

	PORTAL ID	SPECIMEN ID	PATIENT NAME	PATIENT DOB	DATE COLLECTED	DATE SUBMITTED	FACILITY NAME	SPECIMEN TYPE	STATUS
	QIDOC240000344		test_test	01/01/2001	07/01/2024 10:47 am	07/01/2024 10:50 am	Test Facility		InTransit

It can be one of the following:

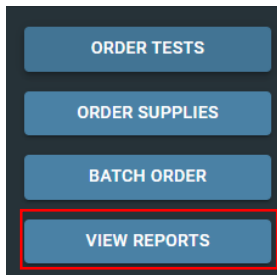
- **InTransit** – order has been submitted but not yet received by the lab
- **ReceivedInLab** – order has been received in lab but not yet tested
- **InProcess** – order is being tested by the lab
- **Released** – testing is done, order is released, results reports published
- **Canceled** – order is canceled

To view order related events across time, open **All Specimens** grid, locate your order and hover over  icon:



Viewing Reports

To view new (i.e. unread) published reports, click **VIEW REPORTS** button in the navigation bar.



The **Unread Reports** grid is displayed.

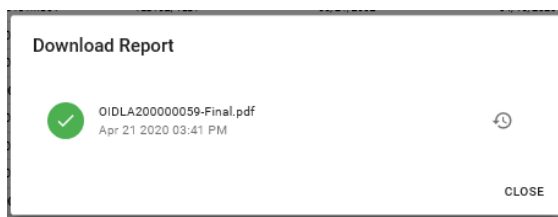
- Unviewed orders are displayed in bold.
- Once a report is viewed, the order moves from Unread Reports to Published Reports grid.

Published Reports ²⁵								LIMS CONNECT
Quick Search								
☐		SPECIMENID ↕	LIMSACCESSIONID ↕	PATIENTNAME ↕	PATIENTDATEOFBIRTH ↕	DATECOLLECTED ↕	DATERECEIVED ↕	OUTCOME
☐		OIDLA200000059	C20000212MB01	Cruise, Tom	02/02/1963	04/19/2020 04:27 pm	04/21/2020 04:38 pm	SARS-Co
☐		OIDLA200000058	C20000211MB01	SNAKE, SILLY	02/06/2013	04/21/2020 04:06 pm	04/21/2020 04:10 pm	SARS-Co
☐		OIDLA200000057	C20000210MB01	ana, mama	02/02/2000	04/21/2020 02:30 pm	04/21/2020 04:04 pm	Positive
☐		OIDLA200000056	C20000209MB01	Silly, String R	04/12/1977	04/21/2020 02:18 pm	04/21/2020 02:24 pm	SARS-Co
☐		OIDLA200000053	C20000206MB01	Washington, George	09/10/1910	04/21/2020 12:13 pm	04/21/2020 01:13 pm	Positive
☐		OIDLA200000039	N20000191MB01	TEST, TEST	09/08/1985	04/20/2020 08:12 am	04/20/2020 01:20 pm	SARS-Co

Click on icon to view all published patient reports associated with an order.

Note: Latest report always appears on top.

Unopened report will have a “NEW” tag in red and no checkmark inside the green circle.
The type of the report (Final, etc.) will be displayed as a part of the PDF name.



Use to open report history which provides an audit trail of all the actions taken on the report (viewing, sharing, etc.)

Click on icon to share published patient report with a 3rd party.
Populate Subject, Email addresses, Message and click Submit.

Note: Recipient will get temporary access to the portal to download shared reports.
To download or share multiple patient reports at once, select multiple orders and then click

on  to download a single PDF with multiple patient reports or  to share multiple patient reports at once. Results Reports can also be viewed in the **All Orders** data grid.

3 selected CANCEL  					
☐		SPECIMENID ↕	LIMSACCESSIONID ↕	PATIENTNAME ↕	PATIENTDATEOFBIRTH
☒		OIDLA200000059	C20000212MB01	Cruise, Tom	02/02/1963
☒		OIDLA200000058	C20000211MB01	SNAKE, SILLY	02/06/2013
☒		OIDLA200000057	C20000210MB01	ana, mama	02/02/2000
☐		OIDLA200000056	C20000209MB01	Silly, String R	04/12/1977
☐		OIDLA200000053	C20000206MB01	Washington, George	09/10/1910

Data grids

Click on any column in the grid to sort. To perform multiple columns sort, click and hold Shift and click on the columns.

Click on  to pin one or multiple columns to the left side of the grid to rearrange the columns.

Quick Search

Use “Quick Search” box at the top to search across all columns in the grid:

All Specimens

60

LIMS CONNECT

Quick Search

		PORTAL ID	PATIENT NAME	PATIENT DOB	COLLECTED	SUBMITTED	FACILITY NAME	SPECIMEN TYPE
☐		OIDLA200000061	WINSTON, TONY	02/06/1974	04/21/2020 04:18 pm	04/21/2020	Test Health Unit	Original Material
☐		OIDLA200000059	Cruise, Tom	02/02/1963	04/19/2020 04:27 pm	04/21/2020	Test Health Unit	Original Material
☐		OIDLA200000058	SNAKE, SILLY	02/06/2013	04/21/2020 04:06 pm	04/21/2020	Test Health Unit	Swab
☐		OIDLA200000057	ana, mama	02/02/2000	04/21/2020 02:30 pm	04/21/2020	Test Health Unit	Aspirate/Wash

Click on  button to open filter panel for advance search options like searching on multiple fields at the same time, use date ranges, etc.