



LifePoint Client User Guide	
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LifePoint Client User Guide

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A. User Access

1. Go to NMS Labs website at www.nmslabs.com
2. Click on the Client Login link from the website. This link is located in the upper right hand corner of the website.

CLIENT LOGIN

3. The login screen will appear. Enter your account number, user name, and password. If you do not know this information, contact NMS Lab's client support.

Please enter your Account Number, Username, and Password.

Account Number:

User Name:

Password:

Submit

4. A user will have four (4) attempts to log into the account before it becomes locked. Once locked, you will need to contact NMS Lab's client support.

B. First Time User – Mead Print Driver

1. Click the 'Mead ScriptX Print Control', this will install the Web Print Driver.

Results are available on-line to registered healthcare providers only.

Login Page

Virtual Tour

LifePoint Login

Help Center

Drag the above LifePoint Login link to your desktop for a permanent shortcut to this page. Click here to add this page to your bookmarks.

Links for Setup:

Mead ScriptX Print Control

Trusted Sites Setup

Please enter your Account Number, Username, and Password.

Account Number:

User Name:

Password:

Submit

Your IP is: 208.178.159.254 Forgot your password?

PLEASE NOTE: Some Internet browsers have an AUTO-COMPLETE functionality which enables the browser to remember your USERNAME & PASSWORD. However, since NMS is very particular about its security and confidentiality, Your NMS username and password fields are protected against this feature to ensure that your online information is not compromised.

Interested in the on-line lab results system? Here's an overview of what it provides:

Secure, Immediate Access to Patient Results

Results of tests are posted as soon as they're available. Sort results by patient name, ID number, date of service, date of birth, sex, or accession number. Reading results is as simple as clicking on the record you need.

Secure Socket Layer (SSL) encryption is activated when results are displayed. All testing data is encrypted - it cannot be intercepted during

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C. First Time User – Trusted Sites

1. Click the 'Trusted Sites Setup', this will add the Trusted Site Labtest*.com to the registration files.

Results are available on-line to registered healthcare providers only.

Login Page

Virtual Tour

LifePoint Login

Help Center

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Links for Setup:

Mead ScriptX Print Control

Trusted Sites Setup ←

Please enter your Account Number, Username, and Password.

Account Number:

User Name:

Password:

Your IP is: 208.178.159.254 [Forgot your password?](#)

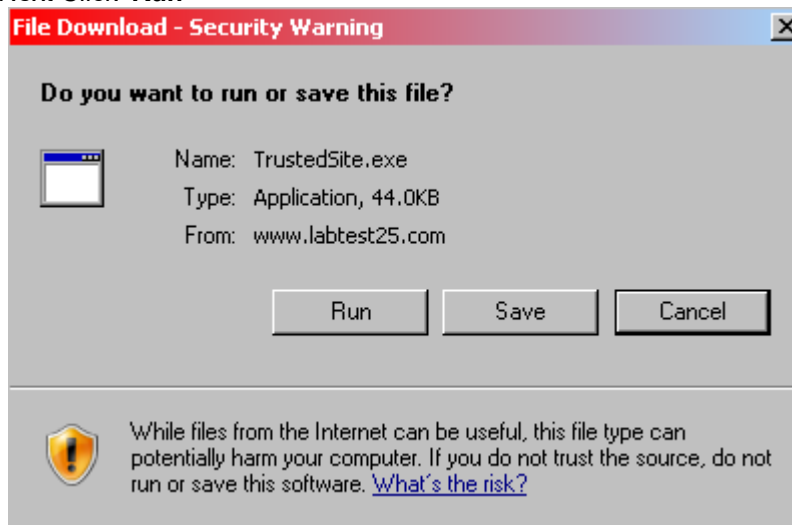
PLEASE NOTE: Some Internet browsers have an AUTO-COMPLETE functionality which enables the browser to remember your USERNAME & PASSWORD. However, since NMS is very particular about its security and confidentiality, Your NMS username and password fields are protected against this feature to ensure that your online information is not compromised.

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Secure Socket Layer (SSL) encryption is activated when results are displayed. All testing data is encrypted - it cannot be intercepted during

- a. Next Click 'Run'





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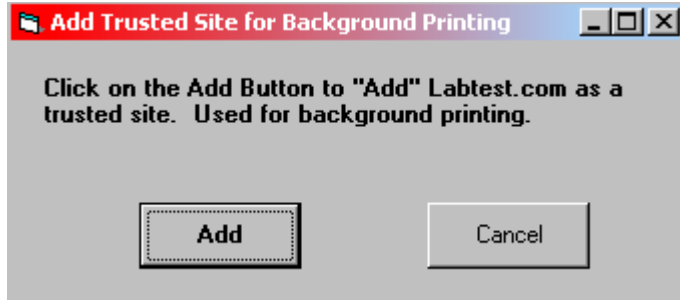
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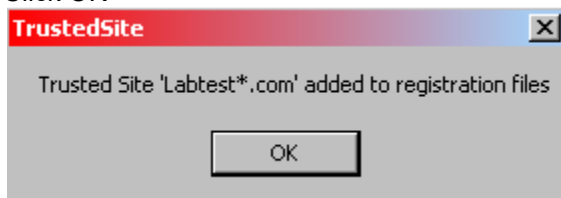
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b. Click 'Add'



c. Click OK



D. First Time User – User Agreement

1. When accessing the web portal for the first time, a user agreement will appear. After reviewing, click on "I Agree" to continue.
2. The user will be asked to change the temporary password provided by NMS Labs. The user must complete the fields on the screen to continue.

Please change the temporary password that was provided to you.

(Your password must be at least 7 characters and contain alpha and numeric characters.)

Old Password:	<input type="text"/>
New Password:	<input type="text"/>
Verify New Password:	<input type="text"/>
Email Address:	<input type="text"/>
Password Reminder:	What is your favorite color? <input type="text"/>
Password Reminder Answer:	<input type="text"/>
<input type="button" value="Submit"/>	

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- Important:** Lifepoint utilizes pop-up screens for reports. Please set your browser to allow pop-ups for this website.



E. Inbox

- The user will be taken immediately to the Inbox. All new reports are placed in the Inbox. New reports remain there for 10 days.
 - Note:** The Patient ID/Case ID field is truncated after 20 characters
- Once a report leaves the inbox it is still available within the system. Go to the Patient Search section for more details.

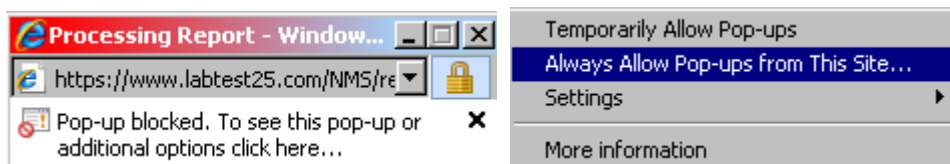


F. Viewing a Report – Option 1

- The easiest way to open an Inbox report is to check the report of interest and click go.



- Note:** Pop-up blocker settings may prevent a report from opening. If this occurs, allow pop-ups for this site.



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- The report will open in Adobe pdf format. The user can now review, print, or download the document.

G. Viewing a Report – Option 2

- A second way to access the report is to click on the Accession/Req ID.

✓ = Status **Inbox (10 days)**

Print Selected GO Display All OK Records 1 - 3 of 3

<input type="checkbox"/>	Workorder	Patient ID/Case ID	Accession/Req ID	Last Name	First Name
<input type="checkbox"/>	10002034	CASE 789	10002034	DOE	JOHN
<input type="checkbox"/>	10002032	CASE 456	10002032	DOE	JANE

- The Overview screen will appear. Click on “View Report” or the “Print” icon to open the document.

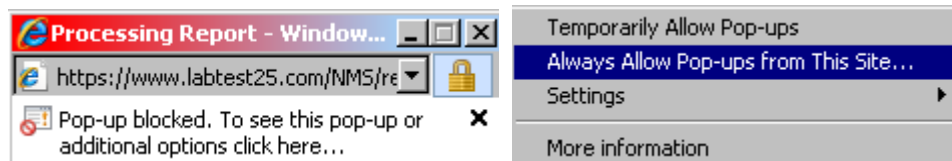
Inbox Navigation: Next

Print Audit Legend Archive Reviewed

Accession ID/Req ID	Name	DOB	Sex	Phone	Req Num	Fasting	Col Date	Col Time	DOS
10002034	DOE, JOHN		M		10002034		10/24/2010	15:45	

View Report

- Note:** Pop-up blocker settings may prevent a report from opening. If this occurs, allow pop-ups for this site.



- The report will open in Adobe pdf format. The user can now review, print, or download the document.

H. Archiving a Report

- Even if a document has been reviewed, it will remain in the Inbox for 10 days unless manually archived. To archive, click on the archive button. This will remove the report from the Inbox.

Inbox Navigation: Next

Print Audit Legend Archive Reviewed

Accession ID/Req ID	Name	DOB	Sex	Phone	Req Num	Fasting	Col Date	Col Time	DOS
299-999-0376-12	SMITH, JOHN	07/01/1970	M		299-999-0376-12		11/01/2020	10:00	

View Report

- To continue through the remaining Inbox reports, click on “Inbox Navigation” option. The next Inbox report will appear.



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Print
 Audit
 Legend
 Archive
 Reviewed

Inbox Navigation: Next

Accession ID/Req ID	Name	DOB	Sex	Phone	Req Num	Fasting	Col Date	Col Time	DOS
299-999-0376-12	SMITH, JOHN	07/01/1970	M		299-999-0376-12		11/01/2020	10:00	

View Report

I. Patient Search

1. Reports are available for historical review. If the patient of interest is not in the Inbox, go to "Select New Patient" to begin a search.

Laboratory Functions

Inbox

Select New Patient

Patient History

2. The User may search by Last Name, First Name, NMS Workorder Number, Patient ID/Case ID, and/or Accession ID/Req ID. Partial or exact patient searches are available.
 - o The Patient ID/Case ID is unique identifier supplied by the client such as a medical record number or legal case number.
 - o The Accession ID/Req ID is the chain-of-custody number.
 - o **Note:** An Exact Accession ID/Req ID search may not work. Use the 'Starts With' option to improve your search.

Patient Search

	Match Type:	Starts With	Exact
Last Name: <input style="width: 95%;" type="text"/>		<input checked="" type="radio"/>	<input type="radio"/>
First Name: <input style="width: 95%;" type="text"/>		<input checked="" type="radio"/>	<input type="radio"/>
Workorder: <input style="width: 95%;" type="text"/>		<input type="radio"/>	<input checked="" type="radio"/>
Patient ID/Case ID: <input style="width: 95%;" type="text"/>		<input checked="" type="radio"/>	<input type="radio"/>
Accession ID/Req ID: <input style="width: 95%;" type="text"/>		<input type="radio"/>	<input checked="" type="radio"/>



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- The search will return all patients matching the criteria. Click on the workorder to drill down on the specific request.

Select a Patient				
Practice	Workorder	Last Name	First Name	DOB
88888	10002032	DOE	JANE	
88888	10002030	DOE	JOHN	
88888	10002034	DOE	JOHN	

- For result only clients, the result history screen will appear with a link to the final report.

When you need to know.®

Logout Report Status: Alerts: 0 Stats: 0 Criticals: 0 Inbox: 3

DOE, JANE
 Female | DOB: | AGE:
 Workorder: 10002032
 Patient ID/Case ID: CASE 456
 SSN: --

✓ = Status Inbox (10 days)

Result History						
Lab	Practice	Physician	Accession ID/Req ID	Event	Coll Dt	
NMS	88888	,	10002032	Report	10/24/2010	

Lab Tests Online

- For clients placing orders through Lifepoint, user may see the results as pending. This means an order has been created, but results have not been returned by NMS. Additional information on the pending screen options can be found later in this document.

Pending Orders									
Not Received									
Lab	Practice	Physician	Req Number	Ordered Date/Time					
NMS	60181	Blood-Heart	585	12/16/2010 (4 days)	Remove From Pending	Delete Req	Edit Order	Print Labels	

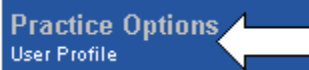
1330B - Copper, Blood

J. Updated Reports

- If a supplemental or corrected report is issued, it will appear in the Inbox even if the original document was archived.
- The updated report overrides the original documentation.
 - Note:** If the Chain number is changed the corrected report will appear under the account as a duplicate, the original chain number will remain on the first report.

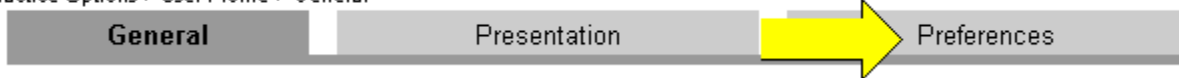
K. Placing Orders – Printer Setup

1. NMS recommends use of the Dymo® Label printer. Please contact NMS client support for information on the model and label size.
 - o The printer comes with setup disk and information for connecting to your system.
2. To have both requisitions and labels print from Lifepoint, the default printers must be set in the system. Go to User Profile.



3. Go to Preferences.

Practice Options > User Profile > General



4. Scroll down to Order Printing Options. Both the label and requisition (req) printers are set from this location.

Order Printing Options

Un-prompted printing requires trusted site setup (click here to set up)

Labels

Use label printer

Use Obsolete Label Control: No Yes Label Printer:

Printing: Prompted Un-Prompted Label Type:

Default Number Of Copies: Label Font Size:

Installation instructions are available here .

Reqs

Printing: Prompted Un-Prompted Req Printer:

Default Number Of Copies: Req Paper Source:

ABN

Printing: Prompted Un-Prompted ABN Printer:

Default Number Of Copies: ABN Paper Source:

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- Go to Labels. Select the label printer and label stock to be utilized. If using NMS recommendations, set the label font to size 8.
 - Note:** Once configured, these settings will remain unchanged. The user can update these settings if a new printer is implemented.

Labels

Use label printer

Use Obsolete Label Control: No Yes

Label Printer:

Printing: Prompted Un-Prompted

Label Type:

Default Number Of Copies:

Label Font Size:

- Go to Reqs. Select the paper printer and tray desired.
 - Note:** Once configured, these settings will remain unchanged. The user can update these settings if a new printer is implemented.

Reqs

Printing: Prompted Un-Prompted

Req Printer:

Default Number Of Copies:

Req Paper Source:

- Important:** Click on Update to save and default these settings.

ABN

Printing: Prompted Un-Prompted

ABN Printer:

Default Number Of Copies:

ABN Paper Source:

L. Order Tests/Add Patient

- A user cannot order a test unless a patient is selected. Clicking on order tests will result in the following message.



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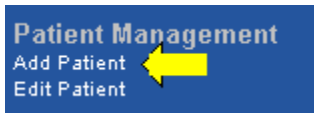
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2. Click OK. The patient search window will appear. The user can search and select an existing patient or create a new patient. See the previous section on how to search on a patient.
3. To create new patients click on the 'Add Patient' option.




4. Enter a Patient/Case ID, the patient's name, and demographics, if known.
 - o All entries are optional. If the Patient/Case ID and/or the last name are left blank, the letters NP (not provided) are automatically entered.
 - o The patient ID/case ID is limited to 20 characters.
 - o Both the patient ID/case ID and the patient name (first and last name) cannot have special characters with the exception of a comma.

Note: A comma may be inserted into the Last Name field. This will allow the comma to appear on the NMS Final report separating the Last Name and First Name.

Add Patient

Patient Info → Review

Patient Information

Web Portal PID:	LPOINT-8888800005051 *
Patient ID/Case ID:	20130603-03
Last Name:	Smith, 
First Name:	Mary
Middle Initial:	
Sex:	▼
Date of Birth:	

* Required



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- The web portal ID is a unique identifier utilized by Lifepoint to track the information being entered.

Add Patient

Patient Info → Review

Patient Information

Web Portal PID:	<input type="text" value="LPOINT-10085000001"/> *
Patient ID/Case ID:	<input type="text"/>
Last Name:	<input type="text"/>
First Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
Sex:	<input type="text" value=""/>
Date of Birth:	<input type="text"/> <input type="text"/> <input type="text"/>

* Required

Standing Diagnosis Codes

Search for Diagnosis Code

5. Click on Next to review the information entered.



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Add Patient

Patient Info → Review

Cancel

Update ►

Patient Information

Web Portal PID: LPOINT-10085000001

Patient ID/Case ID: CASE123

Last Name: DOE

First Name: JOHN

Middle Initial:

Sex: Male


Date of Birth: //

Standing Diagnosis Codes

Update Patient Information

Cancel

Update ►

- Click 'Update' to select testing.
- **Note:** Clicking on 'Update' instead of 'Next' will allow the user to skip the review page and go directly to the test page.
- 6. The diagnosis code is defaulted to 'Not Required'. The user should go directly to selecting a test.
 - If the diagnosis code is accidentally removed, the user can enter DX Code XYZ to return the 'Not Required' entry.
- 7. Tests commonly ordered by the account will appear on the screen. The user can click on the test of interest to select.
 - Clicking on the  will give additional test information.

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Diagnosis /Tests → Review

Selected Diagnosis	Selected Tests
✗ Not Required	
DX Codes <input type="text"/> <input type="button" value="Add"/> Search DX Contains <input type="text"/> <input type="button" value="Search"/>	Test Codes <input type="text"/> <input type="button" value="Add"/> Search Test Contains <input type="text"/> <input type="button" value="Search"/>
<div style="background-color: #cccccc; padding: 5px; display: inline-block;"> Account 10085 Common Tests </div>	
i 1002B - Carbon Monoxide Exposure Biouptake Screen, Blood	i 1300B - Cocaine and Metabolites, Blood
<input type="button" value="Edit Patient"/> <input type="button" value="Cancel"/>	

The user can search the NMS test catalog as well. The search will return all tests containing the compound searched. The user can also search by test code.

- **Note:** A search is performed on the Search Test line. If the actual test code number is known, enter it on the test codes line.

Selected Diagnosis	Selected Tests
✗ Not Required	
DX Codes <input type="text"/> <input type="button" value="Add"/> Search DX Contains <input type="text"/> <input type="button" value="Search"/>	Test Codes <input type="text"/> <input type="button" value="Add"/> Search Test Contains <input type="text"/> <input type="button" value="Search"/>

- As each test is chosen, it will appear under 'Selected Tests'.

Selected Diagnosis	Selected Tests
✗ Not Required	
DX Codes <input type="text"/> <input type="button" value="Add"/> Search DX Contains <input type="text"/> <input type="button" value="Search"/>	✗ Cocaine and Metabolites, Blood Test Codes <input type="text"/> <input type="button" value="Add"/> Search Test Contains <input type="text"/> <input type="button" value="Search"/>

- **Important:** A client can order a test once per request. The user cannot order the same test multiple times on the same request.
 - For example, if a client had both antemortem and postmortem blood for cocaine testing, the cocaine code is selected once. A comment must be manually added at the final review step to indicate the test is needed for both matrices.

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- Once all tests are selected, click on "Review".

Diagnosis/Tests → Review 

- The review screen gives the user a summary of the testing requested. This screen also requests some additional information prior to completing the order.



Order Tests

Diagnosis/Tests → Review


Cancel
Order ▶

Review Test Requisition

Add Code	Code	* Selected Diagnosis
Remove	XYZ	Not Required

Add Test	Ordered Test	Questions	Destination
Remove	 Cocaine and Metabolites, Blood		NMS ▼
Remove	 Cocaine and Metabolites (Qualitative), Hair	Answer Questions	NMS ▼

Additional Information

Coll Date:  Coll Time:

*** Should specimen be returned (add. charge):**
 Yes No

Comments:

Labels: ▼

Matrix/Source:

Air-Tracheal

Bile

Blood-Antemortem

Blood-Antemortem Peripheral

- Some tests have additional questions. Click on the 'Answer Questions' link to continue.

Add Test	Ordered Test	Questions	Destination
Remove	 Cocaine and Metabolites, Blood		NMS ▼
Remove	 Cocaine and Metabolites (Qualitative), Hair	Answer Questions	NMS ▼



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11. A list of questions appropriate to the test will appear.

Answer Questions for Test: Cocaine and Metabolites (Qualitative), Hair


Case History

Known Medications


Type of Hair

Can NMS consume the sample for analysis? Yes No

Can NMS micro-aliquot samples in cases with low volume? Yes No



- **Important:** While only certain questions require a user response, all questions must be acknowledged. To acknowledge the questions, click on Apply.
- For postmortem tests, the 'consume' and 'micro-aliquot' questions are defaulted to Yes.
- The question field is changed to document the acknowledgement.

Add Test	Ordered Test	Questions	Destination
Remove	 Cocaine and Metabolites, Blood		NMS <input type="text"/>
Remove	 Cocaine and Metabolites (Qualitative), Hair	 Update Questions	NMS <input type="text"/>

- **Note:** The scenario could occur where the user orders the same test across multiple matrices. This could result in the same questions appearing multiple times. The questions can be answered on any test, but must be acknowledged for all tests.

12. The additional information section is optional and is not required to complete the order.

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Additional Information

Coll Date:  Coll Time: **Matrix/Source:**

* **Should specimen be returned (addl. charge):**
 Yes No

Comments:

Labels: 

Air-Tracheal
 Bile
 Blood-Antemortem
 Blood-Antemortem Peripheral

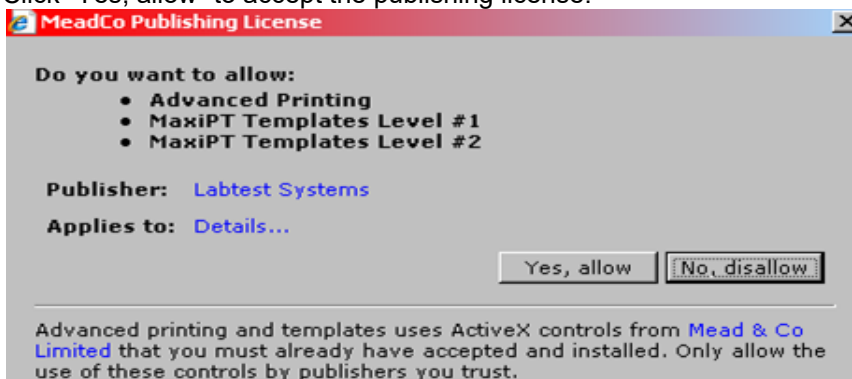
- o **Important:** The user can enter only one collection date. If multiple samples and collection dates are sent, please enter comments to clarify. Collection times must be entered in military time.
- o Multiple matrix sources options can be selected. This information should be supplied to clarify the type of matrix sent.
- o Use the Comments field to clarify any special instructions or unique scenarios associated with the request.

13. Click on Order to create a requisition and labels.



- o **Note:** The user must allow pop-ups for the site for the requisition to appear on screen.
14. **Important:** The order is not transmitted to NMS until a manifest is completed. Orders can be edited until the manifest is transmitted.

15. The following message may appear the first time the user prints the requisition: Click "Yes, allow" to accept the publishing license.





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16. The requisition will appear.

- **Note:** The 'Requesting Location' has been redacted in the example below.

Order Requisition



3701 Welsh Rd.
 Willow Grove, PA 19090
 215-657-4900 * 800-522-6671
 Fax: 215-366-1501
 www.nmslabs.com

Accession ID/Req ID: 793
Collection Date:
Collection Time:

When you need to know.*

Patient Information	Requesting Location
---------------------	---------------------

DOE, JOHN	DOB: Not Given Gender: Male
-----------	--

Web Portal PID: LPOINT-10085000001

Patient ID/Case ID: CASE123

Order Information

Should specimen be returned (addl. charge): No

Matrix/Source:

Comments:

Tests Ordered

1300B - Cocaine and Metabolites, Blood
 9404SP - Nicotine and Metabolite Screen, Serum/Plasma
 0801U - Buprenorphine and Metabolite - Total (Conjugated/Unconjugated), Urine

Chain of Custody (Use only if necessary)			
Purpose of Transfer	Released by: Sign/Print Name	Received by: Sign/Print Name	Date

Note: NMS does not provide Medicare, Medicaid, or any other third party billing services.

- **Note:** Tests appear in the order they are selected by the user. This sort is not alphabetical or numeric.
- The chain of custody appears on the bottom of all requisitions. The chain should be completed if necessary for the work being submitted. Completion is not required for sample submission.
- On multi-page requisitions, the chain of custody block may separate across two pages.



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- The label print screen will appear next. The user can select the number of labels appropriate for the samples being sent.

Number Of Labels:

- The barcode label contains basic information relating to the request. An example is given below. The 'Date' field represents the collection date.

Smith, Mary J PID: LPOINT-6021400013
 DOB: 01/02/1970 Gender: F Req: 779
 Date: 12/12/1990 04:56:00



779

M. Edit Orders

- If patient or test information is incorrectly entered, the user can search on the patient to make modifications.
 - Important:** Once the request is transmitted to NMS through the manifest, the user must notify NMS Client Support of changes via phone or email communication.
 - See the patient search section for additional information on performing a search.
 - If the patient has multiple orders, a listing of all work will appear in the search results.
- Clicking on the workorder value will show the pending order.
 - Note:** The Web Portal PID will appear in the workorder field. The Web Portal PID value will remain in this column until updated with the NMS WO number supplied with the final report.
- Clicking on the workorder value will show the pending order.

Pending Orders									
Not Received									
Lab	Practice	Physician	Req Number	Ordered Date/Time					
NMS	60181		597	12/20/2010 (0 days)	Remove From Pending	Delete Req	Edit Order	Print Labels	
1300B - Cocaine and Metabolites, Blood									
1300H - Cocaine and Metabolites (Qualitative), Hair									

- To re-print the requisition, click on the 'Req Number'.



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5. The 'Remove from Pending' option allows the user to remove the entry from the pending report. It does not cancel the transmission of the order.
 - The order will appear on the manifest, but does not appear as pending when searched. It also does not appear on the pending report.
6. To cancel the order, click on 'Delete Req'. This will remove the request from both the pending report and manifest.
7. To modify the test information, click on 'Edit Order'.
 - **Important:** This option does not work if the order is already transmitted to NMS. Please contact NMS Customer Support.
8. The 'Print Labels' option gives the user the option to print additional labels.
9. If the pending order is removed or deleted, the screen will update as follows.

The 'Active Patient' does not have any displayable reports.

Please select a different patient or a function from the left menu.

Continue

10. To modify the patient information, click on 'Edit Patient'. This will take the user directly to the patient information screen. Click Update to complete the changes. The user is taken directly to the test-ordering screen. The user does not need to create or modify the order. The user can leave the page.
 - **Important:** Patient name modifications appear on re-printed requisitions. This information is also transmitted to NMS. The Lifepoint pending and manifest screens are not updated.

N. Manifest – Transmitting Orders

1. Go to the Activity Logs to access the Manifest List.



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Activity Logs

-Choose a Report-

- Abnormal Results List
- Add-On List
- Manifest List 
- NoPid / Ident List
- Pending Orders Report
- Supply Order List
- Tests by Date
- Top 50 Tests

2. From the manifest list, search for the date range of the orders. Leave all other defaults to see pending transmissions. Click Submit.

- Manifest List					
-Choose a Search Criteria-					
Priority:	<input checked="" type="radio"/> All	<input type="radio"/> Routine	<input type="radio"/> Stat		
Temperature:	<input checked="" type="radio"/> All	<input type="radio"/> Frozen	<input type="radio"/> Not Frozen	<input type="radio"/> Ambient	<input type="radio"/> Refrigerated
Receiving Lab:	All 				
Status:	<input checked="" type="radio"/> Un-Released	<input type="radio"/> All	<input type="radio"/> Released		
-Search by Date Ordered-					
12/20/2010 		-to-	12/20/2010 		
Today Yesterday This Week This Month Last Month					
Page Break:	None 				
-Select information to be displayed on report-					Check All Clear All
Patient	<input checked="" type="checkbox"/>	Req. #	<input checked="" type="checkbox"/>	Collect D&T	<input checked="" type="checkbox"/>
Matrix Source	<input checked="" type="checkbox"/>	Insurance	<input type="checkbox"/>	Tech Id	<input type="checkbox"/>
Practice	<input checked="" type="checkbox"/>	Room #	<input type="checkbox"/>	Tests Ordered	<input checked="" type="checkbox"/>
Ordered D&T	<input checked="" type="checkbox"/>	ABN "Y" or "N"	<input type="checkbox"/>	Lab	<input type="checkbox"/>
indPSC	<input type="checkbox"/>	Billing	<input type="checkbox"/>	Temperature	<input type="checkbox"/>
AAOE	<input checked="" type="checkbox"/>	Comments	<input checked="" type="checkbox"/>		
Submit					



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3. A list of pending orders will appear.

Choose Action:

Manifest List - 12/20/2010

Total Requisitions: 2

Click on req. number to view req.

All	Practice	Matrix Source	Patient	Req. #	Collect D&T	Ordered D&T
<input type="checkbox"/>	60181		DOE, JOHN	597		12/20/2010 12:08:25 PM
Cocaine and Metabolites (Qualitative), Hair Type Of Hair: Head Can Nms Consume The Sample For Analysis?: No Can Nms Micro-Aliquot Samples In Cases With Low Volume?: Yes Cocaine and Metabolites, Blood						
<input type="checkbox"/>	60181		SMITH, EVELYN J	596	12/18/2010 12:12:00 PM	12/20/2010 10:26:45 AM
Cocaine and Metabolites, Blood						

4. Choose the desired action. The user can transmit all or selected orders. Clicking transmit sends the electronic order to NMS.
- o **Note:** NMS prefers a printed copy of the requisition and manifest with each shipment to confirm all samples are received.

Choose Action:

Choose Action:

Print All
 Print Selected
 Transmit All
 Transmit Selected
 Print and Transmit All
 Print and Transmit Selected

View Report
 Print Requisitions

5. An order can be transmitted only once. Contact NMS client support for assistance if any errors or issues occur.
6. **Important:** Any modifications made after the order is transmitted, must be communicated to NMS Client Support.
7. **Note:** If the client sends the req but does not transmit the order, NMS will contact the client and request the transmission to be completed.



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O. Activity Logs

1. In addition to the manifest, various reports are available to the client from the Activity Logs.
2. The Manifest List, Pending Orders, Tests by Date, and Top 50 Test reports are supported by NMS.

Activity Logs

-Choose a Report-

- ~~- Abnormal Results List~~
- ~~- Add-On List~~
- Manifest List
- ~~- NoPid / Ident List~~
- Pending Orders Report
- ~~- Supply Order List~~
- Tests by Date
- Top 50 Tests

1. **Manifest List:** see previous section on transmitting orders.
2. **Pending Orders Report:** Lists all transmitted and non-transmitted orders that are pending results from NMS.

Activity Logs - Pending Orders Report

-Search by Date-

1/28/2011 .to. 1/28/2011
Today | Yesterday | This Week | This Month | Last Month |
 All

Submit

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- o **Note:** The search date is based upon collection date. Use the All option to see all pending orders in the system.



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Pending Orders Report - All

Not Received

Lab	Practice	Matrix Source	Patient	Req Number	Order Date/Time	
NMS	117C		DOE, SALLY	853	01/27/2011 15:21:35 (1 days)	Print Labels
				1450SP - Drug-Facilitated Sexual Assault Panel, Serum/Plasma (Forensic)		
NMS	117C		NP,	807	01/24/2011 12:49:06 (4 days)	Print Labels
				1300B - Cocaine and Metabolites, Blood		
NMS	117C		NP,	815	01/25/2011 07:44:01 (3 days)	Print Labels
				4180B - Selenium, Blood		

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3. Tests by Date: Search for test ordered by date range.

- Note:** The first entry will always appear as the final report count.

Tests By Date for 12/01/2010-12/20/2010		
Order Code	Order Code Name	Count
FINALREPORT	FINALREPORT	15
1002B	Carbon Monoxide Exposure Biouptake Screen, Blood	6
1300B	Cocaine and Metabolites, Blood	5
1330B	Copper, Blood	4
0080B	Acetone, Blood	1
2358U	1-Hydroxypyrene, Urine	1

4. Top 50 Tests: Lists high volume test information.

- Note:** The first entry will always appear as the final report count.

Top 50 Tests (last 365 days)		
Order Code	Order Code Name	Count
FINALREPORT	FINALREPORT	15
1002B	Carbon Monoxide Exposure Biouptake Screen, Blood	6
1300B	Cocaine and Metabolites, Blood	5
1330B	Copper, Blood	4
0080B	Acetone, Blood	1
2358U	1-Hydroxypyrene, Urine	1

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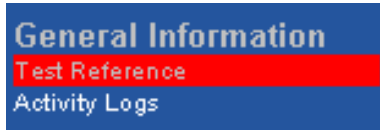
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P. Test Reference

1. For the end user, the test catalog is accessed from the "Test Reference" option in Lifepoint.



2. The Test Reference screen appears. The user has the option to search by 'Begins With', 'Contains', or 'Exact Match'. Lifepoint defaults to 'Contains'.

Query Test Directory by Keyword

Search:

Local Test Directory

Enter a keyword to search for.

Contains

3. The user can search for the NMS test code, test description, compound, synonym, CPT code, purpose, category, and method. For example, a search for cocaine will return all codes containing the compound cocaine.
4. The end user can click on the search results for additional information relating to the test.

Test Information	
Analysis Code	1300B
Test Name	Cocaine and Metabolites, Blood
Test Includes	Benzoylcegonine [GC/MS], Cocaethylene [GC/MS], Cocaine [GC/MS]
Compound Synonym(s)	Blow; Cocaine Degradation Product; Cocaine/Ethanol By-Product; Crack; Snow
Purpose	Identification and Quantitation by GC/MS
Category	Stimulant
Method(s)	Gas Chromatography/Mass Spectrometry (GC/MS)
Specimen Requirements	2 mL Blood
Transport Temperature	Refrigerated
Specimen Container	Gray top tube (Sodium Fluoride / Potassium Oxalate)
Special Handling	None
Light Protection Required	Not Required
Stability	Room Temperature: 1 day(s); Refrigerated: 10 day(s); Frozen (-20 °C): Undetermined



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Rejection Criteria

Received Room Temperature.

Day(s) Test Setup

[GC/MS] Monday-Friday 2nd Shift 3 days

Suggested CPT Code

[GC/MS] 82520

Reflex Testing (when required addl' fee may apply)

5. Test Dictionary information is also available to the client when placing an order. The same information is available in both options.

Q. Email Notification

1. The Web Portal has the ability to send an automatic email delivery to the end user when a report is completed.
2. The email notification will include the NMS Workorder numbers and a link for the end user to login and retrieve the reports.
3. There are 5 time slots available for the automatic email delivery.

Inbox Notification Times

07:00 AM 11:00 AM 03:00 PM 07:00 PM 11:00 PM

4. The end user should contact their Client Support Representative if they would like to have this feature enabled.



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CHANGE CONTROL

Date	Version	Description of Change	Author
10/18/2010	1	Document Created	Evelyn Burke
02/04/2011	2	Updated entire document – added phase II – order entry information	Evelyn Burke
02/23/2011	2.1	Added J-29 LifePoint Publishing license	Evelyn Burke
03/03/2011	2.2	Inserted Section B & C First Time User Mead Print Driver and Trusted Sites. Updated section L's screen capture of the 'ask at order entry questions'	Evelyn Burke
03/29/2013	2.3	Version updated to 13.1, Patient ID character length increased to 20, Section Q was added	Evelyn Burke
06/07/2013	2.4	Page 11 was updated to allow the insertion of comma's in the Last Name field	Evelyn Burke
02/10/2014	2.5	Item 6 on page 20 was updated to allow for deletions of requisitions after manifest transmission	Evelyn Burke
06/14/2016	3	Modified Report Header; Modified Change Control format; Added Annual Review section	Deirdre O'Neill
06/21/2017	4	Update the Software version to 16	Evelyn Burke

ANNUAL REVIEW

Date	Reviewed By:
07/21/2016	Jay Johnson
06/21/2017	Evelyn Burke