



# COVID-19 sample testing can now be entered and receive results in the new online portal

## Follow the Steps Below to Request a Test:

1. Choose Manage Orders from left side of screen. Click Order Patient Samples.
2. If this is a patient's first order, type in patient's name in patient\* field and select New Patient. Details with an asterisk\* are required. Click Save
3. If placing an order for an existing patient, type in the patient's name in the patient\* field and select the patient.
4. Order ID: All Items w/ an asterisk\* including ordering location, patient, ordering provider, collection location, order dates, patient class, and collection date
5. Order Choices: Type C for Covid in Order Choice Search. Select COVID19. Click Add Selected Items
6. Documentation and Actions: Click Clinical Info. Answer questions, click: Save
7. Insurance Tab: Under Insurance Summary, Click: Add Insurance Plan
  - Click: Add an Insurance Plan
  - Click: Insurance Company. A new tab will appear
  - Under Insurance Company, Type: unknown. The word unknown will appear in blue below it
  - Click: blue unknown
  - Click: blue none. A new tab will appear. Please ensure all items with an asterisk\* are input
  - Click: Select
  - You will return to the Primary Tab. Input Policy\*, choose Self as Relationship to Insured\* and then click: Fill with Patient Info.
  - A new tab will appear. Click: Fill with All Patient Information.
  - Click: Guarantor
  - Click: Fill with Primary Insured.
  - Click: Relationship to Patient, choose Self.
  - Click: Save
  - To print, click the patient's order ID and select requisition. Note: the paper orientation will be different than the previous portal. The labels will print at the top of the page.