



Web Client Instructions - *Simplifying the Process*



Logging In:

We suggest using **Microsoft Edge, Google Chrome, or Firefox** as your browser.

Go to **eurofiins-diatherix.com** and click on **Client Login**.

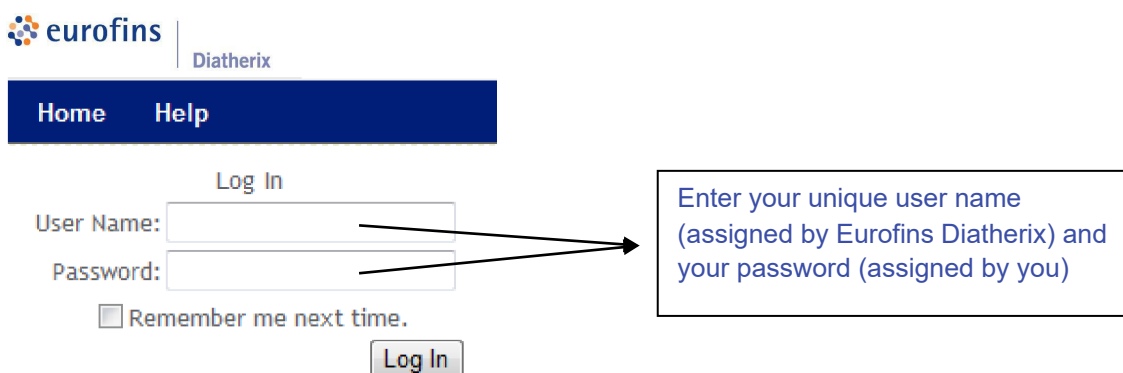


Then click on **Login** at the top right of the screen.



Enter your **Username** and **Password** and click on **Log In**

The *FIRST* time you login, go to **Help** and change your password. The password must be at least 7 characters and contain at least one non-alphanumeric character (! or @, etc.).



Helpful hints before you get started entering data:

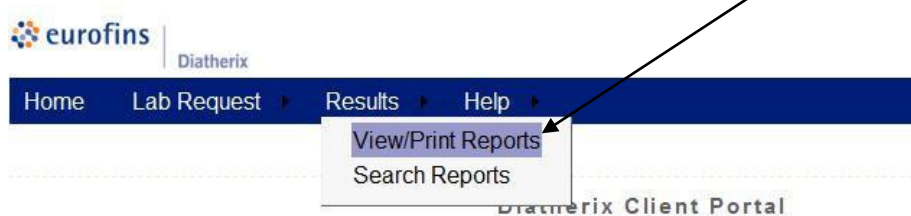
- You can type in all lowercase letters and the system will capitalize for you.

- You move from field to field by using the TAB key.
- You may enter a date without “/” marks. For example, if the date is 8/24/2009 you can type 0 8 2 4 2 0 0 9 and the system will format it.
- You may enter a time without using the “:” by typing as follows: if the time collected is 8:23 AM, type 8 2 3 and if the time is 12:54 PM, type 1 2 5 4 p.)

Viewing and Printing Reports:

This is the first option you will use to view and/or print your reports. All of your new reports will be found on this screen. You can view and/or print reports individually or you can print all of the new reports at one time.

To View/ Print your reports place your cursor on **Results** and choose **View/Print Reports**.



A new screen will be displayed showing new reports that are available for printing.

Place a **check mark** in the box at the top to view or print all reports. Or you may place a check mark in the boxes beside the reports you would like to view and or print individually.

View/Print Reports

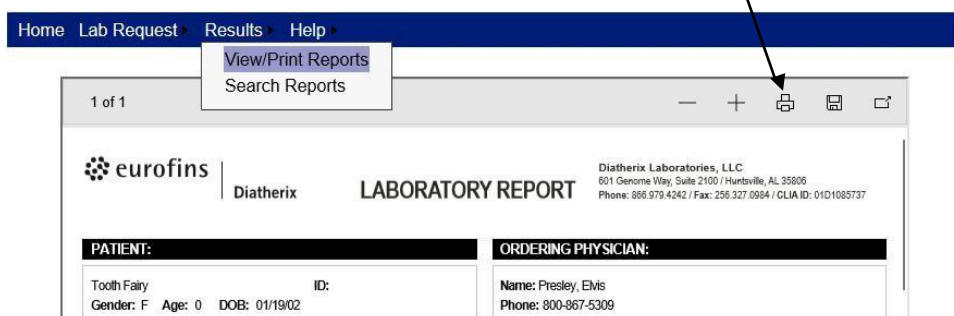
2 records to print.

☒	Order Date	Reporting Date	Patient Name	Specimen ID	Accession ID
☐	1/25/2010 11:18:33 AM	1/26/2010 4:56:39 PM	RESPIRATORY, WESTLEY	Y2K	1210002479
☐	1/25/2010 11:22:33 AM	1/27/2010 10:08:37 AM	DOE, CINDY	1213	1210003605

View/Print

Please Note: Once a report is viewed or printed, it will be removed from this list. You may still access that report by going to **Search Reports/Reported/** and search by using available data. (See page 5)

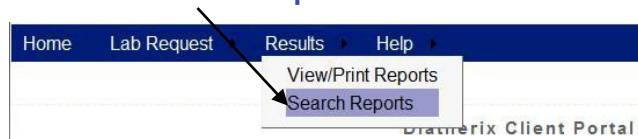
A PDF will be created for each of the test(s) chosen. Just click on  to print if you desire. If a print icon is not visible, hover your mouse over the upper left portion of the PDF and a menu bar with a print icon should appear. *It is recommended to choose all reports as shown above so that all available reports will print*



Search Reports:

Use this option as a tool to check status of your reports.

Choose **Results/Search Reports**



You may now search by the status of your reports:

- Choose: **Ordered** – the request has been submitted and a laboratory request has been generated
- In Process** – the specimen has been received by Eurofins Diatherix and is being processed
- Reported** – the results are available and stored in the system
- Delayed** – there is an issue with testing the sample in the lab and results will be delayed

To view requests that have been submitted to Eurofins Diatherix, choose the status of **ordered** from the drop down menu options.

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Hi, wb2134

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Search Reports

Status **Ordered**
Start Date 1/1/2010
End Date 1/21/2011
Patient ID
Last Name
Spec. ID
Physician ALL
Search

Wib ID	Patient Name	Specimen ID	Ordered	Status
1410002113	DIATHERIX, SALLY	ABC1	1/25/2010	Ordered
1410002115	DIATHERIX, STEVEN	ZEB1	1/25/2010	Ordered
1410002123	DOE, JAMIE	9365	1/25/2010	Ordered
1410002125	PANEL, REBECCA	5623	1/25/2010	Ordered
1410002127	REQUEST, KEITH	7777	1/25/2010	Ordered
1410003430	DIATHERIX, SALLY	ABC1	2/10/2010	Ordered
1410006137	CREEKMORE, KYM		3/22/2010	Ordered
1410007693	JAMES, WARD		5/24/2010	Ordered

After clicking on **search** your qualifying data will populate. You may click on the **Wib ID** to view the request in its entirety. (You may limit your responses by entering more criteria for the search.)

To view requests that are in process at Eurofins Diatherix, choose the status of **In Process** from the status drop down menu options.

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Search Reports

Status **In Process**
Start Date 1/1/2010
End Date 1/21/2011
Patient ID
Last Name
Spec. ID
Physician ALL
Accession
Search

Patient Name	Specimen ID	Ordered	Status	Accession ID
DIATHERIX, STEVEN	ZEB1	1/25/2010	Received	1210003602
DIATHERIX, KAREN	8796	1/25/2010	Received	1210003601
PANEL, RANDY	8541	1/25/2010	Received	1210003603
REQUEST, HOLLY	2589	1/25/2010	Received	1210003604

After clicking on **search** your requested data will appear.

You may view any of these orders by clicking on the **Accession ID** numbers.

Once a patient's results have been reported, the patient will be shown under the **Reported** status. To view requests that have been reported by Eurofins Diatherix, choose the status of reported from the status drop down menu options.

Search Reports				
Patient Name	Specimen ID	Ordered	Status	Accession ID
RESPIRATORY, JANE		1/23/2010	Reported	1210003195
RESPIRATORY, WESTLEY	Y2K	1/25/2010	Reported	1210002479
DOE, CINDY	1213	1/25/2010	Reported	1210003605
DOE, JOHNNIE	8722	1/25/2010	Reported	1210002827
MILLER, DAVID	4356	10/4/2010	Reported	1210017290

You may view and print an individual patient's results by clicking on the **Accession ID**. This option will assist you in re-printing a test that has previously been reported.

Creating a Lab Request:

Under the **Lab Request** tab; click on **Submit Lab Request**.



STEP 1: Fill in the appropriate fields; note that green circled fields are required.

Patient Information

First Name		M.I.		Last Name	
Date of Birth				Gender	
Patient ID #				Pregnant?	
Race				Ethnicity	
Address Line 1					
Address Line 2					
City		State		Zip Code	
Phone Number					

Order Information

Ordering Physician		Specimen ID#	
Date Collected		Time Collected	
Test		Specimen Source	
Comments			

Choose a valid **Specimen Source** from the pull-down menu, which are dependent and may differ depending on the selected **Test**. (HINT: You may also type the first letter, such as S and Sputum will be chosen. You can scroll up and down this list.)

Choose the **Ordering Physician**. (All of the physicians at your location should be on the list. If the Ordering Physician is not on the list, choose any physician on the list and enter the Ordering Physician's name and NPI in the Comment field and it will be added at the lab.)

Billing Information

Self-Pay

Insurance

Client

☐ Worker's Comp?

Primary Insurance

Auto Fill from Patient

Insurance Name

Subscriber Number

Group Number

Address Line 1

Address Line 2

City

State

▼

Zip Code

First Name

Last Name

Phone

Relationship to Patient

▼

Date of Birth

▼

Gender

▼

+

Clear

Please enter 1 to 4 ICD codes (required if insurance billing)

	ICD Code		ICD Short Description
		Validate Code	
		Validate Code	
		Validate Code	
		Validate Code	

Continue

Cancel

In the **Billing Information Section**, the insurance option is preselected. However, if your facility is set up as client bill, please select the client button and no diagnosis codes are required. Up to 3 unique insurances can be entered per request, simply click the + buttons to add an extra insurance form or click the X buttons to remove a form. A **Clear** button and an **Auto Fill from Patient** button are also provided

for convenience: use the **Auto Fill from Patient** button to fill similar insurance fields from the patient information section, and the **Clear** button provides an easy reset on each form. A checkbox is also provided for **Worker's Comp** and when selected, a textbox/calendar will allow the user to enter the date of injury. If patient/insurance is correct you will need to enter at least one valid ICD code, or more, depending on the diagnoses assigned by your physician. Click the validate code button to verify that your code is valid. If it is invalid, you will be notified in the adjacent box and need to correct it. To lookup current ICD codes at any time, click on the binocular icon to the left of the desired field. A search engine will appear where you can enter the type of condition and or symptoms to search for an appropriate diagnosis code. Click the Add button beside the desired diagnosis code to enter it on the "Submit a Lab Request" page. We suggest using Microsoft Edge, Google Chrome, or Firefox as your browser.

Click **Continue** and you will be taken to the verification screen where you can look at the data you have entered.

STEP 2: Verify the information you have entered. From the verification screen, you can: Choose **Edit** and change any of the information you have entered or Choose **Submit** and be taken to a Step 3 to print the Laboratory Request. When **Submit** is chosen, you will be prompted by a popup message to read and electronically sign your Lab Request.

Medical Professional Statement: By submission of this requisition and accompanying sample(s), I: (i) authorize and direct you to perform the testing indicated below; (ii) certify that any custom profile on file and/or the ordered tests requested on this test requisition form are reasonable and medically necessary for the diagnosis and/or treatment of this patient's condition on this date of service; (iii) certify that, to the extent required by the laws of the state in which I am licensed and provide healthcare services, I have obtained this patient's verbal informed consent to undergo any testing requested hereby; and to have the test results reported to me; (iv) provide the full and appropriate diagnosis code(s) indicated to the highest level of specificity.

By inputting your full legal name into the text field below as it would appear on the requisition as the ordering provider, you acknowledge that you are signing this order requisition through an electronic signature. Through this electronic signature, you authenticate that you are the ordering provider for this requisition and are responsible for the ordering of this requisition. Through this electronic signature, you authenticate that you accept that this electronic signature will only be used for this particular order requisition and agree that your signature for this order requisition will be done electronically. Through this electronic signature, you authenticate that you consent to receiving this order requisition and correspondence regarding this order requisition through electronic means. Your electronic signature will appear on the order requisition, as typed, along with a populated date time stamp for the time that the order was signed.

For completion of this order requisition and completion of the electronic signature process, please type your full legal name as the ordering provider into the below text field as you would like it to appear on the ordering requisition and check the box below that you understand and consent to the statements above and agree to using the input for the below text field as your legal, electronic signature.

Ordering Provider:

☐ I understand and consent to the above statements and agree to using my input for the above text field as my legal, electronic signature.

Note: Please make sure all information is correct before submitting Lab request.

Submit

Edit

Cancel

You must print the Request either by clicking on the  at the top left-hand corner of the Request window. If a print icon is not visible, hover your mouse over the upper left portion of the PDF and a menu bar with a print icon should appear.



Diatherix



LABORATORY REQUEST - TELEMEDICINE ORDER

Eurofins Diatherix (TESTING)

601 Genome Way - Suite 2100 Huntsville, AL 35806

Toll Free: 866-979-4242 - Fax: 256-327-0984 - Director: Frank Honkanen, M.D. - CLIA #: 01-D1085737

CLIENT INFORMATION

Client Code: 2500000508

Name: SALES REP TEST CLIENT

Address: 601 GENOME WAY STE 4208

City, State ZIP: HUNTSVILLE, AL 35806

Phone: 256-327-9428

Fax:

PATIENT INFORMATION

Patient Name: BUNNY, BUGS D

DOB: 1/1/2000

Gender: MALE

Patient ID: 1234567890

Phone: 1234567890

Race: American Indian or Alaska Native

Ethnicity: Hispanic

Pregnant: No

Address: 123 MAIN AVENUE UNIT #335

City, State ZIP: BIGTOWN, AL 12345

After printing, you have the option to **Create Another** request or return **Home** by clicking **Finished**.

*If you need to reprint a Request that is already complete, go to the **Results** tab and select **Search Reports**.

Click on **Search** (at the bottom) and under **Ordered** status you will see a list of the patients that have orders. Click on the **WIB ID** by the patient's name and you will see the Request. Click on the printer icon to reprint the Request.

If you have any questions or need additional assistance on our Web Client service please contact the Eurofins Diatherix Client Services Department at 866.979.4242.