Customer Portal User Guide

Test Request Supplement

TEST ORDERS

TEST ORDERS SEARCH

A. Hover the mouse over icons to display descriptions, as needed.

TEST ORDER NUMBER	PRIORITY	TYPE	BLOOD QUANTITY	TEST QUANTITY	STATUS	ATTRIBUTES	ORGANISATION	CREATED	CREATED BY	ACTIONS
OT23-0000293 / 495525	Routine	Test Order		2	Received	C R		07/18/2023 03:23		
OT23-0000250 / 428493	ASAP	Test Order		1	Finished	C R		06/16/2023 10:37		

271 orders match the selected criteria

ACTIONS

📄 Edit, Inquiry, and Print Order

❌ Cancel Order

✖ Order cannot be cancelled

🕘 Order History

B. Status for Test Orders include:

REGISTERED NOT SUBMITTED	SUBMITTED	RECEIVED	APPROVED	UNDER PREPARATION	SAMPLED	FINISHED	CLOSED

C. Selecting "Order History" from this screen, will provide a detailed history of the order, if needed.
D. From the Test Orders Search window, you can select "Create Test Order" to initiate a new order. See the next section of this guide for associated directions on completing these activities.

TEST ORDER

HIGH LEVEL INSTRUCTIONS

1. Select "Test Order" from Menu.
2. Enter Patient Information. All fields with an asterisk (*) are required. Ensure you complete all tabs:
   - Patient Data
   - Clinical Information
   - Patient History
   - Sample Collection
3. Select "Next" button.
4. Review entries for accuracy.
   This is an important step in preventing duplicate patients in the system.
5. Select "Confirm" button.
6. Select urgency of the order (Routine, ASAP, Scheduled, or STAT).
7. Select the test to be ordered.
8. Select
   a. "Add Test" button and select additional test, as needed (repeat step 7-8).
   b. "Proceed" button if this is the last test to be added.
9. Add any comments, such as quantity and type of products needed, if applicable.
10. Select "Submit" button.

STEP BY STEP INSTRUCTIONS

TEST ORDER (CONT'D)

Patient Information 01/24/2025 15:38:11 US/Central Time

Test order from
YOUR ORGANIZATI...

3. Enter the Clinical Information.

4. Select the "Patient History" tab.

Patient

| Patient Data | Clinical Information | Patient History | Sample Collection |

Medications

RhIG Given? ○ Yes ○ No ○ Unknown

Date of Given RhIG MM/dd/yyyy

Hemoglobin

Hematocrit

Patient Coagulant

Platelet Count

Patient bleeding? ○ Yes ○ No ○ Unknown

DAT Positive? ○ Yes ○ No ○ Unknown

Number of pregnancies

Currently pregnant? * ○ Yes ○ No ○ Unknown

Ordering Physician*

Fields with (*) are mandatory fields.

NEXT

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Patient Information 08/08/2023 08:45:18 US/Pacific Time

Test order from
YOUR ORGANIZATION 0000123456

5. Enter the patient history.

6. Select the "Sample Collection" Tab.

Patient

| Patient Data | Clinical Information | Patient History | Sample Collection |

Previously transfused ○ Yes ○ No ○ Unknown

History of transplant ○ HPC ○ BMT ○ No ○ Unknown

CD38 Therapy Date MM/dd/yyyy

CD47 Therapy Date MM/dd/yyyy

Monoclonal Immunotherapies

Historical Antibodies Present ○ Yes ○ No ○ Unknown

Fields with (*) are mandatory fields.

NEXT

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TEST ORDER (CONT'D)

Note: Additional fields will present based on answers selected.
Below is an example with all radio buttons set to "Yes".

TEST ORDER (CONT'D)

9. Review entries for accuracy.
(Select BACK if changes are needed)

Patient Data

FIRST NAME *	MIDDLE NAME	LAST NAME *	DOB *	MEDICAL RECORD NUMBER *	GENDER *	ENCOUNTER / VISIT / ADMISSION # *	ADMISSION DATE *
▓▓▓		▓▓▓	▓▓	▓▓▓	▓▓	▓▓▓	▓▓▓

Clinical Information

MEDICATIONS	RHIG GIVEN?	DATE OF GIVEN RHIG	HEMOGLOBIN	HEMATOCRIT	PATIENT COAGULANT	PLATELET COUNT	PATIENT BLEEDING?	DAT POSITIVE?	NUMBER OF PREGNANCIES	CURRENTLY PREGNANT? *	ORDERING PHYSICIAN*
										▓▓▓	▓▓▓

Patient History

PREVIOUSLY TRANSFUSED
▓▓▓

HISTORY OF TRANSPLANT	CD38 THERAPY DATE	CD47 THERAPY DATE	MONOCLONAL IMMUNOTHERAPIES	HISTORICAL ANTIBODIES PRESENT
▓▓▓				▓▓▓

Sample Collection

10. Select Confirm button.

ARE YOU SUBMITTING A SAMPLE? *	COLLECTION DATE AN...
Yes	01/24/2025 14:4...

| BACK | CONFIRM |

Test Order

08/03/2023
07:51:18 US/Pacific Time

Test order from
YOUR ORGANIZATION 0000123456

Patient
MRN : ▓▓▓
Patient : ▓▓▓
Date Of Birth : ▓▓▓

Routine	ASAP
Scheduled	STAT

11. Select the urgency of the order.

| BACK |

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TEST ORDER (CONT'D)

12. Select Tests. Additional Tests are available in the Individual Tests Tab.

13. Select Test.

13b. Select Add Test (if additional tests are needed).

14. Select Proceed button.

TEST ORDER (CONT'D)

15. Enter comments, such as products needed.

16. Select Submit button.

Test order submitted

Test order was successfully submitted. Order# OT23-0000298

OK

VIEW TEST ORDER RESULTS

Results are typically available once the order status moves to "Finished". Not all results will be available in the system, if you have questions, please contact your blood center.

ACCESSING RESULTS REPORTS

1. Select "Results Reports" from the Menu.
2. Select "Results Reports" button.

☰ Results Reports

🔎 Results Reports   2

3. Enter Test order number (OTYY-#######) or Patient's MRN.
4. Select "Submit".
5. Select the report. This will open a new window with the PDF of the report.