



Customer Portal User Guide

Test Requests Supplement

TEST ORDERS

TEST ORDERS SEARCH

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

Test Order Search

08/02/2023
14:35:30 US/Pacific Time

?

Tutorial







Layout

Filter

CREATE TEST ORDEREXPORT TABLEPRINT

My Test Orders


271 orders match the selected criteria

| 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 | |    |




« 1 2 3 4 ... 27 28 »


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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

The screenshot shows the 'Patient Information' form in a web application. The form is divided into four tabs: 'Patient Data', 'Clinical Information', 'Patient History', and 'Sample Collection'. The 'Patient Data' tab is active. The form contains the following fields:

- First Name *
- Middle Name
- Last Name *
- DOB * (MM/dd/yyyy)
- Medical Record Number *
- Gender * (Male, Female, Unknown)
- Patient Account Number for Billing *
- Admission Date * (MM/dd/yyyy)

Annotations and instructions:

- 1. Enter the patient information on "Patient Data" tab.
- 2. Select the "Clinical Information" Tab.
- Note: Mandatory fields are indicated with an asterisk (*).

The form includes a 'NEXT' button at the bottom right. The footer contains the Vitalant logo, copyright information (COPYRIGHT © MAK SYSTEM. ALL RIGHTS RESERVED. V2.1.2), and the MAK-SYSTEM INTERNATIONAL GROUP logo.

TEST ORDER (CONT'D)

08/02/2023
14:59:59 US/Pacific Time

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≡ Patient Information

Test order from
YOUR ORGANIZATION

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

Hemoglobin

Patient Coagulant

Date of Given RhIG

MM/dd/yyyy

Hematocrit

Platelet Count

Patient bleeding?

☐ Yes ☐ No ☐ Unknown

Number of pregnancies

DAT Positive?

☐ Yes ☐ No ☐ Unknown

Currently pregnant? *

☐ Yes ☐ No ☐ Unknown

Fields with (*) are mandatory fields.

NEXT

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

TutorialLayout

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Test order from
YOUR ORGANIZATION 0000123456

Patient

5. Enter the patient history.

6. Select the "Sample Collection" Tab.

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

TEST ORDER (CONT'D)

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

The screenshot shows the 'Patient History' tab of a test order form. It contains several sections with radio buttons and date pickers. The 'Previously transfused' section has radio buttons for 'Yes' (selected), 'No', and 'Unknown'. Below it is a date picker for 'Transfused within the last 3 months date'. The 'Transfused within the last 3 months' section also has radio buttons for 'Yes' (selected), 'No', and 'Unknown'. Below it are two date pickers for 'RBC Date' and 'PLT Date'. The 'History of transfusion reactions?' section has radio buttons for 'Yes' (selected), 'No', and 'Unknown'. Below it is a text field for 'Reaction Type' and a date picker for 'History of transfusion reactions date'. The 'History of transplant' section has radio buttons for 'HPC' (selected), 'BMT', 'No', and 'Unknown'. Below it is a date picker for 'History of transplant date'. The 'Patients Prior ABO/Rh' and 'Donor ABO/Rh' sections have dropdown menus. The 'CD38 Therapy Date' and 'CD47 Therapy Date' sections have date pickers. The 'Monoclonal Immunotherapies' section has a text field. The 'Historical Antibodies Present' section has radio buttons for 'Yes', 'No' (selected), and 'Unknown'. A red 'NEXT' button is at the bottom right. The footer includes the Vitalant logo, copyright information, and the MAK-SYSTEM logo.

Patient Data Clinical Information Patient History Sample Collection

Previously transfused
☒ Yes ☐ No ☐ Unknown

Transfused within the last 3 months date
MM/dd/yyyy

Transfused within the last 3 months
☒ Yes ☐ No ☐ Unknown

RBC
MM/dd/yyyy

PLT
MM/dd/yyyy

FFP
MM/dd/yyyy

History of transfusion reactions?
☒ Yes ☐ No ☐ Unknown

Reaction Type
MM/dd/yyyy

History of transplant
☒ HPC ☐ BMT ☐ No ☐ Unknown

History of transplant date
MM/dd/yyyy

Patients Prior ABO/Rh
Donor ABO/Rh

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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The screenshot shows the 'Sample Collection' tab of the test order form. It contains a section for 'Are you submitting a sample?' with radio buttons for 'Yes' (selected) and 'No'. Below it is a date and time picker for 'Collection Date and Time *'. A red 'NEXT' button is at the bottom right. Annotations include a purple callout box pointing to the 'Sample Collection' tab with the text '7. Enter sample collection information.' and another purple callout box pointing to the 'NEXT' button with the text '8. Select Next button.' A note box states: 'Note: Collection Date and Time field only appears when submitting sample question is answered "Yes".' The footer includes the Vitalant logo, copyright information, and the MAK-SYSTEM logo.

Test order from
YOUR ORGANIZATION 0000123456

Patient

7. Enter sample collection information.

Patient Data Clinical Information Patient History Sample Collection

Are you submitting a sample? *
☒ Yes ☐ No

Collection Date and Time *
MM/dd/yyyy HH:mm

Fields with (*) are mandatory fields.

Note: Collection Date and Time field only appears when submitting sample question is answered "Yes".

8. Select Next button.

NEXT

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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 * | PATIENT ACCOUNT NUMBER FOR BILLING * | 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? * |
|-------------|-------------|--------------------|------------|------------|-------------------|----------------|-------------------|---------------|-----------------------|-----------------------|
| | No | | | | | | Yes | | | No |

Patient History

| PREVIOUSLY TRANSFUSED | | | | |
|-----------------------|--|--|--|--|
| No | | | | |

| HISTORY OF TRANSPLANT | CD38 THERAPY DATE | CD47 THERAPY DATE | MONOCLONAL IMMUNOTHERAPIES | HISTORICAL ANTIBODIES PRESENT |
|-----------------------|-------------------|-------------------|----------------------------|-------------------------------|
| No | | | | No |

Sample Collection

| ARE YOU SUBMITTING A SAMPLE? * | COLLECTION DATE AND TIME |
|--------------------------------|--------------------------|
| Yes | 08/02/2023 12:40 |

10. Select Confirm button.

BACK
CONFIRM

Test Order

Test order from
YOUR ORGANIZATION 0000123456

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

?
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🔍
Tutorial
Layout
👤

Routine

Scheduled

ASAP

STAT

11. Select the urgency of the order.

BACK

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TEST ORDER (CONT'D)

Test Order

08/14/2023
09:40:26 US/Pacific Time

?

Tutorial

Layout

Test order from
YOUR ORGANIZATION 0000123456

Patient

ROUTINE

MRN :

Patient :

Date Of Birth :

Group of Tests

Individual Tests

Extended phenotype (serological)

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

ADD TEST

Test 0

| # | Test | From Group of Tests | Actions |
|-----------------------------|------|---------------------|---------|
| No records have been found. | | | |

CLEAR

PROCEED

BACK

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Test Order

08/14/2023
09:49:51 US/Pacific Time

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Tutorial

Layout

Test order from
YOUR ORGANIZATION 0000123456

Patient

ROUTINE

MRN :

Patient :

Date Of Birth :

Group of Tests

Individual Tests

Blood Type

D(Rh) Discrepancy Resolution

Antibody ID

ABO discrepancy resolution

DAT

Elution

13. Select Test.

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

ADD TEST

Test 0

| # | Test | From Group of Tests | Actions |
|-----------------------------|------|---------------------|---------|
| No records have been found. | | | |

CLEAR

PROCEED

BACK

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14. Select Proceed button.

TEST ORDER (CONT'D)

Test Order Review

08/03/2023 08:10:17 US/Pacific Time

Order Number#

Test order from
YOUR ORGANIZATION 0000123456

Patient **ROUTINE**
MRN :
Patient :
Date Of Birth :

15. Enter comments, such as products needed.

| # | Test | From Group of Tests | COMMENTS |
|---|-------------|---------------------|----------|
| 1 | Antibody ID | | |

16. Select Submit button.

BACK REGISTER SUBMIT

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Test Order Review

08/03/2023 08:15:18 US/Pacific Time

Order Number# OT23-0000298 / 529763

Order registered

REGISTERED NO

Test order

Test order submitted

Test order was successfully submitted. Order# OT23-0000298

OK

| # | Test | From Group of Tests | COMMENTS |
|---|-------------|---------------------|----------|
| 1 | Antibody ID | | |

PRINT BACK REGISTER SUBMIT PATIENT DETAILS TEST GROUPS

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VIEW TEST ORDER RESULTS

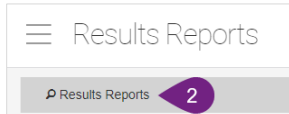
Results are typically available once the order status moves to “Finished”. Not all results will be available in the system, if you have questions, please contact your blood center.

REPORTS ARE ONLY AVAILABLE FOR 30 DAYS IN THE CUSTOMER PORTAL.

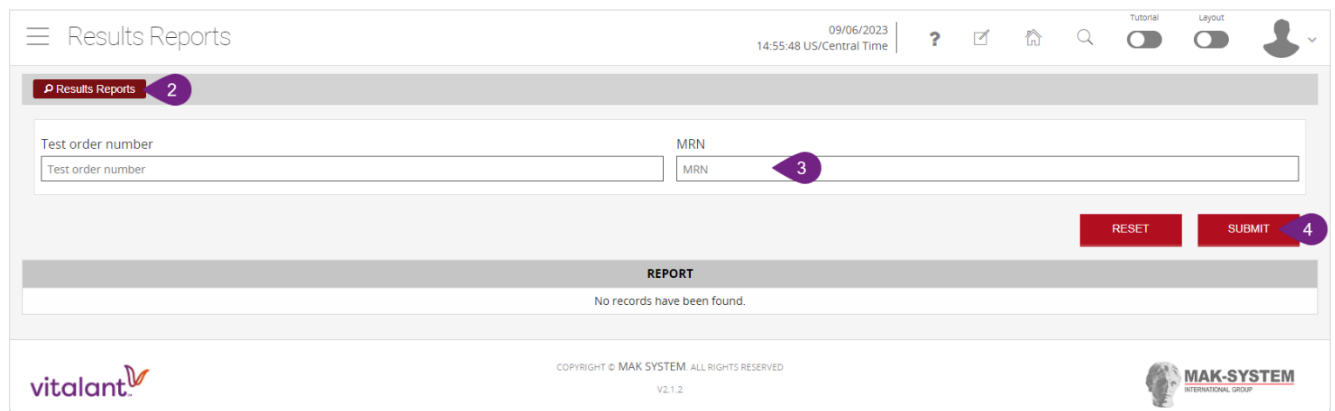
PRINT OR ENTER RESULTS INTO YOUR HOSPITAL LIS FOR FUTURE REFERENCE.

ACCESSING RESULTS REPORTS

1. Select “Results Reports” from the Menu.
2. Select “Results Reports” button.



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.



Results Reports

09/06/2023 14:55:48 US/Central Time

Results Reports 2

Test order number MRN

Test order number MRN 3

RESET SUBMIT 4

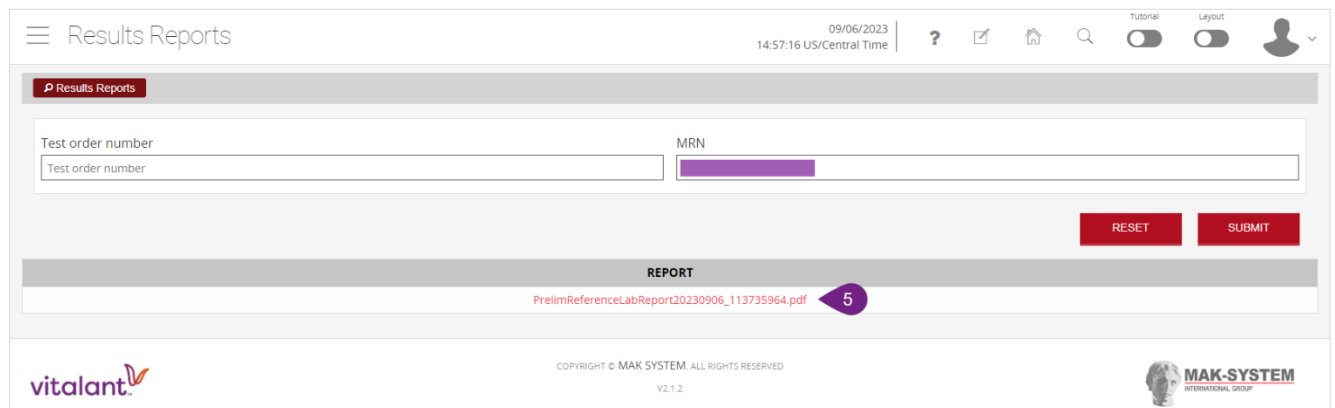
REPORT

No records have been found.

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Results Reports

09/06/2023 14:57:16 US/Central Time

Results Reports

Test order number MRN

Test order number

RESET SUBMIT

REPORT

PrelimReferenceLabReport20230906_113735964.pdf 5

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