What is Lab Connect?
Lab Connect allows your practice to place an order and view results online.

Order Submission
Orders are entered via the web and electronically submitted to the Dermatopathology Center.

Requisition Printing
Requisitions are created to be printed and included with the specimen.

Results Delivery
Results are delivered to your Lab Connect inbox for review, print or downloading to your internal EMR.

Get Started with Lab Connect
To get started with Lab Connect, contact the Washington University Dermatopathology Center at (314) 362-5757 or visit our website at https://dermpath.wustl.edu/contact.
Lab Connect Quick User Guide

Login
You will be set up with a login for Lab Connect; additional logins and customization of permissions and preferences may be requested for office staff members. Log in at http://labconnect.wustl.edu or through our web site at https://dermpath.wustl.edu.

Home Page
Upon login, your home page will be available; this can be customized to default to orders or results. The toolbar allows you or your staff to access Orders and/or Results as determined by the established permissions.
Orders

By floating the mouse arrow over Orders, a drop-down menu containing the available options will display. Lab Connect does not utilize Standing Orders or Cancel Orders.

New Order

To create a new order, click on Orders – New Order

The New Order window will open. Areas open with the plus signs on the right-hand margin, by clicking on the line or simply tabbing through the order process. Areas will also open by selecting CTL+ALT+ the underlined character found in the title of each section.
**Patient Information**

Use the search bar to find an existing patient (one that has an order created previously in Lab Connect). You also have the option of importing your entire existing patient list into Lab Connect for quicker ordering (please contact us for assistance).

Upon loading, the form fields are not editable. To make changes, choose **EDIT**. *If no changes are needed, please check Confirm Patient Data to move on.*

**New Patient Entry**

If a patient does not exist in Lab Connect, select the **New Patient** button and complete the active fields. **Fields highlighted green are required and must be entered in order to continue with the process.**
### Figure 15: The New Patient form with all available fields and those set to required, green.

- Complete patient’s name, gender, MRN, and DOB and office location
  - Primary MRN refers to the internal office MRN number.
  - **Location should always be chosen even if a physician only has one location**
- If desired, enter additional patient information

### Primary/Secondary Insurance (Optional)

Enter the patient insurance information if desired. **When sending orders, a photocopy of the insurance cards for any responsible payees must be included**

```plaintext
<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
<td></td>
</tr>
<tr>
<td>Address 1</td>
<td></td>
</tr>
<tr>
<td>Address 2</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Zip</td>
<td></td>
</tr>
<tr>
<td>Policy Number</td>
<td></td>
</tr>
<tr>
<td>Group Number</td>
<td></td>
</tr>
<tr>
<td>Plan Code</td>
<td></td>
</tr>
<tr>
<td>Effective Date</td>
<td></td>
</tr>
<tr>
<td>Expiration Date</td>
<td></td>
</tr>
<tr>
<td>Relationship</td>
<td>Unknown</td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td></td>
</tr>
<tr>
<td>DOB (mm/dd/yyyy)</td>
<td></td>
</tr>
</tbody>
</table>
```

*Address 1 and Address 2 are optional.*

*State and City are required.*
When the patient information is complete and verified:

- Select SAVE
- Once saved (or if there were no edits), check **Confirm Patient Data** to save patient information to the database
- Patient Information area is reduced and the next area of opens (Order Data)

**Order Data**

**Order Data** is where pertinent order information is entered. **Remember, required fields are highlighted in green.**

The field descriptions are as follows.

- **Order Number** – auto-generated by Lab Connect and not editable
- **Order Date & Time** – auto-populated with current date and time, but editable
  - To edit the date, please click on the calendar icon and choose a date
  - To edit the time, please enter military (24-hour) time as HH:MM
  - Future orders are not allowed
- **Collection Date & Time** – auto-populated with current date and time, but editable
  - To edit the date, please click on the calendar icon and choose a date
  - To edit the time, please enter military (24-hour) time as HH:MM
  - Future orders are not allowed
- **Account** – required; options determined by user permissions (code will be provided)
- **Ordering Physician** – required; options determined by user permissions
- **Priority** – required; drop-down menu: Routine, Stat
- **Entered By** – auto-populated with logged in user and not editable
- **Collected By** – auto-populated with logged in user, but editable
- **Bill Type** – enter how payment will be collected (insurance, self-pay, etc)
- **CC Name** – free-text entry of physician name and fax number (10 characters); limited to three entries
- **Clinical History** – free-text entry for clinical history (may also be provided on specific test order page)
- **Attach File order** – attach scanned-in documents such as patient demographics, insurance information, previous biopsy reports

**ICD9**
This is where all applicable ICD9 codes are associated to the order. ICD9s can be searched by number or name.

If an error is made and an ICD9 needs removed, click on the garbage can icon found at the end of the applicable ICD9 line.

**Orderable Test**
The **Orderable Test** area allows you to pick available tests from any service area. Favorite tests for dermatopathology (Skin, shave biopsy; Skin, punch biopsy; Skin, excision; and, Nail, clipping/avulsion) will appear above the drop-down menu in blue.
Orderable Tests can be filtered by Facility. Click in the Facility Filter to choose Dermatopathology Center if the desired test is not in the favorites list.

Choose the type of test by clicking within the Test Search box, which will display a drop-down menu with all available tests. To choose a favorite test, simply click the box next to the test.
Upon choosing the **Test**, order entry questions will appear. Required questions will be marked.

You may add multiple specimens for the same test (eg multiple shave biopsies) by clicking **ADD ANOTHER SPECIMEN** and completing the associated questions.
To add a new type of test, simply click on another favorite or click in the Test Search field to bring up the available tests.
Submit
Select “ALT-S” and then “Enter” or click on SUBMIT in the New Order toolbar to submit your order. The order will be processed and a PDF requisition will be created for printing.

If any required information was missed, the order will not submit and a message will display notifying the user of required fields needing entry. The user may go back, make corrections and submit order again.

PDF Viewer
Once submitted, the system automatically displays the requisition in a PDF viewer. If not automatically printed, the user may print. In the blue area to the left, there are three buttons.

1. Form View: Go back to order entry fields in non-editable state
2. Enter New Order: Close PDF and go back to active New Order page
3. Home: Go back to portal home page
Search Order History

To search order history click on Orders – Search Order History

The first 10 orders will appear:

Orders can be searched by date or patient name.
Results

To view results click on Results – Inbox.

Your most recent results will appear. To view the results double click on the record.

The results will appear in the PDF Viewer window.
Searching Results

Click on Results – Search Results for target searching.

Results can be searched by name and/or date.

Support

For any questions, please contact our customer service representative at (314) 362-7784 or email PathologyServices@wustl.edu.