

Electronic Test Orders and Results (ETOR)

Disease Investigation Branch
Disease Outbreak Control Division
Hawaii Department of Health



WELCOME TO ETOR!

Index:

- Create new account
- Navigate the Lab Web Portal (LWP)
- Order tests
- Save test orders
- Submit batch upload
- Access orders, reports, and patients



WELCOME TO ETOR!

Access the ETOR Lab Web Portal

- <https://lwp-web.aimsplatform.com/Hi/#/auth/login>



Username

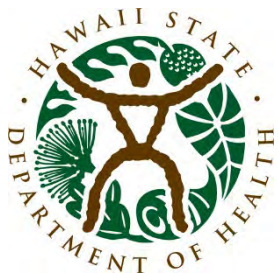
Password



LOGIN

[New User Registration](#)

[Forgot Password?](#)



Create New Account

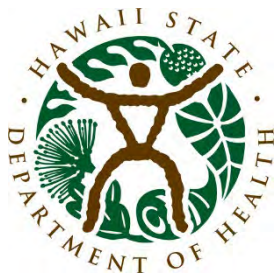
- Click Create New Account link under the Login button



LOGIN

[Create New Account](#)

[Forgot Password?](#)



Create New Account

Click on **Order Support** link at the bottom of the page to view lab contact and information on where to send your specimens.

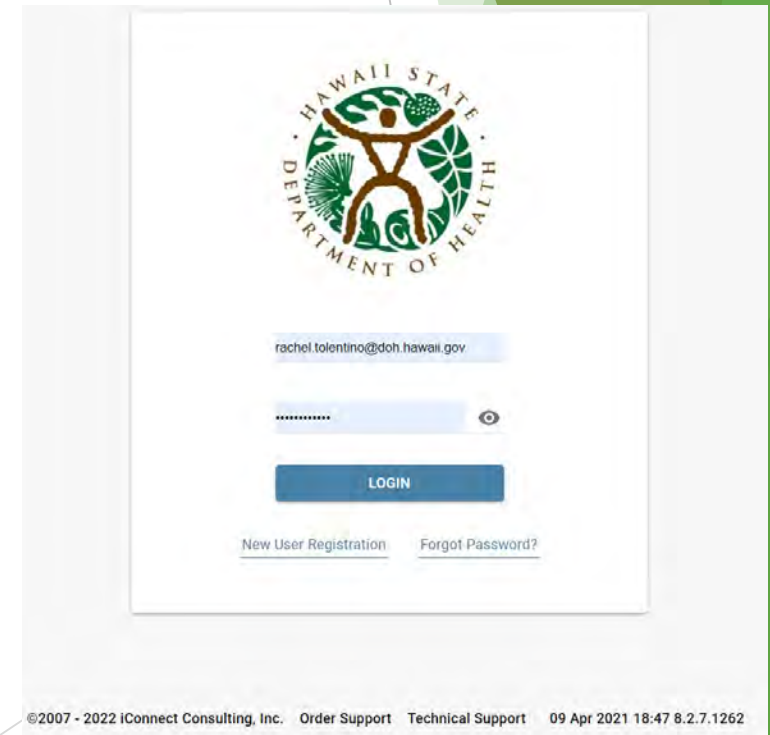
Click on **Technical Support** link at the bottom of the page for technical support contacts.

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[Order Support](#)

[Technical Support](#)

09 Apr 2021 18:47 8.2.7.1262



©2007 - 2022 iConnect Consulting, Inc. [Order Support](#) [Technical Support](#) 09 Apr 2021 18:47 8.2.7.1262

Create New Account

- New User Registration page is displayed.
 - Under the **Email**, add an active email address - it will be used as a username.
 - Complete the rest of the fields.
 - Start typing the name of your submitting facility into the **Organization** field to see if it already exists in the portal. If a match is found, select your facility from the pop-up list.



New User Registration

Account Details

Email *

Password *



Confirm Password *



First Name *

Last Name *

Title *

Contact Details

Address *

City *

State *



ZIP *


Primary Phone *

Fax *


Create New Account

- Review “Term of Use” and “Privacy Policy” documents by clicking on the links.
- Check the boxes next to “Terms of Use” and “Privacy Policy” to agree.

Terms of Use *

 I agree to the [Terms of Use](#)

Privacy Policy *

 I agree to the [Privacy Policy](#)

- Agreement is required to request access.
- Click on **Create Account** to complete registration process. A New User Registration request will be sent to the portal admin for approval.
- Once the request is approved, the user will be notified via email and will be able to login to the Portal.



Create New Account

Navigate back to the login page, type in your username and password and click on Login button to access the portal.

Access the ETOR Lab Web Portal

- <https://lwp-web.aimsplatform.com/Hi/#/auth/login>



Username



Password




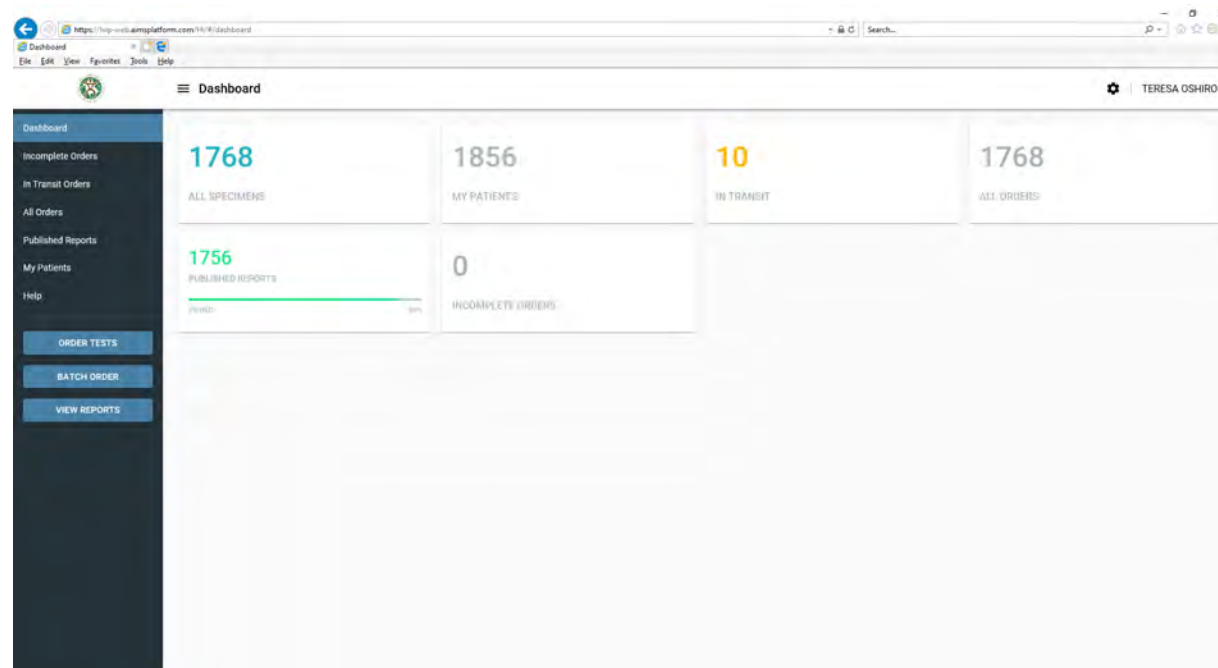
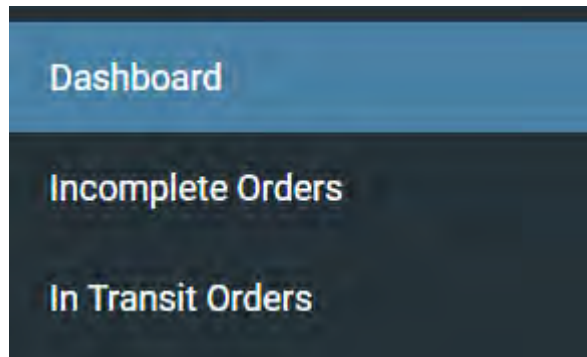
LOGIN

[New User Registration](#)

[Forgot Password?](#)

Navigating the Lab Web Portal (LWP)

- **Dashboard** is the first page you will see after logging into the Portal. It is the “control center” of the LWP where you can view key performance indicators and charts, track status of the existing test order, and view published patient reports.
 - The Dashboard is editable by clicking on the  icon in the upper right corner, next to your name.
- **Incomplete Orders:** started but not yet submitted orders.
- **In Transit Orders:** orders that have been submitted but not yet received by the lab.

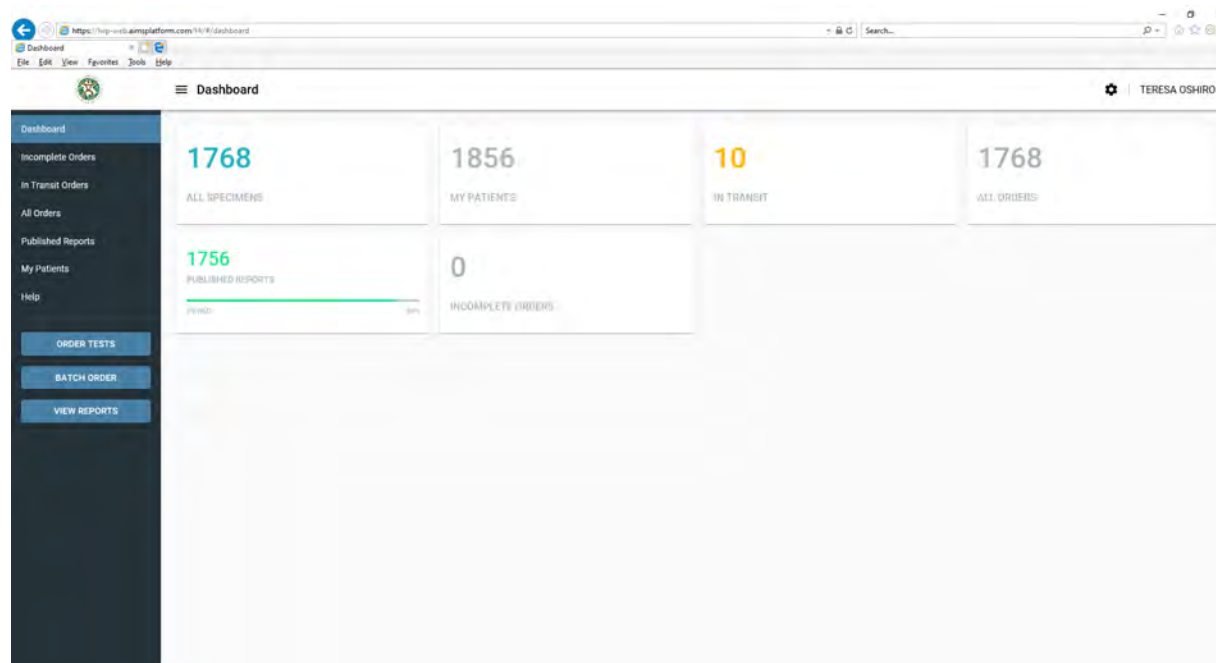
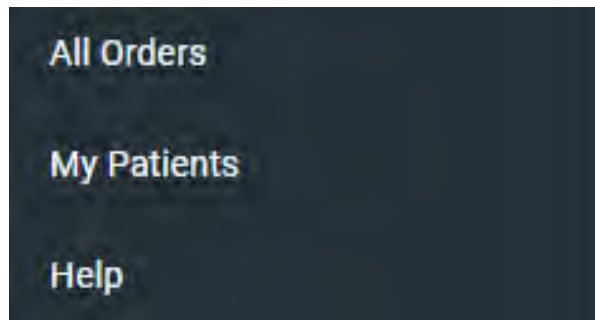


Note: Not every user role has access to all of the options.

Navigating the Lab Web Portal (LWP)

- **All Orders:** all samples submitted by user organization regardless of role status.
- **Published Reports:** orders with published reports. Shows all orders with published reports per user organization. Order with unread (not viewed) reports are shown in bold; orders with read (viewed) reports are shown in normal font.
- **My Patients:** view your patients' list.
- **Help:** view portal help.

Collapse the Navigation Panel by clicking the ☰ button next to the logo in the upper left corner. This functionality applies to other pages in the portal as well.



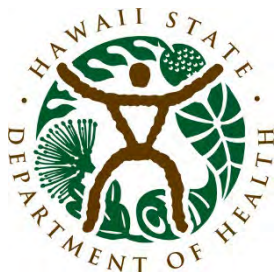
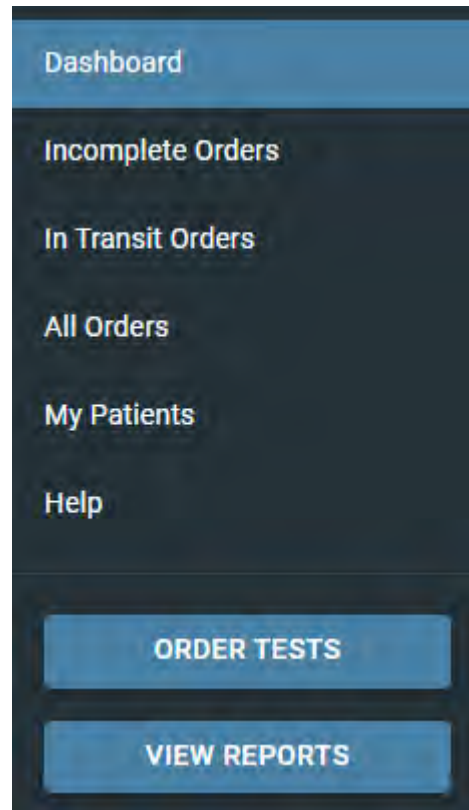
Note: Not every user role has access to all of the options.

Navigating the Lab Web Portal (LWP)

The Call-to-Action buttons: There are two(2) blue buttons on the bottom left side of the Navigation Panel.

Order Tests: order tests using a preconfigured Test Requisition Form (TRF).

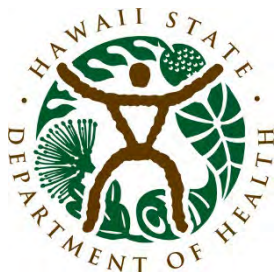
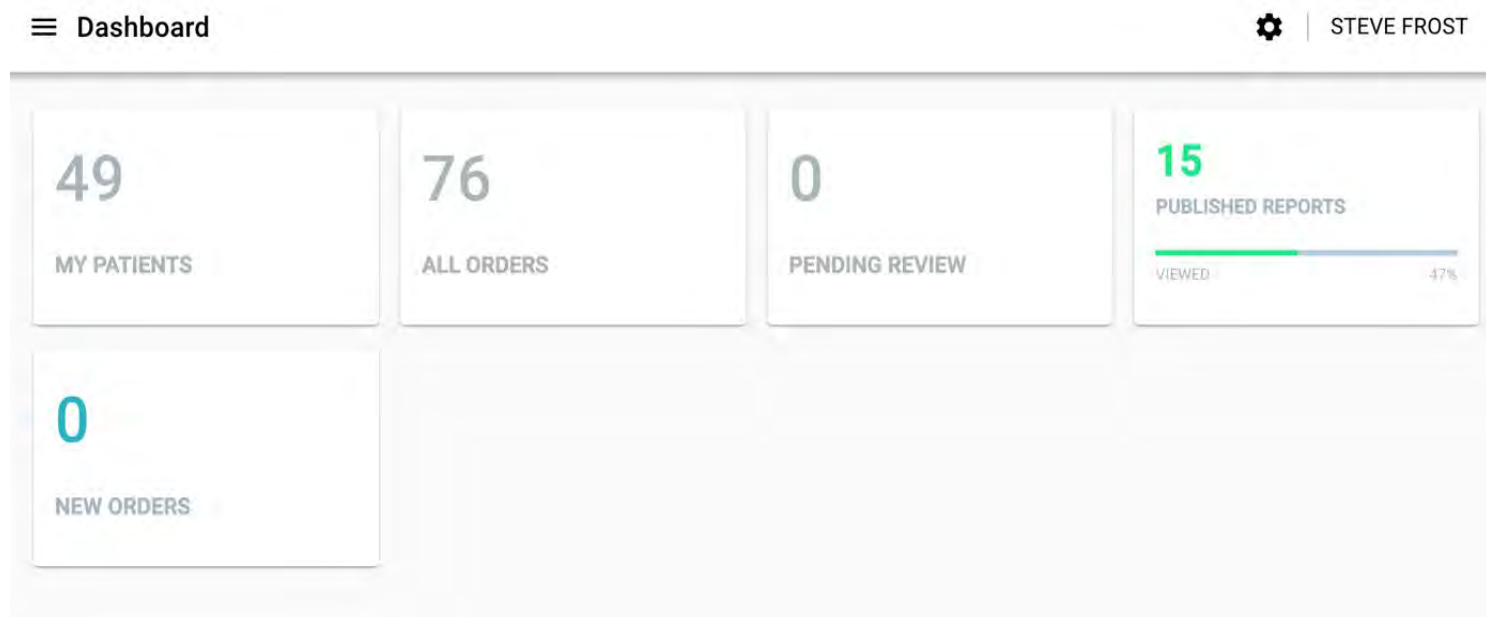
View Reports: view all “unread” reports published for user organization.



Navigating the Lab Web Portal (LWP)

The Tiles you see on your Dashboard are your counters and key performance indicators.

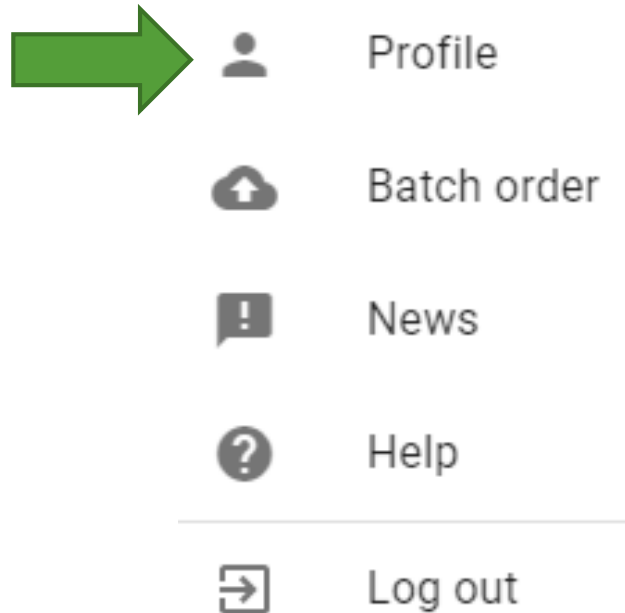
- Click to open relevant data grids.
- Number on top indicates total number of published reports for user organization.
- Progress bar indicates percentage of the “viewed” reports vs. “not viewed”.



Navigating the Lab Web Portal (LWP)

User Drop-Down Menu - Profile on the upper right corner offers additional resources.

- Personal Info: view and edit your personal information.



Profile STEVE FROST

PERSONAL INFO MANAGE NOTIFICATIONS CHANGE PASSWORD

First Name	Last Name	Title
Steve	Frost	CORE Admin
Email Address	Address	City
	123 Nice Houses Street	Nicecity
State	ZIP	Primary Phone
CA	12345	234-456-7789
Primary Fax	Role	
	LWP_Admin	



Navigating the Lab Web Portal (LWP)

- **Manage Notifications:** add personal preferences for Portal notification events.

Profile STEVE FROST

PERSONAL INFO **MANAGE NOTIFICATIONS** CHANGE PASSWORD

#	Event	Type	Frequency	Enabled	Delete
1	New Report is available	Email	Immediately	no	

ADD NOTIFICATION

Enabled

New Report is available Email Immediately

SAVE

- **Change Password:** use to change your password.

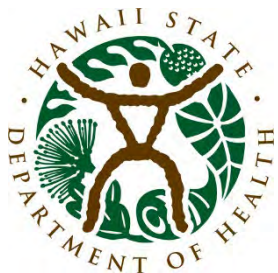
Profile

PERSONAL INFO MANAGE NOTIFICATIONS **CHANGE PASSWORD**

Current Password *

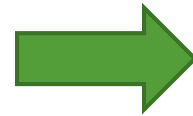
New Password *

Re-type New Password *



Navigating the Lab Web Portal (LWP)

- News: view portal news/announcements.



Profile



Batch order



News



Help

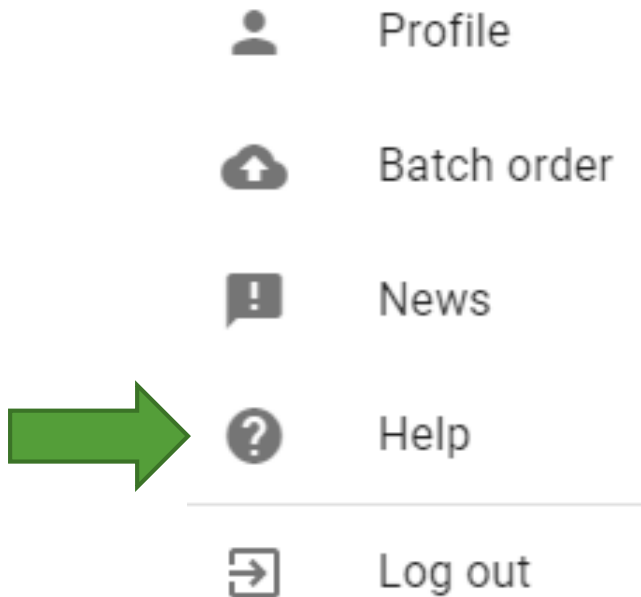







Log out



Navigating the LWP

- **Help:** provides State Lab's contact form to request help and directs user to FAQs page.



-  Profile
-  Batch order
-  News
-  **Help**
-  Log out



Frequently Asked Questions

How do I submit a test order?

How do I track my test order?

How to view published lab report?

How to view submitted order?

How do I setup to receive emails when i have new reports published?

Contact Us

Type*

Subject*

How can we help?*

Attach a screenshot (optional). The following file formats are supported - gif, jpeg, jpg, png.

Drag & drop a file to attach it, or

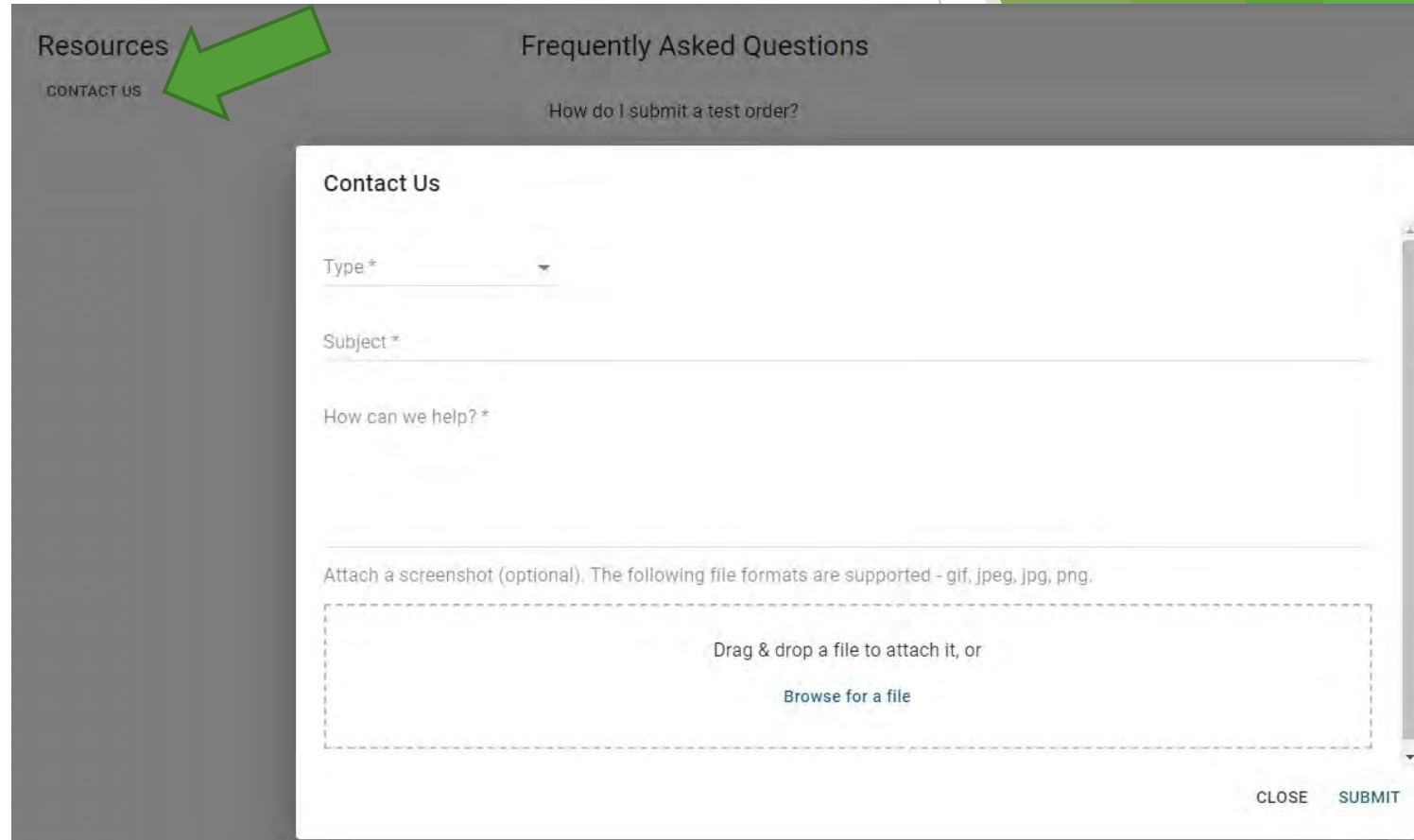
[Browse for a file](#)

[CLOSE](#) [SUBMIT](#)

Navigating the Lab Web Portal (LWP)

Fill out the Contact Us form if you would like to request help from the State Lab

- Click on the “Contact Us” link in the upper left under “Resources” .
- A form will appear and fill out the following required fields:
 - **Type** (Question, Suggestion, Bug)
 - **Subject**
 - **“How can we help” /** comments section
- Optional to attach screenshot.
- Click **Submit**.
 - A portal representative should get back to you via email or phone.



The screenshot displays the Lab Web Portal interface. At the top, there are two main sections: "Resources" and "Frequently Asked Questions". Under "Resources", a link labeled "CONTACT US" is highlighted with a green arrow. The "CONTACT US" form is open, showing the following fields:

- Contact Us** (Form title)
- Type*** (Dropdown menu)
- Subject*** (Text input field)
- How can we help?*** (Text input field)
- Attach a screenshot (optional). The following file formats are supported - gif, jpeg, jpg, png.** (Text above a dashed box)
- Drag & drop a file to attach it, or** (Text inside the dashed box)
- Browse for a file** (Text link inside the dashed box)

At the bottom right of the form, there are two buttons: "CLOSE" and "SUBMIT".



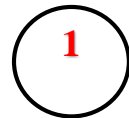
Order Tests

Test Requisition Form (TRF)

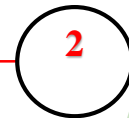
1. Click **ORDER TESTS** Call-to-Action tile and choose the “Influenza SARS-CoV-2 Multiplex Test Requisition” button to order tests.

Note: You may have access to one or multiple forms depending on your user role.



2. Find the tile to the right of the Navigation Panel.
Click on the “Influenza SARS-CoV-2 Multiplex Test Requisition” to open Test Requisition Form (TRF).



A screenshot of a web application interface. On the left is a dark navigation panel with a list of menu items: Dashboard, Incomplete Orders, In Transit Orders, All Orders, My Patients, and Help. At the bottom of this panel are two blue buttons: "ORDER TESTS" and "VIEW REPORTS". A red box highlights the "ORDER TESTS" button, with a red line extending to a red circle containing the number 1. On the right side of the page, there is a white area titled "Forms". Inside this area is a white box with a red border containing the text "Influenza SARS-CoV-2 Multiplex Test Requisition" and "State Laboratories Division, Hawaii State Department of Health". A red line extends from the right side of this box to a red circle containing the number 2. The Hawaii State Department of Health logo is at the top left of the page, and a hamburger menu icon followed by the word "Forms" is at the top right.




Order Tests



- 3. Search: open more detailed lookup by clicking on the  icon.
- 4. Add: if you confirmed that the patient is not in the system by using the detailed lookup, add a new patient with the  icon.

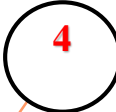
PATIENT INFORMATION

Last Name*
ge


x + 

Washington, George , 09/10/1910
TAYLOR, ROGER , 12/31/1946
SANCHEZ RODRIGUEZ, GERARDO ALEXIS , 07/29/1983
LATHERS, GEORGETTA V, 12/15/1982
JUNGLE, GEORGE , 01/09/2019

 Add new patient

Last Name* First Name* Middle Initial

Date Of Birth*  Phone Number

Address City

State Zip Code County of Residence

Marital Status

Divorced Married Separated Single Widowed Unknown

Sex*

Not Specified Male Female X Transgender M-F Transgender F-M Unknown

Race

American Indian or Alaskan Native Asian Native Hawaiian or Other Pacific Islander

Black or African American White Other Unknown




Order Tests

Use "Add new patient" form to enter all the necessary patient information and click **Submit**. New patient will be added to the system and related information propagated to the main form.

Add new patient

Last Name * **First Name *** Middle Initial

Date Of Birth *  Phone Number

Address City

State | v Zip Code County of Residence v

Marital Status

Divorced Married Separated Single Widowed Unknown

Sex *

Not Specified Male Female Male Female Transgender M-F X


Transgender F-M X Transgender M-F Unknown Transgender F-M Unknown

Not Specified

CLOSE CLEAR **SUBMIT**






Order Tests

Edit patient information by clicking on the  icon.
Delete selected patient information by clicking on the  icon.

PATIENT INFORMATION

Last Name * First Name Middle Initial

  
Patient Information

Date Of Birth Phone Number

Address City

State Zip Code County

Gender

Pregnant or up to 6 weeks post-partum

Marital Status

Race Ethnicity

MRN



Order Tests

Submitter Information section of Test Requisition Form (TRF):

- **Health Care Facility Name:** will be based on your facility affiliation. If you are affiliated with a single facility, the name will automatically be displayed.
- If you are associated with multiple facilities, you can choose one associated with the test order by clicking the 🔍 button, selecting a facility in the lookup, and clicking **Apply**.

SUBMITTER INFORMATION

Facility Name*

Internal



Phone Number

Fax Number

Address

City

State

HI

Zip Code

Ordering Physician/Clinician



Order Tests

Specimen Information section of Test Requisition Form (TRF):

- Select **Specimen Type** from the list of available values.
- Choose the **Collection Date** from calendar icon or type the desired date and time.

SPECIMEN INFORMATION

Test *

CDC Influenza SARS-CoV-2 Multiplex Assay

Specimen Type *

DNA/RNA Shield Nasal Aspirate Nasal Mid-turbinate Swab Nasal Swab Nasal Wash Nasopharyngeal (NP) Nasopharyngeal wash/aspirate Oropharyngeal (OP)
 Phosphate buffered saline (PBS) Zymo

Submitting Specimen ID *

If none, use your own Medical License(ML) # and Medical License Type, no leading zeros in ML# Example 1250MD

ILINET Sentinel Provider? *

Yes No

Collection Date and Time *



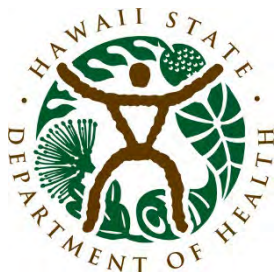
Date of Onset *



Transport medium *

Viral Transport Medium Amies Transport Medium Sterile Saline

Additional Comments/Information



Order Tests



Requests for Respiratory Pathogen Panel (RPP) Tests must submit Nasopharyngeal (NP) swab and must be selected on the Test Requisition Form (TRF) under the Specimen Type section.

SPECIMEN INFORMATION

Test *

CDC Influenza SARS-CoV-2 Multiplex Assay

Specimen Type *

- DNA/RNA Shield Nasal Aspirate Nasal Mid-turbinate Swab Nasal Swab Nasal Wash Nasopharyngeal (NP) Nasopharyngeal wash/aspirate Oropharyngeal (OP)
- Phosphate buffered saline (PBS) Zymo

Submitting Specimen ID *

If none, use your own Medical License(ML) # and Medical License Type, no leading zeros in ML# Example 1250MD

ILINET Sentinel Provider? *

Yes No

Collection Date and Time *



Date of Onset *



Transport medium *

Viral Transport Medium Amies Transport Medium Sterile Saline

Additional Comments/Information

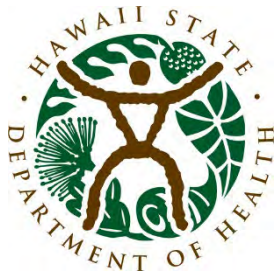


Order Tests

✦ IMPORTANT NOTE: ✦

Respiratory Pathogen Panel (RPP) conducted if test's result is negative for both Influenza and COVID-19.

- The State Lab will automatically run a Respiratory Pathogen Panel RPP test if this is the outcome.



Order Tests

✦ IMPORTANT NOTE: ✦

Under "Submitting Specimen ID", ensure:

- ILINet Sentinel Provider is selected "Yes"

Then fill out:

- ILINet Sentinel Provider #
- Collection Date and Time
- Date of Onset



Submitting Specimen ID *

If none, use your own Medical License(ML) # and Medical License Type, no leading zeros in ML# Example 1250MD

ILINET Sentinel Provider? *

Yes No

ILINET Sentinel Provider # *

Collection Date and Time *



Date of Onset *



Order Tests

Transport Medium:

- Select which transport medium is being used:

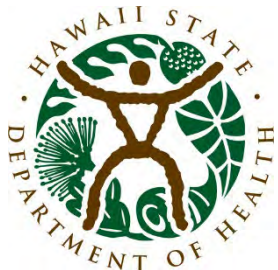
Transport medium *

- Sterile Saline Amies Transport Medium Viral Transport Medium

Additional Comments/Information section of Test Requisition Form (TRF):

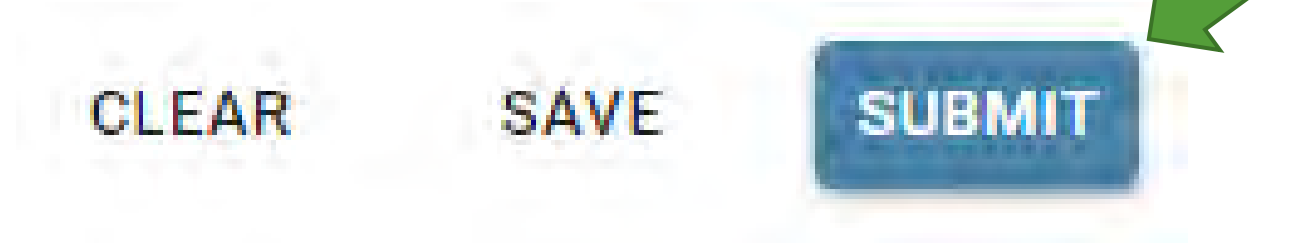
- Leave comment if necessary.

Additional Comments/Information

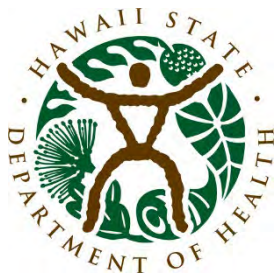
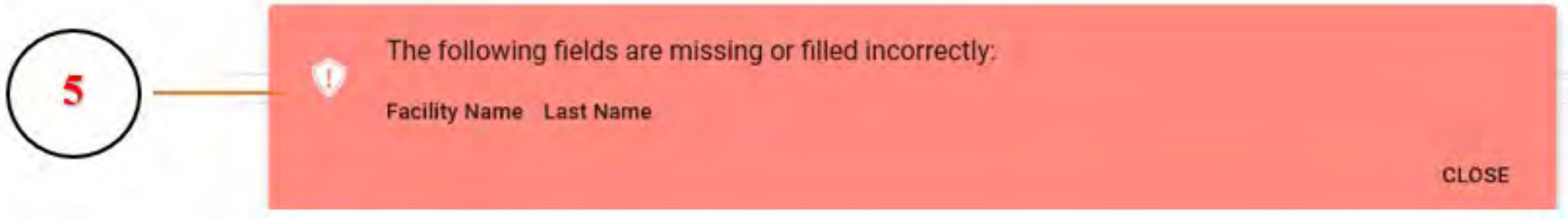


Order Tests

5. Click Submit button upon the completion to submit your order.



Note: If any of the required fields are not populated or populate incorrectly, an error will appear to show the missing fields. User can click on any field in the dialog and get navigated to the exact place where field is located on the form to correct the issue.



Order Tests

Once test order is ready to be submitted, "Certification of Test Order" message is displayed. User needs to click "AGREE" to move forward.

Certification of Test Order

By submitting this order for testing, I hereby certify as follows:

- The ordering provider is an individual authorized under State law to order tests or receive test results, or both.
- I certify that the information submitted is true and correct to the best of my knowledge.

CANCEL

AGREE



Order Tests

Finish placing the order by providing responses to the Asked-At-Order-Entry (AOE) questions.

Please respond to the following questions:

Justification for COVID-19 testing at State Laboratories Division (SLD):

Answer *

- Resident or employee of a congregate setting that serves vulnerable populations (e.g., long-term care facility, assisted-living facility, residential care home, homeless, shelter, residential treatment facility)
- Person involved in front-line COVID-19 response efforts (e.g., EMS, law enforcement, firefighter, public safety worker)
- Close contact of a confirmed case Suspected to be part of a COVID-19 cluster
- Identified through airport screening Patient of ILINet Sentinel provider
- Hospitalized patient with suspect COVID-19, if clinical laboratory testing is not readily available Other

Symptoms

Answer

- Fever Cough Sore throat Malaise Chills Muscle aches Diarrhea
- Vomiting Headache No Symptoms

Symptoms, other:

Answer



Order Tests

Once test order has been submitted, confirmation message is displayed.

Note: The Portal Order ID (in bold below) uniquely identifies the test order in the system.

Order Placed

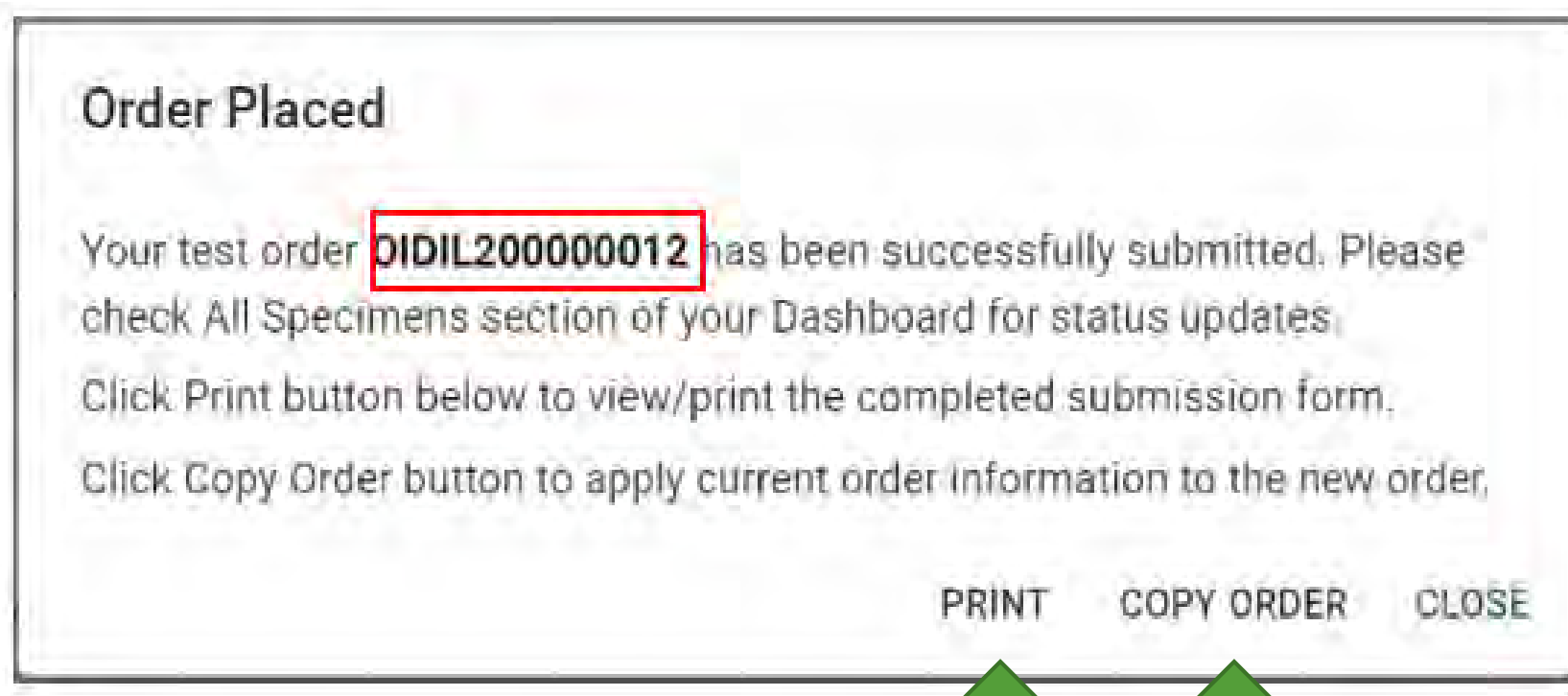
Your test order **DIDIL200000012** has been successfully submitted. Please check All Specimens section of your Dashboard for status updates.
Click Print button below to view/print the completed submission form.
Click Copy Order button to apply current order information to the new order.

PRINT COPY ORDER CLOSE



Order Tests

1. Click **Copy Order** to continue adding more orders for your facility. It will copy all the information from the current order except patient and insurance information.
2. Click **Print** button to print the Order Manifest in a PDF format.



Order Placed

Your test order **0IDIL200000012** has been successfully submitted. Please check All Specimens section of your Dashboard for status updates.

Click Print button below to view/print the completed submission form.

Click Copy Order button to apply current order information to the new order.

PRINT **COPY ORDER** **CLOSE**



Order Tests

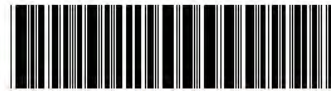
Note: The barcode in the upper right corner represents the Portal Order ID.

***A printed copy of the manifest should always accompany the specimen.**

The Order Manifest can be accessed at any point by clicking on the value under Portal ID column in the All Specimens data grid.

STATE LABORATORIES DIVISION
HAWAII STATE DEPARTMENT OF HEALTH
2725 WAIMANO HOME ROAD
PEARL CITY, HAWAII 96782

Novel Coronavirus 2019 Real Time RT-PCR Requisition
Submitted By: Teresa Oshiro
Date Submitted: 7/17/2020 9:49:59 AM



Order ID: OI0H1200000229

Patient Demographics	
Last Name: Kitty	First Name: Hello
Date of Birth: 08/08/1988	
Address: 88 Kitty Street	City: Waipahu
State: HI	Zip Code: 96797 County: Honolulu
Gender: Female	Pregnant or up to 6 weeks post-partum: Unknown
Marital Status: Married	Race: Asian
Ethnicity: Not Hispanic or Latino	MRN: MRN_Kitty Phone Number:
Submitter Information	
Facility Name: Disease Investigation Branch	
Phone Number:	Fax Number:
Address:	
City:	State: HI Zip Code:
Ordering Physician:	NPI:
Phone Number:	Fax Number: Email:
Specimen Information	
Test: Novel Coronavirus 2019 Real Time RT-PCR	Specimen Type: Nasal Mid-turbinate Swab
Submitting Specimen ID: DIB_SubKitty	Transport medium: Viral Transport Medium
ILINET Sentinel Provider: No	Collection Date: 7/16/2020 12:45:00 AM
	Onset Date: 7/13/2020
Additional Comments/Information:	
Q&A	
Justification for COVID-19 testing at State Laboratories Division (SLD):	Close contact of a confirmed case
Symptoms:	Muscle aches
Symptoms, other:	
Patient Hospitalized?	Unknown
If yes, hospital name:	
ARDS not due to another etiology?	
X-ray confirmed pneumonia?	
Travel outside Hawaii within 14 days prior to onset?	No
If yes, was travel:	Unknown
If yes, cities, countries, dates:	
Is patient a healthcare worker?	
Does patient have underlying medical conditions? If yes, please list:	



Order Tests

ILINet Sentinel Providers no longer need to submit Specimen Submission Form if using ETOR to submit specimen.

The Order Manifest (left) supersedes the Specimen Submission Form (right).

STATE LABORATORIES DIVISION
HAWAII STATE DEPARTMENT OF HEALTH
2725 WAIMANO HOME ROAD
PEARL CITY, HAWAII 96782

Novel Coronavirus 2019 Real Time RT-PCR Requisition
Submitted By: Teresa Oshiro
Date Submitted: 7/17/2020 9:49:59 AM



Order ID: O1DH120000229

Patient Demographics	
Last Name: Kitty	First Name: Hello
Date of Birth: 08/08/1988	
Address: 88 Kitty Street	City: Waipahu
State: HI	Zip Code: 96797
County: Honolulu	
Gender: Female	Pregnant or up to 6 weeks post-partum: Unknown
Marital Status: Married	Race: Asian
Ethnicity: Not Hispanic or Latino	MRN: MRN_Kitty
	Phone Number:
Submitter Information	
Facility Name: Disease Investigation Branch	
Phone Number:	Fax Number:
Address:	
City:	State: HI
	Zip Code:
Ordering Physician:	NPI:
Phone Number:	Fax Number:
	Email:
Specimen Information	
Test: Novel Coronavirus 2019 Real Time RT-PCR	Specimen Type: Nasal Mid-turbinate Swab
Submitting Specimen ID: DIB_SubKitty	Transport medium: Viral Transport Medium
ILINet Sentinel Provider: No	Collection Date: 7/16/2020 12:45:00 AM
	Onset Date: 7/13/2020
Additional Comments/Information:	
Q&A	
Justification for COVID-19 testing at State Laboratories Division (SLD):	Close contact of a confirmed case
Symptoms	Muscle aches
Symptoms, other:	
Patient Hospitalized?	Unknown
If yes, hospital name:	
ARDS not due to another etiology?	
X-ray confirmed pneumonia?	
Travel outside Hawaii within 14 days prior to onset?	No
If yes, was travel:	Unknown
If yes, cities, countries, dates:	
Is patient a healthcare worker?	
Does patient have underlying medical conditions? If yes, please list:	

MEDICAL MICROBIOLOGY BRANCH HAWAII STATE DEPARTMENT OF HEALTH 2725 WAIMANO HOME ROAD PEARL CITY, HAWAII 96782		
SPECIMENS COLLECTED FOR INFLUENZA SURVEILLANCE ONLY		
CLINICAL DIAGNOSIS: INFLUENZA LIKE ILLNESS		
SPECIMEN PRIORITY IDENTIFICATION (PLEASE FILL OUT COMPLETELY):		
ILINET (SENTINEL) PROVIDER ID#		
*PATIENT HOSPITALIZED?	YES NO UNK	
*IF YES, HOSPITAL NAME:		
*ARDS NOT DUE TO ANOTHER ETIOLOGY?		
*X-RAY CONFIRMED PNEUMONIA?		
*TRAVEL OUTSIDE HAWAII WITHIN 10 DAYS PRIOR TO ONSET?		
*IF YES, WAS TRAVEL:		
<input type="checkbox"/> DOMESTIC OR <input type="checkbox"/> INTERNATIONAL?		
*IF YES, CITIES, COUNTRIES & DATES:		
*IS PATIENT A HEALTHCARE WORKER?		
*DOES THE PATIENT HAVE UNDERLYING MEDICAL CONDITIONS? IF YES, PLEASE LIST:		
*IS THE PATIENT PREGNANT OR UP TO 6 WEEKS POST-PARTUM?		
*ANY UNUSUAL PRESENTATIONS OF SUSPECT INFLUENZA INFECTION?		
LABORATORY SPECIMEN/RAPID TESTING INFORMATION:		
COLLECTION DATE (MM/DD/YYYY):		
SPECIMEN:		
<input type="checkbox"/> NASOPHARYNGEAL SWAB	<input type="checkbox"/> BRONCHIAL WASH	
<input type="checkbox"/> THROAT SWAB	<input type="checkbox"/> NASAL ASPIRATE / WASH	
<input type="checkbox"/> NASAL SWAB	<input type="checkbox"/> OTHER (SPECIFY):	
SECTION BELOW FOR LABORATORY USE ONLY		
RAPID TESTING DATE (MM/DD/YYYY):		
TEST KIT USED:		
<input type="checkbox"/> QUICKVue	<input type="checkbox"/> DIRECTIGEN	
<input type="checkbox"/> BINAX	<input type="checkbox"/> OTHER (SPECIFY):	
<input type="checkbox"/> BD VERITOR:		
RAPID TEST RESULTS		
FLU A <input type="checkbox"/> POS <input type="checkbox"/> NEG		
FLU B <input type="checkbox"/> POS <input type="checkbox"/> NEG		
ACCESSION # / LAB ID#		
LABORATORY TO PERFORM INFLUENZA PCR TESTING:		
<input type="checkbox"/> CLH <input type="checkbox"/> DLS <input type="checkbox"/> Kaiser <input type="checkbox"/> SLD <input type="checkbox"/> OTHER:		
PCR TESTING DATE (MM/DD/YYYY):		
INFLUENZA A & B RT-PCR RESULTS:		
FLU A RNA <input type="checkbox"/> DETECTED <input type="checkbox"/> NOT DETECTED <input type="checkbox"/> OTHER		
FLU B RNA <input type="checkbox"/> DETECTED <input type="checkbox"/> NOT DETECTED <input type="checkbox"/> OTHER		
INFLUENZA A SUBTYPING RT-PCR RESULTS:		
H1 RNA <input type="checkbox"/> DETECTED <input type="checkbox"/> NOT DETECTED <input type="checkbox"/> OTHER		
H3 RNA <input type="checkbox"/> DETECTED <input type="checkbox"/> NOT DETECTED <input type="checkbox"/> OTHER		
H5 RNA <input type="checkbox"/> DETECTED <input type="checkbox"/> NOT DETECTED <input type="checkbox"/> OTHER		
swH1 RNA <input type="checkbox"/> DETECTED <input type="checkbox"/> NOT DETECTED <input type="checkbox"/> OTHER		
FOR SLD USE ONLY: SPECIMEN TRANSPORTED BY <input type="checkbox"/> CLH <input type="checkbox"/> DLS <input type="checkbox"/> KSR <input type="checkbox"/> DPH (STD) <input type="checkbox"/> OTHER:		
HDOH Disease Outbreak Control Division/ Infection Surveillance Laboratory Submission Form Rev. February, 2016		
DATE RECEIVED BY STATE LABORATORY:		
STATE DEPARTMENT OF HEALTH ACCESSION NUMBER:		
NAME AND ADDRESS OF PHYSICIAN/SCHOOL/FACILITY:		
PATIENT IDENTIFICATION:		
PATIENT ID#		
NAME:	SEX:	
DATE OF BIRTH (MM/DD/YYYY):	AGE:	
<input type="checkbox"/> HAWAII RESIDENT	<input type="checkbox"/> VISITOR FROM:	
CONTACT INFORMATION:		
PHONE NUMBER:		
ADDRESS:		
CITY/STATE/ZIP:		
WORK / SCHOOL LOCATION:		
OCCUPATION:		
FOR NON-RESIDENTS ONLY (LOCAL CONTACT INFORMATION):		
HOTEL NAME/ADDRESS:		
CITY/STATE/ZIP:		
CLINICAL SIGNS AND SYMPTOMS:		
DATE OF ONSET (MM/DD/YYYY):		
SYMPTOM	YES NO UNK	(MAXIMUM TEMP: YES NO UNK F)
FEVER		
COUGH		MUSCLE ACHES
SORE THROAT		DIARRHEA
MALaise		VOMITING
CHILLS		HEADACHE
OTHER (SPECIFY):		
VACCINATION AND VIRAL THERAPY HISTORY:		
DID PATIENT RECEIVE SEASONAL FLU VACCINE IN THE LAST 6 MONTHS?		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNK
IS PATIENT RECEIVING ANTIVIRAL MEDICATIONS?		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNK
MEDICATION NAME:		
DATE STARTED, DOSAGE:		



Saving Test Orders

Incomplete test orders can be saved to be completed and submitted later.

- Click on the **Save Order** button in the bottom right corner of the Test Order form.
- Click **Yes** in the dialog below.

Save order

Would you like to save this order?

CANCEL **YES**

Confirmation message is displayed.

Note: The Portal Order ID uniquely identifies test order in the system.



Saving Test Orders

The saved order will be placed in the **Incomplete Orders**. A navigation link will be accessible on the **Dashboard**.



To retrieve the saved order, go to the **Incomplete Orders** navigation link, locate the order record, and click on it.

To discard the saved order, click on the  icon.



Batch Upload

Upload multiple test orders at once.

Download the Import Template that has all the required fields and response options required for the Batch Upload **prior** to specimen collection and submission. This is important in order to correctly gather the required order fields and patient information.

- To Download the Excel Spreadsheet
 1. Click **BATCH ORDER** button on the Dashboard.

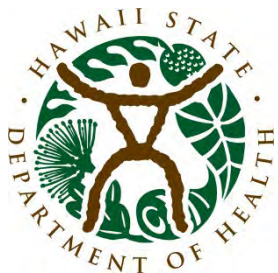
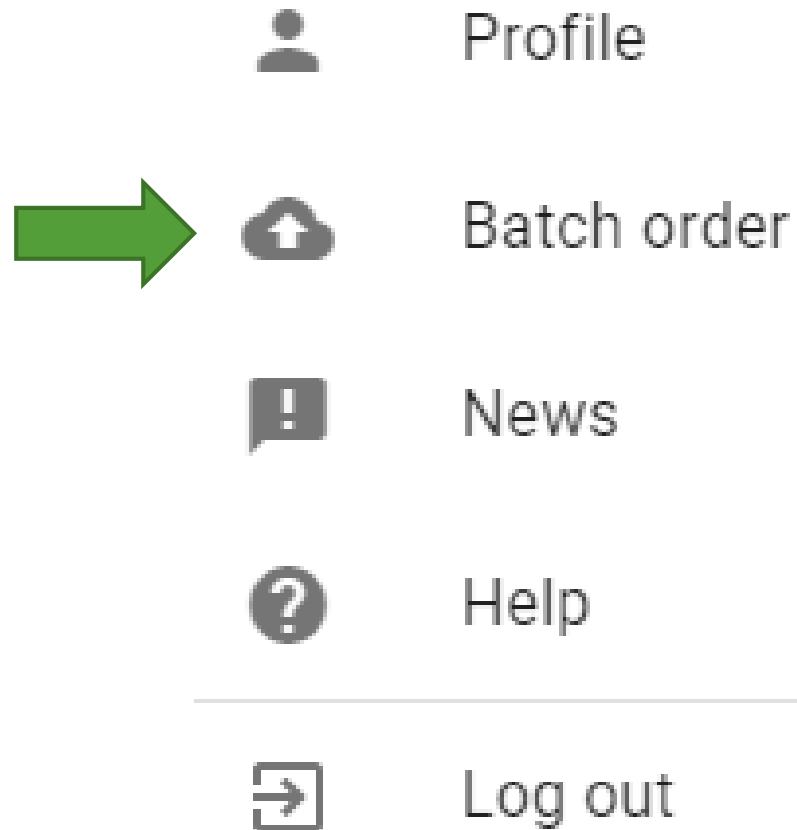


A screenshot of a web application interface titled "Batch Order". On the left is a dark sidebar menu with the following items: Dashboard, Incomplete Orders, In Transit Orders, All Orders, Published Reports, My Patients, and Help. Below the menu are three blue buttons: "ORDER TESTS", "BATCH ORDER", and "VIEW REPORTS". A red circle with the number "1" is connected by an orange line to the "BATCH ORDER" button. On the right side of the interface, there is a main content area. At the top right of this area is a blue button labeled "IMPORT FROM FILE". Below it is a card for "[HI] Covid 19" with the text "Modified Jul 21 2020" and "No description". A red circle with the number "2" is connected by an orange line to a vertical ellipsis menu icon on the right side of the card. At the bottom right of the interface, a red circle with the number "3" is connected by an orange line to a vertical ellipsis menu icon on the right side of the main content area.

Batch Upload

If the “Batch Order” Call-to-Action button is not on your Dashboard’s Navigation Panel, it can be found by clicking on your name in the upper right hand corner.

Click on the “Batch order” tab to download the Excel Spreadsheet.



Batch Upload

2. Click the three vertical dots button link on the upper right corner of the tile.

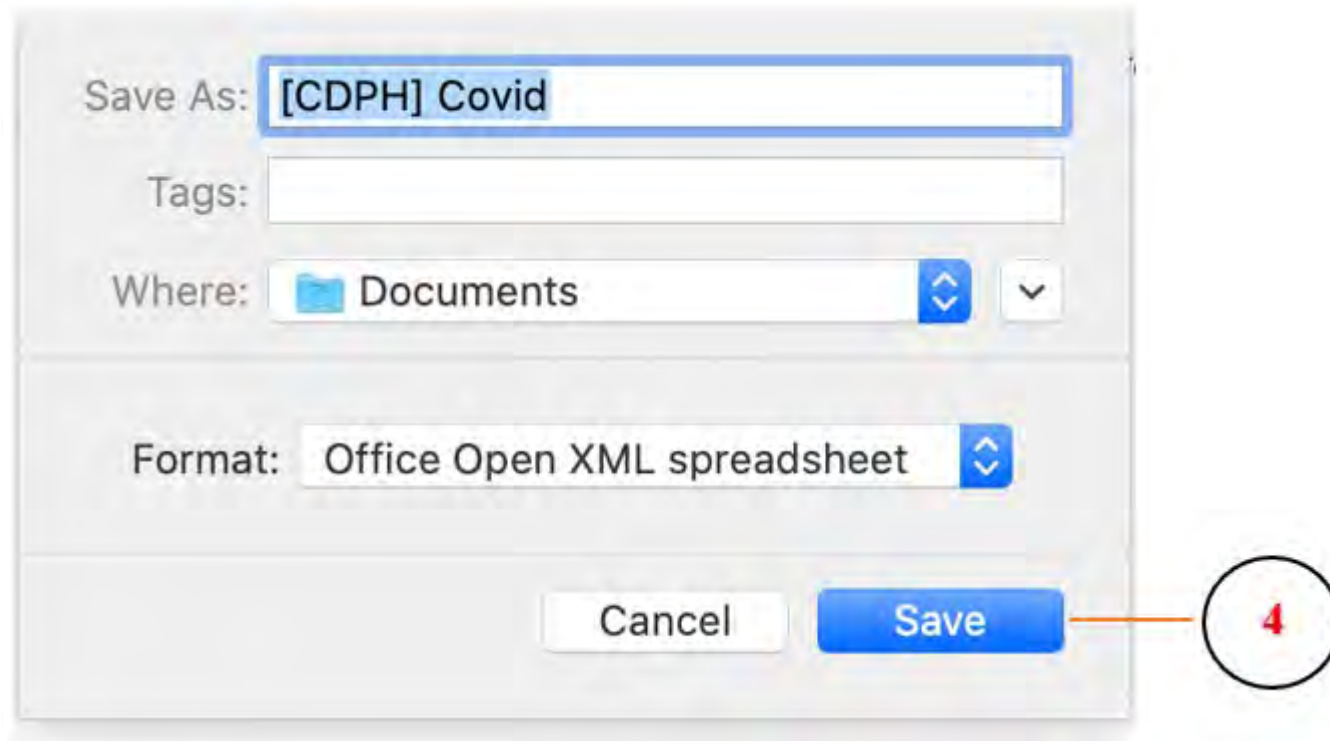
3. Select **Download Import Template** from the two menu options.



A screenshot of a web application interface for "Batch Order". On the left is a dark sidebar menu with items: Dashboard, Incomplete Orders, In Transit Orders, All Orders, Published Reports, My Patients, and Help. Below the menu are three blue buttons: "ORDER TESTS", "BATCH ORDER", and "VIEW REPORTS". A red circle with the number "1" is connected to the "BATCH ORDER" button. The main content area has a header "Batch Order" with a hamburger menu icon and a blue button "IMPORT FROM FILE". Below this is a card for "[HI] Covid 19" with "Modified Jul 21 2020" and "No description". A red circle with the number "2" is connected to the three vertical dots menu icon in the top right corner of the card. A red circle with the number "3" is connected to the bottom of the card. A white callout box with a green arrow pointing to the "Download Import Template" option is positioned to the right of the card. The callout box also lists "Import from file" as an option.

Batch Upload

4. Select **Download Import Template** to save [HI] COVID-19.



Batch Upload

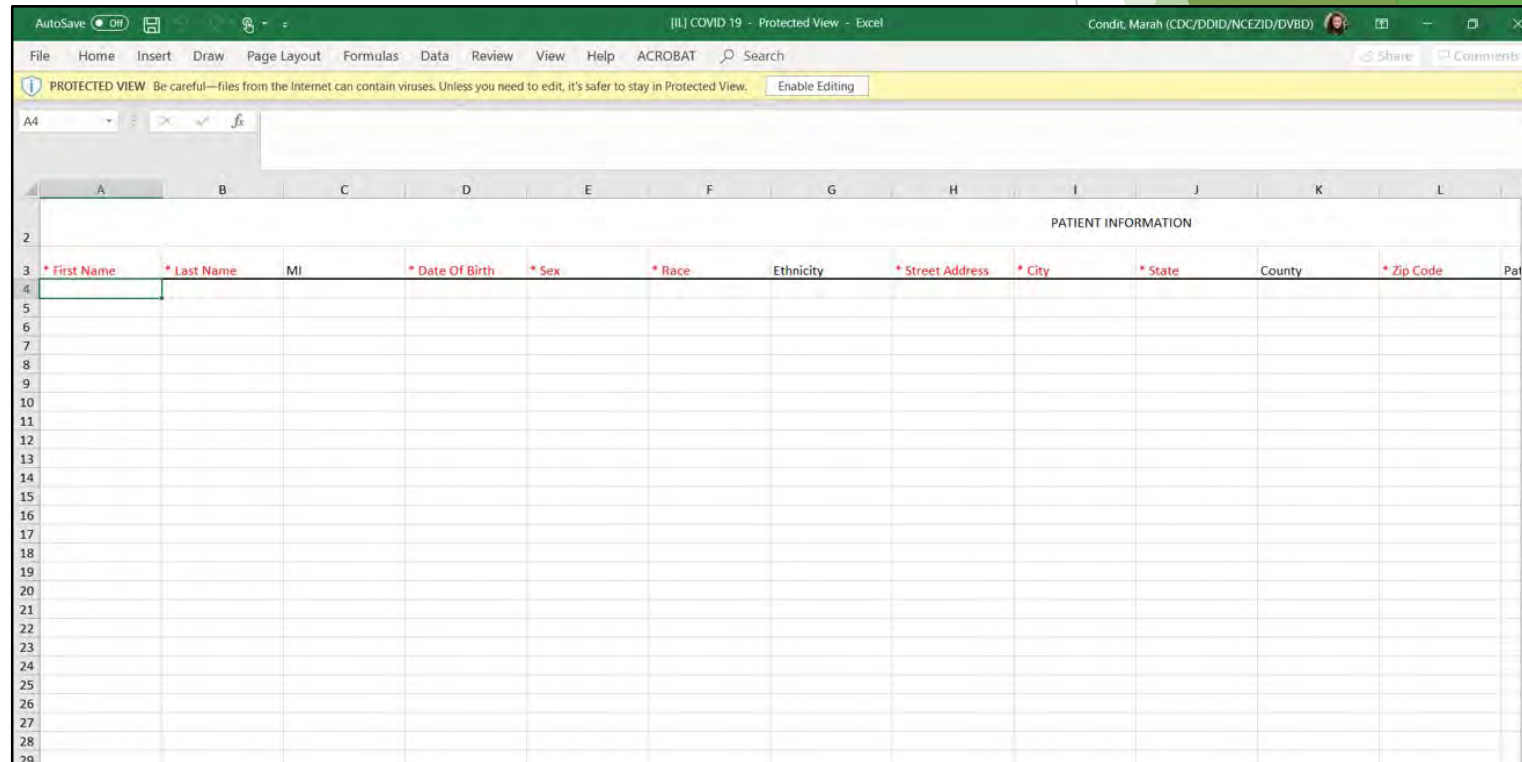
5. Open the saved Excel Spreadsheet and fill the required details in the fields.

Note: There are dropdown menus for some of the required values.

6. Enter one line for each specimen that is being submitted.

7. Requirements of the **Batch Upload** template:

- All fields in **red** are required
- **ALWAYS** download for every use



Accessing Orders, Reports, and Patients

Tracking Order Status

To see a status of your test order, open **All Specimens** grid, locate your order, and look for a value in the **Status** column. It can be one of the following:


- **InTransit** - order has been submitted but not yet received by the lab
- **ReceivedInLab** - order has been received in lab but not yet tested
- **InProcess** - order is being tested by the lab
- **Released** - testing is done, order is released, results reports published
- **Canceled** - order is canceled

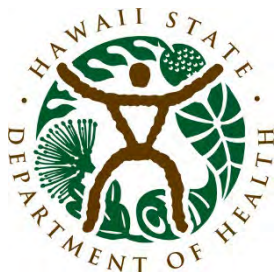
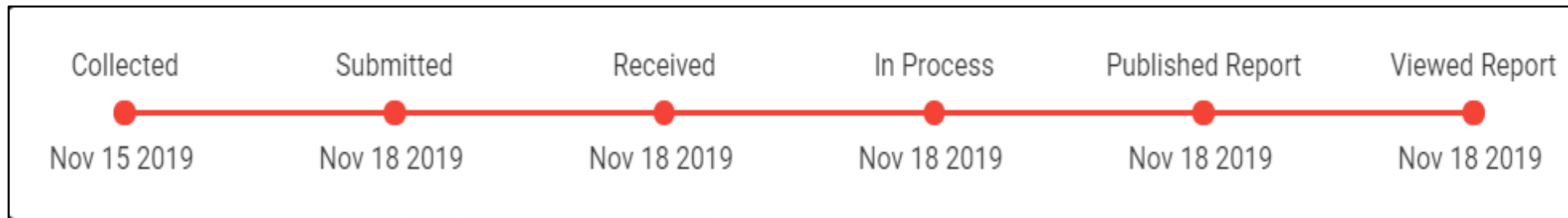
STATUS
InTransit
InTransit
InTransit
InTransit
InTransit
Released
Released
Released
Released
Released



Accessing Orders, Reports, and Patients

Tracking Order Status

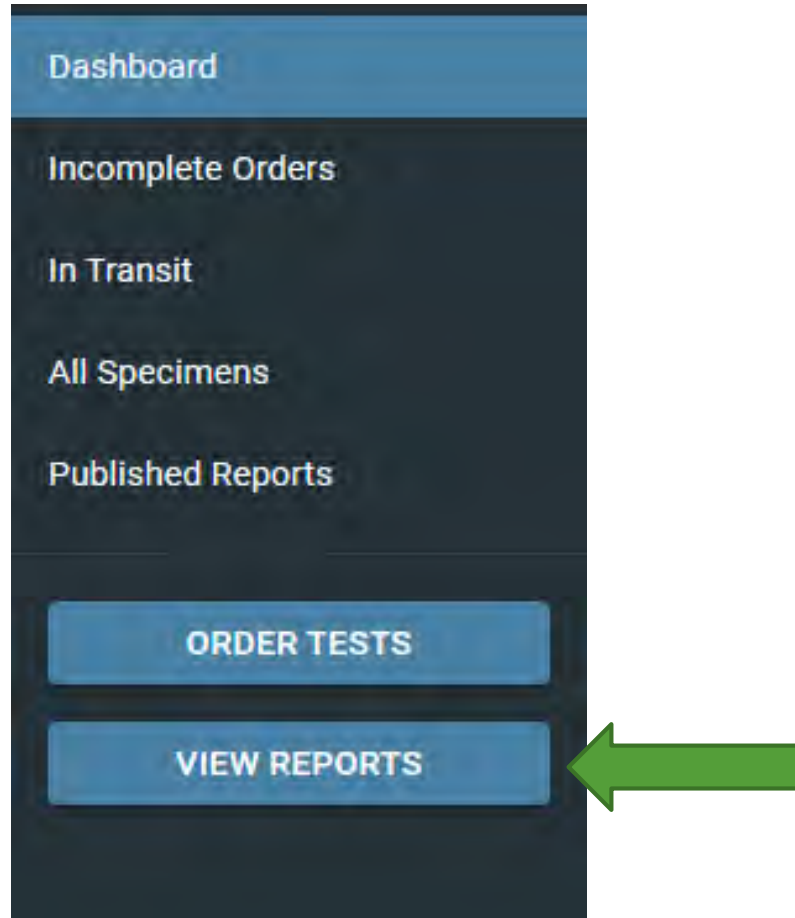
To view order related events across time, open **All Specimens** grid, locate your order and hover your mouse arrow over the  icon.



Accessing Orders, Reports, and Patients

Viewing Reports

To view new (i.e. unread) published reports, click **VIEW REPORTS** button in the navigation panel.

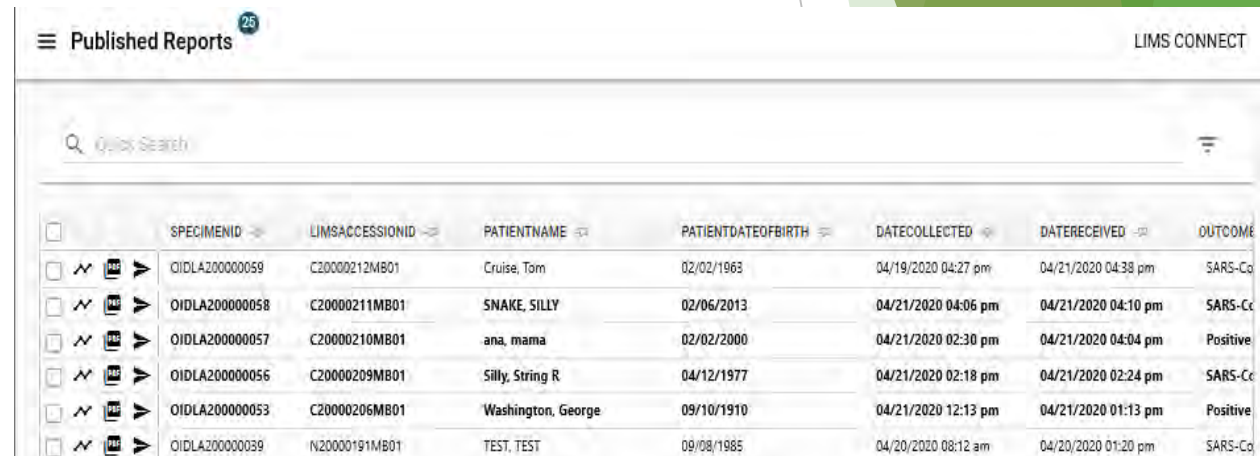


Accessing Orders, Reports, and Patients


The Unread Reports grid is displayed.

- Not viewed orders are displayed in bold.
- Once report has been viewed, the order disappears from the Unread Reports grid and moves to the Published Reports grid.

Download Order Summary




	SPECIMENID	LIMSACCESSIONID	PATIENTNAME	PATIENTDATEOFBIRTH	DATECOLLECTED	DATERECEIVED	OUTCOME
<input type="checkbox"/>	OIDLA200000059	C20000212MB01	Cruise, Tom	02/02/1963	04/19/2020 04:27 pm	04/21/2020 04:38 pm	SARS-Co
<input type="checkbox"/>	OIDLA200000058	C20000211MB01	SNAKE, SILLY	02/06/2013	04/21/2020 04:06 pm	04/21/2020 04:10 pm	SARS-Co
<input type="checkbox"/>	OIDLA200000057	C20000210MB01	ana, mama	02/02/2000	04/21/2020 02:30 pm	04/21/2020 04:04 pm	Positive
<input type="checkbox"/>	OIDLA200000056	C20000209MB01	Silly, String R	04/12/1977	04/21/2020 02:18 pm	04/21/2020 02:24 pm	SARS-Co
<input type="checkbox"/>	OIDLA200000053	C20000206MB01	Washington, George	09/10/1910	04/21/2020 12:13 pm	04/21/2020 01:13 pm	Positive
<input type="checkbox"/>	OIDLA200000039	N20000191MB01	TEST, TEST	09/08/1985	04/20/2020 08:12 am	04/20/2020 01:20 pm	SARS-Co

Click on the  icon to view all published patient reports associated with an order.






Note: Latest report always appears on top.
Unopened report will have a "NEW" tag in red and no checkmark inside the green circle. The type of the report (Final, etc.) will be displayed as part of the PDF name.

Accessing Orders, Reports, and Patients

Use the  icon to open the report history which provides an audit trail of all the actions taken on the report (viewing, sharing, etc.).

Download Report

	OIDLA200000059-Final.pdf Apr 21 2020 03:41 PM	 
---	--	---

CLOSE



Accessing Orders, Reports, and Patients

Click on the ► icon to share published patient report with a third party.

- Populate:
 - Subject
 - Email addresses
 - Message
- Click Submit.

Note: Recipient will get temporary access to the portal to download shared reports.



Send to Physician

If you would like to share this patient report with another physician, please enter his or her email address below. Please note that you are responsible for verifying that the receiver has appropriate rights to see this patient's PHI. This email is not encrypted.

Subject

(optional)

Emails *



Message



















(optional)

CLOSE

SUBMIT

Accessing Orders, Reports, and Patients

To download or share multiple patient reports at once, select multiple orders and then click on  to download a single PDF with multiple patient reports or  to share multiple patient reports at once. Results Reports can also be viewed in the All Specimens data grid.

		SPECIMENID 	LIMSACCESSIONID 	PATIENTNAME 	PATIENTDATEOFBIRTH
<input checked="" type="checkbox"/>	  	OIDLA200000059	C20000212MB01	Cruise, Tom	02/02/1963
<input checked="" type="checkbox"/>	  	OIDLA200000058	C20000211MB01	SNAKE, SILLY	02/06/2013
<input checked="" type="checkbox"/>	  	OIDLA200000057	C20000210MB01	ana, mama	02/02/2000
<input type="checkbox"/>	  	OIDLA200000056	C20000209MB01	Silly, String R	04/12/1977
<input type="checkbox"/>	  	OIDLA200000053	C20000206MB01	Washington, Genne	09/10/1910

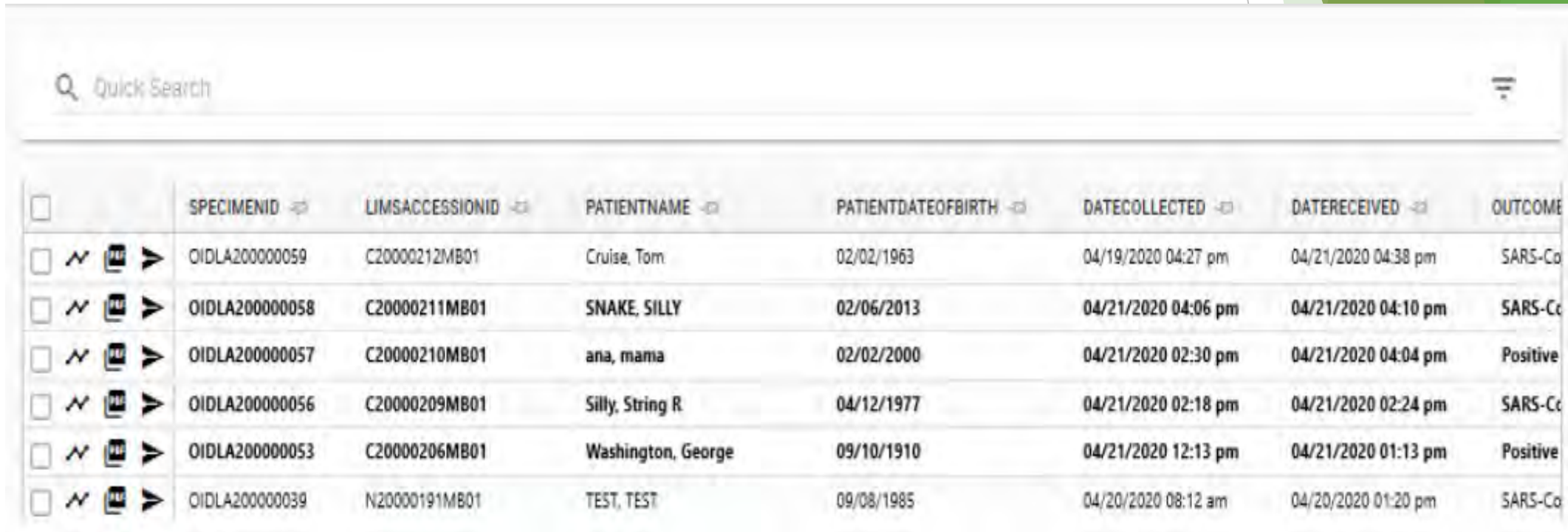


Accessing Orders, Reports, and Patients



















Data Grids

Click on any column in the grid to order by it. To order by multiple columns, click and hold Shift button on keyboard and click on the columns to order.

Click on the  icon to pin one or multiple columns to the left side of the grid.



Quick Search

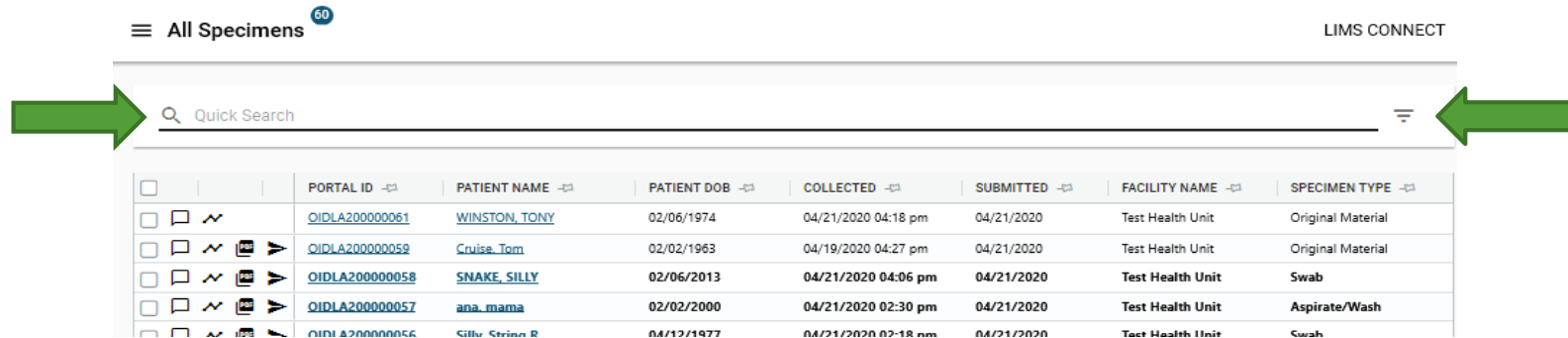
<input type="checkbox"/>		SPECIMENID ↕	LIMSACCESSIONID ↕	PATIENTNAME ↕	PATIENTDATEOFBIRTH ↕	DATECOLLECTED ↕	DATERECEIVED ↕	OUTCOME
<input type="checkbox"/>	  	OIDLA200000059	C20000212MB01	Cruise, Tom	02/02/1963	04/19/2020 04:27 pm	04/21/2020 04:38 pm	SARS-Co
<input type="checkbox"/>	  	OIDLA200000058	C20000211MB01	SNAKE, SILLY	02/06/2013	04/21/2020 04:06 pm	04/21/2020 04:10 pm	SARS-Co
<input type="checkbox"/>	  	OIDLA200000057	C20000210MB01	ana, mama	02/02/2000	04/21/2020 02:30 pm	04/21/2020 04:04 pm	Positive
<input type="checkbox"/>	  	OIDLA200000056	C20000209MB01	Silly, String R	04/12/1977	04/21/2020 02:18 pm	04/21/2020 02:24 pm	SARS-Co
<input type="checkbox"/>	  	OIDLA200000053	C20000206MB01	Washington, George	09/10/1910	04/21/2020 12:13 pm	04/21/2020 01:13 pm	Positive
<input type="checkbox"/>	  	OIDLA200000039	N20000191MB01	TEST, TEST	09/08/1985	04/20/2020 08:12 am	04/20/2020 01:20 pm	SARS-Co



Accessing Orders, Reports, and Patients

Quick Search


Use "Quick Search" box at the top to search across all columns in the grid:

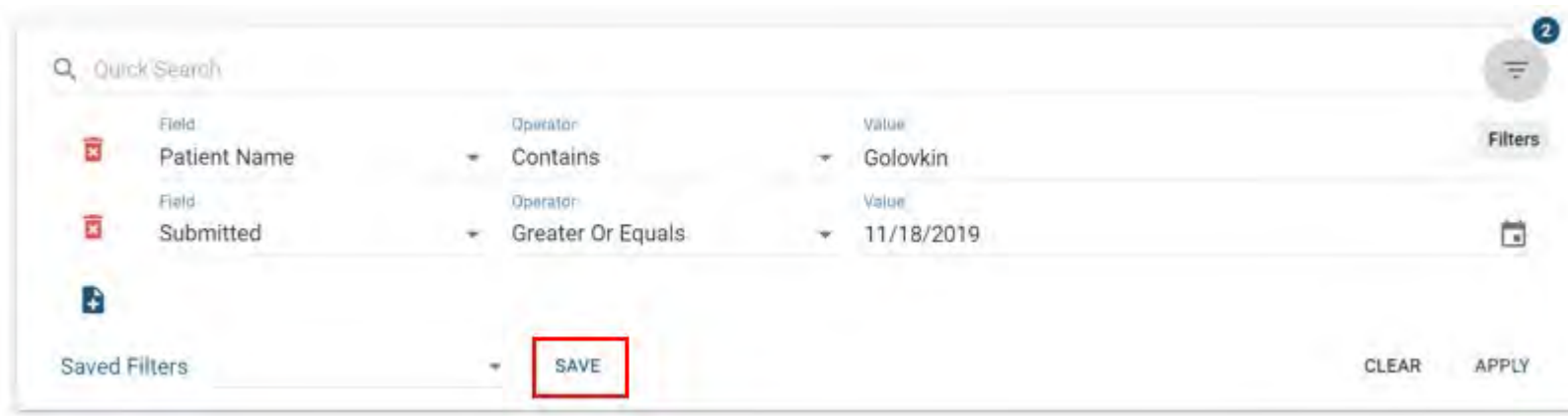


≡ All Specimens ⁶⁰ LIMS CONNECT

Quick Search

	PORTAL ID	PATIENT NAME	PATIENT DOB	COLLECTED	SUBMITTED	FACILITY NAME	SPECIMEN TYPE
<input type="checkbox"/>	OIDLA200000061	WINSTON, TONY	02/06/1974	04/21/2020 04:18 pm	04/21/2020	Test Health Unit	Original Material
<input type="checkbox"/>	OIDLA200000059	Cruise Tom	02/02/1963	04/19/2020 04:27 pm	04/21/2020	Test Health Unit	Original Material
<input type="checkbox"/>	OIDLA200000058	SNAKE, SILLY	02/06/2013	04/21/2020 04:06 pm	04/21/2020	Test Health Unit	Swab
<input type="checkbox"/>	OIDLA200000057	ana_mama	02/02/2000	04/21/2020 02:30 pm	04/21/2020	Test Health Unit	Aspirate/Wash
<input type="checkbox"/>	OIDLA200000056	Silly String B	04/12/1977	04/21/2020 02:18 pm	04/21/2020	Test Health Unit	Swab

Click on the  button to open filter panel for advance search option like searching on multiple fields at the same time, use date ranges, etc.



Quick Search

Field	Operator	Value
Patient Name	Contains	Golovkin
Submitted	Greater Or Equals	11/18/2019

Filters

Saved Filters CLEAR APPLY

Use the **SAVE** button to save filters for repeated searches.

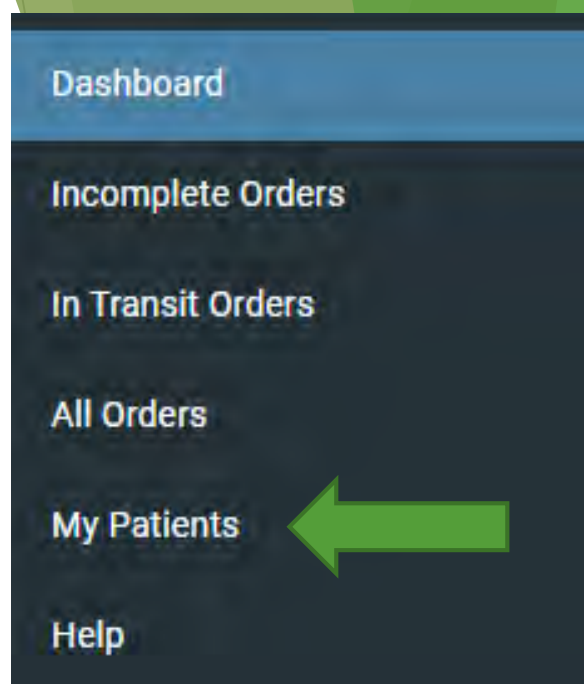


Accessing Orders, Reports, and Patients

Patient Information

To access your patients at any time, click on My Patients link in the navigation bar. Search and click on the patient record to open patient information page.

Note: Patient page can also be accessed from All Specimens grid by clicking on a Patient Name link.



Q Quick Search

	LAST NAME ↕	FIRST NAME ↕	DATE OF BIRTH ↕	FACILITY NAME ↕	ADDRESS ↕	CITY ↕	STATE ↕	ZIP CODE ↕
<input type="checkbox"/>	1	1		Disease Investigation Branch				
<input type="checkbox"/>				Disease Investigation Branch		Honolulu	HI	86917
<input type="checkbox"/>				Disease Investigation Branch		Mililani	HI	96789
<input type="checkbox"/>				Disease Investigation Branch		Mililani	HI	96789
<input type="checkbox"/>				Disease Investigation Branch		Mililani	HI	96789
<input type="checkbox"/>				Disease Investigation Branch				
<input type="checkbox"/>				Disease Investigation Branch				
<input type="checkbox"/>				Disease Investigation Branch				



Accessing Orders, Reports, and Patients

Patient Information

Clicking on patient's name allows you to open the Patient's Demographics (patient's information) and review previous patient's Orders.

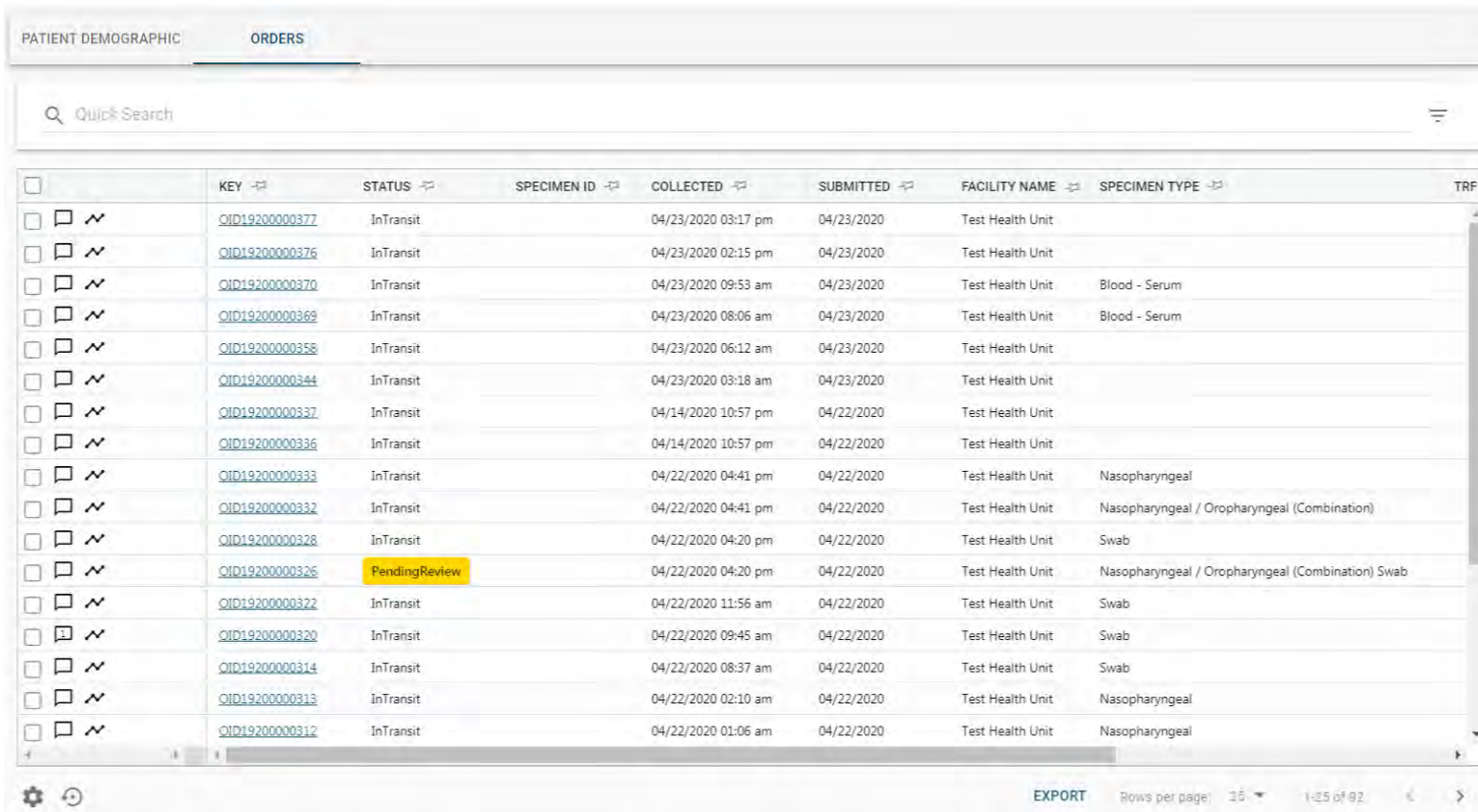
PATIENT DEMOGRAPHIC		ORDERS			
Last Name	Washington	First Name	George	MI	
Date Of Birth	09/10/1910	Date Of Death	04/19/2020		
Address	123 American St	City	Monroe		
State	LA	Zip Code	71111	Parish	Madison
Marital Status					
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female				
Race	<input type="radio"/> Other				
Ethnicity	<input type="radio"/> Hispanic				
MRN	12345	Medicaid Number	65thg		



Accessing Orders, Reports, and Patients

Patient Demographics page - displays patient demographic information which can be edited and saved.

Orders - displays all submitted orders for the patient. In addition to being patient specific, orders are also filtered by organizations user has access to.

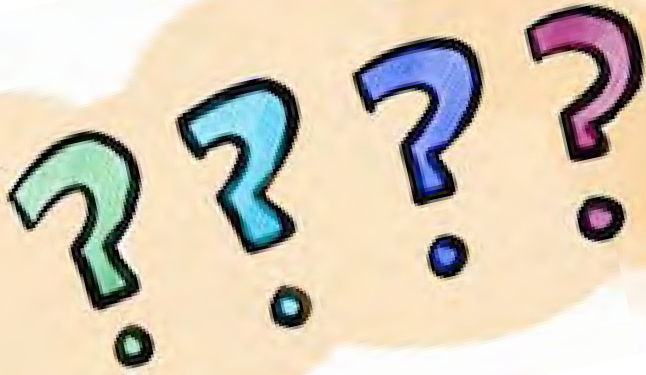


The screenshot displays a web application interface for viewing patient orders. At the top, there are two tabs: "PATIENT DEMOGRAPHIC" and "ORDERS", with "ORDERS" being the active tab. Below the tabs is a search bar labeled "Quick Search". The main content is a table with the following columns: KEY, STATUS, SPECIMEN ID, COLLECTED, SUBMITTED, FACILITY NAME, SPECIMEN TYPE, and TRF. The table contains 20 rows of data. The 14th row is highlighted in yellow and has the status "Pending Review".

	KEY	STATUS	SPECIMEN ID	COLLECTED	SUBMITTED	FACILITY NAME	SPECIMEN TYPE	TRF
<input type="checkbox"/>	QID19200000377	In Transit		04/23/2020 03:17 pm	04/23/2020	Test Health Unit		
<input type="checkbox"/>	QID19200000376	In Transit		04/23/2020 02:15 pm	04/23/2020	Test Health Unit		
<input type="checkbox"/>	QID19200000370	In Transit		04/23/2020 09:53 am	04/23/2020	Test Health Unit	Blood - Serum	
<input type="checkbox"/>	QID19200000369	In Transit		04/23/2020 08:06 am	04/23/2020	Test Health Unit	Blood - Serum	
<input type="checkbox"/>	QID19200000358	In Transit		04/23/2020 06:12 am	04/23/2020	Test Health Unit		
<input type="checkbox"/>	QID19200000344	In Transit		04/23/2020 03:18 am	04/23/2020	Test Health Unit		
<input type="checkbox"/>	QID19200000337	In Transit		04/14/2020 10:57 pm	04/22/2020	Test Health Unit		
<input type="checkbox"/>	QID19200000336	In Transit		04/14/2020 10:57 pm	04/22/2020	Test Health Unit		
<input type="checkbox"/>	QID19200000333	In Transit		04/22/2020 04:41 pm	04/22/2020	Test Health Unit	Nasopharyngeal	
<input type="checkbox"/>	QID19200000332	In Transit		04/22/2020 04:41 pm	04/22/2020	Test Health Unit	Nasopharyngeal / Oropharyngeal (Combination)	
<input type="checkbox"/>	QID19200000328	In Transit		04/22/2020 04:20 pm	04/22/2020	Test Health Unit	Swab	
<input type="checkbox"/>	QID19200000326	Pending Review		04/22/2020 04:20 pm	04/22/2020	Test Health Unit	Nasopharyngeal / Oropharyngeal (Combination) Swab	
<input type="checkbox"/>	QID19200000322	In Transit		04/22/2020 11:56 am	04/22/2020	Test Health Unit	Swab	
<input type="checkbox"/>	QID19200000320	In Transit		04/22/2020 09:45 am	04/22/2020	Test Health Unit	Swab	
<input type="checkbox"/>	QID19200000314	In Transit		04/22/2020 08:37 am	04/22/2020	Test Health Unit	Swab	
<input type="checkbox"/>	QID19200000313	In Transit		04/22/2020 02:10 am	04/22/2020	Test Health Unit	Nasopharyngeal	
<input type="checkbox"/>	QID19200000312	In Transit		04/22/2020 01:06 am	04/22/2020	Test Health Unit	Nasopharyngeal	

At the bottom of the interface, there is an "EXPORT" button, a "Rows per page" dropdown set to "15", and a page indicator "1-25 of 92".





Questions?

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THANK
YOU!

