

# Lifepoint 2.0 User Manual: Results Only

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## 1: Log In

The Lifepoint link is <a href="https://www.lifepointlink.com/cpl">www.lifepointlink.com/cpl</a>. To create a shortcut on the desktop, drag and drop the Lifepoint login link to the desktop.



Each user has a unique login, Client Number, User ID, and Password.

- A. **Client Number**: Enter in the client number provided by the IU Health Lab Outreach Account Manager into this field.
- B. **User ID:** Enter the username provided by the IU Health Laboratory IS Outreach team into this field.
- C. **Password:** Enter the temporary password provided by the IU Health Laboratory IS Outreach team into this field.
- D. Click the **LOG IN** button to access Lifepoint.



## 2: Laboratory Functions

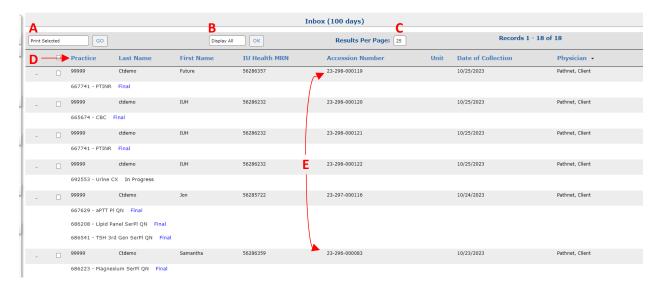
#### 2.1: In-Box

The In-Box will display any new results that are received from IU Health. The In-Box will show Final and In-Progress results. When/If the reports are archived from the In-Box, they are still available in the patient's history. The user can always access the reports by using the Patient Search link.

NOTE: if the users navigate away from the Inbox. Click on the Inbox link to go back to it.



#### 2.1a: Inbox Navigation



- A. **Print Selected:** Print or archive reports from the Inbox.
- B. **Display All:** Display all Report Types, Final, or Partial reports.
- C. Results Per Page: Show more than 25 reports in the inbox if needed.
- D. Column Headers: Sort the inbox in ascending or descending order by clicking on the Practice, Last Name, First Name, IU Health Medical Record Number, Accession Number, Unit, Date of Collection, or Physician column header.
- E. Accession Number: Access patient results by clicking on the accession number.



#### 2.1b: Accession View Screen

The Accession View Screen details all lab results by accession number.



- A. **Test name:** this details the test name and all the result components in the test.
- B. **Results:** this details the actual results of each test components.
  - A result with an asterisk (\*) means the result has been corrected in Cerner by someone in the lab.
  - Abnormal results will show in this column as...H (High), L (Low), Cr (Critical), or Abn (Abnormal).
- C. Range: this details the reference range where applicable.
- D. **Units:** this details the unit of measure where applicable.
- E. **Print:** this is used to print the result in PDF format.
- F. **Reviewed**: clicking the reviewed box will show the result as reviewed but will not remove it from the inbox.
- G. Archive: clicking the archive box will remove the result from the inbox.

#### 2.2: Patient Search

To find a patient, click on the Patient Search menu item and enter search criteria in the appropriate fields.



**NOTE:** When searching, try to be as detailed as possible to prevent too many search results.

| Patient Search |                                  |                      |       |  |
|----------------|----------------------------------|----------------------|-------|--|
|                |                                  | Match Type<br>s With | exact |  |
| Last Name:     |                                  | •                    | 0     |  |
| First Name:    |                                  | •                    | 0     |  |
| IU Health MRN: |                                  | 0                    | •     |  |
| Client MRN:    |                                  | •                    | 0     |  |
| Patient DOB:   |                                  |                      |       |  |
| Physician:     |                                  | •                    | 0     |  |
| Req Number:    |                                  | 0                    | •     |  |
| Accession:     |                                  | •                    | 0     |  |
| Search Date:   | Select a date range              |                      |       |  |
| OR .           |                                  |                      |       |  |
|                | Enter a date range (mm/dd/yyyy). |                      |       |  |
|                | -to-                             |                      |       |  |
|                | SEARCH                           |                      |       |  |

Click the **SEARCH** button after all criteria has been entered.



Click on a medical record number listed in the **IU Health Medical Record Number** column to select a patient.

The following message will be displayed if no patients match the search criteria entered.

There are no patients matching your search criteria. Please try again.

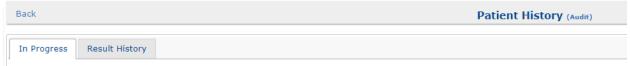
## 2.3: Patient History

The patient must be active, to view the patient's history.



The Patient History menu contains two tabs, In Progress and Result History





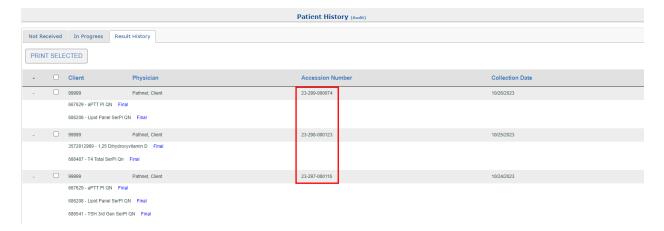
#### 2.3a: In Progress Tab

Orders that have been received in lab but are not finalized will be displayed on the In Progress tab.



#### 2.3b: Result History Tab

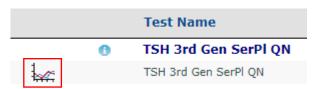
Orders that have been finalized and resulted will display on the Result History tab. To access an individual result, click the **Accession Number** hyperlink.



## 2.4: Cumulative Reports and Graphs

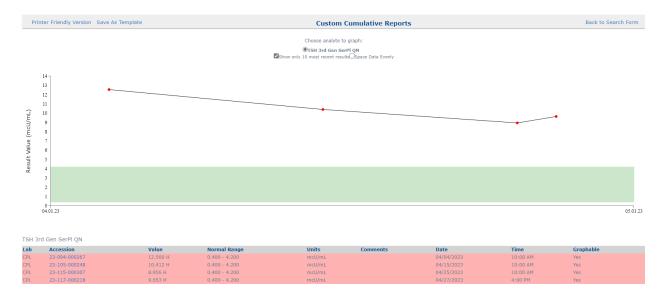
If the result is graphable, there will be a Graph icon to the left of the test name. The user can either click on the **Graph** icon or click the **Cumulative Reports** menu item to pull up the graphable results.







When the **Graph** icon is clicked, the following report will be displayed. This graph can also be printed if needed.



When the **Cumulative Reports** menu item is selected, the following report screen will be displayed. The user can choose a date range or leave it blank. If left blank, the 6 most recent results will be displayed.



Below is an example of the report that will be displayed. The report can also be printed.





## 3: Printed Documents

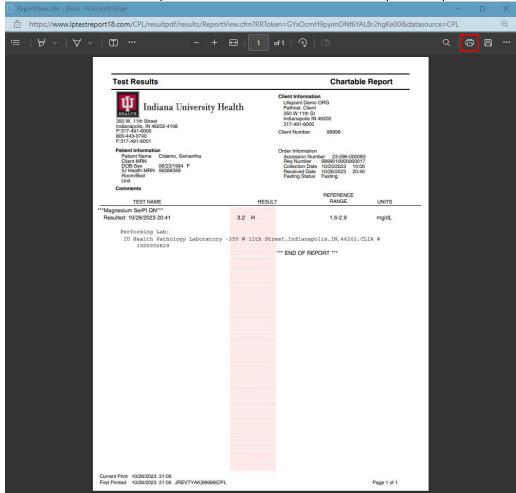
## 3.1: Printing Results

Click on the **Print** hyperlink to view and print the results.



A pop-up box will display the patient's result after clicking the **Print** button.

Click the **Printer** icon and select a printer from the available devices to print the patient's result.





## 4: Practice Options

### 4.1: IU Health Lab Test Directory

The <u>IU Health Lab Test Directory</u> is a link to the IU Health Pathology Laboratory website that contains the most up-to-date information regarding methodology, collection, and transportation guidelines for every test.

Click the IU Health Lab Test Directory hyperlink to access the directory of services.



## 4.2: Outreach Operations Client Portal

Click on the <u>Outreach Operations Client Portal</u> hyperlink to access the client supply ordering portal if access has been granted.



## 5: Support

For any issues or questions, please email DPLMLABINTERFACE@IUHealth.org.

Thank you for choosing IU Health Pathology Laboratory.