

Website User Guide – Quick Start

How to Log In

- 1. Go to <u>www.bbpl.com</u> or <u>www.bbpllab.com</u> (either address will bring you to our home page.)
- 2. Click on LabLink in the top line header
- 3. Enter your User ID: (Please check with your supervisor if unknown.)
- 4. Enter Password:
- 5. Click Login

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Pathology Laboratories	Deme LabLink Providers Patient Please enter your LabLink Login Information User ID:	ts = Long-Term Care = Programs = Employment = About

How to Find Specimen Requirements

Once logged in, go to Providers > Test Information > Specimen Requirements. Search by:

- 1. Selecting the beginning letter of the test name, or
- 2. Typing in a full or partial test name and clicking "Search," or

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3. Typing in a test code

When list loads, select the test you need. You will then see the complete specimen requirements. The list includes the following. (Pay close attention to the Preferred specimen and Transport temperature.)

- 1. Preferred specimen
- 2. Minimum specimen
- 3. Notes
- 4. Acceptable specimen
- 5. Transport temperature
- 6. Methodology
- 7. Unit Code
- 8. CPT Code
- 9. Reference Range
- 9. Relefence Range
- 10. Reported time

Specimen Inquiry			Additional Reference Materi	als	
To view a list of tests alshabstically by title			Directory of Services		
To view a list of tests alphabetically by title A B C R E C G H J J L L M To search BBPL's Directory of Services for a Tritle: Search 1128 Comprehensive Metabolic Panel (CMaa	Comprehensive (CMP) Preferred specimen: Minimum specimen: Notes:	e Metabolic Pan 2.0 mL serum, red top tul 1.0 mL serum Test includes: Albumin Alkaline Phosphatase BUN Carbon Diposide Chloride	el Order code: 1128 be or SST.	alogy scimens Guide nostics D alth	
		Creatinine Glucose Sodium Potassium SGOT (ALT) SGPT (ALT) Total Bilirubin Total Protein Glomerular Filtration Rate			
	Acceptable specimen:	4 red top microtainer tub	05		
	Transport temp:	Refrigerated			
	Methodology:	See individual tests		1	
	Unit Code:	90128			
	CPT Code:	80053			
	kar kange:	ADULI: Albumin Albaine Phosphatase Wal Calcum Calcum Calcum Calcum Calcum Calcum Calcum Chiotode Chiotode Chiotode Chiotode Calcum Calc	3.5-5.2.2 g/dL 40-129 W/L 6-20 mg/dL 8.6-10.2 mg/dL 9.6-10.2 mg/dL 0.70-1.20 mg/dL 0.70-1.20 mg/dL 0.70-1.20 mg/dL 70-99 mg/dL 3.5-5.1 mm0/L 4 00 W/L 4 20 W/L 4 20 W/L 4 34 W/L 136-145 mm0/L 4 136-145 mm0/L		
		Total Protein	6.6-8.7 g/dL		
opyright @ 2002-2016 BBPL	Reported:	Within 24 hours			



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How to Enter an Order

Go to Providers > Order Tests > Order Entry

Search: Enter Patient name, ID or DOB then click Search

Click on the searched Name,

Patient Info: verify Patient Info, Edit if necessary then click Continue

Order Info: Complete sections including Bill to: Schedule date:, Physician: Dx Search:, etc. Note: Reportable comments print on the requisition and results. Notes and Instructions print on the requisition only. When finished, click Update/Next

Test Selection: Search and Add orders then click Update/Next

Confirmation: Review Patient Info and Order info, Print requisition(s), then click Create order(s)

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BBPL Web (Order Entry				
Search Patie	nt Info Order info Tes	Selection Test Inf	Confirmation	Order-Print	
		Patient Inf	0		
Patient ID:]			
Patient name:	Last:	First:		Middle:	
Sex:	Select a gender DOB:		Age:	SSN:	
Room:					
Address1:					
Address2:					
City/St/Zip:					
Home phone:		Work phone:			
Employer:					
Always copy-to:	Select a physician				
Always copy-to: Regular physician: Diagnosis:					
Always copy-to: Regular physician: Diagnosis:	Guarantor Insurance C	ontinue			

Order Print: Online order number is generated, order appears in new window and opens printable PDF form.

How to Delete an Order

Go to Providers > Order Tests > Order Tracking

Order Tracking: Enter Patient name or ID then click Search

From the list, Click **Delete** on the right of the appropriate Name and Scheduled test(s).

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BBPL Order Trackin	g								
Patient name or ID: Include inactive? Tracking of orders: Timeframe: or for Date:	Scheduler Today Search	d for ▼ ▼ 2 to	DOB:	2	2				
			Print this ba	<u>tch</u>	Print this ma	nifest			
	Status	Scheduled	Created			Tests	CPT co	des	
Name		00/22/2017	08/22/2017	09:07	IRON, TIBC A	ND FERRITIN PANE	82728 8354	10. 83550 E	Delete
Name	Ready	08/23/2017	00/25/2017						



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How to Find Individual Patient Results

Go to Providers > Results Inquiry

To search results, enter one field or all fields. The more fields you enter, the narrower your results will be. Search options are as follows.

- Patient Name: Enter patient's name (full or partial) or the patient ID.
- Boyce Bynum Bome LabLink Staff Providers Long-Term Care Programs Employmen Pathology Laboratories Patient Name: or ID: Include pending • Accession: Reg#: Unit code 2 Specify dates: From: <u>?</u> To: ? Client id: Search To view reports in PDF format, you may need to install Adobe's Acrobat Viewer if it's not already installed on your system. Click the 'Get Acrobat' icon below to download the Get Acrobat. Reader

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partial) or the patient ID, then click Search

- · Pending Status: Select to see, or not see, inquiries in pending status
- Accession: Enter the Accession number, if known
- · Recent Results: View all results or results from a certain timeframe
- New Only: Select to see only the results that are new from the last inquiry

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← → C f land https://www.bbpllab.com/BBPLWeb/ClinicalResultsInquiry

- Reg#: Enter Reguisition number, if known
- Unit Code: Enter test description or code
- Specify dates: Enter specific dates for search criteria
- Client ID: Search for client specific information.

How to Print or View Individual Patient Results

Once you see your chosen patient result list, hover over the test name in the far right column to view that test result. Select "Print" or "View" in the third column from the left for single test results. Select "Print this batch" or "Print Cumulatively" from the purple section header for all results that were in your field search.

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Patient Name:	or ID:]	Include pending •	Accession:	1
Recent results: All results	New only		Reg#:	Unit code:	2
Specify dates: From:	2 To:	2		Client id: 2	
		Sea	arc h		
Search Results Options		Print this batch or	Print cumulatively	1 to 21 of 151 tests <<	5 2 2
AST NA ME, FIRST NA ME (DOB:	10/10/1975)				
NXXXXXX 07/05/2013 08:30	Print/View	MORTRUMWEL	Abnormal	SUREPATH PAP-FLEX HPV HIGH RISK	
xxxxxxxx08/09/2012 13:40	<u>Print/View</u>	MORTRUMWEL	Please see report	HISTOPATHOLOGY REPORT	
XXXXXXX 07/05/2012 12:50	Print/View	MORTRUMWEL	Please see report Please see report	HUMAN PAPILLOMAVIRUS HIGH/LOW RISK SUREPATH LIQUID-BASED PAP TEST	
xxxxxxx 06/30/2010 15:42	Print/View	MORTRUMWEL	Please see report	SUREPATH LIQUID-BASED PAP TEST	
xxxxxx 09/16/2015 04:20	Print/View Gume:Print	BOYCEEMP	Normal Please see report Normal Normal Normal	CBC WITH AUTO DIFFERENTIAL COMP METABOLIC PANEL (CMP) DIRECT BILIRUBIN FERRITIN IRON BINDING CAPACITY	
XXXXXXX 01/24/2015 10:10	Print/View	NEUROLOGY	Please see report	URINE CULTURE	
XXXXXXX 01/21/2015 08:30	Print/View Cume:Print	NEUROLOGY	Abnormal Please see report	URINALYSIS, COMPLETE URINE CULTURE	
XXXXXXX08/27/2008 04:25	Print/View Cume:Print	NEUROLOGY	Normal Normal Abnormal	COMP METABOLIC PANEL HEMATOLOGY PROFILE URINALYSIS	
xxxxxx05/12/2009 04:39	Print/View Cume:Print	BOONEIMAG	Normal	HEPATITIS IMMUNITY PANEL HIV-1/HIV-2 ANTIBODIES (EIA)	
XXXXXXX 07/19/2015 21:20	Print/View	ASSOCUROL	Please see report	STONE (CALCULI) ANALYSIS	
xxxxxx 03/06/2014 10:08	Print/View Cume: Print	ASSOCUROL	Please see report	URINE CULTURE	
XXXXXXX 11/29/2013 07:40	Print/View	CRANECL	Normal	CBC WITH AUTO DIFFERENTIAL	
				1 to 21 of 151 tests <u>< <</u>	5 2 23