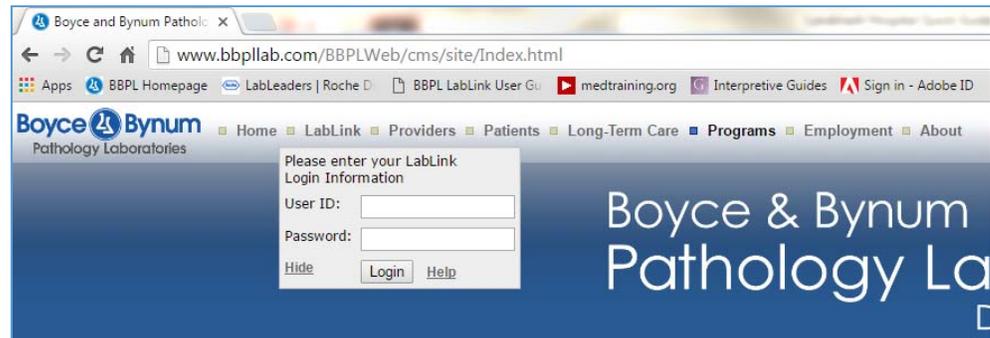


How to Log In

1. Go to www.bbpl.com or www.bbpllab.com (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



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
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
10. Reported time

Comprehensive Metabolic Panel (CMP) Order code: **1128**

Preferred specimen: 2.0 mL serum, red top tube or SST.
Minimum specimen: 1.0 mL serum.

Notes: Test includes:
 Albumin
 Alkaline Phosphatase
 BUN
 Calcium
 Carbon Dioxide
 Chloride
 Creatinine
 Glucose
 Sodium
 Potassium
 SGOT (AST)
 SGPT (ALT)
 Total Bilirubin
 Total Protein
 Glomerular Filtration Rate

Acceptable specimen: 4 red top microtainer tubes
Transport temp: Refrigerated
Methodology: See individual tests
Unit Code: 90128
CPT Code: 80053

Ref Range: ABDLT:

| | |
|----------------------|-----------------|
| Albumin | 3.5-5.2 g/dL |
| Alkaline Phosphatase | 40-129 U/L |
| BUN | 6-20 mg/dL |
| Calcium | 8.6-10.2 mg/dL |
| Carbon Dioxide | 22-29 mmol/L |
| Chloride | 98-107 mmol/L |
| Creatinine - Male | 0.70-1.20 mg/dL |
| - Female | 0.50-0.90 mg/dL |
| Glucose | 70-99 mg/dL |
| Potassium | 3.5-5.1 mmol/L |
| SGOT (AST) - Male | < 40 U/L |
| - Female | < 32 U/L |
| SGPT (ALT) - Male | < 42 U/L |
| - Female | < 34 U/L |
| Sodium | 136-145 mmol/L |
| Total Bilirubin | < 1.2 mg/dL |
| Total Protein | 6.6-8.7 g/dL |

Reported: Within 24 hours

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)

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).

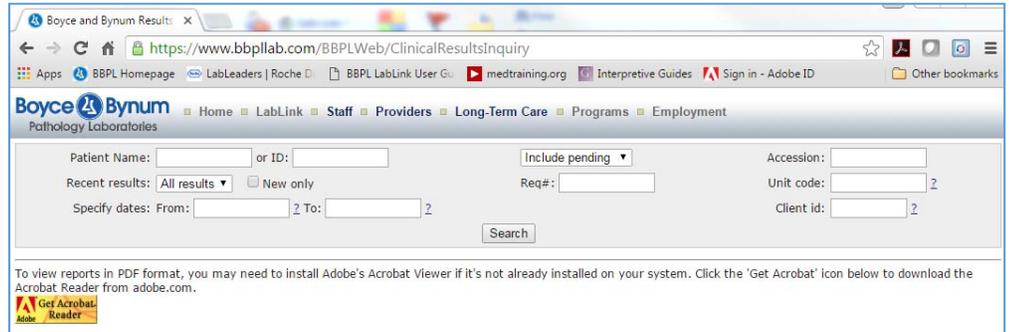
| Name | Status | Scheduled | Created | Tests | CPT codes | |
|------------|--------|------------|------------------|-------------------------------|---------------------|------------------------|
| [REDACTED] | Ready | 08/23/2017 | 08/23/2017 09:07 | IRON, TIBC AND FERRITIN PANEL | 82728, 83540, 83550 | Delete |
| [REDACTED] | Ready | 08/23/2017 | 08/23/2017 09:14 | FERRITIN | 82728 | Delete |

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, 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
- Req#: Enter Requisition 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.

