

MTPHL Lab Portal Test Ordering Checklist

Order Test(s) for Each Patient Sample

- Select the correct patient or create a new patient
- Enter the collection date
- Enter the ordering provider
 - If provider doesn't exist, add external provider (must have NPI)
- Add tests to the order
 - Leave any tests that are added automatically
- Answer clinical information questions
- READ any pop-up messages and follow the instructions
 - Tests may split automatically onto different orders
- Print the requisition (not necessary for newborn screens)
 - A requisition will be produced for each testing lab for each order.
 - **Verify the information on the requisition against the sample**
 - If any information needs to be changed, create a ticket from the order and make a note on the requisition.
- Fold and place requisition(s) in outside pocket of sample bag

Create Manifest for Shipment

- Select all samples being shipped
 - Create a separate manifest for newborn screens
- Print Manifest
 - There may be more than one page if orders are for different testing labs.
- Check samples against manifest!
- Place Manifest in sample transport container

All lab portal procedures can be found at:

<https://dphhs.mt.gov/publichealth/LaboratoryServices/onlineorderingandresults>

NPI numbers can be looked up at <https://npiregistry.cms.hhs.gov/search>

For problems with the lab portal please email HHSLIMS@mt.gov