

## Logging in to LabLink

1. Using Internet Explorer, open LabLink from <https://allinahealthlablink.elaborders.com>
2. Type your user name and password in the designated fields.  
**Note:** Passwords are case sensitive and must have a minimum of six alphanumeric characters.
3. Click **Login**.  
**Note:** New users will be prompted to change their password and set a security question with the first login to the LabLink system.  
**Note:** If user has access to more than one site, a pop-up will appear. Select the desired site and click **Login**.

## Changing your password

1. From the User menu, select **Change Password**.
2. In the **Old Password** field, enter your old password.  
**Note:** Characters are masked as they are typed.
3. In the **New Password** field, enter a new password.  
**Note:** Passwords are case sensitive and must have a minimum of six alphanumeric characters
4. In the **Confirm Password** field, re-enter the new password.
5. Click **Save New Password**.  
**Note:** The new password will be effective at the user's next login.  
**Note:** Passwords expire after 180 days.

## Patient Search

1. From the Patients menu, select **Patient Search**.
2. In the Patient field, enter the patient's last name, comma and first initial, select **Search**.
3. To edit a patient's demographic information, double-click on the desired patient. Make desired changes and click **Save**.  
**Note:** All required fields are highlighted in yellow.
4. If patient isn't found, click New Patient and enter all required Demographic, Guarantor and Insurance information. Click **Save**.

## Placing an order

1. Select desired patient or create new patient following steps under "**Patient Search**".
2. Select **New Order**.
3. A pop-up window will display patient's demographic and insurance information. If changes are needed, click **Edit**, make changes and click **Save**. If no changes are needed, click **Continue**.
4. Fill in the required information (denoted by highlighted fields).
  - Select **Ordering Physician** from dropdown box.
  - **Collected Date** and **Time** will autofill with current date and time. If necessary, correct the date and time.
5. Click **Continue**.
6. Check the box next to desired test in the **Short List**. If the test is not in the **Short List**, enter the first few letters of the test name in the **Tests** field and click the dropdown arrows. Select the desired test.
7. Repeat step 6 to add additional tests to the order. If no more tests are required, click **Continue**.

8. Check the box next to desired diagnosis code in the **Short List**. If the diagnosis code is not in the **Short List**, enter the code or the first few letters of the diagnosis in the **Diagnosis Code** field and click the dropdown arrows. Select the desired diagnosis code.
9. Repeat step 8 to add additional diagnosis codes to the order. If no more diagnosis codes are required, click **Continue**.  
**Note:** A Medical Necessity Warning box will appear if the testing and diagnosis codes entered do not meet requirements. Choose from one of three options:
  - Print and have the patient sign an ABN stating they are willing to pay for the testing if not covered by insurance and send a copy with the sample.
  - Add a medically appropriate diagnosis code to the order.
  - Delete the test from the order.
10. The **Questions** tab opens automatically when additional information is required. Enter the requested information. Click **Continue** to save the order.
11. At completion of the order, a Specimen Collection Instructions window will appear listing the specimen types and containers for each test ordered. Click **Close** when finished reviewing.
12. A requisition (and ABN if required) and the required number of labels will print after the order is placed.

## Sending Orders to Lab

1. From the Orders menu, select **Order Search**.
2. Click **Send to Lab** (located in the right corner of the menu bar).
3. A manifest will print by transport temperature.

## Lab Order Search Screen

1. From the Orders menu, select **Order Search**.
2. To narrow search, use the Search Criteria tab to search for the desired order.  
**Note:** There are several filtering options.

## Re-Printing specimen labels

1. Search for the order using Lab Order Search steps above.
2. Select the order that requires labels.
3. Hover over the **Smart Menu** icon (ⓘ).
4. Click the *Specimen Labels* link. Labels will print automatically.

## Viewing/printing result reports

1. From the Results menu, select **Reports**.
2. Use the Search Criteria tab to search for the order.  
**Note:** There are several filtering options.  
**Note:** By default "Unread by Me" is checked. To view a report that you already reviewed, uncheck the box.
3. Click **Search**.
4. Select the report to view or print.
5. Click the **Report** link to perform your default report action.

## Cancelling a test(s)

**Note:** Test Cancels cannot be performed on orders with an Order Status of **Final**.

1. Search for the order using Lab Order Search steps above.
2. Select the order.
3. Click the **Cancel Tests** link. The cancel tests dialog box appears.
4. Select the test to be cancelled.
5. Click **Cancel Tests**. The Cancellation Reason pop-up appears.  
**Note:** Click **Cancel All** to cancel all tests.
6. In the **Cancellation Reason** field, enter the reason for cancellation.
7. Click **OK**.
8. Repeat steps 4-8 to cancel additional tests. If finished, continue to **Step 9**.
9. Click **Exit** to close the cancel tests dialog box.
10. Complete the Add-On/Cancel Request form located at <http://ww5.allinahealth.org/AddCancelLabLink.pdf> and fax to Client Services at the number provided on the form.

## Adding a test(s)

**Note:** Test Add-Ons can only be performed on order(s) with the Order Status of **Sent to Lab**. Orders with the Order Status of **Final** or **Cancelled** will not allow Test Add-Ons.

1. From the Orders menu, select **Order Search**.
2. Use the Search Criteria tab to search for the order.  
**Note:** There are several filtering options.
3. Click **Search**.
4. Select the order to add-on.
5. Click the **Add-On Test** link.
6. Follow steps 6-12 under **Placing an Order** to add tests to the order.
7. Complete the Add-On/Cancel Request form located at <http://ww5.allinahealth.org/AddCancelLabLink.pdf>
8. Place the specimen label(s) on the Add-On/Cancel Request form and fax to Client Services at the number provided on the form.