



INDUSTRY LAB

Quick Reference Training Guide



TABLE OF CONTENTS

WELCOME	1
FAQ'S	2
GETTING STARTED	3-4
CUSTOMIZING YOUR PCR PORTAL EXPERIENCE	5-6
CREATING A REQUISITION	7
SELECTING SAMPLES/TEST	8
PCR COVID RE-ORDERING	9-10
PRINTING REQUISITIONS	11
TEST REFERENCE GUIDE	12
SPECIMEN HANDLING	13
NASAL SWAB COLLECTION	14
NASOPHARYNGEAL COLLECTION	15
SALIVA COLLECTION	16
STOOL COLLECTION	17
URINE COLLECTION	18



WELCOME



SCAN ME

Thank you for choosing to partner with Industry Lab (ILDp).

If you ever have any questions or concerns, please reach out to us:

PHONE: 513.866.7922

EMAIL: info@ildp.com

FAX: 513.860.0373

Mary Condo

Implementation Specialist

937.763.1314

mcondo@ildp.com



 **INDUSTRY LAB**

Billing Questions?

844.261.9529

billing@ildp.com

Bookmark ildp.limsabc.com and ildp.com on your browser.



FAQ'S

What if I need to add a new employee to the system?

Send an email to info@ildp.com and let us know who you are, where you are from, and who you need added along with their email. If you need to remove access for someone, just send us an email to info@ildp.com.

Does your lab observe any holidays?

Yes, we do! Our holiday schedule is posted on our website at ildp.com under the **RESOURCES** tab. We also send reminder emails with detailed information as we get closer to those dates.

If I'm in need of supplies, what do I do?

Go to ildp.com and click on the **RESOURCES** tab at the top of the page. Then click on **MOLECULAR SUPPLY REQUEST FORM** to order.


BEST PRACTICE:

Submit order requests a minimum of 3 days prior to when you need the supplies.

If I am considered a courier account and need samples picked up, what do I do?

Send an email or text to pickup@ildp.com and we will get you on the courier schedule. You can also call us at [513.866.7922](tel:513.866.7922).

How do I change a collection date of a collected specimen?

You can do this in **PENDING LAB WORK**. Find the requisition you need to edit and clip the check box. Then, select the **EDIT COLLECTION DATE**  icon at the top of the page. It will then allow you to enter the new collection date and update the requisition.



GETTING STARTED

Getting Set Up:

An email will be sent to each identified employee needing access to create orders and/or review results.

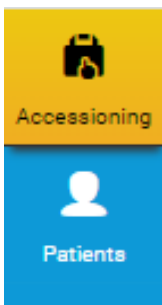
Those employees will receive an email from LIS containing a link to set their password. (This link is valid for 48 hours).

Username for logging into the portal will always be first name.last name (all lowercase) and is shown in the email.

Portal Page Layout:

There are two icons in the bar on the left.

Accessioning and **Patients**.

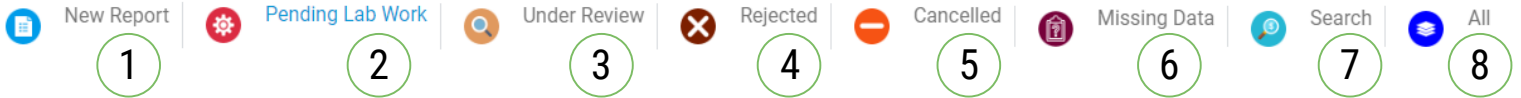


Accessioning: This is where you will be spending most if not all of your time.

Patients: Where you will be able to add patients or update demographics (insurance).



GETTING STARTED



- ① **New Report**
Shows all new results that have not been selected (clicked on).
- ② **Pending Lab Work**
Shows your lab requisition once created until reported (Then it switches to New Report).
- ③ **Under Review**
Not a tab you will need to view.
- ④ **Rejected**
Shows all rejected results that have not been selected (clicked on).
- ⑤ **Canceled**
Shows all requisitions that have been canceled.
- ⑥ **Missing Data**
Not a tab you will need to view.
- ⑦ **Search**
Allows you to search for a particular patient.

BEST PRACTICE:

Less is best. Try searching with minimal information if possible (*minimum of 3 letters*).
If you have a Margaret Philastamp, just search for "philas" or something unique.

- ⑧ **All**
No matter where your requisition is in the process, you can find it here.



CUSTOMIZING YOUR PCR PORTAL EXPERIENCE


Organizing Column Headings:

Each screen you access has the ability to customize the order in which you see the columns and the name of each column.

For example, if you are in **NEW REPORT** and you want to see Patient Name and Results side-by-side in your viewable area, you would do the following:

Select the  icon in the right-top corner of the screen.

This lists out all the column headings down the left side of the screen.

Caption: Empty Field Name: selection	
Caption: Empty Field Name: icons	
Caption: Status Field Name: status	
Caption: Samples Field Name: samples	
Caption: Sample ID(s) Field Name: samples_ids	
Caption: Client Order # Field Name: client_order_number	
Caption: Sample type Field Name: sample_type	

Simply **CLICK AND HOLD** onto the column heading you want to move and drag it up or down.

If you would like to **RENAME** the column heading, select the green square with the pencil and rename the column.



CUSTOMIZING YOUR PCR PORTAL EXPERIENCE

Filtering Information:

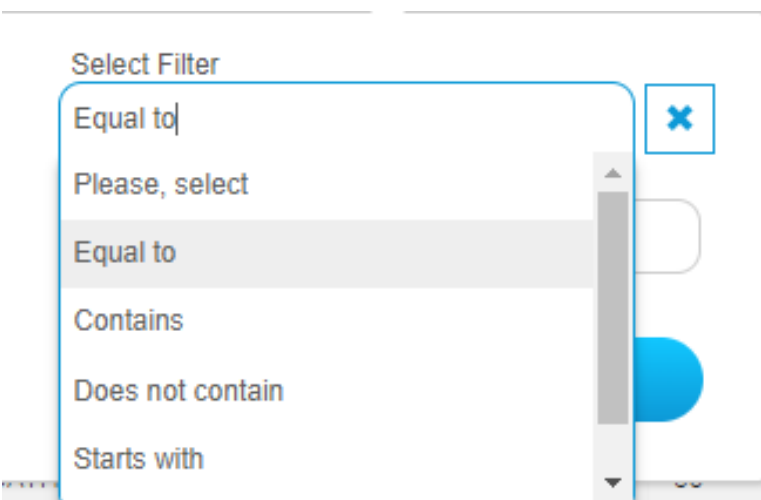
Our system gives you the capability to filter information to find specific information quickly.

For example, if you want to see how many times you've tested a specific patient/resident you could do the following in **ACCESSIONING** then select the **ALL** Tab:

Select the magnifying glass beside the column heading you want to filter on.



Then you will filter based on selections:








You are also able to Filter from A to Z by clicking on the word.

For example, instead of filtering by name and using the magnifying glass, you will click on the word **PATIENT NAME**.



CREATING A REQUISITION

-  Select **Accessioning** from left side of screen.
-  Select **Pending Lab Work** from top toolbar on screen.
-  Select **Add Requisition** for all PCR testing.
Select **Add Tox Req** for all Toxicology testing.

Client Site *	<input type="text"/>	Will default unless you have access to multiple sites
Client Site Address	<input type="text"/>	Not needed
Ordering Physician *	<input type="text"/>	Will default unless you have multiple Physicians
Contact *	<input type="text"/>	Will default unless you have multiple contacts (users)
Patient *	<input type="text"/>  	Start typing patient's name, if they appear, select from drop-down. If not Add them.
Icd Codes *	<input type="text"/>	Include all pertinent codes. Word searching is available as well.
Medication	<input type="text"/>	Not needed
Client Order #	<input type="text"/>	Not needed



SELECTING SAMPLES/TEST

Categories

Select a category from the top of the screen. This will provide applicable tests to choose from.

The color-highlighted areas are your test sections applicable to the category.

Pre-labeled tube numbers go here:

NOTE: Please do not alter unless you have ILDP pre-labeled tubes.



PCR COVID RE-ORDERING

The fast and easy way to reorder large numbers of COVID samples.

New Report 324129 Pending Lab Work 16448

SEARCH

der # ☒ Sample#

Requisition F. Edit Collecti.. Batch Cancel Download Zip & Download Reorder At

Choose **Pending Lab Work**

Select **REORDER**

Client Site will default unless you have multiple sites, then select which site you are reordering for.

Collection Date*

04/19/2022 12:25

Be sure to put the **CORRECT COLLECTION DATE** at the top as well.

All patients associated with your chosen client site are shown on the left side of the screen. Select the patients/employees to be tested by selecting the checkbox beside their names.

NOTE: This function re-orders the last requisition created for each patient. Those who have had anything ordered, other than a COVID test, should not be reordered. Instead, create a new requisition for them.



PCR COVID RE-ORDERING

Once checked, select the **ADD**  button at the top. This will move everyone selected to the right side of the screen.

On the right side of the screen, select the checkbox beside the word “delete”. Then scroll down and select **REORDER**, bottom right of the screen.

A processing screen will appear. Select 

When completed select 

Best Practice:

Click on First Name or Last Name for them to re-sort in alphabetical and help find the people you want to order more quickly.

DO NOT select everyone. Doing this will only cause a lot of requisitions to “clog up” the system.



PRINTING REQUISITIONS

Best Practice:

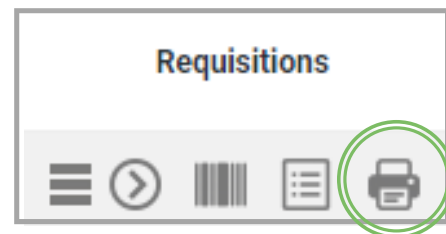
FILTER COLLECTION DATE to the date you are testing.

Use our integrated label paper so that when requisitions are printed, you can remove the label from the bottom of the paper and affix it onto the sample.

Once you are ready to print your requisitions(s) you can do the following:

Make sure you select **PENDING LAB WORK** at the top of the screen. When you do so, it will list all of your non-reported requisitions.

If you only need to print a single (or a few) you can simply select the printer icon to the left of your patient.



If you have multiple requisitions to order, you can select the checkbox on each line for each patient you need to print,



then select **DOWNLOAD**. 
Download



TEST REFERENCE GUIDE

Panel	Panel Descriptions	Accepted Sample Types with Storage/Shipping Conditions	Common ICD Codes
Urinary Tract Comprehensive	Identifies pathogens and antibiotic resistance genes present in urine or vaginal swabs that may cause genitourinary tract infections. It is comprised of two sub-panels to test for Urinary Tract Infections or Sexual Health related infections (including STIs and Bacterial Vaginosis (BV). It includes aerobic and anaerobic bacteria in addition to candida species.	<ul style="list-style-type: none"> Urine in sterile container <ul style="list-style-type: none"> Refrigerate Include Cold Pack Urine in vacuette without preservative <ul style="list-style-type: none"> Refrigerate Include Cold Pack Urine in vacuette with preservative <ul style="list-style-type: none"> Room Temp Include Cold Pack when outside temp is > 75 degrees Vaginal Swab <ul style="list-style-type: none"> Room Temp Include Cold Pack when outside temp is > 75 degrees 	N39.0 R30.0 R39.15 Z20.2 Z72.51
Wound and Nail Comprehensive	Identifies pathogens and antibiotic resistance genes present in patient wound swabs or nail clippings that may cause bacterial or fungal infections of wounds or nail beds. It is composed of two sub-panels for detection of Bacterial or Fungal targets.	<ul style="list-style-type: none"> Wound Swab <ul style="list-style-type: none"> Room Temp Include Cold Pack when outside temp is > 75 degrees Nail Clipping <ul style="list-style-type: none"> Room Temp Include Cold Pack when outside temp is > 75 degrees 	Wound: E11.621 L02.611 L03.031 L03.116 L08.9 L97.512 T81.30XA Nail: L60.1 L60.2 L60.3 L60.8 B35.1 L60.9
Respiratory Tract Comprehensive	Identifies pathogens present in patient respiratory swabs that may cause upper or lower RTI. It is composed of two sub-panels for detection of Viral or Non-viral (bacterial) targets.	<ul style="list-style-type: none"> Nasal Swab <ul style="list-style-type: none"> Refrigerate Include Cold Pack Nasopharyngeal Swab <ul style="list-style-type: none"> Refrigerate Include Cold Pack 	R05.1 R06.02 J96.01 R07.0 B34.9
SARs-CoV-2 (Covid - 19)	Identifies 4 genes for the novel SARs-CoV-2 (Covid-19) virus from respiratory swab samples.	<ul style="list-style-type: none"> Nasal Swab <ul style="list-style-type: none"> Refrigerate Include Cold Pack Nasopharyngeal Swab <ul style="list-style-type: none"> Refrigerate Include Cold Pack Saliva <ul style="list-style-type: none"> Refrigerate Include Cold Pack 	Z20.822
Gastrointestinal Comprehensive	Identifies pathogens present in stool samples that may cause gastroenteritis. It comprises 3 sub-panels for bacterial, parasitic, and viral gastroenteritis.	<ul style="list-style-type: none"> Fecal Swab <ul style="list-style-type: none"> Room Temp Include Cold Pack when outside temp is > 75 degrees Fecal Sample in sterile container <ul style="list-style-type: none"> Refrigerate Include Cold Pack 	R19.7 R19.5
Fecal Occult	Tests for the presence of fecal occult blood in a stool sample.	<ul style="list-style-type: none"> Fecal Sample in sterile container <ul style="list-style-type: none"> Refrigerate Include Cold Pack 	R19.7 R19.5



SPECIMEN HANDLING

Specimens should be properly processed, packaged, and sent in a timely manner to Industry Lab to avoid compromising the specimens in any way.

Proper Identification of Specimen:

- All specimens **MUST** be labeled at time of collection with **two** patient identifiers. It is recommended to do **first/last name** and **date of birth**.
or
- Industry Lab pre-labeled tubes
or
- Industry Lab integrated labels from integrated label papers

Place all specimens in provided Biohazard Bags, with associated printed requisition form into the outer pouch of the bag.

Biohazard Bag with the specimen(s) and cold packs (if needed - see temperature requirements on specimen collection page). Cold packs are provided when supplies are requested. If you run out of cold packs, freeze small bottles of unopened water, or other cold packs.

****DO NOT EVER SEND WATER OR ICE CUBES IN A ZIPLOCK BAG****

Best Practice:

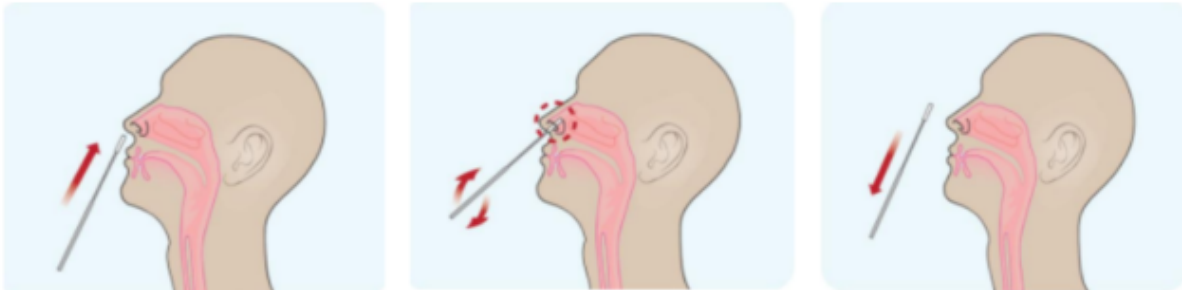
- Place labels lengthwise on tubes
- Double-check sample lids are tightly closed
- Use provided cold packs or an unopened frozen water bottle placed into a biohazard bag if ice is needed

IMPROPERLY LABELED OR NON-LABELED SPECIMENS WILL BE REJECTED



NASAL SWAB COLLECTION

- Remove lid from tube.
- Remove swab from wrapper by pulling apart the two ends of the wrapper. Only touch the handle.
- Gently insert the entire tip of the swab into the nostril.
- Rotate swab around the nostril approximately 4 times. Repeat in other nostril.
- Insert the swab tip down into the tube. Break the handle at designated break point.
- Place lid back on tube securely and place sample into biohazard bag.



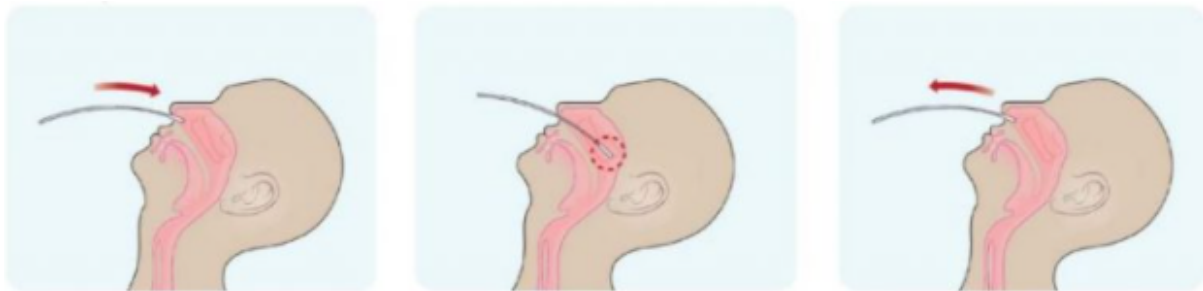
Specimen Handling:

- Must be stored at ambient/cool temperature.
- Specimen can remain at room temperature for up to 24 hours.
(Refrigerate after 24 hours).
- Ship with cold pack.



NASOPHARYNGEAL COLLECTION

- Remove lid from tube.
- Remove swab from wrapper by pulling apart the two ends of the wrapper. Only touch the handle.
- Tilt head back to a 70° angle.
- Slowly insert swab through the nostril parallel to the palate until resistance is encountered.
- Gently roll and rub the swab, leaving it in place for approximately 10 seconds. Repeat in other nostril.
- Insert the swab tip down into the tube. Break the handle at designated break point.
- Place lid back on tube securely and place sample into biohazard bag.



Specimen Handling:

- Must be stored at ambient/cool temperature.
- Specimen can remain at room temperature for up to 24 hours.
(Refrigerate after 24 hours).
- Ship with cold pack.

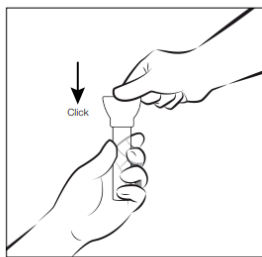


SALIVA COLLECTION

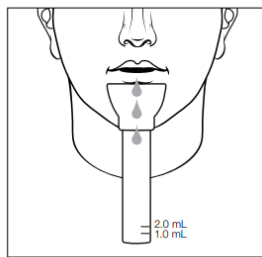
Best Practice:

- **DO NOT** Eat, drink, smoke, or chew gum for 30 minutes prior to collection
- *For easier collection - Gently rub outside of cheek | Make chewing motions with mouth | Smell or imagine your favorite food

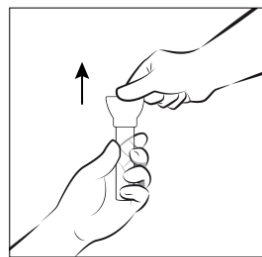
- Massage cheeks to encourage saliva production. Allow saliva to gather in the mouth. (Avoid swallowing saliva).
- When saliva has pooled in the mouth, drool into the funnel of the tube until the saliva (not bubbles) reaches the 2ML line.
- Remove the funnel and securely screw the cap back onto the tube.
- Complete saliva sample within 10 minutes.
- Place lid back on tube securely and place sample into biohazard bag.



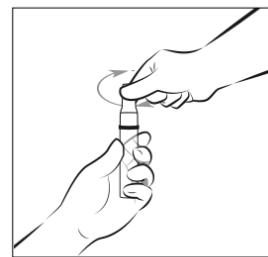
1. Press funnel firmly onto the tube.



2. Fill until saliva (not bubbles) is between the 1.0 and 2.0 mL lines.



3. Remove and discard the funnel.



4. Attach the cap and twist to close.

Specimen Handling:

- Must be stored at ambient/cool temperature.
- Specimen can remain at room temperature for up to 24 hours.
(Refrigerate after 24 hours).
- Ship with cold pack.



STOOL COLLECTION

- Pass stool into a clean, dry pan or collection cup.
- Remove swab and tube from the eswab wrapper by pulling the two ends of the wrapper. Remove tube and take off lid. (Only touch the handle).
- Take out the swab and probe sample. Do not use as a paddle or spoon. Do not try to collect and transfer an excessive amount of sample into tube. Swab tip only needs to be coated with sample material.
- Insert the swab tip down into the tube. Break handle at designated break point.
- Mash and mix specimen against side of tube to evenly disperse specimen into the media.
- Place the cap securely back onto the tube and lightly shake the sample.
- Place lid back on tube securely and place sample into biohazard bag.

Specimen Handling:

- When collected in provided eswab, specimen can be stored at room temperature for up to 24 hours. (*Refrigerate after 24 hours*).
- If collection is in anything other than the fecal swab, it must be refrigerated.
- Ship with cold pack.



URINE COLLECTION

- Wash hands with soap and water.
- Remove lid from cup. Do not touch inside of cup or lid.
- Urinate into cup. Fill at least halfway and pass the rest into the toilet. Screw lid securely onto cup.
- Remove label from lid. Place the tube, cap down, into the hole beneath the removed label. Apply pressure to tube. Urine will begin to fill tube and automatically stop transferring when complete.
- Place tube into biohazard bag and discard urine cup into trash. (Do not send to lab).



Specimen Handling:

- When urine is placed in vacuette with preservative, it can be stored at room temperature.
- No cold pack required when shipping.



INDUSTRY LAB

www.ildp.com | info@ildp.com | 513.866.7922