LimsNet Coroner's Guide for COVID-19 Test Ordering

Indiana State
Department of Health

Objectives

- Demonstrate how to successfully log in to LimsNet and change and update personal information

- Successfully and correctly log specimens into LimsNet

- Successfully print cover page and ship specimens to ISDH laboratories

- Show how to troubleshoot cover page

- Successfully search for results in LimsNet

- Discuss appropriate transit times and specimen rejection criteria

Contact Information

EMAIL:
LIMSAppSuppport@isdh.in.gov

Help Desk Phone: **(317) 921-5506**

– **DO NOT** leave a voicemail message

– Please email or call again

LOGGING IN

Logging In to LimsNet

https://eportal.isdh.in.gov/LimsNet/Login.aspx

- Log in to LimsNet with your username and password acquired from the LimsNet Helpdesk.

  Your password MUST be reset every 2 MONTHS.

- Below the login are announcements that may be important to your work; please read these **daily** for updates.

Indiana State Department of Health

User Name: _____

Password: _____   [Log In]

IP Address=10.170.67.107

Forgot Your Password?

3/22/20 - **COVID-19 update**
Some samples are showing as "In Transit" even though they have been received. We are working on a fix.

3/22/20 - **COVID-19 update**
Please make sure to include your LimsNet cover sheet with every package that you send to ISDH Lab or to Lilly.

3/19/20 - **COVID-19 update**
Certain coronavirus samples should now be sent to Eli Lilly for testing. Pay attention to the destination address listed on the LimsNet cover sheet when shipping.

3/11/20 - **Important COVID-19 update**: *All specimens submitted to ISDH Laboratory for SAR-COV-2 (COVID-19) testing require a PUI #. Please remember to enter the patient PUI # into LimsNet at this time.*

Problems? Email LimsNet Support or call 317-921-5506.
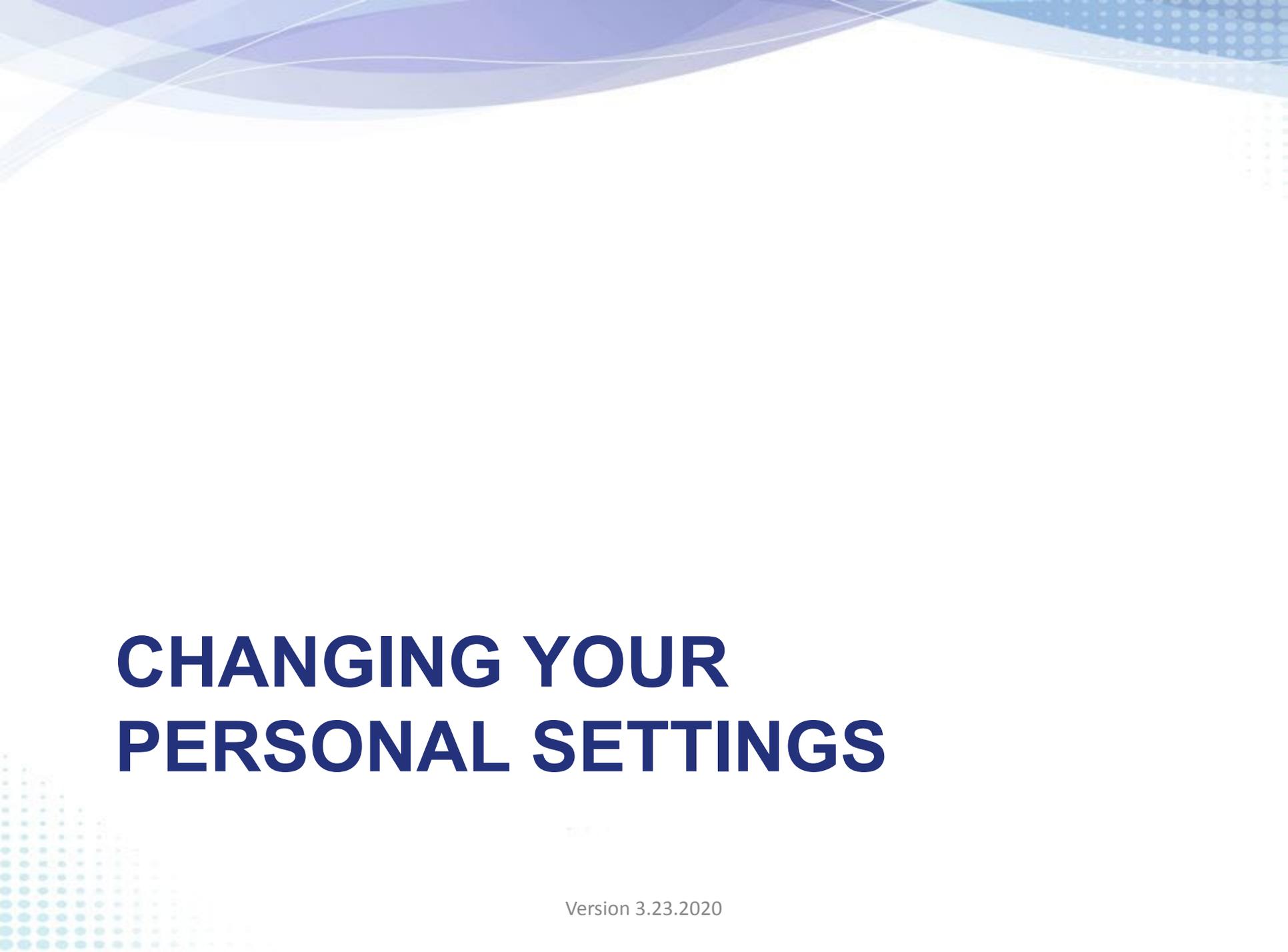LimsNet Training(PDF) LimsNet Manual

Problems Logging In

If you see the following error message:

- Your username and/or password may be incorrect

  OR

- Your password has expired
  - **Click** here for a password reset email to be sent to you

    OR

  - **Call** the Help Desk at **317-921-5506**
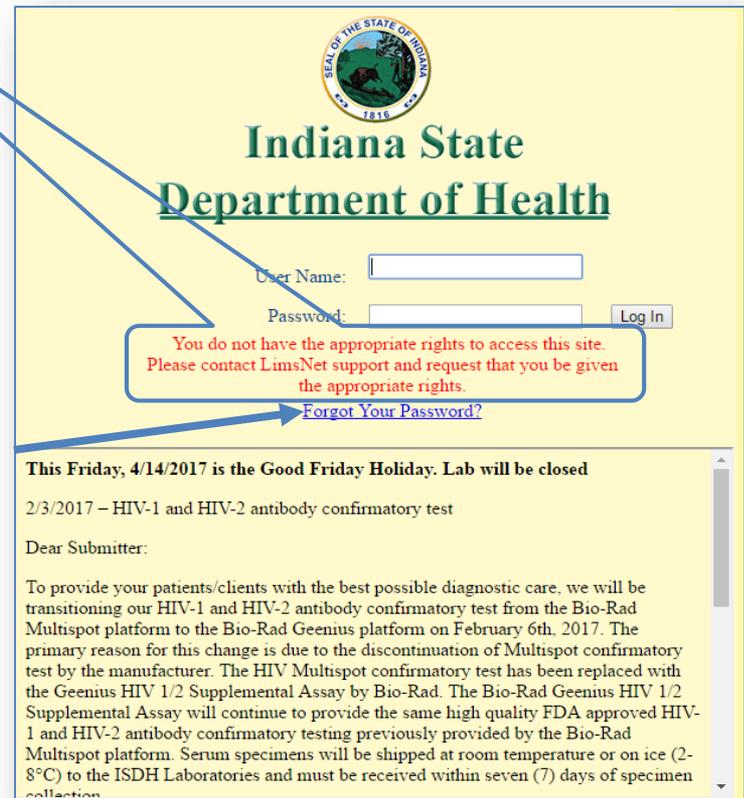
Indiana State
Department of Health

User Name: [   ]

Password: [   ] [Log In]

You do not have the appropriate rights to access this site. Please contact LimsNet support and request that you be given the appropriate rights.

Forgot Your Password?

This Friday, 4/14/2017 is the Good Friday Holiday. Lab will be closed

2/3/2017 – HIV-1 and HIV-2 antibody confirmatory test

Dear Submitter:

To provide your patients/clients with the best possible diagnostic care, we will be transitioning our HIV-1 and HIV-2 antibody confirmatory test from the Bio-Rad Multispot platform to the Bio-Rad Geenius platform on February 6th, 2017. The primary reason for this change is due to the discontinuation of Multispot confirmatory test by the manufacturer. The HIV Multispot confirmatory test has been replaced with the Geenius HIV 1/2 Supplemental Assay by Bio-Rad. The Bio-Rad Geenius HIV 1/2 Supplemental Assay will continue to provide the same high quality FDA approved HIV-1 and HIV-2 antibody confirmatory testing previously provided by the Bio-Rad Multispot platform. Serum specimens will be shipped at room temperature or on ice (2-8°C) to the ISDH Laboratories and must be received within seven (7) days of specimen collection

CHANGING YOUR PERSONAL SETTINGS

Version 3.23.2020

Personalized Settings

319 unsubmitted tests.	JylMadlem		Site: ABC TESTING SITE
Log new test: Virology ▾	Submit Tests Packages	Test Results	**Personalized Settings**
AdminCreateUser AdminUserSiteTree Groups Audit Log Off			

In Personalized Settings, you have 3 options:
1. Change My Password
2. Change My Personal Information
3. Change My Password Recovery Question

319 unsubmitted tests.	Jyl Madlem		Site: ABC TESTING SITE
Log new test: --- Select One --- ▾	Submit Tests Packages	Test Results	Personalized Settings
AdminCreateUser AdminUserSiteTree Groups Audit Log Off			

Profile Settings

1   **2**   **3**

Change My Password   Change My Personal Information   Change My Password Recovery Question

Changing Your Password

Profile Settings

<u>Change My Password</u>   <u>Change My Personal Information</u>   <u>Change My Password Recovery Question</u>

Passwords must contain all of the following:

- 1 Lowercase letter
- 1 Uppercase letter
- 1 Number
- 1 Character (non-letter or number)

And be a minimum of 8 characters long.

*All fields are required

Current Password:

New Password (15 characters max):

Verify Password:

Change My Password

Enter your current password **BEFORE** you enter your new password.

Changing Your Personal Information

Profile Settings

Change My Password   Change My Personal Information   Change My Password Recovery Question

*All fields are required

First Name: Alexandra

Last Name: Vayl

Email Address: avayl@isdh.in.gov

Subscribe To Email Notifications: ☑   ☐

Update My Information

Your name/ email may be updated here

You may also **Subscribe to Email Notifications**, allowing you to receive an email when a test result is posted.

If any changes are made, you must click **Update My Information** here.

Changing Your Password Recovery Question

Profile Settings

Change My Password   Change My Personal Information   Change My Password Recovery Question

*All fields are required
Current Password:
Password Recovery Question: What is the name of the street you grew up on?   ▼
Password Recovery Answer:
Update

To change your recovery question/answer:
    1. Enter your current password.
    2. Choose your question from the list.
    3. Provide your recovery answer.

When finished, click **"Update"**.

ENTERING A SPECIMEN

EXAMPLE: COVID-19 Specimen

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Using LimsNet

320 unsubmitted tests.	**Jessica Gentry**	**Site: ABC TESTING SITE**
Log new test: Virology	Submit Tests Packages Test Results	Personalized Settings
Log Off		

VIROLOGY REQUEST FORM
INDIANA STATE DEPARTMENT OF HEALTH LABORATORIES
Specimen Collection, Packaging & Shipping Instructions

Click the drop-down menu under Log New Test
– Choose the desired test (in this example we will be completing a Virology request form)

IMPORTANT: Verify that the patient's ID, first/last name and date of birth entered into LimsNet match EXACTLY what is on the specimen label. Labeling mismatches will result in specimen rejection.

Patient Demographic Information

Include a patient ID number. This allows for future search function.

Enter all **required** data noted by red asterisks "*".

Institution Information

Institution Information	
Name of: ○ Employer ○ School ○ Care Facility ○ Institution	
Name:	
Occupation:	
Facility Phone Number:	
Institution Resident? ○ No ○ Yes	
Institution Type: ○ None ○ Prison ○ Nursing Home ○ Other	
If Other:	
Hospitalized? ○ No ○ Yes Location:	Date Hospitalized:
*Deceased? ○ No ○ Yes	Date Of Death:

Select **Yes** for autopsy specimen testing.

Specimen Information

Enter the Specimen Type by clicking the Fluid or Swab radio button in the **Clinical Information** section.

Enter the Fluid Type (**BAL, Trach Aspirate**) **OR** Swab type (**NP, lung**) in the **Anatomical Source** box.

Virus Suspected

Enter the Virus Suspected by selecting the **COVID-19** radio button.

Virus Suspected					
*Virus Suspected?					
☐ Adenovirus	☐ Enterovirus		☐ Herpes Simplex	☐ Influenza	☐ Measles
☐ MERS-CoV	☐ Mumps			☐ Parainfluenza	☐ Respiratory Syncytial Virus
☐ Varicella	☐ Community-Acquired Pneumonia	☐ COVID-19	☐ Other		
If Other:					

Suitable viruses for "Other" include other respiratory viral agents, such as rhinovirus. Norovirus should be submitted on the Enterics/Norovirus form

COVID-19 authorization code required:	CORONER

Enter the COVID-19 authorization code: **CORONER**

Specimen Information

Enter required information as indicated by red asterisks "*****", along with any other relevant information; click **Save**.

When submitted correctly, this message will display.

Patient Information		
Patient's Clinic ID Number:		Lookup Info
*Patient's First Name:	Middle Init:	
*Patient's Last Name:		
*Street Address:		
*City:	*State: *ZIP:	
County of Residence: Select County	Phone Number:	
*Date of Birth:	*Sex: ○ Male ○ Female ○ Other ○ Unknown	
*Race: ○ Asian ○ Black or African-American ○ American Indian or Alaska Native ○ Native Hawaiian or Other Pacific Islander ○ White ○ Other ○ Unknown	*Hispanic Ethnicity: ○ Hispanic or Latino ○ Not Hispanic or Latino ○ Unknown	

Save

*** Successfully created test ***

NOTE: If you do not see this message, please review the form/enter missing required information; then click **Save**.

SUBMITTING A SPECIMEN

Printing Cover Page

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Submitting a Test/Submit Checked Samples

Click Submit Tests

You may **Edit** or **Delete** a test request form here.

Send	Edit	Delete	Date Created	Collection Date	Patient ID	First Name	Last Name	Test Type	User Name	Provider Code
☑	Edit	Delete	12/20/2018 8:21 AM	12/18/2018	123	testFName	testLName	HIV/Hep	hfu	990
☐	Edit	Delete	11/27/2018 10:57 AM	11/27/2018	0000000001	Influenza	12	Virology	bpope1	990
☐	Edit	Delete	11/27/2018 10:57 AM	11/27/2018	0000000001	Influenza	11	Virology	bpope1	990
☐	Edit	Delete	11/27/2018 10:56 AM	11/27/2018	0000000001	Influenza	10	Virology	bpope1	990
☐	Edit	Delete	11/27/2018 10:56 AM	11/27/2018	0000000001	Influenza	9	Virology	bpope1	990
☐	Edit	Delete	11/27/2018 10:55 AM	11/27/2018	0000000001	Influenza	8	Virology	bpope1	990
☐	Edit	Delete	11/27/2018 10:55 AM	11/27/2018	0000000001	Influenza	7	Virology	bpope1	990
☐	Edit	Delete	11/27/2018 10:55 AM	11/27/2018	0000000001	Influenza	6	Virology	bpope1	990
☐	Edit	Delete	11/27/2018 10:52 AM	11/27/2018	0000000001	Influenza	5	Virology	bpope1	990
☐	Edit	Delete	11/27/2018 10:48 AM	11/27/2018	0000000001	Influenza	4	Virology	bpope1	990

When you are ready to send a specimen(s) to the ISDH Laboratories, **select** the desired entries under the **Send** column and click **Submit Checked Samples**.

Printing Cover Page

- After clicking **Submit Checked Samples**, a pop-up containing the **cover page** will appear.

- It contains a bar code and patient information for each specimen marked as shipped.

- Please note mailing address.
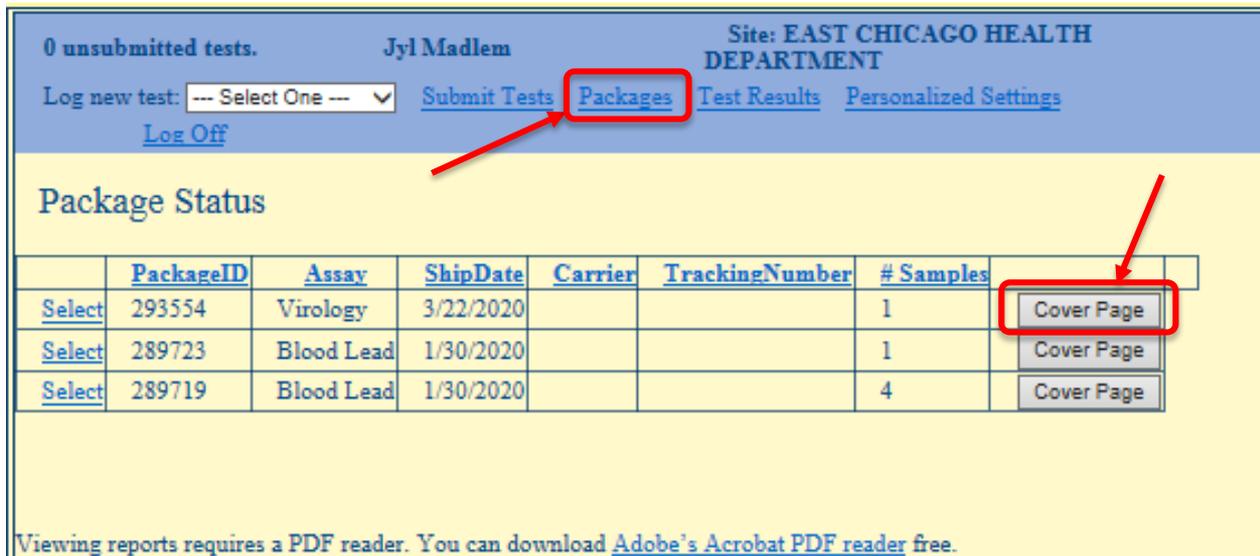
- Ship specimens accordingly.

PRINT this page and include it with your specimen submission.

NOTE: No other paperwork is necessary with a specimen submission.

Troubleshooting Cover Page

If your cover page pop-up doesn't appear, the pop-up blocker on your computer may be turned on. You can either turn it off or follow these instructions:

1. Click **Packages**.
2. Click **Cover Page** for the appropriate specimen or ship date.
3. Check the pop-up blocker on your computer, and allow pop-ups for this site.

Ordering Other Tests

- Follow the same steps to order other tests.
- Simply select your desired test(s).

TEST RESULT SEARCH

Test Result Search

Click **Test Results**.

308 unsubmitted tests. User: jmadlem Site: ABC TESTING SITE

Log new test: --- Select One --- ▼ Submit Tests Packages Test Results Personalized Settings

Log Off

Search Test Results

1.

Collection Date: From 12/12/2018 To 1/11/2019

Patient Name: First Mickey Last Mouse

Patient ID: ID

Opscan ID

Testtype Name --- All test types --- ▼

Site Name ABC TESTING SITE (990) ▼

Status

○ Unshipped
○ In Transit
○ Pending
● Released
○ All statuses

Search

Enter a collection date range and search using the first and last name of the patient.

2. Click the **Released** radio button for a completed results search only.

3. Click the **Search** button.

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Test Result Search

Select the report from the list, and click **View** to print.

Be sure the status is **Released**. A pop-up window will appear with your report. You can print from that screen by hovering your mouse at the bottom or by right-clicking.

Report Pop-up

Right-click to print.

SPECIMEN INTEGRITY

Common Causes of Specimen Rejection

- Mismatch of patient name/ID:
  - Name on specimen tube and submission form (LimsNet) must match exactly.
- Lack of 2 patient identifiers on specimen tube:
  - Specimen tube is completely blank (MUST be labeled with patient full name and date of birth).
- Wrong specimen type collected.
- No specimen sent with submission form.
- Specimen tube is leaking or broken.

Keys to Successful Submissions

Verify that the patient ID, first/last name and date of birth entered into LimsNet match the specimen label *EXACTLY*.

If you have any questions regarding specimen labeling:

Brian Pope

Virology Laboratory Supervisor

317-921-5843

Labeling mismatches will result in specimen rejection.

Contact Information

Virology Supervisor: Brian Pope
bpope1@isdh.in.gov / **317-921-5843**

Outreach and Training Team: Jyl Madlem
isdh-lab-info@isdh.in.gov / **317-495-4177**