LimsNet Guide for COVID-19 Test Orders

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

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

Your password MUST be reset every 2 MONTHS.
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**
In **Personalized Settings**, you have 3 options:

1. Change My Password
2. Change My Personal Information
3. Change My Password Recovery Question
Changing Your Password

Profile Settings

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

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:

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: [Input Field]
Last Name: [Input Field]
Email Address: [Input Field]

Subscribe To Email Notifications

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

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
Using LimsNet

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** “*”.

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patient's Clinic ID Number</td>
<td>[ ] Lookup Info</td>
</tr>
<tr>
<td>Opscan Number</td>
<td></td>
</tr>
<tr>
<td>Patient's First Name</td>
<td></td>
</tr>
<tr>
<td>Patient's Last Name</td>
<td></td>
</tr>
<tr>
<td>Street Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>ZIP</td>
<td></td>
</tr>
<tr>
<td>County of Residence</td>
<td>Select County</td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Sex</td>
<td>Male, Female, Unknown</td>
</tr>
<tr>
<td>Race</td>
<td>Asian, Black or African-American, American Indian or Alaska Native, Native Hawaiian or Other Pacific Islander, White, Other, Unknown, Multiracial</td>
</tr>
<tr>
<td>Hispanic Ethnicity</td>
<td>Hispanic or Latino, Not Hispanic or Latino, Unknown</td>
</tr>
</tbody>
</table>
## Institution Information

<table>
<thead>
<tr>
<th>Name of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer ○ School ○ Care Facility ○ Institution</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
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<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Occupation:</th>
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<tr>
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<table>
<thead>
<tr>
<th>Facility Phone Number:</th>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Institution Resident?</th>
</tr>
</thead>
<tbody>
<tr>
<td>No ○ Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Institution Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>None ○ Prison ○ Nursing Home ○ Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If Other:</th>
</tr>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Hospitalized?</th>
</tr>
</thead>
<tbody>
<tr>
<td>No ○ Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hospitalized: Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>*Deceased?</th>
</tr>
</thead>
<tbody>
<tr>
<td>No ○ Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date Of Death:</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Institution:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date Of Death:</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Other Location:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Version 3.23.2020</th>
</tr>
</thead>
</table>
Specimen Information

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

Enter the Fluid Type (Sputum) OR Swab type (NP) in the Anatomical Source box.

- OR -
Virus Suspected

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

Enter the **COVID-19** authorization code provided by RedCap. To request access to REDCap please email [RedCapAdmin@isdh.IN.gov](mailto:RedCapAdmin@isdh.IN.gov).
Enter required information as indicated by red asterisks “*”, along with any other relevant information; click **Save**.

When submitted correctly, this message will display.

**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

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.

You may Edit or Delete a test request form here.

Click Submit Tests
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

1. 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.

Click Test Results.
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.
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.*

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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

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