LimsNet Coroner’s Guide for COVID-19 Test Ordering
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:
LIMSAppSupport@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**
CHANGING YOUR PERSONAL SETTINGS
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**

<table>
<thead>
<tr>
<th>Change My Password</th>
<th>Change My Personal Information</th>
<th>Change My Password Recovery Question</th>
</tr>
</thead>
</table>

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

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*
Changing Your Personal 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

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”.

<table>
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<tr>
<td>Change My Password</td>
</tr>
<tr>
<td>*All fields are required</td>
</tr>
<tr>
<td>Current Password:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Password Recovery Answer:</td>
</tr>
</tbody>
</table>

[Image of the interface with highlighted instructions]

Version 3.23.2020
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.
Include a patient ID number. This allows for future search function.

Enter all **required** data noted by **red asterisks** “*”.
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.

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

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

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Viewing reports requires a PDF reader. You can download Adobe’s Acrobat PDF reader free.
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**.

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.
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.
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