PHIX Lab Training for the Department of Public Health
April 10, 2020

Go to lab.phixnetwork.org

Login here with the username and password provided by PHIX.

Please use Internet Explorer v11 or the tool will NOT work.

Username: [   ]

Password: [   ]

[Login]

Forgot Username

Forgot Password

PHIX MAIL
Beta

Login

After you enter your username/password, you will be asked to enter an authentication code
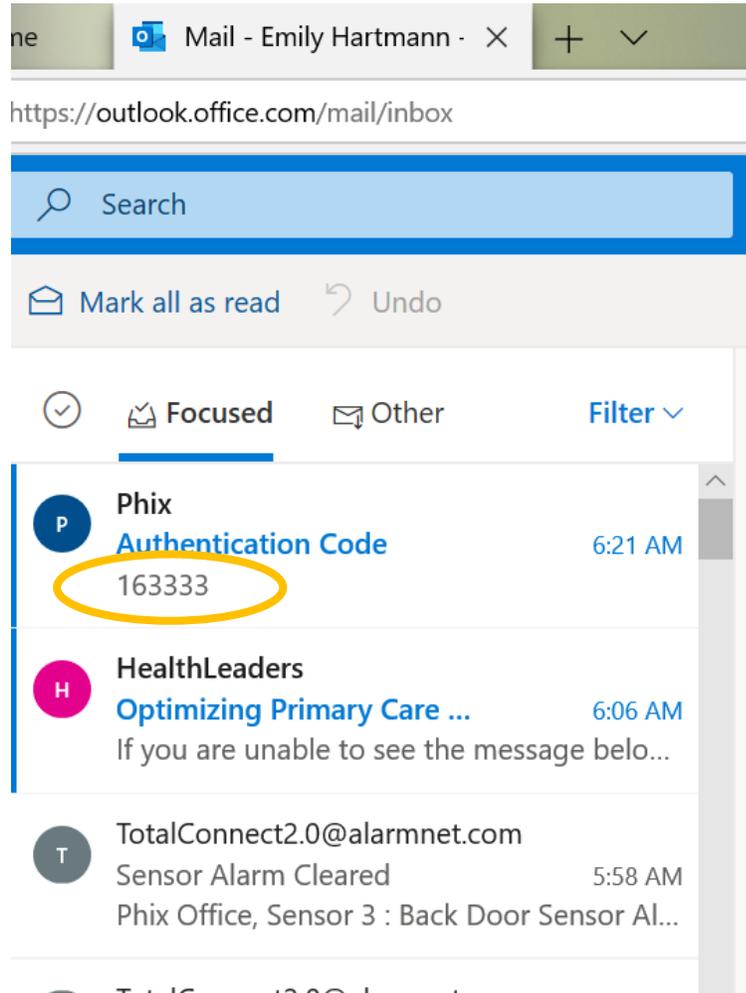
We've sent you an authentication code
Please check your email

Enter your 6 digit code here:

Enter   Cancel

Didn't get a code?   Resend

You will receive the authorization code by regular email

Enter the code from your regular email into the screen below to complete your login.

https://outlook.office.com/mail/inbox

Search

Mark all as read   Undo

Focused   Other   Filter ⌄

Phix
Authentication Code   6:21 AM
163333

HealthLeaders
Optimizing Primary Care ...   6:06 AM
If you are unable to see the message belo...

TotalConnect2.0@alarmnet.com
Sensor Alarm Cleared   5:58 AM
Phix Office, Sensor 3 : Back Door Sensor Al...

We've sent you an authentication code
Please check your email

Enter your 6 digit code here:

Enter   Cancel

Didn't get a code?   Resend

After you login, select a lab specimen status

You will manage which lab specimens that you would like to view and manage here by selecting the appropriate status and clicking "Select"

The options will be:

- In Transit
- Received
- In Testing
- Finalized
- Reject
- All Statuses
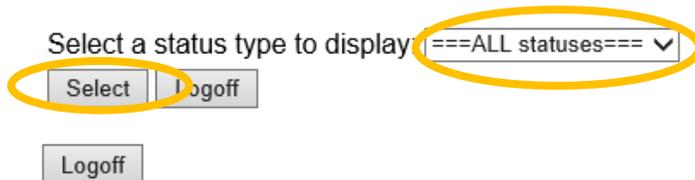
In Transit Status

When hospitals complete and submit the lab form electronically, two things will happen:

(1) The lab form will be pushed to this lab tool and marked with an "In Transit" status. This indicates that the lab specimen is on its way to the lab.

(2) The hospital will print a copy of the lab form, which will be included with the specimen. PHIX will assign an ascension number to each form, which will be included on the printed copy to help you match the specimen to the electronic lab form.

Match samples to the electronic lab forms

- To see the electronic form submitted by the hospital for each specimen that you receive, look at the Ascension Number.

- Note that this number is assigned by PHIX and will be included on the printed form that comes with the lab specimen.

- Patient name and date ordered are also listed for your reference.

Test/Request List

Select a status type to display: ===ALL statuses=== ∨

Select   Logoff

Assession #	Test Name	Patient	Date Ordered	Time Ordered
00000000019	COVID-19	Mary Jones	2020-04-06	07:20:04
00000000028	COVID-19	Alberto Garcia	2020-04-06	07:22:55
00000000055	COVID-19	Mary Jones	2020-04-06	08:15:22

Change the status to "Received"

When you confirm that a specimen is received by the lab, go into the "In Transit" queue in PHIX, and change the status for each lab specimen to "Received" on the right. Click submit.

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Test/Request List

Test/Request List

Select a status type to display: ===ALL statuses=== ▾

Select   Logoff

Assession #	Test Name	Patient	Date Ordered	Time Ordered	Status	Date	Time	By		
00000000019	COVID-19	Mary Jones	2020-04-06	07:20:04	FINALIZED	2020-04-10	08:59:04	Emily Hartmann	=== Select a Status === ▾	Submit
00000000028	COVID-19	Alberto Garcia	2020-04-06	07:22:55	FINALIZED	2020-04-10	10:03:13	Test Labs	=== Select a Status === ▾	

Changing the status to "Received" will:

(1) Move the specimen to the "Received" queue in the electronic tool.

(2) Generate a message to the hospitals indicating that the specimen has been received by your lab.

Review the lab form and the specimen

Rejecting lab

If you are rejecting the specimen, start by completing the lab form with the reason for the rejection and clicking Submit.

Clicking submit will save your changes to the form.

Rejecting lab

Then, go to the lab specimen in your "Received" queue and change the status to "Rejected." Click Submit.

Test/Request List

Select a status type to display: RECEIVED

Select   Logoff

Assession #	Test Name	Patient	Date Ordered	Time Ordered	Status	Date	Time	By		
00000000019	COVID-19	Mary Jones	2020-04-06	07:20:04	RECEIVED	2020-04-10	16:51:49	Emily Hartmann	=== Select a Status ===	Submit

Logoff

Changing the status to "Rejected" will:

(1) Move the specimen to the "Rejected" queue in the electronic tool.

(2) Generate a message to the hospitals indicating that the specimen was rejected. **Note that this message will include a copy of the electronic form with the reason for the rejection. Therefore, ensure that you have completed the pdf form first before changing the status to "Rejected"**

Accepting Lab

If the lab specimen is acceptable, check "Acceptable" in the electronic lab form.
Click Submit.
Clicking submit will save your changes to the form.

In Testing Status

When the acceptable samples go into testing, change the status of each specimen in the "Received" queue to "In Testing" on the right. Click Submit.

Changing the status to "In Testing" will :

(1) Move the specimen to the "In Testing" queue in the electronic tool.
(2) Generate a message to the hospitals indicating that the specimen is in testing.

Finalizing lab results

- When the lab results are ready, go to the "In Testing" queue. Click "Select"

Finalizing lab results

Use the ascension number link to navigate to the electronic lab form for each specimen

Complete the lab form with the lab results

Complete the lab form by selecting the appropriate results and entering the report date, report time, and analyst name.
Click submit.
This action will save the information that you have entered.

Address-Number, street, apt #	City		County	State	ZIP Code

Contact* Jim Currey	Phone* (217) 741-5081	Fax* (218) 748-8888

SECTION 3. SPECIMEN INFORMATION(REQUIRED)**

Date of collection* 03 / 30 / 2020	Time of collection* 8 : 00	☑ AM ☐ PM	*^Epidemiology Reference #: 12345

^Specimen will be rejected without this number^   **Submit**

Test Requested   ☑ COVID-19 rRT-PCR

Specimen source or type (2 upper respiratory, 1 lower respiratory)*   (Each specimen is to have it's own form, unless NP/OP combined)

☐ NP Swab   ☐ OP Swab   ☑ Sputum   ☐ BALFluid   ☐ Tracheal Aspirate

Samples that will arrive at the lab within 72 hours of collection can be stored at 2-8ºC and shipped with cold packs.

SECTION 4. SPECIMEN CONDITION (LABORATORY USE ONLY)

Specimen condition: ☑ Acceptable (Refrigerated/cold packs)   ☐ Reason Rejected:

SECTION 5. rRT-PCR (LABORATORY USE ONLY)

☑ No COVID-19 detected by rRT-PCR

☐ Inconclusive for COVID-19 by rRT-PCR
   ☐ Request recollection

☐ **Positive COVID-19 by rRT-PCR**

*Negative results do not preclude the COVID-19 infection and should not be used as the sole basis for treatment or other patient management decisions. Negative results must be combined with clinical observations, patient history, and epidemiological information. Testing with the COVID-19 rRT-PCR Diagnositc Panel is intended for use by trained laboratory personnel who are proficient in performing rRT-PCR assays. The CDC COVID-19 rRT-PCR Diagnostic Panel is only for use under a Food and Drug Administration's Emergency for Use Authorization.
*Results are for the identification of COVID-19 RNA. Inconclusive for COVID-19 specimens will be sent to the CDC for confirmatory testing. Positive results are indicative of active infection with COVID-19 but do not rule out bacterial infection or co-infection with other viruses. The agent detected may not be the definite cause of disease.

Reference Range:

No COVID-19 detected by rRT-PCR

Contact Information
El Paso County
CEPDPH Epidemiology Program
Disease Reporting Hours: 24 hrs a day/7 days a week
P:915-212-6520

CEPDPH Laboratory
Specimen Delivery and Shipment
ATTN: DPH LRN Laboratory
4505 Alberta Ave. 2nd Floor
El Paso, TX 79905
P:915-212-0438 F:915-212-0439 Delivery 7:30AM-5:00PM M-Sun

Report Date: 04/10/2020   Report Time: 3:00   ☐ AM ☑ PM   Analyst: Emily Hartmann

Change status to "Finalized"

Then, go to the lab specimen in your "In Testing" queue and change the status to "Finalized." Click Submit.

Test/Request List

Select a status type to display: IN TESTING ▾
[Select] [Logoff]

Assession #	Test Name	Patient	Date Ordered	Time Ordered	Status	Date	Time	By		
00000000242	COVID-19	Emily Test	2020-04-09	08:22:00	IN TESTING	2020-04-10	16:08:37	Emily Hartmann	=== Select a Status === ▾	Submit
00000000251	COVID-19	Emily A Test	2020-04-09	09:11:13	IN TESTING	2020-04-10	16:08:37	Emily Hartmann	=== Select a Status === ▾	
00000000260	COVID-19	Emily Test3	2020-04-09	10:08:47	IN TESTING	2020-04-10	09:09:00	Emily Hartmann	=== Select a Status === ▾	
00000000279	COVID-19	emily test3	2020-04-09	11:10:08	IN TESTING	2020-04-10	09:09:00	Emily Hartmann	=== Select a Status === ▾	

[Logoff]

Changing the status to "Finalized" will:

(1) Move the specimen to the "Finalized" queue in the electronic tool.

(2) Generate a message to the hospitals indicating that the lab result was finalized. **Note that this message will include a copy of the electronic form with the lab results. Therefore, ensure that you have completed the pdf form with the results first before changing the status to "Finalized."**

(3) Positive results will also be sent to Epi.

Call PHIX with any questions

As always, call PHIX if you have any questions at 915-242-0674.

You can also reach PHIX's Executive Director, Emily Hartmann, on her cell phone at 217-741-5081 and by email at ehartmann@phixnetwork.org.