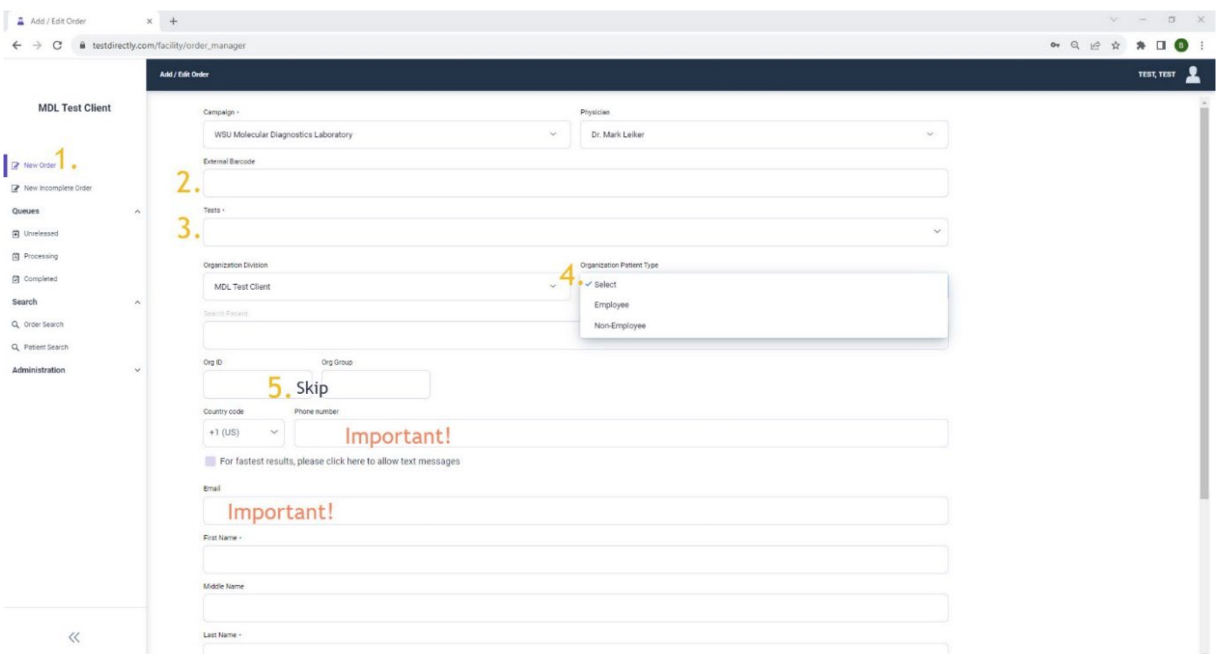
Molecular Diagnostics Laboratory
Wichita State University

MDL TestDirectly Client Reference Guide

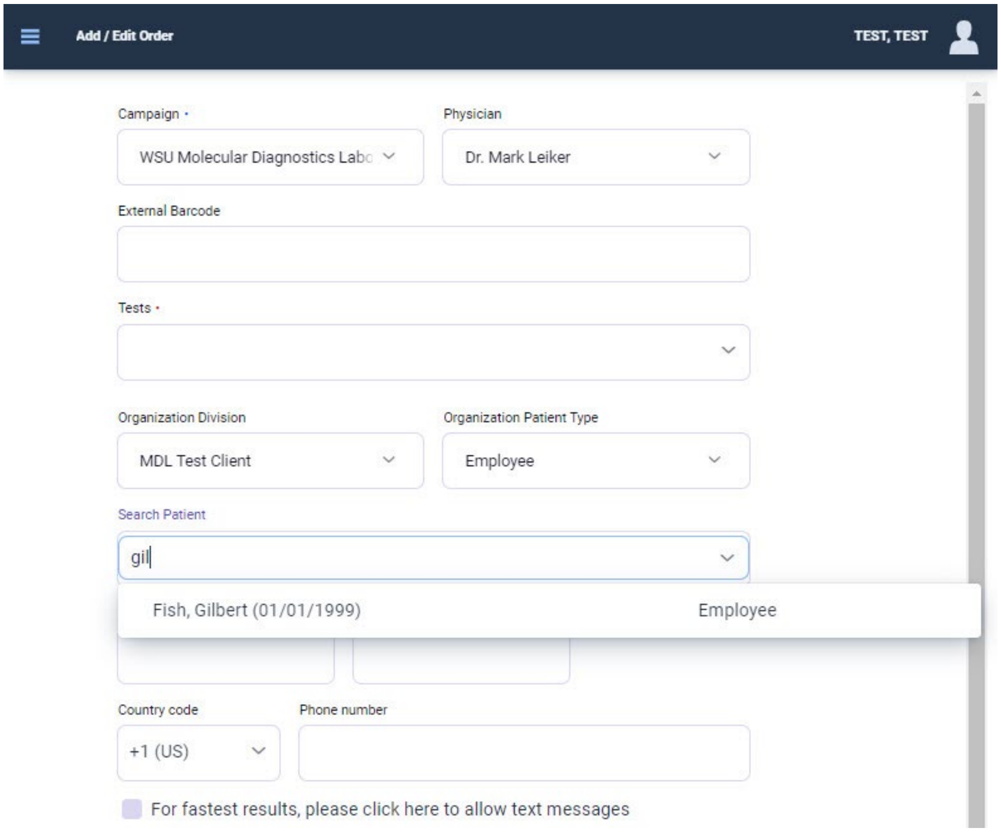
New Order

1. Select “**New Order**” from the menu on the left.
2. Enter the barcode number from the sample tube by scanning or typing in the number.
3. Select the test type (Healthcare partners only). Please refer to our online training or collection instructions for proper collection technique.
   - Saliva Direct (Targets COVID-19 only using a saliva sample)
   - RIC Oropharyngeal Swab (Targets RSV, Influenza, and COVID-19 with a swab in the back of the throat)
   - RIC Nasopharyngeal Swab (Targets RSV, Influenza, and COVID with a swab in the back of the nasal cavity)
4. Select Patient Type
   - Employee: for patients employed by your organization
   - Non-Employee: for anyone else
5. SKIP Org. ID and Group

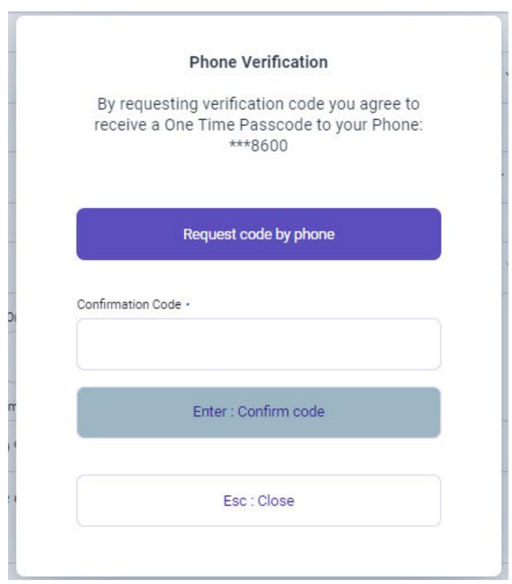


IMPORTANT! For all patients, email and/or phone number are necessary to provide patient access to their results and the opportunity to create a portal account.

6. Enter all Patient Information:



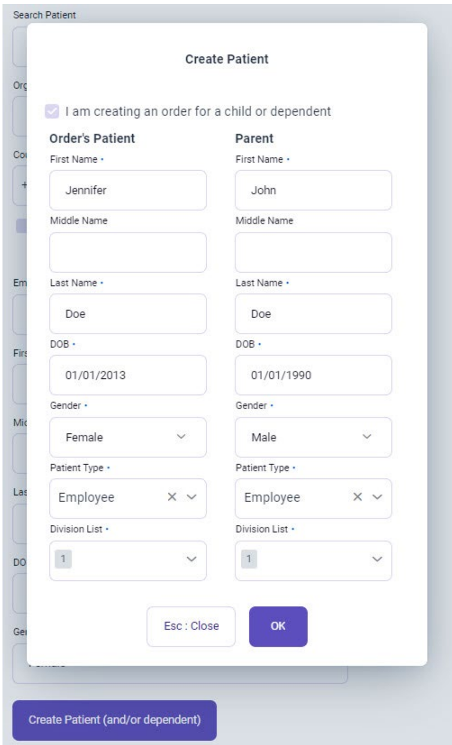
- If the patient has tested with the organization previously, their name will be searchable in the Search Patient field.
- If the patient information (phone number or email) matches an existing patient within the organization, select the patient's name from the prompt.
- If the patient information (phone number or email) matches an existing patient with another organization, you will be prompted to select or verify the patient's existing account.
    - To verify an account, choose "**Verify**" and then "**Send Request**" to the phone number or email.
    - Enter the confirmation code provided by the patient and then Verify the patient's name.
    - On the next prompt, confirm the patient's DOB and Zip Code.



7. If the patient has not tested with MDL or their testing partners, their information will need to be manually entered and then select "**Create Patient and/or Dependent**."

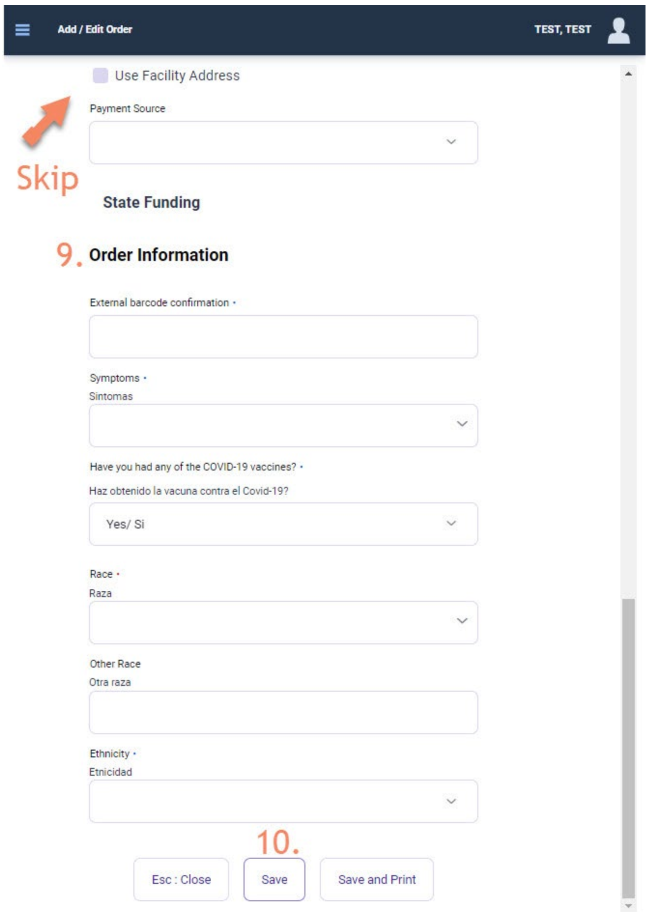
<u>Creating a Test for a Dependent</u>:

- This option is for creating a test order for a dependent. Continue filling out the information with the <u>patient's</u> information.
- Select "**Create Patient and/or Dependent**" and then select "**I am creating an order for a child or dependent**" on the prompt.
- The box will expand for the parent's information.
- Select "OK" and continue with the form.



8. Continue entering Patient Information
    - SKIP "**Use Facility Address**" and "**Payment Source**".

9. Order Information
    - Confirm the barcode by scanning or typing in the number.
    - Select all symptoms the patient is experiencing.



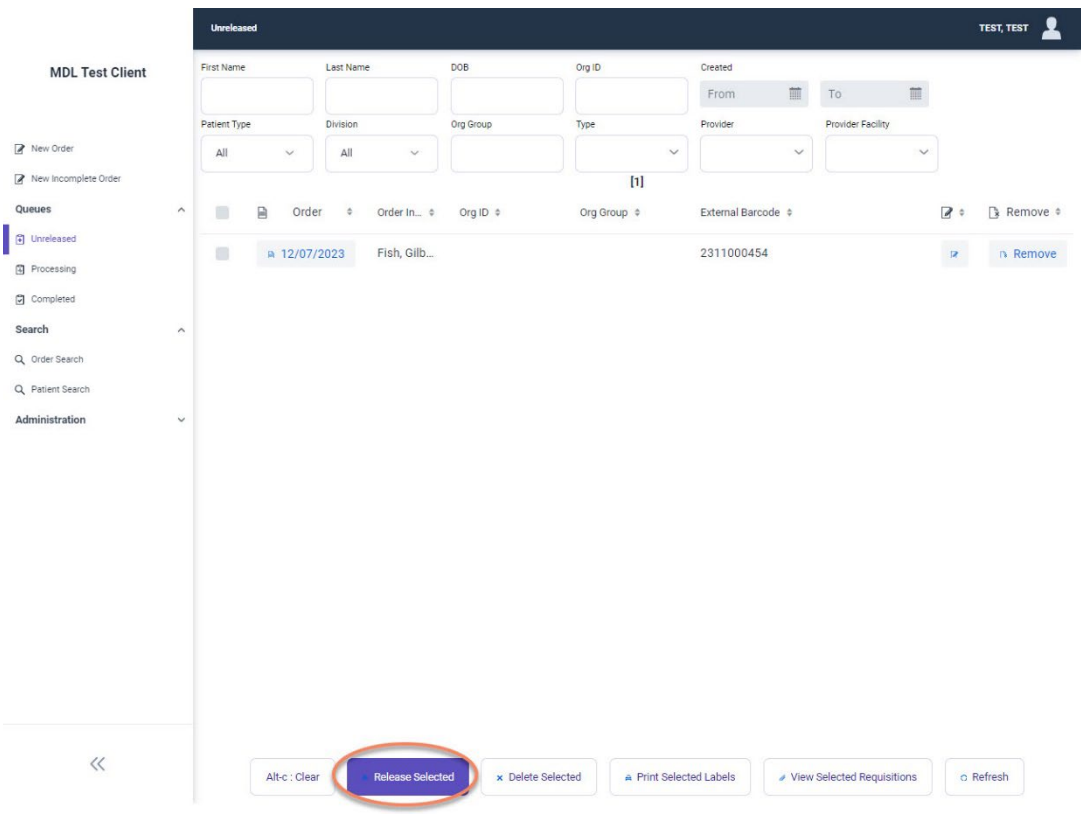
    - Select whether the patient has had any vaccines.
    - Complete their Race and Ethnicity.

10. Save the Order
    - This automatically sends the patient an email that an order has been created.
    - This is still a draft; MDL does NOT yet have the order.
    - The form will not save if:
        - Required information is missing.
        - Barcodes do not match.
        - Barcodes are missing.
        - Barcodes have been used before.

Queues

Unreleased

1. These are drafts that have not been submitted to our lab yet.
2. You may edit the order. For example, updating a barcode number or the type of test.
3. To remove an order – select the order and click "**remove**" or "**delete**".
4. To Release the order to our lab:
    - Verify the barcode listed matches the sample tube.
    - Select the box and click "**release**"
    - Our lab now has access to the order, and it has been moved to the process queue.



Processing

1. Orders can be viewed, but not changed.
2. This is a list of requisitions your organization has sent to our lab. We are either waiting for the sample or running the test.
3. When testing is completed (within 24 hours from the time it arrives at MDL), this order will move to the completed queue.

Completed

1. View results by clicking on the report button on the right side of the screen.

Search

Order Search

All orders are searchable based on their barcode, order status, result status and type.

Include the parameters needed for the search and then click “**refresh**.”

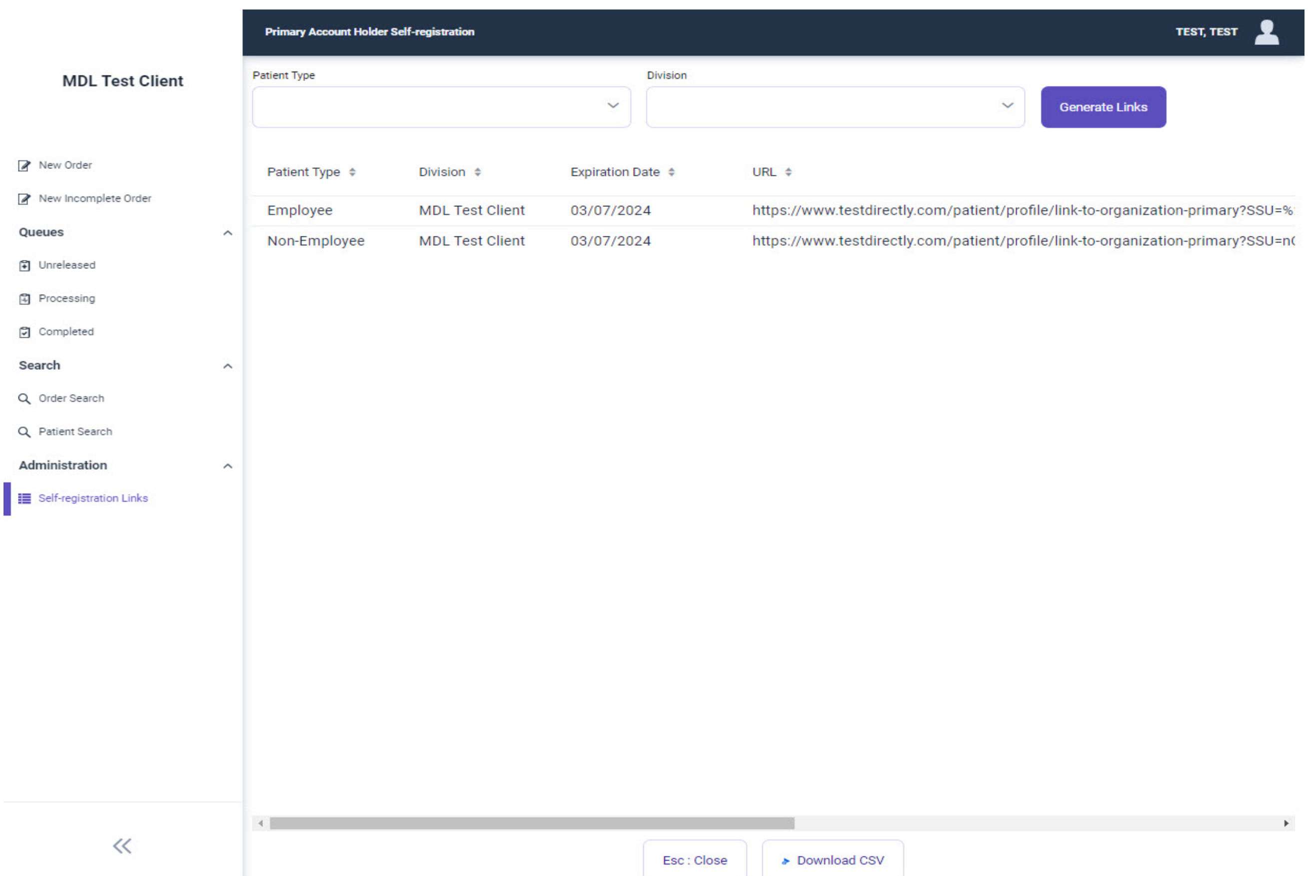
Patient Search

Type the name of the patient and click “**refresh**.”

Administration

Self-Registration Links

These links are to send to employees or non-employees to pre-register for an account. After pre-registering, their name will be searchable in “**Patient Search**” field when creating an order.



Additional Resources:

MDL Website: www.wichita.edu/mdl

MDL Training Videos: https://www.youtube.com/@WSUMDLTraining/videos

Performing a Swab Collection (Healthcare Providers Only):

https://www.youtube.com/watch?v=syXd7kgLSN8