COVID-19 Ordering

How to electronically submit a COVID-19 E-order
Step 1: Login

1. Secure Login URL: [https://lis.moleculartestinglabs.com](https://lis.moleculartestinglabs.com)

2. Upon arriving to the site, please enter the unique username and password provided in the welcome e-mail.

3. Enter the CAPTCHA Validation code and click “Sign in”

4. If this is your first login, you will be prompted to create a new password. Please keep username and password credentials private and secure.
Step 2: Patient Registration

1. Using the patient registration process allows you to pre-register the patients prior to your collection event(s). This allows time to collect all the necessary patient demographic and insurance information.

2. Complete and accurate information will reduce re-work and allow us to properly bill insurance.

3. Only one patient registration can be created per patient, helping to keep records clean and accurate. The system will notify you if it believes a patient is being duplicated.
Step 2: Patient Registration

1. All patients that are registered to your practice can be found under “Patient Registration > Patient List”. They will appear in this list if they have been pre-registered, or if an order has been previously placed.

2. Under the “Place an Order” column, there will be a button to click that starts an order for the patient, pre-filling all information contained in the patient registration.
Step 3: Patient Information

1. You can start a new order through the “Patient Registration” tab or by clicking the “Internet Order” tab and selecting “ID New Order”. Once you begin typing in a patient name all saved information will populate. There are four tabs to be completed when placing an order. Begin with the patient information. All fields in red are required. Patients who are pre-registered will pre-populate when you select their drop-down profile. The Social Security Number field is important to help avoid missing information and re-work later.
Step 4: Specimen Intake & Billing

1. Enter the collection date and then choose the appropriate payor type from the drop-down menu. Options are:
   - Medicare
   - Medicaid
   - Work Comp
   - Self Pay / Uninsured
   - Other / Commercial Insurance

2. Each Payor type will have specific fields that need to be completed.
Step 4: Specimen Intake & Billing

MEDICARE PAYOR SELECTION

1. The Medicare Beneficiary ID Number (MBI) is required.
2. If the MBI is not available, the patient Social Security Number must be entered. • If you do not have either SSN or MBI, enter all 1’s as the SSN
3. All other fields are helpful in processing the patient claim in a timely manner.
4. If the patient is in a SNF bed, in the Medicare Advantage field type “SNF ID DOH”
Step 4: Specimen Intake & Billing

MEDICAID PAYOR SELECTION

1. Please fill out any all information you can provide for patients who are participants in the state Medicaid plan.
Step 4: Specimen Intake & Billing

WORK COMP PAYOR SELECTION

1. Date of Injury and claim number are required, along with the name of the Work Comp provider.

2. Phone number and payor address are helpful in processing the patient claim in a timely manner.

3. The ICD10 code related to the injury is required.
Step 4: Specimen Intake & Billing

SELF PAY / UNINSURED PAYOR SELECTION

1. If the patient is insured, you must select the appropriate payor type and provide all information you have.
2. Molecular will do a national search to find insurance and will bill what we find or will request information needed from the ordering facility.
3. No information is required on this page.
4. Diagnosis codes will still be required in the test order selection pages.
Step 4: Specimen Intake & Billing

OTHER / COMMERCIAL INSURANCE PAYOR SELECTION

1. Payor name, policy number, and group number are required.
2. If you do not have all information, provide what you know and ensure the patient social has been provided.
3. Guarantor name and relationship to patient can be “Self” but if the primary plan is under a parent or spouse, their name and relationship must be provided.
4. Phone number and payor address are helpful in processing the patient claim in a timely manner.
Step 5: Test Selection

1. You may have more than one test menu to choose from. To order for COVID-19, select the “COVID19” test menu.

2. Enter the ICD10 codes assigned to the patient. These are required to show medical necessity for the order, so the lab can bill the patient insurance for the testing.

3. COVID-19 can be tested on a variety of different collection devices. Select the collection device that was used to collect the patient specimen.

4. If the portal asks you for a medication list you can disregard, that is not required for Covid testing.
Step 6: Summary

1. The provider should review all the information entered on the previous tabs.

2. To edit a section click the “Edit” button.

3. Once the provider has verified that all the information is correct, the provider can enter their electronic signature PIN to submit the order.
Step 7: Confirmation Page

1. **ALL specimens are required to have at least two unique patient identifiers listed on the collection device.** The confirmation page will display an image of the specimen label, including the information that is required to be listed on it.

2. If multiple specimen types are used, a sticker will need to be completed for each specimen.

3. **Specimens labeled incorrectly will be rejected.**
Viewing and Downloading Reports & Requisitions

The **Order List** tab offers information regarding your samples. From the Order List, you may view and download reports or requisition forms and check sample production status.

To download a PDF version of the report or requisition form, click on the paper icon in the corresponding column.
QUESTIONS?

Please contact Client Relations
ClientRelations@MolecularTestingLabs.com
360-693-8850 option 2