**ACTG ✳ IMPAACT**
Laboratory Center

## 1. An Introduction to Using Atlas to Order Central Lab Tests at the University of Washington (Title Slide)

Welcome to an introduction to Atlas with Jade Paris.

## 2. Topic Overview

This tutorial will cover the steps required to:

- Establish User and Site Accounts,

- Order Tests, and

- View Results on Atlas.

## 3. Obtaining Atlas Credentials

Upon receipt of the Lab Center-issued welcome email for your study, you will provide the Lab Specialist with your IoR contact information, IoR NPI, and University of Washington new client form to establish an Atlas site account.

Once the required information has been submitted, an Atlas user webform link will be distributed to establish user accounts. User account credentials will be distributed via secure email by the University of Washington.

## 4. Placing an Order

When you get to the Atlas home screen, you will be prompted to log in using the user credentials that were distributed by the University of Washington. Please note that if you have not received your user credentials, to please reach out to the Lab Specialist assigned to your protocol so that we can work on getting you a new link distributed.

When you log onto Atlas, you will need to create a new patient. By adding a new patient, you will then be brought to a page where you will need to enter the patient demographic information. For the patient demographic information, the patient's last name will be the study number, the patient's first name will be the study given PID, for ethnicity you will enter that as unknown, and for race you will enter other. Please note that all items highlighted in red will need to be completed before you can move on to entering any test information.

Once you have created a patient, you will then be able to enter the order information. For the account, you will enter the site code and the ordering physician will be the name of the IoR that you provided to the Lab Specialist when creating your site account. You will then need to enter the test and diagnosis codes. For the test, you will be able to select from the dropdown menu and select the tests that are assigned to your study. Please note that all tests listed are not study-specific, so please select the tests that are outlined by your study only. For the diagnosis, please leave that section blank. Also note that you do have a test shortlist underneath the test dropdown in which you can add quickly the tests that you would like to order based off of

orders that you have entered previously. Once you've entered all of the tests that you would like to order, please select Submit Order.

Once you have placed your order, you will then be prompted to print a requisition. Please note that each requisition must be sent with a sample. So, if you are sending multiple samples to the University of Washington, please ensure that you never send samples without the associated requisition. You will not be able to have samples tested at the University of Washington unless you have an accompanying requisition.

## 5. Canceling an Order

When wanting to cancel an order, please select the circled icon on the left-hand side of the screen, and you will see a list of all of the tests that have been ordered. On the right-hand of the screen, you will select the Additional Actions tab and cancel your test. You can cancel any tests that have not been sent to the lab yet, so please utilize this if you make a mistake entering any test information, any patient information, or if you need to modify an order.

## 6. Packing an Order

When packing an order, this is sending the orders off to the University of Washington to be tested. Please note that you will select the icon on the left-hand side of the screen that is circled and at that point, you will select the orders that you would like to include in the packing list. Please note that you can deselect and select test orders as you are packing them to send to the lab. Once you have selected and/or deselected all of the tests that you would like to pack, you will then select Packing List to send the order.

## 7. Viewing Results

To view results, you will select the icon circled on the left-hand side of the screen. Now please note that you can search the PID to search for specific patient result reports. Note that results are submitted and transmitted through Atlas about 15 minutes from real time, so if you have any issues viewing result reports, please contact the Lab Center so that we can get in contact with the University of Washington to see where the result reports are.

If you have any questions, please make sure to contact the Lab Specialist assigned to your study.

## 8. An Introduction to Using Atlas to Order Central Lab Tests at the University of Washington (End Slide)