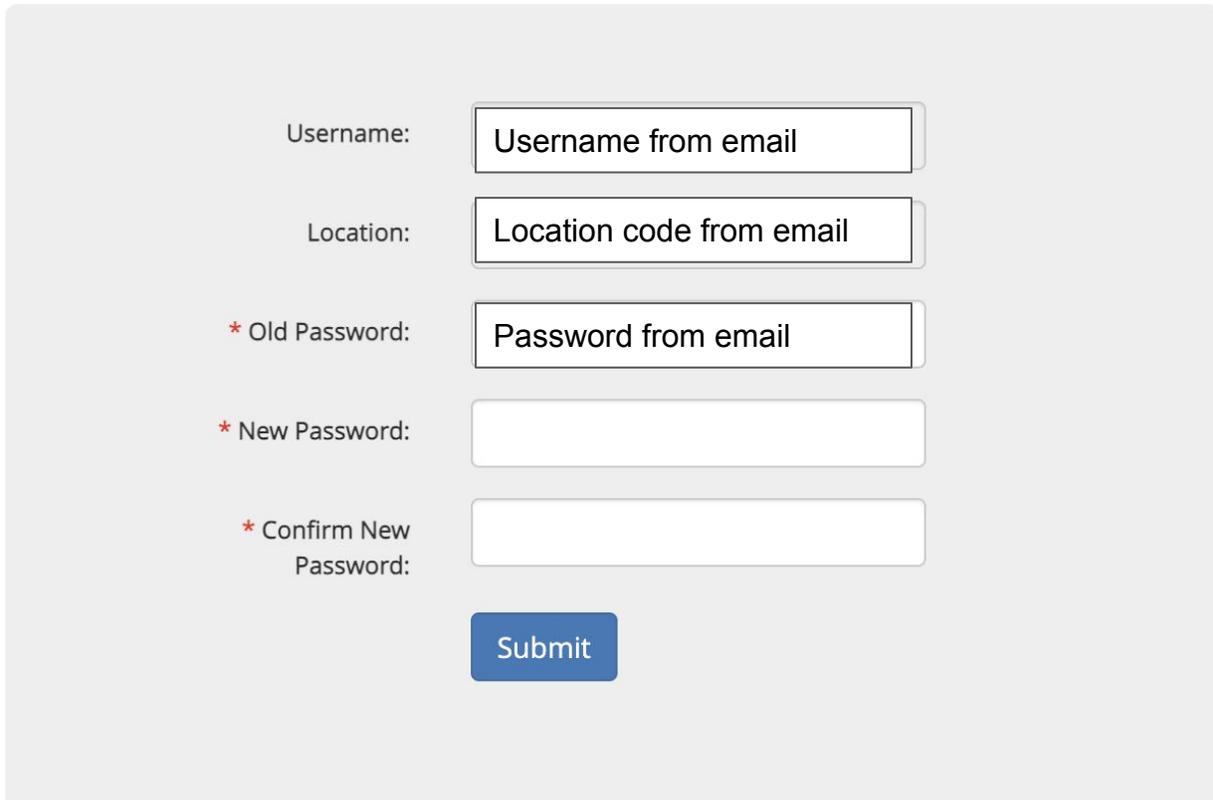


# Client Portal

The client portal is located at: <https://qlabsinc.careevolve.com/>

## First time logging in?

You'll receive an email from QLABS staff with your username, password, and location. When logging in for the first time the system will prompt you to change your password. The default password contained in the email will go in the old password line.



A screenshot of a web form for first-time login. The form is set against a light gray background and contains the following fields and a button:

- Username:** A text input field containing the text "Username from email".
- Location:** A text input field containing the text "Location code from email".
- \* Old Password:** A text input field containing the text "Password from email".
- \* New Password:** An empty text input field.
- \* Confirm New Password:** An empty text input field.
- Submit:** A blue rectangular button with the text "Submit" in white.

# Client Portal

The client portal is located at: <https://qlabsinc.careevolve.com/>

## Landing Screen

After logging in, the first screen you will see is the **Results Inbox**. This will show the last 10 days of reported results.

QLABS TAKE CONTROL RESULTS ORDERS PATIENTS

Test Account-CareEvolve123

Name	Date	Requisition	Lab	Abnormal	Provider	V	P	
Testing, Apollo	09/21/2023	PRES0000097	TOXICOLOGY/BLOOD	Y	Test, Physician	Y	N	
Recent, Testing	09/07/2023	PRES0000093	TOXICOLOGY/BLOOD	Y	Test, Physician	Y	Y	
Recent, Testing	09/06/2023	PRES0000092	TOXICOLOGY/BLOOD	Y	Test, Physician	Y	Y	
Test, ELLKAY	09/01/2023	PRES0000091	TOXICOLOGY/BLOOD	Y	Test, Physician	Y	Y	
Test, ELLKAY	08/31/2023	PRES0000090	TOXICOLOGY/BLOOD	Y	Test, Physician	Y	Y	
Testing, Apollo	08/24/2023	PRES0000087	TOXICOLOGY/BLOOD	N	Test, Physician	Y	Y	

Log In

Need help?  
Contact Customer Service

Log in screen

## Accessing Results

Reports can be accessed by clicking on the **patient name** or **printer icon**.

The column **Abnormal** gives a quick glance if any test results are abnormal.

When hovering over the patient name, any abnormal results will appear in **red**.

Column **V** signifies if the report has been viewed previously.

Column **P** signifies if the report has been printed.

QLABS TAKE CONTROL RESULTS ORDERS PATIENTS

Results Inbox

Collected Date: 09/07/2023 13:43  
Received Date: 09/07/2023 13:56

- Hepatic Function
- Albumin
- Bilirubin Total
- AST
- ALT
- Bilirubin Direct
- Bilirubin (Indirect)
- GGT

# Client Portal

The client portal is located at: <https://qlabsinc.careevolve.com/>

## Creating a New Patient

Within the PATIENTS tab at the top of the screen there is the option to Add Patient. This will pull up a new page where patient demographics and insurance information can be entered. Once patient information is entered you have two options: Save or Save and Place Order.

The screenshot shows the QLABS Client Portal interface. At the top left is the QLABS logo with the tagline 'TAKE CONTROL'. To the right are navigation tabs: RESULTS, ORDERS, and PATIENTS. The PATIENTS tab is selected and has a dropdown menu open. The dropdown menu contains the following options: Search Patients, Add Patient (highlighted with a red box), Bridge Patient, Upload Patient Roster, and Merge Patients. Below the navigation is a 'Results Inbox' table with the following data:

Name	Date	Requisition
Testing, Apollo	09/21/2023	PRES000009

The screenshot shows the 'Add Patient' form in the QLABS Client Portal. The form includes the following fields:

- MM/DD/YYYY (with a calendar icon)
- MM/DD/YYYY
- Street 1: (text input)
- Street 2: (text input)
- Zip/Postal Code: (text input)
- City: (text input)
- State/Province/Region: (dropdown menu)

At the bottom of the form are three buttons: Save, Save & Place Order (highlighted with a red arrow), and Cancel.

We recommend that you use an updated web browser, like Google Chrome, when accessing the site.

# Client Portal

The client portal is located at: <https://qlabsinc.careevolve.com/>

## Searching for a Patient

There are two ways to get to the search screen, magnifying glass in the upper right hand corner and Search Patients within the PATIENTS tab.

The screenshot shows the QLABS client portal interface. At the top, there are navigation tabs for RESULTS, ORDERS, and PATIENTS. The PATIENTS tab is selected. In the upper right corner, there is a search icon and the user name 'LYSSA KANE'. Below the navigation, there is a 'Results Inbox' section with a table of test results. A dropdown menu is open over the 'PATIENTS' tab, showing options: Search Patients, Add Patient, Bridge Patient, Upload Patient Roster, and Merge Patients. The table below has columns for Name, Date, Re, Abnormal, Provider, V, P, and a print icon.

Name	Date	Re	Abnormal	Provider	V	P	
Testing, Apollo	09/21/2023	PF	ICOLOGY/BLOOD	Test, Physician	Y	N	
Recent, Testing	09/07/2023	PRES0000093	TOXICOLOGY/BLOOD	Test, Physician	Y	Y	
Recent, Testing	09/06/2023	PRES0000092	TOXICOLOGY/BLOOD	Test, Physician	Y	Y	
Test, ELLKAY	09/01/2023	PRES0000091	TOXICOLOGY/BLOOD	Test, Physician	Y	Y	
Test, ELLKAY	08/31/2023	PRES0000090	TOXICOLOGY/BLOOD	Test, Physician	Y	Y	

Quickly search by the typing in a name into the search bar or clicking on the first letter of the patient's last name.

The screenshot shows the 'Search Patients' interface. At the top, there is a search bar with the text 'Search Patients' and a magnifying glass icon. To the right of the search bar is an 'Advanced Search' button and an 'Add Patient' button. Below the search bar is a 'Browse by Last Name' section with a row of letters from A to Z. The letter 'T' is highlighted. Below the letters is a 'Clear Filter' button. Below the 'Clear Filter' button is a table of patient information with columns for Name, Lab ID, Office Id, Sex, DOB, and SSN.

Name	Lab ID	Office Id	Sex	DOB	SSN
Test, ELLKAY	LKCE15		M	02/02/2002	
Tester, QAmedicare	LKCE13		M	05/18/2000	
Testing, Apollo	LKCE9		F	07/20/1993	
TESTING, BOB	0	0	M	02/12/1967	
Testing, Unknown	LKCE17		M	08/15/1940	
Training, CareEvolve	LKCE8		F	11/01/1999	

The screenshot shows the 'Advanced Search' form. It has several input fields: Last Name, First Name, Office Id, Accession #, DOB, SSN, Order No., and Lab ID. There is a 'SOUNDEX' checkbox next to the Last Name field. At the bottom of the form are 'Submit' and 'Clear' buttons.

The Advanced Search button will give you more search options.

**We recommend that you use an updated web browser, like Google Chrome, when accessing the site.**

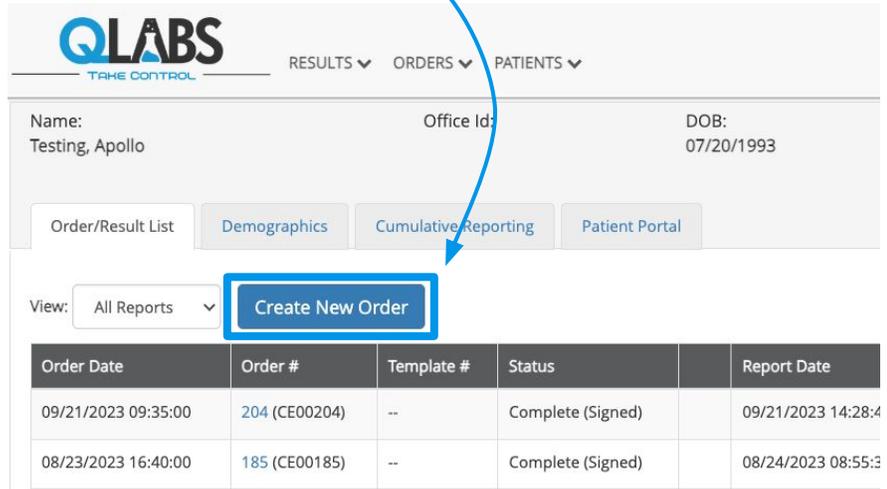
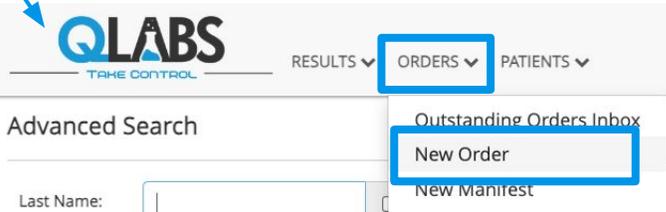
# Client Portal

The client portal is located at: <https://qlabsinc.careevolve.com/>

## Placing Orders: Creating a New Order

There are two ways to access the order entry screen:

1. New Order within the ORDERS tab at the top of the screen
2. Within a patient there is a Create New Order option



### Two Options:

1. Search for & select patient already in the system
2. Add patient
  - a. Demographics & insurance
3. Save & Place Order

# Client Portal

The client portal is located at: <https://qlabsinc.careevolve.com/>

## Creating Orders: Patient

Patient information can be seen along the top of the screen throughout the order.

**Patient tab** - At this point patient demographics should be already filled in but can be edited. Other information that must be selected at this time:

- **Order Type** - Draw Now, Draw Later, or Standing depending on the options available to a facility.
- **Bill Type** - Third Party (insurance), Patient (QLabs bill the patient), or Client (QLabs bill the facility).
- **Ordering Provider** - if applicable, a drop down menu to select between any provider within a practice.
- **Lab** - This is where the selection would be made for the type of lab being ordered. Blood, Toxicology, or Molecular PCR.

Name: Test, ELLKAY	Office Id:	DOB: 02/02/2002
Sex: M	Primary Insurance: MEDICARE OF WEST VIRGINIA - J11	

New Order

Order Type: Draw Now    Bill Type: Third Party

Save Draft    Cancel Order



Please confirm the following required information is correct.

Order Information ✓

Ordering Provider: Test, Physician    Lab: TOXICOLOGY/BLOOD    Fasting:  No     Yes

# Client Portal

The client portal is located at: <https://qlabsinc.careevolve.com/>

## Creating Orders: Tests

**Tests section:** there is a search box at the top in addition to a selection of recently ordered tests. To search broadly, type a space or %. This will bring up a list of all test options.



Selected Tests

Please select tests.

- 610002 Complete Blood Count
- 610003 Complete Blood Count w/Diff

Tests (  All Recent )

- 610004 Hepatic Function
- 301010 Amphetamine
- 301020 Phentermine
- 600270 A1C
- 610001 Complete Metabolic Panel
- 610006 Lipid Panel
- 910000 URINE CULTURE
- 200000 Full Screen w/ Reflex + SVT
- 610002 Complete Blood Count
- 610004 Hepatic Function
- 610005 Renal Panel

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- reflex +  600520 Iron  610002 Complete Blood Count

Test Details ✕

Clicking on the name of a test (i.e. Complete Blood Count) will open up a new box which gives helpful collection information.

Laboratory:	TOXICOLOGY/BLOOD
Test Name:	Complete Blood Count
Test Code:	610002
Short Description:	Complete Blood Count
Mnemonic:	CBC
Long Description:	Complete Blood Count
Requisition Type:	GENAP
Container Description:	Blue Top Tube, Lavender Top Tube
Container Code:	BTT, LTT
Specimen Type:	Whole Blood
Specimen Code:	WB

# Client Portal

The client portal is located at: <https://qlabsinc.careevolve.com/>

## Placing Orders: Medications

**Medications section:** there is a search box at the top in addition to a selection of recently selected medications. There is also a NONE PROVIDED option if the patient is on no medications.



Selected Medications

NONE PROVIDED None Provided

Medications (  All Recent )

NONE PROVIDED None Provided

ADDERALL Adderall

Zanaflex Tizanidine  
 ZESTRIL ZESTRIL  
 Ziprasidone Ziprasidone  
 Zoloft Zoloft  
 Zolpidem Zolpidem  
 Zyban Zyban  
 Alprazolam Alprazolam  
 Aripiprazole Aripiprazole  
 Avinza Avinza  
 Benzedrine Benzedrine  
[Click here for more ...](#)

## Placing Orders: Clinical

**Clinical section:** When Molecular PCR is selected the Clinical section will appear between Medications and Diagnosis. These questions are specific to the test selected and must be answered in order to proceed.

Patient
Tests
Medications
Clinical
Diagnosis
Review
Complete

Please confirm the following required information is correct.

Order Information ✔

Ordering Provider: 
 Lab: 
 Fasting:  No  Yes

Patient
Tests
Medications
Diagnosis
Review
Complete

Please confirm the following required information is correct.

Order Information ✔

Ordering Provider: 
 Lab: 
 Fasting:  No  Yes

**We recommend that you use an updated web browser, like Google Chrome, when accessing the site.**

# Client Portal

The client portal is located at: <https://qlabsinc.careevolve.com/>

## Placing Orders: Diagnosis

Diagnosis section: there is a search box at the top in addition to a selection of recently ordered tests.



Selected Diagnosis:

Please Select Diagnosis

Diagnosis (  All Recent )

- E11.9 Type 2 diabetes mellitus without complications
- F41.9 Anxiety disorder, unspecified
- E08.9 Diabetes due to underlying condition w/o complications
- I50.9 Heart failure, unspecified
- Z79.891 Long term (current) use of opiate analgesic
- Z79.899 Other long term (current) drug therapy
- R30.0 Dysuria
- E11.9 Type 2 diabetes mellitus without complications

breath

G47.32 High altitude periodic breathing

R06.02 Shortness of breath

R06.3 Periodic breathing

R06.5 Mouth breathing

R06.89 Other abnormalities of breathing

R06.9 Unspecified abnormalities of breathing

R07.1 Chest pain on breathing

T71.191A Asphyx d/t mech threat to breathe d/t oth cause, acc, init

T71.191D Asphyx d/t mech threat to breathe d/t oth cause, acc, subs

T71.191S Asphyx d/t mech threat to breathe d/t oth cause, acc, sqle

[Click here for more ...](#)

- I10 Essential (primary) hypertension
- E78.5 Hyperlipidemia, unspecified
- F32.9 Major depressive disorder, single episode, unspecified
- T86.23 Heart transplant infection

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## Placing Orders: Review

Review section: Review the information entered and select Complete at the bottom of the screen to finish the order.



General Information

\*Order Date: 09/25/2023 09:55 (MM/DD/YYYY HH:MM)

\*Coll. Date: 09/25/2023 15:32 (MM/DD/YYYY HH:MM)

\*Coll. by: akane

Ordering: Physician, Test Insurance: MEDICARE OF WEST VIRGINIA - J11 Fasting: No

Report Comments:  Lab Comments:  \*Priority: Routine

Copy to: < none >

Referring: < none >

Diagnosis (Unchecking items will remove them from this order)

G47.32 High altitude periodic breathing

Test Specific Information

610002 Complete Blood Count

200000 Full Screen w/ Reflex + SVT

600520 Iron

Medications Specific Information

None Provided None Provided

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We recommend that you use an updated web browser, like Google Chrome, when accessing the site.



# Client Portal

The client portal is located at: <https://qlabsinc.careevolve.com/>

## Electronic Signature

To set up a provider's electronic signature the provider must sign in to their provider account and add a signature on file. This cannot be added by office staff.

After login, navigate to the upper right hand corner with provider name, click the drop down and select Electronic Signature. The Add Signature button will appear in the upper right hand corner. The provider will sign in the white space under Draw Signature and must select the box below to acknowledge the signature may be applied to orders by other designees. Then Save.

**Electronic Signature**

Prefix: [ ] First Name: [ Provider ] Last Name: [ Argo ] Suffix: [ ] Degree: [ ]

Signature Label: [ Signature 2 ]

Draw Signature: [ ]

By checking this box, I acknowledge that my electronic signature may be applied to my orders by other providers and/or delegates.

Save Cancel

Once a signature is created that provider, other providers, or designated office staff can sign patient orders.

The electronic signature will be added at time of order entry if entered by an approved user. If an order is entered by a user without the ability to apply the electronic signature, designated users can apply the signature at a later time. This list can be accessed two ways:

QLABS TAKE CONTROL

RESULTS ▾ **ORDERS ▾** PATIENTS ▾

Test Account-CareEvolve123

Results Inbox

Name	Date	Abnormal	Provider	V	P
Testing, Apollo	09/21/2023	Y	Test, Physician	Y	N
Recent, Testing	09/07/2023	Y	Test, Physician	Y	Y
Recent, Testing	09/06/2023	Y	Test, Physician	Y	Y

# Client Portal

The client portal is located at: <https://qlabsinc.careevolve.com/>

## Electronic Signature

The provider or designee will see a list of all orders waiting for signature. If there are multiple providers within a practice this list can be narrowed to just one provider via a drop down box at the top of the screen.

When an order is ready to be signed, click the checkbox to the right of the order and then Sign Selected Order(s) at the bottom of the list. A new screen will pop up reviewing any orders that are being signed with the option to print the new signed requisition.

Provider Signature Queue

Order # [ ] All Locations [ ] All Providers [ ] 08/28/2023 [ ]

09/27/2023 [ ] All Orders [ ]

Order #	Patient Name	Ordering Provider	Test(s)	Diagnosis Code(s)	Created By	Created Date/Time	<input type="checkbox"/>
215	Testing, Apollo	Test, Physician	[323100]Fentanyl Screen Reflex Confirmation	I50.9	CareEvolvePhleb	09/27/2023	<input type="checkbox"/>

1 - 1 of 1 items

Sign Selected Order(s)

Add Provider Signature

GenerateReport 1 / 1 98%

**Routine**

**QLABS** TOXICOLOGY/BLOOD 999  
312 MacCorkle Ave S.E. Test Account-CareEvolve123  
CHARLESTON, WV 25314 USA 200 Riverfront Dr 3rd Floor  
304-926-0565 ELMWOOD PARK, NJ 07407

304-926-0569

Printed: 09/27/2023 11:14:50 Fasting: No Priority: Routine ABN: No CE00215

Patient: Testing, Apollo Office ID: SSN:  
Address: 12345 Main St Home Phone: 526-325-6663 DOB: 07/20/1993  
ELMWOOD PARK, NJ 07407 USA Marital Status: Other Sex: F Age: 30 Yrs  
Race: Black or African American

Clinical Info:

Bill Type: Insurance Relationship: Self  
Guarantor: Testing, Apollo Employer:  
SSN: Home Phone: 526-325-6663  
Address: 12345 Main St  
ELMWOOD PARK, NJ 07407 USA

Insurance: ANTOO - ANTHEM HEALTHKEEPERS VIRGINIA Insurance:  
Address: PO BOX 27401 Address:  
RICHMOND, VA 23279 US

Group #: Group Name: Group #: Group Name:  
Policy #: 6PQ4DA8DW70 Policy #: Policy #:

Collected: 9/27/2023 11:12:00 Collector: CareEvolvePhleb Provider Name: Physician Test  
Dx Codes: I50.9 Provider Code:  
Medication: None Provided

Code	Tube	Description	Additional Info
323100	UR	Fentanyl Screen Reflex Confirmation	Fentanyl Screen Reflex Confirmation

By signing this order, you are verifying the order details are correct.

Sign order(s) Sign order(s)/Print Cancel

We recommend that you use an updated web browser, like Google Chrome, when accessing the site.

# Patient Portal

The portal is located at: <https://qlabsinc.careevolve.com/>

## Setting up a patient

To set up a patient to access their results online they must have an email address in the system. This can be added in the **demographics** section when adding a patient or added at a later time.

QLABS TAKE CONTROL RESULTS ORDERS PATIENTS ALYSSA KANE

Name: Doe, John Office Id: 0 DOB: 12/03/1998 Sex: F Primary Insurance: --

Order/Result List Demographics Cumulative Reporting Patient Portal

Demographics Patient Label

Last Name: Doe First Name: John Middle Name:

Date of Birth: 12/03/1998 Sex: Female Email:

MM/DD/YYYY

Required Only

Once an email has been saved in the Demographics tab, navigate to the Patient Portal tab within the patient. You will see their email and can send the registration link.

QLABS TAKE CONTROL RESULTS ORDERS PATIENTS

Name: Doe, John Office Id: 0 DOB: 12/03/1998 Sex: F Primary Insurance: --

Order/Result List Demographics Cumulative Reporting Patient Portal

Patient Information (To change the information below, please go to the patient's demographics page)

Email: alyssa.kane@qlabs-inc.com Registration Status: Patient Portal is not set up yet

Send Patient Portal Registration Link

Auto Release Settings

Release All future results to this patient.

Delay Period:  None  12 Hours  1 Day  2 Days  3 Days  4 Days  5 Days  6 Days  1 Week

Effective Date: 04/22/2024

\* Confirm Email:

Save

Options are available to delay the release of results.