

Insurance and ICD-10 codes

Retriever User Guide V1

February 2020

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How to Enter Patient Insurance Information

1. To enter Insurance for a new patient or a patient who currently does not have insurance entered in Retriever, first enter patient information, ordering provider and specimen information. Then click the *Insurance* button.

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2. Click Create New Insurance.

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Manage Samples	Client MRN: 1234566743	Patient Insurance			2 🗙	
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	ABN Print Labels Clinical Info Cancel Order			Save Discard	Cancel	
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3. The primary tab is displayed with the cursor in the *Insurance Plan* field. Begin typing the patient's insurance plan.

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	Middle Name: Client MRN: 1234566743	Patient Insurance 7 X	
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	Documentation and Actions		
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	ABN Print Labels	Save Discard Changes Cancel	
	Clinical Info Cancel Order		
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4. Numerous plans exist in Copia and will populate once you begin typing. If the plan is listed, select it by clicking the plan name.

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Search for and select a primary plan.	÷ +	
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Save Discard Changes Car	Order Save	

* If the plan is **not** listed go to step 6 for instructions on how to enter a new plan.

5. Verify the Insurance Plan Information is correct and click *Select*. (Skip to Step 9)

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Order Patient Sam	Insurance Summary	Company ID 11111 Insurance Type Unknown V		
Order Choice Catal Pending Orders	Insurance Company	Insurance Plan Information Change Log		
Batch Orders	Insurance Plan	Plan Name* TestPlan		
lanage Samples		Plan ID* 123456789 Address 1		
iew Results		Phone Number Address 2		
		Contact Last Name ZIP/Postal Code		
atient Info		Contact First Name City		
his Location		Contact Middle Name State/Region/Province* US		
ly Preferences		Contact Phone Number Country O		
		Select Cancel		
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6. If the plan is not listed click the *New Company and Plan* button.

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- 7. Complete all sections in RED, which are required.
- 8. Then click *Save and Select*.

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Pending Orders Batch Orders	rance Plan	Insurance Plan Information	1	Change Log			
		Plan Name*	Address 1				
Manage Samples		Plan ID*	Address 2				
View Results		Phone Number	ZIP/Postal Code				
Patient Info		Contact Last Name	City				
		Contact First Name	State/Region/Province*				
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My Preferences		Contact Phone Number	Country 0.5.A.				
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9. Under the *Primary* tab, enter the primary plan information, all fields in **RED** are required and must be completed.

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Manage Samples View Results	Client MRN: 1234567 Sex:* Unknown ¥ Birth date:* 09 / 12 / 1966	Patient Insurance Edit primary plan information,		? 🗙	
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麻醉帶障碍	Sign Out				New Order Save

- 10. Select the appropriate drop down in the *Relationship to Insured** field:
 - *Self, Spouse, Parent, Child, Other
 - a. A pop up will be displayed.
 - b. If *Self* was selected, it will ask "Should the patient's information be filled in for the insured's Information?"
 - c. If *Spouse, Parent, Child, Other* was selected, it will ask "Should the patient's Phone and Address information be filled in for the insured's information?"
 - d. YES will populate the patient information that was provided.
 - e. NO leaves the fields ready for manual input of information.
 - f. All Fields in **RED** must be completed and are required.

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		Group Phone # 2 Employer Group # Address 1* Employer ID	
	Order Choice Search	Relationship to Insured® Self Address 2 Employer Plan Code	
VIRACOR EUROFINS:	Order Choice	First Name* City* Employer Phone # Middle Name State* Employer Address 1	
DemoUser, User Viracor Eurofins Demo Client		Last Name* ZIP Code* Employer Address 2	
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- 11. If Primary Insurance is the **only** insurance information provided:
 - a. With Guarantor information provided, skip to step 13.
 - b. <u>Without</u> Guarantor information provided, <u>Select Save</u> to apply the insurance to the patient.

*If Secondary and/or Tertiary Insurance is provided skip to step 12

Viracor VRL	TEST, ORDER	Search Recent	3
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My Preferences	Payor(s) No Payor	Insurance Plan TestPlan Copy from Previous	
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*Secondary and Tertiary insurance is not required

12. To enter the Secondary Insurance information Click on the corresponding Tab and follow the same steps for entering primary insurance.

Viracor VRL	TEST, ORDER		٩ 🗆	Search	Recent	3
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Manage Orders	Order ID: NEW ORDER	Status: NEW ORDER Enter	ed by: VIRACOR EUROFINS: DemoUser, User			
Order Patient Samples Order Choice Catalog Pending Orders Batch Orders	Patient* TEST, ORDER Last Name:* TEST First Name:* ORDER Middle Name:	Ordering Provider:*Und Collection Date:* Oil Client Accession ID: T77	14 / 2020 11 : 37 AM Now Clear			
Manage Samples	Client MRN: 1234566743	Patient Insurance			? ×	
View Results	Sex:* Male V Birth date:* 08 / 12 / 1945	Search for and select a secondary plan.				
Patient Info	Insurance Prior Authorization Number:	Insurance Summary* Primary*	econdary Tertiary Guarantor			
This Location	Insurance Eligibility Check:	Insurance Company	Copy from Previous	P		
My Preferences	Payor(s) No Payor Billing Direct Bill	Insurance Plan	Copy from Previous	9		
	Order Choices					
	Order Choice Search					
VIRACOR EUROFINS: DemoUser, User	Order Choice					
Viracor Eurofins Demo Client	To select an order choice, type in the te	* 6				
	Documentation and Actions					
	Ship SpecimenFedEx Retriever HelpHelp					
	ABN Print Labels					
	Clinical Info Cancel Order				Save Discard Changes Cancel	
					(m)	
泰希希希希	Sign Out					New Order Save

a. Tertiary Insurance information can only be added after the secondary insurance is entered.

		0	
🔅 Viracor 🔅 VRL	TEST, ORDER	٩	Search Recent 2
	74y M PID: 8307675 Client MRN: 1234566743	Demographics Insurance	Order History Options + *
Manage Orders	Order ID: NEW ORDER	us: NEW ORDER Entered by: VIRACOR EUROFINS: DemoUser, User	
▶Order Patient Samples	Patient* TEST, ORDER	D Ordering Provider:"Undefined	
Order Choice Catalog	Last Name:* TEST	Collection Date:*01 / 14 / 2020 11 : 37 AM Now Clear	
Message from webpage	× ^{IR}	Client Accession ID: 1789789	
	566743	Patient Insurance	2 8
A secondary insurance mu	ust first be added.	Search for and select a secondary plan.	
	OK Number:	Insurance Summary Primary Fecondary Tertiary Guarantor	
	Insurance Eligibility Check:	Insurance Company Copy from Previous	
My Preferences	Payor(s)No Payor Billing Direct Bill	Insurance Plan	
	Order Choices		
	Order Choice Search		
	Order Choice		
VIRACOR EUROFINS: DemoUser, User			
Viracor Eurofins Demo Client			
Nide Menu	To select an order choice, type in the text		
	Documentation and Actions		
	Ship Specimen FedEx		
	ABN Print Labels		
	Clinical Info Cancel Order		Save Discard Changes Cancel
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Sign Out		New Order Save

13. To enter the Guarantor, click the corresponding tab and enter required fields in red.

🔅 Viracor 🔅 VRL	TEST, ORDER		٩ 🗖	Search Recent	2
We write on the write	74y M PID: 8307675 Client MRN: 123456674		Demographics	Insurance   Order History   Options	
Manage Orders	Order ID: NEW ORDER	Status: NEW ORDER	Entered by: VIRACOR EUROFINS: DemoUser, User		
Order Patient Samples	Patient* TEST, ORDER	P Orde	ing Provider:"Undefined		
Order Choice Catalog	Last Name:* TEST		tion Date:* 01 / 14 / 2020 11 : 37 AM Now Clear		
Pending Orders	First Name:* ORDER		t Accession ID: T789789		
Batch Orders	Middle Name:				
Manage Samples	Client MRN: 1234566743	Patient Insurance		? X	
View Results	Sex:* Male V Birth date:* 08 / 12 / 1945	Edit guarantor information.			
Patient Info	Prior Authorization Number:	Insurance Summary*	Primary Secondary Tertiary Guarantor		
This Location	Insurance Eligibility Check:		Fill with Primary Insured		
My Preferences	Payor(s) No Payor		Clear Remove		
	Billing Direct Bill				
	Order Choices	Guarantor Information			
	Order Choices	Relationship to Patient* None	Phone # 1*		
		First Name*	Phone # 2		
		Middle Name	Address 1*		
	Order Choice Search	Last Name*	Address 2		
VIRACOR EUROFINS:	Order Choice	SSN*	ZIP Code*		
DemoUser, User		Sex*	✓ City*		
Viracor Eurofins Demo Client		Date of Birth* /	State*		
Hide Menu	To select an order choice, type in the te	ext b			
			Country U.S.A.		
	Documentation and Actions				
	Ship Specimen FedEx				
	ABN Print Labels				
	Clinical Info Cancel Order			Save Discard Changes Cancel	
				ßı	
麻醉带蒜带	Sign Out				New Order Save

a. *Fill with Primary Insured* can be selected if the Primary Insured is the guarantor.

Viracor VRL	TEST, ORDER	Q Search Record	?
	74y M PID: 8307675 Client MRN: 1234566743	Demographics   Insurance   Order History   Options	+ :
Manage Orders	Patient* TEST, ORDER Last Name:* TEST First Name:* ORDER Middle Name:	NEW OUCCER         Entered by VIBACOR EUROPTING Demodsker, ther           Image: Intered by VIBACOR EUROPTING Demodsker, ther         Image: Intered by VIBACOR EUROPTING Demodsker, ther           Image: Intered by VIBACOR EUROPTING Demodsker, ther         Image: Intered by VIBACOR EUROPTING Demodsker, ther           Image: Intered by VIBACOR EUROPTING Demodsker, ther         Image: Intered by VIBACOR EUROPTING Demodsker, ther           Image: Intered by VIBACOR EUROPTING Demodsker, ther         Image: Intered by VIBACOR EUROPTING Demodsker, ther           Image: Intered by VIBACOR EUROPTING Demodsker, ther         Image: Intered by VIBACOR EUROPTING Demodsker, ther           Image: Intered by VIBACOR EUROPTING Demodsker, ther         Image: Intered by VIBACOR EUROPTING Demodsker, ther           Image: Intered by VIBACOR EUROPTING Demodsker, ther         Image: Intered by VIBACOR EUROPTING Demodsker, there           Image: Intered by VIBACOR EUROPTING Demodsker, there         Image: Intered by VIBACOR EUROPTING Demodsker, there           Image: Intered by VIBACOR EUROPTING Demodsker, there         Image: Intered by VIBACOR EUROPTING Demodsker, there           Image: Intered by VIBACOR EUROPTING Demodsker, there         Image: Intered by VIBACOR EUROPTING Demodsker, there           Image: Intered by VIBACOR EUROPTING Demodsker, there         Image: Intered by VIBACOR EUROPTING Demodsker, there           Image: Intered by VIBACOR EUROPTING Demodsker, there         Image: Intered by VIBACOR EUROPTING Demodsker, there           Image: Intered by V	
View Results	Sex:* Male Birth date:* 08 / 12 / 1945	Edt guarantier information.	
Patient Info This Location	Insurance Prior Authorization Number: Insurance Eligibility Check:	Insurance Summary Primary Secondary Tertiary Guarantee	
My Preferences	Payor(s) No Payor Billing Direct Bill Order Choices	Clear Serrore X. Guarrantor Information	
VIRACOR EUROPINS: DemoUser, User Viraor Eurofins Demo Client vide Netu	Order Choice Search	Relationation to Indices ¹ None 4 1° Prote target ¹ None 2 Nodde Name Address 1° Lat Isam ⁴ Set ⁴ V Cop ⁴ Date of Birth ⁴ // Bate ⁴ Country U.S.A. 0 Ø	
	Documentation and Actions Ship Speciment edits Retriever Help Hele ADN Print Labels Clinical Info	Save   Discard Changes   Cancel	
癫癫癫癫癫	Sign Out	and the second	ew Order Save

b. A pop up stating to *Discard Previous Insurance Information* is displayed (this refers to information entered under this tab). If you want to use the same information as Primary insurance, Select Continue. If not select cancel and manually enter the information. All fields in red are required and must be completed.

Viracor VRL	TEST, ORDER		9	Search Recent	2
As viracor As vire	74y M PID: 8307675 Client MRN: 1234566743		Demographics   Insurance   O	rder History   Options	÷ :
Manage Orders		Status: NEW ORDER	Entered by: VIRACOR EUROFINS: DemoUser, User		
Order Patient Samples Order Choice Catalog Pending Orders Batch Orders	Patient* TEST, ORDER Last Name:* TEST First Name:* ORDER Middle Name:	Collection Date	der:"{Undefined		
Manage Samples	Client MRN: 1234566743	Patient Insurance		? 🗙	
View Results	Sex:* Male V Birth date:* 08 / 12 / 1945	Edit guarantor information.	Discard Previous Insurance Information?		
Patient Info	Insurance Prior Authorization Number:	Insurance Summary* Primary	Are you sure you want to discard old information and populate with primary insurance?		
This Location My Preferences	Insurance Eligibility Check: Payor(s) No Payor		Continue Cancel		
	BillingDirect Bill Order Choices	Guarantor Information			
VIDACOR EUROFINS: Demoklary, User Viracor Eurofins Demo Client mis New	Order Choice Search Toter Choice To select an order choice, type in the text	Relationship to Patient [®] None	Ploce # 1 Ploce # 2 Address # 2 2 Dr Cole 5 Die 2 Country U.S.A. 0 (2)		
	Documentation and Actions Ship SpecimenFedEx Retriever HelpHelp				
	ABN Print Labels Clinical Info Cancel Order			Save Discard Changes Cancel	
察察会会会	Sign Out				New Order Save

14. Select Save to apply the insurance entered under all tabs to the patient and order.

	TEST, ORDER	Q Search Recent	2
🔅 Viracor 😵 VRL	19v M	Demographics   Insurance   Order History   Options	+ 1
	PID: 8307160 Client MRN: 123456		
Manage Orders	Order ID: NEW ORDER St	ttus: NEW ORDER Entered by: VIRACOR EUROFINS: Driver, Tiffany	
<ul> <li>Order Patient Samples</li> </ul>	Patient* TEST, ORDER	Condering Provider: "Undefined	
Order Choice Catalog	Last Name:* TEST	Collection Date:*[01 / 13 / 2019 08 : 00 AM Now Clear	
Pending Orders	First Name:* ORDER		
Batch Orders	Middle Name:	Client Accession ID: M789456	
Manage Samples	Client MRN: 123456	Patient Insurance ? 🔀	
	Sex:* Male V	Edit guaranter information.	
View Results	Birth date:* 07 / 19 / 2000	zat guaranter information.	
Patient Info	Insurance		
	Prior Authorization Number:	Insurance Summary Primary Secondary Tertiary Guarantor	
This Location	Insurance Eligibility Check:	Fill with Primary Insured	
My Preferences	Payor(s) MEDICARE(100):TestPlan(ZirMed Te		
The transmission	Billing Direct Bill	Lakadi Pikitiaya	
Reports		Guarantor Information	
+ Administration	Order Choices		
· Manimustration		Relationship to Patient* Self Y Phone #1* 1234156	
		First Name* ORDER Phone # 2	
	Order Choice Search	Middle Name Address 1* 123121	
	Order Choice	Last Name* TEST Address 2	
VIRACOR EUROFINS:	Order Choice	SSN* 123456479 ZIP Code* 64086	
Driver, Tiffany		Sex* Male V City* test	
Viracor Eurofins Demo Client		Date of Birth* [07] / 19 / 2000 State* MO	
Hide Menu	To select an order choice, type in the text b		
		Country U.S.A. O P	
	Documentation and Actions		
	bocumentation and rectoris		
	Ship Specimen FedEx		
	Retriever HelpHelp		
	ABN Print Labels		
	Clinical Info Cancel Order	Save Decard Changes Cancel	
能能能能能	Sign Out		New Order Save < Back to Set Location
about the observes			

- 15. You will be taken back to the orders page.
- 16. The *Insurance* button will be green and the Payor(s) field will display the insurance.

🍪 Viracor 😵 VRL	TEST, ORDER		Search Recent	3
W viracor W vite	19y M PID: 8307160 Client MRN: 123456	Dem	ographics   Insurance   Order History   Options	+ 1
Manage Orders	Order ID: NEW ORDER Status: NEW ORDER	Entered by: VIRACOR EUROFINS: Driver, Tiff	fany	
Order Patient Samples	Patient* TEST, ORDER	Ordering Provider: "Undefined		
Order Choice Catalog	Last Name:* TEST	Collection Date:*01 / 13 / 2019 08 : 00 AM Now 1	Clear	
Pending Orders Batch Orders	First Name:* ORDER	Client Accession ID: M789456		
	Middle Name: Client MRN: 123456	Comments		
Manage Samples	Sex:* Male	Order Date:* 01 / 13 / 2020 08 : 50 AM Now		
View Results		ent: Ordering Location:" Viracor Eurofins Demo Client		
Patient Info	Insurance			
	Prior Authorization Number:			
This Location		0 0		
My Preferences	Payor(s) MEDICARE(100):TestPlan(ZirMed Tet 8 P			
Reports	Billing Direct Bill		_	
	Order Choices			
+ Administration				
VIRACOR EUROFINS: Driver, Tiffany Viracor Eurofins Demo Client Hita Menu	Order Choice Search Diagnose Dider Choice Diagnose To select an order choice, type in the text box or select an order of	is codes selected (FCE30) C) Search (Summary) Sample ID Cancel		
	Documentation and Actions			
	Ship Sondomentodic, Retriever Helping, Markov Republic ABN Print Labels Reputition(c) Clinical Info Cancel Order Lab Report	Collect famples	-	
章章章章	Sign Out			New Order Save < Back to Set Location

## Making Edits to Insurance

#### Corrections **BEFORE** saving:

17. If the wrong Insurance has been entered prior to saving you may select *Remove*.

🔅 Viracor 🔅 VRL	TEST, ORDER	Q Search Recent	3
4. macor 14. ma	74y M PID: 8307675 Client MRN: 1234566743	Demographics   Insurance   Order History   Options	
Manage Orders	Order ID: NEW ORDER St	Ratus: NEW ORDER Entered by: VIRACOR EUROFINS: DemoUser, User	
Order Patient Samples Order Choice Catalog Pending Orders Batch Orders	Patient* TEST, ORDER Last Name:* TEST First Name:* ORDER	(A)         Ordering Provider: "(used/med)         (b)         (c)           Calletion Date: "(1)         (1)         (1)         (1)         (c)           Calletion Date: "(1)         (1)         (1)         (1)         (c)         (c)	
Manage Samples	Middle Name: Client MRN: 1234566743	Patient Insurance	
View Results Patient Info	Sex:* Male V Birth date:* 08 / 12 / 1945	Edit secondary plan information.	
	Prior Authorization Number:	Insurance Summary* Primary Secondary Tertiary Guarantor	
This Location	Insurance Eligibility Check:	Insurance Company Insurance Testing Copy from Previous p Details P Details	
My Preferences	Payor(s) No Payor Billing Direct Bill	Insurance Plan Insurance Testing Ovy Houri Previous Decemination Clear Remove	
	Billing birect Bill	Insured Information Employer Information	
	Order Choices	Policy* Phone # 1* Group Phone # 2 Employer	
		Group # Address 1* Employer ID  Relationship to Down # Marco 2 Employer ID	
	Order Choice Search		
VIRACOR EUROFINS: DemoUser, User Viracor Eurofins Demo Client	Order Choice	First Name*         Ch*         Employer Mode #           Hidde Name*         State*         Employer Address 1           Last Name*         20° Code*         Employer Address 2	
Hide Henu	To select an order choice, type in the text b	Employer City	
		Insurance Effective Date / / / _ Thourance Expiration Date / / _ / _ Thourance Expiration Date / _ / _ / _ Thourance Expiration Date / _ / _ / _ Thourance Expiration Date / _ / _ / _ Thourance Expiration Date / _ / _ / _ Thourance Expiration Date / _ / _ / _ / _ Thourance Expiration Date / _ / _ / _ / _ Thourance Expiration Date / _ / _ / _ Thourance Expiration Date / _ / _ / _ / _ Thourance Expiration Date / _ / _ / _ Thourance Expiration Date / _ / _ / _ Thourance Expiration Date / _ / _ / _ Thourance Expiration Date / _ / _ / _ / _ Thourance Expiration Date / _ / _ / _ / _ Thourance Expiration Date / _ / _ / _ / _ Thourance Expiration Date / _ / _ / _ Thourance Expiration Date / _ / _ / _ / _ / _ / _ / _ / _ / _ /	
	Documentation and Actions		
	Ship Specimen FedEx		
	ABN Print Labels		
	Clinical Info Cancel Order	Save Discard Changes Cancel	
徽华带寺寺	Sign Out		New Order Save

- 18. A pop up will appear asking to discard or keep the information on the tab you are under.
- 19. To delete the insurance information click *Discard Information*.

🔅 Viracor 🔅 VRL	TEST, ORDER		٩ 🗆	Search Recent	3
We windoor we write	74y M PID: 8307675 Client MRN: 1234566743		Demographics   Insuranc	e   Order History   Options	+ 1
Manage Orders	Order ID: NEW ORDER Sta	atus: NEW ORDER Entered by:	VIRACOR EUROFINS: DemoUser, User		
Order Patient Samples Order Choice Catalog Pending Orders Batch Orders	Patient*         TEST, ORDER           Last Name:*         TEST           First Name:*         ORDER           Middle Name:	D Ordering Provider: "Undefined. Collection Date: "01/14// Client Accession ID: [7799789	2020 11:37 AM Now Clear		
Manage Samples View Results	Client MRN: 1234566743 Sex:* Male ¥ Birth date:* 08 / 12 / 1945	Patient Insurance Edit secondary plan information.	Discard Insurance Information?	X 5	
Patient Info This Location	Insurance Prior Authorization Number: Insurance Eligibility Check: Payor(s) No Payor	Insurance Summary* Primary Second: Insurance Company Insurance Testing Insurance Plan Insurance Testing	Are you sure you want to discard this information? Discard Information Keep Information	Details Clear Remove	
My Preferences	Billing Direct Bill	Insurance Plan Insurance Testing Insured Information		ver Information	
VIRACOR EUROFINS: DemoSter, User Viracor Eurofina Demo Client Miter New	Order Choice Search	Pelicy* Group Group Relationship to Issued* Here FireTi New* Latik New* Sectorship to Sectorship to Sectorship to Sectorship to Date of Bioth*	Contry U.S.A. C P C P C P CONTRY U.S.A. C P C P C P C P C P C P C P C P C P C	Employer Employer ID Employer ID Employer ID Employer Address 2 Employer Code Over 21D Co	
	Decementation and Actions Ship Spectment adds Retriever Holp table ARR Clinical Info Canodi Order			Save Discard Changes Cancel A	
弊命命律律	Sign Out				New Order Save

20. You will be taken back to the Insurance Plan field. Select a different insurance plan using the instructions above.

🔅 Viracor 👶 VRL	TEST, ORDER	Search: Recent	3
A. HINKON M. HINK	74y M PID: 8307675 Client MRN: 1234566743	Demographics   Insurance   Order History   Options	+ 1
Manage Orders	Order ID: NEW ORDER Status:	NEW ORDER Entered by: VTRACOR EUROFINS: DemoUser, User	
+Order Patient Samples Order Choice Catalog Pending Orders Batch Orders Manage Samples View Results Patient Info	Last Name:* TEST First Name:* ORDER Middle Name: Client MRN: 1234566743 Sex:* Male	Image: Contenting Provider = {Control (Contenting)     Image: Contenting Provider = {Control (Contenting)       Contenting Provider = {Control (Contenting)     Image: Contenting Provider = {Control (Contenting)       Content Accession (Contenting)     Image: Contenting Provider = {Contenting}       Content Accession (Contenting)     Image: Contenting Provider = {Contenting}	
	Prior Authorization Number:	Insurance Summary* Primary Secondary Tertiary Guarantor	
This Location My Preferences		urance Company D	
	Order Choices		
VIRACOR EUROFINS: DemoUser, User Viracor Eurofins Demo Client	Order Choice Search		
Hide Henu	To select an order choice, type in the text b		
	Documentation and Actions		
	Ship Specimen FedEx Retriever Help Help		
	ABN Print Labels		
	Clinical Info Cancel Order	Save Discard Changes Cancel	
癫癫癫癫癫	Sign Out		New Order Save

Corrections **AFTER** Saving Insurance information:

21. If the Payor(s) field displays the incorrect insurance or to make changes to insurance information, click on the *Insurance* Button.

Viracor VRL	TEST, ORDER			٩	Search Recent	3
A. HINGON A. HING	19y M PID: 8307160 Client MRN: 123456		De	mographics   Insurance	e   Order History   Options	+ +
Manage Orders	Order ID: NEW ORDER	Status: NEW ORDER	Entered by: VIRACOR EUROFINS: DemoUse	r, User		
Order Patient Samples	Patient* TEST, ORDER	P	Ordering Provider:"Undefined			
Order Choice Catalog	Last Name:* TEST		Collection Date:*01 / 30 / 2020 07 : 36 AM Now			
Pending Orders Batch Orders	First Name:* ORDER Middle Name:	_	Client Accession ID:			
Manage Samples	Client MRN: 123456	-	Comments			
	Sex:* Male		Order Date:*01 / 30 / 2020 07 : 36 AM Now			
View Results	Birth date:" 07 / 19 / 2000	Save Patient:	Ordering Location:* Viracor Eurofins Demo Client			
Patient Info	Insurance					
This Location	Prior Authorization Number:					
	Insurance Eligibility Check: Payor(s) MEDICARE(100):TestPlan(Zin	Med Tes	3			
My Preferences	Billing Direct Bill					
	Order Choices					
			es selected ICD-10 V			
	Order Choice Search Order Choice	Diagnoses	Search Summary Sample ID Cancel	_		
VIRACOR EUROFINS: DemoUser, User	Order Choice	Diagnoses	Sample ID Cancel			
Viracor Eurofins Demo Client						
Hide Menu	To select an order choice, type in the	text how or select an order choice l	ict.			
Huge Herry						
	Documentation and Actions					
	Ship Specimen FedEx					
	Retriever HelpHelp					
	ABN Print Labels Clinical Info Cancel Orde		Illect Samples			
	Cancel prio	r Lao Report				
1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	Sign Out					 New Order Save
calme odrå, sidne, otilne sidhe	Sign out					Jew Gruer aave

22. Patient Insurance Summary will display the Current Insurance plans. To make changes to the order of the insurance plans, below *Rearrange* click on the arrow buttons to rearrange the plans. Click Save.

Viracor VRL	TEST, ORDER		Search Recent	3
As Augentices As Aug	19y M PID: 8307160 Client MRN: 123456		Demographics   Insurance   Order History   Options	+ *
Manage Orders	Order ID: NEW ORDER St	atus: NEW ORDER	Entered by: VIRACOR EUROFINS: DemoUser, User	
Order Patient Samples	Patient* TEST, ORDER		rdering Provider:"Undefined	
Order Choice Catalog Pending Orders	Last Name:* TEST First Name:* ORDER		ollection Date:*(01_/ (30_/ (2020) 10 (7) = (57_ AM) Now Clear	
Batch Orders	Middle Name:		lient Accession ID-	
Manage Samples	Client MRN: 123456 Sex:* Male	Patient Insurance		
View Results	Birth date:* 07 / 19 / 2000	Choose insurance information	t to view/edit.	
Patient Info	Insurance Prior Authorization Number:	Insurance Summary	Primary Secondary Tertiary Guarantor	
This Location	Insurance Eligibility Check:		Rearrange	
My Preferences	Payor(s) MEDICARE(100):TestPlan(ZirMed To Billing Direct Bill	Primary: MEDICARE; LA	; Policy:123456; Insured:TEST, ORDER	
	Order Choices	Secondary: TestPlan; US; I	Policy:XYI; Insured:TEST, ORDER	
		Tertiary: Insurance Test	ing; 123 testing In,testing,mo 66666; 888-888-8888; Policy:1; Insured:TEST, ORDER 👔 🛓	
	Order Choice Search	Guarantor: TEST, ORDER		
	Order Choice	This is the currently sele	tted insurance for TEST, ORDER Select Different Insurance	
VIRACOR EUROFINS: DemoUser, User Viracor Eurofins Demo Client			Create New Insurance	
Viracor Euronns Demo Cilenc				
Hide Heru	To select an order choice, type in the text b			
	Documentation and Actions			
	Ship SpecimenFedEx Retriever HelpHelp			
	ABN Print Labels		Save Discard Changes Cancel	
	Clinical Info Cancel Order		save board changes Lance	
離影會導發	Sign Out			New Order Save

- 23. If changes within a plan need to be updated select the tab for the plan that needs to be edited. The plan that is selected will be listed at the top of the box.
- 24. Before making changes verify you are in the correct tab.
- 25. Make needed changes and Save.

Viracor VRL	TEST, ORDER		٩ 🗆	Search Recent	3
W viracor W vire	19y M PID: 8307160 Client MRN: 123456		Demographics	Insurance   Order History   Options	+ :
Manage Orders	Order ID: NEW ORDER S	Status: NEW ORDER Er	tered by: VIRACOR EUROFINS: DemoUser, User		
Order Patient Samples Order Choice Catalog Pending Orders Batch Orders	Patient* TEST, ORDER Last Name:* TEST First Name:* ORDER Middle Name:	D Ordering Provider: " Collection Date: " Client Accession ID:	/ 13 / 2020 12 : 14 PM Now Clear		
Manage Samples View Results Patient Info This Location	Client MRN:         123456           Sex:*         Male           Birth date:*         07 / 19 / 2000           Insurance         Prior Authorization Number:           Insurance Eligibility Check:         1	Patient Insurance Edit secondary plan information. Insurance Summary* Primary Insurance Company [ZirMed Test Paver]	Secondary Tertiary Guarantor	Fill with Patient Info	2 ×
My Preferences	Payor(s) MEDICARE(100):TestPlan(ZirMed 1		Copy from Previous	Details Clear Remove	
VIRACOR EUROPINS: DemoMare, User Wincer burnle Demo Clent His Inne	Billing/Deert Bill Order Choices Order Choice Search Drifer Choice Search Drifer Choice Tra select an order sholon, type in the text	Insured Information           Policy*201           Group           Group           Group           Policy to Insure*           Policy tame*           Field Name           Last Name*           Subscriber 10*           Date of Binh*           Policy Date           Insurance Effective Date	Employment Status	Employer Information  Engloyer To Engloyer To Engloyer Address 1 Engloyer Chy Engloyer Chy Engloyer Chy Engloyer ZBr Englo	
	Decomentation and Actions Ship Specifications Retriever Helpsde ABN Chincel Info Cancel Order			Saw Oscard Changes Co	noal _
<b>察察察察</b>	Sign Out				New Order Save

#### REQUIRED ICD-10 codes

### ICD-10 codes are required for insurance billing and must be provided

- 26. Select your Test under Order Choice.
- 27. In the diagnoses field you can search for the diagnoses/ICD-10 codes by clicking Search.
- 28. If you know the code, enter it and select search and the ICD-10 code will populate below diagnoses, next to the test and also above the diagnoses search field.

🔅 Viracor 🍪 VRL	TEST, ORDER		9	Se	earch Recent		?
A Princes AP Price	19y M PID: 8307160 Client MRN: 123456		Demographics   ]	Insurance   Ord	ler History   Options		≎ ←
Manage Orders	Order ID: NEW ORDER	Status: NEW ORDER	Entere	d by: VIRACOR E	EUROFINS: DemoUser, Use	r	~
Order Patient Samples     Order Choice Catalog     Pending Orders     Batch Orders     Manage Samples     View Results     Patient Info     This Location     My Preferences	Patient [*] [TEST, ORDER Last Name:* First Name:* ORDER Middle Name: Client MRN: 123456 Sex:* Male <b>V</b> Birth date:* 07 / 19 / 2000 <i>Insurance</i> Prior Authorization Number: Insurance Eligibility Check: Payor(s)/MEDICARE(100):TestPlan(ZirM Billing/Direct Bill	Save Patient:	Ordering Location:*Virac	23 / 2020 345 / 2020 10		<u>×</u>	
	Order Choices						
	Order Choice Search	Diagnoses	des selected ICD-10 Searc	Summary	Cancel	_	
VIRACOR EUROFINS: DemoUser, User Viracor Eurofins Demo Client	Viracor TRAC (TM) Kidney dd-cfDNA		Vone selected	T.B.D.	x 0		~
察察会接续	Sign Out					New Order	Save

29. If you do not know the ICD-10 code, you will be directed to the Diagnoses Search screen. Type the Diagnoses in the search field and click Search.

🔅 Viracor 🔅 VRL	Diagnosis Search		2
Manage Orders	Search		+ ‡
Manage Samples	Search Patient's Previous User's Frequent		
View Results Patient Info	No previous diagnoses for this patient.		
This Location			
My Preferences			
VIRACOR EUROFINS: DemoUser, User Viracor Eurofins Demo Client			
Hide Neru			
****	Sign Out	Show Select	ed Items Add All Selected Items Cancel
🔅 Viracor 🔅 VRL	Diagnosis Search		3
🔅 Viracor 🗟 VRL			? • •
Manage Orders Manage Samples	Diagnosis Search Isdew transfart Search Search Patient's Previous User's frequent		
Manage Orders Manage Samples View Results	lodney transplant Search Search Patient's Previous User's Frequent		
Manage Orders Manage Samples	Kidney transplant         Search           Search         Patient's Previous         User's Frequent           Search         Discussion         User's Frequent           105:01         Usepoint         User's Frequent           105:01         Usepoint         User's Frequent		
Manage Orders Manage Samples View Results Patient Info	Midney transplant         Search           Search         Patient's Previous         User's Frequent           Select Cock         Description         156.10           156.11         Kifney transplant rejection         156.11           156.12         Kifney transplant rejection         156.12           156.13         Kifney transplant rejection         156.12		
Manage Orders Manage Samples View Results Patient Info This Location	Kidney transplant         Search           Search         Patient's Previous         User's Frequent           Select Cole         Description         156:10         User's Frequent           126:11         Kiney transplant rejection         156:12         User's frequent rejection           126:12         Kiney transplant rejection         156:12         Coley transplant rejection           126:12         Coley transplant infection         156:13         Coher complication of liddrey transplant		
Manage Orders Manage Samples View Results Patient Info This Location	Midney transplant         Search           Search         Patient's Previous         User's Frequent           Select Cock         Description         156.10           156.11         Kifney transplant rejection         156.11           156.12         Kifney transplant rejection         156.12           156.13         Kifney transplant rejection         156.12		
Manage Orders Manage Samples View Results Patient Info This Location	Edney transplant         Search           Search         Patient's Previous         User's Frequent           Sided Cole         Description         155.10           155.10         Unspecified complication of kidney transplant         156.11           155.12         Sidney transplant failure         156.12           155.13         Sidney transplant failure         156.12           155.12         Sidney transplant infection         156.12           155.12         Sidney transplant infection         156.12           155.12         Encorder for affectance following kidney transplant         45.12		
Manage Orders Manage Samples View Results Patient Info This Location	Edney transplant         Search           Search         Patient's Previous         User's Frequent           Sided Cole         Description         155.10           155.10         Unspecified complication of kidney transplant         156.11           155.12         Sidney transplant failure         156.12           155.13         Sidney transplant failure         156.12           155.12         Sidney transplant infection         156.12           155.12         Sidney transplant infection         156.12           155.12         Encorder for affectance following kidney transplant         45.12		
Hamage Orders Hamage Samples View Results Patient Jole This Location Hyp Preferences	Edney transplant         Search           Search         Patient's Previous         User's Frequent           Sided Cole         Description         155.10           155.10         Unspecified complication of kidney transplant         156.11           155.12         Sidney transplant failure         156.12           155.13         Sidney transplant failure         156.12           155.12         Sidney transplant infection         156.12           155.12         Sidney transplant infection         156.12           155.12         Encorder for affectance following kidney transplant         45.12		
Manage Orders Manage Samples View Results Patient Info This Location	Edney transplant         Search           Search         Patient's Previous         User's Frequent           Sided Cole         Description         155.10           155.10         Unspecified complication of kidney transplant         156.11           155.12         Sidney transplant failure         156.12           155.13         Sidney transplant failure         156.12           155.12         Sidney transplant infection         156.12           155.12         Sidney transplant infection         156.12           155.12         Encorder for affectance following kidney transplant         45.12		
Manage Orders Manage Samples View Beaults Patient Info This Location My Preferences VIDACOD EDBOTING DemoNter, ford	Edney transplant         Search           Search         Patient's Previous         User's Frequent           Sided Cole         Description         155.10           155.10         Unspecified complication of kidney transplant         156.11           155.12         Sidney transplant failure         156.12           155.13         Sidney transplant failure         156.12           155.12         Sidney transplant infection         156.12           155.12         Sidney transplant infection         156.12           155.12         Encorder for affectance following kidney transplant         45.12		
Manage Orders Hanage Samples View Beaults Patient Info This Location Hy Preferences VIRACOR EUROFINS Demoler, Une DemoClerit	Edney transplant         Search           Search         Patient's Previous         User's Frequent           Sided Cole         Description         155.10           155.10         Unspecified complication of kidney transplant         156.11           155.12         Sidney transplant failure         156.12           155.13         Sidney transplant failure         156.12           155.12         Sidney transplant infection         156.12           155.12         Sidney transplant infection         156.12           155.12         Encorder for affectance following kidney transplant         45.12		
Manage Orders Hanage Samples View Beaults Patient Info This Location Hy Preferences VIRACOR EUROFINS Demoler, Une DemoClerit	Edney transplant         Search           Search         Patient's Previous         User's Frequent           Sided Cole         Description         155.10           155.10         Unspecified complication of kidney transplant         156.11           155.12         Sidney transplant failure         156.12           155.13         Sidney transplant failure         156.12           155.12         Sidney transplant infection         156.12           155.12         Sidney transplant infection         156.12           155.12         Encorder for affectance following kidney transplant         45.12		
Manage Orders Hanage Samples View Beaults Patient Info This Location Hy Preferences VIRACOR EUROFINS Demoler, Une DemoClerit	Edney transplant         Search           Search         Patient's Previous         User's Frequent           Sided Cole         Description         155.10           155.10         Unspecified complication of kidney transplant         156.11           155.12         Sidney transplant failure         156.12           155.13         Sidney transplant failure         156.12           155.12         Sidney transplant infection         156.12           155.12         Sidney transplant infection         156.12           155.12         Encorder for affectance following kidney transplant         45.12		
Manage Orders Hanage Samples View Beaults Patient Info This Location Hy Preferences VIRACOR EUROFINS Demoler, Une DemoClerit	Edney transplant         Search           Search         Patient's Previous         User's Frequent           Sided Cole         Description         155.10           155.10         Unspecified complication of kidney transplant         156.11           155.12         Sidney transplant failure         156.12           155.13         Sidney transplant failure         156.12           155.12         Sidney transplant infection         156.12           155.12         Sidney transplant infection         156.12           155.12         Encorder for affectance following kidney transplant         45.12		
Manage Orders Hanage Samples View Beaults Patient Info This Location Hy Preferences VIRACOR EUROFINS Demoler, Une DemoClerit	Edney transplant         Search           Search         Patient's Previous         User's Frequent           Sided Cole         Description         155.10           155.10         Unspecified complication of kidney transplant         156.11           155.12         Sidney transplant failure         156.12           155.13         Sidney transplant failure         156.12           155.12         Sidney transplant infection         156.12           155.12         Sidney transplant infection         156.12           155.12         Encorder for affectance following kidney transplant         45.12		
Manage Orders Hanage Samples View Beaults Patient Info This Location Hy Preferences VIRACOR EUROFINS Demoler, Une DemoClerit	Edney transplant         Search           Search         Patient's Previous         User's Frequent           Sided Cole         Description         155.10           155.10         Unspecified complication of kidney transplant         156.11           155.12         Sidney transplant failure         156.12           155.13         Sidney transplant failure         156.12           155.12         Sidney transplant infection         156.12           155.12         Sidney transplant infection         156.12           155.12         Encorder for affectance following kidney transplant         45.12		
Manage Orders Hanage Samples View Beaults Patient Info This Location Hy Preferences VIRACOR EUROFINS Demoler, Une DemoClerit	Edney transplant         Search           Search         Patient's Previous         User's Frequent           Sided Cole         Description         155.10           155.10         Unspecified complication of kidney transplant         156.11           155.12         Sidney transplant failure         156.12           155.13         Sidney transplant failure         156.12           155.12         Sidney transplant infection         156.12           155.12         Sidney transplant infection         156.12           155.12         Encorder for affectance following kidney transplant         45.12		

30. Make your selection by clicking the box next to the ICD-10 code. Select all codes that apply.

🔅 Viracor 🔅 VRL	Diagnosis Search
lanage Orders	kidney transplant Search
lanage Samples	Search Patient's Previous User's Frequent
iew Results	Select Code Description
atient Info	T85.10 Unspecified complication of kidney transplant
his Location	T85.11 Kidney transplant rejection
ly Preferences	T86.12 Kidney transplant failure
ly Preferences	T85.13 Kidney transplant infection
	T85.19 Other complication of kidney transplant
	Z48.22 Encounter for aftercare following kidney transplant
	Z94.0 Kidney transplant status
IRACOR EUROFINS: emoUser, User	
racor Eurofins Demo Clien	
Hide Heru	

- 31. Review the codes selected by clicking *Show Selected Items* at the bottom.
- 32. If you selected a code in error, click Remove, to remove the unwanted code.
- 33. Once all desired codes are selected click Add All Selected Items.

🔅 Viracor 🔅 VRL	Diagnosis Search			2
Manage Orders	kidney transplant Search			
Manage Samples	Search Patient's Previous User's Frequent			
View Results Patient Info This Location My Preferences	Select         Code         Description           17.06.10         Vexpecified complication of kidney transplant.           17.06.11         Vexpecified complication of kidney transplant.           17.06.12         Vidney transplant feature           17.06.13         Vidney transplant feature           17.06.14         Vidney transplant feature           17.06.19         Vexpecified complication of kidney transplant.           17.06.12         Zeburg 22. Encounter for after-sure following kidney transplant.	Newly Selected Items 786.11	Remove	
VIBACOR EUROFINS: Demoker, Ver Vireor Eurofina Enno Cleart nas recu	251.0 Kidney transplant status	TB6.13	Remove	
*****	Sign Out			Show Selected Items Add All Selected Items Cancel

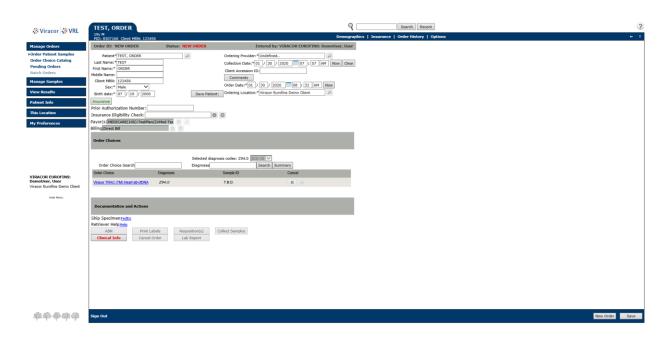
34. ICD-10 codes are displayed under Diagnoses, next to the test name and also shown above the Diagnoses search field.

		_		
Viracor VRL	TEST, ORDER		Search Recent	3
4. 110 col 4. 110	19y M PID: 8307160 Client MRN: 123456	De	mographics   Insurance   Order History   Options	• 1
Manage Orders	Order ID: NEW ORDER Status: NEW ORDER	Entered by: VIRACOR EUROFINS: DemoUser,	User	
Order Patient Samples	Patient" TEST, ORDER	Ordering Provider:" Undefined		
Order Choice Catalog	Last Name:" TEST	Collection Date:* 01 / 30 / 2020 07 : 57 AM Now	Clear	
Pending Orders	First Name:* ORDER	Client Accession ID:	COOL .	
Batch Orders	Niddle Name:	Comments		
Manage Samples	Client MRN: 123456	Order Date:*01 / 30 / 2020 08 : 19 AM Now		
View Results	Sex:" Male V			
View Results		t: Ordering Location:"Viracor Eurofins Demo Client		
Patient Info	Insurance			
This Location	Prior Authorization Number:			
This Cocation		0		
My Preferences	Payor(s) MEDICARE(100):TestPlan(ZirMed Tes 💿 🔎			
	Billing Direct Bill O O		_	
	Order Choices			
		nosis codes: 294.0, 294.4 1000		
	Order Choice Search Diagnoses	Search Summary		
VIRACOR EUROFINS:	Order Choice Diagnoses	Sample ID Cancel		
DemoUser, User	Viracor TRAC (TM) Heart dd-cfDNA (294.0, 294.4)	T.B.D. X 0		
Viracor Eurofins Demo Client				
Hide Menu			_	
	Documentation and Actions			
	Ship Specimen FedEx			
	Retriever HelpHelp			
	ABN Print Labels Requisition(s)	Collect Samples		
	Clinical Info Cancel Order Lab Report			
急急急速急	Em Dat			New Order Save
rakes selve when selve selve	Sign Out			New Order Save

- 35. To Remove ICD-10 code(s) from the order, click on the ICD-10 code needing to be removed.
- 36. Then select *Remove from this Order*.

Viracor SVRL	TEST, ORDER	Search Recent	3
W viracor W vire	19y M PID: 8307160 Client MRN: 123456	Demographics   Insurance   Order History   Options	+ +
Manage Orders	Order ID: NEW ORDER Status: NEW ORDER	Entered by: VIRACOR EUROFINS: DemoUser, User	
Order Patient Samples Order Choice Catalog Pending Orders	Patient* TEST, ORDER	Ordering Provider * Undefined. (2)	
Batch Orders Manage Samples	First Name:* ORDER Middle Name: Client MRN: 123456	Client Accession ID:	
View Results	Sex:* Male	Order Date:*01 / 30 / 2020 08 : 32 AAH Now at Ordering Location:*Viracor Eurofins Demo Client P	
Patient Info This Location	Insurance Prior Authorization Number:		
Ny Preferences	Insurance Eligibility Check: Payor(s) MEDICARE(100):TestPlan(ZirMed Tes Billing Direct Bill	0	
	Order Choices		
VIRACOR EUROFINS: Demoliser, User	Order Choice Search Diagnoses Diagnoses	Insis codes: 294.0, 294.4 [ICD-30] V] Search Summary Sample ID Caroot	
Viracor Eurofins Demo Client	Viracer TRAC (TM) Heart dd-dDNA Z94.4 Remove from this Order Remove from this Order		
nde Heru	Documentation and Actions		
	ABN         Print Labels         Requisition(s)           Clinical Info         Cancel Order         Lab Report	Collect Samples	
麻痹癫痫瘫	Sign Out		New Order Save
1 1 4 4 4			

37. The code will be removed.



- 38. Verify the Ordering Provider has been provided, as it is required for insurance billing.
- 39. Verify the rest of the order is correct and click *Save* to save your order.
- 40. Be sure to print your manifest to include with your specimen.