CLIENT WEB PORTAL ORDERING INSTRUCTIONS

Three steps to submitting your order to HealthTrackRx

GET STARTED

1. Visit https://portal.healthtrackrx.com and login with your user ID.
   First time users must reset their password.
2. Click the **Client Portal icon** on the left.
3. Hover over the **New Order button** then select **Infectious Disease.**

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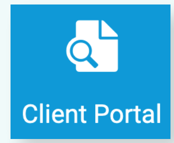

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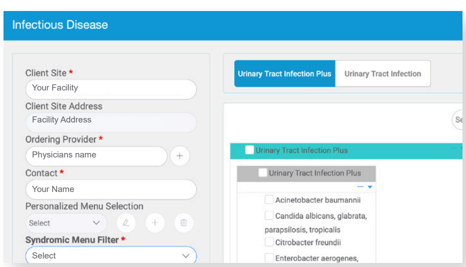
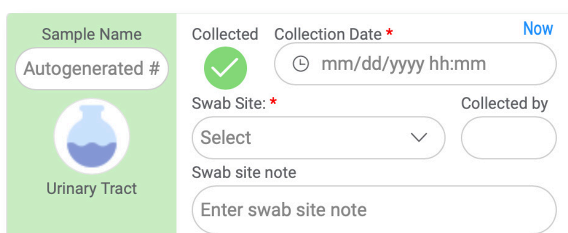
INPUT PROVIDER, PATIENT & SAMPLE COLLECTION DETAILS

4. Select the **Ordering Provider** and **Contact** (the person receiving the report).
5. Select the **Syndromic Menu** and sub menu.
   For the sub menu, checking a green box includes antibiotic treatment resistance while checking gray does not.
6. Enter the barcode found on the tube in the **Sample Name** field. If your facility is supplied with a scanner and prelabeled HealthTrackRx specimen tubes, scan the tube to auto-populate this field.
7. Select **Now** for the collection date and select the **Swab Site** from the drop-down menu.
8. Select the **Patient Name** on the left or for a new patient, click the **+** button and enter required fields.
   a. Most choose to select **Insurance Attached** in the **Bill** dropdown.
   b. Make sure to place a copy of the insurance in the outside pocket on the sample bag.
   c. Click **Save.**
9. Scroll down to the **Icd Codes** field on the left, and click the **pencil icon.**
10. Select the **DX code(s)** associated with the patient's symptoms and then click **Done.**
11. Click **Save.**



4 & 5



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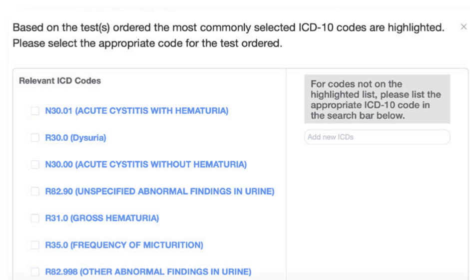

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SUBMIT YOUR ORDER

12. Before you submit your order, a provider acknowledgement/confirmation page will appear.
13. Verify the patient details by selecting the **Provider/Delegate Acknowledgement** at the bottom.
14. Click **Confirm** to submit.

RESULTS WILL BE IN YOUR HANDS BY THE NEXT DAY!

Client Web Portal