



Customer Portal User Guide

Test Request Supplement

TEST ORDERS

TEST ORDERS SEARCH

A. Hover the mouse over icons to display descriptions, as needed.

The screenshot shows the 'Test Order Search' interface. At the top, there is a search bar with the text 'Filter'. Below the search bar are three red buttons: 'CREATE TEST ORDER', 'EXPORT TABLE', and 'PRINT'. The main section is titled 'My Test Orders' and shows a table with 271 orders matching the criteria. The table has columns for TEST ORDER NUMBER, PRIORITY, TYPE, BLOOD QUANTITY, TEST QUANTITY, STATUS, ATTRIBUTES, ORGANISATION, CREATED, CREATED BY, and ACTIONS. Two orders are visible: one with ID OT23-0000293/495525 (Routine, Test Order, 2 units, Received) and another with ID OT23-0000250/428493 (ASAP, Test Order, 1 unit, Finished). Below the table is a pagination bar showing page 1 of 27. At the bottom, there is a logo for 'vitalant' and 'MAK-SYSTEM INTERNATIONAL GROUP'.

TEST ORDER NUMBER	PRIORITY	TYPE	BLOOD QUANTITY	TEST QUANTITY	STATUS	ATTRIBUTES	ORGANISATION	CREATED	CREATED BY	ACTIONS
OT23-0000293 / 495525	Routine	Test Order		2	Received	C R		07/18/2023 03:23		
OT23-0000250 / 428493	ASAP	Test Order		1	Finished	C R		06/16/2023 10:37		

The 'ACTIONS' menu is displayed in a grey box. It contains four icons: a document icon, a red 'X' icon, a red 'X' icon with a diagonal line, and a circular arrow icon.

- Edit, Inquiry, and Print Order
- Cancel Order
- Order cannot be cancelled
- Order History

B. Status for Test Orders include:

The status flow is shown as a horizontal bar with eight segments: REGISTERED NOT SUBMITTED, SUBMITTED, RECEIVED, APPROVED, UNDER PREPARATION, SAMPLED, FINISHED, and CLOSED.

C. Selecting "Order History" from this screen, will provide a detailed history of the order, if needed.

D. From the Test Orders Search window, you can select "Create Test Order" to initiate a new order. See the next section of this guide for associated directions on completing these activities.

TEST ORDER

HIGH LEVEL INSTRUCTIONS

1. Select "Test Order" from Menu.
2. Enter Patient Information. All fields with an asterisk (*) are required.
Ensure you complete all tabs:
 - Patient Data
 - Clinical Information
 - Patient History
 - Sample Collection
3. Select "Next" button.
4. Review entries for accuracy.
This is an important step in preventing duplicate patients in the system.
5. Select "Confirm" button.
6. Select urgency of the order (Routine, ASAP, Scheduled, or STAT).
7. Select the test to be ordered.
8. Select
 - a. "Add Test" button and select additional test, as needed (repeat step 7-8).
 - b. "Proceed" button if this is the last test to be added.
9. Add any comments, such as quantity and type of products needed, if applicable.
10. Select "Submit" button.

STEP BY STEP INSTRUCTIONS

The screenshot shows the 'Patient Information' form in a web application. At the top, there is a navigation bar with a menu icon, the title 'Patient Information', the date '01/24/2025', the time '15:34:50 US/Central Time', and several utility icons (help, print, home, search, tutorial, layout, and user profile). Below the navigation bar, the form is divided into two main sections: 'Test order from' and 'Patient'. The 'Test order from' section contains two callout boxes: one pointing to the 'Patient Data' tab with the instruction '1. Enter the patient information on "Patient Data" tab.' and another pointing to the 'Clinical Information' tab with the instruction '2. Select the "Clinical Information" tab.' The 'Patient' section contains a form with several fields: 'First Name *', 'Middle Name', 'Last Name *', 'DOB *' (with a date format 'MM/dd/yyyy'), 'Medical Record Number *', 'Gender *' (with radio buttons for 'Male', 'Female', and 'Unknown'), 'Encounter / Visit / Admission # *', and 'Admission Date *' (with a date format 'MM/dd/yyyy' and a calendar icon). A callout box points to the asterisks on the 'DOB *' field with the text 'NOTE: Mandatory fields are indicated with an asterisk (*).'. Below the form, there is a red 'NEXT' button. At the bottom of the page, there is a footer with the Vitalant logo, copyright information 'COPYRIGHT © MAK SYSTEM. ALL RIGHTS RESERVED', version 'V2.2.2', and an 'About' link. The MAK-SYSTEM logo is also present with the tagline 'enabling individuals to save lives'.

TEST ORDER (CONT'D)

01/24/2025 15:38:11 US/Central Time

Test order from YOUR ORGANIZATION

Patient

3. Enter the Clinical Information. 4. Select the "Patient History" tab.

Patient Data Clinical Information Patient History Sample Collection

Medications

RhIG Given? Yes No Unknown Date of Given RhIG MM/dd/yyyy

Hemoglobin Hematocrit

Patient Coagulant Platelet Count

Patient bleeding? Yes No Unknown DAT Positive? Yes No Unknown

Number of pregnancies Currently pregnant? * Yes No Unknown

Ordering Physician*

Fields with (*) are mandatory fields.

NEXT

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08/08/2023 08:45:18 US/Pacific Time

Test order from YOUR ORGANIZATION 0000123456

Patient

5. Enter the patient history. 6. Select the "Sample Collection" Tab.

Patient Data Clinical Information Patient History Sample Collection

Previously transfused Yes No Unknown

History of transplant HPC BMT No Unknown

CD38 Therapy Date MM/dd/yyyy CD47 Therapy Date MM/dd/yyyy

Monoclonal Immunotherapies Historical Antibodies Present Yes No Unknown

Fields with (*) are mandatory fields.

NEXT

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TEST ORDER (CONT'D)

Note: Additional fields will present based on answers selected.
Below is an example with all radio buttons set to "Yes".

This screenshot shows the 'Patient History' tab of the test order form. It contains several sections with radio buttons and date pickers:

- Previously transfused:** Radio buttons for Yes (selected), No, and Unknown.
- Transfused within the last 3 months date:** A date picker field.
- Transfused within the last 3 months:** Radio buttons for Yes (selected), No, and Unknown.
- RBC:** A text input field.
- RBC Date:** A date picker field.
- PLT:** A text input field.
- PLT Date:** A date picker field.
- FFP:** A text input field.
- FFP Date:** A date picker field.
- History of transfusion reactions?:** Radio buttons for Yes (selected), No, and Unknown.
- Reaction Type:** A text input field.
- History of transfusion reactions date:** A date picker field.
- History of transplant:** Radio buttons for HPC (selected), BMT, No, and Unknown.
- History of transplant date:** A date picker field.
- Patients Prior ABO/Rh:** A dropdown menu.
- Donor ABO/Rh:** A dropdown menu.
- CD38 Therapy Date:** A date picker field.
- CD47 Therapy Date:** A date picker field.
- Monoclonal Immunotherapies:** A text input field.
- Historical Antibodies Present:** Radio buttons for Yes, No (selected), and Unknown.

Fields with (*) are mandatory fields.

NEXT

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This screenshot shows the 'Sample Collection' tab of the test order form. It includes a header with 'Patient Information', a date/time display, and navigation icons. The main content area has:

- Test order from:** YOUR ORGANIZATION 0000123456
- Patient:** A section for patient details.
- Are you submitting a sample? *** Radio buttons for Yes (selected) and No.
- Collection Date and Time *:** A date and time picker field.

Fields with (*) are mandatory fields.

Note: Collection Date and Time field only appears when submitting sample question is answered "Yes".

7. Enter sample collection information.

8. Select Next button.

NEXT

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TEST ORDER (CONT'D)

9. Review entries for accuracy.
 (Select BACK if changes are needed)

Patient Data

FIRST NAME *	MIDDLE NAME	LAST NAME *	DOB *	MEDICAL RECORD NUMBER *	GENDER *	ENCOUNTER / VISIT / ADMISSION # *	ADMISSION DATE *

Clinical Information

MEDICATIONS	RHIG GIVEN?	DATE OF GIVEN RHIG	HEMOGLOBIN	HEMATOCRIT	PATIENT COAGULANT	PLATELET COUNT	PATIENT BLEEDING?	DAT POSITIVE?	NUMBER OF PREGNANCIES	CURRENTLY PREGNANT? *	ORDERING PHYSICIAN*

Patient History

PREVIOUSLY TRANSFUSED

HISTORY OF TRANSPLANT	CD38 THERAPY DATE	CD47 THERAPY DATE	MONOCLONAL IMMUNOTHERAPIES	HISTORICAL ANTIBODIES PRESENT

Sample Collection

ARE YOU SUBMITTING A SAMPLE? *	COLLECTION DATE AND TIME
Yes	01/24/2025 14:4

BACK
CONFIRM

10. Select Confirm button.

☰ Test Order
08/03/2023
07:51:18 US/Pacific Time

 ?
Tutorial Layout

Test order from
YOUR ORGANIZATION 0000123456

Patient
 MRN :
 Patient :
 Date Of Birth :

Routine

ASAP

Scheduled

STAT

11. Select the urgency of the order.

BACK

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TEST ORDER (CONT'D)

Test Order | 08/14/2023 | 09:40:26 US/Pacific Time

Test order from YOUR ORGANIZATION 0000123456

Patient **ROUTINE**
 MRN : [REDACTED]
 Patient : [REDACTED]
 Date Of Birth : [REDACTED]

Group of Tests | Individual Tests

Extended phenotype (serological)

12. Select Tests. Additional Tests are available in the Individual Tests Tab.

Test 0

ADD TEST

#	Test	From Group of Tests	Actions
No records have been found.			

CLEAR | PROCEED | BACK

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Test Order | 08/14/2023 | 09:49:51 US/Pacific Time

Test order from YOUR ORGANIZATION 0000123456

Patient **ROUTINE**
 MRN : [REDACTED]
 Patient : [REDACTED]
 Date Of Birth : [REDACTED]

Group of Tests | Individual Tests

Blood Type
 D(Rh) Discrepancy Resolution
 Antibody ID
 ABO discrepancy resolution
 DAT
 Elution

13. Select Test.

13b. Select Add Test (if additional tests are needed).

ADD TEST

Test 0

14. Select Proceed button.

#	Test	From Group of Tests	Actions
No records have been found.			

CLEAR | PROCEED | BACK

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TEST ORDER (CONT'D)

Test Order Review

08/03/2023 08:10:17 US/Pacific Time

Order Number#

Test order from
YOUR ORGANIZATION 0000123456

Patient **ROUTINE**
MRN : ██████████
Patient : ██████████
Date Of Birth : ██████████

15. Enter comments, such as products needed.

#	Test	From Group of Tests	COMMENTS
1	Antibody ID		

BACK REGISTER SUBMIT

16. Select Submit button.

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Test Order Review

08/03/2023 08:15:18 US/Pacific Time

Order Number# OT23-0000298 / 520763

Order registered

REGISTERED NO

Test order

Test order submitted

Test order was successfully submitted. Order# OT23-0000298

OK

#	Test	From Group of Tests	COMMENTS
1	Antibody ID		

PRINT BACK REGISTER SUBMIT PATIENT DETAILS TEST GROUPS

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VIEW TEST ORDER RESULTS

Results are typically available once the order status moves to “Finished”. Not all results will be available in the system, if you have questions, please contact your blood center.



REPORTS ARE ONLY AVAILABLE FOR 30 DAYS IN THE CUSTOMER PORTAL.

PRINT OR ENTER RESULTS INTO YOUR HOSPITAL LIS FOR FUTURE REFERENCE.

ACCESSING RESULTS REPORTS

1. Select “Results Reports” from the Menu.
2. Select “Results Reports” button.



3. Enter Test order number (OTYY-#####) or Patient’s MRN.
4. Select “Submit”.
5. Select the report. This will open a new window with the PDF of the report.

