
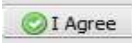





## Physician Portal Quick Reference Guide

### LOGGING IN TO THE PORTAL

1. Launch your computer's web browser.
2. Enter <https://portal.interpacedx.com/> or log in through the link on our website under the **Downloads** section.
3. Enter your Username (e-mail address) and Password when prompted. Then click .
4. Upon logging in, the Interpace Diagnostics Physicians Portal User Agreement will appear. Once read, select .

### REPORTS AND REQUISITIONS

To view completed cases and download reports and requisitions:

1. Click the **Case Manager** tab, then select the case you would like to view.
2. Click  to expand the patient record to view Interpace Diagnostics-generated test reports.
  - a. The documents associated with the selected case will appear under the **Documents for Case:\_\_\_\_\_** section.
  - b. This also provides the following information:
    - i. The Interpace Diagnostics Case Number
    - ii. Report Name
    - iii. Uploaded Time (When the report was uploaded to the Portal)
    - iv. Last Viewed (Date and time when the report was last viewed)
    - v. Last Viewed By (The user who last viewed the document)
3. Double-click on a test report or requisition to download it to your computer.

### ACTIVE CASES

To view the current active cases and case status:

1. Click the **Case Manager** tab, then select the case you would like to view.
2. Confirm the status of the case by using the Status column. The key is as follows:
  - a. Cancelled: Testing has been cancelled.
  - b. Complete: Testing is complete, and the report is available
  - c. New: A case has been received
  - d. Open: Testing is still in process
3. Key information found on this screen is as follows:
  - a. The Interpace Diagnostics ID Number
  - b. The patient's name, MRN, DOB, and Sex
  - c. The date of service/collection date of the specimen
  - d. The test(s) ordered and the current case status
  - e. The Ordering and Referring Physician(s)
  - f. Unread Documents (Cases will appear in bold lettering if unread documents are available)

#### Questions about the Physicians' Portal?

Contact Client Services at 800-495-9885 or [portal@interpacedx.com](mailto:portal@interpacedx.com)