

LabXchange: Point of Care Testing and Results Reporting and Laboratory Testing for SARS-CoV-2

Standard Operating Procedure

LabXchange is a web-based application that can be used to report point of care PCR or antigen COVID-19 test results to the Kansas Department of Health and Environment (KDHE). This application can also be used to collect patient information for samples that will be sent to the Kansas Health and Environmental Laboratories (KHEL) for analysis. By law, all test results, positive and negative, are reportable to KDHE within 24 hours.

There are two common uses for this application: 1) when performing testing without any prior information (name, date of birth, sex, address, etc) available on patients, or 2) when performing testing where information is available ahead of time on who will be tested. In both scenarios, the application is able to capture patient information and test results electronically and transmit to KDHE.

Step 1: Email the Kansas Health and Environmental Laboratories (KHEL) [Customer Service at KDHE.KHEL.Help@ks.gov](mailto:Customer.Service@kdhe.ks.gov) to request a username and password. This allows you access to the system.

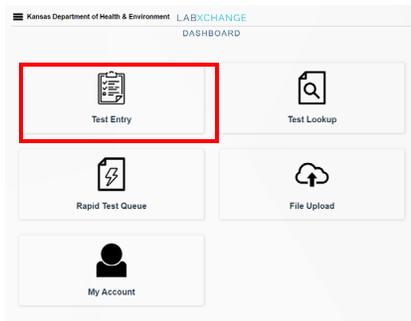
Step 2: Open <https://labxchange.io/> in the Chrome browser. This browser works best for enabling the camera function on your device. It is also recommended that, if you are using an iPhone or iPad, to make sure it is updated to the latest IOS version. You may also want to bookmark the page for future use.



Step 3: Login from the main screen with your email and password. If your account was created a while ago you may have been provided a password. If the account was created recently you should have received an email from LabXchange to create a password. If the link in the email is expired, you can use the “Forgot Password?” link from the homepage of LabXchange to generate a new email.



Step 4: To enter a test result, start with the Test Entry button



Step 5: Select your Testing Location. If your location is missing, email KDHE.KHEL_Help@ks.gov to update your account. You can click the star next to Test Location to save as the default.

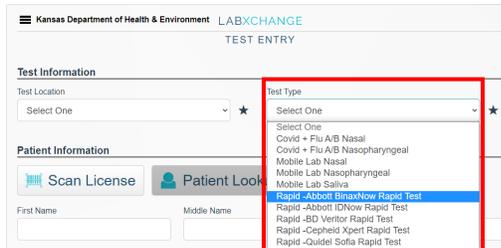


Kansas Department of Health & Environment LABXCHANGE
TEST ENTRY

Test Information

Test Location: Select One * Test Type: Select One *

Step 6: Select your Test Type. You can click on the star next to Test Type to save as your default information before submitting.



Kansas Department of Health & Environment LABXCHANGE
TEST ENTRY

Test Information

Test Location: Select One * Test Type: Select One *

Patient Information

Scan License Patient Lookup

First Name: Middle Name:

Test Type dropdown menu options:
Select One
Covid + Flu A/B Nasal
Covid + Flu A/B Nasopharyngeal
Mobile Lab Nasal
Mobile Lab Nasopharyngeal
Mobile Lab Saliva
Rapid - Abbott BinaxNow Rapid Test
Rapid - Abbott IDNow Rapid Test
Rapid - BD Veritor Rapid Test
Rapid - Cepheid Xpert Rapid Test
Rapid - Quidel Sofia Rapid Test

If you select a Rapid Test type, you will also have the option to enter results on this screen. If results are not ready by the time you submit the test, the patient can be found later to enter results on the Rapid Test Queue button from the main menu. If results are ready and entered, they will be immediately submitted to KDHE when you click “Submit Test” at the end, so please double check what’s entered.



Kansas Department of Health & Environment LABXCHANGE
TEST ENTRY

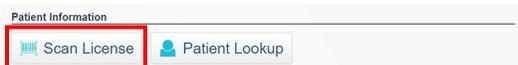
Test Information

Test Location: Kansas Health and Environmental Laboratorik * Test Type: Rapid - Abbott BinaxNow Rapid Test *

Test Result: Positive Negative Invalid

Step 7: Entering Patient Information

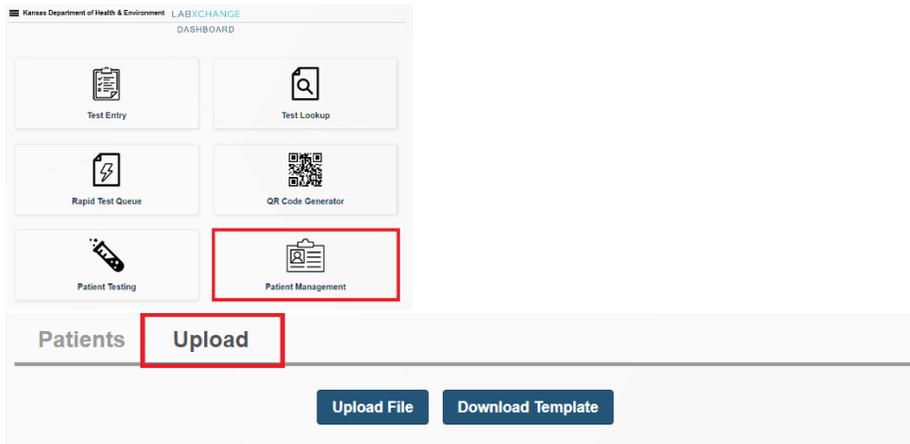
Step 7 Option A: If the patient has a Driver’s License from any state available, click the Scan License button to turn on your device’s camera and use it to scan the barcode on the back of the license. If you are testing multiple patients that live at the same address, you can scan the same license and update the relevant patient information. **Verify all of the information including the address, which should be their current address while in Kansas.**



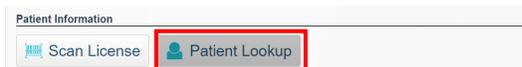
Patient Information

Scan License Patient Lookup

Step 7 Option B: If you have patient information available prior to your testing event, you may pre-populate the application with patient information to save time. To use the File Upload feature, head to Patient Management from the main menu and then select the Upload tab at the top. Use the Download Template option to download the blank template and then use the Upload File option to upload the completed template.



Once that has been completed, you can use the Patient Lookup feature.



Note: It's helpful to rename the template file to something related to your location and the time the file was created so if you are having issues with the upload process, the problem will be easier to diagnose. The file must stay as a .csv.

Step 7 Option C: If you are not using the Scan License or Patient Lookup features, then manually enter the name, address, date of birth, and biological sex. **As a best practice, you should turn your device toward the patient and ask them to choose their biological sex.**

Step 8: **Verbally ask the patient for their Race and Ethnicity and enter this information into the application.**

Step 9: Patient ID is optional and can be used for any identifying number your organization uses internally. This can help make it easier to recall the test result later on.

Step 10: Cell Phone and Email are also optional but are used for sending the patient results directly once they are available. To enable this the patient will also need to consent to being notified by phone/email at the bottom of the test entry form.

Step 11: If your patient is a minor, you will also have to fill out the Guardian Information.

Step 12: Payment Information can be ignored at this time. There should only be one option for "No Insurance Needed".

Payment Information

No Insurance Needed

Step 13: Ask the patient the Ask on Order Entry Questions.

Ask on Order Entry Questions

Is this the first test (of any kind) the patient has had for COVID-19?

Yes No Unknown

Employed in a healthcare setting?

Yes No Unknown

Symptomatic per CDC?

Yes No Unknown

Hospitalized? (at time of testing, for COVID)

Yes No Unknown

ICU? (at time of testing, for COVID)

Yes No Unknown

Resident in a congregate care/living setting?

Yes No Unknown

Pregnancy Status?

Yes No Unknown

- 1) Is this your first COVID-19 test of any kind?
- 2) Do you work or volunteer in any kind of a health care setting (for example, a clinic, hospital, or nursing home)?
- 3) Do you have any symptoms of COVID-19 disease today (for example, coughing, sneezing, runny or stuffy nose, headache, diarrhea or loss of smell or taste)?
 - a. If they answer yes, say “think back to the first symptom that you had can you tell me when it started”
- 4) Can select “no” for currently hospitalized if you are not interviewing the patient at the hospital
- 5) Can select “no” for ICU if you are not interviewing the patient in the ICU
- 6) Do you live in a congregate setting (for example, in a dorm or nursing home). Apartments are not considered congregate settings.
 - a. If they select “yes” enter in the congregate setting type and the name of the location.
- 7) **As a best practice, turn your mobile device toward the patient (females) and ask them to choose their pregnancy status.**

Step 14: Ask if the patient is vaccinated. If they answer “yes” ask them if they know the date of their first shot. If they cannot recall, they can approximate or you can skip entering a date.

Vaccinated?

Yes No Unknown

Vaccination Date

MM DD YYYY 

Step 15: Click on the consent boxes once the patient has consented. They must consent to the HIPAA release before you can click submit test (which can be viewed by clicking on the HIPAA Release link). Email and phone consent are optional, but the patient will not be sent their results by those methods if they do not consent. **In practice, you can explain this as “Do you agree to let us share your results with those who by law can have them, which is the health department.”**

Patient Consent

Please read the HIPAA Release before signing below [HIPAA Release](#)

I agree to receive Text messages

I agree to receive Email messages

Signature

08/22/2021
Date

Step 16: Click on Submit Test, and you will be taken to a screen that shows you the overview of the test you entered. From here, you can print the barcode or the page, or enter a new test. If you select “New Prefilled Test” you’ll be taken back to Test Entry with certain demographic information already filled out, which is useful for testing multiple family members.

New Test **New Prefilled Test** **Print Barcode** **Print Page**

 This test will be sent to your billing system once all rapid tests have a result entered.

Add Result

Charles Curtis State Office Building
1000 SW Jackson St, Topeka, KS 66612

Test Date: 8/22/21, 1:36 PM

94558-4: Rapid -Abbott BinaxNow Antigen Covid Rapid Test
N/A

Mouse, Mickey 1/1/1928



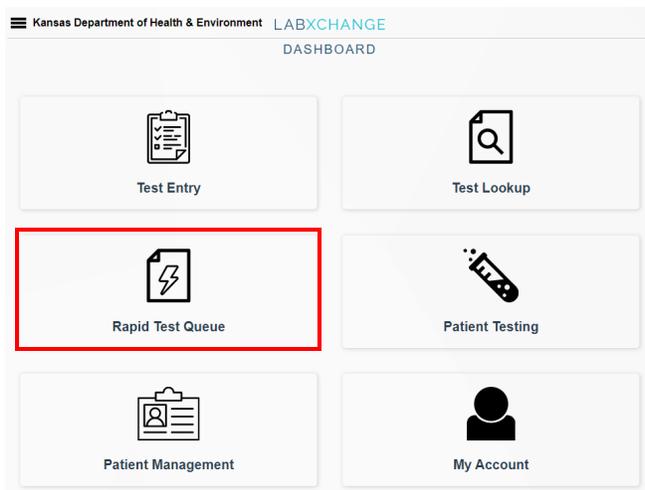
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Charles Curtis State Office... 08/22/2021

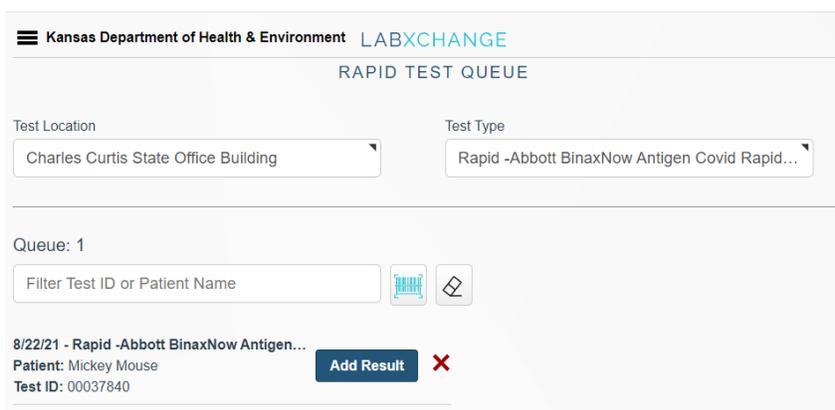
For BinaxNOW tests, you can either print the barcode and use it to label the test card or you can just write the patient’s name and date of birth on the card. **This should be done as a best practice so that you don’t mix up patient samples.**

For any sample type that will be sent to the Kansas Health and Environmental Laboratories for analysis, print the barcode and label the sample collection tube.

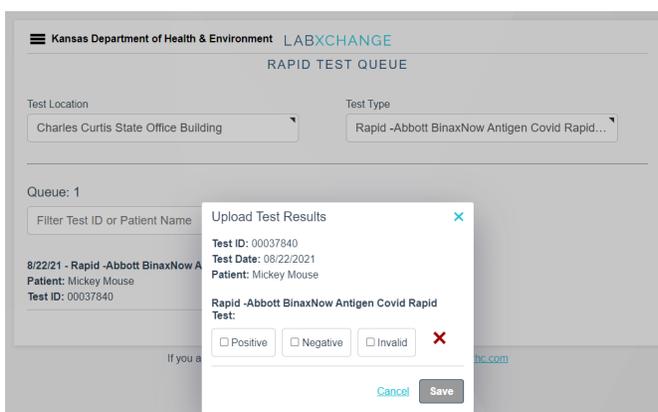
Step 17: When the result of a rapid point of care test is ready, look up the patient in the **Rapid Test Queue** from the main dashboard. Remember, this only needs to be done for rapid point of care testing. If you are sending the sample to the lab for analysis, the lab will be responsible for updating patient results.



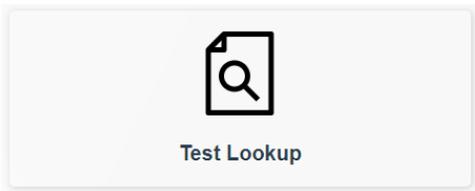
Step 18: Select the proper Test Location and the Test Type. Select the patient that you would like to enter a result for and select Add Result.



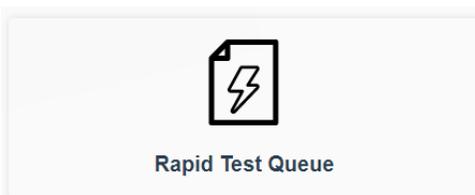
Step 19: Enter the results of the rapid point of care test. Make sure that you double check that you have the right patient and the right test type. Once you enter results here, they will automatically be reported to KDHE and the patient.



Other Buttons from the Main Menu



Test Lookup – Use this option to recall a test you have already entered. You can search by the barcode provided when the test was submitted, or by entering in demographic details to find them under the Search header.



Rapid Test Queue – Use this option to add results to a Rapid Test that was submitted without results. Enter your test location and test type, and all rapid tests without results will show up. If the number of tests is large, you can filter the results by test ID or patient name. Click Add Result on a test to bring up the menu where you can select the result of the test. The second you click save the result is sent to KDHE, so be sure you have the correct test before submitting a result.

Patient Testing – Not currently in use.



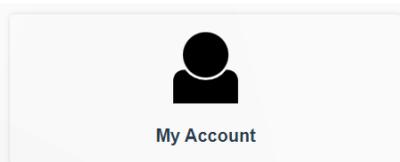
Patient Management – Use the upload tab under this option to upload patient demographic information for patients you test often. Click on Download Template to get the .csv file that has the format for the upload. Once it is filled out you can use Upload File to upload those patients to the selected facility. These patients then become searchable in the Patient Lookup button during test entry.

1. *Required fields for the Upload*
 - a. Patient Last Name
 - b. Patient First Name
 - c. Patient Date Of Birth
 - d. Patient Gender
 - e. Patient Address Line 1
 - f. Patient Address City
 - g. Patient Address State
 - h. Patient Address Zip

- i. HIPAA Release
 - j. Patient Race (1 character)
 - k. Patient Ethnicity (1 character)
 - l. If your patient is under 18, you also need to include these fields for the guardian information.
2. *Additional notes:*
- a. Gender should be one character (M or F)
 - b. State should be two characters (KS)
 - c. Fields for Guarantor information and/or insurance information should be ignored
 - d. You will also have to delete the Race and Ethnicity “Key” that shows what each character is before uploading.
 - e. If you do not have the DOB for the guardian, a dummy DOB can be entered as long as it’s within a century of the current date and you have their consent elsewhere.
 - f. The uploaded file must be a .csv in the format of the template.
 - g. As mentioned above, it helps if you rename the file to something related to the upload location in case there are errors.



Reports – Use this option to see a report of all tests from all locations you have access to for a specified reporting period. You can choose from one of the preset date ranges from the drop down or choose “Custom” to define your own date range. You can run the report and see a list of tests in LabXchange, or you can download a file in .csv format with all tests. Tests in the list with a blank test type do not currently have results.



My Account – Use this option to change your account password, or to manage device options for use on a phone. Check to make sure your device allows the camera to troubleshoot issues with being able to scan Driver’s Licenses.