LOGIN

To begin, open your Internet Browser (Internet Explorer, Firefox, Chrome, Safari, Opera, or Netscape) and type the following into the address bar:

https://secure.mdpatients.com

Enter your 5 digit Site ID, Username, and Password given to you by your Program Administrator to login.

Logging in will immediately take you to the HOME screen (your actual screen colors may vary). To begin a Lab Test, select the PATIENTS tab:
**STEP 1 ENTER OR SELECT THE PATIENT**

At the PATIENT screen, you can enter new patient information by selecting **ADD PATIENT**.

To search for returning patients, or patients that have been either previously uploaded or received from our Dispensing Software integration, enter the first few letters of the patient’s last name in the ‘Search’ field. Alternatively, you can simply select the **RECENTLY ADDED** link for a list of all patients added to the system.

Select the name of the patient you are looking for from the onscreen list.
**STEP 2  CREATE THE LAB TEST**

Enter any additional patient information (ask your Program Administrator for required information), select the correct Reimbursement Type (as applicable), and then select the *Create Lab Test* button at the bottom of the screen.

This Screen will allow the user to Cancel the Test, Approve the Patient for Billing (See your Program Administrator if this applies), and see any prior Lab Tests for the patient.
STEP 3  PRINT THE LABEL

At the ORDER DETAIL screen, verify the information and select either the Print Dymo Barcode Label or Print Barcode Label (depending on your printing configuration).

Affix the printed label to the specimen cup and hand it to the patient.
STEP 4 ENTER PRESCRIBED MEDICATIONS

In the Post Order Processing section, you can Edit Current Medications by selecting (or adding under Other) the patient's current prescribed medications:

![Edit Current Meds](image-url)

- **Current Prescribed Medications**
  - Alprazolam (Xanax)
  - Amobarbital (Amytal)
  - Buprenorphine (Suboxone, Subutex)
  - Butabarbital (Butisol)
  - Butalbital (Fioricet, Esgic)
  - Carisoprodol (Meprobamate)
  - Chloridiazepoxide (Librium)
  - Clonazepam (Klonopin)
  - Clorazepate (Tranxene)
  - Codeine (Tylenol III, Tylenol IV)
  - Diazepam (Valium)
  - Dihydrocodeine (Synalgos)
  - Fentanyl (Actiq, Duragesic, Fentora)
  - Flurazepam (Dalmate)
  - Gabapentin (Neurontin)
  - Hydrocodone (Lorcet, Lortab, Norco, Vicodin)
  - Hydromorphone (Dilaudid)
  - Kadian
  - LSD
  - Lorazepam (Ativa)
  - Meperidine (Demerol)
  - Methadone (Dolophine)
  - Morphine (MS Contin)
  - Nucynta
  - Oxazepam (Serax)
  - Oxycodone (OxyContin)
  - Oxymorphone (Opana)
  - Pentobarbital (Nembutal)
  - Percocet
  - Phenobarbital (Solfoton)
  - Pregabalin (Lyrica)
  - Propoxyphene (Darvon, Darvocet)
  - Roxicodone
  - Secobarbital (Sedonal)
  - Soma
  - Temazepam (Restoril)
  - Tramadol (Ultram)

Other:
STEP 5  ENTER THE RAPID TEST RESULTS

Enter the Rapid Test Results. By default, all panels will be preselected as Negative. Change any entries as required and select Submit.

You can also edit the Employer/Payer or Void the Order from the Order Detail screen.

⚠️ IMPORTANT REMINDER ⚠️ To enter in any additional patient information (such as Payer or Employer), or to enter any POST TEST information (such as Current Prescribed Medications or the Rapid Test Results), Select the LABS Tab, find the patient you are looking for, and select the Lab Test number.
STEP 6  CREATE THE MANIFEST

At the conclusion of the day, specimen cups may need to be sent to an offsite laboratory for additional testing. To do this, simply create a Manifest (or packing slip) for those samples that are being sent with the courier/delivery service.

Select the MANIFEST Tab:

The number of lab tests available to be shipped and added to the manifest will appear on the Create Manifest link:
The tests available to be manifested will appear as follows:

Once you are at the EDIT MANIFEST screen, you can Add All [Number of Tests] Items or use the lower portion of the screen to select only the tests you wish to forward to the lab by selecting the patient(s) and clicking on Add Selected.
On the EDIT MANIFEST screen, you can select the Courier and add a tracking number (if available). Select the Close Manifest checkbox and Submit. Tests can be added to a Manifest all at once, such as at the end of the day, or throughout the day (until a manifest is Closed). Once the Manifest is closed, select Print Manifest:
STEP 7 PRINT THE MANIFEST

The Manifest can be sent to any standard laser or inkjet printer (not a Dymo printer).
Order more Labels? 
Information for ordering additional barcode labels is located on the HOME screen.

Change my Password or Auto Logout Settings? 
Under the HOME screen, select My Settings.

TECHNICAL SUPPORT

For Technical Support, select the HELP DESK tab and choose the Add Ticket link. Open a support ticket by briefly describing the issue you are experiencing, and select Submit. One of our support technicians will respond promptly to your request.