Accessioning Specimens Remotely

- 1) Use the FireFox web browser to log into Copia at https://orchard.gravitydiagnostics.com
- 2) Enter the username and password that you received from info@gravitydiagnostics.com

WELCOME TO THE GRAVITY DIAGNOSTICS ORDERING AND REPORTING MANAGEMENT SYSTEM



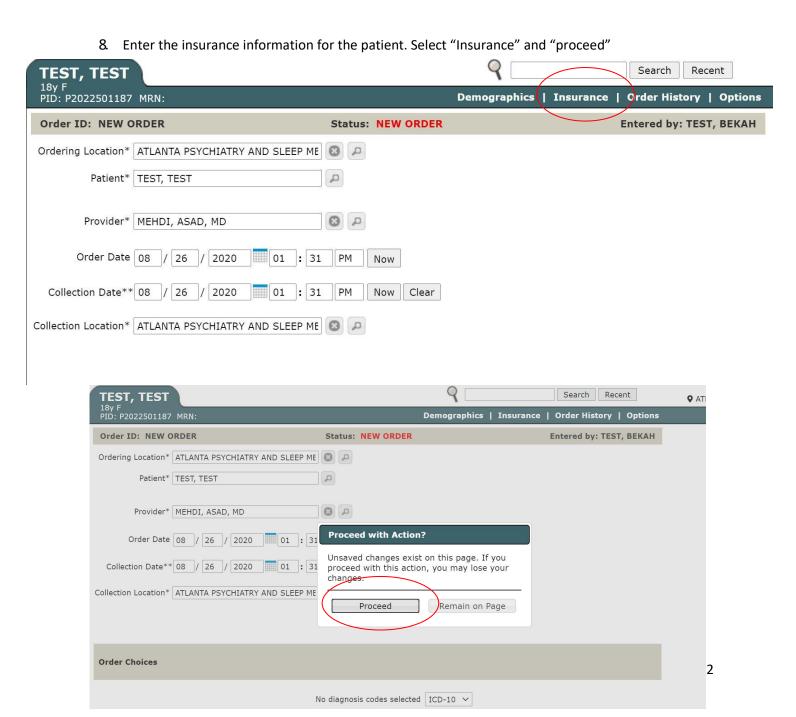
3) Once credentials are entered, the patient's information will need to be entered into Copia

On the left of the Copia "New Order" screen, the first field to verify the "Ordering Location" name. Ensure your hub location is in this field.

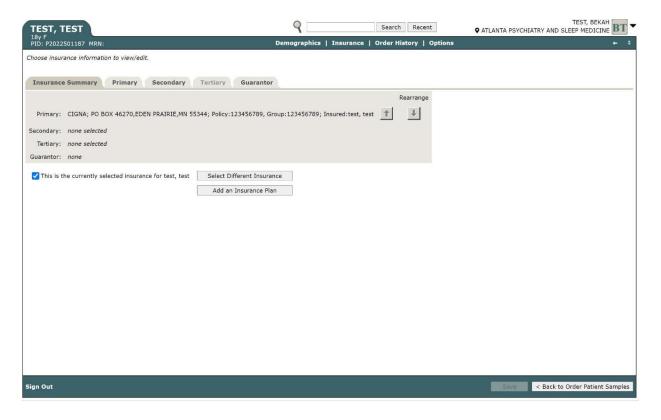
- b) Start typing in the patient name starting with the patient last name, first name.
 - 4) If the patient is an existing patient that has been previously entered into the system, the patient name should appear in the blue drop down box as option to select.
 - 5) FOR ALL PATIENTS MAKE SURE TO VERIFY PATIENT'S DOB TO ENSURE THAT YOU ARE ENTERING IN DATA FOR THE CORRECT PATIENT.
- a) If the patient name has a "No Matching Records" result, in the blue drop down box, select the "New Patient" option on the bottom right corner of the drop-down box.
 - Patient Name
- Patient DOB
- 3. Patient Gender
- 4. Patient Phone Number
- 5. Patient Address
- 6. After you have entered in the patient name, select the "Provider" field, and select the provider's name. It should appear in the drop-down menu.

7. All highlighted fields below should be completed in Copia thus far.





- 9. Select "Add an Insurance Plan"
- 10. Type in the name of the insurance company and match the address in our system with the address on the back of the insurance card. Select the blue hyperlink under "plan" for the correct insurance plan.
- 11. Type in the insurance Policy #/Group/Group#, and select "self" for "relationship to insured" if the insurance belongs directly to the patient. Select "save". For effective date, put 01/01/2020 if you are unsure.
 - (1) If the you are billing the facility, type in "employer invoice," select it, and hit "save."

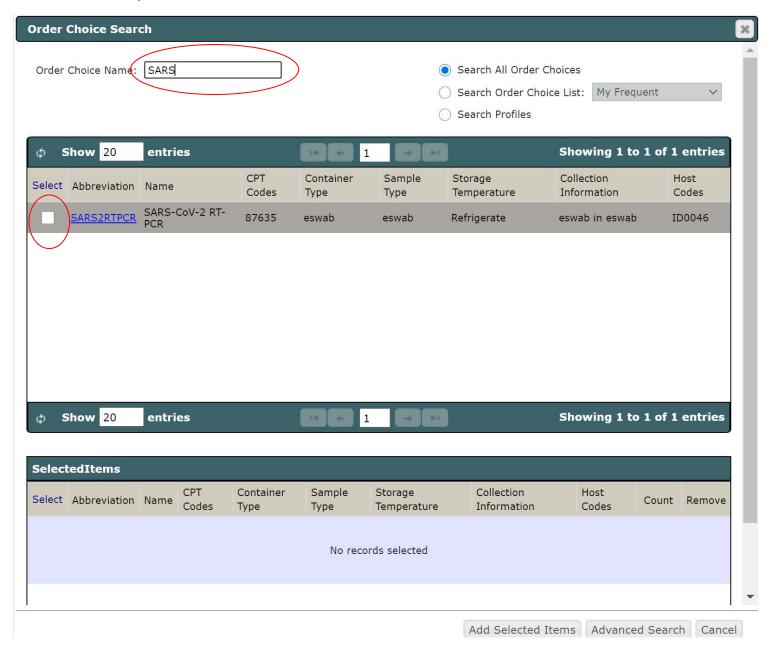


12. Go "Back to order patient samples" at the bottom right-hand corner, this will take you back to the order screen.

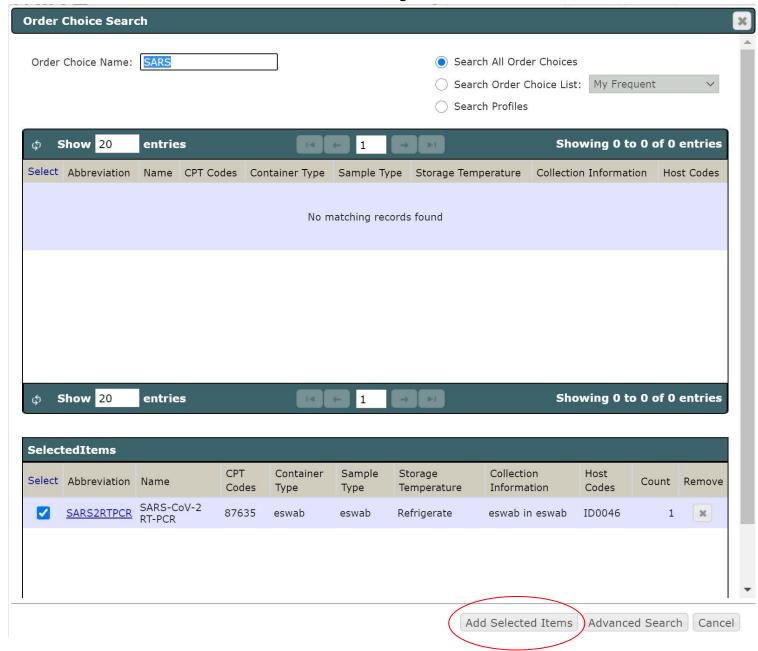
13. Next, start entering the appropriate test orders.



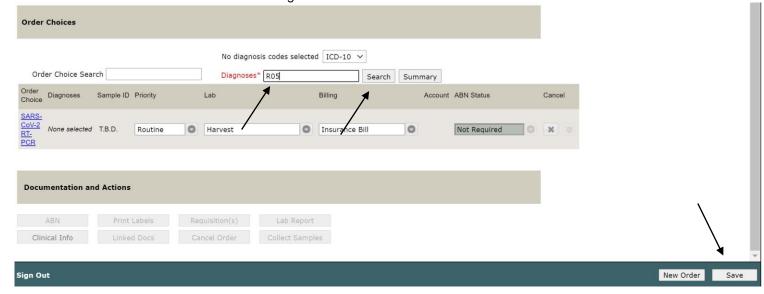
- b) You will type in "SARS2RTPCR" into the order choice search box. The order choice will pop up.
- c) Select the check box to the left of SARS2RTPCR.



9. Select "add selected items" at the bottom right hand corner.



- 10. Next, enter the proper ICD-10 code(s) and hit "search." For this example, we will use R05.
- 11. Save the order in the bottom right-hand corner.





Required Sample Information

2 Patient Identifiers on Vial

- Valid Identifiers are:
 - Patient Name (must match what is listed on requisition form)
 - Patient Date of Birth (must match what is listed on requisition form)
- Not having 2 patient identifiers does not confirm that the specimen is truly that patient's specimen and will be rejected for not meeting compliance standards.

Selected Test Panel

- Without a Test Panel selected (COVID10), sample is not able to be accessioned and lab is not ableto process the sample.

Diagnosis Codes (DX codes)

- Copia System will not let order be entered without a valid DX code.

Patient Demographics

- Required Patient Demographics include:
 - Patient First and Last Name
 - Patient Date of Birth
 - Patient Address
- Patient Demographics not required but is helpful to have include:
 - Patient Phone Number
 - Patient Social Security Number
 - Both of the above can be used as another patient identifier and is helpful for investigating insurance information such as the patient's eligibility with insurance.

** IF ANY OF THE ABOVE INFORMATION IS NOT PROVIDED OR INCOMPLETE, THE MISSING INFORMATION TEAM WILL CONTACT THE APPROPRIATE PERSONEL (COLLECTOR, SALES REP, OR OFFICE CONTACT) TO OBTAIN THE REQUIRED INFORMATION.