

Plumrose IO LIS: Instructional Guide

This guide provides instructions for accessing the Plumrose IO LIS and performing key functions.

How to Log In?

- Navigate to the Plumrose IO LIS url: <https://app.plumrose.io/>
- On the login page, enter the username and password credentials provided to you via email by the Spectrum staff.

How to Reset Your Password?

If you have forgotten your password, please follow these steps:

- On the LIS login page, click the "Forgot Password?" link.
- Enter the email address associated with your account (this is the same email address used to set up your account by Spectrum staff). If you are unsure, please refer to the original credentials email.
- You will receive instructions via email to reset your password.

How to Change Your Password?

- After logging in click your name at the top-right corner of the page.
- A drop-down menu will appear, click the "Change Password" option.
- A form will appear. Complete the form and click submit.

How to Add a New Patient?

- To request a study for a new patient, you must first add them to the system.
- Click on the "Patients" tab located at the top of the page.
- Click the "Add Patient" button.
- A form will appear. Enter the new patient's information into the required fields and save.

How to Request a Test?

- After logging in, you will be directed to the main dashboard.
- Click the "Request A Test" button to access the request form. Please complete all required fields, which are marked with a red asterisk (*).
- In the "Patient Information" section, click the "Select" link next to the "National ID#/Passport#" field. This will open a pop-up window listing all patients you have previously added.
- Click on the desired patient's National ID# or Passport# (highlighted in blue). The patient's information will automatically populate the remaining fields in the form.
- Select your preferred medical laboratory from the drop-down list.
- Select the request priority.
- To choose a test, click the "Select" link (highlighted in blue) under the "Test Code" field. A list of tests will appear in a pop-up window. Select a test by clicking its corresponding Test Code (highlighted in blue).

- Finally, fill in the "Clinical Details" section and click the "Submit" button to finalize your request.

How to Access Patient Test Results and Reports?

- After logging in, locate the desired patient.
- Click the black "Test List" button next to the patient's "Lab Test ID." A drop-down window will appear, listing the tests requested for that patient.
- Click the black "Test List" button next to the "Test Code" for the specific test you need. Another drop-down window will appear, revealing all results for that test.
- Once the test is completed, a small printer icon will appear to the left of the test name. Click the printer icon to view the report, which you can then download.

Note: If you encounter any issues or are missing your login credentials, please contact the Spectrum staff directly for assistance.