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OUTREACH electronically delivers laboratory requisitions and reports via the internet to more than 1500 registered and certified customers of the Division of Laboratory Services in the Kentucky Department for Public Health. This service was implemented in 2010 to better serve you by reducing turnaround time, decreasing risks for clerical errors and conveniently allowing submission of test orders and retrieval of results over the internet. Urgent cases will continue to be handled by telephone and fax.

To maximize your practice, become a user and benefit from the OUTREACH System.

For questions with registration, specimen submission, order submission, result retrieval or OUTREACH IT related issues, please contact our Customer Service Center help desk during regular business hours (Monday-Friday 8 a.m. to 5 p.m.), at (502)0564-4446, ext. 1 or via email at CHFS.CSCO@kyl.gov. Outside of regular business hours, your call or email will be responded to on the next business day.
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Section Tab - Logging On
Every OUTREACH system user must complete and return to the Division of Laboratory Services 2 required forms:
1. User Request Form
2. HIPAA form

These forms are also available from the CHFS Business Operation Branch website (http://chfs.ky.gov/dph/info/lab/Business+Operations+Branch.htm).

Complete the forms in their entirety and return completed, signed forms as soon as possible to:

Division of Laboratory Services
Attention: KY-LWO Customers Service Center
100 Sower Blvd. Suite 204
Frankfort, KY 40601

Faxed forms will not be accepted.
Click on or enter the following url in your internet Explorer browser window field to access the OUTREACH LOG-IN SCREEN. Bookmark and add to your “Favorites” or save this url to your desktop for easy access. (https://outreach.psychesystems.com/NetOutreachKSL/)

Enter your unique user name and password (please do not share log on credentials), provided to you when you as part of your Outreach System registration process. The user name and password allows the user to securely log on to OUTREACH.

If you need Outreach log on credentials please contact the Division of Laboratory Services OUTREACH IT Customer Services: Monday-Friday 8 a.m. to 5 p.m.), at (502) 564-4446 ext. 1 or via email at CHFS.CSCO@ky.gov

Note: OUTREACH has been tested to be compatible and must be accessed using Internet Explorer version 6, 7, or 8.
As part of our ongoing effort to ensure the highest level of OUTREACH System password Security, the Cabinet for Health and Family Services conducts routine audits of all customer account passwords to identify those considered “weak” and at risk of posing a potential security compromise. It has been determined stronger password safeguards must be placed to protect the integrity of the OUTREACH System data.

What are weak passwords?
Weak passwords are those which are easily guessed by unauthorized users. Examples include “1234”, “password”, “temp”, etc.

A week password poses security risks at two levels- it may enable unauthorized access to confidential information, and may potentially enable an unauthorized user to compromise the system.

What qualifies as a strong password?
Strong passwords must contain at least eight (8) characters and include at least one upper or lower case letter, at least one number, at least one symbol or special character (!@#$%*) and no spaces. Also, the same password cannot be used within 13 consecutive log ins.

<table>
<thead>
<tr>
<th>Password</th>
<th>Status</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345</td>
<td>Invalid</td>
<td>Not enough characters, numbers only and numbers are in sequence.</td>
</tr>
<tr>
<td>Pancakes</td>
<td>Invalid</td>
<td>This is a dictionary word and is easily recognized by password cracking software.</td>
</tr>
<tr>
<td>;rsx3G6Dwp*</td>
<td>Valid</td>
<td>Password contains eight or more characters and combines all the necessary complex password characteristics.</td>
</tr>
</tbody>
</table>
How do I change my password(s)?

- When you log in to the OUTREACH System the very first time (https://outreach.psychesystems.com/NetOutreachKSL/), you will receive a message indicating “Password Expired”. Create a new “strong” password and enter your new password in both the Password and Confirm fields. Click the <Save> button and this should result in a successful log in to the OUTREACH System.

- If you require additional assistance with resetting your password, contact the OUTREACH Customer Call Center at 502-564-4446 x 1.
Blank Page

Section Tab- Result Retrieval
The Results Retrieval window default allows the user to access cases/results based on the Days Back to Search. The Days Back field is based on the Receipt (Admission) date. Psyche Systems Corporation must configure this default search setting however it may be overridden manually as needed by typing in the desired number of days in the Days Back to Search field.

Each row represents one resulted or partially resulted order. Results will be displayed as follows:

- **Normal** - Black Font with default color background.
- **Abnormal** - Red font with default color background.
- **Critical** - Black font with salmon colored background.

As with similar list boxes in Outreach, the user may click on any column heading to toggle the Result sort in ascending or descending order.
**Result Searching**

- The search is always a combination of the Days Back field and the Search field. For example, if the day spinner is set to 100 days and a patient name is entered in the Search Field, only orders for matching that patient name during the past 100 days will appear in the list box.

**Result Preview (individual cases)**

- The user may click View Report to see a PDF preview of the selected patient.

**Batch Preview (multiple cases)**

- To preview multiple cases in Adobe Reader, Click the checkbox next to each desired order and then select the Batch button. The Batch button will display all of the selected reports consecutively in one PDF window.

**Batch Preview (all results/cases on a page)**

- To select all results on a page for previewing, select the Batch All checkbox, at the bottom of the page and then select the Batch button to display them in the Adobe window.
### Result Retrieval - Report

<table>
<thead>
<tr>
<th>Test Group</th>
<th>Test</th>
<th>Result</th>
<th>Reference Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBC &amp; IDBF</td>
<td>WBC</td>
<td>3.3</td>
<td>4.5-10.6 x10^3/μL</td>
</tr>
<tr>
<td></td>
<td>RBC</td>
<td>4.54</td>
<td>3.5-5.0 x10^6/μL</td>
</tr>
<tr>
<td></td>
<td>HGB</td>
<td>13.0</td>
<td>12.0-16.0 g/dL</td>
</tr>
<tr>
<td></td>
<td>PLT</td>
<td>327.0</td>
<td>150-400 x10^3/μL</td>
</tr>
<tr>
<td></td>
<td>PTT</td>
<td>12.5</td>
<td>10.8-15.0 s</td>
</tr>
<tr>
<td></td>
<td>FIB</td>
<td>2.7</td>
<td>0.7-1.7 g/dL</td>
</tr>
<tr>
<td>COAGULATION STUDIES</td>
<td>PT</td>
<td>12.0</td>
<td>10.0-14.0 s</td>
</tr>
<tr>
<td></td>
<td>INR</td>
<td>1.2</td>
<td>1.0-2.0</td>
</tr>
<tr>
<td>GENERAL CHEMISTRY</td>
<td>ALK PHOS</td>
<td>21.0</td>
<td>10.0-50.0 U/L</td>
</tr>
<tr>
<td></td>
<td>CLC</td>
<td>20.0</td>
<td>12.0-22.0 mg/dL</td>
</tr>
<tr>
<td></td>
<td>BUN</td>
<td>11.0</td>
<td>1.9-2.9 mg/dL</td>
</tr>
<tr>
<td></td>
<td>CRE</td>
<td>0.8</td>
<td>0.6-1.2 mg/dL</td>
</tr>
</tbody>
</table>
When History is selected for a clinical patient, the test result history for the patient is displayed. Results comprise the current order as well as all other orders for the patient (if applicable). By default, these results are displayed in date order but as with similar list boxes in OUTREACH the user may click on any column heading to toggle the Result sort in ascending or descending order.

The user may filter the test result history by CTRL+L. Click to select all tests to be included in the filter and then selecting the Filter button. The history can be further narrowed down by using a date range in the filter. The filter can be cleared by selecting the Clear Filter button. To go back to the Result Retrieval page, click the Results button.

To log out of Web Outreach click the <Log Out> button.
To move to the Order Entry window, simply click on the *Orders* button.

From the Result Retrieval window, click the “Orders” button (bottom right corner of window). The Orders window is displayed. The Orders displayed in this window are sorted in descending order by Order Date & Time.
Order Information Section
The information entered in this section will remain until the user logs out or further alters the information chose.

VERY IMPORTANT!

SEARCH PATIENTS (this step is required before entering an order)
If the order is for a patient that has been seen previously by the submitter, search for the patient record by clicking the “Search Patients” button. The search can be performed by full or partial Patient Name, Social Security Number, Patient Number (MedRec), DOB or all fields. Once the search criteria has been entered, select “Run” to initiate the search. Possible matches are displayed alphabetically by Name (in ascending order). To choose the matching patient, click on the “Select” link next to the patient name. The patient demographics and billing information are then displayed in the Order Entry window. This information should be reviewed for accuracy and modified as necessary. If there are no patients matching the search criteria, the search criteria, the search patient window listing will be blank.

<table>
<thead>
<tr>
<th>Name [Last, First]</th>
<th>SSN [xx-xx-xxxx]</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sex</td>
<td>Med Rec:</td>
<td>City:</td>
</tr>
<tr>
<td>DOB [yyyy-mm-dd]</td>
<td>Req #:</td>
<td>Dept:</td>
</tr>
<tr>
<td></td>
<td>Status: NEW</td>
<td>State/Zip:</td>
</tr>
<tr>
<td>Guarantor:</td>
<td></td>
<td>ICD History - none found</td>
</tr>
<tr>
<td>Insurance 1:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance 2:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Order Date: 2013-02-13
<table>
<thead>
<tr>
<th>ICD9:</th>
<th>Tube Type</th>
<th>Specimen Collection Date</th>
<th>Specimen Collection Time (military time)</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Questions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Questions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Questions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Questions</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Order Comments
| Edit Clin Order |

New Order | Save Order | Cancel Order | Report | Results | Logout |
Note: For HIV “Anonymous”, enter the “KYnumber, HIV” in the name field. In the program question section enter the KYnumber again. For Non-Anonymous patients orders enter patient last name, first name and in the program question section enter the KY#. 
Always Click the `<Search Patient>` button to check for an existing patient account before entering a new order.

**Note:** Entering a new patient record before checking for an existing record(s) in the OUTREACH System will create multiple unlinked accounts for a patient and therefore compromise a patient’s complete OUTREACH record in this system.
• Enter Search criteria and criteria data and click the <Run> button.

• If a “match” is returned click the “Select” link. If there is not a match, the screen will remain blank.

• Close the screen. Click the “X” in the upper right corner and continue with your order.

*Note: Always search for a patient before entering a new order.*
Blank Page

Section Tab for Order Entry
The Order Entry window is used for entering new orders as well as viewing and modifying existing orders. For existing orders, an overview is displayed. If further inspection/ review is needed for a section, select the section 'Edit' button.

The Order Entry window is divided into five sections; Order Information, Patient information, Billing Information, Specimen Information, and Action Buttons.

<table>
<thead>
<tr>
<th>Order Information</th>
<th>Patient Information</th>
<th>Billing Information</th>
<th>Specimen Information</th>
<th>Action Buttons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Address:</td>
<td>ICD History - none found</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sex:</td>
<td>City:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DOB:</td>
<td>State:Zip:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guarantor:</td>
<td>Edit Patient:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance 1:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance 2:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance 3:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collection Date:</td>
<td>Order Priority:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2009-09-30</td>
<td>ICD9:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Description:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collection Time:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Priority:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Questions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Questions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Questions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Questions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Order Comments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Do Standing)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Order</td>
<td>Place Order</td>
<td>Cancel Order</td>
<td>Report</td>
<td>Results</td>
</tr>
<tr>
<td>[Submitter Incomplete]</td>
<td>[Billing Incomplete]</td>
<td>[Order Incomplete]</td>
<td>[Submitter Incomplete]</td>
<td></td>
</tr>
</tbody>
</table>
Order Screen (Main Screen)

- Notice the “Order Incomplete” status that was located at the bottom, left corner of the screen, it is no longer there.

- The “Order Entry” screen is designed to easily and quickly visually scan an order prior to placing it to ensure accuracy. To make changes to any or all parts of the “Order” simply click the appropriate edit button (i.e. <Edit Patient>, <Edit Billing>, <Edit Clin Order>).

- Click the <Place Order> button, located at the bottom left of the screen to place the order.

*Note: Always search for a patient before entering a new order.*
Order Information

Patient Information

Billing Information

Displays Patient Window

Displays The Billing Window
DAYS BACK TO SEARCH
The default Days Back to Search is a site-wide setting configured by the Host Facility. This setting can be altered by typing the desired Days Back and then selecting ‘Run’. The modified Days Back value will remain until the user advances to a different window or setting is changed manually (whichever comes first).

SEARCH CRITERIA
Results can be further narrowed by using Search Criteria. The default search criteria is ‘All Fields’ but the setting can be modified to display patients based on a specific demographic. The search criteria field selection is a drop down listing. The empty field next to the drop down is where the criteria to be searched for is entered.
Search Criteria is used in conjunction with the Days Back To Search. So for example, if the Days Back to Search was set at 7 and a Search Criteria was SSN with values of 015. Then e.outreach would display the orders for the last seven days that included the value “015” in the SSN column.

To remove the search criteria, select and delete the search criteria that was previously entered and then select Run.

<table>
<thead>
<tr>
<th>Days back to search</th>
<th>Search criteria</th>
<th>Order Date</th>
<th>Order Time</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>SSN 015</td>
<td>2023-02-14</td>
<td>10:21</td>
<td>Pending</td>
</tr>
</tbody>
</table>

To remove the search criteria, select and delete the search criteria that was previously entered and then select Run.
ORDER STATUS
The Orders listing can be narrowed even further by including Order Status criteria (located to the left of the Run button. The default status display is ‘All’ which displays all orders regardless of their status (excludes Standing Orders). To limit the listing to orders with a certain status (or to view Standing Orders), use the status drop down listing. The status of an order determines the options that the user has for making modifications to an existing order (see Table 2 “Order Status”).

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
<th>Order Modification Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>An Order has been placed but before it has been received by the Host Facility.</td>
<td>View, Modify, Delete</td>
</tr>
<tr>
<td>Ordered</td>
<td>Clinical Orders that have been received by the Host Facility.</td>
<td>View</td>
</tr>
<tr>
<td>Standing</td>
<td>Clinical Orders that have been placed as a standing Order</td>
<td>View, Modify, Delete</td>
</tr>
<tr>
<td>Cancelled</td>
<td>Orders that have been cancelled by the submitting facility.</td>
<td>View</td>
</tr>
</tbody>
</table>
View Existing Orders

Viewing Existing Orders

- There are two links that can be used to view various details of an existing order (see Table 3 “Order Links”).

- If the order status permits modifications to the order, from the Order Entry window, select the Edit button in the desired section (e.g. Edit Patient; Edit Billing; Edit Order) to make edits to that portion of the order. Once all of the modifications are made, select the ‘Place Order’ button to save the changes to the order. A Print dialogue is displayed to allow the Requisition/Label to be reprinted with the modified information.

Note: When changes to an existing order are saved, the requisition number will remain the same.

<table>
<thead>
<tr>
<th>Link</th>
<th>Location</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Items</td>
<td>On right of order</td>
<td>A view only dialogue is displayed which displays the specimens/tests. No Modification is permitted in this window.</td>
</tr>
<tr>
<td>Select</td>
<td>On left of order</td>
<td>Displays the details of the order in the Order Entry window. From this window, the user can view all of the order details. Depending on the status of the order, modifications may be permitted.</td>
</tr>
</tbody>
</table>
Modifications to Existing Orders

Submitters can only make Order modifications to Orders with a status of Open or Standing. All other Status types are “Read Only”. Read Only status indicates the modification can only be made by staff at the Division of Laboratory Services (502-564-4446).

Note:
When changes to an existing order are saved, the requisition number will remain the same.
ORDER MODE
When a mode is selected, the Order portion of the window will populate with data fields for the selected order type. If the Mode field is dithered, the user is not able to change order types.

VIEW ORDERS
To return to the Orders window simply click the “View Orders” button.

Caution
When selecting the “View Order” button, any order information that has not been placed, will be discarded.
Note: Standing Order Checkbox and the ICD9 Code Field is not used at this time.

**QUESTIONS LINK**
The Questions link will be dithered if no Ask At Order responses have been entered for a profile/test. If Ask At Order Questions have been answered, then the link will be enabled in this window allowing the user to view the questions and answers (read only).

**TUBE TYPE**
Identifies the collection vial that is defined used for the selected test. If no vial type is defined for the specimen, then this column remains blank.

**COLLECTION DATE/TIME**
Lists the collection date/time for each specimen (if no specific specimen collection time is entered, this defaults to the order date/time).

**PRIORITY**
Specifies the priority entered for the specimen (if no specific specimen collection time is entered, this defaults to the order priority).

**ORDER COMMENTS**
This link displays the comments that were entered in the Edit Order window. (Read Only).
Specimen Information – Action Buttons

Action Buttons

NEW ORDER
The New Order button displays the Order Entry window so a new Order can be entered.

PLACE ORDER
The Place Order button saves the entries to the database and prompts for Requisition/Label printing. This button remains dithered until all required Order Entry information has been completed.

CANCEL ORDER
This button is used to change the status of an Open or Standing order to Cancelled. Orders that have been received by the lab are read only and can’t be cancelled. Contact the Host Facility if a received order needs to be cancelled. The user is required to enter a reason for cancellation for cancelled orders.

REPRINT
Prints the displayed (previously placed) order.

RESULTS
Displays the Results Retrieval window.

Caution: When selecting the “New Order “button, any order information that has not been saved, will be discarded.

Note: Please exit e.outreach using the “Logout“ button. Exiting using the X in the upper right corner may not properly close the application.

LOG OUT
Closes the Outreach application and places the user at the e.outreach Login window.

Note:
An omission of required fields and/or incorrect data formats in an ‘Edit’ section will result in the display of a red format indicator message displayed at the bottom of the Order Entry window. This indicates what must be entered before the selections can be added to the current order. Required entries must be entered in the correct format before the user can exit the window.

A red ‘incomplete’ flag at the bottom of the Order Entry window (Patient Incomplete, Billing Incomplete, Order Incomplete, Ask At Order Questions Incomplete and/or Submitter Incomplete) indicates that required information must be entered before the order can be placed.
**Edit Patient Window**

This portion of the window displays the patient demographic information.

To make modifications select the “Edit Patient” button. Information that is entered in this window remains with the patient record for use on subsequent orders.

---

**Note:**

Require fields are indicated by a * to the right of the field label.
Omitting one or more required data entry fields in a section will result in a validation error upon exiting the window using the OK button. Fields that do not pass the validation criteria must be corrected before the order can be placed.
Edit Clinical Order Window

To enter the clinical test information, select the ‘Edit Clinical Order’ button. There are five sections in this window:

ORDER DETAILS
Order Priority: The information in this listing is defined by the host facility and stored in the Phrases library.

Order Type: This information is defined by the host facility and stored in the Phrases library.

Collection date/Time: The order collection data/time defaults to the current date/time. It can be altered as needed. The colon (:) can be omitted when entering the collection time.

Edit ICDs: This button displays a window allowing the entry of the ICD9 codes that are applicable to the patient’s condition(s). If the patient has Medicare, the code that covers ‘medical necessity’ (if applicable) must be entered to satisfy the requirement. If no code covering code is entered, [none] is displayed in this column indicating that an ABN form will be printed.

ICD9s: A read only field that displays the previously selected ICD9 codes for the order.

Comments: General order comments are entered here. Depending on the system used, this information may be mapped to a corresponding LIS field.

SELECTED TESTS
This section lists the tests/profiles that have been ordered. If the patient is Medicare, then a covering ICD9 must be selected. If there is no covering ICD9, the selected test will have [none] in the ICD9 column which indicates that an ABN form will be displayed after the order is placed.

FREQUENTLY ORDERED TESTS
This is where the twenty most commonly ordered tests/profiles for the logged user is stored. To choose one of the tests in this section simply click on the check box next to the test.

TEST SELECTION
Tests can be searched for by either full/partial code or name by simply typing the criteria and selecting the ‘Run’ button.
Edit Environmental Order Dialogue Box

- In the “Order Type” Field, click the `<Edit Envi Order>` button and an “Edit Environmental Order” screen will open.
- Click the down arrow in the “Priority” field and select the appropriate options (Routine or ASAP).
- Select the appropriate option from the menu (Routine or ASAP).
- Enter the correct collection date in the “Coll Date” field - refers to the specimen collection date.
- Enter the “Coll Time” – this field is optional and refers to the specimen collection time.
- In the “Order Type” field, select “Environmental”.
- You may enter comments to this order by clicking the “Comments Link”.
- Select the test on left the right side of the screen. If the desired test is not listed, use the right side of the screen and enter the “Code” or “Full Name”, then click the “Select” link for the desired test and then click the <Run> button.
- Enter the Collector (this is a required field).
- Enter the Specimen Source (this is a required field).
- Click the <Run> button which is located at the middle right side of the screen (when all field entries are complete).

Note: Test names listed at the left of the screen are a listing of the most common tests selected by the logged in use. If the test you need is listed in this section of the page, you may click the check box preceding a test name from this section.)
To “Edit” or “Remove” a Test

- Edit a test: Click the “Edit” link next to the test.
- Remove a test: Click the “Remove” link next to the test.
- Click the <OK> button after action has been taken for the desired tests (Remove or Edited).
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Section Tab for ASK AT ORDER
If you select a test with “Ask at Order” questions (also referred to as “program questions), the following window will open. A response must be set for each question from this window by selecting from the existing list of responses.

- Click the <Set Response> button when each question has been answered which is located at the lower right corner of the page.
- After all of the “Ask at Order” questions have been answered, click the <OK> button which is located at the lower right corner of the screen.

Note: Questions vary depending on the type of test ordered.
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Section Tab for PRINT LABEL and REQUISITION
Print Label

- After clicking the <Place Order> button, and the order requirements are met, a dialogue box will appear.
- Click the <Print Labels> button (a label for each test ordered will print).
- Click the <Print Req> button to print the requisition.
- Click the <Close> button to close the dialogue box.

Note: To reprint the label or requisition form, click the <Reprint> button on the main order screen.
• Log off from the OUTREACH System from the Result or Orders screens.
• The <Log Out> button is located at the lower right corner of these 3 screens (see below).
• Division of Laboratory Services Web page:  
  http://chfs.ky.gov/dph/info/lab/

• OUTREACH Log in url:  
  https://outreach/psychesystems.com/NetOutreachKSL/Login.aspx

• OUTREACH IT Customer Service:  
  Monday-Friday 8 a.m. to 5 p.m. at (502) 564-4446 x ext. 1 or 
  via email at CHFS.CSCO@ky.gov
THANK YOU FROM YOUR DIVISION OF LABORATORY SERVICES “OUTREACH” TEAM!