Vista Pathology Laboratory (VPL) Provider Portal
## Quick Start Users Guide
(Effective July 2019)

GETTING STARTED

1. Once you have reviewed and signed the VPL Provider Portal Confidentiality & Security Agreement, VPL (or your facility's Site Administrator) will provide you a login and temporary password.
2. In your web browser, go to https://vistapathology.com/provider-results/ and enter the login & password provided by VPL.
3. With your first login, change your password by clicking on your profile button in the upper right.

Upon login, the main page will automatically populate with up to 100 cases within collection dates within the past 30 days, most recent at the top presented in a simple formatted table.
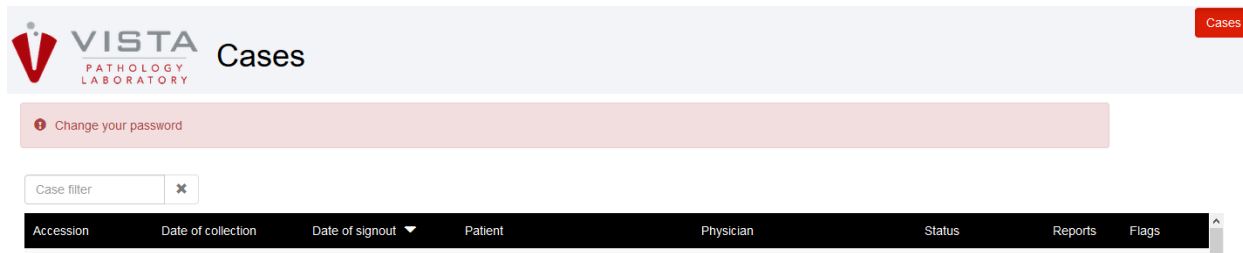

Here, you can easily see what cases are in process, what stage they are in, and what cases have final results available. If the case has been finalized, the report will be linked as a pdf under the 'Reports' column for you to download. If desired, we can set up one email per provider for email notification of all completed cases.

You can sort within the data table by accession no., collection date, sign-out date, patient or provider name and filter within the data in the table using the CASE FILTER option by the following: Patient First or Last Name, Physician Last Name or by case type in the Accession column (VC=Vista Cytology Case (non gyn), VFL = Vista Flow Cytometry Case, VS = Vista Surgical Case, GYC = Gynecologic Case, PRS= Providence Surgical Case (performed at Vista)).

CASE STATUS and FINDING CASES

You can check on the status of cases any time of day – visible in the table and updated in real time as the case moves through checkpoints in the process. Searches for cases in either All, Final or Pending status can be made as well.
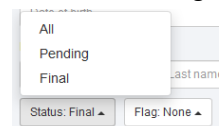
Additional searches can be made beyond the most recent 100 cases back to January 2017, by using the FIND CASES search box to the right of the table. Be sure to clear the pre-populated Collection Date before beginning your search. Here you can expand your search by VPL accession number, collection date, patient info, physician name, case status or flag.

CASE FLAGS

Users have the ability to flag cases for easy follow-up including 6 colored flag options for you to designate and use for filtering (click on the flag icon for drop down options).
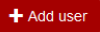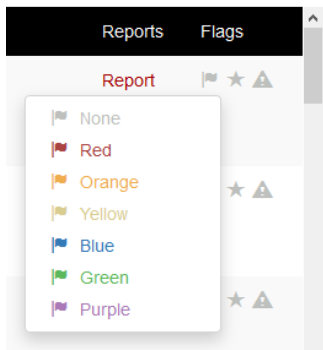

SITE ADMIN ROLE

If you have been designated as the Site Administrator, you have the ability to:

- Setup/modify/delete USERS
- Use GROUPS to filter specific provider access to individual users (i.e. MA's dedicated to a single doc or delivery location). Contact client services to setup GROUPS.

Setup NEW USER:

1. In the upper right of the main screen, click on the Users button on the menu (the Users & Groups buttons will only appear on SiteAdmin login). USERS only have the option to view Cases.
2. Click
3. Enter the user's First & Last name as their Display Name.
4. Enter their Username in the format of last name and first initial (i.e. *smithj* for John Smith) and a password to get them started.
5. Email address for the user is required (this is for contact purposes only, not for report notification).
6. Designate their role as either USER (access cases only) or SITE ADMIN (access cases and add/modify/delete users).
7. Click SAVE

EDIT an EXISTING USER

1. To delete or edit a User, from the USERS main page select the appropriate option from the down arrow drop down to the right of the corresponding user. Username *cannot* be modified, but all other information can be changed.

BE SURE TO LOG OUT WHEN NOT ACTIVELY USING THE PORTAL

TROUBLESHOOTING GUIDE

Issue	Resolution
I can login, but get a "timed out" error or it just spins.	Click browser refresh button while it loads.
I am searching for a specific case older than 30 days, but can't find it.	Ensure you are using the search grid to the right of the table. Click "clear search" and re-enter criteria (double check spelling).