LABCORP LINK[™] - QUICK REFERENCE GUIDE

Creating a Labcorp Link™ account

To enable add-on test requests in Diagnostic Assistant, users must have a Labcorp Link account. If you're not an existing Link user, contact your Labcorp Link administrator to get an account.

Note: If you self-register for a Link account, you will be creating a Guest account, which may not allow you to create add-on requests. You'll need to contact your Link administrator to update your role to Clinical, Provider or Administrator.

User management for Labcorp Link administrators

If you are a Labcorp Link administrator, you can add users for your organization and assign them Results access so they can access add-on test requests in Diagnostic Assistant.

Note: When a user self-registers, they create a Guest account. As their administrator, you'll need to **change their user role** to Clinical, Provider or Administrator to allow them to create add-on requests.

To add or edit Link users, sign in to Labcorp Link at labcorplink.com

- 1. Add a user
- A Select Add User from the drop-down on the User Management card.
- B Select the user role.
- C Enter the user information.
- D Click Confirm User.
- Check/uncheck permissions to allow/deny access and click Confirm Permissions.
- Check/uncheck accounts to add or remove access and click Confirm Accounts.
- G Click **Submit** or **Submit & Add Another** to complete user setup or click **Save for later** to complete the form at another time.

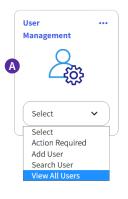
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🛲 🔘 labcorp Link		Select		Help Center	UN User Name~
Add User		Action Requ	ired		
To begin, please select the user role		Add User			
		Search User			
User Role B		View All Use	rs		
Provider 🗸					
Role Description: This role gives the user Bill and Reports.	access to Results (including Cross Account Search) and all Public features. This role al:	so has the option to add fea	atures like Resolve Patient	Issues, Pay My Client
Email Address					
anyname@anyemail.com					
Confirm Email Address					
anyname@anyemail.com					
NPI					
1234567899					
Title First Name	M.J. Optional	Last Name	Initials		
Dr v Sarah		Anyname			
Confirm User					
Set Permissions					
Permissions for Provider. Reset to default	t permissions				
V Revenue Cycle Hgmt V	•	Results	Orders		
Resolve Patient Issues			Orders		
Access/Update RPI	Agency Reported Results	🛃 Request Add-on Test	Create/Edit Orders		
	Critical Value Summary		Manage Picklists		
	Daily Charge Notification		Settings		
	At-Home Test Kit Tracking				
Confirm Permissions					
Account Access					
Note: To add or remove accounts, click on the C	Siganlization.				
View All Accounts					
Account Name	A				
Account Name 1	U				
Confirm Accounts					
Cancel		Save for	later Submit 4	& Add Another	Submit

User

Management



- 2. Change a user role
- A Select **View All Users** from the drop-down on the User Management card.
- B To search, select an option from the Filter By drop-down and enter search criteria into the Search By field. Then, click **Search**.
- C Select a user from the list of active users on the User Details page to view or edit their information.
- D Click [edit] to change the User Role.
- Click Submit.



MENU	labcorp	Link [™]				? Help Center 🛛 💵 User Name 🗸
User Details Registered Deacthated						Select Organization
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	Last Name 0	First Name 0	Email Address 🗘	Status 0	User Role 🗘	Last Login
	Anyname	Patient	anynamep@anydomain.com	Registered	Administrator	Tue Feb 04 14:19:03 EST 2020
	Anyname01	Patient	anynamep01@anydomain.com	Registered	Clinical	Wed Jul 17 14:41:32 GMT 2019
	Anyname02	Patient	anynamep02@anydomain.com	Registered	Provider	Mon Jul 22 15:49:24 GMT 2019
	Anyname03	Patient	anynamep03@anydomain.com	Registered	Clinical	Tue Jul 23 10:14:03 GMT 2019
	Anyname04	Patient	anynamep04@anydomain.com	Registered	Provider	Fri Jul 19 16:14:59 GMT 2019
	Anyname05	Patient	anynamep05@anydomain.com	Pending	Administrator	
	Anyname06	Patient	anynamep06@anydomain.com	Registered	Administrator	Thu Jan 17 14:55:17 EST 2019
	Anyname07	Patient	anynamep07@anydomain.com	Pending	Administrator	
	Anyname08	Patient	anynamep08@anydomain.com	Registered	Clinical	Fri Nov 30 16:15:31 EST 2018
	333	aaa	pendo.results5@yopmail.com	Registered	Clinical	Thu Dec 03 16:11:20 EST 2020

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Edit User						
Dashboard / Search User / All Users / Edit User						
User Status						
Status: Registered Deactivate Last Modified: Fri Jan 28 14:32:52 EST 2022	By: anyname@anyemail.com					
(edit)						
Role: Provider V						
Role Description: This role gives the user access to Results (including Cross Account Search) and all Public features. This role also has the option to add features like Resolve Pattern (ssees, Pay My Client Bill and Reports.						
User Information [edit]						
Email Address: anyname@anyemail.com						
1234567889						
Title First Name M.I. Optional Last Name	Initials					
None V						
Update User						
Set Permissions						
Permissions for Provider. Reset to default permissions						
 Labersy Insight Analytics[2] V S Cress Account Search V S Public V S Public V S Public Poters Cress Account Search V S Public Failures Cress Account Search S Public Failures 						
Supply Ordering Results > Revenue Cycle Mgmt						
Update Permissions						
Account Access [edit]						
Note: To add or remove accounts, click on the Organization.						
View All Accounts						
☑ Test name						
Test name 1						
Test name 2						
Update Accounts						
Cancel	E Submit					



For more information, contact your local Labcorp representative.