MPHL Web Portal User's Guide

For uView workflow assistance, please see our Tip Sheets section located on the uView home login screen.
If you have problems logging in, call the Help Desk at 1-877-347-5041 or email message to Helpdesk@umc.edu.

uView – Lab Requisition Users

As a consequence of the Mississippi Public Health Laboratory (MPHL) now being an Epic Community Connect partner with the University of Mississippi Medical Center (UMMC) some laboratory submitters receive their MPHL lab results via **UMMC's uView web portal**. When users log into their **uView** account, they will be able to see lab results in their **In Basket** or they can open a patient's chart.

Sign into the In Basket Pool (IB Classes)

In order to receive lab results via **In Basket** within **uView**, submitter users must be signed into the In Basket pool for the submitter account.
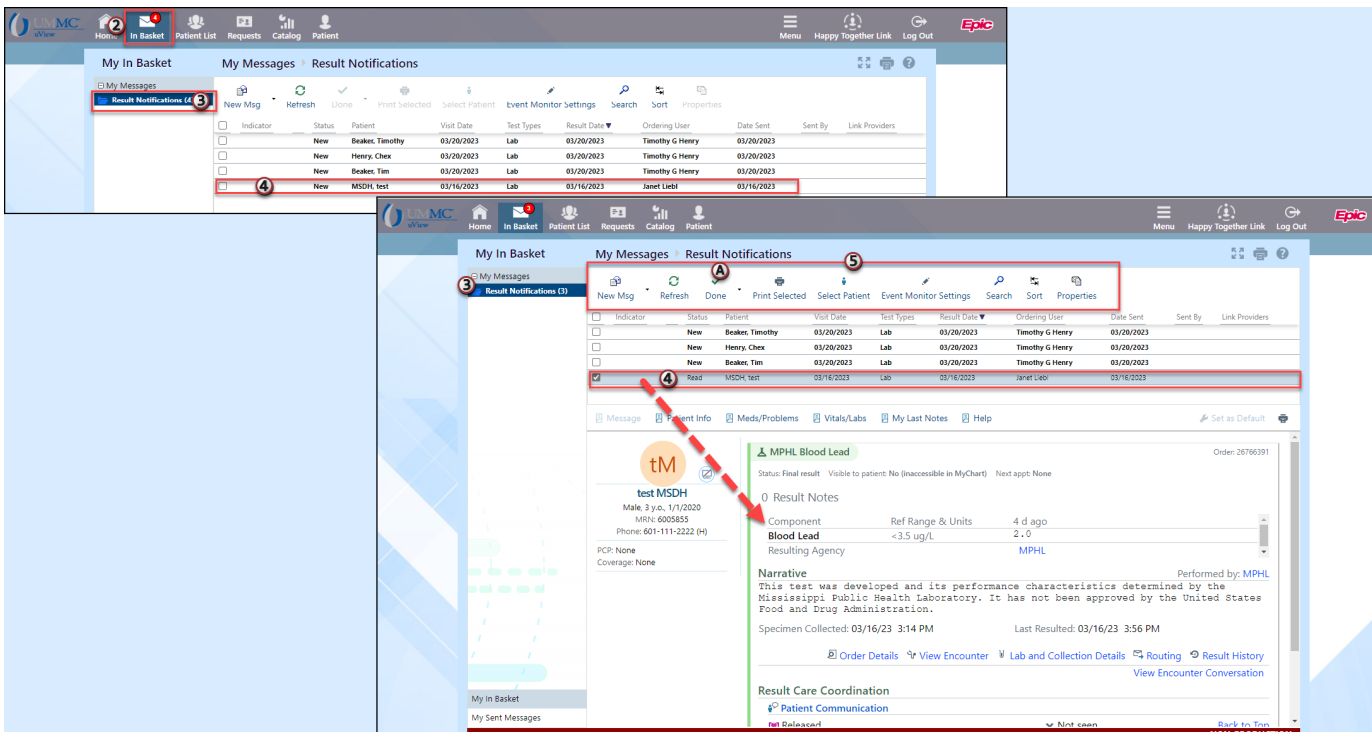
1. Log into **MPHL/UMMC uView** (https://umc.edu/CareLink/common/epic_login.asp) with your account information.
2. **In order to receive lab results via *In Basket* within uView, submitter users must be subscribed to the *In Basket pool* for the submitter account**.
    A. Click *In Basket* on the main toolbar
    B. Within My **In Basket**, click on the **IB Classes** button on the In Basket toolbar.
    C. Make sure that you are signed into the appropriate submitter pool by checking the box **Sign into the pool?**
    D. Click **Accept**
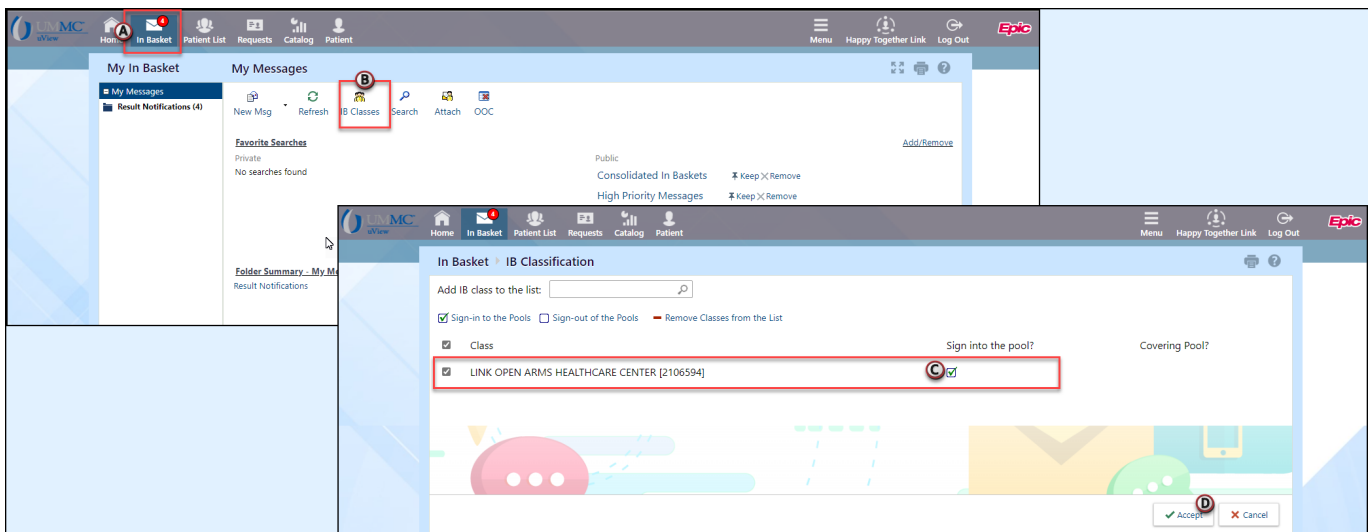
Review Results via In Basket

Lab results for some accounts are set up to be sent to the submitter via *In Basket* pool within **uView**. Users of this pool will be able to click on the *In Basket* message and review the lab results.

1. Log into MPHL/**UMMC uView** with your account information.
2. Click on **In Basket** from the main toolbar to open your messages.
3. Within **My In Basket**, messages are grouped into folders by message type. Click on the **Result Notifications** folder (on the left) to view lab results.
4. Select a message to view the results associated with that in basket message.
5. Users can use the message toolbar to complete other actions.
   A. Clicking **Done** will close the message and remove the message from the notifications folder upon refresh.

Review Labs in Patient's Chart

Lab results can also be found in the patient's chart by using **Chart Review** and **Results Review**.

1. Click **Patient** on the main toolbar.
2. A list of patients for which you have received *In Basket* results will be displayed under the **My Patients** tab.
3. Select a patient from the list by *double-clicking* to open their chart.
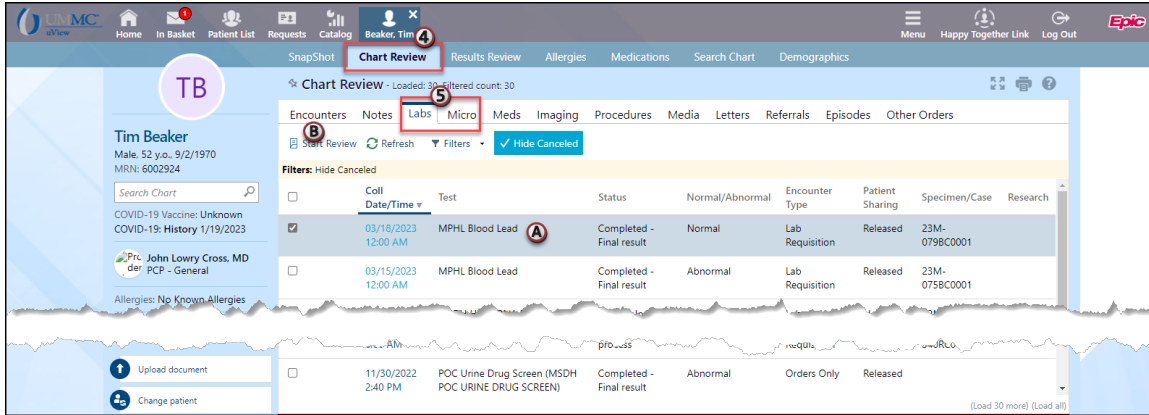
4. The patient's chart opens to the **Chart Review** tab.
5. Click the *Labs* or *Micro* tabs within Chart Review to see labs ordered
    A. Select the lab to review
    B. Click **Start Review** to see the lab result
        - Note: Users can also click the *Coll Date/Time link* for the test to open the results.

6. Users can also click the **Results Review** tab within the patient's chart to review lab results.
    A. Click **Set as Default** to set the result review filter to "*New results since time mark last set*"
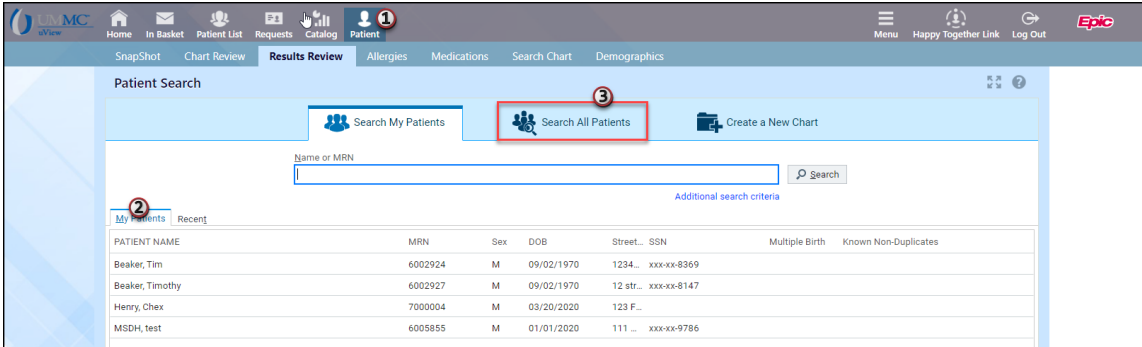   B. Click **Accept**
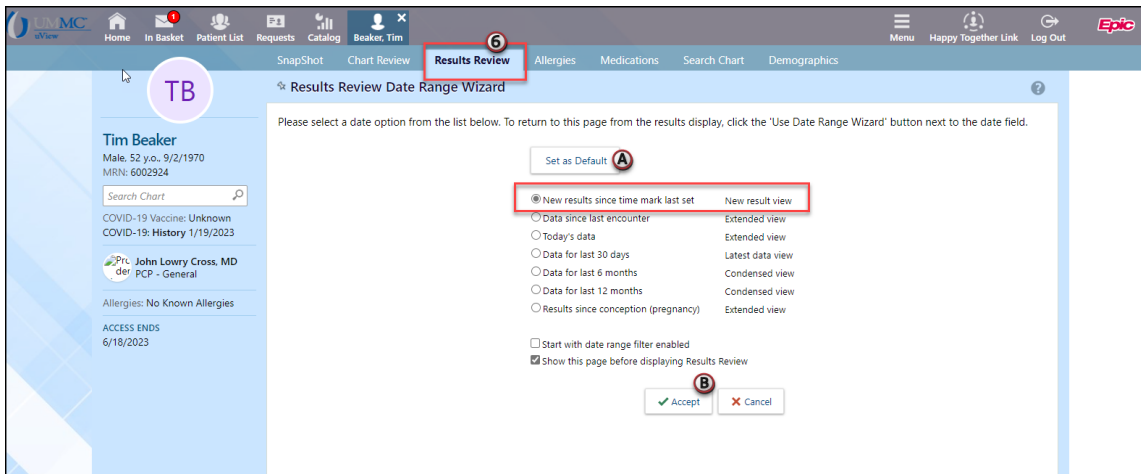
    C. Users can use the *Result Review* tree to see lab results in the table to the right.
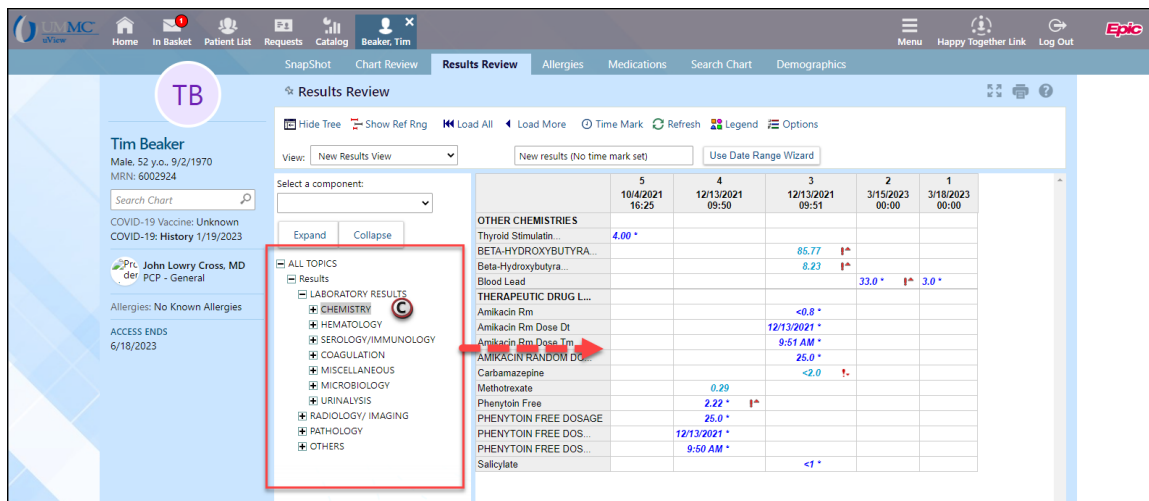
Search for a Patient

1. Click **Patient** on the main toolbar.
2. A list of your patients will be displayed under the **My Patients** tab.
3. If your patient is not listed, click **Search All Patients** to search for the patient's chart.

4. On the **Search All Patients** tab, enter the required information (Name, DOB, SSN, Sex, ZIP) and click **Search**. If all of the required information was not provided on the Requisition sent to MPHL, the uView user will not be able to open the patient's chart.
   - Note: If you know the patient's **MPHL MRN**, you can search by that field and not have to enter all the data.
5. When a matching patient is found, you must document a reason for entering the patient's chart and add a comment.
   A. Select the appropriate reason from the list of option (Lab submitter)
   B. Enter a comment
   C. Click **Select**