



ATLAS USER GUIDE

For support or questions, contact us at 1-800-844-4209 or info@cellnetix.com.



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Welcome to CellNetix Atlas

CellNetix Atlas is a web portal powered by Clinisys Atlas for physicians and healthcare staff. This portal is where you can order tests, view patient results, order supplies, and request a courier pickup. Atlas can be used on any standard browser.

Need assistance? Please contact **Support Services** at 1-844-344-4209 or info@cellnetix.com.

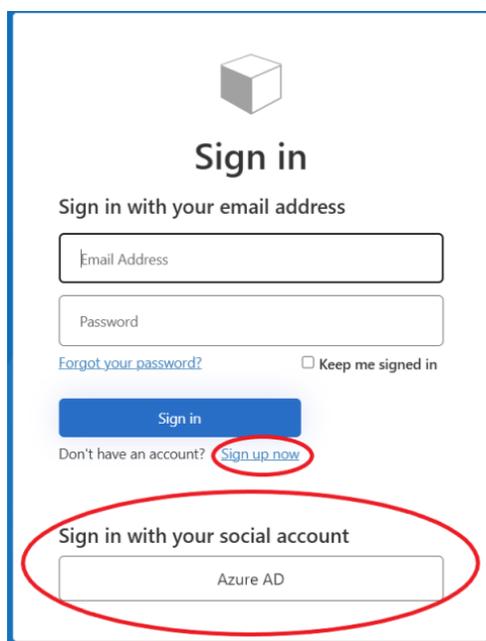
Getting Started

CellNetix requires Single Sign-On (SSO) allowing users to securely authenticate using one set of credentials. To get set up:

- Email your CellNetix account manager at allretention@cellnetix.com, or your **site admin** if applicable, and provide them with your Name (First and Last Name), Email Address*** and Site and Site Location.

*****TIP:** Note that all verification codes will come to your email that your account is created from so the email must be accessible from work. There is no option to use text or other authenticators. While we recommend that you use your work email, any email may be used so long as it adheres to your organization's policies.

DO NOT USE the "Sign Up Now" or "Sign in With Your Social Account" options—these options are currently not available for clients/external users.



Sign in

Sign in with your email address

Email Address

Password

[Forgot your password?](#) Keep me signed in

Sign in

Don't have an account? [sign up now](#)

Sign in with your social account

Azure AD

Before you receive your password

Before you receive your password, a few steps will be completed by your Site Admin, Account Manager and/or CellNetix IT:

- Your account will be created in Atlas by your Site Admin, or Account Manager.
- Your first and last name, along with your work email address, will be used, and your site and site location will be assigned.
- This information will be sent to CellNetix IT to create your SSO account after the user has an Atlas account.
- Once your account is created, you will receive a one-time password to log in for the first time.
- This password will be sent either by your Site Admin or from the CellNetix IT Support email.

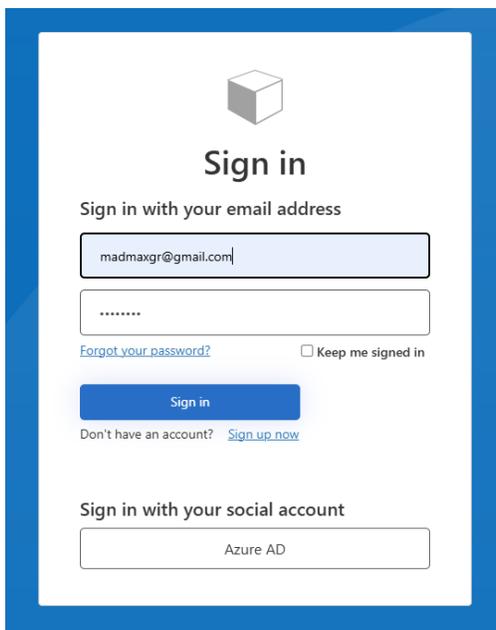
Below are instructions on how to log in to Atlas using SSO after receiving your password from CellNetix.

Logging into Atlas

Log in to the CellNetix Atlas Portal

<https://cellnetixsso.elaborders.com>

1. Enter your assigned **Email** and **Password** and click **Sign In**.



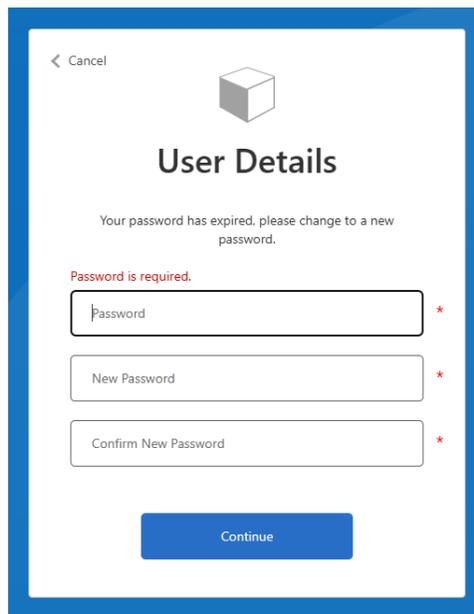
The screenshot shows a sign-in page with a blue border. At the top is a cube icon and the text "Sign in". Below this is the instruction "Sign in with your email address". There are two input fields: the first contains "madmaxgr@gmail.com" and the second contains ".....". Below the password field are links for "Forgot your password?" and a checkbox for "Keep me signed in". A blue "Sign in" button is positioned below the checkbox. At the bottom, there is a link "Don't have an account? Sign up now" and a section titled "Sign in with your social account" with a button for "Azure AD".

2. Change Password.

As a new user, you will be prompted to change your password when you first log in to Atlas SSO.

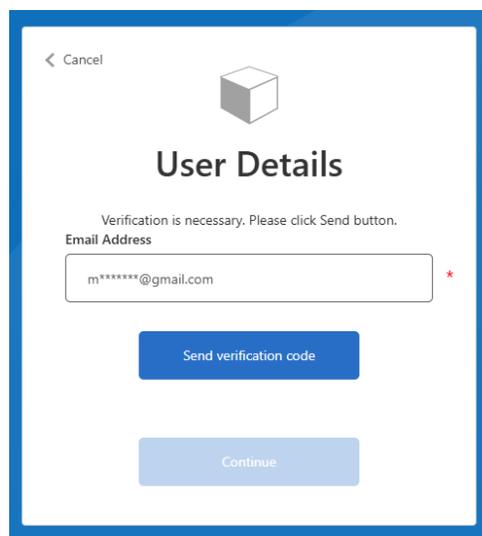
Passwords are required to be a minimum of 14 characters with one uppercase, one lowercase, one number and one special character.

Enter your **current assigned password** on top field, **new password** in the middle and **confirm new password** on the bottom field. Click **Continue**.



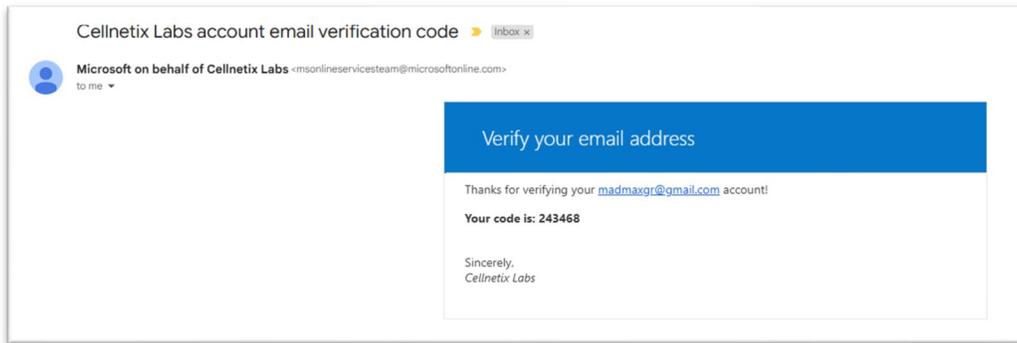
The screenshot shows a mobile application interface titled "User Details". At the top left is a "Cancel" link with a back arrow. Below it is a 3D cube icon. The main heading is "User Details". A message states: "Your password has expired, please change to a new password." Below this, a red error message reads "Password is required." There are three input fields: "Password", "New Password", and "Confirm New Password", each with a red asterisk to its right. At the bottom is a blue "Continue" button.

3. Verify your account. Click on **Send Verification code**.

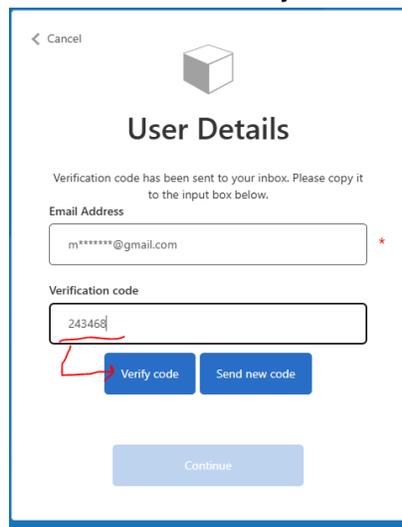


The screenshot shows a mobile application interface titled "User Details". At the top left is a "Cancel" link with a back arrow. Below it is a 3D cube icon. The main heading is "User Details". A message states: "Verification is necessary. Please click Send button." Below this, the label "Email Address" is followed by an input field containing "m*****@gmail.com" and a red asterisk to its right. At the bottom are two buttons: a blue "Send verification code" button and a light blue "Continue" button.

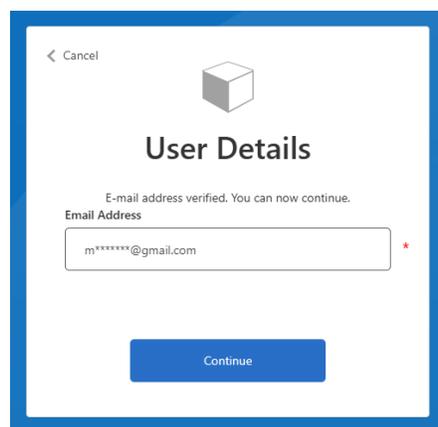
You will receive an email with a verification code.



Enter the code into the input box and click on **Verify Code**.



The verification code will expire after a short period of time. Once the email address has been verified, you may continue. Click **Continue**.



4. **Site: Select Site.** You will be prompted to **Select a Site** next. If you have permissions to multiple sites, the options will be displayed here.

SELECT A SITE

Site Name
 Site ID

Site Name	Site ID	Unread Reports
Alaska Regional Hospital	ALAS50	-
Bartlett Regional Hospital	BART03	-
Bellevue Medical Imaging	BMI	-
CellNetix All Results	CLX	-
EvergreenHealth Epic	EVER07	-
Forks Community Hospital	FCH	-
Franciscan Health Services	FHS	-
Harbor Regional Health Clinics	HRHC	-
Harbor Regional Health Hospital	GHCH	-
Kaiser Permanente - Washington	KAIS020	-

Items per page: 10 |< < > >

Administration Site

5. **Location: Select Location.** If you have permission to multiple locations, the options will be displayed here. If you only have permission to access one location, you will go directly into Atlas and Patient Search is your landing page.

SELECT A LOCATION FROM: Test Pacific Medical ...

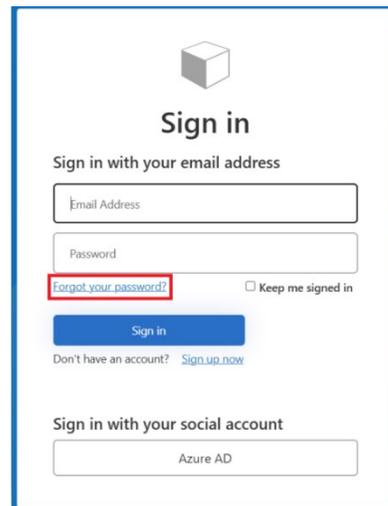
Location Name
Pacific Medical Center - Diagnostic Imaging Canyon Park
Pacific Medical Center - First Hill, Gastroenterology
Pacific Medical Centers - Beacon Hill
Pacific Medical Centers - Canyon Park
Pacific Medical Centers - Diagnostic and Wellness Center for Women
Pacific Medical Centers - Federal Way
Pacific Medical Centers - First Hill
Pacific Medical Centers - First Hill, Pulmonology
Pacific Medical Centers - First Hill, Urology
Pacific Medical Centers - Lynnwood

Items per page: 10 |< < > >

Reset Your Password

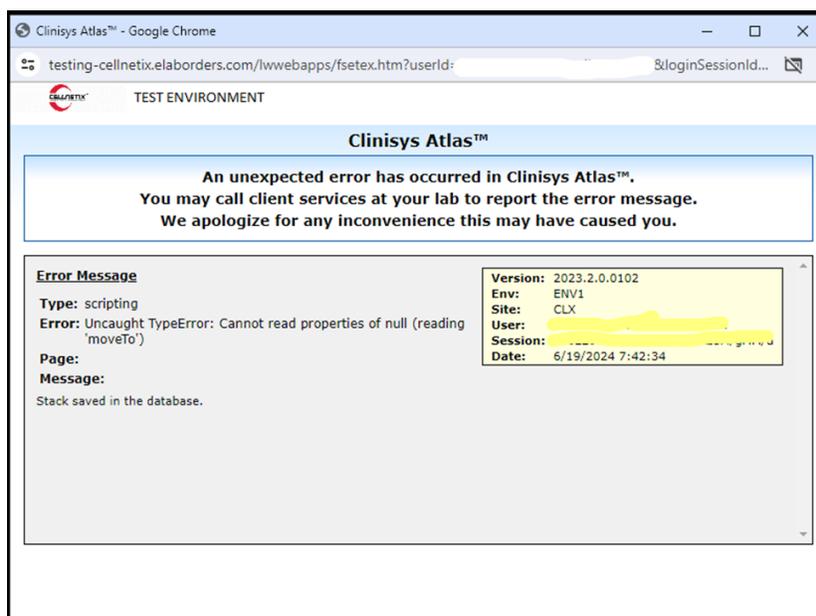
You will be prompted to change your password every 90 days. Should you forget your password, you are able to reset it independently.

- Click on "Forgot your password?"
- This will prompt you to enter your email to send a verification code
- You will receive a verification code to your email
- It will take the verification code and verify your email
- Then it will verify again
- Then you can change your password
- After password has been changed, Atlas will launch.



Enable Pop-ups

If you get the following error the first time you log in, you may need to enable Pop-ups on your browser.



For Microsoft Edge Browser

1. Open **Edge**: Launch Microsoft Edge on your computer.
2. Access **Settings**: Click the three-dot menu icon (...) in the top-right corner of the browser window and select **Settings**
3. Navigate to **Site Permissions**: In the Settings menu, click on **Cookies and site permissions**
4. Find **Pop-ups and Redirects**: Scroll down and select **Pop-ups and redirects**
5. Allow **Pop-ups**: Toggle off the Block (recommended) option to allow pop-ups on all websites

Allow Pop-ups for Specific Sites

1. If you prefer to allow pop-ups only for certain websites:
2. Follow steps 1-4 above.
3. **Add Specific Sites:** Under the Allow section, click the **Add** button
4. **Enter Website URL:** Type or paste the URL of the site you want to allow pop-ups from and click **Add**

For Google Chrome

1. Open **Chrome:** Launch Google Chrome on your computer.
2. Access **Settings:** Click the three-dot menu icon (⋮) in the top-right corner and select **Settings**
3. Navigate to **Site Settings:** Click on **Privacy and security** in the left sidebar, then select **Site Settings**
4. Find **Pop-ups and Redirects:** Scroll down and click on **Pop-ups and redirects**
5. **Allow Pop-Ups:** Under the Default behavior section, select Sites can send pop-ups and use redirects

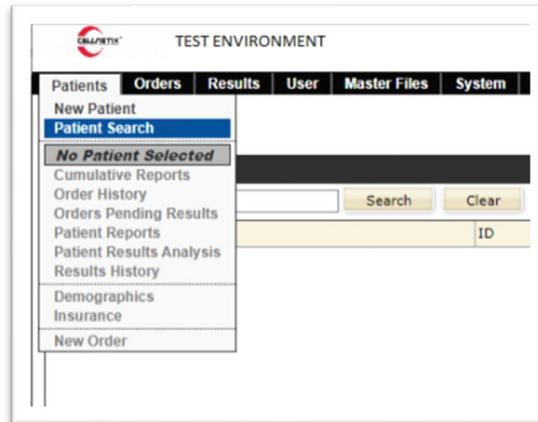
Allow Pop-Ups for Specific Sites

1. Follow steps 1-4 above.
2. **Add Specific Sites:** Under the Customized behaviors section, click the Add button next to Allowed to send pop-ups and use redirects
3. **Enter Website URL:** Type or paste the URL of the site you want to allow pop-ups from and click **Add**

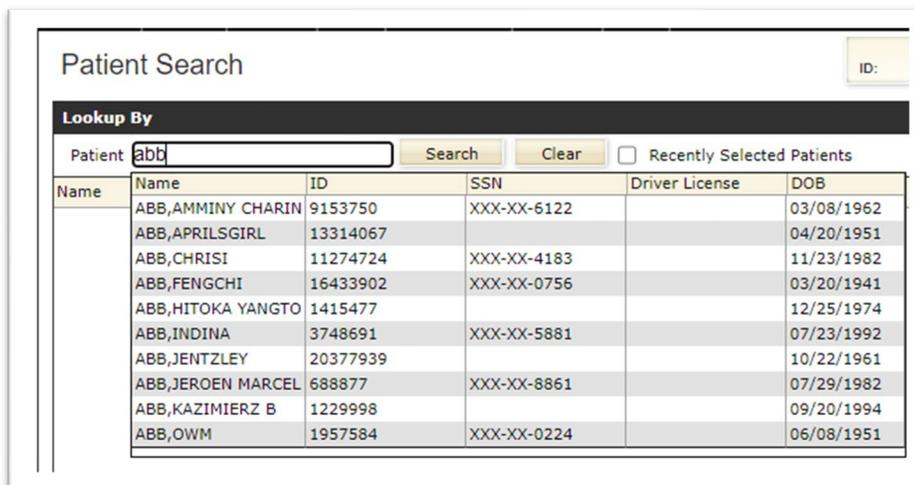
If there are any issues with the URL or Pop ups, please consult your IT department for support.

Patient Search

After logging into Atlas, **Patient Search** will be your landing page. You can also use the toolbar menu at the top of the page to access this page by hovering over **Patients** and clicking on **Patient Search**.



Search for a patient using their **Last Name, First Name** or **Patient ID number**.



Click on **Advanced** to search for a patient using other patient information (i.e., DOB, SSN).



linisys Atlas™ - Advanced Patient Search ...

Search Criteria

Last Name

AND First Name

AND Middle Name

AND ID

AND DOB

OR Age

AND SSN

AND Drivers License

AND Physician

AND Has an Order

AND MRN

Sort Order

Sort By

[Clear](#)

If you do not enter any **Patient Name** or **Patient ID** number in the **Search** field, it will list all patients within the selected site.

Patient Search

AAA, FAYANNE ID: 13727966 Female 02/08/1979 45Y Prim. Phys: King, Lesley SSN: XXX-XX-2426

Lookup By

Patient Recently Selected Patients

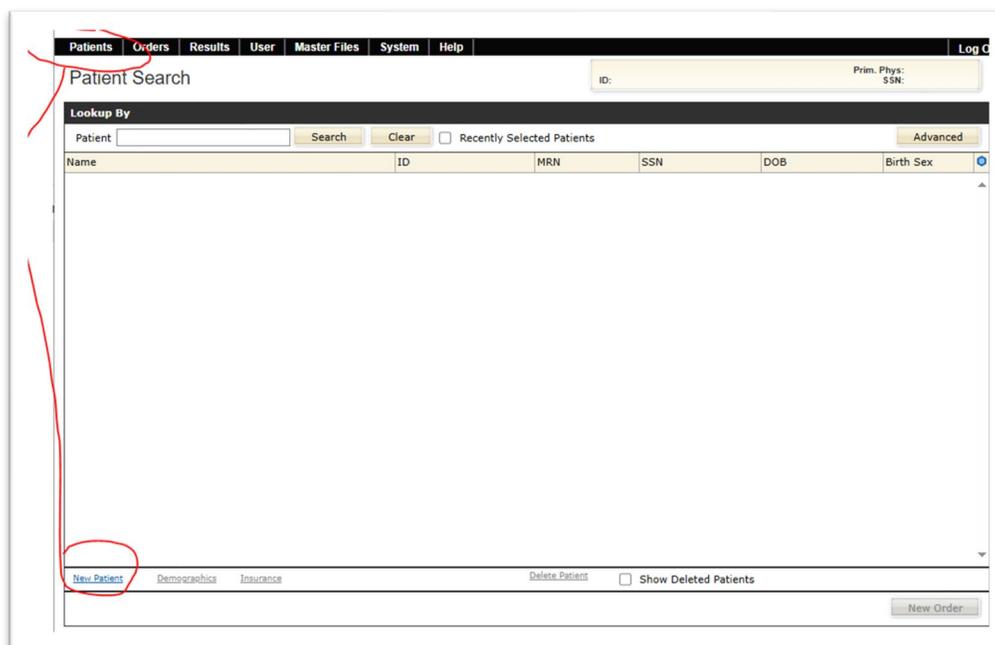
Name	ID	MRN	SSN	DOB	Sex
1BB, AMMINY CHARING	9153750	42689	XXX-XX-6122	03/08/1962	Female
1BB, APRILSGIRL	13314067	42690		04/20/1951	Female
1BB, CHRISI	11274724	42692	XXX-XX-4183	11/23/1982	Female
1BB, FENGCHI	16433902	42693	XXX-XX-0756	03/20/1941	Male
1BB, HITOKA YANGTONG	1415477	42694		12/25/1974	Female

New Patient Entry

If your site is set up and authorized to order CellNetix lab tests through Atlas, you may need to add a new patient to your site if the patient is not currently in the Atlas system.

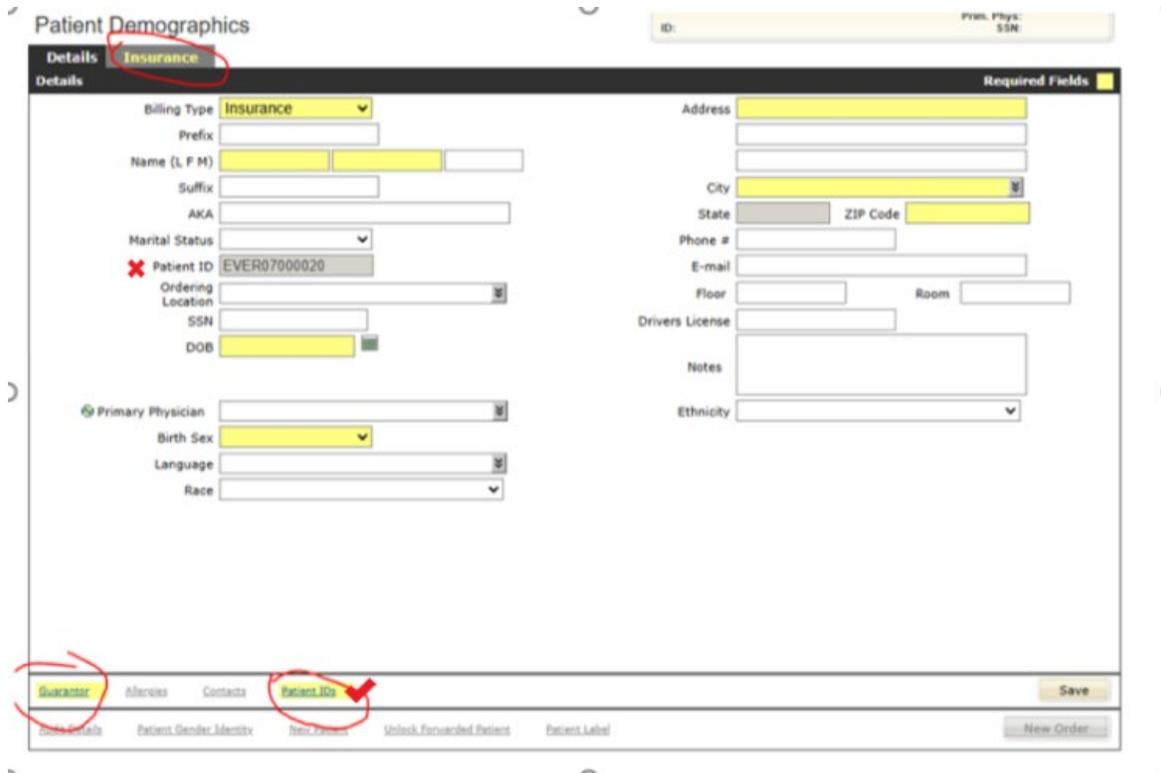
***TIP: The New Patient entry feature does not check for duplicate patient entries. Searching for the patient first before adding a new patient will help prevent duplicate patient entries in the system. Duplicates can be merged in Atlas as needed.

1. Go to the **Patient** tab
2. Click on the **New Patient** link at the bottom left-hand corner



3. Fill in the following details which are **Required Fields** and highlighted in yellow:
 - a. Billing Type
 - **Account** is for billing the provider's account
 - **Insurance** is for private insurance
 - **Medicare** is for Medicare insurance
 - **Medicaid** is for Medicaid insurance
 - **Patient** is for patient pay/responsibility
 - b. Name (Last, First)
 - c. Date of Birth (DOB)
 - d. Birth Sex
 - e. Address (if Billing Type is **Insurance**, **Medicare** or **Medicaid**)
 - Street Address, City, State and ZIP Code
 - State is auto filled based on ZIP Code

- f. Patient IDs (the field below indicated by the red checkmark) - include the Patient MRN or another unique Patient ID related to the facility that specimen is being sent from)
 - NOTE: Not to be confused with the Patient ID field below with the red "x"— This is the Atlas Patient ID field, a number autogenerated by the Atlas system. This field is grayed out and cannot be modified by users.
- g. Guarantor
- h. Insurance



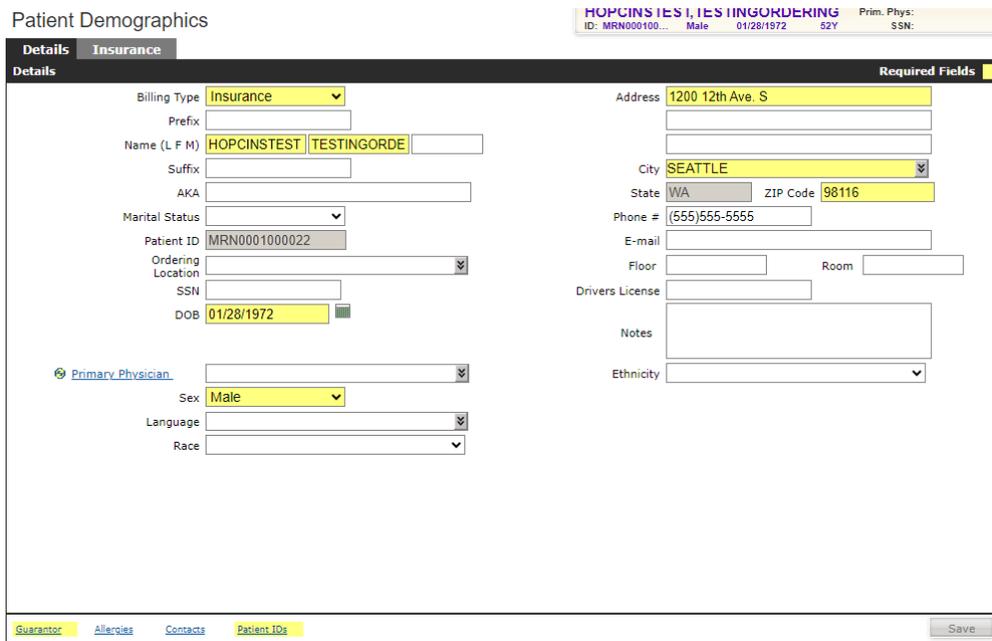
The screenshot shows the 'Patient Demographics' form with the 'Insurance' tab selected. The 'Patient ID' field is highlighted with a red 'x', and the 'Patient IDs' tab at the bottom is highlighted with a red checkmark. The 'Save' button is visible at the bottom right of the form.

4. Click "Save" once relevant details have been updated.

Ordering Labs

Ordering labs for specimens will transmit the lab order to CellNetix electronically. Your site must be set up and authorized to order CellNetix lab tests through Atlas before proceeding. Only clients that do not currently have an orders interface for their EHR will be eligible to order in Atlas.

- Before ordering labs, go to **Patients** tab to first check that the patient is in the system.
 - Look up patient and open the Patient Demographics.
 - If the patient is not found in the system, a new patient will need to be created.
 - See **Patient Search** for instructions on how to search for a patient, or **New Patient Entry** for instructions on how to add a patient.
- Make sure the Required Fields (highlighted in yellow) are filled out in the Patient's Demographics. If any of the Required Fields are not complete, a Lab Order may not be submitted.
 - Required Fields: Billing Type, Last and First Name, DOB (Date of Birth), Sex (Gender), and Patient IDs (MRN or Medical Record number), unique ID related to the facility that specimen is being sent from)
 - If Insurance, Medicaid, or Medicare is being used, Address and Insurance Info is also required. Required Fields: Guarantor, Street Address, City, State, ZIP Code and Insurance.



Patient Demographics

HOPCINTEST TESTINGORDE Prim. Phys: ID: MRN000100... Male 01/28/1972 52Y SSN:

Details **Insurance**

Details **Required Fields**

Billing Type: Insurance (Required)

Prefix: []

Name (L F M): HOPCINTEST TESTINGORDE (Required)

Suffix: []

AKA: []

Marital Status: []

Patient ID: MRN0001000022 (Required)

Ordering Location: []

SSN: []

DOB: 01/28/1972 (Required)

Primary Physician: []

Sex: Male (Required)

Language: []

Race: []

Address: 1200 12th Ave. S (Required)

City: SEATTLE (Required)

State: WA (Required) ZIP Code: 98116 (Required)

Phone #: (555)555-5555

E-mail: []

Floor: [] Room: []

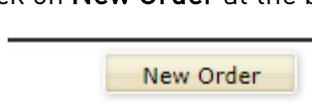
Drivers License: []

Notes: []

Ethnicity: []

Guarantor: [] Allergies: [] Contacts: [] Patient IDs: [] Save

- Click on **New Order** at the bottom right-hand corner of the **Patient Demographics** form.



4. **Order Info:** Fill out the **Required Fields** (highlighted in yellow)
 - a. **Required Fields:** Ordering Physician, Collection Date, Collection Time, and Ordering Location.

New Order

Ord. Phys. Order #: MRN00010000...
 Accn #: HOPCINTEST,1
ID: MRN000100... Ma

Order Info	Tests	Diagnosis Codes	Questions
Order Information Edit Patient Details			
Order # MRN00010000634 Accession # <input type="text"/> Ordering Physician [dropdown] Account PAC114 [dropdown] Billing Type Account [dropdown]	Draw Options <input checked="" type="radio"/> In Office Now <input type="radio"/> In Office Later Collected Date Time <input type="text"/> User Gregor,Max Ordering Location [dropdown]		

- b. The Collection Date and Collection Time may be adjusted by user to best reflect the accurate date and time as needed.
 - c. Click on **Continue**.
5. **Order Tests:** Select the test to order.
 - a. Search for test in the top **Tests** text box
 - i. This filter is set to "Test Name" so you can type in the name of the test.
 - b. All tissue will use the "Surgical Procedure" test name.

Order Tests			
Tests	<input type="text" value="Surg"/>	filter by: <input type="radio"/> Code <input checked="" type="radio"/> Name <input type="radio"/> Mne	
Short	Test Name	Code	CPT
<input type="checkbox"/> Pap	Surgical Procedure	SP0000	

- c. All Cytology and GYN PAP tests will have a specific test that users may search for and select.
 - i. Combinations of PAP, HPV, Anal PAP, and Infectious Disease tests will be listed in the search.
 - ii. Mnemonic setting will look at mnemonics set up for test.

Order Tests			
Tests	<input type="text" value="HPV"/>	filter by: <input type="radio"/> Code <input type="radio"/> Name <input checked="" type="radio"/> Mnemonic	
Short	Mnemonic	Test Name	CPT
<input type="checkbox"/> Pap	HPV	Pap with High Risk HPV, if HPV POSITIVE,	
	HPV	Pap with High Risk HPV, if HPV POSITIVE,	
	HPV	Pap with High Risk HPV, if HPV POSITIVE,	

- d. Once test orders have been selected, click on **Continue**.

6. Diagnosis (Dx) Code is required.
 - a. Use the lookup "Diagnosis Code" text box and use the filters options (by code, name or mnemonic) that best help you look up the code.

[Delete Diagnosis Codes](#)

Diagnosis Code filter by: Code Name Mnemonic

Short List	Mnemonic	Code	Name	Physician	Specialty
<input type="checkbox"/> Z00.00 Encou	trichomoniasis	A59.09	Other urogenital trichomoniasis		
	trichomoniasis	A59.00	Urogenital trichomoniasis, unspecified		
	Trichomoniasis, unspecified	A59.9	Trichomoniasis, unspecified		
	Trichomoniasis of other site	A59.8	Trichomoniasis of other sites		

- b. Short List
 1. Your shortlist will populate as you use different Dx codes.

7. Answer all questions that apply to this order or may be required.
8. The requisition will pop up so you can review and print. Include a copy of the requisition with the specimen.

Clinisys Atlas™ - Requisition ...

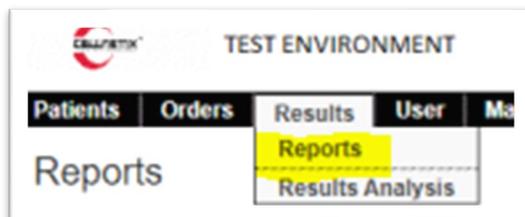
Client		Order		 CellNetix Pathology 12501 E. Marginal Way S, Suite 200 Tukwila, WA 98168
Account	MRN0001	Billing Type	Account	
Name	Pacific Medical Centers	Ordered	12/04/2024 14:23	
Address		Lab Order	MRN00010000642	
Phone				
Patient		Primary Insurance	Secondary Insurance	
Patient ID	1229998	Network	Network	
Name	ABB, KAZIMIERZ B	Type	Type	
MRN	426981	Name	Name	
Sex/DOB/Age	Male 09/20/1994 30 Years	Address	Address	
Address	14089 S POWNALL ST TACOMA, WA 98422	Policy #:	Policy #:	
		Group	Group	
		Subscriber	Subscriber	
Guarantor	Physician	Miscellaneous		
Guarantor	Physician	Collector		
Address	King, Lesley	Collected		
Phone	NPI 1346634557	12/04/2024 11:00		
Tests/Specimen Type		Diagnosis Codes		
1) SP3001 [PAP19] Pap with High Risk HPV, if HPV POSITIVE, Reflex to HPV Genotype (16/18) (ThinPrep)		A59.00, S90.512A		
1. PAP		PAP Source CervicalYes		
Thin Prep	PAP	Room Temperature		

[Maximize Window](#)
[Restore Window](#)
Print Report
Close

Results/Reports

Results in Atlas are reports, and attachments if applicable, for patients and are identical as what appears in the CellNetix LIS system.

- To view results, hover over the menu option **Results** and click on **Reports**.



By default, reports are listed by **Unread by Me** (or user) and the text will be displayed in a bolded font format. The report will be marked as Read after the user has read it and then will be displayed in a regular font format (or unbolded) on the list.

Reports		Search Criteria											
Patient	ID	Order #	Accession #	Collected	Resulted	New	Lab	UT	Unsolicited Tests	RI	Result Image	Report Status	PDF
XINGWEI, XIAO	1372011MRN00010000	P24-900142	04/26/24 00:00	06/10/24 12:52	X	1	UT				Final		
SAADEDINE, SA	308579MRN00010000	P24-900138	04/26/24 00:00	06/10/24 12:52	X	1	UT				Final		
MAAHS, MARVEL	3099922MRN00010000	P24-900132	04/26/24 00:00	06/10/24 12:52	X	1	UT				Final		
FAAIU, FEVILYN	18108896MRN00010000	P24-900125	04/26/24 00:00	06/10/24 12:52	X	1	UT				Final		
EADE, ELFNESH	2250958MRN00010000	P24-900124	04/26/24 00:00	06/10/24 12:51	X	1	UT				Final		
DAABOUL, DIOS	8841659MRN00010000	P24-900123	04/26/24 00:00	06/10/24 12:51	X	1	UT				Final		
BAAEIS, BADEEA	17995979MRN00010000	P24-900121	04/26/24 00:00	06/10/24 12:51	X	1	UT				Final		
RAABE, RAHUL R	9383087MRN00010000	P24-900112	04/25/24 00:00	06/10/24 12:51	X	1	UT				Final		
HAAFKE, HENRIC	9237805MRN00010000	P24-900103	04/25/24 00:00	06/10/24 12:51	X	1	UT				Final		
DA, DESIDER	9064450MRN00010000	P24-900099	04/25/24 00:00	06/10/24 12:51	X	1	UT				Final		
C-C, COLBIE PHI	8811903MRN00010000	P24-900098	04/25/24 00:00	06/10/24 12:51	X	1	UT				Final		
BAAB, BAOCHUN	1451794MRN00010000	P24-900097	04/25/24 00:00	06/10/24 12:51	X	1	UT				Final		
YABLON, YASU	6117440MRN00010000	P24-090094	04/25/24 00:00	06/10/24 12:51	X	1	UT				Final		
SAACK, SAVADD	3772478MRN00010000	P24-900088	04/25/24 00:00	06/10/24 12:51	X	1	UT				Final		
RA, RAMEIKA	20123746MRN00010000	P24-900087	04/25/24 00:00	06/10/24 12:51	X	1	UT				Final		
TTARORA, SUELI	296154MRN00010000	P24-900025	04/25/24 00:00	06/10/24 12:51	X	1	UT				Final		
TTARORA, SILVA	3541606MRN00010000	P24-900024	04/25/24 07:00	06/10/24 12:51	X	1	UT				Final		
TTARORA, JOYCI	165328MRN00010000	P24-900021	04/25/24 00:00	06/10/24 12:51	X	1	UT				Final		
ZZAMBHEDADV	21874519MRN00010000	P24-900263	04/24/24 05:00	06/10/24 12:49	X	1	UT				Final		

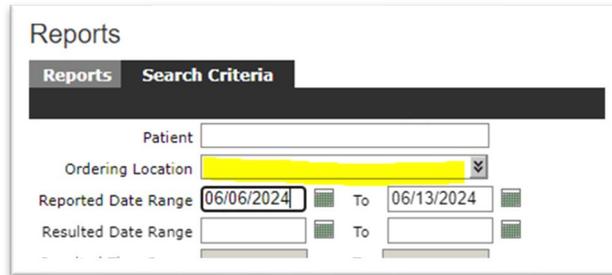
2. You can search for a report using different **Search Criteria** to narrow down your search. See below for some examples of the most used searches.
 - a. **To view all results**, click on the Search Criteria tab and uncheck **Unread by Me**. Click Search and all results will be displayed.

The screenshot shows the 'Reports' search criteria form in a web browser. The 'Search Criteria' tab is active. The 'Unread by Me' checkbox is highlighted with a red box. Other visible fields include: Patient, Ordering Location (Pacific Medical Centers - Beacon), Reported Date Range (06/02/2025 to 06/09/2025), Resulted Date Range, Resulted Time Range, Report Status (All), Source, Ordering Account, Issue Type (Custom), PDF Type (Custom), and a list of checkboxes for 'Only Display' (New, Abnormal, Finalized). There are also fields for Ordering Physician, Contains Unsolicited Test, Order #, Accession #, Reports Containing (Test Not Performed, Cancelled test, Updated result), Sort Reports By (Result Date), and Forwarded to ES. Search and Clear buttons are at the bottom.

- b. **To search for results under a different location**, go to **Search Criteria**, and use the drop-down menu under **Ordering Location** to select another location for the site. Click **Search** and all the results will be displayed for the selected location.

This screenshot shows the 'Ordering Location' dropdown menu open in the search criteria form. The menu lists several locations including: Pacific Medical Centers - Beacon Hill, Pacific Medical Centers - Canyon Park, Pacific Medical Centers - Diagnostic and Wellness Center for Women, Pacific Medical Centers - Federal Way, Pacific Medical Centers - First Hill, Pacific Medical Centers - First Hill, Pulmonology, Pacific Medical Centers - First Hill, Urology, Pacific Medical Centers - Lynnwood, Pacific Medical Centers - Northgate, Pacific Medical Centers - Puyallup, and Pacific Medical Centers - Renton. The 'New (no one has read)' checkbox is visible at the bottom of the form.

c. To search for results for all locations you have access to for that site, go to **Search Criteria**, and clear the **Ordering Location** field. Click **Search** and all the results will be displayed for all locations the user has access to for that site.



Reports

Reports Search Criteria

Patient

Ordering Location

Reported Date Range To

Resulted Date Range To

d. To search by **Ordering Physician**, go to **Search Criteria** and use the drop-down menu under the **Ordering Physician** field to select the specific **Ordering Physician** you need. Click **Search** and all the results will be displayed for that specific **Ordering Physician**.



Ordering Physician | 1346634557

NPI	Physician Name
1346634557	King, Lesley
1376695858	Ruddy, Ginger
1386633436	Wang, Karen
1396713962	White, David
1417946617	Terasaki, Rodney
1427011055	Weresch, Joseph
1427047109	McCarthy, Elizabeth
1487643912	Oswald, Lisa
1508854449	Ballard, Robert
1518292788	Rezvanian, Elham
1528057676	Waterman, Sara

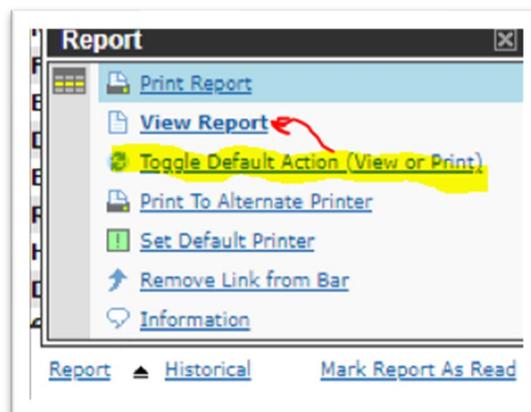
Forwarded to FS

Report View

The Report View is currently set to **Print Report**. We recommend that you set the default to **View Report**.

To do so, hover over the **Report** link in lower left-hand corner and use the arrow next to the Report link to click on **Toggle Default Action (View or Print)** until View Report is bolded to select **View Report** as a default to the Report link.

Once this is set, click on the **Report** link and **View Report** will come up. This report is a PDF that is identical to what appears in the CellNetix LIS and includes attachments, if any, to the case.

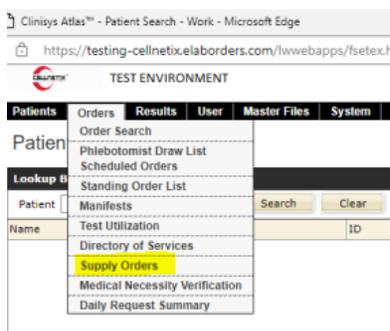


Ordering Supplies

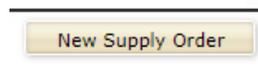
Supplies can be ordered using two methods: 1) Standard New Supply Order; and 2) Short List. See below for detailed instructions for both methods.

New Supply Order

1. Hover over **Orders** tab.
2. Click on **Supply Orders**.



3. Click **New Supply Order** in the lower right corner.

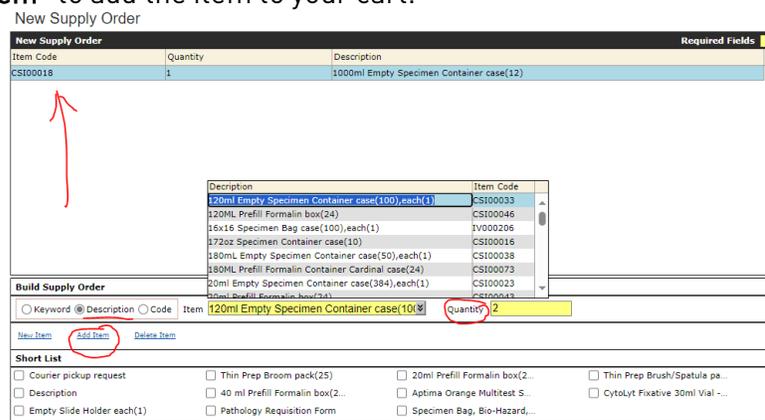


Standard New Supply Order

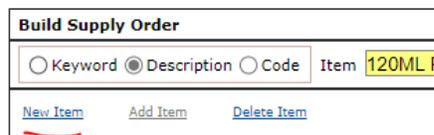
The Standard New Supply Order method allows you to order supplies that may not be included in the Short List. See below for instructions:

1. To add an item to your cart:

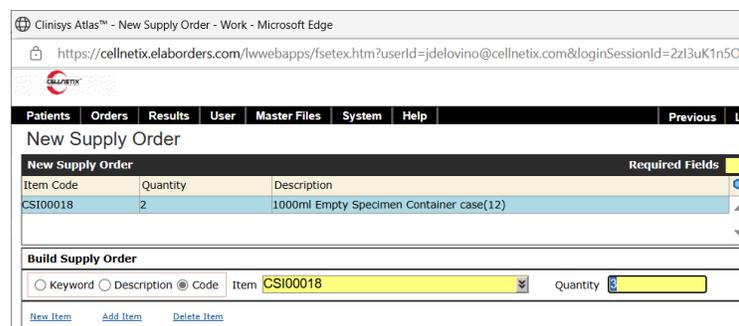
- a) Click "New Item."
- b) Select the **Description** button under the **Build Supply Order** section.
- c) In the highlighted **Item** field, type the description or click on the drop-down arrows to select from the list of supplies.
- d) Enter **Quantity**.
- e) Click "Add Item" to add the item to your cart.



2. To add another supply item to your cart, repeat Step 1. It is important to click "New Item" for each subsequent item you would like to add to your cart. Continue this method with each new item.



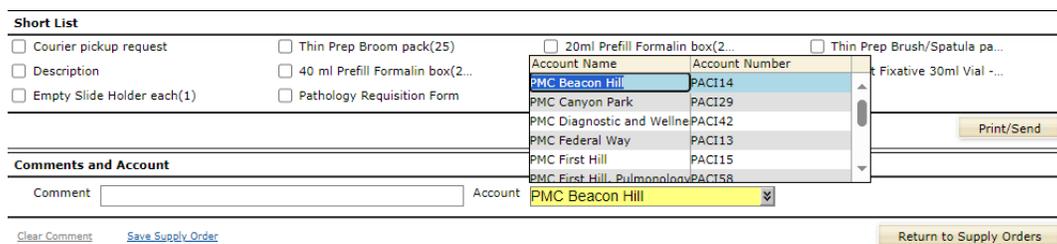
3. To modify an item quantity in your cart, select the item in the cart (highlighted below in blue) and update **Quantity** needed (Quantity field is highlighted below in yellow) in the Build Supply Order section. Click **Add Item** to update the cart. The cart will then be updated with the new quantity needed.



4. **To remove an item from your cart**, select the item in the cart and then click "Delete Item." A pop-up window will appear asking you to confirm that you want to delete the item. Click on **OK** to delete the item from your cart.

5. **Comment (Optional free text area that appears on an order):**
 - a) Use this field for any special instructions or notes related to the order (i.e., Deliver to front desk).
 - b) **DO NOT USE** this field to specify the delivery address—this is determined by the account's location information. See below.

6. **Account:** This is a required field and specifies the location where the supplies will be delivered.



Short List

Courier pickup request Thin Prep Broom pack(25) 20ml Prefill Formalin box(2... Thin Prep Brush/Spatula pa...

Description 40 ml Prefill Formalin box(2... Fixative 30ml Vial -...

Empty Slide Holder each(1) Pathology Requisition Form

Comments and Account

Comment Account **PMC Beacon Hill**

[Clear Comment](#) [Save Supply Order](#) [Print/Send](#) [Return to Supply Orders](#)

7. Once you have completed all these steps and your cart includes all the supplies that you want to order, click **Print/Send** or **"Save Supply Order."** **Both options send the order to CellNetix.**
 - a) The Print/Send will also allow you the option to print a summary of the order.



Short List

Courier pickup request Thin Prep Broom pack(25) 20ml Prefill Formalin box(2... Thin Prep Brush/Spatula pa...

Description 40 ml Prefill Formalin box(2... Fixative 30ml Vial -...

Empty Slide Holder each(1) Pathology Requisition Form

Comments and Account

Comment Account **PMC Beacon Hill**

[Clear Comment](#) [Save Supply Order](#) [Print/Send](#) [Return to Supply Orders](#)

New Supply Order via the Short List

The Short List is a simple tool that allows you to quickly select from a small list of supply items most frequently ordered by CellNetix clients.

1. **To add an item to your cart from the Short List**, click to place a checkmark next to the item you want to add. A pop-up window will appear allowing you to enter the quantity needed. Click on **OK** to add the item to your cart.

Clinisys Atlas™ - New Supply Order - Work - Microsoft Edge
 https://cellnetix.elaborders.com/lvwebapps/fsetex.htm?userId=jdelovino@cellnetix.com&loginSessionId=2z13uK1n5Out

Patients Orders Results User Master Files System Help Previous Log

New Supply Order

Item Code	Quantity	Description
CSI00043	1	20ml Prefill Formalin box(24)

Build Supply Order

Keyword Description Code Item **CSI00043** Quantity **1**

[New Item](#) [Add Item](#) [Delete Item](#)

Short List

20ml Prefill Formalin box(24) 40 ml Prefill Formalin box(2... Aptima Orange Multitest S... Courier pickup request
 Cytolyt Fixative 30ml Vial - ... Empty Slide Holder each(1) Pathology Requisition Form Specimen Bag, Bio-Hazard, ...
 Thin Prep Broom pack(25) Thin Prep Brush/Spatula pa...

[Print/Send](#)

Comments and Account

Comment Account

[Clear Comment](#) [Save Supply Order](#) [Return to Supply Orders](#)

2. **To modify an item quantity in your cart**, select the item in the cart (highlighted below in blue) and update **Quantity** needed (Quantity field is highlighted below in yellow) in the Build Supply Order section. Click **Add Item** to update the cart. The cart will then be updated with the new quantity needed.

Clinisys Atlas™ - New Supply Order - Work - Microsoft Edge
 https://cellnetix.elaborders.com/lvwebapps/fsetex.htm?userId=jdelovino@cellnetix.com&loginSessionId=2z13uK1n5Out

Patients Orders Results User Master Files System Help Previous Log

New Supply Order

Item Code	Quantity	Description
CSI00020	1	Cytolyt Fixative 30ml Vial - Red Label case(50),each(1) Urine Cytology
CSI00043	1	20ml Prefill Formalin box(24)

Build Supply Order

Keyword Description Code Item **CSI00043** Quantity **2**

[New Item](#) [Add Item](#) [Delete Item](#)

Short List

20ml Prefill Formalin box(24) 40 ml Prefill Formalin box(2... Aptima Orange Multitest S... Courier pickup request
 Cytolyt Fixative 30ml Vial - ... Empty Slide Holder each(1) Pathology Requisition Form Specimen Bag, Bio-Hazard, ...
 Thin Prep Broom pack(25) Thin Prep Brush/Spatula pa...

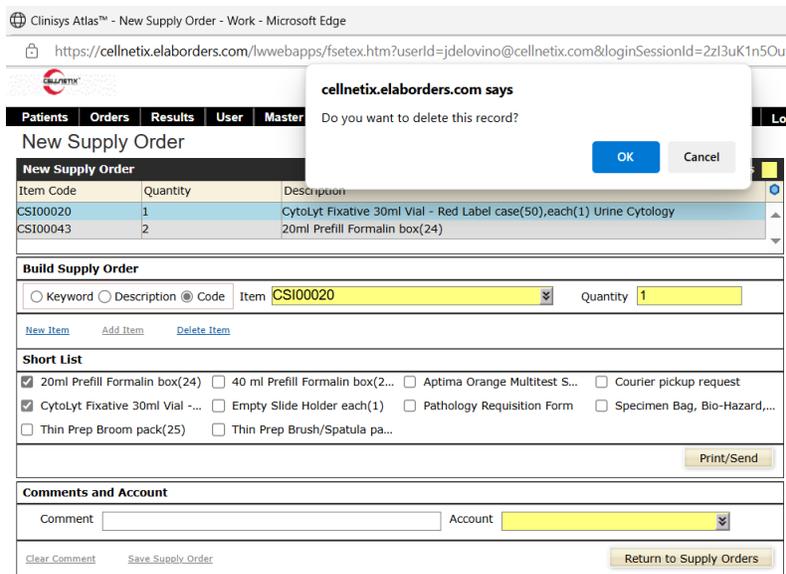
[Print/Send](#)

Comments and Account

Comment Account

[Clear Comment](#) [Save Supply Order](#) [Return to Supply Orders](#)

3. **To remove an item from your cart**, uncheck the item from the Short List. A pop-up window will appear asking you to confirm that you want to delete the item. Click on **OK** to delete the item from your cart.



4. After you have finished adding all the supplies you need to the order to the cart, **follow Steps 5-7** as shown in the **Standard New Supply Order (see page 22)** to **complete the order and send to CellNetix**.

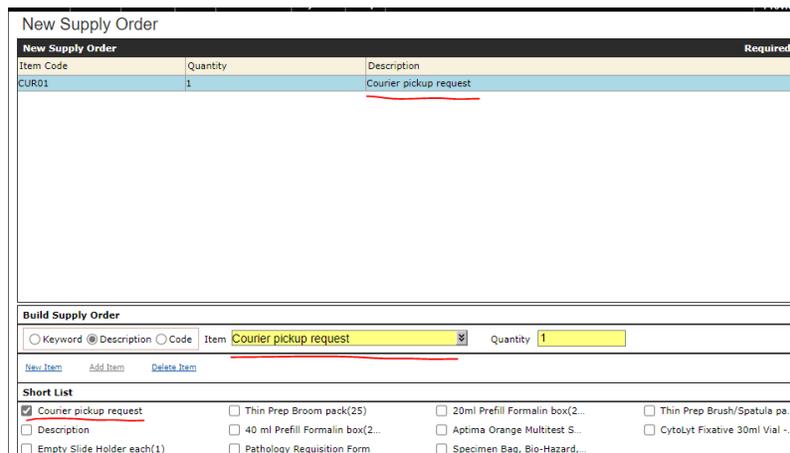
Ordering Courier Pickup (Will Call)

Ordering a **Courier Pickup/Will Call** follows the same process as ordering supplies. It is a supply order. You may order a **Courier Pickup** as a standalone order or group it with other supply orders.

- a. The orders go direct to the departments for supplies and courier.
- b. Couriers will be dispatched that day or as directed in the comments
- c. CellNetix will do our utmost to accommodate delivery timing requests for supplies, however, please be aware that fulfillment may be subject to supply chain limitations. Check the InfoLink Inbox for updates to status or notes on the supply order request.

To order a Courier Pickup/Will Call:

1. Go to **Orders/Supply Orders**.
 - a) Click on **"New Supply Orders."**
2. Use Item Code **"CUR01"** or look up the item **"Courier pickup request."**



Item Code	Quantity	Description	Required F
CUR01	1	Courier pickup request	

Build Supply Order

Keyword
 Description
 Code
 Item: **Courier pickup request**
 Quantity: **1**

Short List

Courier pickup request
 Thin Prep Broom pack(25)
 20ml Prefill Formalin box(2...
 Thin Prep Brush/Spatula pa...

3. Click **"Add Item"** to add the Courier Pickup Request to the cart.
4. **Comment (Optional free text area that appears on an order):**
 - a) Use this field for any special instructions or notes for the courier (i.e., specimen in lockbox vs front desk; please pick up before 5 pm; specimen is fresh; STAT pickup, etc.).
5. **Account:** This is a required field and specifies the location where the specimen will be picked up.



Comments and Account

Comment:
 Account: **PMC Beacon Hill**

6. Once you have completed all these steps, click **Print/Send** or **"Save Supply Order."** Both options send the order to CellNetix.
 - a) The **Print/Send** will also allow you the option to print a summary of the order.

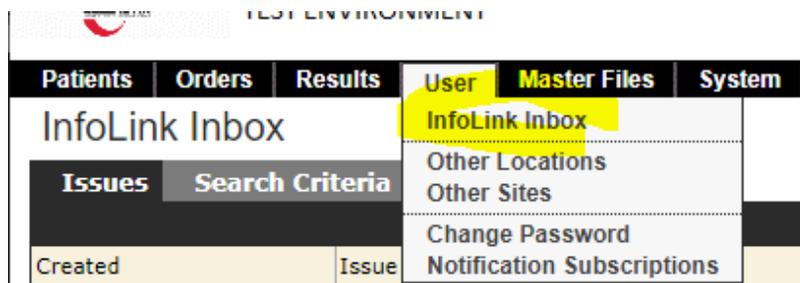
InfoLink Inbox (Supply Orders/Status)

The InfoLink Inbox displays all supply orders and provides status information on these orders.

*****TIP:** We recommend checking the InfoLink Inbox periodically as the CellNetix Supply Team may update the status or add a note to the order. At this time, no notifications can be sent to your email when status updates are made to the order in Atlas.

To access the InfoLink Inbox:

1. Go to **User > InfoLink Inbox**



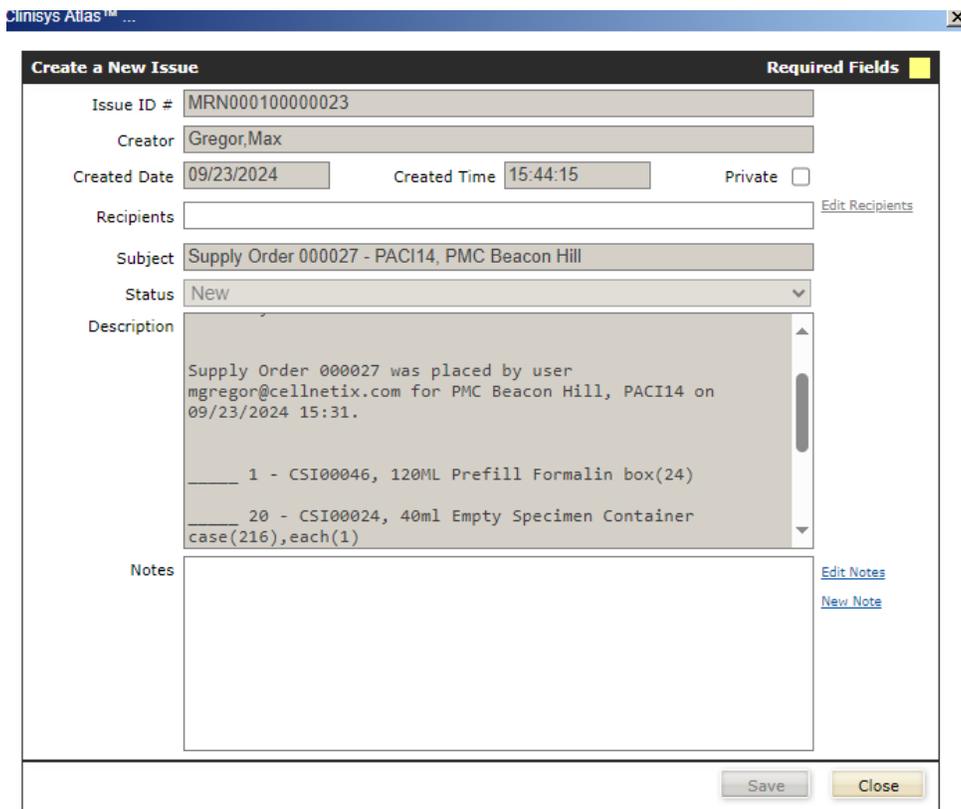
2. The InfoLink Inbox displays all orders, their status, and a preview of the description.

InfoLink Inbox						
Issues		Search Criteria				
Created	Issue ID	Crt'd By	Issue Type	Subject	Status	New
09/23/2024 15:44:15	MRN000100000023	mgregor@celln	Supply Order	Supply Order 000027 - PACI14, PNew	New	X
09/12/2024 10:48:12	MRN000100000022	mgregor@celln	Supply Order	Supply Order 000023 - PACI14, PNew	New	X
08/27/2024 11:58:35	MRN000100000021	mgregor@celln	Supply Order	Supply Order 000022 - PACI14, PNew	New	X
08/22/2024 16:20:25	MRN000100000019	mgregor@celln	Supply Order	Supply Order 000021 - PACI14, PNew	New	X
08/21/2024 16:00:52	MRN000100000018	ZADC-PHARISH	Supply Order	Supply Order 000020 - MRN0001, New	New	X
08/20/2024 11:38:56	MRN000100000017	ZADC-JMORTON	Supply Order	Supply Order 000019 - MRN0001, New	New	X
08/20/2024 11:30:51	MRN000100000016	ZADC-JMORTON	Supply Order	Supply Order 000018 - MRN0001, New	New	X
08/19/2024 16:14:34	MRN000100000015	mgregor@celln	Supply Order	Supply Order 000017 - PACI14, PNew	New	X
08/16/2024 17:44:25	MRN000100000014	ZADC-JMORTON	Supply Order	Supply Order 000016 - MRN0001, New	New	X
08/16/2024 17:35:00	MRN000100000013	jerry.morton@c	Supply Order	Supply Order 000015 - MRN0001, New	New	X
08/16/2024 17:22:34	MRN000100000012	ZADC-JMORTON	Supply Order	Supply Order 000014 - MRN0001, New	New	X
08/16/2024 17:14:33	MRN000100000011	ZADC-JMORTON	Supply Order	Supply Order 000013 - MRN0001, New	New	X
08/16/2024 10:39:39	MRN000100000010	mgregor@celln	Supply Order	Supply Order 000012 - PACI14, PNew	New	X
08/15/2024 14:44:37	MRN000100000009	mgregor@celln	Supply Order	Supply Order 000009 - PACI14, PNew	New	X
08/12/2024 13:02:41	MRN000100000008	mgregor@celln	Supply Order	Supply Order 000008 - PACI14, PNew	New	X
08/12/2024 12:34:29	MRN000100000007	mgregor@celln	Supply Order	Supply Order 000007 - PACI14, PNew	New	X
05/08/2024 09:00:06	MRN000100000004	pacific_testuse	Supply Order	Supply Order 000005 - PACI16, PNew	New	X
05/07/2024 13:58:25	MRN000100000003	pacific_testuse	Supply Order	Supply Order 000003 - PACI14, PNew	New	X
05/07/2024 13:32:06	MRN000100000002	pacific_testuse	Supply Order	Supply Order 000002 - PACI14, PNew	New	X
05/07/2024 12:51:24	MRN000100000001	pacific_testuse	Supply Order	Supply Order 000001 - MRN0001, In Process	New	X

Description	
Client Account: PMC Beacon Hill, PACI14	
Supplier: CellNetix Pathology, 1	
12501 E. Marginal Way S, Suite 200	
Tukwila, WA 98168	
Supply Order 000027 was placed by user mgregor@cellnetix.com for PMC Beacon Hill, PACI14 on 09/23/2024 15:31.	
_____ 1 - CSI00046, 120ML Prefill Formalin box(24)	

[Issue Detail](#) [Mark As Read](#) [Order Issue Management](#)
[Find Order](#) [Mark All as Read](#)

3. Double-click on an order to open it, preview the details and add a note.



Clinisys Atlas™ ...

Create a New Issue **Required Fields**

Issue ID #

Creator

Created Date Created Time Private

Recipients [Edit Recipients](#)

Subject

Status

Description

Notes [Edit Notes](#)
[New Note](#)