



SBMF Physician Office Access (POA) for Pathology Reports

Physician Office Access (POA) is a web-based platform that allows users to remotely access Pathology reports for their patients. This service is accessible via a website provided by SBMF/NovoPath.

Using the POA, you will be able to view the signed-off reports for your patients.

To sign up for this feature, please send in the Physician Office Access New User Form attached to this notice. SBMF will then provide you with the default account information that you can use for the first log in.

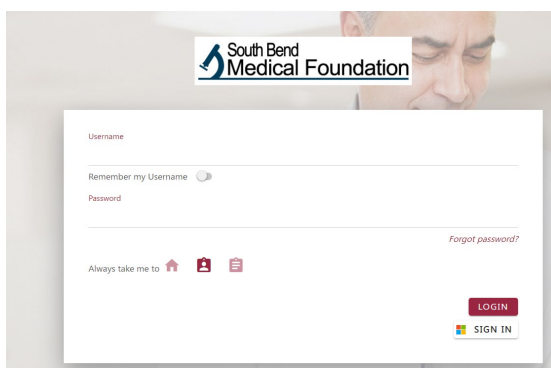
The online help tab within the portal describes each section of the POA and includes instructions on how to navigate through the website. For your convenience, a quick user guide has also been attached.

For any further information, please contact your South Bend Medical Foundation Account Executive: Laura Lehman, lehman@sbmf.org.

Accessing POA and EReq

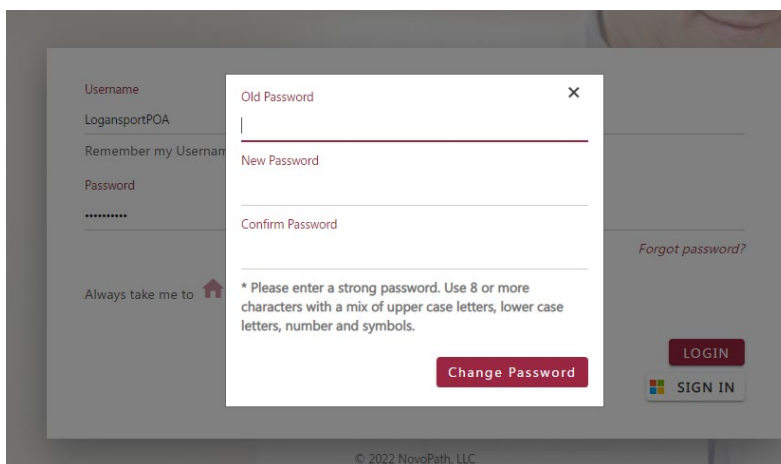
A. POA

1. POA access requires a chromium-based browser such as Chrome or Edge. It will not work with internet explorer.
2. Use <https://sbmf.novopath360.com/Login/PhysicianLogin> or the link on SBMF.org web page.



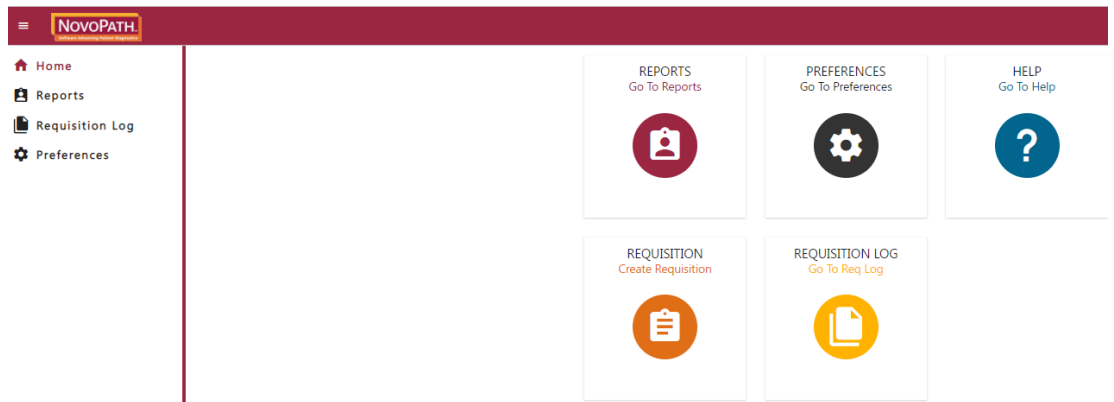
A screenshot of the South Bend Medical Foundation login page. The page features the SBMF logo at the top left. Below the logo, there are input fields for 'Username' and 'Password'. A 'Remember my Username' checkbox is located between the two fields. To the right of the password field is a link that says 'Forgot password?'. At the bottom left, there is a section labeled 'Always take me to' with icons for home, a folder, and a document. At the bottom right, there are two buttons: a red 'LOGIN' button and a blue 'SIGN IN' button.

3. Enter your username and password as indicated and press the Login button.
4. If you forgot your password, email marketing@sbmf.org or servicedesk@sbmf.org. Please include your name, username and email or a phone number where you can be reached.
5. You will be prompted to change your password the first time you log on. Passwords can be 8 or more characters and need to contain a mix of upper- and lower-case letters, numbers and symbols.



A screenshot of a password change dialog box overlaid on the login page. The dialog box has a title bar that says 'Old Password' with a close button (X) in the top right corner. It contains three input fields: 'Old Password', 'New Password', and 'Confirm Password'. Below the 'Confirm Password' field is a note: '* Please enter a strong password. Use 8 or more characters with a mix of upper case letters, lower case letters, number and symbols.' At the bottom of the dialog box is a red button labeled 'Change Password'. The background shows the login page with the 'Username' field containing 'LogansportPOA' and the 'Password' field masked with dots. The 'Remember my Username' checkbox is checked. The 'Forgot password?' link is visible on the right. The 'LOGIN' and 'SIGN IN' buttons are at the bottom right. A copyright notice '© 2022 NovoPath, LLC' is at the very bottom of the page.

6. You will be taken to the following HOME page. From this page you can access Reports, Preferences, HELP, Requisitions and Requisition Log.



7. Accessing reports
 - a. Select the Report option from the home screen or the yellow icon in the lower left-hand corner of the page. to open a list of all cases in either a signed-off or partial status for the locations/providers for your practice.
 - b. Press the red report view button at the far-right end of the row.

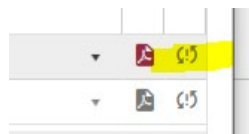
Reports Search

Drag a column header and drop it here to group by that column

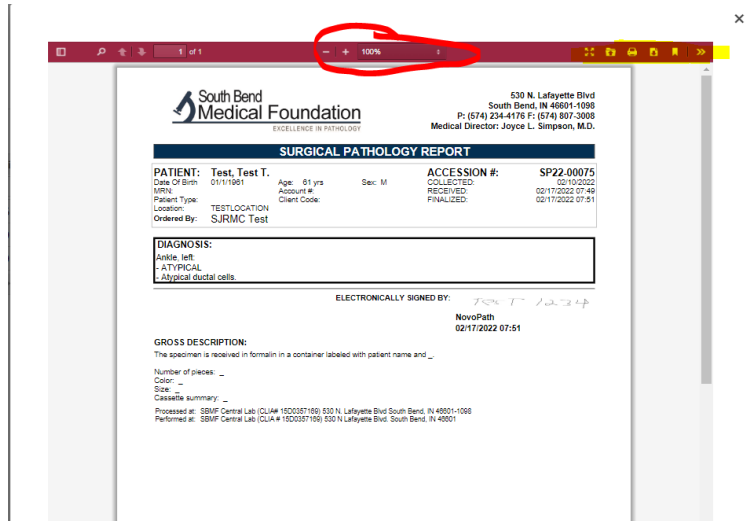
| Case Number | Requisitio... | Patient | Status | MRN | Account N... | Doctor Na... | Date Reported | Report Views |
|-------------|---------------|----------------------|------------|---------|--------------|--------------|-----------------------|-----------------------------------|
| SP22-00075 | 13256 | Test Test | Signed off | | SBMF Test | SIRMC Test | 02/17/2022 07:52 A... | POAMarge Fair 02/22/2022 01:34 PM |
| NG22-00010 | 3046919027 | SBMF TESTLOGANSPO... | Partial | 7034470 | Loganspor... | Loganspor... | 01/25/2022 02:46 P... | |
| SP22-00013 | 3046919025 | SBMF TESTLOGANSPO... | Partial | 7034470 | Loganspor... | Loganspor... | 01/25/2022 02:42 P... | |

50 items per page 1 - 3 of 3 items

- c. If the button is gray it means that the report is not yet available but in process. The gray/dithered icon to the right is not currently being used.



- d. When the pdf report is displayed you can use the +- at the top of the page to zoom in or out of the report. To the far right you have the option to save or print the pdf



- e. Use this option to open the presentation view. Use Escape key to exit this view.



- f. By pulling a column to the header you can sort the cases by that column. In this instance they are sorted /grouped by account name. To remove the sort, click on the X in the column name.

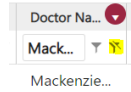
| Case Number | Requisition | Patient | Status | MRN | Account N. | Doctor N. | Date Reported | Report Views |
|--|-------------|---------------------|------------|---------|--------------|--------------|-----------------------|--------------------------------------|
| * Account Name: Logansport Memorial Hospital | | | | | | | | |
| ... NG22-00010 | 3046919027 | SBMF TESTLOGANSPORT | Partial | 7034470 | Loganspor... | Loganspor... | 01/25/2022 02:46 P... | 05 |
| ... SP22-00013 | 3046919025 | SBMF TESTLOGANSPORT | Partial | 7034470 | Loganspor... | Loganspor... | 01/25/2022 02:42 P... | 05 |
| * Account Name: SBMF Test | | | | | | | | |
| ... SP22-00075 | 13256 | Test Test | Signed off | | SBMF Test | SIRMC Test | 02/17/2022 07:52 A... | POAMarge Farr 02/22/2022 01:34 PM 05 |

- g. Filters are available for each column. Left click on the filter to select the Contains, Equals or Starts with option and then begin entering the name in the search field and items that match will appear in a drop-down list.

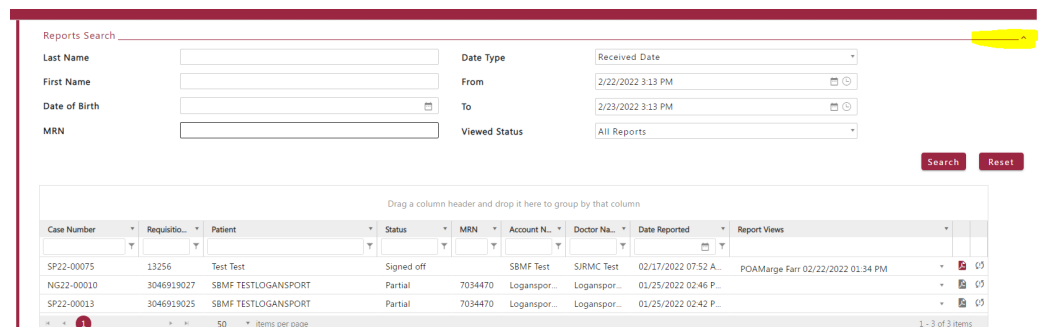
Drag a column header and drop it here to group by that column

| Case Number | Requisition | Patient | Status | MRN | Account N. | Doctor N. | Date Reported | Report Views |
|-------------|-------------|--------------------|------------|----------|--------------|-----------------------|---------------|---------------|
| SP22-00044 | | Jessica Ztest | Signed off | | SIHS Mish... | Mackenzie Austgen, MD | 10:15 A... | |
| BM22-00043 | 2881710359 | MHSLAB ZCERNER | Signed off | 50000... | Beacon He... | Matthew Foltain, MD | 11:07 P... | |
| SP22-00122 | | Beth Testsbmf | Signed off | | Beacon He... | Mark Thompson, MD | 10:36 P... | |
| PR22-00034 | 2645990 | NOVOPATH APBREAKER | Signed off | 90020... | SIHS Mish... | | 10:15 P... | POAMarge Farr |

h. Click on the icon indicated to remove the filter

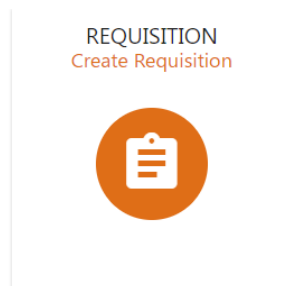


i. To search by patient data, select the up arrow to the far right of the screen to open the reports search fields and use the reset button to clear the search fields. Note that this feature defaults to the previous 24 hours but can be adjusted. Reports will be available in this view for 60 days before being archived.

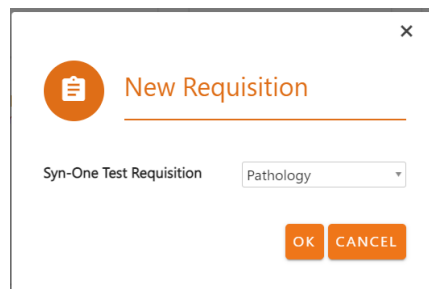


B. EReq

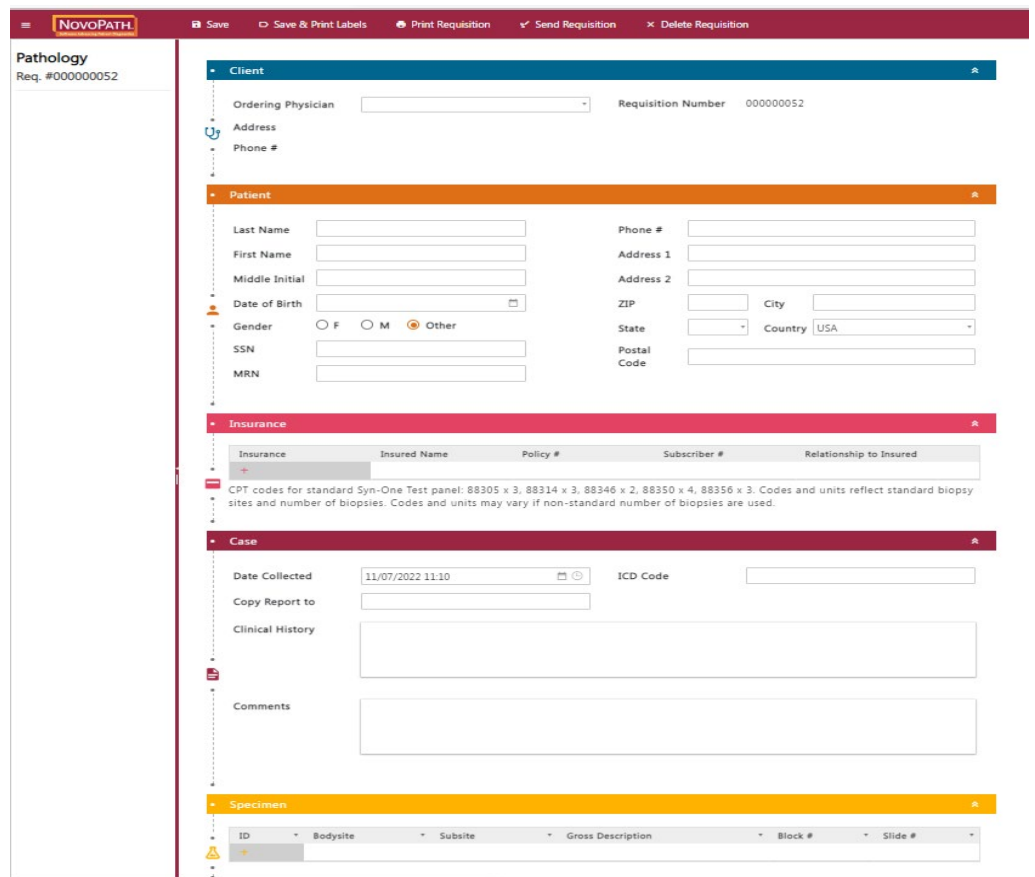
1. Select the Requisition option from the home screen



2. Click 'OK' to open the Pathology requisition.



3. Complete the following areas of the EReq, Client, Patient, Case, and Specimen Information. *Skip past the Insurance section.*
 - a. Tap on the + under Specimen ID to enter 1, 2, etc.
 - b. Tap on Bodysite, then tap on the drop-down icon for a list of bodysites, and the option to search for a bodysite.
 - c. Tap on Subsite and follow the same steps as above to complete.

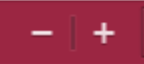


The screenshot shows the NOVOPATH Pathology requisition form for requisition #000000052. The form is divided into several sections:

- Client:** Includes fields for Ordering Physician, Requisition Number (000000052), Address, and Phone #.
- Patient:** Includes fields for Last Name, First Name, Middle Initial, Date of Birth, Gender (radio buttons for F, M, Other), SSN, MRN, Phone #, Address 1, Address 2, ZIP, City, State, Country (USA), and Postal Code.
- Insurance:** Includes a table with columns for Insurance, Insured Name, Policy #, Subscriber #, and Relationship to Insured. Below the table is a note about CPT codes for standard Syn-One Test panels.
- Case:** Includes fields for Date Collected (11/07/2022 11:10), ICD Code, Copy Report to, Clinical History, and Comments.
- Specimen:** Includes a table with columns for ID, Bodysite, Subsite, Gross Description, Block #, and Slide #.

4. Select Print Requisition from the bar at the top of the EReq.




5. Use  at the top of the page to zoom in or out of the EReq.

6. Use this option to open the presentation view.
Use Esc to exit full screen.



1 of 1
Automatic Zoom

Pathology Requisition



530 N. Lafayette Blvd
South Bend, IN 46601-1098
P: (574) 234-4176 F: (574) 807-3008
Medical Director: Joyce L. Simpson, M.D

Requisition Number
000000060
\$000000060Pce

Ordering Physician
Client Name
BeaconMHSB - Beacon Health System
Memorial Hospital
Client Address
615 N MICHIGAN ST
SOUTH BEND, IN 46601
Ordering Physician
Beacon Health System Memorial Hospital - BeaconMHSB

Client phone
5746475441

Patient Information

| | | | | |
|--------------------------------------|--------|--|------------------------------------|--------------------|
| Patient Last Name TestTest | Middle | Patient First Name Test | Date of Birth 02/02/1980 | Sex F |
| MRN | SSN | | Phone Number 1234567891 | |
| Address 123 Test Dr | | Zip 99999 | City Test City | State IN |
| ICD Code R74.5 | | Date of Collection 11/15/2022 10:02 AM | | |

Clinical Information


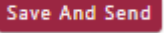
Copy of Report to: **Test MD, Doctor**

Comments: **Notes here**

Clinical History: **Notes here**

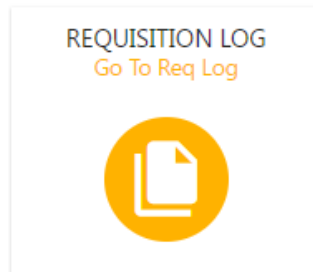
Specimen Information

| ID | Specimen Source | SubSite | Special Procedure |
|----|-----------------|---------|-------------------|
| 1 | Adenoids | | |

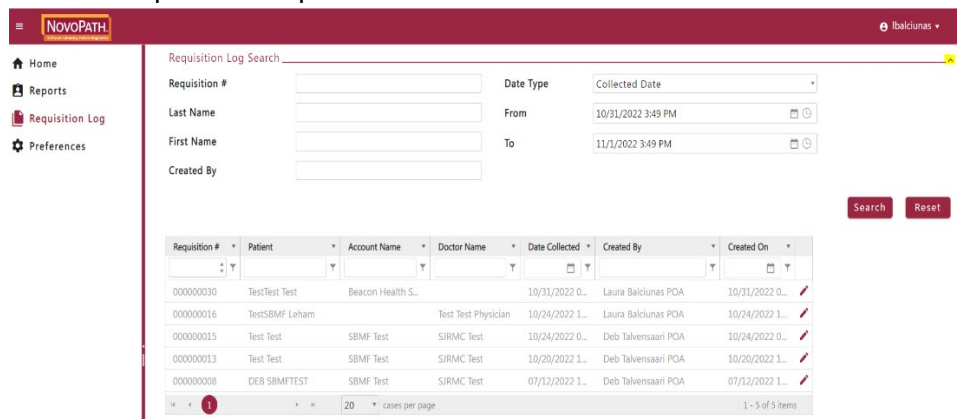
7. Review EReq for accuracy. If corrections need to be made, X out of the print view.
8. Once complete, select this option  to print a copy of the EReq.
9. Tap on the X in the upper right corner to exit the EReq.
10. Select  in the bottom right corner to transmit the EReq to SBMF.

C. Accessing Requisition Log

1. Select the Requisition Log option from the home screen



2. To search by patient data, select the arrow to the far right of the screen to open the requisition search fields.



NovoPATH | iBalcunas

Home | Reports | Requisition Log | Preferences

Requisition Log Search

Requisition # Date Type

Last Name From

First Name To

Created By

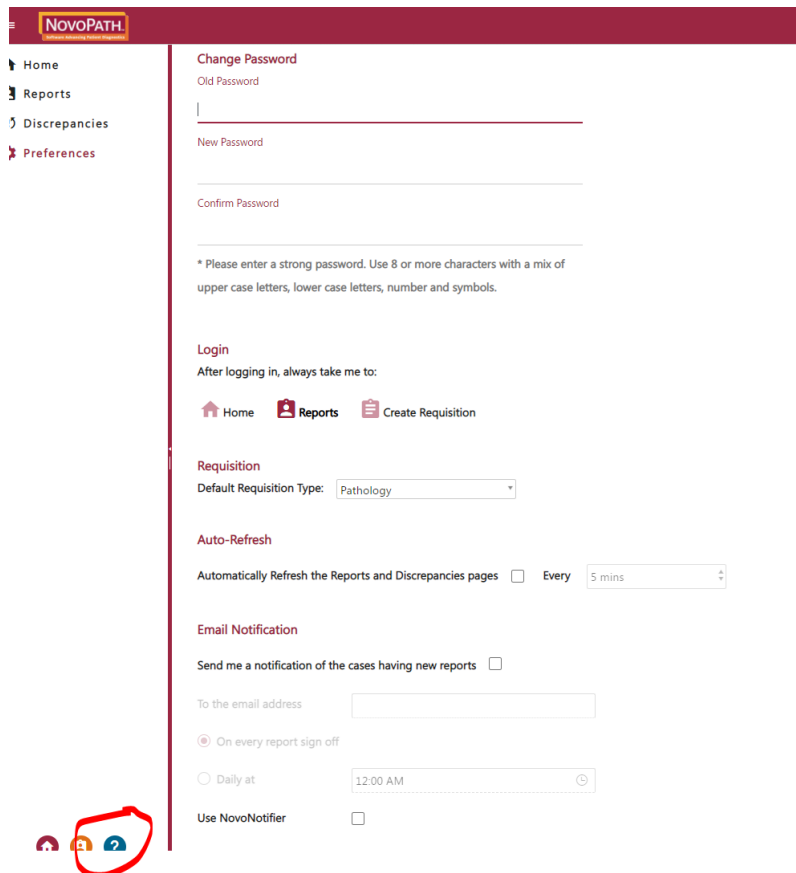
Search Reset

| Requisition # | Patient | Account Name | Doctor Name | Date Collected | Created By | Created On |
|---------------|----------------|--------------------|---------------------|-----------------|--------------------|-----------------|
| 000000030 | TestTest Test | Beacon Health S... | | 10/31/2022 0... | Laura Balcunas POA | 10/31/2022 0... |
| 000000016 | TestSBMF Leham | | Test Test Physician | 10/24/2022 1... | Laura Balcunas POA | 10/24/2022 1... |
| 000000015 | Test Test | SBMF Test | SJRM Test | 10/24/2022 0... | Deb Talvensaan POA | 10/24/2022 0... |
| 000000013 | Test Test | SBMF Test | SJRM Test | 10/20/2022 1... | Deb Talvensaan POA | 10/20/2022 1... |
| 000000008 | DEB SBMFTTEST | SBMF Test | SJRM Test | 07/12/2022 1... | Deb Talvensaan POA | 07/12/2022 1... |

1 cases per page 1 - 5 of 5 items

D. Setting user preferences

- A. Select Preferences to set up the following parameters- change password, defaults for log in screen, auto-refresh for reports, and email notifications.



B. Email notification

Check the Send me a notification of the cases having new reports to open the email address and time fields. Check with your office manager to get approval to use this feature and determine if a generic email will be used for notifications.

