TENNESSEE DEPARTMENT OF HEALTH
DIVISION OF LABORATORY SERVICES

Central Laboratory
630 Hart Lane
Nashville, TN 37216
p. (615) 262-6300

Knoxville Regional Laboratory
2101 Medical Center Way
Knoxville, TN 37950
p. (865) 549-5201

TN Lab Web Portal Facility Form

Please fill in all fields applicable to your request and submit with your ticket @https://tnlabsupport.health.tn.gov/hc/en-us

Please check the change needed:

☐ **New Client** ☐ **Facility Name Change** ☐ **Facility Address Change** ☐ **Inactivate Facility**

Requester's Information

Requested By: _____ **Date:** _____

Phone: _____ **Email Address:** _____

Client Type

☐ **TN LWP** ☐ **Rabies LWP** ☐ **ARLN LWP**

Facility Information to be Updated/Added

NAME OF FACILITY _____

EMAIL ADDRESS _____

ADMINISTRATOR _____

PHONE _____ FAX _____

STREET _____

CITY _____STATE _____ ZIP CODE _____

Category

☐ **Hospital** ☐ **Long Term Care** ☐ **Animal Services**

☐ **Clinic(s)** ☐ **Rehab Center** ☐ **Other: (specify)**

☐ **Reference Lab** ☐ **Corrections** _____

Pre-approved Users

Pre-approved users will be activated upon registration to the lab web portal. Users not listed here for pre-approval will need to be verified by the facility administrator listed on this form.

LWP user role overview at the bottom of this form, most users will require the default Submitter AllTest role. Rabies submitters will select LWP Rabies role.

Name: _____ E-mail: _____

User role: Submitter AllTests Phone: _____

Name: _____ E-mail: _____

User role: Submitter AllTests Phone: _____

Name: _____ E-mail: _____

User role: Submitter AllTests Phone: _____

Name: _____ E-mail: _____

User role: Submitter AllTests Phone: _____

Name: _____ E-mail: _____

User role: Submitter AllTests Phone: _____

Name: _____ E-mail: _____

User role: Submitter AllTests Phone: _____

Name: _____ E-mail: _____

User role: Submitter AllTests Phone: _____

Name: _____ E-mail: _____

User role: Submitter AllTests Phone: _____

Pre-approved Users

Pre-approved users will be activated upon registration to the lab web portal. Users not listed here for pre-approval will need to be verified by the facility administrator listed on this form.

LWP user role overview at the bottom of this form, most users will require the default Submitter AllTest role. Rabies submitters will select LWP Rabies role.

Name: _____ E-mail: _____

User role: Submitter AllTests Phone: _____

Name: _____ E-mail: _____

User role: Submitter AllTests Phone: _____

Name: _____ E-mail: _____

User role: Submitter AllTests Phone: _____

Name: _____ E-mail: _____

User role: Submitter AllTests Phone: _____

Name: _____ E-mail: _____

User role: Submitter AllTests Phone: _____

Name: _____ E-mail: _____

User role: Submitter AllTests Phone: _____

Name: _____ E-mail: _____

User role: Submitter AllTests Phone: _____

Name: _____ E-mail: _____

User role: Submitter AllTests Phone: _____

LWP Role Overview

Role Name	Role Functionality	Users
Submitter AllTests	• Can order ALL tests • Batch order all tests • Can view results by assigned facilities • Can view orders by assigned facilities • Can export results and PDF reports • Discrete results should be available on both All Orders and Published Reports for tests that discrete parsing is currently available for	Providers who submit orders
Epi State Submitter	• View orders and results by assigned STATE • Submit test by assigned STATE • Can batch order • Can export results and PDF reports	State Epis who submit for facilities
Epi State View	• View test orders and results for any facilities within STATE • Can export results and PDF reports	State Epis who need to only review results
GC Isolate Submitter • Role requires Epi approval • Only available in ARLN LWP	• Can submit GC isolates test GISP, EGISP, SURRG and CARGOS • Can batch order • Can view orders by assigned facility • Can view results by assigned facility • Can export • Discrete results should be available on both All Orders and Published Reports for tests that discrete parsing is currently available for	GC Isolate submitting providers

LWP Role Overview

Role Name	Role Functionality	Users
LWP Rabies	• Can order only rabies tests by assigned facility • Can view rabies results by assigned facilities • Can view rabies orders by assigned facilities • Can export results and PDF reports	Submitters who submit rabies orders
Environmental Epi	• Can view only rabies orders and results by assigned STATE • Can submit rabies test by assigned STATE • Can export results and PDF reports	State Epis who submit rabies for facilities