

# How to Order the ExoDx™ Prostate Test

EMR Integrations & Portal Ordering

## EMR Integration

Full bi-directional integration of the ExoDx™ Prostate Test with an EMR system can help streamline the process of ordering and receiving test results. This integration can help reduce the time and effort required to manually enter patient data and test results into the EMR system, which can lead to improved efficiency and accuracy. Please contact us to determine whether your EMR provider currently offers an integration with ExoDx.

Email: [EMR@bio-techne.com](mailto:EMR@bio-techne.com)



## ExoDx HCP Portal

For offices which do not yet have an available EMR integration, we offer a portal that can be used to electronically order the ExoDx Prostate Test. This portal can also be used to view and manage patient test results securely and efficiently.

For a preview and step-by-step instructions of how to use the portal, please read the instructions below or scan the QR code to view the video.



Scan the QR Code or Visit:

[exosomedx.com/physicians/how-to-order-exodx-prostate-test](https://exosomedx.com/physicians/how-to-order-exodx-prostate-test)

Note: Paper-based ordering is also still available if required.

## Navigating the ExoDx HCP Portal: Step-by-Step Instructions

Login to the HCP portal at the top ribbon of [exosomedx.com](https://exosomedx.com) with your username, password, and location. The location is specific to the physical location you are ordering from and can be provided to you by your sales rep.

To begin placing an order, navigate to **'Patients'**.

### Placing an Order for a New Patient

1. Click on **'Add Patient'** and fill out Patient Demographics. Fields in red are mandatory.
2. Fill in information for their Guarantor (the person responsible for the bill).
  - a. Most often, it is **'Self'**; Selecting **'Self'** will auto-populate the required information.

### 3. Insurance

- a. If you choose to enter insurance info directly into the portal, begin to type in the **'Search'** field and select from the list. *If you cannot find a specific insurance company, select OTHER.*
- b. Add the group and patient ID.

### 4. Click **'Save and Place Order'**.

### Placing an Order for an Existing Patient

1. Navigate to **Patients → Search Patients**.
2. You can either browse by last name or begin typing into the search bar and results will autofill.

3. Searching '#' will give you a list of all patients.
4. Select a patient.
5. Here you can review patient demographics and insurance information and update as necessary.
6. To place a new order, click '**Create New Order**'.

### Bill Type

Select the '**Insurance**' option if the insurance is entered into the patient's demographic information directly in the HCP Portal. Select the '**Patient**' option if the insurance will be uploaded via PDF or physically printed and submitted with the sample.

### In-Office Collection

1. Select provider from dropdown and click '**Next**' to advance.
  - a. The instructions for adding a new provider are: Click on **User Profile** → **Admin** → **Users** → **Manage**. Select the User Type: **Provider**. Then, enter the NPI in both the NPI and provider ID fields.
2. Select the In-Office or At-Home collection kit:
  - a. For In-Office Collection, select '**EXODX In-Office Collection**'.
  - b. For At-Home Collection, select '**KIT-SINGLE01 At-Home Collection**'.
  - c. Click '**Next**'.
3. Review and answer all required questions.
  - a. For the In-Office kit, find the Sample ID on the physical TRF (top right corner or on the sample label) beginning with '**EDX**' and enter this number. You may also use a barcode reader to populate this field by scanning the barcode on the physical TRF.
4. Upload documents – Upload the patient's insurance card and any medical notes. To upload a file, select a file from your computer, select '**Upload**' and select the document type. Documents can also be printed and included with the collected sample instead of uploading them here.
  - a. Click '**Next**'.

5. Review order details and **COMPLETE (In-Office) or SAVE (At-Home)**.
  - a. Once an In-Office Sample Collection order is complete in the portal, a physical TRF is not required to be placed in the kit. While the TRF is not required, remember to label the sample with a completed sample label found on the physical TRF.
6. Return the sample to the lab as usual. For At-Home kits, a kit will be automatically mailed directly to a patient's home. You can track the status of the sample via the portal.

### Frequently Asked Questions

#### Q: Is a physical signature required?

**A:** A physical signature is not required when using the HCP portal for ordering.

#### Q: If there are multiple physical locations for a practice, how does the HCP portal handle this?

**A:** If multiple physical locations are linked in the portal, all patient data will be available regardless of the location logged in to. If a physician is associated with multiple physical locations, the order will be placed with the location that they are signed in with.

#### Q: How do I reset my password?

**A:** Clicking '**Need Help**' will walk you through resetting account passwords.

#### Q: Why have I received a prompt to reset my password?

**A:** Inactivity for 30 days requires password reset. Active users will be prompted to reset passwords every 90 days for security purposes.

#### Q: Why have I been locked out of my account?

**A:** Logging into multiple terminals with the same credentials may lock a user out and require reset.

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