



GETTING STARTED GUIDE

TOPICS:

- **SECTION 1: ADDING TESTS** – How to Add tests performed by your laboratory
- **SECTION 2: SHARING REQUEST** – How to obtain DEX Z-Codes® for tests from reference laboratories and manufacturers through Sharing
- **SECTION 3: RESOURCES** – How to find answers to common questions and inquiries

SECTION 1: ADDING TESTS

NOTE: If you require a Z-Code® for a test sent to a reference laboratory, please proceed to Section 2: Sharing below for instructions.

Log in to your DEX® Diagnostics Exchange Registry account.

The following information will aid in successful submission and expedited receipt of your DEX Z-Code identifier(s):

- Consult a *clinical resource* – a Medical Director or Clinical Laboratory Scientist from your organization, who has detailed information about the methodology and makeup of the test(s).
- DEX Z-Codes are assigned to orderable tests and/or panels, not individual CPT® codes. Please add the tests as they are orderable and do not add separate tests into individual components/genes based on CPT® codes if they are not individually orderable by providers.
- Use the **Add Test Worksheet** to facilitate understanding the required information for test submission and gathering the test details for data entry.
 - This worksheet can be found on the DEX home page located above the <Add Test> action button by clicking the link that says 'this worksheet.'
- When adding a test, hover over the tooltip icons ⓘ provided for each field to obtain the information required for correct data entry. If the required data is not submitted this will result in delays until the required information is provided.
- Save as "draft" if you don't have all your information and return to complete & submit your lab test for a DEX Z-Code assignment later.

NOTE: If your lab has a significant number of tests to enter, we suggest entering less than 5 to start to ensure correct data entry to ease the process.



SECTION 2: SHARING

Sharing is a feature within the DEX® Diagnostics Exchange Registry that allows a client lab to see their reference laboratory test details, including DEX Z-Code® identifiers and CPT® codes to be used for billing.

Sharing can also be used to obtain DEX Z-Codes and CPT® codes from manufacturers with FDA-cleared/approved tests in the DEX Registry. This is only applicable if the performing lab is using the test within the intended-use labeling (i.e., it is unmodified) and the manufacturer has obtained a Z-Code for their test.

- If you will be performing the test exactly according to the intended-use labeling, you can “Request Sharing” from the manufacturer that has added the test to view DEX Z-Code identifiers.

How to Make a Sharing Request:

After your organization is registered and your account is active:

1. Log in to your DEX Diagnostics Exchange Registry account
2. Select “Labs & Manufacturers” Catalog
3. Search for any of your reference labs/manufacturers
4. Click on that lab or manufacturer name link OR
5. Select the “+” sign to expand a parent organization’s individual facilities, find the facility you physically send the specimen for processing (or testing)
6. Select the “Request Sharing” button at the top right corner
7. Once your reference lab/manufacturer “approves” your sharing request, you can Search the Lab Tests Catalog by using the lab test code or name
8. Click on the test to see the Z-Code to be added to your billing claim

How to Manage an Incoming Request:

1. Log into your DEX Diagnostics Exchange Registry account
2. Go to My Organization (click your name upper right corner)
3. Select the Sharing tab
4. Review the name of requesting lab
 - If you have a client/billing relationship, select **Approve**
 - If you do not have a client/billing relationship, select **Do Not Approve**



SECTION 3: RESOURCES

Help Guide: For guidance on how to navigate DEX® Diagnostics Exchange Registry, where to find information, and answers to the most common questions, please find our online help guide available in the top right corner of every page in DEX; just click "Help."

[DEX Administrator FAQs \(PDF\)](#) (PDF): For administrator users in the DEX Diagnostics Exchange Registry, refer to this FAQ for important information on adding a test to obtain a DEX Z-Code®, obtaining a Z-Code from your reference lab or kit manufacturer through Sharing, and other administrative tasks.

Customer Service: If you haven't found the answers, please contact us at DEX.Customer.Service@palmettogba.com.