



**PALMETTO GBA®**

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# Public User

User Guide



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**HGNC:** HUGO Gene Nomenclature Committee at the European Bioinformatics Institute <http://www.genenames.org/>

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# CHAPTER 1: OVERVIEW

## WELCOME PUBLIC USERS

DEX™ Diagnostics Exchange provides an extensive catalog of molecular, genetic, and esoteric tests that are only performed at certain labs. A public user can easily search and choose tests from an extensive catalog.

- To view the Message Center, see [Message Center Overview](#).
- To browse the catalog, see any of the following topic: [About Browsing the Catalog](#)

# CHAPTER 2: USING THE MESSAGE CENTER

## MESSAGE CENTER OVERVIEW

After logging in to DEX™ Diagnostics Exchange, a window automatically displays with targeted or timely messages about a production release. Messages are presented as QuickNotes and may include the following release information: updates, enhancements, bug fixes, and delays.

See the following sections for performing tasks with the Message Center:

- Using the Message Center Window
- Managing the Messages Queue
- Archiving Messages
- Restoring Messages

## USING THE MESSAGE CENTER WINDOW

After logging into DEX™ Diagnostics Exchange, a message appears on the Message Center window if there are new or unread messages since the last login.

The red circle with the number in it, next to the Message Center menu option, refers to the number of messages that are unread.

### To dismiss a message:

- Click Dismiss to close the Message Center window. The message remains unread in bold in the Messages queue. Open this message later from the Messages queue by accessing Message Center from the DEX menu.

### To read the message:

- Click Read More to display a full message in a new window.

The message is marked as read in the Messages queue, and the Message Center window closes.

### For more than one message:

- Click Read More.

DEX opens the Messages queue for viewing a list of unread messages in bold. The most recently sent message appears first.

### When leaving DEX without clicking Dismiss or Read More:

- Unread messages automatically appear on the Message Center window for the next login.

Select Message Center on the DEX menu at any time to read messages on the Messages queue. Click the message title to open the message.

**If there are no new or unread messages since the last login:**

- The Message Center window does not display after login.

## MANAGING THE MESSAGES QUEUE

After reading and closing a message received from the Message Center window, the message moves to the Messages queue. Open this queue at any time by selecting Message Center from the menu options. DEX™ Diagnostics Exchange defaults to the Messages tab that contains the queue.

The sort order displays the most recent message first (by default) but can be changed to display by date or subject.

Messages that appear in bold have not yet been read. The bold text disappears after reading the message. Open and read messages at any time. An Items Per Page indicator appears at the bottom of every page for scrolling through the pages of the archived message list.

To archive a message to the Archive queue, see [Archiving Messages](#).

## ARCHIVING MESSAGES

Archive a message from the Messages queue by selecting Archive to the left of the message. To select all messages, click Archive All above the list.

After confirming, a red alert appears on the Message queue indicating that the message has been archived and the message moves to the Archive queue.

The sort order displays the most recent message first (by default) but can be changed to display by date or subject. Messages cannot be deleted. Open and read messages at any time. An Items Per Page indicator appears at the bottom of every page for scrolling through the pages of the archived message list.

To restore a message back to the Messages queue, see [Restoring Messages](#).

## RESTORING MESSAGES

Select a message from the Archive queue, and then click Restore next to that message. To select all messages, click Restore All above the list.

After selecting Restore or Restore All and confirming that decision, the message or messages return to the Messages queue.

Open and read the message at any time. An Items Per Page indicator appears at the bottom of every page for scrolling through the pages of the archived message list.

To archive a message, see [Archiving Messages](#).

# CHAPTER 3: BROWSING THE CATALOG

## ABOUT BROWSING THE CATALOG

A central part of DEX™ Diagnostics Exchange is the test catalog. This catalog comprises a broad array of molecular, genetic, and other esoteric tests and provides information about which labs perform them. For more information on how to use the test catalog, review the following topics:

### Browsing by Lab Test

#### Browsing by Lab

There are several ways to search the catalog for returned results. For more information, see [Searching for Content in the Catalog](#).

At the bottom of the Welcome screen are links to the privacy notice and how to contact DEX.

## BROWSING BY LAB TEST

After selecting the Lab Tests button, a window with a list of tests appears.

Tests appear with the test title, internal code from the performing lab, and the name of the performing lab or manufacturer. Select All to display all lab test titles in the catalog. Select the lab test title link to access lab test detail. For more information, see [Lab Test Detail](#).

A laboratory or manufacturer can allow all users to search for the Gene or Gene Variant/Mutation/Allele fields in the test catalog if this information is specified as Public in the organization's Test Privacy section.

On the left side of the window is a list of categories to access for more detailed browsing. For more information, see [Using Categories to Filter a Search](#).

### Lab Test Detail

When clicking on the lab test title link, the Lab Test Detail window appears.

**The following detail appears about the selected lab test:**

- **Name** — The name of the lab test.
- **Description** — The usage statement for the associated test or assay including indications for ordering, limitations, etc. This information will be exposed for public view.
- **Lab/Mfr Test ID** — An identification number assigned to the lab test by the lab.
- **FDA 510(k)/PMA** — An indication of whether the test has been FDA cleared or approved.

- **FDA Document #** — The related FDA document number. If the value in the FDA field is Yes, then the lab is required to enter a number, otherwise the test cannot be saved.
- **Handling Tab** — A tab that contains specific instructions about how the specimen(s) needs to be handled.
- **Specimen Info Tab** — A tab that contains specimen information associated with the test.
- **Patient Instructions Tab** — A tab that contains patient instructions associated with the test.
- **Advanced Info Tab** — A tab that contains advanced information about the test, such as descriptions of the Clinical Validity and Analytic Sensitivity.
- **Coverage Tab** — A tab that lists coverage already determined for the test.

## BROWSING BY LAB

After selecting the Labs & Manufacturers button, a window with a list of labs and manufacturers appears.

Labs & Manufacturers display alphabetically by lab/manufacturer name in the Title column. Click All to display all labs/manufacturers in the catalog. Select the lab title link to access lab detail. For more information, see [Lab Detail](#).

### Lab Detail

When clicking on the link for the performing lab or manufacturer, either from the Lab Test or Lab browse windows, the Lab Detail window appears.

**The following detail appears about the selected lab:**

- **Name** — The name and/or logo of the performing lab.
- **Laboratory Type** — The type of laboratory, such as an office laboratory.
- **NPI#** — The National Provider Identifier number for the lab.
- **CLIA#** — The Clinical Laboratory Improvement Amendments number for the lab.
- **State Licenses** — The state license for the lab.
- **Lab Address** — Contact information for the lab, which includes the mailing address (with View Map capability).
- **Director's Name** — The name of the medical/lab director.
- **Tests Offered** — A tab with a list of tests offered by the lab. When selecting this tab, the list appears with the test title and a link to the lab test detail, the lab or manufacturer's test identification number, and a test description.

Click the lab test title to review [Lab Test Detail](#).



## SEARCHING FOR CONTENT IN THE CATALOG

DEX™ Diagnostics Exchange provides several methods for searching for information in the catalog.

**From the Browse Catalog window, search by using:**

- **Breadcrumbs** — Shows the path taken to get to the current page. Click any item in the path to go back to that page.

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**NOTE:** Use breadcrumbs to go back to a previous page. If using the browser's Back button (not recommended), the user will go back to the previous page without removing the breadcrumb from where the user departed. The breadcrumbs continue to list all pages visited; the list will not reset.

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- **Change a search item** — Allows the user to select the catalog of lab tests or labs and manufacturers.
- **Search by keyword** — Allows the user to add a keyword. The system begins searching as typing begins in the text box.
- **Show All** — Click to clear all choices and start searching again with the entire list of available lab tests and labs and manufacturers, depending on the catalog page displayed.
- **View a page of returned results** — On the top and bottom right of the list, select the first page, previous page, next page, last page, or go to a specific page of returned search results.
- **Filter category list text box** — For the Diseases/Disorders category on the lab test, start to type a disease or a disorder in the text box to help filter the search list.
- **Search by category** — Click a category (or sub-category) from the list on the left navigation pane to view returned results by the selected category or sub-category. See [Using Categories to Filter a Search](#) for more information on categories.
- **View a specific number of returned results** — On the bottom left side of the list, select a number from the dropdown (15, 25, 50, and so forth). The selected number marks the number of returned results that appear. An indicator appears to the left of the dropdown showing the current range of returned results.

## USING CATEGORIES TO FILTER A SEARCH

When selecting a lab test, a list of categories appears on the left side of the browse window. Categories display in alphabetical order and display only those categories associated with the currently selected list of tests.

Use categories to drill down into a specific group of items. To further assist with filtering the Diseases/Disorders category, type a disease or disorder in the text box at the top of the category list. When opening a new browser window, the list of categories collapses to the first level and all available lab tests or labs appear on the search list.

Drill down into the categories to refine the number of items that appear on the search list.

With each category and sub-category selection, the number of items on the search list gets smaller until the specific item or items appear, for example when selecting Diseases/Disorders > Anthrax.

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