ZoetisDx Quick Start Guide

virtual laboratory by zoetis

You can access ZoetisDx at www.zoetisdx.com.

Register a Clinic

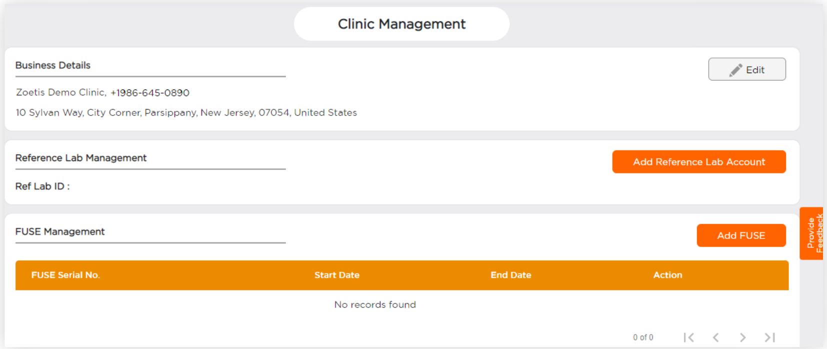
To register, select **Register your clinic here** to open the form.

1. Fill in information specific to the clinic in the designated fields. Required fields are **First name, Last name, Email address, Create a password**, and **Confirm password**.
2. Enter the business details. If you work with a business that already has an account with Zoetis, it can be searched by Zoetis account number or Zip Code.
   In addition, you can enter it manually.
   a. To search by account number OR Zip Code, enter the Zoetis account number or Zip Code then select **CHECK**. Find your clinic information, choose the location, and select **ADD LOCATION**. Choose your role from the drop-down list then select **ADD**.
   b. To enter manually, fill in information specific to the business in the designated fields. Required fields are **Business Name, Address Line 1, City, Select State**, and **Zip Code**.
3. Read the **Terms of Use**, **Privacy Policy**, and **End User License Agreement**. Select the checkbox upon completion.
4. Select **SUBMIT** to submit the registration, which will send additional instructions to your email.
5. Go to the email and validate the information to complete the registration.

Clinic Management

Select the **Clinic Management** icon on the left navigation menu to open the page and manage the clinic information. The **Clinic Management** page displays three sections:

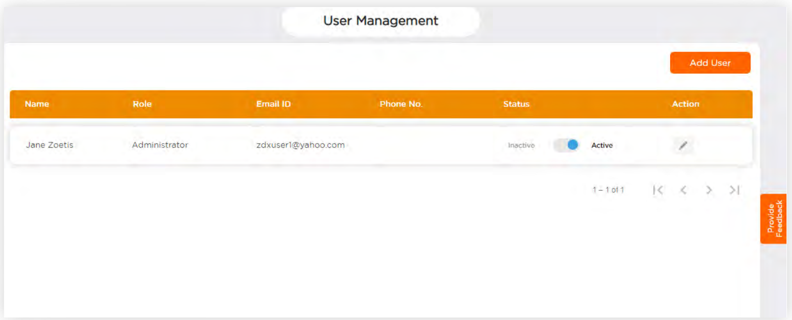
1. **Business Details:** Make edits to the business details of the clinic.
2. **Reference Lab Management:** Displays the **Ref Lab ID** for the clinic and allows edits to the reference lab account.
   a. To add a reference lab account, select the **Add Reference Lab Account** option.
3. **FUSE Management:** FUSE connection information is displayed in this section. To add a FUSE, select the **Add FUSE** option.



User Management

Select the **User Management** icon on the left navigation menu to open the page and view user information for the ZoetisDx account. The **User Management** page displays all users who have access to ZoetisDx for the clinic.

1. **Change User Status:** A toggle appears in the Status column to indicate if a user is active or inactive. Select the toggle to change the status of a user.
2. **Edit User:** Find the User then select the pencil icon in the action column. In the edit screen, choose the role from a drop-down list and **Save Changes** to apply changes.



3. **Add User:** Select **Add User** option and enter the First Name and Last Name, Role, and Email address. Select **Send Invite** to send an invite to a new user. Once submitted, the invite will be processed and sent to the designated user. You can add multiple users by choosing the **Add Multiple Users** option.

zoetis

User Settings

Select the **user profile** icon in the top right corner to open the user settings menu and edit the ZoetisDx account profile.

The user settings menu displays options to manage and edit the ZoetisDx account profile. The profile information, account settings, and account password can be changed in user settings. Additionally, the menu displays a Logout option to log out of ZoetisDx.

Profile: Select **Profile** in the user settings menu. The **About You** section appears. View the name linked to the ZoetisDx account profile.

Account Settings: Select **Account Settings** in the user settings menu. You can click on the pencil icon to edit the language, time zone, date format, 24-hour time, and notification preferences for the account.

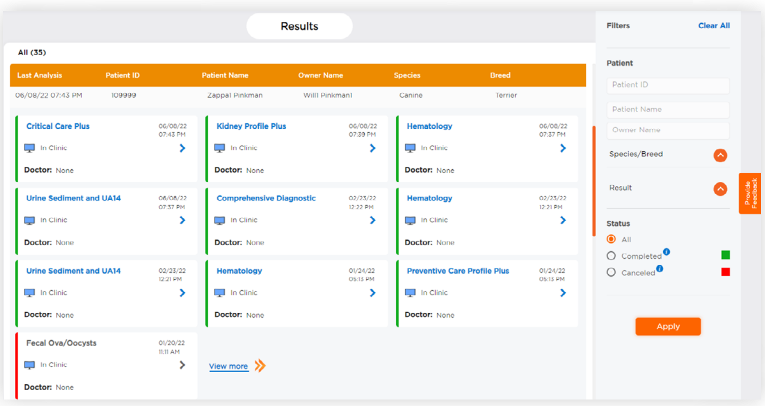
Edit Doctor ID Management: To edit the doctor ID, select the **Doctor ID Management** section in the account settings and use the pencil icon that appears at the bottom of the section. The **Doctor ID Management** section displays the Ref Lab Provider ID and In Clinic Provider ID.

Note: Doctor ID Management section is displayed only for users with a doctor or clinic administrator role.

Results

Select the **Results** icon on the left navigation menu to open the page and view results.
The **Results** page displays a list of patients and their results; individual patients can be selected for more information. The list of patient results can be filtered.

1. **Expand Patient Listing:** Select the desired patient to expand their listing. Cards appear for each test result. The vertical status bar on the left of the card displays the status of the result. **Green** indicates a completed test. **Red** indicates a canceled test.
2. **View result details:** Select the arrow icon on the test result card.
3. **Patient information:** Select the **View more** arrow icon to open the **Patient Information** page.



4. **Result Details page:** To view details such as date range, source, and panel or analysis type, select the arrow icon on a test result listed below the desired patient on the **Results** page.
   Results can be **trended** by selecting listed test results.

Patient History: The **Patient History** section displays a preview of the most recent test results for the patient. Select a result to view the result details. Select the **See full patient history** option to open the **Patient Information** page to view test results and full diagnostic history for that patient.

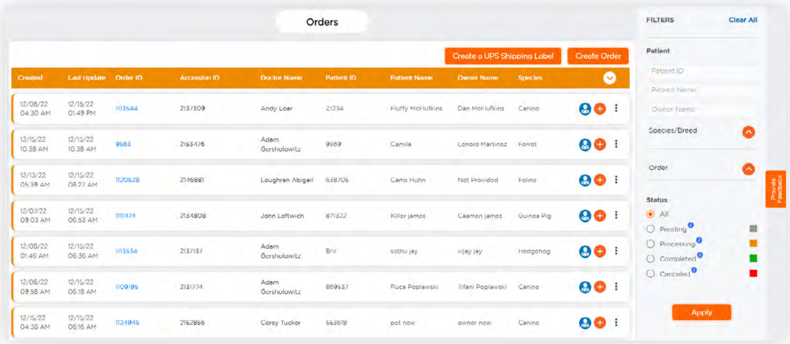
Orders

The **Orders** page displays all orders, allows new orders to be created, and provides a status of the sample. Select the **Orders** icon on the left navigation menu to open the page and view or create orders.

To create a new order, select the **Create Order** option above the list of orders in the orders section. The **Add New Order** form appears. Additionally, the list of orders can be filtered.

To place an **Add On Order**, select the **+** icon next to the order.

Note: the **+** icon is also visible when viewing a patient's results details.



Add On Order: After selecting the + icon to add test(s), perform the following steps:

1. Select the **+** icon next to Add Panel/Test. The **Add Panel/Test** screen appears. All tests offered are listed.
2. Select the checkbox for the desired test(s). Select the "i" for the test listing for more information about the test. Use the Search field or filters to search for specific tests.
3. Choose **Select** to add the test(s).
4. Enter notes in the **Additional Notes** field.
5. Select **Submit** to add the test(s).