

Online Reports Viewing (ORV)

New User Instruction Sheet

Welcome to Precision Pathology’s Online Reports Viewing tool! This instruction sheet will address the steps to access the Precision Pathology website, register as a new user, create a password and retrieve reports that can be viewed, printed and saved into a patient’s medical records file.

For purposes of HIPAA compliance, please remember to comply with the “ORV Service Privacy Agreement.” This agreement is signed by an authorized member of any facility.

Instructions:

* Log on to Precision Pathology Services website at [www.precisionpath.us](http://www.precisionpath.us)
* Save the website to “Favorites” or “Bookmarks” for convenient access.

**Note:** DO ***NOT*** save the link as a desktop icon. It will not update.

* Click on the “Looking for results? Login Here>>” button located at the middle-left of the homepage, or click on the “Login” button at the top-right of the homepage.
* Type the username:
* User names are created as: ***First name.Last name***
* User names are not case-sensitive, but don’t forget the “.”!
* Type the password
* Initial set-up passwords will be provided by the Marketing Representative
* For password resets, please call the Laboratory. Three unsuccessful logins will result in a “lock out”.
* Type in your old password
* Type in your new password
* Passwords must be at least six characters
* On the initial set-up, the next screen will have fields that required information to be filled in:
* Name / Job Title *(choose closest one from dropdown menu)*
* Phone number *(Area code is required)*
* Authorizing Organization *(Can be your company name or Precision Pathology)*
* Email Address *(must be the one provided on the New User form)*
* Click the “Submit” button. The next screen allows for patient records to be searched.

**Note:** Only records sent to the web after sign-up will be available for viewing. For older records, please call the Laboratory for assistance.