

## Online Report 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 as Password
- ✓ Retrieve Reports that can be viewed, printed, and saved into a patient's medical records file.

*For the purposes of HIPAA Compliance, please remember to comply with the "ORV Service Privacy Agreement". This agreement is signed by an authorized member of the client facility.*

### INSTRUCTIONS

- Go 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 site as a link on the computer desktop. It will not update.
- Click on the green "Client Online Report Viewing" button at the top of the screen, or in the left sidebar.
- Type in the User Name  
Usernames are created as "FirstName.LastName". Usernames are not case sensitive, but don't forget the "."!
- Type the Password  
\*Initial passwords will be provided by the Marketing Representative, or PPS Client Service personnel.  
\*For password resets, call the Laboratory. Three unsuccessful logins will result in being locked out.
- Type in the Old Password  
This is the initial password received during a new set-up, or the temporary password provided during a reset.
- Type in the New Password, and then again to verify  
Passwords must be at least six characters, and are case-sensitive.

### INITIAL SET-UP ONLY

- Type in Name and Job Title *(Choose the closest option from the dropdown menu)*
- Phone Number *(Area code is required)*
- Authorizing Organization *(Put "Precision Pathology Services")*
- Email Address *(Must match the email provided on the User Set-Up form)*
- Click the "Submit" button.
- Search Patient Records

**Note:** Only records sent to the ORV after user sign-up will populate for viewing. For older records, please call the Laboratory for assistance.