

**ACCESSING CLINICAL LABORATORY RESULTS from the  
NORTH CAROLINA STATE LABORATORY OF PUBLIC HEALTH (NCSLPH)  
WEBSITE <http://slph.ncpublichealth.com>**

The NCSLPH defines the *submitter* as the EIN (Employer Identification Number) and suffix (required for submitters who conduct business in multiple locations under a common EIN) entered on the specimen submission form. If the EIN/suffix combination contained on the result report does not match the EIN/suffix combination used at login, the result report will not be available.

If you are the submitter of a specimen, to access the look-up function, you must have your user ID, password and EIN available, as well as at least one patient identifier.

For NEWBORN SCREENING RESULTS: If you are NOT the submitter of the specimen, but you are currently responsible for the health care of the patient, you must have your user ID, password, and EIN. In addition, you must have:

- Patient's date of birth
- Mother's First Name and Last Name (spelled exactly as submitted on the Newborn Screening submission form).

If you cannot locate the report, please call 919-733-3937 for assistance.

**PREREQUISITES**

- Computer with internet access
- Adobe Reader 8.1 or later to view PDF result reports
- An ACTIVE user account for the NCSLPH online result reporting application

**TO ESTABLISH AN ACTIVE USER ACCOUNT**

1. Use the following link to begin:  
<https://slphreporting.ncpublichealth.com/lims/ClinicalLims/NewUserApp/EINForm.aspx>
2. Click on the Request New User Account link in the bottom left-hand corner of the login page
3. Enter your facility's EIN and click the Continue button
4. Confirm that the information on the next screen is correct and click Continue
  - a. Is the information correct? Document for later reference the 'site administrator' contact information displayed. Site administrators are the best option for troubleshooting issues you may encounter, such as resetting a password or adding new labs to your login account to access
  - b. Does your facility have multiple locations? If your site, business, or agency operates multiple locations using the same EIN, you should include the suffix assigned to by the Laboratory
5. Complete the required fields to create your User Profile. Do not forget to check the laboratory results reports you will be accessing. Click the Continue button.

6. Note that your account is now in a PENDING status.
  - a. If you recorded your site administrator contact information from step 4a, contact this person and request them to ACTIVATE your account.
  - b. If the site administrator is not available or you are the first account to be created for your site, contact SLPH Technical Support (919-733-7837) and the support representative will ACTIVATE your account. You will need to have your EIN number (and suffix, if used) available. If you already have a site administrator, you may be asked for his/her name.

### **ONCE AN ACCOUNT IS ACTIVE**

Once an active user account is configured use Internet Explorer to access this site:

<https://slphreporting.ncpublichealth.com/lims/ClinicalLims/Login.aspx>

Follow these steps to access a laboratory result:

1. Enter your facility's EIN, suffix (if applicable), User ID and Password
2. Review the Notices for important Laboratory information pertaining to lab result reporting and/or sample/specimen submission processes
3. At the Home Page select Lab Results and click Results
4. Select Patient Name (or different search criteria, as applicable) from the Choose Search Type list
5. Set Select Lab to the laboratory result you require
6. Enter the patient's last name and date of birth, or other information if a different search type was selected
7. Click the Search button
8. Click the Folder Number and/or patient Name hyperlink to display the result link
9. Review and/or print the report for your records

### **TECHNICAL ASSISTANCE NEEDED?**

If you need assistance with this process please contact Technical Support at (919) 733-7837 and a support technician will assist you. The phone line hours of operation are Monday through Friday, 8:00 am to 5:00 pm. If a technician is not available, follow the instructions to leave a message.