

Creating a Labcorp Link™ account

To enable add-on test requests in Diagnostic Assistant, users must have a Labcorp Link account. If you're not an existing Link user, contact your Labcorp Link administrator to get an account.

Note: If you self-register for a Link account, you will be creating a Guest account, which may not allow you to create add-on requests. You'll need to contact your Link administrator to update your role to Clinical, Provider or Administrator.

User management for Labcorp Link administrators

If you are a Labcorp Link administrator, you can add users for your organization and assign them Results access so they can access add-on test requests in Diagnostic Assistant.

Note: When a user self-registers, they create a Guest account. As their administrator, you'll need to **change their user role** to Clinical, Provider or Administrator to allow them to create add-on requests.

To add or edit Link users, sign in to Labcorp Link at labcorplink.com

1. Add a user

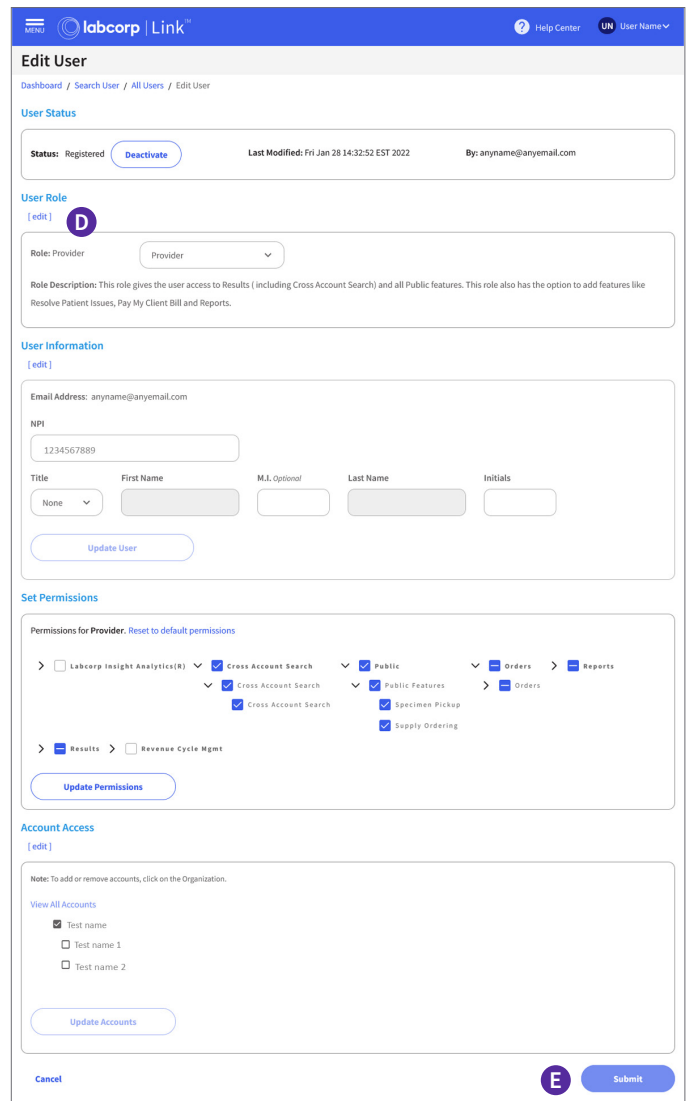
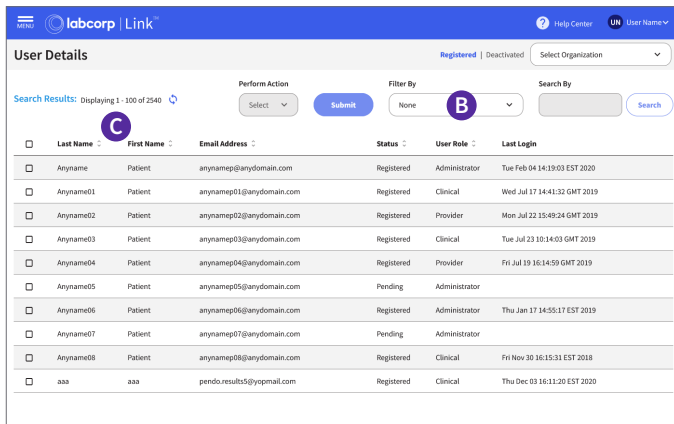
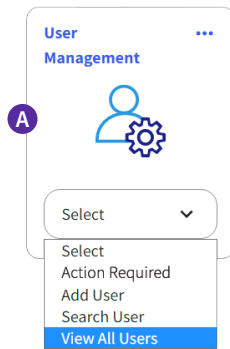
- A** Select **Add User** from the drop-down on the User Management card.
- B** Select the user role.
- C** Enter the user information.
- D** Click **Confirm User**.
- E** Check/uncheck permissions to allow/deny access and click **Confirm Permissions**.
- F** Check/uncheck accounts to add or remove access and click **Confirm Accounts**.
- G** Click **Submit** or **Submit & Add Another** to complete user setup or click **Save for later** to complete the form at another time.

The screenshot shows the 'Add User' form in the Labcorp Link interface. A 'User Management' card is shown at the top with a dropdown menu open, highlighting 'Add User' (callout A). The form itself is titled 'Add User' and includes a 'User Role' dropdown (callout B) set to 'Provider'. Below this is a 'Role Description'. The 'User Information' section (callout C) contains fields for 'Email Address', 'Confirm Email Address', 'NPI', 'Title' (dropdown), 'First Name' (Sarah), 'M.I. (Optional)', 'Last Name' (Anyname), and 'Initials'. A 'Confirm User' button is at the bottom of this section (callout D). The 'Set Permissions' section (callout E) has a 'Permissions for Provider' header and several checkboxes, with 'Add-On Test' and 'Request Add-on Test' checked. The 'Account Access' section (callout F) has a 'View All Accounts' header and checkboxes for 'Account Name' and 'Account Name 1'. At the bottom right, there are buttons for 'Cancel', 'Save for later', 'Submit & Add Another', and 'Submit' (callout G).

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2. Change a user role

- A** Select **View All Users** from the drop-down on the User Management card.
- B** To search, select an option from the Filter By drop-down and enter search criteria into the Search By field. Then, click **Search**.
- C** Select a user from the list of active users on the User Details page to view or edit their information.
- D** Click **[edit]** to change the User Role.
- E** Click **Submit**.



For more information, contact your local Labcorp representative.

