

# myIntelX User Guide



## Table of Contents

1	User Access.....	4
1.1	Login.....	4
1.2	Forgot Password.....	5
1.3	Change Password.....	7
1.4	My Account .....	7
1.5	Add or Remove Users.....	9
1.6	Supported Web Browsers .....	9
2	Order a Test .....	9
2.1	Start a New Order.....	9
2.2	Patient Screening.....	10
2.3	Add Physician Information.....	11
2.4	Add Location / Clinic Name Information.....	13
2.5	Add Patient Information.....	17
2.6	Add Clinical Information .....	19
2.7	Add Billing and Insurance Information.....	21
2.7.1	Add Primary Insurance .....	21
2.7.1.1	Scan and Upload Insurance Documents (Preferred) .....	21
2.7.1.2	Enter Details Manually.....	23
2.7.1.3	Include Details with Shipment .....	24
2.7.2	Add Secondary Insurance .....	25
2.7.3	Self Pay .....	26
2.8	Complete an Order .....	27
2.9	Cancel an Order .....	28
3	View and Download Test Requisition Forms (TRFs) .....	29
3.1	View TRFs.....	29
3.2	Download TRFs .....	30
4	View and Download Test Reports.....	31
4.1	View Reports.....	31
4.2	Download Reports.....	32
5	Order History Search, Sorting, and Filtering.....	33
5.1	Search by Order Number, Patient Name, Patient ID/MRN.....	33
5.2	Filter by Order Status.....	34

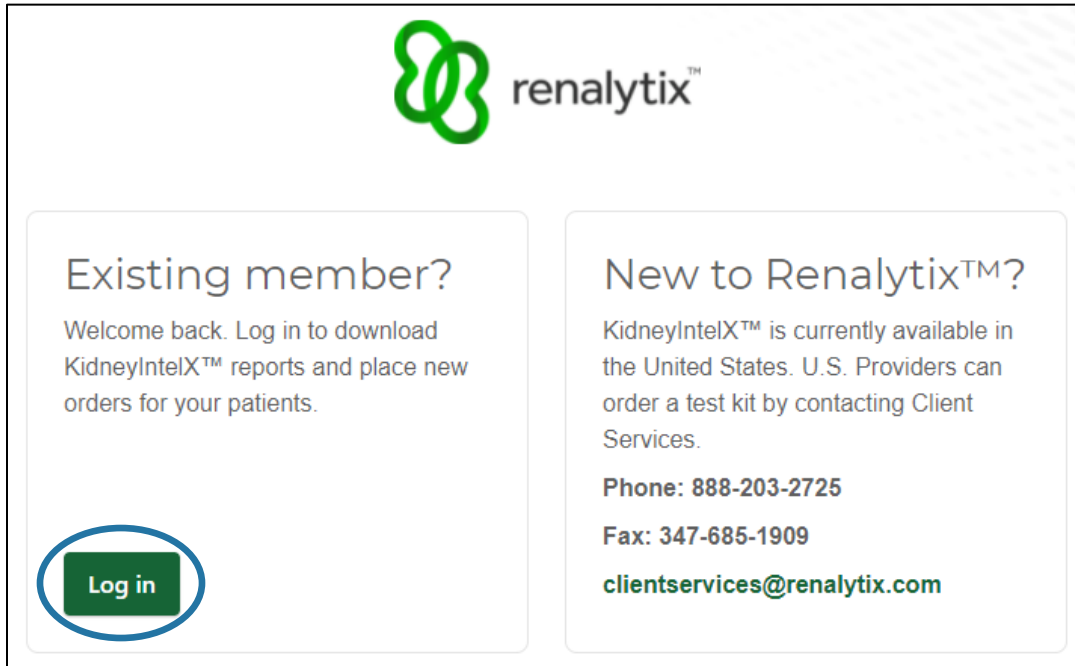
5.3	Sort by Order Date .....	34
5.4	Filter Rows per Page .....	34
6	Customer Support.....	35

## 1 User Access

### 1.1 Login

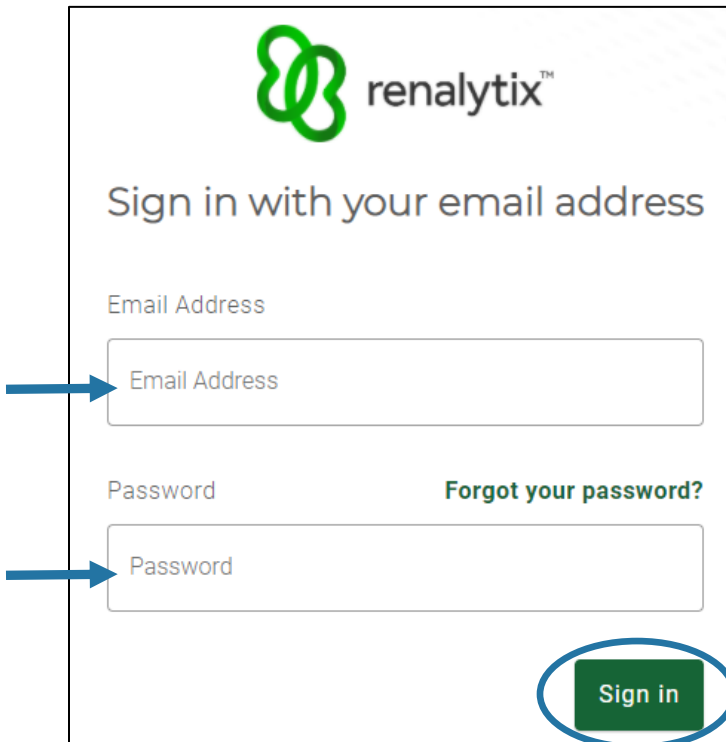
From the home page, select Log In.

URL: <https://myIntelX.com>



The image shows the Renalytix login page. At the top is the Renalytix logo. Below it are two main sections. The left section is titled 'Existing member?' and contains the text 'Welcome back. Log in to download KidneyIntelX™ reports and place new orders for your patients.' At the bottom of this section is a green 'Log in' button, which is circled in blue. The right section is titled 'New to Renalytix™?' and contains the text 'KidneyIntelX™ is currently available in the United States. U.S. Providers can order a test kit by contacting Client Services.' Below this text are the phone number '888-203-2725', the fax number '347-685-1909', and the email address 'clientservices@renalytix.com'.

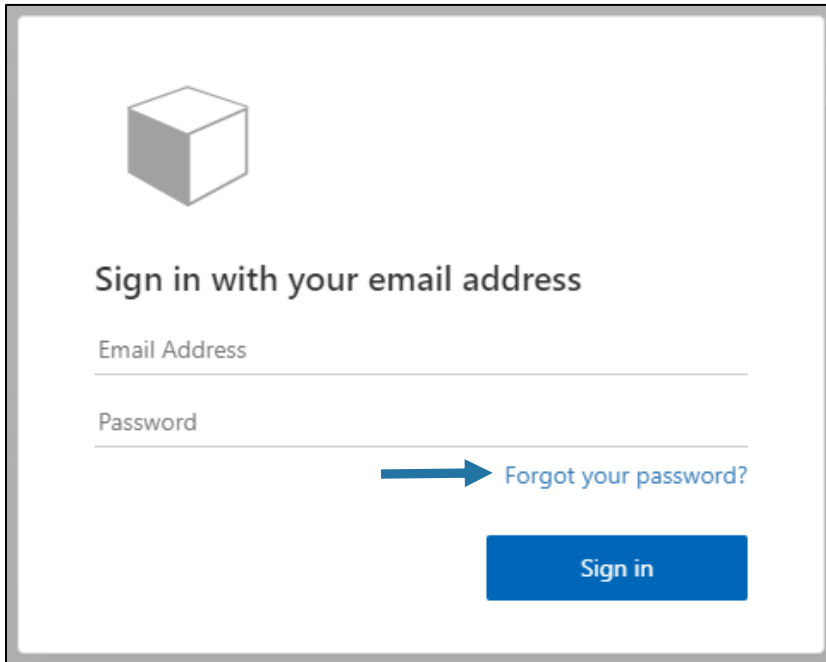
Enter your email address and password and select Sign In.



The image shows the Renalytix sign-in page. At the top is the Renalytix logo. Below it is the heading 'Sign in with your email address'. There are two input fields: 'Email Address' and 'Password'. A blue arrow points to the 'Email Address' field. Below the 'Password' field is a link that says 'Forgot your password?'. At the bottom right of the form is a green 'Sign in' button, which is circled in blue.

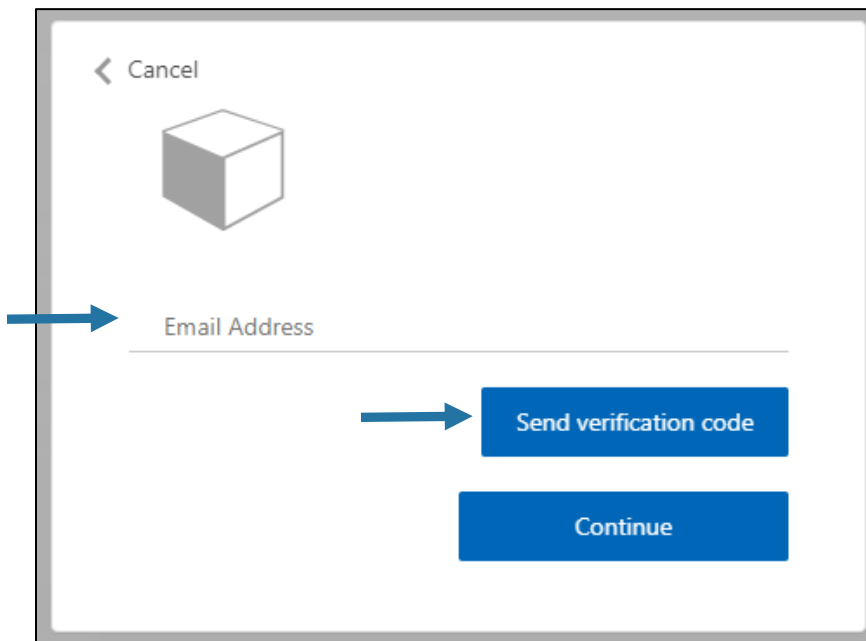
## 1.2 Forgot Password

From the login screen, select Forgot Your Password.



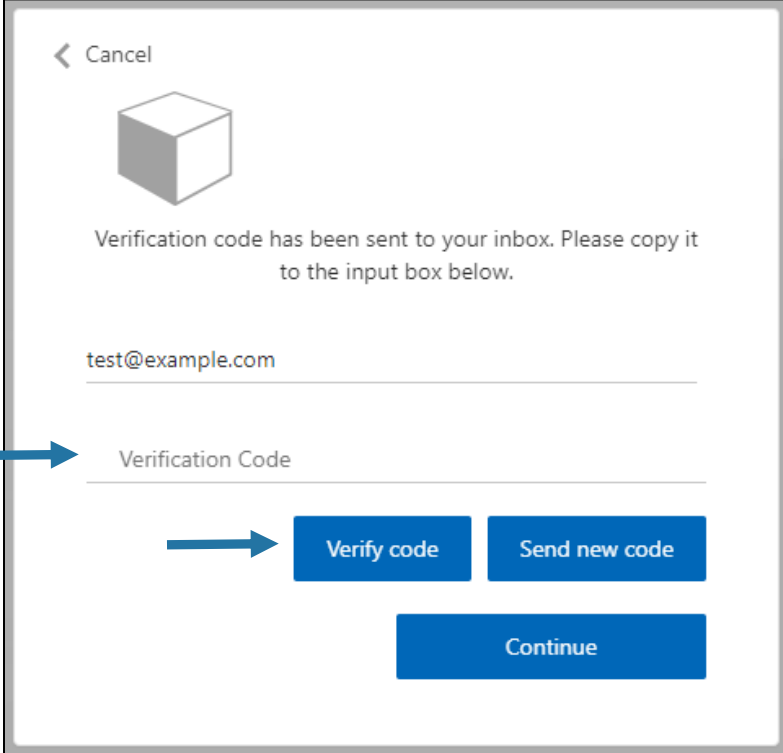
The screenshot shows a login screen with a 3D cube icon at the top. Below the icon, the text "Sign in with your email address" is displayed. There are two input fields: "Email Address" and "Password". A blue arrow points from the "Forgot your password?" link to the right of the "Password" field. At the bottom, there is a blue "Sign in" button.

Enter your email address and select Send Verification Code to be emailed a verification code.




The screenshot shows the same login screen as above, but with the "Email Address" field filled with the text "Email Address". A blue arrow points from the left to the "Email Address" field. Another blue arrow points from the "Email Address" field to the "Send verification code" button. Below the "Send verification code" button is a blue "Continue" button. In the top left corner, there is a back arrow and the text "Cancel".

Enter the verification code emailed to you and select Verify Code.



< Cancel



Verification code has been sent to your inbox. Please copy it to the input box below.

test@example.com

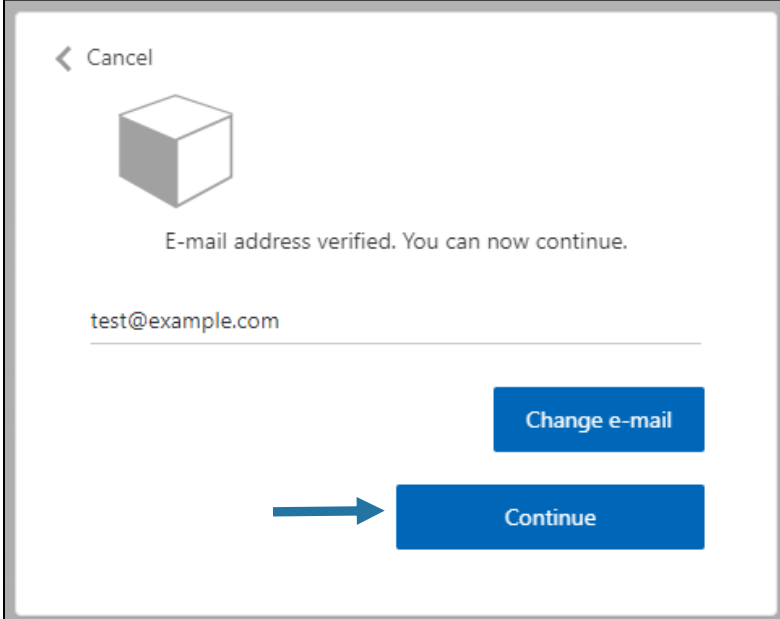
Verification Code

Verify code Send new code


Continue

A blue arrow points to the 'Verification Code' input field. Another blue arrow points to the 'Verify code' button.

Select Continue.



< Cancel



E-mail address verified. You can now continue.

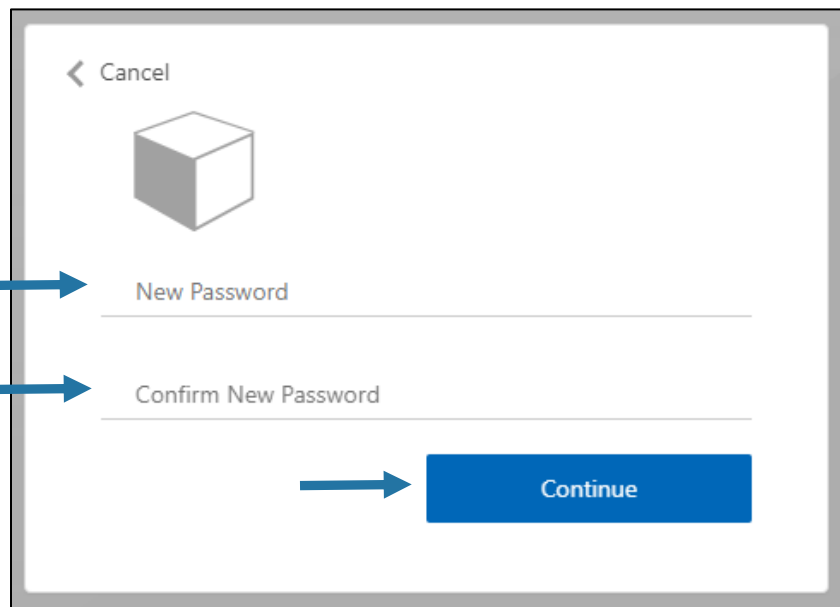
test@example.com

Change e-mail


Continue

A blue arrow points to the 'Continue' button.

Enter and confirm new password then select Continue.



← Cancel



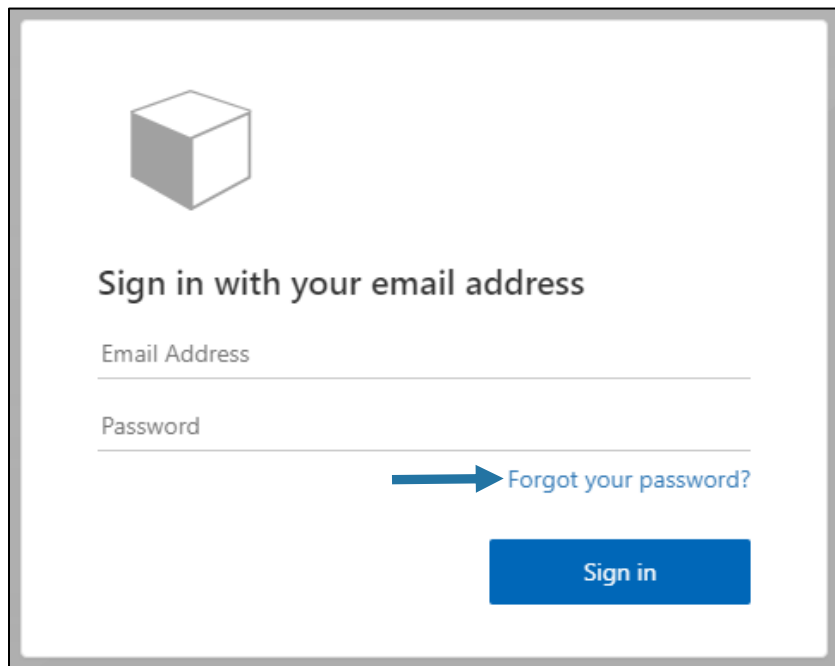
New Password


Confirm New Password

Continue

### 1.3 Change Password

To change your password, use the Forgot Your Password link on the login screen and follow the on-screen prompts as outlined in the previous Section 1.2 Forgot Password.





Sign in with your email address

Email Address

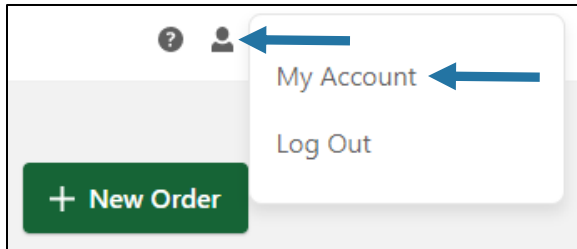
Password

Forgot your password?

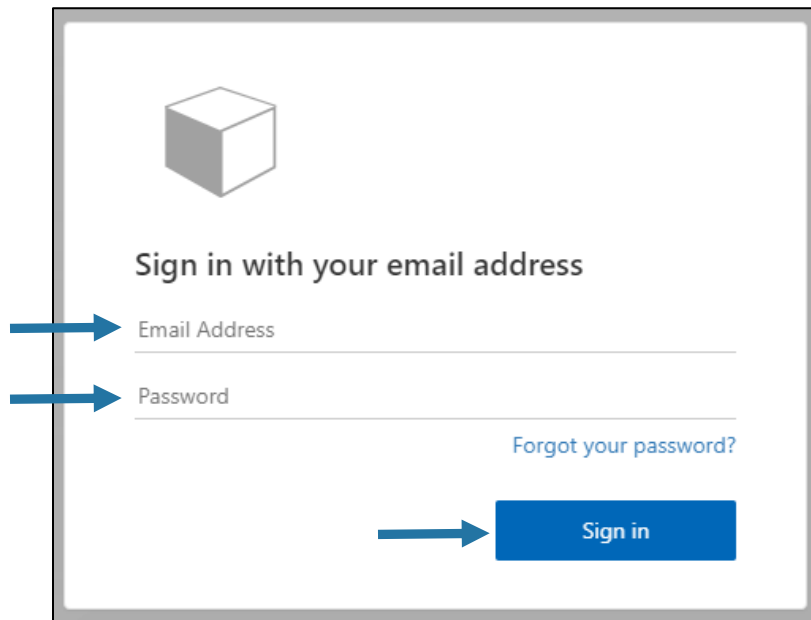
Sign in

### 1.4 My Account

To update your user account information, at the top-right corner select the Profile button followed by My Account.

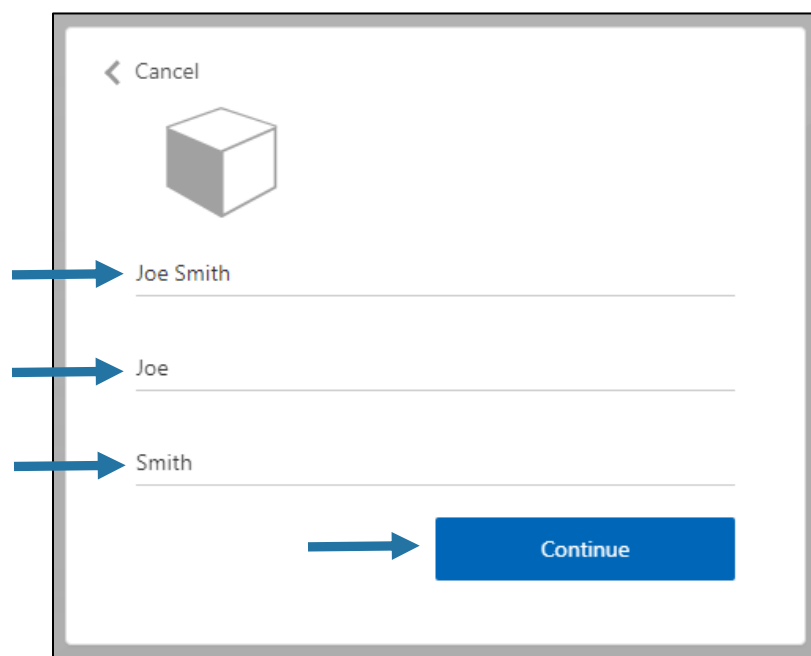


Enter your email address and password and select Sign In.



A screenshot of the sign-in page. At the top is a 3D cube icon. Below it is the heading 'Sign in with your email address'. There are two input fields: 'Email Address' and 'Password'. A blue arrow points to each field. To the right of the 'Password' field is a link that says 'Forgot your password?'. At the bottom right is a blue button labeled 'Sign in'. A blue arrow points to this button.

Edit your full name, first name, or last name and select Continue.

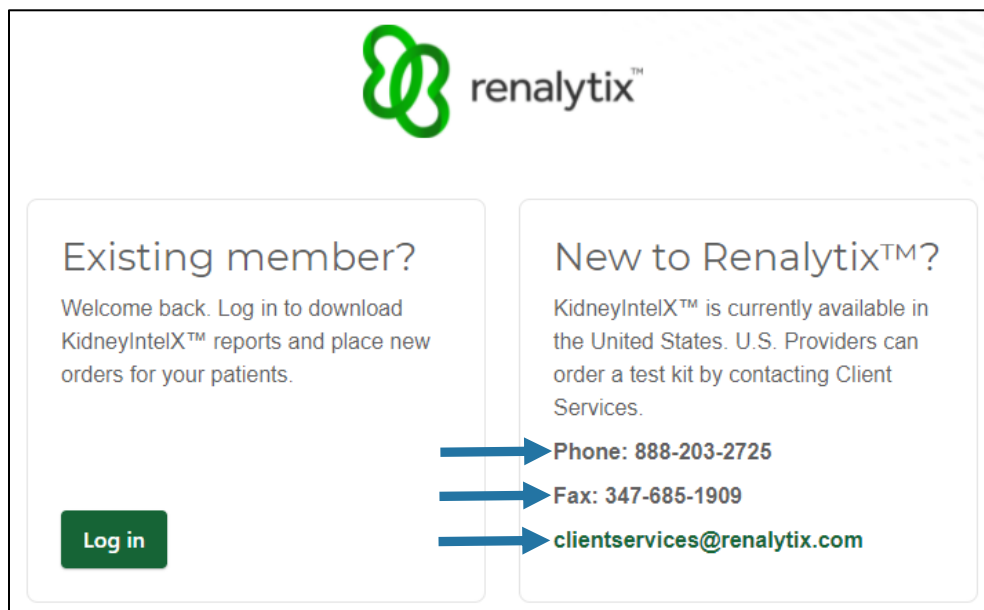


A screenshot of the name editing page. At the top left is a '< Cancel' link. Below it is a 3D cube icon. There are three input fields: 'Joe Smith', 'Joe', and 'Smith'. Blue arrows point to each field. At the bottom right is a blue button labeled 'Continue'. A blue arrow points to this button.



## 1.5 Add or Remove Users

To request users to be added or removed, please contact Client Services by phone, fax, or email.



The image shows a web page for Renalytix. At the top is the Renalytix logo. Below it are two main sections: 'Existing member?' and 'New to Renalytix™?'. The 'Existing member?' section has a 'Log in' button. The 'New to Renalytix™?' section provides information about KidneyIntelX™ availability and contact details for Client Services. Three blue arrows point from the 'New to Renalytix™?' section to the contact information.

**Existing member?**  
Welcome back. Log in to download KidneyIntelX™ reports and place new orders for your patients.  
[Log in](#)

**New to Renalytix™?**  
KidneyIntelX™ is currently available in the United States. U.S. Providers can order a test kit by contacting Client Services.

Phone: 888-203-2725  
Fax: 347-685-1909  
clientservices@renalytix.com

## 1.6 Supported Web Browsers

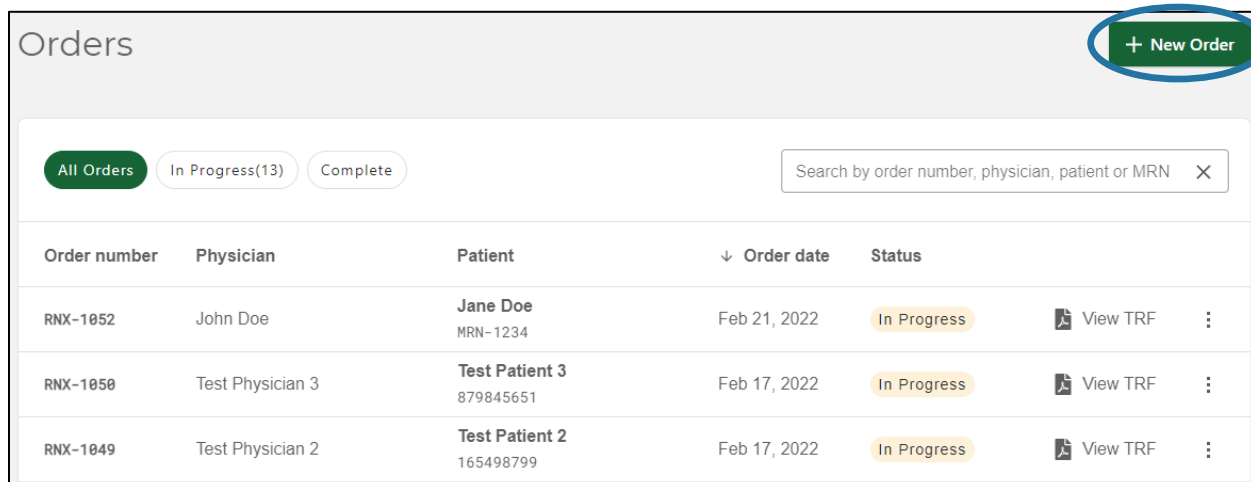
The following Desktop web browser versions are supported for utilizing myIntelX:

- Google Chrome v 95 or newer
- Apple Safari v 15 or newer
- Mozilla Firefox v 94.0.1 or newer
- Microsoft Edge v 95 or newer

## 2 Order a Test

### 2.1 Start a New Order

From the Order History screen select New Order.



The image shows the 'Orders' screen. At the top right, there is a green button labeled '+ New Order' which is circled in blue. Below the header, there are tabs for 'All Orders', 'In Progress(13)', and 'Complete'. A search bar is present with the text 'Search by order number, physician, patient or MRN'. Below the search bar is a table with columns: Order number, Physician, Patient, Order date, and Status. The table contains three rows of data.

Order number	Physician	Patient	Order date	Status
RNX-1052	John Doe	Jane Doe MRN-1234	Feb 21, 2022	In Progress
RNX-1050	Test Physician 3	Test Patient 3 879845651	Feb 17, 2022	In Progress
RNX-1049	Test Physician 2	Test Patient 2 165498799	Feb 17, 2022	In Progress

## 2.2 Patient Screening

Answer all patient screening questions.

### Order a KidneyIntelX™ test

Is the patient 21 years of age or older?

☐ Yes  
☐ No

[Cancel](#) [Continue](#)

If patient is ineligible for the test, a warning message is displayed. Select Cancel to exit to the Order History screen.


### Order a KidneyIntelX™ test

Is the patient 21 years of age or older?

☒ Yes  
☐ No

Has the patient been diagnosed with Type 2 Diabetes with CKD Stages 1-3b?

☐ Yes  
☒ No

**Patient ineligible for KidneyIntelX™ testing**

KidneyIntelX™ testing is intended for patients diagnosed with Type 2 Diabetes with Chronic Kidney Disease Stages 1-3b.

[Cancel](#) [Continue](#)

If patient is eligible for the test, the Continue button is enabled. Select Continue.

## Order a KidneyIntelX™ test

Is the patient 21 years of age or older?

☒ Yes  
☐ No

Has the patient been diagnosed with Type 2 Diabetes with CKD Stages 1-3b?

☒ Yes  
☐ No

Is the patient currently taking Enbrel®?

☐ Yes  
☒ No

**i** Gather required information before starting

- Ordering physician details
- Patient demographic details
- Patient clinical information (SBP, A1c, eGFR, uACR, AST, Platelet Count, Serum Calcium)

Cancel

**Continue**

## 2.3 Add Physician Information

From the Order screen select Add Physician.

## Order a KidneyIntelX™ test

Cancel Place Order

0 of 5 sections complete

### Physician

+ Add physician

### Patient

+ Add patient

### Billing

☐ Insurance payment  
☐ Self pay

### Questions?

We're here to help from 9am to 5pm MT, Monday to Friday

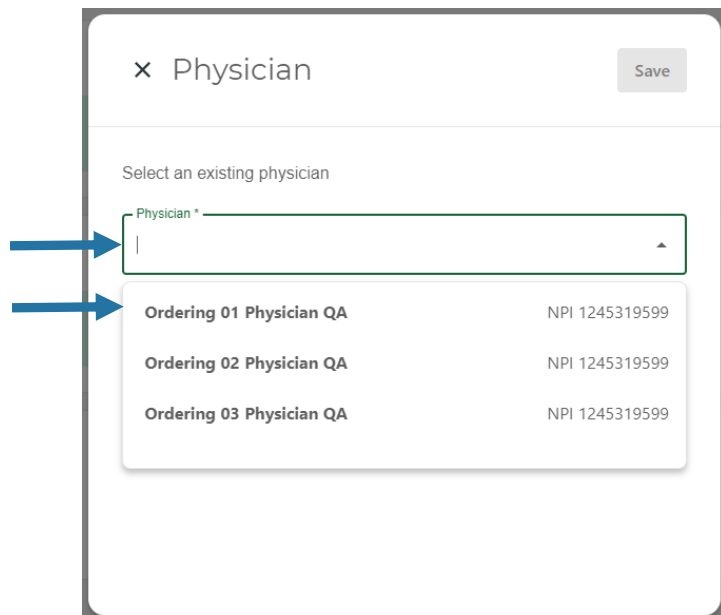
Phone: 888-203-2725

Fax: 347-685-1909

[clientservices@renalytix.com](mailto:clientservices@renalytix.com)

Type in the search bar to filter and select the desired ordering physician. Search will return all results where all search terms are contained anywhere in the saved physician record, including physician name or NPI number.

**Physicians must have an active user account to appear in the dropdown menu.**



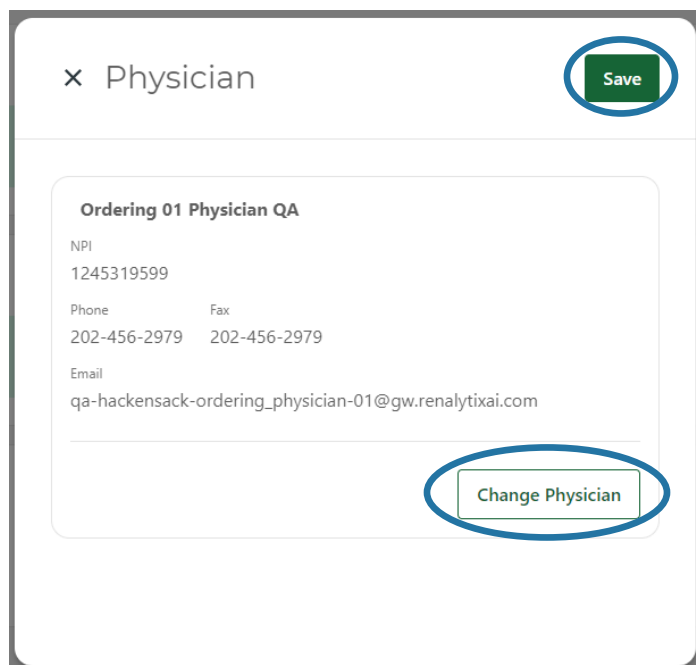
× Physician Save

Select an existing physician

Physician \*

Ordering 01 Physician QA	NPI 1245319599
Ordering 02 Physician QA	NPI 1245319599
Ordering 03 Physician QA	NPI 1245319599

If the correct physician has been chosen, select Save. To change the chosen ordering physician, select Change Physician.



× Physician Save

**Ordering 01 Physician QA**

NPI  
1245319599

Phone      Fax  
202-456-2979    202-456-2979

Email  
qa-hackensack-ordering\_physician-01@gw.renalytixai.com

Change Physician

Once complete, the progress meter will indicate all required physician information has been saved. Select Edit to change any saved physician information.

Order a KidneyIntelX™ test

Cancel Place Order

Physician

Joseph Smith  
NPI: 1234567893

Edit

+ Add location / Clinic name

Patient

+ Add patient

Billing

☐ Insurance payment  
☐ Self pay

1 of 5 sections complete

Physician

Location / Clinic Name

Patient

Clinical Information

Billing

Questions?

We're here to help from 9am to 5pm MT, Monday to Friday

Phone: 888-203-2725

Fax: 347-685-1909

clientservices@renalytix.com

## 2.4 Add Location / Clinic Name Information

From the Order screen select Add Location / Clinic Name.

Order a KidneyIntelX™ test

Cancel Place Order

Physician

Joseph Smith  
NPI: 1234567893

Edit

+ Add location / Clinic name

Patient

+ Add patient

Billing

☐ Insurance payment  
☐ Self pay

1 of 5 sections complete

Physician

Location / Clinic Name

Patient

Clinical Information

Billing

Questions?

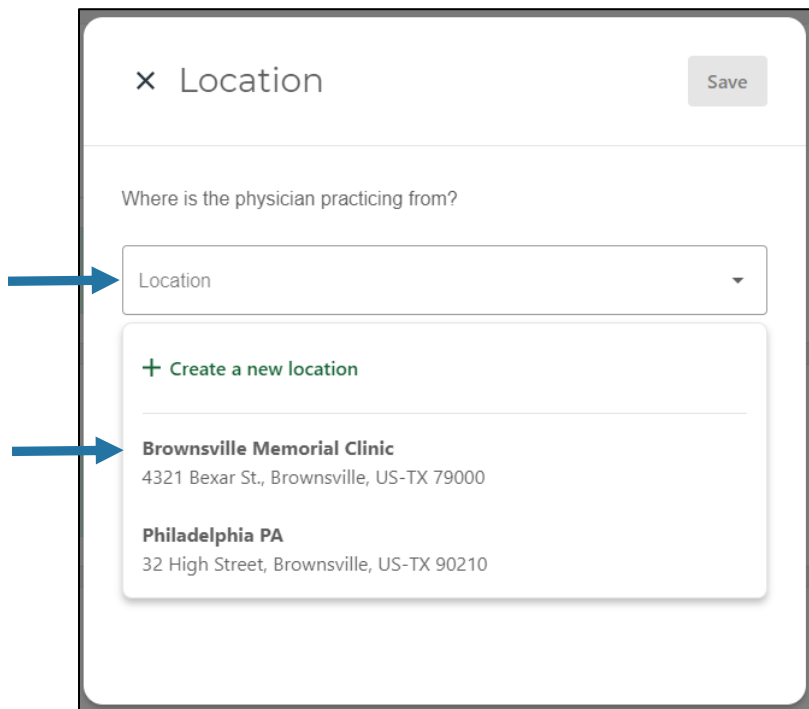
We're here to help from 9am to 5pm MT, Monday to Friday

Phone: 888-203-2725

Fax: 347-685-1909

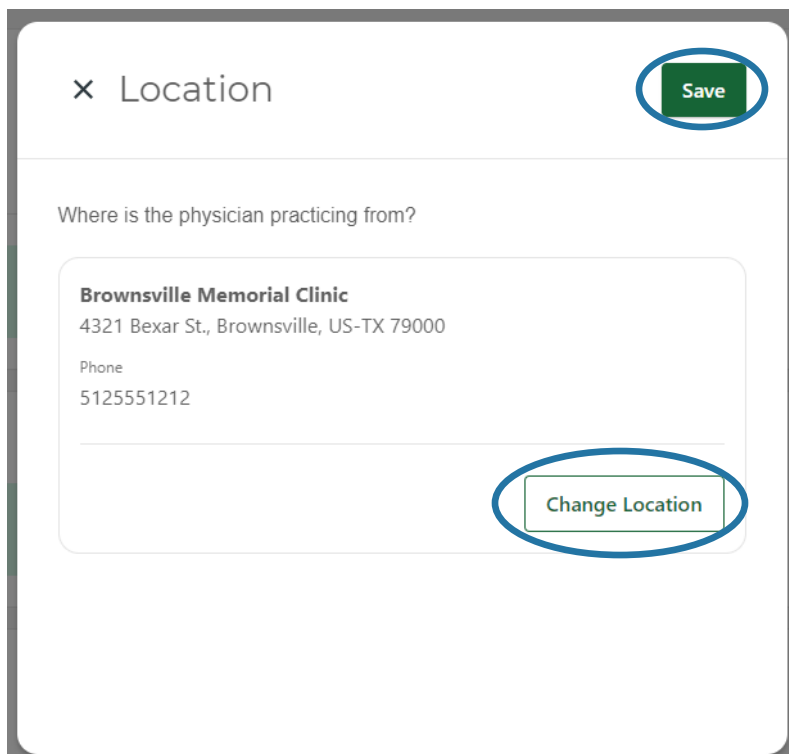
clientservices@renalytix.com

Type in the search bar to filter and select the desired location. Search will return all results where all search terms are contained anywhere in the saved location record, including location name or address information.



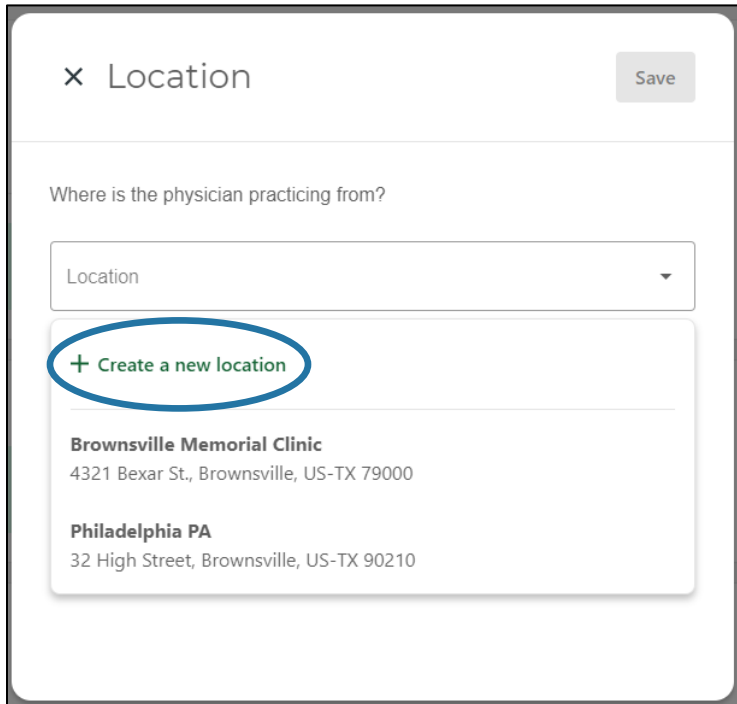
The screenshot shows a modal titled "Location" with a close button (X) and a "Save" button. Below the title is the question "Where is the physician practicing from?". There is a search bar with the placeholder text "Location". Below the search bar is a list of location options. The first option is "+ Create a new location". The second option is "Brownsville Memorial Clinic" with the address "4321 Bexar St., Brownsville, US-TX 79000". The third option is "Philadelphia PA" with the address "32 High Street, Brownsville, US-TX 90210". Two blue arrows point to the search bar and the "Brownsville Memorial Clinic" option.

If the correct location has been chosen, select Save. To change the chosen location, select Change Location.



The screenshot shows the same modal as the previous one, but with the "Save" button and the "Change Location" button highlighted with blue circles. The "Save" button is in the top right corner. The "Change Location" button is at the bottom right of the location selection area. The location "Brownsville Memorial Clinic" is selected, and its address "4321 Bexar St., Brownsville, US-TX 79000" and phone number "5125551212" are displayed.

To add a new location to the available dropdown list, select Create A New Location.



Enter location / clinic name information and select Save. Required fields are marked with an asterisk '\*'.



Automatic field validation will appear in red if any invalid location / clinic name information is entered.



× Physician's Location / Clinic Name Save

Fields marked with \* are required

Location / Clinic Name \*

Location Name \*

Short name of the location or clinic name (E.g. Brownsville TX)

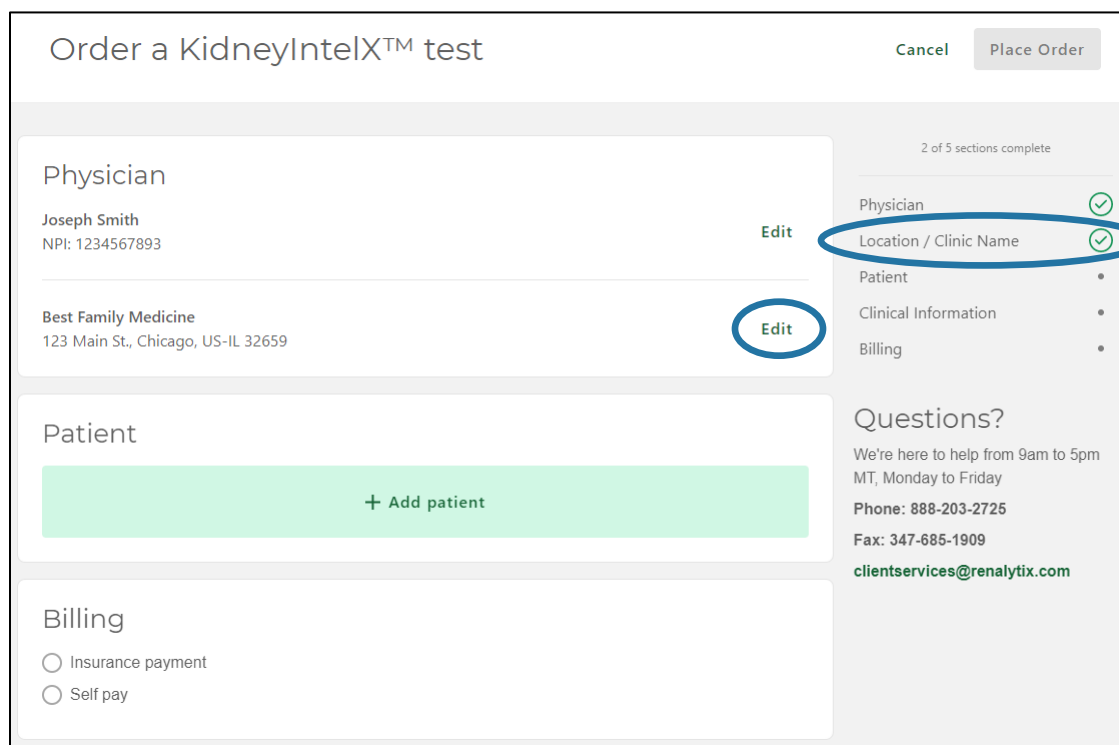
Phone \* 31-558-9659 Fax

This is not a valid phone number

Street Address \*

City \* State \* Zip \*

Once complete, the progress meter will indicate all required location / clinic name information has been saved. Select Edit to change any saved location / clinic information.



Order a KidneyIntelX™ test Cancel Place Order

2 of 5 sections complete

Physician ✓

Joseph Smith  
NPI: 1234567893 Edit

Best Family Medicine  
123 Main St., Chicago, US-IL 32659 Edit

Patient + Add patient

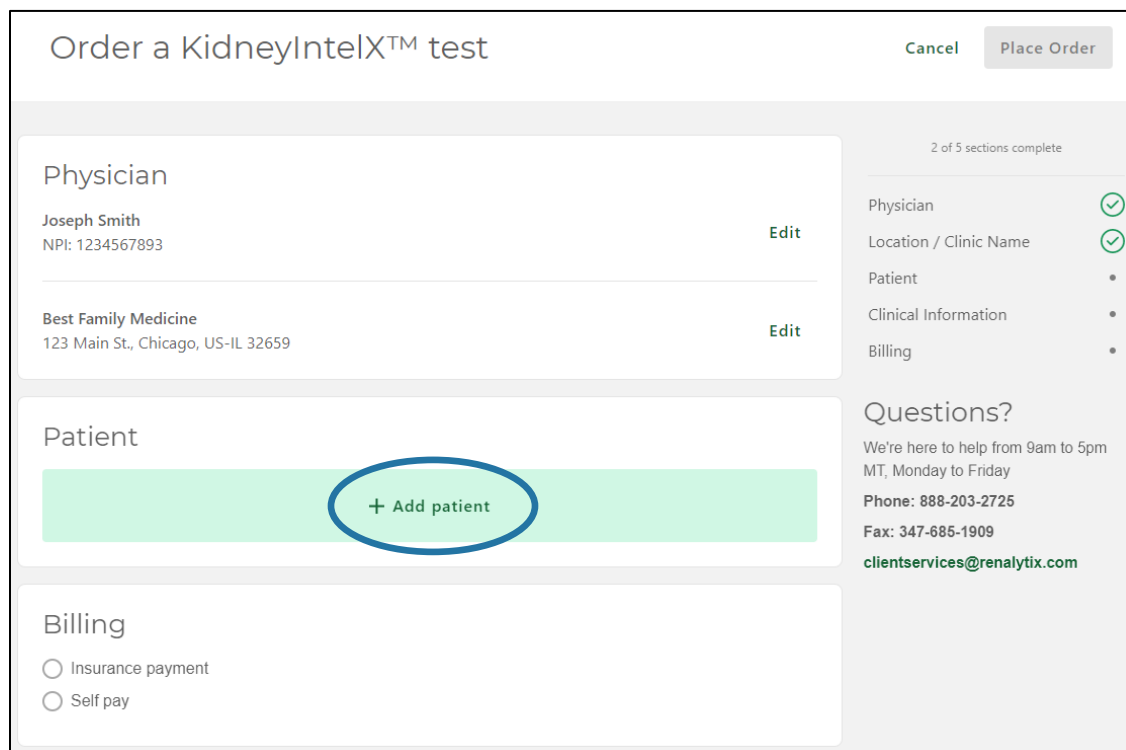
Billing Insurance payment Self pay

Questions?  
We're here to help from 9am to 5pm  
MT, Monday to Friday  
Phone: 888-203-2725  
Fax: 347-685-1909  
[clientservices@renalytix.com](mailto:clientservices@renalytix.com)



## 2.5 Add Patient Information

From the Order screen select Add Patient.



Order a KidneyIntelX™ test

Cancel Place Order

2 of 5 sections complete

**Physician**

Joseph Smith  
NPI: 1234567893 Edit

Best Family Medicine  
123 Main St., Chicago, US-IL 32659 Edit

**Patient**

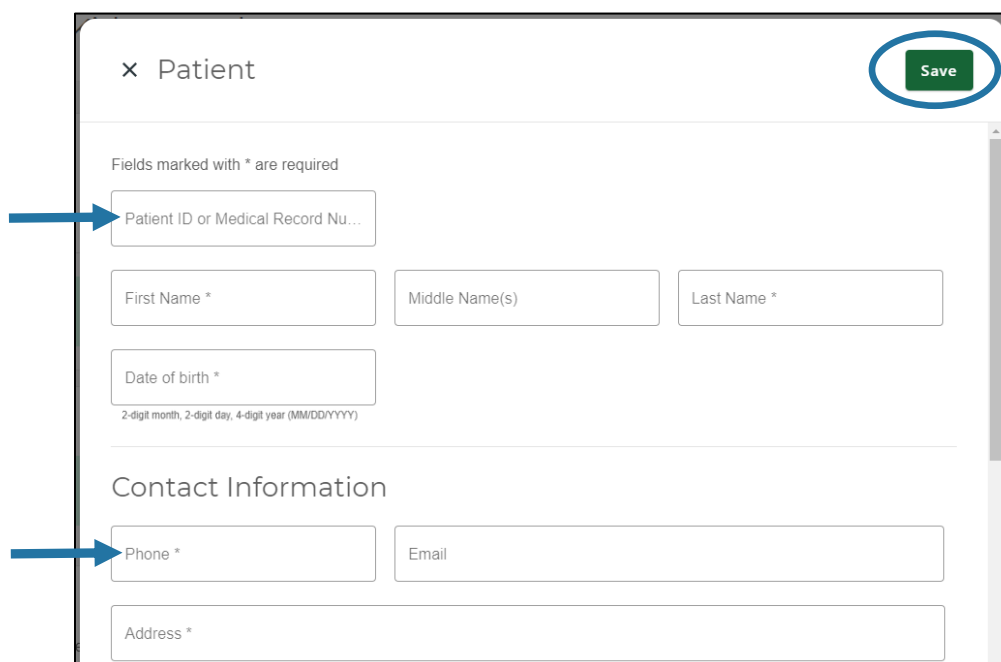
+ Add patient

**Billing**

☐ Insurance payment  
☐ Self pay

**Questions?**  
We're here to help from 9am to 5pm MT, Monday to Friday  
Phone: 888-203-2725  
Fax: 347-685-1909  
clientservices@renalytix.com

Enter patient and demographic information and select Save. Required fields are marked with an asterisk '\*'.



× Patient Save

Fields marked with \* are required

Patient ID or Medical Record Nu...

First Name \* Middle Name(s) Last Name \*

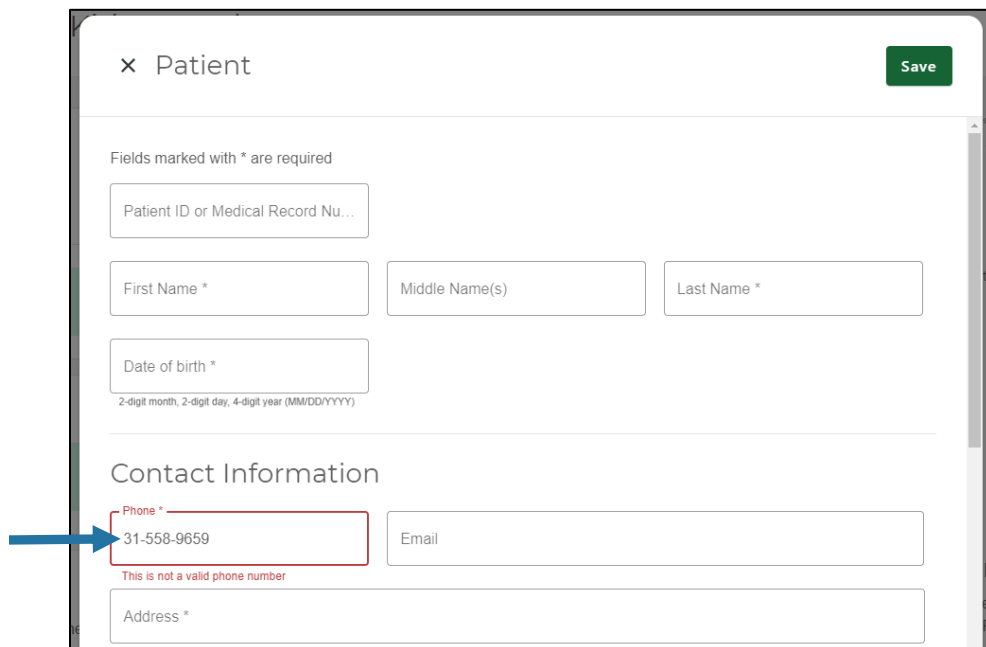
Date of birth \*  
2-digit month, 2-digit day, 4-digit year (MM/DD/YYYY)

**Contact Information**

Phone \* Email

Address \*

Automatic field validation will appear in red if any invalid patient or demographic information is entered.



× Patient Save

Fields marked with \* are required

Patient ID or Medical Record Nu...

First Name \* Middle Name(s) Last Name \*

Date of birth \*  
2-digit month, 2-digit day, 4-digit year (MM/DD/YYYY)

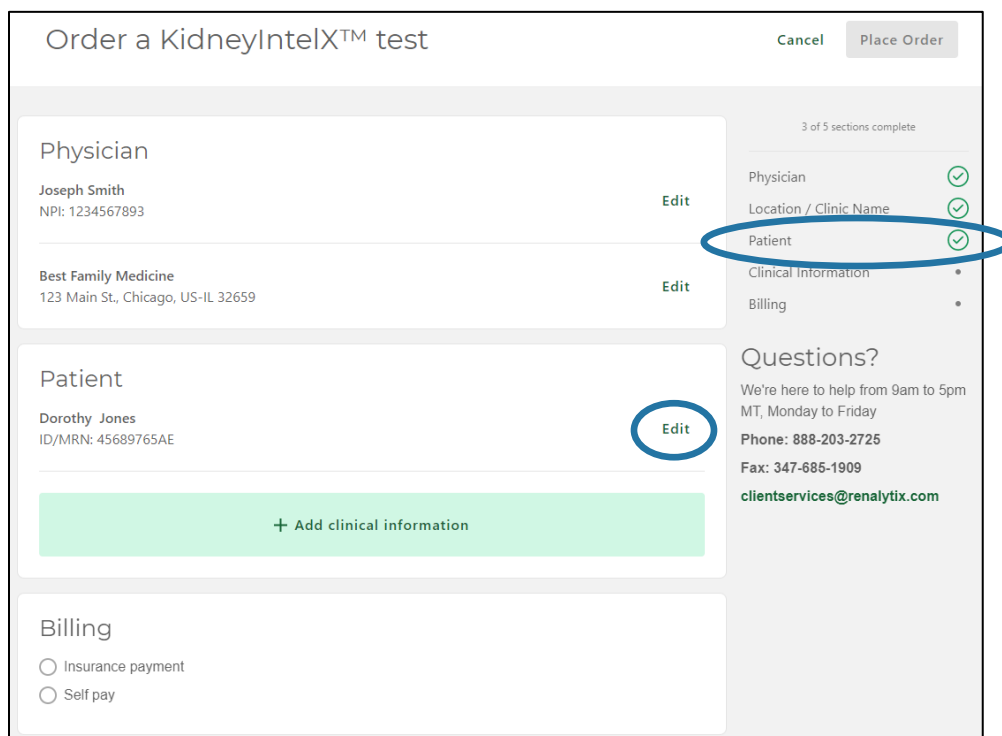
Contact Information

Phone \*  
31-558-9659  
This is not a valid phone number

Email

Address \*

Once complete, the progress meter will indicate all required patient and demographic information has been saved. Select Edit to change any saved patient or demographic information.



Order a KidneyIntelX™ test Cancel Place Order

3 of 5 sections complete

Physician  
Joseph Smith  
NPI: 1234567893 Edit

Best Family Medicine  
123 Main St., Chicago, US-IL 32659 Edit

Patient  
Dorothy Jones  
ID/MRN: 45689765AE Edit

+ Add clinical information

Billing  
☐ Insurance payment  
☐ Self pay

Physician ☒

Location / Clinic Name ☒

Patient ☒

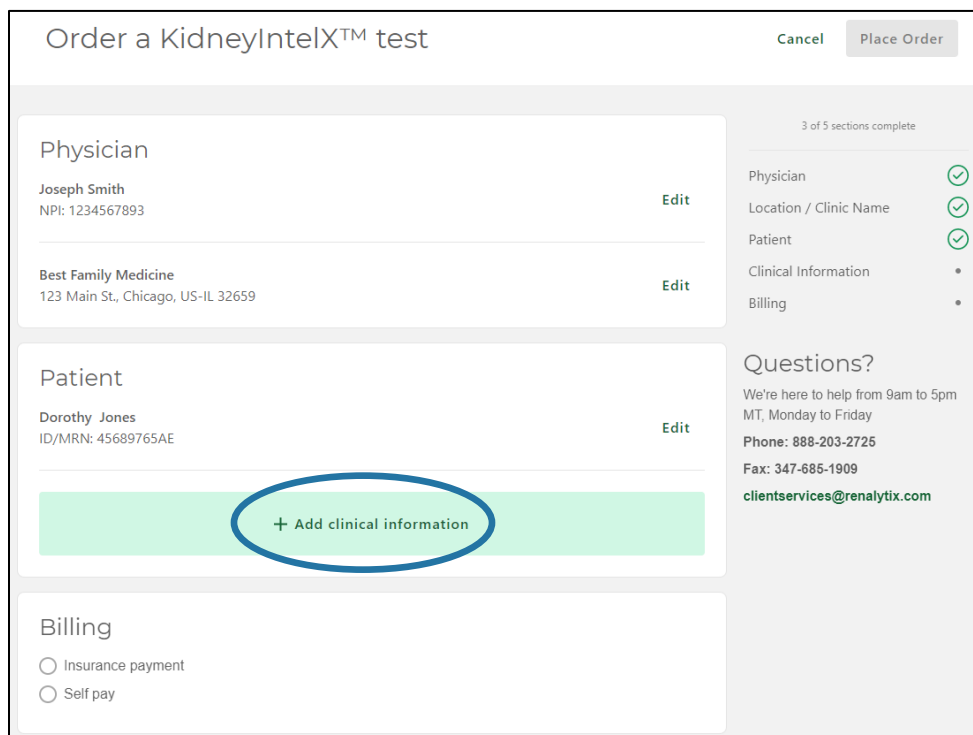
Clinical Information ☐

Billing ☐

Questions?  
We're here to help from 9am to 5pm MT, Monday to Friday  
Phone: 888-203-2725  
Fax: 347-685-1909  
clientservices@renalytix.com

## 2.6 Add Clinical Information

From the Order screen select Add Clinical Information.



Order a KidneyIntelX™ test

Cancel Place Order

3 of 5 sections complete

**Physician**  
Joseph Smith  
NPI: 1234567893 **Edit**

**Best Family Medicine**  
123 Main St., Chicago, US-IL 32659 **Edit**

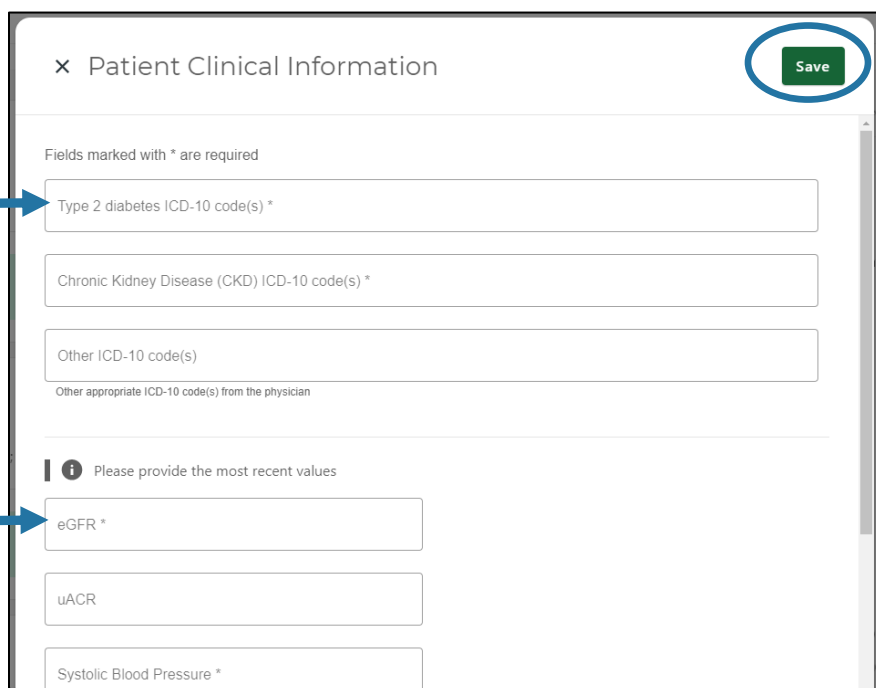
**Patient**  
Dorothy Jones  
ID/MRN: 45689765AE **Edit**

**+ Add clinical information**

**Billing**  
☐ Insurance payment  
☐ Self pay

**Questions?**  
We're here to help from 9am to 5pm MT, Monday to Friday  
Phone: 888-203-2725  
Fax: 347-685-1909  
clientservices@renalytix.com

Enter clinical and diagnosis information and select Save. Required fields are marked with an asterisk '\*'.



× Patient Clinical Information

Save

Fields marked with \* are required

Type 2 diabetes ICD-10 code(s) \*

Chronic Kidney Disease (CKD) ICD-10 code(s) \*

Other ICD-10 code(s)  
Other appropriate ICD-10 code(s) from the physician

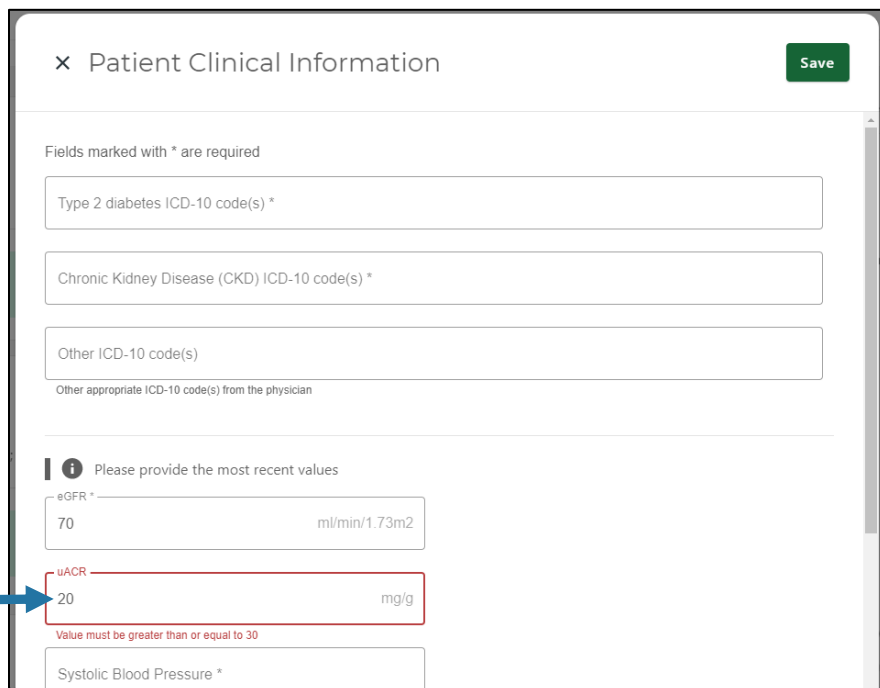
**i** Please provide the most recent values

eGFR \*

uACR

Systolic Blood Pressure \*

Automatic field validation will appear in red if any invalid clinical or diagnosis information is entered.



**× Patient Clinical Information** Save

Fields marked with \* are required

Type 2 diabetes ICD-10 code(s) \*

Chronic Kidney Disease (CKD) ICD-10 code(s) \*

Other ICD-10 code(s)

Other appropriate ICD-10 code(s) from the physician

**i** Please provide the most recent values

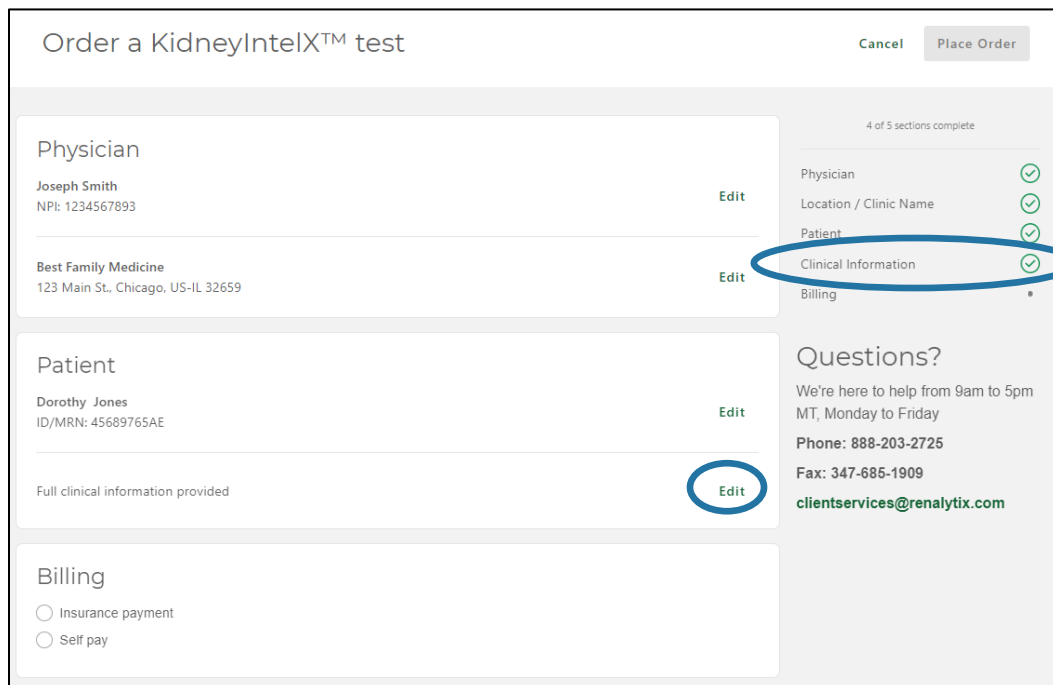
eGFR \*  ml/min/1.73m2

**uACR**  mg/g

Value must be greater than or equal to 30

Systolic Blood Pressure \*

Once complete, the progress meter will indicate all required clinical and diagnosis information has been saved. Select Edit to change any saved clinical or diagnosis information.



**Order a KidneyIntelX™ test** Cancel Place Order

4 of 5 sections complete

**Physician**

Joseph Smith  
NPI: 1234567893 Edit

**Best Family Medicine**

123 Main St., Chicago, US-IL 32659 Edit

**Patient**

Dorothy Jones  
ID/MRN: 45689765AE Edit

Full clinical information provided Edit

**Billing**

☐ Insurance payment  
☐ Self pay

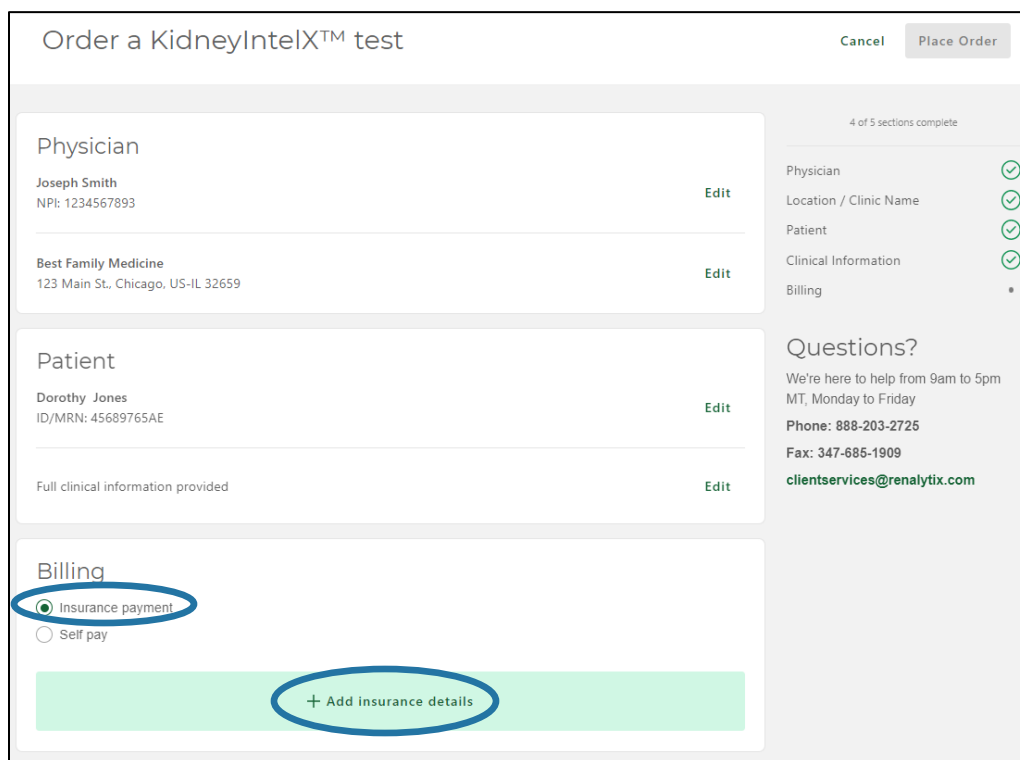
**Questions?**

We're here to help from 9am to 5pm  
MT, Monday to Friday  
**Phone: 888-203-2725**  
**Fax: 347-685-1909**  
**clientservices@renalytix.com**

## 2.7 Add Billing and Insurance Information

### 2.7.1 Add Primary Insurance

From the Order screen select Insurance Payment followed by Add Insurance Details.



Order a KidneyIntelXTM test

Cancel Place Order

4 of 5 sections complete

Physician

Joseph Smith  
NPI: 1234567893 Edit

Best Family Medicine  
123 Main St., Chicago, US-IL 32659 Edit

Patient

Dorothy Jones  
ID/MRN: 45689765AE Edit

Full clinical information provided Edit

Billing

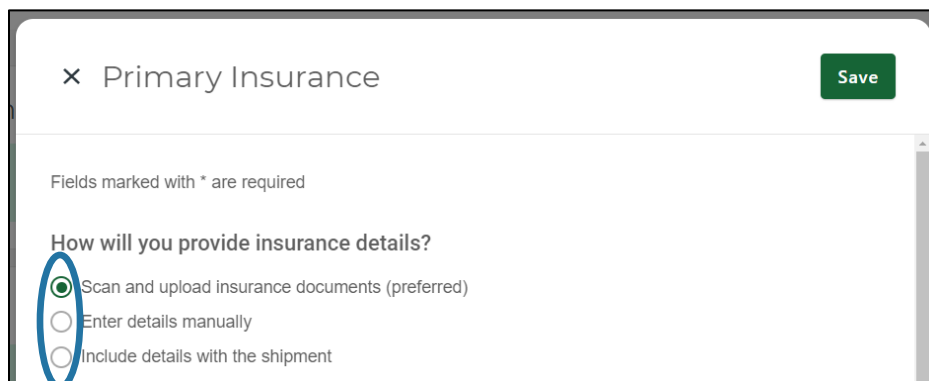
☒ Insurance payment  
☐ Self pay

+ Add insurance details

Questions?

We're here to help from 9am to 5pm  
MT, Monday to Friday  
Phone: 888-203-2725  
Fax: 347-685-1909  
clientservices@renalytix.com

Choose an option for providing primary insurance information.



× Primary Insurance Save

Fields marked with \* are required

How will you provide insurance details?

☒ Scan and upload insurance documents (preferred)  
☐ Enter details manually  
☐ Include details with the shipment

#### 2.7.1.1 Scan and Upload Insurance Documents (Preferred)

Select Browse Files to upload a legible copy of both sides of the insurance card.

Enter Primary Subscriber information. Required fields are marked with an asterisk '\*'.

**Upload Files**

Upload a legible copy of both sides of the insurance card.  
Testing may be delayed if not received with the sample.

**Browse files...**

**Who is the primary subscriber?**

☐ Patient is the subscriber

☒ Someone else is the subscriber

**Subscriber Name\***

**Date of birth**

2-digit month, 2-digit day, 4-digit year (MM/DD/YYYY)

**Relationship to patient \***

Once complete select Save at the top of the screen.

**Primary Insurance**

**Save**

Once complete, the progress meter will indicate all required billing information has been saved. Select Edit to change any saved billing information.

**Order a KidneyIntelX™ test**

Cancel **Place Order**

5 of 5 sections complete

**Physician**

Joseph Smith  
NPI: 1234567893 **Edit**

**Best Family Medicine**  
123 Main St., Chicago, US-IL 32659 **Edit**

**Patient**

Dorothy Jones  
ID/MRN: 45689765AE **Edit**

Full clinical information provided **Edit**

**Billing**

☒ Insurance payment  
☐ Self pay

Insurance provided by document upload  
Subscriber: Patient **Edit**

**Questions?**

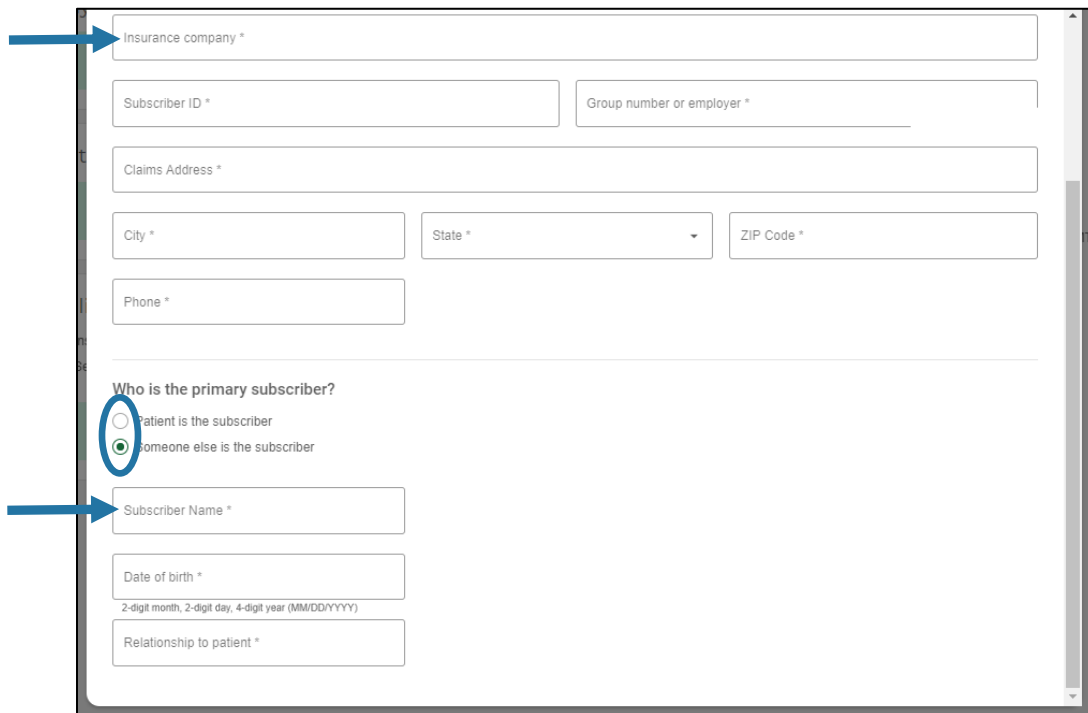
We're here to help from 9am to 5pm  
MT, Monday to Friday  
Phone: 888-203-2725  
Fax: 347-685-1909  
clientservices@renalytix.com

**+ Add secondary insurance (optional)**

### 2.7.1.2 Enter Details Manually

Enter Primary Insurance details. Required fields are marked with an asterisk '\*'.

Enter Primary Subscriber information. Required fields are marked with an asterisk '\*'.



Insurance company \*

Subscriber ID \*      Group number or employer \*

Claims Address \*

City \*      State \*      ZIP Code \*

Phone \*

Who is the primary subscriber?

☐ Patient is the subscriber

☒ Someone else is the subscriber

Subscriber Name \*

Date of birth \*

2-digit month, 2-digit day, 4-digit year (MM/DD/YYYY)

Relationship to patient \*

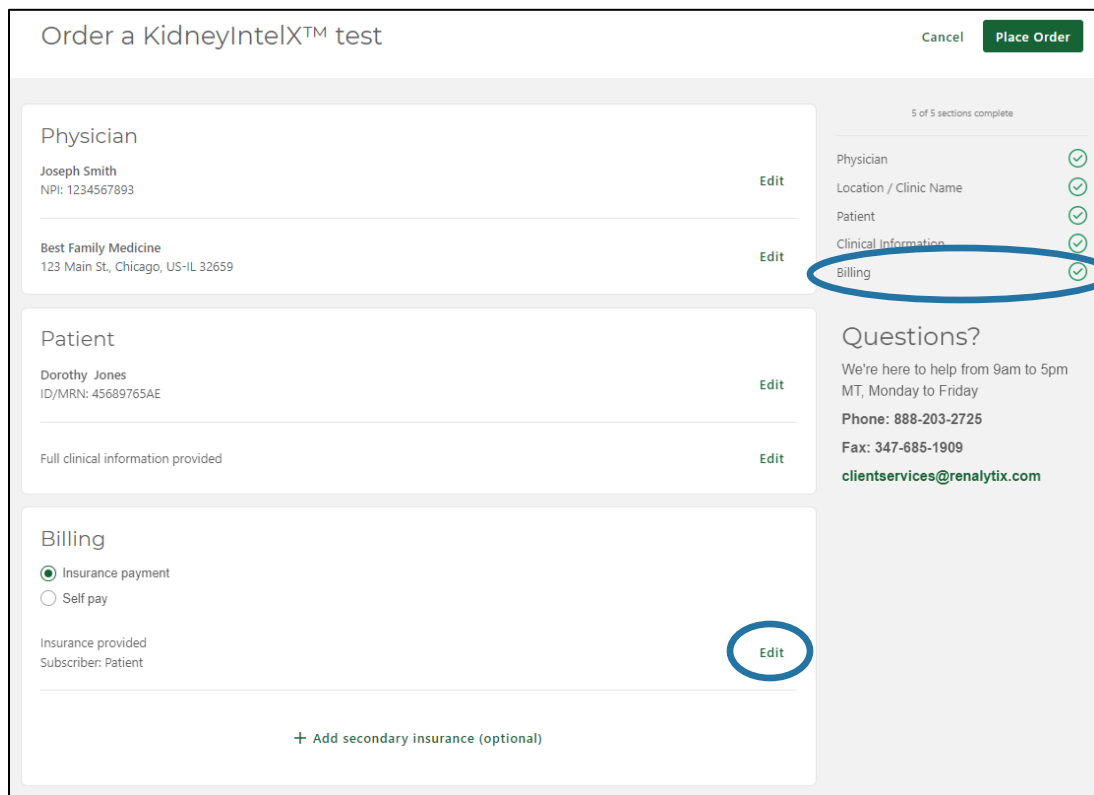
Once complete select Save at the top of the screen.



x Primary Insurance

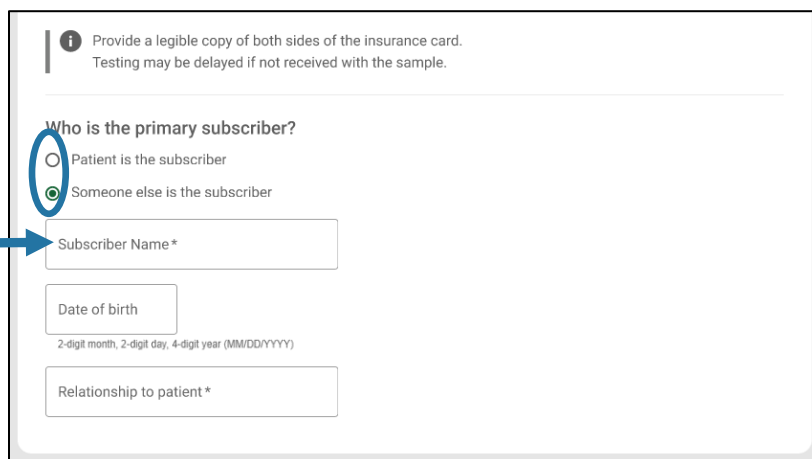
Save

Once complete, the progress meter will indicate all required billing information has been saved. Select Edit to change any saved billing information.



### 2.7.1.3 Include Details with Shipment

Print a legible copy of both sides of the insurance card and include with the specimen shipment. Enter Primary Subscriber information. Required fields are marked with an asterisk '\*'.



Once complete select Save at the top of the screen.





Once complete, the progress meter will indicate all required billing information has been saved. Select Edit to change any saved billing information.

### Order a KidneyIntelX™ test

Cancel
Place Order

Physician

Joseph Smith  
NPI: 1234567893

Edit

Best Family Medicine  
123 Main St., Chicago, US-IL 32659

Edit

Patient

Dorothy Jones  
ID/MRN: 45689765AE

Edit

Full clinical information provided

Edit

Billing

☒ Insurance payment  
☐ Self pay

Insurance provided by shipment  
Subscriber: Patient

Edit

+ Add secondary insurance (optional)

5 of 5 sections complete

Physician

Location / Clinic Name

Patient

Clinical Information

Billing

Questions?

We're here to help from 9am to 5pm  
MT, Monday to Friday  
Phone: 888-203-2725  
Fax: 347-685-1909  
[clientservices@renalytix.com](mailto:clientservices@renalytix.com)

## 2.7.2 Add Secondary Insurance

After adding primary insurance information, optional secondary insurance information may also be added to the order. Select Add Secondary Insurance (Optional) and follow the same instructions for providing primary insurance information.

### Order a KidneyIntelX™ test

Cancel
Place Order

Physician

Joseph Smith  
NPI: 1234567893

Edit

Best Family Medicine  
123 Main St., Chicago, US-IL 32659

Edit

Patient

Dorothy Jones  
ID/MRN: 45689765AE

Edit

Full clinical information provided

Edit

Billing

☒ Insurance payment  
☐ Self pay

Insurance provided by document upload  
Subscriber: Patient

Edit

+ Add secondary insurance (optional)

5 of 5 sections complete

Physician

Location / Clinic Name

Patient

Clinical Information

Billing

Questions?

We're here to help from 9am to 5pm  
MT, Monday to Friday  
Phone: 888-203-2725  
Fax: 347-685-1909  
[clientservices@renalytix.com](mailto:clientservices@renalytix.com)

### 2.7.3 Self Pay

If the patient does not have insurance to be billed, from the Order screen select Self Pay. The patient will be contacted by Renalytix once the specimen is received to complete this process and set up any applicable payment or payment plan.

#### Order a KidneyIntelX™ test

Cancel
Place Order

##### Physician

Joseph Smith  
NPI: 1234567893

Edit

##### Best Family Medicine

123 Main St., Chicago, US-IL 32659

Edit

##### Patient

Dorothy Jones  
ID/MRN: 45689765AE

Edit

Full clinical information provided

Edit

##### Billing

☐ Insurance payment  
☒ Self pay

*!* Patient will be contacted once sample is received to complete this process and set up payment or payment plan.

5 of 5 sections complete

- Physician ☒
- Location / Clinic Name ☒
- Patient ☒
- Clinical Information ☒
- Billing ☒

##### Questions?

We're here to help from 9am to 5pm MT, Monday to Friday

Phone: 888-203-2725

Fax: 347-685-1909

clientservices@renalytix.com

Once complete, the progress meter will indicate all required billing information has been saved.

#### Order a KidneyIntelX™ test

Cancel
Place Order

##### Physician

Joseph Smith  
NPI: 1234567893

Edit

##### Best Family Medicine

123 Main St., Chicago, US-IL 32659

Edit

##### Patient

Dorothy Jones  
ID/MRN: 45689765AE

Edit

Full clinical information provided

Edit

##### Billing

☐ Insurance payment  
☒ Self pay

*!* Patient will be contacted once sample is received to complete this process and set up payment or payment plan.

5 of 5 sections complete

- Physician ☒
- Location / Clinic Name ☒
- Patient ☒
- Clinical Information ☒
- Billing ☒

##### Questions?

We're here to help from 9am to 5pm MT, Monday to Friday

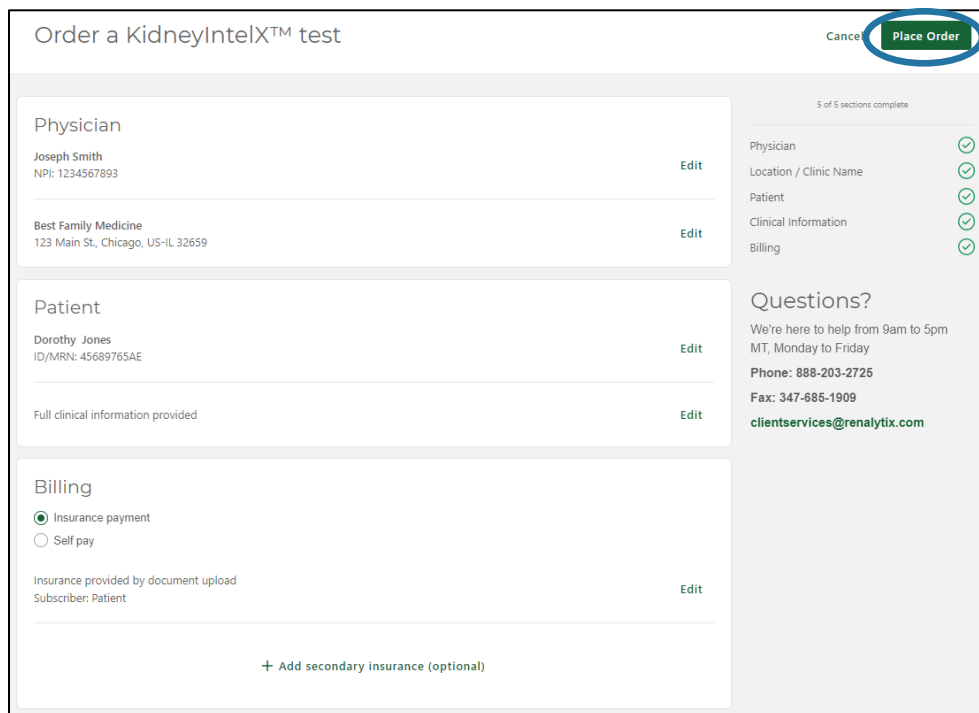
Phone: 888-203-2725

Fax: 347-685-1909

clientservices@renalytix.com

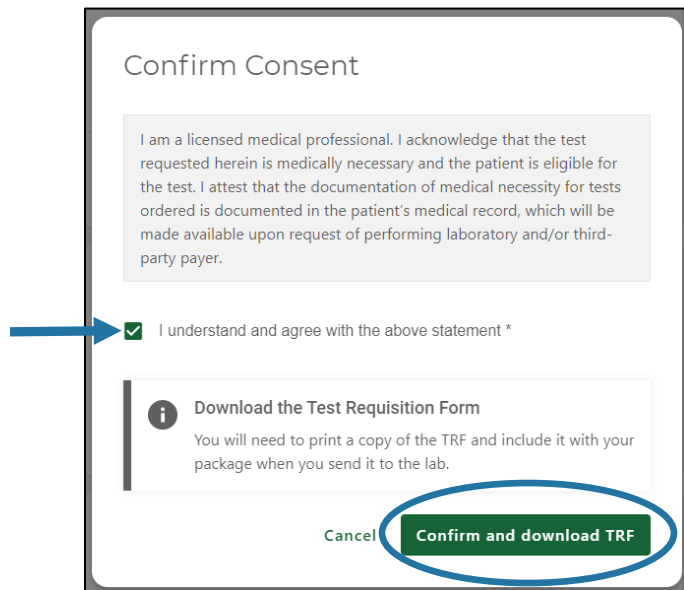
## 2.8 Complete an Order

From the Order screen, once all required order information is entered, the Place Order button will become active. Select Place Order to begin order completion.



A consent message will appear. Acknowledge the consent message using the checkbox provided and select Confirm and Download TRF to complete order submission. A copy of the Test Requisition Form will be automatically downloaded to be included with the specimen shipment.

To return to the previous screen and make additional edits to the order prior to submission, select Cancel.

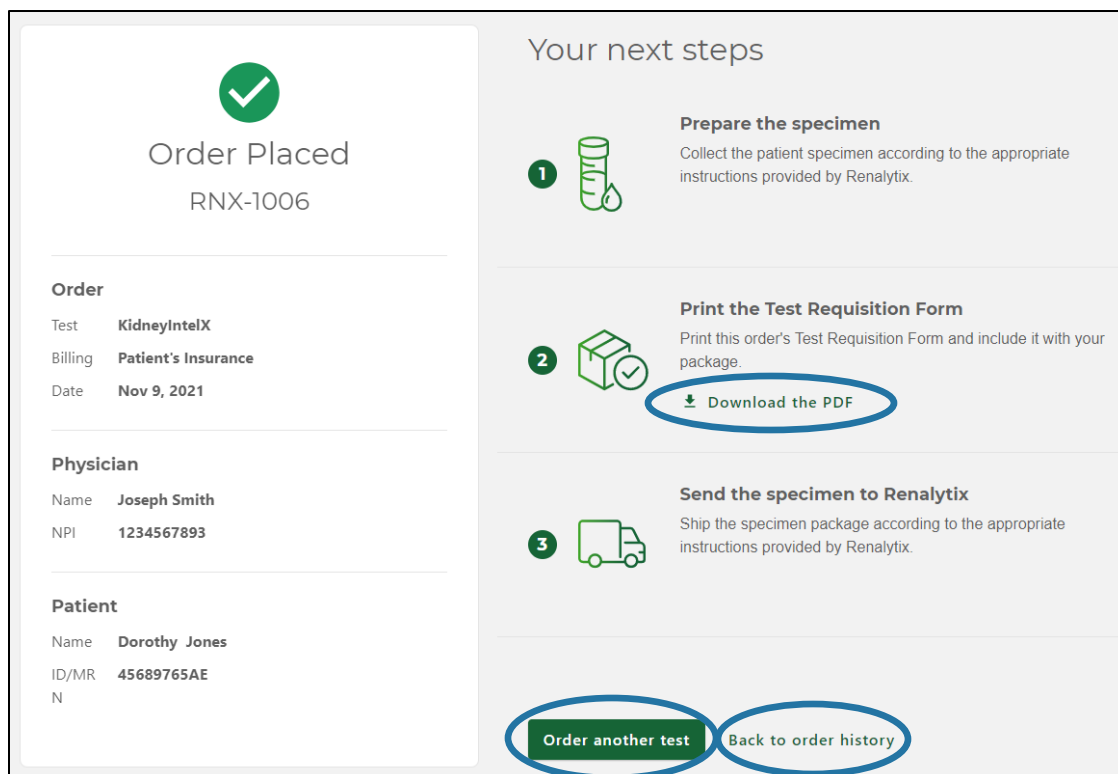


Once the order is placed, a confirmation page will appear.

Select Download the PDF to re-download a copy of the Test Requisition Form to be included with the specimen shipment.

Select Order Another Test to begin another test order.

Select Back to Order History to return to the Order History screen.



**Order Placed**  
RNX-1006

**Order**  
Test: KidneyIntelX  
Billing: Patient's Insurance  
Date: Nov 9, 2021

**Physician**  
Name: Joseph Smith  
NPI: 1234567893

**Patient**  
Name: Dorothy Jones  
ID/MR N: 45689765AE

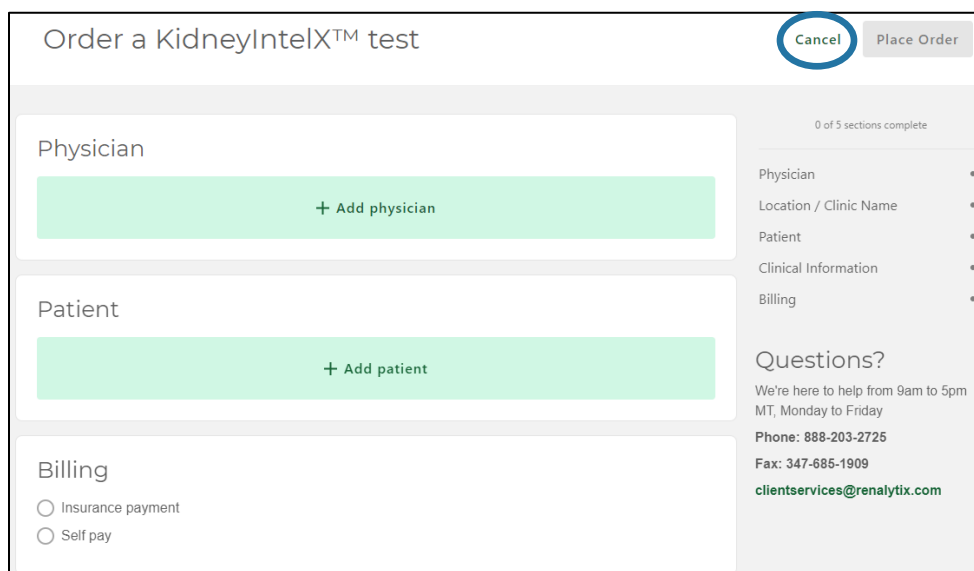
**Your next steps**

- 1 Prepare the specimen**  
Collect the patient specimen according to the appropriate instructions provided by Renalytix.
- 2 Print the Test Requisition Form**  
Print this order's Test Requisition Form and include it with your package.  
[Download the PDF](#)
- 3 Send the specimen to Renalytix**  
Ship the specimen package according to the appropriate instructions provided by Renalytix.

[Order another test](#) [Back to order history](#)

## 2.9 Cancel an Order

At any time during the order submission process, on the Order screen select Cancel.



Order a KidneyIntelX™ test

[Cancel](#) [Place Order](#)

0 of 5 sections complete

**Physician**  
[+ Add physician](#)

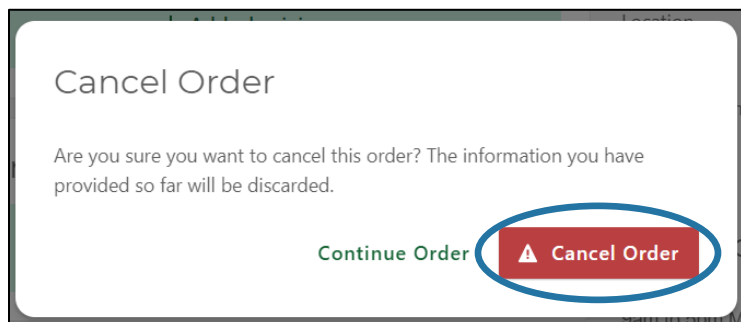
**Patient**  
[+ Add patient](#)

**Billing**  
☐ Insurance payment  
☐ Self pay

Physician  
Location / Clinic Name  
Patient  
Clinical Information  
Billing

**Questions?**  
We're here to help from 9am to 5pm MT, Monday to Friday  
Phone: 888-203-2725  
Fax: 347-685-1909  
[clientservices@renalytix.com](mailto:clientservices@renalytix.com)

A confirmation message will appear. Select Cancel Order. This will cancel any draft order that has not yet been completed.






To cancel a previously submitted order, please contact Customer Support.

### 3 View and Download Test Requisition Forms (TRFs)

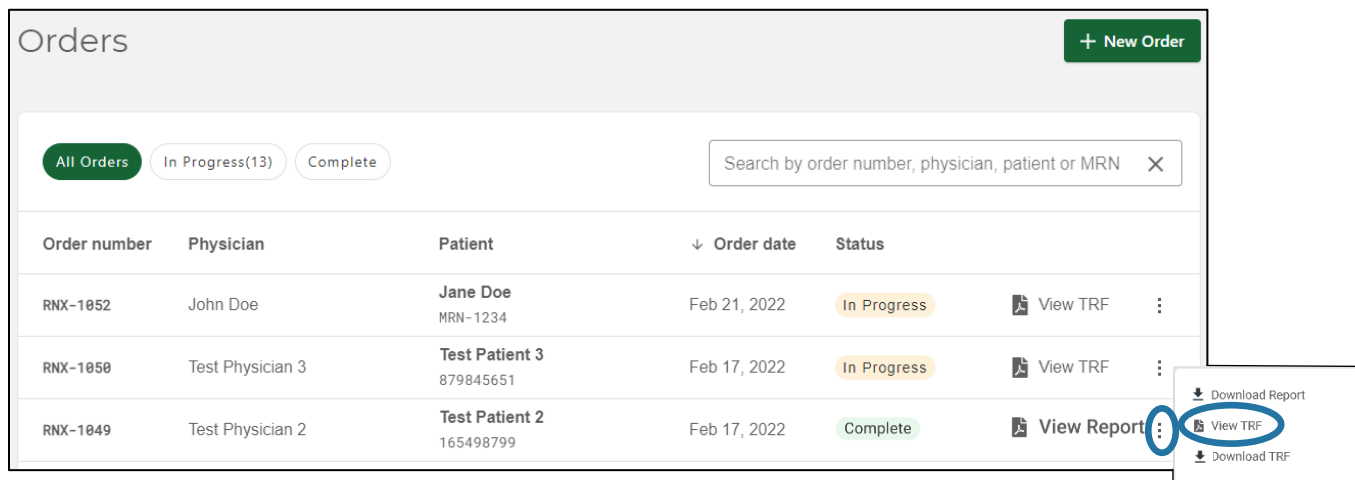
#### 3.1 View TRFs

On the Order History screen, locate the order of interest.

For In Progress orders, select the View TRF primary action icon.

Orders <span>+ New Order</span>					
<span>All Orders</span> <span>In Progress(13)</span> <span>Complete</span> <span>Search by order number, physician, patient or MRN</span>					
Order number	Physician	Patient	↓ Order date	Status	
RNX-1052	John Doe	Jane Doe MRN-1234	Feb 21, 2022	In Progress	 View TRF
RNX-1050	Test Physician 3	Test Patient 3 879845651	Feb 17, 2022	In Progress	 View TRF
RNX-1049	Test Physician 2	Test Patient 2 165498799	Feb 17, 2022	Complete	 View Report

For Complete orders, select the secondary action ellipsis menu (three vertical dots) and then select View TRF.



Orders

+ New Order

All Orders In Progress(13) Complete

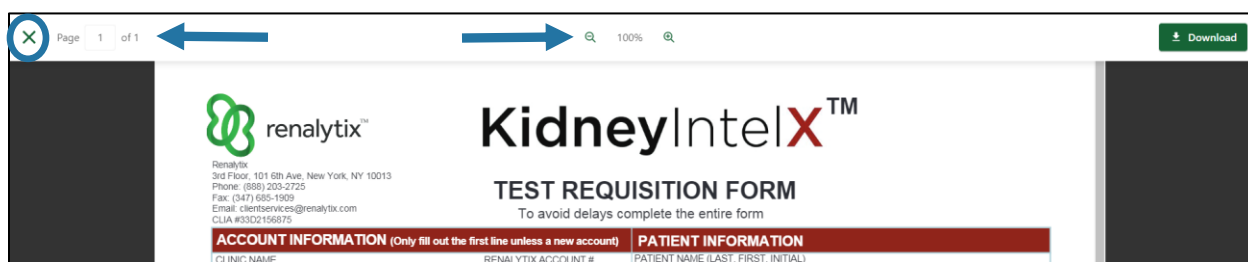
Search by order number, physician, patient or MRN

Order number	Physician	Patient	Order date	Status	
RNX-1052	John Doe	Jane Doe MRN- 1234	Feb 21, 2022	In Progress	View TRF
RNX-1050	Test Physician 3	Test Patient 3 879845651	Feb 17, 2022	In Progress	View TRF
RNX-1049	Test Physician 2	Test Patient 2 165498799	Feb 17, 2022	Complete	View Report

Download Report  
View TRF  
Download TRF

While viewing a TRF, select the zoom and page options to adjust the viewing window.

Select the 'X' icon at the top left to return to the Order History screen.



KidneyIntelX™

TEST REQUISITION FORM

To avoid delays complete the entire form

ACCOUNT INFORMATION (Only fill out the first line unless a new account) PATIENT INFORMATION

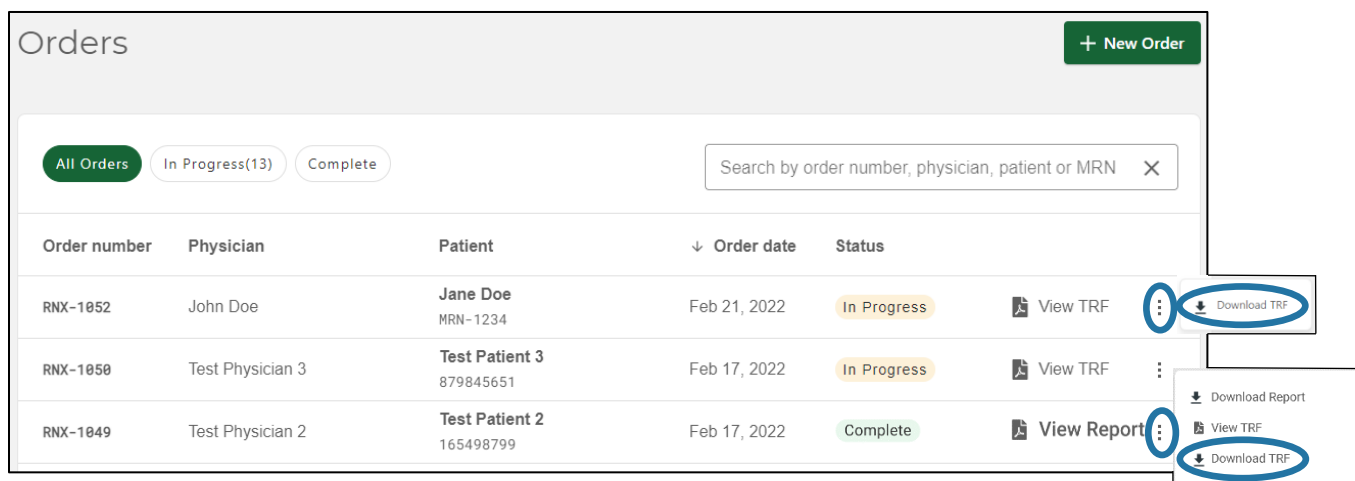
CLINIC NAME RENALYTIX ACCOUNT # PATIENT NAME (LAST, FIRST, INITIAL)

Page 1 of 1 100% Download

### 3.2 Download TRFs

On the Order History screen, locate the order of interest.

For In Progress and Complete orders, select the secondary action ellipsis menu (three vertical dots) and then select Download TRF.



Orders

+ New Order

All Orders In Progress(13) Complete

Search by order number, physician, patient or MRN

Order number	Physician	Patient	Order date	Status	
RNX-1052	John Doe	Jane Doe MRN- 1234	Feb 21, 2022	In Progress	View TRF
RNX-1050	Test Physician 3	Test Patient 3 879845651	Feb 17, 2022	In Progress	View TRF
RNX-1049	Test Physician 2	Test Patient 2 165498799	Feb 17, 2022	Complete	View Report

Download TRF  
Download Report  
View TRF  
Download TRF

While viewing a TRF, select Download.

Select the 'X' icon at the top left to return to the Order History screen.



## 4 View and Download Test Reports

### 4.1 View Reports

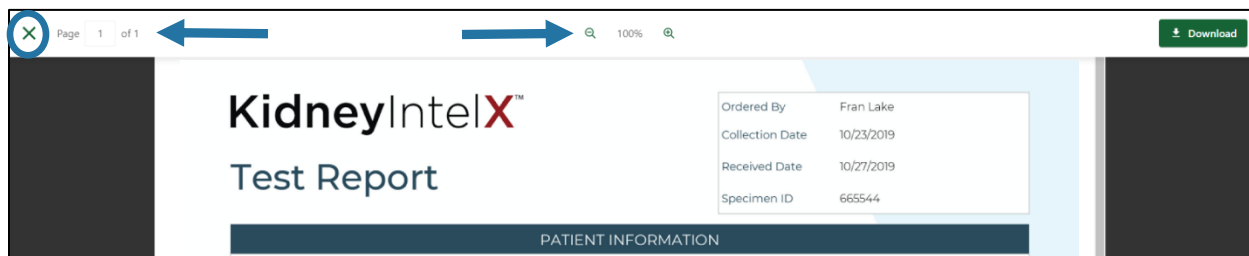
On the Order History screen, locate the order of interest.

For Complete orders, select the View Report primary action icon.

Orders						+ New Order
<div> <div>All Orders</div> <div>In Progress(13)</div> <div>Complete</div> </div> <div>Search by order number, physician, patient or MRN</div>						
Order number	Physician	Patient	Order date	Status		
RNX-1052	John Doe	Jane Doe MRN-1234	Feb 21, 2022	In Progress	View TRF	
RNX-1050	Test Physician 3	Test Patient 3 879845651	Feb 17, 2022	In Progress	View TRF	
RNX-1049	Test Physician 2	Test Patient 2 165498799	Feb 17, 2022	Complete	View Report	

While viewing a Report, select the zoom and page options to adjust the viewing window.

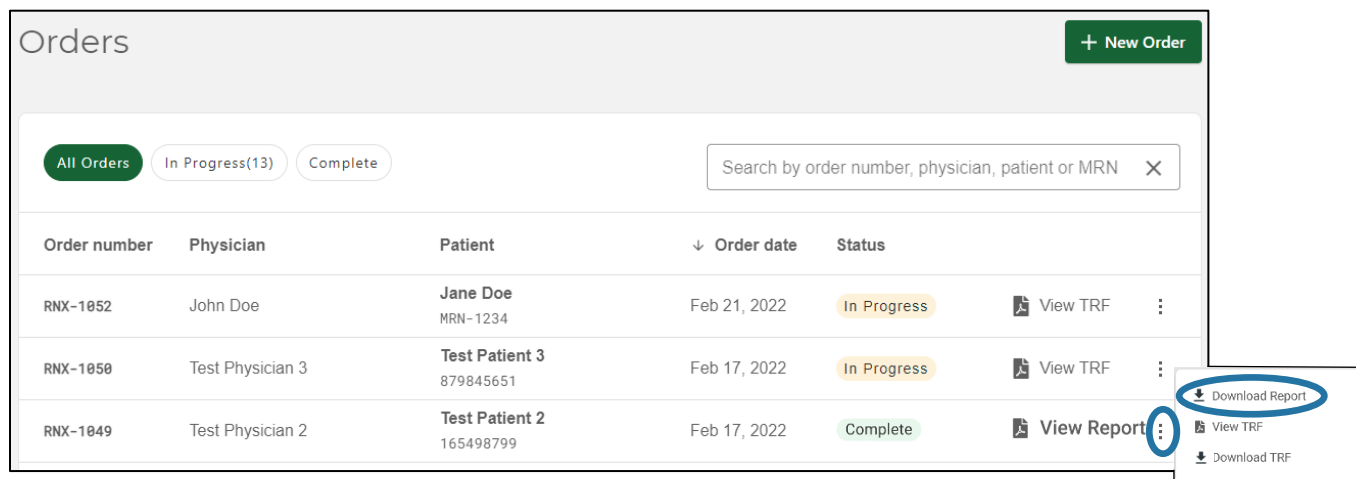
Select the 'X' icon at the top left to return to the Order History screen.



## 4.2 Download Reports

On the Order History screen, locate the order of interest.

For Complete orders, select the secondary action ellipsis menu (three vertical dots) and then select Download Report.



Orders

+ New Order

All Orders In Progress(13) Complete

Search by order number, physician, patient or MRN

Order number	Physician	Patient	Order date	Status	
RNX-1052	John Doe	Jane Doe MRN-1234	Feb 21, 2022	In Progress	View TRF
RNX-1050	Test Physician 3	Test Patient 3 879845651	Feb 17, 2022	In Progress	View TRF
RNX-1049	Test Physician 2	Test Patient 2 165498799	Feb 17, 2022	Complete	View Report

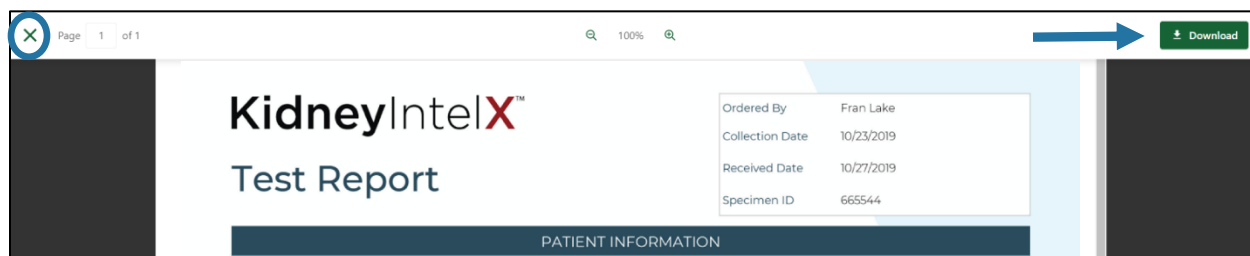
Download Report

View TRF

Download TRF

While viewing a Report, select Download.

Select the 'X' icon at the top left to return to the Order History screen.



Page 1 of 1

100%

Download

KidneyIntelX™

Test Report

Ordered By: Fran Lake

Collection Date: 10/23/2019

Received Date: 10/27/2019

Specimen ID: 665544

PATIENT INFORMATION



## 5 Order History Search, Sorting, and Filtering

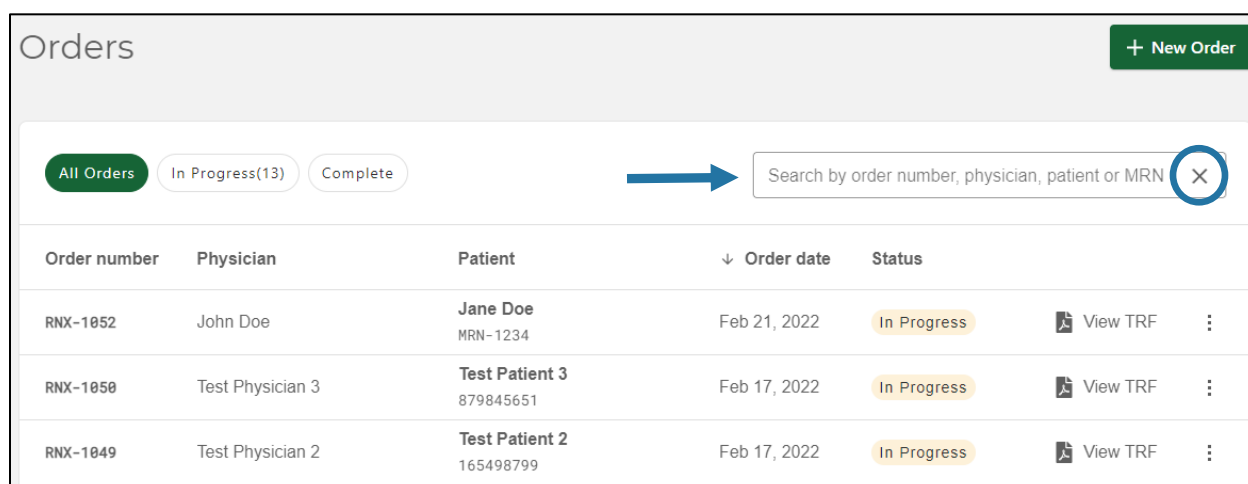
### 5.1 Search by Order Number, Patient Name, Patient ID/MRN

On the Order History screen, select the order search bar to search by:

- Order Number
- Physician Name (first name and/or last name)
- Physician NPI
- Patient Name (first name, middle name, and/or last name)
- Patient ID or Medical Record Number (MRN)

Search is cumulative. A record will only be shown if it matches the currently selected filter criteria and search terms.

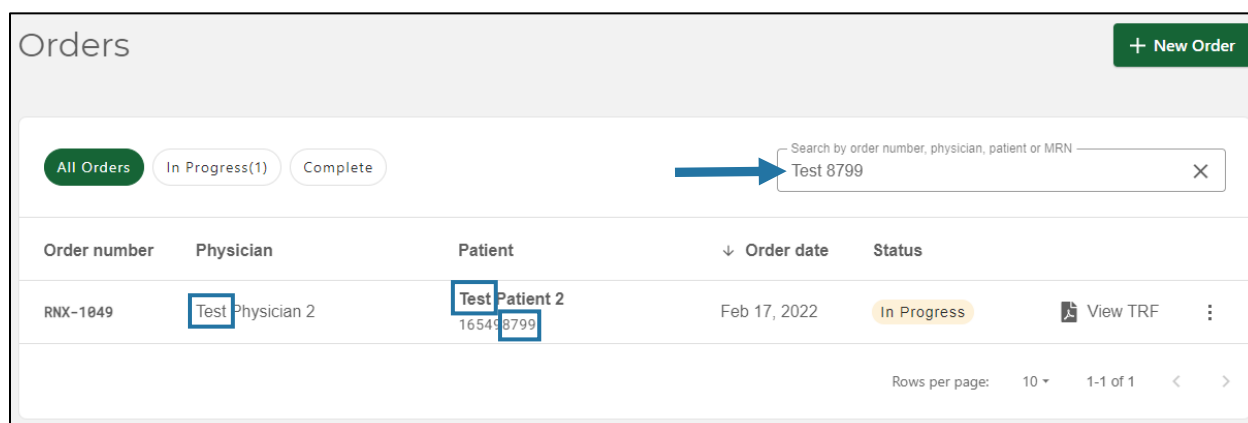
To clear the search criteria, select the 'X' icon to the right of the search bar.



The screenshot shows the 'Orders' section with a '+ New Order' button. Below the header are filter tabs: 'All Orders' (selected), 'In Progress(13)', and 'Complete'. To the right is a search bar with the placeholder text 'Search by order number, physician, patient or MRN' and a clear 'X' icon. A blue arrow points to the search bar. Below the search bar is a table with the following data:

Order number	Physician	Patient	Order date	Status	
RNX-1052	John Doe	Jane Doe MRN-1234	Feb 21, 2022	In Progress	View TRF
RNX-1050	Test Physician 3	Test Patient 3 879845651	Feb 17, 2022	In Progress	View TRF
RNX-1049	Test Physician 2	Test Patient 2 165498799	Feb 17, 2022	In Progress	View TRF

Search will return all results where all search terms are contained anywhere in the target search properties. For example, entering the search criteria 'Test 8799' will only return results containing 'Test' in the physician name, 'Test' in the patient name, and digits '8799' in the MRN.



The screenshot shows the 'Orders' section with the search bar containing 'Test 8799'. The search results table shows only one record:

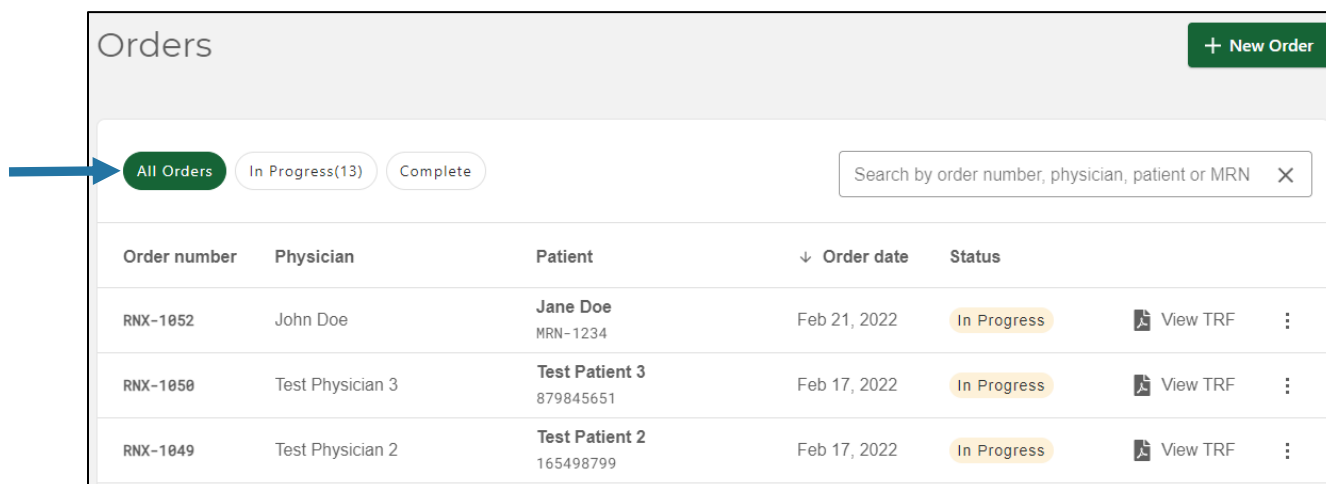
Order number	Physician	Patient	Order date	Status	
RNX-1049	Test Physician 2	Test Patient 2 165498799	Feb 17, 2022	In Progress	View TRF

At the bottom right, there is a pagination control showing 'Rows per page: 10' and '1-1 of 1'.

## 5.2 Filter by Order Status

On the Order History screen, select the Order Status chips to quickly filter search results by Status.

Filtering is cumulative. A record will only be shown if it matches the currently selected filter criteria and search terms.



Orders + New Order

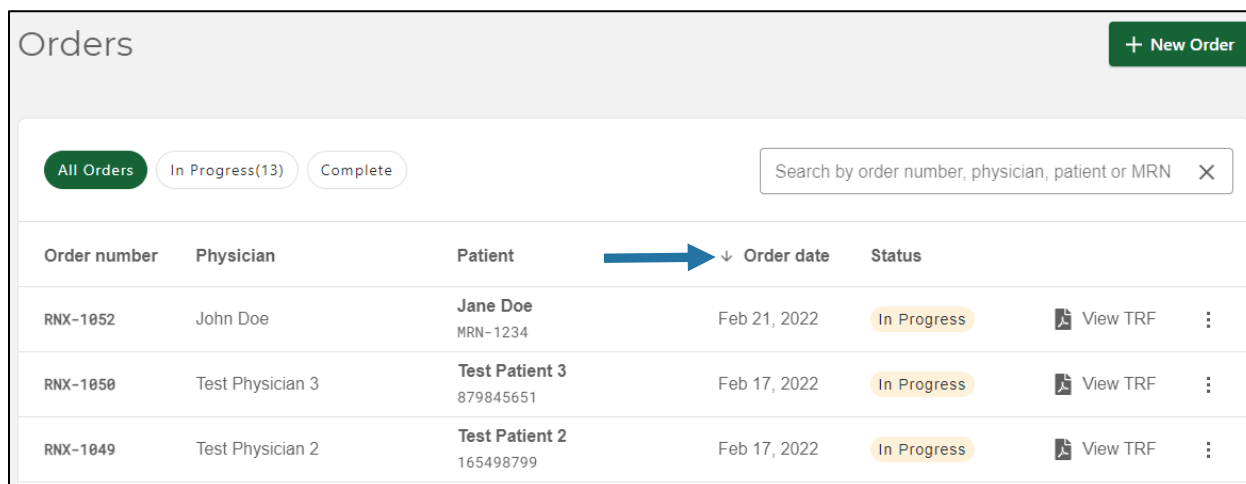
**All Orders** In Progress(13) Complete

Search by order number, physician, patient or MRN X

Order number	Physician	Patient	↓ Order date	Status	
RNX-1052	John Doe	Jane Doe MRN-1234	Feb 21, 2022	In Progress	View TRF ⋮
RNX-1050	Test Physician 3	Test Patient 3 879845651	Feb 17, 2022	In Progress	View TRF ⋮
RNX-1049	Test Physician 2	Test Patient 2 165498799	Feb 17, 2022	In Progress	View TRF ⋮

## 5.3 Sort by Order Date

On the Order History screen, select the Order Date arrow to sort search results by Order Date in ascending or descending order.



Orders + New Order

**All Orders** In Progress(13) Complete

Search by order number, physician, patient or MRN X

Order number	Physician	Patient	↓ Order date	Status	
RNX-1052	John Doe	Jane Doe MRN-1234	Feb 21, 2022	In Progress	View TRF ⋮
RNX-1050	Test Physician 3	Test Patient 3 879845651	Feb 17, 2022	In Progress	View TRF ⋮
RNX-1049	Test Physician 2	Test Patient 2 165498799	Feb 17, 2022	In Progress	View TRF ⋮

## 5.4 Filter Rows per Page

On the Order History screen, select the Rows Per Page dropdown menu to filter the number search results displayed per page. Choices include 10, 25, and 50.

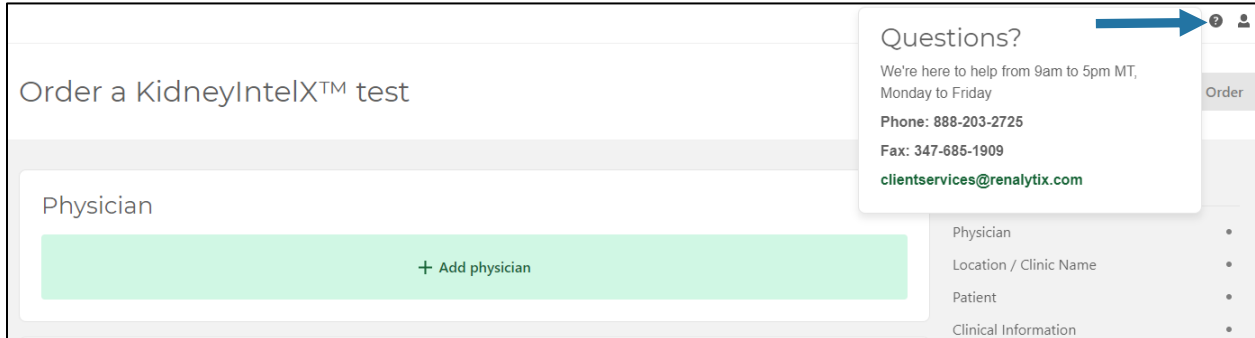


RNX-1004	John Smith	Jane Doe 000	Dec 16, 2021	In Progress	View TRF ⋮
----------	------------	-----------------	--------------	-------------	------------

Rows per page: 10 1-1 of 1 < >

## 6 Customer Support

Select the Help button at the top right corner of the screen. Please contact Client Services by phone, fax, or email.



The screenshot displays the 'Order a KidneyIntelX™ test' web form. The main heading is 'Order a KidneyIntelX™ test'. Below it, there is a section for 'Physician' with a green button labeled '+ Add physician'. To the right, a 'Questions?' popup is visible, containing contact information for Client Services: 'We're here to help from 9am to 5pm MT, Monday to Friday', 'Phone: 888-203-2725', 'Fax: 347-685-1909', and 'clientservices@renalytix.com'. A blue arrow points to the help icon in the top right corner. Below the popup, a sidebar lists navigation options: 'Physician', 'Location / Clinic Name', 'Patient', and 'Clinical Information', each with a bullet point. An 'Order' button is also visible in the top right corner.