LabOnline Facility Request Form

Email Completed Form to: help.aklabonline@alaska.gov

About Lab Online LabOnline is a secure web portal that interfaces with the Alaska State Public Health Laboratory Information System and enables authorized laboratory users to order tests and receive test results, as well as download and/or print reports.

Prerequisites
- Make sure cookies are enabled for your browser.
- LabOnline was tested on Internet Explorer 11; Microsoft Edge, and Google Chrome browsers.
- The minimum screen resolution for LabOnline is 1024 x 768 pixels. The maximum screen resolution for LabOnline is 1920 x 1080 pixels.

1. **Facility Information**

Facility Name					
Address					
City		State		Zip	
Phone		Fax			

2. **Medical Provider Information:** Enter your Facility's Medical Director, or the person under whom the laboratory tests are ordered.

Provider Name		NPI	

3. **Contact Information:** *If we have any questions concerning your account, this is whom we will contact.*

Primary Contact Name:			
Email		phone	

4. **IP address:** LabOnline requires an external facing static IP address or IP pool (range). *(IP addresses beginning with 10. or 192.168 are not external facing) (if unsure speak to your IT staff or go to whatsmyIPaddress.com)*

5. **Testing:** Please check the expected testing groups your Facility sends to ASPHL. Check all that apply.

□ Blood Lead	□ Reportable Organisms
□ Corona Virus	□ Sexually Transmitted Diseases
□ Influenza and other respiratory viruses	□ TB (Mycobacteriology)
□ Rabies	□ Other

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Facility Access Requirements

1. You must coordinate your user access requirements, and user access parameters, with your Alaska State Public Health Laboratory Contact or Sponsor.
2. You must immediately discontinue use of any of your Facility's computers or electronic devices that show signs of being infected by a virus or other malware and report the suspected incident.
3. You must use ensure your Facility only accesses lab results for which you have been granted authorization.
4. You must ensure that your Facility uses only currently supported browsers such as Internet Explorer, Microsoft Edge, or Google Chrome.
5. Within 48 hours, communicate any employment status changes to the ASPHL that eliminate your employee's need for access to LabOnline.
6. Review your Facility's employees' access to LabOnline every 30 days, and report any access status changes to the ASPHL.
7. Recognize that ASPHL will monitor use of the web portal by individual users and that laboratory reports can be modified solely by ASPHL.
8. You must report all security incidents or suspected incidents (e.g., hacked accounts or computers with access, improper or suspicious acts) related to LabOnline to hss-security@alaska.gov.

ACCEPTANCE AND SIGNATURE

I have read the above LabOnline Facility Request Form. By my signature below, I acknowledge and agree that my Facility's access to LabOnline is covered by, and subject to, such Rules. Further, I acknowledge and accept that any violations of these Rules may subject my Facility to civil and/or criminal actions and that ASPHL retains the right, at its sole discretion, to terminate, cancel or suspend my access rights to the LabOnline at any time, without notice.

Facility Representative Signature   Date

Print Name   Title

Email address

Your Organization

State of Alaska internal use:

State of Alaska LAB Signature   Date

Print Name   Title