Agendia Customer Portal QuickStart Guide

AGENDIA®
MAMMAPRINT+BLUEPRINT

M-USA-378-V2

Logging On

- URL: https://agendia.secure.force.com/
- Enter your **username** and **password** and click **[Login]**.

(Refer to your email from Agendia titled, "Your Agendia Inc. Customer Portal username and password" to retrieve your **username** and password.)

New Order - Selection Screen

- Defaults to **Breast Cancer** and **Block(s) / slides**. Click **[Next>>]** if this is correct.

New Order - Physician Tab

- Additional required fields will display when you select "Yes" for **Additional Physician Reports**. Select how the additional physician(s) should receive the patient report (select any combination). In the **Additional Physician Contact Information** text field, provide the physician information and indicate how the report should be delivered (e.g. email address, Fax number, mailing address).

New Order - Patient Tab

- Enter all **Patient information** fields.
- All **Date fields** must be entered in this format – **mm/dd/yyyy** – or select the date from the pop-up calendar.
- Selecting **Medicare Patient** = "Yes" makes the Hospital Status field required.
- Selecting **Hospital Status** = "**Hospital Inpatient (>24 hour stay)**" makes the **Hospital Inpatient Discharge Date** required.
- If the patient is enrolled in a Clinical Trial (e.g. FLEX, I-SPY2, etc.) or an Agendia Program (e.g. DiscoverPrint), select the appropriate option from the **Clinical Program** field.

New Order - Billing Tab

- The fields displayed are controlled by what you select in the Coverage field.
- If I**nsurance** is selected, the screen updates to show **Primary Insurance fields**. The Secondary Insurance field defaults to "**No**". Selecting "**Yes**", adds another feild where the secondary insurance information can be entered.

New Order - Tests Tab

- **Submission Type** - Defaults to "First Submission" – change to "Resubmission" if applicable.
- **Collection Instructions** – Defaults to "Agendia to request specimen from pathology". If you are providing the specimen yourself, please change to "Ordering physician to request specimen from pathology".
- **Requested Tests** – Selecting **Agendia Breast Cancer Test Suite** checks off MammaPrint and BluePrint. You can also order individual tests.
- Agendia will perform any test selected.

| Physician | Patient | Billing | **Tests** | Specimen | Attachments | Authorization |

Submission Type | First Submission ▾   Collection Instructions | Agendia to request specimen from pathology ▾

Gene Expression Profiles

Agendia will perform any test(s) indicated by standing order on file from the ordering physician unless otherwise requested:
☑ Perform test(s) marked on requisition only

Requested Tests | ☑ **Agendia Breast Cancer Test Suite** (MammaPrint & Blue Print)
☑ **MammaPrint**, 70 Gene Breast Cancer Recurrence Assay (MammaPrint Only)
☑ **BluePrint**, 80 Gene Molecular Subtyping Assay (BluePrint Only)

[Previous]   [Next]

New Order - Specimen Tab

- The **Path Lab** field displays any pathology labs that Agendia has associated with your account. Selecting a value from this list displays the Fax number associated with that Path Lab.
- If there are no path labs listed, or if the one you need is not listed, click the **Other Path Lab/Fax** checkbox to the right and enter the Path Lab name and Fax number. When your order is processed by Agendia, we will setup a new Path Lab record and associate it with your account. The next time you enter an order, that Path Lab will be listed for selection.
- If the FFPE block should be returned to a different Path Lab, set **Return to Same** to "**No**" and enter information about where to return the block in the **Other Block Return Info field**.
- Please fill out the **Specimen and Clinical Pathological Information** sections with all available information.

| Physician | Patient | Billing | Tests | **Specimen** | Attachments | Authorization |

Path Lab | ARD - Pathology Lab 1 ▾   ☐ Other Path Lab/Fax [   ]
Fax (999) 999-9999
Return to Same? | Yes ▾   Other Block Return Info

Specimen

Collection Date | 5/14/2020 (mm/dd/yyyy)   Specimen Type [Biopsy/Core ▾]   Specimen Site [Left Breast ▾]   Container Type [Block ▾]

Multiple Primaries [Agendia to choose best block ▾]   Surgical / Pathology Block Numbers
1. 123   2. 12345   3. 123456

Location Comments *if multiple specimens, please provide location (e.g. Superior, Inferior, Medial, Lateral) or clock positions*
Testing

Clinical Pathological Information

Nodal Status ⚠ [(NX) Not Submitted or Found ▾]   Tumor Size (cm) ⚠ [≤ 5.0 cm ▾]   ER Status ⚠ [Positive ▾]
Clinical Assessment ⚠ ☑   Tumor Grade ⚠ [1 ▾]   PR Status ⚠ [Negative ▾]
                                                     Clinical Assessment ⚠ ☑   HER2 Status ⚠ [Equivocal ▾]

[Previous]   [Next]

New Order - Attachments Tab

- If you have electronic versions of the patient insurance card or pathology report that you would like to attach, click the [**Attach**] button and follow the on-screen prompts to browse and select the electronic file.
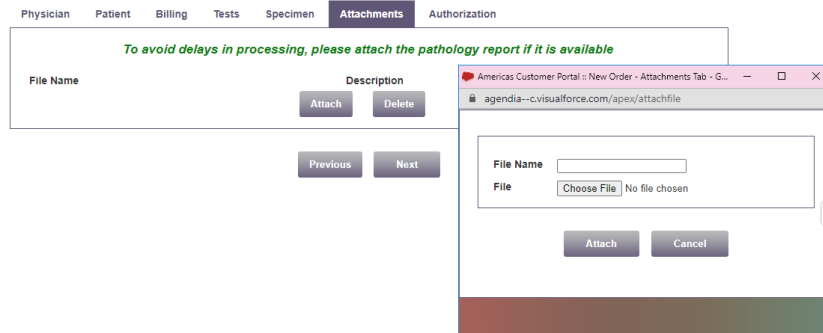
- If you attach the wrong document, click the checkbox to the left of the row, then click the [**Delete**] button to remove it.

New Order - Authorization Tab

- Please review the **Agendia General Terms & Conditions** by clicking on the blue
- hyperlink. These are the same terms and conditions on a paper Test Request Form (TRF).
- Click the checkbox to agree with the Ordering Physician Authorization statement and click [**Submit**].