

QuikResults® is the result reporting application within the My MedTox suite of Web-based tools. Registered users may access QuikResults at www.MedTox.com > **My MedTox** > **QuikResults**.

QuikResults Login

- Access QuikResults at www.MedTox.com → **My MedTox**.
- To login, enter your assigned Username and Password (this field is case sensitive).
- Note that five consecutive failed log-on attempts will result in the user being locked out of QuikResults for 10 minutes.
- Password requirements:
 - A password must be between 8 and 30 characters.
 - Password must be mixed case and include a number (UPPERlower123).
 - Passwords can include, but are not required to have, any character (!@#%\$*&).
 - A password must be changed every 60 days.
 - A password cannot match any old password used for the last nine passwords, nor can it be the same as a username, email address, company name, last name, first name, password hint, or the combination of first and last name.

QuikResults Navigation

- The QuikResults window is divided into two panes. The left pane contains the specimen search functions and client navigation tree. The right pane displays test result information.
- Note that the user may hide or show the left pane of the QuikResults window. Click on the above the **Search** option to hide the pane and click on **Show QuikBar** to restore the left pane.
- The **Search** option includes **Search For**: drop-down list to define the search. **Search For**: options include: Donor ID / Employee ID, Account Number, Donor Last Name, Lab Accession, and Specimen ID.
- The **Advanced Search** option enables the user to further define search criteria. With **Advanced Search**, the user may search for all specimens assigned to the Username by selecting the date range without entering any additional search criteria. Archived result records may be accessed by the user through **Advanced Search** with the applicable date range.
- Specimens received within the previous 30 days are displayed as a current record in the result information pane. Specimens older than 30 days are still available in QuikResults, but must be accessed through the **Advanced Search** option.

- The right pane of the QuikResults window displays result information. Note that **Page Help** provides definitions of the columns included on the page.
- The result information pane display defaults to specimens received within the past five (5) days with up to thirty (30) results per page. The user may change the display parameters by using the drop-down lists for days since report and number of result records shown.
- To view result reports or chain-of-custody form (CCF) images, click on the applicable PDF icon in the Status or CCF column. Note that access to result reports and CCF images is restricted to authorized users as defined during the user set up. Users without authorization to view result reports or CCFs will not see PDF icons for these items in QuikResults.
- Authorized users may print result reports and/or CCFs by selecting the checkbox for each in the **Status** and **CCF** columns and then selecting **Print Checked Results** and **CCF** at the bottom of the QuikResults page.
- Users may manually archive a specimen in the QuikResults system by selecting the checkbox in the Archive column and then clicking the **Archive** button. Note that archived specimen records remain accessible in QuikResults, but no longer appear as a current record. **Note that when a user archives a specimen record, the record is archived for all QuikResults users, not just for the user who archived it.**
- To log out of QuikResults, click on **Logout** in the upper right side of the QuikResults Web page.

System Requirements

- To view current system requirements, visit: www.MedTox.com > **My MedTox** > **System Requirements**.
- Note that Adobe Acrobat Reader 5.0 or 6.0 or higher is required to view test results and test request forms.
- To download the current version of Adobe Acrobat Reader from the System Requirements window, click on the Get Adobe Reader icon and follow the download instructions.
- New users must remove MedTox.com from Compatibility View. Contact an IT representative if you do not have permission to change this setting.
- Microsoft Internet Explorer 8.0 or higher is recommended to access MyMedTox.

For additional assistance, please contact the MedTox customer service team at 800-832-3244, or at mtxclientservices@labcorp.com.