

Client Web Portal **USER GUIDE**



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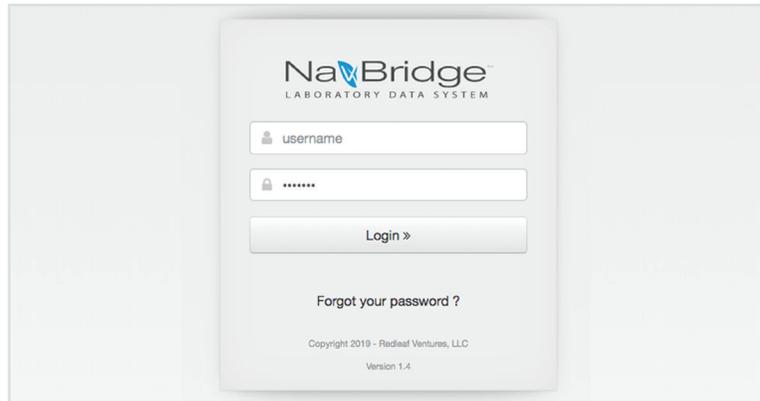
STEP 1 - Getting Started

Access the Histology Associates Web Portal by typing the following link into your internet web browser:

<https://www.navbridge.com/bridge/>

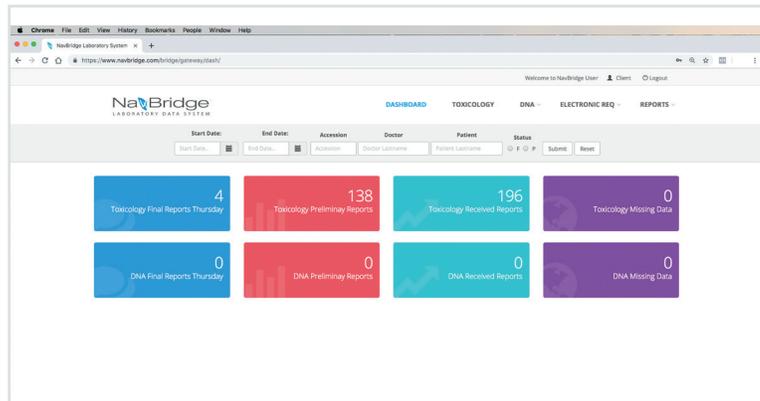
This website allows you to log into the Histology Associates Web Portal for viewing and retrieving completed reports. Your username will be provided to you by your Histology Associates representative.

To log in, type in the provided username and password. *(Note: both username and password are case sensitive)* Once username and password are entered, click "login."



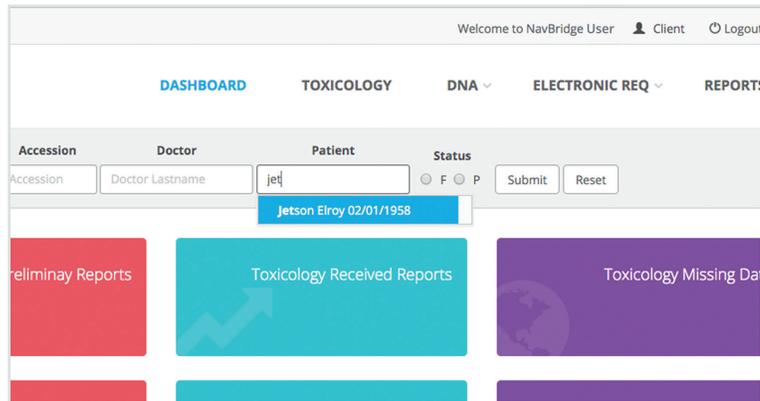
STEP 2 - Retrieving Reports

If you see this screen, you have successfully logged into the portal. Reports can be retrieved by searching for a specific patient. The instructions to follow will instruct you how to search for a patient and locate a report by last name.



STEP 3

Use the search tool at the top of the page to search by patient's last name. Simply type the patient's last name in the "Patient" field, and hit "Submit."



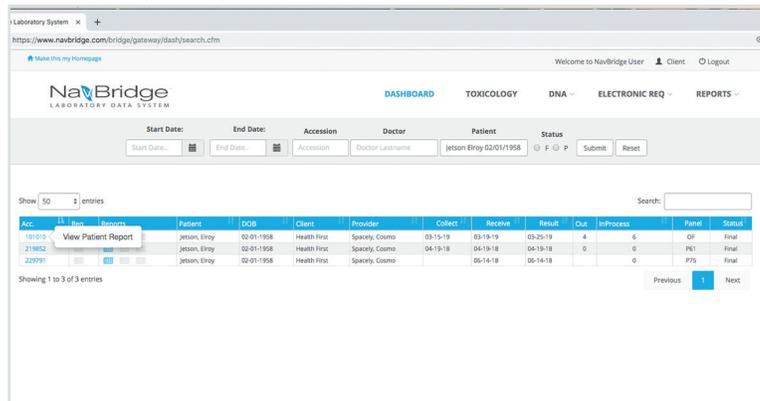
STEP 4

Once patient is located, their accession report(s) will be listed.

To check the status of a report, it will be listed under the last column "Status."

If the report *is* complete, it will be labelled "Final" under the status column and will be active for viewing. If the report is *not* complete, it will be labelled "Pending".

To view a patient report, click the accession number link of the report.

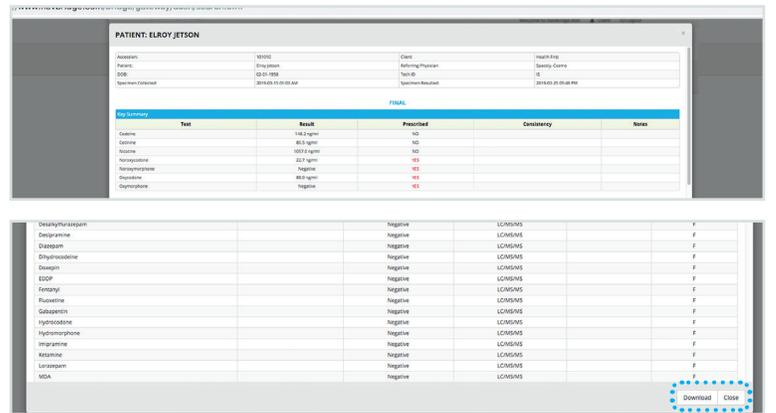


STEP 5

After clicking the The patient report will appear on the page (top right).

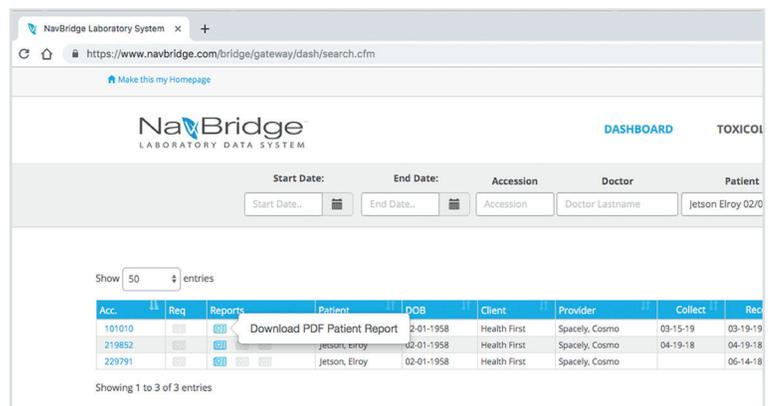
To download the report as a .pdf, scroll to the bottom of the report and hit "Download" in the bottom right corner.

To close the report, please do not hit the "Back" button on your web browser as this will take you back to the NavBridge home screen. Please hit the "Close" button next to "Download."

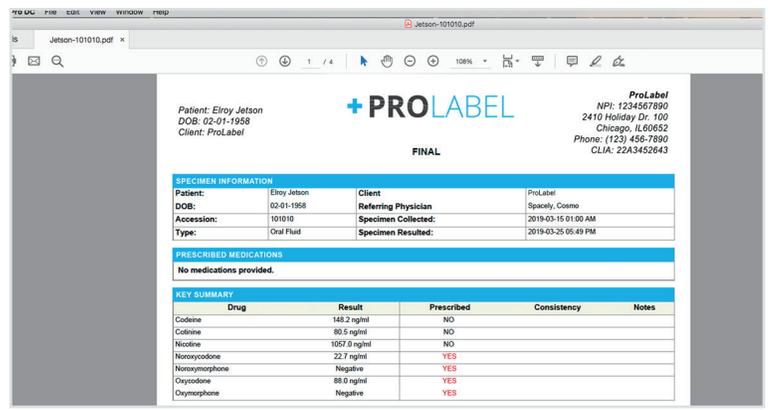


STEP 5

To "Quick-download" a .pdf report after locating the searched patient screen, click the icon under the Reports column associated with the accession.



You have now successfully retrieved your report data!



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