Minnesota Urolith Center Online System

How to submit sample information online

See "Creating an online account" if you do not have a user name and password. Log into our website urolithcenter.org with your user name and password.

To enter submission information for a sample – Select -> New Sample from the main menu.

The submission information page will open. Enter the patient information by completing all the fields.
When you have completed entering all the fields – Select -> Create Urolith.

**Confirmation of Sample Submission.** This screen lists the sample number, your clinic id, doctor, owner and patient names. You may want to record the sample number for your records in case you have problems printing the packing slip. Select → Print Address Label and Packing Slip.

A printable Packing slip will be generated on the next screen. The top portion should be included in the package with the sample. The bottom portion can be cut off and used as an address label on the package.
If you are unable to print the packing slip, or the slip does not print correctly, **DO NOT reenter the sample** - this will create two records for the same sample. To reprint a packing slip:

If you are still unable to print a packing slip you can print a copy of the confirmation email, send us a note with the sample submission number, or provide us with a note including your clinic name, patient and owner name and be sure to include the information "**SAMPLE SUBMITTED ONLINE**". We will be able to match the sample and online information when it is received in the laboratory.

Be sure to label the sample with the owner and patient name and ship in a non-breakable container.

Packing and shipping instructions:

- **within the United States**
- **from outside the United States**