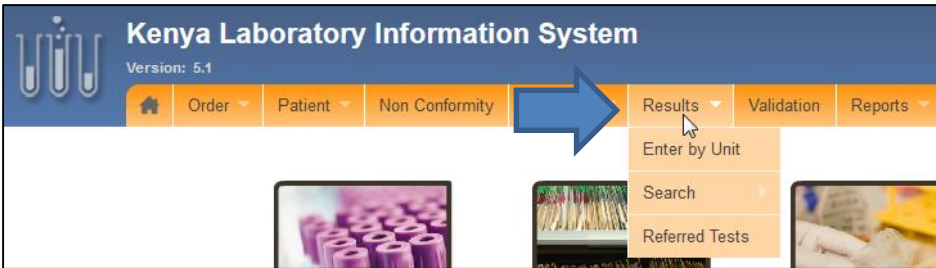
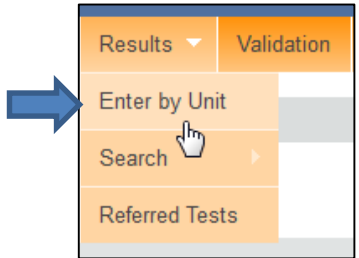
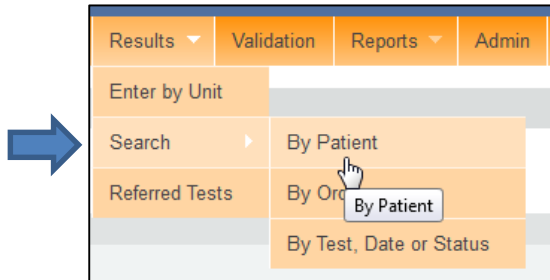
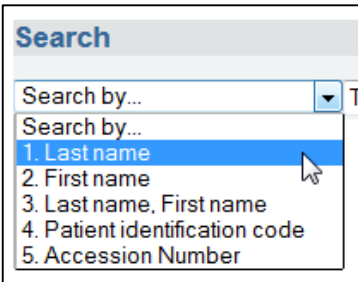
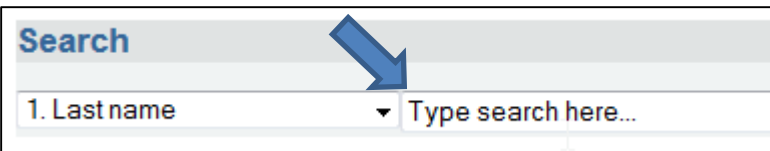
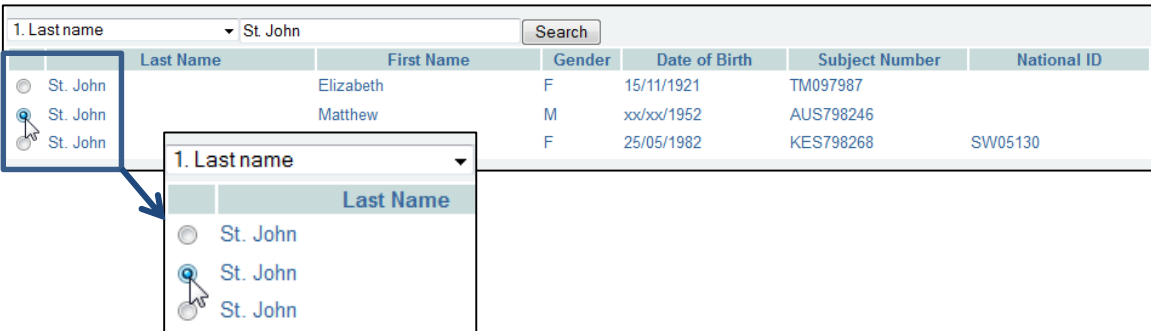
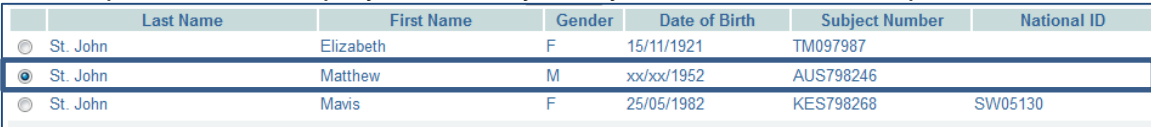
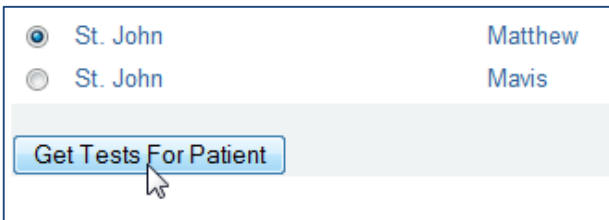
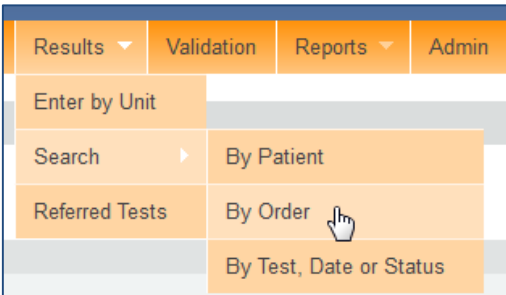

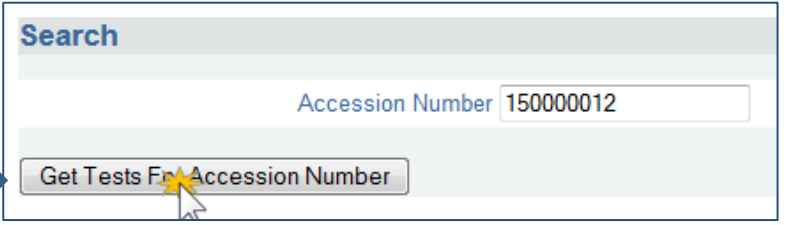
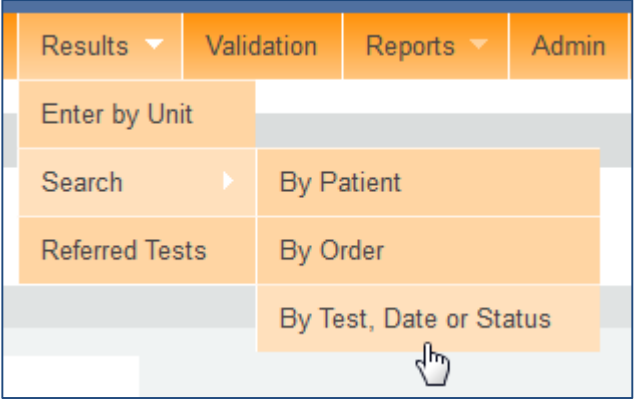
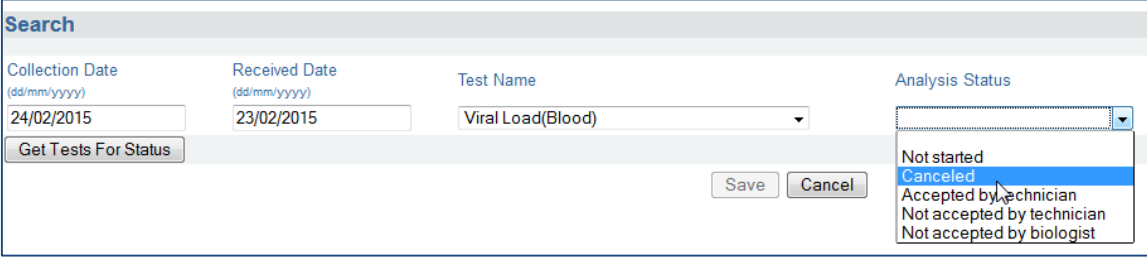
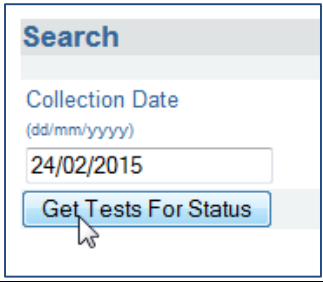
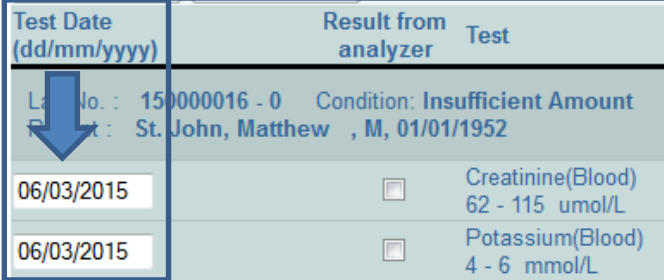
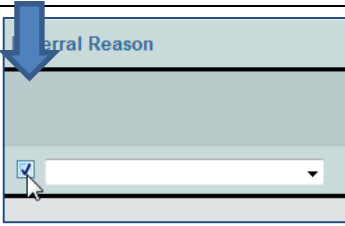
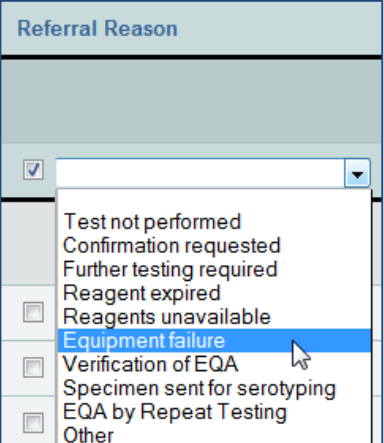

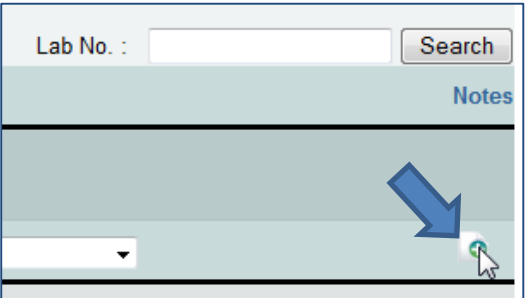
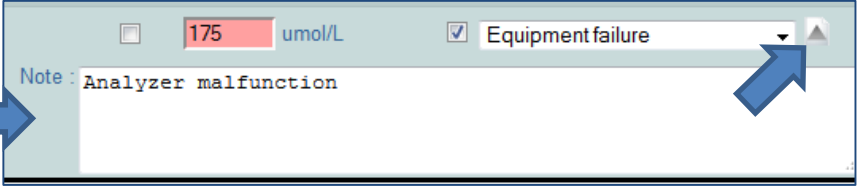

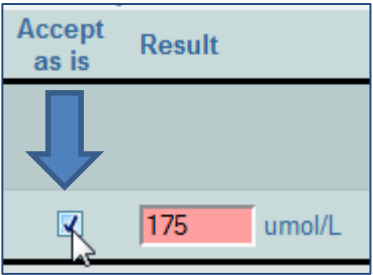


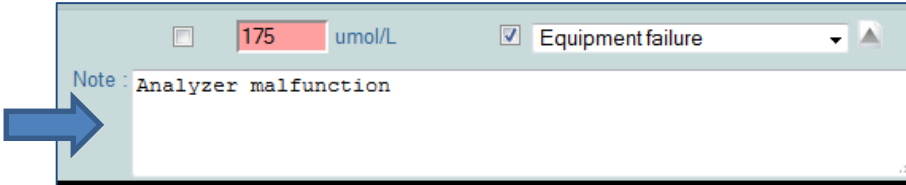
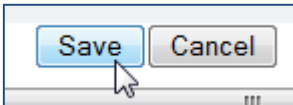
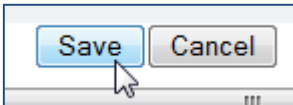
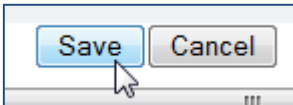
Job Aid: How Do I Enter Results ?		
Objective :	Make test results available for reporting	
Task :	Manually enter test results for a given order by lab unit, accession number, or patient into OpenELIS	
When :	Once a test has been completed and results are available	
Who :	Lab technicians	
Materials :	Workstation, OpenELIS, login with lab technician access	
Notes :		
Step	Action	
1.	From the main menu, click on the Results tab. 	
2.	If you want to...	Go to
	Enter results by laboratory unit	Step 3
	Enter results by patient	Step 4
	Enter results by accession number	Step 10
	Enter results by test status (not started, etc)	Step 13
3.	Select the Enter by Unit from the drop down menu. Continue with Step 17. 	
4.	Move your cursor and highlight Search . Another drop down menu will appear. Select and click on By Patient . 	

5.	Using the drop down menu, select the data that you want to Search by .	
6.	Type the data you have into the Type search here field.	
7.	<div>If...</div> <div>OpenELIS displays a list of multiple patient records with data that match your entry,</div> <div>OpenELIS returns only one patient record with data that matches your entry</div>	<div>Go to...</div> <div>Step 8</div> <div>Step 9</div>
8.	Review the patient information displayed and identify the correct patient.	 <p>Click on the radio button to the left of their last name.</p>
9.	Use all patient data displayed to verify that you have the correct patient.	
10.	<p>Click on Get Tests for Patient.</p> <p>Then continue with Step 17.</p>	
11.	Move your cursor over the drop down menu option Search by until a new drop down menu appears. Select and click on By Order .	

12.	Type the Accession Number for which you want to enter results.	
13.	Click on Get Tests for Accession Number . Continue with Step 17 .	
14.	Move your cursor over the drop down menu option Search by until a new drop down menu appears. Select and click on By Test, Date, or Status .	
15.	Type in Collection Date , Received Date or select a Test Name or Analysis Status from the drop down menus to view or enter test results.	
16.	Click on Get Tests for Status . Continue with Step 17 .	
17.	Enter the Test Date to record when the test was done if this is different from the current date.	

18.	<p>If...</p> <p>The result displayed is from the analyzer</p>	<p>Then....</p> <p>Tick the checkbox in the Result from Analyzer column.</p> <div><div>Date du Test (jj/mm/aaaa)</div><div>Résultat d'Automate</div><div>No. d'Ordre : 0000026</div><div>Patient : , F, 15/08/</div><div>01/07/2012<input checked="" type="checkbox"/></div><div>01/07/2012<input type="checkbox"/></div></div>																																			
	<p>The result does not come from the analyzer,</p>	<p>Verify that the Result from Analyzer checkbox is not ticked.</p> <p>Continue with Step 19.</p>																																			
19.	<p>Type in or select the Result from the drop down menu.</p> <p>Examples :</p> <table><thead><tr><th>Test Date (dd/mm/yyyy)</th><th>Result from analyzer</th><th>Test</th><th>Accept as is</th><th>Result</th></tr></thead><tbody><tr><td colspan="5">Lab No. : 150000019 - 1 Condition: Sample Type: Blood Patient : , M, 01/01/1990</td></tr><tr><td>06/03/2015</td><td><input type="checkbox"/></td><td>Creatinine(Blood) 62 - 115 umol/L</td><td><input type="checkbox"/></td><td>110 umol/L</td></tr><tr><td colspan="5">Lab No. : 150000018 - 0 Condition: Sample Type: Stool Patient : , ,</td></tr><tr><td>06/03/2015</td><td><input type="checkbox"/></td><td>Hookworm(Stool) Negative</td><td><input type="checkbox"/></td><td><div>Positive Negative Unspecified</div></td></tr><tr><td>06/03/2015</td><td><input type="checkbox"/></td><td>Roundworms(Stool) Negative</td><td><input type="checkbox"/></td><td></td></tr><tr><td>06/03/2015</td><td><input type="checkbox"/></td><td>Giardia lamblia(Stool) Negative</td><td><input type="checkbox"/></td><td></td></tr></tbody></table> <p>Note !</p> <p>If the result entered is outside of the normal range (too high or too low), then the Result field will turn yellow to alert you to this.</p> <p>If the result entered is outside of the valid range, indicating an equipment failure or other non-conformity event, the Result field will turn red to signal that the result entered is not valid.</p>		Test Date (dd/mm/yyyy)	Result from analyzer	Test	Accept as is	Result	Lab No. : 150000019 - 1 Condition: Sample Type: Blood Patient : , M, 01/01/1990					06/03/2015	<input type="checkbox"/>	Creatinine(Blood) 62 - 115 umol/L	<input type="checkbox"/>	110 umol/L	Lab No. : 150000018 - 0 Condition: Sample Type: Stool Patient : , ,					06/03/2015	<input type="checkbox"/>	Hookworm(Stool) Negative	<input type="checkbox"/>	<div>Positive Negative Unspecified</div>	06/03/2015	<input type="checkbox"/>	Roundworms(Stool) Negative	<input type="checkbox"/>		06/03/2015	<input type="checkbox"/>	Giardia lamblia(Stool) Negative	<input type="checkbox"/>	
Test Date (dd/mm/yyyy)	Result from analyzer	Test	Accept as is	Result																																	
Lab No. : 150000019 - 1 Condition: Sample Type: Blood Patient : , M, 01/01/1990																																					
06/03/2015	<input type="checkbox"/>	Creatinine(Blood) 62 - 115 umol/L	<input type="checkbox"/>	110 umol/L																																	
Lab No. : 150000018 - 0 Condition: Sample Type: Stool Patient : , ,																																					
06/03/2015	<input type="checkbox"/>	Hookworm(Stool) Negative	<input type="checkbox"/>	<div>Positive Negative Unspecified</div>																																	
06/03/2015	<input type="checkbox"/>	Roundworms(Stool) Negative	<input type="checkbox"/>																																		
06/03/2015	<input type="checkbox"/>	Giardia lamblia(Stool) Negative	<input type="checkbox"/>																																		

	If..	Then...
20.	<p>The test result needs to be referred to an external laboratory.....</p> <p>There is no need to refer the result...</p>	<p>Click on the Referral Reason check box</p> <p>Continue with Step 21.</p> <p>Continue with Step 24.</p> 
21.	<p>Select the Referral Reason from the options provided in the drop down menu.</p>	
22.	<p>Click on the  icon to open the Note text field.</p>	
23.	<p>Type any information related to the referral in the Note text field.</p>	 <p>Once you have finished taking down all notes, click on the  icon to close the Note text field.</p>
24.	<p>Validate the results and click on the Accept As Is checkbox if you want to go ahead and accept the result.</p> <p>A window will pop up and ask you to confirm that you have validated the result. Click OK.</p>	

	<p>Checking this box will indicate that you accept the results unconditionally.</p> <p>Expected uses:</p> <ol style="list-style-type: none"> 1. The test has been redone and the result is the same. 2. There is no result for the test but you do not want to cancel it 3. The result was changed and the technician wants to give the biologist the option to add a note during the validation step explaining the reason of the change. <p>In either case, leave a note explaining why you are taking this action.</p> <div data-bbox="1323 477 1428 515">OK</div>						
25.	<p>If necessary, add additional notes in the Note field.</p> <div data-bbox="544 566 1453 750">  </div> <p>If you need to override an irregular result, see <i>Job Aid : How to Validate Results in OpenELIS</i>.</p> <table border="1"> <thead> <tr> <th data-bbox="287 848 874 904">If</th><th data-bbox="874 848 1461 904">Then</th></tr> </thead> <tbody> <tr> <td data-bbox="287 904 874 960">You have more results to enter</td><td data-bbox="874 904 1461 960">Return to Step 2.</td></tr> <tr> <td data-bbox="287 960 874 1072">You have completed results entry</td><td data-bbox="874 960 1461 1072"> Click on Save. <div data-bbox="1160 960 1453 1064">  </div> </td></tr> </tbody> </table>	If	Then	You have more results to enter	Return to Step 2.	You have completed results entry	Click on Save . <div data-bbox="1160 960 1453 1064">  </div>
If	Then						
You have more results to enter	Return to Step 2.						
You have completed results entry	Click on Save . <div data-bbox="1160 960 1453 1064">  </div>						