BLIS-KENYA V2.5

A joint initiative of C4G @ Georgia Tech, the CDC,

@iLabAfrica - Strathmore University, Association of Public

Health Laboratories (APHL) and participating countries
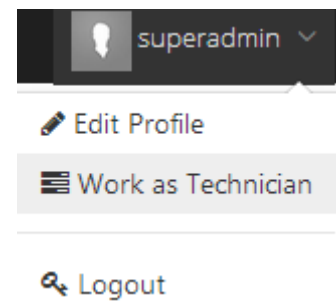
Standard Operating Procedures (SOP)
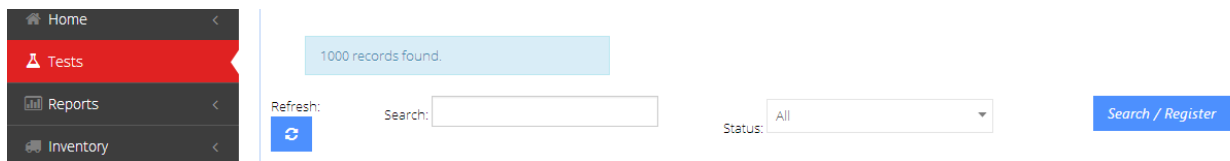
Contents

Patient Registration

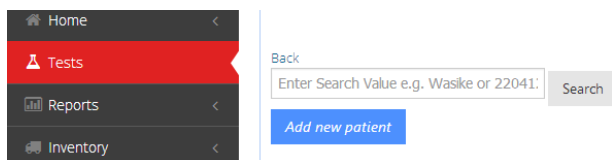To register a patient, login as an administrator

On the on the top right of the screen click your **username** (**superadmin** in this case) and click **Work as Technician** from the drop down

Click **Tests** on the side bar menu and click Search/Register

Click **Add new patient**

Enter the Patent Name, Gender and either Date of Birth or Age

Click **Submit**

Sample Collection

Receive Request

If you don't see the request among the listed, SEARCH for the patient using the PATIENT NUMBER or the PATIENT NAME as captured below. Press 'Enter' after giving the search value

Receive the request using the '**Receive request**' button on the far right of the row to get the following display

After submitting the details using 'Submit' button, the following will appear to confirm successful submission

Accepting a Specimen

Once you have received the request, you'll need to check the specimen for acceptance.

| Specimen ID	Date Ordered	Patient No	Visit No	Patient Name	Specimen Type	Test	Order Stage	Status		
	2014-03-14 10:58:57	257054	496716	Reyna Tessman (F 44)		BS for mps	In-patient	Not Collected	Accept	Q View Details

If acceptable, press the 'Accept' button to be directed to the following page.

Specimen ID	Date Ordered	Patient No	Visit No	Patient Name	Specimen Type	Test	Order Stage	Status		
	2014-03-14 10:58:57	257054	496716	Reyna Tessman (F 44)		BS for mps	In-patient	Pending	Start Test	Q View Details

You'll get the specimen number in the format: PAR-0001. PAR identifies the laboratory section the specimen shall be worked on and 0001 represent the actual specimen identifier. Label the specimen with that specimen number provided. Sort the specimens ready for dispatch to the sections.

Rejecting a Specimen

A specimen may fall short of the standards required for a test, might be unlabeled, insufficient or due to other reasons. If so, search for the specimen and on the corresponding row of the specimen, press the 'Reject' button.

Specimen ID	Date Ordered	Patient No	Visit No	Patient Name	Specimen Type	Test	Order Stage	Status		
CLI-1336		257054	487335	Felix Watson (F 44)	Whole Blood	Blood sugar	Out-patient	Not Collected	Accept / Reject	Q View Details

Fill in the form appropriately and submit it using the 'submit' button

≡ Specimen Rejection Form

Page Help

Specimen Rejection | Lab No. 20140523-11 | Cancel

Patient ID	971
Patient Number	20140523-10
Patient Name	Felix Watson (F 44)
Specimen Type	Whole Blood
Tests	Blood sugar
Reasons for Rejection	
Person Talked To	

Submit   « Back

You have successfully rejected the specimen as captured below.

Specimen ID	Date Ordered	Patient No	Visit No	Patient Name	Specimen Type	Test	Order Stage	Status		
CLI-1342	2014-05-26 13:45:15	257054	487335	Felix Watson (F 44)	Whole Blood	Blood sugar	Out-patient	Rejected	Q View Details	Print Report

Testing

Starting a Test

Search for the patient, test or specimen OR filter using the dropdown under 'Status' select box for 'Pending.

Specimen ID	Date Ordered	Patient No	Visit No	Patient Name	Specimen Type	Test	Order Stage	Status		
PAR-1335	2014-05-23 16:04:34	257054	496716	Felix Watson (F 44)	Whole Blood	BS for mps	In-patient	Pending	✔ Start Test	Q View Details

Click on the 'Start test' button

The status will change to 'Started' as captured

Specimen ID	Date Ordered	Patient No	Visit No	Patient Name	Specimen Type	Test	Order Stage	Status		
PAR-1335	2014-05-23 16:04:34	257054	496716	Felix Watson (F 44)	Whole Blood	BS for mps	In-patient	Started	✎ Enter Results	Q View Details

Proceed to perform the test

Entering Test Results

Once through with the tests and results are out, Search the patient or specimen. Go to the corresponding row and click on 'Enter results' A pop-up form will be provided to be filled in appropriately.

Once done, submit the results using the 'Submit' button to get the following confirmation

Specimen ID	Date Ordered	Patient No	Visit No	Patient Name	Specimen Type	Test	Order Stage	Status			
PAR-1335	2014-05-23 16:04:34	257054	496716	Felix Watson (F 44)	Whole Blood	BS for mps	In-patient	Tested	☑ Edit	☑ Verify	Q View Details

Editing Test Results

Search for the patient, test or specimen OR simply filter using the dropdown under 'Status' select box for 'Tested'.

Refresh:	Search:	257054		Status:	Tested ▾

Specimen ID	⬍Date Ordered	⬍Patient No	⬍Visit No	⬍Patient Name	⬍Specimen Type	⬍Test	⬍Order Stage	⬍Status			
CLI-1336	2014-05-26 09:15:06	257054	487335	Felix Watson (F 44)	Whole Blood	Blood sugar	Out-patient	Tested	☑ Edit ☑ Verify		Q View Details

On the corresponding row, click on 'Edit' to open a pop-up form with pre-filled data
Update the results as appropriate and save the changes by using the 'submit' button.

✏ Results form - BS for mps   ✕

BS for mps:
[Positive ▾]

Result Interpretation
[-]

Summary	
Specimen details	
Type	Whole Blood
Specimen Number	PAR-1335
Patient details	Felix Watson (F 44 Years)
Visit number	496716
Lab Receipt Date	23-05-2014
Tests	BS for mps
Physician	Emelina Davisson

Previous tests			
Type	Lab Receipt Date	Status	
BS for mps	23-05-2014	Completed	Details
Blood sugar	23-05-2014	Not Collected	Details

Test results			
Test Name	Results	Remarks	Entered by
BS for mps	Positive	-	antony

[Send to Sanitas] [Cancel]

Results Verification

USER ACTIVATION BY THE SYSTEM ADMINISTRATOR

On the side menu Click **Lab Configuration** and under it Click **User Accounts**

Click **Edit** on the row corresponding to the user you want activate

Can verify results? ☐
Display Name at Results Entry? ☐ Yes
Reset Password 🔲

Submit   Cancel

Click the check box corresponding to **Can verify results?** and **Submit**

LAB TECHNICIAN'S GUIDE

Specific heads of lab sections are assigned results verification privileges.

To verify results, press the 'Verify' button and the following pop-up will be displayed

Press the 'Verify result' button to verify

The name of the one who has verified will be displayed under 'Verified by'

Close to see the verified status

Full Haemogram Test on celltac F machine

Search for the visit number or (patient number or patient name)

Click **start test** an perform the test

On the celltac F machine; press **Print Results** button to send the results from the Celltac F machine to the computer

On the computer;

| HAE-1346 | 2014-05-28 10:40:26 | 261290 | 496709 | Christopher Brown (M 41) | Whole Blood | Full Haemogram | In-patient | Started | ✏Enter Results | Q View Details |

Click **Enter results** to get the results entry pop-up

To enter results sent from the celltac F machine, Click **Read results** button

✏ Results form - Full Haemogram

Read results

WBC:

| | (4.0-9.0) x10³/µL |

Neu#:

| | (42.0-85.0) |

Lym#:

| | (11.0-49.0) |

Summary

Specimen details

Type	Whole Blood
Specimen Number	HAE-1346
Patient details	Christopher Brown (M 40 Years)
Visit number	496709
Lab Receipt Date	28-05-2014

The results will be loaded as shown

✏ Results form - Full Haemogram

Read results

WBC:

| 42 | (4.0-9.0) x10³/µL |

Neu#:

| 1.2L | (42.0-85.0) |

Lym#:

| 2.6 | (11.0-49.0) |

Summary

Specimen details

Type	Whole Blood
Specimen Number	HAE-1346
Patient details	Christopher Brown (M 40 Years)
Visit number	496709
Lab Receipt Date	28-05-2014

Scroll to the bottom of the pop-up and Click **Send to Sanitas** button to submit the results

Result Interpretation

| - |

Send to Sanitas   Cancel

Culture and sensitivity test

LAB CONFIGURATION SET UP BY THE SYSTEM ADMINISTRATOR

On the side menu Click **Test catalog** and under it Click **Test Types**

Search for the test name (in this case; **HVS for culture and sensitivity)** by typing all or part of it and press **Enter**

Click **Edit** and scroll down to **Show culture worksheet?** Option

Check the **Show culture worksheet?** Box to load the drugs and check appropriately

Click submit to save

Search for the visit number or (patient number, patient name or test)

Refresh:
Search: 495860
Status: All

Specimen ID	⇕Date Ordered	⇕Patient No	⇕Visit No	⇕Patient Name	⇕Specimen Type	⇕Test	⇕Order Stage	⇕Status		
MIC-1347	2014-05-28 12:18:50	259419	495860	Augustine Mcglamery (F 58)	High Vaginal Swab	HVS for culture and sensitivity	In-patient	Pending	✔ Start Test / ⟲ Reject	Q View Details

Click **start test** and start performing the test

Specimen ID	⇕Date Ordered	⇕Patient No	⇕Visit No	⇕Patient Name	⇕Specimen Type	⇕Test	⇕Order Stage	⇕Status		
MIC-1347	2014-05-28 12:18:50	259419	495860	Augustine Mcglamery (F 58)	High Vaginal Swab	HVS for culture and sensitivity	In-patient	Started	✎ Enter Results	Q View Details

Click **Enter Results** to open the results entry form

For the Observations and work-up; add the observation and click **save** on the right of the entry to save it

Date	Initials	Observations and work-up	Action
just now	arthur	moderate candida	
Just now	arthur		Save

Enter other values available at the time and (scroll down to see) click **Send to Sanitas** to save the whole form

Send to Sanitas   Cancel

After which you will see the status of **tested** for that entry

Specimen ID	⇕Date Ordered	⇕Patient No	⇕Visit No	⇕Patient Name	⇕Specimen Type	⇕Test	⇕Order Stage	⇕Status		
MIC-1347	2014-05-28 12:18:50	259419	495860	Augustine Mcglamery (F 58)	High Vaginal Swab	HVS for culture and sensitivity	In-patient	Tested	✎ Edit ✎ Verify	Q View Details

To enter additional observations and values click **Edit,** and after changing and/or entering new values, click **Send to Sanitas** to save

External Quality Assurance (EQA)

EQA sample should be treated as a **patient sample** with **EQA** as **patient name.**

Register EQA as a patient

Submit to load the page below

Request the tests required for the EQA and **Submit**

Receive the specimen, start the test and enter results of the test

These results are then available for retrieval to be sent to the Proficiency Testing Provider

Received evaluation result from Proficiency Test Provider should be kept by paper based filing