



OpenELIS Global

Laboratory Information System Software User Manual

Version 3.0

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For information on OpenELIS Global,
visit www.openelisglobal.org

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PART 1: NAVIGATING OpenELIS GLOBAL

The OpenELIS Global system is made up of a variety of concise screens and workflows to help with the collection, management, and reporting of laboratory data. The use of this system is intended to provide a structured approach to managing the data within the clinical laboratory setting to ensure high-quality testing processes and results data that is then made accessible to external systems and people in the clinical, population, and programmatic health workflows.

How to login to OpenELIS

To login to OpenELIS, You will require a **username** and **password** obtained from the administrator of your OpenELIS instance.

1. Type in your **username** and **password** and click on the **Submit** button.

Notice: Access to this service is for authorized personnel only. If you do not have the expressed authorization of the administrator, you must exit now. This organization prohibits unauthorized access, disclosure, duplication, modification, diversion, destruction, loss, misuse, or theft of its information.

OpenELIS 3 Test Server
Version: 2.8.0.18

Login

1 Username

2 Password

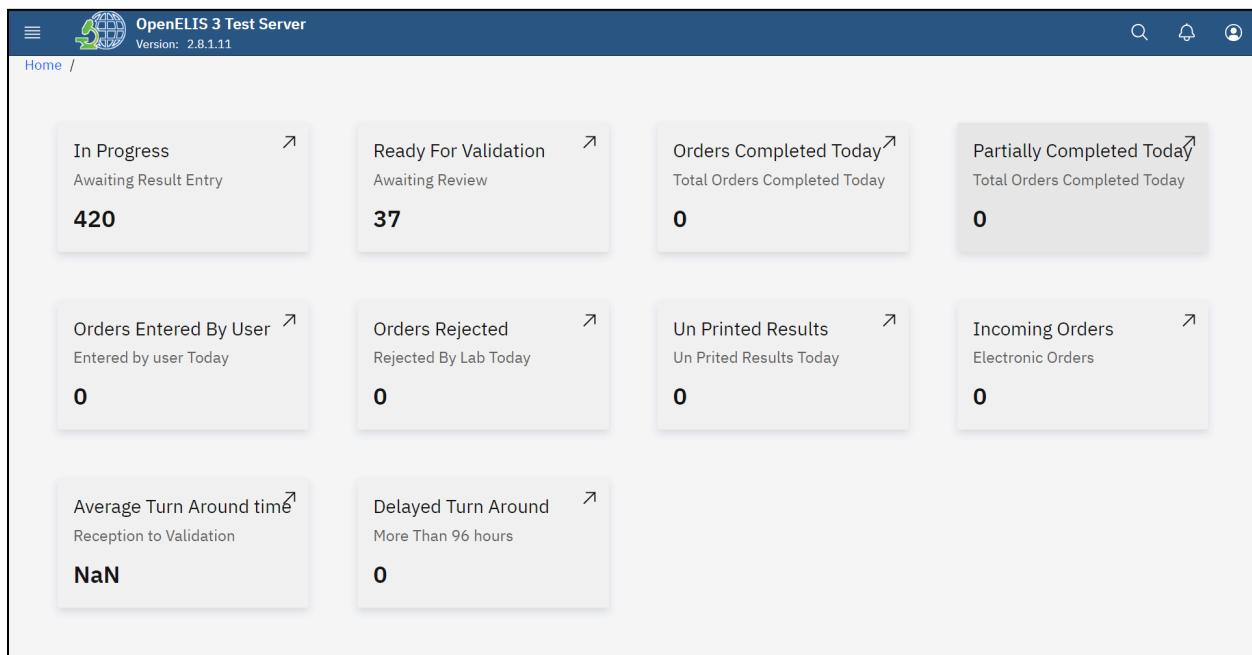
3 Submit

OPENELIS
GLOBAL

Notice: Access to this service is for authorized personnel only. If you do not have the expressed authorization of the administrator, you must exit now. This organization prohibits unauthorized access, disclosure, duplication, modification, diversion, destruction, loss, misuse, or theft of its information.

OpenELIS Global 3.0 Login page

Once you connect to OpenELIS Global, the home page will display the laboratory management statistics for your understanding of the current state of the lab testing processes.



OpenELIS Statistics

How to change the language on OpenELIS

1. Hover the mouse to the top right corner and click on the profile icon

The screenshot shows the OpenELIS 3 Test Server dashboard. At the top right, there is a blue profile icon with a white user symbol. A red circle with the number '1' is drawn around this icon. The dashboard displays various statistics in cards:

- In Progress: 385 (Awaiting Result Entry)
- Ready For Validation: 36 (Awaiting Review)
- Orders Completed Today: 0 (Total Orders Completed Today)
- Partially Completed Today: 0 (Total Orders Completed Today)
- Orders Entered By User: 0 (Entered by user Today)
- Orders Rejected: 0 (Rejected By Lab Today)
- Un Printed Results: 0 (Un Prited Results Today)
- Incoming Orders: 0 (Electronic Orders)
- Average Turn Around time: NaN (Reception to Validation)
- Delayed Turn Around: 0 (More Than 96 hours)

Accessing Language Preferences

2. To change the language from English to French, click on the drop down menu.

The screenshot shows the same OpenELIS 3 Test Server dashboard as above, but with a dropdown menu open over the profile icon. The menu has a red circle with the number '2' drawn around the 'Select Locale' section. The dropdown options are:

- English (selected)
- French

The rest of the dashboard and its data points remain the same as in the first screenshot.

Language Drop-down Menu

3. Hover the mouse and click on French

The screenshot shows the OpenELIS 3 Test Server dashboard. In the top right corner, there is a dropdown menu titled "Select Locale". The menu has two options: "English" and "French". The "French" option is highlighted with a red border. A red circle with the number "3" is positioned to the right of the menu, likely indicating a step or note.

In Progress	Ready For Validation	Orders Completed Today
Awaiting Result Entry 385	Awaiting Review 36	Total Orders Completed Today 0
Orders Entered By User	Orders Rejected	Un Printed Results
Entered by user Today 0	Rejected By Lab Today 0	Un Printed Results Today 0
Average Turn Around time	Delayed Turn Around	
Reception to Validation NaN	More Than 96 hours 0	

Change language

The default language will be changed from English to French

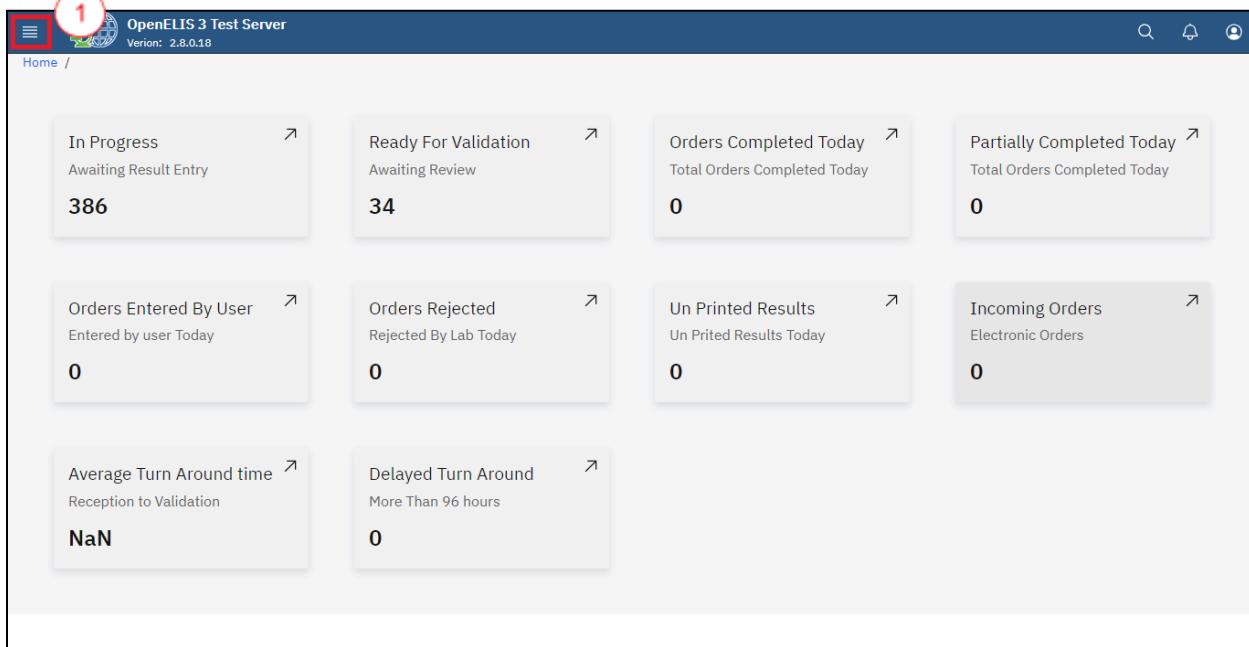
The screenshot shows the same OpenELIS 3 Test Server dashboard, but now all text is displayed in French. The language selection dropdown menu is still open, showing "French" as the selected option, which is also highlighted with a red border. A red circle with the number "3" is positioned to the right of the menu.

En cours	Prêt pour la validation	Commandes terminées aujourd'hui
En attente de saisie des résultats 385	En attente d'examen 36	Total des commandes terminées aujourd'hui 0
Commandes saisies par l'utilisateur	Commandes rejetées	Résultats non imprimés
dashboard.user.orders.subtitle.label 0	Rejeté par le laboratoire aujourd'hui 0	Résultats non publiés aujourd'hui 0
Délai d'exécution moyen	Demi-tour retardé	
Reception to Validation NaN	Plus de 96 heures 0	

Language Change

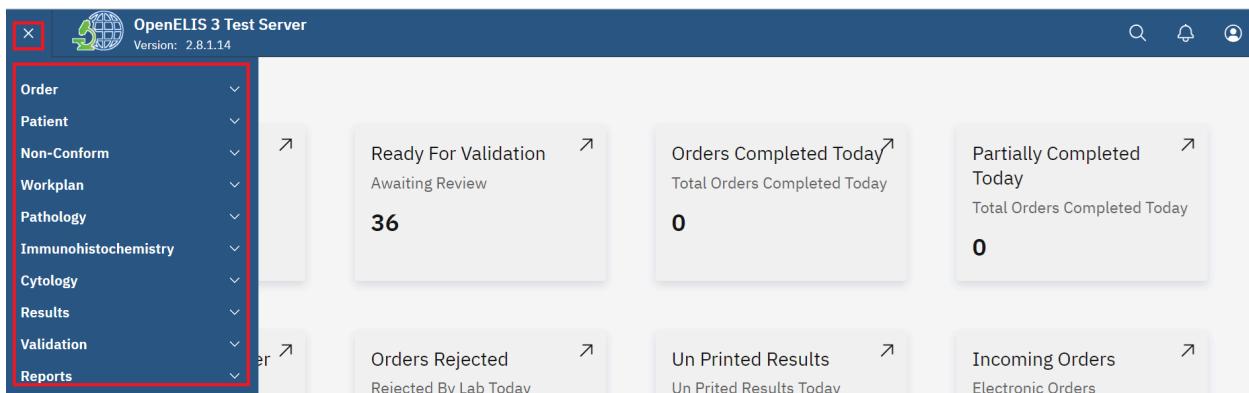
How to access the OpenELIS menu

To access the main menu, click on the menu icon at the top left side of the screen.



Accessing OpenELIS 3 Menu

Upon clicking on the menu icon, the OpenELIS menu will be displayed on the left side of the screen with modules that reflect the main activities of the laboratory workflow. The cancel will close the side menu item.



OpenELIS Global Version 3 Menu

The modules are presented in the order of the laboratory workflow. The main menu always remains on the page and you can navigate to other modules to suit your work needs.

The modules are:

- A. Order
- B. Patient
- C. Non-Conforming Events

- D. Workplan
- E. Pathology
- F. Immunohistochemistry
- G. Cytology
- H. Results
- I. Validations
- J. Reports

Additional modules include

- a. Admin
 - i. Information about the software and set-up
 - ii. Menus to configure various parts of the systems
 - iii. Menus to manage users
 - iv. Menus to manage the test catalog

The guide for this module is available separately

- a. Help
 - i. User Manual is available here

PART 2: QUICK TROUBLESHOOTING

1. Be sure to use your own login credentials and password. If you need to reset your password, contact your system administrator or other designated User Manager.
2. Select the language (English or French) after logging in.
3. If the Save button is not activated, check that you have completed all required fields.
4. Required fields are marked by a red asterisk: *

PART 3: QUICK LINKS

- a. [How to create a laboratory analysis order for an existing patient](#)
- b. [How to set up batch order entry without individual patient data](#)
- c. [How to print barcode labels](#)
- d. [How to create a work plan by test type, by panel type, unit type or by priority](#)

- e. [How to create a pathology case.](#)
- f. [How to create an immunohistochemistry test.](#)
- g. [How to create a cytology test order.](#)
- h. [How to report a non-conforming event \(NCE\)](#)
- i. [How to fill the result entry section.](#)
- j. [How to get to the results validation page](#)
- k. [How to generate all other reports.](#)

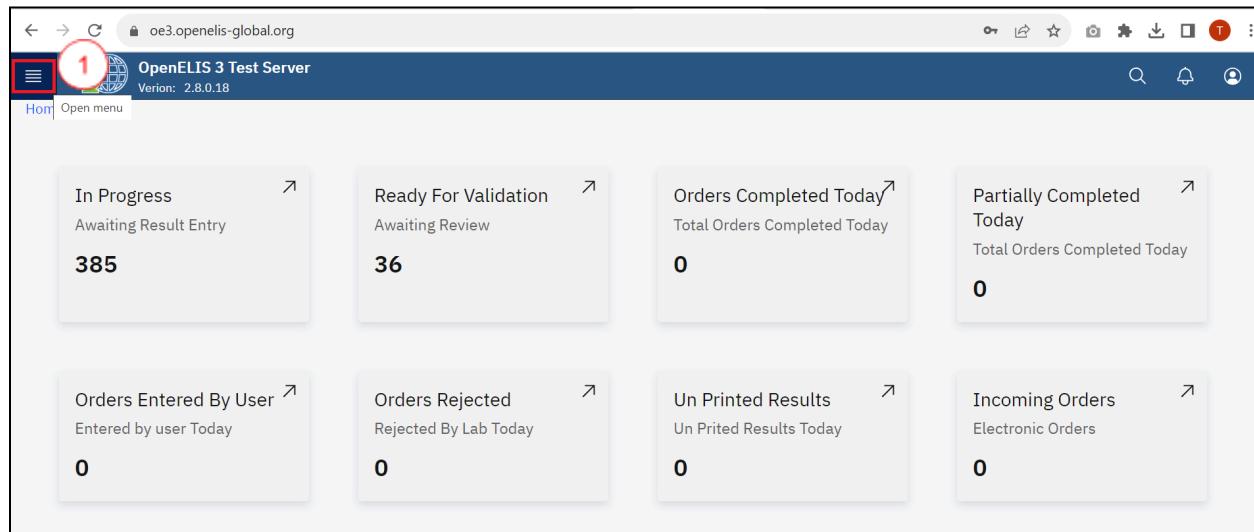
PART 4: ENTERING LABORATORY ORDERS

OpenELIS is organized around laboratory orders which are made up of samples and their associated tests. The laboratory order must also be associated with a patient. The guides in this section include:

- How to create a laboratory analysis order
- How to modify or update a laboratory order
- How to add or update a patient's information

How to create a laboratory analysis order for an existing patient

1. Hover the mouse to the top left and click on the hamburger icon on the top left of the screen to open the menu.



Access the OpenELIS menu

2. Hover the mouse and click on the drop-down menu under the Orders module.

The screenshot shows the OpenELIS 3 Test Server dashboard. On the left, there is a sidebar with a dark blue background containing a navigation menu. The menu items include Order, Patient, Non-Conform, Workplan, Pathology, Immunohistochemistry, Cytology, Results, Validation, Reports, Admin, and Billing. The 'Order' item is highlighted with a red box and has a red circled number 2 above it. To the right of the sidebar are several performance metrics displayed in cards:

- Ready For Validation: Awaiting Review (36)
- Orders Completed Today: Total Orders Completed Today (0)
- Partially Completed Today: Total Orders Completed Today (0)
- Orders Rejected: Rejected By Lab Today (0)
- Un Printed Results: Un Printed Results Today (0)
- Incoming Orders: Electronic Orders (0)

Accessing Order

3. Click on Add Order sub-menu item.

This screenshot is similar to the one above, but the 'Add Order' option under the 'Order' menu item in the sidebar is now highlighted with a red box and has a red circled number 3 above it, indicating it has been selected. The rest of the interface and data cards remain the same.

Accessing Add Order

Upon clicking on Add Order, the **Test Request** form will be displayed. This form has four parts:
Patient Infor, Program Selection, Add Sample and Add Order

Patient

Patient Id Previous Lab Number

Last Name First Name

Date of Birth Gender

dd/mm/yyyy Male Female

External Search Search

Patient Results

Last Name	First Name	Gender	Date Of Birth	Unique Health ID number	National ID
Items per page: 5 0–0 of 0 items 1 of 1 page < >					

Next

Test Request Form

The **Test Request Form** allows for the searching of an existing patient and or create a new patient and filling the lab request form for the patient. The **Search for Patient tab** is displayed by default.

4. To search for an existing patient, type the patient identification number under the **Patient Id** text field and click on the **Search** button

OpenELIS 3 Test Server
Verion: 2.8.0.18

Test Request

1

Patient

Search for Patient (highlighted with a red box) 2
New Patient

Patient Id: 9872361325 (highlighted with a red circle)

Last Name: [empty]
First Name: [empty]

Date of Birth: dd/mm/yyyy
Gender: Male Female (radio buttons)

External Search Search (highlighted with a red box)

Patient Results

Last Name	First Name	Gender	Date Of Birth	Unique Health ID number	National ID
Items per page: 5 ▾ 0–0 of 0 items 1 ▾ of 1 page ▲ ▼					

Next

Patient Search Using Patient ID

The search will return a matching patient under the **Patient Results** table

5. Click on the radio-button to select the patient.

OpenELIS 3 Test Server
Verion: 2.8.0.18

Test Request

Patient Info Program Sel... Add Sample Add Order

Patient

Search for Patient New Patient

Patient Id: 9872361325 Previous Lab Number:

Last Name: First Name:

Date of Birth: dd/mm/yyyy Gender: Male Female

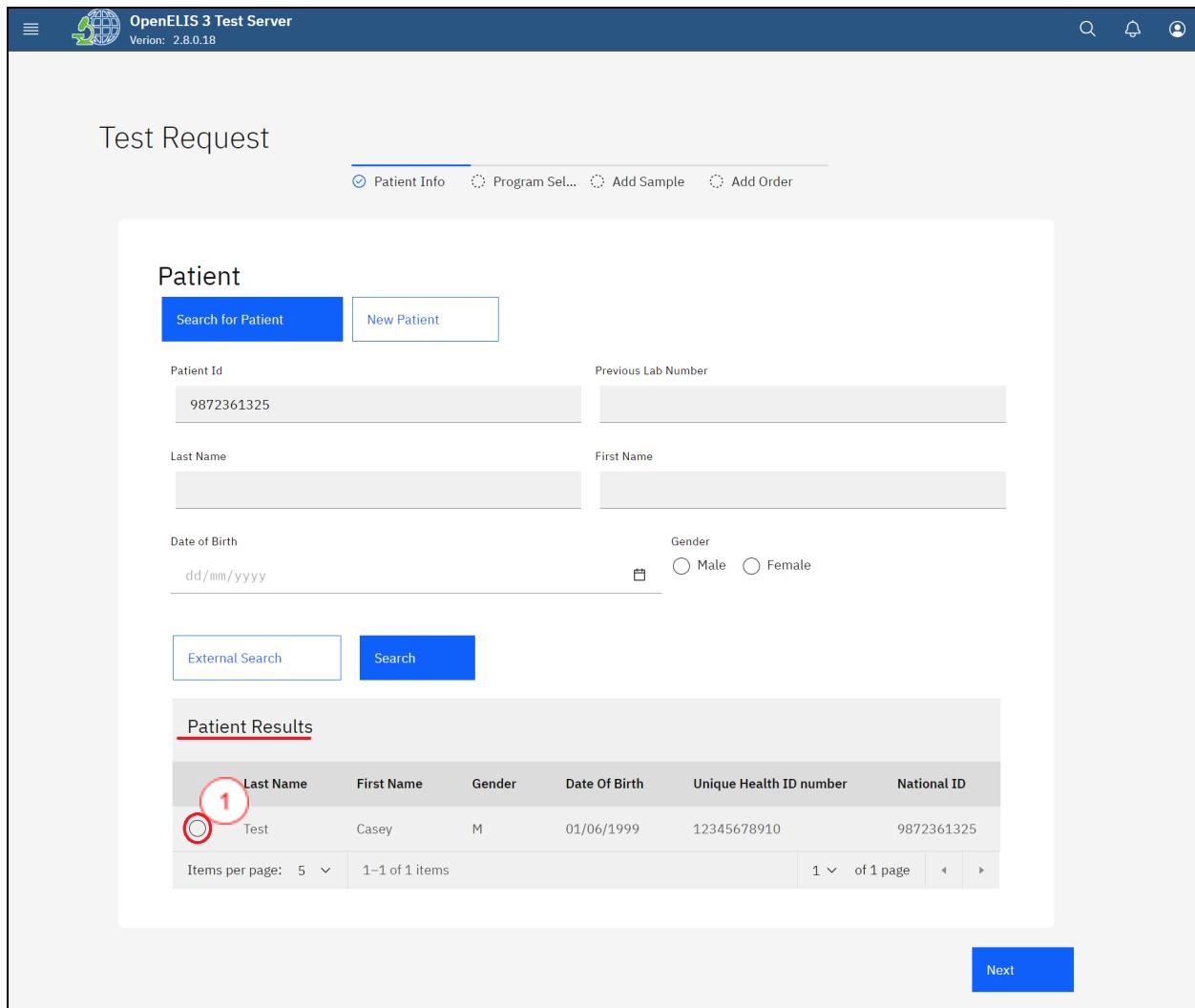
External Search Search

Patient Results

Last Name	First Name	Gender	Date Of Birth	Unique Health ID number	National ID
Test	Casey	M	01/06/1999	12345678910	9872361325

Items per page: 5 ▾ 1–1 of 1 items 1 ▾ of 1 page ▶ ▶

Next



Select Searched Patient

6. The patient bio-data will be populated in the fields under the **Select Searched Patient**.

OpenELIS 3 Test Server
Version: 2.8.0.18

Test Request

Patient Info Program Sel... Add Sample Add Order

Patient

[Search for Patient](#) [New Patient](#)

Patient Information

Unique Health ID number	National Id		
12345678910	9872361325		
Last Name	First Name		
Test	Casey		
Emergency Contact Information			
Phone: +225-xx-xx-xx-xx	Gender		
	<input checked="" type="radio"/> Male <input type="radio"/> Female		
Date of Birth	Age/Years	Months	Days
01/06/1999	24	4	11
Additional Information			

[Next](#)

Searched Patient Information

- The Additional Information panel displays the address hierarchy for the patient click on the drop-down menu to expand the panel.

Additional Information

Expand Panel to View Additional information

- Patient additional information can be added by clicking on a field and typing or selecting the respective information from the drop-down menu.

Additional Information

Town Street Camp/Commune

Region District

Education Marital Status

Nationality Specify Other nationality

Next

The form consists of a header section labeled "Additional Information" with a collapse/expand icon. Below this are five pairs of input fields arranged in two rows. The first row contains "Town", "Street", and "Camp/Commune". The second row contains "Region", "District", "Education", "Marital Status", "Nationality", and a "Specify Other nationality" field. Each pair includes a small downward-pointing arrow icon. At the bottom right of the form area is a blue rectangular button labeled "Next".

9. Click **Next** button to fill in Program selection for the order.

OpenELIS 3 Test Server
Version: 2.8.0.18

Test Request

Patient

Search for Patient New Patient

Patient Information

Unique Health ID number: 12345678910 National Id: 9872361325

Last Name: Test First Name: Casey

Emergency Contact Information

Phone: +225-xx-xx-xx-xx Gender: Male Female

Date of Birth: 01/06/1999 Age/Years: 24 Months: 4 Days: 11

Additional Information

Next

2

Click to Navigate to Next Section

Clicking on the Next button will navigate you to **Program Selection**. The drop-down menu under **program** allows you to select a program. The Back button will navigate you back to **Patient Information**.

The screenshot shows the 'Test Request' interface on the 'OpenELIS 3 Test Server'. At the top, there's a navigation bar with icons for search, notifications, and user profile, and the text 'OpenELIS 3 Test Server Version: 2.8.0.18'. Below the header, the title 'Test Request' is displayed, followed by a step indicator '2' in a blue circle. A horizontal menu bar below the title includes 'Patient Info', 'Program Sel...', 'Add Sample', and 'Add Order'. The main content area is titled 'Program' with a sub-section 'Program'. A dropdown menu is open, showing options like 'Routine Testing' (which is highlighted with a red box and circled with a red number '1') and 'Histopathology'. At the bottom of this section are 'Back' and 'Next' buttons. The entire screenshot is enclosed in a large red box.

Program selection

10. To select a program, click on the program drop-down menu and click on a program under the menu list. In this illustration, **Histopathology** is the program that has been selected.

This screenshot continues from the previous one, showing the 'Program' selection step. The 'Program' dropdown menu is now closed, and the selected option 'Histopathology' is highlighted with a blue border and circled with a red number '2'. To the right of the dropdown, there are other form fields: 'Specimen Type' (with a dropdown menu 'Choose an option'), 'Procedure performed' (with a dropdown menu 'Choose an option'), 'Previous Surgery / Treatment' (an empty text input field), and 'Private Reference Number' (an empty text input field). The 'Unit Number' field is also visible at the bottom left. The entire screenshot is enclosed in a large red box.

Select a Program

Note: The fields to be filled for a program are determined by the selection of a program. The illustration below shows the fields to be filled when Histopathology program is selected.

11. Fill in the fields for the program and click on the **Next** button.

The screenshot shows the 'Test Request' interface. At the top, there are navigation links: Patient Info, Program Sel..., Add Sample, and Add Order. Below this, the 'Program' section is displayed. It includes dropdown menus for 'Specimen' (Histopathology) and 'Specimen Type' (Partial Organ). Other fields include 'Nature/Site of Specimen' (URETHRA), 'Provisional Clinical Diagnosis' (Not Cancer), 'Unit Number' (12345), and 'Procedure performed' (Core Biopsy). A 'Previous Surgery / Treatment' field contains the value 'Biopsy 11/11/22'. A 'Private Reference Number' field contains the value '12345678'. At the bottom left is a 'Back' button, and at the bottom right is a 'Next' button, which is highlighted with a red box and circled with a red number '3'.

Click Next Button

The **Add Sample** page allows for the addition of samples by selecting a sample type. A sample can also be rejected under this page.

12. To Add a sample, click on the **select sample type** drop-down menu item and select the sample In this instance, histopathology was selected as a program we have selected **Tissue Antemortem** as the sample.
13. Fill in the collection date (The system time is picked by default) and Collector.

OpenELIS 3 Test Server
Version: 2.8.1.1

Test Request

3

Patient Info Program Sel... Add Sample Add Order

Sample

Sample 1

①

Reject Sample

Collection Date	Collection Time
30/10/2023	02:05
Collector	
Lab Technician	

Order Panels

Search through the available panels

[Remove Sample](#)

Select Sample

Note: The **Reject Sample** check box upon checking will prompt the selected sample to be rejected. The Remove Sample label will remove the current sample.

Test Request

Patient Info Program Sel... Add Sample Add Order

Sample

Sample 1

② Reject Sample

[Remove Sample](#)

Reject Sample and Remove Sample

14. Use the **Choose Available test** search text box to search through the available tests. In this illustration, “**patho**” is typed and **Histopathology Examination** is the displayed results that shall be selected

Collector

Lab Technician

Order Panels

Search through the available panels

Choose Available panel

Search through the available tests

path 2

Histopathology examination

Searching For Available Tests

Note: The ordered test will be selected for the pathology examination. The corresponding check-box in the list will also be checked in the list of available tests.

Collector

Lab Technician

Order Panels

Search through the available panels

Choose Available panel

Order Tests

Histopathology examination X

Order Tests

- Glial Fibrillary Acidic Protein
- Her2 Dual ISH
- Histopathology examination
- Inhibin
- Myogenin (F5D)

Order Test Checkbox for Histopathology

Note: A test can be referred to a reference lab.

15. To refer a test to a reference lab, click on the **Refer test to a reference** lab checkbox

1 Refer test to a reference lab

Reason for Referral * 2 Referrer Institute * 3 Sent Date (dd/mm/yyyy) Test Name *

Test not perfor Open ELIS CEDRES 12/10/2023 Histopatholog

Add Sample +

Back Next

Refer test to a reference lab

Note: You can add and remove samples for the patient.

16. To add a sample, click on the **Add Sample** button.

Add Sample +

Back Next

Add Sample

17. Select the sample.
18. Fill in the collector field.
19. Search through the available panel for the sample and search through the available test for the sample.

□ Refer test to a reference lab

Sample 2

Select sample type ▼ 1

Reject Sample

Collection Date 2

12/10/2023 3

Collection Time 4

10:00

Collector 5

Order Panels

Search through the available panels

Choose Available panel

Search through the available tests

Choose Available test

□ Refer test to a reference lab

Add Sample +

Back Next

20. To remove the added sample, click on **Remove Sample**

Sample 2

Select sample type ▼

Reject Sample

Remove Sample 5

Remove Sample

21. Click on the **Next** button to Add the Order.

□ Refer test to a reference lab

Add Sample +

Back Next 5

Click Next Button

The Order section has numerous fields for capturing the order. These include: Lab Number, Priority, Site Name, Ward/Unit, Names of the requester and email address, patient payment status and Sampling performed for analysis.

22. Scan the barcode for your sample or manually enter the lab number by clicking on **Lab Number**.

Test Request

Patient Info Program Sel... Add Sample Add Order

ORDER

Lab Number: DEV0123000000000257 (1)

Priority: ROUTINE

Scan OR Enter Manually OR Lab Number

Scan or Generate Lab Number

23. Select the Priority for the order under the Priority drop-down menu

Test Request

Patient Info Program Sel... Add Sample Add Order

ORDER

Lab Number: DEV0123000000000257

Priority: ROUTINE (2)

Scan OR Enter Manually OR Lab Number

Select Priority

24. Fill in the site name and select the ward/department/unit from the drop-down menu.
25. Fill in the requester's names and phone number.
26. Select the payment status for the patient from the drop-down menu
27. Select the sampling performed for analysis from the drop-down menu.

Note: You may optionally check the **Remember site and requester** checkbox

Site Name:

ward/dept/unit:

Requester's FirstName: John

Requester's LastName: Doen

Requester Phone:

Requester's Fax Number:

Requester's Email:

Patient payment status: Normal cash payment

Sampling performed for analysis: B1

Other specify:

Remember site and requester

Fill Add Order Form

28. You can optionally fill in the results reporting for both the patient and the requester by choosing Email or short message services (SMS) or both. Otherwise, click the **Submit** button.

RESULT REPORTING

Sample 1

	Patient	Requester
Histopathology examination	<input type="checkbox"/> Email <input checked="" type="checkbox"/> SMS	<input checked="" type="checkbox"/> Email <input type="checkbox"/> SMS

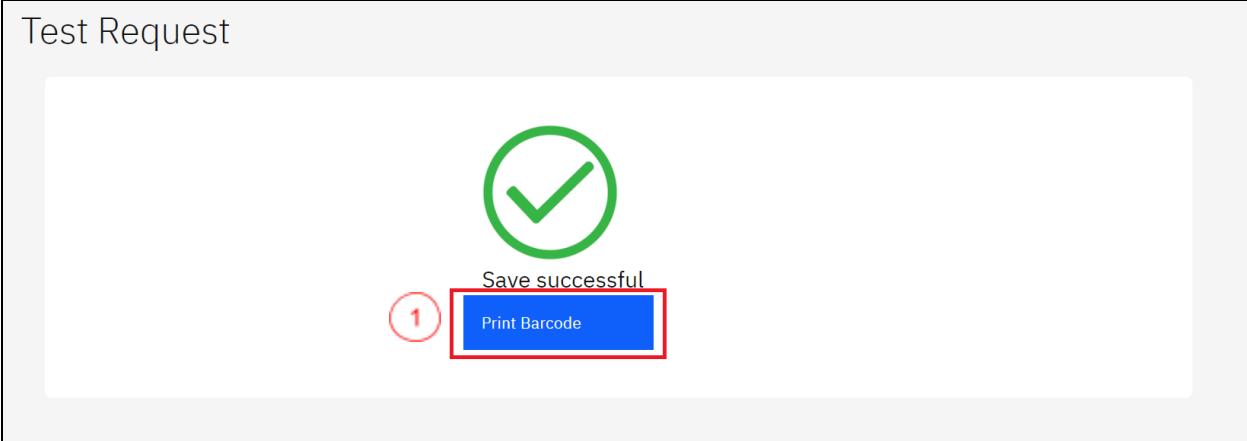
[Back](#)

Submit

Submit Test Request

29. Click on the Print Barcode button to print the barcode for attaching on the sample.

Test Request



Print Barcode

The barcode will be printed on your screen. Click on the download button on the top right to download it on your workstation. Click on the printer icon to print the barcode on your connected printer.



Download or Print Barcode

How to create a laboratory analysis order for a new patient

1. Follow steps 1 to 3 under the [how to create a laboratory analysis order for an existing patient](#) section
2. Click on the New patient tab and fill in the patient information section.

A screenshot of a web-based application titled "Patient". It features a search bar labeled "Search for Patient" and a blue "New Patient" button (red circle labeled "1"). Below these, there is a section titled "Patient Information" containing several input fields. A red box highlights the entire "Patient Information" section, and a red circle labeled "2" is placed to its left. The fields include "Unique Health ID number", "National Id", "Last Name", and "First Name".

New Patient Information

3. Fill in the emergency contact information

Emergency Contact Information

Phone: +225-xx-xx-xx-xx

Gender
 Male Female

Date of Birth

12/10/2023

Age/Years Months Days

New Patient emergency contact information

4. Fill in the fields under the additional information panel and click on the **Next** button.

Additional Information

Town Street Camp/Commune

Region District

Education Marital Status

Nationality Specify Other nationality

Next

5. Follow steps 4 to 30 under how [to create a laboratory analysis order for an existing patient](#) section.

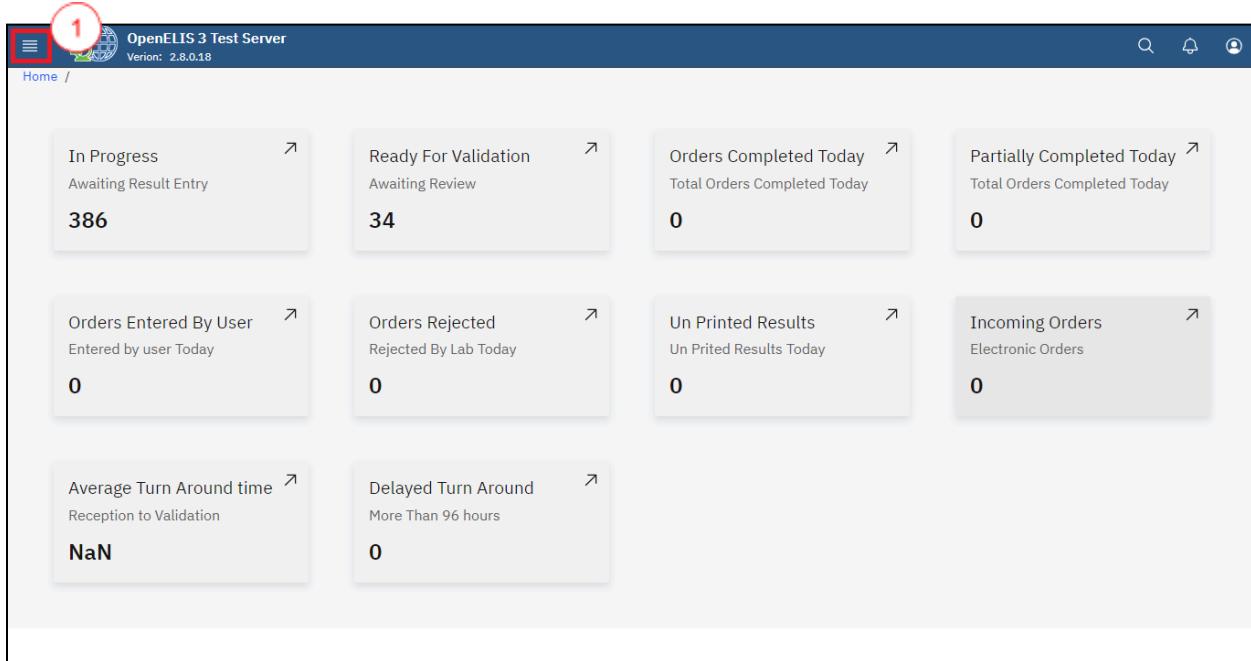
How to modify or update a laboratory order

Use this function when you want to:

- a. Change specimen for a test under the **Program Selection** tab
- b. Modify sample collection date and time under the **Add Order** tab
- c. Remove samples for current test **Add Order** tab

- d. Check results as collected and cancel a test for the sample under **Add Order** tab
- e. Add a sample

1. To modify a laboratory order, hover the mouse to the top right of your screen and click on the hamburger menu item to open the OpenELIS Global menu.

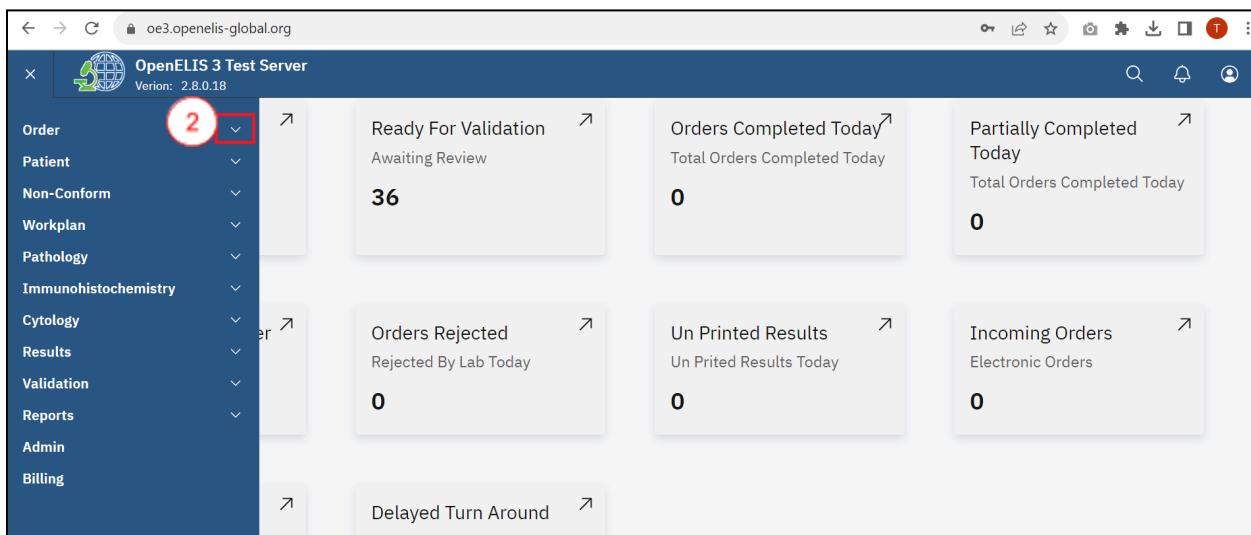


The screenshot shows the OpenELIS 3 Test Server homepage. At the top left, there is a red circle with the number 1 highlighting the hamburger menu icon (three horizontal lines). The page displays several statistics boxes:

- In Progress**: Awaiting Result Entry (386)
- Ready For Validation**: Awaiting Review (34)
- Orders Completed Today**: Total Orders Completed Today (0)
- Partially Completed Today**: Total Orders Completed Today (0)
- Orders Entered By User**: Entered by user Today (0)
- Orders Rejected**: Rejected By Lab Today (0)
- Un Printed Results**: Un Printed Results Today (0)
- Incoming Orders**: Electronic Orders (0)
- Average Turn Around time**: Reception to Validation (NaN)
- Delayed Turn Around**: More Than 96 hours (0)

Accessing OpenELIS 3 Menu

2. Click on click on Order to expand.



The screenshot shows the OpenELIS 3 Test Server homepage after clicking on the 'Order' item in the sidebar. The sidebar now has a red circle with the number 2 highlighting the 'Order' item. The main content area remains the same as in the previous screenshot, displaying various order statistics.

Accessing Order

3. Click on on **Edit Order**

The screenshot shows the OpenELIS 3 Test Server dashboard. On the left, there is a sidebar with categories: Order (Add Order, Edit Order, Incoming Orders, Batch Order Entry, Barcode), Patient (Non-Conform, Workplan, Pathology), and a search bar. The main area displays various statistics: Ready For Validation (36), Orders Completed Today (0), Partially Completed Today (0), Orders Rejected (0), Un Printed Results (0), and Incoming Orders (0). The 'Edit Order' button in the sidebar is highlighted with a red box and circled with a red number '3'.

Edit Order

4. The Modify Order form allows you to search for the order using the laboratory accession number and clicking on the **Submit** button

The screenshot shows the 'Modify Order' search form. It has a header 'OpenELIS 3 Test Server Version: 2.8.0.18'. Below it is the title 'Modify Order'. There is a search section with a label 'Search By Accession Number' and a text input field. To the right of the input field is a blue 'Submit' button. Both the input field and the 'Submit' button are highlighted with red boxes and circled with red numbers '4' and '5' respectively.

Search By Accession Number

Alternatively, use the patient information to search for the lab order that is to be modified. The patient identification number can be used to search for the order to be modified. The patient names can also be used in the event the patient does not have an identification number.

5. To search for the laboratory order using the patient information, type in the patient Identification number under the Alternatively, use the to search for the lab order that is to be modified.

OpenELIS 3 Test Server
Version: 2.8.0.18

Modify Order

Search By Accession Number

Submit

Search By Patient

Patient Id **1** Previous Lab Number

Last Name First Name

Date of Birth Gender

dd/mm/yyyy

Male Female

External Search **2** **Search**

Patient Results

Last Name	First Name	Gender	Date Birth	Unique Health ID number	National ID
<input type="radio"/> Test	Casey	M	01/06/1999	12345678910	9872361325

Items per page: 5 ▾ 1–1 of 1 items 1 ▾ of 1 page ▲ ▼

Search Patient by ID

- Click on the radio button to select the patient under the **Patient Results**

Patient Results

Last Name	First Name	Gender	Date Of Birth	Unique Health ID number	National ID
<input checked="" type="radio"/> 3 Test	Casey	M	01/06/1999	12345678910	9872361325

Items per page: 5 ▾ 1–1 of 1 items 1 ▾ of 1 page ▲ ▼

Click on Searched Patient

You can edit the information under the **Program Selection** tab:

- Specimen and Specimen Type
- Clinical diagnosis and Previous Surgery and or Treatment
- Unit Number and Private Reference Number

- Click the **Next** button

OpenELIS 3 Test Server
Version: 2.8.0.18

Home / Search Order /

Name : Test, Casey
Sex : Male Date of Birth : 01/06/1999
Accession Number : DEV0123000000000234
National ID : 9872361325

Test Request

Program Selection Add Sample Add Order

Program

Specimen Type: Biopsy

Procedure performed: Choose an option

Previous Surgery / Treatment:

Private Reference Number:

4

5

Next

The screenshot shows the 'Test Request' page of the OpenELIS 3 Test Server. At the top, there's a header with the server name and version. Below it, a summary box contains patient information: Name (Test, Casey), Sex (Male), Date of Birth (01/06/1999), Accession Number (DEV0123000000000234), and National ID (9872361325). The main area is titled 'Test Request' with tabs for 'Program Selection', 'Add Sample', and 'Add Order'. Under 'Program Selection', there's a 'Program' dropdown set to 'Histopathology', a 'Specimen' dropdown set to 'APPENDIX', and several input fields: 'Nature/Site of Specimen', 'Provisional Clinical Diagnosis', 'Unit Number', and 'Private Reference Number'. A red box highlights the entire 'Program' section, and a red circle with the number '4' is placed to its left. At the bottom right, a blue 'Next' button is highlighted with a red box and has a red circle with the number '5' to its right.

Modify Program

You can edit the information under the **Add Sample** tab:

- a. Sample collection date and time.
- b. Remove the sample from the test request.
- c. Check the check-box for recording results.

Home / Search Order /

Name :	Test, Casey		
Sex :	Male	Date of Birth :	01/06/1999
Accession Number :	DEV0123000000000234		
National ID :	9872361325		

Test Request

Program Selection Add Sample Add Order

Current Tests						
Lab No.	Sample Type	Collection Date	Collection Time	Remove Sample	Test Name	Results Recorded
DEV0123000000000234-1	Histopathology specimen	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Histopathology examination	<input type="checkbox"/>

Items per page: 5 ▾ 1–1 of 1 items 1 ▾ of 1 page ◀ ▶

Edit Test Request for Current Test

- d. Assign available tests by checking the assign checkbox.

Available Tests			
Lab No.	Sample Type	Test Name	Assign
DEV0123000000000234-1	Histopathology specimen	Histopathology examination	<input type="checkbox"/>

Items per page: 5 ▾ 1–1 of 1 items 1 ▾ of 1 page ◀ ▶

Assign available tests

- e. Add samples and the collector of the sample as well as search for the panels and tests available for the samples

Add Order

Sample 1

Select sample type	<input type="button" value="▼"/>	Remove Sample
<input type="checkbox"/> Reject Sample		
Collection Date	13/10/2023	Collection Time 04:47
Collector		

Order Panels

Search through the available panels

Choose Available panel

Search through the available tests

Choose Available test

Refer test to a reference lab

Add Sample +

Add Sample

8. Click the Next button.

Refer test to a reference lab

Add Sample +

[Back](#)

6 **Next**

Click Next

You can edit the following fields under the **Order** tab:

- Laboratory number and priority.
- Request Date, Received Date, Reception Time and Date of next visit.
- Site name and ward/department/unit.
- Requester information.
- Patient payment status.

9. Click on the Submit button to effect the changes.

OpenELIS 3 Test Server
Version: 2.8.0.18

Home / Search Order /

Name : Test, Casey
 Sex : Male Date of Birth : 01/06/1999
 Accession Number : DEV0123000000000234
 National ID : 9872361325

Test Request

Program Selection Add Sample Add Order

ORDER

Lab Number: DEV0123000000000234

New Lab Number	Priority
<input type="text"/>	ROUTINE
Scan OR Enter Manually OR Lab Number	
Request Date	Received Date
<input type="text" value="13/10/2023"/>	<input type="text" value="13/10/2023"/>
Reception Time (hh:mm) :	Date of next visit
<input type="text" value="04:44"/>	<input type="text" value="13/10/2023"/>
Site Name:	ward/dept/unit:
<input type="text"/>	<input type="text"/>
Requester's FirstName:	Requester's LastName:
<input type="text"/>	<input type="text"/>
Requester Phone:	Requester's Fax Number:
<input type="text"/>	<input type="text"/>
Requester's Email:	Patient payment status:
<input type="text"/>	<input type="text"/>
Sampling performed for analysis:	If Other specify:
<input type="text"/>	<input type="text"/>

Remember site and requester

RESULT REPORTING

7

Modify Order

PART 5: ELECTRONIC ORDERS

Orders sent electronically to OpenELIS will appear here with their order, sample, and test information. To access electronic orders follow the steps below:

1. Click on Incoming Orders

The screenshot shows the OpenELIS 3 Test Server interface. At the top, there's a header bar with the server name "OpenELIS 3 Test Server" and version "Verion: 2.8.0.18". Below the header is a sidebar with the following menu items under "Order": Add Order, Edit Order, Incoming Orders (highlighted with a red box and circled '1'), Batch Order Entry, Barcode, and Patient. To the right of the sidebar, there are several status boxes: "Ready For Validation", "Orders Completed Today", "Partially Completed Today", "Waiting Review", "Total Orders Completed Today", and "Total Orders Completed Today".

Click on Incoming Orders

2. Click on Order and select a term from the dropdown menu to sort the list of electronic orders.

This screenshot shows the "View Electronic Orders" page. At the top, there's a navigation bar with links like "Visit New UI", "Order" (which is currently selected and has a dropdown arrow), "Patient" (circled '2'), "Non-Conforming Events", "Workplan", "Results", "Validation", "Reports", "Admin", and "Help". Below the navigation bar, there's a search bar with placeholder text "Search for Test Requests" and "Search by family name, national ID, lab number or passport number". Underneath the search bar, there are filters for "Test Requests by Date, and Status", "Start Date (dd/mm/yyyy)", and "Status (All Statuses)". At the bottom of the search area are buttons for "Search" and "Print Bar Code Labels".

Electronic Orders

3. Electronic orders can be searched by entering family name, National ID, lab number from referring lab or patient number and clicking on the **Search** button

OpenELIS 3 Test Server
Version: 2.8.0.18

Visit New UI | Order | Patient | Non-Conforming Events | Workplan | Results | Validation | Reports | Admin | Help

View Electronic Orders

4 by family name, national ID number, lab number from referring lab, or passport number get all info

5 Test Requests by Date, and Status the date range for test requests. This will search by the date of the referral, or the order date of the electronic request
Start Date (dd/mm/yyyy) End Date (dd/mm/yyyy) Status All Statuses get all info

View Electronic Order

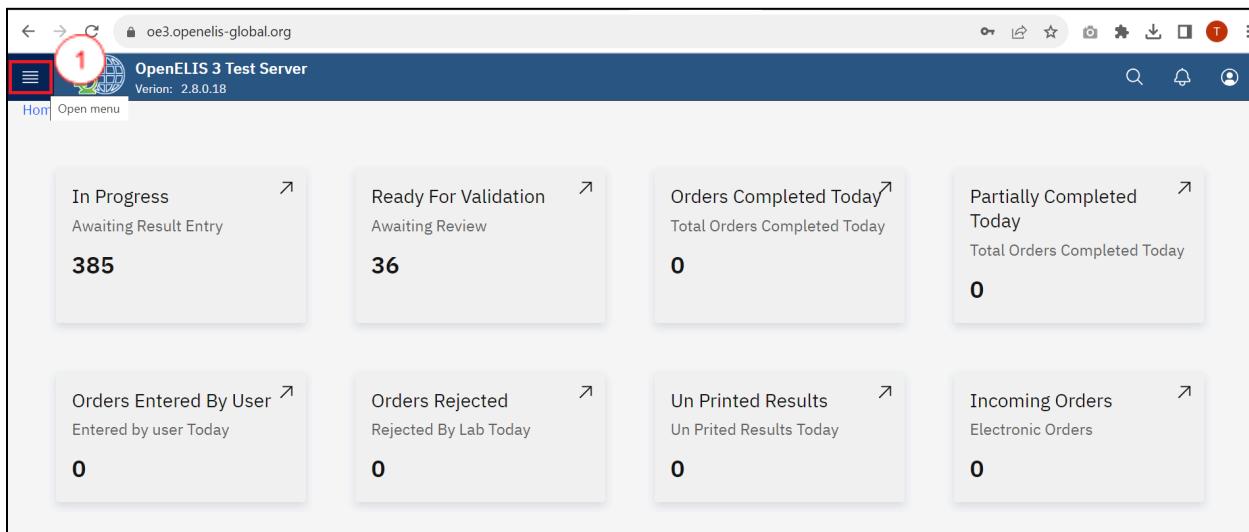
PART 6: BATCH ORDER ENTRY

The batch order entry can speed up the order entry process when you receive a group or batch of orders with the same sample type, test and/or facility of origin

Illustration, suppose you receive a batch of 100 DBS samples for viral load testing from North Regional Hospital, you can use batch order entry to set the sample type, test and hospital for all the samples at once. Then, you can rapidly print barcode labels for each sample. You have the option to include patient information right away, or save that data entry for a later point in time.

How to set up batch order entry without individual patient data

1. Hover the mouse over the hamburger icon and click to open the menu.



Access the OpenELIS menu

2. Click on **Orders** to expand.

OpenELIS 3 Test Server
Version: 2.8.0.18

- Order** (highlighted with a red box and circled with a red number 2)
- Patient
- Non-Conform
- Workplan
- Pathology
- Immunohistochemistry
- Cytology
- Results
- Validation
- Reports
- Admin
- Billing

Ready For Validation
Awaiting Review
36

Orders Completed Today
Total Orders Completed Today
0

Partially Completed Today
Total Orders Completed Today
0

Orders Rejected
Rejected By Lab Today
0

Un Printed Results
Un Printed Results Today
0

Incoming Orders
Electronic Orders
0

Delayed Turn Around

Accessing Order

3. Click on **Batch Order Entry**.

OpenELIS 3 Test Server
Version: 2.8.0.18

- Order** (highlighted with a red box and circled with a red number 3)
 - Add Order
 - Edit Order
 - Incoming Orders
 - Batch Order Entry** (highlighted with a red box and circled with a red number 3)
 - Barcode
- Patient
- Non-Conform

Ready For Validation
Awaiting Review
35

Orders Completed Today
Total Orders Completed Today
0

Partially Completed Today
Total Orders Completed Today
0

Batch Order Entry

4. Click the **Order** tab and select **Batch Order Entry**.

OpenELIS 3 Test Server
Version: 2.8.0.18

Open ELIS - Log out

Batch Order Entry

Order (highlighted with a red box and circled with a red number 4)

Add Order
Study
Modify Order
Electronic Orders
Batch Order Entry (highlighted with a red box and circled with a red number 5)
Print Bar Code Labels

Current Date : * (dd/mm/yyyy) 18
Received Date : * (dd/mm/yyyy) 18
Form:

Time : (hh:mm) 07:20

Sample Type

Click on Batch Order Entry

Note: Fields marked with an asterisks (*)are mandatory.

5. In the Order section, verify the **Current Date** in the format dd/mm/yyyy and **Current Time** in the format hh:mm
6. You can change the **Received Date** in the format dd/mm/yyyy and **Reception Time** in the format hh:mm.

Batch Order Entry Setup

Order

Current Date : * (dd/mm/yyyy) Current Time : (hh:mm)
Received Date : * (dd/mm/yyyy) Reception Time : (hh:mm)

Form:

Sample

Sample Type

Configure Barcode Entry

Barcode Method:
Optional Fields: Facility ID Facility ID:
 ward/dep/unit
 Patient Info

Batch Order Entry Current Date and Time

7. Select the **Form**, if applicable. The selections will depend on your local configuration. In this illustration, the **Routine Testing** form is selected by clicking on the drop-down menu and clicking on the form.

Batch Order Entry Setup

Order

Current Date : * (dd/mm/yyyy) Current Time : (hh:mm)
Received Date : * (dd/mm/yyyy) Reception Time : (hh:mm)

Form: 6

Sample

Sample Type

Configure Barcode Entry

Barcode Method:
Optional Fields: Facility ID Facility ID:
 ward/dep/unit
 Patient Info

Form Selection

- In the Sample Section, Click on the **Sample Type** from the dropdown menu.

Sample

Sample Type

6

Click on Sample Type Drop-down Menu

- Select the sample from the drop-down menu items. In this illustration, Stool culture is selected as the sample type

OpenELIS 3 Test Server

Version: 2.8.0.18

Visit New UI Order Patient Non-Conforming Events Workplan Results Validation Reports Admin Help

Open ELIS - Log out

Setup

023 Current Time : (hh:mm) 08:25
023 Reception Time : (hh:mm) 08:25

Specimen Testing

Fluid Respiratory Swab Sputum Serum Plasma Urines Sang total Tissue antemortem Tissue post mortem Dry Tube EDTA Tube DBS Stool Culture Histopathology specimen Immunohistochemistry specimen

7

Sample Selected

- Check the box(es) corresponding to the desired panel(s) and test(s). In this illustration, the check box for stool culture is checked.

Note: The number of panels and tests available for a sample depends on the type of sample (serum, plasma, blood, urine). The sample type and test will be the same for the entire batch being entered.

Panels		Available Tests	
Name		Name	
8	<input checked="" type="checkbox"/>	COVID-19 PCR	

Select Panels and Available tests

- In the Configure Barcode Entry section, select the **Barcode Method** from the dropdown list. Choose **Pre-Printed** if the barcodes you are using are already printed labels. Choose **On Demand** if you will print the entire barcode label from OpenELIS.

Configure Barcode Entry

Barcode Method : On Demand On Demand Pre-Printed

Optional Fields: Facility ID: ward/dep/unit

Patient Info

Next Cancel

9

Configure Barcode Entry

Note: **Facility ID** and **Patient Information** are **Optional Fields**.

You can add **Facility ID** for the batch if they all have the same facility of origin. Check the box for **Facility ID** and enter the ID in the text field.

The section under **How to set up batch order entry with individual patient data** provides a step by step guide on how to use the Patient Info field.

Configure Barcode Entry

Barcode Method : On Demand

Optional Fields: Facility ID: ward/dep/unit

Patient Info

Next Cancel

Checkboxes for Optional Fields

12. Click the **Next** button at the bottom of the page.

Batch Order Entry Setup

Order

Current Date : * (ddmmmyyyy) Current Time : (hh:mm)
Received Date : * (ddmmmyyyy) Reception Time : (hh:mm)
Form:

Sample

Sample Type

Panels	Available Tests
Name	Name
<input checked="" type="checkbox"/> COVID-19 PCR	

Configure Barcode Entry

Barcode Method :
Optional Fields: Facility ID ward/dept/unit
 Patient Info

10 Next Cancel

Click Next Button

A new page appears which gives you the summary of the sample and the option to save and print.

Sample Specific Fields		Common Fields	
Generate Barcode and Save		Current Date: <input type="text" value="18/10/2023"/>	Current Time: <input type="text" value="08:25"/>
<input type="button" value="Save & Print"/> <input type="button" value="Next label"/>		Received Date: <input type="text" value="18/10/2023"/>	Received Time: <input type="text" value="08:25"/>
Current Accession Number: <input type="text" value="DEV0123000000000247"/>		Sample Type <input type="text" value="Sputum"/>	Test Name <input type="text" value="COVID-19 PCR"/>
Previously Used Accession Numbers: <input type="text" value=""/>		ward/dept/unit :	

Batch Order Entry Form

13. You can update the **Current Date, Current Time, Received Date and Received Time** as needed.

Batch Order Entry

Sample Specific Fields	Common Fields										
Generate Barcode and Save	1										
<input type="button" value="Save & Print"/> <input type="button" value="Next label"/>	<table border="1"> <tr> <td>Current Date: 18/10/2023</td> <td>Current Time: 08:25</td> </tr> <tr> <td>Received Date: 18/10/2023</td> <td>Received Time: 08:25</td> </tr> <tr> <td colspan="2">Sample Type</td> </tr> <tr> <td>Sputum</td> <td>Test Name</td> </tr> <tr> <td colspan="2">ward/dept/unit :</td> </tr> </table>	Current Date: 18/10/2023	Current Time: 08:25	Received Date: 18/10/2023	Received Time: 08:25	Sample Type		Sputum	Test Name	ward/dept/unit :	
Current Date: 18/10/2023	Current Time: 08:25										
Received Date: 18/10/2023	Received Time: 08:25										
Sample Type											
Sputum	Test Name										
ward/dept/unit :											
Current Accession Number: DEV0123000000000247	COVID-19 PCR										
Previously Used Accession Numbers: <input type="text"/>											

Update Common Fields

Verify that the **Sample Type** and **Test Name** are correct.

Batch Order Entry

Sample Specific Fields	Common Fields										
Generate Barcode and Save	2										
<input type="button" value="Save & Print"/> <input type="button" value="Next label"/>	<table border="1"> <tr> <td>Current Date: 18/10/2023</td> <td>Current Time: 08:25</td> </tr> <tr> <td>Received Date: 18/10/2023</td> <td>Received Time: 08:25</td> </tr> <tr> <td colspan="2">Sample Type</td> </tr> <tr> <td>Sputum</td> <td>Test Name</td> </tr> <tr> <td colspan="2">ward/dept/unit :</td> </tr> </table>	Current Date: 18/10/2023	Current Time: 08:25	Received Date: 18/10/2023	Received Time: 08:25	Sample Type		Sputum	Test Name	ward/dept/unit :	
Current Date: 18/10/2023	Current Time: 08:25										
Received Date: 18/10/2023	Received Time: 08:25										
Sample Type											
Sputum	Test Name										
ward/dept/unit :											
Current Accession Number: DEV0123000000000247	COVID-19 PCR										
Previously Used Accession Numbers: <input type="text"/>											

Sample Type and Test Name

14. Click **Save & Print**.

Batch Order Entry

Sample Specific Fields	Common Fields										
Generate Barcode and Save	2										
<input type="button" value="Save & Print"/> <input type="button" value="Next label"/>	<table border="1"> <tr> <td>Current Date: 18/10/2023</td> <td>Current Time: 08:25</td> </tr> <tr> <td>Received Date: 18/10/2023</td> <td>Received Time: 08:25</td> </tr> <tr> <td colspan="2">Sample Type</td> </tr> <tr> <td>Sputum</td> <td>Test Name</td> </tr> <tr> <td colspan="2">ward/dept/unit :</td> </tr> </table>	Current Date: 18/10/2023	Current Time: 08:25	Received Date: 18/10/2023	Received Time: 08:25	Sample Type		Sputum	Test Name	ward/dept/unit :	
Current Date: 18/10/2023	Current Time: 08:25										
Received Date: 18/10/2023	Received Time: 08:25										
Sample Type											
Sputum	Test Name										
ward/dept/unit :											
Current Accession Number: <input type="text"/>	COVID-19 PCR										
Previously Used Accession Numbers: <input type="text"/>											

Save and Print

The **Current Accession Number** for the first sample in the batch will be generated automatically and the barcode label will appear below.

Batch Order Entry

Sample Specific Fields		Common Fields	
Generate Barcode and Save <input type="button" value="Save & Print"/> <input type="button" value="Next label"/> Current Accession Number: <div style="border: 1px solid red; padding: 2px;">DEV01230000000000247</div> Previously Used Accession Numbers: <div style="border: 1px solid #ccc; height: 40px;"></div>		Current Date: 18/10/2023 Received Date: 18/10/2023 Sample Type: Sputum ward/dept/unit :	Current Time: 08:25 Received Time: 08:25 Test Name: COVID-19 PCR

Current Accession Number

You can enter any other accession/laboratory numbers associated with the sample (for example, the number assigned by the referring lab or facility) in the field **Previous Accession Numbers** to facilitate tracing.

Generate Barcode and Save		Common Fields	
Generate Barcode and Save <input type="button" value="Save & Print"/> <input type="button" value="Next label"/> Current Accession Number: <div style="border: 1px solid #ccc; padding: 2px;">DEV01230000000000247</div> <u>Previously Used Accession Numbers:</u> <div style="border: 1px solid #ccc; height: 40px;"></div>		Current Date: 18/10/2023 Received Date: 18/10/2023 Sample Type: Sputum ward/dept/unit :	Current Time: 08:25 Received Time: 08:25 Test Name: COVID-19 PCR

Previous Accession Number

15. Scroll within the barcode window to see all the labels: one for the paperwork and labels for the sample.



Barcode Label

16. To go to the next sample in the batch, click the **Next Label** button. Repeat Steps 14-15.

Batch Order Entry

Sample Specific Fields		Common Fields	
Generate Barcode and Save <input type="button" value="Save & Print"/> <input style="border: 2px solid red; border-radius: 50%; padding: 2px 5px; width: 20px; height: 20px; text-align: center; font-size: small; margin-right: 10px;" type="button" value="Next label"/> 4		Current Date: 19/10/2023 Received Date: 19/10/2023 Current Time: 04:04 Received Time: 04:04	Sample Type: Sputum Test Name: COVID-19 PCR ward/dept/unit :
Current Accession Number: DEV01230000000000250			
Previously Used Accession Numbers: DEV01230000000000249 DEV01230000000000248			

Enter Next Batch

17. Once you have entered all the samples in the batch, scroll down and click the **Finish** button.

Barcode(s)

LabelMakerServlet 1 / 3 | - 87% + | 5

Finish Batch Order Entry

At a later point, go to **Order Entry** on the Order tab and scan the barcode to pull up the order and enter the patient data at that time.

How to set up a batch order entry with individual patient data.

1. Complete Steps 1-11 of **How to set up batch order entry without individual patient data**.
2. Check the box next to **Patient Info** under **Optional Fields**. Click the **Next** button.

Configure Barcode Entry

Barcode Method : On Demand

Optional Fields: Facility ID Facility ID:
ward/dept/unit:

1 Patient Info 2

Patient Info Check-box

The Batch Entry page will appear with a section **Sample Specific Fields**. This page allows for searching for information for an existing patient as well as creating a new patient

Sample Specific Fields		Common Fields	
Search Lab No : <input type="text"/> Type search here... Patient ID : <input type="text"/> Type search here... Last Name : <input type="text"/> Type search here... First Name : <input type="text"/> Type search here... Date of Birth (dd/mm/yyyy) : <input type="text"/> Type search here... Gender: <input type="button"/> Search			
		Current Date:	Current Time:
		<input type="text"/> 19/10/2023	<input type="text"/> 04:29
		Received Date:	Received Time:
		<input type="text"/> 19/10/2023	<input type="text"/> 04:29
		Sample Type	Test Name
		Sputum	COVID-19 PCR
ward/dept/unit :			
<input type="button"/> New Patient			
Patient Information Unique Health ID : <input type="text"/> number: <input type="text"/> National ID: <input type="text"/> Patient Name : <input type="text"/> Last Name : <input type="text"/> First Name : <input type="text"/> Date of Birth (dd/mm/yyyy): <input type="text"/> Age: <input type="button"/> years <input type="button"/> Months <input type="button"/> Days <input type="button"/> Gender: <input type="button"/>			

Batch Order Entry Form

You will need to search for the patient in the database. The search criterion is as follows:

- a. Patient's last name (surname or family name)
 - b. Patient's first name (given name)
 - c. Patient's last and first name, separated by a comma
 - d. Patient's identification code
 - e. A previous lab order number associated with that patient- you can scan a barcode or enter this manually
3. Type in the search term (the name or code number) into the search field and click **Search**. In this illustration, the patient's last name is used as the search parameter.

The search results appear in a tabular format listing the patient, their birth date, and identification code. Select the patient that matches the one you want by clicking on the radio button next to that patient. The patient form will populate with that patient's information. The radio-button for the first result is selected by default.

Batch Order Entry

Sample Specific Fields						Common Fields																																				
Search Lab No : <input type="text" value="Type search here..."/> Patient ID : <input type="text" value="Type search here..."/> Last Name : <input type="text" value="Test"/> 1 First Name : <input type="text" value="Type search here..."/> Date of Birth (dd/mm/yyyy): <input type="text" value="Type search here..."/> Gender: <input type="button" value="▼"/> <input type="button" value="Search"/> <input type="button" value="External Search"/>						Current Date: 19/10/2023	Current Time: 06:40																																			
						Received Date: 19/10/2023	Received Time: 06:40																																			
						Sample Type Sputum	Test Name COVID-19 PCR																																			
						ward/dept/unit :																																				
<table border="1"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>Gender</th> <th>Date of Birth</th> <th>Unique Health ID Number</th> <th>National ID</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/> Test</td> <td>Casey</td> <td>M</td> <td>01/06/1999</td> <td>12345678910</td> <td>9872361325</td> </tr> <tr> <td><input type="radio"/> Test</td> <td>Patient</td> <td>F</td> <td>04/05/2020</td> <td>123456</td> <td>132456789</td> </tr> <tr> <td><input type="radio"/> test</td> <td>test</td> <td>M</td> <td>18/08/1997</td> <td>3434453532</td> <td>sfdcdsc2ew23</td> </tr> <tr> <td><input type="radio"/> test</td> <td>test</td> <td>M</td> <td>19/08/1997</td> <td>3434453532</td> <td>sfdcdsc2ew23</td> </tr> <tr> <td><input type="radio"/> test</td> <td>test</td> <td>M</td> <td>18/08/1997</td> <td>3434453532</td> <td>sfdcdsc2ew23</td> </tr> </tbody> </table>						Last Name	First Name	Gender	Date of Birth	Unique Health ID Number	National ID	<input checked="" type="radio"/> Test	Casey	M	01/06/1999	12345678910	9872361325	<input type="radio"/> Test	Patient	F	04/05/2020	123456	132456789	<input type="radio"/> test	test	M	18/08/1997	3434453532	sfdcdsc2ew23	<input type="radio"/> test	test	M	19/08/1997	3434453532	sfdcdsc2ew23	<input type="radio"/> test	test	M	18/08/1997	3434453532	sfdcdsc2ew23	New Patient
Last Name	First Name	Gender	Date of Birth	Unique Health ID Number	National ID																																					
<input checked="" type="radio"/> Test	Casey	M	01/06/1999	12345678910	9872361325																																					
<input type="radio"/> Test	Patient	F	04/05/2020	123456	132456789																																					
<input type="radio"/> test	test	M	18/08/1997	3434453532	sfdcdsc2ew23																																					
<input type="radio"/> test	test	M	19/08/1997	3434453532	sfdcdsc2ew23																																					
<input type="radio"/> test	test	M	18/08/1997	3434453532	sfdcdsc2ew23																																					
Patient Information						Unique Health ID: <input type="text" value="12345678910"/> number: National ID: <input type="text" value="9872361325"/> Patient Name : <input type="text" value="Test"/> Last Name : <input type="text" value="Casey"/> First Name: <input type="text" value="Casey"/> Date of Birth (dd/mm/yyyy): <input type="text" value="01/06/1999"/> Age: <input type="button" value="years"/> <input type="button" value="Years"/> <input type="button" value="months"/> <input type="button" value="Months"/> <input type="button" value="days"/> <input type="button" value="Days"/> Gender: <input type="button" value="1 = Male"/>																																				

Patient Search

If there are no results that match the desired patient, you will have to create a new patient record.

4. Click on **New Patient** button to clear the form if needed.
5. Enter the patient's **Patient ID, National ID, Last Name, First Names, Date of Birth or Age, and Sex (Gender)**.

Search

Lab No : Type search here...

Patient ID : Type search here...

Last Name : Eric 1

First Name : Type search here...

Date of Birth (dd/mm/yyyy): Type search here... Gender: Search External Search

No patients found matching search terms

New Patient 2

Patient Information

Unique Health ID

number:

National ID:

Patient Name : Last Name : First Name :

Date of Birth (dd/mm/yyyy): Age: years Months Months days
Days

Gender: 1 = Male

Current Date:	19/10/2023	Current Time:	06:40
Received Date:	19/10/2023	Received Time:	06:40
Sample Type	Sputum	Test Name	COVID-19 PCR
ward/dept/unit :			

Create New Patient

NOTE: Age is calculated automatically from the date of birth. If date of birth is not available but age is known, enter age only and a proxy date of birth will be assigned

6. Complete Steps 13-17 of How to set up batch entry without individual patient data.

How to print barcode labels

1. Hover the mouse over the Order tab, select Print Barcode Labels.

OpenELIS 3 Test Server Version: 2.8.0.18 Open ELIS - Log out

Visit New UI Order Patient Non-Conforming Events Workplan Results Validation Reports Admin Help

Batch Order Entr

- Add Order
- Study >
- Modify Order
- Electronic Orders
- Batch Order Entry**

Sample Specific Fields

Search

Lab No : Type search here... 1

Patient ID : Type search here...

Last Name : Eric

First Name : Type search here...

Date of Birth (dd/mm/yyyy): Type search here... Gender: Search External Search

Common Fields

Current Date:	19/10/2023	Current Time:	06:40
Received Date:	19/10/2023	Received Time:	06:40
Sample Type	Sputum	Test Name	COVID-19 PCR
ward/dept/unit :			

Print Barcode Labels

The Print Barcode Label page will appear. You can do the following under the **Pre-Print Barcodes** section:

- Enter number of label sets
- Enter number of order labels per set

- c. Enter the number of specimen labels per set
- d. Enter the total labels to print. This will set the number of barcodes to be printed.
- e. Check the optional check-box for facility ID

Print Bar Code Labels

Pre-Print Barcodes

Number of label sets:	1	2
Number of order labels per set:	2	Number of specimen labels per set: 1
Total Labels to Print:	3	
Optional Fields	<input type="checkbox"/>	Facility ID

3

Pre-print Barcodes

2. Select the **Sample Type** from the drop-down menu and the corresponding panel(s) and available tests.

Sample

Sample Type: Sputum 4

Panels Available Tests

Name	Name
5	<input checked="" type="checkbox"/> COVID-19 PCR

Select Sample Type, Panels and Available Tests

3. Click on the **Pre-Print Label** button. The barcode will be displayed. Use the scroll bar to scroll through the labels.

Sample Type: Sputum

Panels Available Tests

Name	Name
	<input checked="" type="checkbox"/> COVID-19 PCR

NOTE: If a facility and/or sample and test are added, they will be printed on EVERY label

6 Pre-Print Labels

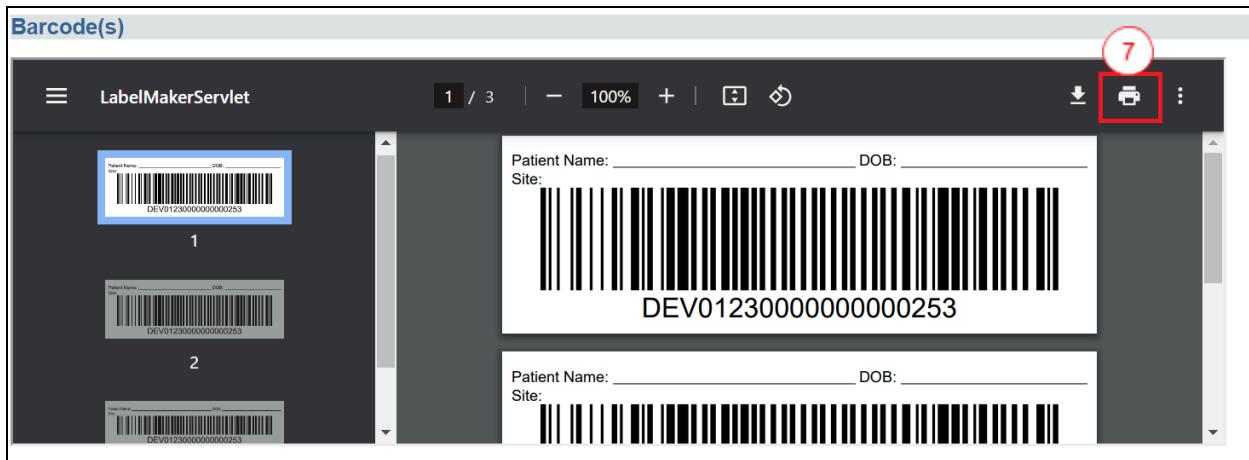
Barcode(s)

LabelMakerServlet 1 / 3 - 100% + ↻ ↻

Print Barcodes for Existing Orders

Pre-print Labels

4. Click on the printer icon at the top right to print the labels.



Launch Printer Dialogue

PART 7: WORK PLANS

The laboratory can use work plans to facilitate work assignments for lab units, individual technicians, and dispatch of samples within the lab.

Work Plans list the samples and tests to be done. The work plan can be organized by a single test or a panel, or for an entire lab unit.

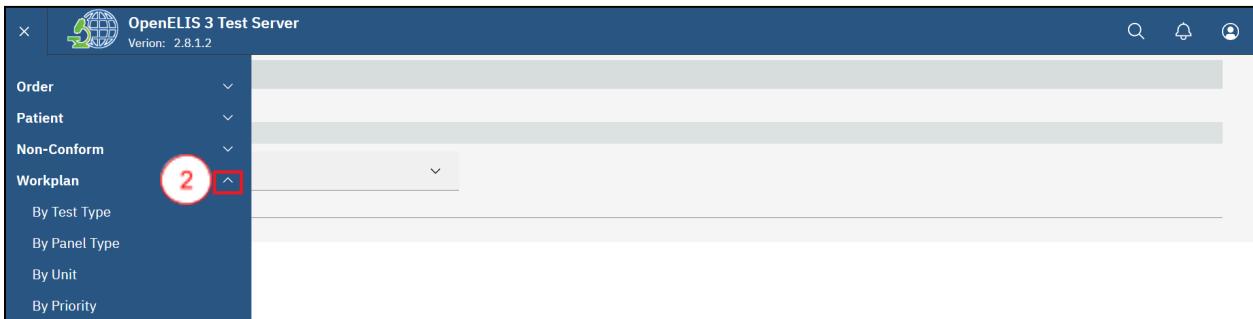
How to create a work plan by test type, by panel type, unit type or by priority

1. Hover the mouse over the hamburger icon to open the menu.

Category	Sub-Category	Value
In Progress	Awaiting Result Entry	385
Ready For Validation	Awaiting Review	36
Orders Completed Today	Total Orders Completed Today	0
Partially Completed Today	Total Orders Completed Today	0
Orders Entered By User	Entered by user Today	0
Orders Rejected	Rejected By Lab Today	0
Un Printed Results	Un Printed Results Today	0
Incoming Orders	Electronic Orders	0

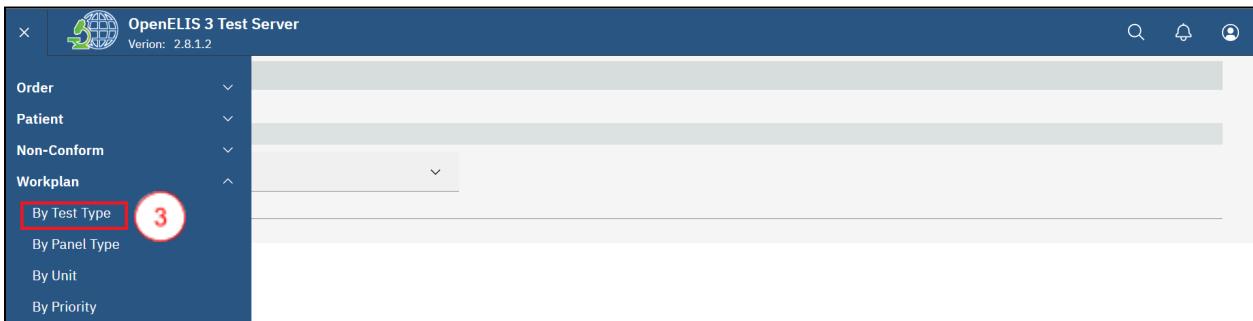
Access the OpenELIS menu

2. Click on **Work Plan** to expand.



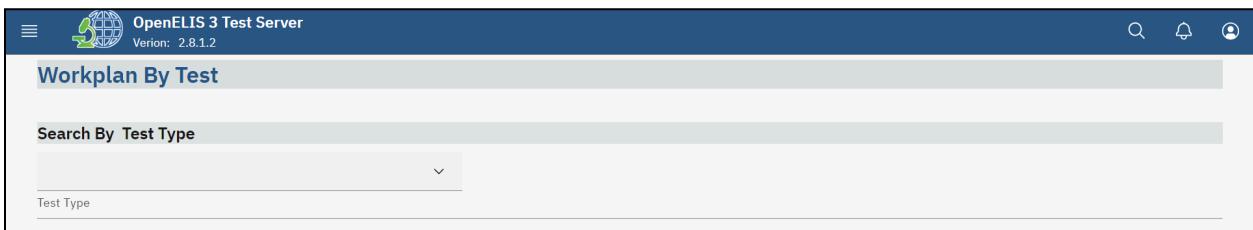
Accessing Work Plan

3. Click on the type of work plan you want: **By Test Type, By Panel Type, By Unit or By Priority.**



Work Plan By Test Type

The work plan by test type page will be displayed.



Work Plan By Test Page

4. Select the Test Type from the drop-down menu.

Select Test Type

The work plan will appear shown below. The work plan lists all orders for that Test, Panel, Unit or Priority that need to be done, along with the Patient ID (Subject Number), Received Date, Technician ID and other information depending on your local configuration. They are listed in order by lab number. At the top of the page the number of **Total Tests** on the work plan. A **Red Flag** next to an order indicates that either the sample or order has been reported for a non-conforming event.

Remove	Accession Number	Received Date
<input type="checkbox"/>	DEV0123000000000033	26/06/2023 13:07
<input type="checkbox"/>	DEV01230000000000146	29/08/2023 09:47
<input type="checkbox"/>	DEV01230000000000147	29/08/2023 00:00

Work Plan By Test

- To create a work plan by **Panel type, Unit type or By Priority** follow steps 1-4.

 OpenELIS 3 Test Server
Version: 2.8.1.4

Workplan By Panel

Search By Panel Type

NFS 

Panel Type

NFS

[Print Workplan](#)

Total tests = 73  = Sample or order is nonconforming OR test has been rejected

Remove	Accession Number	Test Name	Received Date
<input type="checkbox"/>	DEV012300000000000005	Hematocrit	06/06/2023 19:27
<input type="checkbox"/>		TMCH	06/06/2023 19:27
<input type="checkbox"/>		CMCH	06/06/2023 19:27
<input type="checkbox"/>		Neutrophiles (%)	06/06/2023 19:27

Work Plan by Panel Type

 OpenELIS 3 Test Server
Version: 2.8.1.4

Workplan By Unit

Search By Unit Type

Biochemistry 

Unit Type

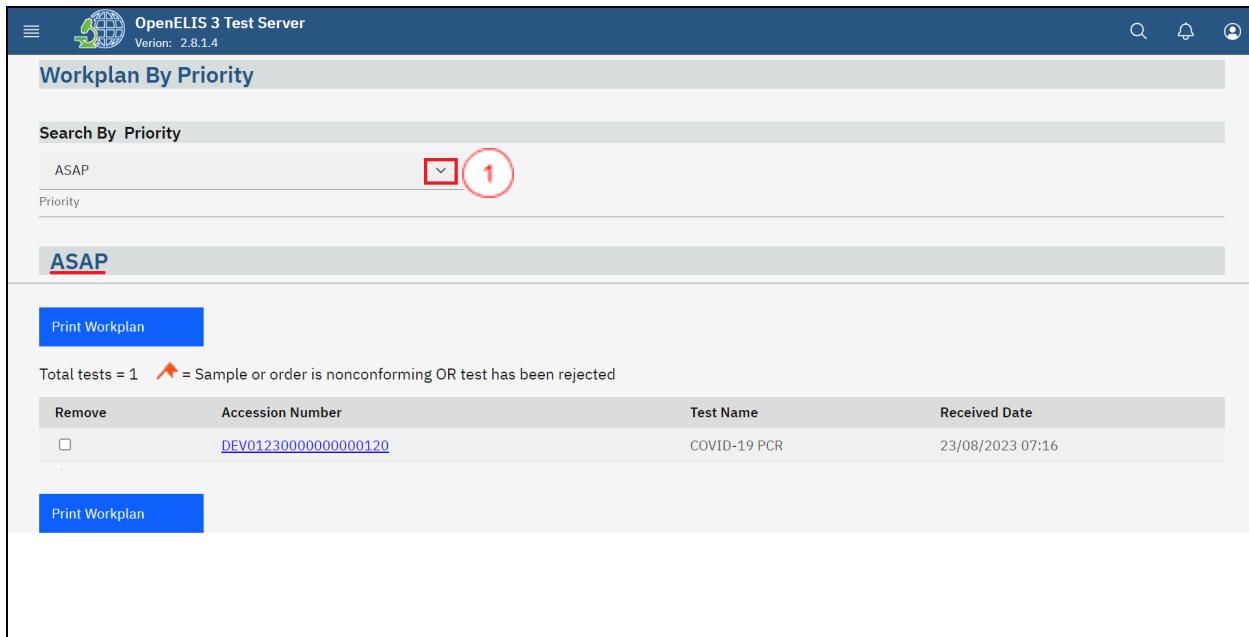
Biochemistry

[Print Workplan](#)

Total tests = 290  = Sample or order is nonconforming OR test has been rejected

Remove	Accession Number	Test Name	Received Date
<input type="checkbox"/>	DEV012300000000000033	Amylase(Serum)	26/06/2023 13:07
<input type="checkbox"/>		Creatinine(Serum)	26/06/2023 13:07
<input type="checkbox"/>		GOT/ASAT(Serum)	26/06/2023 13:07
<input type="checkbox"/>		GPT/ALAT(Serum)	26/06/2023 13:07

Work Plan by Unit



Workplan By Priority

Search By Priority

ASAP 1

Priority

ASAP

Print Workplan

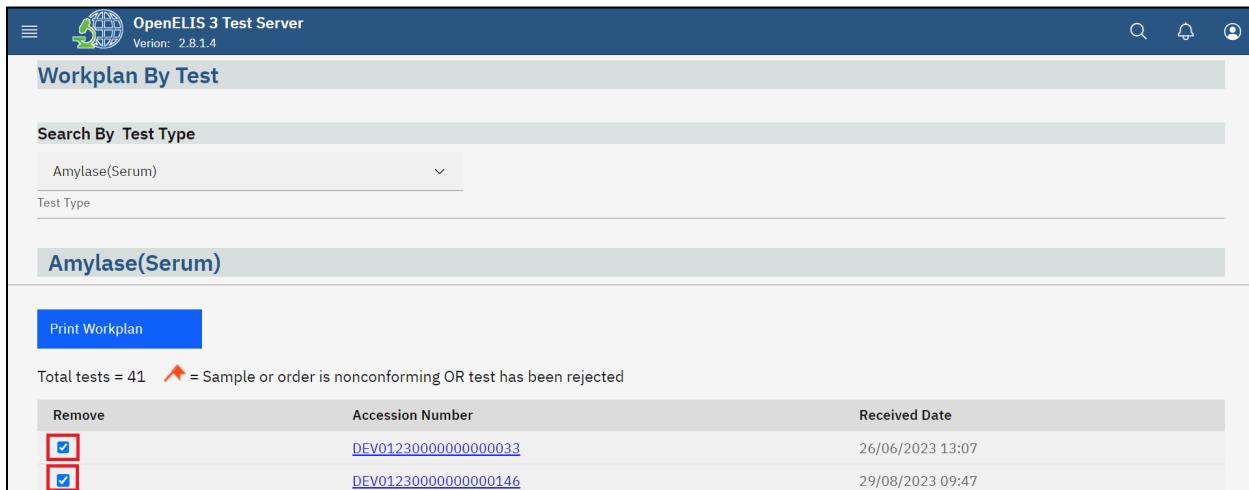
Total tests = 1 ▲ = Sample or order is nonconforming OR test has been rejected

Remove	Accession Number	Test Name	Received Date
<input type="checkbox"/>	DEV01230000000000120	COVID-19 PCR	23/08/2023 07:16

Print Workplan

Work Plan by Priority

- Check the **Remove** checkbox next to the lab number to remove a test from the workplan. This can be used to create different work plans for different technicians, see the illustration below;



Workplan By Test

Search By Test Type

Amylase(Serum)

Test Type

Amylase(Serum)

Print Workplan

Total tests = 41 ▲ = Sample or order is nonconforming OR test has been rejected

Remove	Accession Number	Received Date
<input checked="" type="checkbox"/>	DEV01230000000000033	26/06/2023 13:07
<input checked="" type="checkbox"/>	DEV012300000000000146	29/08/2023 09:47

Remove Tests From Work Plan

- To print the work plan, verify that all the tests that you want in the workplan appear then click on the **Print Work plan** button.

Workplan By Test

Search By Test Type

Amylase(Serum)

Total tests = 41 ▲ = Sample or order is nonconforming OR test has been rejected

Remove	Accession Number	Received Date
<input type="checkbox"/>	DEV0123000000000033	26/06/2023 13:07
<input type="checkbox"/>	DEV01230000000000146	29/08/2023 09:47

Print Work Plan

A new window will open with a PDF version of the work plan. This can be printed from your browser application.

PART 8: PATHOLOGY

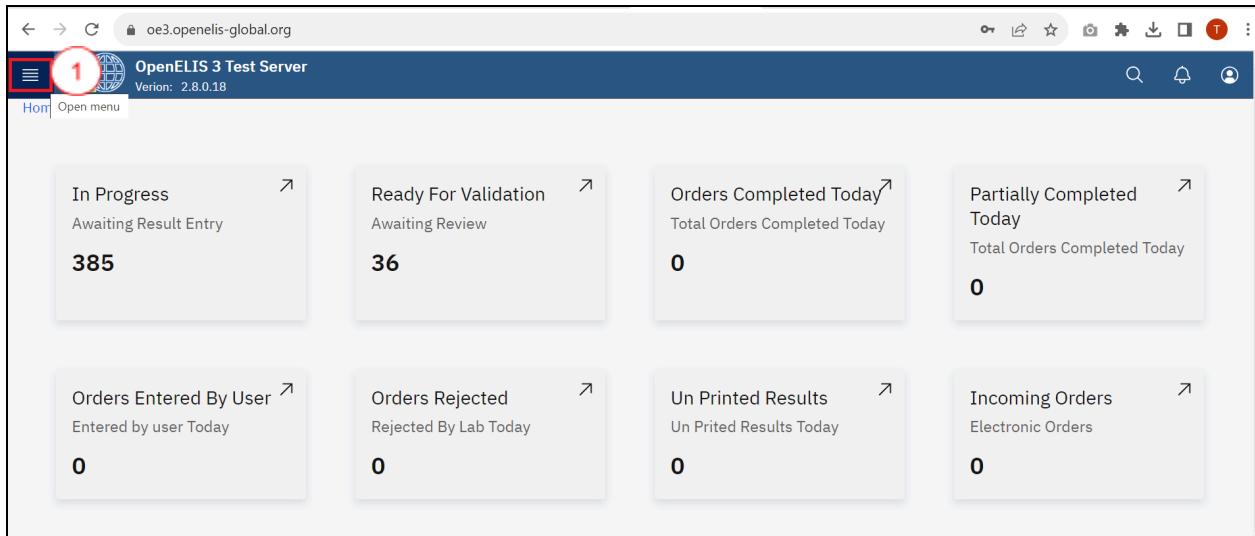
The pathology module focuses on conducting tests and examinations related to pathology. A pathologist can use this module to analyze various types of specimens, including tissues, cells, and bodily fluids, to diagnose diseases and provide valuable information for patient care and medical research.

How to create a pathology case.

1. To create a pathology case, follow steps 1 to 29 under [how to create a laboratory analysis order for an existing patient](#).

How a pathology specimen is processed by a laboratory technician.

1. To access the Pathology module, hover the mouse over the hamburger icon and click to open the menu.



Access the OpenELIS menu

2. Click on the **Pathology** module to expand.

This screenshot shows the same dashboard as above, but the 'Pathology' module in the left sidebar has been selected and expanded. A red box labeled '2' highlights the 'Pathology' link. The sidebar now lists:

- Order
- Patient
- Non-Conform
- Workplan
- Pathology** (highlighted)
- Dashboard
- Immunohistochemistry
- Cytology
- Results
- Validation
- Reports
- Admin
- Billing

The main content area remains the same, showing the same eight order status cards.

Accessing Pathology Module

3. Click on **Dashboard** under the pathology module.

Click on Dashboard

The dashboard for pathology will be displayed. The dashboard provides summaries for **Cases in progress**, **Awaiting Pathology Review**, **Additional Pathology Request** and **Complete** test in a week

Request Date	Stage	Last Name	First Name	Assigned Technician	Assigned Pathologist	Lab Number
2023-07-31	GROSSING	Test	Casey	ELIS,Open		DEV0123000000000003
2023-08-17	GROSSING	cray	cray	ELIS,Open	ELIS,Open	DEV0123000000000084
2023-08-16	CUTTING	Test	Casey	ELIS,Open		DEV0123000000000067

Pathology Dashboard

All the pathology test requests entered under **Add Order** (Test Request) are displayed under a table that displays the **Request Date**, **Stage**, **Last Name**, **Assigned Technician**, **Assigned Pathologist** and **Lab Number**.

 OpenELIS 3 Test Server
Version: 2.8.1.4

Pathology

Cases in Progress
11

Awaiting Pathology Review
0

Additional Pathology Requests
0

Complete (Week 18/10/2023 - 25/10/2023)
1

Search by LabNo or Family Name							Filters:	<input type="checkbox"/> My cases	Status	▼
Request Date	Stage	Last Name	First Name	Assigned Technician	Assigned Pathologist	Lab Number				
2023-07-31	GROSSING	Test	Casey	ELIS,Open		DEVO12300000000000037				
2023-08-17	GROSSING	cray	cray	ELIS,Open	ELIS,Open	DEVO1230000000000084				
2023-08-16	CUTTING	Test	Casey	ELIS,Open		DEVO1230000000000067				

Pathology Requests

- The pathology module allows you to filter the test request . Click on the My cases checkbox to filter the cases.

 OpenELIS 3 Test Server
Version: 2.8.1.4

Pathology

Cases in Progress
11

Awaiting Pathology Review
0

Additional Pathology Requests
0

Complete (Week 18/10/2023 - 25/10/2023)
1

Search by LabNo or Family Name							Filters:	<input checked="" type="checkbox"/> My cases	Status	▼
Request Date	Stage	Last Name	First Name	Assigned Technician	Assigned Pathologist	Lab Number				
2023-07-31	GROSSING	Test	Casey	ELIS,Open		DEVO1230000000000037				
2023-08-17	GROSSING	cray	cray	ELIS,Open	ELIS,Open	DEVO1230000000000084				

Filter Pathology Cases

- The Status dropdown menu is used to filter the pathology cases by their status.

Search by LabNo or Family Name					Filters: <input type="checkbox"/> My cases	Status
Request Date	Stage	Last Name	First Name	Assigned Technician		
2023-07-31	GROSSING	Test	Casey	ELIS,Open		
2023-08-17	GROSSING	cray	cray	ELIS,Open		
2023-08-16	CUTTING	Test	Casey	ELIS,Open		

Status

6. You can filter the requests in an ascending or descending order for each menu item For instance, click on the **Lab Number** menu item.

Pathology

Cases in Progress
11

Awaiting Pathology Review
0

Additional Pathology Requests
0

Complete (Week 25/10/2023 - 01/11/2023)
1

Search by LabNo or Family Name					Filters: <input type="checkbox"/> My cases	Status	
Request Date	Stage	Last Name	First Name	Assigned Technician	Assigned Pathologist	Lab Number	↑↓
2023-07-31	GROSSING	Test	Casey	ELIS,Open		DEV0123000000000003	
2023-08-17	GROSSING	cray	cray	ELIS,Open	ELIS,Open	DEV0123000000000004	

Filter Request by Ascending or Descending Order

7. To search for a pathology test, enter the patient name or the lab number under the **Search by LabNo or Family Name** text field. The search results will return a list of matching patients. The cancel icon (**x**) is used to cancel the search.
8. Click on the desired patient from the search result. In this illustration, the **Start** button is clicked.

OpenELIS 3 Test Server
Version: 2.8.1.1

Pathology

Cases in Progress
12

Awaiting Pathology Review
0

Additional Pathology Requests
0

Complete (Week
23/10/2023 -
30/10/2023)
1

Request Date	Stage	Last Name	First Name	Assigned Technician	Assigned Pathologist	Lab Number
2023-07-31	GROSSING	Test	Casey	ELIS,Open		DEV01230000000000037
2023-08-16	CUTTING	Test	Casey	ELIS,Open		DEV0123000000000067
2023-10-12	GROSSING	Test	Casey	ELIS,Open		DEV0123000000000231
2023-10-30	GROSSING	Test	Casey	Start		DEV0123000000000257
2023-08-18	GROSSING	Test	Casey	ELIS,Open		DEV0123000000000089
2023-10-13	GROSSING	Test	Casey	Start		DEV0123000000000234
2023-10-17	SLICING	Test	Casey	ELIS,Open	Ragobur,Priya	DEV0123000000000245

Search Patient

Note: The top sections of the pathology page display information about the pathology request.

OpenELIS 3 Test Server
Version: 2.8.1.1

Home / Pathology Dashboard / Pathology

Name: Test Casey
 Sex: Male Age: 24
 Order Date: 2023-10-30
 Lab Number: DEV0123000000000257
 Referring Facility: Site name Requester:
 Requester: Doen John

Specimen: URETHRA
 Specimen Type: Partial Organ
 Nature/Site of Specimen: Not Cancer
 Procedure performed: Core Biopsy
 Provisional Clinical Diagnosis:
 Previous Surgery / Treatment: Biopsy 11/11/22
 Unit Number: 12345
 Private Reference Number: 12345678

Pathology Test Information

Note: There is a sequence of stages in pathology examination. The **Status** drop-down menu provides a list of the different stages. The first stage is known as **grossing** which is the default stage in preparing a pathology sample.

9. In this illustration, the drop-down menu item is clicked and **processing** is the status that will be selected.

Save

Select Status

Grossing

Status

Grossing

Cutting

Processing

Slicing for Slides

Staining

Ready for Pathologist

Additional Pathologist Request

Completed

Select Technician

ELIS,Op

Select Pathologist

Select Status from Drop-down Menu

10. Select technician to assign for processing the specimen from the drop-down menu items. In this illustration, Test, Test is the selected technician .

Select Status

Processing

Reports

Add Report

Select Technician

ELIS,Op

Select Pathologist

Select Technician

11. Click on the **Save** button.

Save

Select Status

Processing

Select Technician

ELIS,Op

Select Pathologist

Click Save

12. The Blocks section allows you to add the number of blocks that will be used for specimen processing. Click on the upward facing arrow to add the number of blocks then click on the Add Block button. In this illustration, three blocks will be added.

Blocks

3

Add Block(s)

Add Block(s)

13. Fill in the locations for the blocks. These could be racks where the specimens are stored.

You can print labels for the blocks by clicking on the **Print Label** button

Blocks	
<input type="button" value="– Block"/>	1
	<input type="text" value="Location"/> 6
<input type="button" value="– Block"/>	2
	<input type="text" value="Location"/> 7
<input type="button" value="– Block"/>	3
	<input type="text" value="Location"/>
<input type="button" value="Add Block(s)"/>	

Filling Block Location and Printing a Label

In this illustration, the location has been entered and a label printed for one of the blocks.

Blocks	
<input type="button" value="– Block"/>	1
	<input type="text" value="30-10-2023-1"/> 6
<input type="button" value="– Block"/>	2
	<input type="text" value="30-10-2023-2"/>
<input type="button" value="– Block"/>	3
	<input type="text" value="30-10-2023-3"/>
<input type="button" value="Add Block(s)"/>	

Blocks Locations for Blocks

14. Once the Blocks have been set, Click on the upward facing arrow to add the number of slides then click on the Add Slide(s) button.

Slides	
<input type="button" value="–"/>	7
<input type="button" value="3"/>	<input type="button" value="Add Slide(s)"/> 8
<input type="text" value="Number of Slides to add"/>	

Add Slides

15. Fill in the location for the slides.

16. Click the Upload button to upload scanned copies of the slides. This allows a pathologist to view the copies of the slides if the pathologist is not physically located in the lab.

17. Click on the Print Label button to print the labels for the slides.

Slides

<input type="button" value="– Slide"/>	1	30-10-2023-1-S	<input type="button" value="Upload file"/>	<input type="button" value="Print Label"/>
<input type="button" value="– Slide"/>	2	30-10-2023-2-S	<input type="button" value="Upload file"/>	<input type="button" value="Print Label"/>
<input type="button" value="– Slide"/>	3	30-10-2023-1-S	<input type="button" value="Upload file"/>	<input type="button" value="Print Label"/>
<input type="button" value="Add Slide(s)"/>				

Preparing Slides

18. Once the specimens have been sliced in the slides. They can be stained by clicking on the **Status** drop-down menu and selecting the **Staining** status.

Status

- Grossing
- Cutting
- Processing
- Slicing for Slides
- Staining**
- Ready for Pathologist
- Additional Pathologist Request
- Completed

Status: Staining Slides

19. Click on the **Save** button upon changing the status.

Select Status:

Select Technician:

Select Pathologist:

Click on Save

20. Once the specimens have been stained, they are now ready for review by a pathologist.
Click on the **Status** drop-down menu and select the **Ready for pathologists** status.

Status

- Grossing
- Cutting
- Processing
- Slicing for Slides
- Staining
- Ready for Pathologist**
- Additional Pathologist Request
- Completed

Status: Ready for Pathologist

21. Click on the **Select Pathologist** drop-down menu and select the pathologist and click on the **Save** button.

The screenshot shows a user interface with three main sections: 'Select Status' (dropdown menu 'Ready for Pathologist'), 'Select Technician' (dropdown menu 'ELIS,Op'), and 'Select Pathologist' (dropdown menu 'Perera,Dr'). A red circle with the number '15' is positioned above the 'Select Status' dropdown, and another red circle with the number '14' is positioned to the right of the 'Select Pathologist' dropdown. A blue rectangular box highlights the 'Save' button at the top left.

Select Pathologist and Save

How to review and conclude a pathology test.

Once a case is ready for a pathology review and a pathologist has been selected, the pathologist can conduct a review through the following steps;

1. Click on drop-down menu item under the **Technique Used** section

The screenshot shows a dropdown menu titled 'Techniques Used'. A red circle with the number '1' is positioned next to the dropdown arrow. The menu lists several techniques: HAEMATOXYLIN AND E..., New Pathology Technique, Path technique (which is checked), and Reticulin Stain (which is also checked).

Technique Used

2. Select the technique to be used by checking the checkbox for a technique.

The screenshot shows the same dropdown menu as before, but with two checkboxes checked: 'Path technique' and 'Reticulin Stain'. A red circle with the number '2' is positioned next to the 'Path technique' checkbox.

Select Technique

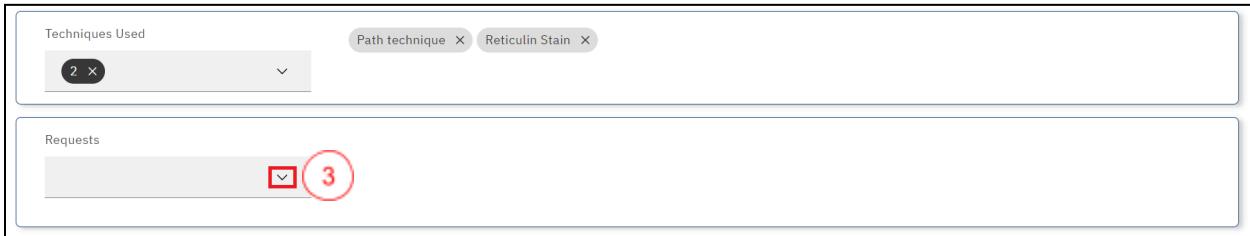
3. To remove a technique, click on **x** to cancel a technique.

The screenshot shows the dropdown menu again, but now the previously checked techniques ('Path technique' and 'Reticulin Stain') have been removed, indicated by the red 'X' symbols next to their respective checkboxes. The red circle with the number '2' is still present next to the 'Path technique' checkbox.

Cancelling a Technique

Note: A pathologist can put in a request for the slides upon review

4. The pathologist will then click on the Requests drop-down menu.



Request drop-down menu

5. The pathologist will select the respective checkboxes for the request. In this illustration, the pathologist has asked for the slides to be rotated and chose two stains.



Pathology Request

Note: Once the requests have been placed, the status for the requests are opened by default.



Request Status

6. Change the status for the slides to slicing by clicking on the status drop-down menu and selecting **slicing for slides** then click on the **Save** button.



Select Status and Save

7. The pathologist will access the case, scroll down to the request section and click the status for the requests to **Completed**.



Changing Request Status



Status Changed to Completed

8. Once the status has been changed to completed, the slides are now ready for the pathologists to review the changes. Select **Ready for Pathology** and click on the **Save** button.

Save 5

Select Status Ready for Pathologist 4

Select Technician ELIS.Op

Select Pathologist Ragobur,Priya

The pathologist can now write up the Gross and Microscopy Exam findings under the

9. Type in the findings for the **Gross Exam** and **Microscopy Exam** findings in the respective rich text boxes.

Gross Exam
Type gross exam finding here

6 Microscopy Exam
Type microscopy exam finding here

Gross Exam and Microscopy Exam

10. Select the conclusion from the drop-down menu by clicking on the drop down menu. The conclusions are hard coded in the system.

11. Click on a checkbox to select the respective conclusion.

Conclusion
1 × 7 No Cancer ×

- Intraductal carcinom...
- Lobular carcinoma in ...
- Malignant neoplasm ...
- Malignant neoplasm ...
- No Cancer
- Other

Select Conclusion

12. To remove a conclusion, click on the x icon to cancel the conclusion

Conclusion
1 × No Cancer X

Remove a Conclusion

13. Type the text conclusion under the **Text Conclusion** rich text box.

The screenshot shows a software interface for managing medical conclusions. At the top, there's a dropdown menu labeled "Conclusion" with the option "No Cancer" selected. Below it is a "Text Conclusion" section with a placeholder "Type your conclusion here". A red circle with the number "9" is drawn around this input field.

Text Conclusion

The results are now ready for release. The lab technician can add a report for the case by uploading the report or generating it from the system.

14. To add a report, click on the **Add Report** button under the report section.

The screenshot shows a software interface for managing reports. It includes fields for "Select Status" (set to "Ready for Pathologist"), "Select Technician" (set to "ELIS.Op"), and "Select Pathologist" (set to "Ragobur,Priya"). Below these, there's a "Reports" section containing an "Add Report" button, which is highlighted with a red box.

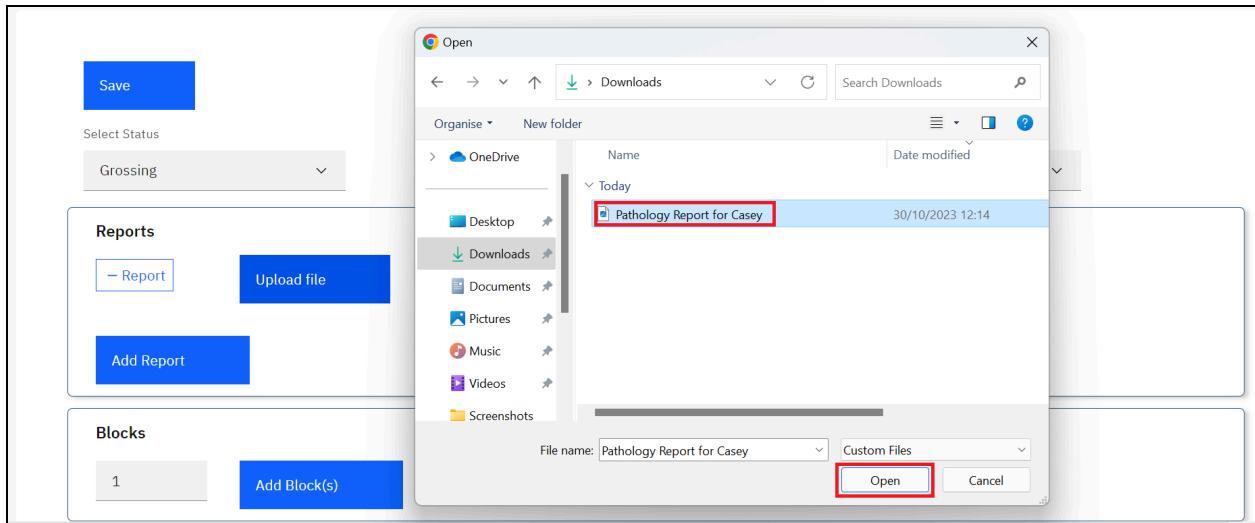
Click on Add Report Button

15. At this point, the lab technician can either upload a report or generate it from the system. To upload a report, click on the **Upload file** button.

The screenshot shows a software interface for managing reports. It includes buttons for "- Report" and "Upload file" (which is highlighted with a red box), and "Generate Report". Below these, there's an "Add Report" button.

Click on Upload file Button

16. Upon clicking on the **Upload file** button, a file upload dialogue will be opened on your workstation. Navigate to the location where you have saved the report. In this illustration, the report file for patient **Casey** was saved under downloads. Click on the report to select it then click on the **Open** button.



Upload Report

Note: upon clicking on the Open button, the report will be uploaded successfully.

17. To remove the report, click on the cancel icon x.



Cancelling an Uploaded Report

18. To illustrate system generation of a report, click on the **Generate Report** button.



Click on Generate Report

A toast message will be displayed at the top right of the screen once the report is generated.

The screenshot shows the OpenELIS 5 Test Server Pathology Dashboard. At the top right, there is a green notification box with a checkmark and the text "Notification Message" followed by "Successfully Generated Report". Below the notification, there is a form with patient details: Name: Test Casey, Sex: Male, Age: 24, Order Date: 2023-10-30, Lab Number: DEV01230000000000257, Referring Facility: Site name Requester:, Requester: Doen John.

Successfully Generated Report

19. The pathology case can now be released. Click on the Ready for Release checkbox

This screenshot shows the Pathology Case Release screen. On the left, there is a dropdown menu labeled "Select Status" with "Completed" selected. A red circle with the number 1 is placed over the dropdown button. To the right, there are dropdown menus for "Select Technician" (set to "ELIS,Op") and "Select Pathologist" (set to "Ragobur,Priya"). A red circle with the number 2 is placed over the "Completed" option in the status dropdown menu.

Select Completed Status

20. Click on the **Save** button.

This screenshot shows the same Pathology Case Release screen as the previous one, but the "Completed" status has been saved. The dropdown menu now shows "Completed" again, indicating it was just selected. A red circle with the number 3 is placed over the "Save" button.

Click on Save

21. Scroll to the bottom of the page and click on the ready for release checkbox then click on the **Save** button.

This screenshot shows the Pathology Case Release screen at the bottom. There is a checkbox labeled "Ready For release" which is checked, indicated by a red circle with the number 4. Below the checkbox is another checkbox labeled "Refer to ImmunoHistoChemistry" which is unchecked. At the bottom is a blue "Save" button, which is highlighted with a red border and a red circle with the number 5.

Click on Ready For Release Checkbox and Save Button

The pathology case for the patient will be listed as completed under the dashboard.

Q: Casey

Filters: My cases Status

Request Date	Stage	Last Name	First Name	Assigned Technician	Assigned Pathologist	Lab Number
2023-07-31	GROSSING	Test	Casey	ELIS,Open		DEV0123000000000037
2023-08-16	CUTTING	Test	Casey	ELIS,Open		DEV0123000000000067
2023-10-12	GROSSING	Test	Casey	ELIS,Open		DEV01230000000000231
2023-10-30	COMPLETED	Test	Casey	ELIS,Open	Ragobur,Priya	DEV01230000000000257
2023-08-18	GROSSING	Test	Casey	ELIS,Open		DEV0123000000000089
2023-10-13	GROSSING	Test	Casey	Start		DEV01230000000000234
2023-10-17	SLICING	Test	Casey	ELIS,Open	Ragobur,Priya	DEV01230000000000245

Pathology Case Completed

How to refer a pathology specimen to immunochemistry.

1. A pathology case can be referred to immunochemistry for further test. To refer to a pathology test for immunochemistry, click on **Refer to ImmunoHistoChemistry** checkbox then click on the Select Test drop-down menu and select a test.

Verion: 2.8.1.7

Conclusion

Text Conclusion

Ready For release
 Refer to ImmunoHistoChemistry 1

Save 4

Anti-CD79a(Immunohistochemistry specimen) 3

Anti-CD99 (O13)(Immunohistochemistry specimen)
Anti-CDX-2 (EPR2764Y)(Immunohistochemistry specimen)
Anti-Chromogranin A(Immunohistochemistry specimen)
Anti-Cyclin D1 (SP4-R)(Immunohistochemistry specimen)
Anti-Cytokeratin 20(Immunohistochemistry specimen)
Anti-Cytokeratin 5/6(Immunohistochemistry specimen) 2

Refer to ImmunoHistoChemistry

2. Click on the **Save** button.

Ready For release
 Refer to ImmunoHistoChemistry

Select Test
Anti-CD79a(Immunohistochemistry specimen)

Save 4

Click Save

How to upload or generate a pathology report.

1. Follow steps 1 -3 under [How a pathology specimen is processed by a laboratory technician.](#)
2. Click on the desired patient under the dashboard. In this illustration, a patient by the name **Roger Rabbit** is clicked.

The screenshot shows the OpenELIS 3 Test Server dashboard. At the top, there is a header bar with the server name "OpenELIS 3 Test Server" and version "Version: 2.8.1.11". Below the header, the word "Pathology" is displayed. The dashboard features four main status boxes: "Cases in Progress" (12), "Awaiting Pathology Review" (0), "Additional Pathology Requests" (0), and "Complete (Week 19/11/2023 - 26/11/2023)" (0). Below these boxes is a search bar with placeholder text "Search by LabNo or Family Name". To the right of the search bar are "Filters" (checkbox for "My cases") and a "Status" dropdown menu. A red circle with the number "1" is drawn around the row in the table below that contains the patient "ROGER RABBIT".

Request Date	Stage	Last Name	First Name	Assigned Technician	Assigned Pathologist	Lab Number
2023-07-31	GROSSING	Test	Casey	ELIS,Open		DEV0123000000000037
2023-08-17	GROSSING	cray	cray	ELIS,Open	ELIS,Open	DEV0123000000000084
2023-08-16	CUTTING	Test	Casey	ELIS,Open		DEV0123000000000067
2023-10-23	COMPLETED	ROGER	RABBIT	Ragobur,Priya	Perera,Dr	DEV01230000000000254
2023-09-28	GROSSING	LALL	SHAMEEM	ELIS,Open		DEV01230000000000218

Click on Patient

3. Click on the **Add Report** button.

Specimen: UTERUS BIL TUBES&OVARIAS

Specimen Type: Whole Organ

Nature/Site of Specimen: UTERUS WITH BILATERAL OVARIAS AND ADNEXA

Procedure performed:

- Provisional Clinical Diagnosis:
- Previous Surgery / Treatment:
- Unit Number: 252525
- Private Reference Number:

Save

Select Status: Completed

Select Technician: Ragobur,

Select Pathologist: Perera,Dr

Reports

Add Report (2)

Blocks

1 Add Block(s)

Click Add Report

- Upon clicking on the add report button, you can either upload or generate a report. To upload a report, click on the Upload file button.

Save

Select Status: Completed

Select Technician: Ragobur,

Select Pathologist: Perera,Dr

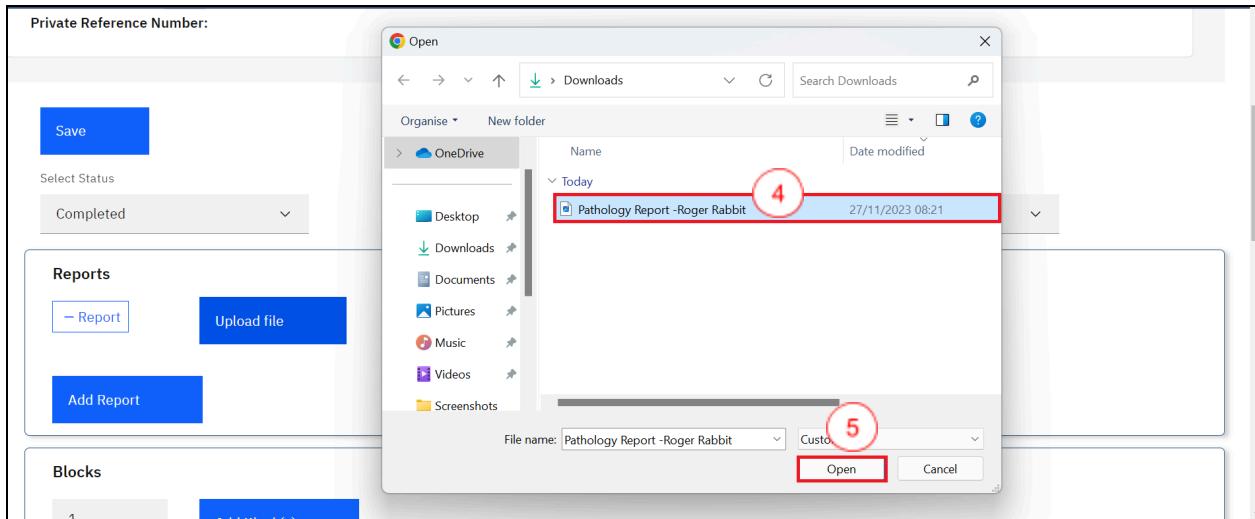
Reports

- Report **Upload file** (3) Pathology Report Generate Report

Add Report

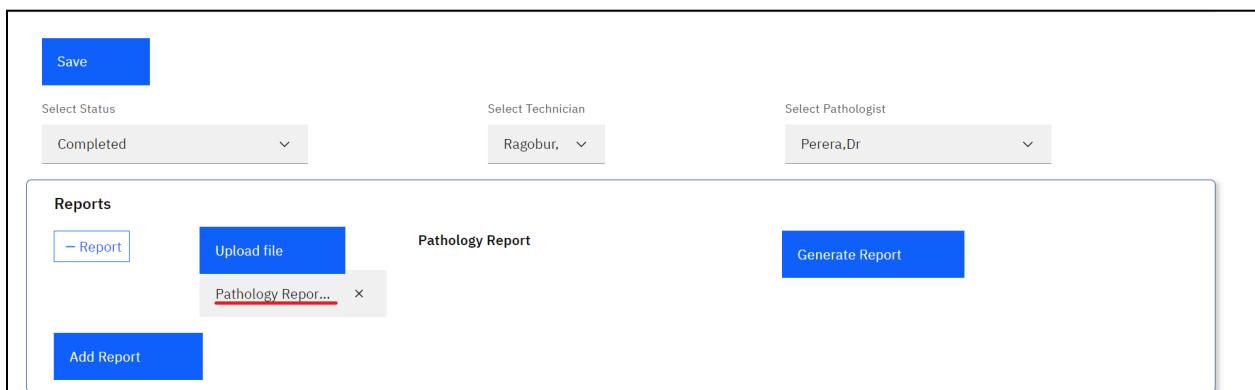
Click Upload File

- Upon clicking on the **Upload file** button, a file upload dialogue will be opened on your workstation. Navigate to the location where you have saved the report for Cytology. In this illustration, the report file for patient **Roger Rabbit** was saved under downloads. Click on the report to select it then click on the **Open** button.



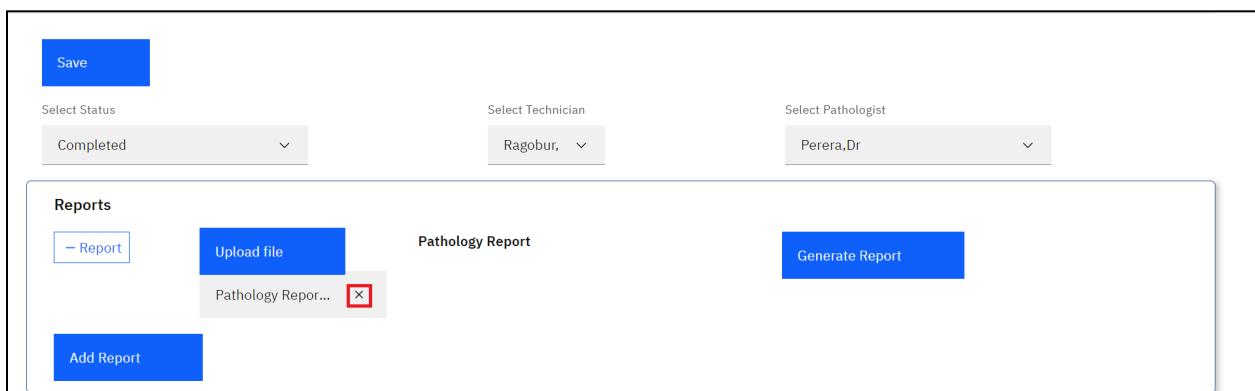
Upload Report

Note: upon clicking on the Open button, the report will be uploaded successfully.



Report Uploaded Successfully

6. To remove the report, click on the cancel icon **x**. Otherwise, Click on the **Save** button at the bottom of the page.



Removing a Report

7. As a user, you can generate a report from the system as opposed to uploading one. To do so, Click on the item to **Generate Report** button.

Save

Select Status: Completed

Select Technician: Ragobur,

Select Pathologist: Perera,Dr

Reports

- Report Upload file Pathology Report **Generate Report** (1)

Add Report

Generate Report

Note: a pdf containing the patient report will be generated successfully.

HistoPathology Report

Patient code	000100001	National ID	2000000000	Age	33 Y	Sex	F
Last Name, First Name	ROGER , RABBIT		Referring site	VICTORIA HOSPITAL			
Prescriber							
Order Number	DE-V01230000000-000-254-1		Program	Histopathology			
Date of order	23/10/2023 00:00	Date and time of receipt		23/10/2023 04:46			
Specimen number - Collection date and time: Histopathology specimen DEV0123000000000254-1 -- not available							

Gross Exam
received uterus with cervix and right ovary and separate sent left ovary. Body measuring 8x8x7cm and appear bosselated. Endocervical canal patent. Endometrial canal slit-like, there is a fibroid of 4cm

Microscopy Exam
Myometrium is having areas of interlacing fibres in a what architecture and is having areas of adenomyosis. Ectocervix is lined by stratified squamous epithelium and continuous with columnar cell of endocervix. Bilateral ovaries are unremarkable.

Conclusion

- No Cancer

Sample Pathology Report

8. Click on the **Save** button.

Save (2)

Select Status: Completed

Select Technician: Ragobur,

Select Pathologist: Perera,Dr

Reports

- Report Upload file Pathology Report **Generate Report**

Add Report

Click Save

PART 9: IMMUNOCHEMISTRY

How to access the immunohistochemistry module and create an immunohistochemistry test.

1. To access and create an immunohistochemistry test, follow steps 1 to 9 under [How to create a laboratory analysis order for an existing patient](#).

Note: In this illustration, a patient by the name **John Doe** is used to capture an immunohistochemistry test request

2. Upon executing step 1, click on the **Program** drop-down menu.

The screenshot shows the 'Test Request' screen. At the top, there are four buttons: 'Patient Info', 'Program Sel...', 'Add Sample', and 'Add Order'. Below these is a 'Program' section with a dropdown menu. The 'Routine Testing' option is selected, indicated by a red circle with the number '1' next to the checked checkbox. At the bottom left is a 'Back' button, and at the bottom right is a 'Next' button.

Click on Program Drop-down Menu

3. Click on **immunohistochemistry** the drop-down menu.

The screenshot shows the 'Test Request' screen with the 'Program' dropdown expanded. The 'Routine Testing' option is still selected (red circle with '1'). A new option, 'Immunohistochemistry', is now highlighted with a blue selection bar and a red circle with the number '3' next to it. Other visible options in the dropdown include 'Histopathology', 'Routine Testing', 'People living with HIV Program - Initial Visit', 'People living with HIV Program - Follow-up Visit', 'cytology', 'Test Prog', and 'Immunohistochemistry'. At the bottom left is a 'Back' button, and at the bottom right is a 'Next' button.

Select Immunohistochemistry Program

Note: Upon selecting the immunohistochemistry program, OpenELIS will automatically display a page for capturing the specimen details. Therefore, you do not need to click on the next button.

4. Immunohistochemistry is selected by default under the **Program** drop-down. Select an option under the drop-down menu for the fields; **Nature of Specimen**, **Site Specimen**, **Procedure performed**, **Provisional Clinical Diagnosis**, type the **Previous Surgery / Treatment** and click on the **Next** button

Test Request

Patient Info Program Sel... Add Sample Add Order

Program

Program

immunohistochemistry

Nature of Specimen
1 × 1

Procedure performed
Core Biopsy 3

Previous Surgery / Treatment
Biopsy 5

Site of Specimen
Choose an option 2

Provisional Clinical Diagnosis
Choose an option 4

6 Next

Back

Fill in Program Details

5. Click on the Sample drop-down menu and select immunohistochemistry.

Patient Info Program Sel... Add Sample Add Order

Sample

Sample 1

Select sample type 1

Select sample type
Stool Culture
DBS
Uries
Serum
Plasma
Histopathology specimen
Sang total
Immunohistochemistry specimen 2

Collection Time

Remove Sample

Select Immunohistochemistry Sample

6. The date and time are picked from the system. Fill in the **Collector** field, the Order Tests will be populated upon choosing the available immunohistochemistry test. In this illustration, the **AMACR(p 504 s)** and **anti-CD 3** are the selected tests.

Test Request

Patient Info Program Sel... Add Sample Add Order

Sample

Sample 1

Immunohistochemist ▾ Remove Sample

Reject Sample

Collection Date	Collection Time
01/11/2023	03:21

Collector
③ Lab Technician

Order Panels

Search through the available panels

Choose Available panel

Order Tests

AMACR (p504 s) X Anti-CD 3 X

Search through the available tests

Choose Available test

④ Actin Smooth Muscle
 AMACR (p504 s)
 Anti-CD 3

Fill in Immunohistochemistry Sample Details

7. To remove an ordered immunohistochemistry test, click the cancel (x) icon on the test

Order Panels

Search through the available panels

Choose Available panel

Order Tests

AMACR (p504 s) X Anti-CD 3 X

Search through the available tests

Choose Available test

Actin Smooth Muscle
 AMACR (p504 s)
 Anti-CD 3

Removing an Ordered Test

Note: An immunohistochemistry test can be referred to a reference lab by clicking on the **Refer test to a reference lab** checkbox and selecting the **Reason for referral**, **Institute**, and **Sent Date** the **Test Name** is auto populated.

Reason for Referral *	Referrer	Institute *	Sent Date (dd/mm/yyyy)	Test Name *
Test not perform	Open ELIS	CEDRES	01/11/2023	AMACR (I)
Test not perform	Open ELIS	CEDRES	01/11/2023	Anti-CD

Add Sample +

Back Next

Refer Test to a Reference Lab

8. Click on the **Next** button.

Refer test to a reference lab

Add Sample +

Back Next

Click Next

9. Fill in the order section by Scanning or manually entering the lab number or by clicking on the **Lab Number** text link to generate the lab number. Select the **Priority** from the drop-down menu. Fill in the **Site name** and the **requester's details**, select the **payment status** from the drop-down menu,select the **Sampling performed for analysis** from the drop-down menu and click on the **Submit** button.

OpenELIS 3 Test Server
Version: 2.8.1.7

Test Request

Patient Info Program Sel... Add Sample Add Order

ORDER

Lab Number	Priority
DEV01230000000000258	ROUTINE <input checked="" type="checkbox"/> 2
Scan QR Enter Manually OR <input type="text" value="Lab Number"/> 1	
Request Date	Received Date
01/11/2023	01/11/2023
Reception Time (hh:mm) :	Date of next visit
03:21	01/11/2023
Site Name:	ward/dept/unit:
Hospital	3
Requester's FirstName:	Requester's LastName:
Doctor	Doctor 4
Requester Phone:	Requester's Fax Number:
+225-72-21-23-22	
Requester's Email:	Patient payment status:
doctor@gmail.com	Normal cash payment <input checked="" type="checkbox"/> 5
Sampling performed for analysis:	If Other specify:
B1 6	
<input type="checkbox"/> Remember site and requester	

RESULT REPORTING

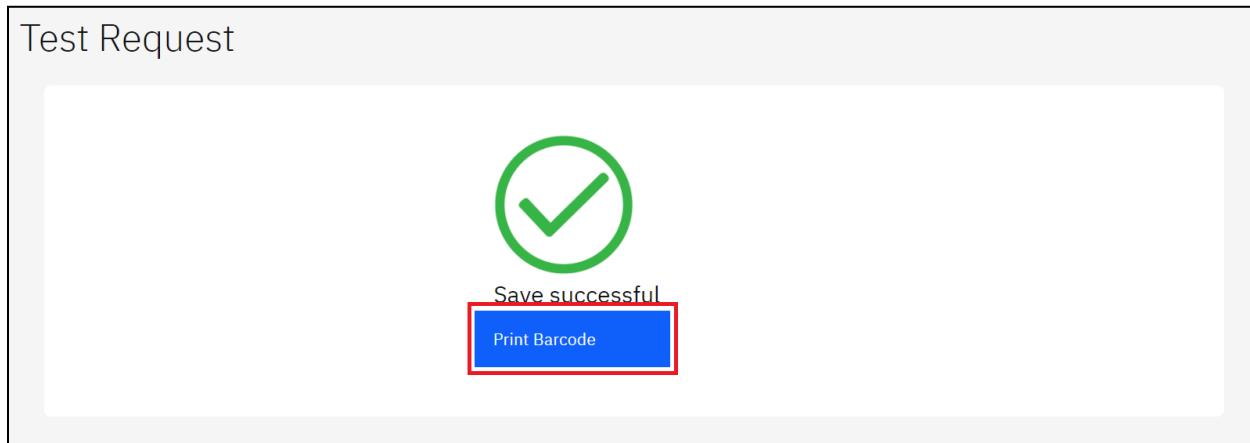
Sample 1

	Patient	Requester
AMACR (p504 s)	<input type="checkbox"/> Email <input type="checkbox"/> SMS	<input type="checkbox"/> Email <input type="checkbox"/> SMS
Anti-CD 3	<input type="checkbox"/> Email <input type="checkbox"/> SMS	<input type="checkbox"/> Email <input type="checkbox"/> SMS

Back Submit 7

Add Order

10. Upon submitting the histopathology lab request, a **Save successful** message will be displayed. You can print the barcode for the test. To print the barcode, click on the print barcode button.



Print Barcode

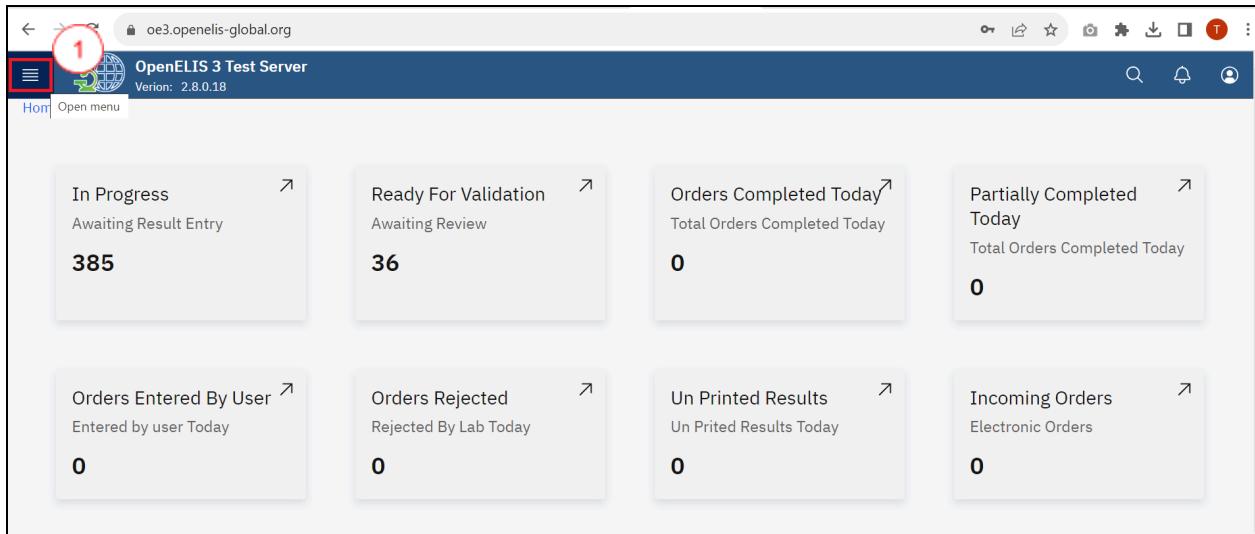
11. You can download the barcode or print it by clicking on either the download icon or the print icon at the top right.



Download or Print Barcode

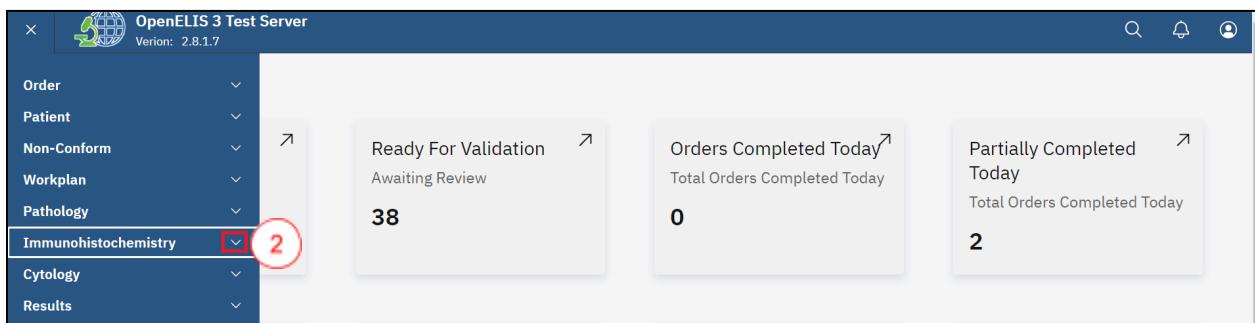
How to access and process an immunohistochemistry test.

1. Hover the mouse over the hamburger icon and click to open the menu.



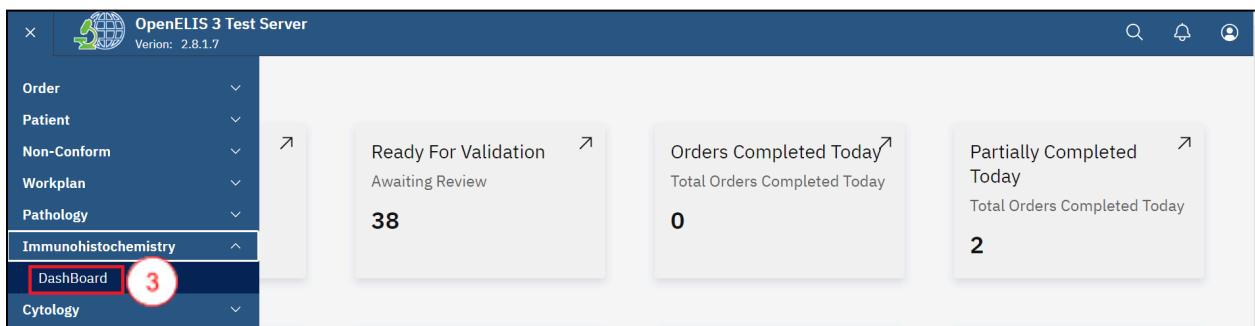
Access the OpenELIS menu

2. Hover the mouse and click on the drop-down menu under the ImmunoHistochemistry module



Click on Immunohistochemistry Drop-down Menu

3. Click on **Dashboard** sub-menu item.



Click on Dashboard

The dashboard provides summaries for **Cases in progress, Awaiting Pathology Review, Additional Pathology Request and Complete test in a week**

Request Date	Stage	Last Name	First Name	Assigned Technician	Assigned Pathologist	Lab Number
2023-08-17	COMPLETED	cray	cray	ELIS,Open		DEV01230000000000084
2023-08-23	IN_PROGRESS	LALLMAHOMED	SHAM	ELIS,Open		DEV01230000000000120
2023-08-23	IN_PROGRESS	LALLMAHOMED	SHAM	ELIS,Open		DEV01230000000000120

Immunohistochemistry Dashboard

All the immunohistochemistry test requests entered under **Add Order (Test Request)** are displayed under a table that displays the **Request Date, Stage, Last Name, Assigned Technician, Assigned Pathologist and Lab Number**.

Request Date	Stage	Last Name	First Name	Assigned Technician	Assigned Pathologist	Lab Number
2023-08-17	COMPLETED	cray	cray	ELIS,Open		DEV01230000000000084
2023-08-23	IN_PROGRESS	LALLMAHOMED	SHAM	ELIS,Open		DEV01230000000000120
2023-08-23	IN_PROGRESS	LALLMAHOMED	SHAM	ELIS,Open		DEV01230000000000120

Immunohistochemistry Requests

- The immunohistochemistry module allows you to filter the test request . Click on the My cases checkbox to filter the cases.

Immunohistochemistry

Cases in Progress 10	Awaiting Immunohistochemistry Review 0	Complete (Week 25/10/2023 - 01/11/2023) 1
--------------------------------	--	---

Search by LabNo or Family Name Filters: My cases Status

Request Date	Stage	Last Name	First Name	Assigned Technician	Assigned Pathologist	Lab Number
2023-08-17	COMPLETED	cray	cray	ELIS,Open		DEV0123000000000084
2023-08-23	IN_PROGRESS	LALLMAHOMED	SHAM	ELIS,Open		DEV01230000000000120

Filter immunohistochemistry Cases

5. The Status dropdown menu is used to filter the immunohistochemistry cases by their status. The status can be displayed as **All**, **In Progress**, **Ready for Pathology** and **Completed**.

Cases in Progress 11	Awaiting Immunohistochemistry Review 0	Complete (Week 29/10/2023 - 05/11/2023) 1
--------------------------------	--	---

Search by LabNo or Family Name Filters: My cases Status

Request Date	Stage	Last Name	First Name	Assigned Technician	Lab Number
2023-08-17	COMPLETED	cray	cray	ELIS,Open	DEV0123000000000084
2023-08-23	IN_PROGRESS	LALLMAHOMED	SHAM	ELIS,Open	DEV01230000000000120
2023-08-23	IN_PROGRESS	LALLMAHOMED	SHAM	ELIS,Open	DEV01230000000000120

Status

6. You can filter the requests in an ascending or descending order for each menu item For instance, click on the **Lab Number** menu item.

Immunohistochemistry

Cases in Progress 11	Awaiting Immunohistochemistry Review 0	Complete (Week 29/10/2023 - 05/11/2023) 1
--------------------------------	--	---

Search by LabNo or Family Name

Filters: My cases Status ▾

Request Date	Stage	Last Name	First Name	Assigned Technician	Assigned Pathologist	Lab Number
2023-08-17	COMPLETED	cray	cray	ELIS,Open		DEVO1230000000000084
2023-08-23	IN_PROGRESS	LALLMAHOMED	SHAM	ELIS,Open		DEVO1230000000000120

Filter Request by Ascending or Descending Order

7. To search for a pathology test, enter the patient name or the lab number under the **Search by LabNo or Family Name** text field. The search results will return a list of matching patients. The cancel icon (**x**) is used to cancel the search.
8. Click on the desired patient from the search result. In this illustration, the **start** button is clicked.

Immunohistochemistry

Cases in Progress 11	Awaiting Immunohistochemistry Review 0	Complete (Week 29/10/2023 - 05/11/2023) 1
--------------------------------	--	---

Search by LabNo or Family Name **1**

Filters: My cases Status ▾

Request Date	Stage	Last Name	First Name	Assigned Technician	Assigned Pathologist	Lab Number
2023-09-13	IN_PROGRESS	Smith	John	Start		DEVO1230000000000209
2023-08-31	IN_PROGRESS	John	Doe	ELIS,Open		DEVO1230000000000176
2023-11-01	IN_PROGRESS	John	Doe	Start 2		DEVO1230000000000258

Search Patient

Note: The top sections of the **Immunohistochemistry** page displays information about the immunohistochemistry case.

Home / Immunohistochemistry DashBoard / Immunohistochemistry

Name :	John Doe		
Sex:	Female	Age :	23
Oder Date :	2023-11-01		
Lab Number :	DEV01230000000000258		
Referring Facility:	Hospital	Ward/Dept/Unit :	
Requester:	Doctor Doctor		

Nature of Specimen:	PC50 Breast
Site of Specimen:	
Procedure performed:	Core Biopsy
Provisional Clinical Diagnosis:	
Previous Surgery / Treatment:	Biopsy

Immunohistochemistry Test Information

Note: There is a sequence of stages in immunohistochemistry examination. The **Status** drop-down menu provides a list of the different stages. The default stage is **processing** of the test. The select technician drop down menu allows for the selection of the technician processing the test. This is role based. Anyone with the immunohistochemistry permission will be displayed under this drop-down menu. Similarly, the select pathologist allows for the selection of a pathologist with immunohistochemistry permission.

9. Click on these **select status** drop-down menu and select the status. In this illustration, In Progress is the default status.
10. Click on the **Select Technician** drop-down menu and select the technician.
11. Click on the **Save** button.

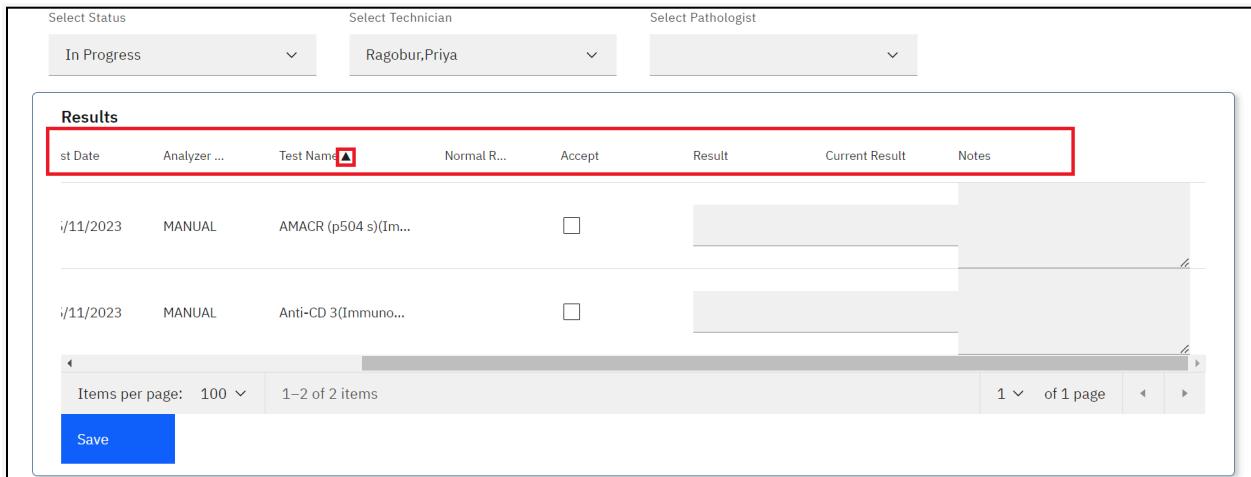
Nature of Specimen:	PC50 Breast
Site of Specimen:	
Procedure performed:	Core Biopsy
Provisional Clinical Diagnosis:	
Previous Surgery / Treatment:	Biopsy

3	Save
1	Select Status
2	Select Technician
	Ragobur,Priya
	Select Pathologist
	Ragobur,Priya

Results						
Sample Info	Test Date	Analyzer ...	Test Name	Normal R...	Accept	Result
DEV01230000000000258-1 John, Doe NIN123, M, 07/05/2000	05/11/2023	MANUAL	AMACR (p504 s)(Im...	<input type="checkbox"/>		

Select Status, Technician and Save

The results panel displays the results for the immunohistochemistry case in a table format. The table has the following results field; **Sample info, Test Date Analyzer Result, Test Name, Normal Range, Accept, Results, Current Results and Notes.**



Results

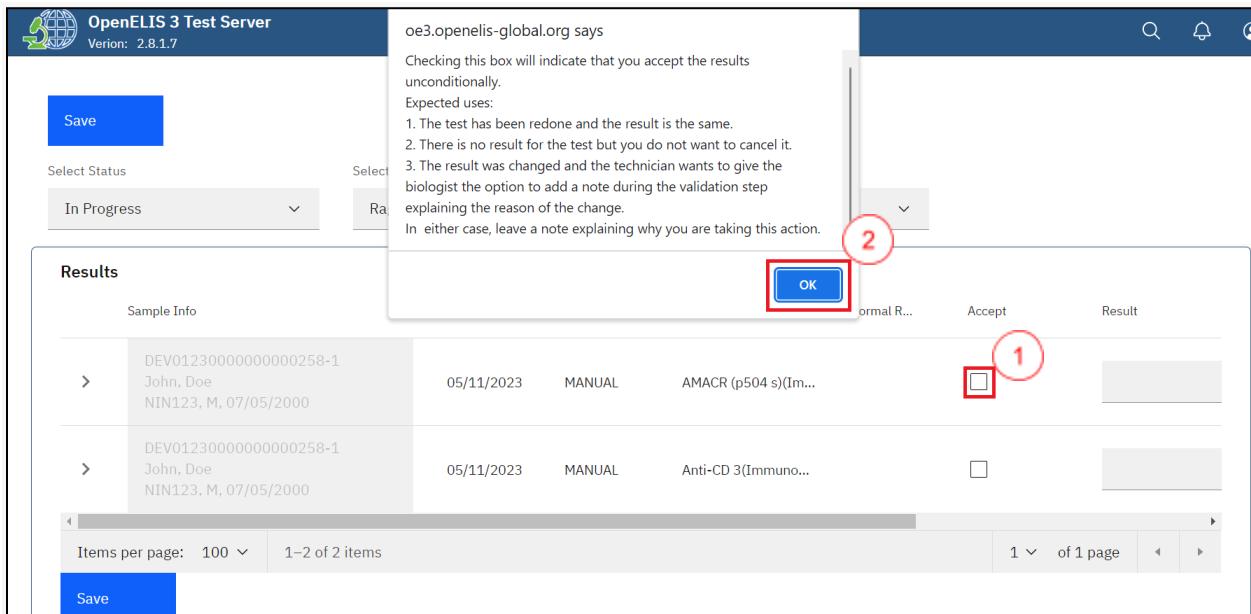
Test Date	Analyzer ...	Test Name	Normal R...	Accept	Result	Current Result	Notes
5/11/2023	MANUAL	AMACR (p504 s)(Im...		<input type="checkbox"/>			
5/11/2023	MANUAL	Anti-CD 3(Immuno...		<input type="checkbox"/>			

Items per page: 100 1–2 of 2 items 1 of 1 page

Save

Results

12. The laboratory technician can accept the results for the test by checking the checkboxes
13. Upon checking the Accept checkbox, a pop-up with some information will appear. Read the information and click on the **Ok** button.



oe3.openelis-global.org says

Checking this box will indicate that you accept the results unconditionally.

Expected uses:

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.

In either case, leave a note explaining why you are taking this action.

OK

Sample Info	Test Date	Analyzer ...	Test Name	Normal R...	Accept	Result
DEV01230000000000258-1 John, Doe NIN123, M, 07/05/2000	05/11/2023	MANUAL	AMACR (p504 s)(Im...	<input type="checkbox"/>		
DEV01230000000000258-1 John, Doe NIN123, M, 07/05/2000	05/11/2023	MANUAL	Anti-CD 3(Immuno...	<input type="checkbox"/>		

Items per page: 100 1–2 of 2 items 1 of 1 page

Save

Accept Results(s) and Click OK

14. Fill in the Result and Notes text fields and click on the **Save** button under the **Results** section.

Results							
Test Date	Analyzer ...	Test Name	Normal R...	Accept	Result	Current Result	Notes
05/11/2023	MANUAL	AMACR (p504 s)(Im...		<input checked="" type="checkbox"/>	Type results	Type results	Type your notes here explain.
05/11/2023	MANUAL	Anti-CD 3(Immuno...		<input type="checkbox"/>			

Items per page: 100 | 1–2 of 2 items | 1 of 1 page

Save (circled 5)

15. Select the **Ready for Pathology** status, select the pathologist under the and click on the **Save** button

Results							
Test Date	Analyzer ...	Test Name	Normal R...	Accept	Result	Current Result	Notes
05/11/2023	MANUAL	AMACR (p504 s)(Im...		<input checked="" type="checkbox"/>	Type results	Type results	Type your notes here explain.
05/11/2023	MANUAL	Anti-CD 3(Immuno...		<input type="checkbox"/>			

Items per page: 100 | 1–2 of 2 items | 1 of 1 page

Save (circled 5)

Select Pathologist and Save

A quick search of the patient under the immunohistochemistry patient search will reveal a change in stage for the case to READY_PATHOLOGIST

Patient Search						
Request Date		Stage	Last Name	First Name	Assigned Technician	Assigned Pathologist
2023-09-13	IN_PROGRESS	Smith	John	Start		DEV01230000000000209
2023-08-31	IN_PROGRESS	John	Doe	ELIS,Open		DEV01230000000000176
2023-11-01	READY_PATHOLOGIST	John	Doe	Ragobur,Priya	Ragobur,Priya	DEV01230000000000258

Case Ready for Pathologist

16. The pathologist will click on the case to view the results and validate them by checking on the Accept check box, typing in results for pathology review and clicking on the **Save** button.

Save

Select Status Select Technician Select Pathologist

Ready for Pathologist Ragobur,Priya Ragobur,Priya

Results

Date	Analyzer	Test Name	Normal R...	Accept	Result	Current Result	Notes
5/11/2023	MANUAL	AMACR (p504 s)(Im...		<input checked="" type="checkbox"/>			Internal 05/11/2023 09:16 : Type your notes here explain.
5/11/2023	MANUAL	Anti-CD 3(Immuno...		<input checked="" type="checkbox"/>			

Items per page: 100 1–2 of 2 items 1 of 1 page

Save (3)

Pathology Review

17. The Pathologist will click on the Select Status drop-down and select the Ready for Release status and click on the **Save** button.

Save (5)

Select Status (4) Select Technician Select Pathologist

Completed

Results

Date	Analyzer	Test Name	Normal R...	Accept	Result	Current Result	Notes
5/11/2023	MANUAL	AMACR (p504 s)(Im...		<input checked="" type="checkbox"/>			Internal 05/11/2023 09:16 : Type your notes here explain.
5/11/2023	MANUAL	Anti-CD 3(Immuno...		<input checked="" type="checkbox"/>			

Items per page: 100 1–2 of 2 items 1 of 1 page

Save

Immunohistochemistry Case Completed

The case will be listed as completed under the immunohistochemistry dashboard.

2023-10-30	IN_PROGRESS	Test	Casey	Start	DEV01230000000000257
2023-11-03	IN_PROGRESS	JEEB	POO	ELIS,Open	Perera,Dr
2023-11-01	<u>COMPLETED</u>	John	Doe	Ragobur,Priya	Ragobur,Priya

Case Completed

18. The lab technician can release the results for the immunohistochemistry case by clicking on the case, scrolling to the bottom of the page, checking the **ready for release** checkbox which signifies the validation of the and clicking on the **Save** button.

Add Report
Dual In Situ Hybridisation (ISI)

Reports

Ready For release

Save

Ready for Release

How to upload or generate an immunohistochemistry report.

- Follow steps 1 to 3 under [how to access and process an immunohistochemistry test.](#)
- Click on the desired patient whose immunohistochemistry state is completed.
- Click on the desired patient under the dashboard. In this illustration, a patient by the name **Cray Cray** is clicked.

2023-08-23	IN_PROGRESS	LALLMAHOMED	SHAM	ELIS,Open	DEV01230000000000120	
2023-08-23	IN_PROGRESS	LALLMAHOMED	SHAM	ELIS,Open	DEV01230000000000120	
2023-08-31	IN_PROGRESS	John	Doe	ELIS,Open	DEV01230000000000176	
2023-06-12	IN_PROGRESS	cray	cray	ELIS,Open	DEV0123000000000019	
2023-10-17	IN_PROGRESS	Test	Patient	Start	DEV01230000000000246	
1	2023-08-23	COMPLETED	cray	cray	ELIS,Open	DEV01230000000000133
	2023-10-30	IN_PROGRESS	Test	Casey	Start	DEV01230000000000257
	2023-11-01	COMPLETED	John	Doe	Ragobur,Priya	DEV01230000000000258
Items per page: 10 ▾ 1–10 of 14 items					1 ▾ of 2 pages ▶	

Click on Patient

- Scroll to the report section and click on the drop-down menu under report.

Sample Info	Test Date	Analyzer ...	Test Name	Normal Range	Accept	Result	Current Result	Notes
DEV0123000000000001 33-1 cray, cray 121212 E 30/05/2023	06/10/2023	MANUAL	COVID-19 PC...	Any value	<input type="checkbox"/>		SARS-CoV-2 RNA NOT DETECTED	
Items per page: 20				1–1 of 1 items		1	of 1 page	
<input type="button" value="Save"/>								

Add Report

Dual In Situ Hybridisation (ISH) ②

Reports

Ready For release

Click on Add Report Drop-down menu

5. Click on a report to select from the drop-down menu.

Sample Info	Test Date	Analyzer ...	Test Name	Normal Range	Accept	Result	Current Result	Notes
DEV0123000000000001 33-1 cray, cray 121212 E 30/05/2023	06/10/2023	MANUAL	COVID-19 PC...	Any value	<input type="checkbox"/>		SARS-CoV-2 RNA NOT DETECTED	
Items per page: 20				1–1 of 1 items		1	of 1 page	
<input type="button" value="Save"/>								

Add Report

Dual In Situ Hybridisation (ISH) ④

Add Report

Dual In Situ Hybridisation (ISH) Report

Breast Cancer Hormone Receptor Status Report **③**

Immunohistochemistry Report

Ready For release

Select Report

The report will be selected successfully.

A screenshot of a software application window. At the top, there's a header bar with "Items per page: 20" and "1–1 of 1 items". Below the header is a blue "Save" button. The main area has a title "Add Report" and a dropdown menu showing "Breast Cancer Hormone Recept" (with a red underline). Under "Reports", there are buttons for "- Report" (blue), "Upload file" (blue), "Breast Cancer Hormone Receptor Status Report" (red underline), and "Generate Report" (blue). To the right is a "Show/Hide Report Parameter" toggle switch set to "Off". At the bottom left is a checkbox "Ready For release" and a blue "Save" button.

Report Selected Successfully

6. To add a report, click on the drop-down menu and select a report. For instance immunohistochemistry.

A screenshot of a software application window. At the top, there's a header bar with "Items per page: 20" and "1–1 of 1 items". Below the header is a blue "Save" button. The main area has a title "Add Report" and a dropdown menu showing "Breast Cancer Hormone Recept" (with a red box and circled '1'). A second dropdown menu below it shows "Dual In Situ Hybridisation (ISH) Report", "Breast Cancer Hormone Receptor Status Report", and "Immunohistochemistry Report" (with a red box and circled '2'). Under "Reports", there are buttons for "Generate Report" (blue) and "Show/Hide Report Parameter" (toggle switch set to "Off"). At the bottom left is a checkbox "Ready For release" and a blue "Save" button.

Adding a Report

The report will be added successfully

Save

Add Report

Immunohistochemistry Report

Reports

- Report Upload file Breast Cancer Hormone Receptor Status Report Generate Report

- Report Upload file Immunohistochemistry Report Generate Report

Show/Hide Report Parameter

Off

Show/Hide Report Parameter

Off

Ready For release

Save

Report Added Successfully

7. To remove a report, click on the - **Report** button.

Save

Add Report

Immunohistochemistry Report

Reports

- Report Upload file Breast Cancer Hormone Receptor Status Report Generate Report

- Report Upload file Immunohistochemistry Report Generate Report

Show/Hide Report Parameter

Off

Show/Hide Report Parameter

Off

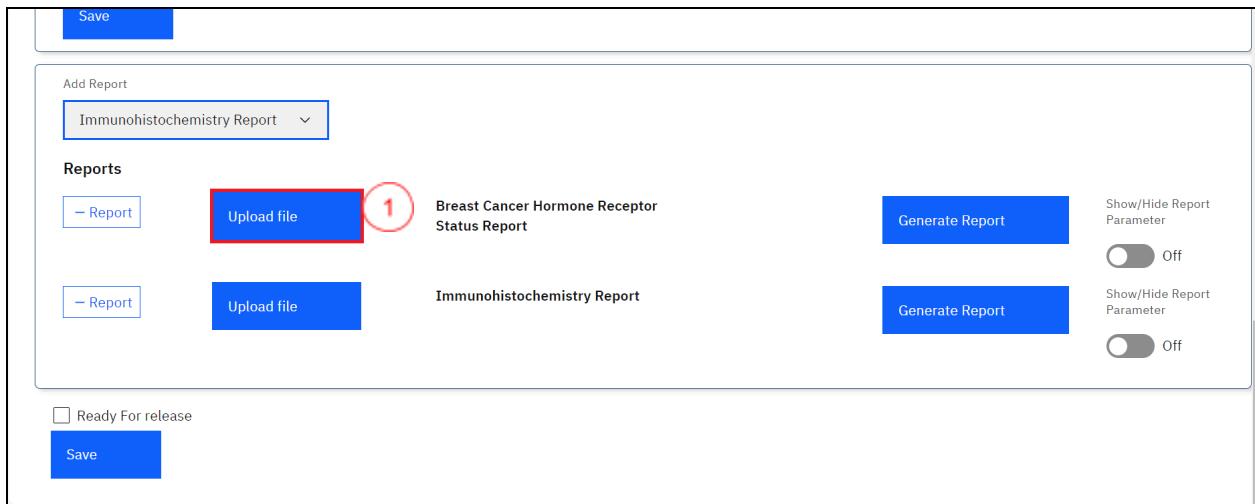
Ready For release

Save

Removing a Report

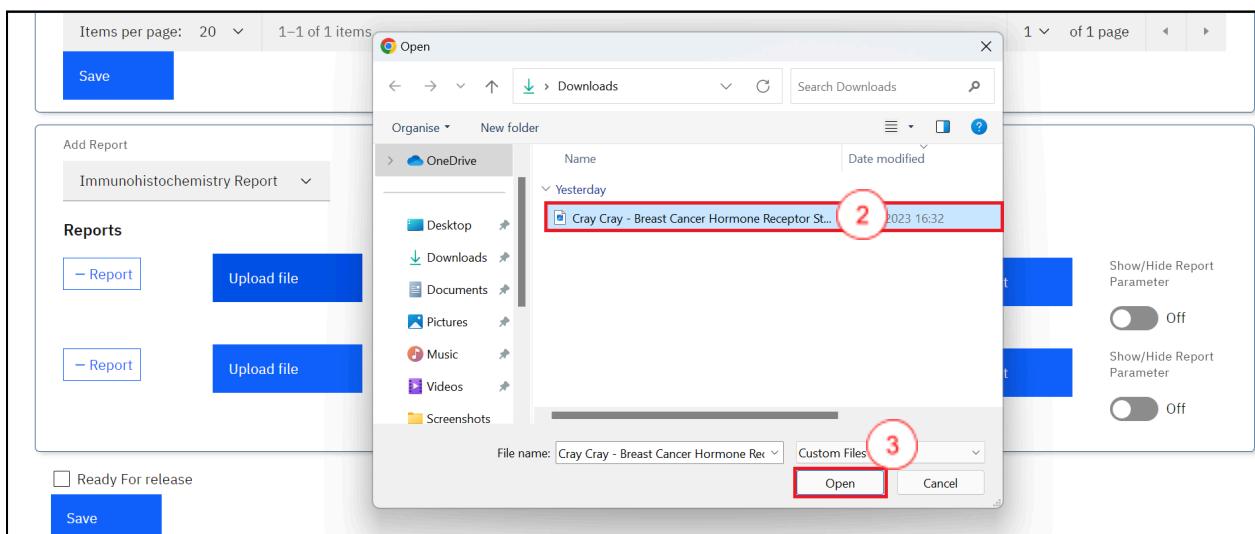
The **Upload file** button is used to upload a report that has been prepared by the pathologist for the added report. In this illustration, we shall upload a report for **Breast Cancer Hormone Receptor Status Report**

8. To upload a report, click on the **Upload file** button.



Upload File

9. Upon clicking on the **Upload file** button, a file upload dialogue will be opened on your workstation. Navigate to the location where you have saved the report for immunohistochemistry. In this illustration, the report file for patient **Cray Cray** was saved under downloads. Click on the report to select it then click on the **Open** button.



Upload Report

Note: upon clicking on the Open button, the report will be uploaded successfully.

Add Report

Reports

<input type="button" value="Report"/>	<input type="button" value="Upload file"/>	Breast Cancer Hormone Receptor Status Report	<input type="button" value="Generate Report"/>	Show/Hide Report Parameter <input type="checkbox"/> Off
<input type="button" value="Report"/>	<input type="button" value="Upload file"/>	Immunohistochemistry Report	<input type="button" value="Generate Report"/>	Show/Hide Report Parameter <input type="checkbox"/> Off

Ready For release

Report Uploaded Successfully

10. To remove the report, click on the cancel icon **x**. Otherwise, Click on the **Save** button at the bottom of the page.

Add Report

Reports

<input type="button" value="Report"/>	<input type="button" value="Upload file"/>	Breast Cancer Hormone Receptor Status Report	<input type="button" value="Generate Report"/>	Show/Hide Report Parameter <input type="checkbox"/> Off
<input type="button" value="Report"/>	<input type="button" value="Upload file"/>	Cray Cray - Brea... <input type="button" value="X"/>	<input type="button" value="Generate Report"/>	Show/Hide Report Parameter <input type="checkbox"/> Off

Ready For release

Removing a Report

Note: As a user, you can generate a report from the system as opposed to uploading one. To do so, you will need to set parameters for the report.

11. Before you generate a report, toggle the **Show/Hide Report Parameters** toggle switch to **On** so as to **Show Report Parameter** this will allow you to enter the report parameters. The toggle switch is set to **Hide Report Parameters** by default.

Save

Add Report
Immunohistochemistry Report ▾

Reports

Report	Upload file	Breast Cancer Hormone Receptor Status Report	Generate Report	Show/Hide Report Parameter Off
Report	Upload file	Immunohistochemistry Report	Generate Report	Show/Hide Report Parameter Off

Ready For release

Save

Default Hide Report Parameter

Add Report
Immunohistochemistry Report ▾

Reports

Report	Upload file	Breast Cancer Hormone Receptor Status Report	Generate Report	Show/Hide Report Parameter 1 On		
ER	<input type="text"/>	% of cell show nuclear staining with	<input type="text"/>	intensity . Allred score	<input type="text"/>	out of 8
PR	<input type="text"/>	% of cell show nuclear staining with	<input type="text"/>	intensity . Allred score	<input type="text"/>	out of 8
MiB 1(ki-67) (Proliferative Index):	<input type="text"/>			of tumor cells positive (cut of 20%)		
CerbB2/HER 2 staining pattern	<input type="text"/>					
HER 2 protein assesment is	<input type="text"/>			with a Score of	<input type="text"/>	
Histological Diagnosis	<input type="text"/>					
Molecular SubType	<input type="text"/>					

Show Report Parameter

12. Enter the parameters.

On

ER	1	80	% of cell show nuclear staining with	7	intensity . Allred score	7	out of 8
PR	2	0	% of cell show nuclear staining with	0	intensity . Allred score	0	out of 8
MiB 1(ki-67) (Proliferation Index):	3	10	of tumor cells positive (cut of 20%)				
CerbB2/HER 2 staining pattern	4	pattern details					
HER 2 protein assessment is	5	negative	with a Score of 7				
Histological Diagnosis	6	Diagnosis					
Molecular SubType	7	This one					

[- Report](#) [Upload file](#) Immunohistochemistry Report [Generate Report](#) Show/Hide Report Parameter [Off](#)

Enter Report Parameters and Click Generate Report

13. Click on the **Generate Report** button

Add Report

Immunohistochemistry Report

Reports

[- Report](#) [Upload file](#) Breast Cancer Hormone Receptor Status Report [Generate Report](#) Show/Hide Report Parameter [On](#)

ER	80	% of cell show nuclear staining with	7	intensity . Allred score	7	out of 8
PR	0	% of cell show nuclear staining with	0	intensity . Allred score	0	out of 8

Generate Report

Note: a pdf containing the patient report will be generated successfully.

HistoPathology Report							
Patient code	1212	National ID	121212	Age	5 M	Sex	F
Last Name, First Name	cray, cray	Referring site	ddddd				
Prescriber	dddd, ddd	Ward/Dept/Unit					
Order Number	DE-V01230000000-000-133-1	Program					
Date of order	23/08/2023 00:00	Date and time of receipt		23/08/2023 17:19			
Specimen number - Collection date and time: Sputum DEV0123000000000133-1 23/08/2023 17:19							

Results	
ER	80 % of cell show nuclear staining with intensity . Allred score 7 out of 8
PR	0 % of cell show nuclear staining with intensity . Allred score 0 out of 8
MiB 1(ki-67) (Proliferative Index):	10 of tumor cells positive (cut of 20%)
CerbB2/HER 2 staining pattern	pattern details

Sample ImmunoHistochemistry Report

14. Click on the Save button at the bottom of the page.

Histological Diagnosis	Diagnosis		
Molecular SubType	This one		
<input type="button" value="Report"/> <input type="button" value="Upload file"/>		Immunohistochemistry Report	<input type="button" value="Generate Report"/> Show/Hide Report Parameter
<input type="checkbox"/> Ready For release		<input type="button" value="Save"/> Off	

Click Save

PART 10: CYTOLOGY

The cytology module allows the laboratory team to determine diagnosis of diseases through the examination of tissue samples.

How to create a cytology test order.

- To access and create a cytology test, follow steps 1 to 9 under [How to create a laboratory analysis order for an existing patient](#).

Note: In this illustration, a patient by the name **Test Casey** is used to capture a cytology test request

- Upon executing step 1, click on the **Program** drop-down menu.

The screenshot shows the 'Test Request' screen of the OpenELIS 3 Test Server. At the top, there's a navigation bar with icons for search, notifications, and user profile. Below the bar, the title 'Test Request' is displayed. Underneath the title are four buttons: 'Patient Info' (selected), 'Program Sel...', 'Add Sample', and 'Add Order'. A large white box contains a 'Program' section with a dropdown menu. The dropdown menu has 'Routine Testing' selected and is highlighted with a blue border. To the right of the dropdown is a red circle containing the number '1'. At the bottom of this section are 'Back' and 'Next' buttons.

Click on Program Drop-down Menu

- Click on **cytology** under the drop-down menu.

This screenshot shows the expanded 'Program' dropdown menu from the previous step. The 'Routine Testing' option is still selected and highlighted with a blue border. A red circle containing the number '2' is placed over the 'Routine Testing' option. Below the dropdown, a list of other program options is visible: 'Histopathology', 'Routine Testing', 'People living with HIV Program - Initial Visit', 'People living with HIV Program - Follow-up Visit', 'immunohistochemistry', 'cytology' (which is highlighted with a blue background and has a red circle containing the number '3' over it), 'Test Prog', and 'Immunohistochemistry'. At the bottom of the dropdown are 'Back' and 'Next' buttons.

Select Cytology Program

- Click on the **Next** button.

Test Request

Patient Info Program Sel... Add Sample Add Order

Program

Program

Routine Testing

Back Next

Click Next

5. Fill in the fields under the program which include; **nature of specimen, site of specimen, procedure performed, provisional clinical diagnosis and previous surgery/treatment** then click on the Next button.and click next

Patient Info Program Sel... Add Sample Add Order

Program

Program

cytology

Nature of Specimen Site of Specimen

1 × Choose an option

Procedure performed Provisional Clinical Diagnosis

Core Biopsy Choose an option

Previous Surgery / Treatment

Core biopsy 5

Back Next

Fill in Program Fields and Click Next

6. The **Add Sample** page allows for the addition of samples by selecting a sample type. To Add a sample, click on the **select sample type** drop-down menu item and select the sample In this instance, cytology was selected as a program we have selected **Tissue Antemortem** as the sample.

Sample

Sample 1

Tissue antemortem <input checked="" type="checkbox"/>	Remove Sample
Select sample type	
Stool Culture	
DBS	
Uries	
Serum	
Plasma	
Histopathology specimen	
Sang total	
Immunohistochemistry specimen	
Tissue antemortem <input checked="" type="checkbox"/> 2	
Tissue post mortem	
Respiratory Swab	
Sputum	
Fluid	

Collection Time 07:01

Select Cytology Sample

- The date and time are picked from the system. Fill in the **Collector** field, the Order Tests will be populated upon choosing the available immunohistochemistry test. In this illustration, the **AMACR(p 504 s)** and **anti-CD 3** are the selected tests.

Collection Date	Collection Time
13/11/2023	07:01
Collector	
3 Lab Technician	
Order Panels	
Search through the available panels	
Choose Available panel	
Order Tests	
(AMACR (p504 s) X) (Anti-CD 3 X)	
Search through the available tests	
Choose Available test	
<input type="checkbox"/> Actin Smooth Muscle 4 <input checked="" type="checkbox"/> AMACR (p504 s) <input checked="" type="checkbox"/> Anti-CD 3	

Fill in cytology Sample Details

- To remove an ordered immunohistochemistry test, click the cancel (x) icon on the test

Search through the available panels

Choose Available panel

Order Tests

AMACR (p504 s) Anti-CD 3

Search through the available tests

Choose Available test

Actin Smooth Muscle
 AMACR (p504 s)

Removing an Ordered Test

9. Click on the **Next** button.

Refer test to a reference lab

Add Sample +

Back

5 Next

Click Next

10. Fill in the order section by Scanning or manually entering the lab number or by clicking on the **Lab Number** text link to generate the lab number. Select the **Priority** from the drop-down menu. Fill in the **Site name** and the **requester's details**, select the **payment status** from the drop-down menu,select the **Sampling performed for analysis** from the drop-down menu and click on the **Submit** button.

OpenELIS 3 Test Server
Version: 2.8.1.7

Test Request

Patient Info Program Sel... Add Sample Add Order

ORDER

Lab Number	Priority
DEVO1230000000000268	ROUTINE <input checked="" type="checkbox"/> 2
Scan QR Enter Manually OR <input type="text" value="Lab Number"/> 1	
Request Date	Received Date
13/11/2023	13/11/2023
Reception Time (hh:mm) :	Date of next visit
07:01	13/11/2023
Site Name:	ward/dept/unit:
<input type="text" value="site name"/> 3	<input type="text"/> 3
Requester's FirstName:	Requester's LastName:
Doctor	Doctor 4
Requester Phone:	Requester's Fax Number:
+225-22-22-22-22	<input type="text"/>
Requester's Email:	Patient payment status:
doctor@gmail.com 5	Normal cash payment <input checked="" type="checkbox"/> 6
Sampling performed for analysis:	Further specify:
B1	<input type="text"/> 7
<input type="checkbox"/> Remember site and requester	

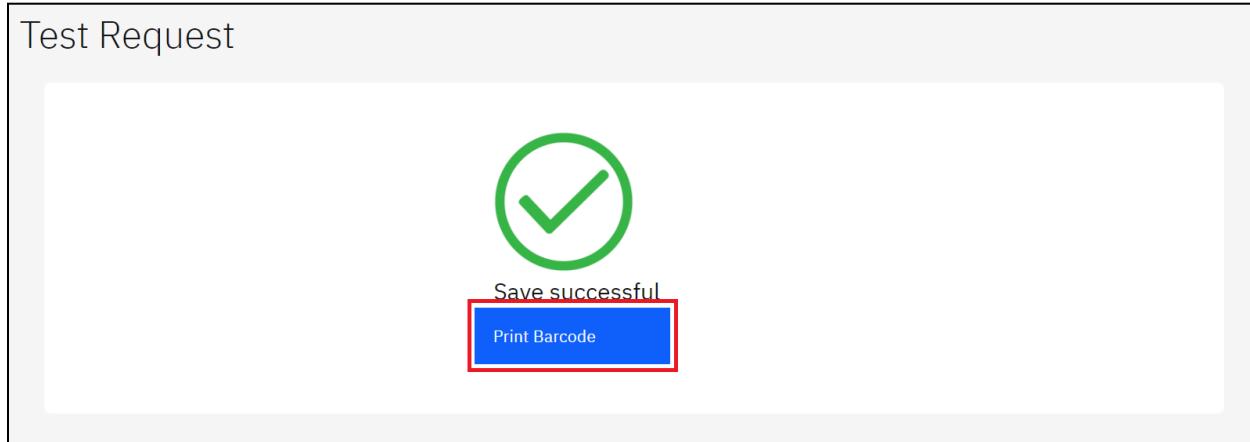
RESULT REPORTING

Sample 1

	Patient	Requester
AMACR (p504 s)	<input type="checkbox"/> Email <input type="checkbox"/> SMS	<input type="checkbox"/> Email <input type="checkbox"/> SMS
Anti-CD 3	<input type="checkbox"/> Email <input type="checkbox"/> SMS	<input type="checkbox"/> Email <input type="checkbox"/> SMS

Back Submit 8

11. Upon submitting the histopathology lab request, a **Save successful** message will be displayed. You can print the barcode for the test. To print the barcode, click on the print barcode button.



Print Barcode

How to access the cytology module and process a test.

1. Hover the mouse over the hamburger icon and click to open the menu.

The screenshot shows the 'OpenELIS 3 Test Server' homepage. At the top left, there is a blue 'Open menu' button with three horizontal lines. A red box surrounds this button, and a red circle with the number '1' is placed above it, indicating it is the first step. Below the menu button, there are several status boxes: 'In Progress' (385), 'Ready For Validation' (36), 'Orders Completed Today' (0), 'Partially Completed Today' (0), 'Orders Entered By User' (0), 'Orders Rejected' (0), 'Un Printed Results' (0), and 'Incoming Orders' (0). The background has a dark blue header bar with the OpenELIS logo and version information.

Access the OpenELIS menu

2. Hover the mouse and click on the drop-down menu under the cytology module.

The screenshot shows the OpenELIS 3 Test Server dashboard. On the left, a sidebar menu lists categories: Order, Patient, Non-Conform, Workplan, Pathology, Immunohistochemistry, Cytology, Results, Validation, Reports, Admin, and Billing. The 'Cytology' item has a red box around it with a circled '2'. The main area displays four cards: 'Ready For Validation' (39), 'Orders Completed Today' (0), 'Partially Completed Today' (2), and 'Incoming Orders' (0). Below these are two more cards: 'Orders Rejected' (0) and 'Un Printed Results' (0).

3. Click on **Dashboard** sub-menu item.

This screenshot is identical to the one above, but the 'DashBoard' item in the sidebar menu is highlighted with a red box and a circled '3', indicating it has been selected.

Click on Dashboard

The dashboard provides summaries for **Cases in progress, Awaiting Pathology Review, Additional Pathology Request and Complete test in a week**

 OpenELIS 3 Test Server
Version: 2.8.1.7

Cytology

Cases in Progress 3	Awaiting Cytopathologist Review 0	Complete (Week 07/11/2023 - 14/11/2023) 0
-------------------------------	---	---

Request Date	Stage	Last Name	First Name	Assigned Technician	Assigned CytoPathologist	Lab Number
2023-08-21	PREPARING_SLIDES	Test	Patient	ELIS,Open		DEV0123000000000094
2023-08-23	PREPARING_SLIDES	Test	Patient	ELIS,Open		DEV01230000000000130
2023-11-13	PREPARING_SLIDES	Test	Casey	Start		DEV01230000000000268

Cytology Dashboard

All the cytology test requests entered under **Add Order (Test Request)** are displayed under a table that displays the **Request Date, Stage, Last Name, Assigned Technician, Assigned Pathologist and Lab Number.**

 OpenELIS 3 Test Server
Version: 2.8.1.7

Cytology

Cases in Progress 3	Awaiting Cytopathologist Review 0	Complete (Week 07/11/2023 - 14/11/2023) 0
-------------------------------	---	---

Request Date	Stage	Last Name	First Name	Assigned Technician	Assigned CytoPathologist	Lab Number
2023-08-21	PREPARING_SLIDES	Test	Patient	ELIS,Open		DEV0123000000000094
2023-08-23	PREPARING_SLIDES	Test	Patient	ELIS,Open		DEV01230000000000130
2023-11-13	PREPARING_SLIDES	Test	Casey	Start		DEV01230000000000268

Cytology Requests

4. The cytology module allows you to filter the test request . Click on the My cases checkbox to filter the cases.

OpenELIS 3 Test Server
Version: 2.8.1.7

Cytology

Cases in Progress
3

Awaiting Cytopathologist Review
0

Complete (Week 07/11/2023 - 14/11/2023)
0

Search by LabNo or Family Name							Filters: <input type="checkbox"/> My cases	Status	▼
Request Date	Stage	Last Name	First Name	Assigned Technician	Assigned CytoPathologist	Lab Number			
2023-08-21	PREPARING_SLIDES	Test	Patient	ELIS,Open		DEV01230000000000094			
2023-08-23	PREPARING_SLIDES	Test	Patient	ELIS,Open		DEV01230000000000130			
2023-11-13	PREPARING_SLIDES	Test	Casey	Start		DEV01230000000000268			

Filter cytology Cases

5. The Status dropdown menu is used to filter the immunohistochemistry cases by their status. The status can be displayed **All**, **In Progress**, **Ready for Pathology** and **Completed**.

Cytology

Cases in Progress
3

Awaiting Cytopathologist Review
0

Complete (Week 07/11/2023 - 14/11/2023)
0

Search by LabNo or Family Name							Filters: <input type="checkbox"/> My cases	Status	▼
Request Date	Stage	Last Name	First Name	Assigned Technician	Assigned CytoPathologist	Lab Number			
2023-08-21	PREPARING_SLIDES	Test	Patient	ELIS,Open		DEV01230000000000094			
2023-08-23	PREPARING_SLIDES	Test	Patient	ELIS,Open		DEV01230000000000130			
2023-11-13	PREPARING_SLIDES	Test	Casey	Start		DEV01230000000000268			

All
 Preparing slides
 Screening
 Ready for Cytopathologist
 Completed

Status

6. You can filter the requests in an ascending or descending order for each menu item For instance, click on the **Lab Number** menu item.

Cytology

Cases in Progress 3	Awaiting Cytopathologist Review 0	Complete (Week 07/11/2023 - 14/11/2023) 0
------------------------	--------------------------------------	--

Search by LabNo or Family Name Filters: My cases Status

Request Date	Stage	Last Name	First Name	Assigned Technician	Assigned CytoPathologist	Lab Number	<input type="button" value="↑↓"/>
2023-08-21	PREPARING_SLIDES	Test	Patient	ELIS.Open		DEV01230000000000094	
2023-08-23	PREPARING_SLIDES	Test	Patient	ELIS.Open		DEV01230000000000130	
2023-11-13	PREPARING_SLIDES	Test	Casey		<input type="button" value="Start"/>	DEV01230000000000268	

Filter Request by Ascending or Descending Order

7. To search for a pathology test, enter the patient name or the lab number under the **Search by LabNo or Family Name** text field. The search results will return a list of matching patients. The cancel icon (x) is used to cancel the search.
8. Click on the desired patient from the search result. In this illustration, the **start** button is clicked.

OpenELIS 3 Test Server
Version: 2.8.1.7

Cytology

Cases in Progress 3	Awaiting Cytopathologist Review 0	Complete (Week 07/11/2023 - 14/11/2023) 0
------------------------	--------------------------------------	--

Search by LabNo or Family Name Filters: My cases Status

Request Date	Stage	Last Name	First Name	Assigned Technician	Assigned CytoPathologist	Lab Number
2023-11-13	PREPARING_SLIDES	Test	Casey		<input type="button" value="Start"/>	DEV01230000000000268

Search Patient

Note: The top section of the **cytology** page displays information about the immunohistochemistry case.

OpenELIS 3 Test Server
Version: 2.8.1.7

Home / Cytology Dashboard /

Cytology

Name: Test Casey

Sex: Male Age: 24

Order Date: 2023-11-13

Lab Number: DEV01230000000000268

Referring Facility: Site name Ward/Dept/Unit:

Requester: Doctor Doctor

Nature of Specimen: PC50 Breast

Site of Specimen:

Procedure performed: Core Biopsy

Provisional Clinical Diagnosis:

Previous Surgery / Treatment: Core biopsy

Cytology Test Information

Note: There is a sequence of stages in a cytology examination. The **Status** drop-down menu provides a list of the different stages. The default stage is **preparing slides** for the test. The select technician drop down menu allows for the selection of the technician conducting the test. This is role based. Anyone with the cytology permission will be displayed under this drop-down menu. Similarly, the select pathologist allows for the selection of a cytopathologist with cytology permission.

9. Click on these **select status** drop-down menu and select the status. In this illustration, Preparing slides is the default status.

10. Click on the **Select Technician** drop-down menu and select the technician.

Nature of Specimen: PC50 Breast

Site of Specimen:

Procedure performed: Core Biopsy

Provisional Clinical Diagnosis:

Previous Surgery / Treatment: Core biopsy

Save

Status

Preparing slides 1

Technician Assigned

ELIS,Of 2

CytoPathologist Assigned

Slides

1 **Add Slide(s)**

Select Status and Technician

11. The Slides section allows you to add the number of slides that will be used for specimen processing. Click on the upward facing arrow to add the number of slides then click on the Add Block button. In this illustration, two slides will be added.

OpenELIS 3 Test Server
Version: 2.8.1.7

Save

Status: Preparing slides

Technician Assigned: ELIS.Op

CytoPathologist Assigned:

Slides: 2 | Add Slide(s)

Add Slides

12. Upon clicking on the Add Slides button, Fill in the locations for the slides. These could be racks where the specimens are stored.

Save

Status: Preparing slides

Technician Assigned: ELIS.Op

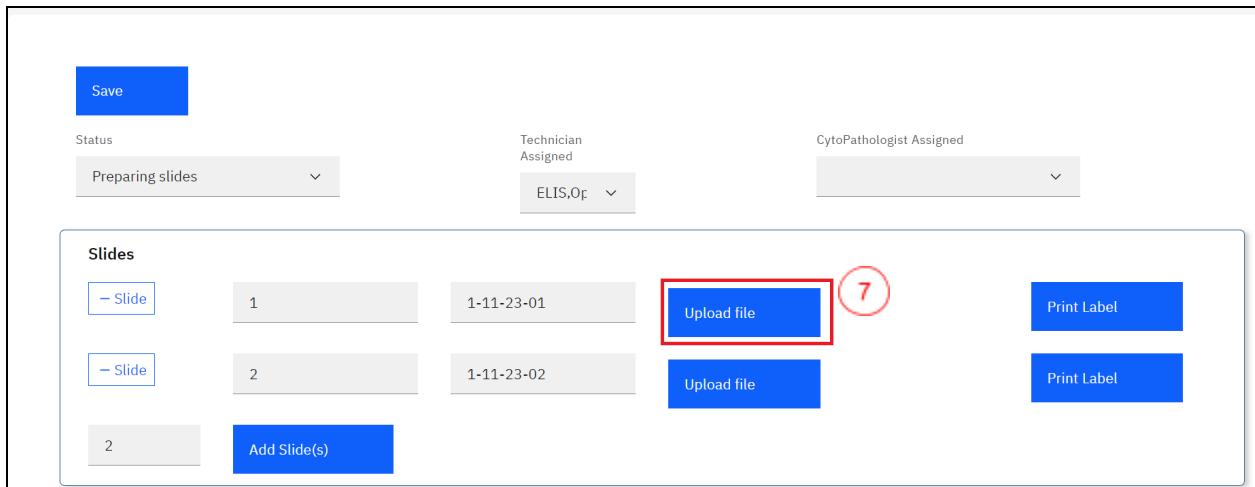
CytoPathologist Assigned:

Slides:

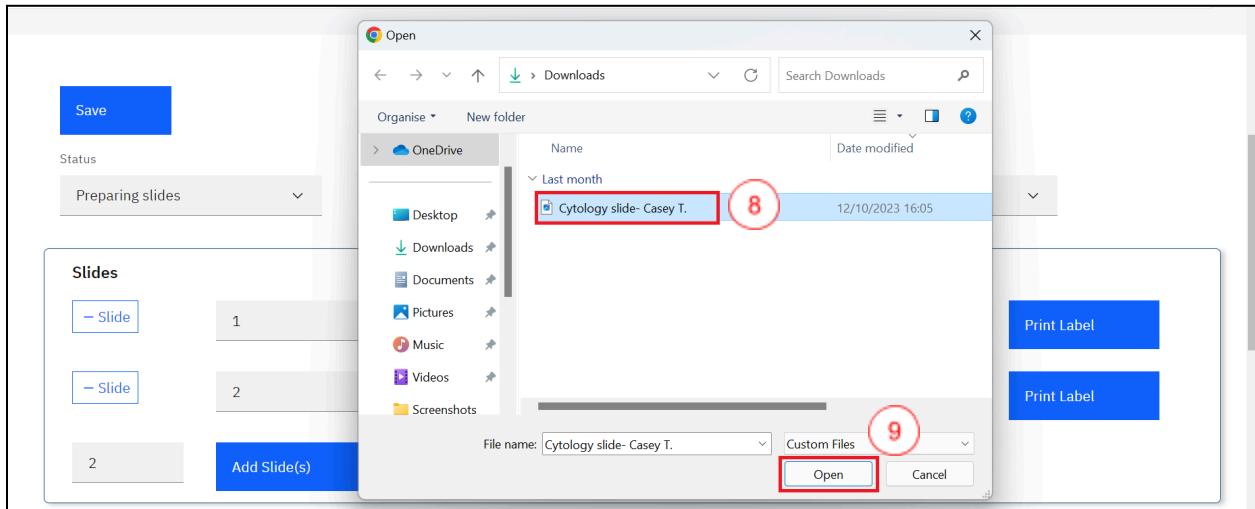
- Slide	1	1-11-23-01	Upload file	Print Label
- Slide	2	1-11-23-02	Upload file	Print Label
2	Add Slide(s)			

Slides Location

13. You can upload a scanned slide by clicking on the **Upload file** button. A file upload dialogue will be opened on your workstation. Navigate to the location where you have saved the scanned slide. In this illustration, the scanned slide for patient **Casey** was saved under downloads. Click on the file to select it then click on the **Open** button.

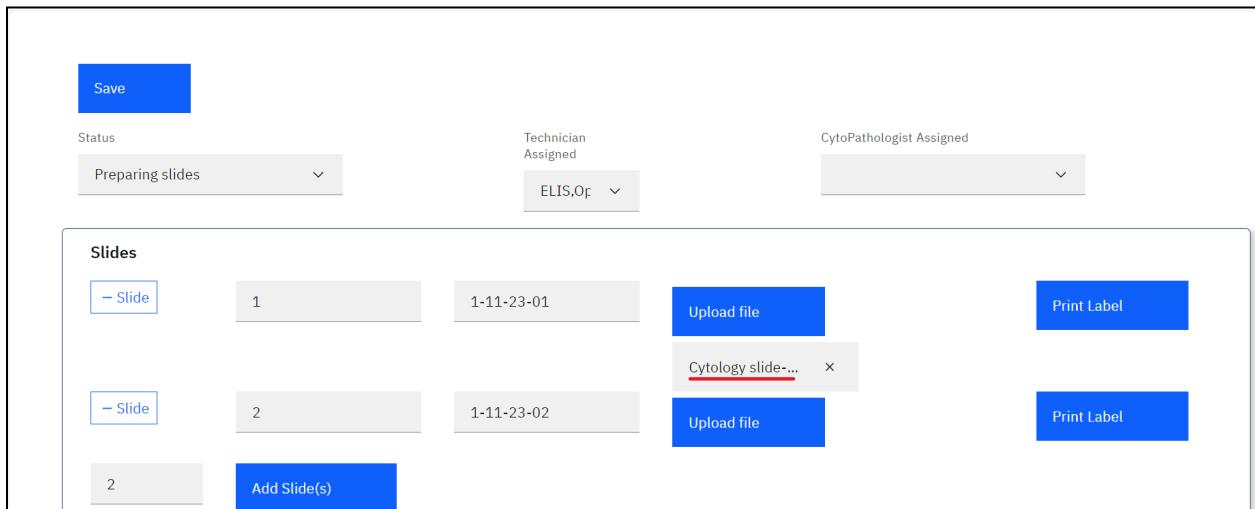


Upload a File



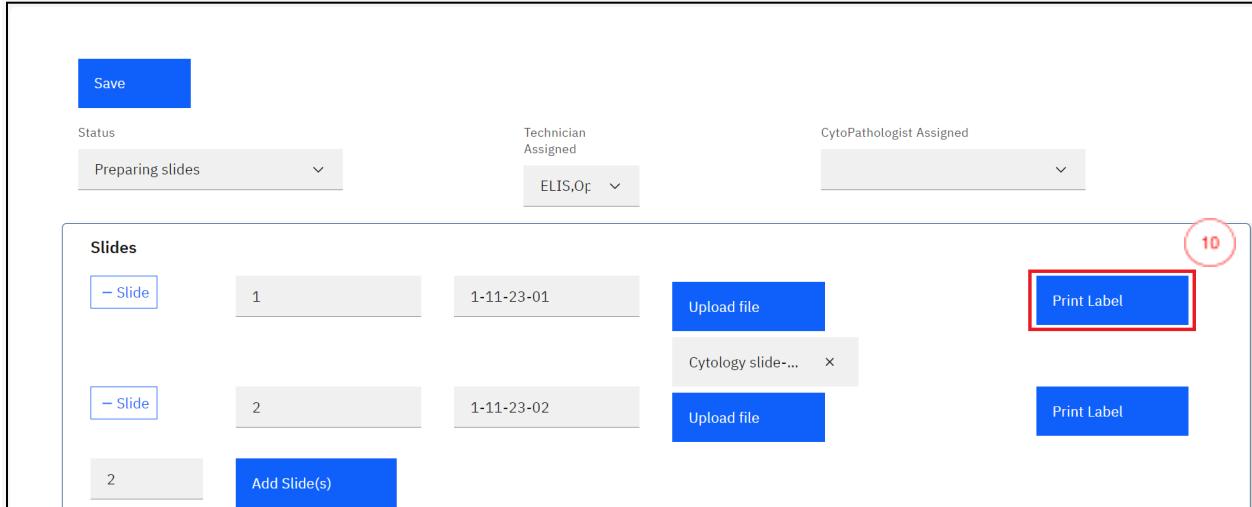
Cytology Slide Upload

Note: upon clicking on the Open button, the report will be uploaded successfully.

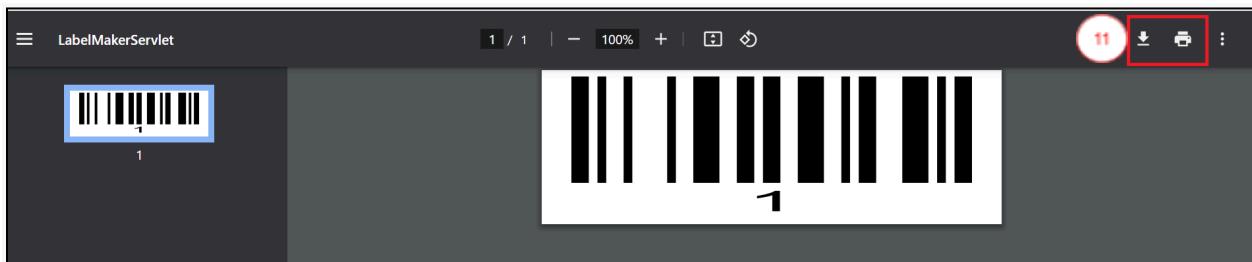


File Uploaded Successfully

14. You can print labels for the slide by clicking on the **Print Label** button. A new tab will be opened on your browser you can download and or print the label to attach on the sample.

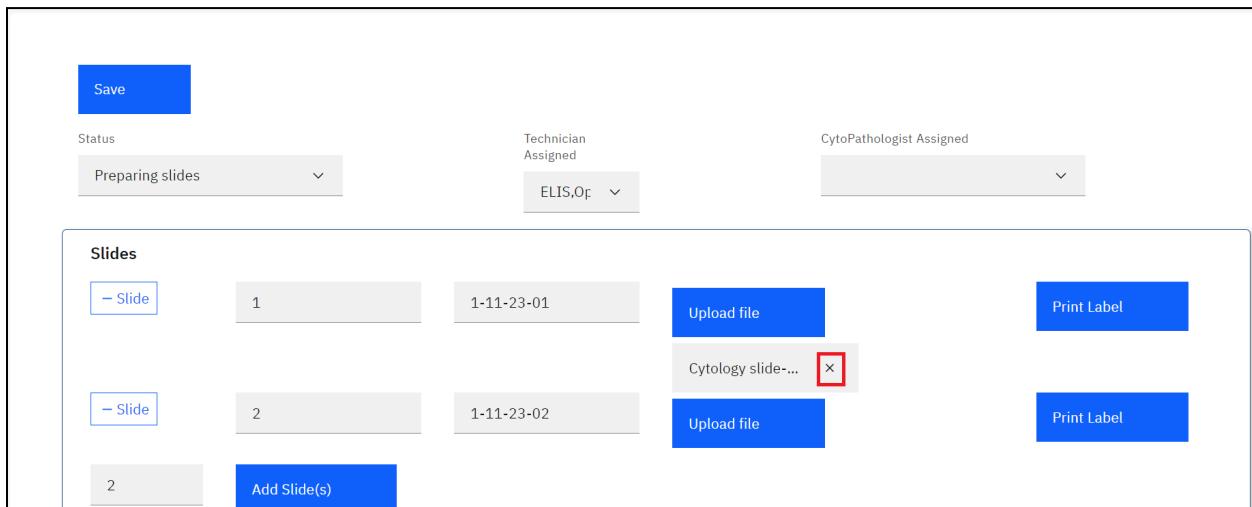


Click on Print Label



Download or Print Label

Note: To remove the uploaded scanned slide file, click on the cancel icon **x**.



Removing a Slide

15. Click on the Save button upon uploading the prepared slide(s).

Save 12

Status: Preparing slides

Technician Assigned: ELIS,Open

CytoPathologist Assigned:

Slides				
- Slide	1	1-11-23-01	Upload file	Print Label
- Slide	2	1-11-23-02	Upload file	Print Label
2	Add Slide(s)			

Saving Prepared Slides

Note: Upon saving the prepared slide(s) a save successful message will be displayed



Slide Saved Successfully.

16. The slide(s) can now be screened by changing the status to screening. Click on the request under the cytology dashboard page.

Cytology

Cases in Progress: 3

Awaiting Cytopathologist Review: 0

Complete (Week 07/11/2023 - 14/11/2023): 0

Search by LabNo or Family Name: Filters: My cases Status:

Request Date	Stage	Last Name	First Name	Assigned Technician	Assigned CytoPathologist	Lab Number
2023-08-21	PREPARING_SLIDES	Test	Patient	ELIS,Open		DEV01230000000000094
2023-08-23	PREPARING_SLIDES	Test	Patient	ELIS,Open		DEV01230000000000130
2023-11-13	PREPARING_SLIDES	Test	Casey	ELIS,Open		DEV01230000000000268

Click on Request

17. Click on the **Status** drop-down menu, select screening.

18. Click on the **Technician Assigned** drop-down menu and select the technician then click on the **Save** button. The status will be saved successfully.

The screenshot shows a 'Change Status and Technician' form. At the top right is a 'Save' button (4). Below it is a 'Status' dropdown menu (1) with options: Preparing slides, Screening (highlighted with a red circle), Ready for Cytopathologist, and Completed. To the right is a 'Technician Assigned' dropdown menu (3) set to 'ELIS,Op'. At the bottom left is an 'Add Slide(s)' button. On the right are 'Upload file', 'View', and 'Print Label' buttons.

Change Status and Technician

The screenshot shows the OpenELIS 3 Test Server dashboard. At the top left is the server name 'OpenELIS 3 Test Server' and version 'Verion: 2.8.1.7'. Below it are fields for Site of Specimen (Core Biopsy), Procedure performed (Core Biopsy), Provisional Clinical Diagnosis, and Previous Surgery / Treatment (Core biopsy). A 'Save' button is visible. On the right, a green notification box (2) displays a checkmark icon, the text 'Notification Message', and 'Successfully saved'. Below the notification are dropdown menus for Status (Screening), Technician Assigned (ELIS,Op), and CytoPathologist Assigned.

Status Saved Successfully

Note: The status for the cytology request will be changed to screening under the list of tests in the dashboard page.

Cytology

Cases in Progress 3	Awaiting Cytopathologist Review 0	Complete (Week 07/11/2023 - 14/11/2023) 0
-------------------------------	---	---

Search by LabNo or Family Name Filters: My cases Status ▾

Request Date	Stage	Last Name	First Name	Assigned Technician	Assigned CytoPathologist	Lab Number
2023-08-21	PREPARING_SLIDES	Test	Patient	ELIS,Open		DEV01230000000000094
2023-08-23	PREPARING_SLIDES	Test	Patient	ELIS,Open		DEV01230000000000130
2023-11-13	<u>SCREENING</u>	Test	Casey	ELIS,Open		DEV01230000000000268

Slides Status: Screening

19. The technician can conduct screening for the slides by clicking on the request under the list of tests in the dashboard page.

Cytology

Cases in Progress 3	Awaiting Cytopathologist Review 0	Complete (Week 07/11/2023 - 14/11/2023) 0
-------------------------------	---	---

Search by LabNo or Family Name Filters: My cases Status ▾

Request Date	Stage	Last Name	First Name	Assigned Technician	Assigned CytoPathologist	Lab Number
2023-08-21	PREPARING_SLIDES	Test	Patient	ELIS,Open		DEV0123000000000094
2023-08-23	PREPARING_SLIDES	Test	Patient	ELIS,Open		DEV01230000000000130
2023-11-13	SCREENING	Test	Casey	ELIS,Open		DEV01230000000000268

Click on Request

Upon clicking on the patient, the cytology test page will be displayed. The laboratory technician can conduct screening on the slides and change the status to Ready for CytoPathologist. The view button will display the uploaded scanned slide in the event the laboratory technician is not physically available in the laboratory.

Slides

- Slide	1	1-11-23-01	Upload file	View	Print Label
- Slide	2	1-11-23-02	Upload file	Print Label	
1	Add Slide(s)				

View Uploaded Slide

20. To change the status to Ready for CytoPathologist click on the status drop down menu and select Cytopathologist.

Save

Status

Screening <input checked="" type="checkbox"/>	Preparing slides	Screening
Ready for Cytopathologist <input checked="" type="checkbox"/>	Completed	

Technician Assigned

CytoPathologist Assigned

ELIS,Op	View	Print Label
1	Add Slide(s)	

Ready For Cytopathologist

21. Click on the CytoPathologist Assigned drop-down menu and select a CytoPathologist.

Save

Status

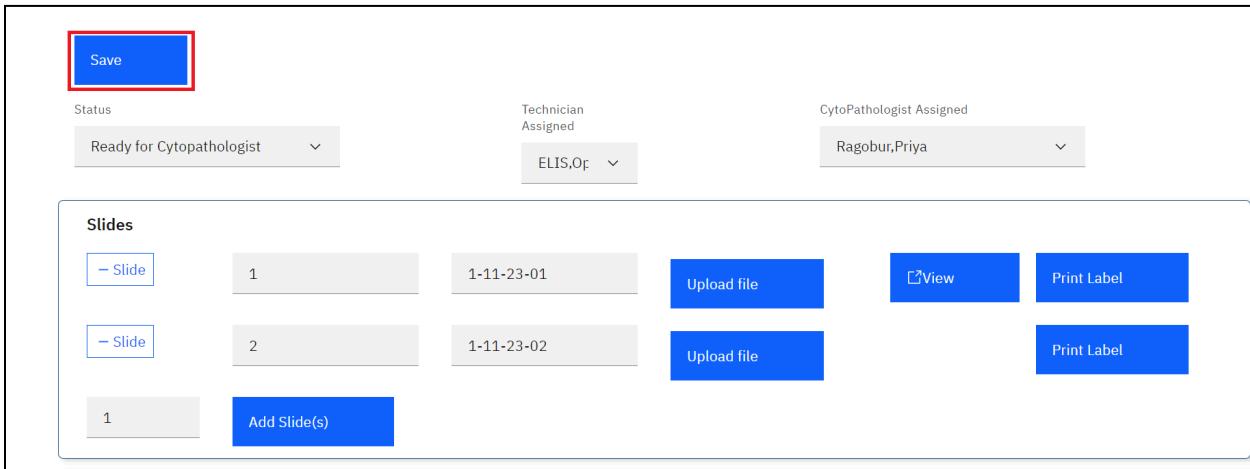
Technician Assigned

CytoPathologist Assigned

ELIS,Open <input checked="" type="checkbox"/>	Ragobur,Priya <input checked="" type="checkbox"/>	View	Print Label
1	Add Slide(s)		

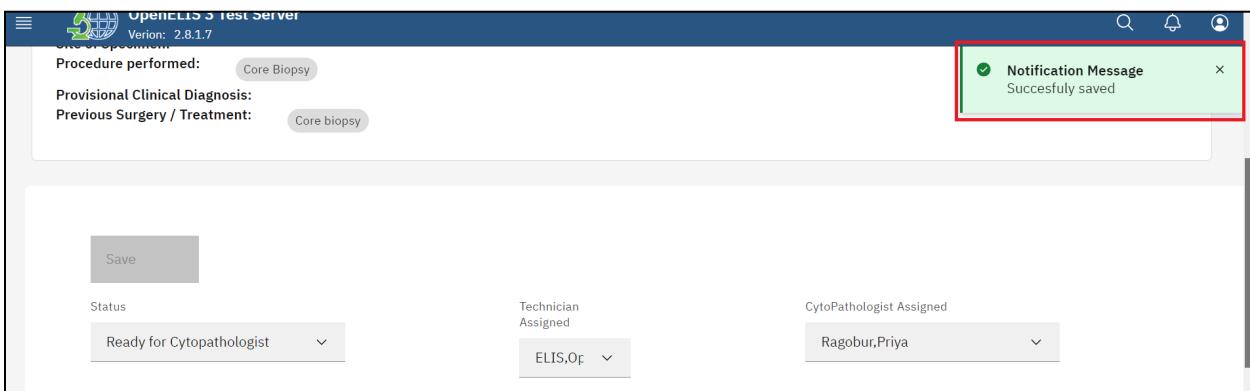
Select Pathologist

22. Click on the **Save** button. The status will be saved successfully.



The screenshot shows the 'Specimen' module of the OpenELIS software. At the top, there are dropdown menus for 'Status' (set to 'Ready for Cytopathologist'), 'Technician Assigned' (set to 'ELIS,Open'), and 'CytoPathologist Assigned' (set to 'Ragobur,Priya'). Below this, the 'Slides' section lists two slides: slide 1 (date 1-11-23-01) and slide 2 (date 1-11-23-02). Each slide has an 'Upload file' button and a 'View' or 'Print Label' button. A large blue 'Save' button is located at the top left of the slide list. A small 'Add Slide(s)' button is also visible.

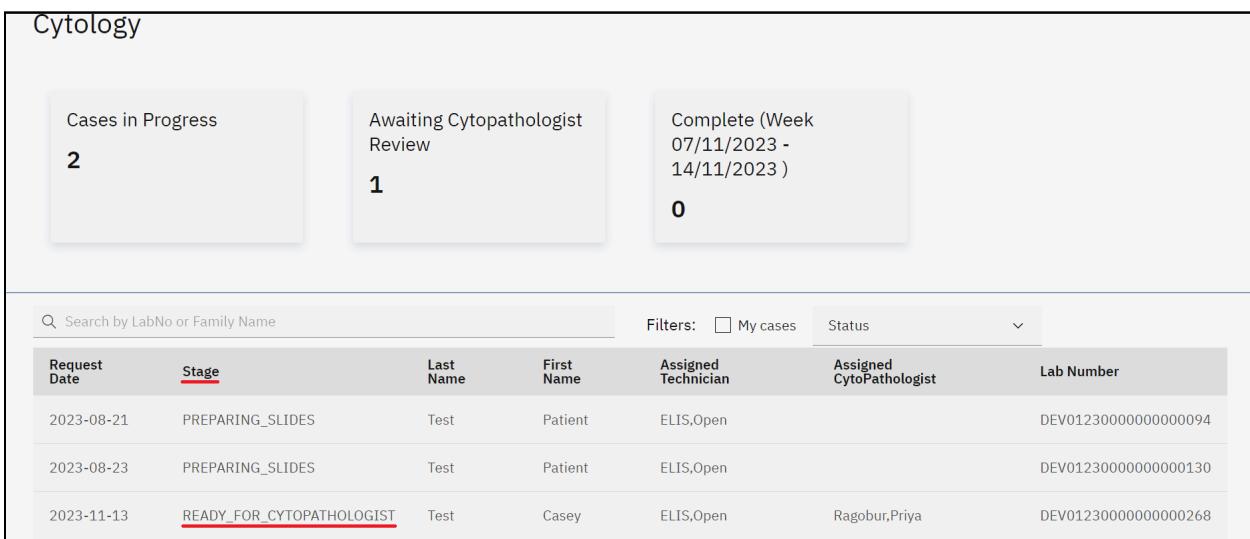
Click Save



This screenshot shows the same 'Specimen' module after saving. A green notification box in the top right corner displays a checkmark icon and the text 'Notification Message' followed by 'Successfully saved'. The rest of the interface is identical to the previous screenshot, showing the specimen details and the 'Save' button.

Status Saved Successfully

Note: The status for the cytology request will be changed to CytoPathologist under the list of tests in the dashboard page.



The screenshot shows the 'Cytology' dashboard. At the top, it displays three summary boxes: 'Cases in Progress' (2), 'Awaiting Cytopathologist Review' (1), and 'Complete (Week 07/11/2023 - 14/11/2023)' (0). Below this is a search bar and filter options. A table lists recent cytology requests:

Request Date	Stage	Last Name	First Name	Assigned Technician	Assigned CytoPathologist	Lab Number
2023-08-21	PREPARING_SLIDES	Test	Patient	ELIS,Open		DEV01230000000000094
2023-08-23	PREPARING_SLIDES	Test	Patient	ELIS,Open		DEV01230000000000130
2023-11-13	READY_FOR_CYTOPATHOLOGIST	Test	Casey	ELIS,Open	Ragobur,Priya	DEV01230000000000268

Ready for Cytopathologist

23. The slide(s) can now be reviewed by the assigned CytoPathologist. The Cytopathologist will click on the test request under the cytology dashboard page.

Request Date	Stage	Last Name	First Name	Assigned Technician	Assigned CytoPathologist	Lab Number
2023-08-21	PREPARING_SLIDES	Test	Patient	ELIS,Open		DEV01230000000000094
2023-08-23	PREPARING_SLIDES	Test	Patient	ELIS,Open		DEV01230000000000130
2023-11-13	READY_FOR_CYTOPATHOLOGIST	Test	Casey	ELIS,Open	Ragobur,Priya	DEV01230000000000268

Click on Request

24. Upon clicking the test request and accessing the request page, the CytoPathologist will review the test request by scrolling to the bottom of the page and clicking on the **Specimen Adequacy** drop-down menu.

Add Report

Report For Cervical Or Vagina ▾

Reports

Specimen Adequacy

1

Negative For Intraepithelial Lesion or Malignancy
 Ready For release

Save

Click on Specimen Adequacy Drop-down Menu

25. Upon clicking on the **Specimen Adequacy**, select the appropriate option. In this illustration, the **satisfactory for evaluation** is selected. The selection of **Un Satisfactory for evaluation** under the Specimen Adequacy drop-down menu will display a drop-down menu from which two checkbox options can be selected.

Add Report

Report For Cervical Or Vagina

Reports

Specimen Adequacy

Satisfactory for evaluation 2

Un Satisfactory for evaluation

Negative For Intraepithelial Lesion or Malignancy

Ready For release

Save

Satisfactory For Evaluation Option Selection

26. Upon selection satisfactory for evaluation, two radio buttons will be displayed to select either of the two. In this illustration, the first radio button is selected.

Specimen Adequacy

Satisfactory for evaluation ▼

Select

Presence of endocervical/TZ components 3

Absence of endocervical/TZ components

Negative For Intraepithelial Lesion or Malignancy

Ready For release

Save

Presence of endocervical/TZ Component Radio-button

Note: The Negative For Intraepithelial Lesion or Malignancy checkbox is checked by default. If this is the case with the cytology test request, the reviewer would proceed and validate the results by checking the Ready For Release checkbox and clicking on the Save button.

27. In this illustration, the **Negative For Intraepithelial Lesion or Malignancy** checkbox is checked, click on the **Ready for Release** checkbox then click on the **Save** button.

Specimen Adequacy

Satisfactory for evaluation ▼

Select

Presence of endocervical/TZ components

Absence of endocervical/TZ components

Negative For Intraepithelial Lesion or Malignancy 4

Ready For release

Save 5

Validate and Save

Note: The following workflow is presented when there is **Intraepithelial Lesion or Malignancy**.

28. In the event the **Intraepithelial Lesion or Malignancy** is not negative, uncheck the check-box. This will expand drop-down sections for **Epithelial Cell Abnormality**, **Non-neoplastic cellular variations**, **Reactive cellular changes**, **Organisms** and **Other Diagnosis Result**.

1 Negative For Intraepithelial Lesion or Malignancy

Epithelial Cell Abnormality
Select

Squamous Glandular

Other Malignant Neoplasms :
Other Malignant

Non-neoplastic cellular variations
Select Result

Reactive cellular changes
Select Result

Intraepithelial Lesion or Malignancy Checkbox Unchecked

29. Click on the **Epithelial Cell Abnormality** drop-down menu and select the applicable checkbox(s).

Negative For Intraepithelial Lesion or Malignancy

Epithelial Cell Abnormality
Select

Squamous Glandular

Other Malignant Neoplasms :
Other Malignant

Non-neoplastic cellular variations
Select Result

Select Epithelial Cell Abnormality Drop-down Menu

Negative For Intraepithelial Lesion or Malignancy

Epithelial Cell Abnormality
Select

Squamous Glandular Endocervical Adenocarc...

Other Malignant Neoplasms :
Other Malignant

- Atypical squamous cells...
- Cervical Adenocarc...**
- Glandular cells (NOS or ...)

Select Applicable Checkbox(s)

30. Fill in the Neo Malignancy text field.

Negative For Intraepithelial Lesion or Malignancy

Epithelial Cell Abnormality
Select Squamous Glandular Endocervical Adenocarc... X Other Malignant Neoplasms :
Type here **4**

Non-neoplastic cellular variations
Select Result

Other Malignant Neoplasms

31. Fill in the **Non-neoplastic cellular variations** fields by selecting the options from the checkboxes.

Non-neoplastic cellular variations
Select Result

5

Keratotic changes
 Squamous metaplasia
 Tubal metaplasia

Non-neoplastic cellular variations

32. Fill in the **Reactive cellular changes** fields by selecting the options from the checkboxes.

Reactive cellular changes
Select Result

6

Inflammation
 Lymphocytic (follicular) ...

Reactive cellular changes

33. Fill in the **Organisms** fields by selecting the options from the checkboxes.

Organisms
Select Result

7

Fungal organisms morph...
 Trichomonas vaginalis

Organisms

34. Fill in the **Other Diagnosis Result** fields by selecting the options from the checkboxes.

The screenshot shows a 'Select Result' dropdown menu. Below it, there are two checkboxes: 'Endometrial cells in a w...' and 'Negative for SIL'. Both checkboxes are highlighted with a red box.

Other Diagnosis Result

35. Click on the **Ready for Release** checkbox then click on the **Save** button.

The screenshot shows the 'Organisms' and 'Other Diagnosis Result' sections. The 'Organisms' section has one result: 'Fungal organisms morphologically consistent with Candida spp'. The 'Other Diagnosis Result' section has one result: 'Endometrial cells in a woman ≥ 45 years of age'. The 'Ready For release' checkbox is checked and highlighted with a red box. The 'Save' button is highlighted with a blue box.

Validate and Save

36. Upon Saving, the laboratory technician can mark the cytology test as complete. Click on the test request under the Cytology dashboard.

The screenshot shows the 'Cytology' dashboard. It displays three status boxes: 'Cases in Progress' (3), 'Awaiting Cytopathologist Review' (0), and 'Complete (Week 07/11/2023 - 14/11/2023)' (0). Below these are two search/filter sections: 'Search by LabNo or Family Name' and 'Filters: My cases Status'. A table lists test requests with columns: Request Date, Stage, Last Name, First Name, Assigned Technician, Assigned CytoPathologist, and Lab Number. The row for 2023-08-23 is highlighted with a red box and circled with a red number 1.

Request Date	Stage	Last Name	First Name	Assigned Technician	Assigned CytoPathologist	Lab Number
2023-08-21	PREPARING_SLIDES	Test	Patient	ELIS,Open		DEV01230000000000094
2023-08-23	PREPARING_SLIDES	Test	Patient	ELIS,Open		DEV01230000000000130
2023-11-13	PREPARING_SLIDES	Test	Casey	ELIS,Open		DEV01230000000000268

Click on Request

37. To change the status to Completed, click on the status drop down menu and select Completed.

Status

Ready for Cytopathologist

Technician Assigned

CytoPathologist Assigned

Ragobur,Priya

Status Completed

38. Click on the **Save** button. The status will be saved successfully.

Provisional Clinical Diagnosis:
Previous Surgery / Treatment: Core biopsy

Status

Completed

Technician Assigned

ELIS,Op

CytoPathologist Assigned

Ragobur,Priya

Click Save

OpenELIS 3 Test Server
Version: 2.8.1.7

Home / Cytology Dashboard / Cytology

Name: Test Casey
Sex: Male Age: 24

Notification Message
Successfully saved

Save Successful

The test request will be marked as Completed under the Cytology dashboard

The screenshot shows the OpenELIS 3 Test Server interface. At the top, there are three summary boxes: 'Cases in Progress' (2), 'Awaiting Cytopathologist Review' (0), and 'Complete (Week 08/11/2023 - 15/11/2023)' (1). Below these is a search bar and a table of search results. The table has columns: Request Date, Stage, Last Name, First Name, Assigned Technician, Assigned CytoPathologist, and Lab Number. The data in the table is as follows:

Request Date	Stage	Last Name	First Name	Assigned Technician	Assigned CytoPathologist	Lab Number
2023-08-21	PREPARING_SLIDES	Test	Patient	ELIS,Open		DEV01230000000000094
2023-08-23	PREPARING_SLIDES	Test	Patient	ELIS,Open		DEV01230000000000130
2023-11-13	COMPLETED	Test	Casey	ELIS,Open	Ragobur,Priya	DEV01230000000000268

Status Completed

How to upload or generate a cytology report.

9. Follow steps 1 -3 under [How to access the cytology module and process a test.](#)
10. Click on the desired patient under the dashboard. In this illustration, a patient by the name **Test Casey** is clicked.

The screenshot shows the same dashboard as above, but the row for '2023-11-13' (Casey) is highlighted with a red rectangle. A red circle with the number '1' is placed over the 'Casey' entry in the 'First Name' column of the highlighted row.

Click on Patient

11. Scroll to the report section and click on the drop-down menu under report.

The screenshot shows a user interface for generating a report. At the top left is a button labeled "Add Report". Below it is a dropdown menu with the option "Report For Cervical Or Vagina" selected. A red circle with the number "2" is drawn around this dropdown. To the right of the dropdown is a section titled "Reports" which contains a "Specimen Adequacy" dropdown menu. Below the dropdown are two checkboxes: one checked ("Negative For Intraepithelial Lesion or Malignancy") and one unchecked ("Ready For release"). At the bottom is a blue "Save" button.

Click on Add Report Drop-down Menu

12. Click on the item to generate report

This screenshot is similar to the previous one, but the dropdown menu is now open, revealing three options: "Report For Cervical Or Vagina", "Report For Cervical Or Vaginal Cytology", and "Reporting Of Pap Smear". The third option, "Reporting Of Pap Smear", is highlighted with a red box and a red circle with the number "4" is drawn around it. The rest of the interface is identical to the first screenshot.

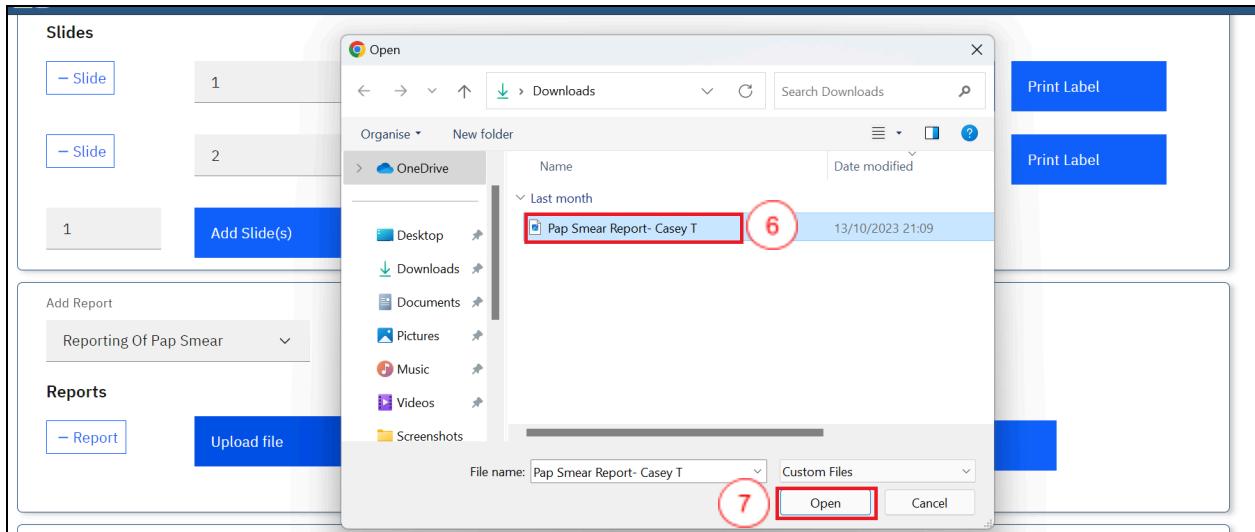
Select Reporting Item

13. Upon selecting the item to report on, you can either upload or generate a report. To upload a report, click on the Upload file button.

This screenshot shows the report generation screen for "Reporting Of Pap Smear". At the top left is a dropdown menu showing "Reporting Of Pap Smear". Below it is a section titled "Reports" containing two buttons: "- Report" and "Upload file". A red box and a red circle with the number "5" are drawn around the "Upload file" button. To the right of the button is the text "Reporting Of Pap Smear". At the bottom right is a blue "Generate Report" button.

Click Upload File

14. Upon clicking on the **Upload file** button, a file upload dialogue will be opened on your workstation. Navigate to the location where you have saved the report for Cytology. In this illustration, the report file for patient **Casey Test** was saved under downloads. Click on the report to select it then click on the **Open** button.



Upload Report

Note: upon clicking on the Open button, the report will be uploaded successfully.



Report Uploaded Successfully

15. To remove the report, click on the cancel icon **x**. Otherwise, Click on the **Save** button at the bottom of the page.



Removing a Report

16. As a user, you can generate a report from the system as opposed to uploading one. To do so, Click on the item to generate report under the Add Report drop-down menu

The screenshot shows a user interface for generating a report. At the top, there is a dropdown menu labeled "Add Report" with the option "Report For Cervical Or Vagina" selected. A red circle with the number "1" is drawn around this dropdown. Below it, another dropdown menu labeled "Add Report" has the option "Reporting Of Pap Smear" selected. A red circle with the number "2" is drawn around this dropdown. Below these dropdowns is a section titled "Specimen Adequacy" with a dropdown arrow. At the bottom of the interface are two checkboxes: one checked with the text "Negative For Intraepithelial Lesion or Malignancy" and one unchecked with the text "Ready For release". A blue "Save" button is located at the bottom left.

Select Reporting Item

17. Click on the **Generate Report** button. The report will be generated successfully.

The screenshot shows a user interface for generating a report. At the top, there is a dropdown menu labeled "Add Report" with the option "Reporting Of Pap Smear" selected. Below it is a "Reports" section with three buttons: "- Report" (light blue), "Upload file" (white with blue border), and "Reporting Of Pap Smear" (blue). To the right of these buttons is a blue "Generate Report" button with a red border and a red circle with the number "3" drawn around it.

Generate Report

Note: a pdf containing the patient report will be generated successfully.

The screenshot shows a template for a "HistoPathology Report". At the top, the title "HistoPathology Report" is displayed. Below it is a table with the following data:

Patient code	12345678910	National ID	9872361325	Age	24 Y	Sex	M
Last Name, First Name	Test, Casey	Referring site	Site name				
Prescriber	Doctor, Doctor	Ward/Dept/Unit					
Order Number	DE-V01230000000-000-268-1	Program	cytology				
Date of order	13/11/2023 00:00	Date and time of receipt	13/11/2023 07:01				

Below the table, a note states: "Specimen number - Collection date and time: Tissue antemortem DEV0123000000000268-1 -- not available".

Below this, there are several sections with input fields:

- Specimen Adequacy
- Diagnosis/Impression
- Non-neoplastic cellular variations
- Reactive cellular changes
- Organisms

Sample Cytology Report

18. Click on the Save button at the bottom of the page

The screenshot shows a software window with a header 'Specimen Adequacy'. Below it is a dropdown menu icon. Underneath are two checkboxes: one checked ('Negative For Intraepithelial Lesion or Malignancy') and one unchecked ('Ready For release'). At the bottom left is a blue 'Save' button, which is highlighted with a red box. To the right of the 'Save' button is a red circle containing the number '4'.

Click Save

PART 11: NON CONFORMING EVENTS

A non-conforming event (NCE) or non-conformity is defined as a non-fulfillment of a requirement. An NCE occurs when there is a deviation from established policies and procedures. In the laboratory, examples of NCEs may include:

- I. Unlabeled/mislabeled specimens
- II. Missing specimens
- III. Specimen preparation errors
- IV. Delay in turnaround times
- V. Incorrect delivery of reports
- VI. Corrected reports

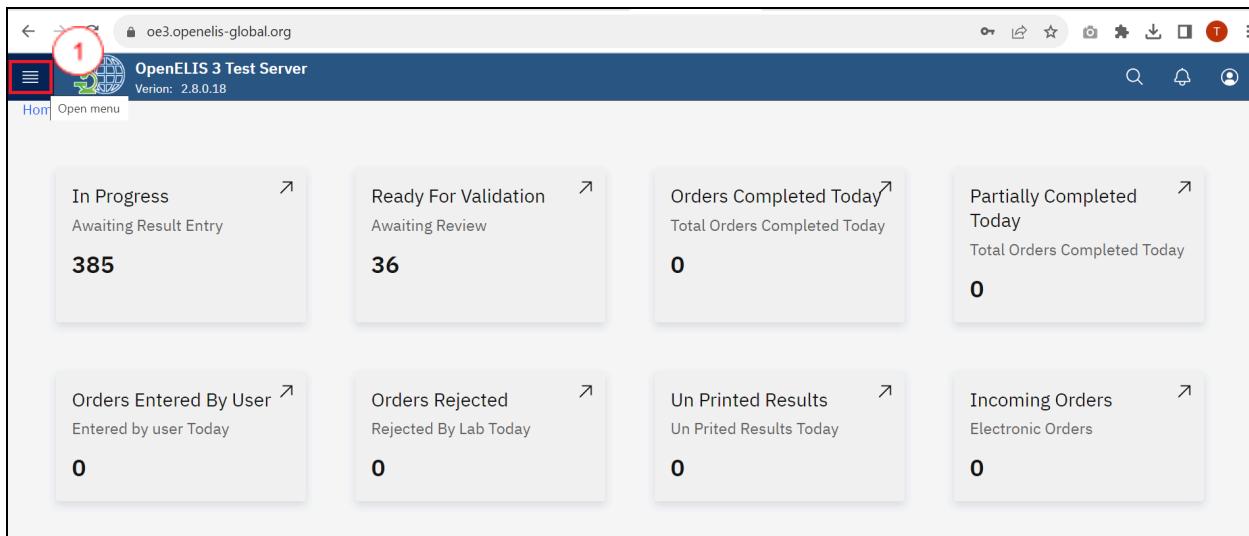
It is essential for quality assurance in the lab that staff and managers log all NCEs and their follow-up.

Non-Conforming Event management consists of four steps with the following guides:

- I. Reporting a NCE
- II. Creating a Corrective Action Plan
- III. Monitoring the Corrective Action Plan
- IV. Closing an NCE Report

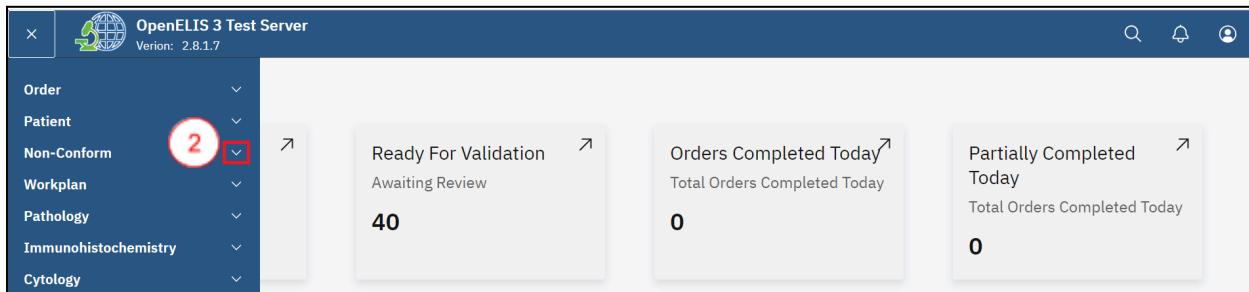
How to report a non-conforming event (NCE)

1. Hover the mouse over the hamburger icon and click to open the menu.



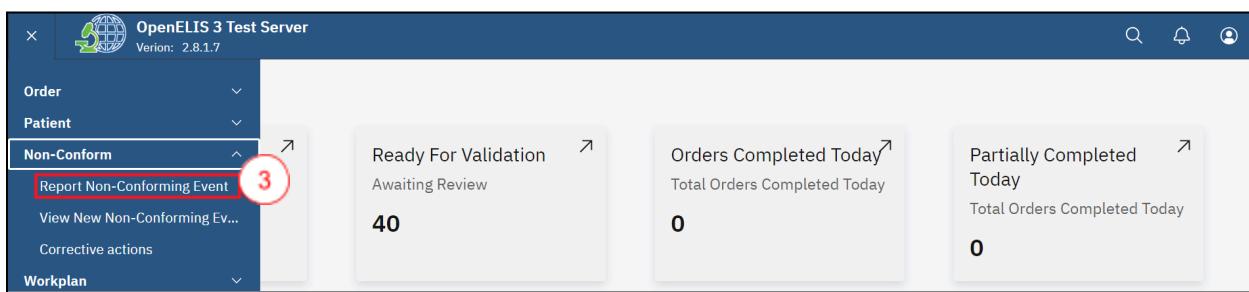
Access the OpenELIS menu

2. Hover the mouse and click on the drop-down menu under the **Non Conform** module.



Click on Non-Conform Drop-down Menu

3. Click on **Report Non-Conforming Event** sub-menu item.



Click on Report Non-Conforming Event Sub-menu

4. Hover the mouse over the Non-Conforming Events tab and select Report Non-Conforming Event.

OpenELIS 3 Test Server
Version: 2.8.1.7

Visit New UI | Order | Patient | Non-Conforming Events | Workplan | Results | Validation | Reports | Admin | Help

Unit Type

Report Non-Conforming Event (4)
View New Non-Conforming Events
Corrective actions

Search
Unit Type:
Save | Cancel

Click on Report Non-Conforming Event Sub-Menu

5. Search for the lab number associated with the non-conforming event by selecting your search term from the drop-down menu and entering the number or name in the search field. Then click **Search**.

OpenELIS 3 Test Server
Version: 2.8.1.7

Visit New UI | Order | Patient | Non-Conforming Events | Workplan | Results | Validation | Reports | Admin | Help

Report Non-Conforming Event (NCE)

5. Lab No (6) DEV01230000000000026 | Search (8)
Lab Order Number: DEV01230000000000026
Select affected specimens: Specimen number Specimen type
 DEV01230000000000026-1 Sang total
Go to NCE reporting Form

Search by Laboratory Number

6. The order and its samples will display. Check the box next to the sample implicated in the NCE. If the NCE is not associated with a specific sample, check all the samples. Click the **Go to NCE Reporting Form** button.

OpenELIS 3 Test Server
Version: 2.8.1.7

Visit New UI | Order | Patient | Non-Conforming Events | Workplan | Results | Validation | Reports | Admin | Help

Report Non-Conforming Event (NCE)

5. Lab No: DEV01230000000000026 | Search
Lab Order Number: 230000000000026
Select affected specimens: Specimen number Specimen type
 DEV01230000000000026-1 Sang total (9)
Go to NCE reporting Form (10)

Check Implicated Sample and Click Go to NCE Reporting Form

7. Verify the details that are automatically displayed: NCE report date (should be the current date), Name, and the lab order number, and specimen number.
8. Fill in the Name of person reporting if different, if needed.

Note: Name refers to the person filling this form. The staff member filling out the NCE reporting form may not be the same person who noticed or observed the NCE and reported it. Use the Name of person reporting (if different) for the person who first observed the NCE. OpenELIS will automatically assign an NCE Number to the report.

9. Fill in the date of the NCE (this may be different from the report date).

Report Non-Conforming Event (NCE)

Report Date	15/11/2023	Search by...	Search
Name	Open ELIS		
Name of person reporting NCE (if different)	Dr. Test	1	
NCE Number	1700051930088		
Date of event	11/11/2023	2	
Lab Order Number	DEV01230000000000026		
Specimen(s)	DEV01230000000000026 - 1		

Fill in Name of Reporting Person and Date

10. Select the Reporting Unit.
11. Enter a Description of the NCE.
12. Enter the Suspected Cause of the NCE.
13. Enter the Proposed Action.
14. Click the **Submit** button.

Prescriber Name and Site
Reporting unit

3 dr, dr 120
4 Immunohistochemistry

Description of NCE

5 Type suspected cause of NCE here

Suspected Cause of NCE

Proposed action

6 Type proposed action here

7 Cancel Submit

Fill Fields on Form and Click Submit

A message will show that the form has been saved.

Save was successful

Report Non-Conforming Event (NCE)

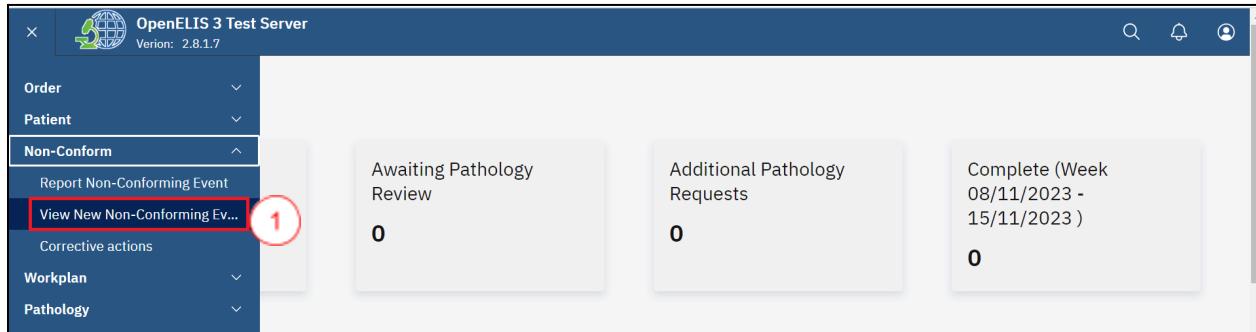
Report Date	Search by...	Search
Name	Open ELIS	
Name of person reporting NCE (if different)	Dr. Test	
NCE Number	1700051930088	
Date of event	11/11/2023	
Lab Order Number	DEV01230000000000026	
Specimen(s)	DEV01230000000000026 - 1	

Save Successful

How to create a NCE Corrective Action Plan

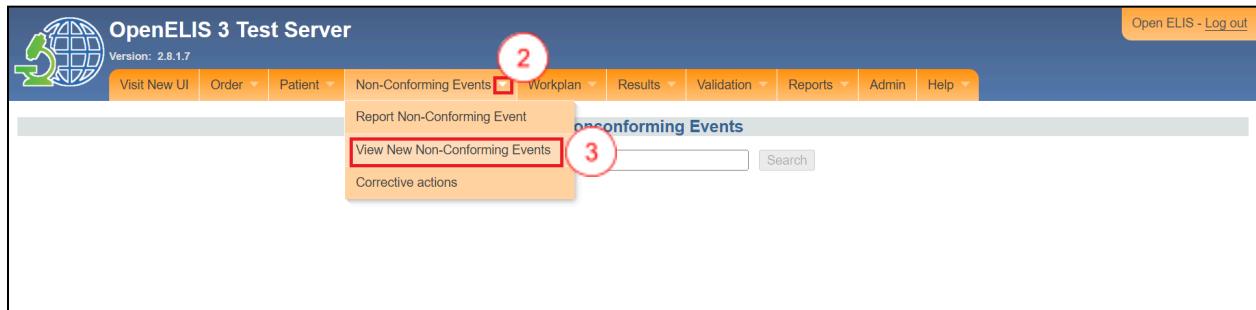
After the NCE reporting form has been filled, the next step is to fill the NCE Follow-Up Form. This may be done at a later date, per laboratory procedures.

1. Select View New Non-Conforming Event from the menu under the Non-Conforming module



View New Non Conforming Event

2. Hover the mouse over the Non-Conforming Events tab and select View New Non-Conforming Event.



Click View Non-Conforming Events

3. Select **Lab Number** or **NCE Number** as your search term and enter the number in the search field. Click the **Search** button. In this illustration the lab number DEV1230000000000126 is typed.



Note: The NCE Follow-up Form has two parts: The NCE description section and the Corrective Action Plan.

NCE Follow-up Form: Part 1- NCE Description

- Verify the details of the NCE in the form. Fill in the remaining elements of the form using the dropdown lists.

NCE Number	15/11/2023	Report Date	15/11/2023
NCE Date	11/11/2023	Reporting Person	Dr. Test
Lab Order Number	DEV0123000000000026	Reporting unit	Immunohistochemistry
Specimen(s)	Sang total		

Verify the Details

- Select the Laboratory Component (the NCE concerns which component of the lab).
- Select the NCE Category.
- Select the CE Type
- Select the Severity
- Select the Likely recurrence

The Severity Score is automatically calculated.

NCE Number	15/11/2023	Report Date	15/11/2023
NCE Date	11/11/2023	Reporting Person	Dr. Test
Lab Order Number	DEV0123000000000026	Reporting unit	Immunohistochemistry
Prescriber Name and Site	dr, dr - 120	Laboratory Component	Personnel
Description of Event	NCE Category	Sample	(1)
Type NCE description here	NCE Type	Broken Tube/Container	(2)
Suspected Cause	Severity	How severe are the consequences or impact of the NCE?	(3)
Type suspected cause of NCE here	How severe are the consequences or impact of the NCE?	2- moderate severe consequences	(4)
Proposed Action	How likely is the NCE to recur?	2- Somewhat likely	(5)
Type proposed action here	1 = very low severity-- no immediate action is required 9 = very high severity-- immediate action is required	Severity Score	(6)

NCE Details

NCE Follow-up Form: Part 2- Corrective Action Plan

7. Enter the Description of the Corrective Action, the Preventive Action or Concurrent Control Action, and any Comments in the designated text boxes of the form.
8. Click on the Submit button.

Type proposed action here	1 = very low severity-- no immediate action is required 9 = very high severity-- immediate action is required
Severity Score 4	
Corrective Action plan	
Description of corrective action to take staff at dispatch will be retrained on safe specimen handling and will be observed for a week.	
6	
If applicable, description of preventive or concurrent control action N/A	
7	
Comments None	
8	
<input type="button" value="Submit"/> 9	

Enter Corrective Action Plan

Upon clicking on the Submit button, a success message will be displayed at the top of the page.

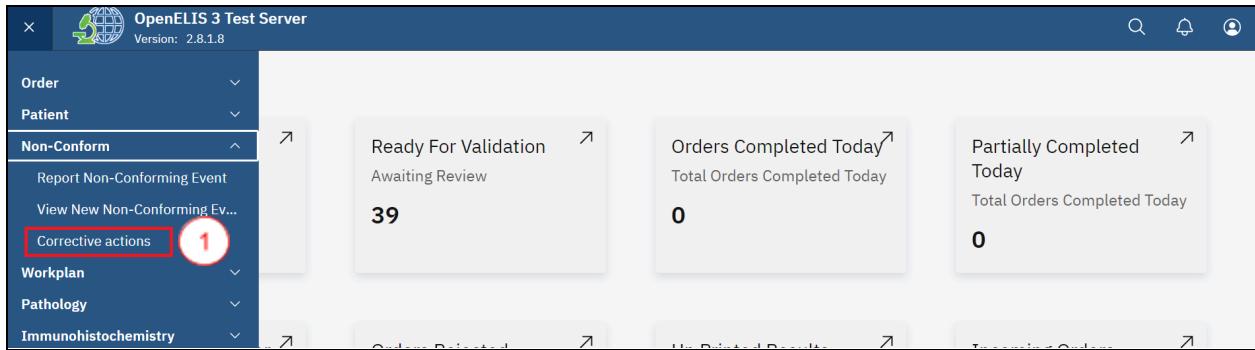


Saved Successfully

How to monitor an NCE Corrective Action Plan

After the NCE follow-up form has been filled, activities related to corrective action or closing the NCE report should be logged in the Corrective Actions form, per laboratory procedures.

1. Select **Corrective Actions** from the menu under the Non-Conforming module



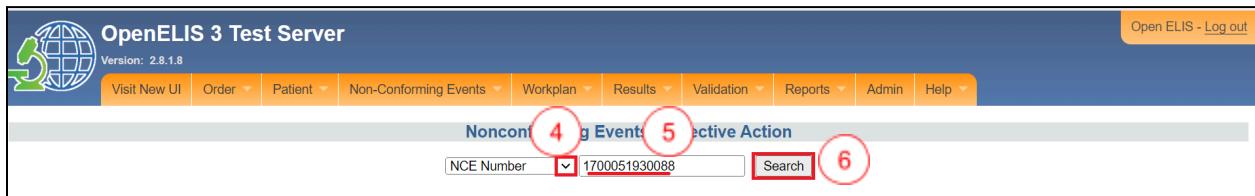
Select Corrective Actions

2. Hover the mouse over the Non-Conforming Events tab and select **Corrective Actions**.



Select Corrective Actions

3. Select **Lab Number** or **NCE Number** as your search term and enter the number in the search field. Click the **Search** button.



Select Lab Number or NCE Number Enter and Search

Note: The NCE Corrective Action form has three parts: the NCE description; the corrective action log section; and the NCE Resolution section.

OpenELIS 3 Test Server Version: 2.8.1.8 [Open ELIS - Log out](#)

Visit New UI Order Patient Non-Conforming Events Workplan Results Validation Reports Admin Help

Nonconforming Events Corrective Action

Lab Order Number Search

Nonconforming Events Corrective Action A

NCE Number	1700051930088	Planned or recommended corrective action:
NCE Date	11/11/2023	staff at dispatch will be retrained on safe specimen handling and will be observed for a week.
Severity	2- moderate severe consequences	
Reporting Person	Open ELIS	Planned or recommended corrective preventive action or concurrent controls:
Reporting Date	15/11/2023	N/A
Reporting unit	Immunohistochemistry	Comments
Lab Order Number	DEV0123000000000026	None
Specimen(s)		
Laboratory Component where NCE took place	Personnel	
NCE Category	Sample	
NCE Type	Broken Tube/Container	

Corrective action log B

Corrective action	Action Type	Person responsible	Date Completed	Turnaround time
<input type="checkbox"/> Corrective Action				
<input type="checkbox"/> Preventive Action				
<input type="checkbox"/> Concurrent Control Action				

Date of discussion with NCE Staff dd/MM/yyyy Add new date

C

Were the corrective actions and preventive/concurrent controls effective in solving nonconforming event and preventing it from recurring? Yes No

Signature Date Completed dd/MM/yyyy

Submit Resolved NCE

Corrective Action Form

NCE Corrective Action form: Part 1- NCE Description

This section is view only. Verify that the information is correct.

OpenELIS 3 Test Server Version: 2.8.1.8 [Open ELIS - Log out](#)

Visit New UI Order Patient Non-Conforming Events Workplan Results Validation Reports Admin Help

Nonconforming Events Corrective Action

Lab Order Number Search

Nonconforming Events Corrective Action

NCE Number	1700051930088	Planned or recommended corrective action:
NCE Date	11/11/2023	staff at dispatch will be retrained on safe specimen handling and will be observed for a week.
Severity	2- moderate severe consequences	
Reporting Person	Open ELIS	Planned or recommended corrective preventive action or concurrent controls:
Reporting Date	15/11/2023	N/A
Reporting unit	Immunohistochemistry	Comments
Lab Order Number	DEV0123000000000026	None
Specimen(s)		
Laboratory Component where NCE took place	Personnel	
NCE Category	Sample	
NCE Type	Broken Tube/Container	

NCE Corrective Action form: Part 1- NCE Description

NCE Corrective Action Form: Part 2- Corrective Action Log

- For each discussion with staff regarding the NCE, enter the **Date of Discussion** and click **Add New Date** button. The date will appear above the entry field. You may enter more than one date of discussion.
- Enter text describing any **Corrective Action** taken and check the box next to the Action Type.
- Check the respective checkbox for **Action Type**.

- Enter the name of the **Person Responsible** for the corrective action and the Date Completed (the date the corrective action took place).

Note: Turnaround Time is automatically calculated.

- Click the **Save** button to record the corrective action in the log.

Corrective action log				
Date of discussion with NCE Staff 13/11/2023				
13/11/2023				
Add new date				
Corrective action	Action Type	Person responsible	Date Completed	Turnaround time
training for staff on safe specimen handling.	<input type="checkbox"/> Corrective Action <input checked="" type="checkbox"/> Preventive Action <input type="checkbox"/> Concurrent Control	Dr. Herman	14/11/2023	Nan days

Corrective Action Log

You may now navigate to a new page. When you need to add additional corrective actions to the log, repeat steps 1-5.

How to close a resolved NCE

When all corrective action has been completed and the lab manager considers the NCE to be resolved, the NCE report should be closed, per laboratory procedures.

- Select **Corrective Actions** from the menu under the Non-Conforming module

Ready For Validation
Awaiting Review
39

Orders Completed Today
Total Orders Completed Today
0

Partially Completed Today
Total Orders Completed Today
0

Select Corrective Actions

- Hover the mouse over the Non-Conforming Events tab and select **Corrective Actions**.

Visit New UI
Order
Patient
Non-Conforming Events
Workplan
Results
Validation
Reports
Admin
Help

Select Corrective Actions

- Select **Lab Number** or **NCE Number** as your search term and enter the number in the search field. Click the **Search** button.

OpenELIS 3 Test Server
Version: 2.8.1.8

Visit New UI | Order | Patient | Non-Conforming Events | Workplan | Results | Validation | Reports | Admin | Help

Nonconforming Event Corrective Action

NCE Number: 1700051930088 | Search | 6

Select Lab Number or NCE Number Enter and Search

- Scroll down to the **NCE Resolution** section.

Nonconforming Events Corrective Action

NCE Number	1700051930088	Planned or recommended corrective action:
NCE Date	11/11/2023	staff at dispatch will be retrained on safe specimen handling and will be observed for a week.
Severity	2- moderate severe consequences	Planned or recommended corrective preventive action or concurrent controls:
Reporting Person	Open ELIS	N/A
Reporting Date	15/11/2023	Comments
Reporting unit	Immunohistochemistry	
Lab Order Number	DEVO12300000000000026	
Specimen(s)		
Laboratory Component where NCE took place	Personnel	
NCE Category	Sample	
NCE Type	Broken Tube/Container	

Corrective action log

Date of discussion with NCE Staff: 13/11/2023 | Add new date

Corrective action	Action Type	Person responsible	Date Completed	Turnaround time
Conducted a full day training for staff on safe specimen handling	<input type="checkbox"/> Corrective Action <input checked="" type="checkbox"/> Preventive Action <input type="checkbox"/> Concurrent Control Action	Dr. Herman	14/11/2023	

NCE Resolution

Were the corrective actions and preventive/concurrent controls effective in solving the nonconforming event and preventing it from recurring? Yes No

Signature | Date Completed: dd/MM/yyyy | Save | 6 | Submit Resolved NCE | 7 | 8

Scroll to NCE Resolution Section

- If the corrective actions were sufficient to resolve the NCE, click the **Yes** radio-button and enter the **Date Completed** (the date the NCE was considered resolved).

NCE Resolution

Were the corrective actions and preventive/concurrent controls effective in solving the nonconforming event and preventing it from recurring? Yes No

Signature | Date Completed: 14/11/2023 | Save | 1 | 2 | 3 | Submit Resolved NCE | 4 | 5 | 6 | 7 | 8

Click Yes and Enter Date

- Click the **Submit Resolved NCE** button to close the NCE report. The report will be closed successfully.

NCE Resolution	
Were the corrective actions and preventive/concurrent controls effective in solving the nonconforming event and preventing it from recurring? <input checked="" type="radio"/> Yes <input type="radio"/> No	
Signature	Date Completed <u>14/11/2023</u>
<input type="button" value="Submit Resolved NCE"/> 3	

Click Submit

PART 12: ENTERING LAB TEST RESULTS

Once the samples and patients exist in the system, it is possible to record the results of analyzes made from the samples. It is at this stage that the lab technician plays an important role in the functioning of the information system. There are several ways to capture the results of laboratory tests for a patient: enter results by type of laboratory analysis, or search results by patient, lab number or the status of the analysis (conducted or not made).

This section includes the following guides:

- A. How to get to the results entry page.
- B. How to enter results.
- C. How to refer tests to an external laboratory for additional analysis.
- D. How to enter the results of tests referred to an external laboratory

All samples reported as non-compliant will have a red flag side of their results.

How to get to the results entry page

1. Hover the mouse over the hamburger icon and click to open the menu.

In Progress
Awaiting Result Entry
385

Ready For Validation
Awaiting Review
36

Orders Completed Today
Total Orders Completed Today
0

Partially Completed Today
Total Orders Completed Today
0

Orders Entered By User
Entered by user Today
0

Orders Rejected
Rejected By Lab Today
0

Un Printed Results
Un Printed Results Today
0

Incoming Orders
Electronic Orders
0

Access the OpenELIS menu

2. Hover the mouse and click on the drop-down menu under the Results module.

Order

Patient

Non-Conform

Workplan

Pathology

Immunohistochemistry

Cytology

Results ▼

Validation

Reports

Ready For Validation
Awaiting Review
39

Orders Completed Today
Total Orders Completed Today
0

Partially Completed Today
Total Orders Completed Today
0

Orders Rejected
Rejected By Lab Today
0

Un Printed Results
Un Printed Results Today
0

Incoming Orders
Electronic Orders
0

Click on Results Drop-down Menu

Results can be entered by

- A. Lab Unit.
- B. Patient.
- C. Laboratory Order Number.
- D. Range of Order Number
- E. Date sample was collected

IMPORTANT: If you select **Lab Unit**, all tests not yet resulted in that unit are displayed. If you select by **Patient** or by **Lab Number**, all tests for that patient or laboratory order will be displayed, including tests that already have results entered.

The screenshot shows a navigation menu on the left with sections for Immunohistochemistry, Cytology, and Results. Under Results, there are five options: By Unit, By Patient, By Order, By Range of Order numbers, and By Test Date. The 'By Unit' option is highlighted with a red box and circled with a red number '1'. To the right, four boxes show counts: Orders Rejected (0), Un Printed Results (0), and Incoming Orders (0). A large red box highlights the entire left sidebar.

Results Entry Options

How to enter results by unit

1. To enter results by Unit click on **By Unit** under the Results module.

The screenshot shows the 'By Unit' selection screen. On the left, a sidebar lists 'Workplan', 'Pathology', 'Immunohistochemistry', 'Cytology', and 'Results'. Under Results, 'By Unit' is selected and highlighted with a red box and circled with a red number '1'. The main area displays a dropdown menu with the message 'There are no records to display'. Below it is a search bar with placeholder text '0-0 of 0 items' and a page navigation bar showing '1 of 1 page'.

Click on By Unit

2. Click on the **Select Test Unit** drop-down menu.

The screenshot shows the 'Select Test Unit' search screen. At the top, it says 'Results'. Below is a search bar with 'Select Test Unit' placeholder text and a dropdown arrow icon circled with a red number '2'. A blue 'Search' button is below the bar. The main area displays a message 'There are no records to display'. At the bottom, there is a search bar with 'Items per page: 100' and a page navigation bar showing '1 of 1 page'.

Select Test Unit

3. Click the laboratory unit for which you want to enter results.

The screenshot shows the 'Results' page of the OpenELIS 3 Test Server. At the top, it says 'OpenELIS 3 Test Server Version: 2.8.1.11'. Below that is a search bar and a 'Results' section. On the left, there's a 'Search' panel with a dropdown menu titled 'Select Test Unit'. The dropdown list includes: Biochemistry, Hematology, Serology-Immunology, Immunology, Molecular Biology, Immunohistochemistry (which is highlighted with a red box and circled with a red number 3), Cytology, Serology, Virology, Parasitology, and Pathology. To the right of the dropdown, it says 'There are no records to display'. At the bottom right of the results area, there are page navigation controls: '1' (highlighted with a red box and circled with a red number 1), 'of 1 page', and arrows for navigating between pages.

Click on Laboratory Unit

4. Click on the Search button.

This screenshot shows the same 'Results' page as the previous one, but now the 'Search' field contains the text 'Immunohistochemistry'. The 'Search' button below the field is highlighted with a red box and circled with a red number 4.

Click Search

Upon clicking on the search button, the system will conduct a search for the selected unit and return the results in a tabular format that allows you to enter the results.

Note: A **Red Flag** next to an order indicates that either the sample or order has been reported for a non-conforming event.

OpenELIS 3 Test Server
Version: 2.8.1.11

Results

Search
Select Test Unit
Immunohistochemistry

 = Sample or Order is nonconforming or Test has been rejected

Sample Info	Test Date	Analyzer ...	Test Name	Normal Range	Accept	Result	Current Result	Notes
23-000-004-1 Test, Casey 9872361325, M, 01/06/1990	26/11/2023	MANUAL	Calretinin(Im...		<input type="checkbox"/>			
23-000-004-1 Test, Casey 9872361325, M, 01/06/1990	26/11/2023	MANUAL	Anti-CD10(Im...		<input type="checkbox"/>			
23-000-004-1 Test, Casey 9872361325, M, 01/06/1990	26/11/2023	MANUAL	Anti-Chromog...		<input type="checkbox"/>			

Searched Results

How to enter results by Patient

1. To enter results by Unit click on **By Patient** under the Results module.

Immunohistochemistry
Cytology
Results 
By Unit
By Patient 
By Order
By Range of Order numbers
By Test Date

	Test Date	Analyzer ...	Test Name	Normal R...	Accept	Result
100000246-1 04/05/2020	16/11/2023	MANUAL	Actin Smooth Muscl...		<input type="checkbox"/>	
100000246-1 04/05/2020	16/11/2023	MANUAL	Anti-CD10(Immuno...		<input type="checkbox"/>	

Click on By Patient

2. Type in the parameter to search the patient. This can be the **Patient Id, Previous Lab Number, Last Name or First Name**.

Results

Search

Patient Id

Previous Lab Number

Last Name

 2

First Name

Date of Birth

dd/mm/yyyy



Gender

Male Female

Patient Search Parameter

3. Click on the Search Button.

Results

Search

Patient Id

Previous Lab Number

Last Name

 Test

First Name

Date of Birth

dd/mm/yyyy



Gender

Male Female

External Search

Search

3

Click on Search

Upon clicking on the search button, the system will conduct a search for the patient and return matching results.

Patient Results						
	Last Name	First Name	Gender	Date Of Birth	Unique Health ID number	National ID
<input type="radio"/>	Test	Casey	M	01/06/1999	12345678910	9872361325
<input type="radio"/>	Test	Patient	F	04/05/2020	123456	132456789
<input type="radio"/>	test	test	M	18/08/1997	3434453532	sfdcdsc2ew23
<input type="radio"/>	test	test	M	19/08/1997	3434453532	sfdcdsc2ew23
<input type="radio"/>	test	test	M	18/08/1997	3434453532	sfdcdsc2ew23
Items per page: 5 ▾ 1–5 of 5 items					1 ▾ of 1 page	◀ ▶
There are no records to display						
Items per page: 100 ▾ 0–0 of 0 items					1 ▾ of 1 page	◀ ▶
Save						

Search Results

4. Click on the radio button next to the desired patient.

Patient Results						
	Last Name	First Name	Gender	Date Of Birth	Unique Health ID number	National ID
<input checked="" type="radio"/> 4	Test	Casey	M	01/06/1999	12345678910	9872361325
<input type="radio"/>	Test	Patient	F	04/05/2020	123456	132456789
<input type="radio"/>	test	test	M	18/08/1997	3434453532	sfdcdsc2ew23
<input type="radio"/>	test	test	M	19/08/1997	3434453532	sfdcdsc2ew23
<input type="radio"/>	test	test	M	18/08/1997	3434453532	sfdcdsc2ew23
Items per page: 5 ▾ 1–5 of 5 items					1 ▾ of 1 page	◀ ▶
There are no records to display						
Items per page: 100 ▾ 0–0 of 0 items					1 ▾ of 1 page	◀ ▶
Save						

Click on a Patient

Upon clicking on the desired patient, the system will expand a table format that allows you to enter the results. Use the scroll bar to navigate the page up and down so as to see all the tests for the patient which you can enter results.

Note: A **Red Flag**  next to an order indicates that either the sample or order has been reported for a non-conforming event.

OpenELIS 3 Test Server
Version: 2.8.1.11

	Last Name	First Name	Gender	Date Of Birth	Unique Health ID number	National ID
<input checked="" type="radio"/>	Test	Casey	M	01/06/1999	12345678910	9872361325
<input type="radio"/>	Test	Patient	F	04/05/2020	123456	132456789
<input type="radio"/>	test	test	M	18/08/1997	3434453532	sfdcdsc2ew23
<input type="radio"/>	test	test	M	19/08/1997	3434453532	sfdcdsc2ew23
<input type="radio"/>	test	test	M	18/08/1997	3434453532	sfdcdsc2ew23

Items per page: 5 ▾ 1–5 of 5 items 1 ▾ of 1 page ◀ ▶

= Sample or Order is nonconforming or Test has been rejected

Sample Info	Test Date	Analyzer ...	Test Name	Normal Range	Accept	Result	Current Result	Notes
-------------	-----------	--------------	-----------	--------------	--------	--------	----------------	-------

DEVO1230000000000000 67-1 Test, Casey 0877261325, M	26/11/2023	MANUAL	Hematocrit(Sa...)	40.0 - 52.0	<input type="checkbox"/>		
DEVO1230000000000000 67-1 Test, Casey 0877261325, M	26/11/2023	MANUAL	Medium corpus...	85.00 - 95.00	<input type="checkbox"/>		
DEVO1230000000000000 67-1 Test, Casey 0877261325, M	26/11/2023	MANUAL	TMCH(Sang to...)	27.00 - 31.00	<input type="checkbox"/>		
DEVO1230000000000000 67-1 Test, Casey 0877261325, M	26/11/2023	MANUAL	CMCH(Sang to...)	32.00 - 36.00	<input type="checkbox"/>		

Items per page: 20 ▾ 1–20 of 45 items 1 ▾ of 3 pages ◀ ▶

Save

Results Entry

How to enter results by Order

1. To enter results by Unit click on **By Order** under the Results module.

The screenshot shows the OpenELIS 3 Test Server dashboard. On the left, a sidebar menu is open under the 'Results' section, with 'By Order' highlighted and circled in red. The main area displays several summary boxes:

- Ready For Validation**: Awaiting Review (39)
- Orders Completed Today**: Total Orders Completed Today (0)
- Partially Completed Today**: Total Orders Completed Today (0)
- Orders Rejected**: Rejected By Lab Today (0)
- Un Printed Results**: Un Printed Results Today (0)
- Incoming Orders**: Electronic Orders (0)

Click on By Order

2. Enter the Accession number and click on the Search button.

The screenshot shows a search interface titled 'Results'. It includes a 'Search' section with a text input field containing 'DEV0123000000000026' and a 'Search' button below it. The 'Search' button is highlighted with a red box and circled in red, while the input field has a red circle around its right edge.

Enter Accession Number and Search

Upon clicking on the search button, the system will expand a table that allows you to enter the results. Use the scroll bar to navigate the page up and down so as to see all the tests for the patient which you can enter results.

Note: A **Red Flag** next to an order indicates that either the sample or order has been reported for a non-conforming event.

OpenELIS 3 Test Server
Version: 2.8.1.11

Results

Search
Enter Accession Number
DEV012300000000026

Search

 = Sample or Order is nonconforming or Test has been rejected

Sample Info	Test Date	Analyzer ...	Test Name	Normal Range	Accept	Result	Current Result	Notes
DEV012300000000000 0026-1 Test, Patient 122456700_E	23/06/2023	MANUAL	White Blood C...	4.50 - 13.00	<input type="checkbox"/>		26.00	

DEV012300000000000 0026-1 Test, Patient 122456700_E	26/11/2023	MANUAL	Lymphocytes (...)	1500.00 - 400...	<input type="checkbox"/>		
DEV012300000000000 0026-1 Test, Patient 122456700_E	26/11/2023	MANUAL	Monocytes (%...)	2.0 - 10.0	<input type="checkbox"/>		
DEV012300000000000 0026-1 Test, Patient 122456700_E	26/11/2023	MANUAL	Monocytes (A...)	0.00 - 1000.00	<input type="checkbox"/>		
DEV012300000000000 0026-1 Test, Patient 122456700_E	26/11/2023	MANUAL	Bioline(Sang t...)	Negative	<input type="checkbox"/>		

Items per page: 20 | 1–20 of 20 items | 1 of 1 page | Save

Results Entry

How to enter results by Range of Order Number

1. To enter results by Unit click on **By Range of Order Number** under the Results module.

Immunohistochemistry	00026					
Cytology						
Results						
By Unit						
By Patient						
By Order	000000026-1	Test Date	Analyzer ...	Test Name	Normal R...	Accept
By Range of Order numbers	1	04/05/2023	MANUAL	White Blood Cells C...	4.50 - 13.00	<input type="checkbox"/>
By Test Date						

Results By Range of Order numbers

2. Enter the range of the accession numbers in order to limit your search.
3. Click on the Search button.

Results

Search

From Accesion Number 2

To Accesion Number 3

4

Upon clicking on the search button, the system will expand a table that allows you to enter the results for the filtered accession number range. Use the scroll bar to navigate the page up and down so as to see all the tests for the patient which you can enter results.

Note: A Red Flag  next to an order indicates that either the sample or order has been reported for a non-conforming event.

OpenELIS 3 Test Server
Version: 2.8.1.11

Results

Search

From Accesion Number 2

To Accesion Number 3

4

 = Sample or Order is nonconforming or Test has been rejected

Sample Info	Test Date	Analyzer ...	Test Name	Normal Range	Accept	Result	Current Result	Notes
> DEV0123000000000000026-1 Test, Patient 4/05/2023	23/06/2023	MANUAL	White Blood Cells C...	4.50 - 13.00	<input type="checkbox"/>		26.00	

DEV01230000000000 0026-1 Test, Patient 123456789_E	26/11/2023	MANUAL	Monocytes (A...)	0.00 - 1000.00	<input type="checkbox"/>	
DEV01230000000000 0026-1 Test, Patient 123456789_E	26/11/2023	MANUAL	Bioline(Sang t...)	Negative	<input type="checkbox"/>	
Items per page: 20					1	of 6 pages

Result Entry

How to enter results By Test Date

1. To enter results by Unit click on **By Test Date** under the Results module.

Cytology	▼	Test Date	Analyzer ...	Test Name	Normal R...	Accept	Result
Results	^						
By Unit							
By Patient							
By Order							
By Range of Order numbers							
By Test Date	1	000000026-1 04/05/2020	23/06/2023 04/05/2020	MANUAL White Blood Cells C...	4.50 - 13.00	<input type="checkbox"/>	

Click on By Test Date

2. Enter any of the parameters in order to limit your search.

NOTE: Collection date and received date should be in the format dd/mm/yyyy.

3. Select the **Test Name, Test (Analysis)Status or Sample Status** from the respective drop-down lists. A results entry section will be expanded on the page.

Results

Search
Enter Collection Date

(2)

Enter Received Date

(3)

Select Test Name

(4)

Select Analysis Status

(5)

Select Sample Status

(6)

Search (7)

There are no records to display

Items per page: 100
0–0 of 0 items
1 of 1 page
< >

Save

Enter Parameters and Search

How to fill the result entry section.

The result entry section allows you to enter the results whether By Unit, By Patient, By order, By Range of Order Numbers or By Test Date. Each test displays the following information:**Lab Sample Info, Test Date, Analyzer, Test Name, Normal Range, Accept, Results, Current Result and Notes.** In this illustration, we shall demonstrate a **By Patient** result entry by following steps 1- 4 under [how to enter results by patient](#).

Upon clicking on the desired patient, the system will expand a table format that allows you to enter the results. Use the scroll bar to navigate the page up and down so as to see all the tests for the patient which you can enter results.

Patient Results

Last Name	First Name	Gender	Date Of Birth	Unique Health ID number	National ID
○ Test	Casey	M	01/06/1999	12345678910	9872361325
○ Test	Patient	F	04/05/2020	123456	132456789
○ test	test	M	18/08/1997	3434453532	sfdcdsc2ew23
● test	test	M	19/08/1997	3434453532	sfdcdsc2ew23
○ test	test	M	18/08/1997	3434453532	sfdcdsc2ew23

Items per page: 5 ▾ 1–5 of 5 items 1 ▾ of 1 page ◀ ▶

 = Sample or Order is nonconforming or Test has been rejected

Sample Info	Test Date	Analyzer ...	Test Name	Normal Range	Accept	Result	Current Result	Notes
DEV012300000000002 33-1 test, test ctrlrsc2ew23 M	26/11/2023	MANUAL	Histopatholog...		<input type="checkbox"/>			

Items per page: 20 ▾ 1–1 of 1 items 1 ▾ of 1 page ◀ ▶

Save

Results Fields

Note: The results entry columns from left to right include: **Lab Sample Info, Test Date, Analyzer, Test Name, Normal Range, Accept, Results, Current Result and Notes.**

1. In this illustration, we shall enter the results for the test by clicking on the Accept checkbox.

Patient Results

Last Name	First Name	Gender	Date Of Birth	Unique Health ID number	National ID
○ Test	Casey	M	01/06/1999	12345678910	9872361325
○ Test	Patient	F	04/05/2020	123456	132456789
○ test	test	M	18/08/1997	3434453532	sfdcdsc2ew23
● test	test	M	19/08/1997	3434453532	sfdcdsc2ew23
○ test	test	M	18/08/1997	3434453532	sfdcdsc2ew23

Items per page: 5 ▾ 1–5 of 5 items 1 ▾ of 1 page ◀ ▶

 = Sample or Order is nonconforming or Test has been rejected

Sample Info	Test Date	Analyzer ...	Test Name	Normal Range	Accept	Result	Current Result	Notes
DEV012300000000002 33-1 test, test sfdcdsc2ew23 M	26/11/2023	MANUAL	Histopatholog...		<input type="checkbox"/>			

Items per page: 20 ▾ 1–1 of 1 items 1 ▾ of 1 page ◀ ▶

Save

Click on Accept Checkbox

Note: The Accept checkbox should be clicked when the results are accepted unconditionally.

The Checkbox has the following expected uses;

- a. The test has been redone and the results is the same
- b. There is no results for the test but you do not want to cancel it.
- c. The results was changed and the laboratory technician wants to give the biologist the option to add a note during the validation step explaining the reason for the change.
- d. Click on **OK** on the pop-up dialogue if the test results are accepted unconditionally.

The screenshot shows the OpenELIS 3 Test Server interface. A modal dialog box is open, titled "oe3.openelis-global.org says". It contains instructions about accepting results unconditionally and lists three expected uses. One of these uses is highlighted with a red circle and the number "2". Below the text is a blue "OK" button, which is also circled with a red border.

Click Ok

Note: For numerical results, type in the result. For other types, select the result from the drop-down list or type the result in the text field area

2. Enter the Results in the results text field.

The screenshot shows the OpenELIS 3 Test Server interface. A modal dialog box is open, containing a note about nonconforming samples and a red arrow icon. The main interface shows a table with columns: Sample Info, Test Date, Analyzer ..., Test Name, Normal Range, Accept, Result, Current Result, and Notes. In the "Result" column for the first row, there is a text input field containing "200", which is circled with a red border and labeled with the number "3".

Enter Results

3. Leave a note explaining why you are taking the action above then click on the **Save** button.

= Sample or Order is nonconforming or Test has been rejected

fo	Test Date	Analyzer ...	Test Name	Normal Range	Accept	Result	Current Result	Notes
12300000000002	26/11/2023	MANUAL	Histopatholog...	<input checked="" type="checkbox"/>	200	200		Biologist to validate

Items per page: 20 1–1 of 1 items 1 of 1 page

Save (5)

Enter Notes and Click Save

A saved successful message will be displayed at the top of the page.



Saved Successfully

How to refer a test to another laboratory

1. If the technician identifies a reason for referring the sample to another laboratory for confirmatory or other additional testing, they will click on the > arrow on the test to expand the test referral section. In this illustration, a test from the previous section is used.

= Sample or Order is nonconforming or Test has been rejected

Sample Info	Test Date	Analyzer ...	Test Name	Normal Range	Accept	Result	Current Result	Notes
DEV01230000000002 33-1 test, test eforder?ow?2_M	26/11/2023	MANUAL	Histopatholog...	<input checked="" type="checkbox"/>	200	200		Biol

Items per page: 20 1–1 of 1 items 1 of 1 page

Save

Click on a Test to Expand Referral Section

2. Enter the **Method**, **Referral Reason**, **Institute**, **Test to perform** and **Sent Date** then click on the **Save** button.

fo

= Sample or Order is nonconforming or Test has been rejected

Test Date	Analyzer ...	Test Name	Normal Range	Accept	Result	Current Result	Notes
26/11/2023	MANUAL	Histopatholog...	200	<input checked="" type="checkbox"/>	200	200	Biologist to validate
Methods BIOCHE	Referral Reason Further testing requ...	Institute CEDRES	Test to Perform Histopathology exai...	Sent Date 11/21/2023			

Items per page: 20 ▾ 1–1 of 1 items 1 ▾ of 1 page

Save (7)

Enter Referral Details and Click Save

A saved successful message will be displayed at the top of the page.



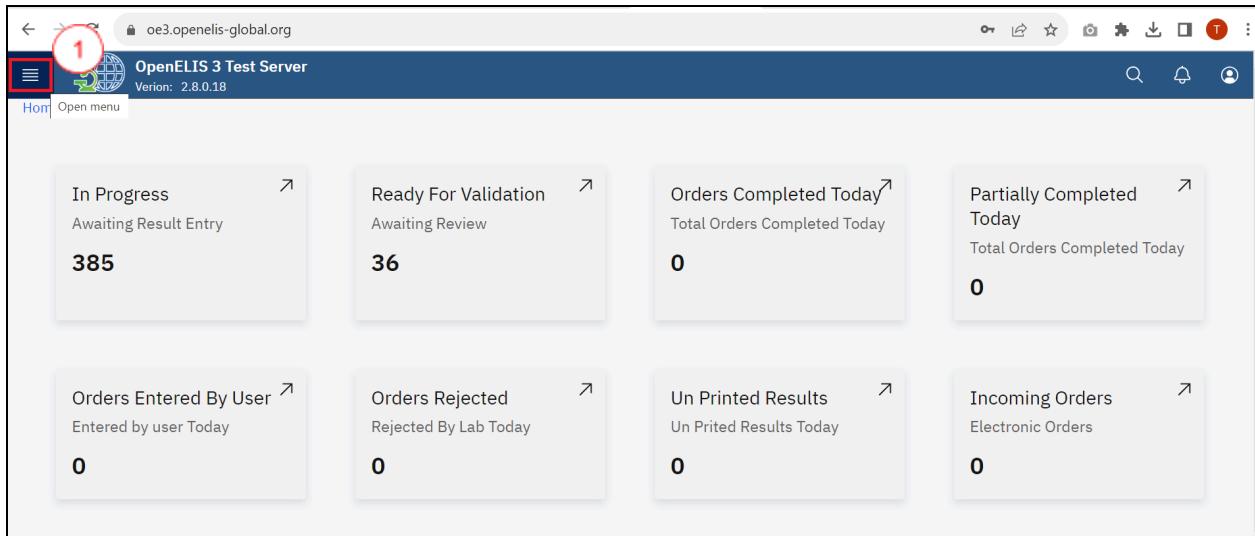
Saved Successfully

PART 13: RESULTS VALIDATION (BIOLOGICAL VALIDATION)

After results are entered by the lab technician, the biologist must review and validate the results. OpenELIS Global displays all results by laboratory unit, listed by laboratory number order. The biologist can then accept or reject the result. Accepted results appear on the patient report. Rejected results return to the lab unit for re-testing or other verification.

How to get to the results validation page

1. Hover the mouse over the hamburger icon and click to open the menu.



Access the OpenELIS menu

2. Hover the mouse and click on the drop-down menu under the Results module.

Pathology	42	0	Total Orders Completed Today 3
Immunohistochemistry			
Cytology			
Results			
Validation			
Reports			
Admin			
Billing			

Click on Validation dropdown Menu

Results can be validated through;

- a. Search by Routine.
- b. Search by Study
- c. Search by Order
- d. Search by Test Date
- e. Search by Order Numbers

How to validate results By Routine Search

1. To validate results routinely, click on **Search By Routine** under the Validation module.

The screenshot shows the 'Validation' dashboard. On the left, there's a sidebar with a red box around the 'Search By Routine' button, which is circled with a red number '1'. Below it are other search options: 'Search By Study', 'Search By Order', 'Search By Test Date', and 'By Range of Order numbers'. A 'Reports' dropdown is also present. To the right, three main sections are displayed: 'Orders Rejected' (Rejected By Lab Today) with a count of 0, 'Un Printed Results' (Un Printed Results Today) with a count of 0, and 'Incoming Orders' (Electronic Orders) with a count of 0.

Click Search By Routine

2. Click on the **Select Test Unit** drop-down menu.

The screenshot shows a search interface titled 'Validation'. It has a 'Search' field with 'Select Test Unit' placeholder text. Below the field is a blue 'Search' button. A red box highlights the search field, and a red circle with the number '2' highlights the search button.

Select Test Unit

3. Click the laboratory unit for which you want to validate results.

The screenshot shows a dropdown menu titled 'Select Test Unit' with a list of laboratory units. The units listed are: Biochemistry, Hematology, Serology-Immunology, Immunology, Molecular Biology, Immunohistochemistry, Cytology, Serology, Virology, Parasitology, and Pathology. The 'Immunohistochemistry' option is highlighted with a red box and circled with a red number '3'. On the left, there are 'Item' and 'Save' buttons. On the right, a message says 'There are no records to display' and there are navigation buttons for pages.

Click on Laboratory Unit

Note: Upon clicking on the laboratory unit, the system will conduct a search. A list of all the results ready for validation in the laboratory is displayed.

The screenshot shows the 'Validation' page of the OpenELIS 3 Test Server. At the top, there is a search bar with the placeholder 'Select Test Unit' and a dropdown menu set to 'Immunohistochemistry'. Below the search bar are three checkboxes: 'Sample or Order is nonconforming or Test has been rejected' (with a red arrow icon), 'Save All normal', 'Save All Results', and 'Retest All Tests'. The main content area displays a table of test results with the following columns: Sample Info, Test Name, Normal R..., Result, Save, Retest, and Notes. The table contains five rows, each with a sample ID, test name, result, and two empty checkboxes for 'Save' and 'Retest'. A red border highlights the entire table. At the bottom of the table, there are pagination controls: 'Items per page: 100', '1–5 of 5 items', '1 of 1 page', and navigation arrows.

Sample Info	Test Name	Normal R...	Result	Save	Retest	Notes
DE-V01230000000-000-218	Anti-CD 3(Immunohis...	ww3	<input type="checkbox"/>	<input type="checkbox"/>		
DE-V01230000000-000-218	Anti-CD 5(Immunohis...	ww4	<input type="checkbox"/>	<input type="checkbox"/>		
DE-V01230000000-000-261	Anti-ER(Immunohis...	popme	<input type="checkbox"/>	<input type="checkbox"/>		
DE-V01230000000-000-261	Anti-PR(Immunohis...	hecules	<input type="checkbox"/>	<input type="checkbox"/>		
DE-V01230000000-000-261	Anti-Ki67(Immunohis...	Bacteria	<input type="checkbox"/>	<input type="checkbox"/>		

Searched Results

4. If there are results that are within normal range of acceptance, you can check the box **Save All Normal** to validate the normal results on the page at once. Click on the **Save** button.

OpenELIS 3 Test Server
Version: 2.8.1.9

Validation

Search
Select Test Unit
Immunohistochemistry

Sample or Order is nonconforming or Test has been rejected 4 Save: All normal Save All Results Retest All Tests

Test Name	Normal R...	Result	Save	Retest	Notes	Past Notes
100-218	Anti-CD 3(Immuno...	ww3	<input type="checkbox"/>	<input type="checkbox"/>		
100-218	Anti-CD 5(Immuno...	ww4	<input type="checkbox"/>	<input type="checkbox"/>		
100-261	Anti-ER(Immunohis...	popme	<input type="checkbox"/>	<input type="checkbox"/>	External 16/11/2023 09:57 : Type comment	
100-261	Anti-PR(Immunohis...	hecules	<input type="checkbox"/>	<input type="checkbox"/>	Internal 16/11/2023 21:54 : noteb	
100-261	Anti-Ki67(Immunoh...	Bacteria	<input type="checkbox"/>	<input type="checkbox"/>		

Items per page: 100 | 1–5 of 5 items | 1 of 1 page | 5

Save

Save All Normal Results

The normal results will be validated and saved successfully.

OpenELIS 3 Test Server
Version: 2.8.1.9

Validation

Search
Select Test Unit
Immunohistochemistry

Sample or Order is nonconforming or Test has been rejected Save: All normal Save All Results Retest All Tests

✓ **Notification Message** X
Results have been validated successfully close notification

Normal Results Validated Successfully

5. If all results are valid, you can check the box **Save All Results** to validate all results on the page at once.

OpenELIS 3 Test Server
Version: 2.8.1.9

Validation

Search
Select Test Unit
Immunohistochemistry

4

= Sample or Order is nonconforming or Test has been rejected Save All normal Save All Results Retest All Tests

Sample Info	Test Name	Normal R...	Result	Save	Retest	Notes
DE-V0123000000-000-218	Anti-CD 3(Immuno...)	ww3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DE-V0123000000-000-218	Anti-CD 5(Immuno...)	ww4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DE-V0123000000-000-261	Anti-ER(Immunohis...)	popme		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DE-V0123000000-000-261	Anti-PR(Immunohis...)	hecules		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DE-V0123000000-000-261	Anti-Ki67(Immunoh...)	Bacteria		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Items per page: 100 ▾ 1–5 of 5 items 1 ▾ of 1 page

Save

Click Save Checkbox for Valid Result

6. If none of the results are valid, use the checkbox **Retest All Results** to reject all of the results at once.

OpenELIS 3 Test Server
Version: 2.8.1.9

Validation

Search
Select Test Unit
Immunohistochemistry

 = Sample or Order is nonconforming or Test has been rejected

Save All normal Save All Results Retest All Tests

Sample Info	Test Name	Normal R...	Result	Save	Retest	Notes
DE-V01230000000-000-218	Anti-CD 3(Immunohis...	ww3	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
DE-V01230000000-000-218	Anti-CD 5(Immunohis...	ww4	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
DE-V01230000000-000-261	Anti-ER(Immunohis...	popme	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
DE-V01230000000-000-261	Anti-PR(Immunohis...	hecules	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
DE-V01230000000-000-261	Anti-Ki67(Immunohis...	Bacteria	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

Items per page: 100 | 1–5 of 5 items | 1 of 1 page | < >

Save

Click Retest Checkbox for Invalid Result

Note: you can check the box under the appropriate column—Save for validate, Retest for reject—next to each test result.

- For valid results, enter any comments for the patient or provider that should accompany the test results. These comments will appear on the patient report. For invalid results, enter any comments for the lab technician regarding the validation of results and any required follow-up. These comments appear only for the lab and do not appear on the patient report.

OpenELIS 3 Test Server
Version: 2.8.1.9

Validation

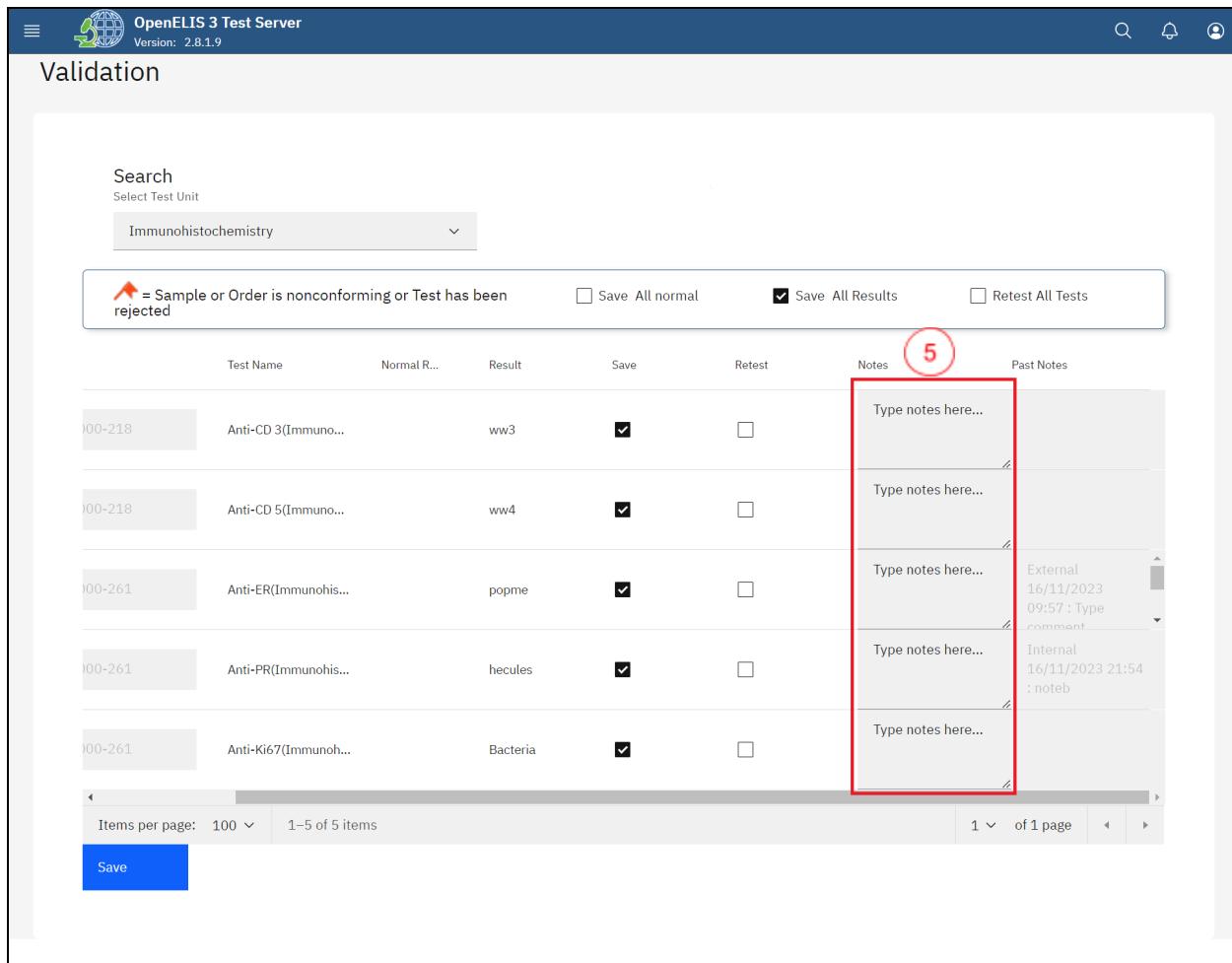
Search
Select Test Unit
Immunohistochemistry

⚠ = Sample or Order is nonconforming or Test has been rejected Save All normal Save All Results Retest All Tests

Test Name	Normal R...	Result	Save	Retest	Notes	Past Notes	
100-218 Anti-CD 3(Immuno... 100-218 Anti-CD 5(Immuno... 100-261 Anti-ER(Immunohis... 100-261 Anti-PR(Immunohis... 100-261 Anti-Ki67(Immunoh...	ww3 ww4 popme hecules Bacteria	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		5	Type notes here... Type notes here... Type notes here... Type notes here... Type notes here...	External 16/11/2023 09:57 : Type comment Internal 16/11/2023 21:54 : noteb

Items per page: 100 | 1–5 of 5 items | 1 of 1 page

Save



Enter Comments under Notes

The Past Notes are displayed in the last column.

OpenELIS 3 Test Server
Version: 2.8.1.9

Validation

Search
Select Test Unit
Immunohistochemistry

⚠ = Sample or Order is nonconforming or Test has been rejected

Test Name	Normal R...	Result	Save	Retest	Notes	Past Notes
100-218	Anti-CD 3(Immuno...)	ww3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Type notes here...	
100-218	Anti-CD 5(Immuno...)	ww4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Type notes here...	
100-261	Anti-ER(Immunohis...)	popme	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Type notes here...	External 16/11/2023 09:57 : Type comment
100-261	Anti-PR(Immunohis...)	hecules	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Type notes here...	Internal 16/11/2023 21:54 : noteb
100-261	Anti-Ki67(Immunoh...)	Bacteria	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Type notes here...	

Items per page: 100 | 1–5 of 5 items | 1 of 1 page | < >

Save

Past Notes

- Once you have entered all the results, go to the bottom of the page and click the **Save** button.

Test Name	Normal R...	Result	Save	Retest	Notes	Past Notes
100-218	Anti-CD 5(Immuno...)	ww4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Type notes here...	
100-261	Anti-ER(Immunohis...)	popme	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Type notes here...	External 16/11/2023 09:57 : Type comment
100-261	Anti-PR(Immunohis...)	hecules	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Type notes here...	Internal 16/11/2023 21:54 : noteb
100-261	Anti-Ki67(Immunoh...)	Bacteria	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Type notes here...	

Items per page: 100 | 1–5 of 5 items | 1 of 1 page | < >

Save (6)

Click Save

A successful message will be displayed at the top of the page.

The screenshot shows the OpenELIS 3 Test Server interface. At the top, it says "OpenELIS 3 Test Server Version: 2.8.1.9". Below that is a "Validation" section. On the right, there is a green notification box with a checkmark that reads "Notification Message Results have been validated successfully". A red box highlights this message. Below the message, there is a search bar with "Search Select Test Unit" and a dropdown menu showing "Immunohistochemistry". There is also a legend: a red arrow pointing up means "Sample or Order is nonconforming or Test has been rejected". Below the legend are buttons for "Save All normal" (unchecked), "Save All Results" (checked), and "Retest All Tests" (unchecked). A table follows with columns: Test Name, Normal R..., Result, Save, Retest, Notes, and Past Notes. The first row shows "100-218" in the Test Name column, "Anti-CD 3(Immuno..." in the Normal R... column, "ww3" in the Result column, and a checked "Save" button in the Save column. To the right of the table is a text input field with "Type notes here...".

Results Validated Successfully

How to validate results By Order

1. To validate results by order, click on **By Order** under the Validation module.

The screenshot shows the "Validation" module. On the left, there is a sidebar with four options: "Routine", "By Order" (which is highlighted with a red box and circled with a red number 1), "By Range of Order Numbers", and "By Date". To the right of the sidebar are three boxes: "Orders Rejected" (0), "Un Printed Results" (0), and "Electronic Orders" (0).

Click Order

2. Enter the accession number in the text box

The screenshot shows the "Validation" module. At the top, it says "OpenELIS 3 Test Server Version: 2.8.1.22". Below that is a search bar with "Enter Accession Number" and a text input field containing "DEV0123000000000258" (circled with a red number 2). Below the search bar is a blue "Search" button. A message "There are no records to display" is shown. At the bottom, there are pagination controls: "Items per page: 20" (with a dropdown arrow), "0-0 of 0 items", "1 of 1 page", and navigation arrows.

Enter accession number

3. Click on the **search** button.

The screenshot shows the OpenELIS 3 Test Server Validation page. At the top, it says "OpenELIS 3 Test Server Version: 2.8.1.22". Below that is a search bar with the accession number "DEV0123000000000258" entered. A blue "Search" button is highlighted with a red box and a circled "3". Below the search bar, a message says "There are no records to display". At the bottom, there are buttons for "Save" and "Items per page: 20".

Click search

Upon clicking on the search button, the system will conduct a search. A list of all the results ready for validation in the laboratory is displayed.

The screenshot shows the same validation page after a search. The "Search" button is now grayed out. Below it, a message says "Sample or Order is nonconforming or Test has been rejected". A table displays one result: "DEV0123000000000258" with test name "AMACR (p504 s)(Im...)" and result "tested". There are checkboxes for "Save All normal", "Save All Results", and "Retest All Tests". The "Save" button is highlighted with a red box. At the bottom, there are buttons for "Save" and "Items per page: 20".

Searched Results

4. If there are results that are within normal range of acceptance, you can check the box **Save All Normal** to validate the normal results on the page at once. Click on the **Save** button.

Search
Enter Accession Number 20/23
DEV0123000000000258

Search

= Sample or Order is nonconforming or Test has been rejected **4** Save All normal Save All Results Retest All Tests

Sample Info	Test Name	Normal Range	Result	Save	Retest	Notes	Past Notes
<input type="checkbox"/> DEV0123000000000258	AMACR (p504 s)(Im...		tested	<input type="checkbox"/>	<input type="checkbox"/>		Internal 09:16 here e: 16/11

Items per page: 20 1–1 of 1 items 1 of 1 page

Save **5**

Save All Normal Results

The normal results will be validated and saved successfully.

OpenELIS 3 Test Server Version: 2.8.1.22

Search
Enter Accession Number 20/23
DEV0123000000000258

Search

= Sample or Order is nonconforming or Test has been rejected Save All normal Save All Results Retest All Tests

Sample Info	Test Name	Normal Range	Result	Save	Retest	Notes	Past Notes
<input type="checkbox"/> DEV0123000000000258	AMACR (p504 s)(Im...		tested	<input type="checkbox"/>	<input type="checkbox"/>		Internal 09:16 here e: 16/11

Items per page: 20 1–1 of 1 items 1 of 1 page

Save

Notification Message
Results have been validated successfully

Normal Results Validated Successfully

5. If all results are valid, you can check the box **Save All Results** to validate all results on the page at once then click on the **Save** button.

Search
Enter Accession Number 20/23

DEV01230000000000258

Search

 = Sample or Order is nonconforming or Test has been rejected Save All normal **4** Save All Results Retest All Tests

Sample Info	Test Name	Normal Range	Result	Save	Retest	Notes	Past Notes
<input type="checkbox"/> DEV01230000000000258	AMACR (p504 s)(Im...		tested	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Internal 09:16 here e: 16/11

Items per page: 20 1–1 of 1 items 1 of 1 page

Save **5**

Save all results

6. If none of the results are valid as illustrated below, use the checkbox **Retest All Results** to reject all of the results at once.

Search
Enter Accession Number 20/23

DEV01230000000000258

Search

 = Sample or Order is nonconforming or Test has been rejected Save All normal Save All Results **4** Retest All Tests

Sample Info	Test Name	Normal Range	Result	Save	Retest	Notes	Past Notes
<input type="checkbox"/> DEV01230000000000258	AMACR (p504 s)(Im...		tested	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Internal 09:16 here e: 16/11

Items per page: 20 1–1 of 1 items 1 of 1 page

Save

Click Retest Checkbox for Invalid Result

Note: you can check the box under the appropriate column—Save for validate, Retest for reject—next to each test result.

7. For valid results, enter any comments for the patient or provider that should accompany the test results. These comments will appear on the patient report. For invalid results,

enter any comments for the lab technician regarding the validation of results and any required follow-up. These comments appear only for the lab and do not appear on the patient report.

The screenshot shows a laboratory result entry interface. At the top, there is a search bar with the accession number 'DEV0123000000000258' and a 'Search' button. Below the search bar is a note: '⚠ = Sample or Order is nonconforming or Test has been rejected'. There are checkboxes for 'Save All normal', 'Save All Results', and 'Retest All Tests'. The main table has columns: Sample Info, Test Name, Normal Range, Result, Save, Retest, Notes, and Past Notes. A row shows 'DEV0123000000000258' for Sample Info, 'AMACR (p504 s)(Im...' for Test Name, 'tested' for Result, and checked 'Save' and 'Retest' buttons. The 'Notes' column contains a red box with the number '5' circled in red. The 'Past Notes' column shows a truncated text: 'Intern 09:16 here e: 16/11'. At the bottom, there are buttons for 'Save' and 'Items per page: 20'.

Enter Comments under Notes

The Past Notes are displayed in the last column. Use the horizontal scroll bar to scroll.

This screenshot is similar to the one above, showing the same laboratory result entry interface. The 'Notes' column contains a red box with the number '5' circled in red. The 'Past Notes' column shows a truncated text: 'Intern 09:16 here e: 16/11'. A red arrow points to the horizontal scroll bar in the 'Past Notes' column, indicating where to scroll for more information. The rest of the interface is identical to the first screenshot.

Past notes

8. Once you have entered all the results, go to the bottom of the page and click the **Save** button.

Search
Enter Accession Number 20/23

DEV0123000000000258

Search

⚠ = Sample or Order is nonconforming or Test has been rejected

Save All normal Save All Results Retest All Tests

Sample Info	Test Name	Normal Range	Result	Save	Retest	Notes	Past Notes
<input type="checkbox"/> DEV0123000000000258	AMACR (p504 s)(Im...)		tested	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Intern 09:16 here e 1/6/14

Items per page: 20 1–1 of 1 items 1 of 1 page

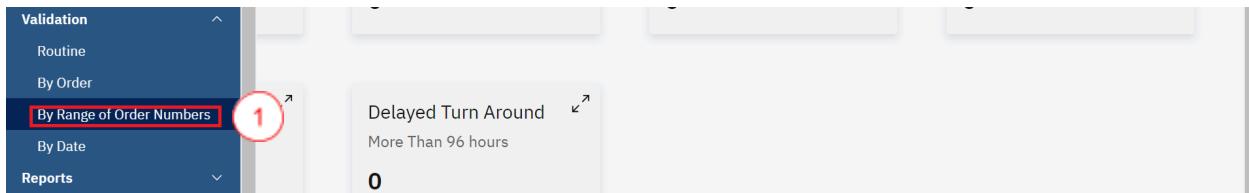
Save (6)

Click Save

A successful message will be displayed at the top of the page.

How to validate results By Range of Order Numbers

1. To validate results by order, click on **By Range of Order Numbers** under the Validation module.



Click by range of order numbers

2. Enter the laboratory number to load the next 99 records starting at that laboratory number

Validation

Search
Load Next 99 Records Starting at Lab Number 20/23

DEV0123000000000233 (2)

Search

Enter laboratory number

3. Click on the **Search** button

Validation

Search
Load Next 99 Records Starting at Lab Number 20/23
DEV01230000000000233

Search (3)

Click search

Upon clicking on the search button, the system will conduct a search. A list of all the results ready for validation in the laboratory is displayed.

OpenELIS 3 Test Server
Version: 2.8.1.22

Validation

Search
Load Next 99 Records Starting at Lab Number 20/23
DEV01230000000000233

Search

⚠ = Sample or Order is nonconforming or Test has been rejected

Save All normal Save All Results Retest All Tests

Sample Info	Test Name	Normal Range	Result	Save	Retest	Notes	Past Notes
<input type="checkbox"/> DEV01230000000000233	Histopathology exa...	200	<input type="checkbox"/>	<input type="checkbox"/>			Internal Biologist
<input type="checkbox"/> DEV01230000000000256	White Blood Cells C...	55.00	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> DEV01230000000000257	Histopathology exa...	0	<input type="checkbox"/>	<input type="checkbox"/>			Internal Biologist
<input type="checkbox"/> DEV01230000000000258	AMACR (p504 s)(Im...	tested	<input type="checkbox"/>	<input type="checkbox"/>			Internal 09:16 : 1 here exp... 1/1/2021

Items per page: 50 ▾ 1–4 of 4 items 1 ▾ of 1 page

Save

Searched Results

4. If there are results that are within normal range of acceptance, you can check the box **Save All Normal** to validate the normal results on the page at once. Click on the **Save** button.

Search
Load Next 99 Records Starting at Lab Number 20/23
DEV0123000000000233
Search

= Sample or Order is nonconforming or Test has been rejected

Sample Info	Test Name	Normal Range	Result	Save	Retest	Notes	Past Notes
<input type="checkbox"/> DEV0123000000000233	Histopathology exa...	200	<input type="checkbox"/>	<input type="checkbox"/>			Internal Biologist
<input type="checkbox"/> DEV0123000000000256	White Blood Cells C...	55.00	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> DEV0123000000000257	Histopathology exa...	0	<input type="checkbox"/>	<input type="checkbox"/>			Internal Biologist
<input type="checkbox"/> DEV0123000000000258	AMACR (p504 s)(Im...	tested	<input type="checkbox"/>	<input type="checkbox"/>			Internal 09:16 : There exp 16/11/20

Items per page: 50 ▾ 1–4 of 4 items 1 ▾ of 1 page ◀ ▶ 16/11/20

Save (5)

Save All Normal Results

The normal results will be validated and saved successfully.

5. If all results are valid, you can check the box **Save All Results** to validate all results on the page at once then click on the **Save** button.

Sample Info Test Name Normal Range Result Save Retest Notes Past Notes

<input type="checkbox"/> DEV01230000000000233	Histopathology exa...	200	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Internal Biologist
<input type="checkbox"/> DEV01230000000000256	White Blood Cells C...	55.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Internal Biologist
<input type="checkbox"/> DEV01230000000000257	Histopathology exa...	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Internal Biologist
<input type="checkbox"/> DEV01230000000000258	AMACR (p504 s)(Im...	tested	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Internal 09:16 : T here exp 16/11/0

Items per page: 50 1–4 of 4 items 1 of 1 page

Save **5**

Save all results

- If none of the results are valid as illustrated below, use the checkbox **Retest All Results** to reject all of the results at once.

Sample Info Test Name Normal Range Result Save Retest Notes Past Notes

<input type="checkbox"/> DEV01230000000000233	Histopathology exa...	200	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Internal Biologist
<input type="checkbox"/> DEV01230000000000256	White Blood Cells C...	55.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Internal Biologist
<input type="checkbox"/> DEV01230000000000257	Histopathology exa...	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Internal Biologist
<input type="checkbox"/> DEV01230000000000258	AMACR (p504 s)(Im...	tested	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Internal 09:16 : T here exp 16/11/0

Items per page: 50 1–4 of 4 items 1 of 1 page

Click Retest Checkbox for Invalid Result

Note: you can check the box under the appropriate column—Save for validate, Retest for reject—next to each test result.

- For valid results, enter any comments for the patient or provider that should accompany the test results. These comments will appear on the patient report. For invalid results, enter any comments for the lab technician regarding the validation of results and any

required follow-up. These comments appear only for the lab and do not appear on the patient report.

Sample Info		Test Name	Normal Range	Result	Save	Retest	Notes	Past Notes
<input type="checkbox"/> DEV01230000000000233	Histopathology exa...		200	<input type="checkbox"/>	<input checked="" type="checkbox"/>			Internal Biolog
<input type="checkbox"/> DEV01230000000000256	White Blood Cells C...		55.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>			Internal Biolog
<input type="checkbox"/> DEV01230000000000257	Histopathology exa...		0	<input type="checkbox"/>	<input checked="" type="checkbox"/>			Internal Biolog
<input type="checkbox"/> DEV01230000000000258	AMACR (p504 s)(Im...		tested	<input type="checkbox"/>	<input checked="" type="checkbox"/>			Internal 09/16 here explain 16/11/2023

Items per page: 50 | 1–4 of 4 items | 1 of 1 page | < >

Enter Comments under Notes

The Past Notes are displayed in the last column. Use the horizontal scroll bar to scroll.

Sample Info	Test Name	Normal Range	Result	Save	Retest	Notes	Past Notes
DEV01230000000000233	Histopathology exa...		200	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Internal 26/1 Biologist to va
DEV01230000000000256	White Blood Cells C...		55.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Internal 16/1 Biologist to va
DEV01230000000000257	Histopathology exa...		0	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Internal 05/1 09/16 : Type v here explain 16/11/2023
DEV01230000000000258	AMACR (p504 s)(Im...		tested	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

Past notes

- Once you have entered all the results, go to the bottom of the page and click the **Save** button.

File Info		Test Name	Normal Range	Result	Save	Retest	Notes	Past Notes
J	DEV01230000000000233	Histopathology exa...		200	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Internal 26/11/ Biologist to validate
J	DEV01230000000000256	White Blood Cells C...		55.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Internal 16/11/ Biologist to validate
J	DEV01230000000000257	Histopathology exa...		0	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Internal 16/11/ Biologist to validate
J	DEV01230000000000258	AMACR (p504 s)(Im...		tested	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Internal 05/11/ 09:16 : Type your explanation here explain. 16/11/2023 09:16

Items per page: 50 ▾ 1–4 of 4 items 1 ▾ of 1 page ◀ ▶

Save (6)

Click save

How to validate results By Test Date

1. To validate results routinely, click on **Search By Test Date** under the Validation module.

Validation		Test Name	Normal R...	Result	Save	Retest	Notes
Search By Routine	000000033	COVID-19 PCR(Res...	Any value	Inval ▾	<input type="checkbox"/>	<input type="checkbox"/>	
Search By Study							
Search By Order							
Search By Test Date							
By Range of Order numbers							

-99–0 of 1 items 1 ▾ of 1 page ◀ ▶

Click Search By Test Date

2. Enter the **Date** from the calendar and click on the **Search** button..

OpenELIS 3 Test Server		Version: 2.8.1.9	Q	Bell	Profile
Validation					
<div style="border: 1px solid #ccc; padding: 10px;"> Search Enter Test Date <input type="text" value="15/11/2023"/> (2) <input type="button" value="Search"/> (3) </div>					

Select Data from Calendar

Upon clicking on the search button, the system will conduct a search. A list of all the results ready for validation is displayed.

The screenshot shows the OpenELIS 3 Test Server interface. At the top, there is a header with the server name and version: "OpenELIS 3 Test Server Version: 2.8.1.9". Below the header, the page title is "Validation". On the left, there is a "Search" section with a date input field set to "15/11/2023" and a "Search" button. To the right of the search section, there is a message: "⚠ = Sample or Order is nonconforming or Test has been rejected". Below this message, there is a table with the following columns: "Sample Info", "Test Name", "Normal R...", "Result", "Save", "Retest", and "Notes". A single row is shown in the table, with the "Sample Info" cell containing "DE-V01230000000-000-084", the "Test Name" cell containing "COVID-19 PCR(Spu...)", the "Normal R..." cell containing "Any value", the "Result" cell containing "SARS", and the "Save" and "Retest" checkboxes both checked. The entire row is highlighted with a red border. At the bottom of the table, there is a pagination control showing "Items per page: 100" and "1–1 of 1 items". A "Save" button is located at the bottom left of the table area.

Searched Results

3. If there are results that are within normal range of acceptance, you can check the box **Save All Normal** to validate the normal results on the page at once. Click on the **Save** button.

The screenshot shows the OpenELIS 3 Test Server validation interface. At the top, it says "Validation". Below that is a search bar with a date set to "14/11/2023". A "Search" button is highlighted with a red circle labeled "4". Below the search area is a note: "👉 = Sample or Order is nonconforming or Test has been rejected". To the right of this note are three checkboxes: "Save All normal" (checked), "Save All Results" (unchecked), and "Retest All Tests" (unchecked). The main table has columns: Sample Info, Test Name, Normal R..., Result, Save, Retest, and Notes. One row is shown with "DE-V0123000000-000-033" in the Sample Info column, "COVID-19 PCR(Res..." in the Test Name column, and "Any value" in the Result column. The "Save" button at the bottom left is highlighted with a red circle labeled "5".

Save All Normal Results

The normal results will be validated and saved successfully.

The screenshot shows the same validation interface as before, but now with a green notification message box in the top right corner. The message says "Notification Message" with a checkmark icon and "Results have been validated successfully". The rest of the interface is identical to the previous screenshot.

Normal Results Validated Successfully

4. If all results are valid, you can check the box **Save All Results** to validate all results on the page at once.

OpenELIS 3 Test Server
Version: 2.8.1.9

Validation

Search
Enter Test Date
14/11/2023

Search

= Sample or Order is nonconforming or Test has been rejected Save All normal Save All Results Retest All Tests

Sample Info	Test Name	Normal R...	Result	Save	Retest	Notes
DE-V0123000000-000-033	COVID-19 PCR(Res...	Any value	RETE <input type="button" value=""/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Items per page: 100 1–1 of 1 items 1 of 1 page

Save

Click Save All Results Checkbox for Valid Result

The Results column has a drop-down menu that allows you to select the result.

Search

= Sample or Order is nonconforming or Test has been rejected Save All normal Save All Results Retest All Tests

Test Name	Normal R...	Result	Save	Retest	Notes	Past Notes
0000-000-033	COVID-19 PCR(Res...	Any value	RETE <input type="button" value=""/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Items per page: 100 1–1 of 1 items 1 of 1 page

Save

Results Drop-down menu

5. If none of the results are valid as illustrated below, use the checkbox **Retest All Results** to reject all of the results at once.

OpenELIS 3 Test Server
Version: 2.8.1.9

Validation

Search
Enter Test Date
14/11/2023

Search

= Sample or Order is nonconforming or Test has been rejected Save All normal Save All Results Retest All Tests

Sample Info	Test Name	Normal R...	Result	Save	Retest	Notes
DE-V0123000000-000-033	COVID-19 PCR(Res...	Any value	RETE <input type="button" value=""/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Items per page: 100 1–1 of 1 items 1 of 1 page

Save

Click Retest Checkbox for Invalid Result

Note: you can check the box under the appropriate column—Save for validate, Retest for reject—next to each test result.

6. For valid results, enter any comments for the patient or provider that should accompany the test results. These comments will appear on the patient report. For invalid results, enter any comments for the lab technician regarding the validation of results and any required follow-up. These comments appear only for the lab and do not appear on the patient report.

Enter Test Date
14/11/2023

Search

= Sample or Order is nonconforming or Test has been rejected Save All normal Save All Results Retest All Tests

Test Name	Normal R...	Result	Save	Retest	Notes	Past Notes
0-033	COVID-19 PCR(Res...	Any value	RETE <input type="button" value=""/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Enter notes here

Items per page: 100 1–1 of 1 items 1 of 1 page

Save

Enter Comments under Notes

The Past Notes are displayed in the last column.

The screenshot shows the 'Validation' page of the OpenELIS 3 Test Server. At the top, there is a search bar with a date field set to '14/11/2023'. Below the search bar is a blue 'Search' button. To the right of the search bar is a note: '👉 = Sample or Order is nonconforming or Test has been rejected'. There are three checkboxes: 'Save All normal' (unchecked), 'Save All Results' (unchecked), and 'Retest All Tests' (checked). The main table has columns for 'Test Name', 'Normal R...', 'Result', 'Save', 'Retest', 'Notes', and 'Past Notes'. A row is shown for test ID '0-033' with 'COVID-19 PCR(Res...' as the name, 'Any value' as the result, and 'RETE' as the save status. The 'Notes' and 'Past Notes' columns both contain the placeholder text 'Enter notes here'. A red box highlights the 'Past Notes' column. At the bottom of the table are pagination controls: 'Items per page: 100' (selected), '1–1 of 1 items', '1 of 1 page', and navigation arrows. A blue 'Save' button is located at the bottom left of the table area.

Past Notes

- Once you have entered all the results, go to the bottom of the page and click the **Save** button.

The screenshot shows the same 'Validation' page as the previous one, but now the 'Save' button at the bottom left of the table area is highlighted with a red box and circled with the number 6. The rest of the interface is identical to the first screenshot.

Click Save

A successful message will be displayed at the top of the page.

The screenshot shows the OpenELIS 3 Test Server interface. At the top, it says "OpenELIS 3 Test Server Version: 2.8.1.9". Below that, a "Validation" section has a search bar with "Enter Test Date" and a date input set to "14/11/2023". A blue "Search" button is below the date input. To the right of the search area, there is a green notification box with a checkmark icon and the text "Notification Message Results have been validated successfully". At the bottom of the validation section, there is a note: "⚠ = Sample or Order is nonconforming or Test has been rejected" followed by three checkboxes: "Save All normal", "Save All Results", and "Retest All Tests", with the last one being checked.

Results Validated Successfully

PART 14: REPORT

Various reports are available in OpenELIS Global. They are grouped into three categories:

- Individual Patient Report.
- Aggregate Reports.
- Management Reports

The reports available depend on your local configuration.

CATEGORY	REPORT
Individual Patient Report	Patient Test Results Report “Patient Status Report”
Aggregate Report	Summary of All Tests
	Summary of HIV test
Management Report	Activity Reports
	Referred Tests Report Non Conformity Events Report
	Delayed Validation Report Audit Trail Report

There are two guides to producing reports:

- How to generate the Patient Results Report.
- How to generate a Study Report
- How to generate all other report

How to get to the results validation page and generate a report by routine.

- Hover the mouse over the hamburger icon and click to open the menu.

The screenshot shows the OpenELIS 3 Test Server homepage. At the top left is a blue hamburger menu icon. A red circle with the number '1' is drawn around it. The page title is 'OpenELIS 3 Test Server Version: 2.8.0.18'. Below the title are several status boxes:

- In Progress**: Awaiting Result Entry, 385
- Ready For Validation**: Awaiting Review, 36
- Orders Completed Today**: Total Orders Completed Today, 0
- Partially Completed Today**: Total Orders Completed Today, 0
- Orders Entered By User**: Entered by user Today, 0
- Orders Rejected**: Rejected By Lab Today, 0
- Un Printed Results**: Un Printed Results Today, 0
- Incoming Orders**: Electronic Orders, 0

Access the OpenELIS menu

- Hover the mouse and click on the drop-down menu under the Reports module.

The screenshot shows the same OpenELIS 3 Test Server homepage as before, but now with a red circle and the number '2' drawn around the 'Reports' item in the left-hand navigation dropdown menu. The dropdown menu also includes items like Order, Patient, Non-Conform, Workplan, Pathology, Immunohistochemistry, Cytology, Results, Validation, and Reports.

Click on Report dropdown Menu

- Select Routine.

Workplan	Awaiting Review 35	Total Orders Completed Today 5	Today Total Orders Completed Today 0
Pathology			
Immunohistochemistry			
Cytology			
Results			
Validation			
Reports			
Routine	3		
Study			

Click on Routine

4. Click on the **Patient Status Report** drop-down menu.

OpenELIS 3 Test Server
Version: 2.8.1.9

- Patient Status Report (4)
- Aggregate Reports
- Rejection Report
- Activity Report
- Referred Tests Report
- Non conformity Reports
- Delayed Validation
- Audit Trail
- Export Routine CSV file

Click Patient Status Report Drop-down Menu

5. Click on report

OpenELIS 3 Test Server
Version: 2.8.1.9

- Patient Status Report (5)
- Aggregate Reports
- Rejection Report
- Activity Report
- Referred Tests Report
- Non conformity Reports
- Delayed Validation
- Audit Trail
- Export Routine CSV file

Click Patient Status Report

6. For a single laboratory order: Enter or scan the laboratory number in the **From** field.

Select Report Values

Patient Status Report

Generate a report or range of reports by Order Number / Lab Number

Scan or Enter Manually - For a single report, leave the box at the right empty

From:	132456 (6)	To:	
-------	------------	-----	--

Enter or Scan Lab/Order Number

7. Click the **Generate printable version** button. A PDF version of the report will appear in a new browser window.

7

Click Generate

8. For a contiguous range of laboratory orders by number: Enter or scan the starting laboratory number in the **From** field and enter or scan the ending laboratory number in the **To** field.

Select Report Values

Patient Status Report

Generate a report or range of reports by Order Number / Lab Number

Scan or Enter Manually. For a single report, leave the box at the right empty.

From To 6

Enter Range of Laboratory Orders

9. Click the **Generate printable version** button. A PDF version of the report will appear in a new browser window.

7

Click Generate

10. For a single patient's entire order history: Enter the **Patient ID** in the **From** field.

Generate All Reports for a Client

Search for the patient via previous lab number, Patient ID (which can be either Unique Health ID number or national ID) or other fields.

Lab No.:

Patient ID: 6

Last Name:

First Name:

Date of Birth (dd/mm/yyyy): Gender: Search 7

Enter Patient ID and Search

11. Upon clicking on the Search button, the search results will return a matching patient with a selected radio-button.
12. Click the **Generate printable version** button. A PDF version of the report will appear in a new browser window.

Generate All Reports for a Client

Search for the patient via previous lab number, Patient ID (which can be either Unique Health ID number or national ID) or other fields.

Lab No :	Type search here...	
Patient ID :	12345678910	
Last Name :	Type search here...	
First Name :	Type search here...	
Date of Birth (dd/mm/yyyy):	Type search here...	
Gender:	<input type="button" value="Search"/>	<input type="button" value="External Search"/>

	Last Name	First Name	Gender	Date of Birth	Unique Health ID number	National ID
<input checked="" type="radio"/> Test	Casey	M	01/06/1999	12345678910	9872361325	

Generate Reports By Site

Site Name:

ward/dep/unit:

Generate reports by result date or by order date. Result date will show only reports with results. If you select only reports with results, all reports where all tests are in progress will not be generated.

Only Reports with results

Date Type

Start Date (dd/mm/yyyy) End Date (dd/mm/yyyy)

8

Click Generate

13. To generate reports by site, select the **Site Name**, you can check the check box for **Only Reports with results**, select the **Date Type** from the drop-down menu, enter the **Start** and **End Date** and click on **Generate printable version**. A PDF version of the report will appear in a new browser window.

Generate Reports By Site

Site Name: 1

ward/dep/unit: 2

Generate reports by result date or by order date. Result date will show only reports with results. If you select only reports with results, all reports where all tests are in progress will not be generated.

Only Reports with results 3

Date Type 4

Start Date (dd/mm/yyyy) End Date (dd/mm/yyyy)

5

Generate Reports By Site

How to generate all other reports.

1. Hover the mouse over the hamburger icon and click to open the menu.

In Progress
Awaiting Result Entry
385

Ready For Validation
Awaiting Review
36

Orders Completed Today
Total Orders Completed Today
0

Partially Completed Today
Total Orders Completed Today
0

Orders Entered By User
Entered by user Today
0

Orders Rejected
Rejected By Lab Today
0

Un Printed Results
Un Printed Results Today
0

Incoming Orders
Electronic Orders
0

Access the OpenELIS menu

2. Hover the mouse and click on the drop-down menu under the Reports module.

Order

Patient

Non-Conform

Workplan

Pathology

Immunohistochemistry

Cytology

Results

Validation

Reports

Ready For Validation
Awaiting Review
35

Orders Completed Today
Total Orders Completed Today
5

Partially Completed Today
Total Orders Completed Today
0

Orders Rejected
Rejected By Lab Today

Un Printed Results
Un Printed Results Today

Incoming Orders
Electronic Orders

Click on Report dropdown Menu

3. Click on either **Routine** or **Study**.

Cytology

Results

Validation

Reports

Routine

Study

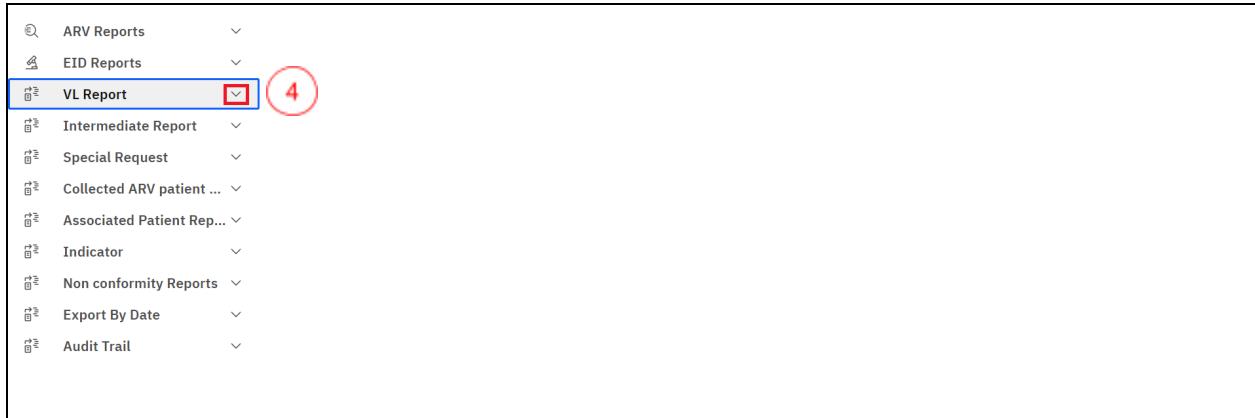
First Name

Gender

Male Female

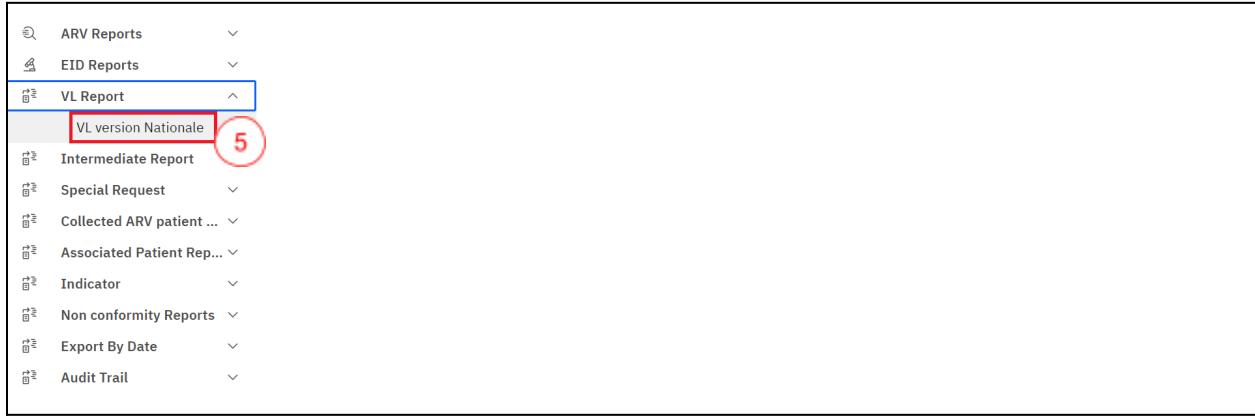
Click on Study

4. Click on the drop-down menu for desired.



Click Drop-down Menu

5. Click on a report.



Click on a Report

6. Enter the search parameters. In this illustration, the last name is entered and the search button is clicked.

Select Report Values

Viral Load
Generate a report or range of reports by Order Number / Lab Number
Scan or Enter Manually. For a single report, leave the box at the right empty
From [] To []

Generate All Reports for a Client
Search for the patient via previous lab number, Patient ID (which can be either Unique Health ID number or national ID) or other fields.

Search

Lab No :	Type search here...
Patient ID :	Type search here...
Last Name :	Test
First Name :	Type search here...
Date of Birth (dd/mm/yyyy):	Type search here...
Gender:	[]
<input type="button" value="Search"/>	

Generate Reports By Site

Site Name:	[]
ward/dept/unit:	[]
Generate reports by result date or by order date. Result date will show only reports with results. If you select only reports with results, all reports where all tests are in progress will not be generated.	
<input type="checkbox"/> Only Reports with results	
Date Type [Result Date]	

Enter Patient ID and Search

- Click on the radio-button against the desired patient to select the patient. Click the **Generate printable version** button. A PDF version of the report will appear in a new browser window.

Search

Lab No :	Type search here...
Patient ID :	Type search here...
Last Name :	Test
First Name :	Type search here...
Date of Birth (dd/mm/yyyy):	Type search here...
Gender:	[]
<input type="button" value="Search"/> <input type="button" value="External Search"/>	

	Last Name	First Name	Gender	Date of Birth	Unique Health ID number	National ID
<input checked="" type="radio"/>	Test	Casey	M	01/06/1999	12345678910	9872361325
<input type="radio"/>	Test	Patient	F	04/05/2020	123456	132456789
<input type="radio"/>	test	test	M	18/08/1997	3434453532	sfdcdsc2ew23
<input type="radio"/>	test	test	M	19/08/1997	3434453532	sfdcdsc2ew23
<input type="radio"/>	test	test	M	18/08/1997	3434453532	sfdcdsc2ew23

Generate Reports By Site

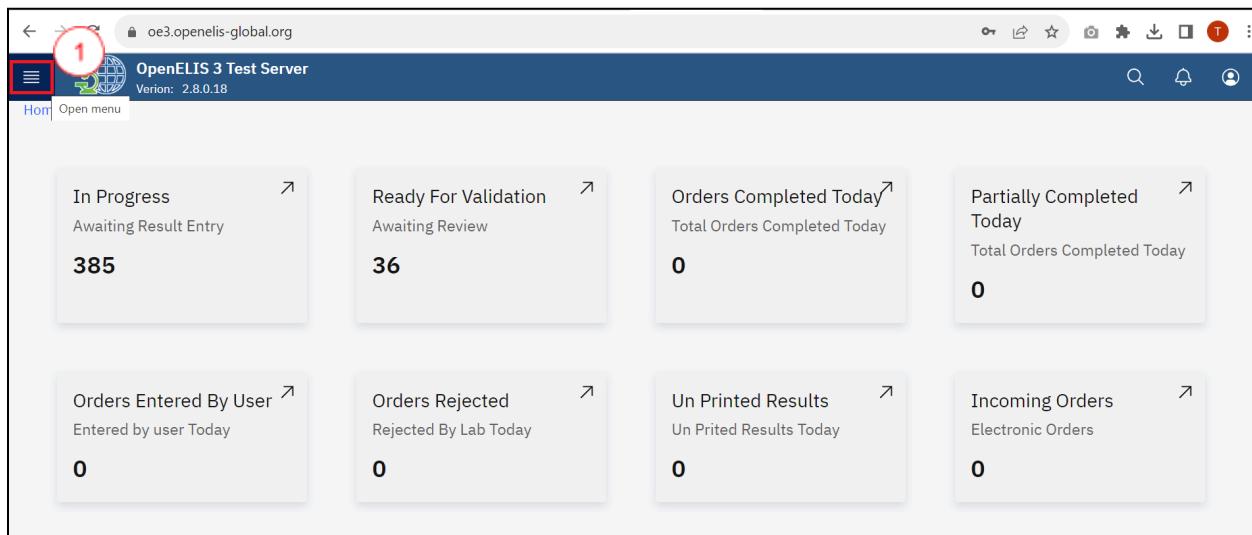
Site Name:	[]
ward/dept/unit:	[]
Generate reports by result date or by order date. Result date will show only reports with results. If you select only reports with results, all reports where all tests are in progress will not be generated.	
<input type="checkbox"/> Only Reports with results	
Date Type [Result Date]	
Start Date (dd/mm/yyyy) [] End Date (dd/mm/yyyy) []	
<input type="button" value="Generate printable version"/>	

Click on Patient and Generate Printable Version

PART 15: HELP

How to access the user manual

1. Hover the mouse over the hamburger icon and click to open the menu.



Access the OpenELIS menu

3. Hover the mouse and click on the drop-down menu under the Help module.



Click help drop-down menu

4. Click on the **User Manual** to access the user manual



Click manual

How to access process documentation.

1. Click **VL Form** under process documentation to access the form.



Click VL form

A portable document format (PDF) will be opened for the VL Form

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MINISTERE DE LA SANTE
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REPUBLIQUE DE COTE D'IVOIRE
UNION - DISCIPLINE - TRAVAIL.

FICHE DE DEMANDE DE LA CHARGE VIRALE

DONNEES SITE

REGION SANITAIRE :

DISTRICT SANITAIRE :

NOM DE L'ETABLISSEMENT :

CODE ETABLISSEMENT : |__|__|_|__|

IDENTITE PATIENT

CODE PATIENT : |__|__|_|__|_|__|_|__|_|__|_|__|_|__|

Date de naissance : (jj/mm/aaaa) : |__|_|_|__|_|_|__|_|_|_|
(Notifier dans les cases xx/xx/yyyy, si la date est incomplue)

Age : Sexe : Masculin |__| Féminin |__|
Grossesse |__| Allaitement |__|

DONNEES CLINIQUES

Type de VIH : VIH-1 : |__| VIH-2 : |__| VIH-1 et VIH-2 : |__|

VL form

2. To download the form, click on the download icon at the top right.

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UNION - DISCIPLINE - TRAVAIL.

FICHE DE DEMANDE DE LA CHARGE VIRALE

DONNEES SITE

REGION SANITAIRE :

DISTRICT SANITAIRE :

NOM DE L'ETABLISSEMENT :

CODE ETABLISSEMENT : |__|__|_|__|

IDENTITE PATIENT

CODE PATIENT : |__|__|_|__|_|__|_|__|_|__|_|__|

Date de naissance : (jj/mm/aaaa) : |__|_|_|__|_|_|__|_|_|_|
(Notifier dans les cases xx/xx/yyyy, si la date est incomplue)

Age : Sexe : Masculin |__| Féminin |__|
Grossesse |__| Allaitement |__|

DONNEES CLINIQUES

Type de VIH : VIH-1 : |__| VIH-2 : |__| VIH-1 et VIH-2 : |__|

Download form

3. To print the form, click on the printer icon at the top of the top right.

FICHE DEMANDE CHARGE VIRALE_VF_25102016.pdf

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FICHE DE DEMANDE DE LA CHARGE VIRALE

DONNEES SITE

REGION SANITAIRE :

DISTRICT SANITAIRE :

NOM DE L'ETABLISSEMENT :

CODE ETABLISSEMENT : |__|__|_|__|

IDENTITE PATIENT

CODE PATIENT : |__|__|__|__|_|__|__|_|__|__|

Date de naissance : (jj/mm/aaaa) : |__|_|_|__|_|_|__|_|_|_|

(Notifier dans les cases xx/xx/xxxx, si la date est inconnue)

Age : Sexe : Masculin |__| Féminin |__|

Grossesse |__| Allaitement |__|

DONNEES CLINIQUES

Type de VIH : VIH-1 : |__| VIH-2 : |__| VIH-1 et VIH-2 : |__|

Print form

4. Click **VL Form** under process documentation to access the form.

Help		More Than 96 hours
User Manual		0
Process Documentation		
- VL Form		
- DBS Form		

Click VL form

A portable document format (PDF) will be opened for the VL Form

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Ministère de la Santé et
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DIAGNOSTIC PRECOCE DE L'INFECTION A VIH CHEZ L'ENFANT

Fiche de Prélèvement et d'Identification

DBS / PCR

Date de prélèvement (jj/mm/aaaa)..... / / / / /

Code du Site / / /

Nom du Site

Numéro DBS de l'enfant..... **DBS -** / / - / /
 Initial étude Code site Numéro d'ordre de l'enfant

Numéro d'identification de l'enfant sur le site.....

Numéro de Laboratoire.....

Rang de la PCR ?
 $I = 1^{\text{ère}} \text{ PCR}$ $2 = 2^{\text{ème}} \text{ PCR}$

Motif d'une seconde PCR.....

$3 = \text{PCR après résultat Indéterminé}$
 $7 = \text{Non Applicable pour une } 1^{\text{ère}} \text{ PCR}$

DBS form

5. To download the form, click on the download icon at the top right.

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DIAGNOSTIC PRECOCE DE L'INFECTION A VIH CHEZ L'ENFANT

Fiche de Prélèvement et d'Identification

DBS / PCR

Date de prélèvement (jj/mm/aaaa)..... / /
 Code du Site
 Nom du Site
 Numéro DBS de l'enfant **DBS -** -
 Numéro d'identification de l'enfant sur le site
 Numéro de Laboratoire.....
 Rang de la PCR ?
 Motif d'une seconde PCR.....
I = PCR en confirmation de la 1^{re} PCR positive
2 = PCR réalisée 6 semaines après arrêt d'allaitement
3 = PCR après résultat Indéterminé
7 = Non Applicable pour une 1^{re} PCR

Print form

- To print the form, click on the printer icon at the top right.

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Union - Discipline - Travail

DIAGNOSTIC PRECOCE DE L'INFECTION A VIH CHEZ L'ENFANT

Fiche de Prélèvement et d'Identification

DBS / PCR

Date de prélèvement (jj/mm/aaaa)..... / /
 Code du Site
 Nom du Site
 Numéro DBS de l'enfant **DBS -** -
 Numéro d'identification de l'enfant sur le site
 Numéro de Laboratoire.....
 Rang de la PCR ?
 Motif d'une seconde PCR.....
I = PCR en confirmation de la 1^{re} PCR positive
2 = PCR réalisée 6 semaines après arrêt d'allaitement
3 = PCR après résultat Indéterminé
7 = Non Applicable pour une 1^{re} PCR

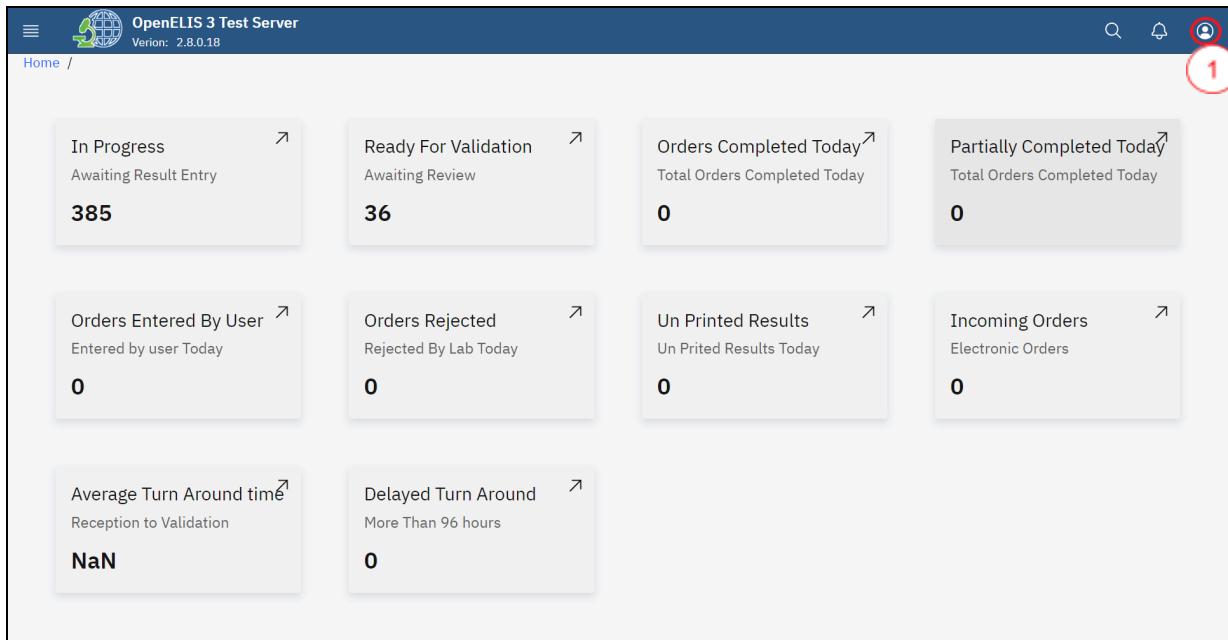
Print form

PART 16: LOGGING OUT OF OPENELIS

How to logout of your OpenELIS session

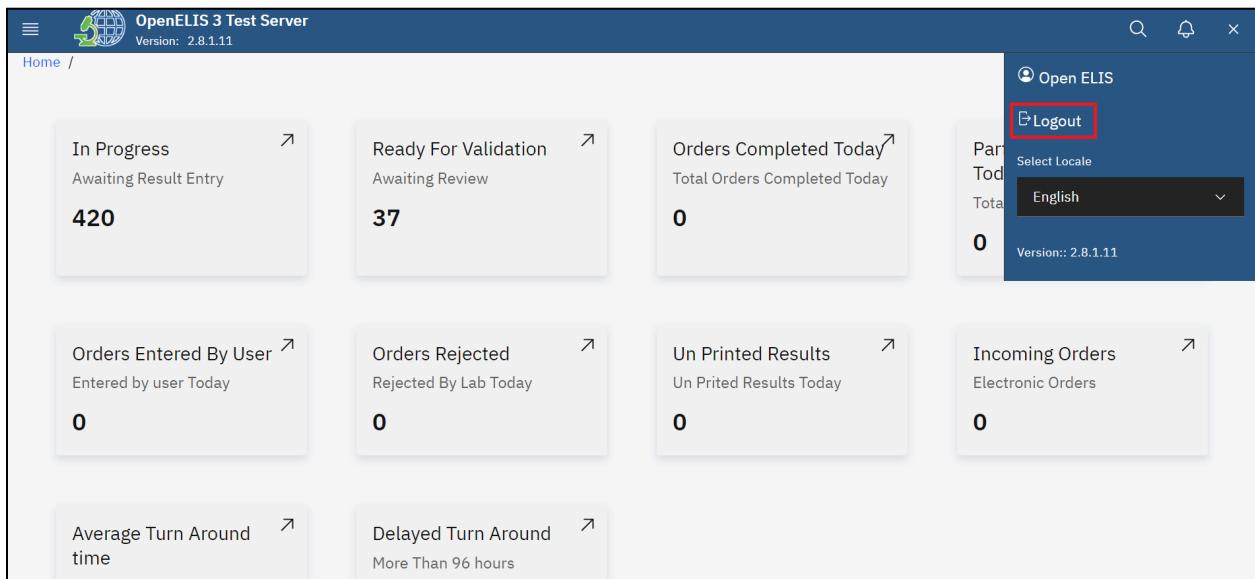
- To logout from your OpenELIS session, hover the mouse to the top right corner and click

on the profile icon



Accessing Logout

- Click on the logout menu option. Upon successful logout, you will be navigated to the login



Logout

