 **RETRIEVING PATIENT RESULTS**

To ***find specific patient*** – type name in *S****earch***bar on top right of screen and click “Find Patient”. Requires at least 4 letters of last name - branches to individual patient files (*Patient* tab). Choose patient from list displayed. Advanced search - includes sorts for DOB, PID, SS#

Patient Tab -

1. **Summary page** – individual patient file with list of recent requisitions.

* Click on **Date** under recent requisitions to VIEW results – click on printer icon at top of report and then “print current report” to print. Click view Summary Box to return to list of available results.
* Can also click on **PDF icon** C:\Users\cheryl.a.church\Pictures\pdf icon.png to VIEW or PRINT patient report - move mouse to bottom of report when viewing for printing option.
* Click on *Recent Requisitions* header and choose *Recent Tests* to change display to test list – choosing any test will display results for all tests ordered on that requisition.
* Click on **View All** to display list of reqs for patient similar to “New Results” listing in Message Center.
* Hover over “**i**” icon for list of tests/result status/flags on requisition
* Click on *Report ID* to VIEW patient results at bottom of page – to print report, click printer icon at top right of sort bar and choose “print current report”

**2. Flowsheets –** displays individual analyte results across page by activity date - helpful to track trends

* Click on “Flowsheets/Graphs” in green menu bar. Patient results will be displayed by individual analyte across the page. Default display is newest to oldest, displaying only activity days.
* Date range for display can be changed at “From” and “To” prompts under Date setting.
* *Filters* can be applied to specify the tests to displayed on flowsheet
* Choose desired filter from pull down list at ***Filter*** and click GO – screen will recompile and display only tests defined for that filter
* Click on *Exit <> filter* (under Go) to remove filter and re-display all results.
* New filters can be created by choosing “New Filter” and defining desired sorts.

**3.** **FAX** **Reports** – choose “Compose Fax” icon in blue patient communication bar at top right of page

* Enter name of fax recipient. Click on icon beside prompt to open list of saved recipients
  + Click on recipient name to edit info, click on bubble beside name to choose, click add
  + Use alphabetical tabs along the side to quickly find recipient
  + Click on blue “add to favorites” to add new entry to list – don’t enter as Dr. John Smith but as Smith,John. Entries are stored alphabetically.
  + Add free text subject and choose reason for disclosure (HIPPA)
  + Click “add attachments” and choose report(s) to be faxed by clicking on box to left of desired report – click attach selected
  + Free text box at bottom of page is to include any other info to be relayed to physician – i.e. last dosage/test result.
  + Click send.
* From main patient summary page – click on “Sent Messages” and change to “Sent Faxes” to display date/name/number of fax recipient. Click on individual recipient to open details of fax.

\*\*Sprocket symbol C:\Users\cheryl.a.church\Pictures\sproket.png – configures view on summary page – If info is not being displayed (i.e. Recent Requisitions list is missing), click on sprocket symbol and restore view.

Message Center Tab

***New Lab Results Link***: click for recent results list of all patients for account – displays most recent to oldest by collection date (default sort). Clicking on headers will re-sort report by patient name/doctor – alphabetical.

* Status icons beside req# - legend displayed at bottom of new results page

Red triangle – out of range Red stop sign/3 exclamations – critically outside range

Gold box/exclamation – advisory message i.e. TIQ/TNP/Cancels

See report – interpretive comment on result

* Hover over **“i”** icon for list of tests – includes result status/flags on requisition
* Click on **REQ #** to VIEW patient results at bottom of page (remain in queue) – to print report -click printer icon top right of sort bar and choose “print current report”
* Click on **PDF file** C:\Users\cheryl.a.church\Pictures\pdf icon.png to PRINT results – move mouse to bottom of report to print (remain in queue)
* Click on **Patient Name** to branch to patient file (*Patient* tab) for list of all patient’s results.
* Print **multiple patients** – select box(es) on far left – click printer icon top right of sort bar –

choose “Print selected reports”

* Print **ALL reports in queue** - click printer icon top right of sort bar- click “print listed reports”
* Abnormal results highlighted in red on view report/ blue in PDF view/ bolded on printed report
* Change number reports displayed per page by clicking on the view drop down menu
* Change Filters: choose to limit report view – finals/out range/specific date range
  + Active filter will be displayed if defined – click clear filter to remove

**Reports Tab** – allows reporting sortsfor specific date ranges, physicians, report status, patient

* To queue multiple reports on individual patient at once: enter patient name and click search
  + List of patient’s reqs will display at bottom of screen.
  + Click box to left of accession to choose reports to be printed
  + Click on printer icon and choose “print selected reports”