Manual for the "Biologist" category

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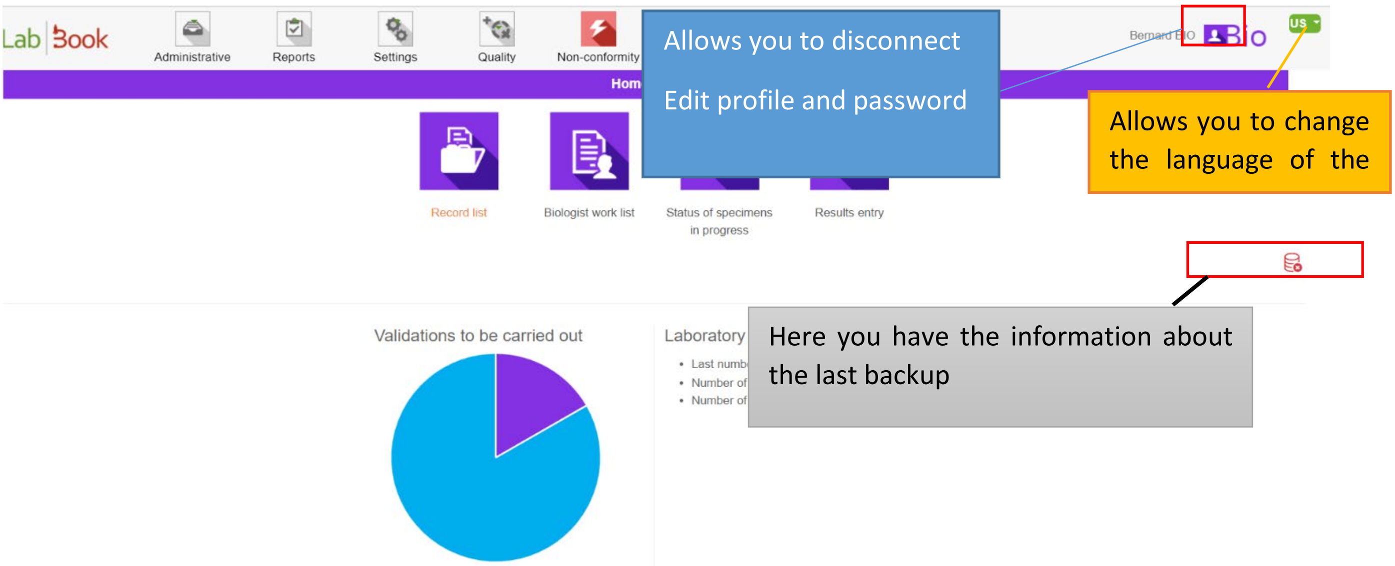
Foreword

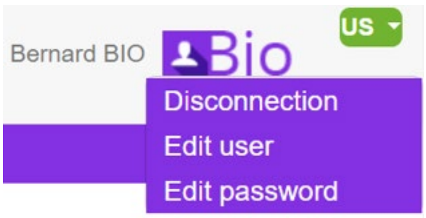
This manual presents the elements of LabBook accessible to a person with "biologist" rights. If you do not have access to any of the actions via your interface, please contact your administrator so that these rights can be assigned to you.

For a biologist's work to be finalized for LabBook, the analysis result must be validated biologically. Once this validation is done, a report appears to provide feedback to the patient.

Home page

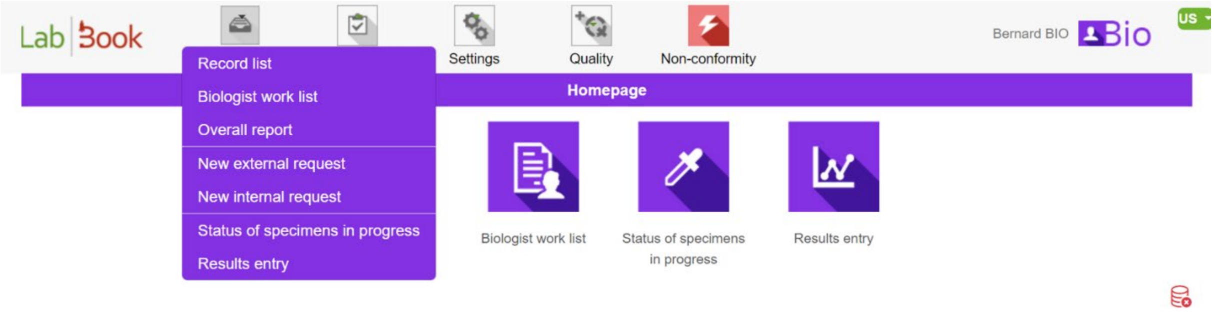


By hovering the mouse cursor over the icon next to your name, you have the option to log out, edit your profile and password:

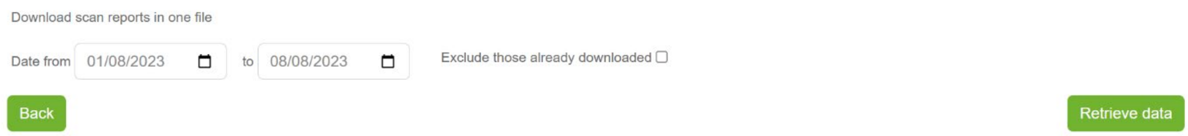


- Disconnection: Allows you to leave the application by closing your account.
- Edit user : Allows you to edit your profile information (login, first name, last name, ...)
- Edit password: Here you can change your password

This home page allows you to directly access the file entry and work lists for your profile.



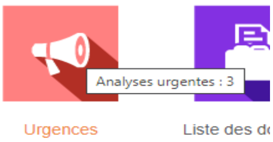
The "Overall Report" submenu allows you to download all the reports in a single pdf file. You have the possibility to specify a date and also "Exclude those already downloaded".



For the use of the functions "Results entry" and "Current sample status", please refer to the Manual for the "Technician" category.

Emergency management

If you see the logo  on your home screen, it means that some files have analyses to be done urgently. By moving the mouse over this logo, the software will indicate the number of analyses concerned:

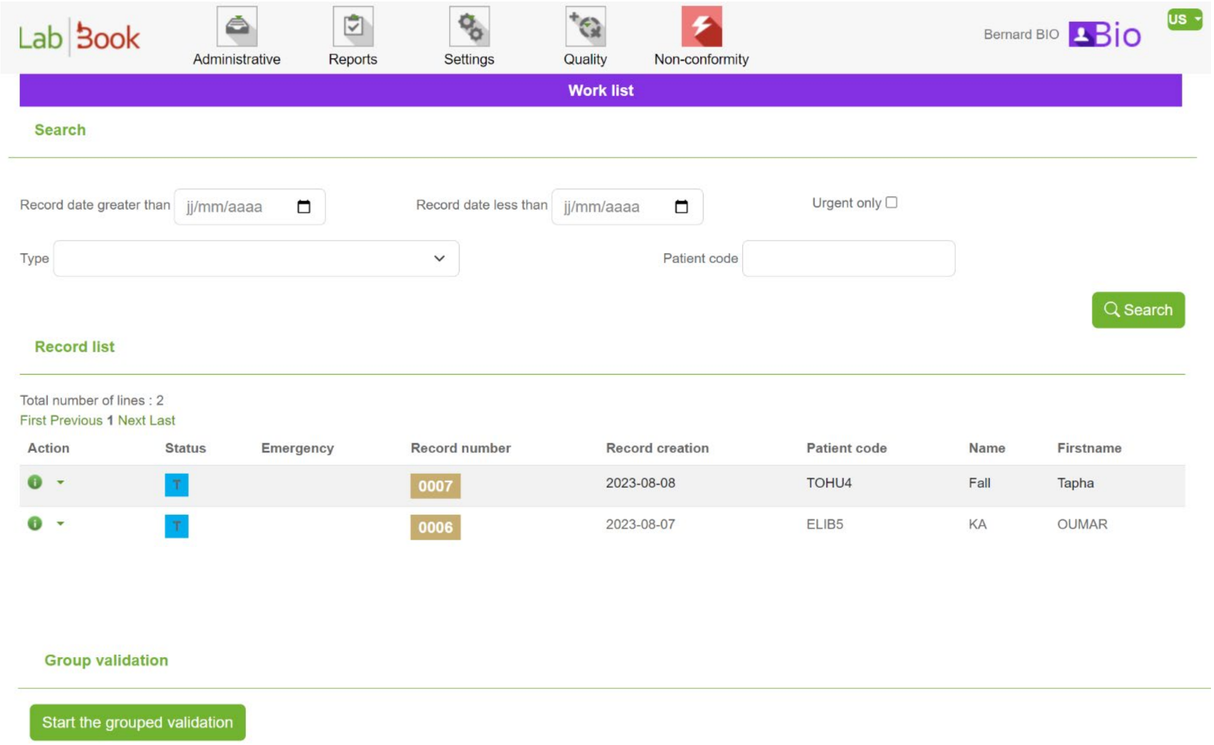


You have the list of these analyses in urgency by clicking on the icon "Urgencies".

Biologist work list

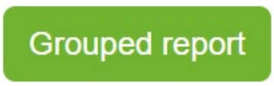
(In the "Administrative" menu or directly on the "Biologist work list" icon on the home page)

This list shows you the files that require your intervention. This list allows you to make a grouped biological validation by clicking on the button “Start the grouped validation” : that is to say that the files will be linked to each other to allow you to validate them directly one after the other.

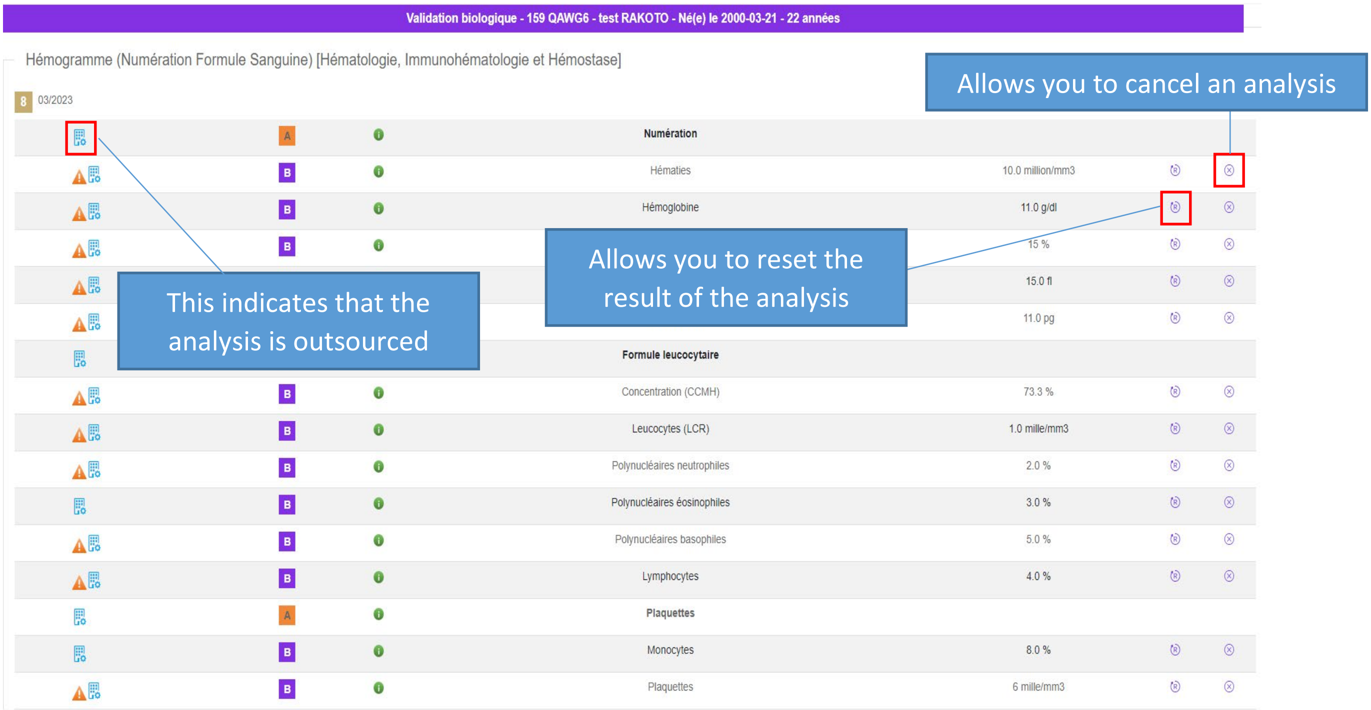


Group validation

The grouped validation allows you to link the validations for the files requiring an action from you. You will therefore enter each file to validate it. Once this is done, you will move on to the next file. At the end of all the validations, a grouped printout will be possible using the button :

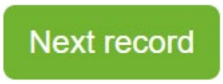


(Which can be found at the bottom left of the page)



Once the validation is done, you can :

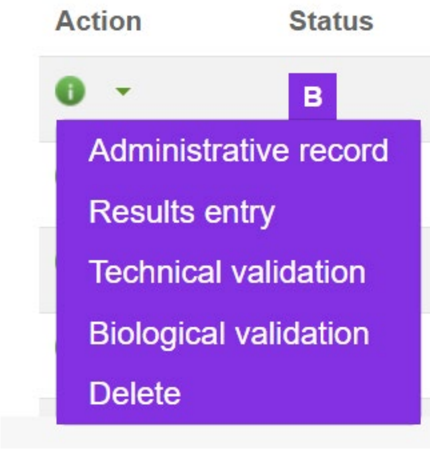
- Add new analyses if you think additional analyses are needed, by the option at the bottom of the page;

- Go to the next folder with the button  (at the end of the page and on the right)

The report is generated on each page at this location:

And by clicking on this link, you have the possibility to download and print the report. You can see the number of downloads of the report with the number (..) after the Model result.

Validation by file

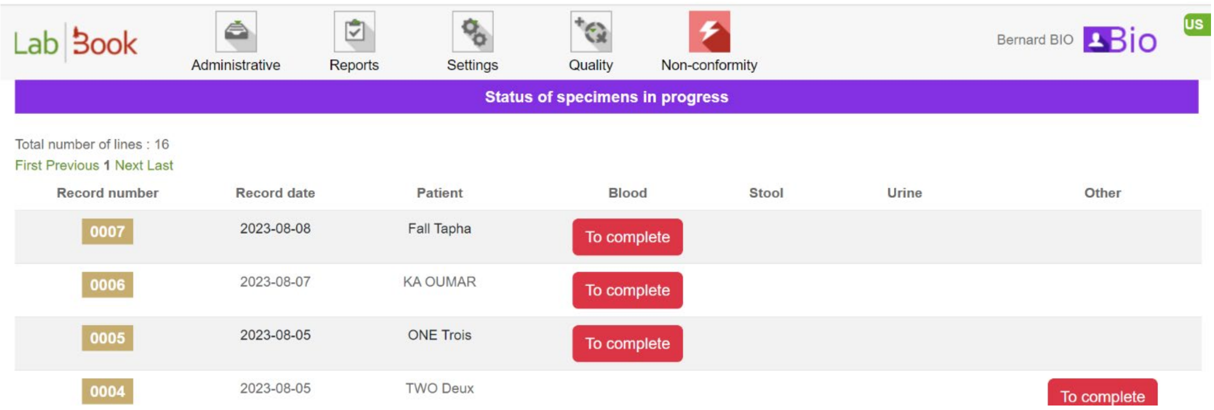


For each folder, in the "Action" column, click on the down arrow next to the "i" icon, you will have several choices:

- "Administrative file": allows you to view the information entered when the file was registered. It also allows you to print an invoice or to reprint a report.
- "Biological validation": allows the biological validation of the recorded results and the output of an associated report.
- "Delete" : BE CAREFUL ! This allows you to delete a folder.
- The biologist account has the possibility to do the tasks of the secretary account through the "Results entry" action and the tasks of the technician through the "Technical validation" action.

Status of current withdrawals

This module allows you to enter the samples taken in the laboratory. To do so, you can go through the icon on your home page or through "Administrative", "Status of specimens in progress".

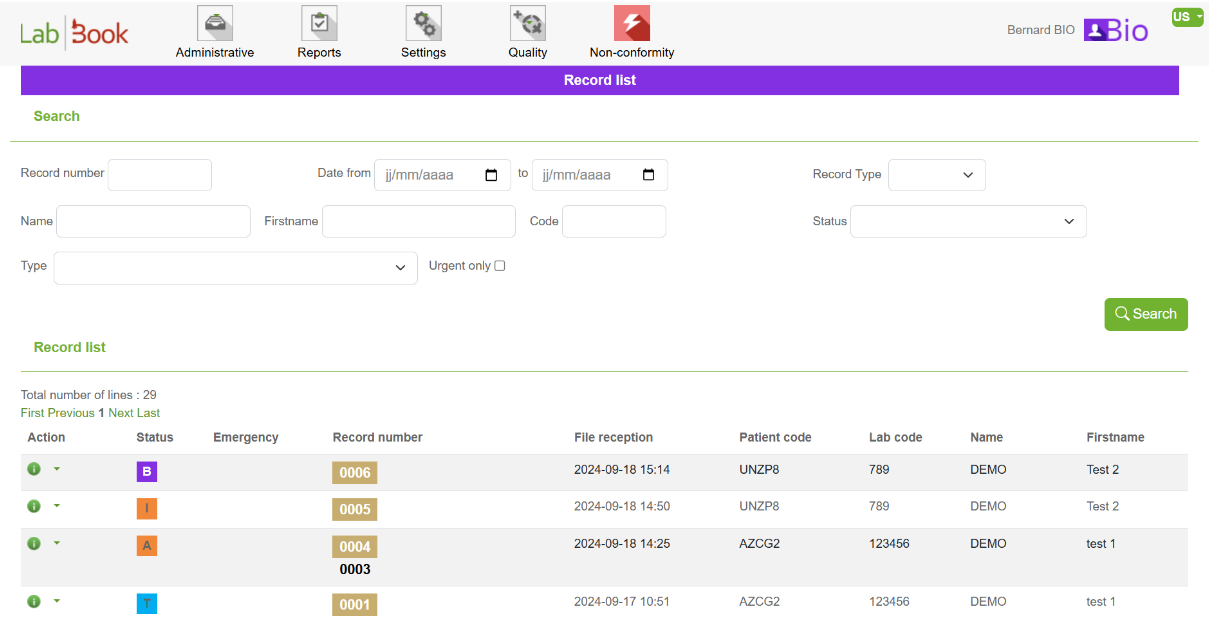


This table summarizes for each file, the list of withdrawals to be made.
If the line shows "To be entered", it means that no data has been entered for the collection in question.
If the line shows "Modify", it means that information has been entered for the file. However, you can access it at any time to post a change.

Lab Book

List of files

You can access this list either via the icon on the home page or via the menu "Administrative", "Record list".



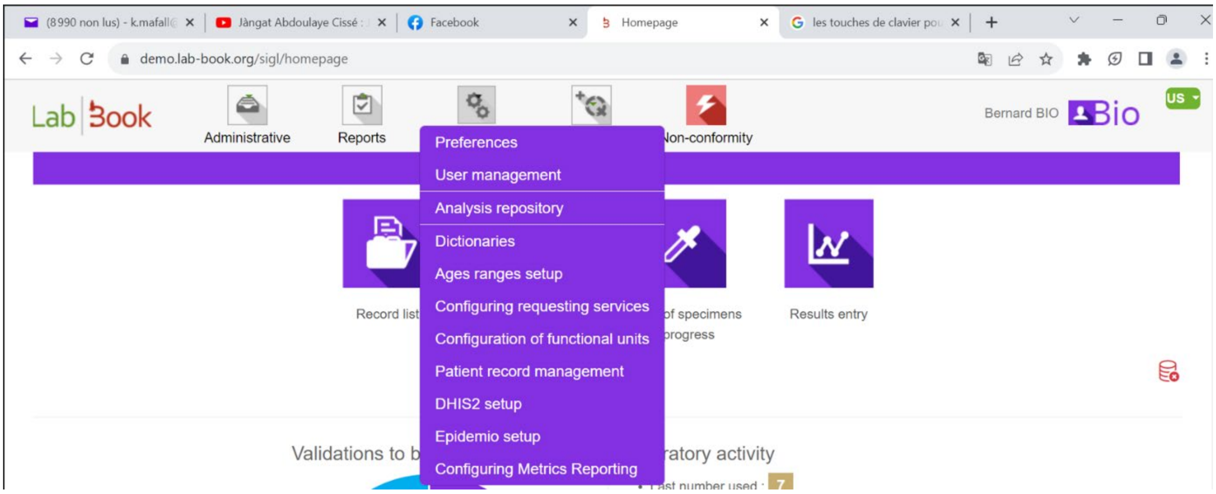
This display allows you to quickly see the files in progress. So if someone calls you to know the status of a file you can quickly answer. The different existing statuses are the following:

- A: administratively validated (no test results have been entered in the file)
- T: technically validated (results have been entered and validated by the technician. The biologist must validate the results to create the report).
- B: biologically validated (the results were validated. The report could be edited. By clicking on the file, you can see when).
- I: some elements have been validated but not all of the requested analyses.

N.B.: If your file has an "Internal laboratory file number", it is displayed in the file number column (and after the file number) **0010** **456**

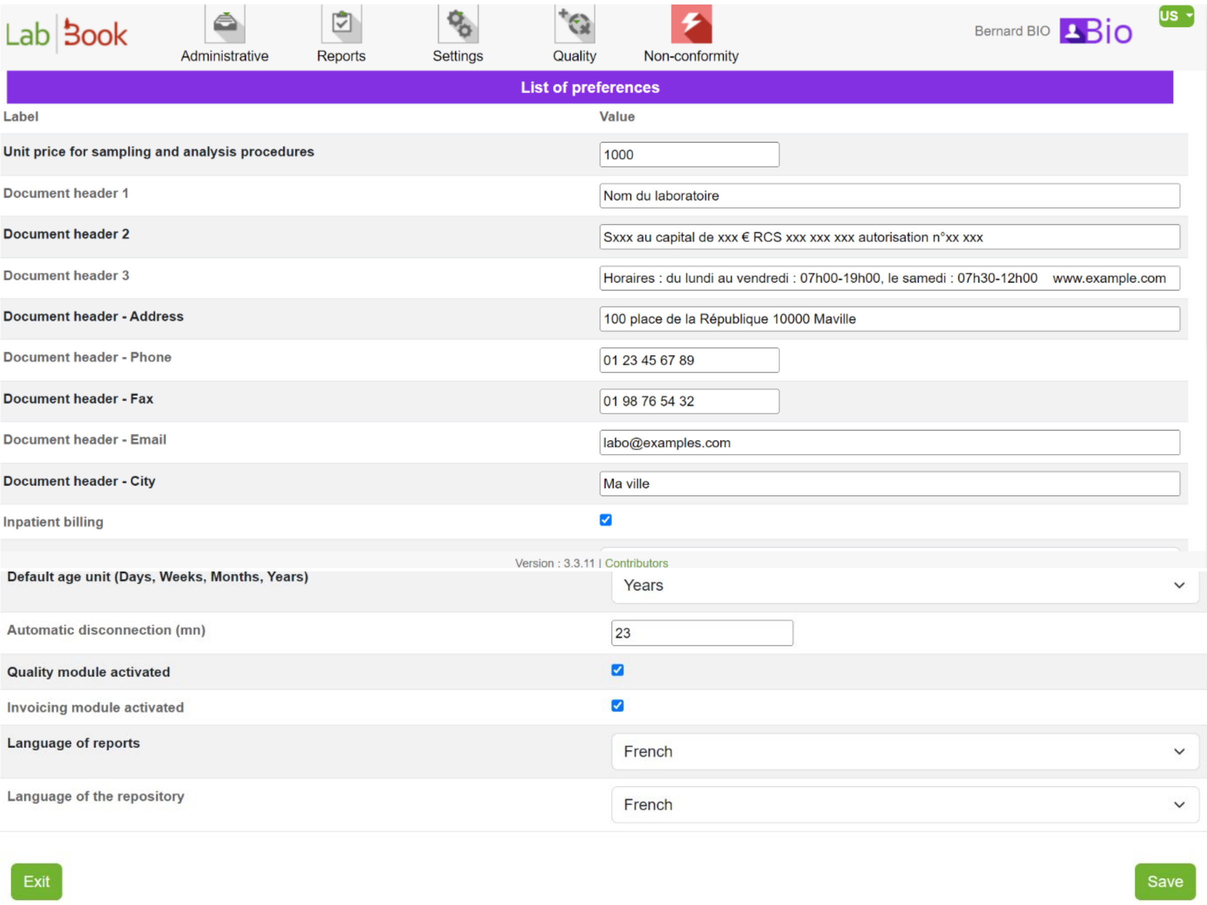
In the Actions menu, on , you will find the elements that allow you to act on the file as presented in the technician work list.

System settings



Via the menu "Settings", "Preferences", you can make changes to the parameters of your application. Each line can be edited directly on the input fields of the value column.

Everything about document headers allows you to change the way your lab is displayed on invoices and reports.



If your laboratory's practice is to bill for tests performed on hospitalized patients, you only need to edit the line corresponding to "Inpatient billing" to replace the 0 with a 1.

The Quality and Invoicing modules can be activated/deactivated in the same way by replacing the 0 (inactive) with 1 (active).

The automatic logout time allows you to determine after how many minutes of inactivity a user is logged out. This ensures that a user does not stay logged in for too long when not using the software, which could allow someone else to access the software on their behalf.

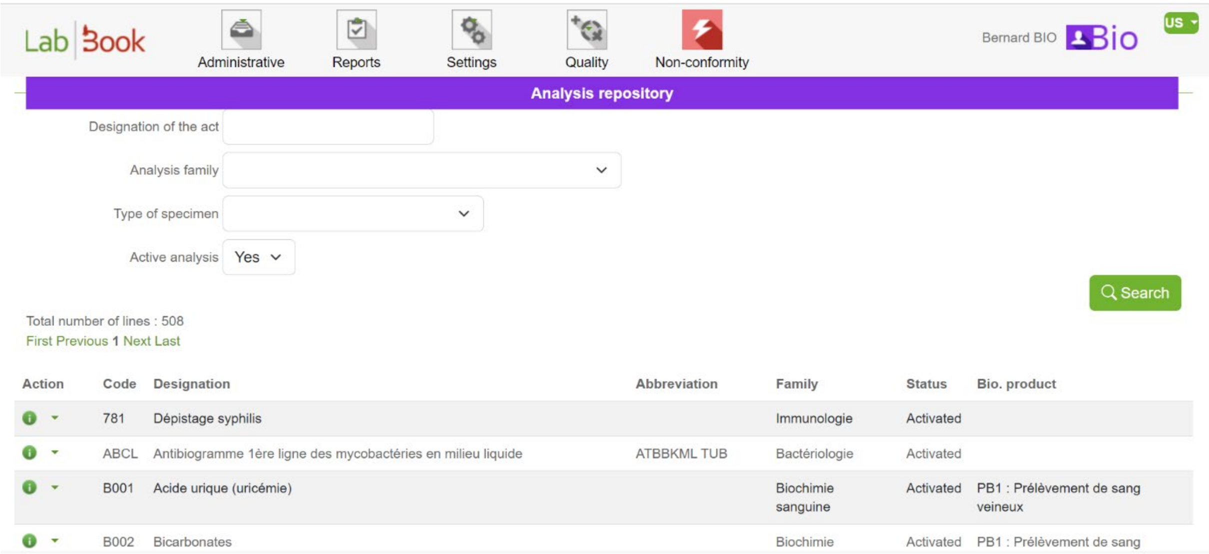
You can also change the languages of the reports and the repository. For the repositories, there are only two languages available: French and English.

The "Save" button allows you to save these settings.

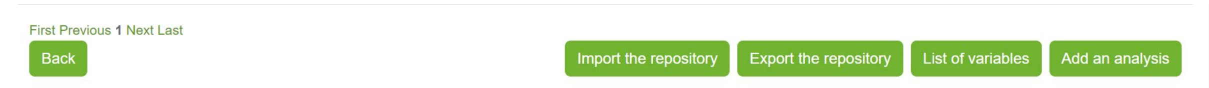
Benchmark of analyses

The test repository is the element that allows you to indicate the tests done in your laboratory. It allows you to activate/add/deactivate them. It also allows you to change their prices, their analysis family and the sample(s) needed for this analysis.

Use of the repository via the software

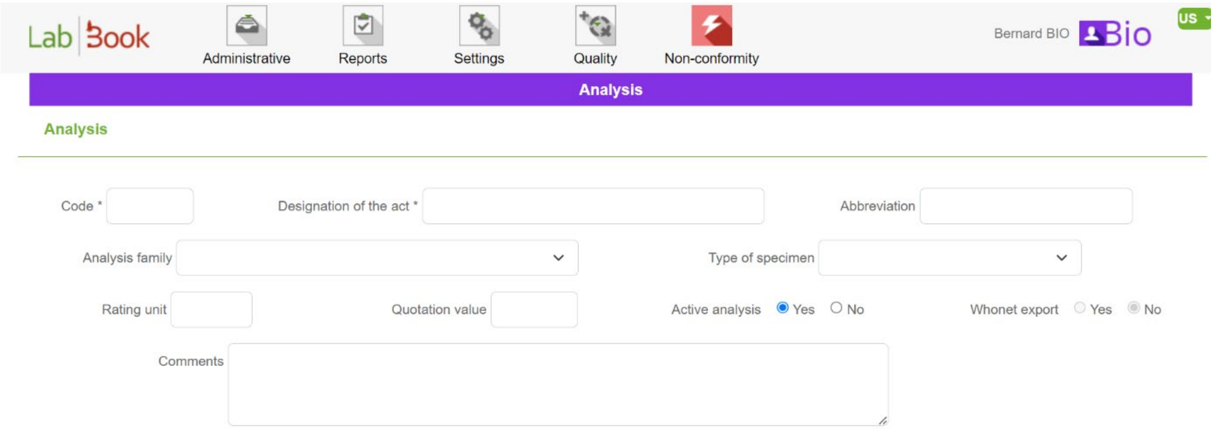


At the bottom of the list, you have the possibility to add an analysis. Remember to check via the search engine that the analysis is existing or not before adding it so as not to create confusion when creating the folder.



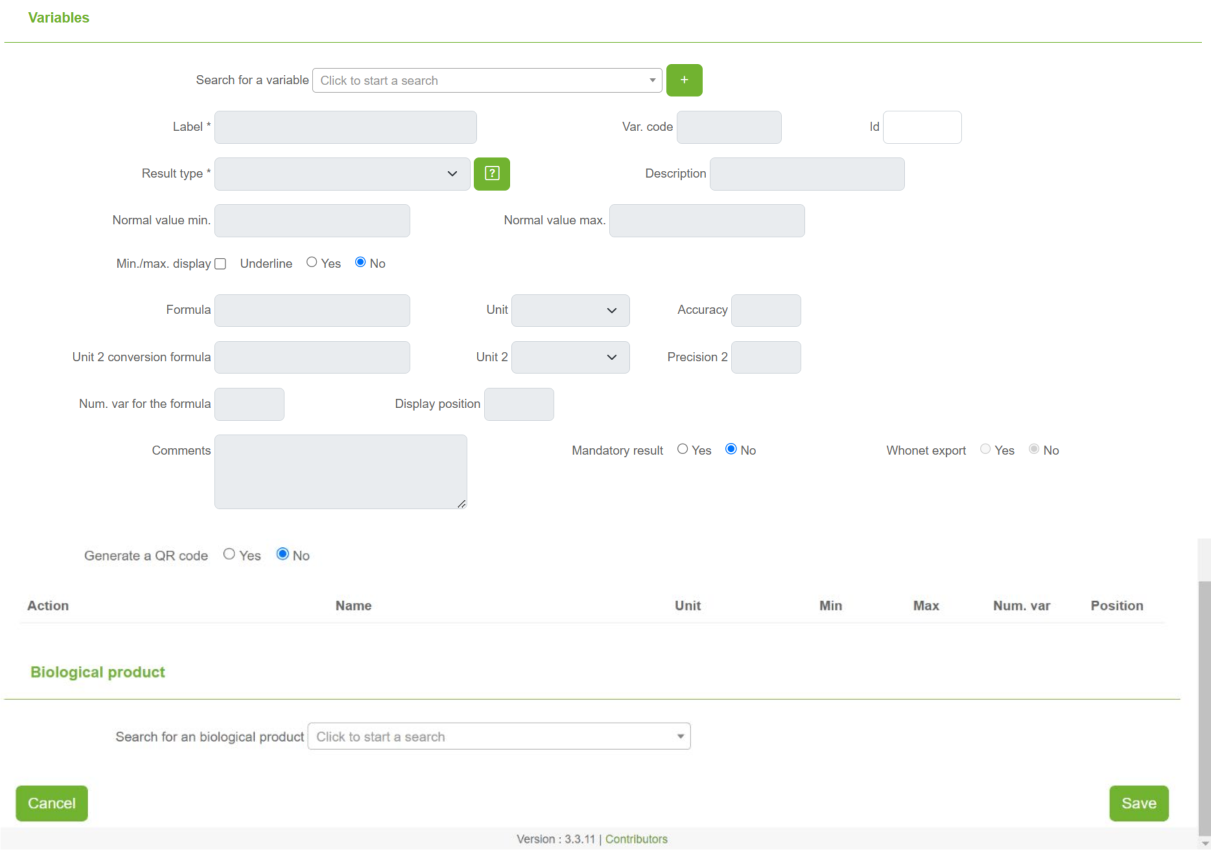
N.B.: The "List of variables" button allows you to see all the existing variables in the software and identify the number of analyses using each variable

Add a new analysis

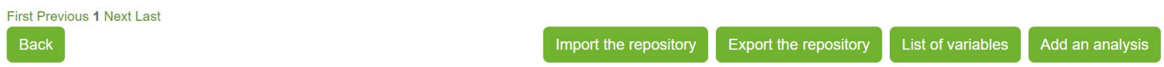


The interface allows you to create new analyses by filling in at least the "Code" and "Procedure designation" fields.

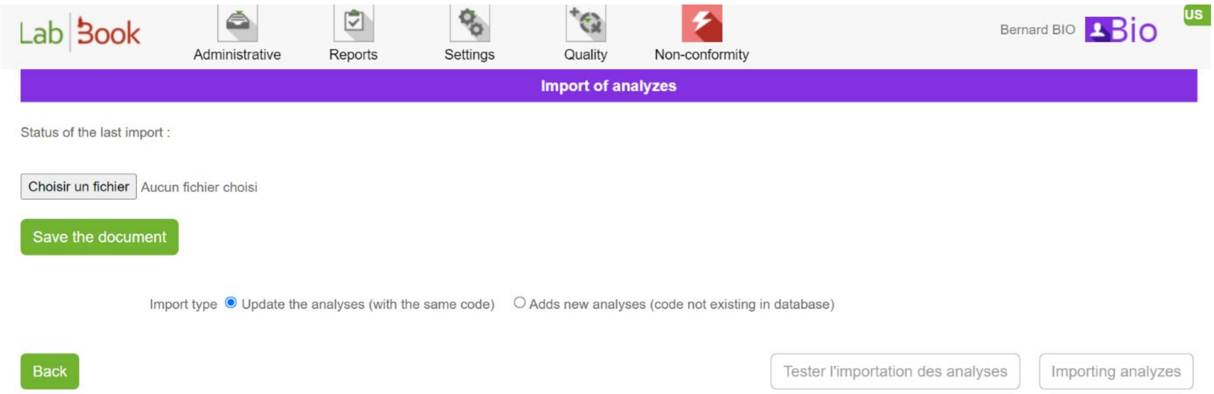
You are also asked to indicate the variables that people should fill in for this analysis. You can also choose to display normal min/max values during technical and biological validation by checking the “Min/max display” option.



Import of repository

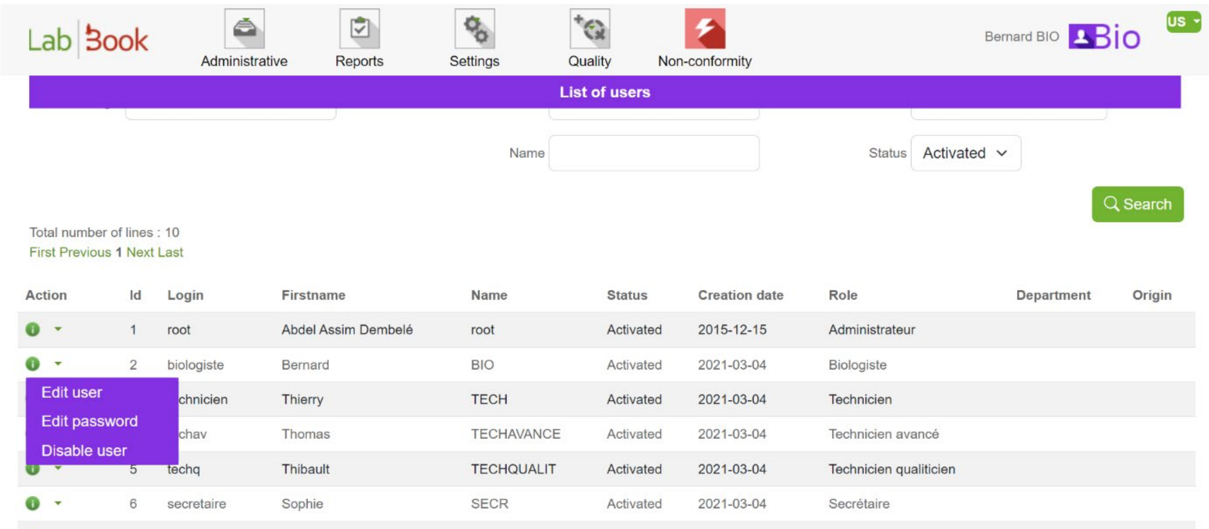


At the bottom of the repository list, you can import a repository. This allows you to load a repository provided on the LabBook site.



You can also export your repository (CSV format) by clicking on the "Export repository" button and modify the repository with a text editor and then re-import it.

User management



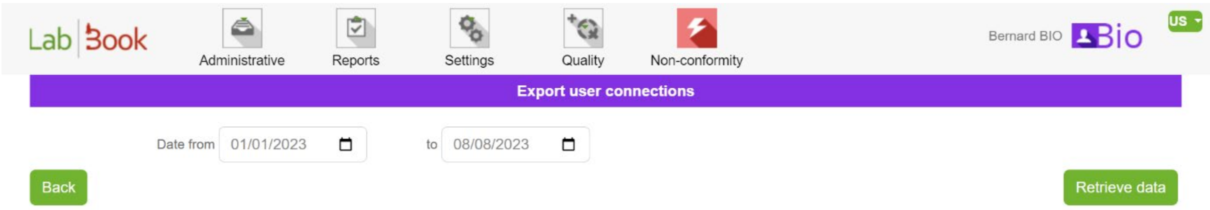
This interface allows you to search for a user. In the actions menu, you can :

- Edit a user: this allows you to change the information (name, first name, email address) as well as its rights;
- Edit password: allows you to manually change the password of a user;
- Deactivate user: Allows you to suspend a person's access;

Exporting users and connections

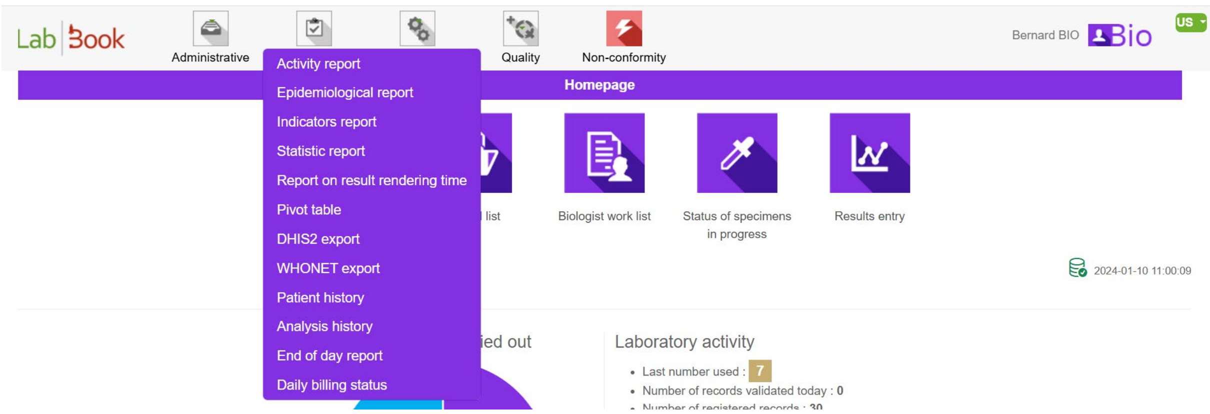
You can export the users to a csv file by clicking the "Export users" button at the bottom right of the list.

The "Export connections" button allows you to obtain a list, in a csv file, of the connections of each user. You can also specify the recovery of data between a date.



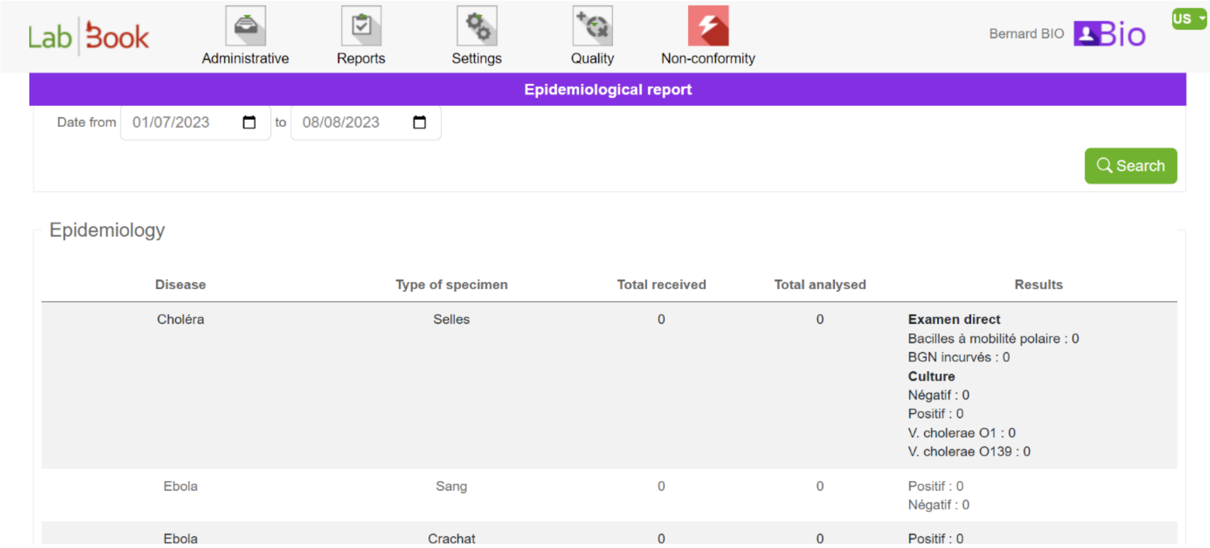
Reports

You have access to the tool that presents the standard LabBook reports.



Epidemiological Report

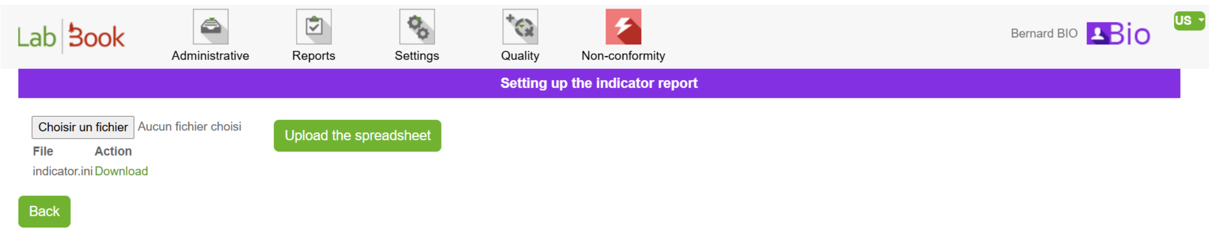
This report presents a number of indicators. You have the details of the report in the Epidemiology tab with the disease, the nature of the sample, the total received, the total analysis and the results.



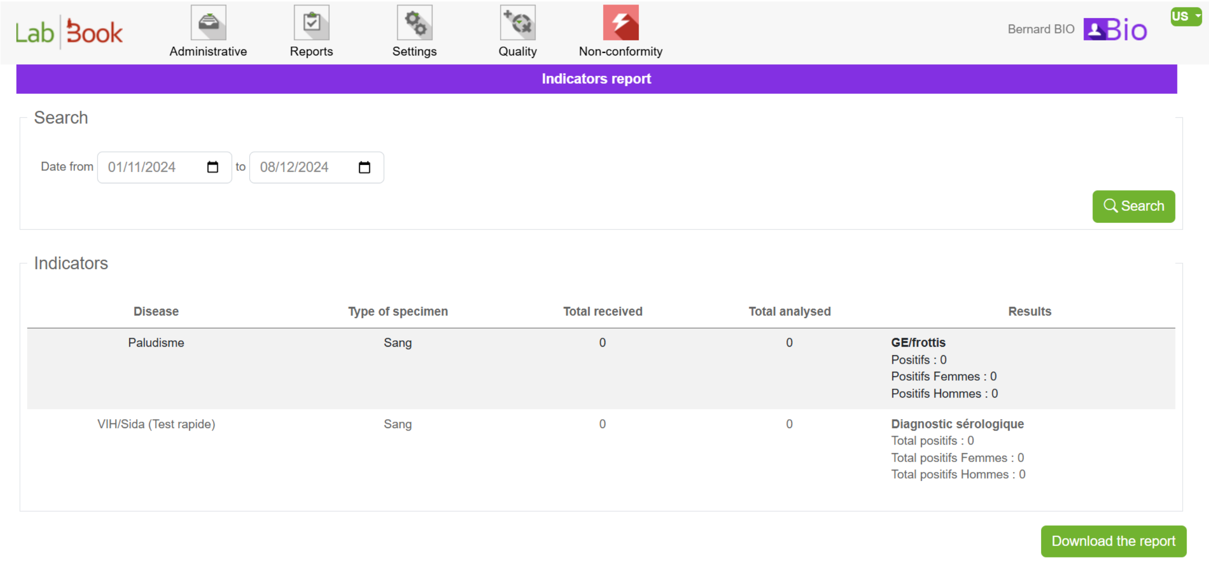
You can also search for a specific report by entering the date range on the "Search" tab.

Indicators report

The indicator report can be used to customize the data to be displayed on the disease, the nature of the sample, the total received, the analysis total and the results. To customize this report, you need an account (biologist, root, etc.) with access right to the “Settings” menu, then to the “Configuring Metrics Reporting” submenu.

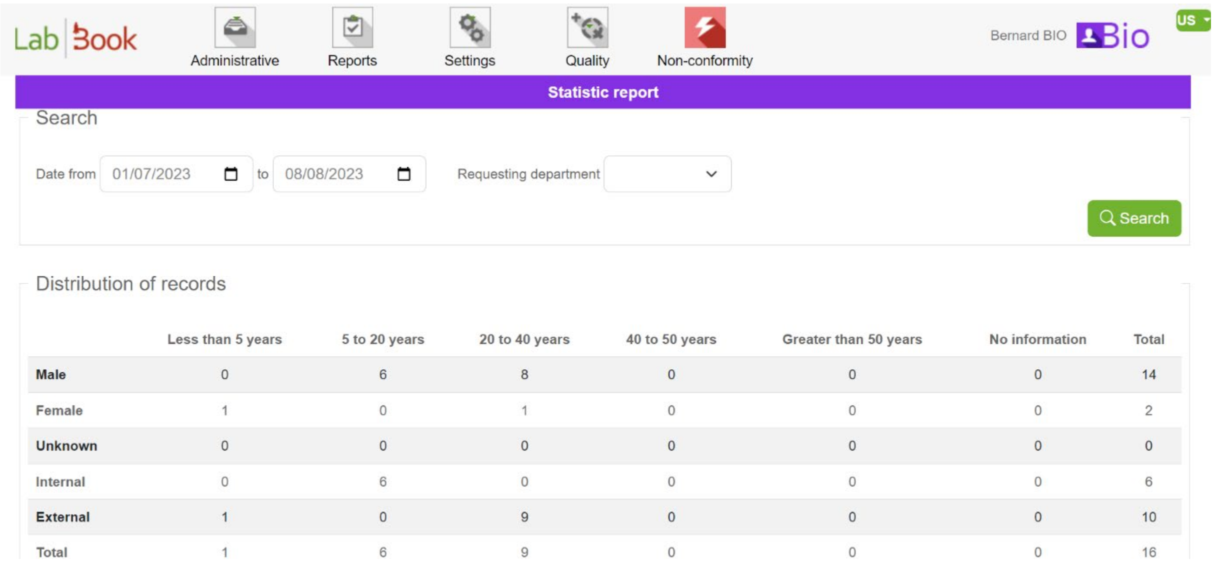


To configure, you can download the default template and then modify it to your own formulas and variables; once the new indicator.ini file has been set up, add it and apply the “Upload the spreadsheet” button.



Disease	Type of specimen	Total received	Total analysed	Results
Paludisme	Sang	0	0	**GE/frottis** Positifs : 0 Positifs Femmes : 0 Positifs Hommes : 0
VIH/Sida (Test rapide)	Sang	0	0	**Diagnostic sérologique** Total positifs : 0 Total positifs Femmes : 0 Total positifs Hommes : 0

Statistical report



	Less than 5 years	5 to 20 years	20 to 40 years	40 to 50 years	Greater than 50 years	No information	Total
Male	0	6	8	0	0	0	14
Female	1	0	1	0	0	0	2
Unknown	0	0	0	0	0	0	0
Internal	0	6	0	0	0	0	6
External	1	0	9	0	0	0	10
Total	1	6	9	0	0	0	16

In this report, you have the data concerning the distribution of the files by sex, age group, and type of patient.

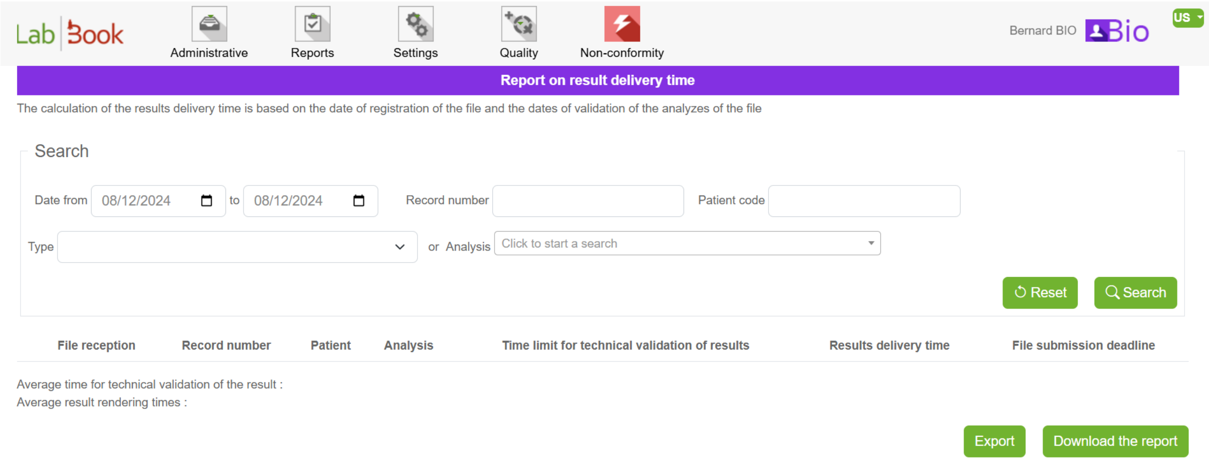
The search for data is possible by date and also by requesting department for inpatients. The addition of the requesting services is done

You also have statistical figures on prescribers, samplers and samples. And at the end, a table that shows you the number of patients and analyses by type (outpatient, inpatient and on-call)

	M	F	U	Total
Number of outpatients	13	2	0	15
Number of hospitalized patients	1	0	0	1
Number of on-call patients	0	0	0	0
Number of patients	14	2	0	16

	M	F	U	Total
Number of external scans	18	4	0	22
Number of inpatient analyzes	3	0	0	3
Number of Guard Scans	0	0	0	0
Number of analysis	21	4	0	25

Report on result rendering time

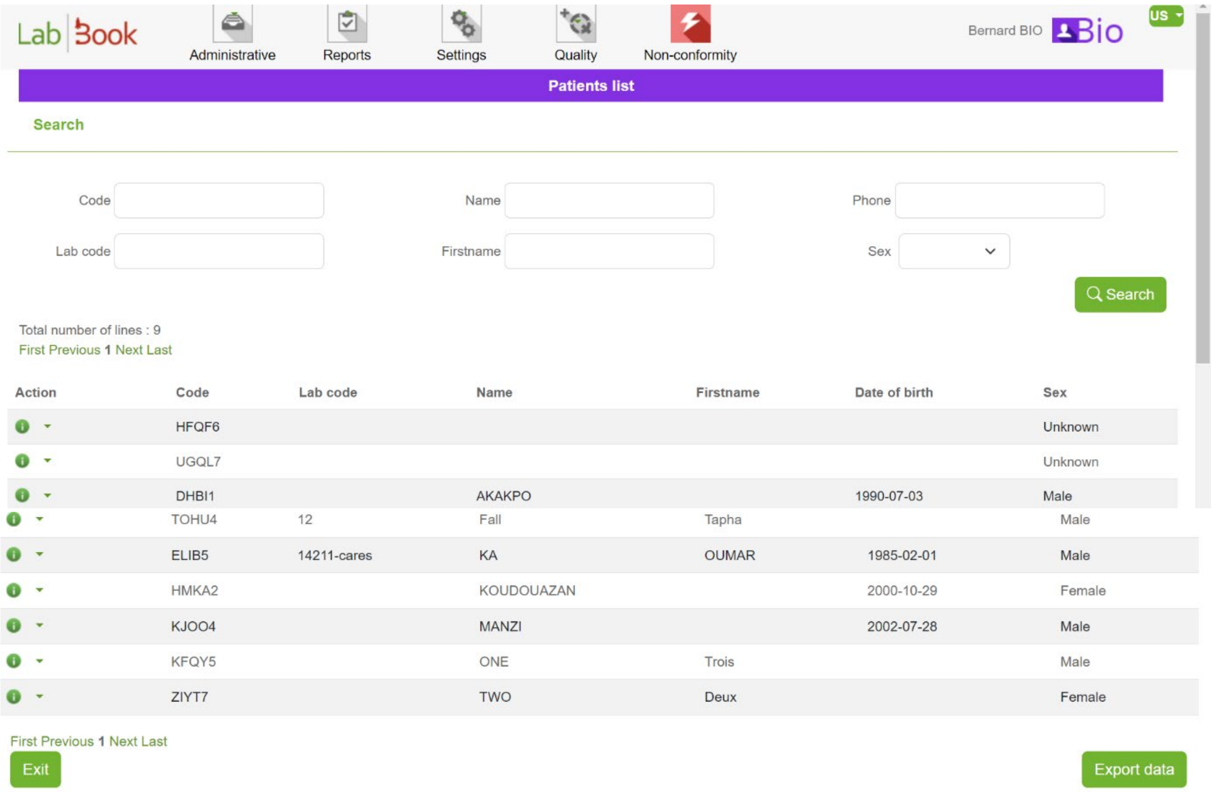


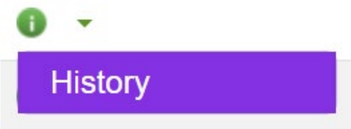
In this report, you can see the delay between the registration date and the validation dates (technical and biological) of the file. You can then extract your data using the “Export” and “Download the report” buttons.

Patient history

This report allows you to search for a patient and access their history in the software.

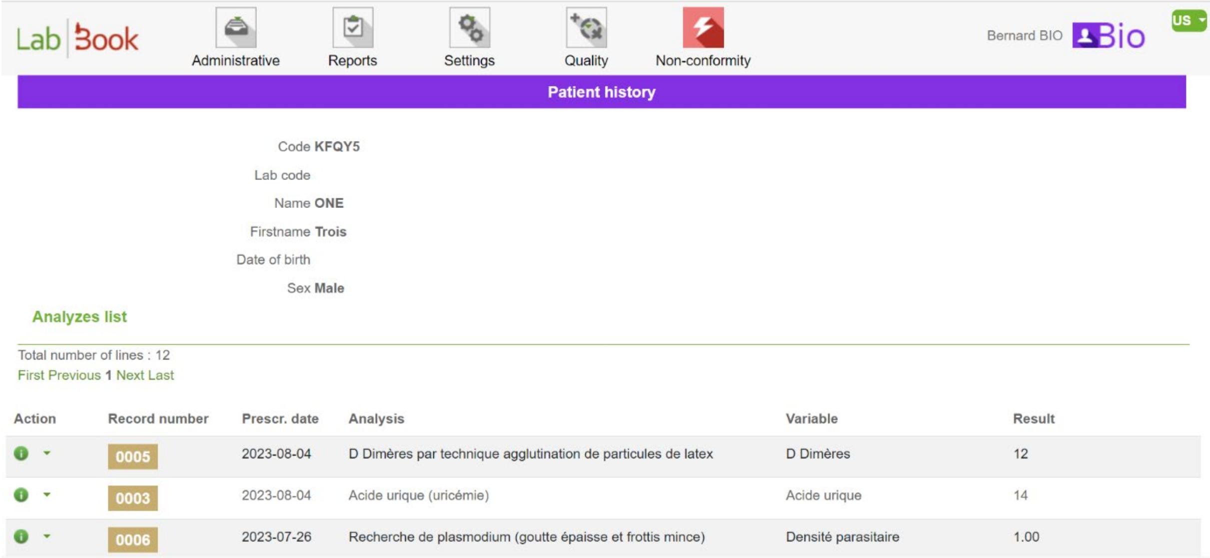
Lab Book



You can search for the patient concerned by his or her code (the code generated by LabBook), lab code (the internal patient code of the laboratory), first name and last name, telephone number and gender. To access the history, simply click on the down arrow next to the "i" icon in the Action column 

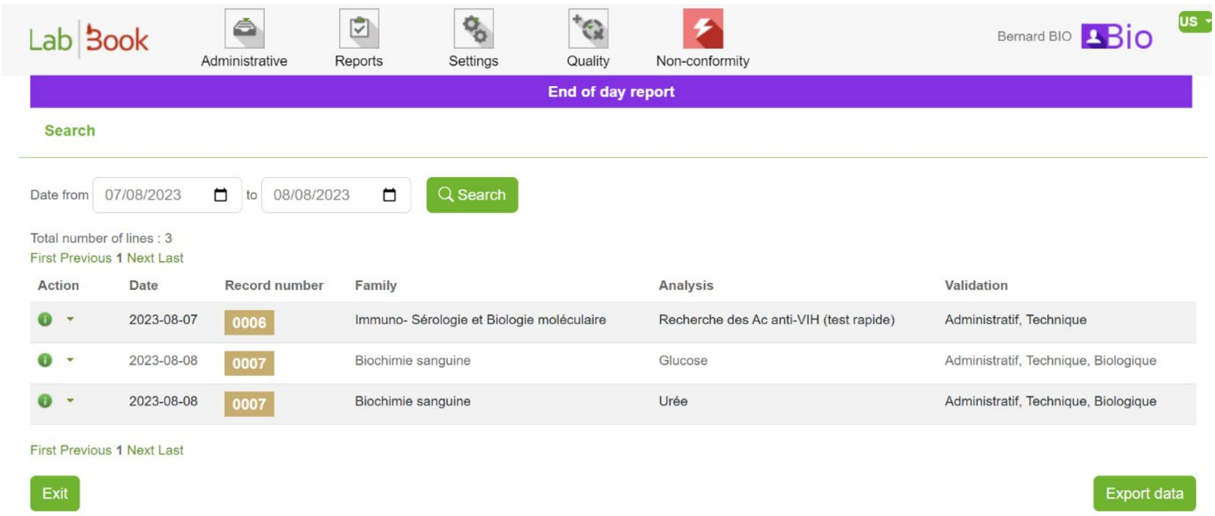
. You will then arrive on a page presenting all the analyses done by the patient and the known results.

Fondation Mérieux



End of day report

By default, this report shows the status of the various files in progress for the current day.

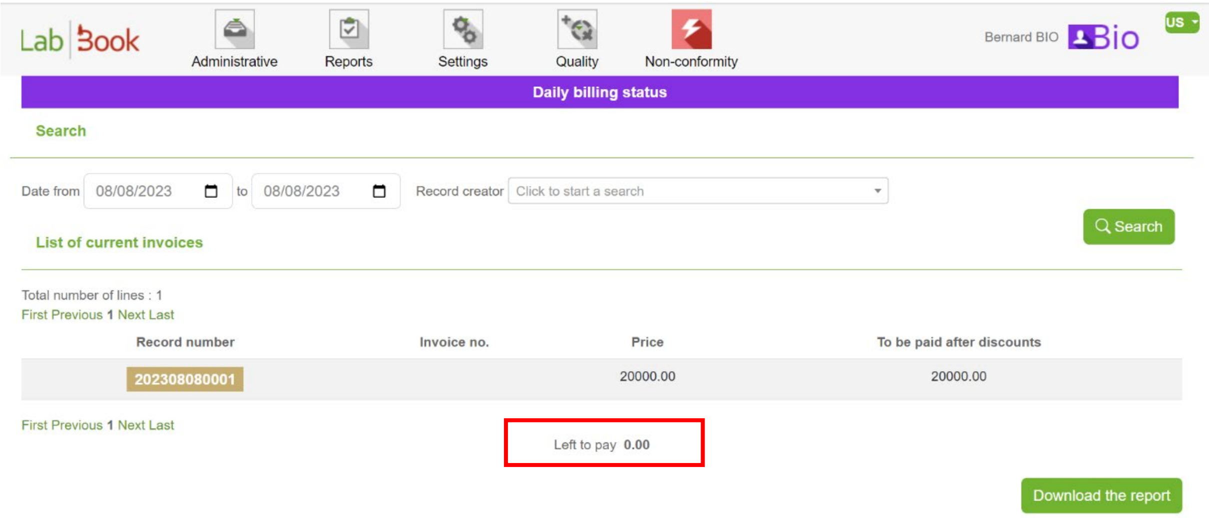


It is possible to change the filter on the dates to select another day or directly another period.

The "Export data" button allows you to obtain the report in csv format.

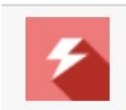
Daily billing statement

This report allows you to view the billing status of cases.



It is possible to modify the filter on dates as well as to restrict on a file creator in order to reduce the view by creator.
The outstanding balance is displayed at the bottom of the listing.

Quality and Non-Compliance Module

By clicking on the icon  the declaration of a non-conformity is possible for the authorized personnel.

The form that opens allows you to describe the type of non-conformity, its impact on the laboratory and the elements put in place to resolve this non-conformity.

For all other information on these two modules, please refer to the manual on these features.

APPENDIX: Corresponding ID labels - Data export

ID/Code	*Wording*
Sex (Gender)	
1	Male
2	Female
3	Unknown
impact_patient (Impact on the patient)	
1053	Low
1055	Important
1057	Grave
0	No
Impact_user (Impact on staff)	
1053	Low
1055	Important
1057	Grave
0	No
Title	
260	Mr.
261	Ms.
262	Miss
263	Doctor
264	Professor
Ctq_type_val (Control type)	
QN	Quantitative
QL	Qualitative
cte_conform (Control result)	
C	Compliant

N	Not in compliance
U	Other