

User manual for the "Secretary" category

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Foreword

This manual presents the elements of LabBook accessible to a person with "secretary" 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.

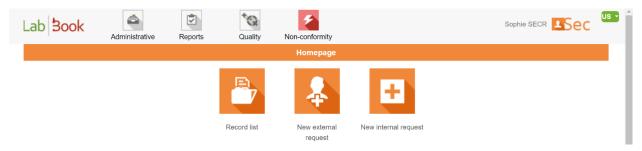
Home page



By clicking on the icon next to your name, you can log out, edit your personal information and password.

The Select item above your name icon allows you to change the language of the graphical interface of your application.

This homepage also allows you to directly access the registration of new patient files. To do so, you can either go through the icons presented on this homepage or go to the "Administrative" menu.



Creation of a new folder

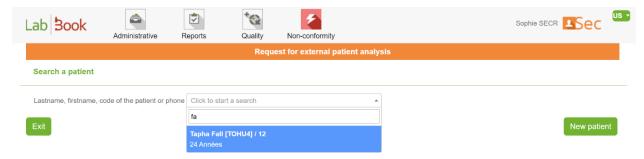
Outpatient

Click on "New external request". This interface allows you to create a file for a patient coming from outside, i.e. a non-hospitalized patient.

The first step is to search for the patient. This step is important because it links the test request to the patient code already created in the database. If the patient has a card with a patient number, do not hesitate to use the patient number instead of searching by name, surname or phone number.





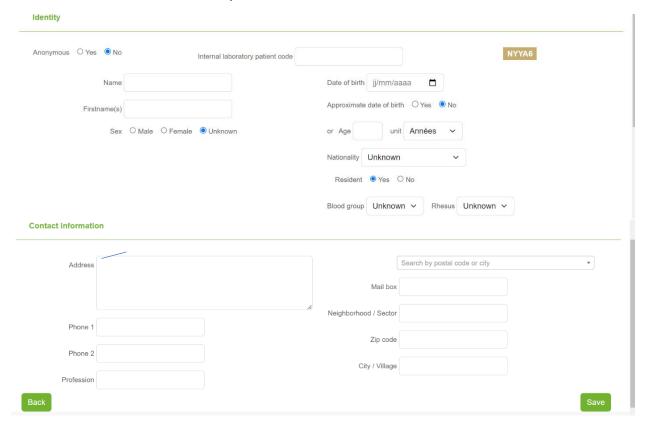


The patient exists and corresponds

Click on the name that appears under the search engine to select your patient.

The patient does not exist or does not match

Click on "New Patient" to create the patient.

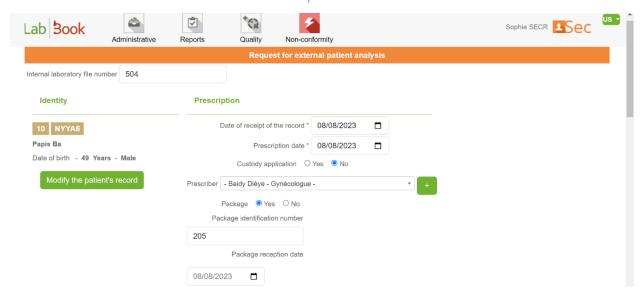


Filling out the file (request for analysis)

Once the patient has been registered, you will be taken to an interface that allows you to enter the various analyses requested for the file.







In the "Internal Laboratory File Number" field, you can enter the file number that corresponds to the application number in the lab's log.

The left part reminds the identity of the patient, it is possible to modify it by clicking on the button " Modify the patient's record ".

The part on the right is the prescription itself.

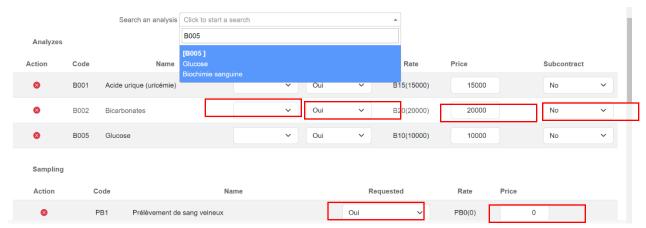
By default, the date of receipt of the file is the current date. You can of course change it. The prescription date is a **mandatory** element. If the request is made at an on-call time, select Yes to the "On-call request" option

If the prescriber already exists in the database, you can select him/her by typing either his/her code or a part of his/her first or last name. Otherwise, click on the plus icon, a new tab will open. Add your prescriber and click on Save. Go back to the "Outpatient Test Request" page, type in part of the prescriber's identity that you just added to select them.

Once these elements are filled in, you can choose the requested analyses. To do so, you can either go by the name of the analysis or by its code:







You can modify the elements that are framed in red to indicate the urgency criteria and the price. You can also indicate the subcontracted analyses by selecting Yes in the "Subcontracted" column.

Billing

The billing interface is located below these elements. This feature can be disabled by the administrator Invoicing

Total price 45000 Discount on invoicing Percentage of discount Health insurance coverage Left to pay 45000 Receipt number

from the administration interface. You can specify items related to bill reduction and patient management. You can also indicate a receipt number here if needed.

The grayed elements are calculated directly by the software according to the elements entered.

Pathological products

If the patient comes in with specimens already taken, you can use the interface to enter them. For onsite samples, technicians will be able to enter the details of the sample.

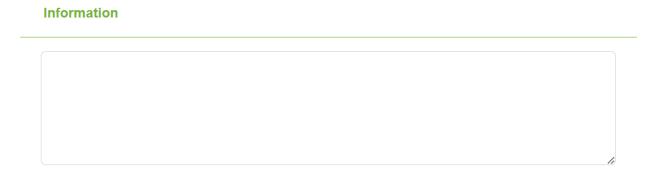






Comments

This part allows you to indicate information that you consider important for the processing of the file by your laboratory.



Registration of the file

When you are satisfied, you can click on "Save". You will be asked to confirm the creation and validation of this file. You have the possibility to stay on the page by clicking on " Cancel " or to validate your entry by clicking on " Validate ".

Once validated, you can attach documents to the patient record, print the invoice or print barcode labels generated from the patient record number, or exit the record to a new record.

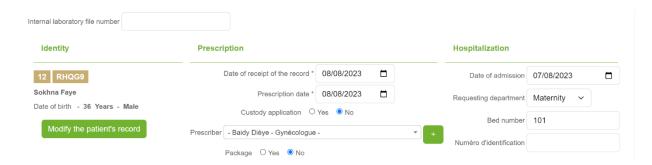


Inpatient

The analysis request for an inpatient is very similar to that of an outpatient. The difference is on the part that allows to indicate the prescription. Indeed, in this part, information about the place of hospitalization of the patient is added to be able to transmit the information to the service having made the request.



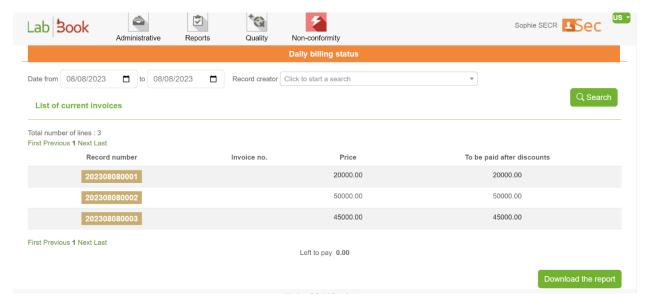




As the patient is hospitalized, the billing is set to zero because normally these procedures will be billed during the hospital stay. If this is not the case for you, please refer to the chapter on preferences to see how to change this setting.

Daily billing status

Via the "Report" menu, "Daily billing status", you can access the status of the remaining balance. Day by day, you can visualize/print the outstanding balance.



It is possible to modify the filter on dates as well as to restrict the view by creator.

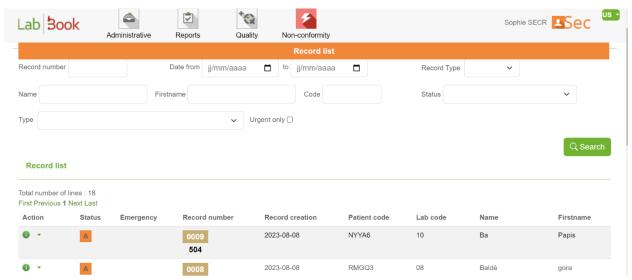
The remaining balance is displayed at the bottom of the list.





List of files

You can access this list either via the icon on the home page or via the menu "Administration", "List of files".



This display allows you to quickly see the files in progress. 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 the requested analyses.

Global report

On the "Global Report" menu, download the results reports for a period. This option is useful for downloading the day's reports in a PDF and printing them all at once.

Reports

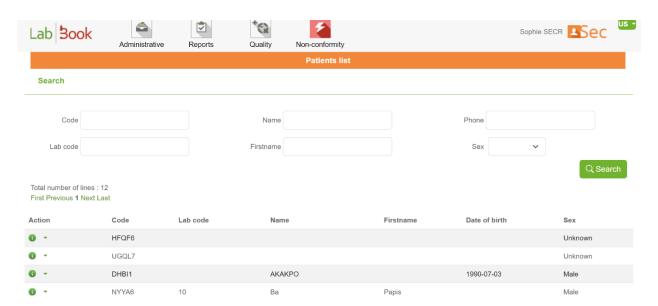
You have access to the tool that presents the standard LabBook reports.

Patient history

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







You can search for the patient concerned by his code or directly by searching by name/first name. To access the patient's history, simply click on the pencil icon in the History column. You will then arrive on a page presenting all the analyses done by the patient and the known results.

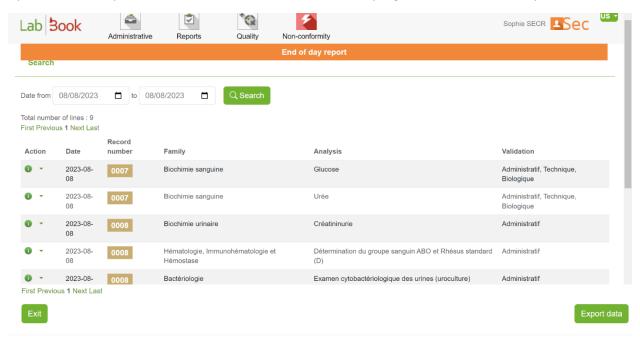






End of day report

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.

Quality

Via the "Quality" menu, you can set up a quality management system. A set of functions is grouped under this menu.





Laboratory

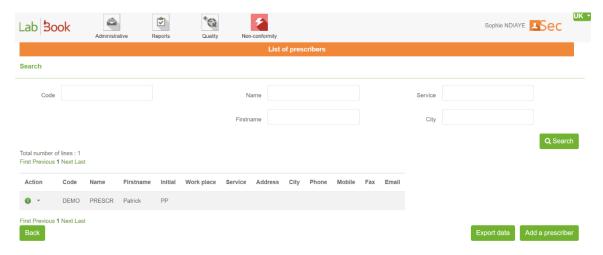
The "Laboratory" tab allows you to list all the registered sections.

Staff

By clicking on "Staffs", you will be redirected to the staff list page.

List of prescribers

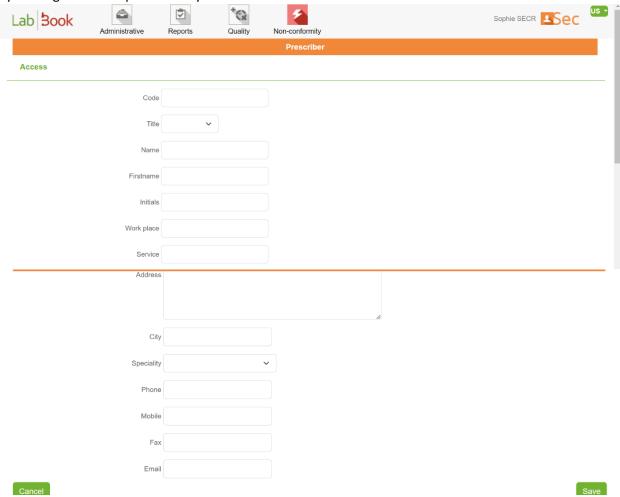
This list allows you to reference all the prescribers who refer patients to you. Once this is done, you can select these prescribers when creating a file.







By clicking on "Add a prescriber" you can add a reference.

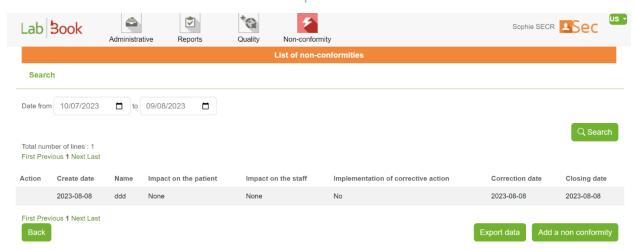


Non-compliances

The non-conformity page allows you to list the registered non-conformities. You can filter the display by selecting a date range. To add a non-conformity, click on "Add a non-conformity", the "Export data" button allows you to export the data from the list.





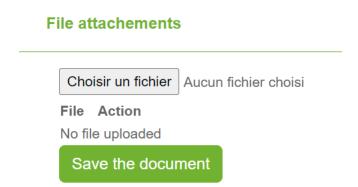


Report of the meeting

The reports of the files validated by the biologist are accessible in the patients' administrative files. After the first download, the duplicate report will be accessible,



Document case



In the administrative file of your patient, accessible through the list of files, you can add scanned documents attached to the file. To do this, you must save them on your computer or at least make them accessible from your computer. Once this is done, you can put them in the file by clicking on "Browse" and then "Save".

Once the files have been uploaded, they appear under their name on the table.





File attachements



Bar code

Still in the administrative file of a patient, the Bar Code function, at the bottom of the page, allows to print a bar code with the patient's file number.



Quality and Non-Compliance Module

By clicking on this 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.

Advanced Secretary

This role was added with LabBook 3.0 to give more privileges to a standard secretary account. The difference is the ability to access the site settings menu and additional submenus under the "Report" menu.

In these menus, the advanced secretary can access the following options:

"Parameters" menu:

- "Preferences" to customize the information of the laboratory: the header of the report, the unit
 price of the sampling and analysis acts, the activation of module, the default age unit, the
 automatic disconnection time, and the possibility to bill hospitalized patients.
- You can use the "User Management" button to add, modify or delete a user.





• You can use the "Patient file management" function to merge 2 patient files.

"Reports" menu, in addition to the options already present with the secretary profile there are:

- "Activity Report"
- "Epidemiological report"
- "Statistical report"
- "Pivot table"
- "Export DHIS2"
- "Export WHONET"

ANNEX: 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)				
С	Compliant			
N	Not in compliance			
U	Other			

