



# OpenELIS Global

## Laboratory Information System Software User Manual

Version 3.0

October 2023

For information on OpenELIS Global,  
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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

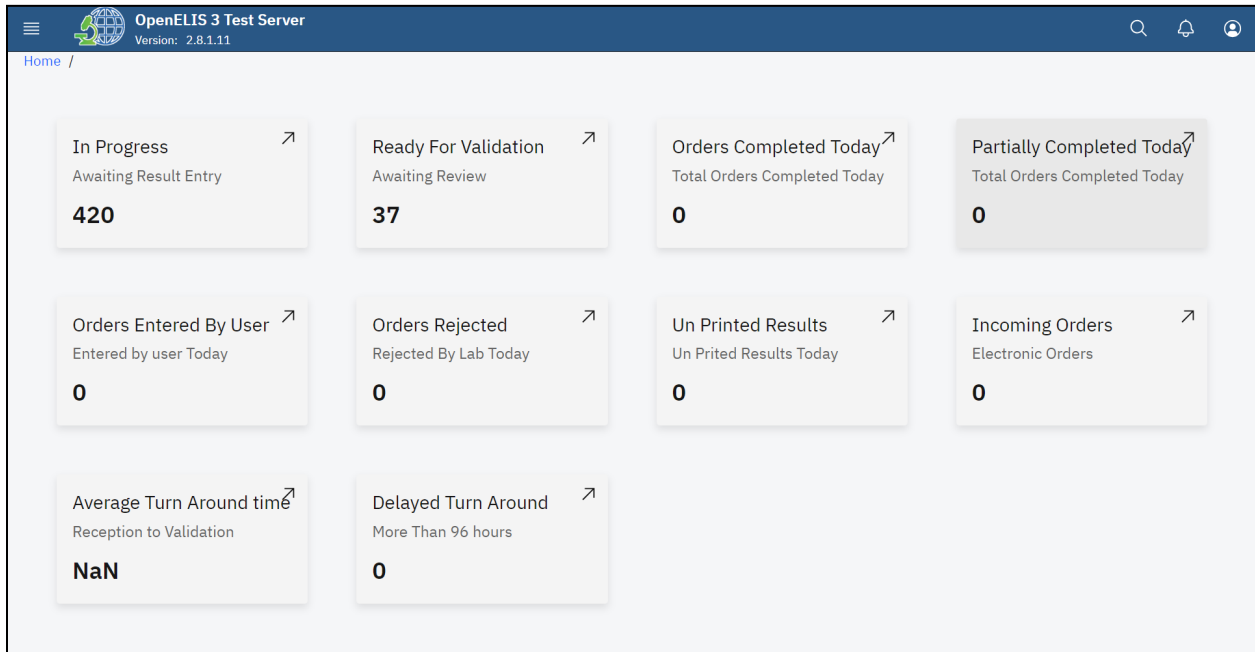
To login to OpeELIS, You will require a **username** and **password** obtained from the administrator of your OpenELIS instance.

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 Global 3.0 Login page*

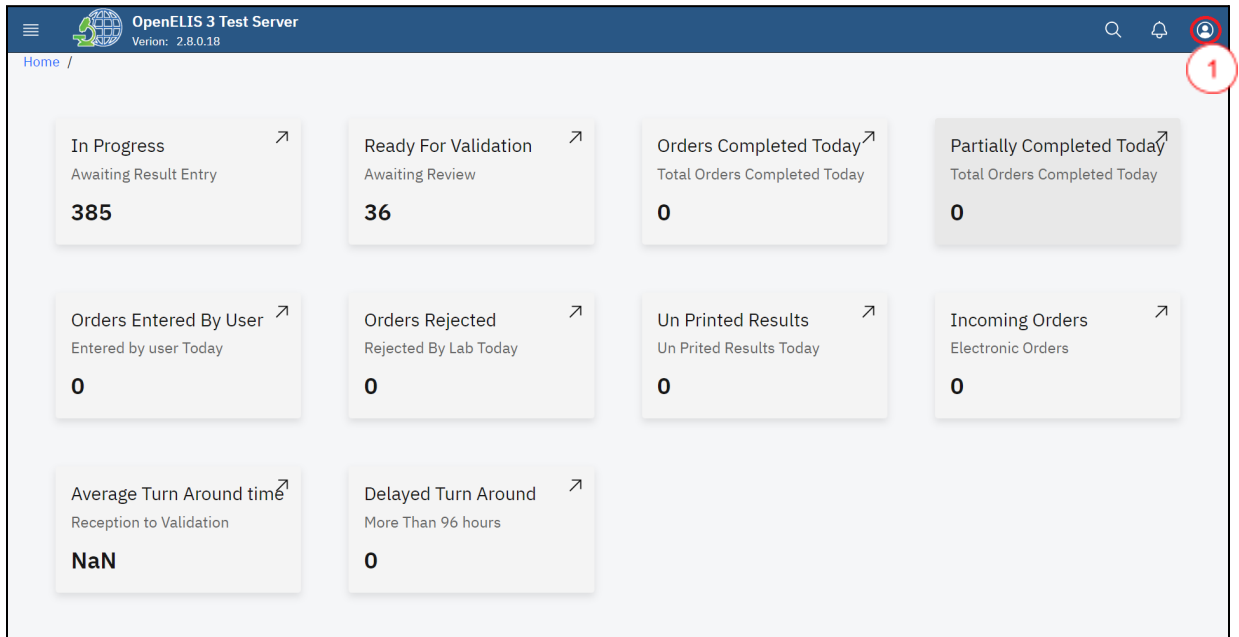
Once you connect to OpenELIS Global, the home page will display the laboratory management statistics for your understanding of the current state of the lab testing processes.



*OpenELIS Statistics*

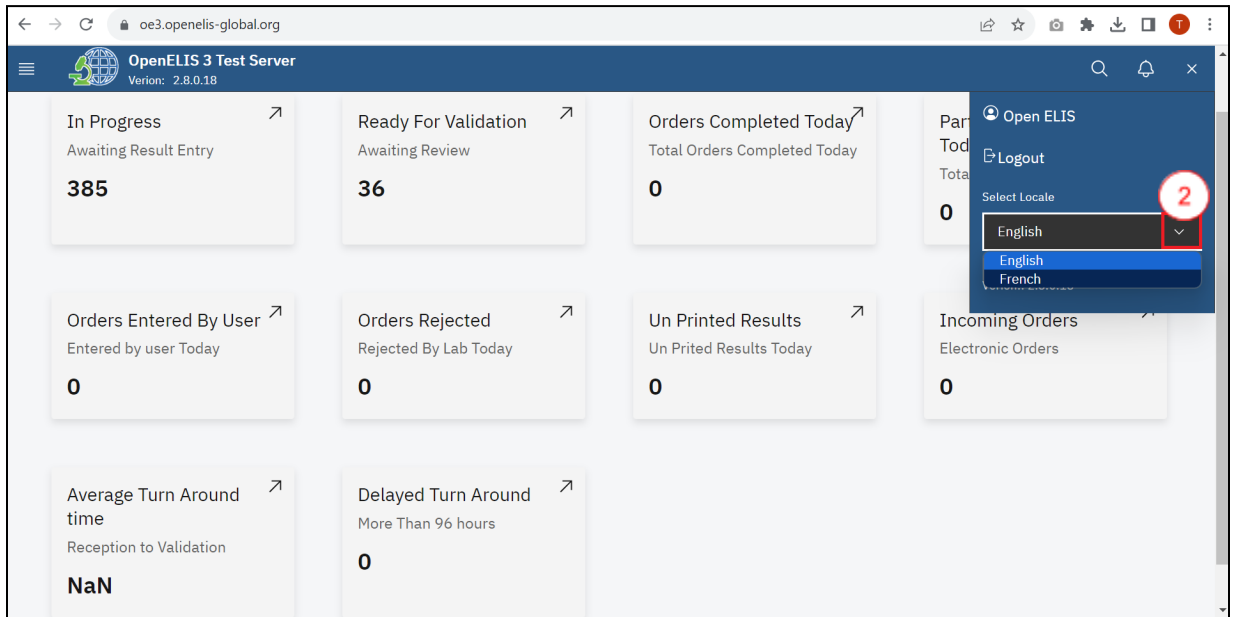
# How to change the language on OpenELIS

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



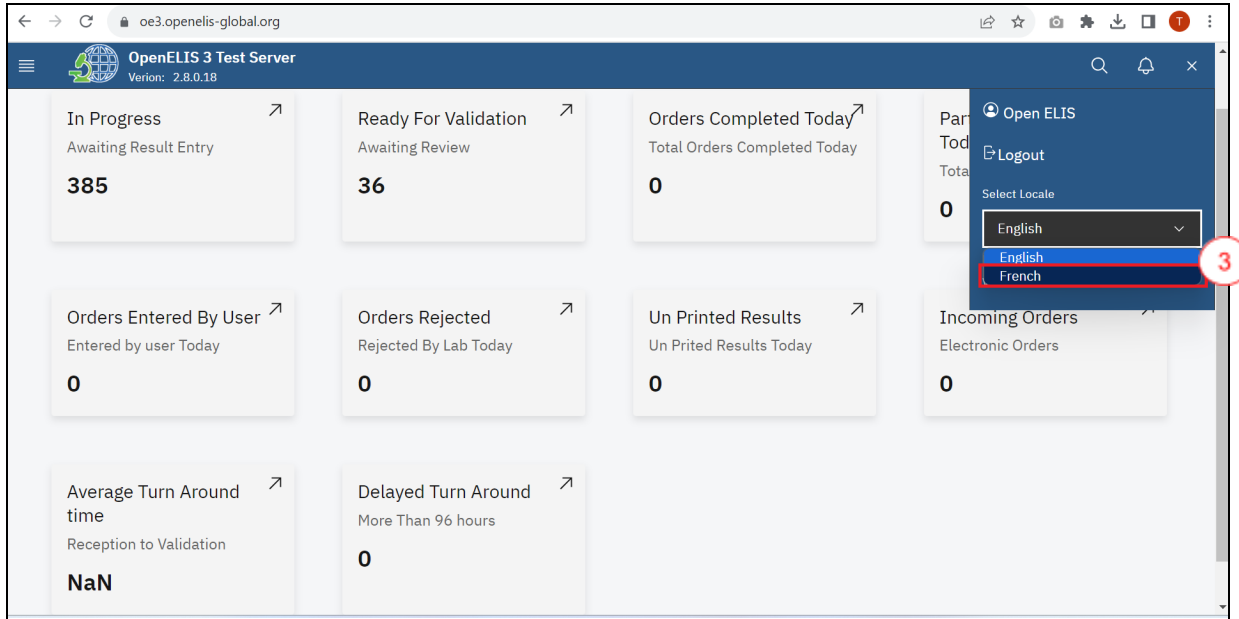
## Accessing Language Preferences

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



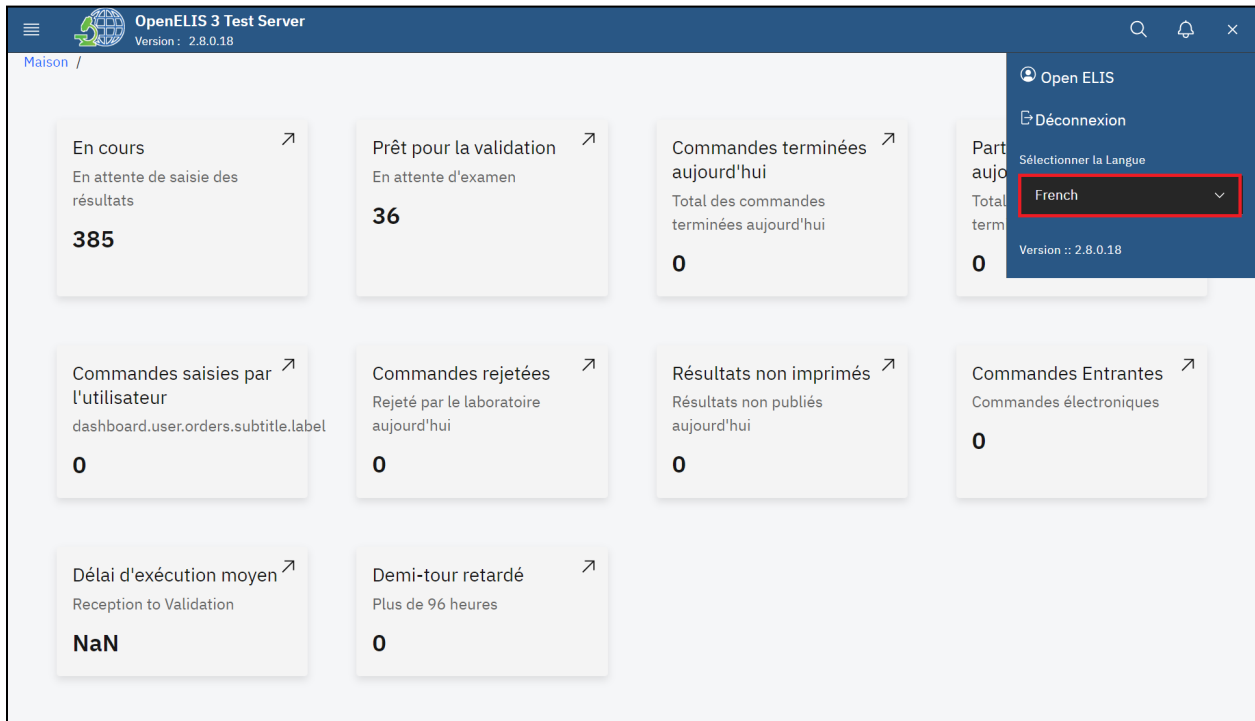
## Language Drop-down Menu

3. Hover the mouse and click on French



*Change language*

The default language will be changed from English to French

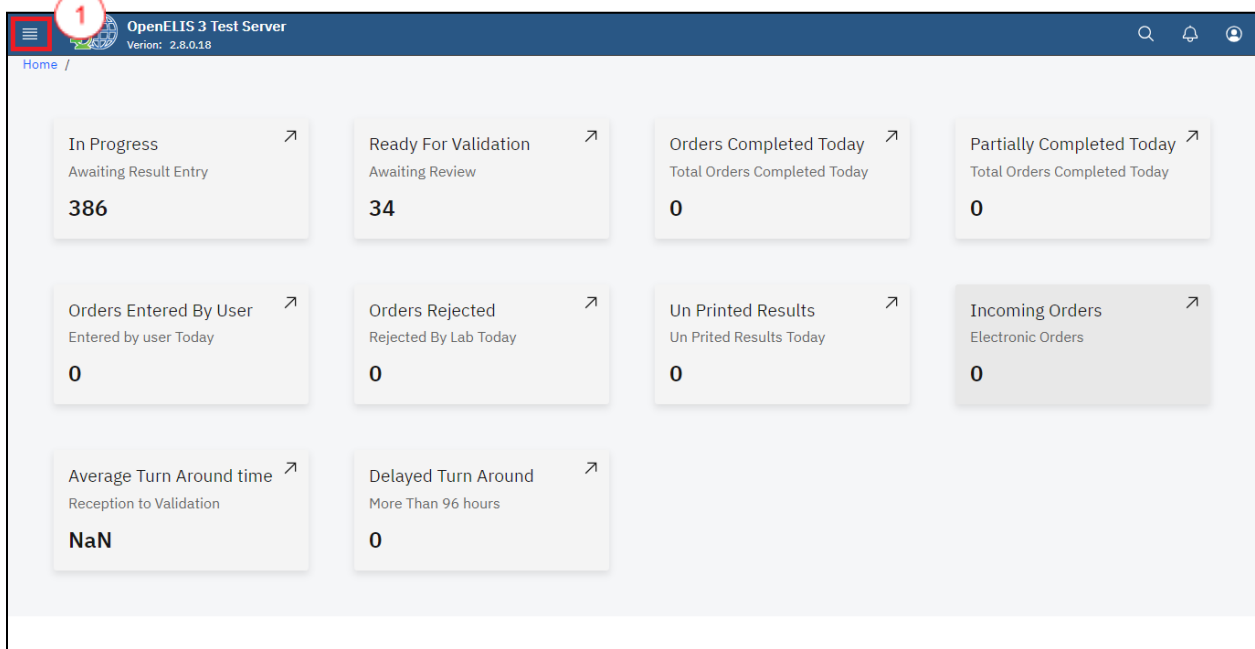


*Language Change*



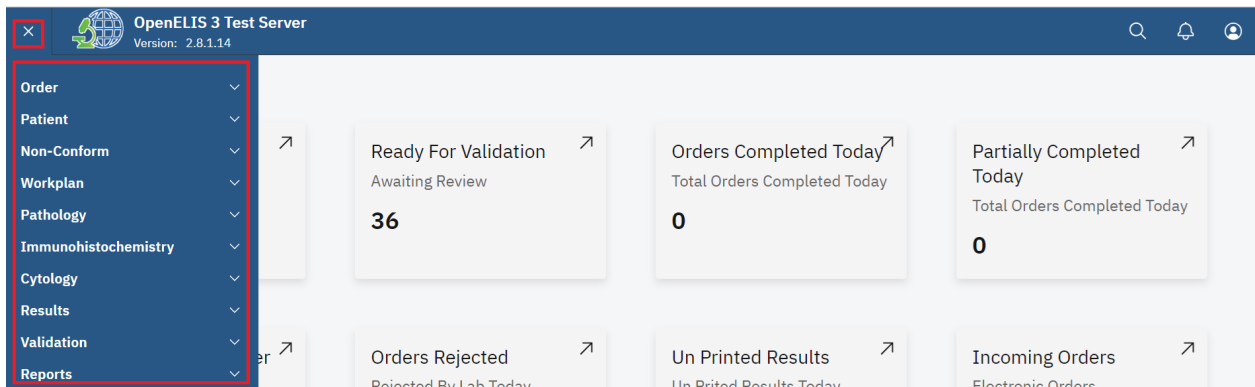
## How to access the OpenELIS menu

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:

- Order
- Patient
- 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.](#)

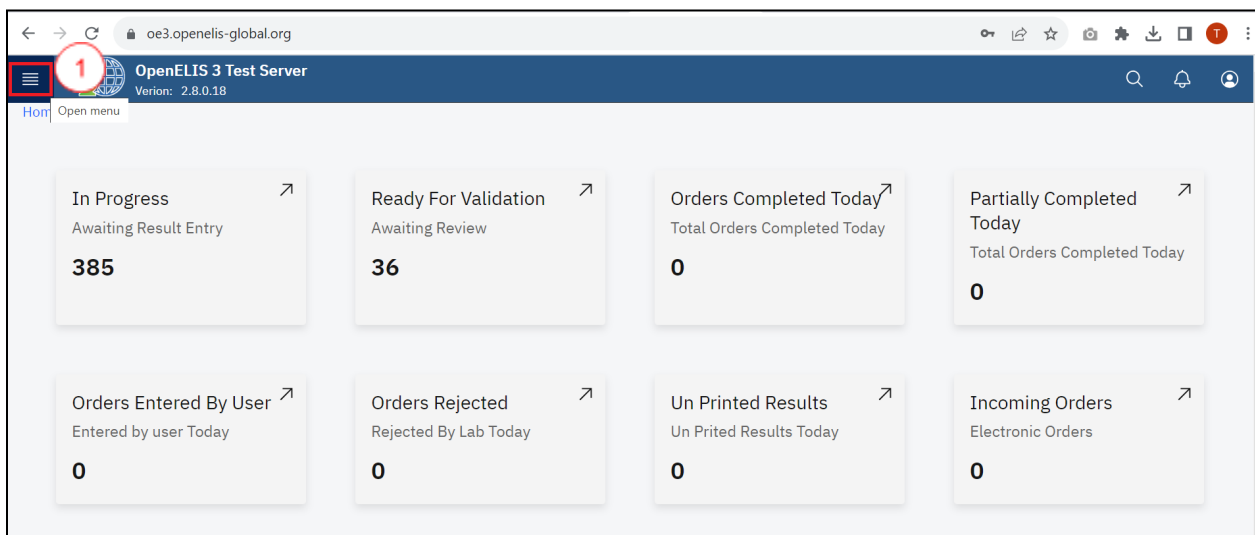
## PART 4: ENTERING LABORATORY ORDERS

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

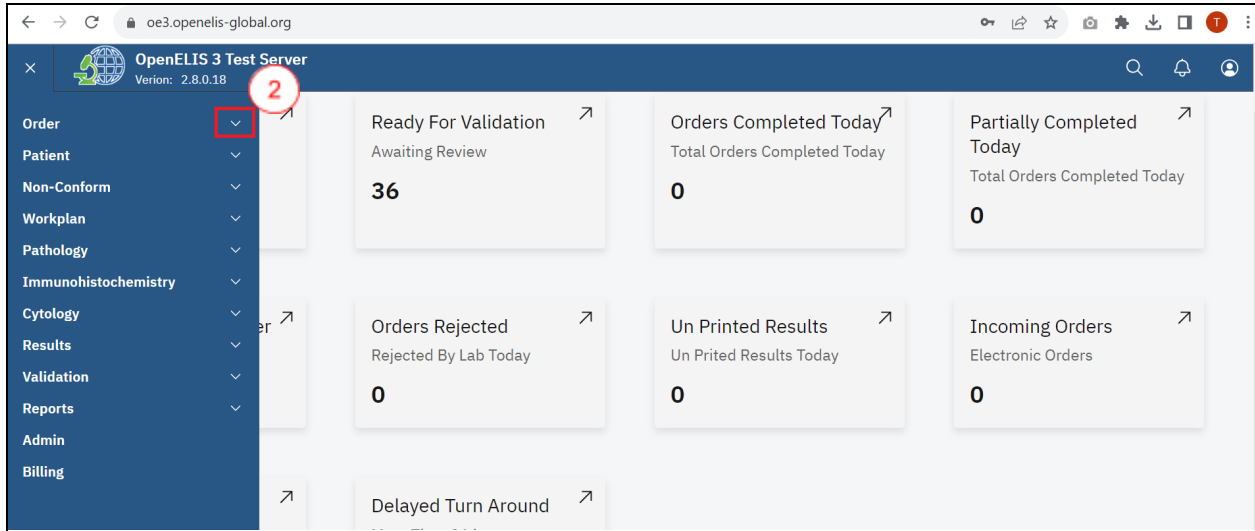
### How to create a laboratory analysis order for an existing patient

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.



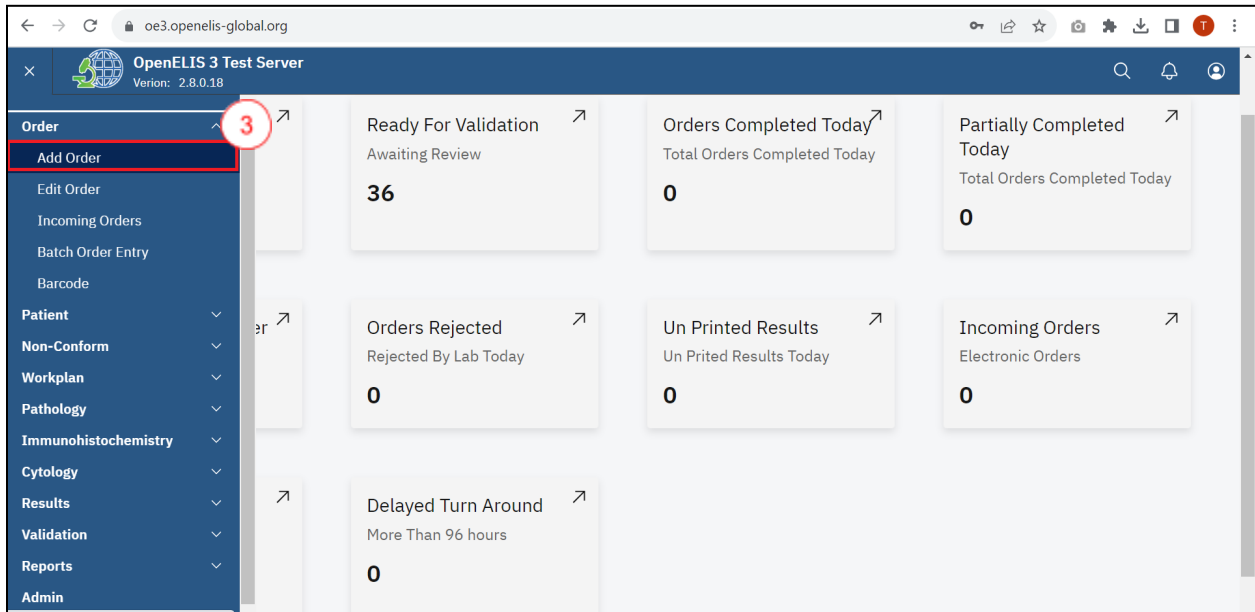
*Access the OpenELIS menu*

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



*Accessing Order*

3. Click on Add Order sub-menu item.



*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**

OpenELIS 3 Test Server  
Version: 2.8.0.18

## Test Request

Patient Info  
  Program Sel...  
  Add Sample  
  Add Order

### Patient

Patient Id       Previous Lab Number

Last Name       First Name

Date of Birth       Gender  Male  Female

#### 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					

### *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.

- 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  
Version: 2.8.0.18

## Test Request

1

Patient Info  
  Program Sel...  
  Add Sample  
  Add Order

### Patient

Patient Id:  1  
 Previous Lab Number:

Last Name:   
 First Name:

Date of Birth:   
 Gender:  Male  Female

 
 2

#### 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 ◀ ▶					

### *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  
Version: 2.8.0.18

## Test Request

Patient Info  
  Program Sel...  
  Add Sample  
  Add Order

### Patient

Patient Id:      
 Previous Lab Number:

Last Name:      
 First Name:

Date of Birth:      
 Gender:  Male  Female

#### 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

*Select Searched Patient*

6. The patient bio-data will be populated in the fields under the **Search for Patient** tab.

OpenELIS 3 Test Server  
Version: 2.8.0.18

## Test Request

Patient Info  
  Program Sel...  
  Add Sample  
  Add Order

### Patient

#### Patient Information

Emergency Contact Information

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

Date of Birth:   
 Age/Years:   
 Months:   
 Days:

Additional Information

*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
<input type="text"/>	<input type="text"/>	<input type="text"/>
Region	District	
<input type="text"/>	<input type="text"/>	
Education	Marital Status	
<input type="text"/>	<input type="text"/>	
Nationality	Specify Other nationality	
<input type="text"/>	<input type="text"/>	

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 Info   ○ Program Sel...   ○ Add Sample   ○ Add Order

## Patient

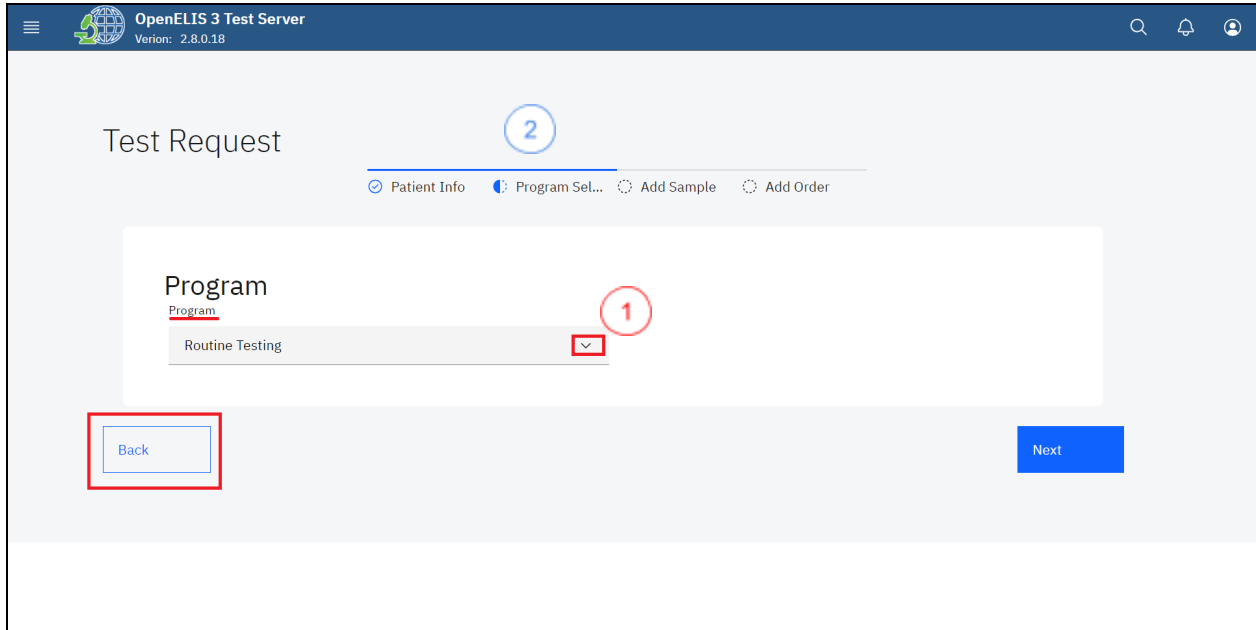
### Patient Information

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

2

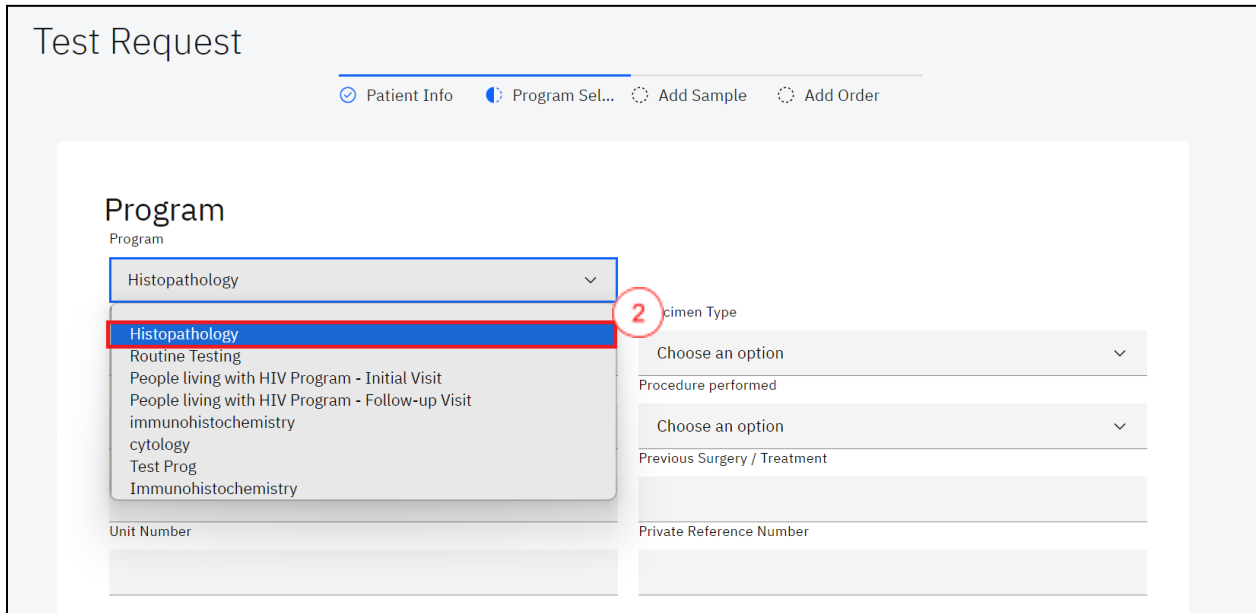
*Click to Navigate to Next Section*

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**.



*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.



*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.

OpenELIS 3 Test Server  
Version: 2.8.1.1

### Test Request

⌂ Patient Info **Program Sel...** ⌂ Add Sample ⌂ Add Order

#### Program

Program  
Histopathology

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

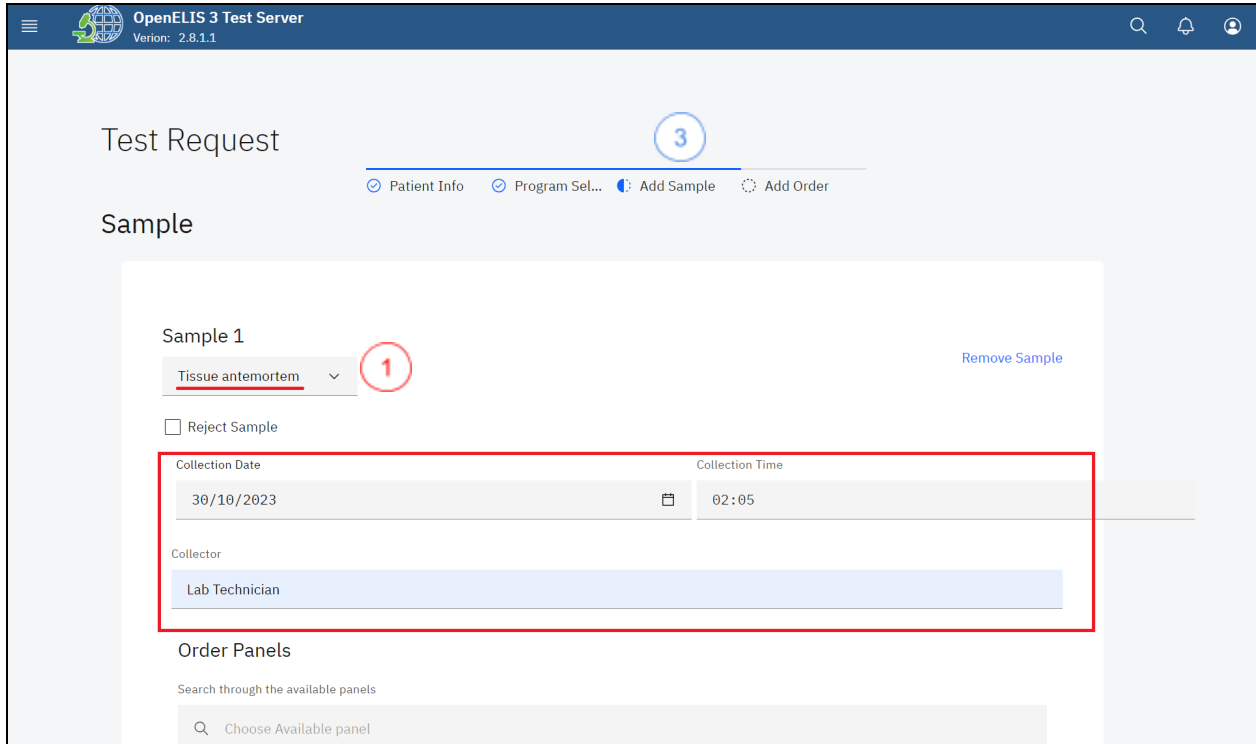
Back Next <sup>3</sup>

*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.

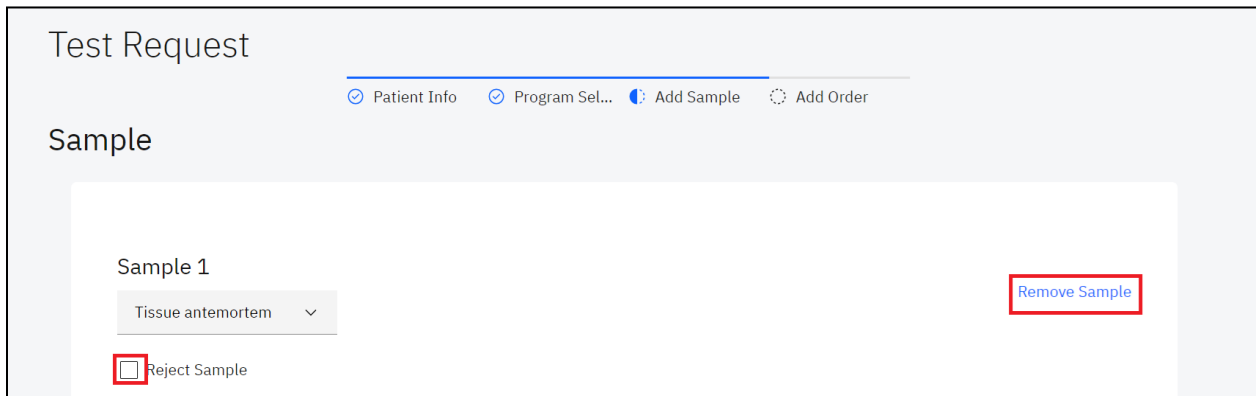
12. To Add a sample, click on the **select sample type** drop-down menu item and select the sample In this instance, histopathology was selected as a program we have selected **Tissue Antemortem** as the sample.

13. Fill in the collection date (The system time is picked by default) and Collector.



*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.



*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

Q Choose Available panel

Search through the available tests

Q path 2 X

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

Q 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 *	Referrer	Institute *	Sent Date (dd/mm/yyyy)	Test Name *
Test not perfor <input checked="" type="checkbox"/>	Open ELIS	CEDRES <input checked="" type="checkbox"/>	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: 12/10/2023

Collection Time: 10:00 2

Collector:

Order Panels

Search through the available panels 3

Search through the available tests 4

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

*Remove Sample*

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

Refer test to a reference lab

Add Sample +

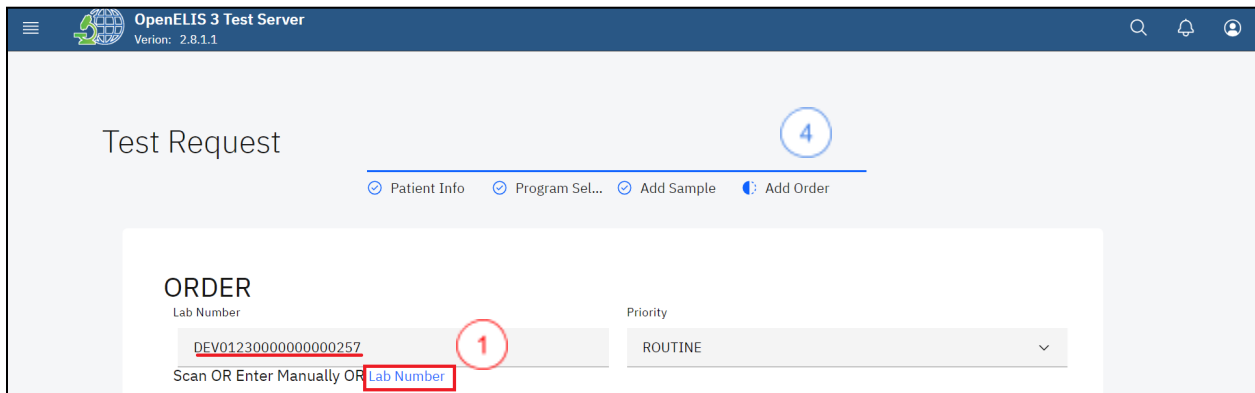
Back 5  
Next

*Click Next Button*



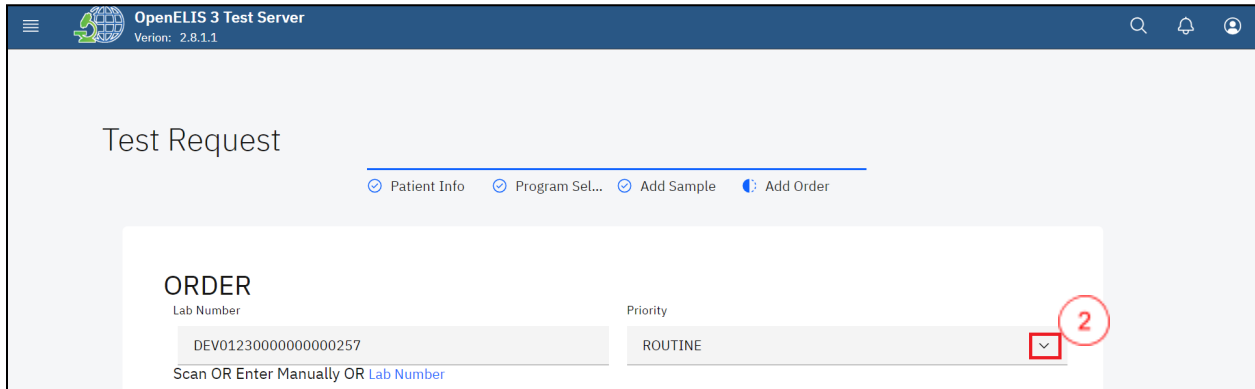
The Order section has numerous fields for capturing the order. These include: Lab Number, Priority, Site Name, Ward/Unit, Names of the requester and email address, patient payment status and Sampling performed for analysis.

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



*Scan or Generate Lab Number*

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



*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

3 Site Name: [text input] ward/dept/unit: [dropdown] 4

5 Requester's FirstName: [text input: John] Requester's LastName: [text input: Doen]

Requester Phone: [text input] Requester's Fax Number: [text input]

Requester's Email: [text input] Patient payment status: [dropdown: Normal cash payment] 6

7 Sampling performed for analysis: [dropdown: B1] Other specify: [text input]

8  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

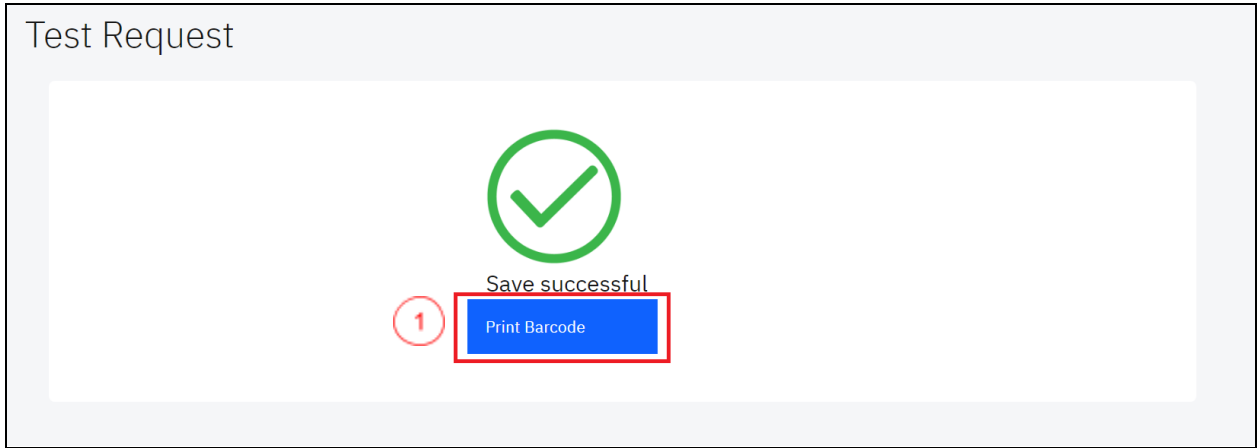
	Patient	Requester
Histopathology examination	<input type="checkbox"/> Email <input checked="" type="checkbox"/> SMS	<input checked="" type="checkbox"/> Email <input type="checkbox"/> SMS

9

Back [button] Submit [button]

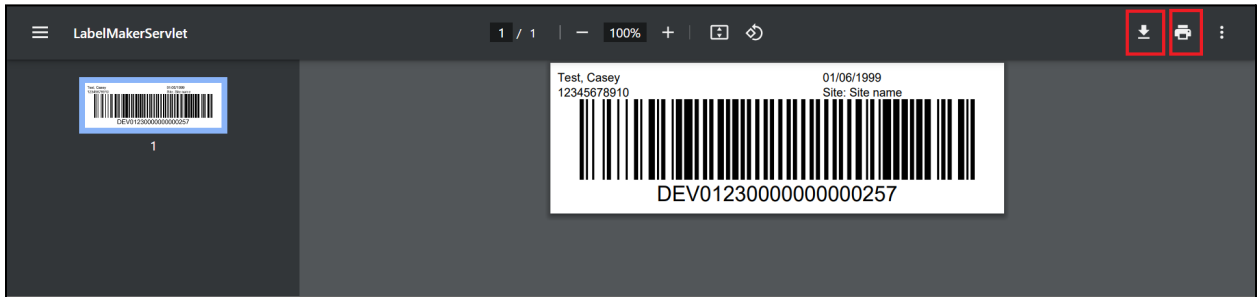
*Submit Test Request*

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



*Print Barcode*

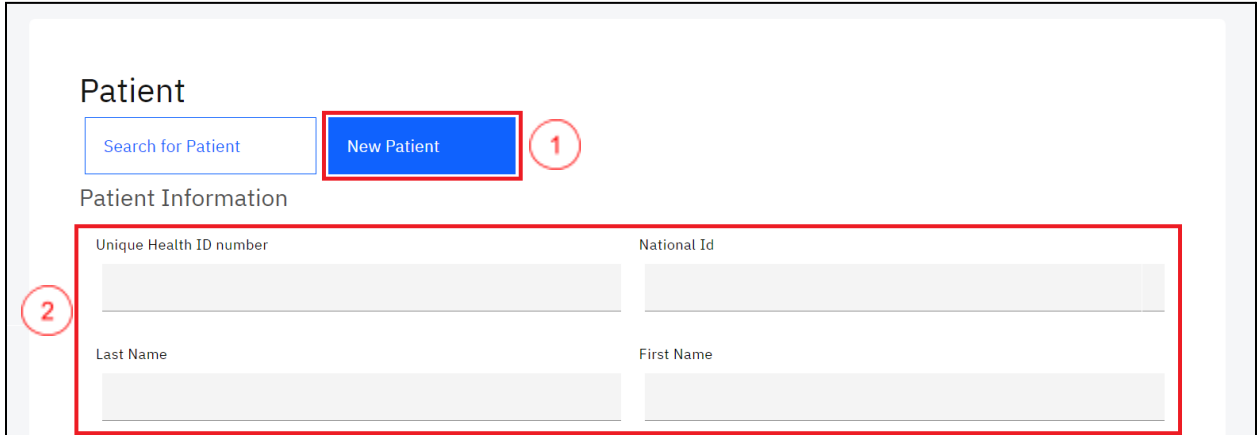
The barcode will be printed on your screen. Click on the download button on the top right to download it on your workstation. Click on the printer icon to print the barcode on your connected printer.



*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.



## 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.

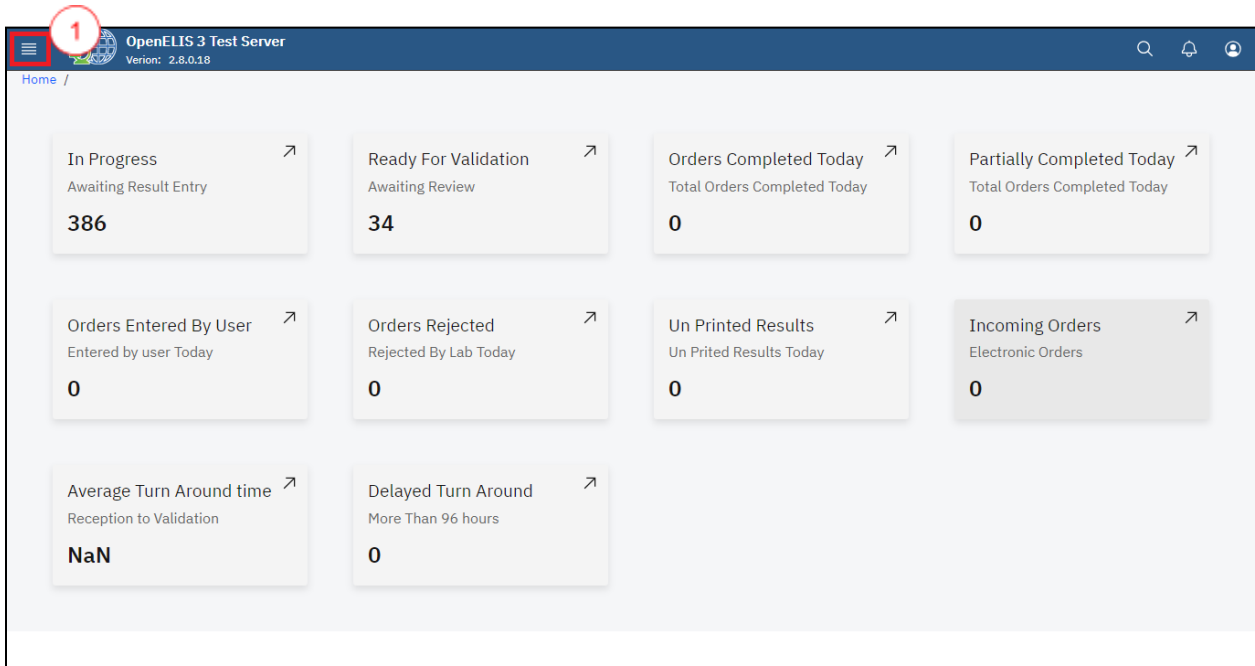
## How to modify or update a laboratory order

Use this function when you want to:

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

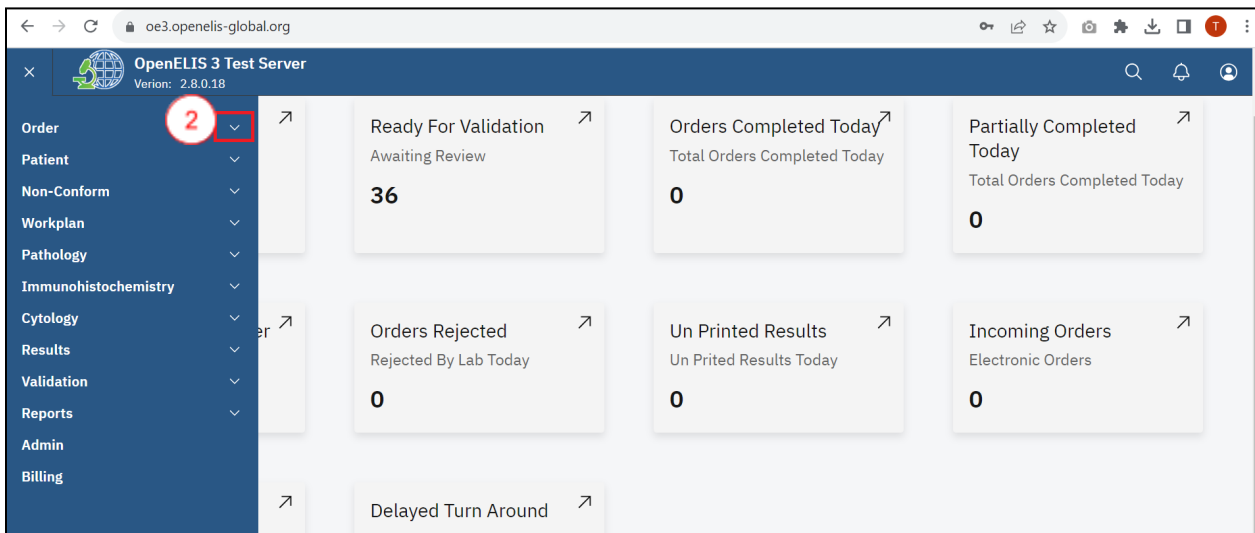
- d. Check results as collected and cancel a test for the sample under **Add Order** tab
- e. Add a sample

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.



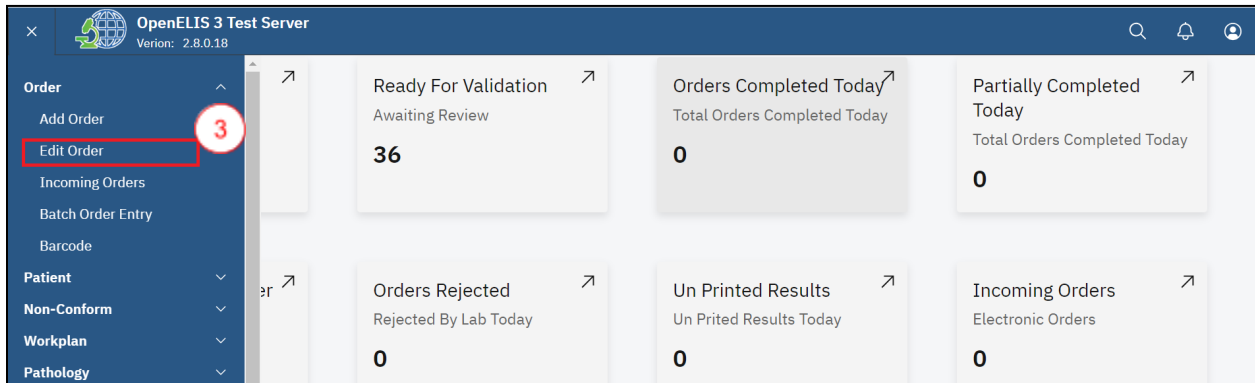
*Accessing OpenELIS 3 Menu*

2. Click on click on Order to expand.



*Accessing Order*

### 3. Click on on **Edit Order**



*Edit Order*

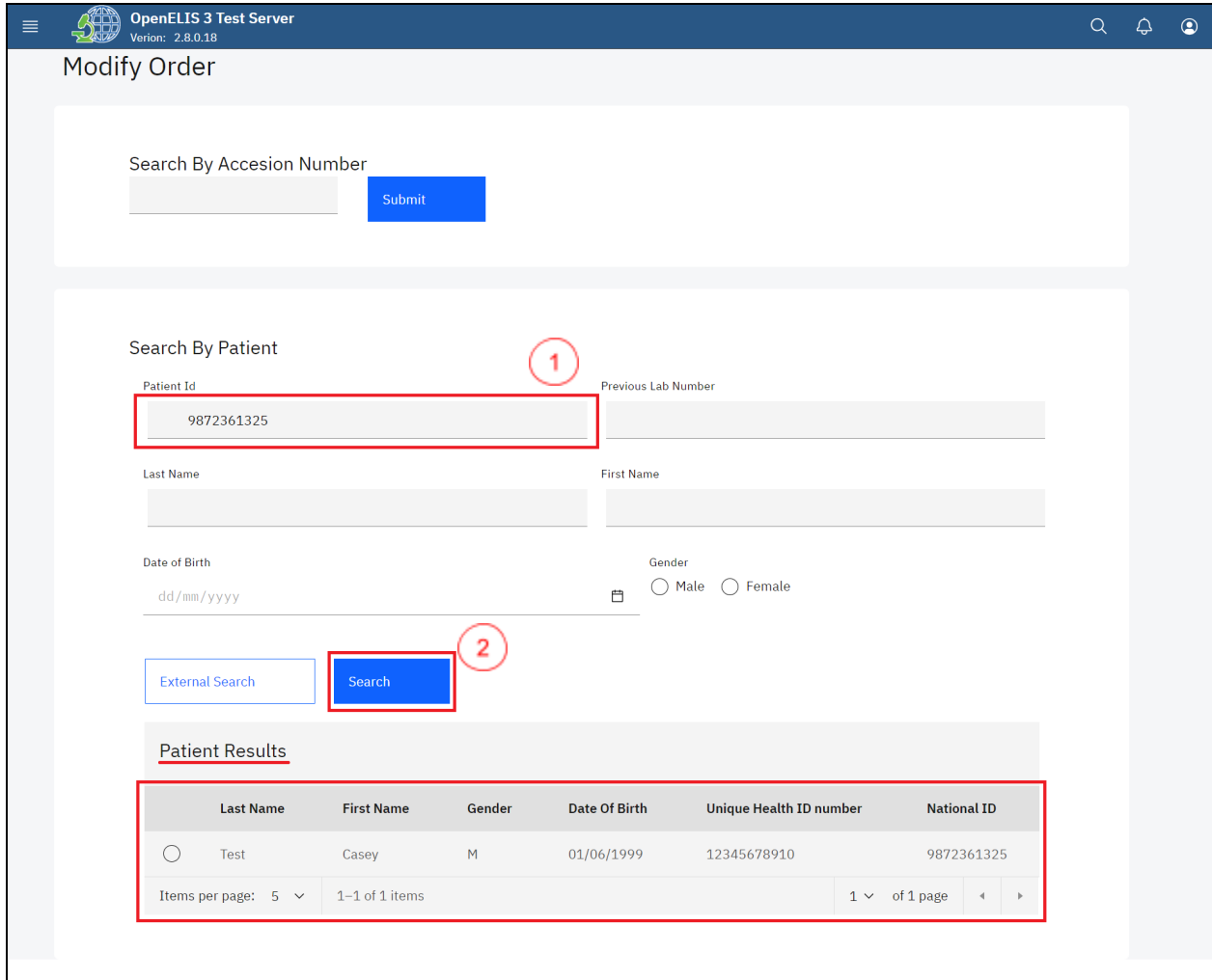
### 4. The Modify Order form allows you to search for the order using the laboratory accession number and clicking on the **Submit** button



*Search By Accession Number*

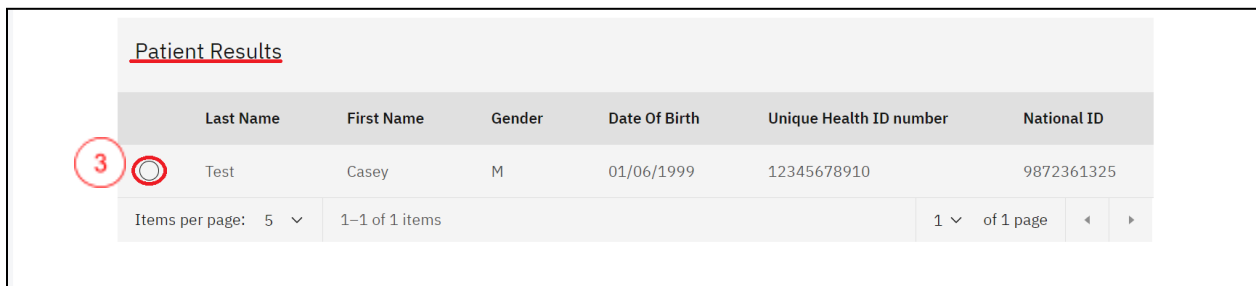
Alternatively, use the patient information to search for the lab order that is to be modified. The patient identification number can be used to search for the order to be modified. The patient names can also be used in the event the patient does not have an identification number.

### 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.



*Search Patient by ID*

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



*Click on Searched Patient*

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

- a. Specimen and Specimen Type
- b. Clinical diagnosis and Previous Surgery and or Treatment
- c. Unit Number and Private Reference Number

7. 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

Program

Histopathology	Specimen Type
Specimen	Biopsy
APPENDIX	Procedure performed
Nature/Site of Specimen	Choose an option
Provisional Clinical Diagnosis	Previous Surgery / Treatment
Unit Number	Private Reference Number

Next

#### *Modify Program*

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

- Sample collection date and time.
- Remove the sample from the test request.
- 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 checked="" 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 Remove Sample

Select sample type ▼

Reject Sample

Collection Date: 13/10/2023 Collection Time: 04:47

Collector

Order Panels

Search through the available panels

Search through the available tests

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:

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

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

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
13/10/2023	13/10/2023
Reception Time (hh:mm)	Date of next visit
04:44	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"/>
<input type="checkbox"/> Remember site and requester	

### RESULT REPORTING

Back

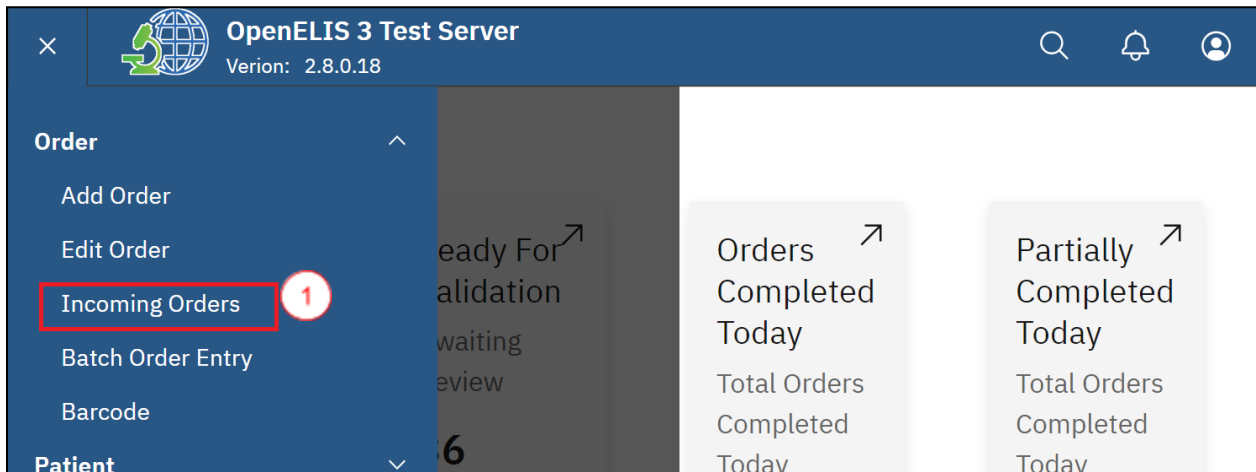
7 Submit

## Modify Order

### PART 5: ELECTRONIC ORDERS

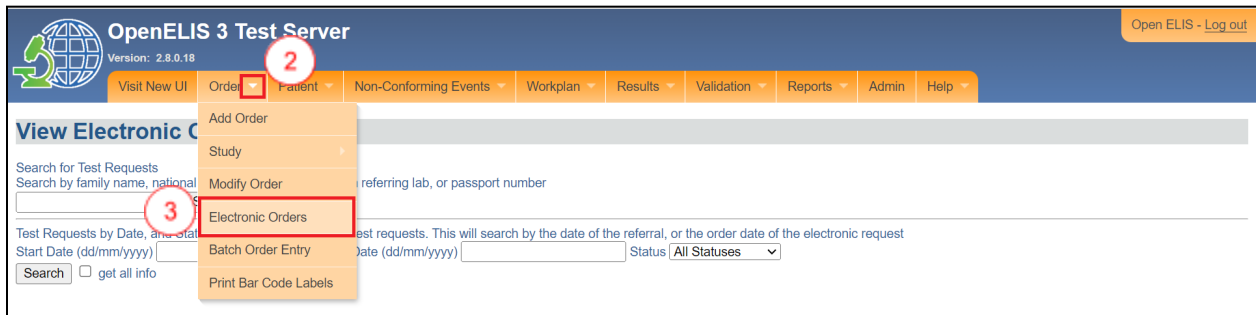
Orders sent electronically to OpenELIS will appear here with their order, sample, and test information. To access electronic orders follow the steps below:

1. Click on Incoming Orders



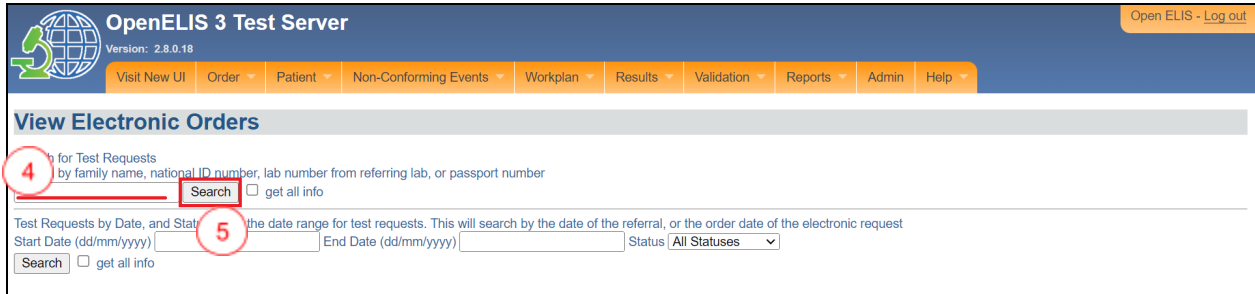
*Click on Incoming Orders*

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



*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



*View Electronic Order*

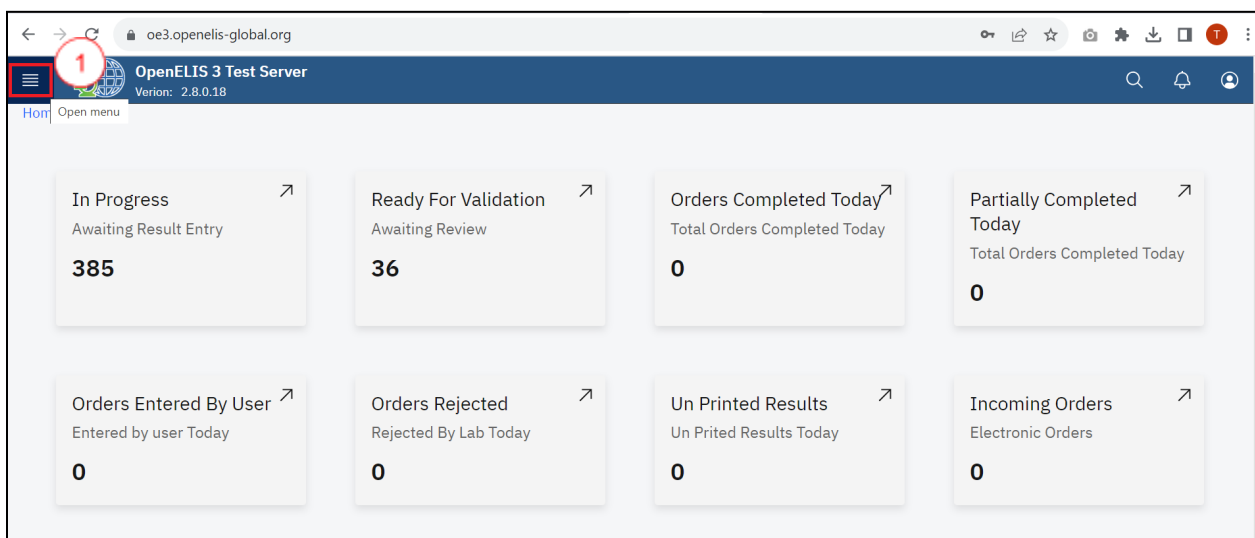
## PART 6: BATCH ORDER ENTRY

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.

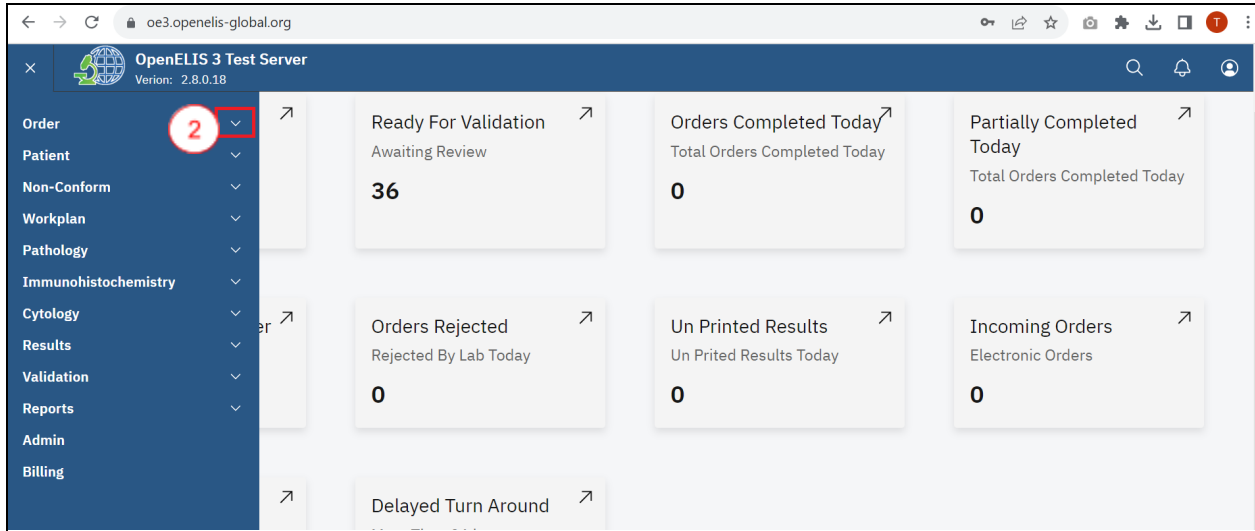
### How to set up batch order entry without individual patient data

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



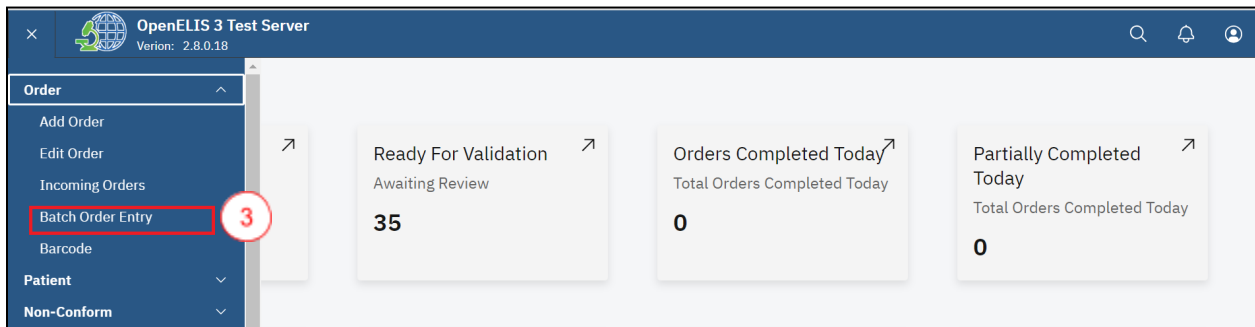
*Access the OpenELIS menu*

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



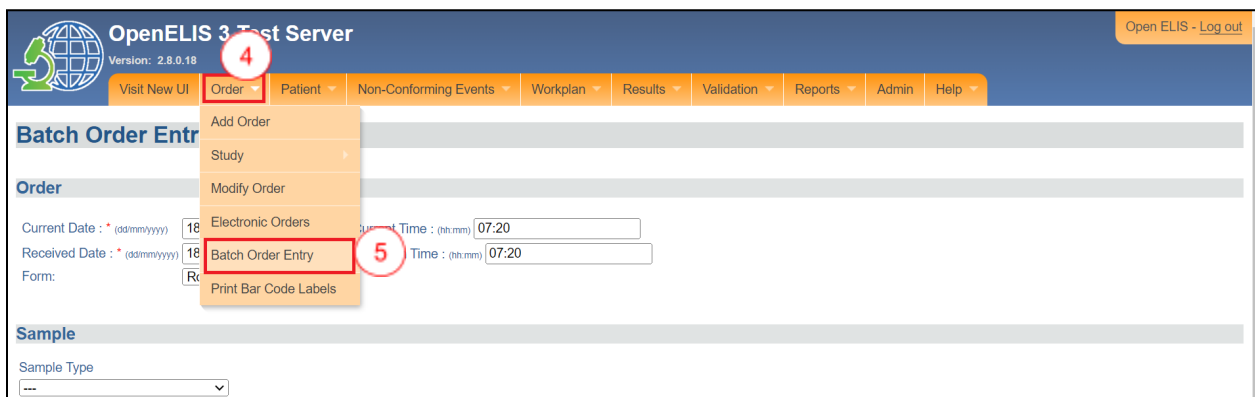
*Accessing Order*

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



*Batch Order Entry*

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



*Click on Batch Order Entry*

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

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

**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 Entry Setup

**Order**

Current Date : \* (dd/mm/yyyy) 18/10/2023 Current Time : (hh:mm) 07:26

Received Date : \* (dd/mm/yyyy) 18/10/2023 Reception Time : (hh:mm) 07:26

Form: Routine Testing

**Sample**

Sample Type: ---

**Configure Barcode Entry**

Barcode Method : On Demand

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

*Batch Order Entry Current Date and Time*

- 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) 18/10/2023 Current Time : (hh:mm) 07:26

Received Date : \* (dd/mm/yyyy) 18/10/2023 Reception Time : (hh:mm) 07:26

Form: Routine Testing

**Sample**

Sample Type: ---

**Configure Barcode Entry**

Barcode Method : On Demand

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

*Form Selection*

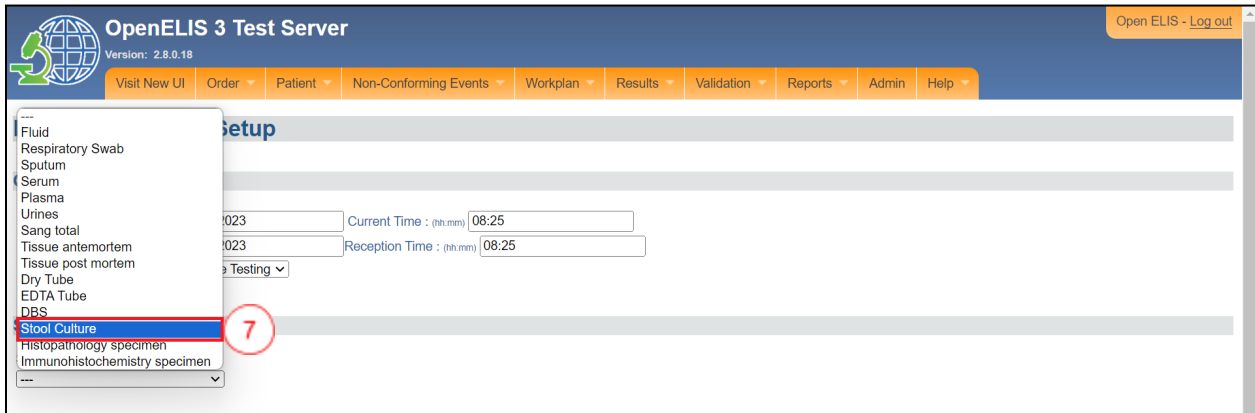


8. In the Sample Section, Click on the **Sample Type** from the dropdown menu.



*Click on Sample Type Drop-down Menu*

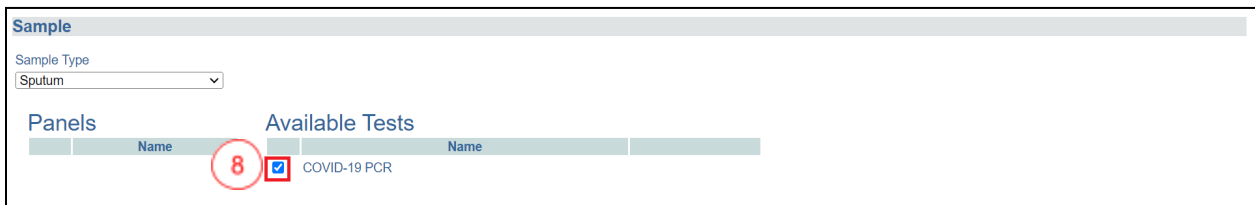
9. Select the sample from the drop-down menu items. In this illustration, Stool culture is selected as the sample type



*Sample Selected*

10. 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.



*Select Panels and Available tests*

11. 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*

3

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.

*Checkboxes for Optional Fields*

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

*Click Next Button*

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

*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**

**Generate Barcode and Save**

Save & Print Next label

Current Accession Number:  
DEV0123000000000247

Previously Used Accession Numbers:

**Common Fields**

Current Date: 18/10/2023 Current Time: 08:25

Received Date: 18/10/2023 Received Time: 08:25

Sample Type	Test Name
Sputum	COVID-19 PCR

ward/dept/unit :

*Update Common Fields*

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

**Batch Order Entry**

**Sample Specific Fields**

**Generate Barcode and Save**

Save & Print Next label

Current Accession Number:  
DEV0123000000000247

Previously Used Accession Numbers:

**Common Fields**

Current Date: 18/10/2023 Current Time: 08:25

Received Date: 18/10/2023 Received Time: 08:25

Sample Type	Test Name
Sputum	COVID-19 PCR

ward/dept/unit :

*Sample Type and Test Name*

14. Click **Save & Print**.

**Batch Order Entry**

**Sample Specific Fields**

**Generate Barcode and Save**

Save & Print Next label

Current Accession Number:  
DEV0123000000000247

Previously Used Accession Numbers:

**Common Fields**

Current Date: 18/10/2023 Current Time: 08:25

Received Date: 18/10/2023 Received Time: 08:25

Sample Type	Test Name
Sputum	COVID-19 PCR

ward/dept/unit :

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

<b>Generate Barcode and Save</b> <input type="button" value="Save &amp; Print"/> <input type="button" value="Next label"/> Current Accession Number: <input type="text" value="DEV0123000000000247"/> <u>Previously Used Accession Numbers:</u> <input type="text"/>	Current Date: <input type="text" value="18/10/2023"/> Received Date: <input type="text" value="18/10/2023"/> Current Time: <input type="text" value="08:25"/> Received Time: <input type="text" value="08:25"/> <table border="1"> <thead> <tr> <th>Sample Type</th> <th>Test Name</th> </tr> </thead> <tbody> <tr> <td>Sputum</td> <td>COVID-19 PCR</td> </tr> </tbody> </table> ward/dept/unit :	Sample Type	Test Name	Sputum	COVID-19 PCR
Sample Type	Test Name				
Sputum	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**

**Generate Barcode and Save**

Save & Print **Next label** 4

Current Accession Number:  
DEV01230000000000250

Previously Used Accession Numbers:  
DEV01230000000000249  
DEV01230000000000248

**Common Fields**

Current Date: 19/10/2023  
Received Date: 19/10/2023

Current Time: 04:04  
Received Time: 04:04

Sample Type	Test Name
Sputum	COVID-19 PCR

ward/dept/unit :

*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%

1

2

Site:  
DEV01230000000000250

Site:  
DEV01230000000000250

**Finish** 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** **Next** Cancel

*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

The screenshot displays the 'Batch Order Entry Form' interface. It is divided into two main sections: 'Sample Specific Fields' on the left and 'Common Fields' on the right. The 'Sample Specific Fields' section includes a 'Search' area with input fields for Lab No., Patient ID, Last Name, First Name, and Date of Birth (dd/mm/yyyy), along with a Gender dropdown and a Search button. Below this is a 'New Patient' button and a 'Patient Information' section with fields for Unique Health ID number, National ID, Patient Name (Last and First), Date of Birth (dd/mm/yyyy), Age (Years, months, days), and Gender. The 'Common Fields' section shows 'Current Date' and 'Current Time' (19/10/2023, 04:29), 'Received Date' and 'Received Time' (19/10/2023, 04:29), a table for 'Sample Type' and 'Test Name' (Sputum, COVID-19 PCR), and a 'ward/dept/unit' field. Red boxes highlight the search criteria fields and the patient information fields.

*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**

**Search**

Lab No :

Patient ID :

Last Name :  1

First Name :

Date of Birth (dd/mm/yyyy):  Gender:

	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	sfdcsc2ew23
<input type="radio"/>	test	test	M	19/08/1997	3434453532	sfdcsc2ew23
<input type="radio"/>	test	test	M	18/08/1997	3434453532	sfdcsc2ew23

**Patient Information**

Unique Health ID:

number:

National ID:

Patient Name: Last Name:  First Name:

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

**Common Fields**

Current Date:  Current Time:

Received Date:  Received Time:

Sample Type:  Test Name:

ward/dept/unit :

*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 :

Patient ID :

Last Name :  1

First Name :

Date of Birth (dd/mm/yyyy):  Gender:

**No patients found matching search terms**

2

**Patient Information**

Unique Health ID:

National ID:

Patient Name: Last Name:  First Name:

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

### *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 Entry**

**Sample Specific Fields**

**Search**

Lab No :

Patient ID :

Last Name :

First Name :

Date of Birth (dd/mm/yyyy):  Gender:

**Common Fields**

Current Date:  Current Time:

Received Date:  Received Time:

Sample Type	Test Name
Sputum	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:

- a. Enter number of label sets
- b. 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

*Pre-print Barcodes*

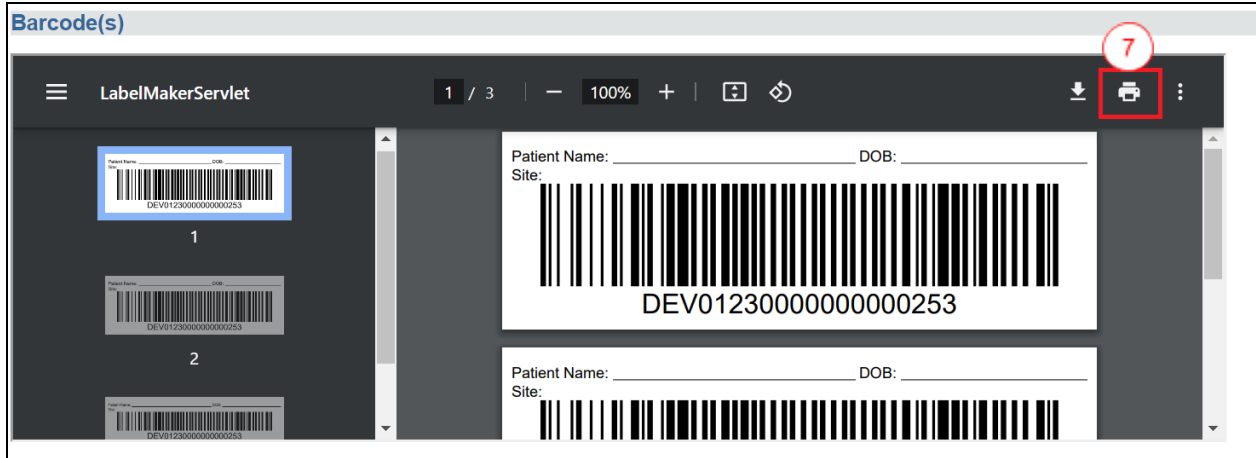
- 2. Select the **Sample Type** from the drop-down menu and the corresponding panel(s) and available tests.

*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.

*Pre-print Labels*

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



*Launch Printer Dialogue*

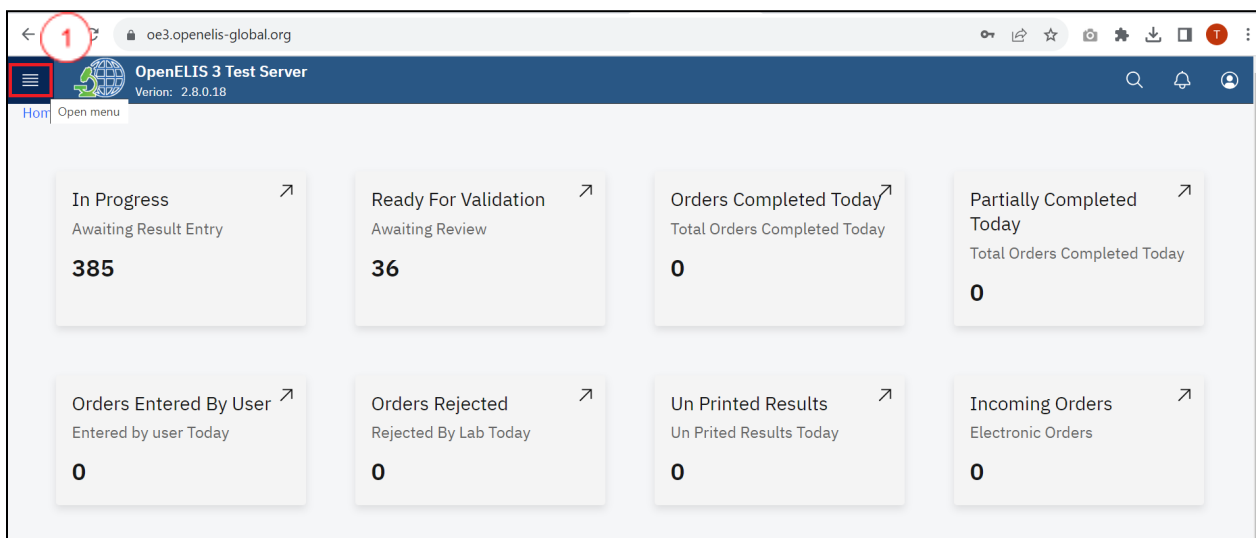
## PART 7: WORK PLANS

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.

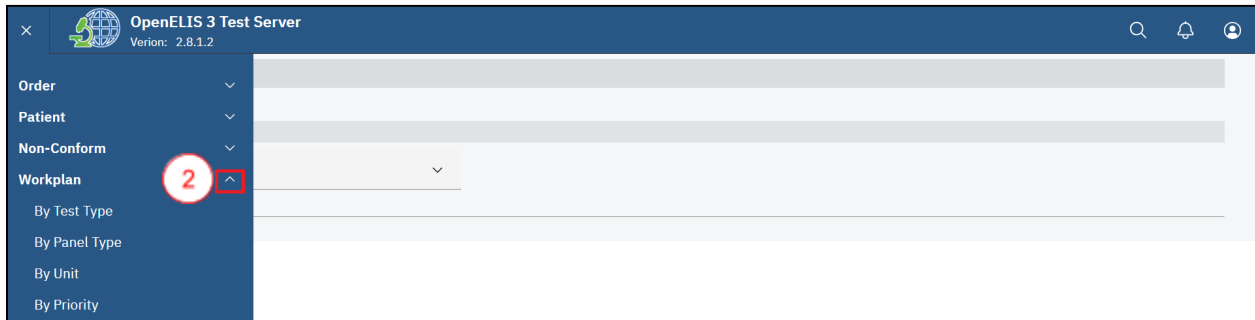
### How to create a work plan by test type, by panel type, unit type or by priority

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



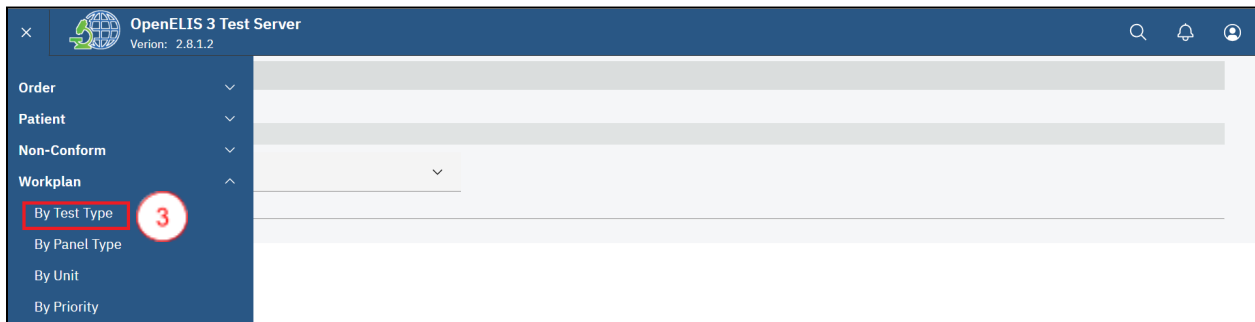
*Access the OpenELIS menu*

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



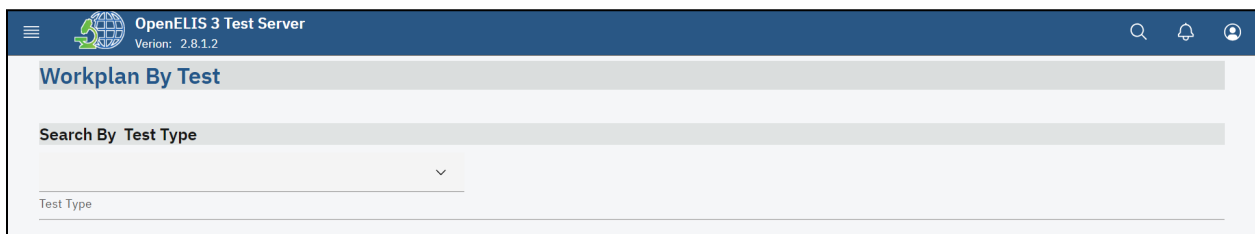
*Accessing Work Plan*

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



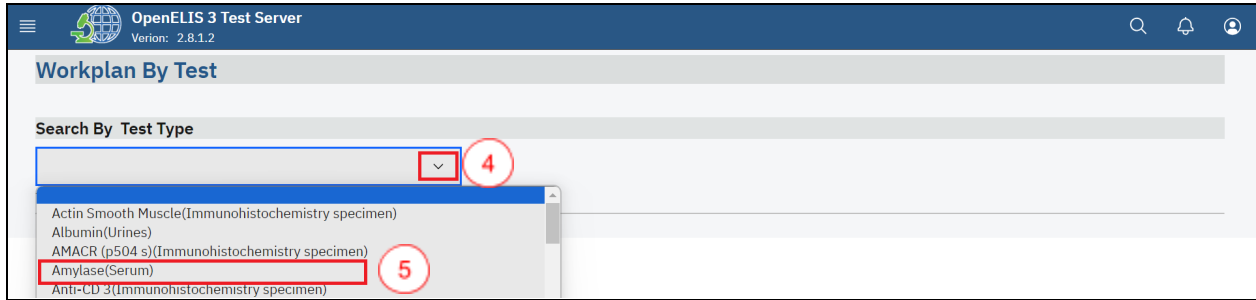
*Work Plan By Test Type*

The work plan by test type page will be displayed.



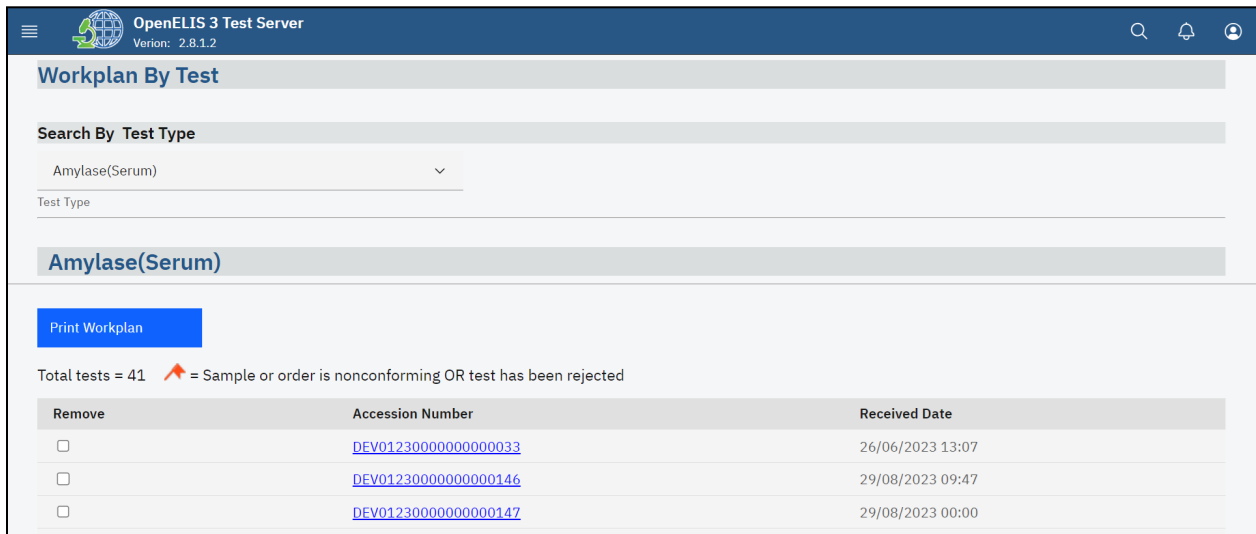
*Work Plan By Test Page*

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.



Work Plan By Test

5. 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  1

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"/>	<a href="#">DEV012300000000000005</a>	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  1

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"/>	<a href="#">DEV0123000000000000033</a>	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*

OpenELIS 3 Test Server  
Version: 2.8.1.4

### 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"/>	<a href="#">DEV0123000000000120</a>	COVID-19 PCR	23/08/2023 07:16

[Print Workplan](#)

*Work Plan by Priority*

6. 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;

OpenELIS 3 Test Server  
Version: 2.8.1.4

### 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"/>	<a href="#">DEV0123000000000033</a>	26/06/2023 13:07
<input checked="" type="checkbox"/>	<a href="#">DEV0123000000000146</a>	29/08/2023 09:47

*Remove Tests From Work Plan*

7. 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.

**OpenELIS 3 Test Server**  
Version: 2.8.1.4

### Workplan By Test

Search By Test Type

Amylase(Serum) ▼

Test Type

### Amylase(Serum)

**Print Workplan** 2

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

Remove	Accession Number	Received Date
<input type="checkbox"/>	<a href="#">DEV01230000000000033</a>	26/06/2023 13:07
<input type="checkbox"/>	<a href="#">DEV012300000000000146</a>	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.

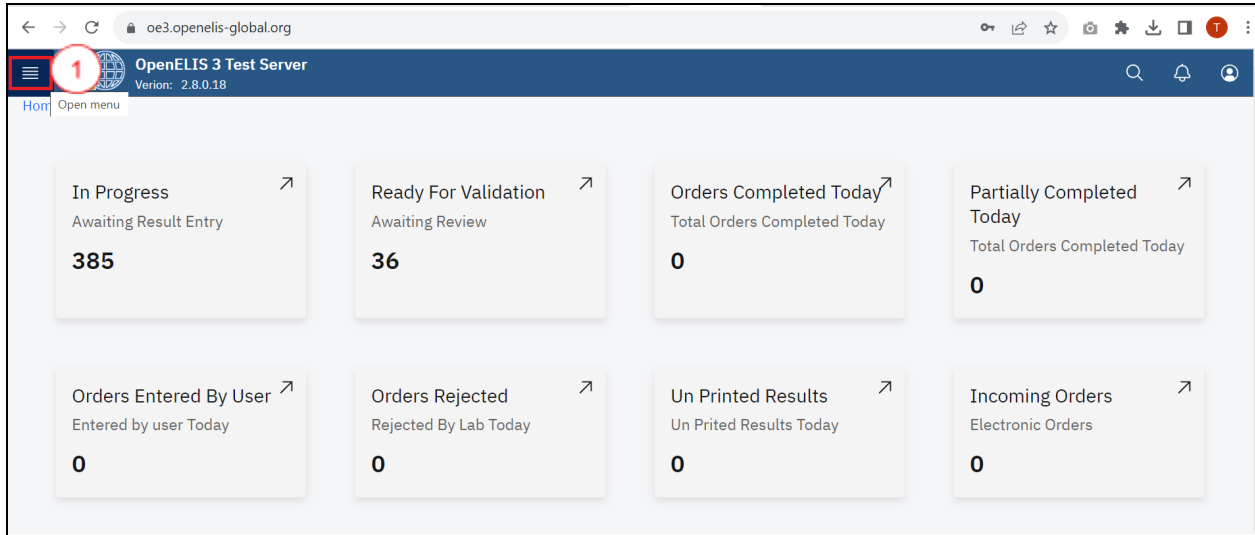
### **How to create a pathology case.**

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.**

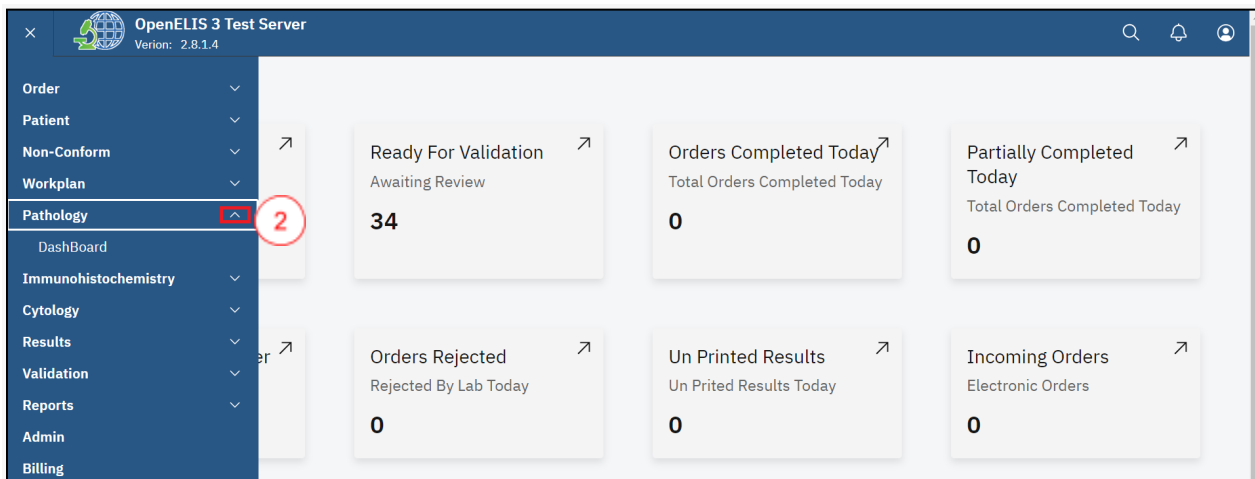
1. To access the Pathology module, hover the mouse over the hamburger icon and click to open the menu.





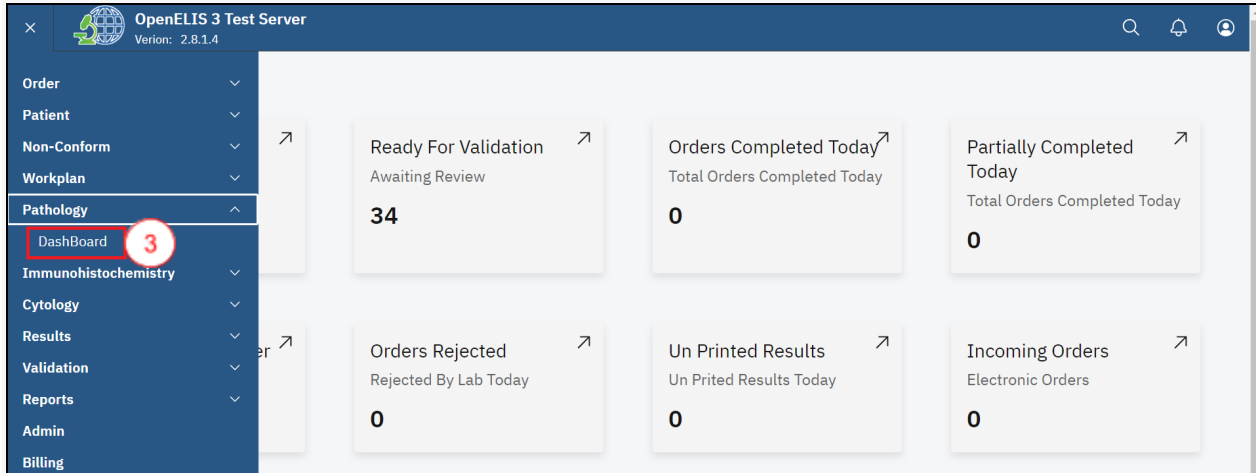
*Access the OpenELIS menu*

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



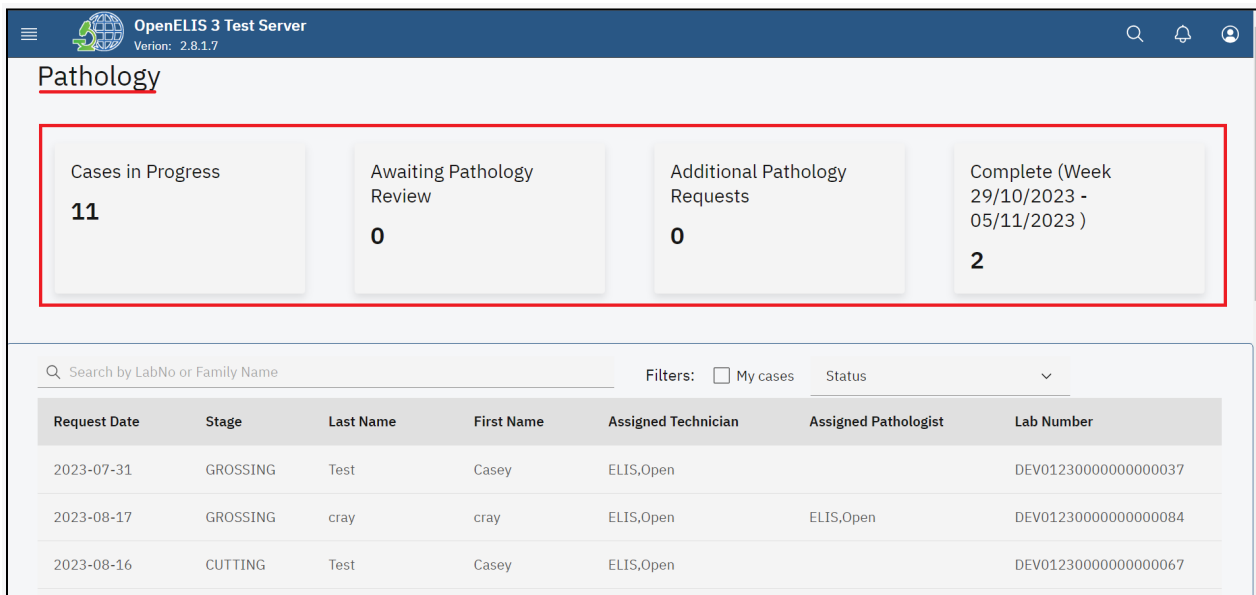
*Accessing Pathology Module*

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



*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:  My cases Status ▼

Request Date	Stage	Last Name	First Name	Assigned Technician	Assigned Pathologist	Lab Number
2023-07-31	GROSSING	Test	Casey	ELIS,Open		DEV012300000000000037
2023-08-17	GROSSING	cray	cray	ELIS,Open	ELIS,Open	DEV012300000000000084
2023-08-16	CUTTING	Test	Casey	ELIS,Open		DEV012300000000000067

### *Pathology Requests*

4. 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:  My cases Status ▼

Request Date	Stage	Last Name	First Name	Assigned Technician	Assigned Pathologist	Lab Number
2023-07-31	GROSSING	Test	Casey	ELIS,Open		DEV012300000000000037
2023-08-17	GROSSING	cray	cray	ELIS,Open	ELIS,Open	DEV012300000000000084

### *Filter Pathology Cases*

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

Request Date	Stage	Last Name	First Name	Assigned Technician	Lab Number
2023-07-31	GROSSING	Test	Casey	ELIS,Open	300000000000037
2023-08-17	GROSSING	cray	cray	ELIS,Open	300000000000084
2023-08-16	CUTTING	Test	Casey	ELIS,Open	300000000000067

**Status**

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

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

*Filter Request by Ascending or Descending Order*

- 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.
- 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

1   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		DEV01230000000000037
2023-08-16	CUTTING	Test	Casey	ELIS,Open		DEV01230000000000067
2023-10-12	GROSSING	Test	Casey	ELIS,Open		DEV01230000000000231
2023-10-30	GROSSING	Test	Casey	<input type="button" value="Start"/>		DEV01230000000000257
2023-08-18	GROSSING	Test	Casey	ELIS,Open		DEV01230000000000089
2023-10-13	GROSSING	Test	Casey	<input type="button" value="Start"/>		DEV01230000000000234
2023-10-17	SLICING	Test	Casey	ELIS,Open	Ragobur,Priya	DEV01230000000000245

2

### 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 :** DEV01230000000000257

**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

Select Technician

ELIS,Op

Select Pathologist

Reports

Add Report

*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

The screenshot shows a form titled "Blocks" with three rows. Each row has a "- Block" button, a numeric input field (1, 2, 3), a "Location" input field, and a "Print Label" button. A red circle labeled "6" highlights the "Location" field in the first row, and another red circle labeled "7" highlights the "Print Label" button in the first row. At the bottom, there is a "3" input field and an "Add Block(s)" button.

### Filling Block Location and Printing a Label

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

The screenshot shows the same "Blocks" form as above. The "Location" field in the first row is now filled with the text "30-10-2023-1". The "Print Label" button for the first row is highlighted with a red rectangular box. The other rows and the "Add Block(s)" button remain the same.

### 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.

The screenshot shows a form titled "Slides". It has a "3" input field, an upward-pointing arrow icon, and an "Add Slide(s)" button. A red circle labeled "7" highlights the "Slides" title, and another red circle labeled "8" highlights the "Add Slide(s)" button. Below the input field, the text "Number of Slides to add" is visible.

### 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.

*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: Staining Slides*

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

*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: 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 'Save' button highlighted with a red box and a red circle containing the number 15. Below it are three dropdown menus: 'Select Status' with 'Ready for Pathologist' selected, 'Select Technician' with 'ELIS,Of' selected, and 'Select Pathologist' with 'Perera,Dr' selected. The 'Select Pathologist' dropdown is highlighted with a blue box and a red circle containing the number 14.

*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 the 'Techniques Used' section with a dropdown menu open. The dropdown menu is highlighted with a red box and a red circle containing the number 1.

*Technique Used*

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

The screenshot shows the 'Techniques Used' section with a dropdown menu open. The dropdown menu is highlighted with a red box and a red circle containing the number 2. The dropdown menu shows a list of techniques with checkboxes: 'HAEMATOXYLIN AND E...', 'New Pathology Technique', 'Path technique' (checked), and 'Reticulin Stain' (checked). Above the dropdown menu, there are two tabs: 'Path technique' and 'Reticulin Stain'.

*Select Technique*

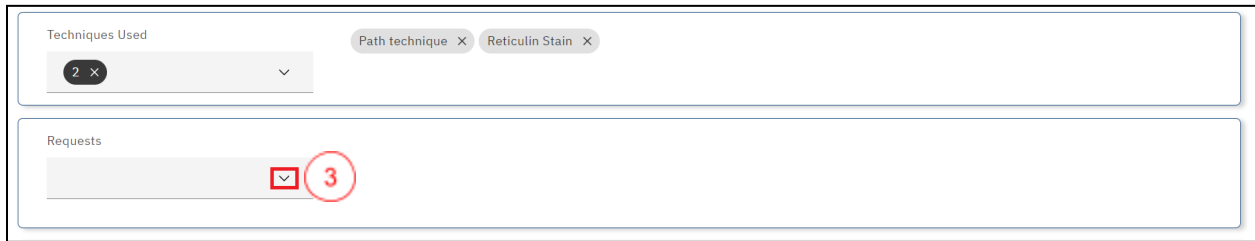
3. To remove a technique, click on **x** to cancel a technique.

The screenshot shows the 'Techniques Used' section with a dropdown menu open. The dropdown menu is highlighted with a red box and a red circle containing the number 2. The dropdown menu shows a list of techniques with checkboxes: 'HAEMATOXYLIN AND E...', 'New Pathology Technique', 'Path technique' (checked), and 'Reticulin Stain' (checked). Above the dropdown menu, there are two tabs: 'Path technique' and 'Reticulin Stain'. The 'Reticulin Stain' tab is highlighted with a red box and a red circle containing the number 2.

*Canceling 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*

- 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*

- 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.

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 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.

*Select Conclusion*

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

*Remove a Conclusion*

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

*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.

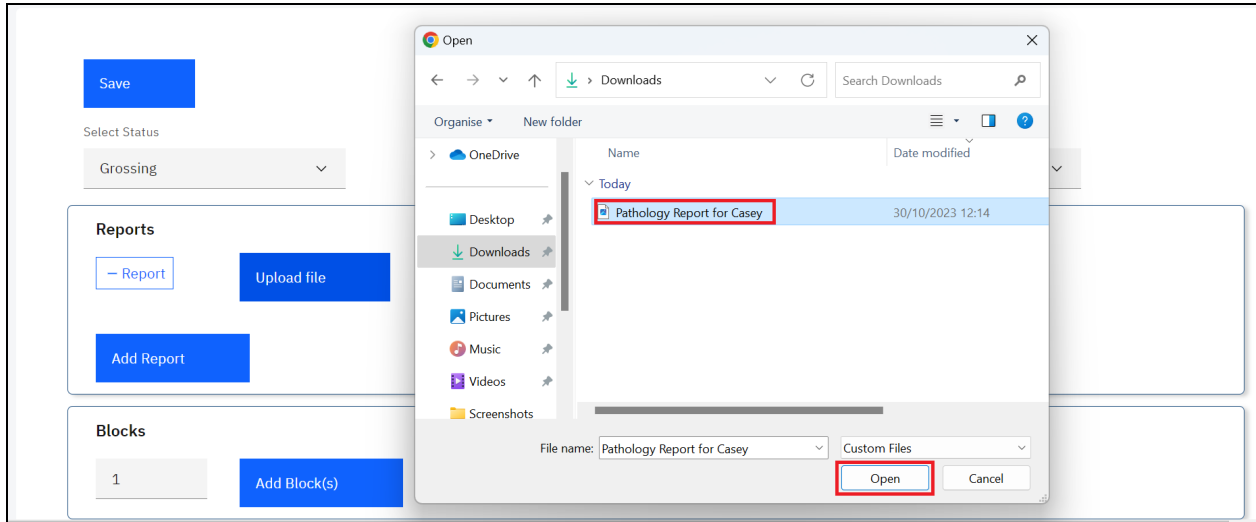
14. To add a report, click on the **Add Report** button under the report section.

*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.

*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**.



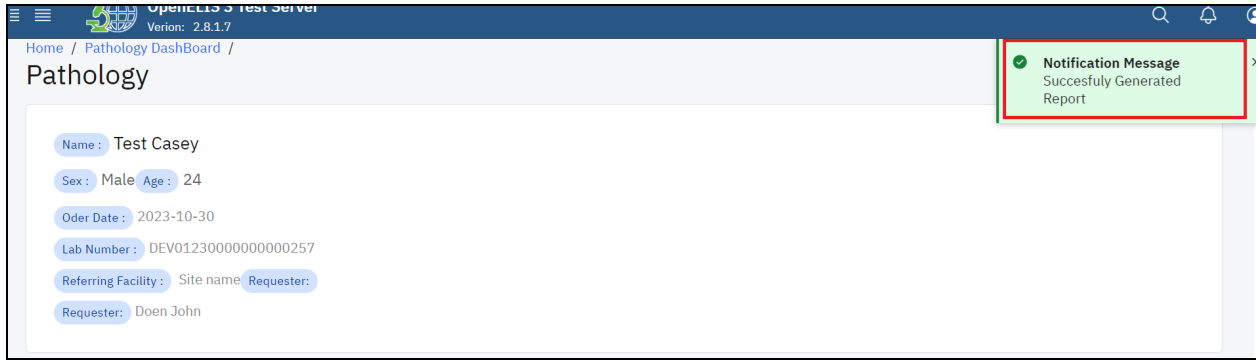
*Canceling an Uploaded Report*

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.



*Successfully Generated Report*

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



*Select Completed Status*

20. Click on 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.



*Click on Ready For Release Checkbox and Save Button*

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

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		DEV0123000000000231
2023-10-30	COMPLETED	Test	Casey	ELIS,Open	Ragobur,Priya	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

*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.

*Refer to ImmunoHistoChemistry*

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

*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.

OpenELIS 3 Test Server  
Version: 2.8.1.11

Pathology

Cases in Progress  
**12**

Awaiting Pathology Review  
**0**

Additional Pathology Requests  
**0**

Complete (Week 19/11/2023 - 26/11/2023)  
**0**

Search by LabNo or Family Name 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		DEV012300000000000037
2023-08-17	GROSSING	cray	cray	ELIS,Open	ELIS,Open	DEV012300000000000084
2023-08-16	CUTTING	Test	Casey	ELIS,Open		DEV012300000000000067
2023-10-23	COMPLETED	ROGER	RABBIT	Ragobur, Priya	Perera, Dr	DEV012300000000000254
2023-09-28	GROSSING	LALL	SHAMEEM	ELIS,Open		DEV012300000000000218

*Click on Patient*

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

Specimen: UTERUS BIL TUBES&OVARIES  
 Specimen Type: Whole Organ  
 Nature/Site of Specimen: UTERUS WITH BILATERAL OVARIES 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*

4. 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

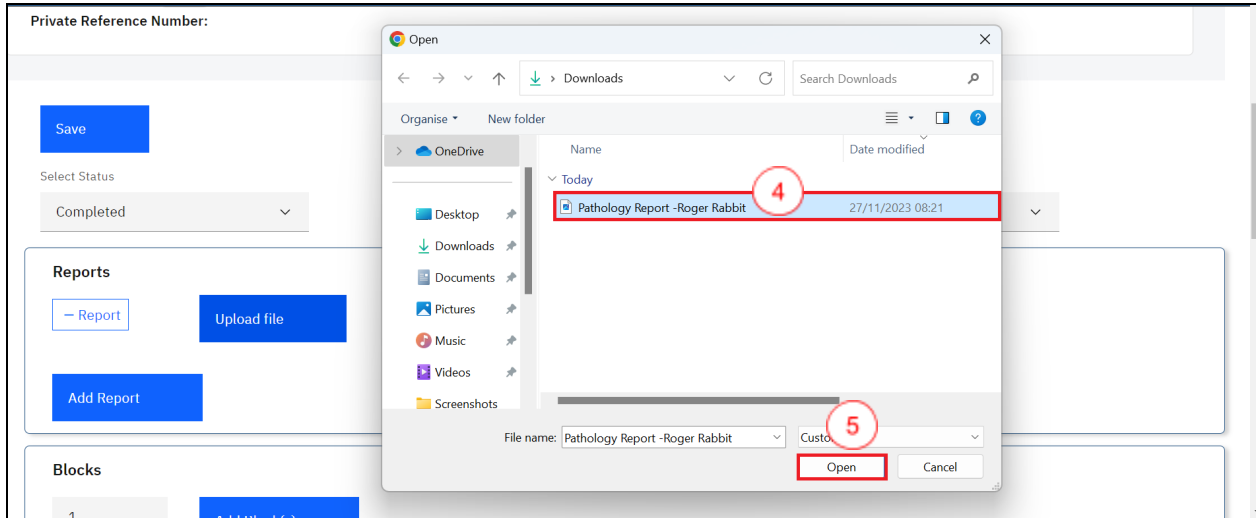
Reports

- Report Upload file 3 Pathology Report Generate Report

Add Report

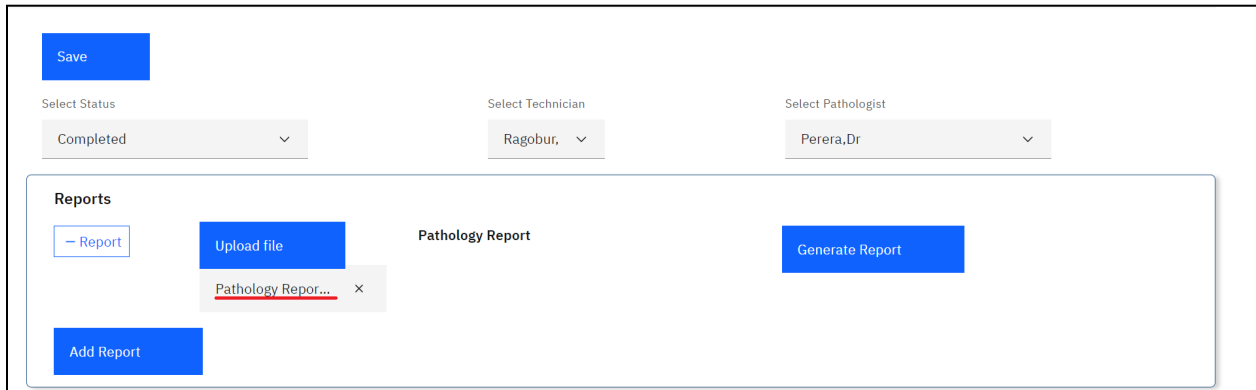
*Click Upload File*

5. 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.



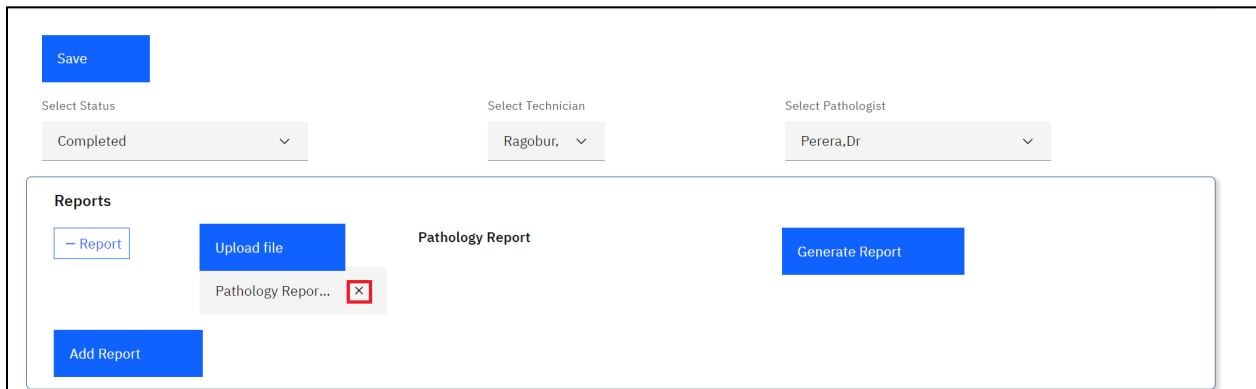
### *Upload Report*

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



### *Report Uploaded Successfully*

- 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*

- 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	0001000001	National ID	20000000000	Age	33 Y	Sex	F
Last Name, First Name	ROGER , RABBIT		Referring site	VICTORIA HOSPITAL			
Prescriber			Ward/Dept/Unit				
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 whorl 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' form with a progress bar at the top containing 'Patient Info', 'Program Sel...', 'Add Sample', and 'Add Order'. The 'Program Sel...' step is active. Below the progress bar is a 'Program' dropdown menu with 'Routine Testing' selected. A red box highlights the dropdown arrow, and a red circle with the number '1' is next to it. 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' form with the 'Program' dropdown menu open. The menu lists several options: 'Routine Testing', 'Histopathology', 'Routine Testing', 'People living with HIV Program - Initial Visit', 'People living with HIV Program - Follow-up Visit', 'immunohistochemistry', 'cytology', 'Test Prog', and 'Immunohistochemistry'. The 'immunohistochemistry' option is highlighted in blue. A red box highlights the dropdown arrow, and a red circle with the number '2' is next to it. Another red circle with the number '3' is next to the 'immunohistochemistry' option. 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

The screenshot shows the 'Test Request' form in OpenELIS. The 'Program' section is highlighted with a blue bar. Below it, there are several fields: 'Program' (a dropdown menu with 'immunohistochemistry' selected), 'Nature of Specimen' (a text input field with '1 x' and a red '1' in a circle), 'Site of Specimen' (a dropdown menu with 'Choose an option' and a red '2' in a circle), 'Procedure performed' (a text input field with 'Core Biopsy' and a red '3' in a circle), 'Provisional Clinical Diagnosis' (a dropdown menu with 'Choose an option' and a red '4' in a circle), and 'Previous Surgery / Treatment' (a text input field with 'Biopsy' and a red '5' in a circle). At the bottom right, there is a blue 'Next' button with a red '6' in a circle. At the bottom left, there is a blue 'Back' button. The top navigation bar includes 'Patient Info', 'Program Sel...', 'Add Sample', and 'Add Order'.

### 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 [Remove Sample](#)

Select sample type ▼

- Select sample type
- Stool Culture
- DBS
- Urines
- Serum
- Plasma
- Histopathology specimen
- Sang total
- Immunohistochemistry specimen
- Tissue antemortem
- Tissue post mortem
- Respiratory Swab
- Sputum
- Fluid

Collection Time  
03:21

*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

### Order Tests

AMACR (p504 s) × Anti-CD 3 ×

Search through the available tests

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

### Order Tests

AMACR (p504 s) × Anti-CD 3 ×

Search through the available tests

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 (j)
Test not perform	Open ELIS	CEDRES	01/11/2023	Anti-CD 3

*Refer Test to a Reference Lab*

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

*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.

# Test Request

Patient Info
  Program Sel...
  Add Sample
  Add Order

## ORDER

Lab Number: DEV0123000000000258 1

Priority: ROUTINE 2

Request Date: 01/11/2023

Received Date: 01/11/2023

Reception Time (hh:mm): 03:21

Date of next visit: 01/11/2023

Site Name: Hospital 3

ward/dept/unit: 4

Requester's FirstName: Doctor

Requester's LastName: Doctor

Requester Phone: +225-72-21-23-22

Requester's Fax Number:

Requester's Email: doctor@gmail.com

Patient payment status: Normal cash payment 5

Sampling performed for analysis: B1 6

if Other specify:

Remember site and requester

## RESULT REPORTING

Sample 1

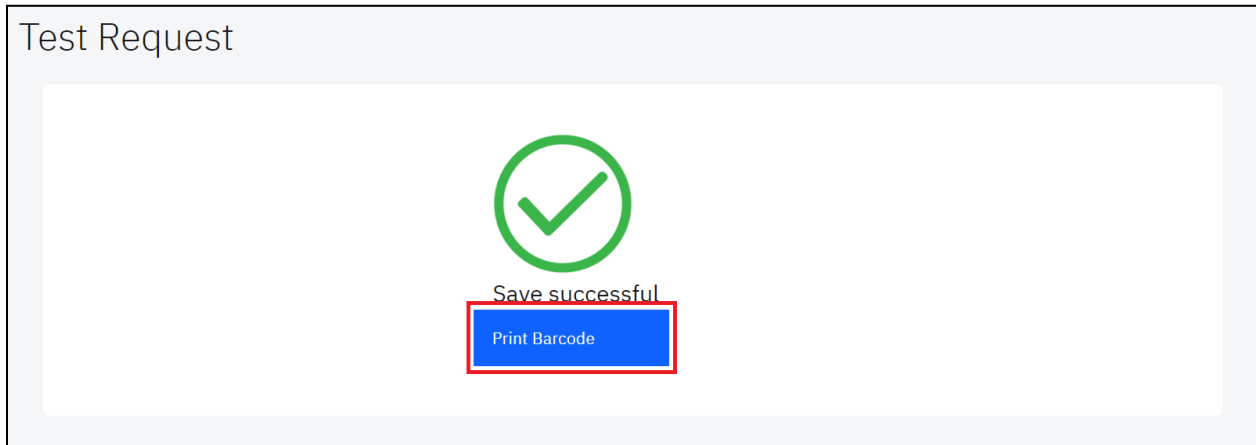
	Patient	Requester
AMACR (p504 s)	<input type="checkbox"/> Email <input type="checkbox"/> SMS	<input type="checkbox"/> Email <input type="checkbox"/> SMS
Anti-CD 3	<input type="checkbox"/> Email <input type="checkbox"/> SMS	<input type="checkbox"/> Email <input type="checkbox"/> SMS

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*

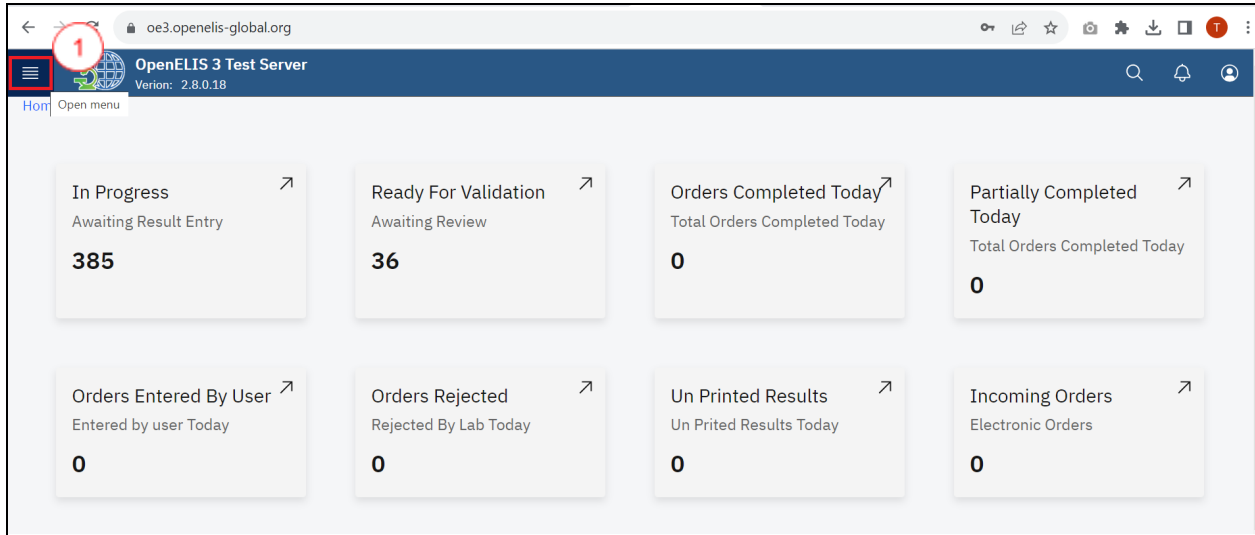
11. You can download the barcode or print it by clicking on either the download icon or the print icon at the top right.



*Download or Print Barcode*

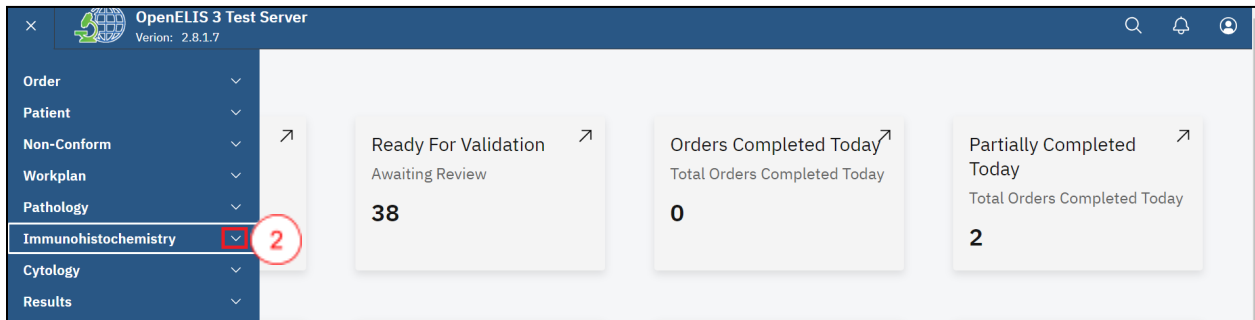
## How to access and process an immunohistochemistry test.

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



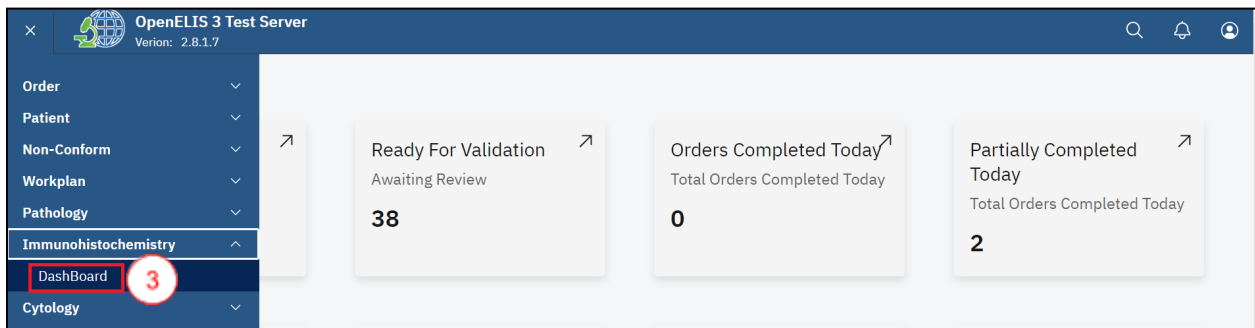
*Access the OpenELIS menu*

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**

OpenELIS 3 Test Server  
Version: 2.8.1.7

## 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		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**.

OpenELIS 3 Test Server  
Version: 2.8.1.7

## 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		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**

Q 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		DEV0123000000000120

*Filter immunohistochemistry Cases*

- 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**.

Immunohistochemistry

Cases in Progress

**11**

Awaiting Immunohistochemistry Review

**0**

Complete (Week 29/10/2023 - 05/11/2023 )

**1**

Q 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		DEV0123000000000120
2023-08-23	IN_PROGRESS	LALLMAHOMED	SHAM	ELIS,Open		DEV0123000000000120

*Status*

- 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**

---

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

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		DEV0123000000000120	

*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 retort 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**

---

Q John 1 Filters:  My cases Status v

Request Date	Stage	Last Name	First Name	Assigned Technician	Assigned Pathologist	Lab Number
2023-09-13	IN_PROGRESS	Smith	John	Start		DEV0123000000000209
2023-08-31	IN_PROGRESS	John	Doe	ELIS,Open		DEV0123000000000176
2023-11-01	IN_PROGRESS	John	Doe	Start		DEV0123000000000258

*Search Patient*

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

## Immunohistochemistry

Name : John Doe  
Sex: Female Age : 23  
Order Date : 2023-11-01  
Lab Number : DEV0123000000000258  
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

Select Status: In Progress **1** Select Technician: Ragobur,Priya **2** Select Pathologist: Ragobur,Priya

Sample Info	Test Date	Analyzer ...	Test Name	Normal R...	Accept	Result
> DEV0123000000000258-1 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**.

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

### 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 checked="" type="checkbox"/>	
DEV01230000000000258-1 John, Doe NIN123, M, 07/05/2000	05/11/2023	MANUAL	Anti-CD 3(Immuno...		<input type="checkbox"/>	

### 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.

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

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

Save

Select Status: Ready for Pathologist  (6)

Select Technician: Ragobur,Priya

Select Pathologist: Ragobur,Priya  (7)

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

*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**

Search: John | 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		DEV0123000000000209
2023-08-31	IN_PROGRESS	John	Doe	ELIS,Open		DEV0123000000000176
2023-11-01	<u>READY_PATHOLOGIST</u>	John	Doe	Ragobur,Priya	Ragobur,Priya	DEV0123000000000258

*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: Ready for Pathologist

Select Technician: Ragobur,Priya

Select Pathologist: Ragobur,Priya

**Results**

st 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	Internal 05/11/2023 09:16 : Type your notes here explain.
05/11/2023	MANUAL	Anti-CD 3(Immuno...		<input checked="" type="checkbox"/>			

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

Save

*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

Select Status: Completed

Select Technician: Ragobur,Priya

Select Pathologist: Ragobur,Priya

**Results**

st 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	Internal 05/11/2023 09:16 : Type your notes here explain.
05/11/2023	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			DEV0123000000000257
2023-11-03	IN_PROGRESS	JEEB	POO	ELIS,Open	Perera,Dr		DEV0123000000000261
2023-11-01	<u>COMPLETED</u>	John	Doe	Ragobur,Priya	Ragobur,Priya		DEV0123000000000258

*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.

The screenshot shows a form titled 'Add Report' with a dropdown menu set to 'Dual In Situ Hybridisation (ISI)'. Below this is a section labeled 'Reports'. At the bottom of this section, there is a checkbox labeled 'Ready For release' which is checked. To the right of the checkbox is a blue button labeled 'Save'. A red circle with the number '1' is around the checkbox, and another red circle with the number '2' is around the 'Save' button.

*Ready for Release*

### How to upload or generate an immunohistochemistry report.

1. Follow steps 1 to 3 under [how to access and process an immunohistochemistry test.](#)
2. Click on the desired patient whose immunohistochemistry state is completed.
3. 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		DEV01230000000000019
2023-10-17	IN_PROGRESS	Test	Patient	Start		DEV01230000000000246
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	Ragobur,Priya	DEV01230000000000258

Items per page: 10 ▾ 1-10 of 14 items 1 ▾ of 2 pages < >

*Click on Patient*

4. 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
DEV012300000000001 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 ◀ ▶

**Save**

---

Add Report

Dual In Situ Hybridisation (ISH)  **2**

**Reports**

Ready For release

**Save**

*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
DEV012300000000001 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 ◀ ▶

**Save**

---

Add Report

Dual In Situ Hybridisation (ISH) ▼

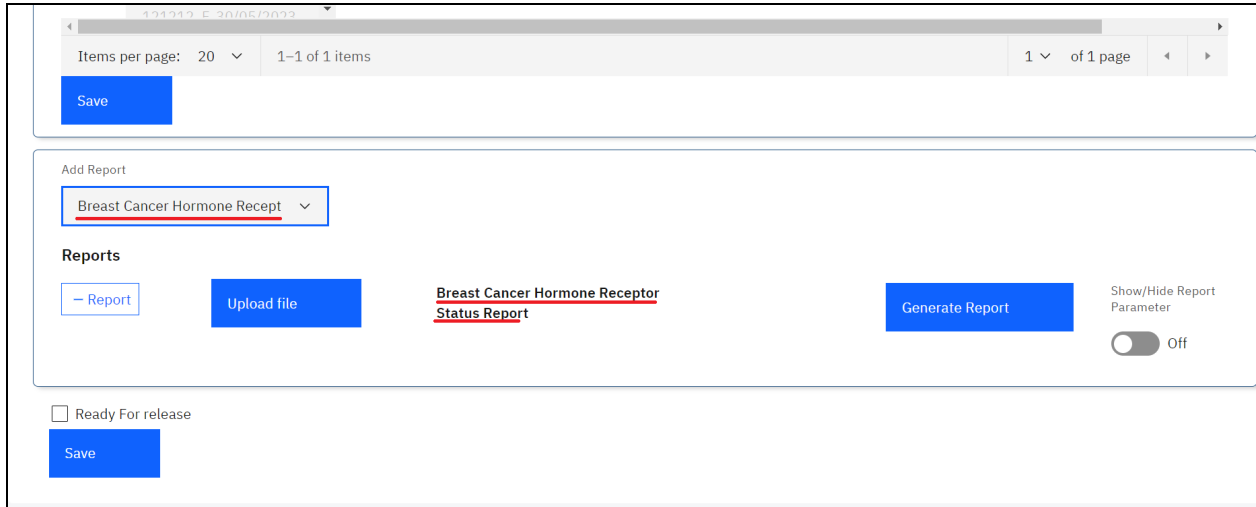
- Add Report
- Dual In Situ Hybridisation (ISH) Report
- Breast Cancer Hormone Receptor Status Report** **3**
- Immunohistochemistry Report

Ready For release

**Save**

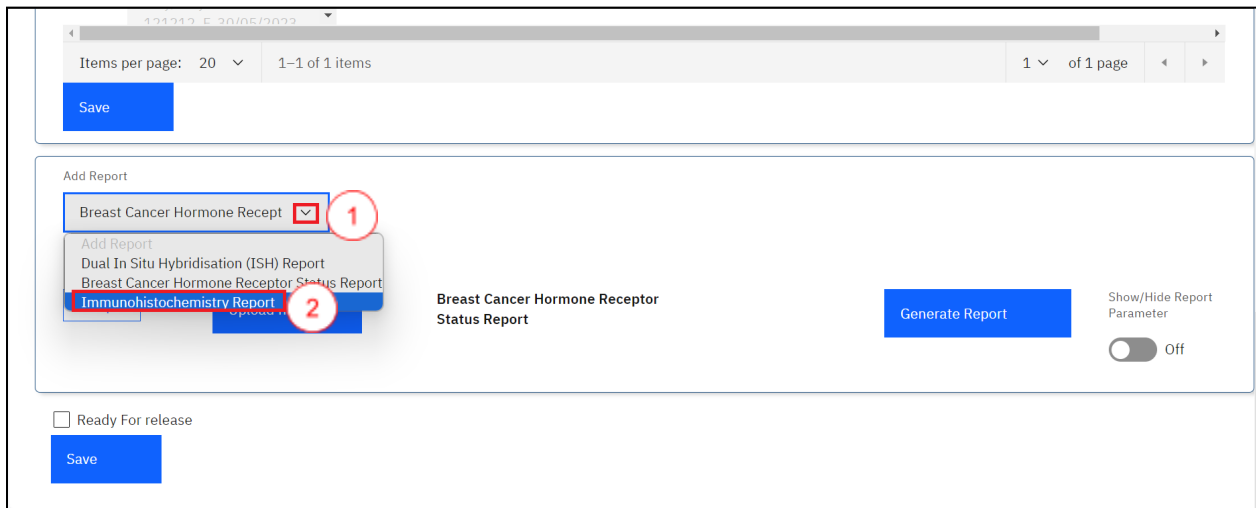
*Select Report*

The report will be selected successfully.



*Report Selected Successfully*

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



*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 Show/Hide Report Parameter Off

- Report Upload file Immunohistochemistry Report Generate Report 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 Show/Hide Report Parameter Off

**- Report** Upload file Immunohistochemistry Report Generate Report Show/Hide Report Parameter Off

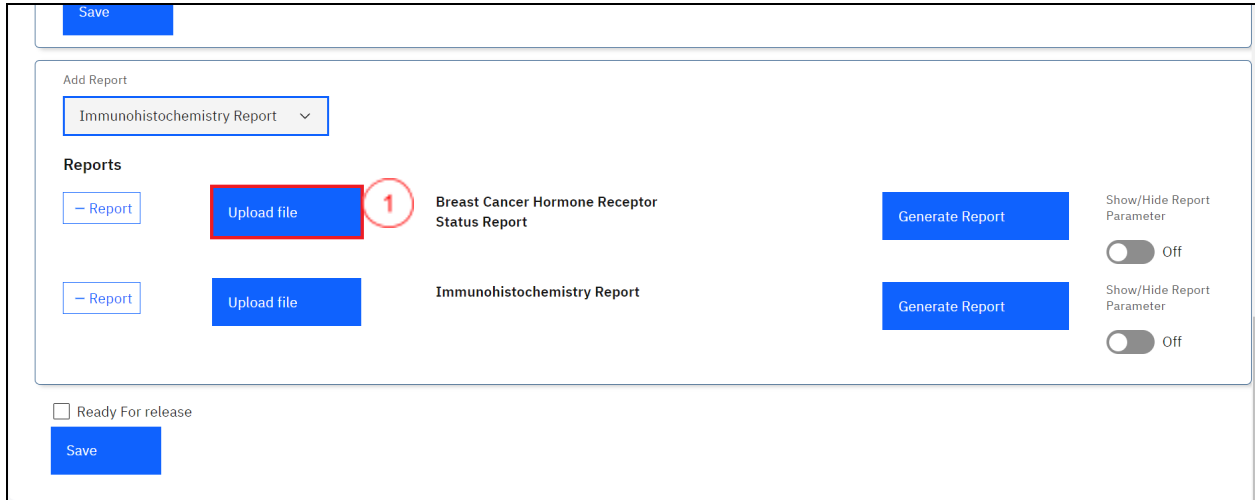
Ready For release

Save

*Removing a Report*

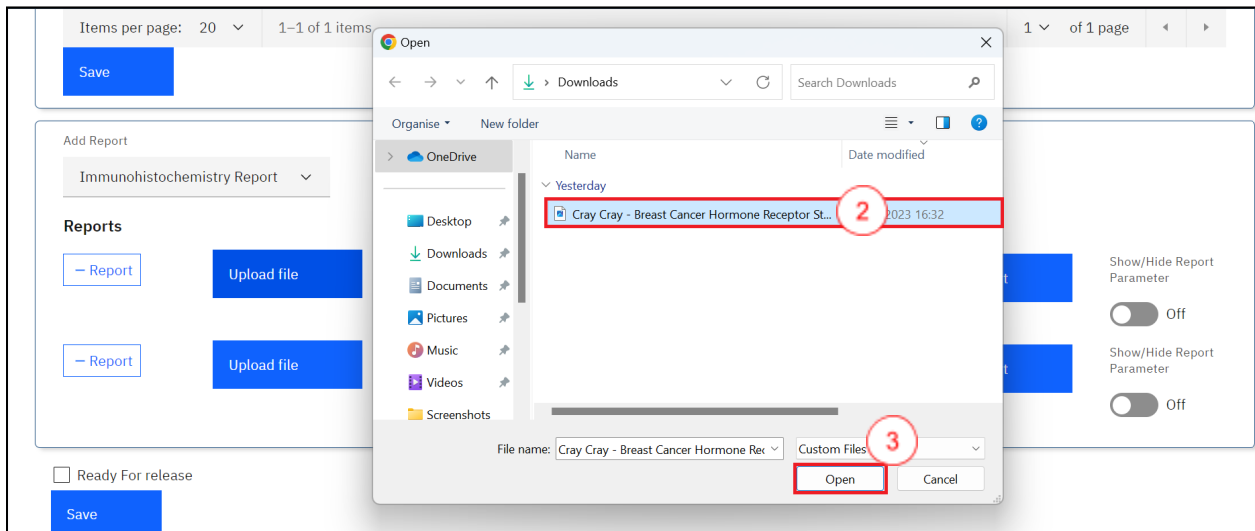
The **Upload file** button is used to upload a report that has been prepared by the pathologist for the added report. In this illustration, we shall upload a report for **Breast Cancer Hormone Receptor Status Report**

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

Immunohistochemistry Report

**Reports**

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

Cray Cray - Brea... x

– Report Upload file Immunohistochemistry Report Generate Report Show/Hide Report Parameter Off

Ready For release

Save

*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

Immunohistochemistry Report

**Reports**

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

Cray Cray - Brea... x

– Report Upload file Immunohistochemistry Report Generate Report Show/Hide Report Parameter Off

Ready For release

Save

*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  On

ER  % of cell show nuclear staining with  intensity . Allred score  out of 8

PR  % of cell show nuclear staining with  intensity . Allred score  out of 8

MiB 1(ki-67) (Proliferative Index):  of tumor cells positive (cut of 20%)

CerbB2/HER 2 staining pattern

HER 2 protein assesment is  with a Score of

Histological Diagnosis

Molecular SubType

*Show Report Parameter*

12. Enter the parameters.

On

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

Immunohistochemistry 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

Breast Cancer Hormone Receptor Status Report

**8** 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	dddd			
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							
<b>Results</b>							
ER	<input type="text" value="80"/>	% of cell show nuclear staining with	<input type="text" value="7"/>	intensity . Allred score	<input type="text" value="7"/>	out of 8	
PR	<input type="text" value="0"/>	% of cell show nuclear staining with	<input type="text" value="0"/>	intensity . Allred score	<input type="text" value="0"/>	out of 8	
MIB 1(ki-67) (Proliferative Index):	<input type="text" value="10"/>		of tumor cells positive (cut of 20%)				
CerbB2/HER 2 staining pattern	<input type="text" value="pattern details"/>						

*Sample ImmunoHistochemistry Report*

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

Histological Diagnosis	<input type="text" value="Diagnosis"/>		
Molecular SubType	<input type="text" value="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"/> Off
<input type="checkbox"/> Ready For release	<input type="button" value="Save"/>		

*Click Save*

## PART 10: CYTOLOGY

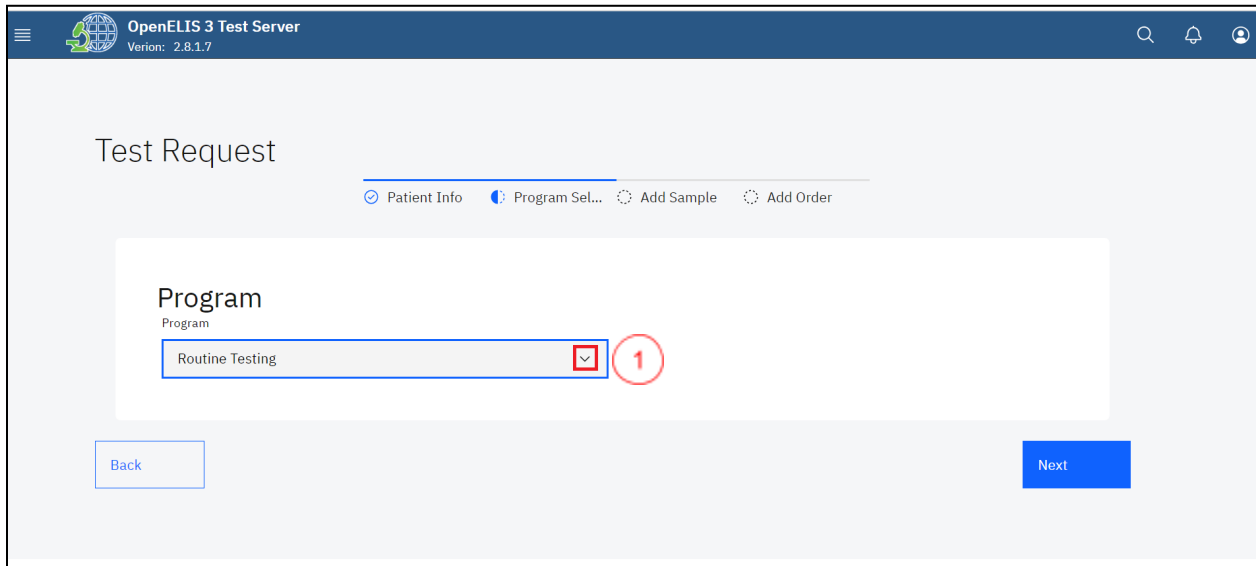
The cytology module allows the laboratory team to determine diagnosis of diseases through the examination of tissue samples.

### How to create a cytology test order.

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

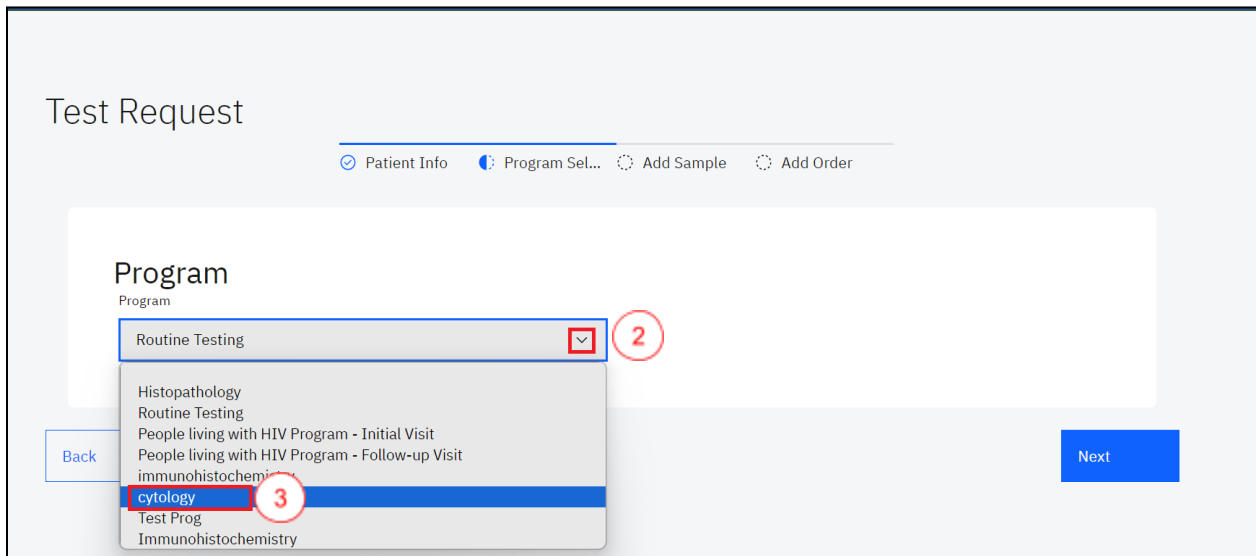
**Note:** In this illustration, a patient by the name **Test Casey** is used to capture a cytology test request

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



*Click on Program Drop-down Menu*

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



*Select Cytology Program*

4. 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

1 × 1

Site of Specimen

Choose an option 2

Procedure performed

Core Biopsy 3

Provisional Clinical Diagnosis

Choose an option 4

Previous Surgery / Treatment

Core biopsy 5

Back

6 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 Remove Sample

Tissue antemortem  1

Select sample type

Stool Culture

DBS

Urines

Serum

Plasma

Histopathology specimen

Sang total

Immunohistochemistry specimen

Tissue antemortem 2

Tissue post mortem

Respiratory Swab

Sputum

Fluid

Collection Time

07:01

*Select Cytology Sample*

7. 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: 13/11/2023 Collection Time: 07:01

Collector: 3 Lab Technician

Order Panels

Search through the available panels

Q Choose Available panel

Order Tests

AMACR (p504 s) X Anti-CD 3 X

Search through the available tests

Q Choose Available test

4  Actin Smooth Muscle

AMACR (p504 s)

Anti-CD 3

*Fill in cytology Sample Details*

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

Search through the available panels

Q Choose Available panel

Order Tests

AMACR (p504 s) × Anti-CD 3 ×

Search through the available tests

Q 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.





# Test Request

- ✓ Patient Info
- ✓ Program Sel...
- ✓ Add Sample
- Add Order

## ORDER

Lab Number: DEV0123000000000268 Priority: ROUTINE  2

Scan OR Enter Manually OR  1

Request Date: 13/11/2023  Received Date: 13/11/2023

Reception Time (hh:mm): 07:01  Date of next visit: 13/11/2023

Site Name:  ward/dept/unit:  3

Requester's FirstName: Doctor  Requester's LastName: Doctor  4

Requester Phone: +225-22-22-22-22  Requester's Fax Number:

Requester's Email: doctor@gmail.com 5 Patient payment status: Normal cash payment  6

Sampling performed for analysis: B1  7

Remember site and requester

## RESULT REPORTING

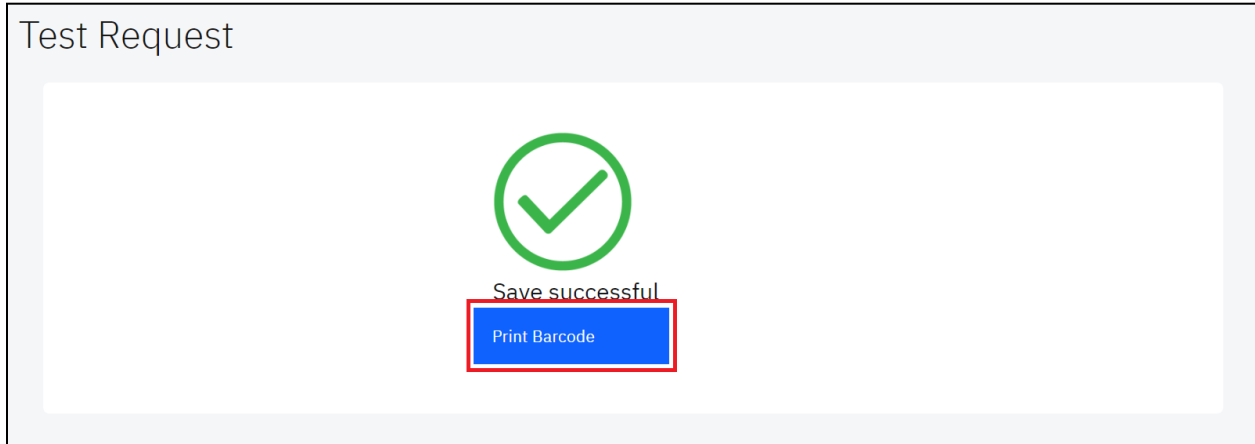
### Sample 1

	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

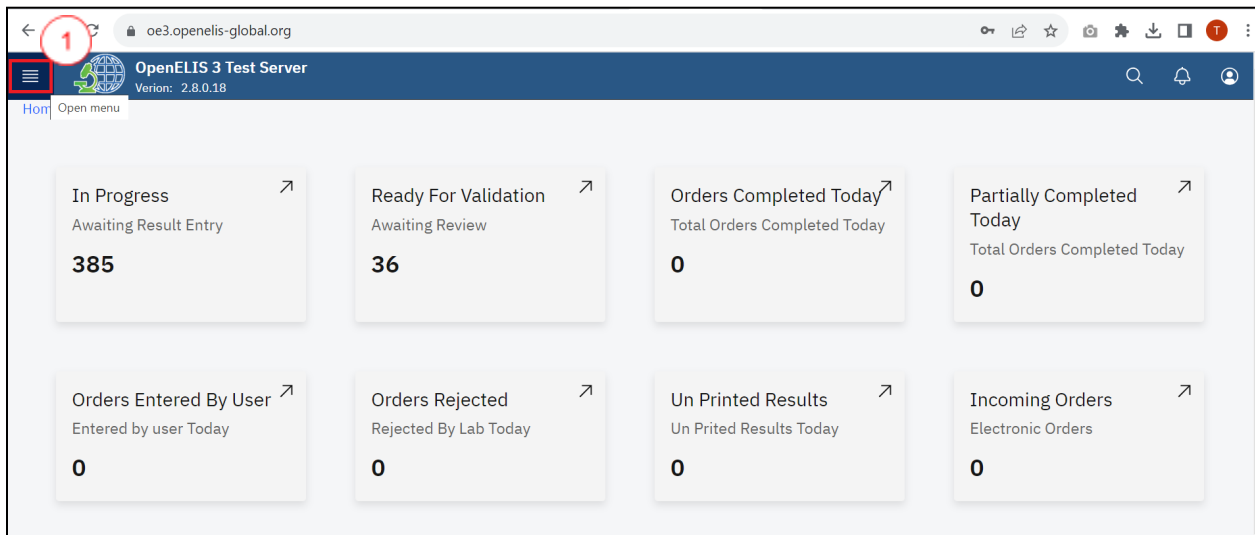
11. Upon submitting the histopathology lab request, a **Save successful** message will be displayed. You can print the barcode for the test. To print the barcode, click on the print barcode button.



*Print Barcode*

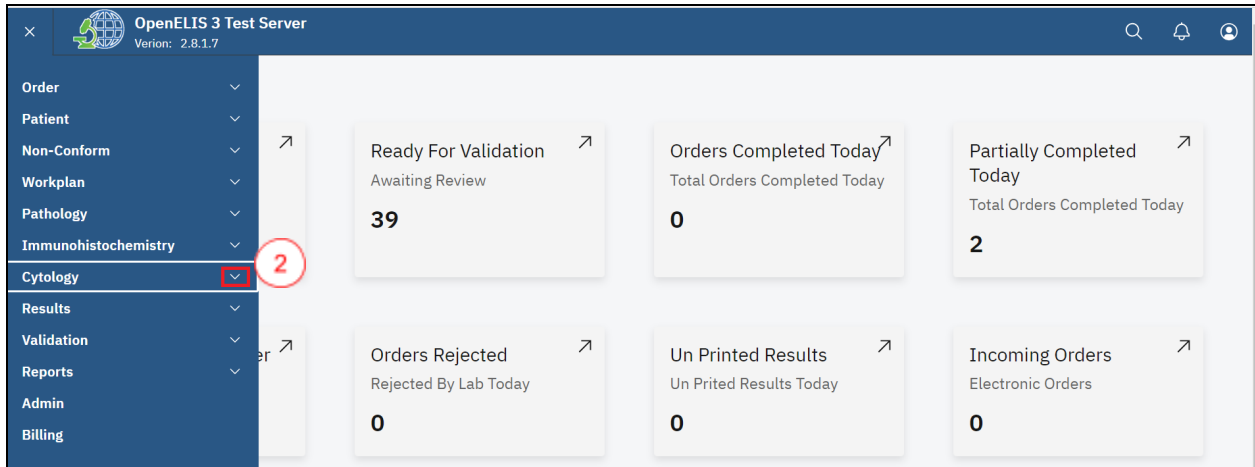
## How to access the cytology module and process a test.

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

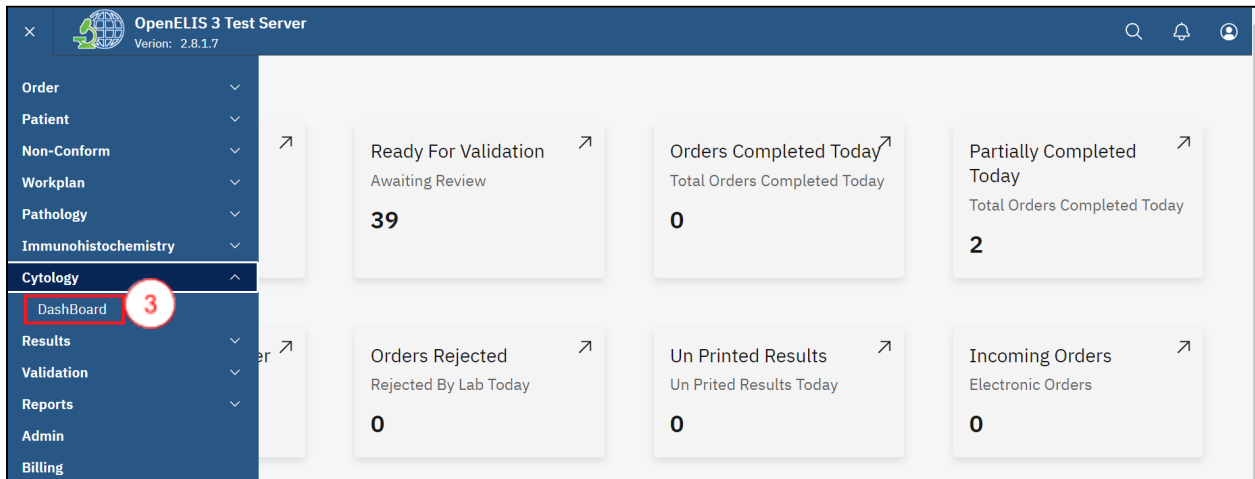


*Access the OpenELIS menu*

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



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

**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		DEV0123000000000130
2023-11-13	PREPARING_SLIDES	Test	Casey	Start		DEV0123000000000268

### 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**.

**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		DEV0123000000000130
2023-11-13	PREPARING_SLIDES	Test	Casey	Start		DEV0123000000000268

### Cytology Requests

- 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:  My cases    Status v

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		DEV0123000000000130
2023-11-13	PREPARING_SLIDES	Test	Casey	Start		DEV0123000000000268

### Filter cytology Cases

- 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:  My cases    Status v

Status

All

Preparing slides

Screening

Ready for Cytopathologist

Completed

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		DEV0123000000000130
2023-11-13	PREPARING_SLIDES	Test	Casey	Start		DEV0123000000000268

### Status

- 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

Q 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		DEV0123000000000130	
2023-11-13	PREPARING_SLIDES	Test	Casey	Start		DEV0123000000000268	

*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 retort 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

Q Casey 1 Filters:  My cases Status ▼

Request Date	Stage	Last Name	First Name	Assigned Technician	Assigned CytoPathologist	Lab Number
2023-11-13	PREPARING_SLIDES	Test	Casey	Start		DEV0123000000000268

*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:** DEV0123000000000268  
**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,Op  2

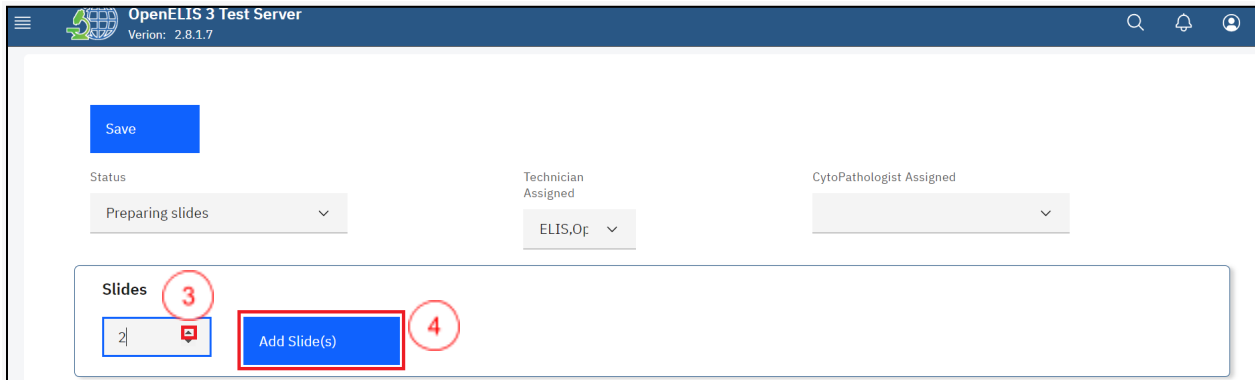
**CytoPathologist Assigned**

**Slides**

1 **Add Slide(s)**

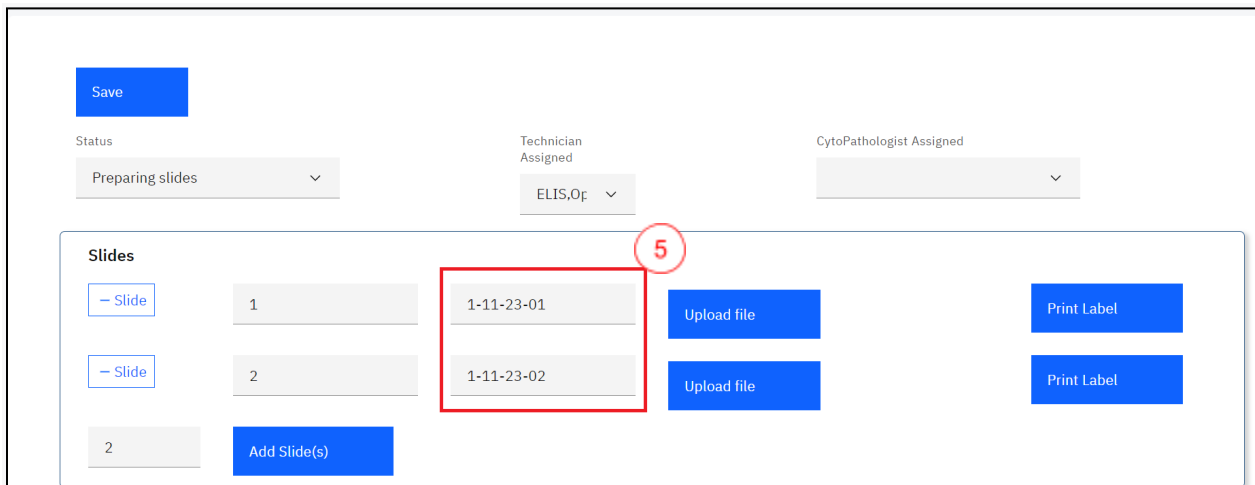
*Select Status and Technician*

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.



#### *Add Slides*

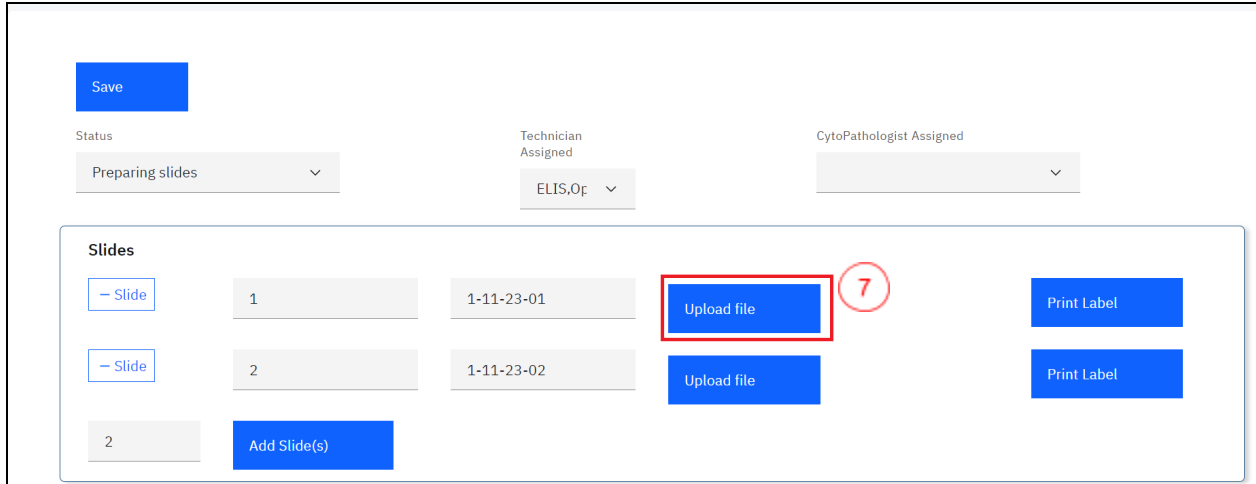
12. Upon clicking on the Add Slides button, Fill in the locations for the slides. These could be racks where the specimens are stored.



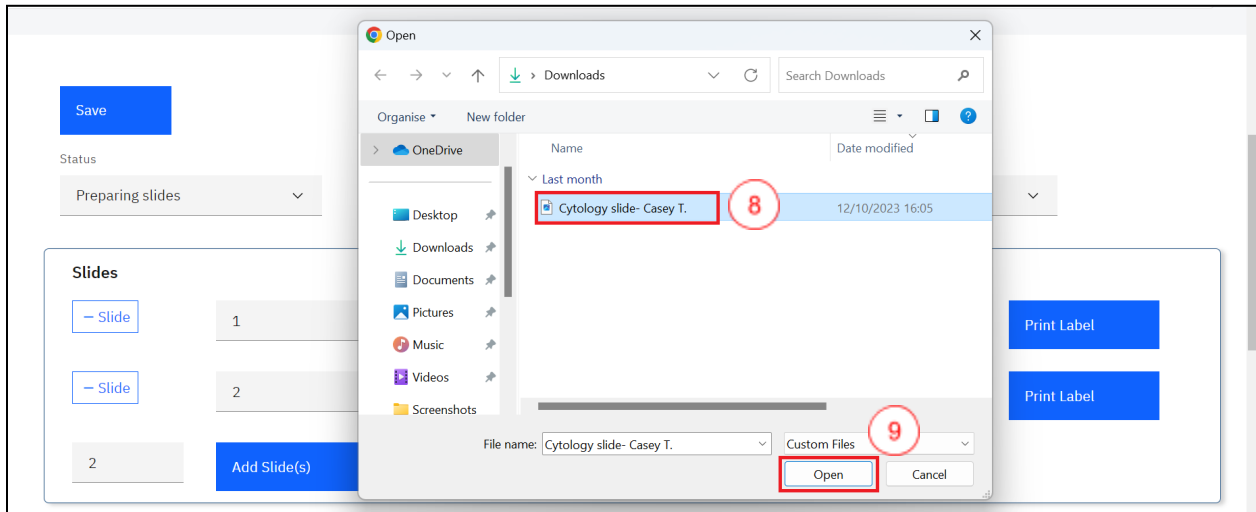
#### *Slides Location*

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.



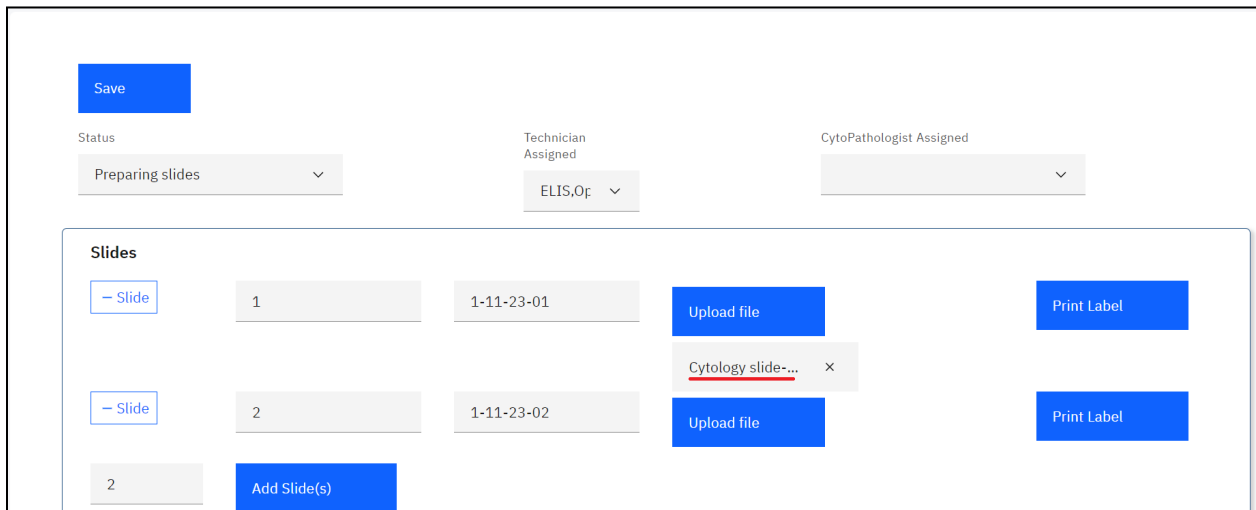


*Upload a File*



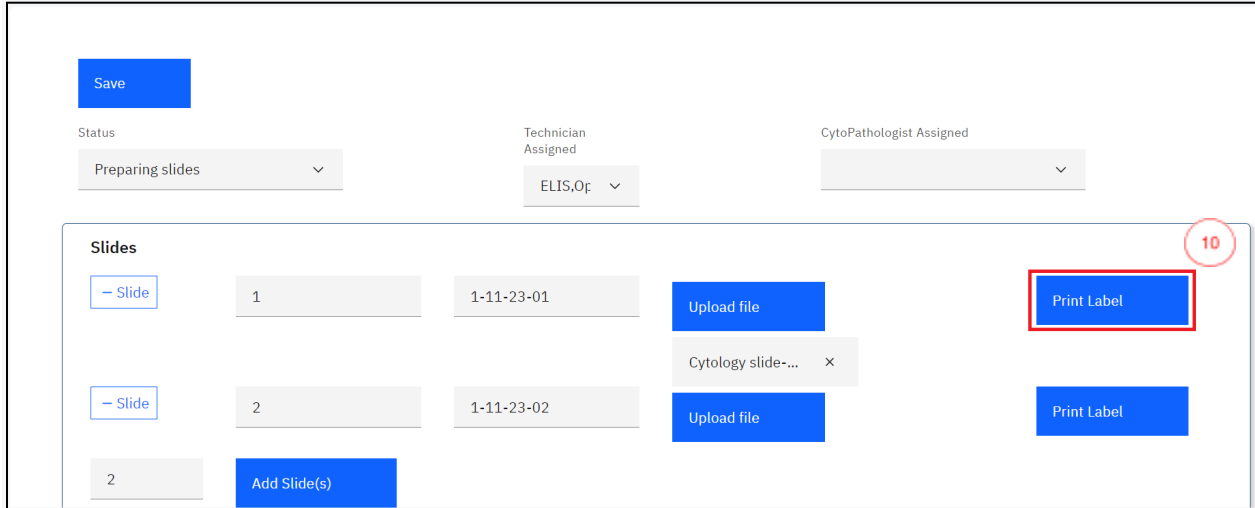
*Cytology Slide Upload*

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

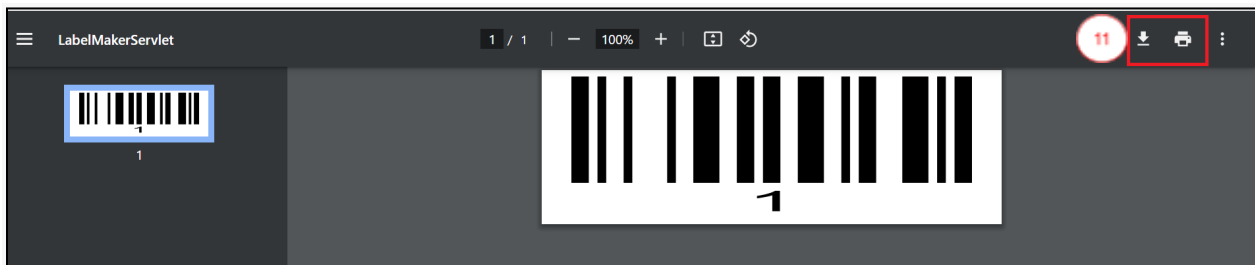


*File Uploaded Successfully*

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.

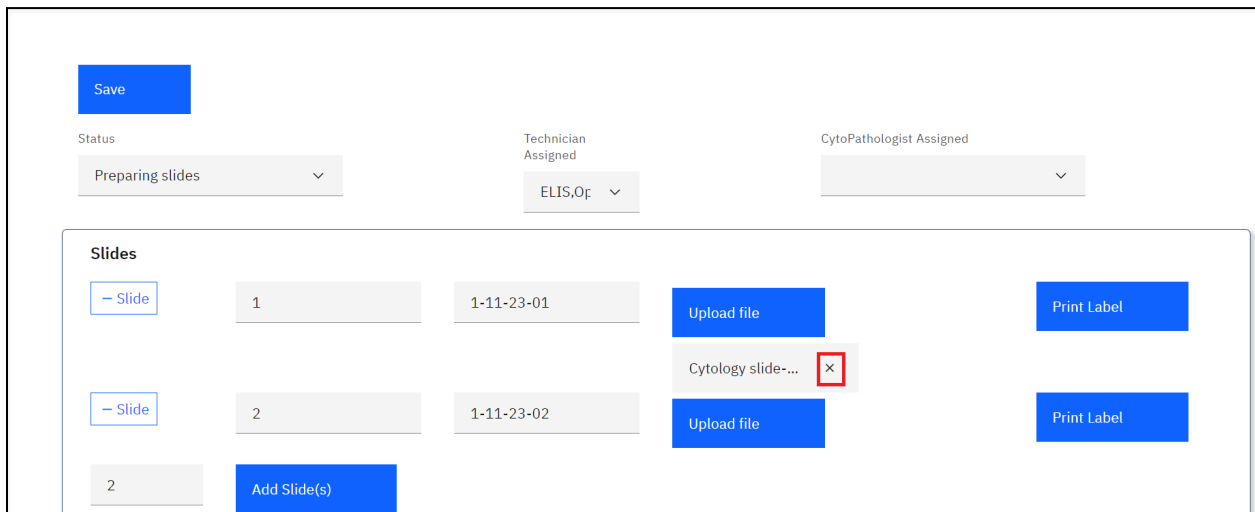


*Click on Print Label*



*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,Op  
CytoPathologist Assigned: [Empty]

Slides

Slide ID	Date	Upload file	Print Label
1	1-11-23-01	Upload file	Print Label
2	1-11-23-02	Upload file	Print Label

Add Slide(s)

### Saving Prepared Slides

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

OpenELIS 3 Test Server  
Version: 2.8.1.7

Notification Message  
Successfully saved

Add Slide(s)

### 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

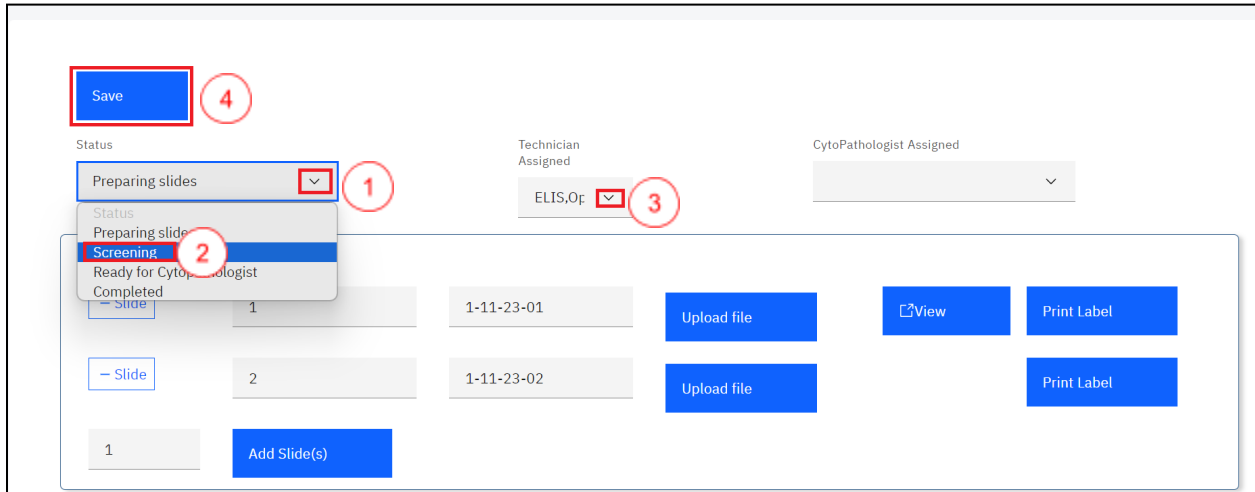
Cases in Progress: 3  
Awaiting Cytopathologist Review: 0  
Complete (Week 07/11/2023 - 14/11/2023): 0

Search by LabNo or Family Name: [Empty] Filters:  My cases Status: [Empty]

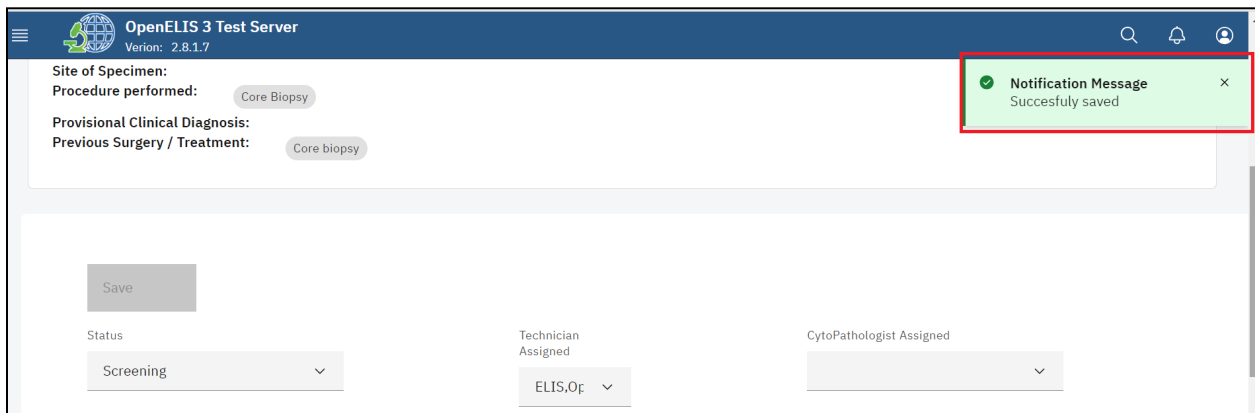
Request Date	Stage	Last Name	First Name	Assigned Technician	Assigned CytoPathologist	Lab Number
2023-08-21	PREPARING_SLIDES	Test	Patient	ELIS,Open		DEV0123000000000094
2023-08-23	PREPARING_SLIDES	Test	Patient	ELIS,Open		DEV0123000000000130
2023-11-13	PREPARING_SLIDES	Test	Casey	ELIS,Open		DEV0123000000000268

### 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.



*Change Status and Technician*



*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

---

Q 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		DEV0123000000000130
2023-11-13	SCREENING	Test	Casey	ELIS,Open		DEV0123000000000268

*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

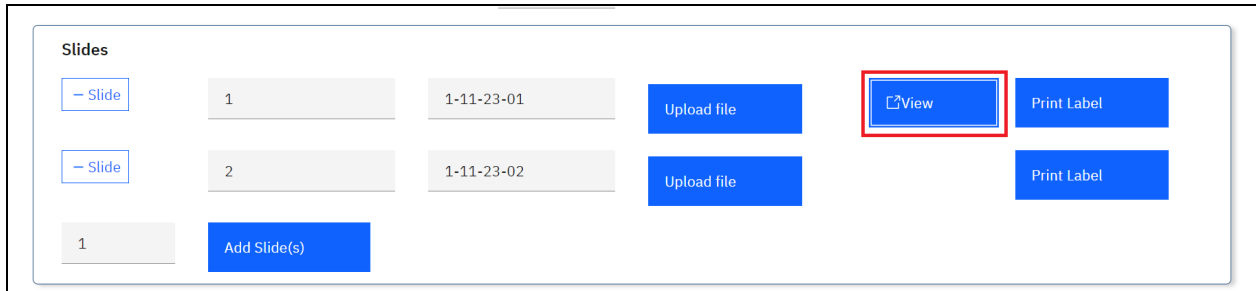
---

Q 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		DEV0123000000000130
2023-11-13	SCREENING	Test	Casey	ELIS,Open		DEV0123000000000268

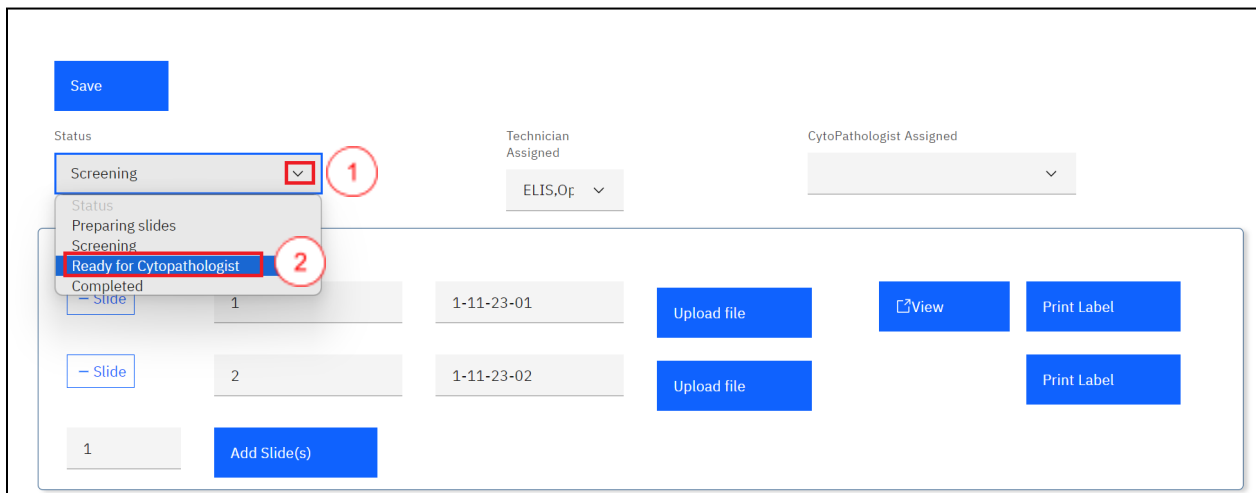
*Click on Request*

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.



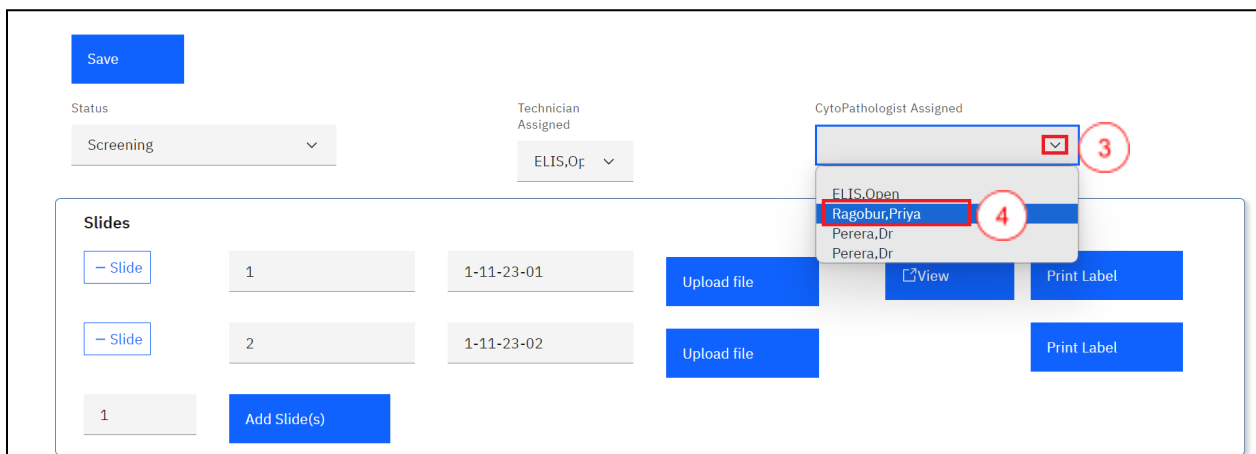
*View Uploaded Slide*

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



*Ready For Cytopathologist*

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



*Select Pathologist*

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

*Click Save*

*Status Saved Successfully*

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

Cytology

Cases in Progress

**2**

Awaiting Cytopathologist Review

**1**

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		DEV0123000000000130
2023-11-13	<u>READY_FOR_CYTOPATHOLOGIST</u>	Test	Casey	ELIS,Open	Ragobur,Priya	DEV0123000000000268

*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.

Cytology

Cases in Progress  
**2**

Awaiting Cytopathologist Review  
**1**

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

Q 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		DEV0123000000000130
2023-11-13	READY_FOR_CYTOPATHOLOGIST	Test	Casey	ELIS,Open	Ragobur,Priya	DEV0123000000000268

*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.



*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.

*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.

*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

2

*Select Epithelial Cell Abnormality Drop-down Menu*

Negative For Intraepithelial Lesion or Malignancy

Epithelial Cell Abnormality  
Select

Squamous Glandular Endocervical Adenocarc... x Other Malignant Neoplasms :  
Other Malignant

1 x

3 Endocervical Adenocarc...  
 Atypical squamous cells...  
 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 morp...

Trichomonas vaginalis

*Organisms*

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

*Other Diagnosis Result*

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

*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.

Cytology

Cases in Progress

**3**

Awaiting Cytopathologist Review

**0**

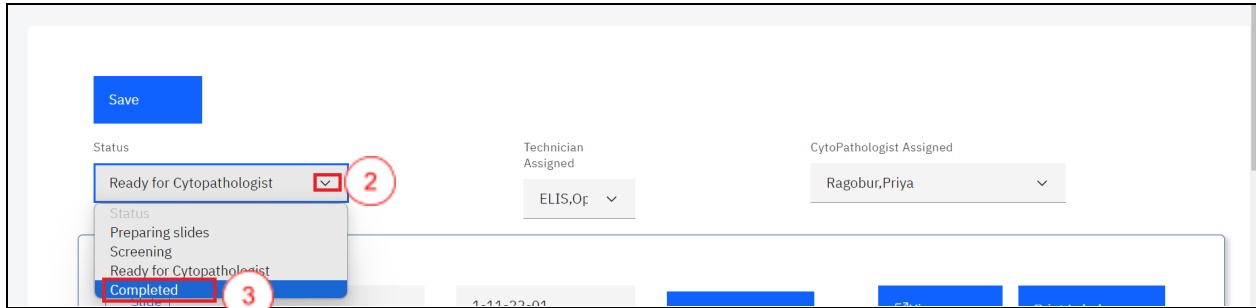
Complete (Week 07/11/2023 - 14/11/2023 )

**0**

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

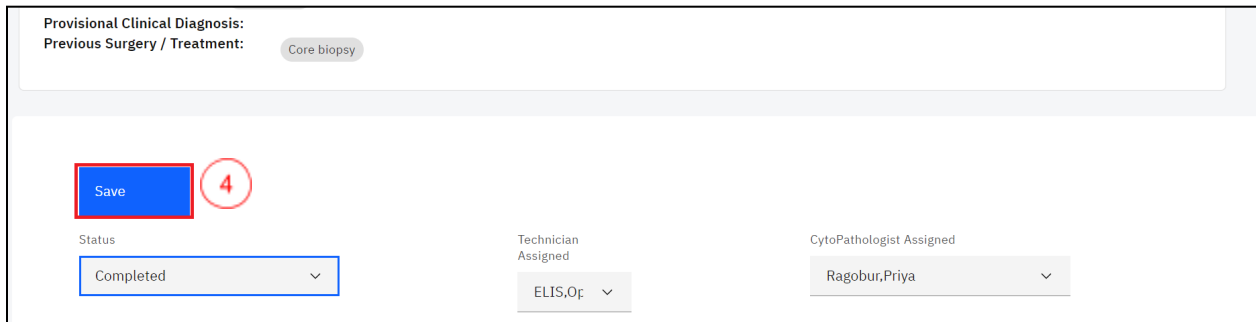
*Click on Request*

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

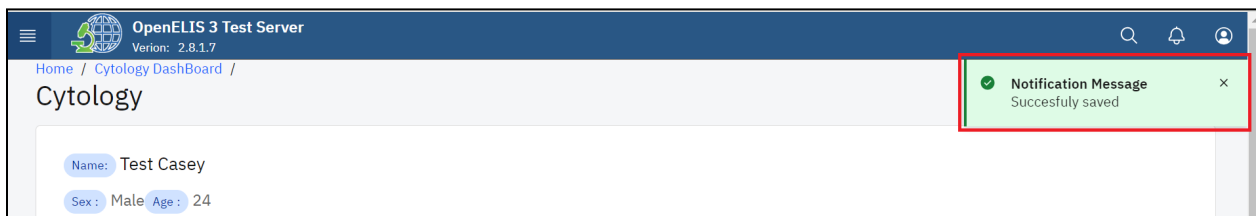


*Status Completed*

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



*Click Save*



*Save Successful*

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

OpenELIS 3 Test Server  
Version: 2.8.1.7

Cases in Progress: 2

Awaiting Cytopathologist Review: 0

Complete (Week 08/11/2023 - 15/11/2023): 1

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	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.

OpenELIS 3 Test Server  
Version: 2.8.1.7

Cases in Progress: 2

Awaiting Cytopathologist Review: 0

Complete (Week 08/11/2023 - 15/11/2023): 1

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	COMPLETED	Test	Casey	ELIS,Open	Ragobur,Priya	DEV01230000000000268

*Click on Patient*

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

*Click on Add Report Drop-down Menu*

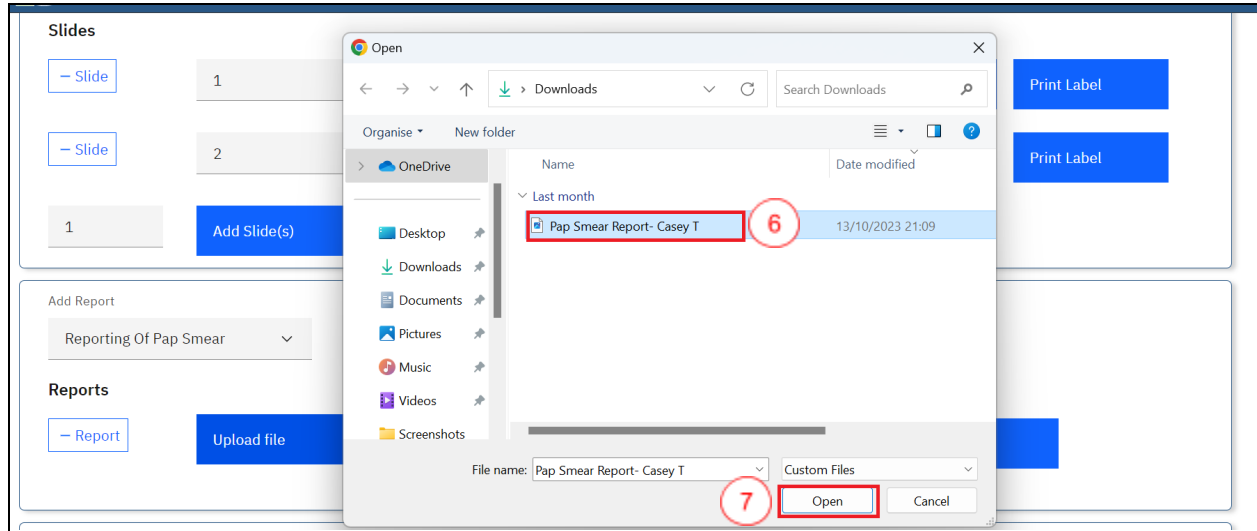
12. Click on the item to generate report

*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.

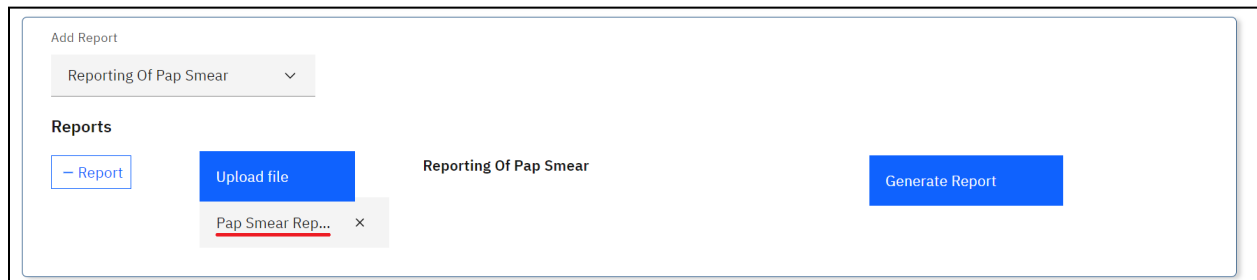
*Click Upload File*

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.



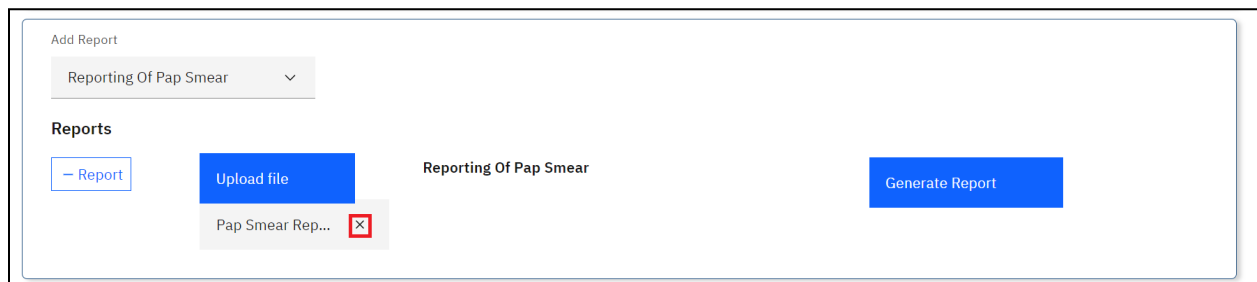
### *Upload Report*

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



Add Report

Report For Cervical Or Vagina 1

Add Report

Report For Cervical Or Vaginal Cytology

Reporting Of Pap Smear 2

Specimen Adequacy

Negative For Intraepithelial Lesion or Malignancy

Ready For release

Save

*Select Reporting Item*

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

Add Report

Reporting Of Pap Smear

Reports

[- Report](#) [Upload file](#) Reporting Of Pap Smear [Generate Report](#) 3

*Generate Report*

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

### HistoPathology Report

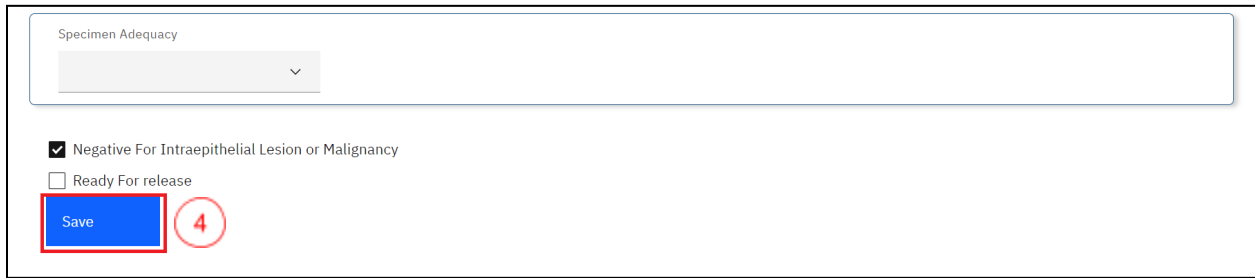
Patient code	12345678910	National ID	9872361325	Age	24 Y	Sex	M
Last Name, First Name	Test, Casey		Referring site	Site name			
Prescriber	Doctor, Doctor		Ward/Dept/Unit				
Order Number	DE-V01230000000-000-268-1		Program	cytology			
Date of order	13/11/2023 00:00	Date and time of receipt	13/11/2023 07:01				

Specimen number - Collection date and time: Tissue antemortem DEV0123000000000268-1 -- not available

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 form with a 'Specimen Adequacy' dropdown menu at the top. Below it are two checkboxes: 'Negative For Intraepithelial Lesion or Malignancy' (checked) and 'Ready For release' (unchecked). At the bottom left is a blue 'Save' button, and to its right 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

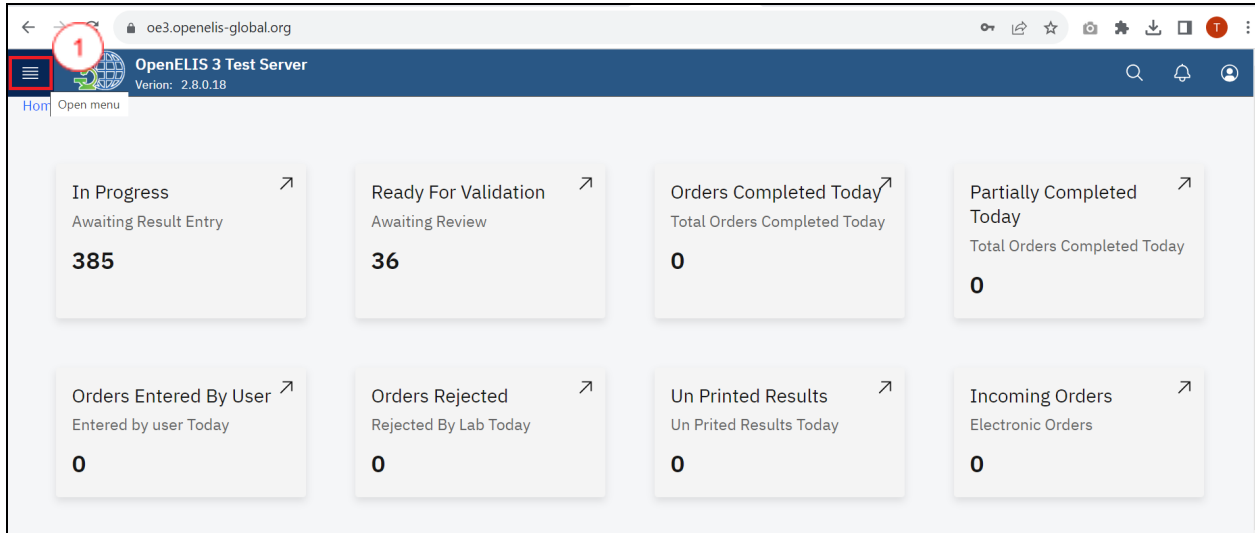
It is essential for quality assurance in the lab that staff and managers log all NCEs and their follow-up.

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

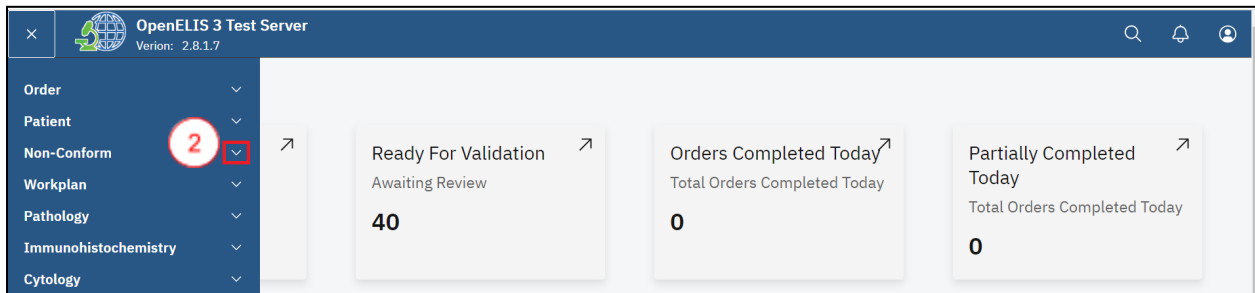
### **How to report a non-conforming event (NCE)**

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



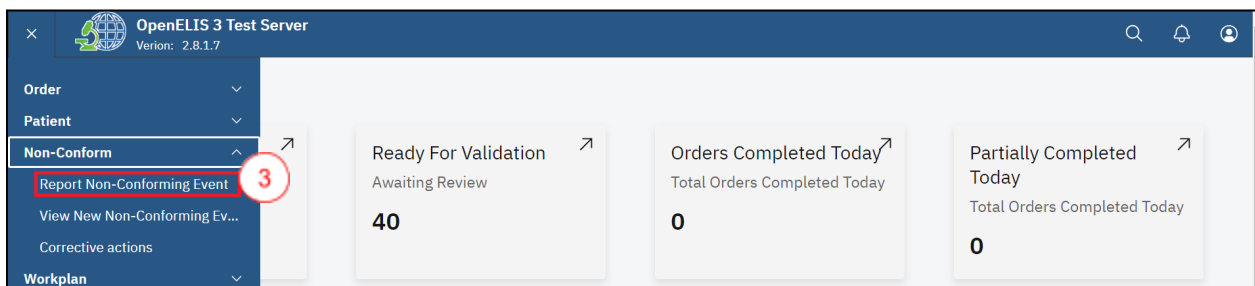
*Access the OpenELIS menu*

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



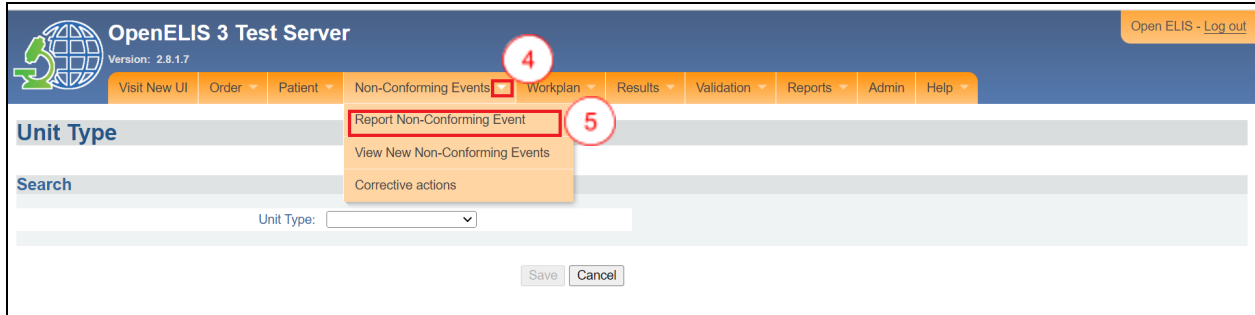
*Click on Non-Conform Drop-down Menu*

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



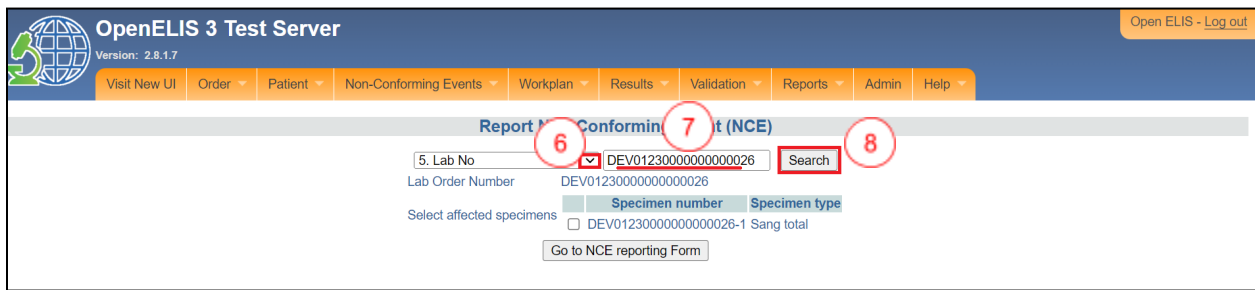
*Click on Report Non-Conforming Event Sub-menu*

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



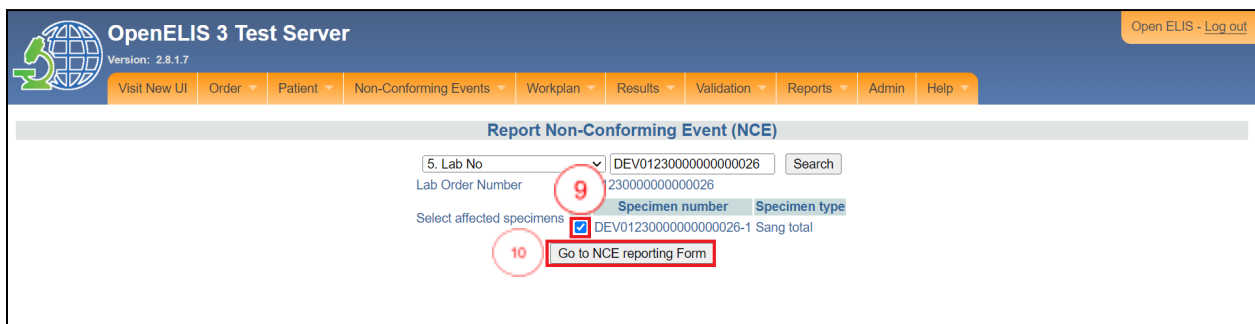
*Click on Report Non-Conforming Event Sub-Menu*

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**.



*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.



*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).

*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.

*Fill Fields on Form and Click Submit*

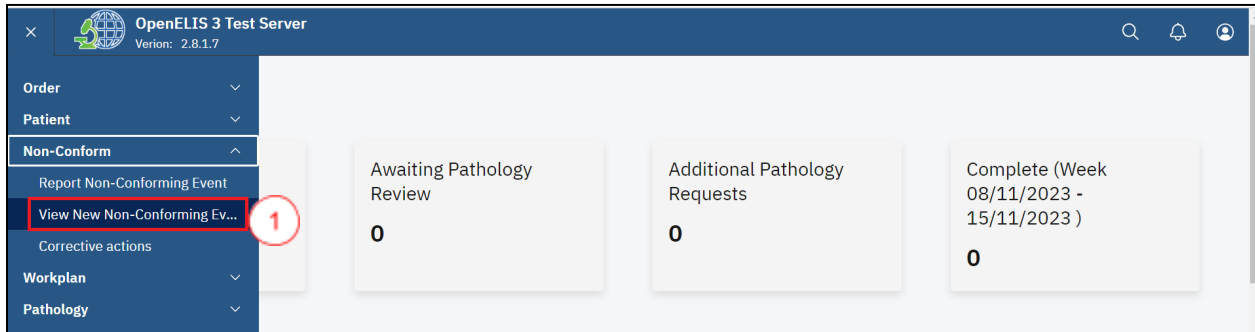
A message will show that the form has been saved.

*Save Successful*

## How to create a NCE Corrective Action Plan

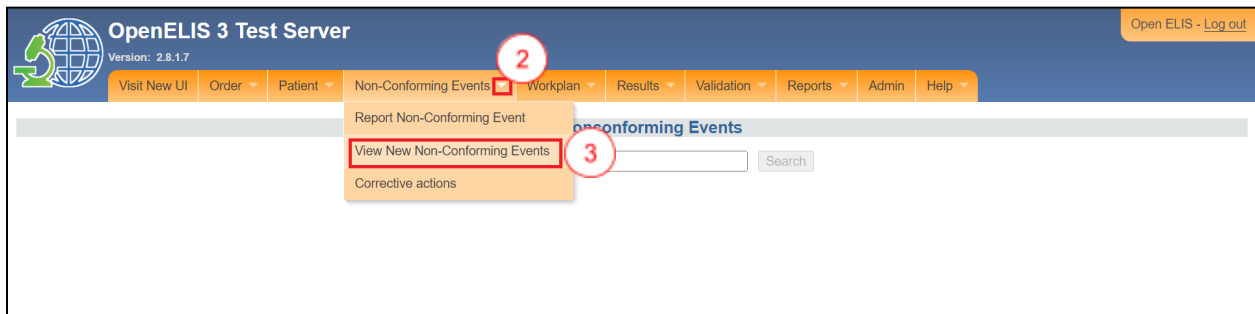
After the NCE reporting form has been filled, the next step is to fill the NCE Follow-Up Form. This may be done at a later date, per laboratory procedures.

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



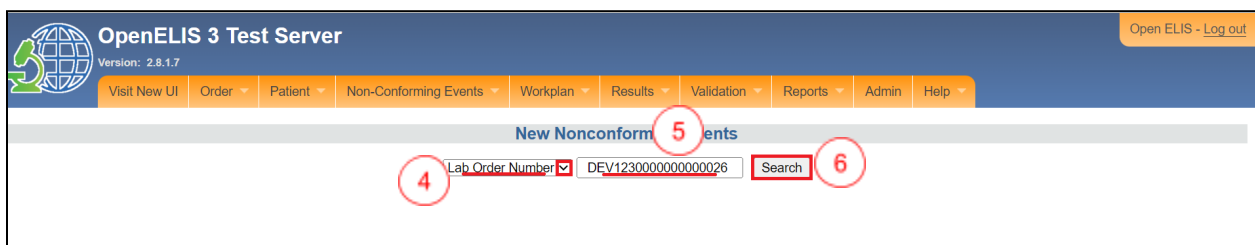
*View New Non Conforming Event*

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 DEV12300000000000126 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

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

Nonconforming Event Followup-Form			
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

2. Select the Laboratory Component (the NCE concerns which component of the lab).
3. Select the NCE Category.
4. Select the CE Type
5. Select the Severity
6. Select the Likely recurrence

The Severity Score is automatically calculated.

Nonconforming Event Followup-Form			
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		
Prescriber Name and Site	dr, dr - 120	Laboratory Component	Personnel <b>1</b>
Description of Event	NCE Category		Sample <b>2</b>
Type NCE description here	NCE Type		Broken Tube/Container <b>3</b>
Suspected Cause	Severity		2- moderate severe consequences <b>4</b>
Type suspected cause of NCE here	How severe are the consequences or impact of the NCE?		2- Somewhat likely <b>5</b>
Proposed Action	How likely is the NCE to recur?		
Type proposed action here	1 = very low severity-- no immediate action is required		
	9 = very high severity-- immediate action is required		
	Severity Score		<b>4</b>

#### 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.

If applicable, description of preventive or concurrent control action

N/A

Comments

None

Submit

*Enter Corrective Action Plan*

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

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

Save was successful

New Nonconforming Events

Lab Order Number Search

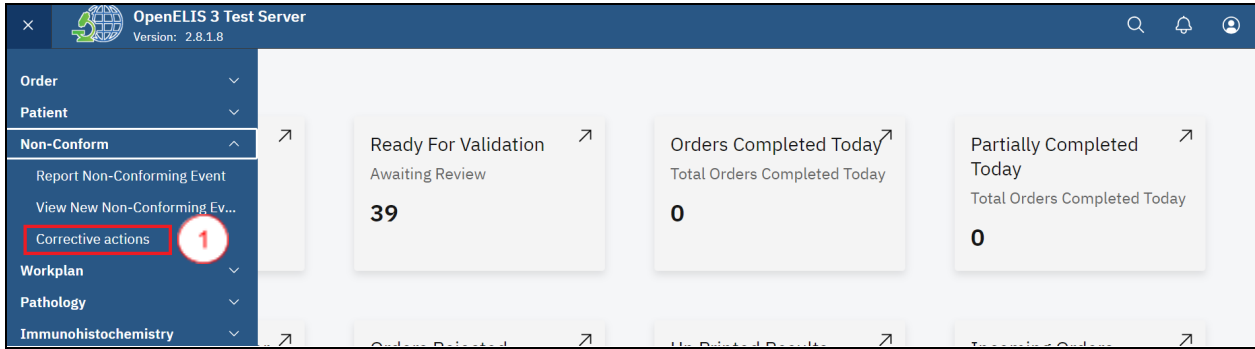
*Saved Successfully*

## 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.

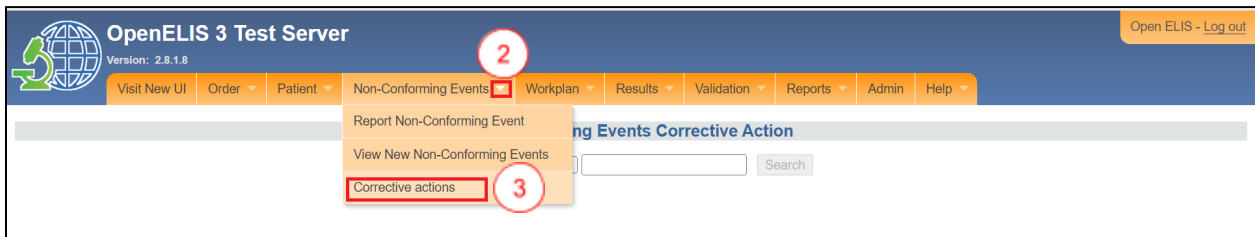
1. Select **Corrective Actions** from the menu under the Non-Conforming module





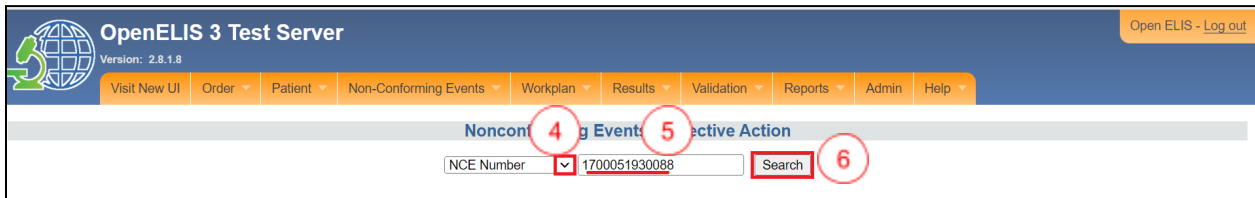
*Select Corrective Actions*

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

---

**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	Planned or recommended corrective preventive action or concurrent controls:
Reporting Person	Open ELIS	N/A
Reporting Date	15/11/2023	Comments
Reporting unit	Immunohistochemistry	None
Lab Order Number	DEV0123000000000026	
Specimen(s)		
Laboratory Component where NCE took place	Personnel	
NCE Category	Sample	
NCE Type	Broken Tube/Container	

---

**Corrective action log** B

Date of discussion with NCE Staff

Corrective action	Action Type	Person responsible	Date Completed	Turnaround time
<input type="checkbox"/> Corrective Action	<input type="checkbox"/> Preventive Action	<input type="text"/>	<input type="text" value="dd/MM/yyyy"/>	
<input checked="" type="checkbox"/> Concurrent Control Action				

---

**NCE Resolution** C

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

Signature  Date Completed

*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

---

**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	None
Lab Order Number	DEV0123000000000026	
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**

1. 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.
2. Enter text describing any **Corrective Action** taken and check the box next to the Action Type.
3. Check the respective checkbox for **Action Type**.

4. 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.

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

The screenshot shows the 'Corrective action log' interface. At the top, there is a date field for 'Date of discussion with NCE Staff' with the value '13/11/2023' and a red circle '1' around it. Below this is an 'Add new date' button with a red circle '2'. The main table has columns: 'Corrective action', 'Action Type', 'Person responsible', 'Date Completed', and 'Turnaround time'. The first row contains 'training for staff on safe specimen handling.', 'Preventive Action' (checked), 'Dr. Herman', '14/11/2023', and 'NaN days'. A red circle '3' is around the first cell, '4' around the 'Preventive Action' checkbox, '5' around the 'Person responsible' field, '6' around the 'Date Completed' field, and '7' around the 'Save' button at the bottom.

*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.

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

The screenshot shows the 'OpenELIS 3 Test Server' dashboard. A left-hand menu is open, showing options like 'Order', 'Patient', 'Non-Conform', 'Workplan', 'Pathology', and 'Immunohistochemistry'. Under the 'Non-Conform' section, 'Corrective actions' is highlighted with a red circle '1'. The main dashboard area displays several summary cards: 'Ready For Validation Awaiting Review' with a value of 39, 'Orders Completed Today' with a value of 0, and 'Partially Completed Today' with a value of 0.

*Select Corrective Actions*

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

The screenshot shows the navigation menu of the 'OpenELIS 3 Test Server'. The 'Non-Conforming Events' tab is selected, and a dropdown menu is open. The 'Corrective actions' option is highlighted with a red circle '3'. A red circle '2' is around the 'Non-Conforming Events' tab itself. The dropdown menu also includes options like 'Report Non-Conforming Event', 'View New Non-Conforming Events', and a search field.

*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.

*Select Lab Number or NCE Number Enter and Search*

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

*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).

*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?  Yes  No

Signature

Date Completed

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).

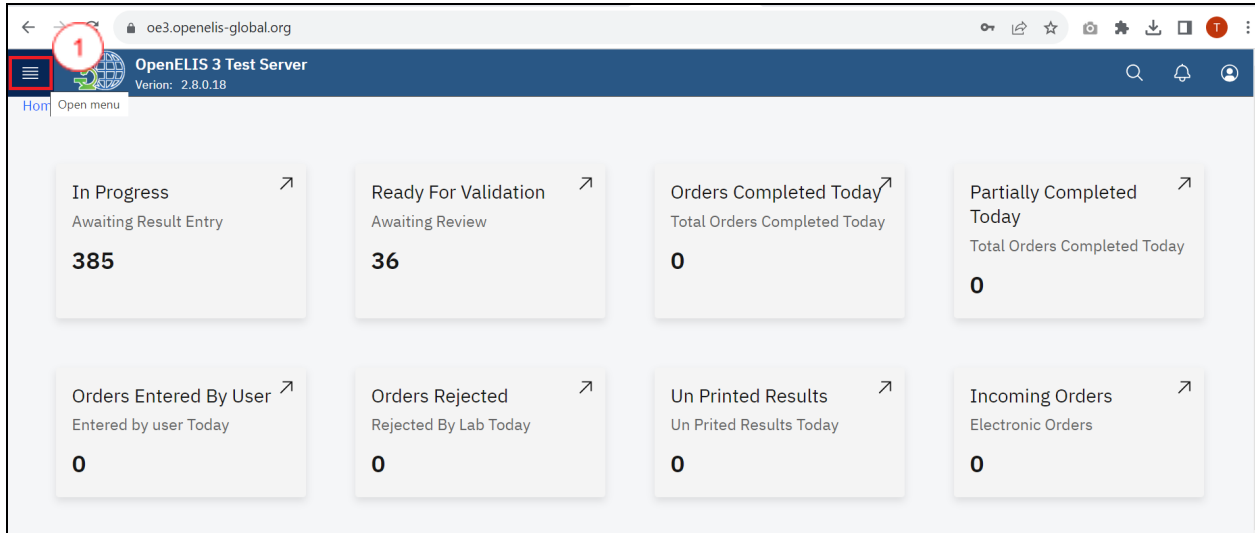
This section includes the following guides:

- 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.

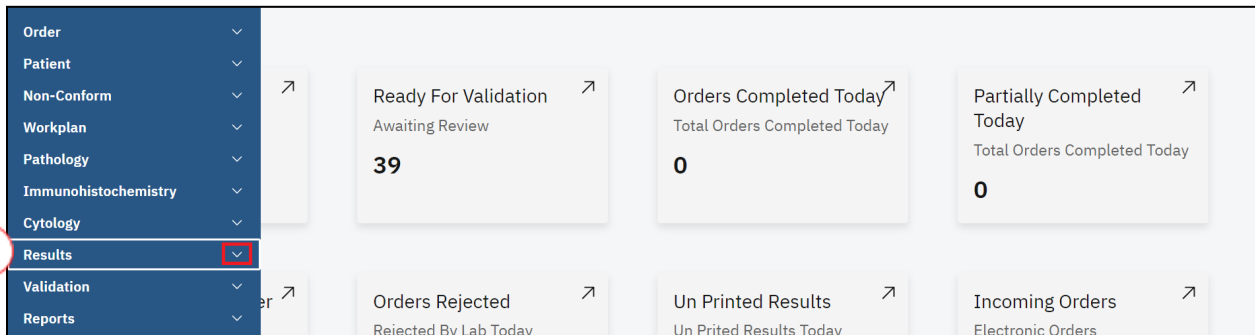
### How to get to the results entry page

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



*Access the OpenELIS menu*

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

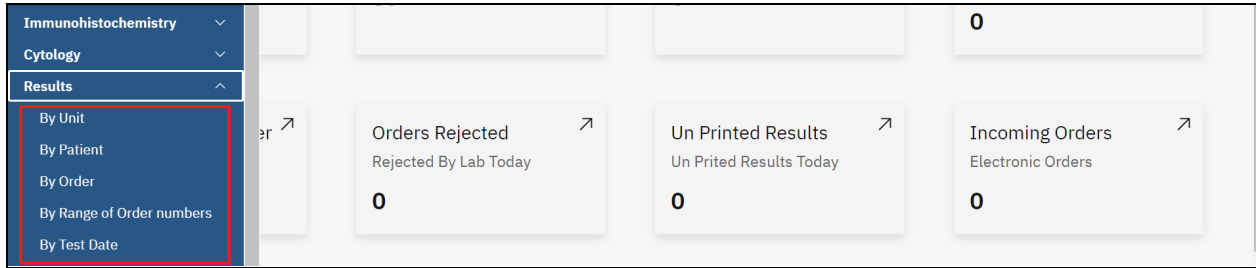


*Click on Results Drop-down Menu*

Results can be entered by

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

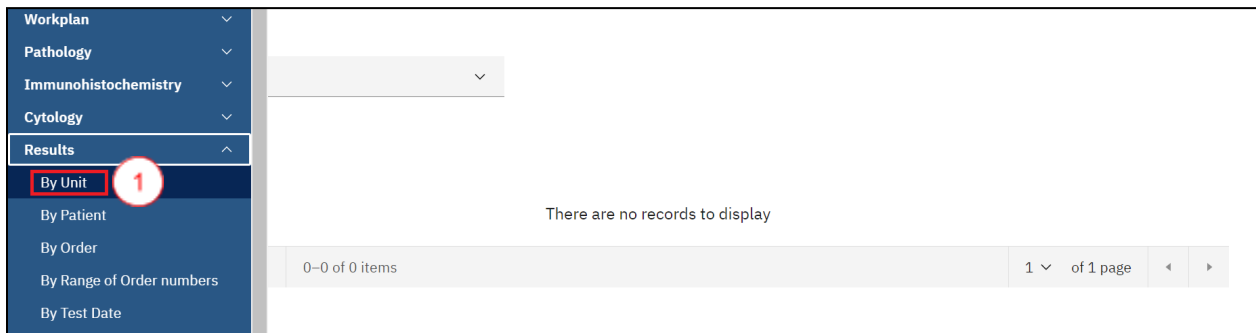
IMPORTANT: If you select **Lab Unit**, all tests not yet resulted in that unit are displayed. If you select by **Patient** or by **Lab Number**, all tests for that patient or laboratory order will be displayed, including tests that already have results entered.



*Results Entry Options*

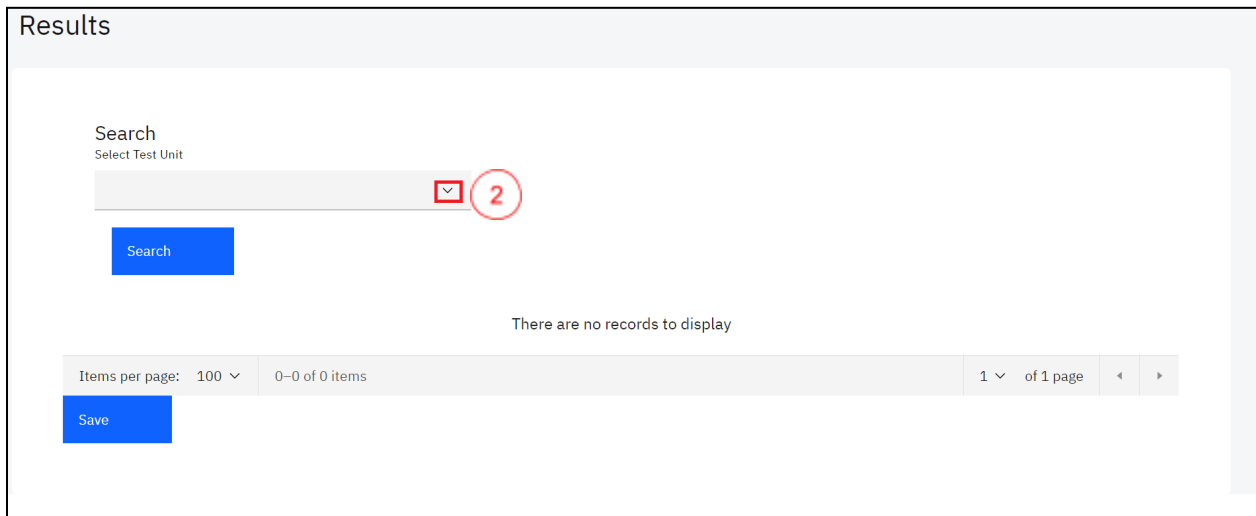
## How to enter results by unit

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



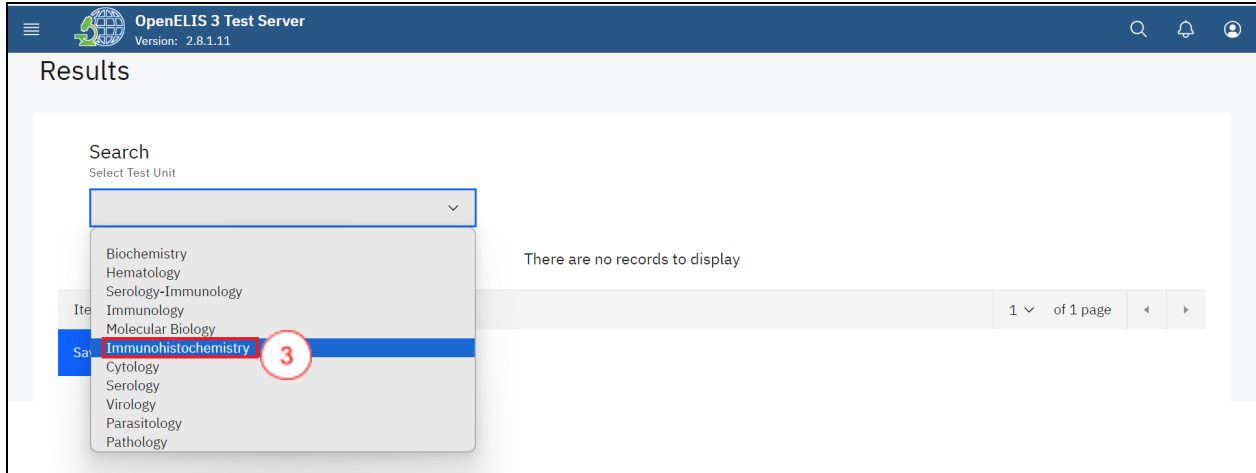
*Click on By Unit*

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



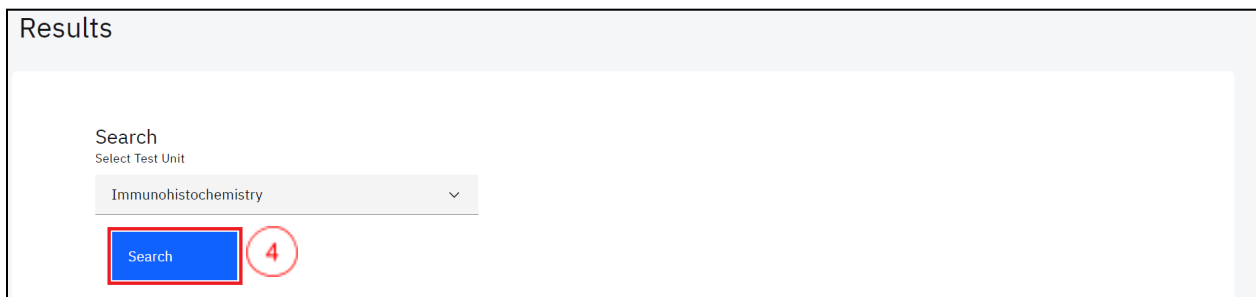
*Select Test Unit*

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




*Click on Laboratory Unit*

4. Click on the Search button.



*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, 01/06/1999	26/11/2023	MANUAL	Calretinin(Im...		<input type="checkbox"/>			
> 23-000-004-1 Test, Casey 9872361325, M, 01/06/1999	26/11/2023	MANUAL	Anti-CD10(Im...		<input type="checkbox"/>			
> 23-000-004-1 Test, Casey 9872361325, M, 01/06/1999	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** 1
- By Order
- By Range of Order numbers
- By Test Date

Test Date	Analyzer ...	Test Name	Normal R...	Accept	Result
16/11/2023	MANUAL	Actin Smooth Muscl...		<input type="checkbox"/>	
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

Gender  Male  Female

*Patient Search Parameter*

3. Click on the Search Button.

Results

Search

Patient Id

Previous Lab Number

Last Name

First Name

Date of Birth

Gender  Male  Female

**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

- 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"/>	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	sfdcsc2ew23
<input type="radio"/>	test	test	M	19/08/1997	3434453532	sfdcsc2ew23
<input type="radio"/>	test	test	M	18/08/1997	3434453532	sfdcsc2ew23

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
-------------	-----------	--------------	-----------	--------------	--------	--------	----------------	-------

>	DEV0123000000000000 67-1 Test, Casey 0077361325_M	26/11/2023	MANUAL	Hematocrit(Sa...	40.0 - 52.0	<input type="checkbox"/>		
>	DEV0123000000000000 67-1 Test, Casey 0077361325_M	26/11/2023	MANUAL	Medium corpu...	85.00 - 95.00	<input type="checkbox"/>		
>	DEV0123000000000000 67-1 Test, Casey 0077361325_M	26/11/2023	MANUAL	TMCH(Sang to...	27.00 - 31.00	<input type="checkbox"/>		
>	DEV0123000000000000 67-1 Test, Casey 0077361325_M	26/11/2023	MANUAL	CMCH(Sang to...	32.00 - 36.00	<input type="checkbox"/>		

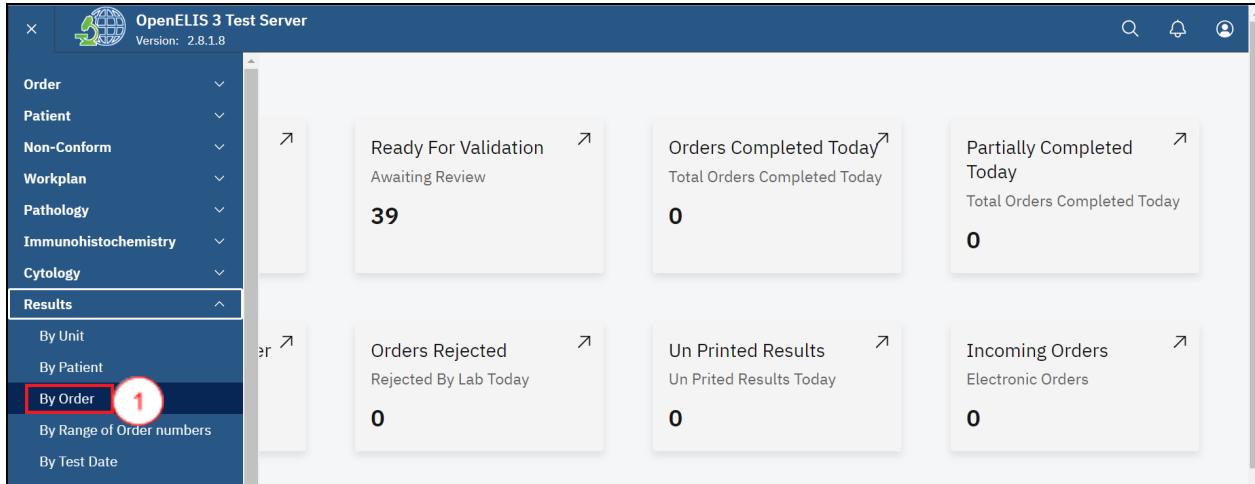
Items per page: 20 1-20 of 45 items 1 of 3 pages

Save

### Results Entry

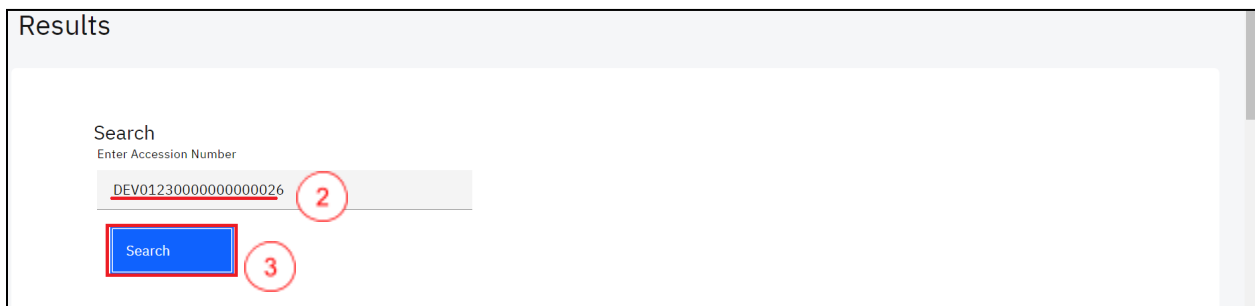
## How to enter results by Order

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




*Click on By Order*

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



*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  
DEV0123000000000026  
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
> DEV0123000000000000026-1 Test, Patient 122456789_E	23/06/2023	MANUAL	White Blood C...	4.50 - 13.00	<input type="checkbox"/>		26.00	

> DEV01230000000000000026-1 Test, Patient 122456789_E	26/11/2023	MANUAL	Lymphocytes (...)	1500.00 - 400...	<input type="checkbox"/>			
> DEV01230000000000000026-1 Test, Patient 122456789_E	26/11/2023	MANUAL	Monocytes (%...	2.0 - 10.0	<input type="checkbox"/>			
> DEV01230000000000000026-1 Test, Patient 122456789_E	26/11/2023	MANUAL	Monocytes (A...	0.00 - 1000.00	<input type="checkbox"/>			
> DEV01230000000000000026-1 Test, Patient 122456789_E	26/11/2023	MANUAL	Bioline(Sang t...	Negative	<input type="checkbox"/>	▼		

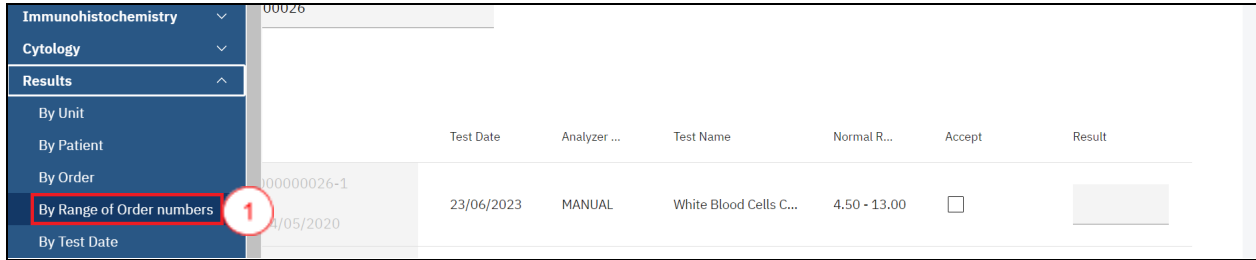
Items per page: 20 1-20 of 20 items 1 of 1 page

Save

### Results Entry

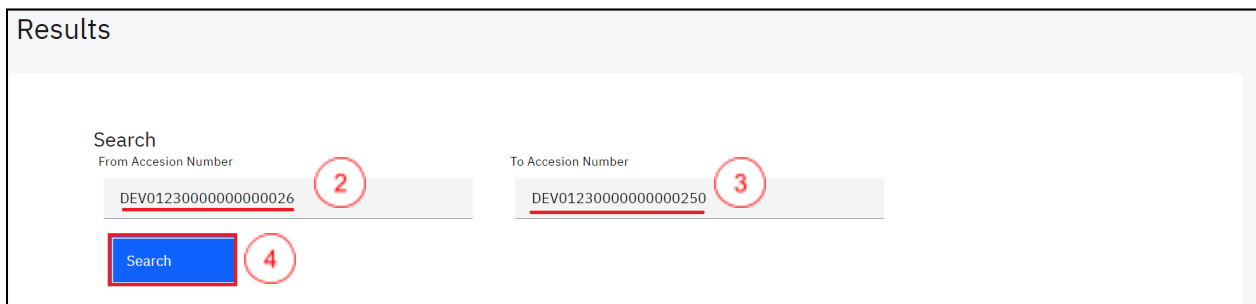
## How to enter results by Range of Order Number

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




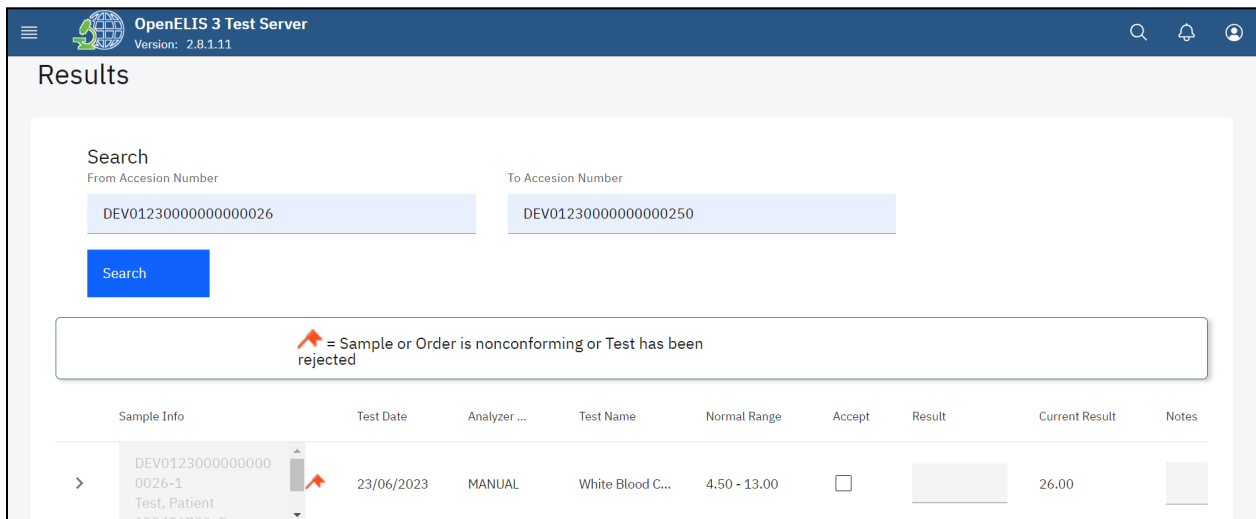
### Results By Range of Order numbers

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



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.



>	DEV0123000000000 0026-1 Test, Patient 122456789 E	26/11/2023	MANUAL	Monocytes (A...	0.00 - 1000.00	<input type="checkbox"/>		
>	DEV0123000000000 0026-1 Test, Patient 122456789 E	26/11/2023	MANUAL	Bioline(Sang t...	Negative	<input type="checkbox"/>	▼	

Items per page: 20 1-20 of 102 items 1 of 6 pages

Save

### 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	Results	By Unit	By Patient	By Order	By Range of Order numbers	<b>By Test Date</b> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">1</span>
----------	---------	---------	------------	----------	---------------------------	---

Test Date	Analyzer ...	Test Name	Normal R...	Accept	Result
000000026-1					
23/06/2023	MANUAL	White Blood Cells C...	4.50 - 13.00	<input type="checkbox"/>	
04/05/2020					

*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)Statu** 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

7

There are no records to display

Items per page: 100 ▾ 0-0 of 0 items 1 ▾ of 1 page ◀ ▶

*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
<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	sfdcsc2ew23
<input checked="" type="radio"/>	test	test	M	19/08/1997	3434453532	sfdcsc2ew23
<input type="radio"/>	test	test	M	18/08/1997	3434453532	sfdcsc2ew23

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
DEV0123000000000002 33-1 test, test sfdcsc2ew23 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
<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	sfdcsc2ew23
<input checked="" type="radio"/>	test	test	M	19/08/1997	3434453532	sfdcsc2ew23
<input type="radio"/>	test	test	M	18/08/1997	3434453532	sfdcsc2ew23

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
DEV0123000000000002 33-1 test, test sfdcsc2ew23 M	26/11/2023	MANUAL	Histopatholog...		<input type="checkbox"/>			

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

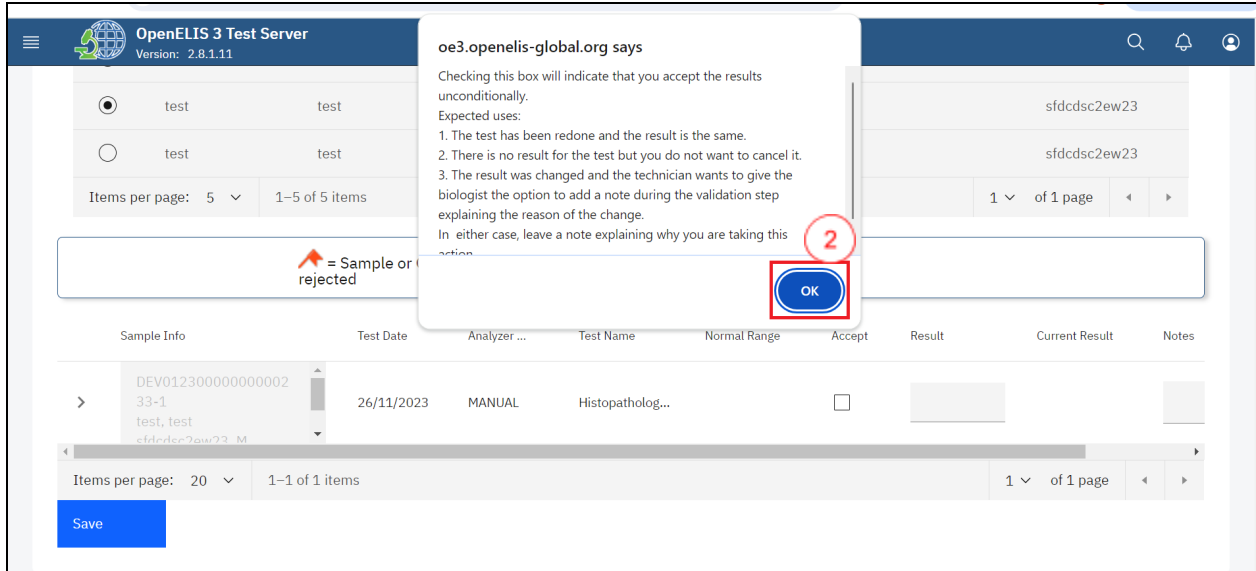
Save

*Click on Accept Checkbox*

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

The Checkbox has the following expected uses;

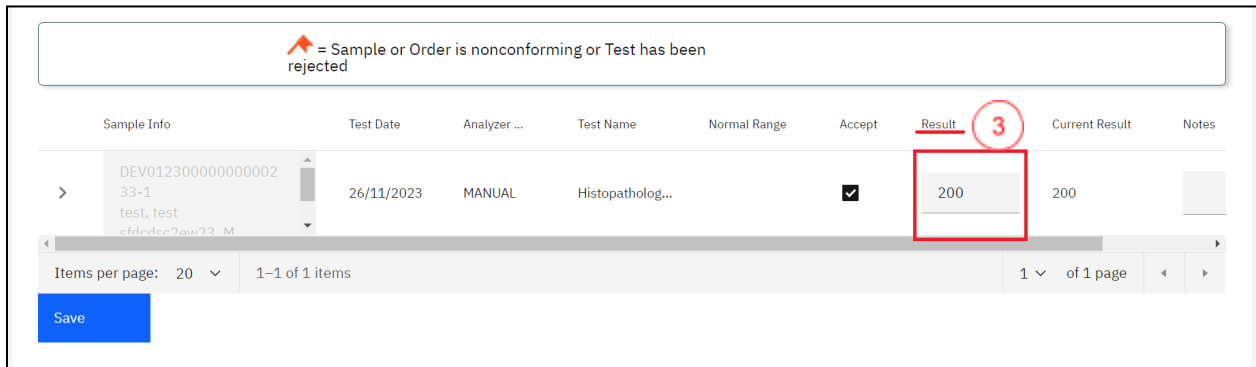
- The test has been redone and the results is the same
- There is no results for the test but you do not want to cancel it.
- The results was changed and the laboratory technician wants to give the biologist the option to add a note during the validation step explaining the reason for the change.
- Click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



*Click Ok*

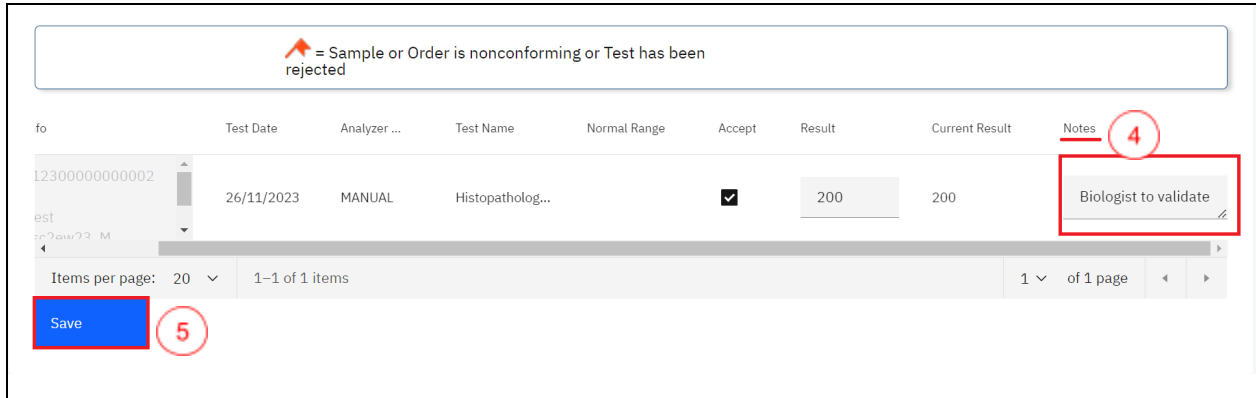
**Note:** For numerical results, type in the result. For other types, select the result from the drop-down list or type the result in the text field area

2. Enter the Results in the results text field.



*Enter Results*

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



*Enter Notes and Click Save*

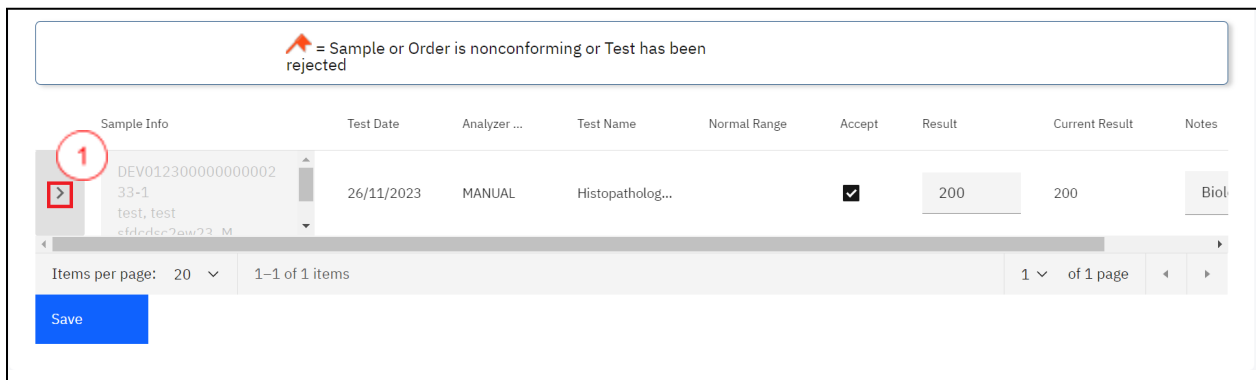
A saved successful message will be displayed at the top of the page.



*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.



*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.

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

to	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
		<b>2</b> Methods	<b>3</b> Referral Reason	<b>4</b> Institute	<b>5</b> Test to Perform	<b>6</b> Sent Date		
		BIOCHE <input type="checkbox"/>	Further testing requ <input type="checkbox"/>	CEDRES <input type="checkbox"/>	Histopathology exam <input type="checkbox"/>	11/21/2023 <input type="checkbox"/>		

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

**7** Save

*Enter Referral Details and Click Save*

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



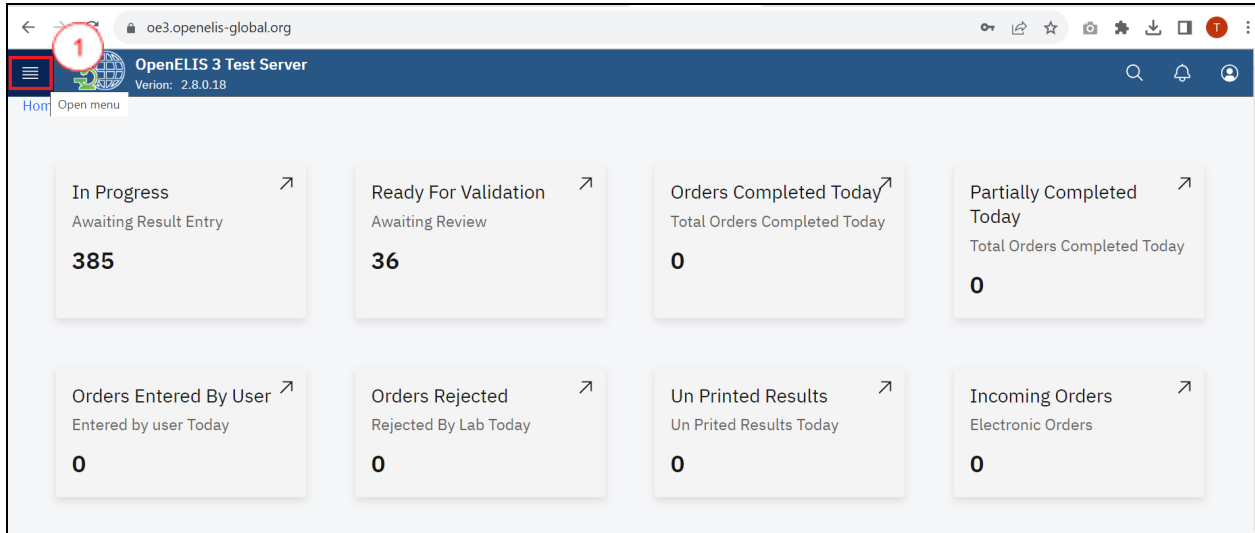
*Saved Successfully*

## **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.

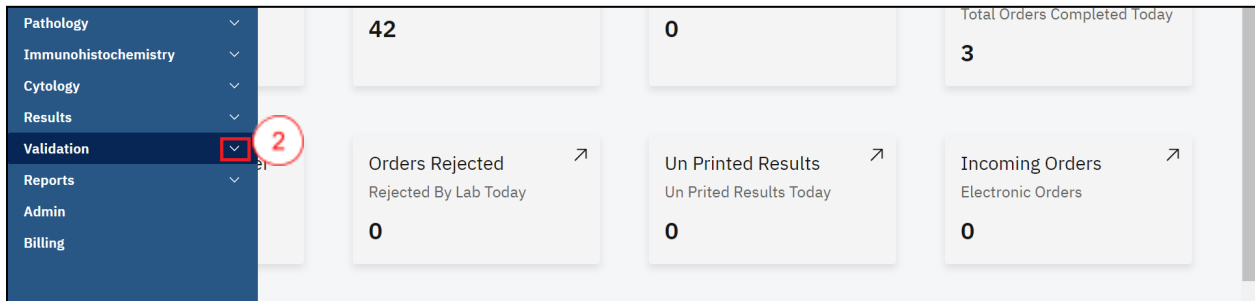
### **How to get to the results validation page**

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.



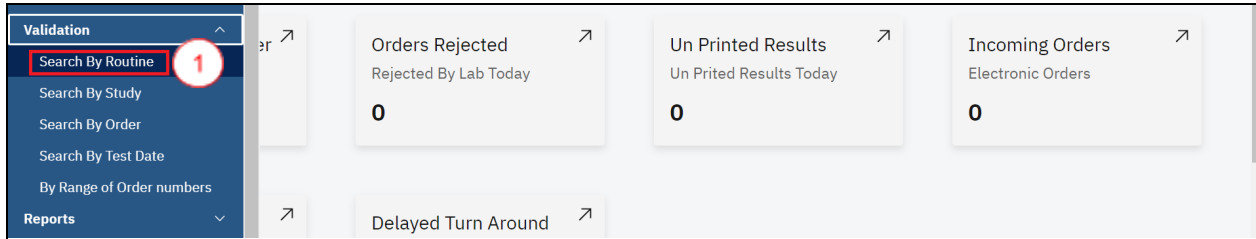
*Click on Validation dropdown Menu*

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

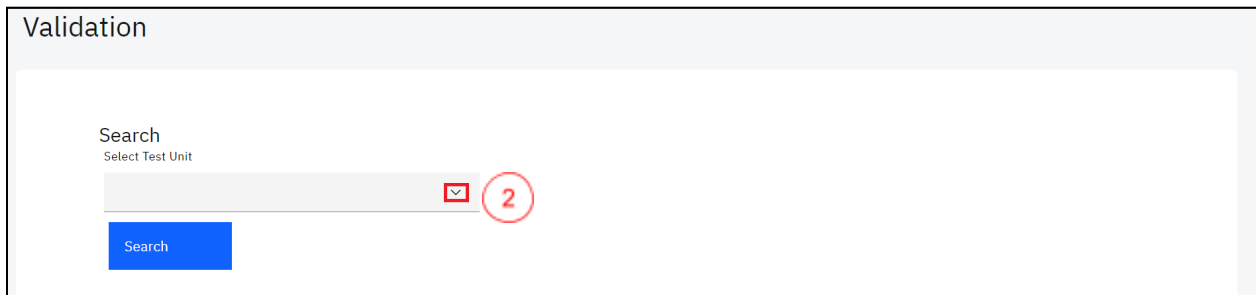
## How to validate results By Routine Search

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



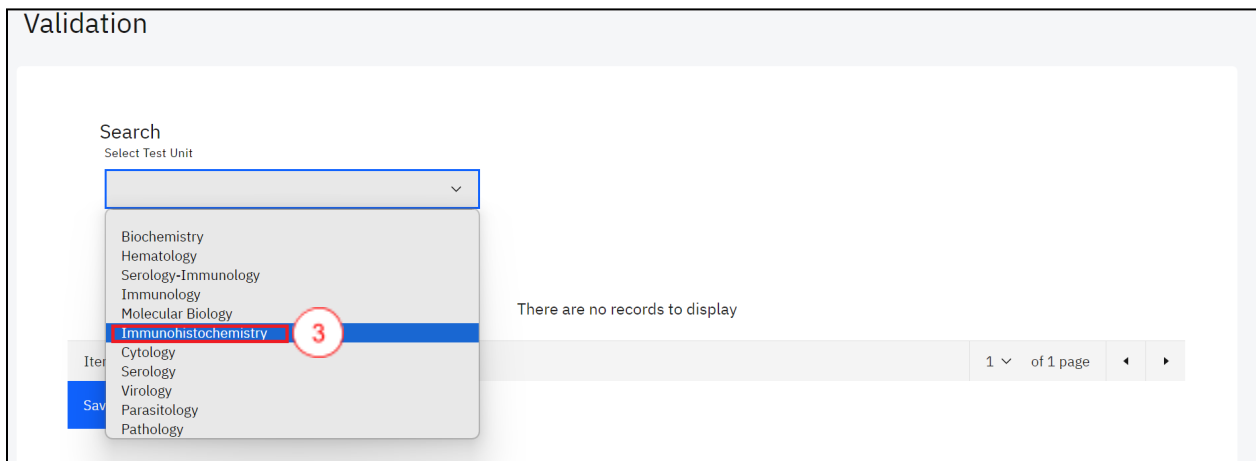
*Click Search By Routine*

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



*Select Test Unit*

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



*Click on Laboratory Unit*

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.



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(Immuno...		ww3	<input type="checkbox"/>	<input type="checkbox"/>	
DE-V01230000000-000-218	Anti-CD 5(Immuno...		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(Immunoh...		Bacteria	<input type="checkbox"/>	<input type="checkbox"/>	

Items per page: 100 1-5 of 5 items 1 of 1 page

Save

### Searched Results

- 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

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

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  
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.

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(Immuno...		ww3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DE-V01230000000-000-218	Anti-CD 5(Immuno...		ww4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DE-V01230000000-000-261	Anti-ER(Immunohis...		popme	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DE-V01230000000-000-261	Anti-PR(Immunohis...		hecules	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DE-V01230000000-000-261	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(Immuno...		ww3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
DE-V01230000000-000-218	Anti-CD 5(Immuno...		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(Immunoh...		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...		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

*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
  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 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.

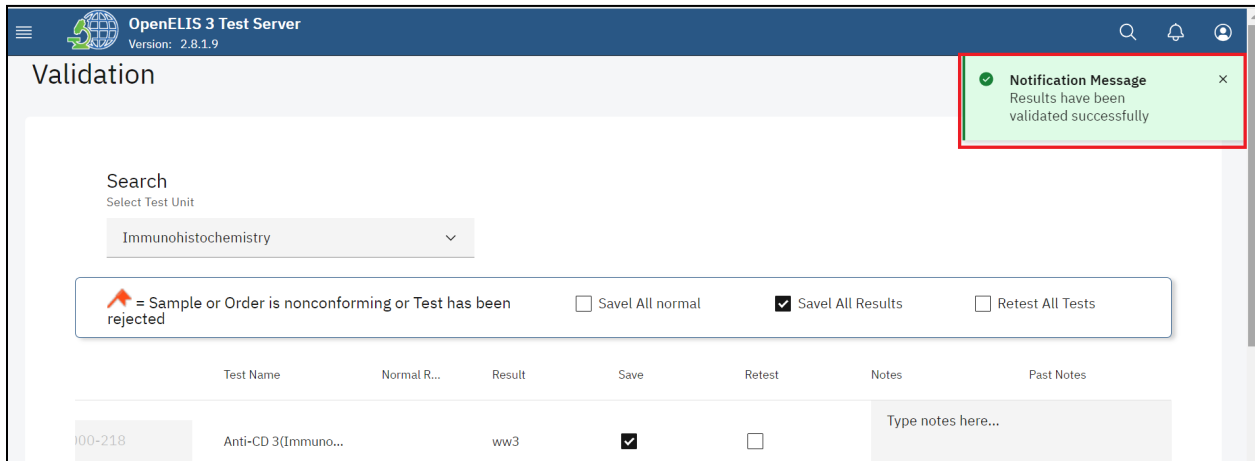
100-218	Anti-CD 5(Immuno...		ww4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Type notes here...	
100-261	Anti-ER(Immunohis...		popme	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Type notes here...	External 16/11/2023 09:57 : Type comment
100-261	Anti-PR(Immunohis...		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

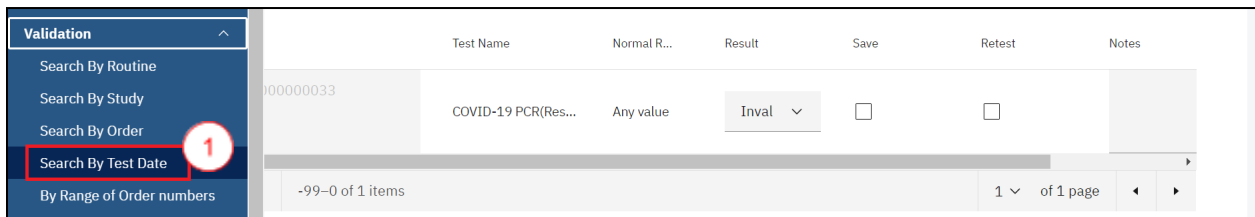
A successful message will be displayed at the top of the page.



*Results Validated Successfully*

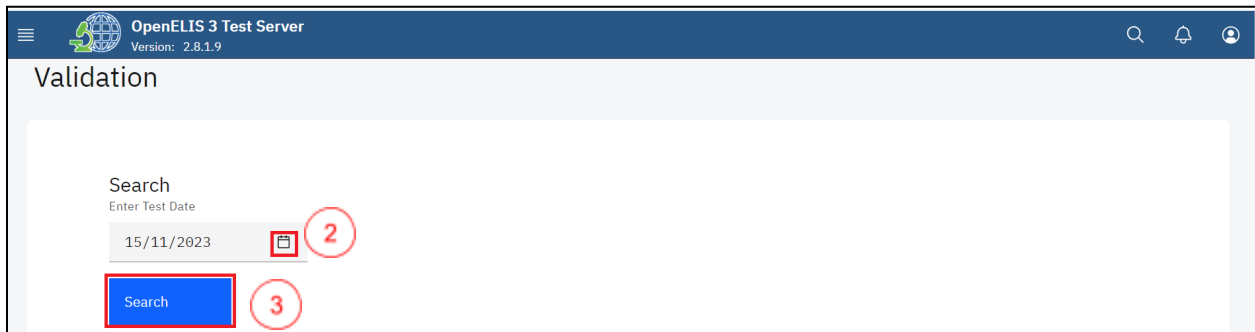
## How to validate results By Test Date

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



Click Search By Test Date

2. Enter the **Date** from the calendar and click on the **Search** button..



*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.

OpenELIS 3 Test Server  
Version: 2.8.1.9

## Validation

Search  
Enter Test Date

15/11/2023

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-V01230000000-000-084	COVID-19 PCR(Spu...	Any value	SARS	<input type="checkbox"/>	<input type="checkbox"/>	

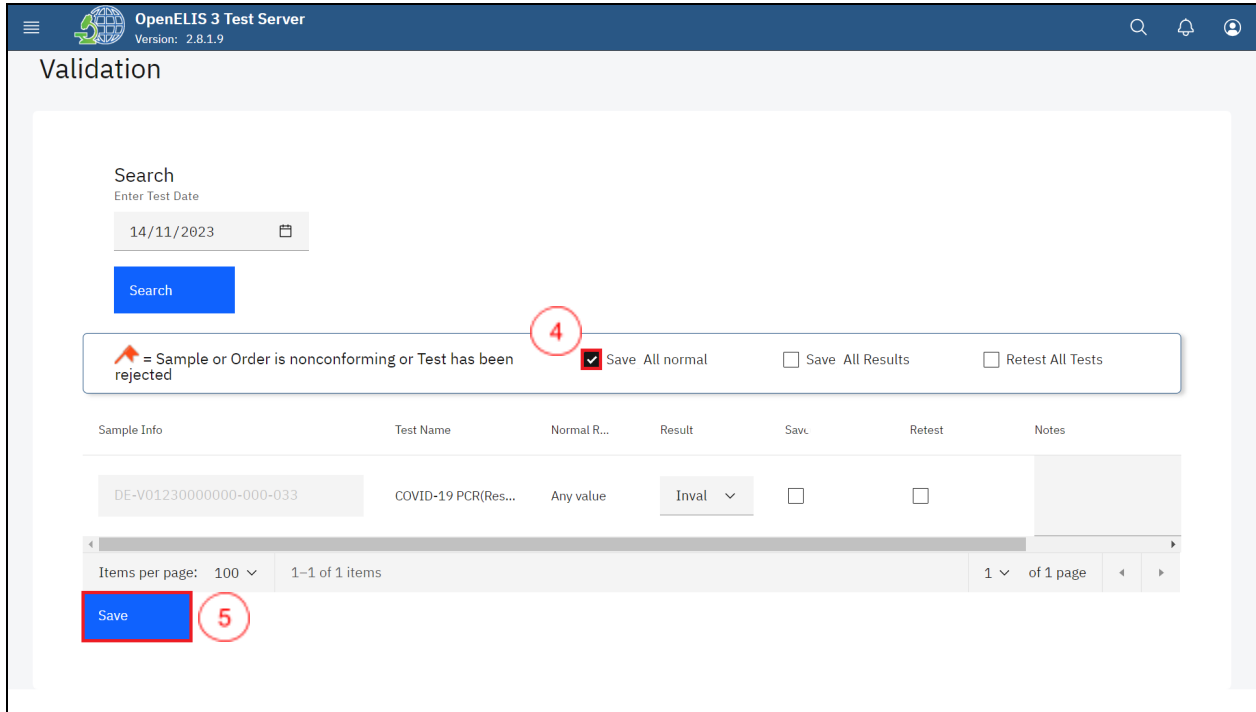
Items per page: 100 1-1 of 1 items 1 of 1 page

Save

*Searched Results*

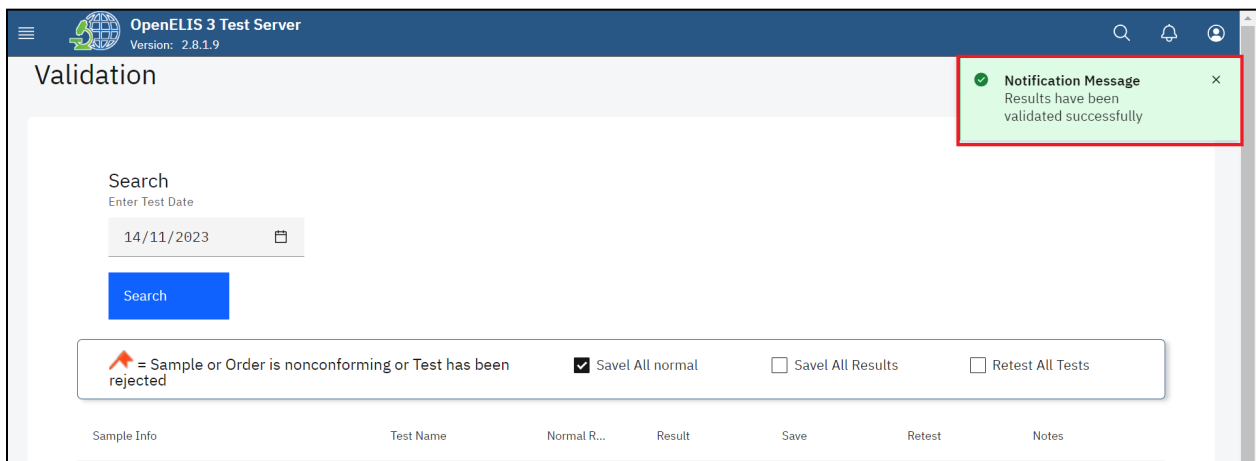
- If there are results that are within normal range of acceptance, you can check the box **Save All Normal** to validate the normal results on the page at once. Click on the **Save** button.





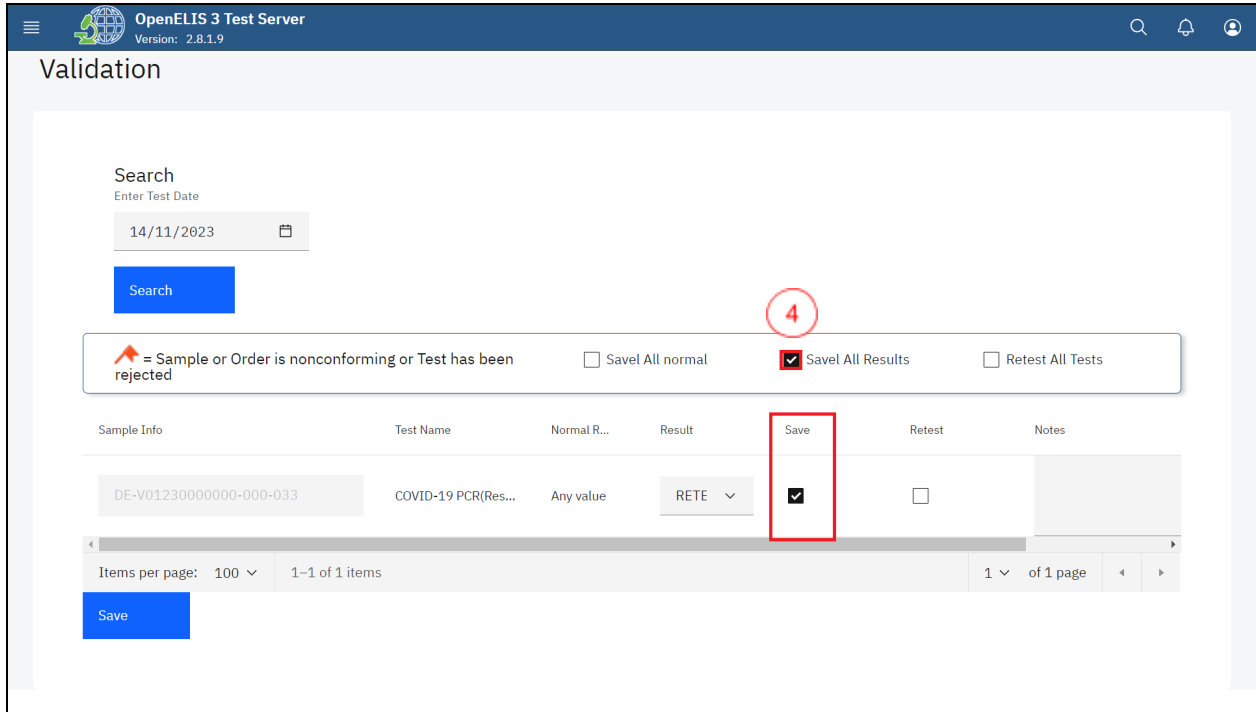
*Save All Normal Results*

The normal results will be validated and saved successfully.



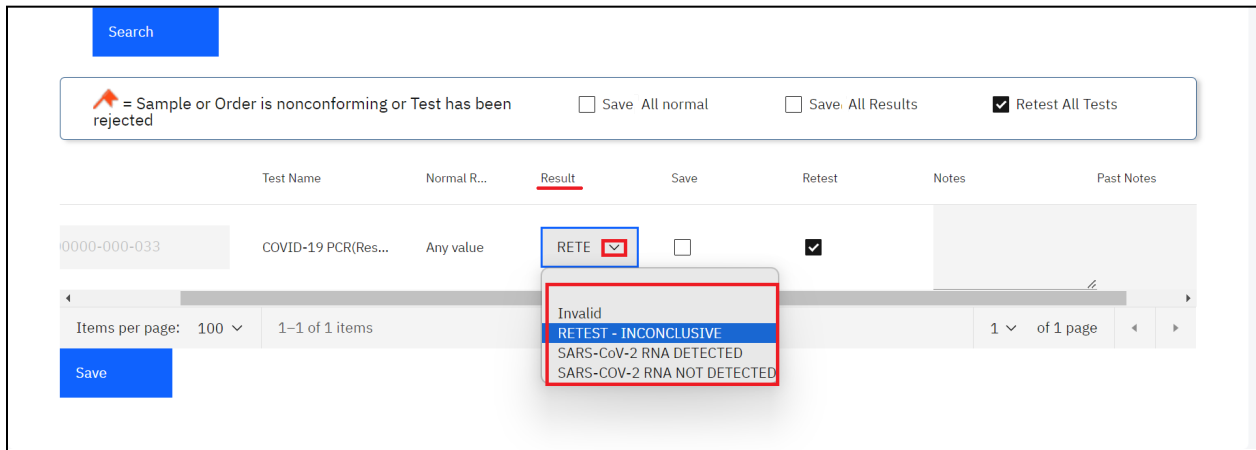
*Normal Results Validated Successfully*

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



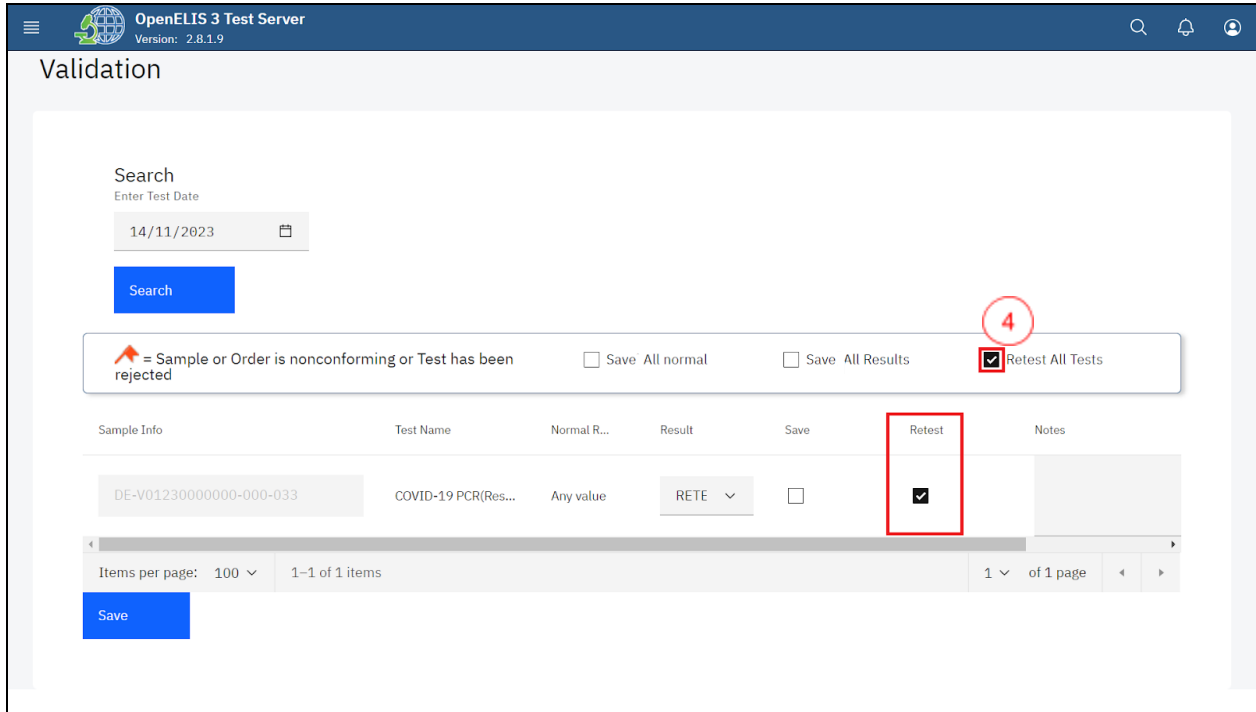
*Click Save All Results Checkbox for Valid Result*

The Results column has a drop-down menu that allows you to select the result.



*Results Drop-down menu*

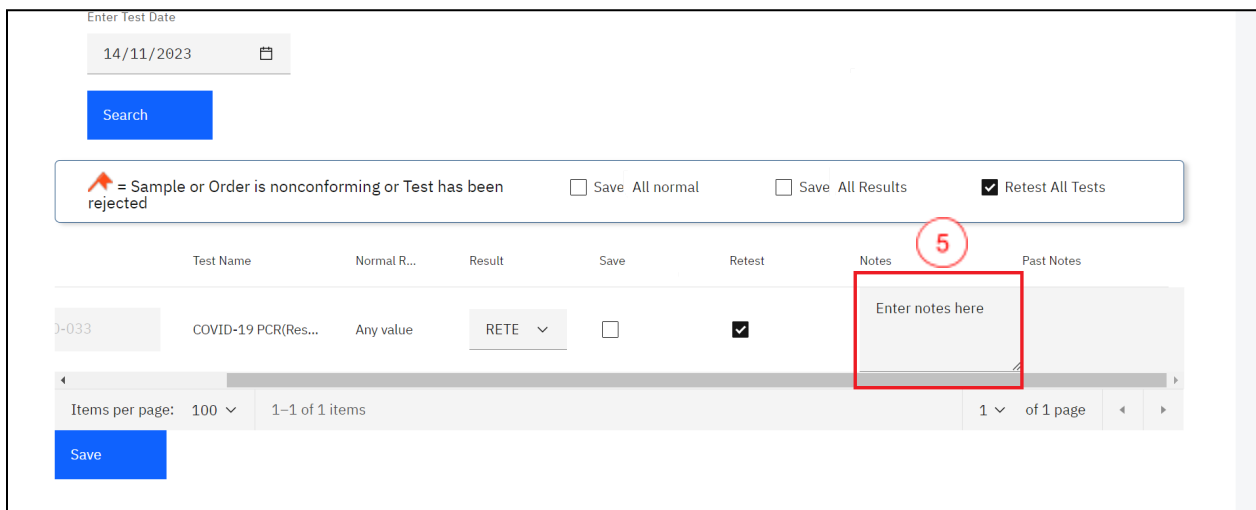
5. If none of the results are valid as illustrated below, use the checkbox **Retest All Results** to reject all of the results at once.



*Click Retest Checkbox for Invalid Result*

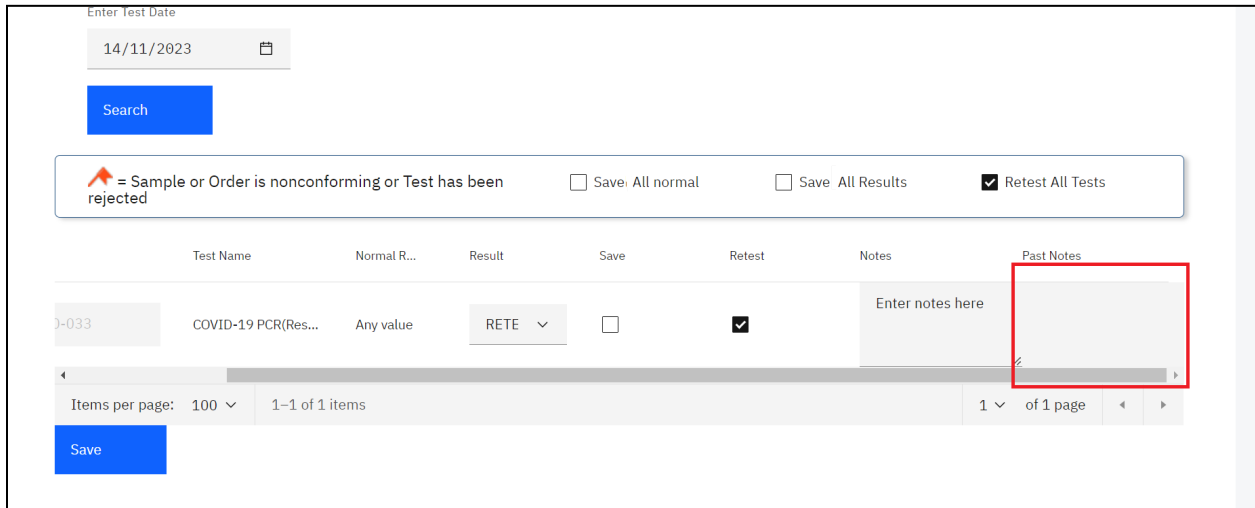
**Note:** you can check the box under the appropriate column—Save for validate, Retest for reject—next to each test result.

- 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.



## Enter Comments under Notes

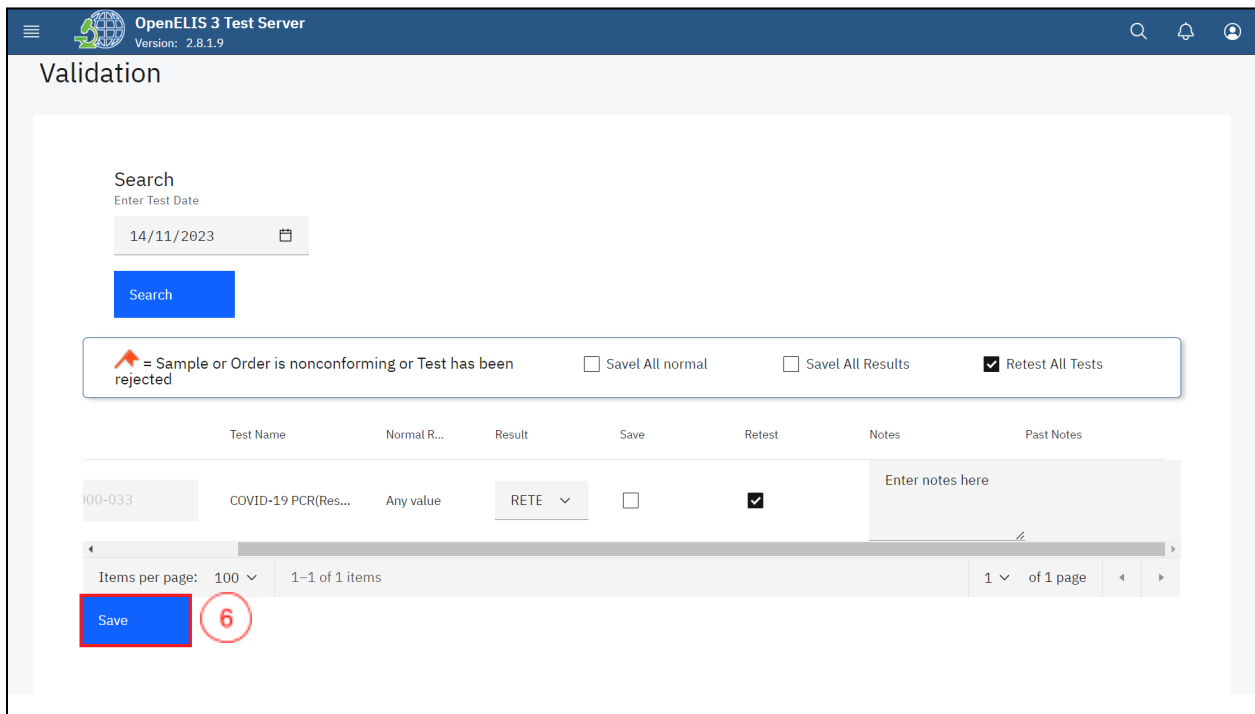
The Past Notes are displayed in the last column.



The screenshot shows the OpenELIS 3 Test Server interface. At the top, there is a search bar with the date '14/11/2023' and a 'Search' button. Below the search bar, there is a control bar with a red arrow icon and the text '= Sample or Order is nonconforming or Test has been rejected', and three checkboxes: 'Save All normal', 'Save All Results', and 'Retest All Tests' (checked). The main area contains a table with the following columns: Test Name, Normal R..., Result, Save, Retest, Notes, and Past Notes. The first row of the table has the following values: '100-033', 'COVID-19 PCR(Res...', 'Any value', 'RETE', a 'Save' checkbox, a 'Retest' checkbox (checked), 'Enter notes here', and a red-bordered box labeled 'Past Notes'. Below the table, there is a pagination bar showing 'Items per page: 100', '1-1 of 1 items', and '1 of 1 page'. A 'Save' button is located at the bottom left of the table area.

### Past Notes

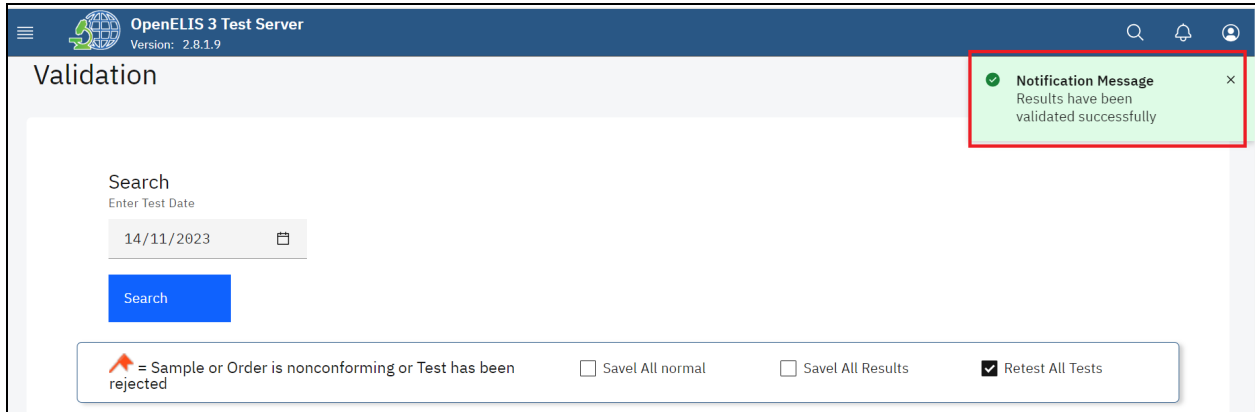
7. Once you have entered all the results, go to the bottom of the page and click the **Save** button.



The screenshot shows the OpenELIS 3 Test Server interface. At the top, there is a search bar with the date '14/11/2023' and a 'Search' button. Below the search bar, there is a control bar with a red arrow icon and the text '= Sample or Order is nonconforming or Test has been rejected', and three checkboxes: 'Save All normal', 'Save All Results', and 'Retest All Tests' (checked). The main area contains a table with the following columns: Test Name, Normal R..., Result, Save, Retest, Notes, and Past Notes. The first row of the table has the following values: '100-033', 'COVID-19 PCR(Res...', 'Any value', 'RETE', a 'Save' checkbox, a 'Retest' checkbox (checked), 'Enter notes here', and a red-bordered box labeled 'Past Notes'. Below the table, there is a pagination bar showing 'Items per page: 100', '1-1 of 1 items', and '1 of 1 page'. A 'Save' button is located at the bottom left of the table area, highlighted in red with a red circle containing the number '6' next to it.

### Click Save

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



*Results Validated Successfully*

## PART 14: REPORT

Various reports are available in OpenELIS Global. They are grouped into three categories:

- a. Individual Patient Report.
- b. Aggregate Reports.
- c. Management Reports

The reports available depend on your local configuration.

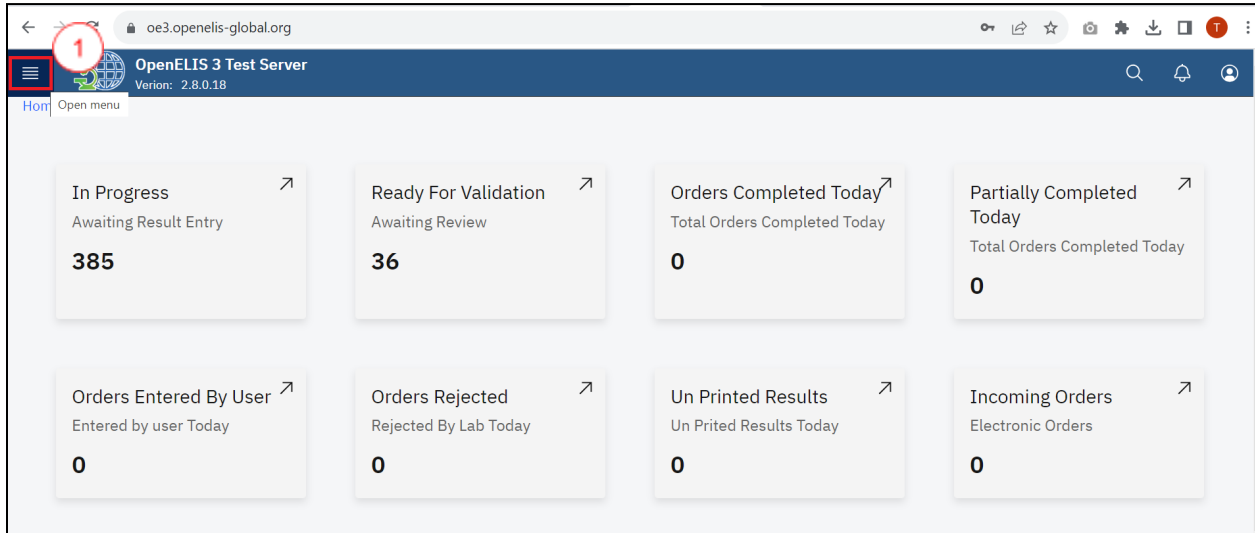
CATEGORY	REPORT
Individual Patient Report	Patient Test Results Report "Patient Status Report"
Aggregate Report	Summary of All Tests
	Summary of HIV test
Management Report	Activity Reports
	Referred Tests Report Non Conformity Events Report
	Delayed Validation Report Audit Trail Report

There are two guides to producing reports:

- a. How to generate the Patient Results Report.
- b. How to generate a Study Report
- c. How to generate all other report

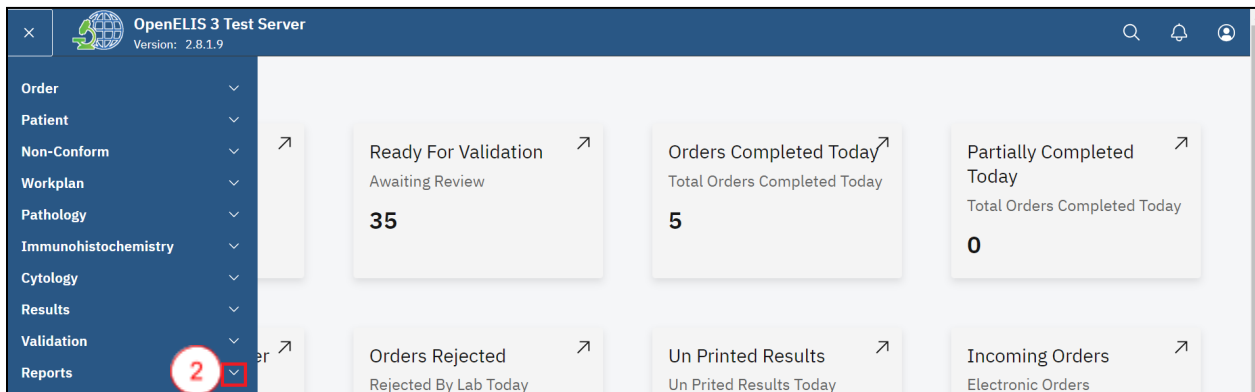
## How to get to the results validation page and generate a report by routine.

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 Reports module.



*Click on Report dropdown Menu*

3. Select **Routine**.

Click on Routine

4. Click on the **Patient Status Report** drop-down menu.

Click Patient Status Report Drop-down Menu

5. Click on report

Click Patient Status Report

6. For a single laboratory order: Enter or scan the laboratory number in the **From** field.

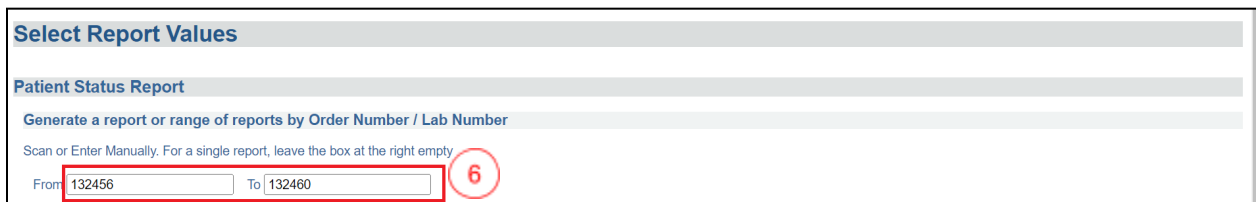
*Enter or Scan Lab/Order Number*

7. Click the **Generate printable version** button. A PDF version of the report will appear in a new browser window.



*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.



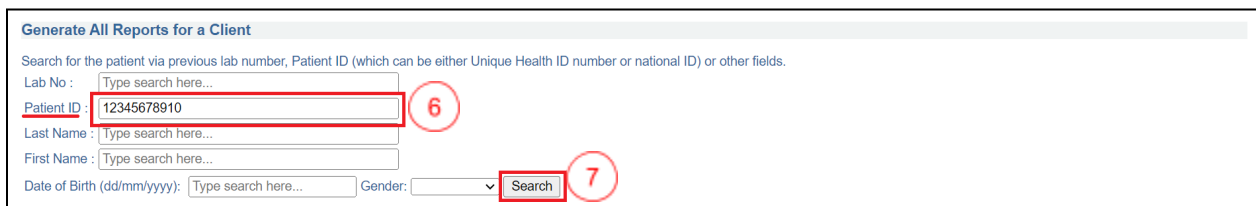
*Enter Range of Laboratory Orders*

9. Click the **Generate printable version** button. A PDF version of the report will appear in a new browser window.



*Click Generate*

10. For a single patient's entire order history: Enter the **Patient ID** in the **From** field.



*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 :

Patient ID :

Last Name :

First Name :

Date of Birth (dd/mm/yyyy):  Gender:

	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/dept/unit:

Generate reports by result date or by order date. Result date will show only reports with results. If you select onlt resports 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/dept/unit:

Generate reports by result date or by order date. Result date will show only reports with results. If you select onlt resports with results, all reports where all tests are in progress will not be generated.

Only Reports with results **2**

Date Type

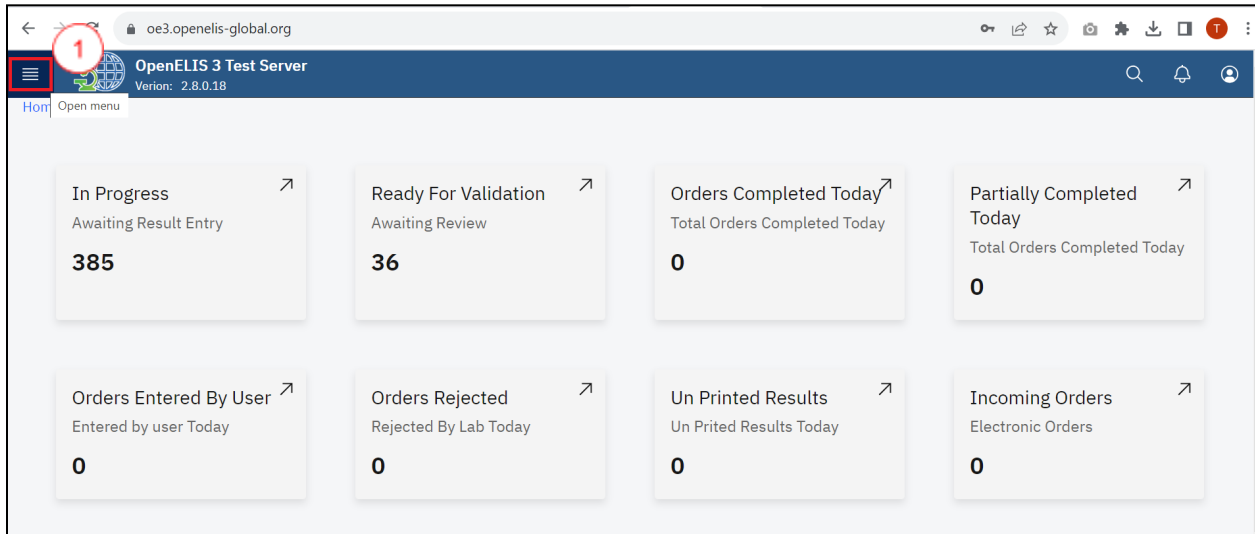
Start Date (dd/mm/yyyy)  End Date (dd/mm/yyyy)  **3** **4**

**5**

*Generate Reports By Site*

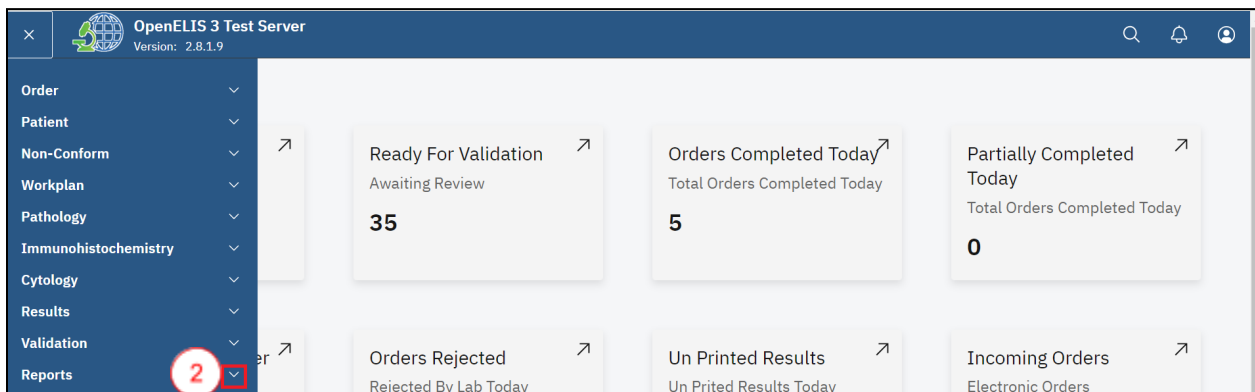
## How to generate all other reports.

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



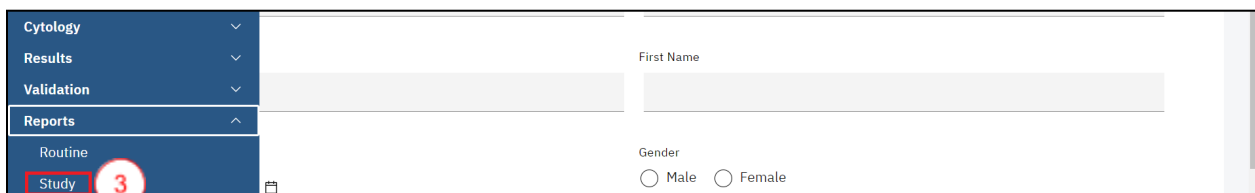
*Access the OpenELIS menu*

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



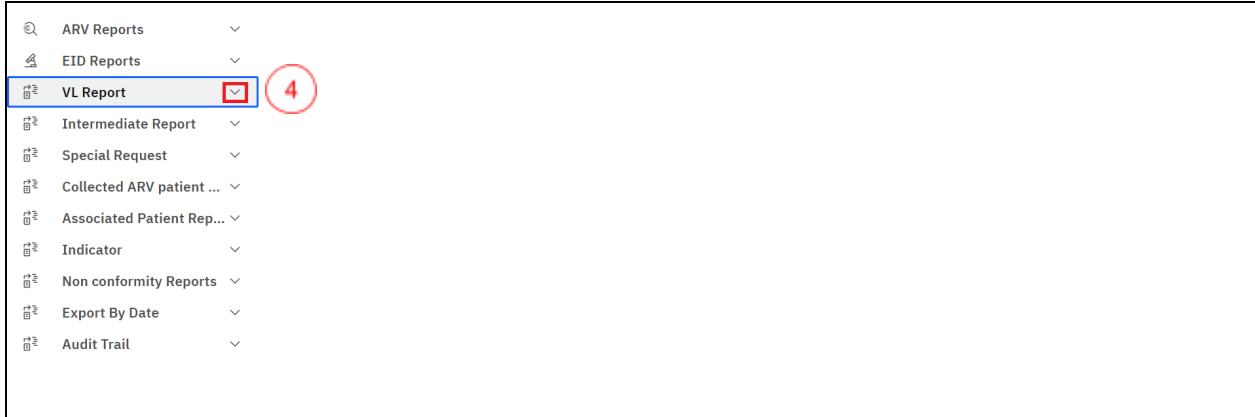
*Click on Report dropdown Menu*

3. Click on either **Routine** or **Study**.



*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 :

Patient ID :

Last Name :

First Name :

Date of Birth (dd/mm/yyyy):  Gender:

**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 onlt respors with results, all reports where all tests are in progress will not be generated.

Only Reports with results

Date Type

*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 :

Patient ID :

Last Name :

First Name :

Date of Birth (dd/mm/yyyy):  Gender:

	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	sfdcsc2ew23
<input type="radio"/>	test	test	M	19/08/1997	3434453532	sfdcsc2ew23
<input type="radio"/>	test	test	M	18/08/1997	3434453532	sfdcsc2ew23

**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 onlt respors with results, all reports where all tests are in progress will not be generated.

Only Reports with results


Date Type

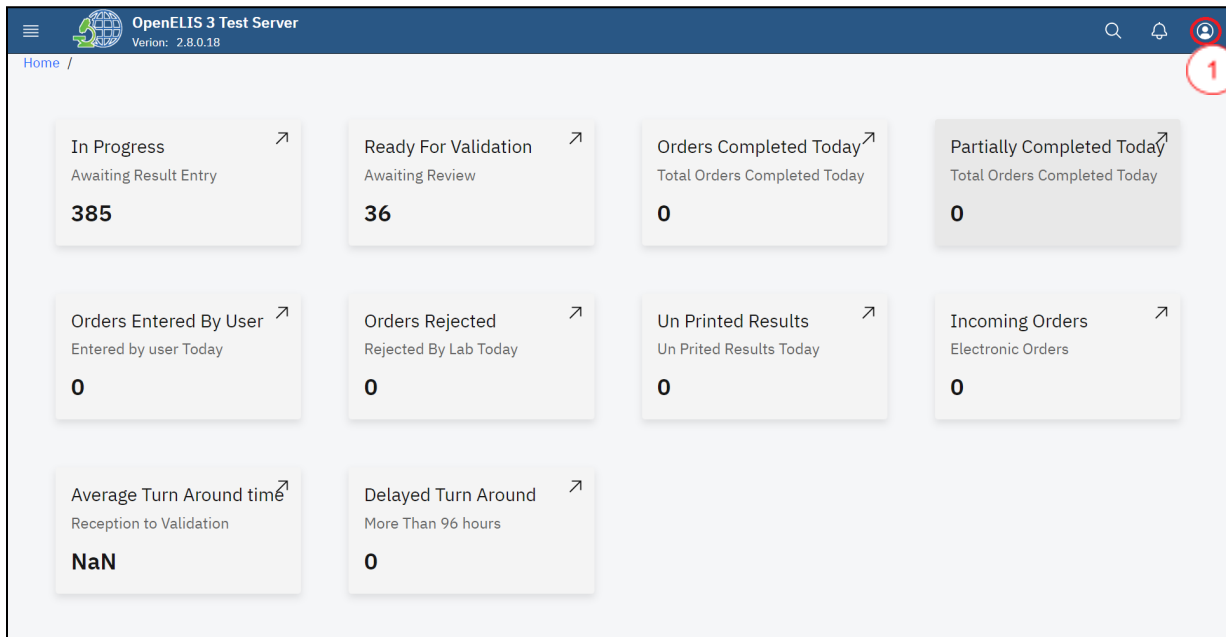
Start Date (dd/mm/yyyy)  End Date (dd/mm/yyyy)

*Click on Patient and Generate Printable Version*

## PART 14: LOGGING OUT OF OPENELIS

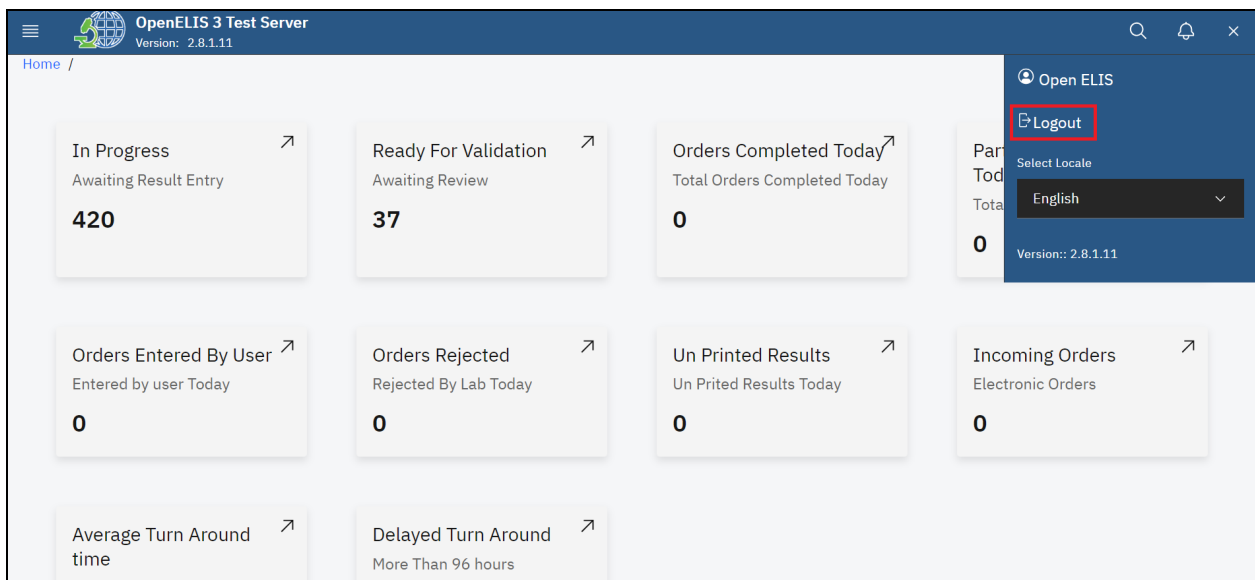
### How to logout of your OpenELIS session

1. To logout from your OpenELIS session, hover the mouse to the top right corner and click on the profile icon 



#### Accessing Logout

2. Click on the logout menu option. Upon successful logout, you will be navigated to the login



#### Logout

