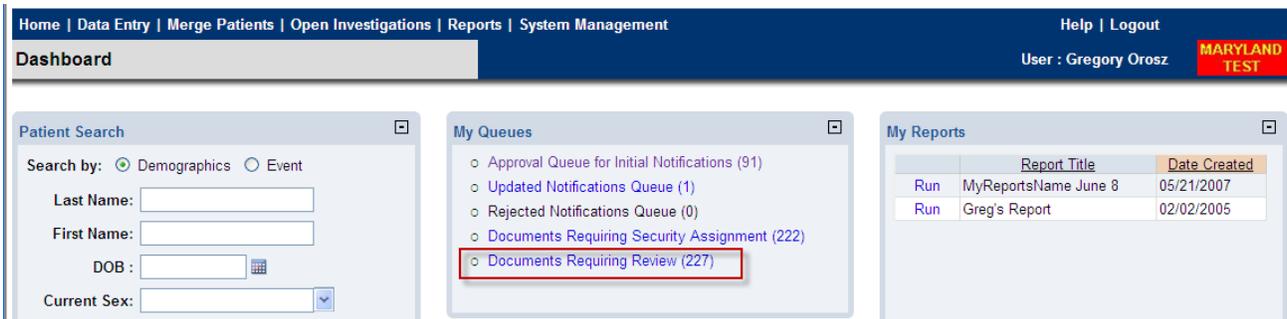


Electronic Lab Reports (ELRs) and NEDSS

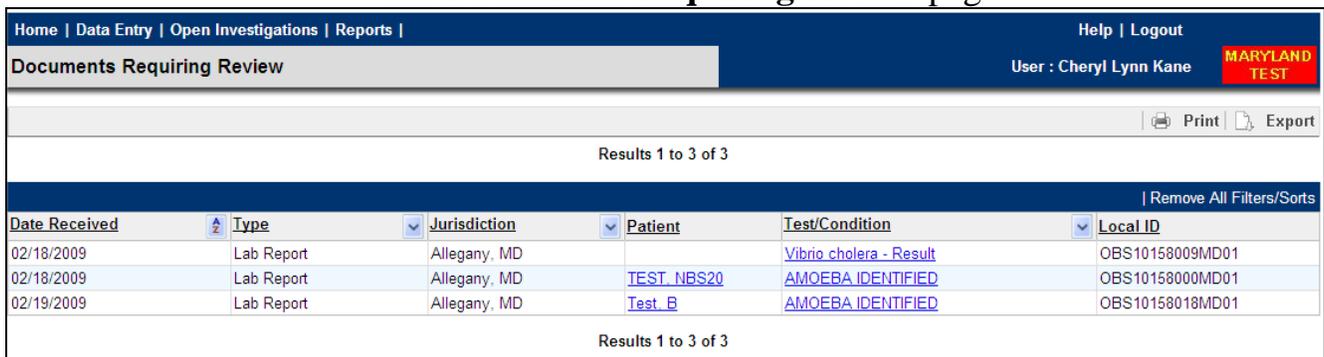
Electronic lab reports are listed on the NEDSS home page in the **Documents Requiring Review** queue. **Documents Requiring Review** is a list of lab reports that aren't associated with Investigations. You should check the queue for new lab reports **everyday**.



The screenshot shows the NEDSS Dashboard with a navigation bar at the top containing 'Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management' and 'Help | Logout'. The user is identified as 'Gregory Orosz' with a 'MARYLAND TEST' badge. The main content area includes a 'Patient Search' panel, a 'My Queues' panel, and a 'My Reports' panel. In the 'My Queues' panel, the 'Documents Requiring Review (227)' link is highlighted with a red box.

(1) Click the link and it will take you to a list of lab reports (electronic and any “un-associated reports” that have been entered manually as well).

The Documents Requiring Review page



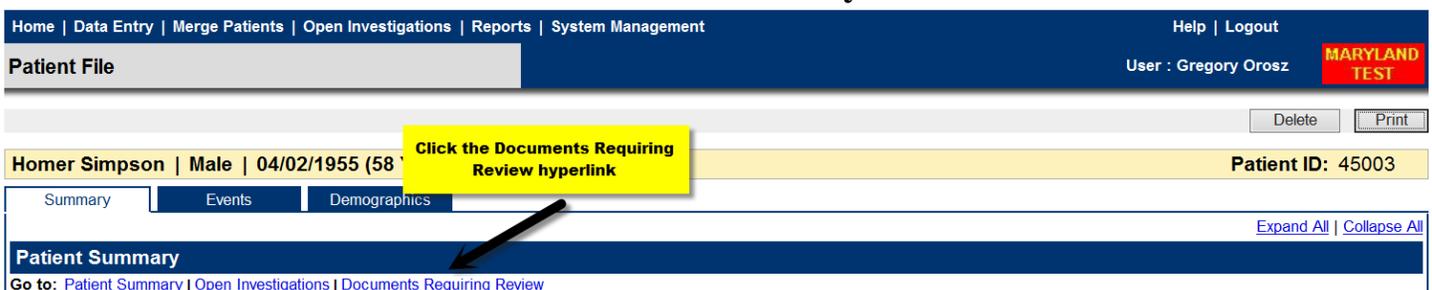
The screenshot shows the 'Documents Requiring Review' page with a navigation bar at the top containing 'Home | Data Entry | Open Investigations | Reports | System Management' and 'Help | Logout'. The user is identified as 'Cheryl Lynn Kane' with a 'MARYLAND TEST' badge. The page displays a table of lab reports with the following data:

Date Received	Type	Jurisdiction	Patient	Test/Condition	Local ID
02/18/2009	Lab Report	Allegany, MD		Vibrio cholera - Result	OBS10158009MD01
02/18/2009	Lab Report	Allegany, MD	TEST_NBS20	AMOEBA IDENTIFIED	OBS10158000MD01
02/19/2009	Lab Report	Allegany, MD	Test_B	AMOEBA IDENTIFIED	OBS10158018MD01

You will only be able to see the lab reports for your **Jurisdiction** and **Program Area**. You can sort any column alphabetically by clicking the column heading once for ascending alphabetical order and clicking it again to have the column sorted in alphabetically descending order. Clicking the test/condition takes you straight to the lab report.

(2) Click the patient's name. This takes you to the **Patient File** page/**Summary** tab.

Patient File/Summary tab



The screenshot shows the 'Patient File' page for 'Homer Simpson' (Male, DOB 04/02/1955, Patient ID: 45003). The 'Documents Requiring Review' hyperlink is highlighted in yellow. A yellow callout box with a black arrow points to the hyperlink with the text 'Click the Documents Requiring Review hyperlink'. The page includes a navigation bar at the top with 'Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management' and 'Help | Logout'. The user is identified as 'Gregory Orosz' with a 'MARYLAND TEST' badge. The page also features a 'Patient Summary' section with tabs for 'Summary', 'Events', and 'Demographics'.

A list of **Open Investigations** is just above the lab reports section. You can check to see if an open investigation has already been created and if the lab report is a follow-up to an existing lab report (If it is, skip to step 6A to associate it with that Investigation).

(3) Click the **Events** tab at the top or bottom of the page in order to check and see if there are any **Closed Investigations** the lab report should be associated with (If there are, skip to step 6A).

View File page/Events tab

Status	Start Date	Condition	Jurisdiction	Case Status	Investigation ID
Open	02/02/2008	Legionellosis	Baltimore, MD	Suspect	CAS10042005MD01

Date Received	Date Collected	Ordered Test	Observation ID
01/17/2008		No Information Given	OBS10087008MD01
		Legionella - Result	positive

(4) After clarifying that an Investigation has not already been created, click the date link under **Date Received**. This opens the lab report.

View Lab Report page

Home | Data Entry | Investigations | Reports | Help | Logout

View Lab Report User: Joyce Byrd **MARYLAND TEST**

Patient ID: 141164 | Observation ID: OBS10131139MD01 [Return to Observations Needing Review](#) | [View File](#)

Click Create Investigation to start investigation

Created: 07/15/2008 by: ELR Loader Updated: 07/15/2008 by: ELR Loader

Lab Report Date: 06/28/2008 Date Received by Public Health: 07/15/2008

Submitted by Outside Facility

View Lab Report

[Patient Information](#) | [Test Results](#) | [Order Information](#) | [Other Information](#) | [Custom Fields](#) | [Custom Fields For Patient](#)

(5) On the **View Lab Report** page, you have a decision to make:

- **Mark as Reviewed** is only used for lab reports of non-reportable conditions that don't require the creation of a new investigation. Clicking the button removes the lab report from the **Documents Requiring Review** queue; however, it is still available for future use in the patient record. Please make a note in **Lab Report Comments** as to why you chose this option.
- **Transfer Ownership** allows you to transfer the report to another jurisdiction.
- **Create Investigation** is used to create an Investigation incorporating the data from the lab report. Follow the steps you normally would to complete the Investigation. *Note: Please check to see if the County on the Patient tab of the Create Investigation page has been added. It needs to be included and NEDSS will add it roughly 40% of the time.*

To associate the lab report with an existing Investigation

(6A) On the **View File** screen/**Events** or **Summary** tab: click the Investigation’s date link under **Start Date** to open the Investigation.

Home | Data Entry | Open Investigations | Reports | Help | Logout

View Investigation User: Sarah Butterfield **MARYLAND TEST**

Patient ID: 45025 | Investigation ID: CAS10042012MD01 [Return To File: Events](#)

Manage Associations Edit Print

Created: 07/26/2006 by: Gregory Orosz Updated: 01/07/2008 by: Gregory Orosz

Name: Lois Lane DOB: 06/07/1979 Current Sex: Female

Patient Legionellosis

[Investigation Summary](#) | [Reporting Source](#) | [Clinical](#) | [Epidemiologic](#) | [Administrative](#) | [Associated Observations](#) | [Treatments](#) | [Associated Vaccinations](#) | [Associated Documents](#) | [Notifications](#) | [Custom Fields](#)

(6B) On the **View Investigation** page, click **Manage Associations**. This takes you to the **Manage Associations** page.

Manage Associations page, Lab Reports section

Associate	Ordered Test	Resulted Test(s)
<input checked="" type="checkbox"/>	Local ID: OBS10085000MD01 Reporting Facility: Greater Baltimore Medical Center (GBMC) Lab Ordering Provider: No Information Given Ordered Test: No Information Given Accession Number: No Information Given Date Received: 10/05/2007 Date Collected: NA Specimen Source: NA	Resulted Test 1: SALMONELLA SP IDENTIFIED Organism Name 1: Salmonella (organism)
<input checked="" type="checkbox"/>	Local ID: OBS10085006MD01 Reporting Facility: Greater Baltimore Medical Center (GBMC) Lab Ordering Provider: No Information Given Ordered Test: No Information Given Accession Number: No Information Given Date Received: 10/05/2007 Date Collected: NA Specimen Source: NA	Resulted Test 1: SALMONELLA ARIZONAE AB Coded Result 1: positive

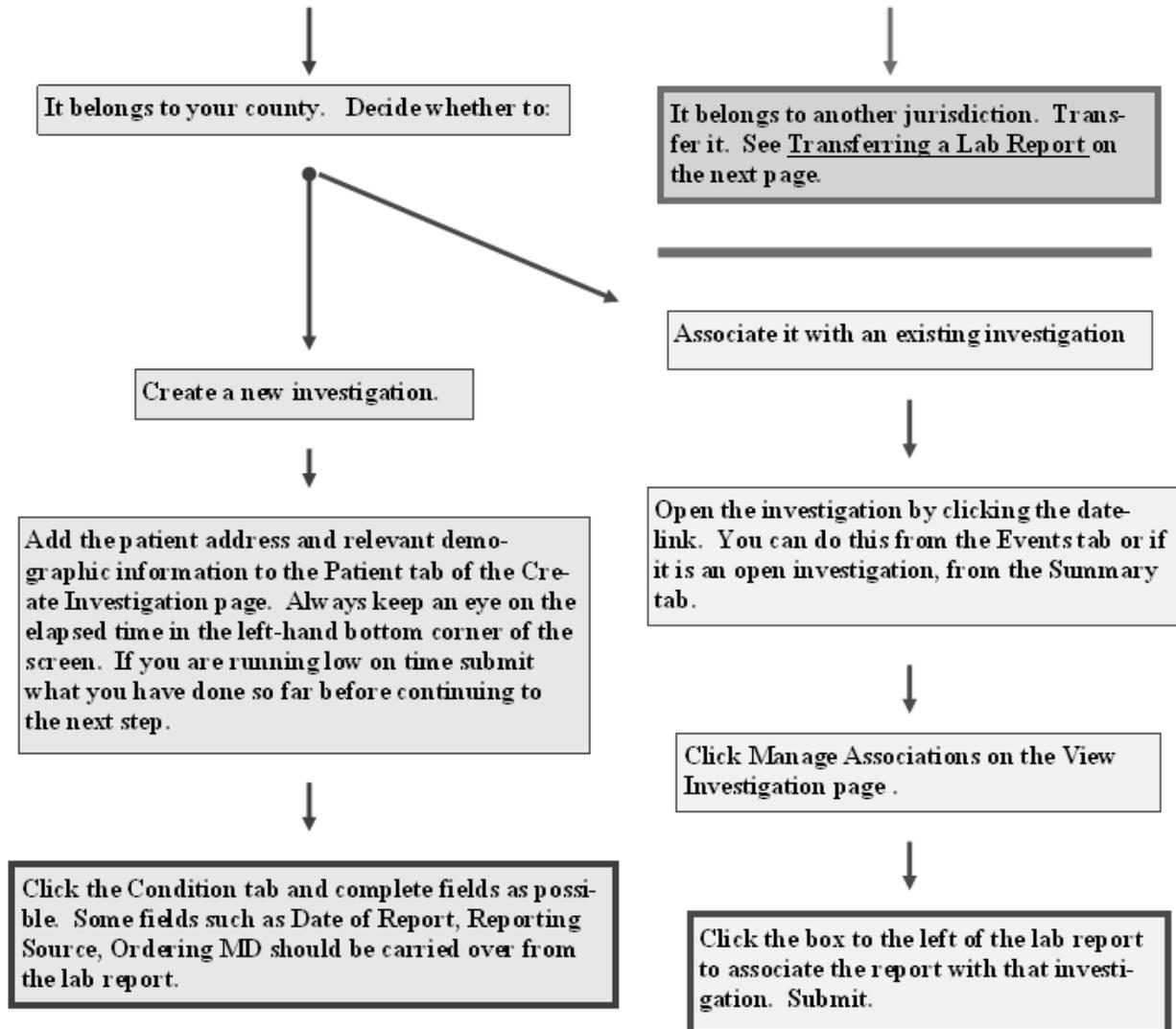
On the **Manage Associations** page, check the box next to the lab report that you would like associated with this Investigation, then click **Submit**. The lab report is now linked (“associated”) with the Investigation. **Note:** If needed, a lab report can be associated with more than one investigation.

NEDSS users can also de-associate an ELR from an investigation by simply clicking the checked box. The check will disappear and the ELR is no longer associated with the investigation.

You are done with this lab report. You should return to the queue and process all the lab reports each day.

What to do if the lab report does not list a patient address.

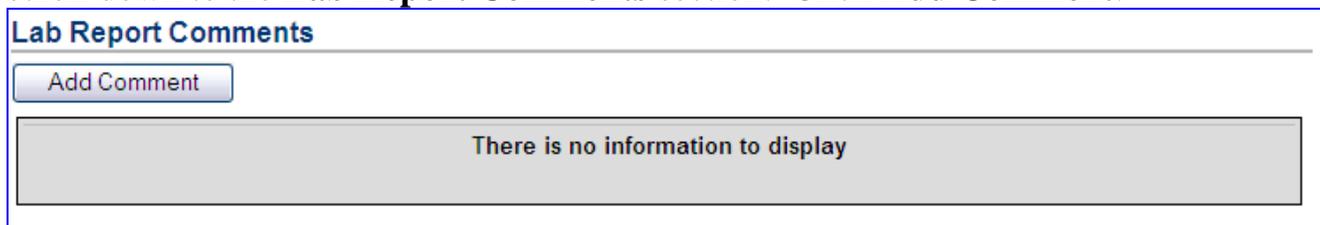
Some ELRs do not list the patient address. It is necessary to call the submitter and request this information. You can view (and print) individual lab reports in the Documents Requiring Review queue by clicking the date link for each report. Upon getting the address:



Transferring a Lab Report

Before you transfer a lab report, you need to put the name of your county and the patient address in the **Lab Report Comments** Section, so that the receiving county knows where the lab report was transferred from and, if necessary, contact you with any questions.

To add a comment, click the **Order Information** hyperlink at the top of the page and then scroll down to the **Lab Report Comments** section. Click **Add Comment**.

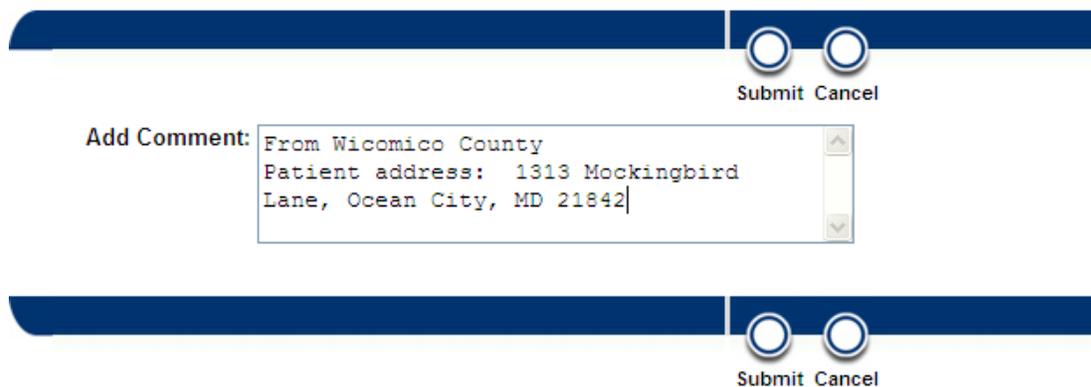


Lab Report Comments

Add Comment

There is no information to display

A separate window appears. Type in your jurisdiction and the patient's address and click Submit.



Submit Cancel

Add Comment: From Wicomico County
Patient address: 1313 Mockingbird
Lane, Ocean City, MD 21842

Submit Cancel

NOTE: If a **Windows Internet Explorer** pop-up box appears with the options, **Retry** and **Cancel**, click **Retry**.

The finished comment looks like this. **NOTE:** your name and current date will be automatically added to the comments section.

Lab Report Comments

10/21/2011	Gregory Orosz	From Wicomico County Patient Address: 1313 Mockingbird Lane, Ocean City, MD 21842
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When you transfer a lab report to another jurisdiction, your name will automatically replace **ELR Loader** which appears after **Updated** at the top right of the page. This will tell the receiving county that the lab report has been transferred from another jurisdiction and not directly from a lab.

Before Transfer

Created: 09/30/2008 by: ELR Loader

Updated: 09/30/2008 by: ELR Loader

After Transfer

Created: 09/30/2008 by: ELR Loader

Updated: 10/01/2008 by: Gregory Orosz

The ELR Queue

Each morning, new ELRs are added to the **Documents Requiring Review** queue. When the ELR's get added to the lab report queue, they are not automatically linked to a pre-existing patient record. If there are multiple ELRs for the same patient, these multiple reports are not automatically linked together into one patient record. For example, if three Mayo Hep C electronic lab reports for the same patient come into NEDSS, each lab report has its own patient ID number until the lab reports are merged under one patient record and one patient ID number.

At the state level, each lab report is manually merged with any pre-existing patient records and, if needed, multiple lab reports for the same patient are merged and linked to one patient record (and ID number). This process prevents duplication of investigations and master patient records. Once this is complete, the following email is sent to all local health department staff who handles ELRs.

To all,

As of this morning, new electronic lab reports (ELRs) have been checked for potential merges with existing NEDSS patient records and merges have been performed as noted below. Please keep in mind that as you review new lab reports, nearly all of them should be "associated" with an existing Investigation record or a new Investigation that you create. (To "associate" lab reports click the "Manage Associations" button at the top of the appropriate Investigation screen.)

When you create an investigation from an ELR, please make sure to check to see if the **County** has been added in the **Address Information** section of **Patient** tab on the **Create Investigation** page. Although NEDSS does populate that field, it usually only does so 40% of the time. Please check and make sure the County, as well as the most current address, is there when you associate an ELR with an existing investigation.

Only in the situation where no Investigation exists and none will be created (for example, a lab for a non-reportable condition) should the lab simply be "Marked as Reviewed" (and therefore not "associated" with any Investigation). In those cases a Comment should be added to the lab report indicating the reason for that decision.

Today's merges are complete.

To the ELR crew,

As of this morning, new electronic lab reports (ELRs) have been checked for potential merges with existing NEDSS patient records and merges have been performed as noted below. Please keep in mind that as you review new lab reports, nearly all of them should be "associated" with an existing Investigation record or a new Investigation that you create. (To "associate" lab reports click the "Manage Associations" button at the top of the appropriate Investigation screen.)

Only in the situation where no Investigation exists and none will be created (for example, a lab for a non-reportable condition) should the lab simply be "Marked as Reviewed" (and therefore not "associated" with any Investigation). In those cases a Comment should be added to the lab report indicating the reason for that decision.

All Merges are complete.

Updated: October 29, 2013