









This Quick Reference Guide (QRG) reviews how to Document Lab Results

Common Buttons & Icons

	Accession Result Entry icon
	Container Details icon
	Worklist Request icon
	New Worklist icon
	Assign Worklist ID icon
	Print icon
	Search icon
	Expand icon
	Comments icon

Manually Enter Results

➤ From the AppBar:

STEP 1: Click the **Accession Result Entry** icon.

STEP 2: Enter the accession number in the **Accession** field.

NOTE: You can press the Enter key to pull in today's date; then enter the last five digits.

STEP 3: Click **Retrieve** .

NOTE: To learn more about any procedure, right-click the associated **Result** cell and then click **Procedure Information**.

NOTE: To view login location details, click the **Container Details** icon.

STEP 4: **Document** the results in the appropriate **Result** cell(s) by either selecting the appropriate drop-down result or entering the result in the cell.

NOTE: Any abnormal results are flagged with an asterisk in the **Flags** cell.

STEP 5: Click **Verify**.

Create a Worklist

➤ From the AppBar:

STEP 1: Click the **Worklist Request** icon.

STEP 2: Click the **New Worklist** icon.

STEP 3: Click the worklist for your location and type of test you wish to run.

STEP 4: Click OK.

STEP 5: Click **Assign Worklist ID** icon.

STEP 6: Enter the worklist ID in the Worklist request ID field.

NOTE: **Best way to ID your worklist is by the date.**

STEP 7: Click OK.

Print the Worklist

➤ From your worklist in Worklist Request:

STEP 1: Click **Task**.

STEP 2: Click **Print Preview**.

STEP 3: Update printer settings, if needed.

STEP 4: Click OK.

STEP 5: Click the **Print** icon.

Enter Results on a Worklist

➤ From the AppBar:

STEP 1: Click the **Accession Result Entry** icon.

STEP 2: Click **Mode**.

STEP 3: Click **Worklist**.

STEP 4: Click the **Search** icon.

STEP 5: Click the **Expand** icon for the appropriate worklist type.

STEP 6: Click your worklist in the right pane.

STEP 7: Click OK.

STEP 8: Document the result(s) in the **Result cell(s)** for the first order.

STEP 9: Click **Verify**.

STEP 10: Repeat steps 8 and 9 for each order on the worklist.

Verify Automated Results

Verify by Instrument

➤ **From the AppBar:**

STEP 1: Click the **Accession Result Entry** icon.

STEP 2: Click **Mode**.

STEP 3: Click **Instrument Queue**.

STEP 4: Enter the instrument in the **Test site** field.

STEP 5: Click the **Search** icon.

STEP 6: Click the appropriate instrument.

STEP 7: Click **OK**.

STEP 8: Click **Start**.

STEP 9: Review the results.

STEP 10: Click **Verify**.

Verify by Accession

➤ **From the AppBar:**

STEP 1: Click the **Accession Result Entry** icon.

NOTE: If you need to return to accession mode, click **Mode**; then click **Accession**.

STEP 2: Enter the accession number in the **Accession** field.

NOTE: You can press the **Enter** key to pull in today's date; then enter the last five digits.

STEP 3: Click **Retrieve**.

STEP 4: Review the results.

NOTE:

- To document that you rechecked a result, click the **Result**, **RECHECKED** cell; then click the drop-down arrow, and click the result you rechecked.
 - To document a comment for all results, click the **Result** cell, **CCOM2** cell; then click the drop-down arrow, and click the desired comment.
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- To add a comment to a particular result, click the result; then click the Comments icon.
- To change a numeric result to a free-text or alpha result, right-click the result, click Convert result, and then click the appropriate option.
- To view previous results, right-click the result; then click Previous results.

STEP 5: Click **Verify**.

Enter Differential Results

➤ From the AppBar:

STEP 1: Click the **Accession Result Entry** icon.

STEP 2: Enter the accession number in the **Accession** field.

NOTE: You can press the Enter key to pull in today's date; then enter the last five digits.

STEP 3: Click **Retrieve**.

STEP 4: Click the **Result, MANUAL DIFF?** cell.

STEP 5: Click the **Result** drop-down arrow.

STEP 6: Click **Yes**.

NOTE: To remove the auto diff results:

- Right-click the H+H Check check box.
- Click **Down**.
- Click **Unselect All**.

STEP 7: Click **Verify**.

STEP 8: Click **Mode**.

STEP 9: Click **Differential**.

STEP 10: Enter the accession number in the **Accession** field.

STEP 11: Click **OK**.

STEP 12: In the Diff Count pane, document your white blood cell count in the appropriate **Result** cell(s).

NOTES: Each cell type has a corresponding number or symbol associated with it; you can use the corresponding key on your numeric keypad to count.

To change the max cell count, click **Change**; then enter the new number in the **Total cells to count** field.

STEP 13: In the Morphology pane, document the red blood cell findings in the appropriate **Result** cell(s).

STEP 14: Click **Verify**.

STEP 15: Click **OK**.