From the Office of Clinical Informatics

Quick Reference Guide (QRG)
Dahl-Chase - Enter Microbiology Results

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This Quick Reference Guide (QRG) reviews how to Enter Microbiology Results

Common Buttons & Icons

	Microbiology Result Entry icon
	Container Inquiry icon
	Specimen Login icon
	Required Tasks icon
	Add Task icon
	Batch Reporting icon
	Create Queue icon
	Issue Report icon

Perform Microbiology Login

➢ From the AppBar:

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

STEP 2: Scan or enter the accession number in the **Accession** field.

NOTE: **To see where your culture currently is in the system, you can click the Container Inquiry icon.**

STEP 3: Click the **Specimen Login** icon.

STEP 4: Click the **Location** drop-down arrow.

STEP 5: Click the appropriate microbiology login option.

STEP 6: Click **Log In**.

NOTE: **If you do not need to print labels, clear the Print Labels check box in the Microbiology Procedure Setup window.**

STEP 7: Click **OK**.

STEP 8: Select the appropriate print options, if needed.

Document on a Culture with Susceptibility

➢ From Microbiology Result Entry:

NOTE: **To see the reports required for your culture, click the Required Tasks icon.**

Add an Organism

- From Microbiology Result Entry:

STEP 1: Enter the organism name in the **Entry field** ; then press **[Enter]** .

NOTE: If more than one item matches the term, click the appropriate one in the Add Task window; then click Add.

NOTE: If you don't know the term to use in the Entry field, complete the following steps:

- **Click the Add Task icon.**
- **Click the Filter drop-down arrow.**
- **Click the appropriate filter.**
- **Click the appropriate item.**
- **Click Add.**

STEP 2: Document the results in the appropriate cell(s) in the Add Organism window.

NOTE: To link the media to the report, select the Report check box.

STEP 3: Click **OK**.

Add Susceptibility

- From Microbiology Result Entry:

STEP 1: Type mic in the **Entry** field; then press [Enter].

STEP 2: Click the appropriate sensitivity in the Available pane.

NOTE: To bring panels to the top of the list, type "p" in the Available field.

STEP 3: Click **Move**.

STEP 4: Click **OK**.

Create a Preliminary Report

- From Microbiology Result Entry:

STEP 1: Type pre in the Entry field; then press **[Enter]**.

STEP 2: Click the **Filter** drop-down arrow.

STEP 3: Click **Reports**.

STEP 4: With "Preliminary Report" selected, click **Add**.

NOTE: To add a response, enter the coded comment in the Response cell; then press [Enter].

STEP 5: Once finished documenting, click **Verify**.

Modify or Result Susceptibility

- From Microbiology Result Entry:

STEP 1: Double-click the susceptibility in your work card.

NOTE: To control which results will be included or not, complete the following steps:

a) **Click Suppress. The Suppress Results window displays.**
b) **To suppress a result, click the appropriate white cell; then click Suppress.**
c) **To make a result available, click the appropriate yellow cell; then click Chart.**
d) **Click OK.**

STEP 2: Click **Perform.** The Second level Interpretations window displays.

STEP 3: Click **Close**.

STEP 4: Click **Yes**.

Create a Final Report

- From Microbiology Result Entry:

STEP 1: Click the **Add Task** icon.

STEP 2: Click the **Filter** drop-down arrow.

STEP 3: Click **Reports**.

STEP 4: Click **Final Report**.

STEP 5: Click **Add**.

NOTE: To delete a response, click the cell; then click Delete Cell.

NOTE: To send the report to a review queue, complete the following steps:

a) **Click Route.**
b) **Click the appropriate queue.**
c) **Click OK.**

STEP 6: Click **Verify**.

Result Using Prompts

- From Microbiology Result Entry:

STEP 1: Scan or enter the culture's accession number in the **Accession** field.

NOTE: If you know the response you want already, you can type it directly in the Entry field.

STEP 2: Click the **Add Task** icon.

STEP 3: Click the **Filter** drop-down arrow.

STEP 4: Click **Group** responses.

STEP 5: Click the appropriate response.

STEP 6: Click **Add**.

NOTE: To add any additional information, complete the following steps:

- **Click the Response cell.**
- **Click Free Text.**
- **Enter the info in the Freetext field.**
- **Click OK.**

STEP 7: Click **Verify**.

Use Quick Entry for Batch Results

- **From the AppBar:**

STEP 1: Click the **Batch Reporting** icon.

STEP 2: Click the appropriate sequence.

STEP 3: Click **OK.**

STEP 4: Click the **Create Queue** icon.

STEP 5: Select the tests you wish to document.

NOTE: To select all the tests, click the first accession number; then press [Shift] and click the last number listed.

STEP 6: Click **the Issue Report** icon.

NOTE: To filter the list, enter the appropriate letter in the field at the top of the window.

STEP 7: Click the appropriate report.

STEP 8: Click OK.

STEP 9: Enter the response in the **Response cell** ; then press **[Enter].**

NOTE: If more than one response matches the term, click the appropriate one in the Response Search window; then click OK.

NOTE: To search for a specific response, complete the following steps:

- **Click the Response cell.**
- **Press [F2].**
- **Click the Filter drop-down arrow.**
- **Click Group responses.**
- **Click the appropriate option.**
- **Click OK.**

STEP 10: Click **Verify**.

STEP 11: Click the **X Close** button to close the preview.