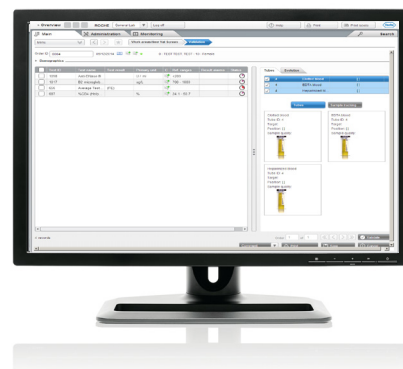




cobas[®] infinity IT solutions

Workflow Guide version 1.1

Software version 1.1.1 and later



cobas[®]
Life needs answers

Publication information

Publication version	Software version	Revision date	Change description
1.0	1.1.1	November 2014	First version
1.1	1.1.1	January 2015	Minor changes, Lab Flow section.

☰ Revision history

Edition notice

This publication is intended for users of the cobas[®] infinity IT solutions application.

Every effort has been made to ensure that all the information is correct at the time of publishing. However, Roche Diagnostics reserves the right to change this publication as necessary and without notice as part of ongoing product development.

Where to find information

The **User Manual** and the **Online Help** focus on routine operation and configuration. The chapters are organized according to the normal operation workflow.

The **Workflow Guide** is a summary of the main procedures used in the application.



General attention

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Preface

Intended use

cobas[®] infinity IT solutions is a laboratory information system that covers workflow and data management with connected pre-analytical, analytical, and post-analytical instruments, including processes from order entry to report printing. This management involves order entry and report printing processes, among others.

cobas[®] infinity IT solutions can be connected to one or several:

1. Roche pre-analytical instruments.
2. Roche post-analytical instruments.
3. Roche and non-Roche analytical instruments (biochemistry, immunology, urine analysis, coagulation, hematology, and molecular diagnostics).
4. Laboratory Information Systems (LIS).
5. Hospital Information Systems (HIS).
6. Electronic Health Record Systems (EHRS).
7. Work area solutions for hematology, clinical chemistry, and urinalysis. Roche and non-Roche analytical instruments.
8. Point-of-Care devices and software.
9. Export of quality control results to commercial benchmarking tools: QC results are sent to an external QC validation system for validation. The results of the validation can be integrated into the solution.
10. Clinical Decision Support Systems (CDSS) and Risk Calculation Software (e.g. Astraia, Viewpoint, SsdwLab).
11. Billing systems.
12. Intensive care systems.
13. Non-HIS order entry systems.
14. Picture Archiving Systems (PACS).
15. Document Management Systems (DMS).

Connectivity between the solution and the aforementioned instruments or systems enables the exchange of data uni- or bidirectionally via interface.

Uni- and bidirectionally transmitted data contain patient information, order data, and result data.

Patient information includes patient demographics and identifying information. Order information contains test requests.

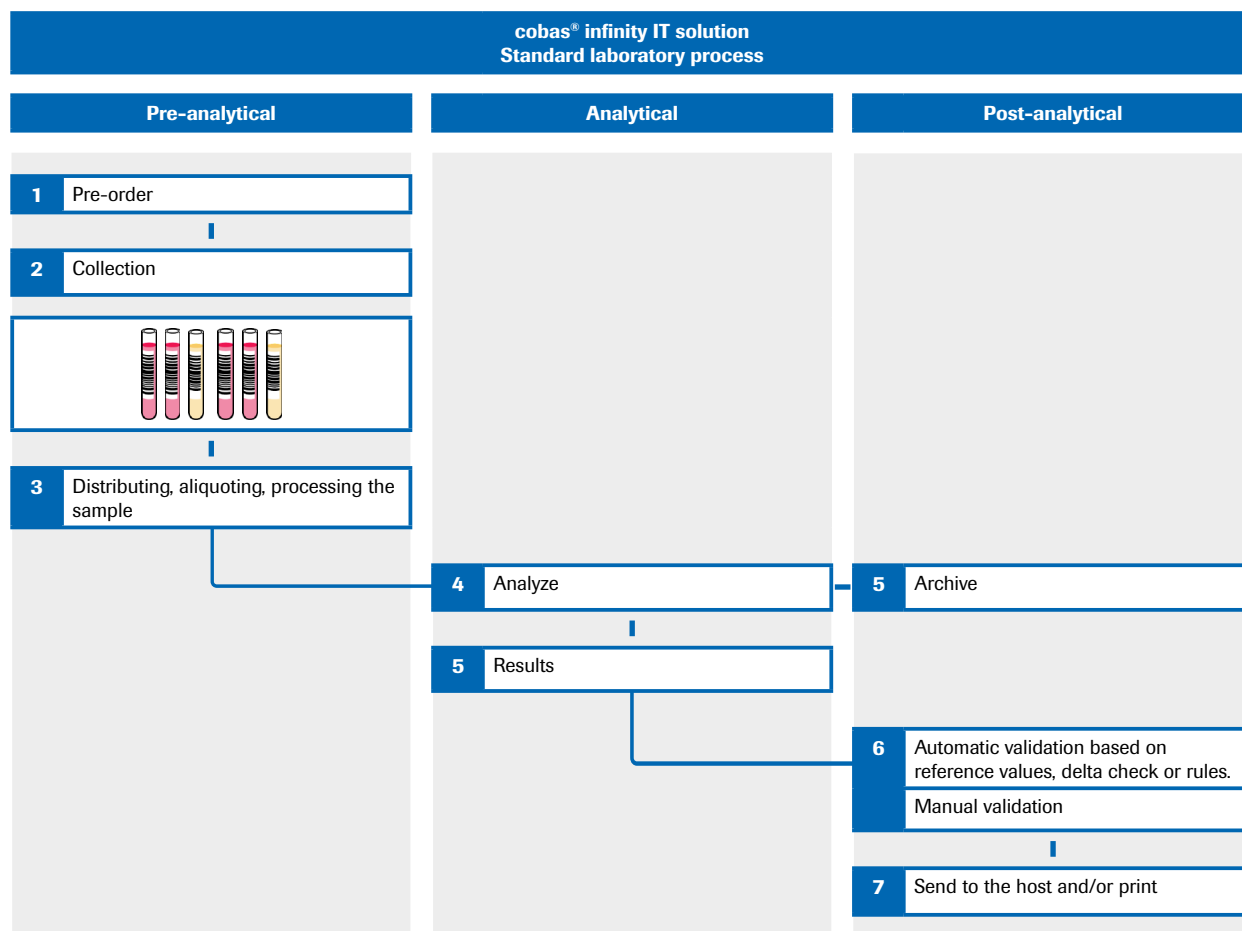
It is essential that the user reads this manual carefully before using the system, since it contains relevant information for the correct use and configuration of the software, as well as security warnings that should be taken into account to guarantee patient safety.

Symbols and abbreviations

Symbols used in the publication

Symbol	Explanation
•	List item
💡	Tip. Extra information on correct use or useful hints.
▶	Start of a task
📋	Prerequisites of a task
🖼️	Figure. Used in figure titles and cross-references to figures.
📊	Table. Used in table titles and cross-references to tables.
📋	Symbols used in the publication

Standard laboratory process



☐ Standard laboratory process diagram

Routine workflows

The workflows contained in this section are common to the **General lab** and **Emergency lab** modules.



- Order management (9)
- Adding comments to tests, orders, or patients (15)
- Query management (18)
- Using work areas (19)
- Printing reports (23)

Order management



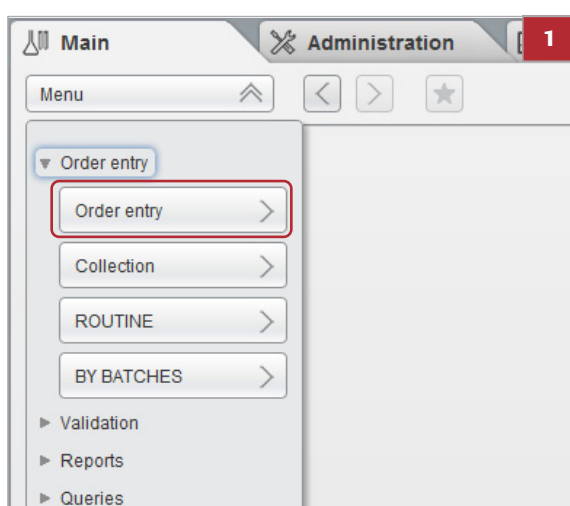
- Creating an order (9)
- Creating a patient (11)
- Assigning a test to an existing order (12)

Creating an order

You can enter orders for tests to be sent to the routine laboratory using the order entry functionality.

► To create an order

- 1 Choose **Main > Order entry > Order entry**.



Administration 2

Menu

Order details

Order ID *

Patient ID1

Entry date *

Demographics

2 Enter the **Order ID** or one is assigned by default.

Administration 3

Menu

Order details

Order ID *

Patient ID1

Entry date *

Demographics

3 Enter the **Patient ID** if you know it or the patient's name and/or surname and press Enter.

- You can search for the **Patient ID** by choosing the button and choose the **Apply** button.
- If it is a new patient, assign a **Patient ID** and press Enter or choose the button.
- In the fields marked with an asterisk (*), enter the corresponding data and choose the **Accept** button.

Administration 4

Order details

120900000001

Entry date *

09/12/2014

Demographics

Doctor

Service

4 Choose the date.

- Today's date appears by default but it can be changed.

Administration 5

Entry date *

09/12/2014

Demographics

Doctor *

Service *

Origin *

Notes

Test selection

Supergroup

Quick entry

Sample type

Tests

Test groups

Tests/Groups

5 Fill in at least the **Demographics** fields marked with an asterisk (*).

Administration 6

Test selection

Supergroup

Quick entry

Sample type

Tube/container type

Tests

Test groups

Tests/Groups

Group name

General Lab module

Microbiology module

Add issue

Comment

Delete

Save

6 From the drop-down list in either **Supergroup**, **Sample type**, or **Tube/container type**, choose the tests to be performed.

Sample type: Tube/container type: Function Tests

1 - General Lab module

513 - VOLUME	1004 - T1	100 - GLU	101 - TRI	102 - CHOL
103 - HDL	104 - LDL	105 - CK	106 - NA	107 - K
108 - CL	109 - LH	110 - FSH	111 - COR	112 - BHCG
113 - URE	114 - ALB	115 - A1	116 - A2	200 - IONCAL
201 - COHB	202 - pH	203 - pO2	204 - IO2c	300 - WBC

Save & Res. e

- 7 In the table on the bottom left, double-click the tests you want to assign to the order and choose the **Save** button.

Creating a patient

You can create records for new patients in the database to assign orders.

► To create a patient

- 1 Choose **Main > Patient management > Patient entry/edition**.

Main Administration 1

Menu

- Order entry
- Validation
- Reports
- Queries
- ▼ Patient management
 - >
 - >
- Work areas
- Work lists
- QC

- 2 Fill in the fields marked with an asterisk (*).

- You may enter a **Patient ID** or one is assigned automatically.
- The other fields are optional.

Menu Patient management 2

Patient ID1 *

First name * Last name *

Age * Race

☐ Years ☐ Days

- 3 Choose the **Accept** button.

Assigning a test to an existing order

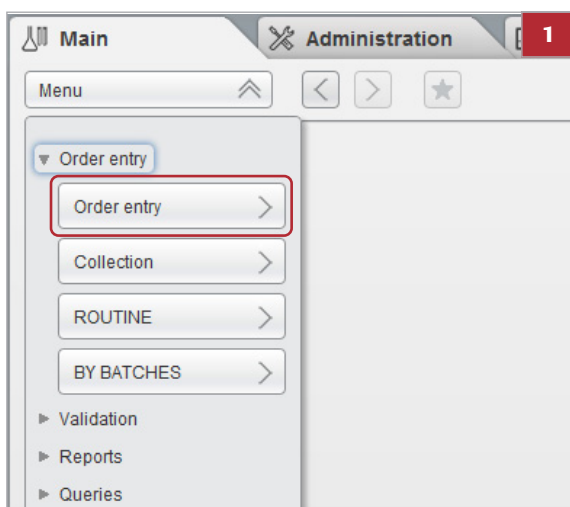
Sometimes it is necessary to assign new tests to an existing order.



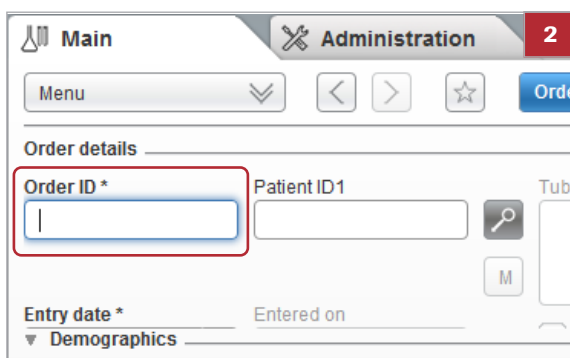
- ☐ If you want to assign the test from the **Validation** screen, the **Sel. tests** button must be configured previously.

► To assign a test from the Order entry screen

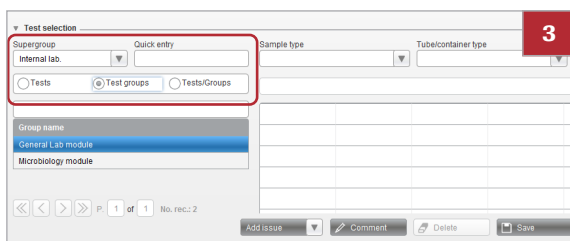
- 1 Choose **Main > Order entry > Order entry**.



- 2 Enter the **Order ID** of the order you want to edit and press Enter.



- 3 From the drop-down list in either **Supergroup**, **Sample type**, or **Tube/container type**, choose the tests to be performed.



Test selection

Supergroup: ORDER ENTRY

Quick entry:

Sample type:

Tests (selected)

Test ID	Abbreviation	Test name
115	A1	ALFA 1 GLOBULIN
116	A2	ALFA 2 GLOBULIN
311	ALARMSYS	ALARMSYS

116 - A2

Page 1 of 26, No. rec.: 78

Buttons: Add issue, Comment,

- 4 In the table on the bottom left, double-click the tests you want to assign to the order or enter the ID directly in the Quick entry field.

Sample type:

Tube/container type:

Function Tests

1 - General Lab module

513 - VOLUME	1004 - T1	100 - GLU	101 - TRI	102 - CHOL
103 - HDL	104 - LDL	105 - CK	106 - NA	107 - K
108 - CL	109 - LH	110 - FSH	111 - COR	112 - BHCG
113 - URE	114 - ALB	115 - A1	116 - A2	200 - IONCAL
201 - COHB	202 - pH	203 - pO2	204 - tO2c	300 - WBC

Buttons: Save & Res. e, Comment, Delete, Save (highlighted), Cancel

- 5 Choose the **Save** button.

► To assign a test to an order from the Validation screen

- 1 Choose **Main > Validation > Result entry**.

Main Administration

Menu

- Order entry
- ▼ Validation
 - Order selection >
 - Result entry > (highlighted)
 - Serology result entry >
 - M - Standard Validation >
 - M - Validation with Template >
- Reports
- Queries

Administration 2

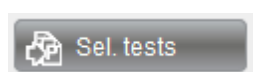
Menu

Order details

Order ID

Test	Result	Alarms	Status

- 2 Enter the ID of the order you want to assign the test to and press Enter.



- 3 Choose the **Sel. tests** button.

Supergroup
ORDER ENTRY

Available groups

- Blood Gases
- Catalogue
- Coagulation
- Hemogram
- Proteinogram
- Serology
- Urinary Sediment
- Urinary Test Strip

Available tests

- Blood Gases - All
- 202 - PH - pH

Group - Tests

- 102 - CHOL - TOTAL CHOLESTEROL
- 103 - HDL - HIGH-DENSITY LIPOPROTEIN
- 104 - LDL - LOW-DENSITY LIPOPROTEIN
- 106 - NA - SODIUM
- 109 - LH - LH
- 110 - FSH - FSH
- 111 - COR - CORTISOL
- 112 - BHCG - BHCG

Accept Cancel

- 4 From the **Supergroup** drop-down list, choose the desired group set.

Supergroup
ORDER ENTRY

Available groups

- Blood Gases
- Catalogue
- Coagulation
- Hemogram
- Proteinogram
- Serology
- Urinary Sediment
- Urinary Test Strip

Available tests

- Blood Gases - All
- 202 - PH - pH

Group - Tests

- 102 - CHOL - TOTAL CHOLESTEROL
- 103 - HDL - HIGH-DENSITY LIPOPROTEIN
- 104 - LDL - LOW-DENSITY LIPOPROTEIN
- 106 - NA - SODIUM
- 109 - LH - LH
- 110 - FSH - FSH
- 111 - COR - CORTISOL
- 112 - BHCG - BHCG

Accept Cancel

- 5 In the **Available groups** list, double-click the groups that you want to assign to the order.

Supergroup
ORDER ENTRY

Available groups

- Blood Gases
- Catalogue
- Coagulation
- Hemogram
- Proteinogram
- Serology
- Urinary Sediment
- Urinary Test Strip

Available tests

- Blood Gases - All
- 202 - PH - pH

Group - Tests

- 102 - CHOL - TOTAL CHOLESTEROL
- 103 - HDL - HIGH-DENSITY LIPOPROTEIN
- 104 - LDL - LOW-DENSITY LIPOPROTEIN
- 106 - NA - SODIUM
- 109 - LH - LH
- 110 - FSH - FSH
- 111 - COR - CORTISOL
- 112 - BHCG - BHCG

Accept Cancel

- 6 From the **Available tests** list, choose the desired tests and choose the **>** button to assign them to the order.



- 7 Choose the **Accept** button.

Adding comments to tests, orders, or patients

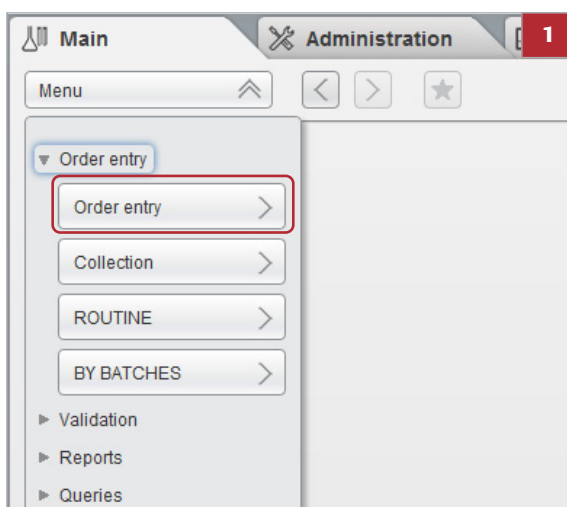
You can add information to a patient's record using the comment functionality.



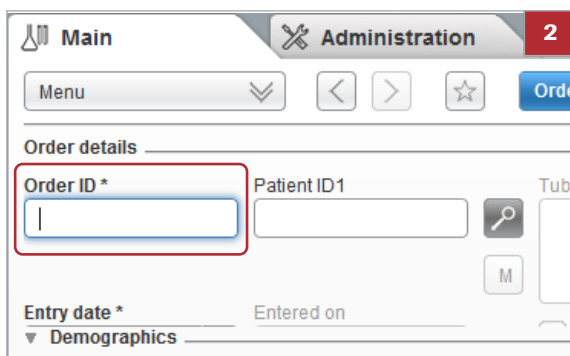
- ☐ The **Comment** button/drop-down list must be configured previously.

► To add comments from the Order entry screen

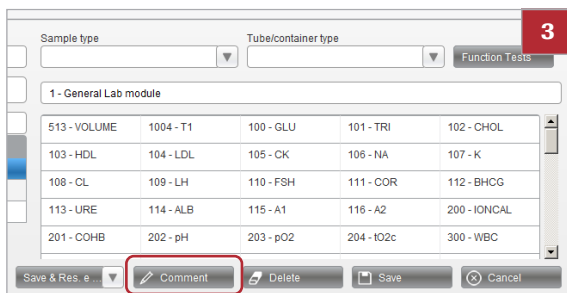
- 1 Choose **Main > Order entry > Order entry**.

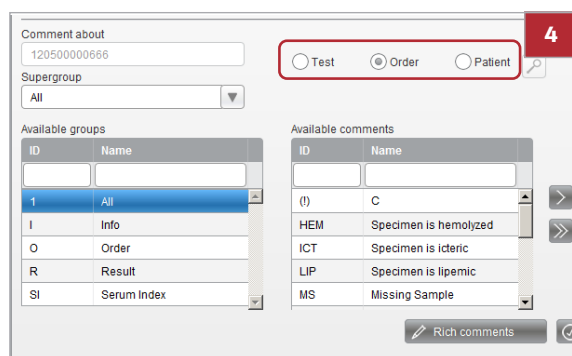


- 2 Enter the ID of the order you want to find and press Enter.



- 3 From the drop-down list, choose **Comment** or choose the **Comment** button.





Comment about
120500000666

Supergroup
All

Available groups

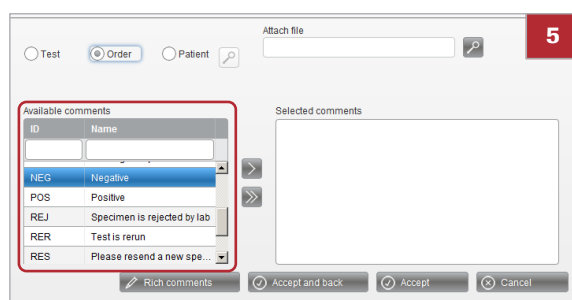
ID	Name
1	All
I	Info
O	Order
R	Result
SI	Serum Index

Available comments

ID	Name
(I)	C
HEM	Specimen is hemolyzed
ICT	Specimen is icteric
LIP	Specimen is lipemic
MS	Missing Sample

Rich comments

- 4 Select whether you want to add the comment to a **Test**, **Order**, or **Patient**.



Test Order Patient

Attach file

Available comments

ID	Name
NEG	Negative
POS	Positive
REJ	Specimen is rejected by lab
RER	Test is rerun
RES	Please resend a new spe...

Selected comments

Rich comments

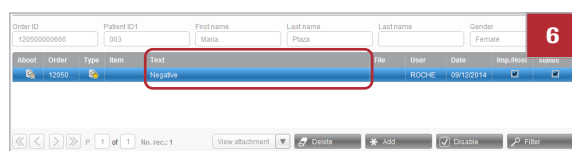
Accept and back

Accept

Cancel

- 5 Do at least one of the following:

- In the **Available comments** table, double-click the preconfigured comments you want to add.
- In the **Selected comments** box on the right, enter your own comments.
- In the **Attach file** field, choose the  button to search for a file to be added. Select the file and choose the **Accept** button.



Order ID: 120500000666 Patient ID1: 603 First name: Maria Last name: Place Gender: Female

Test Negative

Rich comments

Accept and back

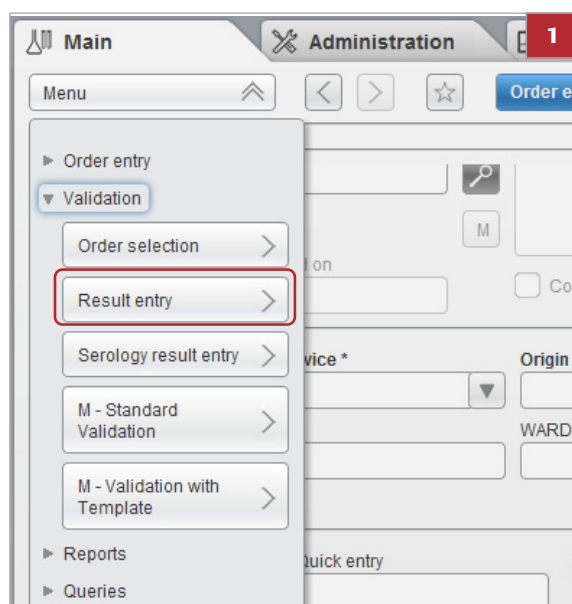
Accept

Cancel

- 6 Choose the **Accept** button. In the top part of the screen, the comment is now visible.

► To add comments from the Validation screen

- 1 Choose **Main > Validation > Result entry**.



Main Administration

Menu

Order entry

Validation

Order selection

Result entry

Serology result entry

M - Standard Validation

M - Validation with Template

Reports

Queries

Administration 2

Menu

Order details

Order ID

Test	Result	Alarms	Sta

- 2 Enter the ID of the order you want to add comments to and press Enter.

3

Comment

Validate Save Cancel

Print Test val.

- 3 From the drop-down list, choose **Comment** or choose the **Comment** button.

- You can also add comments using the direct entry buttons. (Patient comment button, Test comment button, Order comment button.)

4

Comment about

120500000666

Supergroup

All

Available groups

ID	Name
1	All
I	Info
O	Order
R	Result
SI	Serum Index

Available comments

ID	Name
(I)	C
HEM	Specimen is hemolyzed
ICT	Specimen is icteric
LIP	Specimen is lipemic
MS	Missing Sample

Rich comments

- 4 Select whether you want to add the comment to a **Test**, **Order**, or **Patient**.

5

Test Order Patient

Attach file

Available comments

ID	Name
NEG	Negative
POS	Positive
REJ	Specimen is rejected by lab
RER	Test is return
RES	Please resend a new spe...

Selected comments

Rich comments Accept and back Accept Cancel

- 5 Do at least one of the following:

- On the left in the **Available comments** table, double-click the preconfigured comments you want to add.
- On the right in the **Selected comments** box, enter your own comments.
- On the top right in the **Attach file** field, choose the button to search for a file to be added. Select the file and choose the **Accept** button.

6

Order ID 120500000666 Patient ID 1 993 First name Last name Last name Gender

About Order Type Item Text File User Date emp.Host

Text	File	User	Date	emp.Host
Negative		ROCHE	09/12/2014	33889

View attachment Delete Add Disable Filter

- 6 Choose the **Accept** button. In the top part of the screen, the comment is now visible.

Query management

Sometimes it is necessary to search for a certain patient or check an order.



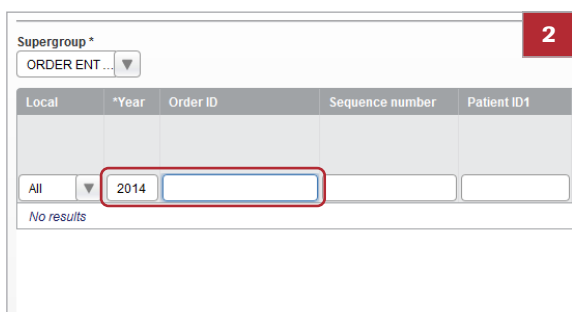
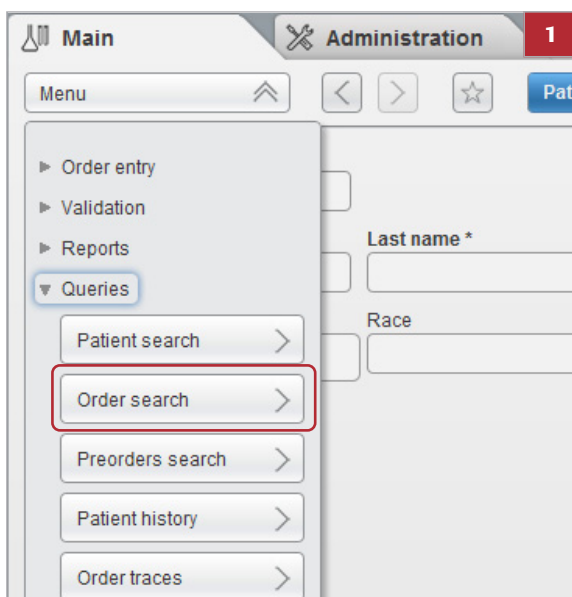
- Searching for an order (18)
- Searching for a patient (19)

Searching for an order

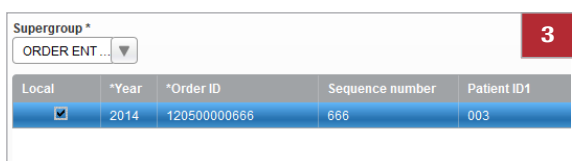
If you want to check a patient's results, you can do this using the order search functionality.

► To search for an order

- 1 Choose **Main > Queries > Order search**.



- 2 Enter either the **Order ID**, **Patient ID**, or **Tube IDs** and choose the **Apply** button.



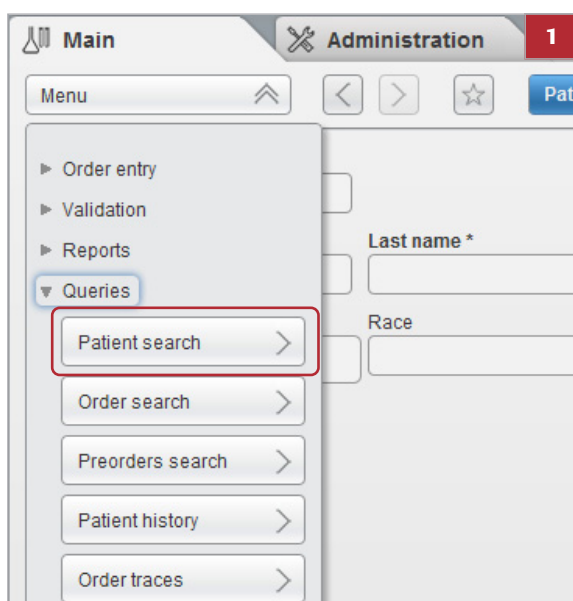
- 3 To view the desired order, select it and choose the **Results** button.

Searching for a patient

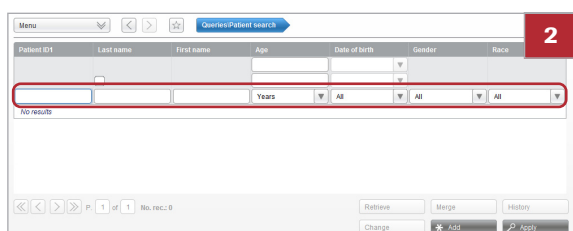
If you want to check a patient's test results, you can do this using the patient search functionality.

► To search for a patient

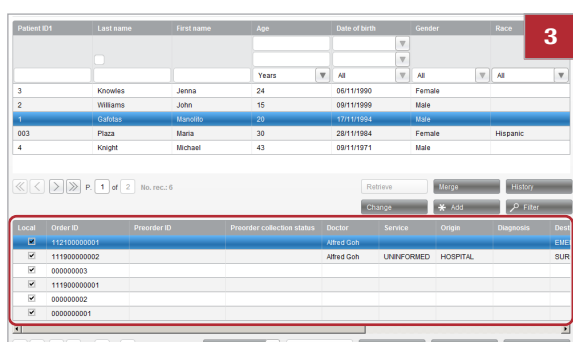
- 1 Choose **Main > Queries > Patient search**.



- 2 Enter either the **patient ID, last name, age, date of birth, or gender** and choose the **Apply** button.



- 3 Choose the desired patient. The bottom part of the screen now displays the orders belonging to that patient.



Using work areas

- Viewing a work area (20)
- Processing an order (20)
- Entering and validating results manually (22)

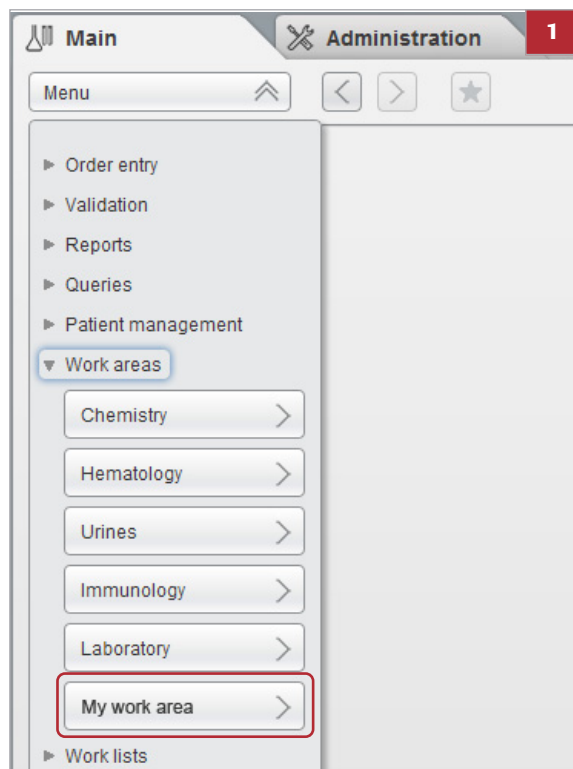
Viewing a work area

Sometimes you may want to view a work area to see which orders are handled there or to check the status of a test.

► To view a work area

1 Choose **Main > Work areas** > My work area.

- The orders shown depend on the work area configuration and the fields defined previously on the **Monitoring** screen.



The screenshot shows the 'Work areas/Chemistry' screen with a table of orders. The first row is highlighted with a red box.

	Order ID	Entry date	Entry time	Patient ID	Patient's Name
☒	0000000001	18/11/2014	09:44:20	1	Gafotas Pérez, I
☐	111900000001	19/11/2014	10:22:59	1	Gafotas Pérez, M
☐	111900000002	19/11/2014	18:07:02	1	Gafotas Pérez, M
☐	112000000001	20/11/2014	10:56:48	2	Williams, John
☐	120500000666	05/12/2014	15:36:30	003	Plaza, Maria

2 Double-click the order you want to view.

Processing an order

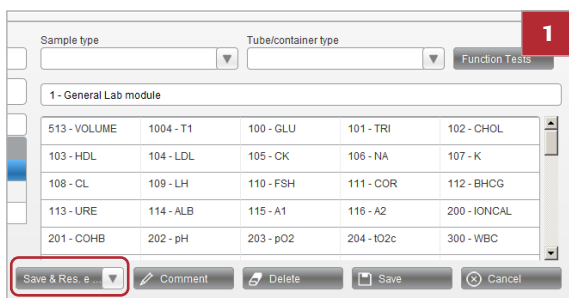
Once the tests have been performed, you can enter the results in the application.



- ☐ The **Save & Res. entry** button or drop-down list option must be configured previously.

► To enter results manually from the order entry screen

- 1 Once an order has been entered, from the drop-down list choose the **Save & Res. entry** option, or choose the **Save & Res. entry** button to process it.



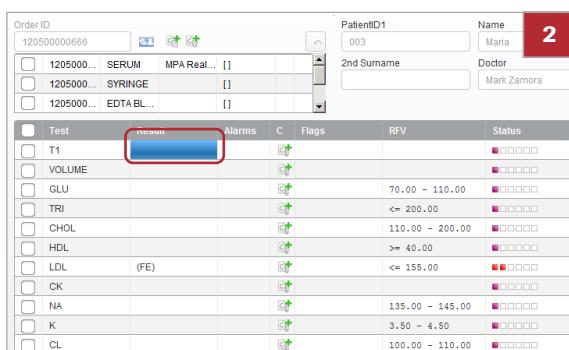
Sample type: Tube/container type: **Function Tests**

1 - General Lab module

513 - VOLUME	1004 - T1	100 - GLU	101 - TRI	102 - CHOL
103 - HDL	104 - LDL	105 - CK	106 - NA	107 - K
108 - CL	109 - LH	110 - FSH	111 - COR	112 - BHCG
113 - URE	114 - ALB	115 - A1	116 - A2	200 - IONCAL
201 - COHB	202 - pH	203 - pO2	204 - tO2c	300 - WBC

Save & Res. e

- 2 In the **Result** column, enter the result.



Order ID: 120500000666 Patient ID: 003 Name: Maria

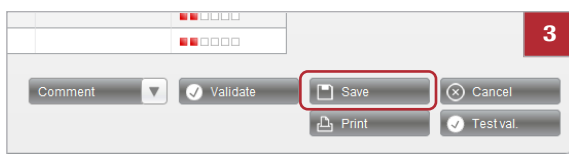
1205000... SERUM MPA Real...

1205000... SYRINGE

1205000... EDTABL...

Test	Result	Alarms	C	Flags	RFV	Status
T1						
VOLUME						
GLU					70.00 - 110.00	
TRI					<= 200.00	
CHOL					110.00 - 200.00	
HDL					>= 40.00	
LDL (FE)					<= 155.00	
CK						
NA					135.00 - 145.00	
K					3.50 - 4.50	
CL					100.00 - 110.00	

- 3 Choose the **Save** button.



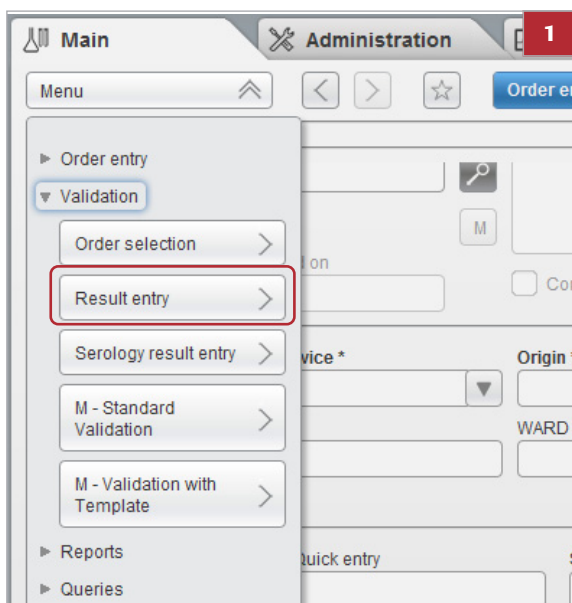
Save

Entering and validating results manually

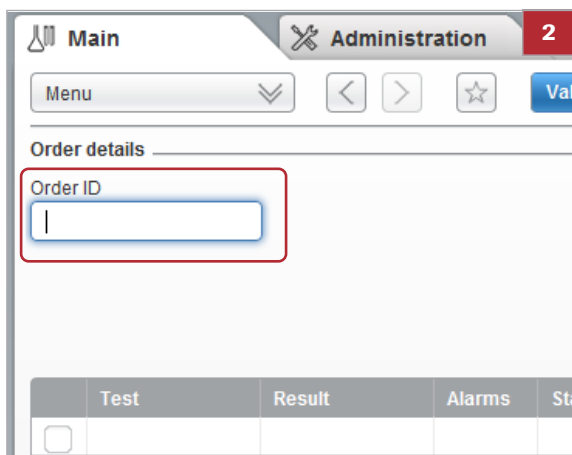
Once tests have been performed, you can enter and validate the results.

► To enter and validate results by order

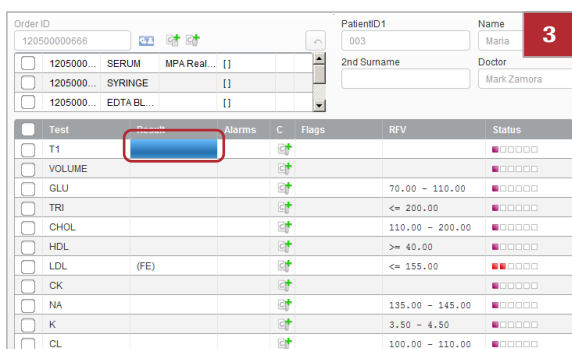
- 1 Choose **Main > Validation > Result entry**.

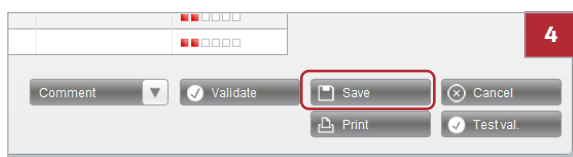


- 2 Enter the ID of the order in which you want to enter and validate results and press Enter.

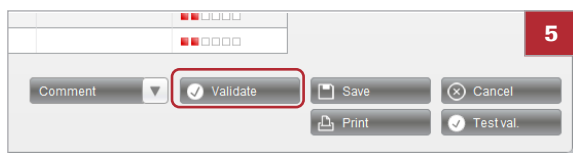


- 3 Choose the **Results** field and enter the desired value.





4 Choose the **Save** button.



5 Choose the **Validate** button.

- If you choose the **Validate** button without saving, it is automatically validated and saved.

Printing reports

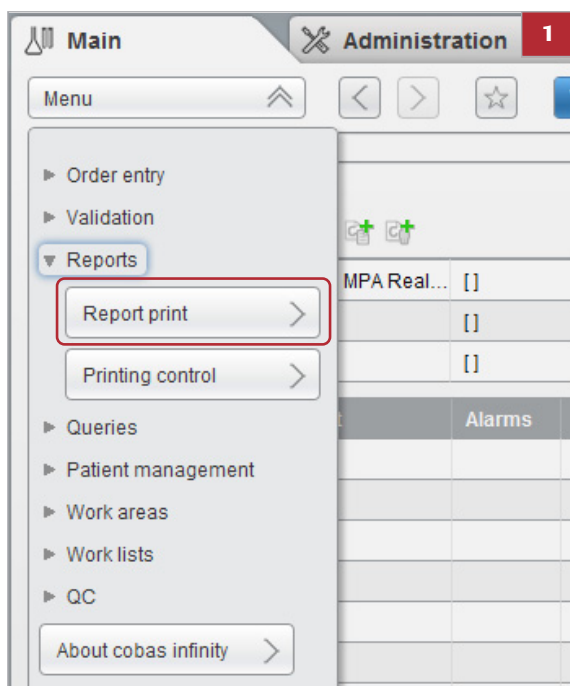
Once a patient's results have been entered and validated, the report can be printed.



- ☐ The **Print** button/drop-down list must be configured previously.
- ☐ You must know the order sequence number, contained in the **Order ID**: (prefix) + (date) + order sequence number + (suffix). The data in brackets are optional.

► To print reports

1 Choose **Main > Reports > Report print**.



- 2 Choose either the **pre-report**, **final report**, or **result reprint** option.

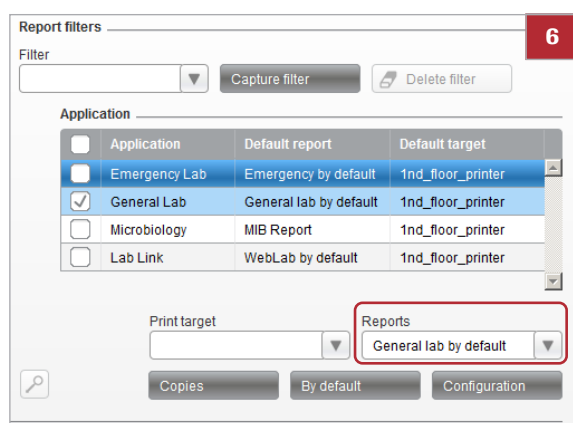
💡 A **Pre-report** can always be printed. A **Final report** can only be printed if the tests have been medically validated. A **Result reprint** can only be printed if a **Final report** has been created previously.

- 3 From the drop-down list, choose the date on which the order was created. Enter the order sequence numbers.

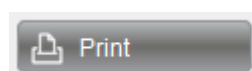
- 4 Choose the  button next to the **Test groups** box. Double-click the desired test groups and choose the **Accept** button.

Application	Default report	Default target
☐ Emergency Lab	Emergency by default	1nd_floor_printer
☒ General Lab	General lab by default	1nd_floor_printer
☐ Microbiology	MIB Report	1nd_floor_printer
☐ Lab Link	WebLab by default	1nd_floor_printer

- 5 From the **Print target** drop-down list, choose the desired option.



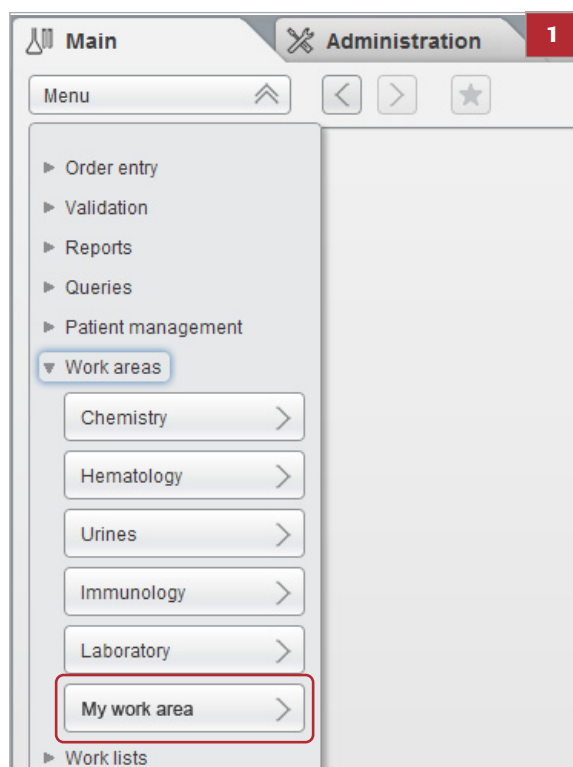
- 6 From the **Reports** drop-down list, choose the desired template.



- 7 To access the printing control page, choose the **Print** button.

- If you selected PDF as the print target, you can double-click the  button to view the report on screen.

► To print reports from the Work areas screens



- 1 Choose **Main > Work areas > My work area**.

Filter

Management

Capture filter

Print

Order entry

Labels

- 2 Check the order is okay and choose the **Print** button.

Menu

Reports/Report print

Report type

Pre-report

Final report

Result reprint

Filters

Dates

Today

Date from

Date to

Initial sequence num.

Final sequence num.

All orders

Test groups

Microbiology work areas

- 3 Choose either the **pre-report**, **final report**, or **result reprint** option.

💡 A **Pre-report** can always be printed. A **Final report** can only be printed if the tests have been medically validated. A **Result reprint** can only be printed if a **Final report** has been created previously.

Menu

Reports/Report print

Report type

Pre-report

Final report

Result reprint

Filters

Dates

Today

Date from

Date to

Initial sequence num.

Final sequence num.

All orders

Test groups

Microbiology work areas

- 4 From the drop-down list, choose the date on which the order was created. Enter the order sequence numbers.

Type

ICA MANAGEMENT

Test groups

ICA MANAGEMENT - All

Dummy Tests

Elecsys 2010

External and Manual Tests

Modular E

Phoresys

STA Rack

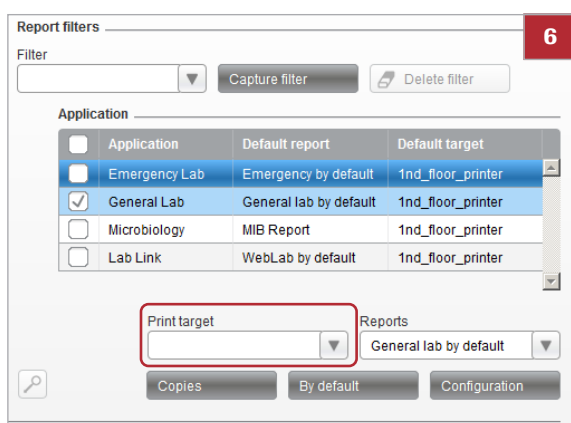
Sysmex

Selected values

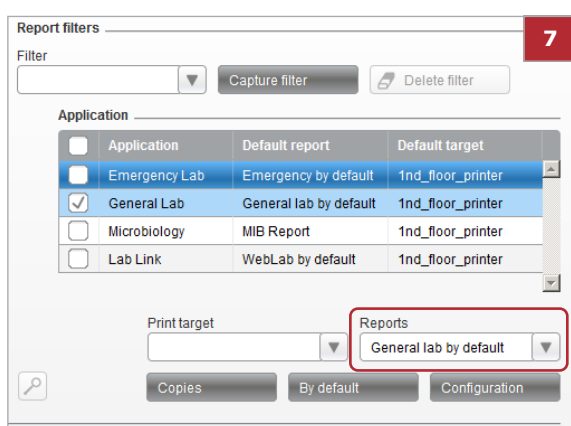
Accept

Cancel

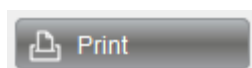
- 5 Choose the  button next to the **Test groups** box. Double-click the desired test groups and choose the **Accept** button.



- 6 From the **Print target** drop-down list, choose your preferred option.



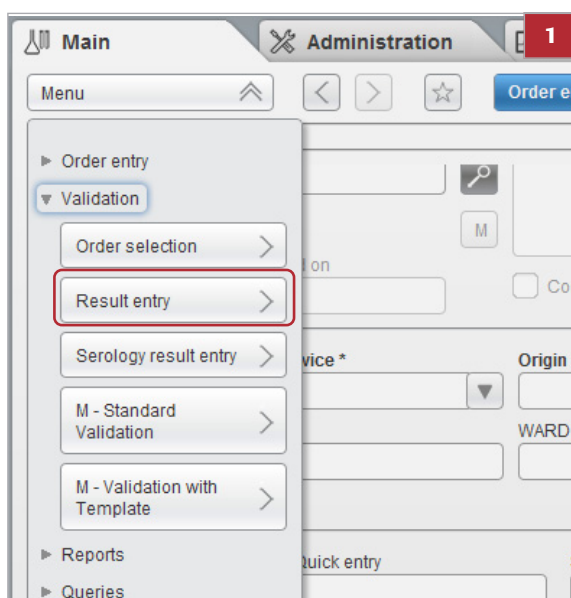
- 7 From the **Reports** drop-down list, choose the desired template.



- 8 At the bottom right of the screen, choose the **Print** button to access the printing control page.

- If you selected PDF as the print target, you can double-click the  icon to view the report on screen.

► To print reports from the Validation screen



- 1 Choose **Main > Validation > Result entry**.

Administration 2

Menu

Order details

Order ID

Test	Result	Alarms	Status

- 2 Enter the ID of the order you wish to print and press Enter.

3

Comment Validate Save Cancel Test val.

Print

- 3 Choose the **Print** button.

Reports/Report print 4

Report type

☐ Pre-report ☒ Final report ☐ Result reprint

Filters

Dates: Today, Date from, Date to

Initial sequence num., Final sequence num., All orders

Test groups, Microbiology work areas

- 4 Choose either **Pre-report**, **Final report**, or **Result reprint**.

💡 A **Pre-report** can always be printed. A **Final report** can only be printed if the tests have been medically validated. A **Result reprint** can only be printed if a **Final report** has been created previously.

Reports/Report print 5

Report type

☐ Pre-report ☒ Final report ☐ Result reprint

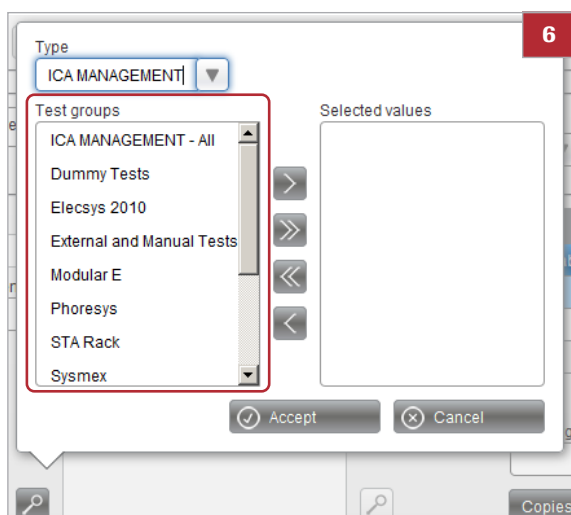
Filters

Dates: Today, Date from, Date to

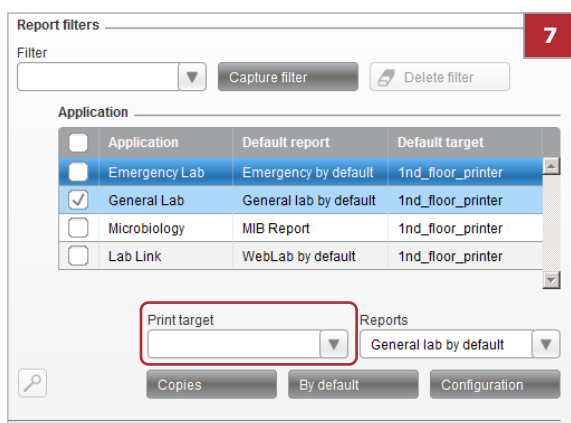
Initial sequence num., Final sequence num., All orders

Test groups, Microbiology work areas

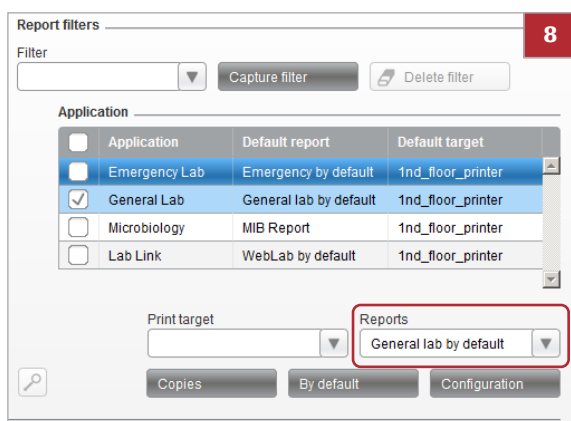
- 5 From the drop-down list, choose the date on which the order was created. Enter the order sequence numbers.



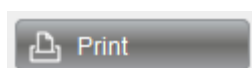
- 6 Choose the  button next to the **Test groups** box. Double-click the desired test groups and choose the **Accept** button.



- 7 From the **Print target** drop-down list, choose the desired option.

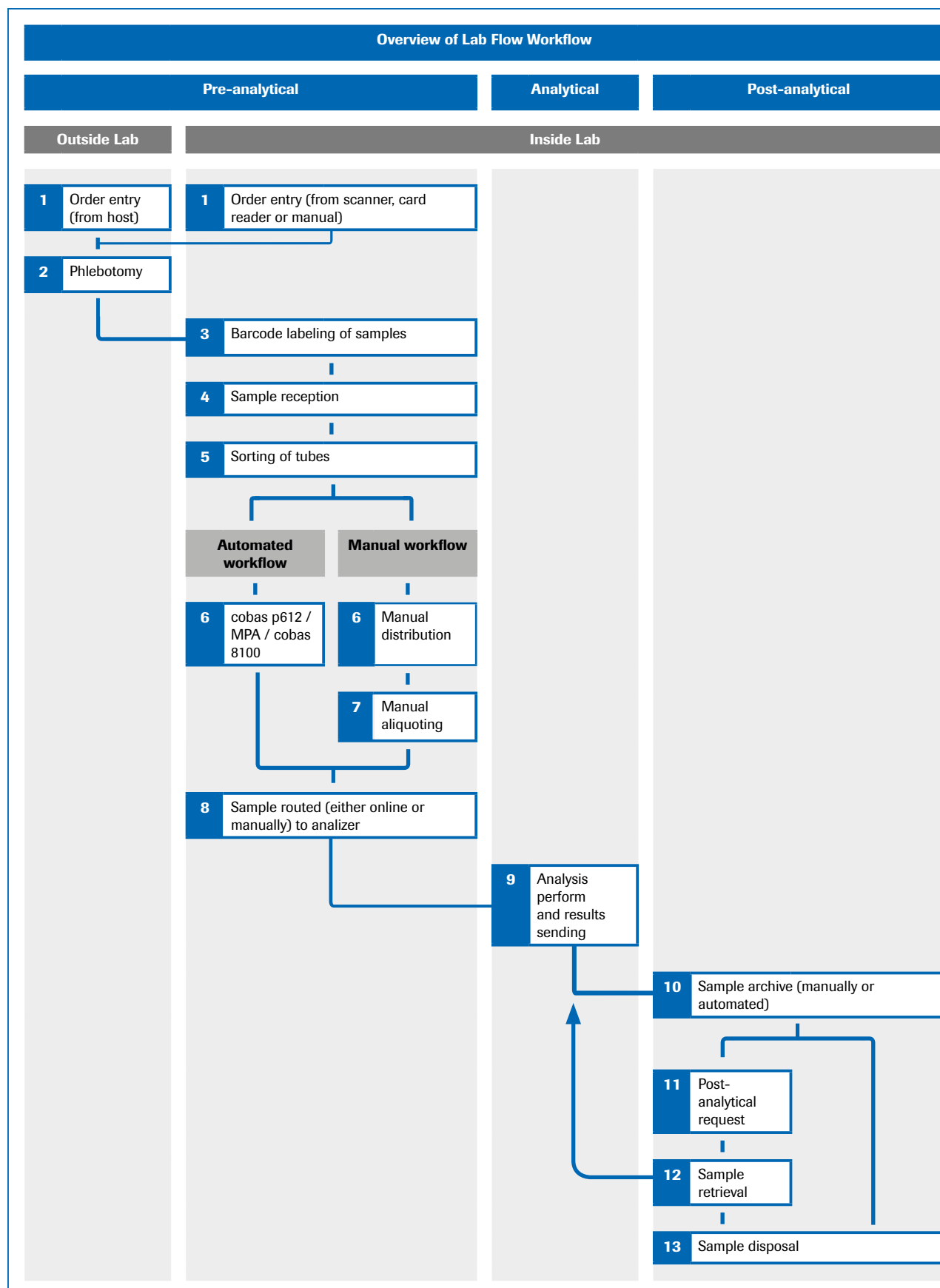


- 8 From the **Reports** drop-down list, choose the desired template.



- 9 On the bottom right of the screen, choose the **Print** button to access the printing control page.
- If you selected PDF as the print target, you can double-click the  button to view the report on screen.

Lab Flow workflows



Overview of the Lab Flow workflows

The Lab Flow module is highly configurable. The following workflows are examples of possible laboratory flows.

- Tracking a sample (31)
- Distributing a tube manually (32)
- Managing manual aliquots (36)
- Viewing sample traces (37)
- Viewing sample results (38)
- Archiving manually (39)
- Consulting an archive (42)
- Retrieving a sample (45)

Tracking a sample

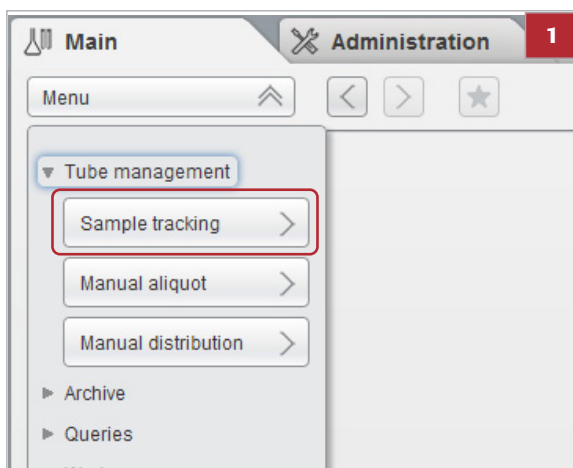
You can monitor the status and location of the samples as they move through the different instruments, depending on the instruments you have connected.



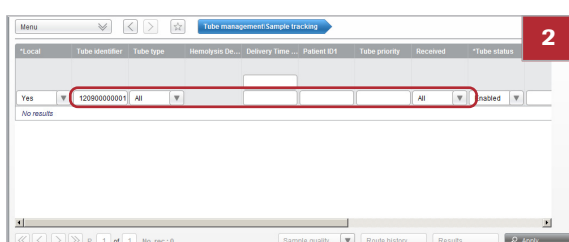
- Ensure that you are in the **Lab Flow** module.

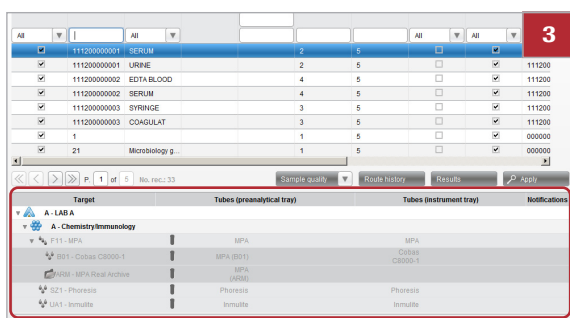
► To track a sample

- 1 Choose **Main > Tube management > Sample tracking**.



- 2 To locate the desired tube, apply the necessary filters, typically the date and the ID. If you are looking for one in particular, you can also select the type of tube.





- 3 Select the desired tube. On the lower part of the screen, the path followed by this tube is shown. The path also shows the status of the tube at each point of the path. Completed locations appear differently from enabled locations.

Distributing a tube manually

Tubes containing samples can also be entered into the application manually.

Sometimes a tube is sent to a target by mistake or to an unnecessary target. This process can be reverted.

You can force a sample to pass through the instruments you choose.

You can change a tube's final location in the tray.

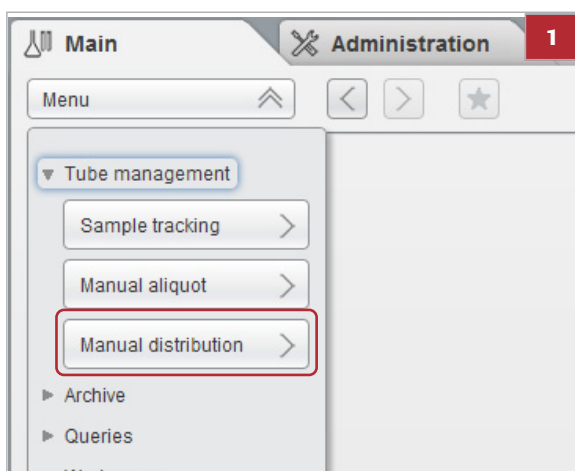
You can prevent a tube from being sent to a certain instrument or target.



- ☐ Ensure that you are in the **Lab Flow** module.
- ☐ Orders and tests must be created previously.
- ☐ Samples must be labeled or labels must be printed and attached to the tubes before proceeding.

► To access the Manual distribution screen

- 1 Choose **Main > Tube management > Manual distribution**.



2 Fill in the mandatory fields: tube type, tube ID, and distribution area.

3 Press Enter.

- In color, at the top of the screen, you can see the tube's current location.
- On the left-hand side, you can see all the locations where the tube must go and the icons showing the corresponding statuses.
- On the right-hand side, you can see the tray where the tubes are placed.
- The blue positions are already occupied and the orange position indicates where the tube is to be placed.

► To undo a target on the Manual distribution screen

1 Choose **Main > Tube management > Manual distribution**.

2 Fill in the mandatory fields: tube type, tube ID, and distribution area.

3 Choose the **Undo target** button.

Target name	Status	Position
MPA Real Archive		3-1-4
MPA Real Archive		3-1-5
MPA Real Archive		3-2-1
MPA Real Archive		3-2-2

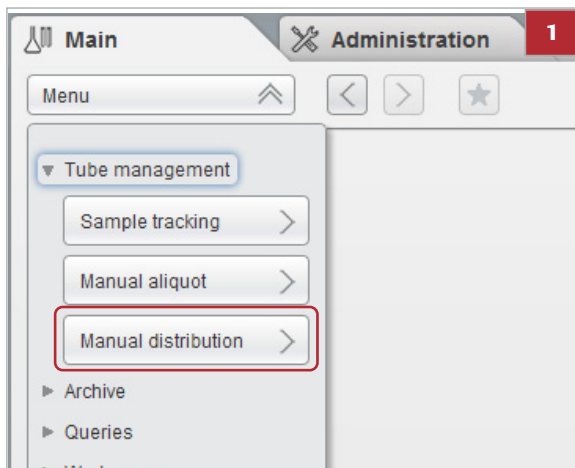
4 Choose the targets you want to undo.

Undo target

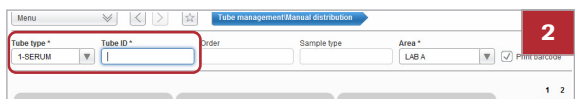
5 Choose the **Undo target** button.

► To force a target on the Manual distribution screen

- 1 Choose **Main > Tube management > Manual distribution**.



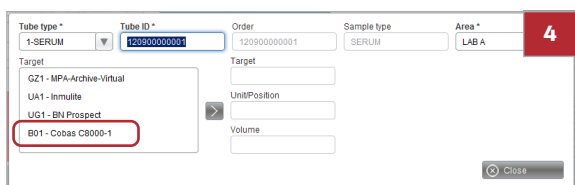
- 2 Fill in the mandatory fields: tube type, tube ID, and distribution area.



- 3 Choose the **Force target** button.

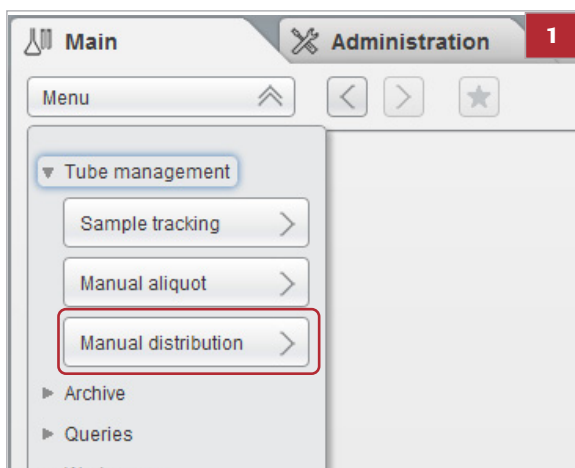


- 4 Double-click the target you want to force.



► To change a tray on the Manual distribution screen

- 1 Choose **Main > Tube management > Manual distribution**.



- 2 Fill in the mandatory fields: tube type, tube ID, and distribution area.

- 3 Choose the **Tray change** button.

- 4 Select the desired target and, depending on the configuration, the next available tray is suggested.
- It is possible to change the suggested tray and introduce a new one that is not in the system yet

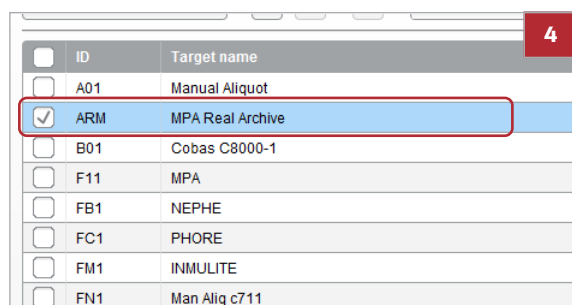
- 5 Choose the **Accept** button.

► Closing a target on the Manual distribution screen

- 1 Choose **Main > Tube management > Manual distribution**.

- 2 Fill in the mandatory fields: tube type, tube ID, and distribution area.

- 3 Choose the **Close target** button.



ID	Target name
☐ A01	Manual Aliquot
☒ ARM	MPA Real Archive
☐ B01	Cobas C8000-1
☐ F11	MPA
☐ FB1	NEPHE
☐ FC1	PHORE
☐ FM1	INMULITE
☐ FN1	Man Aliq c711

- 4 Select the target you want to close and choose the **Accept** button.

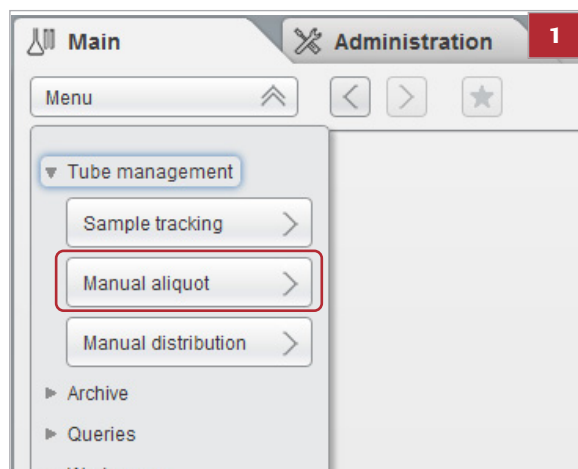
Managing manual aliquots



- ☐ Ensure that you are in the **Lab Flow** module.
- ☐ To print barcode labels for tubes generated during aliquoting, set the Print aliquot ID field of the targets to Automatic or Ask.

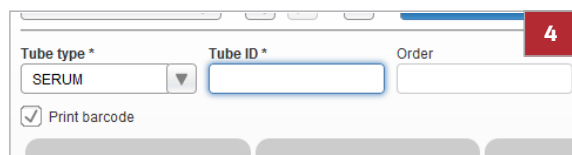
► To manage manual aliquots

- 1 Choose **Main > Tube management > Manual aliquot**.



- 2 Ensure that the area and target are correct.

- 3 If labels must be printed, ensure that the barcode is correct.



- 4 Fill in the remaining mandatory fields.

- 5 Press Enter.

- The remaining aliquot targets appear in the grid different colors.
- Aliquots that have already been performed appear with a gray background and red text and their labels cannot be printed.

Viewing sample traces

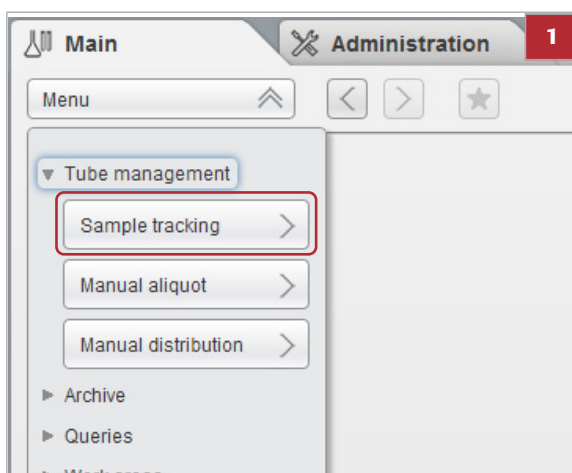
You can consult the trace of tests ordered in the application.



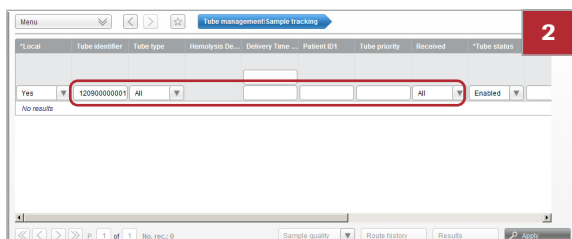
- ☐ Ensure that you are in the **Lab Flow** module.
- ☐ Orders and tests must have been created previously.
- ☐ Samples must be labeled or labels must be printed and attached to the tubes before proceeding.

► To view the trace of a sample

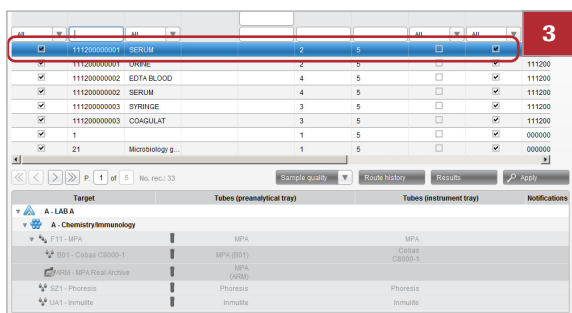
- 1 Choose **Main > Tube management > Sample tracking**.



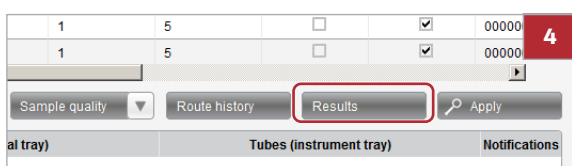
- 2 To localize the desired tube, apply the necessary filters.



- 3 Select the desired tube.



- 4 To view the sample trace, choose the **Route history** button.



Viewing sample results

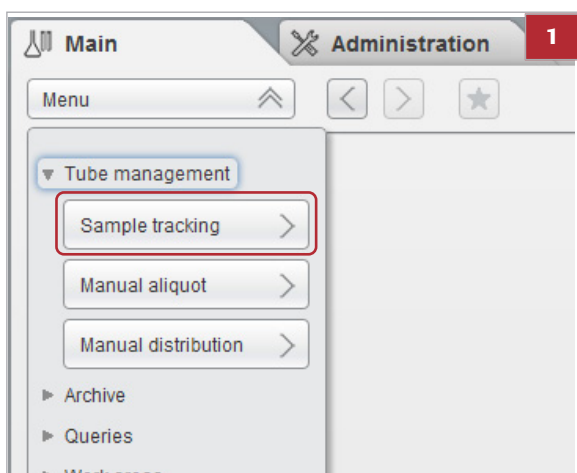
You can consult the results of tests ordered in the application.



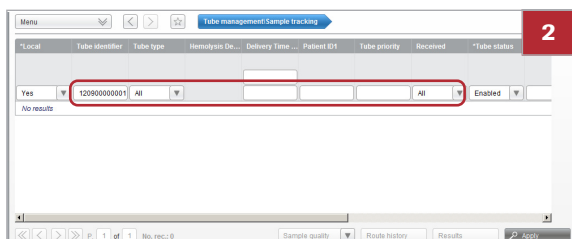
- ☐ Ensure that you are in the **Lab Flow** module.
- ☐ Orders and tests must have been created previously.
- ☐ Samples must be labeled or labels must be printed and attached to the tubes before proceeding.

► To view the results of a sample

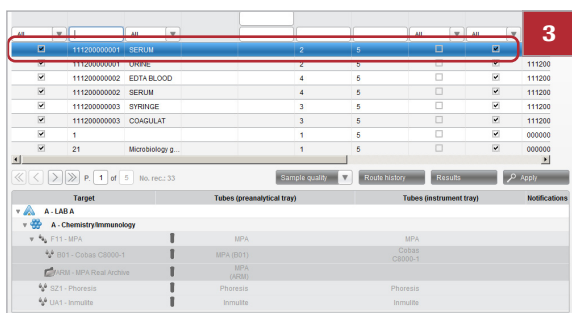
- 1 Choose **Main > Tube management > Sample tracking**.



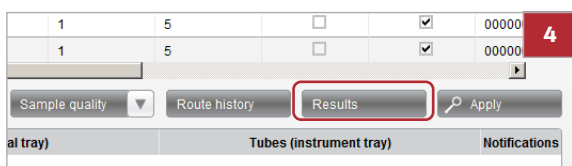
- 2 To localize the desired tube, apply the necessary filters.



- 3 Select the desired tube.



- 4 To view the current sample results, choose the **Results** button.



Archiving manually

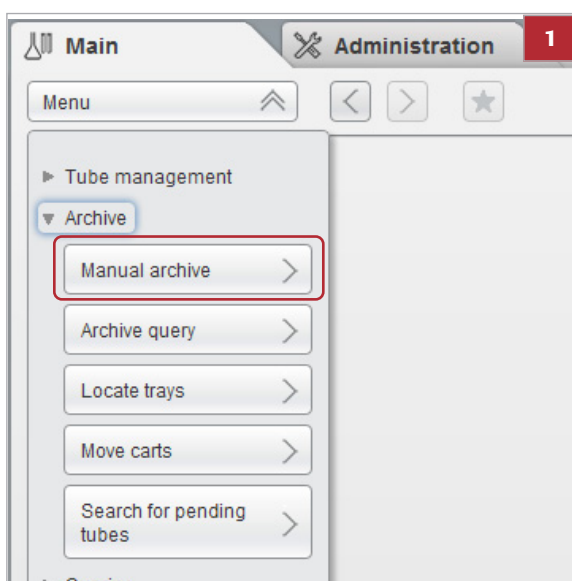
You can store samples in the archive manually.



- ☐ Ensure that you are in the **Lab Flow** module.
- ☐ Orders and tests must be created previously.
- ☐ Samples must be labeled or labels must be printed and attached to the tubes before proceeding.

► To access the Manual archive screen

- 1 Choose **Main > Archive > Manual archive**.



2 Fill in the mandatory fields.

Area * LAB A Target * Tube type * Sample type Tube ID *

Order Application Name Last name Last name

3 In the middle of the screen, there is a table containing the information necessary to archive the sample, and the position where it is placed in the tray.

Area * LAB A Target * MPRA Real Archive Tube type * 1-SERUM Sample type SERUM Tube ID * 120900000000

Order 120900000000 Application General Lab and Micro Name Maria Last name Plaza

Tube ID	Order	Tray	Rack	Position	Name	Last name	Last name
120900000000	120900000000	3	3	4	Maria	Plaza	

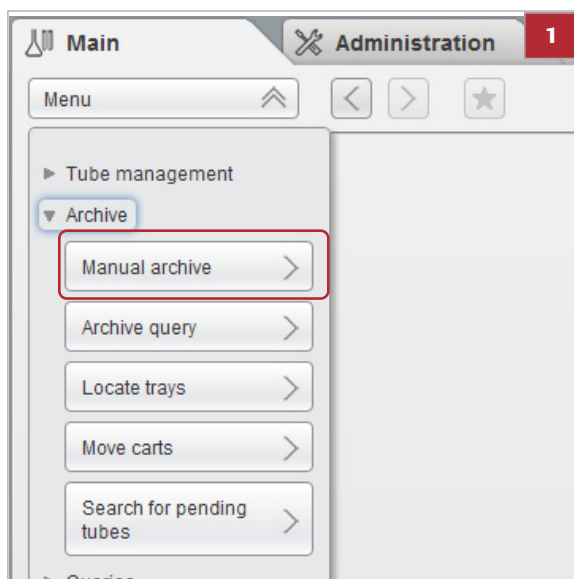
1 2 3 4 5

6 7 8 9 10 11 12 13 14 15

- The position is configurable and therefore the image may change.

► To change a tray on the Manual archive screen

1 Choose **Main > Archive > Manual archive**.



2 Fill in the mandatory fields.

 The screenshot shows a form with several fields: 'Area *' (dropdown), 'Target *' (dropdown), 'Tube type *' (dropdown), 'Sample type', 'Tube ID *' (dropdown), 'Order', 'Application', 'Name', 'Last name', and 'Last name'. The 'Target *' dropdown is highlighted with a red box.

3 Choose the **Apply** button or press **Enter**.



4 Choose the **Tray change** button.

 The screenshot shows the same form as before, but with the 'Tray change' button highlighted by a red box. Below the form is a table with columns: 'Tray', 'Rack', 'Position', 'Name', 'Last name', and 'Last name'. The first row of the table contains the values: 3, 3, 4, Maria, Plaza, and Last name.

5 Select the desired target and, depending on the configuration, the next available tray is suggested.

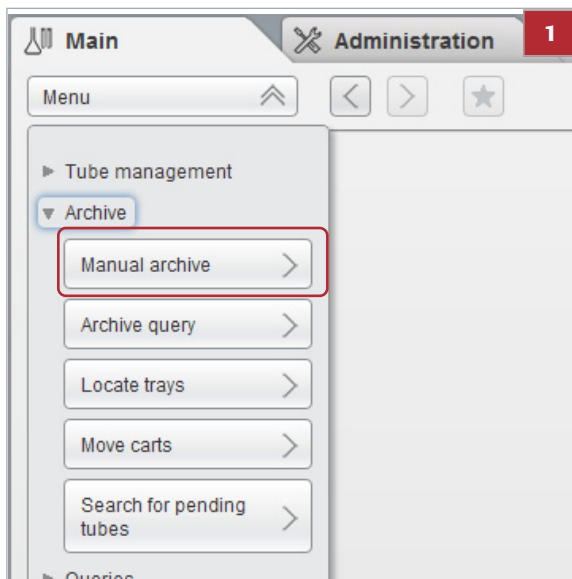
- It is possible to change the suggested tray and introduce a new one that is not in the system yet

6 Choose the **Accept** button.

 The screenshot shows the same form as before, but with the 'Tray' field highlighted by a red box. The 'Tray' field is a dropdown menu showing the value '2'. Other fields include 'Area *' (LAB A), 'Target *' (FM1 - IMMULITE), 'Workplace *' (GENERIC), and 'Print barcode' (checkbox).


► To archive the same sample

- 1 Choose **Main > Archive > Manual archive**.

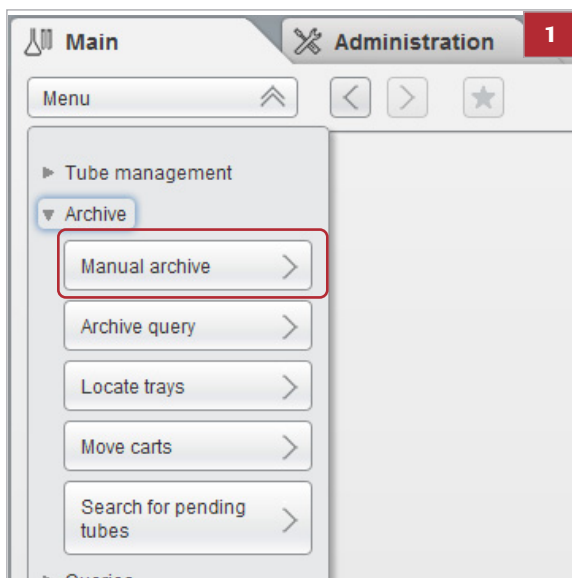


Area *	Target *	Tube type *	Sample type	Tube ID *
LAB A	Application			
Order	Application	Name	Last name	Last name

- 2 Fill in the mandatory fields.
- 3 Press **Enter** for every sample to be archived.

► To archive an non-existent sample

- 1 Choose **Main > Archive > Manual archive**.



Area *	Target *	Tube type *	Sample type	Tube ID *
LAB A	Application			
Order	Application	Name	Last name	Last name

- 2 Fill in the mandatory fields. Enter the new tube ID and press **Enter**.

Application	Name	Last name	Last name
General Lab			
Tray change		Enter demograp...	* Add
		Cancel	
	Tray	Rack	Position
	3	3	4
	Name	Last name	Last name
	Maria	Plaza	

- 3 Choose the **Add** button.

Consulting an archive

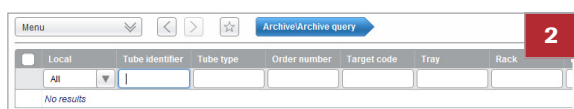
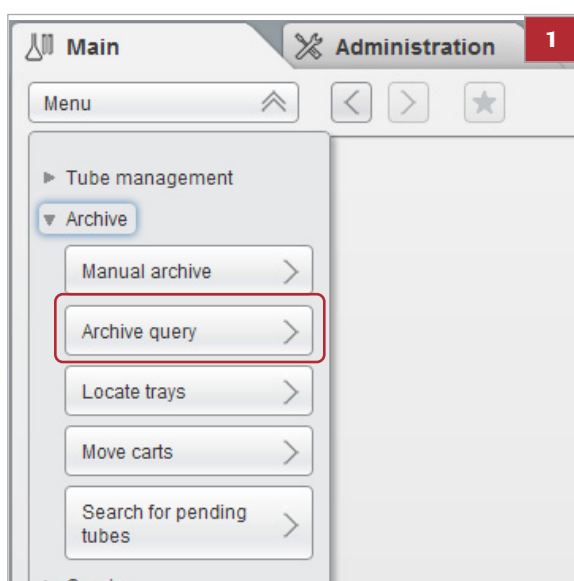
You can access and consult samples stored in the archive.



- ☐ Ensure that you are in the **Lab Flow** module.

► To access the Archive query screen

- 1 Choose **Main > Archive > Archive query**.



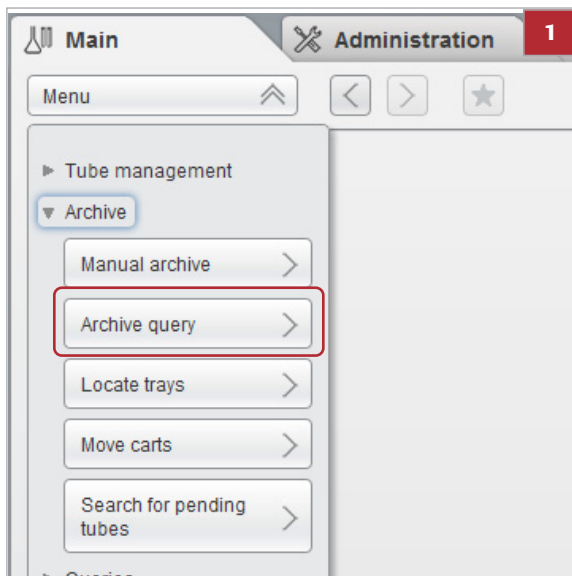
- 2 Enter the tube ID and the desired filters.

- 3 Choose the **Apply** button or press **Enter**.

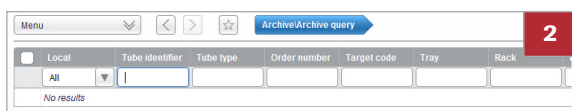


► To change a tray on the Archive query screen

1 Choose **Main > Archive > Archive query**.



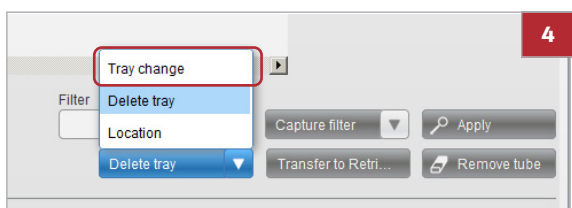
2 Enter the tube ID and the desired filters.



3 Choose the **Apply** button or press **Enter**.



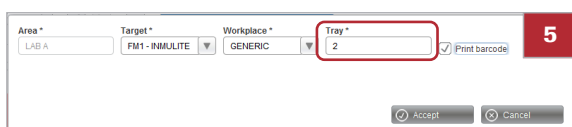
4 Choose the **Tray change** button.

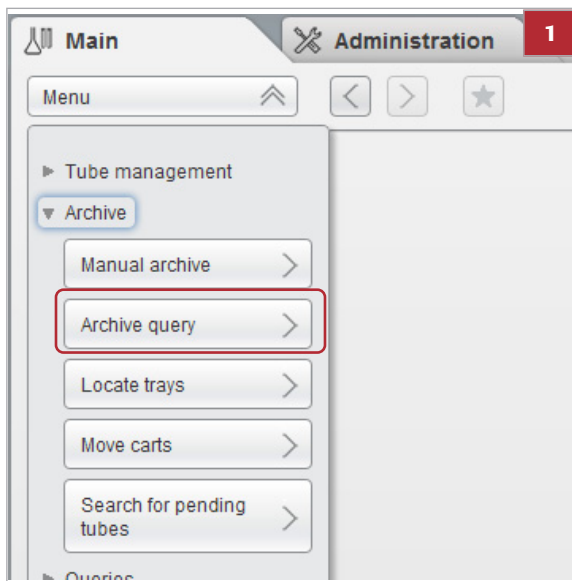


5 Select the desired target and, depending on the configuration, the next available tray is suggested.

- It is possible to change the suggested tray and introduce a new one that is not in the system yet

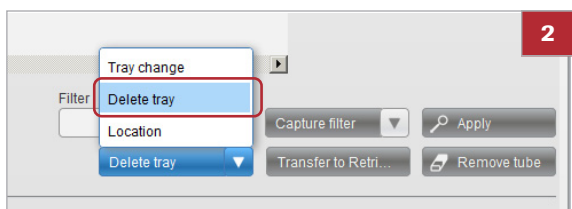
6 Choose the **Accept** button.



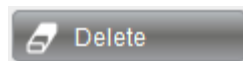


► To delete a tray

- 1 Choose **Main > Archive > Archive query**.



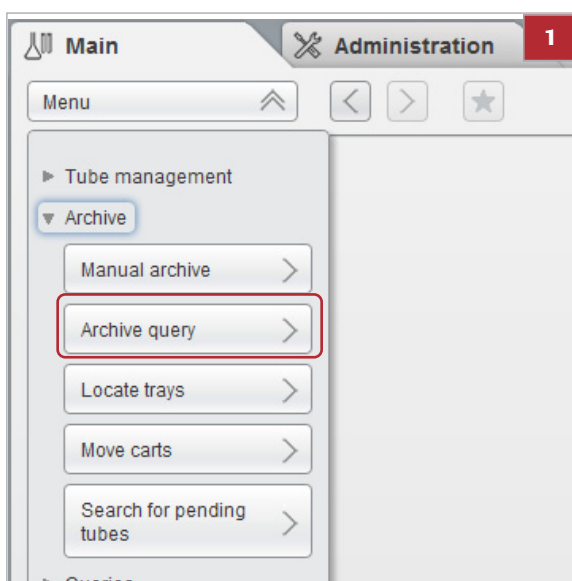
- 2 Choose the **Delete tray** button.

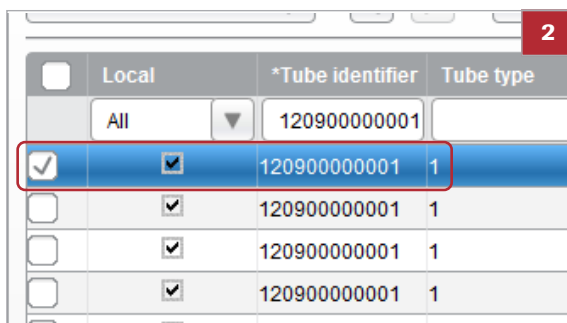


- 3 Select the tray you want to delete and choose the **Delete** button.

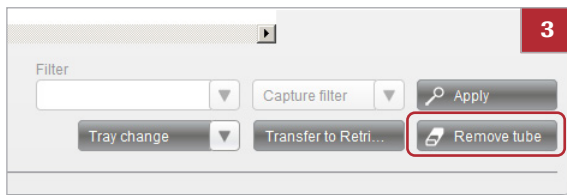
► To remove a tube

- 1 Choose **Main > Archive > Archive query**.





2 Select the check box of the tube you wish to remove.



3 Choose the **Remove tube** button.

Retrieving a sample

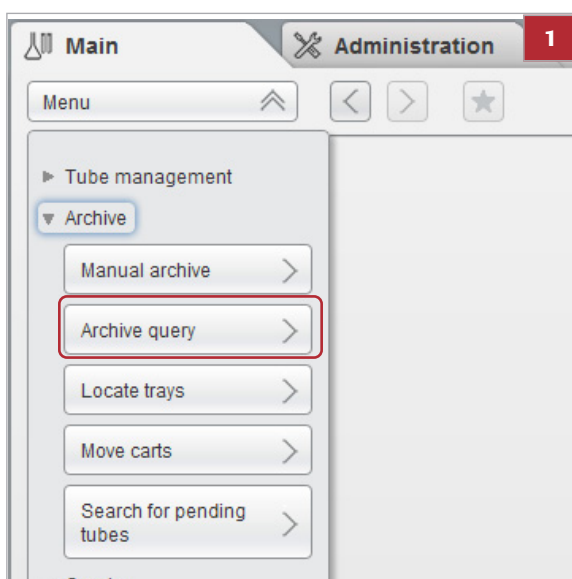
Sometimes samples must be recovered for further tests.



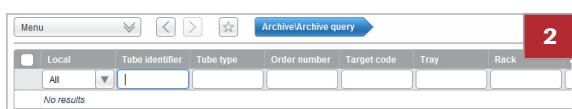
- ☐ Ensure that you are in the **Lab Flow** module.
- ☐ Samples must have been stored in the archive previously.

► To retrieve a sample from an automated archive

1 Choose **Main > Archive > Archive query**.

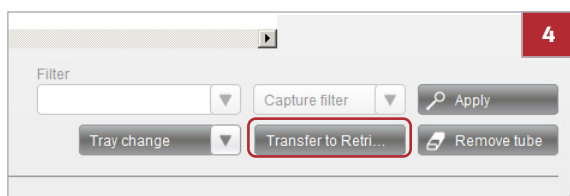


2 Enter the tube ID and the desired filters.

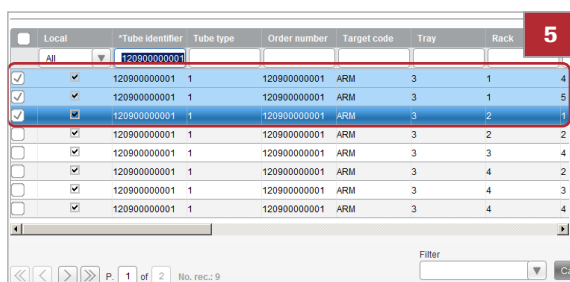




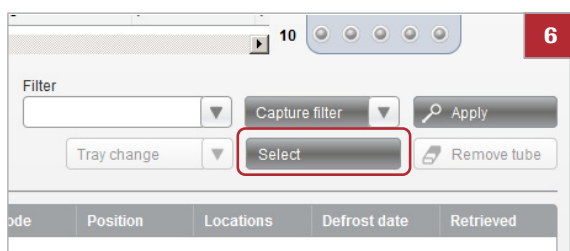
3 Choose the **Apply** button or press Enter.



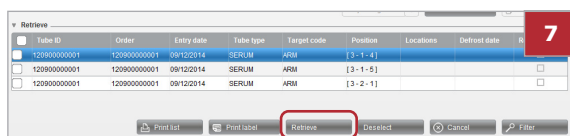
4 Choose the **Transfer to retrieve** button.



5 In the top part of the screen, select the desired tube.

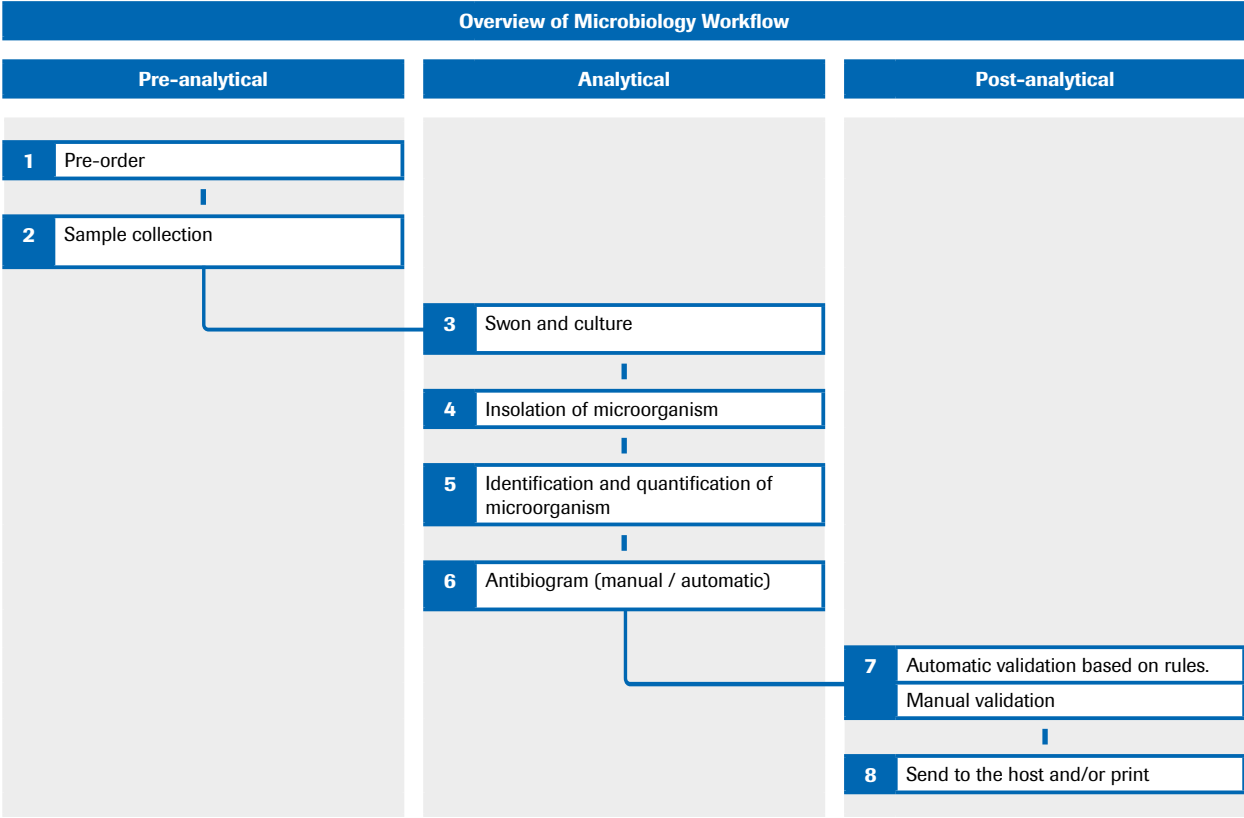


6 Choose the **Select** button. The tube moves to the lower part of the screen.



7 Select the tube to be retrieved and choose the **Retrieve** button. The tube disappears from the screen and the image of the tray.

Microbiology workflows



Overview of the Microbiology workflow

This section contains the workflows applicable to the **Microbiology** module.

- Creating an order (47)
- Using work areas (49)
- Adding comments to tests, orders, or patients (51)
- Printing reports (52)

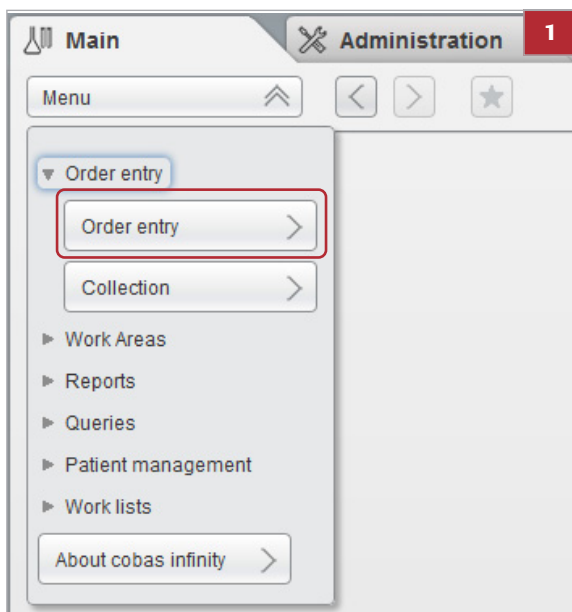
Creating an order

You can enter orders for tests be sent to the **Microbiology** laboratory using the order entry functionality.

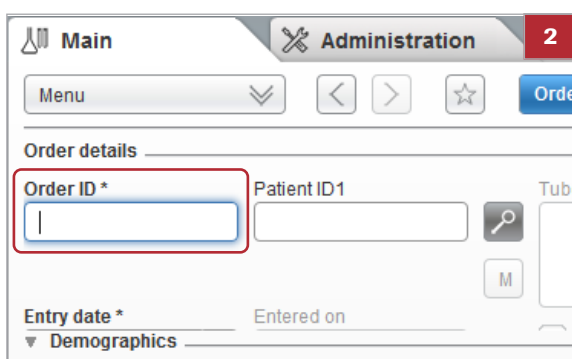
- Ensure that you are in the **Microbiology** module.

► To create an order

1 Choose **Main > Order entry > Order entry**.

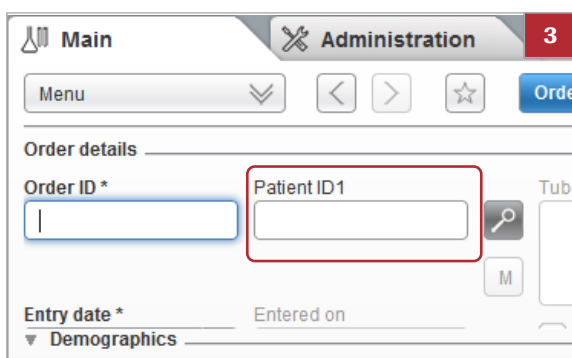


2 Enter the **Order ID** or one is assigned by default.

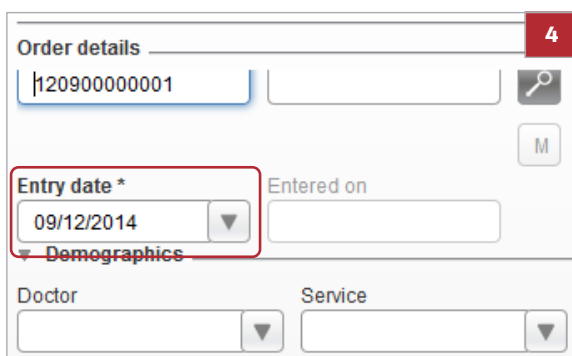


3 Enter the **Patient ID** if you know it. To search for it, use the  button.

- You can also enter the patient's name and/or surname and press Enter to search for it.
- If it is a new patient, assign a Patient ID and choose the  button or press Enter.
- Fill in the fields marked with an asterisk (*) and choose the **Accept** button.



4 From the drop-down list, choose the date.



5 Fill in the **Demographics** marked with an asterisk (*).

ID	Abbreviation	Name
10100	UC	Urine culture
10101	SC	Stool culture
10102	BC	Blood culture
10201	GS	Gram Stain
/100		Urine Profile

6 From the **Sample type** drop-down list, choose the desired option to view the corresponding tests in the table below. To assign them to the table of tests to be performed, double-click the tests.

- You may also choose a location and profile. From the **Locations** and **Profiles** drop-down lists, double-click the tests to add them to the table of tests.

7 Choose the **Save** button.

Using work areas

- Entering and validating results from a work area (49)

Entering and validating results from a work area

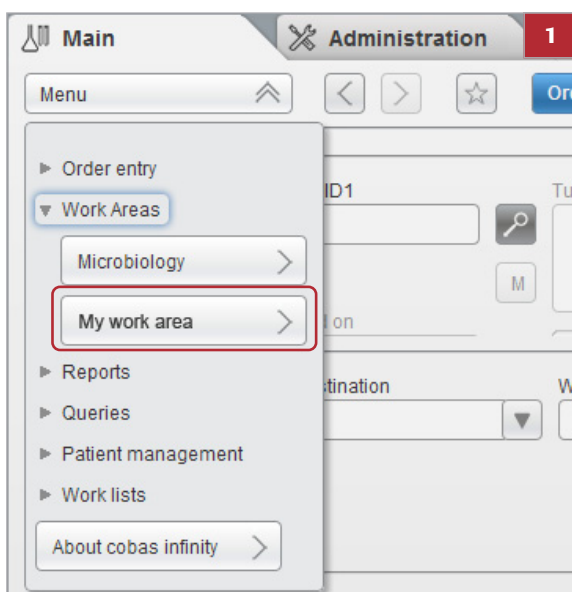
Once tests have been performed, you can enter and validate the results.



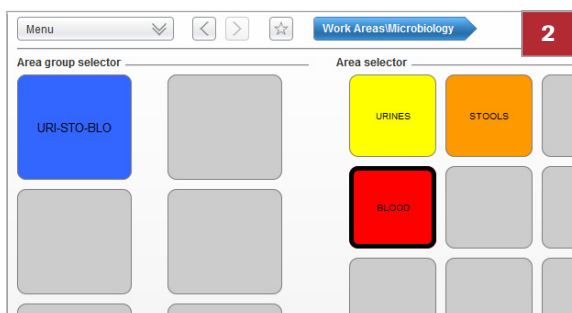
- Ensure that you are in the **Microbiology** module.
- The work area must have been configured previously.

► To enter and validate results from a work area

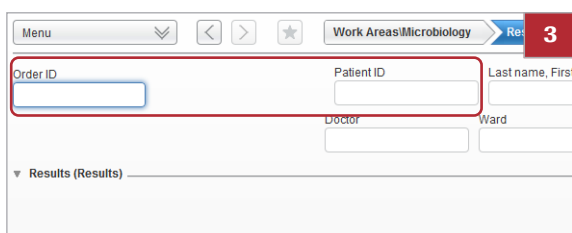
1 Choose **Main > Work areas** > My work area.



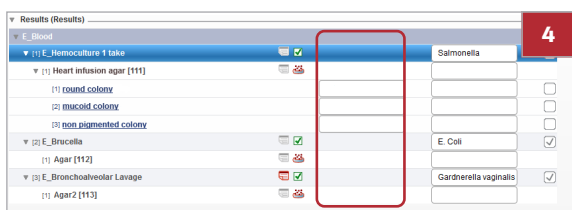
2 From the **Area group selector** or **Area selector**, choose where you want to enter the results and choose the **Results** button.



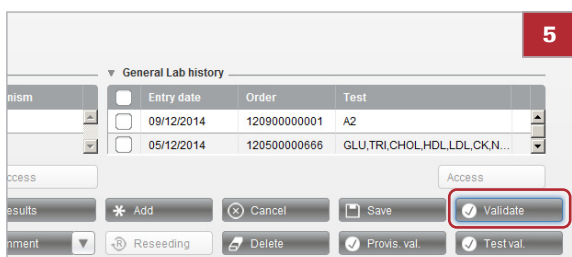
3 Enter the **Order ID** and the **Patient ID**.

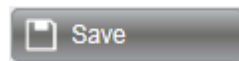


4 Enter the results.



5 Choose the **Validate** button.





- 6 Choose the **Save** button.

Adding comments to tests, orders, or patients

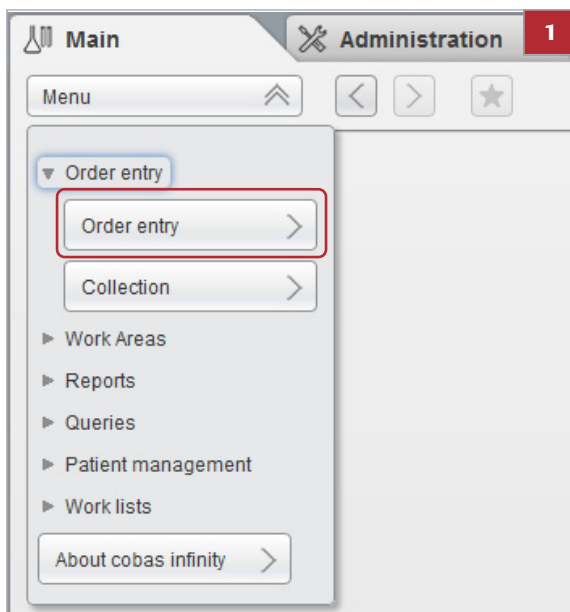
You can add information to a patient's record using the comment functionality.



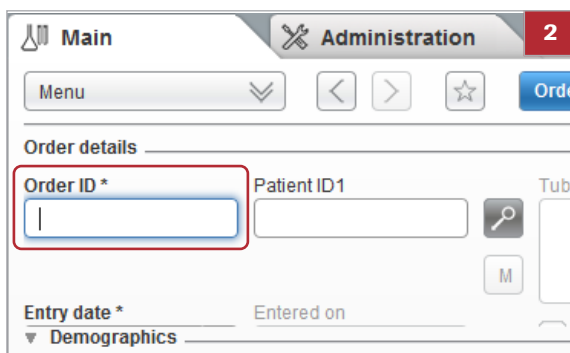
- ☐ Ensure that you are in the **Microbiology** module.

► To add comments from the Order entry screen

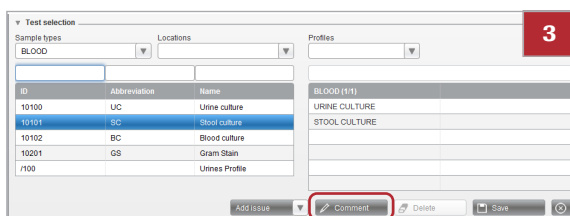
- 1 Choose **Main > Order entry > Order entry**.



- 2 Enter the ID of the order you want to find and press Enter.



- 3 Choose the **Comment** button.



Comment about
120900000999

Supergroup
All

Available groups

ID	Name
1	All

Available comments

ID	Name
N10	Negative at 10 days of incu...
N24	Negative at 24 hours of in...
NAAB	Seen no alcohol resistant ...

Rich comments

- 4 Select whether you want to add the comment to a **test**, **order**, **patient**, **culture medium**, **sample type**, or **isolate**.

Test ☐ Order ☒ Patient ☐
Culture medium ☐ Sample type ☐ Isolate ☐

Attach file

Available comments

ID	Name
N10	Negative at 10 days of incu...
N24	Negative at 24 hours of in...
NAAB	Seen no alcohol resistant ...

Selected comments

Negative at 24 hours of incubation

Rich comments Accept and back Accept Cancel

- 5 Do at least one of the following:
- In the **Available comments** table, double-click the comments you want to add.
 - In the **Selected comments** box on the right, enter your own comments.
 - In the **Attach file** field, choose the button to search for a file to be added. Select the file and choose the **Accept** button.

Order ID: 120900000999 Patient ID: 003 First name: Last name: Last name: Gender: Female

Abtest	Order	Type	Item	Text	File	User	Date	Imp. Recd	Status
12090				Negative at 24 hours of incubation		ROCHE	06/12/2014		

View attachment Discard Add Disable Filter

- 6 Choose the **Accept** button. In the top part of the screen, the comment is now visible.

Printing reports

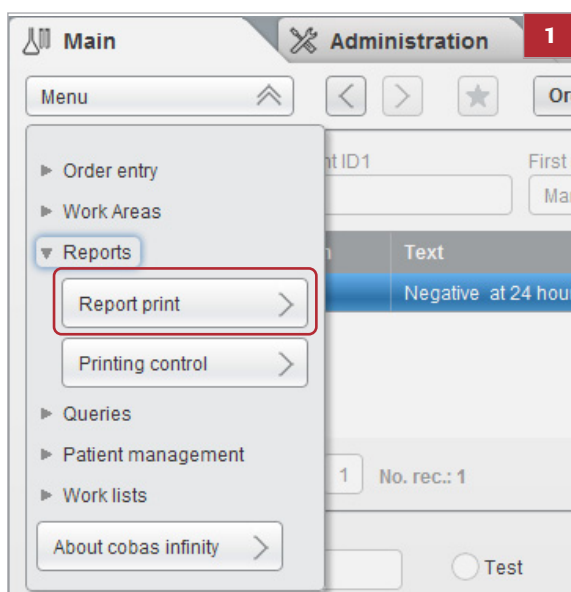
Once the tests have been performed and processed, a report can be given to the patient.



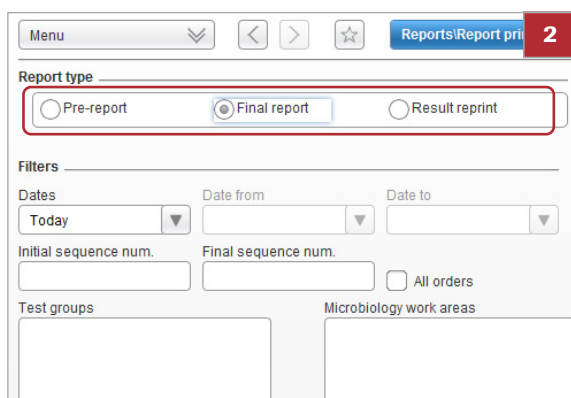
- ☐ Ensure that you are in the **Microbiology** module.
- ☐ A **Pre-report** can always be printed.
- ☐ A **Final report** can only be printed if the tests have been medically validated.
- ☐ A **Result reprint** can only be printed if a **Final report** has been created previously.

► To print reports from the Result entry screen

1 Choose **Main > Reports > Report print**.

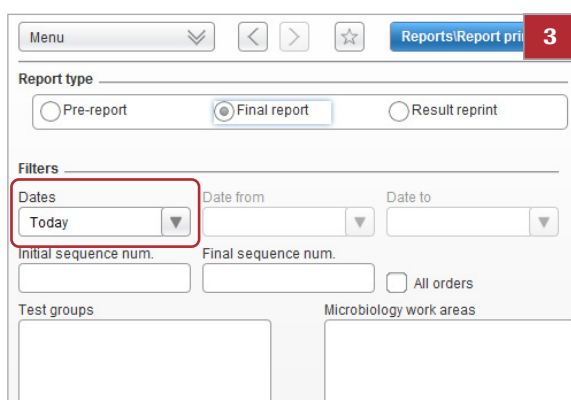


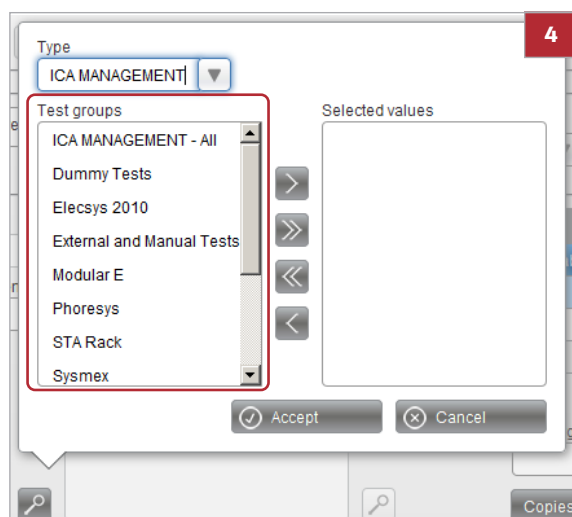
2 Select either the **pre-report**, **final report**, or **result reprint** option.



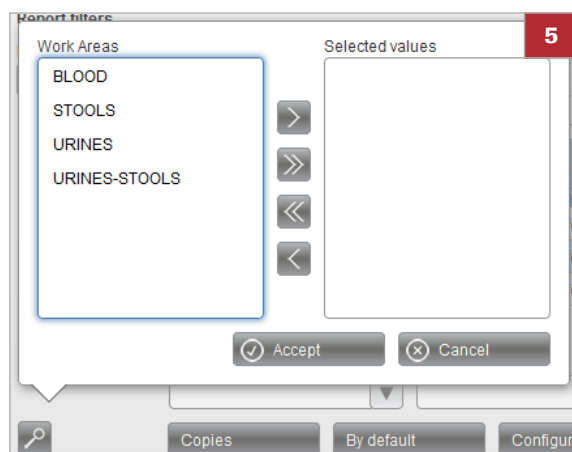
3 From the drop-down list, choose the date the order was created. Enter the order sequence numbers.

💡 The order sequence number is contained in the **Order ID** (prefix)+(date)+order sequence number+(suffix). The data in brackets are optional.

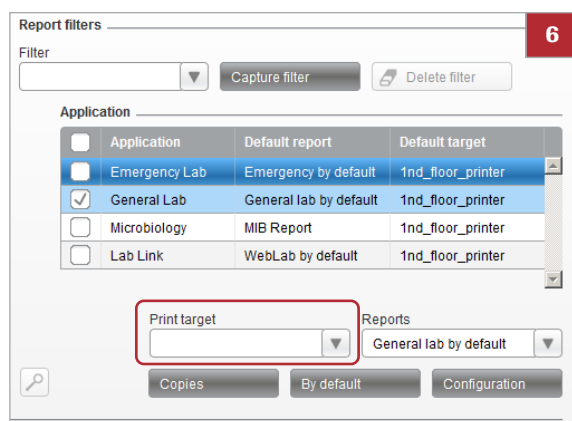




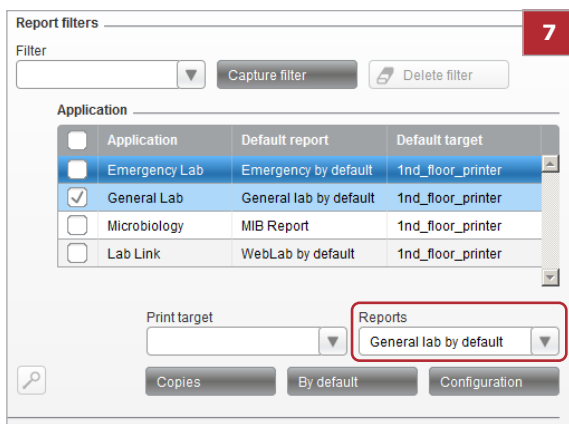
- 4 To select the desired **Test groups**, choose the button. From the type drop-down list, choose the desired option. Double-click the test groups you want to print and choose the **Accept** button.



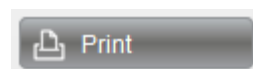
- 5 Choose the button and double-click the desired **Microbiology** work areas. Choose the **Accept** button.



- 6 From the drop-down list, choose the **Print target**.



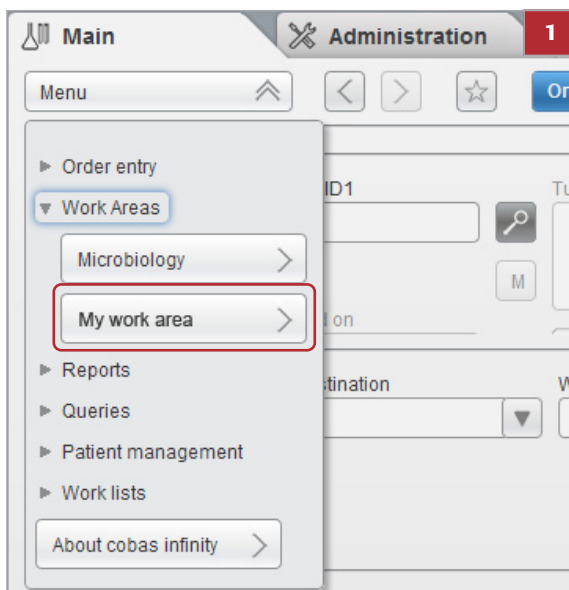
- From the **Reports** drop-down list, choose the desired template.



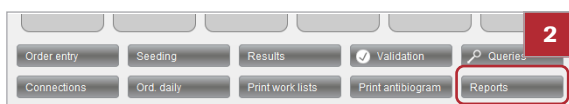
- On the bottom right of the screen, choose the **Print** button to access the printing control page.

- If you selected PDF as the print target, you can double-click the  button to view the report on screen.

► To print reports from the Work areas screen



- Choose **Main > Work areas > My work area**.



- Choose the **Reports** button.

Menu < > ☆ Reports/Report print 3

Report type

☐ Pre-report ☒ Final report ☐ Result reprint

Filters

Dates Today ▾ Date from ▾ Date to ▾

Initial sequence num. Final sequence num. ☐ All orders

Test groups Microbiology work areas

- 3 Select either the **pre-report**, **final report**, or **result reprint** option.

Menu < > ☆ Reports/Report print 4

Report type

☐ Pre-report ☒ Final report ☐ Result reprint

Filters

Dates Today ▾ Date from ▾ Date to ▾

Initial sequence num. Final sequence num. ☐ All orders

Test groups Microbiology work areas

- 4 From the drop-down list, choose the date the order was created. Enter the order sequence numbers.

💡 The order sequence number is contained in the **Order ID**: (prefix)+(date)+order sequence number+(suffix). Data in brackets are optional.

Type ICA MANAGEMENT ▾

Test groups

- ICA MANAGEMENT - All
- Dummy Tests
- Elecys 2010
- External and Manual Tests
- Modular E
- Phoresys
- STA Rack
- Sysmex

Selected values

Accept Cancel

- 5 Choose the button. From the drop-down list, choose the type of test group and double-click the desired ones. Choose the **Accept** button.

Work Areas

- BLOOD
- STOOLS
- URINES
- URINES-STOOLS

Selected values

Accept Cancel

Copies By default Configur

- 6 Choose the button. Double-click the desired **Microbiology** work areas. Choose the **Accept** button.

Report filters 7

Filter Capture filter Delete filter

Application

☐	Application	Default report	Default target
☐	Emergency Lab	Emergency by default	1nd_floor_printer
☒	General Lab	General lab by default	1nd_floor_printer
☐	Microbiology	MIB Report	1nd_floor_printer
☐	Lab Link	WebLab by default	1nd_floor_printer

Print target ▼ **Reports** General lab by default ▼

Copies By default Configuration

- 7 From the drop-down list, choose the **Print target**.

Report filters 8

Filter Capture filter Delete filter

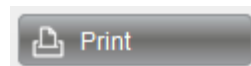
Application

☐	Application	Default report	Default target
☐	Emergency Lab	Emergency by default	1nd_floor_printer
☒	General Lab	General lab by default	1nd_floor_printer
☐	Microbiology	MIB Report	1nd_floor_printer
☐	Lab Link	WebLab by default	1nd_floor_printer

Print target ▼ **Reports** General lab by default ▼

Copies By default Configuration

- 8 From the **Reports** drop-down list, choose the desired template.



- 9 On the bottom right of the screen, choose the **Print** button.

- If you selected PDF as the print target, you can double-click the  button to view the report on screen.

