



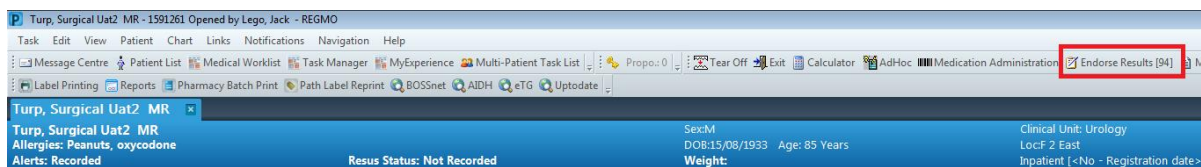
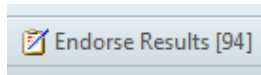
EMR Quick Reference Guide

Results - Endorsing Results (including by Message Centre)

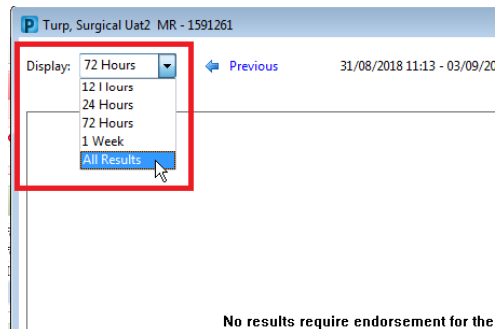
Method One

Endorsing results via patient record

1. Navigate to the patient's record and click the "Endorse Results" button on the navigational toolbar. Note: If you cannot see this button, maximise the Powerchart window.



2. A pop-up window will appear. Make sure you are looking at the correct timeframe.



3. Uncheck the "Select All" box first (otherwise you will need to view all results to endorse)

Event Date	<input type="checkbox"/>	Event	Result	Ref. Range
30/10/2018 17:48	<input type="checkbox"/>	Calcium Level		
	<input type="checkbox"/>	Calcium Level	2.50	(2.15 - 2.65)
	<input type="checkbox"/>	Calcium Corr	2.50	(2.15 - 2.65)

- There are key features with the presentation of results that will enable you to quickly endorse results.

Firstly, the blue bar with grey text represents the Overall Heading (e.g.: a “Full Blood Count” or “Other Results”) with the corresponding values and text reports below.

Event Date	Event	Result	Ref. Range
30/10/2018 17:48	Calcium Level		
	Calcium Level	2.50	(2.15 - 2.65)
	Calcium Corr	2.50	(2.15 - 2.65)
	Albumin Level	40	(36 - 49)
	General Biochemistry	General Biochemistry	
	Full Blood Count		
	Hb	150	(130 - 180)
	WCC	10.0	(4.0 - 11.0)
	Plt	400	(150 - 450)
	RCC	5.50	(4.50 - 6.50)
	Hct	0.50	(0.40 - 0.54)
	MCV	90	(80 - 96)
	MCH	30	(27 - 32)
	MCHC	350	(320 - 360)
	RDW	15.0	(11.0 - 16.0)
	Neutrophils #	8.5 H	(2.0 - 8.0)
	Lymphocytes #	1.0	(1.0 - 4.0)
	Monocytes #	0.3	(< 1.0)
	Eosinophils #	0.2	(< 0.5)
	Basophils #	0.0	(< 0.2)
	FBE Comm	FBE Comm A	
	Lipase Level		

Secondly, the solid grey boxes represent the text reports that need to be viewed before results can be endorsed.

<input type="checkbox"/>	Monocytes #	0.3
<input type="checkbox"/>	Eosinophils #	0.2
<input type="checkbox"/>	Basophils #	0.0
<input checked="" type="checkbox"/>	FBE Comm	FBE Comm A
<input type="checkbox"/>	Lipase Level	

- Find the test you want to endorse. Double click the text report (with the solid grey boxes) to open and view the text.

Document Viewer - Turp, Surgical Uat2 MR - 1591261

Document Type: General Biochemistry
 Document Date: 20 Aug, 2018 13:51 AEST
 Document Status: Auth (Verified)
 Document Title/Subject: MBI
 Performed By/Author: 1180 -UNKNOWN, PERSONNEL on 20 Aug, 2018 02:23 AEST
 Visit info: OPE9867959, Footscray, Outpatient, 20/08/2018 - 20/08/2018
 Contributor system: WH_LAB

*** Final Report ***

MBI

SERUM/PLASMA BIOCHEMISTRY

Sodium :	140 mmol/L	Ref. Range (135-145)
Potassium :	5.0 mmol/L	(3.5-5.2)
Chloride :	102 mmol/L	(95-110)
Bicarbonate :	30 mmol/L	(22-32)
Urea :	5.0 mmol/L	(2.3-7.6)
Est. GFR (mL/min) :	77 per 1.73sqm	(> 60)
Creatinine :	100 umol/L	(60-110)

6. Once you have viewed the report and closed the result window, you will now be able to check the box next to the Overall Heading (the blue bar), which will select all the corresponding components within that group of tests. Note: For a group of tests that come under an Overall Heading e.g. "Other Values", you will need to view all results with solid grey boxes, to be able endorse all the results for the tests under the Overall Heading.

Event Date	Event
30/10/2018 17:48	<input type="checkbox"/> Calcium Level
	<input type="checkbox"/> Calcium Level
	<input type="checkbox"/> Calcium Corr
	<input type="checkbox"/> Albumin Level
	<input type="checkbox"/> General Biochemistry
	<input checked="" type="checkbox"/> Full Blood Count
	<input checked="" type="checkbox"/> Hb
	<input checked="" type="checkbox"/> WCC
	<input checked="" type="checkbox"/> Pit
	<input checked="" type="checkbox"/> RCC
	<input checked="" type="checkbox"/> Hct
	<input checked="" type="checkbox"/> MCV
	<input checked="" type="checkbox"/> MCH
	<input checked="" type="checkbox"/> MCHC
	<input checked="" type="checkbox"/> RDW
	<input checked="" type="checkbox"/> Neutrophils #
	<input checked="" type="checkbox"/> Lymphocytes #
	<input checked="" type="checkbox"/> Monocytes #
	<input checked="" type="checkbox"/> Eosinophils #
	<input checked="" type="checkbox"/> Basophils #
	<input checked="" type="checkbox"/> FBE Comm
	<input type="checkbox"/> Lipase Level

7. It is possible to forward results for another clinician to sign or review, however that clinician should be aware the result is being forwarded, and reason for forward commented.

* Final Report *

PRT

Coagulation Profile (Plasma)

Forward Only Documents:

Additional Forward Action: Sign (Limit 5)

Comments: (Limit 255)

Cancel OK

Fibrinogen: 7.2 6.9 -- -- g/L (1.5-4.0)

Endorse Cancel

8. Click the Endorse Button, or continue to select further tests!

Method Two

Endorsing results via Message Centre

Please note that Message Centre should NOT be relied upon as the sole method of checking results or being alerted to abnormal results.

1. Results of orders YOU placed (or orders placed by another clinician but with YOU as the designated “Ordering Physician”) will come back to YOUR personal Message Centre.

The screenshot shows the 'Message Centre' interface. On the left is a navigation pane with categories like 'Inbox Summary', 'Documents', 'Orders (1/1)', 'Messages', 'Results (25/120)', 'Work Items (1)', 'Reminders', 'Saved Documents (1/1)', 'Incomplete Order', 'Notifications', and 'Trash'. The 'Abnormal' category is selected, showing 4/19 items. The main pane displays a table of abnormal results with columns for Patient Name, Subject, Abnormal status, and Create Date. The table lists various tests such as Direct Coombs, CSF Biochemistry Comm, Cult Respiratory, PSA Comm, Herpes/ Zoster NAD, Free Light Chains, Urine Chem Comm, Mycoplasma Serology, Drug Scm, Ur Protein Electrophoresis, Pancreatic Studies, Special Urine Biochemistry, HTS Screen, and VWF Comm.

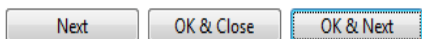
2. Double click on the result you wish to review. It will open in a separate window.

The screenshot shows a detailed view of a result report for 'Test, Emr13 MRS'. The report includes patient information (Serf DOB: 13/01/1980, Age: 38 Years, Clinical Unit: Gen Int Med FH 1A, UR:191290), document details (Document Type: PSA Comm, Document Date: 17 Aug 2018 13:08 AEST), and a table of results. The table shows a Total PSA of 0.50 ug/L. A note at the bottom states: 'Please note: From 23/10/13 specimens with PSA level <0.11 ug/L on Siemens Centaur will be reanalysed by a sensitive method (Abbott Architect) with a new lower limit of reporting of 0.01 ug/L.' The 'Action Pane' at the bottom has 'Endorse' selected.

3. Select “Endorse”

This close-up shows the 'Action Pane' with three radio buttons: 'Endorse' (selected), 'Save', and 'Refuse'. Below the buttons are fields for 'Additional Forward Action' (a dropdown menu), 'Comments' (a text box with a 'Limit 212' indicator), and 'Forward Action' (a dropdown menu).

4. Click
 - a. "OK & Close" to complete
 - b. "OK & Next" to endorse further results.



5. A comment can be left to explain the action you have taken – this comment will appear below the result when opened in results review.

CONCLUSION:
Test report only.

Reported and electronically signed by: Dr Consultant TEST (some letters) at

MI IMAGE LINK
This document has an image

Action List					
Action	Performed By	Performed Date	Action Status	Comment	Prox
Perform	vuser1 -TEST, Radiologist	01/10/2019 15:56	Completed		
VERIFY	vuser1 -TEST, Radiologist	01/10/2019 15:56	Completed		
Perform	Cartwright, Paul	01/10/2019 15:56	Completed		
Endorse	Barberi, Anthony - REGMO	14/10/2019 12:06	Completed	No required action	



The user can choose to forward the result to another clinician of their choice.

Endorse
 Save
 Refuse
 Reason:

Additional Forward Action: To: (Limit 5)

Comments: (Limit 208)



The user can choose to "refuse" the result if it has been sent to them inappropriately and redirect the result to the appropriate clinician (it is worth contacting that doctor verbally to ensure appropriate handover).

Refuse
 Reason:

To: (Limit 5)