Rabies MyLIMS Information and Protocol
Updated 10/14/2010

Overview:

MyLIMS is an internet-based web portal that allows each rabies submitter to gain access to the Department of Heatlh and Mental Hygiene (DHMH) rabies computer database called STARLIMS. MyLIMS will allow each submitter to order his/her own tests, providing greater autonomy and flexibility to local users and increasing the efficiency of Rabies Lab staff. With the MyLIMS system, each submitter will electronically enter the information for each rabies test, making a handwritten laboratory form unnecessary. Once the information is entered and sent to the Rabies Lab, a packing slip will print out containing all of the typed information. This packing slip also serves as the Rabies Submission Form. MyLIMS will increase the efficiency of the DHMH Rabies Lab in receiving and processing animal rabies tests while allowing submitters greater and more flexible access to lab test results. This system will allow each submitter to access the results for each ordered test remotely through the web portal.

Result Reporting with MyLIMS:

With the implementation of MyLIMS there will be a few changes in how rabies results are reported. After lab results are entered into STARLIMS by the Rabies Lab staff, submitters can access those results remotely through MyLIMS. Shortly after results are entered into STARLIMS by the Rabies Lab staff, a fax will automatically be sent from STARLIMS to the submitter's fax number on file. In addition to the fax and to the availability of electronic results through MyLIMS, Rabies Lab staff members will also deliver Positive and Unsatisfactory lab results directly to the submitter by telephone.

MyLIMS and Emergency Specimens:

When emergency specimens are submitted to the lab, the submitter should order a MyLIMS test if possible. If it is not possible to access a computer for an emergency specimen, a clearly legible handwritten lab submission form is acceptable. The 2010 Rabies Submission Form must be used.

System Requirements for MyLIMS:

Internet Explorer 7.0 or lower; Microsoft .NET framework (1.0) and (1.1); Crystal Reports Viewer (must be downloaded through the web portal); Adobe Acrobat Reader; Microsoft Office Word Viewer; Internet Explorer Script (must be downloaded through the web portal).
All specifications required for MyLIMS operation, except the Internet Explorer version, are on the MyLIMS web portal.

Test Ordering:

1.)   Use Internet Explorer (v. 7 or lower) to go to the following webpage: http://starlims.dhmh.md.gov/starlims10.dhmhlabs.prod/

2.)   Single left click "Users Login to STARLIMS"

3.)   A prompt will appear displaying the version of .NET framework installed on your computer. Single left click OK.

4.)   The MyLIMS login screen will appear. Enter your user name and password and then single left click OK.

5.)   It can take up to a minute to process your login. The main menu will appear, displaying the Welcome to STARLIMS screen.

6.)   In the console on the upper left portion of the screen, single left click Test Order.

7.)   The clinical login tab will appear. On the upper left portion of the screen single left click on Test Order.

8.)   In the box next to Metadata Type single left click the box and single left click Rabies. Under Available Panels double left click Rabies-DFA. The Rabies-DFA test will move to the large box on the right side of the screen. Single left click in the Quantity box and enter the number of Rabies tests you are requesting. For example, if you are submitting four animals then four tests must be ordered. Once the quantity is entered, single left click the OK button.

9.)   The Rabies-DFA tests that were ordered will appear on the left side of the screen in the Clinical Login tab. The test at the top will be the first one. Single left click the small square box containing the triangle to the left of the first Accession number. You may now enter the animal submission information on the right portion of the screen. Use capital letters for all data entry. Many of the boxes have drop-down boxes from which you must choose an option. You can tab from one field to the next as well.

10.)   The data entry begins with Animal Type, which lists animals that can be submitted without prior approval (see #11 below for instructions on submitting animals requiring approval). Specimen Type, Clinical Signs and Vaccination History all have drop-down boxes. The vaccination date may be entered if it is known. The EID field is for the submitter animal ID number (External ID). Cause of death has a drop-down box. The date of death requires a numerical date and Specimen can be selected from a drop down box.

11.)   If you are submitting an animal that requires prior approval, you **must** provide answers to the first three boxes under Questions. The first question asks for the type of animal being submitted that requires approval. Double left click in the response box next to Question 1 and then click the (…) icon. A prompt will appear which will allow you to type in the species of animal you are sending. Single left click OK when finished. Question 2 asks for the name and contact information of the DHMH Epidemiology staff person from whom approval was

obtained. For Question 3, enter the date that you received approval to send this specimen.

12.) Go to Owner Information and enter the information for the owner of the animal being submitted, if applicable. In the First Name box, a name can be entered or you may type Wildlife or Stray. If the animal being submitted is wildlife (such as a raccoon) and does not have an owner, please type "Wildlife" in the Name field and you may skip the rest of the Owner Information section. If there is an owner of the animal, complete the First Name, Last Name, Address, City, County (drop-down menu), State, Zip Code and Phone number fields. If there is no known owner but the animal being submitted is neither wildlife nor a stray, enter "N/A" in the First Name field and skip the rest of the section. If the animal owner's address is the same as the address where the exposure occurred type "Same as Exposure" in the Address field. Once this information has been entered, single left click the Next button.

13.) The next section is Exposure Information. The Exposure field is for the type of exposure and lists the available choices. The Method of exposure has a drop-down box with options. If it was a human exposure, choose a selection from the Human Circumstance field. If it was an animal exposure, choose a selection from the Animal Circumstance field. The next set of fields is for the Address where the Exposure physically occurred. Enter this Address, City, County (drop-down box), State and Zip Code. The exposure address MUST be entered.

14.) The next section is Victim Information. If there is a human exposure then enter the first and last name of the victim in the Name field. If there is an animal exposure then go to Question 4 which requests the name and/or species of the exposed animal. Enter the date of exposure and exposure site (physical location on the body). Next you will enter the address of the victim including the City, County (drop-down menu), State, Zip code and Phone Number. If the address of the victim is the same as the Exposure address you may type "Same as Exposure." If this was an animal exposure, go to the Questions section and type in the species and/or name of the animal exposed in Question 4.

15.) If you have more test orders to complete, go to the clinical login tab on the left side of the screen and single left click on the little box to the left of the next accession number (directly below the first one). Once you do this the data entry for the first test will be saved and you may then begin data entry for the second test. Follow the same steps for data entry and repeat for all remaining tests.

16.) When all the data entry is complete, double left click somewhere in the clinical login tab. The system will take up to a minute to then highlight all of the tests you have ordered.

17.) Left click the Print Labels button. A prompt will appear asking how many copies you wish to print. Select one copy and click OK. Nothing will actually print yet, this is normal. Selecting multiple copies will not actually cause any more copies to be printed because this print window is inactive. A new window will appear with the Rabies Lab Submission forms containing the data you entered. Click on the print icon in the upper left portion of this new window. Now you may select two copies and choose the printer of your choice. Click OK. The lab submission forms will print and the new window will close. It is

recommended that you print at least two copies of the form because one must be sent to the lab and one should be retained for your records. You may also save a copy a copy of the electronic submission form. Keeping one copy locally will allow you to retrieve your results easily in the future. A lab slip must be attached to each animal being submitted, preferably in an envelope, a biohazard paperwork sleeve, or other protective covering.

18.)   Click Logout and wait for the system to log you out. Click Exit to close the MyLIMS window.

To Access Tested Specimen Results:

19.)   Log back into MyLIMS as written in steps 1-5. Once logged in under the Main Menu single left click on View Results.

20.)   The Edit Clinical screen will appear. Single left click on Patient Search.

21.)   Every order you place together (1-multiple tests) with have a single Package ID if all orders were printed at the same time. To see the results for each test that was ordered together it is best to search by Package ID. The Package ID will be the same for each test that was ordered together. Type in the Package ID number and single left click OK. If you wish to search for only one specific test result you may search by the individual Accession number instead of the Package ID. All Accession numbers begin with "A."

22.)   The tests with that Package ID will appear with the first test already highlighted in blue. If the Test result has been finished you will see the result listed under Test Results on the bottom half of the screen. If there is more than one test associated with this Package ID, single left click the small square box to the left of the next Accession number to see the results for that specimen.

Printing Starlims Reports:

22.)   To print the official Starlims Report for each sample, highlight each individual Accession number one at a time and single left click the Print Preliminary Report button. A PDF copy of the Starlims Report will appear. You may then print the report with a single left click of the print icon.