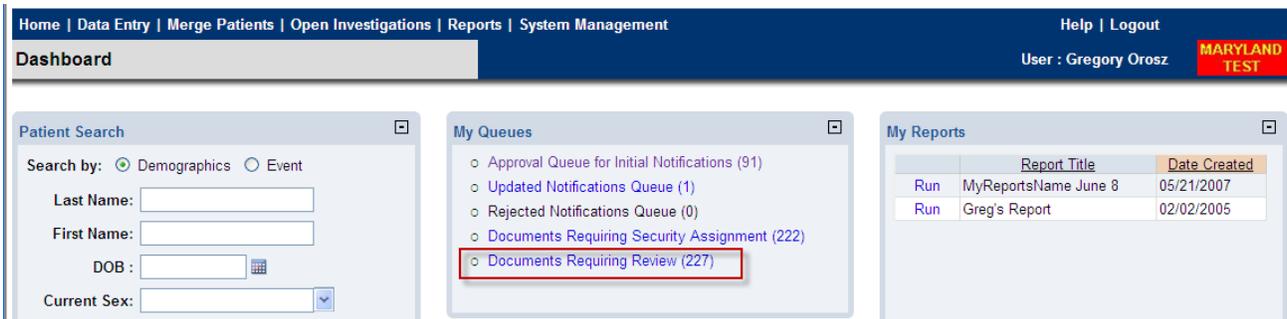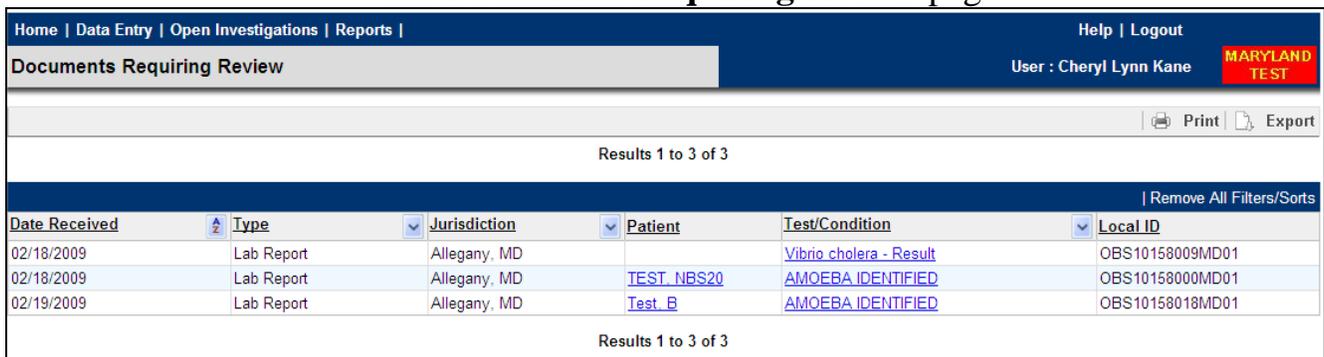# Electronic Lab Reports (ELRs) and NEDSS

Electronic lab reports are listed on the NEDSS home page in the **Documents Requiring Review** queue. **Documents Requiring Review** is a list of lab reports that aren't associated with Investigations. You should check the queue for new lab reports **everyday**.

(1) Click the link and it will take you to a list of lab reports (electronic and any "un-associated reports" that have been entered manually as well).
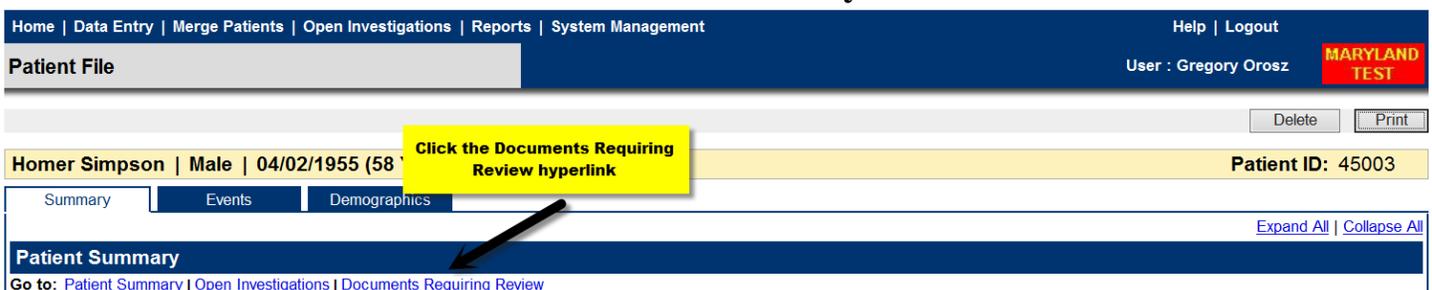
The **Documents Requiring Review** page

You will only be able to see the lab reports for your **Jurisdiction** and **Program Area**. You can sort any column alphabetically by clicking the column heading once for ascending alphabetical order and clicking it again to have the column sorted in alphabetically descending order. Clicking the test/condition takes you straight to the lab report.

(2) Click the patient's name. This takes you to the **Patient File** page/**Summary** tab.

Patient File/Summary tab

A list of **Open Investigations** is just above the lab reports section. You can check to see if an open investigation has already been created and if the lab report is a follow-up to an existing lab report (If it is, skip to step 6A to associate it with that Investigation).

(3) Click the **Events** tab at the top or bottom of the page in order to check and see if there are any **Closed Investigations** the lab report should be associated with (If there are, skip to step 6A).

View File page/Events tab

(4) After clarifying that an Investigation <u>has not</u> already been created, click the date link under **Date Received.** This opens the lab report.

View Lab Report page

(5) On the **View Lab Report** page, you have a decision to make**:**

- Mark as Reviewed is <u>*only*</u> used for lab reports of non-reportable conditions that don't require the creation of a new investigation. Clicking the button removes the lab report from the **Documents Requiring Review** queue; however, it is still available for future use in the patient record. Please make a note in **Lab Report Comments** as to why you chose this option.

- **Transfer Ownership** allows you to transfer the report to another jurisdiction.

- **Create Investigation** is used to create an Investigation incorporating the data from the lab report. Follow the steps you normally would to complete the Investigation. *Note: Please check to see if the County on the Patient tab of the Create Investigation page has been added. It needs to be included and NEDSS will add it roughly 40% of the time.*

To associate the lab report with an existing Investigation

(6A) On the **View File** screen/**Events** or **Summary** tab: click the Investigation's date link under **Start Date** to open the Investigation.

(6B) On the **View Investigation** page, click **Manage Associations.** This takes you to the **Manage Associations** page.

Manage Associations page, Lab Reports section

On the **Manage Associations** page, check the box next to the lab report that you would like associated with this Investigation, then click **Submit**. The lab report is now linked ("associated") with the Investigation. **Note**: If needed, a lab report can be associated with more than one investigation.

NEDSS users can also de-associate an ELR from an investigation by simply clicking the checked box. The check will disappear and the ELR is no longer associated with the investigation.

You are done with this lab report. You should return to the queue and process all the lab reports each day.

What to do if the lab report does not list a patient address.

Some ELRs do not list the patient address. It is necessary to call the submitter and request this information. You can view (and print) individual lab reports in the Documents Requiring Review queue by clicking the date link for each report. Upon getting the address:

It belongs to your county. Decide whether to:

It belongs to another jurisdiction. Transfer it. See Transferring a Lab Report on the next page.

Associate it with an existing investigation

Create a new investigation.

Open the investigation by clicking the date-link. You can do this from the Events tab or if it is an open investigation, from the Summary tab.

Add the patient address and relevant demographic information to the Patient tab of the Create Investigation page. Always keep an eye on the elapsed time in the left-hand bottom corner of the screen. If you are running low on time submit what you have done so far before continuing to the next step.

Click Manage Associations on the View Investigation page.

Click the Condition tab and complete fields as possible. Some fields such as Date of Report, Reporting Source, Ordering MD should be carried over from the lab report.

Click the box to the left of the lab report to associate the report with that investigation. Submit.

Transferring a Lab Report

Before you transfer a lab report, you need to put the name of your county and the patient address in the **Lab Report Comments** Section, so that the receiving county knows where the lab report was transferred from and, if necessary, contact you with any questions.

To add a comment, click the **Order Information** hyperlink at the top of the page and then scroll down to the **Lab Report Comments** section. Click **Add Comment**.
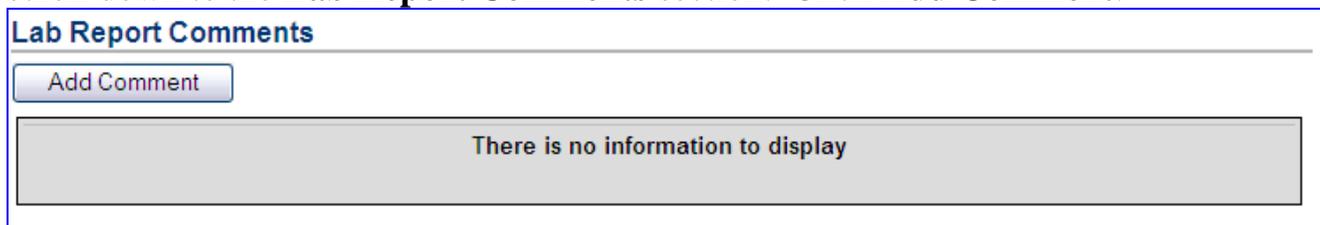
Lab Report Comments

Add Comment

There is no information to display

A separate window appears. Type in your jurisdiction and the patient's address and click Submit.

Submit Cancel

Add Comment: From Wicomico County
Patient address: 1313 Mockingbird
Lane, Ocean City, MD 21842

Submit Cancel

NOTE: If a **Windows Internet Explorer** pop-up box appears with the options, **Retry** and **Cancel**, click **Retry**.

The finished comment looks like this. **NOTE**: your name and current date will be automatically added to the comments section.
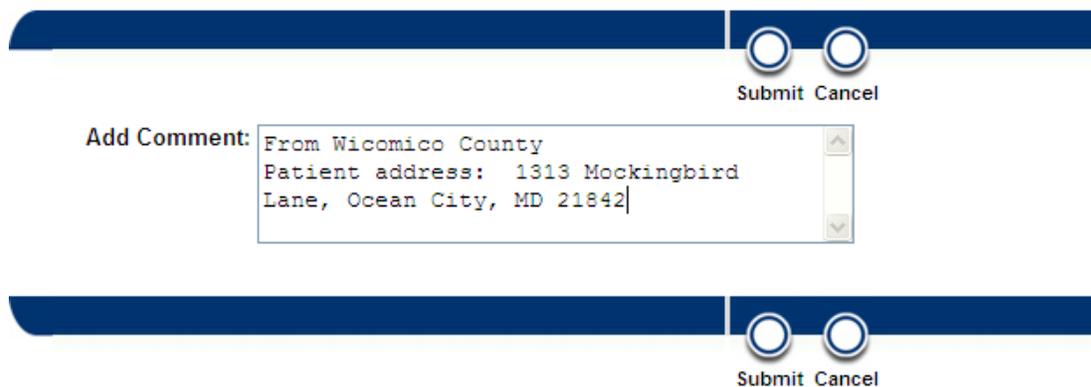
Lab Report Comments

| 10/21/2011 | Gregory Orosz | From Wicomico County Patient Address: 1313 Mockingbird Lane, Ocean City, MD 21842 |

When you transfer a lab report to another jurisdiction, your name will automatically replace **ELR Loader** which appears after **Updated** at the top right of the page. This will tell the receiving county that the lab report has been transferred from another jurisdiction and not directly from a lab.

Before Transfer

| Created: 09/30/2008 by: ELR Loader | Updated: 09/30/2008 by: ELR Loader |

After Transfer

| Created: 09/30/2008 by: ELR Loader | Updated: 10/01/2008 by: Gregory Orosz |

The ELR Queue

        Each morning, new ELRs are added to the **Documents Requiring Review** queue. When the ELR's get added to the lab report queue, they are not automatically linked to a pre-existing patient record. If there are multiple ELRs for the same patient, these multiple reports are not automatically linked together into one patient record. For example, if three Mayo Hep C electronic lab reports for the same patient come into NEDSS, each lab report has its own patient ID number until the lab reports are merged under one patient record and one patient ID number.

        At the state level, each lab report is manually merged with any pre-existing patient records and, if needed, multiple lab reports for the same patient are merged and linked to one patient record (and ID number). This process prevents duplication of investigations and master patient records. Once this is complete, the following email is sent to all local health department staff who handles ELRs.

To all,

As of this morning, new electronic lab reports (ELRs) have been checked for potential merges with existing NEDSS patient records and merges have been performed as noted below. Please keep in mind that as you review new lab reports, nearly all of them should be "associated" with an existing Investigation record or a new Investigation that you create. (To "associate" lab reports click the "Manage Associations" button at the top of the appropriate Investigation screen.)

When you create an investigation from an ELR, please make sure to check to see if the **County** has been added in the **Address Information** section of **Patient** tab on the **Create Investigation** page. Although NEDSS does populate that field, it usually only does so 40% of the time. Please check and make sure the County, as well as the most current address, is there when you associate an ELR with an existing investigation.

Only in the situation where no Investigation exists and none will be created (for example, a lab for a non-reportable condition) should the lab simply be "Marked as Reviewed" (and therefore not "associated" with any Investigation). In those cases a Comment should be added to the lab report indicating the reason for that decision.

Today's merges are complete.

To the ELR crew,

As of this morning, new electronic lab reports (ELRs) have been checked for potential merges with existing NEDSS patient records and merges have been performed as noted below. Please keep in mind that as you review new lab reports, nearly all of them should be "associated" with an existing Investigation record or a new Investigation that you create. (To "associate" lab reports click the "Manage Associations" button at the top of the appropriate Investigation screen.)

Only in the situation where no Investigation exists and none will be created (for example, a lab for a non-reportable condition) should the lab simply be "Marked as Reviewed" (and therefore not "associated" with any Investigation). In those cases a Comment should be added to the lab report indicating the reason for that decision.

All Merges are complete.

Updated: October 29, 2013