

AUSCARE - Manual Melbourne Health



auscare

Server

Username

Password

Login



CONTENTS

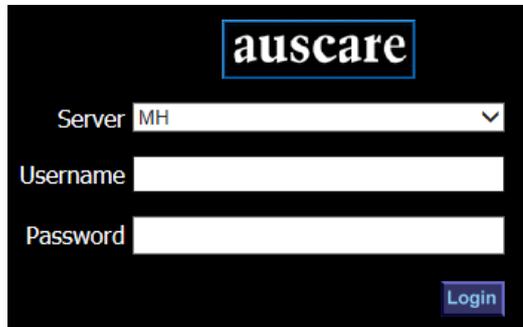
Navigation	4
Search using Patient Demographics	5
Search using Location Attributes	5
Search using Doctor and / or Consultant	6
Icon Status	6
Investigations Tab	7
Zoom in or out	7
View Type	8
Cumulative	8
View Graphs	11
Reports.....	12
Requests	14
Episodes	14
Ordering Tab.....	14
How to Look Up a Valid CrossMatch and Consent via Cumulative View	15
Transfusion Button	15
Enquiry Button.....	16
Print single report or screen	17
Print all reports for a single laboratory episode	22
User Settings Button	24
Changing your Password.....	24
Selection Defaults.....	25
Additional Links	25
Button Operations.....	26
Cumulative Profiles.....	26
Order Settings and Order Copies To.....	26
Favourites	27
Favourites – Create/Modify.....	27
1. Create Personal Favourites list.....	27
2. Modify a Personal Favourite list.....	28
3. Delete a Personal Favourite	29
4. Selecting Default Personal Favourite.....	29
5. To add a patient to a Favourites list	30
6. To Create a Shared Favourite	31
7. Modify a Shared Favourite list	32
8. Delete a Shared Favourite list that you created.....	33
Favourites – View My Favourites	33
Favourites – Managed Shared	33
1. To view an audit entry via the My Shared Favourites table	34
2. To Add a ‘My Shared Favourites’ to the “Included Shared Favourites” table	35
3. Functions of the Included Shared Favourites table	37
4. Removing a Shared Favourite from the “Included Shared Favourites” table	37
5. Selecting Default Shared Favourite	38
6. Search Available Shared Favourites.....	38
7. To Add “Available Shared Favourites for <HCF/Unit>” to the “Included Shared Favourites” table	39
8. To add a patient to a Favourites list	40
Favourites – System Administrator	41
1. Delete a Shared Favourite from the Available Shared Favourites for <HCF/Unit> table	42
2. Modify a Shared Favourite from the Available Shared Favourites for <HCF/Unit> table	42
3. Clearing or Deleting Shared Favourite(s) from the Modify Shared Favourites table	43
My Tasks Button	44
My Tasks - Favourites	44
My Tasks Investigations to Sign Off.....	45
Signing off Reports.....	45

1. Via the Enquiry screen	46
2. Via My Tasks - Favourites.....	47
3. Via My Tasks - Investigations to Sign off.....	48
Sign off while AUSLAB is unavailable.....	48
Auto Signoff / Timeout Signoff.....	48
1. Auto Signoff:.....	48
2. Timeout Signoff:	48
3. Undo Signoff.....	48

NAVIGATION

Logging into AUSCARE

Selecting the **AUSCARE** icon on the desktop via a double click



- The login screen displays with the cursor in the Username field
 - If you are a Melbourne Health employee; enter your **NETWORK username and password** and either select **Enter** or the **Login** button
 - If you are not a Melbourne Health employee; enter the **username you have been provided with on successful registration for AUSCARE access. Use the password you have been provided with for your first login (then change your password) and either select Enter or the Login button**

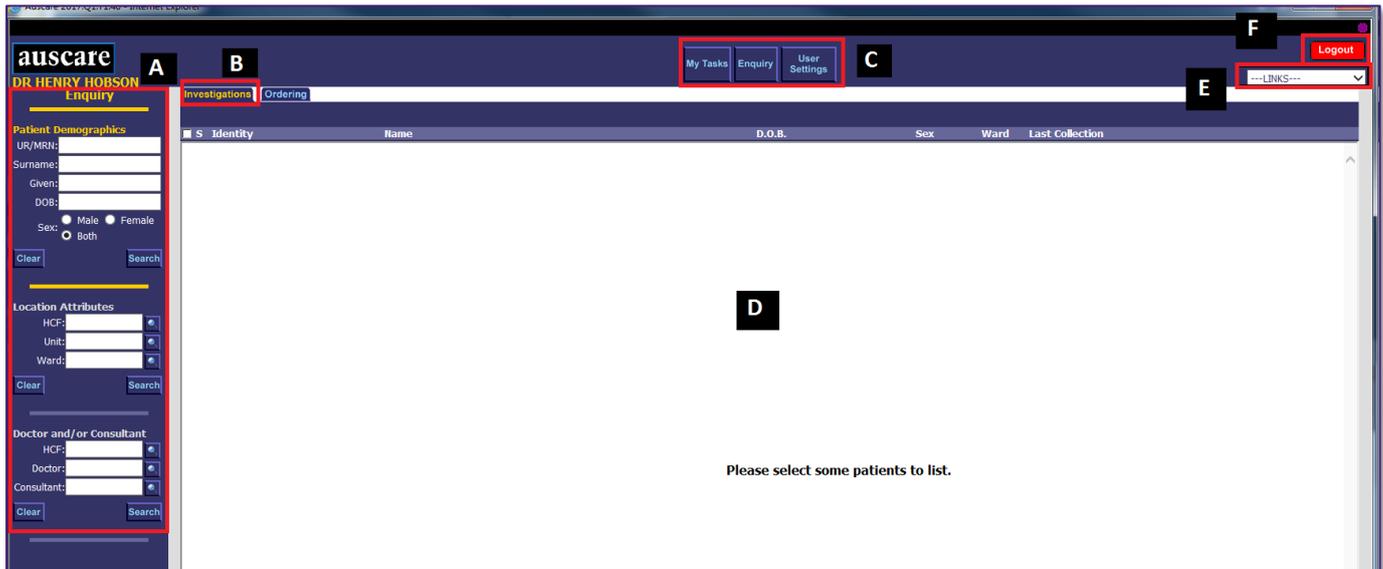
Logging out of AUSCARE

From any screen select the **Logout** button on the top right hand side of the screen.



When AUSCARE opens the enquiry screen displays as the standard home page

Label	Description
A	The enquiry search criteria options down the left side: <ul style="list-style-type: none"> • Patient Demographics • Location Attributes • Doctor and / or Consultant
B	A series of tabs in the second tier that relate to the different components of the browser: <ul style="list-style-type: none"> • Investigations (pathology results) • Ordering
C	A series of high- level functions on the top menu of the screen Back – Displays after drilling down through screens My Tasks Enquiry User Settings
D	Data section that relates to the search criteria and component selected
E	Links
F	Logout Button



SEARCH USING PATIENT DEMOGRAPHICS

UR/MRN field

- Displays a list of patients with the UR number entered and any linked UR numbers (patients with multiple UR numbers may have them linked by the PURN team to improve data integrity)
- **Note:** the UR/MRN prefix may need to be included for UR/MRN searches other than the default laboratory set on the user's login.

Surname field

- Displays a list of patients with the same surname as entered
- **Note:** The Surname field is mandatory for a Name search to be initiated.
- The system will filter up to 1000 patients from the list of all patients associated to this patient demographic and display a patient list. Surname and Given/First Name searches names that sound similar.

Note: Date of Birth and or sex search fields cannot be used as a search option without part or the entire surname

SEARCH USING LOCATION ATRIBUTES

This feature is used to display patients according to the Health Care Facility (HCF), Unit (i.e. Clinical unit) or Ward that they are located in.

The default HCF is determined by your login

or

it can be set on the User Settings > Selection Default options along with the Ward and Clinical Unit

Entering the HCF allows the user to restrict the lookup list of the Unit or Ward.

Search hint: The Unit is the Clinical Unit which the patient is registered in IPM.
E.g. Orthopaedics or Renal

HCF, Unit and Ward field

- The mnemonic may be entered and the search initiated
OR
- Enter the first letters of the any word in the name of the location required, (as only 100 entries can be displayed)
- Select the button  to display lookup table. The refine function is available to further narrow the search
- Double click entry to populate it onto the required field

SEARCH USING DOCTOR AND / OR CONSULTANT

HCF, Doctor and Consultant field

- The mnemonic may be entered and the search initiated
OR
- Enter the first letters of the any word in the name of the HCF, Doctor or Consultant required, (as only 100 entries can be displayed)
- Select the button  to display lookup table. The refine function is available to further narrow the search
- Double click entry to populate it onto the required field

Search hint:
Doctor mnemonic starts with the first 3 letters of the surname followed by the first letter of the given/first name

ICON STATUS

Viewing a list of reports, an icon may be seen which indicates the specific status for that report.

Note: An envelope, page or hourglass will display if there are unviewed/unsigned off/pending pathology results in the list of results using Reports, Requests or Episodes view types.

The icon representing the most critical status of the results will display. E.g. where a result contains both normal and abnormal and results the icon representing abnormal results will display.

-  At least one validated critical result on the request
-  At least one validated abnormal result on the request
-  At least one validated normal result on the request
-  At least one validated result on the request
-  Request unvalidated and no results available
-  Report signed off (by clinician)
-  Report automatically signed off by system

- If reports have not been signed off within the expected timeframe, the icons appear as **flashing** and will remain **flashing** until the reports are signed off. See page 40 regarding Sign Off.

INVESTIGATIONS TAB

The Investigations Tab displays patient results in the body of the screen depending on the View Type selected in the left pane.

The screenshot shows the Auscare interface for 'Dummy, Patient Alfred PM981109999'. The left pane shows 'View Type' set to 'Cumulative'. The main area displays a table of results for various lab tests across multiple dates. A callout bubble points to the table with the text: 'Table format view allowing user to scroll through historical'. Another callout bubble points to the right side of the screen with the text: 'Displays as Printed Report view'. A third callout bubble points to the 'Episodes' section in the left pane with the text: 'Episodes'. A fourth callout bubble points to the 'Cumulative' view type in the left pane with the text: 'Cumulative'.

Lab Number	8002-0171	8001-8494	8001-8495	8001-8051	8001-838
Collected Date	30-May-2017	20-May-2017	20-May-2017	18-May-2017	18-May-2017
Collected Time	09:00	09:00	09:00	16:00	16:00
Date Registered	30-May-2017	20-May-2017	20-May-2017	18-May-2017	19-May-2017
Time Registered	17:37	13:43	13:46	16:40	15:57
Specimen Type	BLOOD	BLOOD	BLOOD	BLOOD	BLOOD
Primary Site					
Specimen Site					
Clinical Notes					
Requesting Laboratory	PM	PM	PM	PM	PM
Requests					
Haematology					
Haemoglobin	120	130	130		
White Cell Count	17.0 H	6.0	6.0		
Platelet Count	155	360	250		
Hct	0.36	0.50	0.45	0.45	
RCC	4.50	3.80			
MCV	90	99			

ZOOM IN OR OUT

Ctrl and + To increase font size

Ctrl and - To decrease font size

- The altered font size is not retained between sessions of use.

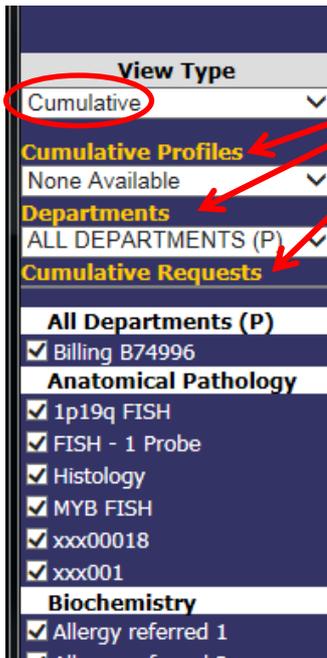
VIEW TYPE

Each View Type uses a different results presentation’.

CUMULATIVE

Cumulative - view current and past pathology results in an aggregated format including numeric and non-numeric results, result comments and reference ranges.

Note: User needs to select and submit viewing options before a report will display.



Filter options

Available using drop down menu

Or

Tick boxes

Cumulative Profiles

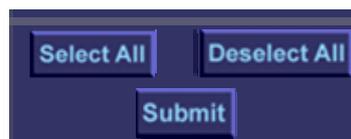
- If none exist, then “None Available” will display in the drop down box. The User can create Cumulative Profiles (see page 20)
- Once selected, any Cumulative Requests that match this particular Cumulative Profile will have their check box ticked.
- **Note:** While in a current AUSCARE session, the Cumulative Profile selected from the drop down box will be remembered by the application when refreshing the Cumulative View screen.

Departments

- Display with the “ALL DEPARTMENTS” (For Pathology Division) by default
- A list of all the departments available can be selected from the drop down box

Cumulative Requests

- The Cumulative Requests displays a filtered list of all of the “Orderable Requests” that have been ordered for that patient for the selected Department. The requests are displayed in alphabetical order with a check box for individual selection.
- **Note:** For requests that can also be part of a panel the index on the left will display them individually if ordered as such in alphabetical order.
- Requests are selected via the tick boxes. The default is NO selection.



- ‘Select All’ or ‘Deselect All’ buttons are available to select or deselect the requests.
- The ‘Submit’ button will be available to submit the request. A message will display on screen: ‘Collecting Data...’. The system refreshes the page on the right to display the selected cumulative results.

Viewing a Patient Report via Cumulative View

- The Cumulative View screen populates with all of the episodes that match the request list.
- The maximum number of episodes to be loaded onto the browser at any one time is 20 records.
- The episodes will display in COLLECTION date/time order with the most recent episode to the left hand side of screen.

Results are colour coded and flag based on reference ranges, critical limits are configured for each test result.

- **Black** Result is within the reference range
- **Orange** Result is outside the reference range
- **Red** Result is critical

T/F = To Follow

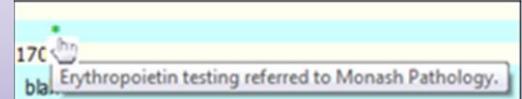
Note:

- Not all 'interim' (unvalidated/unauthorised) results are available for the clinician to view in AUSCARE.

Lab Number	8001-8085	8001-6191	8001-6345
Collected Date	18-May-2017	02-May-2017	02-May-2017
Collected Time	11:00	08:00	08:00
Date Registered	18-May-2017	02-May-2017	03-May-2017
Time Registered	18:38	09:58	14:10
Requesting Doctor			
Specimen Type	BLOOD	FLUID	BLOOD
Primary Site			
Specimen Site			
Clinical Notes			
Requesting Laboratory	PM	PM	PM
Requests			
Haematology			
Film Comment:	T/F		
Clinical Details:	T/F	anaemia	
Antibody Panel:	T/F	*	
WBC Events:	T/F	500000	
Flow WBC Units	T/F	*	
Total B-Cells:	T/F	20	
Total T-Cells:	T/F	20	
T-Helper Cells:	T/F	20	
T-Suppressor Cells:	T/F	20	
NK Cells:	T/F	20	
CD4:8 Ratio	T/F	N/A	
Description:	T/F	Text	
Conclusion:	T/F		
Flow Comment:	T/F		
Registrar:	T/F	Dr A. Panigrahi	
Consultant:	T/F	Dr P. Blombery	
Erythropoietin Comment:		*	
Date/Time Sent:		02/05/2017 1700	
External Reference			
Number:		blah	
EPO PDF:		PDF	

A hyperlink labelled "Text" will be displayed against an episode when the results total character length exceeds 80. Word based results also have a hyperlink labelled "Text" but they will be displayed without any formatting.

A Short text field displays when the cursor is held over the green * (Do not click mouse)



A black * indicates the test was unable to be completed by the laboratory.

PDF reports are displayed with a hyperlink labelled "PDF". The hyperlink opens a new window with the test result

A hyperlink labelled "REP" will be displayed against an episode when the results are only displayed in the report format. E.g. Microbiology sensitivity results

Lab Number	8001-3929
Collected Date	06-Apr-2017
Collected Time	09:00
Date Registered	06-Apr-2017
Time Registered	09:35
Requesting Doctor	
Specimen Type	SWAB
Primary Site	
Specimen Site	
Clinical Notes	
Requesting Laboratory	PM
Requests	
Microbiology	
Sensitivity Panel 2	
MRSA Culture	REP

Use the 'Previous 20 Records' and the 'Next 20 Records' buttons to navigate through the Lab Numbers (or episodes).

Previous 20 Records

Next 20 Records

Clinical Notes

A hyperlink labelled 'Text' displayed against the corresponding episode. Select the hyperlink to open a new window with the clinical note displayed.

JOHNSON, MH456 **Linked UR**			
Lab Number	8001-7604	8001-5590	8001-5584
Collected Date	02-May-2017	24-Apr-2017	24-Apr-2017
Collected Time	11:40	11:00	05:00
Date Registered	16-May-2017	24-Apr-2017	24-Apr-2017
Time Registered	11:10	11:34	10:47
Requesting Doctor			
Specimen Type	BLOOD	BLOOD	BLOOD
Primary Site			
Specimen Site			
Clinical Notes	Text		
Requesting Laboratory		AU	MH

Units and Reference Ranges

- Displayed in a fixed pane on the right hand side of screen.
- With the implementation of the new laboratory information system across PeterMac, Melbourne Health and Austin Health, a number of test 'Reference Intervals' have been reviewed and amended for harmonisation. When reviewing reports, please refer to the documented reference intervals that accompany pathology reports.

Audits

- Whenever the cumulative view is accessed, an audit entry will added to the full audit.
- Access to the full audit for the selected UR number is by selecting the Full Audit button.

Linked UR Numbers

- The left pane will list all Cumulative Requests for each linked UR number (patients with multiple UR numbers may have them linked by the PURN team to improve data integrity)
- Next to the UR number in the patient header cumulative report screen ****Linked UR**** will display
- All episodes and test results for each linked UR will display in chronological order within the cumulative report screen, with the most recent episode to the far left of all episodes and
- **Note:** If a UR number is "unlinked" from other UR numbers, then the display will reflect this change.

Request Form

- When a request form is scanned in the laboratory the image can be viewed in AUSCARE
- Enquiry > Investigations > Cumulative View report screen for the patient UR number.

auscare TEST

Investigations Ordering

Full Audit Transfusion

JOHNSON, MH456 ****Linked UR****

Lab Number	8001-6207	8001-7604	8001-5590	8001-5582
Collected Date	02-May-2017	02-May-2017	24-Apr-2017	24-Apr-2017
Collected Time				01:00
Date Registered	02-May-2017			Apr-2017
Time Registered	11:51	11:10	11:34	10:23

Click to view the potential request form.

View the request form by selecting the Lab Number

- A scroll bar is available to view request form images in their entirety.
- A zoom in (right mouse Select) and zoom out (left mouse Select) function is also available to view images.



VIEW GRAPHS

- The graph functionality is the same for all view types.

Select the test(s) required to be graphed. The test(s) will be highlighted in orange

Select the Graph button to display the cumulative graphs of selected test(s)

Lab Number	8002-0171	8001-8494	8001-8495	8001-8051	8001-8396	8001-8084	8001-6433	8001-7105
Collected Date	30-May-2017	20-May-2017	20-May-2017	18-May-2017	18-May-2017	18-May-2017	04-May-2017	16-Feb-2017
Collected Time	09:00	09:00	09:00	16:00	16:00	09:00	08:00	10:00
Date Registered	30-May-2017	20-May-2017	20-May-2017	18-May-2017	19-May-2017	18-May-2017	04-May-2017	11-May-2017
Time Registered	17:37	13:43	13:46	16:40	15:57	17:44	11:26	12:31
Specimen Type	BLOOD							
Requesting Laboratory	PM							
Haematology	120	130	130				T/F	120
Haemoglobin	17.0 H	6.0	6.0					
White Cell Count	155	360	250					
Platelet Count	0.36	0.50		0.45	0.45			
Hct	4.50	3.80						
RCC	90	99						
MCV								

- The graph view displays.

Data Range: 2 Months
Display Width: 1 Week

Display Style: Traditional

Add Test: Select Test
Remove Test: Select Test

Reset Graphs

—BG HCO3—
(mmol/L)

30-May 31-May 1-Jun 2-Jun 3-Jun 4-Jun 5-Jun

12:22 29 May 2017 -- 12:22 05 Jun 2017

12:22 29 May 2017 -- 12:22 05 Jun 2017

Date range currently displayed

Reset the graph to its original display when default settings have been changed

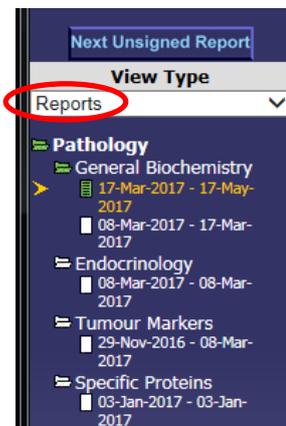
“Traditional” displays a single test/analyte per graph, while “Combined” displays multi tests/analytes per graph

A new test can be added to the display by selecting “Add Test”
A test can be removed by selecting “Remove Test”

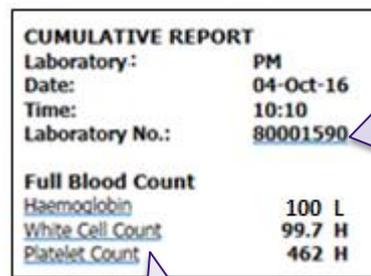
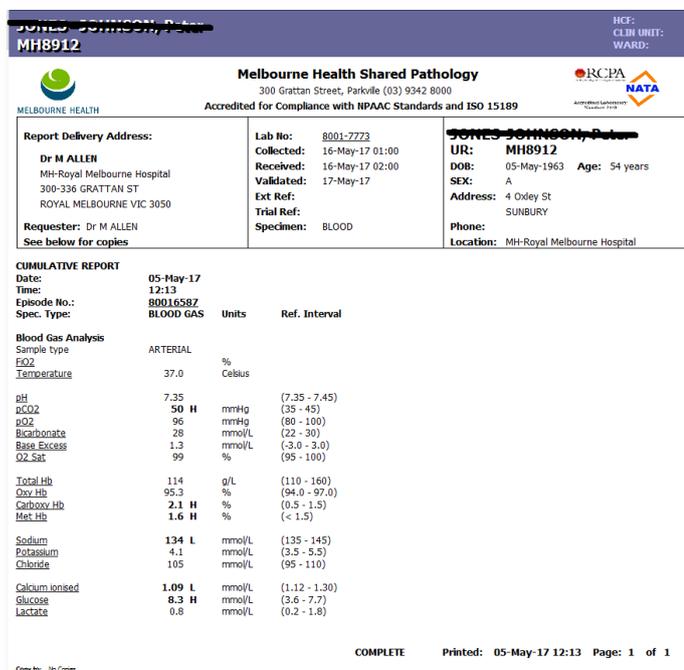
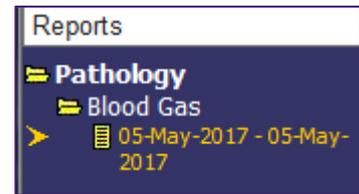
Data range means timeframe of data shown on the graph
Display width interval is the timeframe displayed along the X-axis

REPORTS

Reports - replica of the hard copy or paper report



- The report view provides a list of reports and under each, a list of collection date periods. The results for the selected report will be displayed on the body of the screen.
- A report with cumulative results will show the icon (folder, page) colour of the highest overall status of any unsigned off reports.
- Green: At least one validated normal result
- Yellow: At least one validated abnormal result
- The gold arrow will generally point to the first report page available for signoff



Selecting an underlined laboratory number triggers a **Request Form** button to appear above the Patient Demographic pane. Select button to display the request Form.

Selecting an underlined test triggers a **Graph** button to appear above the Patient Demographic pane. Select button to display the graphed results.

Version Numbering of Reports

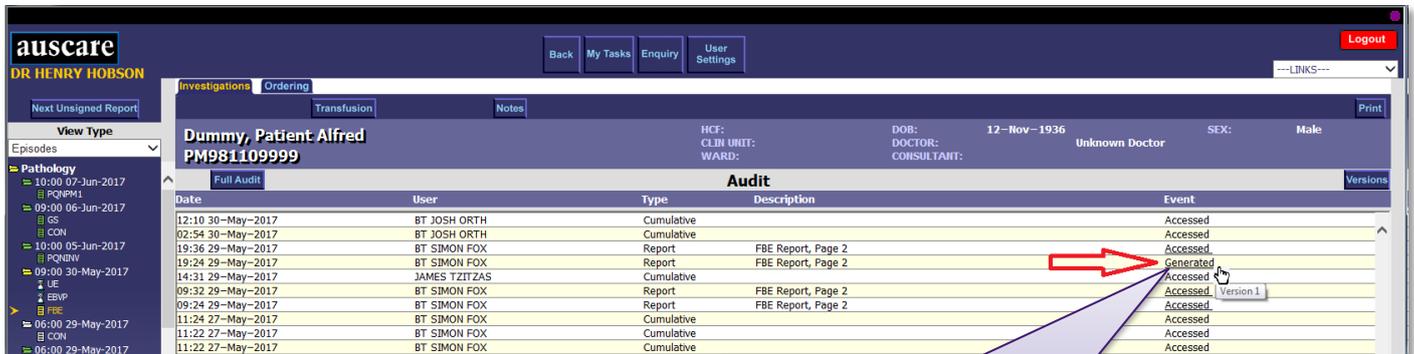
A new report version may have been 'generated' in AUSCARE since the AUSCARE screen was last refreshed. The version number of the report may be viewed and the user can see the report which has previously been accessed.



Once OK is selected, the new report page is generated and displayed with appropriate colour envelope status and the user can sign off the new report.

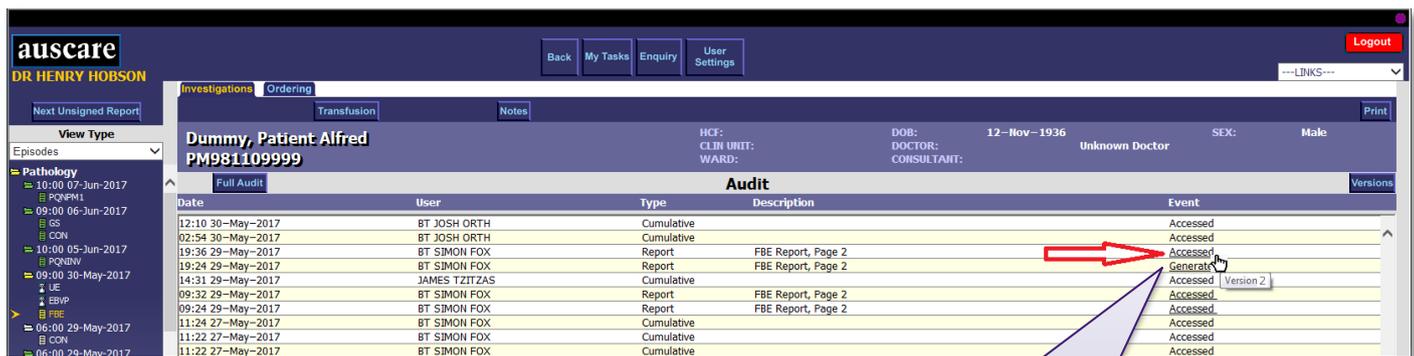
A report page version numbering system will increment each time a report page is changed (or re-generated). The audit entry appears as an event “Generated” in both AUSLAB (Enquiry Audit) and AUSCARE.

If the event “generated” is underlined, hover the mouse over the “Generated” event text will display the version number.

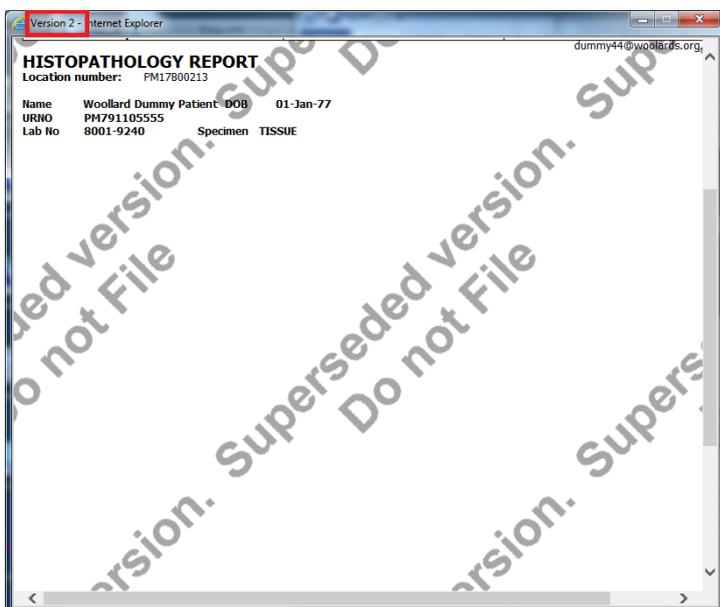


The version displays when the cursor is held over the 'Generated' event.

The audit also displays when the report has been accessed. When an event “Accessed” displays in the AUSCARE audit: hover over the “Accessed” event, text will display the version number. Select the underlined word and the report which was viewed will display. (This report may be the superseded report).

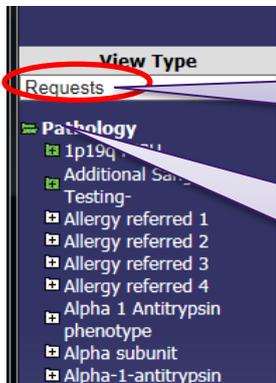


The version displays when the cursor is held over the 'Accessed' event. Select the underlined word and the superseded version of the report displays.



REQUESTS

Requests - list of the “orderable” tests/panels which have been requested, which displays in the body of the screen as a replica of the hard copy or paper report in a HTML format



The requests view provides a list of the “orderable” tests/panels (sorted alphabetically) which have been requested for the patient as per the AUSLAB.

The request will appear with an associated folder indicating the highest overall status of the collective episodes contained within. Upon initially entering this view, by default the tests/panels folders are closed. The folders can be expanded to display the reports associated with each request of the test/panel.

EPISODES

Episodes - displays the time and date of each request, which displays in the body of the screen as a replica of the hard copy or paper report in an HTML format



The episode view displays the time and date of each request (orderable test/panel) collection performed. Folders are displayed next to each request. The folder colour is specific to each group of requests according to the “icon (envelope) status”.

If there are several tests in a format panel with different statuses, the folder colour displayed will be the highest overall status. By default all folders are open*, and the gold arrow will generally point to the first request available for signoff on the most recent episode.

*An exception occurs for patients with more than 100 lines of episode and test information displayed in the episode view. In this case the first 100 lines of episode and test information are viewable. Beyond this limit all episodes which have all their pathology signed off, will appear as closed folders.

ORDERING TAB

Please do not use this functionality as it is not current business process.

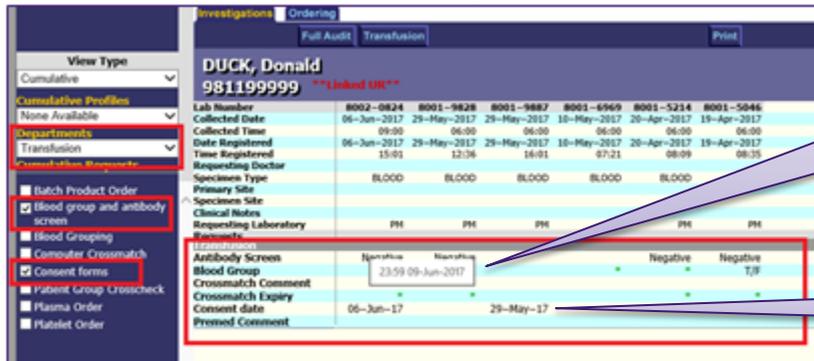
AUSCARE provides organisations with the functionality to electronically order pathology requests using the AUSCARE web interface. The software is intended ideally for use in a clinical setting that has wireless infrastructure and can incorporate the use of mobile PDA's and printers in wards for specimen collection and labelling. This process greatly reduced the risk of labelling and collection errors.

Note: The patient must be known in the AUSLAB system to use this functionality.

HOW TO LOOK UP A VALID CROSSMATCH AND CONSENT VIA CUMULATIVE VIEW

NOTE: THE INFORMATION AVAILABLE HERE HAS BEEN REPORTED IN AUSLAB, NOT TRANSFERRED FROM THE PREVIOUS LABORATORY INFORMATION SYSTEM (DÉTENTE).

- Filter by Department - Transfusion
- Select (tick) Blood Group and Antibody Screen and Consent forms – Submit



To display Crossmatch Expiry:
Move the cursor to the green asterisk and the information will display.

The date the consent form was signed displays

To view Consent form and Request Form

- Enquiry | Investigations | Cumulative View report screen for the patient UR number.
- Select the Lab Number at top of the result column to display.
- A zoom in (right mouse Select) and zoom out (left mouse Select) function is also available to view images.

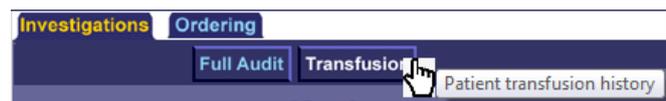


TRANSFUSION BUTTON

The Transfusion button displays when the patient has had transfusion requests made in AUSLAB.

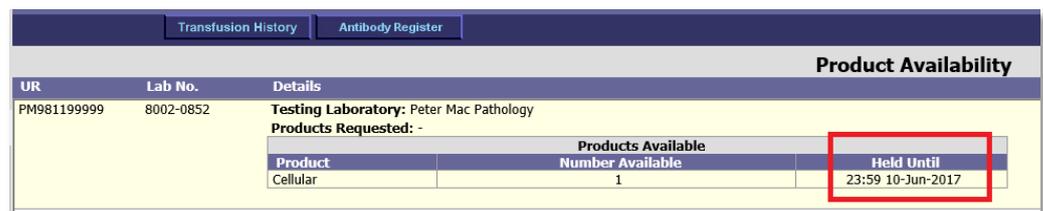
Three screens are available within this functionality:

- Product Availability
- Transfusion History
- Antibody Register



Product Availability

- Displays all the products available for this patient with the 'Held Until' time and date



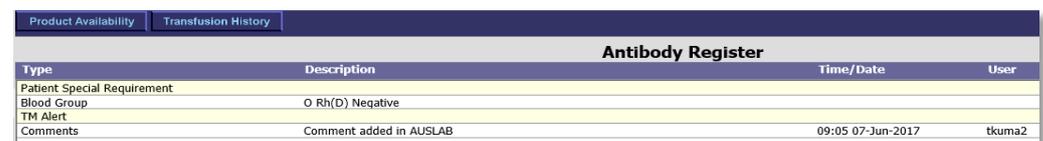
Transfusion History

- Displays all the products transfused
- Pre-AUSCARE history should be attained from Clinical viewer PM Pathology - External and Old



Antibody Register

- Displays Special Requirements, Blood group, TM Alert and comments



ENQUIRY BUTTON

This facility enables the user to search for patients by personal demographics, location and, doctor and/or consultant. When in other screens, this button returns the user to the Enquiry pane.

Please see the sections of this document on Searching by Patient Demographics, Searching by Location Attributes and Searching by Doctor and / or Consultant on page 5 and 6.

Patient Demographics

UR/MRN:

Surname:

Given:

DOB:

Sex: Male Female
 Both

Location Attributes

HCF:

Unit:

Ward:

Doctor and/or Consultant

HCF:

Doctor:

Consultant:

PRINT SINGLE REPORT OR SCREEN

To print from Cumulative View

- To print a single report – select the Print button.

The screenshot shows the AUSCARE web interface. At the top, there are navigation buttons: 'My Tasks', 'Enquiry', 'User Settings', and 'Logout'. Below this is a header for the patient: 'HEATH, Melbourne', 'MH36963', 'DOB: 01-Jan-1944', 'SEX: Female'. A 'Print' button is highlighted in a red box. The main area displays a table of test results for various categories: Haematology, Biochemistry, Microbiology, and Transfusion. The table has columns for Lab Number, Collected Date, Date Registered, Time Registered, Requesting Doctor, Specimen Type, and multiple columns for test results across different dates (09-Oct-2017, 15-Sep-2017, 15-Sep-2017, 13-Sep-2017, 22-Aug-2017, 21-Aug-2017, 20-Aug-2017, 20-Aug-2017, 19-Aug-2017, 19-Aug-2017, 18-Aug-2017, 17-Aug-2017, 16-Aug-2017, 15-Aug-2017). A 'Ref Range' column is also present. The left sidebar contains various filters and checkboxes for different test categories.

- The print preview displays and the user may direct the printing to any configured printer

This screenshot shows the same cumulative report as above, but with a 'Print' dialog box open. The dialog box has 'General' and 'Options' tabs. Under 'General', there is a 'Select Printer' dropdown menu with several options: 'MHB2-VCCC on rnhprint4', 'MHB2-VCCC on rnhPrint4.ssg.org.au', and 'Microsoft XPS Document Writer'. There are also fields for 'Status', 'Location', and 'Comment'. Under 'Options', there are checkboxes for 'Print to file', 'Send To OneNote 2010', 'ZDesigner TLP 2844', and 'ZDesigner TLP 2844-Z'. There are also fields for 'Page Range' (radio buttons for 'All', 'Selection', 'Current Page') and 'Pages' (set to 1). A 'Number of copies' field is set to 1. There are 'Print', 'Cancel', and 'Apply' buttons at the bottom of the dialog box.

Print Pop Out windows from Cumulative View

- To display the pop out window, select the underlined text on the cumulative screen. E.g. REP or TEXT or PDF

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DR S SMITHS

Investigations Ordering

View Type: Cumulative

HEATH, Melbourne MH36963

Lab Number	0800-2597
Collected Date	20-Aug-2017
Collected Time	16:00
Date Registered	23-Aug-2017
Time Registered	08:57
Requesting Doctor	
Specimen Type	SWAB
Primary Site	
Specimen Site	
Clinical Notes	
Requesting Laboratory	MH
Requests	
Microbiology	
VRE Screening	REP
E-test MIC	

Products available for transfusion display on this section of the report.

HEATH, Melbourne MH36963

HCF: WARD: DOB: 01-Jan-1944
DOCTOR: GENDER: Female CONSULTANT:

Melbourne Health Shared Pathology
300 Grattan Street, Parkville (03) 9342 8000
Accredited for Compliance with NPAAC Standards and ISO 15189

Report Delivery Address: **Dr S Smiths**

Lab No: 0800-2597
Collected: 20-Aug-17 16:00
Received: 20-Aug-17 17:00
Validated: 23-Aug-17
Ext Ref:
Trial Ref:
Specimen: SWAB

HEATH, Melbourne UR: MH36963
DOB: 01-Jan-1944 Age: 73 years
SEX: F
Address: 300 Grattan St PARKVILLE
Phone:
Location: MH 2 West Card/Thor Sx

VANCOMYCIN RESISTANT ENTEROCOCCUS CULTURE

CULTURE:
Organism 1 Vancomycin Resistant Enterococci +
Vancomycin resistant Enterococcus sp. DETECTED

SUSCEPTIBILITIES: (Antibiotic Abbreviations Attached)

AMX VA
1 Vancomycin Resistant Enterococci + R R

Antibiotic Abbreviations Guide:
AMX Amoxicillin
VA Vancomycin

Medical Microbiologist: Dr V Sinickas (03) 9342 8329 COMPLETE Printed: 23-Aug-17 09:01 Page: 1 of 1
Copy to: No Copies

- Once the pop out window displays, select the Control and P keys at the same time. The print options screen displays and the user may direct the printing to any configured printer.

HEATH, Melbourne MH36963

HCF: WARD: DOB: 01-Jan-1944
DOCTOR: GENDER: Female CONSULTANT:

Melbourne Health Shared Pathology
300 Grattan Street, Parkville (03) 9342 8000
Accredited for Compliance with NPAAC Standards and ISO 15189

Report Delivery Address: **Dr S Smiths**

Lab No: 0800-2597
Collected: 20-Aug-17 16:00
Received: 20-Aug-17 17:00
Validated: 23-Aug-17
Ext Ref:
Trial Ref:
Specimen: SWAB

HEATH, Melbourne UR: MH36963
DOB: 01-Jan-1944 Age: 73 years
SEX: F
Address: 300 Grattan St PARKVILLE
Phone:
Location: MH 2 West Card/Thor Sx

VANCOMYCIN RESISTANT ENTEROCOCCUS CULTURE

CULTURE:
Organism 1 Vancomycin Resistant Enterococci +
Vancomycin resistant Enterococcus sp. DETECTED

SUSCEPTIBILITIES: (Antibiotic Abbreviations Attached)

AMX VA
1 Vancomycin Resistant Enterococci + R R

Antibiotic Abbreviations Guide:
AMX Amoxicillin
VA Vancomycin

Print dialog box open:

Select Printer: MHB2-VCCC on rnhprint4, MHB2-VCCC on rnhPrint4.ssg.org.au, Microsoft XPS Document Writer, Send To OneNote 2010, ZDesigner TLP 2844, ZDesigner TLP 2844-Z

Status: Toner/Ink Low
Location: Materials Handling Building, Level 2
Comment: Fuji Xerox ApeosPort-IV C3375 IP: 172.28.26.2

Page Range: All, Selection, Current Page, Pages: 1
Number of copies: 1
Print, Cancel, Apply

Medical Microbiologist: Dr V Sinickas (03) 9342 8329 COMPLETE Printed: 23-Aug-17 09:01 Page: 1 of 1
Copy to: No Copies

Request forms and other pop out windows may be printed using the Control and P keys from any screen

To print from Reports, Episodes or Requests Views

- To print a single report— select the Print button.

HEATH, Melbourne
MH36963

HCF: CLIN UNIT: DOB: 01-Jan-1944
WARD: DOCTOR: CONSULTANT: SEX: Female

Melbourne Health Shared Pathology
300 Grattan Street, Parkville (03) 9342 8000
Accredited for Compliance with NPAAC Standards and ISO 15189

Lab No: 0800-5091	Ext Ref:	HEATH Melbourne
Collected: 09-Oct-17 09:00	Trial Ref:	UR: MH36963
Received: 09-Oct-17 10:00	Specimen: BLOOD	DOB: 01-Jan-1944 Age: 73 years
Validated: 09-Oct-17	Requester: Dr S Smiths	SEX: F Phone:
Dr S Smiths		Address: 300 Grattan St PARKVILLE
		Location: MH 2B Cardiology

CUMULATIVE REPORT

Laboratory:	MH	MH	MH	Units	Ref. Interval
Date:	13-Aug-17	21-Aug-17	09-Oct-17		
Time:	09:00	22:00	09:00		
Lab No:	08002523	08002566	08005091		
Spec. Type:	BLOOD	BLOOD	BLOOD		
General Chemistry					
Sodium	--	130 L	140	mmol/L	(135 - 145)
Potassium	2.0 L	5.0	4.2	mmol/L	(3.5 - 5.2)
Chloride	--	110	100	mmol/L	(95 - 110)
Bicarbonate	--	30	28	mmol/L	(22 - 32)
Urea	--	2.5	5.0	mmol/L	(2.5 - 7.2)
Creatinine	--	90	59	umol/L	(45 - 90)
eGFR	--	55 L	88 L	See Below	(> 90)

NOTES:
Episode 08005091 09-Oct-17 09:00
Comments: eGFR calculated using CKD-EPI, units: ml/min/1.73m2.

- The print preview displays and the user may direct the printing to any configured printer

HEATH, Melbourne,
MH36963

HCF: WARD: DOB: 01-Jan-1944
DOCTOR: GENDER: Female
CONSULTANT:

Melbourne Health Shared Pathology
300 Grattan Street, Parkville (03) 9342 8000
Accredited for Compliance with NPAAC Standards and ISO 15189

Lab No: 0800-5091	Ext Ref:	HEATH Melbourne
Collected: 09-Oct-17 09:00	Trial Ref:	UR: MH36963
Received: 09-Oct-17 10:00	Specimen: BLOOD	DOB: 01-Jan-1944 Age: 73 years
Validated: 09-Oct-17	Requester: Dr S Smiths	SEX: F Phone:
Dr S Smiths		Address: 300 Grattan St PARKVILLE
		Location: MH 2B Cardiology

CUMULATIVE REPORT

Laboratory:	MH	MH	MH	Units	Ref. Interval
Date:	13-Aug-17	21-Aug-17	09-Oct-17		
Time:	09:00	22:00	09:00		
Lab No:	08002523	08002566	08005091		
Spec. Type:	BLOOD	BLOOD	BLOOD		
General Chemistry					
Sodium	--	130 L	140	mmol/L	(135 - 145)
Potassium	2.0 L	5.0	4.2	mmol/L	(3.5 - 5.2)
Chloride	--	110	100	mmol/L	(95 - 110)
Bicarbonate	--	30	28	mmol/L	(22 - 32)
Urea	--	2.5	5.0	mmol/L	(2.5 - 7.2)
Creatinine	--	90	59	umol/L	(45 - 90)
eGFR	--	55 L	88 L	See Below	(> 90)

NOTES:
Episode 08005091 09-Oct-17 09:00
Comments: eGFR calculated using CKD-EPI, units: ml/min/1.73m2.

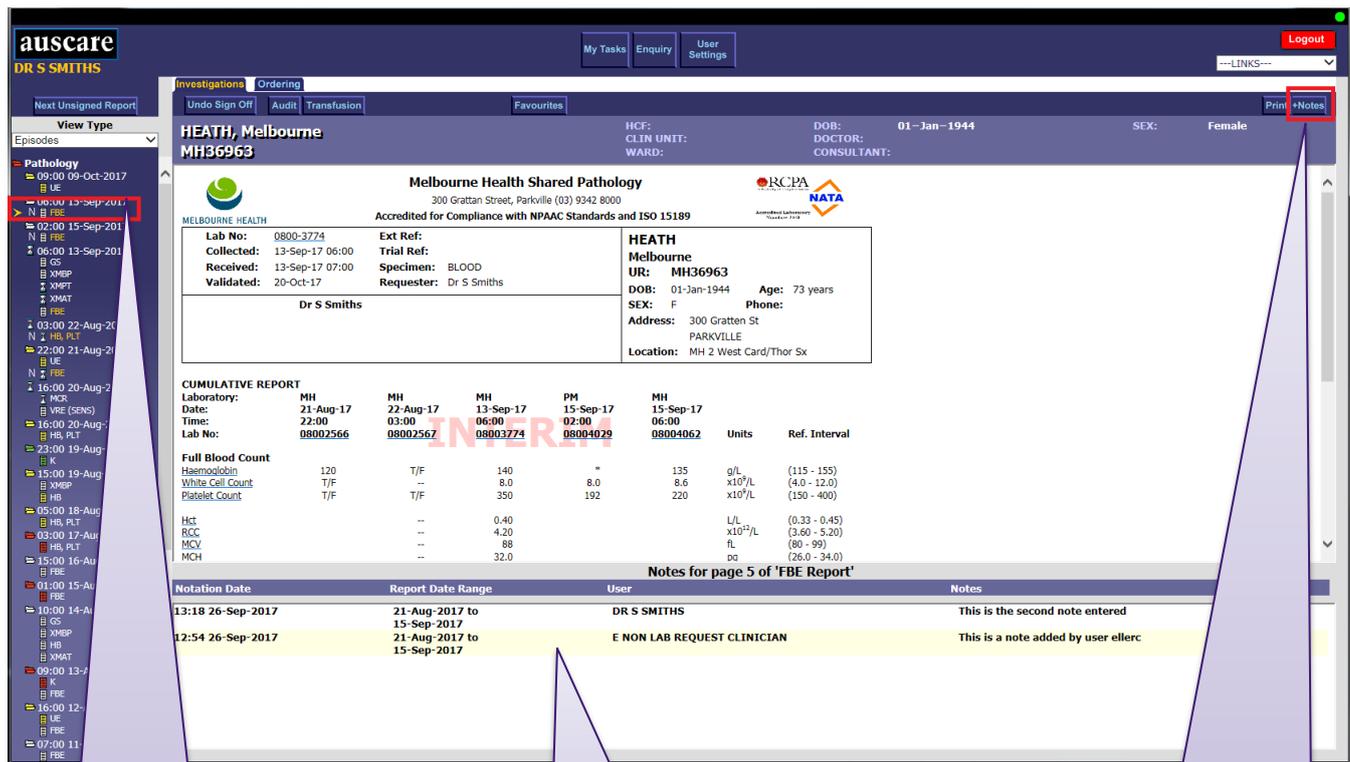
Dr M Mohr (Chemical Pathologist) (03) 9342 8000
Dr C Chiang (Endocrinology) (03) 9342 8000

COMPLETE Printed: 12-Oct-17 16:23 Page: 1 of 1

Print Dialog Box:
Select Printer: MH2-VCCC on rnhPrint4
Status: Toner/Ink Low
Location: Materials Handling Building, Level 2
Page Range: All
Number of copies: 1
Collate:

To print from Reports, Episodes or Requests Views with notes attached

- To print a single report– with AUSCARE notes select an episode with notes.



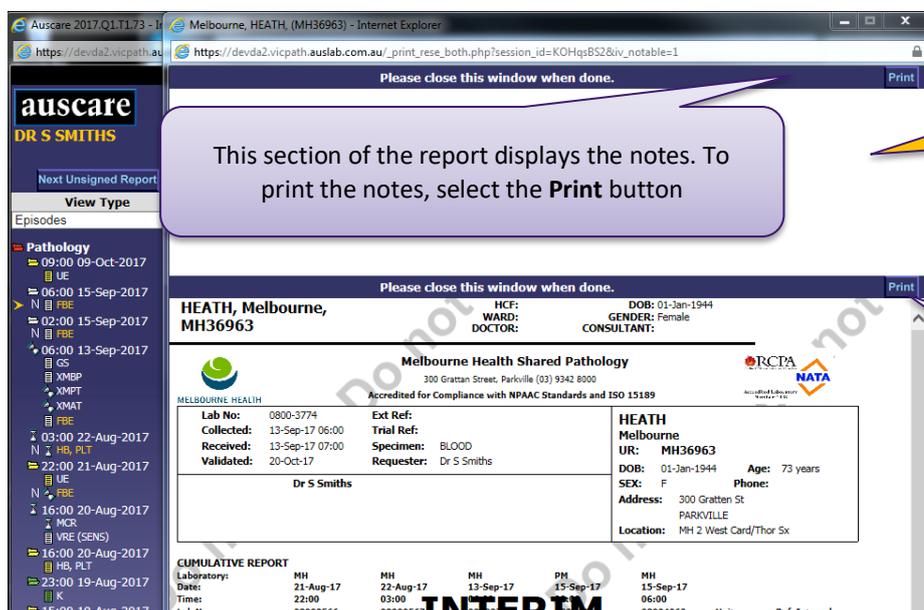
06:00 13-Sep-2017
N FBE

The laboratory episode selected has an 'N' to indicate that an AUSCARE note(s) is attached

The AUSCARE notes is displayed at the bottom of the screen

When a laboratory episode is selected which has an AUSCARE note, the '+Notes' button displays next to the 'Print' button.

- Select the **+Notes** button to display the report and the notes
- The pop out window is in 2 sections, each with a print button, select the print button for the report and the print button for the notes to print both



This section of the report displays the notes. To print the notes, select the **Print** button

There is a known issue with this functionality (26/10/2017). A SIR has been raised with the Vendor.

To print the report, select the **Print** button

- To print the transfusion history and products available for transfusion:
 - Select the Transfusion button on the tool bar to display the transfusion information screens

The screenshot shows the AUSCARE interface with the 'Transfusion' button highlighted in the top toolbar. The main area displays a grid of data for various tests and dates. The grid includes columns for dates from 19-Oct-2017 to 12-Sep-2017, and rows for different test types like BLOOD, CEREBROSPINAL FLUID, BONE MARROW, etc. The 'Print' button is also visible in the top right corner of the main area.

- Display the Transfusion History screen – Select the Print button.

The screenshot shows the AUSCARE interface with the 'Print' button highlighted in the top toolbar. The main area displays a table titled 'Transfusion History' with columns for Unit No, Product, Group, Status, and Transfused. The table contains two rows of data for PLTS IRR SSP+ Pool units.

- The print preview displays and the user may direct the printing to any configured printer

The screenshot shows the AUSCARE interface with the print preview of the Transfusion History screen. A print dialog box is open, showing the printer selection and options. A callout box points to the 'Products available for transfusion display on this section of the report.'

Current Crossmatch Status

HCF: MH-Royal Melbourne Hospital
WARD: MH Respiratory Medicine
DOCTOR: [Redacted]
DOB: [Redacted]
GENDER: Male
CONSULTANT: [Redacted]

UR Lab No. Details

No units currently requested and/or available

Tranfusion History

Unit No	Product	Group	Status	Transfused
4748984	PLTS IRR SSP+ Pool	O POS	Desp ward MDU~PM	14:37 19-Sep-2017
5057673	PLTS IRR SSP+ Pool	O POS	Desp ward MDU~PM	12:59 19-Sep-2017

Print Dialog Box:

Select Printer: MHB2-VCCC on rnhPrint4, MHB2-VCCC on rnhPrint4.ssg.org.au, Microsoft XPS Document Writer, Send To OneNote 2010, ZDesigner TLP 2844, ZDesigner TLP 2844-Z

Status: Toner/Ink Low
Location: Materials Handling Building, Level 2
Comment: Fuji Xerox ApeosPort-IV C3375 IP: 172.28.26.2

Page Range: All, Selection, Current Page, Pages: 1

Number of copies: 1

Collate: [Checked]

Buttons: Print, Cancel, Apply

PRINT ALL REPORTS FOR A SINGLE LABORATORY EPISODE

Reports, Episodes or Requests View

- To print all of the reports for a single Laboratory episode:
 - Select the laboratory number on the Episodes, Reports or Requests view.

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Next Unsigned Report

View Type: Episodes

HEATH, Melbourne MH36963

HCF: CLIN UNIT: WARD: DOB: 01-Jan-1944 DOCTOR: CONSULTANT:

Melbourne Health Shared Pathology
300 Grattan Street, Parkville (03) 9342 8000

Accredited for Compliance with NPAAC Standards and ISO 15189

Lab No: 0800-5091	Ext Ref:	HEATH Melbourne UR: MH36963
Collected: 09-Oct-17 09:00	Trial Ref:	DOB: 01-Jan-1944 Age: 73 years
Received: 09-Oct-17 10:00	Specimen: BLOOD	SEX: F Phone:
Validated: 09-Oct-17	Requester: Dr S Smiths	Address: 300 Grattan St PARKVILLE
Dr S Smiths		Location: MH 2B Cardiology

CUMULATIVE REPORT

Lab No:	MH 13-Aug-17 09:00	MH 21-Aug-17 22:00	MH 09-Oct-17 09:00	Units	Ref. Interval
Spec. Type:	BLOOD	BLOOD	BLOOD		
General Chemistry					
Sodium	--	130 L	140	mmol/L	(135 - 145)
Potassium	2.0 L	5.0	4.2	mmol/L	(3.5 - 5.2)
Chloride	--	110	100	mmol/L	(95 - 110)
Bicarbonate	--	30	28	mmol/L	(22 - 32)
Urea	--	2.5	5.0	mmol/L	(2.5 - 7.2)
Creatinine	--	90	59	umol/L	(45 - 90)
eGFR	--	55 L	88 L	See Below	(> 90)

NOTES:
Episode 08005091 09-Oct-17 09:00
Comments: eGFR calculated using CKD-EPI, units: ml/min/1.73m2.

The selected lab number is highlighted in yellow.

- Select the Print All button.

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DR S SMITHS

Next Unsigned Report

View Type: Episodes

HEATH, Melbourne MH36963

HCF: CLIN UNIT: WARD: DOB: 01-Jan-1944 DOCTOR: CONSULTANT: SEX: Female

Melbourne Health Shared Pathology
300 Grattan Street, Parkville (03) 9342 8000

Accredited for Compliance with NPAAC Standards and ISO 15189

Lab No: 0800-5091	Ext Ref:	HEATH Melbourne UR: MH36963
Collected: 09-Oct-17 09:00	Trial Ref:	DOB: 01-Jan-1944 Age: 73 years
Received: 09-Oct-17 10:00	Specimen: BLOOD	SEX: F Phone:
Validated: 09-Oct-17	Requester: Dr S Smiths	Address: 300 Grattan St PARKVILLE
Dr S Smiths		Location: MH 2B Cardiology

CUMULATIVE REPORT

Lab No:	MH 13-Aug-17 09:00	MH 21-Aug-17 22:00	MH 09-Oct-17 09:00	Units	Ref. Interval
Spec. Type:	BLOOD	BLOOD	BLOOD		
General Chemistry					
Sodium	--	130 L	140	mmol/L	(135 - 145)
Potassium	2.0 L	5.0	4.2	mmol/L	(3.5 - 5.2)
Chloride	--	110	100	mmol/L	(95 - 110)
Bicarbonate	--	30	28	mmol/L	(22 - 32)
Urea	--	2.5	5.0	mmol/L	(2.5 - 7.2)
Creatinine	--	90	59	umol/L	(45 - 90)
eGFR	--	55 L	88 L	See Below	(> 90)

NOTES:
Episode 08005091 09-Oct-17 09:00
Comments: eGFR calculated using CKD-EPI, units: ml/min/1.73m2.

Print All Print

- c. The print preview displays for the first report of the lab episode and the user may direct the printing to any configured printer.

HEATH, Melbourne, MH36963
 HCF: WARD: DOB: 01-Jan-1944
 DOCTOR: GENDER: Female CONSULTANT:
 Melbourne Health Shared Pathology
 300 Grattan Street, Parkville (03) 9342 8000
 Accredited for Compliance with NPAAC Standards and ISO 15189

Lab No: 0800-5091 **Ext Ref:**
Collected: 09-Oct-17 09:00 **Trial Ref:**
Received: 09-Oct-17 10:00 **Specimen:** BLOOD
Validated: 09-Oct-17 **Requester:** Dr S Smiths

HEATH Melbourne UR: MH36963
 DOB: 01-Jan-1944 **Age:** 73 years
 SEX: F **Phone:**
Address: 300 Grattan St
 PARKVILLE
Location: MH 2B Cardiology

CUMULATIVE REPORT
 Laboratory: MH MH MH
 Date: 13-Aug-17 21-Aug-17 09-Oct-17
 Times: 09:00 22:00 09:00
 Lab No: 08002523 08002566 08005091
 Spec. Type: BLOOD BLOOD BLOOD Units Ref. Interval

General Chemistry	Units	Ref. Interval
Sodium	130 L	140 mmol/L (135 - 145)
Potassium	2.0 L	4.2 mmol/L (3.5 - 5.2)
Chloride	110	100 mmol/L (95 - 110)
Bicarbonate	30	28 mmol/L (22 - 32)
Urea	2.5	5.0 mmol/L (2.5 - 7.2)
Creatinine	90	59 umol/L (45 - 90)
eGFR	55 L	88 L See Below (> 90)

NOTES:
 Episode: 08005091 09-Oct-17 09:00
 Comments: eGFR calculated using CKD-EPI, units: ml/min/1.73m2.

Dr M Mohr (Chemical Pathologist)
 Dr C Chiang (Endocrinology) (03) 9342 8000
 COMPLETE Printed: 12-Oct-17 16:23 Page: 1 of 1

- d. When the 'Print' button is selected the next report of the episode displays. Select the 'Print' button for each report.

HEATH, Melbourne, MH36963
 HCF: WARD: DOB: 01-Jan-1944
 DOCTOR: GENDER: Female CONSULTANT:
 Melbourne Health Shared Pathology
 300 Grattan Street, Parkville (03) 9342 8000
 Accredited for Compliance with NPAAC Standards and ISO 15189

Lab No: 0800-3774 **Ext Ref:**
Collected: 13-Sep-17 06:00 **Trial Ref:**
Received: 13-Sep-17 07:00 **Specimen:** BLOOD
Validated: 20-Oct-17 **Requester:** Dr S Smiths

HEATH Melbourne UR: MH36963
 DOB: 01-Jan-1944 **Age:** 73 years
 SEX: F **Phone:**
Address: 300 Grattan St
 PARKVILLE
Location: MH 2 West Card/Thor Sx

CUMULATIVE REPORT
 Laboratory: MH MH MH PM MH
 Date: 21-Aug-17 22-Aug-17 13-Sep-17 15-Sep-17 15-Sep-17
 Times: 22:00 03:00 08:00 06:00 06:00
 Lab No: 08002566 08002567 08003033 08004062 08004062

Full Blood Count

Haemoglobin	120	T/F	140	*	135
White Cell Count	T/F	--	8.0	8.0	8.6
Platelet Count	T/F	T/F	350	192	220

White Cell Differential

Neutrophils	6.4	6.0	6.9
Lymphocytes <td>1.6</td> <td>0.8 L</td> <td>1.3</td>	1.6	0.8 L	1.3
Monocytes	0.0 L	0.4	0.4
Eosinophils	0.0	0.4	
Basophils	0.0		

08004062 15-Sep-17 06:00 Automated differential reported.
 08004029 15-Sep-17 02:00 Automated differential reported.
 08003774 13-Sep-17 06:00 Automated differential reported.

Haematologist: A/Prof Surendra Juneja (03) 9342 8000
 INTERIM Printed: 20-Oct-17 17:45 Page: 1 of 1

Multiple laboratory numbers may be selected before selecting the 'Print All' button

USER SETTINGS BUTTON

This facility enables the user to personalise the display of patient results.

CHANGING YOUR PASSWORD

Navigation: User Settings > Change Password

The screenshot shows the AUSCARE user interface for DR HENRY HOBSON. The 'User Settings' button is highlighted in the top right. The 'Change Password' option is highlighted in the left sidebar. The main content area contains a form with the following fields and instructions:

To change your password, please enter your old password then enter your new password twice to verify:

- Old Password:
- New Password:
- Repeat New Password:

A 'Change' button is located below the 'Repeat New Password' field.

Callout 1 (pointing to the 'Change' button): Your password has now been changed. **Note:** This will also change the password in AUSLAB for the same username.

Callout 2 (pointing to the 'New Password' and 'Repeat New Password' fields): Passwords equal to your Old Password or "password", "123456", "qwerty" or the same entry as the user login are NOT acceptable.

SELECTION DEFAULTS

The selection defaults screen allows users to set specific search criteria to be displayed upon login. This is useful if you regularly perform searches using the same search criteria.

Navigation: User Settings > Selection Defaults

Upon next login to the browser, the entered selection defaults will automatically be populated in the appropriate search criteria.

ADDITIONAL LINKS

The additional links screen allows the addition of up to 10 URL links to the default links displayed in the Links drop down box located in the upper right hand side of the screen.

Navigation: User Settings > Additional Links

Saved links will be visible on the Links

BUTTON OPERATIONS

The Button Operations screen allows the user to set the default Investigation index display type (e.g. by Episode, Request, Report, and Cumulative view), set the default sign off function and set the default login screen.

Navigation: User Settings > Button Operations

auscare
DR HENRY HOBSON
User Settings

My Tasks Enquiry **User Settings**

Change Password
Selection Defaults
Additional Links
Button Operations
Cumulative Profiles
Order Settings
Order Copies To
Favourites

Button Operations

To Change Button Settings

Submit

- Default to episodes view.
- Default to requests view.
- Default to reports view.
- Default to cumulative view.

Sign Off

- Simply sign off report.
- Sign off and go to next unsign off report.

Login

- Default Mode is My Tasks
- Default Mode is Enquiry
- Default Mode is User Settings

Save These changes will take effect on your next login.

Select the radio button for the desired action from the options listed. The current button operation will be displayed by a highlighted radio button.

Changes made to button operations will take effect on next login.

CUMULATIVE PROFILES

The **Cumulative Profiles** screen provides the ability to create up to ten cumulative view profiles containing a list of preferred requests that can be later used to view preferred requests whilst in cumulative view.

Navigation: User Settings > Cumulative Profiles

auscare
DR HENRY HOBSON
User Settings

My Tasks Enquiry **User Settings**

Change Password
Selection Defaults
Additional Links
Button Operations
Cumulative Profiles
Order Settings
Order Copies To
Favourites

Cumulative Profiles

This screen is used to set up profiles of requests for cumulative view so they are automatically selected for viewing.
Up to 20 requests can be added to a cumulative view profile.
Up to 15 characters can be used to describe a profile.

Profile Name	Requests
LOewisAbs	FBE,BGAS,LEBG
?	?
?	?
?	?
?	?

Save

Enter up to 20 valid orderable requests into the Request field, separated by commas (no space)

Orderable requests may be selected by using the Lookup button

Enter a unique Profile Name up to alpha-numeric 15 characters into the Profile Name box.

Changes made to cumulative profiles will take effect immediately.

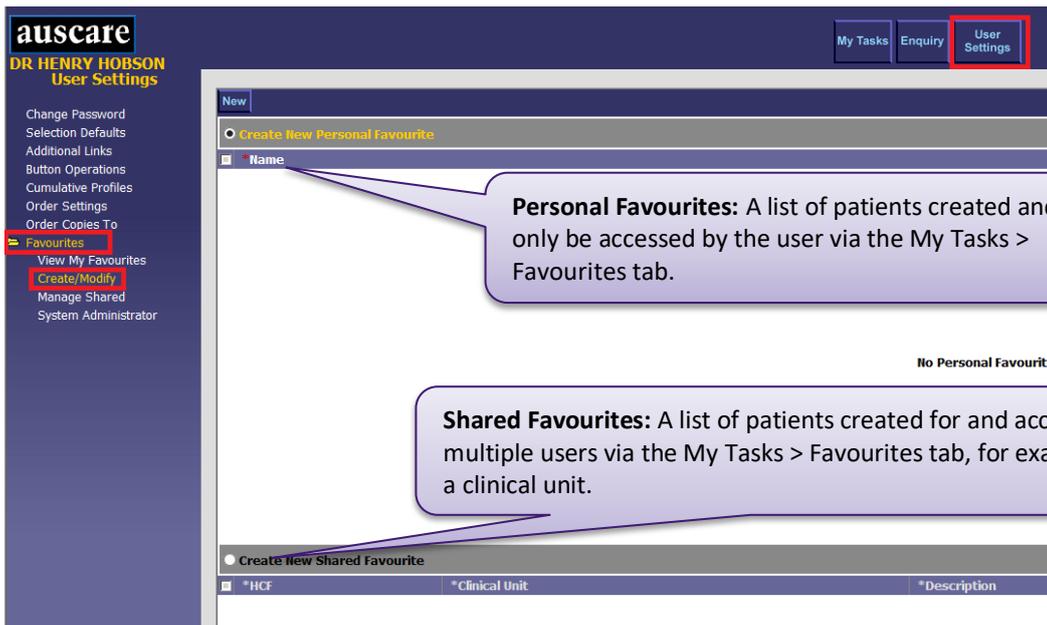
ORDER SETTINGS AND ORDER COPIES TO

Please do not use this functionality as it is not current business process.

FAVOURITES

- The Favourites screens provide the ability to define lists of patients of Personal Favourites or Shared Favourites.
 - Personal Favourites are a list of patients which you have created to streamline your personal workflow
 - Shared Favourites are a list of patients which you or another user has created to streamline the workflow for a number of users who require the results of the same group of patients.
 - The System Administration function is privilege based and enables a user to make changes (modify and delete) Shared Favourites created by another user.
- Personal and/or Shared favourites lists can only be viewed in My Tasks > Favourites when they are set up and have entries (patients added to them).

Navigation: User Settings > Favourites

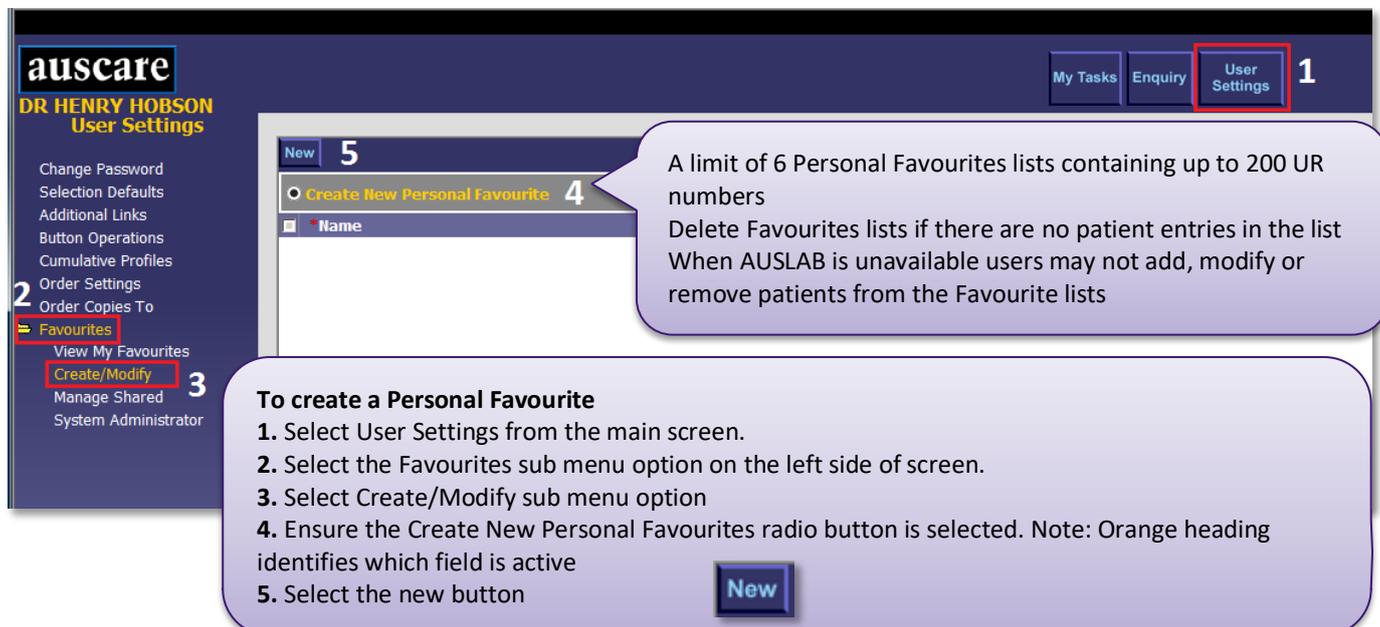


Note: Any changes made to Favourites will take effect immediately. The user does NOT need to logout of the system.

FAVOURITES – CREATE/MODIFY

- Create Personal Favourites list

Navigation: User Settings > Favourites > Create/Modify



6. Enter the Name of the Personal Favourite in the Name field. Up to 15 characters may be entered.

7. Select Enter, Tab, or Select out of the cell. The text will appear in red to indicate that the entry is not yet saved. Select the Save button displayed in the top row.

2. Modify a Personal Favourite list

Navigation: User Settings > Favourites > Create/Modify

1. Select the existing Personal Favourite Name and modify the name.
2. Select Enter, Tab, or Select out of the cell.
3. Select the save button to save the modified Personal Favourite List name.

When AUSLAB is unavailable, users may not be able to add, modify or remove patients from the favourite lists.

3. Delete a Personal Favourite

Navigation: User Settings > Favourites > Create/Modify

A Personal Favourite can only be deleted if there are no patient entries shown in the *Entries* column.

Click the check box of the existing Personal Favourite to be deleted. Select the delete button

Note: The Personal Favourite will be removed from ALL lists in Auscare. The save button is NOT required to delete a Personal Favourite.

4. Selecting Default Personal Favourite

Navigation: User Settings > Favourites > Create/Modify

Selecting Default Personal Favourite sets which Personal Favourite list will be the open list on the My Tasks > Favoutites screen.

The radio button in the Default column selects the Personal Favourite List

The Personal Favourite list will be displayed via My Tasks > Favourites if the Personal Favourite list has a patient list

Identity	Name	D.O.B.	Clinical Unit	Ward	Last Added
PM091104749	DUMMY, Charm	01-Jan-1981			31-Jul-2017
PMEX331157	DUMMY, Dum	12-Dec-1965		PM23HRH1	31-Jul-2017
PM062659888	Dummy, Don Juan	01-Apr-1979			31-Jul-2017

5. To add a patient to a Favourites list

Navigation: Enquiry screen

1. Enquiry search

2. Select one or more patients individually or via the "Select all" check box

3. The +Favourites drop down selection will display all of the Personal lists created for the user and all of the Shared Favourite lists that user has elected to include

4. Select the required Favourite list

Identity	Personal	D.O.B.
<input type="checkbox"/> PM0911047	Personal-haem clinic	
<input type="checkbox"/> PM06265988	Personal-Renal Clinic	01-Jan-1981
<input type="checkbox"/> PMEX33157	Personal-Cardio Clinic	
<input checked="" type="checkbox"/> PMEX33134		DUMMY Dum
<input checked="" type="checkbox"/> PM131108877		DUMMY Dum
<input checked="" type="checkbox"/> PM751199999		DUMMY One
<input type="checkbox"/> PMEX32765		DUMMY Patient
<input type="checkbox"/> PM921199999		DUMMY Patient
<input type="checkbox"/> PM991199999		DUMMY Patient
<input type="checkbox"/> PM1109999		DUMMY Patient Alfred
<input type="checkbox"/> PM1109999		DUMMY Patient Alfred
<input type="checkbox"/> PM11026		DUMMY Patient F.
<input type="checkbox"/> PM1107777		DUMMY Patient Female
<input checked="" type="checkbox"/> PMEX		DUMMY Test
<input checked="" type="checkbox"/> PMEX		DUMMY V
<input type="checkbox"/> MH727		D ANNA Dominic
<input type="checkbox"/> AUEX10		DANN Baby Of Sarah
<input type="checkbox"/> PM22319		DJOURA Altug
<input checked="" type="checkbox"/> PMEX331		DUM Dum

Windows Internet Explorer opens confirming the action.

Status	Urno	Name	Date of Birth	Sex
13:01 31-Jul-2017	PM14	DUMMY Patient Alfred	12-Nov-1936	M
13:01 31-Jul-2017	PM791107777	Dummy Patient Female	01-Jan-1981	F

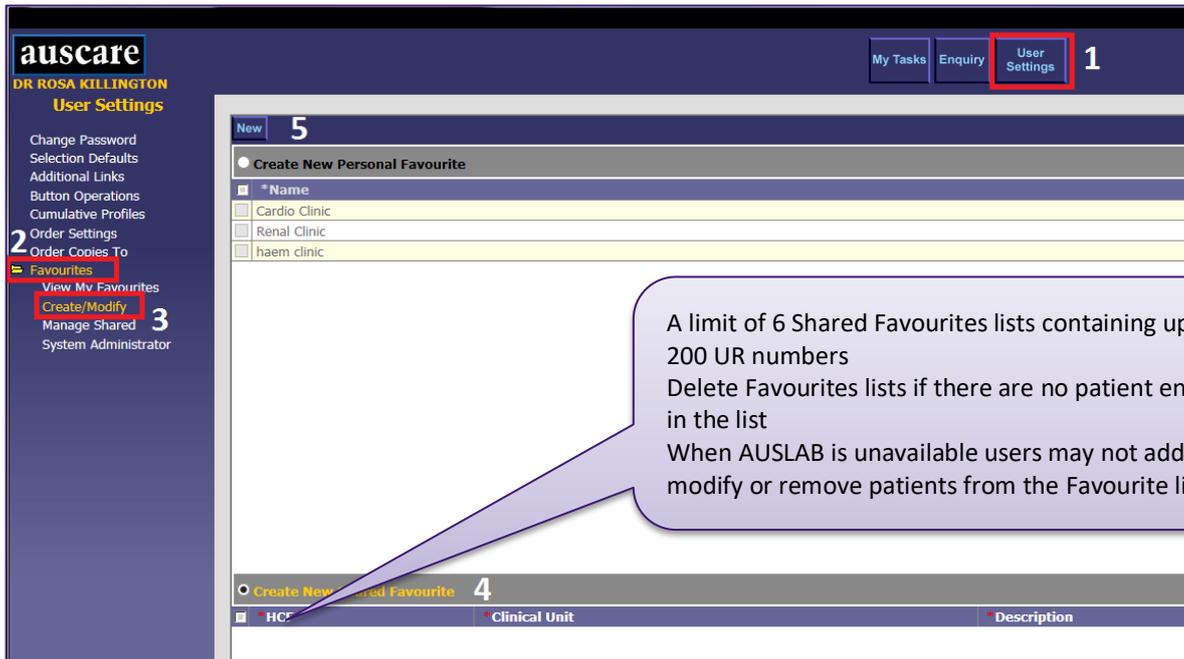
Status	Urno	Name	Date of Birth	Sex
Previously Added	PMEX33134	DUMMY Dummy	23-Oct-1985	M
Previously Added	PM131108877	Dummy Frog	22-Dec-1922	M

The Status column will display indicators if patients cannot be added to a Favourite list.

- "Previously Added" (if the patient(s) have already been added to the Favourite list) or
- "Limit" (if the Favourite list already has 200 entries).

6. To Create a Shared Favourite

Navigation: User Settings > Favourites > Create /Modify



To create a Shared Favourite

1. Select User Settings from the main screen.
2. Select the Favourites sub menu option on the left side of screen.
3. Select Create/Modify sub menu option
4. Ensure the Create New Shared Favourites radio button is selected. Note: Orange heading identifies which field is active
5. Select the new button



Create New Shared Favourite						
<input type="checkbox"/>	*HCF	*Clinical Unit	*Description	*Purpose	Include	Entries
<input type="checkbox"/>					<input type="checkbox"/>	

6. Enter a HCF ,Look Up button available. The HCF field is mandatory and is marked with a red asterisk.

Create New Shared Favourite						
<input type="checkbox"/>	*HCF	*Clinical Unit	*Description	*Purpose	Include	Entries
<input type="checkbox"/>	MH				<input type="checkbox"/>	

7. Enter a Clinical Unit either manually or via the Look Up button. The Clinical Unit field is mandatory and is marked with a red asterisk.

Create New Shared Favourite						
<input type="checkbox"/>	*HCF	*Clinical Unit	*Description	*Purpose	Include	Entries
<input type="checkbox"/>	MH	CARD~MH			<input type="checkbox"/>	

8. Enter a Description. The Description has a character limit of 15 characters. The Description field is mandatory and is marked with a red asterisk.

Create New Shared Favourite						
<input type="checkbox"/>	*HCF	*Clinical Unit	*Description	*Purpose	Include	Entries
<input type="checkbox"/>	MH	CARD~MH	Cardio shared		<input type="checkbox"/>	

9. Enter a Purpose. A pop up box will open that allows input of up to 60 characters. This box collapses once focus is out of the field. The Purpose field is mandatory and is marked with a red asterisk.

Create New Shared Favourite						
<input type="checkbox"/>	*HCF	*Clinical Unit	*Description	*Purpose	Include	Entries
<input type="checkbox"/>	MH	CARD~MH	Cardio share	registrars folder	<input type="checkbox"/>	

10. Once a Shared Favourite is created it can be included to be used. This can be done by Selecting in the Include column check box for the Shared Favourite. (See below information regarding Shared Favourites)

Create New Shared Favourite						
<input type="checkbox"/>	*HCF	*Clinical Unit	*Description	*Purpose	Include	Entries
<input type="checkbox"/>	MH	CARD~MH	Cardio share	registrars folder	<input checked="" type="checkbox"/>	0

11. Select the save button to save the New Shared Favourite entry. The Shared Favourite will now be available to add a patient/s to it or when moving patient/s to it.

7. Modify a Shared Favourite list

Navigation: User Settings > Favourites > Create /Modify

Create New Shared Favourite						
<input type="checkbox"/>	*HCF	*Clinical Unit	*Description	*Purpose	Include	Entries
<input type="checkbox"/>	MH	CARD~MH	Cardio share	registrars folder	<input checked="" type="checkbox"/>	0

1. Modify an existing HCF either manually or via the Look Up button
2. Modify an existing Clinical Unit either manually or via the Look Up button
3. Modify an existing Description
4. Modify an existing Purpose

5. Select the save button to save the modified Shared Favourite entry.
Note: The modified Shared Favourite changes are reflected in the Audit trail.

8. Delete a Shared Favourite list that you created

Navigation: User Settings > Favourites > Create/Modify

On the Create/modify screen you can only delete shared favourites which you have created.

Name	Default	Entries
Cardio Clinic	<input type="radio"/>	0
Renal Clinic	<input type="radio"/>	5
haem clinic	<input type="radio"/>	0

Name	Clinical Unit	Description	Purpose	Include	Entries
MH	CARD~MH	Cardio share	registrars folder	<input checked="" type="checkbox"/>	0

FAVOURITES – VIEW MY FAVOURITES

Navigation: User Settings > Favourites > View My Favourites

Name	Default	Entries
Cardio Clinic	<input type="radio"/>	0
Renal Clinic	<input type="radio"/>	5
haem clinic	<input type="radio"/>	0

Name	Date / Time	Created By	Purpose	Default	Entries
MH~CARD~Cardio share	14:17:31~Jul-17	clin	registrars folder	<input checked="" type="radio"/>	0

FAVOURITES – MANAGED SHARED

My Shared Favourites table enables users to:

- View the Shared Favourites created by you and other users.
- View the number of patient entries for each Shared Favourite.
- View the audit entries for each Shared Favourite.
- Enable a Shared Favourite to display in your 'My Tasks' screen

Navigation: User Settings > Favourites > Managed Shared

By default the system displays the “My Shared Favourites” filter. Any Shared Favourites, created by the user, display in the table with the number of patient entries displayed in the Entries column.

The lower table is always “Included Shared Favourites”.

Only one table is enabled at any one time.

The Manage Shared menu item opens with the following Filters:

- My Shared Favourites and
- Search Available Shared Favourites

My Shared Favourites					
Name	Date/Time	Created By	Entries	Audit	
MH-CARD-Cardio share	14:17 31-Jul-17	clin	2	<input type="radio"/>	<input type="radio"/>

Included Shared Favourites					
Name	Date/Time	Created By	Default	Entries	Audit
MH-CARD-Cardio share	14:17 31-Jul-17	clin	<input checked="" type="radio"/>	2	<input type="radio"/>

1. To view an audit entry via the My Shared Favourites table

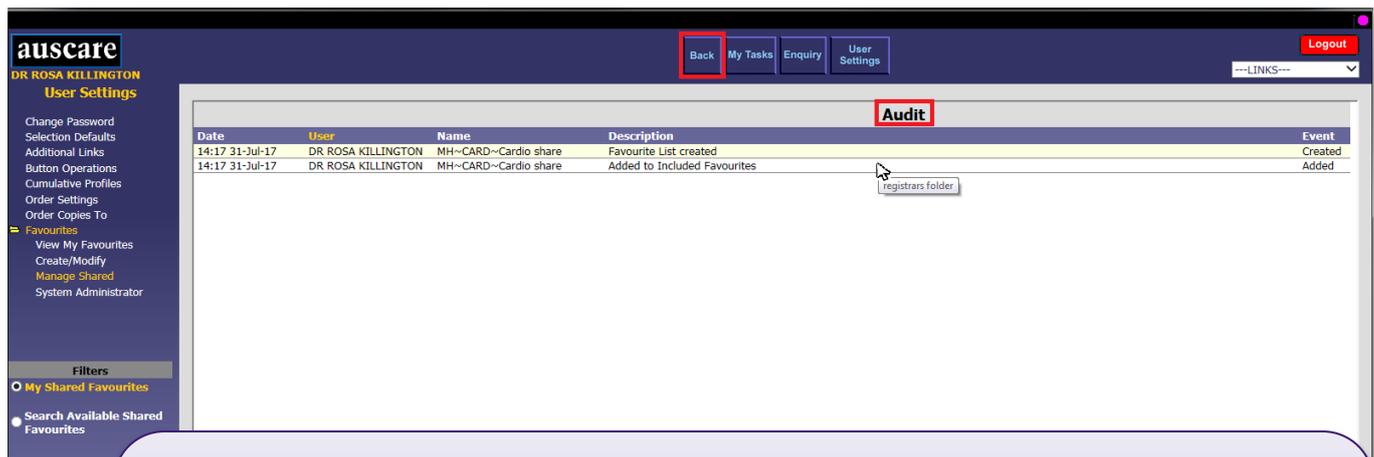
Navigation: User Settings > Favourites > Managed Shared

1. Select the Audit radio button for the required Shared Favourite.

2. Select the audit button.

My Shared Favourites					
Name	Date/Time	Created By	Entries	Audit	
MH-CARD-Cardio share	14:17 31-Jul-17	clin	2	<input checked="" type="radio"/>	<input type="radio"/>

Included Shared Favourites					
Name	Date/Time	Created By	Default	Entries	Audit
MH-CARD-Cardio share	14:17 31-Jul-17	clin	<input checked="" type="radio"/>	2	<input type="radio"/>



Audit entries include:

Time/Date of any activity to the Shared Favourite (created, configuration changes, included or removed)

Description outlines the Shared Favourite activity.

Event: 'Created', 'Modified', 'Added' or 'Removed'.

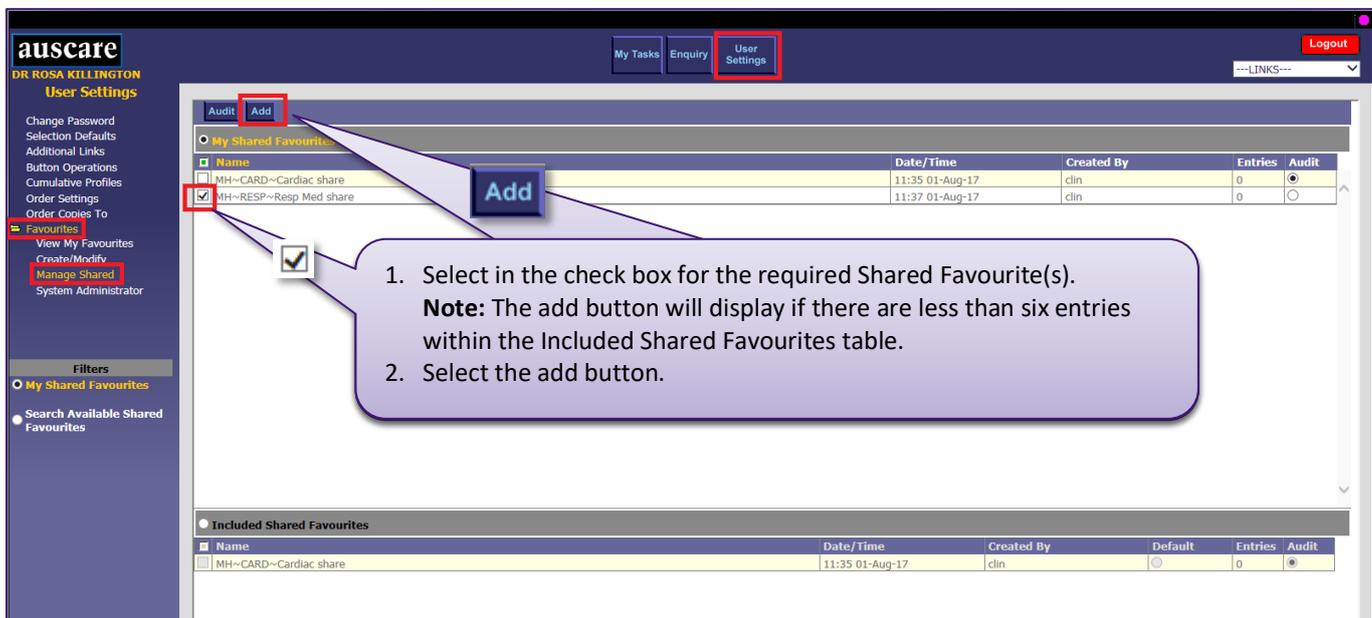
Note: The 'Purpose' is viewed through a mouse hover on any column entry within the Audit table.

Exit the Audit screen and return to the My Shared Favourites table screen select the back button.

2. To Add a 'My Shared Favourites' to the "Included Shared Favourites" table

This action results in the selected Shared Favourite displaying on your My Tasks screen.

Navigation: User Settings > Favourites > Managed Shared



Navigation: User Settings > Favourites > View My Favourites > Included Shared Favourites table

The Shared Favourite(s) will be added to the Included Shared Favourites table.

Name	Date/Time	Created By	Entries	Audit
MH~CARD~Cardiac share	11:35 01-Aug-17	clin	0	<input checked="" type="radio"/>
MH~RESP~Resp Med share	11:37 01-Aug-17	clin	0	<input type="radio"/>

Name	Date/Time	Created By	Default	Entries	Audit
MH~CARD~Cardiac share	11:35 01-Aug-17	clin	<input type="radio"/>	0	<input checked="" type="radio"/>
MH~RESP~Resp Med share	11:37 01-Aug-17	clin	<input checked="" type="radio"/>	0	<input type="radio"/>

The Shared Favourite(s) will appear in the Favourites drop down boxes when adding patients to a Favourite list, removing patients from a Favourite list or when moving patients to another Favourite list.

Personal-haem clinic
Personal-Renal Clinic
Personal-Cardio Clinic
Shared-MH~CARD~Cardiac share
Shared-MH~RESP~Resp Med share

Identity	D.O.B.
MH410	23-Jun-1987
MH411	23-Jun-1987
MH412	23-Jun-1987
MH415	23-Jun-1987
MH963	20-Jun-1975
MHEX56	25-Aug-1967
MHW2386237	16-May-1972

The Shared Favourite(s) will also be available in the My Tasks > Favourites tab **Shared Favourites List** once patients are assigned to it.

Navigation: My Tasks > Favourites

Information relating to the creation of the personal or shared favourite list displays when the mouse is hovered near the list title.

Identity	Name	D.O.B.	Clinical Unit	Ward	Last Added
MH410	TEST, Test	23-Jun-1987			01-Aug-2017

3. Functions of the Included Shared Favourites table

View the number of entries for each Shared Favourite listed and assign a default Shared Favourite.

Name	Date/Time	Created By	Default	Entries	Audit
MH~CARD~Cardiac share	11:35 01-Aug-17	clin	<input type="radio"/>	2	<input checked="" type="radio"/>
MH~RESP~Resp Med share	11:37 01-Aug-17	clin	<input type="radio"/>	1	<input type="radio"/>

4. Removing a Shared Favourite from the "Included Shared Favourites" table

Remove

- Select the radio button to enable the Included Shared Favourites table. Select the check box of Shared Favourite(s) to be removed.
- Select the remove button. The Shared Favourite(s) will be removed from the Included Shared Favourite table.

Name	Date/Time	Created By	Default	Entries	Audit
<input checked="" type="checkbox"/> MH~CARD~Cardiac share	11:35 01-Aug-17	clin	<input type="radio"/>	2	<input checked="" type="radio"/>
<input type="checkbox"/> MH~RESP~Resp Med share	11:37 01-Aug-17	clin	<input type="radio"/>	1	<input type="radio"/>

5. Selecting Default Shared Favourite

Navigation: User Settings > Favourites > Managed Shared

Selecting Default shared Favourite sets which Shared Favourite list will be the open list on the My Tasks > Favoutites screen.

Included Shared Favourites						
<input type="checkbox"/>	Name	Date/Time	Created By	Default	Entries	Audit
<input type="checkbox"/>	MH~CARD~Cardiac share	11:35 01-Aug-17	clin	<input checked="" type="radio"/>	2	<input checked="" type="radio"/>
<input type="checkbox"/>	MH~RESP~Resp Med share	11:37 01-Aug-17		<input type="radio"/>	1	<input type="radio"/>

The radio button in the Default column selects the Shared Favourite List

The Shared Favourite list will be displayed via My Tasks > Favourites if the Shared Favourite list has a patient list

Default Shared Favourite list displays

6. Search Available Shared Favourites

Navigation: User Settings > Favourites > Managed Shared

The Search Available Shared Favourites enables users to:

- Search the system for ALL (logged in user and other users) current Shared Favourites.

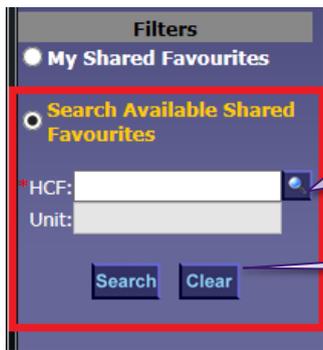
This function would be performed if a user wanted to:

- Include their own and/or other users Shared Favourite(s).
- View the audit trail for their own and/or other users Shared Favourite(s).
- Delete their own and/or other users Shared Favourite(s) off the system.

Note: The user must have Favourites Administrator privilege to delete other user's Shared Favourite(s). A Shared Favourite must have 0 patient entries to be enabled for selection.

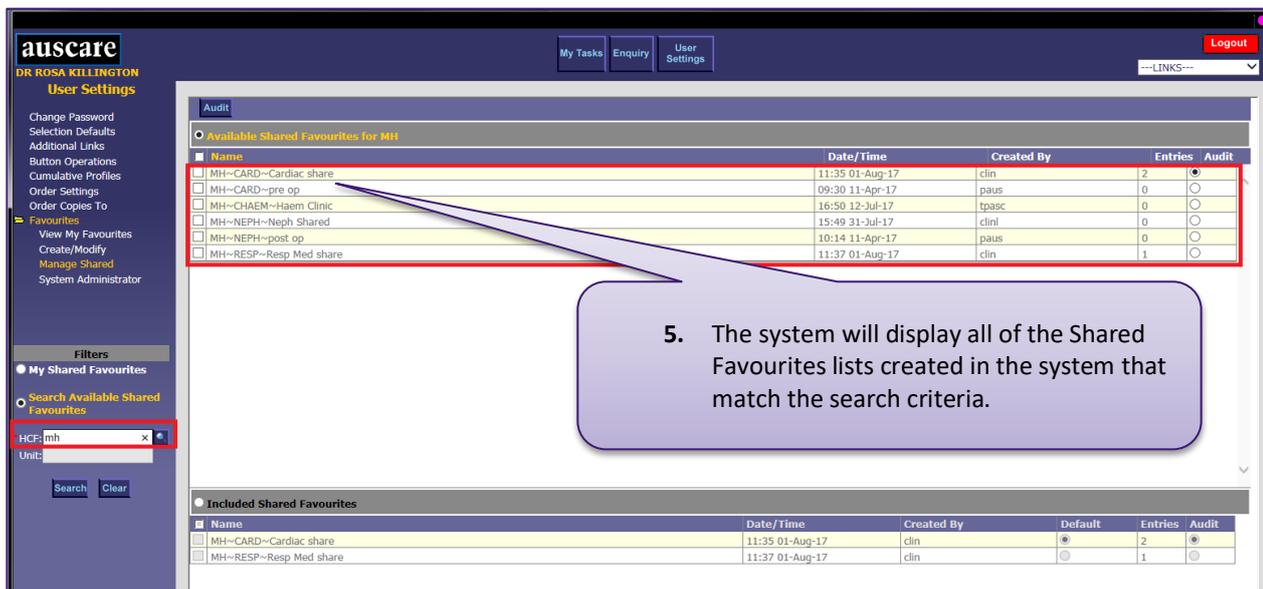
A user is ONLY able to search other user's Shared Favourites within the same division, via Auscare User Settings > Favourites > Managed Shared > Search Available Shared Favourites.

i.e. Forensic users will NOT be able to view Pathology user Shared Favourites and visa versa.



1. Select the radio button for **Search Available Shared Favourites**
2. Enter a HCF either manually or via the Look Up button.
3. Enter a Clinical Unit (if required) either manually or via the Look Up button.
4. Select the search button.

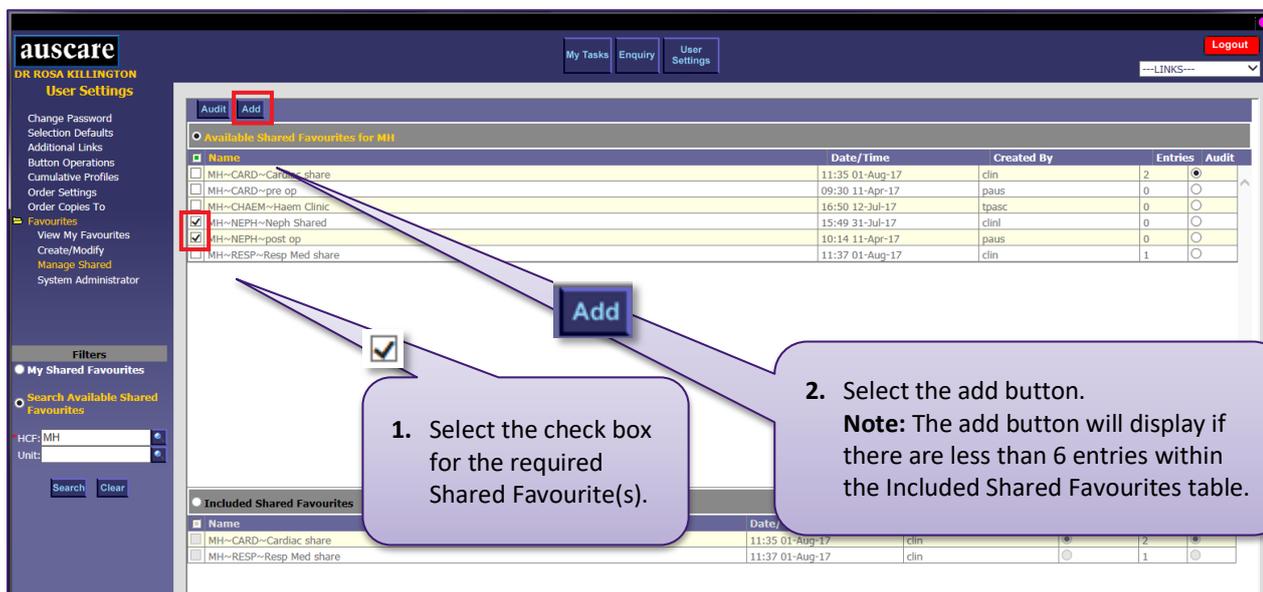
clear search fields and perform a new search



5. The system will display all of the Shared Favourites lists created in the system that match the search criteria.

7. To Add "Available Shared Favourites for <HCF/Unit>" to the "Included Shared Favourites" table

Navigation: User Settings > Favourites > Managed Shared



1. Select the check box for the required Shared Favourite(s).

2. Select the add button.
Note: The add button will display if there are less than 6 entries within the Included Shared Favourites table.

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User Settings

Change Password
Selection Defaults
Additional Links
Button Operations
Cumulative Profiles
Order Settings
Order Copies To
Favourites
View My Favourites
Create/Modify
Manage Shared
System Administrator

Filters
My Shared Favourites
Search Available Shared Favourites
HCF: MH
Unit:
Search Clear

Audit

Available Shared Favourites for MH

Name	Date/Time	Created By	Entries	Audit
<input type="checkbox"/> MH~CARD~Cardiac share	11:35 01-Aug-17	clin	2	<input checked="" type="radio"/>
<input type="checkbox"/> MH~CARD~pre op	09:30 11-Apr-17	paus	0	<input type="radio"/>
<input type="checkbox"/> MH~CHAEM~Haem Clinic	16:50 12-Jul-17	tpasc	0	<input type="radio"/>
<input type="checkbox"/> MH~NEPH~Neph Shared	15:49 31-Jul-17	clinl	0	<input type="radio"/>
<input type="checkbox"/> MH~NEPH~post op	10:14 11-Apr-17	paus	0	<input type="radio"/>
<input type="checkbox"/> MH~RESP~Resp Med share	11:37 01-Aug-17	clin	1	<input type="radio"/>

3. The selected Shared Favourite(s) will be added to the Included Shared Favourites table.

Included Shared Favourites

Name	Date/Time	Created By	Default	Entries	Audit
<input type="checkbox"/> MH~CARD~Cardiac share	11:35 01-Aug-17	clin	<input checked="" type="radio"/>	2	<input checked="" type="radio"/>
<input type="checkbox"/> MH~NEPH~Neph Shared	15:49 31-Jul-17	clinl	<input type="radio"/>	0	<input type="radio"/>
<input type="checkbox"/> MH~NEPH~post op	10:14 11-Apr-17	paus	<input type="radio"/>	0	<input type="radio"/>
<input type="checkbox"/> MH~RESP~Resp Med share	11:37 01-Aug-17	clin	<input type="radio"/>	1	<input type="radio"/>

8. To add a patient to a Favourites list

Navigation: Enquiry

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Enquiry

Investigation: Ordering

Patient Demographics
UR/MRN:
Surname: Jones
Given:
DOB:
Sex: Male Female Both
Clear Search

Location Attributes
HCF:
Unit:
Ward:
Clear Search

1. Enquiry search

2. Select one or more patients individually or via the "Select all" check box

3. The +Favourites drop down selection will display all of the Shared Favourite(s)

4. Select the required Favourite list

Identity	Favourites	D.O.B.	Sex	Ward
<input type="checkbox"/> PM04110117	Personal-haem clinic	30-Nov-1926	Male	
<input type="checkbox"/> AU167	Personal-Renal Clinic	02-Mar-2017	Male	
<input type="checkbox"/> PM3011450	Personal-Cardio Clinic	02-Sep-1948	Male	
<input checked="" type="checkbox"/> MH2565	Shared-MH~NEPH~post op	04-Apr-1963		
<input checked="" type="checkbox"/> AUEX30	Shared-MH~NEPH~Neph Shared			
<input checked="" type="checkbox"/> PM402	Shared-MH~CARD~Cardiac share			
<input checked="" type="checkbox"/> AUEX85	Shared-MH~RESP~Resp Med share			
<input type="checkbox"/> AU177	JONES Peter	14-Jun-1963		
<input type="checkbox"/> AUEX54	JONES Sally	10-Mar-2017		
<input type="checkbox"/> AU403	JONES Sammy	14-Oct-1970		
<input type="checkbox"/> PMEX32845	JONES Simone	01-Jan-1950		
<input type="checkbox"/> AUEX52	JONES Urgent	12-Feb-1990		
<input type="checkbox"/> MH153	JONES Xavier	08-Sep-1963		
<input type="checkbox"/> AU96	JONES Yolanda	28-May-2001		
<input checked="" type="checkbox"/> MH652	JAMES Baby Of Kim	30-Jan-2017		
<input type="checkbox"/> MH653	JAMES Henry	01-Jan-1952	Male	
<input type="checkbox"/> AU256	JAMES Henry	01-Jan-1952	Male	
	JAMES Jessica	12-Dec-1982	Female	

Results from adding patients to your Shared favourites list MH~NEPH~post op - Windows Internet Explorer

https://testda1.vicpath.auslab.com.au/_add_favs.php?session_id=BghDhqpY&type=Shared&operation=add&name=MH~NEPH~post op

Status	Urno	Name	Date of Birth	Sex
16:00 01-Aug-2017	MH2565	JONES Johnson Peter	04-Apr-1963	O
16:00 01-Aug-2017	MH652	JAMES Henry	01-Jan-1952	M

Windows Internet Explorer opens confirming the action.

Note:

- Only 6 Shared Favourites can be listed within the Included Shared Favourites table. If an additional Shared Favourite is added, an alert message will be displayed indicating that the number of Included Shared Favourites will exceed 6.
- Duplicate entries cannot exist within the Included Shared Favourites table. If a duplicate Shared Favourite is added, an alert message will be displayed.

Select OK to accept and clear the alert.

FAVOURITES – SYSTEM ADMINISTRATOR

The **System Administrator** sub menu will ONLY display if a user has Auscare Favourites and Favourites Admin privileges. System Administrators have access to all the Shared Favourites on the system, not just the ones they have created.

Navigation: User Settings > Favourites > System Administrator

The **System Administrator** screen includes two sections:

- Available Shared Favourites and
- Modify Shared Favourites.

The screenshot shows the 'User Settings' page in the Auscare system. The 'System Administrator' menu item is highlighted in the left sidebar. The main content area displays a table of 'Available Shared Favourites for MH' with columns for Name, Date/Time, Created By, Entries, and Audit. A search filter is applied to the table, showing 'HCF: mH' in the search box. A callout box points to the search filter with the text: 'Perform a search using the filters to find the Shared Favourite(s) to be modified or deleted'. Below the table is the 'Modify Shared Favourites' section, which includes a table with columns for *HCF, *Clinical Unit, *Description, Name, *Purpose, and Entries.

Name	Date/Time	Created By	Entries	Audit
MH~CARD~Cardiac share	11:35 01-Aug-17	clin	2	●
MH~CARD~pre op	09:30 11-Apr-17	paus	0	○
MH~CHAEM~Haem Clinic	16:50 12-Jul-17	tpasc	0	○
MH~NEPH~Neph Shared	15:49 31-Jul-17	clini	0	○
MH~NEPH~post op	10:14 11-Apr-17	paus	2	○
MH~RESP~Resp Med share	11:37 01-Aug-17	clin	1	○

1. Delete a Shared Favourite from the Available Shared Favourites for <HCF/Unit> table

Navigation: User Settings > Favourites > System Administration

On the System Administration screen you are able to delete any shared favourites whether you created it or not.

The screenshot shows the 'Available Shared Favourites for MH' table. A red box highlights the 'Delete' button at the top. A callout box points to the 'Delete' button with the text: "Delete". Another callout box points to the checkbox of the 'MH~RESP~Resp Med share' row with the text: "Click the check box of the existing Shared Favourite to be deleted. Select the delete". A third callout box points to the 'Entries' column of the same row with the text: "A Shared Favourite can only be deleted if there are no patient entries shown in the Entries column." The table data is as follows:

Name	Date/Time	Created By	Entries	Audit
<input type="checkbox"/> MH~CARD~Cardiac share	11:35 01-Aug-17	clin	2	<input checked="" type="radio"/>
<input type="checkbox"/> MH~CARD~pre op	09:30 11-Apr-17	paus	0	<input type="radio"/>
<input type="checkbox"/> MH~CHAEM~Haem Clinic	16:50 12-Jul-17	tpasc	0	<input type="radio"/>
<input type="checkbox"/> MH~NEPH~Neph Shared	15:49 31-Jul-17	clinl	0	<input type="radio"/>
<input type="checkbox"/> MH~NEPH~post op	10:14 11-Apr-17	paus	2	<input type="radio"/>
<input checked="" type="checkbox"/> MH~RESP~Resp Med share	11:37 01-Aug-17	clin	0	<input type="radio"/>

2. Modify a Shared Favourite from the Available Shared Favourites for <HCF/Unit> table

Navigation: User Settings > Favourites > System Administration

On the System Administration screen you are able to modify any shared favourites whether you created it or not.

The screenshot shows the 'Available Shared Favourites for MH' table. A red box highlights the 'Add to Modify' button at the top. A callout box points to the 'Add to Modify' button with the text: "Add to Modify". Another callout box points to the checkbox of the 'MH~NEPH~Neph Shared' row with the text: "Click the check box of the existing Shared Favourite to be modified. Select the Add to Modify button for entry to display on Modified Shared Favourites table". The table data is as follows:

Name	Date/Time	Created By	Entries	Audit
<input type="checkbox"/> MH~CARD~Cardiac share	11:35 01-Aug-17	clin	2	<input checked="" type="radio"/>
<input type="checkbox"/> MH~CARD~pre op	09:30 11-Apr-17	paus	0	<input type="radio"/>
<input type="checkbox"/> MH~CHAEM~Haem Clinic	16:50 12-Jul-17	tpasc	0	<input type="radio"/>
<input checked="" type="checkbox"/> MH~NEPH~Neph Shared	15:49 31-Jul-17	clinl	0	<input type="radio"/>
<input type="checkbox"/> MH~NEPH~post op	10:14 11-Apr-17	paus	2	<input type="radio"/>

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User Settings

My Tasks Enquiry **User Settings** Logout

Clear Save

Name	Date/Time	Created By	Entries	Audit
<input type="checkbox"/> MH~CARD~Cardiac share	11:35 01-Aug-17	clin	2	<input type="radio"/>
<input type="checkbox"/> MH~CARD~pre op	09:30 11-Apr-17	paus	0	<input type="radio"/>
<input type="checkbox"/> MH~CHAEM~Haem Clinic	16:50 12-Jul-17	tpasc	0	<input type="radio"/>
<input type="checkbox"/> MH~NEPH~Neph Shared	15:49 31-Jul-17	clinl	0	<input type="radio"/>
<input type="checkbox"/> MH~NEPH~post op	10:14 11-Apr-17	paus	2	<input type="radio"/>

Save

Changes made to entry are in red until saved

Modify Shared Favourites

HCF	Clinical Unit	Description	Name	Purpose	Entries
<input type="checkbox"/> MPH	<input type="checkbox"/> GP~MPH	Neph Shared	MPH~GP~Neph Shared	Registra...	0

3. Clearing or Deleting Shared Favourite(s) from the Modify Shared Favourites table

Select the Clear button.
Note: The Shared Favourites still exist in the Available Shared Favourites table

Select the Delete button.
Note: The Shared Favourites will be removed from ALL lists in Auscare

Clear Delete

Select the Modify Shared Favourites table radio button

Select the tick boxes of all the entries to be cleared or deleted

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User Settings

My Tasks Enquiry **User Settings** Logout

Clear Save Delete

Name	Date/Time	Created By	Entries	Audit
<input type="checkbox"/> MH~CARD~Cardiac share	11:35 01-Aug-17	clin	2	<input type="radio"/>
<input type="checkbox"/> MH~CARD~pre op	09:30 11-Apr-17	paus	0	<input type="radio"/>
<input type="checkbox"/> MH~CHAEM~Haem Clinic	16:50 12-Jul-17	tpasc	0	<input type="radio"/>
<input type="checkbox"/> MH~NEPH~Neph Shared	15:49 31-Jul-17	clinl	0	<input type="radio"/>
<input type="checkbox"/> MH~NEPH~post op	10:14 11-Apr-17	paus	2	<input type="radio"/>

Modify Shared Favourites

HCF	Clinical Unit	Description	Name	Purpose	Entries
<input checked="" type="checkbox"/> MPH	<input type="checkbox"/> GP~MPH	Neph Shared	MPH~GP~Neph Shared	Registra...	0

MY TASKS BUTTON

Users are able to access their Investigations for Sign Off, Referrals for Review and Favourites.

MY TASKS - FAVOURITES

The screenshot shows the 'My Tasks' interface with the 'Favourites' tab selected. A table of patient records is displayed with columns for Identity, Name, D.O.B., Clinical Unit, Ward, and Last Added. A 'Print' button is visible in the top right corner of the table area.

On initial entry the defaulted Favourites list is displayed .
Note:
If no patients have been allocated to a Personal or Included Shared Favourite, then a patient list will not display and the Favourite name will not be indexed in the left pane.

I	Status	Identity	Name	Dob	Clinical Unit	Ward	Last Added
<input type="checkbox"/>	PMEX33134	DUMMY, Dummy	23-Oct-1985		PM23HRH1		31-Jul-2017
<input type="checkbox"/>	PM14	DUMMY, Patient Alfred	12-Nov-1936				31-Jul-2017
<input type="checkbox"/>	PM131108877	Dummy, Frog	22-Dec-1922				31-Jul-2017
<input type="checkbox"/>	PM791107777	Dummy, Patient Female	01-Jan-1981				31-Jul-2017
<input type="checkbox"/>	PMEX32765	DUMMY, Patient	12-Nov-1936		IP		31-Jul-2017
<input type="checkbox"/>	PM0212	JOHNSON, Jane	01-Jan-1956				02-Aug-2017
<input type="checkbox"/>	MH8912	JONES-JOHNSON, Peter	05-May-1963				02-Aug-2017

Default primary sorting of patients in the Favourites tab
Status column in the following order:

- 1. Red Envelope**
 - 1.1. Flashing Red Icon
 - 1.2. Static Red Icon
- 2. Yellow Icon**
 - 2.1. Flashing Yellow Icon
 - 2.2. Static Yellow Icon
- 3. Green Icon**
 - 3.1. Flashing Green Icon
 - 3.2. Static Green Icon
4. Rotating hourglass
5. Static hourglass

Default secondary sorting of patients in the Favourites tab is by Name in alphabetical order

MY TASKS INVESTIGATIONS TO SIGN OFF

When the requestor of the episode has been configured with a doctor user ID, the patients for which that doctor has requested tests will display on this screen.

E.g. Dr Smith has the Doctors User ID on the AUSLAB Provider Table.

When Dr Smith logs into AUSCARE, the Investigations to Sign Off screen displays any patient Dr Smith has requested tests for and has not signed off.

Note: Interim reports that are not yet available for sign off do not appear on this list. They can be found by performing doctor or consultant search.



SIGNING OFF REPORTS

The facility to sign off a report enables the clinician to document that they acknowledge reviewing selected report. Prior to sign off the icon will be displayed with a coloured status (red, green or yellow) as **per Page 6**.

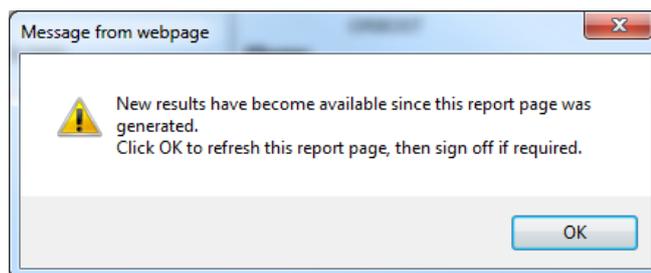


When a report page is signed off, the associated coloured icons will change to white icon with lines  (Signed Off) against the 'Episodes' 'Reports' and 'Requests' View Types. An entry of the event is placed into the Audit history.

There are a few ways to access the results to sign off reports

1. Via the Enquiry screen
2. Via My Tasks - Favourites
3. Via My Tasks – Investigations to Sign off

NOTE: If a report has been updated between the time it was generated on your AUSCARE screen and the time you select the Sign Off button an alert displays in a popup message .

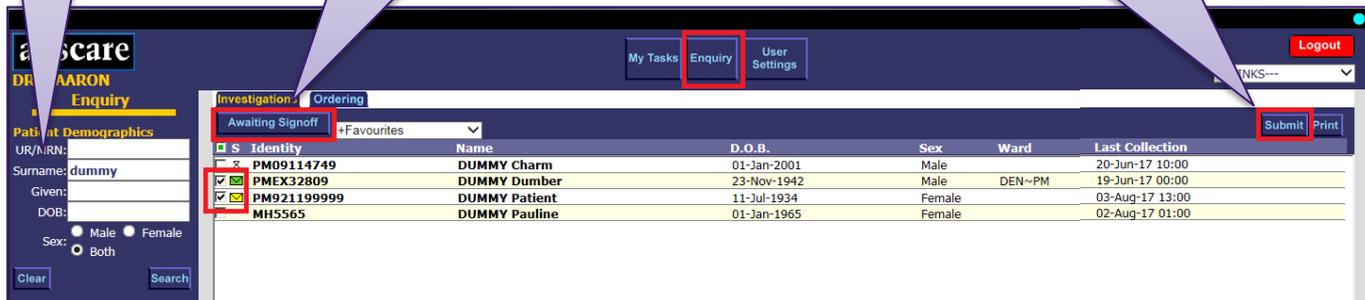


1. Via the Enquiry screen

1. Search for list of patients

2. By selecting Awaiting Signoff the system generates a tick in the box for each patient with unviewed validated reports

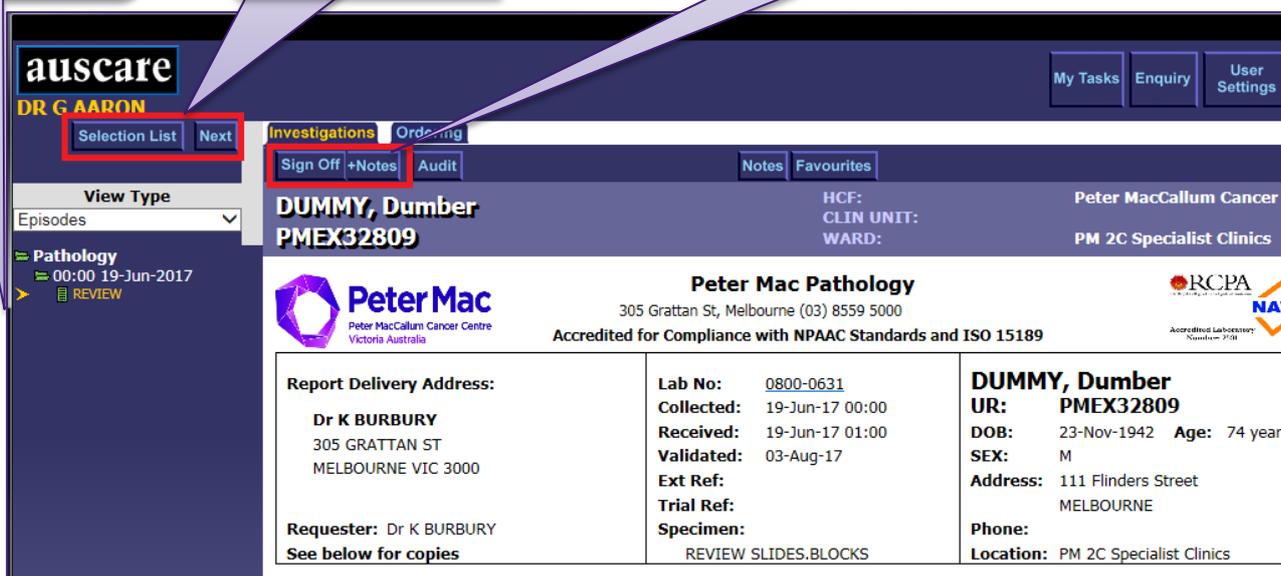
3. The submit button displays.
4. Selecting the submit button displays the reports one after another to be viewed.



On selecting the Submit button the first report is displayed

Next button: move to next patient in selection list.
Selection List: return to the list.

Sign Off and +Notes buttons display



2. Via My Tasks - Favourites

1. Select My Tasks and the Favourites screen displays

Identity	Name	D.O.B.	Clinical Unit	Ward	Last Added
PM09114749	DUMMY, Charm	01-Jan-2001			03-Aug-2017
<input checked="" type="checkbox"/> PMEX32809	DUMMY, Dumber	23-Nov-1942		DEN~PM	03-Aug-2017
<input checked="" type="checkbox"/> PM921199999	DUMMY, Patient	11-Jul-1934			03-Aug-2017
<input type="checkbox"/> MH5565	DUMMY, Pauline	01-Jan-1965			02-Aug-2017

3. The patients display by icon status order

2. Drill down on the entry to view the results

4. View the results, add notes and sign them off

DUMMY, Dumber
PMEX32809

Peter Mac Pathology
305 Grattan St, Melbourne (03) 8559 5000
Accredited for Compliance with NPAAC Standards and ISO 15189

Report Delivery Address: Dr S AHMED 305 GRATTAN ST MELBOURNE VIC 3000 Requester: Dr S AHMED See below for copies	Lab No: 0800-2231 Collected: 19-Jun-17 00:00 Received: 19-Jun-17 01:00 Validated: 03-Aug-17 Ext Ref: Trial Ref: Specimen: BLOOD	DUMMY, Dumber UR: PMEX32809 DOB: 23-Nov-1942 Age: 74 years SEX: M Address: 111 Flinders Street MELBOURNE Phone: Location: PM 2C Specialist Clinics
--	--	---

CUMULATIVE REPORT
 Laboratory: PM
 Date: 19-Jun-17
 Time: 00:00
 Lab No: 08002231 Units Ref. Interval

Full Blood Count
 Haemoglobin 90 L g/L (120 - 170)

The patients can be moved or removed by selecting the tick box and move to menu or Remove button

Identity	Name	D.O.B.	Clinical Unit	Ward	Last Added
<input checked="" type="checkbox"/> PM09114749	DUMMY, Charm	01-Jan-2001			03-Aug-2017
<input checked="" type="checkbox"/> PMEX32809	DUMMY, Dumber	23-Nov-1942		DEN~PM	03-Aug-2017
<input checked="" type="checkbox"/> PM921199999	DUMMY, Patient	11-Jul-1934			03-Aug-2017
<input checked="" type="checkbox"/> MH5565	DUMMY, Pauline	01-Jan-1965			02-Aug-2017

3. Via My Tasks - Investigations to Sign off

The Investigations to Sign Off screen displays all patients the User has requested tests for and those tests are available to view and not signed off.

SIGN OFF WHILE AUSLAB IS UNAVAILABLE

The system the pathology department is using to populate results in AUSCARE is called AUSLAB. When AUSLAB is not available electronic messages are not able to pass between the two systems.

Clinicians have the ability to sign off reports while AUSLAB is unavailable and synchronize the sign off update across all servers. Status and audit updates of these sign off events will be accessible once AUSLAB becomes available.

AUTO SIGNOFF / TIMEOUT SIGNOFF

1. Auto Signoff:

AUTO Signoff is the process in AUSCARE where reports are automatically signed-off by the system.

2. Timeout Signoff:

Timeout Signoff is the process in AUSCARE where reports are automatically signed-off by the system six months after the entire report becomes available for sign off.

(Note: Each icon colour may be set to a different time frame.)

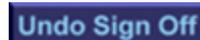
At this time the coloured status icon for the report not signed off by clinical staff, will be automatically signed off by the system and will change to grey.



When a report has been automatically signed off by the system a grey icon with lines will be displayed on the Episodes, Reports and Requests view types.

The AUSCARE audit displays the event "Automated time elapsed system signoff".

3. Undo Signoff



The Undo Signoff button will only appear if the current report displayed has been signed off.

The undo signoff action can be performed wherever the button displays. The statuses will be regenerated and the associated envelopes will return to their appropriate colour. An entry which includes the user and time of the event is placed into the Audit history to indicate the report has been "Unsigned Off".