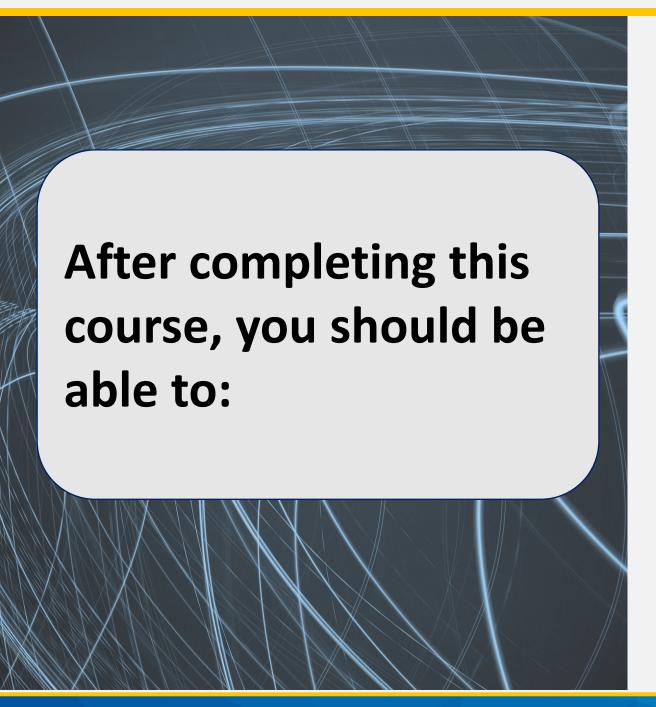
# Tuberculosis and Hansen's Disease Unit NEDSS Tuberculosis (TB) Training Course for Public Health Regions and Local Health Departments (R/LHDs)

February 2024

# Course Number 4: *Managing TB Laboratory Reports*



- Understand how to manually enter TB laboratory reports;
- Describe and use the Documents Requiring Review Queue;
- Successfully associate laboratory reports to existing TB investigations; and
- Create an investigation from a laboratory report

# Manual Entry of Laboratory Reports

#### Why is Manual Entry Necessary



Most laboratory reports will be received via electronic laboratory reporting (ELR) into NEDSS and will be linked to a Patient File if it is already created. If not, NEDSS will create the Patient File based on the demographic information in the ELR.



Not all laboratory reports are received through ELR.



Laboratory reports not received via ELR will have to be manually entered in NEDSS. Examples of laboratory reports not received via ELR are those reported by private providers, faxed and/or mailed.

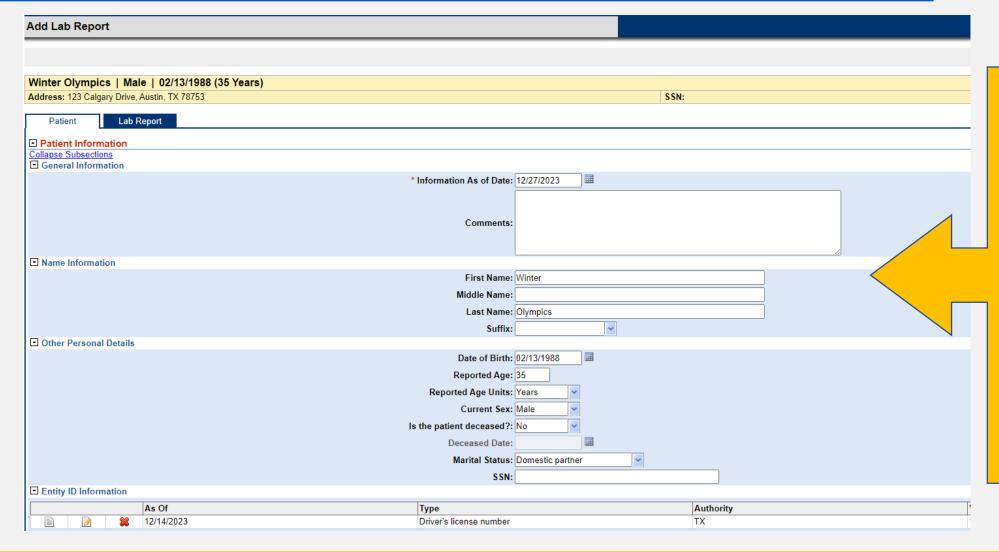
#### **Manual Entry of Laboratory Reports**



#### Add a New Lab Report



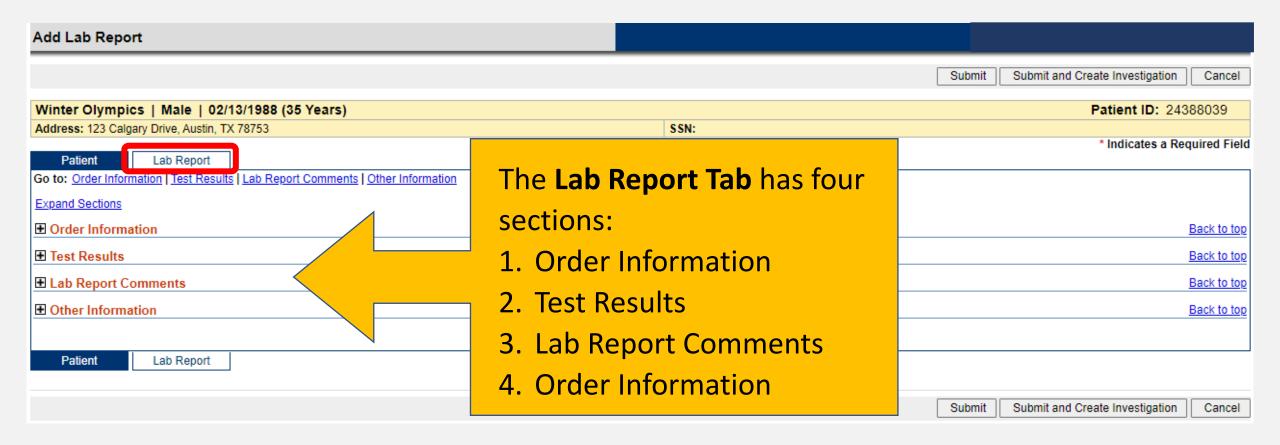
#### Add Lab Report Page



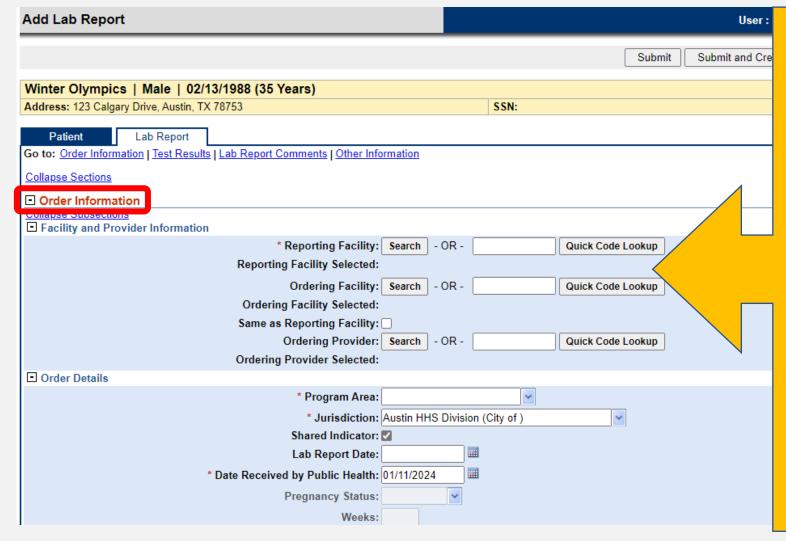
The Add Lab Report page has two tabs, the Patient Tab and the Lab Report Tab.

Information in the Patient Tab will auto-populate from the Patient File.

#### **Lab Report Tab**



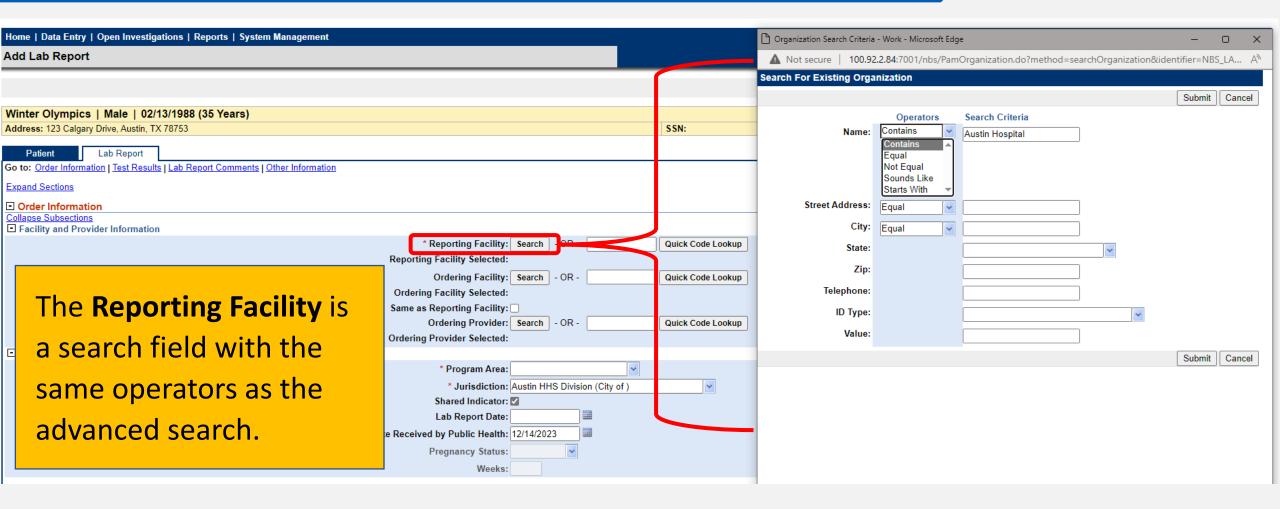
#### Order Information



In the **Order Information** section, users must enter:

- 1. Reporting Facility
  - Search by Facility Name or Address
- 2. Program Area
  - Will always be Tuberculosis
- 3. Jurisdiction
  - Will auto-populate based on the patient file address but can be updated
- 4. Date Received by Public Health
  - Will auto-populate with the date the user creates the laboratory report in NEDSS

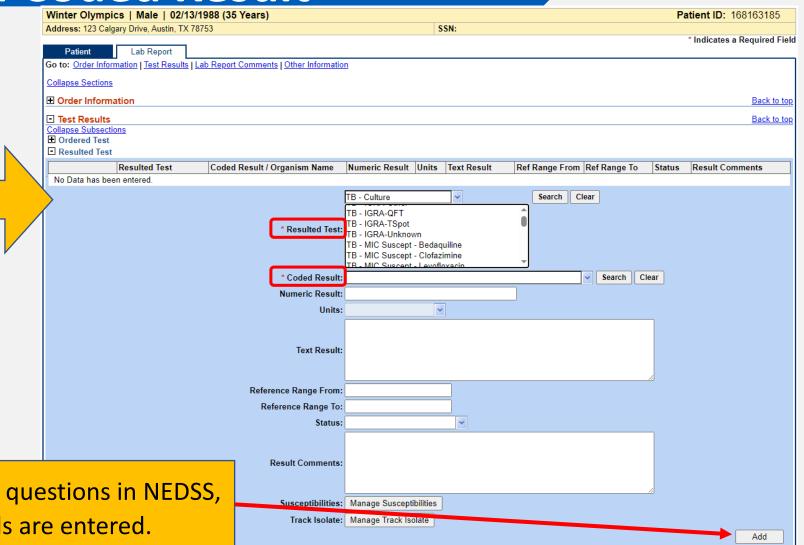
# Order Information: Facility and Provider Information



# Test Results: Resulted Test and Coded Result

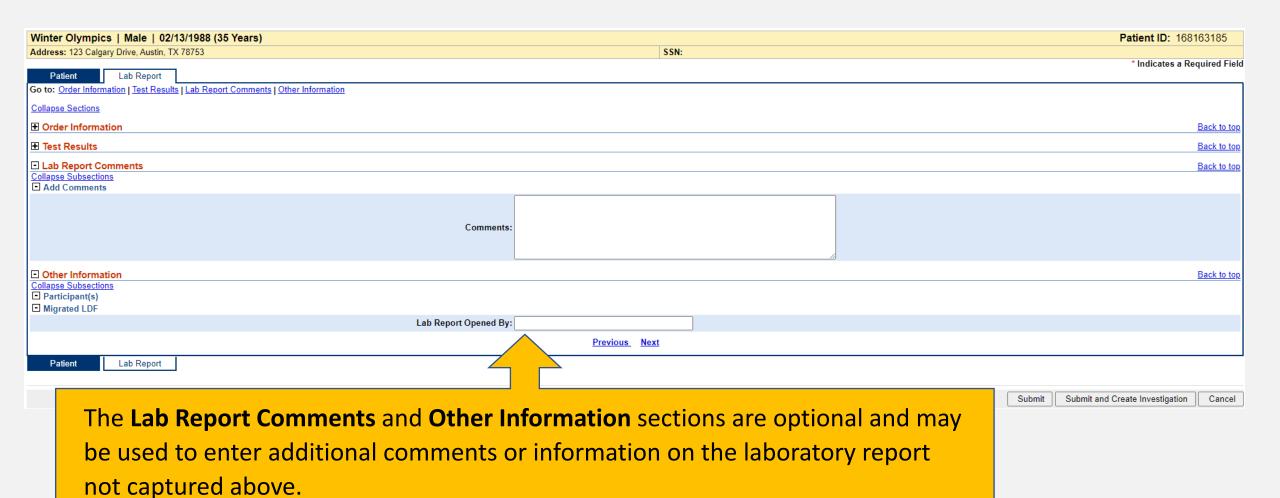
In the **Resulted Test** section, users must select:

- 1. Resulted Test
  - TB-AFB Smear, TB-Culture, IGRA-QFT, etc.
- 2. Coded Result
  - Mycobacterium tuberculosis, Positive, Indeterminate, etc.

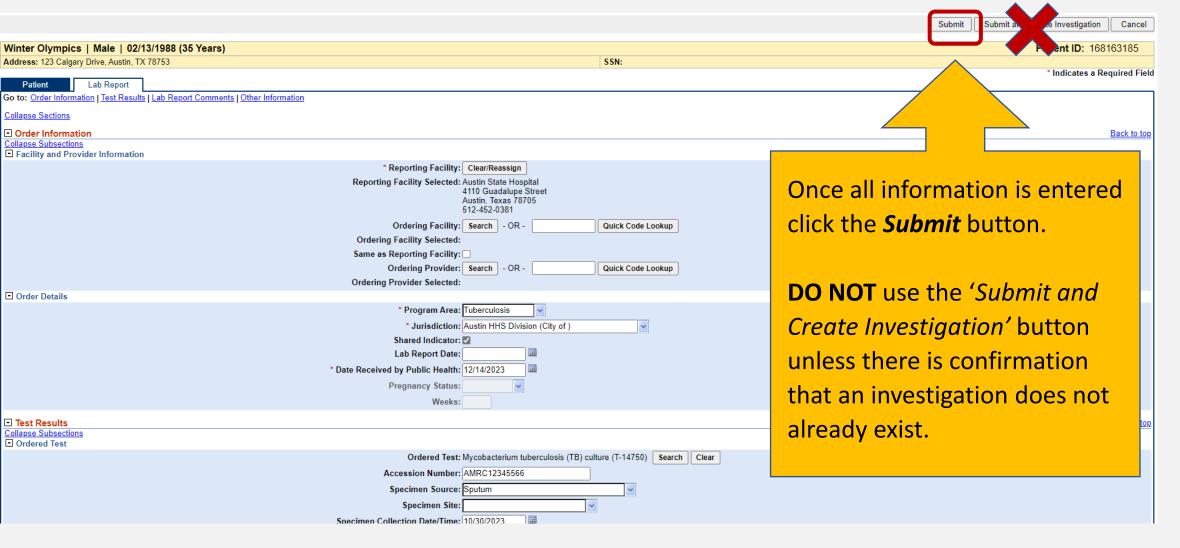


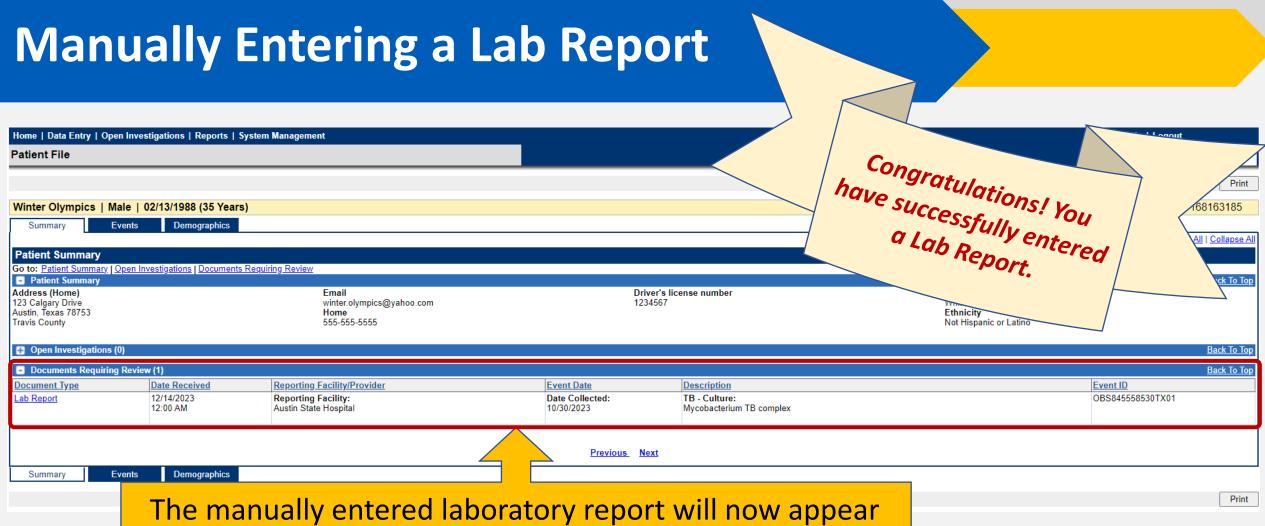
As with all Repeating Block format questions in NEDSS, click the 'Add' button once all fields are entered.

## Lab Report Comments and Other Information



#### Manual Lab Entry: Verify Information and Submit





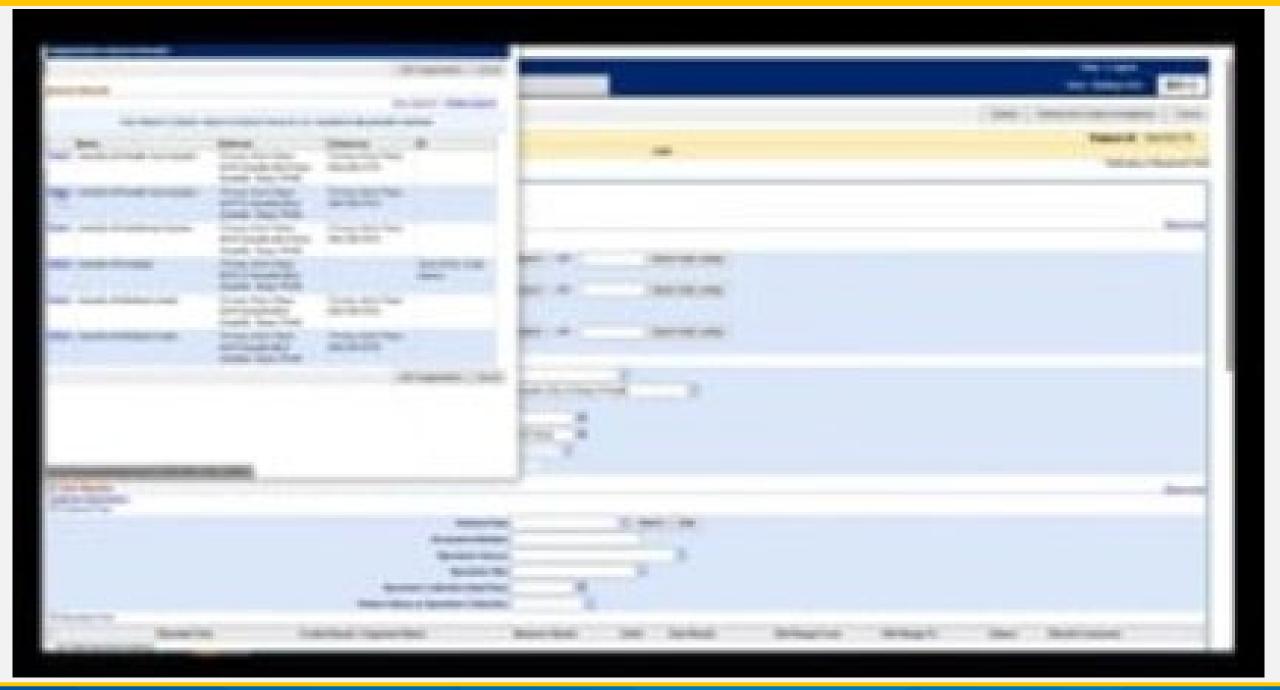
The manually entered laboratory report will now appear under *Documents Requiring Review* in the Summary Tab of the Patient File and Lab Reports in the Event Tab.

#### Demo Part 1

Manually Entering Lab Reports

https://vimeo.com/901264799/1994cc002c?share=copy





### Let's try it together

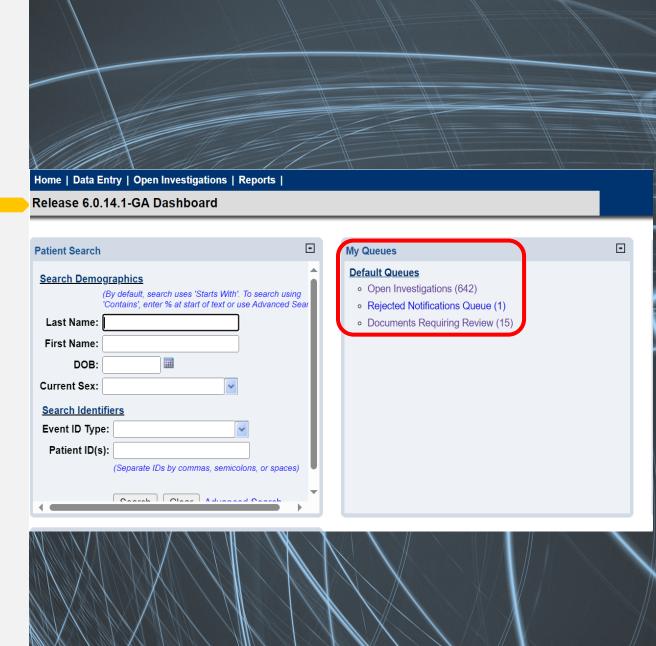
# What is the Documents Requiring Review (DRR) Queue?

#### My Queues

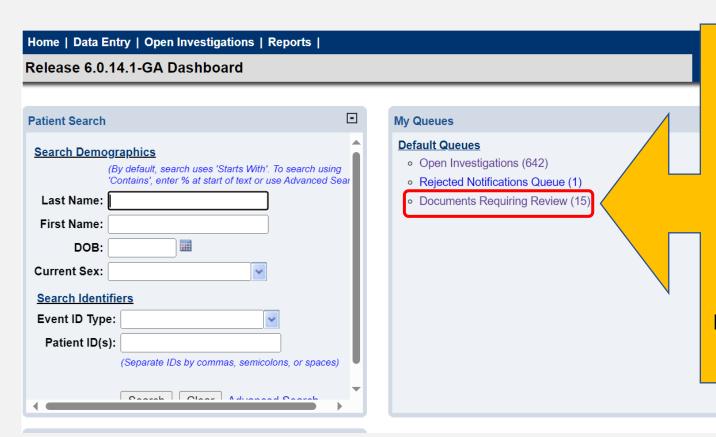
#### **Documents Requiring Review (DRR)**

#### The Documents Requiring Review (DRR) Queue:

- Is located under the My Queues section on the main dashboard of NEDSS
- Contains all laboratory reports that need to be manually reviewed across the state
- Alerts TB programs of new laboratory reports that are not associated with an investigation
- Can be sorted and/or filtered by certain criteria to meet user needs
- TB users can view all laboratory reports but can only edit and/or create investigations for those assigned to their specific jurisdiction



#### **NEDSS Homepage Dashboard**



This queue is designed for R/LHD use to quickly identify new laboratory reports that need to be reviewed manually to determine what action needs to be taken.

The number next to the queue is the number of documents requiring review statewide and will fluctuate.

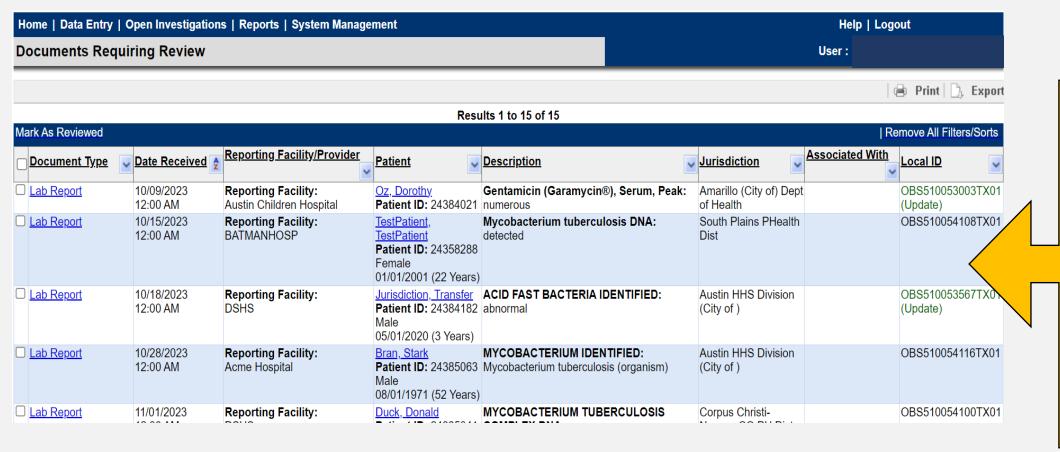
#### **Importance of This Queue**

#### The Documents Requiring Review Queue is used by TB programs for the following reasons:

- > The jurisdiction could not be determined by either the patient address or laboratory/facility address on the ELR, and had to be manually assigned
- ➤ The investigation type (TB or TBLISS) could not be determined by the lab test and/or the lab result
- > There are more than one open investigations for this person
- > The laboratory report was entered manually

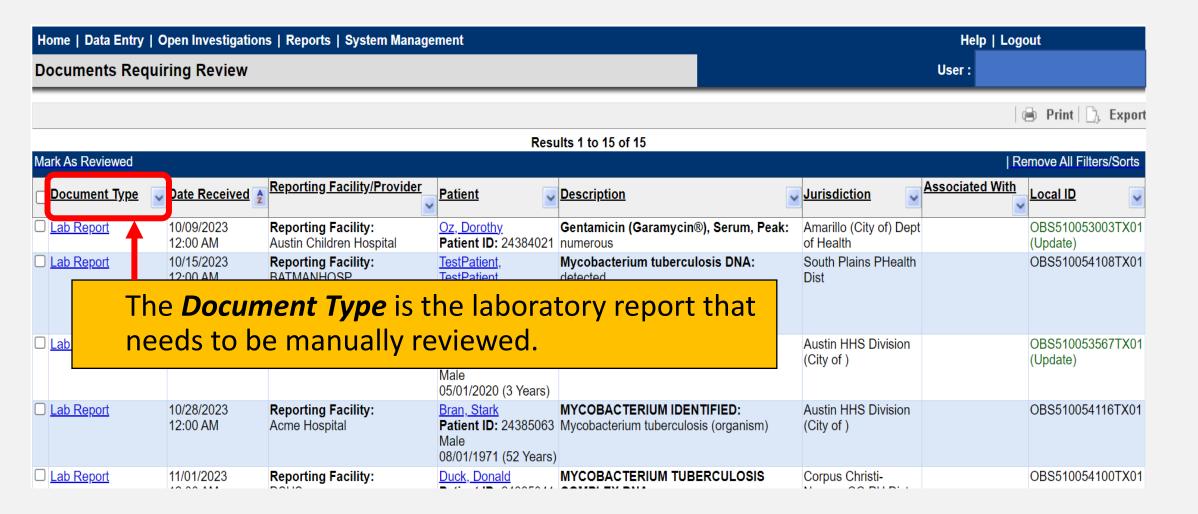
This is where users will find new ELRs and/or manually entered laboratory reports that are only associated to a patient file, not to an investigation.

#### **Documents Requiring Review Queue**

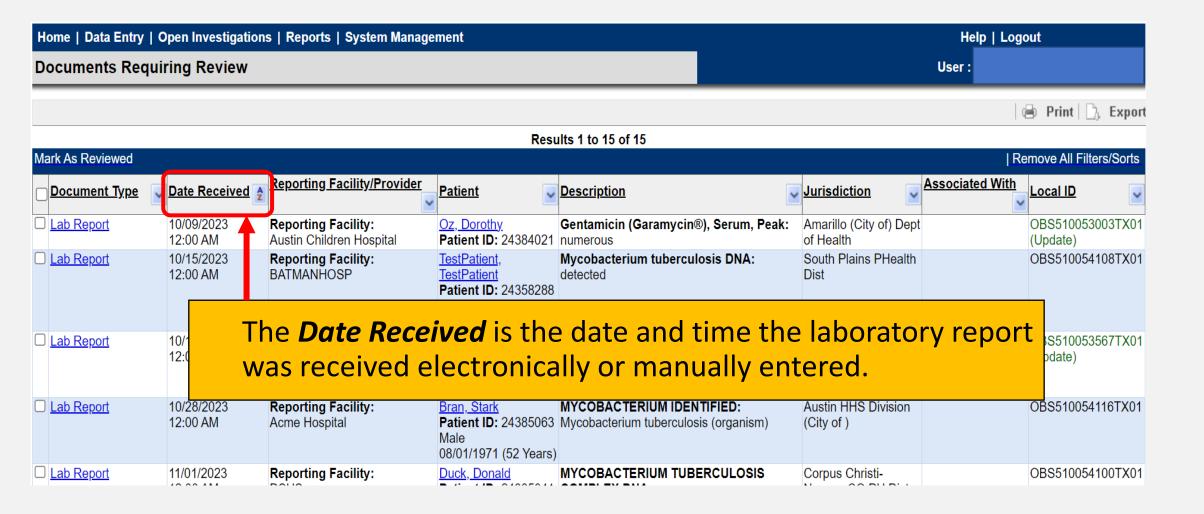


Until the data is sorted, users will initially see a list of <u>all</u> documents requiring review in Texas.

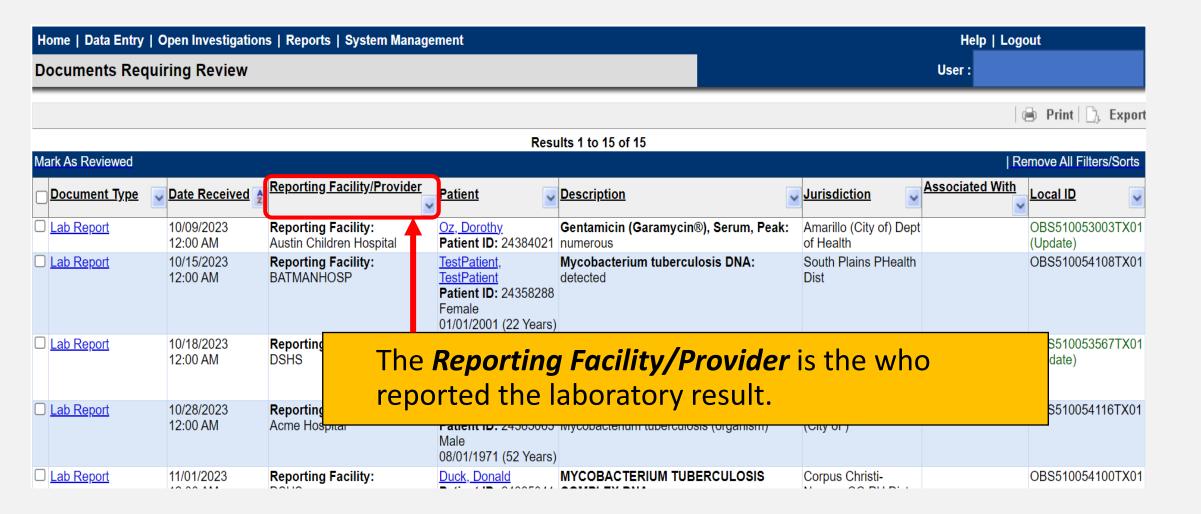
#### **Document Type**



#### **Date Received**



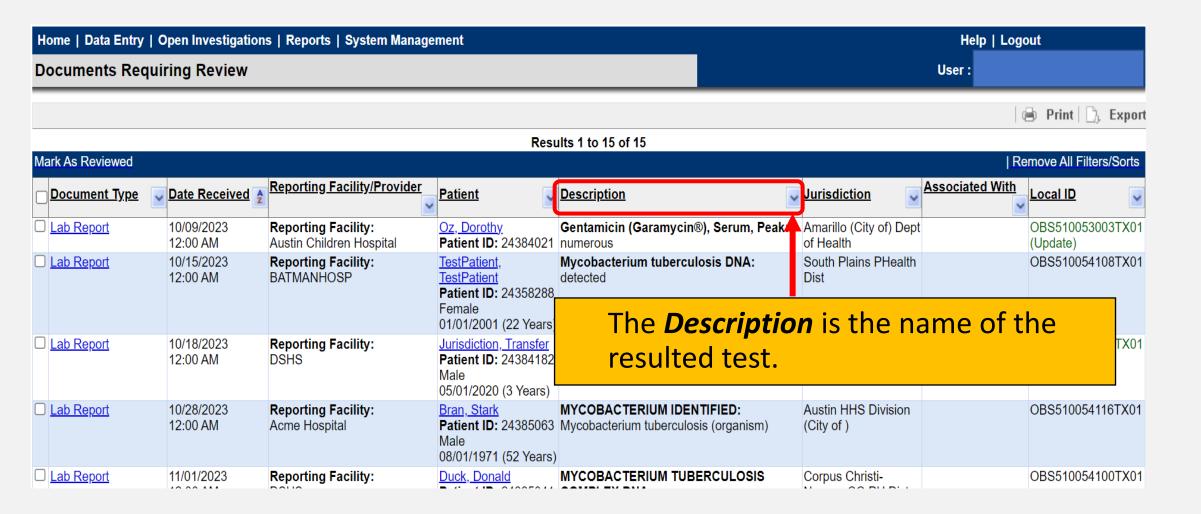
#### Reporting Facility/Provider



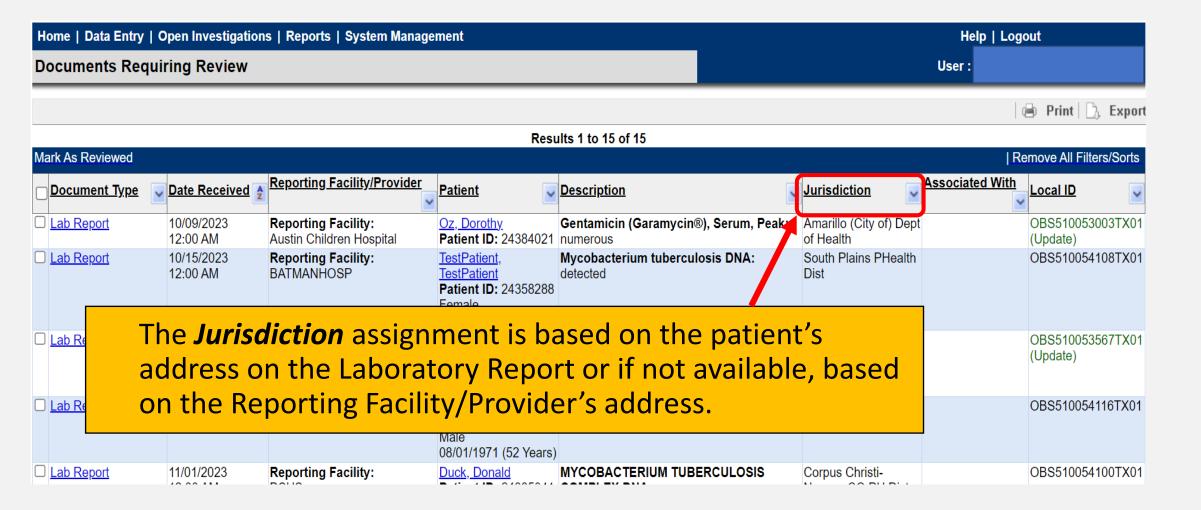
#### **Patient**



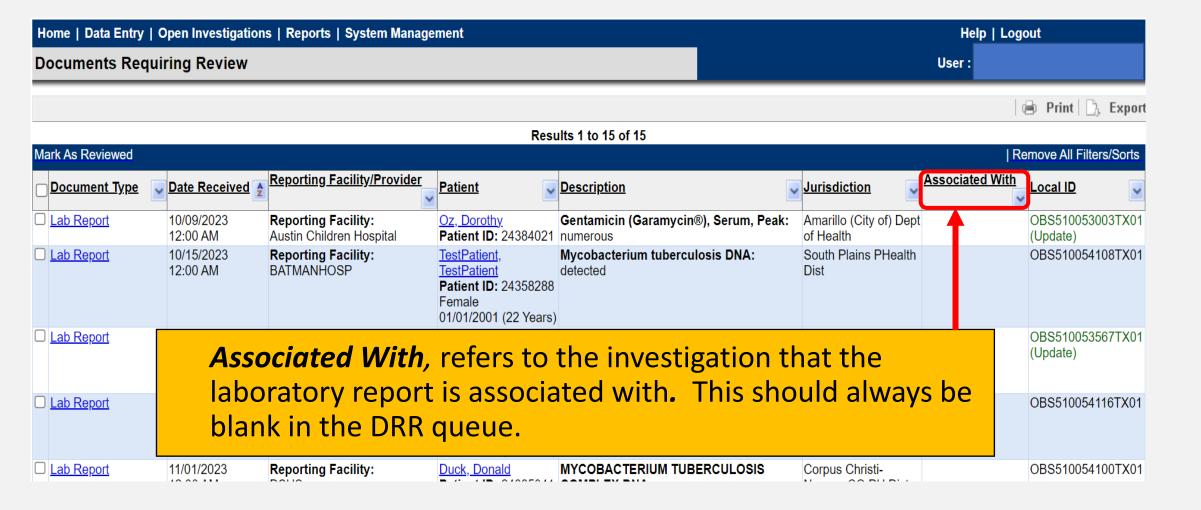
#### Description



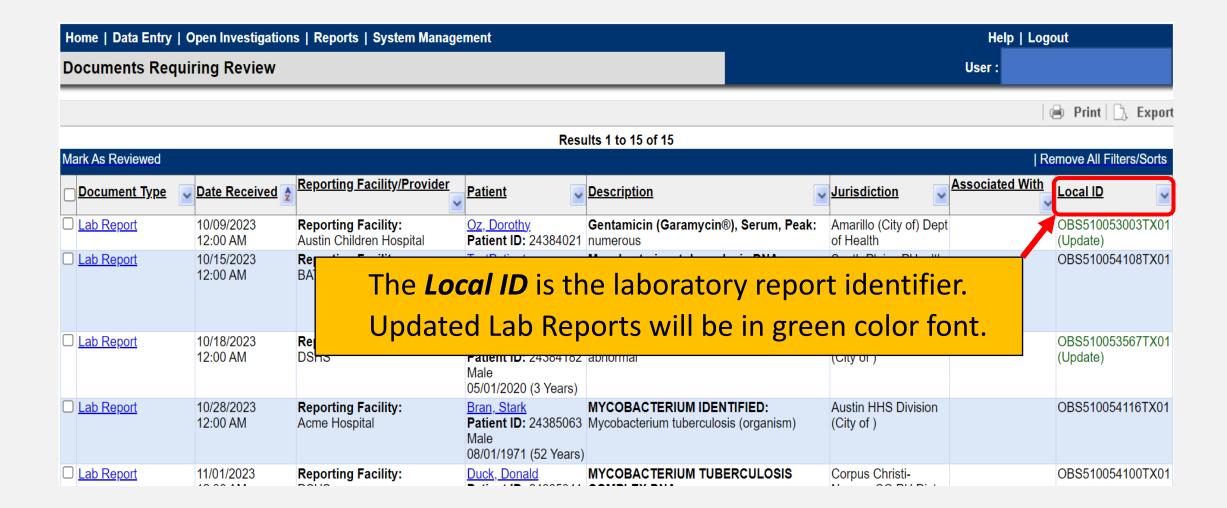
#### Jurisdiction



#### **Associated With**



#### Local ID



### How Often Should R/LHDs Monitor the Documents Requiring Review Queue?

#### Frequency of Monitoring this Queue

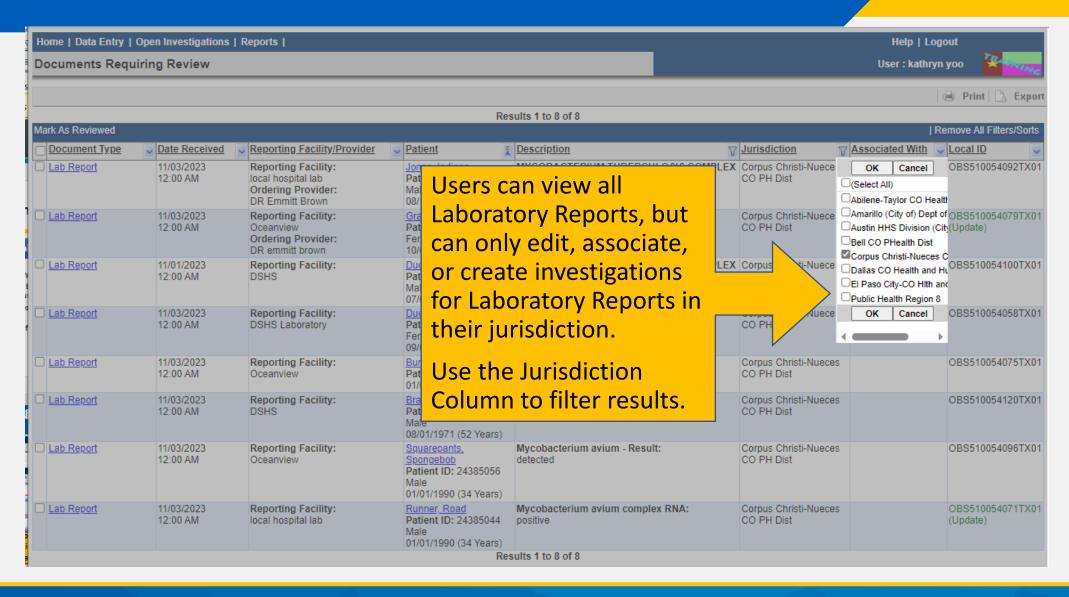
#### R/LHDs should monitor this queue DAILY for:

- Timely review and action to prevent backlog of newly reported or manually entered laboratory reports that are not associated with an investigation.
- Deciding if an investigation needs to be created or if the laboratory report needs to be marked as reviewed and left with the patient file.
- Notify the TB Unit surveillance case consultant if the laboratory report is erroneously assigned to the jurisdiction.

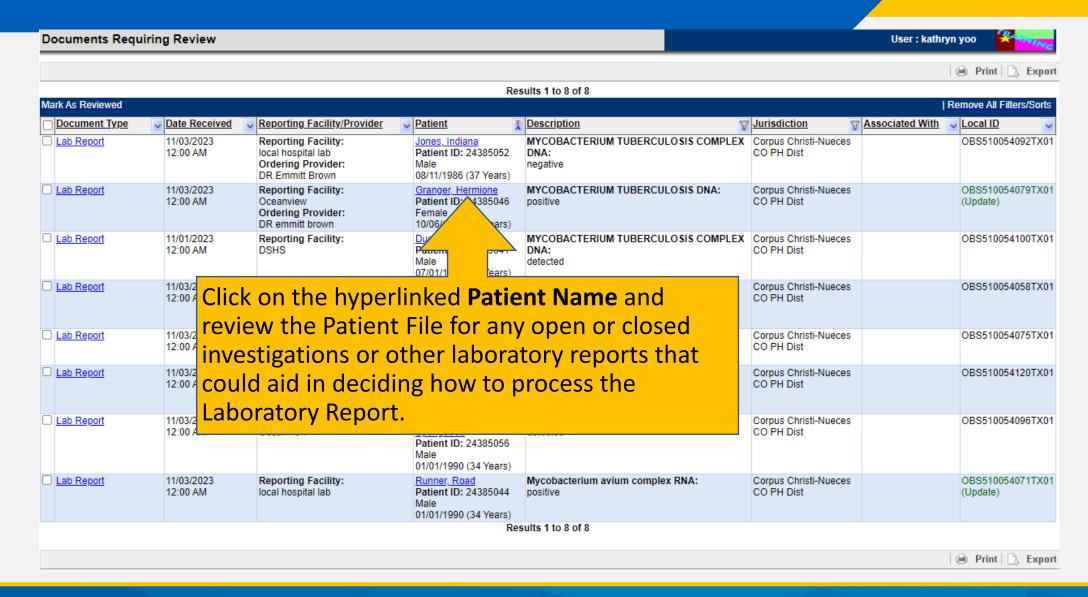


### How to Manage the Lab Reports in the Documents Requiring Review Queue

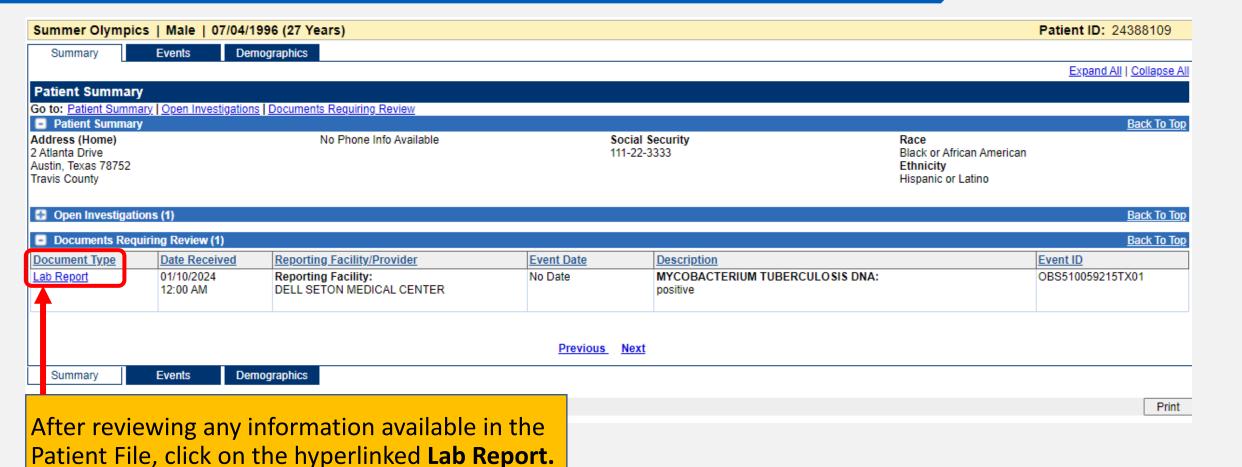
#### Filter the Queue



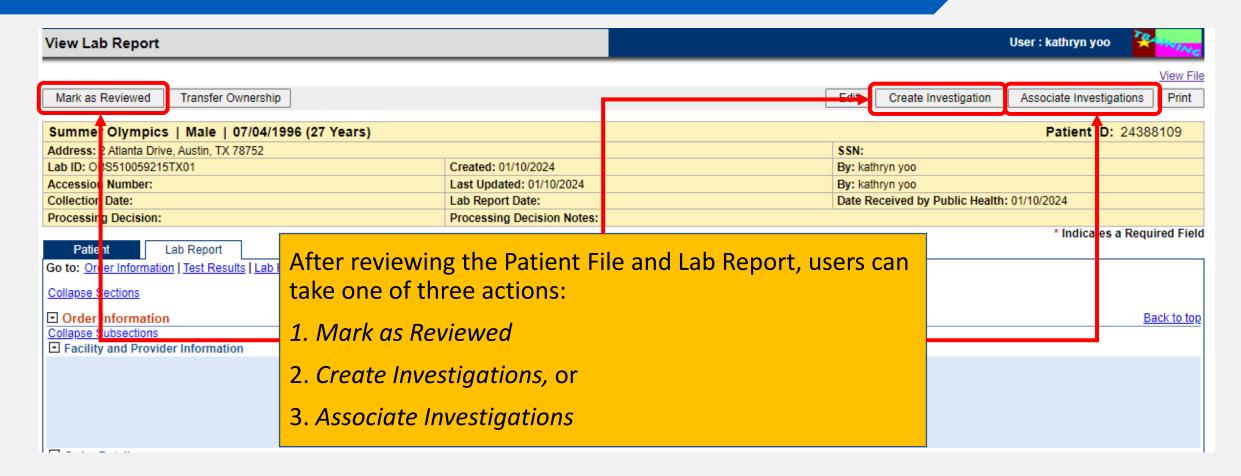
#### **Review the Patient File**



#### Review the Lab Report



#### Make a Lab Report Processing Decision



#### Mark Lab Report as Reviewed



If, after reviewing the laboratory report it is determined that it does not need to be associated to an existing investigation or used to create a new investigation, the user should click Mark as Reviewed.

Processing Decision Notes.

User: kathryn yoo View File Edit Create Investigation Associate Investigations Print Patient ID: 24388109 SSN: By: kathryn yoo By: kathryn yoo Date Received by Public Health: 12/21/2023 \* Indicates a Required Field

Patient Lab Report

Go to: Order Information | Test Results | Lab Report Comments | Other Information

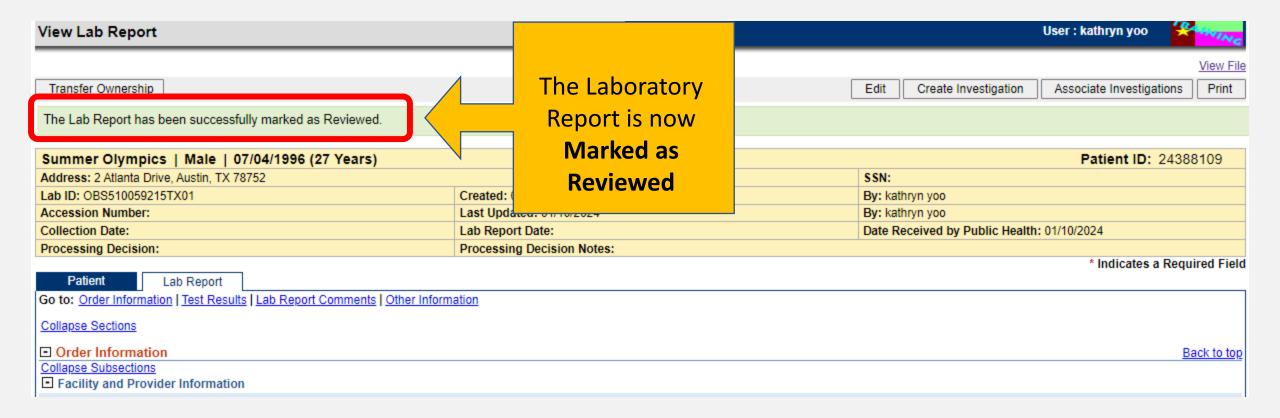
Collapse Sections

Order Information

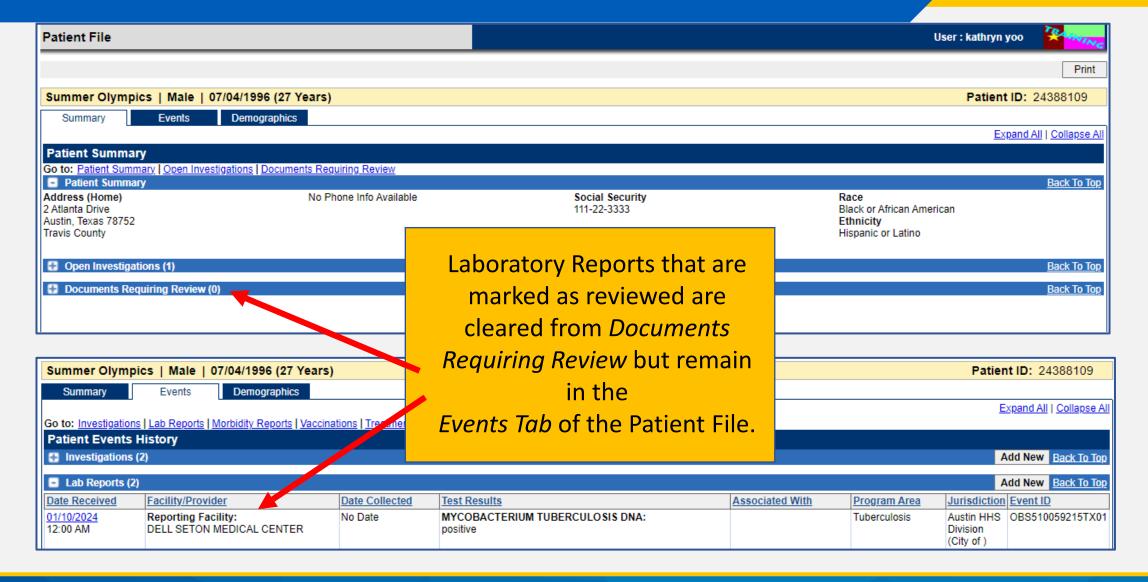
Callance Subsections

Back to top

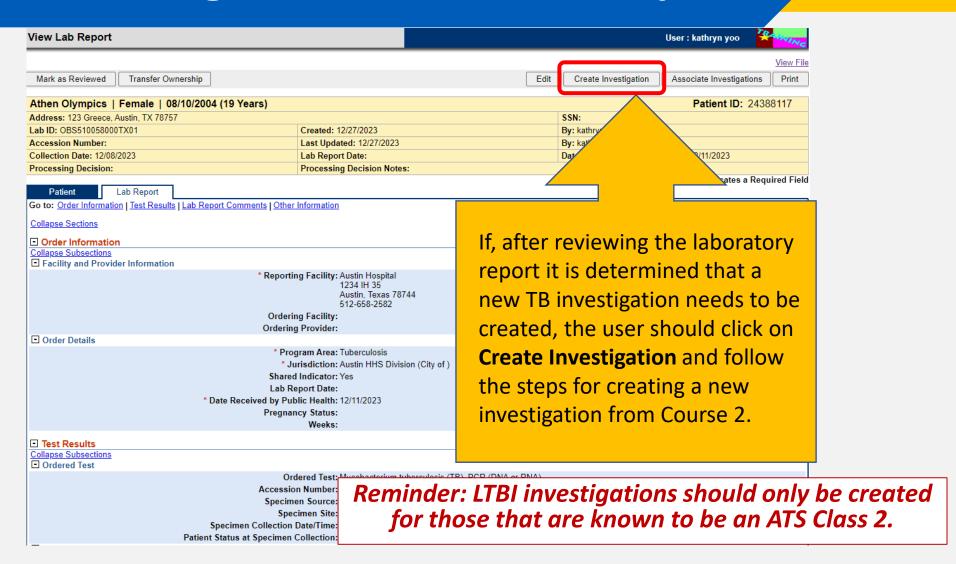
#### Mark Lab Report as Reviewed



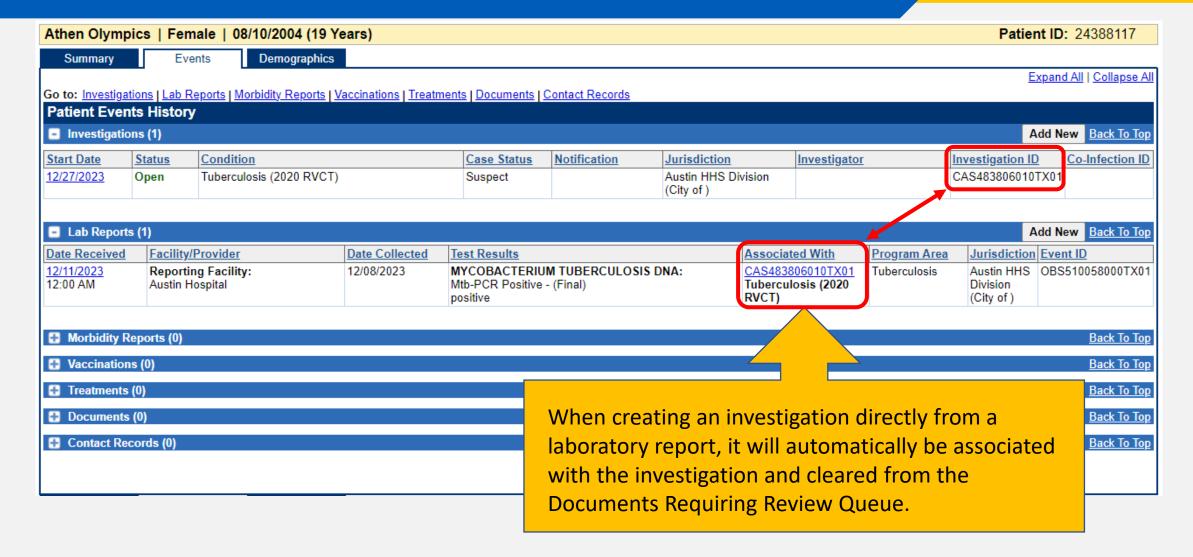
#### Mark Lab Report as Reviewed

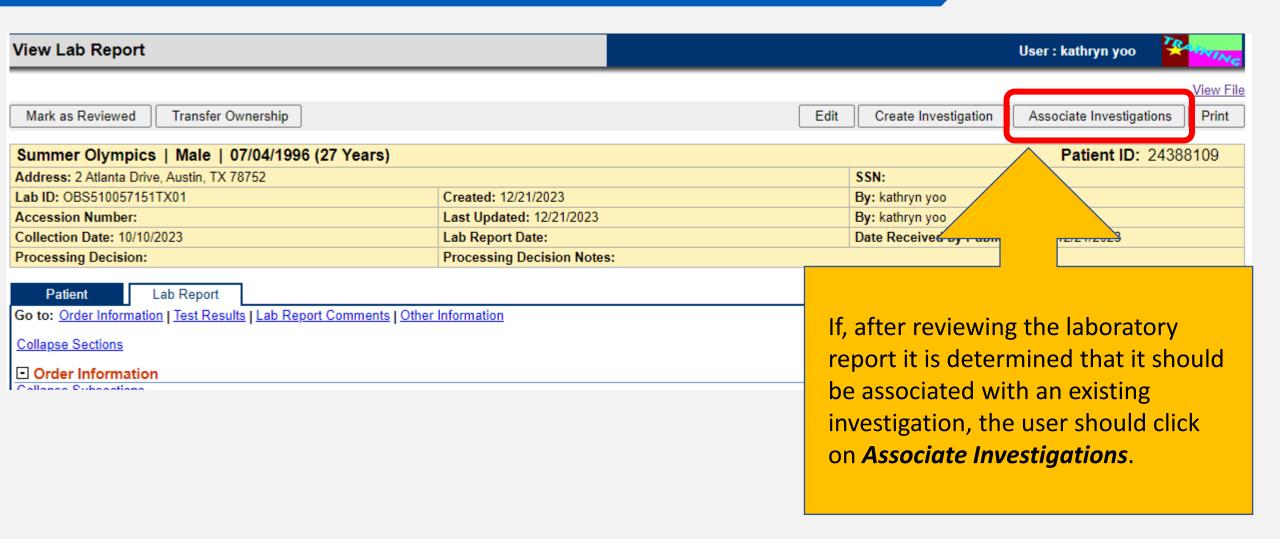


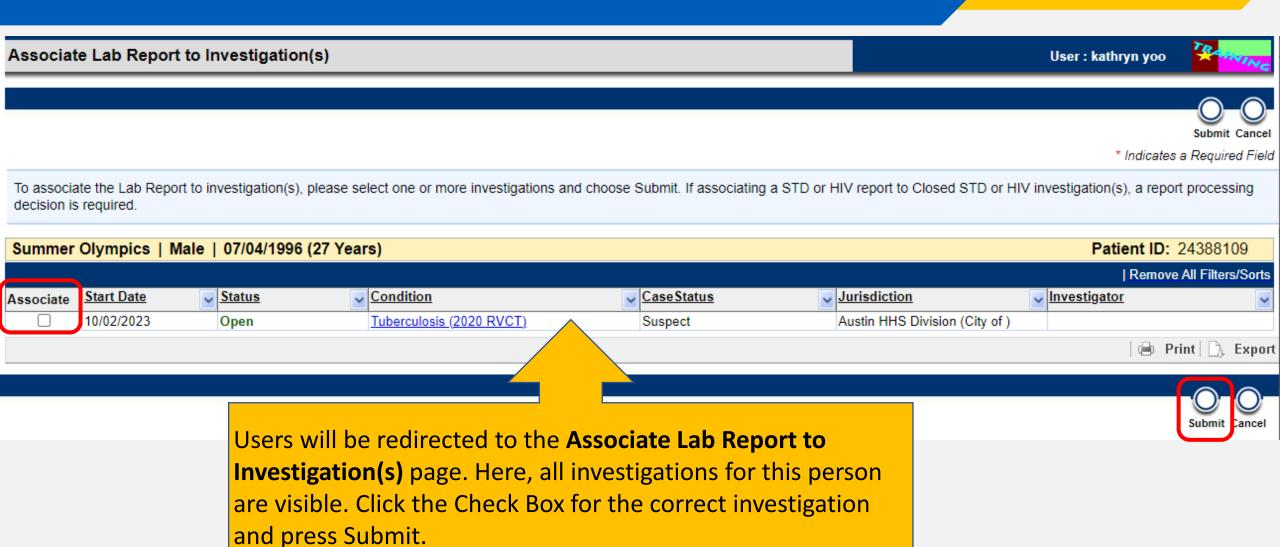
#### Create an Investigation from a Lab Report

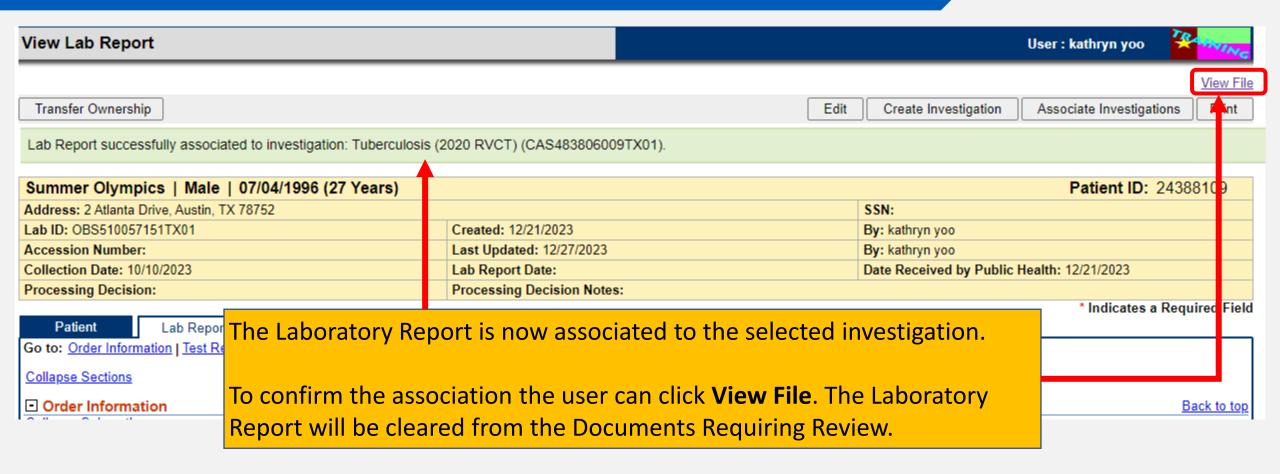


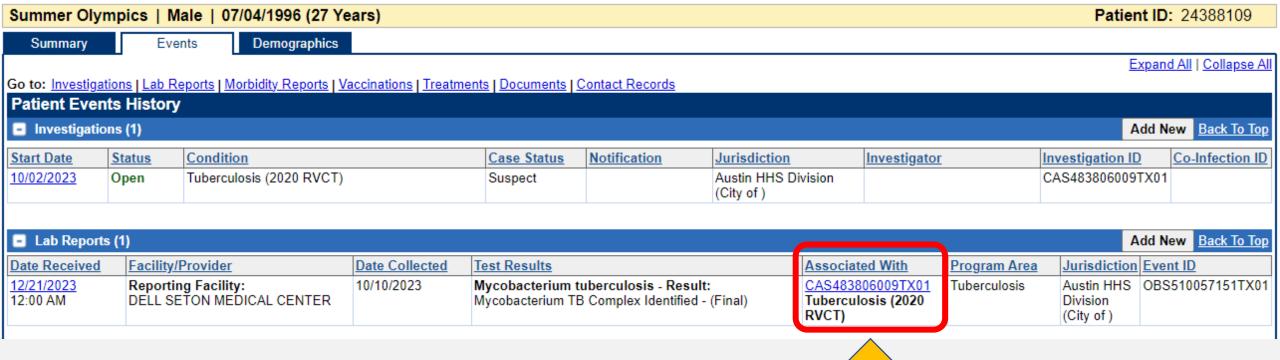
#### Create an Investigation from a Lab Report







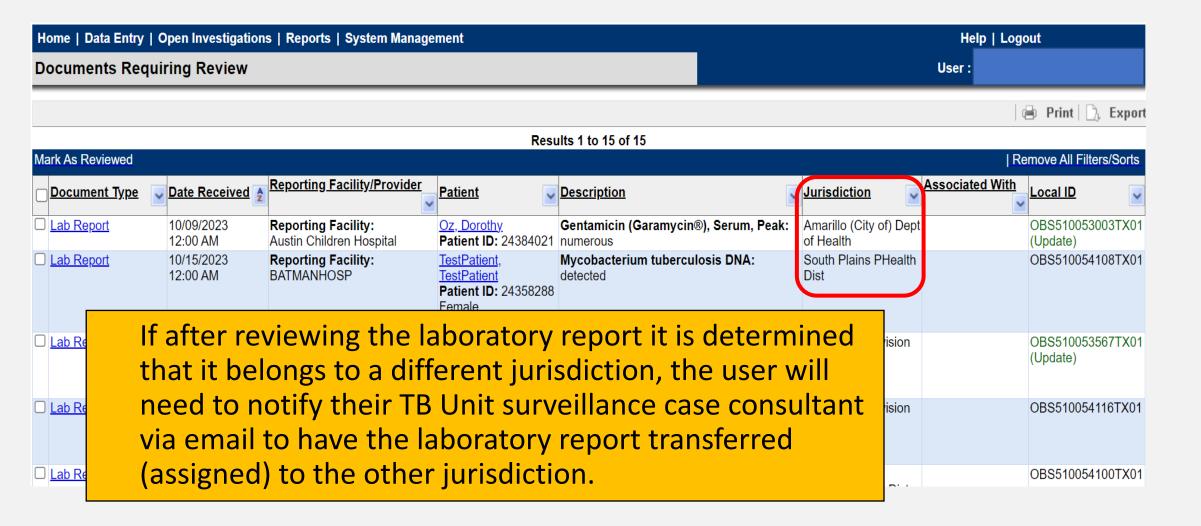




The Laboratory Report is now associated with the selected investigation.

# Addressing Laboratory Reports Incorrectly Assigned to a Jurisdiction

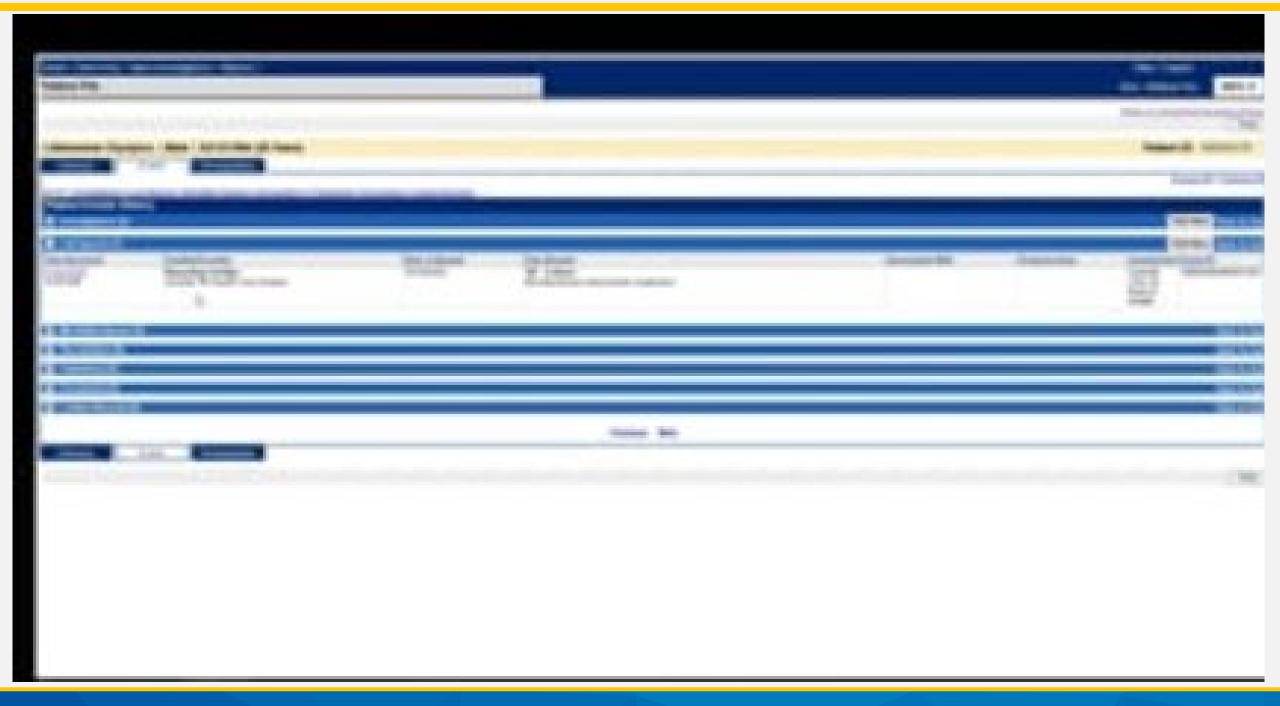
#### **Incorrect Jurisdiction Assignment**



#### Demo Part 2

Documents Requiring Review and Custom Lab Queues

https://vimeo.com/901264810/fb67d6339c?share=copy



### Let's Try It Together

## Questions?

#### **Course Assessment Link**

Click or copy this URL for the assessment questions (users must score 100%):

https://forms.office.com/r/9NQk0kd6df

# End of NEDSS TB Training, Course #4