



PATHOLOGY HANDBOOK USER GUIDE

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1 PURPOSE

The purpose of this document is to provide a reference for the operation and functions of the online Pathology Handbook for both Users and Administrators.

2 APPLICATION

The online Pathology Handbook was developed to provide an accessible resource for hospital staff. The handbook contains information required for collecting and processing samples in the Pathology department.

3 DEFINITIONS

3.1 User

A staff member within the Health Care Network. A User is able to search for information contained within the database via the Pathology Handbook interface, however does not have access to edit test information.

3.2 Administrator

A staff member of the Pathology department with permission to access the administration area of the Pathology Handbook.

The three permissions levels for Administrators are:

- Super Administrator
- Authoriser
- Editor

Refer to Table 2: Administrators permission levels

3.3 Authorising Laboratory

The department, within Pathology, responsible for processing a Test Sample and therefore updating and authorising information about that Test in the Pathology Handbook.

4 SITE STRUCTURE

4.1 Handbook Search

A login is not required for a standard Handbook search.

Pathology Staff are to use the following web address:

<http://pathology.easternhealth.org.au/handbook/search.php>

Pathology staff are provided with the following menu options, in addition to the standard Pathology website menu options:

- Test & Collection Guide
- Recent Changes

Public Users are to use the following web address:

<http://pathology.easternhealth.org.au/handbook/>

The following Test information will be displayed to the appropriate User:

Field name	Pathology Staff	Public Users
Assay name	✓	✓
Ordering Information	✓	✓
Alternate name(s)	✓	✓
Test Code	✓	✓
Laboratory	✓	✓
Medicare details (MBS number and 100% MBS price)	✓	
Specimen Type (Preferred specimen in bold type)	✓	✓
Container Type (Preferred container in bold type)	✓	✓
Collection Instructions	✓	✓
Minimum Adult Volume	✓	✓
Paediatric Minimum Volume	✓	✓
Notes	✓	✓
Assay Frequency	✓	✓
Reference Interval	✓	✓
Laboratory Use Only section		
Storage Instructions	✓	
Transport Instructions	✓	
Laboratory Notes	✓	
External Laboratory	✓	
External Laboratory details	✓	

Table 1: Test information available to each user type

Note: An “optional” field may not contain information and will therefore not be displayed on the screen.

4.2 Recent Changes

The 'Recent Changes' menu item is available to Pathology. The purpose of this menu is to provide a recent history for tests that have had critical updates within the last two (2) months.

4.3 Administration Area

The Administration Area allows an Administrator to edit data associated with a Test in the Pathology Handbook. The login form is located in the "Administration" box at the bottom of the left menu bar on the page located at:

<http://pathology.easternhealth.org.au/handbook/search.php>

The login form may not be visible depending on the resolution of the computer monitor. Scrolling to the bottom of the page will resolve this issue.

Login details:

- (i) Username: provided username
- (ii) Password: provided password

An error message will be displayed if the login details do not match a staff member added by a Super Administrator.

	Super Administrator	Authoriser	Editor
Print by Alphabet	✓	✓	✓
Export to Excel	✓	✓	✓
Edit Tests	✓	✓	✓
Edit Authorising Laboratory	✓		
Edit drop-down list options	✓		
Edit image options	✓		
Edit External Reference Laboratories	✓	✓	✓
Edit Primary Email Contact	✓		
Authorise Tests	✓	✓	

Table 2: Administrators permission levels

Permission to authorise Tests is only available to Super Administrators and Authorisers. These Administrators are restricted to authorising tests only for their allocated laboratory in the Specimen Handbook, unless they have been assigned permission to edit, and therefore authorise, Tests for ALL laboratories.

Editors may only edit Tests associated with the laboratory to which they have been allocated and do not have permission to authorise Tests.

5 SITE FUNCTIONALITY

5.1 General Search function

The general Search function is available to Users throughout the entire Health Care Network.

The search function enables Users to view test information outlined in Section 4.1.

Keyword Search:

Test name:

Manual search:

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [NUMBER](#) [ALL](#)

Image 1: Search fields

There are 2 options available to Users

(i) Keyword Search

One or more keywords are entered into the text input field and the User clicks the "Search..." button to return a list of Tests associated with the keyword(s).

The search function will display all Tests in the Pathology Handbook if the User does not enter a keyword.

(ii) Manual search

These links provide a basic search for those Tests beginning with the selected letter of the alphabet. The User may also search for Tests containing 1 or more numbers by clicking the "NUMBER" link. The User may also list all Tests by clicking "ALL"

The results returned by the search are listed below the search input fields with the Test name in the left column. If the returned Test name is considered to be an alternative name for the Test, then the alternative name is listed in the right column labelled "Alternative names:" and the Test name is listed in the left column as a hyperlink.

The Test name will always have a link to view the information about the Test, unless changes have been made to the Test and they have not been authorised.

An Alternative name will not have a link, as this is not the preferred name for the Test as defined by the Pathology department.

Clicking on the link will display the test information relevant to the page ie: public or Pathology staff view. The test information will also contain an expandable link to recent changes specifically for the selected test, if they are present. The User will be notified of recent changes with a warning “PLEASE NOTE: Recent changes have been made to this Test”.

5.2 Recent Changes

The Pathology Staff view for the Pathology Handbook has a link to a Recent Changes list. Clicking on the link will, by default, display all tests that have had changes within the previous two (2) months.

The page also has a “Select department” option, whereby selecting a department from the list will filter all recent changes by that department.

The results are displayed alphabetically and may be viewed by clicking on the item to expand the results.

The tests themselves will also display a notification if recent changes are present.

▶ [New search...](#)

PLEASE NOTE: Recent changes have been made to this Test

▶ [Recent changes for Cerebrospinal Fluid - Biochemistry](#)

Image 2: Recent Changes notification and link

5.3 Administration Area

The Administration Area provides functionality to edit data within the Specimen Handbook.

Some fields may contain a rich text editor, which allows the administrator to insert formatted text:



Image 3: Rich text editor

In order, from left to right, the buttons provide the following functionality:

- **Bold** – changes words to bold type
- **Italic** – italicises the text
- **Underline** – underlines text
- **Text colour** – changes the colour of the text using a popup colour selection palette
- **Paste from Word** – allows user to paste text from a Microsoft Word document
- **Left align** – aligns text to the left
- **Centre align** – aligns text in the middle
- **Right align** – aligns text to the right
- **Hyperlink** – allows the insertion of links to web pages and network files
- **Remove hyperlink** – removes a selected hyperlink
- **Table** – allows formatting of tabular content
- **Subscript** – allows subscript formatting of text
- **Superscript** – allows superscripting of text
- **Symbols** – provides the ability to add a symbol into the text

Useful Rich text editor functions:

(i) Hyperlinking to a document

1. In a text area containing a rich text editor (eg: Laboratory Notes), insert text and highlight the text to be hyperlinked, using the mouse cursor



2. Click on the hyperlink icon in the rich text editor.

3. A popup box will be presented for you to enter information about the hyperlink

Linking to a document located on a website

- Link type = URL
- Protocol = http://
- URL format = web address for document, including the domain name eg:
<http://pathology.easternhealth.org.au>

The following points provide instructions for using the Administration Area:

(i) Home

This page displays the search feature identical to that of the general search function, however all Test links will be active regardless of their authorisation status.

The Search will return Tests specific to the Administrator's Authorising Laboratory.

A selected Test will also display all available information, as the Administrator will need to review all information for the Test.

(ii) Audit System

This menu item links to the Handbook Audit System where an Administrator may review changes in greater detail.

(iii) Logout

This will log the Administrator out of the Administration Area and redirect them to the default Pathology Staff view search page

(iv) Print By Alphabet

This menu item allows an Administrator to export Tests beginning with the selected letter to Adobe Portable Document Format (PDF) for printing.

A super administrator also has the option of restricting results to a specific laboratory.

All unauthorised Tests are printed with the message "**WARNING: This entry is not authorised.**" to alert the Administrator as to the status of the Test.

(v) Export to Excel

This menu item allows an Administrator to export Tests beginning with the selected letter to Microsoft Excel Format (XLS). A super administrator also has the option of restricting results to a specific laboratory.

All tests are exported, however unauthorised records have empty "Authorised By" and "Auth Date" fields.

(vi) Add New Test

This menu item directs the Administrator to the page used for adding a new test. The Administrator clicks the "Add Test" button once all the information has been entered. A test may only be viewed by a User when it has been authorised by an authorising Administrator.

A legend at the top of the page provides additional information for the Administrator. The legend consists of the following icons:

Mandatory fields [*] required for successful submission of data.

Public View [§] denotes the fields displayed on the public search page.

Pathology Staff View [†] denotes fields displayed on the Pathology Staff search page.

The page also consists of the following **mandatory** and **optional** fields:

- **Assay Name** - name of the Test/Assay
- **Ordering Information** - information that indicates specific requirements when ordering a test.
- **Alternative names** - alternative names/aliases/synonyms/acronyms associated with the Test. It is important to separate the alternative names with a comma (,) in order to display them correctly to Users.
- **Test Code** - enter the Test Code used for Test Registration
- **Laboratory** - select an Authorising Laboratory from the list
- **Medicare Details** - enter the MBS number and the 100% MBS price.
- **Preferred Specimen** - expand the list of options, then select the Specimen Types in order of preference.
- **Optional Specimen** - expand the list of options, then select the Specimen Types in order of preference.
- **Preferred Container** - expand the list of options, then select the Container Types in order of preference.
- **Optional Container** - expand the list of options, then select the Container Types in order of preference.

- **Collection Instructions** – expand the list of options, then select the Collection Instructions in order of preference. Additional instructions may be added in the text area below the list.
- **Minimum Adult Volume** – add the minimum volume required for testing an Adult. Note: All values are converted to "mL" or "mg" before inserting into the database.
- **Paediatric Minimum Volume** – add the minimum volume required for testing a Paediatric patient. Note: All values are converted to "mL" or "mg" before inserting into the database.
- **Processing Instructions** – expand the list of options, then select the Processing Instructions in order of preference. Additional instructions may be added in the text area below the list.
- **Notes** – provide any additional information not applicable to the other available fields
- **Assay Frequency** – Select one or multiple items (Control-click) from the list
- **Reference Interval** – enter textual information about test Reference Intervals
- **Storage Instructions** – select one or multiple items (Control-click) from the list and/or enter text in the provided text area
- **Transport Instructions** – select one or multiple items (Control-click) from the list and/or enter text in the provided text area
- **Laboratory Notes** – enter notes specific to the assigned laboratory
- **External Laboratory** – select an External Laboratory if required. External Transport Instructions will not be stored if the drop-down list is left as "Not applicable..."

- The "**External Laboratory details...**" expand option will display the Street Address, Suburb/Town, State, Postcode, Country, Contact Person, Phone, Fax and Accreditation number/expiry, External Laboratory code and hyperlink if the Administrator would like to review them.

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(vii) Modify Test

The Administrator is presented with the general search function in order to find the Test that requires modification.

Once the Administrator has selected the Test from the list they are directed to a page with fields identical to those for adding a new Test, however they are pre-populated/pre-selected with the data previously entered for the Test.

The Administrator clicks the "Update Test" button once they have finished modifying the data.

As with adding a new Test, the updated Test can only be viewed by Users once it has been authorised by an authorising Administrator.

(viii) Delete Test

This menu item will direct the Administrator to a page with a drop-down list populated with all Tests in the Specimen Handbook database.

The Administrator selects a Test from the list and clicks the "Delete Test" button. The Test is flagged as deleted but remains in the database to assist data recovery in the event of user error.

(ix) Add/Edit Specimen Type

The menu item will direct the Administrator to a page with the following options:

I. Add a Specimen Type

Enter a Specimen Type in the text input field and click "Add Specimen Type"

II. Edit a Specimen Type

Select a Specimen Type from the drop-down list. The name of the Specimen Type will populate the text input field labelled "Edit the name of the Specimen Type".

The Administrator may edit the Specimen Type and then click "Update Specimen Type".

III. Delete a Specimen Type

The Administrator should select a Specimen Type from the drop-down list and then click the "Delete Specimen Type" button.

Note: A Specimen Type cannot be deleted if it is associated with a Test. The list of Tests will be displayed if this is the case and the Administrator must modify the preferred or optional Specimen Type for each of these Tests in order to delete the Specimen Type. This has been implemented to maintain data integrity.

(x) Add/Edit Container Type

The menu item will direct the Administrator to a page with the following options:

I. Add a Container Type

Enter a Container Type in the text input field and select an image if one has been uploaded for this Container Type. Click "Add Container Type"

II. Edit a Container Type

Select a Container Type from the drop-down list. The name of the Container Type will populate the text input field labelled "Edit the name of the Container Type".

The Administrator may edit the Container Type and/or select an image from the drop-down list, then click "Update Container Type".

III. Delete a Container Type

Select a Container Type from the drop-down list, then click the "Delete Container Type" button.

Note: A Container Type cannot be deleted if it is associated with a Test. The list of Tests will be displayed if this is the case and the Administrator must modify the preferred or optional Container Type for each of these Tests in order to delete the Container Type. This has been implemented to maintain data integrity.

(xi) Add/Edit Storage Instructions

The menu item will direct the Administrator to a page with the following options:

I. Add Storage Instruction

Enter Instruction in the text input field and click "Add Instruction"

II. Edit Storage Instruction

Select a Storage Instruction from the drop-down list. Enter the updated Instruction in the text input field labelled "Enter updated Instruction".

The Administrator may edit the Instruction then click "Update Instruction".

III. Delete Storage Instruction

The Administrator selects a Storage Instruction from the drop-down list then clicks the "Delete Instruction" button.

Note: A Storage Instruction cannot be deleted if it is associated with a Test. The list of Tests will be displayed if this is the case and the Administrator must modify the Storage Instruction for each of these Tests in order to delete the Instruction. This has been implemented to maintain data integrity.

(xii) Add/Edit Collection Instructions

The menu item will direct the Administrator to a page with the following options:

IV. Add Collection Instruction

Enter Instruction in the text input field and click "Add Instruction"

V. Edit Collection Instruction

Select a Collection Instruction from the drop-down list. Enter the updated Instruction in the text input field labelled "Enter updated Instruction".

The Administrator may edit the Instruction then click "Update Instruction".

VI. Delete Collection Instruction

The Administrator selects a Collection Instruction from the drop-down list then clicks the "Delete Instruction" button.

Note: A Collection Instruction cannot be deleted if it is associated with a Test. The list of Tests will be displayed if this is the case and the Administrator must modify the Collection Instruction for each of these Tests in order to delete the Instruction. This has been implemented to maintain data integrity.

(xiii) Add/Edit Assay Frequency

The menu item will direct the Administrator to a page with the following options:

I. Add Assay Frequency

Enter an Assay Frequency in the text input field and click "Add Assay Frequency"

II. Edit Assay Frequency

Select an Assay Frequency from the drop-down list. Enter the updated Frequency in the text input field labelled "Enter updated Assay Frequency".

The Administrator may edit the Assay Frequency then click "Update Assay Frequency".

III. Delete Assay Frequency

The Administrator selects an Assay Frequency from the drop-down list then clicks the "Delete Assay Frequency " button.

Note: An Assay Frequency cannot be deleted if it is associated with a Test. The list of Tests will be displayed if this is the case and the Administrator must modify the Assay Frequency for each of these Tests in order to delete the Assay Frequency. This has been implemented to maintain data integrity.

(xiv) Add/Edit Reference Laboratories

The menu item will direct the Administrator to a page with the following options:

I. Add a Reference Laboratory

Enter information for the following *mandatory* and optional fields:

- *Laboratory Name*
- Street Address
- Suburb/Town
- State
- Postcode
- Country
- Contact Person
- Phone
- Fax
- Accreditation Number
- Accreditation Expiry
- External Laboratory Code
- Hyperlink
- Hyperlink text

II. Edit a Reference Laboratory

Select a Reference Laboratory from the drop-down list. The text input fields will automatically be populated with the data. Edit the Reference Laboratory details then click "Update Reference Laboratory" to finalise the changes.

III. Delete a Reference Laboratory

The Administrator should select a Reference Laboratory from the drop-down list, then click the "Delete External Reference Laboratory" button.

Note: A Reference Laboratory cannot be deleted if it is associated with a Test. The list of Tests will be displayed if this is the case and the Administrator must modify the Reference Laboratory for each of these Tests in order to delete the record. This has been implemented to maintain data integrity.

(xv) Add/Edit Transport Instructions

The menu item will direct the Administrator to a page with the following options:

I. Add External Transport Instruction

Enter Instruction in the text input field and click "Add Instruction"

II. Edit External Transport Instruction

Select a Transport Instruction from the drop-down list. Enter the updated Instruction in the text input field labelled "Enter updated Instruction".

The Administrator may edit the Instruction then click "Update Instruction".

III. Delete External Transport Instruction

The Administrator selects an Transport Instruction from the drop-down list then clicks the "Delete Instruction" button.

Note: A Transport Instruction cannot be deleted if it is associated with a Test. The list of Tests will be displayed if this is the case and the Administrator must modify the Transport Instruction for each of these Tests in order to delete the Instruction. This has been implemented to maintain data integrity.

(xvi) Edit Handbook Administrators

This menu item will direct the Administrator to a page with the following options:

I. Add Administrator

The Administrator will be required to enter/select four components to allow another administrator to use the system.

- Username: This username will be validated against the staff members entered by a Super Administrator.
- Password: this must also be re-retyped to ensure the used is certain that the password is correct
- Email address – this is required for notifying Administrators about their login details.
- Permissions: This selection determines the level of access an Administrator will have to menu items in the administration area. Some menu items will not be visible to an administrator with lesser permissions.
- Department: this component determines which laboratory the administrator is restricted to editing or authorising.

Click 'Add Administrator' once all the selections have been made.

II. Edit Administrator

The Administrator will be provided with a list of currently registered Administrators. Select an Administrator from the list by clicking on the name of the staff member.

Modify the Administrator's details, following the principles outlined in 'Add Administrator' above.

Click 'Update details for [Staff Member name]' to finalise the changes.

III. Remove Administrator

Select an Administrator from the drop-down list then click the "Remove Administrator" button. The Administrator will be permanently removed from the database. Any Test that has been authorised by this Administrator will remain authorised until further amendments have been made under the 'Modify Test' menu item.

(xvii) Change Email Contact

This menu item is used to change the email address to which the "Contact Us" menu item on all pages is directed.

The "Change Email Contact" menu item will direct the Administrator to a page with a drop-down list of Administrators registered in the database. The Administrator selects the required person from the list then clicks the button labelled "Change to this Administrator"

The Administrator must then log out to see the effects of the change.

(xviii) Authorise Test

This menu item directs a Super Administrator or Authoriser to a page listing all the Test entries that are currently unauthorised, in alphabetical order, for their allocated department.

Clicking on the link for a Test will display all the details entered for the Test.

There are 3 options on this page:

- I. Authorise Test - this button will immediately authorise the Test, therefore enabling Users to view the Test information
- II. Modify this Test - this hyperlink will direct the Administrator to the "Modify Test" page; pre-populating the fields with the Test information
- III. Return to List - this button will direct the Administrator back to the list of unauthorised Tests

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