# Manitoba Public Health Information Management System

## Report User Guide

### MB4120

### Lab Results Report

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# Definitions for Report User Guides:

a. "Authorized Organization" means an organization (an RHA, a First Nation, or other organization) with whom Manitoba has entered into an agreement in order to facilitate access to PHIMS;
b. "Authorized User" means an employee, agent or contractor of an Authorized Organization (the employer) permitted to access to PHIMS.
c. "Service Delivery Location" (SDL) means a public health office or a Community Health Centre
d. "User Role" means the specific role or roles to which an Authorized User is assigned and which prescribes what Information the Authorized User is permitted to access, use and disclose.

| Data Type | | Explanation |
|---|---|---|
| **Aggregate**, no identifiable data | = | Summary data with no client identifiers |
| **Aggregate**, no identifiable data, but possible small population sensitivity or Provider / Org Sensitivity | = | Summary data with no client identifiers However there are sensitivities in the data where small numbers could identify clients, communities or providers |
| **Line Level**, <u>Single client</u> identifiable data | = | Includes client identifiers of an individual client |
| **Line level**, <u>Multi client</u> identifiable data | = | Includes client identifiers of a list of multiple clients |

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# 1. Background:

## 1.1. Data Access Scope for Investigations in PHIMS

Access to individual client case investigations within the investigation module in PHIMS is based on permissions for specific encounter groups (Sexually Transmitted and Blood-borne Infections, Communicable Diseases, and Tuberculosis).

In Manitoba, Authorized Users ("users") of the investigations module have access to all investigations in encounter groups assigned to the logged in user for all PHIMS clients. This was decided as a result of a number of considerations, including:

- Clients can receive services at service delivery locations other than their default Public Health office, either within or outside their home health region.
- Cases and outbreaks of vaccine preventable diseases also cross regional boundaries and may involve multiple Public Health provider organizations.
- It is important to be aware of all concurrent or previous investigations for a client within an encounter group, regardless of which organization is responsible for the investigation.

However, for some reports with access to line-level client data, users may only generate reports for investigations associated with their organization.

## 1.2. Privacy/Data Sensitivity

This report is set at the Region level. This means that users who have access to this report can only "view" data from their own region. The report includes data at the level of the individual and contains a line list of lab results based on entry date and assignment to regions. Client information includes the PHIMS subject ID, which is unique to PHIMS, as well as a date of birth and gender. No other identifying information is included on the report.

Although only limited personal health information is displayed, results displayed may identify individuals. As a result, the number of users who have access to this report is limited to Public Health users who require access to this information to fulfill functions under the *Public Health Act.*

## 1.3. Permitted Disclosures

- No disclosure permitted

**Note re Permitted Disclosures** - In general, Reports in PHIMS have been designed for internal use for day to day public health and health service delivery, limited to Authorized Users of Authorized Organizations. Authorized Users may only disclose information from the report that relates to their Designated Health Region. For First Nation Authorized Organizations - sites that have entered into a Bridging Service ISA - an Authorized User (of the Bridging Organization) generating the reports may provide Reports to a FN Authorized User.

## 1.4. Data Stewardship

Users who have access to this report should have some background in report generation and basic epidemiology, and are responsible for the following:

- Ensuring the report is generated only for their designated Health Region.
- Ensuring the data is used by Public Health providers for case management and surveillance only. No disclosure of information to non-PHIMS users or non-Public Health providers is permitted.
- Ensuring data is managed securely and appropriately according to organizational guidelines, especially when the report(s) identifies small populations or providers.

***Users who have access to this report will be subject to PHIMS audits documenting which user generated the report and on what date.***

# 2. Purpose

The purpose of the lab results report is to support the review of new lab results entered in PHIMS and prioritize the assignment of them to investigations (new or existing) and subsequently assignment to an investigator (Public Health practitioner).

## 2.1. Populations Included in the Report

The **Lab Results Report** provides a line list of all lab results entered in PHIMS based on the recorded date and the organizational workgroup the lab was assigned to. Users will only be able to select lab results that have been assigned to their organization or lower in the organizational tree. The report will also be used to extract lab result data for surveillance reports.

## 2.2. Recommended Uses for this Report

This report will be used by:

- Manitoba Health, Seniors and Active Living to:
  - Identify positive lab results that have not yet been assigned to an investigation.
  - Identify and manage the assignment of lab results to regions.
  - Manage the redirection of lab result referrals to other regions as necessary based on client address/location.
  - Extract lab data that has been entered in PHIMS.
  - Identify any data quality issues associated with user entered labs.

- Regions to:
  - Identify lab results that have been assigned to the region for review.
  - Ensure all labs assigned to the region for review have been assigned to an investigation.

**Note to user**
- Consider defining a role-based routine business cycle to generate these reports to ensure lab result referrals are managed in a timely way. E.g. for referral management, regions and Manitoba Health, Seniors and Active Living may wish to generate this report two to three times daily. For surveillance purposes and quality management, this report may be generated weekly.

# 3. Selecting the Report Parameters

When generating a report, you must select specific parameters. Some parameters are required and some are optional.


**Selecting the Correct Parameters to get the Needed Output**


You can generate this report from the "Standard Reports" section in PHIMS.

This is a statistical report under Case: Manitoba Reports

- Click **Reporting & Analysis > Reports** (LHN) or the **Reporting** tile on the dashboard.

- Open the **Case** report folder by expanding the collapsible panel

- Select ***MB4120-Lab Results*** *hyperlink*

- Enter the **Date entered from** and **to** (required)

- Select the **Encounter Group(s)** (required). Users will only be able to select the encounter group(s) they have access to base on their logged-in role.

- Select the **Disease.** Users will only be able to select diseases associated with encounter group(s) they have access to base on their logged-in role.

- Select the **Investigator Organization** (required) Users will only be able to select their organization or lower than the logged in organization. Labs that have not been associated to an investigation will have display an organization of 'unassigned'.

- Select the **Filter Results by User** Defaults to '**No**'. If user selects 'Yes', only labs that have been entered by the logged in user will display.

- Select the **Display Client Identifiable Data** The default is '**No**', which only displays client ID, gender, DOB. If '**Yes**' is selected, the PHIN, First Name, and Last Name are also displayed

- Click **Generate Report Now**


**Parameter Definitions:**

| Parameter Name | Data Type | Description | Validation |
|---|---|---|---|
| Date Entered From | Date | Date range based on date lab entered into PHIMS | Required |
| Date Entered To | Date | Date range based on date lab entered into PHIMS | Required |
| Encounter Group | Multi-select List | Users will only be able to select the encounter group(s) they have access to base on their logged-in role. | Required |

| Disease | Multi-Select List | Users will only be able to select the diseases that they have access to base on their logged in role | Optional |
|---|---|---|---|
| Investigator Organization | Multi-select List | Users will only be able to select their organization or lower than the logged in organization. All investigator organizational types apply (e.g. primary, secondary) Lab results that have not been linked to an investigation will be visible to all users if unassigned is selected. Unassigned will be part of the multi-select list. | Required |
| Filter Results by User | Checkbox | No or Yes defaults to 'No'. Used only by users who enter labs to confirm correct lab entry (MHSU) | Required |
| Display Client Identifiable Date | Drop list | No (default), Yes | Required |

## 4. Report Output

| Field Name | Description |
|---|---|
| Entered Date | (YYYY-Mmm-DD HH:MM) |
| Result ID | Unique lab result identifier |
| Result Name | Lab test name |
| Interpreted Result | Lab test result |
| Result Value/Units | Lab test result value/units |
| Result Description | Lab test result description |
| Encounter Group | Encounter group associated to lab result |
| Disease | Disease associated to lab result |
| Etiologic Agent | PHIMS can record multiple levels (e.g. subtype, serogroup, serotype, etc.) to characterize organisms. If more than one level of etiologic agent is recorded, the results will display as a string if recorded on the laboratory result. If the etiologic agent is recorded on the investigation only (not the lab result), it will not display in this report. |
| Result Status | Result status (e.g. Final, preliminary, etc.). |
| Result Date | Date of result (YYYY-Mmm-DD). |
| Investigation ID | Investigation ID associated to lab result. Will show as "unassigned" if not associated to an investigation. Can be used to search for an investigation in PHIMS. |
| Investigation Reported Date (Received) | Date the investigation was reported/received to Manitoba Health and Seniors Care (YYYY-Mmm-DD). |
| Investigation Status | Open, Closed and Transferred. No investigations can have a status of Transferred. |
| Status Date | Date associated with status change from open to closed and from closed to open |

| | |
|---|---|
| Disposition | Will display the most current disposition on the investigation |
| Disposition Date | Date associated with current disposition |
| Investigators | Concatenated field displaying all assigned organizations, workgroups and investigators. Organization, workgroup, user and investigator type will display as entered. || will separate entries if more than one organization or investigator assigned. |
| Lab Assigned Workgroup | Field displaying assigned organizations, workgroups. Organization, workgroup, will display as entered. || will separate entries if more than one organization assigned. |
| Subject ID | Unique client identifier. Can be used to search for client in PHIMS. |
| PHIN | This column will only appear if 'Display Client Identifiable Data' is set to Yes. PHIN number associated with the client will display. If client does not have a PHIN cell will be blank |
| First name | This column will only appear if 'Display Client Identifiable Data' is set to 'Yes'. Client's first name will display |
| Last name | This column will only appear if 'Display Client Identifiable Data' is set to 'Yes'. Client's last name will display |
| Date of Birth | Client's date of birth (YYYY-Mmm-DD). |
| Age at Entered Date | Age of client at date of entry of lab result |
| Gender | Client's gender |
| Ordering SDL | Clinic or facility that ordered the lab test. |
| Ordering Provider | Provider that ordered the lab test. |
| Specimen Collection Date | Specimen collection date. Will be entered as 1900-Jan-01 if not documented on the lab result (is required for lab quick entry). |
| Specimen Type/Site | Specimen type and site |
| Specimen Description | Specimen description. Used to document the reason for test (e.g. prenatal, diagnostic, etc.). |
| Lab Accession No | The unique number assigned by the laboratory for the laboratory result. Different laboratories refer to this number by different names, including "Requisition Number", "Reference Number", or "Lab Number". |
| Resulting Lab | Laboratory reporting the result |
| Drug Sensitivities | String of antimicrobials and the interpreted result for all drug sensitivities reported on the lab. |

# 5. Report is assigned to the following roles

- MB CDI MBHEALTH SURVEILLANCE

- MB CDI EPI ANALYST

- MB CDI MEDICAL OFFICER

- MB CDI PUBLIC HEALTH NURSE MANAGER

- MB CDI PUBLIC HEALTH COORDINATOR

- MB CDI PUBLIC HEALTH NURSE

- MB CDI PUBLIC HEALTH NURSE CLOSE
- MB CDI PUBLIC HEALTH CLERK

## 6. Report Description

**Report Output:**    The report will be generated in Microsoft Excel

**Data Source:**    Operational data from the PHIMS Database

# 7. Sample Report

## MB4120 - Lab Results

The purpose of the lab results report is to support the review of new lab results entered in Panorama and prioritize the assignment of them to investigations (new or existing).

Date Generated: 2022-Jun-01 15:08.37

| Report Parameters: | | | | | |
|---|---|---|---|---|---|
| Date Lab Entered: | 2022-Jan-06 through 2022-Jun-01 | | | | |
| Encounter Group: | Communicable Diseases, Sexually Transmitted and Bloodborne Infections | | | | |
| Disease: | Active tuberculosis, AIDS, Anaplasmosis, Anthrax, Babesiosis, Blastomycosis, Botulism, Brucellosis, Campylobacteriosis, Chancroid, Chlamydia trachomatis infection | | | | |
| | hemorrhagic fever, Crimean-Congo, Viral hemorrhagic fever, Ebola, Viral hemorrhagic fever, Lassa, Viral hemorrhagic fever, Marburg, Viral hemorrhagic fever, R | | | | |
| Investigator Organization: | Prairie Mountain Health | | | | |
| User Organization: | Prairie Mountain Health | | | | |
| Filter Results by User: | No | | | | |
| Display Client Identifiable Data: | Yes | | | | |

| Entered Date | Result ID | Result Name | Interpreted Result | Result Value/Units | Result Descr |
|---|---|---|---|---|---|
| 2022-May-26 13:26 | 986 | Campylobacter Culture | Campylobacter species not isolated | | |
| 2022-May-25 08:06 | 979 | Campylobacter jejuni/coli NAAT | Detected | | |

# Appendix A: Generate Lab Results Report and/or Lab Workload Report to Identify or Review New Labs - QRC

**D3-3.2.3**                                                                  Deane, F

## Set Report Filters                                    [Return] [Generate Report Now]

### Report Filters

**Report:** MB4120B-Lab Workload

**\* Report Output:**
(•) Excel

**\* Date Entered From:**
yyyy/mm/dd 📅

**\* Date Entered To:**
yyyy/mm/dd 📅

> Reflects the date the lab was entered by the MHSU. If current date is selected in both from and to, data returned will be up until the time the report was generated. Users will need to generate the report at the end of the current day or generate the report the following day to return all labs entered with in that date parameter

**\* Encounter Group:**

| Available : 🔍 | \* Selected : 🔍 |
|---|---|
| Communicable Diseases | |
| Sexually Transmitted and Bloodborne Infections | |
| Tuberculosis | |

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> Encounter groups available in the pick list will be based on the encounter groups associated with the users logged in role

**Disease:**

| Available : 🔍 | Selected : 🔍 |
|---|---|
| Active tuberculosis | |
| AIDS | |
| Anaplasmosis | |
| Anthrax | |
| Babesiosis | |
| Blastomycosis | |
| Botulism | |
| Brucellosis | |

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> If no disease is selected, all labs for diseases associated with selected encounter group will be returned. If diseases are found in more than one encounter group (e.g. Hep B, C are in both STBBI and CD encounter group), the disease displayed will correspond to the encounter group used when the lab was created. E.g. if Hep B lab was created within the CD encounter group, it will not display if only STBBI encounter group is selected

**\* Investigator Organization:**

| Available : 🔍 | \* Selected : 🔍 |
|---|---|
| Correctional Service Canada | |
| FNIH | |
| Gamblers First Nation PHU | |
| Interlake-Eastern Health | |
| MB Health | |
| Northern Health | |
| Out of Province | |
| Prairie Mountain Health | |

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> Investigator Organizations available will be based on the users logged in organization. For most users that will be one region and 'unassigned'. Unassigned means that the lab was not assigned to an organization and workgroup at lab entry, nor was it made pertinent to an investigation.

> Only select 'yes' if user is entering labs to ensure quality data entry

**\* Filter Results by User:**
No ▾

**\* Display Client Identifiable Data:**
No ▾

> Only select 'yes' if name, PHIN, Date of birth and gender are required for workload assignment