



Laboratory Inbox: Process Message – Points to Remember

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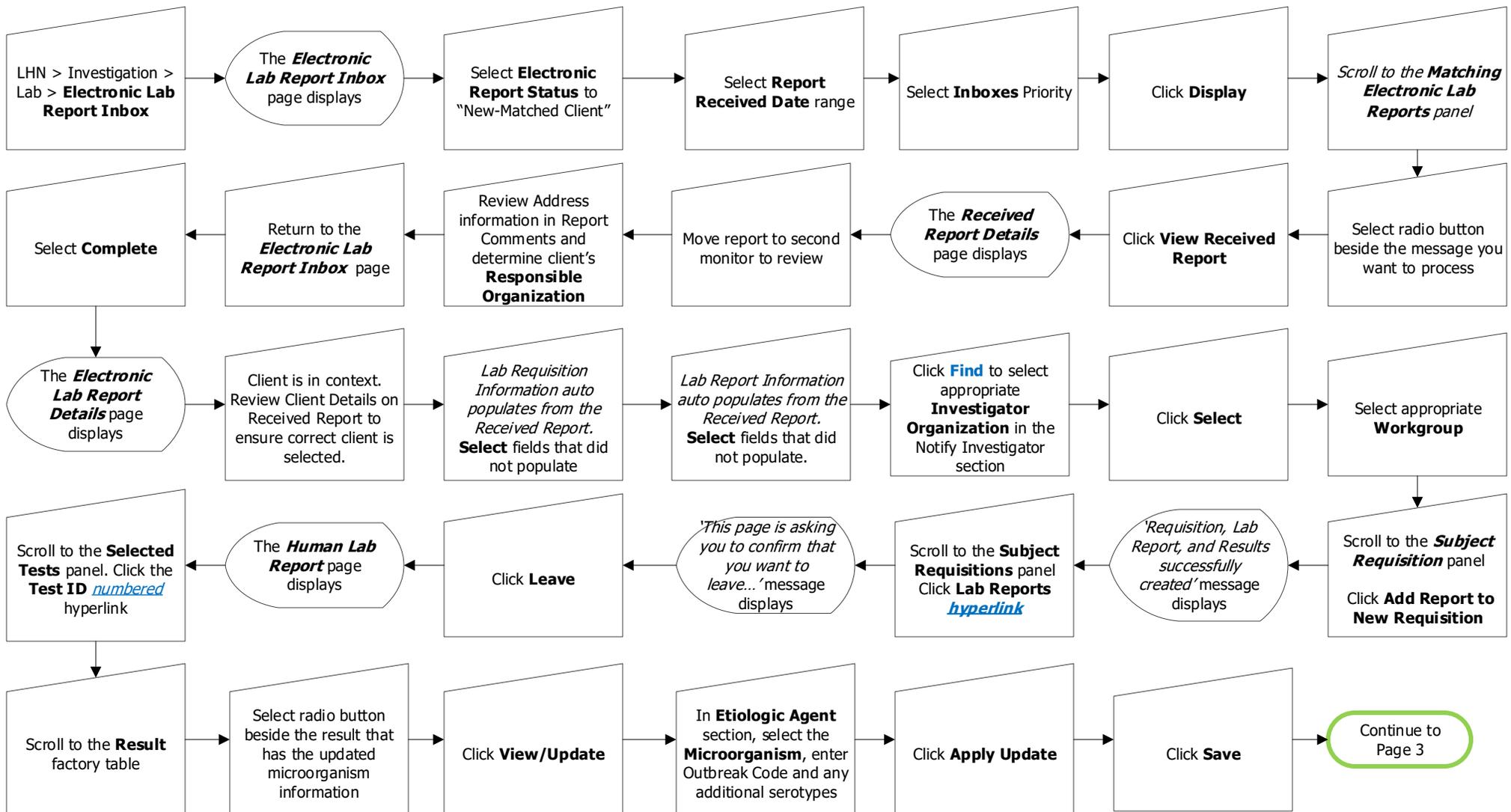
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Points to Remember

- Lab Inbox Messages must be **matched** to a PHIMS client record to be completed.
- The Received Report includes the client's most current and active Official Registry address ("Client Official Registry Addr:") *OR* the client's most current and active MHSU address ("Client MHSU Addr:") in the Report Comments section.
- Determine where to refer this lab report based on the "Client Official Registry Addr:" or "Client MHSU Addr:".
- When "Client Official Registry Addr:" is stated on the Received Report, the Health Region information in the Client Context header is correct.
- Use the *QRC 6.1 Generating the MB1705 MB Postal Code Report* to confirm where to refer reports that state the "Client MHSU Addr:".
- Other address information is also provided on the Received Report:
 - Facility Addr: the testing facility (service delivery location) address as recorded by Cadham Provincial Lab
 - CPL Client Addr: the address the client provided at time of testing
- Lab Requisition Information includes Encounter Group, Service Delivery Location and Ordering Provider.
 - Encounter Group will not autopopulate from the Received Report when the results are in two different Encounter Groups.
 - Service Delivery Location will not autopopulate from the Received Report if it is not an exact match to the PHIMS SDL list.
 - Ordering Provider autopopulates as "Use Other Provider" from the Received Report
- Lab Report Information includes Resulting Lab, PH Received Date, Lab Report Date/Time and Accession Number.
- You cannot set a client in context from within the Electronic Lab Report Inbox until you Complete the message. The last client you had in context will stay in context until you set the next client in context.



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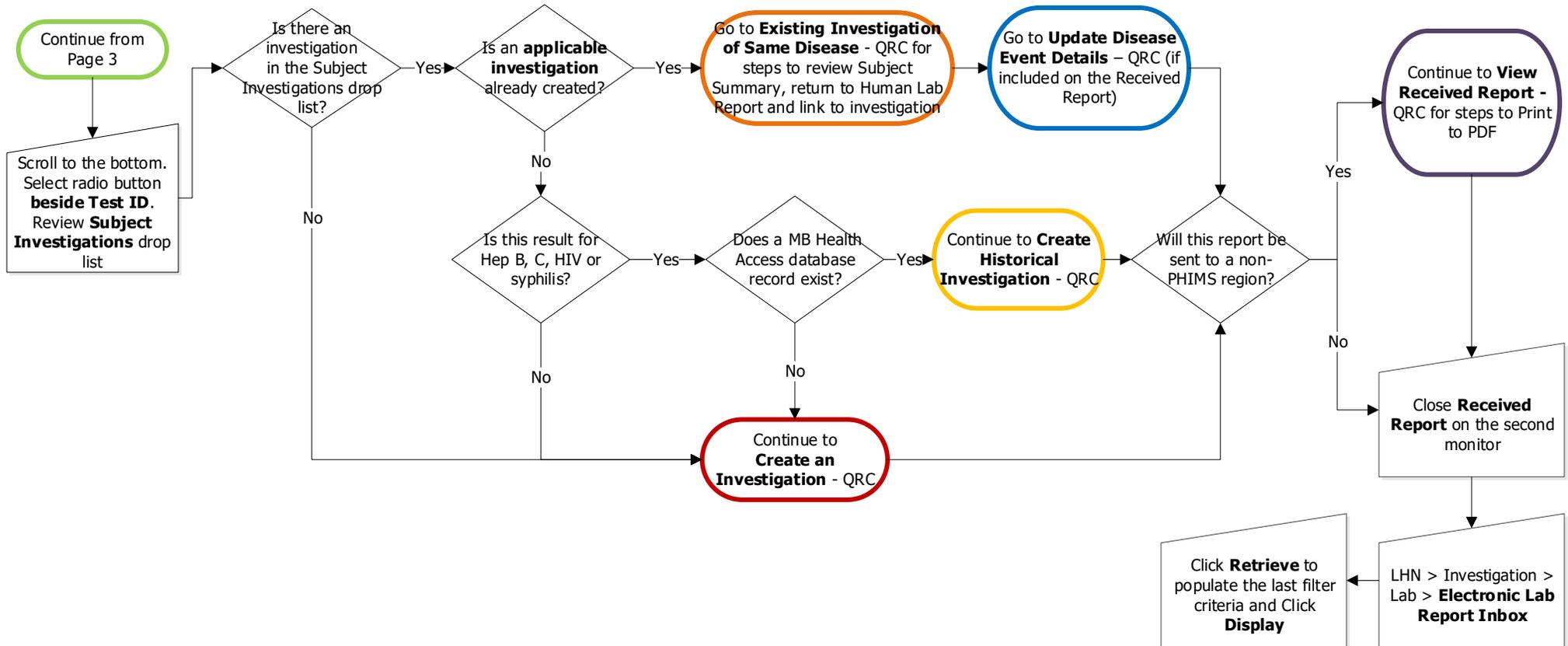


Laboratory Inbox:

Process Message – Link to Investigation

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Applicable Investigations include all case investigations for Hepatitis B, C, HIV, AIDS or Syphilis and all other disease investigations where there is less than one month from the specimen collection date on the current lab and most recent specimen collection date in the lab summary. If no specimen collection date, listed use lab report date. It is preferable to link to an existing investigation then to create a new investigation. If in doubt, consult.