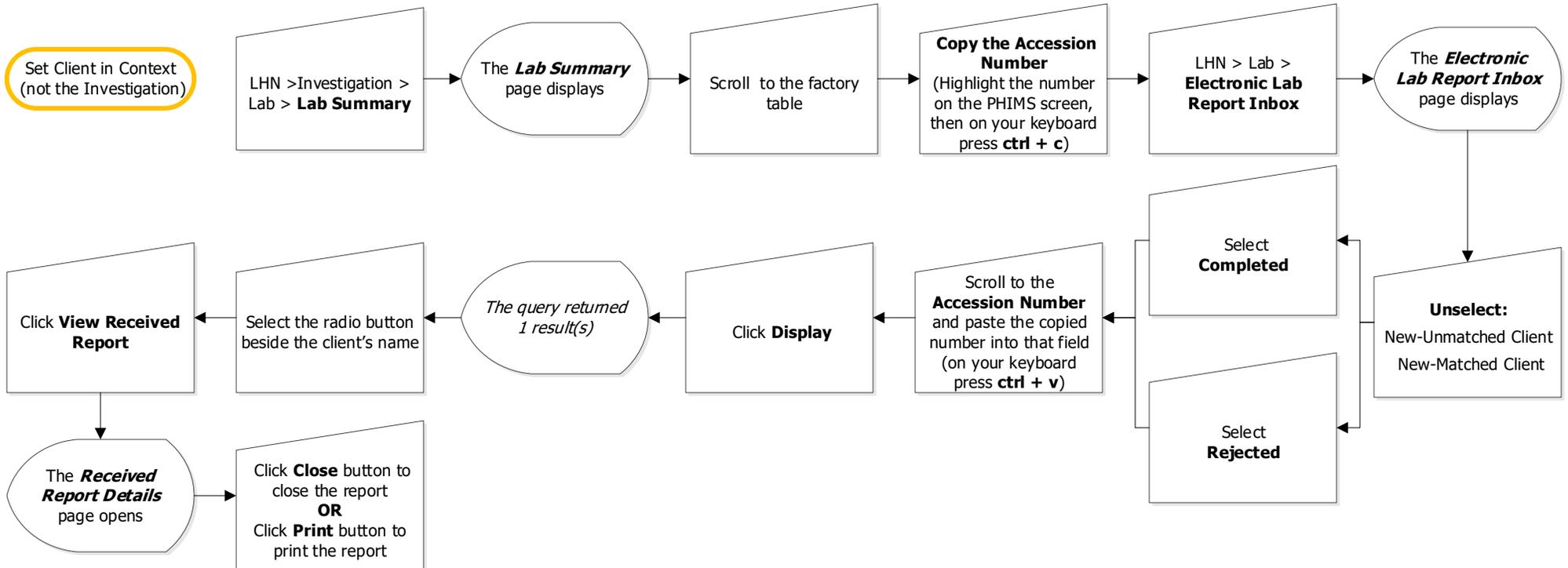**Points to Remember**

- **Electronic Report Status** defaults to "New-Unmatched Client" and "New-Matched Client". Select other parameters as needed and review these parameters if you do not find the expected results.
  - **New-Unmatched Client:** the report has not been processed and is not matched to a PHIMS client
  - **New-Matched Client:** the report has not been processed and is matched to a PHIMS client
  - Completed: the New-Unmatched Client: the report has not been processed and is not matched to a PHIMS client
  - Rejected: the report contained information that could not be processed in the Lab Results Inbox. Rejected reports should be entered manually.
- To view reports received "today", enter today's date in both date fields.
- To find a specific lab report, enter the accession number in the **Accession Number** field and click Display. Wildcard (%) searches are allowed in this field.
- "Print to PDF" is a function that saves the document to a specified network drive. Use this function to save the Received Report so that it can be faxed and viewed electronically. Consult Unit process for instructions to save, and your local IT for technical support.

Shared **health**
Soins communs
Manitoba

Set Client in Context (not the Investigation)

→ LHN >Investigation > Lab > **Lab Summary**

→ The **Lab Summary** page displays

→ Scroll to the factory table

→ **Copy the Accession Number** (Highlight the number on the PHIMS screen, then on your keyboard press **ctrl + c**)

→ LHN > Lab > **Electronic Lab Report Inbox**

→ The **Electronic Lab Report Inbox** page displays

↓

Unselect: New-Unmatched Client, New-Matched Client

→ Select **Completed**

→ Select **Rejected**

→ Scroll to the **Accession Number** and paste the copied number into that field (on your keyboard press **ctrl + v**)

→ Click **Display**

→ *The query returned 1 result(s)*

→ Select the radio button beside the client's name

→ Click **View Received Report**

↓

The **Received Report Details** page opens

→ Click **Close** button to close the report **OR** Click **Print** button to print the report

Click **Investigation** →

LHN > Investigation > Lab > **Electronic Lab Report Inbox** →

The **Electronic Lab Report Inbox** page displays →

Select **Electronic Report Status** (defaults to "New-Unmatched Client" and "New-Matched Client") →

Select **Report Received Date** range →

Select **Inbox Priorities** →

Click **Display** ↓

Select the radio button associated the client's name you want to view ←

Click **View Received Report** ←

The **Received Report Details** page ←

Move **Received Report** to your 2nd monitor to view it ←

Do you need to **print** the Received Report? —Yes→ Click **Print** from the **Received Report** ←

Select *Printer parameters* (including "Print to PDF") on the Printer dialogue box ↓

Click **Print** →

No ↓

Continue with the **Process Lab Inbox Message** - QRC

Shared health Soins communs Manitoba