

Citadel Health Pty Ltd Evolution vLab™ Manual Administration Menu

Information Classification: Internal Version and Date: v5, 1 June 2022



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1. Introduction

The **Evolution vLab**TM Administration manual describes the features and functions available via the 'Administration' menu, through which **Evolution vLab**TM **Evolution vLab**TM Clinical Viewer are configured, is therefore intended for system administrators, rather than staff who interact with these products in the clinical and laboratory settings.

Note: Some **Evolution vLab**[™] features are subject to license and therefore may not be available to all clients. Client are encouraged to contact Citadel Health if they are interested in having additional functionality enabled for use.

Please refer to the **Evolution vLabTM** My Menu Manual and **Evolution vLabTM** Clinical Viewer Manual for information regarding the use of **Evolution vLabTM** and **Evolution vLabTM** Clinical Viewer, respectively.

Writing Conventions

Evolution vLab[™] encourages use of both the mouse and keyboard, though many navigation steps and functions may be performed using the designated keyboard shortcuts. They are indicated throughout this manual in bold text and enclosed in square brackets, such as **[F1]** for the F1 function key.

Many keyboard shortcuts in the Administration menu involve a function key in combination with the **[Shift]** or **[Control]** key, which are indicated by **S** and **C** respectively. For example:

- [SF5] [Shift] key plus [F5] function key
- [CF9] [Control] key plus [F9] function key

Data entry is often streamlined by alphanumeric shortcuts when choosing from a set list of options. They are indicated throughout this manual in round brackets. Unless otherwise stated the shortcuts are not case sensitive. For example:

(y)esLower or upper case 'y'(n)oLower or upper case 'n'

Important notes, cautions and tips are indicated with in bold and underlined text. For example:



Snippets of equation and mask code are formatted in a monospaced serif font. For example:

if (HGB) exit;

The Administration Menu

The Administration Menu is accessed from any screen via the Administration button.

Each Administration submenu contains one or more tabs. Many submenu tabs take the user to a **configuration table**, which is typically divided into Active and Inactive sub-tables.

The entries are separated according to whether the Active field is set to 'yes' or 'no'. Entries in the Active table are available for use whereas items in the Inactive table are not used by the system.

There are often several approaches to viewing and editing an existing entry in a configuration table:

- Double-click the entry with the left mouse button
- Single-click the entry with the left mouse button and press [Enter] or Edit [F2] or Select [F12]
- Highlight (select) the entry with the up and down arrow keys and press [Enter] or Edit [F2] or Select [F12]

For simplicity, this manual does not refer to all available methods.

Mnemonics and Aliases

Configuration entries require a mnemonic, which is a short alphanumeric 'code'. Many mnemonics are defined by the system administrator, but some are pre-defined for core functionality.

Most items of configuration also permit the creation of an alias, which is a secondary code for the same functionality.

Note: The configured mnemonic, alias and description for a given entry should each be unique within the configuration table to which it belongs.



The mnemonic and alias for a given entry can be used interchangeably when referencing the entry on another screen, such as another configuration screen or a My Menu screen. The mnemonic (or alias) may be typed directly by the user (if known) or selected via the F1 Lookup function.

The following reserved characters should not be used when configuring a mnemonic or alias, unless specifically instructed in the documentation for that screen or functionality.

~	tilde	、 accent	grave (back tick)	! point	exclamation	@	at sign
#	hash	\$	dollar sign	%	percent	^	caret
&	ampersand	*	asterisk	() bracke	round ts	{ } bracke	curly ts
[] bracke	square ts	+	plus sign	-	minus sign	=	equals
/ slash	forward	١	backslash		vertical bar	;	semicolon
:	colon	, , quotes	apostrophe (single)	"" quotes	double	<	less than
>	greater than	? mark	question	,	comma		full stop

Exporting a Configuration Table to the local PC

- <u>Note:</u> Export to XML format is available however not all configuration tables can be exported. Large files should be exported to XML format via FTP. Refer to the section <u>Details Create/Modify FTP Address</u> in the Interfaces chapter.
 - 1. Open the configuration table of interest and select the **Export [CF11]** icon.
 - 2. Select (Y)es at the prompt 'OK to save table to disk? y/n'. Click (N)o to abort.
 - 3. At the prompt '*Enter filename:*' specify the directory path, file name and file extension. Supported file types are text (.txt), Excel (.xls) and XML (.xml).

Example: c:\data\config\accounts.xls



4. Click OK to proceed or Cancel to abort. A copy of the configuration table (as it appears on screen) is stored according to the user's input.

Common Shortcut Keys

Function	Shortcut Key(s)	Description	
Back	[Esc]	Exits the current screen and returns to the previous screen.	
Create	[F6]	Create a new entry in the configuration table.	
Edit	[F2]	Opens the selected entry for editing.	
Export	[Control] + [F11]	Exports a copy of the configuration (summary) table to a file on the local workstation. It does not export all details for each entry.	
Help	[Alt] + [-] Opens the section of the online manual relevant to current screen.		
Lookup	[F1]	Opens the Lookup table or help dialog box specific to the field in which the cursor is placed.	
Print	[F11] Print a copy of the configuration (summary) table.		
Save	[F4]	Saves the configuration on the current screen. In some cases, the user is also returned to the previous screen.	
Select	[F12]	When viewing a configuration table this key opens the selected (highlighted) entry for editing.	
		When viewing a configuration screen for an individual entry with configuration fields and a sub-table, this key allows the user to switch 'cursor focus' from one section to the other.	



2. Accounts

The Accounts submenu facilitates configuration of account type groups, account types, Health Funds, billing exception sets, adjustments, and billing options.

Account Type Groups

Groups of account types are configured for accounting and financial reporting purposes. Account type groups can be used when generating and filtering financial reports such as the period control report, aged debtors list or daily transaction audit. The filter can be applied during the generation of the report or once the report is displayed.

The Account Type Groups configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify an Account Type Group

To configure a new account type group: select the **Create [F6]** function button.

To modify an existing account type group: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Account Type Group

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly



	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).			
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.			
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.			
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.		
Copy Details [CF2]	Local AHS:	Enter the mnemonic or alias for the AHS (F1 Lookup available). Leave blank when performing a Remote copy.		
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.		
	System: Select the Remote system. Leave blank when performing a Local copy.			
	Remote AHS:	Enter the mnemonic or alias for the AHS (F1 Lookup available). Leave blank when performing a Local copy.		
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.		
	Perform the copy by clicking OK or pressing the [F4] key or Cancel to abort.			



Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters)
Alias	Enter an alias for the entry, if desired (maximum 6 characters)
Description	Enter the name or meaningful description of the entry (maximum 28 characters)
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive)
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated)
Modified By	The mnemonic of the user who last modified the entry (system populated)
Account Types (multiple fields)	Enter the mnemonics of the account types belonging to the account type group (one per field; maximum 40). F1 Lookup available

Account Types

Account Types provide most of the flexibility required to correctly bill different groups of clients. Separating income from different sources is most easily accomplished by giving each group of clients a separate account type.

Account Types form the basis of the financial reports by determining:

- Invoice and receipt types
- Reminder notices
- Over-allocation accounts
- Period and grand coning
- Exception sets

Note: Each account type is displayed on a separate line in the period control report.

When creating a new account, it is necessary to consider which patient categories will be associated with the account type. If an episode is registered and the account type configured



on the patient category does not match the account type on the client's account, generates the exception 'Acct type and Category acct type differ'.

The Account Types configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'. The Display Name column indicates the name which appears in reports. allows up to 62 Account Types to be configured.

Create or Modify an Account Type

To configure a new account type: select the **Create [F6]** function button.

To modify an existing account type: double click the relevant entry or select and [Enter] to open the Details screen.

Citadel Health recommends account types for at least the following:

- Private Patients
- Medclaims
- Vetclaims
- Public or Non-chargeable
- Commercial
- Sundry Income
- Unallocated (mnemonic UNALL)
- Refunds and Adjustments
- Account types in addition to these allow for the different invoice requirements of clients.

Details – Create/Modify Account Type

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.



Function Buttons

Function	Description		
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly		
	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live). Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm		
	them prior to saving. The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
Copy Details [CF2]	Local AHS:	Enter the mnemonic or alias for the AHS (F1 Lookup available). Leave blank when performing a Remote copy.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote AHS:	Enter the mnemonic or alias for the AHS (F1 Lookup available). Leave blank when performing a Local copy.	
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the copy by clicking OK or pressing the [F4] key or Cancel to abort.		



Field	Description		
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters)		
Alias	Enter an alias for the entry, if desired (maximum 6 characters)		
Description	Enter the name or meaningful description of the entry (maximum 25 characters)		
Display Name	Enter the name or meaningful description to appear in reports (maximum 25 characters)		
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated)		
Modified By	The mnemonic of the user who last modified the entry (system populated)		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive)		
Invoice Type	Enter the mnemonic of the Billing Report mask to be used when generating invoices for this account type. F1 Lookup available		
Receipt Type	Enter the mnemonic of the Billing Report masks to be used when generating receipts for this account type. F1 Lookup available		
1st, 2nd, 3rd Reminder Notice (multiple fields)	Enter the mnemonics of the Billing Report masks to be used when generating the first, second and third reminder notice levels (one per field). F1 Lookup available		
Equivalent	This field is not currently in use		
Patient Account	Enter (y)es or (n)o to specify whether the patient details will automatically populate if a new account is created and to send the invoice to the print queue. Default is 'no'. For example, this field should be set to 'no' for Medclaims and		
	Public/Non-chargeable accounts.		





Individual Invoice	Enter (y)es or (n)o to specify whether the system will create one invoice per patient. Default is 'no'.		
	Set this field to 'yes' for personal accounts		
	Set this field to 'no' to allow grouping of multiple patients on the same invoice (e.g. for commercial accounts).		
	<u>Note</u> : Only invoices created with multiple patients allow reversal at the item level		
Suppress Receipt	Enter (y)es or (n)o to specify whether the system should suppress the generation of a printed receipt when payments are made. Default is 'no'.		
	When set to 'yes' this field does <i>not</i> send a receipt to the print queue upon payment. For example, this field should be set to 'yes' for Medclaims and Vetclaims accounts		
Period Coning	Enter (y)es or (n)o to specify whether the account should cone items over a period of more than one day, as defined in the MBS. Set to 'yes' for all accounts that will be submitted to Medicare for a rebate. Default is 'no'		
Grand Coning	Enter (y)es or (n)o to specify whether the account type is to undergo the Grand Cone if the request is not from a specialist (i.e. only charge for the three most expensive items per episode).		
	Set to 'yes' for accounts to be submitted to Medicare. Default is 'no'		
Split Invoice	Enter (y)es or (n)o to specify whether the system will create separate invoices for inpatient and outpatient episodes on the same account (as per HIC requirements). Default is 'no'		
	Setting this field to 'yes' does <i>not</i> cause separation of items from a single episode onto multiple invoices		
Financial Report Exclude	Enter (y)es or (n)o to specify whether to exclude the Account Type from Billing reports built overnight, including Daysheets. Default is 'no'.		
	When set to 'yes', Accounts bearing the Account Type are excluded from the affected reports.		
	Should this setting be changed for an existing Account Type the change is reflected in the reports the following day.		





Exception Set	Enter the mnemonic of the configured exception set to use against this account. F1 Lookup available.
	Enter a monetary value to specify the minimum amount permitted for invoices generated for this Account Type.
Minimum Invoice Amount	Values are reformatted to dollars and cents (e.g. 5.5 becomes \$5.50). Leave the field blank for Account Types to which no minimum amount applies.
	Invoices that would otherwise total less than the Minimum Amount are 'topped up' to the configured value, against non-MBS Item 99995.
	For example, where the pathology items and other fees for an invoice total \$6.70 but the Minimum Invoice Amount is \$10, Evolution vLab [™] applies an additional \$3.30 (Item 99995) at Consolidation, bringing the total to \$10. In the absence of a configured Minimum, the invoice would remain unchanged (\$6.70).
Limits-Writeoff Level 1-2 Adjustment	Enter monetary values to specify the limits for write offs and adjustments allowable by users with Level 1 and Level 2 privileges (one value per field). Values are reformatted to dollars and cents (e.g. 5.5 becomes \$5.50).
Level 1-2 (multiple fields)	The Level 1 limit should apply to clerical staff and Level 2 to supervisors.
	Enter a numerical value to specify the frequency (in days) with which an invoice should be produced.
Invoice Frequency	When an invoice is produced within the configured number of days the system holds back consolidation until the configured number of days has elapsed. This does not apply to public accounts.
Overdue (days) Level 1-3 (multiple fields)	Enter a whole number (one per field) to specify the number of days that an account must age before progressing through each of the aged debtor levels.
	Typical values are 30, 60 and 90 for Levels 1, 2 and 3 respectively.
Reprint Days	This field is not currently in use.
Overallocate	Enter (y)es or (n)o to specify whether users will be able to receipt more than the total outstanding amount on the account. Default is 'no'.
Extended Display	Enter (y)es or (n)o to specify whether to display the claim number on the invoice enquiry screen. Default is 'no'.



	Set this field to 'yes' for Medclaims and Vetclaims accounts, and 'no' for all other account types.		
Edit Account Details	Enter (y)es or (n)o to specify whether specimen reception staff will be able to edit account details such as address and name. This field should only be set to 'yes' for personal account types. Default is 'no'.		
Bad Debt Listing	Enter (y)es or (n)o to specify whether the account type appears in the Bad Debt Listing Report. Default is 'no'.		
	Enter the mnemonic corresponding to the claim type to use for this account type, which determines the account type's eligibility for automatic consolidation (see below). F1 Lookup available. Default is 'none'.		
	N	None	Not eligible for automatic consolidation
Claim Type	м	Medclaims	Eligible for automatic consolidation
	v	Vetclaims	Eligible for automatic consolidation
	When set to 'M' or 'V' the Trial Consolidation [F5] and Consolidate [F6] function buttons will not be available for accounts of this type in the Live system. This prevents user consolidations being launched for the same account.		
Apply Costing to Invoice	Enter (y)es or (n)o to specify whether to add Test, Transport and Storage costs to the invoice. These costs are configured via Administration > MBS Schedules > Laboratory Costing. Default is 'no'.		

Health Funds

This screen allows configuration of Health Funds. A patient's Health Fund details may be entered at specimen registration or can automatically populate from the hospital's Patient Master Index (PMI).

Once entered, these details remain on the patient's record (UR) until updated or deleted. The mnemonic or alias configured for each Health Fund must match the corresponding data sourced from the PMI.

Electronic Claim Lodgement and Information Processing Service Environment (ECLIPSE) is a portal hosted by Medicare Australia to allow verification of patient information. Submission



of billing information to both Medicare and participating private health funds including ECLIPSE functionality is available.

Each ECLIPSE function must be explicitly enabled via the appropriate settings – here in the Health Fund configuration table and in the Patient Category configuration (Administration > Patient Admin > Categories).

In addition, codified responses from Medicare Australia must also be configured in **Evolution vLab**[™] (Administration > Medicare Online) to provide the end user with meaningful feedback.

The Health Funds configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Health Fund

To configure a new Health Fund: select the **Create [F6]** function button.

To modify an existing Health Fund: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Fund

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly



	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
Copy Details [CF2]	Local AHS:	Enter the mnemonic or alias for the AHS (F1 Lookup available). Leave blank when performing a Remote copy.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote AHS:	Enter the mnemonic or alias for the AHS (F1 Lookup available). Leave blank when performing a Local copy.	
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the co abort.	opy by clicking OK or pressing the [F4] key or Cancel to	



Field	Description		
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 13 characters).		
Alias	Enter an alias for the entry, if desired (maximum 13 characters).		
Description	Enter the name or meaningful description of the entry (maximum 32 characters).		
ECLIPSE Enabled	Enter (y)es or (n)o to specify whether the Health Fund is enabled for ECLIPSE functionality. Default is 'no'.		
ECLIPSE ID	Enter the ECLIPSE three-letter identification code for the Health Fund. This code is published by Medicare on the Medicare Online website or may be obtained by contacting the Health Fund.		
Fund Category	Enter the mnemonic or alias for the patient category that matches this health fund (F1 Lookup available).		
	Enter the mnemonic of the Inpatient Medical Claim (IMC) type, for transmission of billing information to Medicare and the Health Fund via ECLIPSE. There are 5 types of IMC as determined by the ECLIPSE protocol, as specified (along with the mnemonics) below.		
ІМС Туре	AG Agreements - the provider has signed an agreement with the fund (of which the patient is a member) specified in the claim. Payment goes to the provider or billing agent via the Health Fund.		
	SC Schemes - the provider is operating under a scheme with the fund (of which the patient is a member) specified in the claim. Payment goes to the provider or billing agent via the Health Fund.		
	Enter the Fund Payee Identification issued by the Health Fund, if required (maximum 12 characters).		
Fund Payee ID	If this facility is provided by the Health Fund, the Fund Payee ID field must be populated correctly to ensure processing of payments. The Payee ID is used to map payment details for ECLIPSE/IMC claims.		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		



Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Exception Sets

The Exception Sets configuration facilitates identification of missing and/or incorrect data prior to generation of invoices. An exception set is a set of criteria used to assess the billing details entered on each patient episode and flag potential problems.

Patient episodes are assessed against the exception set specified for the matching Account Type. An exception is triggered (and the billing user is notified) when any of the criteria are violated, and this prevents the episode from consolidating. This gives billing staff the opportunity to correct the errors before proceeding. If exceptions are overridden by staff during the consolidation process it is possible that the claim(s) will be rejected by the Health Fund or Medicare.

The Exception Sets configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify an Exception Set

To configure a new exception set: select the **Create [F6]** function button.

To modify an existing exception set: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Exception Set

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.



Function buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly



Copy Details [CF2]	This function p existing configu It streamlines configuration b	populates the current entry with details copied from an uration item in the same system or from another system. the process of creating new entries or migrating petween systems (e.g. from Test to Live).
	Some fields suc from the specil them prior to s	ch as Mnemonic, Alias and Active are not populated fied entry as the user needs to populate or confirm aving.
	The user may c existing entry, changes are sto	copy details to a blank configuration screen or to an in which case the current details are overwritten. No pred until the user saves the configuration screen.
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.
	Local AHS:	Enter the mnemonic or alias for the AHS (F1 Lookup available). Leave blank when performing a Remote copy.
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
	System:	Select the Remote system. Leave blank when performing a Local copy.
	Remote AHS:	Enter the mnemonic or alias for the AHS (F1 Lookup available). Leave blank when performing a Local copy.
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
	Perform the co abort.	opy by clicking OK or pressing the [F4] key or Cancel to



Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 10 characters).
Alias	Enter an alias for the entry, if desired (maximum 10 characters).
Name	Enter the name or meaningful description of the entry (maximum 30 characters).
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).
Missing HCF	Enter (y)es or (n)o to specify whether to check for Health Care Facility on the episode when building exceptions. Default is 'yes'.
Missing Client	Enter (y)es or (n)o to specify whether to check for a Client on the episode when building exceptions. Default is 'yes'.
Missing Doctor	Enter (y)es or (n)o to specify whether to check for a Doctor on the episode when building exceptions. Default is 'yes'.
Missing Category	Enter (y)es or (n)o to specify whether to check for a Category on the episode when building exceptions. Default is 'yes'.
Missing Pathologist	Enter (y)es or (n)o to specify whether to check for a Pathologist on the episode when building exceptions. Default is 'yes'.
Missing Account Type	Enter (y)es or (n)o to specify whether to check for an Account Type on the episode when building exceptions. Default is 'yes'.
Missing Clinical Unit	Enter (y)es or (n)o to specify whether to check for a Clinical Unit on the episode when building exceptions. Default is 'yes'.
Missing Patient Address	Enter (y)es or (n)o to specify whether to check for a Patient Address on the episode when building exceptions. Default is 'yes'.



Missing Patient Surname	Enter (y)es or (n)o to specify whether to check for a Patient Surname on the episode when building exceptions. Default is 'yes'.
Missing Doctor Provider	Enter (y)es or (n)o to specify whether to check for a Doctor Provider on the episode when building exceptions. Default is 'yes'.
Missing Account Address	Enter (y)es or (n)o to specify whether to check for an Account Address on the episode when building exceptions. Default is 'yes'.
Missing Veterans Details	Enter (y)es or (n)o to specify whether to check for Veterans Details on the episode when building exceptions. Default is 'yes'.
Missing Medicare Details	Enter (y)es or (n)o to specify whether to check for Medicare Details on the episode when building exceptions. Default is 'yes'.
Missing Ward Cost Centre	Enter (y)es or (n)o to specify whether to check for a Ward Cost Centre on the episode when building exceptions. Default is 'yes'.
Missing Cost Centre Group on Ward Cost Centre	Enter (y)es or (n)o to specify whether to check for a Ward Cost Centre on the episode that is contained within a cost centre group when building exceptions. Default is 'yes'.
Ward Cost Centre or Cost Centre Group missing Health Care Facility	Enter (y)es or (n)o to specify whether to check for a Health Care Facility on the Ward Cost Centre or Cost Centre Group. Default is 'yes'.
In Lag Period	 Enter (y)es or (n)o to specify whether to flag an exception when the episode has not yet reached the configured lag period. Default is 'yes'. <u>Note:</u> Episodes will not consolidate prior to lag period expiring regardless of this exception.
Untranslatable	Enter (y)es or (n)o to specify whether to flag an exception when there is a billable request on the episode that does not have a Medicare Benefits Schedule (MBS) translation. Default is 'yes'.
Unknown Doctor	Enter (y)es or (n)o to specify whether to flag an exception when the default requesting doctor 'Unknown' has been used (mnemonic UNK). Default is 'yes'.



	Enter (y)es or (n)o to specify whether to flag an exception when:
	• the date of the request is 6 months or greater from the date of service where Rule 3 exempt, or
Request too Old	• the date of the request is 12 months or greater from the date of service where Rule 3 is not exempt.
	Default is 'yes'.
	Rule 3 is set via the configuration screens of the Wards (Administration > Health Facilities > Wards), MBS Items and MBS Translations (Administration > MBS Schedules).
Account holder < 16	Enter (y)es or (n)o to specify whether to flag an exception when the patient is less than 16 years old and the account name matches the patient name. This exception is designed to check that the bill is sent to someone other than the child patient. Default is 'yes'.
HCF has no Account	Enter (y)es or (n)o to specify whether to check that the Health Care Facility on the episode has an account number configured. Default is 'yes'.
Unknown Category	Enter (y)es or (n)o to specify whether to flag an exception when the 'Unknown' billing category has been entered (mnemonic UNK). Default is 'yes'.
Request Maximum Exceeded	Enter (y)es or (n)o to specify whether to flag an exception when more than the allowable number (as configured in the MBS) of a particular request has been exceeded. Default is 'yes'.
Discharge Date < Admission Date	Enter (y)es or (n)o to specify whether to check that the discharge date for the patient is after the admission date. Default is 'yes'.
Request not on lab	Enter (y)es or (n)o to specify whether to flag an exception when requests present on the consolidation queue are no longer ordered on the lab number (i.e. have been deleted). Default is 'yes'.
Eclipse	Enter (y)es or (n)o to specify whether to flag an exception when a Health Fund OPV transaction is received from the ECLIPSE portal without the status code 'O – Success, Patient Eligible'. Default is 'yes'.
Medicare OPV	Enter (y)es or (n)o to specify whether to flag an exception when a Medicare OPV transaction is received from the ECLIPSE portal without the status code 'O – Success, Patient Eligible'. Default is 'yes'.



Account not active	When a date is entered in the 'Active Date' field of the Account Details screen, any consolidations performed prior to that date will generate an exemption warning that 'Account Not Active' that the user can choose to override. Default is 'yes'.
Same date already billed	Enter (y)es or (n)o to specify whether to flag an exception when an invoice has already been generated for the date of the current episode. Default is 'yes'.
Category conflict on day	Enter (y)es or (n)o to specify whether to flag an exception when the patient's billing category has changed on the day of the request. Default is 'yes'.
Inpatient has no Admission date	Enter (y)es or (n)o to specify whether to flag an exception when a patient from an inpatient ward does not have an admission date. Default is 'yes'.
PEI Collection Entered without Licensed Collection Centre	Enter (y)es or (n)o to specify whether to flag an exception when the episode is billing the PEI for collections at a licensed collection centre but there is no Collection Centre associated with the registration, or the nominated Collection Centre does not have a License No. configured. Default is 'yes'. The PEI for samples collected at a licensed collection centre must have
	the mnemonic "C" for this exception flag to function correctly.
Pathologist not Configured	Enter (y)es or (n)o to specify whether to check for a valid billing Provider Number for the episode. Default is 'yes'.
No Full Specimen Reception	Enter (y)es or (n)o to specify whether to flag an exception on episodes that were only registered via Fast Specimen Entry. Default is 'yes'.
AHS Conflict with Patient Category	Enter (y)es or (n)o to specify whether to check for conflicts between the Area Health Service and billing category. Default is 'yes'.
Ward/Category Inpatient differ	Enter (y)es or (n)o to specify whether to check that the inpatient status of the ward matches the inpatient status of the billing category. Default is 'yes'.
Unvalidated requests on this day	Enter (y)es or (n)o to specify whether to check that all billable requests on the episode are level 2 validated. Default is 'yes'.



Accident Claim required Claim # or Date of Accident	Enter (y)es or (n)o to specify whether to check that either the Date of Accident or Claim Number field is populated. Default is 'yes'.
Account Types of Account and Category differ	Enter (y)es or (n)o to specify whether to check that the account type of the account matches the account type of the billing category. Default is 'yes'.
Eclipse Missing HCF Provider	Enter (y)es or (n)o to specify whether to flag an exception when the Provider Number is missing for the Health Care Facility for Eclipse claims.
TAC mandatory fields	Enter (y)es or (n)o to specify whether to flag an exception when the mandatory TAC fields are incomplete. The mandatory values are Surname, Given Name, Address, Suburb, Post Code, Date of Birth, and Date of Accident. The Date of Accident is obtained from the lab record; all other values are derived from the patient record (UR Number).
Health Fund and Category Mismatch	Enter (y)es or (n)o to specify whether to flag an exception when the health fund and category do not match according to the configuration of the health fund.

Adjustments

Adjustments are accounting changes made to financial records. Adjustment Types are configured for the purposes of generating adjustment reports. Common adjustment types are Refund, Write Off, and Coning Adjustment.

The Adjustments configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify an Adjustment Type

To configure a new adjustment type: select the **Create [F6]** function button.

To modify an existing adjustment type: double click the relevant entry or select and [Enter] to open the Details screen.


Details - Create/Modify Adjustment Type

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.

Configuration Fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).
Alias	Enter an alias for the entry, if desired (maximum 6 characters).
Description	Enter the name or meaningful description of the entry (maximum 50 characters).
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Billing Options

Each Billing module must have a Billing Option configured with the mnemonic 'ADJUST'. This ensures the adjustments and refund functionality operates correctly.

Create or Modify a Billing Option

To configure a new billing option: select the **Create [F6]** function button.



To modify an existing billing option: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Billing Option

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Note: The Billing Option with mnemonic 'ADJUST' is required for the adjustments and refund functionality. This mnemonic should not be changed.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.

Configuration fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).
Alias	Enter an alias for the entry, if desired (maximum 6 characters).
Description	Enter the name or meaningful description of the entry (maximum 20 characters).
Service date is lab create date	Enter (y)es or (n)o to specify whether the service date is set to the date the lab number was registered/created. Default is 'no'.
	When set to 'yes' it uses the date the lab number was registered as the service date.
	When set to 'no' it uses the Collected date as the service date.



Adjustment Account	Enter the account number used for adjustments.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).



3. Analysers

The Analysers submenu allows configuration of analysers, alternate L1 tables, analyser groups, processing groups, batch analysers and the Generic Instrument Interface.

Analysers 2

This configuration table is for the 'old' analyser interfaces and analysers for customers currently using the emulator. 'New' analysers are configured via the Analyser Groups tab.

Laboratory users can access the QC, load lists and validation lists for these analysers via My Menu > Analysers > Analysers 2. <u>Note</u> that the load list screen for 'old' analysers is hard-coded.

Each analyser appears on the Analysers configuration table once it has been configured in the Hardware Devices table (Administration > Devices).

The function buttons available for each analyser vary depending on the analyser interface.

Function	Description	
View Log File [F5]	Opens the Log File for the selected analyser for viewing.	
Test Translations [F6]	 Opens the Analyser Test Code Translations table for the selected analyser. From here the system administrator can: map the results sent from the analyser to a result field, and configure a 'Primary Code' where two different result fields have the same analyser test translation. 	
Error Codes [F7]	Opens the Error Code Translations table for the selected analyser. From here the system administrator can configure meaningful interpretations of the error codes sent across the interface by the analyser. These descriptions are displayed in the interface in place of the error codes.	

Function Buttons



Daemon Equations [SF5]	Opens the Data Receive Equations editor for viewing and editing the daemon equations which run as data is transmitted from the analyser to.	
L1 Equations [SF6]	Opens the Level One Equations editor for viewing and editing the equations which run when data is Level 1 validated.	
Reset [SF7]	Resets the daemon process for the analyser.This function button should only be used when network problems have caused the analyser to disconnect from the terminal server, or when changes have been made to the analyser configuration.Note:The use of this function should be restricted to system administrators and super users, as it has considerable implications for system resources.	
Transfer Mask [SF8]	Prompts the user whether to transfer the (L)1 or (D)aemon mask. The specified mask (script) is saved to the main directory on the PC (typically c:\), in the form of a flat text file. The saved file is opened automatically in a new Notepad window. When a file of the same name already exists in the directory, the user receives the prompt "File C:\\[filename].txt already exists. OK to overwrite?". The user may proceed by selecting Yes, or abort by selecting No.	

Test Translations

The Test Translations table facilitates the mapping of analyser test codes to the corresponding Tests, and vice versa. When results are transmitted from a given analyser, uses this configuration to translate the device's predetermined test code or number for each assay/result to the relevant Test mnemonic(s) and populate the appropriate result field(s) accordingly. When transmitting the requested Tests to the device, translates its own Test mnemonics into the device's codes for those tests.

The administrator is only required to configure translations for the tests that will be performed by the analyser, and the Test Translations may be added to at any time. The interface will not store any results that do not have an entry in this table.

Unless otherwise specified, the Test Translation table must only contain Test codes.

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Exceptions to this are the Translation Tables for the Ventana interface and AQURE Analyser Types, which may also contain the necessary translations for Stains, and ordered requests (typically Panels), respectively.

Analyser Test Translations are configured based on the 'family' the analyser belongs to. This means that similar but different analysers may be grouped together. As a result, the analyser test translation table may show different translations depending on the analyser model or assay being used.

Many analysers use the same test code for different specimen types but use a suffix to differentiate them, such as '762:1' for blood and '762:2' for urine. These suffixed codes can be translated into different test mnemonics where applicable, and an overarching test mnemonic can be configured as the Primary Code.

The Primary Code allows to correctly translate the request when two different **Evolution vLab**[™] result fields have the same test translation.

This situation may arise when a result is downloaded from an analyser prior to the request being registered. In this situation, the result is stored against the first test code that matches the analyser result. Once the request is registered, the Primary Code allows the result to be translated to the correct test code relative to specimen type.

In the following example, 'NA' would be the Primary Code:

	Analyser Test Translation Table	Test Requested
Urine Sodium – Na.1	NAU	NA
Serum Sodium – Na.2	NAS	NA
CSF Sodium – Na.3	NAC	NA

As a general rule, each test code should only appear once in the analyser test translation table.

The exception to this is when configuring blood bank analysers that send results across as a panel, rather than individual test results (such as the Diamed Diana interface). In this case the



Test codes appear multiple times and are translated from a panel of results that have been sent from the analyser.

Create or Modify a Test Code Translation

To configure a new test code translation: select the **Create [F6]** function button.

To modify an existing test code translation: double click the relevant entry or select and [Enter] to open the Details screen.

Column	Description	
Mnemonic	The mnemonic for the test being translated.	
Alias	The alias for the test being translated.	
Primary	The mnemonic of a related test that has the same translation. This configuration allows storage of the test results against this test should the configured test not be requested on the specimen. A Test could be configured for different methods or specimen types; however, the analyser may send the same code regardless. Therefore, checks to see which of the tests have been ordered on the specimen and stores the results against the appropriate test.	
AN 1	 The analyser test code used by the first device. <u>Note:</u> The device number (first, second, third, etc) is determined by the integer following the semi-colon in the Options string for the Device (Hardware Device configuration). AN 1 for the Diana interface would be the Device with Options string diana; 1, AN 2 would be the Device with Options string, diana; 2 and so on. 	
AN 2	The analyser test code used by the second device.	
AN 3	The analyser test code used by the third device.	
AN 4	The analyser test code used by the fourth device.	
AN 5	The analyser test code used by the fifth device.	

Columns in the Test Code Translations table



	Note:Only the first five of the possible 24 Analyser Test Translations are displayed on the Test Translation Table for each entry. Double click the relevant entry or select and [Enter] to see the other configured translations.
Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was last modified (system populated).
Active	Indicates whether the entry is active or inactive.

Create/Modify Translation

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly

Configuration fields

Field	Description
Mnemonic	Enter the mnemonic of the configured Test for which this translation applies (maximum 6 characters). This mnemonic must match the exact mnemonic configured via Administration > Tests/Results > Tests.
	This field is mandatory.
Alias	Enter an alias for the entry, if desired (maximum 6 characters). This field is optional, but when configured the Alias must match a configured Test.
Primary Code	Enter the mnemonic of the configured test that is the overarching test code for this test translation. This should be the mnemonic of the first



	test appearing on the table with this particular translation. This field allows for the grouping of similar tests for multiple specimen types.	
	This field is optional, but when configured the Primary Code must match a configured Test.	
QC	Enter (y)es or (n)o to specify whether the result is a QC result rather than a patient result. Default is 'no'.	
	Enter the test code (translation) used by each of the analyser devices for the test specified in the Mnemonic field (one per field; maximum 24).	
	Enter the code exactly as it appears in the analyser manufacturer's specifications.	
Translations (multiple fields)	Where a particular analyser is not assigned to a field via its Options string the field label adopts the generic device type, e.g. 'Diana'. Only the active analysers appear on this configuration screen.	
	Note: The device number (AN 1, AN 2 etc) is determined by the integer following the semi-colon in the Options string for the Device (Hardware Device configuration). AN 1 for the Diana interface would be the Device with Options string diana;1 , AN 2 would be the Device with Options string, diana;2 and so on.	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	
	This must be set to 'yes' for the translation to be applied.	
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).	
Modified By	The mnemonic of the user who last modified the entry (system populated).	

Error Code Translations

This screen allows configuration of meaningful interpretations of the error codes sent by the analyser across the interface. These descriptions are displayed in the interface in place of the error codes, for ease of interpretation by the user.

The Error Code Translations configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.



Create or Modify an Error Code Translation

To configure a new error code translation: select the Create [F6] function button.

To modify an existing error code translation: double click the relevant entry or select and [Enter] to open the Details screen.

Create/Modify Errors

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly

Configuration fields

Field	Description
Mnemonic	Enter the manufacturer's error code (maximum 6 characters).
Alias	Enter an alias for the entry, if desired (maximum 6 characters).
Description	Enter the meaningful interpretation of the error code (maximum 30 characters).
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).



Data Receive (Daemon) Equations

The analyser daemon equations 'intercept' the data transmitted from the analyser before the results reach the Level 1 validation table. They serve several purposes, including:

- Detection of errors in results
- Manipulation of analyser data including simple calculations
- Correction for differences in measured and reported units
- Programming of auto-validation algorithms (more complex than those in the analyser rules)

The daemon equations run on all data sent across the analyser's interface. The administrator can insert an exit statement at any point in the equations, which means that the equations may not run through the full length for every piece of data transmitted. Exit statements do not prevent the results from being received or from appearing in the Level 1 validation table.

The identifiers for results received from the analyser are differentiated from the result field identifiers by the prefix 'AN_'. For example, when a result for the Test XYZ is transmitted its identifier is AN_XYZ.

Using the Equation Editor

The Equation editor allows the administrator to write and modify equations using a standard Windows-based text editor. Navigation and selection of text is consistent with Microsoft word processing software such as Notepad and Word.

Select Save [F4] to store the new entry or to commit any changes.

Keyboard shortcuts

Function	Keystroke Combination	Usage Notes
Сору	Ctrl + C	
Cut	Ctrl + X	
Delete	Del	
Find	Ctrl + F	At the prompt, enter the text to search for and click OK.



Find Next	F3	Finds the next instance of the selected word (or the word in which the cursor is currently placed).
Find Previous	Shift + F3	Finds the previous instance of the selected word (or the word in which the cursor is currently placed).
Go To	Ctrl + G	At the prompt, enter the Line Number to navigate to and click OK.
Paste	Ctrl + V	
Redo	Ctrl + Y	
Find and Replace	Ctrl + H	At the prompt, enter the text to search for and the text to replace it with. Click Replace Next or Replace All.
Select All	Ctrl + A	
Undo	Ctrl + Z	

Checking for existing results

The beginning of the daemon equation should include a check to see if the lab number has already been run and resulted:

if (test/panel mnemonic) exit;

For example:

if (HGB) exit;

This example exits the daemon equation when the lab number already contains a haemoglobin result (i.e. when the haemoglobin result field is populated), and the repeated result appears on the Level 1 validation table for review by a scientist.

Auto-validation

Auto-validation algorithms should include appropriate data checking of the results being transmitted from the analyser, and the equation should exit when the checks fail. The exit statement places the results on the Level 1 validation table for manual review by the scientist. The last line of the daemon equation (i.e. for results that pass the checking process) should be:



```
AN AUTOVAL = 1;
```

This command Level 1 validates the results and triggers the Level 1 equations which run next.

Note: Some subroutines, such as Validate and Accept, cannot be used in daemon equations.

When an existing equation is no longer required

Once a daemon equation exists for an analyser there must always be a daemon equation configured, even when one is no longer required. The administrator may delete the equation or enclose it in a comment (using the notation /* and */), and replace it with one line that does not perform any action, such as:

/* Enclose the equation in a comment like this. */ i = 1;

Select the Save [F4] icon to update the daemon equation.

Example

The following example demonstrates some of the functions that can be performed by the daemon equations.

```
if (AGE_DAYS > 30) {
    if (check_refrange(AN_HGB,HGB,5,0) = 1) {
        AVCODE = AVCODE + "$H";
        exit;
     }
}
if (AN_WBC = "****") {
    AVCODE = AVCODE + "A";
    listinsert("SYODP");
    exit;
}
```

if (AN WBC > 100.0) {



CITADEL HEALTH PTY LTD ABN: 23 007 229 923 ACN: 007 229 923

```
AVCODE = AVCODE + "C";
   listinsert("SYODP");
   exit;
}
if (AN NEUT \ { }
   else {
       AVCODE = AVCODE + "M";
       listinsert("SYODP");
       exit;
   }
pltprev = 0;
n = loadhistorical(2, "{PLT}{MCV}{HGB}");
if (PLT[1])
   pltprev = 1;
if (AN PLT < 140.0) {
   if ((WARD = "9B - Qld Radium Institute (RBH)") | (WARD = "9D
(RBH)")) {}
       else if (AN PLT < 140.0) {
              if (pltprev = 1) {
                  if (PLT[1] = "*") {
                      AVCODE = AVCODE + "J";
                      listinsert("SYODP");
                      exit;
                  }
                  if (((PLT[1] - AN_PLT) / PLT[1]) > 0.3) {
                      AVCODE = AVCODE + "D";
                      listinsert("SYODP");
                      exit;
                  }
              }
       }
```



```
if ((AN_PLT < 140.0) & (pltprev = 0)) {
   AVCODE = AVCODE + "E";
   listinsert("SYODP");
   exit;
}
if ((AN MCV - MCV[1]) > 5.0) {
   AVCODE = AVCODE + "F";
   listinsert("SYODP");
   exit;
}
if (WARD = "Onc Lymphoma/Myeloma Clinic (PAH)" |
   WARD = "Oncology Haematology Clinic (PAH)" |
   WARD = "Oncology/Haematology Unit (PAH)" {
       AVCODE = AVCODE + "K";
       listinsert("SYODP");
       exit;
}
AVCODE = AVCODE + "*";
AN AUTOVAL = 1;
```

Level 1 Equations

Level 1 equations run when analyser data is saved to a laboratory number and when Level 1 validated, regardless of whether the validation was manual or automatic (e.g. performed by the daemon equations). They allow the system administrator to establish a second level of enhanced auto-validation processes.

The results are already attached to a lab number and a UR number by the time the Level 1 equations commence, which means the equations can draw upon previous results and demographic data. For example, the results from a particular ward or consultant might need to be processed differently to others. Level 1 equations can also be used to check whether results from previous episodes were manually reviewed.

Auto-validation



Unlike daemon equations, Level 1 equations may include the Validate subroutine. They can be set up to Level 2 validate the data (and therefore release the patient's results to the clinician for viewing) or hold the results at Level 1 validation for manual review by a scientist. Results can also be inserted into a user list for further action.

Once the results are Level 2 validated, they cannot be returned to the Level 1 validation table without being resent from the analyser.

Using the Equation Editor

The Equation editor allows the administrator to write and modify equations using a standard Windows-based text editor. Navigation and selection of text is consistent with Microsoft word processing software such as Notepad and Word.

Select Save [F4] to store the new entry or to commit any changes.

Examples

The following code draws upon the patient's previous results and demographic information and checks whether any of the previous episodes were manually reviewed.

```
single_len = loadhistorical(10,"{HGB}{PLT}{MCV}{DTYPE}");
count = 1;
labno_i = 0;
prev_no = labno_i + 1;
manrev = 0;
while (count < single_len) {
    ddd = days_difference(COLLDATE[labno_i],COLLDATE[count]);
    if (ddd < 60) {
        if (DTYPE[count] = "MANU") manrev = 1;
        if (DTYPE[count] = "REV") manrev = 1;
        }
        count = count + 1;
}
```



```
if (SEX = "M") {
   if (check refrange(HGB,HGB,-10,0) = -1) {
       if (manrev = 0) {
           AVCODE = AVCODE + "P";
           add request(FILM);
           exit;
       }
   }
}
if (SEX = "F'') {
   if (check refrange(HGB,HGB,-5,0) = -1) {
       if (manrev = 0) {
           AVCODE = AVCODE + "Q";
           add request(FILM);
           exit;
       }
   }
}
```

The following code checks the patient's demographic data for particular wards and processes the results accordingly.

```
if ((WARD_MNEM = "9D~RBWH") | (WARD_MNEM = "9E~RBWH") |
  (WARD_MNEM = "BANK~RCH") | (WARD_MNEM = "ONC~NMH") |
  (WARD_MNEM = "ONCH~RBWH") | (WARD_MNEM = "ONCBMT~RBWH") |
  (WARD_MNEM = "W2E~PAH") ) {
    AVCODE = AVCODE + "E";
    add_request(FILM);
    exit;
}
```

The following code demonstrates usage of the validate subroutine.

```
if ((refrange(WBC)=0) & (refrange(HGB)=0) & (refrange(MCV)=0) &
    (refrange(PLT)=0) & (refrange(NEUT)=0) & (refrange(LYMPH)=0) &
    (refrange(MONO)=0) & (refrange(EOSIN)=0) & (refrange(BASO)=0)) {
```



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```
if (test_ordered(FILM)) {}
else {
    validate(REC);
    validate(HCT);
    validate(XFBE);
    listremove("FILM");
    listinsert("HAUTOV");
    remove_request(FILM);
    AVCODE = AVCODE + "@";
    exit;
}
```

Tracking Episode Progression

}

Throughout these examples a variable is used to track the progression of the episode through the Level 1 equations, and the same approach can also be used in daemon equations. In these examples the variable is called AVCODE, but it is up to the system administrator what to name the variable.

A character is appended to the variable at each exit or validation point, including at the end of the equations to indicate that the episode passed. The final contents of the AVCODE variable may be output on the screen mask with the patient's results, thus allowing the system administrator and laboratory users to understand why the episode passed or failed auto-validation, and to troubleshoot accordingly.

For example, an asterisk (*) might be appended to the AVCODE variable when the episode passes the daemon equations and a caret (^) appended when it passes the Level 1 equations (see code below). The results screen for an episode might therefore include a field containing "*^" to inform users of this progression.

```
if (test_ordered(FBC)) {
   validate(FBC);
   validate(XFBE);
}
AVCODE = AVCODE + `^';
/* End SE 9000 L1 Eqn */
```



Alternate L1 Tables

The Level 1 Configuration screen allows the administrator to create customised data tables as alternatives to the default Level 1 results screen which is hard coded by Citadel Health.

This alternate table view of the analyser's results is accessed via the **Alternate Table [SF5]** function button from the Level 1 results screen in My Menu > Analysers > Analysers 2.

The Alternate L1 Tables configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

This functionality is currently available for the following analysers:

- Balert
- Bactec 9000
- Celldyn 3500, Celldyn 3500g, Celldyn 4000g
- Ektachem
- Micros
- H1, H2 and H3 Graphics

- MAXM
- MSCAN
- OPSCAN5
- SPLUS6
- STARRSED
- T890
- VITAL

- HMX
- IMX

Note: This feature is not available for analysers with the matrix screen.

Create or Modify an Alternate L1 Tables

To configure a new alternate table: select the **Create [F6]** function button.

To modify an existing alternate table: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Level 1 Table

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.



Each alternate Level 1 table may contain up to 13 columns, which are configured via the Field, Title and Width fields on this screen.

The Description, Mnemonic or Alias of the alternate table must be the interface name for the analyser plus the suffix '_alt'. The interface name is configured in the Options field for the device via Administration > Devices > Hardware Devices.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local AHS:	Enter the mnemonic or alias for the AHS (F1 Lookup available). Leave blank when performing a Remote copy.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote AHS:	Enter the mnemonic or alias for the AHS (F1 Lookup available). Leave blank when performing a Local copy.	
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the co abort.	opy by clicking OK or pressing the [F4] key or Cancel to	



Configuration fields

Field	Description	
Mnemonic	Enter the interface name for the analyser, as configured in the Options field for the device via Administration > Devices > Hardware Devices (maximum 6 characters). For example,	
Alias	Enter the interface name for the second analyser (if required), as configured in the Options field for the device (maximum 6 characters). This allows the same table to be used for multiple analysers.	
Description	Enter the full name or meaningful description of the entry (maximum 20 characters).	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).	
Modified By	The mnemonic of the user who last modified the entry (system populated).	
Field (multiple fields)	Enter the identifier or test mnemonic for the data to display in the corresponding column of the alternate table (one per field; maximum 13). The title of the column and its width on screen are set via the adjacent Title and Width fields.	
Title (multiple fields)	Enter the title to use for the column of data specified in the adjacent 'Field' field (maximum 15 characters).	
Width (multiple fields)	Enter a numerical value to specify the width of the column on screen, in characters.	

Analyser Groups

This screen allows configuration of the 'new' analysers, including test translations, error codes, daemon equations and L1 equations. Analysers of the same type are grouped by laboratory or lab group.

Laboratory users can access the QC, load lists and validation lists for the individual analysers via My Menu > Analysers > Analysers 1, and the combined lists (per group) via My Menu > Analysers > Analyser Groups.



The Analyser Groups configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify an Analyser Group

To configure a new analyser group: select the **Create [F6]** function button.

To modify an existing analyser group: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Analyser Group

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

A Group may be configured with up to 24 analysers (24 fields) but **Evolution vLab**[™] actually supports up to 40.

Function Buttons

Function	Description	
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly	
View Log File [F8]	Opens the Log File for the selected analyser for viewing	
Reset [SF7]	Resets the daemon process for the analyser. This function button should only be used when network problems have caused the analyser to disconnect from the terminal server, or when changes have been made to the analyser configuration.	
	Note: The use of this function should be restricted to system administrators and super users, as it has <u>considerable</u> <u>implications for system resources</u> .	



	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Text to Live)		
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local AHS:	Enter the mnemonic or alias for the AHS (F1 Lookup available). Leave blank when performing a Remote copy.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote AHS:	Enter the mnemonic or alias for the AHS (F1 Lookup available). Leave blank when performing a Local copy.	
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the co abort.	opy by clicking OK or pressing the [F4] key or Cancel to	



Transfer Mask [SF8]	Prompts the user whether to transfer the (L)1 or (D)aemon mask.
	The specified mask (script) is saved to the main directory on the PC (typically c:\), in the form of a flat text file.
	The saved file is opened automatically in a new Notepad window.
	When a file of the same name already exists in the directory, the user receives the prompt "File C:\\[filename].txt already exists. OK to overwrite?".
	The user may proceed by selecting Yes, or abort by selecting No.

Other sub-tabs available

Sub-tab	Description	
Test Translations [CF6]	 Opens the Analyser Test Code Translations table for this Analyser Group. From here the system administrator can: Map the results sent from the analyser to a result field, and 	
	• Configure a 'Primary Code' where two different result fields have the same analyser test translation.	
Error Codes [F7]	Opens the Error Code Translations table for this Analyser Group.	
	From here the system administrator can configure meaningful interpretations of the error codes sent across the interface by the analyser. These descriptions are displayed in the interface in place of the error codes.	
Daemon Equations [SF5]	Opens the Data Receive Equations editor for viewing and editing the daemon equations which run as data is transmitted from the analyser.	
L1 Equations [SF6]	Opens the Level One Equations editor for viewing and editing the equations which run when data is Level 1 validated	

Configuration fields

Field	Description		
Mnemonic	Enter a unique alphanumeric name for the entry including the laboratory (or lab group) mnemonic as a tilde-separated suffix (maximum 13 characters).		



	For example, DXC~CH might be used for the DXC group of the lab with mnemonic CH.		
Alias	Enter an alias for the entry including the laboratory mnemonic as a tilde- separated suffix (maximum 13 characters), e.g. DXC~CH.		
Description	Enter the full name or meaningful description of the entry (maximum 50 characters).		
Department	Enter the mnemonic(s) of the department(s) that the analyser group refers to. Multiple departments should be comma separated without spaces (e.g. 'H,B,T'). F1 Lookup available.		
Load List Table	Enter the mnemonic of a definable table layout to use for the load list. F1 Lookup available. When this field is left blank the default (hardcoded) table layout is used.		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		
	An Analyser Group cannot be made inactive while it belongs to an active Processing Group.		
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).		
Modified By	The mnemonic of the user who last modified the entry (system populated).		
	Enter the mnemonic(s) of the analyser(s) forming the analyser group (one per field; maximum 24). F1 Lookup available. At least one of these fields must be populated.		
	The F1 Lookup displays a filtered list of the configured Hardware Devices according to the following rules:		
Analysars	• Device Type = 'Analyser' with Active property set to 'yes'		
Analysers (multiple fields)	 Device mnemonic must have the lab suffix (e.g. ~PA) specified for the Analyser Group mnemonic 		
	• Device's configured Department must match the Department for the Analyser Group		
	• Once the first analyser has been added to the Group the F1		



٠	Devices already configured as part of another Group (or this
	Group) are not displayed

Test Translations

The Test Translations table facilitates the mapping of analyser test codes to the corresponding Tests, and vice versa.

When results are transmitted from a given analyser in this Analyser Group, it uses this configuration to translate the device's predetermined test code or number for each assay/result to the relevant Test mnemonic(s) and populate the appropriate result field(s) accordingly. When transmitting the requested Tests to the device, translates its own Test mnemonics into the device's codes for those tests.

Unless otherwise specified, the Test Translation table must only contain Test codes.

Exceptions to this are the Translation Tables for the Ventana interface and AQURE Analyser Types, which may also contain the necessary translations for Stains, and ordered requests (typically Panels), respectively.

The administrator is only required to configure translations for the tests that will be performed by analysers in this Group, and the Test Translations may be added to at any time. The interface will not store any results that do not have an entry in this table.

Unless otherwise specified, the Test Translation table must only contain Test codes.

Create or Modify a Test Code Translation

To configure a new test code translation: select the **Create [F6]** function button.

To modify an existing test code translation: double click the relevant entry or select and [Enter] to open the Details screen.

Column	Description	
Test	The mnemonic assigned to the test being translated.	

Columns in the Analyser Group Translations table



Specimen	The mnemonic for the specimen type on which the test is performed. When this column is blank the translation applies to all specimen types.		
Analyser Test Code	The analyser's code for the test.		
Analyser Spec Type	The analyser's code for the specimen type.		
Analyser	The specific analyser to which the translation applies. When this column is blank the translation applies to <u>all</u> of the analysers in this Analyser Group.		
Active	Indicates whether the entry is active or inactive.		

Details - Create/Modify Analyser Group Translation

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Configuration fields

Field	Description		
Test	Enter the mnemonic of the configured Test for which this translation applies (maximum 6 characters). F1 Lookup available. This mnemonic must match the exact mnemonic configured via Administration > Tests/Results.		
Specimen Type	Enter the mnemonic for the Specimen Type on which the Test is performed. F1 Lookup available. Leave blank to apply the translation to all Specimen Types.		
Analyser	Leave this field blank when the test is performed by all analysers in the Group. Otherwise, enter the mnemonic of the analyser this test is performed on. F1 Lookup available. Multiple analysers are not accepted.		
	When the test is performed by only a couple of analysers in the group the administrator must set up separate test translation entries for each one.		



Analyser Test	Enter the analyser's code for the test, as indicated in the manufacturer's analyser specification manual.		
Analyser Specimen Type	Enter the analyser's code for the specimen type, as indicated in the manufacturer's analyser specification manual.		
Active	inter (y)es or (n)o to specify whether the entry is active. Default is 'no' inactive).		
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).		
Modified By	The mnemonic of the user who last modified the entry (system populated).		

Error Codes

This screen allows configuration of meaningful interpretations of the error codes sent by the analyser across the interface. These descriptions are displayed in the interface in place of the error codes, for ease of interpretation by the user.

The Error Codes configuration table includes an Audit column which indicates whether it will generate an audit entry for this error code.

Create or Modify an Error Code Translation

To configure a new error code translation: select the **Create [F6]** function button.

To modify an existing error code translation: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Analyser Group Error Codes

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.



Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly

Configuration fields

Field	Description		
Error Code	Enter the manufacturer's error code (maximum 13 characters).		
Alias	Enter an alias for the entry, if desired (maximum 13 characters).		
Description	Enter the meaningful interpretation of the error code (maximum 50 characters).		
Audit	Enter (y)es or (n)o to specify whether an audit entry is generated for this error code. Default is 'no'.		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).		
Modified By	The mnemonic of the user who last modified the entry (system populated).		

Daemon Equations

The analyser daemon equations 'intercept' the data transmitted from the analyser before the results reach the Level 1 validation table. They serve several purposes, including:

- Detection of errors in results
- Manipulation of analyser data including simple calculations
- Correction for differences in measured and reported units



• Programming of auto-validation algorithms (more complex than those in the analyser rules)

The daemon equations run on all data sent across the analyser's interface. The administrator can insert an exit statement at any point in the equations, which means that the equations may not run through the full length for every piece of data transmitted. Exit statements do not prevent the results from being received into or from appearing in the Level 1 validation table.

The identifiers for results received from the analyser are differentiated from the result field identifiers by the prefix 'AN_'. For example, when a result for the Test XYZ is transmitted its identifier is AN_XYZ.

Using the Equation Editor

The Equation editor allows the administrator to write and modify equations using a standard Windows-based text editor. Navigation and selection of text is consistent with Microsoft word processing software such as Notepad and Word.

Select **Save [F4]** to store the new entry or to commit any changes. Select **Save [F4]** again on the Details page to update the table. **The second Save is required to ensure the changes are applied.**

Function	Keystroke Combination	Usage Notes
Сору	Ctrl + C	
Cut	Ctrl + X	
Delete	Del	
Find	Ctrl + F	At the prompt, enter the text to search for and click OK.
Find Next	F3	Finds the next instance of the selected word (or the word in which the cursor is currently placed).

Keyboard shortcuts



Find Previous	Shift + F3	Finds the previous instance of the selected word (or the word in which the cursor is currently placed).
Go To	Ctrl + G	At the prompt, enter the Line Number to navigate to and click OK.
Paste	Ctrl + V	
Redo	Ctrl + Y	
Find and Replace	Ctrl + H	At the prompt, enter the text to search for and the text to replace it with. Click Replace Next or Replace All.
Select All	Ctrl + A	
Undo	Ctrl + Z	

Checking for existing results

The beginning of the daemon equation should include a check to see if the lab number has already been run and resulted:

```
if (test/panel mnemonic) exit;
```

For example:

if (HGB) exit;

This example exits the daemon equation when the lab number already contains a haemoglobin result (i.e. when the haemoglobin result field is populated), and the repeated result appears on the Level 1 validation table for review by a scientist.

Auto-validation

Auto-validation algorithms should include appropriate data checking of the results being transmitted from the analyser, and the equation should exit when the checks fail.



The exit statement places the results on the Level 1 validation table for manual review by the scientist. The last line of the daemon equation (i.e. for results that pass the checking process) should be:

AN_AUTOVAL = 1;

This command Level 1 validates the results and triggers the Level 1 equations which run next.

Note: Some subroutines, such as Validate and Accept, cannot be used in daemon equations.

When an existing equation is no longer required

Once a daemon equation exists for an analyser there must always be a daemon equation configured, even when one is no longer required.

The administrator may delete the equation or enclose it in a comment (using the notation /* and */), and replace it with one line that doesn't perform any action, such as:

```
/* Enclose the equation in a comment like this. */
i = 1;
```

Example

The following example demonstrates some of the functions that can be performed by the daemon equations.

```
if (AGE_DAYS > 30) {
    if (check_refrange(AN_HGB,HGB,5,0) = 1) {
        AVCODE = AVCODE + "$H";
        exit;
    }
}
if (AN_WBC = "****") {
    AVCODE = AVCODE + "A";
    listinsert("SYODP");
    exit;
```



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```
}
if (AN WBC > 100.0) {
   AVCODE = AVCODE + "C";
   listinsert("SYODP");
   exit;
}
if (AN NEUT\%) {}
   else {
       AVCODE = AVCODE + "M";
       listinsert("SYODP");
       exit;
   }
pltprev = 0;
n = loadhistorical(2, "{PLT}{MCV}{HGB}");
if (PLT[1])
   pltprev = 1;
if (AN PLT < 140.0) {
   if ((WARD = "9B - Qld Radium Institute (RBH)") | (WARD = "9D
(RBH)")) {}
       else if (AN PLT < 140.0) {
              if (pltprev = 1) {
                  if (PLT[1] = "*") {
                      AVCODE = AVCODE + "J";
                      listinsert("SYODP");
                      exit;
                  }
                  if (((PLT[1] - AN PLT) / PLT[1]) > 0.3) {
                      AVCODE = AVCODE + "D";
                      listinsert("SYODP");
                      exit;
```



}

```
}
}
if ((AN_PLT < 140.0) & (pltprev = 0)) {
   AVCODE = AVCODE + 'E';
   listinsert("SYODP");
   exit;
}
if ((AN MCV - MCV[1]) > 5.0) {
   AVCODE = AVCODE + "F";
   listinsert("SYODP");
   exit;
}
if (WARD = "Onc Lymphoma/Myeloma Clinic (PAH)" |
   WARD = "Oncology Haematology Clinic (PAH)" |
   WARD = "Oncology/Haematology Unit (PAH)" {
       AVCODE = AVCODE + "K";
       listinsert("SYODP");
       exit;
}
AVCODE = AVCODE + "*";
AN AUTOVAL = 1;
Level 1 Equations
```

Level 1 equations run when analyser data is Level 1 validated, regardless of whether the validation was manual or automatic. They allow the system administrator to establish a second level of auto-validation processes.

The results are already attached to a lab number and a UR number by the time the Level 1 equations commence, which means the equations can draw upon previous results and demographic data. For example, the results from a particular ward or consultant might need to be processed differently to others. Level 1 equations can also be used to check whether results from previous episodes were manually reviewed.



Auto-validation

Unlike daemon equations, Level 1 equations may include the Validate subroutine. They can be set up to Level 2 validate the data (and therefore release the patient's results to the clinician) or hold the results at Level 1 validation for manual review by a scientist. Results can also be inserted into a user list for further action.

It is important to note that it is not possible to send an episode back to the Level 1 validation table from the Level 1 equation.

Using the Equation Editor

The Equation editor allows the administrator to write and modify equations using a standard Windows-based text editor. Navigation and selection of text is consistent with Microsoft word processing software such as Notepad and Word.

Select **Save [F4]** to store the new entry or to commit any changes. Select **Save [F4]** again on the Details page to update the table. **The second Save is required to ensure the changes are applied.**

Function	Keystroke Combination	Usage Notes
Сору	Ctrl + C	
Cut	Ctrl + X	
Delete	Del	
Find	Ctrl + F	At the prompt, enter the text to search for and click OK.
Find Next	F3	Finds the next instance of the selected word (or the word in which the cursor is currently placed).
Find Previous	Shift + F3	Finds the previous instance of the selected word (or the word in which the cursor is currently placed).

Keyboard shortcuts


Go To	Ctrl + G	At the prompt, enter the Line Number to navigate to and click OK.
Paste	Ctrl + V	
Redo	Ctrl + Y	
Find and Replace	Ctrl + H	At the prompt, enter the text to search for and the text to replace it with. Click Replace Next or Replace All.
Select All	Ctrl + A	
Undo	Ctrl + Z	

Examples

The following code draws upon the patient's previous results and demographic information and checks whether any of the previous episodes were manually reviewed.

```
single_len = loadhistorical(10,"{HGB}{PLT}{MCV}{DTYPE}");
count = 1;
```

```
prev_no = labno_i + 1;
```

manrev = 0;

labno i = 0;

```
while (count < single_len) {
    ddd = days_difference(COLLDATE[labno_i],COLLDATE[count]);
    if (ddd < 60) {
        if (DTYPE[count] = "MANU") manrev = 1;
        if (DTYPE[count] = "REV") manrev = 1;
    }
    count = count + 1;
}</pre>
```

```
if (SEX = "M") {
```



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```
if (check refrange(HGB, HGB, -10, 0) = -1) {
       if (manrev = 0) {
           AVCODE = AVCODE + "P";
           add request(FILM);
           exit;
       }
   }
}
if (SEX = "F'') {
   if (check refrange(HGB, HGB, -5, 0) = -1) {
       if (manrev = 0) {
           AVCODE = AVCODE + "Q";
           add request(FILM);
           exit;
       }
   }
}
```

The following code checks the patient's demographic data for particular wards and processes the results accordingly.

```
if ((WARD_MNEM = "9D~RBWH") | (WARD_MNEM = "9E~RBWH") |
  (WARD_MNEM = "BANK~RCH") | (WARD_MNEM = "ONC~NMH") |
  (WARD_MNEM = "ONCH~RBWH") | (WARD_MNEM = "ONCBMT~RBWH") |
  (WARD_MNEM = "W2E~PAH") ) {
    AVCODE = AVCODE + "E";
    add_request(FILM);
    exit;
}
```

The following code demonstrates usage of the validate subroutine.

```
if ((refrange(WBC)=0) & (refrange(HGB)=0) & (refrange(MCV)=0) &
    (refrange(PLT)=0) & (refrange(NEUT)=0) & (refrange(LYMPH)=0) &
    (refrange(MONO)=0) & (refrange(EOSIN)=0) & (refrange(BASO)=0))) {
    if (test_ordered(FILM)) {}
      else {
```



```
validate(RBC);
validate(HCT);
validate(XFBE);
listremove("FILM");
listinsert("HAUTOV");
remove_request(FILM);
AVCODE = AVCODE + "@";
exit;
}
```

Tracking episode progression

}

Throughout these examples a variable is used to track the progression of the episode through the Level 1 equations, and the same approach can also be used in daemon equations. In these examples the variable is called AVCODE, but it is up to the system administrator what to name the variable.

A character is appended to the variable at each exit or validation point, including at the end of the equations to indicate that the episode passed. The final contents of the AVCODE variable may be output on the screen mask with the patient's results, thus allowing the system administrator and laboratory users to understand why the episode passed or failed auto-validation, and to troubleshoot accordingly.

For example, an asterisk (*) might be appended to the AVCODE variable when the episode passes the daemon equations and a caret (^) appended when it passes the Level 1 equations (see code below). The results screen for an episode might therefore include a field containing "*^" to inform users of this progression.

```
if (test_ordered(FBC)) {
   validate(FBC);
   validate(XFBE);
}
AVCODE = AVCODE + ``^";
/* End SE 9000 L1 Eqn */
```



Processing Groups

This screen allows the system administrator to arrange Analyser Groups into Processing Groups. This is an optional configuration which provides lab users with consolidated load lists and validation lists accessed via My Menu > Analysers > Processing Groups. Processing Groups can include Analyser Groups from different departments.

For example, a laboratory may wish to have a common load list and validation list for all its chemistry analysers.

The Processing Groups configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Processing Group

To configure a new processing group: select the **Create [F6]** function button.

To modify an existing processing group: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Processing Groups

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly



	This function p existing configu It streamlines configuration b Some fields suc from the specifi them prior to s The user may c existing entry, changes are sto	populates the current entry with details copied from an uration item in the same system or from another system. the process of creating new entries or migrating between systems (e.g. from Test to Live). ch as Mnemonic, Alias and Active are not populated fied entry as the user needs to populate or confirm taving. copy details to a blank configuration screen or to an in which case the current details are overwritten. No pred until the user saves the configuration screen.
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.
Copy Details [CF2]	Local AHS:	Enter the mnemonic or alias for the AHS (F1 Lookup available). Leave blank when performing a Remote copy.
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
	System:	Select the Remote system. Leave blank when performing a Local copy.
	Remote AHS:	Enter the mnemonic or alias for the AHS (F1 Lookup available). Leave blank when performing a Local copy.
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
	Perform the co abort.	opy by clicking OK or pressing the [F4] key or Cancel to



Configuration fields

Field	Description	
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 13 characters).	
Alias	Enter an alias for the entry, if desired (maximum 13 characters).	
Description	Enter the full name or meaningful description of the entry (maximum 50 characters).	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).	
Modified By	The mnemonic of the user who last modified the entry (system populated).	
	Enter the mnemonic(s) of the analyser group(s) belonging to this processing group (one per field; maximum 11). F1 Lookup available.	
	At least one of these fields must be populated. Processing Groups can include Analyser Groups from different departments.	
Analyser Groups (multiple fields)	The F1 Lookup displays a filtered list of the configured Hardware Devices according to the following rules:	
	Analyser Groups with Active property set to 'yes'	
	 Analyser Group mnemonic must have the lab suffix (e.g. ~PA) specified for the Processing Group mnemonic 	
Analysers Within This Group	The analysers belonging to each Analyser Group specified (system populated).	

Batch Analysers

This screen allows configuration of 'import' and 'export' analysers.

Import analysers process and import the delimited raw text files coming from the analysers, according to the equations in the mask and auto-validation mask. The mask imports the data, places it in the appropriate table and performs automated calculations. The auto-validation



mask checks whether the results are acceptable and flags them accordingly. When the results are accepted, they are saved to the patient's record.

Masks for **export analysers** are configured to construct the export plate map file according to the requirements of the analyser.

The Batch Analysers configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'. The Directory column indicates the default directory where the file is saved.

Create or Modify a Batch Analyser

To configure a new batch analyser: select the **Create [F6]** function button.

To modify an existing batch analyser: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Batch Analyser

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Allows the entry in the mnemonic and alias fields to be swapped. This functionality is required as the mnemonic field cannot be edited directly.
View/Edit Mask [F7]	Opens the Equation editor for viewing and editing the analyser mask. The mask determines how the result file is processed (import) or constructs the plate map file used by the analyser (export).
Copy Mask [F8]	Load an existing mask and copy its contents into the mask for this batch analyser.
Auto-validation Mask [SF7]	Opens the Equation editor for viewing and editing the auto-validation mask. This mask works much like a daemon equation, where an accept flag is set. It must be configured for both import and export analysers



	and executes a	fter the analyser mask but before the modify equations.
	Allele or test re	suits may be evaluated with 'if' statements.
	samples from b	ha_return_sample() should be used in the mask to return patches to the 'unallocated' list for a specific batch type.
	This function p existing configu It streamlines configuration b	opulates the current entry with details copied from an aration item in the same system or from another system. the process of creating new entries or migrating between systems (e.g. from Test to Live).
	Some fields suc from the specif them prior to s	h as Mnemonic, Alias and Active are not populated ied entry as the user needs to populate or confirm aving.
	The user may c existing entry, i changes are sto	opy details to a blank configuration screen or to an in which case the current details are overwritten. No pred until the user saves the configuration screen.
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.
Copy Details [CF2]	Local AHS:	Enter the mnemonic or alias for the AHS (F1 Lookup available). Leave blank when performing a Remote copy.
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
	System:	Select the Remote system. Leave blank when performing a Local copy.
	Remote AHS:	Enter the mnemonic or alias for the AHS (F1 Lookup available). Leave blank when performing a Local copy.
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
	Perform the co abort.	ppy by clicking OK or pressing the [F4] key or Cancel to

Configuration fields

Field	Description



Mnemonic	Enter a unique alphanumeric name for the entry including the laboratory mnemonic as a tilde-separated suffix (maximum 13 characters). For example, EXT [~] CH might be used for an export analyser in the lab with mnemonic CH.
Alias	Enter an alias which is an alternate unique alpha numeric name for the entry including the lab group mnemonic as a tilde-separated suffix (maximum 13 characters), e.g. EX [~] CH.
Description	Enter the full name or meaningful description of the entry (maximum 30 characters).
Directory	Enter the file path to the default directory in which the file is saved. The user can override the default by typing an alternate path at the relevant Evolution vLab [™] prompt.
Terminator	Enter the character(s) used to identify the end of each line in a file, such as '\r\n'. \r Carriage return \n Line feed
Delimiter	Enter the character(s) used in the file to separate each field. \t Tab
Department	Enter the mnemonic of the department to which this batch analyser applies. F1 Lookup available.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Copy (load) an Existing Mask to this Batch Analyser

- 1. Select the Copy Mask [F8] button.
- 2. At the prompt 'Analyser to Load' enter the mnemonic of the (source) mask to load into the mask for the current batch analyser.



- 3. When a mask already exists for this batch analyser the user receives the prompt 'Target mask already exists – continue (Y/N)?' Select (y)es to proceed or (n)o to abort.
- 4. Click the OK button or [Enter] to proceed or Cancel to abort.
- 5. When the copy is successful the user receives a confirmation message: '<mnemonic of current analyser> analyser's mask copied from <mnemonic of source mask> hit any key to continue'.

When the copy fails the user receives the message 'Copy Failed – aborting'.

6. Click OK or press [Enter].

Analyser Mask

This is the Equation editor for the analyser mask.

Masks for **import analysers** process the result file as a very large string. The delimiter and line terminator characters are defined in the relevant fields on the Details screen.

Masks for **export analysers** construct the plate map file used by the analyser. The plate map file is a plain text file detailing information about each sample, including well designation, dilution volume and the ordered request.

Using the Equation Editor

The Equation editor allows the administrator to write and modify equations using a standard Windows-based text editor. Navigation and selection of text is consistent with Microsoft word processing software such as Notepad and Word.

Select **Save [F4]** to store the new entry or to commit any changes. Select **Save [F4]** again on the Details page to update the table. **The second Save is required to ensure the changes are applied.**

Function	Keystroke Combination	Usage Notes
Сору	Ctrl + C	
Cut	Ctrl + X	

Keyboard shortcuts



Delete	Del	
Find	Ctrl + F	At the prompt, enter the text to search for and click OK.
Find Next	F3	Finds the next instance of the selected word (or the word in which the cursor is currently placed).
Find Previous	Shift + F3	Finds the previous instance of the selected word (or the word in which the cursor is currently placed).
Go To	Ctrl + G	At the prompt, enter the Line Number to navigate to and click OK.
Paste	Ctrl + V	
Redo	Ctrl + Y	
Find and Replace	Ctrl + H	At the prompt, enter the text to search for and the text to replace it with. Click Replace Next or Replace All.
Select All	Ctrl + A	
Undo	Ctrl + Z	

Auto-validation Mask

This is the Equation editor for the auto-validation mask, which is required for both import and export analysers. It works much like a daemon equation, where an accept flag is set.

The auto-validation mask executes after the analyser mask but before the modify equations.

This mask can be used to manipulate the data; 'if' statements are used to establish conditional actions. One such action is the *dna_return_sample()* function which returns samples to the 'unallocated' list for a specific batch type.



Using 's Equation Editor

The Equation editor allows the administrator to write and modify equations using a standard Windows-based text editor. Navigation and selection of text is consistent with Microsoft word processing software such as Notepad and Word.

Select **Save [F4]** to store the new entry or to commit any changes. Select **Save [F4]** again on the Details page to update the table. **The second Save is required to ensure the changes are applied.**

Function	Keystroke Combination	Usage Notes
Сору	Ctrl + C	
Cut	Ctrl + X	
Delete	Del	
Find	Ctrl + F	At the prompt, enter the text to search for and click OK.
Find Next	F3	Finds the next instance of the selected word (or the word in which the cursor is currently placed)
Find Previous	Shift + F3	Finds the previous instance of the selected word (or the word in which the cursor is currently placed).
Go To	Ctrl + G	At the prompt, enter the Line Number to navigate to and click OK.
Paste	Ctrl + V	
Redo	Ctrl + Y	
Find and Replace	Ctrl + H	At the prompt, enter the text to search for and the text to replace it with. Click Replace Next or Replace All.
Select All	Ctrl + A	

Keyboard shortcuts



Undo	Ctrl + Z
------	----------

Generic Instrument Interfaces

A Generic Instrument Interface (GII) can be used to upload 'finalised result data' into from non-networked instruments. Supported data file formats are TXT and XML.

Queries a configured FTP file folder on a periodic basis to determine the existence of a data file and then transfers any file(s) in the folder.

Uploads the results in alphanumeric string format and populates the appropriate Test result field(s) according to mask configuration. Special characters are supported such as greater than (>) and less than (<).

Formatting errors that occur while parsing the data file are reported in an Error Log, and the user receives an email containing the error log file and the data file to assist them in correcting the problems. The mask equation should incorporate error detection and define the appropriate error text (for output in the Error Log).

The system is limited to processing 524288 lines of data. When this limit is reached the error *'EQ exceeded max instruction code'* is inserted into the Error Log, plus the line and field of the file where the limit was reached.

The Audit Log records any updates to lab numbers, while the History Log keeps track of past uploads. Updates to lab numbers by the Generic Instrument Interface are recorded in lab number's Specimen Audit History.

The Generic Instrument Interfaces configuration table is divided into Active and Inactive subtables which separate the entries according to whether the Active field is set to 'yes' or 'no'. Up to 100 Generic Instrument Interfaces may be configured.

Create or Modify a Generic Instrument Interface (GII)

To configure a new GII: select the **Create [F6]** function button.



To modify an existing GII: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Generic Instrument Interface (GII)

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description		
Swap Mnemonic & Alias [F5]	Allows the entry in the mnemonic and alias fields to be swapped. This functionality is required as the mnemonic field cannot be edited directly.		
View/Edit Mask [F7]	Opens the Equation editor for viewing and editing the mask for this Generic Instrument Interface.		
Copy Mask [F8]	Load an existing mask and copy its contents into the mask for this Generic Instrument Interface.		
Copy Details [CF2]	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
	Source: S ii s	elect 'Local' or 'Remote' to copy details from an entry n the configuration table on the same or another ystem respectively.	



Local AHS:	Enter the mnemonic or alias for the AHS (F1 Lookup available). Leave blank when performing a Remote copy.
Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
System:	Select the Remote system. Leave blank when performing a Local copy.
Remote AHS:	Enter the mnemonic or alias for the AHS (F1 Lookup available). Leave blank when performing a Local copy.
Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
Perform the co abort.	opy by clicking OK or pressing the [F4] key or Cancel to

Configuration fields

Field	Description		
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 10 characters).		
Alias	Enter an alias for the entry, if desired (maximum 10 characters).		
Description	Enter the full name or meaningful description of the entry (maximum 25 characters).		
File Type	Enter (x) for XML or (t) for TXT, to specify the file type. Default is 'TXT'.		
Email Notification	Enter the email address to which error notifications will be sent (70 characters).		
Incoming - Separator	Enter any string of one or more characters to define the separator character(s) used in the results file (maximum 6 characters). Examples include: , (Comma) Comma separated values (CSV)		



	I	(Shift \)	Vertical bar (pipe) for ASTM, HL7, etc.	
	\t		Tab separated values	
	\s		Space separated values	
	Enter the lin (maximum 6	e terminato characters	or character(s) used in the results file).	
	Examples ind	clude:		
Line Terminator	\n		New line	
	\r		Carriage return	
	\N		New line or carriage return	
FTP Configuration	Enter the mnemonic of the configured FTP Address to use for retrieving incoming results files for the Generic Instrument Interface (maximum 20 characters). F1 Lookup available. FTP Addresses are configured via Administration > Interfaces > FTP			
	Addresses.			
FTP Archive	Enter the mnemonic of the configured FTP Address to use for archiving processed results files for the Generic Instrument Interface (maximum 20 characters). F1 Lookup available.			
	Enter the mnemonic of the laboratory to which the Generic Instrument Interface is restricted. F1 Lookup available.			
The GII only appears on the Gener for the configured laboratory, acce		the Generic Instrument Interface status screen atory, accessed via My Menu > Analysers.		
Department	Enter the mr Instrument I	nemonic of nterface is i	the department to which the Generic restricted. F1 Lookup available.	
Day of Week	Enter the da query the co and Su. Mult without space When the Pe	y(s) of the v nfigured FT tiple days ar ces. Enter 'a eriod field is	veek the Generic Instrument Interface will P Address, using the codes M, T, W, Th, F, Sa re accepted in comma separated format II' to specify every day of the week. populated, and this field is blank the query	
	occurs every	day of the	week.	



Period (minutes)	Enter a whole number between 10 and 999 to specify the frequency of the query in minutes. Default is '0'. Leave the field blank to permit only manual transfer.
Start Time	Enter a time (hh:mm) to specify when the querying commences each day. When the Period field is populated, and this field is blank the query begins at 00:00.
End Time	Enter a time (hh:mm) to specify when the querying ends each day. When the Period field is populated, and this field is blank the querying ends at 23:59.
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).

Copy (load) an existing mask to this GII

- 1. Select the Copy Mask [F8] button.
- 2. At the prompt 'Generic Instrument Interface to Load' enter the mnemonic of the (source) mask to load into the mask for the current GII.
- 3. Click the OK button or [Enter] to proceed or Cancel to abort.
- 4. When a mask already exists for this GII the user receives the prompt '*Target mask* already exists continue (Y/N)?' Select (y)es to proceed or (n)o to abort.
- 5. When the copy is successful the user receives a confirmation message: '<mnemonic of current GII> gai mask copied from <mnemonic of source mask> hit any key to continue'.
- 6. When the copy fails the user receives the message 'Copy Failed aborting'.
- 7. Click OK or press [Enter].

Generic Instrument Interface Mask

This is the Equation editor for the Generic Instrument Interface mask.



Using the Equation Editor

The Equation editor allows the administrator to write and modify equations using a standard Windows-based text editor. Navigation and selection of text is consistent with Microsoft Word processing software such as Notepad and Word.

Select **Save [F4]** to store the new entry or to commit any changes. Select **Save [F4]** again on the Details page to update the table. **The second Save is required to ensure the changes are applied.**

Keystroke Function Usage Notes Combination Ctrl + C Сору Cut Ctrl + X Delete Del At the prompt, enter the text to search for and Find Ctrl + F click OK. Finds the next instance of the selected word (or **Find Next** F3 the word in which the cursor is currently placed). Finds the previous instance of the selected word **Find Previous** Shift + F3 (or the word in which the cursor is currently placed). At the prompt, enter the Line Number to Go To Ctrl + G navigate to and click OK. Ctrl + V Paste Redo Ctrl + Y At the prompt, enter the text to search for and Find and Ctrl + H the text to replace it with. Click Replace Next or Replace Replace All.

Keyboard shortcuts

Ctrl + A

Select All



Undo Ctrl + Z

2D Test Arrays

Test data fields can be addressed as **TEST**[**x**] where TEST is the mnemonic of the 2D test and *x* is the array reference to the data field within the range defined. **TEST**[**0**] references the first Test data field.



4. Anatomical Pathology

The Anatomical Pathology submenu allows configuration of gross procedures, detail procedures, blocks, stains, fixatives and recall notices.

Gross Procedures

Gross Procedures allow the system administrator to define and group processing rules for histology and cytology specimens.

Specimen gross procedures are automatically added upon registration of a specimen of a particular type or from a particular anatomical location. They can include one or more *block gross procedures* and/or *level gross procedures* which add extra blocks and/or levels to the registered specimens.

A gross procedure is also made up of any number of Detail Procedures and Stains, which must be configured prior to including them as part of a gross procedure.

The administrator must configure a default gross procedure for all registered specimens lacking a specific specimen gross procedure. This default gross must have one of the following as its description:

DEFAULT	Default when the gross procedure is the same for cytology and histology requests
DEFAULT_C	Default cytology gross procedure.
	Note: This is only applicable if there is a department of Cytology configured with a department mnemonic 'C'
DEFAULT_P	Default histology procedure.
	Note: This is only applicable if there is a department of Histology configured with a department mnemonic 'P'

The Gross Procedures configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.



Create or Modify a Gross Procedure

To configure a new gross procedure: select the **Create [F6]** function button.

To modify an existing gross procedure: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Gross Procedure

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Once this record has been saved the individual processes themselves (including the number and type of the Block, the Detail Procedure, Level and Stain) can be created and modified via the table on the same screen.

Add or Modify a Gross Process for the Gross Procedure

- 1. Click the Select [F12] icon to access the process table.
- 2. To configure a new process: select the **Create [F6]** function button.

To modify an existing process: double click the relevant entry or select and [Enter].

- 3. Populate the fields as required. Refer to the section <u>Add/Modify Gross Process</u>, below.
- 4. Click OK or press [Enter] to update the sub-table.
- 5. Select **Save [F4]** to commit the changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



Copy Details [CF2]	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.	
	Local AHS:	Enter the mnemonic or alias for the AHS (F1 Lookup available). Leave blank when performing a Remote copy.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote AHS:	Enter the mnemonic or alias for the AHS (F1 Lookup available). Leave blank when performing a Local copy.	
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the copy by clicking OK or pressing the [F4] ke abort.		
Create [F6]	Opens the Add/Modify Gross Process dialog prompt. This button is available after accessing the Gross Process table using the Select [F12] function.		



Other sub-tabs available

Sub-tab	Description
Lab Group Information [F7]	Assign laboratory or laboratory groups to the Gross Procedure.

Configuration fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the gross procedure (maximum 13 characters).
Alias	Enter an alias for the gross procedure, if required (maximum 13 characters).
Description	Enter the full name or meaningful description of the entry (maximum 29 characters).
No. of Blocks	Enter a numerical value to specify the number of blocks required for the gross procedure.
Specimen Type	Enter the mnemonic of the specimen type to which this gross procedure applies. F1 Lookup available. Automatically adds this gross procedure to matching specimens upon registration.
Primary Site	Enter the mnemonic of a Primary Site to which this gross procedure applies. Automatically adds this gross procedure to matching specimens upon registration.
T Code	Enter a numerical value to specify the SNOMED T code for this gross procedure.
Cassette	Enter a numerical value to specify the cassette hopper to be used for this gross procedure.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).



Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Columns in the Gross Process table

Field	Description
Block No	The block number to be used.
Block Type	The block type for the process.
Detail Procedure	The detail procedure to be included in this process. F1 Lookup available.
Level	The Level for the process.
Stain	The mnemonic of the stain to be used in this process.

Add/Modify Gross Process

This dialog prompt allows the administrator to configure a process within the gross procedure.

Note: To access the configuration created for specific laboratories or laboratory groups, the administrator needs to be logged in to the relevant laboratory or laboratory group.

Dialog prompt fields

Field	Description
Block Type	Enter the mnemonic of the block type for the Gross Procedure. F1 Lookup available.
Block No.	Enter a numerical value representing the block number to be used.
Detail Procedure	Enter the mnemonic of the detail procedure to be included in this Gross Procedure. F1 Lookup available



Level	Enter a numerical value prefixed by either L (level) or S (serial) in this field.
Stain	Enter the mnemonic of the stain to be used on this Gross Procedure. F1 Lookup available

Lab Group Information

This screen allows the assignment of laboratories and/or laboratory groups to the Gross Procedure. Select **Save [F4]** to store the new entry or to commit any changes.

Other sub-tabs available

Sub-tab	Description
Details [CF5]	Define the main details of the Gross Procedure.

Laboratory Groups fields

Field	Description
Laboratory Groups (multiple fields)	Enter the mnemonics of the laboratories and/or laboratory groups which are to use/have access to the Gross Procedure. F1 Lookup available. Leave all Laboratory Group fields blank when all laboratories use the Gross Procedure.

Detail Procedures

The 'Detail Procedures' configuration allows the system administration to define workload steps in anatomical pathology and cytology specimen processing that occur prior to staining.

These detail procedures can be included and grouped in gross specimen processing procedures.

The Detail Procedures configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'. The Print Label column indicates whether the detail procedure is printed on a label.



Create or Modify a Detail Procedure

To configure a new detail procedure: select the **Create [F6]** function button.

To modify an existing detail procedure: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Detail Procedure

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



Copy Details [CF2]	This function p existing configu It streamlines configuration b	oopulates the current entry with details copied from an uration item in the same system or from another system. the process of creating new entries or migrating between systems (e.g. from Test to Live).
	Some fields suc from the specif them prior to s	ch as Mnemonic, Alias and Active are not populated Fied entry as the user needs to populate or confirm aving.
	The user may c existing entry, changes are sto	opy details to a blank configuration screen or to an in which case the current details are overwritten. No ored until the user saves the configuration screen.
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.
	Local AHS:	Enter the mnemonic or alias for the AHS (F1 Lookup available). Leave blank when performing a Remote copy.
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
	System:	Select the Remote system. Leave blank when performing a Local copy.
	Remote AHS:	Enter the mnemonic or alias for the AHS (F1 Lookup available). Leave blank when performing a Local copy.
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
	Perform the co abort.	opy by clicking OK or pressing the [F4] key or Cancel to



Other sub-tabs available

Sub-tab	Description
Lab Group Information [F7]	Assign laboratories or laboratory groups to the Detail Procedure.

Configuration fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).
Alias	Enter an alias for the entry, if desired (maximum 6 characters).
Description	Enter the full name or meaningful description of the entry (maximum 20 characters).
Work Points	Enter a numerical value to specify the number of workload points the detail procedure is worth. Default is '0'.
Add Levels	Enter (y)es or (n)o to specify whether to automatically add additional levels to the specimen. Default is 'no'.
Print Label	Enter (y)es or (n)o to specify whether labels will be generated for this procedure. Default is 'no'.
New Block Number	Enter (y)es or (n)o to specify whether the procedure will be completed on a new block number. Default is 'no'.
	When set to 'no' the procedure is completed on the current block number.
Special Stain	Enter (y)es or (n)o to specify whether the block will be flagged as a 'Special Stain' for workload statistics. Default is 'no'.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).



Modified By	The mnemonic of the user who last modified the entry (system
	populated).

Lab Group Information

This screen allows the assignment of labs and/or laboratory groups to the Detail Procedure. Select **Save [F4]** to store the new entry or to commit any changes.

Other sub-tabs available

Sub-tab	Description
Details [CF5]	Define the main details of the Detail Procedure.

Laboratory Groups fields

Field	Description
Laboratory Groups (multiple fields)	Enter the mnemonics of the laboratories and/or laboratory groups which are to use/have access to the Detail Procedure. F1 Lookup available. Leave all Laboratory Group fields blank when all laboratories use the Detail Procedure.

Blocks

Block type configuration allows the system administrator to define different blocking techniques in the processing of histology and cytology specimens. Configured block types can be used in gross specimen procedures.

The Blocks configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'. The Print column indicates whether a label is generated for the block type.

Create or Modify a Block type

To configure a new block type: select the **Create [F6]** function button.



To modify an existing block type: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Block Type

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly



Copy Details [CF2]	This function p existing configu It streamlines configuration b Some fields suc the specified en to saving.	opulates the current entry with details copied from an uration item in the same system or from another system. the process of creating new entries or migrating between systems (e.g. from Test to Live). ch as Mnemonic, Alias and Active are not populated from ntry as the user needs to populate or confirm them prior
	The user may existing entry, changes are sto	copy details to a blank configuration screen or to an in which case the current details are overwritten. No ored until the user saves the configuration screen.
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.
	Local AHS:	Enter the mnemonic or alias for the AHS (F1 Lookup available). Leave blank when performing a Remote copy.
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
	System:	Select the Remote system. Leave blank when performing a Local copy.
	Remote AHS:	Enter the mnemonic or alias for the AHS (F1 Lookup available). Leave blank when performing a Local copy.
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
	Perform the co abort.	opy by clicking OK or pressing the [F4] key or Cancel to



Other sub-tabs available

Sub-tab	Description
Lab Group Information [F7]	Assign laboratories or laboratory groups to the Block.

Configuration fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).
Alias	Enter an alias for the entry, if desired (maximum 6 characters).
Description	Enter the full name or meaningful description of the entry (maximum 30 characters).
Work Points	Enter a numerical value to specify the number of workload points the block type is worth. Default is '0'.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Lab Group Information

This screen allows the assignment of laboratories and/or laboratory groups to the Block. Select **Save [F4]** to store the new entry or to commit any changes.

Other sub-tabs available

Sub-tab	Description
Details [CF5]	Define the main details of the Block.



Laboratory Groups fields

Field	Description
Laboratory Groups (multiple fields)	Enter the mnemonics of the laboratories and/or laboratory groups which are to use/have access to the Block. F1 Lookup available. Leave all Laboratory Group fields blank when all laboratories use the Block.

Stains

Stain types configuration allows the system administration to define different stain types in histology and cytology specimen processing. These stains can be used in gross and detail specimen procedures.

The Stains configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

The Work Points column indicates the number of workload points the stain is worth, while the Print column indicates whether labels will be generated for each stain.

Create or Modify a Stain

To configure a new stain: select the **Create [F6]** function button.

To modify an existing stain: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Stain

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.



Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



Copy Details [CF2]	This function p existing configu It streamlines configuration b Some fields suc	opulates the current entry with details copied from an uration item in the same system or from another system. the process of creating new entries or migrating between systems (e.g. from Test to Live).	
	from the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.	
	Local AHS:	Enter the mnemonic or alias for the AHS (F1 Lookup available). Leave blank when performing a Remote copy.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote AHS:	Enter the mnemonic or alias for the AHS (F1 Lookup available). Leave blank when performing a Local copy.	
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the co abort.	ppy by clicking OK or pressing the [F4] key or Cancel to	



Other sub-tabs available

Sub-tab	Description
Lab Group Information [F7]	Assign laboratories or laboratory groups to the Stain.

Configuration fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).
Alias	Enter an alias for the entry, if desired (maximum 6 characters).
Description	Enter the full name or meaningful description of the entry (maximum 30 characters).
Work Points	Enter a numerical value to specify the number of workload points the stain is worth. Default is '0'.
Print Labels	Enter (y)es or (n)o to specify whether slide labels are generated for this stain. Default is 'no'.
Slide Label	Enter the text to display on the slide label for this stain. Leave blank to print the mnemonic of the stain.
Stain Group	Enter a numerical value to specify the group the stain belongs to. This field is used for statistical purposes. Default is '0'.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).


Lab Group Information

This screen allows the assignment of labs and/or laboratory groups to the Stain. Select **Save [F4]** to store the new entry or to commit any changes.

Other sub-tabs available

Sub-tab	Description
Details [CF5]	Define the main details of the Stain.

Laboratory Groups fields

Field	Description
Laboratory Groups (multiple fields)	Enter the mnemonics of the laboratories and/or laboratory groups which are to use/have access to the Stain. F1 Lookup available. Leave all Laboratory Group fields blank when all laboratories use the Stain.

Fixatives

Fixatives configuration allows the system administration to define different fixatives used for specimens.

These fixatives can be entered in the histology table during specimen registration. A blank field in the fixative column of the histology table indicates that formalin was the fixative used.

The Fixatives configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'. The Print column indicates whether labels are generated for the stain.

Create or Modify a Fixative

To configure a new fixative: select the **Create [F6]** function button.

To modify an existing fixative: double click the relevant entry or select and [Enter] to open the Details screen.



Details – Create/Modify Fixative

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



I

Copy Details [CF2]	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.	
	Local AHS:	Enter the mnemonic or alias for the AHS (F1 Lookup available). Leave blank when performing a Remote copy.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote AHS:	Enter the mnemonic or alias for the AHS (F1 Lookup available). Leave blank when performing a Local copy.	
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the co abort.	ppy by clicking OK or pressing the [F4] key or Cancel to	



Other sub-tabs available

Sub-tab	Description
Lab Group Information [F7]	Assign laboratories or laboratory groups to the Fixative.

Configuration fields

Field	Description	
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).	
Alias	Enter an alias for the entry, if desired (maximum 6 characters).	
Description	Enter the full name or meaningful description of the entry (maximum 20 characters).	
Department	Enter the mnemonic(s) of the department(s) the fixative is used in. F1 Lookup available. Multiple departments should be comma separated without spaces (e.g. 'H,C'). Fixatives will only be displayed to users with access to the departments specified.	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).	
Modified By	The mnemonic of the user who last modified the entry (system populated).	

Lab Group Information

This screen allows the assignment of labs and/or laboratory groups to the Fixative. Select **Save [F4]** to store the new entry or to commit any changes.



Other sub-tabs available

Sub-tab	Description
Details [CF5]	Define the main details of the Fixative.

Laboratory Groups fields

Field	Description
Laboratory Groups (multiple fields)	Enter the mnemonics of the laboratories and/or laboratory groups which are to use/have access to the Fixative. F1 Lookup available. Leave all Laboratory Group fields blank when all laboratories use the Fixative.

SNOMED Results

The 'SNOMED Results' configuration allows the system administrator to define a SNOMED result and linking it to a Primary Site.

Create or Modify a SNOMED Result

To configure a new SNOMED Result: select the **Create [F6]** function button.

To modify an existing SNOMED Result: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify SNOMED Result

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.



Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



I

Copy Details [CF2]	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.	
	Local AHS:	Enter the mnemonic or alias for the AHS (F1 Lookup available). Leave blank when performing a Remote copy.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote AHS:	Enter the mnemonic or alias for the AHS (F1 Lookup available). Leave blank when performing a Local copy.	
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the co abort.	opy by clicking OK or pressing the [F4] key or Cancel to	



Configuration fields

Field	Description	
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 15 characters).	
Alias	Enter an alias for the entry, if desired (maximum 15 characters).	
Description	Enter the full name or meaningful description of the entry (maximum 29 characters).	
Primary Site	Enter the mnemonic of a Primary Site. F1 Lookup available.	

Recall Notices

Recall Notices allow the system administrator to configure automated reminder notices for patients, such as for follow-up of cervical smears.

Each Recall Notice rule is configured against a particular test and result combination, and initiates upon validation of a patient's test result matching the rule. It can include up to three 'tiers' of tracking – referred to as the Recall period, Follow-up period and Reminder period respectively – and each produces its own follow-up letter to the patient.

The three letters may be the same or different depending on site requirements. The duration of tracking varies according to these configured time frames.

Patient records appear in the Recall Notice List once the defined recall period has elapsed. The records remain on the list until a reminder letter is generated or the record has been removed. The patient record and letter type are updated in the Recall Notice List when a time period elapses.

Records may be manually removed from the list or automatically deleted via a corresponding Recall Notice deletion rule. Removal from the list removes the patient from the tracking process. Patient records can also be manually flagged for review.

Create or Modify a Recall Notice

To configure a new recall notice: select the **Create [F6]** function button.

To modify an existing recall notice: double click the relevant entry or select and [Enter] to open the Details screen.



Details - Create/Modify Recall Notice

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Example 1 – Review Recall Notice Rule

Request = HISTO; Remove = No; Text = Review Histo

When a HISTO request is validated for the patient record since initiation of the tracking period, the patient appears in the Recall Notice List with the text 'Review Histo' in the Flag column.

Example 2 – Deletion Recall Notice Rule

Request = CYTO; Remove = Yes; Text = (left blank)

When a CYTO test is validated for the patient record since initiation of the tracking period, the record is deleted from the tracking process and no longer appears on the Recall Notice List.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



	This function p existing configu It streamlines configuration b	opulates the current entry with details copied from an uration item in the same system or from another system. the process of creating new entries or migrating between systems (e.g. from Test to Live).
	Some fields suc the specified en to saving.	h as Mnemonic, Alias and Active are not populated from htry as the user needs to populate or confirm them prior
	The user may existing entry, changes are sto	copy details to a blank configuration screen or to an in which case the current details are overwritten. No ored until the user saves the configuration screen.
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.
[]	Local AHS:	Enter the mnemonic or alias for the AHS (F1 Lookup available). Leave blank when performing a Remote copy.
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
	System:	Select the Remote system. Leave blank when performing a Local copy.
	Remote AHS:	Enter the mnemonic or alias for the AHS (F1 Lookup available). Leave blank when performing a Local copy.
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
	Perform the co abort.	ppy by clicking OK or pressing the [F4] key or Cancel to



Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 15 characters).
Alias	Enter an alias for the entry, if desired (maximum 15 characters).
Description	Enter the full name or meaningful description of the entry (maximum 26 characters).
Test	Enter the mnemonic of the Test to which the insertion rule applies. F1 Lookup available. <u>Note:</u> This must be the mnemonic of an individual test, not an orderable panel.
Result	Enter the mnemonic of the result that will trigger the insertion rule for the Test above. F1 Lookup available. <u>Note:</u> The result must be a configured test result (not free text).
Request	Enter the mnemonic of an orderable test or panel to trigger a flag or remove rule when validated. F1 Lookup available.
Remove	Enter (y)es or (n)o to specify whether to remove patient's record from the Recall Notice List upon validation of the Test or Panel specified in the Request field.
Text	Enter the text to be displayed as a 'flag' on the Recall Notice List upon validation of the Test or Panel specified in the Request field.
Recall Period, Followup Period, Reminder	Enter a numerical value followed by the appropriate suffix to specify (h)ours, (d)ays, (w)eeks, (m)onths or (y)ears for the Recall Period, Follow up Period and Reminder Period respectively. In the absence of a suffix the system default is 'hours'.
Period (multiple fields)	Examples: 1 = 1 hour, 7d = 7 days, 2w = 2 weeks; 6m = 6 months, 2y = 2 years.
Letter Type (multiple fields)	Enter the mnemonic of the general mask used to generate the recall notice (letter) for each Period (one per field; maximum 3). F1 Lookup available.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).



Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Recut Status

The Recut Status allows the system administrator to configure user defined statuses. Each recut status can be displayed as coloured text.

Note: The appropriate table must contain "AP_RC" in the mnemonic or alias for the recut status functionality to be available.

Create or Modify a Recut Status

To configure a new recut status: select the **Create [F6]** function button.

To modify an existing recut status: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Recut status

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 15 characters).
Alias	Enter an alias for the entry, if desired (maximum 15 characters).
Description	Enter the full name or meaningful description of the entry (maximum 26 characters).
Colour	Enter the mnemonic of the colour to which the status applies. F1 Lookup available.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).



5. Evolution vLab[™] Clinical Viewer Documents

The **Evolution vLab**[™] Clinical Viewer Documents submenu allows configuration of **Evolution vLab**[™] Clinical Viewer's document hierarchy, which is made up of Category Groups, Categories and Document Types.

Document Category Groups

Category Groups constitute the highest level in the **Evolution vLab**[™] Clinical Viewer document hierarchy and serve as the mandatory 'control' category for defining which Access Groups can use the Document Management system in **Evolution vLab**[™] Clinical Viewer.

The user's Access Group need only be configured at this 'control' level when the same privilege settings apply for all Document Categories and Types within that Category Group. Additional configuration of privileges at the lower hierarchy levels is only required, for example, where user access varies according on the document type.

The Document Category Groups configuration table is divided into Active and Inactive subtables which separate the entries according to whether the Active field is set to 'yes' or 'no'. The Sort Order column indicates the order in which the Category Groups are listed in the **Evolution vLab**[™] Clinical Viewer web interface.

An example of the document hierarchy might be:

Category Group	Forensics
Document Categories	Incoming Forms, Outgoing Forms
Document Types	Post-mortem Form, Death Certificate

Create or Modify a Document Category Group

To configure a new category group: select the **Create [F6]** function button.

To modify an existing category group: double click the relevant entry or select and [Enter] to open the Details screen.



Details - Create/Modify Document Category Group

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Once this record has been saved the administrator can configure privilege settings for Access Groups, via the table on the same screen.

Add or Modify the Privilege Settings for an Access Group

- 1. To configure new Access Group privileges: select the **Create [F6]** function button.
- 2. To modify existing Access Group privileges: double click the relevant entry or select and [Enter].
- 3. Populate the fields as required. Refer to the section <u>Create/Modify Document</u> <u>Privilege</u>, below.
- 4. Click OK or press [Enter] to update the sub-table.
- 5. Select Save [F4] to commit the changes in the Access Groups table.
- 6. Select Save [F4] again to save the Document Category Group.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.
Remove Entry [F5]	Removes the selected entry from the table. After deleting the entry, press the Save [F4] icon to update the table. This button is available upon using the Select [F12] function.
Create [F6]	Opens the Create/Modify Document Privilege dialog prompt to add an Access Group and configure its privilege settings. This button is available upon using the Select [F12] function.



Configuration fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 8 characters).
Alias	Enter an alias for the entry, if desired (maximum 8 characters).
Description	Enter the full name or meaningful description of the entry (maximum 31 characters).
Sort Order	Enter a numerical value between 0 and 999. Determines where this document category group appears in the list on the Evolution vLab [™] Clinical Viewer web interface. Category Groups are sorted from lowest (0) to highest (999). Default is '0'.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Columns in the Access Groups table

Field	Description
Access Group	The Access Group to which the privilege settings apply.
Create	Indicates whether the Access Group can scan or upload new documents.
View	Indicates whether the Access Group can view existing documents in this category group.
Q/A	Indicates whether the Access Group can perform Quality Control functions relating to the scanning process such as corrections and Quality Control on Batches.
Distribute	Indicates whether the Access Group can use document distribution functions such as email, print and save.



Create/Modify Document Privilege

This dialog prompt allows the user to configure the privilege settings for an Access Group. User privileges are an essential component of a well-managed document management system.

They provide the ability to control access to and upload of specific document types, whilst also allowing the flexibility to assign generic privileges to perform all aspects of system configuration and administration.

Dialog prompt fields

Field	Description	
	Enter the mnemonic of the Evolution vLab [™] Access Group to which these privileges apply. F1 Lookup available.	
Access Group	Note:The Access Group must have Evolution vLab™ Clinical ViewerLogin and Document Management set to 'yes' in the EvolutionvLab™ Clinical Viewer Privileges screen, via Administration >User Profiles > Access Groups.	
Create	Enter (y)es or (n)o to specify whether this Access Group can scan and upload documents. Default is 'no'.	
View	Enter (y)es or (n)o to specify whether this Access Group can view existing documents in this category group. Default is 'no'.	
Q/A	Enter (y)es or (n)o to specify whether this Access Group can perform Quality Control functions relating to the scanning process such as corrections and Quality Control on Batches. Default is 'no'.	
Distribute	Enter (y)es or (n)o to specify whether this Access Group can use document distribution functions such as email, print and save. Default is 'no'.	

Document Categories

The Document Category is the second level in the **Evolution vLab**[™] Clinical Viewer document hierarchy. Each Document Category belongs to a Category Group.

The Document Categories configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.



The Sort Order indicates the order in which the Categories are listed in the **Evolution vLab**[™] Clinical Viewer web interface. The Category Group column indicates which Group each Category belongs to.

Create or Modify a Document Category

To configure a new document category: select the **Create [F6]** function button.

To modify an existing document category: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Document Category

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Once this record has been saved the administrator can configure the document privilege settings for the various Access Groups, via the table on the same screen.

Add or Modify the Privilege Settings for an Access Group

- 1. To configure new Access Group privileges: select the Create [F6] function button.
- 2. To modify existing Access Group privileges: double click the relevant entry or select and [Enter].
- 3. Populate the fields as required. Refer to the section <u>Create/Modify Document</u> <u>Privilege</u>, below.
- 4. Click OK or press [Enter] to update the sub-table.
- 5. Select Save [F4] to commit the changes in the Access Groups table.
- 6. Select Save [F4] again to save the Document Category.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



Remove Entry	Removes the selected entry from the table. After deleting the entry, press the Save [F4] icon to update the table.
[F5]	This button is available upon using the Select [F12] function.
Create [F6]	Opens the Create/Modify Document Privilege dialog prompt to add an Access Group and configure its privilege settings. This button is available upon using the Select [F12] function.

Configuration fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 8 characters).
Alias	Enter an alias for the entry, if desired (maximum 8 characters).
Description	Enter the full name or meaningful description of the entry (maximum 31 characters).
Category Group	Enter the mnemonic of the Category Group to which this document category belongs. F1 Lookup available.
Sort Order	Enter a numerical value between 0 and 999. Determines where this document category appears in the list on the Evolution vLab [™] Clinical Viewer web interface. Categories are sorted from lowest (0) to highest (999). Default is '0'.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Columns in the Access Groups table

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Access Group	The Evolution vLab [™] Access Group to which the privilege settings apply.
Create	Indicates whether the Access Group can scan or upload new documents.
View	Indicates whether the Access Group can view existing documents in this category.
Q/A	Indicates whether the Access Group can perform Quality Control functions relating to the scanning process such as corrections and Quality Control on Batches.
Distribute	Indicates whether the Access Group can use document distribution functions such as email, print and save.

Create/Modify Document Privilege

This dialog prompt allows the user to configure the privilege settings for an Access Group. User privileges are an essential component of a well-managed document management system.

They provide the ability to control access to and upload of specific document types, whilst also allowing the flexibility to assign generic privileges to perform all aspects of system configuration and administration.

Dialog prompt fields

Field	Description
	Enter the mnemonic of the Evolution vLab [™] Access Group to which these privileges apply. F1 Lookup available.
Access Group	Note: The Access Group must have Evolution vLab [™] Clinical ViewerLogin and Document Management set to 'yes' in the Evolution vLab [™] Clinical ViewerPrivileges screen, via Administration > User Profiles > Access Groups. It must also have access privileges for the Document Category Group.
Create	Enter (y)es or (n)o to specify whether this Access Group can scan and upload documents. Default is 'no'.



View	Enter (y)es or (n)o to specify whether this Access Group can view existing documents in this category. Default is 'no'.
Q/A	Enter (y)es or (n)o to specify whether this Access Group can perform Quality Control functions relating to the scanning process such as corrections and Quality Control on Batches. Default is 'no'.
Distribute	Enter (y)es or (n)o to specify whether this Access Group can use document distribution functions such as email, print and save. Default is 'no'.

Document Types

The Document Type is the third and lowest level in the **Evolution vLab**[™] Clinical Viewer document hierarchy. Each Document Type belongs to a Document Category, which in turn belongs to a Document Category Group.

Document Type configuration is also used to configure a cover page where there is a business requirement to use a hard copy cover page, as distinct from the electronic one already available in the Document Scanning software.

A cover page is most appropriate where batches of documents without barcodes are going to be scanned into the system in the same batch and where they belong to different patients and/or document types.

The Document Types configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'. The Sort Order indicates the order in which the Types are listed in the **Evolution vLab™** Clinical Viewerweb interface. The Category column indicates which Category each Type belongs to.

Create or Modify a Document Type

To configure a new document category: select the **Create [F6]** function button.

To modify an existing document category: double click the relevant entry or select and [Enter] to open the Details screen.



Details - Create/Modify Document Type

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Once this record has been saved the administrator can configure privilege settings for Access Groups, via the table on the same screen.

Add or Modify the Privilege Settings for an Access Group

- 1. To configure new Access Group privileges: select the Create [F6] function button.
- 2. To modify existing Access Group privileges: double click the relevant entry or select and [Enter].
- 3. Populate the fields as required. Refer to the section <u>Create/Modify Document</u> <u>Privilege</u>, below.
- 4. Click OK or press [Enter] to update the sub-table.
- 5. Select Save [F4] to commit the changes in the Access Groups table.
- 6. Select Save [F4] again to save the Document Type.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.
Remove Entry [F5]	Removes the selected entry from the table. After deleting the entry, press the Save [F4] icon to update the table. This button is available upon using the Select [F12] function.
Create [F6]	Opens the Create/Modify Document Privilege dialog prompt to add an Access Group and configure its privilege settings. This button is available upon using the Select [F12] function.



Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 8 characters).
Alias	Enter an alias for the entry, if desired (maximum 8 characters).
Description	Enter the full name or meaningful description of the entry (maximum 31 characters).
Category	Enter the mnemonic of the Category to which this document type belongs. F1 Lookup available.
Sort Order	Enter a numerical value between 0 and 999. Determines where this document type appears in the list on the Evolution vLab [™] Clinical Viewer web interface. Types are sorted from lowest (0) to highest (999). Default is '0'.
Multi-page	Enter (y)es or (n)o to specify whether the document type is a multi- page document. Default is 'no' (single-page). Set to 'yes' to enable the ability to link (automatically or manually) multiple pages of the document. When the administrator is unsure of this requirement it is best to configure the document type as multi- page to have the page linking option available later.
Barcode	Enter a barcode for the document type's cover page. Any barcode format supported can be used here, but the number itself must be exclusive and cannot be used anywhere else in the system e.g. as a laboratory number or UR barcode. <u>Note:</u> This barcode must be present on <u>all</u> printed cover pages for the system to recognise the cover pages and apply the appropriate logic when populating document and patient demographics in document assignment.
Maximum Size	 <u>Note:</u> Available only in the non-distributed Evolution vLab[™] Clinical Viewer system. Enter a numerical value followed by the appropriate suffix to specify the file size limit in (k)ilobytes or (m)egabytes (maximum 10MB). In the absence of a suffix the system default is 'kilobytes', and when the field is left blank the system applies an 8MB limit.



	This setting prevents users from uploading files greater than the specified size and if been configured the user will receive an alert message when attempting to upload files with a size equal to or greater than the set limit.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Columns in the Access Groups table

Field	Description
Access Group	The Evolution vLab [™] Access Group to which the privilege settings apply.
Create	Indicates whether the Access Group can scan or upload new documents.
View	Indicates whether the Access Group can view existing documents of this document type.
Q/A	Indicates whether the Access Group can perform Quality Control functions relating to the scanning process such as corrections and Quality Control on Batches.
Distribute	Indicates whether the Access Group can use document distribution functions such as email, print and save.

Create/Modify Document Privilege

This dialog prompt allows the user to configure the privilege settings for an Access Group. User privileges are an essential component of a well-managed document management system.

They provide the ability to control access to and upload of specific document types, whilst also allowing the flexibility to assign generic privileges to perform all aspects of system configuration and administration.



Dialog prompt fields

Field	Description
	Enter the mnemonic of the Evolution vLab [™] Access Group to which these privileges apply. F1 Lookup available.
Access Group	Note: The Access Group must have Evolution vLab [™] Clinical Viewer Login and Document Management set to 'yes' in the Evolution vLab [™] Clinical Viewer Privileges screen, via Administration > User Profiles > Access Groups. It must also have access privileges for the Document Category Group and Category.
Create	Enter (y)es or (n)o to specify whether this Access Group can scan and upload documents. Default is 'no'.
View	Enter (y)es or (n)o to specify whether this Access Group can view existing documents of this type. Default is 'no'.
Q/A	Enter (y)es or (n)o to specify whether this Access Group can perform Quality Control functions relating to the scanning process such as corrections and Quality Control on Batches. Default is 'no'.
Distribute	Enter (y)es or (n)o to specify whether this Access Group can use document distribution functions such as email, print and save. Default is 'no'.



6. Evolution vLab[™] Clinical Viewer General

The **Evolution vLab**[™] Clinical Viewer General submenu allows the configuration of **Evolution vLab**[™] Clinical Viewer settings such as web interface defaults, dictionaries, and collection manuals.

Settings

This screen allows the administrator to configure general **Evolution vLab**[™] Clinical Viewer settings such as automatic sign-off, signoff based on time limits, flagging of overdue times and web links.

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Field	Description
Auto Signoff	Enter (y)es or (n)o to specify whether reports are automatically signed off.
	The "Awaiting Sign Off" button in Evolution vLab™ Clinical Viewer will change depending on the configuration of Auto Signoff.
	Set to (y)es, the button will be labelled "Awaiting Review".
	Set to (n)o, the button will be labelled "Awaiting Sign Off".
Normal Overdue Time	Specify the time after which normal results 'escalate' to overdue for sign-off.
	Enter a numerical value followed by the appropriate suffix to specify (d)ays, (h)ours or (m)inutes. In the absence of a suffix the system default is 'days'.
	Escalation is indicated on screen by flashing of the green envelope icon.
	Examples: 4 = 4 days, 3d = 3 days, 2h = 2 hours, 30m = 30 minutes.
Abnormal Overdue Time	Specify the time after which abnormal results 'escalate' to overdue for sign-off.
	Enter a numerical value followed by the appropriate suffix to specify (d)ays, (h)ours or (m)inutes. In the absence of a suffix the system default is 'days'.



	Escalation is indicated on screen by flashing of the yellow envelope icon. Examples: 4 = 4 days, 3d = 3 days, 2h = 2 hours, 30m = 30 minutes.
Critical Overdue Time	Specify the time after which critical results 'escalate' to overdue for sign-off.
	Enter a numerical value followed by the appropriate suffix to specify (d)ays, (h)ours or (m)inutes. In the absence of a suffix the system default is 'days'.
	Escalation is indicated on screen by flashing of the red envelope icon.
	Examples: 4 = 4 days, 3d = 3 days, 2h = 2 hours, 30m = 30 minutes.
Timeout Signoff (3 fields corresponding	Each envelope status (Normal, Abnormal and Critical) can be configured to allow automatic sign off by the system after the specified time has elapsed.
to overdue times)	Leave this field blank to inactivate the functionality or enter a number from 1-99 with a unit of (d)ays or (m)onths.
Feedback URL	Enter the URL through which end users provide feedback about use of the application.
Name, URL	Enter a name and corresponding URL for up to 10 hyperlinks which are commonly accessed by Evolution vLab™ Clinical Viewer end users (one name/URL combination per row). These hyperlinks appear in the Links drop down box of the Evolution vLab™ Clinical Viewer interface.

Dictionaries

This screen allows the system administrator to create and manage onboard dictionaries for **Evolution vLab™** Clinical Viewer clinical summary users. Only three dictionaries may be active at one time – i.e. one of each type (Custom, General and Medical).

The Dictionaries configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'. The user who last modified each entry is displayed in the User column.

Create or Modify a Dictionary

To configure a new dictionary: select the **Create [F6]** function button.

To modify an existing dictionary: double click the relevant entry or select and [Enter] to open the Details screen.



Details - Create/Modify Web Dictionary

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Once the dictionary is created the administrator is required to upload words into it.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.
Build Web Dictionary [F8]	Uploads the web dictionary to Evolution vLab ™ Clinical Viewer .
Upload Data File [SF8]	Allows bulk upload of words into the dictionary from a file.

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 8 characters).
	Note: The mnemonic <i>must</i> include the prefix 'C' for a Custom dictionary, 'M' for a Medical dictionary or 'G' for a General Dictionary. It is advisable to use the format M1, G1, C1 and so on.
Alias	Enter an alias for the entry, if desired (maximum 8 characters).
Description	Enter the name or meaningful description of the entry (maximum 30 characters).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).



Modified By	The mnemonic of the user who last modified the entry (system populated).
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).

The table below the grey panel displays the word list groups that exist in the dictionary. Words are grouped by their first letter, or number in the case of numerical entries into sets of three.

For example, words starting with 'c' through 'e' can be grouped together on this screen, with the word count for each letter in a separate column.

Add or Modify a Dictionary Word

- 1. Click the Select [F12] icon to access the dictionary table.
- 2. Double click the relevant word list group (e.g. i-k) or select and [Enter].
- 3. To add a new word: select the Create [F6] function button.
- 4. To modify an existing word: double click the relevant entry or select and [Enter].

Add Multiple Words to the Dictionary from a File (bulk upload)

Dictionary words may be uploaded from a flat text file such as one created in Notepad (with extension '.txt'). The file must meet the following requirements:

- The words must be listed vertically down the page (one word per line).
- The file cannot contain other symbols.
- RTF, DOC and other more complex file formats are not accepted.
- 1. Select the **Upload Data File [SF8]** function button. A message prompt displays: *'Please enter filename'*.
- Enter the full path to the file containing the list of dictionary words. For example: :\mypathway\words.txt. When only a file name is specified looks for the file in the current directory.
- 3. Click OK or press [Enter].
- 4. If the upload is successful, the word counts (per letter) update accordingly.
- 5. If there is a problem uploading the user receives one of three messages:
 - 'File does not exist'
 The file was not found in the specified directory.



- 3. *'File empty'*
- 5. 'xxx' is not an acceptable word'
- 4. The file is empty (contains no words).
- There is a formatting error in the dictionary (where xxx represents the problematic entry in the file).

Upload the New or Modified Dictionary to Evolution vLab™ Clinical Viewer

Once a dictionary has been created or modified it must be uploaded to **Evolution vLab**[™] Clinical Viewer so that it is available to clinical summary users.

Select the Build Web Dictionary [F8] button.

Dictionary Word List

The word list allows the administrator to create or modify individual dictionary entries. The grey panel indicates the current dictionary and word group being viewed (e.g. f, g, h).

The table contains all the configured words in the selected alphabetical grouping. It includes the time and date each entry was last modified, who modified it, and its status, i.e. Active yes or no.

Create or Modify a Word

To configure a new word: select the **Create [F6]** function button.

To modify an existing word: double click the relevant entry or select and [Enter] to open the Details screen.

To make a word active or inactive: select the **Toggle Mode [F7]** button.

Function	Description
Create [F6]	Opens the Dictionary Word Entry screen for addition of a new word.



Toggle Mode[F7]

Dictionary Word Entry

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Words are automatically added to the correct alphabetical grouping in the dictionary, even when the administrator has added it when viewing a different word grouping. The word count changes accordingly.

Configuration fields

Field	Description
Word	Enter the dictionary word (maximum 30 characters).
Dictionary	The dictionary the word belongs to (system populated).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
	When creating a new word this field must be set to 'yes' in order to store it in the dictionary.

Add to Dictionary

This screen allows the administrator to review the words that **Evolution vLab**^{M} Clinical Viewer users have flagged for addition to the Custom dictionary. End users have the option to flag words when spell checking a clinical summary, but they are not added to the Custom dictionary until accepted by the administrator.



The Add to Dictionary table displays the flagged words, the time and date they were modified, the user who last modified them, and whether the Active field is set to 'yes' or 'no'.

Function Buttons

Function	Description
Toggle Mode [F7]	Toggles the Active status of the selected word (yes/no).
Accept Words [F8]	Uploads all words with Active status 'yes' to the Custom dictionary, and updates Evolution vLab [™] Clinical Viewer accordingly via the Build Web Dictionary function. Inactive words are removed from the list.

Collection Manuals

This screen allows the administrator to create numerous collection manuals based on a mnemonic and a URL link.

Function Buttons

Function	Description
Remove Entry [F5]	Removes the associated entry from the configuration
Create [F6]	Opens the 'Create/Modify Collection Manual' screen

Field	Description
Name	Enter a unique description
URL	Enter the associated URL or web address



7. Evolution vLab[™] Clinical Viewer Orders

Request Order Restrictions

The **Evolution vLab**[™] Clinical Viewer Orders 'Request Order Restrictions' option allows the administrator to create request order restrictions by defining a patient's sex, age and ward.

Create or Modify a Request Order Restriction

To configure a new order restriction: select the **Create [F6]** function button.

To modify an existing order restriction: double click the relevant entry or select and [Enter] to open the Details screen.

Function Buttons

Function	Description
Create [F6]	Opens the 'Create/Modify Request Restriction Definition' screen

Field	Description
Request	Enter the test or panel mnemonic. F1 Lookup is available
Sex	Enter the sex. F1 syntax is available
Minimum Age	Enter the minimum age restriction
Maximum Age	Enter the maximum age restriction
Ward	Enter the mnemonic of a Ward. F1 Lookup is available
Privilege	Enter the mnemonic of a User Privilege. F1 Lookup is available
Sort Order	Enter a numerical figure to set the display sort order
Allow	Enter either (y)es or (n)o. The default is 'no'
Active	Enter either (y)es or (n)o. The default is 'no'



Specimen Type Restrictions

The **Evolution vLab**[™] Clinical Viewer Orders 'Specimen Type Restrictions' option allows the administrator to create specimen restrictions by defining a patient's sex, age and ward.

Create or Modify a Specimen Type Restriction

To configure a specimen type restriction: select the **Create [F6]** function button.

To modify a specimen type restriction: double click the relevant entry or select and [Enter] to open the Details screen.

Function Buttons

Function	Description
Create [F6]	Opens the 'Create/Modify Request Restriction Definition' screen

Configuration fields

Field	Description
Request	Enter the test or panel mnemonic. F1 Lookup is available
Sex	Enter the sex. F1 syntax is available
Minimum Age	Enter the minimum age restriction
Maximum Age	Enter the maximum age restriction
Ward	Enter the mnemonic of a Ward. F1 Lookup is available
Privilege	Enter the mnemonic of a User Privilege. F1 Lookup is available
Sort Order	Enter a numerical figure to set the display sort order
Allow	Enter either (y)es or (n)o. The default is 'no'
Active	Enter either (y)es or (n)o. The default is 'no'

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Configuration Inconsistencies

The **Evolution vLab**[™] Clinical Viewer Orders 'Configuration Inconsistencies' tab allows the system administrator to view audit events of inconsistencies with the configuration.

The audit displays as a 'Comment' to assist with easily identifying the problematic configuration and the issue requiring attention.

Identification Methods

The **Evolution vLab**[™] Clinical Viewer Orders 'Identification Methods' option allows the administrator to create identification methods by defining a description and an associated response.

Create or Modify an Identification Method

To configure an identification method: select the **Create [F6]** function button.

To modify an identification method: double click the relevant entry or select and [Enter] to open the Details screen.

Function Buttons

Function	Description
Create [F6]	Opens the 'Create/Modify Identification Method' screen

Field	Description
Mnemonic	Enter a unique mnemonic
Alias	Enter a unique alias
Description	Enter a unique description
Active	Enter either (y)es or (n)o. The default is 'no'



The lower panel enables the configuration of an associated response.

Pressing [F12] displays the prompt 'Enter Patient Identification Response:'

Enter the mnemonic or press **[F1]** Lookup to view and select a configured 'Identification Response'.

<u>Note</u>: The configured 'Identification Responses' are configured via the applicable tab, as described in the below section.

Identification Responses

The **Evolution vLab**[™] Clinical Viewer Orders 'Identification Responses' option allows the administrator to create identification responses by defining a description as the associated response.

Create or Modify an Identification Response

To configure an identification response: select the **Create [F6]** function button.

To modify an identification response: double click the relevant entry or select and [Enter] to open the Details screen.

Function Buttons

Function	Description
Create [F6]	Opens the 'Create/Modify Identification Response' screen

Field	Description
Mnemonic	Enter a unique mnemonic
Alias	Enter a unique alias
Description	Enter a unique description


Active	Enter either (y)es or (n)o. The default is 'no'
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8. Evolution vLab[™] Clinical Viewer Summaries

The 'Clinical Summaries' configuration determines the categories and types of clinical reports and the information that is contained within each clinical summary.

It also allows the definition of templates, print layouts, and the privilege levels for accessing, creating, and modifying the summary report.

Settings

The Web Clinical Summary 'Settings' specify the date from which clinical summary reports can be created for discharged patients and the duration each patient remains on any pending lists for clinical summary creation before they are automatically removed.

Configuration fields

Field	Description	
Commencement Date	Enter the date from which clinical summary reports can be created for discharged patients. F1 Lookup available to assist with syntax.	
	Specify the duration each patient remains on any pending lists for clinical summary creation before they are removed (i.e. when it is assumed a summary is not required).	
Waiting Period	Enter a numerical value followed by the appropriate suffix to specify (h)ours (d)ays, (w)eeks (m)onths or (y)ears. In the absence of a suffix the system default is 'hours'.	
	Examples: 4 or 4h = 4 hours, 3d = 3 days, 2m = 2 months, 2w= 2 weeks, 1y = 1 year.	

Select **Save [F4]** to store the new entry or to commit any changes.

Categories

The 'Web Clinical Summary Categories' specifies the general categories for grouping clinical summary templates.



The Categories configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'. The Sort Order indicates the order in which the Categories are listed in the **Evolution vLab**[™] Clinical Viewer web interface.

Create or Modify a Clinical Summary Category

To configure a new clinical summary category: select the **Create [F6]** function button.

To modify an existing clinical summary category: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Web Clinical Summary Category

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.

Field	Description		
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 8 characters).		
Alias	Enter an alias for the entry, if desired (maximum 8 characters).		
Description	Enter the full name or meaningful description of the entry (maximum 30 characters).		



Sort Order	 Enter a numerical value between 0 and 999. Determines where this entry appears in the list of clinical summary categories in the navigation section of the Evolution vLab[™] Clinical Viewer web interface. Categories are sorted from lowest (0) to highest (999) and then alphabetically where the same Sort Order is shared by multiple entries. Default is '0'. 	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).	
Modified By	The mnemonic of the user who last modified the entry (system populated).	

Templates

This screen allows the administrator to configure the Clinical Summary Templates presented to the **Evolution vLab**[™] Clinical Viewer user in the navigation section of the screen with the templates grouped and sorted according to category. Access privileges can be set for each template.

The Templates configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

The Category column indicates the category to which each template is assigned, while the Sort Order indicates the order in which the Templates are listed in the **Evolution vLab**[™] Clinical Viewer web interface.

Create or Modify a Clinical Summary Template

To configure a new template: select the **Create [F6]** function button.

To modify an existing template: double click the relevant entry or select and [Enter] to open the Details screen.



Details - Web Clinical Summary Template

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description	
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.	

Field	Description			
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 8 characters).			
Alias	Enter an alias for the entry, if desired (maximum 8 characters).			
Description	Enter the full name or meaningful description of the entry (maximum 30 characters). <u>Note</u> : This text appears in the Evolution vLab [™] Clinical Viewer browser as the name of the Template.			
Sort Order	Enter a numerical value between 0 and 999. Determines where this entry appears in the list of clinical summary templates in the navigation section of the Evolution vLab [™] Clinical Viewer web interface. Templates are sorted first by category, then by Sort Order from lowest (0) to highest (999). Where the same Sort Order is shared by multiple entries they are listed alphabetically. Default is '0'.			
Equation	Enter the mnemonic for the web form Equation the Clinical Summary Template is to use. This determines the formatting of the printed clinical summary but not the on-screen appearance. The equation must first be configured via the Evolution vLab [™] Clinical Viewer Summaries > Print Layouts tab. F1 Lookup available.			



	Note : Please contact Citadel Health for modifications or additions to the appearance or formatting of the clinical summaries reports in the browser.			
Category	Enter the mnemonic of the Category to which this template belongs. F1 Lookup available.			
	Enter the code corresponding to the Medical Records printer to which a copy of the clinical summary is sent upon completion.			
	Ν	None	No printer selected; no hard copy is generated for medical records.	
Medical Records Printer	w	Ward printer	An extra copy is printed to the device selected by the user who completes the clinical summary.	
	Н	HCF printer	An extra copy is printed to the discharging Health Care Facility's medical records printer. This is configured via the Medical Record Printer field in Administration > Health Facilities > Health Care Facilities.	
	7. Enter the code corresponding to the 'style' option allowed for the template. Default is 'both'.			
Style	A	Admissions	The template is available to generate summaries for current inpatients or patients with an Admission episode within the Waiting Period from the Admission date. The Waiting Period is configured via Evolution vLab [™] Clinical Viewer Summaries > Settings.	
	v	Visits	The template is available to generate summaries for any patient regardless of the Web Clinical Summary Settings.	
	В	Both	The template is available as both an Admission and Visit style.	
Active	Enter (y)es (inactive).	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		



Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).	
Modified By	The mnemonic of the user who last modified the entry (system populated).	
Access Group (multiple fields)	Enter the mnemonic of the Evolution vLab [™] Access Group to which the permission settings apply, i.e. the View, Edit, Signoff, Edit Signoff and Create settings occupying the same row. F1 Lookup available. Permissions can be established for up to 10 Access Groups.	
View	Enter (y)es or (n)o to specify whether the Access Group can view clinical summaries based on this template.	
Edit	Enter (y)es or (n)o to specify whether the Access Group can edit clinical summaries based on this template.	
Signoff	Enter (y)es or (n)o to specify whether the Access Group can sign off clinical summaries based on this template.	
Edit Signoff	Enter (y)es or (n)o to specify whether the Access Group can access an editable copy of signed off reports based on this template.	
Create	Enter (y)es or (n)o to specify whether the Access Group can create a new clinical summary based on this template.	

Print Layouts

This screen allows configuration of Print Layouts for formatting the hard copies of Clinical Summaries and works in the same manner as other print masks in **Evolution vLab**[™].

When a given print mask is changed it affects any Clinical Summary Templates to which the Print Layout has been assigned.

Create or Modify a Print Layout

To configure a new print layout: select the **Create [F6]** function button.

To modify an existing print layout: double click the relevant entry or select and [Enter] to open the Details screen.



Details - Web Clinical Summary Print Layout

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Modify the Print Layout Mask

- 1. Select the View/Edit Mask [F7] button to access the open the Equation editor.
- 2. Make the necessary changes.
- 3. Select the **Save [F4]** icon to update the mask.

Copy (load) an Existing Web Form Mask into the Print Layout

- 1. Click the Copy Mask [F8] button.
- 2. At the prompt 'Web Form Mask to Load:' enter the mnemonic of the existing mask to load into this Print Layout.
- 3. Select the OK button or [Enter].
- 4. When a mask already exists for this print layout the user receives the prompt 'Target mask already exists continue (Y/N)?' Select (y)es to proceed or (n)o to abort.
- 5. When the copy is successful the user receives the message '<mnemonic of this Print Layout> web_form mask copied from <mnemonic of source mask> hit any key to continue'.
- 6. Click OK to confirm the transfer of the mask.



Function Buttons

Function	Description	
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.	
View/Edit Mask [F7]	Opens the Equation editor for viewing and editing the report mask.	
Copy Mask [F8]	Load an existing mask and copy its contents into the mask for this Print Layout.	

Configuration fields

Field	Description	
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 8 characters).	
Alias	Enter an alias for the entry, if desired (maximum 8 characters).	
Description	Enter the full name or meaningful description of the entry (maximum 30 characters).	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).	
Modified By	The mnemonic of the user who last modified the entry (system populated).	

Equation Editor for Print Layout

This is the Equation editor for the Print Layout mask.



Using the Equation Editor

The Equation editor allows the administrator to write and modify equations using a standard Windows-based text editor. Navigation and selection of text is consistent with Microsoft Word processing software such as Notepad and Word.

Select **Save [F4]** to store the new entry or to commit any changes. Select **Save [F4]** again on the Details page to update the table. **The second Save is required to ensure the changes are applied.**

Keystroke Function Usage Notes Combination Ctrl + C Сору Cut Ctrl + X Delete Del At the prompt, enter the text to search for and Find Ctrl + F click OK. Finds the next instance of the selected word (or **Find Next** F3 the word in which the cursor is currently placed). Finds the previous instance of the selected word **Find Previous** Shift + F3 (or the word in which the cursor is currently placed). At the prompt, enter the Line Number to Go To Ctrl + G navigate to and click OK. Ctrl + V Paste Redo Ctrl + Y At the prompt, enter the text to search for and Find and Ctrl + H the text to replace it with. Click Replace Next or Replace Replace All.

Keyboard shortcuts

Ctrl + A

Select All



Undo	Ctrl + Z	
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9. Batch Functions

The 'Batch Functions' submenu allows configuration of batch types, groups, sample types, priorities, workflow orders, grid positions, alleles and management of staff DNA profiles.

Batch Types

Batch Type configuration specifies how a batch appears and functions. Active batch types appear in the Batch Worksheets screen of My Menu > Batch Functions. This screen also determines the number of samples and grid positions for a batch.

For example, when the number of samples is set to 96, this adds the first 96 samples from the batch allocation list.

The Batch Types configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'. The Next Batch Type column indicates the next batch to which the samples will be transferred once the current batch processing is complete.

Create or Modify a Batch Type

To configure a new batch type: select the **Create [F6]** function button.

To modify an existing batch type: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Batch Type

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may existing entry, changes are sto	copy details to a blank configuration screen or to an in which case the current details are overwritten. No pred until the user saves the configuration screen.	
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the co abort.	opy by clicking OK or pressing the [F4] key or Cancel to	

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry including the lab mnemonic as a tilde-separated suffix (maximum 12 characters). For



	example, DNAEXT~CH might be the DNA Extraction batch type in the lab with mnemonic CH.	
Description	Enter the name or meaningful description of the entry (maximum 30 characters).	
Alias	Enter an alias for the entry including the lab mnemonic as a tilde- separated suffix (maximum 12 characters), e.g. DNAEX~CH.	
ТАТ	Enter a numerical value to specify the maximum turnaround time (in days) before the batch type is marked overdue and placed on system overdue lists.	
Department	Enter the mnemonic of the department in which the batch type is used. F1 Lookup available.	
Duplicate Samples	Enter (y)es or (n)o to specify whether duplicate samples are to be used for this batch type. Default is 'no'.	
Standards	Specify the wells used for standards for this batch type.	
Controls	Specify the wells used for controls for this batch type.	
Samples (multiple fields)	Specify the wells used for patient samples for this batch type (maximum 80 characters per field).	
Number Controls	Enter the number of controls applicable to this batch type.	
Number Batch	h Enter the total number of wells used on a plate for the batch type.	
Sample Label Format	Enter the mnemonic of the label format to be used for samples in this batch type, if required. F1 Lookup available.	
Plate Label Format	Enter the mnemonic of the plate label format for this batch type, if required. F1 Lookup available.	
Print Format	t Enter the mnemonic of the configured general mask to be used for this batch type. F1 Lookup available.	
Storage Label Format	Enter the mnemonic of the storage label format for this batch type, if required. F1 Lookup available.	



Next Batch Type	Enter the mnemonic of the batch type to which the samples will be transferred upon completion of processing for the present batch type. F1 Lookup available. When this field is populated the Move Batch field should be set to 'yes'.	
Auto Batch Assignment	Enter (y)es or (n)o to specify whether automatically creates a batch from an external plate map file (from BSD600 analyser). Default is 'no'. Entering 'yes' ensures automatic assignment, however all of the samples in the external batch must be registered appropriately and be allocated to the correct outstanding batch type list. This setting is not used when the Batch Analyser field is populated.	
Move Batch	Enter (y)es or (n)o to specify whether completed samples may be moved to the configured Next Batch Type (see above). Default is 'no'.	
Export Analyser 1-5 (multiple fields)	Enter the mnemonic(s) of up to five analysers (one per field). When a batch is created/reloaded the system creates one file for each analyser, to confirm locations of samples/results. F1 Lookup available.	
Batch Analyser	Enter the mnemonic of the configured analyser (other than the BSD600) to which the samples are automatically assigned when a batch of this type is created. F1 Lookup available. This setting takes precedence over the Auto Batch Assignment field.	
Results Analyser	Enter the mnemonic of the Batch Analyser used to process imported results. F1 Lookup available. Batch Analysers are configured via Analysers > Batch Analysers.	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).	
Modified By	The mnemonic of the user who last modified the entry (system populated).	

Groups

Batch groups are specifically used for the Equipment and Consumable functionality.



Existing batch types can be grouped into Batch Groups so that common consumables and equipment are available for selection when using that functionality.

Create or Modify a Batch Group

To configure a new batch group: select the **Create [F6]** function button.

To modify an existing batch group: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Batch Group

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



	This function p existing configu It streamlines configuration b Some fields suc	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live). Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior		
	the specified e to saving.	the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may existing entry, changes are sto	copy details to a blank configuration screen or to an in which case the current details are overwritten. No ored until the user saves the configuration screen.		
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.		
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.		
	System:	Select the Remote system. Leave blank when performing a Local copy.		
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.		
	Perform the co abort.	opy by clicking OK or pressing the [F4] key or Cancel to		

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry including the lab mnemonic as a tilde-separated suffix (maximum 13 characters). For



	example, GENOT~CH might be used for a genotyping batch group in the lab with mnemonic CH.
Alias	Enter an alias for the entry including the lab mnemonic as a tilde- separated suffix (maximum 13 characters), e.g. GT~CH.
Description	Enter the name or meaningful description of the entry (maximum 30 characters).
Division	Enter the mnemonic of the division the batch group is associated with. F1 Lookup available.
Department	Enter the mnemonic of the department in which the batch group is used. F1 Lookup available.
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Batch Types (multiple fields)	Enter the mnemonics for up to 10 batch types to assign to this batch group (one per field). F1 Lookup available.

Sample Types

This screen allows configuration of Batch Sample Types. Once configured, Sample Types rarely need to be changed.

The Sample Types configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

The Initial Batch Type column indicates the first batch type assigned to each sample type.

Create or Modify a Batch Sample Type

To configure a new batch sample type: select the **Create [F6]** function button.



To modify an existing batch sample type: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Batch Sample Type

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



	This function p existing configu It streamlines configuration b	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
	the specified entry as the user needs to populate or confirm them prior to saving.			
	The user may existing entry, changes are sto	copy details to a blank configuration screen or to an in which case the current details are overwritten. No ored until the user saves the configuration screen.		
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.		
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.		
	System:	Select the Remote system. Leave blank when performing a Local copy.		
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.		
	Perform the co abort.	opy by clicking OK or pressing the [F4] key or Cancel to		

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry including the lab mnemonic as a tilde-separated suffix (maximum 12 characters). For



	example, ABC~CH might be a batch sample type in the lab with mnemonic CH.		
Description	A description of the Batch Sample Type.		
Alias	Enter an alias for the entry including the lab mnemonic as a tilde- separated suffix (maximum 12 characters), e.g. AB~CH.		
	Enter the mnemonic of the batch type that initially applies to this sample type. F1 Lookup available.		
Initial Batch	When a specimen is registered and saved it is placed on the outstanding list for the batch type defined in this field, <i>unless</i> an initial batch is configured via the Administration > Batch Functions > Workflow Orders tab, in which case the latter setting takes precedence.		
Department	Enter the mnemonic of the department in which the batch sample type is used. F1 Lookup available.		
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).		
Modified By	The mnemonic of the user who last modified the entry (system populated).		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		

Priorities

This screen allows configuration of 'Batch Priority'. Once configured, Batch Priorities rarely need to be changed.

The Priority configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

The Sort Order column indicates the priority sort order in which the lower sort order takes precedence.

Create or Modify a Batch Priority

To configure a new batch priority: select the **Create [F6]** function button.



To modify an existing batch priority: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Batch Priority

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



	This function p existing configu It streamlines configuration b Some fields suc	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
	the specified entry as the user needs to populate or confirm them prior to saving.			
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.			
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.		
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.		
	System:	Select the Remote system. Leave blank when performing a Local copy.		
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.		
	Perform the co abort.	opy by clicking OK or pressing the [F4] key or Cancel to		

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry including the lab mnemonic as a tilde-separated suffix (maximum 12 characters). For



	example, 1~CH or URG~CH might be the urgent batch priority in the lab with mnemonic CH.
Alias	Enter an alias for the entry including the lab mnemonic as a tilde- separated suffix (maximum 12 characters), e.g. URG~CH.
Description	Enter the name or meaningful description of the entry (maximum 8 characters). For example, 'Urgent'.
Sort Order	Enter a number between 0 and 99 to specify the sort order. Batch priorities are sorted from lowest (0) to highest (99). Default is '0'.
Department	Enter the mnemonic of the department the batch priority applies to. F1 Lookup available.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Workflow Orders

The Batch Workflow Orderables configuration screen is very similar to the Batch Sample Types screen but allows configuration of a sort order for the orderable. When multiple tests are requested and they have conflicting sort orders, the request ordered first takes precedence.

The Workflow Orders configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'. The Initial Batch Type column indicates the first batch type assigned to each sample type.

Create or Modify a Batch Workflow Orderable

To configure a new workflow orderable: select the **Create [F6]** function button.

To modify an existing workflow orderable: double click the relevant entry or select and [Enter] to open the Details screen.



Details - Create/Modify Batch Workflow Orderable

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live). Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior.			
	to saving.	to saving.		
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.			
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.		
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.		
	System:	Select the Remote system. Leave blank when performing a Local copy.		
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.		
	Perform the co abort.	opy by clicking OK or pressing the [F4] key or Cancel to		

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry including the lab mnemonic as a tilde-separated suffix (maximum 12 characters). For



	example, ABC~CH might be a batch workflow orderable priority in the lab with mnemonic CH.		
Description	Enter the name or meaningful description of the entry (maximum 30 characters).		
Alias	Enter an alias for the entry including the lab mnemonic as a tilde- separated suffix (maximum 12 characters), e.g. AB~CH.		
	Enter the mnemonic of the batch type that initially applies to this batch workflow orderable. F1 Lookup available.		
Initial Batch	When a specimen is registered and saved it is placed on the outstanding list for the batch type defined in this field. In the absence of a batch type defined here the specimen is directed to the outstanding list of the Initial Batch defined in the appropriate Batch Sample Type (Administration > Batch Functions > Sample Types).		
Print Mask	Enter the mnemonic of the configured general mask for this batch workflow orderable. F1 Lookup available.		
Department	Enter the mnemonic of the department in which this batch workflow orderable applies. F1 Lookup available.		
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).		
Modified By	The mnemonic of the user who last modified the entry (system populated).		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		
	Sort Order for this orderable		
	Specify each allele for the 'Batch Workflow Orderable', and the sort order to be used in the corresponding Order field.		
Allele, Order (multiple fields)	Allele: Enter the mnemonic(s) for the allele(s) (one per field; maximum 30). F1 Lookup available.		
	Order : Enter numerical values to determine the sort order of the configured Alleles. By default, the sort order auto populates and increments by one for each allele entered (i.e. 1, 2, 3 etc.) The sort order can be changed if required and is applied upon saving. Alleles with a lower sort order take precedence.		



Grid Positions

This screen allows configuration of grid positions in plates, including the mnemonic and position for each well. Plates are designed with A1 as the first position, B1 the second position, C1 the third position and so on, up to H1 in the eighth position. The ninth position is A2, followed by B2 and so on.

These well mnemonics are used in result files that come from the analysers, and this table is used to translate the mnemonic to the correct plate position. The well mnemonics may also be used in Batch Type configuration to specify which wells are samples, controls, and standards.

The Grid Positions configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'. The Sort Order column displays the sort order for each well, which should match the numbering scheme described above.

Create or Modify a Batch Grid Position

To configure a new grid position: select the **Create [F6]** function button.

To modify an existing grid position: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Batch Grid Position

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



	This function populates the current entry with details copied from existing configuration item in the same system or from another syste It streamlines the process of creating new entries or migratic configuration between systems (e.g. from Test to Live). Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them pro-		
	to saving.		
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the co abort.	opy by clicking OK or pressing the [F4] key or Cancel to	

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry including the lab mnemonic as a tilde-separated suffix (maximum 12 characters). For



	example, A1~CH for the top left well of a 96 well plate used in the lab with mnemonic CH.
Alias	Enter an alias for the entry including the lab mnemonic as a tilde- separated suffix (maximum 12 characters), e.g. A1~CH.
Description	Enter the name or meaningful description of the entry (maximum 8 characters).
Sort Order	Enter a numeric value (1-99) to assign the sort order for the grid position. Entries are sorted from lowest (1) to highest.
Department	Enter the mnemonic of the department to which this batch grid position applies. F1 Lookup available.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Alleles

This screen allows configuration of allele type fields. An allele result can only be inserted from an import analyser mask. These are the profile result fields that populate on the final results pages.

The Alleles configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'. The Sort Order column displays the sort order for each allele, which determines the order in which the alleles are processed in the batch workflow orderable.

Create or Modify a New Allele

To configure a new allele: select the **Create [F6]** function button.

To modify an existing allele: double click the relevant entry or select and [Enter] to open the Details screen.



Details – Create/Modify Allele

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



	This function p existing configu It streamlines configuration b Some fields suc the specified e	populates the current entry with details copied from an uration item in the same system or from another system. the process of creating new entries or migrating petween systems (e.g. from Test to Live). ch as Mnemonic, Alias and Active are not populated from ntry as the user needs to populate or confirm them prior
	to saving.	copy details to a blank configuration screen or to an
	existing entry, changes are sto	in which case the current details are overwritten. No ored until the user saves the configuration screen.
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
	System:	Select the Remote system. Leave blank when performing a Local copy.
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
	Perform the co abort.	opy by clicking OK or pressing the [F4] key or Cancel to

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry including the lab mnemonic as a tilde-separated suffix (maximum 12 characters). For example, ABC~CH might be an allele configuration in the lab with mnemonic CH.



Alias	Enter an alias for the entry including the lab mnemonic as a tilde- separated suffix (maximum 12 characters), e.g. AB~CH.
Description	Enter the name or meaningful description of the entry (maximum 20 characters).
Sort Order	Enter a numeric value to specify the global sort order. This is the sort order used when no sort order is specified in the relevant Workflow Orders configuration (Administration > Batch Functions > Workflow Orders).
Staff Match	Enter (y)es or (n)o to specify whether the allele will be compared to staff DNA profiles via the staff matching algorithm as results are imported. Default is 'yes'. This field should be set to 'yes' for almost all alleles, excluding 'Comments' and 'Batch ID'.
Staff Table	Enter (y)es or (n)o to specify whether the allele will upload through the staff profile upload functionality. Default is 'yes'.
Department	Enter the mnemonic for the department in which the allele applies. F1 Lookup available.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Staff DNA Profiles

This screen allows the upload and management of staff DNA profiles for use in the staff matching algorithm. Each profile contains the data of all staff members used in the staff matching functionality.

For confidentiality reasons the description and mnemonic should not include the individuals' names.



Create or Modify a Staff DNA Profile

To configure a new staff DNA profile: select the Create [F6] function button.

To modify an existing staff DNA profile: double click the relevant entry or select and [Enter] to open the Details screen.

Upload a Staff DNA Profile

- 1. Select the Upload Profile [F7] function button.
 - 2. Enter the relevant lab number into the 'Enter Labno' dialog prompt.
 - 3. Click OK or press [Enter] to proceed.
 - 4. At the 'Enter Test' prompt, enter the Test mnemonic.
 - 5. Click OK or press [Enter] to confirm the upload.
- **Note:** This upload function only works when the lab number has been fully validated. The UR number is uploaded to the Mnemonic field while the surname associated with the UR is uploaded to the Description field.

Function Buttons

Function	Description
Create [F6]	Allows the addition of a new entry to the configuration table.
Upload Profile [F7]	Allows a DNA profile to be uploaded from a laboratory number with validated results.

Details - Create/Modify Staff DNA Profile

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
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Swap	Swaps the contents of the Mnemonic and Alias fields. This allows the
Mnemonic &	user to change the existing mnemonic when it cannot be edited
Alias [F5]	directly.

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry including the lab mnemonic as a tilde-separated suffix (maximum 19 characters). For example, PSTF00009~CH might be a staff DNA profile in the lab with mnemonic CH.
Alias	Enter an alias for the entry including the lab mnemonic as a tilde- separated suffix (maximum 19 characters), e.g. STF00009~CH.
Description	Enter a description of the entry (maximum 21 characters). For example, PS9 for pathology staff profile 9.
Department	Enter the mnemonic of the department in which the staff DNA profile applies. F1 Lookup available.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).
Alleles, Data (multiple fields)	Enter the mnemonics of the alleles included as part of the DNA profile (one per Allele field; maximum 20 alleles). Enter the corresponding data in the field to the right of each configured allele, comma separated without spaces. For example, Allele 'AMEL' with data 'X,Y'.



10. BloodNet Tables

The 'BloodNet Tables' menu is accessible from the Administration Module Menu to provide additional configuration tables specific to the BloodNet Interface:

- i. Product Fates
- ii. Transfer Reasons
- iii. Discard Reasons
- iv. Rhesus Phenotypes
- v. BloodNet Users

Additional data fields and variations from the standard are listed under the individual configuration table description.

A data field labelled "BloodNet ID" is provided for the entry of the numeric BloodNet code to facilitate mapping of **Evolution vLab**[™] data to the corresponding BloodNet data.

The BloodNet ID field will be non-mandatory to allow entry of non-BloodNet data if required.

To enable this menu item, the administration privilege 'BloodNet Tables' should be configured to 'yes' via the associated Access Group.

Product Fate Configuration Table

A Product Fate Configurable Table is available to enable **Evolution vLab**[™] to assign and update the appropriate Unit Fate of blood products following relevant processing events. The BloodNet Unit Fate ID is mapped within the configuration table for data to be sent to BloodNet.

- The BloodNet ID field is used to map the required UnitFate status to be sent to BloodNet.
- Only Product Fates configured with a valid BloodNet ID will be sent to BloodNet.
- Product Fate data is assigned and updated during various product processing events.

Field	Description
Mnemonic	Enter a unique mnemonic



Alias	Enter an alias, if required
Description	Enter an alphanumerical BloodNet description of the fate (80 characters max)
BloodNet ID	Enter a numerical ID (3 characters max)
Active	Enter either (y)es or (n)o.

Transfer Reason Configuration Table

A "Transfer Reasons" configuration table is available to enable validation of the data that is entered as a reason when transferring blood products. The BloodNet Transfer Reason ID is mapped within the configuration table for data to be sent to BloodNet.

- The BloodNet Transfer Reason ID is mapped within the configuration table for data to be sent to BloodNet.
- Transfer Reason data is collected and recorded in the **Evolution vLab**[™] Transfusion Medicine Supervisor Log and Inventory Log during the product transfer process.

Field	Description
Mnemonic	Enter a unique mnemonic
Alias	Enter an alias, if required
Description	Enter an alphanumerical BloodNet description of the transfer reason (40 characters max)
BloodNet ID	Enter a numerical ID (3 characters max)
Active	Enter either (y)es or (n)o.

Configuration fields

Discard Reason Table

A "Discard Reason" configuration table is available to enable validation of the data that can be entered as a reason when discarding blood products. The BloodNet Discard Reason ID is mapped within the configuration table for data to be sent to BloodNet.


- The BloodNet Discard Reason ID is mapped within the configuration table for data to be sent to BloodNet.
- Discard Reason data is collected and recorded in the **Evolution vLab**[™] Product Audit Trail and Inventory Log during the disposal of product/s process.

Configuration fields

Field	Description	
Mnemonic	Enter a unique mnemonic	
Alias	Enter an alias, if required	
Description	Enter an alphanumerical BloodNet description of the discard reason (80 characters max)	
BloodNet ID	Enter a numerical ID (3 characters max)	
Active	Enter either (y)es or (n)o.	

Rhesus Phenotypes Table

A new Configuration table "Rhesus Phenotypes" is available that is accessible from the new BloodNet Configuration Menu to facilitate the conversion of the Weiner Phenotypes that may be received via the BloodNet interface to Fisher Race Phenotypes nomenclature.

- Example = Mnemonic R'R", Description Wiener r'r", Fisher Race Phenotype D- C+ E+ c+ e+.
- Data checking will be performed for conflicting Phenotypes against existing phenotypes in the same phenotype field during data entry.

Configuration fields

Field	Description	
Mnemonic	Enter a unique mnemonic	
Alias	Enter an alias, if required	
DescriptionAlphanumeric and the use of quotation marks i.e. (') and (") – (20 characters max)		



Fisher Race Phenotype	Valid Evolution vLab [™] Phenotypes separated by comma/space delimiter (20 characters max)	
Active	Enter either (y)es or (n)o.	

BloodNet Users Table

A new Configuration table "BloodNet Users" is available that is accessible from the new BloodNet Configuration Menu to facilitate the conversion of the BloodNet user to the **Evolution vLab**[™] user's login credentials.

• The description should be the name of the user as it is displayed in BloodNet.

Configuration fields

Field	Description	
Mnemonic	Enter a unique mnemonic	
Alias	Enter an alias, if required	
Description	Enter the users BloodNet username (20 characters max)	
Evolution vLab™ User	Valid Evolution vLab [™] user mnemonic (<f1> Lookup available) – (20 characters max)</f1>	
Active	Enter either (y)es or (n)o.	



11. Devices

The Devices submenu allows the configuration of hardware devices, including analysers, servers for email, fax and PMI, image scanners and printers.

Default printers, faxes and fax area codes are also configured from this submenu. All devices must be configured via the Device table.

Hardware Devices

Hardware devices include analysers, servers for email, fax and PMI, image scanners and printers. Each individual device requires a separate entry in this table, even when the organisation has more than one of the same types.

The Hardware Devices configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'. The Device Type column indicates the type assigned.

Please refer to the relevant sections in this document for more information about <u>Analyser</u> <u>Interface Configuration</u>, the <u>eFax Reporting Service</u> and <u>Email PDF Reports</u> functionality.

Create or Modify a Hardware Device

To configure a new device: select the **Create [F6]** function button.

To modify an existing device: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Hardware Device

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Please refer to the relevant sections (below) for more information about <u>Analyser Interface</u> <u>Configuration</u>, the <u>eFax Reporting Service</u> and <u>Email PDF Reports</u> functionality.



Function Buttons

Function	Description		
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.		
	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the copy by clicking OK or pressing the [F4] key or Cancel to abort.		



Configuration fields

Field	Description			
	Enter a unique alphanumeric name for the entry including the laboratory or HCF mnemonic as a tilde-separated suffix (maximum 13 characters) where Lab or HCF represent the laboratory or health care facility mnemonic that the device is attached to.			
	For example, HISTO1~CH might be one of the printers used by Histology in the CH lab.			
	Careful consideration should be given to device mnemonics to ensure consistency across the system.			
Mnemonic	Note: Some devices have pre-defined mnemonics. Refer to the Pre- defined Device Mnemonics table, below.			
	Analysers			
	When configuring an analyser device, the mnemonic must include the laboratory mnemonic as a tilde-separated suffix, for example arch_1~PMC for the first Architect analyser at the PMC Laboratory.			
	The name preceding the tilde is up to the user but must not contain spaces or punctuation characters.			
	The mnemonic for an analyser device <u>must not be changed</u> once it has been saved, as this would affect the storage of QC results and Level 1 results, and the background process.			
	Enter an alias for the entry including the laboratory/HCF mnemonic as a tilde-separated suffix (maximum 13 characters), e.g. HIS~CH. This field is optional.			
Alias	Analysers			
	For analyser devices the Alias is optional, but when configured it should contain the laboratory mnemonic as a tilde-separated suffix.			
Description	Enter the name or meaningful description of the entry (maximum 30 characters).			
	A descriptive name for the device is strongly recommended, however the field is optional.			
	Analysers			
	The Description is displayed to the end user on the analyser table, and as such should be meaningful – particularly when there is more than one analyser of the same type in the laboratory.			



	Enter the mnemonic(s) of the Department(s) the device is used in. Multiple Departments may be specified in a comma-separated list without spaces (e.g. B,C). F1 Lookup available.			
	All devices, including analysers , should have a department configured. Where a device is not used by an individual department this field should be set to 'ALL Departments' (see Administration > Workplace > Department configuration).			
	Analysers			
Department	All analysers must have at least one Department configured, or they will not display for the users on the analyser table. Set the Department field to 'ALL Departments' when a device is not being allocated to a particular department.			
	When an individual Department is specified in this field, the Level 1 (results) table for the analyser will only be visible to users logged in to that Department, and by users logged in to 'ALL Departments'.			
	When an analyser is being restricted only to the division level and not the department level the Department field should be populated with the Division's configured ALL Departments option, such as 'ALLP' for all Pathology departments. Refer to the Administration > Workplace > Department configuration.			
	Enter the configured.	mnemonic corresponding to the type of device being F1 Lookup available.		
	Α	Analyser		
	B or SMS	Short Message Service (SMS)		
	с	CPU		
	D	Secure Message Delivery (SMD)		
Device Type	E	Email		
	F	Fax		
	I	Image Scanner		
	Μ	Modem		
	Р	Printer		
	Q	Queued Printer		



S Server	
T Terminal Server	
V VDU	
X X400	
Note: (I)mage Scanner devices require the appropriate Twacker files installed in the Evolution vLab [™] directory of the scanning PC.	
Analysers	
Set this field to 'A'.	
Up to 32,000 analysers can be created for the system. currently supports 255 unique analyser models. Please contact Citadel Health for more information regarding supported Analysers.	
Networked printers	
Networked print devices should be configured as (Q)ueued.	
Direct or non-queued printers (Device Type 'P') support only one print job at a given time. Evolution $vLab^{TM}$ displays the message 'Printer in use, try again (y/n) ?' when the user attempts to print to a non-queued printer.	
PCLOCAL Printers	
The Hardware Device mnemonic PCLOCAL may be configured to facilitate printing to a printer local to the user's PC. When this device is selected the user is prompted to select the desired printer via the standard Windows print dialog.	
The following configuration is recommended for this Device:	
Mnemonic:PCLOCALDevice Type:(Q)ueued PrinterDevice Mode:(P)ostscript	
Short Message Service (SMS)	
Suggested configuration:	
Mnemonic:SMSDescription:Short Message ServiceDevice TypeB (SMS)Device Mode:(D)irectComms Type:(T)CP/IPAddress:e.g. faxserv2	



	Enter the code corresponding to the communications mode used by the device. F1 Help available.		
	When configuring an analyser this field must be set to D(irect) , even when connected via a terminal server.		
	0	Unknown mode	
	1 or P	Postscript	
	2	Postscript (Colour)	
	10	PCL	
	11	PCL (Colour)	
	21 or e	Epson (132)	
	30	HP DeskJet	
	31	HP DeskJet (Colour)	
Device Mode	40 or L	TTP142 Label Printer	
	42 or Z	ZPL (Zebra Programming Language) Label Printer	
	100 or W	Wyse 160	
	101 or V	VGA	
	102 or S	SVGA	
	200 or A		
	202	WAN	
	300	Configurable	
	301	Not configurable	
	D	Direct	
	l (lowercase L)	INTERMAC 3400 Label	
	Device Mode 42 (Z) outputs label content in dots per inch (DPI), regardless of the printer's internal settings.		



Comms Type	Enter the code for the communication protocol to be used. F1 Lookup available.			
	When configuring an analyser this field must be set to T (TCP/IP) , unless otherwise specified in documentation for the analyser interface involved.			
	т	Network protocol (TCP/IP)		
	D	Alternate protocol (DECnet)		
	R	Standard serial port (RS232)		
	Р	Standard parallel port		
	L	Line printers on Unix (LPR)		
	Enter the IP add	ress of the device.		
	Analysers			
	This field is required for the analyser interface, but it may be left blank initially and configured or changed later.			
Address	When connecting via a terminal server enter the IP address of the terminal server in this field, and the port number in the Subaddress field.			
	When making a direct connection to the analyser enter the IP address of the analyser's communication device in this field, and the port number that the data will be sent on in the Subaddress field.			
	When an analyser is not in use the Address and/or the Subaddress should be removed to prevent the device connecting to Evolution $vLab^{TM}$.			
	Enter the port n	umber to be used for the device.		
	Analysers			
Subaddress	This field must contain the TCP port used to communicate with the device or the terminal server. It may be left blank initially and configured or changed later.			
	Please refer to the Address field (above).			
Options	This field can be used for different purposes depending on the type of device. Printers			
	l			



When configuring a printer this field determines which tray of the printer to use. The syntax is 'tray=x', where x is the number of the tray. supports HP printers.

Analysers

This field determines which pre-programmed analyser interface daemon process will be used to send and receive data. Citadel Health will supply the 'Options' required for new analysers. Each analyser is also given a number from 1-24 unless otherwise specified.

The Options string for an analyser device <u>must not be changed</u> once it has been saved, as this would affect the storage of QC results and Level 1 results, and the background process.

The Options field determines the characteristics of the analyser interface as follows:

- The communication protocol in use (ASTM, HL7 or a proprietary protocol).
- Whether the interface uses host query, broadcast mode or both.
- Whether the interface is uni- or bi-directional.
- The ID number of the analyser in the group.
- In which Analyser configuration table the device will appear (Administration > Analysers 2 or Analyser Groups).
- The Test Translation table used.
- How the data is formatted and decoded.

For example, 'axsym;1' indicates that the device uses the axsym interface protocol and is the first in the group of axsym analysers.

When configuring an analyser that does not use specimen (lab number) identification, such as point of care (e.g. blood gas) devices, the **UR Prefix, Category, Ward, Doctor** and **Request** fields must also be populated (see below).

For these analysers it auto-generates the sample identification (lab number) upon receipt of results and references these fields to do so.

UR Prefix For most devices, this field may be left blank. This field is only required for analysers that auto-generates the sample

JR Prefix identification (lab number) upon receipt of results. Please refer to the **Options** field (above) for more information.



	Enter the UR Prefix to be used in automatic registrations from this device. F1 Lookup available.		
	The UR prefix will be applied if the UR prefix is not supplied by the device.		
	For most devices, this field may be left blank.		
	This field is only required for analysers that auto-generates the sample identification (lab number) upon receipt of results. Please refer to the Options field (above) for more information.		
Category	Enter the mnemonic of the patient (billing) Category to be used for automatic registrations from this device. F1 Lookup available.		
	Note: This Category will override the Category information from the hospital Patient Master Index (PMI) for the current admission. It will also be applied to all outpatients (i.e. patients with no admission ID/date).		
	For most devices, this field may be left blank.		
	This field is only required for analysers that auto-generates the sample identification (lab number) upon receipt of results. Please refer to the Options field (above) for more information.		
Ward	Enter the mnemonic of the default Ward to be used for automatic registrations from this device. F1 Lookup available.		
	Note: This Ward will only apply in the absence of ward information from the hospital Patient Master Index (PMI) for the current admission. It will also be applied to all outpatients (i.e. patients with no admission ID/date).		
	For most devices, this field may be left blank.		
	This field is only required for analysers that auto-generates the sample identification (lab number) upon receipt of results. Please refer to the Options field (above) for more information.		
Doctor	Enter the mnemonic of the default requesting Doctor to be used for automatic registrations from this device. F1 Lookup available.		
	Note: This requesting Doctor will only apply in the absence of doctor information from the hospital Patient Master Index (PMI) for the current admission. It will also be applied to all outpatients (i.e. patients with no admission ID/date).		
Request	For most devices, this field may be left blank.		



	This field is only required for analysers that auto-generates the sample identification (lab number) upon receipt of results. Please refer to the Options field (above) for more information. Enter the mnemonic of the Test or Panel to be ordered when performing automatic registrations from this device. F1 Lookup available.	
Send UTI	Enter (y)es or (n)o to specify whether the Unique Tube Identifier is sent to the analyser. When the configuration is set to 'yes' Evolution vLab [™] will send the UTI to the device. When the configuration is set to 'no', the lab number will be sent to the device.	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive). Analysers The device must be set to active for the daemon process to be started.	
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).	
Modified By	The mnemonic of the user who last modified the entry (system populated).	

Pre-defined Device Mnemonics

Device	Description
RCLAIM	Device to facilitate the receipt of electronic claims from the Medicare server.
	Mnemonic = RCLAIM
	Description = (e.g.) Receive Electronic Claims
	Device Type = Server
	Device Mode = Direct
	Comms Type = TCP/IP
	Address = <i>Leave this field blank</i> .
	Subaddress = Port number specified by Citadel Health (1045 unless
	otherwise stated).
	Active = yes

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SCLAIM~[AHS]	Device to facilitate the sending of electronic claims to the Medicare server. [AHS] represents the Mnemonic for the Area Health Service, e.g. SCLAIM~ABC for the Area Health Service with Mnemonic 'ABC'. Mnemonic = SCLAIM~[AHS] Description = (e.g.) Send Electronic Claims Device Type = Server Device Mode = Direct Comms Type = TCP/IP Address = <i>IP</i> Address provided by Citadel Health. Subaddress = Port number specified by Citadel Health (1045 unless otherwise stated). Active = yes
X400	X400 Distribution Server
FAX	Fax Server
HL7SND	HL7 Sending Daemon Process
EMAIL	Email Distribution Server
SCAN	Scan daemon

Analyser Device Configuration

Before configuring a new analyser, please seek advice from Citadel Health to ensure the required interface is activated in the system.

Pre-requisites

- The configuring user will require the analyser's specifications, or at the very least a list of test codes to be communicated between the analyser and **Evolution vLab**[™].
- The IP Address and Port(s) for communication between the analyser and Evolution vLab[™] must be set up and known to the user performing the configuration. These details must be configured.
- The relevant Laboratory must be configured.
- The Department "All Departments" must be configured at minimum, if not other Departments.
- The tests to be resulted by the analyser must be configured as Tests in Evolution vLab[™]. This may require consultation with administration staff, including in relation to the naming of these Tests.



Note: Some analysers require a system restart before they become active and available for use or testing. Where a system restart is required this will be specified in the release notes for the interface.

Hardware Device configuration

All analyser interfaces require the device to be configured in **Evolution vLab**^m via Administration > Devices > Hardware Devices, as outlined in this section.

Field	Description	
Description	The Description is displayed to the end user on the analyser table, and as such should be meaningful – particularly when there is more than one analyser of the same type in the laboratory.	
Department	All analysers must have a Department entered or they will not display for the users on the analyser table. Set the Department field to 'ALL Departments' when a device is not being allocated to a particular department.	
	When an analyser is being restricted only to the division level and not the department level the Department field should be populated with the division's configured ALL Departments option, such as 'ALLP' for all Pathology departments. Refer to the Administration > Workplace > Department configuration.	
Device Type	 'A' for analysers <u>Note:</u> A maximum of 32,000 analysers can be created for the system. <u>Evolution vLab™</u> currently supports 255 unique analyser models. Please contact Citadel Health for more information regarding supported Analysers. 	
Device Mode	'D' for direct, even though it is usually connected via a terminal server.	
Comms Type	Usually 'T' for TCP/IP	
Address / Subaddress	When connecting via a terminal server enter the IP address of the terminal server as the Address , followed by the port number as the Subaddress . When making a direct connection to the analyser enter the IP address of the analyser's communication device as the Address and the port	

Specific Notes for Analyser Device configuration



	number that the data will be sent on as the Subaddress (this information should be provided by the analyser's vendor). When an analyser is not in use the IP address and/or the subaddress should be made invalid to prevent the device connecting to Evolution vLab [™] .	
Options	This field determines which pre-programmed analyser interface daemon process will be used to send and receive data. Citadel Health will supply the 'Options' required for new analysers. Each analyser is also given a number from 1-24.	
	When configuring an analyser to be used as a remote analyser (e.g. blood gas machines), a variety of options can be set that will be used when the system is performing the automatic registration of the episode.	
UR Prefix	The UR prefix will be applied if no other UR prefix is entered by the user.	
Category / Ward/ Doctor	The selections in these fields will only be applied to the registration if there is no other current Patient Master Index (PMI) data available for the current admission. It will also be applied to all outpatients (i.e. patients with no admission ID/Date).	
Request	Orders the specified test/panel for all episodes	
Active	The device must be set to active for the daemon process to be started.	

Test Translation configuration

The Test Translations table is used to change its internal test identifiers (mnemonics) to match what the analyser is expecting and sends back to **Evolution vLab**^M.

For example, the Test with the mnemonic NA is converted to the analyser's code for the same test (e.g. 123) when transmitted to the device and converted back to NA when the analyser sends data back to **Evolution vLab**^M.

Depending on the analyser in question, the Test Translations table is accessed via:

- Administration > Analysers > Analysers 2, or
- Administration > Analysers > Analyser Groups

For devices listed in 'Analyser 2', highlight the analyser and select the **Test Translations** function.



For devices listed in 'Analysers Groups', open the relevant entry and select the **Test Translations** sub-tab.

eFax Reporting Service

This functionality enables electronic faxing utilising an external faxing service.

The eFax Managed Service uses a Citadel Health-hosted web service to provide transmission of faxes. This enhancement replaces the current on-site fax server hardware.

At the time of the installation Citadel Health will modify the existing 'FAX' entry in the Hardware Device table from the existing, integrated AUSFAX service to the new **Evolution** $vLab^{TM}$ eFax Service.

Because of the existing device being modified the two services cannot be used interchangeably.

No changes are required to any existing Doctor or Ward Devices to enable faxing as the existing FAX device is modified for the enhancement.

Device Subaddress

When using the eFax Managed Fax Service, the Subaddress field in the Fax device configuration is ignored.

If the provided URL includes 'https://' as the protocol, the communication will use port 443. Otherwise it will use the standard HTTP port 80.

The appearance of the report generated by the eFax Service will remain unchanged as the appearance is controlled by the existing configuration of **Evolution vLab**^M, including but not limited to the following examples:

- Fax Mask
- Facsimiles
- Cover Sheets



Email PDF Reports

Email PDF reports are available as a reporting style for doctor and ward devices. A new Hardware Device for the PDF Email must be configured.

Specific Notes for Email PDF Reports

Field	Description
Mnemonic	Set to EPDF
Device Type	Set to Email
Device Mode	Set to Direct

Scanning

In **Evolution vLab**[™], multiple scanners can be configured. A new Hardware Device for the Scan Daemon must be configured.

Specific Notes for Scan Daemon

Field	Description
Mnemonic	Set to SCAN
Device Type	Set to Server
Device Mode	Set to Direct
Comms Type	Set to TCP/IP
Subaddress	Set to 1046

Once the Scan Daemon is configured, individual scanners can be configured using the IP address of the computer attached to the scanner and Device Type set to Image Scanner.

Default Printers

Default printers can be configured for various workflow processing such as daysheets, reports, worksheets, and a master (default) printer.



All fields are optional. Select **Save [F4]** to commit any changes.

Configuration fields

Note: There is no need to enter the tilde-separated suffix for the lab (~lab). The system appends the suffix for the lab the user is logged in to when printing.

Field	Description	
Default Printer	Enter the mnemonic of the 'master' default printer. F1 Lookup available to Printers in the Devices > Hardware Devices table. When the workflow-specific fields on this screen are not populated this printer is used instead.	
Daysheet Printer	Enter the mnemonic of the default printer for daysheets. F1 Lookup available to Printers in the Devices > Hardware Devices table.	
Report Printer	Enter the mnemonic of the default printer for reports. F1 Lookup available to Printers in the Devices > Hardware Devices table.	
Worksheet Printer	Enter the mnemonic of the default printer for worksheets. F1 Lookup available to Printers in the Devices > Hardware Devices table.	
Mainframe Link	Enter the mnemonic of the default printer for HL7 messaging information.	
Billing Printer	Enter the mnemonic of the default printer for the billing module. F1 Lookup available to Printers in the Devices > Hardware Devices table.	

Facsimiles

This screen allows the configuration of facsimile devices/destinations.

The Facsimile configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'. The Phone column displays the phone number for the fax.

Create or Modify a Facsimile Destination

To configure a new facsimile: select the **Create [F6]** function button.



To modify an existing facsimile: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Facsimile

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



	This function p existing configu It streamlines configuration b	oopulates the current entry with details copied from an uration item in the same system or from another system. the process of creating new entries or migrating between systems (e.g. from Test to Live).	
Some fields such as Mnemonic, Alias and Active are not populat the specified entry as the user needs to populate or confirm the to saving.			
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the co abort.	opy by clicking OK or pressing the [F4] key or Cancel to	

Configuration fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).



Alias	Enter an alias for the entry, if desired (maximum 6 characters).
Description	Enter the name or meaningful description of the entry (maximum 30 characters).
Phone	Enter the phone number of the facsimile including the area code. <u>Note:</u> Do not use parentheses around the area code.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Fax Area Codes

Fax Area Codes provide the ability to direct fax reports to alternative fax servers based on the area code of the destination. This minimises the costs of long-distance telephone charges.

When sending a fax **Evolution vLab**[™] uses the start of the fax number to look up a matching mnemonic or alias in the Fax Area Codes table. If one is found, the area code will be replaced by the replacement area code configured on this screen, and the device used to send the fax may be changed.

Fax area codes can be used to systematically add the leading '0' (zero) required to obtain an external line connection on PABX systems.

The Fax Area Codes configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'. The Replace column displays the new fax area code to be used for this fax server, while the Device column displays the device to be used for this fax area code.

Create or Modify a Fax Area Code

To configure a new area code: select the **Create [F6]** function button.



To modify an existing area code: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Fax Area Code

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



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	This function populates the current entry with details copied from a existing configuration item in the same system or from another system It streamlines the process of creating new entries or migratin configuration between systems (e.g. from Test to Live).		
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the copy by clicking OK or pressing the [F4] key or Cancel to abort.		

Configuration fields

Field	Description
Mnemonic	Enter the start of the fax number that this entry applies to (maximum 6 characters).
Alias	Enter the start of the alternate fax number that this entry applies to (maximum 6 characters).



Description	Enter the name or meaningful description of the entry (maximum 30 characters).		
Device	Enter the mnemonic of the device (e.g. fax server) to which the faxes are directed for transmission. F1 Lookup available.		
Replace	 Enter the new area code to be used when dialling from this fax server. Note: Be sure to include a zero ('0') at the beginning of the area code if the fax server requires a '0' to obtain an external line connection. For example, '003' instead of '03'. 		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).		
Modified By	The mnemonic of the user who last modified the entry (system populated).		



12. Downloads

The Downloads submenu allows the user to download files to the local PC.

File

The File Downloads screen allows users with appropriate privileges to download files directly from **Evolution vLab™**, such as new versions of the **Evolution vLab**[™].exe file.

This privilege is set via the 'Downloads' (yes/no) field on the Administration sub-tab of the Access Groups configuration (accessed via Administration > User Profiles). Set the field to 'yes' for Access Groups requiring the File Download functionality.

Available files are listed in table format, with the File Name, Description and Version provided for each. The Uploaded column displays the date the file was uploaded to **Evolution vLab**[™].

Download a File

- 1. Highlight the relevant entry on the File Downloads screen.
- 2. Select the **Download File [F5]** button.

The Download File prompt opens with the filename auto populated.

3. Modify the file name and/or specify a file path, if desired. For example: *C*:*Files**Test_file.exe*

Where a file path is not specified, the file is downloaded to the main **Evolution** $vLab^{M}$ directory on the PC.

4. Click Save or press F4 to download the file or Cancel to abort.



13. Equations

The Equations submenu allows configuration of system equations such as 'Request Add', 'Registration Save', 'Request Remove', 'Validate' and 'Modify'.

Equations

This core functionality has several system equations with pre-defined mnemonics. They are run in response to defined user actions on an episode. The various equations allow system administrators to configure **Evolution vLab**^m to meet the needs of the individual pathology provider, including automation of many tasks.

The Equations configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify an Equation

To configure a new equation: select the **Create [F6]** function button.

To modify an existing equation: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Equation

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Allows the entry in the mnemonic and alias fields to be swapped. This functionality is required as the mnemonic field cannot be edited directly.
View/Edit Mask [F7]	Opens the Equation editor for viewing and editing the mask for this Equation.
Copy Mask [F8]	Load an existing mask and copy its contents into the mask for this Equation.



Transfer Mask [SF8]	Saves a copy of the mask (script) to the main Evolution vLab [™] directory on the PC (typically c:\), in the form of a flat text file. The saved file is opened automatically in a new Notepad window.
	When a file of the same name already exists in the Evolution vLab [™] directory, the user receives the prompt "File C:\\[filename].txt already exists. OK to overwrite?". The user may proceed by selecting Yes, or abort by selecting No.

Configuration fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 8 characters). Refer to the table <u>Pre-defined Equation mnemonics</u> , below.
Alias	Enter an alias for the entry, if desired (maximum 8 characters).
Description	Enter the full name or meaningful description of the entry (maximum 30 characters).
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date the entry was created. (system populated)
Modified By	The mnemonic of the user who last modified the entry (system populated).

Copy (load) an Existing Mask to this Equation (Method 1)

- 1. Select the Copy Mask [F8] button.
- 2. At the prompt '*Equation to Load:*' enter the mnemonic of the (source) mask to load into the mask for the current equation.
- 3. Click the OK button or [Enter] to proceed or Cancel to abort.
- 4. When a mask already exists for this equation the user receives the prompt 'Target mask already exists continue (Y/N)?' Select (y)es to proceed or (n)o to abort.
- 5. At the prompt '*Do a local copy (Y/N):*' select (y)es to copy the mask to the local host computer or (n)o to copy to a remote computer that is connected to the host computer (e.g. between the LIVE and TEST platforms).



6. When the copy is successful the user receives a confirmation message: '<mnemonic of current equation> eq mask copied from <mnemonic of source mask> – hit any key to continue'.

When the copy fails the user receives the message 'Copy Failed – aborting'.

7. Click OK or press [Enter].

Copy (load) an Existing Mask to this Equation (Method 2)

This functionality allows the mask to be copied from an existing configuration item in the same system or from another system (e.g. from Test to Live). No changes are stored until the user saves the configuration screen.

Copy Mask:	Ensure the checkbox is ticked (it is by default).
Source:	Select 'Local' or 'Remote' to copy the mask from an entry in the configuration table on the same or another system, respectively.
Local Id:	Enter the mnemonic or alias for the Local Equation mask to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
System:	Select the Remote system. Leave blank when performing a Local copy.
Remote Id:	Enter the mnemonic or alias for the Remote Equation mask to be copied. F1 Lookup is not available.

Perform the copy by clicking OK or pressing the **[F4]** key or Cancel to abort.

Pre-defined Equation mnemonics

Mnemonic	Description
REQADD	The Request Add equation runs when a request is added, either by a user at specimen registration or by another equation. It also runs when a request is received in a testing laboratory from a receive list.
REQREM	The Request Remove equation runs when a request is removed, either by a user at specimen registration or by another equation.
VALIDATE	The Validate equation runs when a test is Level 2 validated either manually or automatically.
ACCEPT	The Accept equation is optional. It runs when a result is accepted but not validated.



MODIFY	The Modify equation runs when a result is modified either manually or automatically. When the Modify equation itself modifies a result the equation it does not re-run until another result is modified.
REGSAVE	The Registration Save equation runs whenever the Save [F4] icon is used at Specimen Reception. It is only used to perform data validity checks (i.e. detect errors), thus improving the accuracy of the registration process. It cannot include code to modify any information.
	The variable REG_SAVE can be used in this equation to prevent the registration from saving when specified conditions are not met. This variable also allows the output of a string of text on the registration screen (as a dialog prompt).

<Mnemonic> Equation

It is important to consider possible impact on system performance whenever adding additional code to the system equations.

For example, the MODIFY equation runs every time a result is modified, so making the equation unnecessarily large can have a dramatic impact on performance. System intensive subroutines such as **loadcumulative** and **loadhistorical** should be avoided in system equations.

System equations have the potential to become very large, depending on the degree of complexity of the pathology provider's requirements. Citadel Health monitors the size of the system equations and their impact on system performance. As a protective measure there are limits on the size of each equation, but these can be increased by Citadel Health dependent on the review of system resources.

The MODIFY equation is often so complex that it must be divided into several subsections, perhaps according to departments and/or divisions. The system administrator may prefer to create subsections for ease of editing, even when the entire equation fits within one section. The first section must have the mnemonic MODIFY and subsequent sections must adopt the mnemonics MODIFY_1, MODIFY_2, and so on. compiles all subsections into a single equation before running them in sequence. This means that an error in any component of the MODIFY equations will prevent the entire equation from functioning.

Alternatives to placing new code in the MODIFY equation

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Careful consideration should be given to which equation is best suited to the required task. Where possible, insert the equation where it will perform the function only when required – i.e. the minimum number of times. Always look for an alternative to placing the new code in the MODIFY equation.

- Functions involved in acting on results transmitted from an analyser should be inserted in the analyser equations. The process runs only when the analyser transmits the result (or results) of interest.
- The VALIDATE equation is an ideal location for functions which apply when a result is validated. For example, most automatic commenting is only appropriate when a result is Level 2 validated.

Regardless of the location, include several conditional statements to ensure the inserted code is executed only at appropriate times and therefore does not unnecessarily change, edit, or re-calculate a result.

Using the Equation Editor

The Equation editor allows the administrator to write and modify equations using a standard Windows-based text editor. Navigation and selection of text is consistent with Microsoft word processing software such as Notepad and Word.

Select **Save [F4]** to store the new entry or to commit any changes. Select **Save [F4]** again on the Details page to update the table. **The second Save is required to ensure the changes are applied.**

Keyboard shortcuts

Function	Keystroke Combination	Usage Notes
Сору	Ctrl + C	
Cut	Ctrl + X	
Delete	Del	
Find	Ctrl + F	At the prompt, enter the text to search for and click OK.



Find Next	F3	Finds the next instance of the selected word (or the word in which the cursor is currently placed).
Find Previous	Shift + F3	Finds the previous instance of the selected word (or the word in which the cursor is currently placed).
Go To	Ctrl + G	At the prompt, enter the Line Number to navigate to and click OK.
Paste	Ctrl + V	
Redo	Ctrl + Y	
Find and Replace	Ctrl + H	At the prompt, enter the text to search for and the text to replace it with. Click Replace Next or Replace All.
Select All	Ctrl + A	
Undo	Ctrl + Z	

2D Test Arrays

Test data fields can be addressed as **TEST[n][x]** where TEST is the mnemonic of the 2D test, *n* is the array reference to the lab number and *x* is the array reference to the data field within the range defined. This references the respective test, lab number and test data in the respective array field according to the configuration of the function.

Note that the first lab number or test data field is specified by array reference 0. For example, NA[0][3] fetches the *fourth* NA test result field on the *first* lab number.

The 2D array can be used normally in a tlist to reference the entire array.

Alternately, it may also be used with the array notation as **{test[x]}** where x is the array reference in the range defined to select an individual field within the array.

In tlists the Test data fields can be addressed as **{test[x]}** where *x* is the array reference in the range defined.



The system will not do integrity checks for the inclusion of the same array across multiple format panels.

Double index notation (**[n][x]**) for referencing 2D array elements can only be used where it was previously possible to reference data using a single index notation.

Single index notation to reference array elements can be used where it was previously not possible to reference data using a single index notation.



14. Health Facilities

The 'Health Facilities' submenu allows the configuration of Health Care Facilities (HCFs) and HCF groups, hospital divisions, clinical units, cost centres and cost centre groups, wards and ward groups and collection centres.

Health Care Facilities

Health Care Facilities (HCFs) occupy a central role in the use and configuration of the **Evolution vLab**[™] system.

The HCF acts as a primary patient location identifier and simplifies the specimen registration process by limiting subsequent data entry of Ward, Clinical Unit, Collection Centre, Doctor etc. to those associated with the specified HCF.

This is achieved by suffixing the relevant mnemonic (e.g. for Ward or Doctor) with ~HCF, where HCF represents the mnemonic of the Health Care Facility.

HCFs also serve an important role in billing when the invoice for the requested tests is to be sent to an organisation rather than to the patient. In this case the HCF acts as the client code, allowing the system administrator to determine where to and when the bill will be sent, as well as how much to charge.

The HCF data can be output on all screen and print masks and is available for extraction via automatic data downloads and Extended Enquiries.

The Health Care Facilities configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Health Care Facility

To configure a new HCF: select the **Create [F6]** function button.

To modify an existing HCF: double click the relevant entry or select and [Enter] to open the Details screen.



Details - Create/Modify Health Facility

Mandatory fields must be populated and are indicated on screen by a red asterisk.

All other fields are optional, although the Account No field should be populated to avoid billing exceptions. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



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	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
	Some fields su specified entr saving.	ch as Mnemonic, Alias and Active are not populated from the y as the user needs to populate or confirm them prior to	
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the copy by clicking OK or pressing the [F4] key or Cancel to abort		
	This function contains a tabulated list of all Providers associated with the Health Care Facility.		
Doctor List	Mnemonic	The mnemonic for the configured Provider	
	Provider No	The configured Provider Number for the Provider	

Configuration fields

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Field	Description	
Mnemonic	Enter a unique alphanumeric name for the HCF (maximum 6 characters).	
Alias	Enter an alias for the HCF, if desired (maximum 6 characters).	
Description	Enter the name or meaningful description of the HCF (maximum 40 characters).	
Address 1	Enter the first line of the HCF's address (e.g. number and street).	
	The vertical bar ('pipe') character [Shift \] may be entered to specify placement of a line break for formatting of multi-line addresses in reports.	
City/Suburb	Enter the city/suburb details for the HCF.	
	The vertical bar ('pipe') character [Shift \] may be entered to specify placement of a line break for formatting of multi-line addresses in reports.	
Phone Number	Enter the phone number for the HCF.	
Fax Number	Enter the fax number for the HCF.	
Primary HCF Group	Enter the 'primary' HCF Group to which the HCF has already been added. F1 Lookup available. The user cannot specify a HCF Group that does not already contain the HCF.	
	Note: This field is for display purposes only. It is not linked to the HCF Group configuration screen and does not add this HCF to the HCF Group entered. The HCF should be assigned to the HCF Group through the appropriate configuration screen.	
Medical Record Printer	Enter the mnemonic of a printer device to which this HCF's reports should be printed. F1 Lookup available.	
Default Collection Centre	Enter the mnemonic of the default collection centre for the HCF. This collection centre automatically populates at specimen registration when the HCF is entered. F1 Lookup available.	
Account No	Enter the account number for the HCF, to be used for public and commercial billing. An exception will be encountered during the billing process when this	
	field is left blank.	


Fee Rate (Column)	Enter the number of the Pricing Schedule column to be used when billing this client.
(Fee Rate) Percent	Enter the percentage of the Pricing Schedule column (specified in the Fee Rate Column field) at which to charge the client. Default is 100%.
(Fee Rate) Flat Rate	If all tests performed for this client are to be billed at the same dollar amount, enter the amount per test in this field.
Physical HCF	Enter (y)es or (n)o to specify whether the HCF is a true 'bricks and mortar' Health Care Facility. Default is 'yes'.
	Set this field to 'no' when creating theoretical HCFs, such as for clinical trials for the purposes of controlling patient locator, billing, and report output.
	HCF lookup searches in Evolution vLab [™] Clinical Viewer only return physical HCFs i.e. where this field is set to 'yes'. HCF searches show all active HCFs regardless of this setting.
	Ad hoc query functionality in Evolution vLab [™] Clinical Viewer Statistics and Extended Enquiries in Evolution vLab [™] return all active HCFs regardless of this setting.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Clinic	Enter (y)es or (n)o to specify whether the entry is a clinic. Default is 'no'.
Provider Number	Enter the Provider Number for the HCF as provided by Medicare Australia for ECLIPSE billing purposes.
Associated Lab	Specify the Laboratory associated with this HCF. F1 Lookup available.
	eOrder Broadcast Messages
	This field determines the Laboratory to receive Broadcast Messages regarding electronic orders for patients located in this HCF.
	Evolution vLab [™] Clinical Viewer Orders
	This field is referenced by Evolution vLab [™] Clinical Viewer's Laboratory- based container assignment logic for electronic orders. i.e. when the Order Settings [F7] sub-tab in the Test and Panel configuration contains the column 'Laboratory'.
	The Laboratory is determined by the following logical cascade:



	 Reference the Associated Lab configured for the patient's current location (HCF), failing that 		
	reference the Associated Lab configured for the Default HCF against the patient's UR Prefix, failing that		
	3. reference the Default Laboratory configured for the User.		
Facility Code	Enter the Facility Code. (maximum 10 characters).		
TAC Location Code	This value determines the Service Location Code output in the batch file.		
	Specify the Mnemonic for the appropriate Code (F1 Lookup available). The default is ' ' (No Code). The supported values are as follows.		
	 ' (space character) : No Code. P : Public Hospital T : Private Hospital R : Consulting Room 		
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).		
Modified By	The mnemonic of the user who last modified the entry (system populated).		

Health Care Facility Groups

Health Care Facilities can be grouped for billing and statistical purposes using the Health Care Facility (HCF) Groups screen.

The HCF Groups configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Health Care Facility Group

To configure a new HCF group: select the **Create [F6]** function button.

To modify an existing HCF group: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Health Care Facility Group

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.



Function		Description	
Swap Mnemonic & Alias [F5]	Swaps the con user to change	tents of the Mnemonic and Alias fields. This allows the the existing mnemonic when it cannot be edited directly.	
Copy Details [CF2]	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the co abort.	opy by clicking OK or pressing the [F4] key or Cancel to	



Field	Description		
Mnemonic	Enter a unique alphanumeric name for the HCF group (maximum 6 characters).		
Alias	Enter an alias for the HCF group, if desired (maximum 6 characters).		
Description	Enter the name or meaningful description of the HCF group (maximum 28 characters).		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).		
Modified By	The mnemonic of the user who last modified the entry (system populated).		
Health Care Facilities (multiple fields)	 Enter the mnemonics for the Health Care Facilities to be included in this group (one per field; maximum 32). F1 Lookup available. <u>Note:</u> Entering an HCF here does not auto populate this HCF Group on the configuration screen for the HCF concerned. The fields are not linked. 		

Hospital Divisions

Hospital divisions are used to group clinical units for statistical and billing purposes.

The Hospital Divisions configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Hospital Division

To configure a new division: select the **Create [F6]** function button.

To modify an existing division: double click the relevant entry or select and [Enter] to open the Details screen.



Details - Create/Modify Hospital Division

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.

Configuration fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry including the HCF mnemonic as a tilde-separated suffix (maximum 8 characters). For example, SURG~CH might be used for the Surgical Division of the HCF with mnemonic CH.
Alias	Enter an alias for the entry including the HCF mnemonic as a tilde- separated suffix (maximum 8 characters), e.g. SG~CH.
Description	Enter the name or meaningful description of the hospital division (maximum 40 characters).
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Clinical Units

Clinical units have several uses as they can be associated with a hospital division for the purposes of billing and statistics and may be used as primary search criterion in the **Evolution** $vLab^{TM}$ Clinical Viewer browser.



The clinical unit to which the patient is admitted can be collected as part of the patient demographic data, which is often fed from an external Patient Master Index (PMI) during the specimen registration process.

The Clinical Units configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'. The Hospital Division column displays the division the clinical unit is currently linked to.

Create or Modify a Clinical Unit

To configure a new clinical unit: select the **Create [F6]** function button.

To modify an existing clinical unit: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Clinical Unit

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



	This function p existing config system. It strea configuration b Some fields su	populates the current entry with details copied from an guration item in the same system or from another amlines the process of creating new entries or migrating between systems (e.g. from Test to Live).	
	from the specified entry as the user needs to populate or confirm prior to saving.		
	The user may existing entry, changes are sto	copy details to a blank configuration screen or to an in which case the current details are overwritten. No ored until the user saves the configuration screen.	
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the co abort.	opy by clicking OK or pressing the [F4] key or Cancel to	

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry including the HCF mnemonic as a tilde-separated suffix (maximum 13 characters). For



	example, ICU~CH might be used for the Intensive Care Unit of the HCF with mnemonic CH.
Alias	Enter an alias for the entry including the HCF mnemonic as a tilde- separated suffix (maximum 13 characters), e.g. IC~CH.
Description	Enter the name or meaningful description of the clinical unit (maximum 40 characters).
Hospital Division	Enter the mnemonic of the Hospital Division to associate with this clinical unit. F1 Lookup available.
Billing Doctor	This field facilitates billing against a nominated Doctor for the Clinical Unit instead of billing each episode against the Requesting Doctor.
	Enter the mnemonic of the Doctor against whom episodes for this Clinical Unit should be billed. F1 Lookup available. The Doctor must have a valid Provider Number configured.
	Where this field is left blank and/or a Clinical Unit is not recorded against the episode, Evolution vLab [™] bills the episode according to standard functionality.
	The IP List Update field in the Clinical Unit (and Ward) configuration table is specific for inpatients (i.e. patients with an admission ID/Date) and Health Care Facilities that have a HL7 trickle feed into from the Patient Master Index (PMI) system.
	Enter (y)es or (n)o to specify whether the inpatient ward lists are updated according to the HL7 trickle feed. Default is 'yes'.
IP List Update	When this field is set to 'yes' the patient will move from the current clinical unit list to the new clinical unit specified by the HL7 trickle feed, on the condition that the same patient admission number is present in the HL7 message received from the PMI indicating that the ward has been updated.
	When this field is set to 'no' the patient will stay on both clinical unit lists until all of the unsigned pathology results have been signed off (irrespective of the registered unit), all interim results are completed (i.e. no hourglasses) and signed off and receives a discharge message for that admission number.
OD List Undets	This field is specific to outpatients (i.e. patients without an admission ID/date).
OP List Update	Enter (y)es or (n)o to specify whether outpatients are removed from the outpatient clinical unit list when they are admitted to an inpatient



	clinical unit or ward within the time specified in the OP List Update Time field (below). Default is 'no'.
	When set to 'yes' outpatients with outstanding results who are admitted within the nominated interval are moved from the outpatient clinical unit list to the inpatient clinical unit list.
OP List Update Time	This field is only editable (and mandatory) when the OP List Update field is set to 'yes'.
	Enter a number between 1 and 99 (inclusive) to specify the number of hours within which the outpatient must be admitted for OP List Update to occur. Default is '99'.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Cost Centres

Cost Centre codes can be configured in the system for statistical and billing purposes. Each Cost Centre is a grouping of specified Wards. Each Ward may only be assigned to one Cost Centre at a given time.

The Cost Centres configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

The Group column displays the mnemonic of the Cost Centre Group that the Cost Centre has been assigned to (if any).

Create or Modify a Cost Centre

To configure a new cost centre: select the **Create [F6]** function button.

To modify an existing cost centre: double click the relevant entry or select and [Enter] to open the Details screen.



Details – Create/Modify Cost Centre

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).	
	the specified entry as the user needs to populate or confirm them prior to saving.	
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.	
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
	System:	Select the Remote system. Leave blank when performing a Local copy.
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
	Perform the co abort.	opy by clicking OK or pressing the [F4] key or Cancel to

Field	Description
Mnemonic	Enter a unique alphanumeric name for the cost centre (maximum 13 characters).



Alias	Enter an alias for the cost centre, if desired (maximum 13 characters).		
Description	Enter the name or meaningful description of the cost centre (maximum 28 characters).		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).		
Modified By	The mnemonic of the user who last modified the entry (system populated).		
Wards (multiple fields)	Enter the mnemonics of the Wards to be included in this Cost Centre (one per field; maximum 40). F1 Lookup available. <u>Note:</u> A Ward may only be assigned to one Cost Centre at a given time.		

Cost Centre Groups

Cost Centres can be grouped for statistical and billing purposes. For example, it may be useful to group all medical units into a single Cost Centre Group to provide statistical and billing data to the Division of Medicine for a Health Care Facility.

A Cost Centre may only be assigned to one Cost Centre Group at a given time.

A Cost Centre may include more Wards than can be configured on a single Cost Centre table, in which case several configured Cost Centres can be grouped to give data for a unit.

The Cost Centre Groups configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Cost Centre Group

To configure a new test: select the **Create [F6]** function button.

To modify an existing test: double click the relevant entry or select and [Enter] to open the Details screen.



Details - Create/Modify Cost Centre Group

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live). Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior	
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No	
	changes are stored until the user saves the configuration screen.	
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
	System:	Select the Remote system. Leave blank when performing a Local copy.
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
	Perform the co abort.	opy by clicking OK or pressing the [F4] key or Cancel to

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 8 characters).



Alias	Enter an alias for the entry, if desired (maximum 8 characters).
Description	Enter the name or meaningful description of the entry (maximum 22 characters).
HCF	Enter the mnemonic of the Health Care Facility that this cost centre group is to be associated with. F1 Lookup available.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).
Cost Centres (multiple fields)	Enter the mnemonics of the Cost Centres to be included in this cost centre group (one per field; maximum 32). F1 Lookup available.

Wards

Ward configuration facilitates report distribution, statistics, and the configuration of billing, analyser rules and transfusion expiry. At specimen registration the user may enter (1) the ward in which the sample was collected, and (2) the ward in which the patient is staying and to which the report should be printed.

The field identifiers for these wards are WARDCOLL and WARD, respectively. The patient's current ward can be entered manually or dynamically updated from an external Patient Master Index (PMI) system, which ensures the report is always sent to the correct location.

The Wards configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'. The Group column displays the Ward Group (if any) that each ward is associated with.

Create or Modify a Ward

To configure a new ward: select the **Create [F6]** function button.

To modify an existing ward: double click the relevant entry or select and [Enter] to open the Details screen.



Details – Create/Modify Ward

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Once this record has been saved the report destinations (devices) can be created and modified via the table on the same screen.

Add or Modify a Report Destination (device) for the Ward

- 1. Click the Select [F12] icon to access the ward device table.
- 2. To configure a new report destination: select the Create [F6] function button.
- 3. To modify an existing report destination: double click the relevant entry or select and [Enter].
- 4. Populate the fields as required. Refer to the section Add/Modify Device, below.
- 5. Click OK or press [Enter] to update the sub-table.
- 6. Select Save [F4] to commit the changes.

Remove an Existing Report Destination (device)

- 1. Select the relevant entry and press the **Delete [Del]** icon.
- 2. Select Save [F4].

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly



	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).	
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.	
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.	
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
	System:	Select the Remote system. Leave blank when performing a Local copy.
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
	Perform the co abort.	opy by clicking OK or pressing the [F4] key or Cancel to
Create [F6]	Opens the Add destination.	I/Modify Device dialog prompt to add a report
	This button is a	available upon using the Select [F12] function.



Other sub-tabs available

Sub-tab	Description
Collection Times [F7]	View and configure the scheduled collection times for the ward.

Field	Description		
Mnemonic	Enter a unique alphanumeric name for the entry including the HCF mnemonic as a tilde-separated suffix (maximum 13 characters). For example, MED [~] CH might be used for the Medical Ward of the HCF with mnemonic CH.		
Alias	Enter an alias for the entry including the HCF mnemonic as a tilde- separated suffix (maximum 13 characters), e.g. ME~CH.		
Description	Enter the name or meaningful description of the entry (maximum 30 characters).		
Phone	Enter the phone number for this Ward.		
Inpatient	Enter (y)es or (n)o to specify whether this is an inpatient Ward. Default is 'no' (outpatient). Unless overridden by the HL7 Type field (see below) or the HL7 Command Rule		
	s for the ADT feed, this setting determines the Admission Type associated with the lab number. The Admission Type is 'l' when Inpatient is set to 'yes' and 'O' when set to 'no' (to indicate outpatient). This value is displayed in the Type column of the Admission Table and is output in PV1-2 of outgoing HL7 messages. The Type 'U' (unknown) is output in PV1-2 when the lab number does not have a Ward associated with it.		
	The Equation identifier for this field is INPATIENT.		



	Enter R, P or N to specify the report queue types to be generated automatically for the ward. Default is 'none'. Multiple report types can be comma-separated without spaces (e.g. R,P). F1 Lookup available.		
Queue Enable	R Individual or Cumulative reports		
	P PDF Reports		
	N (or blank) No reports		
	This field is specific to outpatients (i.e. patients without an admission ID/date) with outstanding results ordered by a nominated Ward.		
Outpatient List Update	Enter (y)es or (n)o to specify whether outpatients are removed from the outpatient ward list when they are admitted to an inpatient ward within the time specified in the OP List Update Time field (below). Default is 'no'.		
	When set to 'yes' outpatients with outstanding results who are admitted within the nominated interval are removed from the outpatient ward list (in Evolution vLab [™] Clinical Viewer).		
	This field is only editable (and mandatory) when the OP List Update field is set to 'yes'.		
Outpatient List Update Time	Enter a number between 1 and 99 (inclusive) to specify the number of hours within which the outpatient must be admitted for OP List Update to occur. Default is '99'.		
Inpatient List Update	This field applies to Health Care Facilities with a HL7 trickle feed into Evolution vLab™ from the Patient Master Index (PMI), and is specific to inpatients (i.e. patients with an admission ID/date).		
	Enter (y)es or (n)o to specify whether the inpatient ward list is updated according to the HL7 trickle feed. Default is 'yes'.		
	When set to 'yes' inpatients are moved from the current ward list to the new ward specified by the HL7 trickle feed, on the condition that the patient admission number is cited in the HL7 message from the PMI.		
	When set to 'no' inpatients remain on both ward lists until all pathology results have been validated and signed off and Evolution vLab™ receives a discharge message for the relevant admission number.		
Transfor Inhibit	Enter (y)es or (n)o to specify whether to inhibit transmission of results from this ward via HL7 feeds. Default is 'no'.		
	When set to 'yes' results from this ward are not sent via HL7 feeds.		



	This is only relevant when a HL7 Patient Master Index (PMI) is operational.
Registration Override PMI	Enter (y)es or (n)o to specify whether data entered at specimen registration overwrites the data in the UR file received from the external Patient Master Index (PMI). Default is 'no'.
	When set to 'yes' the data entered at specimen registration <u>will</u> <u>overwrite</u> the existing data for that UR in the PMI.
	Enter a one-character Admission Type code to override the Type determined by the Inpatient field, if desired. This value is displayed in the Type column of the Admission Table and is output in PV1-2 of outgoing HL7 messages.
HL7 Type	This field accepts alphanumerical characters and symbols, however, please be mindful of symbolic characters that have special meaning in HL7 notation.
	Note: This value is overridden when the Admission Type settings are enabled in the HL7 Command Rules for the ADT feed. Please refer to the HL7 Command Rules section for more information.
	Enter (y)es or (n)o to specify whether to update the patient location from the Patient Master Index (PMI) whenever a report queue is generated. Default is 'yes'.
	When set to 'yes' the patient's ward will update from the PMI and the report will print where the patient is currently located.
PMI Update	Note: The ward update does not apply when:
	 A user performs an ad hoc print and enters a physical output device
	• The user has a default printer configured and they perform an ad hoc print
	• The 'Direct to Printer' selection is present on a print queue
User Field 1	This free text field accepts an identifier for extraction via extended enquiries and data downloads. It can be used at the system administrator's discretion.



	Enter I, R or N to specify whether the ward is internal or external. Default is 'I' (internal).	
	This field is used for billing purposes. It allows the ward to be identified as belonging to an external Approved Pathology Provider, in which case the Medicare Mnemonic Translation Table is referenced for the referred test schedule item number.	
External APA	I Internal (default), i.e. the ward is <i>not</i> an external APA	
	R External Related	
	N External Non-Related	
	R and N behave the same way, but they allow the system administrator to define the different types of external APAs for output in reports (using the identifier EXTAPA).	
Print on Discharge	Enter (y)es or (n)o to specify whether reports will only print upon discharge of the patient (i.e. when the patient's discharge date is in Evolution vLab [™]). Default is 'no'.	
Rule 3 Exemption	Enter (y)es or (n)o to specify whether the ward is Rule 3 exempt for billing purposes. Default is 'no'. Exemption may only be applied to outpatient wards and under the conditions set out in the Medicare Benefits Schedule.	
Billable	Enter (y)es or (n)o to specify whether episodes from this ward will generate invoices, i.e. be billed. Default is 'yes'.	
	Enter (y)es or (n)o to specify whether certain billing exceptions apply to this ward. Default is 'yes'.	
Test Exception	Note: This field should be set to 'no' for all wards that have a combination of inpatients and outpatients (e.g. haemodialysis units).	
S4B3 Exemption	Enter (y)es or (n)o to specify whether the S4B3 exemption rule will be applied to tests from this ward (for billing purposes). Default is 'no'. Conditions of the S4B3 rule are set out in the Medicare Benefits Schedule.	
	When set to 'yes' the S4B3 rule applies to tests from this ward.	
	When set to 'no' the S4B3 rule is not applied to tests from this ward.	



Sort Order	Enter a number between 0 and 999. Determines where in the list the ward will appear when report queues are generated. Wards are sorted from lowest (0) to highest (999). Default is '0'. When left blank the default sort order for wards is alphabetical.	
Ward Type	Enter the mnemonic of the Ward Type for this Ward. F1 Lookup available. The Ward Type may be specified as part of the Reference Range and/or Delta Check Range configuration for a Test	
Doctor Extra Copy	 Enter (y)es or (n)o to specify whether copies of reports are sent to the doctors and consultants entered on the request form, in addition to the reports automatically sent to the ward. Default is 'no'. <u>Note:</u> When set to 'yes' the report is sent to the doctor regardless of the Queue Enable setting against the doctor's relevant Provider Number (configured via Administration > Requestor > Provider Table). 	
Product Expiry	Enter the maximum time (in minutes) that the transfusion product can remain on the ward without being quarantined when it is returned to the blood bank. This field is blank by default. The Product Expiry Check fields on the Transfusion Options screen for the Lab site needs to be set to (y)es to activate this function.	
Clinical Unit	Enter the mnemonic of the default clinical unit for this ward. This clinical unit is applied when no clinical unit is entered at specimen registration or received from the external Patient Master Index (PMI). F1 Lookup available.	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	
Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was last modified (system populated).	
Modified By	The mnemonic of the user who last modified the entry (system populated).	

Columns in the Device table

Description



Device	The device to which the reports are sent.
Destination	The destination of the reports (e.g. email address or fax number).
Report Trigger	The trigger for sending the reports.
Style	The report style (e.g. A4, A5).
Style ID	The Style ID of the report.
Active	Indicates whether the entry is active or inactive.

Add/Modify Device

This dialog prompt facilitates configuration of the report destinations for this ward.

Dialog prompt fields

Field		Description	
Device	Enter the mnemonic of For emails and faxes respectively. F1 Lookup	the hardware device that the report is to be sent to. the device is the email server and fax server, available.	
Destination	Enter the email address blank when configuring	or fax number to which the report is to be sent. Leave a ward printer.	
	Enter the trigger for the reports to be sent, using the mnemonics below. F1 Lookup available to assist with syntax.		
	QUEUE	Report generated when a queue is called.	
	ONVAL	Report generated when results are validated.	
Report			
Trigger	ONVAL_ABN	Report generated when results are validated, and results are abnormal.	
	ONVAL_CRIT	Report generated when results are validated, and results are critical.	
	ONVAL_DELTA	Report generated when results are validated and at least one result fails the delta check.	



	ONVAL_U	JRG	Report generated when results are validated, and the request is urgent.
	ONVAL_/	ABN_URG	Report generated when results are validated, results are abnormal and request urgent.
	ONVAL_0	CRIT_URG	Report generated when results are validated, results are critical, and the request is urgent.
	ONVAL_I	DELTA_URG	Report generated when results are validated, one or more results fails the delta check and the request is urgent.
	Enter the s Lookup av	style of repor ailable to ass	rt to be generated, using the mnemonics below. F1 sist with syntax.
	A4	A4 page	
Style	A5	A5 page	
	HL7	HL7 report	
	ΡΙΤ	PIT printer	
	PDF	PDF report	(mailing)
	Enter the s for use in the print n	Style ID of th print masks f nask can test	e report to be generated. This is a user-defined value or reports sent to the selected device. For example, the variable STYLE_ID for the value entered here:
Style ID	<pre>if (STYLE_ID = `SSS') { output_text(10, 20, 7, 0, 0, `Some additional text'); }</pre>		
Cover Sheet	Enter the i available.	mnemonic fo	or the email cover sheet to be used. F1 Lookup
Active	Enter (y)es (inactive).	s or (n)o to sp	pecify whether the entry is active. Default is 'no'

Ward Collection Times

This screen allows the entry of scheduled collection times for the ward (in 24-hour format). All fields are optional.



Select **Save [F4]** to commit the changes. Select **Save [F4]** again on the Details page to update the table. **The second Save is required to ensure the changes are applied.**

Note: Public holiday collection schedules only apply on dates configured in the Statistics > Public Holidays configuration table for the current year.

Other sub-tabs available

Sub-tab	Description
Details [CF5]	Define the main details for the ward.

Collection Times configuration fields

Column	Description
Mnemonic	The unique alphanumeric name for the entry (auto populated from Details tab).
Alias	The alternate name for the entry (auto populated from Details tab).
Description	The name or meaningful description of the entry (auto populated from Details tab).
Inpatient	Indicates whether this is an inpatient ward (auto populated from Details tab).
Clinical Unit	The default clinical unit for this ward (auto populated from Details tab).
Active	Indicates whether the entry is active or inactive.
Last Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).



1st Collection	Enter the first scheduled collection time for each day of the week and public holidays ('Public') in 24-hour format (e.g. 1502, 15:02, 15/02,15.02).	
2nd Collection	Enter the second scheduled collection time (see above).	
3rd Collection	Enter the third scheduled collection time (see above).	
4th Collection	Enter the fourth scheduled collection time (see above).	

Ward Types

The Ward Type configuration allows Wards to be classified by Type, which in turn can be used in the configuration of custom Reference Ranges and/or Delta Check Ranges for Tests.

The Ward Types configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Ward Type

To configure a new ward type: select the **Create [F6]** function button.

To modify a ward type: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Ward Type

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).
Alias	Enter an alias for the entry, if desired (maximum 6 characters).
Description	Enter the name or meaningful description of the entry (maximum 50 characters).
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Ward Groups

Configured Wards can be grouped together for statistical purposes. Each Ward may only be assigned to one Ward Group at a given time.

The Ward Groups configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Ward Group

To configure a new ward group: select the **Create [F6]** function button.

To modify a ward group: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Ward Group

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.



Function		Description
Swap Mnemonic & Alias [F5]	Swaps the con user to change directly.	tents of the Mnemonic and Alias fields. This allows the the existing mnemonic when it cannot be edited
	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).	
	Some fields su the specified e to saving.	ch as Mnemonic, Alias and Active are not populated from entry as the user needs to populate or confirm them prior
	The user may existing entry, changes are st	copy details to a blank configuration screen or to an , in which case the current details are overwritten. No ored until the user saves the configuration screen.
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
	System:	Select the Remote system. Leave blank when performing a Local copy.
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
	Perform the c abort.	opy by clicking OK or pressing the [F4] key or Cancel to



Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).
Alias	Enter an alias for the entry, if desired (maximum 6 characters).
Description	Enter the name or meaningful description of the entry (maximum 28 characters).
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).
	Enter the mnemonics of the Wards to be included in this Group (one per field, maximum 32). F1 Lookup available.
Wards (multiple fields)	Once populated, these fields display the Ward's Mnemonic or Description.
	<u>Note</u>: A Ward may only be assigned to one Ward Group at a given time.

Collection Centres

The collection centre determines the Specimen Collection Point (SCP) code to be used when billing the Health Insurance Commission (HIC), i.e. Medicare. The collection centre can be specified as part of the patient demographic data at specimen registration.

The Collection Centres configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Collection Centre

To configure a new collection centre: select the **Create [F6]** function button.



To modify an existing collection centre: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Collection Centre

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).	
	to saving.	
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.	
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
	System:	Select the Remote system. Leave blank when performing a Local copy.
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
	Perform the co abort.	opy by clicking OK or pressing the [F4] key or Cancel to

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).



	The mnemonic may include the HCF mnemonic as a tilde-separated suffix, if required. For example, CC [~] CH might be a Collection Centre associated with the Health Care Facility with mnemonic CH. When a tilde-separated suffix is not included in the mnemonic the Collection Centre is available for all Health Care Facilities.
Alias	Enter an alias for the entry, if desired (maximum 6 characters).
Description	Enter the name or meaningful description of the entry (maximum 32 characters).
License No.	Enter the Specimen Collection Point (SCP) code allocated by the Health Insurance Commission (HIC).
NATA Accreditation	Enter the NATA Accreditation for the Collection Centre (maximum 32 characters) which can also output in screen masks and equations.
Linked HCF	Enter the HCF associated with the Collection Centre. F1 Lookup available.
Linked Laboratory	Enter the Laboratory associated with the Collection Centre. F1 Lookup available.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).



15. HL7 eOrders

The HL7 eOrders submenu allows configuration for eOrders functionality, including Pending eOrder Expiry and Mapping for Test/Panel, Specimen, Primary Site, Priority and Sample Container.

The mapping configurations address the requirements for integration of the third-party clinical system into **Evolution vLab**^M. The third-party codes are mapped to the correct **Evolution vLab**^M codes and are used in the registration of a sample.

Pending eOrder Expiry

This screen allows the system administrator to determine how many days must elapse before pending eOrders are automatically marked as expired, and the HL7 Option to use when transmitting the cancellation message.

A given eOrder is expired the specified number of days after the Scheduled Date/Time provided in the eOrder message.

Pending eOrders are those which are yet to be placed on a request and are available for selection via the eOrder Sample Reception screen (My Menu > E-Orders).

Select **Save [F4]** to commit any changes.

Field	Description
In Patient Expire	Enter an integer value between 0 and 999 inclusive to specify how many days must elapse from the Scheduled Date/Time before pending eOrders are automatically expired. The Scheduled Date/Time is supplied in the eOrder message.
	When Evolution vLab [™] expires an eOrder it sends an HL7 eOrder cancellation message, and the eOrder is no longer accessible via eOrder Sample Reception.
	Refer to the Send To field below for more information about transmission of the cancellation messages.



Out Patient Expire	Enter an integer value between 0 and 999 inclusive to specify how many days must elapse from the Scheduled Date/Time before pending eOrders are automatically expired. The Scheduled Date/Time is supplied in the eOrder message. When Evolution vLab [™] expires an eOrder it sends an HL7 eOrder cancellation message, and the eOrder is no longer accessible via eOrder Sample Reception. Refer to the Send To field below for more information about transmission of the cancellation messages.
Blood Order Expire	Enter an integer value between 0 and 999 inclusive to specify how many days must elapse from the Required Date/Time before pending Blood Orders are automatically expired. When Evolution vLab [™] expires a Blood Order the entry is removed from the patients UR table and Outstanding eOrder list, a HL7 cancellation message is not generated.
Send To	Enter the mnemonic for the HL7 Option (interface) to be used when transmitting eOrder cancellation messages. F1 Lookup available. When this field is blank the cancellation messages are transmitted via the HL7 interface through which the orders were received.
Sent To (cmEMR) / (ieMR)	Enter the mnemonic for the HL7 Option (interface) to be used when transmitting eOrder cancellation messages. F1 Lookup available. When this field is blank the cancellation messages are transmitted via the HL7 interface through which the orders were received.

Test/Panel Mapping

The Test/Panel Mapping configuration maps the third-party test code to the corresponding **Evolution vLab**[™] Test or Panel. The mapping applies only to the inbound HL7 eOrder feed.

The configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Test/Panel Mapping

To configure a new Test/Panel Mapping: select the **Create [F6]** function button.



To modify an existing Test/Panel Mapping: double click the relevant entry or select and [Enter] to open the Details screen.

Create/Modify HL7 Test/Panel Mapping

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.

Field	Description
Mnemonic	Enter the third-party test code for the Test or Panel (maximum 20 characters). The third-party code may be entered in the Description field where it exceeds the character limit for this field.
Alias	Enter an alias for the entry, if desired (maximum 20 characters).
Description	Enter the full name or meaningful description of the entry (maximum 40 characters).
Test/Panel	Enter the Evolution vLab [™] mnemonic for the Test or Panel. F1 Lookup available.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).



Specimen Mapping

The Specimen Mapping configuration maps the third-party specimen type code to the corresponding **Evolution vLab**[™] specimen type. The mapping applies only to the inbound HL7 eOrder feed.

The configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Specimen Mapping

To configure a new Specimen Mapping: select the **Create [F6]** function button.

To modify an existing Specimen Mapping: double click the relevant entry or select and [Enter] to open the Details screen.

Create/Modify HL7 Specimen Mapping

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.

Field	Description
Mnemonic	Enter the third-party specimen code (maximum 20 characters). The third-party code may be entered in the Description field where it exceeds the character limit for this field.


Alias	Enter an alias for the entry, if desired (maximum 20 characters).
Description	Enter the full name or meaningful description of the entry (maximum 40 characters).
Specimen	Enter the Evolution vLab [™] mnemonic for the specimen type. F1 Lookup available.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Primary Site Mapping

The Primary Site Mapping configuration maps the third-party primary site code to the corresponding **Evolution vLab**[™] primary site. The mapping applies only to the inbound HL7 eOrder feed.

The configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Primary Site Mapping

To configure a new Primary Site Mapping: select the **Create [F6]** function button.

To modify an existing Primary Site Mapping: double click the relevant entry or select and [Enter] to open the Details screen.

Create/Modify HL7 Primary Site Mapping

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.



Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.

Configuration fields

Field	Description
Mnemonic	Enter the third-party primary site code (maximum 20 characters).
	The third-party code may be entered in the Description field where it exceeds the character limit for this field.
Alias	Enter an alias for the entry, if desired (maximum 20 characters).
Description	Enter the full name or meaningful description of the entry (maximum 40 characters).
Primary Site	Enter the Evolution vLab [™] mnemonic for the primary site. F1 Lookup available.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Priority Mapping

The Priority Mapping configuration maps the third-party priority code to the corresponding **Evolution vLab**[™] priority mnemonic. The mapping applies only to the inbound HL7 eOrder feed.

The configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.



Create or Modify a Priority Mapping

To configure a new Priority Mapping: select the **Create [F6]** function button.

To modify an existing Priority Mapping: double click the relevant entry or select and [Enter] to open the Details screen.

Create/Modify HL7 Priority Mapping

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.

Field	Description
Mnemonic	Enter the third-party priority code (maximum 20 characters).
	The third-party code may be entered in the Description field where it exceeds the character limit for this field.
Alias	Enter an alias for the entry, if desired (maximum 20 characters).
Description	Enter the full name or meaningful description of the entry (maximum 40 characters).
Priority	Enter the Evolution vLab ™ mnemonic for the priority. F1 Lookup available.
Priority Level	Enter a whole number between 0 and 99 to specify the Priority hierarchy, where 0 is the lowest and 99 is the highest. Default is '0'. This is used in selecting the correct Priority (urgency) for the Lab Number



	when multiple requests of differing priorities are being registered to the one episode. (For example, one routine test and one urgent test ordered against a blood tube.)
	The number of Priority Levels required is likely to vary according to the third-party system and/or workplace procedure. For example, 0 and 1 may be sufficient for Routine and Urgent requests, respectively.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Sample Container Mapping

The Sample Container Mapping configuration maps the third-party primary sample container code to the corresponding **Evolution vLab**[™] sample container mnemonic. The mapping applies only to the inbound HL7 eOrder feed.

The configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Sample Container Mapping

To configure a new Sample Container Mapping: select the **Create [F6]** function button.

To modify an existing Sample Container Mapping: double click the relevant entry or select and [Enter] to open the Details screen.

Create/Modify HL7 Sample Container Mapping

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.



Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.

Configuration fields

Field	Description
Mnemonic	Enter the third-party sample container code (maximum 20 characters).
	The third-party code may be entered in the Description field where it exceeds the character limit for this field.
Alias	Enter an alias for the entry, if desired (maximum 20 characters).
Description	Enter the full name or meaningful description of the entry (maximum 40 characters).
Container	Enter the Evolution vLab [™] mnemonic for the sample container (tube) type. F1 Lookup available.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

HL7 eOrder Cancel Reasons

The HL7 eOrder Cancel Reasons configuration allows for defined reasons to be entered where a user utilises the 'Cancel eOrder' function button. The selected cancel reason is included in the ZTE segment of the outgoing HL7 cancellation message.

The configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.



Create or Modify an eOrder Cancel Reason

To configure a new eOrder cancel reason: select the **Create [F6]** function button.

To modify an existing eOrder cancel reason: double click the relevant entry or select and [Enter] to open the Details screen.

Create/Modify HL7 eOrder Cancel Reason

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly

Field	Description
Mnemonic	Enter a unique mnemonic (maximum 16 characters)
Alias	Enter an alias for the entry, if desired (maximum 16 characters)
Description	Enter the full name or meaningful description of the entry (maximum 50 characters)
Default	Enter (y)es or (n)o to specify whether the configured entry is by default. Default is 'no'
Expire Default	Enter (y)es or (n)o to specify whether the configured entry is the mnemonic used by default when the eOrder has expired. Default is 'no'
Additional Information	Enter (y)es or (n)o to specify when user selects the configured cancel reason, a secondary dialogue box prompts the user to enter further details about the cancellation. Default is 'no'



Blood Order

The Blood Order configuration allows for the creation of a primary Blood Order Mapping group. Each group can be applied to a different interface enabling each organisation to use different orderables for the same product in **Evolution vLab**^M.

The Blood Order Mapping Group is applied to a specific HL7 Option via the Blood Order Map field.

The configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Blood Order Mapping Group

To configure a new blood order mapping group: select the **Create [F6]** function button.

To modify an existing blood order mapping group: double click the relevant entry or select and [Enter] to open the Details screen.

Create/Modify a Blood Order Mapping Group

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly



Configuration fields

Field	Description	
Mnemonic	Enter a unique mnemonic (maximum 20 characters)	
Alias	Enter an alias for the entry, if desired (maximum 20 characters)	
Description	Enter the full name or meaningful description of the entry (maximun 60 characters)	

Once an associated mnemonic and its description is created, the Create [F6] function within each primary Blood Order mapping group invokes a secondary configuration screen 'Create/Modify Blood Order Field Map'.

To enter the lower panel to create associated mnemonics and description, press [F12].

When an EPIC HL7 order is received, Test and Panel (mnemonic, alias, and description) mapping are polled prior to the Blood Order mapping. Where a match is found, **Evolution** $vLab^{TM}$ will not reference the Blood Order mapping table.



Function Buttons

Function	Description		
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly		

Configuration fields

Field	Description		
Message Value	Enter the EPIC Blood Product (OBR-4) (maximum 30 characters)		
Evolution vLab™ Mnemonic	Enter the mnemonic of the Blood Product that maps to the EPIC message value. F1 Lookup is available.		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive)		

HL7 eOrder Notes

This screen allows the system administrator to enable or disable a user prompt that will display specific eOrder Comments and/or eOrder Notes.

These notes are saved from the NTE segment of an eOrder and will appear in a user prompt on registration save. The user then clicks on the close button of the user prompt to complete the registration process.

To trigger a display of a note on registration of an eOrder, a filter must be created for the comment type. This filter is alphanumeric text entered in the configuration by the system administrator.

Evolution vLab[™] will check the NTE segment for the filter and if there is a match the corresponding eOrder note or comment will be displayed to the user on registration save.



<u>Please note</u>: This functionality will also perform a check on the "copy to doctor" field of the OBR segment and will display a user prompt if there is no device configured for the "copy to" doctor when the registration is saved.

This prompt will not allow the user to continue with the registration process until the doctor listed in the extra copies' entry has been updated with mandatory device details.

The two hard-coded options available are:

- Order Comment; and
- Order Notes

Create or Modify an eOrder Note

To modify an existing eOrder note: double click the relevant entry or select and [Enter] to open the Details screen.

Create/Modify an eOrder Note

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to commit any changes.

Field	Description	
Display	Enter (y)es or (n)o to enable or display the associated option	



16. Image Storage

The Image Storage submenu allows configuration of image types, categories, category groups, attributes, and extraction types.

Images can be imported to **Evolution vLab**[™] Clinical Viewer from many device types and stored against either a lab number or the patient's UR (Unit Record) file.

In **Evolution vLab**[™] Clinical Viewer there are three hierarchical levels: Category Group, Image Category, and Image Type. The **Evolution vLab**[™] interface identifies images only by Image Type.

Types

Image type configuration is for importing images to **Evolution vLab**[™] Clinical Viewer from scanners, cameras etc. It allows the system administrator to configure groups of images with similar attributes.

This offers some control over the importing of images, including the maximum transfer size and storage size of images depending on type.

AusMedia must be installed and running on the PC before images can be imported. This software is available from Citadel Health.

The Types configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

The Sort Order indicates the order in which the image types appear in the list of images, while the Department using each image type is also indicated.

Create or Modify an Image Type

To configure a new image type: select the **Create [F6]** function button.

To modify an existing image type: double click the relevant entry or select and [Enter] to open the Details screen.



Details – Create/Modify Image Type

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Once this image type has been saved the administrator can set user access privileges via the table on the same screen.

Add or Modify the Privilege Settings for an Image Type

- 1. Click the Select [F12] icon to access the Access Groups table.
- 2. To configure new Access Group privileges: select the Create [F6] function button.
- 3. To modify existing Access Group privileges: double click the relevant entry or select and [Enter].
- 4. Populate the fields as required. Refer to the section <u>Create/Modify Image Privilege</u>, below.
- 5. Click OK or press [Enter] to update the sub-table.
- 6. Select Save [F4] to commit the changes.

Function	Description	
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly	



	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live). Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the copy by clicking OK or pressing the [F4] key or Can abort.		
Remove Entry	Removes the s press the Save	selected entry from the table. After deleting the entry, [F4] icon to update the table.	
[F5]	This button is available upon using the Select [F12] function.		
Create [F6]	Opens the Create/Modify Image Privilege dialog prompt to add an Access Group and configure its privilege settings. This button is available upon using the Select [F12] function.		



Field	Description		
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).		
Alias	Enter an alias for the entry, if desired (maximum 6 characters).		
Description	Enter the full name or meaningful description of the entry (maximum 31 characters).		
Department	Enter the mnemonic(s) of the department(s) that will use this image type. Multiple departments should be comma separated without spaces (e.g. 'H,B,T'). F1 Lookup available.		
Category	Enter the mnemonic of a configured image category. F1 Lookup available.		
Sort Order	Enter a number between 0 and 999. Determines where the images of this type appear in the lists of images. Images are sorted from lowest (0) to highest. Default is '0'.		
Multi-page	Enter (y)es or (n)o. Default is 'no'.		
Barcode	Enter the desired alphanumerical barcode. (maximum 21 characters)		
Barcode Location	Enter (f)ront or (b)ack to specify the location of the barcode on the image. Default is 'front'.		
Duplex	Enter (y)es or (n)o. Default is 'no'.		
Print	Enter (y)es or (n)o to specify whether users are permitted to print images of this type. Default is 'no'.		
Maximum File Transfer Size	Enter a numerical value followed by the appropriate suffix to specify the maximum file size that can be uploaded for this image type in (k)ilobytes or (m)egabytes. In the absence of a suffix the system default is 'kilobytes'. The user receives an error message when attempting to upload files exceeding this limit.		



Maximum File Storage Size	Enter a numerical value followed by the appropriate suffix to specify the maximum storage size for this image type in (k)ilobytes or (m)egabytes. In the absence of a suffix the system default is 'kilobytes'. When the limit is exceeded, the system compresses the images.		
Image Timeout	Enter a numerical value followed by the appropriate suffix to specify the image timeout in (m)onths or (y)ears.		
	This determines how long the files are stored on the Evolution vLab [™] server before automatic deletion. Leave blank to ensure the images are never deleted from Evolution vLab [™] .		
Attributes	Enter the mnemonic of the attributes associated with this image type. F1 Lookup available.		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).		
Modified By	The mnemonic of the user who last modified the entry (system populated).		

Columns in the Access Groups table

Field	Description		
Access Group	The Evolution vLab [™] Access Group to which the privilege settings apply.		
Create	Indicates whether the Access Group can upload and store new images of this type.		
Delete	Indicates whether the Access Group can delete images of this type.		
View	Indicates whether the Access Group can view existing images of this type, enable the export status, or export the images.		
Amend	Indicates whether the Access Group is permitted to amend an existing image of this type.		
Q/A	Indicates whether the Access Group is permitted to QA an existing image of this type.		



Create/Modify Image Privilege

This dialog prompt allows the user to configure the privilege settings for a particular Access Group.

Dialog prompt fields

Field	Description		
Access Group	Enter the mnemonic of the Evolution vLab™ Access Group to which these privileges apply. F1 Lookup available.		
Create	Enter (y)es or (n)o to specify whether this Access Group can upload and store images of this type. Default is 'no'.		
Delete	Enter (y)es or (n)o to specify whether this Access Group can delete images of this type. Default is 'no'.		
View	Enter (y)es or (n)o to specify whether this Access Group can view existing images of this type. Default is 'no'.		
Amend	Enter (y)es or (n)o to specify whether this Access Group can amend existing images of this type. Default is 'no'.		
Q/A	Enter (y)es or (n)o to specify whether this Access Group can QA existing images of this type. Default is 'no'.		

Categories

The Document Category is the second level in the **Evolution vLab**[™] Clinical Viewer Document and image management hierarchy. Each Image Category belongs to a Category Group.

The Categories configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

The Sort Order indicates the order in which the categories are listed in the **Evolution vLab**[™] Clinical Viewer web interface, while the Department using each image category is also indicated.



Create or Modify an image Category

To configure a new image category: select the **Create [F6]** function button.

To modify an existing image category: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Image Category

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Once this image category has been saved the administrator can set user access privileges via the table on the same screen.

Add or Modify the Privilege Settings for an Image Category

- 1. Click the Select [F12] icon to access the Access Groups table.
- 2. To configure new Access Group privileges: select the Create [F6] function button.
- 3. To modify existing Access Group privileges: double click the relevant entry or select and [Enter].
- 4. Populate the fields as required. Refer to the section <u>Create/Modify Image Privilege</u>, below.
- 5. Click OK or press [Enter] to update the sub-table.
- 6. Select Save [F4] to commit the changes.

Function	Description	
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly	



	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live). Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the copy by clicking OK or pressing the [F4] key or Ca abort.		
Remove Entry	Removes the selected entry from the table. After deleting the press the Save [F4] icon to update the table.		
[F5]	This button is available upon using the Select [F12] function.		
Create [F6]	Opens the Create/Modify Image Privilege dialog prompt to add an Access Group and configure its privilege settings. This button is available upon using the Select [F12] function.		



Configuration fields

Field	Description		
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).		
Alias	Enter an alias for the entry, if desired (maximum 6 characters).		
Description	Enter the full name or meaningful description of the entry (maximum 31 characters).		
Department	Enter the mnemonic(s) of the department(s) that will use this image category. Multiple departments should be comma separated without spaces (e.g. 'H,B,T'). F1 Lookup available.		
Category Group	The Category Group with which this category is associated. F1 Lookup available.		
Sort Order	Enter a number between 0 and 999. Determines where the images of this category appear in the lists of images. Images are sorted from lowest (0) to highest. Default is '0'.		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).		
Modified By	The mnemonic of the user who last modified the entry (system populated).		

Columns in the Access Groups table

Field	Description	
Access Group	The Evolution vLab [™] Access Group to which the privilege settings apply.	
Create	Indicates whether the Access Group can upload and store new images of this category.	



Delete	Indicates whether the Access Group can delete images of this category.		
View	Indicates whether the Access Group can view existing images of this category.		
Amend	Indicates whether the Access Group is permitted to amend an existing image of this category.		
Q/A	Indicates whether the Access Group is permitted to QA an existing image of this category.		

Create/Modify Image Privilege

This dialog prompt allows the user to configure the privilege settings for a particular Access Group.

Dialog prompt fields

Field	Description	
Access Group	Enter the mnemonic of the Evolution vLab™ Access Group to which these privileges apply. F1 Lookup available.	
Create	Enter (y)es or (n)o to specify whether this Access Group can upload and store images of this category. Default is 'no'.	
Delete	Enter (y)es or (n)o to specify whether this Access Group can delete images of this category. Default is 'no'.	
View	Enter (y)es or (n)o to specify whether this Access Group can view existing images of this category. Default is 'no'.	
Amend	Enter (y)es or (n)o to specify whether this Access Group can amend existing images of this category. Default is 'no'.	
Q/A	Enter (y)es or (n)o to specify whether this Access Group can QA existing images of this category. Default is 'no'.	



Category Groups

Category Groups constitute the highest level in the **Evolution vLab**TM Clinical Viewer Document and image management hierarchy and serve as the uppermost 'control' category for defining which Access Groups can use the Document Management system in **Evolution vLab**TM Clinical Viewer.

A given user Access Group need only be configured at this 'control' level when the same privilege settings apply for all Image Categories and Types within that Category Group.

Additional configuration of privileges at the lower hierarchy levels is only required, for example, where user access varies according on the image type.

The Category Groups configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

The Sort Order indicates the order in which the category groups are listed in the **Evolution vLab**[™] Clinical Viewer web interface, while the Department using each category group is also indicated.

Create or Modify an Image Category Group

To configure a new category group: select the **Create [F6]** function button.

To modify an existing category group: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Image Category Group

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Once this image category group has been saved the administrator can set user access privileges via the table on the same screen.

Add or Modify the Privilege Settings for an Image Category Group



- 1. Click the Select [F12] icon to access the Access Groups table.
- 2. To configure new Access Group privileges: select the Create [F6] function button.
- 3. To modify existing Access Group privileges: double click the relevant entry or select and [Enter].
- 4. Populate the fields as required. Refer to the section <u>Create/Modify Image Privilege</u>, below.
- 5. Click OK or press [Enter] to update the sub-table.
- 6. Select Save [F4] to commit the changes.

Function	Description	
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly	



	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prio to saving. The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the copy by clicking OK or pressing the [F4] key or Cancel to abort.		
Remove Entry	Removes the selected entry from the table. After deleting the entry, press the Save [F4] icon to update the table.		
[F5]	This button is available upon using the Select [F12] function.		
Create [F6]	Opens the Create/Modify Image Privilege dialog prompt to add an Access Group and configure its privilege settings.		



Field	Description			
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).			
Alias	Enter an alias for the entry, if desired (maximum 6 characters).			
Description	Enter the full name or meaningful description of the entry (maximum 31 characters).			
Department	Enter the mnemonic(s) of the department(s) that will use this image category group. Multiple departments should be comma separated without spaces (e.g. 'H,B,T'). F1 Lookup available.			
Sort Order	Enter a number between 0 and 999. Determines where the images of this category group appear in the lists of images. Images are sorted from lowest (0) to highest. Default is '0'.			
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).			
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).			
Modified By	The mnemonic of the user who last modified the entry (system populated).			



Columns in the Access Groups table

Field	Description		
Access Group	The Evolution vLab [™] Access Group to which the privilege settings apply.		
Create	Indicates whether the Access Group can upload and store new images of this category group.		
Delete	Indicates whether the Access Group can delete images of this category group.		
View	Indicates whether the Access Group can view existing images of this category group.		
Amend	Indicates whether the Access Group is permitted to amend an existing image of this category group.		
Q/A	Indicates whether the Access Group is permitted to QA an existing image of this category group.		

Create/Modify Image Privilege

This dialog prompt allows the user to configure the privilege settings for a particular Access Group.

Dialog prompt fields

Field	Description		
Access Group	Enter the mnemonic of the Evolution vLab™ Access Group to which these privileges apply. F1 Lookup available.		
Create	Enter (y)es or (n)o to specify whether this Access Group can upload and store images of this category group. Default is 'no'.		
Delete	Enter (y)es or (n)o to specify whether this Access Group can delete images of this category group. Default is 'no'.		
View	Enter (y)es or (n)o to specify whether this Access Group can view existing images of this category group. Default is 'no'.		



Amend	Enter (y)es or (n)o to specify whether this Access Group can amend existing images of this category group. Default is 'no'.	
Q/A	Enter (y)es or (n)o to specify whether this Access Group can QA existing images of this category group. Default is 'no'.	

Attributes

The Attributes configuration screen allows the administrator to define sets of image attributes such as height, width, resolution, and colour content. Configured attributes can then be associated with image types.

The Attributes configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify Image Attributes

To configure a new set of image attributes: select the **Create [F6]** function button.

To modify an existing set of image attributes: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Image Attribute

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description	
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly	



	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
	the specified entry as the user needs to populate or confirm them prior to saving.The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the copy by clicking OK or pressing the [F4] key or abort.		

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).



Alias	Enter an alias for the entry, if desired (maximum 6 characters).		
Description	Enter the full name or meaningful description of the entry (maximum 21 characters).		
	Enter the code corresponding to the colour content of the image.		
Coord Town	B Black and white (BW)		
Scan Type	G Grey scale		
	R RGB (colour)		
Resolution	Enter a numerical value to specify the resolution of the image in DPI (dots per inch).		
Image Height	This field should be set to '-1'.		
Width	This field should be set to '-1'.		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).		
Modified By	The mnemonic of the user who last modified the entry (system populated).		

Extraction Types

This screen allows the system administrator to configure rules for extracting specific sections from scanned images.

The Extraction Types configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

The Top and Left columns respectively indicate the vertical and horizontal start positions for the image extraction. The Width and Height columns indicate the dimensions of the extracted section.



Create or Modify an Extraction Type

To configure a new extraction type: select the **Create [F6]** function button.

To modify an existing extraction type: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Image Extraction Type

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly



1

	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live). Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.			
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.			
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.		
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.		
	System:	Select the Remote system. Leave blank when performing a Local copy.		
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.		
	Perform the copy by clicking OK or pressing the [F4] key or Cancel to abort.			

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).



Alias	Enter an alias for the entry, if desired (maximum 6 characters).		
Description	Enter the full name or meaningful description of the entry (maximum 40 characters).		
Тор	Enter a numerical value to specify the vertical start position for the extraction (in pixels), measured from the top edge of the image.		
Left	Enter a numerical value to specify the horizontal start position for the extraction (in pixels), measured from the left edge of the image.		
Width	Enter the width of the extraction (in pixels) measured from the horizontal start position.		
Height	Enter the height of the extraction (in pixels) measured from the vertical start position, in pixels.		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).		
Modified By	The mnemonic of the user who last modified the entry (system populated).		



17. Interfaces

The Interfaces submenu allows configuration of HL7 Command Rules, HL7 Options, HL7 eOrder Cancel Reasons, HL7 Exports, Generic System Interfaces, FTP Addresses, cmEMR (ieMR) Options, cmEMR Test/Panel Options, Field Mapping Groups and Blood360.

HL7 Command Rules

HL7 Command Rules allow the system administrator to configure the actions required for each type of HL7 message received. Once configured, these sets of rules are available for selection in the HL7 Options configuration.

The HL7 Command Rules configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a HL7 Command Rule set

To configure a new command rule set: select the **Create [F6]** function button.

To modify an existing command rule set: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify HL7 Command Rule

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

The table displays the defined set of commands for the HL7 event types specified in the Command Description column, such as A01 – Admit Patient. The sub-table has a fixed sort as the supported event types are pre-defined (not configurable).

Modify the Rules for a Command (Event Type)

- 1. Click the **Select [F12]** icon to access the Command Description table.
- 2. Double click the relevant entry or select and [Enter].



Function	Description				
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly				
Copy Details [CF2]	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).				
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.				
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.				
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.			
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.			
	System:	Select the Remote system. Leave blank when performing a Local copy.			
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.			
	Perform the co abort.	opy by clicking OK or pressing the [F4] key or Cancel to			



Configuration fields

Field	Description			
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).			
Alias	Enter an alias for the entry, if desired (maximum 6 characters).			
Description	Enter the full name or meaningful description of the entry (maximum 30 characters).			
	Enter the code corresponding to the type of message the rule set applies to. Default is 'ADT Messages'.			
	Set to 'L' when configuring for E-Orders functionality.			
Command Type	Α	Admit, Discharge and Transfer (ADT) Messages		
	0	Observation Result (ORU) Messages		
	М	Order Messages (ORM)		
	L	Order Messages for Laboratory tests (OML)		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).			
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).			
Modified By	The mnemonic of the user who last modified the entry (system populated).			

Columns in the Command (event type) table

Column	Description
Command Description	The alphanumeric code and description for the command (HL7 event type), such as 'A01 – Admit Patient'.
Process	Indicates whether the command rules are enabled for that event type.
Add UR	Indicates whether the system will create a new UR record when the UR does not already exist in the Evolution vLab [™] PMI.



Lab Mandatory	Indicates the Lab Mandatory setting for that event type.

HL7 Command Setup

This screen allows the administrator to configure the individual command (HL7 event type) and the rules for each component of the message.

The sub-table has a fixed sort as the list of Fields is pre-defined (not configurable).

Modify the Rules for a Message Component

- 1. Click the Select [F12] icon to access the Component table.
- 2. Double click the relevant entry or select and [Enter].
- 3. Populate the fields as required. Refer to the section <u>HL7 Command Setup (Dialog)</u>, below.
- 4. Click OK or press [Enter] to update the sub-table.
- 5. Select Save [F4] to commit the changes.
- 6. Select Save [F4] again on the Details page to update the configuration table.

Field	Description			
Command Name	The alphanumeric code and description for the command/message type, such as 'A01 – Admit Patient' (non-editable).			
Enable Command	Enter (y)es or (n)o to specify whether these command rules are enabled. When set to 'yes' the system will apply the rules configured against this message type. Default is 'no'.			
	When set to 'no' the command rules are not enabled. accepts the messages but they are not processed.			
	This means that the configured rules are not applied, and the messages are not assessed for missing data or errors. The HL7 ADT Audit log (Management > HL7 Messages) will not contain any entries for these messages.			
Add UR Record	Enter (y)es or (n)o to specify whether the system will create a new UR record when the UR does not already exist in the Evolution vLab [™] PMI. Default is 'no'.			



Lab Mandatory	This setting allows the system administrator to determine 's processing rules in relation to the underlying Lab Mandatory settings in the sub- table of fields. Default is 'Not Required'.			
	Note: This setting is not applicable to Command Rules for Results feeds. For such feeds it may be left as the default value since none of the options have any effect.			
	Enter one of the following codes.			
	м	Mandatory	The incoming message must contain data for all fields in the sub-table for which Lab Mandatory is set to 'yes'.	
			When one or more of these fields are blank in the message, Evolution vLab [™] does not process the message, nor update any UR, admission, or lab records.	
	Р	Partial Mandatory	The incoming message must contain an Admission ID to update the lab number(s), regardless of the Admission ID field's Lab Mandatory yes/no setting in the sub-table.	
			When an Admission ID is not supplied in the message, Evolution vLab™ updates only the UR record.	
	N	Not Mandatory	ignores the Lab Mandatory yes/no settings in the sub-table of fields.	
			When an Admission ID is supplied in the message, Evolution vLab™ updates the lab number(s) bearing that Admission ID.	
			When an Admission ID is not supplied in the message, Evolution vLab™ updates only the UR record.	
	R	Not Required	Updates to lab records are not required.	
			updates only the UR record and/or Admission Table. Lab numbers are not updated.	
			Note that updates to the Admission Table require an Admission ID.	


This setting should be selected for the
inbound eOrder feed (Command Type 'OML
Messages').

Notes:

Errors encountered when applying these rules appear in the HL7 ADT Audit log (Management > HL7 Messages).

The Admission Table yes/no setting for the UR Number Prefix determines whether the Admission Table is enabled. It must be enabled to receive updates.

Columns in the Component table

Column	Description		
Field Name	The name of the message component (data field). Field names are predetermined by the HL7 specification.		
Update UR	Indicates whether the system will update this field on the UR or admission record according to the incoming message.		
UR Mandatory	Indicates whether the field is mandatory for the purposes of updating the UR or admission record. This setting is ignored when Update UR is set to 'no'.		
UR Clear	Indicates whether the system will clear this field on the UR or admission record when the message is received. This setting is ignored when Update UR is set to 'no'.		
Update Lab	Indicates whether the system will update this field on the applicable lab number(s) according to the incoming message.		
Lab Mandatory	Indicates whether the field is mandatory for the purposes of updating the relevant lab record(s). This setting is ignored when Update Lab is set to 'no'. 's usage of this setting is dependent on the option selected in the upper- level Lab Mandatory field (M. P. N or B as described above)		
Lab Clear	Indicates whether the system will clear this field on the applicable lab number record when the message is received. This setting is ignored		
	when update Lab is set to 'no'.		



HL7 Command Setup (Dialog)

This dialog prompt allows the administrator to configure the settings for an individual message component.

Note: The on-screen labels and functionality for three of the following fields vary according to whether the Admission Table functionality is enabled, and this is reflected in the table below. This can be enabled via the Admission Table setting in the UR Number Prefix configuration.

For the purposes of clarity, these fields are referred to in the Description column using both label variants, e.g. 'Update UR/Admit Record' for the field labelled 'Update UR Record' or 'Update Admit Record'.

Dialog prompt fields

Field	Description			
Command	The name of the message component (data field) the following rules apply to. Field names are predetermined by the HL7 specification.			
Name	Please refer to the section <u>HL7 Command Rule Field Names</u> (below) for more information.			
Update UR	Enter (y)es or (n)o to specify whether the system will update this field on the UR or admission record with the details in the incoming message.			
Record	The field label 'Update UR Record' or 'Update Admit Record' indicates which record is updated. Default is 'no'.			
Update Admit Record	To update the admission record, the Admission Table setting must be 'yes' in the UR Number prefix configuration. Only the UR record is updated when the Admission Table setting is 'no' for the UR Prefix in question.			
UR Mandatory	Enter (y)es or (n)o to specify whether the field is mandatory for the purposes of updating the UR or admission record.			
or	This setting is only utilised by Evolution vLab [™] when Update UR/Admit Record is set to 'yes'. Default is 'no'.			
Admit Mandatory	When the Update UR Record/Update Admit Record and UR Mandatory/Admit Mandatory fields are both set to 'yes' the incoming message must contain data for this field, otherwise the message is rejected.			





Clear UR Field Enter (y)es or (n)o to specify whether the system will clear this field the UR or admission record when the message is received.		
or	Default is 'no'. This setting is available for use, but most clients leave it set to 'no' for all fields.	
Clear Admit Field	This setting is only utilised by Evolution vLab [™] when the Update UR Record/Update Admit Record field is set to 'yes'.	
Update Lab Record	ate Lab cord Enter (y)es or (n)o to specify whether the system will update this field on the applicable lab number(s) according to the incoming message. Default is 'no'.	
	Enter (y)es or (n)o to specify whether the field is mandatory for the purposes of updating the relevant lab record(s).	
Lab Mandatory	This setting is only utilised when the Update Lab Record field is set to 'yes'. Default is 'no'.	
	The use of this setting is dependent on the option selected in the upper- level Lab Mandatory field (M, P, N or R as described above).	
Clear Lab Field	Enter (y)es or (n)o to specify whether the system will clear this field on the applicable lab number record when the message is received. Default is 'no'.	



HL7 Command Rule Field Names

The Field Names supported by the available Command Types are listed below. Field Name configuration does not apply for the Command Type (O)RU.

Command Type (A)DT	Command Type (O)ML	Command Type OR(M)
Urno (UR Number)	Doctor	Doctor
Date of Birth	Consultant	Consultant
Sex	Location	Location
Medicare	Ward	Ward
Medicare Position #	Category	Specimen Type
Medicare Expiry Date	Clinical Unit	Collection Date
Veterans	Specimen Type	Received Date
Account	Collection Date	Requested Date
Pension	Received Date	
Doctor	Requested Date	
Consultant		
Location		
Ward		
Category		
Bed		
Clinical Unit		
Ethnicity		
Health Care Fund		
Fund Number		
Fund Level		



Admission ID Admission Date Discharge Date Patient Name Patient Address Home Phone Patient ID Admission Type Consent

Admission Type

The Admission Type is a code indicating the type of admission. Common values are I (inpatient), O (outpatient) and E (emergency). The Admission Type against the lab number is output in PV1-2 of outbound HL7 messages. When the Type is not recorded **Evolution vLab**TM returns 'U' for unknown.

The Admission Type for a given lab number is determined by the configuration for the specified Ward, unless the Admission Type command rules are enabled for the ADT feed.

Admission Type determined by Ward

The two relevant fields in the Ward configuration are **Inpatient** yes/no and **HL7 Type**. Please refer to the **Inpatient** and **HL7 Type** fields in the section Health Facilities > Wards configuration for more information.

Under these circumstances the lab number's Admission Type is set according to the specified Ward, along with the value displayed in the Type column of the Admission Table.

Admission Type determined by ADT feed

The inclusion of **Admission Type** in the HL7 Command Rules allows the Ward configuration to be overridden by the value supplied in PV1-2 of inbound ADT messages.



Command rules permitting, the Admission Type supplied in PV1-2 of the inbound ADT message is applied to the UR or Admission record and/or applicable lab records. This value is also displayed in the Type column of the Admission Table for the appropriate entry. The lab record's Admission Type is populated from the UR or Admission record as appropriate.

Set **Update Admit Record** for the Admission Type to 'yes' for relevant event types (e.g. A01, A08) to update the patient's UR or Admission record with the value supplied in PV1-2 of the ADT message. Set **Update Lab Record** to 'yes' to update the Type for existing lab numbers as appropriate.

HL7 Command Setup – Create/Modify Field Rule

This dialog prompt allows the administrator to configure field rules for an individual message component.

Modify the Field Rules for a Message Component

- 1. Click the Select [F12] icon to access the Component table.
- 2. Double click the relevant entry or select and [Enter].
- 3. Populate the fields as required.
- 4. Click OK or press [Enter] to update the sub-table.
- 5. Select Save [F4] to commit the changes.
- 6. Select Save [F4] again on the Details page to update the configuration table.

Configuration Fields

Field	Description		
Order	This field auto-populates based on the number of field rules		
Source Segment	Enter the associated message segment e.g. PV2		
Source Field	Enter the applicable message segment field e.g. 18		
Criteria Segment	Enter a criteria segment. Valid options are PV1, OBX and PV2.		
Criteria Field	Enter the applicable message segment field		
Criteria Value	Enter the criteria value		



HL7 Options

HL7 Options allow the system administrator to customise HL7 result feeds to and from various systems.

The HL7 Options configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a HL7 Option

To configure a new HL7 option: select the **Create [F6]** function button.

To modify an existing HL7 option: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify HL7 Option

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

The fields on this configuration screen are divided into sections: Identity, Filters, Enable Options, Triggers and Formatting Options.



Function	Description		
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly		
	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
Copy Datails	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
[CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the co abort.	ppy by clicking OK or pressing the [F4] key or Cancel to	



Other sub-tabs available

Sub-tab	Description	
Formatting Options [CF6]	Define the formatting options for the HL7 Option.	
Advanced Filters [CF8]	Define filters for the HL7 Option.	



Configuration fields

Field	Description		
	Identity		
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).		
Alias	Enter an alias for the entry, if desired (maximum 6 characters).		
Description	Enter the full name or meaningful description of the entry (maximum 18 characters).		
Address	Enter the IP Address of the receiving system, where applicable. This field must be populated to send outbound messages. When the HL7 Option is only being used to receive messages, the Address may be left blank. When configuring for eOrders a valid entry in this field is required for messages to be		
	Note: Leave blank for X400 reports.		
Subaddress	Enter the Port Number of the receiving system. <u>Note:</u> Leave blank for X400 reports. This field must be populated when configuring for eOrders		
Remote Application	 Enter a description of the receiving application (maximum 18 characters). <u>Note:</u> When configuring for eOrders, the contents of this field must match what is in the MSH of the message. 		
Remote Facility	Enter a description of the receiving facility (maximum 18 characters). Note: When configuring for eOrders functionality the contents of this field must match what is in the MSH of the message.		
Local Facility	Enter a description of the sending facility (maximum 18 characters).		
UR Prefix	This field accepts a valid UR Prefix mnemonic/alias (up to 40 characters). F1 Lookup available. This field should be populated when the feed supplies only the numerical portion of the UR Number, with the prefix omitted (e.g. 123456 instead of A123456). Leave this field blank when the feed supplies the UR Prefix as part of the UR Number. When populated, the specified Prefix is added to the UR Numbers supplied in inbound HL7 messages and omitted from the UR Numbers in the outbound messages.		



	For example, when the UR Number 123456 is supplied in an incoming message, Evolution vLab [™] adds the configured prefix (e.g. "A") to obtain A123456, and this prefixed UR Number is used throughout.			
	Any outgoing messages for this patient in this feed contain the UR Number 123456, consistent with the incoming data.			
	If a UR prefix has not been configured and the UR Number supplied in the inbound message does not include a prefix, the error description "Invalid UR Number (missing prefix)" is returned.			
	Enter the HL7 version number that applies to this feed.			
	The Version is not mandatory but strongly recommended, since it ensures that outgoing HL7 messages are formed according to the HL7 version expected by the receiving system.			
Version	For example, precision codes are output in the sub-component following each date/time field when the Version field is blank.			
	The reason for this is that date/time precision was a mandatory requirement for HL7 versions preceding (but not including) 2.3.1.			
Delay Enable	Enter (y)es or (n)o to specify whether the delay feature is enabled. Default is 'no' (inactive).			
Delay Time (Days)	Enter a number between 0 and 99. This feature coincides with the 'Delay Enable' function, as stated above.			
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).			
	Filters			
Ward	Enter the mnemonic of a ward to restrict the results sent only for lab records containing the specified Ward. F1 Lookup available. Leave blank to send messages for lab records containing any Ward.			
Ward Group	Enter the mnemonic of a Ward Group to restrict the results sent only for lab records within the specified Ward Group. F1 Lookup available. Leave blank to send messages for lab records containing any Ward Group.			
HCF	Enter the mnemonic for a Health Care Facility to send messages only for lab records containing the specified HCF. F1 Lookup available. Leave this field blank to send messages for lab records containing any HCF.			
Laboratory	Enter the mnemonic of a Laboratory to send messages only from the specified Laboratory. F1 Lookup available. Leave blank to send messages from all Laboratories.			



Department	Enter the mnemonic of a Department to send messages only from the specified Department. F1 Lookup available. Leave blank to send messages from all Departments.				
Division	Enter the mnemonic of a Division to send messages only from the specified Division. F1 Lookup available. Leave blank to send messages from any Division.				
Consent Override	 The following values are supported: No: Where the Consent Withdrawn or Patient Opt Out Status fields are set to 'yes' for a given UR Record, Laboratory Record or Admission the HL7 message will be suppressed. Yes: HL7 messages are output per current functionality (default). 				
UR Prefix	Enter the mnemonic of a UR prefix. F1 Lookup available.				
Enable Options					
	Enter (y)es or (n)o to specify whether the HL7 message is automatically sent when the specified filters and triggers are satisfied. Default is 'no'.				
Auto Send	Set to 'no' when the HL7 Option is only being used to receive messages.				
	Note: When configuring for eOrders and outbound messages are required this field should be set to 'yes'.				
	Enter (y)es or (n)o to specify whether results are sent in the feed. Default is 'no'.				
	Set to 'no' when the HL7 Option is only being used to receive messages.				
Send Results	<u>Note</u> : When configuring for eOrders and outbound messages are required this field should be set to 'yes'.				
	Note: Where this field is set to 'MYHR', 'D' will output via MSH-11 where the HL7 Formatting Option 'Run Live' is set to 'no'.				
	Enter (y)es or (n)o to specify whether orders are sent in the feed. Default is 'no'.				
Send	Set to 'no' when the HL7 Option is only being used to receive messages.				
Orders	<u>Note</u> : When configuring for eOrders and outbound messages are required this field should be set to 'yes'.				
	Enter (n)o or N(C)SR to specify whether orders are output to the NCSR.				
Send Queries	When the Send Queries field is set to 'NCSR' and the test result being sent to the NCSR is a coded result with the Code fields configured, the codes will be output in the HL7 message.				



	When the Send Queries field is set to 'NCSR' and the test or panel being sent to the NCSR has a SNOMED CT value configured, only the SNOMED CT value, and not the				
	LOINC or the Name/Mnemonic will be output in the HL7 message.				
	The default configuration is 'no'				
		The default configuration is no .			
	This field determines whether results are received from an associated feed and for also controls the field from which the Lab Number is sourced in the results message. Default is 'no'.				
	The Receive Results field can specify whether the incoming HL7 message will have results to be stored for the NCSR patient history. Enter 'c' in the Recv Results configuration field to receive and store the NCSR query in the correct format. The default configuration is 'no'.				
	<u>Note</u> :	'c' = NCS	R		
	Set to 'no' when configuring for eOrders.				
	Standard Settings				
Receive Results	Enter	(y)es or (n)o to specify whether results are received from this feed.		
Results	Enhanced Settings Enter the code corresponding to the desired setting.				
	F	Filler	Results are received from the feed. The Lab Number is sourced from OBR-3.1 (Filler Order Number). This option reflects existing functionality for the standard 'yes' setting.		
	Ρ	Placer	Results are received from the feed. The Lab Number is sourced from OBR-2.1 (Placer Order Number).		
	Ν	No	Results are not received from this feed. This option is the same as the standard 'no' setting.		
Receive	Enter (y)es or (n)o to specify whether orders are received from this feed. Default is 'no'.				
Orders	Set to 'yes' when configuring for eOrders.				
Receive ADT	Enter (y)es or (n)o to specify whether Admission, Discharge and Transfer information is received from this feed. Default is 'no'.				
Command Rule	Enter the mnemonic of the set of command rules to apply to the messages received in this feed. F1 Lookup available.				
Mapping Group	Enter the mnemonic of the Mapping Group applicable to this feed. F1 Lookup available.				



	The Mapping Group is configured via Interfaces > Mapping Groups and determines the		
	corresponding mnemonic for each.		
	Please refer to the section "Field Mapping Groups" for more information.		
Blood Order Map	The Blood Order Mapping Group is applied to a specific HL7 Option via the Blood Order Map field (F1 Lookup available)		
	This field allows outbound results to be flagged as marked for attention when configured conditions are met. This is indicated by the population of OBX-10 of the HL7 result message with "M".		
Marked for Attention	When this field is set to (y)es Evolution vLab [™] executes the Marked for Attention mask (script) with Mnemonic MFA [HL7 Option Mnemonic] or MFAC_[cmEMR Option Mnemonic] as appropriate.		
	Existing functionality applies when this is set to (n)o.		
Reflect eOrder	This fields specifies whether Evolution vLab [™] captures the details of the requestor and returns it in eOrder outbound messages. Default is 'no'.		
	Set to (y)es to enable Evolution vLab [™] to capture the details of the requestor from the eOrder message's OBR-16 repeat bearing the Identifier Type Code 'External Identifier' (OBR-16.13).		
riovider	Evolution vLab [™] will return this information for each eOrder request in OBR-16 of outbound messages via the eOrders feed.		
	Existing functionality applies when this is set to (n)o.		
	Triggers		
	Enter the code corresponding to the HL7 message type to generate upon Level 1 validation.		
	U Observation Result (ORU) Message		
Validation	M Order Message (ORM)		
vandation	L Order Message for Laboratory tests (OML);		
	N No message		
	This field may be left blank when the HL7 Option is only being used to receive messages or if the trigger is not required.		
Add/Delete Requests	Enter the code corresponding to the HL7 message type to generate when a request (Test/Panel) is added to or deleted from the episode.		



	U	Observation Result (ORU) Message	
	м	Order Message (ORM)	
	L	Order Message for Laboratory tests (OML);	
	N	No message	
	This field or if the t	may be left blank when the HL7 Option is only being used to receive messages rigger is not required.	
	Enter the code corresponding to the HL7 message type to generate when a correction is made to a file via 'Renumber File Number', 'Move Lab No.' or 'Reassign Lab Nos.' in the Management > Patient Records menu.		
	A HL7 message is generated for each lab number affected by a given correction. Set this field to N (no message) or leave it unpopulated for interfaces to downstream systems that do not consume correction messages.		
Corrections	U	Observation Result (ORU) Message	
	м	Order Message (ORM)	
	L	Order Message for Laboratory tests (OML);	
	N	No message	
	This field may be left blank when the HL7 Option is only being used to receive messages or if the trigger is not required.		
	Enter the created o	code corresponding to the HL7 message type to generate when an episode is r saved.	
	Please note that messages generated because of this trigger will contain OBR segments for requests as appropriate, regardless of whether the OBR segments are accompanied by one or more OBX segments. In other words, it is not unexpected for this trigger to generate messages containing OBR segments without accompanying OBX segments.		
Registration	U	Observation Result (ORU) Message	
	м	Order Message (ORM)	
	L	Order Message for Laboratory tests (OML);	
	N	No message	



	This field or if the t	may be left blank when the HL7 Option is only being used to receive messages rigger is not required.	
	Enter the code corresponding to the HL7 message type to generate when a request (Test/Panel) is added to or deleted from the episode.		
	Ν	A message is not triggered on receipt of an ADT message.	
ADT Update	U	A HL7 Observation Result Message is triggered on receipt of an ADT message.	
	м	A HL7 Order Message is triggered on receipt of an ADT message	
	A message Setup is se	e will not be triggered for the given HL7 Option, where the HL7 Command et to Reg. Trigger 'no'.	
	Valid entr ORM (M)	ies for this trigger are ORU (U) and ORM (M), OML (L) or None (N), however should be used.	
	When this trigger field is populated with ${\bf M}$ the HL7 messages are exported using the parameters defined on the HL7 Exports screen.		
	If this trigger is populated, HL7 messages will only export to this HL7 queue and no other queue unless they have the other triggers set up.		
Export	When this is the only trigger populated for an interface, messages from the Healthsmart data extract go only to the Healthsmart HL7 queue and no other HL7 queues.		
	If other triggers for the interface are also populated, e.g. Validation, messages from the data extract and validation events will go to the HL7 queue.		
	If other triggers for the interface are populated and not the Export trigger e.g. L1 Validation, Validation, Add/Del Request, Corrections or Registration, the HL7 queue will receive messages from these events and no messages from the Healthsmart data extract.		
	This field may be left blank when the HL7 Option is only being used to receive messages or if the trigger is not required.		
	Enter the code corresponding to the HL7 message type to generate an HL7 message containing the image when: an image is attached to a new registration; a new image is attached to an existing registration; an image is removed from a registration; and when an image is moved from one registration to another.		
Image	U	Observation Result (ORU) Message	
	М	Order Message (ORM)	
	L	Order Message for Laboratory tests (OML);	
	Ν	None	



	This field may be left blank when the HL7 Option is only being used to receive messages or if the trigger is not required.		
	Blood Product Triggers		
Sign Out	This trigger can only be configured for an EPIC interface and apply to Plasma, Platelets and Cellular products with an assigned EPIC order number that are signed out or returned to stock.		
	HL7 messages triggered at 'Sign Out' are output as a standard EPIC ORU with the following OBX's: Blood Product Unit Number, Blood Product ISBT Code, Unit Blood Group ISBT Code and Blood Product Dispense Status.		
	The Blood Product Dispense Status is populated with 'ISSUED' at 'Sign Out'.		
	One message is produced per unit.		
	Options are None (N), ORU (U), ORM (M) and OML (L)		
	This trigger can only be configured for an EPIC interface and apply to Plasma, Platelets and Cellular products with an assigned EPIC order number that are signed out or returned to stock.		
Return to Stock	HL7 messages triggered at 'Returned to Stock' are output as a standard EPIC ORU with the following OBX's: Blood Product Unit Number, Blood Product ISBT Code, Unit Blood Group ISBT Code and Blood Product Dispense Status.		
	The Blood Product Dispense Status is populated with 'RETURNED' at 'Return to Stock'.		
	One message is produced per unit.		
	Options are None (N), ORU (U), ORM (M) and OML (L)		

Formatting Options

This screen facilitates configuration of HL7 formatting options. The grey panel above the table displays the HL7 Option's mnemonic and description from the Details [CF5] sub-tab.

Field	Description
Send Confidential	Enter (y)es or (n)o to specify whether HL7 messages are generated for confidential records. Default is 'no'.



Group by Format	Enter (y)es or (n)o to specify whether results are grouped by format panel in the outgoing HL7 messages. Default is 'no'.
Department Format	Enter the mnemonic(s) of the department(s) requiring specialised result formatting. F1 Lookup available. Multiple departments should be comma separated without spaces (e.g. 'H,B,T').
	For each department this references the General Report mask with mnemonic HL7_DEPT, where 'DEPT' is the department mnemonic.
	Enter (y)es or (n)o to specify whether results will be formatted using a custom request format for HL7. Default is 'no'.
Request Format	When set to 'yes' Evolution vLab [™] uses the General Report mask with mnemonic HL7_REQUEST to format the output, where 'REQUEST' is the request mnemonic. General masks are configured via Administration > Report Formats > General Reports.
	This field enables the transmission of atomic and textual data in OBX segments.
Atomic & Textual	Set to (n)o for the outgoing result messages contain either atomic or textual OBX segments as appropriate, according to current functionality.
	Set to (y)es for the outgoing HL7 messages contain atomic OBX segments and a textual OBX segment for each OBR segment.
	This field allows PDF results received via the HL7PDF hardware device to be included in outgoing result messages.
Allow PDFs	Set to (y)es for PDF results to be included as a base64 object in OBX-5 of the outgoing HL7 message.
	Set to (n)o for current functionality.
	This field determines whether the configured LOINC is output for each Test in the outgoing message.
	The valid options for this field are:
Output LOINC	B Output LOINC for the Test as the ID in OBR-4.1 and OBX-3.1.
	OBR Output LOINC for the Test as the ID in OBR-4.1 only (omit from OBX).



	OBX Output LOINC for the Test as the ID in OBX-3.1 only
	(omit from OBR).
	N Do not output LOINC for the Test in OBR-4.1 or OBX- 3.1.
	The default is 'Both'.
	This field determines whether the display name, as defined in the test configuration, is included for each test in the outgoing message.
Test Display Name	Enter (y)es or (n)o to specify whether the test name is transmitted. The default is 'no'.
	Enter (y)es or (n)o to specify whether to override the External Transfer Inhibit setting in the Test and Panel configurations. The default is 'no'.
Transfer Inhibit Override	Set this field to (y)es to transmit OBRs and OBXs for Tests and Panels with 'External Transfer Inhibit' set to 'no' or 'override'.
	Set this field to (n)o to transfer OBRs and OBXs only for Tests and Panels with 'External Transfer Inhibit' set to 'no'.
	Enter the code corresponding to the HL7 Value Type for textual results in outgoing HL7 messages for this feed. The default is 'TX'.
	F FT Textual results are output as Formatted Text in OBX-5.
Text Data Type	Carriage returns are represented by the escape sequence '\.br\'. OBX-2 contains 'FT'.
	T TX Textual results are output as Text Data in OBX-5.
	Carriage returns are represented by the tilde character i.e. '~'. OBX-2 contains 'TX'.
	The HL7 Value Type is 'TX' in the absence of this configurable setting.
	Enter (y)es or (n)o to specify whether 'T/F' is output for non-validated results in the HL7 feed. Default is 'no'.
Interim Results T/F	Non-validated results are output via the HL7 feed when this field is set to 'no'.
Interim Results 1/F	The following applies when this field is set to 'yes', for both atomic and textual data unless otherwise specified.
	• Output 'T/F' in OBX-5 for non-resulted mandatory Tests. This applies regardless of whether 'Send empty OBX' is set to yes or no.



	• Output 'T/F' in OBX-5 for all non-validated atomic results, regardless of mandatory status, in place of the actual result.
	• Output 'T/F' in OBX-5 for textual results for which the HL7 mask does not generate any output (i.e. a null report). Citadel Health recommends that the HL7 masks be configured to output 'T/F' or equivalent where required.
	• When 'Send empty OBX' is set to 'yes', output nothing in OBX-5 for non-resulted non-mandatory Tests. This is consistent with existing functionality.
	• Output 'T/F' in OBX-5 for mandatory Tests for which the results have been deleted.
	• Output an empty OBX-5 as normal for non-mandatory Tests for which the results have been deleted.
	The value type and observation result status in OBX-2 and OBX-11 respectively are output according to standard functionality.
	This field enables the application of PDF report formatting to outgoing HL7 messages.
	Current functionality applies to outgoing messages when this field is set to 'no'; the default value is 'no'.
	The following applies to outgoing HL7 messages when this field is set to 'yes'.
PDF Report Format	PV1-19.1 contains the Evolution vLab [™] laboratory number.
·	OBR-3.1 contains the unique report ID, in the format [Lab Number][Report Format Mnemonic], e.g. 80002674XBC.
	OBX-5.2 contains 'APPLICATION'.
	OBX-5.3 contains 'PDF'.
	OBX-5.4 contains 'base64'.
	OBX-5.5 contains the encoded data (PDF Report).
	Enter (y)es or (n)o. If 'Allow PDFs' above is set to 'no', any setting here is disregarded and normal messaging occurs.
Cumulative PDF Reports	If 'Allow PDFs' is set to 'yes', setting this option to either yes/no will determine if a Cumulative PDF Report will be generated (as per normal cumulative printed reports).



	If a single, non-cumulative report is generated for a PDF, this option determines if Atomic data is sent with the PDF, in corresponding OBR's / OBX's and is reliant on the 'Cumulative PDF Reports' option being set to yes/no.
	Note : PDF HL7 messages are processed by a separate daemon. Where 'PDF Report and Atomic' is set to 'yes', both the atomic and PDF OBX segments will be processed by the PDF daemon. This may have potential ramifications to timeliness of atomic result transmission at times of high load. The load of the interface needs to be considered during configuration. In many cases having two interfaces, one for atomic and one for PDF will result in better performance and result transmission speeds.
	Enter (y)es or (n)o to specify whether transmit word reports as text or an encoded PDF.
PDF Word Documents	 (y)es – Word reports are output in the OBX segment as an encoded PDF. (n)o – Word reports are output in the OBX message segment as text.
Header/Footer OBX	This field enables the header (HL7H_[INT]) and footer (HL7F_[INT]) in the first and last OBX segment of each request (OBR), respectively.
Acknowledgement Required	Enter (y)es or (n)o to specify whether acknowledgement between systems is required when receiving or transmitting data. Default is 'no'. Set to 'yes' when configuring for eOrders.
	Enter (y)es or (n)o to specify whether Low Level Protocol (LLP) encapsulation is required at both ends of the message. Default is 'no'.
	Set to 'yes' when configuring for eOrders.
HL7 Low Level Protocol	This field should be set to 'yes' for outgoing feeds where the receiving system requires LLP encapsulation to recognise the messages from Evolution vLab [™] .
	This field should be set to 'yes' for incoming feeds where the sending system transmits LLP encapsulated messages to.
Run Live	Enter (y)es or (n)o to specify whether data sent and received will be treated as live data. Default is 'no' (treated as demo data). Set to 'yes' when configuring for eOrders



Full Expand	Enter (y)es or (n)o to specify whether the message is sent in full expand mode (i.e. including all message segments, regardless of whether there is data contained in them). Default is 'no'. Set to 'no' when the HL7 Option is only being used to receive messages.
Send PV1	Enter (y)es or (n)o to specify whether the PV1 segment is included in outgoing messages. Default is 'no'. Set to 'yes' when configuring for eOrders
Send empty OBX	Enter (y)es or (n)o to specify whether the outgoing messages contain OBX segments for which OBX-5 (Observation Value) is empty. Default is 'no'. Set this field to 'no' to exclude OBX segments for which OBX-5 would be empty.
Text Sensitivities	Enter (y)es or (n)o to specify whether the system sends sensitivity results as formatted text. Default is 'no'. When set to 'no' the sensitivities are sent as discrete elements.
NTE components	Enter (y)es or (n)o to specify whether NTE is used to add comments as a note to a result, rather than as a separate result field. Default is 'no'.
Enable Custom Corrections (ZMV)	Enter (y)es or (n)o to specify whether the system creates ZMV messages when corrections are made to the UR file. Default is 'no'.
Enable Extra Copy Details (ZRC)	Enter (y)es or (n)o to specify whether the system includes extra copy details in the messages. Default is 'no'.
Sand OPC par OPP	Default is 'no'. Enter (y)es or (n)o to specify whether Evolution vLab ™ includes an ORC segment for each OBR segment in the outgoing HL7 message.
Send One per Obn	When set to 'yes' Evolution vLab [™] sends an ORC with every OBR. When set to 'no' only 1 ORC is sent per message. Customers should confirm with the remote facility as to what is expected in the message.
	This field determines whether the OBR segments for a given lab record are output together in a single message or in separate messages, i.e. one OBR per HL7 message.
OBRs per Message	The valid options are Multiple (m/M) and Single (s/S); the default setting is 'Multiple'.
	one HL7 message, consistent with existing functionality.





	SingleEach OBR segment for a given lab record is output in aseparate HL7 message.
	When set to single, the View HL7 [F7] function in the Tabulated Report displays all relevant messages.
	The user may navigate the preview messages via Page Up and Page Down keys, consistent with existing functionality.
	This field determines whether OBXs and/or OBRs are output only when the underlying test or request has been modified. The valid options are no, request and test. The default setting is no.
	No OBR and OBX segments are output regardless of whether the request or Test has been modified. This is consistent with existing functionality.
Changed Only	Request OBR segments (and underlying OBX segments) are output only for requests for which one or more Tests have been modified.
	TestOBX segments (and their parent OBR segments) are output only for Tests that have been modified.
	Please note that the latter two settings for Changed Only affect all HL7 Triggers and the Transmit HL7 [SF7] function in the Tabulated Report.
	The View HL7 [F7] function ignores the Changed Only setting.
	The 'Fully Validated Only' field via the HL7 Formatting Option configuration screen includes the following options:
	- No: All OBR's and OBX's are output in the message regardless of validation state.
Fully Validated Only	- OBR: Functions per the previous 'Yes' option. The OBR will be output in the message when all associated OBX's are validated.
	- LAB: Every test on the laboratory record will be checked to determine if they are validated. A message will only be produced when the entire laboratory record is validated.
	Enter (y)es or (n)o to specify whether the associated segment in the outgoing HL7 message is suppressed. Default is 'no'.
Suppress Address	Yes – Patients address is suppressed from the HL7 message.
	No – Patients address is output in the HL7 message, per current functionality.



	The following identifier facilitates the suppression of addresses in text reports and PDF's –
	suppress_address().
	Where Suppress Address is set to 'yes' the postscript function suppress_address() will return 1.
	Where Suppress Address is set to 'no' the postscript function suppress_address() will return 0.
	Enter either (N)ormal or (U)nique. Default is 'Normal'.
Filler Order Number	Normal – The Laboratory number is output in OBR/ORC-3, per current functionality.
	Unique – The Laboratory number and Request (separated by a hyphen) is output in ORC/OBR-3 e.g. 20000112-UE.

Advanced Filter Options

This screen facilitates definition (filtering) of Tests/Panels, Wards, HCF's, Laboratories, Specimen Types and Specimen Sites to be output for results transmitted via the associated HL7 Option.

The grey panel above the table displays the HL7 Option's mnemonic and description from the Details [CF5] sub-tab.

Note: The Advanced Filter Options are cached for reference by the relevant HL7 interfaces, and the refresh time for this cache is 5 minutes at most. Please keep this in mind when applying changes to the Advanced Filters for a given interface.



Function	Description		
	When a filter field is highlighted, selecting this function button displays the applicable Advanced Filter Options screen.		
	With a filter option highlighted press <f8> Filter.</f8>		
	Select an entry in the list:		
	'yes' indicates this individual filter parameter is enabled for output via this HL7 interface		
	'no' indicates this parameter will be excluded		
Filter [F8]	Press <sf7> Reset to change all the individual filter parameters to the same value. Enter Y in the following confirmation prompt and enter Y to set all entries to 'yes' or N to set all entries to 'no'.</sf7>		
	Press OK to save changes or cancel to abort.		
	Note: No HL7 messages are generated for the HL7 Option when the option is set to 'yes' and Output is set to 'no' for all entries in the filter list.		

Field	Description		
Test/Panel Filters	Enter (y)es or (n)o to specify whether this filter is applied to the HL7 message. Default is 'no'. Whilst the field is highlighted, press <f8> Filter to select which tests or panels are output. Default is 'no'.</f8>		
Ward Filters	Enter (y)es or (n)o to specify whether this filter is applied to the HL7 message. Default is 'no'. Whilst the field is highlighted, press <f8> Filter to select which wards are output. Default is 'no'.</f8>		



HCF Filters	Enter (y)es or (n)o to specify whether this filter is applied to the HL7 message. Default is 'no'. Whilst the field is highlighted, press <f8> Filter to select which HCFs are output. Default is 'no'.</f8>		
Laboratory	Default is 'no'.		
Filters	Whilst the field is highlighted, press <f8> Filter to select which laboratories are output. Default is 'no'.</f8>		
Specimen Types	Enter (y)es or (n)o to specify whether this filter is applied to the HL7 message. Default is 'no'.		
	Whilst the field is highlighted, press <f8> Filter to select which specimen types are output. Default is 'no'.</f8>		
Specimen Sites	Enter (y)es or (n)o to specify whether this filter is applied to the HL7 message. Default is 'no'.		
	Whilst the field is highlighted, press <f8> Filter to select which specimen sites are output. Default is 'no'.</f8>		

HL7 Exports

HL7 Exports allow the system administrator to customise HL7 historical Daysheet feeds. The information entered here is utilised by the Export Trigger on the HL7 Options screen.

It allows the output of up to 2 years of pathology results data from the **Evolution vLab**^m system into existing HL7 2.3.1 format. Up to 1 week worth of data can be scheduled to be extracted at a time.



Configuration fields

Column	Description		
UR Prefix	Enter the UR prefix of the Daysheet records to be exported. F1 Lookup available.		
Run Time	Enter the time (between 17:00 and 05:59) the export will occur each day.		
Start Date	Enter the historical start date of the Daysheets to be exported.		
End Date	Enter the historical end date of the Daysheets to be exported. The Start Date and End Date must describe a 7-day period.		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		

HL7 eOrder Cancel Reasons

- The eOrder cancel reasons are configured on this screen. A cancellation message containing the appropriate reason is transmitted via HL7 to the third-party system when an eOrder is auto expired in Evolution vLab[™] by the system, cancelled by a user, or an eOrder request is deleted from a registration.
- 2. When a user cancels an eOrder or deletes an eOrder request they are asked to select a cancellation reason from this configured list, with F1 Lookup support.
- 3. Auto expired eOrders and eOrder requests deleted by the system are assigned the default reason, configured via the Expire Default and Default field, respectively.

Create or Modify a HL7 eOrder

To configure a new cancellation message: select the **Create [F6]** function button.

To modify an existing cancellation message: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify HL7 eOrder Cancel Reasons

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.



The fields on this configuration screen are divided into sections: Identity, Filters, Enable Options, Triggers and Formatting Options.

Function	Description	
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly	



	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
	the specified entry as the user needs to populate or confirm them prior to saving.The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the copy by clicking OK or pressing the [F4] key or Cancel abort.		

Configuration fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).

CITADEL HEALTH PTY LTD ABN: 23 007 229 923 ACN: 007 229 923



Alias	Enter an alias for the entry, if desired (maximum 6 characters).	
DescriptionEnter the description of the cancellation reason (mandatory).DescriptionThe description is output in ZTE-3 of the outgoing HL7 message, in the format reason^comment, where reason is the Description and comment is the user's free text (where applicable; see the Addition Info field).		
Default	Enter (y)es or (n)o to specify whether to use this entry as the default reason when the user does not select one. Default setting is 'no'. One active entry should have this field set to 'yes'.	
Expired Default	Enter (y)es or (n)o to specify whether to use this entry as the reason when an eOrder is auto expired by Evolution vLab [™] . Default setting is 'no'. One active entry should have this field set to 'yes'.	
	The outgoing expiry (cancellation) message does not include the ZTE segment when Expire Default is not set to 'yes' for any active entries in the eOrder Cancel Reason table, since there is no reason to output in ZTE-3.	
Additional Info	Enter (y)es or (n)o to specify whether the user is prompted for a free text comment after selecting this Cancel Reason. Coded comments are supported. The character limit for the comment is determined by the available number of lines and width of the screen in question.	
	The comment provided by the user is output in ZTE-3.1 of the outgoing HL7 message, in the format <i>reason</i> comment, where <i>reason</i> is the Description and <i>comment</i> is the user's free text.	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).	
Modified ByThe mnemonic of the user who last modified the entry (system populated).		



Generic System Interfaces

The Generic System Interface (GSI) is a highly configurable bi-directional interface for FTP transfer of information between **Evolution vLab**[™] and third-party systems. The GSI sends and receives data as plain text files, according to the configurable outgoing and incoming masks. Up to 10 Generic System Interfaces may be configured.

The Generic System Interfaces configuration table is divided into Active and Inactive subtables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Generic System Interface

To configure a new GSI: select the **Create [F6]** function button.

To modify an existing GSI: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Generic System Interface

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Copy (load) an Existing Mask into the Incoming or Outgoing GSI Mask

The Copy Mask functionality allows the mask to be copied from an existing configuration item in the same system or from another system (e.g. from Test to Live). No changes are stored until the user saves the configuration screen.

Incoming Mask:	The Incoming Mask will be copied when this box is ticked. Click to toggle the setting.	
Outgoing Mask:	The Outgoing mask will be copied when this box is ticked. Click to toggle the setting.	
Source:	Select 'Local' or 'Remote' to copy the mask from an entry in the configuration table on the same or another system, respectively.	
Local Id:	Enter the mnemonic or alias for the Local mask to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
System:	Select the Remote system. Leave blank when performing a Local copy.	



Remote Id:	Enter the mnemonic or alias for the Remote mask to be copied. F1
	Lookup is not available.

Perform the copy by clicking OK or pressing the **[F4]** key or Cancel to abort.

Function	Description	
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly	
Copy Mask [F8]	Load an existing mask and copy its contents into the incoming or outgoing mask for this GSI	



	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live). Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior		
	to saving. The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the copy by clicking OK or pressing the [F4] key or Cancel abort.		



Other sub-tabs available

Sub-tab	Description
Incoming Mask [F6]	Opens the Equation editor for viewing and editing the incoming mask.
Outgoing Mask [F7]	Opens the Equation editor for viewing and editing the outgoing mask.
Incoming Schedule [SF6]	View and configure the schedule times for the incoming messages.
Outgoing Schedule [SF7]	View and configure the schedule times for the outgoing messages.

Configuration fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).
Alias	Enter an alias for the entry, if desired (maximum 6 characters).
Description	Enter the full name or meaningful description of the entry (maximum 25 characters).
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).
Incoming Separator	Enter the separator used by the incoming data, as defined by the source system. For example, (Shift + \)



Incoming FTP Configuration	Enter the mnemonic of the incoming FTP site, configured via the FTP Addresses tab. F1 Lookup available.
Incoming Line Terminator.	Enter the line terminator used by the incoming data, as defined by the source system. For example: \r\n
Incoming FTP archive	Enter the mnemonic of the incoming FTP archive site, configured via the FTP Addresses tab. F1 Lookup available.
Laboratory	Enter the mnemonic of the laboratory with which to associate the incoming data, or to select outgoing data from the specified laboratory. F1 Lookup available.
Department	Enter the mnemonic of the department with which to associate the incoming data, or to select outgoing data from the specified department. F1 Lookup available.
Outgoing Separator	Enter the separator required for the outgoing data, as defined by the destination system. For example, (Shift + \)
Outgoing FTP Configuration	Enter the mnemonic of the outgoing FTP site, configured via the FTP Addresses tab. F1 Lookup available.
Outgoing Line Terminator	Enter the line terminator required for the outgoing data, as defined by the destination system. For example: \r\n
Outgoing FTP archive	Enter the mnemonic of the outgoing FTP archive site, configured via the FTP Addresses tab. F1 Lookup available.
Ward	Enter the mnemonic of the ward with which to associate the incoming data, or to select outgoing data from the specified ward. F1 Lookup available.
Ward Group	Enter the mnemonic of the ward group with which to associate the incoming data, or to select outgoing data from the specified ward group. F1 Lookup available.
HCF	Enter the mnemonic of the Health Care Facility (HCF) with which to associate the incoming data, or to select outgoing data from the specified HCF. F1 Lookup available.
Division	Enter the mnemonic of the division with which to associate the incoming data, or to select outgoing data from the specified division. F1 Lookup available.



File Prefix	Enter (y)es or (n)o to specify whether a filename prefix is used when reading incoming FTP files or writing outgoing FTP files. Default is 'no'. When set to 'yes' the prefix is entered in the adjacent field.
(10 Alpha/Num)	Enter the filename prefix used when reading or writing FTP files (maximum 10 alphanumeric characters).
Date	Enter (y)es or (n)o to specify whether a specific date format is used when reading incoming FTP files or writing outgoing FTP files. Default is 'no'.
	When set to 'yes' the date format is entered in the adjacent field.
(CCYYMMDD)	Enter the date format used when reading or writing FTP files, using any combination of 'CC' (century), 'YY' (year), 'MM' (month) and 'DD' (day). For example, YYMMDD would produce 131028 for the 28 th October 2013.
Time	Enter (y)es or (n)o to specify whether a specific time format is used when reading incoming FTP files or writing outgoing FTP files. Default is 'no'. When set to 'yes' the time format is specified in the adjacent field.
(HHMMSS)	Enter the time format used when reading or writing FTP files, using any combination of 'HH' (hours), 'MM' (minutes), 'SS' (seconds). For example, HHMM would produce 1400 for 2pm.
Counter	Enter (y)es or (n)o to specify whether a set number of digits is used for the counter field in the incoming or outgoing FTP filename. Default is 'no'.
(10)	Enter the number of digits between 1 and 10 used for the counter field in the incoming or outgoing FTP filename. This number of digits is used when the Counter field is set to 'yes'.
Suffix	Enter (y)es or (n)o to specify whether a filename suffix is used when reading incoming FTP files or writing outgoing FTP files. Default is 'no'.
(10 Alpha/Num)	Enter the filename suffix used when reading or writing FTP files (maximum 10 alphanumeric characters).
Maximum Records	Enter a numerical value to specify the maximum number of records allowed within the file transferred. This is used to limit the number of


lines output in a file and can thereby prevent very large files from
being transferred.

Incoming Mask

This is the Equation editor for the incoming GSI mask.

Using the Equation Editor

The Equation editor allows the administrator to write and modify equations using a standard Windows-based text editor. Navigation and selection of text is consistent with Microsoft word processing software such as Notepad and Word.

Select **Save [F4]** to store the new entry or to commit any changes. Select **Save [F4]** again on the Details page to update the table. **The second Save is required to ensure the changes are applied.**

Keyboard shortcuts

Function	Function Keystroke Usage Notes Combination	
Сору	Ctrl + C	
Cut	Ctrl + X	
Delete	Del	
Find	Ctrl + F	At the prompt, enter the text to search for and click OK.
Find Next	F3	Finds the next instance of the selected word (or the word in which the cursor is currently placed).
Find Previous	Shift + F3	Finds the previous instance of the selected word (or the word in which the cursor is currently placed).
Go To	Ctrl + G	At the prompt, enter the Line Number to navigate to and click OK.
Paste	Ctrl + V	



Redo	Ctrl + Y	
Find and Replace	Ctrl + H	At the prompt, enter the text to search for and the text to replace it with. Click Replace Next or Replace All.
Select All	Ctrl + A	
Undo	Ctrl + Z	

2D Test Arrays

Test data fields can be addressed as **TEST[x]** where TEST is the mnemonic of the 2D test and *x* is the array reference to the data field within the range defined. **TEST[0]** references the first Test data field.

Outgoing Mask

This is the Equation editor for the outgoing GSI mask.

Using the Equation Editor

The Equation editor allows the administrator to write and modify equations using a standard Windows-based text editor. Navigation and selection of text is consistent with Microsoft word processing software such as Notepad and Word.

Select **Save [F4]** to store the new entry or to commit any changes. Select **Save [F4]** again on the Details page to update the table. **The second Save is required to ensure the changes are applied.**

Keyboard shortcuts

Function	Keystroke Combination	Usage Notes
Сору	Ctrl + C	
Cut	Ctrl + X	
Delete	Del	



Find	Ctrl + F	At the prompt, enter the text to search for and click OK.
Find Next	F3	Finds the next instance of the selected word (or the word in which the cursor is currently placed).
Find Previous	Shift + F3	Finds the previous instance of the selected word (or the word in which the cursor is currently placed).
Go To	Ctrl + G	At the prompt, enter the Line Number to navigate to and click OK.
Paste	Ctrl + V	
Redo	Ctrl + Y	
Find and Replace	Ctrl + H	At the prompt, enter the text to search for and the text to replace it with. Click Replace Next or Replace All.
Select All	Ctrl + A	
Undo	Ctrl + Z	

2D Test Arrays

Test data fields can be addressed as **TEST[n][x]** where TEST is the mnemonic of the 2D test, *n* is the array reference to the lab number and *x* is the array reference to the data field within the range defined. This references the respective test, lab number and test data in the respective array field according to the configuration of the function.

Note that the first lab number or test data field is specified by array reference 0. For example, NA[0][3] fetches the *fourth* NA test result field on the *first* lab number.

Incoming Schedule

This screen displays the schedule for the incoming messages.

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to commit any changes.



Configuration fields

Field	Description
Day of Week	Enter the day(s) of the week the incoming message is to be received, using the codes M, T, W, Th, F, Sa and Su. Multiple days are accepted in comma separated format without spaces.
Time 1-16 (multiple fields)	Enter the times of day the incoming message is to be received, using valid date syntax such as 15:10.

Outgoing Schedule

This screen displays the schedule for the outgoing messages.

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to commit any changes.

Configuration fields

Field	Description
Day of Week	Enter the day(s) of the week the outgoing message is to be sent, using the codes M, T, W, Th, F, Sa and Su. Multiple days are accepted in comma separated format without spaces.
Time 1-16 (multiple fields)	Enter the times of day the outgoing message is to be sent, using valid date syntax such as 15:10.

FTP Addresses

This screen is used to configure permitted FTP devices for transferring data to and from the **Evolution vLab**[™] platform. This method of transfer is very fast, and mandatory when downloading large configuration tables such as for Doctors, Users and Tests. Configuring the FTP Address to a proper IP address allows the transfer to a single controlled point, which offers security benefits as the file can only be accessed from the specified single point.

The FTP Addresses configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.



Create or Modify an FTP Address

To configure a new FTP address: select the **Create [F6]** function button.

To modify an existing FTP address: double click the relevant entry or select and [Enter] to open the Details screen.

Pre-defined FTP Address Mnemonics

Mnemonic	Description
XMLCONF	When configured this FTP address offers a fast method of transferring large data files via FTP, such as configuration table data, to an external XML file.
HICIMP	When configured this FTP address offers a method of importing HIC files via FTP.

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly



	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the co abort.	opy by clicking OK or pressing the [F4] key or Cancel to	

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).



Alias	Enter an alias for the entry, if desired (maximum 6 characters).	
Name	Enter the full name or meaningful description of the entry (maximum 30 characters).	
Address	Enter the IP address or server name for the destination of the FTP transfer.	
	Enter the path to or from which the file(s) are transferred.	
	For outbound file transfers (from Evolution vLab [™] to the FTP server) specify only the file path e.g. xml/ or /outgoing/xml. Specify / for the FTP server's root directory.	
	For inbound file transfers (from the server to Evolution vLab [™]) specify the file path and file name for the file to be fetched, including wildcard characters as appropriate.	
Filename	Tips:	
	 Use the syntax *.* to transfer an entire directory, such as C:\directory_name*.* 	
	 When configuring the FTP site for a Generic System Interface (GSI) the filename is usually the path from the FTP root directory on the FTP server, as well as the 'wild-carded FTP filename structure', e.g. GSIFREG/TestOut/QPSDNAF* where the asterisk is the wild card. 	
Username	Enter the username for the FTP server.	
Password	Enter the password for the FTP server.	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).	
Modified By	The mnemonic of the user who last modified the entry (system populated).	

Exporting Large Files to XML format using FTP

FTP offers a fast method for transferring large data files such as configuration table data.



- 1. To export to an external file, configure an FTP Address with the mnemonic XMLCONF and set the Active property to 'yes'.
- 2. To export to a local XML file, set the Active property of the XMLCONF FTP Address to 'no' (inactive).

Importing HIC Files using FTP

To import HIC files via FTP, configure the FTP Address with mnemonic HICIMP and set the Active property to 'yes'.

cmEMR Options allow the system administrator to configure specialised outgoing HL7 feeds for the ieMR interface, if required. The ieMR feeds are outbound only and are subject to specialised result status logic designed for the third-party clinical system, including auto-comments supplied in NTE segments where appropriate.

Regular HL7 feeds are configured via the HL7 Options configuration; refer to the relevant section for more information.

The cmEMR Options configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a cmEMR Option

To configure a new cmEMR option: select the **Create [F6]** function button.

To modify an existing cmEMR option: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify cmEMR Option

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

The fields on this configuration screen are divided into sections: Identity, Filters, Enable Option, Triggers and Formatting Options.



Function Buttons

Function	Description		
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly		
	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
Copy Details [CF2]	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the co abort.	opy by clicking OK or pressing the [F4] key or Cancel to	



Field	Description		
	Identity		
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).		
Alias	Enter an alias for the entry, if desired (maximum 6 characters).		
Description	Enter the full name or meaningful description of the entry (maximum 18 characters).		
	Enter the IP Address of the receiving system.		
Address	This field must be populated to send outbound messages, including HL7 eOrder cancellation messages.		
Subaddress	Enter the Port Number to be used for communication with the receiving system. This field must be populated.		
Remote	Enter a description of the receiving application (maximum 18 characters).		
Application	<u>Note</u> : The contents of this field must match what is in the MSH of the message.		
	Enter a description of the receiving facility (maximum 18 characters).		
Remote Facility	<u>Note</u> : The contents of this field must match what is in the MSH of the message.		
Local Facility	Enter a description of the sending facility (maximum 18 characters).		
Version	Enter the HL7 version number being used.		
UR Prefix	Enter the mnemonic of the UR Number Prefix applicable to the UR Numbers in this HL7 feed, if required (maximum 6 characters). F1 Lookup available.		
	This field should be populated when the feed supplies only the numerical portion of the UR Number, with the prefix omitted (e.g. 123456 instead of A123456).		
	Leave this field blank when the feed supplies the UR Prefix as part of the UR Number.		



	When populated, the specified Prefix is added to the UR Numbers supplied in inbound HL7 messages and omitted from the UR Numbers in the outbound messages.		
	For example, when the UR Number 123456 is supplied in an incoming message, Evolution vLab TM adds the configured prefix (e.g. "A") to obtain A123456, and this prefixed UR Number is used throughout Evolution vLab TM . Any outgoing messages for this patient in this feed contain the UR Number 123456, consistent with the incoming data. If a UR Prefix has not been configured and the UR Number supplied in the inbound message does not include a Prefix, the error description <i>"Invalid UR Number (missing prefix)"</i> is returned.		
Mapping Group	Enter the mnemonic of the Mapping Group applicable to this feed. F1 Lookup available. The Mapping Group is configured via Interfaces > Mapping Groups and determines the mapping of third-party codes (for Wards, Doctors, Tests, Panels etc) to the corresponding Evolution vLab [™] mnemonic for each.		
	Please refer to the section "Field Mapping Groups" for more information.		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		
Filters			
UR Prefixes	This field enables a filter to be applied for a specific UR prefix		
HCF	Enter the mnemonic for a Health Care Facility to send messages only for lab records containing the specified HCF. F1 Lookup available. Leave this field blank to send messages for lab records containing any HCF.		
Laboratory	Enter the mnemonic of a Laboratory to send messages only from the specified Laboratory. F1 Lookup available. Leave blank to send messages from all Laboratories.		
Department	Enter the mnemonic of a Department to send messages only from the specified Department. F1 Lookup available. Leave blank to send messages from all Departments.		
Division	Enter the mnemonic of a Division to send messages only from the specified Division E1 Lookup available. Leave blank to send messages		
21101011	from any Division.		



	Enter the code corresponding to the HL7 message type to generate upon Level 1 validation.		
Level 1 Validation	U	Observation Result (ORU) Message	
	м	Order Message (ORM)	
	L	Order Message for Laboratory tests (OML);	
	N	No message	
	Enter the code corresponding to the HL7 message type to generate upon Level 2 validation.		
	U	Observation Result (ORU) Message	
Validation	м	Order Message (ORM)	
	L	Order Message for Laboratory tests (OML);	
	N	No message	
	Enter the code corresponding to the HL7 message type to generate when a request (Test/Panel) is added to or deleted from the episode.		
Add/Delete	U	Observation Result (ORU) Message	
Request	м	Order Message (ORM)	
	L	Order Message for Laboratory tests (OML);	
	N	No message	
Corrections	Enter the code corresponding to the HL7 message type to generate when a correction is made to a file via 'Renumber File Number', 'Move Lab No.' or 'Reassign Lab Nos.' in the Management > Patient Records menu.		
	A HL7 message is generated for each lab number affected by a given correction. Set this field to N (no message) or leave it unpopulated for interfaces to downstream systems that do not consume correction messages.		
	U	Observation Result (ORU) Message	
	м	Order Message (ORM)	



	L	Order Message for Laboratory tests (OML):		
	L Order Message for Laboratory tests (Olvie),			
	N	No message		
	Enter th when a & Alloca	ne code corresponding to the HL7 message type to generate n episode is created or the registration is saved, including Save ate for eOrders.		
Pagistration	U	Observation Result (ORU) Message		
	м	Order Message (ORM)		
	L	Order Message for Laboratory tests (OML);		
	N	No message		
Enable Option				
Marked for Attention	This field allows outbound results to be flagged as marked for attention when configured conditions are met. This is indicated by the population of OBX-10 of the HL7 result message with "M".			
	When this field is set to (y)es Evolution vLab [™] executes the Marked for Attention mask (script) with Mnemonic MFA_ [HL7 Option Mnemonic] or MFAC_[cmEMR Option Mnemonic] as appropriate.			
	Existing functionality applies when this is set to (n)o.			
Formatting Options				
Send PV1	Enter (y)es or (n)o to specify whether the PV1 segment is included in outgoing messages. Typically, this should be set to 'yes'.			
Send empty	Enter (y)es or (n)o to specify whether the outgoing messages contain OBX segments for which OBX-5 (Observation Value) is empty. Default is 'no'.			
OBA	Set this be emp	Set this field to 'no' to exclude OBX segments for which OBX-5 would be empty.		
Text	Enter (y results	r)es or (n)o to specify whether the system sends sensitivity as formatted text. Default is 'no'.		
Sensitivities	When s	When set to 'no' the sensitivities are sent as discrete elements.		
NTE components	Enter (y)es or (n)o to specify whether NTE is used to add comments as a note to a result, rather than as a separate result field. Default is 'no'.			



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Enable Custom Corrections (ZMV)	Enter (y)es or (n)o to specify whether the system creates ZMV messages when corrections are made to the UR file. Default is 'no'.		
Enable Extra Copy Details (ZRC)	Enter (y)es or (n)o to specify whether the system includes extra copy details in the messages. Default is 'no'.		
Group by Format	Enter (y)es or (n)o to specify whether results will be grouped by format panel in HL7 messages. Default is 'no'.		
Department Format	Enter the mnemonic(s) of the department(s) requiring specialised result formatting. F1 Lookup available. Multiple departments should be comma separated without spaces (e.g. 'H,B,T'). For each department this references the general mask with mnemonic HL7_DEPT, where DEPT is the department mnemonic.		
Request Format	Enter (y)es or (n)o to specify whether results will be formatted using a custom request format for HL7. Default is 'no'. Request-based masks are configured in the General Masks configuration table, with the Mnemonic in the format HL7_[REQ] (Pathology North) or HL7R_[REQ] (Queensland Health), where [REQ] is the mnemonic for the request. For example, HL7_ABC or HL7R_ABC for the request with mnemonic ABC. When set to 'yes' Evolution vLab [™] runs the General Mask with Mnemonic HL7R_[REQ], if it exists, for each request. The OBX for the request (OBR) in the outgoing HL7 message contains the request mnemonic in OBX-3.1 (matching OBR-4.1) and the output of the General Mask in OBX-5. When a given request mask does not exist the system falls back to standard functionality for that request, according to configuration. This allows the setting to co-exist with the current mask outputs and nonmask result outputs.		
	and both the Department and request masks exist, the HL7R_[REQ] mask is used, not the Department mask. When set to 'yes' Evolution vLab™ uses the general mask with mnemonic HL7_REQUEST to format the output, where REQUEST is the request mnemonic.		



Atomic & Textual	This field enables the transmission of atomic and textual data in OBX segments. Set to (n)o for the outgoing result messages contain either atomic or textual OBX segments as appropriate, according to current functionality.		
	Set to segmer	(y)es for the outgoing HL7 messages contain atomic OBX ats and a textual OBX segment for each OBR segment.	
	Enter (y)es or (n)o to specify whether the content of the Microsoft Word report is transmitted via the interface as encoded data (PDF) or as plain text in the relevant OBX segment of the HL7 message. Default is 'no'.		
PDF Word Docs	When s encode	et to 'yes' the content of the Word report is transmitted as d data (PDF) in the HL7 message.	
	When set to 'no' the content of the Word report is transmitted as plain text in the HL7 message.		
Send ORC per OBR	Enter (y)es or (n)o to specify whether Evolution vLab™ includes an ORC segment for each OBR segment in the outgoing HL7 message. Default is 'no'.		
	When set to 'yes' Evolution vLab™ sends an ORC with every OBR. When set to 'no' only one ORC segment is sent per message. Customers should confirm with the remote facility as to what is expected in the message.		
	This field determines whether the configured LOINC is output f Test in the outgoing message.		
	The vali	d options for this field are:	
	В	Output LOINC for the Test as the ID in OBR-4.1 and OBX-3.1.	
Output LOINC	OBR	Output LOINC for the Test as the ID in OBR-4.1 only	
		(omit from OBX).	
	OBX	Output LOINC for the Test as the ID in OBX-3.1 only (omit from OBR).	
	N	Do not output LOINC for the Test in OBR-4.1 or OBX-3.1.	



	The default is 'Both'.			
Test Display	This field determines whether the display name, as defined in the test configuration, is included for each test in the outgoing message.			
Name	Enter (y)es or (n)o to specify whether the test name is transmitted.			
	The default is 'no'.			
Transfer Inhibit Override	Enter (y)es or (n)o to specify whether to override the External Transfer Inhibit setting in the Test and Panel configurations. The default is 'no'. Set this field to (y)es to transmit OBRs and OBXs for Tests and Panels			
overnue	Set this field to (n)o to transfer OBRs and OBXs only for Tests and Panels with External Transfer Inhibit set to 'no'.			
	Enter the code corresponding to the HL7 Value Type for textual results in outgoing HL7 messages for this feed. The default is 'TX'.			
	F FT Textual results are output as Formatted Text in OBX-5.			
Total Data Tara	Carriage returns are represented by the escape sequence '\.br\'. OBX-2 contains 'FT'.			
Text Data Type	T TX Textual results are output as Text Data in OBX-5.			
	Carriage returns are represented by the tilde character i.e. '~'. OBX-2 contains 'TX'.			
	Note: The HL7 Value Type is 'TX' in the absence of this configurable setting.			
	Enter (y)es or (n)o to specify whether 'T/F' is output for non-validated results in the HL7 feed. Default is 'no'.			
	Non-validated results are output via the HL7 feed when this field is set to 'no'.			
Interim Results	The following applies when this field is set to 'yes', for both atomic and textual data unless otherwise specified.			
T/F	• Output 'T/F' in OBX-5 for non-resulted mandatory Tests. This applies regardless of whether 'Send empty OBX' is set to yes or no.			
	 Output 'T/F' in OBX-5 for all non-validated atomic results, regardless of mandatory status, in place of the actual result. 			
	• Output 'T/F' in OBX-5 for textual results for which the HL7 mask does not generate any output (i.e. a null report). Citadel Health			



	recommends that the HL7 masks be configured to output 'T/F' or equivalent where required.	
	• When 'Send empty OBX' is set to 'yes', output nothing in OBX-5 for non-resulted non-mandatory Tests. This is consistent with existing functionality.	
	• Output 'T/F' in OBX-5 for mandatory Tests for which the results have been deleted.	
	• Output an empty OBX-5 as normal for non-mandatory Tests for which the results have been deleted.	
	The value type and observation result status in OBX-2 and OBX-11 respectively are output according to standard functionality.	
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).	
Modified By	The mnemonic of the user who last modified the entry (system populated).	

cmEMR Test/Panel Options

The cmEMR Test/Panel Options configuration table allows the specification of the Tests and Panels that require sequential numbers appended to the outgoing request code in the HL7 feed to the third-party clinical (eOrder) system. The sequential numbering is applied when there are multiple instances of the same request bearing the same collection date/time for a given patient.

Where each Test in each Panel is required to have an appended number, the Tests must be individually configured in this table in addition to the Panel. For example, the constituent Test codes (e.g. PT, APTT, FIBD etc.) of the Panel "COAG" must be added to this configuration table in addition to "COAG" itself.

Please note that maximum number of unique sequential numbers is 63, such that the total number of unique codes for a given "duplicate" request is 64. For example, COAG; COAG1; COAG2...up to COAG63.The cmEMR Options configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a cmEMR Test/Panel Option



To configure a new cmEMR Test/Panel Option: select the Create [F6] function button.

To modify an existing cmEMR Test/Panel Option: double click the relevant entry or select and [Enter] to open the Create/Modify dialog box.

Create/Modify cmEMR Test/Panel Option

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Configuration fields

Field	Description		
Test/Panel Mnem	Enter the mnemonic of the Evolution vLab™ Test or Panel (maximum 8 characters). F1 Lookup available.		
Test/Panel Name	The full name or meaningful description of the Test or Panel specified in the Test/Panel Mnem field (system populated).		
Enable Atomic ID	Enter (y)es or (n)o to specify whether the sequential numbering is enabled for Atomic data. Default is 'no' (not enabled).		
Enable Textual ID	Enter (y)es or (n)o to specify whether the sequential numbering is enabled for Textual data. Default is 'no' (not enabled).		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).		
Modified By	The mnemonic of the user who last modified the entry (system populated).		

Field Mapping Groups

The Field Mapping Groups configuration allows the system administrator to create rule sets for bi-directional mapping of third-party codes (for Wards, Doctors, Tests, Panels, etc) to the corresponding mnemonic for each, for use in HL7 communication between and other systems. Once configured, the Mapping Group (rule set) may be selected via F1 Lookup in the configuration for the relevant HL7 Option(s).



The inbound mapping may be one-to-one, or many-to-one as required. However, it should be noted that the outbound mapping is one-to-one.

Example:

Third-party Panel codes 12341, 12342 and 12343 are each mapped into the Panel FBE.

When an eOrder is received for any of these codes (e.g. 12343), the request is mapped to FBE for registration in the system.

However, when composing an outbound message for this episode **Evolution vLab**[™] uses the first mapped third-party code it finds in the appropriate mapping table.

The Mapping Groups configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Mapping Group

To configure a new Mapping Group: select the **Create [F6]** function button.

To modify an existing Mapping Group: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Mapping Group

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

The sub-table displays the defined set of data types ('map types') available for configuration.

They are:

- Health Care Facilities Ethnicity Wards Categories Clinical Units
- Health Funds Doctors Tests Panels Specimens
- Primary Sites Secondary Sites Sample Containers Priority/Urgency Collection Centres



Modify the Mapping for a particular Map Type

- 1. Click the Select [F12] icon to access the Map Type sub-table.
- 2. Double click the relevant entry or select and [Enter].

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly



	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the copy by clicking OK or pressing the [F4] key or Cancel to abort.		

Field	Description		
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 20 characters).		



Alias	Enter an alias for the entry, if desired (maximum 20 characters).		
Description	Enter the full name or meaningful description of the entry (maximum 60 characters).		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).		
Modified By	Modified ByThe mnemonic of the user who last modified the entry (system populated).		

Columns in the Map Type sub-table

Column	Description		
Мар Туре	The name of the data entity/field (e.g. Tests).		
Active	Indicates whether the underlying mapping rules are active (enabled) for the given Map Type.		
Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was last modified (system populated).		
Modified By	dified By The mnemonic of the user who last modified the entry (system populated).		

Modify Mapping Details

This screen allows the administrator to configure the mapping for the selected Map Type (data entity/field), e.g. Tests.

Modify the Mapping for the Map Type

- 1. Select Field Map Details [F6] to access the Field Mapping table.
- 2. To configure a new field map: select the **Create [F6]** function button.
- 3. To modify an existing field map: double click the relevant entry or select and [Enter].
- 3. Populate the fields as required. Refer to the section Modify/Create Field Map, below.
- 4. Select Save [F4] to commit the changes and return to the Field Mapping table.



- 5. Select **Back [Esc]** to return to the Modify Mapping Details screen.
- 6. Select **Back [Esc]** to return to the Create/Modify Mapping Group screen (with the subtable).
- 7. Select **Save [F4]** to return focus to the main configuration fields.
- 8. Select **Save [F4]** to save the record and return to the configuration table.

Function Buttons

Function	Description			
Field Map Details [F6]	Opens the Field Mapping table for the selected Map Type (data entity/field), e.g. Tests. From this screen the user may create or edit the mapped items. For each mapped item, the user specifies the third-party code and the corresponding Evolution vLab [™] mnemonic.			

Configuration fields

Field	Description		
Group	The mnemonic for the Mapping Group (auto populated from Panel Details sub-tab).		
Мар Туре	The Map Type, e.g. Tests (auto populated, based on user's selection).		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		
Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was last modified (system populated).		
Modified ByThe mnemonic of the user who last modified the entry (system populated).			

Modify/Create Field Map

This screen allows the administrator to configure an individual mapping for the selected Map Type (data entity/field), by specifying the third-party code and the corresponding **Evolution vLab**[™] mnemonic.



Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Column	Description			
Mnemonic	Enter the third-party code for the item (maximum 20 characters). For example, when configuring a Test mapping for the request "amylase" the third-party code might be 12345.			
Alias	Enter an alias for the entry, if desired (maximum 20 characters).			
Description	Enter the full name or meaningful description of the entry (maximum 60 characters). The Description appears on the Field Mapping configuration screen but is not otherwise used by the system.			
Mnemonic	Enter the Evolution vLab [™] mnemonic for the item. F1 Lookup available. For example, when configuring a Test mapping for the request "amylase" the Evolution vLab [™] mnemonic might be AMY.			
Sort Order	Enter a number between 0 and 99. Determines the order that a priority will be sent in the HL7 feed. The higher the sort order, the earlier in the message the priority will be sent. <u>Note:</u> this field only displays on the Field Maps Details configuration screen for Priority/Urgency Map Type.			
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).			
Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was last modified (system populated).			
Modified By	The mnemonic of the user who last modified the entry (system populated).			



Blood360

Blood360 allow the system administrator to customise HL7 result feeds to and from the Blood360 interface. A new device should be created using the mnemonic 'BLOOD360' and options 'blood360' (Administration > Devices > Hardware Devices).

The Blood360 Options is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Blood360 Option

To configure a new Blood360 option: select the **Create [F6]** function button.

To modify an existing Blood360: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Blood360 Option

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

The fields on this configuration screen are divided into sections: Identity and Filters.

Function Buttons

Function	Description			
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly			

Field Description	
Identity	



Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).			
Alias	Enter an alias for the entry, if desired (maximum 6 characters).			
Description	Enter the full name or meaningful description of the entry (maximum 18 characters).			
Address	nter the IP Address. This field must be populated to send outbound messages. When the IL7 Option is only being used to receive messages, the Address may be left blank.			
Subaddress	nter the Port Number of the receiving system.			
Receiving Application	Inter a description of the receiving application (maximum 18 Characters).			
Receiving Facility	Enter a description of the receiving facility (maximum 18 characters).			
Sending Facility	Enter a description of the sending facility (maximum 18 characters).			
UR Prefix	Enter the mnemonic of the UR Number Prefix applicable to the UR Numbers in this HL7 feed, if required (maximum 6 characters). F1 Lookup available.			
	This field should be populated when the feed supplies only the numerical portion of the UR Number, with the prefix omitted (e.g. 123456 instead of A123456).			
	Leave this field blank when the feed supplies the UR Prefix as part of the UR Number.			
	When populated, the specified Prefix is added to the UR Numbers supplied in inbound HL7 messages and omitted from the UR Numbers in the outbound messages.			
	For example, when the UR Number 123456 is supplied in an incoming message, Evolution vLab [™] adds the configured prefix (e.g. "A") to obtain A123456, and this prefixed UR Number is used throughout.			
	Any outgoing messages for this patient in this feed contain the UR Number 123456, consistent with the incoming data. If a UR Prefix has not been configured and the UR Number supplied in the inbound message does not include a Prefix, the error description <i>"Invalid UR Number (missing prefix)"</i> is returned.			



Version	Enter the HL7 version number being used.	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	
Filters		
Ward	Enter the mnemonic of a ward to restrict the results sent only for lab records containing this ward. F1 Lookup available. Leave blank to send messages for lab records containing any ward.	
Ward Group	Enter the mnemonic of a ward group to restrict the results sent only for lab records within this ward group. F1 Lookup available. Leave blank to send messages for lab records containing any ward group.	
HCF	Enter the mnemonic of an HCF to restrict the results sent only to this HCF. F1 Lookup available. Leave blank to send messages for lab records containing any HCF.	
Laboratory	Enter the mnemonic of a laboratory to restrict the results sent to this laboratory. F1 Lookup available. Leave blank to send messages for lab records containing any laboratory.	
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).	
Modified By	The mnemonic of the user who last modified the entry (system populated).	

18. MBS Schedules

The Medicare Benefits Schedules (MBS) submenu allows configuration of Pricing Schedules (including Medicare Benefits Schedules) and includes the Missing Translation Report.

The Laboratory Costing configuration is also accessed via this submenu.

Medicare Benefits Schedules

The Medicare Benefits Schedule (MBS) is published and maintained by the Australian Department of Health. This configuration screen allows the system administrator to configure



the MBS into **Evolution vLab**[™] for use by the Billing module. This ensures compliance with Medicare billing requirements.

The MBS is typically published in November each year, with updates released the following May. When a new Schedule is published the administrator can copy across the previous MBS table to the newly created table and then update the necessary items.

The Medicare Benefits Schedules/Pricing Schedules configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'. The Start Date indicates the date from which it is utilised by **Evolution vLab**[™].

Create, View or Modify a Medicare Benefit Schedule/Pricing Schedules

To configure a new schedule: select the **Create [F6]** function button.

To view or modify an existing MBS: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Medicare Benefit Schedule

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

The function buttons and additional tabs become available once the new record has been saved.

When a new Schedule is published by Medicare the administrator can copy across the previous MBS table to a newly created table and then update the necessary items.

Function Buttons

Function	Description			
Copy Column [F8]	Copies the data from one column of the table into another column of the same table. A blank column (containing no data) can be copied to another column for the purposes of deleting the existing data in the destination column.			



	prompts the user for the Source column (containing the data to be copied) and the Destination column (where the data will be copied to).			
	This function affects both the Column Heading and Rate (%) fields on this screen and the data contained in the Schedule table, accessed via the Schedule tab.			
Load Schedule [SF5]	Loads an existing MBS item list into the current MBS. This minimises the data entry and/or editing required to set up a new Schedule.			
Copy Details [CF2]	This function populates the Medicare Benefit Schedule and the translation tables with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live or between Area Health Services).			
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.			
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.			
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.		
	Local AHS:	Enter the mnemonic or alias for the Local AHS to be copied from (F1 Lookup available). Leave blank when performing a Remote copy.		
	Local Type:	Select the Pricing Schedule Type.		
	Local Ident:Enter the Pricing Schedule Identity (F1 Lookup available).Local Id:Enter the mnemonic or alias for the Local Medic Benefit Schedule to be copied (F1 Lookup availa Leave blank when performing a Remote copy.			
	System:	Select the Remote system. Leave blank when performing a Local copy.		
	Remote AHS:	Enter the mnemonic or alias for the Remote AHS to be copied from (F1 Lookup available).		
	Remote Type:	Select the Pricing Schedule Type.		
	Remote Ident:	Enter the Pricing Schedule Identity. F1 Lookup is not available.		



	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
	Perform the co abort.	opy by clicking OK or pressing the [F4] key or Cancel to
Recalculate Schedule [SF7]	Recalculates th the percentage	he whole schedule. This is used to update the MBS when the rate of the columns has been changed.
Calculate Dept Item Rates [SF8]	Allows the reca selected colum only, a column	alculation of the items specific to a department within a nn. For example, to charge 75% for Haematology items is created to meet this need.

Other sub-tabs available

Sub-tab	Description	
Schedule [CF10]	Displays a list of item numbers and column value for each item number. The active item numbers appear at the top of the list followed by the inactive item numbers.	
Translation [CF6]	Allows each Billable Evolution vLab [™] test or panel to be translated to a Medicare item number. The active item numbers appear at the top of the list followed by the inactive item numbers.	
MBS Rules Table [F7]	 Provides a summary of each item number including the fees, and any combination or exclusion rules configured against the item. This is useful when checking to ensure the fees and combination/exclusion rules have been configured correctly. <u>Note:</u> This table is not included for new customers as it relates to historical functionality. 	

Field	Description
Description	Enter a unique alphanumeric name for the entry (maximum 6 characters) to serve as both the mnemonic and Description. Once



	created the Description should never be changed. A possible format is YY MMM such as 13 Nov for the November 2013 schedule.		
	Enter the starting date provided by the Australian Department of Health, using valid syntax such as 281013 for 28 th October 2013. The starting date is typically the first day of the month.		
Starting Date	Note: Do not change the Starting Date once the Schedule is configured, as doing so clears all Items (Schedule sub-tab) and Translations (Translation sub-tab) configured for that Schedule. Instead, the system administrator should create a new MBS Schedule with the desired Starting Date and use the Load Schedule function to copy across the Items and Translations from the entry with the incorrect date.		
Consolidation Lag Time	Enter a numerical value to specify the consolidation lag time (in days) for all episodes. When this field is populated Evolution vLab [™] prevents all episodes from consolidating until the specified number of days has elapsed since final validation.		
	Tip:Set the lag to '99' when configuring a new MBS table. This offers a window of time to make necessary changes to the MBS and other settings to comply with the new schedule.		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		
	Columns 1-8		
Heading (multiple fields)	Enter the heading to use for the respective column (1-8) of the Schedule table.		
Rate % (multiple fields)	The fee by percentage to apply to the respective column (1-8) of the Schedule table. This sets the fee for each item at the specified percentage of the full (100%) MBS fee.		
	Columns 1, 2 and 3 are typically set at 100%, 75% and 85% respectively.		
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).		
Modified By	The mnemonic of the user who last modified the entry (system populated).		

Copy data from one column to another



- 1. Select the Copy Column [F8] function button.
- 2. At the prompt '*Enter Source Column (1-8)*', enter the number of the column to be copied from.
- 3. Select the OK button or [Enter].
- 4. At the prompt *'Enter Destination Column (1-8)'*, enter the number of the destination column.
- 5. Select the OK button or [Enter].
- 6. Select the **Save [F4]** icon to commit the change.

Load an existing Schedule into the current Schedule

- 1. Select the Load Schedule [SF5] function button.
- 2. At the prompt '*Enter Schedule to load*', enter the mnemonic of the MBS Schedule (item list) to be copied across.
- 3. At the prompt '*Schedule already exists OK to overwrite (Y/N)?*' select Yes to continue or No to abort.
- 4. At the prompt 'OK to load <MBS Schedule mnemonic> (Y/N)?' select Yes to continue or No to abort.
- 5. At the prompt '*Are you sure (Y/N)?*' select Yes to continue or No to abort.
- 6. At the prompt 'Schedule < MBS Schedule mnemonic> loaded' select the OK button.
- 7. Select the Save [F4] icon to save the Schedule.

Copy the MBS between hosts (platforms)

1. Refer to the **Copy Details [CF2]** function button.

Change a Rate (%) value and recalculate the Schedule

- 1. Enter the new value in the appropriate Rate (%) field.
- 2. Select Recalculate Schedule [SF7] function button.

A yellow alert message displays in the top right corner of the screen: 'Recalculating...'

- 3. At the prompt *'Recalculation completed'*, select the OK button. The system automatically rounds the values in the column to the nearest \$0.05.
- 4. Select the **Save [F4]** icon to commit the change.



Recalculate Item Rates specific to a Department

- 1. Select the Calculate Dept Item Rate [SF8] function button.
- 2. At the prompt '*Enter Source Column (1-8)*', enter the number of the column to be copied from.
- 3. Select the OK button or [Enter].
- 4. At the prompt *'Enter Destination Column (1-8)'*, enter the number of the destination column.
- 5. Select the OK button or [Enter].
- 6. At the prompt '*Enter Department to change*', enter the department mnemonic. F1 Lookup available. Click OK to continue or Cancel to abort.
- 7. At the prompt '*Enter Percentage*', enter the percentage value to be applied. Click OK to continue or Cancel to abort.
- 8. Select the **Save [F4]** icon to commit the change.

Schedule

The Schedule table lists the item numbers with the details relating to the fee rates, combination and exclusion rules, lag time and department. This table includes up to 8 columns configured by the administrator via the Details tab.

Create or Modify a Schedule Item

To configure a new item: select the **Create [F6]** function button.

To modify an existing item: double click the relevant entry or select and [Enter] to open the Details screen.

Other sub-tabs available

Sub-tab	Description
Details [CF5]	Define the main details for the Medicare Benefit Schedule entry.
Translation [CF6]	Allows each Billable Evolution vLab [™] test or panel to be translated to a Medicare item number. The active item numbers appear at the top of the list followed by the inactive item numbers



MBS Rules Table [F7]	Provides a summary of each item number including the fees, and any combination or exclusion rules configured against the item. This is useful when checking to ensure the fees and combination/exclusion rules have been configured correctly.		
	<u>Note</u>: This table relates to historical functionality is not available to new customers.		

Columns in the Schedule table

Column	Description
ltem	The number assigned to the billable test/panel by the Australian Department of Health. The item number defines the scheduled fee for the item and what can be claimed under the item.
Column 1	Displays the fee at the 100% rate as configured for the item in the Fees @ 100 field.
Column 2	Displays the fee at the 75% rate as configured for the item in the Fees @ 75 field.
Column 3	Displays the fee at the 85% rate as configured for the item in the Fees @ 85 field.
Columns 4-8	Display the fees configured for the item in the User Fee A, B, C, D and E fields respectively.
Lag	The number of days each item is held after Level 2 validation before being billed. The consolidation lag time set here at the item level overrides the consolidation lag time configured for the whole Schedule. This allows the administrator to extend the consolidation lag for a particular item. Applications for this setting include period coning.
Facility Fee %	Note: This field has been added for future development.
Description	The item description, which is printed on the invoice. When the description is left blank the system prints the individual test mnemonics that are grouped by the item number.
Department	The one-letter mnemonic of the department associated with the item. The department can be used to recalculate by column for specific items using the 'Calculate Dept Item Rates' function.



Combination Rules	Combination rules are used when tests are grouped together and billed depending on the number of tests ordered or when two item numbers combine to form a third item number.	
Exclusion Rule	Exclusion rules allow for the specification of item numbers that cannot be billed on the same item number.	

Details – Create/Modify Schedule Item

This screen allows the administrator to define an individual item in the Schedule, including fees, Combination and Exclusion rules, lag time and Rule 3 exemption status.

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly

Field	Description	
	Enter the Item number. allows users to specify numbers outside the MBS range for billing of tests not covered by the MBS.	
	0-79999	Medicare items
Medicare Item	80000- 89999	General non-MBS items (billed to all clients both private and public)
	90000- 98999	Used by Citadel Health for special consolidation processes
	99000- 99999	General non-MBS items (billed to public accounts only)





Alias	Enter an alias for the entry, if desired (maximum 6 characters).
Description	Enter the full name or meaningful description of the entry (maximum 30 characters).
	The contents of this field prints on the invoice, so a meaningful description is important. When the description is left blank Evolution $vLab^{TM}$ prints the individual test mnemonics that are grouped by the item number.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).
Consolidation Lag Time	Enter a numerical value to specify the consolidation lag time in days. When this field is populated Evolution vLab [™] prevents this item number from consolidating until the specified number of days has elapsed since Level 2 (final) validation. This value overrides the lag time configured against the whole Schedule,
	and therefore allows the administrator to extend the consolidation lag, such as for items involved in period coning.
Fees @ 100	Enter a monetary value to specify the full (100%) fee. Values are reformatted to dollars and cents (e.g. 5.5 becomes \$5.50).
75	The 75% fee auto-populates when the Fees @ 100 field is populated or edited. Values are reformatted to dollars and cents (e.g. 5.5 becomes \$5.50).
85	The 85% fee auto-populates when the Fees @ 100 field is populated or edited. Values are reformatted to dollars and cents (e.g. 5.5 becomes \$5.50).
User Fee A	Enter a monetary value to specify the first custom fee for Column 4. Values are reformatted to dollars and cents (e.g. 5.5 becomes \$5.50).
В	Enter a monetary value to specify the first custom fee for Column 5. Values are reformatted to dollars and cents (e.g. 5.5 becomes \$5.50).


С	inter a monetary value to specify the first custom fee for Column 6. Values are reformatted to dollars and cents (e.g. 5.5 becomes \$5.50).		
User Fee D	Enter a monetary value to specify the first custom fee for Column 7. Values are reformatted to dollars and cents (e.g. 5.5 becomes \$5.50).		
E	Enter a monetary value to specify the first custom fee for Column 8. Values are reformatted to dollars and cents (e.g. 5.5 becomes \$5.50).		
	Enter the Combination rule to apply to this item number. Combination rules are used when tests are grouped together and billed depending on the number of tests ordered (e.g. general biochemistry) or when two item numbers combine to form a third item number (e.g. blood group and antibody screen separately can combine to the 'group and antibody screen' item number).		
	Example: Multiples of tests involving item number 65132		
	• When 1 test is ordered the item number is 65132. The Combination field for 65132 is left blank.		
Combination	• When 2 tests are ordered the item number is 65133. The Combination field for item 65133 contains [65132,2].		
	• When 3 tests are ordered the item number is 65134. The Combination field for item 65134 contains [65132, 3].		
	• When 4 tests are ordered the item number is 65135. The Combination field for item 65134 contains [65132, 4].		
	 When 5 or more tests are ordered the item number is 65136. The Combination field for item 65136 contains [65132,5:100]. 		
	Example: Combination of blood group and antibody screen items		
	• The item numbers 65060 (blood group) and 65070 (antibody screen) can combine to form the item number 65096 (group and antibody screen).		
	 The Combination field for item 65096 contains [65060] & [65070]. 		
	Enter the item numbers for the Exclusion rule. Multiple item numbers should be comma separated without spaces.		
Exclusion	Item numbers listed in this field cannot be billed with this item number.		
	For example, when a full blood count is ordered (item 65070), billing for the ESR (item 65060) and/or Reticulocyte count (item 65072) is not		



	permitted. For item number 65070 the Exclusion field would contain 65060, 65072.		
Facility Fee%	Note: This field has been added for future development.		
Special Rule	This field is used only by Citadel Health for configuring complex coning rules.		
Department	Enter the mnemonic of the department that will use this item number. F1 Lookup available. This field needs to be configured for the Calculate Dept Item Rates [SF8] function.		
	Specify whether the Item number is eligible for Rule 3 Exemption.		
	Rule 3 exemption means multiple episodes with this item will be billed in a 24-hour period.		
	N This item is never rule 3 exempt		
	I Only episodes registered with a ward of inpatient status will be rule 3 exempt for this item		
	O Only episodes registered with a ward of outpatient status will be rule 3 exempt for this item		
	B All episodes will be rule 3 exempt for this item		
	Items derived via a Combination Rule		
	The eligibility of a given Item for Rule 3 exemption is determined by the 'R3 Exemptible' setting for the Item to which the request is initially translated. The 'R3 Exemptible' setting against the Item bearing the Combination Rule has no effect.		
	For example, where the request INR is translated to 65120 via a Combination Rule citing 90031, ensure the 'R3 Exemptible' field for 90031 is set appropriately.		
	Specify the timeframe over which period coning will apply for this item number. Enter a numerical value followed by the appropriate suffix to specify (d)ays, (m)onths or (y)ears.		
(relates to	In the Period Maximum field specify the maximum quantity that may be billed over this timeframe.		
Period Coning)	For example, the MBS limits the number of HbA1c tests that can be ordered on a non-pregnant patient to 4 over 12 months. The Period Time would be set to 12 months (12m) and the Period Maximum to 4.		



Period Maximum	Enter a whole number to specify the maximum quantity of this item that may be billed over the timeframe specified in the Period Time field (for period coning).	
(relates to Period Coning)	nce the period maximum is exceeded the system generates the acception 'Request Maximum exceeded'. To remove the exception the equest on the lab number must be set to non-billable.	
Consolidation Range (relates to Period Coning)	Specify the consolidation range to allow coning to occur over a defined period (e.g. 3 days) rather than just occurring over a single day. Enter a numerical value followed by the appropriate suffix to specify (d)ays, (m)onths or (y)ears. This setting can be used when the test requires the patient to provide a sample over consecutive days (e.g. faeces) for a single episode.	
GC Exclude	Enter (y)es or (n)o to specify whether the item is to be excluded from Grand Coning. Default is 'no'.	
(Grand Cone Exclude)	Grand coning allows only the three most expensive items on the episode to be charged when requested by a non-consultant/specialist on an outpatient (i.e. patients with no admission ID/Date).	
	Enter the incremental schedule MBS item number that belongs to the base MBS referred item number.	
Increment Schedule	This configuration allows the ability to charge for incremental tests additional to the referred base test, specified in the External APA Schedule field in the Medicare Mnemonic Translation table. This functionality is applicable where specific items exist for tests which are referred from external APAs.	
	Enter a numerical value to specify the number of times an increment can be charged.	
Maximum Increments	Evolution vLab [™] uses the External APA Schedule field configuration to determine firstly whether the base item is to be charged and then refers to the MBS table to work out if there is more than one of the same base item calculated (whether multiples of the same test group have been registered). When multiples are detected Evolution vLab [™] uses both the Increment Schedule item number and the Maximum Increments number to calculate how many multiples of the incremental schedule can be charged.	



Medicare Mnemonic Translation

The Medicare Mnemonic Translation Table allows the administrator to link **Evolution vLab**[™] test and panel codes with the equivalent Medicare mnemonics and item numbers.

The Translation configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Translation

To configure a new translation: select the **Create [F6]** function button.

To modify an existing translation: double click the relevant entry or select and [Enter] to open the Details screen.

Other sub-tabs available

Sub-tab	Description		
Details [CF5]	Define the main details for the Medicare Benefit Schedule entry.		
Schedule [CF10]	Displays a list of item numbers and column value for each item number. The active item numbers appear at the top of the list followed by the inactive item numbers		
MBS Rules Table [F7]	Provides a summary of each item number including the fees, and any combination or exclusion rules configured against the item. This is useful when checking to ensure the fees and combination/exclusion rules have been configured correctly.		
	<u>Note:</u> This table relates to historical functionality is not available to new customers.		

Columns in the Translation table

Column	Description
Medicare	The Medicare-defined mnemonic for the Test or Panel.
Name	The name of the Test or Panel.



Mnemonics	The mnemonic(s) configured for the Tests and/or Panels.
ltem #	The MBS item number to which the mnemonic(s) is/are being translated.
Count	This field is not currently in use.
Check	This field is not currently in use.
Active	Indicates whether the entry is active or inactive.

Details – Create/Modify Medicare Mnemonic Translation

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

In order to bill the PEIs, they must be entered into the MBS Schedule table (of items) and the MBS Translation table. The Medicare translation (mnemonic) must have the format PEI_MNEM, where 'MNEM' is the mnemonic assigned to the PEI.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly

Field	Description
Medicare Mnemonic	Enter the Medicare-defined mnemonic for the translation (maximum 6 characters). This should be used wherever possible, but in the absence of a Medicare-defined mnemonic the system administrator should define an alphanumeric name.
Alias	Enter an alias for the entry, if desired (maximum 6 characters).



Name	ter the full name or meaningful description of the entry (maximum characters).			
Evolution vLab™ Mnemonics	Enter the mnemonic(s) of the Tests and/or Panels to be translated to the item number specified in the Item # field. Multiple mnemonics should be comma separated without spaces.			
	Mnemonics should be typed carefully because Evolution vLab [™] does not check their validity. Each Evolution vLab [™] mnemonic should appear only once in the translation table (i.e. to avoid conflicting translations).			
ltem#	Enter the Medicare item number the Evolution vLab [™] mnemonics are being translated to.			
	Enter the base MBS schedule item number for the request where it is a 'referred test' from an external APA.			
External APA Schedule	references the Ward configuration table to determine whether it is an external APA ward and then references this field when performing a test translation between the test mnemonic and the item number.			
Check Test	This field is not currently in use.			
Count	This field is not currently in use.			
Rule Exemption Diagnosis Codes	Enter the mnemonic(s) of the Alert/Diagnosis codes required to trigger the Rule 3 exemption (one per field; maximum 8). F1 Lookup available.			
1-8 (multiple fields)	The diagnoses are configured via Administration > Patient Admin > Patient Alerts.			
User Rule	This field accepts a short Equation script for definition of custom translation logic and up to 16 lines of scripting in this field may be configured.			
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).			
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).			
Modified By	The mnemonic of the user who last modified the entry (system populated).			



MBS Rules Table

The MBS Fees and Rules table is for viewing only, and displays a summary of the fees, Combination and Exclusion rules. This is useful for checking whether rules have been configured correctly.

Note: This table relates to historical functionality is not available to new customers.



Other sub-tabs available

Sub-tab	Description		
Details [CF5]	Define the main details for the Medicare Benefit Schedule entry.		
Schedule [CF10]	Displays a list of item numbers and column value for each item number. The active item numbers appear at the top of the list followed by the inactive item numbers		
Translation [CF6]	Allows each Billable test or panel to be translated to a Medicare item number. The active item numbers appear at the top of the list followed by the inactive item numbers		

Missing Translation Report

The Missing Translation Report is for viewing only and displays the Tests and Panels which have not been included on the MBS Translation table. Exceptions are generated by **Evolution** $vLab^{TM}$ at consolidation when a test or and panel does not have an entry in the Translation table.

To remove a test from this list it must be configured on the Schedule (item list) and in the MBS Translation table. The Report is updated when the MBS table is referenced during consolidation.

Column		Description		
	Displays denote i	the mnemonic assigned to the Test or Panel, with a suffix to ts type and status.		
	Р	Panel		
Test	Pi	Panel inactive status		
	т	Test		
	Ті	Test inactive status		

Columns in the Missing Translation Report



	The mnemonic(s) of the affected billable test(s). In the case of panels
Missing Items	this column itemises the individual tests within the panel which are
	missing entries in the Translation table.



19. MEDICARE Online

The Medicare Online submenu allows configuration of billing providers, error message responses, card flags, OPV return codes and IMC error responses.

Billing Providers

This screen allows the system administrator to configure the list of pathologists providing pathology services for each laboratory or laboratory group during specified time frames (usually calendar years). A new pathology provider table should be configured to this table each year.

Each laboratory and laboratory group must have a pathology provider attached for the entire year to ensure all work is billed. The exception 'Missing Pathologist' is generated at consolidation when a laboratory or laboratory group is not configured with a pathologist for the current time period.

The Billing Providers configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a list of Billing Providers

To configure a new list of providers: select the **Create [F6]** function button.

To modify an existing list of providers: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Billing Providers

Each laboratory and laboratory group must have a pathology provider attached for the entire year to ensure all work is billed. The exception 'Missing Pathologist' is generated at consolidation when a laboratory or lab group is not configured with a pathologist for the current time period.

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Once the Billing Provider has been saved, individual providers (configured via Administration > Requestor > Provider Table) are added or modified via the table below on the same screen.



Add or Modify a Billing Provider

- 1. Click the Select [F12] icon to access the provider details table.
- 2. To configure a new billing provider: select the Create [F6] function button.
- 3. To modify an existing billing provider: double click the relevant entry or select and [Enter].
- 4. Populate the fields as required. Refer to the section <u>Create/Modify Billing Provider</u> (<u>Dialog</u>), below.
- 5. Click OK or press [Enter] to update the sub-table.
- 6. Select Save [F4] to commit the changes.
- 7. Select Save [F4] again on the Details page to update the configuration table.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly



Copy Details [CF2]	This function p existing configu It streamlines configuration b Some fields suc the specified en to saving.	populates the current entry with details copied from an uration item in the same system or from another system. the process of creating new entries or migrating between systems (e.g. from Test to Live). ch as Mnemonic, Alias and Active are not populated from ntry as the user needs to populate or confirm them prior
	The user may existing entry, changes are sto	copy details to a blank configuration screen or to an in which case the current details are overwritten. No pred until the user saves the configuration screen.
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.
	Local AHS:	Enter the mnemonic or alias for the AHS (F1 Lookup available). Leave blank when performing a Remote copy.
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
	System:	Select the Remote system. Leave blank when performing a Local copy.
	Remote AHS:	Enter the mnemonic or alias for the AHS (F1 Lookup available). Leave blank when performing a Local copy.
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
	Perform the co abort.	opy by clicking OK or pressing the [F4] key or Cancel to



Configuration fields

Field	Description	
Mnemonic	 Enter a unique name for the entry (maximum 6 characters). Note: The mnemonic <i>must</i> be the calendar year that the table applies to. For example, 2015 refers to the billing provider table for the year 2015. 	
Alias	Enter an alias for the entry, if desired (maximum 6 characters).	
Description	Enter the full name or meaningful description of the entry (maximum 28 characters). <u>Note:</u> The description should not be the same as the either the mnemonic or alias.	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).	
Modified By	The mnemonic of the user who last modified the entry (system populated).	

Columns in the Provider Details table

Field	Description
Doctor	The doctor's name.
Mnemonic	The doctor's mnemonic.
Provider Number	The doctor's Provider Number.
Laboratory Group	The mnemonic of the laboratory or lab group for which this doctor is the billing provider.
Start Date	The date from which this doctor is the billing provider for the specified lab or lab group.



End Date	The final date that the doctor serves as the billing provider for the specified lab or lab group.
End Date	specified lab or lab group.

Create/Modify Billing Provider (Dialog)

This dialog prompt allows the system administrator to set provider details for a particular lab or lab group.

Pathology providers should not be deleted from the table. Instead, change the end date as appropriate and add a new entry to the table for the new pathologist.

Since it is possible to have MBS item numbers performed at several sites and therefore under different pathology providers, the billing provider of the laboratory performing the majority of the testing is used for billing purposes.

For example, a thyroid function test (TFT) and an oestrogen level are ordered at a district hospital. The TFT is performed onsite, but the oestrogen is referred to a metropolitan laboratory for testing.

These items cone to a single item number, but were performed at different laboratories, with different billing providers. In this case the system should assign the billing provider from the metropolitan lab to the item number since it will be accredited to perform the more complex tests – whereas the district laboratory may have the item rejected.

Field	Description
Doctor	Enter the mnemonic of the doctor to serve as the billing provider. F1 Lookup available.
Laboratory Group	Enter the mnemonic of the laboratory or lab group. F1 Lookup available.
Start Date	Enter the start date from which this doctor is the billing provider in the format DDMMYY or DDMMYYYY. Billing for this provider commences at 00:01 on the specified date.



	Enter the final date for the doctor's role as billing provider, in the
End Date	format DDMMYY or DDMMYYYY. Billing for this provider ceases at
	midnight (23:59) on the specified date.

Error Message Responses

Medicare, health funds and the DVA define several numerical error message responses that are sent within the statement files. This screen allows the system administrator to configure 's responses to the various error codes.

The configuration allows the system administrator to define the descriptive message associated with each code (for ease of interpretation by staff) and what action is to be taken (e.g. 'Benefit not payable for the service claimed').

The Error Message Reponses configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify an Error Response

To configure a new error response: select the **Create [F6]** function button.

To modify an existing error response: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Med/Vetclaims Error Response

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly



Copy Details [CF2]	This function p existing configu It streamlines configuration b	opulates the current entry with details copied from an uration item in the same system or from another system. the process of creating new entries or migrating between systems (e.g. from Test to Live).
	Some fields suc the specified en to saving.	th as Mnemonic, Alias and Active are not populated from ntry as the user needs to populate or confirm them prior
	The user may existing entry, changes are sto	copy details to a blank configuration screen or to an in which case the current details are overwritten. No ored until the user saves the configuration screen.
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.
	Local AHS:	Enter the mnemonic or alias for the AHS (F1 Lookup available). Leave blank when performing a Remote copy.
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
	System:	Select the Remote system. Leave blank when performing a Local copy.
	Remote AHS:	Enter the mnemonic or alias for the AHS (F1 Lookup available). Leave blank when performing a Local copy.
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
	Perform the co abort.	opy by clicking OK or pressing the [F4] key or Cancel to



Field	Description	
Mnemonic	Enter the error code as it will be sent in the statement file and as defined by Medicare.	
Alias	Enter an alias for the entry, if desired (maximum 6 characters).	
Message	Enter the full name or meaningful description of the error message, as defined by Medicare Australia (maximum 52 characters).	
	Enter the mnemonic corresponding to the desired response or action. F1 Lookup available.	
	I Invoice patient: item is appended to the Bill Patient Log.	
Response	R Resubmit Item: item is appended to the Resubmission Log.	
	W Write off: write off the item.	
	A Adjust: apply an adjustment.	
	N No Action: ignore the error code.	
Adjustment Type	When the selected Response is 'Adjust', enter the mnemonic of the adjustment type to use. F1 Lookup available.	
Adjustment Reference	When the selected Response is 'Adjust', enter the comment to appear on the adjustment report.	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).	
Modified By	The mnemonic of the user who last modified the entry (system populated).	

Card Flags

Medicare can send updated Medicare card information or error messages regarding Medicare numbers in statement files. This screen allows the system administrator to configure the card flags received by **Evolution vLab**[™] in from Medicare.



The Card Flags configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Card Flag

To configure a new card flag: select the **Create [F6]** function button.

To modify an existing card flag: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Card Flag

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly

Field	Description
Mnemonic	Enter the flag code as it will be sent in the statement file as defined by Medicare.
Alias	Enter an alias for the entry, if desired (maximum 6 characters).
Message	Enter the full name or meaningful description of the card flag, as defined by Medicare Australia (maximum 58 characters).
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).



Modified By	The mnemonic of the user who last modified the entry (system
	populated).

OPV Return Codes

The Online Patient Verification (OPV) Return Codes are provided by Medicare Australia and are configured in **Evolution vLab**TM via this screen. When an OPV is performed the result is returned from Medicare Australia as either 0 (all details are valid) or a 4-digit numerical error code. These error codes must be configured in **Evolution vLab**TM to allow the software to display the relative explanation for the error code.

Please see Medicare Online ECLIPSE documentation as supplied by Medicare Australia for a full list of all relevant codes.

The OPV Return Codes configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify an OPV Return Code

To configure a new OPV return code: select the **Create [F6]** function button.

To modify an existing OPV return code: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify OPV Return Codes

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly



Configuration fields

Field	Description		
	Enter with the exact OPV return code as defined by Medicare Australia.		
Mnemonic	Note: Please refer to the Medicare Online ECLIPSE documentation supplied by Medicare Australia for the full list of relevant codes.		
Alias	Enter an alias for the entry, if desired (maximum 6 characters).		
Message	Enter the full name or meaningful description of the OPV return code, as defined by Medicare Australia or the Health Fund (maximum 58 characters).		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).		
Modified By	The mnemonic of the user who last modified the entry (system populated).		

IMC Error Responses

This screen allows the system administrator to configure 's responses to the various Inpatient Medical Claim (IMC) error codes provided by Health Funds in the Medicare statement files. The configuration includes the descriptive message associated with each code (e.g. 'Billing Agent not known to fund') for ease of interpretation by staff.

The error codes are provided by the Health Funds and are independent of Medicare. Please contact the respective Health Fund for a complete list of all relevant codes.

IMC errors appear in the statement files received from Medicare regarding claims sent to Medicare and the Health Fund simultaneously (via ECLIPSE).

The IMC Error Responses configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.



Create or Modify an IMC Error Response

To configure a new IMC error message: select the **Create [F6]** function button.

To modify an existing IMC error message: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify IMC Error Response

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly



	This function p existing configu It streamlines configuration b Some fields suc the specified en to saving.	populates the current entry with details copied from an uration item in the same system or from another system. the process of creating new entries or migrating between systems (e.g. from Test to Live). ch as Mnemonic, Alias and Active are not populated from ntry as the user needs to populate or confirm them prior	
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local AHS:	Enter the mnemonic or alias for the AHS (F1 Lookup available). Leave blank when performing a Remote copy.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote AHS:	Enter the mnemonic or alias for the AHS (F1 Lookup available). Leave blank when performing a Local copy.	
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the co abort.	opy by clicking OK or pressing the [F4] key or Cancel to	



Field	Description		
Mnemonic	Enter the exact IMC Error Response code as defined by the Health Funds.		
Alias	Enter an alias for the entry, if desired (maximum 6 characters).		
Message	Enter the full name or meaningful description of the error message, as defined by the Health Fund (maximum 52 characters).		
	Enter the mnemonic corresponding to the desired response or action. F1 Lookup available.		
	I Invoice patient: append the item to the Bill Patient Log.		
Response	R Resubmit Item: append the item to the Resubmission Log.		
	W Write off: write off the item.		
	A Adjust: apply an adjustment.		
	N No Action: ignore the error code.		
Adjustment Type	When the selected Response is 'Adjust', enter the mnemonic of the adjustment type to use. F1 Lookup available.		
Adjustment Reference	When the selected Response is 'Adjust', enter the comment to appear on the adjustment report.		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		
Created, Modified	The time and date the entry was created. (system populated)		
Modified By	The mnemonic of the user who last modified the entry (system populated).		



20. Microbiology

The Microbiology submenu allows configuration of organisms, organism groups, suffixes, suffix groups, antibiotics, antibiotic nominations, sensitivity links, bottle slots, organism zone results and organism ETEST results.

Organisms

This screen allows configuration of organisms for use in, including the extraction of epidemiological data. Separate entries can be created for each genus and its constituent species as required.

The Organisms configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify an Organism entry

To configure a new organism: select the **Create [F6]** function button.

To modify an existing organism: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Organism

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly



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	This function p existing config It streamlines configuration b	populates the current entry with details copied from an uration item in the same system or from another system. The process of creating new entries or migrating petween systems (e.g. from Test to Live).	
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving. The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the copy by clicking OK or pressing the [F4] key or Cancel to abort.		

Field	Description	
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).	
Alias	Enter an alias for the entry, if desired (maximum 6 characters).	



Description	Enter the full name or meaningful description of the entry (maximum 50 characters), such as the scientific name of the organism or genus. The description can be displayed on screen, in printed reports and sent via HL7.		
	Enter the code corresponding to the category of organism or genus.		
Category	B Bacteria/Fungi		
	P Parasites		
	V Virus		
Organism Group	Enter the mnemonic of the Organism Group to which this organism or genus belongs. F1 Lookup available.		
	Note: This field is for display purposes only. It is not linked to the Organism Group configuration screen and does not add this organism to the Organism Group entered. The organism should be assigned to the Organism Group through the appropriate configuration screen.		
Genus	Enter the mnemonic of the genus to which this organism belongs. F1		
	For example, the genus for <i>Escherichia coli</i> is <i>Escherichia</i> , which might be listed as <i>Escherichia sp</i> .		
Primary Organism	Enter the mnemonic of the organism to act as the primary organism for statistical and epidemiological analysis. F1 Lookup available.		
	For example, <i>Escherichia coli (INACTIVE)</i> would be assigned the primary organism <i>Escherichia coli</i> .		
Routine Epidemiology Reports	Enter (y)es or (n)o to specify whether the organism is included in routine epidemiological statistics. Default is 'yes'.		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		
	Enter the mnemonic of the valid microscopy result for the organism.		
Microscopy	When the mnemonic of the microscopy result field prefix is entered on the Sensitivity Links screen and this organism is entered in the organism result field the microscopy result fields are checked for this mnemonic.		



	A message is triggered when the microscopy result mnemonic is missing.	
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).	
Modified By	The mnemonic of the user who last modified the entry (system populated).	
Test/Panel (multiple fields)	Enter the mnemonic of the Test or Panel whose results will be appended by a suffix from the Suffix Group specified in the adjacent field (one per field; maximum 18). F1 Lookup available.	
Suffix Group (multiple fields)	Enter the suffix group which applies to the Test or Panel in the adjacent column (one per field; maximum 18). F1 Lookup available.	

Organism Groups

The Organism Groups configuration allows organisms to be grouped for the purposes of antibiotic nomination and suppression rules, and extraction of epidemiological data.

The Organism Groups configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify an Organism Group

To configure a new organism group: select the **Create [F6]** function button.

To modify an existing organism group: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Organism Group

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.



Function Buttons

Function	Description		
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.		
	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System: Select the Remote system. Leave blank when performing a Local copy.		
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the copy by clicking OK or pressing the [F4] key or Cancel to abort.		



Field	Description	
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).	
Alias	Enter an alias for the entry, if desired (maximum 6 characters).	
Description	Enter the full name or meaningful description of the entry (maximum 30 characters).	
Master Group	Enter (y)es or (n)o to specify whether the organism group only contains other organism groups. Default is 'no'.	
	When set to 'yes' the group can only contain other organism groups and F1 Lookup opens the Organism Groups list.	
	When set to 'no' the group can only contain organisms and F1 Lookup opens the Organisms lists.	
	The Master Group setting cannot be changed when organisms or groups are already populated in the Organisms/Organism Groups fields.	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).	
Modified By	The mnemonic of the user who last modified the entry (system populated).	
Organisms / Organism Groups	Enter the mnemonics of the organisms or organism groups to be included in the group (one per field; maximum 48). F1 Lookup to the Organisms or Organism Groups table according to the Master Group setting.	
	Note: Entering an organism or organism group here does not auto populate this Organism Group on the configuration screen for the organism or group concerned. The fields are not linked.	

Suffixes

Suffixes are used as quantitative descriptors to quantify the result entered. They are appended to the results during the result entry process. Suffixes can be configured against a



specific organism for a particular test or panel or indeed any configured test result, which allows laboratory users to append a suffix to the results during data entry.

For example, *Escherichia coli* could be suffixed with '+++' and displayed in a single result field as 'Escherichia coli +++'.

Suffixes are configured against organisms as a group, so once the suffixes themselves are configured the administrator should establish groups via the Suffix Groups configuration screen.

The Suffixes configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Suffix

To configure a new suffix: select the **Create [F6]** function button.

To modify an existing suffix: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Suffix

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.



Function		Description	
Swap Mnemonic & Alias [F5]	Swaps the cont user to change directly.	ents of the Mnemonic and Alias fields. This allows the the existing mnemonic when it cannot be edited	
Copy Details [CF2]	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may existing entry, changes are sto	copy details to a blank configuration screen or to an in which case the current details are overwritten. No pred until the user saves the configuration screen.	
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to	



Configuration fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters). The mnemonic will output as the result suffix when not using the 'extended' result output on the print or screen mask.
Alias	Enter an alias for the entry, if desired (maximum 6 characters).
Description	Enter the full name or meaningful description of the entry (maximum 20 characters). The description will output as the result suffix when using the 'extended' result output on the print or screen mask.
Department	Enter the mnemonic(s) of the department(s) that will use this suffix. Multiple departments should be comma separated without spaces (e.g. M,S,V). F1 Lookup available.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Suffix Groups

Configured result suffixes can be grouped for ease of configuration and consistent result reporting.

The Suffix Groups configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Suffix Group

To configure a new suffix group: select the **Create [F6]** function button.

To modify an existing suffix group: double click the relevant entry or select and [Enter] to open the Details screen.



Details – Create/Modify Suffix Group

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



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	This function p existing config It streamlines configuration b	populates the current entry with details copied from an uration item in the same system or from another system. the process of creating new entries or migrating petween systems (e.g. from Test to Live).	
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may existing entry, changes are st	copy details to a blank configuration screen or to an in which case the current details are overwritten. No ored until the user saves the configuration screen.	
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the co abort.	ppy by clicking OK or pressing the [F4] key or Cancel to	

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).
Alias	Enter an alias for the entry, if desired (maximum 6 characters).



Description	Enter the full name or meaningful description of the entry (maximum 20 characters).	
Suffix Only	Enter (y)es or (n)o to specify whether users will be allowed to enter a result with a suffix only (i.e. the suffix becomes the Test result). Default is 'no'.	
	The Suffix Group must be entered on the Result configuration screen (Administration > Tests/Results > Results) for the Suffix Only function to work.	
	Example: Suffix group XYZ	
	Suffix Only set to 'yes'	
	Contains suffixes YYY and ZZZ	
	 Assigned to Test/Panel result field EFG in Result configuration ABC 	
	With this configuration all EFG result fields could be populated only with the suffix YYY or ZZZ; the result itself would not be mandatory.	
Department	Enter the mnemonic(s) of the department(s) mnemonics that will use this suffix. Multiple departments should be comma separated without spaces (e.g. M,S,V). F1 Lookup available.	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).	
Modified By	The mnemonic of the user who last modified the entry (system populated).	
Suffixes	Enter the mnemonics of the suffixes to be included in the group (one per field; maximum 14). F1 Lookup available.	

Antibiotics

This screen allows configuration of antibiotics used in sensitivity testing.

The Antibiotics configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'. The Sort Order



column indicates the order in which the antibiotics are displayed in the sensitivities table, while the Rules column indicates the number of configured suppression rules.

Create or Modify Antibiotic

To configure a new antibiotic: select the **Create [F6]** function button.

To modify an existing antibiotic: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Antibiotic

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.


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	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).	
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.	
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.	
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
	System: Select the Remote system. Leave blank when performing a Local copy.	
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
	Perform the copy by clicking OK or pressing the [F4] key or Cancel to abort.	

Other sub-tabs available

Sub-tab	Description
Suppression Rules [F8]	Define the suppression rules for the antibiotic.



Field	Description	
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters). Mnemonics should be as short as possible while retaining some meaning, to facilitate the maximum number of antibiotics to be displayed on the sensitivity table on screen.	
Alias	Enter an alias for the entry, if desired (maximum 6 characters).	
Description	Enter the full name or meaningful description of the entry (maximum 20 characters).	
Sort Order	Enter a number between 0 and 999999. Determines where the antibiotic appears in the sensitivities table. Antibiotics with a higher sort order will be displayed first. Default is '0'.	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).	
Modified By	The mnemonic of the user who last modified the entry (system populated).	

Suppression Rules

This allows the configuration of antibiotic suppression rules based on several parameters.

Create or Modify a Suppression Rule

To configure a new suppression rule: select the **Create [F6]** function button.

To modify an existing suppression rule: double click the relevant entry or select and [Enter] to open the Details screen.



Other sub-tabs available

Sub-tab	Description
Details [CF5]	Define the main details for the antibiotic.

Columns in the Suppression Rules table

Column	Description
Organism	The organism the rule applies to.
Specimen	The specimen the rule applies to.
Other Conditions	Other conditions the rule applies to.
Active	Indicates whether the entry is active or inactive.

Suppression Rule for <selected Antibiotic>

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Suppressed antibiotics display in blue with an asterisk (for example **R***) on the sensitivities table and are not included in the output_sensitivities subroutine on print masks.

Note: The antibiotic suppression rule can be manually overridden from the result entry screen using the **Suppress [CF5]** toggle button.

Field	Description
Lab Group	Enter the mnemonic of the testing laboratory or lab group to which the rule applies. Leave blank to apply the rule to all laboratories. F1 Lookup available.



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Request	Enter the mnemonic of the orderable Test/Panel to which the rule applies. Leave blank to apply to all requests. F1 Lookup available. Orderable Tests and Panels are those for which Orderable is set to 'yes' or any combination of 'L' and/or 'W'.	
Exclude Request	Enter the mnemonic of the orderable Test/Panel to be excluded from the rule. F1 Lookup available. Orderable Tests and Panels are those for which Orderable is set to 'yes' or any combination of 'L' and/or 'W'.	
Specimen Type	Enter the mnemonic of the Specimen Type to which the rule applies. Leave blank to apply to all specimen types. F1 Lookup available.	
Exclude Specimen Type	Enter the mnemonic of the Specimen Type to be excluded from the rule. F1 Lookup available.	
Primary Site	Enter the mnemonic of the specimen Primary Site to which the rule applies. Leave blank to apply to all primary specimen sites. F1 Lookup available.	
Exclude Primary Site	Enter the mnemonic of the primary Specimen Site to be excluded from the rule. Leave blank to apply the rule to all Primary Sites. F1 Lookup available.	
Organism Group	Enter the mnemonic of the Organism Group to which the rule applies. Leave blank to apply to all organism groups. F1 Lookup available.	
Exclude Organism Group	Enter the mnemonic of the Organism Group to be excluded from the rule. F1 Lookup available.	
Organism	Enter the mnemonic of the Organism to which the rule applies. Leave blank to apply to all organisms. F1 Lookup available.	
Exclude Organism	Enter the mnemonic of the Organism to be excluded from the rule. F1 Lookup available.	
Ward	Enter the mnemonic of the Ward to which the rule applies. Leave blank to apply to all wards. F1 Lookup available.	
Exclude Ward (1 and 2) (multiple fields)	Enter the mnemonic of the Ward to be excluded from the rule (one per field; maximum 2). Leave blank to apply the rule to all Wards. F1 Lookup available.	



Clinical Unit	Enter the mnemonic of the Clinical Unit to which the rule applies. Leave blank to apply to all Clinical Units. F1 Lookup available.	
Exclude Clinical Unit	Enter the mnemonic of the Clinical Unit to be excluded from the rule. F1 Lookup available.	
HCF	Enter the mnemonic of the Health Care Facility to which the rule applies. Leave blank to apply to all HCFs. F1 Lookup available.	
Exclude HCF	Enter the mnemonic of the Health Care Facility to be excluded from the rule. Leave blank to apply the rule to all HCFs. F1 Lookup available.	
Doctor	Enter the mnemonic of the Doctor to which the rule applies. Leave blank to apply to all Doctors. F1 Lookup available.	
	The Antibiotic and Sensitivity Result fields allow suppression of the antibiotic based on the result of another antibiotic.	
	Enter the mnemonic of the Antibiotic upon which the suppression is dependent. F1 Lookup available.	
2)	The Sensitivity Result field must be populated for this rule to work.	
	Note: When the Antibiotic 1 and Antibiotic 2 fields are populated, the antibiotic (that this rule applies to) is suppressed when both Sensitivity Result 1 and Sensitivity Result 2 match the resulted antibiotics respectively, assuming the other rule conditions are met.	
Pregnant	Enter (y)es or (n)o or leave blank to specify whether the suppression rule applies to pregnant patients, non-pregnant patients, or both. The Gestation field on the registration screen for the lab number is referenced to determine pregnancy status.	
Inpatient	Enter (y)es or (n)o or leave blank to specify whether the rule applies to inpatients, outpatients, or both.	
	When set to 'yes' the rule only applies to inpatients (i.e. with an admission date, admission number/ID and no discharge date).	
	When set to 'no' the rule only applies to outpatients (no admission date or admission number/ID).	
	When left blank the rule applies to all patients, regardless of admission status.	
	<u>Note</u> : The logic for the existing Inpatient field has been adjusted to reference the 'Inpatient' configuration of the Ward on the lab number.	



Suppress Always	Enter (y)es or (n)o to specify suppressed.	whether the Antibiotic is always	
	Specify the (patient) lower age limit to which the rule applies.		
	Enter a numerical value followed by the appropriate suffix to specify (h)ours, (d)ays, (m)onths or (y)ears. Default is 'years'.		
Age (lower)	The following conversions are auto	omatically applied:	
	1h to 23h converted to	0 Day	
	24h converted to	1 Day	
	Specify the (patient) upper age lim	it to which the rule applies.	
	Enter a numerical value followed b (h)ours, (d)ays, (m)onths or (y)ears	by the appropriate suffix to specify 5. Default is 'years'.	
Age (upper)	The following conversions are auto	omatically applied:	
	1h to 23h converted to	0 Day	
	24h converted to	1 Day	
	Enter code corresponding to the sensitivity result for the <i>other</i> antibiotic specified in the Antibiotic field. The Antibiotic (that this rule applies to) is suppressed when the other antibiotic's result matches		
	R Resistant		
Sensitivity Result	S Sensitive		
(1 and 2)	I Intermediate		
	this field.		
	Note: When the Antibiotic 1 and Antibiotic 2 fields are populated, the antibiotic (that this rule applies to) is suppressed when both Sensitivity Result 1 and Sensitivity Result 2 match the resulted antibiotics respectively, assuming the other rule conditions are met.		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		



Antibiotic Nominations

Sets of antibiotics can be configured and automatically nominated based on several criteria. can automatically nominate the sensitivities to be performed as organism growth results are entered or downloaded from an analyser.

The Antibiotic Nominations configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify an Antibiotic Nomination Set

To configure a new antibiotic nomination set: select the **Create [F6]** function button.

To modify an existing antibiotic nomination set: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Antibiotic Nominations

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).	
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.	
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.	
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
	System:	Select the Remote system. Leave blank when performing a Local copy.
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
	Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).





Alias	Enter an alias for the entry, if desired (maximum 6 characters).
Description	Enter the full name or meaningful description of the entry (maximum 15 characters).
Laboratory	Enter the mnemonic of the laboratory required to trigger this nomination set. Leave blank to apply to all laboratories. F1 Lookup available.
Testing Method	Enter the mnemonic of the Testing Method required to trigger this nomination set. Leave blank to apply to all testing methods. F1 Lookup available.
Request	Enter the mnemonic of the orderable Panel required to trigger this nomination set. Leave blank to apply to all requests. F1 Lookup available.
Specimen Type	Enter the mnemonic of the specimen required to trigger this nomination set. Leave blank to apply to all specimen types. F1 Lookup available.
Specimen Site	Enter the mnemonic of the primary specimen site required to trigger this nomination set. Leave blank to apply to all specimen sites. F1 Lookup available.
Organism Group	Enter the mnemonic of the organism group required to trigger this nomination set. Leave blank to apply to all organism groups. F1 Lookup available.
Organism	Enter the mnemonic of the organism required to trigger this nomination set. Leave blank to apply to all organisms. F1 Lookup available.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).
Antibiotics (multiple fields)	Enter the mnemonics of the antibiotics to be included in this nomination set (one per field; maximum 50). F1 Lookup available.



Sensitivity Links

The organism Sensitivity Link table provides the linkage point for the organism, microscopy, antibiotic, and sensitivity test code for a particular group of organisms, by defining the structure of the test mnemonics used.

The Sensitivity Link configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Sensitivity Link

To configure a new sensitivity link: select the **Create [F6]** function button.

To modify an existing sensitivity link: double click the relevant entry or select and [Enter] to open the Details screen.

Column	Description
Microscopy	Test mnemonic prefix for the microscopy result code for the microscopy field entered. This mnemonic prefix will be checked for microscopy results when an organism result field is populated.
Organism Name	Prefix of the test code mnemonic used to identify organisms in this group.
Organism Quantity	Number of test codes using this prefix in this group
Antibiotic Name	Prefix used for the antibiotic test mnemonics associated with this group of organisms.
Antibiotic Result	Prefix used for the antibiotic sensitivity result test mnemonic associated with this group of antibiotics and organisms.
Antibiotic Quantity	Number of antibiotics using this nomenclature that are associated with this group.
Active	Indicates whether the entry is active or inactive.

Columns in the Organism Sensitivity Links table



Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Details – Create/Modify Organism Sensitivity Link

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



	This function p existing configu It streamlines configuration b Some fields suc	populates the current entry with details copied from an uration item in the same system or from another system. the process of creating new entries or migrating between systems (e.g. from Test to Live). ch as Mnemonic, Alias and Active are not populated from ntry as the user needs to populate or confirm them prior
	to saving.	
	The user may existing entry, changes are sto	copy details to a blank configuration screen or to an in which case the current details are overwritten. No ored until the user saves the configuration screen.
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
	System:	Select the Remote system. Leave blank when performing a Local copy.
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
	Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to

Field	Description	
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).	



Alias	Enter an alias for the entry, if desired (maximum 6 characters).
Description	Enter the full name or meaningful description of the entry (maximum 30 characters).
Microscopy	Enter the prefix for the test code mnemonic used to identify microscopy results in this group.
	This mnemonic prefix is checked for microscopy results when an organism result field is populated. A message is triggered when the value entered in the designated result field does not match the microscopy value entered for the organism on the Organism configuration screen.
Organism Name	Enter the prefix for the test code mnemonic used to identify organisms in this group, such as 'FORG' for fungal organisms.
Orregister	Enter the number of test codes using this prefix in this group. Default is
Organism Quantity	For example, enter '8' to make eight prefixes available for the mnemonic for Organism ORG (i.e. ORG1, ORG 2, ORG3 up to ORG8).
Antibiotic Name	Enter the prefix used for antibiotic test mnemonics associated with this group of organisms, such as 'AB'. This mnemonic should be kept as short as possible since it will be appended with a number and the Test mnemonic must not exceed 6 characters total.
Antibiotic Result	Enter the prefix used for antibiotic sensitivity result test mnemonics associated with this group of antibiotics and organisms, such as 'AS'. This mnemonic should be kept as short as possible since it will be appended with a number and the Test mnemonic must not exceed 6 characters total.
	Enter the number of antibiotics using this nomenclature that are associated with this group. Default is '0'.
Antibiotic Quantity	For example, enter '32' to make 32 suffixes available for the mnemonic for antibiotic sensitivities of AB. The configuration screen would link the antibiotics with mnemonics AB1, AB2, AB3 etc up to AB32 with the organism mnemonics ORG1, ORG 2, ORG 3 etc up to ORG8.
	Sensitivity results would use the prefix AS and be formatted ASXYY where X is the organism number and YY is the antibiotic number.



Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Bottles Slots

This allows for bottle results coming from the MYLA interface to be saved against specific isolate numbers on the results screen.

The bottle types defined by the MYLA analyser must be configured in the 'Bottle Slot Mapping table', alongside existing entries for the BD Epicentre.

Bottle Slot Mapping Table

Field	Description	
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).	
Alias	Enter an alias for the entry, if desired (maximum 20 characters).	
Description	Enter the full name or meaningful description of the entry (maximum 30 characters).	
Bottle number	Enter an integer value between 1 and 9 inclusive. This value must match the bottle ID number for the corresponding entry in the Epicentre Test Translations table (i.e. 1 for botid1 through 9 for botid9).	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	



Organism Zone Results

Antimicrobial susceptibility can be automatically interpreted using a rules-based function, configured by the user, based on zone sizes. The zone interpretation logic will be invoked during the data entry function for antibiotic zone results. The interpreted result will be displayed on screen on exiting the edit function.

For the zone interpretations to operate, the Antibiotic Tests need to be configured appropriately and in reference to the Sensitivity Links Tables. The zone interpretation rules will only run on the first entry of a result to allow for the ability to override the computed result if required.

Please ensure the disc interpretation fields (ARDI) mimic the configuration of the overall configuration fields (AO).

Column	Description
Description	Name of the zone interpretation.
Mnemonic	Mnemonic of the zone interpretation.
Alias	Alias of the zone interpretation.
Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was last modified (system populated).
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).

Columns in the Organism Zone Results display

Details – Create/Modify Organism Zone Results

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.



Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.

Field	Description
Mnemonic	Enter a unique alphanumeric name for the zone interpretation (maximum 6 characters).
Alias	Enter an alias for the zone interpretation, if desired (maximum 6 characters).
Description	Enter a name for the zone interpretation (maximum 30 characters)
Organism	Enter the mnemonic of the Organism the zone interpretation applies to. F1 Lookup available.
Organism Group	Enter the mnemonic of the Organism Group the zone interpretation applies to. F1 Lookup available.
Specimen Type	Enter the mnemonic of the Specimen Type the zone interpretation applies to. F1 Lookup available.
Laboratory	Enter the mnemonic of the Laboratory the zone interpretation applies to. F1 Lookup available.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).



Add or Modify a Zone

- 1. Click the **Select [F12]** icon
- 2. To configure a new zone: select the **Create [F6]** function button

To modify an existing zone: double click the relevant entry or select and [Enter]

- 3. Populate the fields as required.
- 4. Click OK or press [Enter] to update the sub-table.
- 5. Select **Save [F4]** to commit the changes. Select Save [F4] again to update the table. The second Save is required to ensure the changes are applied.

Field	Description		
Antibiotic	Enter the mnemonic of the Antibiotic. F1 Lookup is available.		
Method	Enter the mnemonic of the Testing Method. F1 Lookup is available. The Method is only applied if the give Test has a define Testing Method.		
R<	Enter the resistant zone diameter to the nearest mm. The antibiotic will be interpreted as intermediate (I) if the zone diameter falls between the R< and S>= values.		
S>=	Enter the susceptible zone diameter to the nearest mm. The antibiotic will be interpreted as intermediate (I) if the zone diameter falls between the R< and S>= values.		
Fixed Result	Enter S, I or R to specify the expected interpretation for the defined antibiotic. The zone diameter will be flagged if the interpretation does not match the expected result.		
Expected Result	Enter S, I or R to specify the expected interpretation for the define antibiotic. The zone diameter will be flagged if the interpretation does not match the expected result.		



Organism ETEST Results

Organism ETEST Results configuration contains the following fields:

Field	Description		
Mnemonic	Enter a unique alphanumeric name for the ETEST interpretation (maximum 6 characters)		
Alias	Enter an alias for the ETEST interpretation, if desired (maximum 6 characters)		
Description	Enter a name or meaningful description (maximum 30 characters)		

The ETEST interpretation contains the following fields:

Field	Description		
Organism	Enter the mnemonic of the Organism the ETEST interpretations apply, F1 Lookup is available		
Organism Group	Enter the mnemonic of the Organism Group the ETEST interpretations apply, F1 Lookup is available		
Specimen Type	Enter the mnemonic of the Specimen Type the ETEST interpretations apply, F1 Lookup is available		
Laboratory	Enter the mnemonic of the Laboratory the ETEST interpretations apply, F1 Lookup is available		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).		



Τ

Modified By	The mnemonic of the user who last modified the entry (system populated).
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Add or Modify a Zone

- 1. Click the **Select [F12]** icon
- 2. To configure a new zone: select the **Create [F6]** function button

To modify an existing zone: double click the relevant entry or select and [Enter]

- 3. Populate the fields as required.
- 4. Click OK or press [Enter] to update the sub-table.
- 5. Select **Save [F4]** to commit the changes. Select Save [F4] again to update the table. The second Save is required to ensure the changes are applied.

Field	Description		
Antibiotic	Enter the mnemonic of the Antibiotic, F1 Lookup is available		
Method	Enter the mnemonic of the Testing Method, F1 Lookup is available. The Method is only applied if the given Test has a defined Testing Method		
S<=	Enter the susceptible MIC		
I	The antibiotic will be interpreted as (I)ntermediate if the MIC falls between the S<= and R> values.		
R>	Enter the resistant MIC		

Select **Save [F4]** to store the new entry or to commit any changes Select **Save [F4]** again to update the table. **The second Save is required to ensure the changes are applied.**

Please ensure the disc interpretation fields (AREI) mimic the configuration of the overall configuration fields (AO).



21. Payments

The Payments submenu allows configuration of companies, bank accounts, payment types and drawers.

Companies

Company configuration allows tracking of income in the event of a change to the distribution of shares of the company or a change of ownership.

Once each company's start and end date have been configured, the financial reports can be generated to show income generated under each company.

Create or Modify a Company

To configure a new company: select the **Create [F6]** function button.

To modify an existing company: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Company

This screen allows configuration of a company, including multiple company names to reflect changes in ownership over time. Once this record has been saved the company name(s) can be created and modified via the table on the same screen.

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Add or Modify a Company Name

- 1. Click the **Select [F12]** icon to access the company table.
- 2. To configure a new company name: select the **Create [F6]** function button.
- 3. To modify an existing company name: double click the relevant entry or select and [Enter].
- 4. Populate the fields as required. Refer to the section <u>Create/Modify Company Details</u>, below.
- 5. Click OK or press [Enter] to update the sub-table.



6. Select **Save [F4]** to commit the changes.

Function	Description		
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.		
Copy Details [CF2]	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to	



Field	Description		
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).		
Alias	Enter an alias for the entry, if desired (maximum 6 characters).		
Description	Enter the name or meaningful description of the entry (maximum 20 characters).		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).		
Modified By	The mnemonic of the user who last modified the entry (system populated).		

Columns in the Company sub-table

Field	Description	
Name	The company name.	
Start	The start date for the company name.	
End	The end date for the company name.	

Create/Modify Company Details

This dialog prompt allows the administrator to define the start and end dates for a particular company name.

Dialog prompt fields

Field	Description	
Company	Enter the company name.	



Start Date	Enter the start date for this company name in the format DDMMYYYY.
End Date	Enter the end date for this company name in the format DDMMYYYY.

Bank Accounts

Each Area health service must have at least one bank account configured. When only one bank account is configured the system automatically defaults to this bank account at receipt entry. When more than one bank account is configured the user is required to specify the bank account mnemonic for each receipt.

The Bank deposit report can be output for each bank account separately.

The Bank Accounts configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'. The 'Bank No' column displays the BSB (Bank State Branch) for the bank account while the 'Account No' column displays the configured account number.

Create or Modify a Bank Account

To configure a new bank account: select the **Create [F6]** function button.

To modify an existing bank account: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Bank Account

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.



Function	Description		
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.		



	This function p existing configu It streamlines configuration b	oopulates the current entry with details copied from an uration item in the same system or from another system. the process of creating new entries or migrating between systems (e.g. from Test to Live).	
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the copy by clicking OK or pressing the [F4] key or Cancel to abort.		

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).



Alias	Enter an alias for the entry, if desired (maximum 6 characters).		
Description	Enter the name or meaningful description of the entry (maximum 20 characters). <u>Note:</u> The Description should not be the same as the Mnemonic or Alias.		
Bank No	Enter the BSB (Bank State Branch) number for this bank account.		
Account No	Enter the account number for this bank account.		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).		
Modified By	The mnemonic of the user who last modified the entry (system populated).		

Payment Types

Different payment types can be configured to allow separation of these receipts on payment listings. Payment types are likely to include cash, cheque, credit card, direct debit (EFTPOS), direct deposit, money order and Medclaims (Medicare and Vet).

The Payment Types configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Payment Type

To configure a new payment type: select the Create [F6] function button.

To modify an existing payment type: double click the relevant entry or select and [Enter] to open the Details screen.



Details – Create/Modify Payment Type

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



	This function p existing configu It streamlines configuration b Some fields suc	populates the current entry with details copied from an uration item in the same system or from another system. the process of creating new entries or migrating petween systems (e.g. from Test to Live). ch as Mnemonic, Alias and Active are not populated from	
	the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to	

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).





Alias	Enter an alias for the entry, if desired (maximum 6 characters).		
Name	Enter the name for the entry (maximum 25 characters).		
Description	Enter a meaningful description of the entry (maximum 25 characters). <u>Note:</u> The Description should not be the same as the Mnemonic or Alias.		
Minimum Payment	Enter a monetary value to specify the minimum amount allowed to be receipted by this payment type. Values are reformatted to dollars and cents (e.g. 5.5 becomes \$5.50). When this field is left blank Evolution vLab [™] accepts any amount.		
	Enter the code corresponding to the type of payment. The payment type determines which fields are required on the receipt entry screen. For example, if the payment type is cheque Evolution vLab [™] allows the user to enter the BSB and account number of the cheque.		
Payment Type	C Cash		
	Q Cheque		
	R Credit Card		
	D Direct Debit from patient's account (EFT)		
Sort Order	Enter a number to determine where in the list the payment type displays on the bank deposit report with the higher sort orders at the top of the report. Default is 0.		
Itemise	Enter (y)es or (n)o to specify whether the receipt will display the individual items. Default is 'no'.		
Auto Print	Enter (y)es or (n)o to specify whether receipts print automatically for this payment type. This can be overridden at the point of receipt entry. Default is 'no'.		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).		
Modified By	The mnemonic of the user who last modified the entry (system populated).		



Drawers

Regular payees of accounts can be configured to facilitate more efficient receipt entry. Common entries in this table are Medicare, Department of Veterans Affairs, and private health funds.

The Drawers configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Drawer

To configure a new drawer: select the **Create [F6]** function button.

To modify an existing drawer: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Drawer

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



	This function populates the current entry with details copied from existing configuration item in the same system or from another syste It streamlines the process of creating new entries or migrat configuration between systems (e.g. from Test to Live).		
	the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to	

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).



Alias	Enter an alias for the entry, if desired (maximum 6 characters).		
Name	Enter the name or a meaningful description for the entry (maximum 25 characters). <u>Note:</u> The Name should not be the same as the Mnemonic or Alias.		
Description	Enter the name of the Drawer as it appears on the cheque (maximum 25 characters). <u>Note:</u> The Description should not be the same as the Mnemonic or Alias.		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).		
Modified By	The mnemonic of the user who last modified the entry (system populated).		



22. Patient Admin

The Patient Admin submenu allows configuration of file number (UR/MRN) prefixes, billing categories, billing category groups, patient ethnicity, patient alerts and PEIs.

UR Number Prefixes

The file number prefix configuration allows system administrators to configure prefixes for the Unit Record (UR)/Medical Record (MRN) numbers.

Prefixes must be used wherever there is not a universal patient identifier in use for the service area of your organisation, as each Health Care Facility will use a different patient numbering system.

The billing module also allows prefixes to be created for different client accounts. For example, you may wish to allocate all your organisation's commercial clients a series of account numbers with the prefix 'COM'.

The UR Number Prefixes configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'. The Auto Increment column indicates for each entry whether users can use the 'XX+' syntax (where XX is the configured UR prefix) to generate the next numerically available URN when registering the specimen for a new patient.

Up to 2048 UR Number Prefixes may be configured. The indexing limit for a given UR Prefix is 1999999999.

Create or Modify a UR Number Prefix

To configure a new UR Number prefix: select the **Create [F6]** function button.

To modify an existing UR Number prefix: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify UR Number Prefix

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.



Allow Sub Prefix/Suffix functionality

When the Allow Sub Prefix/Suffix field is set to 'yes', **Evolution vLab**[™] permits the inclusion of an additional sub-prefix and/or suffix as part of the UR Number. The sub-prefixes associated with the UR Number Prefix are configured in the sub-table on this screen, whereas the suffixes are not pre-configured.

The sub-prefix supports only alphabetical characters and may be 1-3 characters in length. The one-character suffix may be a space, alphabetical and numerical character.

The sub-prefix and suffix are additional to the Maximum Digits configured for the UR Number Prefix. This means that when the Maximum Digits is set to 7, the UR Number may be up to 7 digits long, not including the sub-prefix and/or suffix where applicable. The suffix can only be added to a UR Number when the sub-prefix is used.

Add or Modify a sub-prefix

- 1. Click the **Select [F12]** icon to access the sub-prefix table.
 - To configure a new sub-prefix: select the Create [F6] function button.
 To modify an existing sub-prefix: double click the relevant entry or select and [Enter].
 - 3. The user is presented with the Modify Sub Prefix Details dialog box. Populate the fields as required; refer to the section <u>Modify Sub Prefix Details</u>, below.
 - 4. Click OK or press **[F4]** to update the sub-table or click Cancel to abort.
 - 5. Select **Save [F4]** to commit the changes.



Function		Description	
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.		
	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
Copy Details [CF2]	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the copy by clicking OK or pressing the [F4] key or Cancel to abort.		



Field	Description		
	Enter the unique UR Number Prefix (maximum 6 characters).		
Mnemonic	Note: Evolution vLab [™] supports use of the hyphen (-) as the final character of the Prefix. For example, the Prefix may be "T-". This allows for UR Numbers formatted with a hyphen between the alphabetical portion of the UR Prefix and the rest of the UR Number, e.g. T-131112345.		
Alias	Enter an alias for the entry, if desired (maximum 6 characters).		
Description	Enter the name or meaningful description of the entry (maximum 28 characters).		
	<u>Note</u>: The Description should not be the same as the Mnemonic or Alias.		
	Enter (y)es or (n)o to specify whether generates the next numerically available number with this prefix when the user enters '+' symbol after the prefix at specimen registration (in the UR Number field). For example, 'CH+'. Default is 'no'.		
	<u>Notes</u> :		
Auto Increment	When Auto Increment is set to 'yes' the number of UR Numbers with this Prefix is limited to 2,097,151. To exceed this system limit Auto Increment must be set to 'no'.		
	When the Significant Leading Zeros field is set to 'yes' the Auto Increment feature will not generate any UR Numbers with leading zeros.		
Division 1-4 (multiple fields)	Enter the mnemonic(s) for the division(s) in which the UR Number prefix can be used (one per field; maximum 4). F1 Lookup available.		
	Note: At least one Division should be configured for each UR Number Prefix to ensure correct functionality, including Soundex searches (patient enquiries by name).		
Check Digit	Enter (y)es or (n)o to specify whether ensures the validity of UR Numbers bearing this prefix. The numbers are checked via the defined check digit algorithm. Default is 'no'.		
PMI Lookup	Enter (y)es or (n)o to specify whether queries the appropriate external PMI when a UR number with this prefix is entered. Default is 'no'.		


	Enter (y)es or (n)o to specify whether the Name Check is enabled. The Name Check functionality requires the user to specify the first 3 characters of the patient's surname, if the UR Number exists, to verify the correct UR Number was entered. The data entry method varies according to whether the UR Sub Prefix/Suffix functionality is enabled (see below).		
	When set to 'yes', the end user receives an error message if the first 3 letters of the surname do not match the name stored in 's PMI.		
	Standard UR Number functionality:		
Name Check	When set to 'yes', the user is required to enter the first 3 letters of the patient's surname at the end of the UR Number, in the UR Number field at registration (e.g. A123456JON for patient Jones). Default is 'no'.		
	UR Sub Prefix/Suffix functionality:		
	When set to 'yes', upon entering an existing UR Number (including any sub-prefixes and suffixes) at registration the user is prompted via a dialog box for the first 3 letters of the patient's surname. This ensures that can distinguish between the UR suffix and the name check characters.		
	Enter (y)es or (n)o to specify whether Report Status functionality is enabled in Evolution vLab [™] Clinical Viewer for UR Numbers with this Prefix. Default is 'no'.		
	This functionality includes the following features:		
	 Indication of report status via icons indicating the nature of results and whether they are overdue for sign off. 		
	 The green icon indicates normal results. 		
Enable	 The yellow icon indicates abnormal results. 		
Evolution	 The red icon indicates critical results. 		
vLab™ Clinical Viewer Status	• The icons flash to indicate results overdue for sign off.		
	 The white icon indicates interim results. 		
	 The hourglass indicates pending results. 		
	 The ability to Sign Off reports and Undo Sign Off in Evolution vLab[™] Clinical Viewer for UR Numbers with this UR Number Prefix. 		
	Note: Where this setting is disabled, new UR's will only be searchable via the Evolution vLab [™] Clinical Viewer MRN/UR field. No status based on the Evolution vLab [™] status and/or criticality will not be identifiable		



	as a coloured envelope or static hourglass and this also includes the inability to Sign Off reports.		
Default HCF	Enter the mnemonic for the Health Care Facility (HCF) that the UR Number prefix is associated with by default. F1 Lookup available. When this field is left blank the user must enter the HCF at registration.		
Maximum Digits	Enter the maximum number of digits allowed for UR Numbers with this prefix. Default is '7'; maximum 10.		
Minimum Digits	Enter the minimum number of digits allowed for UR Numbers with this prefix. Default is '7'; maximum 10. When end users enter fewer than the minimum number of digits Evolution vLab™ makes up the difference by adding preceding zeros. For example, if the minimum number were set to 6 and the end user provided '123' Evolution vLab™ would convert the number to '000123'.		
Significant Leading Zeros	 Enter (y)es or (n)o to specify whether leading zeros are significant for UR Numbers with this Prefix. For example, when set to 'yes' the following UR Numbers are unique: A123, A0123, A00123, A000123, and so on. When set to 'yes': The Auto Increment feature (when enabled) will not generate any UR Numbers with leading zeros. During data entry Evolution vLab[™] will not add leading zeros to UR Numbers that are shorter than the configured Maximum Digits. For example, when the UR Prefix "A" is configured with 6 Maximum Digits, Evolution vLab[™] will not add leading zeros to "A123" to bring the total number of digits to 6. 		
Allow Sub Prefix/Suffix	Enter (y)es or (n)o to specify whether sub-prefixes or suffixes are permitted for the UR Number Prefix. Sub-prefixes and suffixes are additional to the main UR Prefix and do not count towards the configured Maximum Digits. For example, when the UR Number Prefix is "M", Maximum Digits is 7 and a configured sub-prefix is "VA", a UR Number might be MVA1234567. With a suffix the UR Number might be MVA1234567B.		
Admission Table	Enter (y)es or (n)o to specify whether the Admission Table is enabled for the UR Number Prefix. Default is 'no'.		



Enable the Admission Table only for specific UR Number Prefixes, as required, to optimise use of system resources.

The Admission Table functionality allows **Evolution vLab**[™] to maintain multiple open admissions/visits in per patient UR Number at any one time, where open admissions are defined by the absence of a discharge date.

When the Admission Table is enabled (set to 'yes'):

During registration of a new episode for a UR Number bearing this Prefix, automatically allocates the appropriate open admission where possible (e.g. when there is only one open admission in the system or the eOrder specifies a visit number matching one in the Admission Table). Otherwise, **Evolution** $vLab^{TM}$ prompts the user to select an admission from the list.

Upon selection of an admission, the registration screen is populated with the data from that visit in the Admission Table (see the list of fields below), in addition to the details from the UR record, thereby minimising the amount of manual data entry required. For eOrders, note that **Evolution vLab**^M populates the Clinical Unit from the Admission Table only when a Clinical Unit is not supplied in the eOrder message.

This functionality also allows the user to change the admission by invoking the Admission Table from the registration field for the ADMITID, ADMITTED or DISCHARGED identifier. When a new admission is selected the relevant fields are updated on the registration screen.

Fields in the Admission Table:

The asterisk (*) indicates fields that are controlled by the HL7 Command Rules.

Admission ID Admission Date Discharge Date Healthcare Facility * Ward * Patient Category Doctor * Consultant * Bed Account Health Fund Health Fund Level



	Health Fund Number
	Consent Withdrawn
	Information retrieved from the UR record:
	DOB
	Sex
	Pension details
	Medicare details Veterans Affairs details
	when the Admission Table is not enabled (set to 'no'):
	Stores only the most recent admission ID sent by the PAS on the UR
	record, and does not reference historical admission IDs.
	During registration of a new episode for a UR Number bearing this Prefix, populates the registration screen with data from the UR record, including the Fund, Fund Level and Fund Number. When registering an eOrder the Patient Category is derived from the eOrder where possible, but otherwise populates from the UR record as well.
	The following fields (listed below) are only populated from the UR record when an Admission ID is set on the UR. For eOrders, note that Evolution vLab [™] populates the Clinical Unit from the UR only when a Clinical Unit is not supplied in the eOrder message.
	Admission ID Admission Date
	Discharge Date
	Doctor
	Consultant
	Healthcare Facility
	Bed
	Clinical Unit
HL7 PMI	Enter (y)es or (n)o to specify whether Evolution vLab [™] will recognise that there is a trickle feed PMI in operation for this prefix.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).



Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).	
Modified By	The mnemonic of the user who last modified the entry (system populated).	

Columns in the Sub-prefix sub-table

The sub-table on this screen allows the system administrator to specify sub-prefixes for the UR Number Prefix.

Column	Description	
Code	The sub-prefix.	
Active	Indicates whether the sub-prefix is active or inactive.	

Modify Sub Prefix Details

This dialog prompt facilitates configuration of a sub-prefix for the UR Number Prefix.

Dialog prompt fields

Field	Description
Code	Enter the sub-prefix for the UR Number Prefix (maximum 3 alphabetical characters).
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).

Categories

The Categories configuration allows system administrators to configure patient billing categories for entry at specimen registration, which determine how the system will bill each episode. The category is often downloaded from the hospital PMI when registering inpatients, but registration of outpatients and commercial clients typically requires manual entry of the appropriate category (with F1 Lookup supported).



The Categories configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'. The A/C Type column indicates the account type associated with each category, while the A/C Default column indicates the default account number.

Entries added to this configuration table are available to all Area Health Services and the settings are shared for Mnemonic, Alias, Description and Active. Changes to these fields affect all Area Health Services both at the level of the individual entry and the relevant columns of the configuration table.

All other Category settings, including A/C Type and A/C Default are also shared unless the unique settings per Area Health Service is enabled. Please refer to the following section for more details.

Create or Modify a Category

To configure a new category: select the **Create [F6]** function button.

To modify an existing category: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Patient Category

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

When a patient's category is likely to be downloaded from an external PMI, either the mnemonic or alias configured for the category must match the corresponding data sourced from the PMI.

The fields in the upper section of this configuration screen (Mnemonic, Alias, Description, Created, Modified, Modified By and Active) are shared by all Area Health Services for all customers. Changes to these fields affect all Area Health Services.

The fields in the lower section of the configuration screen are shared by all Area Health Services.

The fields in the lower section of the configuration screen are unique to the Area Health Service in which they are being configured, including Account Type and Default Account. The



A/C Type and A/C Default columns of the configuration table are therefore unique to the Area Health Service.



Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



Copy Details [CF2]	This function p existing configu It streamlines configuration b	populates the current entry with details copied from an uration item in the same system or from another system. the process of creating new entries or migrating petween systems (e.g. from Test to Live).	
	Some fields suc the specified e to saving.	ch as Mnemonic, Alias and Active are not populated from ntry as the user needs to populate or confirm them prior	
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to	



Configuration fields

Field	Description		
	Enter a unique alphanumeric name for the entry (maximum 15 characters).		
Mnemonic	Where this information is being downloaded from an external PMI, the mnemonic or alias must match the identifier downloaded from the PMI.		
	The mnemonic may include the HCF mnemonic as a tilde-separated suffix, if required. For example, PRIVIP~CH might be a Category used for billing when the patient is at the Health Care Facility with mnemonic CH. When a tilde-separated suffix is not included in the mnemonic the Category is available for all Health Care Facilities.		
Alias	Enter an alias for the entry, if desired (maximum 15 characters).		
Description	inter the name or meaningful description of the entry (maximum 20 haracters).		
Created, Modified	he time and date (hh:mm dd-mmm-yyyy) the entry was created and ast modified (system populated).		
Modified By	The mnemonic of the user who last modified the entry (system populated).		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		
Public	Enter (y)es or (n)o to specify whether the public billing module will be used for this patient category. Default is 'yes'.		
Medicare	Enter (y)es or (n)o to specify whether the invoices for this category will be submitted electronically to Medicare via Medclaims. Default is 'no'.		
Veteran Affairs	Enter (y)es or (n)o to specify whether the invoices for this category will be submitted electronically to the DVA via Vetclaims. Default is 'no'.		
Eclipse	Enter (y)es or (n)o to specify whether the invoices for this category will be submitted electronically to private health funds via ECLIPSE. Default is 'no'.		
OPV	Enter (y)es or (n)o to specify whether OPV-F functionality is enabled. Default is 'no'.		



Billable	Enter (y)es or (n)o to specify whether the category will be billed (i.e. invoices created for patient episodes). Default is 'no'. Set to no for public categories and those you do not wish to bill.		
Inpatient	Enter (y)es or (n)o to specify whether this is an inpatient category. Default is 'no'.		
	Enter (y)es or (n)o to specify whether an accident claim number is required via data entry. Default is 'no'.		
Accident Claim	When set to 'yes' an accident claim number is required from data entry. flags an exception when the accident claim number is not provided.		
	This setting determines whether billing transactions for the Category are inserted to the queue for TAC batch assignment.		
	Set the field to (y)es for TAC Categories. Billing transactions bearing the Category are inserted to the queue for TAC batch assignment.		
Fee Rate Column	Enter the column number (1-8) of the MBS table that uses when billing this patient Category.		
	Enter a numerical value to specify the percentage at which to bill the patient, in reference to the MBS table column specified in the Fee Rate Column field. Values are reformatted to percentages (e.g. 85 becomes 85.00%).		
Percentage	Note: This Percentage is applied following the calculation imposed by the fee rate configured for the column itself in the Pricing Schedule (MBS). For example, when the Percentage field is set to 85.00% and the Fee Rate Column references a column which itself has the rate 85.00%, the fee will be calculated as 85% of the 85% rate.		
Flat Rate	This field is not currently in use.		
User Field 1	This is a free text field that can be used at the system administrator's discretion. Its contents can be output on the invoice (print mask). It can also be extracted via data dumps.		
Lag Time Override	Enter (y)es or (n)o to specify whether the category is to have a different consolidation lag time to that set on the MBS. Default is 'no'. This is useful for categories to be billed sooner than the normal lag time (e.g. overseas visitors).		
	When set to 'yes' the time specified in the Lag Time field is applied instead.		



Lag Time	Enter the consolidation lag time (in days) for this category, to apply when Lag Time Override is set to 'yes'. This field is ignored when Lag Time Override is set to 'no'. Default is '0', which means invoices are generated at the next consolidation.	
Account Type	Enter the mnemonic of the account type associated with this category. F1 Lookup available. Default is 'Unknown'.	
Default Account	Enter the default account number for this category. Leave blank to use the patient's UR Number/MRN as the account number (e.g. when invoices are to be sent to the patient).	
Default HCF Account	Enter (y)es or (n)o to specify whether the category is to be billed to the account configured against the Health Care Facility. This is useful for commercial clients. Default is 'no'.	
Full Coning	Enter (y)es or (n)o to specify whether full coning will be applied to this category. Default is 'no'. When set to 'no' partial coning will occur as per the coning rules on the MBS table. Partial coning will not cone items out if multiple tests are ordered on the same date or request.	
Hold Consolidation	Enter (y)es or (n)o to specify whether episodes with this category will be held on the consolidation queue (and not billed). Default is 'no'.	
Category Group	 Enter the mnemonic of the Category Group to which this category belongs. F1 Lookup available. <u>Note:</u> This field is for display purposes only. It is not linked to the Category Groups configuration screen and does not add this category to the Category Group entered. The category should be assigned to the Category Group through the appropriate configuration screen. 	
No Inpatient Exception	Enter (y)es or (n)o to specify whether to suppress the 'Ward and Category Inpatient differ' exception for this Category. Default is 'no'.	
G.S.T.	Enter (y)es or (n)o to specify whether this Category incurs GST. Default is 'no'.	
Consolidation Queue	Enter (y)es or (n)o to specify whether episodes with this Category are added to the Consolidation Queue upon final validation. Default is 'no'.	



	Enter yes or no to specify whether to check the requesting doctor is configured as a Medicare specialist.
Use Specialist	When set to yes, and the provider configuration for that laboratory has Medicare specialist set to yes, the grand coning rules will not be applied when the invoice is generated. That is not just the 3 most expensive tests are billed.

Category Groups

The Category Groups configuration allows system administrators to configure groups of patient billing categories, typically for statistical purposes and financial reporting.

The Category Groups configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Category Group

To configure a new category group: select the **Create [F6]** function button.

To modify an existing category group: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Patient (Billing) Category Group

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



Copy Details [CF2]	This function p existing configu It streamlines configuration b	populates the current entry with details copied from an uration item in the same system or from another system. the process of creating new entries or migrating petween systems (e.g. from Test to Live).
	Some fields suc the specified e to saving.	ch as Mnemonic, Alias and Active are not populated from ntry as the user needs to populate or confirm them prior
	The user may existing entry, changes are sto	copy details to a blank configuration screen or to an in which case the current details are overwritten. No pred until the user saves the configuration screen.
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
	System:	Select the Remote system. Leave blank when performing a Local copy.
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
	Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to



Configuration fields

Field	Description		
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).		
	The mnemonic may include the HCF mnemonic as a tilde-separated suffix, if required. For example, PRIV~CH might be a Category Group associated with the Health Care Facility with mnemonic CH. When a tilde-separated suffix is not included in the mnemonic the Category Group is available for all Health Care Facilities.		
Alias	Enter an alias for the entry, if desired (maximum 6 characters).		
Description	Enter the name or meaningful description of the entry (maximum 28 characters). Note: The Description should not be the same as the Mnemonic or Alias.		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).		
Modified By	The mnemonic of the user who last modified the entry (system populated).		
Patient Categories (multiple fields)	Enter the mnemonics of the categories to be included in this Category Group (one per field; maximum 40). F1 Lookup available.		
	Note: These fields are not linked to the Category configuration screen. Adding a category to the group here does not auto populate the Category Group on the other screen.		

Ethnicity

The Ethnicity configuration allows **Evolution vLab**[™] to capture the patient's ethnicity as part of the demographic data. Often this information is received from an external PMI in the form of a code, so this table allows translation of the code into meaningful data.



The Ethnicity configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify an Ethnicity Code

To configure a new ethnicity code: select the **Create [F6]** function button.

To modify an existing ethnicity code: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Ethnicity

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

When this information is likely to be received from an external PMI in the form of a code, either the mnemonic or alias should match the code.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.

Configuration Fields

Field	Description	
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 13 characters).	
	If this data is being downloaded from an external PMI, either the mnemonic or alias must be the same as the code received from the PMI.	
Alias	Enter an alias for the entry, if desired (maximum 13 characters).	



Description	Enter the name or meaningful description of the entry (maximum 16 characters). <u>Note:</u> The Description should not be the same as the Mnemonic or Alias.	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).	
Modified By	The mnemonic of the user who last modified the entry (system populated).	

Patient Alerts

The Patient Alerts configuration allows system administrators to set up diagnoses and alerts. The Diagnosis and Alert fields are used in several parts of the software to perform a variety of functions. Their primary function is to inform the laboratory staff of a patient's diagnosis and therefore alert them to the likelihood of abnormal results. When an alert is entered at specimen registration it appears in the status bar of the results screen, similar to the notification of clinical notes.

Diagnosis entries also play an important role in billing appropriately for requested investigations. Under the Medicare Benefits Schedule, providers are only permitted to bill for a particular investigation once per date of request (i.e. when the request form was written rather than when the test is performed); this is known as 'Rule 3'. For certain conditions and treatments, it is possible to claim a 'Rule 3 exemption'.

For example, Rule 3 exemptions are allowed when the patient is on warfarin therapy. A requesting practitioner is permitted to order up to six INR requests on a single date of request and the provider will be paid for all six episodes. To bill this correctly a compatible diagnosis must be entered at specimen registration.

While both the diagnosis and alert fields use the same configuration table, they act in different ways.

- When an **Alert** is entered it will be attached to the patient's UR file and will automatically appear on all future registrations.
- The **Diagnosis** only applies to the current lab number record.



The Patient Alerts configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Diagnosis or Alert

To configure a new diagnosis/alert: select the **Create [F6]** function button.

To modify an existing diagnosis/alert: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Diagnosis/Alert

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



Copy Details [CF2]	This function p existing configu It streamlines configuration b	oopulates the current entry with details copied from an uration item in the same system or from another system. the process of creating new entries or migrating between systems (e.g. from Test to Live).
	Some fields suc the specified e to saving.	ch as Mnemonic, Alias and Active are not populated from ntry as the user needs to populate or confirm them prior
	The user may existing entry, changes are sto	copy details to a blank configuration screen or to an in which case the current details are overwritten. No ored until the user saves the configuration screen.
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
	System:	Select the Remote system. Leave blank when performing a Local copy.
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
	Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to



Configuration Fields

Field	Description	
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).	
Alias	Enter an alias for the entry, if desired (maximum 6 characters),	
Description	Enter the name or meaningful description of the entry (maximum 30 characters). The Description is displayed on screen, so it is important to be aware of space limitations.	
	Note: The Description should not be the same as the Mnemonic or Alias.	
Lab Use Only	Enter (y)es or (n)o to specify whether the alert or diagnosis will be visible only to laboratory users. Default is 'no'.	
	When set to 'no' the alert or diagnosis is visible to clinical as well as laboratory users.	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).	
Modified By	The mnemonic of the user who last modified the entry (system populated).	

PEI

The PEI configuration allows system administrators to configure Patient Episode Initiation (PEI) codes, which allow the health service to charge different rates for specimen collection. Configured PEI codes are entered during specimen registration, for example 'HC' might be used for Home Collections. When entering a PEI, the user should take into account the configuration for the ward.

In order to bill the PEIs, they must be entered into the MBS Schedule table (of items) and the MBS Translation table. The Medicare translation (mnemonic) must have the format PEI_MNEM, where 'MNEM' is the mnemonic assigned to the PEI.



The PEI configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or modify a PEI code

To configure a new PEI code: select the Create [F6] function button.

To modify an existing PEI code: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify PEI

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.

Configuration Fields

Field	Description	
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).	
Alias	Enter an alias for the entry, if desired (maximum 6 characters).	
Description	Enter the name or meaningful description of the entry (maximum 30 characters). <u>Note:</u> The Description should not be the same as the Mnemonic or Alias.	



Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).



23. POCT Analysers

The POCT Analysers submenu allows configuration of Point of Care Testing (PoCT) analysers such as the Abbott i-STAT, Radiance Auto, GEM 4000 Auto and Radiometer AQURE.

i-STAT

Interfaces with the **Abbott i-STAT Central Data Station (CDS)**. Each device connected to the i-STAT CDS is set up in this configuration table, uniquely identified by its serial number. This ensures communication with each device when placed in the downloader. Each laboratory site must have at least one corresponding entry.

i-STAT devices connected to the **Radiometer AQURE** system are configured via the Aqure Analyser Types and Aqure Analyser IDs tabs. Please refer to the relevant sections for more information.

The i-STAT configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'. It includes columns for displaying the Serial Number, Location and UR Prefix for each analyser.

i-STAT analysers configured here must each have a corresponding entry in the Administration > Devices > Hardware Devices configuration table.

Summary of the i-STAT workflow

- 1. The i-STAT operator enters:
 - a. Their operator ID
 - b. Patient's UR Number or lab number (6-7 digits)
 - c. Patient's date of birth (8 digits in the format DD-MM-YYYY)
 - d. Sample type:

1	ART	arterial
2	VEN	venous
3	MIX	mixed venous
4	САР	capillary
5	CORD	cord



6 OTHR other

- 2. Run the sample.
- 3. Place the i-STAT device in the downloader.
- 4. Results are transferred to **Evolution vLab**[™] via the CDS with:
 - a. Location identifier of the downloader
 - b. Serial number of the i-STAT device
 - c. UR Number of the patient (if entered)
 - d. Patient's date of birth (if entered)
 - e. Cartridge type
 - f. Sample type (defines orderable panels in **Evolution vLab**[™])
 - g. Operator ID
- automatically registers the specimen and generates a lab number (if not already provided). The lab number is generated according to the i-STAT serial number and location name, and pre-defined matching configuration criteria from the HL7 PMI or Evolution vLab[™] database.
 - a. The patient name is populated when the date of birth and UR Number match.
 - b. The UR prefix is added to the UR Number based on the Location identifier of the downloader.
 - c. Any mismatches are held back on the i-STAT CDS.

Create or modify an entry for an i-STAT analyser

To configure a new i-STAT analyser: select the **Create [F6]** function button.

To modify an existing i-STAT analyser: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify i-STAT Configuration

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

<u>Note:</u> Each i-STAT analyser must have a corresponding entry in the Hardware Devices configuration table, accessed via Administration > Devices. The mnemonic of the device should also include the lab mnemonic as a tilde-separated suffix (~LAB).



Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).	
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.	
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.	
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
	System:	Select the Remote system. Leave blank when performing a Local copy.
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
	Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to



Configuration fields

Field	Description	
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).	
Alias	Enter an alias for the entry, if desired (maximum 6 characters).	
Description	Enter the full name or meaningful description of the entry (maximum 28 characters).	
Serial Number	Enter the serial number of the i-STAT analyser (maximum 15 characters). This field may also contain dashes (-) and slashes (/).	
Location	Enter the physical location of the i-STAT analyser (maximum 20 characters).	
Prefix	Enter the mnemonic of the UR prefix for the location. F1 Lookup available.	
Laboratory	Enter the mnemonic of the Laboratory or Lab Group associated with the analyser. F1 Lookup available.	
Ward	Enter the mnemonic of the Ward. F1 Lookup available.	
Doctor	Enter the mnemonic of the doctor. F1 Lookup available.	
Category	Enter the mnemonic of the billing category. F1 Lookup available.	
Collection Centre	Enter the mnemonic of the Collection Centre. F1 Lookup available.	
Clinical Unit	Enter the mnemonic of the Clinical Unit. F1 Lookup available.	
UR Number Check	Enter (y)es or (n)o to allow Evolution vLab ™ to check the UR number and confirm the date of birth against the PMI. Default is 'no'.	
Lab Number Check	Enter (y)es or (n)o to allow Evolution vLab ™ to check the lab number and confirm the date of birth against the PMI. Default is 'no'.	
Lab Number Digits	Enter the number of digits for the lab number. Default is '0'.	



Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Radiance Auto

This configuration is relevant to interfaces with the **Radiometer Radiance Auto** server. Each device connected to the Radiance server is set up and uniquely identified using this configuration table.

This configuration is *not* utilised by 's interface for **Radiometer AQURE**. Devices connected to Radiometer AQURE are configured via the Aqure Analyser Types and Aqure Analyser IDs tabs, not this tab. Please refer to the relevant sections for more information.

The Radiance Auto configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'. The Device column indicates the mnemonic of the Hardware Device configuration for each analyser.

Summary of the Radiance Auto workflow

- 1. The Radiance Auto operator must enter:
 - a. Operator ID
 - b. UR Number
 - c. Sample type
- 2. Run the sample.
- 3. Evolution vLab[™] automatically registers the specimen and generates the lab number according to the specimen type and pre-defined matching configuration criteria from the HL7 PMI or Evolution vLab[™] database.
- 4. A lab number may be manually entered from the Level 1 Validation List via the **Lab Number [SF7]** function button if the system does not auto-generate the lab number.
- 5. Successful registrations with results are auto validated or sent to the appropriate Level 1 Results table (matching the laboratory and analyser) for manual validation.



Create or modify an entry for a Radiance Auto analyser

To configure a new Radiance Auto analyser: select the **Create [F6]** function button.

To modify an existing Radiance Auto analyser: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Radiance Auto Configuration

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Note: Each Radiance analyser must have a corresponding entry in the Hardware Devices configuration table, accessed via Administration > Devices. The mnemonic of the device should also include the lab mnemonic as a tilde-separated suffix (~LAB).

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may existing entry, changes are sto	copy details to a blank configuration screen or to an in which case the current details are overwritten. No ored until the user saves the configuration screen.	
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to	



Configuration fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry including the laboratory mnemonic as a tilde-separated suffix (maximum 10 characters). For example, RADA~CH might be used for the Radiance Auto analyser of the lab with mnemonic CH.
Alias	Enter an alias for the entry including the laboratory mnemonic as a tilde- separated suffix (maximum 10 characters), e.g. RADIA~CH.
Description	Enter the description of the entry (maximum 58 characters). It must consist of the laboratory mnemonic, ward, and analyser number in that ward, followed by the lab mnemonic as a tilde-separated suffix, e.g. RBAE1~RB.
Device	Enter the mnemonic for this analyser's Hardware Device configuration. F1 Lookup available. uses this information to populate the Analyser ID in the Level 1 Validation List, and to attribute QC to the testing analyser.
Prefix	Enter the mnemonic of the UR prefix for the location. F1 Lookup available.
HCF	Enter the mnemonic of the Health Care Facility. F1 Lookup available. A valid HCF is required for auto-registration functionality.
Ward	Enter the mnemonic of the Ward. F1 Lookup available. references the most recent patient UR record <u>first</u> to determine the requesting ward and collection ward to be used for auto-registration. When the requesting ward and collection ward are not available Evolution vLab [™] applies the ward specified here.
Doctor	Enter the mnemonic of the doctor. F1 Lookup available. references the most recent patient UR record <u>first</u> to determine the requesting doctor to be used for auto-registration. When the requesting doctor is not available Evolution vLab [™] applies the doctor specified here.
Request	Enter the mnemonic of a valid test or panel. F1 Lookup available. only adds this default request in the absence of a Mapping configuration for the matching Analyser Specimen Type (lower half of this screen).



Category	Enter the mnemonic of the billing category. F1 Lookup available. references the most recent patient UR record <u>first</u> to determine the billing category to be used for auto-registration. When a recent billing category is not available Evolution vLab [™] applies the category specified here.	
Collection Centre	Enter the mnemonic of the Collection Centre. F1 Lookup available. references the most recent patient UR record <u>first</u> to determine the Collection Centre to use for auto-registration. When the recent Collection Centre is not available Evolution vLab ^{M} applies the one specified here.	
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).	
Modified By	The mnemonic of the user who last modified the entry (system populated).	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	
Mapping configuration		
Analyser Specimen Type (multiple fields)	Enter the specimen type as defined by the analyser (one per field up to 7; maximum 23 characters each). The mapping information for this specimen type is entered in the adjacent Evolution vLab [™] Specimen Type and Request fields. In the absence of specimen type mapping Evolution vLab [™] assigns the type 'Unknown'.	
Specimen Type	Enter the mnemonic of the Evolution vLab [™] specimen type corresponding to the Analyser Specimen Type entered in the adjacent field. F1 Lookup available.	
Request	Enter the mnemonic of the Test or Panel to be ordered on lab numbers registered against the corresponding Analyser/ Specimen Type. F1 Lookup available.	



GEM 4000 Auto

This configuration is relevant to interfaces which are directly associated with the Abacus GEM 4000 Results and Management Server (RMS), to which one or more GEM4000 Analysers can be connected.

Each device is set up and uniquely identified using this configuration table. Each laboratory site must have at least one corresponding entry.

Summary of the GEM 4000 Auto workflow

- 1. The GEM 4000 Auto operator must enter:
 - a. Operator ID
 - b. UR Number
 - c. Sample type
- 2. Run the sample.
- 3. Results are transferred to **Evolution vLab**[™] via the GEM 4000 RMS. The demographics check applies to UR, last name, first name, date of birth and sex.
- automatically registers the specimen and generates the lab number according to the specimen type and pre-defined matching configuration criteria from the HL7 PMI or Evolution vLab[™] database.

In the event of a demographics mismatch the results still appear on the GEM 4000 Level 1 Validation List but a laboratory number is not allocated. A lab number may be manually entered via the **Lab Number [SF7]** function button.

5. Successful registrations with results are auto validated or sent to the appropriate Level 1 Validation List (for the laboratory and analyser) for manual validation.

Create or modify a GEM 4000 Auto Configuration

To configure a new auto configuration: select the **Create [F6]** function button.

To modify an existing auto configuration: double click the relevant entry or select and [Enter] to open the Details screen.



Details - Create/Modify GEM 4000 Auto Configuration

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Note: Each GEM 4000 Auto analyser must have a corresponding entry in the Hardware Devices configuration table, accessed via Administration > Devices. The mnemonic of the device should also include the lab mnemonic as a tilde-separated suffix (~LAB).

Function buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.

Configuration fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry including the laboratory mnemonic as a tilde-separated suffix (maximum 8 characters). For example, GEM~CH might be used for the GEM 4000 Auto analyser of the lab with mnemonic CH.
Alias	Enter an alias for the entry including the laboratory mnemonic as a tilde- separated suffix (maximum 8 characters), e.g. GEMA~CH.
Description	Enter the full name or meaningful description of the entry (maximum 58 characters).
Device	Enter the mnemonic for this analyser's Hardware Device configuration. F1 Lookup available. uses this information to populate the Analyser ID in the Level 1 Validation List, and to attribute QC to the testing analyser.
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).



Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	
Mapping configuration		
Analyser Specimen Type (multiple fields)	Enter the specimen type as defined by the analyser (one per field up to 5; maximum 6 characters each). The mapping information for this specimen type is entered in the adjacent Evolution vLab [™] Specimen Type and Request fields.	
	In the absence of a match for the specimen type, Evolution vLab [™] defaults to the Request configured in the Analyser's 'Request' field and the specimen type 'Unknown'.	
Specimen Type	Enter the mnemonic of the Evolution vLab [™] specimen type corresponding to the Analyser Specimen Type entered in the adjacent field. F1 Lookup available.	
Request	Enter the mnemonic of the Test or Panel to be ordered on lab numbers registered against the corresponding Analyser/ Specimen Type. F1 Lookup available.	

Aqure Analyser Types

Interfaces with the Radiometer AQURE Point of Care system, which supports Point of Care devices of various models and manufacturers.

The Analyser Types table allows the system administrator to configure the necessary Test Translations for the various types of devices in use. Where multiple device models rely on the same Test Translations only one Analyser Type is required in **Evolution vLab**[™] for that group. These Analyser Types are referenced in the Analyser ID configuration, which is where the individual devices themselves are uniquely identified and configured.

Analyser Types represented in this table may include devices such as AQT, ABL, HemoCue (all Radiometer), CoaguChek (Roche), and iStat (Abbott).

This configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

AQURE requires only one entry in the Hardware Devices configuration table (Administration > Devices), with Options string **acure**;**n**. Please refer to the relevant section for more information.



The AQURE interface may be Reset from the Analysers 2 table (Administration > Analysers). 'Reset' and 'View Log File' are the only functions available for AQURE on the Analysers 2 table.

Create or modify an entry for an Analyser Type

To configure a new Aqure Analyser Type: select the **Create [F6]** function button.

To modify an existing Aqure Analyser Type: double click the relevant entry or select and [Enter] to open the Details screen.

Summary of the AQURE workflow

Please refer to the manufacturer(s) documentation for the Point of Care devices and/or AQURE middleware for information regarding the workflow preceding transmission of the results to.

The key HL7 fields are summarised in the next section.

- 1. AQURE transmits HL7 v2.2 messages to **Evolution vLab**[™] containing results from Point of Care analysers.
- Upon receipt of a valid message bearing a new "analysis string" (OBR-3.1), Evolution vLab[™] automatically registers a new lab number as follows.
 - a. The episode is registered for the UR Number (MRN) provided in field PID-3.1.
 - b. The orderable request (typically a Panel) is derived from field OBR-4.1.
 - c. The Requested Date and Collection Date/Time for the registration are both derived from the Observation Date/Time in OBR-7.1.
 - d. The result provided in each OBX-5 field is added to the test on the episode corresponding to the test code supplied in OBX-3.4 of the same segment.

Note: The OBX-2 value must be NM for numerical results.

- e. Level 2 validates the results marked as 'final' in the message (OBX-11 = F).
- 3. Upon receipt of a valid message bearing an "analysis string" already received by **Evolution vLab**[™] in a previous result message, it updates the existing registration (lab number) instead of creating a new registration. This occurs when results are retransmitted from AQURE.
- 4. Upon receipt of a message that **Evolution vLab**[™] cannot process, it sends an HL7 rejection or error message ("application reject" or "application error") citing the


unknown or mismatched data element. The message may be rejected for one or more of the following reasons:

- a. The UR Number (MRN) is unknown to **Evolution vLab**[™].
- b. The patient name and/or date of birth (DOB) supplied in the result message do not match the patient name and DOB for the UR Number (MRN).
- c. The analyser code for the request or a test (supplied in the OBR or an OBX segment respectively) is unknown to **Evolution vLab**[™]. This may mean that the analyser code is missing from the Translation Table, and/or requires mapping to a Panel or Test.
- d. The Analyser ID is unknown to **Evolution vLab**[™]. This indicates a potential issue in the Aqure Analyser ID configuration table.

Field	Field Name	Description
MSH-3.2	Sending Application	Analyser ID derives the Analyser ID from MSH-3.2. Failing that,
		Evolution vLab [™] checks MSH-4.1.
PID-3	Patient ID – Internal	UR Number (MRN) for the patient
PID-5.1	Patient Family Name	Patient's last name (surname)
PID-5.2	Patient Given Name	Patient's first name(s)
PID-7.1	Date/Time of Birth	Patient's date of birth. only utilises the date portion.
PID-8	Sex	Patient's sex
OBR-3.1	Filler Order Number	The unique alphanumeric "analysis string" for the set of results, in the format:
		[Analyser ID][Run number][Date/Time string i.e. yyyymmddhhmmss]
		The square braces are included only to illustrate the three sections and are not part of the format. This string is unique for each set of results from AQURE.

Summary of HL7 result message fields for AQURE



OBR-4.1	Universal Service ID	The analyser code for the orderable request (typically corresponds to an Evolution vLab [™] Panel).	
OBR-7.1	Observation Date/Time	The date and time of analysis. This field is used to populate the Requested Date and Collected Date/Time against the lab number in Evolution vLab ™.	
OBR-15.1	Specimen Source (Type)	The analyser code for the specimen type.	
OBX-2	Value Type	The value type for the result supplied in OBX-5. Numerical results may include the greater than (>) or less than (<) sign. NM Numerical result (required for numerical result flagging) ST String value TX Textual result This field will remain empty if the OBX-5 field is empty.	
OBX-3.4	Observation Identifier (Alt ID)	The analyser code for the test.	
OBX-5	Observation Value	The result for the test specified in OBX-3.4.	
OBX-11	Observation Result Status	The status of the result. Level 2 validates results for which this status is F (final).	

Details – Create/Modify Analyser Type

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



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Test	Opens the Test Code Translations table for the selected Aqure Analyser Type.
Translations [F6]	This table must contain the analyser codes for the incoming orderable requests, specimen types and tests. Mapping to the Evolution vLab [™] codes is only required where the analyser's codes do not match the Evolution vLab [™] mnemonics.

Configuration fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 20 characters).
Alias	Enter an alias for the entry (maximum 20 characters).
Description	Enter the full name or meaningful description of the entry (maximum 30 characters).
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).



Test Translations

The Test Translations table facilitates the mapping of the Analyser Type's request, test and specimen codes to the corresponding Panels, Tests and Specimen Types.

The table must contain the analyser codes for all orderable requests, specimen types and tests supplied in incoming HL7 result messages from AQURE. The Test Translations may be added to at any time.

- Orderable requests appear in the OBR segment and typically map to a Panel. The analyser specimen type codes must be defined for these entries in the table.
- Tests appear in the OBX segments. These entries do not require analyser specimen type codes.

It should be noted that the fields for Test and/or Specimen Type may be left blank when the analyser's code matches the mnemonic in.

When auto-registers lab numbers for AQURE Point of Care testing it uses this configuration to translate the Analyser Type's codes for request and specimen type to the corresponding entities, and to populate the test result field(s) on the lab number accordingly.

Note: Incoming AQURE result messages are rejected when they contain one or more unmapped codes. Should there be analyser test codes/results that you want Evolution vLab™ to ignore they should be configured in the Translation Table but without mapping to any Evolution vLab™ Test codes.

Create or modify a Test Code Translation

To configure a new test code translation: select the **Create [F6]** function button.

To modify an existing test code translation: double click the relevant entry or select and [Enter].

Column	Description
Test	The Evolution vLab [™] mnemonic for the Test or Panel.
Specimen	The Evolution vLab [™] mnemonic for the Specimen Type associated with the request.

Columns in the Test Code Translations table



Analyser Test Code	The analyser's code for the Test or Panel.
Analyser Spec Type	The analyser's code for the specimen type associated with the request.
Active	Indicates whether the entry is active or inactive.

Create/Modify Radiometer Aqure Translation

This dialog prompt facilitates configuration of a Test Translation for this Analyser Type.

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **OK** or **[F4]** to store the new entry or to commit any changes.

Dialog prompt fields

Field	Description
Test	Enter the mnemonic of the configured Evolution vLab [™] Test or Panel corresponding to the Analyser Test code (maximum 15 characters). F1 Lookup available.
	This field may be left blank when the Analyser Test code is the same as the Evolution vLab [™] mnemonic for the Test or Panel.
Specimen Type	Enter the mnemonic of the configured Evolution vLab [™] Specimen Type corresponding to the Analyser Specimen Type (maximum 15 characters).
	This field may be left blank when the Analyser Specimen Type code is the same as the Evolution vLab [™] mnemonic for the Specimen Type.
Analyser Test	Enter the code used by analysers of this Type to indicate the Test or Panel (maximum 15 characters). Enter the code exactly as it appears in the analyser manufacturer's specifications (and HL7 result messages).



Analyser Specimen Type	Enter the code used by analysers of this Type to indicate the specimen type (maximum 15 characters). Enter the code exactly as it appears in the analyser manufacturer's specifications (and HL7 result messages). This field must be populated when configuring the mapping for an orderable request (OBR) but may be left blank for a Test (OBX). When a given orderable request can be performed on a variety of specimen types (such as arterial or venous blood), the Translation Table should contain multiple entries for the Analyser Test code, each with a different Analyser Specimen Type code as required.
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Aqure Analyser IDs

The Aqure Analyser IDs configuration table allows for the unique identification of each individual Point of Care device that interfaces via the AQURE system.

Each device in this table is associated with the correct Translation Table via selection of an Analyser Type, which is a mandatory element of this configuration. The Aqure Analyser Types configuration table should therefore be populated with the required entries before attempting to define the individual Analyser IDs (devices).

This configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Please refer to the Aqure Analyser Types section for more information.

Create or modify an entry for an Analyser ID

To configure a new Aqure Analyser ID: select the **Create [F6]** function button.

To modify an existing Aqure Analyser ID: double click the relevant entry or select and [Enter] to open the Details screen.



Details – Create/Modify Analyser ID

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.

Configuration fields

Field	Description
Mnemonic	Enter the unique alphanumeric Analyser ID for the device (maximum 13 characters) exactly as it appears in result messages from the AQURE system.
	This ID appears in the MSH segment (MSH 3.2 and 4.1) and forms the first portion of the Filler Order Number (OBR-3.1).
Alias	Enter an alias for the entry, if desired (maximum 13 characters).
Description	Enter the full name or meaningful description of the entry (maximum 30 characters).
Analyser Type	Enter the mnemonic of the Aqure Analyser Type for the device (maximum 20 characters). F1 Lookup available. This associates the device with the Translation Table configured against the selected Aqure Analyser Type.
	Where multiple devices rely on the same Test Translations only one Analyser Type is required in Evolution vLab [™] for that group. Therefore, multiple entries in this configuration table may share the same Analyser Type.



	Enter either:
PMI Lookup	(y)es - PMI lookup is performed when auto-registering requests; yes is the default value.
	(n)o - Default registration details used per Aqure Analyser ID configuration; PMI lookup is not performed.
Clinical Unit	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).



24. Postcodes

The Postcodes submenu allows the configuration of the postcodes file.

Postcodes

Where a postcode is configured, it automatically populates the postcode when a suburb is entered at specimen reception. The purpose of this screen is to allow users to create/modify the postcode file if required.

Add a Postcode

- 1. Select Create [F6]
- 2. Type the name of the suburb in the Suburb field and press [Enter].
- 3. Type the state abbreviation (ACT, NSW, NT, SA, TAS, VIC or WA), into the State field and press [Enter].
- 4. Enter the postcode e.g. 3000
- 5. Select Save [F4]
- 6. Returning to the Postcodes table, the newly added entry displays a Status of 'Added'
- 7. Press Save [F4]
- 8. The prompt 'Are you sure you want to save this data? (y/n) is displayed
- 9. Select 'Yes' or 'No' to either save the new entry to the Postcode configuration or return to the Postcodes list
- 10. Where 'Yes' is selected, the prompt 'Changes saved' is displayed
- 11. The associated Status of the new entry clears

Modify a Postcode

- 1. Double-click the desired entry
- 2. Where the Create/Modify Postcode dialog is displayed, edit the Suburb, State or Postcode field
- 3. Select Save [F4]
- 4. Returning to the Postcodes table, the edited added entry displays a Status of 'Modified'



5. Press Save [F4]

- 6. The prompt 'Are you sure you want to save this data? (y/n) is displayed
- 7. Select 'Yes' or 'No' to either save the edited entry to the Postcode configuration or return to the Postcodes list
- 8. Where 'Yes' is selected, the prompt 'Changes saved' is displayed
- 9. The associated Status of the edited entry clears

Remove a Postcode

- 1. Highlighted the desired entry
- 2. Select Remove Entry [F5]
- 3. The associated Status of the entry updates as 'Removed'
- 4. Press Save [F4]
- 5. The prompt 'Are you sure you want to save this data? (y/n) is displayed
- 6. Select 'Yes' or 'No' to either remove the entry from the Postcode configuration or return to the Postcodes list
- 7. Where 'Yes' is selected, the prompt 'Changes saved' is displayed
- 8. The associated entry is removed from the configuration table



25. Processing

The Processing submenu allows configuration of Location Number Prefixes, Equipment, Consumables, Storage Areas, Workflow Protocol and Lab Number Auto Allocate Quarantine.

Location Number Prefixes

Location numbers are secondary numbers (incrementing or defined) allocated to specimens for the purposes of workload management within an area, including storage. Location numbers may be used in place of laboratory numbers when searching lab records via **Evolution vLab**[™] enquiry screens or search fields.

Location number prefixes can include an automatically allocated year prefix and/or laboratory group prefix and can be categorised by user defined prefixes.

Once configured, Location Number Prefixes can be attached to tests and/or panels via the Location # Prefixes field of the Test/Panel configuration (Administration > Tests/Results > Tests, Panels). To generate a Location Number Prefix for a panel, the Location # Prefixes field must be populated in the configuration for at least one of the Tests within the Panel.

- When set to auto-allocate, the location number is generated for that panel or test when the request is saved at Reception.
- When the prefix is not set to auto-allocate, the location number should be generated manually for that panel or test via the Location Numbers sub-tab on the Reception screen.
- Location numbers may be allocated manually at the time of registration, or at some later time.

The Location Number Prefixes configuration table is divided into Active and Inactive subtables which separate the entries according to whether the Active field is set to 'yes' or 'no'. The Auto Increment column indicates whether the prefix is set to automatically allocate.

<u>Note</u>: The base Location Number format is [Mnemonic][YY][Prefix][Number], where the components represent the Registering Laboratory mnemonic, registration year, Location Number Prefix, and numerical component, respectively e.g. AU17B00003. The Sample, Block and Slide information is suffixed to this number, where appropriate.

Create or modify a Location Number Prefix

To configure a new prefix: select the **Create [F6]** function button.



To modify an existing prefix: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Location Number Prefix

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



Copy Details [CF2]	This function p existing config system. It streat configuration b	populates the current entry with details copied from an guration item in the same system or from another amlines the process of creating new entries or migrating petween systems (e.g. from Test to Live).	
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the co abort.	ppy by clicking OK or pressing the [F4] key or Cancel to	

Configuration fields

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Field	Description		
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).		
Alias	Enter an alias for the entry, if desired (maximum 6 characters).		
Description	Enter the name or meaningful description of the entry (maximum 28 characters).		
Year (short form)	 Enter (y)es or (n)o to specify whether the short form of the location number will be prefixed with the current calendar year (e.g. '2013'). Default is 'no'. <u>Note:</u> The laboratory location number <u>always</u> displays in long form and always displays the year, regardless of this setting. 		
Laboratory based	Enter (y)es or (n)o to specify whether the location number will be prefixed with the laboratory mnemonic and numbered sequentially within the laboratory. Default is 'no'. Set to 'no' when this Location Number Prefix applies state-wide (lab mnemonic is not included).		
Auto Allocate	 Enter (y)es or (n)o to specify whether a location number is automatically allocated at specimen registration to ordered Tests and Panels configured with this prefix. Default is 'no'. Set to 'no' when the prefix for the testing laboratory is required as part of the location number. This allows for manual allocation of location numbers at the time the specimen arrives in the testing laboratory. <u>Note:</u> This setting does not apply to Anatomical Pathology requests (Histology, Cytology). Slide location numbers are always auto generated as appropriate. 		
Auto Increment	 Enter (y)es or (n)o to specify whether the location numbers will auto increment. Default is 'no'. When 'yes' is entered the location numbers are automatically incremented each time they are allocated to a lab number. When set to 'no' this field is ignored. <u>Note:</u> When the Auto Allocate field is set to 'no' and the Auto Increment field is set to 'yes', only manual allocation of a location number is possible and the user can enter <pre>prefix>+ to</pre> 		



	allocate the next available number (where <prefix> is the prefix mnemonic).</prefix>		
	When the Auto Allocate field is set to 'yes' and the Auto Increment field is set to 'yes', the Auto Increment field is ignored and the system automatically allocates a location number at specimen registration for the Test or Panel being ordered if the Test/Panel has a location prefix configured.		
	When set to 'no' each sample on the lab number receives the same location number.		
Next Number	This field allows the laboratory to determine the exact location number to be used next.		
	Note: Extreme care should be taken when configuring this field as improper use will cause allocation of incorrect location numbers across ALL laboratories using your system. All laboratories should cease specimen registrations until the next number has been assigned for the lab concerned.		
	Enter the number that the laboratory requires to be allocated next, press [Enter] then Save [F4] . Next, ensure you are logged into the correct laboratory before performing the specimen registration to allocate the number.		
	Once the number has been allocated, return to this Location Number Prefix field and remove the number from the next number field. Default is '0' (i.e. field not in use).		
Check digit	Enter (y)es or (n)o to specify whether Evolution vLab [™] generates a check digit for the location number, based on predefined rules.		
Number of digits	Enter the maximum number of digits the location numbers with this prefix can contain. Location numbers with fewer digits are prefixed with zeros to make up the difference (e.g. when the maximum number of digits is 6, '123' becomes '000123').		
	This field specifically relates to the formatting of location numbers when called by the SLIDE_LOCNUMT identifier.		
Slide Format	Enter '0', '1' or '2' to specify either the mnemonic or lab group lab number format, respectively. Default is '0'.		
	• When set to '0', the location number is formatted as follows:		
	[Location number mnemonic][Year]/[Number]		
	• When set to 1, the location number is formatted as follows.		



	[Year]/[Location number mnemonic][Number]	
	• When set to '2', the location number is formatted as follows:	
	[Lab group mnemonic][Year][Location number mnemonic]][Number]	
	In both cases the year is only included when the Year (short form) field is set to 'yes'.	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).	
Modified By	The mnemonic of the user who last modified the entry (system populated).	

Equipment

Equipment can be configured for assigning to patient records or batches.

The Equipment configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or modify Equipment

To configure a new item of equipment: select the **Create [F6]** function button.

To modify an existing item of equipment: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Equipment

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.



Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



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Copy Details [CF2]	This function p existing config It streamlines configuration b	populates the current entry with details copied from an uration item in the same system or from another system. the process of creating new entries or migrating petween systems (e.g. from Test to Live).
	Some fields suc the specified e to saving.	ch as Mnemonic, Alias and Active are not populated from ntry as the user needs to populate or confirm them prior
	The user may existing entry, changes are st	copy details to a blank configuration screen or to an in which case the current details are overwritten. No ored until the user saves the configuration screen.
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
	System:	Select the Remote system. Leave blank when performing a Local copy.
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
	Perform the co abort.	ppy by clicking OK or pressing the [F4] key or Cancel to

Configuration fields



Field	Description	
Mnemonic	Enter a unique alphanumeric name for the entry including the lab mnemonic as a tilde-separated suffix (maximum 13 characters). For example, ABI7000~CH might be the ABI Prism 7000 device used in the CH lab.	
	Note: The same mnemonic may be used for multiple laboratories when each entry has the appropriate lab mnemonic suffix (~LAB).	
Alias	Enter an alias for the entry including the lab mnemonic as a tilde- separated suffix (maximum 13 characters), e.g. AB7~CH.	
Description	Enter the name or meaningful description of the entry (maximum 30 characters). <u>Note:</u> The description should not be the same as the mnemonic or alias.	
Manufacturer	Enter the name of the equipment manufacturer (maximum 30 characters).	
Serial Number	Enter the serial number for the equipment (maximum 30 characters). Valid characters include alphanumeric characters plus dashes (-) and slashes (/).	
Barcode	Enter the barcode unique to the equipment (free text entry up to 30 characters).	
Division	Enter the mnemonic of the division mnemonic the equipment applies to. F1 Lookup available.	
Department	Enter the mnemonic of the department mnemonic the equipment applies to. Multiple departments can be comma-separated without spaces (e.g. B,C). F1 Lookup available.	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).	
Modified By	The mnemonic of the user who last modified the entry (system populated).	



Batch Groups (multiple fields)	Enter the mnemonic(s) of the Batch Group(s) that will have access to
	the equipment in the columns provided (one per field; maximum 10).
	F1 Lookup available.

Consumables

Consumables can be configured and assigned to patient records or batches. This is particularly useful in the event of product recalls.

The Consumables configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or modify a Consumable

To configure a new consumable: select the **Create [F6]** function button.

To modify an existing consumable: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Consumable

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



Copy Details [CF2]	This function p existing configu It streamlines configuration b	populates the current entry with details copied from an uration item in the same system or from another system. the process of creating new entries or migrating petween systems (e.g. from Test to Live).
	Some fields suc the specified e to saving.	ch as Mnemonic, Alias and Active are not populated from ntry as the user needs to populate or confirm them prior
	The user may existing entry, changes are sto	copy details to a blank configuration screen or to an in which case the current details are overwritten. No pred until the user saves the configuration screen.
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
	System:	Select the Remote system. Leave blank when performing a Local copy.
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
	Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to



Configuration fields

Field	Description	
Mnemonic	Enter a unique alphanumeric name for the entry including the lab mnemonic as a tilde-separated suffix (maximum 13 characters). For example, BIOHAZ~CH might be the biohazard bags used in the CH lab.	
	Note: The same mnemonic may be used for multiple laboratories when each entry has the appropriate lab mnemonic suffix (~LAB).	
Alias	Enter an alias for the entry including the lab mnemonic as a tilde- separated suffix (maximum 13 characters), e.g. BB~CH.	
6	Enter the name or meaningful description of the entry (maximum 30 characters).	
Description	<u>Note</u>: The Description should not be the same as the Mnemonic or Alias.	
Manufacturer	Enter the name of the consumable manufacturer (maximum 30 characters).	
Product Barcode	Enter the barcode unique to the consumable (free text entry up to 30 characters). Users may scan the barcode in consumable reception or during patient assignment to identify the specified consumable mnemonic, which will populate appropriately.	
Sub Product Barcode	Enter the sub product barcode unique to the consumable (free text entry up to 30 characters).	
	Users may scan the barcode in consumable reception or during patient assignment to identify the specified consumable mnemonic, which will populate appropriately.	
Sub Product Quantity	Enter a numerical value to specify the sub product quantity for the consumable.	
Trackable	Enter (y)es or (n)o to specify whether this consumable is trackable or not. Default is 'no'.	
Catalogue Number	Enter the catalogue/ordering number for the consumable (maximum 30 characters).	
Re-order Level	Enter a numerical value to specify the inventory level at which to re- order.	



Re-order Quantity	Enter a numerical value to specify the quantity of the consumable to re-order.	
Division	Enter the mnemonic of the division the consumable applies to. F1 Lookup available.	
Department	Enter the mnemonic of the department the consumable applies to. Multiple departments can be comma-separated without spaces (e.g. B,C). F1 Lookup available.	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).	
Modified By The mnemonic of the user who last modified the entry (system populated).		
Batch GroupsEnter the mnemonic(s) of Batch Group(s) to have access to the consumable (one per field; maximum 10). F1 Lookup available.		

Storage Areas

Storage areas can be configured to allow easy location of specimens within the laboratory.

The Storage Areas configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or modify a Storage Area

To configure a new storage area: select the **Create [F6]** function button.

To modify an existing storage area: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Storage Area

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.



Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



Copy Details [CF2]	This function p existing configu It streamlines configuration b	populates the current entry with details copied from an uration item in the same system or from another system. the process of creating new entries or migrating petween systems (e.g. from Test to Live).	
	Some fields suc the specified e to saving.	ch as Mnemonic, Alias and Active are not populated from ntry as the user needs to populate or confirm them prior	
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to	

Configuration Fields



Field	Description		
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 12 characters).		
Alias	Enter an alias for the entry, if desired (maximum 12 characters).		
Description	Enter the name or meaningful description of the entry (maximum 19 characters). <u>Note:</u> The Description should not be the same as the Mnemonic or Alias.		
Departments	Enter the mnemonic of the department in which the storage area is used. Multiple departments can be comma-separated without spaces (e.g. B,C). F1 Lookup available.		
	If no specific department is required enter 'ALL' for all departments. Note: Only users logged into the department(s) listed here will be able to locate specimens present in this storage area.		
Location	Enter the physical location of the storage area or rack.		
Rack Type	Enter (r)ack or (o)other to specify the type of storage area.		
Maximum Items	Enter the maximum number of items allowed in this storage area, between 1 and 1000.		
	If number entered is outside of this range, the following error message displays: <i>'Max items must be between 1 and 1000 inclusive'</i> . Default is '0'.		
	This field applies only when Rack Type is set to 'Other'.		
	Enter the number of rows in the rack (maximum 999). Default is '0'.		
Number of	This field applies only when Rack Type is set to 'Rack'.		
Rows	Note: The maximum number of positions allowed in any rack is 1000. For example, when the number of Rows is set to 100 the number of Columns must not exceed 10.		
Number of Columns	Enter the number of columns in the rack (maximum 999). Default is '0'. This field applies only when Rack Type is set to 'Rack'.		



	Note:The maximum number of positions allowed in any rack is 1000.For example, when the number of Rows is set to 100 the number of Columns must not exceed 10.	
Location Number Prefix	Enter the mnemonic of the location number prefix to be associated with/displayed for the storage area. F1 Lookup available.	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).	
Modified By	The mnemonic of the user who last modified the entry (system populated).	

Lab Number Auto Allocate Quarantine

The configuration screen labelled 'Lab Number Auto Allocate Quarantine' is available via Administration > Processing.

This functionality allows laboratory number ranges to be added, removed, and modified.

When a laboratory number is auto allocated, the associated process will skip as per the configured ranges.

Create or Modify a Lab Number Auto Allocate Quarantine Rule

To configure a new lab number auto allocate quarantine rule: select the **Create [F6]** function button.

To modify a lab number auto allocate quarantine rule: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Lab Number Range

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

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Function	Description	
Remove Entry [F5]	With a current entry highlighted and selecting this function removes the rule from the configuration.	
Create [F6]	Selecting this function displays the 'Lab Number Range' dialog window to allow the entry of a 'From' and 'To' laboratory number range.	

Configuration Fields

Field	Description
From	Enter the desired starting lab number range
То	Enter the desired ending lab number range



26. Report Formats

The Report Formats submenu allows configuration of labels, general reports, cover sheets and billing reports.

Labels

Label formats can be configured for use in a variety of applications within the laboratory, to be associated with user lists, specimen registration, specimen aliquoting, anatomical pathology workflow, transfusion medicine workflow and a variety of other functions.

Several label format mnemonics are hard coded and are listed in the table below.

These label formats must be configured with the pre-defined mnemonics for various system functions to operate. Cascading logic applies in some cases and is described in the section following the table.

The Labels configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or modify a Label Format

To configure a new label format: select the **Create [F6]** function button.

To modify an existing label format: double click the relevant entry or select and [Enter] to open the Details screen.

Pre-defined mnemonics

Mnemonic	Description	Print functions utilising this Label Format
ХМАТР	Blood product compatibility labels	 Print Labels [SF7] and Select Label Printer [CF8] from Crossmatch or Allocate Table for lab number (according to cascading logic) Reprint [SF5] function from Transfusion History for lab number Allocate [F5] function from Blood Bank > Sign Out (Eastern Health)



Mnemonic	Description	Print functions utilising this Label Format
ХМАТ	Blood compatibility labels	Print Labels [SF7] and Select Label Printer [CF8] from Crossmatch Table for lab number (according to cascading logic)
ХВВТСН	Labels for batch products issued via the sign out screen	 Print Labels [SF7] and Select Label Printer [CF8] from Allocate Table for lab number (according to cascading logic) Reprint [SF5] function from Transfusion History for lab number Allocate [F5] function from Blood Bank > Sign Out screen (Eastern Health)
ХМАТВ	Batch Product labels	
TMUNIT	Unit group check labels	 Print All Labels [F7] and Print Single Label [CF7] functions from Blood Bank > Confirm Group Print Labels [SF7] from Unit Inventory
HSPEC	Histology Specimen Labels	Histo Table for lab number
HSLIDE	Histology Slide Labels	 Write Slides [F6] function from the Detailed Histo Table for the lab number. <u>Note:</u> The Print Labels [SF7] function from the Detailed Histo Table utilises the Label Format configured against the Histology format panel.
HCASS	Histology Cassette Labels	Write Block [CF8] function from the Detailed Histo Table for the lab number

Cascading logic for Label Formats generated from Crossmatch and Allocation Tables

- 1. Use Label Format with the same mnemonic as the Product being printed (e.g. for product RCSML, use Label Format RCSML). Failing that:
- 2. Use Label Format XMATPL (Plasma), XMATPT (Platelets) or XBBTCH (Batch products) as appropriate. This only applies where non-cellular functionality is enabled. Failing that:
- 3. Use Label Format XMATP. This only applies where non-cellular functionality is enabled. Failing that:



4. Use Label Format XMAT.

Details – Create/Modify Label Format

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Once the Label Format has been defined the administrator may configure the details printed on the label.

Note: The method used to establish the label content depends on the setting in the 'Configuration Table' field. When 'Configuration Table' is set to 'yes' the View/Edit Mask [F7] function button opens the mask Configuration Table; when set to 'no' the same button opens the Equation editor instead.

Copy (load) an existing mask to this Label Format (Method 1)

The source mask and the destination mask must both belong to Label Formats of the same type. An Equation mask cannot be copied to a Label Format with a Configuration Table mask, and vice versa.

- 1. Select the **Copy Mask [F8]** function button.
- 2. At the prompt '*LABEL Mask to Load:*' enter the mnemonic of the existing label format mask to load.
- 3. Click the OK button or [Enter] to proceed or Cancel to abort.

When the copy fails the user receives the message 'Copy Failed – aborting'.

When a destination mask already exists, the user is prompted: 'Target mask already exists – continue (Y/N)?' Choose (y)es to proceed or (n)o to abort the copying process.

- 4. When the copy is successful the user receives the message '<mnemonic of this label format> label mask copied from <mnemonic of source mask> hit any key to continue'.
- 5. Click OK or press [Enter].

Copy (load) an existing mask to this Label Format (Method 2)



The enhanced Copy Mask functionality allows the mask to be copied from an existing configuration item in the same system or from another system (e.g. from Test to Live). No changes are stored until the user saves the configuration screen.

The source mask and the destination mask must both belong to Label Formats of the same type. An Equation mask cannot be copied to a Label Format with a Configuration Table mask, and vice versa.

Copy Mask:	Ensure the checkbox is ticked (it is by default).
Source:	Select 'Local' or 'Remote' to copy the mask from an entry in the configuration table on the same or another system, respectively.
Local Id:	Enter the mnemonic or alias for the Local mask to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
System:	Select the Remote system. Leave blank when performing a Local copy.
Remote Id:	Enter the mnemonic or alias for the Remote mask to be copied. F1 Lookup not available.

Perform the copy by clicking OK or pressing the **[F4]** key or Cancel to abort.

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Function	Description		
Swap Mnemonic & Alias [F5]	Allows the entry in the mnemonic and alias fields to be swapped. This functionality is required as the mnemonic field cannot be edited directly.		
View/Edit Mask [F7]	Opens the configuration table or Equation editor for the label mask, depending on the setting in the Configuration Table field. From here the administrator specifies the required combination and positioning of text fields, barcodes, and data/results for the label		
	format.		
Copy Mask [F8]	Load an existing mask and copy its contents into the mask for this label format.		
	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
	the specified entry to saving.	ntry as the user needs to populate or confirm them prior	
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to	



Configuration fields

Field	Description			
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).			
Alias	Enter an alias for the entry, if desired (maximum 6 characters).			
Description	Enter the full name or meaningful description of the entry (maximum 20 characters). <u>Note:</u> The Description should not be the same as the Mnemonic or Alias.			
Printer	Enter the mnemonic of the printer to use when generating labels with this format. F1 Lookup available.			
Department	Enter the mnemonic(s) of the department(s) to which the label applies. F1 Lookup available. Multiple departments should be comma separated without spaces (e.g. 'H,B,T'). If no specific department is required enter 'ALL' for all departments.			
Configuration Table	Enter (y)es or (n)o to specify whether the label mask is to be configured using the Configuration Table method. Default is 'no'. When set to 'yes' the label mask is configured using the configuration			
	 table method. When set to 'no' the label mask is created using the Equation editor. <u>Note:</u> Some label printers (e.g. Eltron brand) do not support formats created via the Equation editor and must be configured via the Configuration Table method. Please contact Citadel Health to confirm the requirements for your label printers. 			
Auto Label	Enter (y)es or (n)o to specify whether the label is automatically generated when the record is saved at specimen registration. Default is 'no'.			
Direction	 Enter the code corresponding to the direction of the label. Default is '0'. 0 Standard 1 Reversed 			



Label Length	Enter a numerical value to specify the label length in dots (1mm = 8 dots). Default is '0' <u>Note:</u> This value is often available via the label printer's own 'auto-sensing' function.
Label Gap	Enter a numerical value to specify the gap between labels (in dots; 1mm = 8 dots). Default is '0'. <u>Note:</u> This value is often available via the label printer's own 'auto- sensing' function.
Reference X	Enter a numerical value to specify the starting <i>x</i> coordinate, which defines the left margin. Default is '0'. <u>Note:</u> This value is often available via the label printer's own 'autosensing' function.
Reference Y	Enter a numerical value to specify the starting <i>y</i> coordinate, which defines the top margin. Default is '0'. <u>Note:</u> This value is often available via the label printer's own 'autosensing' function.
Density	Enter a numerical value between 0 and 15 to specify the density (darkness) of the print required. 0 is the lightest and 15 is the darkest. Default is '0'.
Copies	Enter the number of copies required for labels of this format. Default is '0'.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Edit Mask – Configuration Table Method

The Edit Mask configuration table is accessed via the **View/Edit Mask [F7]** button when the Label Format's 'Configuration Table' field is set to 'yes'. To use the Equation editor instead the administrator must change the 'Configuration Table' setting to 'no'.



Up to 64 label items (i.e. entries in this table) may be configured using the configuration table method. This limit does not apply to Labels configured via the Equation editor.

Create or modify a data item for the Label Format

To configure a new data item: select the **Create [F6]** function button.

To modify an existing data item: double click the relevant entry or select and [Enter] to open the Details screen.

Columns in the Edit Mask configuration table

Field	Description
Туре	The type of data item (Text, Barcode or Result).
X Position	The <i>x</i> coordinate of the data item's position on the label.
Y Position	The y coordinate of the data item's position on the label.
Description	The content to appear on the label. This may be free text, an Evolution vLab [™] identifier or a test/panel mnemonic.
Active	Indicates whether the entry is active or inactive.

Create/Modify Label Item

This screen allows the configuration of an individual data item to be included as part of the label format.

Once the Type field is populated the appropriate fields become available on screen. Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional.

Select **Save [F4]** to store the new entry or to commit any changes. Select **Save [F4]** on the Edit Mask screen to update the sub-table and **Save [F4]** again on the Create/Modify Label Format screen to ensure the Labels configuration table is updated. **All three saves are required to ensure the changes are applied.**


Field	Description		
Туре	Enter (t)ext, (b)arcode or (r)esult to specify the Label Item Type. F1 Lookup available.		
X Position	Enter a numerical value to specify the <i>x</i> coordinate of the data item's position on the label. Default is '0'.		
Y Position	Enter a numerical value to specify the <i>y</i> coordinate of the data item's position on the label. Default is '0'.		
	Enter a numerical value to specify the degrees of rotation of the item on the label. This affects the orientation of the data item. Default is '0'.		
Rotation	0 No rotation		
	90 Rotated 90 degrees		
	180Rotated 180 degrees		
	270 Rotated 270 degrees		
	This field is available when the Type is set to 'Text' or 'Result'.		
Size	Enter a number between 6 and 24 to specify the size of the text on the label. Size 10 produces readable text. Default is '0'. The full range of sizes may not be available on all label printers.		
	This field is available when the Type is set to 'Text' or 'Result'.		
X Multiplier	Enter a number between 0 and 8 to specify by how much the text is horizontally expanded. Default is '0' (no expansion).		
	This field is available when the Type is set to 'Text' or 'Result'.		
Y Multiplier	Enter a number between 0 and 9 to specify by how much the text is vertically expanded. Default is '0' (no expansion).		
Field Width	This field is available when the Type is set to 'Text' or 'Result'. Enter a numerical value to specify the width of the field in characters.		
Barcode Type	This field is available when the Type is set to 'Barcode'.		



	Enter the mnemonic of the barcode type to use. F1 Lookup available.		
	INT25	Interleaved 2 of 5	
	INT25C	Interleaved 2 of 5 with check digit	
	C39	Code 39	
	С39С	Code 39 with check digit	
	CODA	Codabar	
	CODE128	Code 128 A, B, C	
Normous Dor	This field is available when the Type is set to 'Barcode'.		
Width	Enter a numerical value to specify the width of the barcode's narrow bars (in dots). Default is '0'.		
	This field is av	vailable when the Type is set to 'Barcode'.	
Wide Bar Width	ide Bar Width Enter a numerical value to specify the width of the babars (in dots). Default is '0'.		
	This field is available when the Type is set to 'Barcode'.		
Barcode Height	Enter a numerical value to specify the height of the barcode (in dots). Default is '0'.		
	This field is available when the Type is set to 'Barcode'.		
Readables	Enter (y)es or (n)o to specify whether the human readable value is printed below the barcode. Default is 'no'.		
	Specify the data (content) to appear on the label. The configured Type determines what may be entered here, as outlined below.		
	Text data ite	m: Enter free text or an Evolution vLab [™] identifier.	
Data	Result data item:	Enter a test mnemonic to output the patient's result (see note).	
	Barcode dat item:	a Enter free text or an Evolution vLab [™] identifier.	
	When a valid identifier is used the system outputs the data against that identifier (such as the patient's UR when URNO is entered), as text or a barcode according to the Type.		



	Note:When configuring a Result data item, 2D Test Array functionality may be uses for the single index notation TEST[x] where TEST is the Test mnemonic and x is the array reference in the range defined.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).

Label Mask - <selected Label Format>

This is the Equation editor for the label format.

Using 's Equation Editor

The Equation editor allows the administrator to write and modify equations using a standard Windows-based text editor. Navigation and selection of text is consistent with Microsoft word processing software such as Notepad and Word.

Select **Save [F4]** to store the new entry or to commit any changes. Select **Save [F4]** again on the Details page to update the table. **The second Save is required to ensure the changes are applied.**



Keyboard shortcuts

Function	Keystroke Combination	Usage Notes
Сору	Ctrl + C	
Cut	Ctrl + X	
Delete	Del	
Find	Ctrl + F	At the prompt, enter the text to search for and click OK.
Find Next	F3	Finds the next instance of the selected word (or the word in which the cursor is currently placed).
Find Previous	Shift + F3	Finds the previous instance of the selected word (or the word in which the cursor is currently placed).
Go To	Ctrl + G	At the prompt, enter the Line Number to navigate to and click OK.
Paste	Ctrl + V	
Redo	Ctrl + Y	
Find and Replace	Ctrl + H	At the prompt, enter the text to search for and the text to replace it with. Click Replace Next or Replace All.
Select All	Ctrl + A	
Undo	Ctrl + Z	

2D Test Arrays

Test data fields can be addressed as **TEST[x]** where TEST is the mnemonic of the 2D test and *x* is the array reference to the data field within the range defined. **TEST[0]** references the first Test data field.



General Reports

General Report Masks are configured to output results either to a printer or an electronic feed under predefined, programmed conditions. Examples include:

- Output of formatted text results via HL7 such as for Microbiology results.
- Generation of recall and reminder notices for Pap Smear tests.
- System generated request forms attached to saved eOrder registrations.

The General Reports configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or modify a General Report Mask

To configure a new general mask: select the **Create [F6]** function button.

To modify an existing general mask: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify General Mask

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Copy (load) an existing mask to this General Report (Method 1)

- 1. Select the **Copy Mask [F8]** function button.
- 2. At the prompt, enter the mnemonic of the existing report mask to load into this general report.
- 3. Click the OK button or [Enter] to proceed or Cancel to abort.

When the copy fails the user receives the message 'Copy Failed – aborting'. When a destination mask already exists, the user is prompted: 'Target mask already exists – continue (Y/N)?' Choose (y)es to proceed or (n)o to abort the copying process.

- 4. When the copy is successful the user receives the message '<mnemonic of this report mask> general mask copied from <mnemonic of source mask> hit any key to continue'.
- 5. Click OK or press [Enter].

Copy (load) an existing mask to this General Report (Method 2)



is

The enhanced Copy Mask functionality allows the mask to be copied from an existing configuration item in the same system or from another system (e.g. from Test to Live). No changes are stored until the user saves the configuration screen.

Copy Mask:	Ensure the checkbox is ticked (it is by default).
Source:	Select 'Local' or 'Remote' to copy the mask from an entry in the configuration table on the same or another system, respectively.
Local Id:	Enter the mnemonic or alias for the Local mask to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
System:	Select the Remote system. Leave blank when performing a Local copy.
Remote Id:	Enter the mnemonic or alias for the Remote mask to be copied. F1 Lookup not available.

Perform the copy by clicking OK or pressing the **[F4]** key or Cancel to abort.

Function Buttons

Function	Description	
Swap Mnemonic & Alias [F5]	Allows the entry in the mnemonic and alias fields to be swapped. This functionality is required as the mnemonic field cannot be edited directly.	
View/Edit Mask [F7]	Opens the Equation editor for viewing and editing the General Report mask.	
Copy Mask [F8]	Load an existing mask and copy its contents into the mask for this General Report.	
Copy Details [CF2]	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).	



Some fields suc the specified en to saving.	ch as Mnemonic, Alias and Active are not populated from ntry as the user needs to populate or confirm them prior
The user may existing entry, changes are sto	copy details to a blank configuration screen or to an in which case the current details are overwritten. No pred until the user saves the configuration screen.
Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.
Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
System:	Select the Remote system. Leave blank when performing a Local copy.
Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to

Field	Description		
Mnemonic	 Enter a unique alphanumeric name for the entry (maximum 15 characters). <u>Note:</u> The mnemonic EREQFORM must be used when configuring the system generated request forms for saved eOrder registrations. 		
Alias	Enter an alias for the entry, if desired (maximum 15 characters).		
Description	Enter the full name or meaningful description of the entry (maximum 26 characters). Note: The Description should not be the same as the Mnemonic or Alias.		
Printer	Enter the mnemonic of the printer to which this General Report is printed.		



Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Mask – < selected General Report>

This is the Equation editor for the general report mask.

Using 's Equation Editor

The Equation editor allows the administrator to write and modify equations using a standard Windows-based text editor. Navigation and selection of text is consistent with Microsoft word processing software such as Notepad and Word.

Select **Save [F4]** to store the new entry or to commit any changes. Select **Save [F4]** again on the Details page to update the table. **The second Save is required to ensure the changes are applied.**

Function	Keystroke Combination	Usage Notes
Сору	Ctrl + C	
Cut	Ctrl + X	
Delete	Del	
Find	Ctrl + F	At the prompt, enter the text to search for and click OK.
Find Next	F3	Finds the next instance of the selected word (or the word in which the cursor is currently placed).
Find Previous	Shift + F3	Finds the previous instance of the selected word (or the word in which the cursor is currently placed).

Keyboard shortcuts



Go To	Ctrl + G	At the prompt, enter the Line Number to navigate to and click OK.
Paste	Ctrl + V	
Redo	Ctrl + Y	
Find and Replace	Ctrl + H	At the prompt, enter the text to search for and the text to replace it with. Click Replace Next or Replace All.
Select All	Ctrl + A	
Undo	Ctrl + Z	

Cover Sheets

This screen allows the configuration of cover sheets for sending with emailed reports from the **Evolution vLab™** Clinical Viewer interface or via the report queues.

The Cover Sheets configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or modify a Cover Sheet

To configure a new email cover sheet: select the **Create [F6]** function button.

To modify an existing email cover sheet: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Email Cover Sheet

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Copy (load) an existing mask to this Email Cover Sheet (Method 1)

- 1. Select the **Copy Mask [F8]** function button.
- 2. At the prompt '*Email Cover Sheet to Load:*' enter the mnemonic of the existing cover sheet mask to load.



3. Click the OK button or [Enter] to proceed or Cancel to abort.

When the copy fails the user receives the message 'Copy Failed – aborting'.

When a destination mask already exists, the user is prompted: 'Target mask already exists – continue (Y/N)?' Choose (y)es to proceed or (n)o to abort the copying process.

- 4. When the copy is successful the user receives the message '<mnemonic of this cover sheet> email_cover_sheets mask copied from <mnemonic of source mask> - hit any key to continue'.
- 5. Click OK or press [Enter].

Copy (load) an existing mask to this Email Cover Sheet (Method 2)

The enhanced Copy Mask functionality allows the mask to be copied from an existing configuration item in the same system or from another system (e.g. from Test to Live). No changes are stored until the user saves the configuration screen.

Copy Mask:	Ensure the checkbox is ticked (it is by default).
Source:	Select 'Local' or 'Remote' to copy the mask from an entry in the configuration table on the same or another system, respectively.
Local Id:	Enter the mnemonic or alias for the Local mask to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
System:	Select the Remote system. Leave blank when performing a Local copy.
Remote Id:	Enter the mnemonic or alias for the Remote mask to be copied. F1 Lookup is not available.

Perform the copy by clicking OK or pressing the **[F4]** key or Cancel to abort.



Function Buttons

Function	Description		
Swap Mnemonic & Alias [F5]	Allows the entry in the mnemonic and alias fields to be swapped. This functionality is required as the mnemonic field cannot be edited directly.		
View/Edit Mask [F7]	Opens the Equation editor for viewing and editing the General Report mask.		
Copy Mask [F8]	Load an existing mask and copy its contents into the mask for this General Report.		
Copy Details [CF2]	This function p existing configu It streamlines configuration b Some fields suc the specified en to saving. The user may existing entry, changes are sto Source: Local Id: System:	opulates the current entry with details copied from an uration item in the same system or from another system. the process of creating new entries or migrating etween systems (e.g. from Test to Live). th as Mnemonic, Alias and Active are not populated from ntry as the user needs to populate or confirm them prior copy details to a blank configuration screen or to an in which case the current details are overwritten. No ored until the user saves the configuration screen. Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively. Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy. Select the Remote system. Leave blank when performing a Local copy.	



Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 8 characters).
Alias	Enter an alias for the entry, if desired (maximum 8 characters).
Description	Enter the full name or meaningful description of the entry (maximum 30 characters). This description will be displayed to clients when selecting their cover sheet.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Mask – <selected Email Cover Sheet>

This is the Equation editor for the email cover sheet mask.

Using 's Equation Editor

The Equation editor allows the administrator to write and modify equations using a standard Windows-based text editor. Navigation and selection of text is consistent with Microsoft word processing software such as Notepad and Word.

Select **Save [F4]** to store the new entry or to commit any changes. Select **Save [F4]** again on the Details page to update the table. **The second Save is required to ensure the changes are applied.**



Keyboard shortcuts

Function	Keystroke Combination	Usage Notes
Сору	Ctrl + C	
Cut	Ctrl + X	
Delete	Del	
Find	Ctrl + F	At the prompt, enter the text to search for and click OK.
Find Next	F3	Finds the next instance of the selected word (or the word in which the cursor is currently placed).
Find Previous	Shift + F3	Finds the previous instance of the selected word (or the word in which the cursor is currently placed).
Go To	Ctrl + G	At the prompt, enter the Line Number to navigate to and click OK.
Paste	Ctrl + V	
Redo	Ctrl + Y	
Find and Replace	Ctrl + H	At the prompt, enter the text to search for and the text to replace it with. Click Replace Next or Replace All.
Select All	Ctrl + A	
Undo	Ctrl + Z	

Billing Reports

This screen allows configuration of print masks for invoices, receipts, and reminder notices. These masks are viewed and modified using the Equation editor and follow standard mask configuration principles.



The Billing Reports configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'. The Type column indicates whether each entry is an invoice/reminder notice or a receipt.

Create or modify a Billing Report

To configure a new billing report: select the **Create [F6]** function button.

To modify an existing billing report: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Report Mask

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Copy (load) an existing mask to this Billing Report (Method 1)

- 1. Select the Copy Mask [F8] function button.
- 2. At the prompt '*Billing Report Mask to Load:*' enter the mnemonic of the billing report mask to load.
- 3. Click the OK button to load the specified mask or Cancel to abort.
- 4. When a destination mask already exists, the user is prompted: '*Target mask already exists continue (Y/N)?*' Choose (y)es to proceed or (n)o to abort the copying process.
- 5. At the prompt '*Do a local copy (Y/N):*' enter (y)es to copy the mask to the local host computer or (n)o to copy to a remote computer which is connected to the host computer.

When the copy fails the user receives the message 'Copy Failed – aborting'.

- 6. When the copy is successful the user receives the message '<mnemonic of this billing report> billing mask copied from <mnemonic of source mask> hit any key to continue'.
- 7. Click OK or press [Enter].

Copy (load) an existing mask to this Billing Report (Method 2)

The enhanced Copy Mask functionality allows the mask to be copied from an existing configuration item in the same system or from another system (e.g. from Test to Live). No changes are stored until the user saves the configuration screen.



Copy Mask:	Ensure the checkbox is ticked (it is by default).
Source:	Select 'Local' or 'Remote' to copy the mask from an entry in the configuration table on the same or another system, respectively.
Local Id:	Enter the mnemonic or alias for the Local mask to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
System:	Select the Remote system. Leave blank when performing a Local copy.
Remote Id:	Enter the mnemonic or alias for the Remote mask to be copied. F1 Lookup is not available.

Perform the copy by clicking OK or pressing the **[F4]** key or Cancel to abort.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Allows the entry in the mnemonic and alias fields to be swapped. This functionality is required as the mnemonic field cannot be edited directly.
View/Edit Mask [F7]	Opens the Equation editor for viewing and editing the Billing Report mask.
Copy Mask [F8]	Load an existing mask and copy its contents into the mask for this Billing Report.
Copy Details [CF2]	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).



Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving. The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.	
Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.
Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
System:	Select the Remote system. Leave blank when performing a Local copy.
Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).
Alias	Enter an alias for the entry, if desired (maximum 6 characters).



Description	Enter the full name or meaningful description of the entry (maximum 20 characters). <u>Note:</u> The Description should not be the same as the Mnemonic or Alias.		
Туре	 Enter the code corresponding to the billing report type being configured. F1 Lookup available to assist with syntax. I Invoice or Reminder Notice R Receipt S Statement (no longer in use) 		
Printer	Enter the mnemonic of the printer to use when generating the billing report. F1 Lookup available.		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).		
Modified By	The mnemonic of the user who last modified the entry (system populated).		

Billing Report Mask

This is the Equation editor for the billing report mask.

Using 's Equation Editor

The Equation editor allows the administrator to write and modify equations using a standard Windows-based text editor. Navigation and selection of text is consistent with Microsoft word processing software such as Notepad and Word.

Select **Save [F4]** to store the new entry or to commit any changes. Select **Save [F4]** again on the Details page to update the table. **The second Save is required to ensure the changes are applied.**



Keyboard shortcuts

Function	Keystroke Combination	Usage Notes
Сору	Ctrl + C	
Cut	Ctrl + X	
Delete	Del	
Find	Ctrl + F	At the prompt, enter the text to search for and click OK.
Find Next	F3	Finds the next instance of the selected word (or the word in which the cursor is currently placed).
Find Previous	Shift + F3	Finds the previous instance of the selected word (or the word in which the cursor is currently placed).
Go To	Ctrl + G	At the prompt, enter the Line Number to navigate to and click OK.
Paste	Ctrl + V	
Redo	Ctrl + Y	
Find and Replace	Ctrl + H	At the prompt, enter the text to search for and the text to replace it with. Click Replace Next or Replace All.
Select All	Ctrl + A	
Undo	Ctrl + Z	



27. Requestor

The Requestor submenu allows configuration of doctor groups, doctors (via the Provider Table or the superseded Doctors table), as well as import of HIC files.

Doctor Groups

Configured doctors can be grouped for statistical purposes.

The Doctor Groups configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or modify a Doctor Group

To configure a new doctor group: select the **Create [F6]** function button.

To modify an existing doctor group: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Doctor Group

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
Copy Details	Source: Select 'Local' or 'Remote' to c in the configuration table on t system, respectively.	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
[CF2]	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to	



Field	Description			
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).			
Alias	Enter an alias for the entry, if desired (maximum 6 characters).			
Description	Enter the name or meaningful description of the entry (maximum 28 characters). <u>Note:</u> The Description should not be the same as the Mnemonic or Alias.			
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).			
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).			
Modified By	The mnemonic of the user who last modified the entry (system populated).			
Doctors (multiple fields)	Enter the mnemonics of the doctors to be included in this group (one per field; maximum 40). F1 Lookup available.			
	Note: Entering a doctor here does not auto populate this Doctor Group on the configuration screen for the doctor concerned. The fields are not linked.			

Doctors

The Provider Table allows administrators to configure doctors and consultants from this screen, including contact information and the practitioner's Provider Number. The requesting doctor and Provider Number are required by the Health Insurance Commission (HIC) for a Medicare claim to be made.

Note: The Doctors table is only of historical value; records should be inactivated as the equivalent data is added to the Provider Table.

Once configured, doctors and treating consultants can be added along with the patient demographic data during specimen registration. The collection of this information is pivotal for result search and billing purposes.



The requesting doctor is available as a primary search field in **Evolution vLab**[™] and **Evolution vLab**[™] Clinical Viewer. The **Evolution vLab**[™] Clinical Viewer browser also generates lists of patients requiring review (unread reports) for each requesting doctor.

Separate entries are required in this configuration table for doctors who operate from several practice locations and therefore have multiple Provider Numbers. The Provider Table, on the other hand, allows the administrator to configure the doctor once and list the Provider Numbers against that entry.

The Doctors configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or modify a Doctor

To configure a new doctor: select the **Create [F6]** function button.

To modify an existing doctor: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Doctor

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Once this record has been saved the individual report destinations can be created and modified via the table on the same screen.

Add or modify a report destination (device) for the Doctor

- 1. Click the Select [F12] icon to access the doctor device table.
- 2. To configure a new report destination: select the **Create [F6]** function button.
- 3. To modify an existing report destination: double click the relevant entry or select and [Enter].
- 4. Populate the fields as required. Refer to the section <u>Add/Modify Device</u>, below.
- 5. Click OK or press [Enter] to update the sub-table.
- 6. Select **Save [F4]** to commit the changes.



Remove an existing report destination (device)

- 1. Select the relevant entry and press the **Delete [Del]** icon.
- 2. Select Save [F4].

Function Buttons

Function	Description			
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.			
Create [F6]	Opens the Add/Modify Device dialog prompt to add a report destination. This button is available upon using the Select [F12] function.			

Configuration fields

Field	Description		
Mnemonic	Enter a unique alphanumeric name for the entry including the HCF mnemonic as a tilde-separated suffix (maximum 13 characters). For example, JHS~CH might be the doctor with initials JHS at the HCF with mnemonic CH.		
Alias	Enter an alias for the entry including the HCF mnemonic as a tilde- separated suffix (maximum 13 characters), e.g. JS~CH.		
Name	Enter the name of the doctor as it is to display on the screen and in printed reports (maximum 30 characters). It is useful to enter the doctor name in the format 'Surname, First (Given) Name' e.g. 'Smith, John' as it makes it easier to search.		
Consultant	Enter (y)es or (n)o to specify whether the doctor is treated as a specialist for billing purposes. Default is 'no'. When set to 'yes' Evolution vLab [™] blocks the grand coning MBS rules when generating the bill against this doctor's Provider Number.		
Medicare Specialist	Enter (y)es or (n)o to specify whether the doctor is treated as a specialist by Medicare Australia, for billing purposes.		



	When set to 'yes' Evolution vLab [™] blocks the grand coning MBS rules when generating the bill against this doctor's Provider Number if the episode's category has "use specialist" configured to yes.		
Address	Enter the street number and street name of the practice address. The vertical bar ' ' character [Shift \] may be entered to specify placement of a line break for formatting of multi-line addresses in reports.		
City/Suburb	Enter the city/suburb and post code of the practice. The vertical bar ' ' character [Shift \] may be entered to specify placement of a line break for formatting of multi-line addresses in reports.		
Phone	Enter the doctor's telephone number with area code.		
Fax	Enter the doctor's facsimile number with area code.		
Queue Enable	 Enter the code corresponding to the report queue type to enable for this doctor. Default is 'none' (no report queues). R Individual or cumulative reports S Summary reports F Facsimile reports E Email reports P PDF reports 		
Provider No	Enter the doctor's alphanumeric registration number (Provider Number) supplied by Medicare Australia.		
Account	This field is not currently in use.		
User Field 1	This is a free text field that may be populated at the system administrator's discretion (maximum 20 characters). It is not referenced elsewhere by .		
Review List	Enter the mnemonic of the of the review list where all associated requests for this doctor will be inserted (if required). F1 lookup to the 'User lists' configuration table is enabled for easy selection.		
Start Date	Enter the date the doctor's entry becomes active in Evolution vLab [™] . The system performs a nightly check of this field for all configured doctors and changes the Active field to 'yes' when the start date is reached.		



End Date	Enter the date the doctor's entry is to be inactivated. The system performs a nightly check of this field for all configured doctors and changes the Active field to 'no' when the end date is reached.		
Doctor Group	 Enter the mnemonic of the doctor group that this practitioner is to be associated with. F1 Lookup available. Note: This field is for display purposes only. It is not linked to the Doctor Group configuration screen and does not add this doctor to the Doctor Group entered. The practitioner should be assigned to the Doctor Group through the appropriate configuration screen. 		
Primary Doctor	Enter the mnemonic of the primary doctor, for assigning URs to doctors in Evolution vLab™ Clinical Viewer. F1 Lookup available.		
HCF Group	Enter the mnemonic of the HCF group the doctor is associated with. This data is used only for statistical purposes. F1 Lookup available.		
HCF	Enter the mnemonic of the HCF the doctor is associated with. This data is used only for statistical purposes. F1 Lookup available.		
Doctors User Id	Enter the mnemonic of the doctor's user login. F1 Lookup available. This provides mapping of the doctor's details to their Evolution vLab [™] login (username and password). For example, in Evolution vLab [™] Clinical Viewer it facilitates grouping of all the doctor's pathology work on a single patient list for their login. It may also be used for patient referrals (Evolution vLab [™] Clinical Viewer).		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).		
Modified By	The mnemonic of the user who last modified the entry (system populated).		

Columns in the Device table

Field	Description	
Device	The device to which the reports are sent.	
Destination	The destination of the reports (e.g. email address or fax number).	



Report Trigger	The trigger for sending the reports.	
Style	The report style (e.g. A4, A5).	
Style ID	The Style ID of the report.	
Active	Indicates whether the entry is active or inactive.	

Add/Modify Device

This dialog prompt facilitates configuration of the report destinations for this Doctor.

Dialog prompt fields

Field		Description	
Hardware Device	Enter the mnemonic of the hardware device that the report is to be sent to. For emails and faxes the device is the email server and fax server, respectively. F1 Lookup available. This field is optional however if NOT populated it defeats the purpose of configuring a new report location.		
	Enter the destination to	which the report is to be sent.	
Destination	For an email report enter the email address. For a fax report, enter the fax number. Leave blank when configuring a printer.		
	Enter the trigger for the reports to be sent, using the mnemonic Lookup available to assist with syntax.		
	QUEUE	Report generated when a queue is called.	
	ONVAL	Report generated when results are validated.	
Report			
Trigger	ONVAL_ABN	Report generated when results are validated, and results are abnormal.	
	ONVAL_CRIT	Report generated when results are validated, and results are critical.	
	ONVAL_DELTA	Report generated when results are validated and at least one result fails the delta check.	



	ONVAL_U	JRG	Report generated when results are validated, and the request is urgent.
	ONVAL_/	ABN_URG	Report generated when results are validated, results are abnormal and request urgent.
	ONVAL_0	CRIT_URG	Report generated when results are validated, results are critical, and the request is urgent.
	ONVAL_I	DELTA_URG	Report generated when results are validated, one or more results fails the delta check and the request is urgent.
Enter the style of report to be generated, using the mnemonics Lookup available to assist with syntax.		rt to be generated, using the mnemonics below. F1 ist with syntax.	
	A4	A4 page	
Style	A5	A5 page	
	HL7	HL7 report	
	ΡΙΤ	PIT printer	
	PDF	PDF report	(mailing)
	Enter the Style ID of the report to be generated. This is a user-defined value for use in print masks for reports sent to the selected device. For example, the print mask can test the variable STYLE_ID for the value entered here:		
Style ID	<pre>if (STYLE_ID = 'SSS') { output_text(10, 20, 7, 0, 0, 'Some additional text'); }</pre>		
Cover Sheet	Enter the mnemonic for the email cover sheet to be used. F1 Lookup available.		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		

Provider Table

The Provider Table supersedes the Doctors table, which is only of historical value.



The Provider Table facilitates the configuration of doctors, including primary contact information and Provider Number(s). The table is designed to contain one parent record for each person (Doctor), with all the practitioner's Provider Numbers configured as child records (Providers). This allows the system administrator to maintain the practising locations more easily for each doctor. Only one parent record should be created per doctor.

Each Provider sub-record contains details such as the address and contact information for the Doctor at the practising location, their Provider Number for that location, whether or not they are a Consultant, and has its own Device sub-table for configuration of the report destinations.

Once configured, doctors and treating consultants can be added at specimen registration, along with the patient demographic data. The collection of this information is pivotal for result search and billing purposes. The requesting doctor and Provider Number are required by the Health Insurance Commission (HIC) for a Medicare claim to be made.

The requesting doctor is available as a primary search field in **Evolution vLab**[™] and **Evolution vLab**[™] Clinical Viewer. The **Evolution vLab**[™] Clinical Viewer browser also generates patient lists of results requiring review (unread reports) for each requesting doctor.

The Provider Table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or modify a Doctor

To configure a new doctor: select the **Create [F6]** function button.

To modify an existing doctor: double click the relevant entry or select and [Enter] to open the Details screen.

Note: Only one entry should be created per doctor in this configuration table. Multiple Provider Numbers can be attached to a single entry.

Details – Create/Modify Doctor

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.



The contact detail fields in the grey panel (address, phone, and so on) are intended for the doctor's main points of contact, rather than practice-specific details which belong in the table underneath.

The sub-table on this screen allows the system administrator to create one or more linked child records to specify each physical location where the doctor may practice. Up to 255 Provider Numbers can be configured per doctor.

Add or modify a doctor's Provider Number details

- 1. Click the Select [F12] icon to access the doctor's provider table.
- 2. To configure a new Provider Number: select the Create [F6] function button.
- 3. To modify an existing Provider Number: double click the relevant entry or select and [Enter].

Function Buttons

Function	Description			
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.			



	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
Copy Details [CF2]	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the copy by clicking OK or pressing the [F4] key or Cancel to abort.		
	Opens the Crea	ate/Modify Provider configuration screen.	
Create [F6]	This button is available upon using the Select [F12] function.		



Field	Description		
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 13 characters).		
Alias	Enter an alias for the entry, if desired (maximum 13 characters).		
Name	Enter the name of the doctor as it will appear on screen and in printed reports (maximum 30 characters). For ease of searching the recommended format is 'Surname, First Name' e.g. 'Smith, John'.		
Address	The street number and street name for the doctor's main location. This field is not intended to record practice-specific address details.		
City/Suburb	Enter the city/suburb and post code for the doctor's main location. The vertical bar ('pipe') character [Shift \] may be entered to specify placement of a line break for formatting of multi-line addresses in reports.		
Phone 1	Enter the doctor's primary telephone number with area code.		
Phone 2	Enter the doctor's secondary telephone number with area code.		
Mobile Phone	Enter the doctor's mobile telephone number.		
Fax	Enter the doctor's facsimile number with area code.		
Email	Enter the doctor's email address.		
HPII	Enter the doctor's 16-character alphanumeric Healthcare Provider Identifier Individual (HPII) as assigned by Medicare Australia.		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).		
Modified By	fied By The mnemonic of the user who last modified the entry (system populated).		

Columns in the Provider Number sub-table



This table allows the system administrator to configure one or more Provider Numbers for each specific physical location where the doctor may practice.

Column	Description
Mnemonic	The unique alphanumeric name for the entry.
Provider No	The Provider Number used by the doctor at the configured location.
Address	The location where this Provider Number is used.
Modified	The date (dd-mmm-yyyy) the entry was created and last modified (system populated).
Active	Indicates whether the Provider Number is active or inactive.

Create/Modify Provider

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional.

Select **Save [F4]** to return to the Provider sub-table for the doctor, and **Back [Esc]** icon to edit the fields above the table (if required), then **Save [F4]** again to update the configuration table. **The second Save is required to ensure the changes are applied.**

Add or modify a report destination (device) for this Provider entry

- 1. Click the **Select [F12]** icon to access the provider's device table.
- 2. To configure a new report destination: select the **Create [F6]** function button.

To modify an existing report destination: double click the relevant entry or select and [Enter].

- 3. Populate the fields as required. Refer to the section Add/Modify Device, below.
- 4. Click OK or press [Enter] to update the sub-table.
- 5. Select **Save [F4]** to commit the changes.

Remove an existing report destination (device)

- 1. Select the relevant entry and press the Delete [Del] icon.
- 2. Select Save [F4].



- 3. Select Back [Esc].
- 4. Select **Save [F4]** to update the configuration table.

Look up the uploaded HIC files

1. Select **HIC Lookup [F6]** function button.

A dialog prompt displays: 'Enter Doctor's Surname', with the details pre-populated from the doctor's main configuration screen. The auto population works correctly when the name was configured in the format 'Surname, First/given name' e.g. Smith, John.

2. Edit the surname as needed, then select the OK button or press [Enter].

A dialog prompt displays: 'Enter Doctor's Given name', with the details pre-populated from the doctor's main configuration screen. The auto population works correctly when the name was configured in the format 'Surname, First/given name' e.g. Smith, John.

3. Edit the first/given name as needed, then select the OK button or press [Enter].

A dialog prompt displays: 'Enter Doctor's Provider number', with the details prepopulated from the doctor's main configuration screen.

4. Edit the Provider Number as needed, then select the OK button or press [Enter].

The user is presented with a list of the HIC files available to search. Once the user has selected the file to search **Evolution vLab**TM returns all records matching the search criteria (name and Provider Number). When only one HIC file is available **Evolution vLab**TM immediately presents the search results.

5. Highlight the entry of interest and select **Import Details [F5]**. The information from the HIC file populates the fields.

Function Buttons

Function	Description
HIC Lookup [F6]	Prompts the user for the doctor's surname and first (given) name for the purposes of updating/importing information from the uploaded HIC files.
View/Edit Additional Information [SF6]	Allows the user to specify free text Additional Information about the provider.



Copy Details [CF2]	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).			
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.			
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.			
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.		
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.		
	System:	Select the Remote system. Leave blank when performing a Local copy.		
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.		
	Perform the copy by clicking OK or pressing the [F4] key or Cancel to abort.			
Create [F6]	Opens the Add/Modify Device dialog prompt to add a report destination. This button is available upon using the Select [F12] function.			



Field	Description
	The mnemonic for the doctor as specified in the parent record on the previous screen (system populated). The tilde-separated suffix is system-generated upon saving, according to the HCF specified in the HCF field on this screen.
Mnemonic	When a second or subsequent Provider is created for the doctor citing the same HCF, Evolution vLab [™] automatically appends a number to the first portion of the mnemonic in the format '_n'. For example, when an entry exists with mnemonic JS~CH (Doctor JS at hospital CH) and a second Provider entry is created for JS at CH, the new entry receives the mnemonic JS_2~CH.
Alias	Enter an alias for the entry including the HCF mnemonic as a tilde- separated suffix (maximum 13 characters), e.g. JS~CH.
HCF	Enter the mnemonic of the HCF the Provider Number is associated with. F1 Lookup available. The HCF selected determines the tilde suffix in the Mnemonic field.
Provider No.	Enter the doctor's Provider Number for this location.
	Enter the street number and street name of this practice's address.
Address	The vertical bar ' ' character [Shift \] may be entered to specify placement of a line break for formatting of multi-line addresses in reports.
	Enter the city/suburb and post code of the practice.
City/Suburb	The vertical bar ' ' character [Shift \] may be entered to specify placement of a line break for formatting of multi-line addresses in reports.
Phone	Enter the doctor's telephone number with area code for this practice.
Mobile	Enter the doctor's mobile telephone number.
Fax	Enter the doctor's facsimile number with area code for this practice.
Email	Enter the doctor's email address for this practice.
Consultant	Enter (y)es or (n)o to specify whether the doctor is treated as a specialist for billing purposes. Default is 'no'.



	When set to 'yes' Evolution vLab [™] blocks the grand coning MBS rules when generating the bill against this doctor's Provider Number.
Medicare Specialist	Enter (y)es or (n)o to specify whether the doctor is treated as a specialist by Medicare Australia, for billing purposes.
	When set to 'yes' blocks the grand coning MBS rules when generating the bill against this doctor's Provider Number if the episode's category has "use specialist" configured to yes.
Requestor Type	Note: This field has been added for future development. Enter the mnemonic of the requestor type for the provider. F1 Lookup available.
Specialty	Note: This field has been added for future development. Enter the mnemonic of the specialty for the provider. F1 Lookup available.
Contract ID	Note: This field has been added for future development.
Start Date	Enter the date the doctor's entry becomes active in. The system performs a nightly check of this field for all configured doctors and changes the Active field to 'yes' when the start date is reached.
End Date	Enter the date the doctor's entry is to be inactivated. The system performs a nightly check of this field for all configured doctors and changes the Active field to 'no' when the end date is reached.
HPIO	Enter the 16-character alphanumeric Healthcare Provider Identifier Organisation (HPIO) assigned to the Health Care Facility (practice) by Medicare Australia.
Review List	Enter the mnemonic of the of the review list where all associated requests for this doctor will be inserted (if required). F1 Lookup is available to select an entry from the User Lists configuration table.
	Enter the mnemonic of the doctor's user login. F1 Lookup available.
Doctors User Id	This provides mapping of the doctor's details to their Evolution vLab TM login (username and password). For example, in Evolution vLab TM Clinical Viewer it facilitates grouping of all the doctor's pathology work on a single patient list for their login. It may also be used for patient referrals (Evolution vLab TM Clinical Viewer).


HCF Group	Enter the mnemonic of the HCF group the doctor is associated with. This data is used only for statistical purposes. F1 Lookup available.		
	Enter the mnemonic of the doctor group that this practitioner is to be associated with. F1 Lookup available. Note: This field is for display purposes only. It is not linked to the		
Doctor Group	Doctor Group configuration screen and does not add this doctor to the Doctor Group entered. The practitioner should be assigned to the Doctor Group through the appropriate configuration screen.		
	Enter the code corresponding to the report queue type to enable for this doctor. Default is 'none' (no report queues).		
	R Individual or cumulative reports		
Queue Enable	S Summary reports		
	F Facsimile reports		
	E Email reports		
	P PDF reports		
User Field 1	This is a free text field that can be used at the system administrator's discretion. Its contents can be output on masks. It can also be extracted via extended enquires or data downloads.		
PAS Code	Enter the unique code for this Provider utilised by external systems such as the Patient Administration System (PAS) and third-party clinical (ordering) software. This allows the Provider to be selected according to PAS Code when the code is supplied as one of the identifiers for the doctor in inbound ADT messages and electronic orders.		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).		
Modified By	The mnemonic of the user who last modified the entry (system populated).		



Columns in the Device table

Field	Description	
Device	The device to which the reports are sent.	
Destination	The destination of the reports (e.g. email address or fax number).	
Report Trigger	The trigger for sending the reports.	
Style	The report style (e.g. A4, A5).	
Style ID	The Style ID of the report.	
Active	Indicates whether the entry is active or inactive.	

Add/Modify Device

This dialog prompt facilitates configuration of the report destinations for the selected Provider Number.

Dialog prompt fields

Field		Description	
Hardware Device	Enter the mnemonic of the hardware device that the report is to be sent to. For emails and faxes the device is the email server and fax server, respectively. F1 Lookup is available.		
Destination	Enter the email address or fax number to which the report is to be sent. Leave blank when configuring a printer.		
	Enter the trigger for the reports to be sent, using the mnemonics below. F1 Lookup available to assist with syntax.		
	QUEUE	Report generated when a queue is called.	
Report Trigger	ONVAL	Report generated when results are validated.	
	ONVAL_ABN	Report generated when results are validated, and results are abnormal.	



	ONVAL_CRIT	Report generated when results are validated, and results are critical.	
	ONVAL_DELTA	Report generated when results are validated and at least one result fails the delta check.	
	ONVAL_URG	Report generated when results are validated, and the request is urgent.	
	ONVAL_ABN_URG	Report generated when results are validated, results are abnormal and request urgent.	
	ONVAL_CRIT_URG	Report generated when results are validated, results are critical, and the request is urgent.	
	ONVAL_DELTA_URG	Report generated when results are validated, one or more results fails the delta check and the request is urgent.	
	Enter the style of report to be generated, using the mnemonics below. F1 Lookup available to assist with syntax.		
	A4 A4 page		
Style	A5 A5 page		
	HL7 HL7 report		
	PIT PIT printer		
	PDF PDF report	(mailing)	
Style ID	<pre>Enter the Style ID of the report to be generated. This is a user-defined value for use in print masks for reports sent to the selected device. For example, the print mask can test the variable STYLE_ID for the value entered here: if (STYLE_ID = 'SSS') { output_text(10, 20, 7, 0, 0, 'Some additional text'); }</pre>		
Cover Sheet	Enter the mnemonic fo available.	r the email cover sheet to be used. F1 Lookup	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		



HIC File Import

This screen facilitates the import and maintenance of the HIC files supplied by the Health Insurance Commission. These files contain information about registered providers and once imported, can assist configuration of Provider Numbers for doctors and consultants.

Citadel Health recommends the acquisition of state-specific files rather than the nationwide data, as appropriate to the health service. Once obtained, the files should be placed on a workstation with an FTP server.

The HIC files are then imported to **Evolution vLab**[™] via FTP. The FTP server should be configured as an FTP address with the mnemonic 'HICIMP', via Administration > Interfaces > FTP Addresses.

The HIC File Import configuration table displays any HIC files that have already been imported.

Field	Description	
File Name	The file name for each entry. The list is sorted not alphabetically but in ASCII order, with lowercase letters sorted ahead of lowercase letters.	
Size	The size of the file in bytes unless otherwise specified (G for gigabytes, M for megabytes and K for kilobytes).	
Date	The time and date (hh:mm dd-mmm-yyyy) the entry was uploaded.	

Columns displayed in the configuration table



Function Buttons

Function	Description		
Import Files [F6]	Activates the import of HIC files via FTP. The FTP settings such as address, username and password are configured via Administration > Interfaces > FTP Addresses.		
	The message 'Checking for files. Please wait' displays in the top right- hand corner of the screen while the FTP transfer is in process.		
	When there are no files to import (none found) the user receives the message prompt ' <i>No files imported</i> '.		
Remove Entry [SF7]	Permanently removes the selected file from Evolution vLab [™] . This function should be used to remove superseded HIC files that are no longer required for reference purposes. The user is prompted to confirm or abort the deletion of the selected file.		



28. Rules Engine

The Rules Engine submenu allows configuration of test processing rules, aliquot processing rules, and analyser rules.

Test Processing Rules

This screen allows the system administrator to configure a separate set of test processing rules for each laboratory. The system administrator can change the Tests included, the Testing Method and the testing lab for Tests and Panels at each Laboratory.

The Test Processing rules configuration table can be exported in XML format.

The Test Processing Rules configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or modify a set of Test Processing Rules

To configure a new set of rules (for a lab): select the **Create [F6]** function button.

To modify an existing set of rules (for a lab): double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Test Processing Rule

This screen allows you to configure the rule set for a particular laboratory. Note that the laboratory must already be configured via Workplace > Laboratories.

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Once this record has been saved the administrator gains access to the **Edit Test Procedures [F8]** button to create and modify the rules themselves.



Function Buttons

Function	Description		
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.		
Edit Test Procedures [F8]	Opens the table of the lab's test processing rules for viewing and editing. This button is only available when viewing or editing an existing entry.		
Copy Details [CF2]	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to	



Configuration fields

Field	Description		
Mnemonic	Enter the mnemonic of the configured laboratory for which these rules apply (maximum 6 characters). F1 Lookup available. This mnemonic must match the exact mnemonic configured via Workplace > Laboratories.		
Alias	Enter the alias used for the laboratory, if desired (maximum 6 characters).		
Description	Enter the name or meaningful description of the laboratory for which these rules apply (maximum 24 characters).		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).		
Modified By	The mnemonic of the user who last modified the entry (system populated).		

Configure Test Processing Rules for <selected Laboratory>

This screen allows the administrator to create and modify test processing rules for the selected laboratory.

The Test Processing Rules configuration table displays the existing rules for the selected laboratory.

Create or modify a Processing Rule for a Test or panel

To configure a new processing rule: select the **Create [F6]** function button.

To modify an existing rule: double click the relevant entry or select and [Enter] to open the Details screen.



Columns displayed in the configuration table

Field	Description		
Dept	The department within the lab to which the test processing rule applies.		
Request	The orderable request to which the rule applies (i.e. the mnemonic entered by users at Reception).		
Testing Method	The testing method to use for this request.		
Actual Request	The test or panel to use instead of the request ordered at Reception (where applicable).		
Include Test	Tests to include when this request is ordered.		
Exclude Test	Tests to exclude when this request is ordered.		
Refer To	The testing laboratory to which the specimens will be referred.		

Create/Modify Test Processing Rule for <selected Laboratory>

This screen allows the configuration of an individual processing rule for a particular orderable request.

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.



Configuration fields

Field	Description		
Department	Enter the mnemonic of the department to which the rule applies. F1 Lookup available. This should only be used when the rule does not apply to other departments.		
Test/Panel	Enter the mnemonic of the test or panel to which the rule applies. F1 Lookup available. This is the request ordered by users at Reception. <u>Note:</u> The orderable test must be set to billable and included in the MBS if they are to be billed.		
Testing Method	Enter the mnemonic of the testing method used for this test or panel. F1 Lookup available. This setting overrides the method specified in the Default Method field in the test or panel configuration screen.		
Actual Request	Enter a mnemonic of the test or panel mnemonic to use instead of the request specified in the Test/Panel field. This field allows the administrator to set up a standard orderable mnemonic for a panel whose tests differ significantly between laboratories. For example, due to the differing capabilities of the analysers present in each lab. <u>Note:</u> Actual tests included via the test processing rules need to be set to billable and inserted into the MBS if they are to be billed.		
Include Test 1-4 (multiple fields)	Enter the mnemonics of the tests and panels to be added to the request. F1 Lookup available. Note: Tests included via the test processing rules are not reflected in Extended Enquiries or data dumps. They will also not be recognised by the billing module as added or removed.		
Exclude Test 1-4 (multiple fields)	 Enter the mnemonics of the tests or panels to be excluded from the request. F1 Lookup available. <u>Note:</u> Tests excluded via the test processing rules are not reflected in Extended Enquiries or data dumps. They will also not be recognised by the billing module as added or removed. 		
Refer To	Enter the mnemonic of the testing laboratory for this request. F1 Lookup available.		



Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
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Aliquot Rules

Aliquot processing rules allow efficient specimen processing in the laboratory, for samples tested at the testing laboratory and samples sent to other laboratories.

Although aliquoting is performed by the requesting laboratory, each rule is configured based on the testing laboratory.

The user can export the Aliquot Processing Rule configuration tables to XML format. For some configuration fields the corresponding XML tag does not appear when the field contains no data, such as the Work Location (Processing Area), Collection Tube, Aliquot Tube, Comments, Label, Dead Volume, Test and Add Volume on the Create/Modify Aliquot Groups screen.

The Aliquot Rules configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or modify a set of Aliquot Processing Rules

To configure a new set of rules: select the **Create [F6]** function button.

To modify an existing set of rules: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Aliquot Processing Rules

This screen allows you to configure the rule set for a particular laboratory. Note that the laboratory must already be configured via Workplace > Laboratories.

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Once this record has been saved the rules themselves can be created and modified via the table on the same screen.

Create or modify an Aliquot Processing Rule

1. Click the Select [F12] icon to access the lab's aliquot rule table.



2. To configure a new rule: select the **Create [F6]** function button.

To modify an existing rule: double click the relevant entry or select and [Enter].

Remove an existing Aliquot Rule

- 1. Select the relevant entry and press the **Delete [Del]** icon.
- 2. Select Save [F4].

Function Buttons

Function	Description		
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.		
Copy Details [CF2]	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live). Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving		
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to	



Create [F6]	Opens the Create/Modify Aliquot Groups configuration screen.
	This button is available upon using the Select [F12] function.

Configuration fields

Field	Description	
Mnemonic	Enter the mnemonic of the configured laboratory for which these rules apply (maximum 6 characters). F1 Lookup available. This mnemonic must match the exact mnemonic configured via Workplace > Laboratories.	
Alias	Enter the alias used for the laboratory, if desired (maximum 6 characters).	
Description	Enter the name or meaningful description of the laboratory for which these rules apply (maximum 24 characters).	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).	
Modified By	The mnemonic of the user who last modified the entry (system populated).	

Columns in the Aliquot sub-table

Column	Description	
Work Location	The mnemonic of the location number prefix (where the testing is performed).	
Collection Tube	The mnemonic of the collection tube type required for this aliquot.	
Aliquot	The mnemonic of the aliquot tube type for this aliquot.	



Volume	The dead volume, the minimum volume required in the aliquot tube for ANY testing to be performed (testing volumes will be added to this volume).	
Tests	The mnemonic(s) of the test(s) and/or panel(s) included in the aliquot group.	

Create/Modify Aliquot Groups

This screen allows the configuration of an individual aliquot group.

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. When ready, select **Save [F4]** to return to the Details screen for the selected lab. Select **Save [F4]** again on the Details page to update the table. **The second Save is required to ensure the changes are applied.**

Configuration fields

Field	Description	
Work Location	Enter the mnemonic of the location number prefix which describes where the testing is performed. F1 Lookup available.	
Collection Tube	Enter the mnemonic of the collection tube type required for this aliquot. F1 Lookup available.	
Aliquot Tube	Enter the mnemonic of the aliquot tube type for this aliquot. F1 Lookup available.	
Dead Volume	Enter the volume of specimen lost to 'dead space' during aliquoting. This is the minimum volume required in the aliquot tube for ANY testing to be performed (testing volumes will be added to this volume).	
Label	Enter the mnemonic of the label format used for this aliquot tube. F1 Lookup available.	
Comments	Enter the text to be printed on the label (maximum 44 characters).	
Test (multiple fields)	Enter the mnemonic(s) of the test(s) and/or panel(s) to be included in the aliquot group (one per field; maximum 24). F1 Lookup available.	



	The volumes required for each test or panel are specified in the adjacent Add. Vol field.	
Add. Vol (multiple fields)	Enter the aliquot volume required for the test or panel in the corresponding Test field, to its left (one per field; maximum 24).	

Analyser Rules

The Analyser Rules configuration provides a table-based method for processing results received from analysers.

The Rules facilitate automated actions based on the specified criteria, including but not limited to holding the result on the Level 1 validation table, Level 1 or Level 2 validation, rejection of the result, list insertion, addition/removal of a request, and changing other results. The Analyser Rules execute after the Daemon Equation and before the Level 1 Equation.

It should be kept in mind that the Modify Equation executes when one or more of the Test results are modified *on the lab number*; this includes analyser results processed by the aforementioned table-based and scripted rules.

The Analyser Rules Table displays the list of tests that have active analyser rules configured. It is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'. The Test Name column displays the description for the analyser rule set.

The user can export the Analyser Rules Table to XML format. For some configuration fields the corresponding XML tag does not appear when the field contains no data. For example, if there are no actions specified in the Analyser Rules Table none of the related fields will be output.

Create or modify an Analyser Rule set for a Test

To configure a new rule set: select the **Create [F6]** function button.

To modify an existing rule set: double click the relevant entry or select and [Enter] to open the Details screen.



Function Buttons

Function	Description
Create [F6]	Opens a new Create/Modify Analyser Rules screen for addition of a new analyser rule.
Print All Rules [SF8]	Prints <u>all</u> configured test analyser rules.

Details – Create/Modify Analyser Rules

This screen allows you to configure the analyser rule set for a particular test. Note that the test must already be configured via Tests/Results > Tests.

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Once this record has been saved the rules themselves can be created and modified via the table on the same screen.

Each individual result that comes from the analyser (for this test) is checked against these rules in the order they appear, i.e. from top to bottom. The actions for a given rule are applied when the criteria are met, then the system proceeds to the next rule in this table unless the **EXIT** command has been used.

Create or modify an Analyser Rule

- 1. Click the Select [F12] icon to access the test's rule table.
- 2. To configure a new rule: select the Create [F6] function button.
- 3. To modify an existing rule: double click the relevant entry or select and [Enter].

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



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Copy Details [CF2]	This function p existing configu It streamlines configuration b Some fields suc the specified e to saving.	populates the current entry with details copied from an uration item in the same system or from another system. the process of creating new entries or migrating between systems (e.g. from Test to Live). ch as Mnemonic, Alias and Active are not populated from ntry as the user needs to populate or confirm them prior	
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to	
Create [F6]	Opens the Crea This button is a	ate/Modify Analyser Rule configuration screen. available upon using the Select [F12] function.	



Configuration fields

Field	Description	
Mnemonic	Enter the mnemonic of the Test to which this rule applies (maximum 13 characters). F1 Lookup available. This mnemonic must match the exact mnemonic configured via Tests/Results > Tests.	
Alias	Enter an alias for the entry, if desired (maximum 13 characters).	
Test Name	Enter the full name or meaningful description of the entry (maximum 34 characters). This field auto-populates with the Description for the Test specified via the Mnemonic field.	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).	
Modified By	The mnemonic of the user who last modified the entry (system populated).	

Columns in the Analyser Rules sub-table

Field	Description	
Analyser Model	The analyser to which the rule applies.	
Demographics	The demographics to which the rule applies.	
Active	Indicates whether the entry is active or inactive.	
Criteria	The criteria for the rule.	
Action	The action(s) carried out by the rule.	



Add/Modify Analyser Rule

This screen allows the configuration of an individual analyser rule for a particular Test, and the actions (commands) to be performed when the criteria are met. Note that Westgard rules are defined via the Quality Control (QC) test settings in My Menu > Analysers.

There are three grey panels of fields on screen. The top left-hand section contains fields for demographic criteria, while the top right-hand section contains fields for test/analytical criteria. The actions (commands) are specified in the section underneath.

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to return to the table of rules for this test.

Select Save [F4] again on the Details page to update the table. The second Save is required to ensure the changes are applied.

Field	Description	
Test	The description of the Test as specified on the previous screen/parent record (system populated).	
Analyser	Enter the name of the Analyser Family to which the rule applies. The rule applies only to results coming from this analyser type/model.	
Lab Group	Enter the mnemonic of the Laboratory (testing laboratory) to which the rule applies. F1 Lookup available.	
HCF	Enter the mnemonic of the Health Care Facility to which the rule applies. F1 Lookup available.	
Exclude HCF	Enter the mnemonic of the Health Care Facility to be exempt from this rule. F1 Lookup available.	
Ward Group	Enter the mnemonic of the Ward Group to which the rule applies. F1 Lookup available.	
Exclude Ward Group	Enter the mnemonic of the Ward Group to be exempt from this rule. F1 Lookup available.	

Configuration fields



Ward	Enter the mnemonic of the Ward to which the rule applies. F1 Lookup available.		
Exclude Ward	Enter the mnemonic of the Ward Group to be exempt from this rule. F1 Lookup available.		
Sex	Enter the mnemonic of the patient's gender. F1 Lookup available. Examples: M = Male, F = Female, A = Ambiguous, I = Intersex, O = Other, U = Unknown		
Lower Age	Enter a numerical value followed by the appropriate suffix to specify the minimum patient age for this rule in (y)ears, (d)ays, (h)ours or (m)inutes. In the absence of a suffix the system default is 'years'. Examples: 12 = 12 years, 1y = 1 year, 3d = 3 days, 2m = 2 months, 6w = 6 weeks.		
Upper Age	Enter a numerical value followed by the appropriate suffix to specify the maximum patient age for this rule in (y)ears, (d)ays, (h)ours or (m)inutes. In the absence of a suffix the system default is 'years'. Examples: 12 = 12 years, 1y = 1 year, 3d = 3 days, 2m = 2 months, 6w = 6 weeks.		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		
Unconditional	Enter (y)es or (n)o to specify whether the rule applies to all test results meeting the demographic criteria (i.e. specified in the left-hand panel). Default is 'no'. When set to 'yes' all subsequent fields in this section of analytical criteria (Delta through to Flag Match) are ignored by this rule.		
Delta	Enter (y)es or (n)o to specify whether the rule applies when the test has a delta flag. Default is 'no'.		
Req. Test Result 1-2 (multiple fields)	 Enter the mnemonic(s) of the other test(s) which must already be resulted (one per field; maximum 2) prior to activation of the analyser rule. F1 Lookup available. The specified prerequisite test result(s) must be received by Evolution vLab[™] from the same physical analyser and held on the Level 1 table for this rule to activate (pending any other criteria). 		



	When the test is held on the Level 1 validation table awaiting a required test result the L1 Text column displays 'Req XXX' where XXX is the mnemonic of the pending test result. Once the required results are available Evolution vLab [™] automatically processes the analyser rules; the user is not required to intervene. A user can manually reject, accept of delete test results from the Level 1 table regardless.		
Lower Absolute, Upper Absolute	Enter a numerical value into <u>one</u> or <u>both</u> fields to specify the minimum or maximum test result to which the rule applies, respectively. When the Lower Absolute field is populated the rule applies to test results equal to or greater than the value specified. When the Upper Absolute field is populated the rule applies to test results equal to or less than the value specified.		
Upper Limit, Lower Limit	Enter numerical values into <u>both</u> fields to define the range of test results outside which the rule applies. In other words, the rule is triggered (pending other criteria) when the result value falls <u>outside</u> the specified range. The upper and lower limits are inclusive.		
No Result	Enter (y)es or (n)o to specify whether the rule applies when the analyser does not send a result. Default is 'no'.		
Zero Result	Enter (y)es or (n)o to specify whether the rule applies when the analyser sends a result equal to zero. Default is 'no'.		
Result	Enter a numerical value to define the exact numerical result to which the rule applies.		
Flag Match	Enter one or more valid analyser flags the analyser must send for the rule to apply. Do not include any commas or spaces between the flag characters.		
	Enter the code(s) corresponding to the actions (commands) to perform when the rule criteria are satisfied, in the order they are to be performed.		
Action 1-4 Type (multiple fields)	L1V	Level 1 validate: accept the result into the lab record but do not validate it. The Test gains the Status code 'R' (resulted) in the Tabulated Report.	
	L1L2A	Level 1 and Level 2 accept: 'mid-level' validation, not commonly used. The Test gains the Status code 'A' (accepted) in the Tabulated Report.	



L1L2V	Level 1 and Level 2 validate: accept the result into the lab record and L2 validate it. The Test gains the Status code 'V' (validated) in the Tabulated Report.
L1H	Hold the test result on the Level 1 validation table
L1TEXT	Display L1 Text beside the result on the Level 1 validation table
L1ERRT	Display error code description for result on the Level 1 validation table; error codes must have been configured via the Analysers submenu
REJ	Reject the result
RERUN	Re-run the sample for the nominated test (if supported by analyser)
СОМА	Add a coded comment
LISTI	List insert
LISTR	List remove
REQA	Add a request
REQD	Delete a request
RESA	Add a result where no existing result
RESC	Change an existing result
RESD	Delete an existing result
EXIT	Exits from the rules table for the current sample (lab number) for this interface, at the point that the command is executed.
	This command is only required to exit at the nominated point, without checking and executing any further rules in the table.
Tips for co	nfiguring actions:
• The system provides several prompts during configuration to assist the user. For example, for COMA the system prompts for (a) the mnemonic of the test to add the comment to and (b) the	



mnemonic of the coded comment to insert. For **L1TEXT** the system prompts for the text to display.

- When using the validate commands the system prompts the user to specify the test(s) to be validated. Multiple tests must be comma-separated without spaces.
- It is often useful to validate any coded comments added by the rule to ensure the panel obtains final validation status when all tests have been transmitted.
- Some actions cannot be overridden by subsequent analyser rules for this test; these are L1H, L1L2V and REJ. The action L1L2A can only be overridden by L1L2V.
- The **EXIT** command terminates the rule checking for the current sample (lab number). This means that subsequent rules in the configuration table are ignored for this individual sample, and no further actions are carried out. The lab number may or may not appear on the Level 1 validation table depending on the rules applied up to that point.
- Analyser rules provide the most basic method of configuring auto-validation algorithms in **Evolution vLab**[™] but offer less flexibility than other approaches. They are most useful when examining a single test result to decide whether it should be auto validated or not, and for this reason are typically used by clients to validate biochemistry results.



29. Screen Layouts

The Screen Layouts submenu allows configuration of screens, tables, registration output, cumulative view, and critical care monitors.

Screens

Definable screen layouts allow the system administrator to configure a number of data entry screens to meet the needs of the laboratory during the specimen registration, collection and result enquiry process.

The mnemonics for some definable screen layouts are pre-defined and must be used to ensure correct operation of the system. These mnemonics are provided below.

The Screen Layouts configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or modify a definable Screen Layout

To configure a new screen layout: select the **Create [F6]** function button.

To modify an existing screen layout: double click the relevant entry or select and [Enter] to open the Details screen.

Pre-defined mnemonics

Note: The suffix 'B' or '_B' must be appended to each of these mnemonics for clients using **Evolution vLab**[™]. For example, FAST_B instead of FAST, and CLOG_B1 instead of CLOG1.

Mnemonic(s)	Description
BILLEST	Billing Estimate screen (My Menu > Reception > Billing Estimate)
FAST	Fast specimen registration screen (My Menu > Reception > Fast Reception Entry)



FAST1 to FAST6	Optional sequential fast registration screens		
CLOG	Full specimen registration screen (My Menu > Reception > FULL Reception Entry)		
CLOG1 to CLOG9	Optional sequential full registration screens		
ORDER	Ward order entry screen (Evolution vLab™ only; this does not apply to Evolution vLab™ Clinical Viewer)		
ILOG	Image registration screen		
ILOG1 to ILOG9	Optional sequential image registration screens		
ILOGA4	Image registration screen for A4-sized request forms		
ILOGA4_1 to ILOGA4_9	Option sequential image registration screen for A4-sized request forms.		
EVOLOGNOTES	Image registration screen for entering notes as multiple lines when the Notes tab is selectedNote:This definable screen should contain only Img Src and Img Dest fields indicating which parts of the request form image should be displayed when the Notes tab is selected.		
TUBES	Test Assignment Confirmation Screen in the Unique Tube Identification functionality <u>.</u>		

Details - Create/Modify Definable Screen Layout

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Once this record has been saved the data items or objects themselves (e.g. fields, images) can be created and modified via the table on the same screen.



Create or modify an item in the Screen Layout

- 1. Click the **Select [F12]** icon to access the screen's field table.
- 2. To configure a new field: select the **Create [F6]** function button.
- 4. To modify an existing field: double click the relevant entry or select and [Enter].
- 3. Populate the fields as required. Refer to the section <u>Definable Screen Field Layout</u>, below.
- 4. Click OK or press [Enter] to update the sub-table.
- 5. Select **Save [F4]** to commit the changes.
- 6. Select **Save [F4]** again to update the configuration table.

Remove an existing item

- 1. Select the relevant entry and press the **Delete [Del]** icon.
- 2. Select Save [F4].
- 3. Select **Save [F4]** again to update the configuration table.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



Copy Details [CF2]	This function p existing configu It streamlines configuration b Some fields suc the specified en to saving.	oopulates the current entry with details copied from an uration item in the same system or from another system. the process of creating new entries or migrating between systems (e.g. from Test to Live). ch as Mnemonic, Alias and Active are not populated from ntry as the user needs to populate or confirm them prior	
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to	
Create [F6]	Opens the Definable Screen Field Layout dialog prompt. This button is available upon using the Select [F12] function.		

Configuration fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 13 characters).
Alias	Enter an alias for the entry, if desired (maximum 13 characters).



Description	Enter the full name or meaningful description of the entry (maximum 20 characters).		
	<u>Note</u>: The Description should not be the same as the Mnemonic or Alias.		
	Enter a Position number for the field to serve as the starting position for the cursor.		
Start position	The Position values are calculated according to the sequential number of <u>editable</u> Data type fields configured for this screen; they are not related to the number in the Field No. column.		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		
Enable Tests	This field is not applicable to Evolution vLab ™.		
Enable Notes	Enter (y)es or (n)o to specify whether the Notes tab is displayed on the specimen reception screen. Default is 'no'.		
Enable Audit	Enter (y)es or (n)o to specify whether the Audit tab is displayed on the specimen reception screen. Default is 'no'.		
Enable Aliases	Enter (y)es or (n)o to specify whether the Aliases sub-tab is displayed on the specimen reception screen. Default is 'no'.		
Enable Aliquots	Enter (y)es or (n)o to specify whether the Aliquots sub-tab is displayed on specimen reception screen. Default is 'no'.		
Enable Transfusion	This field is not applicable to Evolution vLab ™.		
Enable Billing	This field is not applicable to Evolution vLab ™.		
Enable Copy Entry	Enter (y)es or (n)o to specify whether the Copy Entry function button is displayed on specimen reception screen. Default is 'no'.		
Enable Extra Copies	Enter (y)es or (n)o to specify whether the Extra Copies sub-tab is displayed on specimen reception screen. Default is 'no'.		
Enable Location	Enter (y)es or (n)o to specify whether the Location Numbers sub-tab is displayed on specimen reception screen. Default is 'no'.		
Enable Client Copies	This field only applies to the Forensics and Public Health Divisions which have access to Client configuration.		



	Enter (y)es or (n)o to specify whether the Extra Client Copies sub-tab is displayed on specimen reception screen. Default is 'no'.	
Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was last modified (system populated).	
Modified By	The mnemonic of the user who last modified the entry (system populated).	

Columns in the Definable Screen Layout sub-table

Column	Description		
Field No.	The field number for the item.		
Position	The auto-allocated position number.		
Туре	The data type for the item.		
Column	The <i>x</i> coordinate (horizontal position) of the item on screen.		
Line	The y coordinate (vertical position) of the item on screen.		
Width	The width of the item on screen.		
Height	The height of the box in lines.		
Mandatory	Indicates whether data entry cannot be saved when the user leaves this field blank.		
Editable	Indicates whether the field is editable by the user.		
Specimen Reg. Copy	Indicates whether the data contained in this field is copied to the next registration via the Copy Entry function.		
Label/Identifier	The Evolution vLab [™] identifier (or test/panel mnemonic) for the data to be displayed in the field.		
Up	The Position number of the field to move to when the user navigates with the Up-Arrow key.		
Down	The Position number of the field to move to when the user navigates with the Down Arrow key.		



Definable Screen Field Layout

This dialog prompt allows the configuration of an individual field or other object in the selected screen layout.

Note: When referring to screen layout, the (x, y) coordinates of the top left corner of the layout are (0, 0).

Dialog prompt fields

Field	Description		
Field No.	Enter a whole number to specify the field number for the item.		
	Enter the code corresponding to the data type for the item. F1 Lookup available to assist with syntax. The data type determines the nature of the object.		
	В	Button	
	во	Box: generates a grey shaded box to visually group fields on screen	
	D	Data Entry Field	
Туре	E	End Data: the 'last' data entry field for the screen. When the user presses [Enter] or [Tab] in this field Evolution vLab [™] displays the next page of the current screen type, if one exists. For example, the second page of the full reception entry screen.	
	G	Graphic character	
	I	Image Source: the part of the image to be displayed (e.g. request form)	
	IMGDST	Image Destination: an area of the screen where the image is displayed	
	Р	Prompt: a text label for a field	
	L	Line: a line for design purposes	



	т	Title: the text label for the screen title
	СНЕСК	Checkbox: a tick box to select.
	For all Type	es except IMGSRC:
Column	Enter a numerical value to specify the <i>x</i> coordinate (horizontal position) of the item on screen. Zero defines the leftmost edge of the screen layout.	
	For IMGSRC:	
	Enter a num portion of t the portion source ima from half-w	merical value to define the horizontal starting point for the the source image to display on screen (i.e. top left corner of a to display). This value is expressed as a percentage of the ge's total width, so to display a portion of the source image vay across, set this value to 50(%).
	For all Type	es except IMGSRC:
	Enter a nur the item or	nerical value to specify the y coordinate (vertical position) of a screen. Zero defines the 'top line' of the screen layout.
	For IMGSR	C:
Line	Enter a num of the source the source image from	nerical value to define the vertical starting point of the portion ce image to display. This value is expressed as a percentage of image's total height, so to display a portion of the source approx. a third of the way down, set this value to 33(%).
	For all Type	es except IMGSRC and IMGDST:
	Enter a nur on screen (nerical value to specify the width, in characters, of the item i.e. how much horizontal space it occupies). Default is '0'.
	For IMGSR	C:
Width	Enter a nur displayed fi a percentag Column and	merical value to specify the width of the source image to be rom the position set in the Column field. This is expressed as ge of the image portion (cropped image) determined by the d Line values.
	For exampl and Height bottom righ	e, when Column and Line are each set to 50(%), and Width are each set to 100(%), the selected image portion is the nt quarter of the original image.
	For IMGDS	T:



	Enter a numerical value to specify the width of the image in relation to the 'default size' of 80 characters. For example, when Width is set to 100(%), the displayed image is 80 characters wide from the <i>x</i> coordinate specified in the Column field.	
	For all Types except IMGSRC and IMGDST:	
	Enter a numerical value to specify the height of the item in lines. Default is '0'.	
	For IMGSRC:	
Height	Enter a numerical value to specify the height of the source image to be displayed from the position set in the Line field. This is expressed as a percentage of the image portion (cropped image) determined by the Column and Line fields.	
	For example, when Column and Line are each set to 50(%), and Width and Height are each set to 100(%), the selected image portion is the bottom right quarter of the original image.	
	For IMGDST:	
	Enter a numerical value to specify the height of the image in relation to the 'default size' of 25 lines. For example, when Height is set to 100(%), the height of the displayed image is 25 lines from the <i>y</i> coordinate specified in the Line field.	
Mandatory	Enter (y)es or (n)o to specify whether data entry cannot be saved when the user leaves this field blank. Default is 'no'.	
	Set to 'no' when the data entry field is only optional.	
	<u>Note</u>: When using sequential specimen registration screens will only check the currently displayed screen for mandatory data.	
Editable	Enter (y)es or (n)o to specify whether the field is editable by the user. Default is 'no'.	
	Set to 'no' when creating a display-only field (e.g. containing system populated information).	



Specimen Registration Copy	Enter (y)es or (n)o to specify whether the data contained in this field is copied to the next registration via the Copy Entry function. Default is 'no'.
Label/Identifier	Enter the relevant content to appear in the field, according to the Type. For Titles and Prompts, enter the free text to appear on screen. For Data fields, enter the Evolution vLab [™] identifier or test/panel mnemonic (F1 Lookup available).
Up	Enter the Position number of the field to move to when the user navigates with the Up-Arrow key. Default is '0'.
Down	Enter the Position number of the field to move to when the user navigates with the Down Arrow key. Default is '0'.

Tips for configuring the Evolution vLab[™] Search Pane

- Only Data and Prompt field types are supported.
- The X Column values of fields are not applicable to a Search Pane. Values entered will be ignored.
- The Y Line values of fields control the sequence in the Search Pane.
- When Data fields are given consecutive Y Line values (such as 4, 5 and 6) the search fields are grouped, functionally and visually (i.e. stacked closer together).

The criteria in the grouped fields are searched simultaneously, which means the user can search by multiple criteria such as Name, Sex and Date of Birth (DOB). Previously entered parameters in that group are retained for subsequent searches unless the user clears the contents of the field(s).

• When Data fields are not given consecutive Y Line values (such as 1 and 3) the fields are not grouped functionally and are spaced further apart.

When the user enters parameters into fields that are not grouped with one another the non-grouped fields are cleared and omitted from the search.

- The Hint Text displayed in the field (such as 'Enter Patient UR') is specified by adding a Prompt field with the same Y Line value as the Data field.
- Only specific Data identifiers may be included in the Search Pane. Compatible identifiers are indicated by 'Yes' in the 'Valid for Search Pane' column in the F1 Lookup table from the Label/Identifier field. Any other Data identifiers are not supported in the Search Pane.



Tips for configuring an Evolution vLab[™] demographic header

- Only Data and Prompt field types are supported.
- The Height/Font field for a demographic header defines which font should be used to display the Data or Prompt text. The only valid values are:
 - **0** small, 12 pt, light yellow font
 - 1 small, 12 pt, white font
 - 2 large, drop shadow, white font
- **Note:** X/Y coordinate positioning of the text depends on whether the small or large font size used. For example, text output on the screen at coordinates (10, 10) in the small font size would not occupy the same position as the same text at (10, 10) rendered in the large font size.

Tables

Definable tables allow the system administrator to format various tables and screen masks according to the needs of the laboratory.

The mnemonics for some definable tables are pre-defined and must be used to ensure correct operation of the system. These mnemonics are provided below.

The Definable Tables configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Definable Table

To configure a new table: select the **Create [F6]** function button.

To modify an existing table: double click the relevant entry or select and [Enter] to open the Details screen.

Pre-defined mnemonics



Mnemonic	Description		
AGEDEBT	Formats the Aged Debtors List in Billing > Financial Reports.		
AP_RC	Enables the recut user configurable status functionality.		
	The table must contain the data item SLIDESTATUSUSER.		
COLLST	Formats the collection lists.		
DAYS_DEPT	Formats the Daysheet for the department. (where DEPT is the department mnemonic)		
	For example, DAYS_M may be the daysheet for the Microbiology department		
DAYSOR	Formats the order entry daysheet.		
IMAGE	Formats the Missing Request form images table (My Menu > Reception > Missing Forms).		
INC_DEPT	Formats the Incomplete Requests list for the department (where DEPT is the department mnemonic).		
	For example, INC_M may be the Incomplete Requests list for the Microbiology department.		
ODUE_DEPT	Formats the Overdue Requests list for the department (where DEPT is the department mnemonic).		
	For example, ODUE_M may be the Overdue Requests list for the Microbiology department		
OUTS_DEPT	Formats the Outstanding Tests list for the department (where DEPT is the department mnemonic).		
	For example, OUTS_M may be the Outstanding Requests list for the Microbiology department.		
RVAL_DEPT	Formats the Ready to Validate list for the department (where DEPT is the department mnemonic).		
	For example, RVAL_M may be the Ready to Validate Requests list for the Microbiology department		
SENS	Formats the sensitivities box used in microbiology. For the Suppress Result key to be operational the table mnemonic (or alias) must have SENS as the first four characters.		



UDAY_ DEPT	This field applies only to Public Health and Forensic Services divisions. Formats the definable table of a UR based daysheet for the (where DEPT is the department mnemonic).			
WWWPL	Formats the patient lists in the Evolution vLab [™] Clinical Viewer browser.			
ХМ	Formats the Crossmatch table for IAHG crossmatches in the transfusion medicine department.			
	and a column labelled 'IAHG' (data item xm_st)			
	See the Departmental configuration section of this manual for further information.			
ХМАТС	Formats the Crossmatch table for computer crossmatches in the transfusion medicine department.			
	The table must contain a column labelled 'Status.' (data item xm_st).			
	Note: The full stop at the end of the column label is essential for computer crossmatches to operate and should be present on this table <u>only</u> .			
	See the Departmental configuration section of this manual for further information.			
XMIS	Formats the Crossmatch table for immediate spin crossmatches in the transfusion medicine department.			
	The table must contain a column labelled 'Status' (data item xm_st) and a column labelled 'IAHG' (data item xm_m2).			
	See the Departmental configuration section of this manual for further information.			
ХММ	Formats the Crossmatch table for med-evac or emergency issue crossmatches in the transfusion medicine department.			
	The table must contain a column labelled 'Status' (data item xm_st).			
	See the Departmental configuration section of this manual for further information.			


XMN	Formats the Crossmatch table for neonatal crossmatches in the transfusion medicine department.	
	The table must contain a column labelled 'Status' (data item xm_st).	
	See the Departmental configuration section of this manual for further information.	
Various Analyser Specific Tables	Pre-defined mnemonics are reserved for a range of analysers, including SE9000. The mnemonics are supplied by Citadel Health when the client purchases an analyser interface requiring such configuration. Each table formats the load list and validation table for a specific analyser.	

Details - Create/Modify Definable Table

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Once this record has been saved the columns of the definable table are defined via the table on the same screen. Each definable table can contain up to 20 columns (data items).

Create or Modify Definable Table column (data item)

- 1. Click the Select [F12] icon to access the data field table.
- 2. To configure a new definable table column: select the **Create [F6]** function button.
- 3. To modify an existing definable table column: double click the relevant entry or select and [Enter].
- 4. Populate the fields as required. Refer to the section <u>Definable Table Field Layout</u>, below.
- 5. Click OK or press [Enter] to update the sub-table.
- 6. Select **Save [F4]** to commit the changes.
- 7. Select the Save [F4] icon again to update the configuration table.

Remove an Existing Definable Table column (data item)

- 1. Click the **Select [F12]** icon to access the data field table.
- 2. Highlight the relevant entry and select **Delete [Del]**.
- 3. Select Save [F4].



4. Select **Save [F4]** again to update the configuration table.

Function	Description		
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.		
Copy Details [CF2]	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the copy by clicking OK or pressing the [F4] key or Cancel to abort.		
Create [F6]	Opens the Definable Table Field Layout dialog prompt. This button is available upon using the Select [F12] function.		



Field	Description		
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 14 characters).		
Alias	Enter an alias for the entry, if desired (maximum 14 characters).		
Description	Enter the full name or meaningful description of the entry (maximum 20 characters).		
	Enter the mnemonic(s) of the department(s) in which the definable table is used. Multiple departments should be comma separated without spaces (e.g. 'H,B,T'). F1 Lookup available.		
Department	If no specific department is required enter the ALL departments mnemonic.		
	The description should not be the same as either the mnemonic or alias		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		
Sort 1-3 (multiple fields)	Enter a whole number to specify the definable table column to use for the primary, secondary and tertiary sorts respectively (one per Sort field). The numbers should each specify the appropriate row of the configuration table (<u>not</u> the number in the Field column). For example, enter '1' to use the first item in the table, or '6' to use the sixth item in the table.		
	Prefix the number with a hyphen (-) to reverse the sort, i.e. to sort data in descending order.		
	When these fields are not populated the primary sort defaults to the first column of the Definable Table.		
Screen Y	Enter a whole number to specify the <i>y</i> coordinate for the top row of the table (i.e. vertical position on screen).		
Screen X	Enter a whole number to specify the x coordinate for the leftmost column of the table (i.e. horizontal position). Leave blank to centre the table on the screen.		
Height	Enter a whole number to specify the height of the table in rows. This value is only applied to tables included within a mask. Standalone		



	definable tables such as user lists and worksheets occupy the full available height regardless of this setting. At 1280 x 1024 screen resolution a definable table (in a mask) exceeding ~25-30 rows would produce a table that required the user to scroll down.
Line Spacing	Enter the number of lines required for spacing when printing. This field is only applied when a barcode is included on the printout and is therefore optional.
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Columns in the Definable Field table

Column	Description
Field	The field number, which defines where in the table the column appears.
Barcode Type	The barcode type to use when representing the data as a barcode in printed versions.
Data Item	The data item to be output in this column of the definable table.
Column Title	The column heading, i.e. the title to displayed in the header row of the table.
Width	The width of the column (in characters).

Definable Table Field Layout

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Click OK or press [Enter] to update the sub-table, then select **Save [F4]** to commit the changes.

Select **Save [F4]** again on the Details page to update the configuration table. **The second Save is required to ensure the changes are applied.**



Dialog Prompt Fields

Field		Description	
Field No.	Enter a whole number to specify where in the table the column appears, where 1 defines the leftmost column of the table. The columns are displayed in ascending numerical order, but they need not be consecutive. It is advisable to leave some gaps in the numbering so that future changes are easier. For example, you could number the columns with odd numbers.		
	The value en 1-3 fields for	tered here cannot be referenced when populating the Sort this definable table.	
	Enter the code corresponding to the barcode type to use when representing the data as a barcode in printed versions.		
	INT25	Interleaved 2 of 5	
	INT25C	Interleaved 2 of 5 with check digit	
	C39	Code 39	
Barcode Type	С39С	Code 39 with check digit	
	CODA	Codabar	
	C128	Code 128 A,B,C	
	PDF417	2D PDF417	
	ΜΑΧΙ	2D Maxicode	
	DMAT	2D Data Matrix	
	Enter the dat This may be (often a data	ta item to be output in this column of the definable table. free text, a test or panel mnemonic or a system identifier identifier).	
Data Item	When creating a Worksheet table the appropriate identifiers should be used, including those for QC.		
	For historical test results to be displayed use the syntax $ABC[n]$ where ABC is the test mnemonic and n is between 1 and 4 inclusive (see below). When the user enters a value higher than 4 the system defaults to 4.		



	ABC[1]	Most recent historical result for test ABC
	ABC[2]	Second most recent historical result for test ABC
	ABC[3]	Third most recent historical result for test ABC
	ABC[4]	Fourth most recent historical result for test ABC
Title	Enter the column heading, i.e. the title to displayed in the header row of the table.	
Width	Enter a whole characters).	number to represent the width of the column (in

Registration Output

The Definable Registration Output table allows the configuration of the definable screen layout data elements that are required for output to the electronic format.

There can only be ONE active Registration Output per Division. If a user attempts to save a second Active entry for the same Division, the system error message '*Save Not Performed*. *Active entry already exists for this division*' is displayed.

The Registration Output configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Definable Registration Output

To configure a new registration output: select the **Create [F6]** function button.

To modify an existing registration output: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Definable Registration Output

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. The Registration Output configuration must have at least one data item configured prior to saving. Select **Save [F4]** to store the new entry or to commit any changes.

Create or Modify a Registration Output Data Item

1. Click the **Select [F12]** icon to access the data item table.



- 2. To configure a new data item: select the **Create [F6]** function button.
- 3. To modify an existing data item: double click the relevant entry or select and [Enter].
- 4. Populate the fields as required. Refer to the section <u>Definable Registration Output</u> <u>Field Layout</u>, below.
- 5. Click OK or press [Enter] to update the sub-table.
- 6. Select the **Save [F4]** icon.
- 7. Select **Save [F4]** again to update the configuration table.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



Copy Details [CF2]	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live). Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the copy by clicking OK or pressing the [F4] key or Cancel to abort.		
Create [F6]	Opens the Defi This button is a	nable Registration Output Field Layout dialog prompt. available upon using the Select [F12] function.	

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 13 characters).
Alias	Enter an alias for the entry, if desired (maximum 13 characters).



Description	Enter the full name or meaningful description of the entry (maximum 30 characters). <u>Note:</u> The Description should not be the same as the Mnemonic or Alias.	
Division	Enter the mnemonic of the division in which the definable Registration Output will be used. F1 Lookup available. Registration Output functionality is for the Public Health and Forensics divisions. This field does not accept other divisions, either by manual entry or F1 Lookup.	
Default Path	Enter the default file path to determine where the file is output (maximum 30 characters). An example is 'C:\PublicHealth\Registrations\'	
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).	
Modified By	The mnemonic of the user who last modified the entry (system populated).	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	

Columns in the Registration Output sub-table

Column	Description
Identifier	The identifier (data item) to be output.
Title	The title or label to output for the data.

Definable Registration Output Field Layout

This dialog prompt allows the system administrator to configure an individual registration output field.



Dialog prompt fields

Field	Description		
	Enter the identifier which is to be used in the output of the Registration Output file.		
	F1 look up displays a list of identifiers that can be used for the Public Health and Forensic Divisions.		
	An error message 'Invalid field symbol' will be displayed if an invalid identifier is entered		
	Duplicate data items are not permitted.		
ldontifion	Notes:		
ldentifier	• The identifier 'REQUEST1-48' can be used to output all of the test/panel mnemonics requested from the registration screen.		
	 The identifier 'REQUEST_DESC1-48' can be used to output the descriptions for the tests/panels requested via the registration screen. 		
	 The Registration Output configuration must have at least one data item and title. An error message will be displayed when attempting to save a configuration without at least one data element. 		
Title	Enter the title or label for the data, as it should appear in the file.		

Cumulative View

This screen allows system administrators to define the tables used when the user views (enquiry) Cumulative Results [F9] for a patient and also the for the configuration of summary report formats. The cumulative results table can be automatically associated with a specific format panel or analyser or selected by the user via the Cumulative Type [F8] function button.

Cumulative Enquiry Table configuration allows system administrators to define the order, format and tests included on the F9 cumulative table using the **Evolution vLab**[™] interface.

The Cumulative View configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.



Create or Modify a Cumulative View

To configure a new cumulative results table: select the **Create [F6]** function button.

To modify an existing cumulative results table: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Cumulative Enquiry Table

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



	This function p existing configuration b It streamlines configuration b Some fields such the specified e to saving.	oopulates the current entry with details copied from an uration item in the same system or from another system. the process of creating new entries or migrating between systems (e.g. from Test to Live). ch as Mnemonic, Alias and Active are not populated from ntry as the user needs to populate or confirm them prior
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.	
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
	System:	Select the Remote system. Leave blank when performing a Local copy.
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
	Perform the cc abort.	ppy by clicking OK or pressing the [F4] key or Cancel to

Field	Description
	Enter a unique alphanumeric name for the entry (maximum 6 characters).
Mnemonic	The cumulative format should be created with the same mnemonic as the format panel it is to be associated with if you wish to override the default cumulative view for the panel.
	Use the exact analyser interface code to create a customised cumulative view from the Level 1 validation table for that analyser. The interface code is configured in the Options field for the analyser in



	Administration > Devices > Hardware Devices. For example, the	
	mnemonic would be 'SE9000' for the Sysmex SE9000.	
Alias	Enter an alias for the entry, if desired (maximum 6 characters).	
Description	Enter the full name or meaningful description of the entry (maximum 20 characters). <u>Note:</u> The Description should not be the same as the Mnemonic or Alias.	
Department	Enter the mnemonic(s) of the department(s) in which the cumulative view is used. F1 Lookup available. Multiple departments should be comma separated without spaces (e.g. 'H,B,T').	
Matrix	Enter (y)es or (n)o to specify whether the cumulative view appears in matrix (grid) format. Default is 'no'.	
	When set to 'no' the cumulative view is formatted as a list.	
Hide Notes	Enter (y)es or (n)o to specify whether clinical and specimen notes will be displayed in the cumulative view. Default is 'no'.	
Patient Summary	Enter (y)es or (n)o to specify whether a patient summary report can be created from the cumulative view. Default is 'no'.	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	
Specimen	Enter (y)es or (n)o to specify whether the specimen type is included in the cumulative view. Default is 'no'.	
Specimen Site	Enter (y)es or (n)o to specify whether the specimen primary site is included in the cumulative view. Default is 'no'.	
Created, Modified	The time and date the entry was created (system populated).	
Modified By	The mnemonic of the user who last modified the entry (system populated).	
Tests/Panels (multiple fields)	Enter mnemonics of the tests and panels to include in the cumulative view (one per field; maximum 36). F1 Lookup available. The tests and panels are displayed in the cumulative results in the order they appear here.	



Critical Care Monitors

System administrators may configure Critical Care Pathology Monitor (CCPM) screens for display in critical care departments associated with the laboratory. They are display-only screens which alert the treating team to available results and the status of the results without having to log into **Evolution vLab**[™] and specifically search for the results.

The orderable test codes are colour coded on the CCPM screen to indicate the status of the results:

- Grey Specimen received (requested), but no results available
- Green Results completed and within normal limits
- Orange Abnormal results available
- Red Critical results available

The Critical Care Monitors configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Critical Care Pathology Monitor

To configure a new monitor: select the **Create [F6]** function button.

To modify an existing monitor: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Critical Care Pathology Monitor

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

<u>Note</u>: Once the CCPM screen layout is configured the administrator must also create an **Evolution vLab**[™] user login with a username matching the CCPM mnemonic. This allows users to access the CCPM screen.



Function	Description		
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.		
	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
Copy Details	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.	
[0.]	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the copy by clicking OK or pressing the [F4] key or Cancel to abort.		



Field	Description	
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 16 characters).	
	The mnemonic should be that same as the user login that will be used to access the CCPM screen.	
Alias	Enter an alias for the entry, if desired (maximum 16 characters).	
Description	Enter the full name or meaningful description of the entry (maximum 28 characters). The Description serves as the heading for the CCPM; it appears in the top left corner of the CCPM screen.	
Refresh (in Sec.)	Enter a numerical value between 30 and 60 to specify the refresh rate of the screen (in seconds).	
Timeout	Specify the length of time the episode should remain on the screen after all its results are available. Enter a numerical value followed by the appropriate suffix to specify (m)inutes, (h)ours or (d)ays. In the absence of a suffix the system default is 'minutes'.	
	Examples: 10 = 10 minutes, 15m = 15 minutes, 4h = 4 hours, 1d = 1 day.	
Ward	Enter the mnemonic for the ward to which the CCPM applies. This triggers the episode to be displayed on the CCPM screen. F1 Lookup available.	
Ward Group	Enter the mnemonic for the ward group to which the CCPM applies. This triggers the episode to be displayed on the CCPM screen. F1 Lookup available.	
Table	Enter the mnemonic for the definable table used to format the CCPM screen. F1 Lookup available.	
Background Colour	Enter 'Blue' or 'White' to specify the background colour on the CCPM screen. F1 Lookup available.	
Large Font	Enter (y)es or (n)o to specify whether to display patient data in the large font size on the CCPM screen. When set to 'no' the patient data appears in the standard font size.	
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).	



Modified By	The mnemonic of the user who last modified the entry (system populated).
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Tests/ Panels (multiple fields)	Enter the mnemonics of the tests and/or panels to be included in the CCPM screen (one per field; maximum 12). <u>Note:</u> The CCPM screen acts only on orderable test/panel codes (mnemonics).



30. Secure Messaging

This menu option allows the user to configure fields to facilitate Secure Message Delivery (SMD). Three tabs are available: Practice Software, Transport Product and Facilities.

Access to this menu can be configured through the sub-tab of the Access Groups configuration (Administration > User Profiles). Please ensure this field is set to 'yes' for all Access Groups that require access.

Practice Software

This menu option enables the user to configure the message output format and configuration required for a given Practice Software. This is then configured against a Facility, based on the software being used.

The Practice Software configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Field	Description
Description	Device used for secure messaging.
Mnemonic	Mnemonic of device configured to input or output secure messaging.
Alias	Alias (if applicable) assigned to the Device or Facility
Modified	The time and date (hh:mm dd-mmm-yy) the entry was last modified. (System Populated).
Active	Indicates if the entry is 'active' or obsolete. (Y/N)

List Display

Add/Modify Practice Software

To configure a new device: select the Create [F6] function button.

To modify an existing device: double click the relevant entry or select and [Enter] to open the Details screen.



Field	Description	
Mnemonic	Enter a unique alphanumeric name for the practice software (maximum 20 characters)	
Alias	Enter an alias for the practice software, if desired (maximum 20 characters)	
Description	Enter the name or meaningful description of the practice software (maximum 60 characters)	
	Specify the message format to be used in communication with the Practice Software.	
	The available options are:	
Output Format	H HL7 message	
	P PIT message	
	C HL7 message with PIT content/result format	
HL7 Config	Enter the configured HL7 option to be utilised in formatting the messages for the Practice Software (F1 Lookup available)	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is no.	
Created	The time and date (hh:mm dd-mmm-yy) the entry was created (System Populated).	
Modified and	The time and date (hh:mm dd-mmm-yy) the entry was last modified. (System Populated).	
Modified By	The mnemonic of the User who last modified the entry. (System Populated).	



31. Transport Products

This menu configures the Transport Product that will be used to communicate with the Practice Software.

The Transport Products configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

List Display

Field	Description
Description	Device or Facility of configured for secure messaging.
Mnemonic	Mnemonic of device configured to input or output secure messaging.
Alias	Alias (if applicable) assigned to the Device or Facility
Modified	The time and date (hh:mm dd-mmm-yy) the entry was last modified. (System Populated).
Active	Indicates if the entry is 'active' or obsolete. (Y/N)

Add/Modify Transport Product

To configure a new item: select the **Create [F6]** function button.

To modify an existing item: double click the relevant entry or select and [Enter] to open the Details screen.

Field	Description	
Mnemonic	Enter a unique alphanumeric name for the transport product (maximum 20 characters)	
Alias	Enter an alias for the transport product, if desired (maximum 20 characters)	



Description	Enter the name or meaningful description of the transport product (maximum 60 characters)		
	Specify the transport method to be used in communication with the Practice Software		
Transport Type	F File Transfer Protocol (FTP)		
	S Socket		
ACK Timeout	Specify the maximum time to wait for the acknowledgement message from the receiving system. Enter a numerical value followed by the appropriate suffix to specify (d)ays, (h)ours or (m)inutes.		
	In the absence of a suffix the system default is 'days'.		
IP Address	Enter the IP address of the receiving system		
Active	Enter (y)es or (n)o to specify whether the entry is active		
Port Number	Enter the port number of the receiving system; applicable only when Transport Type is set to (S)ocket.		
Username	Enter the username for the FTP server; applicable only when Transport Type is (F)TP		
Password	Enter the password for the FTP server, applicable only when Transport Type is (F)TP		
Inbox	Enter the path to which the messages are transferred; applicable only when Transport Type is (F)TP		
Outbox	Enter the path used to obtain the acknowledgment (ACK) messages; applicable only when Transport Type is (F)TP		
Created	The time and date (hh:mm dd-mmm-yy) the entry was created (System Populated).		
Modified and Modified By	The time and date (hh:mm dd-mmm-yy) the entry was last modified. (System Populated). The mnemonic of the User who last modified the entry. (System Populated).		



Facilities

The Facilities configuration table defines the external facilities to receive patient results via Secure Messaging. Once created, a Facility is configured against the relevant Provider(s) in the Device sub-table of the Provider configuration.

The Facilities configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

List Display

Field	Description		
Description	Description of the Facility		
Mnemonic	The mnemonic of the Facility		
Alias	Alias (if applicable) of the Facility		
Modified	The time and date (hh:mm dd-mmm-yy) the entry was last modified. (System Populated).		
Active	Indicates if the entry is 'active' or obsolete. (Y/N)		

Create or Modify a Facility

To configure a new facility: select the Create [F6] function button.

To modify an existing facility: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Facility

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Once the record has been saved the individual entries can be created and modified via the table on the same screen.

Add or Modify a Facility

1. Press the Select [F12] icon to access the table



2. To configure a new process: Select the create [F6] function button

To modify an existing process: double click the relevant entry or select and [Enter].

- 3. Populate the fields as required. See the section Add/Modify below.
- 4. Click OK or press [Enter] to update the sub-table.
- 5. Select **Save [F4]** to commit the changes.

Function Buttons

Field	Description		
	This function contains a tabulated list of all Providers associated with the Health Care Facility.		
Doctor List	Mnemonic – The mnemonic for the configured Provider		
	Provider No – The configured Provider Number for the Provider		

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional.

Select **Save [F4]** to store the new entry or to commit any changes, then select **Save [F4]** again. **The second Save is required to ensure the changes are applied.**



Columns in the table

Field	Description		
Laboratory	The requesting Laboratory to which the Facility sub-configuration applies		
Practice Software	The mnemonic of the configured Practice Software		
Transport Product	The mnemonic of the configured Transport Product		
Receiving Application	The transmitted name (or code) for the Facility's Receiving Application		
Receiving Facility	The transmitted name (or code) for the Receiving Facility		

Add/Modify Facility Item

This dialog prompt allows the administrator to configure or modify an existing Facility item.

Field	Description		
Laboratory	Specify the Laboratory to which this Facility sub-configuration applies (F1 Lookup available). Where configured, secure messages are transmitted to this Facility for relevant lab records only where the requesting Laboratory matches the Laboratory specified.		
	This field allows the application of custom setting per requesting Laboratory, and/or the exclusion of requesting Laboratories from secure messaging for this Facility.		
	Leave the Laboratory field blank to apply the settings to all Laboratories, in which case secure messages are transmitted to this Facility (using these settings) for relevant lab records regardless of requesting Laboratory.		
Practice Software	Specify the Practice Software in use at the Facility (F1 Lookup available		
Transport Product	Specify the Transport Product via which results are transmitted to th Facility (F1 Lookup available)		



Receiving Application	Enter the name of the Receiving Application (maximum 20 characters). The contents of this field must match what is required in the MSH-5 of the message.
Receiving Facility	Enter the name of the Receiving Facility (maximum 20 characters) The contents of this field must match what is required in the MSH-6 of the message.



32. Specimens

The Specimens submenu allows configuration of specimen types, primary sites, secondary sites, and sample containers.

Specimen Types

The Specimen Type configuration facilitates collection of accurate specimen information and provides control over the Tests and Panels that may be requested against a given type of specimen.

The Specimen Types configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Note: This configuration table must include a Specimen Type with the mnemonic 'BLOOD', as this is the default for the Pathology Division.

Create or Modify a Specimen Type

To configure a new Specimen Type: select the **Create [F6]** function button.

To modify an existing Specimen Type: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Specimen Type

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the copy by clicking OK or pressing the [F4] key or Cancel to abort.		

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).
	Notes:



	The mnemonics used for Specimen Types should be meaningful as they are displayed to users in the Enquiry Results table.		
	The mnemonic 'BLOOD' must be used for blood specimens as it serves as the default Specimen Type in the Pathology Division.		
Alias	Enter an alias for the entry, if desired (maximum 6 characters). The entry of an alias is useful for reducing keystrokes at specimen registration.		
Description	Enter the full name or meaningful description of the entry (maximum 20 characters).		
Lab Collection	Enter (y)es or (n)o to specify whether this Specimen Type can be ordered via ward order entry and collected by laboratory staff via the collection lists. Default is 'no'.		
Default Profile	Note: This field has been added for future development.		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).		
Modified By	The mnemonic of the user who last modified the entry (system populated).		
	Specify the Tests and/or Panels that may be ordered against this Specimen Type (one per field; maximum 40). F1 Lookup available.		
Tests/Panels (multiple fields)	All Tests and Panels may be ordered against this Specimen Type when no Tests or Panels are specified (i.e. when all 40 fields are unpopulated).		
	Tests and Panels may be grouped into specially configured 'Specimen Type Panels' which are then added to the fields here. This allows more than 40 Tests and Panels to be configured against a given Specimen Type, where required.		
	Note: For the Specimens [SF8] sub-tab in the Test and Panel configuration set the Specimen Type(s) against each Test and Panel. For those clients, the Tests/Panels fields described here are intentionally omitted from the Specimen Type configuration.		



Primary Sites

The primary site configuration allows collection of accurate data relating to the specific site that the specimen was collected from. It is particularly useful in anatomical pathology and microbiology.

The Primary Sites configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

A total of 1023 primary specimen sites can be created for the system. The user can export the Primary Site configuration table to XML format.

Create or modify a Primary Specimen Site

To configure a new primary specimen site: select the **Create [F6]** function button.

To modify an existing primary specimen site: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Primary Specimen Site

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live). Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.			
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.			
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.		
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.		
	System:	Select the Remote system. Leave blank when performing a Local copy.		
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.		
	Perform the copy by clicking OK or pressing the [F4] key or Cancel to abort.			

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).



	Note: The mnemonics used for primary specimen sites should be meaningful as they are displayed to users in the Enquiry Results table.	
Alias	Enter an alias for the entry, if desired (maximum 6 characters). The entry of an alias is useful for reducing keystrokes at specimen registration.	
Description	Enter the full name or meaningful description of the entry (maximum 28 characters).	
Cassette	This field accepts an integer between 1 and 99 inclusive. When printing to the Fa-Tech device the number specified in the 'Cassette' field (for the appropriate Primary Site) determines the hopper from which the print cartridge is sourced.	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).	
Modified By	The mnemonic of the user who last modified the entry (system populated).	
Specimen Types (multiple fields)	Enter the mnemonics of the specimen types that can be used in combination with this primary site (one per field; maximum 32). F1 Lookup available.	

Secondary Sites

Secondary specimen site configuration allows for further identification of the specimen collected. Multiple secondary sites can be entered for a single specimen. The secondary sites are particularly useful in anatomical pathology.

The Secondary Sites configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Secondary Specimen Site

To configure a new secondary specimen site: select the **Create [F6]** function button.



To modify an existing secondary specimen site, double-click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Secondary Specimen Site

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.

Configuration fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).
Alias	Enter an alias for the entry, if desired (maximum 6 characters). The entry of an alias is useful for reducing keystrokes at specimen registration.
Description	Enter the full name or meaningful description of the entry (maximum 20 characters).
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Sample Containers

Sample Containers are configured for the purposes of specimen aliquoting, remote order entry and specimen collection.



The Sample Containers configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

The user may export the Sample Containers configuration table to XML format.

Create or Modify a Sample Container

To configure a new sample container: select the **Create [F6]** function button.

To modify an existing sample container: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Sample Container

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



	1		
	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may existing entry, changes are sto	copy details to a blank configuration screen or to an in which case the current details are overwritten. No pred until the user saves the configuration screen.	
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to	

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).



Alias	Enter an alias for the entry, if desired (maximum 6 characters).	
Description	Enter the full name or meaningful description of the entry (maximum 28 characters). <u>Note:</u> The Description should not be the same as the Mnemonic or Alias.	
Туре	Enter the code corresponding to the type of tube or container being configured. A Aliquot C Collection	
Volume Minimum	Enter a numerical value to specify the minimum amount to be collected or aliquoted into this container type. The units for this value are defined in the Units field (below).	
Volume Maximum	Enter a numerical value to specify the maximum capacity of this container type. The units for this value are defined in the Units field (below).	
Units	Enter the units of volume measurement for this container type. The units specified here are applied to the Volume Minimum and Volume Maximum fields.	
Sort order	Enter a numerical value to specify the order the tube should appear on the collection and aliquoting lists. For collection tubes this can be used to determine the order of collection. Containers with a higher sort order will appear first (i.e. sorted from lowest to highest value). Default is 0.	
Label	Enter the mnemonic of the label format to use when generating labels for this container via specimen collection lists. F1 Lookup available.	
Comments	Enter a text comment in this field (maximum 30 characters). For collection tubes this comment appears on collection lists. For aliquot tubes, this comment is available for output on aliquot labels.	
Diameter mm	Enter the container diameter in millimeters.	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	



Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).


33. SS Clients

The SS Clients submenu allows configuration of clients, client groups, submitting authorities and client projects for the Scientific Services division.

Clients

Clients are configured for the purposes of recording them at registration and performing a search via Results enquiry.

The Clients configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

The user may export the Client configuration table to XML format. For some configuration fields the corresponding XML tag does not appear when the field contains no data, for example the (Hardware) Device, Destination, Style, Time, Active, Email Cover and Style Id.

Create or Modify a Client

To configure a new client: select the **Create [F6]** function button.

To modify an existing client: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Client

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Once this record has been saved the report destinations (devices) can be created and modified via the table on the same screen.

Add or Modify a Report Destination (device) for the Client

- 1. Click the **Select [F12]** icon to access the client device table.
- 2. To configure a new report destination: select the **Create [F6]** function button.
- 3. To modify an existing report destination: double click the relevant entry or select and [Enter].



- 4. Populate the fields as required. Refer to the section <u>Add/Modify Device</u>, below.
- 5. Click OK or press [Enter] to update the sub-table.
- 6. Select **Save [F4]** to commit the changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.
Create [F6]	Opens the Add/Modify Device dialog prompt.

Other sub-tabs available

Sub-tab	Description
Satellite Clients [F8]	Opens the Satellite Clients configuration table for this client.

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).
Alias	Enter an alias for the entry, if desired (maximum 6 characters).
Description	Enter the full name or meaningful description of the entry (maximum 60 characters).
Contact Name	Enter the relevant contact name at the client site (maximum 30 characters). This can be an individual or a position or role, such as 'The Coroner'.
Address 1	Enter the first line of the client's address (maximum 30 characters).



	The vertical bar ('pipe') character [Shift \] may be entered to specify placement of a line break for formatting of multi-line addresses in reports.	
Address 2	Enter the second line of the client's address (maximum 30 characters). The vertical bar ('pipe') character [Shift \] may be entered to specify placement of a line break for formatting of multi-line addresses in reports.	
Suburb	Enter the suburb of the client's address (maximum 30 characters). The vertical bar ('pipe') character [Shift \] may be entered to specify placement of a line break for formatting of multi-line addresses in reports.	
Postcode	Enter the postcode for the client's address (maximum 4 characters).	
State	Enter the state for the client's address (maximum 20 characters).	
Phone Number	Enter the client's phone number (maximum 20 characters), including the prefix '0' and area code. For example, 00391234567.	
Fax Number	Enter the client's fax number (maximum 20 characters), including the prefix '0' and area code. For example, 00391234567. The administrator may prefer to add the prefix '0' for the external line connection systematically via Devices > Fax Area Codes.	
ABN Number	Enter the client's Australian Business Number (ABN) (maximum 20 characters).	
Email	Enter the client's email address (maximum 60 characters).	
Specimen	Enter the mnemonic of the default specimen type of this client. F1 Lookup available.	
S4B3	Enter (y)es or (n)o to specify whether the S4B3 rule applies to tests from this client. Default is 'no'. This field is used for billing purposes. Conditions of the S4B3 rule are set out in the Medicare Benefits Schedule.	
Client Group	The Client Group to which this client has been assigned, if any (system populated). The client may be added to a group via the Client Groups tab.	



Default Account	Enter the default account number for the client (maximum 12 characters).	
Default Category	Enter the mnemonic of the default billing category for this client (maximum 12 characters). F1 Lookup available. The billing category entered here auto populates the Category field on the Specimen Reception screen.	
	the Default Account.	
Fee Rate Column	Enter a number between 1 and 8 to specify the relevant fee column of 's Medicare Benefits Schedule (MBS) table to use for this client. This field is used for billing purposes.	
Percent	Enter a numerical value (up to 300) to determine the percentage of the Fee Rate Column (as specified above) to apply for this client. This field is used for billing purposes.	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).	
Modified By	The mnemonic of the user who last modified the entry (system populated).	

Columns in the Device table

Field	Description
Device	The device to which the reports are sent.
Destination	The destination of the reports (e.g. email address or fax number).
Report Trigger	The trigger for sending the reports.
Style	The report style (e.g. A4, A5).
Style ID	The Style ID of the report.
Active	Indicates whether the entry is active or inactive.



Add/Modify Device

This dialog prompt facilitates configuration of the report destinations for this Client.

Dialog prompt fields

Field	Description		
Hardware Device	Enter the mnemonic of the hardware device that the report is to be sent to. For emails and faxes the device is the email server and fax server, respectively. F1 Lookup available.		
Destination	Enter the email address or fax number to which the report is to be sent. Leave blank when configuring a printer.		
	Enter the trigger for the Lookup available to ass	e reports to be sent, using the mnemonics below. F1 ist with syntax.	
	QUEUE	Report generated when a queue is called.	
	ONVAL	Report generated when results are validated.	
	The following are available where enabled:		
	ONVAL_ABN	Report generated when results are validated, and results are abnormal.	
Report Trigger	ONVAL_CRIT	Report generated when results are validated, and results are critical.	
	ONVAL_DELTA	Report generated when results are validated and at least one result fails the delta check.	
	ONVAL_URG	Report generated when results are validated, and the request is urgent.	
	ONVAL_ABN_URG	Report generated when results are validated, results are abnormal and request urgent.	
	ONVAL_CRIT_URG	Report generated when results are validated, results are critical, and the request is urgent.	



	ONVAL_[Delta_urg	Report generated when results are validated, one or more results fails the delta check and the request is urgent.
	Enter the style of report to be generated, using the mnemonics below Lookup available to assist with syntax.		t to be generated, using the mnemonics below. F1 ist with syntax.
Style	A4	A4 page	
	A5	A5 page	
	HL7	HL7 report	
	ΡΙΤ	PIT printer	
	PDF	PDF report	(mailing)
Style ID	Enter the S for use in the print m	Style ID of the print masks f nask can test	e report to be generated. This is a user-defined value for reports sent to the selected device. For example, the variable STYLE_ID for the value entered here:
	<pre>outpu text'); }</pre>	t_text(10	20, 7, 0, 0, 'Some additional
Cover Sheet	Enter the r available.	nnemonic fo	r the email cover sheet to be used. F1 Lookup
Active	Enter (y)es (inactive).	or (n)o to sp	pecify whether the entry is active. Default is 'no'

Satellite Clients

Satellite clients are the clients of the configured Client and are configured for report distribution purposes. distributes reports to the satellite clients according to the contact information configured via this sub-tab.

The Satellite Clients configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'. The inactive entries are viewed via the **Inactive Table [CF8]** function button.



Create or Modify a Satellite Client

To configure a new satellite client: select the **Create [F6]** function button.

To modify an existing satellite client: double click the relevant entry or select and [Enter] to open the Details screen.

Function Buttons

Function	Description
Create [F6]	Allows the addition of a new Satellite Client entry.
Inactive Table [CF8]	Opens the table of inactive Satellite Client entries.

Create/Modify Satellite Client

This screen allows configuration of a Satellite Client for the Client, for the purposes of report distribution.

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes, then select **Back [Esc]** and **Save [F4]** again. **The second Save is required to ensure the changes are applied.**

Once this record has been saved the individual report destinations can be created and modified via the table on the same screen.

Add or Modify a Report Destination (device) for the Satellite Client

- 1. Click the Select [F12] icon to access the Satellite Client device table.
- 2. To configure a new report destination: select the **Create [F6]** function button.
- 3. To modify an existing report destination: double click the relevant entry or select and [Enter].
- 4. Populate the fields as required. Refer to the section <u>Add/Modify Device</u>, below.
- 5. Click OK or press [Enter] to update the sub-table.
- 6. Select **Save [F4]** to commit the changes.
- 7. Select the Back [Esc] icon.



8. Select Save [F4] again to update the configuration table.

Remove an Existing Report Destination (device)

- 1. Select the relevant entry and press the **Delete [Del]** icon.
- 2. Select Save [F4].
- 3. Select Back [Esc].
- 4. Select **Save [F4]** again to update the configuration table.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.
Create [F6]	Opens the Add/Modify Device dialog prompt to add a report destination.

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).
Alias	Enter an alias for the entry, if desired (maximum 6 characters).
Description	Enter the full name or meaningful description of the entry (maximum 60 characters).
Contact Name	Enter the name of the appropriate contact at the Satellite Client site (maximum 30 characters).
Address 1	Enter the first line of the Satellite Client's address (maximum 30 characters).
	The vertical bar ('pipe') character [Shift \] may be entered to specify placement of a line break for formatting of multi-line addresses in reports.



Address 2	Enter the second line of the Satellite Client's address (maximum 30 characters).
	The vertical bar ('pipe') character [Shift \] may be entered to specify placement of a line break for formatting of multi-line addresses in reports.
Suburb	Enter the suburb of the Satellite Client's address (maximum 30 characters).
	The vertical bar ('pipe') character [Shift \] may be entered to specify placement of a line break for formatting of multi-line addresses in reports.
Postcode	Enter the postcode for the Satellite Client (maximum 4 characters).
State	Enter the state for the Satellite Client (maximum 20 characters).
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modify	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Columns in the Device table

Field	Description
Device	The device to which the reports are sent.
Destination	The destination of the reports (e.g. email address or fax number).
Report Trigger	The trigger for sending the reports.
Style	The report style (e.g. A4, A5).
Style ID	The Style ID of the report.
Active	Indicates whether the entry is active or inactive.



Add/Modify Device

This dialog prompt facilitates configuration of the report destinations for this Satellite Client.

Dialog prompt fields

Field		Description
Hardware Device	Enter the mnemonic of For emails and faxes respectively. F1 Lookup	the hardware device that the report is to be sent to. the device is the email server and fax server, available.
Destination	Enter the email address Leave blank when conf	s or fax number to which the report is to be sent. iguring a printer.
	Enter the trigger for the Lookup available to ass	e reports to be sent, using the mnemonics below. F1 ist with syntax.
	QUEUE	Report generated when a queue is called.
	ONVAL	Report generated when results are validated.
	ONVAL_ABN	Report generated when results are validated, and results are abnormal.
- .	ONVAL_CRIT	Report generated when results are validated, and results are critical.
Report Trigger	ONVAL_DELTA	Report generated when results are validated and at least one result fails the delta check.
	ONVAL_URG	Report generated when results are validated, and the request is urgent.
	ONVAL_ABN_URG	Report generated when results are validated, results are abnormal and request urgent.
	ONVAL_CRIT_URG	Report generated when results are validated, results are critical, and the request is urgent.
	ONVAL_DELTA_URG	Report generated when results are validated, one or more results fails the delta check and the request is urgent.



	Enter the s Lookup av	style of report to be generated, using the mnemonics below. F1 ailable to assist with syntax.	
	A4	A4 page	
Style	A5	A5 page	
	HL7	HL7 report	
	ΡΙΤ	PIT printer	
	PDF	PDF report (mailing)	
	Enter the s for use in the print n	Style ID of the report to be generated. This is a user-defined value print masks for reports sent to the selected device. For example, nask can test the variable STYLE_ID for the value entered here:	
Style ID	<pre>if (STYLE_ID = `SSS') { output_text(10, 20, 7, 0, 0, `Some additional text'); }</pre>		
Cover Sheet	Enter the mnemonic for the email cover sheet to be used. F1 Lookup available.		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		

Client Groups

Clients (up to a maximum of 32) can be grouped for ease of configuration and consistent result reporting.

The Client Groups configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Client Group

To configure a new client group: select the **Create [F6]** function button.



To modify an existing client group: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Client Group

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.

Description
Enter a unique alphanumeric name for the entry (maximum 6 characters).
Enter an alias for the entry, if desired (maximum 6 characters).
Enter the full name or meaningful description of the entry (maximum 28 characters).
Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
The mnemonic of the user who last modified the entry (system populated).
Enter the mnemonics of the clients to be included in the Client Group (one per field; maximum 32). F1 Lookup available. The mnemonic of the Client Group auto-populates the Client Group field for each client specified here.



Submitting Authority

This screen allows configuration of Submitting Authorities for auto-population at Specimen Reception.

The Submitting Authority configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Submitting Authority

To configure a new submitting authority: select the **Create [F6]** function button.

To modify an existing submitting authority: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Submitting Authority

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).
Alias	Enter an alias for the entry, if desired (maximum 6 characters).



Description	Enter the full name or meaningful description of the entry (maximum 60 characters).
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Client Projects

This screen allows configuration of Client Projects for auto-population at Specimen Reception.

The Client Projects configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Client Project

To configure a new client project: select the **Create [F6]** function button.

To modify an existing client project: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Client Project

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).
Alias	Enter an alias for the entry, if desired (maximum 6 characters).
Description	Enter the full name or meaningful description of the entry (maximum 60 characters).
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).



34. SS General

The SS General submenu allows configuration of projects, programs, crime categories and teams for the Scientific Services division.

The Destroy tab is provided for configuration of the Destroy registration field which is optionally used by the client for notification of specimen destruction. The Staff DNA Test screen allows testing of staff DNA profile matches for batch functionality.

Projects

This screen allows configuration of Projects that can be used to populate the relevant field during specimen registration.

The Projects configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Project

To configure a new project: select the **Create [F6]** function button.

To modify an existing project: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Project

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).
Alias	Enter an alias for the entry, if desired (maximum 6 characters).
Description	Enter the full name or meaningful description of the entry (maximum 28 characters).
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Programs

This screen allows configuration of Programs that can be used to populate the relevant field during specimen registration.

The Programs configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Program

To configure a new program: select the **Create [F6]** function button.

To modify an existing program: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Program

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons



Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.

Configuration fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters)
Alias	Enter an alias for the entry, if desired (maximum 6 characters).
Description	Enter the full name or meaningful description of the entry (maximum 28 characters).
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Crime Categories

This screen allows configuration of Crime Categories that can be used to populate the relevant field during specimen registration.

The Crime Categories configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Crime Category

To configure a new crime category: select the **Create [F6]** function button.



To modify an existing crime category: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Crime Category

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.

Configuration fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).
Alias	Enter an alias for the entry, if desired (maximum 6 characters).
Description	Enter the full name or meaningful description of the entry (maximum 28 characters).
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Teams

This screen allows configuration of Teams and is typically used to populate the 'Biol Teams' field (SS_TEAMS) during specimen registration, and to allocate samples to teams.



The Teams configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Team

To configure a new team: select the **Create [F6]** function button.

To modify an existing team: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Team

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters),
Alias	Enter an alias for the entry, if desired (maximum 6 characters).
Description	Enter the full name or meaningful description of the entry (maximum 28 characters).
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).



Modified By	The mnemonic of the user who last modified the entry (system
	populated).

Destroy

This screen allows configuration of entries for the Destroy registration field (SS_DESTROY) which is optionally used by the client for notification of the destruction of Exhibit/FTA specimens.

The Destroy configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Destroy entry

To configure a new destroy entry: select the **Create [F6]** function button.

To modify an existing destroy entry: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Destroy

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.



Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.

Configuration fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).
Alias	Enter an alias for the entry, if desired (maximum 6 characters).
Description	Enter the full name or meaningful description of the entry (maximum 28 characters).
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Staff DNA Test

This is not a configuration screen. Instead, it is used for testing/matching staff DNA profiles for Batch functionality. The staff DNA profiles should already be configured via Administration > Batch Functions > Staff DNA Profiles.

Conduct a Staff DNA Test

- 1. In the Profile field enter the allele mnemonic and data to be matched to recorded staff DNA. For example, 'd3s1358(15,15)'. Multiple allele/data combinations may be comma-separated without spaces.
- 2. Press [Enter].



3. The Name fields auto populate with the Staff DNA Profile mnemonics that contain matches to the allele/data combination(s) supplied in the Profile field. The number of matches against each is provided in the adjacent Count field.

Staff DNA Test fields

Field	Description
Profile	Enter the allele mnemonic and data to be matched to recorded staff DNA.
Name (multiple fields)	The Staff DNA Profile mnemonic(s) containing matches to the queried allele/data combination(s) (system populated).
Count (multiple fields)	The number of matches against each of the Staff DNA Profiles returned (system populated).



35. SS User

The SS User submenu allows configuration of qualifications, educational institutions, memberships, functions, legislations/Acts and the attachment of such details to individual users (User Additional Details). This functionality is used in the Scientific Services (Forensic) and Public Health divisions.

Qualifications

This screen allows configuration of Qualifications that are referenced in the configuration of User Additional Details configuration.

Qualifications must be configured **prior** to the User Additional Details configuration, so the information can be used to populate the 'User Additional Details' configuration screen through F1 look up.

The Qualifications configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Qualification

To configure a new qualification: select the **Create [F6]** function button.

To modify an existing qualification: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Qualification

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.



Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.

Configuration fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).
Alias	Enter an alias for the entry, if desired (maximum 6 characters).
Description	Enter the full name or meaningful description of the entry (maximum 50 characters).
Qualification	Enter the qualification which can be an alternative description (maximum 100 characters).
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Educational Institutions

This screen allows configuration of educational institutions that are referenced in the configuration of User Additional Details. Institutions must be configured **prior** to the User Additional Details configuration, so the information can be used to populate the 'User Additional Details' configuration screen through F1 look up.

The Educational Institutions configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.



Create or Modify an Educational Institution

To configure a new educational institution: select the **Create [F6]** function button.

To modify an existing educational institution: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Educational Institution

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).
Alias	Enter a unique alphanumeric name for the entry (maximum 6 characters).
Description	Enter the full name or meaningful description of the entry (maximum 50 characters).
Institution	Enter the institution which can be an alternative description of the entry (maximum 100 characters).
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).



Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Memberships

This screen allows configuration of Memberships to professional societies, institutes and associations that are referenced in the configuration of User Additional Details (Admin > SS User > User Additional Details tab). Memberships must be configured here **prior** to setting up the User Additional Details configuration, which allows F1 Lookup to this table.

The Memberships configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Membership

To configure a new membership: select the **Create [F6]** function button.

To modify an existing membership: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Membership

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



Configuration fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).
Alias	Enter an alias for the entry, if desired (maximum 6 characters).
Description	Enter the full name or meaningful description of the entry (maximum 50 characters).
Membership	Enter the membership which can be an alternative description of the entry (maximum 100 characters).
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Functions

This screen allows configuration of Functions (i.e. roles in the organisation/position descriptions) that are referenced in the configuration of User Additional Details. Functions must be configured **prior** to the User Additional Details configuration, so the information can be used to populate the 'User Additional Details' configuration screen through F1 look up.

The Functions configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Function

To configure a new function: select the **Create [F6]** function button.

To modify an existing function: double click the relevant entry or select and [Enter] to open the Details screen.



Details – Create/Modify Function

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.

Configuration fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 13 characters).
Alias	Enter an alias for the entry, if desired (maximum 13 characters).
Description	Enter the full name or meaningful description of the entry (maximum 50 characters). Examples include 'Administration Officer', 'Chief Chemist', 'Scientist' and 'Laboratory Assistant'.
Function	Enter the function, which can be an alternative description of the entry (maximum 100 characters).
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Legislation/Acts

This screen allows configuration of Legislation/Acts that are referenced in the configuration of User Additional Details. Legislations/Acts must be configured **prior** to the User Additional



Details configuration, so the information can be used to populate the 'User Additional Details' configuration screen through F1 look up.

The Legislation/Acts configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify an Item of Legislation or Act

To configure a new item of legislation or Act: select the **Create [F6]** function button.

To modify an existing item of legislation or Act: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Legislation/Act

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 13 characters).
Alias	Enter an alias for the entry, if desired (maximum 13 characters).
Description	Enter the full name or meaningful description of the entry (maximum 50 characters).



Legislation/Act 1-2 (multiple fields)	Enter the legislation/act which can be an alternative description of the entry (one per field; maximum 100 characters each).
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

User Additional Details

This screen allows configuration of Additional Details against existing user IDs, to incorporate the staff members' qualifications, the educational institutions at which they gained their qualifications, professional memberships, roles/functions (position descriptions) and relevant legislation/Acts.

The qualifications, institutions and so on are pre-defined via the relevant tabs of this submenu.

The User Additional Details configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'. The Full Name column indicates the name of the staff member, while the Username indicates the username of the staff member's login.

Create or Modify Additional Details for a User

To configure a new entry: select the **Create [F6]** function button.

To modify an existing entry: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Additional Details

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.



The version table below the grey panel becomes available once a valid Login Name has been entered, or upon opening an existing entry from the configuration table.

Create or Modify a Version of the User's Additional Details

To configure a new version: select the **Create [F6]** function button. When a previous version exists, the details are copied across to the new version and may be edited. Only the Start Date and End Date fields are not auto populated.

To view or modify an existing version: double click the relevant entry or select and [Enter] to open the Details screen. Versions with 'Protected' status cannot be modified.

Field	Description
Login Name	Enter the username or ID for the user. F1 Lookup available. The user must already be configured and have access to the Forensic (Scientific Services) or Public Health divisions.
Full Name	The configured full name for the user (system populated upon entry of a valid Login Name).
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).



Columns in the Version Table

Column	Description
Version	The version number for the User Additional Details. A whole number prefixed with the letter 'V' (e.g. V1, V2 or V3). The latest version (i.e. with the highest version number) occupies the top row.
Start Date	The start date (dd-mmm-yyyy) from which this version applies.
End Date	The end date (dd-mmm-yyyy) for this version.
Status	When this column is blank for a particular entry it means that version of the User Additional Details is editable. Once the version is used in the print mask changes the status to 'Protected' and the version becomes non-editable. Administrators cannot modify the version once it enters 'Protected' mode so a new version must be created to update the details.
Reason	The reason for creating the version of User Additional Details.
Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was last modified (system populated).
User	The mnemonic of the user who last modified the entry (system populated).

Details – Create/Modify Additional Details Version x

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Select Save [F4] again on the Details page to update the table. The second Save is required to ensure the changes are applied.

The fields in the lower grey panel are initially blank when configuring a particular user's Additional Details for the first time (i.e. Version 1).

The fields are auto populated with the details from the preceding entry when creating Version 2 or higher, with the exception of the Start Date and End Date. One or more of the fields may be updated as required.



Function Buttons

Function	Description
Memberships [F5]	Opens the Create/Modify Memberships screen for addition of up to 5 of the user's professional memberships.
Legislation/Acts [F6]	Opens the Create/Modify Memberships screen for addition of up to 8 items of Legislation or Acts for the user.

Field	Description
	Enter the start date (dd-mmm-yyyy) from which this version applies.
Start Date	Note: The System does not allow the date range to overlap with previous versions. The 'start date' and 'end date' for a new version must therefore be after the 'start date' and 'end date' of the previous version.
End Date	Enter the end date (dd-mmm-yyyy) for this version.
Reason	Enter a reason for creating this version of the User Additional Details, such as 'New user' (free text; maximum 50 characters).
Surname	Enter the user's surname (maximum 50 characters). Hyphens and spaces are accepted.
First	Enter the user's first/given name (maximum 25 characters).
Middle	Enter the user's middle name (maximum 25 characters).
Preferred	Enter the user's preferred name (maximum 25 characters).
Title	Enter the user's title, such as Mr, Ms, Mrs or Miss (maximum 10 characters).
Phone	Enter the user's phone number (maximum 10 characters).
Fax	Enter the user's fax number (maximum 10 characters).
Email	Enter the user's email address (maximum 100 characters).
Function	Enter the mnemonic of the user's function (role). F1 Lookup available.



State Analyst	Enter (y)es or (n)o to specify whether the user is a State Analyst. Default is 'no'.
Reporting Analyst	Enter (y)es or (n)o to specify whether the user is a Reporting Analyst. Default is 'no'.
NATA Signatory	Enter (y)es or (n)o to specify whether the user is a NATA signatory. Default is 'no'.
Qualification 1- 5 (multiple fields)	Enter the mnemonic(s) for the user's qualification(s) (one per field; maximum 5). F1 Lookup available. At least one qualification must be provided.
	The system also checks for unique entries. If an attempt is made to input the same entry twice, Evolution vLab [™] displays the prompt 'Duplicate Qualification'.
Institution 1-5 (multiple fields)	Enter the mnemonic(s) for the educational institution(s) at which the user gained their qualification(s) (one per field; maximum 5). F1 Lookup available.
Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Create/Modify Memberships Version [x]

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Select **Save [F4]** again on the Version Details page, then again on the User Additional Details page to update the table. **All three Saves are required to ensure the changes are applied.**

Field	Description
Membership 1-5	Enter the mnemonic(s) for the user's professional memberships
(multiple fields)	(one per field; maximum 5). F1 Lookup available.



Create/Modify Legislation/Acts Version [x]

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Select **Save [F4]** again on the Version Details page, then again on the User Additional Details page to update the table. **All three Saves are required to ensure the changes are applied.**

Field	Description
Legislation/Act 1-8 (multiple fields)	Enter the mnemonic(s) for the items of legislation or Acts for the user (one per field; maximum 5). F1 Lookup available.


36. Statistics

The Statistics submenu allows configuration of Extended Enquiry dumps and selections, plus automatic data extracts and public holiday dates.

Extended Enquiry Dumps

Extended enquiries dump formats can be configured for export of selected data to a text file, Microsoft Excel[™], Cognos Powerplay[™] and to an external system via HL7 format.

The Extended Enquiry Dumps configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'. The Delimiter column displays the character (e.g. semicolon or comma) used to separate the data fields contained in the dump.

Create or Modify an Extended Enquiry Dump Format

To configure a new enquiry dump: select the **Create [F6]** function button.

To modify an existing enquiry dump: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Extended Enquiry Dump

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



	This function existing configu streamlines the between system	populates the current entry with details copied from an uration item in the same system or from another system. It e process of creating new entries or migrating configuration ms (e.g. from Test to Live).
	Some fields su the specified e saving.	ch as Mnemonic, Alias and Active are not populated from ntry as the user needs to populate or confirm them prior to
	The user may c entry, in which stored until the	opy details to a blank configuration screen or to an existing case the current details are overwritten. No changes are user saves the configuration screen.
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
	System:	Select the Remote system. Leave blank when performing a Local copy.
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
	Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to

Configuration fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).



Alias	Enter an alias for the entry, if desired (maximum 6 characters).
Description	Enter the name or meaningful description of the entry (maximum 20 characters).
Delimiter	Enter the character used to separate data fields (i.e. the delimiter) for the Extended Enquiry Dump format (e.g. semicolon or comma)
PowerP Model	Note: This field is only relevant when dumping to a Powerplay [™] model. Enter the PowerPlay [™] model name.
PowerP File	Note: This field is only relevant when dumping to a Powerplay [™] model. Enter the directory specified in the Powerplay [™] model as the location of the data file.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).
ldentifiers (multiple fields)	Enter the identifiers to include in the Extended Enquiry Dump (one per field; maximum 44).

Extended Enquiry Selections

Extended Enquiry selection criteria can be stored for repeated use.

This feature is especially useful when the same searches are performed on a regular basis. Selections may be pre-defined (and modified) via this configuration screen, but they can also be created, loaded and modified directly from the Statistics > Extended Enquiries screen in the Management menu, where the ad-hoc searches are actually run.

Create or Modify an Extended Enquiry Selection

To configure a new selection: select the **Create [F6]** function button.



To modify an existing selection: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Extended Enquiry Selection

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional.

Enter the required selection criteria, then select **Save [F4]** to store the new entry or to commit any changes.

Note: Saved selections can also be loaded and modified directly from the Extended Enquiries screen.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



	This function existing configu streamlines the between system	populates the current entry with details copied from an uration item in the same system or from another system. It e process of creating new entries or migrating configuration ms (e.g. from Test to Live).
	Some fields su the specified e saving.	ch as Mnemonic, Alias and Active are not populated from ntry as the user needs to populate or confirm them prior to
	The user may c entry, in which stored until the	opy details to a blank configuration screen or to an existing case the current details are overwritten. No changes are user saves the configuration screen.
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
	System:	Select the Remote system. Leave blank when performing a Local copy.
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
	Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to

Configuration fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).



Alias	Enter an alias for the entry, if desired (maximum 6 characters).
Description	Enter the name or meaningful description of the entry (maximum 20 characters).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Date Range	Enter the date range in the format yyyymmdd or yyyymm or yyyy. The search is based on the date the laboratory record was created. Square brackets [] are used to define a range of dates. Each set of square brackets represents one character of the date format. F1 Lookup available.
Time Range	Enter the time range using the 24-hour format hhmm. The time range search is based on the time the laboratory record was created. F1 Lookup available.
Day of Week	Enter the day of the week (first three letters of the day name). The search is based on the day the laboratory record was created. F1 Lookup available.
Received Date	Enter the received date in the format yyyymmdd or yyyymm or yyyy. The search is based on the date that the laboratory received the specimen. Square brackets [] are used to define a range of dates. Each set of square brackets represents one character of the date format. F1 Lookup available.
Health Facility Group	Enter the mnemonic of the Health Facility Group. F1 Lookup available. The search is based on the health care facility entered at specimen registration.
Health Facility	Enter the mnemonic of the Health Facility. F1 Lookup available. The search is based on the health care facility entered at specimen registration.



Collection Centre	Enter the mnemonic of the Collection Centre. F1 Lookup available. The search is based on the collection centre entered at specimen registration.
Cost Centre Group	Enter the mnemonic of the Cost Centre Group. F1 Lookup available. The search is based on the cost centre group entered at specimen registration.
Cost Centre	Enter the mnemonic of the Cost Centre. F1 Lookup available. The search is based on the cost centre entered at specimen registration.
Clinical Unit	Enter the mnemonic of the Clinical Unit. F1 Lookup available. The search is based on the clinical unit entered at specimen registration.
Ward (Collected)	Enter the mnemonic of the Ward (Collected). F1 Lookup available. The search is based on the Ward (Collected) field entered at specimen registration. This is where the specimen was collected as opposed to where the patient is located.
Ward	Enter the mnemonic of the Ward. F1 Lookup available. The search is based on the ward entered at specimen registration, which defines where the patient is located.
Consultant	Enter the mnemonic of the Consultant. F1 Lookup available. The search is based on the consultant entered at specimen registration.
Doctor Group	Enter the mnemonic of the Doctor Group. F1 Lookup available. The search is based on the doctor entered at specimen registration.
Doctor	Enter the mnemonic of the Doctor. F1 Lookup available. The search is based on the doctor entered at specimen registration.
UR Prefix	Enter the mnemonic of the UR Prefix. F1 Lookup available. The search is based on the UR Number entered at specimen registration.
Billing Category	Enter the mnemonic of the Billing Category. The search is based on the patient category entered at specimen registration.
Postcode	Enter the postcode(s). The search is based on the postcode entered at specimen registration.
Age	Enter the age (expressed as the number of months). The search is based on the date of birth entered at specimen registration. F1 Lookup available.



Sex	Enter the mnemonic of the patient's gender. F1 Lookup available. Examples: M = Male, F = Female, A = Ambiguous, I = Intersex, O = Other, U = Unknown
Alert/Diagnosis	Enter the mnemonic of the Alert/Diagnosis. F1 Lookup available. The search is based on the alert or diagnosis entered at specimen registration.
Client	Enter the mnemonic of the Client. F1 Lookup available. The search is based on the client entered at specimen registration.
Program	Enter the mnemonic of the Program. F1 Lookup available. The search is based on the program entered at specimen registration.
Project	Enter the mnemonic of the Project. F1 Lookup available. The search is based on the project entered at specimen registration.
Requesting Lab	Enter the mnemonic of the Requesting Lab. F1 Lookup available. The search is based on default laboratory of the user that created the laboratory record.
Department	Enter the mnemonic of the Department. F1 Lookup available. The search is based on the laboratory records that contain requests belonging to the department specified.
Section	Enter the department and section mnemonic (in the format dept_section) to specify the Section. F1 Lookup available. The search is based on the laboratory records that contain requests belonging to the section specified.
Specimen Type	Enter the mnemonic of the Specimen Type. F1 Lookup available. The search is based on the specimen type entered at specimen registration.
Primary Site	Enter the mnemonic of the specimen Primary Site. F1 Lookup available. The search is based on the primary site entered at specimen registration.
Specimen Site	Enter the mnemonic of secondary Specimen Site. F1 Lookup available. The search is based on the secondary site entered at specimen registration.
Request	Enter the mnemonic(s) of the test/panels. F1 Lookup available. The search is based on the test/panels requested at specimen registration.



	Enter the result definitions, such as specific comments, test names and results. This search allows you to find lab numbers containing the result(s) specified. F1 Lookup available.
Result Def1- Def6	When a Result Def parameter is populated, and the number of combinations found exceeds 50,000 the following error message displays: ' <i>Please refine search criteria</i> '.

Extended Enquiry Selections (Historical)

This screen offers access to the previous Extended Enquiries selections created by current clients using the **Evolution vLab**[™] emulator.

New Extended Enquiry selections created in **Evolution vLab**[™] will be displayed under the Extended Enquiry selection tab.

Details – Create/Modify Extended Enquiry Selection

This screen displays the Extended Enquiry selection for a given historical entry. It should only be used to assist in transitioning existing selections to the new Extended Enquiry Selections configuration table.

Automatic Data Extracts

Automatic data extracts can be configured to extract large volumes of data, and data not available via Extended Enquiries. These extracts commence overnight (Monday through Saturday) and generate a data file which is sent to an FTP server.

Very large data extracts may take a long time to extract, depending on the capacity of the **Evolution vLab**[™] server. Data extracts that are still running after 24 hours are aborted when the next day's extract process starts, however extracts commenced on Saturday nights can run for up to 48 hours because the extraction process does not re-commence until Monday.

This accommodates the need for occasional extracts containing very large quantities of data.

The Automatic Data Extracts configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.



Create or Modify an Automatic Data Extract

To configure a new data extract: select the **Create [F6]** function button.

To modify an existing data extract: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Automatic Data Extract

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



	This function existing configu streamlines the between system	populates the current entry with details copied from an uration item in the same system or from another system. It e process of creating new entries or migrating configuration ms (e.g. from Test to Live).	
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior t saving.		
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
Copy Details [CF2]	Source: Select 'Local' or 'Remote' to copy details from an entry the configuration table on the same or another system respectively.		
	Local Id: Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.		
	System: Select the Remote system. Leave blank when performing a Local copy.		
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the co	py by clicking OK or pressing the [F4] key or Cancel to abort.	

Configuration fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).
Alias	Enter an alias for the entry, if desired (maximum 6 characters).



Description	Enter the name or meaningful description of the entry (maximum 26 characters).	
	Enter the code corresponding to how often the extract will run.	
	D	Daily
Frequency	w	Weekly
	м	Monthly
	Y	Yearly
	Q	Quarterly
	Enter the code corresponding to the quantity of data to collect for the extract. Alternatively, a date range may be specified using the Start Date and End Date fields.	
	D	Daily
	W	Weekly
Data Set	М	Monthly
	Y	Yearly
	Q	Quarterly
	<u>Note:</u> Ti so di	his field takes precedence over the Start Date and End Date fields, o it should be left blank when using a date range to specify the ata to be collected.
Start Date, End Date (multiple fields)	Enter two dates (one per field) to specify a precise date range for collection of data. These fields are ignored when the Data Set field is populated.	
Department	Enter the mnemonic of the department to be filtered for in the extract. F1 Lookup available.	



Lab Group	Enter the mnemonic of the laboratory group to be filtered for in the extract. F1 Lookup available. When the Laboratory field is populated this field is cleared.			
Laboratory	Enter the mnemonic of the laboratory to be filtered in the Automatic Data Extract. F1 Lookup available. When the Lab Group field is populated this field is cleared.			
Dump Format	Enter the mnemonic of the dump format to be used. F1 Lookup available.			
Sort Order	Enter one or more numbers to specify which dump format fields to sort by when generating the data file. Multiple numbers can be applied by comma separation without spaces. For example, to sort on the 4 th and the 6 th field in the dump format enter '4,6' as the sort order.			
Test/Panel	Enter the mnemonic of the test or panel to be filtered for in the extract. F1 Lookup available.			
FTP Address	Enter the address of the FTP server to which the file will be sent.			
	Enter the file name to be used for the extract. The filename can automatically suffixed with a date or other relevant detail as describe the table below. The %I and %L suffixes may only be used where the Laboratory or Group fields have been populated accordingly.			
FTP Filename	Suffix	FTP Filename Syntax	Example Filename Produced	
	Date (year, month, day) YYYYMMDD	<pre>c:\filename%d c:\filename%D where d = date relevant to the data D = date of the actual file dump</pre>	c:\filename20131028	



	Date (year and month) YYYYMM	<pre>c:\filename%m c:\filename%M where m = date relevant to the data M = date of the file dump</pre>	c:\filename201310
	Date (year and quarter) YYYYQ	<pre>c:\filename%q c:\filename%Q where q = quarter relevant to the data Q = quarter of the actual file dump</pre>	c:\filename20134
	Date (year) YYYY	c:\filename%y where u = year relevant to the data	c:\filename2013
	Laboratory or Laboratory Group mnemonic	<pre>c:\filename%l c:\filename%L where I = lab the data is limited to L = lab group the data is limited to</pre>	c:\filenameHPS c:\filenameAH
FTP Username	Enter the username for the FTP server.		
FTP Password	Enter the password for the FTP server.		
Run Start	Enter the first date that the extract will occur on.		
Run Stop	Enter the last date that the extract will occur on. The automatic extract does not run after this date.		



Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).

Public Holidays

Configured Public Holidays are recognised in statistical analysis and workload measurement. This configuration is also used by the ward order entry module of **Evolution vLab**[™] Clinical Viewer to determine regular ward specimen collection times.

The list of public holidays must be configured for each calendar year; they do not automatically roll over from one year to the next.

The Public Holidays configuration table opens to the current year by default, with the holiday dates and the description (name) listed the Public Holidays and Description columns, respectively.

Add a Date for a Public Holiday

- 1. Select the Add Date [F8] button.
- 2. Enter the date of the public holiday into the dialog box that appears. Use the format DDMM to add the holiday to the currently displayed year, or DDMMYYYY to specify a particular year (regardless of which year is currently shown on screen).
- 3. Click OK or press [Enter] to proceed.
- 4. Enter the name or description of the public holiday, up to 18 characters.
- 5. Click OK or press [Enter] to proceed. Clicking Cancel results in the date being added without a description.
- 6. The screen refreshes to display the newly added public holiday.

Note: The user must remove the entry and start again to make a correction.

Remove an Existing Public Holiday Date

Select the relevant entry and press the **Delete [Del]** icon.



Function	Description	
Enter Year [F7]	Opens a dialog prompt which allows the user to display the holidays for a specified year (where dates are configured). The year is entered in the format YYYY e.g. 2013.	
	The user may also navigate the available years via the adjacent arrow icons.	
Add Date [F8]	Opens a dialog prompt which allows the user to add a new public holiday date, followed by a prompt for the name/description.	



37. Tests / Results

The Test/Results submenu allows the configuration of tests, panels, results, and other related details such as accreditation, guidelines, coded comments, and units.

Evolution vLab[™] supports configuration of up to 30720 tests/panels. The maximum number of Tests per lab number is 2048.

Tests

Effective Test configuration is central to **Evolution vLab**[™]'s performance. Careful planning and consideration should be undertaken prior to the configuration of a new Test.

The Test configuration table is divided into Active and Inactive sub-tables which separate the configured tests according to whether the Active field is set to 'yes' or 'no'. The user can export the Test configuration table to XML format.

Tests should never be configured with a mnemonic corresponding to an **Evolution vLab**[™] system variable or identifier. This is because Test (and Panel) mnemonics are used alongside variables and identifiers in **Evolution vLab**[™] Equations and screen masks. Such configuration could interfere with routine operation of the system.

Several Tests have predefined mnemonics which must be used in the Mnemonic or Alias field to ensure correct operation of the system. These Tests are outlined below.

Create or Modify a Test

To configure a new test: select the **Create [F6]** function button.

To modify an existing test: double click the relevant entry or select and [Enter] to open the Details screen.



Defined Tests - Transfusion Medicine

Mnemonic or Alias	Test
GROUP	Patient blood group
XGROUP	Patient blood group crosscheck
ΑΝΤΙΑ	Anti A agglutination score
ΑΝΤΙΒ	Anti B agglutination score
ΑΝΤΙΑΒ	Anti AB agglutination score
ANTID	Anti D agglutination score
A1CELL	A1 cell agglutination score
A2CELL	A2 cell agglutination score
BCELL	B cell agglutination score
ΧΑΝΤΙΑ	Anti A agglutination score crosscheck
ΧΑΝΤΙΒ	Anti B agglutination score crosscheck
ΧΑΝΤΙΑΒ	Anti AB agglutination score crosscheck
XANTID	Anti D agglutination score crosscheck
TMIAT1 or IAT1	Antibody screen cell 1 (IAT method)
TMIAT2 or IAT2	Antibody screen cell 2 (IAT method)
TMIAT3 or IAT3	Antibody screen cell 3 (IAT method)
TMPAP1	Antibody screen cell 1 (Papain method)
ТМРАР2	Antibody screen cell 2 (Papain method)
ТМРАРЗ	Antibody screen cell 3 (Papain method)



TMSAL1	Antibody screen cell 1 (Saline method)
TMSAL2	Antibody screen cell 2 (Saline method)
TMSAL3	Antibody screen cell 3 (Saline method)
TMABSC	Antibody screen result
TMAB1	Red cell antibody 1
TMAB2	Red cell antibody 2
ТМАВЗ	Red cell antibody 3
TMAB4	Red cell antibody 4
XM_M1	Crossmatch method 1 (usually IAHG)
XM_M2	Crossmatch method 2 (usually Immediate Spin)
ХМ_МЗ	Crossmatch method 3
XM_M4	Crossmatch method 4
XM_EXP	Crossmatch expiry
XM_EXPPL	Plasma Allocation Expiry
XM_EXPPT	Platelet Allocation Expiry
XM_EXPBP	Batch Product Allocation Expiry
XM_ST	Crossmatch unit status

Defined Tests – Cytology

The following tests must be configured with the specified mnemonics to meet the National Pathology Accreditation Advisory Council's reporting requirements.



Mnemonic	Test Result	Description
PAPCON	Y or N	PAP registry consent.
CYTOSF	D or S	Cytology screening or diagnostic flag.
SCODE	SO, S1, S2	PAP register squamous cell code.
WCODE	W0, W1, W2	PAP register HPV code.
ECODE	EO, E1, E2	PAP register endocervical cell code.
OCODE	00, 01, 02	PAP register other code.
RCODE	RO, R1, R2	PAP register recommendation code.
T-COD1	T1, T2	SNOMED codes. SNOMED codes must be in the format T-x where X is a number.

Defined Tests – Analyser Radiance

The following defined tests are available for viewing the specimen type information from the **Evolution vLab**[™] Radiance PMI Interface Level1 Data screen (Validation):

- OPERID Operator ID entered on the Analyser
- ASITE Analyser name
- SPECTY Specimen ID number from the Analyser
- SAMPTY Specimen type entered on the Analyser

Defined Tests – Other

The following tests must be configured but may have any valid mnemonic.



Description	Test Results	
General Diagnostic Category	Results could include: Negative, Unsatisfactory, Inconclusive, Low grade epithelial abnormality, High grade epithelial abnormality	
Adequacy of specimen	Results would include Satisfactory and Unsatisfactory	
Management Recommendation	Results would include a recommendation for further follow up, as guided by standard procedures or the screening laboratory.	

Details – Create/Modify Test

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description	
Save and Increment [SF5]	Facilitates the creation of consecutively numbered tests with the sam test parameters (e.g. TEST1, TEST2, TEST3). This function is only available when creating a new test. See <u>Create consecutively</u> <u>numbered tests</u> below. <u>Note:</u> The Description must not exceed 37 characters when using this function, otherwise it will abort. The limit is imposed to	
	accommodate large numbers of consecutively numbered tests.	
Show Result [F5]	Opens the Lookup table of configured test results or coded comments for the selected test. This function is only available when viewing or editing an existing test.	
Copy Details [CF2]	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).	
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.	



The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.	
Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system, respectively.
Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
System:	Select the Remote system. Leave blank when performing a Local copy.
Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
Perform the co abort.	opy by clicking OK or pressing the [F4] key or Cancel to

Other sub-tabs available

Sub-tab	Description
Result Formats [CF6]	Define the result formatting rules based on date and result ranges.
Order Settings [F7]	Define collection requirements, including container assignment preferences.
Reference Ranges [F8]	Define customised reference ranges based on date ranges and/or patient parameters.
Delta Check Ranges [SF5]	Define date-based delta check ranges.
Accreditation [CF3]	Allows the linking of test accreditation details by date and lab/laboratory group.



Guidelines [CF7]	Allows the linking of test guidelines by date and specimen type.
Test Methods [CF8]	Define date-based test methods.

Configuration fields

Field	Description	
	Enter a unique alphanumeric name for the test (maximum 8 characters).	
Mnemonic	Note: The mnemonic and alias can be used interchangeably throughout to specify the test. They must not be the same as any system variable, identifier or pre-defined test or panel.	
Alias	Enter an alias for the test, if desired (maximum 8 characters). The alias of a test must not be the same as any system variable or identifier.	
Description	Enter the full name of the test (maximum 40 characters). The description of a test must not be the same as any system variable or identifier, nor should it be the same as the mnemonic or alias.	
Display Name	Enter an alternative description for the test which can be output on the screen and print masks, if required. For example, the description might be 'Sodium' and the display name 'Na'.	
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).	
Modified By	The mnemonic of the user who last modified the entry (system populated).	
	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	
Active	Note: Do not inactivate tests that have been previously ordered, even when they are no longer required. Instead the Orderable status should be changed to 'no' or 'S' to prevent users requesting the test.	
	Inactive Tests cannot be ordered at registration, including via Equations.	



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	Enter the format to be used for the test results, using the codes below. Lowercase x and y are used to represent numbers (digits) of your choice.			
	Note: It is important to carefully consider the result format to be used prior to implementing a new test in the LIVE environment as problems will be encountered if the result format is changed after the test is already in use.			
	Where a result is to contain a coded comment, the recommended format is 'T', as the text format allows more characters to be accommodated.			
	Format Code	Туре	Examples	
Format	xN.yN	Numeric result The Test Format specifies $x + y + 1$ as the minimum number of characters output, with x characters before the decimal point and y digits after it. The x characters include significant digits plus any leading spaces as required to make the total sum to x. For example, when the value '3' is received in a field for which the Format is 2N.2N outputs '3.00', i.e. including a leading space. visibly truncates and rounds up digits after the decimal point for output purposes (e.g. 5.456 becomes '5.46') but the underlying result in the database remains unaltered. Reference range checks and result flagging apply to the actual result, not the formatted value. Tests results with Format xN.yN are floating point numbers. The current hardware on which operates supports up to 7 significant digits for a given floating point value.	2N => 1N.3N => 2N.1N =>	12 4.239 10.7
	С	Configured test result		



CITADEL HEALTH PTY LTD ABN: 23 007 229 923 ACN: 007 229 923

	СС	Coded comment		
	xS	String field of xx characters	20S = 20-character string	
	Tx.y	Free text field with <i>x</i> lines displayed and a total of <i>y</i> lines scrollable. The system applies a minimum <i>x</i> value of 2. Users cannot exceed the maximum number of lines during data entry, which is determined by the largest value of <i>x</i> and <i>y</i> .	T4.8 = 4 lines displayed, total 8 sc	crollable
	Wx.y	Microsoft Word-based report represented in Evolution vLab [™] with a field with <i>x</i> lines displayed and a total of <i>y</i> lines scrollable. Editing the field invokes Microsoft Word.	W2.4 = Word document with 2 lines displayed and total 4 scrollable in Evolution vLab [™]	
	Р	PDF report		
	FDATE	Future date		
	DATE	Previous date (in the past)		
	FTMDATE	Future time/date		
	TMDATE	Previous time/date		
	TIME	Time field		
	ANTIBODY	Red cell antibody identification field		
	BLOODGRP	Blood group field		
	PHENOTYP	Red cell antigen phenotype		
	L	User list		



	TM_ALERT	Allows entry of a configured Transfusion Medicine Alert		
	Note: The Format Code 'CC' should always be used for Coded Comments. Previously the Format Code 'C' was shared by configured test results and coded comments; some clients may have legacy configuration which reflects this.			
Quantity	This field provides the ability to configure tests using a 2D Array configuration. Valid entries are 1 to 64. The default value is 1 if a test is created without the Quantity field being configured. If the Quantity field is set to 1, then no test data fields are created, and the test will operate as normal. Once the 'Quantity' has been configured it can only be increased not decreased. Refer to the table <u>Tests excluded from 2D Array functionality</u> (below) for the list of tests for which this feature is not available.			
	print masks, label formats, GSI/GII masks, definable tables and so on.			
Units	Enter the units for the test (e.g. g/L), if required.			
Departmen t	Enter the department mnemonic(s) that the test belongs to, if required. Multiple departments should be comma separated without spaces (e.g. 'H,B,T'). F1 Lookup available.			
Lab Section	Enter the laboratory section mnemonic that the test is performed in, if required. F1 Lookup available. This configuration can affect the population of workflow lists where the Section has been specified in the definable user list.			
Extra Request	Enter the mnemonic of an extra test or panel that is to be automatically ordered at specimen registration when this test is ordered. F1 Lookup available.			



	Note: Tests and panels ordered via this method are not counted in statistics and will not be billed. This function may be used to include a request for the comment field associated with the test.		
Lab Extra Request	Enter the mnemonic of a <u>lab use only</u> test or panel that is to be automatically ordered when this test is ordered. F1 Lookup available. <u>Note:</u> Tests and panels ordered via this method are not counted in statistics and will not be billed.		
Format Panel	Enter the mnemonic of the format panel containing screen and print mask details for this test. If no format panel is entered the test will not appear on a screen mask and will not generate a report. F1 Lookup available.		
Enter the orderable status for can be comma separated (e. Default is 'yes'. F1 Lookup ava		e status for the test using the codes below. Multiple codes arated (e.g. 'W, L') with or without intervening spaces. Lookup available.	
	Orderable Code	Description	
	Y (yes)	User orderable as a separate assay, via Reception	
	N (no) Can only be ordered as part of a panel		
Orderable	W Orderable by the ward (ward order entry)		
	L Orderable by the laboratory		
	R	Restricted; only orderable by users with appropriate priv	
	S	System orderable only	
	Note: When a test is no longer orderable it is recommended to change the orderable status of the test to 'S' (system orderable) rather than 'no'. This prevents problems with re-saving of old episodes.		
Editable	Enter (y)es or (n)o to specify whether a user with the appropriate privilege level may edit the test's result field. Default is 'yes'.		
	Enter (y)es or (n)o to specify whether the test results must be present for validation to occur. Default is 'no'		
Mandatory	Invocation of the Validate [F6] function has no effect on the status of mandatory Test for which no result exists. This is reflected in the Status for		



	the Test in the Tabulated Report (no 'V'). The 'Validation' HL7 Trigger is not activated unless the Test status changes to Validated.		
	Enter (y)es or (n)o to specify whether only 'allowed' results are accepted for this test. When set to 'yes' result entry is restricted to the coded results for the test, which are available to users via F1 Lookup. Default is 'no'.		
Results	The allowed results configured for this test may be previewed from this screen via the Show Result [F5] button, which opens the F1 Lookup table.		
	Allowed results for the test are configured via Administration > Tests/Results > Results.		
	<u>Note</u> : It is necessary to log out of the system and log back in after configuration of new coded results to ensure they display correctly.		
List Group	Enter the mnemonic of the user list group associated with the test. This option only applies to tests configured with the user list (L) result format. F1 Lookup available.		
	The List Group is configured via Administration > Work Lists > User List Groups.		
	Enter (y)es or (n)o to specify whether the results will be entered via structured (synoptic) reporting. Synoptic results are selected from drop-down lists.		
Is Synoptic	Note: Evolution vLab [™] displays check boxes (as opposed to drop-down selection boxes) when the available coded Results for the Test have the Mnemonics and Descriptions as follows:		
	'y' and 'n', or 'true' and 'false', or 'yes' and 'no'		
	The Mnemonic and Description for a given coded Result (e.g. True) must match, although case does not matter.		
Invalid High	Enter the <u>maximum</u> biologically feasible result for this test. 'BIO HI' appears in the test result field when this value is exceeded.		
Invalid Low	Enter the <u>minimum</u> biologically feasible result for this test. 'BIO LO' appears in the result field when the result is below this value.		
Critical High	Enter the value which defines the <u>upper limit</u> for the test before a result is marked as critical Test results above this limit appear in red.		



Critical Low	Enter the value which defines the <u>lower limit</u> for the test before a result is marked as critical Test results below this limit appear in red.		
Delta Increase %	Enter the percentage increase allowed for the result over the defined timeframe before a delta (change) flag is triggered. The timeframe is specified in the 'Increase Time' field.		
Increase Absolute	Enter the absolute increase allowed for the result over the defined timeframe before a delta flag is triggered. The timeframe is specified in the 'Increase Time' field.		
Increase Time	Specify the timeframe over which result increases are checked for the purposes of delta flagging. Enter a numerical value followed by the appropriate suffix to specify (d)ays, (m)onths or (y)ears. In the absence of a suffix the system default is 'days'. Examples: 4 = 4 days, 3d = 3 days, 2m = 2 months, 1y = 1 year.		
	References the 'Delta Increase %' and 'Increase Absolute' fields.		
Delta Decrease %	Enter the percentage decrease allowed for the result over the defined timeframe before a delta flag is triggered. The timeframe is specified in the 'Decrease Time' field.		
Decrease Absolute	Enter the absolute decrease allowed for the result over the defined timeframe before a delta flag is triggered. The timeframe is specified in the 'Decrease Time' field.		
Decrease Time	Enter the timeframe over which result decreases are checked for the purposes of delta flagging. Enter a numerical value followed by the appropriate suffix to specify (d)ays, (m)onths or (y)ears. In the absence of a suffix the system default is 'days'. Examples: 4 = 4 days, 3d = 3 days, 2m = 2 months, 1y = 1 year.		
	References the Belta Beerease // and Beerease //bsolute fields.		
Low Precision	Enter the <u>minimum</u> precision level of the test. Results below this level are displayed as being less than the low precision. For example, a test result of 2.7 where the low precision is 3 appears as '< 3'. The High and Low precision fields will work independently of the Delta		
	 Increase % or Deita Decrease % fields. <u>Note:</u> The Low and High Precision for Tests with Format xN.yN (floating point results) are rounded to one decimal place more than the configured Format. 		



	For example, when the Test with Mnemonic 'FLB2M' has the Format 5N.1N, the specified Low and High Precision are each rounded to 2 decimal places. For instance, should the system administrator type in 0.296 as the Low Precision for this Test, this value is rounded to 0.30 when the Test configuration is saved.	
	Enter the <u>maximum</u> precision level of the test. Results above this level are displayed as being greater than the high precision. For example, a test result of 613 where the high precision is 500 appears as '> 500'.	
High Precision	The High and Low precision fields will work independently of the Delta Increase % or Delta Decrease % fields.	
Frecision	Note: The Low and High Precision for Tests with Format <i>x</i> N. <i>y</i> N (floating point results) are rounded to one decimal place more than the configured Format. Refer to the 'Low Precision' field for more information.	
Uncertainty	Enter the Measurement of Uncertainty value for the test. This value may be output on screen and print masks if required.	
Sort Order	Enter a number between 0 and 9999. Determines the order that a test will display on the level 1 validation table. (where applicable). The higher the sort order, the higher on the list the test will display. Default is 0.	
HL7 Sort Order	Enter a number between 0 and 9999. Determines the order that a test will be sent in the HL7 feed. The higher the sort order, the earlier in the message the test will be sent.	
	Enter a number between 0 and 999999. Determines the order of cursor movement through the result fields on screen, with 1 being the first test to be highlighted by the cursor.	
Edit Order	Where multiple tests have the same Edit Order (e.g. 5) the cursor iterates through them in turn before progressing to the next number (e.g. 6). An edit order of zero corresponds to no edit order, in which case the cursor movement is determined by the screen mask. Default is 0.	
Default Method	Enter the mnemonic of the default testing method, if required. F1 Lookup available.	
Default Test Lab	Enter the mnemonic of the default testing laboratory group, if required. Lab numbers registered for this test are automatically placed on the packing list for the specified Default Testing Lab, assuming the packing list is configured and active. F1 Lookup available.	



	Note: When the lab number is registered at the same site as the Default Test Lab it does not enter a packing list.	
Interim	Enter (y)es or (n)o to specify whether the test results are viewable by enquiry	
View	users prior to Level 2 validation. Default is 'no'.	
	Enter (y)es or (n)o to specify whether the test results appear on printed reports and in the Evolution vLab [™] Clinical Viewer browser prior to Level 2 validation. Default is 'no'.	
Interim Print	Note: When the test belongs to a panel or specifies a format panel the panel's 'Interim Print' setting will override this setting. For example, when the panel's 'Interim Print' is 'no' and the test 'Interim Print' is 'yes' the test will not appear in printed reports prior to Level 2 validation.	
	Enter (y)es or (n)o to specify whether only laboratory users can view the Test results on screen. When set to 'yes' the results appear in blue to lab users. Default is 'no' so that non-lab users may also view the result.	
Lab Use Only	Note: For some clients, Lab Use Only status is revoked when the Test is resulted via a Reception Prompt. For example, Lab Use Only is set to 'yes' for TEST1 but a Reception Prompt is configured for it. When a given instance of this Test is resulted via the Reception Prompt, the result is no longer Lab Use Only. The configuration field itself remains unchanged. This behaviour is dependent on licensing.	
Restricted View	Enter (y)es or (n)o to specify whether the test request and result are restricted to users with the appropriate privilege. This is particularly useful for highly confidential test orders and results e.g. HIV. Default is 'no'.	
Confidentia lity Rule	Enter the mnemonic for the confidentiality rule to apply to this test. F1 Lookup available.	
Overdue Time	The maximum time allowed before the test is marked 'overdue' and placed on system overdue lists. Enter a numerical value followed by the appropriate suffix to specify (d)ays, (h)ours or (m)inutes. In the absence of a suffix the system default is 'days'. Examples: 4 = 4 days, 3d = 3 days, 2h = 2 hours, 30m = 30 minutes.	
Location # Prefixes	Enter the mnemonic of the location prefix that the test applies to. F1 Lookup available.	



HL7 Delay Time (Days)	This field accepts an entry from $0 > 99$ (days) with a default of 0 and is referenced by the HL7 interface when the 'Delay Enable' option via HL7 Options > Details is set to 'yes'.		
SNOMED CT	The SNOMED CT field will allow the entry of an identifier 15 digits long. The default configuration for this field is blank.		
LOINC Code	Enter the appropriate LOINC code for this test, for the purposes of HL7 message functionality.		
Statistics	Enter (y)es or (n)o to specify whether the test is included in statistics. Default is 'no'.		
Consumabl e \$	This functionality is not currently available		
Work Points	Enter a numerical value to specify the number of work points associated with the test. This field is used by Administrators for statistical purposes and in auto-reports.		
O/Ride Print on Discharge	 Enter (y)es or (n)o to specify whether to override the ward's print on discharge rule. When set to 'yes' the report will be sent to (and printed from) the next available print queue and retained in the 'Pending Reports Queue' until a discharge message is received. This occurs regardless of whether: The ward has 'Print on Discharge' enabled, The patient is an inpatient of the inpatient ward, and The ward is an outpatient ward. Note: When the test belongs to a panel this setting is overridden by the corresponding field in the panel, and again by the corresponding field in the format panel (where one is used). This means that if the test configuration is set to 'yes' but the panel and format panel are set to 'no', the report will not print on the next available print queue. Instead it will be held until the discharge message is received from the Patient Administration System (PAS). 		
ltem Number	Enter the Item Number associated with the test, for display purposes.		
Billable	Enter (y)es or (n)o to specify whether the Test is billable. Default is 'yes'.		



	Please ensure that Billable to set to 'yes' for at least one Test within each billable Panel. The Test need not be configured against an Item in the Pricing Schedule or MBS.			
	This field determines whether Evolution vLab [™] inhibits transmission of the Test and its result to external systems. Default is 'no'.			
	Transfer inhibition has the effect of excluding the OBR segment and/or OBX segment for the Test from outgoing HL7 messages.			
	Standard settings			
	Enter (y)es or (n)o to specify whether Evolution vLab [™] inhibits transmission of the Test and its result to external systems.			
	Enhanced settings Enter the code corresponding to the desired setting.			
External Transfer	y yes	The Test is inhibited from transmission to external sy outgoing HL7 feeds.		
Inhibit		This setting cannot be overridden by the Transfer Inhibit field in the HL7 Option or cmEMR Option configuration.		
	o override	The Test is inhibited from transmission to external sy outgoing HL7 feeds for which Transfer Inhibit Override is s in the HL7 Option or cmEMR Option configuration.		
		The Test is not inhibited from outgoing HL7 feeds for which Inhibit Override is set to 'yes' in the HL7 Option or cmEN configuration.		
	n no	The Test is not inhibited from transmission to external s outgoing HL7 feeds. This option is the same as the stan setting.		
	Enter the mnemo transferred betwo	onic for the type of packing list the test belongs to, if it is een laboratories.		
	S Standard (room temperature)			
Packing List	F Frozen (frozen conditions)			
	E Exempt (no transferring rules)		
	If the test is neve blank	er transferred between laboratories, this field may remain		



Label Format	Enter the mnemonic for the slide label format associated with the test. This configuration is particularly useful for generation of Histology and Cytology labels at registration. F1 Lookup available.	
Package Reports	Enter (y)es or (n)o to specify whether the test is to be included in the output reports. Default is 'yes'.	

Create Consecutively Numbered Tests

- 1. Enter a mnemonic, alias (optional) and description for the first test in the series. All must have the same numerical suffix (*n*), such as 'TEST1' and 'Test Description 1' for the increment to work.
- 2. Enter the other necessary details for the first test. Refer to the table below for assistance with data entry.
- 3. Select **Save and Increment [SF5]**. The first test is saved, and the mnemonic, description and alias fields are automatically incremented by 1 (to n + 1).
- 4. **Save and Increment [SF5]** repeatedly to create the consecutively numbered tests required. Use the **Save [F4]** function to save the final test in the sequence.

Note:

When the mnemonic is entered incorrectly only saves the new test and displays the message:

'SAVED but increment failed. Need to have a mnemonic with number entered as a suffix (<entered mnemonic>)'.

When the next incremented mnemonic (e.g. 'TEST2') is already in use, saves but does not increment the new test and displays the following message: 'Saved but increment failed due to duplicate mnemonic (<entered mnemonic>)'.

Test Mnemonic	Test Mnemonic	Test Mnemonic	Test Mnemonic Starting With
retc	tmpap3	iamend	9FT
hcvab	tmiat1	race	9PL
hbsab	tmiat2	rscod	COF
group	tmiat3	cytosf	

Tests Excluded from 2D Array Functionality



xgroup	xm_m1	papcon	COR followed by A or B and 2 digits (00-99)
xgrp	xm_m2	hpvdtt	Organism Name
xgpdir	xm_m3	hpvdtr	Antibiotic Name
xm_exp	xm_m4	hpvdsm	Antibiotic Result settings in Organism Sensitivity Links configuration
xmexp	xm_m5	hpvdgf	
xmat	xm_m6	acode	
xmatp	xm_m7	bcode	
tmabsc	xm_m8	dcode	
xm_st	xm_m9	ecode	
tmab1	xm_m10	hcode	
tmab2	xm_m11	ocode	
tmab3	xm_m12	rcode	
tmab4	xm_m13	scode	
tmsal1	xm_m14	tcode	
tmsal2	xm_m15	wcode	
tmsal3	xm_m16	nciddc	
tmpap1	ean	crmcls	
tmpap2	regid	batid	

Result Formats

This screen allows the configuration of result formatting rules based on date and result ranges. Formatting includes the number of significant figures.



The grey panel above the table displays information from the Details sub-tab, such as the mnemonic, result format, units and when the test was created. In the absence of Format Rules all results for a given test will default to the format specified on the Details screen.

Create or Modify a Formatting Rule

To set up a new formatting rule: select the **Create [F6]** function button.

To modify an existing rule: select the relevant entry then select Edit [F2].

Other sub-tabs available

Sub-tab	Description
Details [CF5]	Define the main details of the test.
Order Settings [F7]	Define collection requirements, including container assignment preferences.
Reference Ranges [F8]	Define customised reference ranges based on date ranges and/or patient parameters.
Delta Check Ranges [SF5]	Define date-based delta check ranges.
Accreditation [CF3]	Allows the linking of test accreditation details by date and lab/laboratory group.
Guidelines [CF7]	Allows the linking of test guidelines by date and specimen type.
Test Methods [CF8]	Define date-based test methods.

Columns in the Format Rules table

Column	Description
Start Date	The date from which the formatting rule applies.
Low Value, High Value	The lower limit and upper limit (respectively) of the result range to which the formatting rule applies.


Format	The format to apply to results satisfying this rule.
Test Method	The test method for the rule.
Significant Figures	The number of significant figures to use when displaying the results.
Uncertainty	The Measurement of Uncertainty value to be applied by the rule.
Active	Indicates whether the entry is active or inactive.

Result Format Configuration

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Result Format Rule fields

Field	Description				
Start Date	Enter the date (the date is inclusive) from which the formatting rule applies (ddmmyyyy).				
Low Value, High Value	Enter the low range.	Enter the lower limit and upper limit (respectively) for the rule's result range.			
Test Method	Enter the mnemonic for the Testing Method to which the rule applies. F1 Lookup available.				
	Enter the format required for test results in this range.				
	Format Code	Туре			Examples
		Numeric result	2N	=>	12
Format	xN.yN		1N.3N	=>	4.239
			2N.1N	=>	10.7
	С	Configured test result			
	сс	Coded comment			



xS	String field of xx characters	20S = 20-character string	
Тх.у	Free text field with x lines displayed and total of y lines scrollable. The system applies a minimum x value of 2.	T4.8 = 4 lines displayed Total 8 scrollable	
Wx.y	Invokes Microsoft Word document with <i>x</i> lines displayed and total <i>y</i> scrollable.	W2.4 = Word document with 2 lines displayed and total 4 scrollable	
Р	PDF report		
FDATE	Future date		
DATE	Previous date (in the past)		
FTMDATE	Future time/date		
TMDATE	Previous time/date		
TIME	Time field		
ANTIBODY	Red cell antibody identification field		
BLOODGRP	Blood group field		
PHENOTYP	Red cell antigen phenotype		
L	User list		
TM_ALERT	Allows entry of a configured Transfusion Medicine Alert		
Note: The F	ı ormat Code 'CC' should a	lways be used for Coded Comments.	



	Previously the Format Code 'C' was shared by configured test results and coded comments; some clients may have legacy configuration which reflects this.
Significant Figures	Enter the number of significant figures to be displayed for the test result.
Uncertainty	Enter a numerical (floating point) value to specify the Measurement of Uncertainty value to be applied by the rule.
Active	Enter (y)es or (n)o to specify whether the rule is active. Default is 'no' (inactive).

Order Settings

This screen facilitates the configuration of collection requirements and container assignment preferences. Settings can be applied for the purposes of both laboratory and ward order entry.

The Order Settings are referenced by **Evolution vLab**[™] Clinical Viewer Orders and unique tube identification functionality.

Create or Modify Order Settings for a Test

Refer to the table below for assistance with populating the fields on this screen. Select the **Save [F4]** icon to save the new Order Settings and return to the Details sub-tab. Select **Save [F4]** again on the Details page to update the table. **The second Save is required to ensure the changes are applied.**

Important: Changes to Order Settings for existing tests apply only to <u>new registrations</u>.

Sub-tab	Description
Details [CF5]	Define the main details of the test.
Result Formats [CF6]	Define the result formatting rules based on date and result ranges.



Reference Ranges [F8]	Define customised reference ranges based on date ranges and/or patient parameters.
Delta Check Ranges [SF5]	Define date-based delta check ranges.
Accreditation [CF3]	Allows the linking of test accreditation details by date and lab/laboratory group.
Guidelines [CF7]	Allows the linking of test guidelines by date and specimen type.
Test Methods [CF8]	Define date-based test methods.

Order Settings fields

Field	Description		
Mnemonic	The mnemonic for the given test (auto populated from Details tab).		
Description	The description for the given test (auto populated from Details tab).		
Collection Tube 1-12 (multiple fields)	Enter mnemonic(s) for up to 12 unique collection tube types (sample containers), with one mnemonic per field. F1 Lookup available. Tube types must be unique i.e. the SAME collection tube/sample container <u>cannot</u> be configured more than once for a Test. The 'Collection Tube', 'Collection Volume' and 'Additional Volume' fields are used to calculate the total volume required for a given collection tube/sample container. This calculation is used when grouping requests that make up the registration for a single laboratory number i.e. if numerous requests require the same collection tube/sample container they may be grouped provided the total volume (calculated from the 'Collection Volume', 'Additional Volume and 'Dead volume') does NOT EXCEED the volume entered during the sample receint process for the collection		
	tube/sample container.		



Collection Volume	Enter a numerical value to define the volume (in mL) of specimen required to perform the test, as distinct from the volume of the collection tube which is configured via the 'Volume Maximum' field on the Sample Container configuration screen, accessed via Administration > Specimens > Sample Containers.
Additional Volume	Enter a numerical value to define any additional volume (in mL) of specimen necessary to perform the test.
Fasting	Enter (y)es or (n)o to specify whether the user is prompted for fasting status (for this test) at Evolution vLab [™] Clinical Viewer order entry and specimen collection. Default is 'no'. <u>Note:</u> Registrations with one or more allocated eOrders containing the
	Fasting indicator (FASTING=(y)es) will receive the indicator, regardless of the sequence in which the eOrder requests are receipted and processed. This is provided the Collection Date/Time are the same, and existing criteria for grouping (e.g. Specimen Type) are met.
Mandatory (fasting)	Enter (y)es or (n)o to specify whether the user must enter information at the prompt for fasting status (see Fasting field). Default is 'no'.
Pregnancy	Enter (y)es or (n)o to specify whether the user is prompted for pregnancy status (for this test) at Evolution vLab [™] Clinical Viewer order entry and specimen collection. Default is 'no'.
Mandatory (pregnancy)	Enter (y)es or (n)o to specify whether the user must enter information at the prompt for pregnancy status (see Pregnancy field). Default is 'no'.
Retest time	Enter the minimum retest interval for the test (in hours, days, months, or years; see examples). When the test is re-ordered for the same patient within the nominated interval the user is prompted to override the retest interval. In the absence of a suffix the system default is 'hours'. Examples: $6H = 6$ hours, $5D = 5$ days, $3M = 3$ months, $1Y = 1$ year.
Cost	This field is not currently in use.



	Enter a numerical value to define the cost of the test (e.g. 12.50 = \$12.50). This information can be displayed during Evolution vLab [™] Clinical Viewer order entry.
Ignore Primary Site	Enter (y)es or (n)o to specify whether Evolution vLab™ Clinical Viewer omits the prompt for primary site during order entry and specimen collection. When set to 'yes' Evolution vLab™ Clinical Viewer does <u>not</u> prompt the user for this information. Default is 'no', so the user receives the prompt.
Information URL	Enter the web address for information regarding specimen collection and processing for this test (e.g. the relevant page of the service's internet or intranet-based collection manual). When a URL is entered for a given test Evolution vLab [™] Clinical Viewer users can click through to it during order entry or specimen collection. (The test mnemonic becomes a hyperlink to the reference document.) URLs should be entered in the format http://www.abc.com.au/intro.html
Handling Prompt	Enter the prompt (text) required to highlight special specimen handling information for this Test. The text entered here is displayed during specimen collection.
Mandatory (handling prompt)	Enter (y)es or (n)o to specify whether the user must type a response to the handling prompt during Evolution vLab™ Clinical Viewer order entry. Default is 'no'.
Ordering Prompt	Enter the text that is displayed to the user as part of the Evolution vLab [™] Clinical Viewer order workflow. Leave the field blank when an Ordering Prompt is not required in Evolution vLab [™] Clinical Viewer. This is the Evolution vLab [™] Clinical Viewer equivalent to the Reception Prompt . The Ordering Prompt allows the Test result to be captured as part of the electronic order in Evolution vLab [™] Clinical Viewer, such as the time of last dose for a particular medication. This pre-analytical information is captured via a standard Evolution vLab [™] Clinical Viewer field or drop- down selection box as appropriate, accompanied by the text specified in this field (to indicate the input required). The user's response to this pre-analytical the result field for the Test



	the Ordering Prompt Enter time and date of last dose:.
	form in Evolution vLab [™] Clinical Viewer when the Test is added to the order. The prompt is displayed when the Test is ordered directly or as part of a Panel. For example, CLOZTD might be ordered individually but is more likely to belong to a Panel such as CLOZ.
Mandatory (ordering prompt)	Enter (y)es or (n)o to specify whether the user must type a response to the ordering prompt during Evolution vLab [™] Clinical Viewer order entry. Default is 'no'.
	Enter the text that is displayed to the user as part of the Reception Prompt. Leave the field blank when a Reception Prompt is not required. This is the Evolution vLab [™] equivalent to the Ordering Prompt .
	The Reception Prompt allows the Test result to be captured as part of the manual (paper-based) registration workflow in Evolution vLab [™] , such as the time of last dose for a particular medication. This pre- analytical information is captured via a standard dialog prompt, including the text specified in this field (to indicate the input required), and a data entry field. The user's response to this prompt populates the result field for the Test.
Reception Prompt	For example, the Test CLOZTD with Format TMDATE is configured with the Reception Prompt time and date of last dose:.
	The dialog box contains the configured text prepended by the string "Enter [Mnemonic]", where [Mnemonic] represents the Test Mnemonic. In the above example, the prompt would therefore be displayed to the user as:
	Enter CLOZTD time and date of last dose:
	Users are presented with the Reception Prompt when the Test is added at specimen registration in Evolution vLab [™] . The prompt is displayed when the Test is ordered directly or as part of a Panel. For example, CLOZTD might be ordered individually but is more likely to belong to a Panel such as CLOZ.
Req Form Image	Enter (y)es or (n)o to specify whether the test shows up on the 'Missing Request Forms' screen. Default is 'yes'.

Columns in the Order Settings table



Column	Description		
Laboratory	The laboratory the order setting priority is configured for.		
Collection Tube	The collection tubes (sample containers) mnemonic.		
Description	Full name of the collection tubes (sample containers).		
Priority	Non-zero integer value indicating the priority for that tube. '1' indicates the first preference (highest priority). The priority determines the order of preference utilised by container assignment logic.		

The sub-table supports the definition of up to 12 appropriate Collection Tube types for the request. When this limit is reached the error *'Collection tube already exists'* or *'Duplicate priority value'* is displayed.

Add/Modify Collection Tube Fields

Field	Description
Laboratory	F1 Lookup available.
Collection Tube	The collection tubes (sample containers) mnemonic. F1 Lookup available.
Priority	Non-zero integer value indicating the priority for that tube. '1' indicates the first preference (highest priority). The priority determines the order of preference utilised by container assignment logic.

Specimens

This screen facilitates configuration of the Specimen Types against which the Test may be ordered. This sub-tab supersedes the "Tests/Panels" fields which previously formed part of the Specimen Type configuration.

Note: This sub-tab is available where enabled. In the absence of this sub-tab please refer to the Specimen Types configuration.

Configure Specimens for a Test

Refer to the table below for assistance with populating the fields on this screen. Select the **Save [F4]** icon to save the Specimens configuration and return to the Details sub-tab.



Select Save [F4] again on the Details page to update the table. The second Save is required to ensure the changes are applied.

Important: Changes to Specimens for existing Tests apply only to <u>new registrations</u>.

Other sub-tabs available

Sub-tab	Description
Details [CF5]	Define the main details of the test.
Result Formats [CF6]	Define the result formatting rules based on date and result ranges.
Order Settings [F7]	Define collection requirements, including container assignment preferences.
Reference Ranges [F8]	Define customised reference ranges based on date ranges and/or patient parameters.
Delta Check Ranges [SF5]	Define date-based delta check ranges.
Accreditation [CF3]	Allows the linking of test accreditation details by date and lab/laboratory group.
Guidelines [CF7]	Allows the linking of test guidelines by date and specimen type.
Test Methods [CF8]	Define date-based test methods.

Specimens fields

Field	Description
Specimen Types (multiple fields)	Enter the mnemonic(s) of the Specimen Type(s) against which the Test may be ordered (one per field; maximum 72). F1 Lookup available.



Reference Ranges

This screen allows for the creation of customised reference ranges based on date ranges and/or one or more patient parameters, some of which are listed below.

- Age range (hours, days, months, or years)
- Sex
- Gestation period (weeks)
- Specimen type (F1 Lookup of Specimen Type configuration table)
- Fasting status (yes or no)
- Test method (F1 Lookup of Test Method configuration table)

The grey panel above the table displays information from the Details sub-tab, such as the mnemonic, result format, units and when the test was created. Any existing reference ranges are listed in the table.

The system administrator is encouraged to configure a default range to avoid the situation where a patient's report lacks a reference range because one or more demographic details (e.g. age or sex) or other defining parameters (e.g. gestation, specimen type) are missing.

Create or Modify a Reference Range

To configure a new reference range: select the **Create [F6]** function button.

To modify an existing range: select the relevant entry then select Edit [F2].

Sub-tab	Description
Details [CF5]	Define the main details of the test.
Result Formats [CF6]	Define the result formatting rules based on date and result ranges.
Order Settings [F7]	Define collection requirements, including container assignment preferences.
Delta Check Ranges [SF5]	Define date-based delta check ranges.



Accreditation [CF3]	Allows the linking of test accreditation details by date and lab/laboratory group.
Guidelines [CF7]	Allows the linking of test guidelines by date and specimen type.
Test Methods [CF8]	Define date-based test methods.

Columns in the Reference Ranges table

Column	Description
Start Date	The date from which the reference range applies.
Low Age, Upper Age	The minimum and maximum ages to which the reference range applies (i.e. the age range).
Sex	Enter the mnemonic of the patient's gender. Examples: M = Male, F = Female, A = Ambiguous, I = Intersex, O = Other, U = Unknown
Low Gest, Upper Gest	The minimum and maximum gestational age (in weeks) to which the reference range applies (i.e. gestational range).
Specimen	The specimen type to which the reference range applies.
Fasting	Indicates whether fasting applies to the reference range.
Ward	The ward to which the reference range applies.
Method	The testing method to which the reference range applies.
Lower, Upper	The lower limit and upper limit of the reference range.
Cycle	The menstrual cycle phase to which the reference range applies.
Status	The menopause status to which the reference range applies.
Active	Indicates whether the entry is active or inactive.



Reference Range Configuration

Mandatory fields must be populated and are indicated on screen by a red asterisk, except for the Lower Value and Upper Value fields. These two fields are only mandatory under certain circumstances (see field explanations in the table below).

All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Reference Range fields

Field	Description
Start Date	Enter the date from which the reference range applies (ddmmyyyy).
Low Age, Upper Age	Enter the minimum and maximum ages to which the reference range applies (i.e. to establish the age range).
Species	Enter the mnemonic for the species to which the reference range applies. F1 Lookup available.
Sex	Enter the mnemonic of the patient's gender. Examples: M = Male, F = Female, A = Ambiguous, I = Intersex, O = Other, U = Unknown
Fasting	Enter (y)es or (n)o to specify whether fasting applies to the reference range. Default is 'no'.
Patient Alert	Enter the mnemonic for the Alert to which the reference range applies. F1 Lookup available.
Patient Diagnosis	Enter the mnemonic for the Diagnosis to which the reference range applies. F1 Lookup available.
Lower Gestation, Upper Gestation	Enter the minimum and maximum gestational age (in weeks) to which the reference range applies (i.e. to establish gestational range).
Pregnancy	Enter (y)es or (n)o to specify whether pregnancy applies to the reference range.



Cycle Phase	Enter (m)enstrual, (f)ollicular, (o)vulation or (l)uteal to specify the cycle phase to which the reference range applies. F1 Lookup available.
Menopause Status	Enter (pre)menopause, (men)opause or (pos)tmenopause to specify the menopause status to which the reference range applies. F1 Lookup available.
Specimen Type	Enter the specimen type mnemonic to which the reference range applies. F1 Lookup available.
Test Method	Enter the test method mnemonic to which the reference range applies. F1 Lookup available.
Ward Type	Enter the ward type mnemonic to which the reference range applies. F1 Lookup available.
Ward	Enter the ward mnemonic to which the reference range applies. F1 Lookup available.
Lower Value	Enter numerical values to define the lower limit of the reference range. This field is mandatory when the Low/Upper Only field is blank or set to (L)ower.
Upper Value	Enter numerical values to define the upper limit of the reference range. This field is mandatory when the Low/Upper Only field is blank or set to (U)pper.
Low/Upper Only	Enter (L)ower or (U)pper to specify whether the reference range will only have a lower value or upper value respectively. This field is mandatory when one (but not both) of the Lower Value and Upper Value fields are populated.
Critical Low, Critical High	Enter numerical values to define the lowest and highest result values before a result is marked as critical. Patient results outside this range will appear in red. Allows for the configuration of date based critical values. Values entered here override the Critical Low and High fields in the Details tab for this test.
Precision Low	Enter a numerical value to define the precision low value for the Test. Zero is allowed.



	Allows for the configuration of date-based precision values.
	The value entered here overrides the Low Precision field in the Details tab for this test.
Precision Low Check	Set this field to 'yes' to evaluate patient results for the Precision Low value specified in the field above. Default is 'no', which means the Precision Low configuration is not evaluated for patient results.
	Enter a numerical value to define the precision high value for the Test. Zero is allowed.
Precision High	Allows for the configuration of date-based precision values.
	The value entered here overrides the High Precision field in the Details tab for this test.
Precision High Check	Set this field to 'yes' to evaluate patient results for the Precision High value specified in the field above. Default is 'no', which means the Precision High configuration is not evaluated for patient results.
Active	Enter (y)es or (n)o to specify whether the reference range is active. Default is 'no' (inactive).

Delta Check Ranges

This screen allows for the configuration of date-based delta check ranges using age and sex parameters. These delta check ranges, when configured, override the 'default' delta check values specified in the Details sub-tab.

The grey panel above the table displays information from the Details sub-tab, such as the mnemonic, result format, units and when the test was created. Any existing delta check ranges are listed in the table.

Create or Modify a Delta Check Range

To configure a new range: select the **Create [F6]** function button.

To modify an existing range: select the relevant entry then select Edit [F2].

Other sub-tabs available

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Sub-tab	Description
Details [CF5]	Define the main details of the test.
Result Formats [CF6]	Define the result formatting rules based on date and result ranges.
Order Settings [F7]	Define collection requirements, including container assignment preferences.
Reference Ranges [F8]	Define customised reference ranges based on date ranges and/or patient parameters.
Accreditation [CF3]	Allows the linking of test accreditation details by date and lab/laboratory group.
Guidelines [CF7]	Allows the linking of test guidelines by date and specimen type.
Test Methods [CF8]	Define date-based test methods.

Columns in the Delta Check Ranges table

Column	Description
Start Date	The date from which the delta check range applies.
Lower Age, Upper Age	The minimum and maximum ages (i.e. age range) to which the delta check range applies.
Sex	The sex to which the delta check range applies.
Increase %	The percentage increase allowed for the result over the defined timeframe (Inc Time) before a delta (change) flag is triggered.
Increase abs	The absolute increase allowed over the defined timeframe (Inc Time) before a delta flag is triggered.
Increase Time	The timeframe over which result increases are checked for the purposes of delta flagging.
Decrease %	The percentage decrease allowed for the result over the defined timeframe (Inc Time) before a delta (change) flag is triggered.



Decrease abs	The absolute decrease allowed over the defined timeframe (Inc Time) before a delta flag is triggered.
Decrease Time	The timeframe over which result decreases are checked for the purposes of delta flagging.
Active	Indicates whether the entry is active or inactive.

Delta Range Configuration

The Start Date is mandatory, and at least one of the following fields must also be populated: Increase %, Increase Abs, Decrease %, or Decrease Abs. In addition, the corresponding Time field (Increase Time or Decrease Time) must be configured.

The Delta Check Ranges configuration works in conjunction with the existing delta settings defined on the Details tab for this test.

Select Save [F4] to store the new entry or to commit any changes.

Field	Description
Start Date	Enter the date from which the delta range applies (ddmmyyyy).
Lower Age, Upper Age	Enter the minimum and maximum ages to which the delta range applies (i.e. to establish the age range).
Sex	Enter the sex to which the delta range applies (M for male; F for female).
Increase %	Enter the percentage increase allowed for the result over the defined timeframe before a delta (change) flag is triggered. The timeframe must be specified in the 'Increase Time' field.
Increase Abs	Enter the absolute increase allowed for the result over the defined timeframe before a delta flag is triggered. The timeframe must be specified in the 'Increase Time' field.
Increase Time	Specify the timeframe over which result increases are checked for the purposes of delta flagging. Enter a numerical value followed by the appropriate suffix to specify (d)ays, (m)onths or (y)ears. In the absence of a suffix the system default is 'days'.

Delta Range fields



	Examples: 4 = 4 days, 3d = 3 days, 2m = 2 months, 1y = 1 year. Refer to the fields 'Increase %' and 'Increase Abs'.
Decrease %	Enter the percentage decrease allowed for the result over the defined timeframe before a delta flag is triggered. The timeframe must be specified in the 'Decrease Time' field.
Decrease Abs	Enter the absolute decrease allowed for the result over the defined timeframe before a delta flag is triggered. The timeframe must be specified in the 'Decrease Time' field.
Decrease Time	Enter the timeframe over which result decreases are checked for the purposes of delta flagging. Enter a numerical value followed by the appropriate suffix to specify (d)ays, (m)onths or (y)ears. In the absence of a suffix the system default is 'days'.
	Examples: 4 = 4 days, 3d = 3 days, 2m = 2 months, 1y = 1 year.
	Refer to the fields 'Delta Decrease %' and 'Decrease Absolute'.
Active	Enter (y)es or (n)o to specify whether the delta range is active. Default is 'no' (inactive).

Accreditation

This screen allows the linking of test accreditation details by date and lab/laboratory group. The accreditations are configured via Administration > Tests/Results > Tests > Accreditation.

The grey panel above the table displays information from the Details sub-tab, such as the mnemonic, result format, units and when the test was created. Any existing accreditation records are listed in the table.

Create or Modify an Accreditation Record

To configure a new record: select the **Create [F6]** function button.

To modify an existing record: double click the relevant entry or select and [Enter].

Other sub-tabs available

Sub-tab	Description	

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Details [CF5]	Define the main details of the test.
Result Formats [CF6]	Define the result formatting rules based on date and result ranges.
Order Settings [F7]	Define collection requirements, including container assignment preferences.
Reference Ranges [F8]	Define customised reference ranges based on date ranges and/or patient parameters.
Delta Check Ranges [SF5]	Define date-based delta check ranges.
Guidelines [CF7]	Allows the linking of test guidelines by date and specimen type.
Test Methods [CF8]	Define date-based test methods.

Columns in the Test Accreditation table

Column	Description
Lab Group	This limits the application of the accreditation record to the specified lab/laboratory group when it matches the Laboratory Group of the user who results the Test.
Start Date	The date from which the test accreditation record applies.
ΝΑΤΑ	Indicates the NATA accreditation status (yes or no).
Accreditation	The accreditation (international standard) available for the test.
Active	Indicates whether the entry is active or inactive.

Accreditation Configuration

The upper grey panel displays information from the Details sub-tab, such as the mnemonic, result format, units and when the test was created.

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to create the new record or commit the changes.



CITADEL HEALTH PTY LTD ABN: 23 007 229 923 ACN: 007 229 923



Test Accreditation fields

Field	Description
Lab Group	Enter the lab/laboratory group that the test accreditation applies to. F1 Lookup available.
Start Date	Enter the date from which the accreditation applies. F1 Lookup available to assist with syntax.
NATA	Enter (y)es or (n)o to indicate the NATA accreditation status. Default is 'no'.
Accreditation	Enter the mnemonic for the test's accreditation. F1 Lookup available.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).

Guidelines

This screen allows linking of test guidelines by date and specimen type.

The grey panel above the table displays information from the Details sub-tab, such as the mnemonic, result format, units and when the test was created. Configured guidelines are listed in the table.

Create or Modify a Test Guideline

To configure a new guideline: select the **Create [F6]** function button.

To modify an existing guideline: double click the relevant entry or select and [Enter].

Sub-tab	Description
Details [CF5]	Define the main details of the test.
Result Formats [CF6]	Define the result formatting rules based on date and result ranges.



Order Settings [F7]	Define collection requirements, including container assignment preferences.
Reference Ranges [F8]	Define customised reference ranges based on date ranges and/or patient parameters.
Delta Check Ranges [SF5]	Define date-based delta check ranges.
Accreditation [CF3]	Allows the linking of test accreditation details by date and lab/laboratory group.
Test Methods [CF8]	Define date-based test methods.

Columns in the Test Guidelines table

Column	Description
Start Date	The date from which the test guideline applies (ddmmyyyy).
Specimen	The specimen type to which the guideline applies.
Guideline	The configured guideline.
Value	The value for the guideline.
Active	Indicates whether the guideline is active or inactive.

Guideline Configuration

The grey panel displays information from the Details sub-tab, such as the mnemonic, result format, units and when the test was created.

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to create the new record or commit the changes.



Guideline Configuration fields

Field	Description
Start Date	Enter the date from which the test guideline is applicable. F1 Lookup is available to assist with syntax.
Specimen	Enter the specimen type mnemonic for the guideline. This limits the application of the guideline to lab numbers registered with the specified specimen type. F1 Lookup available.
Guideline	Enter the guideline mnemonic. F1 Lookup available.
Value	Enter a numeric value for the respective guideline.
Active	Enter (y)es or (n)o to specify whether the guideline is active. Default is 'no' (inactive).

Test Methods

This screen allows configuration of date-based test methods.

The grey panel above the table displays information from the Details sub-tab, such as the mnemonic, result format, units and when the test was created. Configured test methods are listed in the table.

Create or Modify a Test Method for the Test

To configure a new test method: select the **Create [F6]** function button.

To modify an existing test method: double click the relevant entry or select and [Enter].

Sub-tab	Description
Details [CF5]	Define the main details of the test.
Result Formats [CF6]	Define the result formatting rules based on date and result ranges.



Order Settings [F7]	Define collection requirements, including container assignment preferences.
Reference Ranges [F8]	Define customised reference ranges based on date ranges and/or patient parameters.
Delta Check Ranges [SF5]	Define date-based delta check ranges.
Accreditation [CF3]	Allows the linking of test accreditation details by date and lab/laboratory group.
Guidelines [CF7]	Allows the linking of test guidelines by date and specimen type.

Columns in the Test Methods table

Column	Description
Start Date	The date from which the test method applies.
Test Method	The configured test method.
Active	Indicates whether the entry is active or inactive.

Test Methods Configuration

The grey panel above the table displays information from the Details sub-tab, such as the mnemonic, result format, units and when the test was created.

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to create the new record or commit the changes.

Test Methods fields

Field	Description	
Start Date	Enter the date from which the test method applies. F1 Lookup available to assist with syntax.	



Test Method	Enter the test method mnemonic. F1 Lookup available.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).

Panels

Panel configuration allows the system administrator to create **orderable test panels** (i.e. groups of configured tests) and **format panels** which define the screen and print layouts for tests and groups of tests.

The Panel configuration table is divided into Active and Inactive sub-tables which separate the panels according to whether the Active field is set to 'yes' or 'no'.

Panels should never be configured with a mnemonic corresponding to a system variable or identifier.

Several panels have predefined mnemonics which must be used in the Mnemonic or Alias field to ensure correct operation of the system, especially transfusion medicine functionality. These panels are outlined in the table below.

Create or Modify a Panel

To configure a new panel: select the **Create [F6]** function button.

To modify an existing panel: double click the relevant entry or select and [Enter] to open the Details screen.

Mnemonic or Alias	Description of Panel
GPDIR	Patient direct blood group
	This panel should contain the tests ANTIA, ANTIB and ANTID (and ANTIAB if desired)

Defined Panels – Transfusion Medicine



GPREV	Patient reverse blood group
	This panel should contain the tests A1CELL and BCELL (and A2CELL if desired).
PROD	Blood product issue report mask
	This panel is not orderable and is only used to generate a printed report when blood products are issued via the sign out screen and printed from the Transfusion History (accessed from a lab number).
XGRP	Patient blood group crosscheck
	This panel should contain the tests XANTIA, XANTIB, XANTID and XGROUP (and XANTIAB if desired).
ХМАТ	IAHG crossmatch
	This panel should contain the test XM_EXP. It should also include a group and antibody screen panel in the extra requests field.
ХМАТС	Computer crossmatch
	This panel should contain the test XM_EXP. It should also include a group and antibody screen panel in the extra requests field.
	This panel allows automatic confirmation of the compatibility status of the unit based on a negative antibody screen and configured compatibility rules.
XMATM	Med-evac issue.
	Used To pre-allocate units for Emergency Issue and to allocate units for Emergency Issues where the patient is unknown or full patient details (e.g. Blood Group)cannot be confirmed
	In both these cases a specifically allocated (non-patient) UR Number is to be used. e.g.
	 'Medevac' UR Number (e.g. UR Prefix MEVAC) or 'Temporary Patient' UR Number (e.g. UR Prefix TEMP)
	Following this process only Group O blood can be assigned/issued
	This Panel should contain the Test XM_EXP.
	This panel allows issue of blood without a group or antibody screen.
XMATN	Neonatal crossmatch



	This Panel should contain the Test XM_EXP. It should also include a blood group panel in the extra requests field. This code allows a crossmatch without an antibody screen and reverse blood group.
ХМАТР	Blood product issue
	This Panel should contain the Test XM_EXP.
XMATG	Group specific issue
	This panel should contain the test XM_EXP. It should also include a blood group panel in the extra requests field.
	This panel allows a crossmatch without an antibody screen ordered or resulted.
ХВВТСН	Batch product issue report mask
	This panel is not orderable and is only used to generate a printed report when batch products are issued via the sign out screen and printed from the Transfusion History (accessed from a lab number).

Panel Details – Create/Modify Panel

Mandatory fields must be populated and are indicated on screen with a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Copy Mask(s) [SF2]	It replaces the following buttons: Copy Screen Mask [SF2], Copy Scr. Mask to Evolution vLab™ Mask [SF3], Copy Dotmatrix [SF5], Copy Postscript [SF6] and Copy Fax [SF7].
	The Copy Mask functionality allows one or more of the masks to be copied from an existing configuration item in the same system or from another system (e.g. from Test to Live). No changes are stored until the user saves the configuration screen.
	By default, the checkboxes for the four mask types are ticked; each may be toggled by clicking the relevant box with the mouse.



	Screen Mask:	The Screen Mask will be copied when this box is ticked.	
	Postscript:	The Postscript (print) mask will be copied when this box is ticked.	
	Dotmatrix:	The Dotmatrix mask will be copied when this box is ticked.	
	Fax:	The Fax mask will be copied when this box is ticked. Click to toggle the setting.	
	Source:	Select 'Local' or 'Remote' to copy the mask from an entry in the configuration table on the same or another system respectively.	
	Local Id:	Enter the mnemonic or alias for the Local mask to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote Id:	Enter the mnemonic or alias for the Remote mask to be copied. F1 Lookup is not available.	
	Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to	
	Loads an existing mask and copy its contents into the Screen Mask for this panel.		
Conversion	This function is used to copy the current emulator screen mask from another panel to this panel.		
Copy Screen Mask [SF2]	The user may subsequently copy the screen mask to the Evolution vLab [™] Screen Mask tab, if required, via the Copy Scr. Mask to Evolution vLab [™] Mask [SF3] button or manually via copy and paste.		
	To copy an Evolution vLab [™] screen mask from another panel to this panel use copy and paste.		
Copy Scr. Mask to Evolution vlab™ Mask	Copies the screen mask from the Screen Mask tab to the Evolution vLab [™] Screen Mask tab for this panel. This overwrites any existing content in the Evolution vLab [™] Screen Mask.		
[SF3]	The mask in the Screen Mask tab is used by emulator (existing clients only).		
Copy Dotmatrix [SF5]	Load an existing mask and copy its contents into the Dotmatrix mask for this panel.		



Copy Postscript [SF6]	Load an existing mask and copy its contents into the Postscript mask for this panel.		
Copy Fax [SF7]	Load an existing mask and copy its contents into the Fax Mask for this panel.		
Copy Details [CF2]	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to	

Sub-tab	Description
Order Settings [F7]	Define collection requirements, including container assignment preferences.



Screen Mask [F5]	Configure the screen mask used by the Emulator.
Evolution vLab™ Screen Mask [F8]	Configure the screen mask used by Evolution vLab ™.
Postscript [CF5]	Configure the print mask for laser printers.
Dotmatrix [CF6]	Configure the print mask for dot-matrix printers.
PIT Mask [F6]	Configure the PIT print mask.
Fax Mask [CF8]	Configure the print mask for faxes.

Copy Mask Functionality

'Copy and paste' is generally the easiest way to copy a mask from the 'Screen Mask' tab on one panel to another panel or from the 'Screen Mask' tab' to the '**Evolution vLab**[™] Screen Mask' tab for the same panel. Select **Save [F4]** to store the new entry or to commit any changes after using copy and paste.

Screen and print masks can be copied between the TEST and LIVE environments via the Copy Mask functionality. The Copy Mask functionality may also be used to copy masks between panels however it is more cumbersome to use than 'copy and paste'.

Copy (load) an Existing Screen Mask to the Panel

- 1. Select the Copy Screen Mask [SF2] button.
- 2. At the prompt '*New Screen Mask*' enter the mnemonic of the panel with the screen mask to load.
- 3. Click the OK button or [Enter] to proceed or Cancel to abort.
- 4. When a mask already exists for this panel the user receives the prompt '*Target mask* already exists continue (Y/N)?' Select (y)es to proceed or (n)o to abort.
- 5. At the prompt '*Do a local copy (Y/N):*' select (y)es to copy the mask to the local host computer or (n)o to copy to a remote computer that is connected to the host computer (e.g. between the LIVE and TEST platforms).

When the copy is successful the user receives a confirmation message: '<mnemonic of current panel> screen mask copied from <mnemonic of source mask> – hit any key to continue'.



When the copy fails the user receives the message 'Copy Failed – aborting'.

6. Click OK or press [Enter].

Copy the Panel's Screen Mask to its Evolution vLab[™] Screen Mask

- 1. Select the Copy Scr. Mask to Evolution vLab[™] Mask [SF3] button.
- When an Evolution vLab[™] screen mask already exists, the user receives the prompt 'Target mask already exists – continue (Y/N)?' Select (y)es to proceed or (n)o to abort.
- 3. At the prompt 'Do a local copy (Y/N):' select (y)es to copy the mask to the local host computer or (n)o to copy to a remote computer that is connected to the host computer (e.g. between the LIVE and TEST platforms).
- 4. When the copy is successful the user receives a confirmation message: '<mnemonic of panel> bsr mask copied from screen Mask hit any key to continue'.

When the copy fails the user receives the message 'Copy Failed – aborting'.

5. Click OK or press [Enter].

Copy (load) an Existing Mask to the Panel's Dotmatrix, Postscript (Laser Printer) or Fax print mask

- 1. Select the Copy Dotmatrix [SF5], Copy Postscript [SF6] or Copy Fax [SF7] button.
- 2. At the prompt '*New <Print / Laser / FAX> Mask Name:*' enter the mnemonic of the panel with the print mask to load.
- 3. Click the OK button or [Enter] to proceed or Cancel to abort.
- 4. When a mask already exists for this panel the user receives the prompt 'Target mask already exists continue (Y/N)?' Select (y)es to proceed or (n)o to abort.
- 5. At the prompt 'Do a local copy (Y/N):' select (y)es to copy the mask to the local host computer or (n)o to copy to a remote computer that is connected to the host computer (e.g. between the LIVE and TEST platforms).
- 6. When the copy is successful the user receives a confirmation message: '<mnemonic of panel> <print / ps / fax> mask copied from <mnemonic of source mask> hit any key to continue'.

When the copy fails the user receives the message 'Copy Failed – aborting'.

7. Click OK or press [Enter]. The copied mask appears in the Dotmatrix, Postscript or Fax Mask tab as appropriate.



Configuration fields

Field	Description		
	Enter a unique alphanumeric name for the panel (maximum 6 characters).		
Mnemonic	Note: The Mnemonic and Alias can be used interchangeably throughout to specify the Panel. They must not be the same as any system variable, identifier or pre-defined Test or Panel.		
Alias	Enter an alias for the panel, if desired (maximum 6 characters).		
Description	Enter the full name of the panel (maximum 40 characters).		
Display Name	Enter an alternative description for the panel which is used to record a longer description of the panel for use on Screen and Print masks.		
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).		
Modified By	The mnemonic of the user who last modified the entry (system populated).		
	Enter (y)es or (n)o to specify whether the panel is active. Default is 'no' (inactive).		
Active	Note: Do not inactivate panels that have been previously ordered, even when they are no longer required. Instead the Orderable status should be changed to 'no' or 'S' to prevent users requesting the panel.		
	Inactive Panels cannot be ordered at registration, including via Equations.		
	Enter the orderable status for the panel using the codes below. Multiple codes can be comma separated (e.g. 'W, L') with or without intervening spaces. Default is 'yes'. F1 Lookup available.		
Orderable	Y (yes) User orderable as a separate assay, via Reception		
	N (no) Cannot be ordered manually on the Reception screen, but may be ordered as part of another panel or via equations		



	w	Orderable by the ward (ward order entry)	
	L	Orderable by the laboratory	
	R	Restricted; only orderable by users with appropriate privilege level	
	S	System orderable only	
	<u>Note:</u> W us ra sa	then changing an existing panel from orderable to not orderable sers are recommended to use the status 'S' (system orderable) ther than 'no'. This prevents problems associated with re- ving old episodes.	
	Enter the mnemonic of an extra test or panel that is to be automatically ordered when this panel is ordered. F1 Lookup available.		
Extra Request	<u>Note:</u> Te st us th	ests and panels ordered via this method are not counted in atistics and will not be billed. This function is intended to be red to include a request for the comment field associated with e panel.	
Lab Extra Request	Enter the mnemonic of a <u>lab use only</u> test or panel that is to be automatically ordered when this panel is ordered. F1 Lookup available. <u>Note</u> : Tests and panels ordered via this method are not counted in statistics and will not be billed.		
Format Panel	 Enter the mnemonic of the format panel containing screen and print mask details for this panel. F1 Lookup available. When no format panel is specified the test panel will not appear on a screen mask and will not generate a report. When the panel being configured <i>is</i> a format panel its own mnemonic should populate this field. 		
Lab Use Only	Enter (y)es or (n)o to specify whether only laboratory users will be able to view the panel test results on screen. When set to 'yes' the results appear in blue to lab users. Default is 'no' so that non-lab users may also view the results.		
Restricted View	Enter (y)es or (n)o to specify whether the panel request and results are restricted to users with the appropriate privilege. This is particularly		



	useful for highly confidential panel orders and results e.g. HIV. Default is 'no'.		
Confidentiality Rule	Enter the mnemonic for the confidentiality rule to apply to this panel. F1 Lookup available.		
Sort Order	Enter a number between 0 and 9999. For format panels, this number determines the order in which the result sub-tabs appear in . The higher the sort order, the earlier in the list the test will be displayed for the department configured. Default is 0.		
HL7 Sort Order	Enter a number between 0 and 9999. Determines where in the HL7 feed the panel is sent. The higher the sort order, the earlier in the message the panel is sent. Default is 0.		
Default Referral Lab	 Enter the mnemonic of the laboratory group to which the panel is routinely referred, if required. Lab numbers registered for this panel are automatically placed on the packing list for the specified Referral Lab, assuming the packing list is configured and active. The Testing Laboratory of the record will change to the specified Referral Lab. F1 Lookup available. <u>Note:</u> When the lab number is registered at the same site as the Default Referral Lab it does not enter a packing list. 		
Expand Checkboxes	Enter (y)es or (n)o to specify whether the panel's constituent tests and/or sub-panels are expanded into the Request fields when it is ordered at Reception via an Order Sets checkbox. When set to 'yes' the requests that make up the panel are listed as Requests rather than the panel's own mnemonic. When set to 'no' only the ordered panel mnemonic is displayed. Default is 'no'. The expand option is only available when all the constituent tests and panels are orderable (i.e. Orderable = 'yes', L or W for each; see Orderable field, above). does not expand any nested panels (sub-panels). This setting has no effect on the panel when entered by typing or F1 Lookup.		
LOINC Code	The LOINC code field will allow entry of 7 digits long (including the '- 'symbol). The default configuration for this field is blank.		



Counter	Enter (y)es or (n)o to specify whether a cell counter is required for the panel. When set to 'yes' the Counter function button is available to laboratory users on the panel's results tab. This is particularly used in Haematology and Microbiology where cells are counted through the microscope.		
Definable Table	Enter the mnemonic of the pre-configured definable table to be included on the screen mask for this panel. This field is only relevant when configuring a format panel: an orderable		
	test panel does not typically have a screen mask configured. In rare cases an orderable panel may serve as its own format panel (e.g. for antibiotic sensitivity) in which case the Definable Table is relevant.		
	The definable table must already be configured via Administration > Screen Layouts > Tables.		
	For the detailed histo function button to appear when using the format panel, 'hslide' needs to be entered in this field.		
Report Type	Enter the report type to be generated for this panel, using the codes below. Default is 'none'.		
	This field is only relevant when configuring a format panel, since an orderable test panel cannot appear on a screen mask or report without a format panel configured. In rare cases an orderable panel may serve as its own format panel (e.g. for antibiotic sensitivity) in which case the Report Type is relevant.		
	R Standard report		
	P PDF report		
	N None		
	Note: can store up to 255 versions of a given PDF report, where version 1 is the PDF generated upon first validation of the patient's results. Once this limit has been exceeded Evolution vLab™ validates the results but does not generate a new version of the report.		
Interim Print	Enter (y)es or (n)o to specify whether the panel results will appear on printed reports and in the Evolution vLab [™] Clinical Viewer browser prior to Level 2 validation. Default is 'no'.		



	Note: This setting takes precedence over the test configuration 'Interim Print' setting. For example, when the panel's 'Interim Print' is 'no' and the test 'Interim Print' is 'yes' the test will not appear in printed reports prior to Level 2 validation.		
Overdue Time	The maximum time allowed before the panel is marked 'overdue' and placed on system overdue lists. Enter a numerical value followed by the appropriate suffix to specify (d)ays, (h)ours or (m)inutes. In the absence of a suffix the system default is 'days'. Examples: $4 = 4$ days, $3d = 3$ days, $2h = 2$ hours, $30m = 30$ minutes		
Statistics	Enter (y)es or (n)o to specify whether the panel is included in statistics. Default is 'no'.		
Work Points	Enter a numerical value to specify the number of work points associated with the panel. This field is used by Administrators for statistical purposes and in auto-reports.		
Printer	Enter the mnemonic of the print device to which the report is to be sent. This is especially useful for reports of a sensitive nature e.g. HIV serology. This field is only relevant when configuring a format panel, since an orderable test panel cannot appear in a printed report without a format panel configured. In rare cases an orderable panel may serve as its own format panel (e.g. for antibiotic sensitivity) in which case the Report Type is relevant.		
O/Ride Print on Discharge	 Enter (y)es or (n)o to specify whether to override the ward's print on discharge rule. When set to 'yes' the report will be sent to (and printed from) the next available print queue and retained in the 'Pending Reports Queue' until a discharge message is received. This occurs regardless of whether: The ward has 'Print on Discharge' enabled, The patient is an inpatient of the inpatient ward, and The ward is an outpatient ward. Note: When the test belongs to a panel this setting is overridden by the corresponding field in the panel, and again by the corresponding field in the format panel (where one is used). This means that if the test configuration is set to 'yes' but the panel and format panel are set to 'no', the report will not print on the next available 		



	print queue. Instead it will be held until the discharge message is received from the patient administration system (PAS).			
	This field deterr the Panel to ext	nines whether Evolution vLab™ inhibits transmission of ernal systems. Default is 'no'.		
External Transfer Inhibit	Transfer inhibition has the effect of excluding the OBR segment for the Panel from outgoing HL7 messages, and excludes the underlying OBX segments for that OBR.			
	Standard settings			
	Enter (y)es or (n)o to specify whether Evolution vLab [™] inhibits transmission of the Panel to external systems.			
	Enhanced settings			
	Enter the code corresponding to the desired setting.			
	y yes	The Panel is inhibited from transmission to external systems in outgoing HL7 feeds.		
		This setting cannot be overridden by the Transfer Inhibit Override field in the HL7 Option or cmEMR Option configuration.		
	o override	The Panel is inhibited from transmission to external systems in outgoing HL7 feeds for which Transfer Inhibit Override is set to 'no' in the HL7 Option or cmEMR Option configuration.		
		The Panel is not inhibited from outgoing HL7 feeds for which Transfer Inhibit Override is set to 'yes' in the HL7 Option or cmEMR Option configuration.		
	n no	The Panel is not inhibited from transmission to external systems in outgoing HL7 feeds. This option is the same as the standard 'no' setting.		
Expand Request	The yes/no field 'Expand Request' has been added to the main configuration screen for Panels.			
	When set to yes, a dialog box is presented to the user when the Panel is entered at registration. The dialog allows the user to specify which tests are to be ordered from the Panel.			
SNOMED CT	The SNOMED CT field will allow the entry of an identifier 15 digits long. The default configuration for these fields is blank.			


Location # Prefixes	Enter the mnemonic of the location number prefix for the panel. F1 Lookup available. The location prefix must be defined for users to manually add or delete them from the panel at Reception.		
Department	Enter the department mnemonic(s) that the panel belongs to. Multiple departments should be comma separated without spaces (e.g. 'H,B,T'). F1 Lookup available.		
Lab Section	Enter the mnemonic for the laboratory section that the panel is performed in. F1 Lookup available.		
PDF Reports	Enter (y)es or (n)o to specify whether the system will generate reports in Portable Document Format (PDF). This is often used in Forensics. Default is 'no'.		
Package Reports	Enter (y)es or (n)o to specify whether the panel is to be included in the output reports. Default is 'yes'.		
TM Product Type	 This field is used in Transfusion Medicine. Enter the transfusion product type applicable to the panel. F1 Lookup available. This configuration determines: Which Compatibility Rules are applied i.e. Cellular, Plasma, Platelet or Batch (none); Which products may be allocated or crossmatched using this panel; and Which function keys are available on the result entry screen. Additionally, this configuration: Prevents non-cellular products from showing up on the crossmatch (XM) and computer crossmatch (CXM) panels when 'cellular' product type is selected. For the existing XM and CXM panels the Product Type field must not be defined to maintain all existing XM and CXM functionality. 		
Label Format	Enter the mnemonic for the slide label format associated with the panel. This configuration is particularly useful for generation of Histology and Cytology labels at registration. F1 Lookup available.		



Report Format	Enter the mnemonic of the format panel containing the print mask for the panel. When this field is left blank the print mask is obtained from the panel specified in the 'Format Panel' field.		
Item Number	Enter the Item Number associated with the panel, for display purposes.		
Billable	Enter (y)es or (n)o to specify whether the Panel is billable. Default is 'yes'. Please ensure that Billable to set to 'yes' for at least one Test within each billable Panel. The Test need not be configured against an Item in the Pricing Schedule or MBS. This field must be set to 'yes' in the configuration of Format Panels for Billable requests.		
HL7 Delay Time (Days)	This field accepts an entry from 0 > 99 (days) with a default of 0 and is referenced by the HL7 interface when the 'Delay Enable' option via HL7 Options > Details is set to 'yes'.		
Tests/Panels (multiple fields)	Enter the mnemonics of the tests and/or panels to be included as part of the panel (one per field). F1 Lookup available.		

Order Settings

This screen facilitates the configuration of collection requirements. Settings can be applied for the purposes of both laboratory and ward order entry.

The Order Settings are used for **Evolution vLab**[™] Clinical Viewer Order entry and unique tube identification.

Configure Order Settings for a Panel

Refer to the table below for assistance with populating the fields on this screen. Select the **Save [F4]** icon to save the new Order Settings and return to the Panel Details sub-tab.

Select Save [F4] again on the Details page to update the table. The second Save is required to ensure the changes are applied.

Note: Changes to Order Settings for existing panels apply only to new registrations.



Other sub-tabs available

Sub-tab	Description	
Panel Details [CF7]	Define the main details of the panel.	
Screen Mask [F5]	Configure the screen mask used by the Evolution vLab ™ Emulator.	
Evolution vLab™ Screen Mask [F8]	Configure the screen mask used by Evolution vLab ™.	
Postscript [CF5]	Configure the print mask for laser printers.	
Dotmatrix [CF6]	Configure the print mask for dot-matrix printers.	
PIT Mask [F6]	Configure the PIT print mask.	
Fax Mask [CF8]	Configure the print mask for faxes.	

Order Settings fields

Field	Description			
Mnemonic	The mnemonic for the given panel (auto populated from Panel Details sub-tab).			
Description	The description for the given panel (auto populated from Panel Details sub-tab).			
Collection Tube 1-3 (multiple fields)	Enter mnemonic(s) for up to 3 unique collection tube types (sample containers), with one mnemonic per field. F1 Lookup available. Tube types must be unique i.e. the SAME collection tube/sample container cannot be configured more than once for a panel.			
Collection Volume	Enter a numerical value to define the volume (in mL) of specimen required to perform the panel, as distinct from the volume of the collection tube which is configured via the 'Volume Maximum' field on the Sample Container configuration screen, accessed via Administration > Specimens > Sample Containers.			



Additional Volume	Enter a numerical value to define any additional volume (in mL) of specimen necessary to perform the panel.		
Retest time	Enter the minimum retest interval for the panel as a numerical variable followed by the appropriate suffix to specify hours (h), days (d), more (m) or years (y). When the panel is re-ordered for the same patter within the nominated interval the user is prompted to override retest interval. In the absence of a suffix the system default is 'houre Examples: 4 = 4 hours; 6h = 6 hours, 5d = 5 days, 3m = 3 months, 1y year.		
Cost	This field is not currently in use. Enter a numerical value to define the cost of the test (e.g. 12.50 = \$12.50). This information can be displayed during Evolution vLab ™ Clinical Viewer order entry.		
Ignore Primary Site	Inter (y)es or (n)o to specify whether Evolution vLab [™] Clinical Viewer omits the prompt for primary site during order entry and specimen collection. When set to 'yes' Evolution vLab [™] Clinical Viewer does <u>not</u> prompt the user for this information. Default is 'no', so the user eceives the prompt.		
Specimen Types (multiple fields)	Enter the mnemonic(s) of the Specimen Type(s) against which the Pane may be ordered (one per field; maximum 72). F1 Lookup available. The Specimen Types configured for the Panel should be consistent wit the Specimen Types configured for the Tests in that Pane Inconsistencies are itemised in the Configuration Inconsistencies Lo (Management > Log Files).		
Information URL	Enter the web address for information regarding specimen collection and processing for this panel (e.g. the relevant page of the service internet or intranet-based collection manual). When a URL is entered for a given panel Evolution vLab [™] Clinical Viewer users can click throug to it during order entry or specimen collection. (The mnemonic become a hyperlink to the reference document.) URLs should be entered in the format http://www.abc.com.au/intro.html		
Req Form Image	Enter (y)es or (n)o to specify whether the panel shows up on the 'Missing Request Forms' screen. Default is 'yes'.		



Specimens

This screen facilitates configuration of the Specimen Types against which the Panel may be ordered. This sub-tab supersedes the "Tests/Panels" fields which previously formed part of the Specimen Type configuration.

Note: This sub-tab is available where enabled. In the absence of this sub-tab please refer to the Specimen Types configuration.

Configure Specimens for a Panel

Refer to the table below for assistance with populating the fields on this screen. Select the **Save [F4]** icon to save the Specimens configuration and return to the Details sub-tab.

Select Save [F4] again on the Details page to update the table. The second Save is required to ensure the changes are applied.

Note: Changes to Specimens for existing Panels apply only to new registrations.

Other sub-tabs available

Sub-tab	Description	
Panel Details [CF7]	Define the main details of the panel.	
Order Settings [F7]	Define collection requirements, including container assignment preferences.	
Screen Mask [F5]	Configure the screen mask used by the Evolution vLab ™ Emulator.	
Evolution vLab™ Screen Mask [F8]	Configure the screen mask used by Evolution vLab ™.	
Postscript [CF5]	Configure the print mask for laser printers.	
Dotmatrix [CF6]	Configure the print mask for dot-matrix printers.	
PIT Mask [F6]	Configure the PIT print mask.	



Fax Mask [CF8]Configure the print mask for faxes.	
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Specimens fields

Field	Description
Specimen Types (multiple fields)	Enter the mnemonic(s) of the Specimen Type(s) against which the Panel may be ordered (one per field; maximum 72). F1 Lookup available.

Screen Mask

This is the Equation editor for the screen mask used by the **Evolution vLab**[™] Emulator. **Evolution vLab**[™] only uses this screen mask in the absence of a dedicated **Evolution vLab**[™] mask, configured via the **Evolution vLab**[™] Screen Mask tab.

Using 's Equation Editor

The Equation editor allows the administrator to write and modify equations using a standard Windows-based text editor. Navigation and selection of text is consistent with Microsoft word processing software such as Notepad and Word.

Select Save [F4] to store the new entry or to commit any changes. Select Save [F4] again on the Details page to update the table. The second Save is required to ensure the changes are applied.

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Keyboard shortcuts

Function	Combination	Usuge Notes
Сору	Ctrl + C	
Cut	Ctrl + X	
Delete	Del	
Find	Ctrl + F	At the prompt, enter the text to search for and click OK.
Find Next	F3	Finds the next instance of the selected word (or the word in which the cursor is currently placed).



Find Previous	Shift + F3	Finds the previous instance of the selected word (or the word in which the cursor is currently placed).
Go To	Ctrl + G	At the prompt, enter the Line Number to navigate to and click OK.
Paste	Ctrl + V	
Redo	Ctrl + Y	
Find and Replace	Ctrl + H	At the prompt, enter the text to search for and the text to replace it with. Click Replace Next or Replace All.
Select All	Ctrl + A	
Undo	Ctrl + Z	

2D Test Arrays

Test data fields can be addressed as **TEST[n][x]** where TEST is the mnemonic of the 2D test, *n* is the array reference to the lab number and *x* is the array reference to the data field within the range defined. This references the respective test, lab number and test data in the respective array field according to the configuration of the function.

Note that the first lab number or test data field is specified by array reference 0. For example, NA[0][3] fetches the *fourth* NA test result field on the *first* lab number. The 2D array can be used normally in a tlist to reference the entire array.

Alternately it may also be used with the array notation as **{test[x]}** where x is the array reference in the range defined to select an individual field within the array.

In tlists the Test data fields can be addressed as **{test[x]}** where *x* is the array reference in the range defined.

The system will not do integrity checks for the inclusion of the same array across multiple format panels.

Double index notation (**[n][x]**) for referencing 2D array elements can only be used where it was previously possible to reference data using a single index notation.



Single index notation to reference array elements can be used where it was previously not possible to reference data using a single index notation.

Other sub-tabs available

Sub-tab	Description	
Panel Details [CF7]	Define the main details of the panel.	
Order Settings [F7]	Define collection requirements, including container assignment preferences.	
Evolution vLab™ Screen Mask [F8]	Configure the screen mask used by Evolution vLab ™.	
Postscript [CF5]	Configure the print mask for laser printers.	
Dotmatrix [CF6]	Configure the print mask for dot-matrix printers.	
PIT Mask [F6]	Configure the PIT print mask.	
Fax Mask [CF8]	Configure the print mask for faxes.	

Evolution vLab[™] Screen Mask

This is the Equation editor for the **Evolution vLab**[™] screen mask.

Using 's Equation Editor

The Equation editor allows the administrator to write and modify equations using a standard Windows-based text editor. Navigation and selection of text is consistent with Microsoft word processing software such as Notepad and Word.

Select **Save [F4]** to store the new entry or to commit any changes. Select **Save [F4]** again on the Details page to update the table. **The second Save is required to ensure the changes are applied.**



Keyboard shortcuts

Function	Keystroke Combination	Usage Notes
Сору	Ctrl + C	
Cut	Ctrl + X	
Delete	Del	
Find	Ctrl + F	At the prompt, enter the text to search for and click OK.
Find Next	F3	Finds the next instance of the selected word (or the word in which the cursor is currently placed).
Find Previous	Shift + F3	Finds the previous instance of the selected word (or the word in which the cursor is currently placed).
Go To	Ctrl + G	At the prompt, enter the Line Number to navigate to and click OK.
Paste	Ctrl + V	
Redo	Ctrl + Y	
Find and Replace	Ctrl + H	At the prompt, enter the text to search for and the text to replace it with. Click Replace Next or Replace All.
Select All	Ctrl + A	
Undo	Ctrl + Z	

2D Test Arrays

Test data fields can be addressed as **TEST[n][x]** where TEST is the mnemonic of the 2D test, *n* is the array reference to the lab number and *x* is the array reference to the data field within the range defined. This references the respective test, lab number and test data in the respective array field according to the configuration of the function.



Note that the first lab number or test data field is specified by array reference 0. For example, NA[0][3] fetches the *fourth* NA test result field on the *first* lab number.

The 2D array can be used normally in a tlist to reference the entire array.

Alternately it may also be used with the array notation as **{test[x]}** where x is the array reference in the range defined to select an individual field within the array.

In tlists the Test data fields can be addressed as **{test[x]}** where *x* is the array reference in the range defined.

The system will not do integrity checks for the inclusion of the same array across multiple format panels.

Double index notation (**[n][x]**) for referencing 2D array elements can only be used where it was previously possible to reference data using a single index notation.

Single index notation to reference array elements can be used where it was previously not possible to reference data using a single index notation.

Sub-tab	Description	
Panel Details [CF7]	Define the main details of the panel.	
Order Settings [F7]	Define collection requirements, including container assignment preferences.	
Screen Mask [F5]	Configure the screen mask used by the Evolution vLab ™ Emulator.	
Postscript [CF5]	Configure the print mask for laser printers.	
Dotmatrix [CF6]	Configure the print mask for dot-matrix printers.	
PIT Mask [F6]	Configure the PIT print mask.	
Fax Mask [CF8]	Configure the print mask for faxes.	

Other sub-tabs available



Laser Print (Postscript) Mask

This is the Equation editor for the postscript (laser printer) print mask.

Using 's Equation Editor

The Equation editor allows the administrator to write and modify equations using a standard Windows-based text editor. Navigation and selection of text is consistent with Microsoft word processing software such as Notepad and Word.

Select **Save [F4]** to store the new entry or to commit any changes. Select **Save [F4]** again on the Details page to update the table. **The second Save is required to ensure the changes are applied.**

Keyboard shortcuts

Function	Keystroke Combination	Usage Notes
Сору	Ctrl + C	
Cut	Ctrl + X	
Delete	Del	
Find	Ctrl + F	At the prompt, enter the text to search for and click OK.
Find Next	F3	Finds the next instance of the selected word (or the word in which the cursor is currently placed).
Find Previous	Shift + F3	Finds the previous instance of the selected word (or the word in which the cursor is currently placed).
Go To	Ctrl + G	At the prompt, enter the Line Number to navigate to and click OK.
Paste	Ctrl + V	
Redo	Ctrl + Y	



Find and Replace	Ctrl + H	At the prompt, enter the text to search for and the text to replace it with. Click Replace Next or Replace All.
Select All	Ctrl + A	
Undo	Ctrl + Z	

2D Test Arrays

Test data fields can be addressed as **TEST[n][x]** where TEST is the mnemonic of the 2D test, *n* is the array reference to the lab number and *x* is the array reference to the data field within the range defined. This references the respective test, lab number and test data in the respective array field according to the configuration of the function.

Note that the first lab number or test data field is specified by array reference 0. For example, NA[0][3] fetches the *fourth* NA test result field on the *first* lab number.

The 2D array can be used normally in a tlist to reference the entire array.

Alternately it may also be used with the array notation as **{test[x]}** where x is the array reference in the range defined to select an individual field within the array.

In tlists the Test data fields can be addressed as **{test[x]}** where *x* is the array reference in the range defined.

The system will not do integrity checks for the inclusion of the same array across multiple format panels.

Double index notation (**[n][x]**) for referencing 2D array elements can only be used where it was previously possible to reference data using a single index notation.

Single index notation to reference array elements can be used where it was previously not possible to reference data using a single index notation.

Other sub-tabs available

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Sub-tab	Description
Panel Details [CF7]	Define the main details of the panel.
Order Settings [F7]	Define collection requirements, including container assignment preferences.
Screen Mask [F5]	Configure the screen mask used by the Evolution vLab [™] Emulator.
Evolution vLab™ Screen Mask [F8]	Configure the screen mask used by Evolution vLab ™.
Dotmatrix [CF6]	Configure the print mask for dot-matrix printers.
PIT Mask [F6]	Configure the PIT print mask.
Fax Mask [CF8]	Configure the print mask for faxes.

Panel Print Mask (Dotmatrix)

This is the Equation editor for the print mask for dot-matrix printers.

Using 's Equation Editor

The Equation editor allows the administrator to write and modify equations using a standard Windows-based text editor. Navigation and selection of text is consistent with Microsoft word processing software such as Notepad and Word.

Select **Save [F4]** to store the new entry or to commit any changes. Select **Save [F4]** again on the Details page to update the table. **The second Save is required to ensure the changes are applied.**

Keyboard shortcuts

Function	Keystroke Combination	Usage Notes
Сору	Ctrl + C	
Cut	Ctrl + X	
Delete	Del	



Find	Ctrl + F	At the prompt, enter the text to search for and click OK.
Find Next	F3	Finds the next instance of the selected word (or the word in which the cursor is currently placed).
Find Previous	Shift + F3	Finds the previous instance of the selected word (or the word in which the cursor is currently placed).
Go To	Ctrl + G	At the prompt, enter the Line Number to navigate to and click OK.
Paste	Ctrl + V	
Redo	Ctrl + Y	
Find and Replace	Ctrl + H	At the prompt, enter the text to search for and the text to replace it with. Click Replace Next or Replace All.
Select All	Ctrl + A	
Undo	Ctrl + Z	

2D Test Arrays

Test data fields can be addressed as **TEST[n][x]** where TEST is the mnemonic of the 2D test, *n* is the array reference to the lab number and *x* is the array reference to the data field within the range defined. This references the respective test, lab number and test data in the respective array field according to the configuration of the function.

Note that the first lab number or test data field is specified by array reference 0. For example, NA[0][3] fetches the *fourth* NA test result field on the *first* lab number.

The 2D array can be used normally in a tlist to reference the entire array.

Alternately it may also be used with the array notation as **{test[x]}** where *x* is the array reference in the range defined to select an individual field within the array.

In tlists the Test data fields can be addressed as **{test[x]}** where *x* is the array reference in the range defined.



The system will not do integrity checks for the inclusion of the same array across multiple format panels.

Double index notation (**[n][x]**) for referencing 2D array elements can only be used where it was previously possible to reference data using a single index notation.

Single index notation to reference array elements can be used where it was previously not possible to reference data using a single index notation.



Other sub-tabs available

Sub-tab	Description	
Panel Details [CF7]	Define the main details of the panel.	
Order Settings [F7]	Define collection requirements, including container assignment preferences.	
Screen Mask [F5]	Configure the screen mask used by the Evolution vLab ™ Emulator.	
Evolution vLab™ Screen Mask [F8]	Configure the screen mask used by Evolution vLab ™.	
Postscript [CF5]	Configure the print mask for laser printers.	
PIT Mask [F6]	Configure the PIT print mask.	
Fax Mask [CF8]	Configure the print mask for faxes.	

Panel PIT Print Mask

This is the Equation editor for the PIT print mask. PIT masks are used when transferring to certain external systems. They adhere to the general configuration principles of print masks.

Using 's Equation Editor

The Equation editor allows the administrator to write and modify equations using a standard Windows-based text editor. Navigation and selection of text is consistent with Microsoft word processing software such as Notepad and Word.

Select **Save [F4]** to store the new entry or to commit any changes. Select **Save [F4]** again on the Details page to update the table. **The second Save is required to ensure the changes are applied.**



Keyboard shortcuts

Function	Keystroke Combination	Usage Notes
Сору	Ctrl + C	
Cut	Ctrl + X	
Delete	Del	
Find	Ctrl + F	At the prompt, enter the text to search for and click OK.
Find Next	F3	Finds the next instance of the selected word (or the word in which the cursor is currently placed).
Find Previous	Shift + F3	Finds the previous instance of the selected word (or the word in which the cursor is currently placed).
Go To	Ctrl + G	At the prompt, enter the Line Number to navigate to and click OK.
Paste	Ctrl + V	
Redo	Ctrl + Y	
Find and Replace	Ctrl + H	At the prompt, enter the text to search for and the text to replace it with. Click Replace Next or Replace All.
Select All	Ctrl + A	
Undo	Ctrl + Z	

Print Mask Tips

Print masks operate in the same way as equation-based screen masks, except that the coordinates (0,0) define the bottom left corner of the page, rather than the top left.

Many of the print masks used in your system are likely to be of a similar format, so it is often useful to create a 'master' print mask to serve as a template for the other masks. This is



particularly useful for the header of the report, where the demographic data is displayed, and the footer which typically contains page numbers and other important data.

The system administrator can also create a template for the display of cumulative data. This requires the creation of a few user-defined variables to correctly format the results, including:

- The number of columns to output
- The list of tests to output
- Starting position for results
- Font sizes and colours
- Distances between results

Each of these variables must be defined in the print mask for the appropriate format panel before using the **include_mask** subroutine to format the cumulative results.

Print masks rely heavily on the **output_text** subroutines. When printing cumulative results, the **loadcumulative** subroutine should be used (rather than **loadhistorical**) to ensure that unvalidated results are also included in the report.

When defining parameters such as *x* and *y* coordinates, point size etc it is usually more useful to enter a variable rather than a value in the subroutine. Using this approach allows the variable to be set once and used multiple times.

Postscript vs. PCL vs. Dot Matrix

Postscript printing is the preferred method of outputting results from **Evolution vLab**[™] because it is the most configurable. It caters for points in 1/72 of an inch with the coordinates (0, 0) corresponding to the bottom left corner of the report page. Postscript printing also supports graphical and text rotation.

Evolution vLab[™] supports the following **Postscript** character fonts for use in reporting functions:

- 0 Helvetica
- 1 Helvetica Bold
- 2 Helvetica Italic
- **3** Helvetica Bold Italic



- 4 Courier
- 5 Courier Bold
- 6 Courier Italic
- 7 Courier Bold Italic

PCL printing is also available to the laser printers that do not have a Postscript add-on extension. It does not allow rotation of text or other graphical advantages catered for by the postscript mechanisms.

Dot-matrix printing is used mainly for label printing or printing of worksheets and worklists. It allows printing in units of characters with coordinates (0,0) corresponding to the top left corner of the report page.

Evolution vLab[™] supports the following Dot-matrix character fonts for use in reporting functions:

- 0 Courier
- 1 Courier Bold
- **10** Courier Italic
- **11** Courier Bold Italic
- **100** Courier Underline
- **101** Courier Bold Underline
- 111 Courier Bold Italic Underline

Results

The **Evolution vLab**[™] system allows system administrators to configure coded results to ensure efficient and consistent result entry.

The Results configuration table is divided into Active and Inactive sub-tables which separate the configured results according to whether the Active field is set to 'yes' or 'no'.



The configuration of coded results for a particular test or panel does **not** automatically restrict the values that may be entered into the result field. To enforce coded results the system administrator must also set the test's Results field to 'yes' to prevent free text entry. At data entry the user may then enter a coded result by typing its mnemonic or via F1 Lookup.

CAUTION: Coded test results should never be created with a purely numerical mnemonic or alias unless the description and mnemonic/alias are identical.

Create or Modify a Test Result

To configure a new test: select the Create [F6] function button.

To modify an existing test: double click the relevant entry or select and [Enter] to open the Details screen.

There are specialised result formats that are used for Transfusion Medicine Tests. These include:

BLOODGRP – Allows only valid blood groups from the blood group Configuration Table to be used.

ANTIBODY – Allows only entry of valid antibodies from the antibody Configuration Table.

GENOTYPE – Allows only entry of valid genotypes from the genotype Configuration Table.

PHENOTYPE – Allows only entry of valid phenotypes from the phenotype Configuration Table.

Result Mnemonic	Description
0	Agglutination score. Mnemonic must be the same as the description.



1	Agglutination score. Mnemonic must be the same as the description.	
2	Agglutination score. Mnemonic must be the same as the description.	
3	Agglutination score. Mnemonic must be the same as the description.	
4 (up to 12 if desired)	Agglutination score. Mnemonic must be the same as the description.	
INC	Incompatible. For use in the status column of the crossmatch table. Units marked as INC will not print on the report or generate unit labels.	
СОМР	Compatible. Required for automatic filling of the unit status in a computer crossmatch.	

The results listed above are only the mandatory requirements. The laboratory can create extra results for use in the unit status column of the crossmatch table to indicate the appropriate status of the unit.

This status can be printed on the unit label to indicate the compatibility of the unit to the clinician and/or nurse.

Result Mnemonic	Description
MEDVAC	Medevac – Uncrossmatched Blood
GS	Group specific
LINC	Least Incompatible

Suggested additional results include:

All results for unit status need to be linked to the test XM_ST. Agglutination score results should be linked to all transfusion tests that are required.



Details - Create/Modify Test Results

Mandatory fields must be populated and are indicated on screen with a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Note: New and modified test results will not be available to the user until they start a new session of **Evolution vLab**[™] (i.e. log out and log back in).

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
Conv Dotails	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
[CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the co abort.	opy by clicking OK or pressing the [F4] key or Cancel to	

Other sub-tabs available

Sub-tab	Description
Lab Group Information [F7]	Assign labs or laboratory groups to the test result.

Test Result fields



Field	Description
Mnemonic	Enter a unique alphanumeric name for the result (maximum 6 characters).
	Enter an alias for the result, if desired (maximum 6 characters).
Alias	A 'shortcut key' can be configured to prevent users from having to type the full mnemonic during result entry. This is achieved by creating an alias with the format N#MNEM where N is the shortcut key and MNEM is the test result mnemonic. In this example a user would only need to type 'N' into the appropriate result field.
	This feature allows the same shortcut key to be configured for coded results across different tests, even when it is already configured as the mnemonic for another result.
Description	Enter the full result to be displayed on screen and printed in the report (maximum 57 characters).
Department	Enter the department mnemonic(s) that the test result is used in. Multiple departments should be comma separated without spaces (e.g. 'H,B,T'). F1 Lookup available.
Active	Enter (y)es or (n)o to specify whether the test is active. Default is 'no' (inactive).
Code	The Code field allows the entry of an identifier 15 digits long. The default configuration for this field is blank.
Code Type	The Code Type field allows the code to be identified by type. Enter (S)NOMED, (S2)NOMED 2, (SI)NOMED International, (CT)SNOMED CT or (O)ther. The default configuration for this field is blank.
NCSR HL7 Code	Allows the entry of an associated NCSR registry code.
Link Coded Comment	Allows entry of a long form coded comment as the 'description' to match a result mnemonic in synoptic reporting dropdown lists.
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).



Test/Panel (multiple fields)	Ent use For Fla rov	er the mnemonic the test result (or each test or pane g using the corres v. See below for m	s of the tests and, ne per field). F1 Lc el, the user may sp ponding fields imm nore information.	/or non-orderable panels that can bokup available. pecify a Suffix Group and/or result mediately to the right on the same
Suffix Group (multiple fields)	Ent ava > S	er the suffix group ailable. Suffix Grou uffix Groups.	mnemonic for the provident of the provid	e specified test or panel. F1 Lookup via Administration > Microbiology
	Ent the res	er the 'ad hoc' res codes listed belo ults.	sult flag for the sp w. F1 Lookup avail	ecified test or panel, using one of lable. This is useful for qualitative
		Result Flag Code	Result Flag	Text Colour
		СН	Critical High	Red
		CL	Critical Low	Red
		АН	Abnormal High	Dark orange
Flag		AL	Abnormal Low	Dark orange
		NN	Normal or No flag	Green (Analyser Validation List) or black (Result Enquiry)
		 Test results a This applies in Viewer. In Ev green when y at Result Enq In Evolution H or L when the respectively. Result flags s status envelop Evolution view 	appear in the corr n both Evolution v volution vLab™ th viewing the Level uiry. vLab™ the result i flagged as Critical, et on non-numerio ppes for the test ep Lab™ Clinical Vie	responding text colour (see table). Lab [™] and Evolution vLab [™] Clinical the text colour for normal results is 1 results on the analyser but black is also appended with the letter C, Abnormal High, or Abnormal Low c test results allow computation of pisode and overall patient status in ewer, in combination with any



numeric test results which are checked against reference ranges and critical high and low values.
 Revalidation is not required in Evolution vLab[™] for existing test results.
 Revalidation is required in Evolution vLab[™] Clinical Viewer for existing test results.
 The flags are reflected in downstream HL7 messages (OBX Segment 8).
 In the Critical Care Pathology Monitors (CCPM) the results appear in the corresponding text colour and the test name takes the overall status colour. Revalidation is required for existing test results.

Lab Group Information

This screen allows the labs or laboratory groups to be assigned to the test result. Select **Save [F4]** to store the new entry or to commit any changes.

Other sub-tabs available

Sub-tab	Description
Details [CF5]	Define the main details of the result.

Laboratory Groups fields

Field	Description
Laboratory Groups (multiple fields)	Enter the mnemonic of the Laboratory Group to assign to the test result. F1 Lookup available.

Testing Methods

Testing methods can be configured and assigned to tests to determine result formats, reference ranges and sample processing. They are also used in the system equations.

The Testing Methods configuration table is divided into Active and Inactive sub-tables which separate the configured tests according to whether the Active field is set to 'yes' or 'no'.



Create or Modify a Testing Method

To configure a new testing method: select the **Create [F6]** function button.

To modify an existing method: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Testing Method

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.

Testing Method fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the testing method (maximum 6 characters).
Alias	Enter an alias for the testing method, if desired (maximum 6 characters).
Description	Enter the full name of the testing method (maximum 28 characters).
Active	Enter (y)es or (n)o to specify whether the test is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Accreditation

Accreditation details can be configured for attaching to one or more tests (see the Accreditation sub-tab of test configuration). Test accreditations are used in screen masks, print masks and equations.

The Accreditation configuration table is divided into Active and Inactive sub-tables which separate the configured tests according to whether the Active field is set to 'yes' or 'no'.

Create or Modify an Accreditation

To configure a new accreditation: select the **Create [F6]** function button.

To modify an existing accreditation: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Accreditation

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.

Accreditation fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the accreditation (maximum 6 characters).
Alias	Enter an alias for the accreditation, if desired (maximum 6 characters).

Description	Enter the name or meaningful description of the accreditation (maximum 50 characters).
Active	Enter (y)es or (n)o to specify whether the accreditation is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Guidelines

Guidelines can be configured for attaching to one or more tests (see the Guidelines sub-tab of test configuration). Guidelines can be included in screen masks, print masks, and used in equations.

The Guidelines configuration table is divided into Active and Inactive sub-tables which separate the configured tests according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Guideline

To configure a new guideline: select the **Create [F6]** function button.

To modify an existing guideline: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Guidelines

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.

Guideline configuration fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the guideline (maximum 6 characters).
Alias	Enter an alias for the guideline, if desired (maximum 6 characters).
Description	Enter the name or meaningful description of the guideline (maximum 50 characters).
Active	Enter (y)es or (n)o to specify whether the guideline is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Coded Comments

Coded comments allow users to rapidly enter standard comments based on test results, patient diagnoses, specimen details or demographic data. These comments can also be automatically inserted by the system via analyser rules, analyser equations and system equations.

Manually inserted coded comments are compatible with the test result formats C (coded comment), T (text) and S (string). The result format for a given test is configured via the Format field on the test's Details screen, or via a rule in the Result formats sub-tab.

Users may select a comment from the F1 Lookup table or type the coded comment mnemonic followed by [Enter] (for results with format C) or backslash (for results with format T or S). For example, a coded comment with the mnemonic 'CCOM' would be expanded in a T or S result field by typing 'ccom\'.

The Coded Comments configuration table is divided into Active and Inactive sub-tables which separate the configured comments according to whether the Active field is set to 'yes' or 'no'. The Coded Comment configuration table can be exported to XML format.

CAUTION: Coded comments should never be created with a purely numerical mnemonic or alias unless the comment text and mnemonic/alias are identical.

Create or Modify a Coded Comment

To configure a new coded comment: select the **Create [F6]** function button.

To modify an existing coded comment: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Coded Comment

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.
Edit Coded Comment [CF6]	Opens an Evolution vLab [™] dialog prompt which allows the user to create or modify the content of the coded comment (i.e. the comment that appears in the result field). See 'Create or modify the coded comment text' below.
	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).
Copy Details [CF2]	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.

Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.
Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
System:	Select the Remote system. Leave blank when performing a Local copy.
Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to

Other sub-tabs available

Sub-tab	Description
Lab Group Information [F7]	Limit the coded comment to particular lab(s) and/or laboratory group(s).

Create or Modify the Coded Comment Text

- 1. Select the **Edit Coded Comment [CF6]** function button to open the **Evolution vLab**[™] dialog prompt '*Edit Coded Comment Text*'.
- 2. Type in or edit the comment text.
 - It is good practice to add a space or two at the end of the coded comment. This promotes appropriate spacing when multiple coded comments are inserted into a single test result field.
 - Line breaks are defined using the vertical bar character (|), accessed on the keyboard via <Shift> plus <\> (backslash).
 - The [Enter] key does not affect the appearance of the coded comment when output in result fields, although it does affect the preview on the Create/Modify Coded Comment screen. These hard returns are represented by asterisks (*) in the Comment column of the Active and Inactive tables.
- 3. Click OK to save the coded comment.

4. Select **Save [F4]** to update the table.

Coded Comment fields

Field	Description	
Mnemonic	Enter a unique alphanumeric name for the coded comment (maximum 6 characters).	
Alias	Enter an alias for the coded comment, if desired (maximum 6 characters).	
Description	Enter the name or meaningful description of the coded comment (maximum 25 characters).	
	Enter the category under which the coded comment appears in the F1 Lookup table. For example, 'Blood Cultures', 'DNA' or 'Diabetes'.	
Category	Note:This is a free text field. Care should be taken to avoid spelling errors and unnecessary duplication or overlap of categories. The categories are designed to make it easier for users to find the appropriate comment via F1 Lookup.	
Department	Enter the mnemonic(s) for the department(s) that will use the coded comment. F1 Lookup available.	
Billable	Enter (y)es or (n)o to specify whether the request should remain billable even when this Coded Comment is resulted. Default is 'yes'. The default setting is likely to be appropriate for the majority of Coded Comments.	
	Set this field to (n)o only when the Coded Comment is intended to change the status of the associated request to non-billable. The Test result containing the Coded Comment may be the orderable request itself, or a Test within the orderable Panel.	
Result Comment	Enter (y)es or (n)o to specify whether the coded comment will be inserted into the test result field with the format CC (or C for legacy configurations only). Default is 'no'.	
Access Group (multiple fields)	Enter the mnemonics of the Evolution vLab [™] Access Groups (privilege levels) which are to have access to the coded comment for result entry. F1 Lookup available. Leave all Access Group fields blank when all laboratory users can use the coded comment.	

Active	Enter (y)es or (n)o to specify whether the coded comment is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Lab Group Information

Access to a coded comment can be limited to a particular lab or laboratory group, in addition to the user privilege access configured via the Access Groups fields on the Details sub-tab. When both an access group and laboratory are configured only users in the specified lab or lab group who have the appropriate access privilege will be able to use the coded comment during result entry.

The grey panel above the table displays information from the Details sub-tab, such as the mnemonic, description, category, and when the comment was created and modified.

Configure Laboratory-based access to a Coded Comment

Refer to the table below for assistance with populating the fields on this screen. Select the **Save [F4]** icon to save the new labs and/or laboratory groups and return to the Details subtab.

Select **Save [F4]** again on the Details page to update the table. **The second save is required to ensure the changes are applied.**

Other sub-tabs available

Sub-tab	Description
Details [CF5]	Define the main details of the coded comment.

Laboratory Groups fields

Field	Description
Laboratory Groups (multiple fields)	Enter the mnemonics of the laboratories and/or laboratory groups which are to have access to the coded comment for result entry. F1 Lookup available. Leave all Laboratory Group fields blank when users in all laboratories can use the coded comment (subject to privilege level). Privilege-based access is configured via the Access Group fields on the Details sub-tab.

Units

Units of measure configured on this screen (e.g. IUL, mL, g/L, mg) are used when establishing date-based result units for tests. The units are accessed via F1 Lookup from the Units field when creating or modifying an entry in the Units sub-tab for a given test.

The Units configuration table is divided into Active and Inactive sub-tables which separate the configured tests according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Unit of Measure

To configure a new unit of measure: select the **Create [F6]** function button.

To modify an existing unit of measure: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Units

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new units or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.

Units configuration fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the units (maximum 6 characters).
Alias	Enter an alias for the units, if desired (maximum 6 characters).
Description	Enter the name or meaningful description of the units (maximum 50 characters).
Active	Enter (y)es or (n)o to specify whether the units are active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).


38. Transfusion

The Transfusion submenu allows configuration of products, sources, locations, Transfusion Medicine (TM) alerts, medical procedures, blood groups, phenotypes, antibodies, units, transfusion options and transfusion warnings.

Products

Each product to be receipted and despatched from the unit inventory needs to be configured on the product configuration table.

The Products configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Product

To configure a new product: select the **Create [F6]** function button.

To modify an existing product: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Product

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



Copy Details [CF2]	This function p existing configu It streamlines configuration b Some fields suc the specified en to saving.	opulates the current entry with details copied from an uration item in the same system or from another system. the process of creating new entries or migrating between systems (e.g. from Test to Live). ch as Mnemonic, Alias and Active are not populated from ntry as the user needs to populate or confirm them prior
	The user may existing entry, changes are sto	copy details to a blank configuration screen or to an in which case the current details are overwritten. No pred until the user saves the configuration screen.
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
	System:	Select the Remote system. Leave blank when performing a Local copy.
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
	Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to

Other sub-tabs available

Sub Menu Tabs	Description
Ideal Stock Levels [F8]	Define the ideal stock levels for the product. These values can be used to generate stock level alerts which appear on the My Menu > Messages/Alerts screen for users logged into the Transfusion Medicine department.



Field			Description	
Mnemonic	Enter a un characters	ique alphanur 5).	neric name for the entry (maximum 6	
Alias	Enter an a	lias for the en	try, if desired (maximum 6 characters).	
Description	Enter the f 30 charact	full name or m ærs).	eaningful description of the entry (maximum	
Barcode	Enter the digits). Thi crossmatc	Enter the Codabar barcode number of the product type (maximum 10 digits). This barcode can be used at product reception and in the crossmatch table.		
Barcode	For unit products the additional Product Barcode field will accommodate the ISBT 128 Product Code of alphanumeric characters. For batch products the additional Product Barcode field will accommodate the GS1 data item for GTIN of 14 numeric characters.			
Minimum Stock	This field i	s not currently	<i>i</i> in use.	
Product Type	Enter the o available f	code correspo or assistance v	nding to the type of product. F1 Lookup with syntax.	
	C or c	Cellular	a type of unit product	
	Р	Platelets	a type of unit product	
	р	Plasma	a type of unit product	
Primary Product	Enter the mnemonic of the product to set as the primary product on the product summary report. F1 Lookup available.			
	This field offers control over the grouping of products on the product summary report.			
Notes	Enter the T	Enter the Transfusion Product Notes to appear on printed labels for the Product.		
Shelf Life	Enter a nu product sł of a suffix	merical value t nelf life in (m)i the system de	followed by the appropriate suffix to specify the nutes, (h)ours, (d)ays or (y)ears. In the absence fault is 'days'.	



This value is used to calculate the expiry date at product reception	
Examples: 1 = 1 days, 7d = 7 days, 12h = 12 hours, 1y = 1 year.	
Examples: 1 = 1 days, 7d = 7 days, 12h = 12 hours, 1y = 1 year.	
Enter (y)es or (n)o to specify whether the Collected Date on the Product Reception screen is calculated and entered using the configured Shelf Life and the Expiry Date entered on the Product Reception screen. Default is 'no'.	
Enter the mnemonic of the default Source of this product. F1 Lookup available. This automatically populates the source at product reception.	
Note: The Default Source can also be entered on the Transfusion Options screen, which takes precedence over the Source specified here.	
Sources are configured via Administration > Transfusion > Sources.	
Enter the mnemonic of the default Location of this product. F1 Lookup available. This automatically populates the location at product reception. This field should not be utilised in multi-site systems. <u>Note:</u> The Default Location can also be entered on the Transfusion Options screen, which takes precedence over the Location	
specified here. Locations are configured via Administration > Transfusion > Locations.	
Enter a numerical value between 0 and 9999999. Determines where this product appears in the product summary report. Products are sorted in the report from to highest (999999) to lowest (0). Default is '0'.	
Enter (y)es or (n)o to specify whether the product group must be confirmed before the unit is available for issue. Default is 'no'.	
Enter (y)es or (n)o to specify whether patient details are required before the product can be despatched. Default is 'no'.	
Enter the maximum time (in minutes) that a product can remain outside the laboratory before being quarantined when it is returned to the blood bank. This field is blank by default. The Product Expiry Check field must be set to 'yes' to activate this function.	





Product Expiry Check	Enter (y)es or (n)o to specify whether to enable the product expiry check for this product. Default is 'no'.	
	When set to 'yes' product expiry checks are performed for this product using the times specified in the Product Expiry field on this screen and the equivalent field in the Ward configuration.	
	The product is put into quarantine if the time limit away is exceeded.	
Sample Expiry Check	Enter (y)es or (n)o to specify whether Evolution vLab [™] checks the sample expiry before allowing the product to be issued. Default is 'no'.	
BloodNet ID	Enter a numerical entry of up to 3 characters. The BloodNet ID field is not mandatory.	
Check RhD Group	Enter (y)es or (n)o to specify whether to enable this check. Default is 'no'.	
Product Modifier	Add the modifier attribute/attributes of the product. The syntax for this configuration field is: • <c> CMV- • <i> Irradiated • <f> Filtered • <w> Washed More than one requirement can be entered, separated by commas. For example: C-, I</w></f></i></c>	
Processed Product 1-5	Enter a product which is configured as a Processed Product for the current product in the Product Configuration table (20 characters max) The Processed Product field is utilised within Evolution vLab [™] to facilitate the recording, appropriate handling, allocation management, fating and reporting of thawed and other processing of products whilst retaining full product traceability. The Processed Product (e.g. ELP1) will need to be configured in the same manner as other products with full details including an appropriate Shelf Life. The Processed Product (e.g. FFP1) when the product is thawed or processed.	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	



Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Ideal Stocks for Product

This screen allows the configuration of ideal stock levels for the various blood groups and product types for the selected product.

The values configured here apply unless laboratory-specific ideal stock levels are configured via Transfusion > Transfusion Options.

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Other sub-tabs available

Sub Menu Tabs	Description
Details [CF5]	Define the main details for the product.

Field	Description
Blood Group	The Blood Group, as configured in the Transfusion > Blood Groups tab (non-editable).
Quantity	For <i>unit products</i> enter a numerical value to specify the quantity of general stock for the blood group.
CMV-	Applicable to unit products only. Enter a numerical value to specify the ideal quantity of CMV negative stock for the blood group.
Irr	Applicable to unit products only. Enter a numerical value to specify the ideal quantity of irradiated stock for the blood group.



	Applicable to unit products only. Enter a numerical value to specify the
CMV-, Irr	ideal quantity of CMV negative and irradiated stock for the blood
	group.

Sources

This screen allows the configuration of Sources for transfusion products.

Once configured, the product Source can be specified on the Product configuration screen or the Transfusion Options screen and this auto populates the source when a product of that type is recorded at product reception. The source can also be manually entered by the user at product reception.

The Sources configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Source

To configure a new source: select the **Create [F6]** function button.

To modify an existing source: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Source

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).
Alias	Enter an alias for the entry, if desired (maximum 6 characters).
Description	Enter the full name or meaningful description of the entry (maximum 20 characters).
BloodNet ID	Enter a numeric ID (maximum 3 characters)
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Locations

The Locations configuration allows the despatch of units to external sites and the transfer of units between laboratories on the same **Evolution vLab**[™] platform.

Once configured, the product Location can be specified on the Product configuration screen or the Transfusion Options screen and this auto populates the location when a product of that type is recorded at product reception. The location can also be manually entered by the user at product reception.

The Locations configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Location

To configure a new location: select the **Create [F6]** function button.



To modify an existing location: double click the relevant entry or select and [Enter] to open the Details screen.

- The BloodNet ID string field is used for locations that do not have a BloodNet ID.
- **Evolution vLab**[™] will send BloodNet the relevant configured BloodNet ID based on the following hierarchy
 - i) BloodNet Custom ID thenii) BloodNet Fac ID theniii) BloodNet ID string.
- If a field is left blank, i.e., BloodNet Custom ID, **Evolution vLab**[™] uses the next field, i.e., BloodNet Fac ID.
- The Ward field is used for locations that are linked to a ward. <F1> Lookup displays the Ward Lookup table.

Details - Create/Modify Location

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



	This function p existing configu It streamlines configuration b Some fields suc the specified en to saving.	opulates the current entry with details copied from an uration item in the same system or from another system. the process of creating new entries or migrating between systems (e.g. from Test to Live). ch as Mnemonic, Alias and Active are not populated from ntry as the user needs to populate or confirm them prior
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.	
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
	System:	Select the Remote system. Leave blank when performing a Local copy.
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
	Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).
Alias	Enter an alias for the entry, if desired (maximum 6 characters).
Description	Enter the full name or meaningful description of the entry (maximum 20 characters).
Controlling Lab	Enter the mnemonic of the Laboratory responsible this location. F1 Lookup available. When this field is populated only users from the



	specified Laboratory can accept units (from this location) on the Units in Transit screen. When this field is left blank users in any laboratory can accept a unit (from this location) on the Units in Transit list.
Product Expiry	The maximum time (in minutes) that a product from this location can be in transit before being quarantined in the receiving laboratory.
Location Type	Valid Entries I = Internal location E = External location
Discard Location	Enter either (y)es or (n)o.
BloodNet Custom ID	Enter a numerical ID (4 characters max)
BloodNet Fac ID	Enter a numerical ID (4 characters max)
BloodNet ID String	Enter an alphanumerical string (90 characters max). The BloodNet ID string field is used for locations that do not have a BloodNet ID.
Ward	Enter an alphanumerical string (60 characters max)
BloodNet ID	Enter a numeric ID (maximum 3 characters)
Active	Enter (y)es or (n)o.

Product Modifiers

The Product Modifier Configuration Table allows system administrators to facilitate the Product Modifier data to be mapped, received, interpreted, recorded, and displayed against blood products.

Product modifiers can also be utilised to filter, select and process products in **Evolution vLab**[™]. Modifiers may be manually recorded against blood products. The BloodNet Modifier ID is mapped within the configuration table for data to be received from and sent to BloodNet.



Function/s of the Modifiers Fields

- The **Evolution vLab**[™] Modifier Mnemonic/Alias can be used in the Product Type configuration table to designate that the product type has a Modifier attribute.
- The **Evolution vLab**[™] Mnemonic/Alias Modifier can be used in the Product Reception screen when manually receipting or updating product details to record that the product has a Modifier attribute.
- Product Modifier data received from BloodNet is captured, stored and displayed in the Modifier field in the **Evolution vLab**[™] Product Reception screen.
- The **Evolution vLab**[™] ID field is used to map BloodNet Product Modifiers to the existing specialised "Modifier" data fields on the Product Reception Screen. This facilitates the automatic updating of these fields to allow operation and checking against patient special requirements as per current **Evolution vLab**[™] functionality.
- The product data fields that are updated based on receipt of a corresponding BloodNet Modifier are:
 - i) CMV Negativeii) Irradiatediii) Filterediv) Washed
- Additional Modifiers can be configured and will be captured, recorded, stored, displayed and utilised to filter and select products but will not provide additional functionality for checking against patient requirements.

Create or Modify a Product Modifier

To configure a new product modifier: select the **Create [F6]** function button.

To modify an existing product modifier: double click the relevant entry or select and [Enter] to open the Details screen/



Function		Description	
Swap Mnemonic & Alias [F5]	Swaps the con user to change	tents of the Mnemonic and Alias fields. This allows the the existing mnemonic when it cannot be edited directly.	
Copy Details [CF2]	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
	Some fields suc the specified e to saving.	ch as Mnemonic, Alias and Active are not populated from ntry as the user needs to populate or confirm them prior	
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to	



Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters)
Alias	Enter an alias for the entry, if desired (maximum 6 characters)
Description	Enter an alphanumerical description (maximum 30 characters)
BloodNet ID	Enter a numerical ID (maximum 3 characters)
Evolution vLab™ ID	Valid Entries = "(I)rr", "(C)MV-", "(F)il", "(W)as", "(A)uto", "(D)ir", "(R)es" (maximum 6 characters)
Sort Order	Enter a numerical entry (maximum 3 characters)
Active	Enter (y)es or (n)o.

TM Alerts

This screen allows the system administrator to configure Transfusion Medicine (TM) Alerts. When an Alert is added to a patient it is stored in the patient's antibody register and appears both on the Reception screen (where it is non-editable) and at the top of the screen during sample processing.

The TM Alerts configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a TM Alert

To configure a new TM alert: select the **Create [F6]** function button.

To modify an existing TM alert: double click the relevant entry or select and [Enter] to open the Details screen/

Details - Create/Modify Transfusion Alert

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.



Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.

Configuration fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).
Alias	Enter an alias for the entry, if desired (maximum 6 characters).
Description	Enter the full name or meaningful description of the entry (maximum 20 characters). This text appears in the TM Alert field on the Specimen Reception screen.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Medical Procedures

This screen allows configuration of Medical Procedures for the purposes of setting the maximum numbers of blood units orderable by the doctor, as set out in the Maximum Surgical Blood Order Schedule (MSBOS).

Once configured, Medical Procedures can be entered by users at specimen registration and the non-editable MSBOS field automatically populates with the number of units accordingly.

This allows the system administrator a degree of control over the ordering of blood units.



The Medical Procedures configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Medical Procedure

To configure a new medical procedure: select the **Create [F6]** function button.

To modify an existing medical procedure: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Procedure

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



Copy Details [CF2]	This function p existing configu It streamlines configuration b Some fields suc the specified e to saving.	oopulates the current entry with details copied from an uration item in the same system or from another system. the process of creating new entries or migrating between systems (e.g. from Test to Live). ch as Mnemonic, Alias and Active are not populated from ntry as the user needs to populate or confirm them prior
	The user may existing entry, changes are sto	copy details to a blank configuration screen or to an in which case the current details are overwritten. No pred until the user saves the configuration screen.
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
	System:	Select the Remote system. Leave blank when performing a Local copy.
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
	Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).
Alias	Enter an alias for the entry, if desired (maximum 6 characters).
Description	Enter the full name or meaningful description of the entry (maximum 30 characters).



Minimum Order	Enter a numerical value to specify the minimum number of units that should be ordered for this procedure. Default is '0'.
MSBOS	Enter a numerical value to specify the maximum number of units that should be ordered for this procedure, as set out in the Maximum Surgical Blood Order Schedule (MSBOS). Default is '0'.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date the entry was created. (system populated)
Modified By	The mnemonic of the user who last modified the entry (system populated).

Blood Groups

This screen allows the user to configure valid blood groups and define the compatibility rules and group computation rules.

The compatibility rules determine which units of cellular, plasma and platelet products are compatible with the given patient blood group.

The computation rules define the results that will allow the blood group to validate without error prompts, both when confirming the blood group for a product and when entering the patient's blood group.

Each ABO and Rh(D) combination should be configured with Mnemonic, Alias and Description. The groups O Positive (H) and O Negative (H) are optional as ARCBS typically does not issue units with these groups.

The Blood Groups configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Blood Group

To configure a new blood group: select the **Create [F6]** function button.



To modify an existing blood group: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Blood Group

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



Copy Details [CF2]	This function p existing configu It streamlines configuration b Some fields suc the specified en to saving.	oopulates the current entry with details copied from an uration item in the same system or from another system. the process of creating new entries or migrating between systems (e.g. from Test to Live). ch as Mnemonic, Alias and Active are not populated from ntry as the user needs to populate or confirm them prior
	The user may existing entry, changes are sto	copy details to a blank configuration screen or to an in which case the current details are overwritten. No pred until the user saves the configuration screen.
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
	System:	Select the Remote system. Leave blank when performing a Local copy.
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
	Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to

Other sub-tabs available

Sub-tab	Description
Compatibility Rules [F6]	Define which units of cellular, plasma and platelet products are compatible with the patient blood group.
Computation Rules [F7]	Define the results that will allow the blood group to validate without error prompts, both when confirming the blood group for a product and when entering the patient's blood group.



Field	Description	
	Enter a unique alphanumeric name for the entry (maximum 6 characters).	
Mnemonic	Each blood group mnemonic must be configured with a space between the blood group and rhesus group (positive or negative). For example, the mnemonic for AB positive should be AB POS, the mnemonic for AB negative should be AB NEG.	
Alias	Enter an alias for the entry, if desired (maximum 6 characters).	
Description	Enter the full name or meaningful description of the entry (maximum 20 characters).	
Primary Group	Enter the mnemonic of the 'primary' blood group for grouping purposes on the Product Summary screen. F1 Lookup available.	
	For example, when the 'O(H) Pos' group has the primary blood group 'O Pos' its units are included in the Product Summary of O positive units.	
Patient Group	Enter (y)es or (n)o to specify whether the blood group can be used as a patient group as well as a product reception group. Default is 'yes'.	
Barcode	Enter the blood group's barcode number to facilitate data entry of units via barcode scanning.	
Barcode	Enter the blood group's ISBT 128 format barcode number to facilitate data entry of units via barcode scanning.	
Sort Order	Enter a numerical value between 0 and 999999. Determines where this product appears in the Unit Inventory. Products are sorted from lowest (0) to highest (999999). Default is '0'.	
Blood360 Code	If filled in, this code will be transmitted in the Blood360 interface, otherwise the mnemonic of the blood group will be sent (maximum 10 characters).	
Immunoglobin RhD Check	Enter (y)es or (n)o to specify whether to enable this check. Default is 'no'.	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	



Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Compatibility Rules

This screen allows definition of the compatibility rules for this blood group, including which units of cellular, plasma and platelet products are compatible with it.

When a blood group is first configured the status for each product type defaults to 'incompatible'. The available rules (and corresponding codes) are explained in the following table.

Available Compatibility Rules

Code	Description
I	Incompatible (INCOMPAT); cannot be overridden.
Q	Query (QUERY); two prompts are given to override the alert.
q	Query (query); a single prompt is given to override the alert.
с	Compatible (compat). The code must be entered as a lowercase c.

Other sub-tabs available

Sub-tab	Description
Details [CF5]	Define the main details for the blood group.
Computation Rules [F7]	Define the results that will allow the blood group to validate without error prompts, both when confirming the blood group for a product and when entering the patient's blood group.



Field	Description		
Product Group	These fields configured, in	These fields auto-populate with all of the blood groups currently configured, including this one (non-editable).	
Cellular Products	ABO	Specify the compatibility rule to apply for ABO cellular products against each of the Product Groups. Default is 'INCOMPAT'.	
	Rh(D) Female	Specify the compatibility rule to apply for Rh(D) cellular products against each of the Product Groups for females. Default is 'INCOMPAT'.	
	Rh(D) Male	Specify the compatibility rule to apply for Rh(D) cellular products against each of the Product Groups for males. Default is 'INCOMPAT'.	
Plasma ABO	Specify the compatibility rule to apply for ABO plasma products against each of the Product Groups. Default is 'INCOMPAT'.		
Platelets ABO	Specify the compatibility rule to apply for ABO platelet products against each of the Product Groups. Default is 'INCOMPAT'.		

Computation Rules

This screen allows definition of the blood group calculations that will allow the group to validate without error prompts – that is, the individual tests that should return a positive agglutination result and the tests that should return a negative agglutination result.

These rules are used both when confirming a blood group for a product and when entering a patient's blood group.

Select **Save [F4]** to store the new entry or to commit any changes.

Other sub-tabs available

Sub-tab	Description
Details [CF5]	Define the main details for the blood group.



Compatibility	Define which units of cellular, plasma and platelet products are
Rules [F6]	compatible with the patient blood group.

Field	Description	
Test	 The test reagent used to investigate blood group (system populated). <u>Note:</u> Anti-AB and A2 cell results are not used by Evolution vLab[™] in the computation of blood groups. 	
Result	Enter a numerical value (between 0-12) to specify the appropriate result for this blood group. Default is '0'. For a positive result, enter a numeric value against each reagent. The number must be a valid test result for the test reagent. For a negative result enter zero (0).	
	Anti-AB and A2 cell results are not used by Evolution vLab [™] in the computation of blood groups.	

Phenotypes

Phenotypes are antigens present on blood cells. The configuration of phenotypes and 'valid' and 'invalid' phenotypes on the Antibodies configuration screen allows **Evolution vLab**^m to provide incompatibility prompts during cross matching. That is, when incompatibilities are detected between the unit's phenotype and the patient's antibodies.

All valid phenotypes must be configured in the phenotype configuration table.

All configured phenotypes are case sensitive.

The Phenotypes configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Phenotype

To configure a new phenotype: select the **Create [F6]** function button.



To modify an existing phenotype: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Phenotype

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters). Note that this mnemonic is case sensitive.
Alias	Enter an alias for the entry, if desired (maximum 6 characters). Note that this alias is case sensitive.
Description	Enter the full name or meaningful description of the entry (maximum 20 characters). The description will be output on screen, printed reports, and stored in the antibody register.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).



Antibodies

The Antibody configuration table allows the administrator to determine the antibodies available for data entry in the antibody identification fields. It also allows the organisation to specify which phenotypes on donor units are compatible with a patient with that particular antibody, for Interactive Phenotype checking.

Each antibody that is subject to interactive phenotype checks must have valid phenotypes configured. Invalid phenotypes are not necessarily required but may be configured at the organisation's discretion.

Create or Modify an Antibody

To configure a new antibody: select the **Create [F6]** function button.

To modify an existing antibody: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Antibody

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



Copy Details [CF2]	This function p existing configu It streamlines configuration b Some fields sug	oopulates the current entry with details copied from an uration item in the same system or from another system. the process of creating new entries or migrating between systems (e.g. from Test to Live). ch as Mnemonic, Alias and Active are not populated from	
	the specified e to saving.	ntry as the user needs to populate or confirm them prior	
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to	

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters). Note that this mnemonic is case sensitive.
Alias	Enter an alias for the entry, if desired (maximum 6 characters). Note that this alias is case sensitive.
Description	Enter the full name or meaningful description of the entry (maximum 20 characters).



Valid Phenotypes	Enter the mnemonic(s) of the phenotype(s) compatible with this antibody (maximum 8). Phenotypes are case sensitive. Multiple phenotypes should be comma separated without spaces. Only blood units with this phenotype may be issued to a patient with this antibody when interactive phenotyping is activated.	
Invalid Phenotypes	Enter the mnemonic(s) of the phenotype(s) incompatible with this antibody (maximum 8). Phenotypes are case sensitive. Multiple phenotypes should be comma separated without spaces. Blood units with this phenotype cannot be issued to a patient with this antibody when interactive phenotyping is activated.	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).	
Modified By	The mnemonic of the user who last modified the entry (system populated).	

Transfusion Options

The Transfusion Options allow each transfusion laboratory (or laboratory group) to configure certain parameters to meet the needs of its individual hospital.

Each laboratory and laboratory group with a transfusion medicine department must have transfusion options configured.

The Transfusion Options configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify Transfusion Options for a Laboratory or Lab Group

To configure a new set of transfusion options: select the **Create [F6]** function button.

To modify an existing set of transfusion options: double click the relevant entry or select and [Enter] to open the Details screen.



Details - Create/Modify Transfusion Options

These settings only apply to the specified laboratory or laboratory group.

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live). Some fields such as Mnemonic, Alias and Active are not populated from the energies of the process of the process of the process of the process.		
	to saving.	nity as the user needs to populate or commit them pro-	
Copy Details [CF2]	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the cc abort.	ppy by clicking OK or pressing the [F4] key or Cancel to	

Other sub-tabs available

Sub Menu Tabs	Description
	This tab becomes available once the Transfusion Options record is saved to the configuration table.
Ideal Stock Levels [F8]	From here the administrator can set ideal stock levels for the specified laboratory. These values can be used to generate stock level alerts which appear on the My Menu > Messages/Alerts screen for users logged into the Transfusion Medicine department.



Field	Description	
	Enter the Mnemonic of the configured Laboratory to which these Transfusion Options apply (maximum 6 characters).	
Mnemonic	Note: This Mnemonic must match the exact Mnemonic configured via Workplace > Laboratories for the Transfusion Options to be linked to the Laboratory.	
Alias	Enter an alias for the entry, if desired (maximum 6 characters).	
Description	Enter the full name or meaningful description of the entry (maximum 20 characters).	
Confirm Transfusion on Despatch	Enter (y)es or (n)o to specify whether units are automatically confirmed as transfused when despatched from the Product Sign Out screen, Unit Inventory or Crossmatch Inventory. Default is 'no'.	
	Enter (y)es or (n)o to specify whether units are removed from the Crossmatch Inventory once they have been despatched. Default is 'no'.	
Remove XMatch Table on Despatch	When set to 'no' the units remain on the crossmatch table after despatching and are removed once transfusion is confirmed.	
on Despaten	<u>Note</u>: This field is overridden when Confirm Transfusion on Despatch is set to 'yes'.	
Group Confirm Patients	Enter (y)es or (n)o to specify whether Evolution vLab [™] requires a second blood group on all patients for which no previous blood group result is recorded. Default is 'no'.	
Auto update Ab register	Enter (y)es or (n)o to specify whether data is automatically entered into the patient's antibody register upon validation. Default is 'no'.	
Unit Group Reaction	Enter (y)es or (n)o to specify whether the grouping reactions of Red Cross blood units must be entered before the units can be issued to patients. Default is 'no'.	
Computer Crossmatch	Enter (y)es or (n)o to specify whether the system automatically fills in the status of units on the XMATC panel if they are deemed to be compatible. Default is 'no'.	
Interactive Phenotype Check	Enter (y)es or (n)o to specify whether the system performs phenotype checks on units allocated to patients with antibodies in the antibody register. Default is 'no'.	



	The phenotype checking is based on valid and invalid phenotypes configured against each antibody. The system produces an error message when the user attempts to add a unit to the patient's crossmatch table that does not contain the required phenotype and does not allow the unit to be added.	
Default Source	Enter the mnemonic of the default Source of this product. F1 Lookup available. This automatically populates the source at product reception. <u>Note:</u> This setting takes precedence over the Source specified on the Product configuration screen. Sources are configured via Administration > Transfusion > Sources.	
Default Location	Enter the mnemonic of the default Location of this product. F1 Lookup available. This automatically populates the location at product reception. <u>Note:</u> This setting takes precedence over the Location specified on the Product configuration screen. Locations are configured via Administration > Transfusion > Locations.	
Auto XMatch Expiry (hours)	Enter a numerical value to specify the number of hours each crossmatch is held for. This time is added to the time entered in the 'Required by' field at specimen registration. Default is '0'.	
Plasma Allocation Auto Expiry (hours)	Enter a numerical value to specify the number of hours each plasma allocation is held for. This time is added to the time entered in the 'Required by' field at specimen registration. Default is '0'.	
Platelet Allocation Auto Expiry (hours)	Enter a numerical value to specify the number of hours each platelet allocation is held for. This time is added to the time entered in the 'Required by' field at specimen registration. Default is '0'.	
Past Transfusion Limit (days)	Enter a numerical value to define the maximum number of days that can elapse before the patient's previous transfusion is not considered 'recent'. Default is '0'. This field affects the 'Recent Transfusion' field at registration and can affect the sample validity/expiry. For example, if 100 were entered in this field, the sample expiry would be reduced if the person had been transfused within the past 100 days.	



Sample Validity < Limit (hours)	Enter a numerical value to specify the sample validity (in hours) for samples that have been transfused within the Past Transfusion Limit set in the field above. Default is '0'.	
Sample Validity > Limit (days)	Enter a numerical value to specify the sample validity (in days) for samples that have not been transfused within the Past Transfusion Limit set in the field above. Default is '0'.	
Preg Sample Validity (days)	Enter a numerical value to specify the sample validity (in days) when the patient has data entered in the gestation field at specimen registration or the pregnancy field at specimen registration is set to 'yes'. Default is '0'.	
	Enter (y)es or (n)o to specify whether to apply the 'Expiry Time' offset to the calculated expiry date/time for Crossmatch Expiry (XMEXP) and Sample Expiry (TM_SAMPLEXP).	
Expiry Offset	When set to 'yes' the offset is applied. The expiry time is extended from the normal calculation to match the time in the 'Expiry Time' field (below). For example, when the 'Expiry Time' is 23:59, the expiry date/time is adjusted to 23:59 on the same date.	
	When the configured 'Expiry Time' is earlier than the calculated time, the expiry date is adjusted forward accordingly. For example, when the 'Expiry Time' is set to 15:00 and the calculated Sample Expiry is 16:30 25-11-2015, the Sample Expiry is offset to 15:00 26-11-2015.	
	When set to 'no' the Crossmatch Expiry and Sample Expiry are calculated normally, without any offset.	
Expiry Time	This field determines the offset applied when the 'Expiry Offset' field (above) is set to 'yes'. When 'Expiry Offset' is set to 'no' this field is ignored.	
	Enter a time in 24 hour format (hh:mm).	
	When this field is left blank, no offset is applied even when 'Expiry Offset' is set to 'yes'.	
Number of Labels – Batch, Cellular, Plasma, Platelets	Enter the number of labels to print for each unit of Batch, Cellular, Plasma and Platelet products. Default is '0'.	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	



Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Ideal Stock Levels (Product List)

The Ideal Stock Levels screen allows for the configuration of minimum stock levels for each laboratory. These quantities can be used to trigger stock level alerts which appear on the My Menu > Messages/Alerts screen for users logged into the Transfusion Medicine department.

The values entered here take precedence over the ideal stock levels configured via the Transfusion > Products configuration screen.

The table displays the full list of active Products, including cellular and non-cellular batch and unit products.

Function Buttons

Function	Description
Ideal Stock Levels [CF8]	When a batch product is selected the user is prompted for the ideal stock quantity for that product.
	When a unit product is selected this button opens the Ideal Stock sub- table for the selected product.

Other sub-tabs available

Sub Menu Tabs	Description
Details [CF5]	Define the main details for the Transfusion Option.



Columns in the Ideal Stock Labels table

Column	Description
Description	The product description (system populated from the Products configuration table).
Quantity	For <i>batch products</i> this column indicates the ideal stock level for the product. For <i>unit products</i> this column displays the sum of the ideal quantities of general stock specified for each blood group.
CMV-	Applicable to unit products only. Displays the sum of the ideal quantities of CMV negative stock specified for each blood group.
Irr	Applicable to unit products only. Displays the sum of the ideal quantities of irradiated stock specified for each blood group.
CMV-, Irr	Applicable to unit products only. Displays the sum of the ideal quantities of CMV negative and irradiated stock specified for each blood group.

Set the Ideal Stock Levels for a Batch Product

- 1. Select the batch product from the list and press the **Ideal Stock Levels [CF8]** function button.
- 2. At the prompt, enter a numerical value to specify the ideal stock quantity for general stock and click OK, or Cancel to abort.
- 3. This value populates the Quantity column for the selected product.
- 4. Select the **Save [F4]** icon to store the changes.

Set the Ideal Stock Levels for a Unit Product

- 5. Select the unit product from the list and press the **Ideal Stock Levels [CF8]** function button.
- 6. The Ideal Stock sub-table displays for this product, with the configured blood groups listed in the leftmost column.



Ideal Stock Levels for <selected unit product>

This sub-table allows configuration of the ideal stock levels for the various blood groups and product types for the selected unit product. The sum of each column appears in the equivalent column of the main Ideal Stock Levels table (containing the full product list).

Function Buttons

Function	Description
Ideal Stock Levels [CF8]	The user is prompted for the ideal stock quantities for the selected blood type of the product. Four dialog boxes appear in sequence to allow the user to specify the ideal quantity of general, CMV negative, irradiated and CMV- irradiated stock.

Columns in the Ideal Stock table

Column	Description
Blood Group	The description of each blood group (system populated from the Blood Groups configuration table).
Quantity	The ideal quantity of general stock for each blood group.
CMV-	The ideal quantity of CMV negative stock for each blood group.
Irr	The ideal quantity of irradiated stock for each blood group.
CMV-, Irr	The ideal quantity of CMV negative and irradiated stock for each blood group.

Set the Ideal Stock Levels for a Unit Product

- 1. Select the blood group to configure the stock level for and press the **Ideal Stock** Levels [CF8] function button.
- 2. At the prompt, enter a numerical value to specify the ideal quantity for *general* stock and click OK, or Cancel to abort. This value populates the Quantity column for the selected product and blood group.
- 3. At the prompt, enter a numerical value to specify the ideal quantity for *CMV negative* stock and click OK, or Cancel to abort.


- 4. At the prompt, enter a numerical value to specify the ideal quantity for *irradiated* stock and click OK, or Cancel to abort.
- 5. At the prompt, enter a numerical value to specify the ideal quantity for *CMV negative and irradiated* stock and click OK, or Cancel to abort.
- 6. Select the **Save [F4]** icon to store the changes.

Transfusion Warnings

The Transfusion Warnings Override Levels table displays and enables the system administrator to set a warning level on the system configured transfusion warning messages or prompts.

The user's privilege must have a higher 'Transfusion Warnings Level' set to be able to view and override the Transfusion Warning prompts or messages.

If the user does not have the sufficient privilege level, a warning message will alert the user that they do not have the sufficient privilege to complete the task attempting to be performed.

Create or Modify Transfusion Warnings Override Level

To modify the override level of a transfusion warning: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Transfusion Warnings Override Level

The Category and Prompt String fields are not editable. All other fields are optional.

Select **Save [F4]** or the OK button to commit any changes.

Configuration fields

Field	Description
Category	This field cannot be edited and describes the area of work in which the prompt or warning will display.
Prompt String	This field cannot be edited and shows the prompt or warning that will display.



	Enter the numerical value for the override level for the given prompt or warning. The highest level that can be configured is 99.
Level	Note: The user's privilege must have a higher 'Transfusion Warnings Level' set to be able to view and override the Transfusion Warning prompts or messages.
Audit	Enter (y)es or (n)o to specify whether the actions from the warnings will appear in the relevant Audit.
Supervisor Log	Enter (y)es or (n)o to specify whether the actions from the warnings will appear in the Supervisor Log (Management > Log Files > Transfusion Medicine Event Logs).



39. User Profiles

The User Profiles submenu allows configuration of users, access groups and password rules.

Note: Where enabled, the superseded Privileges (Historical) and Menu Access (Historical) tabs may be available.

Users

The system administrator maintains the list of **Evolution vLab**[™] users and their access levels.

A single **Evolution vLab**[™] user login can provide a user with access to multiple laboratories, departments, and sections, depending on the configuration.

Note: Each login offers access to only one division. When a user requires access to multiple divisions the administrator must create separate logins for each division.

The Users configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'. The Full Name column indicates the name of the staff member, while the Username displays their username for logging in.

The Access Group and User Type respectively indicate the level of access the user has and what type of **Evolution vLab**^M user they are (configured via the Access Groups tab). The configuration table can be exported to a range of file formats, including XML.

Create or modify a User

To configure a new user: select the **Create [F6]** function button.

To modify an existing user: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify User

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.



Each user login can be set up with access to up to 9 Laboratories or Laboratory Groups. For each, the user's access is further controlled by the Division, Department and Access Group fields occupying the same row.

Note: For the user's login to work properly the Division must be the same for each Laboratory or Laboratory Group specified.



Function Buttons

Function		Description	
	This function p existing configu It streamlines configuration b Some fields suc	opulates the current entry with details copied from an uration item in the same system or from another system. the process of creating new entries or migrating between systems (e.g. from Test to Live). ch as Mnemonic, Alias and Active are not populated from	
	the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may existing entry, changes are sto	copy details to a blank configuration screen or to an in which case the current details are overwritten. No pred until the user saves the configuration screen.	
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to	

Other sub-tabs available

Sub Menu Tabs	Description
Electronic Signature [SF7]	Store a scanned image of the staff member's signature for output in reports.
Remote Analysers [SF8]	Configure access to Point of Care analysers.



Configuration fields

Field	Description	
Login Name	Enter a unique username for the staff member (maximum 6 characters). They use this name and their password to log in.	
Full Name	Enter the user's full name (maximum 30 characters).	
Default Laboratory	Enter the mnemonic of the user's default laboratory. F1 Lookup available.	
Division	Enter the mnemonic of the user's default division. F1 Lookup available.	
Department	Enter the mnemonic of the user's default department. F1 Lookup available.	
Section	Enter the mnemonic of the user's default section, if required. F1 Lookup available.	
Email Address	Enter the user's email address in the format 'name@organisation.com'. This email address is used when emailing reports from the Evolution vLab [™] Clinical Viewer interface.	
LDAP User	The LDAP User for this user, set via the User Profiles > LDAP Users configuration (system populated).	
Enquiry Doctor	Enter the mnemonic for a doctor to limit the user's enquiry access to results from that particular doctor. F1 Lookup available. <u>Note:</u> The Access Group User Type should be set to 'Enquiry'.	
Enquiry HCF	Enter the mnemonic for a Health Care Facility to limit the Enquiry user's access to requests from that HCF. F1 Lookup available. <u>Note:</u> The Access Group User Type should be set to 'Enquiry'.	
Enquiry HCF Group	Enter the mnemonic for a Health Care Facility Group to limit the Enquiry user's access to requests from that Group. F1 Lookup available. <u>Note:</u> The Access Group User Type should be set to 'Enquiry'.	
Enquiry Client	Enter the mnemonic for a Client to limit the Enquiry user's access to requests from that Client. F1 Lookup available. The Access Group User Type should be set to 'Enquiry'.	





Enquiry Client Group	Enter the mnemonic for a Client Group to limit the Enquiry user's access to requests from that Group. F1 Lookup available.
Printer	Enter the mnemonic of the default printer for the user.
LDAP Server	The LDAP Server for this user's LDAP Login, set via the User Profiles > LDAP Users configuration (system populated).
Idle Timeout (mins)	Enter a number between 1 and 999 to specify how long (in minutes) the session can remain idle before the user is automatically logged out of Evolution vLab [™] . The default is 10 minutes. This setting takes precedence over the 'Idle Timeout (mins)' configured against the Access Group.
Password Rule	Enter the mnemonic for a Password Rule to specify the password requirements for the user. F1 Lookup available. This setting takes precedence over the Password Rule configured against the Access Group.
Last Password	The number of days since the last password change (system populated).
Start Date	Enter the date (ddmmyyyy) the user's login automatically becomes active. The system performs a nightly check and changes the Active field to 'yes' when the start date is reached.
End Date	Enter the date (ddmmyyyy) the user's login automatically inactivates. The system performs a nightly check and changes the Active field to 'no' when the end date is reached.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).
Laboratory Group (multiple fields)	Enter the mnemonic(s) of the Lab(s) or Laboratory Group(s) the user can access (one per field; maximum 9). F1 Lookup available. The user's



	access is further defined via the Division, Department and Access Group fields occupying the same row.
Division (multiple fields)	For each Laboratory or Laboratory Group specified (on the same row), enter the mnemonic of the Division the user can access. F1 Lookup available.
	Where the user is granted access to multiple Laboratories or Laboratory Groups the Division should always be the same, such as Pathology. Separate user logins must be created for staff members requiring access to more than one Division.
Department (multiple fields)	For each Laboratory/Division combination specified (on the same row), enter the mnemonic of the Department the user can access. F1 Lookup available.
	Set this field to Billing (rather than 'ALL Departments') when the corresponding Access Group will be for Billing. This ensures access to the Billing Menu.
Access Group	For each Laboratory/Division/Department combination specified (on the same row), enter the mnemonic of the user's Evolution vLab [™] Access Group. F1 Lookup available.
	The Evolution vLab [™] Access Group is similar to the concept of a user privilege. It determines the staff member's access to the various Evolution vLab [™] modules (e.g. My Menu), submenus (e.g. Messages, Reception), navigation tabs and functions, plus Evolution vLab [™] Clinical Viewer. Alternatively, a Critical Care Pathology Monitor (CCPM) Access Group provides access to the CCPM 'airport' screen.

Electronic Signature

This screen allows a scanned image of the staff member's signature to be stored against their login for output in reports. This is achieved via use of the output_signature subroutine in report masks.

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Only the **Scan [F7]** function button is available when an electronic signature image has not yet been uploaded.



Function Buttons

Function	Description
Scan [F7]	Scans and uploads the image into Evolution vLab [™] using the scanner attached to the administrator's PC. The scanner must be configured via Administration > Devices > Hardware Devices.
View Full Image [F5]	Displays the entire scanned image without image extract rules applied.
Delete Source Image	Removes the existing scanned image (and electronic signature) when the user selects 'Yes' at the dialog prompt 'Are you sure you want to delete the image?'
View Image Extract [SF5]	Displays the image with the image extract format applied. This is the image used as the staff member's signature when the output_signature subroutine is called.
	<u>Note</u> : The Image Ext field must be populated to view the image extract.

Other sub-tabs available

Sub Menu Tabs	Description
Details [CF5]	Define the main details for the user.
Remote Analysers [SF8]	Configure access to Point of Care analysers.

Configuration fields

Field	Description
Full Name	The staff member's full name as specified on the Details tab (system populated).
Login Name	The staff member's username as specified on the Details tab (system populated).



Image Ext.	Enter the mnemonic of the image extraction type. F1 Lookup available. Determines what section of the image is extracted for use as the electronic signature image. When this field is left blank the entire scanned document is used.
Image Height	The height of the image (system populated once the image is scanned and saved).
Image Width	The width of the image (system populated once the image is scanned and saved).
Size	The file size of the image (system populated once the image is scanned and saved).

Create a User's Electronic Signature

- 1. Enter the image extraction type into the Image Ext. field if the signature is to be extracted from a larger image. F1 Lookup available.
- 2. Select the Scan [F7] function button.
- 3. The message '*Please wait. Loading Devices...*' appears in the top right-hand corner of the screen while **Evolution vLab**[™] scans the PC for available devices. Where more than one scanner is detected the user is prompted to select the scanner from the Image Device Selection table.
- 4. Enter the device into the Device field. F1 Lookup available.
- 5. Enter the image type into the Image Type field. F1 Lookup available.
- 6. Enter scanner into the Image Attributes field. F1 Lookup available.
- 7. Place the signed form into the scanner.
- 8. Select the OK button to start the scanning process.
- 9. The message '*Please wait. Loading image...*' appears in the top right-hand corner of the screen. Once the image has been scanned the Image Height, Image Width and Size fields auto-populate accordingly. The function buttons View Full Image, View Image Extract and Delete Source Image become available.
- 10. Click the Save [F4] icon to save the image as the user's electronic signature.
- 11. Select the Save [F4] icon again to update the table.

Remote Analyser

Users can be granted access to Point of Care analysers controlled by the **Evolution vLab**[™] interface.



Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes. Select **Save [F4]** again on the Details page to update the table. **The second Save is required to ensure the changes are applied.**

Other sub-tabs available

Sub Menu Tabs	Description
Details [CF5]	Define the main details for the user.
Electronic Signature [SF7]	Store a scanned image of the staff member's signature for output in reports.

Configuration fields

Field	Description
Login Name	The staff member's username as specified on the Details tab (system populated).
Full Name	The staff member's full name as specified on the Details tab (system populated).
Laboratory	The laboratory to which the user has access (system populated).
Department	The department to which the user has access (system populated).
Section	The section to which the user has access (system populated).
Analyser (multiple fields)	Enter the mnemonic(s) of the allowed analysers for the user (one per field; maximum 6). F1 Lookup available. The adjacent non-editable fields display the Description for each analyser entered.



User Groups

User Groups are created to provide specific users with access to confidential tests via Confidentiality Rules. User Groups are therefore required for the configuration of Confidentiality Rules.

The User Groups configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a User Group

To configure a new user group: select the **Create [F6]** function button.

To modify an existing user group: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify User Group

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



	This function p existing config system. It strea configuration b	oopulates the current entry with details copied from an guration item in the same system or from another amlines the process of creating new entries or migrating between systems (e.g. from Test to Live).
	Some fields su from the specif prior to saving.	ich as Mnemonic, Alias and Active are not populated fied entry as the user needs to populate or confirm them
	The user may existing entry, changes are sto	copy details to a blank configuration screen or to an in which case the current details are overwritten. No ored until the user saves the configuration screen.
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
	System:	Select the Remote system. Leave blank when performing a Local copy.
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
	Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to

Configuration fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 13 characters).



Alias	Enter an alias for the entry, if desired (maximum 13 characters).
Description	Enter the full name or meaningful description of the entry (maximum 50 characters).
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).
Users (multiple fields)	Enter the mnemonics of the user(s) to be included in the User Group (one per field; maximum 64). F1 Lookup available.

Access Groups

The Access Groups reflect the concept of 'privilege levels' and control user access in **Evolution vLab**[™]. They allow the system administrator to place restrictions on system functions and to control the accessibility of screens.

For each Access Group the administrator determines the availability of **Evolution vLab**[™] submenus ('menu items'), navigation tabs and functions for each of the modules – My Menu, Management, Administration and Billing – plus the availability of **Evolution vLab**[™] Clinical Viewer functions.

One user login can be allocated to as many as 9 Access Groups (via the User configuration screen), which can vary according to the laboratory or department the staff member is logged in to at the time. This means that the user's access can change in real time as they switch to different Departments in **Evolution vLab**^M.

The Access Groups configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'. The User Type column indicates the type of user to which the Access Group applies, such as Enquiry, Laboratory, Billing or Administrator.

Create or Modify an Access Group

To configure a new access group: select the **Create [F6]** function button.



To modify an existing access group: double click the relevant entry or select and [Enter] to open the Details screen.

My Menu – Create/Modify Access Group

This screen allows the administrator to set the My Menu privileges for the Access Group, along with some more general details such as the Mnemonic, Description and User Type.

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

The uppermost panel of fields allows configuration of general details for this Access Group, while the three lower panels relate to My Menu access.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



	1	
	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).	
	Some fields suc the specified e to saving.	ch as Mnemonic, Alias and Active are not populated from ntry as the user needs to populate or confirm them prior
	The user may existing entry, changes are sto	copy details to a blank configuration screen or to an in which case the current details are overwritten. No pred until the user saves the configuration screen.
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
	System:	Select the Remote system. Leave blank when performing a Local copy.
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
	Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to

Other sub-tabs available

Sub Menu Tabs	Description
Management [CF6]	Define the Management privileges for the Access Group.



Administration [CF7]	Define the Administration privileges for the Access Group.
Billing [F7]	Define the Billing privileges for the Access Group.
Tab Restrictions [F8]	Restrict access to specific tabs (screens) for the Access Group.
Evolution vLab [™] Clinical Viewer [F9]	Define the Evolution vLab [™] Clinical Viewer privileges for the Access Group.

General Configuration Fields

Field	Description	
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).	
Alias	Enter an alias for the entry, if desired (maximum 6 characters).	
Description	Enter the full name or meaningful description of the entry (maximum 20 characters).	
User Type	 Enter the mnemonic of the user type for the Access Group. F1 Lookup available. L Laboratory E Enquiry – limited access to patient enquiry-related screens B Billing A Administration 	
Search Pane	Enter the mnemonic of the definable screen layout to use for the Search pane. F1 Lookup available. The default is used when the field is left blank.	
Demographic Header	Enter the mnemonic for the definable screen layout to use for the Demographic Header. F1 Lookup available. The default is used when the field is left blank.	



Idle Timeout (mins)	Enter a number between 1 and 999 to specify how long (in minutes) the session can remain idle before the user is automatically logged out of Evolution vLab [™] . The default is 10 minutes. The 'Idle Timeout (mins)' configured against the User takes precedence over this setting.
Password Rule	Enter the mnemonic for a Password Rule to specify the password requirements for the Access Group. F1 Lookup available. The Password Rule configured against the User takes precedence over this setting.
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Menu Items (My Menu) configuration fields

Field	Description
Messages	Enter (y)es to grant access to the Messages submenu item. Default is 'no'.
E-Orders	Enter (y)es to grant access to the E-Orders submenu item. Default is 'no'.
Reception	Enter (y)es to grant access to the Reception submenu item. Default is 'no'.
Processing	Enter (y)es to grant access to the Processing submenu item. Default is 'no'.
Tracking	Enter (y)es to grant access to the Tracking submenu item. Default is 'no'.
Work Lists	Enter (y)es to grant access to the Work Lists submenu item. Default is 'no'.



Batch Functions	Enter (y)es to grant access to the Batch Functions submenu item. Default is 'no'.
System Lists	Enter (y)es to grant access to the System Lists submenu item. Default is 'no'.
Analysers	Enter (y)es to grant access to the Analysers submenu item. Default is 'no'.
POCT Analysers	Enter (y)es to grant access to the POCT Analysers submenu item. Default is 'no'.
Stores	Enter (y)es to grant access to the Stores submenu item. Default is 'no'.
Utilities	Enter (y)es to grant access to the Utilities submenu item. Default is 'no'.
Blood Bank	Enter (y)es to grant access to the Blood Bank submenu item. Default is 'no'.
Inventories	Enter (y)es to grant access to the Inventories submenu item. Default is 'no'.

Laboratory Functions configuration fields

Field	Description
Access Specimen Reception Tab	Enter (y)es to grant access to the specimen Reception tab from the Results Enquiry screen. Default is 'no'. <u>Note:</u> Setting this to 'no' does not restrict access to the Reception submenu item.
Access Request Form Images Tab	Enter (y)es to grant access to the Request Forms [Insert] tab. Default is 'no'.
Access Audit Trail	Enter (y)es to grant access to the audit trail for patient episodes. Default is 'no'.
Access Genetic Studies	Enter (y)es to grant access to the Familial Relationships screen, accessed via the Relationships [CF8] function from Specimen Reception and Results screens. Default is 'no'.



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Order "Restricted" Requests	Enter (y)es to grant the ability to request (and remove) restricted orderable tests and panels (i.e. those for which the Orderable field is set to 'R'), in addition to standard orderable requests. Default is 'no'.
Order "Ward Order" Requests Only	 Enter (y)es to allow the user to request or delete only tests and panels for which the Orderable field is set to 'W'. Default is 'no'. Enter (n)o to grant the ability to request or delete all standard orderable requests. <u>Note:</u> When set to 'yes' the user will only be able to see "Ward Order" tests and panels in User Lists, including Packing and Beceive lists
Manual Entry of Results	Enter (y)es to permit manual entry of results. Default is 'no'. Set this field to 'yes' when Correct Level 2 Validated Results is set to 'yes'.
Accept Results	Enter (y)es to grant access to the Accept function button on the patient Results screen. Default is 'no'. (The Accept button changes the result status to 'Accepted', which appears as 'A' in the Tabulated Report.) Setting this field to 'yes' also grants access to the Accept button for transferring a Histopathology specimen from the TRIM Worksheet to the ROUTINE Worksheet. Set to 'no' when Level 2 Validation is set to 'yes', since the latter takes precedence. Result acceptance is an optional additional level of result validation and is not activated for all systems.
Level 1 Validation	 Enter (y)es to permit Level 1 validation of results for the following: Worksheets – via the Save/Next function button Level 1 Results table for Analysers 1 and 2 – via the Accept or Accept Page function buttons - Patient Results screens – via Save [F4] icon Default is 'no'. Level 1 validation is indicated by status 'A' in the Tabulated Report for the Test(s). The result status 'Interim' appears on the patient Results screen.
Level 2 Validation	 Enter (y)es to permit Level 2 validation of results for the following: Worksheets – via the Save/Validate/Next function button



	 Level 1 Results table for Analysers 2 – via the L2 Val [F6] function button - Patient Results screens – via Validate [F6] icon
	Level 2 validation is indicated by status 'V' in the Tabulated Report for the Test(s). The result status on the patient Results screen is 'Validated' when all Tests are validated, or 'Interim' when only a subset of Tests are validated.
Correct Level 2 Validated Results	Enter (y)es to permit editing of Level 2 validated results. Default is 'no'. <u>Note:</u> When set to 'yes' the Manual Entry of Results field must also be set to 'yes'.
Edit Antibody Register	Enter (y)es to allow the user to edit and enter details into a patient's transfusion antibody register. Default is 'no'. <u>Note:</u> When set to 'yes' the Manual Entry of Results must also be set to 'yes'.
Remove/Restor e PDF Results	Enter (y)es to allow users to remove and reinstate PDF results. Default is 'no'
Edit QC Material	Enter (y)es to permit the creation and editing of QC Materials on Manual QC and Analyser QC screens. The Create [F6], Edit [F2] and/or Create & Copy [F8] function buttons are available where appropriate on the Controls, Control Tests, Control Lots and QC Points screens. Default is 'no'.
	When set to 'no' these functions are not available.
Insert Entries into User Lists	Enter (y)es to permit manual insertion of laboratory records into User Lists via List Insert [SF12] or [List Insert] icons and function buttons. Default is 'no'.
Recall Consumables/ Equipment	Enter (y)es to permit recall of consumables and equipment, as part of the 'Consumable, Equipment and Recall' functionality. Default is 'no'.
Override Confidential	Enter (y)es to grant the ability to override the Confidentiality Rule or Confidentiality Type in order to view the restricted patient information or results. Default is 'no'.
Print Results	Enter (y)es to permit printing of results via the Print [F11] and Select Print [SF11] icons and function buttons. Default is 'no'.



	<u>Note</u> : Setting this to 'no' does not affect the ability to print worklists and worksheets.
View Restricted Requests	Enter (y)es to allow the user to view requests that are Restricted. Default is 'no'.
View Restricted	Enter (y)es to allow the user to view results that are Restricted. Default is 'no'.
Results	When set to 'yes' the View Restricted Requests should also be set to 'yes'.
Transfusion Warnings Level	Enter a whole number between 0 and 99 to specify the Transfusion Warnings Override Level for the Access Group. This number corresponds to the Level field in the Transfusion > Transfusion Warnings configuration and determines which Transfusion Warnings are displayed.
	Users in the Access Group will receive only the Transfusion Warnings at or below the number configured in this field. For example, when this value is set to '10' the user will receive any Warnings for which the Level is '10' or lower, and they will have the option to override any such Warnings. However, when the Warning Level is '11' or higher the user will not be prompted and therefore they cannot proceed without making the necessary correction. This prevents the user from overriding checks beyond their privilege level.
Audit Result Enquiry Access	Enter (y)es to audit the user's result enquiries (i.e. record an enquiry event in the audit trail). Default is 'no'.
HL7 Utilities	Enter (y)es to grant access to the HL7 View [CF8] sub-tab of the Tabulated Report [CF12] and to the Transmit HL7 [SF7] function on the Tabulated View [CF5] sub-tab.

System Administrator Functions configuration fields

	Field
PasswordEnter (y)es to permit the user to reset passwords for other users. Default is 'no'.PasswordNote:Citadel Health recommends that this access be granted only system administrators, as it poses a potential security ri Users with this privilege can reset passwords even for users w a higher level of access.	Password Administration



Override User Lock-out	Enter (y)es to permit the user to log in to Evolution vLab [™] when user logins are disabled from the User Status screen. Default is 'no'.
	<u>Note</u>: This option should only be set to 'yes' for system administrators.

Management Privileges

This screen allows the administrator to set the Management privileges for the Access Group.

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

The uppermost panel of fields displays the general details configured via the My Menu tab.

Other sub-tabs available

Sub Menu Tabs	Description
My Menu [CF5]	Define the general details and My Menu privileges for the Access Group.
Administration [CF7]	Define the Administration privileges for the Access Group.
Billing [F7]	Define the Billing privileges for the Access Group.
Tab Restrictions [F8]	Restrict access to specific tabs (screens) for the Access Group.
Evolution vLab [™] Clinical Viewer [F9]	Define the Evolution vLab [™] Clinical Viewer privileges for the Access Group.

Menu Items (Management) configuration fields

Field	Description
Report Queues	Enter (y)es to grant access to the Report Queues submenu item. Default is 'no'.
Patient Records	Enter (y)es to grant access to the Patient Records submenu item. Default is 'no'.



Genetic Studies	Enter (y)es to grant access to the Genetic Studies submenu item. Default is 'no'.
Messages	Enter (y)es to grant access to the Messages submenu item. Default is 'no'.
Devices	Enter (y)es to grant access to the Devices submenu item. Default is 'no'.
HL7 Messages	Enter (y)es to grant access to the HL7 Messages submenu item. Default is 'no'.
Misc Interfaces	Enter (y)es to grant access to the Misc Interfaces submenu item. Default is 'no'.
Image Storage	Enter (y)es to grant access to the Image Storage submenu item. Default is 'no'.
User Activity	Enter (y)es to grant access to the User Activity submenu item. Default is 'no'.
Statistics	Enter (y)es to grant access to the Statistics submenu item. Default is 'no'.
Clinical Lists	Enter (y)es to grant access to the Clinical Lists submenu item. Default is 'no'.
Log Files	Enter (y)es to grant access to the Log Files submenu item. Default is 'no'.
SS Package	Enter (y)es to grant access to the SS Package submenu item. Default is 'no'.
Reports	 Note: Reports previously available via the Reports submenu are now accessed in Evolution vLab[™] Clinical Viewer. This field is therefore not applicable to new clients. Enter (y)es to grant access to the Reports submenu item. Default is 'no'.

Management Functions configuration fields

Field	Description



Genetic Studies Administration	Enter (y)es to grant the access to Genetic Studies administration functions. Default is 'no'.
System Message Administration	Enter (y)es to permit editing and posting of system messages. Default is 'no'.
Unlock Report Queues	Enter (y)es to grant the ability to override a locked report print queue when multiple users attempt to output the same report queue (via Output Entry [F6]). Default is 'no'.

Administration Privileges

This screen allows the administrator to set the Administration privileges for the Access Group.

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

The uppermost panel of fields displays the general details configured via the My Menu tab.

For the Administration Menu group, the submenu access options are (y)es, (n)o and (r)ead only. The latter option allows the user to view (but not edit) the screens within that submenu.

Other sub-tabs available

Sub Menu Tabs	Description
My Menu [CF5]	Define the general details and My Menu privileges for the Access Group.
Management [CF6]	Define the Management privileges for the Access Group.
Billing [F7]	Define the Billing privileges for the Access Group.
Tab Restrictions [F8]	Restrict access to specific tabs (screens) for the Access Group.



Evolution	Define the Evolution vLab ™ Clinical Viewer privileges for the Access
vLab ™ Clinical	Group.
Viewer [F9]	

Menu Items (Administration) Configuration Fields

Field	Description
Accounts	Enter (y)es, (n)o or (r)ead only to specify the level of access to the Accounts submenu item. Default is 'no'.
Analysers	Enter (y)es, (n)o or (r)ead only to specify the level of access to the Analysers submenu item. Default is 'no'.
Anatomical Path	Enter (y)es, (n)o or (r)ead only to specify the level of access to the Anatomical Path submenu item. Default is 'no'.
Evolution vLab [™] Clinical Viewer Appointments	Enter (y)es, (n)o or (r)ead only to specify the level of access to the Evolution vLab [™] Clinical Viewer Appointments submenu item. Default is 'no'.
Evolution vLab [™] Clinical Viewer Documents	Enter (y)es, (n)o or (r)ead only to specify the level of access to the Evolution vLab [™] Clinical Viewer Documents submenu item. Default is 'no'.
Evolution vLab [™] Clinical Viewer General	Enter (y)es, (n)o or (r)ead only to specify the level of access to the Evolution vLab [™] Clinical Viewer General submenu item. Default is 'no'.
Evolution vLab [™] Clinical Viewer Orders	Enter (y)es, (n)o or (r)ead only to specify the level of access to the Evolution vLab™ Clinical Viewer Orders submenu item. Default is 'no'.
Evolution vLab [™] Clinical Viewer Summaries	Enter (y)es, (n)o or (r)ead only to specify the level of access to the Evolution vLab [™] Clinical Viewer Summaries submenu item. Default is 'no'.
Batch Functions	Enter (y)es, (n)o or (r)ead only to specify the level of access to the Batch Functions submenu item. Default is 'no'.



Dashboard	Enter (y)es, (n)o or (r)ead only to specify the level of access to the Dashboards submenu item. Default is 'no'.
Devices	Enter (y)es, (n)o or (r)ead only to specify the level of access to the Devices submenu item. Default is 'no'.
Downloads	Enter (y)es, (n)o or (r)ead only to specify the level of access to the Downloads submenu item. Default is 'no'.
Equations	Enter (y)es, (n)o or (r)ead only to specify the level of access to the Equations submenu item Administration Menu. Default is 'no'.
Health Facilities	Enter (y)es, (n)o or (r)ead only to specify the level of access to the Health Facilities submenu item. Default is 'no'.
HL7 eOrders	Enter (y)es, (n)o or (r)ead only to specify the level of access to the HL7 eOrders submenu item. Default is 'no'.
Image Storage	Enter (y)es, (n)o or (r)ead only to specify the level of access to the Image Storage submenu item. Default is 'no'.
Interfaces	Enter (y)es, (n)o or (r)ead only to specify the level of access to the Interfaces submenu item. Default is 'no'.
MBS Schedules	Enter (y)es, (n)o or (r)ead only to specify the level of access to the MBS Schedules submenu item. Default is 'no'.
Medicare Online	Enter (y)es, (n)o or (r)ead only to specify the level of access to the Medicare Online submenu item. Default is 'no'.
Microbiology	Enter (y)es, (n)o or (r)ead only to specify the level of access to the Microbiology submenu item. Default is 'no'.
Payments	Enter (y)es, (n)o or (r)ead only to specify the level of access to the Payments submenu item. Default is 'no'.
Patient Admin	Enter (y)es, (n)o or (r)ead only to specify the level of access to the Patient Admin submenu item. Default is 'no'.
POCT Analysers	Enter (y)es, (n)o or (r)ead only to specify the level of access to the POCT Analysers submenu item. Default is 'no'.
Postcodes	Enter (y)es, (n)o or (r)ead only to specify the level of access to the Postcodes submenu item. Default is 'no'.



Processing	Enter (y)es, (n)o or (r)ead only to specify the level of access to the Processing submenu item. Default is 'no'.
Report Formats	Enter (y)es, (n)o or (r)ead only to specify the level of access to the Report Formats submenu item. Default is 'no'.
Requestor	Enter (y)es, (n)o or (r)ead only to specify the level of access to the Requestor submenu item. Default is 'no'.
Rules Engine	Enter (y)es, (n)o or (r)ead only to specify the level of access to the Rules Engine submenu item. Default is 'no'.
Screen Layouts	Enter (y)es, (n)o or (r)ead only to specify the level of access to the Screen Layouts submenu item. Default is 'no'.
Specimens	Enter (y)es, (n)o or (r)ead only to specify the level of access to the Specimens submenu item. Default is 'no'.
SS Clients	Enter (y)es, (n)o or (r)ead only to specify the level of access to the SS Client submenu item. Default is 'no'.
SS General	Enter (y)es, (n)o or (r)ead only to specify the level of access to the SS General submenu item. Default is 'no'.
SS User	Enter (y)es, (n)o or (r)ead only to specify the level of access to the SS User submenu item. Default is 'no'.
Statistics	Enter (y)es, (n)o or (r)ead only to specify the level of access to the Statistics submenu item. Default is 'no'.
Tests/Results	Enter (y)es, (n)o or (r)ead only to specify the level of access to the Tests/Results submenu item. Default is 'no'.
Transfusion	Enter (y)es, (n)o or (r)ead only to specify the level of access to the Transfusion submenu item. Default is 'no'.
User Profiles	Enter (y)es, (n)o or (r)ead only to specify the level of access to the User Profiles submenu item. This field defaults to no if not populated.
Work Lists	Enter (y)es, (n)o or (r)ead only to specify the level of access to the Work Lists submenu item. This field defaults to no if not populated.
Workplace	Enter (y)es, (n)o or (r)ead only to specify the level of access to the Workplace submenu item. Default is 'no'.



Billing Privileges

This screen allows the administrator to set the Billing privileges for the Access Group.

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

The uppermost panel of fields displays the general details configured via the My Menu tab.

Other sub-tabs available

Sub Menu Tabs	Description
My Menu [CF5]	Define the general details and My Menu privileges for the Access Group.
Management [CF6]	Define the Management privileges for the Access Group.
Administration [CF7]	Define the Administration privileges for the Access Group.
Tab Restrictions [F8]	Restrict access to specific tabs (screens) for the Access Group.
Evolution vLab [™] Clinical Viewer [F9]	Define the Evolution vLab ™ Clinical Viewer privileges for the Access Group.

Menu Items (Billing) configuration fields

Field	Description
Account Admin	Enter (y)es to grant access to the Account Admin submenu item. Default is 'no'.
Data Entry	Enter (y)es to grant access to the Data Entry submenu item. Default is 'no'.
Consolidation	Enter (y)es to grant access to the Consolidation submenu item. Default is 'no'.



Queues	Enter (y)es to grant access to the Queues submenu item. Default is 'no'.
Daysheets	Enter (y)es to grant access to the Daysheets submenu item Default is 'no'.
Summary Daysheets	Enter (y)es to grant access to the Summary Daysheets submenu item. Default is 'no'.
Monthly Reports	Enter (y)es to grant access to the Monthly Reports submenu item Default is 'no'.
Financial Reports	Enter (y)es to grant access to the Financial Reports submenu item. Default is 'no'.
Debtor Reports	Enter (y)es to grant access to the Debtor Reports submenu item. Default is 'no'.
Medclaims	Enter (y)es to grant access to the Medclaims submenu item. Default is 'no'.
Vetclaims	Enter (y)es to grant access to the Vetclaims submenu item. Default is 'no'.
Eclipse	Enter (y)es to grant access to the Eclipse submenu item. Default is 'no'.
Eclipse Logs	Enter (y)es to grant access to the Eclipse Logs submenu item. Default is 'no'.
Med/Vet Claims (misc)	Enter (y)es to grant access to the Med/VetClaims (misc) submenu item. Default is 'no'.
ТАС	Enter (y)es to grant access to the TAC submenu item within the Billing menu (described in the next session). Default is 'no'.

Billing Functions Configuration Fields

Field	Description
View Billing Summary	Enter (y)es to grant access to the Billing Details [CF7] tab from the Enquiry Results screen. Default is 'no'.



Modify Lab Episode Billing	Enter (y)es to permit editing of Billing data at specimen registration. Default is 'no'.
Rebill Lab Episode	Enter (y)es to grant access to the Rebill [CF9] function at specimen registration. Default is 'no'.
Modify Billing Status	Enter (y)es to grant access to the Toggle Billable Status [CF7] function on the Billing Status sub-tab at Reception. Default is 'no'.
Level 1 Adjustment	Enter (y)es to allow the user to accept an adjustment up to the Adjustment L1 limit on the account configuration. Default is 'no'.
Level 2 Adjustment	Enter (y)es to allow the user to accept an adjustment up to the Adjustment L2 limit on the account configuration. Default is 'no'.
Level 1 Write Off	Enter (y)es to allow the user to perform write offs up to the L1 write off limit on the account type configuration. Default is 'no'.
Level 2 Write Off	Enter (y)es to allow the user to perform write offs up to the L2 write off limit on the account type configuration. Default is 'no'.
Payment Reversals	Enter (y)es to allow the user to reverse payments. Default is 'no'.

Tab Restrictions

This screen allows the administrator to restrict access to individual tabs (screens) for the Access Group. Restrictions on specific tabs in My Menu, Management and Billing mean the Access Group cannot view those screens at all. Tabs in the Administration menu can be set with no access or read only access.

The uppermost panel of fields displays the general details configured via the My Menu tab.

The table lists any restrictions currently configured for the Access Group.

Create or Modify a Tab Restriction

To configure a new tab restriction: select the **Create [F6]** function button.

To modify an existing tab restriction: double click the relevant entry or select and [Enter].

See <u>Create/Modify Tab Restriction</u>, below.



Other sub-tabs available

Sub Menu Tabs	Description
My Menu [CF5]	Define the general details and My Menu privileges for the Access Group.
Management [CF6]	Define the Management privileges for the Access Group.
Administration [CF7]	Define the Administration privileges for the Access Group.
Billing [F7]	Define the Billing privileges for the Access Group.
Evolution vLab [™] Clinical Viewer [F9]	Define the Evolution vLab [™] Clinical Viewer privileges for the Access Group.

Tab Restrictions sub-table

Column	Description
Menu Group	The menu group containing the restricted tab.
Menu Item	The menu item containing the restricted tab.
Tab Name	The name of the restricted tab.
Access	The restriction placed on the tab.
Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was last modified (system populated).
User	The mnemonic of the user who last modified the entry (system populated).

Create/Modify Tab Restriction

This sub tab allows configuration of an individual tab restriction for the Access Group.



Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Click OK or press [Enter] to update the sub-table, then select **Save [F4]** to commit the changes.

Select **Save [F4]** again on the My Menu page to update the configuration table. **The second Save is required to ensure the changes are applied.**

Tips:

- A single tab restriction consists of the Menu Group, Menu Item, Tab Name and Access type.
- Tab names do not include function keys that appear as tabs.
- The Menu Item 'Messages' cannot be restricted.
- Setting the access for all tabs under a particular menu item to 'No' removes the menu item from the left menu pane.
- Duplicate entries cannot be created.
- The Tab Restrictions table for an individual Access Group may contain up to 100 entries.

Create/Modify Tab Restriction Configuration Fields

Field	Description
Menu Group	Enter the name of the menu group containing the tab to be restricted. F1 Lookup available.
Menu Item	Enter the name of the menu item containing the tab to be restricted. F1 Lookup available, based on the specified Menu Group.
Tab Name	Enter the name of the tab to be restricted. F1 Lookup available, based on the specified Menu Item.
	Enter (n)o or (r)ead only to specify the level of access to this tab. Default is 'no'. F1 Lookup available to assist with syntax.
Access	When set to 'no' the tab is not displayed to users in this Access Group.
	When set to 'read only' the tab is accessible to users in the Access Group, but they cannot make any changes.



	<u>Note:</u>	'Read only' access only applies to Administration tabs and is ignored when set for tabs in My Menu, Management and Billing (i.e. the tab still appears).
Training	Enter t	he name of the Training Module the user must successfully
Prerequisite	comple	ate in order to have access to this tab (F1 Lookup available).

Evolution vLab™ Clinical Viewer

This screen allows the administrator to set the **Evolution vLab**[™] Clinical Viewer privileges for the Access Group.

Evolution vLab[™] users requiring **Evolution vLab**[™] Clinical Viewer access must have the relevant privileges configured here, **regardless** of any existing privileges configured in **Evolution vLab**[™].

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

The uppermost panel of fields displays the general details configured via the My Menu tab.

Other s	ub-tabs	available
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Sub Menu Tabs	Description
My Menu [CF5]	Define the general details and My Menu privileges for the Access Group.
Management [CF6]	Define the Management privileges for the Access Group.
Administration [CF7]	Define the Administration privileges for the Access Group.
Billing [F7]	Define the Billing privileges for the Access Group.
Tab Restrictions [F8]	Restrict access to specific tabs (screens) for the Access Group.

Evolution vLab™ Clinical Viewer Functions Configuration Fields

Field	Description
Field	Description

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Evolution vLab ™ Clinical Viewer Login	Enter (y)es to grant access to the Evolution vLab [™] Clinical Viewer interface. Default is 'no'. Users who cannot log in to Evolution vLab [™] Clinical Viewer do not have access to any of the features listed below, regardless of whether they are set to 'yes' or 'no'.
Sign off Reports	Enter (y)es to allow the user to sign off reports in Evolution vLab ™ Clinical Viewer. Default is 'no'.
Remote Collections	The user is given access to the handheld Phlebotomist Evolution vLab [™] Clinical Viewer interface for specimen collection. Default is 'no'.
Ordering Collections	Provides a user with the ability to order tests through Evolution vLab [™] Clinical Viewer. Default is 'no'.
Document Management	Enter (y)es to grant access to the Document Management functionality in Evolution vLab [™] Clinical Viewer, which includes scanning and uploading documents. Default is 'no'. The Access Group must also be added to the privilege setting for Document Types, Document Categories and/or Document Category Groups via Administration > Evolution vLab [™] Clinical Viewer Documents.
Report Versions	Note: Designed only for the distributed system architecture. Enter (y)es to grant access to previous/historical report versions (in Evolution vLab [™] Clinical Viewer) from both the audit page (through hyperlinks on relevant 'event' audits) and through the versions function accessible from the audit page. Default is 'no'.
Adhoc Query	Enter (y)es to allow the user to perform ad hoc statistical queries (Extended Enquiries) in Evolution vLab [™] Clinical Viewer. Default is 'no'.
Print Wrist Band Label	Enter (y)es to allow the user to print wrist band labels in Evolution vLab [™] Clinical Viewer. This grants access to the Demographics tab from the Evolution vLab [™] Clinical Viewer Enquiry screen. Default is 'no'.
Evolution vLab™ Clinical Viewer Statistics	Enter (y)es to grant access to Statistics reports in Evolution vLab [™] Clinical Viewer, including both the clinical and laboratory statistical report categories. Default is 'no'.



Transfusion Statistics	Enter (y)es to grant access to transfusion statistics in Evolution vLab [™] Clinical Viewer. Default is 'no'.
Favourites	Enter (y)es to allow the user to create and manage lists of Favourite patients via My Tasks. Default is 'no'.
Favourites Administration	Enter (y)es to allow the user to delete any Shared Favourite (created by any user) which has no entries in User Settings > Favourites > Manage Shared > Available Shared Favourites table. Default is 'no'.
Notes Access	Enter (y)es to allow the user to add Notes in Evolution vLab [™] Clinical Viewer. Default is 'no'.
Access	Enter (y)es to grant access to Evolution vLab ™ functions. Default is 'no'.

Password Rules

The Password Rules configuration table allows the system administrator to specify password requirements for individual Users and/or Access Groups. This includes factors affecting password strength, how often the password must be changed and control over the reuse of previous passwords.

Since Password Rules can be set against the User and/or Access Group, the following order of precedence applies:

- 1. The Password Rule configured against the User.
- 2. The Password Rule configured against the 1st Access Group set for the User (i.e. in the first row of tabulated privilege fields).
- 3. The Password Rule against the 2nd Access Group, 3rd, 4th...9th Access Group (i.e. progressing down the tabulated privilege fields).
- 4. When no Password Rules are configured against any of the above, the existing hard-coded password rules apply.

The Password Rules configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Password Rule

To configure a new password rule: select the **Create [F6]** function button.


To modify an existing password rule: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Password Rule

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.

Field	Description	
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).	
Alias	Enter an alias for the entry, if desired (maximum 6 characters).	
Description	Enter the full name or meaningful description of the entry (maximum 30 characters).	
Minimum Password Length	Enter an integer value between 6 and 999999 inclusive to specify the minimum number of characters required when setting a new password.	
Minimum Number of Alphabetical Characters	Enter an integer value between 0 and 999999 inclusive to specify the minimum number of alphabetical characters required when setting a new password. No minimum is enforced when this field is set to 0 (default).	
Minimum Number of	Enter an integer value between 0 and 999999 inclusive to specify the minimum number of uppercase alphabetical letters required when	



Uppercase Letters	setting a new password. No minimum is enforced when this field is set to 0 (default).	
Minimum Number of Digits	Enter an integer value between 0 and 999999 inclusive to specify the minimum number of numerical characters required when setting a new password. No minimum is enforced when this field is set to 0 (default).	
Reuse Check Count	Specify the number of previous passwords for the user that cannot be reused when changing the password. Enter an integer value between 1 and 10 inclusive. Note that this value does <i>not</i> include the current password. This setting enhances the security of the system by preventing users from alternating between a small subset of passwords.	
Change Frequency	Specify how often the user's password must be changed. Enter an integer value between 1 and 9999 inclusive, followed by the appropriate suffix to specify (d)ays, (w)eeks or (y)ears. When this field is left blank or set to 0, no change frequency is enforced, and the user will therefore not be required to change their password on a regular basis. Examples: 14D = 14 days, 8W = 8 weeks, 1Y = 1 year (365 days).	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).	
Modified By	The mnemonic of the user who last modified the entry (system populated).	

LDAP Servers

The LDAP Servers configuration table allows the system administrator to configure the LDAP Servers for login purposes.

The LDAP Servers configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify an LDAP Server

To configure a new LDAP Server: select the **Create [F6]** function button.



To modify an existing LDAP Server: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify LDAP Server

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.

Field	Description		
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 13 characters).		
Alias	Enter an alias for the entry, if desired (maximum 13 characters).		
Description	Enter the full name or meaningful description of the entry (maximum 30 characters).		
IP Address 1-4 (multiple fields)	Enter the IP Address(es) for the LDAP Server in the format [IP Address]:[Port Number] (one address per 60-character field). For example, 10.23.90.130:328. A domain name may be specified in place of the [IP address] portion.		
	Up to four addresses may be specified for failover purposes. references the IP Address specified in the uppermost field and fails over to the next IP Address in turn until a successful connection is found.		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).		



Modified By	The mnemonic of the user who last modified the entry (system	
	populated).	

LDAP Users

The LDAP Users configuration table allows the system administrator to configure the LDAP Login and Server for each **Evolution vLab**[™] user.

The LDAP Users configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify an LDAP User

To configure a new LDAP User: select the **Create [F6]** function button.

To modify an existing LDAP User: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify LDAP User

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.



Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.

Configuration fields

Field	Description	
User	Enter the Evolution vLab ™ Login Name for the user (maximum 6 characters). F1 Lookup available.	
Alias	Enter an alias for the entry, if desired (maximum 6 characters). F1 Lookup available.	
LDAP Login	Enter the LDAP login name for the Evolution vLab [™] User (maximum 30 characters).	
LDAP Server	Enter the mnemonic of the LDAP Server (maximum 16 characters). F1 Lookup available.	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).	
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).	
Modified By	The mnemonic of the user who last modified the entry (system populated).	

Desktop Shortcut for LDAP Access

The desktop shortcut on the PC for LDAP access must be configured to include the string '/I MNEM' in the Target, where MNEM represents the Mnemonic for the configured LDAP Server in **Evolution vLab**[™]. The Target must also include the string '/s PORT', where PORT represents the SSL port number.



When **Evolution vLab**^m is accessed via this shortcut, users must select the LDAP Server and provide their LDAP credentials (username and password) in place of the **Evolution vLab**^m Login Name and Password.

Users requiring access to **Evolution vLab**[™] via the **Evolution vLab**[™] Login Name and Password can select the Local Server.

Privileges (Historical)

The Privileges configuration table is superseded by Access Groups. This screen is provided to existing clients to assist the transition of settings to the Access Groups configuration table.

Create/Modify Privilege

The Privileges configuration table is superseded by Access Groups.

Menu Access (Historical)

The Menu Access configuration table is superseded by Access Groups. This screen is provided to existing clients to assist the transition of settings to the Access Groups configuration table.

Create/Modify Menu Privilege

The Menu Access configuration table is superseded by Access Groups.



40. Work Lists

The Work Lists submenu allows configuration of worksheets, user lists and user list groups.

Worksheets

Worksheets are configured to group requests for processing in a batch. Users can generate paper-based (hard copy) worksheets or virtual worksheets for electronic use within the system.

The Worksheets configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Note: All worksheets are permanently stored in the system.

Create or Modify a Worksheet

To configure a new worksheet: select the **Create [F6]** function button.

To modify an existing worksheet: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Worksheet

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Allocate QC (calibrator) Material to a Worksheet

Select the QC Material [CF6] sub-tab.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).	
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.	
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.	
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
	System:	Select the Remote system. Leave blank when performing a Local copy.
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
	Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to

Other sub-tabs available

Sub Menu Tabs	Description
QC Material [CF6]	Define QC Material for the Worksheet.



Field	Description		
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 13 characters). The worksheet can be customised for each laboratory by suffixing the mnemonic with '~LAB', where LAB is the mnemonic of the laboratory group.		
	For example, CYTO~CH might be a Cytology worksheet used only by staff in the CH laboratory.		
	If no suffix is used, the worksheet will apply to all laboratory groups without a specific worksheet configured with the same mnemonic.		
Alias	Enter an alias for the entry, if desired (maximum 13 characters). A laboratory mnemonic can be included as a tilde-separated suffix.		
Description	Enter the name or meaningful description of the entry (maximum 18 characters).		
	<u>Note</u>: The description should be unique and should differ from the mnemonic or alias.		
Items	Enter a number between 1 and 999 to specify the maximum number of laboratory numbers that can be allocated to the worksheet when it is created.		
Printer	Enter the mnemonic of the printer to which the worksheet is printed. When this field is left blank the worksheet prints to the default Worksheet Printer (refer to the Administration > Devices > Default Printers configuration) or the configured printer for the user printing the worksheet.		
Print on Create	Enter (y)es or (n)o to specify whether the worksheet automatically prints upon creation. Default is 'no'.		
Hide Notes	Enter (y)es or (n)o to specify whether to omit the clinical and specimen notes from the matrix style screen and the printed worksheet. Default is 'no'. When set to 'yes' the clinical and specimen notes do not appear on the matrix style screen or the printed worksheet		
Hide History	Enter (y)es or (n)o to specify whether to omit the previous results from the worksheet data entry screen. Default is 'no'.		



	When set to 'yes' previous results do not appear on the worksheet data entry screen.			
Header Format	Enter the mnemonic of the General Report to be included as the header when the worksheet is printed. The default printed format applies in the absence of a configured Header Format, according to standard functionality.			
Header Each Page	Enter (y)es to output the specified Header Format on every page of the worksheet. Enter (n)o to output the Header Format only on the first page. The default is 'no'.			
Display Name	Enter (y)es or (n)o to specify whether the laboratory number, name and collection date appear on the worksheet display screen. Default is 'no'. <u>Note:</u> This field is only operational when a definable table is not specified to format the worksheet. Refer to the Table field			
Table	Enter the mnemonic of the definable table to format the worksheet. F1 Lookup available. Note: This field should be populated with a definable table configured in Screen Layouts > Tables. The table should be set up with identifiers appropriate to the display of items on worksheets.			
Department	Enter the mnemonic for the department in which the worksheet is used. F1 Lookup available.			
Section	Enter the mnemonic for the section that uses this worksheet F1 Lookup available.			
Grid Lines	 Enter the code corresponding to the combination of vertical and horizontal grid lines to be output on the printed worksheet. The default is 'n' (no grid lines). h Horizontal grid lines only v Vertical grid lines only 			
	n No grid lines			



Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).			
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).			
Modified By	The mnemonic of the user who last modified the entry (system populated).			
Tosts	Enter the mnemonics of the tests to be allocated to the worksheet (one per field). F1 Lookup available. A maximum of 30 tests can be entered on a worksheet.			
(multiple fields)	Note: When these tests are ordered against a laboratory number (either within a panel or individually) the laboratory number is automatically added to the unallocated queue of the worksheet.			

QC Material for Worksheet

The QC Material screen allows configuration of QC/calibrator entries to display on the worksheet.

Create or Modify a QC Material Entry

1. To configure a new entry: select the **Create [F6]** function button.

To modify an existing entry: double click the relevant entry or select and [Enter] to open the Details screen.

- 2. Populate the fields as required. Refer to the section <u>QC Material for Worksheet</u>, below.
- 3. Click OK or press [Enter] to update the sub-table.
- 4. Select **Save [F4]** to commit the changes.
- 5. Select **Save [F4]** again to update the configuration table.

Remove a Single QC Material Entry from the Worksheet

- 1. Highlight the required entry and press the **Remove Entry [F5]** function button.
- 2. Select the Save [F4] icon to update the QC material for the selected worksheet.
- 3. Select **Save [F4]** again to update the configuration table.



Function Buttons

Function	Description		
Remove Entry [F5]	Removes the selected QC Material entry from the worksheet.		
Create [F6]	Allows the addition of a QC Material entry to the worksheet.		

Other sub-tabs available

Sub Menu Tabs	Description
Details [CF5]	Define the main details for the Worksheet.

Worksheets configuration table

Column	Description		
Pos	The position number assigned to the QC Material.		
Material	The mnemonic assigned to the QC Material.		
Repeat	The number of repeats assigned to the QC Material.		
Tests	The tests assigned to the QC Material.		

QC Material for Worksheet

This dialog prompt allows configuration of a QC Material for the selected Worksheet.

Dialog prompt fields

Field	Description
Position	Enter a number to specify the position of the QC item on the worksheet. The position number cannot exceed the total number of items allowed on the worksheet.
	When QC positions have been manually allocated, do not add a sort order to your definable table as it will override the positioning.



QC	Enter (y)es or (n)o to specify whether this entry corresponds to a configured QC material on the Manual QC table. Default is 'no'. When set to 'yes' the QC material mnemonic is specified in the Material field. When set to 'no', calibrators and blank positions can also be included on the worksheet. The name of the QC Material is specified via the Material field (free text).		
Material	 When QC field is set to 'yes': Enter the mnemonic for the QC material. F1 Lookup available. When QC field is set to 'no': Enter the name for the QC material (free text). 		
Repeat	Enter a number to specify the number of positions in which to repeat the QC material on the worksheet. Leave blank when no repeats are required.		
Tests/Panels (multiple fields)	 Enter the mnemonics of the tests and/or panels that are to be performed on this QC Material (one per field; maximum 8). F1 Lookup available. <u>Note:</u> These fields are optional, however when no tests or panels are entered all tests on the worksheet will be performed on the QC material. 		

User Lists

User lists provide system administrators with further flexibility to meet the workflow needs of the laboratory. offers a variety of user lists for different functions, as outlined below.

The User Lists configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

The Maximum Entries column indicates the maximum number of entries permitted and the Type column identifies the list type for each entry. The types are Standard, Review, Label, Analyser, Packing, Receive, Research and Notifiable Diseases.



Types of User Lists

Туре	Description		
Standard (S)	Standard lists appear on the My Menu > Work Lists > Workflow User Lists screen. They are used to monitor requests.		
Review (R)	Review lists appear on the My Menu > Work Lists > Review User Lists screen. They are used to track and review abnormal results, or results that need further action from a senior scientist or pathologist. These lists can also be made available to enquiry users.		
Label (L)	Label lists appear on the My Menu > Processing > Label Lists screen. They are used to generate labels pre-formatted according to label formats configured by the system administrator.		
Analyser (A)	Analyser lists are used to define the load and validation lists for some analysers such as AxSym and Beckman CX7, and are accessed via My Menu > Analysers.		
	Packing lists appear on the My Menu > Tracking > Packing screen. They facilitate the transfer of requests between laboratories on a single Evolution vLab [™] platform. A report mask can be configured for this type of User List. All configured laboratory groups should have a packing list and frozen packing list configured. The mnemonics for these lists must be PL_LAB for standard packing lists and FPL_LAB for frozen packing lists, where LAB is the mnemonic of the applicable laboratory group.		
Packing (P)	Requests are automatically inserted onto these lists when a test is configured with either a Default Test laboratory or has a testing laboratory configured in the Test Processing Rules.		
	Note: The Packing list field on the Test configuration screen defines the type of packing list the test should belong to. Suitable settings include:		
	S Standard (room temperature)		
	F Frozen (frozen conditions)		
	E Exempt (no transferring rules)		
Receive (REC)	Receive lists appear on the My Menu > Tracking > Receive screen. They facilitate the receipt of requests from laboratories on a single Evolution vLab [™] platform.		



	All configured laboratory groups should have a receive list and frozen receive list configured. The mnemonics for these lists must be RL_LAB for standard receive lists and FRL_LAB for frozen receive lists, where LAB is the mnemonic of the applicable laboratory group.	
	transferred from a packing list by a sending laboratory.	
Research (RES)	Research lists appear on the Management > Clinical Lists > Research Lists screen. These lists are used to track, and capture results involved in specific research projects.	
Notifiable Disease (N)	Notifiable disease lists appear on the Management > Clinical Lists > Notifiable Diseases Lists screen. They are used to track and notify results that are legislated as notifiable requests or diseases under the relevant act in your state or territory. A report mask can be configured for this type of User List.	
Pap Test	A report mask can be configured for this type of User List.	

Entries can be inserted to the various configured user lists by a number of mechanisms:

1. Manually inserted by the end user via the List Insert [SF12] icon.

The user can insert a lab episode into a list at the current laboratory group, or at a remote laboratory by suffixing the user list mnemonic with ~LAB, where LAB is the mnemonic of the applicable laboratory.

Note: Using this method it is not possible to insert only a specific test or panel to the list.

- 2. Automatically via subroutines used in system equations such as validate or modify equations.
 - a. listinsert("LIST"), where LIST is the User List mnemonic. Inserts the episode to the specified list.
 - b. listinsert_test("LIST",TEST), where LIST is the User List mnemonic and TEST is the test or panel mnemonic. Inserts the specified test/panel to the specified list.

This subroutine is user friendly because it causes **Evolution vLab**[™] to display the screen mask containing the relevant test result when the end user selects the entry from the list.



3. Automatically via the List Operation field accessed via the Lab List Rules sub-tab for the User List (I – List insert, R – List remove).

Create or Modify a User List

To configure a new user list: select the **Create [F6]** function button.

To modify an existing user list: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify User List

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Add or Modify the Lab List Rules for Insertion of Entries

Select the Lab List Rules [CF6] tab.

Function Buttons

Function	Description		
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.		
View/Edit Mask [F7]	 <u>Note:</u> This functionality is only available for the Packing, Notifiable Diseases and Pap Test list types. Opens the Equation editor for viewing and editing the report mask. 		
Copy Mask [F8]	Note:This functionality is only available for the Packing, Notifiable Diseases and Pap Test list types.Allows a report mask to be loaded from an existing mask.		
View/Edit List Purpose [SF7]	Opens a dialog box to facilitate editing of the text in the List Purpose field, which accepts up to 300 characters. When ready, click OK to retain any changes and close the dialog box. Select the Save [F4] icon to save.		
Copy Details [CF2]	This function populates the current entry with details copied from an existing configuration item in the same system or from another system.		



It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.	
Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
System:	Select the Remote system. Leave blank when performing a Local copy.	
Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to	

Other sub-tabs available

Sub Menu Tabs	Description
Lab List Rules [CF6]	Define the List Rules for Laboratories/Lab Groups.

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 15 characters).



	Note: User lists are automatically created for all configured				
	laboratory groups; there is no need to include the ~LAB suffix.				
Alias	Enter an alias for the entry, if desired (maximum 15 characters).				
Description	Enter the full name or meaningful description of the entry (maximum 30 characters).				
	Enter the describe	e code corresponding to the desired User List type as d below.			
	S	Standard			
	R	Review			
	L	Label			
Туре	Α	Analyser			
	Р	Packing			
	REC	Receive			
	RES	Research			
	N	Notifiable Disease			
	Р	Pap Test			
Global	Enter (y)es or (n)o to specify whether the User List displays all entries for all laboratory groups. Default is 'no'.				
Specify the maximum time an item should remain on the l is automatically removed. Enter a numerical value follow appropriate suffix to specify (h)ours, (d)ays, (w)eeks, ((y)ears. In the absence of a suffix the system default is 'ho		he maximum time an item should remain on the list before it natically removed. Enter a numerical value followed by the ate suffix to specify (h)ours, (d)ays, (w)eeks, (m)onths or n the absence of a suffix the system default is 'hours'.			
inneout	Leave blank if the item is not to be automatically removed.				
	Examples: 4 = 4 hours, 3d = 3 days, 2w = 2 weeks, 3m = 3 months, 1y = 1 year.				
Autoprint	This field applies only to label lists. Enter (y)es or (n)o to specify whether to print the labels automatically. Default is 'no'.				



Printer	Enter the mnemonic of the printer to use when generating hard copies of this list.			
Maximum Entries	Enter the maximum number of entries allowable for this User List. Default is '0'.			
Department	Enter the mnemonic of the department for which the User List appears. F1 Lookup available.			
Section	Enter the mnemonic of the section for this User List, if required. F1 Lookup available.			
List Owner	This field is to be used by system administrators for information purposes only (maximum 30 characters).			
List Site	This field accepts a laboratory mnemonic and is to be used by system administrators for information purposes only. F1 Lookup available.			
List Purpose	This field is to be used by administrators for information purposes only (maximum 300 characters). This field is populated via the View/Edit List Purpose [SF7] function button.			
Message	Enter the message to be displayed as a scrolling message across the top of the screen (maximum 42 characters). The message is triggered according to the criteria set out in the Limit, Wait and Severity fields.			
Limit	Enter the number of list entries required to trigger the message specified in the Message field. Default is '0'.			
Wait	Enter the number of minutes to wait before the Message is repeated. Default is '0'.			
	Enter an integer between 1 and 6 to reflect the severity of the message. The number determines the text colour of the Message, as outlined below. Default is '0'.			
	1 White			
Severity	2 Cyan			
	3 Light Green			
	4 Light Yellow			
	5 Orange			



	6 Red
Table	Enter the mnemonic of the definable table used to format this User List, if required. F1 Lookup available. When no definable table is specified the default, format displays the laboratory number, name and all tests requested.
Access Group (multiple fields)	Enter the mnemonic(s) of the Evolution vLab [™] Access Group(s) to have access to this User List (one per field). F1 Lookup available. Existing customers should note that one or more Evolution vLab [™] Access Groups must be configured for the User List to be visible to Evolution vLab [™] users.
Registration Screen	Enter (y)es or (n)o to specify whether the registration screen is to be displayed when an item is selected from the User List. When set to 'no' the user is taken to the results screen.
Urgency	Enter (y)es or (n)o to specify whether this User List is displayed in the F1 Lookup for the Urgency field at specimen registration. Default is 'no'. In the absence of this enhancement the F1 Lookup for Urgency contains all configured User Lists.
Contact Number This field is to be used by system administrators for informative purposes only (maximum 13 digits).	
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Copy (load) an Existing Mask to the User List (Method 1)

Note that 'copy and paste' is another approach to copying a mask from one user list to another.

Select **Save [F4]** to store the new entry or to commit any changes.



- 1. Select the Copy Mask [F8] button.
- 2. At the prompt 'User List Mask to Load:' enter the mnemonic of the (source) mask to load into the mask for the current user list.
- 3. Click the OK button or [Enter] to proceed or Cancel to abort.
- 4. When a mask already exists for this equation the user receives the prompt 'Target mask already exists continue (Y/N)?' Select (y)es to proceed or (n)o to abort.
- 5. When the copy is successful the user receives a confirmation message: '<mnemonic of current user list> ulist mask copied from <mnemonic of source mask> hit any key to continue'.

When the copy fails the user receives the message 'Copy Failed – aborting'.

6. Click OK or press [Enter].

Copy (load) an Existing Mask to this User List (Method 2)

The enhanced Copy Mask functionality allows the mask to be copied from an existing configuration item in the same system or from another system (e.g. from Test to Live). No changes are stored until the user saves the configuration screen.

Copy Mask:	Ensure the checkbox is ticked (it is by default).
Source:	Select 'Local' or 'Remote' to copy the mask from an entry in the configuration table on the same or another system respectively.
Local Id:	Enter the mnemonic or alias for the Local mask to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
System:	Select the Remote system. Leave blank when performing a Local copy.
Remote Id:	Enter the mnemonic or alias for the Remote mask to be copied. F1 Lookup is not available.

Perform the copy by clicking OK or pressing the [F4] key or Cancel to abort.

Lab List Rules

This screen allows the configuration of lab list rules for the insertion of entries based on various criteria.

The grey panel above the table displays information from the Details sub-tab, such as the mnemonic, list type, and when the test was created.



Create or Modify a List Rule

To configure a new list rule: select the **Create [F6]** function button.

To modify an existing rule: double click the relevant entry or select and [Enter] to open the configuration screen.

Other sub-tabs available

Sub Menu Tabs	Description
Details [CF5]	Define the main details for the User List.

Columns in the Lab List Rules table

Column	Description		
Labgroup	The mnemonic of the lab group assigned to the lab list rule.		
State	Condition or event that causes the lab list rule to be executed.		
Dept	The mnemonic of the department assigned to the lab list rule.		
Section	The mnemonic of the section assigned to the lab list rule.		
	The mnemonic of the test or panel to be inserted by the lab list rule.		
Request	Note: Users with the Access Group setting Order "Ward Order" Requests Only = 'yes' will see only "Ward Order" requests in the User List.		
Consultant	The mnemonic of the consultant assigned to the lab list rule.		
Doctor	The mnemonic of the doctor assigned to the lab list rule.		
Ward	The mnemonic of the ward assigned to the lab list rule.		
ExWard1 and 2	2 The mnemonic of the ward to be excluded from the lab list rule.		
ЅресТуре	The mnemonic of the specimen type assigned to the lab list rule.		
List Operation	The desired list operation assigned to the lab list rule.		
Active	Indicates whether the entry is active or inactive.		

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Rules for User List

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Select **Save [F4]** to return to the Details screen for the User List. Select **Save [F4]** again on the Details page to update the table. **The second Save is required to ensure the changes are applied.**

Note: It is recommended that rules be created in sets of three, i.e. a rule for each of the Add, Delete and Validate conditions (States) with the appropriate List Operations e.g. Insert, Remove and Remove, respectively. This ensures the rules are grouped together since the default sort for the rules table is by creation time.

Field			Description	
Labgroup	Enter th Lookup	Enter the mnemonic of the lab or lab group the rule applies to. F1 Lookup available.		
	Enter or rule is t	ne of the code riggered.	s below to specify the condition ur	der which the
	Code	State	Description	Applies To
	A	Add request	Addition of the request to the lab record	Tests, Panels
State	AC	Acceptance	Result accepted to the lab record (Level 1 validated), but not Level 2 validated	Tests only
	С	Column	Facilitates nomination of the request(s) and corresponding specimen number(s) are returned by particular identifiers in the User List's Definable Table. See below for more information.	Tests, Panels



D	Delete request	Removal of the request from the lab record	Tests, Panels
L	Label	Facilitates nomination of the request(s) for which Labels are generated. See below for more information	Tests, Panels
т	Test modify	Modification of the Test value	Tests only
v	Validation	Validation of the request	Tests, Panels

(L)abel

The State 'Label' is not an event or condition. This option faciliates nomination of the request(s) for which Labels are generated via Print Labels [SF7] from the User List. This option applies only to Label Lists, Workflow User Lists and Review User Lists.

The corresponding **List Operation** must be (P)rint. The corresponding **Request** field must be populated with the Test or Panel for which labels are to be generated via the Print Labels [SF7] function.

When one or more active entries exist in the Lab List Rules sub-table with this combination of settings, the Print Labels [SF7] function generates labels only for the unique tube numbers or lab numbers associated with the nominated Request(s). An example might be Request 'RMC' in the RMC Label List.

All other Lab List Rule fields (e.g. Labgroup, Department and Specimen Type) are ignored when State and List Operation are set to 'Label' and 'Print' respectively.

In the absence of any active entries involving this combination of **State** and **List Operation** the Print Labels [SF7] function generates all labels.

(C)olumn

The State 'Column' is not an event or condition. This option faciliates nomination of the request(s) and corresponding specimen number(s) returned by the following identifiers. The specimen number is the Container ID, **Evolution vLab™** Unique ID or lab number for the request (Test/Panel) according to existing functionality.



Section	Enter the mnemonic of a section the rule applies to. F1 Lookup available.
Department	Enter the mnemonic of a department the rule applies to. F1 Lookup available.
	Please refer to the Identifiers and Subroutines Guide for more information about the identifiers.
	Note that REQPACKING is only supported in Packing Lists for Laboratories configured in Evolution vLab ^{M} , for which a corresponding Receive List exists. The Definable Table for Packing Lists to external (non- Evolution vLab ^{M}) sites should be configured to include the REQUESTS identifier.
	Consistent with existing functionality, LL_LABNOPACK does not return specimen numbers for containers to which no requests are assigned. The same logic applies to LL_LABNO in printed packing slips, generated via Print Request [F8] and Print All Requests [SF8] from a Packing List.
	All other Lab List Rule fields (e.g. Labgroup, Department and Specimen Type) are ignored when State and List Operation are set to 'Column' and 'Output' respectively.
	When one or more active entries exist in the Lab List Rules sub-table with this combination of settings, the identifiers return the only the details for the nominated request(s). This includes in Packing Lists for Laboratories configured in Evolution vLab [™] , for which a corresponding Receive List exists; i.e. the settings override standard Packing List functionality.
	Existing functionality applies to the aforementioned identifiers, and to User List behaviour, in the absence of any active entries involving this combination of State and List Operation .
	The corresponding List Operation must be (O)utput. The corresponding Request field must be populated with the Test or Panel of interest.
	This option applies to all User Lists including Label Lists, Workflow User
	LL_LABNO LL_LABNOPACK REQPACKING REQUESTS UTUBEID
	DEPTREQS



Request	Enter the mnemonic of the test or panel the rule applies to. F1 Lookup available.			
Consultant	Enter the mnemonic of the consultant the rule applies to. F1 Lookup available.			
Doctor	Enter the mnemonic of the requesting doctor the rule applies to. F1 Lookup available.			
Ward	Enter the mnemonic of the individual ward the rule applies to. F1 Lookup available.			
Exclude Ward (multiple fields)	Enter the mnemonic of the ward(s) which are exempt from this rule (one per field). F1 Lookup available.			
Specimen Type	Enter the mnemonic of the specimen type to which the rule applies. F1 Lookup available.			
List Operation	Lookup available. Enter the code corresponding to the desired list operation. This is the action carried out by the rule. I Insert (list insert) R Remove (list remove) P Print labels; invoked via Print Labels [SF7] from the User List O Output (P)rint Labels The List Operation 'Print' applies only when the State is 'Label'. Refer to the description for the State field, above, for more information. (O)utput The List Operation 'Output' applies only when the State is 'Column'. Refer to the description for the State field, above, for more			
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).			



User List Groups

This screen allows the configuration of groups of User Lists. These groups are used where a test is configured to enter a user list as a result. By configuring a user list group against a test, only defined user lists can be entered as a result.

The User List Group configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a User List Group

To configure a new user list group: select the **Create [F6]** function button.

To modify an existing user list group: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify User List Group

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



	This function existing configu streamlines the between system	populates the current entry with details copied from an uration item in the same system or from another system. It e process of creating new entries or migrating configuration ms (e.g. from Test to Live).
	Some fields su the specified e saving.	ch as Mnemonic, Alias and Active are not populated from ntry as the user needs to populate or confirm them prior to
	The user may c entry, in which stored until the	opy details to a blank configuration screen or to an existing case the current details are overwritten. No changes are user saves the configuration screen.
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
	System:	Select the Remote system. Leave blank when performing a Local copy.
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
	Perform the co abort.	py by clicking OK or pressing the [F4] key, or Cancel to

Field	Description
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).



Alias	Enter an alias for the entry, if desired (maximum 7 characters).
Description	Enter the name or meaningful description of the entry (maximum 21 characters).
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).
User Lists (multiple)	Enter the mnemonic(s) of the user list(s) to be included in the group (one per field, maximum 121). F1 Lookup available.



41. Workplace

The Workplace submenu allows the configuration of area health services, laboratories, divisions, departments, sections and work shifts.

Laboratories

Laboratory configuration consists of both individual laboratories and laboratory groups with multiple labs. Configuration of laboratory groups is particularly useful in large scale pathology systems where there are numerous laboratories.

Each laboratory site that maintains separate workflow lists must be configured as an individual laboratory in **Evolution vLab**[™]. This allows for the electronic despatch and retrieval of laboratory records between sites. Up to 63 laboratories may be configured.

Laboratory information can be accessed and utilised to generate statistics via the **Evolution vLab**[™] Workload Statistics, Extended Enquiries and Management Report facilities. These statistics may be generated based on individual laboratories or a group of laboratories.

Laboratory groups impact the patient enquiry name search. A laboratory group must be configured defining **all** of the single laboratories included in the group. Up to 34 single laboratories can be configured per laboratory group. In the configuration of the individual laboratories, the laboratory group **must** be configured in the 'Default Group' configuration field.

A user may perform a patient name search from a laboratory group. The search results will display patients registered or tested in the group of laboratories entered in the 'Default Grp' field for the laboratory that the user is logged into. If the laboratory group is *not* configured, a patient name search will display only patients registered or tested in the individual laboratory that the user is logged into.

The Laboratories configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'. The Group column displays the mnemonic of the laboratory group to which the lab belongs.

Create or Modify a Lab or Lab Group

To configure a new lab or lab group: select the **Create [F6]** function button.



To modify an existing lab or lab group: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Laboratory

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Define the departments within this laboratory or laboratories within this lab group

Select Edit Group Info [F7] to access the Group Information screen.

Define general information for output in reports and screen masks

Select Edit Additional Info [F8] to access the Additional Information screen.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.
Edit Group Info [F7]	Opens the Group Information screen, which allows configuration of departments (when creating an individual lab) or labs belonging to the group (when creating a lab group).
Edit Additional Info [F8]	Opens the Additional Information screen which allows configuration of general laboratory information for output in printed reports, Evolution vLab [™] screen masks and Evolution vLab [™] Clinical Viewer reports.
	This information includes lab name, address, general phone, and fax, plus details of the lab/lab group's pathologist(s).
Copy Details [CF2]	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).



Some fields suc the specified en to saving.	ch as Mnemonic, Alias and Active are not populated from ntry as the user needs to populate or confirm them prior
The user may existing entry, changes are sto	copy details to a blank configuration screen or to an in which case the current details are overwritten. No pred until the user saves the configuration screen.
Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.
Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
System:	Select the Remote system. Leave blank when performing a Local copy.
Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
Perform the co abort.	py by clicking OK or pressing the [F4] key or Cancel to

Other sub-tabs available

Sub Menu Tabs	Description
Work Shifts [CF6]	Define the Work Shifts for the Laboratory/Lab Group.

Laboratory Configuration Fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the lab/lab group (maximum 6 characters).
Alias	Enter an alias, if desired (maximum 6 characters).
Description	Enter the full name of the lab/lab group (maximum 37 characters).



Default Group	Enter the mnemonic of the laboratory group that this laboratory belongs to (F1 Lookup available). The laboratory group must already be configured.	
	Note: This field affects patient search functionality. Enquiry search results only include patients who have been registered in laboratories contained within the lab group specified here.	
Timezone	Enter the laboratory's time zone if it differs from the system's default time. F1 Lookup available.	
Code Number	This number is assigned by Citadel Health only and is not editable. Default is '0'. Up to 63 single Laboratory entries can be assigned a non 0 code number.	
	Enter (y)es or (n)o to specify whether this entry is an Evolution vLab ™ lab or lab group. Default is 'no'.	
Evolution vLab™ Lab	When set to 'yes' specimens may be transferred electronically from other Evolution vLab [™] laboratories (i.e. using the same hardware and software platforms) via the packing lists.	
	When set to 'no' specimens may <i>not</i> be transferred electronically from other Evolution vLab [™] labs via the packing lists.	
Default UR	Enter the mnemonic of the default UR prefix to be applied when searching by or specifying a UR. This allows users to omit the prefix during keyboard entry, wherever a UR is entered. Examples include specimen registration and the Search panel.	
Print on Validate	Enter (y)es or (n)o to specify whether reports will automatically print when test or panel results are validated. Default is 'no'.	
	Enter (y)es or (n)o to specify whether reports are inserted onto a single report queue for the laboratory. Default is 'no'.	
Single Report Queue	When set to 'yes' the system inserts reports from all departments onto a single queue.	
	When set to 'no' the system inserts reports into separate report queues for each department.	
Home Page URL	Enter the URL (web address) for your organisation's home page. Users are directed to this home page via [SF1] from any Evolution vLab [™] screen except where a field has focus (i.e. with the blinking cursor).	



Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).
PAP Lab Identification	Enter the identification code in use by the laboratory for reporting to the pap smear registry.
PAP SNOMED Version	Enter the SNOMED version in use by the laboratory for pap screening and reporting, if applicable.
PAP FTP Address	Enter the FTP address for transfer of pap results to the pap registry, if applicable.
PAP FTP Username	Enter the username for the pap FTP server, if applicable.
PAP FTP Password	Enter the password for the pap FTP server, if applicable.
Auto Labels	Enter (y)es or (n)o to specify whether all labels are printed automatically on the first save of a laboratory record. Default is 'no' (labels do <i>not</i> automatically print).
Default Billing AHS	Enter the mnemonic of the Area Health Service (AHS) for billing purposes.
Default Billing AHS Default Registration AHS	Enter the mnemonic of the Area Health Service (AHS) for billing purposes. Enter the mnemonic of the Area Health Service (AHS) to serve as the default AHS at specimen registration.
Default Billing AHS Default Registration AHS	Enter the mnemonic of the Area Health Service (AHS) for billing purposes. Enter the mnemonic of the Area Health Service (AHS) to serve as the default AHS at specimen registration. Enter (y)es or (n)o to specify whether the Container Assignment sub-tab is displayed when a new registration is first saved [F4] .
Default Billing AHS Default Registration AHS Default Test Assignment	Enter the mnemonic of the Area Health Service (AHS) for billing purposes. Enter the mnemonic of the Area Health Service (AHS) to serve as the default AHS at specimen registration. Enter (y)es or (n)o to specify whether the Container Assignment sub-tab is displayed when a new registration is first saved [F4] . Default is 'no'. Set this field to 'yes' when the registration workflow includes receipt of specimen containers and assignment of requests (Tests/Panels).
Default Billing AHS Default Registration AHS Default Test Assignment	 Enter the mnemonic of the Area Health Service (AHS) for billing purposes. Enter the mnemonic of the Area Health Service (AHS) to serve as the default AHS at specimen registration. Enter (y)es or (n)o to specify whether the Container Assignment sub-tab is displayed when a new registration is first saved [F4]. Default is 'no'. Set this field to 'yes' when the registration workflow includes receipt of specimen containers and assignment of requests (Tests/Panels). For eOrder registrations the Container Assignment screen is prepopulated according to the details in the eOrder message(s).
Default Billing AHS Default Registration AHS Default Test Assignment	Enter the mnemonic of the Area Health Service (AHS) for billing purposes. Enter the mnemonic of the Area Health Service (AHS) to serve as the default AHS at specimen registration. Enter (y)es or (n)o to specify whether the Container Assignment sub-tab is displayed when a new registration is first saved [F4] . Default is 'no'. Set this field to 'yes' when the registration workflow includes receipt of specimen containers and assignment of requests (Tests/Panels). For eOrder registrations the Container Assignment screen is pre- populated according to the details in the eOrder message(s). Enter (y)es or (n)o to indicate whether the Laboratory is an Approved Pathology Authority (APA). Default is 'no'.



	in the 'External APA Schedule' field of the Pricing Schedule's Translation for the request.
Secure Messaging Facility Code	Enter the Sending Facility name or code for the Laboratory (maximum 20 characters). The contents of the field must match what is required in the ZMSH-4 of secure messages.
	This code applies when this Laboratory is the requesting Laboratory against the lab record.
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
BloodNet ID	Enter a numeric ID (maximum 3 characters)
Modified By	The mnemonic of the user who last modified the entry (system populated).

Group Information

This screen allows configuration of departments (when creating an individual lab) or labs belonging to the group (when creating a lab group). The name of the laboratory or lab group (being edited) appears at the top left of the grey details panel.

Define a Group of Laboratories

- 1. Enter the mnemonics of the individual laboratories into the Laboratory Groups columns (one laboratory per field). F1 Lookup is available.
- 2. Select **Save [F4]** to commit the changes and return to the Details screen.
- 3. Select Save [F4] on the Details page to update the table. The second Save is required to ensure the changes are applied.

Define the departments of an individual laboratory

- Enter the mnemonics of the departments into the fields in the Primary Department columns. Secondary Departments are optional (see below for explanation). F1 Lookup is available.
- 2. Select Save [F4] to commit the changes and return to the Details screen.
- 3. Select Save [F4] on the Details page to update the table. The second Save is required to ensure the changes are applied.



Note:

- Each of the departments listed in the Primary Department columns have separate workflow and system lists.
- Where a department in the laboratory includes two or more **Evolution vLab**[™] departments the workflow and system lists can be combined using the corresponding Secondary Department field. For example, Microbiology might be the Primary Department and Serology entered as the Secondary Department.
- The Primary Department column should always include an 'ALL Departments (X)' entry for each division the laboratory contains (where X represents e.g. P for Pathology or F for Forensics) as well as the 'ALL Departments' entry (all departments within all divisions).

Configuration Fields

Field	Description
Laboratory Groups (multiple fields)	Enter the mnemonics of the individual laboratories belonging to this laboratory group (one per field; maximum 34). F1 Lookup available.
Primary Department (multiple fields)	Enter the mnemonics of the departments belonging to this laboratory which are to have separate workflow and system lists (one per field). F1 Lookup available.
Secondary Department (multiple fields)	Enter the mnemonic of the departments to share workflow and system lists with the Primary Department listed to the field's left (one per field). F1 Lookup available.

Additional Info

This screen allows configuration of general information about the laboratory for output in printed reports, **Evolution vLab**[™] screen masks and **Evolution vLab**[™] Clinical Viewer reports.

The upper details panel receives general contact information while the lower panel allows the user to configure details for relevant staff. Each row of fields relates to one contact person.

Define General Information for Output in Reports and Screen Masks

- 1. Enter relevant information in the desired fields (all optional). F1 Lookup is available in some cases (see below).
- 2. Select **Save [F4]** to commit the changes and return to the Details screen.


3. Select Save [F4] on the Details page to update the table. The second Save is required to ensure the changes are applied.

Configuration fields

Field	Description
Lab Name	Enter the name of the laboratory for output in reports and masks.
Address; Suburb; Pcode	Enter the address, suburb, and postcode of the laboratory for output in reports and masks.
Phone	Enter the phone number for output in reports and masks.
Fax	Enter the fax number for output in reports and masks.
Delivery Details: Address; Suburb; Pcode	Enter the delivery address, suburb, and postcode for the laboratory.
Dept List (multiple fields)	Enter the mnemonic(s) for the department(s) to which the contact person belongs. Multiple departments must be comma separated without spaces (e.g. M,S). F1 Lookup available.
Section	Enter the section to which the contact person belongs. F1 Lookup available.
Name	Enter the name of the contact person, including their title (e.g. Dr) if required.
Title	Enter the job title of the contact person, e.g. 'Director of Pathology'.
Phone	Enter the person's contact number.

Work Shifts

This screen allows the addition of work shifts to the laboratory or lab group. Work Shifts themselves are configured via the Work Shifts tab of the Workplace submenu.

Add a Shift

- 1. Select the Add Shift [F6] button.
- 2. Enter the shift mnemonic at the prompt. F1 Lookup available.



- 3. Click OK to accept or Cancel to abort.
- 4. Select **Save [F4]** to commit the changes and return to the Details screen.
- 5. Select Save [F4] on the Details page to update the table. The second Save is required to ensure the changes are applied.

Remove a Shift

- 1. Highlight the relevant entry and select the **Delete [Del]** icon.
- 2. Select Save [F4].
- 3. Select **Save [F4]** again to update the configuration table.

This removes the shift from the laboratory but does not affect the Work Shifts configuration table.

Other sub-tabs available

Sub Menu Tabs	Description
Details [CF5]	Define the main details for the Laboratory/Lab Group.

Columns in the Work Shifts table

Field	Description
Description	The full name of the work shift.
Mnemonic	The mnemonic of the work shift.
Alias	The alias of the work shift.
Start Time	When the shift commences (hh:mm).
Finish Time	When the shift ends (hh:mm).
Days	The days of the week the shift applies to.



Area Health Services

The configuration of Area Health Services (AHS) allows your organisation to:

- operate a service across a number of different AHS without requiring users to have multiple logins, and
- separate the billing processes and financial reports.

The Area Health Services configuration table is divided into Active and Inactive sub-tables which separate the services according to whether the Active field is set to 'yes' or 'no'.

Note: Citadel Health should always be involved in the creation of new Area Health Services to ensure that the background file structure is set up correctly. This ensures complete separation of all of the required functions.

Create or Modify an Area Health Service

To configure a new Area Health Service: select the **Create [F6]** function button.

To modify an existing Area Health Service: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Area Health Service

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.

Area Health Service fields

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Mnemonic	Enter a unique alphanumeric name for the Area Health Service (maximum 6 characters).
Alias	Enter an alias for the Area Health Service, if desired (maximum 6 characters).
Description	Enter the name or meaningful description of the Area Health Service (maximum 50 characters). <u>Note:</u> The Description should not be the same as the Mnemonic or Alias.
Active	Enter (y)es or (n)o to specify whether the Area Health Service is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Divisions

The **Evolution vLab**[™] system can be divided into separate divisions for reasons of workflow, security and/or organisational requirement. Examples of divisions include Pathology, Forensics, Radiology and Public Health.

The division configuration *must* include a division with mnemonic 'PATH' and description 'Pathology' as well as a division with mnemonic 'ALL' and description 'ALL Divisions'. All other division configuration is fully flexible and can be managed by the system administrator.

Citadel Health must be involved in the creation of all new divisions as there are changes to be made in the background of the software.

The Divisions configuration table is divided into Active and Inactive sub-tables which separate the configured divisions according to whether the Active field is set to 'yes' or 'no'.

The Division configuration table can be exported to XML format.

Create or Modify a Division



To configure a new division: select the **Create [F6]** function button.

To modify an existing division: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Division

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



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	This function p existing config system. It strea configuration b	opulates the current entry with details copied from an uration item in the same system or from another amlines the process of creating new entries or migrating between systems (e.g. from Test to Live).
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving. The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.	
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.
	System:	Select the Remote system. Leave blank when performing a Local copy.
	Remote Id:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.
	Perform the cc abort.	ppy by clicking OK or pressing the [F4] key or Cancel to

Division Configuration Fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the division (maximum 6 characters). The mnemonics 'PATH' and 'ALL' are reserved for the Pathology division and ALL Divisions respectively.



Alias	Enter an alias for the division, if desired (maximum 6 characters).
Description	Enter the name or meaningful description of the division (maximum 20 characters). <u>Note:</u> The Description should not be the same as the Mnemonic or Alias.
Restricted	Enter (y)es or (n)o to specify whether the division is excluded from 'ALL Divisions'. Default is 'no'. When set to 'yes' the user access configuration must specify this division separately from access to 'ALL Divisions'. When set to 'no' users can access the division when granted access to 'ALL Divisions'.
Department All	Enter the mnemonic of the department that specifies 'ALL Departments' for this division. F1 Lookup available. The 'ALL Departments' department displays all outstanding requests and has access to all sub-departments in the division.
Sort ID	Enter a number between 0 and 999999999. Determines the sort order of divisions in the Evolution vLab [™] Clinical Viewer interface and when users are switching between divisions. The higher the sort order the earlier in the list of divisions this entry will appear. Default is '0'.
Registration - full - fast - image - order	Enter the mnemonics of the definable screen layouts to be used for each of the registration types. F1 Lookup available.
Search Pane	Enter the mnemonic of the definable screen layout to be used for the Search pane. F1 Lookup available.
Demographic Header	Enter the mnemonic of the definable screen layout to be used for the patient demographic header in the results screen. F1 Lookup available.
Enquiry Table	Enter the mnemonic of the Definable Table used to display the list of episodes returned by an enquiry search. F1 Lookup available.
Active	Enter (y)es or (n)o to specify whether the division is active. Default is 'no' (inactive).



Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Departments

Departments are used to separate the workflow lists, print queues and other functions within a laboratory site. Each separate working area of a laboratory must be defined in the department configuration table before it can be entered in the Group Information screen of the laboratory configuration table.

<u>**Tip:</u>** A department known as ALL Departments should be created to cater for small laboratories where users are working in all areas or where a device is not used for an individual department (see Devices > Hardware Device configuration).</u>

The Department configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'. The Key column displays the key used to switch to the department in combination with the <Alt> key. The Restrict column indicates whether the department is excluded from 'ALL Departments'. The Department configuration table can be exported to XML format.

A maximum of 15 departments can be configured in one division, and 31 departments may be configured in total (across all divisions).

Within the pathology division the mnemonics, aliases, department keys and department IDs are pre-defined as shown in the table below. The Mnemonic, Alias, Dept Key and Dept ID fields must be configured as shown below, however the Description may be defined by the system administrator.

Create or Modify a Department

To configure a new department: select the **Create [F6]** function button.

To modify an existing department: double click the relevant entry or select and [Enter] to open the Details screen.



Details – Create/Modify Department

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System: Select the Remote system. Leave blank will performing a Local copy.		
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the copy by clicking OK or pressing the [F4] key or Cancel to abort.		

Department Configuration Fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the department (maximum 6 characters).



	Note: The Mnemonic and Alias may be used interchangeably		
	throughout Evolution vLab [™] to specify the Department.		
Alias	Enter an alias for the department, if desired (maximum 6 characters).		
Description	Enter the name or meaningful description of the department.		
Department Key	Enter a letter of the alphabet (e.g. M). The corresponding key is used to switch to this department in combination with the [Alt] key. For example, [Alt] + [M].		
	Enter a number between 1 and 14 (inclusive) to specify the unique Department ID for the Department. When configuring an "All Departments" entry this value should instead be set to 15.		
Department ID	Departments belonging to a given Division must each have unique Department IDs; the same number cannot be shared by two or more Departments. The only exception to this is the value 15, which should be applied to configuration entries for "All Departments".		
	The Department ID is an identifier used by the system.		
Division	Enter the mnemonic of the division to which this department belongs. A department can only be associated with a single division. F1 Lookup available.		
Department Type	Enter the department type, if required. F1 Lookup available.		
	Enter (y)es or (n)o to specify whether the department is excluded from 'ALL Departments' Departments'. Default is 'no'.		
Restricted	When set to 'yes' the user access configuration must specify this department separately from access to 'ALL Departments'.		
	When set to 'no' users can access the department when granted access to 'ALL Departments'.		
Report Device	Enter the mnemonic of the printer (or other report device) to be used by this department. F1 Lookup available.		
HL7 Code	Enter the department code to be included in HL7 messages containing results from this department.		
Registration - full	Enter the mnemonics of the definable screen layouts to be used for each of the registration types. F1 Lookup available.		



- fast	When the field is left blank the corresponding definable screen layout		
- image	configured for the Division is used instead.		
- order			
	To add/remove the NCSR History button to all result pages configured within a given department, the NCSR History field will require the entry 'yes' or 'no'. The default configuration for this field is 'no'.		
NCSR History	Entering 'yes' will display the NCSR function key on the department's patient result pages.		
	The NCSR function key will display on the UR enquiry screen if the user is logged into a department with the NCSR History field configured to 'yes'.		
Active	Enter (y)es or (n)o to specify whether the department is active. Default is 'no' (inactive).		
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the test was created and last modified (system populated).		
Modified By	The mnemonic of the user who last modified the entry (system populated).		

Sections

The system administrator can create work sections to modify workflow lists in the laboratory.

Sections can be added to any orderable test or panel, and configured against a user login. When a user with a section configured in their access views the system workflow lists, they will only see requests outstanding for the section they are logged into. Users without a section configured will see all outstanding requests but do not have the ability to filter the list by section.

The Sections configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'. The Section configuration table can be exported to XML format.

Create or Modify a Section

To configure a new section: select the **Create [F6]** function button.



To modify an existing section: double click the relevant entry or select and [Enter] to open the Details screen.

Details - Create/Modify Section

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function Buttons

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.

Section configuration fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the section (maximum 6 characters).
Alias	Enter an alias for the section, if desired (maximum 6 characters).
Description	Enter the name or meaningful description of the section (maximum 40 characters).
Active	Enter (y)es or (n)o to specify whether the section is active. Default is 'no' (inactive).
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).
Modified By	The mnemonic of the user who last modified the entry (system populated).

Work Shifts

Work shifts can be configured in **Evolution vLab**[™] for the purposes of statistical analysis.



The Work Shifts configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Work Shift

To configure a new shift: select the **Create [F6]** function button.

To modify an existing shift: double click the relevant entry or select and [Enter] to open the Details screen.

Details – Create/Modify Work Shift

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



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	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the copy by clicking OK or pressing the [F4] key or Cancel to abort.		

Work shift configuration fields

Field	Description
Mnemonic	Enter a unique alphanumeric name for the work shift (maximum 6 characters).



Alias	Enter an alias for the work shift, if desired (maximum 6 characters).		
Description	Enter a name or meaningful description of the work shift (maximum 14 characters).		
Start Time	Enter the commencement time for the work shift in 24-hour format. (hh:mm).		
Finish Time	Enter the finish time for the work shift in 24-hour format (hh:mm).		
Monday – Sunday Public Holidays (multiple fields)	Enter (y)es or (n)o in each field to specify which days of the week are included in the work shift. Default is 'no'.		
Active	Enter (y)es or (n)o in each field to specify which days of the week are included in the work shift. Default is 'no'.		
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the test was created and last modified (system populated).		
Modified By	The mnemonic of the user who last modified the entry (system populated).		

External Laboratories

External Laboratories may be configured in **Evolution vLab**[™] along with corresponding address and contact information.

The External Laboratories configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify an External Laboratory

To configure a new entry: select the **Create [F6]** function button.

To modify an existing entry: double click the relevant entry or select and [Enter] to open the Details screen.



Details - Create/Modify External Laboratory

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Function	Description
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.



	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).		
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.		
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.		
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.	
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.	
	System:	Select the Remote system. Leave blank when performing a Local copy.	
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.	
	Perform the copy by clicking OK or pressing the [F4] key or Cancel to abort.		

Configuration fields

Field	Description		
Mnemonic	Enter a unique alphanumeric name for the entry (maximum 6 characters).		



Alias	Enter an alias for the entry, if desired (maximum 6 characters).		
Description	Description Enter the name or meaningful description of the entry (maximum 37 characters).		
Address (multiple fields)	Enter the first two lines of the address for the External Laboratory.		
Suburb	Enter the suburb.		
Postcode	Postcode Enter the postcode.		
Phone Number	Enter the primary telephone number with area code.		
Fax	Enter the facsimile number with area code.		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).		
Modified By	The mnemonic of the user who last modified the entry (system populated).		

Couriers

Couriers are configured in **Evolution vLab**[™] to support the Esky Tracking functionality associated with specimen tracking (Packing and Receive Lists).

The Couriers configuration table is divided into Active and Inactive sub-tables which separate the entries according to whether the Active field is set to 'yes' or 'no'.

Create or Modify a Courier

To configure a new entry: select the **Create [F6]** function button.

To modify an existing entry: double click the relevant entry or select and [Enter] to open the Details screen.



Details – Create/Modify Courier

Mandatory fields must be populated and are indicated on screen by a red asterisk. All other fields are optional. Select **Save [F4]** to store the new entry or to commit any changes.

Add or Modify a Route for the Courier

- 1. Click the **Select [F12]** icon to access the courier route table.
- 2. To configure a new courier route: select the **Create [F6]** function button.
- 3. To modify an existing courier route: double click the relevant entry or select and [Enter].
- 4. Populate the fields as required. Refer to the section <u>Add/Modify Route</u>, below.
- 5. Click OK or press [F4] to update the sub-table, or Cancel to abort.
- 6. Select **Back [Esc]** to leave the sub-table.
- 7. Select Save [F4] to commit the changes.

Function	Description		
Swap Mnemonic & Alias [F5]	Swaps the contents of the Mnemonic and Alias fields. This allows the user to change the existing mnemonic when it cannot be edited directly.		



	1			
	This function populates the current entry with details copied from an existing configuration item in the same system or from another system. It streamlines the process of creating new entries or migrating configuration between systems (e.g. from Test to Live).			
	Some fields such as Mnemonic, Alias and Active are not populated from the specified entry as the user needs to populate or confirm them prior to saving.			
	The user may copy details to a blank configuration screen or to an existing entry, in which case the current details are overwritten. No changes are stored until the user saves the configuration screen.			
Copy Details [CF2]	Source:	Select 'Local' or 'Remote' to copy details from an entry in the configuration table on the same or another system respectively.		
	Local Id:	Enter the mnemonic or alias for the Local configuration item to be copied (F1 Lookup available). Leave blank when performing a Remote copy.		
	System:	Select the Remote system. Leave blank when performing a Local copy.		
	Remote ld:	Enter the mnemonic or alias for the Remote configuration item to be copied. F1 Lookup is not available.		
	Perform the copy by clicking OK or pressing the [F4] key or Cance abort.			

Configuration fields

Field	Description		
Mnemonic	Enter a unique alphanumeric name for the entry including the lab mnemonic as a tilde-separated suffix (maximum 16 characters). For		



	example, ABC~CH might be the entry for "ABC Couriers" for the lab with mnemonic CH.		
Alias	Enter an alias for the entry including the laboratory mnemonic as a tilde-separated suffix (maximum 16 characters), e.g. AB~CH.		
Description	Enter the name or meaningful description of the entry (maximum 40 characters).		
Address (multiple fields)			
Suburb	Enter the suburb.		
Postcode Enter the postcode.			
Phone Enter the primary telephone number with area code.			
Mobile Enter the mobile number.			
Fax	Enter the facsimile number with area code.		
Email Enter the email address.			
Label	Enter the mnemonic of the label format to be used for the esky label. F1 Lookup available.		
Mask	Enter the mnemonic of the report format to be used for the consignment notice. F1 Lookup available.		
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).		
Created, Modified	The time and date (hh:mm dd-mmm-yyyy) the entry was created and last modified (system populated).		
Modified By The mnemonic of the user who last modified the entry (system) populated).			

Columns in the Courier Route sub-table

This table allows the system administrator to create one or more routes for the configured courier.



Column	Description			
Origin	The mnemonic of the originating laboratory for the route. This is determined by the tilde-separated lab suffix in the Courier's mnemonic.			
Destination	The destination laboratory for the route.			
Modified	The date (dd-mmm-yyyy) the entry was created and last modified (system populated).			
Active	Active Indicates whether the courier route is active or inactive.			

Add/Modify Courier Route

This dialog prompt allows the administrator to configure a route for the courier.

Dialog prompt fields

Field	Field Description			
Origin	The mnemonic of the originating laboratory for the route. This is determined by the tilde-separated lab suffix of the Courier's mnemonic (non-editable).			
Destination	Enter the mnemonic of the destination Laboratory (F1 Lookup available).			
Active	Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).			



42. Version control

The following changes have been made to this document.

Version #	Revised by	Authorised by	Change	Date Approved
5	T. Zafrin	S. Lynch	 Product branding and trademark updated: EVOLUTION to Evolution vLab[™] AUSLAB to Evolution vLab[™] Clinical Viewer. Office address updated in the template. 	01/06/2022