Lab Job Aid

**dhhs** nc department of health and human services | **NCPH** North Carolina Public Health

OVERVIEW

This job aid is designed to help NC COVID users input lab results correctly and efficiently. Keep in mind that not all of the fields available on the Lab Results screen will be given in a lab report; however, you should make sure to enter all of the information you are given in the lab report.

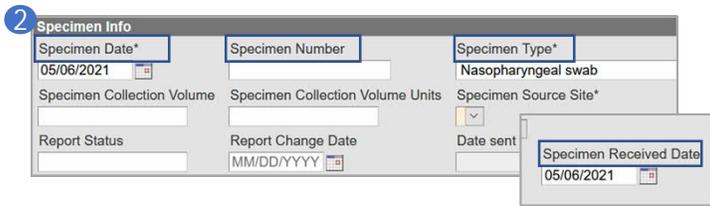## Adding a Lab and Correctly Inputting Results

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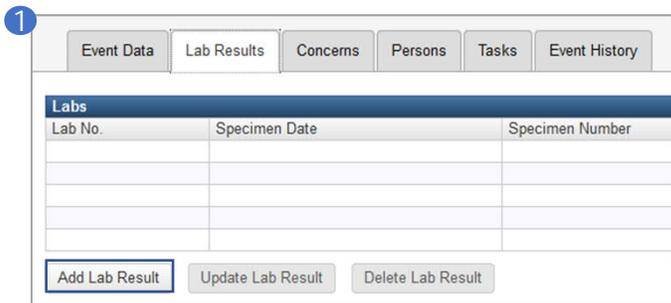
1. Select "Add Lab Result"

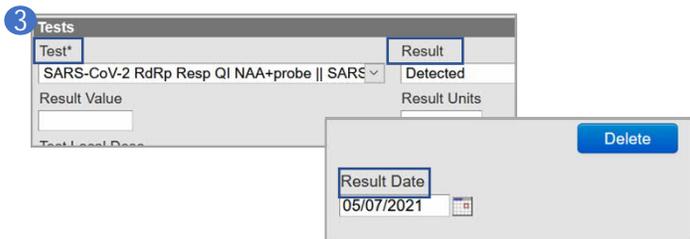**2. Enter Specimen Info**

3. Enter Test(s)

**4. Enter Lab and Ordering Facility Info**

5. Click "Save"

1. Go to the Lab Results tab on the event's profile and click Add Lab Result to add a lab.

2. In Specimen Info, add the date that specimen was collected (Specimen Date), Specimen Number, Specimen Type, and date the specimen was received by the lab (Specimen Received Date).

3. In Tests, select the type of test from the Test drop-down, and select the Result of the test. Additionally, enter the Result Date that the test result was produced from the lab. If there is more than one test on your report, click the Add button to add the next test.
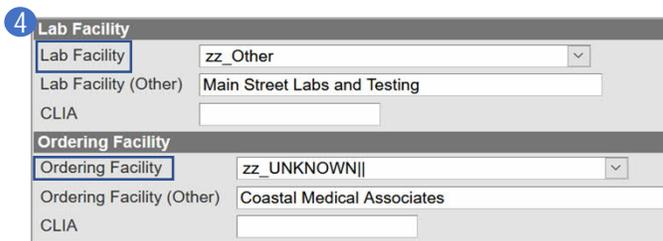
4. In Lab Facility, select Lab Facility and Ordering Facility from the options provided OR select "zz_Other" and type in the name of Lab Facility and/or Ordering Facility if they are not listed.
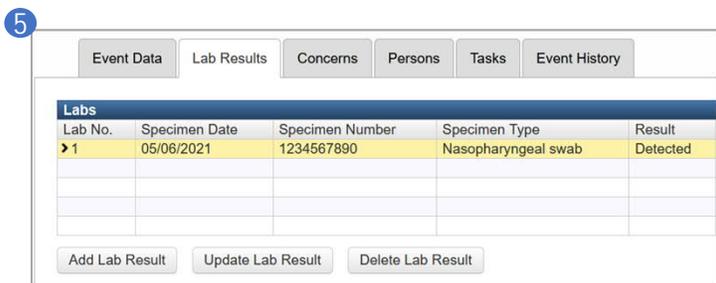
5. Click Save. The lab result now should appear on the NC COVID Lab Results tab.