STD LAB REVIEW REQUIRED LOCAL WORKFLOW

The purpose of this workflow is to alert users to new labs entering the system. Because labs can attach to previous and closed events, it is important to look at each lab to ensure it belongs with the event in which it appears. Events may have more than one lab attached.

To Review Labs:

o From the Bacterial STD Local Lab Review Required workflow, enter the event by clicking on the blue event number.

o From the event dashboard, click on the Lab Events button. A screen will open displaying any labs that are attached to the event in order of specimen date.

o Click on the first specimen date to highlight the line.

o Use the displayed summary at the bottom right corner or click on "Update Lab Result" button or double click on the specimen line to open the lab to review the lab.

o When reviewing labs ensure:

- The specimen date coincides with the event
- the disease indicated matches the event
- the lab result indicates a reportable event or is an update to a reportable event
- if possible the patient or provider are within your county

o Once you have reviewed the lab, click on the "Cancel" button at the bottom of the page to return to the dashboard if you opened the lab.

o If only 1 specimen date was listed proceed to step 9.

o If multiple specimen dates are listed, you must review each lab date and ensure it does not represent an independent event. Labs that are negative or are within 30 days of the original specimen date do not represent new events. Labs that are more than 30 days after the original specimen date represent

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new events. When labs represent new events, the new event must be manually created and the lab copied into it, follow the "Splitting" Labs from a previous event instructions.

o Click on Event Data button.

o At this point you may assign the event to your county group by following the Investigation Trail Assignment instructions then resume the lab review steps then resume the lab review steps.)

o From the dashboard, "Unload" the event.

   ▪ Click on the Workflow Icon to return to the STD Lab Result Workflow.

   ▪ Check the small box to the left of the event ID number reviewed.

   ▪ Click on the "Mark as Reviewed" button at the bottom of the page.

o The event will disappear from the workflow.