SOP: KenyaEMR 3.x Laboratory Module User guide

Tasks:	To guide users on how to navigate Laboratory module in KenyaEMR 3.x
Objective:	Effectively manage lab workflow within a facility. Capture tests ordered, test approval, results capture and transmission to clinician
Who:	Laboratory Department, Lab technicians, Lab managers etc.
Required Materials:	Functional KenyaEMR 3.x
Version:	KenyaEMR Version
Last Updated:	March 2024

SUMMARY:
The Laboratory module supports all Lab related functions including Order review and approval, including referred samples. Once the samples have been tested, the module allows for seamless entry of results. The results posted on this module also undergo internal lab quality control including the approval of results. Validly approved results are posted onto the patient clinical chart for clinical reviews and action.

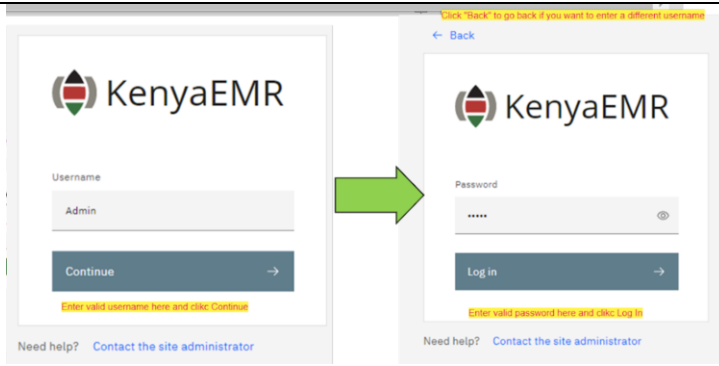| Step	Action	Screen shots
Introduction	This document provides a detailed workflow of the full laboratory module in the KenyaEMR system. The guide is accompanied by relevant screenshot images for illustration purposes.	
Learning Objectives	By the end of this session, you will be able to: • Successfully log into KenyaEMR • Access Laboratory dashboards • View and Process Laboratory Orders • Record laboratory test results • Post results to clinician	

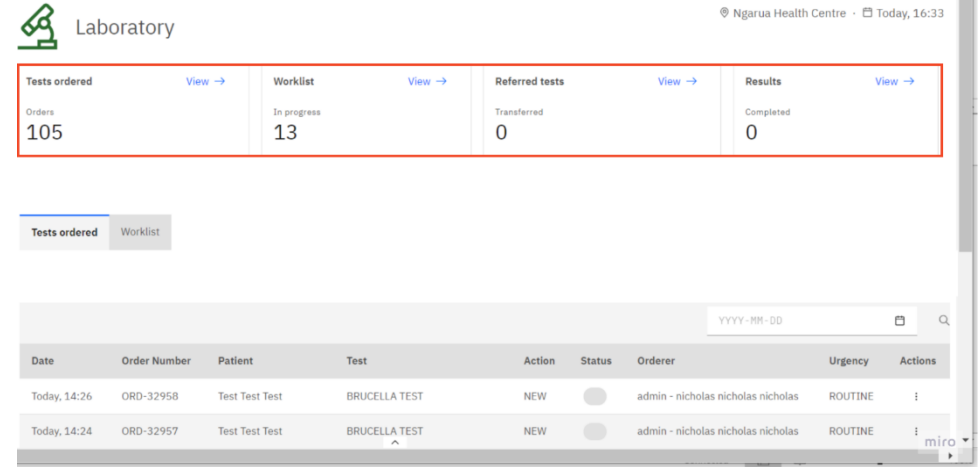|		
Log into KenyaEMR	**Login to KenyaEMR.** Enter the application server URL system. ***"[ServerIpAddress:8080/openmrs]"*** and click on the load button or Enter key from the keyboard. On successful loading, you should be navigated to the system login page. Authenticate entry by providing username and password on the fields and click "***Login***" Upon successful login, you shall be navigated to KenyaEMR Home Page. Successful login will direct you to the KenyaEMR Home Page where the landing page is displayed based on the user role.	
KenyaEMR Laboratory landing page	After a successful login, the user will be redirected to KenyaEMR Lab Dashboard. This is composed of different laboratory summaries.	

KenyaEMR Laboratory Summary	i. **Test orders** ● This refers to number of all lab orders that have requested/ordered from different clinical service points ii. **Worklist** ● This represents all picked lab requests that are in progress of processing iii. **Referred Tests** ● This represents to all lab orders that are sent out for processing in other facilities iv. **Results** ● This refers to all lab orders that have been completely processed and completed and dispatched to the respective service points	
Locate the test ordered	The user is able see all tests ordered as a line list or Search for a specific request by Name or the clients ID	
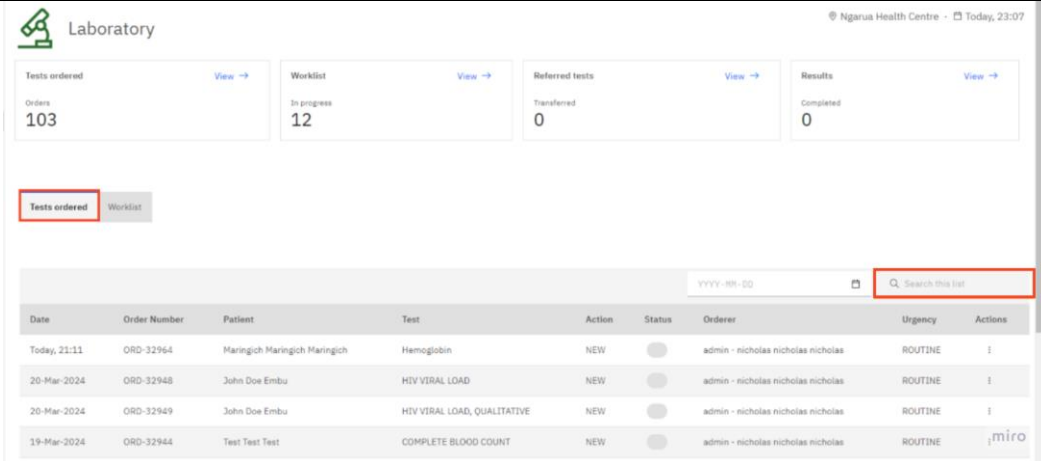
Picking a Lab Request	The user chooses the patient of interest from the line list in the T***ests ordered*** tab and proceeds to the ***Action*** column to click on the dots to pick a lab request or Reject order	
Selecting Specimen type	After picking the Lab Request the User types in the specimen ID and selects the specimen type from the list provided. The specimen type should correspond to the lab request ordered.	

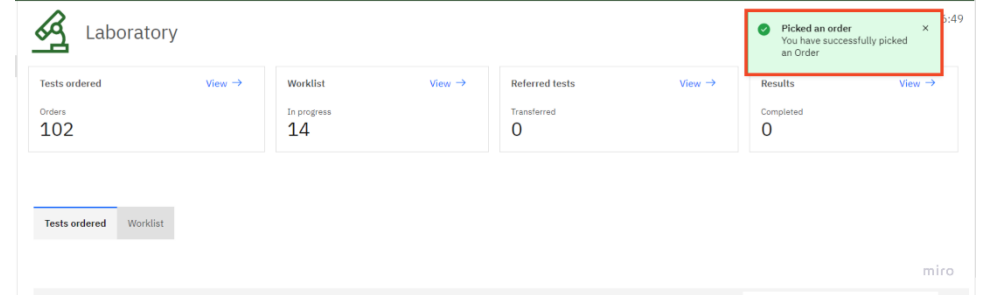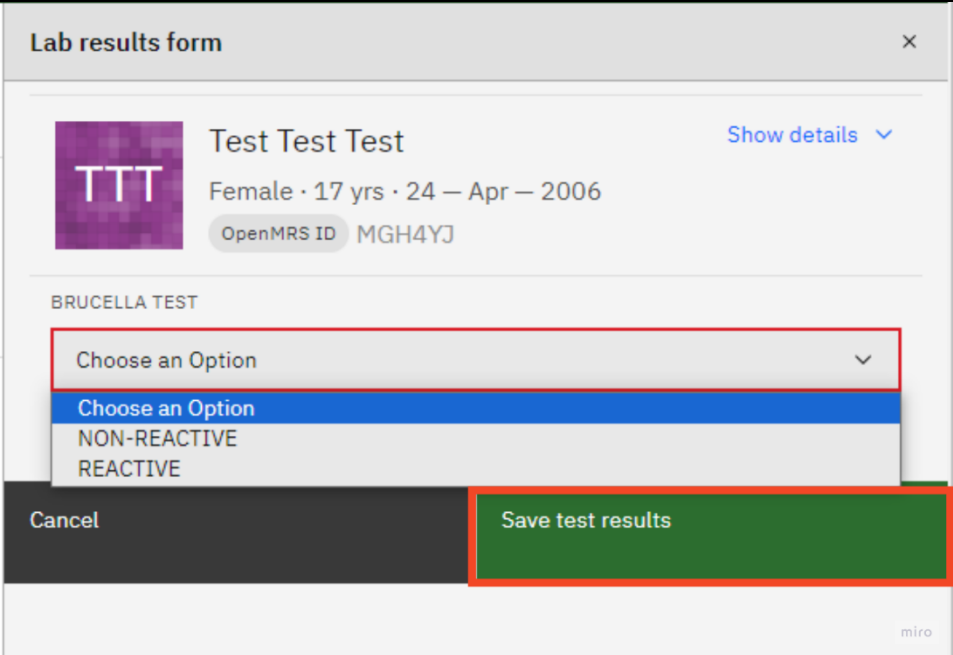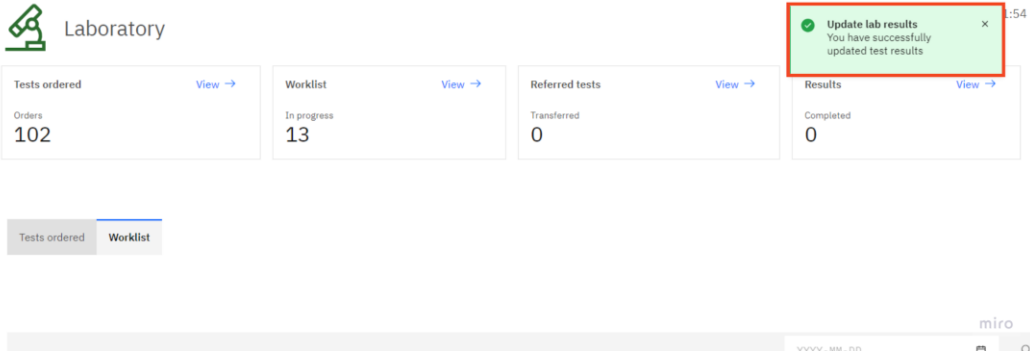| **Saving Pick Lab Request** | The user proceeds to click on the **pick lab request tab** after filling in specimen ID and selecting the specimen type. | |
| **Picking Lab Order** | Upon successful pick up of a lab order, the system should flag the user that they have successfully picked the order. | |
| **Worklist Flow** | Upon successful pick up of a lab order the patient's name transitions from test ordered tab to worklist tab. The user proceeds to the action column and clicks on the Microscope icon to record test results. This opens a dialogue box where the user enters the results | |
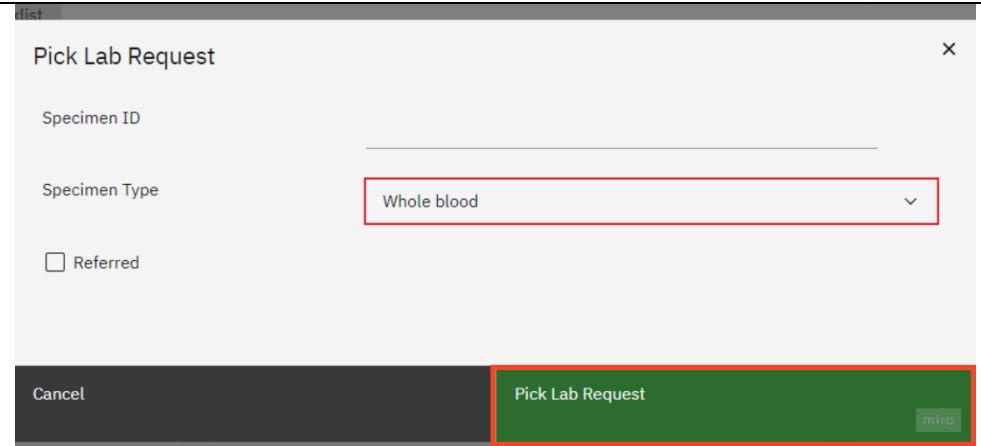
Saving Lab Results	Upon successful entering of the lab results in the dialogue box the user should click on Save test results tab to Save the entered results.	**Lab results form** ✕ **Test Test Test** — Show details ⌄ Female · 17 yrs · 24 — Apr — 2006 OpenMRS ID MGH4YJ BRUCELLA TEST Choose an Option ⌄ Choose an Option NON-REACTIVE REACTIVE Cancel — Save test results
Saving Lab Results Pop-up	On Successful saving of the test results, the user gets a pop-up message that the results were updated and successfully and the results have been dispatched to the clinicians and are accessible in the patient summary	✓ Update lab results ✕ You have successfully updated test results 🔬 Laboratory Tests ordered — View → Orders 102 Worklist — View → In progress 13 Referred tests — View → Transferred 0 Results — View → Completed 0 Tests ordered **Worklist**

| **Rejecting Lab order** | During processing of the lab orders the user is able to reject a test order by clicking on the delete icon on the action column. | |
| **Rejecting Order** | The system opens up a dialogue box where the user is able to type in comments on why they are rejecting an order and then clicks on the Reject Order tab | |

Reject Order Message	The system should pop-up a message on successful order rejection to show that the order was rejected.	

THE END