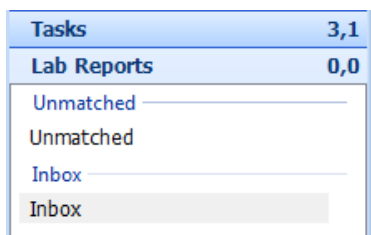


## NECS Clinical Systems Specialist Team

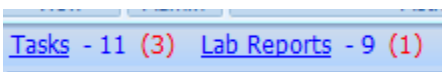
# EMIS Web – Filing Pathology

### Filing Pathology

1. Lab Reports (Pathology) can be accessed via:
  - a. Workflow Manager either from the Quick Access Toolbar, Quick Launch Menu or from the EMIS bubble. Then select the **Lab reports** module.



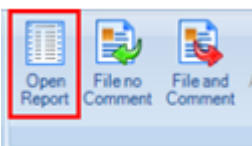
- b. Or click on the **Lab Reports** task hyperlink



2. Ensure the Lab Reports **Inbox** is selected. All Pathology Reports will be listed

**Note:** The Inbox may display 2 numbers, the first number is the total number of lab reports and the second the total number of abnormal results

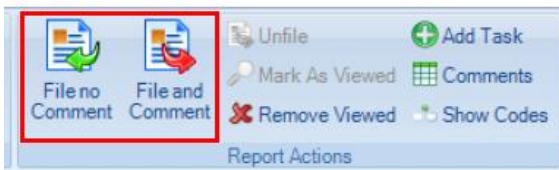
3. Select **Open Report** to work through your results



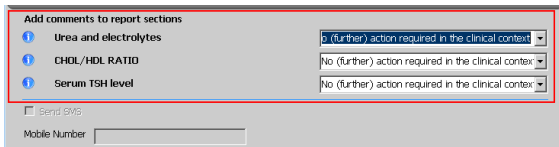
4. Review each Lab Report and action appropriately:

- **Change Owner** – select to forward the result to a different recipient
- **Add Note** – same as with normal tasks, this will not be seen when the report is filed.
- **Add Task** – add a separate task which will not be linked to the report
- **Comments** – add comments to display within consultations
- **Abnormal** – mark the report as Abnormal

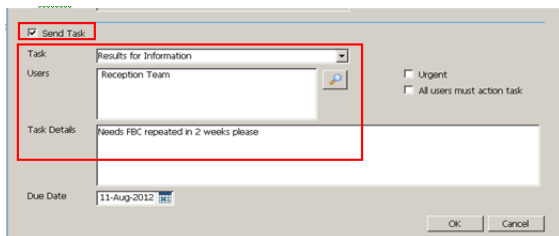
5. To File the Report either click **File No Comment** (this will file the currently selected report) OR **File and Comment** (this will allow you to add a comment and send a task for admin to action).



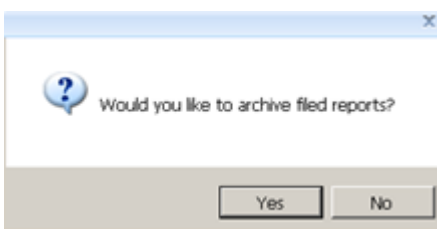
6. If **File and Comment** is selected a dialogue box will display allowing you to comment on each battery header for the report. You can select from the drop down box or free text (limited characters)



7. If required tick to **Send Task**, select **Task Type**, select **Users**, free text any task details.



8. Click **OK**. If a Task was selected this will now be forwarded to the relevant staff members.
9. The System will prompt for you to archive all filed pathology reports. Click **Yes**.



**Note:** if you choose not to work via the Open Report screen the system will not prompt for you to archive reports, this will need to be done manually.

**Note:** Any reports that have tasks attached to them will remain in the list until these have been actioned and completed by admin. (This allows you to monitor pathology tasks.) However they are not listed as outstanding in your Pathology total or inbox number.