PUH Apex Ward Enquiry Instructions

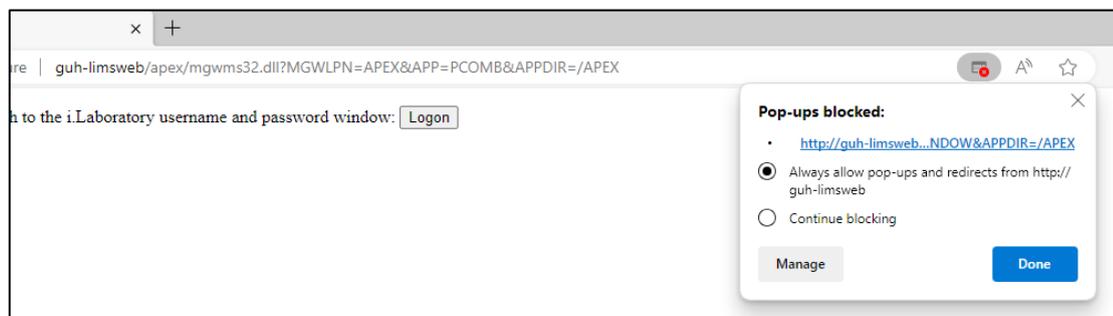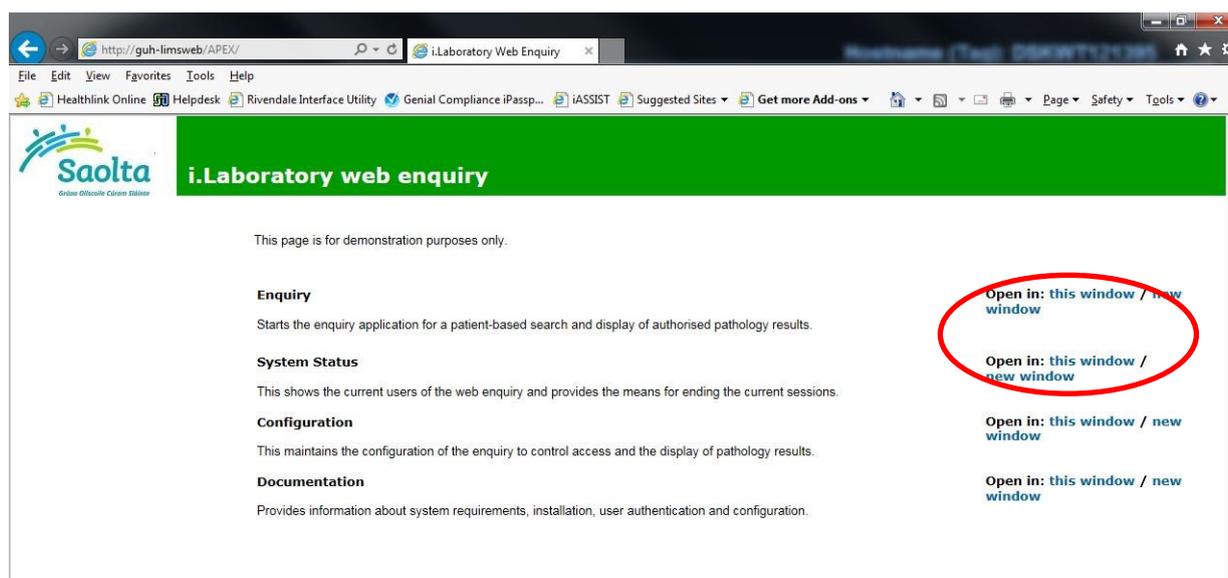Apex Ward Enquiry be found at either of the following icons:

 OR
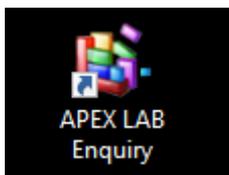
Please ensure that Pop ups are not blocked on your browser.

If Apex Lab Enquiry does not open check if there is a **RED X** showing on the URL bar – if so choose "Always allow Pop-ups and redirects from http://guh-limsweb"

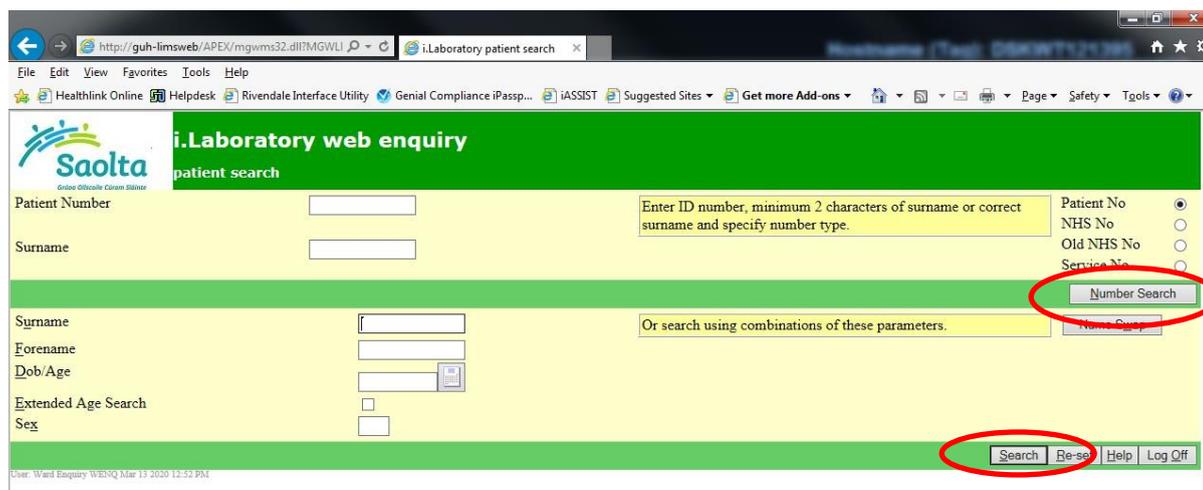

Clicking on either icon will launch the following Screens:

Under option Enquiry, Users should only click on the "Open in: this window" option.

The logon screen will appear as a pop-up.

Users should enter their Username and Password and click OK. Screen below appears.

Enter the patient PID and first two letters of Surname and select Number Search

OR

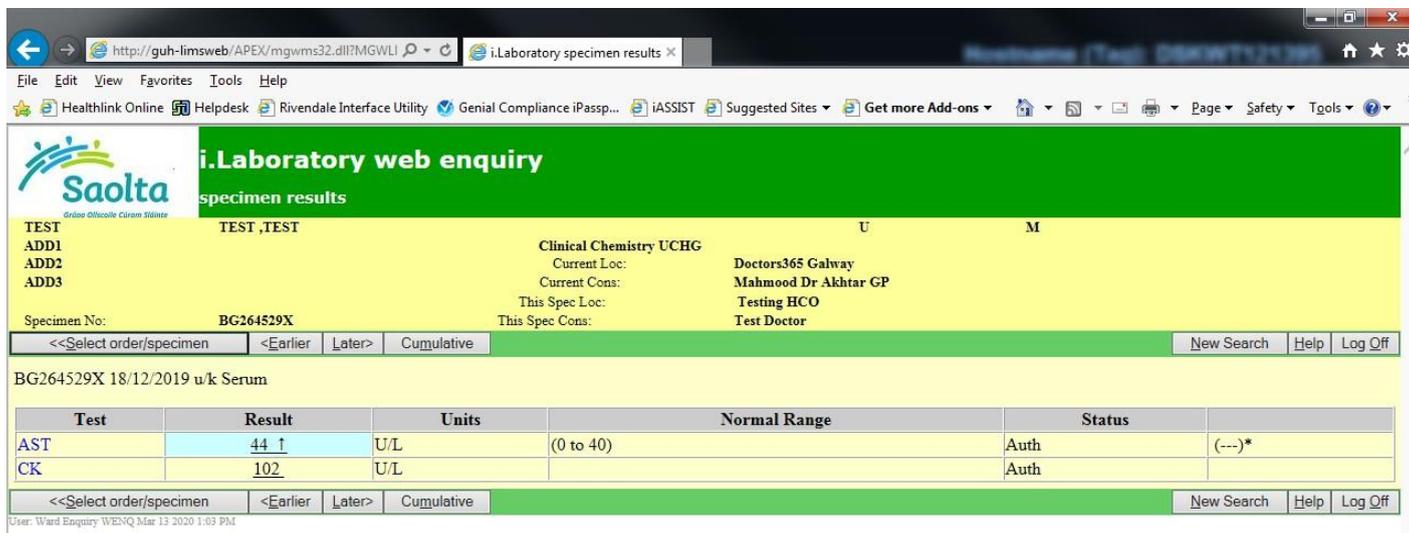### Enter the patient's Surname, Forename and DOB and select Search

- Patient details will be displayed (see below).
- Select discipline option default is –All Disciplines- .
- This will display specimens from all disciplines that you have access to.
- Alternatively, you may access specimens from one discipline only, by selecting that discipline. Click Continue if the correct patient demographics are displayed
- Click New Search to search for different patient

Specimens/Requests for the patient will be displayed as per screen below if you selected Continue

Select the relevant specimen by clicking on the specimen date & time.

Example of results display below

Out of range/Critical results are highlighted by background colours and arrows

Click on Cumulative to bring up a cumulative view of previous results for the parameters shown in the specimen you have selected

Cumulative results can be displayed over several pages (depending on patient history), selection of the show all/show pages button should not be used for patients with large numbers of Pathology results as the PC's memory may not be able to deal with the amount of information and the user will be logged out.

If you click on a Specific Test (within the Cumulative view) a Graphical display of the cumulative results for that parameter will be displayed.