



Lab Reception Modules

User Manual For Lab Reception

JAZZ-GarajCloud

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INTRODUCTION

Welcome to the Hospital Lab Reception Management System user manual. This software is designed to streamline the process of generating Lab Numbers and Lab Finalized Reports at Lab Reception. This manual will guide you through the various features and functionalities of the software.

SYSTEM OVERVIEW

The software is designed with a user-friendly interface, making it easy for hospital staff to navigate and utilize its features. Our Hospital Management System Software is designed to streamline administrative tasks, enhance patient care, and improve overall efficiency within the hospital.

By integrating various modules such as patient management, appointment scheduling, and reporting, Tibbit aims to simplify the day-to-day operations like Allotting unique numbers to the registered patients to proceed with the further process of the hospital's lab reception.

GETTING STARTED WITH THE LAB RECEPTION MODULE

Tibbit provides a range of services for the patient through the assistance of the receptionist, including:

1. Patient check-in and check-out.
2. Generating lab numbers for the Patients.
3. Assist patients to submit their samples at the Collection point or their concerned laboratories.
4. Entertain Patients with their finalized reports

To start with the **Tibbit Software**, the following steps lead towards the **LAB RECEPTION** Module:

1. Connect to the Network.
2. Open any of your Web Browser.
3. Write the IP or Link Address in the URL_bar i.e. tibbit.garajcloud.com/login
4. Click **ENTER** to proceed with the URL.

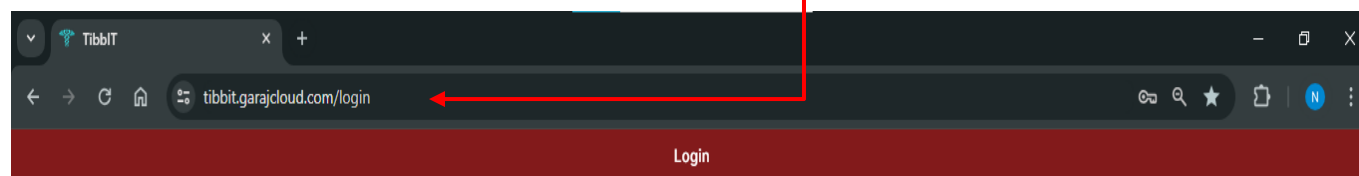


Fig. 1: Link Address

Insert **User ID** (an entity used to identify the user like a name or phone number).

Insert **Password** as ***** to log into the Account.



5. Login with your credentials provided by the hospital administrator.

To see the **password**, press the eye icon.

6. Press the **LOGIN** Button to Log into the Dashboard.

Note: Password must be Uppercase, Lowercase, Special Characters, and Numbers.

Fig. 2: TibbIT Login

HOME SCREEN PAGE

Upon login, page will be directed to the Home Screen which refers to the successful login; else proper **credentials** are required to log in.

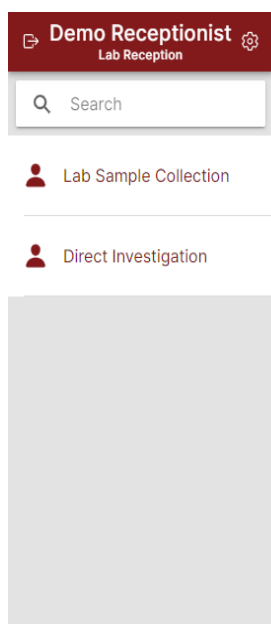


Fig. 3: TibbIT Lab Homepage

DIRECT INVESTIGATION MODULE

This Module is only flexible or effective for the TibbIT registered patients in order to have their uniquely generated lab numbers for the process of their lab investigations. The flow of this process is as the registered patient appears at the lab reception; the User has to request the patient's **VISIT ID** assigned to their appointment slip.

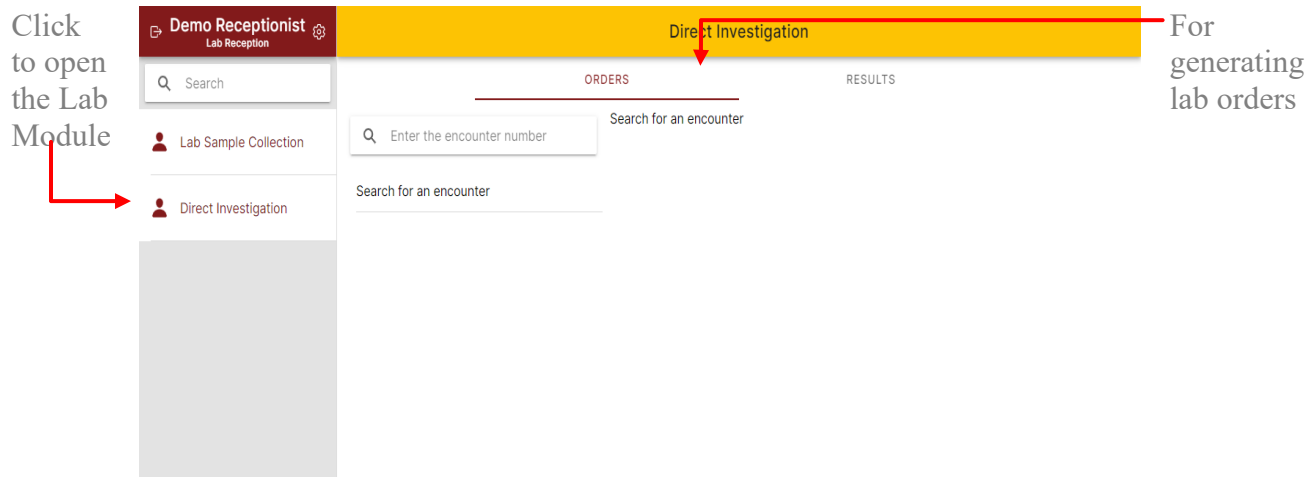


Fig. 4: TibbIT Direct Investigation Module

- VISIT ID**

VISIT ID is unique and for the multiple departments and changes at every visit. This is because of the tests assigned or suggested by the different doctors which is easy to differentiate tests for the different departments.



Fig. 5: Appointment Slip

- ORDER SECTION**

At the homepage, a search bar is given which guides the user or “Lab Receptionist” to insert or put “VISIT ID” here. On clicking the text area allows user to write encounter number or visit id here leads to the next page of the screen.

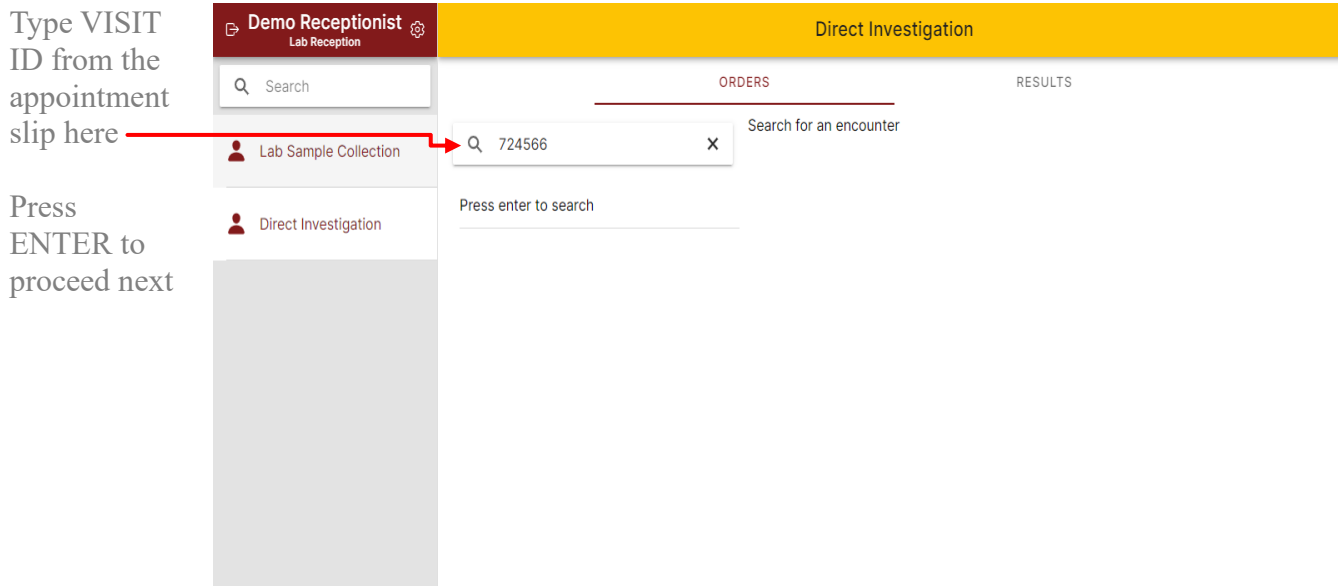


Fig. 6: Encounter Search

After clicking **ENTER** the following screen appears shows the Patient’s details, a **search bar** with dropdown (on click) and **List of Tests** selected from the dropdown for the particular patient.

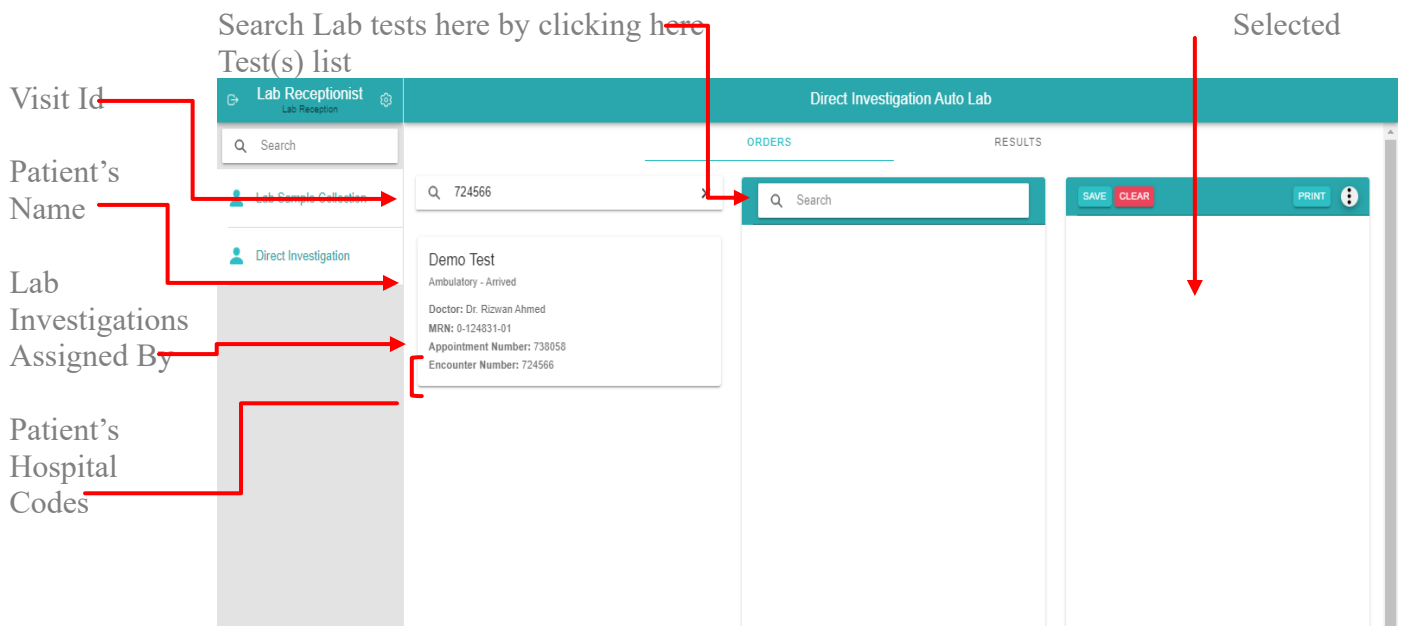


Fig. 7: Patient details and test selection area

On clicking the search bar for selecting the tests a dropdown appears showing the list of the test to be selected. The flow of this process is to select the search bar then type the initial letters or the test names to be selected then use **TAB** key to go through the drop down then hit **ENTER** to select the desired test.

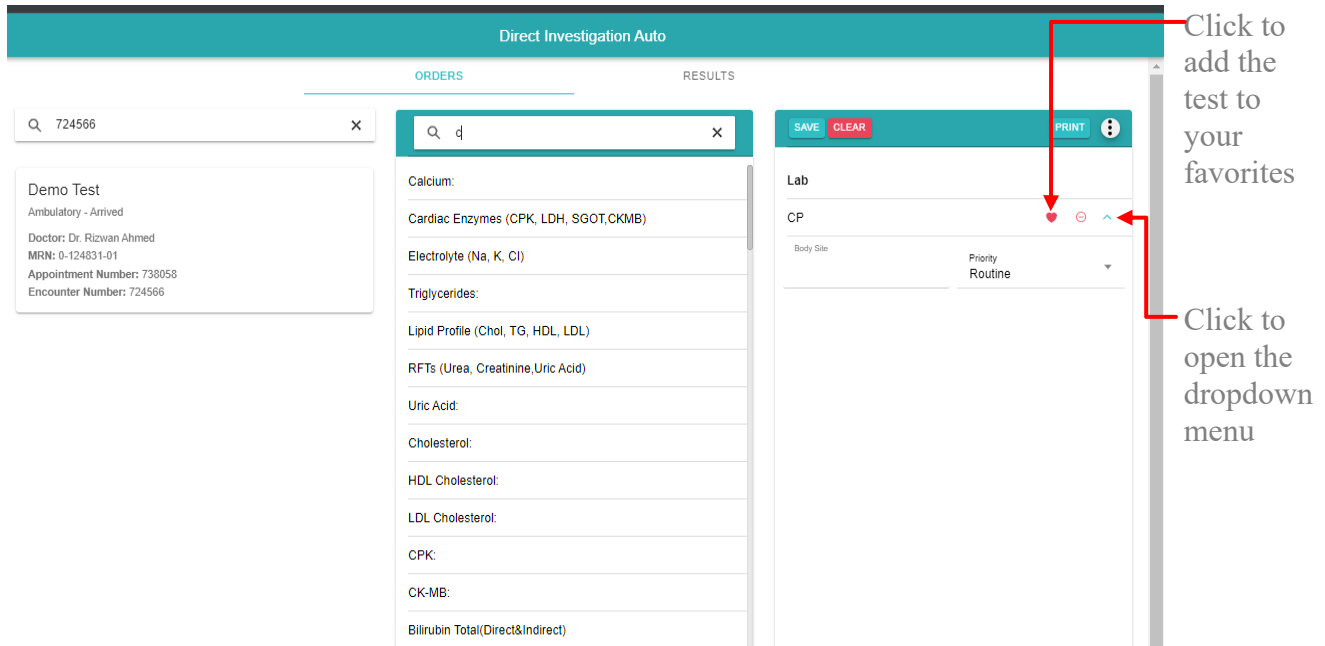


Fig. 8: Assigning test

With the selected test a dropdown button appears having fields of body site dropdown where the sample will be collecting and the priority set dropdown to be selected according to the patient's condition.

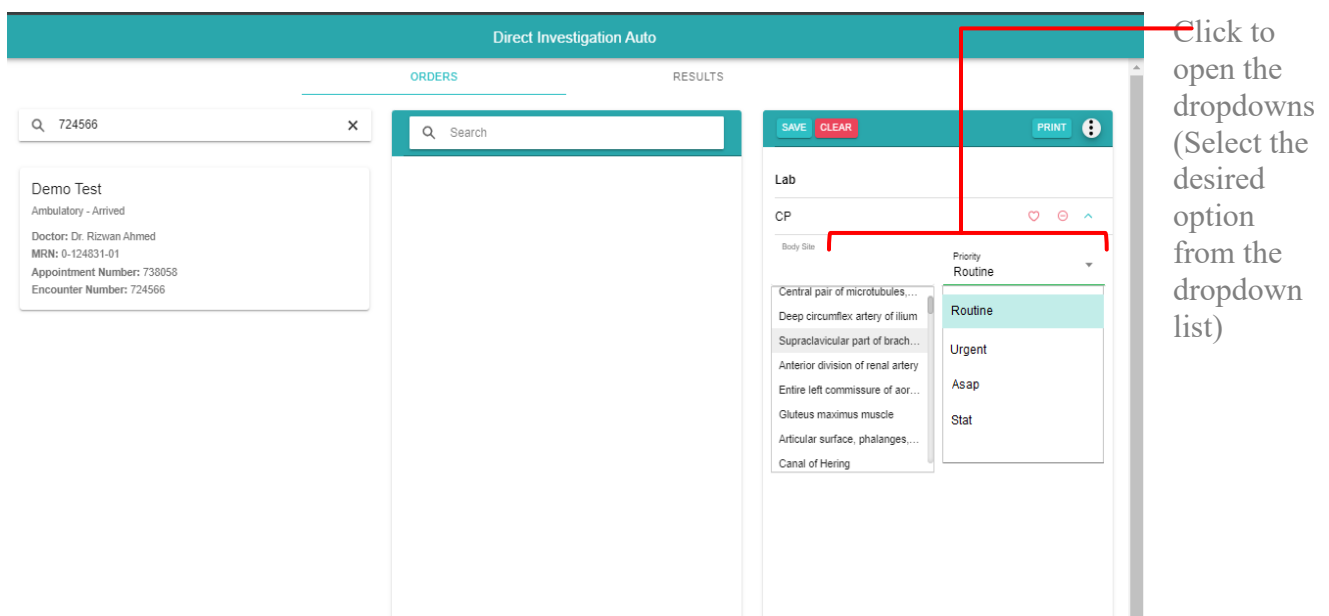


Fig. 9: Selected test dropdown

- CLEAR SELECTED TEST

The Lab Orders page also contains an option for deleting the test in case of select the wrong test. It helps to remove the test so that the user could add the correct ones. Whole Selected test area can also be deleted by clicking on the CLEAR Button

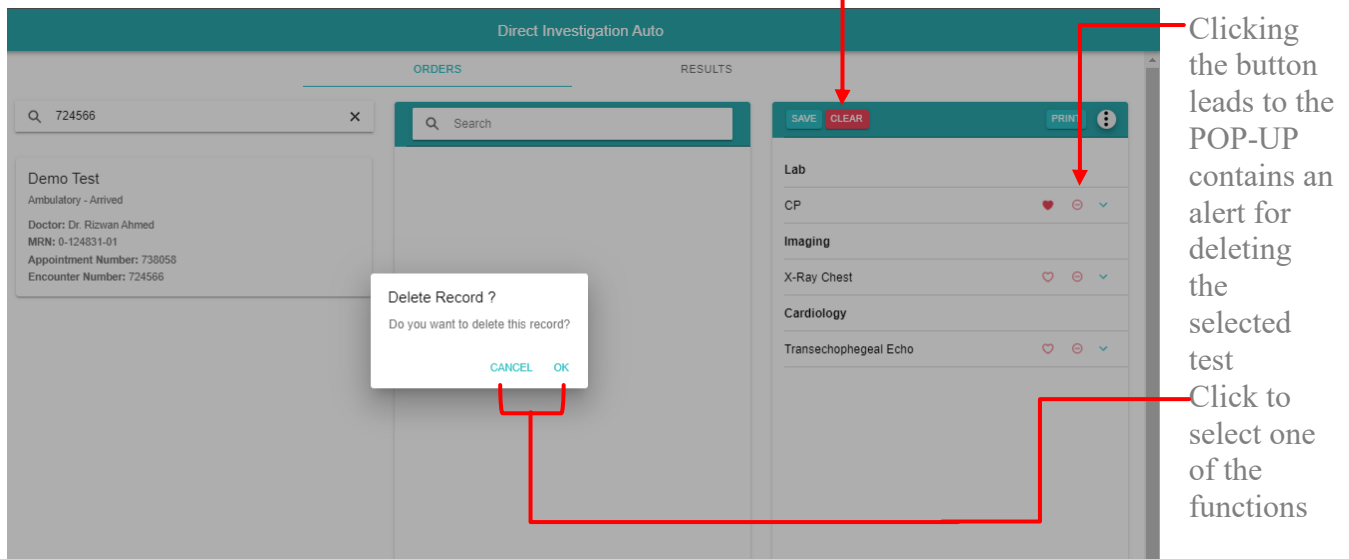


Fig. 10: Clear test

- PRINT OPTIONS

Orders page has a dropdown for selection one of the options for printing the investigation number. Small print gives a print from a thermal printer whereas Regular print is from the A4 printer.

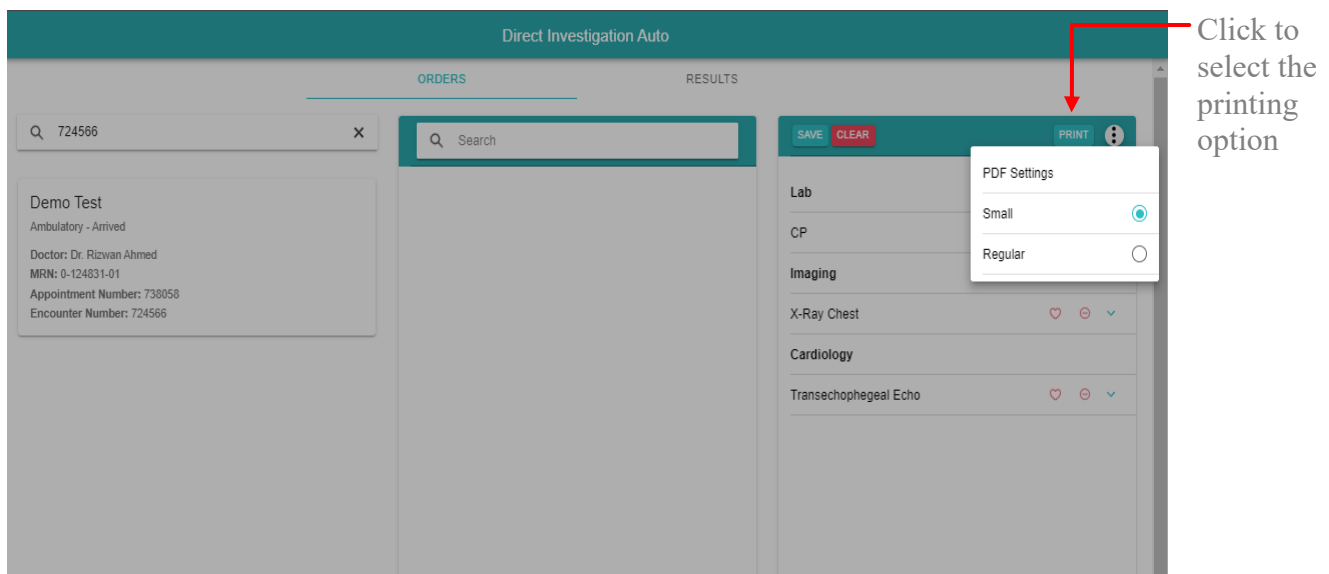


Fig. 11: Print options

- SAVE INVESTIGATIONS

After selecting the desired option for printing the token, following button leads towards the printable form of the selection.

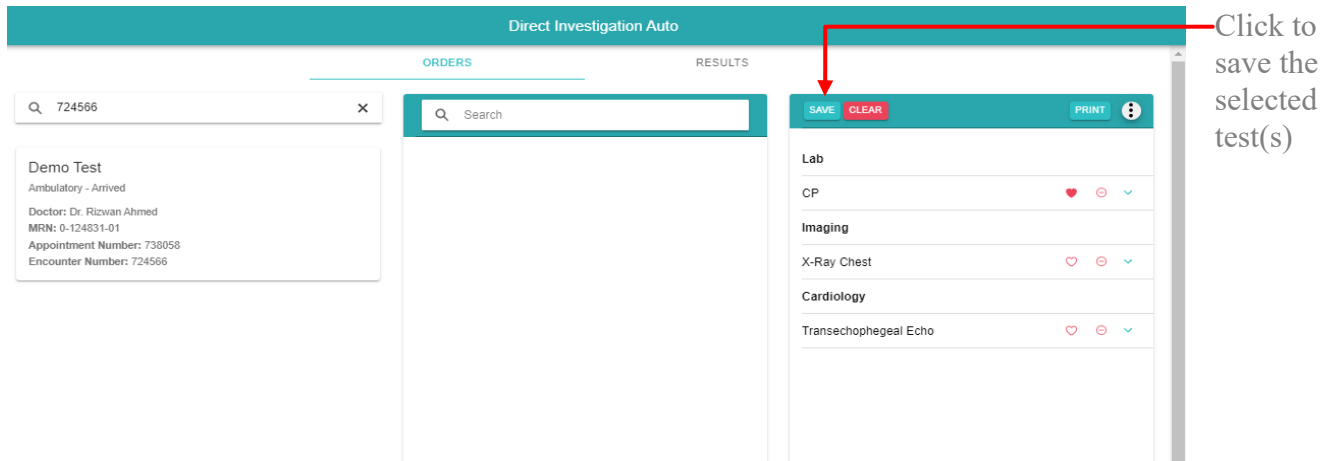


Fig. 12: save investigations

On clicking the SAVE button print preview with its specific selection appears having certain information at it.

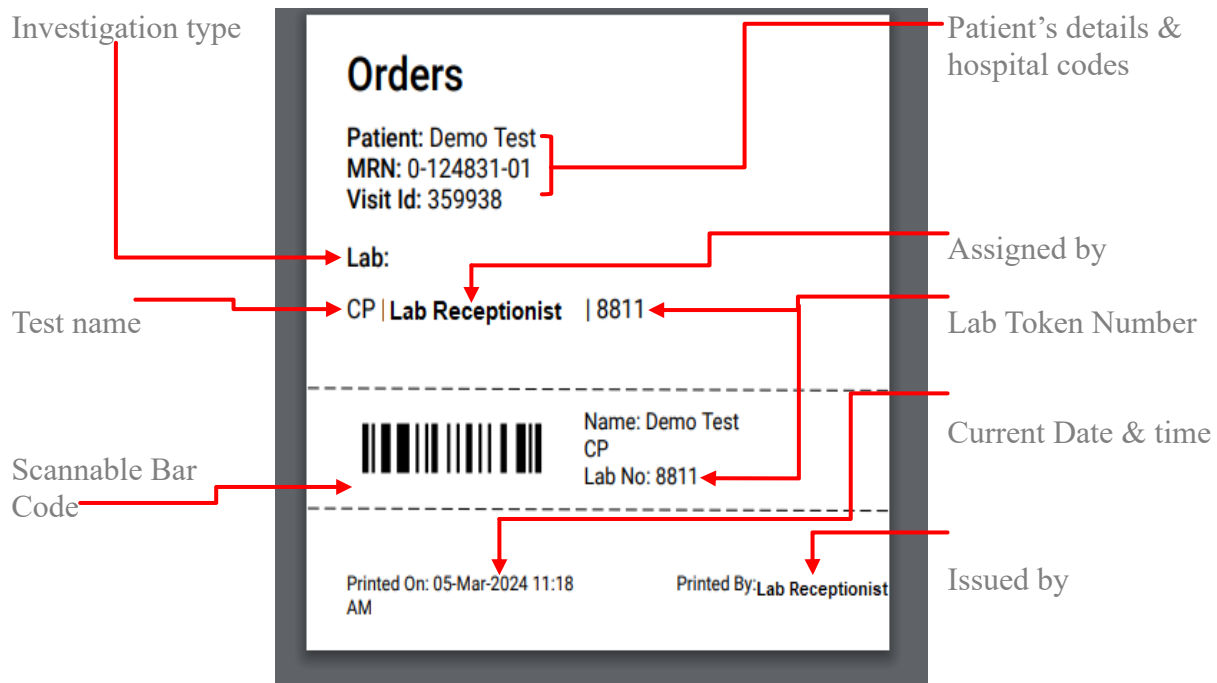


Fig. 13(a): small print (single test) (thermal token)

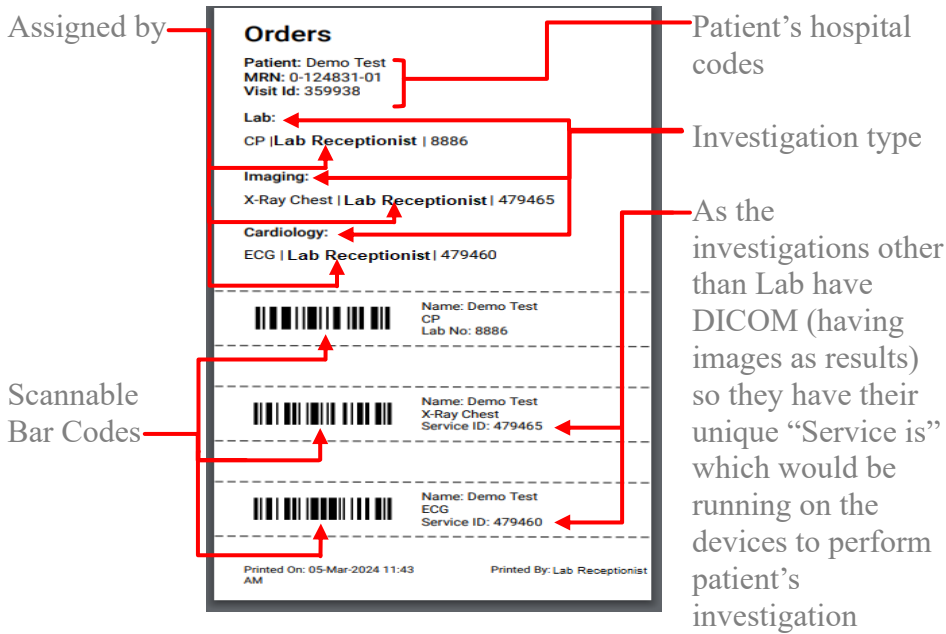


Fig. 13(b): small print (multiple test) (thermal token)



Fig. 13 (c): Regular print

REPORTING

After generating and proceeding with lab investigations, the **RESULT** Section of the Direct Investigation Module helps in generating Reports for the selected investigations.

Select the search mode in which reports need to be searched

Reporting Section

Select the starting and ending date & time from which reports are being searched

Fig. 14: Reporting section

Printable reports have the status of **FINISHED** while uncomplete reports are having the status of either **SPECIMEN COLLECTED** or **IN PROGRESS**.

SEARCH MODES

A test report can be searched by the following search modes which are needed to be added for tracking the patients' lab reports by any possible method.

- **SEARCH BY VISIT ID**

The **VISIT ID** which is shown in the fig. 5 (appointment slip) is needed if the patient misplaced his/her lab number slip and wants to have the lab reports so **VISIT ID** is one of the solutions to tack the reports.

Enter number according to the search mode here

Performed test

Click to open dropdown

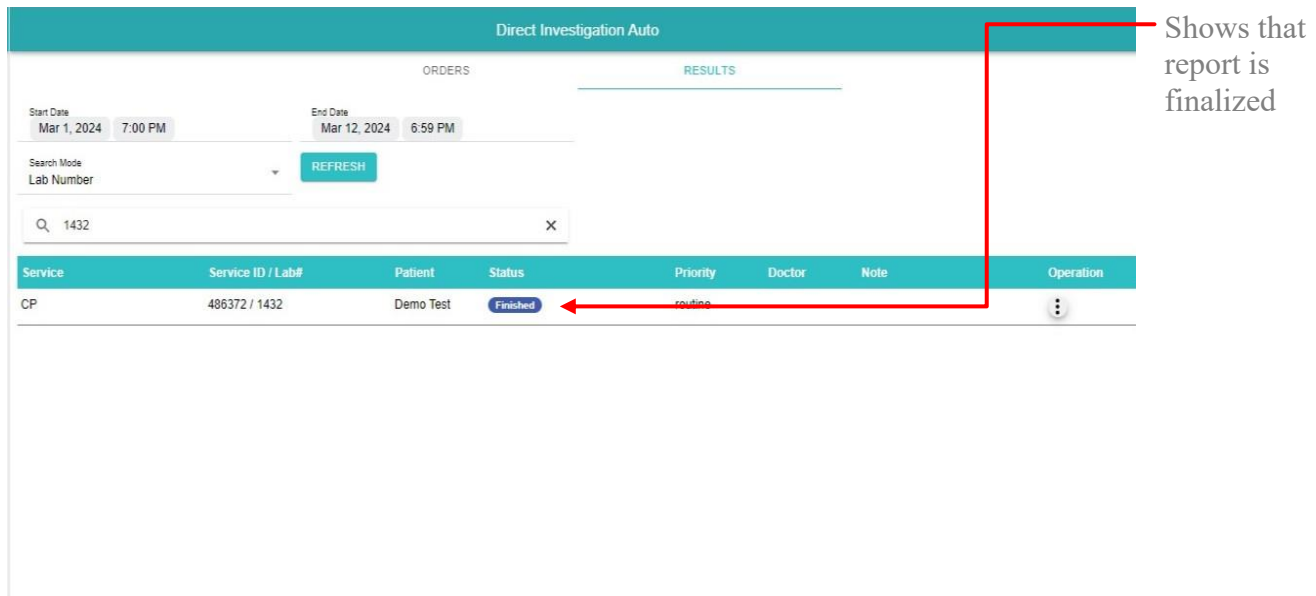
Click to view the details of test performed

Click to print a/c to the need

Fig. 15 (a): Search by VISIT ID

- **SEARCH BY LAB NUMBER**

The lab number is the basic and main search mode by which a report can be traced. It is generated directly by the Lab receptionist against the visit ID of the patient.



Start Date: Mar 1, 2024 7:00 PM | End Date: Mar 12, 2024 6:59 PM

Search Mode: Lab Number | REFRESH

Q 1432

Service	Service ID / Lab#	Patient	Status	Priority	Doctor	Note	Operation
CP	486372 / 1432	Demo Test	Finished	routine			

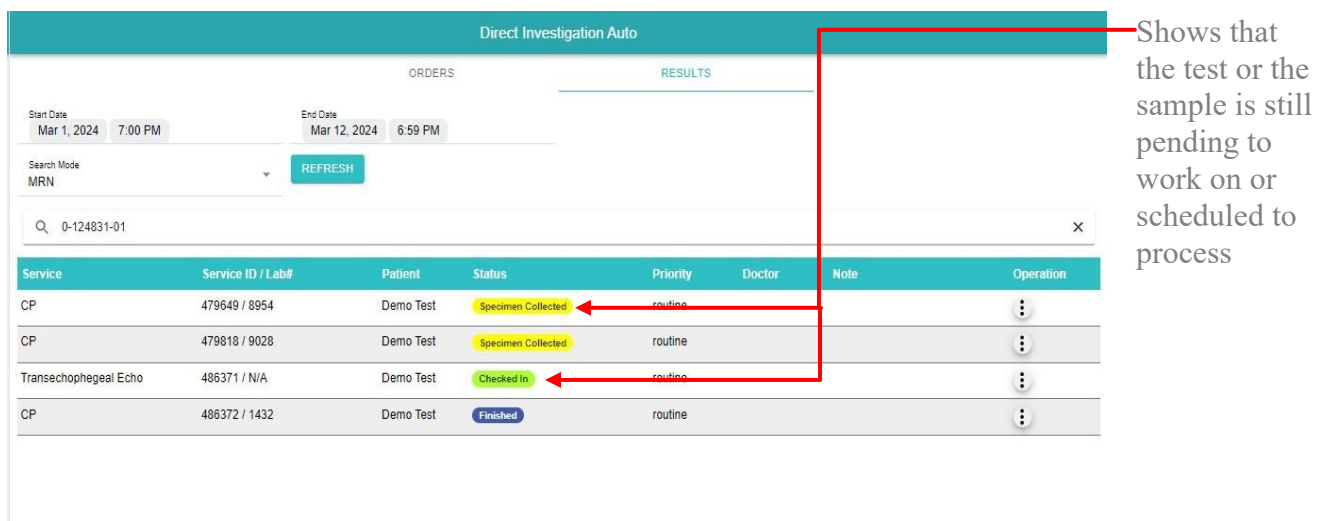
Shows that report is finalized

Fig. 15 (b): Search by Lab Number

- SEARCH BY MRN NUMBER

The MRN is the other option if by any reason, reports can't be appeared by the VISIT ID or the LAB NUMBER.

NOTE: Use dash (-) or write the MRN as it is as its format i.e. 0-124831-01



Start Date: Mar 1, 2024 7:00 PM | End Date: Mar 12, 2024 6:59 PM

Search Mode: MRN | REFRESH

Q 0-124831-01

Service	Service ID / Lab#	Patient	Status	Priority	Doctor	Note	Operation
CP	479649 / 8954	Demo Test	Specimen Collected	routine			
CP	479818 / 9028	Demo Test	Specimen Collected	routine			
Transepophageal Echo	486371 / N/A	Demo Test	Checked In	routine			
CP	486372 / 1432	Demo Test	Finished	routine			

Shows that the test or the sample is still pending to work on or scheduled to process

Fig. 15 (c): Search by MRN

- SEARCH BY SERVICE REQUEST NUMBER

It is mostly needed for reports other than LAB categories like cardiology, radiology, imaging, etc. It is because as these categories have DICOMS or imaging in it and form a graphical or visuals as output or result. These tests generated a Service Request Number as it has to be inserted on DICOM devices. A separate Data Server is present or connected with the network named PACS Server to view the DICOMS on it. Lab category tests also show or generate service request number they aren't much interlinked with any external devices.



Fig. 15 (d): Search by Service Request Number

On clicking SHOW ACTIVITY from the above dropdown list, a pop-up appears having the time of submitting sample, time of completing/performing sample, sample test performing by and reports signed by with the performer details.

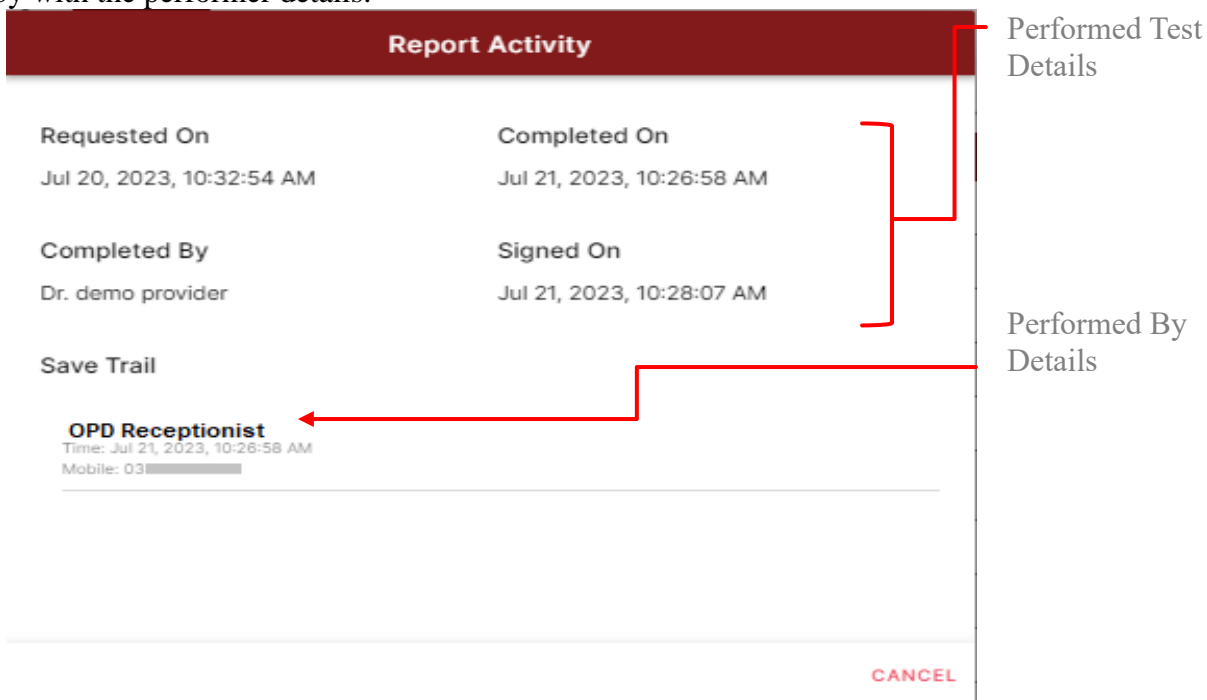


Fig. 16: Show Activity

After clicking the desired option for the print, a preview for the completed reports appears having the patient details, test details with its perimeters.

Patient's hospital codes and details

Test Category


Test Name

Test perimeters

Patients can also access their reports by scanning the QR Code


Client LOGO

MRN




0 - 124831 - 01

Visit ID



724566



Lab Number	: 1432	Entry Date	: 08-Mar-2024 2:08 PM
MRN	: 0-124831-01	Department	: Medical Unit 1(0-140) (Tue-Fri)
Patient Name	: Demo Test	Father/Husband Name	: Father Name
Birth Date	: 1984-07-01	Age	: 39 years, 8 months, 7 days
Weight	: N/A	Gender	: Male

Test	Results	Reference Range	Units
Haematology			
CP			
Blood Complete Picture			
WBC Count	6	4 to 10	10 ³ /uL
RBC Count	4.0	3.8 to 4.8	10 ⁶ /uL
Haemoglobin	12	12 to 15	g/dL
Hematocrit	40	36 to 46	%
MCV	100	83 to 101	fL
MCH	30	27 to 32	pg
MCHC	32.3	31.5 to 34.5	g/dL
RDW-SD	40	39-46	fL
Platelets	350	150 to 410	10 ³ /uL
Differential Count			
Neutrophils	60%	40 to 60	%
Lymphocytes	40	25 to 45	%
Mixed	15	11 to 16	%
Monocytes	10	2 to 12	%

Printed On: 08-Mar-2024 2:15 PM

Disclaimer: This report is based on the results of our laboratory experiments and our interpretation of those results. While we took every effort to ensure the accuracy of our data, there may be limitations or errors that could have affected the results. Furthermore, our study was conducted under specific conditions that may not be applicable to other situations or populations. Therefore, any conclusions drawn from this report should be considered in light of these limitations. Finally, we certify that this report is the result of our own work and that any sources used have been properly cited.

Printed By: Lab Technician

TibBIT provides some setting options to entertain the user. These settings are essential or basic for a user to have them. These settings include:

1. Change Password
2. Clear Cache

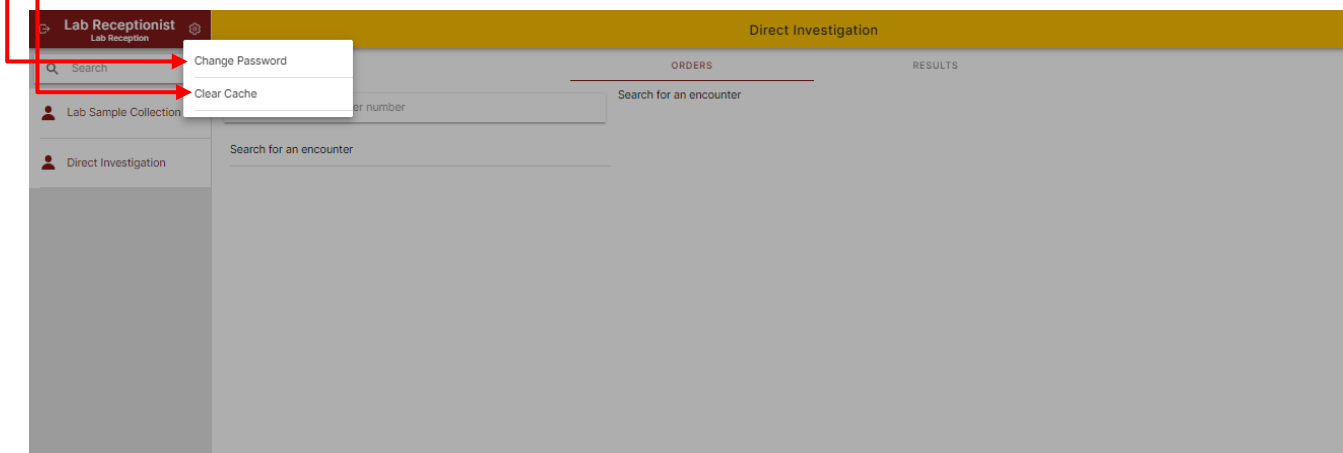


Fig. 18: Settings

If the Hospital’s Administration grant user an authority to change the Password, then on clicking “**CHANGE PASSWORD**” option mentioned below drop-down appears having several fields for changing password

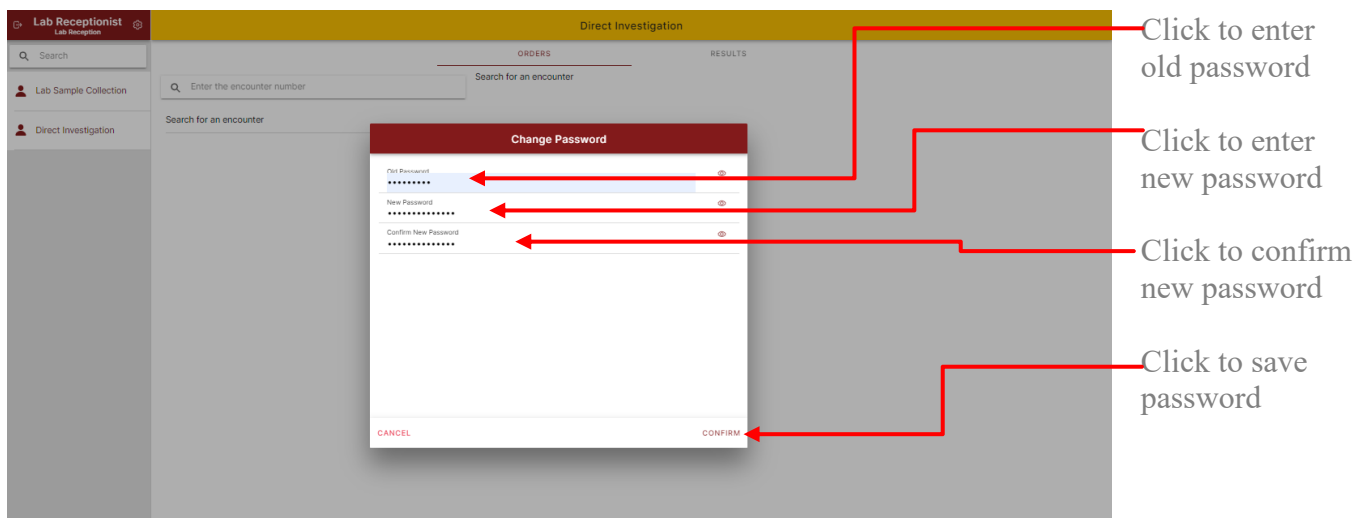


Fig. 19 (a): Change Password

If the user faced any instability regarding using the software, then the other option than the change password is effective in this way. Clicking “**CLEAR CACHE**” will lead to the alert box indicating the **CONFIRM** button to clear it.

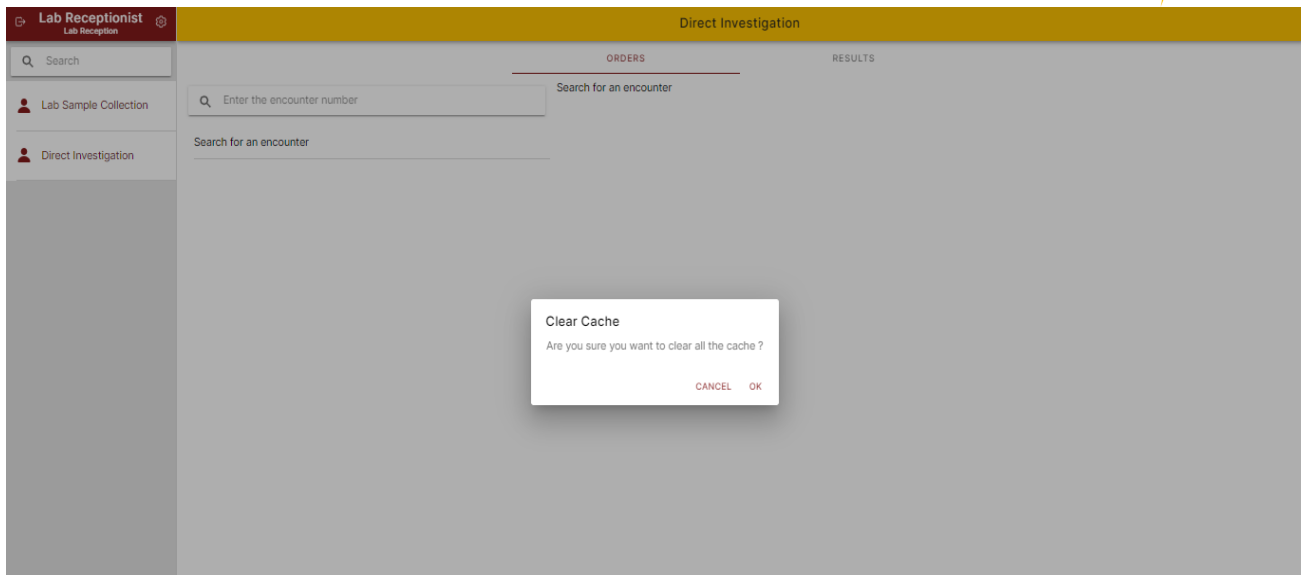


Fig. 19 (b): Clear Cache

LOGOUT FROM THE TIBBIT SOFTWARE

To close or take yourself out from the Tibbit Software, the mentioned button on the Home Screen gives that availability to do so.

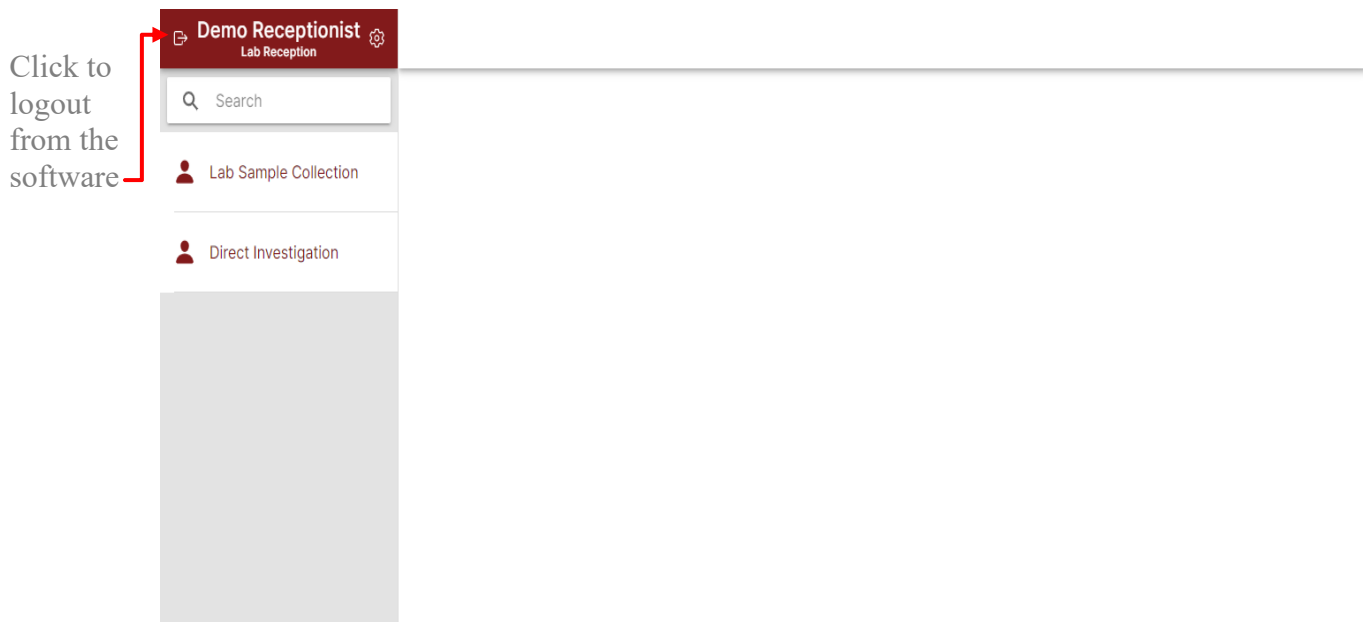


Fig. 20: Logout