

Workflows described in this document are applicable to: Central Office Surveillance Staff

Workflow Category: ELR						
Workflow Name	Description	Workflow Assignment Type	Responsible Party	Qualifying Criteria	Exit Criteria	Question Package
Missing Lab Test Name	Manually or automatically imported laboratory reports missing the resulted test name	Central Office	Surveillance	Resulted lab test result is missing the name for the test	Resulted lab is no longer missing the name for the test	Lab Results
New Performing or Sending Laboratory	Events with at least one Lab Result that does not have either the Performing Laboratory Name or the Sending Laboratory Name field populated.	Central Office	Surveillance	Lab facility name or sending lab name is missing	Lab facility name is entered	Lab Results
Unknown Event	This workflow contains events that were not able to be matched to an existing disease product based on their LOINC code or the combination of the LOINC and SNOMED code coming from the ELR message.	Central Office	Surveillance	Unknown product code event is generated	Product code, test and result are updated	Lab Results
Missing Collection Date	This workflow will be for any TB, HIV, or STD events that have at least one lab report that is missing a collection date	Central Office	Surveillance	Collection date is missing from the lab results	Collection date is entered	Lab Results
Missing Lab Result	This workflow will be for any TB, HIV, or STD events that have at least one Lab Result that is missing a value in both the Result and Result Value fields for the Resulted Test.	Central Office	Surveillance	Lab result is missing from lab report	Lab result is updated and entered	Lab Results
Missing Received Date	This workflow will be for any TB, HIV, or STD events that have at least one lab report that is missing a receive date	Central Office	Surveillance	Lab received date is missing from the lab report	Lab receive date is updated and entered	Lab Results

Workflow Name: The name of the query that describes the condition of the event. Each workflow name is a clickable link that will open a new screen that lists event(s) in that queue.

Description: explanation of the condition of the event that caused it to be placed in this workflow

Workflow Assignment Type: Workflows are assigned and appear in a workflow queue either on an individual basis (user-based) or for multiple users who hold the same role (responsible party) and work within the same jurisdiction (jurisdiction-based). Events that appear in the queue of a user-based workflow will only be seen by a single user and must be completed by that person in order to complete the task and remove it from the queue (supervisors may also see some user-based workflows assigned to their staff for monitoring purposes, but they typically will not complete any tasks in these workflows). For jurisdiction-based workflows that appear in the queues of multiple users, the user responsible for handling specific workflow events will need to be identified by the jurisdiction itself. See chapter 5.1.1, Workflow Queue Screen, in the Core Manual for more information on this topic. ***NOTE: Central Office Assignment types are assigned in the same way as jurisdiction-based workflow assignments--they enter the queue of all users within Central Office who hold the role/job function (responsible party) required to complete the task.

Responsible Party: The role/job function of the user who is responsible for handling the workflow

Qualifying Criteria: The conditions that trigger an event to enter the workflow

Exit Criteria: The action(s) that must be taken on the part of the THISIS user to complete the task and have it removed from the workflow queue

Question Package: The Question Package (found in the Dashboard of an event) where the workflow is located