



# Results-Web Portal Manual

DSHS Laboratory Services Section

July 2014

# TABLE OF CONTENTS

I.	Introduction	Page 3
II.	Necessary Equipment/Supplies	Page 4
III.	Navigation Bar	Page 4
IV.	User Account Management (Submitter)	Page 5
	A. To Log In	Page 5
	B. First Time Logging In	Page 5
	C. Change Password	Page 6

## SECTION 1: PUBLIC HEALTH

V.	Customer Account Profile – Public Health	Page 8
VI.	Reports – Public Health	Page 9
	A. Sorting the Report Table	Page 10
	B. Filtering the Report Table	Page 11
	C. Printing Reports	Page 12
	1. Individual Report Printing	Page 12
	2. Batch Report Printing	Page 12
	D. COHORT Reports	Page 14
VII.	EPI Role Accounts	Page 17
	A. EPI Account Registration	Page 18
	B. User Account Management (EPI Role)	Page 18
	C. Reports	Page 18
	1. Selecting the Region	Page 19
	2. Selecting the County	Page 20
	3. Setting the Date Range	Page 21
	D. Toggle Results (Rabies Only)	Page 22
	E. Printing	Page 23

## SECTION 2: CLINICAL CHEMISTRY

VIII.	Customer Account Profile – Clinical Chemistry	Page 26
IX.	Report Cards – Clinical Chemistry	Page 27
X.	Reports – Clinical Chemistry	Page 29
	A. Printing Reports	Page 29

## SECTION 3: ADDITIONAL INFORMATION

XI.	Contact Information	Page 32
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## APPENDIX A: REQUEST FOR WORK

## I. Introduction

In 2008, the Texas Department of State Health Services (DSHS) Laboratory Services Section created the Results-Web Portal to allow submitters the ability to access their Public Health (PH) (LabWare) laboratory reports online. The Public Health (LabWare) system contains TB, HIV/STD, Serology, Virology, Parasitology, Bacteriology, Rabies, and other test results.

The DSHS Laboratory Information Management Systems (LIMS) were changed from COHORT to LabWare in 2008. The Public Health (LabWare) test results are available from 2008, depending on the migration date (see table below), to the present.

<u>Date Available</u>	<u>Testing Area(s)</u>
May 8, 2008 to present	Serology
July 2, 2008 to present	Bacteriology, Molecular Biology
July 28, 2008 to present	Virology, Consumer Microbiology, Mycobacteriology (including TB)

In 2014, Clinical Chemistry (CC) test results and report cards were added to the Results-Web Portal. Report cards are a monthly representation of the submitter's submission performance. The Clinical Chemistry system contains lead, hemoglobin, hemoglobin electrophoresis, glucose, lipid, and RPR test results (including THSTEPS). Test results are available from August 1, 2006 to the present. The submitter's report cards are available from January 2012 to present.

The Results-Web Portal allows submitters to search for, print, and reprint test results that are found in our Public Health (LabWare) and Clinical Chemistry systems. To access the portal, you must have a valid portal user ID. The web site for the Results-Web Portal is <https://results-web.dshs.state.tx.us:8443/>.

The Public Health (LabWare) system has two types of user accounts:

1. Submitter – access to only one submitter's test result reports. This account is available to personnel of a facility that submits specimens/samples to DSHS Laboratory for testing.
2. EPI Role – access to all submitters' test results reports in a specific geographic area; such as, all reports in one county. This account is available to DSHS staff, epidemiologists, and LRN personnel.

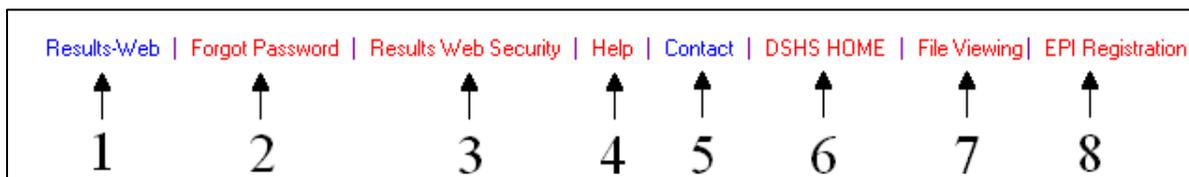
The Clinical Chemistry system has one type of user account: Submitter. This account is available to personnel of a facility that submits specimens/samples to DSHS Laboratory for testing.

## II. Necessary Equipment/Supplies

In order to view the test result reports on the Results-Web Portal, the computer will need access to a printer and Adobe Reader version 8 or higher software installed. If Adobe Reader is not installed, please install or have the appropriate IT staff install the latest version of Adobe Reader by visiting <http://get.adobe.com/reader/>.

## III. Navigation Bar

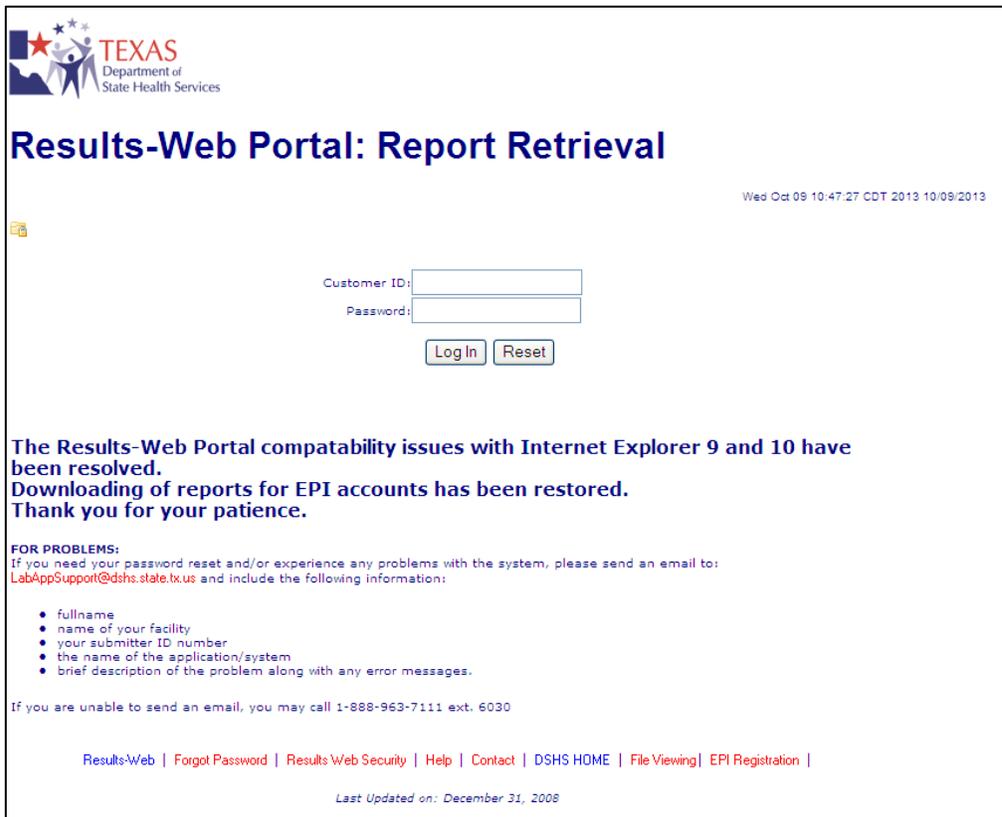
The navigation bar for the Results-Web Portal is located at the bottom of the web page. You may access the different areas by clicking on the text that matches the screen you wish to view.



1. DSHS Results-Web Home: Returns user to the initial login page for this application.
2. Forgot Password: Sends a pre-formatted email to the DSHS IT Section (Results-Web Administrator) to change the password after submitter verification.
3. Results-Web Security: Downloads the Remote Data Systems application forms.
4. Help: Link to Results-Web Portal manual.
5. Contact: Contact information for the Results-Web Portal application.
6. DSHS HOME: Link to DSHS home web page.
7. File viewing: Instructions on file viewing formats (.pdf) available on all DSHS web sites.
8. EPI Registration: EPI Role registration information.

## IV. User Account Management (Submitter)

Once you have received your Results-Web Portal user ID and password, you may go to the Results-Web Portal web site and log in.



The screenshot shows the login page for the Results-Web Portal. At the top left is the Texas Department of State Health Services logo. The main heading is "Results-Web Portal: Report Retrieval". A timestamp "Wed Oct 09 10:47:27 CDT 2013 10/09/2013" is visible in the top right. The login form consists of two input fields: "Customer ID:" and "Password:". Below these fields are two buttons: "Log In" and "Reset". A message in blue text states: "The Results-Web Portal compatibility issues with Internet Explorer 9 and 10 have been resolved. Downloading of reports for EPI accounts has been restored. Thank you for your patience." Below this is a section for "FOR PROBLEMS:" with instructions to email LabAppSupport@dshs.state.tx.us and a list of required information: full name, name of facility, submitter ID number, application/system name, and problem description. A phone number 1-888-963-7111 ext. 6030 is provided for those unable to email. A footer contains navigation links: Results-Web, Forgot Password, Results Web Security, Help, Contact, DSHS HOME, File Viewing, and EPI Registration. The page is dated "Last Updated on: December 31, 2008".

### A. To Log In

1. Type your Results-Web Portal User ID in the “Customer ID” field.
2. Type your temporary password in the “Password” field.
3. Click on the “Log In” button.

### B. First Time Logging In

If this is the first time you have logged into the system, you will be directed to the Change Password page. Enter a new permanent password twice. The system will prompt you if your password is not a ‘strong password’. Once an appropriate password has been entered and accepted by the system, you will be directed to the selected program default page where you can begin searching, filtering, and downloading reports.

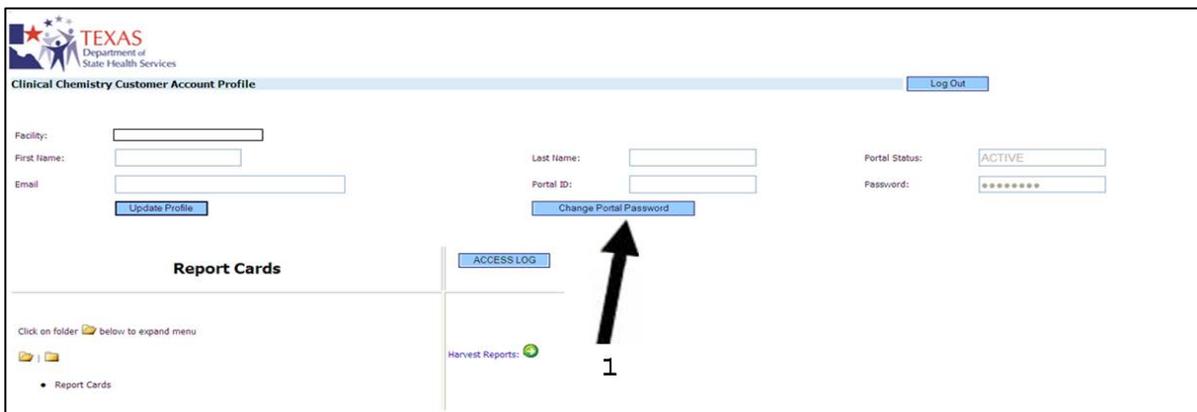
### C. Change Password

Access the user account management page by clicking the “Change Password” button. (1)

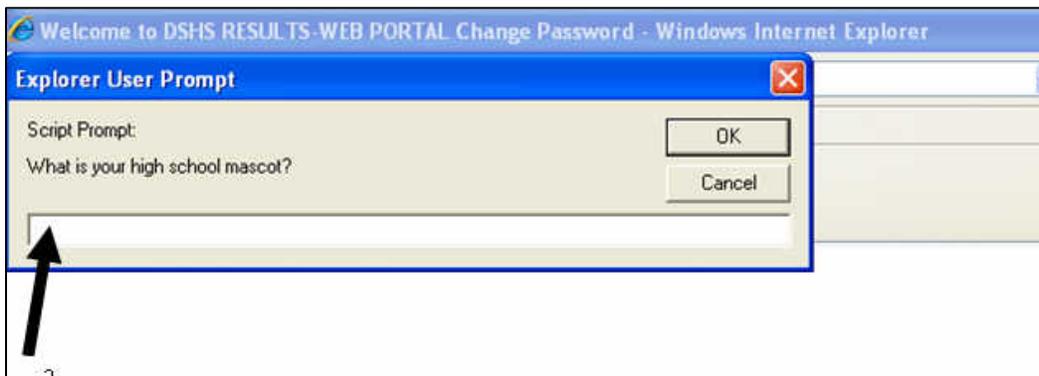
Public Health window:



Clinical Chemistry window:



Enter the answer to your secret question in the prompt box. (If this is the first time, the answer to the question is: change). (2)



Change your password by typing in a new ‘strong’ password in the first field and re-typing the same ‘strong’ password in the next field and pressing the “Update” button. (3)

A ‘strong’ password has the following required elements:

1. At least 8 characters long
2. At least one capitalized letter
3. At least one lower case letter
4. At least one alpha-numeric number
5. At least one non-alpha-numeric character such as: @, #, \$, %, ^

Thu Apr 21 10:45:05 EDT 2011 04/21/2011

Welcome [REDACTED]

**Please Change your DSHS Results-Web Portal Password!**

Note: DSHS security requires the usage of 'strong' passwords as defined by:

1. 8 characters in length
2. Start with a letter
3. Contain at least one number
4. Contain at least one upper-case letter
5. Contain one special character such as: (@#\$%&'\*\_+=!~`~:;<.>)
6. Does not contain any spaces
7. Does not contain any punctuation marks such as : ; , ' ?
8. The non-alpha characters should not be at the beginning or the end of the password

Please enter your password:

Portal Password:

Re-type Portal Password:

Secret Question:

Secret Answer:

3

## SECTION 1: PUBLIC HEALTH

### V. User Profile Page – Public Health

After a successful log in, the User Profile Page opens.

PORTAL/LIMS ACCOUNTS				ACCESS LOG
Program	Access	Program ID	Program Password	
LabWare	➔			10/19/2008, Account# 1500 Password Changed
				10/19/2008, Account# 1500 Logged In
				10/16/2008, Account# 1500 Logged In
				10/16/2008, Account# 1500 Logged In
				10/20/2008, Account# 1500 Logged In
				10/20/2008, Account# 1500 Logged In
				10/22/2008, Account# 1500 Logged In
				10/22/2008, Account# 1500 Logged In

1. “Update Profile” button – where you can edit the user name and email address.
2. “Change Password” button – where you can change the password.
3. “Log Out” button – where you can exit the application.
4. “LabWare” – click on the “green arrow” button ➔ to access Public Health test results.
5. “COHORT” – click on the “green arrow” button ➔ to access archived Public Health test results.
6. “Harvest/COPIA” – click on the “green arrow” button ➔ to access Clinical Chemistry (including THSTEPS) test results.

## VI. Reports – Public Health

The Results-Web Portal application provides test result reports and report cards in Adobe Acrobat.pdf format. All reports are available for viewing, printing, and downloading by clicking on the ‘Report’ number in the default table.

Patient Name	DOB	Sampled Date	Lab Area	Description	Report	Date Completed*
Filter: All	Filter: All	Filter: All	Filter: All	Filter: All	Filter: All	Filter: All
		10/01/2007	ENV	ENV-07-000137	14	10/03/2007
		10/01/2007	ENV	ENV-07-000137	2	10/03/2007
		10/01/2007	ENV	ENV-07-000139	10	10/03/2007
		N/A	CLIN HUMAN	CLIN HUMAN-07-000193	20	10/09/2007
		10/11/2007	CLIN HUMAN	CLIN HUMAN-07-000229	43	10/11/2007
		N/A	CLIN HUMAN	CLIN HUMAN-07-000294	46	10/17/2007
		N/A	CLIN HUMAN	CLIN HUMAN-07-000295	47	10/17/2007
		N/A	CLIN HUMAN	CLIN HUMAN-07-000296	48	10/17/2007
		N/A	CLIN HUMAN	CLIN HUMAN-07-000297	49	10/17/2007
		N/A	CLIN HUMAN	CLIN HUMAN-07-000298	50	10/17/2007
		N/A	CLIN HUMAN	CLIN HUMAN-07-000299	51	10/17/2007
		N/A	CLIN HUMAN	CLIN HUMAN-07-000300	52	10/17/2007
		N/A	CLIN HUMAN	CLIN HUMAN-07-000301	53	10/17/2007

The Results-Web Portal automatically displays all the reports available for the authenticated user in the default table for the past 30 days from the current date. The user can adjust this time period by clicking on “Click here to search or create a print job batch”. Sometimes, the default table does not automatically show the most current test results. In this case, the user will have to refresh this table by clicking on “Click here to search or create a print job batch”.

1. Click on the yellow text: “Click here to search or create a print job batch”. (1)



2. Enter in the search criteria in the pop-up form.
  - a. Hint: The fewer items entered allow for a better search.
  - b. The “Begin Date” and “End Date” are the Date Reported.
  - c. To display only one day, enter the requested date in the “Begin Date” and enter the next day in the “End Date”. For example: To display all tests reported on May 1, 2013, enter:
    - Begin Date: 05/01/2013
    - End Date: 05/02/2013



- Descending Sort on the “Descriptions” column:

Patient ID	Patient Name	DOB	Sampled Date	Lab Area	Description	Report	Date Completed*
0325	[REDACTED]	[REDACTED]	10/01/2007	ENV	ENV-07-000137	14	10/03/2007
0325	[REDACTED]	[REDACTED]	10/01/2007	ENV	ENV-07-000137	9	10/03/2007
0341	[REDACTED]	[REDACTED]	10/01/2007	ENV	ENV-07-000139	10	10/03/2007

- Ascending Sort on the “Descriptions” column:

Patient ID	Patient Name	DOB	Sampled Date	Lab Area	Description	Report	Date Completed*
6782	[REDACTED]	[REDACTED]	12/14/2007	AMS	AMS-07-000836	79	12/18/2007
6782	[REDACTED]	[REDACTED]	12/14/2007	AMS	AMS-07-000836	132	12/18/2007
6782	[REDACTED]	[REDACTED]	12/14/2007	AMS	AMS-07-000836	185	12/18/2007
5966	[REDACTED]	[REDACTED]	N/A	AMS	AMS-07-000637	81	12/18/2007
6782	[REDACTED]	[REDACTED]	N/A	AMS	AMS-07-000839	80	12/18/2007

## B. Filtering the Report Table

Filters are located in the drop-down boxes that are at the top of each column on the default table.

Patient ID Filter: All	Patient Name Filter: All	DOB Filter: All	Sampled Date Filter: All	Lab Area Filter: All	Description Filter: All	Report Filter: All	Date Completed* Filter: All
100325	JONES, WILLIAM	12/22/1935	10/01/2007	ENV	ENV-07-000137	9	10/03/2007
100325	JONES, WILLIAM	12/22/1935	10/01/2007	ENV	ENV-07-000137	14	10/03/2007
100341	MANLEY, LATASHA	03/12/1960	10/01/2007	ENV	ENV-07-000139	10	10/03/2007
none	null	null	N/A	CLIN HUMAN	CLIN HUMAN-07-000193	20	10/09/2007

Click on the arrow next to the filter box to bring up the drop-down menu and select a filter value.

DSHS Results-Web : PHLIMS-Results

User: DEFAULT (Click to edit)

Begin Date: 01/01/2008

Total Records Found = 0

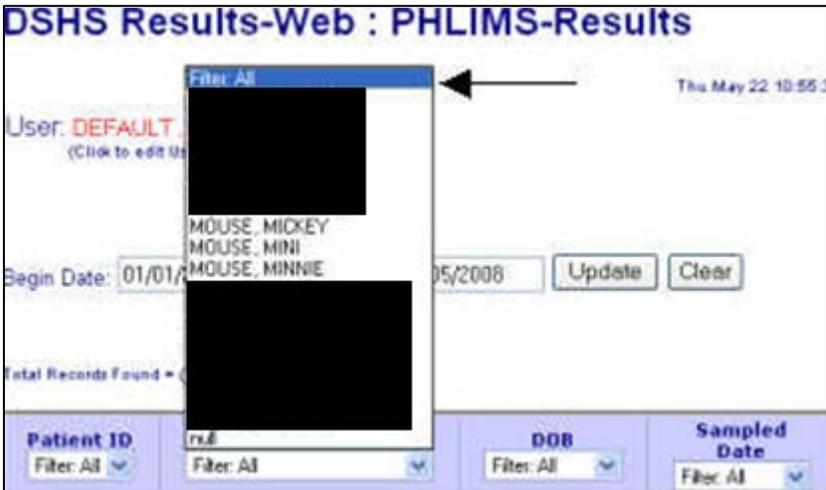
Log Out

Change Password

Update Clear

Patient ID Filter: All	Patient Name Filter: All	DOB Filter: All	Sampled Date Filter: All	Lab Area Filter: All	Description Filter: All	Report Filter: All	Date Complete Filter: All
none	null	null	N/A	CLIN HUMAN	CLIN HUMAN-07-000193	20	10/09/2007

Click on the arrow next to the filter box to bring up the drop-down menu and select “Filter All” to return the table back to all values.



### C. Printing Reports

The test result reports are in .pdf format. Once they have been downloaded, they can be printed or saved to a local computer. The user must have a local printer in order to print the test result reports. There are two options for printing: individual report printing and batch report printing.

#### 1. Individual Report Printing

To download a test result report, click on the red report number listed in the “Result” column. A pop-up window will appear, prompting the user to Open, Save, or Cancel. Choose ‘Open’ to view the test result report and print it. Choose ‘Save’ to store the .pdf file on the local computer or user’s network drive. Choose ‘Cancel’ to abort the process.

Patient Name	DOB	Sampled Date	Lab Area	Description	Report	Date Completed*
Filter: All	Filter: All	Filter: All	Filter: All	Filter: All	Filter: All	Filter: All
			ENV	ENV-07-000137	14	10/03/2007
			ENV	ENV-07-000137	2	10/03/2007
			ENV	ENV-07-000139	10	10/03/2007
			CLIN HUMAN	CLIN HUMAN-07-000193	23	10/09/2007
			CLIN HUMAN	CLIN HUMAN-07-000229	43	10/11/2007
			CLIN HUMAN	CLIN HUMAN-07-000294	48	10/17/2007
			CLIN HUMAN	CLIN HUMAN-07-000295	47	10/17/2007
			CLIN HUMAN	CLIN HUMAN-07-000296	48	10/17/2007
			CLIN HUMAN	CLIN HUMAN-07-000297	45	10/17/2007
			CLIN HUMAN	CLIN HUMAN-07-000298	50	10/17/2007
			CLIN HUMAN	CLIN HUMAN-07-000299	51	10/17/2007
			CLIN HUMAN	CLIN HUMAN-07-000300	52	10/17/2007
			CLIN HUMAN	CLIN HUMAN-07-000301	52	10/17/2007

#### 2. Batch Report Printing

The user may download up to 99 test result reports at one time. At the bottom of the default table in the pink area, there is “Check/Uncheck” button. Clicking the “Check/Uncheck” button will place a check mark next to all of the test result reports in the default table. Clicking the “Check/Uncheck” button a second time will uncheck all of the test result reports in the default table.

Total Records Found = (6)

SampleID Filter All	Patient ID Filter All	Patient Name Filter All	DOB Filter All	Sampled Date Filter All	Lab Area Filter All	Report Filter All	Complete Filter All
137424				11/04/2008	CULTURE / APB	107359	12/22/2008
137424				11/04/2008	CULTURE / APB	135305	12/22/2008
137434				11/01/2008	CULTURE / APB	107360	12/22/2008
137434				11/01/2008	CULTURE / APB	135306	12/22/2008
137435				11/03/2008	CULTURE / APB	107361	12/22/2008
137435				11/03/2008	CULTURE / APB	135307	12/22/2008

Next Previous

Check/Uncheck(6) Create Batch

Then, click on the “Create Batch” button underneath the “Check/Uncheck” button. A pop-up box will appear that merges the test result reports into one document.



Click on the “Submit Query” button to continue the download process.

http://localhost/results-web/scripts/printbatch.jsp?reports=2061883\_107359-2061883\_135305-2

\*\*Duplicate Reports will not be printed!

Patient ID	Patient Name	Report#
		107359
		135305
		107360
		135306
		107361
		135307

\*\*Duplicate Reports will not be printed!

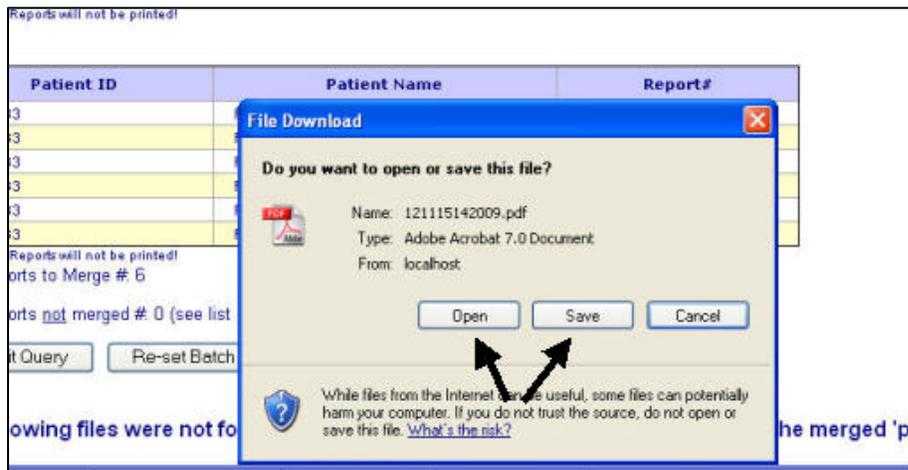
Total Reports to Merge # 6

Total Reports not merged # 0 (see list below)

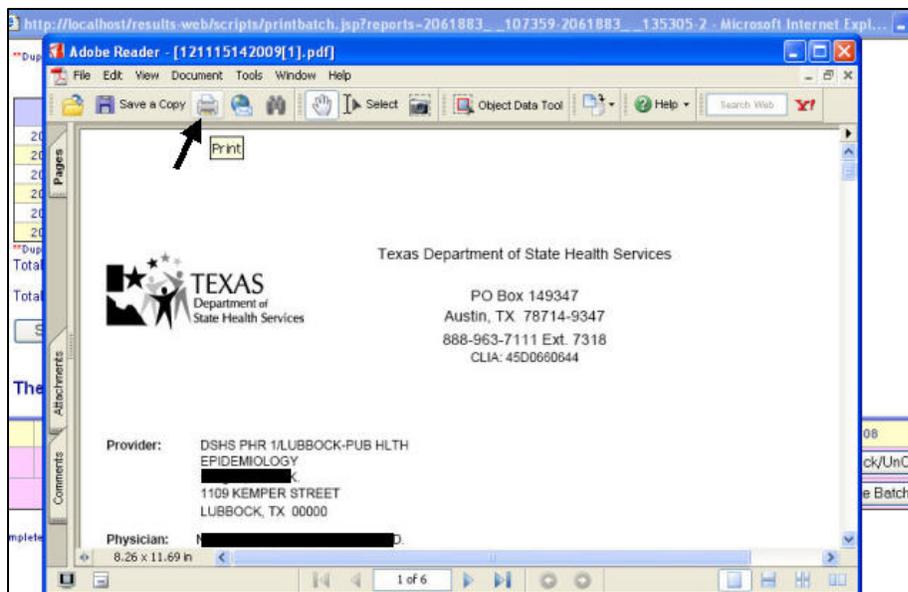
Submit Query Re-set Batch

Note: The number of test result reports available in the default table is displayed above the default table as “Total Records Found =”. If this number is 100 or higher, batch printing will not function. You must click “Click here to search or create a print job batch” to make this listing smaller.

Another pop-up window will appear, prompting the user to Open, Save, or Cancel. Choose accordingly.



The test report(s) will appear when “Open” is selected.



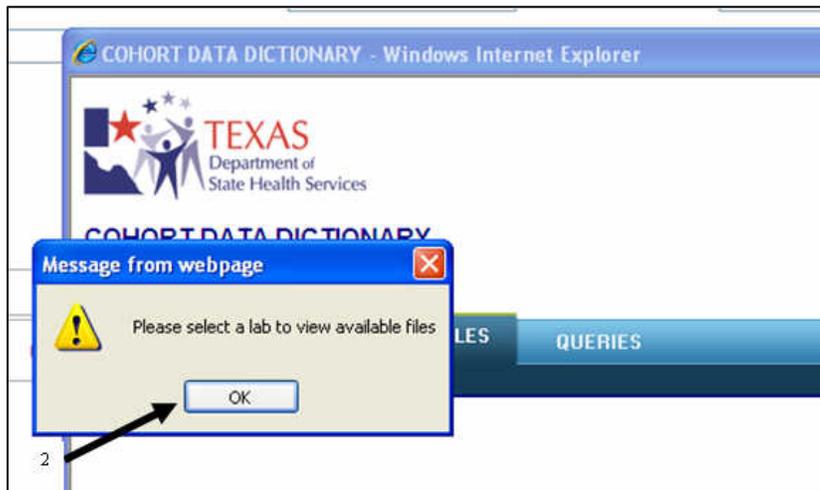
## D. COHORT Reports

Results-Web Portal currently is able to provide access to test result reports prior to the 2008 from COHORT. Because the COHORT database tables are incomplete, this access is limited. The database that is most complete is Bacteriology.

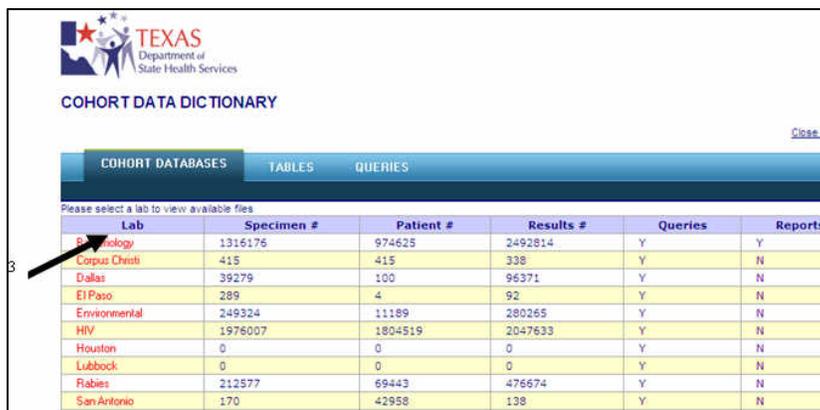
This interface allows you to access the data and table structure. For more complicated queries, please complete a work order and submit it to Lab Application Support via email at [LabAppSupport@dshs.state.tx.us](mailto:LabAppSupport@dshs.state.tx.us) for evaluation. See Appendix A: Request for Work.

The COHORT Data Dictionary is accessed by clicking on the green arrow next to COHORT on the User's Profile page.

- A new window will open and request that a lab area be selected. (2)



- Select a lab area by clicking on the lab name. (3)



The COHORT Data Tables contain the field name, field type, and table structure to the available tables in the selected database. This information can be used when compiling a customer work order and/or query.

The COHORT Data file is searchable by patient address, specimen ID, result ID, and submitter ID.

- Click on the selected item and complete the search criteria to access the available data table structure to the available tables in the selected database. This information can be used when compiling a customer work order and/or query.

The screenshot displays a web application interface titled "RT DATA DICTIONARY". On the left, there is a sidebar with the heading "DHDRT DATABASES" and a list of categories: "LAB: Bacteriology" and "E: (Single State, Region, Local): State". The main content area features a search form with two input fields: "Results:" and "Specimen ID:". Below these fields are two buttons: "Cancel" and "Submit". At the bottom of the search form, there is a section titled "Patient Address" with three buttons: "Specimens", "Results", and "Submitters".

## VII. EPI Role Accounts

The EPI Role Account is specifically designed to allow DSHS staff, epidemiologists, and LRN personnel to access the Adobe Acrobat.pdf reports that are generated by LabWare in a geographical area. The geographical areas are:

- State – access to all regions, counties, and submitters in the state
- Region – access to all counties and submitters within a region
- Local – access to submitters with a specific county

The lab areas that are currently available for Epidemiology providers are:

- TB (Culture)
- HIV
- Rabies
- Rubella
- Serology
- Molecular
- Fungal
- Virology
- Clin\_Bact (Clinical Bacteriology)
- Parasite
- Flu
- Cons\_Micro (Consumer Microbiology)

## A. EPI Account Registration

You must complete the Remote Data Systems (RDS) application. Please write on the application that you need an EPI Role account. Please indicate the geographical area and lab area(s) that you need access. You may list multiple areas.

You will be notified by our IT Dept. (LabAppSupport) of your new EPI Role account ID and temporary password, once your completed request has been received and processed.

## B. User Account Management (EPI Role)

Once you have received your Results-Web Portal EPI Role user ID and password, you may go to the Results-Web Portal web site and log in. (See User Account Management (Submitter) section)

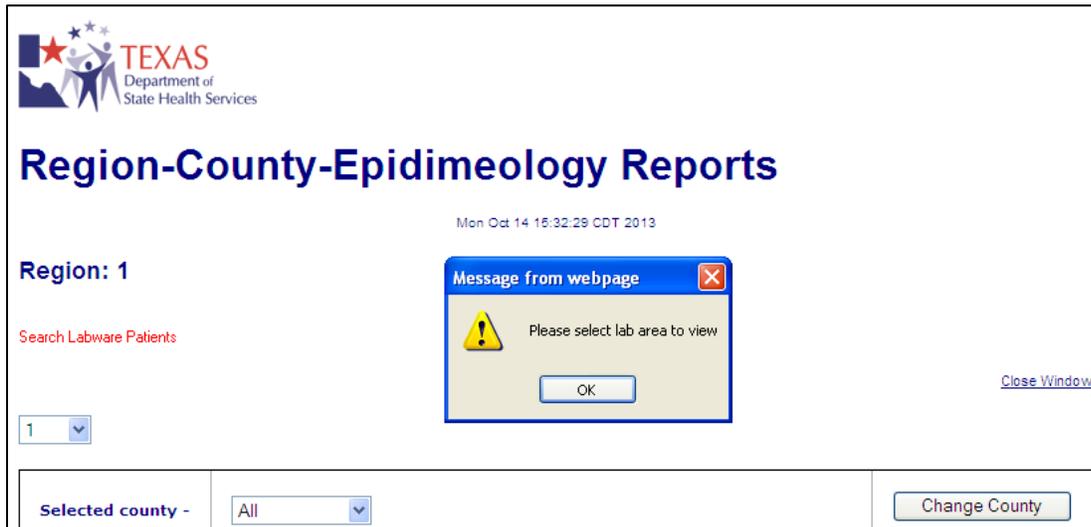
## C. Reports

Click on green circle with the white arrow  (1) next to EPI\_Role to access test result reports.

PORTAL/LIMS ACCOUNTS			
Program	Access	Program ID	Program Password
COHORT-EPI			
Newborn Screening			
Harvest/COPIA			
EPI_Role		2486	.....

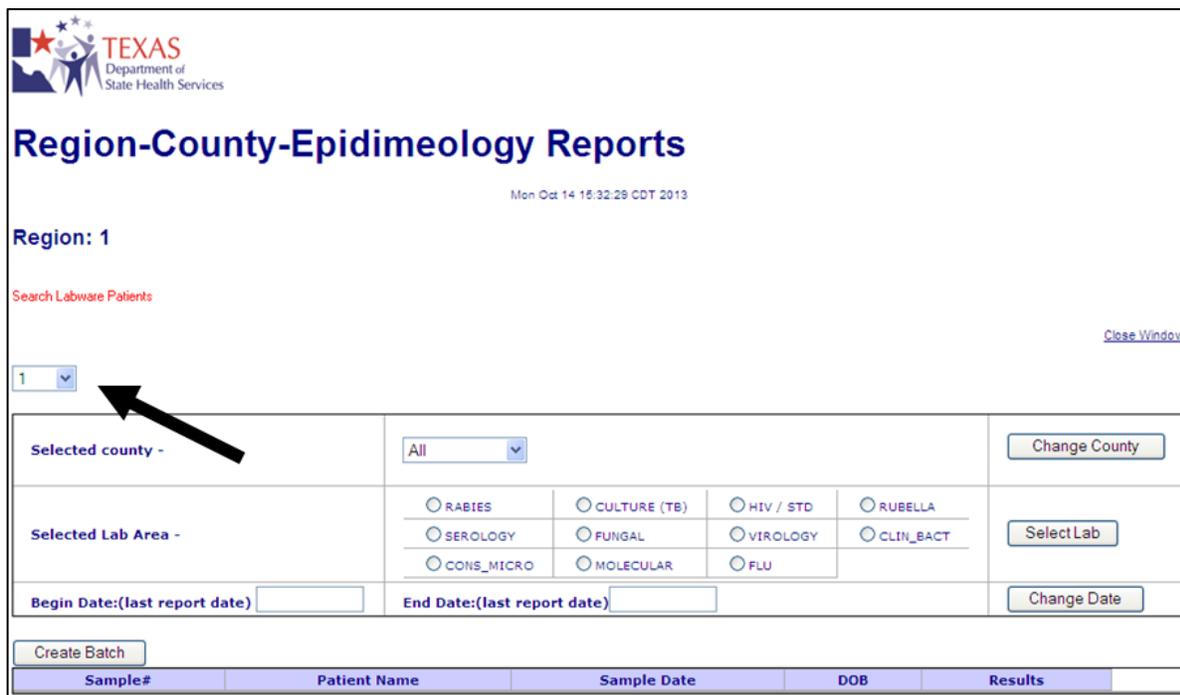
1

A pop-up window will appear as the page begins to open informing the user to “Please select lab area to view”. Press the “OK” button to continue.



### 1. Selecting the Region

Click on the drop-down arrow next to the “1” to change the region.



A list of regions will appear. Select the desired region.

The screenshot shows the 'Region-County-Epidemiology Reports' page. At the top left is the Texas Department of State Health Services logo. The page title is 'Region-County-Epidemiology Reports' with a subtitle 'Mon Oct 14 16:03:48 CDT 2013'. Below the title, it says 'Region: 1' and 'Search Labware Patients'. There is a 'Close Window' link on the right. A dropdown menu is open on the left, showing a list of regions from 1 to 10. The main form has a 'Selected county -' dropdown set to 'All' with a 'Change County' button. Below that is a 'Selected Lab Area -' section with radio buttons for various tests: RABIES, CULTURE (TB), HIV / STD, RUBELLA, SEROLOGY, FUNGAL, VIROLOGY, CLIN\_BACT, CONS\_MICRO, MOLECULAR, and FLU. There is a 'Select Lab' button. At the bottom of the form are 'Begin Date:(last report date)' and 'End Date:(last report date)' fields with a 'Change Date' button. A 'Create Batch' button is also present. At the very bottom is a table header with columns: Sample#, Patient Name, Sample Date, DOB, and Results.

## 2. Selecting the County

Click on the drop-down arrow next to the “All” in the “Selected county – ” row to change the county.

This screenshot is similar to the previous one but shows the 'Selected county -' dropdown menu open, displaying a list of Texas counties including Armstrong, Bailey, Briscoe, Carson, Castro, Childress, Cochran, Collingsworth, Crosby, Dallam, Deaf Smith, Dickens, Donley, Floyd, Garza, Gray, Hale, Hall, Hansford, Hartley, Hemphill, Hockley, Hutchinson, King, Lamb, Lipscomb, Lubbock, Lynn, and Moore. The 'All' option is at the bottom of the list. A black arrow points to the dropdown arrow next to 'All'. The rest of the interface, including the lab area options and date fields, remains the same as in the previous screenshot.

NOTE: It is recommended that State and Region EPI users select a specific county to reduce the number of test result reports displayed. This will reduce wait time and make it easier to view.

### 3. Setting the Date Range

By default, the Results-Web Portal displays test result reports for the previous thirty (30) days. To view test result reports for a larger, smaller, or specific date range, enter in the “Begin Date” and the “End Date” and click on the “Change Date” button.

Use the ‘backspace’ key to clear the entry in the date fields.

TEXAS  
Department of  
State Health Services

## Region-County-Epidemiology Reports

Mon Oct 14 15:32:29 CDT 2013

Region: 1

Search Labware Patients Close Window

1

Selected county -	All	Change County
Selected Lab Area -	<input type="radio"/> RABIES <input type="radio"/> CULTURE (TB) <input type="radio"/> HIV / STD <input type="radio"/> RUBELLA <input type="radio"/> SEROLOGY <input type="radio"/> FUNGAL <input type="radio"/> VIROLOGY <input type="radio"/> CLEN_BACT <input type="radio"/> CONS_MICRO <input type="radio"/> MOLECULAR <input type="radio"/> FLU	Select Lab
Begin Date:(last report date)	End Date:(last report date)	Change Date
Create Batch		
Sample#	Patient Name	Sample Date
		DOB
		Results

### D. Toggle Results (Rabies Only)

By defaults, the Results-Web Portal displays all test result reports. The Rabies query offers the option to toggle between displaying all results or only the positive results. This feature allows users to create a smaller batch file for printing.

To toggle results, click on the “Show Positives” button located in the upper right-hand side of the results table. Return to the previous listing click on the “Show All” button.

The screenshot shows the 'Region-County-Epidemiology Reports' page for Rabies. The 'Selected county' is Travis. The 'Selected Lab Area' is Rabies. The 'Show Positives' button is highlighted with a black arrow.

Sample#	Patient Name	Sample Date	DOB	Results
---------	--------------	-------------	-----	---------

Return to the previous listing click on the “Show All” button.

The screenshot shows the 'Region-County-Epidemiology Reports' page for Rabies. The 'Selected county' is Travis. The 'Selected Lab Area' is Rabies. The 'Show All' button is highlighted with a black arrow.

Sample#	Patient Name	Sample Date	DOB	Results
---------	--------------	-------------	-----	---------

### E. Printing

Printing is available via batch report printing.

To create a batch file:

1. Check the box next to the sample number of the desired test result(s).

Selected county - Travis	Travis	Change County
Selected Lab Area - SEROLOGY	<input type="radio"/> RABIES <input type="radio"/> CULTURE (TB) <input type="radio"/> HIV / STD <input type="radio"/> RUBELLA <input checked="" type="radio"/> SEROLOGY <input type="radio"/> FUNGAL <input type="radio"/> VIROLOGY <input type="radio"/> CLIN_BACT <input type="radio"/> CONS_MICRO <input type="radio"/> MOLECULAR <input type="radio"/> FLU	Select Lab
Begin Date:(last report date) 09/11/2013	End Date:(last report date) 09/12/2013	Change Date

## SEROLOGY

Create Batch

Sample#	Patient Name	Sample Date	DOB	Results
Travis 227				
<input type="checkbox"/> 1364043				
<input type="checkbox"/> 1369620				
<input checked="" type="checkbox"/> 1369621				
<input type="checkbox"/> 1369622				
<input checked="" type="checkbox"/> 1369623				
<input type="checkbox"/> 1369624				
<input checked="" type="checkbox"/> 1369625				
<input type="checkbox"/> 1369626				
<input type="checkbox"/> 1369627				
<input type="checkbox"/> 1369629				

2. Click on the "Create Batch" button at the top of the query table.



## Region-County-Epidimeology Reports

Tue Oct 15 09:58:16 CDT 2013

Region: 7 [Close Window](#)

7

SEROLOGY

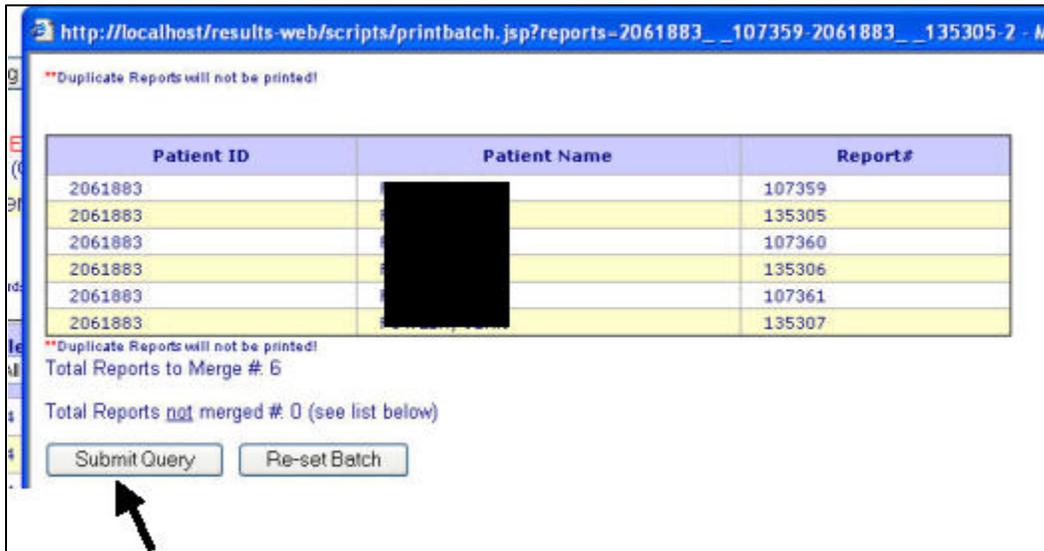
Selected county - Travis	Travis	Change County
Selected Lab Area - SEROLOGY	<input type="radio"/> RABIES <input type="radio"/> CULTURE (TB) <input type="radio"/> HIV / STD <input type="radio"/> RUBELLA <input checked="" type="radio"/> SEROLOGY <input type="radio"/> FUNGAL <input type="radio"/> VIROLOGY <input type="radio"/> CLIN_BACT <input type="radio"/> CONS_MICRO <input type="radio"/> MOLECULAR <input type="radio"/> FLU	Select Lab
Begin Date:(last report date) 09/11/2013	End Date:(last report date) 09/12/2013	Change Date

## SEROLOGY

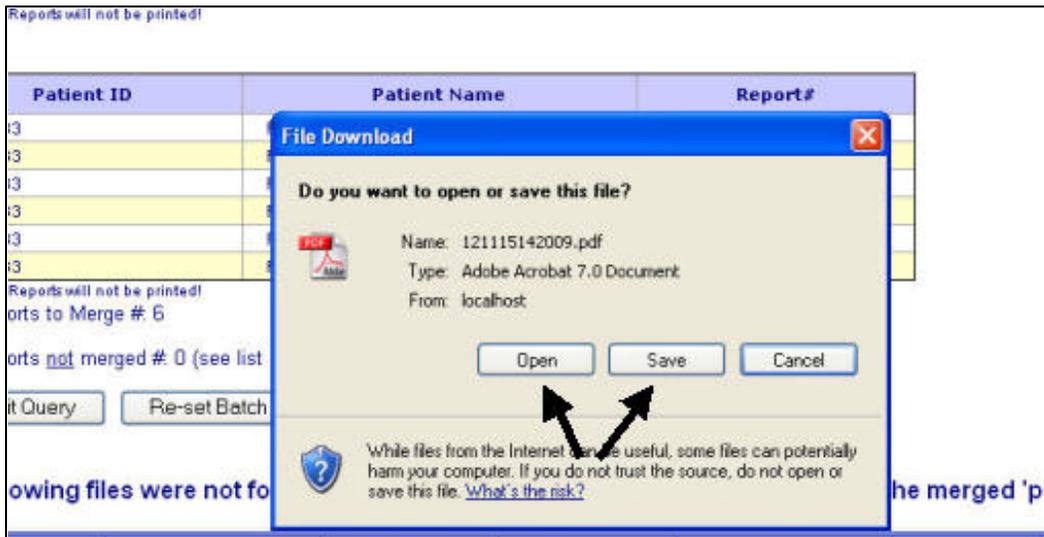
Create Batch

Sample#	Patient Name	Sample Date	DOB	Results
---------	--------------	-------------	-----	---------

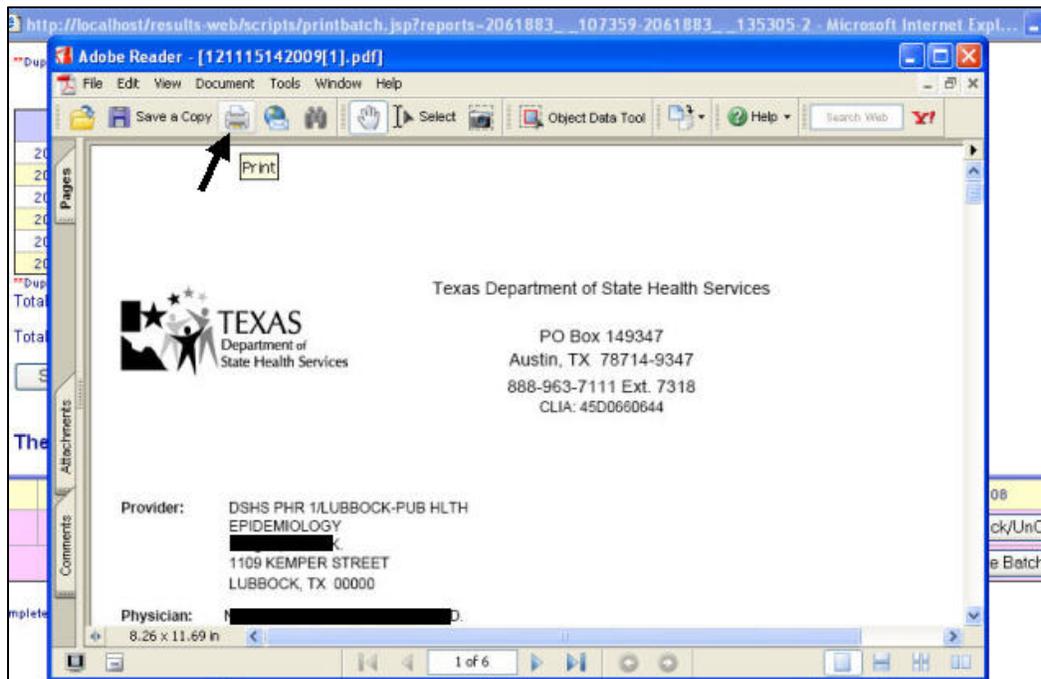
3. Click on the “Submit Query” button.



4. Click on the “Open” or “Save” button.



5. If you chose “Open”, you may print the test result report(s) that is/are displayed.



## SECTION 2: CLINICAL CHEMISTRY

### VIII. Customer Account Profile – Clinical Chemistry

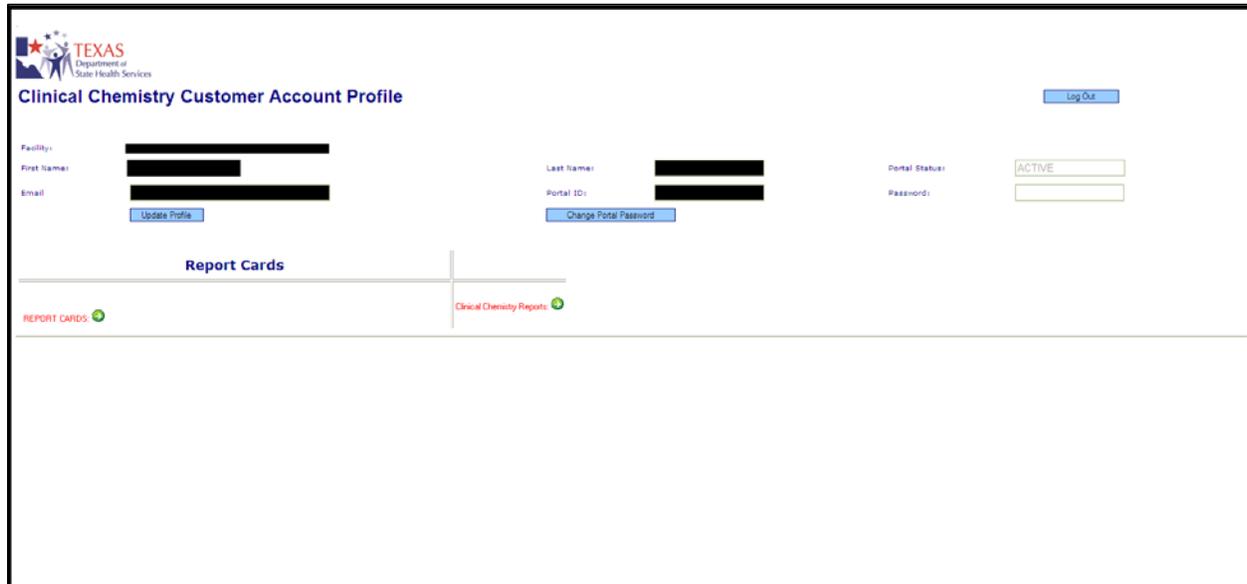
After a successful log in, the Customer Account Profile page opens.

The screenshot displays the 'Clinical Chemistry Customer Account Profile' page. At the top left is the Texas Department of State Health Services logo. The page title is 'Clinical Chemistry Customer Account Profile'. In the top right corner, there is a 'Log Out' button. The profile information is organized into two columns. The left column contains 'Facility', 'First Name', and 'Email', each followed by a redacted field and an 'Update Profile' button. The right column contains 'Last Name', 'Portal ID', 'Portal Status' (set to 'ACTIVE'), and 'Password', each followed by a redacted field and a 'Change Portal Password' button. Below the profile information is a section titled 'Report Cards'. It contains two links: 'REPORT CARDS' and 'Clinical Chemistry Reports', both accompanied by a green circular icon with a right-pointing arrow.

1. Update Profile – Edit your user name and email address.
2. Change Password – Change your password.
3. Log Out – Exit the application.
4. Report Cards - Click on the  to open a list of available report cards.
5. Clinical Chemistry Reports – Click on the  to access Clinical Chemistry (including THSteps) test results.

## IX. Report Cards - Clinical Chemistry

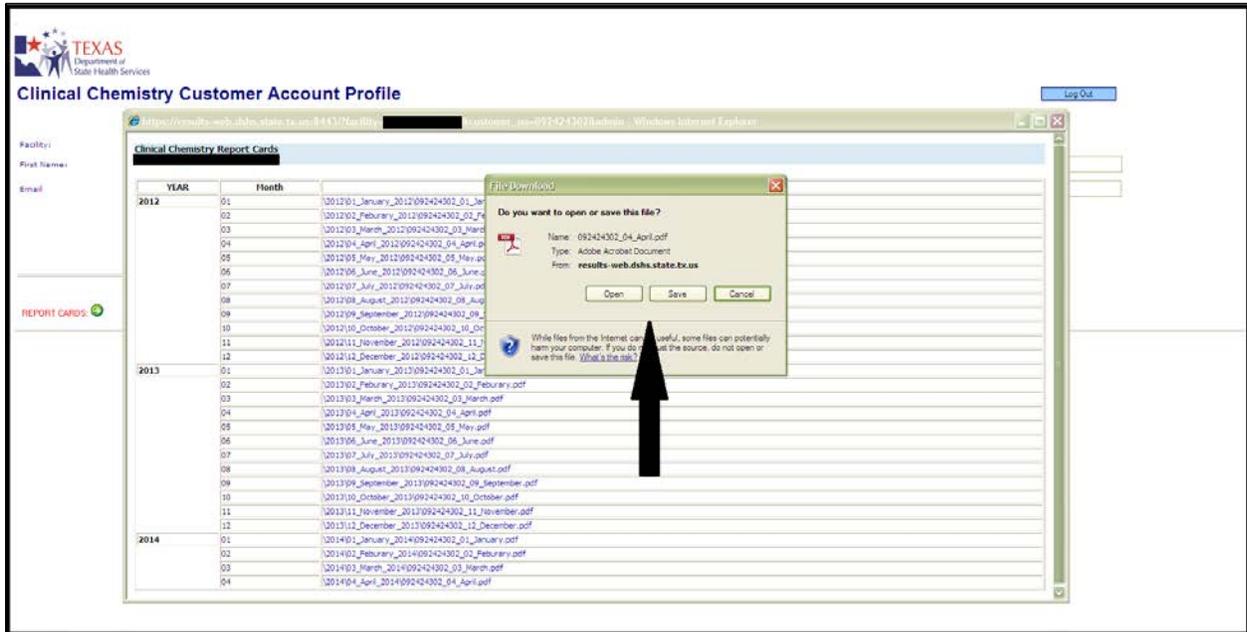
Click on the  next to “Report Cards” to open a list of available report cards.



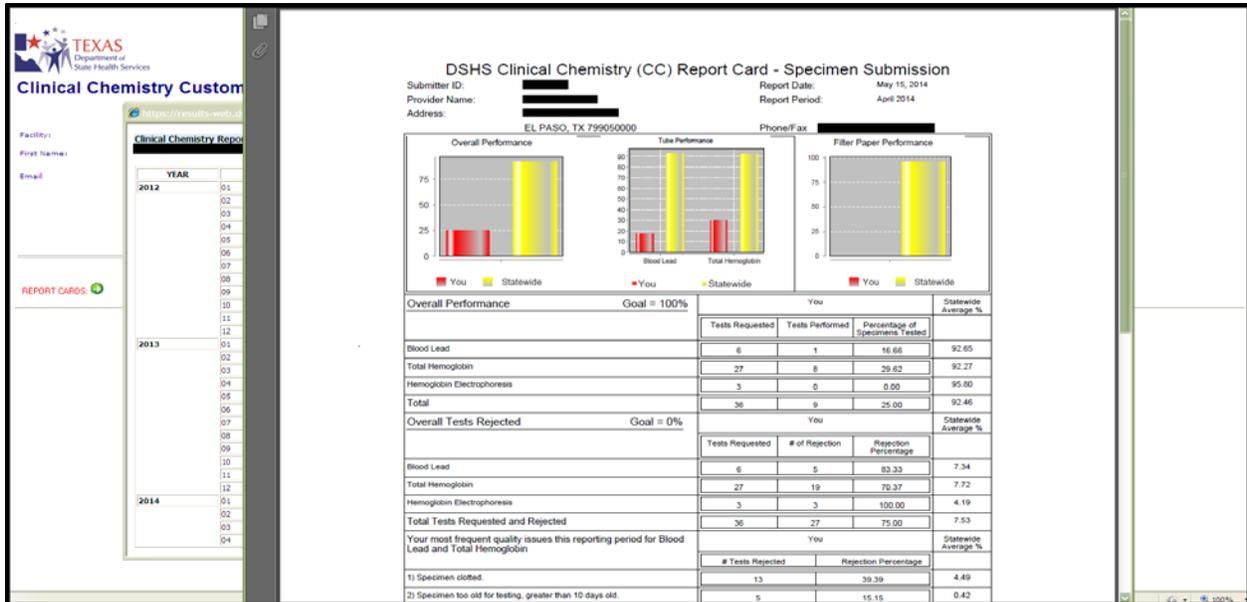
Click on selected report. (This requires Adobe Acrobat Reader installed on your system.)



Select “Save” to save a report card to your local drive. Select “Open” to view the selected report card.



Note: You will have to open each report card image separately. Batch printing is not available.



Click on red X to close the list of available report cards.

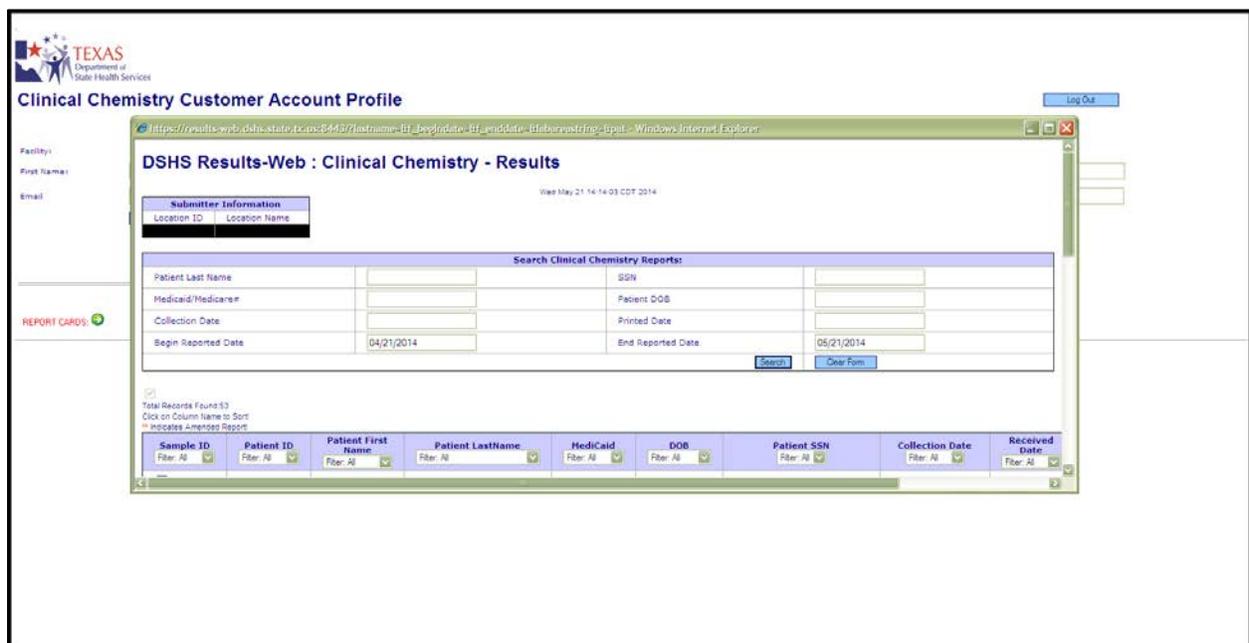
## X. Reports - Clinical Chemistry

On the Customer Account Profile page, click on the  next to “Clinical Chemistry Reports” to open the report display and search window. By default, the system will display the last 30 days of reports.

You may search for test result reports by patient’s last name, date of birth, Medicaid/Medicare #, and/or collection date. To perform a new search, click on the “Clear Form” button to remove previous search parameters.

Names may be entered in lower or upper case.

Dates may be entered with slashes or dashes (examples: 7/10/14; 7/10/2014; 7-10-14) and will be converted to the following format (07/10/2014) after clicking the Search button.



**Clinical Chemistry Customer Account Profile**

Facility: \_\_\_\_\_  
 First Name: \_\_\_\_\_  
 Email: \_\_\_\_\_

**REPORT CARDS** 

**DSHS Results-Web : Clinical Chemistry - Results**

Submitter Information  
 Location ID: \_\_\_\_\_ Location Name: \_\_\_\_\_

Search Clinical Chemistry Reports:

Patient Last Name	SSN
Medicaid/Medicare #	Patient DOB
Collection Date	Printed Date
Begin Reported Date: 04/21/2014	End Reported Date: 05/21/2014

Search Clear Form

Total Records Found: 53  
 Click on Column Name to Sort  
 \* Indicates Summary Report

Sample ID	Patient ID	Patient First Name	Patient Last Name	Medicaid	DOB	Patient SSN	Collection Date	Received Date
Filter All	Filter All	Filter All	Filter All	Filter All	Filter All	Filter All	Filter All	Filter All

### A. Printing Reports

Reports may be sorted by clicking on the column headers.

A maximum of 20 reports will be displayed per page. Use the Next and Previous buttons to navigate to other pages.

Click on the checkbox located in the Sample ID column to select individual reports. Click on the “Check/Uncheck” button located at the bottom of the table to select/deselect all reports on the table. However, a maximum of 100 reports can be printed or saved at a time.

After selecting the reports you want to view/print, click the “Create Batch” button.

**DSHS Results-Web : Clinical Chemistry - Results**

Thu May 22 14:40:22 CDT 2014

**Submitter Information**  
 Location ID: [Redacted] Location Name: [Redacted]

**Search Clinical Chemistry Reports:**

Patient Last Name: [Redacted] SSN: [Redacted]  
 Medicaid/Medicare#: [Redacted] Patient DOB: [Redacted]  
 Collection Date: [Redacted] Printed Date: [Redacted]  
 Begin Reported Date: 05/09/2014 End Reported Date: 05/09/2014

Search [Clear Form]

Total Records Found: 8  
 Click on Column Name to Sort  
 \* Indicates Amended Report

Sample ID	Patient ID	Patient First Name	Patient Last Name	MediCaid	DOB	Patient SSN	Collection Date	Received Date	Approval Date	Date Report Printed
141270481	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	5/7/2014	5/9/2014	5/9/2014
141270511	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	5/7/2014	5/9/2014	5/9/2014
141270075	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	5/7/2014	5/9/2014	5/9/2014
141270440	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	5/7/2014	5/9/2014	5/9/2014
141270503	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	5/7/2014	5/9/2014	5/9/2014
141270510	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	5/7/2014	5/9/2014	5/9/2014
141270512	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	5/7/2014	5/9/2014	5/9/2014
141270482	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	5/7/2014	5/9/2014	5/9/2014

Check/Uncheck(8) Create Batch

To complete the query, click on the “View Reports” button.

To start over, click on “Re-set Batch” or click the red “X” to return to the Search window.

**DSHS Results-Web : Clinical Chemistry - Results**

Thu May 22 14:40:22 CDT 2014

**Submitter Information**  
 Location ID: [Redacted] Location Name: [Redacted]

**Search Clinical Chemistry Reports:**

Patient Last Name: [Redacted] SSN: [Redacted]  
 Medicaid/Medicare#: [Redacted] Patient DOB: [Redacted]  
 Collection Date: [Redacted] Printed Date: [Redacted]  
 Begin Reported Date: 05/09/2014 End Reported Date: 05/09/2014

Search [Clear Form]

Total Records Found: 8  
 Click on Column Name to Sort  
 \* Indicates Amended Report

**DSHS Results-Web : Clinical Chemistry-Results**

Thu May 22 14:43:07 CDT 2014

Total files not found = 0  
 Total corrupt files 0

The following selected reports will be merged into a single 'pdf' file:

Patient ID	Patient Name	Report#
141270512	[Redacted]	Harvest-0485040-141270512.pdf
141270511	[Redacted]	Harvest-0485039-141270511.pdf
141270440	[Redacted]	Harvest-0484969-141270440.pdf
141270510	[Redacted]	Harvest-0485038-141270510.pdf
141270482	[Redacted]	Harvest-0485010-141270482.pdf
141270075	[Redacted]	Harvest-0484605-141270075.pdf
141270503	[Redacted]	Harvest-0485031-141270503.pdf
141270481	[Redacted]	Harvest-0485009-141270481.pdf

View Reports [Re-set Batch]

The following files were not found or were corrupt in the listed directory and will not be included in the merged 'pdf' file:

Sample	Patient Name	Report#	Error
Total Reports not included Merge # 0			

Check/Uncheck(8) Create Batch

Click “Open” to view and/or print the reports. Click “Save” to save the report to your computer.

The screenshot displays the 'DSHS Results-Web : Clinical Chemistry - Results' application. A central window titled 'DSHS Results-Web : Clinical Chemistry-Results' shows a list of reports. A 'File Download' dialog box is overlaid on top, with an arrow pointing to the 'Open' button. The background interface includes a search bar, a table of report dates, and various navigation buttons like 'View Reports' and 'Create Batch'.

Received Date	Approval Date	Date Report Printed
5/7/2014	5/9/2014	5/9/2014
5/7/2014	5/9/2014	5/9/2014
5/7/2014	5/9/2014	5/9/2014
5/7/2014	5/9/2014	5/9/2014
5/7/2014	5/9/2014	5/9/2014
5/7/2014	5/9/2014	5/9/2014
5/7/2014	5/9/2014	5/9/2014
5/7/2014	5/9/2014	5/9/2014
5/7/2014	5/9/2014	5/9/2014

When all report cards and result reports have been printed or saved, close all windows and click on Log Out to exit the application.

## SECTION 3: ADDITIONAL INFORMATION

### **XI. Contact Information**

If you encounter any difficulties with accessing the Results-Web Portal and/or you need your password reset, please contact the DSHS Laboratory Application Support area via email at [LabAppSupport@dshs.state.tx.us](mailto:LabAppSupport@dshs.state.tx.us).

For any other questions and/or comments, you may contact Susan Hoffpauir at 1-888-963-7111 ext. 6030 or email the DSHS Laboratory at [LabInfo@dshs.state.tx.us](mailto:LabInfo@dshs.state.tx.us).

Remote Data Systems web site: <http://www.dshs.state.tx.us/lab/remotedata.shtm>

## Appendix A: Request for Work

<b>DSHS IT Application Development</b> <b>Request for Work</b>			
<b>A. Request Information (Completed by Requestor)</b>			
FIELD	DATA	Comments	
Request Date:		Today's date. Change if needed, mm/dd/yy	
* Purpose / Problem Statement: <i>(Describe the business reason(s) / problem for initiating the project)</i>			
Is the project mandated by:		Select from Drop Down	
Funding Source/Method of Finance		Select from Drop Down	
Division:		Select from Drop Down	
Section:		Select from Drop Down	
Unit:		Select from Drop Down	
Request Type:		Select from Drop Down	
If other, please describe:			
Desired Completion Date:		Enter date, mm/dd/yy	
Explain any date constraints:			
Priority:		Select from Drop Down. See tab for definitions.	
For projects, PQ Total Score		Attach Priority Questionnaire	
For projects, PQ Risk Score			
Primary Program Contact		Phone Number:	
Secondary Program Contact		Phone Number:	
Requestor Name:		Phone Number:	
Approver Name:		Phone Number:	
<b>B. Response Information (Completed by IT)</b>			
FIELD	DATA	Comments	
<b>Maintenance, ≤ 160 hours</b>			
Estimate (hours):			
Estimate (cost):			
Estimated START Date:		Enter date, mm/dd/yy, or text. Leave blank if unknown.	
Estimated END Date:		Enter date, mm/dd/yy, or text. Leave blank if unknown.	
Impact to other work:			
IT Contact person assigned:		Phone Number:	
<b>Projects, &gt; 160 hours</b>			
Initial Sizing Hours:		Rough order of magnitude (ROM) estimate, -75 to +400% (Source: Software Quality Institute)	
Initial Sizing Cost Value:		Use \$30/hr for IT Internal staff and \$100/hr for contract labor. Includes HW & SW known costs.	
Governance Category, preliminary		Select from Drop Down	
The Next Step is:		Select from Drop Down	
Next Step Explanation:			
<b>C. Response Approvals (Completed by Requestor, Approver, Sponsor, &amp; IT)</b>			
FIELD	NAME	Phone Number	Date
** CSDA Chair			
IT Group Manager:			
*** IT Branch Manager:			
Requestor:			
Approver:			
*** Executive Sponsor:			

\* The following work is out-of-scope for this form: production problems, bill analysis, and fiscal notes. Contact your IT Application Development Group Manager to request these services.

\*\* This signature is only needed for Category 1 & 2 Projects.

\*\*\* These signatures are only needed for Projects.