

COLLEGE of AMERICAN
PATHOLOGISTS

Laboratory Quality Solutions

Direct Transmission of PT Results

User Guide, Part 2 of 3

Meditech Magic Reports Installation



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INTRODUCTION

What are the PT Extract and Test Compendium Reports?

PT Extract Report

The PT extract report is a report query that has been developed to aggregate the collection of PT data elements from the LIS, format them to CAP-specific guidelines, and place the output (PT results file) in your laboratory’s designated pickup folder, where it can be picked up and transferred to the direct transmission CAP PT hub. The report is intended to be integrated within the LIS making it accessible like other reports in your LIS.

Test Compendium Report

For some LISs, a second report query is available that can aggregate the complete list of tests that your laboratory performs, including your laboratory’s test codes, description, unit of measure (UOM), and specimen type. This report, called a test compendium report, will be saved to a temporary location on your computer.

This list of tests may be useful for the mapping process that needs to be completed within the hub. During the process:

You will need to map your laboratory’s...	To the...
LIS Test Description	CAP Test Description
LIS Test Code	CAP Test Code
LIS Test Unit of Measure	CAP Test Unit of Measure
LIS Test Specimen Type	CAP Test Specimen Type

There are several methods available to complete the mapping process. With some of the methods, your laboratory may find it helpful to utilize part or all of your laboratory’s test compendium, since the hub allows you to upload/import to simplify the test mapping process. Only quantitative tests and direct transmission enabled programs need to be mapped.

Report Setup in Meditech Magic: An Overview

In Meditech Magic, the LIS laboratory administrator is responsible for setting up the PT extract and test compendium reports. Below is a high-level overview of the setup process.



PT Extract Report

1

Install the extract report and modify the query (as needed) to point to the appropriate network folder location (agent pickup location).

2

Make the report accessible to the user by modifying security and adding the report to the LIS report menu.

3

Perform testing to ensure a file is extracted to the appropriate network folder location (agent pickup location).

Test Compendium Report

1

Install the test compendium report.

2

Make the report accessible to the user by modifying security and adding the report to the LIS report menu.



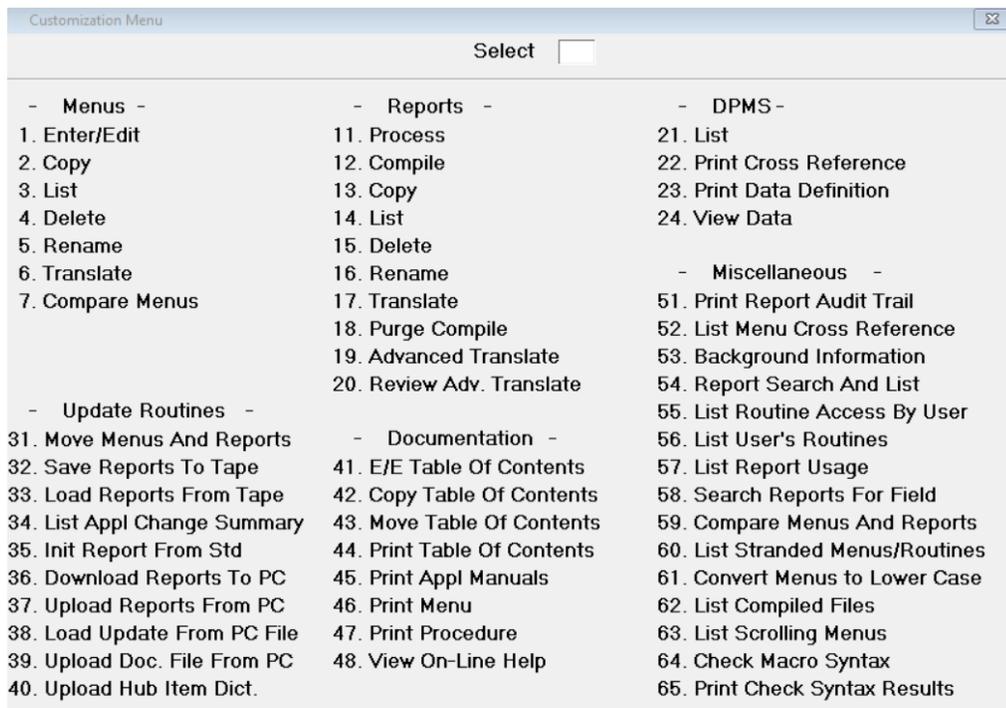
SETTING UP THE PT EXTRACT REPORT

Installing the PT Extract and Test Compendium Reports

Prior to beginning these instructions, please retrieve report 02441 from the Meditech Report Archive.

Step Instructions

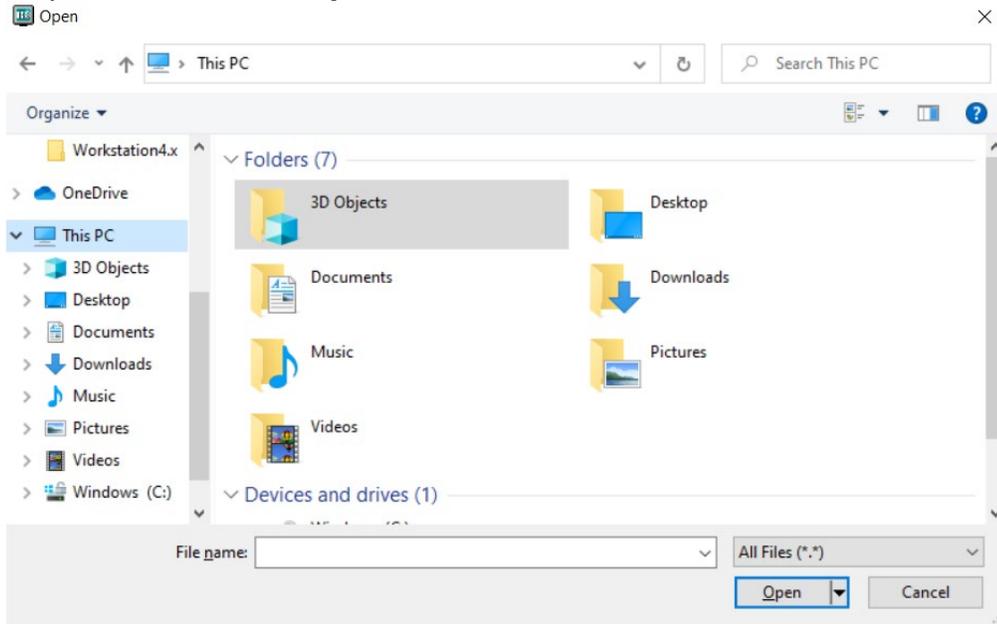
- 1 To upload the report into your LIVE system, go to the Customization menu within the Customer NPR Report writer module, and execute the Upload Reports From PC from Update Routines.





Step Instructions

2 Browse your directory to the location of where the extract report was saved. Select the extract report and then click **Open**



3 Press **F12** to File.

Upload Custom Reports From PC (AI: S5.6.7.MIS)

Hospital

Comment

MIS Segment

User Directory

Date

The PC file contains the reports listed below. If the Exists field is 'Y' there is an existing procedure in this directory which will be overwritten if the report is uploaded. You may delete any report from the list to prevent its being uploaded.

Report	Exists
LAB.L.SPEC.zcus.mt.rw.cap.proficiency	N
LAB.L.TEST.zcus.mt.rw.cap.list	N





Translating the PT Extract Report

Before you can begin using the PT extract report, you must translate the report.

Step Instructions

1 Within the Customer NPR Report Writer, select the **Process Reports** routine.

2 In the Process Reports window, enter the appropriate values:

- Enter "**LAB.L.SPEC**" in the **DPM?** field.
- Enter "**zcus.mt.rw.cap.proficiency**" in the **Name?** field.
- Enter "**3**" in the **Select** field (the report code for Translate is "3").
- Translate on "S"

Process Reports (Alt: S5.6.7.MIS)

DPM? LAB.L.SPEC

Name? zcus.mt.rw.cap.proficiency

Report: 1. Enter/Edit
2. List
3. Translate
4. Run
5. Copy

Macro: 6. Enter/Edit

Screen: 7. Edit Picture
8. Edit Elements

Procedure: 9. Edit Data

Select? 3

Translate on: S

4 Once translated, the report can now be run, either by placing it on a menu or by selecting **4. Run** from the Process Reports routine above.



Adding the PT Extract Report to the Menu

The next stage in the setup process is to add the report to the menu. The steps may vary based on the version of Meditech so follow your typical steps to add a report to the Meditech menu. If you need assistance with adding a report to the menu, contact your Meditech support team via email, phone, or online.



Testing the PT Extract Report

Step Instructions

- 1 To test the PT extract report, you will need assistance from a laboratory technician to enter a valid, previously resulted kit number. The report parameter, "TEST or LIVE," defaults to, "L," so you will need to change it to, "T," if you want to test the report to confirm your mappings. The laboratory technicians will leave the, "L," for their LIVE PT result submissions.

The screenshot shows a window titled "CAP PT extract report" with a close button in the top right corner. It contains two input fields: "Kit Number" with the value "34567891" and "TEST or LIVE" with the value "T".

- 2 Choose DOWNLOAD. Download the file to the designated network folder path used for your Direct Transmission files.

- 3 The PT extract report will generate a .csv file with the output of the data and place it in the designated pickup folder. The file will then be picked up and delivered to the CAP hub for further processing.

Note: The report is hard coded to go back and look for PT results 90 days from the order date for that CAP PT kit. If you are using a PT kit older than 90 days to validate your test code mappings, you may get a blank report. To address this, you must either create a new order or use a previously approved kit that has been submitted within the past 90 days.

SETTING UP THE TEST COMPENDIUM REPORT

Translating the Test Compendium Report

Before you can begin using the test compendium report, you must translate it.

Step Instructions



Step Instructions

1 Within the Customer NPR Report Writer, select the **Process Reports** routine.

2 In the Process Reports window, enter the appropriate values:

- Enter "**LAB.L.TEST.zcus.mt.rw.cap.list**" In the **DPM?** field.
- Enter "**LAB.L.TEST.zcus.mt.rw.cap.list**" in the **Name?** field.
- Enter "**3**" in the **Select** field (the report code for Translate is "3").
- Translate on "S"

The screenshot shows a window titled "Process Reports (A): S5.6.7.MIS". It contains several input fields and a list of options:

- DPM?**: LAB.L.TEST
- Name?**: zcus.mt.rw.cap.list
- Report:** 1. Enter/Edit, 2. List, 3. Translate, 4. Run, 5. Copy
- Macro:** 6. Enter/Edit
- Screen:** 7. Edit Picture, 8. Edit Elements
- Procedure:** 9. Edit Data
- Select?**: 3

At the bottom, there is a "Translate on:" dialog box with a dropdown menu showing "S".

4 Once translated, the report can now be run, either by placing it on a menu or by selecting **4. Run** from the Process Reports routine above. Choose **DOWNLOAD**. Download the file to the C:\temp folder.

Adding the Test Compendium Report to the Menu

The next stage in the setup process is to add the report to the menu. The steps may vary based on the version of Meditech so follow your typical steps to add a report to the Meditech menu. If you need assistance with adding a report to the menu, contact your Meditech support team via email, phone, or online.

Running the Test Compendium Report

Once all the setup steps have been completed to install the test code compendium report, you are now ready to run it from your Meditech menu.

TROUBLESHOOTING GUIDE

Troubleshooting Matrix

Note: Your organization's LIS administrator is responsible for troubleshooting problems with report installation and operation.

Problem	Potential Causes/Areas for Investigation
Error message when running the report	<ul style="list-style-type: none"> • LIS system changes/updates made that may have impacted the report • Invalid information being entered into the report parameters • Infrastructure or network issues • LIS system issues
Report runs but no file is found in the pickup folder	<ul style="list-style-type: none"> • The appropriate CAP printer was not defined, or no printer selected • Report issues • Security changed not enabling access for the report to write to the pickup location • The file was moved by the agent, verify in the Archive folder or the hub
Report runs extremely slow	<ul style="list-style-type: none"> • There is a date parameter within the report that allows the query to go back a certain amount of time. This may need to be set to only go back 90 days. • Report issue • Network or infrastructure issue



Problem	Potential Causes/Areas for Investigation
Cannot find the report to run	<ul style="list-style-type: none">• Report was moved due to a change• User does not have the appropriate security to view the report• Verify that you have the right environment and location• Report was removed by a system upgrade or change, or backup restore