CCPLab Client Reference Manual

3000.Using the CCPLab E-Reporting Website — Client

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Retrieving Patient Reports from CCPLAB Web Site

Capital Choice Pathology Laboratory offers a secure, easy-to-use service for clinicians to view their patient reports from an internet browser. The service, called CCPLAB E-Reporting, is available to authorized users through our www.csmlab.com website.

Patient reports are provided in the well-established Adobe PDF format for viewing and printing. If you do not have the free Adobe PDF reader installed, click the Documents link on our www.csmlab.com web page, then click *Get Adobe Reader* to install the latest version on your computer.

Important Security and Privacy Information

Patient information is available only to persons possessing a unique, CCPLAB provided User ID and password, and is transmitted using a secure internet connection.

It is critically important to follow all privacy protection and security measures appropriate for protected patient health information, including these measures when accessing the CCPLAB E-Reporting service:
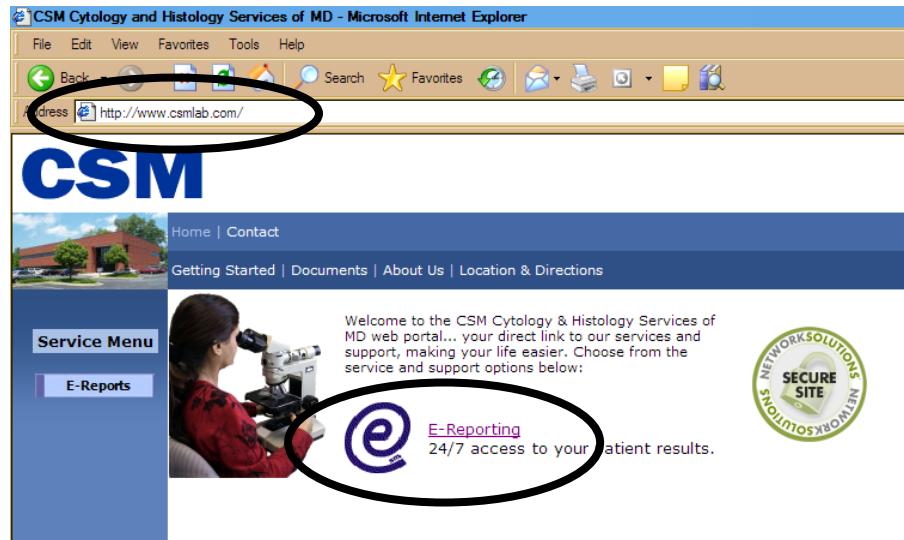
- All passwords are confidential and their protection is required to meet Federal, State and CCPLAB privacy and security mandates. At no time shall passwords be posted or stored on computers, etc.

- Should a password become known to a person not authorized to view the protected patient information available through the site, CCPLAB must be contacted immediately to reissue a new password.

- It is important to close or log-off the E-Reporting service when not in use.

Log-On to the CCPLAB E-Reporting Service

To establish a secure connection to the CCPLAB E-Reporting service via the internet:

- Launch Internet Explorer or other internet browser.

- Navigate to the following website: www.csmlab.com:

- Click the E-Reporting link to open the E-Report Login Window:

Please Enter UserName and Password

UserName: [   ]

Password: [   ]

[Login]

- Type your CCPLAB-assigned UserID and Password, then click Login.

Display a Listing of Recent Patient Reports

To see a listing of recently collected specimens on file at CCPLAB, simply click the button labeled "Recent Patients":

Click here to list recent patient's reports:

[Recent Patients]

A listing of all patients on file with a collected date (date-of-service) within the last 10[1] days will be displayed. Along with the patient's name, specimen source(s), ordering clinician, and case number, the left-most column will contain one of three case status indicators:

- "Pending" — The specimen(s) have been received and a final report is pending.
- "Call CSM" — Rarely, CCPLAB must be contacted for a copy of the final report.
- "Get Report" — Click this link to open a PDF file containing the final report.

	Collected	Patient Name	Specimen Class	Ordered By	Case Number
Get Report	9/15/2008	███████████	CSM Medical Cytology Specimen Class	Nancy R Markus MD	MC08-166

See *Printing a Displayed Report* below for instructions on printing a displayed report. Click the **New Search** button to search for another patient or case.

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[1] The number of prior days to list can be customized to meet your needs! Contact CCPLAB anytime.

Searching for a Patient By Name with Advanced Search

The CCPLAB E-Reporting service's Patient Name Advanced Search function enables you to locate a patient by last name, last name plus first name or a portion of either. Click the button labeled "Advanced Search":

Click here to specify search criteria:

Advanced Search

The Advanced Search page will be displayed, allowing you locate a patient by last name or last name plus first name:

Specify Search Criteria:

Patient Last Name: Begins With

Patient First Name: =

Collected: Begins With   Last 24 hours   ○ 7 Days   ○ 14 Days   ○ 30 Days
                    Contains

For flexible searching, you'll notice a dropdown box next to last name and first name. The dropdown box contains three options that affect your name search:

- "**Begins With**" — Finds patients whose name *begins with* the letters you type. "John" returns "*John*son".

- "**=**" — Patients whose name matches exactly the name you type. "Smith" returns "*Smith*", but not "*Smith*field".

- "**Contains**" — Patients whose name *contains* the letters you type (good for maiden or hyphenated names). "Jones" returns "Smith-*Jones*".

At least a partial last name must be entered. If you do not type a first name, only the last name will be searched.

Because a common last name can return a large number of matches, you may also restrict how far back to look for matching patient cases, based on their collection date. By default, all matching cases are returned; select Last 24 hours, 7 days, 14 days or 30 days to limit the number of matches returned.

Advanced Search Hint:

The more specific you are when searching by patient name, the faster the results can be returned. For example, searching with a last name of *Westfield* will return faster than searching for a last name of *Wes*. Adding at least a partial first name or changing the collected date to something other than "Anytime" will also speed searches. You can always expand the search by clicking the **Modify Search** button.

Press the **Search** button to return the cases matching your search selections.

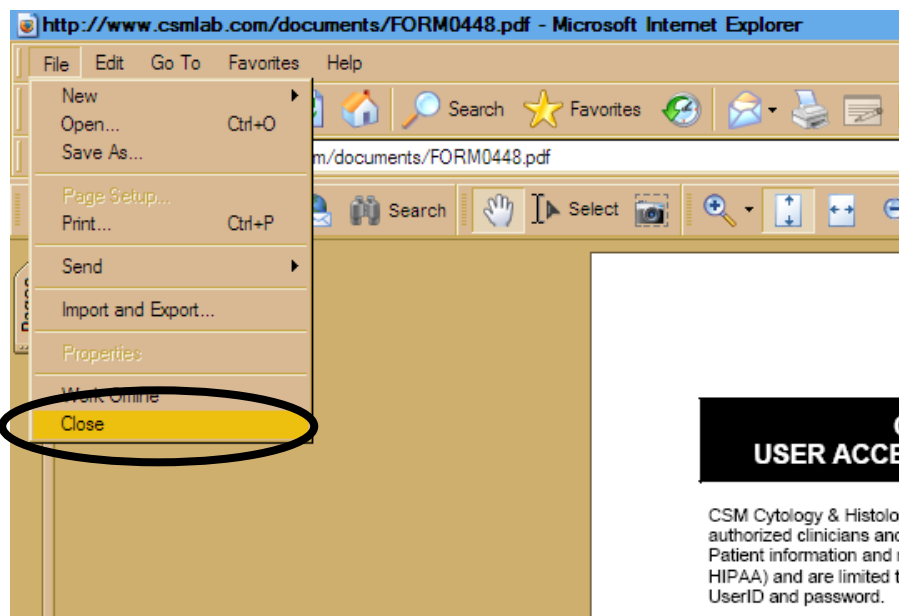## Searching for a Report by CCPLAB Case Number

If you know the CCPLAB Case Number of the report, you can type it in the Case Number text box instead of entering patient names. Press the **Search** button to return the requested case.

Printing a Displayed Report

From the list of cases returned by your search, click on the <u>Get Report</u> link in the left-most column to display the report results in a new browser window.

With the report displayed, you may select *File:Print…* to send the report to your printer.

When done viewing or printing the report, click *File:Close* close the PDF report window.

Logging-Off the CCPLAB E-Report Service

To prevent unauthorized or accidental disclosure of protected health information, it is important to log-off or close and CCPLAB E-Report sessions when finished. From the initial search screen you can click the **LOGOUT** link to log-off and return to the sign-on screen, or you can close the browser window altogether:

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