



**Ministry Of Health, The Gambia**  
**National Public Health Laboratories**

**Guidelines for Using Africa Laboratory Information System  
(A-LIS)**

**JANUARY 2023**

## **FORWARD**

Africa-Laboratory Information System (A-LIS) is one of the software solutions for Health Laboratory Information Management System (HLIMS). Installing A-LIS in public and private health centers (HC) enables laboratories to receive electronic laboratory result report of referred samples and laboratory test requests from clinicians. Laboratories are also able to generate electronic laboratory test result report, patient laboratory history, data values for HMIS 105-6, 033A, 033B, orders for supplies and laboratory information for referral samples.

The information generated by A-LIS is paramount in supporting evidence-based decision making in the provision and coordination of laboratory services in public HCs. A-LIS is one of the products of HLIMS Master Plan which is a detailed prescription of how to achieve what the strategic and policy documents articulate on laboratory information management in The Gambia.

The plan is informed by National Development Plan, MOH Strategic plan, NPHL policy and plan, MOH E-health policy and plan, HMIS&DHIS2 guidelines, guidelines, Hub systems guidelines among others, to ensure its relevance to the entire laboratory landscape while achieving the HLIMS vision of, “Quality laboratory information for a productive and health The Gambia”, and Mission of, “Supporting quality laboratory services through an integrated system that innovatively collects, stores, analyzes and communicates laboratory information”.

These guidelines will promote embracing ALIS in HCs and ensure compliance when using ALIS. This in turn facilitates the generation of quality information and sustainability of ALIS. So I encourage laboratory staff and other health workers who may be involved in A-LIS at all levels to make use of them appropriately.

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**National Public Health Laboratories, The Gambia**

## **ACKNOWLEDGEMENT**

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## ACRONYMS

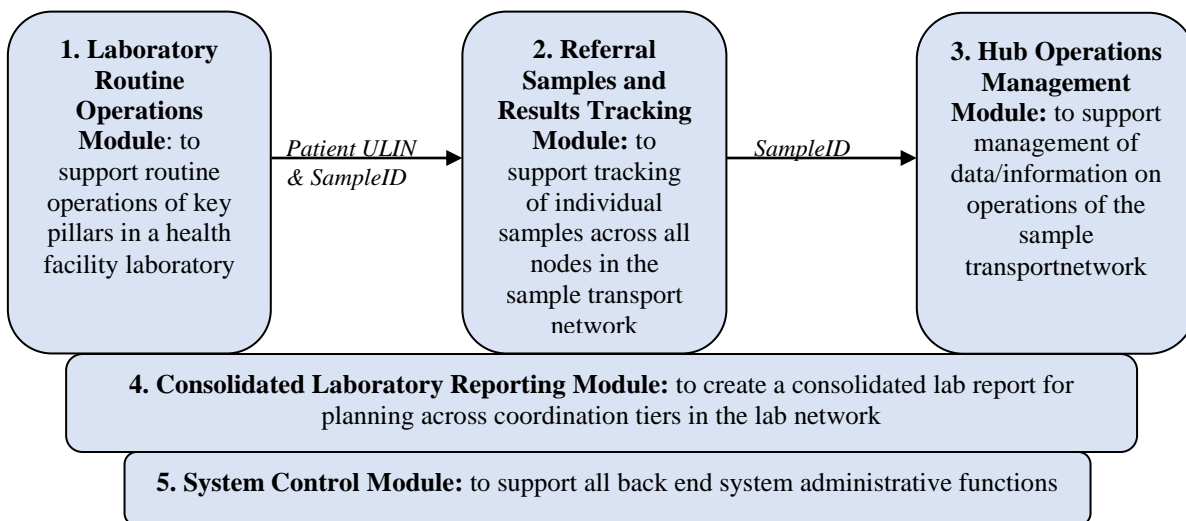
|         |                                                           |
|---------|-----------------------------------------------------------|
| ALIS    | Africa-Laboratory Information System                      |
| CDC     | US Centers for Disease Control                            |
| NPHL    | National Public Health Laboratories                       |
| DHIS2   | District Health Information System 2                      |
| eHealth | Electronic Health                                         |
| HC      | Health Centre                                             |
| HMIS    | Health Management Information System                      |
| HLIMS   | Health Laboratory Information Management System           |
| ICT     | Information Communication Technology                      |
| IT      | Information Technology                                    |
| LQMS    | Laboratory Quality Management System                      |
| MOH     | Ministry of Health                                        |
| SLMTA   | Strengthening Laboratory Management Towards Accreditation |
| TA      | Technical Advisor                                         |
| TWG     | Technical Working Group                                   |

## SECTION 1: INTRODUCTION

ALIS is a transaction processing system for supporting operations at a facility laboratory. ALIS is also referred to as LabAPP1, and is one of the critical building blocks of the NPHL Application Architecture (Suite) in Health Laboratory Information Management Systems (HLIMS) master plan.

### *ALIS is part of the NPHL HLIMS Suite*

Basing on the NPHL Business Architecture, ALIS has five (5) major modules that are accessible across the health laboratory network in order to harmoniously support effective management of information on laboratory service delivery.



*Modules that constitute ALIS*

## SECTION 2: SYSTEM CONTROL MODULE

### 2.0 Getting Started with A-LIS

Open Laboratory Information System (A-LIS) using any web browser e.g. Google Chrome or Mozilla Firefox by entering the IP address of the server <http://lims.moh.gov/> as the URL. This will bring a page requesting for login information that you enter to proceed.



AFRICA Laboratory Information System (ALIS)  
Towards quality laboratory data for evidence based planning and decision making

A login form titled 'Login' with three input fields: 'Username', 'Password', and 'Hub' (a dropdown menu). Below the fields is a blue 'Login' button. At the bottom, there is a small text block: 'A-LIS - a part of the Basic Laboratory Information System (BLIS) to Laravel by iLabAfrica. BLIS was originally developed by C4G.'

[Check out other laboratory services information systems](#)

[Sample Tracking](#)

#### *Page requesting for login information*

A close-up of the 'Username' and 'Password' input fields from the login form.

Fill in the username and password

then click

[Login](#)

When you don't fill in either of the username or password, you will get errors as displayed below

- The 'Username' field is required.
- The 'Password' field is required.

When you fill in wrong username or password, the following errors shall be displayed

**Username and/or password invalid.**


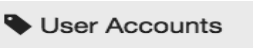

When you forgot your username and password, kindly contact the lab-in-charge for help.

The page below will appear on successful login and it is the ALIS Landing page

The ALIS Landing page dashboard features a grid of icons for various modules: DASHBOARD (speedometer icon), PATIENTS (two people icon), INVENTORY &amp; EQUIPMENT (shopping cart icon), REPORTS (bar chart icon), TESTS (flask icon), BIOSAFETY &amp; BIOSECURITY (radiation symbol icon), ACCESS CONTROL (key icon), and BLOOD TRANSFUSION (blood drop icon). At the bottom right, there is a watermark: 'Activate Windows Go to Settings to activate Windows.'



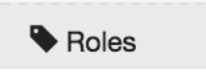
## 2.1 Creating new user

Click Access Control from the page (far right lower box) or  on the left menu bar, then click on , then click on  and fill in the form below and click on **Save**

### Create User

|                 |                                                                       |
|-----------------|-----------------------------------------------------------------------|
| Username        | <input type="text" value="jsiku"/>                                    |
| Password        | <input type="password"/>                                              |
| Retype Password | <input type="password"/>                                              |
| Full Name       | <input type="text" value="Jay Siku"/>                                 |
| Email Address   | <input type="text" value="j.siku@ilabafrika.ac.ke"/>                  |
| Designation     | <input type="text" value="Lab Technologist"/>                         |
| Gender          | <input checked="" type="radio"/> Male<br><input type="radio"/> Female |
| Photo           | <input type="button" value="Choose File"/> No file chosen             |

## 2.2 Creating a role

To create a new role in the system e.g. Receptionist, Data clerk; Under Access Control click on roles  to bring a page below

### Roles

| Name         | Description |                                     |                                       |
|--------------|-------------|-------------------------------------|---------------------------------------|
| Superadmin   |             | <input type="button" value="Edit"/> | <input type="button" value="Delete"/> |
| Technologist |             | <input type="button" value="Edit"/> | <input type="button" value="Delete"/> |
| Receptionist |             | <input type="button" value="Edit"/> | <input type="button" value="Delete"/> |


Then click on New Role to fill in the form below and click **Save**

### New Role


|             |                      |
|-------------|----------------------|
| Name        | <input type="text"/> |
| Description | <input type="text"/> |

## 2.3 Assigning a Role to the user

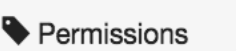
Under Access Control click on  3 : the relevant role for the newly created user and click **Save**




| Users         | Roles                               |                                     |                          |
|---------------|-------------------------------------|-------------------------------------|--------------------------|
|               | Superadmin                          | Technologist                        | Receptionist             |
| administrator | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| ganguyo       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |




## 2.4 Assigning permissions to Roles


Under Access Control click on , check the appropriate permissions as shown below and click **Save**



| Permissions                               | Roles                               |                          |                          |
|-------------------------------------------|-------------------------------------|--------------------------|--------------------------|
|                                           | Superadmin                          | Technologist             | Receptionist             |
| Can view patient names                    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Can add patients                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Can receive test requests                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Can request new test                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Can accept test specimen                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Can reject test specimen                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Can change test specimen                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Can start tests                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Can enter tests results                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Can edit test results                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Can verify test results                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Can send test results to external systems | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Can refer specimens                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Can manage users                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Can manage test catalog                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Can manage lab configurations             | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Can view reports                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Can manage inventory                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Can request top-up                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Can manage Quality Control                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



## 2.5 Changing a Password

Click on your Username in the top right of your screen, then click on , select the **Change Password** tab and fill in the form below and click **Update**.

**Edit User Details**

[Edit Profile](#) [Change Password](#)

Current Password

New Password

Retype Password

[Update](#)

## 2.6 Logging out

Click on your Username in the top right of your screen, and then click on [Logout](#)

## 2.7 Tracking User activities

Click on Reports on the left side menu, and then click on User Statistics Report

[User Statistics Report](#)

## 2.8 Creating a new Lab section

Click on Test Catalog [Test Catalog](#) on the left menu bar, then click on [Lab Sections](#) and click on Create Lab Section

**Lab Section** [Create Lab Section](#)

Show 10 entries Search:

| Name              | Description |                                                                  |
|-------------------|-------------|------------------------------------------------------------------|
| BLOOD TRANSFUSION |             | <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> |
| HEMATOLOGY        |             | <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> |
| MICROBIOLOGY      |             | <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> |
| PARASITOLOGY      |             | <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> |
| SEROLOGY          |             | <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> |

Showing 1 to 5 of 5 entries [Previous](#)

Fill in the form below

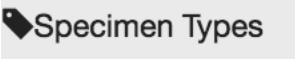
**Create Lab Section**

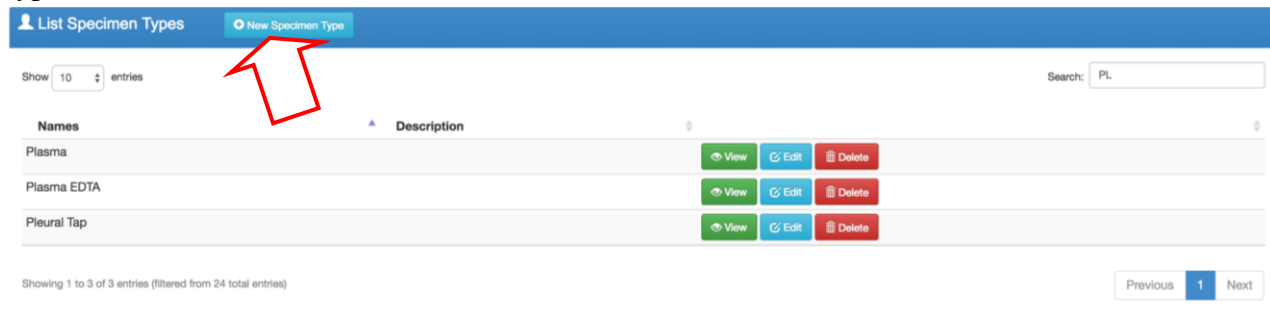
Name

Description

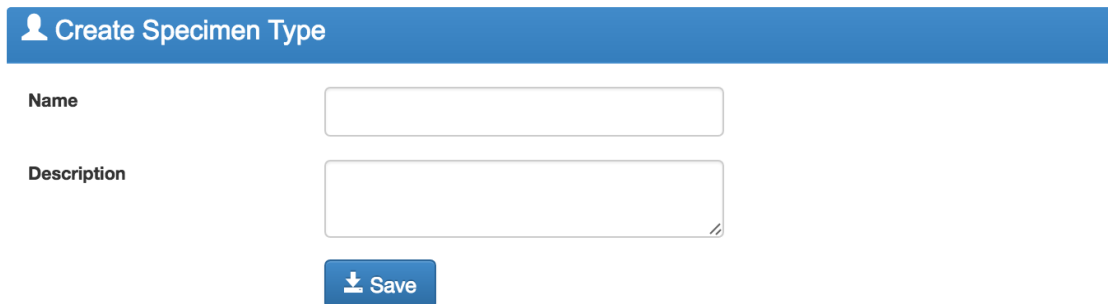
[Save](#)

## 2.9 Creating a Specimen type

Click on Specimen Types  from test catalogue, then click on New Specimen Type



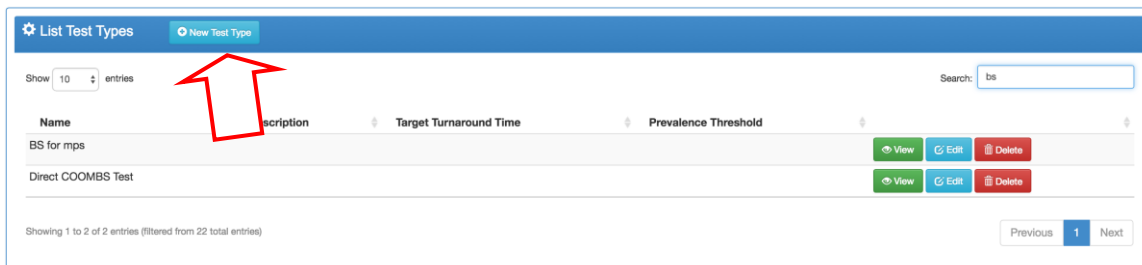
Fill in the form below and **Save**



The screenshot shows the 'Create Specimen Type' form. It has a blue header with 'Create Specimen Type'. Below the header, there are two input fields: 'Name' and 'Description'. Below the 'Description' field, there is a blue 'Save' button with a download icon.

## 2.10 Creating a new Test Type

Click on  from test catalogue and click on New Test Types



Fill in the form below and check the relevant specimen type/s for the test type

**Create Test Type**

Name:

Description:

Lab Section:

Select Specimen Types

|                                            |                                      |                                       |                                           |
|--------------------------------------------|--------------------------------------|---------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Ascitic Tap       | <input type="checkbox"/> Ascinate    | <input type="checkbox"/> CSF          | <input type="checkbox"/> Dried Blood Spot |
| <input type="checkbox"/> High Vaginal Swab | <input type="checkbox"/> Nasal Swab  | <input type="checkbox"/> Plasma       | <input type="checkbox"/> Plasma EDTA      |
| <input type="checkbox"/> Pleural Tap       | <input type="checkbox"/> Pus Swab    | <input type="checkbox"/> Rectal Swab  | <input type="checkbox"/> Semen            |
| <input type="checkbox"/> Serum             | <input type="checkbox"/> Skin        | <input type="checkbox"/> Sputum       | <input type="checkbox"/> Stool            |
| <input type="checkbox"/> Synovial Fluid    | <input type="checkbox"/> Throat Swab | <input type="checkbox"/> Urinal Smear | <input type="checkbox"/> Urine            |
| <input type="checkbox"/> Vaginal Smear     | <input type="checkbox"/> Vomitus     | <input type="checkbox"/> Water        | <input type="checkbox"/> Whole Blood      |

Measures

[Add New Measure](#)

Click on **Add New Measures** just below the Select specimen types section

Select Specimen Types

|                                            |                                      |                                       |                                           |
|--------------------------------------------|--------------------------------------|---------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Ascitic Tap       | <input type="checkbox"/> Ascinate    | <input type="checkbox"/> CSF          | <input type="checkbox"/> Dried Blood Spot |
| <input type="checkbox"/> High Vaginal Swab | <input type="checkbox"/> Nasal Swab  | <input type="checkbox"/> Plasma       | <input type="checkbox"/> Plasma EDTA      |
| <input type="checkbox"/> Pleural Tap       | <input type="checkbox"/> Pus Swab    | <input type="checkbox"/> Rectal Swab  | <input type="checkbox"/> Semen            |
| <input type="checkbox"/> Serum             | <input type="checkbox"/> Skin        | <input type="checkbox"/> Sputum       | <input type="checkbox"/> Stool            |
| <input type="checkbox"/> Synovial Fluid    | <input type="checkbox"/> Throat Swab | <input type="checkbox"/> Urinal Smear | <input type="checkbox"/> Urine            |
| <input type="checkbox"/> Vaginal Smear     | <input type="checkbox"/> Vomitus     | <input type="checkbox"/> Water        | <input type="checkbox"/> Whole Blood      |

Measures

Name:  Measure Type:  Unit:  Description:

Range Values

[Add New Range](#)

[Add New Measure](#)

Target Turnaround Time:

Fill in the **Name** of the test measure, **Measure Type** e.g. Numeric, **Unit** Description and Target Turnaround Time and click on **Save**

## 2.11 Creating a New Drug

Click on  **Drugs** form test catalogue and click on Create Drug

**Drug** [Create Drug](#)

Show: 10 entries Search:

| Name                 | Description |                                                                  |
|----------------------|-------------|------------------------------------------------------------------|
| AMPICILLIN           |             | <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> |
| AMPICILLIN-SULBACTAM |             | <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> |
| CHLORAMPHENICOL      |             | <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> |

Showing 1 to 3 of 3 entries (filtered from 35 total entries)

Previous **1** Next

Fill in the form below and click **Save**

### Create Drug

**Name**

**Description**

[Save](#)

## 2.12 Creating a new Organism

Click on  **Organisms** from test catalogue and click on Create Organism

### Organism [Create Organism](#)

Show  entries Search:

| Name                         | Description |                                                                  |
|------------------------------|-------------|------------------------------------------------------------------|
| Beta-haemolytic streptococci |             | <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> |
| Vibrio cholerae              |             | <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> |

Showing 1 to 2 of 2 entries (filtered from 15 total entries) Previous **1** Next

Fill in the form below

### Organism [Create Organism](#)

Show  entries Search:

| Name                         | Description |                                                                  |
|------------------------------|-------------|------------------------------------------------------------------|
| Beta-haemolytic streptococci |             | <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> |
| Vibrio cholerae              |             | <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> |

Showing 1 to 2 of 2 entries (filtered from 15 total entries) Previous **1** Next

## SECTION 3: LABORATORY ROUTINE OPERATIONS MODULE

This section is about laboratory routine operations including; pre-analytic, analytic and post analytic tasks managed by receptionist/data person, clinician or a laboratory person. Initial tasks include; patient registration, editing and viewing of patient information in the system. To access this section, click **PATIENTS** (rounded) from ALIS landing page below. This shall display all existing information on patients already registered into the system.

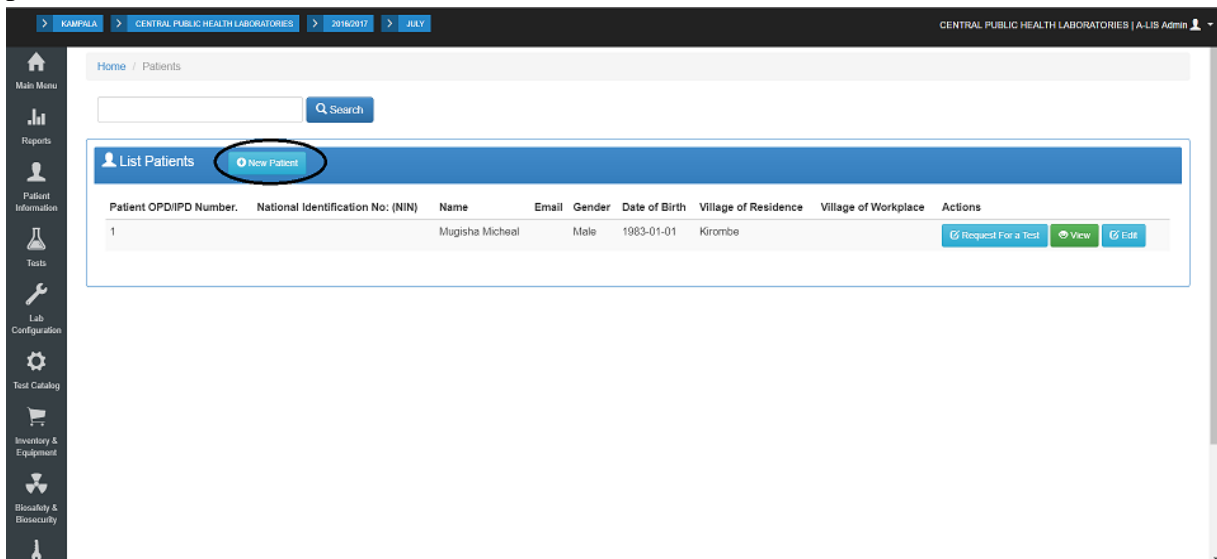


*A-LIS landing page*

### 3.1 PRE-ANALYTIC PHASE

#### 3.1.1 Registering a new patient

Click **PATIENTS** from the landing page, then click on the **New Patient** (circled) button at the top of the blue port-let to register a new patient



This will bring a page with fields for capturing patient details. Enter patient information in the fields provided and click **Save** to save the information captured as illustrated below.

**Create Patient**

Patient OPD/IPD Number.

Unique Lab Identification Number \*

National Identification No: (NIN)

Names \*

Date Of Birth \*  /  /

Age \*

Sex \*  Male  Female

Village of Residence

Village of Workplace

Physical Address

Occupation

Phone Number

Email Address

### 3.1.2 Searching for registered patient

Click **PATIENTS** from the landing page, use the search box to search for a patient of your interest using either the OPD/IPD number or the patient's name and click  to update patient information or click the  (Circled) below to request for a test.

Home / Patients

Successfully created patient!

**List Patients**

Show  entries

Search:

| Patient OPD/IPD Number. ^ | National Identification No: (NIN) ↕ | Name ↕          | Email ↕ | Gender ↕ | Date of Birth ↕ | Village of Residence ↕ | Village of Workplace ↕ | Actions                                                                                                                   |
|---------------------------|-------------------------------------|-----------------|---------|----------|-----------------|------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------|
| 1200                      |                                     | Besigye Kahunde |         | Male     | 2002-06-04      | lyantonde              |                        | <input type="button" value="Request For a Test"/> <input type="button" value="View"/> <input type="button" value="Edit"/> |

Showing 1 to 1 of 1 entries

Previous  Next

#### 3.1.2.1 Updating patient details

Click  to bring a page below and update patient information and **Save**



Home / Patients / Edit Patient

### Edit Patient Details

Patient OPD/IPD Number.

messages.nin

Unique Lab Identification Number

Name

Date of Birth \*  /  /

Age \*  Years

Gender  Male  Female

Physical Address

Village of Residence



Village of Workplace

Occupation

Phone Number

Email Address

### 3.1.2.2 Requesting for a test

Click  above to bring a page below then click  to request for a test (if your role is assigned to perform such an activity e.g. clinician).

Patient Details

**Name** Besigye Kahunde

Patient OPD/IPD Number. 1200

NIN

Unique Lab Identification Number LBK1-2017000001

External Patient Number

Date of Birth 2002-06-04

Gender Male

Physical Address

Village of Residence lyantonde

Village of Workplace

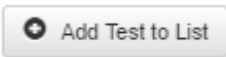

Occupation

Phone Number

Email Address

Registration Date 2017-05-31 23:18:13

This will bring a page below and a clinician fills in the patient’s visit type (OPD or in-patient), location (ward, unit or clinic, Bed Number for only in-patients), clinical notes, previous therapy (if applicable), current therapy. Click on the **“Sample type”** drop down menu to select the sample type and click on **“Lab section”** to select where the tests are going to be carried out e.g. microbiology, parasitology, etc. For multiple tests, select the lab section where the different tests are carried out,

select tests and click  to add selected tests to the test request and click  to save the test request.

Patient OPD/IPD Number: 1200 Name: Besigye Kahunde Age: 14 years Gender: Male

**Clinical Information and Sample Information**

Visit Type:

Ward/Clinic/Health Unit:

Bed No.:

Clinical Notes:

Previous Therapy:

Current Therapy:

Test Requested By:

Cadre:

Phone Contact:

E-mail:

Sample Type:

Time of Sample Collection:  /  /   :

Time Sample was Received in Lab:  /  /   :


Lab Section:


















| Specimen | Lab Section | Test |
|----------|-------------|------|
|          |             |      |

### 3.1.3 View and download patient lab history report


Patient lab history report has details of all the tests performed on a patient, samples collected and identities of the clinicians and lab technologists who requested and worked on the patient's sample and may be required when requesting for a new test.

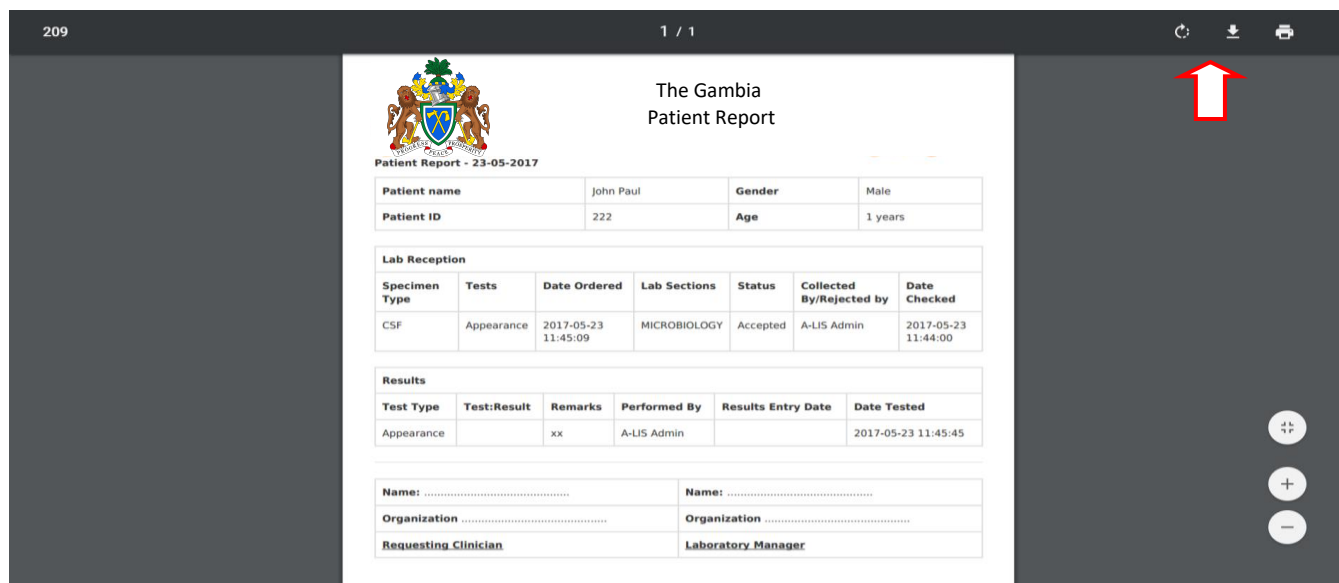
#### 3.1.3.1 View a patient lab history report

On the side navigation bar, place your cursor on the  option/button and select **Patient report** to display the list of all patient reports available in the system.

-  DAILY REPORTS
-  Patient Report
-  Daily Log
-  AGGREGATE REPORTS
-  Prevalence Rates
-  Surveillance
-  Counts
-  Turnaround Time
-  Infection Report
-  User Statistics Report
-  CD4 Report
-  Quality Controls
-  INVENTORY REPORTS
-  Stock Levels
-  DASHBOARD
-  Dashboard
-  Biosafety & Equipment



| Patient OPD/IPD Number. | Full Name                 | Gender | Age      | Actions                                    |
|-------------------------|---------------------------|--------|----------|--------------------------------------------|
|                         | P Kitutu                  | M      | 124 days | <input type="button" value="View Report"/> |
|                         | Besigye Kahunde           | M      | 15 years | <input type="button" value="View Report"/> |
|                         | Muhoozi Deus              | M      | 43 years | <input type="button" value="View Report"/> |
|                         | Nakimbugwe Dorothy Denise | F      | 31 years | <input type="button" value="View Report"/> |
|                         | Cresson                   | M      | 34 years | <input type="button" value="View Report"/> |
|                         | Paul                      | M      | 17 days  | <input type="button" value="View Report"/> |
|                         | Mudoola Macreen           | F      | 58 years | <input type="button" value="View Report"/> |
|                         | Elvis Kato                | M      | 55 years | <input type="button" value="View Report"/> |

Click on  on the Actions column for a selected patient. This will bring a page with the patient's lab history report shown below for viewing.

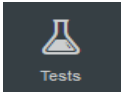





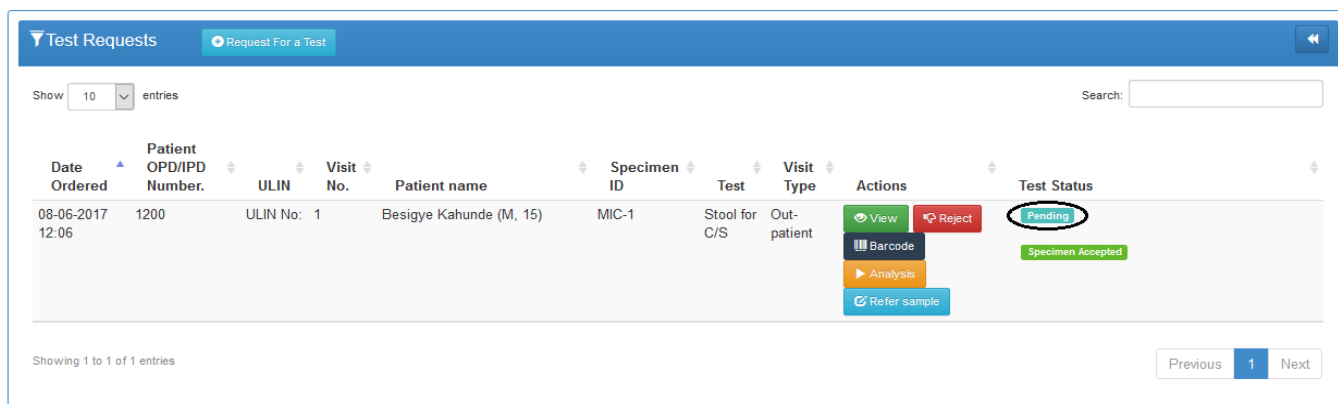
The screenshot shows a patient report for 'The Gambia Patient Report' dated 23-05-2017. The patient's name is John Paul, gender is Male, and age is 1 year. The report includes a 'Lab Reception' table with one entry for CSF Appearance on 2017-05-23, which was accepted. The 'Results' table shows a result of 'xx' for Appearance, performed by A-LIS Admin on 2017-05-23. There are also fields for Name, Organization, and Requesting Clinician/Laboratory Manager.

### 3.1.3.2 Download or Print Patient History Report


Click on the icon  to download or the icon  to print the report.

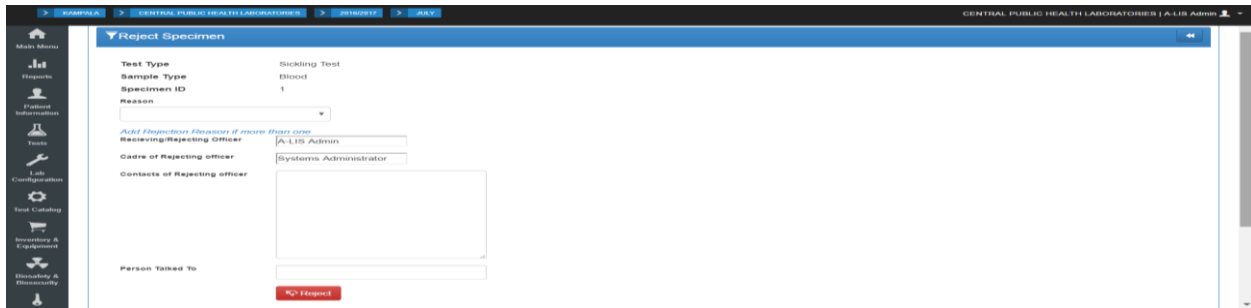
### 3.1.4 Accept or Reject sample

On the side navigation bar, click on  and view all test requests then select **Pending Tests**. Use the search box to search for a patient and click on  to accept and start test on that patient's sample. Note that the **Test Status** of that request changes from  to .



The screenshot shows the 'Test Requests' interface. A table lists test requests with columns for Date Ordered, Patient OPD/IPD Number, ULIN, Visit No., Patient name, Specimen ID, Test, Visit Type, Actions, and Test Status. One request is shown for Besigye Kahunde (M, 15) with a 'Pending' status, which is circled in red. The 'Actions' column for this request includes buttons for View, Reject, Barcode, Analysis, and Refer sample. Below the table, there is a 'Showing 1 to 1 of 1 entries' indicator and navigation buttons for Previous, 1, and Next.

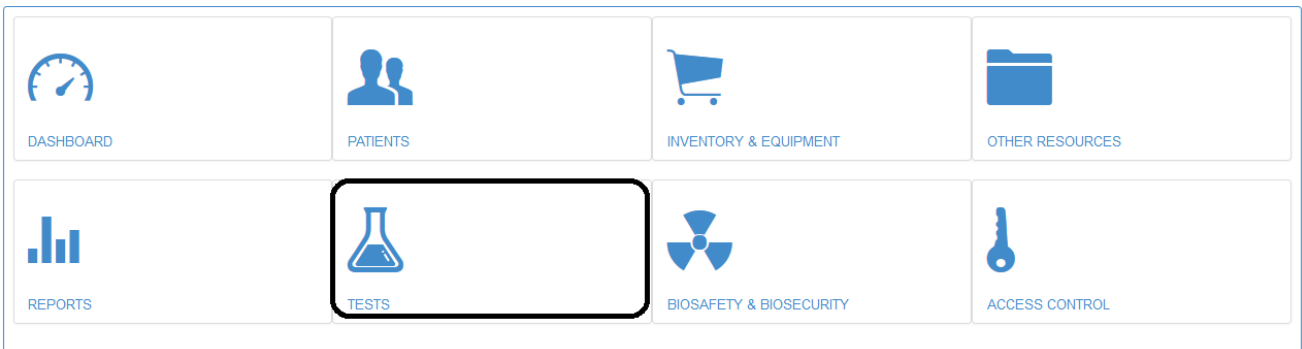
To reject, click  **Reject** button; which will open a page shown below where you specify reasons for rejection.




### 3.1.5 Assign patient a ULIN; Update patient details as in 3.1.2.1 above

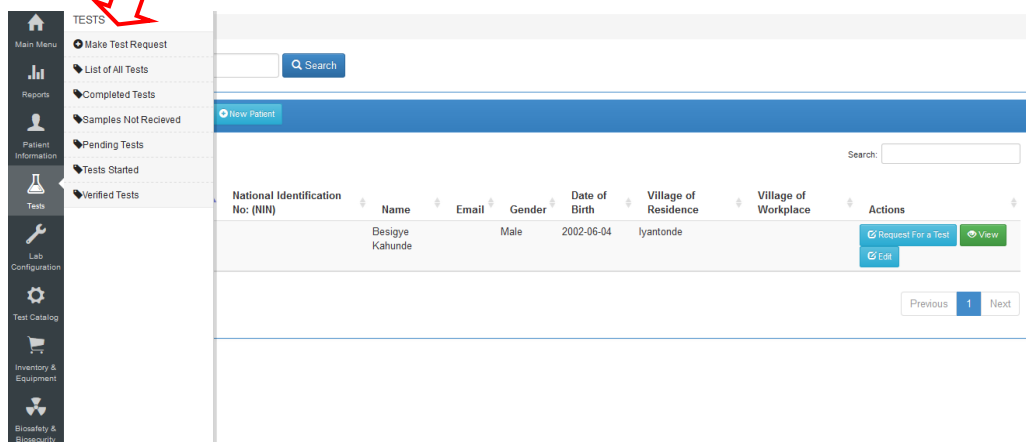
## 3.2. ANALYTIC PHASE;

### 3.2.1 Manage Laboratory requests



Click **TEST** from landing page to view details of all laboratory test requests including; “Make Test Request”, “List of All Tests”, “Completed Tests”, “Samples Not Received”, “Pending Tests”, and “Tests Started” or “Verified Tests”

Alternatively, on the side navigation bar, place your cursor on the  option/button to view details of all laboratory test requests.



### 3.2.2 Make test Request

Click **Make Test Request** to bring the page below. Search for the patient using either the patient's name or ID and click the **View** button to see the results of the search. Select the patient by clicking on the corresponding radio button and click the **Next** button to make the lab request as in 3.1.2.2 above.

The screenshot shows a web form titled "Create New Test" with a close button (x) in the top right. Below the title, it says "First select a patient below". There is a search input field containing "kato" and a "View!" button to its right, which is circled in black. Below the search field is a table with two columns: "Patient ID" and "Names". The table contains one row with a radio button in the first column, "1" in the second column, and "Elvis Kato" in the third column. At the bottom of the form are two buttons: "Close" and "Next".

### 3.2.3 Display of all test requests made

Click **List of All Tests** to display all test requests made to the laboratory.

### 3.2.4 List of all completed tests

Click **Completed Tests** to show a list of all completed laboratory tests with a label **Test Completed** (circled in screenshot below) under the **Test Status** column.

The screenshot shows a web application interface for "Test Requests". It includes a navigation menu on the left with icons for Home, Reports, Patient Information, Tests, and Lab Configuration. The main content area has a header with "Home / Tests" and a search bar. Below the header is a table with the following columns: Date Ordered, Patient OPD/IPD Number, ULIN, Visit No., Patient name, Specimen ID, Test, Visit Type, Actions, and Test Status. The table contains one row with the following data: Date Ordered: 08-07-2017 10:02, Patient OPD/IPD Number: 1, ULIN: No., Visit No.: 1, Patient name: Mugisha Micheal (M.), Specimen ID: HEM-1, Test: Sickness Test, Visit Type: Out-patient, Actions: View, Request, Barcode, Fill, and Test Status: Test Completed (circled in black). The Test Status column also has a "Specimen Accepted" label below the "Test Completed" label.

### 3.2.5 Samples not received

Click **Samples Not Received** to display incoming test request

### 3.2.6 Pending test requests

Click **Pending Tests** to display pending test requests with a label **Pending** (circled in screenshot below) under the **Test Status** column.

The screenshot shows the 'Pending Tests' section of the lab information system. The table displays test requests with the following data:

| Date Ordered     | Patient OPD/IPD Number. | ULIN No. | Visit No. | Patient name          | Specimen ID | Test | Visit Type  | Actions                                                                                                                   | Test Status                         |
|------------------|-------------------------|----------|-----------|-----------------------|-------------|------|-------------|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| 08-07-2017 10:02 | 1                       | ULIN No. | 1         | Mugisha Micheal (M. ) | HEM-1       | CBC  | Out-patient | <a href="#">View</a> <a href="#">Reject</a> <a href="#">Barcode</a> <a href="#">Analysis</a> <a href="#">Refer sample</a> | <b>Pending</b><br>Specimen Accepted |

### 3.2.7 Tests started

Click **Tests Started** to display a list of all lab tests that have been started with a label **Test Started** (circled in screenshot below) under **Test Status** column.

The screenshot shows the 'Tests Started' section of the lab information system. The table displays test requests with the following data:

| Date Ordered     | Patient OPD/IPD Number. | ULIN No. | Visit No. | Patient name          | Specimen ID | Test          | Visit Type  | Actions                                                                                           | Test Status                              |
|------------------|-------------------------|----------|-----------|-----------------------|-------------|---------------|-------------|---------------------------------------------------------------------------------------------------|------------------------------------------|
| 08-06-2017 12:33 | 1200                    | ULIN No. | 2         | Besigye Kahunde (M. ) | MIC-2       | Appearance    | Out-patient | <a href="#">View</a> <a href="#">Reject</a> <a href="#">Barcode</a> <a href="#">Enter Results</a> | <b>Test Started</b><br>Specimen Accepted |
| 08-06-2017 12:06 | 1200                    | ULIN No. | 1         | Besigye Kahunde (M. ) | MIC-1       | Stool for C/S | Out-patient | <a href="#">View</a> <a href="#">Reject</a> <a href="#">Barcode</a> <a href="#">Enter Results</a> | <b>Test Started</b><br>Specimen Accepted |


### 3.2.8 Verified Tests

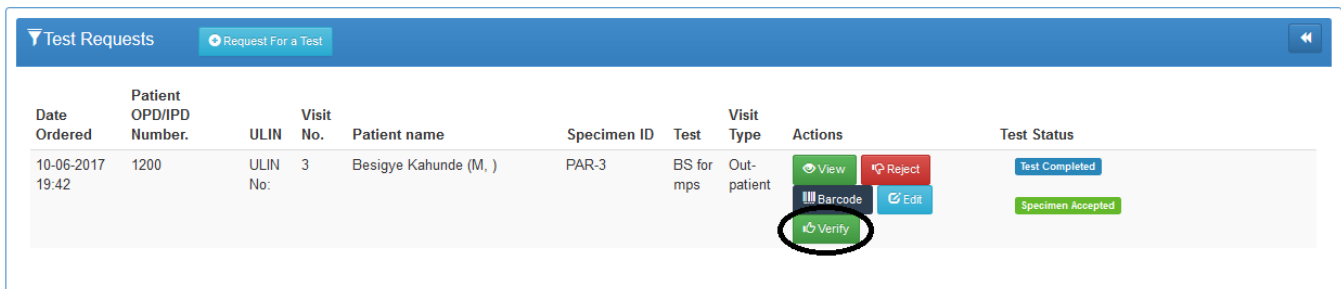
Click **Verified Tests** to display a list of all lab tests that have been verified with a label **Test Verified** (circled in screenshot below) under **Test Status** column.








The screenshot shows the 'Verified Tests' section of the lab information system. The table displays test requests with the following data:

| Date Ordered     | Patient OPD/IPD Number. | ULIN No. | Visit No. | Patient name          | Specimen ID | Test       | Visit Type  | Actions              | Test Status                               |
|------------------|-------------------------|----------|-----------|-----------------------|-------------|------------|-------------|----------------------|-------------------------------------------|
| 10-06-2017 19:42 | 1200                    | ULIN No. | 3         | Besigye Kahunde (M. ) | PAR-3       | BS for mps | Out-patient | <a href="#">View</a> | <b>Test Verified</b><br>Specimen Accepted |

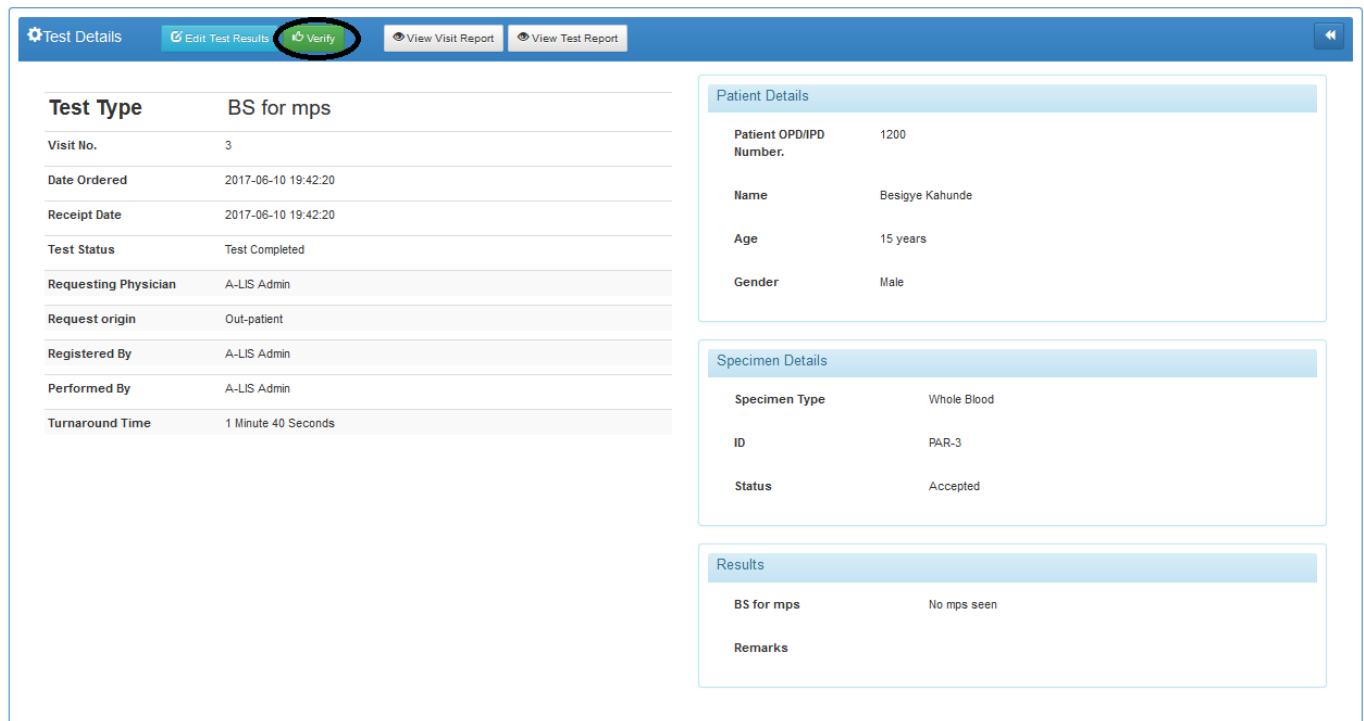
### 3.2.9 View and Verify lab test request




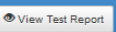
The person with permission to verify results finds completed tests as in 3.2.4 above, click the  button (circled) below.



| Date Ordered     | Patient OPD/IPD Number. | ULIN No. | Visit No. | Patient name          | Specimen ID | Test       | Visit Type  | Actions                                                                                                                                                                                                                                                                                                                                                                                                                       | Test Status                                                                                                                                                                |
|------------------|-------------------------|----------|-----------|-----------------------|-------------|------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10-06-2017 19:42 | 1200                    | ULIN No: | 3         | Besigye Kahunde (M, ) | PAR-3       | BS for mps | Out-patient |      | <br> |

This will bring a page to view test results and then click 



**Test Details**    

|                      |                     |
|----------------------|---------------------|
| <b>Test Type</b>     | BS for mps          |
| Visit No.            | 3                   |
| Date Ordered         | 2017-06-10 19:42:20 |
| Receipt Date         | 2017-06-10 19:42:20 |
| Test Status          | Test Completed      |
| Requesting Physician | A-LIS Admin         |
| Request origin       | Out-patient         |
| Registered By        | A-LIS Admin         |
| Performed By         | A-LIS Admin         |
| Turnaround Time      | 1 Minute 40 Seconds |

**Patient Details**

|                         |                 |
|-------------------------|-----------------|
| Patient OPD/IPD Number. | 1200            |
| Name                    | Besigye Kahunde |
| Age                     | 15 years        |
| Gender                  | Male            |



**Specimen Details**

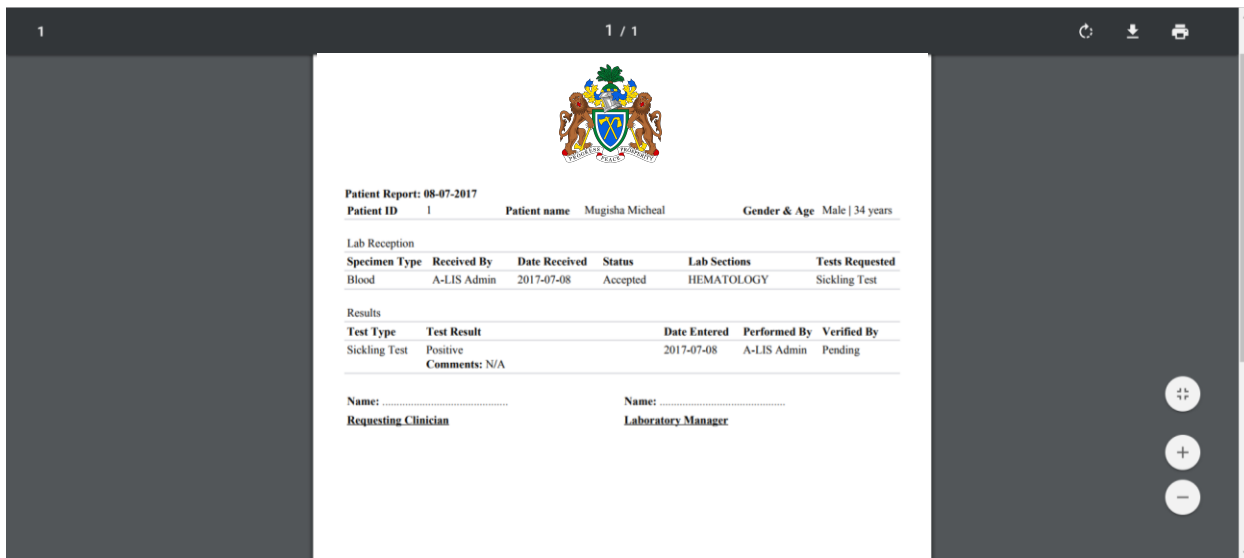
|               |             |
|---------------|-------------|
| Specimen Type | Whole Blood |
| ID            | PAR-3       |
| Status        | Accepted    |

**Results**

|            |             |
|------------|-------------|
| BS for mps | No mps seen |
| Remarks    |             |

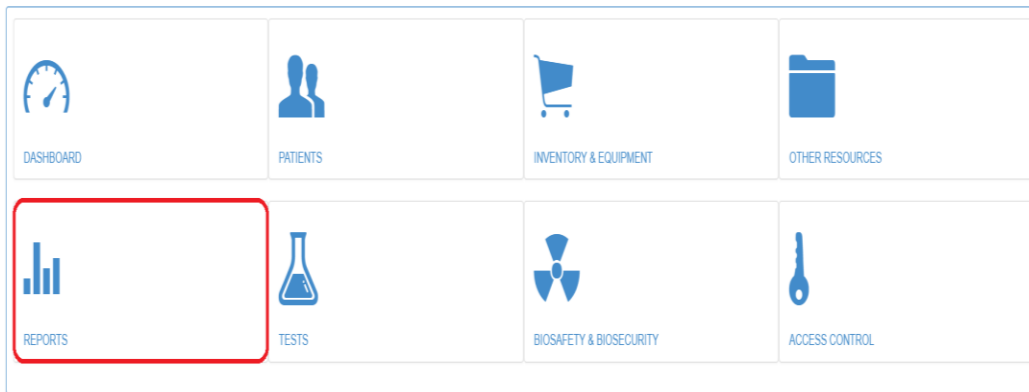
### 3.2.10 Generate Lab test result report

The person with permission to generate results finds completed tests as in 3.2.4 above, click the  button (circled) to view test results as in 3.2.8 above then click on  button to view the general lab test result report generated in a PDF format as shown below.




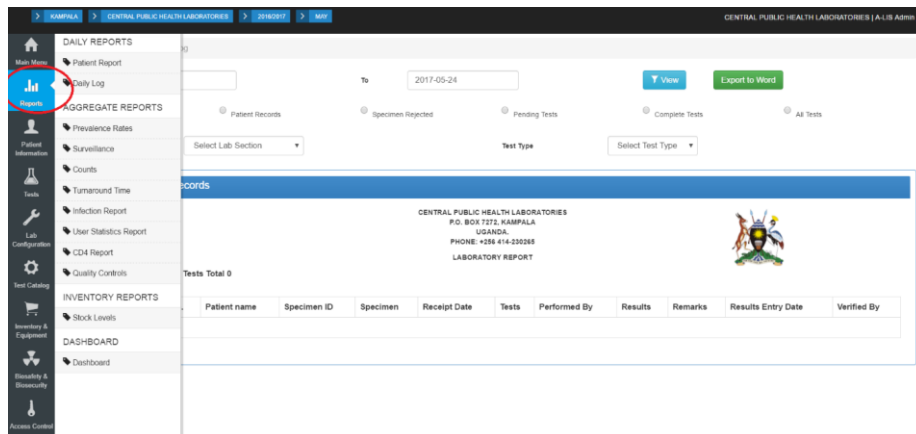
### 3.3 POST ANALYTIC PHASE

#### 3.3.1 Reports



Click **REPORTS** from landing page to view details of all laboratory reports generated by ALIS.

Alternatively, on the side navigation bar, place your cursor on the  option/button to display the list of all reports generated by the system.






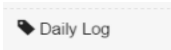
### 3.3.2 Daily Reports

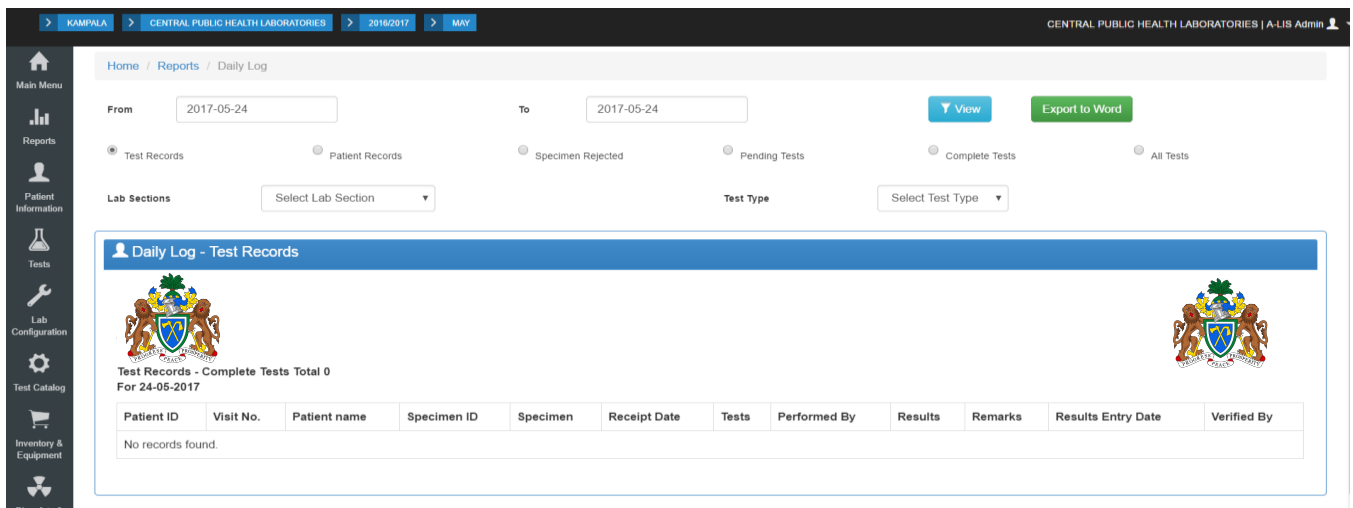
These include patient reports and daily logs

#### 3.3.2.1 Patient Report

View patient information and history as in “3.1.3 View and download patient lab history report” above.

#### 3.3.2.2 Daily Log

On the side navigation bar, place your cursor on the  option/button then click  to daily logs as below.



Home / Reports / Daily Log

From: 2017-05-24 To: 2017-05-24 View Export to Word

Test Records Patient Records Specimen Rejected Pending Tests Complete Tests All Tests

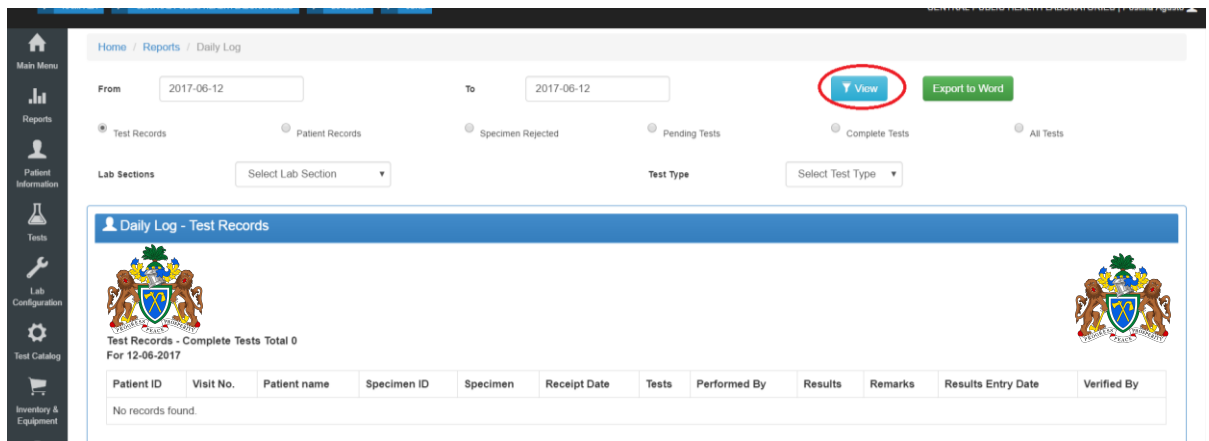
Lab Sections: Select Lab Section Test Type: Select Test Type

Daily Log - Test Records

Test Records - Complete Tests Total 0 For 24-05-2017

| Patient ID        | Visit No. | Patient name | Specimen ID | Specimen | Receipt Date | Tests | Performed By | Results | Remarks | Results Entry Date | Verified By |
|-------------------|-----------|--------------|-------------|----------|--------------|-------|--------------|---------|---------|--------------------|-------------|
| No records found. |           |              |             |          |              |       |              |         |         |                    |             |

Filter using dates, test records, Patient Records, Specimen Rejected, Pending Tests, Complete Tests, All Tests, lab sections or Test Type and then select **View** to see the daily log for the filter.



Home / Reports / Daily Log

From: 2017-06-12 To: 2017-06-12 View Export to Word

Test Records Patient Records Specimen Rejected Pending Tests Complete Tests All Tests

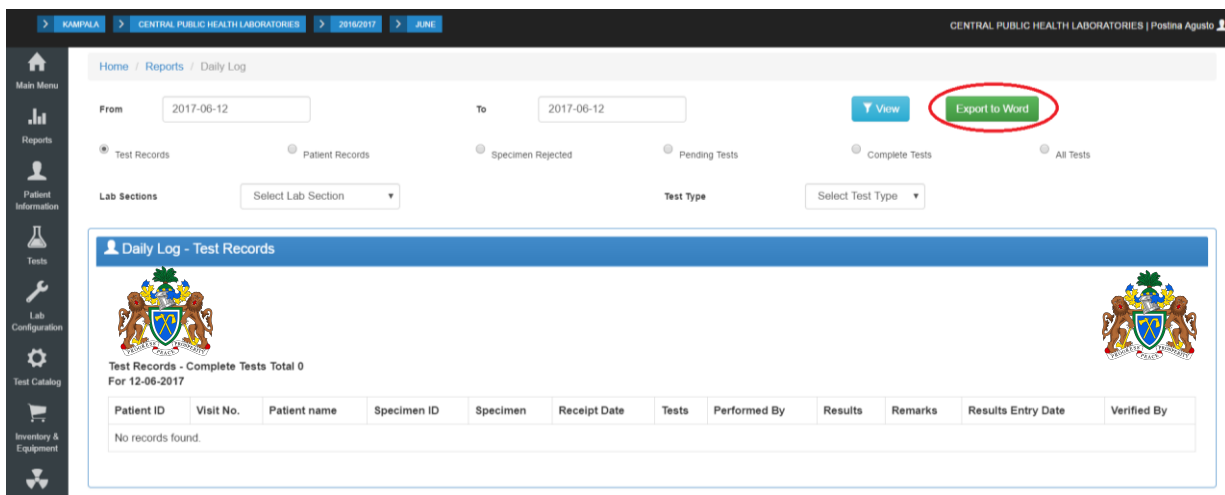
Lab Sections: Select Lab Section Test Type: Select Test Type

Daily Log - Test Records

Test Records - Complete Tests Total 0 For 12-06-2017


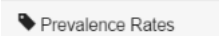
| Patient ID        | Visit No. | Patient name | Specimen ID | Specimen | Receipt Date | Tests | Performed By | Results | Remarks | Results Entry Date | Verified By |
|-------------------|-----------|--------------|-------------|----------|--------------|-------|--------------|---------|---------|--------------------|-------------|
| No records found. |           |              |             |          |              |       |              |         |         |                    |             |

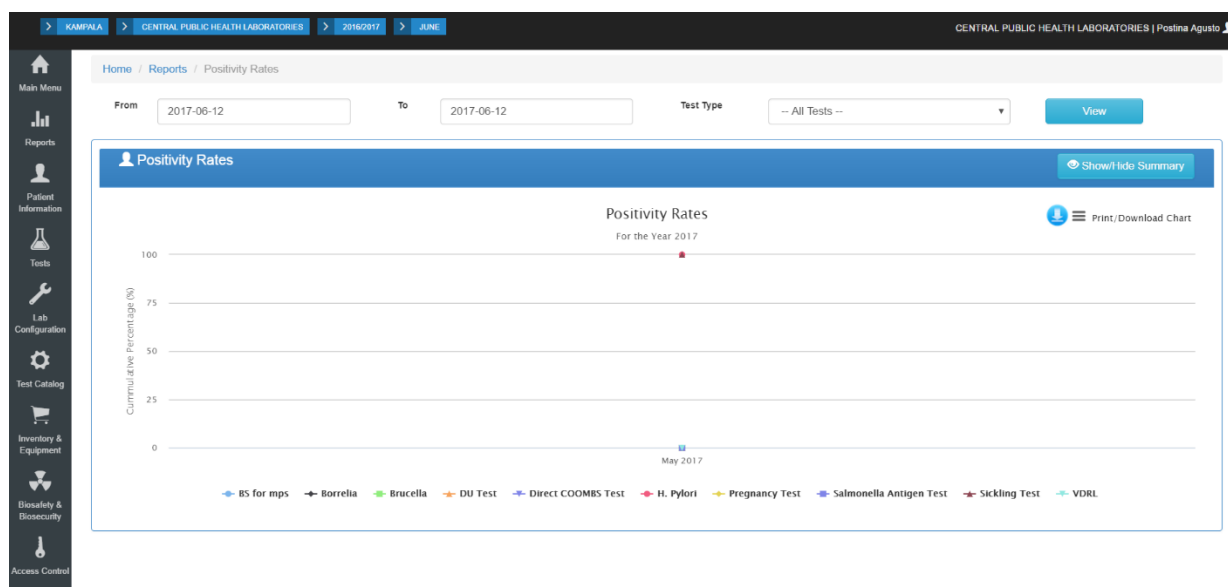
Use **Export to word** button to download and view the filter in a word document.



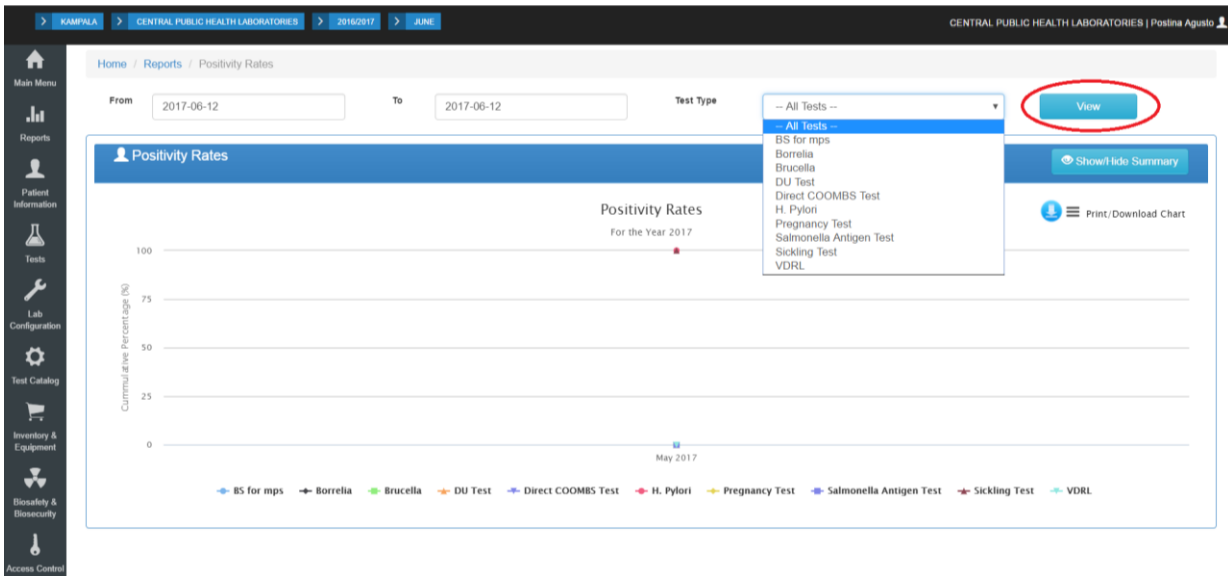
### 3.3.3 Aggregate Reports

#### 3.3.3.1 Positivity rates

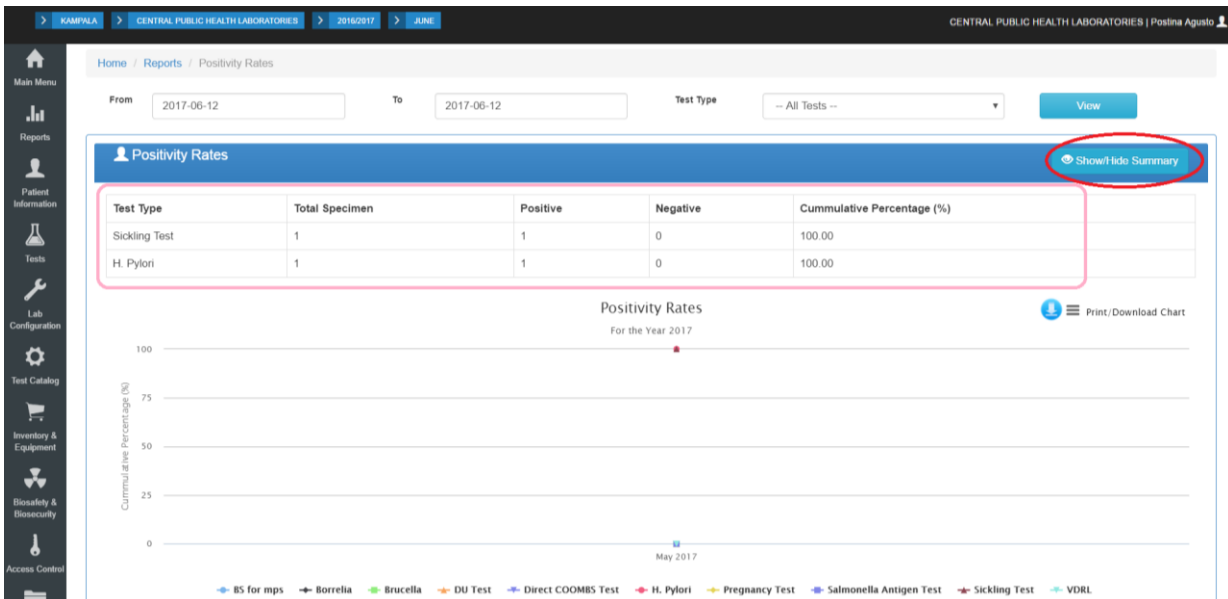
On the side navigation bar, place your cursor on the  option/button then click  to view the rates. By default, the report loads prevalence rates for the current year. A positivity rate is the total number of cases of a disease existing in a population divided by the total population. **Formula: Positivity Rate of Disease = (n / Total population) x 10<sup>n</sup>** Where n - All new & preexisting cases of specific disease




Set a date range to view infection graph and prevalence rates. You can also view by **test type** then click on **View** to load the report with the filters defined.


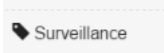


Select **Show/Hide Summary** to view/hide the numeric data



Click  button to choose the various formats then print or download the chart

### 3.3.3.2 Surveillance

On the side navigation bar, place your cursor on the  option/button then click  to bring surveillance report on laboratory tests and their outcomes. Monthly reports are generated by default for the tests carried out and the figures for those **Tested** and **Positive** are given for the different age ranges plus the total sum for the tests. Filter for a given period by entering the different date ranges and then click on **View**. Click on the **Export to Word** button to download and view in a word document.

KAMPICA > CENTRAL PUBLIC HEALTH LABORATORIES > 2016/2017 > MAY

Home / Reports / Surveillance

From: 2017-05-01 To: 2017-05-24 [View](#) [Export to Word](#)

### Surveillance

Surveillance - From 01-05-2017 To 24-05-2017

| Laboratory         | < 5 Years |          | ≥ 5 Years |          | Total  |          |
|--------------------|-----------|----------|-----------|----------|--------|----------|
|                    | Tested    | Positive | Tested    | Positive | Tested | Positive |
| Malaria            |           |          | 0         | 0        |        |          |
| Typhoid            |           |          | 0         | 0        |        |          |
| Shigella Dysentery |           |          | 0         | 0        |        |          |

### 3.3.3.3 Counts Report



On the side navigation bar, place your cursor on the **Reports** option/button then click “Counts” to generate a report for a particular time period for tests and specimens both grouped and ungrouped.

KAMPICA > CENTRAL PUBLIC HEALTH LABORATORIES > 2016/2017 > MAY

Home / Reports / Counts

From: 2017-05-01 To: 2017-05-24 [View](#)

Test Counts (Ungrouped)
  Test Counts (Grouped)
  Specimen Counts (Ungrouped)
  Specimen Counts (Grouped)

### Counts

Test Counts (Ungrouped) - From 01-05-2017 To 24-05-2017

| Test Types              | Complete Tests | Pending Tests |
|-------------------------|----------------|---------------|
| BS for mpa              | 0              | 0             |
| Stool for GIS           | 0              | 0             |
| GXM                     | 0              | 0             |
| HB                      | 0              | 0             |
| Urinalysis              | 0              | 1             |
| WBC                     | 0              | 0             |
| Salmonella Antigen Test | 0              | 0             |
| Direct COOMBS Test      | 0              | 0             |
| DU Test                 | 0              | 0             |
| Sickling Test           | 0              | 0             |
| Borrelia                | 0              | 0             |
| VDRL                    | 0              | 0             |
| Pregnancy Test          | 0              | 0             |
| Brucella                | 0              | 0             |
| H. Pylori               | 0              | 0             |
| Culture and Sensitivity | 0              | 0             |
| Appearance              | 0              | 0             |
| Gram stain              | 0              | 0             |
| ZN stain                | 1              | 0             |
| Modified ZN             | 0              | 0             |
| Wet Saline Iodine Prep  | 0              | 0             |
| CBC                     | 0              | 0             |

The ungrouped tests and specimens, are summaries of the completed and pending test plus accepted and rejected specimens respectively as seen below

**i. Test counts(ungrouped)**

Home / Reports / Counts

From: 2017-05-01 To: 2017-05-24 View

Test Counts (Ungrouped)
  Test Counts (Grouped)
  Specimen Counts (Ungrouped)
  Specimen Counts (Grouped)

**Counts**

Test Counts (Ungrouped) - From 01-05-2017 To 24-05-2017

| Test Types              | Complete Tests | Pending Tests |
|-------------------------|----------------|---------------|
| BS for mps              | 1              | 0             |
| Stool for C-S           | 0              | 0             |
| GXM                     | 0              | 0             |
| HB                      | 0              | 0             |
| Urinalysis              | 0              | 1             |
| WBC                     | 0              | 0             |
| Salmonella Antigen Test | 0              | 0             |
| Direct COOMBS Test      | 0              | 0             |
| DU Test                 | 0              | 0             |
| Sickling Test           | 0              | 0             |
| Borrelia                | 0              | 0             |
| VDRL                    | 0              | 0             |
| Pregnancy Test          | 0              | 0             |
| Bruceella               | 0              | 0             |
| H. Pylori               | 0              | 0             |

**ii. Specimen counts (ungrouped)**

Home / Reports / Counts

From: 2017-05-01 To: 2017-05-24 View

Test Counts (Ungrouped)
  Test Counts (Grouped)
  Specimen Counts (Ungrouped)
  Specimen Counts (Grouped)

**Counts**

Specimen Counts (Ungrouped) - From 2017-05-01 To 2017-05-24

| Specimen Types    | Accepted | Rejected | Total Specimen |
|-------------------|----------|----------|----------------|
| ASCBC Tap         | 0        | 0        | 0              |
| Aspirate          | 0        | 0        | 0              |
| CSF               | 0        | 0        | 0              |
| Dried Blood Spot  | 0        | 0        | 0              |
| High Vaginal Swab | 0        | 0        | 0              |
| Nasal Swab        | 0        | 0        | 0              |
| Plasma            | 0        | 0        | 0              |
| Plasma EDTA       | 0        | 0        | 0              |
| Pleural Tap       | 0        | 0        | 0              |
| Pus Swab          | 0        | 0        | 0              |
| Rectal Swab       | 0        | 0        | 0              |
| Semen             | 0        | 0        | 0              |
| Serum             | 0        | 0        | 0              |
| Skin              | 0        | 0        | 0              |
| Vomitus           | 0        | 0        | 0              |

The grouped tests and specimens are categorized according to gender and age ranges.

### iii. Test Counts (grouped)

Home / Reports / Counts

From: 2017-05-01 To: 2017-05-24 [View](#)

Test Counts (Ungrouped)
  Test Counts (Grouped)
  Specimen Counts (Ungrouped)
  Specimen Counts (Grouped)

#### Counts

Test Counts (Grouped) - From 2017-05-01 To 2017-05-24

PARASITOLOGY

| Test Types              | Gender | Age Ranges |      |        | M/F Total | Total Tests |
|-------------------------|--------|------------|------|--------|-----------|-------------|
|                         |        | 0-5        | 5-15 | 15-120 |           |             |
| BS for mps              | Male   | 0          | 0    | 1      | 1         | 1           |
|                         | Female | 0          | 0    | 0      | 0         |             |
| GXM                     | Male   | 0          | 0    | 0      | 0         | 0           |
|                         | Female | 0          | 0    | 0      | 0         |             |
| HB                      | Male   | 0          | 0    | 0      | 0         | 0           |
|                         | Female | 0          | 0    | 0      | 0         |             |
| Urinalysis              | Male   | 0          | 0    | 0      | 0         | 0           |
|                         | Female | 0          | 0    | 0      | 0         |             |
| WBC                     | Male   | 0          | 0    | 0      | 0         | 0           |
|                         | Female | 0          | 0    | 0      | 0         |             |
| Salmonella Antigen Test | Male   | 0          | 0    | 0      | 0         | 0           |
|                         | Female | 0          | 0    | 0      | 0         |             |
| Borrelia                | Male   | 0          | 0    | 0      | 0         | 0           |
|                         | Female | 0          | 0    | 0      | 0         |             |

MICROBIOLOGY

| Test Types | Gender | Age Ranges |      |        | M/F Total | Total Tests |
|------------|--------|------------|------|--------|-----------|-------------|
|            |        | 0-5        | 5-15 | 15-120 |           |             |

### iv. Specimen counts (grouped)

Home / Reports / Counts

From: 2017-05-01 To: 2017-05-24 [View](#)

Test Counts (Ungrouped)
  Test Counts (Grouped)
  Specimen Counts (Ungrouped)
  Specimen Counts (Grouped)


#### Counts

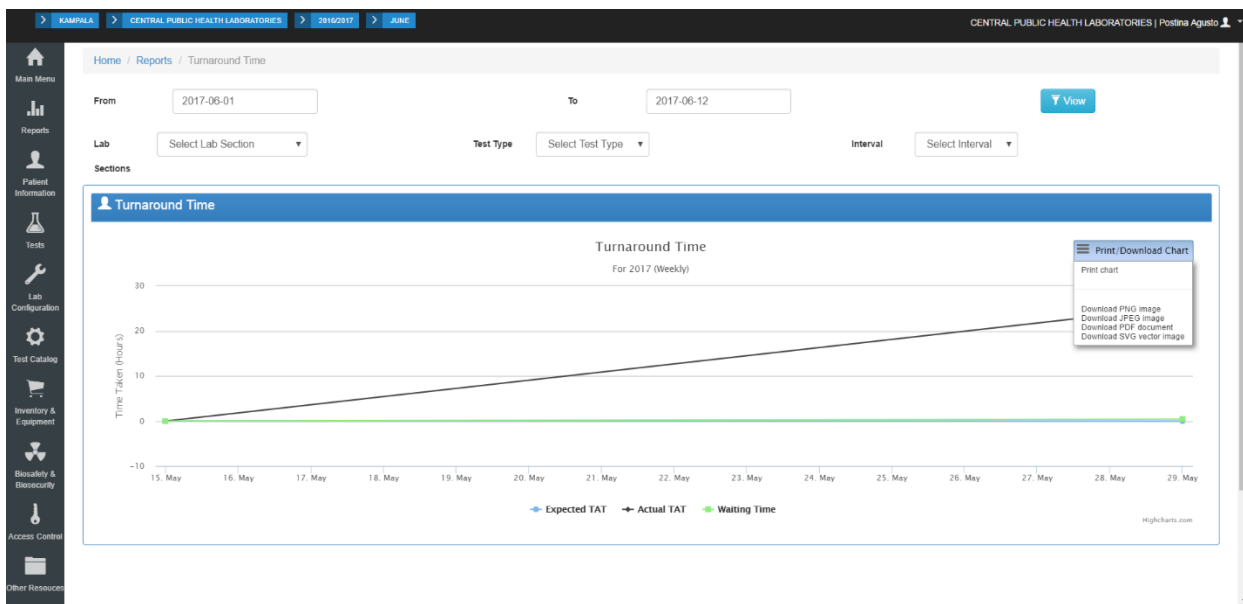
Specimen Counts (Grouped) - From 2017-05-01 To 2017-05-24

| Test Types        | Gender | Age Ranges |      |        | M/F Total | Total Specimen |
|-------------------|--------|------------|------|--------|-----------|----------------|
|                   |        | 0-5        | 5-15 | 15-120 |           |                |
| AscBic Tap        | Male   | 0          | 0    | 0      | 0         | 0              |
|                   | Female | 0          | 0    | 0      | 0         |                |
| Aspirate          | Male   | 0          | 0    | 0      | 0         | 0              |
|                   | Female | 0          | 0    | 0      | 0         |                |
| CSF               | Male   | 0          | 0    | 0      | 0         | 0              |
|                   | Female | 0          | 0    | 0      | 0         |                |
| Dried Blood Spot  | Male   | 0          | 0    | 0      | 0         | 0              |
|                   | Female | 0          | 0    | 0      | 0         |                |
| High Vaginal Swab | Male   | 0          | 0    | 0      | 0         | 0              |
|                   | Female | 0          | 0    | 0      | 0         |                |
| Nasal Swab        | Male   | 0          | 0    | 0      | 0         | 0              |
|                   | Female | 0          | 0    | 0      | 0         |                |
| Plasma            | Male   | 0          | 0    | 0      | 0         | 0              |
|                   | Female | 0          | 0    | 0      | 0         |                |
| Plasma EDTA       | Male   | 0          | 0    | 0      | 0         | 0              |
|                   | Female | 0          | 0    | 0      | 0         |                |
| Pleural Tap       | Male   | 0          | 0    | 0      | 0         | 0              |
|                   | Female | 0          | 0    | 0      | 0         |                |

#### 3.3.3.4 Turnaround Time Report

From the  Reports option/button, click the  Turnaround Time button to display the turnaround time from when a test is ordered to completion including specific tests. Select a turnaround time report for the

different intervals (daily, weekly, monthly), date ranges, lab sections and specific test type and then clicking **View**. Click on  to print or download.




### 3.3.3.5 Test summary Report

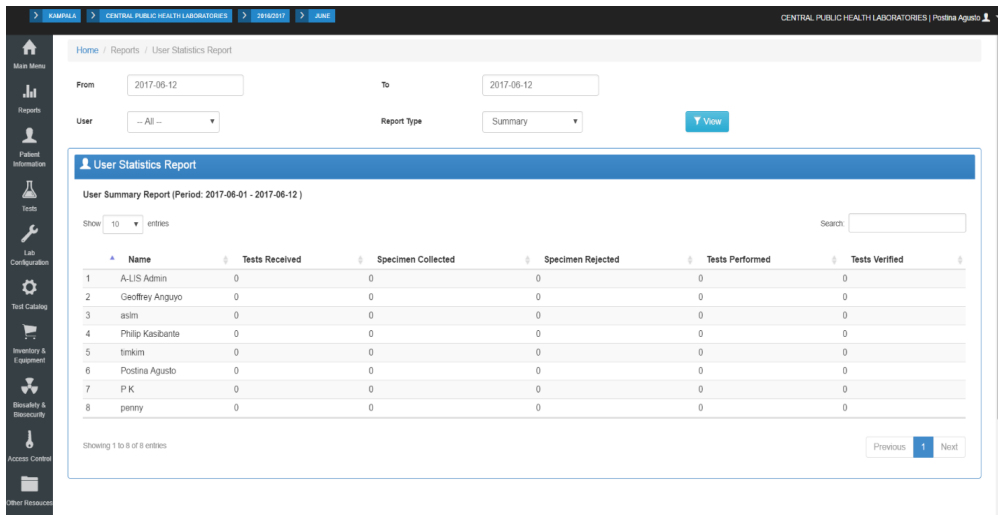
From the  option/button, click  to display infections by gender and age. Select a date range and lab section then clicking **View**.

| Test       | Measure    | Results     | Gender | Age Range |      |        | M/F Total | Total | Total Tests |   |
|------------|------------|-------------|--------|-----------|------|--------|-----------|-------|-------------|---|
|            |            |             |        | 0-5       | 5-14 | 14-120 |           |       |             |   |
| BS for mps | BS for mps | +           | Female | 0         | 0    | 0      | 0         | 0     | 1           |   |
|            |            |             | Male   | 0         | 0    | 0      | 0         | 0     |             |   |
|            |            | ++          | Female | 0         | 0    | 0      | 0         | 0     |             |   |
|            |            |             | Male   | 0         | 0    | 0      | 0         | 0     |             |   |
|            |            | +++         | Female | 0         | 0    | 0      | 0         | 0     |             |   |
|            |            |             | Male   | 0         | 0    | 0      | 0         | 0     |             |   |
|            |            | No mps seen | Female | 0         | 0    | 0      | 0         | 0     |             | 1 |
|            |            |             | Male   | 0         | 0    | 1      | 1         | 1     |             | 0 |

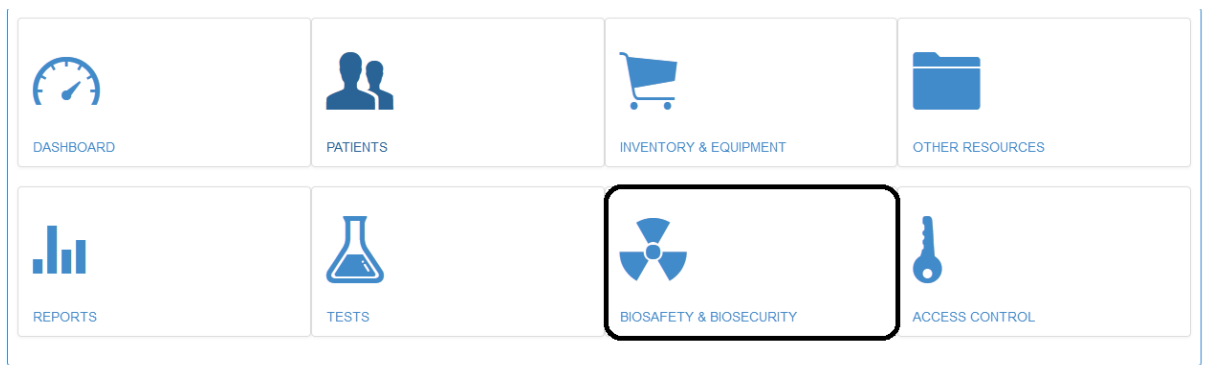
### 3.3.3.6 User Statistics Report

From the  option/button, click “User Statistics” to display report for users of the system and system activity logs. Filter by User, report type or date range and then click on **View**. Use a search

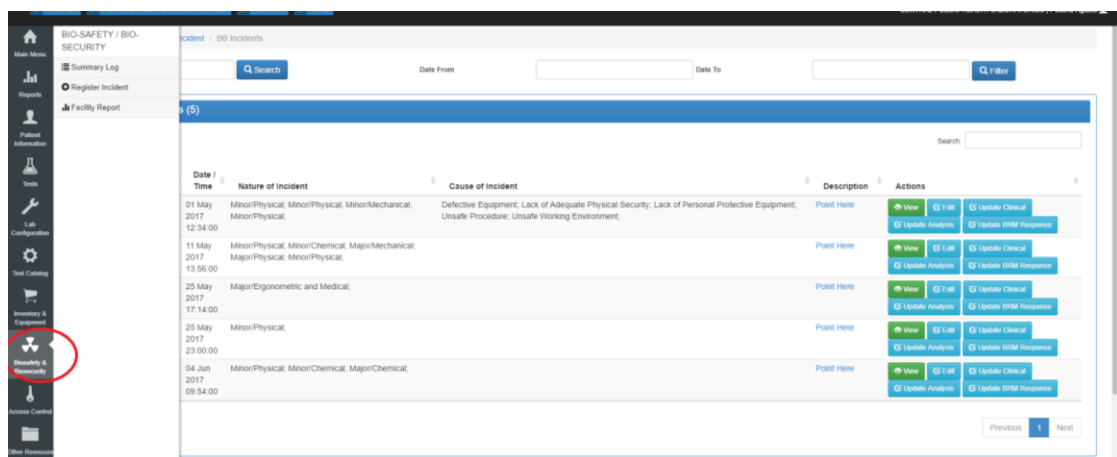
box to search a user by name and click the drop down of **Show entries** show a number of entries for a defined report.



### 3.4 BIOSAFETY AND BIOSECURITY



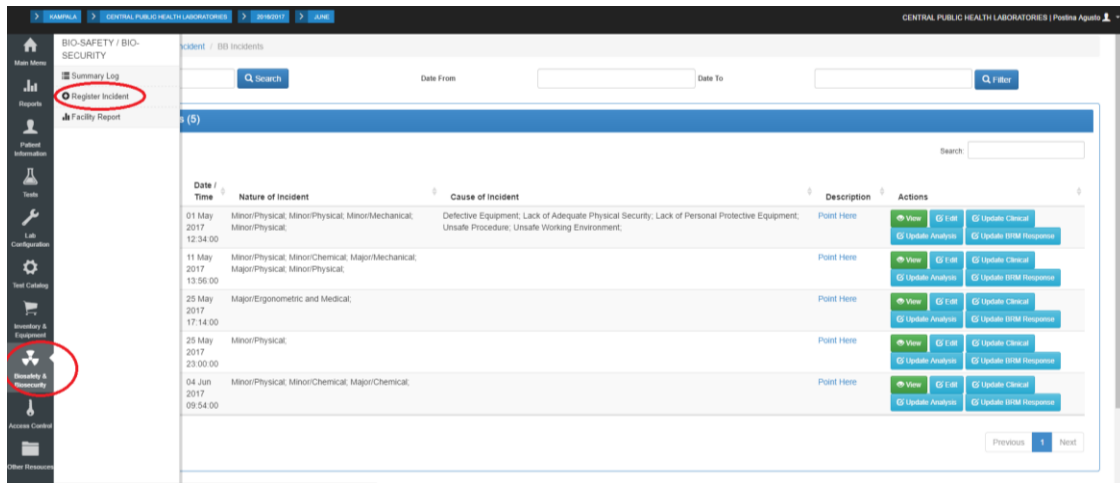
Click **BIOSAFETY & BIOSECURITY** from landing page to view details of all ordinary and emergency BB incidents occurring at a lab facility. Alternatively, on the side navigation bar, place your cursor on the **BB** option/button to display the list of all ordinary and emergency BB incidents.



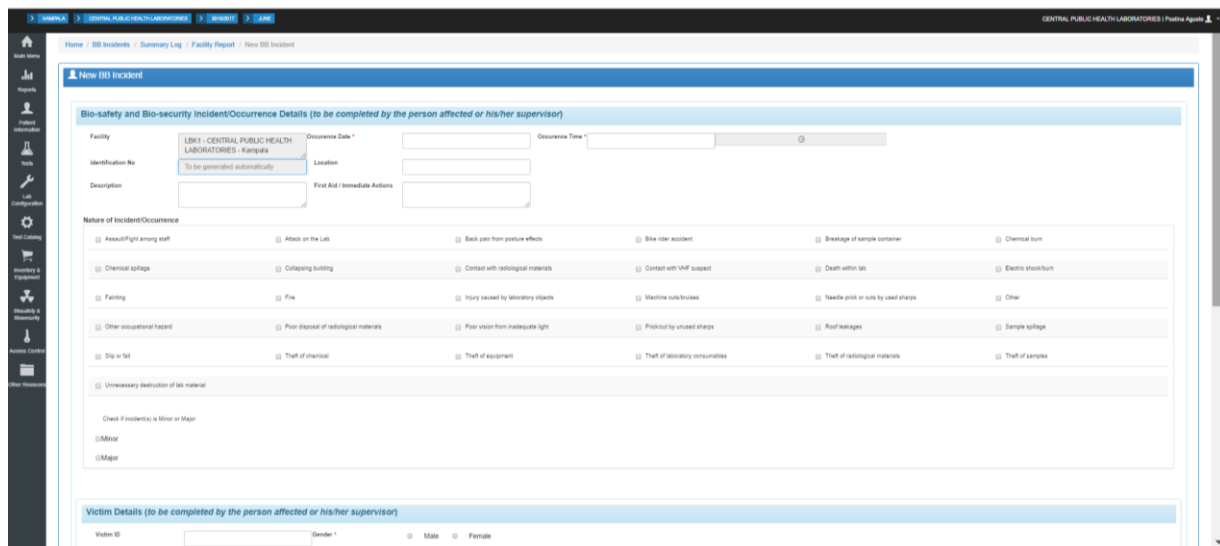


### 3.4.1 Registering a bio-safety/bio-security incident

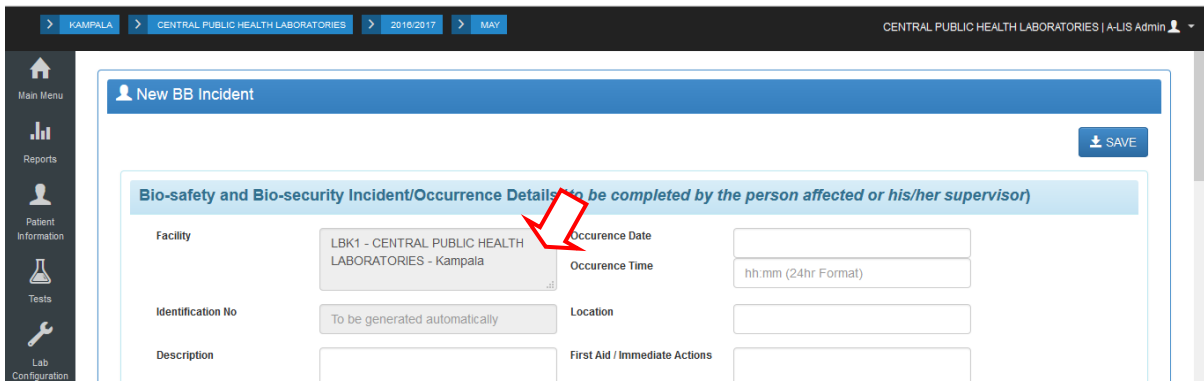
On the side navigation bar, place your cursor on the **BB** option/button, then click “**Register incident**”.



This will bring a page below, then click the “**SAVE**” button to save details on incident after feeling them in.

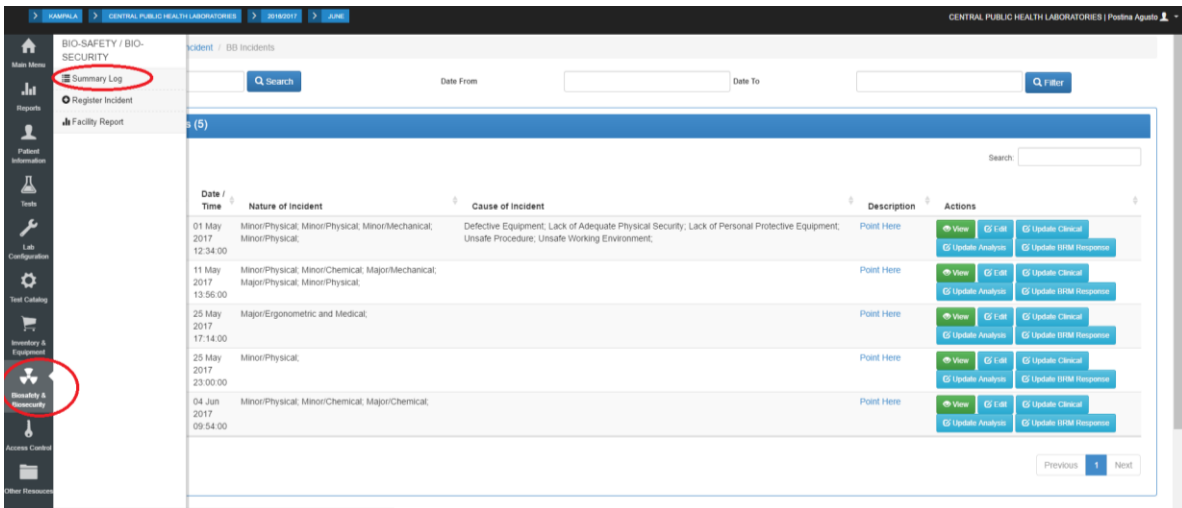


When facility name and password are the log-in credentials, then the facility name in the page is automatically filled.

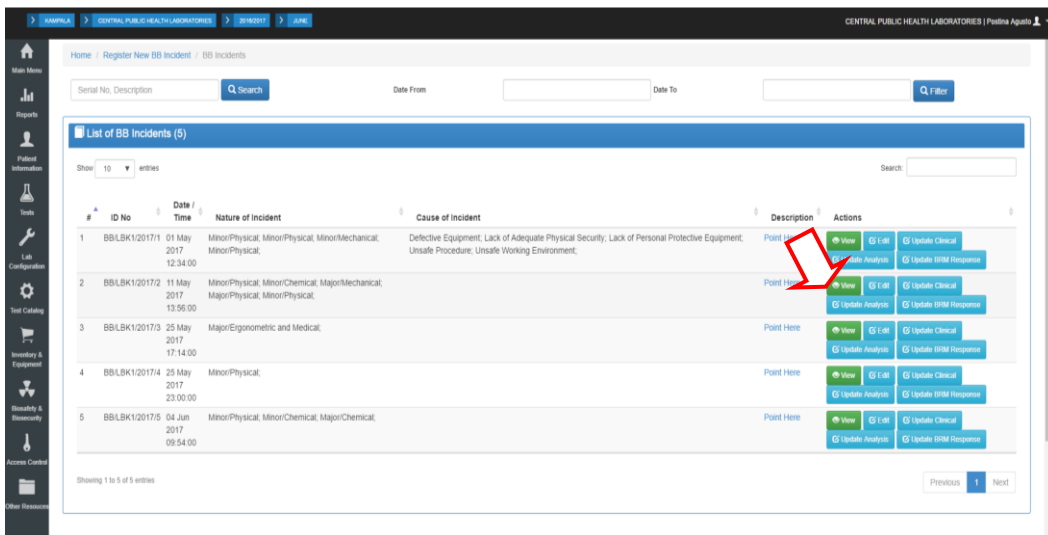



### 3.4.2 Assessing reported biosafety or biosecurity incidents

On the side navigation bar, place your cursor on the **BB** option/button, and then click “**Summary Log**”.



This will bring a page that displays a list of **BB** (Bio-safety and Bio-Security) incidents as shown below.



Click  to assess the required incident as shown below.

rotate clockwise

download

print

fit width

zoom in(enlarge)

zoom out(reduce)

### 3.4.3 Editing Bio-safety and Bio-security incidents

On the side navigation bar, place your cursor on the **BB** option/button, and then click “**Summary**

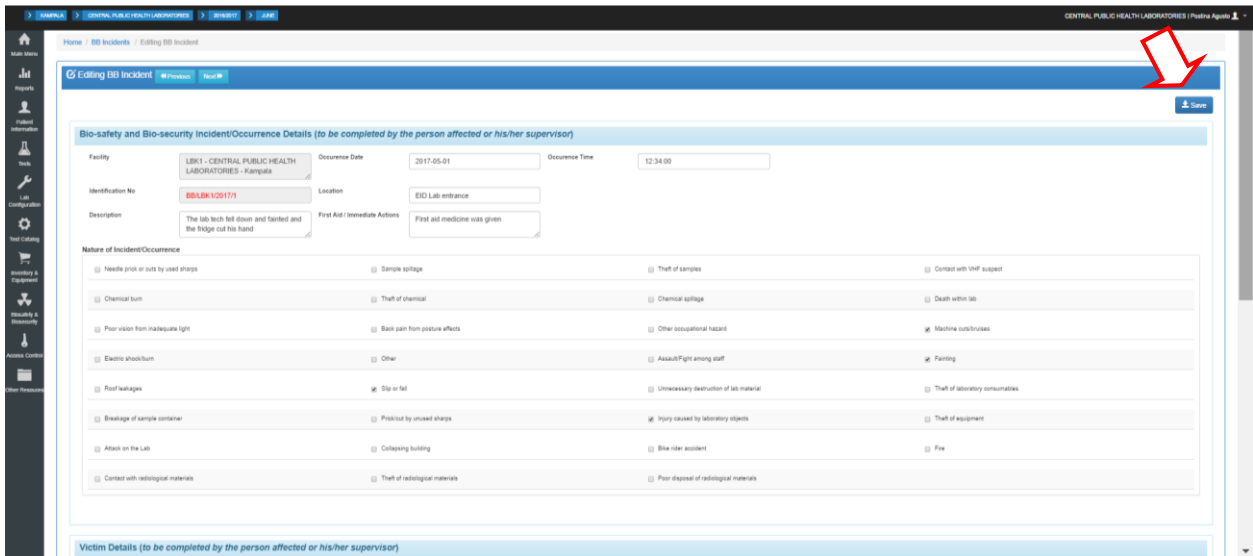


**Log”** to display a list of **BB** (Bio-safety and Bio-Security) incidents and click “**Edit BB Incident Information”**

| # | ID No          | Date / Time          | Nature of incident                                                                | Cause of incident                                                                                                                             | Description | Actions                                                           |
|---|----------------|----------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------------------------------------------------------------|
| 1 | BB/LBK1/2017/1 | 01 May 2017 12:34:00 | Minor/Physical, Minor/Physical, Minor/Mechanical, Minor/Physical,                 | Defective Equipment, Lack of Adequate Physical Security; Lack of Personal Protective Equipment, Unsafe Procedure, Unsafe Working Environment, | Point Here  | View, Edit, Update Clinical, Update Analysis, Update BRM Response |
| 2 | BB/LBK1/2017/2 | 11 May 2017 13:56:00 | Minor/Physical, Minor/Chemical, Major/Mechanical, Major/Physical, Minor/Physical, |                                                                                                                                               | Point Here  | View, Edit, Update Clinical, Update Analysis, Update BRM Response |
| 3 | BB/LBK1/2017/3 | 25 May 2017 17:14:00 | Major/Ergonomic and Medical,                                                      |                                                                                                                                               | Point Here  | View, Edit, Update Clinical, Update Analysis, Update BRM Response |
| 4 | BB/LBK1/2017/4 | 25 May 2017 23:00:00 | Minor/Physical,                                                                   |                                                                                                                                               | Point Here  | View, Edit, Update Clinical, Update Analysis, Update BRM Response |
| 5 | BB/LBK1/2017/5 | 04 Jun 2017 09:54:00 | Minor/Physical, Minor/Chemical, Major/Chemical,                                   |                                                                                                                                               | Point Here  | View, Edit, Update Clinical, Update Analysis, Update BRM Response |

Showing 1 to 5 of 5 entries

Previous 1 Next



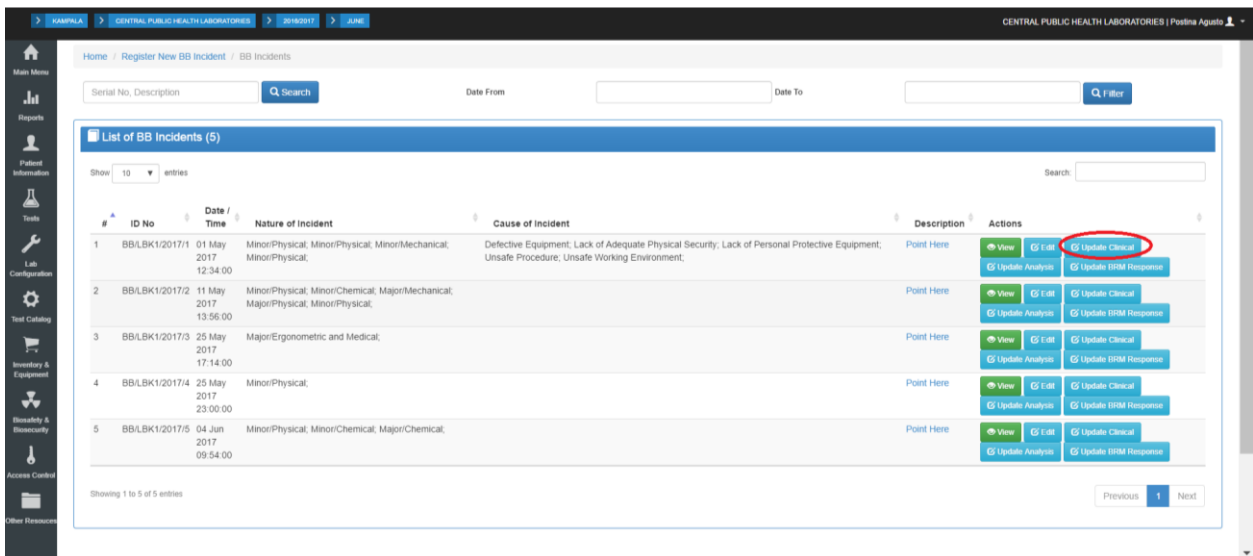
Edit and click “Save” to update changes on details of incident.

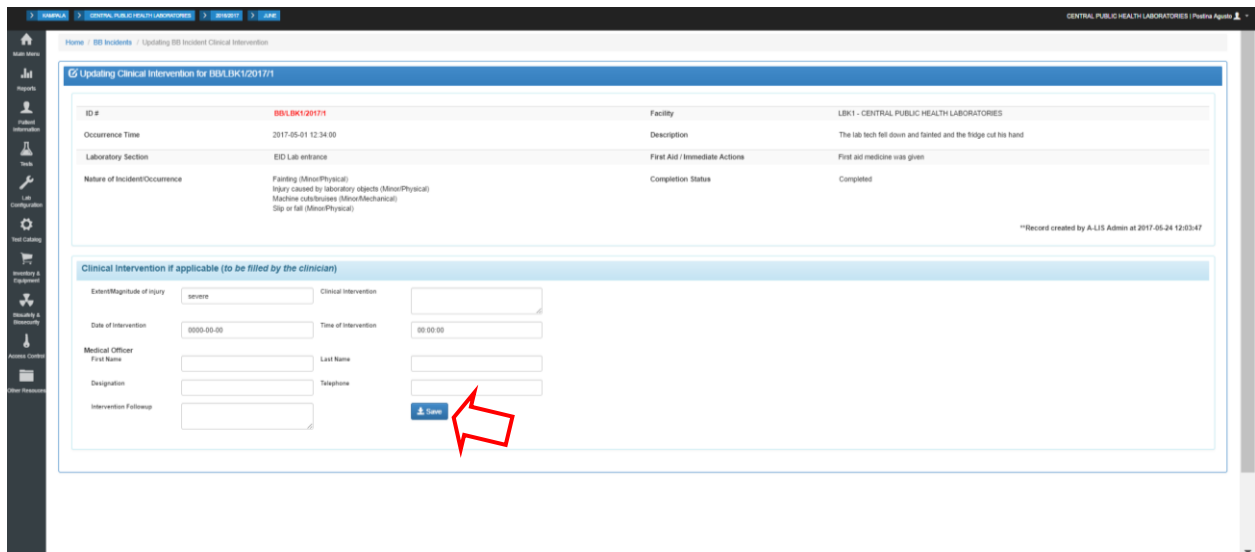
### 3.4.4 Updating Clinical Intervention

On the side navigation bar, the clinician places a cursor on the **BB** option/button, and then clicks



“Summary Log” to display a list of **BB** (Bio-safety and Bio-Security) incidents and click “Update Clinical Intervention”.





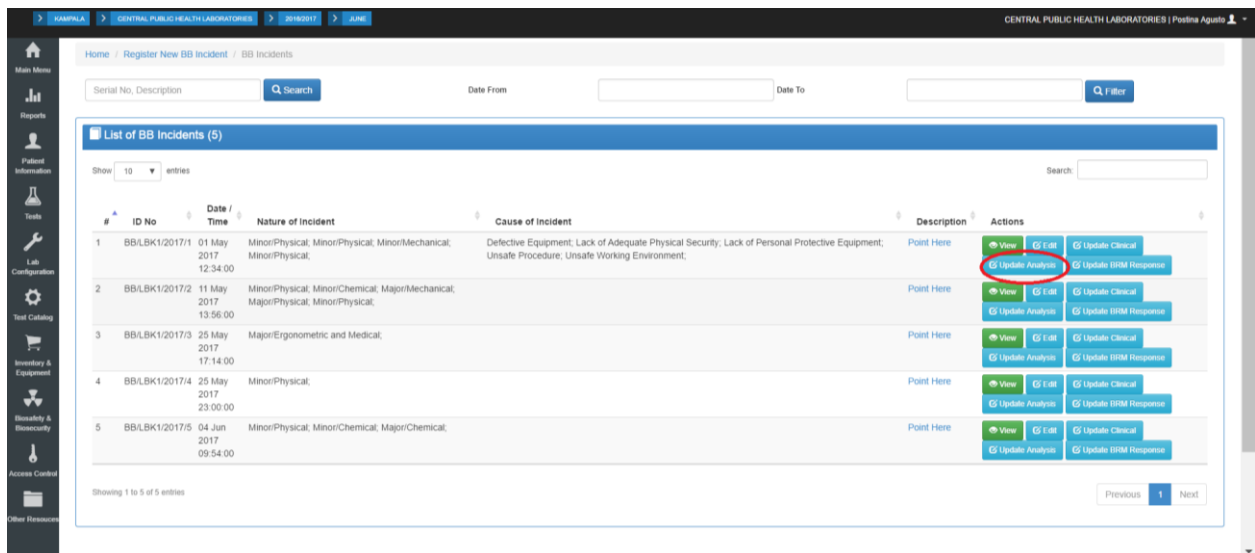
Updates and clicks “Save” to update changes on clinical intervention.

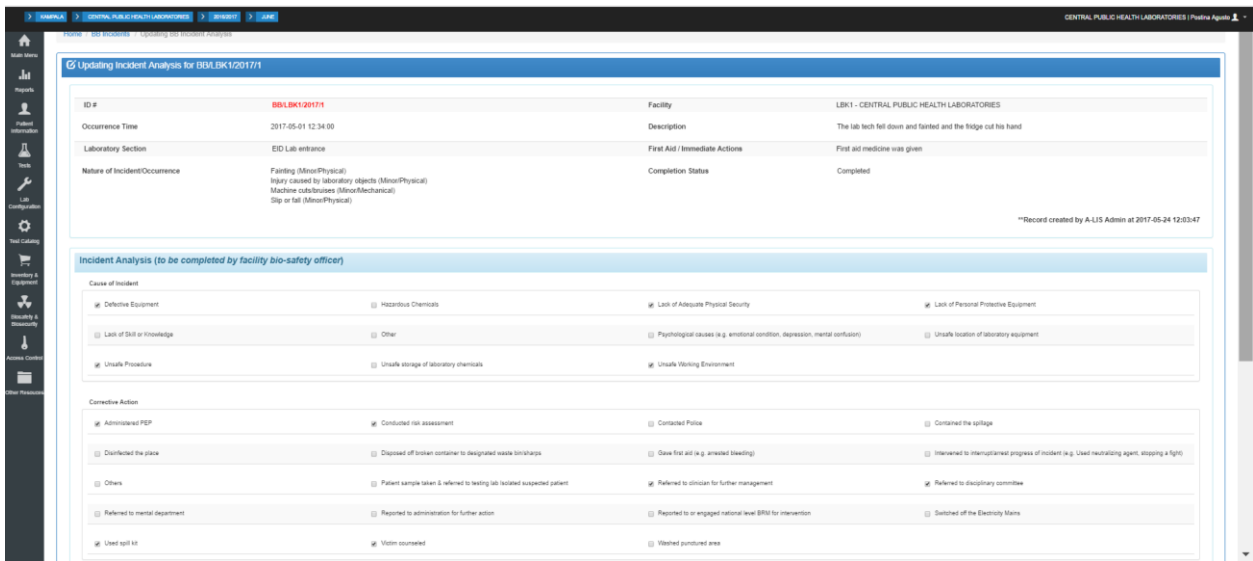
### 3.4.5 Updating Incident Analysis

On the side navigation bar, the Biosafety officer places a cursor on the **BB** option/button, and



then clicks “Summary Log” to display a list of **BB** (Bio-safety and Bio-Security) incidents and click “Update Incident Analysis”.

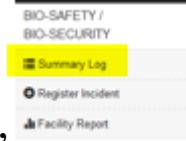




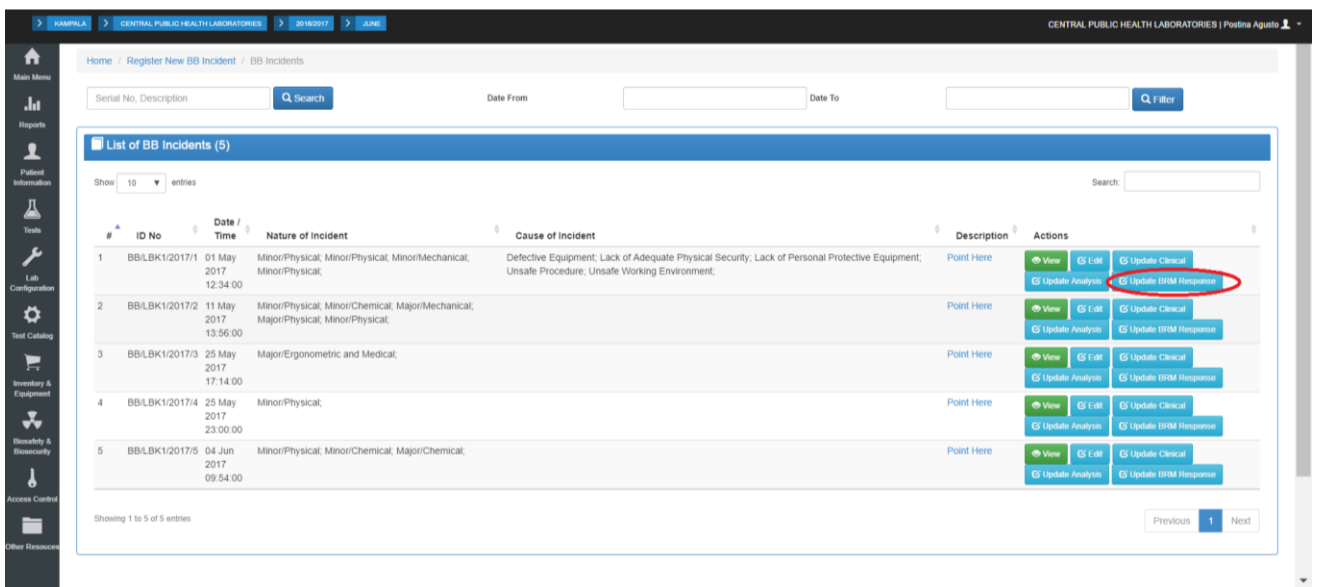
Updates and clicks “Save” to update changes on incident analysis

### 3.4.6 Updating National Bio-risk Management Response

On the side navigation bar, the National Bio-risk Management person places a cursor on the **BB**



option/button, and then clicks “Summary Log” to display a list of **BB** (Bio-safety and Bio-Security) incidents and click “Update NBRM Response”.



Home / BB Incidents / Updating Major Incident Response

Updating Major Incident Response for BBLBK12017/1

|                               |                                                                                                                                                               |                               |                                                                |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|----------------------------------------------------------------|
| ID #                          | BBLBK12017/1                                                                                                                                                  | Facility                      | CENTRAL PUBLIC HEALTH LABORATORIES                             |
| Occurrence Time               | 2017-05-01 12:34:00                                                                                                                                           | Description                   | The lab tech fell down and fainted and the fridge cut his hand |
| Laboratory Section            | EID Lab entrance                                                                                                                                              | First Aid / Immediate Actions | First aid medicine was given                                   |
| Nature of Incident/Occurrence | Fainting (Minor/Physical)<br>Injury caused by laboratory objects (Minor/Physical)<br>Machine malfunctions (Minor/Mechanical)<br>Slip or fall (Minor/Physical) | Completion Status             | Completed                                                      |

Major Incident Response (to be filled by National Bio Risk Management Office)

Investigation Findings:  Improvement Plan:

Response Date: 00:00-00:00 Response Time: 00:00:00

BIRM representative: First Name:  Last Name:

Designation:  Telephone:

Updates and clicks “Save” to update changes NBRM response.

### 3.4.7 Generating BB periodic Report

On the side navigation bar, place your cursor on the **BB** option/button, and then click “**Facility Report**” and a page for the facility BB incident Report will show as a default for the current month (1<sup>st</sup> to Date) as shown below.

Home / BB Incidents / Facility Report

Date From:  Date To:

Facility BB Incident Report

| Facility Summary on Incidents |                                        |   |
|-------------------------------|----------------------------------------|---|
| Physical                      | Attack on the Lab                      | 0 |
|                               | Bike rider accident                    | 0 |
|                               | Collapsing building                    | 0 |
|                               | Fire                                   | 1 |
|                               | Theft of equipment                     | 0 |
|                               | Assault/Fight among staff              | 0 |
|                               | Breakage of sample container           | 1 |
|                               | Fainting                               | 1 |
|                               | Injury caused by laboratory objects    | 1 |
|                               | Prick/cut by unused sharps             | 0 |
|                               | Roof leakages                          | 0 |
|                               | Slip or fall                           | 1 |
|                               | Theft of laboratory consumables        | 0 |
|                               | Innecesary destruction of lab material | 0 |

| Summary on Facility Incident Management                                          |   |
|----------------------------------------------------------------------------------|---|
| <b>Referral Status</b>                                                           |   |
| --                                                                               | 1 |
| Resolved and not referred                                                        | 1 |
| <b>Completion Status</b>                                                         |   |
| Completed                                                                        | 1 |
| Ongoing                                                                          | 1 |
| <b>Summary on Incident prevalence among Personnel and Other Facility Clients</b> |   |
| --                                                                               | 1 |
| Laboratory Staff                                                                 | 1 |
| <b>Summary on specific causes of Incidents</b>                                   |   |
| Defective Equipment                                                              | 1 |
| Hazardous Chemicals                                                              | 0 |

Date From:  Date To:

Enter desired dates and then click “Filter” to show report for a specified period The resultant report shows the period as shown below.

Date From

2017-05-01

Date To

2017-05-23

Filter

Facility BB Incident Report (Filtered) - 2017-05-01 to 2017-05-23

PRINT

**Facility Summary on Incidents**

|          |                                         |   |
|----------|-----------------------------------------|---|
| Physical | Attack on the Lab                       | 0 |
|          | Bike rider accident                     | 0 |
|          | Collapsing building                     | 0 |
|          | Fire                                    | 1 |
|          | Theft of equipment                      | 0 |
|          | Assault/Fight among staff               | 0 |
|          | Breakage of sample container            | 1 |
|          | Fainting                                | 1 |
|          | Injury caused by laboratory objects     | 1 |
|          | Prick/cut by unused sharps              | 0 |
|          | Roof leakages                           | 0 |
|          | Slip or fall                            | 1 |
|          | Theft of laboratory consumables         | 0 |
|          | Unnecessary destruction of lab material | 1 |
|          | Electric shock/burn                     | 1 |

**Summary on Facility Incident Management**

|                           |   |
|---------------------------|---|
| <b>Referral Status</b>    |   |
| --                        | 1 |
| Resolved and not referred | 1 |
| <b>Completion Status</b>  |   |
| Completed                 | 1 |
| Ongoing                   | 1 |

**Summary on Incident prevalence among Personnel and Other Facility Clients**

|                  |   |
|------------------|---|
| --               | 1 |
| Laboratory Staff | 1 |

**Summary on specific causes of Incidents**

|                                    |   |
|------------------------------------|---|
| Defective Equipment                | 1 |
| Hazardous Chemicals                | 0 |
| Lack of Adequate Physical Security | 1 |

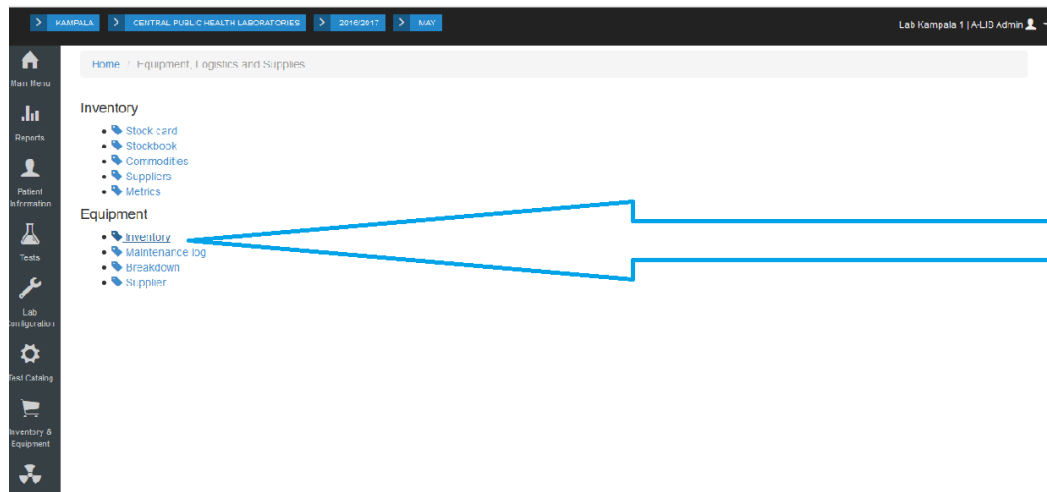
Click “Print” to have a physical copy.

### 3.5 EQUIPMENT, LOGISTICS AND STORE (ELS)



Click on inventory & Equipment

Click **INVENTORY & EQUIPMENT** from landing page to view laboratory facility inventory and equipment details.

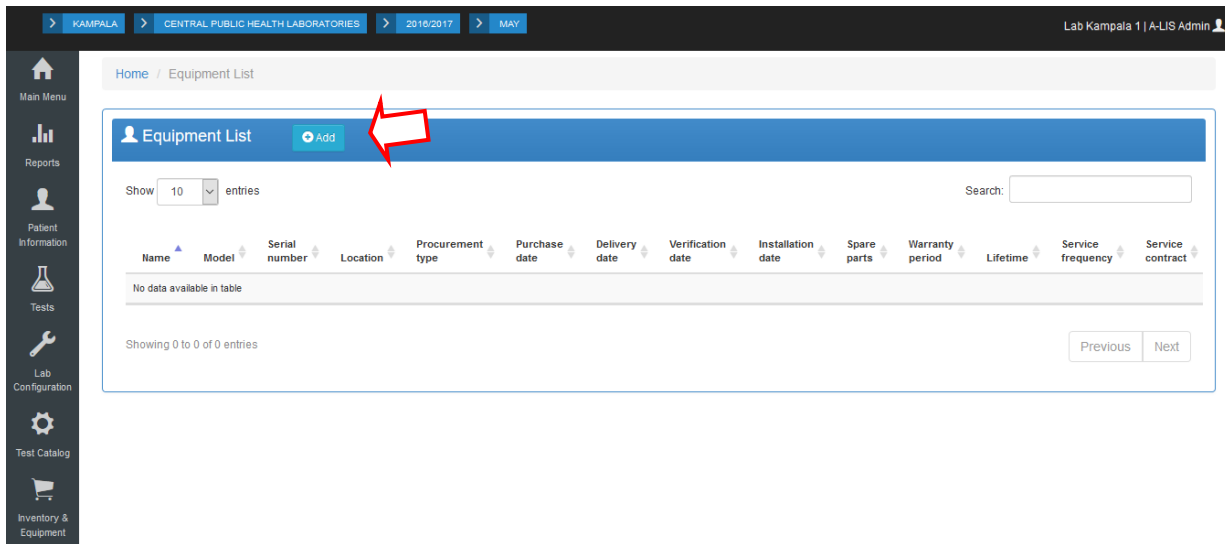



Click on inventory

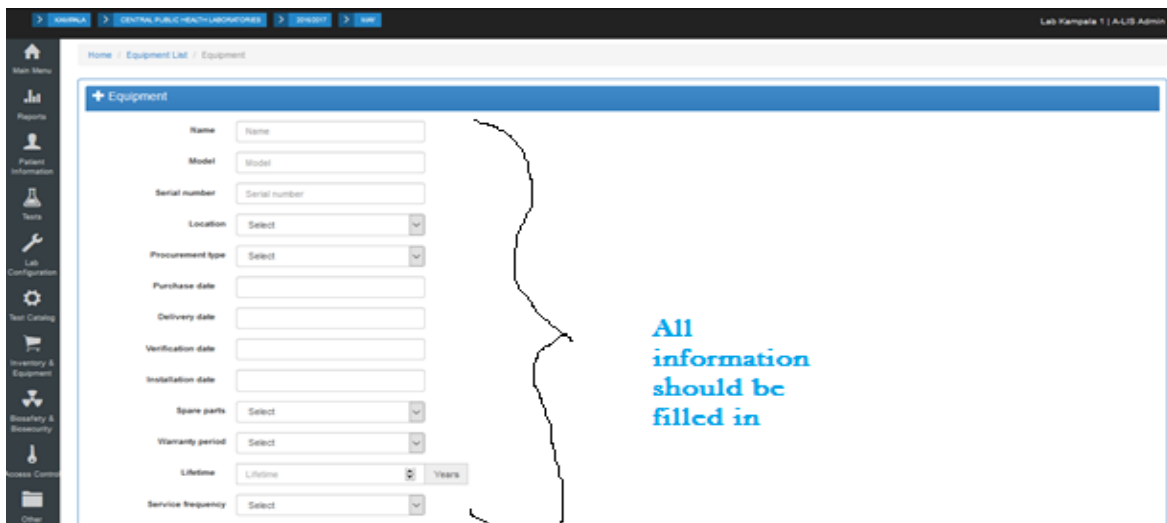


### 3.5.1 Registering a new Equipment

Click “**Inventory &Equipment**” on the landing page then click **Equipment** to display a list of all equipment and click “**Add**”.

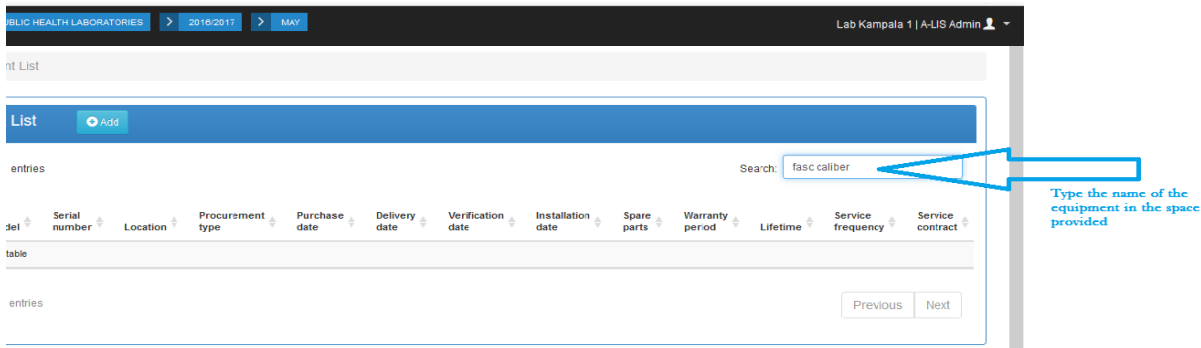


This will bring a page for filling in the equipment information as shown below and click  to save the new equipment in the system



### 3.5.2 Search for a registered Equipment

Click “**Inventory &Equipment**” on the landing page then click **Equipment** to display a list of all equipment and enter the name of equipment in the search box as shown below.



### 3.5.3 Manage service schedule of equipment

Click **“Inventory & Equipment”** on the landing page then click **Equipment** to display a list of all equipment and enter the name of equipment in the search box then click **“Manage service schedule”** under the action tab to enter information detailing: what machine, when was it serviced, who serviced the machine and when will it be serviced again as shown below. Click **Submit** to save the schedule in the system.

### 3.5.4 Report Equipment Breakdown

Click **“Inventory & Equipment”** on the landing page then click **Equipment** to display a list of all equipment and enter the name of equipment in the search box click **“Equipment Breakdown”** under the action tab to enter occurrence information as required by ISO standards and as shown as below. Click **Submit** to save the occurrence in the system.

Home / Equipment breakdown list / Equipment breakdown

### Equipment breakdown

Equipment: Microscope

Description of problem: Description of problem

Actions taken: Actions taken

Request of HSD: Request of HSD

Priority: Select

In - charge: Select in charge

Date reported:

Cancel Submit

### 3.5.5 Report Equipment Restoration details

Click **“Inventory & Equipment”** on the landing page then click **Equipment** to display a list of all equipment and enter the name of equipment in the search box click **“Equipment Restoration”** under the action tab to enter feedback regarding the repair of given broken equipment and as shown

below. Click  to send the report.

KAMPKA > CENTRAL PUBLIC HEALTH LABORATORIES > ZINGONI > MAY

CENTRAL PUBLIC HEALTH LABORATORIES | A-US Admin

Description of problem: Description of problem

Actions taken: Actions taken

Request of HSD: Request of HSD

Priority: Select

In - charge: Select in charge

Date reported:

Comment: Comment

Reviewed by: Select reviewed by

Date reviewed:

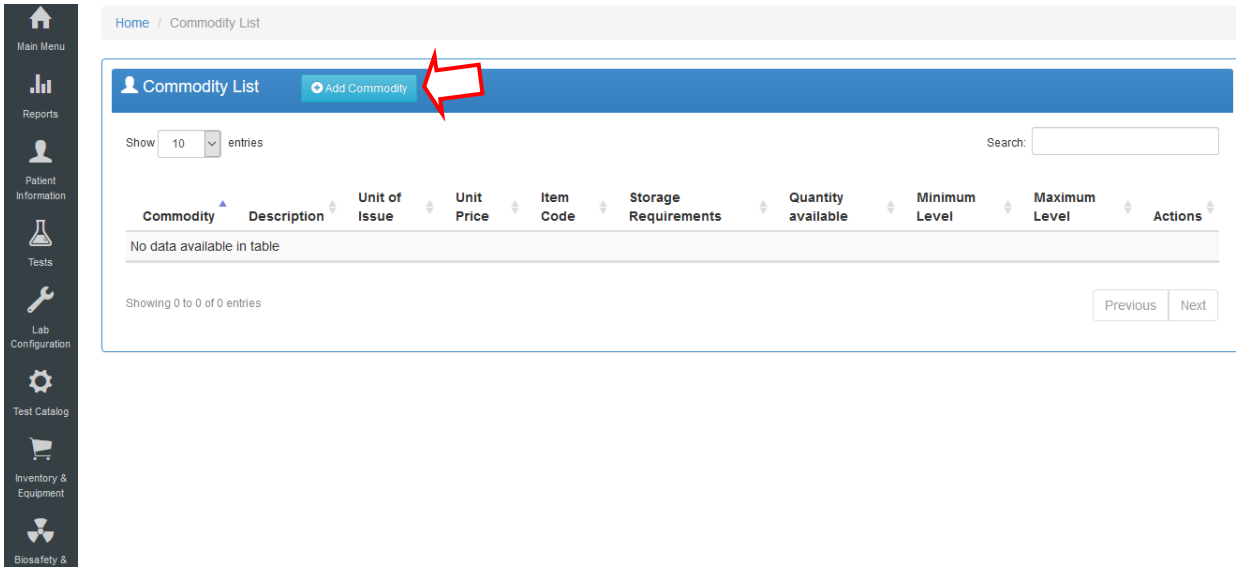
Cancel Submit

### 3.5.6 Generate Periodic Equipment Performance Report

(Content coming later)

### 3.5.7 Update inventory of lab commodities

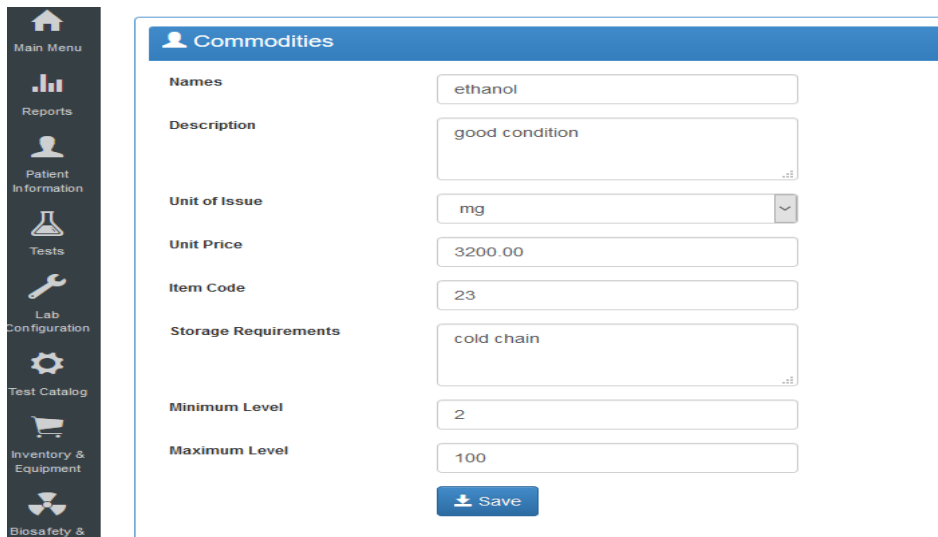
Click “Inventory & Equipment” on the landing page and click “Inventory” then click [Commodities](#) to display a list of all commodities in the system as shown below and click






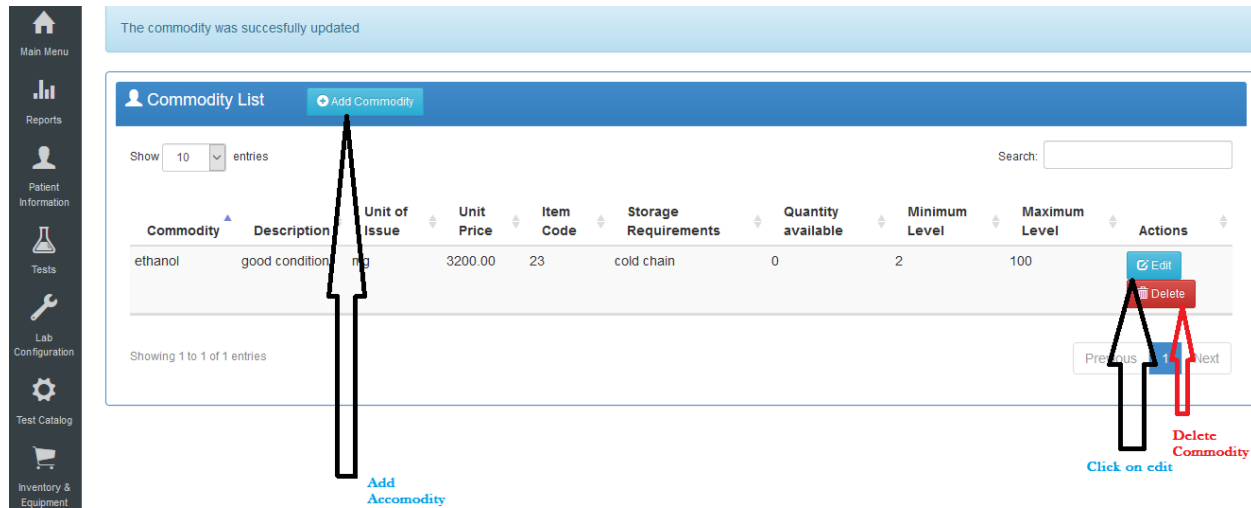
This will bring a page for filling in details of the commodity as shown below and click on




to add the commodity in the system.

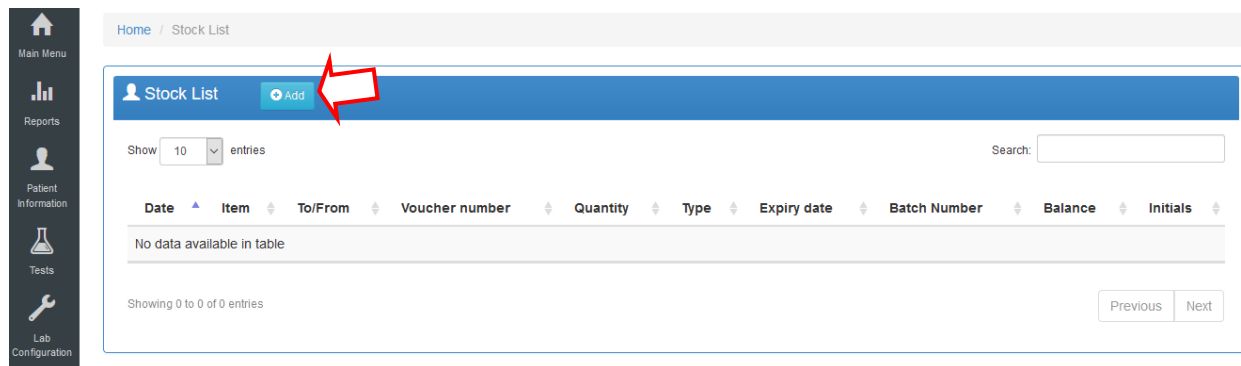


Use the search box to search for a registered commodity Search:  by entering the name of the commodity. Click  or click  to make other changes then click on  to update as shown below.



### 3.5.8 Issuing requested lab commodities (filling in stock book)

Click “Inventory & Equipment” on the landing page and click “Inventory” then click “Stock Card” to display the stock list. To issue a commodity requested click 



The requesting staff should know all details of the commodity page will be displayed as shown below. Select the commodity and indicate whether the stock is inbound or outbound. Then click on continue to fill the stock card.

Home / Stock List / Stock card outbound stock

| District | Facility                           | Financial Year | Item              | Unit of Issue | Max Stock | Min Stock |
|----------|------------------------------------|----------------|-------------------|---------------|-----------|-----------|
| Kampala  | CENTRAL PUBLIC HEALTH LABORATORIES | 2016/2017      | kits (packs good) | good          | 9         | 8         |

**Stock card**

To:

Voucher number:


Quantity out:

Balance on Hand:

Batch number:

Expiry date:

Initials:

Click on  button to save the item and a list of the saved item issued will be displayed as seen below

Home / Stock List


**Stock List**

Show  entries Search:

| Date        | Item | To/From | Voucher number | Quantity | Type | Expiry date | Batch Number | Balance | Initials |
|-------------|------|---------|----------------|----------|------|-------------|--------------|---------|----------|
| 24 May 2017 | kits |         |                | 13       | 3 O  | 24 May 2017 | 2353         | -3      | tk       |

Showing 1 to 1 of 1 entries

### 3.5.9 Record findings from conducted physical count

Click **“Inventory & Equipment”** on the landing page and click **“Inventory”** then click  **Stockbook** to select the item to reconcile with the physical findings then click on submit.

Home / Stockbook

Tracer item:

This will bring a new page of existing stock as shown below

Home / Stockbook

Tracer item: Sysmex Lysing Reagents

Submit

Item code: AMP Item description: Ampicillin Pack size: 90

Show 10 entries Search:

| Period    | Quantity received | Quantity issued | Days out of stock | Losses & Adjustments | Balance on Hand | AMC | Quantity to order |
|-----------|-------------------|-----------------|-------------------|----------------------|-----------------|-----|-------------------|
| June 2016 | 10                | 9016            | 20                | 10                   | 10              | 3   | 2                 |

Showing 1 to 1 of 1 entries

Previous 1 Next

### 3.5.10 Generate stock status report


Dashboard navigation icons:

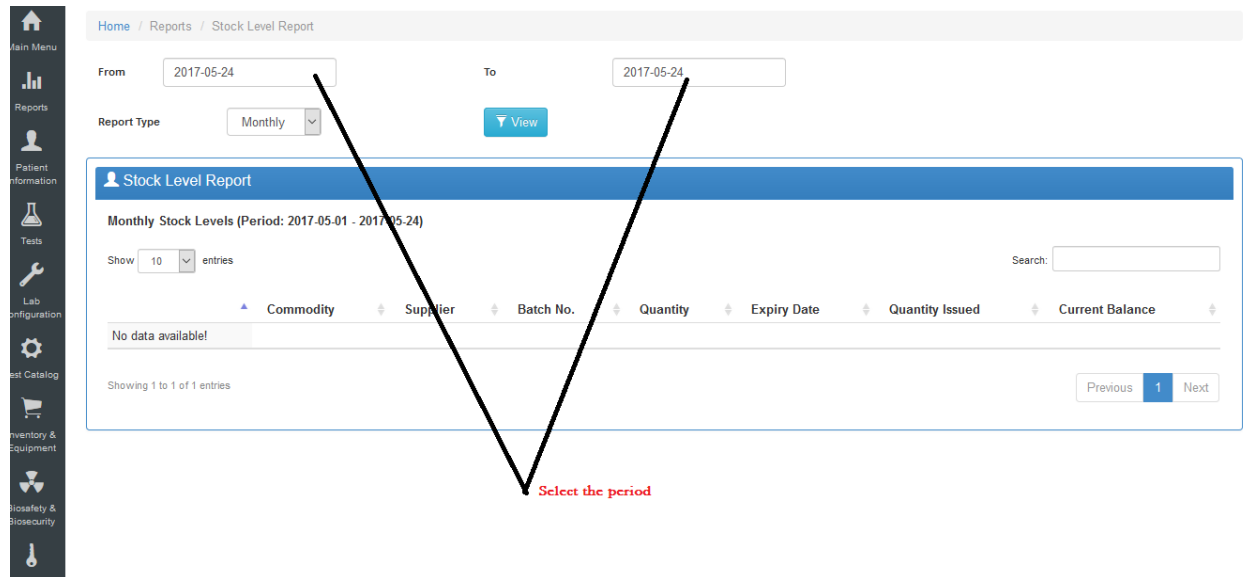
- DASHBOARD
- PATIENTS
- INVENTORY & EQUIPMENT
- OTHER RESOURCES
- REPORTS (indicated by a red arrow)
- TESTS
- BIO SAFETY & BIOSECURITY
- ACCESS CONTROL

Click on  then click “Inventory Reports” and click “Stock Levels” as shown below.


Home / Reports

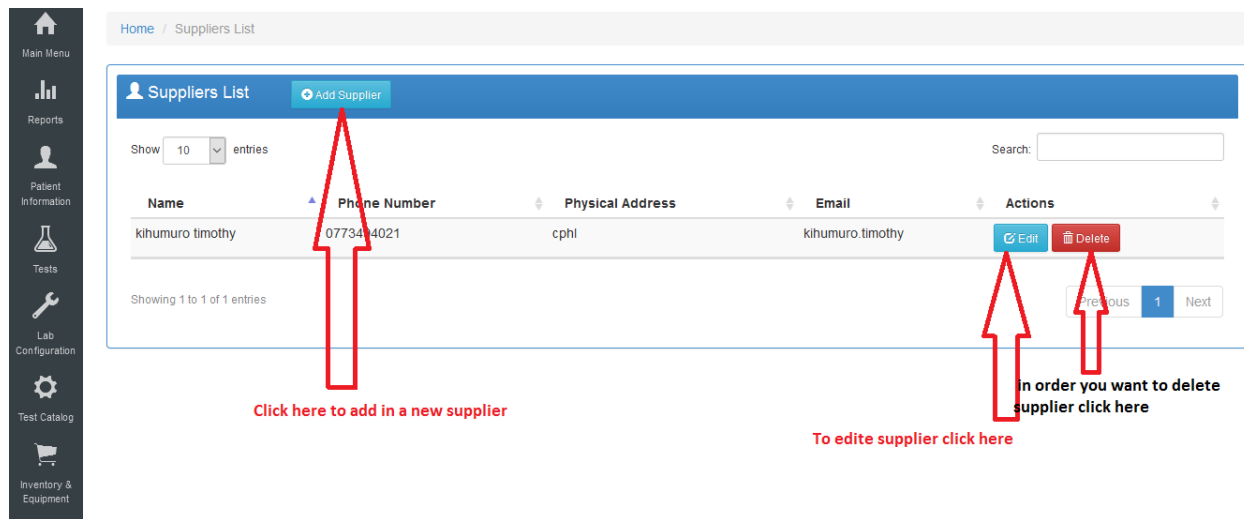
- Daily Reports
  - Patient Report
  - Daily Log
- Aggregate Reports
  - Prevalence Rates
  - Surveillance
  - Counts
  - Turnaround Time
  - Infection Report
  - User Statistics Report
  - MOH 706
  - HMIS 105
  - CD4 Report
  - Quality Controls
- Inventory Reports
  - Stock Levels (indicated by a red arrow)
- Dashboard
  - Dashboard


Enter period of time for the report then click  as indicated below



### 3.5.11 Adding a Supplier

Click “Inventory & Equipment” on the landing page and click “Inventory” then click  [Suppliers](#) to display a list of a supplier of an equipment or commodity as shown below.



Click on  to enter details of a new supplier as shown below and click “Save” to update the list.



Home / Suppliers List / Suppliers

### Suppliers

**Name**

**Phone Number**

**Email**

**Physical Address**

[Save](#)

Main Menu  
Reports  
Patient Information  
Tests  
Lab Configuration  
Test Catalog  
Inventory &

Click well.



or click



to make other changes then click on



to update as

### 3.7 FAQs

|     | <b>Inquiries and questions</b>                                                                                                                                                        | <b>Responses</b>                                                                                                                                                                                            |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | Since the Hub module majorly depends on internet connectivity, will NPHL Provide Internet services to the Site.                                                                       | We are using this period to study the use of data bundles before committing to the sustainability of the support.                                                                                           |
| 2.  | How different is the A-LIS from the other Lab Information systems?                                                                                                                    | A_LIS has been customized to the The Gambia laboratory setting.                                                                                                                                             |
| 3.  | How will the A-LIS help the facility link its service data to DHIS 2?                                                                                                                 | A-LIS will later be able to upload data to DHIS2 but for now it is able to summarize data according to the HMIS 105 Lab section which can be printed and attached to the Monthly facility report.           |
| 4.  | Will A-LIS improve on the data reporting from the automated equipment and how?                                                                                                        | We shall have A-LIS integrated with the automated equipment to enable automated data capture and reporting, but this will be done in the next sequent build.                                                |
| 5.  | Is 12 days enough for the NPHL data officer to stay at the site?                                                                                                                      | The 12 days will be enough to get a feedback on the HUB module, but this person will also assist in the utilization of the HLIMS paper based data collection tools.                                         |
| 6.  | Who will support the maintenance of the A-LIS equipment?                                                                                                                              | We are asking the IPs to take this role, since they are already very activate in this area.                                                                                                                 |
| 7.  | Who will provide stationary for printing results?                                                                                                                                     | The NPHL team came with a rim of paper for now for the duration of the pilot. There will be a cost analysis after this pilot to review the sustainability of provides paper.                                |
| 8.  | The biggest struggle with utilizing any LIS is the poor HR numbers in the laboratory, so is NPHL providing a data clerk to assist in data collection and entry within the laboratory? | We are advocating for a HLIMS data person through the Health Officers's office. Otherwise for now we ask that someone is assigned the role within the laboratory or facility HMIS focal points/departments. |
| 9.  | Can NPHL-HLIMS team be invited for CMEs with clinicians and other stakeholders.                                                                                                       | Yes, all we need is an early communication.                                                                                                                                                                 |
| 10. | How will we use ALIS and the HMIS105 monthly forms (HMIS 105, 033A, 033B)?                                                                                                            | 033A and 033B are not yet catered for in the next build but monthly reports can be automatically generated from ALIS.                                                                                       |
| 11. | If we use electronic ALIS and we have no counter books, how shall we populate HMIS105?                                                                                                | The system will automatically generate reports according to a specified date range.                                                                                                                         |
| 12. | What happens when power goes off?                                                                                                                                                     | Always revert back to the HMIS paper based tools then later on have the back log entered into A-LIS once the power is restored.                                                                             |
| 13. | What happens when ALIS is not working?                                                                                                                                                | Contact the HLIMS coordinator at NPHL after trying out abit of basic trouble shooting with the HLIMS focal persons onsite.                                                                                  |
| 14. | Who does the facility officer call for help whenever there is a technical problem?                                                                                                    | Contact the HLIMS Coordinator at NPHL.                                                                                                                                                                      |
| 15. | I forgot my pass word, what do I do?                                                                                                                                                  | Contact the site super user (HLIMS focal person) to reset your password.                                                                                                                                    |