

WinPath Ward Enquiry

User Guide



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Who to Contact

Password Resets or Technical Problems

If you require your password to be reset on the ASPH Ward Enquiry please contact the IT Help Desk:

Tel: 01932 723588

E-mail: ithelpdesk.asph@nhs.net

For SPS Ward Enquiry please contact SPS Pathology IT **01252 649690** or **01252 649693**

Introduction

WinPath is the Laboratory Information Management System (LIMS) used at Ashford & St Peters, Frimley Park Hospital and Royal Surrey County Hospital.

The Ward Enquiry module is for reviewing patients pathology results whether they are requested from a general practice or the hospital. The results include:

- ◆ Biochemistry
- ◆ Haematology
- ◆ Immunology
- ◆ Microbiology
- ◆ Blood Transfusion
- ◆ Cellular Pathology

The purpose of this guide is to help you make the best use of the system and overcome any problems you may be experiencing.

Data Quality

All patient information is critical

Make sure your search finds the right patient. Always thoroughly check that you have the right patient selected first before viewing results, as failure to select the right patient may risk you making the wrong decision for your patient – always thoroughly check that you have the right patient selected before continuing.

Data Protection & Confidentiality

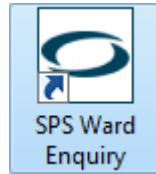
The information obtained through the use of this system is protected under the Data Protection Act. To have access to this system you have declared that you understand the following points:

- ◆ Remember to log off when leaving the computer
- ◆ All patient information is confidential
- ◆ You must only access patient information relevant to your current job role and ward/area
- ◆ You must not access even your own records
- ◆ Only divulge necessary information to relevant staff
- ◆ Do not divulge patient information outside workplace
- ◆ Only share minimum information necessary with relevant staff

To contravene any of the above will meet with disciplinary action


Logging On

- ◆ Using the mouse double left click on the WinPath Ward Enquiry icon



- ◆ When prompted at the **Surrey Pathology Services Citrix Portal** logon screen type your **Windows** Username and Password and click **Log On**

 A grey rectangular dialog box titled 'Log on'. It contains three input fields: 'User name:', 'Password:', and 'Domain:'. The 'Domain:' field has a dropdown menu with 'asph.nhs.uk' selected. A 'Log On' button is located at the bottom right.

- ◆ Click on the  **Ward_Enquiry_LIVE** icon and when prompted type the Logon and Password for **Ward Enquiry**, pressing the **<Tab>** key at each stage

 A 'System Logon' dialog box with a blue title bar and a close button (X). It features a yellow key icon to the left of the 'Logon:' label. There are input fields for 'Logon:' and 'Password:'. A 'Change' button is next to the password field. At the bottom are 'OK' and 'Cancel' buttons.

- ◆ Click **OK** and you are now logged in

Logging Off

- ◆ To log out of WinPath Ward Enquiry at any time click the **Logoff** icon on the top toolbar



- ◆ The system will then prompt you to type your Logon and Password again
- ◆ If you require to exit the system click on **Cancel** and then **File > Exit** on the top toolbar



Event Based Search Screen

- ◆ Once you have logged in the following screen will appear

The screenshot shows the 'Event Based Search' interface. It contains the following fields and controls:

- Hospital No.: [Text Input]
- Name: [Text Input] Forename: [Text Input]
- NHS No.: [Text Input]
- Date of Birth: [Text Input]
- Source: [Text Input] ...
- Clinician: [Text Input] ...
- Start Date: [Date Picker] (02/06/2008)
- End Date: [Date Picker] (02/06/2009)
- Department: [List Box]
 - BHI
 - BT
 - MIC
 - CP
- Test: [Text Input]
- Start: [Button]

Searching for a patient

- ◆ Search for a patient using either their
 - **Hospital No.**
 - Or
 - **Surname, Forename** and **Date of Birth**
- ◆ To refine your search you can use one or more of the following fields
 - **Source** – Use this if you require to list all patients seen in a specific location (i.e. on a ward or GP surgery etc) click this ... for a list
 - **Clinician** – Use this if you require to list all patients seen by a specific Clinician (i.e. Consultant or GP) click this ... for a list
 - **Start Date & End Date** – WinPath will automatically set the date to be a year previous from today, change if necessary (you can use the shortcut **T** for Today or **Y** for Yesterday)
 - **Department** – all departments will be checked automatically, uncheck these to define which department you wish to search on
 - ◆ **BHI** – Biochemistry/Haematology/Immunology
 - ◆ **BT** – Blood Transfusion
 - ◆ **MIC** – Microbiology
 - ◆ **CP** – Cellular Pathology
- ◆ Once you have all the search criteria in the appropriate fields click **Start** to initiate a search

All patient information is critical

Make sure your search finds the right patient. Always thoroughly check that you have the right patient selected, as failure to select the right patient may risk you making the wrong decision for your patient

- ◆ If a match is not found then click **New Search** and click **OK** to the message that appears

Search List Screen

- ◆ If WinPath finds a match to your search criteria a list will appear

Please note: If you have searched for a patient without using a casenote number you are likely to see multiple patients on the Search List Screen

This screenshot is showing the Search List Screen when a search has been performed using the casenote number for the patient

Hosp.No.	Name	DOB	Sex	Received	Clinician	Lab.No.	Source	Locn
222333	SMITH,JOHN	15/04/2009	M	08/09/2009	HEADC	09C200187	JENN	BHI

Status: **INCOMPLETE**

Laboratory No: Hospital No: Laboratory Receipt Date/Time:

Name: Category:

Sex: DOB: Age: Fasting:

Clinician: Dr C.A. Headley Out of Hrs:

Source: Jenner House Surgery Reported Date:

Address: Post Code:

Tests: NHS No:

Comments:

History
Back
Start
New Search
Details +
Results

This screenshot is showing the Search List Screen when a search has been performed without using the casenote number or date of birth for the patient

Hosp.No.	Name	DOB	Sex	Received	Clinician	Lab.No.	Source	Locn
222333	SMITH,JOHN	15/04/2009	M	08/09/2009	HEADC	09C200187	JENN	BHI
781245	SMITH,JOHN	03/10/1964	M	11/08/2009	WANGT	08C132465	DPDF	BHI
555888	SMITH,JOHN	29/08/1956	M	07/08/2009	MALLA	08C741741	F8F	BHI
963852	SMITH,JOHN	03/10/1964	M	06/08/2009	WANGT	09C984657	ADDEN	BHI

Status: **INCOMPLETE**

Laboratory No: Hospital No: Laboratory Receipt Date/Time:

Name: Category:

Sex: DOB: Age: Fasting:

Clinician: Dr C.A. Headley Out of Hrs:

Source: Jenner House Surgery Reported Date:

Address: Post Code:

Tests: NHS No:

Comments:

History
Back
Start
New Search
Details +
Results

- ◆ To see the requests for your selected patient click the **History** button on the right hand side of the screen

History

Search List

	Hosp.No.	Name	DOB	Sex	Received	Clinician	Lab.No.	Source	Loen
▶	222333	SMITH,JOHN	15/04/2009	M	08/09/2009	HEADC	09C200187	JENN	BHI
	222333	SMITH,JOHN	15/04/2009	M	07/09/2009	HEADC	09Z100100	JENN	BHI
	222333	SMITH,JOHN	15/04/2009	M	07/09/2009	HEADC	09C200178	JENN	BHI

Status: INCOMPLETE

Laboratory No: Hospital No: Laboratory Receipt Date/Time:
 Name: Category:
 Sex: DOB: Age: Fasting:
 Clinician: Dr C.A. Headley Sample Date:
 Source: Jenner House Surgery Out of Hrs:
 Address: Reported Date:
 Tests: Post Code:
 Comments: NHS No:

Search List
Back
Start
New Search
Details +
Results

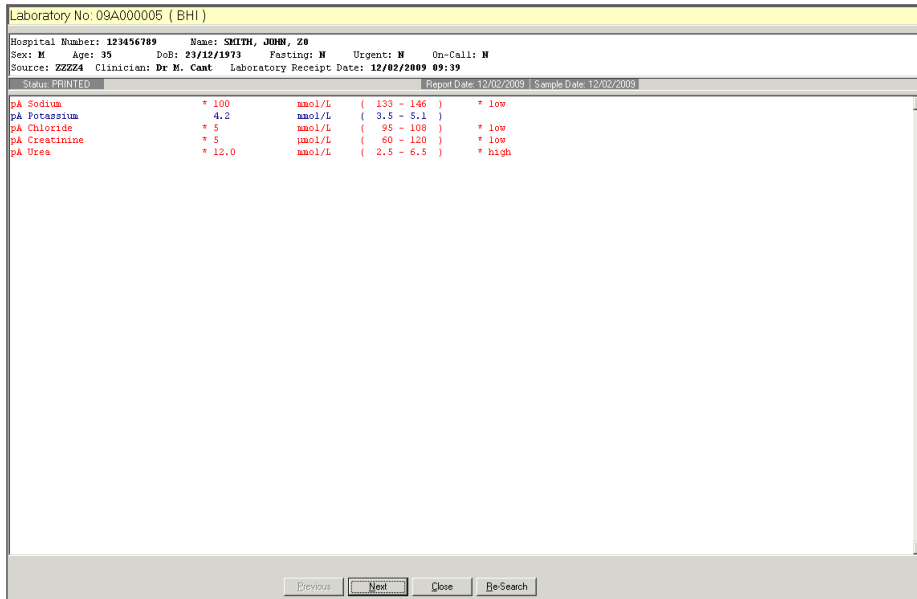
Please Note: you must ensure to use the History option, to guarantee you view requests for your patient only

- ◆ To navigate your way through the Search List Screen use the five buttons that are situated in the bottom right hand corner of the screen

History	This will show all of your patient's requests
Back	This will take you back to the Event Based Search Screen
Start	This will restart your search
New Search	This will clear your search criteria and take you back to the Event Based Search Screen
Details +	This will display the patient's details
Results	This will display the results for highlighted request

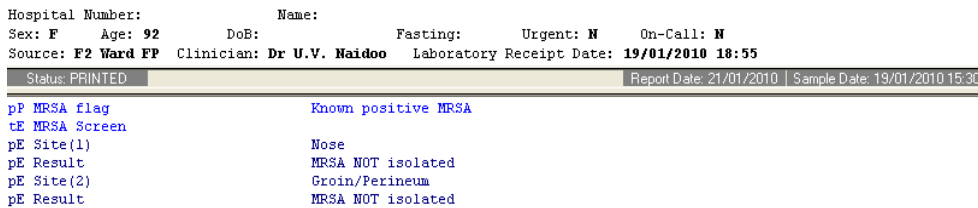
Results Screen

- ◆ From the Search List Screen click **Results** for the following screen to appear (the below screenshot is an example of a Biochemistry result)



MRSA Status

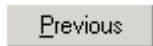
It is essential that a patient’s MRSA status is checked everytime they attend hospital. This can be checked by referring to an MRSA test result. The MRSA history is denoted with a “Known MRSA” statement on the report (below)



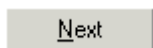
- ◆ For a hard copy of this report click on the print icon located on the top toolbar



- ◆ To navigate your way through the Results Screen use the four buttons that are situated at the bottom of the screen

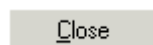


This will automatically view the previous result in the Search List Screen

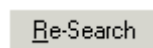


This will automatically view the next result in the Search List Screen

Please Note: using Previous and Next will not be the next and previous result on the same patient, if you have not selected the History option from the Search List Screen



This will take you back to the Search List Screen



This will take you back to the Event Based Search Screen to perform another search for a patient

Cumulative Results

- ◆ Some of the patient’s results may be viewed in a cumulative format
- ◆ To do this – whilst viewing the results in the Results Screen – click on the **Cumulative View** icon on the top toolbar



- ◆ The following screen will appear

Laboratory No: 09A000097 (BHI)

Hospital Number: 123456 Name: PATIENT, YESTING, ZB
 Sex: F Age: 39 DoB: 15/12/1968 Fasting: N Urgent: N On-Call: N
 Source: Ash Vale Health Centre Clinician: Dr M. Cant Laboratory Receipt Date: 29/10/2008 15:06
 Status: INCOMPLETE Sample Date: 01/04/2009

Code	Test Name	09A000088 31/03/09	09A000089 31/03/09	09A000094 01/04/09	09A000095 01/04/09	09A000096 01/04/09	09A000097 01/04/09
WBC	White Cell Count	55.0		121		121	121
HB	Haemoglobin	55.0		120.0		123.0	12.0
PLT	Platelets	35		230		123	123
RBC	RBC	20		5		4	5
HCT	Haematocrit	0.35		0.55		0.50	0.50
MCV	MCV	87.0		88.0		88.0	88.0
MCH	MCH	35.0		30.0		22.0	20.0
CHCM	CHCM	350	360			330	330
RDW	RDW	15					8
MPV	Mean platelet volume	2.0	2.0	8.0		8.0	8.0
NEUT	Neutrophils	38.5		9		9	9
LYMP	Lymphocytes	11		3		3	3
EDD	Expected date of delivery			121212	12	12	12
FDC	Family origin				12	12	1
FOSA	Family origin outcome				12	12	1

Previous Next Close Re-Search

- ◆ The screen will show up to 10 sets of results

NB Please Note the cumulative screen will only show results for tests that were originally viewed from the Results Screen

- ◆ To go back to the Results Screen click on the **View Result** icon on the top toolbar



Graphing Results

- ◆ You are able to view some of the patient's results in a graph format
- ◆ In order to graph any result you must be in the Cumulative Results screen
- ◆ Click on a Test Name to highlight the test that you wish to graph (i.e. in the screen shot below the Test Name Haemoglobin has been highlighted)

Laboratory No: 09A000097 (BHI)

Hospital Number: 123456 Name: PATIENT, TESTING, Z0
 Sex: F Age: 39 DoB: 15/12/1968 Fasting: N Urgent: N On-Call: N
 Source: Ash Vale Health Centre Clinician: Dr M. Cant Laboratory Receipt Date: 29/10/2008 15:06
 Status: INCOMPLETE Sample Date: 01/04/2009

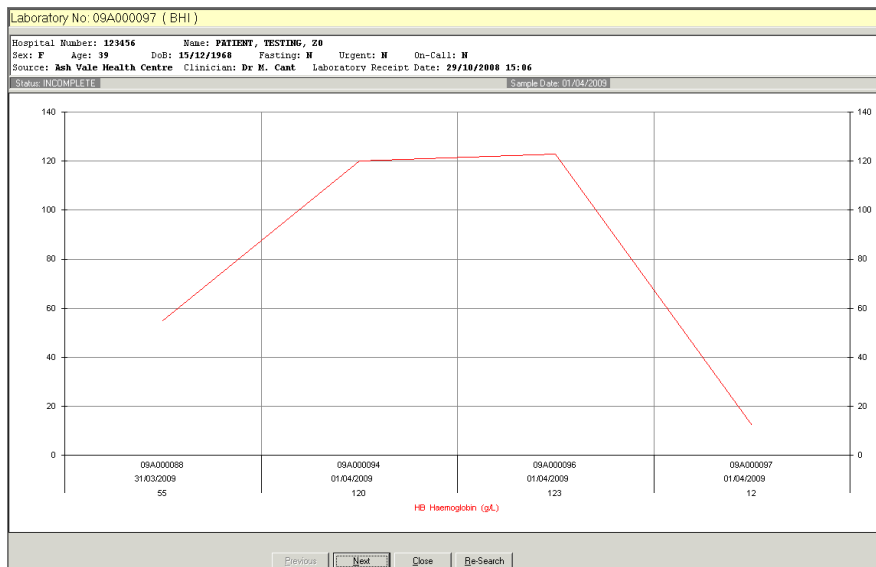
Code	Test Name	09A000088 31/03/09	09A000083 31/03/09	09A000094 01/04/09	09A000095 01/04/09	09A000096 01/04/09	09A000097 01/04/09
WBC	White Cell Count	55.0		12.0		12.0	12.0
▶ HB	Haemoglobin	55.0		120.0		123.0	123.0
PLT	Platelets	35		230		123	123
RBC	RBC	20		5		4	5
HCT	Haematocrit	0.35		0.55		0.50	0.50
MCV	MCV	87.0		88.0		88.0	88.0
MCH	MCH	35.0		30.0		22.0	20.0
CHCM	CHCM	350	360			330	330
RDW	RDW	15					8
MPV	Mean platelet volume	2.0	2.0	8.0		8.0	8.0
NEUT	Neutrophils	36.5		9		9	9
LYMP	Lymphocytes	11		3		3	3
EDD	Expected date of delivery			12/12/12	12	12	12
FDC	Family origin			12	12	12	1
FOSA	Family origin outcome			12	12	12	1

Previous Next Close Re-Search

- ◆ Once you have highlighted the appropriate test click on the **Graph** icon on the top toolbar



- ◆ The following screen will appear

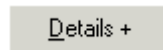


- ◆ To go back to the Cumulative Screen click on the **Cumulative View** icon on the top of the toolbar



Patient Details Screen

- ◆ The Patient Details Screen allows you to view more details from the original request
- ◆ From the Search List Screen click **Details +**



- ◆ The following screen will appear

Search List

Status: PRINTED

Laboratory No: 08A000001 Hospital No: 123456 Laboratory Receipt Date/Time: 29/10/2008 15:06

Name: PATIENT, TESTING Z0 Category: NHS

Sex: F DOB: 15/12/1968 Age: 39 Fasting: Sample Date/Time: 29/10/2008 15:09

Clinician: ZZZ1 Dr M. Cant Out of Hrs:

Source: ZZZ4 Ash Vale Health Centre Reported Date: 29/12/2008

Address: Post Code: NHS No:

Tests: Comments:

Clinical Details: Antibiotic Therapy:

Specimen: Urgent:

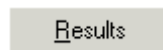
Copy Clinician: Last Linked to:

Copy Source:

Booked in by POCUSER on 29/10/2008 15:09

Back Start New Search List View Results

- ◆ You may view the results for the request by clicking on **Results**



- ◆ Or if you wish to return to the list of requests click on **List View**

