How to Access Test Results Using PHIMS (Public Health Information Management System) on the State Hygienic Laboratory Web Site

1. Open the State Hygienic Laboratory (SHL) home page:
   
   http://www.shl.uiowa.edu
   
   2. Click on the Test Results button on the left-hand side.
   
   3. Click on the PHIMS button at the top of the TEST RESULTS page.
   
   4. Login by entering your username and password. Note that this input is case-sensitive. Click on SIGN IN.
   
   5. You will come to the main page of PHIMS. Choose one of the following options featured on the left-hand side.
      - Patient Inquiry
      - Status Report
      - Request Form
DATA REPORTING OPTIONS

Patient Inquiry

Patient Inquiry provides preliminary and final results in a PDF printable format. The results that appear on the screen provide the same information in the same format as those in SHL’s paper reports.

**Patient Inquiry**

1. Specify search criteria in the fields below. (optional)

   **Last Name**
   **First Name**
   **Date of Birth**
   **YYYY-MM-DD**
   **Patient ID Number**
   **Social Security Number**
   **SHL Sample Number**
   **Date Collected**
   **YYYY-MM-DD HH:MM**
   **Date Released**
   **YYYY-MM-DD HH:MM**

2. Click on "Run Report" to generate the report or "Reset Form" and return to step 1.

   - [Run Report]
   - [Reset Form]

1. You must complete at least one field of search criteria before clicking on the Run Report button. Your options include Last Name, First Name, Date of Birth (range), Patient ID Number, Social Security Number, SHL Sample Number, Date Collected (range), and Date Released (range).

   For Date of Birth, Date Collected, and Date Released, you may enter dates manually, or click on the calendar icon to select a date to be automatically entered into the field.

   For further information about each field, see Search Criteria Field Descriptions on page 5.

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   For Date of Birth, Date Collected, and Date Released, you may enter dates manually, or click on the calendar icon to select a date to be automatically entered into the field.

   For further information about each field, see Search Criteria Field Descriptions on page 5.
The Patient Inquiry screen has two purposes:

a. To search for the results of one or more patients

For example, if you are searching for all patients with a last name of “Miller,” enter “miller” into the Last Name field. If you would like to narrow the search by date of collection (i.e., the samples collected from those patients with a last name of “Miller” in the past week), enter “miller” for the Last Name, and enter a date range for Date Collected, such as “2012-10-18” in the from: field and “2012-10-25” in the to: field.

The more information you provide, the more precise the search becomes.

b. To download and print results for a specific time period

For example, if you are searching for the results released by the SHL in the past three days (i.e., beginning October 23, 2012), enter the date range for Date Released as “2012-10-23” in the from: field and “2012-10-25” in the to: field.

2. After specifying your search criteria, click on the Run Report button.

3. You will be brought to a second screen, in which you may select the samples that you wish to view the results report.

There are three methods in which you may view results:

- Select all samples by clicking in the Select All check box, and click on the Run Report button.
- Select one or more samples by clicking in the check box under the Mark heading, and click on the Run Report button.
- Click on the Lab Number to view sample results, one at a time.

Status Report

Status Report provides the current status of each sample, as well as, details about the sample, such as the date the sample was received by the laboratory, which tests were assigned, and each test’s respective status (released, requeue, logged in, initiated).
You may search by the Last Name of the patient or a Date Collected range.

For further information about the Last Name or Date Collected fields, see Search Criteria Field Descriptions on page 5.

2. Click on the Run Report button.

The Status Report does not link to test results. Once results are listed as “Released”, you may use the Patient Inquiry link (page 2) to search for the preliminary and final results of patients.

Request Form

The Request Form screen is used to generate a test request form to send to SHL along with the sample. The test request form will have the facility’s name, ID, and address automatically populated.

- PHIMS users who wish to print a test report and have permissions to multiple clients will need to select the facility from the Client drop-down list.
- The number of copies of the form to be generated can be entered in the Copies field.
- The desired test request form can be selected from the Test drop-down list.
- Click the Run Report button.
SEARCH CRITERIA FIELD DESCRIPTIONS

Date Collected
Enter the date or date range in which the sample was collected. A date must be entered in the format of a four-digit year, two-digit numeric month, and two-digit day as “YYYY-MM-DD”, e.g., “2012-10-25”. By clicking on the calendar icons to the right of each field, you open up a calendar, which assists in locating the correct date or date range and automatically enters the date in the correct format.

- If you enter a date in the from: field only, the database will search from 00:00 (Midnight) to 23:59 (11:59 PM) of that date. If you specify dates in both the from: and to: fields, to cover a span of time longer than 24 hours, the database will search from 00:00 of the first date to 23:59 of the second date.
- Clicking on the word Today at the bottom of a calendar selects the current date.

Date Released
Date Released includes date and time fields with time as optional.

Enter the date the sample was released (test completed) by the SHL. The date must be entered in the format of a four-digit year, two-digit numeric month, and two-digit day as “YYYY-MM-DD”, e.g., “2012-10-25”.

(Optional) Enter the time after the date (with a blank space separating date and time) in the twenty-four hour clock format as “HH:MM”, e.g., “14:59”. The combined date and time would be “2012-10-25 14:59”.

Date of Birth
Enter date of birth in the format of a four-digit year, two-digit numeric month, and a two-digit day as YYYY-MM-DD, e.g., “2008-03-01”.

First Name
Enter the first name of the patient.
- If you do not know the entire first name, or correct spelling of the first name, use the wildcard character ( * ) to complete a combination of letters in this field. For example, entering “p*” will return any first name beginning with “p”. Entering “pete*” will return patients with the first name of “pete” or “peter”.

2. Click on "Run Report" or "Reset Form" and refer to the calendar.
**Patient Inquiry**

1. **Specify search criteria in the fields below. (optional)**

<table>
<thead>
<tr>
<th>Last Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>pete³</td>
</tr>
</tbody>
</table>

**Last Name**
Enter the last name of the patient. The wildcard character can be used in a Last Name search as it can be in a First Name search.

**Patient ID Number**
Enter the unique ID that you assigned to the patient, such as a chart number or a hospital number. Up to 20 alphanumeric characters may be entered.

**Social Security Number**
Enter the 9-digit social security number of the patient, including dashes, in the format of SSS-SS-SSS.

**SHL Sample Number**
Enter the 10-digit number assigned to your sample by the SHL.

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Please direct all inquiries regarding PHIMS web access to:

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Coralville, IA 52241

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v.3, 10/25/2012