



OpenELIS Maternal Screen Follow-up Web Portal User Guide



Logging in

- Go to the State Hygienic Laboratory at The University of Iowa's web site at www.shl.uiowa.edu .
- Click on the green **Test Results** button on the left-hand side.
- Click on the green **OpenELIS** button.
- Login using your username and password. (This is a secure site. Your username and password are encrypted as they are sent for authorization.)
- If you use a shared computer, please click the **Logout** button in the top right corner and then exit the browser after completing your session.
- Supported web browsers are recent versions of: Firefox, Chrome, Safari, Internet Explorer.

Message of the Day


- The Message of the Day is displayed upon login. It contains important announcements regarding the OpenELIS Web Portal.
- You can click on the orange SHL logo anytime that you wish to return to this page.

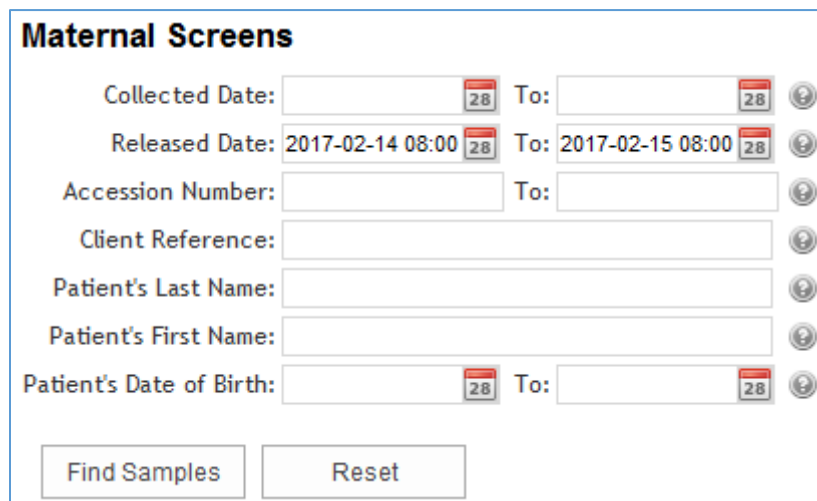
Follow-Up tab

The FOLLOW-UP tab contains the two query functions that are used by Maternal Screening follow-up staff to search for Maternal Screens: **Maternal Screens** and **On Hold Maternal**. The Maternal Screens icon is used to search for maternal screens in any status. The On Hold Maternal icon is used to search for maternal screens that are in On Hold status.




Searching for Maternal Screen Tests in Any Status




- Click on the **Maternal Screens** icon.
- You only need to enter information in one field to conduct a search for your results. Example fields include: **Collected Date**, **Released Date**, **Accession Number**, or **Patient's Last Name**. ([See Figures 1 and 2.](#))
- It is recommended that you use the calendar to the right of each date field when entering a date to eliminate any formatting errors. You must click out of the calendar to enter the selected date. All dates have the format of YYYY-MM-DD. **Released Date** also includes the time in the format of YYYY-MM-DD HH:MM.
- You may also narrow your search by entering information in multiple fields. For example, to find all of the samples for Jane Doe with a birthdate of 05-15-1980, enter Doe in the **Patient's Last Name** field, Jane in the **Patient's First Name** field, and 1980-05-15 in the **Patient's Date of Birth** field.


- The system supports wild card searches in the following fields: **Client Reference**, **Patient's First Name**, and **Patient's Last Name**. To use this search method add an * at the beginning and/or end of your search term. Below are two examples:
 - To see a list of reports for a patient whose last name starts with the letters schm, enter schm* in the **Patient's Last Name** field. Matches would include: schmidt, schmitt, schmitz, etc.
 - To see a list of reports for a patient whose first name ends with the letters jo, enter *jo in the **Patient's First Name** field. Matches would include: betty jo, bettyjo, jo, etc.
- Enter the **Patient's Date of Birth** in this field to search by that information. You must enter an ending date in the **To** field to search for a range of birth dates.
- Click on the Tool Tip  to the right of each field to view information about the use and format of that field.
- Click the **Find Samples** button to display a list of samples that match your search criteria. The **Reset** button clears all of the search fields.





Maternal Screens


Collected Date:  To:  

Released Date: 2017-02-14 08:00  To: 2017-02-15 08:00  

Accession Number: To: 

Client Reference: 

Patient's Last Name: 

Patient's First Name: 




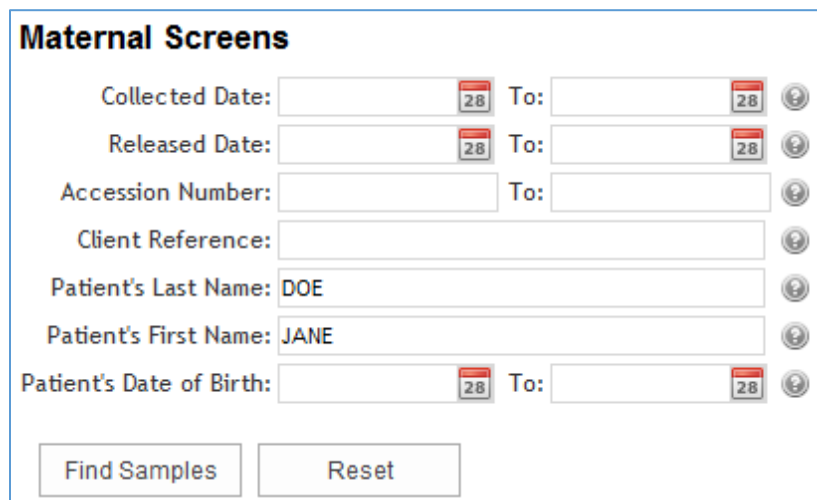






Patient's Date of Birth:  To:  


Figure 1 Searching by a Released Date Range





Maternal Screens


Collected Date:  To:  

Released Date:  To:  

Accession Number: To: 

Client Reference: 

Patient's Last Name: DOE 

Patient's First Name: JANE 




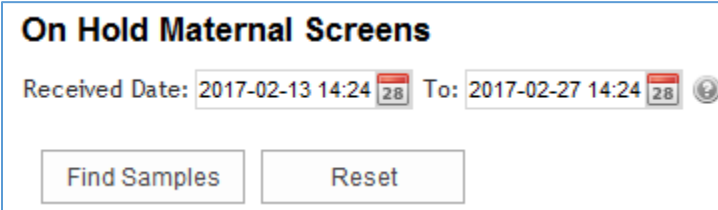
Patient's Date of Birth:  To:  

Figure 2 Searching by a Patient's Last and First Name

Searching for Maternal Screen Tests in On Hold Status

- Click on the **On Hold Maternal** icon.
- This query searches for On Hold Maternal Screen samples by their **Received Date** at the laboratory. The default date range consists of the past 14 days, but these dates can be changed. If you are changing the default dates, it is recommended that you use the calendar to the right of each date field to eliminate any formatting errors. You must click out of the calendar to enter the selected date. The **Received Date** includes the time in the format of YYYY-MM-DD HH:MM. (See Figure 3.)



On Hold Maternal Screens

Received Date: 2017-02-13 14:24 To: 2017-02-27 14:24

Find Samples Reset

Figure 3 Searching for On Hold Samples by Received Date

- Click on the Tool Tip ⓘ to the right of the **Received Date** field to view information about the use and format of that field.
- Click the **Find Samples** button to display a list of samples that match your search criteria. The **Reset** button clears all of the search fields.

Viewing Your Final Reports

- A list of samples that match your search criteria will be displayed on the next screen. (See Figure 4.)
- Final Reports can only be generated for samples that are in a status of "Completed". To view all reports of the completed samples that are listed, click on the **Select All** button, and then the **Run Report** button.
- To view specific reports, check the boxes in front of their **Accession Numbers**, and then click the **Run Report** button.
- The PDF reports of the selected samples will pop up. You may view, save, or print your PDF reports.
- The following are descriptions of each column on this screen.

Accession Number: The lab number assigned to the sample by the laboratory.

Collected Date: The date and time that the sample was collected. All dates and times have the format of YYYY-MM-DD HH:MM.

Reference Information: This information can be helpful in identifying a sample. The patient's name is usually displayed for maternal screen samples.

Additional Information: This information can also be useful in identifying a sample. The health care provider's name (if submitted) and the submitting organization are displayed for maternal screen samples.

Status: The sample's status is shown here. "In Progress" samples have one or more tests that are not yet complete. "Completed" samples have finished testing and all of their results are available on the Final Report.

Attachments: The number of documents attached to each sample (if any) are shown in this column. First, click on the number to display the list of attachments. (See Figure 5.) Next, click on the attachment that you want to display. Attachments may include the test request form (begins with the prefix "TRF"), previous revisions of final reports (begin with the prefix "FinalReport"), copies of email correspondence, and laboratory instrument output.

Maternal Screens						
<input type="button" value="← Back"/>						
Accession Number	Collected Date	Reference Information	Additional Information	Status	Attachments	
<input type="checkbox"/> 235689	2016-12-01 10:15	[patient] DOE, JANE	WELBY, MARCUS ANYTOWN HOSPITAL	Completed	<input type="button" value="1"/>	
Maternal Screen Integrated Sample 1, Enzyme Immunoassay						
<input type="checkbox"/> 235901	2017-01-03 09:35	[patient] DOE, JANE	WELBY, MARCUS ANYTOWN HOSPITAL	Completed	<input type="button" value="1"/>	
Maternal Screen First Trimester, Enzyme Immunoassay						
<input checked="" type="checkbox"/> 235911	2017-01-03 08:30	[patient] DOE, JANE	DOE, JOHN ANYTOWN HOSPITAL	Completed	<input type="button" value="3"/>	
Maternal Screen NTD Amniotic Fluid, Enzyme Immunoassay						
<input type="checkbox"/> 235912	2017-01-04 11:45	[patient] DOE, JANE	WELBY, MARCUS ANYTOWN HOSPITAL	Completed	<input type="button" value="1"/>	
Maternal Screen NTD Serum, Enzyme Immunoassay						
<input type="checkbox"/> 235913	2017-01-04 09:45	[patient] DOE, JANE	WELBY, MARCUS ANYTOWN HOSPITAL	Completed	<input type="button" value="1"/>	
Maternal Screen Quad, Enzyme Immunoassay						
<input type="checkbox"/> 235918	2017-01-03 11:25	[patient] DOE, JANE	WELBY, MARCUS ANYTOWN HOSPITAL	In Progress	<input type="button" value="2"/>	
Maternal Screen Integrated, Enzyme Immunoassay						

6 samples have been found.

Figure 4 Maternal Screen Sample Listing

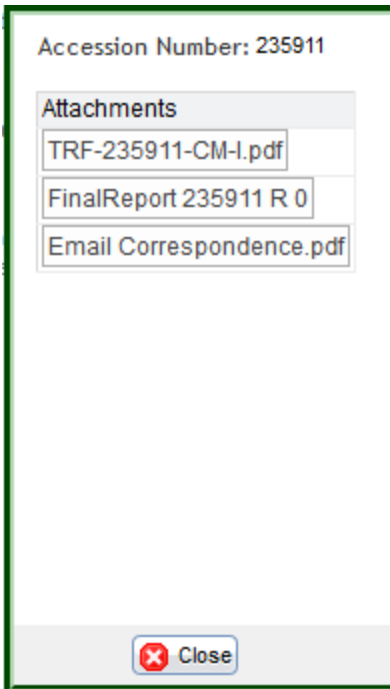


Figure 5 Sample Attachment List

Using the Maternal Screen Scenario Generation Module

- The Maternal Screen Scenario Generation module allows the Maternal Screening follow-up staff to examine how changes in inputted values would affect the calculated test results. If the follow-up staff member decides that this change(s) is warranted, she can send the recommended change(s) to the Maternal Screening laboratory for execution. The follow-up and laboratory staff can also use this screen to communicate with each other regarding a sample.
- Conduct a search for the desired sample(s). See [Searching for Maternal Screen Tests in Any Status](#) or [Searching for Maternal Screen Tests in On Hold Status](#) for directions on how to conduct a search.
- After the Maternal Screen Sample Listing has been displayed, click on the test and method name (e.g., Maternal Screen Quad, Enzyme Immunoassay) of the desired sample. The Maternal Screen Scenario Generation module will be loaded with the patient, sample, and result information. ([See Figure 6.](#))

← Back

Patient Information

Last Name: DOE Gender: Female Phone #: 319/555-1212 Address: 1234 MAIN ST
 First Name: JANE Race: Asian City: ANYTOWN
 Birth Date: 1995-08-30 Ethnicity: Non Hispanic State: IA Zip Code: 52999

Sample Information

Accession Number: 235913 Collected Date: 2017-01-04 Provider Last Name: WELBY Organization: ANYTOWN HOSPITAL
 Status: Released Received Date: 2017-01-04 14:20 Provider First Name: MARCUS Address: 1000 MEDICAL ST
 Client Reference: 9787453245 Entered Date: 2017-01-05 16:00 Provider Phone Number: 319/555-5555 City: ANYTOWN
 Released Date: 2017-02-07 14:12 State: IA Zip Code: 52999

Result Information

Test: Maternal Screen Quad Method: Enzyme Immunoassay Recalculate Send Changes Add Note

Analyte	Value	Unit		
Birth	1995-06-30			
Egg Donor	No			
Egg's Age				
Maternal Age At Delivery	21.9	years		
Maternal Weight	143.4	lbs		
Maternal Race Black	No			
Number of Fetuses	1			
Insulin Dependent Diabetic	No			
Family History of NTD	No			
LMP	2016-09-10			
Ultrasound	2016-12-01			
CRL				
BPD	25	mm		
Weeks & Days				
Analyte	Value	Determined By	Result	Screen Cutoff
AFP MoM	0.95	Ultrasound	51.59	NTD >= 2.2
Estriol (uE3) MoM	0.85		1.55	
HCG MoM	1.08		23300.00	
Inhibin MoM	0.88		147.20	
Age Related DS Risk	1:1200		Not Applicable	
Down Syndrome (DS) Risk	1:7900	Ultrasound	Not Applicable	1:150
Trisomy 18 Risk	<1:99000	Ultrasound	Not Applicable	1:100
Analyte	Value	Determined By		
Initial Gestational Age	134 days (19w1d)	Ultrasound		

Figure 6 Maternal Screen Scenario Generation Module

- The Maternal Screening follow-up staff member can change or add inputted values in the **Result Information** section of the record. All dates have the format of YYYY-MM-DD.
- Click the **Recalculate** button to view how the changes in inputted values would affect the calculated test results.
- Click the **Send Changes** button if it is desired to send the recommended change(s) to the Maternal Screening lab staff. A note window will pop-up that displays the recommended change(s). (See Figure 7.) The subject and text of the note can be modified as necessary.

Subject: recommendations from maternal screening followup

Text: Ultrasound - Ultrasound: 2016-12-10

OK Cancel

Figure 7 Recommendations Note Window

- The **Add Note** button can be used by the follow-up staff member to correspond with the laboratory staff about a sample/test.
- These notes can be used to track the conversation between the follow-up and laboratory staff and to document any changes/decisions that were made. (See Figure 8.) Both external and internal sample and analysis notes will be displayed.



Figure 8 Conversation between Follow-up and Laboratory Staff

Changing Your Password

- You can click the **Change Password** button in the top right corner or go to <https://www.shl.uiowa.edu/pwm/private/Login> to change your password.
- Keep your new password secure. If you must write it down, be sure to keep it in a safe place.
- Your new password must meet the following requirements:
 - Password is case sensitive.
 - Must be at least 9 characters long.
 - Must be no more than 25 characters long.
 - Must not include any of the following values: test password
 - Must not include part of your name or username.
 - Must not include a common word or commonly used sequence of characters.
 - Must have at least three types of the following characters:
 - Uppercase (A-Z)
 - Lowercase (a-z)
 - Number (0-9)

- Symbol (!, #, \$, etc.)

Questions/Help

- Questions regarding the OpenELIS Maternal Screening Follow-up Web Portal may be directed to ask-shl@uiowa.edu or to 319/335-4358.