

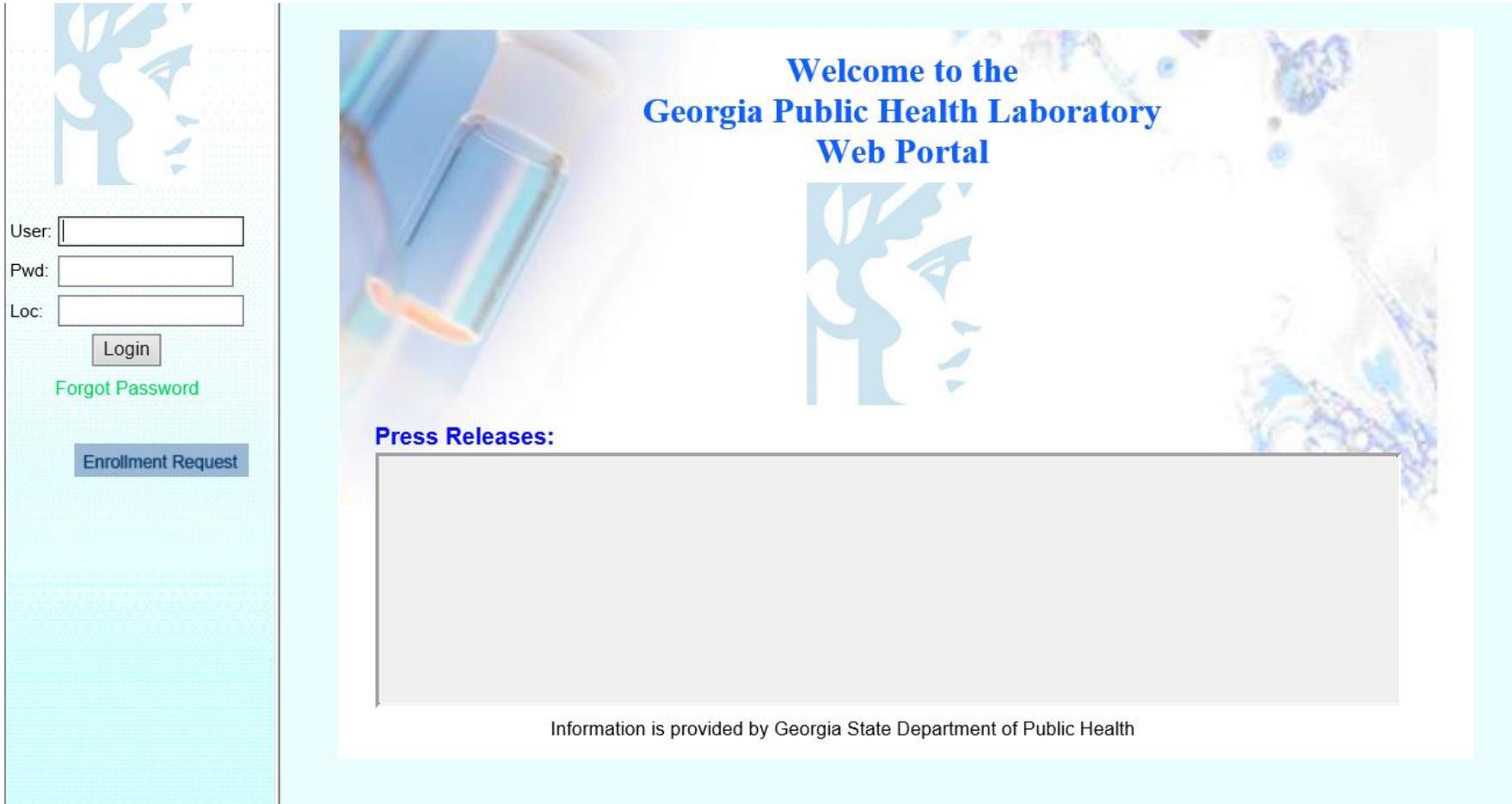
Web Portal

Instructions on retrieving Laboratory reports

STEP 1

Enter your assigned User ID, Password and Location Code (LOC)

- Click Login



The screenshot shows the login interface for the Georgia Public Health Laboratory Web Portal. On the left side, there is a logo at the top, followed by three input fields labeled 'User:', 'Pwd:', and 'Loc:'. Below these fields are buttons for 'Login', 'Forgot Password', and 'Enrollment Request'. The main content area features a large banner with the text 'Welcome to the Georgia Public Health Laboratory Web Portal' and a smaller version of the logo. Below the banner is a section titled 'Press Releases:' with a large, empty rectangular box. At the bottom of the page, a footer states 'Information is provided by Georgia State Department of Public Health'.

STEP 2

This is your Main Page.

From here you will select: **Reporting.**

User: NICH
Site: TEST

- Main
- Patient Registration
- Order Entry
- Batch Build
- Batch Print
- Label Print
- Inquiry
- Reporting**
- Pending
- Admin
- User Guide

Log Out

Welcome to the Georgia Public Health Laboratory Web Portal

[What's New:](#) [Lab Dir:](#)

Important Changes to HCV Viral Load Assay:
[Letter to Apollo Submitters \(Test Change\)](#)

Important Changes to HIV-1 Viral Load Assay:
[Letter to Apollo Submitters \(Test Change\)](#)

08/13/2021

It has come to our attention that there has been an increase in samples received at room temperature outside of the acceptable time period. Therefore, we wanted to take the opportunity to send a reminder to all submitters regarding the specimen requirements for use with our current HIV assays. This is a CLIA requirement and we will have to reject samples that are not submitted in adherence to the manufacturer's instructions.

Per assay package insert: Serum or plasma specimens should be stored for no longer than 3 days at room temperature or 7 days at 2 to 8°C following specimen collection. If a storage period greater than 7 days is anticipated, the specimens should be removed from the clot, red blood cells, or separator gel and the serum or plasma should be stored frozen at -20°C. Please note that the storage time includes the time that samples are in transit. Therefore, if samples cannot be received at GPHL within 72 hours, samples should be transported on cold packs.

Information is provided by Georgia State Dept of Public Health

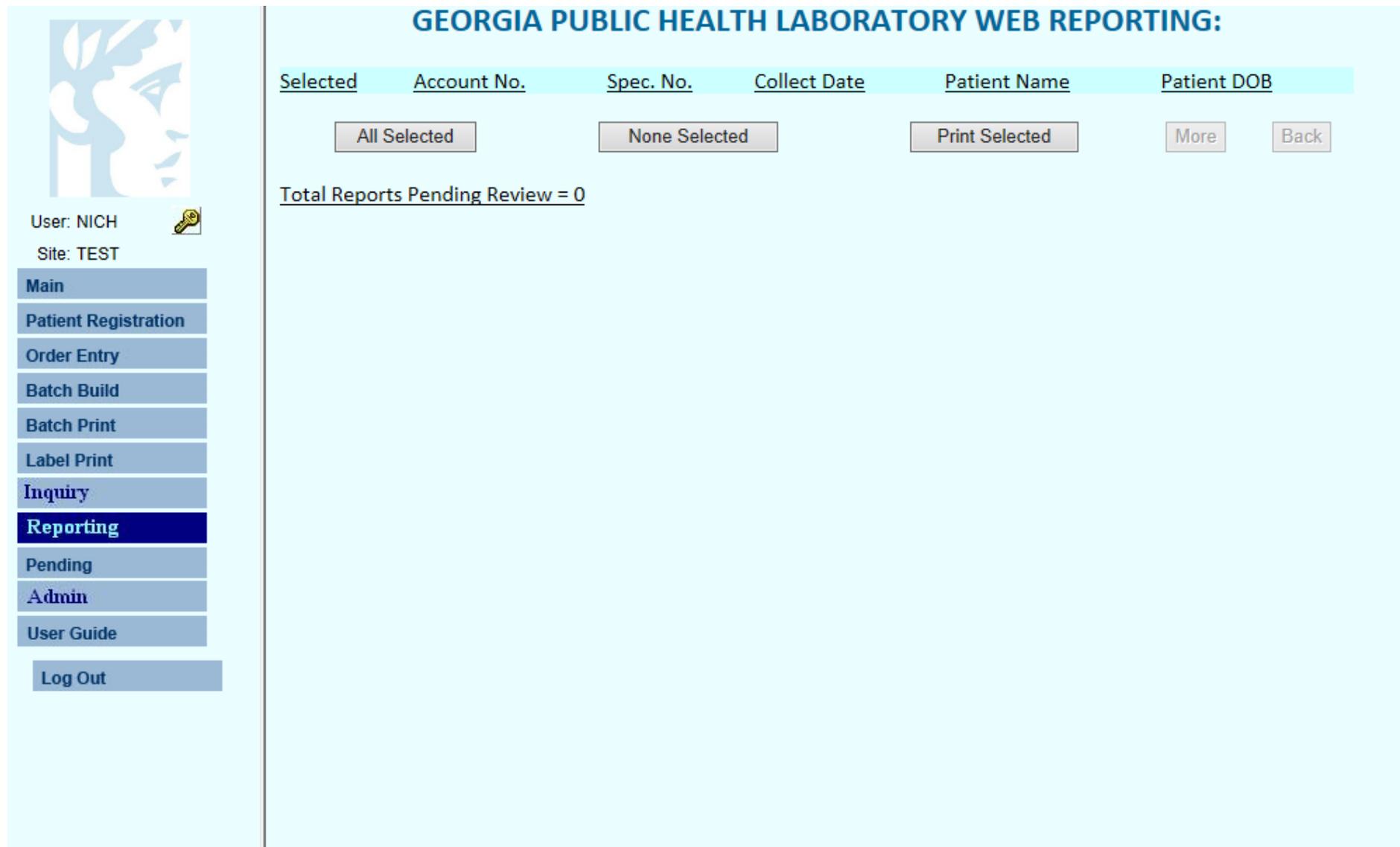
STEP 3

Once you click *Reporting*, you will be brought to this screen.

Each report will display the Account Number, Specimen Number, Collect Date, Patient Name and Patient DOB.

If there are no reports pending review, your screen will appear blank as seen here.

(Total Reports Pending Review = 0)



The screenshot displays the "GEORGIA PUBLIC HEALTH LABORATORY WEB REPORTING:" interface. On the left is a navigation menu with the following items: Main, Patient Registration, Order Entry, Batch Build, Batch Print, Label Print, Inquiry, Reporting (highlighted in dark blue), Pending, Admin, User Guide, and Log Out. Above the menu, the user is identified as "User: NICH" and the site as "Site: TEST". A logo of a person's profile is visible at the top left of the menu area.

The main content area features a table with the following headers: Selected, Account No., Spec. No., Collect Date, Patient Name, and Patient DOB. Below the headers are five buttons: "All Selected", "None Selected", "Print Selected", "More", and "Back".

Below the buttons, the text "Total Reports Pending Review = 0" is displayed, indicating that there are no reports currently pending review.

STEP 3A

If you have a report or multiple reports pending, they will appear as shown here.

To view/print a report for a patient, check the box located to the left of the Account Number column, or select all reports on that page by clicking the *All Selected* button.

Once you have selected the reports you need, click the **Print Selected** button.

GEORGIA PUBLIC HEALTH LABORATORY WEB REPORTING:

Selected	Account No.	Spec. No.	Collect Date	Patient Name	Patient DOB
<input type="checkbox"/>	TEST	Z001512	03/18/2022	TEST,101612	
<input type="checkbox"/>	TEST	22B0025161	03/11/2022	TEST,JAY	12/25/1976
<input type="checkbox"/>	TEST	Z001494	03/04/2022	TEST,CAKE	06/01/1901
<input type="checkbox"/>	TEST	22B0023874	02/24/2022	TEST,JAY	12/25/1976
<input checked="" type="checkbox"/>	TEST	21B0025579	03/26/2021	BUNNY,BUGS	01/01/1940
<input checked="" type="checkbox"/>	TEST	21B0025562	03/26/2021	TEST,DONALD	01/01/1999

Total Reports Pending Review = 6

User: NICH Site: TEST

Main
Patient Registration
Order Entry
Batch Build
Batch Print
Label Print
Inquiry
Reporting
Pending
Admin
User Guide

Log Out

GEORGIA PUBLIC HEALTH LABORATORY
Department of Public Health
 1749 Clairmont Road NE, Decatur, GA 30033-4050
 PH: 404-327-7900
 E.A. Franko, Dr.P.H., Director
 Georgia Clinical Laboratory License# 044-121 CLIA ID# 11D0671793

LABORATORY REPORT

SUBMITTER: TEST		PATIENT	
TEST SUBMITTER		TEST, DONALD	
REQDBY: SUBMITTER SPECIMEN #		Phone: DOB: 01/01/1999 Age: 22 Gender: MALE Ethnic: Non-Hispanic Med. Rec: Race: AMERICAN I	
SPECIMEN			
Lab #: 21B0025562	Collected: 03/26/2021	09:16:	
	Received: 03/26/2021	09:21:10	
Source: Serum	Reported: 03/26/2021	09:25	
TEST REQUESTED		RESULTS	
RPR		NON-REACTIVE	
Date Tested: 03/26/2021		Date Reported: 03/26/2021	

*** Final Report ***

Waycross Public Health Laboratory
Department of Public Health
 1751 Gus Karle Parkway, Waycross, GA 31503
 PH: 912-338-7050
 E.A. Franko, Dr.P.H., Director
 GA License # 148-003 CLIA ID# 11D0671837

LABORATORY REPORT

SUBMITTER: TEST		PATIENT		
TEST SUBMITTER		BUNNY, BUGS		
REQDBY: SUBMITTER SPECIMEN #		123 WABBIT HOLE DECATUR, GA 30033 Phone: DOB: 01/01/1940 Age: 81 Gender: MALE Ethnic: UNKNOWN Med. Rec: HARE1 Race: UNKNOWN		
SPECIMEN				
Lab #: 21B0025579	Collected: 03/26/2021	10:00:		
	Received: 03/26/2021	10:12:32		
Source: Serum	Reported: 03/26/2021	10:14		
TEST REQUESTED		RESULTS		REFERENCE RANGE
REGIONAL RPR		NON-REACTIVE		NON-REACTIVE
Date Tested: 03/26/2021		Date Reported: 03/26/2021		

*** Final Report ***

STEP 4

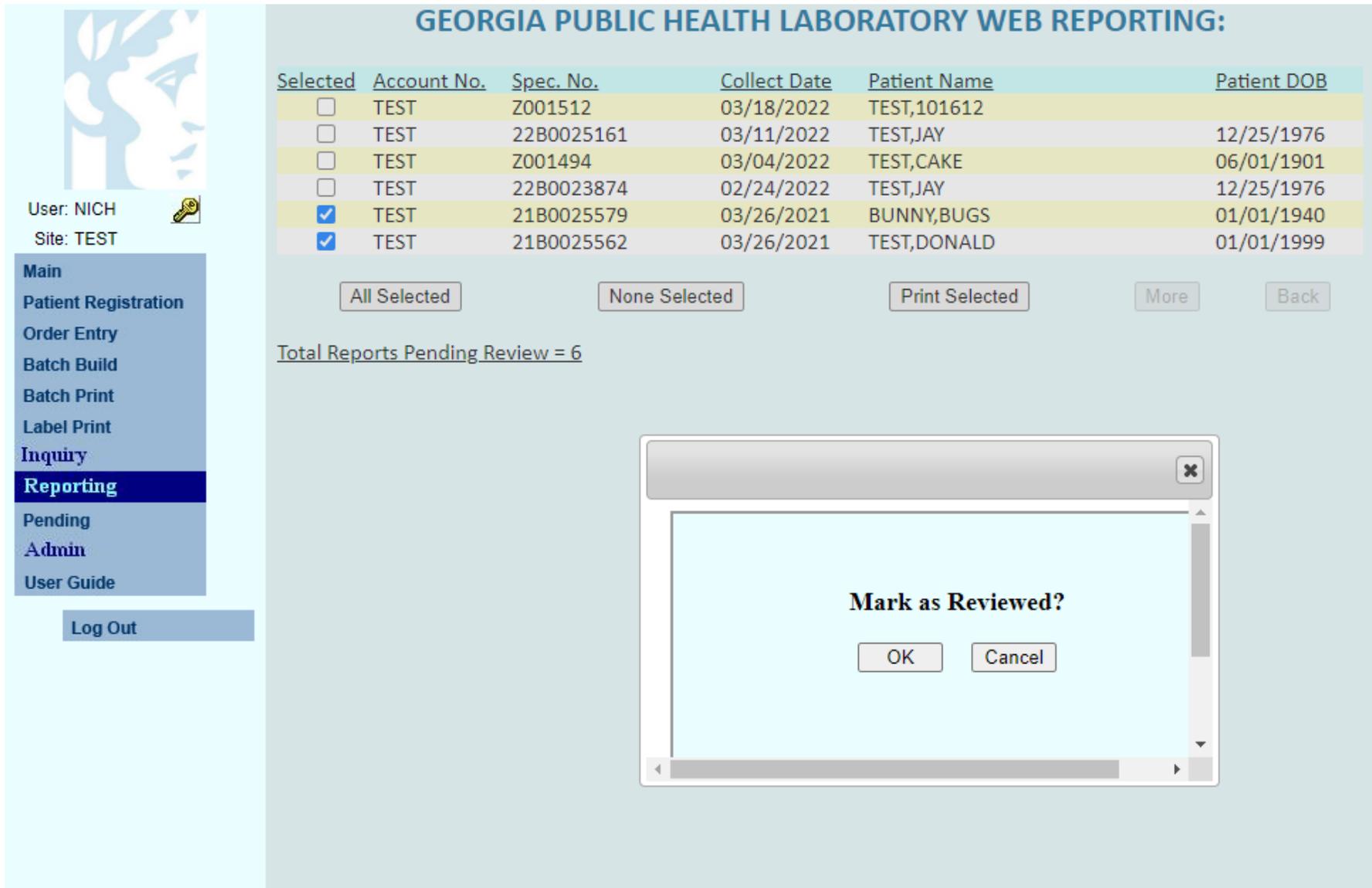
A new tab/window will open with the selected report(s) as a PDF. If more than one report was selected, each will be displayed on separate pages of the PDF.

STEP 5

Once you are finished viewing and printing your reports, a message will appear asking: *Mark as Reviewed?*

Click **OK** and the reports will be removed from the reporting section.

If you would like to leave the report in the queue, click **Cancel** and it will remain in the reporting section.



The screenshot displays the Georgia Public Health Laboratory Web Reporting interface. On the left is a navigation menu with options: Main, Patient Registration, Order Entry, Batch Build, Batch Print, Label Print, Inquiry, Reporting (highlighted), Pending, Admin, and User Guide. Below the menu is a 'Log Out' button. The main content area shows a table of reports with columns: Selected, Account No., Spec. No., Collect Date, Patient Name, and Patient DOB. Two reports are selected (checked). Below the table are buttons for 'All Selected', 'None Selected', 'Print Selected', 'More', and 'Back'. A status line indicates 'Total Reports Pending Review = 6'. A dialog box titled 'Mark as Reviewed?' is open, containing 'OK' and 'Cancel' buttons.

GEORGIA PUBLIC HEALTH LABORATORY WEB REPORTING:

Selected	Account No.	Spec. No.	Collect Date	Patient Name	Patient DOB
<input type="checkbox"/>	TEST	Z001512	03/18/2022	TEST,101612	
<input type="checkbox"/>	TEST	22B0025161	03/11/2022	TEST,JAY	12/25/1976
<input type="checkbox"/>	TEST	Z001494	03/04/2022	TEST,CAKE	06/01/1901
<input type="checkbox"/>	TEST	22B0023874	02/24/2022	TEST,JAY	12/25/1976
<input checked="" type="checkbox"/>	TEST	21B0025579	03/26/2021	BUNNY,BUGS	01/01/1940
<input checked="" type="checkbox"/>	TEST	21B0025562	03/26/2021	TEST,DONALD	01/01/1999

All Selected None Selected Print Selected More Back

Total Reports Pending Review = 6

Mark as Reviewed?

OK Cancel

Pending Specimens:

- TEST : TEST SUBMITTER
 - 19CR021999: ,
 - 19CR022000: ,
 - 22B0030285: TEST, TEST
 - Z001055: TEST, 101612

User: NICH
Site: TEST

Main
Patient Registration
Order Entry
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Batch Print
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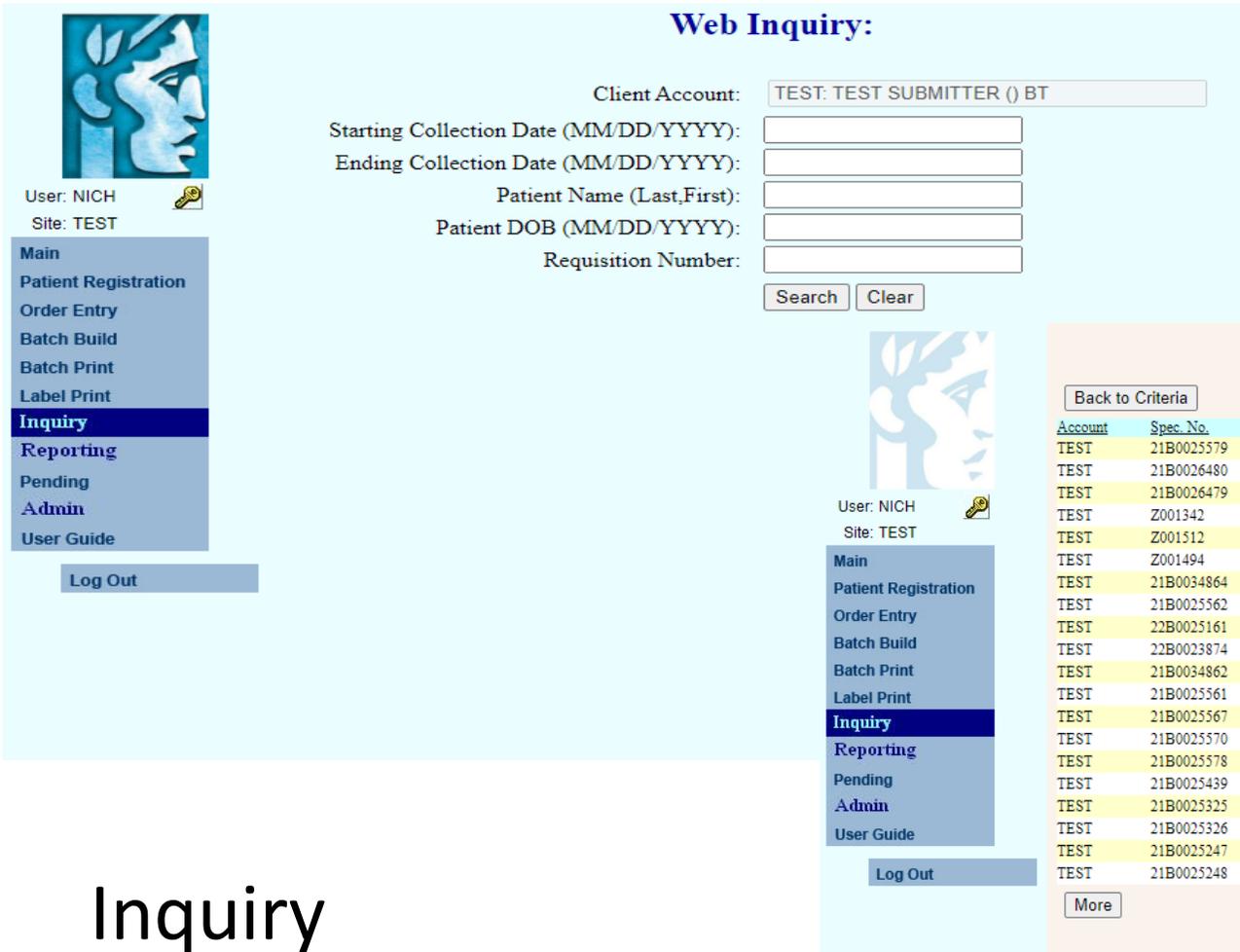
Log Out

Pending Reports

If you select *Pending*, this pending specimens section will appear.

This section displays all the specimen pending results.

Once they are resulted, the reports will be located in Reporting as shown in the previous slides.



Web Inquiry:

Client Account: TEST: TEST SUBMITTER () BT

Starting Collection Date (MM/DD/YYYY):

Ending Collection Date (MM/DD/YYYY):

Patient Name (Last,First):

Patient DOB (MM/DD/YYYY):

Requisition Number:

User: NICH 
Site: TEST

- Main
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Web Inquiry:

Account	Spec. No.	Req. No.	Collected	Patient Name	Patient DOB	Report Status	Reviewer	Reviewed
TEST	21B0025579		03/26/2021	BUNNY,BUGS	01/01/1940	Report	HEARN	03/30/2021
TEST	21B0026480		04/06/2021	JACKSON,RABBIT	08/10/1966	Report	Pending	Pending
TEST	21B0026479		04/06/2021	SMITH,BOB	04/01/1960	Report	Pending	Pending
TEST	Z001342	2021TEST	06/22/2021	TEST,1		Report	Pending	Pending
TEST	Z001512		03/18/2022	TEST,101612		Report	Pending	Pending
TEST	Z001494		03/04/2022	TEST,CAKE	06/01/1901	Report	Pending	Pending
TEST	21B0034864		06/23/2021	TEST,DAFFY		Report	VILLAFANE	06/23/2021
TEST	21B0025562		03/26/2021	TEST,DONALD	01/01/1999	Report	HEARN	03/26/2021
TEST	22B0025161		03/11/2022	TEST,JAY	12/25/1976	Report	Pending	Pending
TEST	22B0023874		02/24/2022	TEST,JAY	12/25/1976	Report	Pending	Pending
TEST	21B0034862		06/23/2021	TEST,JAY	12/25/1976	Report	VILLAFANE	06/23/2021
TEST	21B0025561		03/26/2021	TEST,JAY	12/25/1976	Report	HEARN	03/26/2021
TEST	21B0025567		03/26/2021	TEST,JAY	12/25/1976	Report	HEARN	03/26/2021
TEST	21B0025570		03/26/2021	TEST,JAY	12/25/1976	Report	HEARN	03/26/2021
TEST	21B0025578		03/26/2021	TEST,JAY	12/25/1976	Report	HEARN	03/30/2021
TEST	21B0025439		03/25/2021	TEST,JAY	12/25/1976	Report	HEARN	03/26/2021
TEST	21B0025325		03/24/2021	TEST,JAY	12/25/1976	Report	HEARN	03/26/2021
TEST	21B0025326		03/24/2021	TEST,JAY	12/25/1976	Report	HEARN	03/26/2021
TEST	21B0025247		03/19/2021	TEST,JAY	12/25/1976	Report	HEARN	03/26/2021
TEST	21B0025248		03/19/2021	TEST,JAY	12/25/1976	Report	HEARN	03/26/2021

Inquiry

The inquiry section is used to look up reports that have already been resulted.

You can search a patient by the Patient Name, Patient DOB or Collection Date.

Once you find the report you need, click the [Report](#) link and the lab report will open up as a PDF.