

# **TIP SHEET** HOSPITAL INFORMATION SYSTEM (HIS)

### Pending Inquiry – Pending Tracking Monitor

1. Click on Pending Inquiry on App Bar.



2. Select your test site/bench and select in-lab only to review all specimens that have been logged into the lab. Click OK.

Test site:	S	tatus
SCS Coagulation Section	Q C	All pending
Procedure:	C	Received only
		In-lab only
		Scheduled only
	ок	Cancel

Any specimens that are logged in for that specific bench will be displayed. As testing is complete, specimens will drop off the list. As more specimens are logged into the lab, they will populate on the list.

iask View Result Help										
Available Procedures Test site: SCS Coagulation Section Procedure: All										
Accession	Procedure	Priority	Status	Com	Received In-Lab					
100-24-078-00002	APTT	Urgent	In-Lab		18/Mar/2024 1					
100-24-078-00002	INR	Urgent	In-Lab		18/Mar/2024 1					
100-24-078-00012	INR	Urgent	In-Lab		18/Mar/2024 1					
100-24-078-00041	FIB	RT - Routine	In-Lab		18/Mar/2024 2					
	agulation Section Accession 100-24-078-00002 100-24-078-00002 100-24-078-00012 100-24-078-00011	agulation Section  Accession  10-24-078-00002  INR  100-24-078-00012  INR  100-24-078-00012  INR  100-24-078-00011  FIB	agulation Section  Accession  Accession  100-24-078-00002  INR  Urgent  100-24-078-00012  INR  Urgent  100-24-078-00012  INR  Urgent  100-24-078-00011  FIB  RT  - Routine	Accession         Procedure         Priority         Status           100-24-078-00002         APTT         Urgent         In-Lab           100-24-078-00002         INR         Urgent         In-Lab           100-24-078-00012         INR         Urgent         In-Lab           100-24-078-00012         INR         Urgent         In-Lab           100-24-078-00012         INR         Urgent         In-Lab	Accession         Procedure         Priority         Status         Com           100-24-078-00002         APTT         Urgent         In-Lab         100-24-078-00002         INR         Urgent         In-Lab         100-24-078-00012         INR         INR         Urgent         In-Lab         100-24-078-00012         INR         INR         Urgent         In-Lab         100-24-078-00012         INR         INR					

#### Enabling Auto Refresh

- 1. Click View.
- 2. Click auto Refresh.

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Task	Viev	w Result Help						
۹, ۱		Results	<	>				
_		Refresh	F					
<u>A</u> vai		Comments	Coagulation Section					
Name		Container Details	F		Accession			
SEVE		Patient Product Inquiry			100-24-078-0			
SEVE		Order Result Viewer			100-24-078-0			
SEVE		Order Result viewer			100-24-078-0			
SYST		Reset Column Widths			100-24-078-0			
MDIT		D ( 10 1			100-24-078-0			
BRID	_	Default Sort	0		100-24-107-0			
SYST	~	Toolbar			100-24-114-0			
MDIT	~	Status Bar			100-24-123-0			
UNIT					100-24-135-0			
MDIT		Automatic Refresh			100-24-142-0			
MDIT	_	Quatamian h	1		100-24-142-0			









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- 3. Ensure Refresh Cycle is checked and set your refresh interval.
- 4. Click OK



The pending inquiry tracker will now automatically refresh every minute.

#### **Customizing Your Tracker**

- 5. Click View
- 6. Click Customization
- 7.

Click Display										
( View	w Result Help									
4	Results									
	Refresh									
ail	Comments	Coagulation Section								
me	Container Details		Accession							
/E	Patient Product Inquiry		100-24-078-00002							
/E	Order Result Viewer		100-24-078-00002							
/E			100-24-078-00012							
ST	Reset Column Widths		100-24-078-00041							
IT	Default Sort		100-24-078-00042							
D		O	100-24-107-00052							
ST 🖍	Toolbar		100-24-114-00059							
IT 🗸	Status Bar		100-24-123-00038							
			100-24-135-00027							
П	Automatic Refresh		100-24-142-00046							
	Customize	•	Display							
STEMT	EST, GLONE		Status Bar							

8. Select your display options. Recommended options are: Name, Accession, Procedure, Priority, Status and Received In-Lab. Click ok. Settings will be saved.

	Columns:													
	Heading	Name	Accession	Procedure	Status	Priority	Received In-Lab	Comment	Test Site	Collected	Worksheet	Specimen Location	MRN	Fin Nbr
	Visible	C Locked	C Locked											
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