

Manual Entry of Laboratory Results in NC EDSS General Guidelines for all Diseases

Background: There are many fields on the lab screen that are customarily filled in when a lab result is received via ELR. However, when a user enters a lab result manually, only a portion of the fields on the screen need to be completed. The rest may be left blank.

Required Fields:

The following fields **must** be entered:

- Specimen Date
- Specimen Number
- Specimen Source
- Test
- Test Result
- Result Local Desc *
- Lab Facility
- Ordering Facility (*if different than the lab which performed the test*)
- Ordering Provider Name **
- Ordering Provider Address **
- Ordering Provider's Phone Number **

* The organism identified should be listed in the "Result Local Desc" field any time the test or test result entered by the user does not specifically identify the organism. For example, if a generic test such as "culture" is selected, the user must enter the organism that was identified. The rationale for this guidance is to ensure that the test and the result entered apply to the disease being reported.

** These fields are **not** required if your LHD is the ordering provider:

Additional Guidance:

Please follow these important guidelines, when applicable:

- For serologies, please include the reference range in the "Ref Range" field.
- If the Lab Facility is not found on the picklist, select "Other." Then enter the name of the lab that performed the test in the Lab Facility (Other) field.
- If the Ordering Facility is not found on the picklist, select "Other." Then enter the name of the facility that ordered the test in the Ordering Facility (Other) field.
- Susceptibilities are only required to be entered for Tuberculosis, but we encourage you to enter them for general communicable diseases, if available.
- All lab results for reportable diseases which are received on paper must be entered by the LHD that receives them. This rule applies irrespective of whether the patient is a resident of your county. Do not mail any lab results to another LHD or to DPH for entry. Instead, enter them into NC EDSS and transfer them to the appropriate county using the Investigation Trail.
- It is appropriate for trained clerical staff to enter STD laboratory results with clinician oversight. Entry of lab results for general communicable diseases should be limited to nursing or laboratory staff, in most instances.

Note: There may be additional protocols for individual diseases. These are general guidelines applicable to all diseases.