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**CoMed For Results**

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# User Guide

**Version 2.1**



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April 12, 2004

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## Overview

CoMed for Results allows physicians to access the following using any personal computer with access to the Internet:

- Results from the source system(s), such as from a pathology or radiology system
- Reports
- Diagnostic images

This user guide provides information on logging onto CoMed for Results and searching for reports.

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### Preview of Topics

This guide contains the following topics:

- Getting Started and Logging In to CoMed for Results
  - Home Page and Base Links
  - Conducting a Search
  - Navigating the Results Page
  - Viewing and Printing Results
  - Creating Favorite Queries
  - Using Standard Queries
  - Logging Off of CoMed for Results
- 

### Internet Browser Requirements

Users must use Microsoft Internet Explorer Version 5.0 or higher.

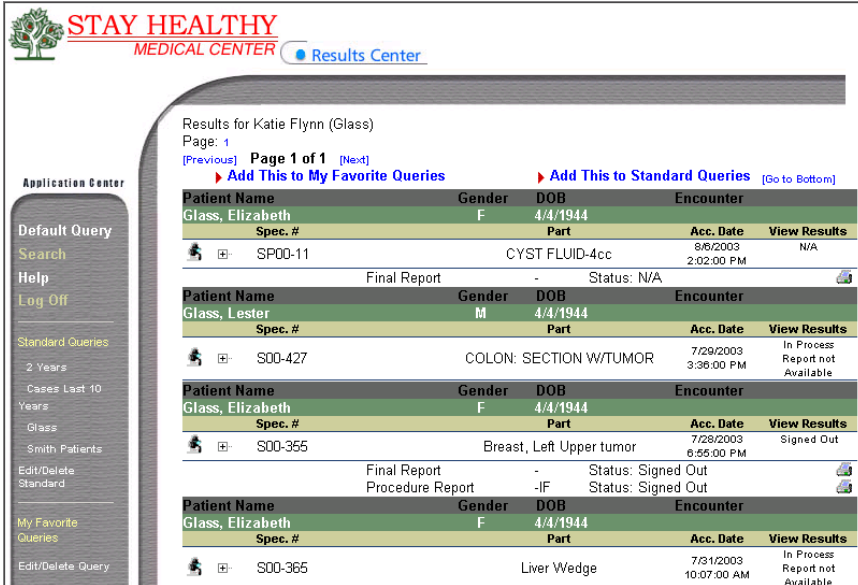
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## Getting Started

### Perform the following steps to open CoMed for Results website:

- 1) Connect to your Internet browser and enter the site address as specified by your system administrator.
- 2) Once your home page displays, click the **Results Center** link to initiate access to CoMed for Results.

**Note:** The screen displayed below is a generic screen and serves only as an example.



**STAY HEALTHY MEDICAL CENTER** Results Center

Results for Katie Flynn (Glass)  
Page: 1  
[Previous] Page 1 of 1 [Next]  
▶ Add This to My Favorite Queries ▶ Add This to Standard Queries [Go to Bottom]

| Patient Name     | Gender | DOB                   | Encounter                       |
|------------------|--------|-----------------------|---------------------------------|
| Glass, Elizabeth | F      | 4/4/1944              |                                 |
| Spec. #          | Part   | Acc. Date             | View Results                    |
| SP00-11          |        | 8/8/2003 2:02:00 PM   | N/A                             |
| Final Report     |        | Status: N/A           |                                 |
| Patient Name     | Gender | DOB                   | Encounter                       |
| Glass, Lester    | M      | 4/4/1944              |                                 |
| Spec. #          | Part   | Acc. Date             | View Results                    |
| S00-427          |        | 7/29/2003 3:36:00 PM  | In Process Report not Available |
| Final Report     |        | Status: Signed Out    |                                 |
| Procedure Report |        | Status: Signed Out    |                                 |
| Patient Name     | Gender | DOB                   | Encounter                       |
| Glass, Elizabeth | F      | 4/4/1944              |                                 |
| Spec. #          | Part   | Acc. Date             | View Results                    |
| S00-355          |        | 7/28/2003 6:55:00 PM  | Signed Out                      |
| Final Report     |        | Status: Signed Out    |                                 |
| Procedure Report |        | Status: Signed Out    |                                 |
| Patient Name     | Gender | DOB                   | Encounter                       |
| Glass, Elizabeth | F      | 4/4/1944              |                                 |
| Spec. #          | Part   | Acc. Date             | View Results                    |
| S00-365          |        | 7/31/2003 10:07:00 AM | In Process Report not Available |
| Final Report     |        | Status: Signed Out    |                                 |
| Procedure Report |        | Status: Signed Out    |                                 |

Figure 1: Home Page

- 3) Once you select the **Results Center** link, you may be prompted with a security alert box (depending on the your browser settings):



Figure 2: Security Alert

This security box is advising you that information is being viewed over a secure connection. It places an image of a lock at the bottom right of the browser during the secured session. When you click the **OK** button on this box, the CoMed for Results Log In screen opens. You can then log into the application.

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## Logging into CoMed for Results

In order to log into the CoMed for Results website, you must have a member ID and a password. Contact your system administrator if you need a member ID and a password.

### Perform the following steps to log onto CoMed for Results:

- 1) Open the CoMed for Results website. Refer to "Getting Started" for information on accessing the website.
- 2) After you access the website, a screen similar to the following appears:

The screenshot shows a web page for the Collaborative Medical Center. At the top left is a logo with a tree and the text "STAY HEALTHY MEDICAL CENTER". To the right is a "Results Center" link. Below the logo is a navigation menu with "Application Center" and "Information Center" sections. The "Information Center" section has a "Home" link. The main content area is titled "Please Log In" and contains the following text:

**Please Log In**  
**If you've already registered:**

User Name:   
 Password:

[Log In](#)

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**If you've not yet registered or have forgotten your password:**

If you do not have an account then you will need to register. If you have forgotten your password then you will need to have a new password assigned.

Contact the Collaborative Medical Center Administrator at (407)555-9999  
[Click here to send an e-mail.](#)

Figure 3: CoMed for Results Log In window

- 3) Enter your User Name and Password. The user name and password are case-sensitive. Your password must be at least 6 characters in length, but may not exceed 10 characters.
- 4) Press the **Log In** button to log on to CoMed for Results.

**Note:** If you are logging on to CoMed for Results for the **first time**, you may be asked to change your password before being authorized to use the application. A login web page may be displayed instead of the above dialog box.

### Changing Your Password

The first time you log onto CoMed for Results, you will automatically be prompted to change your password. However, you may change your password at any other time by selecting the



**Change Password** link at the bottom of the left Navigation Bar within CoMed for Results.

**The following is an explanation of the fields on the Change Password page.**

- **User Name:** This is for display purposes.
- **Old Password:** The user must re-enter the old password so that the system can confirm his/her identity. This step prevents an unauthorized user from using the original user's PC and changing the password in order to gain access to the system.
- **New Password:** Enter the new password.
- **Confirm New Password:** Re-enter the new password. If this does not match the New Password, an error page (see *Figure 3*) displays upon clicking Submit, and the user must re-enter the new and old passwords until they match.
- **Submit:** If the new password has been entered properly, click the Submit button to make the final change.

*Figure 4: Change Password screen*

## Incorrect Log On

If you log on incorrectly, the screen below displays. You can use the browser's Back button to get back to the Log In page or close the application and re-enter the web site address.

*Figure 5: Logon Troubleshooter screen*

## Home Page and Base Links

After logging on, the CoMed for Results home page displays. The home page is divided into three sections:

- Left Navigation Bar

- Search or Results Area
- Results Center Button

Header

STAY HEALTHY MEDICAL CENTER Results Center

Application Center

Default Query

Search

Help

Log Off

Standard Queries

2 Years

Cases Last 10 Years

Glass

Smith Patients

Edit/Delete Standard

Left Navigation Bar

Results for Katie Flynn (Glass)

Page: 1

[Previous] Page 1 of 1 [Next]

► Add This to My Favorite Queries ► Add This to Standard Queries [Go to Bottom]

| Patient Name                            | Gender | DOB                      | Encounter  |
|---|--------|--------------------------|--|
| Glass, Elizabeth                        | F      | 4/4/1944                 |  |
| Spec. #                                 |        | Part                     | Acc. Date View Results                               |
| SP00-11                                 |        | CYST FLUID-4cc           | 8/6/2003 2:02:00 PM N/A                              |
| Final Report - Status: N/A              |        |                          |  |
| Patient Name                            | Gender | DOB                      | Encounter  |
| Glass, Lester                           | M      | 4/4/1944                 |  |
| Spec. #                                 |        | Part                     | Acc. Date View Results                               |
| S00-427                                 |        | COLON: SECTION W/TUMOR   | 7/29/2003 3:36:00 PM In Process Report not Available |
| Patient Name                            | Gender | DOB                      | Encounter  |
| Glass, Elizabeth                        | F      | 4/4/1944                 |  |
| Spec. #                                 |        | Part                     | Acc. Date View Results                               |
| S00-355                                 |        | Breast, Left Upper tumor | 7/28/2003 6:55:00 PM Signed Out                      |
| Final Report - Status: Signed Out       |        |                          |  |
| Procedure Report -IF Status: Signed Out |        |                          |  |
| Patient Name                            | Gender | DOB                      | Encounter  |

Search or Results Area

Figure 6: Example of Home Page and Base Links

## Left Navigation Bar

The Left Navigation Bar has two components: the Application Center, where the contents are contained a rounded box, and the Information Center. The Application Center provides the following links:

- Home: main page for CoMed for Results
- Search: allows the user to enter criteria used for result searching
- Help: On line explanations on system use
- Log Off: Ends the user's protected interaction with the database
- Standard Queries: provides access to search queries for all users
- My Favorite Queries: provides access to search queries constructed by the user
- Edit/Delete Queries: allows user to edit or delete favorite search queries
- Change Password: permits user to change password at any time
- Update Profile: allows user to change address, phone numbers, etc.

**Note:** The Information Center may or may not be provided to you, based on your purchase of the product. See your system administrator for further details regarding that center.

### **Search or Results Area**

The Search or Results Area resides in the center of the screen. It displays search or result information.

### **Header**

The third section of the screen is the Header. This section contains the logo for your site and the following link:

- [Results Center](#): allows an authorized user to log on to CoMed for Results
-

## Conducting a Search

The search button allows you to enter information for specific searches.

### Perform the following steps to conduct a search:

- 1) Click the **Search** link on the Left Navigation Bar.
- 2) Enter the search data on the Search screen (see Figure 7 below).

Refer to "Limiting Searches" on page 12 for more information on entering search data.

Figure 7: Search Screen

- 3) Click the **Submit** button on the Search screen.

If there are results, they display on a results page. (See Figure 8 for an example)

## Limiting Searches

You can limit searches by the following methods:

- Patient Identifiers
- Dates
- Persons Associated with Specimens

**Limit Search by Patient Identifiers**

Enter any of the following information to search the database by patient identifiers. To search for a specific patient, enter patient identification. If you do not enter patient identifiers, all patients that meet your other criteria display. Queries with limited search criteria may return very large result sets, and as such will take much longer to display. It is best to limit your search as much as possible to return the desired result set.

- **Patient Name:** To restrict the search by patient name, enter the patient last name, a comma and then a first name. This search is not case sensitive. If there is more than one patient fitting this criterion, a dialog box displays all the names for you to choose one. You can enter a partial name such as “Smi,Ja” to search for “Smith,Jane”.
- **Patient MRN:** the Medical Record Number can limit a search.
- **Patient SSN:** the Social Security Number can limit a search.
- **Location:** the location can limit a search.
- **Client Name/Abbr:** the search can be limited to returning results that are from specific client sites.

**Note:** Locations are only listed if there is specimen information using these locations.

**Limit Search by Dates**

Enter any of the following information to search the database by dates.

- **Date Range:** Select search by predefined date ranges such as Today, Yesterday, Last Week or Last Quarter. This gives you results from this date to the present.
- **From – Through Date Range:** Enter a specific Date Range.

**Limit Search by Persons Associated with Specimens**

Enter any of the following information to search the database by Persons Associated with Specimens. A user is considered linked to a specimen if they are listed as the Ordering (Submitting) Physician or as an Additional Physician. If the system has been set up to include access by encounter physicians, the link may be through an Encounter physician field, for example Admitting, Attending, Consulting, and Referring.

- **My Cases Only:** Limit search results to signed in users cases only.
- **My Groups’ Cases Only:** Limit search results to signed in user and any members of any groups the user has been assigned to.

- **All Cases:** Do not limit specimen display by any particular physician. This option is enabled only if the user has Any Physician Access Rights.
- **Physician:** Select a specific Physician. The list includes only those physicians that this user has access to either by Any Physician Access Rights or through a Group.

# Navigating the Results Page

After you conduct a search, the results are displayed in the Search or Results Area, see figure 8 for an example. The results page may be very long, showing results in alphabetic order by name. The **Go to Bottom** and **Go to Top** links allow the user to jump to the bottom or top of this page.

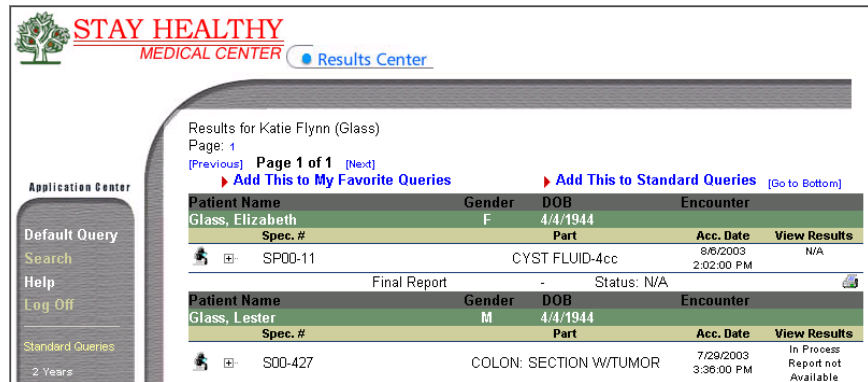


Figure 8: Results Page

## Viewing Results

Patient names are NOT listed alphabetically on the page. The results are displayed in the following order: any results flagged as unread by the logged in user, signified by the “new!” displayed in the status line. Key information, such as gender, date of birth, specimen number/procedure ID, part information/test or profile/procedure description, , accession/order/procedure date and time, as well as sign-out status and report status (i.e. final) also displays. Below this line there is a line for each report that has been signed out. Typically there is only one line for a Final Report, but there may be individual procedure reports, for example, Addendum, that are also available.

A plus (+) sign displays next to the patient specimen number or procedure ID. Clicking this box changes the plus to a minus sign and displays additional demographic information. This includes the medical record number, the social security number, client and encounter number. This area also lists any procedures that have been ordered on the specimen that are either pending or are completed but have no individual report to view. In the case of laboratory results, the plus sign allows viewing of resulted lab tests with relative reference ranges.

The Source System reports are presented in a PDF format. Click on the printer icon to view the report. The entire report is displayed, including headers and footers.

## Printing Results

### Perform the following steps to conduct a search:

- 1) To print results, click either the PDF or the HTML icon in the **View Results** column of the query results list to open the report.
- 2) Click **File-Print** to print the results.

**Note:** If a report has not yet been signed out, the following message displays: "In Process Report not Available."



## Queries

### Creating Favorite Queries

You can find results using queries that you can create and save. You can also use standard queries created by your administrator.

CoMed allows a user to save search criteria used to find results. This can be search criteria a user may use each day or once a week. In order to create a favorite query, you must first conduct a search. Please refer to *Figure 7* for more information on conducting a search. Once you have conducted a search, click the **Add This to My Favorite Queries** link on the top left of results screen (*Figure 8*) to add that query.

The screenshot shows the 'Add Favorite Query' form. At the top left is the 'Application Center' sidebar with links: Default Query, Search, Help, and Log Off. The main form area has the following fields and controls:

- STAY HEALTHY MEDICAL CENTER** logo and **Results Center** link at the top.
- Add Favorite Query** title.
- Description:** A text input field.
- Current Default:** A text input field.
- Save New Query as Default?** A checkbox.
- Submit** and **Cancel** buttons at the bottom.

Figure 8: Add Favorite Query

**To save a favorite query for future use, enter the following data:**

- **Description:** Enter a meaningful description such as Weekly Search.
- **Current Default:** This displays the current default query, or the query that immediately runs when the user signs on. There is no current default in this sample system. This is why Figure 4, the Home Page, displays a line in the Middle Section that says, “Results for James Smith (). Nothing found for this search. Please try another search.”

- **Save New Query as Default** Checkbox: Check this if you wish to have the current search as the default search that runs when the user signs onto the system. When a user logs in to CoMed for Results, a search automatically runs. If the user has defined a Favorite Query as a default, that query runs. If a Standard Query has been set up as a default, that query runs. Otherwise the results page does not display any results if nothing has been defined.
- **Submit** and **Cancel** Buttons. If you wish to save this information, click the Submit button. If not, click the Cancel button.

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## Using Standard Queries

Standard Queries are intended to be available to all system users. Only users with administrator privileges can create standard queries. Click the Standard Queries link in the left navigation bar to use them.

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## Logging off of CoMed for Results

To log off of CoMed for Results, click the **Log Off** link in the left navigation bar. The following security alert may appear at that time (depending on the user's browser settings):



*Figure 9: Security Alert*

This box is advising the user that the secured results area is being left for a public area. The YES button should then be selected. The home page displays when the user is no longer logged in to CoMed for Results.

To maintain patient confidentiality, users should log off the CoMed for Results application whenever they have a need to step away from the workstation or do not require immediate use of the application.

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