

Web Portal

Instructions on Retrieving Laboratory Reports

STEP 1

- Enter your assigned Username, Password and Loc (Location)
- Click Login

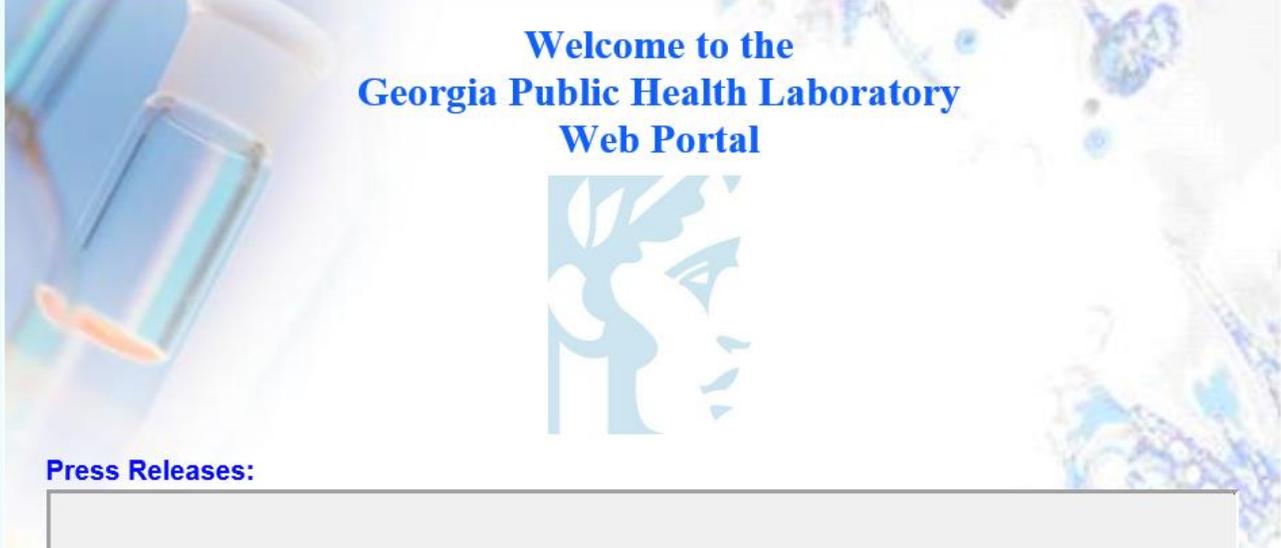


User:

Pwd:

Loc:

[Forgot Password](#)



**Welcome to the
Georgia Public Health Laboratory
Web Portal**



Press Releases:

Information is provided by Georgia State Department of Public Health

STEP 2

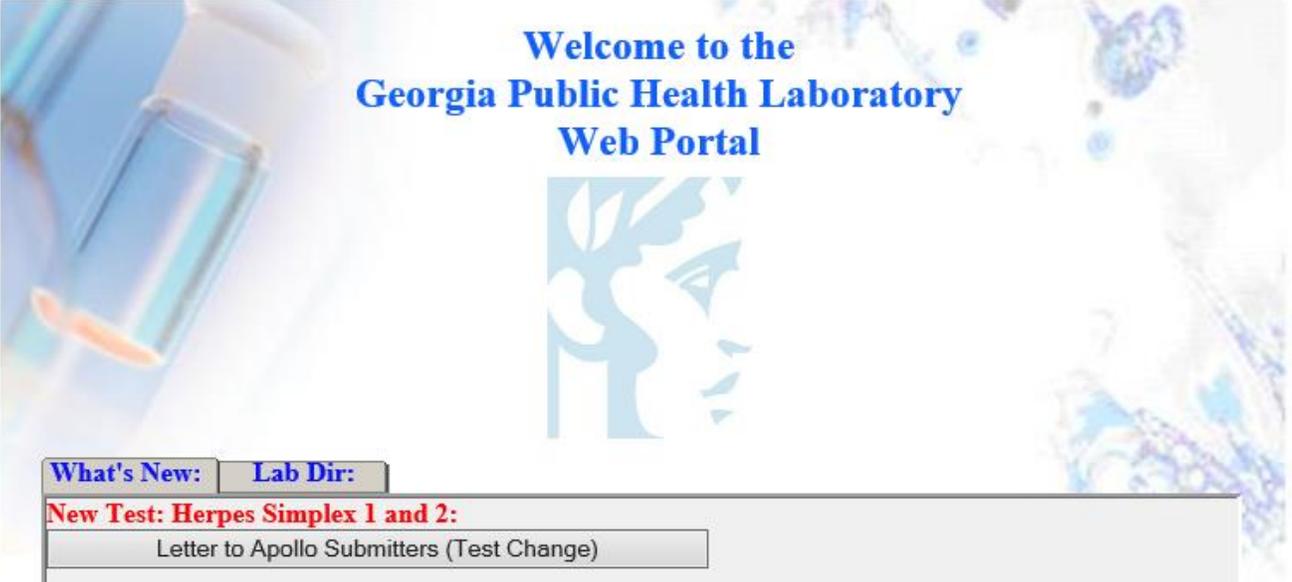
This is your Main Page.

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:**

New Test: Herpes Simplex 1 and 2:
Letter to Apollo Submitters (Test Change)

Information is provided by Georgia State Dept of Public Health

STEP 3

Once you click “Reporting” you will be brought to this screen.

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

GEORGIA PUBLIC HEALTH LABORATORY WEB REPORTING:

<u>Selected</u>	<u>Account No.</u>	<u>Spec. No.</u>	<u>Collect Date</u>	<u>Patient Name</u>	<u>Patient DOB</u>
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Total Reports Pending Review = 0

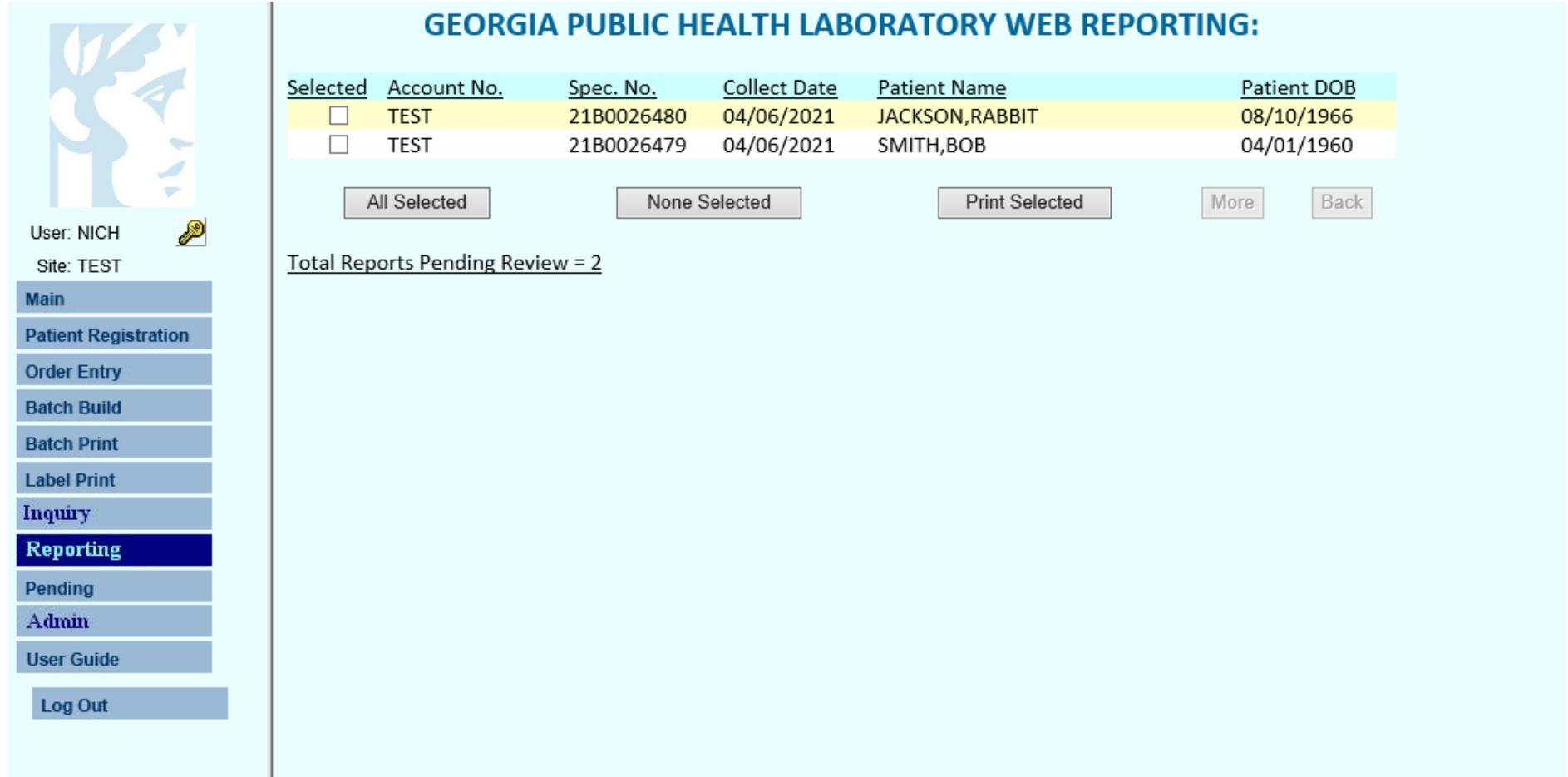
User: NICH 
Site: TEST

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

STEP 3A

- If you have a report or multiple reports pending, they will appear on the screen as shown above.

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



The screenshot shows 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, User Guide, and Log Out. The main content area is titled "GEORGIA PUBLIC HEALTH LABORATORY WEB REPORTING:" and displays a table of pending reports. The table has columns for Selected, Account No., Spec. No., Collect Date, Patient Name, and Patient DOB. Two reports are listed: one for JACKSON, RABBIT (DOB 08/10/1966) and one for SMITH, BOB (DOB 04/01/1960). Below the table are buttons for "All Selected", "None Selected", "Print Selected", "More", and "Back". A summary line states "Total Reports Pending Review = 2".

Selected	Account No.	Spec. No.	Collect Date	Patient Name	Patient DOB
<input type="checkbox"/>	TEST	21B0026480	04/06/2021	JACKSON,RABBIT	08/10/1966
<input type="checkbox"/>	TEST	21B0026479	04/06/2021	SMITH,BOB	04/01/1960

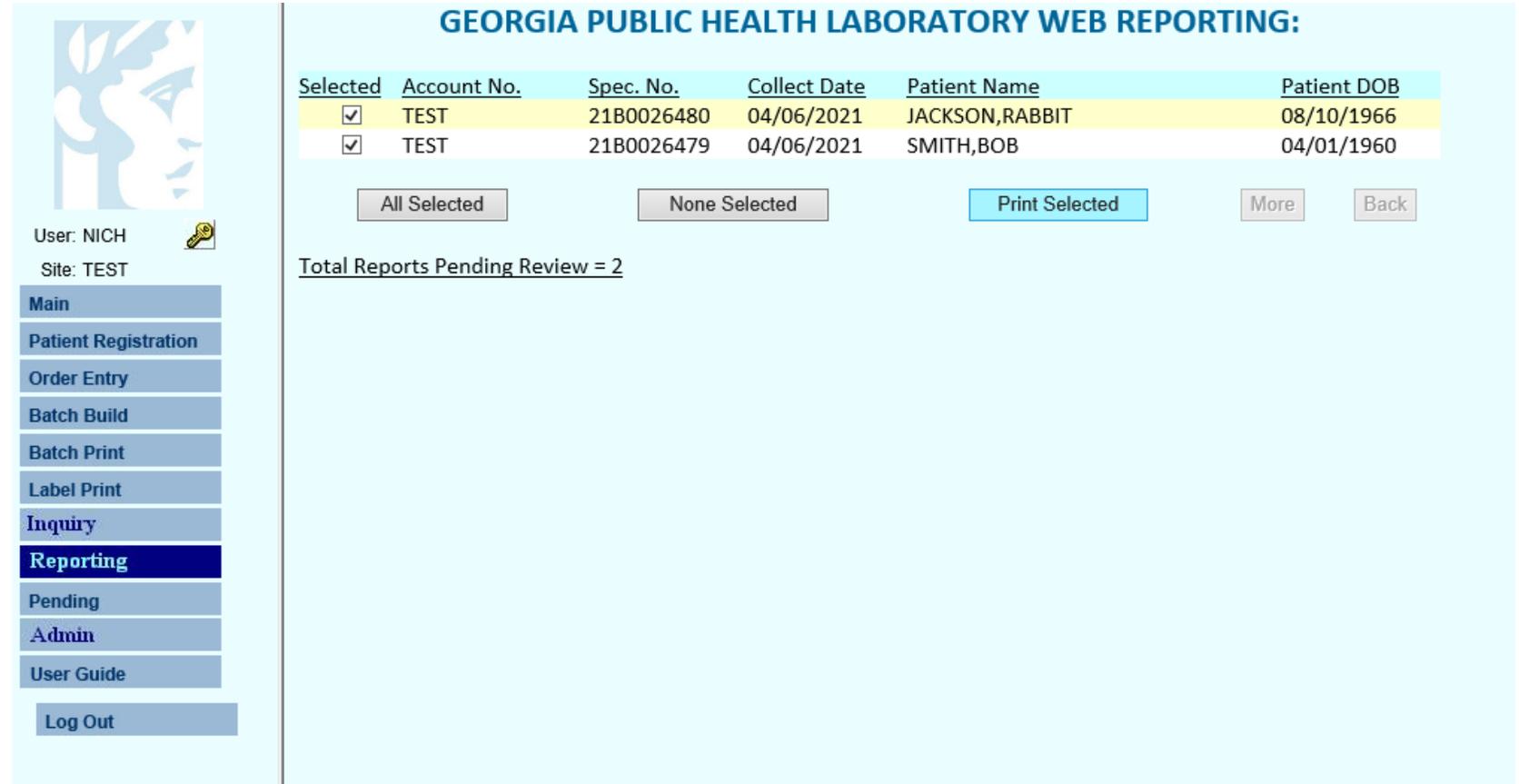
[All Selected](#) [None Selected](#) [Print Selected](#) [More](#) [Back](#)

Total Reports Pending Review = 2

STEP 3B

- Click on the patient you want to view/print a report for. You can select multiple patients by checking the box located to the left of the Account Number or select all patients listed 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:

<u>Selected</u>	<u>Account No.</u>	<u>Spec. No.</u>	<u>Collect Date</u>	<u>Patient Name</u>	<u>Patient DOB</u>
<input checked="" type="checkbox"/>	TEST	21B0026480	04/06/2021	JACKSON,RABBIT	08/10/1966
<input checked="" type="checkbox"/>	TEST	21B0026479	04/06/2021	SMITH,BOB	04/01/1960

Total Reports Pending Review = 2

Navigation Menu:
Main
Patient Registration
Order Entry
Batch Build
Batch Print
Label Print
Inquiry
Reporting
Pending
Admin
User Guide
Log Out

User Profile:
User: NICH
Site: TEST

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 REQD BY: SUBMITTER SPECIMEN #	SMITH, BOB Phone: DOB: 04/01/1960 Age: 61 Gender: MALE Ethnic: NON-HISPANIC Med. Rec: 2468 Race: WHITE
SPECIMEN	
Lab #: 21B0026479	Collected: 04/06/2021 11:32: Received: 04/07/2021 11:38:53 Reported: 04/07/2021 11:43
Source: Swab (Respiratory) / Nasopharyngeal	
TEST REQUESTED	RESULTS
2019-nCov rRT-PCR Panel	2019-nCoV RNA Not Detected by rRT-PCR Assay
Date Tested: 04/07/2021	Date Reported: 04/07/2021
*** Final Report ***	

STEP 4

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

GEORGIA PUBLIC HEALTH LABORATORY
Department of Public Health
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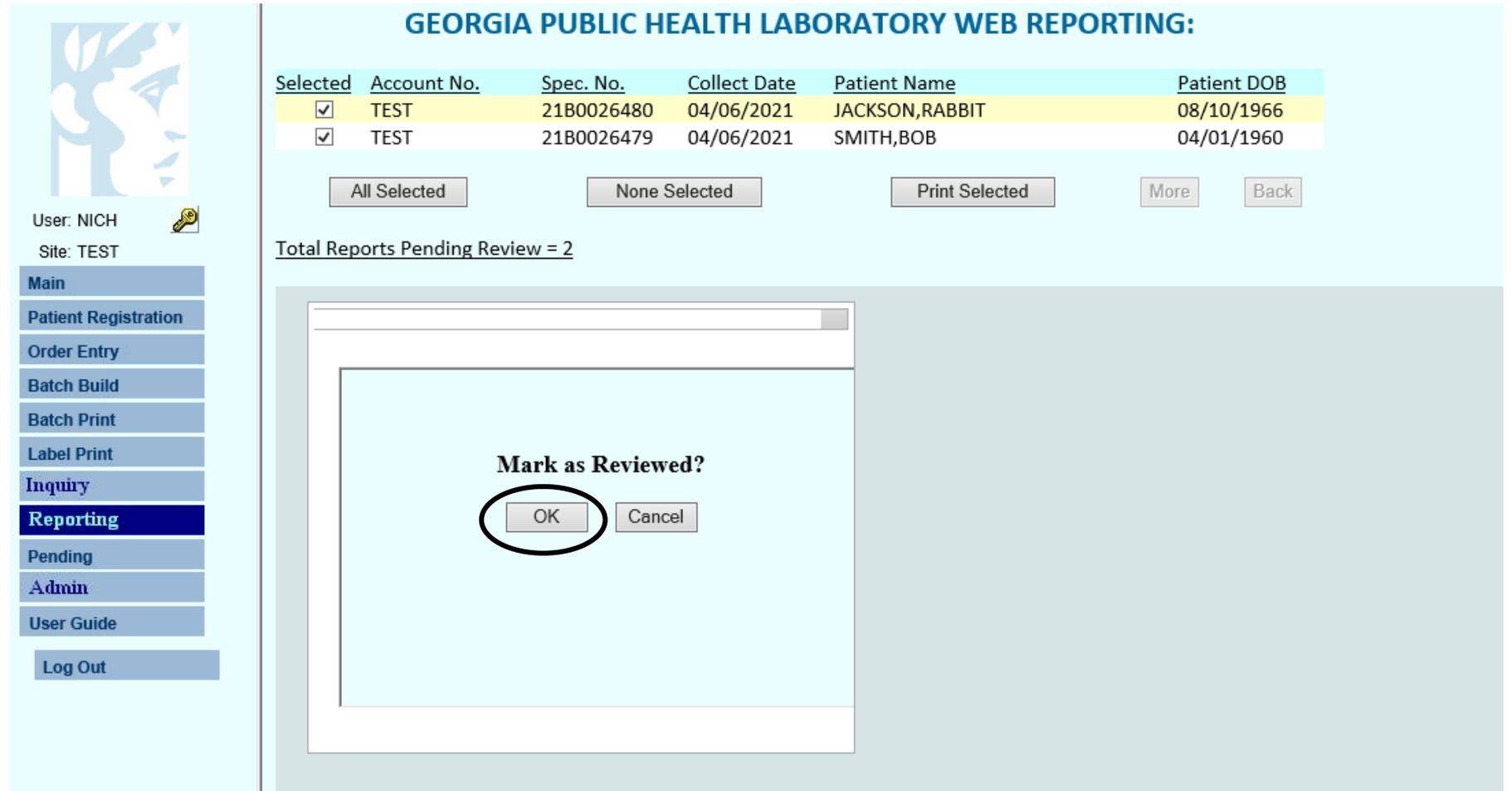
LABORATORY REPORT

SUBMITTER: TEST	PATIENT
TEST SUBMITTER REQD BY: SUBMITTER SPECIMEN #	JACKSON, RABBIT Phone: DOB: 08/10/1966 Age: 54 Gender: FEMALE Ethnic: NON-HISPANIC Med. Rec: 6789 Race: UNKNOWN
SPECIMEN	
Lab #: 21B0026480	Collected: 04/06/2021 11:34: Received: 04/07/2021 11:39:04 Reported: 04/07/2021 11:43
Source: Swab (Respiratory) / Nasopharyngeal	
TEST REQUESTED	RESULTS
2019-nCov rRT-PCR Panel	2019-nCoV RNA Not Detected by rRT-PCR Assay
Date Tested: 04/07/2021	Date Reported: 04/07/2021
*** Final Report ***	

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 pending reports 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, User Guide, and Log Out. The main area shows a table of reports with columns: Selected, Account No., Spec. No., Collect Date, Patient Name, and Patient DOB. Two reports are listed, both with '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 = 2'. A dialog box titled 'Mark as Reviewed?' is open, with 'OK' and 'Cancel' buttons. The 'OK' button is circled in black.

Selected	Account No.	Spec. No.	Collect Date	Patient Name	Patient DOB
<input checked="" type="checkbox"/>	TEST	21B0026480	04/06/2021	JACKSON,RABBIT	08/10/1966
<input checked="" type="checkbox"/>	TEST	21B0026479	04/06/2021	SMITH,BOB	04/01/1960

Mark as Reviewed?

OK Cancel

Pending Specimen Awaiting Results

The screenshot shows a web application interface. On the left is a vertical navigation menu with the following items: Main, Patient Registration, Order Entry, Batch Build, Batch Print, Label Print, Inquiry, Reporting, Pending (highlighted in dark blue), Admin, User Guide, and Log Out. Above the menu, the user is identified as 'User: NICH' and the site as 'Site: TEST'. A profile picture of a person is visible at the top left. On the right side of the screen, under the heading 'Pending Specimens:', there is a list of folders representing test submissions. Each folder is preceded by a yellow folder icon with a green plus sign. The list includes:

- TEST : TEST SUBMITTER
 - 18B0022305: TEST, PATIENT
 - 19CR021999: ,
 - 19CR022000: ,
 - 20B0066505: TEST, PATIENT
 - 20B0066905: TEST, TEST
 - 21B0025456: TEST, JAY
 - 21B0025474: TEST, JAY
 - 21B0025553: TEST, PATIENT
 - 21B0025554: TEST, TEST
 - 21B0025798: PUGH, PEPE
 - Z001055: TEST, 101612

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.

- Office hours specifically designated to answer questions concerning the use of Apollo Web Portal have been set aside.
- The office hours will be May 19th through July 9, 2021, Monday through Friday from 9:00 AM to 10:00 AM and 3:00PM to 5:00PM
- The contact number for these hours will be 404-321-2261.