MAHARASHTRA INSTITUTE OF DENTAL SCIENCES & RESEARCH (DENTAL COLLEGE)



DEPARTMENT OF ORAL PATHOLOGY AND MICROBIOLOGY

Pappyjoe

SOP-LABORATORY REPORTS

Purpose:

Digitalized ,easy and fast working. Patient's record keeping with greater efficiency and consistency for all the departments , also to make paperless, environment friendly institute.

Scope:

Applicable to all staff.

Responsibilities and Authorities:

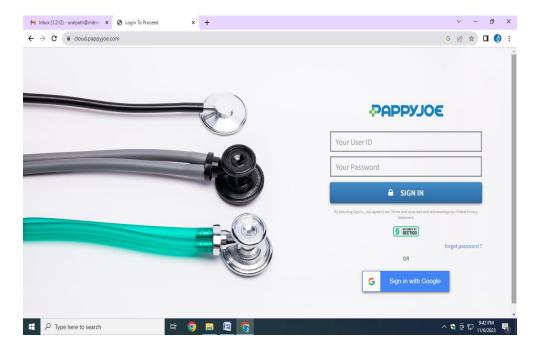
- The clerk are required to fill in the patient's details properly.
- All staff are required to mark and fill in the values of tests carefully before updating and providing the report to the patient.

Procedure:

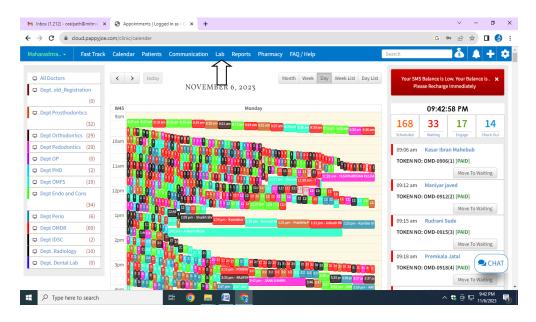
- > Sign in from the Login page of the peppyjoe application with user ID and password.
- > Select "LAB" option from the toolbar above.
- After collecting the sample ,check for the patient's name in the list on the screen and select "MARK NOW" in the column of "Mark As Sample Collected". It will show **SAMPLE COLLECTED** in the column of "Current Status".
- > "MARK NOW" icon will then shift to the next column of "Testing Started", select it.
- A popup window will appear on the top to confirm that "you want to mark it as testing started" with options of **ok** and **cancel** then click on "**OK**" button. It will show **PENDING** in the column of "Current Status".
- After processing the sample you have to enter the values in the report.
- Select "ENTER" in the "Result" column. The table of the selected tests for the patient will appear, fill all the values in the provided columns and select "UPDATE RESULT" icon on the top right side. It will show "Completed" in the "Current Status" column.
- > You can "EDIT" and "PRINT" the report by selecting them in the "Report" column.

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Login page



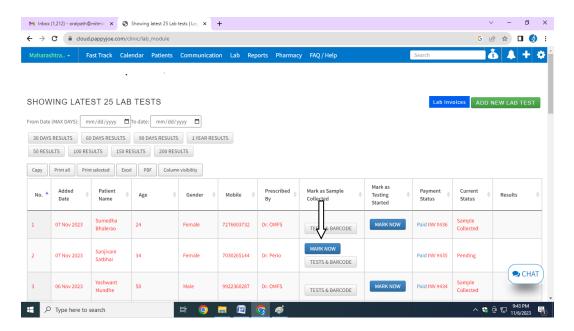
Select "LAB" option from the toolbar above



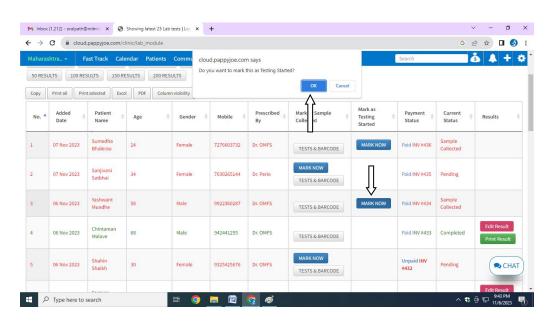
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select "MARK NOW" in Mark As Sample Collected



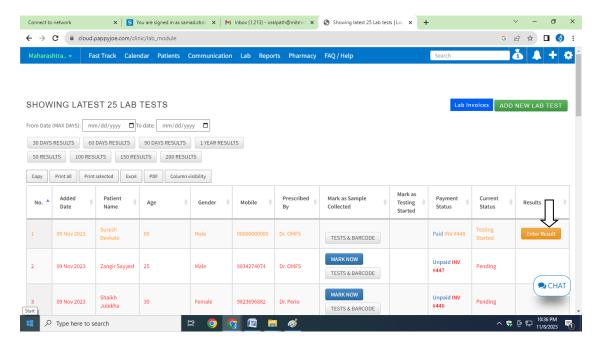
"MARK NOW" in "Testing Started" & "OK" in popup window



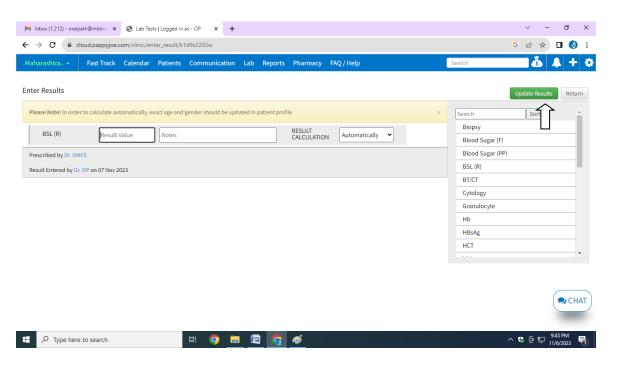
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"ENTER" in the "Result" column



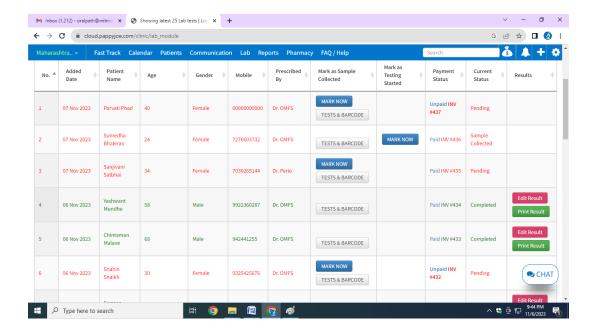
Fill values in the report & select "UPDATE RESULT"

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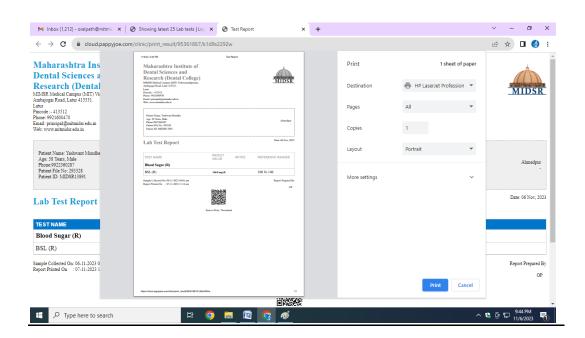


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"Current Status" is "Completed" you can "EDIT" and "PRINT" in the "Report"



"PRINT" report