



PHYSICIAN WEB OUTREACH USER MANUAL

Logging On

The Outreach URL is <https://www.pdpath.com/outreach/>. Pee Dee Pathology will provide a unique user code/password to each user. The URL is used to access the Outreach login page. The user code and password allows the user to securely logon to Outreach. You can also access the Outreach system by going to the Pee Dee Pathology main website and click on “Web Outreach” <http://www.pdpathology.com>.

The screenshot shows a login window titled "Physician Web Outreach" with the subtitle "Access to Pee Dee Pathology Reports Online". It contains two input fields: "User Name" and "Password". Below these fields is a blue "Log In" button. At the bottom of the window, the URL www.pdpathology.com is displayed.

Outreach Login Window

The Outreach URL can be saved to either the Favorites in the web browser or as a desktop shortcut, or both.

Web Browser Compatibility

Outreach has been tested to be compatible using Internet Explorer versions 6, 7, or 8 and Firefox version 3.6.x only. Using browsers other than the ones specified will result in an inability to log on to Outreach.

Invalid/Disabled User Accounts

Outreach can only be accessed by entering a valid user code and password. Logon attempts with incorrect credentials results in an ‘invalid login’ message. Three consecutive login attempts with an incorrect password will disable the user account; a message ‘disabled’ is displayed. Subsequent attempts to log on to the user account with an invalid password will display a message ‘Invalid’. Subsequent attempts to access the disabled account with the correct credentials displays a message ‘Disabled’.

Expired Accounts

Depending on the configuration by the host facility, login credentials may become expired. The user will be prompted to change the assigned password before access to Outreach is granted



Expired Password Window

Exiting Outreach

To exit Outreach, simply click the 'logout' button from any window.

RESULT RETRIEVAL WINDOW

The Results Retrieval window default allows the user to access cases results based on the Days Back to Search. The Days Back field is based on the Receipt (Admission) date. Pee Dee Pathology must configure this default search setting however it may be overridden manually as needed by typing in the desired number of days in the Days Back to Search field.

Each row represents one resulted or partially resulted case. Results will be displayed as follows:

As with similar list boxes in Outreach, the user may click on any column heading to toggle the Result sort in ascending or descending order.

Result Searching

The search is always a combination of the Days Back field and the Search field. For example, if the days back is set to 100 days and a patient name is entered in the Search Field, only orders for matching that patient name during the past 100 days will appear in the list box.

Previewing Results

The user may click View Report to see a PDF preview of the selected patient. To preview multiple cases in Adobe Reader, click the checkbox next to each desired order and then select the Batch button. The Batch button will display all of the selected reports consecutively in one PDF window. To select all results on a page for previewing, select the Batch All checkbox, at the bottom of the page and then select the Batch button to display them in the Adobe window.

Options available in the Report window are limited by the user's version of Adobe Read

Results Retrieval by Group

The default on the Results Retrieval page is to display all of the results for the logged user. If a user is a member of a physician group, the results can be displayed for a group by checking the Use Groups checkbox, selecting the group from the pull down, and then selecting Run.

Result Retrieval [0] Days back: 7 Search criteria: All Fields Ordered: New: Run

		Name	Req Num	Case	ReceivedDate	Patient#	DOB	SSN	Collection Date	Submitter
<input type="checkbox"/>	View Report	History	Polar, Bear	2078246	S2011-000011	2011-03-16	2006114	1973-03-03	2011-03-16	1BEAR, PHYSICIAN
<input type="checkbox"/>	View Report	History	Polar, Bear	2078199	S2011-000010	2011-03-16	2006114	1973-03-03	2011-03-16	1BEAR, PHYSICIAN
<input type="checkbox"/>	PENDING	History	Panda, bear	2077350	S2011-000009	2011-03-10	2066233	1960-02-02	2011-03-10	1BEAR, PHYSICIAN
<input type="checkbox"/>	View Report	History	Polar, Bear	2078134	S2011-000008	2011-03-16	2006114	1973-03-03	2011-03-16	1BEAR, PHYSICIAN
<input type="checkbox"/>	View Report	History	Polar, Bear	2078079	S2011-000007	2011-03-16	2006114	1973-03-03	2011-03-16	1BEAR, PHYSICIAN
<input type="checkbox"/>	View Report	History	BLACK, SEAL	2077962	S2011-000006	2011-03-15	2005973	1986-01-01	2011-03-15	QA, Physician
<input type="checkbox"/>	View Report	History	BLACK, SEAL	2077956	S2011-000005	2011-03-15	2005973	1986-01-01	2011-03-15	22222 , Doctor
<input type="checkbox"/>	View Report	History	BROWN, BEAR	2077707	S2011-000004	2011-03-15	2005963	1985-10-01	2011-03-15	1BEAR, PHYSICIAN
<input type="checkbox"/>	View Report	History	Panda, bear	2077713	S2011-000003	2011-03-15	2066233	1960-02-02	2011-03-15	1BEAR, PHYSICIAN
<input type="checkbox"/>	View Report	History	Panda, bear	2077719	S2011-000002	2011-03-15	2066233	1960-02-02	2011-03-15	1BEAR, PHYSICIAN
<input type="checkbox"/>	View Report	History	BLACK, SEAL	2077727	S2011-000001	2011-03-15	2005973	1986-01-01	2011-03-15	1SEAL, PHYSICIAN
<input type="checkbox"/>	View Report	History	BLACK, SEAL	2077733	S2010-000304	2011-03-15	2005973	1986-01-01	2011-03-15	1SEAL, PHYSICIAN
<input type="checkbox"/>	View Report	History	BLACK, SEAL	2077739	S2010-000303	2011-03-15	2005973	1986-01-01	2011-03-15	1SEAL, PHYSICIAN
<input type="checkbox"/>	PENDING	History	TESTA, SAM	2077125	S2010-000302	2011-03-09	1734627	1970-01-01	2011-03-09	Test, Doctor
<input type="checkbox"/>	View Report	History	ABBY, TEST	2076608	S2010-000300	2011-03-07	1722042	1956-02-01 666-55-5888	2011-03-07	Test, Doctor
<input type="checkbox"/>	View Report	History	Day, Summer	2071976	S2010-000291	2010-12-29	1724173	1970-01-01	2010-12-29	Test, Doctor
<input type="checkbox"/>	View Report	History	Prefix, Cody	2062378	S2010-000250	2010-10-04	ABC2062376	1974-12-01	2010-10-04	Test, Doctor
<input type="checkbox"/>	View Report	History	Green, Pepper	2062362	S2010-000249	2010-10-04	1723780	1912-12-12	2010-10-04	Test, Doctor

1 2

Batch All Use Groups

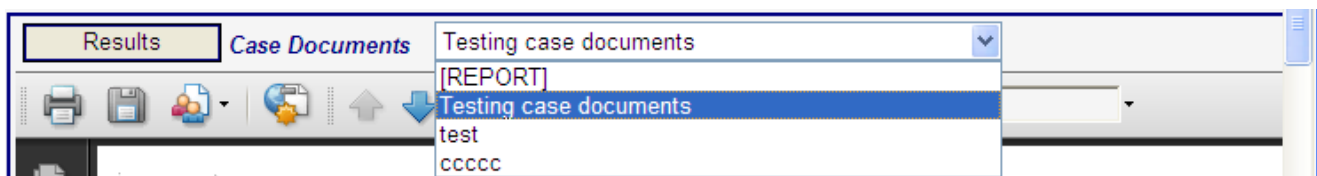
Results Retrieval Widow

Viewing Additional Case Documents

Pee Dee Pathology sometimes attaches documents to a case. Outreach has the ability to display these documents at the time that the report is being viewed in Outreach.

HOW TO VIEW ADDITIONAL CASE DOCUMENTS

- Click the “View Report” link next to the case to open the Report in the Adobe Reader window.
- If there is one or more available additional case documents, a ‘Case Document’ drop down box is displayed (see below). In addition to the additional document, there will also be an item in the list labeled [REPORT]. Selecting this item will return the display to the standard report.
- If there are no additional case documents, then the ‘Case Documents’ drop down listing will not be present.



VIEWING PATIENT HISTORY

Outreach is able to display a patient’s history when a patient has more than one result report.

HOW TO VIEW PATIENT REPORTS (CASE) HISTORY

- Click the “View Report” link in the Result Retrieval window to open the Adobe Reader window.
- If there are one or more additional cases for the same patient available, a “Patient Report” drop down box is displayed to the right of the Result button.
- If there are both additional patient history and case document for a particular case, then both of the drop downs “Patient Report” and “Documents” will display. (see below)
- If there are no additional cases for this patient, then the “Patient Report” drop down listing will not be present and same as for documents.

