Staff checking if investigation results are ready

How to see if results have been returned and "actioned" by the doctors (Files/Investigation Results) or to see if the results are still sitting in the holding file.

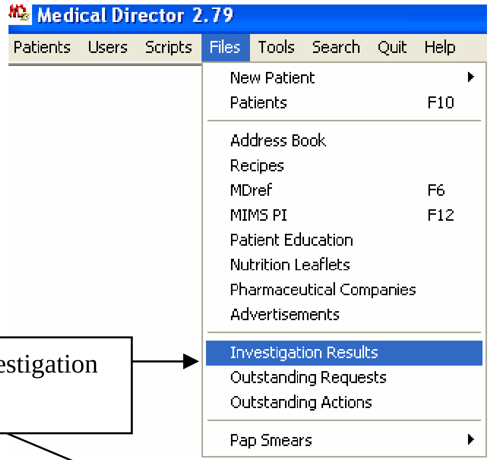
Checking the Investigation Results

1. Login as Receptionist with "Limited Access" as the access level.

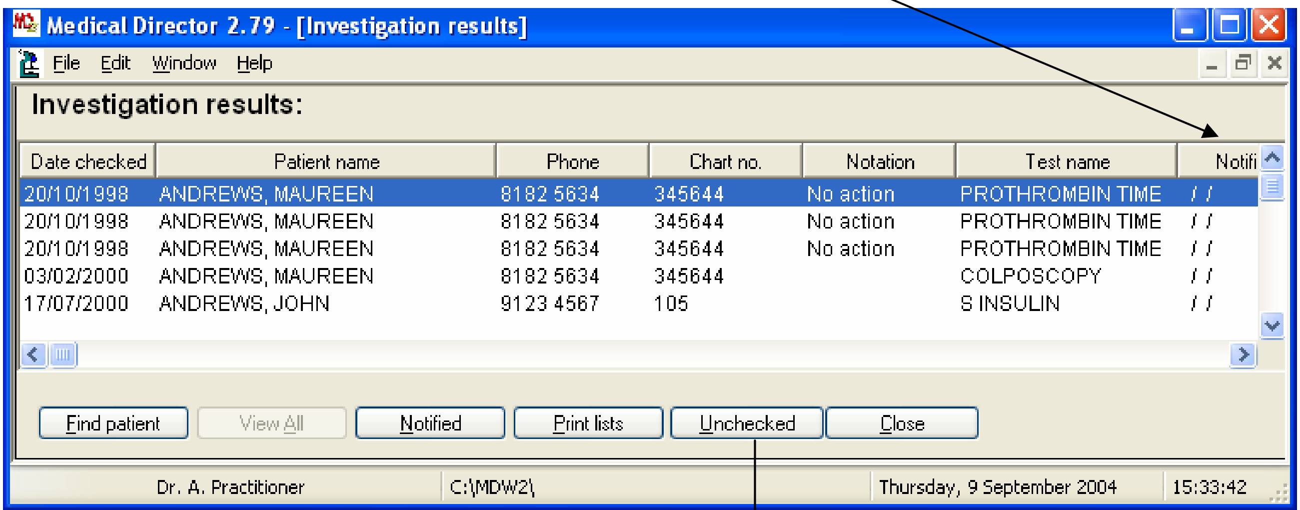
2. In MD 2 with no patient record open click on the **Files** menu and select **Investigation Results**. IN MD3 select **Investigations/Results**.

3. Check the list for investigations that have been checked by the doctors – if the patient name appears then the result has been checked.

   If there is no date in the "Notified" column this means result HAS NOT been discussed with the patient.

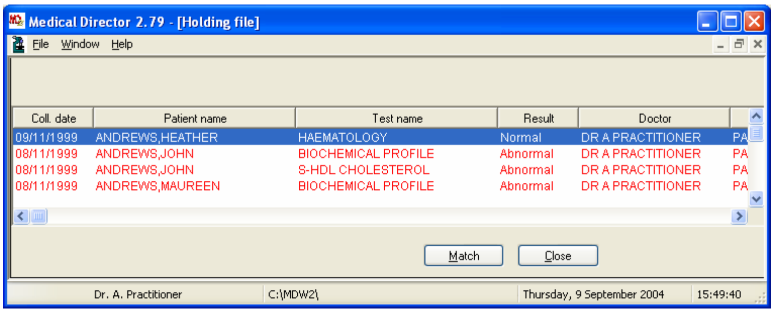


Files/Investigation Results



Checking the Holding File

Only doctors and staff with "full access" (if "show results to staff" option is set) can check investigation results. Tools/Options/Investigations/ "Show results to staff")



1. Click on the **Unchecked** button at the bottom of the screen – this will take you to the **Holding file** where you can see the list of the results that have been downloaded but not yet checked by the doctor. You are ale to select an individual or all doctors.

   A non-doctor (with "Full Access") can only view the results NOT action them. A doctor, of course, can action the Holding file results.

Note: A doctor would normally access the **Holding file** by selecting **Tools** menu and then **Check Investigation Results**.