



INSTALLATION GUIDE COMPANION

Applicable to Plexus Integrated & HealthLink PIT File
Transfer, HealthLink SIX v6.4.x

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1.0 Setting up Plexus Integrated

This will configure Plexus Integrated to automatically download your results into your patient database.

1: Open Plexus Integrated System to view the Plexus Integrated Opening screen, which looks like this:



2: Login and select **Administration**. This will take you to the following screen where you will need to select **System Configuration + Health Records -> Diagnostic Provider Setup**
Pathologists/Radiologists:

The screenshot shows the 'Diagnostic Provider Setup' window in the IBA Spectrum Plexus application. The window title is 'IBA Spectrum Plexus - Demonstration Medical Group - General Practice Clinic - User: IBA Spectrum'. The interface includes a menu bar with 'Tools' and 'Help', and a tree view on the left showing a navigation structure with 'Practice System' expanded. The main area contains a form for configuring a diagnostic provider. At the top, there is a 'Provider' dropdown menu. Below it, the form is organized into several sections: 1. Identification: 'Code' (text input), 'Type' (dropdown), and 'List order' (text input). 2. Address: 'Provider Name', 'Street', 'Suburb', 'Phone' (with area code '()-'), and 'Fax' (with area code '()-'). 3. Region: A dropdown menu with a 'Change' button. 4. Settings: Three checkboxes for 'Auto-import', 'Skip Run Number Check', and 'Inactive'. 5. Processes: Three rows for 'Process 1', 'Process 2', and 'Process 3', each with a 'Wait' checkbox. 6. Import/Export: 'Import Program', 'Import Folder' (with a browse button '...'), 'Common Folder' (checkbox), and 'Request' (checkbox labeled 'Don't print requesting doctor details'). 7. File Management: 'Export File' and 'Export Program' text inputs. On the right side of the window, there are several blue buttons: 'Close', 'Modify', 'Close', 'Save', 'Cancel', and 'New'.

3: Each Diagnostic Provider then needs to be configured individually in Code - a two or three digit code to identify this Provider.

List Order - denotes how far down the list each Provider will appear.

If there is not an entry for the company sending to you via HealthLink in the available types, then highlight the Code field and create a new contact and fill in the details.

The **Code** field should be a two or three letter code of your choice resembling the lab name. For example, Joe Bloggs X-Ray would suit a code of JBX.

4: Once a Lab has been created/selected, you will need to fill in the **Import Program**, and **Import Directory** fields.

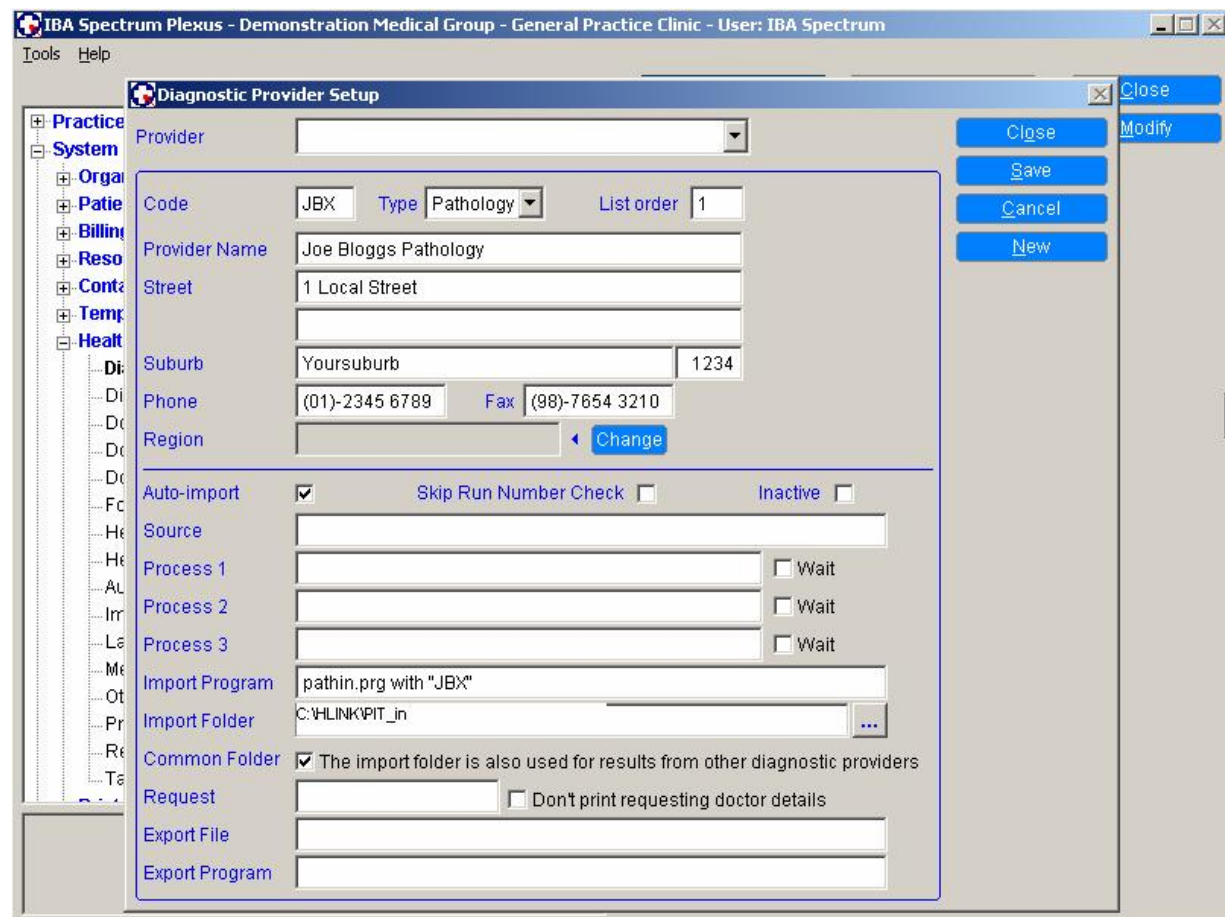
In the **Import Program** field please type exactly:

PATHIN.PRG WITH "###"

(Where ### denotes the **Code** you assigned to this Lab)

In the **Import Directory** field please type: C:\HLINK\PIT_IN\

This should look like this:



Once this has been entered, Choose **Save** then **Exit** to return to the main **Administration** screen.

5: Now EXIT the **Administration** section of Plexus Integrated .

Auto Import - If the Diagnostic Provider software is configured to automatically download the results onto the computer hard drive and Plexus Services has been configured to import the results.

Skip Run Number Check - If the Diagnostic Provider does not provide run number or 'Plexus Services' is going to be used to import the results automatically.

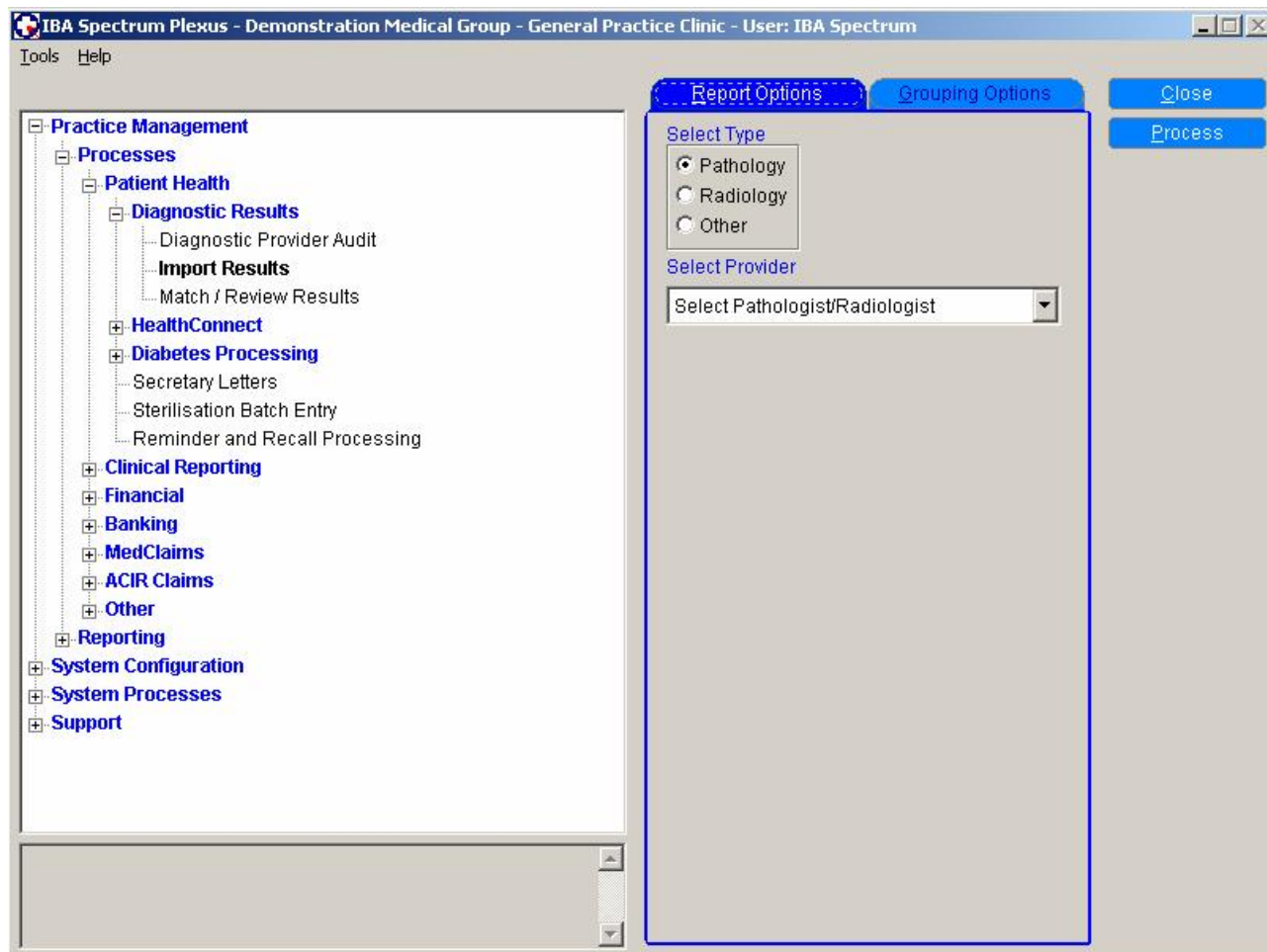
Source - The 'identifying' line in the import file, usually the name of the Diagnostic provider, this field is case sensitive.

Import Program - pathin.prg with "code"

Import Folder - the folder which the results have been downloaded into

1.2 Importing Results into Plexus Integrated

1: Chose **Medical** from the Opening Screen. This will give you the following screen:



2: Use the **Communication** pull down menu to select the Lab that you wish to receive lab results from. This will import the results from the Healthlink directory into Plexus Integrated . The user will then need to assign the results to the specific doctor.

Diagnostic Result Matching

Plexus allows for the import, matching and review of electronic results from Diagnostic Service Providers such as Pathology and Radiology companies.

Most of the pathology/radiology providers used in Australia have been configured in Plexus so Doctors' requests print on the pre-printed request stationery.

Once results are downloaded using the Diagnostic Providers software and a modem, they then need to be imported into Plexus and matched to the correct patient's file. The final stage of the process is for the Doctor to review the results in the Health Records module.

To match the results to the patient's file

1. In Reception, the Selector window in the bottom of the screen will display the number of Results/Reports that are waiting to be matched. Double click on Results/Reports to be matched. The Imported Results/Reports screen will open listing the results of the patients who have had tests requested, the date of the request and the requesting doctor.
2. Click on the Auto Match button. Auto Match matches the result to the request based on the unique Request Number that is generated from within Health Records at the time of the request. Therefore auto matching will only work for requests that have been generated using Plexus. A message will be displayed showing the number of results/reports that were auto-matched.
3. Results that were not auto-matched will remain on the list. To attempt to match the results based in the patient's name, date of birth and gender (patient demographic details), click on the Name Match button. A message will be displayed showing the number of results/reports that were updated based on a match of patient demographics.
4. Any remaining results will need to be matched manually. Click on the patient's name, and then click on the Manual Match button. The Manual Result Matching screen will open.

Plexus will conduct a search of the patient database to locate a patient using the first four letters of the patient surname and the first initial of the given name supplied by the Diagnostic Provider. The Search Results will be displayed in the bottom half of the screen, with the demographic details supplied by the Diagnostic Provider will be displayed in the top section of the screen.

From the Search Results, click on the correct patient's name, then click on the Match button.

If the search fails to find the correct patient, click on the New Search button, then key in your own search string and press the Enter key. When the correct patient appears in the Search Results, all results/reports for the selected patient will be filed into that patient's health record.

Continue this process until all results/reports have been matched to the correct patient and the list is empty. The results/reports are now ready for the requesting doctor to review in Health Records.



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*If there is a communications problem
make it our problem*