



THE REPUBLIC OF UGANDA
MINISTRY OF HEALTH

**UGANDA NATIONAL HEALTH
LABORATORY SERVICES/CPHL**

Plot 160 - 1602 Old Butabika Road, Kampala

Phone: +256-414-230265

Email: cphlug@gmail.com

**Guidelines for Using ASLM-Laboratory Information System
(A-LIS)**

JUNE 2021 Version 3

FORWARD

ASLM-Laboratory Information System (A-LIS) is one of the software solutions for Health Laboratory Information Management System (HLIMS). Installing A-LIS in public and private health centers (HC) enables laboratories to receive electronic laboratory result report of referred samples and laboratory test requests from clinicians. Laboratories are also able to generate electronic laboratory test result report, patient laboratory history, data values for HMIS 105-6, 033A, 033B, orders for supplies and laboratory information for referral samples.

The information generated by A-LIS is paramount in supporting evidence-based decision making in the provision and coordination of laboratory services in public HCs. A-LIS is one of the products of HLIMS Master Plan which is a detailed prescription of how to achieve what the strategic and policy documents articulate on laboratory information management in Uganda.

The plan is informed by National Development Plan, MOH Strategic plan, UNHLS policy and plan, MOH E-health policy and plan, HMIS&DHIS2 guidelines, LQMS & SLMTA guidelines, Hub systems guidelines among others, to ensure its relevance to the entire laboratory landscape while achieving the HLIMS vision of, “Quality laboratory information for a productive and health Uganda”, and Mission of, “Supporting quality laboratory services through an integrated system that innovatively collects, stores, analyzes and communicates laboratory information”.

These guidelines will promote embracing ALIS in HCs and ensure compliance when using ALIS. This in turn facilitates the generation of quality information and sustainability of ALIS. So I encourage laboratory staff and other health workers who may be involved in A-LIS at all levels to make use of them appropriately.

Mr. Aisu Steven

HEAD CPHL/UNHLS

ACKNOWLEDGEMENT

The Ministry of Health would like to acknowledge with gratitude the CDC/ASLM who supported the development of the guidelines for using A-LIS, as well as the contribution of the following to the development of this document.

No.	Names	Institution
1.	Dr. Kajumbula Henry	Chairman HLIMS TWG
2.	Proscovia Nambuya Mbabazi	Secretary HLIMS TWG
3.	Ntale Jonathan	CDC Uganda
4.	Kasule Daniel	ASLM HLIMS Coordinator
5.	Dr. Nakakawa Agnes	HLIMS TWG
6.	Dr. Simon Kalyesubula	HLIMS TWG
7.	Guma Gaspard	UNHLS STA Laboratory Services
8.	Ojwiya Amato	UNHLS STA Laboratory Services
9.	Ikoba Sulaiman	UNHLS Operations Manager
10.	Nyegenye Wilsom	UNHLS Coordinator Logistics
11.	Ogwok Patrick	UNHLS Coordinator QA
12.	Kasolo Rajab	HLIMS TWG
13.	Kihumulo Timothy	HLIMS TWG
14.	Kasusse Michael	HLIMS TWG
15.	Augustina Poni	HLIMS TWG
16.	Kibirige Joseph	HLIMS TWG
17.	Byron Benson	HLIMS TWG
18.	Ankunda Philip	HLIMS TWG
19.	Anguyo Geoffrey	HLIMS TWG
20.	Muwanga Simon	HLIMS TWG
21.	Kitutu Paul	HLIMS TWG
22.	Walwema Joseph	HLIMS TWG
23.	Ereng Anthony	HLIMS TWG
24.	Kasibante Philip	HLIMS TWG
25.	Alinaitwe Thomas	HLIMS TWG
26.	Nandal Michael	HLIMS TWG
27.	Mugerwa Ibrahim	HLIMS TWG
28.	Mukembo Moses	HLIMS TWG
29.	Ogwang Bernard	HLIMS TWG

TABLE OF CONTENTS

Forward	i
Acknowledgement	ii
Acronyms	iv
SECTION 1: INTRODUCTION	1
SECTION 2: SYSTEM CONTROL MODULE	2
2.1 Creating new user	3
2.2 Creating a role	3
2.3 Assigning a Role to the user	4
2.4 Assigning permissions to roles	4
2.5 Changing a Password	4
2.6 Logging out	5
2.7 Tracking User activities	5
2.8 Creating a new Lab section	5
2.9 Creating a Specimen type	6
2.10 Creating a new Test Type	6
2.11 Creating a New Drug	7
2.12 Creating a new Organism	8
2.13 Data Back up	8
SECTION 3: LABORATORY ROUTINE OPERATIONS MODULE	9
3.1 PRE ANALYTIC PHASE	9
3.1.1 Registering a new patient	9
3.1.2 Searching for registered patient	10
3.1.2.1 Updating patient details	10
3.1.2.2 Requesting for a test	11
3.1.3 View and download patient lab history report	12
3.1.3.1 View a patient lab history report	12
3.1.3.2 Download or Print Patient History report	13
3.1.4 Accept or Reject sample	13
3.1.5 Assign patient ULIN	14
3.2 ANALYTIC PHASE	14
3.2.1 Manage Laboratory requests	14
3.2.2 Make test Request	15
3.2.3 Display of all test requests made	15
3.2.4 List of all completed tests	15
3.2.5 Samples not received	15

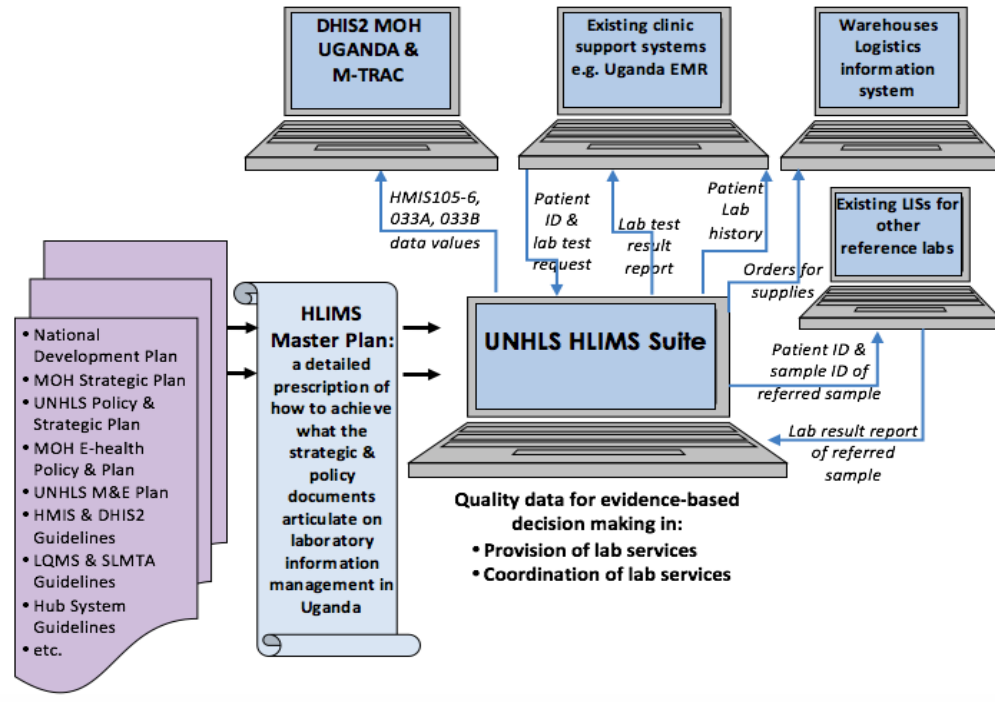
3.2.6 Pending test requests.....	16
3.2.7 Tests Started.....	16
3.2.8 Verified Tests.....	16
3.2.9 View and Verify lab test request.....	17
3.2.10 Generate Lab test result report.....	17
3.3 POST ANALYTIC PHASE.....	18
3.3.1 Reports.....	18
3.3.2 Daily reports.....	19
3.3.2.1 Patient report.....	19
3.3.2.1 Daily Log.....	19
3.3.3 Aggregate Reports.....	20
3.3.3.1 Positivity rates.....	20
3.3.3.2 Surveillance.....	21
3.3.3.3 Counts Report.....	22
3.3.3.4 Turnaround Time Report.....	24
3.3.3.5 Test summary Report.....	25
3.3.3.4 User statistics Report.....	26
3.4 BIOSAFETY AND BIOSECURITY.....	26
3.4.1 Registering a Biosafety/bio-security incident.....	27
3.4.2 Assessing reported Biosafety or bio-security incidents.....	28
3.4.3 Editing Biosafety or bio-security incidents.....	29
3.4.4 Updating Clinical Intervention.....	30
3.4.5 Updating Incident Analysis.....	31
3.4.6 Updating National Bio-risk Management Response.....	32
3.4.7 Generating BB periodic Report.....	33
3.5 EQUIPMENT, LOGISTICS AND STORES (ELS).....	34
3.5.1 Registering a new Equipment.....	35
3.5.2 Search for a registered Equipment.....	35
3.5.3 Manage service schedule of equipment.....	36
3.5.4 Report Equipment Breakdown.....	36
3.5.5 Report Equipment Restoration details.....	37
3.5.6 Generate Periodic Equipment Performance Report.....	38
3.5.7 Update inventory of lab commodities.....	38
3.5.8 Issuing requested lab commodities (filling in stock book).....	39
3.5.9 Record findings from conducted physical count.....	40
3.5.10 Generate stock status report.....	41
3.5.11 Adding a Supplier.....	42
3.6 FAQs.....	44

ACRONYMS

ALIS	ASLM-Laboratory Information System
ASLM	African Society of Laboratory Medicine
CDC	US Centers for Disease Control
CPHL	Central Public Health Laboratories
DHIS2	District Health Information System 2
eHealth	Electronic Health
HC	Health Centre
HMIS	Health Management Information System
HLIMS	Health Laboratory Information Management System
ICT	Information Communication Technology
IT	Information Technology
LQMS	Laboratory Quality Management System
MOH	Ministry of Health
UNMHCP	Uganda National Minimum Health Care Package
UNHLS	Uganda National Health Laboratory Services
SLMTA	Strengthening Laboratory Management Towards Accreditation
TA	Technical Advisor
TWG	Technical Working Group

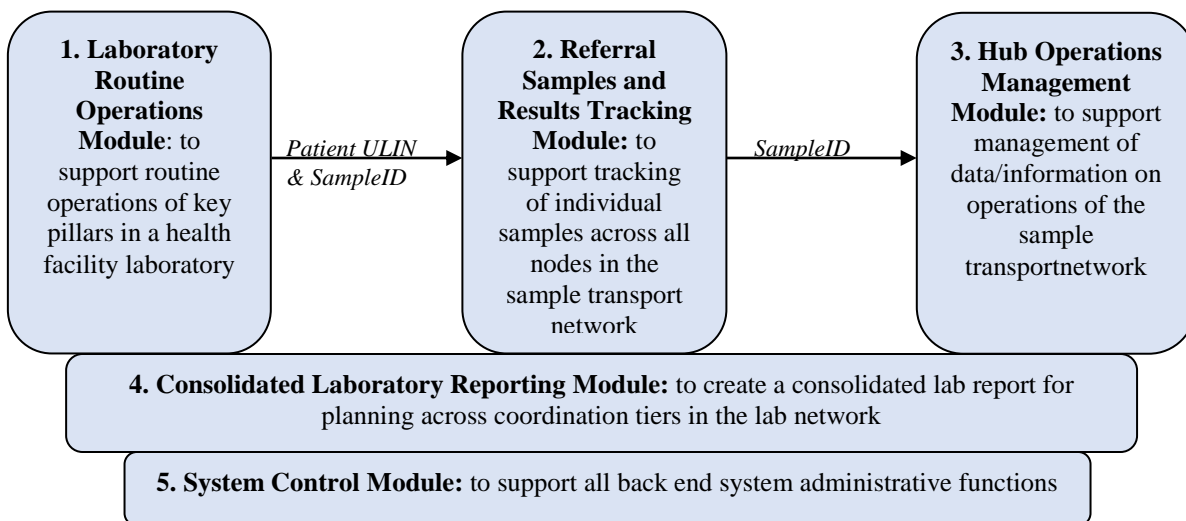
SECTION 1: INTRODUCTION

ALIS is a transaction processing system for supporting operations at a facility laboratory. ALIS is also referred to as LabAPP1, and is one of the critical building blocks of the UNHLS Application Architecture (Suite) in Health Laboratory Information Management Systems (HLIMS) master plan.



ALIS is part of the UNHLS HLIMS Suite

Basing on the UNHLS Business Architecture, ALIS has five (5) major modules that are accessible across the health laboratory network in order to harmoniously support effective management of information on laboratory service delivery.

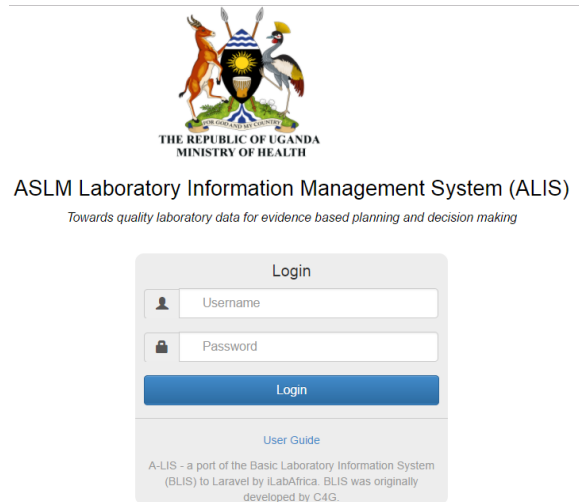


Modules that constitute ALIS



SECTION 2: SYSTEM CONTROL MODULE

2.0 Getting Started with A-LIS

Open ASLM Laboratory Information System (A-LIS) using any web browser e.g. Google Chrome or Mozilla Firefox by entering the IP address of the server e.g. 192.168.0.1 as the URL. This will bring a page requesting for login information that you enter to proceed.



Page requesting for login information

Fill in the username and password  then click 

When you don't fill in either of the username or password, you will get errors as displayed below

- The 'Username' field is required.
- The 'Password' field is required.

When you fill in wrong username or password, the following errors shall be displayed


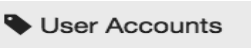

Username and/or password invalid.

When you forgot your username and password, kindly contact the lab-in-charge for help.

The page below will appear on successful login and it is the ALIS Landing page



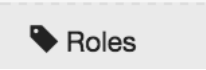
2.1 Creating new user

Click Access Control from the page (far right lower box) or  on the left menu bar, then click on , then click on  and fill in the form below and click on **Save**

Create User

Username	<input type="text" value="jsiku"/>
Password	<input type="password"/>
Retype Password	<input type="password"/>
Full Name	<input type="text" value="Jay Siku"/>
Email Address	<input type="text" value="j.siku@ilabafrika.ac.ke"/>
Designation	<input type="text" value="Lab Technologist"/>
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
Photo	<input type="button" value="Choose File"/> No file chosen

2.2 Creating a role

To create a new role in the system e.g. Receptionist, Data clerk; Under Access Control click on roles  to bring a page below

Roles

Name	Description		
Superadmin		<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Technologist		<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Receptionist		<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Then click on New Role to fill in the form below and click **Save**

New Role

Name	<input type="text"/>
Description	<input type="text"/>

2.3 Assigning a Role to the user

Under Access Control click on **Assign Roles** 3 : the relevant role for the newly created user and click **Save**

Assign roles to Users

Users	Roles		
	Superadmin	Technologist	Receptionist
administrator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ganguyo	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save

2.4 Assigning permissions to Roles

Under Access Control click on **Permissions** , check the appropriate permissions as shown below and click **Save**

Permissions [New Role](#)

Permissions	Roles		
	Superadmin	Technologist	Receptionist
Can view patient names	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can add patients	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can receive test requests	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can request new test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can accept test specimen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can reject test specimen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can change test specimen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can start tests	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can enter tests results	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can edit test results	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can verify test results	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can send test results to external systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can refer specimens	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can manage users	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can manage test catalog	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can manage lab configurations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can view reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can manage inventory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can request top-up	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can manage Quality Control	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save

2.5 Changing a Password

Click on your Username in the top right of your screen, then click on **Edit Profile** , select the **Change Password** tab and fill in the form below and click **Update**.

Edit User Details

[Edit Profile](#) [Change Password](#)

Current Password

New Password

Retype Password

[Update](#)

2.6 Logging out

Click on your Username in the top right of your screen, and then click on [Logout](#)

2.7 Tracking User activities

Click on Reports on the left side menu, and then click on User Statistics Report

[User Statistics Report](#)

2.8 Creating a new Lab section

Click on Test Catalog [Test Catalog](#) on the left menu bar, then click on [Lab Sections](#) and click on Create Lab Section

Lab Section [Create Lab Section](#)

Show 10 entries Search:

Name	Description	
BLOOD TRANSFUSION		View Edit Delete
HEMATOLOGY		View Edit Delete
MICROBIOLOGY		View Edit Delete
PARASITOLOGY		View Edit Delete
SEROLOGY		View Edit Delete

Showing 1 to 5 of 5 entries [Previous](#)

Fill in the form below

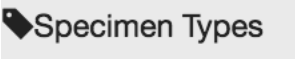
Create Lab Section

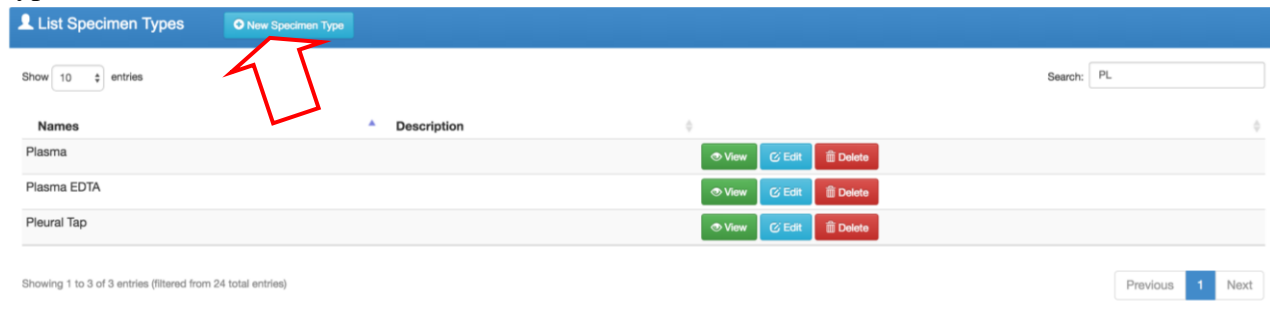
Name

Description

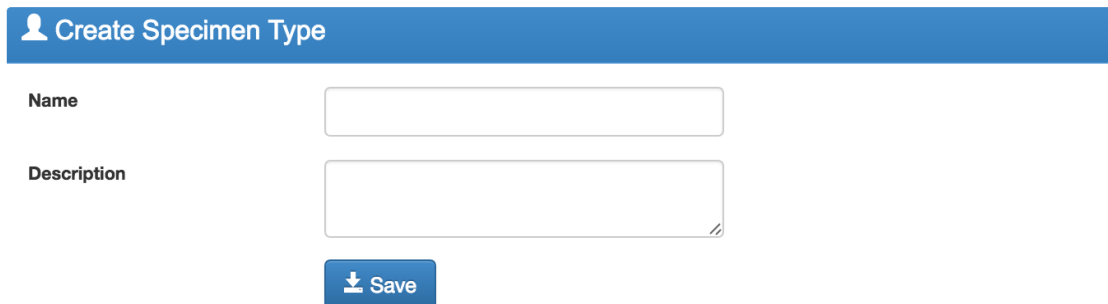
[Save](#)

2.9 Creating a Specimen type

Click on Specimen Types  from test catalogue, then click on New Specimen Type



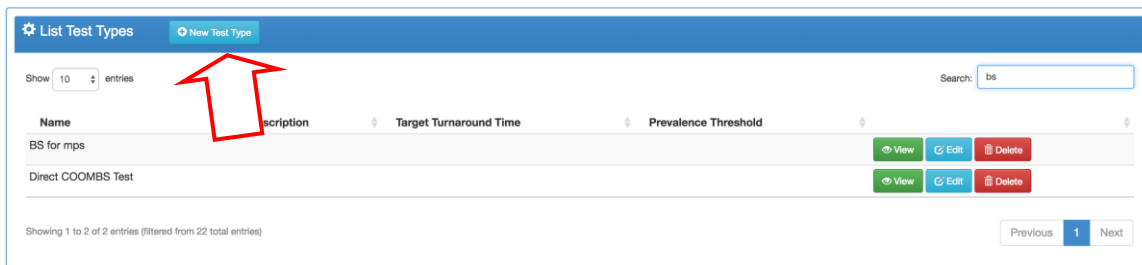
Fill in the form below and **Save**



The screenshot shows the 'Create Specimen Type' form. It has a blue header with 'Create Specimen Type'. Below the header, there are two input fields: 'Name' and 'Description'. Below the 'Description' field, there is a blue 'Save' button with a download icon.

2.10 Creating a new Test Type

Click on  from test catalogue and click on New Test Types



Fill in the form below and check the relevant specimen type/s for the test type

Create Test Type

Name:

Description:

Lab Section:

Select Specimen Types

<input type="checkbox"/> Ascitic Tap	<input type="checkbox"/> Aspirate	<input type="checkbox"/> CSF	<input type="checkbox"/> Dried Blood Spot
<input type="checkbox"/> High Vaginal Swab	<input type="checkbox"/> Nasal Swab	<input type="checkbox"/> Plasma	<input type="checkbox"/> Plasma EDTA
<input type="checkbox"/> Pleural Tap	<input type="checkbox"/> Pus Swab	<input type="checkbox"/> Rectal Swab	<input type="checkbox"/> Semen
<input type="checkbox"/> Serum	<input type="checkbox"/> Skin	<input type="checkbox"/> Sputum	<input type="checkbox"/> Stool
<input type="checkbox"/> Synovial Fluid	<input type="checkbox"/> Throat Swab	<input type="checkbox"/> Urinal Smear	<input type="checkbox"/> Urine
<input type="checkbox"/> Vaginal Smear	<input type="checkbox"/> Vomitus	<input type="checkbox"/> Water	<input type="checkbox"/> Whole Blood

Measures

[Add New Measure](#)

Click on **Add New Measures** just below the Select specimen types section

Select Specimen Types

<input type="checkbox"/> Ascitic Tap	<input type="checkbox"/> Aspirate	<input type="checkbox"/> CSF	<input type="checkbox"/> Dried Blood Spot
<input type="checkbox"/> High Vaginal Swab	<input type="checkbox"/> Nasal Swab	<input type="checkbox"/> Plasma	<input type="checkbox"/> Plasma EDTA
<input type="checkbox"/> Pleural Tap	<input type="checkbox"/> Pus Swab	<input type="checkbox"/> Rectal Swab	<input type="checkbox"/> Semen
<input type="checkbox"/> Serum	<input type="checkbox"/> Skin	<input type="checkbox"/> Sputum	<input type="checkbox"/> Stool
<input type="checkbox"/> Synovial Fluid	<input type="checkbox"/> Throat Swab	<input type="checkbox"/> Urinal Smear	<input type="checkbox"/> Urine
<input type="checkbox"/> Vaginal Smear	<input type="checkbox"/> Vomitus	<input type="checkbox"/> Water	<input type="checkbox"/> Whole Blood

Measures

Name: Measure Type: Unit: Description:

Range Values

[Add New Range](#)

[Add New Measure](#)

Target Turnaround Time:

Fill in the **Name** of the test measure, **Measure Type** e.g. Numeric, **Unit** Description and Target Turnaround Time and click on **Save**

2.11 Creating a New Drug

Click on  **Drugs** form test catalogue and click on Create Drug

Drug [Create Drug](#)

Show: 10 entries Search:

Name	Description	
AMPICILLIN		View Edit Delete
AMPICILLIN-SULBACTAM		View Edit Delete
CHLORAMPHENICOL		View Edit Delete

Showing 1 to 3 of 3 entries (filtered from 35 total entries)

Previous **1** Next

Fill in the form below and click **Save**


Create Drug

Name

Description

[Save](#)

2.12 Creating a new Organism

Click on  **Organisms** from test catalogue and click on Create Organism

Organism

[Create Organism](#)

Show 10 entries

Name	Description	
Beta-haemolytic streptococci		View Edit Delete
Vibrio cholerae		View Edit Delete

Showing 1 to 2 of 2 entries (filtered from 15 total entries)

[Previous](#) [1](#) [Next](#)

Fill in the form below

Organism

[Create Organism](#)

Show 10 entries

Name	Description	
Beta-haemolytic streptococci		View Edit Delete
Vibrio cholerae		View Edit Delete

Showing 1 to 2 of 2 entries (filtered from 15 total entries)

[Previous](#) [1](#) [Next](#)

2.13 Adding Clinicians

Click on **Lab Configuration** on the left menu bar, then click on **Clinicians** and on Create Clinician

Clinicians

[Create Clinician](#)

Show 10 entries

Name	Cadre	Phone	Email	
Agaba	C/O			View Edit
Amuza	C/O			View Edit
Celina	C/O		cnanyonjo@rhsp.org	View Edit
James L	C/O			View Edit
Kiganda	C/O			View Edit

Fill in the form below

Home / Clinicians / Create Clinician

Create Clinician

Name

Cadre

Phone

Email

[Save](#)

2.14 Creating Health units/wards

Click on **Lab Configuration** on the left menu bar, then click on **Health Units/Wards** and on **Create Health Unit**

Home / Health Units

Health Units [Create Health Unit](#)

Show 10 entries Search:

Name	Description	
ART CLINIC		View Edit Delete
KALISIZO HOSPITAL		View Edit Delete
RAKAI HUB		View Edit Delete
Room 1		View Edit Delete

Showing 1 to 4 of 4 entries [Previous](#) **1** [Next](#)

Fill in the form below

Home / Health Units / Create Health Unit

Create Health Unit

Name

Description

Type of unit location

[Save](#)

2.15 Adding surveillance diseases

Click on **Lab Configuration** on the left menu bar, then click on **Surveillance** and on **Create New Disease**

Fill in the form below

2.16 Barcode setting

Click on **Lab Configuration** on the left menu bar, then click on **Barcode Settings**.
Configure and save

2.17 ULIN Reset

Click on **Lab Configuration** on the left menu bar, then click on **ULIN Reset** and follow the hints on the right hand side

messages.reset-ulin New Patient

Click to set Lab ID to a value greater than 1

Click to Reset Lab ID to 1

Hints

There are two options you can use to set the beginning number of Lab IDs

The First Option lets you set the starting point to a number higher than 1 or higher than the most recent Lab ID

The Second Option resets to 1 e.g at the beginning of a new year or a new month

2.18 Visits

Click on **Visits** on the left menu bar, so as to delete a request that might have been accidentally added. Please note that only pending tests may be deleted

Home / Visits

From: 2019-05-09 To: 2019-05-09 Status: All Search

Date	Patient OPD/IPD Number.	ULIN	Patient name	Visit Type	Actions

2.19 Data back up

Daily cron job to dump MySQL database to the backup servers (production environment) every midnight.

- Transfer copy of the back-up to another location using secure FTP aka sftp.

Data archival from facility level to national level

- Implement a cron Job to upload a monthly aggregate report (as JSON data) over https to a central server

SECTION 3: LABORATORY ROUTINE OPERATIONS MODULE

This section is about laboratory routine operations including; pre-analytic, analytic and post analytic tasks managed by receptionist/data person, clinician or a laboratory person. Initial tasks include; patient registration, editing and viewing of patient information in the system. To access this section, click **PATIENTS** (rounded) from ALIS landing page below. This shall display all existing information on patients already registered into the system.

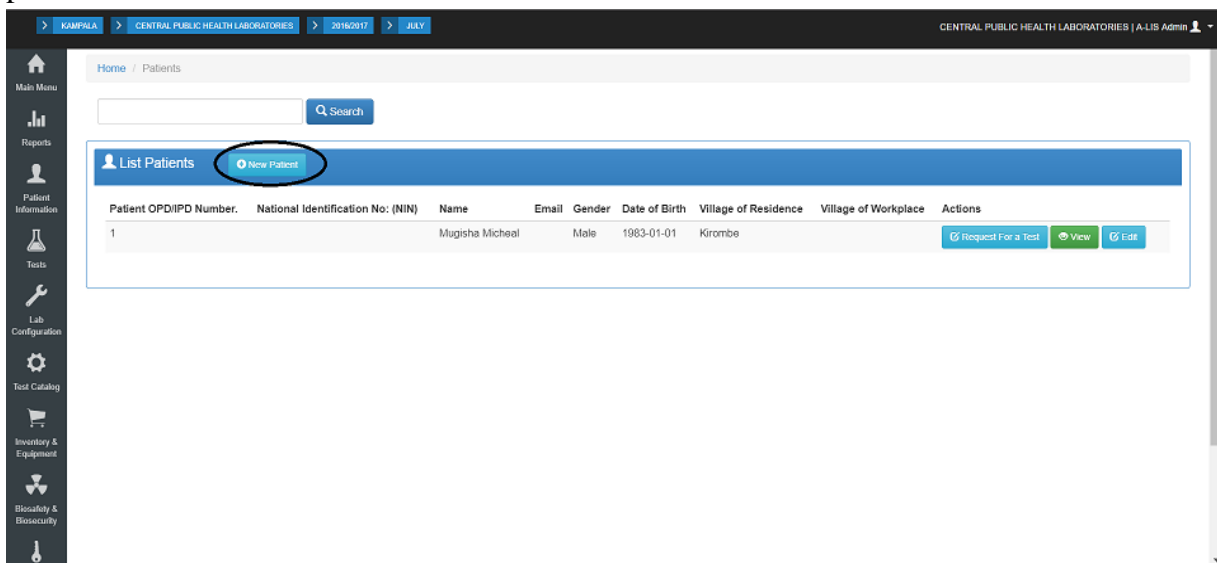



A-LIS landing page

3.1 PRE-ANALYTIC PHASE

3.1.1 Registering a new patient

Click **PATIENTS** from the landing page, then click on the **+ New Patient** (circled) button at the top of the blue port-let to register a new patient



This will bring a page with fields for capturing patient details. Enter patient information in the fields provided and click  to save the information captured as illustrated below.

Create Patient

Patient OPD/IPD Number.

Unique Lab Identification Number *

National Identification No: (NIN)

Names *

Date Of Birth * / /

Age *

Sex * Male Female

Village of Residence


Village of Workplace

Physical Address



Occupation

Phone Number

Email Address



3.1.2 Searching for registered patient


Click **PATIENTS** from the landing page, use the search box to search for a patient of your interest using either the OPD/IPD number or the patient's name and click  to update patient information or click the  (Circled) below to request for a test.

Home / Patients

Successfully created patient!


List Patients

Show entries Search:

Patient OPD/IPD Number. ^	National Identification No: (NIN) ^	Name ^	Email ^	Gender ^	Date of Birth ^	Village of Residence ^	Village of Workplace ^	Actions
1200		Besigye Kahunde		Male	2002-06-04	lyantonde		<input type="button" value="Request For a Test"/>  <input type="button" value="Edit"/>

Showing 1 to 1 of 1 entries

3.1.2.1 Updating patient details

Click  to bring a page below and update patient information and **Save**

Home / Patients / Edit Patient

Edit Patient Details

Patient OPD/IPD Number:

messages.nin:

Unique Lab Identification Number:

Name:

Date of Birth: / /

Age: Years

Gender: Male Female

Physical Address:

Village of Residence:



Village of Workplace:



Occupation:

Phone Number:

Email Address:

3.1.2.2 Requesting for a test

Click  above to bring a page below then click  to request for a test (if your role is assigned to perform such an activity e.g. clinician).

Patient Details  

Name Besigye Kahunde

Patient OPD/IPD Number. 1200

NIN

Unique Lab Identification Number LBK1-2017000001

External Patient Number

Date of Birth 2002-06-04

Gender Male

Physical Address

Village of Residence lyantonde

Village of Workplace

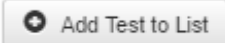

Occupation

Phone Number

Email Address

Registration Date 2017-05-31 23:18:13


This will bring a page below and a clinician fills in the patient's visit type (OPD or in-patient), location (ward, unit or clinic, Bed Number for only in-patients), clinical notes, previous therapy (if applicable), current therapy. Click on the **“Sample type”** drop down menu to select the sample type and click on **“Lab section”** to select where the tests are going to be carried out e.g. microbiology, parasitology, etc. For multiple tests, select the lab section where the different tests are carried out,

select tests and click  to add selected tests to the test request and click  to save the test request.

3.1.3 View and download patient lab history report

Patient lab history report has details of all the tests performed on a patient, samples collected and identities of the clinicians and lab technologists who requested and worked on the patient's sample and may be required when requesting for a new test.


3.1.3.1 View a patient lab history report

On the side navigation bar, place your cursor on the  option/button and select **Patient report** to display the list of all patient reports available in the system.

The screenshot shows a software interface with a sidebar on the left containing navigation options like 'Main Menu', 'Reports', 'Patient Information', 'Tests', 'Lab Configuration', 'Test Catalog', 'Inventory & Equipment', and 'Biosafety &'. The main area displays a table of patient reports under the heading 'AGGREGATE REPORTS'. The table has columns for 'Patient OPD/IPD Number.', 'Full Name', 'Gender', 'Age', and 'Actions'. Each row in the 'Actions' column contains a blue 'View Report' button. A red arrow points to one of these buttons.



Patient OPD/IPD Number.	Full Name	Gender	Age	Actions
	P Kitutu	M	124 days	View Report
	Besigye Kahunde	M	15 years	View Report
	Muhoozi Deus	M	43 years	View Report
	Nakimbugwe Dorothy Denise	F	31 years	View Report
	Cresson	M	34 years	View Report
	Paul	M	17 days	View Report
	Mudoola Macreen	F	58 years	View Report
	Elvis Kato	M	55 years	View Report

12

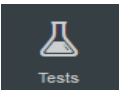
Click on  on the Actions column for a selected patient. This will bring a page with the patient's lab history report shown below for viewing.

The screenshot shows a patient lab history report page. At the top, it displays '209' and '1 / 1'. The report is from 'CENTRAL PUBLIC HEALTH LABORATORIES' in Kampala, Uganda. It includes patient information: Patient name (John Paul), Gender (Male), Patient ID (222), and Age (1 years). Below this is a 'Lab Reception' table with columns for Specimen Type, Tests, Date Ordered, Lab Sections, Status, Collected By/Rejected by, and Date Checked. The results section shows a test for 'Appearance' with a result of 'xx' performed by 'A-LIS Admin' on '2017-05-23 11:45:45'. At the bottom, there are fields for Name, Organization, Requesting Clinician, and Laboratory Manager. A red arrow points to the download and print icons in the top right corner.

3.1.3.2 Download or Print Patient History Report

Click on the icon  to download or the icon  to print the report.

3.1.4 Accept or Reject sample

On the side navigation bar, click on  and view all test requests then select **Pending Tests**.

Use the search box to search for a patient and click on  to accept and start test on that

patient's sample. Note that the **Test Status** of that request changes from **Pending** to **Test Started**.

Date Ordered	Patient OPD/IPD Number.	ULIN	Visit No.	Patient name	Specimen ID	Test	Visit Type	Actions	Test Status
08-06-2017 12:06	1200	ULIN No: 1		Besigye Kahunde (M, 15)	MIC-1	Stool for C/S	Out-patient	View Reject Barcode Analysis Refer sample	Pending

To reject, click **Reject** button; which will open a page shown below where you specify reasons for rejection.

Reject Specimen

Test Type: Sickling Test
 Sample Type: Blood
 Specimen ID: 1
 Reason:
 Receiving/Rejecting Officer: A-LIS Admin
 Cadre of Rejecting officer: Systems Administrator
 Contacts of Rejecting officer:
 Person Talked To:

[Reject](#)

3.1.5 Assign patient a ULIN; Update patient details as in 3.1.2.1 above


3.2. ANALYTIC PHASE;

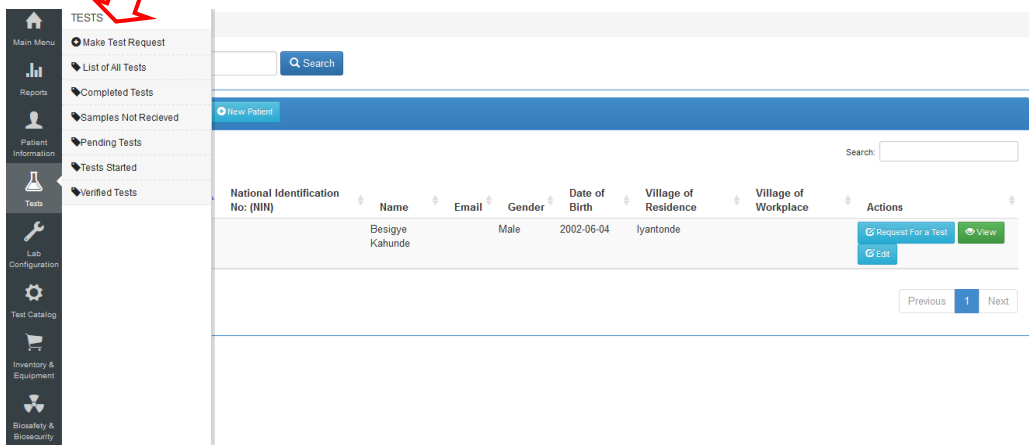
3.2.1 Manage Laboratory requests

[DASHBOARD](#)
[PATIENTS](#)
[INVENTORY & EQUIPMENT](#)
[OTHER RESOURCES](#)

[REPORTS](#)
[TESTS](#)
[BIOSAFETY & BIOSECURITY](#)
[ACCESS CONTROL](#)

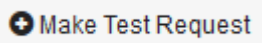

Click **TEST** from landing page to view details of all laboratory test requests including; “Make Test Request”, “List of All Tests”, “Completed Tests”, “Samples Not Received”, “Pending Tests”, and “Tests Started” or “Verified Tests”

Alternatively, on the side navigation bar, place your cursor on the  option/button to view details of all laboratory test requests.




3.2.2 Make test Request

14

Click  to bring the page below. Search for the patient using either the patient's name or ID and click the **View** button to see the results of the search. Select the patient by clicking on the corresponding radio button and click the  button to make the lab request as in 3.1.2.2 above.

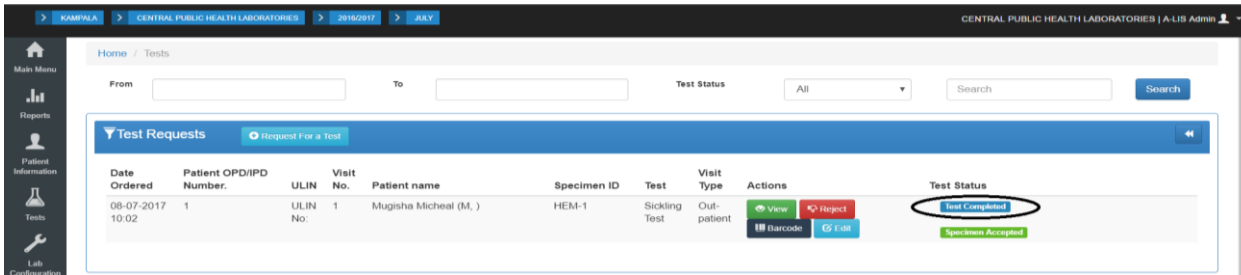


3.2.3 Display of all test requests made

Click  to display all test requests made to the laboratory.

3.2.4 List of all completed tests

Click **Completed Tests** to show a list of all completed laboratory tests with a label **Test Completed** (circled in screenshot below) under the **Test Status** column.

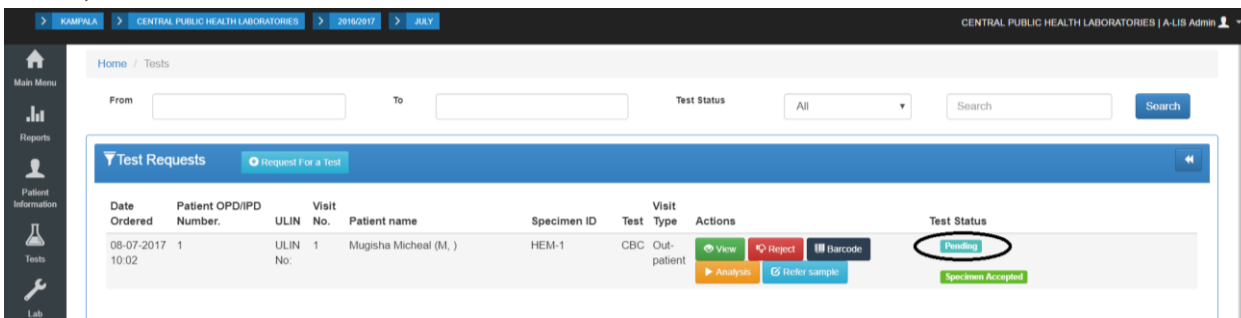


3.2.5 Samples not received

Click **Samples Not Received** to display incoming test request

3.2.6 Pending test requests

Click **Pending Tests** to display pending test requests with a label **Pending** (circled in screenshot below) under the **Test Status** column.

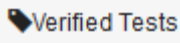


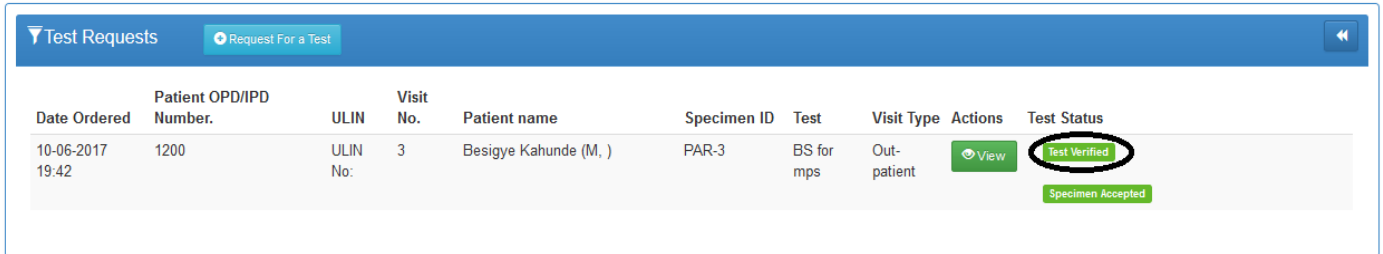
3.2.7 Tests started

Click **Tests Started** to display a list of all lab tests that have been started with a label **Test Started** (circled in screenshot below) under **Test Status** column.

Date Ordered	Patient OPD/IPD Number	ULIN No.	Visit No.	Patient name	Specimen ID	Test	Visit Type	Actions	Test Status
08-06-2017 12:33	1200	ULIN No.	2	Besigye Kahunde (M.)	MIC-2	Appearance	Out-patient	View, Reject, Barcode, Enter Results	Test Started Specimen Accepted
08-06-2017 12:06	1200	ULIN No.	1	Besigye Kahunde (M.)	MIC-1	Stool for C/S	Out-patient	View, Reject, Barcode, Enter Results	Test Started Specimen Accepted

3.2.8 Verified Tests

Click  to display a list of all lab tests that have been verified with a label **Test Verified** (circled in screenshot below) under **Test Status** column.




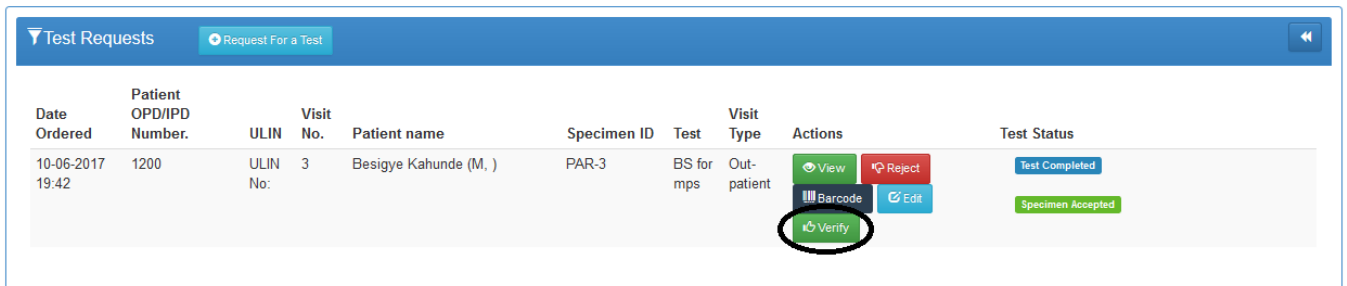
The screenshot shows a table with the following columns: Date Ordered, Patient OPD/IPD Number, ULIN, Visit No., Patient name, Specimen ID, Test, Visit Type, Actions, and Test Status. A single row is visible with the following data: Date Ordered: 10-06-2017 19:42, Patient OPD/IPD Number: 1200, ULIN: ULIN No:, Visit No.: 3, Patient name: Besigye Kahunde (M,), Specimen ID: PAR-3, Test: BS for mps, Visit Type: Out-patient, Actions: View, and Test Status: Test Verified (circled in red) and Specimen Accepted.

Date Ordered	Patient OPD/IPD Number.	ULIN	Visit No.	Patient name	Specimen ID	Test	Visit Type	Actions	Test Status
10-06-2017 19:42	1200	ULIN No:	3	Besigye Kahunde (M,)	PAR-3	BS for mps	Out-patient	View	Test Verified Specimen Accepted

3.2.8


3.2.9 View and Verify lab test request

The person with permission to verify results finds completed tests as in 3.2.8 above, click the  button (circled) below.



The screenshot shows a table with the following columns: Date Ordered, Patient OPD/IPD Number, ULIN, Visit No., Patient name, Specimen ID, Test, Visit Type, Actions, and Test Status. A single row is visible with the following data: Date Ordered: 10-06-2017 19:42, Patient OPD/IPD Number: 1200, ULIN: ULIN No:, Visit No.: 3, Patient name: Besigye Kahunde (M,), Specimen ID: PAR-3, Test: BS for mps, Visit Type: Out-patient, Actions: View, Reject, Barcode, Edit, and Verify (circled in red), and Test Status: Test Completed and Specimen Accepted.

Date Ordered	Patient OPD/IPD Number.	ULIN	Visit No.	Patient name	Specimen ID	Test	Visit Type	Actions	Test Status
10-06-2017 19:42	1200	ULIN No:	3	Besigye Kahunde (M,)	PAR-3	BS for mps	Out-patient	View Reject Barcode Verify	Test Completed Specimen Accepted

This will bring a page to view test results and then click  that will change **Approve** and an interim report is generated. An interim report is report generated before a test is approved and all tests completed.

Test Details [Edit Test Results] [Approve] [View Interim Report]

Test Type	mRDT
Visit No.	10
Visit Lab No.	
Date Ordered	2019-05-08 15:03:35
Receipt Date	2019-05-08 15:03:35
Test Status	Test Reviewed
Requesting Physician	Unknown
Purpose	
Request origin	Out-patient
Registered By	A-LIS Admin
Performed By	ANTHONY MAYINJA
Reviewed By	A-LIS Admin
Turnaround Time	3 Hours 32 Minutes 25 Seconds
Previous Therapy	
Current Therapy	

Patient Details

Patient OPD/IPD Number.	
Name	Jeff
Age	25 years
Gender	Male

Specimen Details

Specimen Type	Blood
ID	SER-12
Status	Accepted

Results

mRDT	Negative
------	----------

3.2.10 View and Approve lab test request

The person with permission to approve results finds completed tests as in 3.2.9 above, click the button (circled) below.

Test Details [Edit Test Results] [Approve] [View Interim Report]

Test Type	mRDT
Visit No.	10
Visit Lab No.	

Patient Details

Patient OPD/IPD Number.	
-------------------------	--

This will change the view interim report button to Final report

Home / Tests / Test Details

Test Details [Edit Test Results] [View Final Report]

Test Type	mRDT
Visit No.	10
Visit Lab No.	
Date Ordered	2019-05-08 15:03:35
Receipt Date	2019-05-08 15:03:35
Test Status	Tests Approved
Requesting Physician	Unknown
Purpose	
Request origin	Out-patient
Registered By	A-LIS Admin
Performed By	ANTHONY MAYINJA
Turnaround Time	3 Hours 32 Minutes 25 Seconds
Previous Therapy	
Current Therapy	

Patient Details

Patient OPD/IPD Number.	
Name	Jeff
Age	25 years
Gender	Male


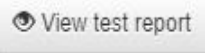
Specimen Details

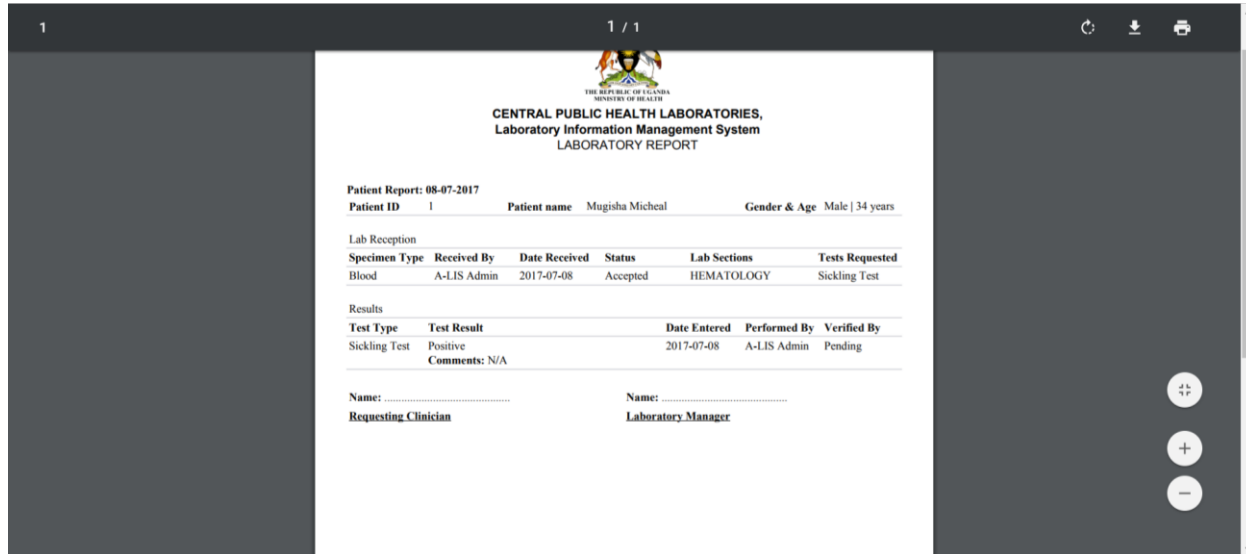
Specimen Type	Blood
ID	SER-12
Status	Accepted

Results

mRDT	Negative
------	----------

3.2.10 Generate Lab test result report

The person with permission to generate results finds completed tests as in 3.2.4 above, click the  button (circled) to view test results as in 3.2.8 above then click on  button to view the general lab test result report generated in a PDF format as shown below.




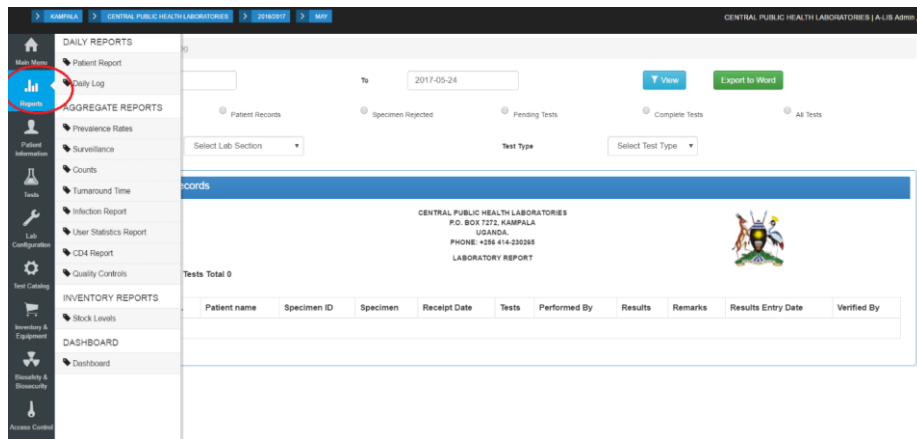
3.3 POST ANALYTIC PHASE

3.3.1 Reports



Click **REPORTS** from landing page to view details of all laboratory reports generated by ALIS.

Alternatively, on the side navigation bar, place your cursor on the  Reports option/button to display the list of all reports generated by the system.




3.3.2 Daily Reports

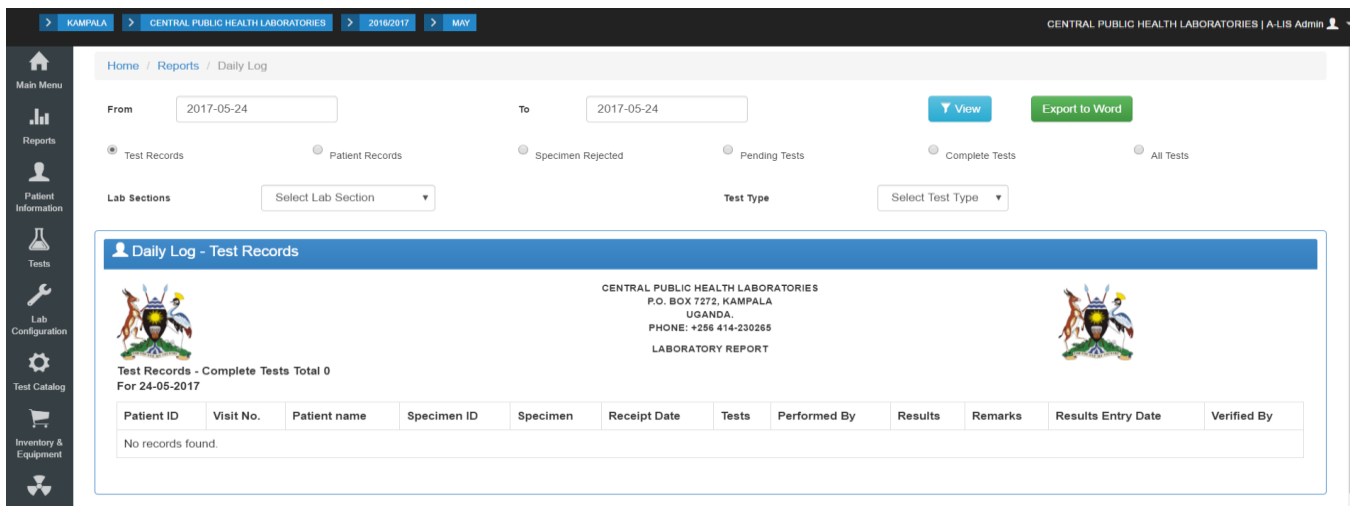
These include patient reports and daily logs

3.3.2.1 Patient Report

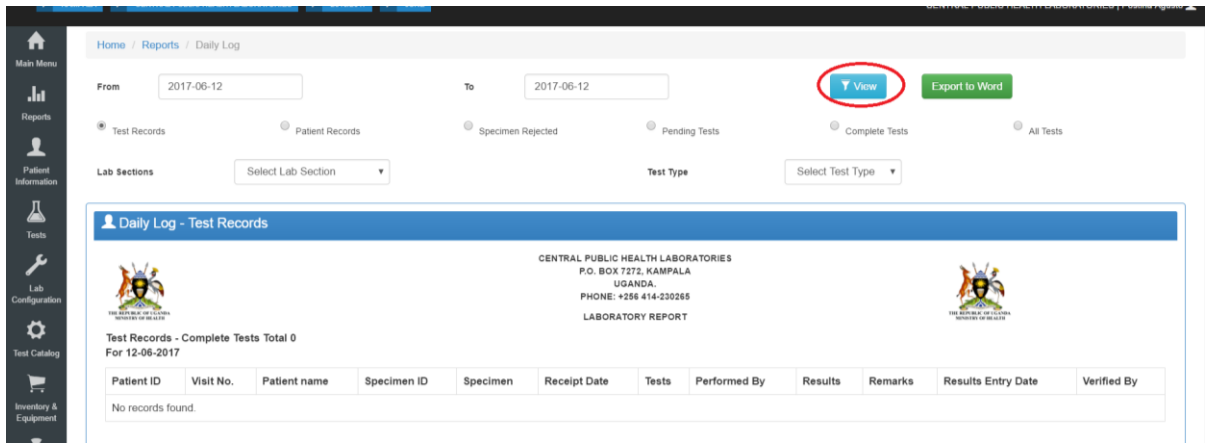
View patient information and history as in “3.1.3 View and download patient lab history report” above.

3.3.2.2 Daily Log

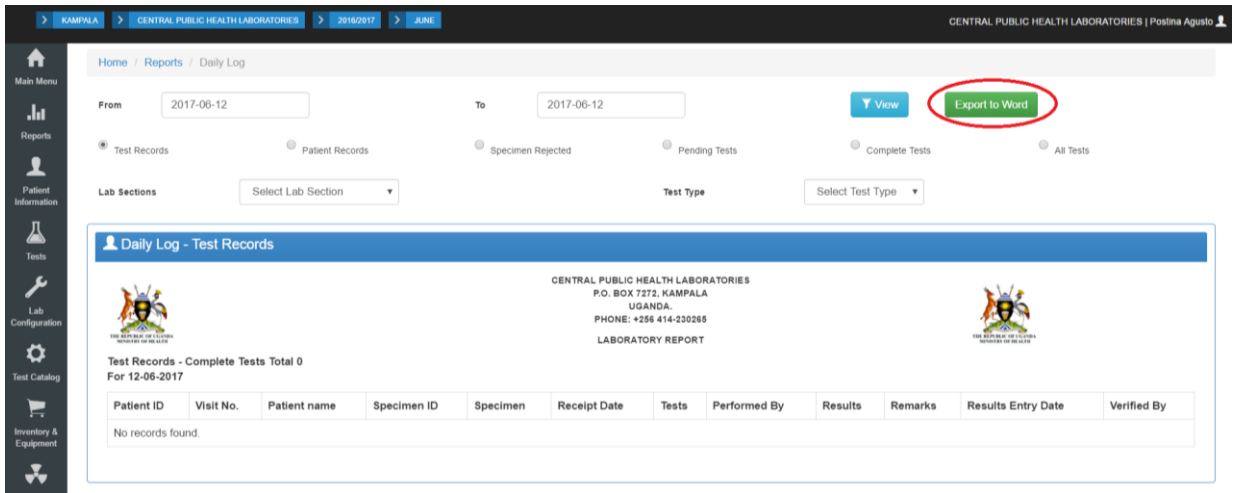
On the side navigation bar, place your cursor on the  option/button then click  to daily logs as below.



Filter using dates, test records, Patient Records, Specimen Rejected, Pending Tests, Complete Tests, All Tests, lab sections or Test Type and then select **View** to see the daily log for the filter.




Use **Export to word** button to download and view filter in a word document.



3.3.3 Aggregate Reports

3.3.3.1 Positivity rates

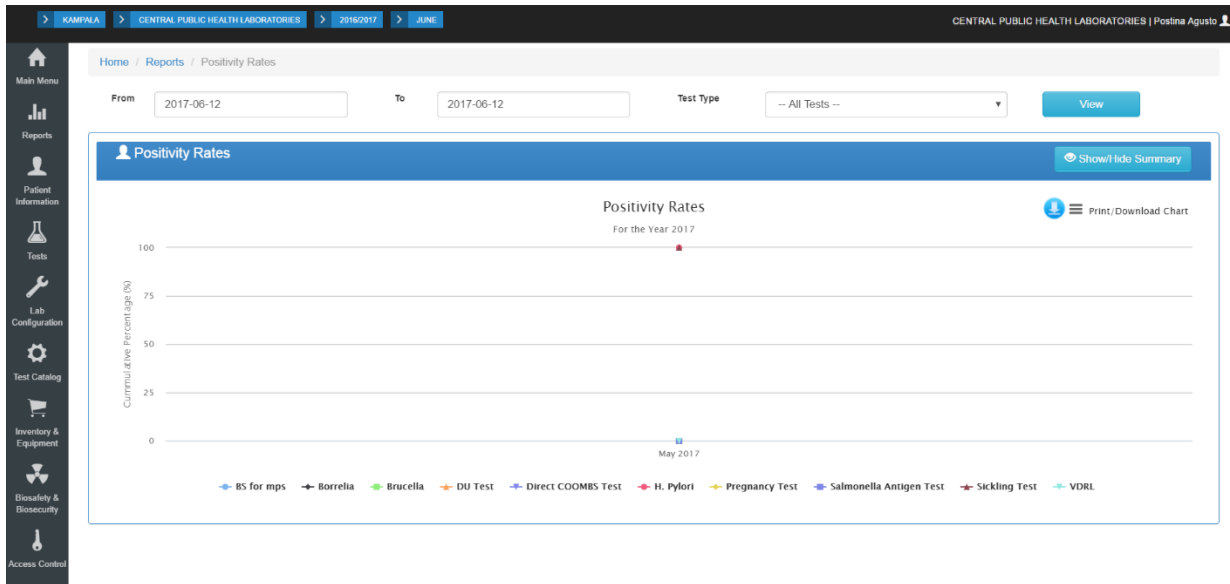
On the side navigation bar, place your cursor on the  option/button then click



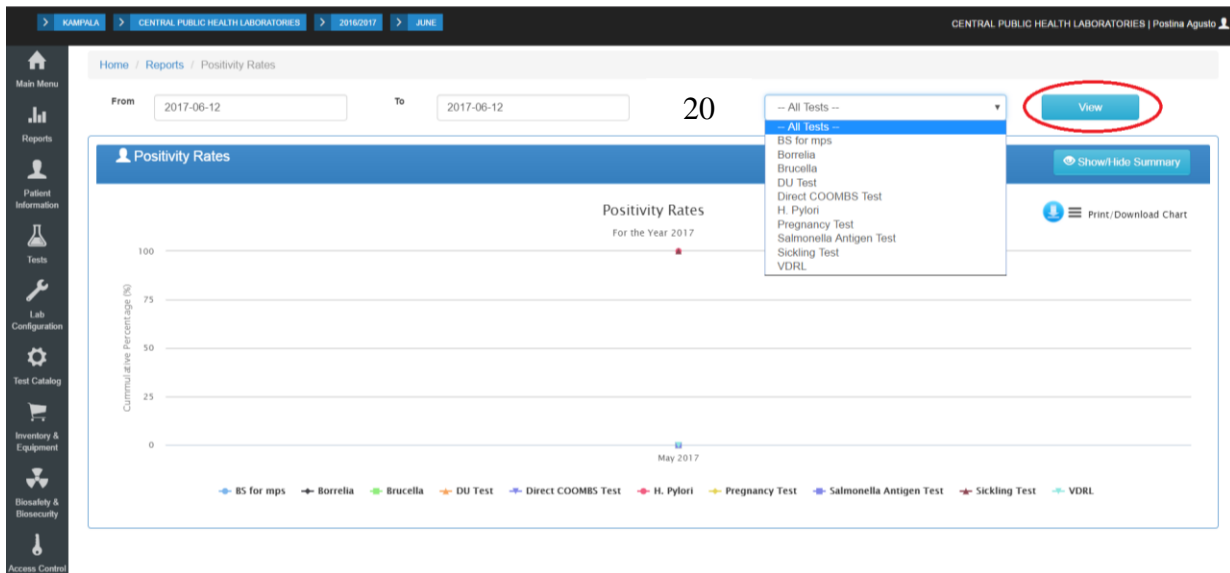
to view the rates. By default, the report loads prevalence rates for the current year.

A positivity rate is the total number of cases of a disease existing in a population divided by the total population. **Formula: Positivity Rate of Disease = (n / Total population) x 10ⁿ**

Where n - All new & preexisting cases of specific disease



Set a date range to view infection graph and prevalence rates. You can also view by **test type** then click on **View** to load the report with the filters defined.



Select **Show/Hide Summary** to view/hide the numeric data

Home / Reports / Positivity Rates

From: 2017-06-12 To: 2017-06-12 Test Type: -- All Tests -- View

Test Type	Total Specimen	Positive	Negative	Cummulative Percentage (%)
Sickling Test	1	1	0	100.00
H. Pylori	1	1	0	100.00

Positivity Rates For the Year 2017

Print/Download Chart

Click button to choose the various formats then print or download the chart

3.3.3.2 Surveillance

On the side navigation bar, place your cursor on the option/button then click to bring surveillance report on laboratory tests and their outcomes. Monthly reports are generated by default for the tests carried out and the figures for those **Tested** and **Positive** are given for the different age ranges plus the total sum for the tests. Filter for a given period by entering the different date ranges and then click on **View**. Click on the **Export to Word** button to download and view in a word document.

Home / Reports / Surveillance

From: 2017-05-01 To: 2017-05-24 21 View Export to Word

Surveillance

CENTRAL PUBLIC HEALTH LABORATORIES
P.O. BOX 7272, KAMPALA
UGANDA
PHONE: +256 414-230265
LABORATORY REPORT

Surveillance - From 01-05-2017 To 24-05-2017

Laboratory	< 5 Years		≥ 5 Years		Total	
	Tested	Positive	Tested	Positive	Tested	Positive
Malaria			0	0		
Typhoid			0	0		
Shigella Dysentery			0	0		

3.3.3.3 Counts Report



On the side navigation bar, place your cursor on the **Reports** option/button then click “Counts” to generate a report for a particular time period for tests and specimens both grouped and ungrouped.

The screenshot shows the 'Counts' report interface. At the top, there are date filters: 'From' 2017-05-01 and 'To' 2017-05-24, with a 'View' button. Below the filters, there are radio buttons for 'Test Counts (Ungrouped)', 'Test Counts (Grouped)', 'Specimen Counts (Ungrouped)', and 'Specimen Counts (Grouped)'. The main content is a table titled 'Test Counts (Ungrouped) - From 01-05-2017 To 24-05-2017'. The table has three columns: 'Test Types', 'Complete Tests', and 'Pending Tests'. The data is as follows:

Test Types	Complete Tests	Pending Tests
BS for mps	0	0
Stool for C/S	0	0
CXM	0	0
HB	0	0
Urinalysis	0	1
WBC	0	0
Salmonella Antigen Test	0	0
Direct COOMBS Test	0	0
DU Test	0	0
Sickling Test	0	0
Borelia	0	0
VDRL	0	0
Pregnancy Test	0	0
Bruceila	0	0
H. Pylori	0	0
Culture and Sensitivity	0	0
Appearance	0	0
Gram stain	0	0
ZN stain	1	0
Modified ZN	0	0
Wet Saline Iodine Prep	0	0
CBC	0	0

The ungrouped tests and specimens, are summaries of the completed and pending test plus accepted and rejected specimens respectively as seen below

i. Test counts(ungrouped)

This screenshot is similar to the one above, but with a red circle highlighting the 'Test Counts (Ungrouped)' radio button. The table data is as follows:

Test Types	Complete Tests	Pending Tests
BS for mps	1	0
Stool for C/S	0	0
CXM	0	0
HB	0	0
Urinalysis	0	1
WBC	0	0
Salmonella Antigen Test	0	0
Direct COOMBS Test	0	0
DU Test	0	0
Sickling Test	0	0
Borelia	0	0
VDRL	0	0
Pregnancy Test	0	0
Bruceila	0	0
H. Pylori	0	0

ii. Specimen counts (ungrouped)

Home / Reports / Counts

From: 2017-05-01 To: 2017-05-24 View

Test Counts (Ungrouped) Test Counts (Grouped) Specimen Counts (Ungrouped) Specimen Counts (Grouped)

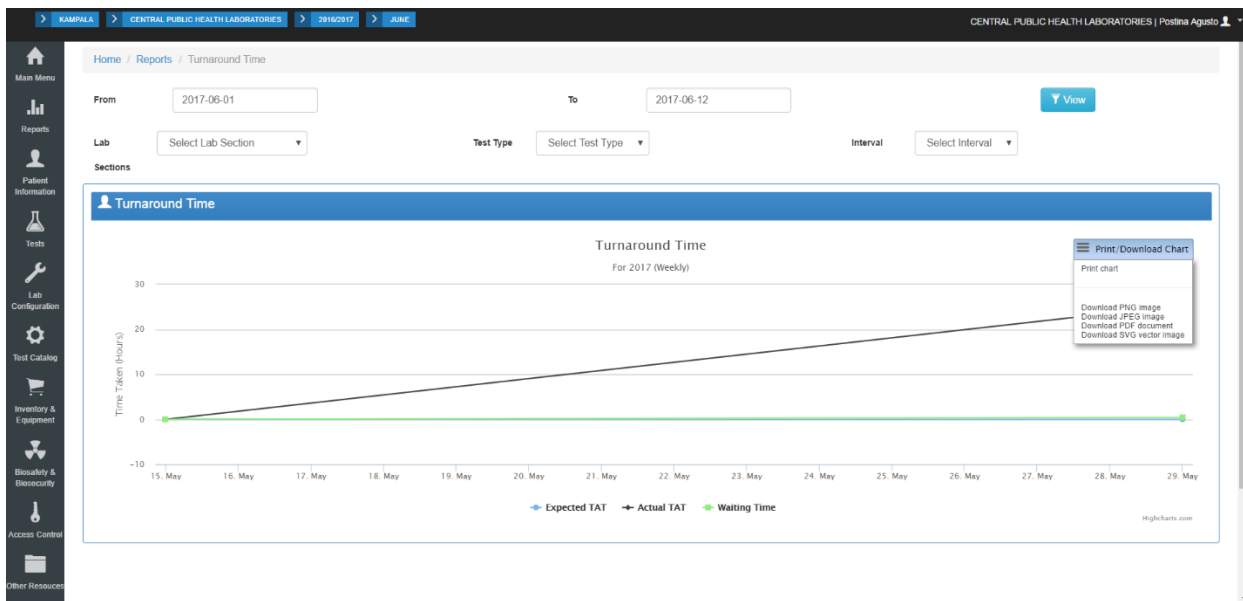
Counts

Specimen Counts (Ungrouped) - From 2017-05-01 To 2017-05-24

Specimen Types	Accepted	Rejected	Total Specimen
Ascitic Tap	0	0	0
Aspirate	0	0	0
CSF	0	0	0
Dried Blood Spot	0	0	0
High Vaginal Swab	0	0	0
Nasal Swab	0	0	0
Plasma	0	0	0
Plasma EDTA	0	0	0
Pleural Tap	0	0	0
Pus Swab	0	0	0
Rectal Swab	0	0	0
Semen	0	0	0
Serum	0	0	0
Skin	0	0	0
Vomitus	0	0	0

The grouped tests and specimens are categorized according to gender and age ranges.

iii. Test Counts (grouped)




3.3.3.5 Test summary Report

From the  option/button, click  to display infections by gender and age. Select a date range and lab section then clicking **View**.

Test	Measure	Results	Gender	Age Range			MIF Total	Total	Total Tests
				0-5	5-14	14-120			
BS for mps	BS for mps	+	Female	0	0	0	0	0	1
			Male	0	0	0	0	0	
		**	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		***	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		No mps seen	Female	0	0	0	0	1	
			Male	0	0	1	1	1	

3.3.3.6 User Statistics Report

From the  option/button, click “User Statistics” to display report for users of the system and system activity logs. Filter by User, report type or date range and then click on **View**. Use a search box to search a user by name and click the drop down of **Show entries** show a number of entries for a defined report.

Home / Reports / User Statistics Report

From: 2017-06-12 To: 2017-06-12

User: -- All -- Report Type: Summary View

User Statistics Report

User Summary Report (Period: 2017-06-01 - 2017-06-12)

Show: 10 entries Search:

Name	Tests Received	Specimen Collected	Specimen Rejected	Tests Performed	Tests Verified
1 A-LIS Admin	0	0	0	0	0
2 Geoffrey Anguyo	0	0	0	0	0
3 asim	0	0	0	0	0
4 Philip Kasibante	0	0	0	0	0
5 tmkim	0	0	0	0	0
6 Postina Agosto	0	0	0	0	0
7 P K	0	0	0	0	0
8 penny	0	0	0	0	0

Showing 1 to 8 of 8 entries

Previous 1 Next









3.3.3.7 HMIS105 Report

This is an auto generated required monthly report

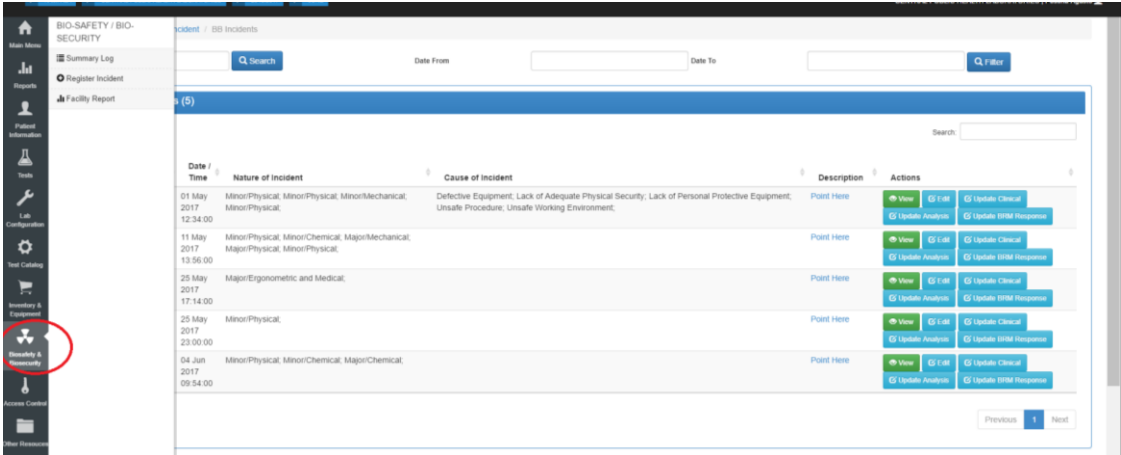
HMIS 105 | 2019-May

7. LABORATORY TESTS			LABORATORY TESTS		
LABORATORY TESTS	NUMBER DONE	NUMBER POSITIVE	LABORATORY TESTS	NUMBER DONE	NUMBER POSITIVE
7.1 HEMATOLOGY (BLOOD)			38. Hepatitis B		
01. HB			39. Brucella		
02. HBG<6			40. Pregnancy Test		
03. HBG≥8			41. Rheumatoid Factor		
04. WBC Total			42. Others		
05. WBC Differential					
06. Film Comment					
07. ESR					
08. RBC			7.5 IMMUNOLOGY		
09. Bleeding time			43. CD4 tests		
10. Prothrombin Time			44. Viral Load Tests		
11. Clotting Time			45. Others		
12. Others			7.6 MICROBIOLOGY (CSF URINE, STOOL, BLOOD, SPUTUM, SWABS)		
			46. ZN for AFBs		
			47. Routine Cultures & Sensitivities		
7.2 BLOOD TRANSFUSION			48. Gram		
13. ABO Grouping			49. India Ink		
14. Combs			50. Wet Preps		
15. Cross Matching			51. Urine Microscopy		
16. Blood Collected (Units)			7.7 CLINICAL CHEMISTRY		
17. Blood Transfusion(Lts)			Renal Profile		

3.4 BIOSAFETY AND BIOSECURITY

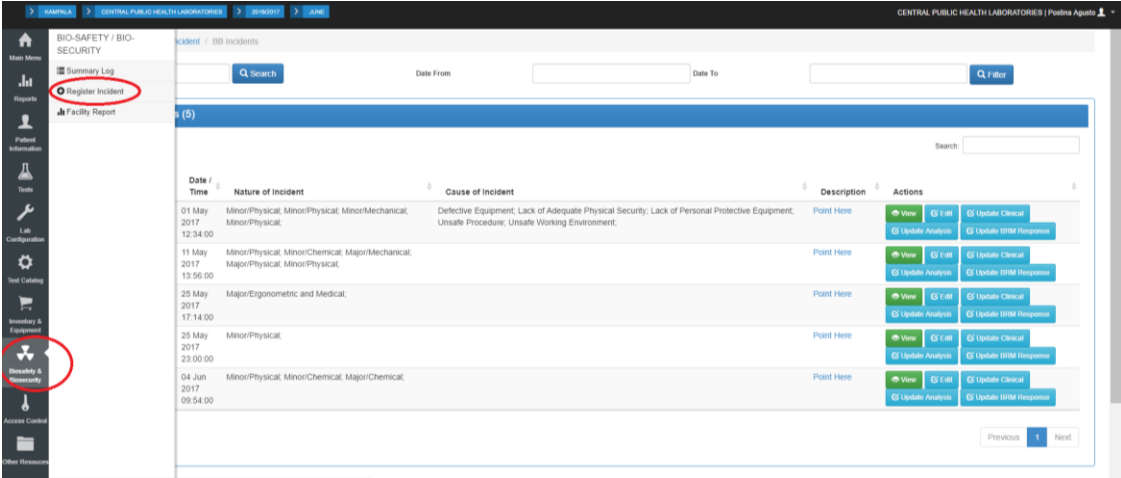
 DASHBOARD	 PATIENTS	 INVENTORY & EQUIPMENT	 OTHER RESOURCES
 REPORTS	 TESTS	 BIOSAFETY & BIOSECURITY	 ACCESS CONTROL

Click **BIO SAFETY & BIOSECURITY** from landing page to view details of all ordinary and emergency BB incidents occurring at a lab facility. Alternatively, on the side navigation bar, place your cursor on the **BB** option/button to display the list of all ordinary and emergency BB incidents.

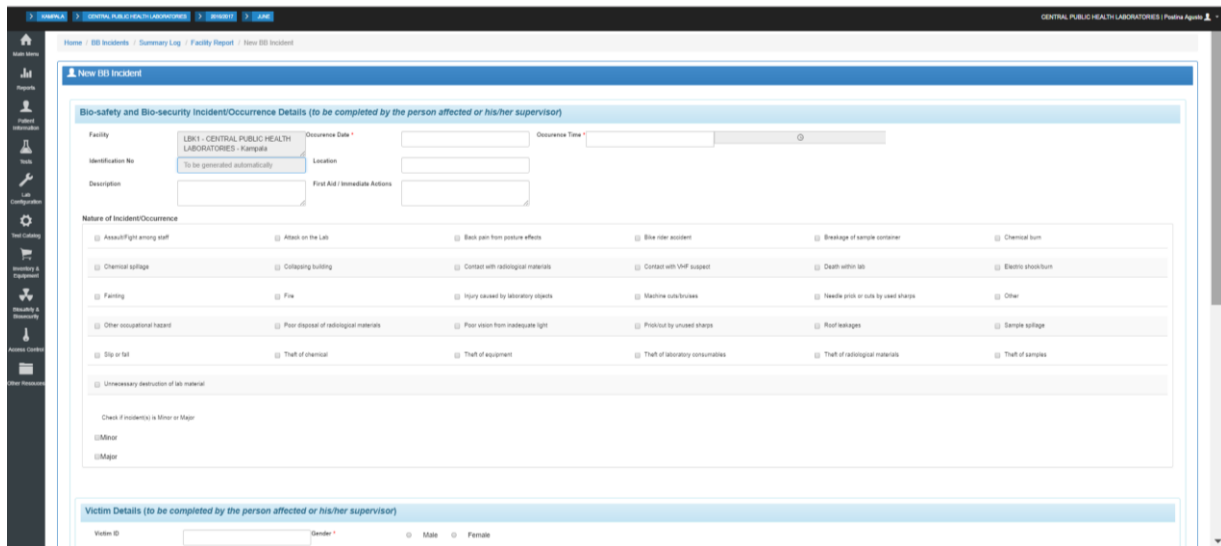


3.4.1 Registering a bio-safety/bio-security incident

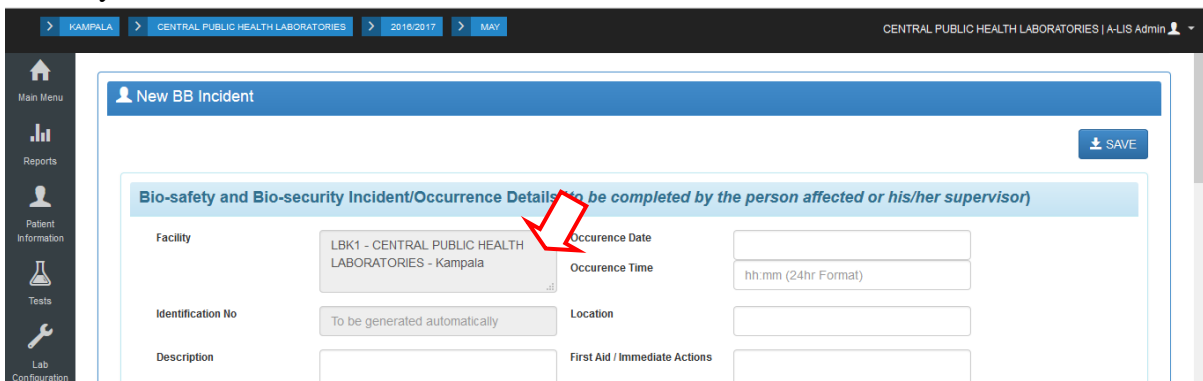
On the side navigation bar, place your cursor ²⁶ **BB** option/button, then click “**Register incident**”.



This will bring a page below, then click the “**SAVE**” button to save details on incident after feeling them in.

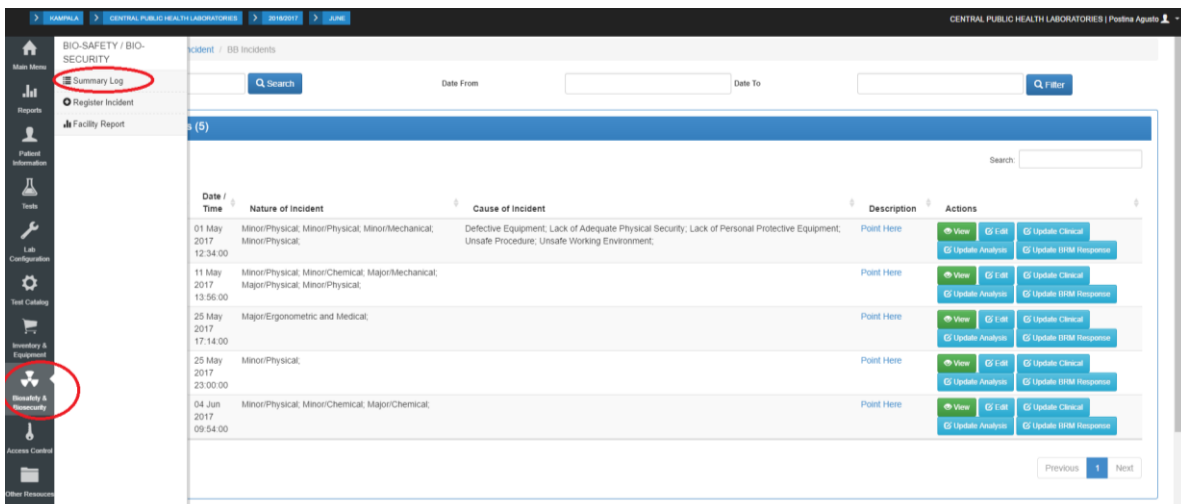


When facility name and password are the log-in credentials, then the facility name in the page is automatically filled.

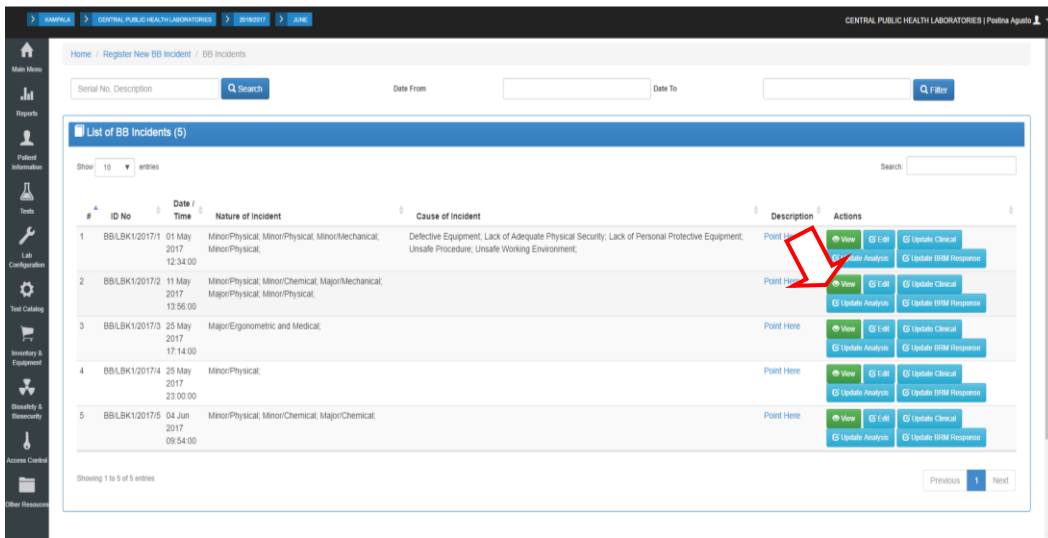



3.4.2 Assessing reported biosafety or biosecurity incidents

On the side navigation bar, place your cursor on the **BB** option/button, and then click “**Summary Log**”.



This will bring a page that displays a list of **BB** (Bio-safety and Bio-Security) incidents as shown below.



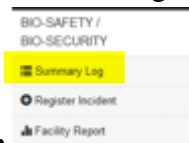
Click  to assess the required incident as shown below.

28



3.4.3 Editing Bio-safety and Bio-security incidents

On the side navigation bar, place your cursor on the **BB** option/button, and then click “**Summary**



Log” to display a list of **BB** (Bio-safety and Bio-Security) incidents and click “**Edit BB Incident Information”**

KAMPALA > CENTRAL PUBLIC HEALTH LABORATORIES > 2017 > JUNE

CENTRAL PUBLIC HEALTH LABORATORIES | Postina Agudo

Home / Register New BB Incident / BB Incidents

Serial No, Description Date From Date To

List of BB Incidents (5)

Show 10 entries

#	ID No	Date / Time	Nature of Incident	Cause of Incident	Description	Actions
1	BB/LBK1/2017/1	01 May 2017 12:34:00	Minor/Physical, Minor/Physical, Minor/Mechanical, Minor/Physical,	Defective Equipment, Lack of Adequate Physical Security, Lack of Personal Protective Equipment, Unsafe Procedure, Unsafe Working Environment,	Point Here	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Update Clinical"/> <input type="button" value="Update Analysis"/> <input type="button" value="Update BRM Response"/>
2	BB/LBK1/2017/2	11 May 2017 13:56:00	Minor/Physical, Minor/Chemical, Major/Mechanical, Major/Physical, Minor/Physical,		Point Here	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Update Clinical"/> <input type="button" value="Update Analysis"/> <input type="button" value="Update BRM Response"/>
3	BB/LBK1/2017/3	25 May 2017 17:14:00	Major/Ergonomic and Medical,		Point Here	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Update Clinical"/> <input type="button" value="Update Analysis"/> <input type="button" value="Update BRM Response"/>
4	BB/LBK1/2017/4	25 May 2017 23:00:00	Minor/Physical,		Point Here	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Update Clinical"/> <input type="button" value="Update Analysis"/> <input type="button" value="Update BRM Response"/>
5	BB/LBK1/2017/5	04 Jun 2017 09:54:00	Minor/Physical, Minor/Chemical, Major/Chemical,		Point Here	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Update Clinical"/> <input type="button" value="Update Analysis"/> <input type="button" value="Update BRM Response"/>

Showing 1 to 5 of 5 entries

Previous 1 Next

KAMPALA > CENTRAL PUBLIC HEALTH LABORATORIES > 2017 > JUNE

CENTRAL PUBLIC HEALTH LABORATORIES | Postina Agudo

Home / BB Incidents / Editing BB Incident

29

Editing BB Incident #Previous Next

Bio-safety and Bio-security incident/Occurrence Details (to be completed by the person affected or his/her supervisor)

Facility: Occurrence Date: Occurrence Time:
 Identification No: Location:
 Description: First Aid / Immediate Actions:

Nature of Incident/Occurrence

<input type="checkbox"/> Needs prick or cuts by used sharps	<input type="checkbox"/> Sample spillage	<input type="checkbox"/> Theft of samples	<input type="checkbox"/> Contact with VHP suspect
<input type="checkbox"/> Chemical burn	<input type="checkbox"/> Theft of chemical	<input type="checkbox"/> Chemical spillage	<input type="checkbox"/> Death within lab
<input type="checkbox"/> Poor vision from inadequate light	<input type="checkbox"/> Back pain from posture effects	<input type="checkbox"/> Other occupational hazard	<input type="checkbox"/> Machine malfunctions
<input type="checkbox"/> Electric shock/burn	<input type="checkbox"/> Other	<input type="checkbox"/> Assault/Fight among staff	<input type="checkbox"/> Flooding
<input type="checkbox"/> Roof leakage	<input type="checkbox"/> Slip or fall	<input type="checkbox"/> Unnecessary destruction of lab material	<input type="checkbox"/> Theft of laboratory consumables
<input type="checkbox"/> Breakage of sample container	<input type="checkbox"/> Punctured by unused sharps	<input type="checkbox"/> Injury caused by laboratory objects	<input type="checkbox"/> Theft of equipment
<input type="checkbox"/> Attack on the Lab	<input type="checkbox"/> Collapsing building	<input type="checkbox"/> Bike ride accident	<input type="checkbox"/> Fire
<input type="checkbox"/> Contact with radiological materials	<input type="checkbox"/> Theft of radiological materials	<input type="checkbox"/> Poor disposal of radiological materials	

Victim Details (to be completed by the person affected or his/her supervisor)

Edit and click “Save” to update changes on details of incident.

3.4.4 Updating Clinical Intervention

On the side navigation bar, the clinician places a cursor on the **BB** option/button, and then clicks



“Summary Log” to display a list of **BB** (Bio-safety and Bio-Security) incidents and click “Update Clinical Intervention”.

Home / Register New BB Incident / BB Incidents

Serial No. Description Search Date From Date To Filter

List of BB Incidents (5)

Show 10 entries Search:

#	ID No	Date / Time	Nature of Incident	Cause of Incident	Description	Actions
1	BB/LBK1/2017/1	01 May 2017 12:34:00	Minor/Physical; Minor/Physical; Minor/Mechanical; Minor/Physical;	Defective Equipment; Lack of Adequate Physical Security; Lack of Personal Protective Equipment; Unsafe Procedure; Unsafe Working Environment;	Point Here	View Edit Update Clinical Update Analysis Update IRM Response
2	BB/LBK1/2017/2	11 May 2017 13:56:00	Minor/Physical; Minor/Chemical; Major/Mechanical; Major/Physical; Minor/Physical;		Point Here	View Edit Update Clinical Update Analysis Update IRM Response
3	BB/LBK1/2017/3	25 May 2017 17:14:00	Major/Ergonomic and Medical;		Point Here	View Edit Update Clinical Update Analysis Update IRM Response
4	BB/LBK1/2017/4	25 May 2017 23:00:00	Minor/Physical;		Point Here	View Edit Update Clinical Update Analysis Update IRM Response
5	BB/LBK1/2017/5	04 Jun 2017 09:54:00	Minor/Physical; Minor/Chemical; Major/Chemical;		Point Here	View Edit Update Clinical Update Analysis Update IRM Response

Showing 1 to 5 of 5 entries Previous 1 Next

Home / BB Incidents / Updating BB Incident Clinical Intervention

Updating Clinical Intervention for BB/LBK1/2017/1

ID # BB/LBK1/2017/1 30 LBK1 - CENTRAL PUBLIC HEALTH LABORATORIES

Occurrence Time 2017-05-01 12:34:00 description The lab tech fell down and twisted and the ledge cut his hand

Laboratory Section EIC Lab entrance First Aid / Immediate Actions First aid medicine was given

Nature of Incident/Occurrence Fainting (Minor/Physical); Injury caused by laboratory objects (Minor/Physical); Machine sub/Broken (Minor/Mechanical); Slip or fall (Minor/Physical) Completion Status Completed

**Record created by A-LIS Admin at 2017-05-24 12:03:47

Clinical Intervention if applicable (to be filled by the clinician)

Extent/Magnitude of injury severe Clinical Intervention

Date of Intervention 0000-00-00 Time of Intervention 00:00:00

Medical Officer First Name Last Name Designation Telephone Intervention Followup

Save

Updates and clicks “**Save**” to update changes on clinical intervention.

3.4.5 Updating Incident Analysis

On the side navigation bar, the Biosafety officer places a cursor on the **BB** option/button, and



then clicks “**Summary Log**” to display a list of **BB** (Bio-safety and Bio-Security) incidents and click “**Update Incident Analysis**”.

Home / Register New BB Incident / BB Incidents

Serial No, Description Search Date From Date To Filter

List of BB Incidents (5)

Show 10 entries Search:

#	ID No	Date / Time	Nature of Incident	Cause of Incident	Description	Actions
1	BB/LBK1/2017/1	01 May 2017 12:34:00	Minor/Physical, Minor/Physical, Minor/Mechanical, Minor/Physical,	Defective Equipment, Lack of Adequate Physical Security, Lack of Personal Protective Equipment, Unsafe Procedure, Unsafe Working Environment,	Point Here	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Update Clinical"/> <input type="button" value="Update Analysis"/> <input type="button" value="Update BRM Response"/>
2	BB/LBK1/2017/2	11 May 2017 13:56:00	Minor/Physical, Minor/Chemical, Major/Mechanical, Major/Physical, Minor/Physical,		Point Here	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Update Clinical"/> <input type="button" value="Update Analysis"/> <input type="button" value="Update BRM Response"/>
3	BB/LBK1/2017/3	25 May 2017 17:14:00	Major/Ergonomic and Medical,		Point Here	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Update Clinical"/> <input type="button" value="Update Analysis"/> <input type="button" value="Update BRM Response"/>
4	BB/LBK1/2017/4	25 May 2017 23:00:00	Minor/Physical,		Point Here	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Update Clinical"/> <input type="button" value="Update Analysis"/> <input type="button" value="Update BRM Response"/>
5	BB/LBK1/2017/5	04 Jun 2017 09:54:00	Minor/Physical, Minor/Chemical, Major/Chemical,		Point Here	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Update Clinical"/> <input type="button" value="Update Analysis"/> <input type="button" value="Update BRM Response"/>

Showing 1 to 5 of 5 entries Previous 1 Next

Updating Incident Analysis for BB/LBK1/2017/1

ID # **BB/LBK1/2017/1** 31 By LBK1 - CENTRAL PUBLIC HEALTH LABORATORIES

Occurrence Time 2017-05-01 12:34:00 Location The lab tech fell down and fainted and the fridge cut his hand

Laboratory Section ED Lab entrance Aid / Immediate Actions First aid medicine was given

Nature of Incident/Occurrence Fainting (Minor/Physical), Injury caused by laboratory objects (Minor/Physical), Machine malfunctions (Minor/Mechanical), Slip or fall (Minor/Physical) Completion Status Completed

***Record created by A-LIS Admin at 2017-05-24 12:03:47

Incident Analysis (to be completed by facility bio-safety officer)

Cause of Incident

- Defective Equipment
- Hazardous Chemicals
- Lack of Adequate Physical Security
- Lack of Personal Protective Equipment
- Lack of Skill or Knowledge
- Other
- Psychological causes (e.g. emotional condition, depression, mental confusion)
- Unsafe location of laboratory equipment
- Unsafe Procedure
- Unsafe storage of laboratory chemicals
- Unsafe Working Environment

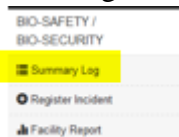
Corrective Action

- Administered PEP
- Conducted risk assessment
- Contacted Police
- Contained the spillage
- Disinfect the place
- Disposed of broken container to designated waste bins/trays
- Gave first aid (e.g. arrested bleeding)
- Intervened to interrupt/stop progress of incident (e.g. Used neutralizing agent, stopping a fight)
- Others
- Patient sample taken & referred to testing lab/isolated suspected patient
- Referred to clinician for further management
- Referred to disciplinary committee
- Referred to mental department
- Reported to administration for further action
- Reported to or engaged national level BRM for intervention
- Switched off the Electricity Main
- Used spill kit
- Victim counseled
- Washed punctured area

Updates and clicks “Save” to update changes on incident analysis

3.4.6 Updating National Bio-risk Management Response

On the side navigation bar, the National Bio-risk Management person places a cursor on the **BB**



option/button, and then clicks “**Summary Log**” to display a list of **BB** (Bio-safety and Bio-Security) incidents and click “**Update NBRM Response**”.

Home / Register New BB Incident / BB Incidents

Serial No. Description Search Date From Date To Filter

List of BB Incidents (5)

Show 10 entries Search

#	ID No	Date / Time	Nature of Incident	Cause of Incident	Description	Actions
1	BB/LBK1/2017/1	01 May 2017 12:34:00	Minor/Physical, Minor/Physical, Minor/Mechanical, Minor/Physical,	Defective Equipment; Lack of Adequate Physical Security; Lack of Personal Protective Equipment; Unsafe Procedure; Unsafe Working Environment.	Point Here	View Full Update Clinical Update Analysis Update NBRM Response
2	BB/LBK1/2017/2	11 May 2017 13:56:00	Minor/Physical, Minor/Chemical, Major/Mechanical, Major/Physical, Minor/Physical,		Point Here	View Full Update Clinical Update Analysis Update NBRM Response
3	BB/LBK1/2017/3	25 May 2017 17:14:00	Major/Ergonomic and Medical,		Point Here	View Full Update Clinical Update Analysis Update NBRM Response
4	BB/LBK1/2017/4	25 May 2017 23:00:00	Minor/Physical,		Point Here	View Full Update Clinical Update Analysis Update NBRM Response
5	BB/LBK1/2017/5	04 Jun 2017 09:54:00	Minor/Physical, Minor/Chemical, Major/Chemical,		Point Here	View Full Update Clinical Update Analysis Update NBRM Response

Showing 1 to 5 of 5 entries Previous 1 Next

Home / BB Incidents / Updating Major Incident Response

Updating Major Incident Response for BB/LBK1/2017/1

ID #	BB/LBK1/2017/1	Facility	CENTRAL PUBLIC HEALTH LABORATORIES
Occurrence Time	2017-05-01 12:34:00	Description	The lab tech fell down and fainted and the fridge out his hand
Laboratory Section	EID Lab entrance	First Aid / Immediate Actions	First aid medicine was given
Nature of Incident/Occurrence	Fainting (Minor/Physical); Injury caused by laboratory objects (Minor/Physical); Machine catch/business (Minor/Mechanical); Slip or fall (Minor/Physical)	Completion Status	Completed

32

Major Incident Response (to be filled by National Bio Risk Management Office)

Investigation Findings Improvement Plan

Response Date 00:00:00-00:00:00 Response Time 00:00:00

BIRM representative
 First Name Last Name
 Designation Telephone

Updates and clicks “Save” to update changes NBRM response.

3.4.7 Generating BB periodic Report

On the side navigation bar, place your cursor on the **BB** option/button, and then click “**Facility Report**” and a page for the facility BB incident Report will show as a default for the current month (1st to Date) as shown below.

Home / BB Incidents / Facility Report

Date From Date To [Filter](#)

Facility BB Incident Report [PRINT](#)

Facility Summary on Incidents		
Physical	Attack on the Lab	0
	Bike rider accident	0
	Collapsing building	0
	Fire	1
	Theft of equipment	0
	Assault/Fight among staff	0
	Breakage of sample container	1
	Fainting	1
	Injury caused by laboratory objects	1
	Prick/cut by unused sharps	0
	Roof leakages	0
	Slip or fall	1
	Theft of laboratory consumables	0
	Unnecessary destruction of lab material	0

Summary on Facility Incident Management	
Referral Status	
--	1
Resolved and not referred	1
Completion Status	
Completed	1
Ongoing	1

Summary on Incident prevalence among Personnel and Other Facility Clients

--	1
Laboratory Staff	1

Summary on specific causes of Incidents

Defective Equipment	1
Hazardous Chemicals	0

Date From Date To [Filter](#)

Enter desired dates and then click **“Filter”** to show report for a specified period The resultant report shows the period as shown below.

Home / BB Incidents / Facility Report

Date From Date To [Filter](#)

Facility BB Incident Report (Filtered) - 2017-05-01 to 2017-05-23 [PRINT](#)

Facility Summary on Incidents		
Physical	Attack on the Lab	0
	Bike rider accident	0
	Collapsing building	0
	Fire	1
	Theft of equipment	0
	Assault/Fight among staff	0
	Breakage of sample container	1
	Fainting	1
	Injury caused by laboratory objects	1
	Prick/cut by unused sharps	0
	Roof leakages	0
	Slip or fall	1
	Theft of laboratory consumables	0
	Unnecessary destruction of lab material	1
	Electric shock/burn	1

Summary on Facility Incident Management	
Referral Status	
--	1
Resolved and not referred	1
Completion Status	
Completed	1
Ongoing	1

Summary on Incident prevalence among Personnel and Other Facility Clients

--	1
Laboratory Staff	1

Summary on specific causes of Incidents

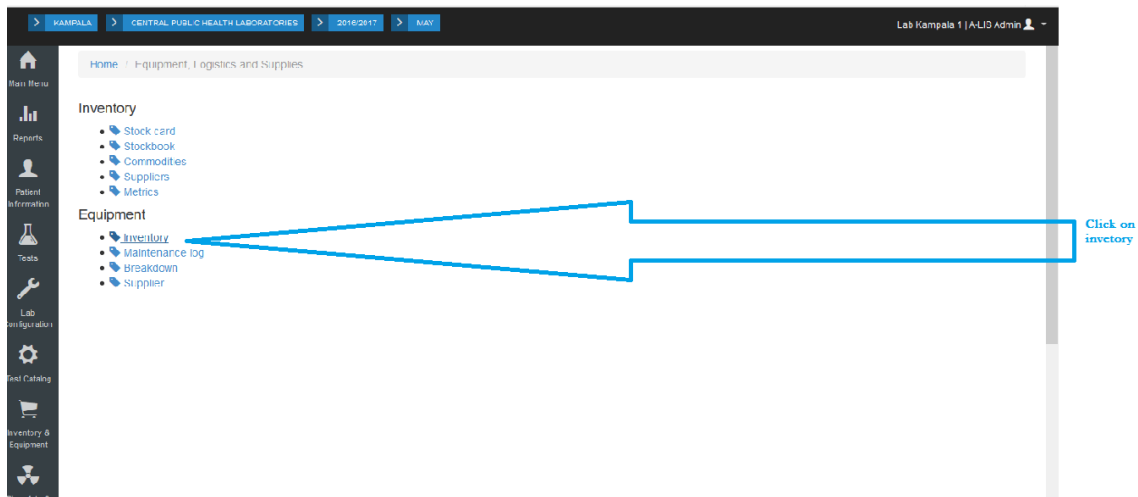
Defective Equipment	1
Hazardous Chemicals	0
Lack of Adequate Physical Security	1

Click **“Print”** to have a physical copy.

3.5 EQUIPMENT, LOGISTICS AND STORE (ELS)



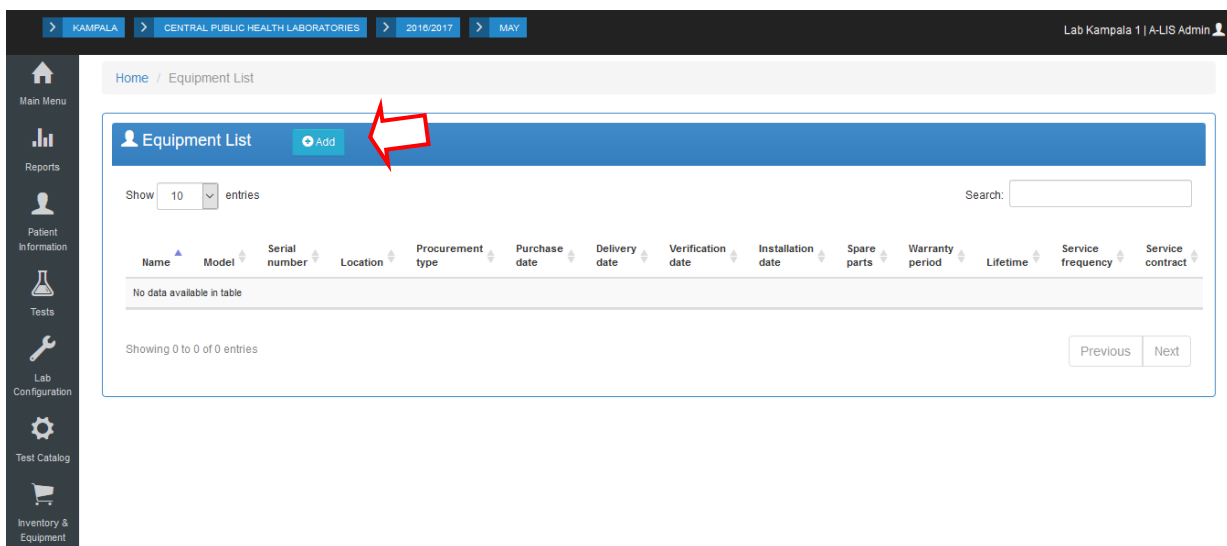
Click **INVENTORY & EQUIPMENT** from landing page to view laboratory facility inventory and equipment details.



3.5.1 Registering a new Equipment

34

Click **“Inventory & Equipment”** on the landing page then click **Equipment** to display a list of all equipment and click **“Add”**.



Submit

This will bring a page for filling in the equipment information as shown below and click to save the new equipment in the system

3.5.2 Search for a registered Equipment

Click “Inventory & Equipment” on the landing page then click **Equipment** to display a list of all equipment and enter the name of equipment in the search box as shown below.

3.5.3 Manage service schedule of equipment

Click “Inventory & Equipment” on the landing page then click **Equipment** to display a list of all equipment and enter the name of equipment in the search box then click “**Manage service schedule**” under the action tab to enter information detailing: what machine, when was it serviced,

who serviced the machine and when will it be serviced again as shown below. Click **Submit** to save the schedule in the system.

Submit

Equipment maintenance

Equipment: Select

Service date:

Next service date:

Serviced by:

Serviced by contact:

Supplier: Select

Comment:

Cancel Submit

Fill in the information in the space provided

3.5.4 Report Equipment Breakdown

Click **“Inventory & Equipment”** on the landing page then click **Equipment** to display a list of all equipment and enter the name of equipment in the search box click **“Equipment Breakdown”** under the action tab to enter occurrence information as required by ISO standards and as shown as below. Click **Submit** to save the occurrence in the system.

Home / Equipment breakdown list / Equipment breakdown

Equipment breakdown

Equipment: Microscope

Description of problem:

Actions taken:

Request of HSD:

Priority: Select


In - charge: Select in charge

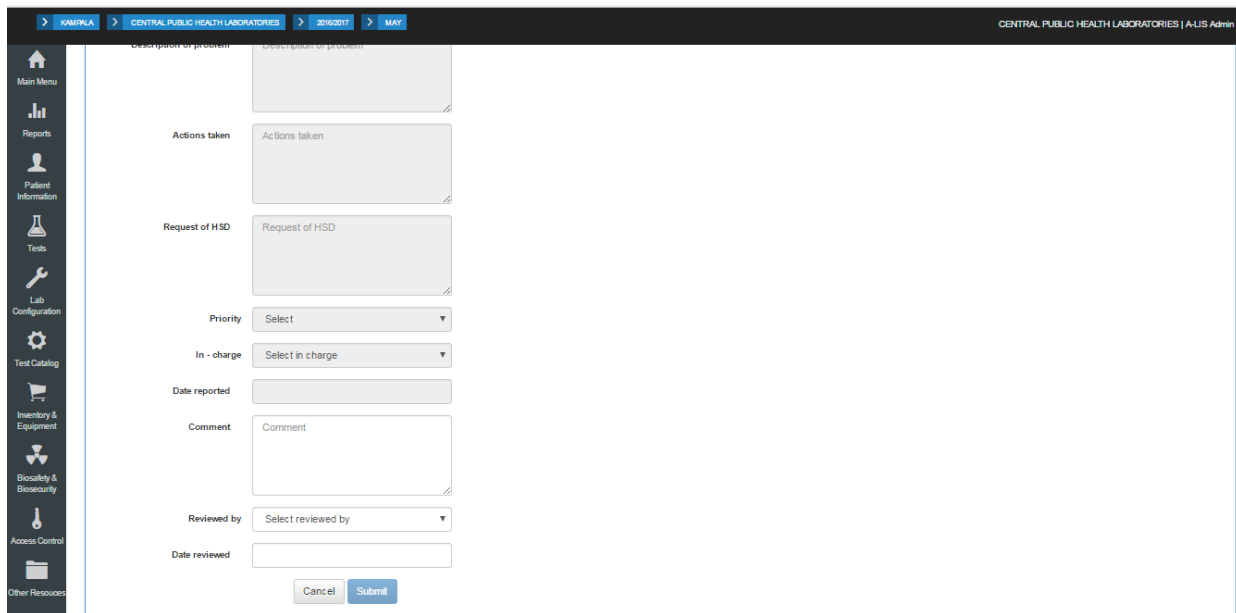
Date reported:

Cancel Submit

- Main Menu
- Reports
- Patient Information
- Tests
- Lab Configuration
- Test Catalog
- Inventory & Equipment
- Biosafety & Biosecurity
- Access Control
- Other Resources

3.5.5 Report Equipment Restoration details

Click **“Inventory &Equipment”** on the landing page then click **Equipment** to display a list of all equipment and enter the name of equipment in the search box click **“Equipment Restoration”** under the action tab to enter feedback regarding the repair of given broken equipment and as shown below. Click  to send the report.



The screenshot shows a web application interface for equipment restoration. On the left is a vertical navigation menu with icons for Main Menu, Reports, Patient Information, Tests, Lab Configuration, Test Catalog, Inventory & Equipment (highlighted), Biosafety & Biosecurity, Access Control, and Other Resources. The main content area is a form with the following fields:

- Description of problem:
- Actions taken:
- Request of HSD:
- Priority:
- In - charge:
- Date reported:
- Comment:
- Reviewed by:
- Date reviewed:


At the bottom of the form are two buttons: and .

3.5.6 Generate Periodic Equipment Performance Report

37

(Content coming later)

3.5.7 Update inventory of lab commodities

Click **“Inventory &Equipment”** on the landing page and click **“Inventory”** then click  **Commodities** to display a list of all commodities in the system as shown below and click



Home / Commodity List

Commodity List [Add Commodity](#)

Show 10 entries Search:

Commodity	Description	Unit of Issue	Unit Price	Item Code	Storage Requirements	Quantity available	Minimum Level	Maximum Level	Actions
No data available in table									

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

This will bring a page for filling in details of the commodity as shown below and click on



to add the commodity in the system.

Commodities

Names

Description

Unit of Issue

Unit Price

Item Code

Storage Requirements

Minimum Level

Maximum Level

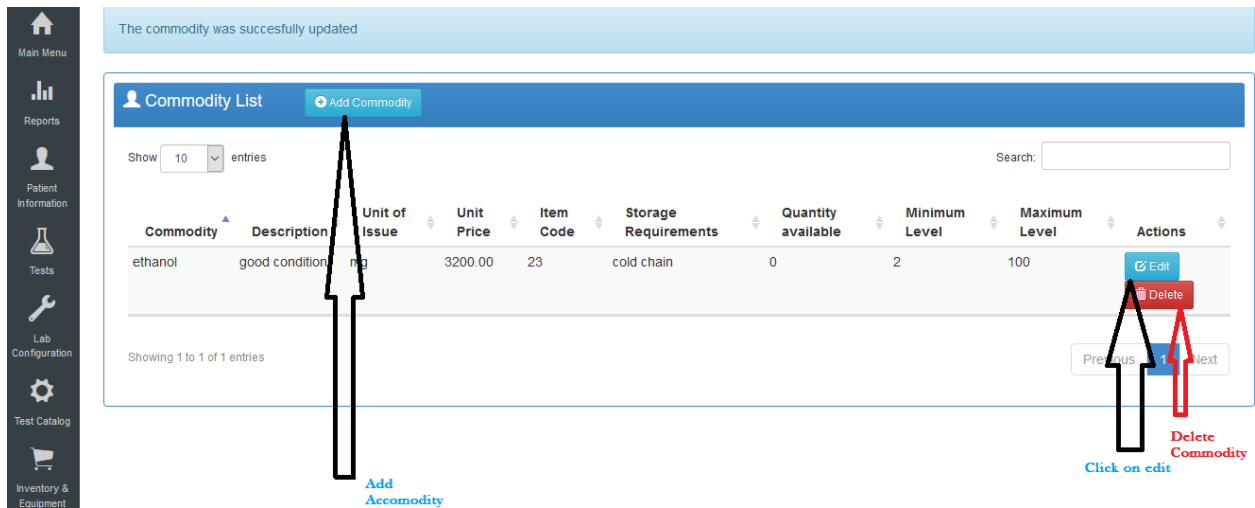
[Save](#)

Use the search box to search for a registered commodity by entering the name

of the commodity. Click [Edit](#) or click [Delete](#) to make other changes then click on

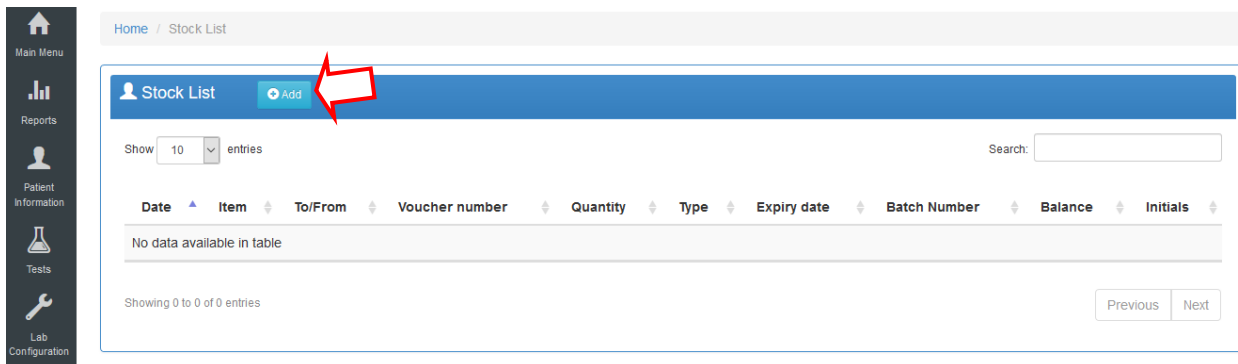
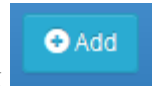


to update as shown below.



3.5.8 Issuing requested lab commodities (filling in stock book)

Click **“Inventory &Equipment”** on the landing page and click **“Inventory”** then click **“Stock Card”** to display the stock list. To issue a commodity requested click



The requesting staff should know all details of the commodity page will be displayed as shown below. Select the commodity and indicate whether the stock is inbound or outbound. Then click on continue to fill the stock card.

Home / Stock List / Stock card outbound stock

District	Facility	Financial Year	Item	Unit of Issue	Max Stock	Min Stock
Kampala	CENTRAL PUBLIC HEALTH LABORATORIES	2016/2017	kits (packs good)	good	9	8

Stock card

To:

Voucher number:


Quantity out:

Balance on Hand:

Batch number:

Expiry date:

Initials:

Click on  button to save the item and a list of the saved item issued will be displayed as seen below

Home / Stock List


Stock List

Show entries Search:

Date	Item	To/From	Voucher number	Quantity	Type	Expiry date	Batch Number	Balance	Initials
24 May 2017	kits			13	3 O	24 May 2017	2353	-3	tk

Showing 1 to 1 of 1 entries

3.5.9 Record findings from conducted physical count

Click **“Inventory & Equipment”** on the landing page and click **“Inventory”** then click  **Stockbook** to select the item to reconcile with the physical findings then click on submit.

Home / Stockbook

Tracer item:

This will bring a new page of existing stock as shown below

Home / Stockbook

Tracer item: Sysmex Lysing Reagents

Submit

Item code: AMP Item description: Ampicillin Pack size: 50

Show 10 entries Search:

Period	Quantity received	Quantity issued	Days out of stock	Losses & Adjustments	Balance on Hand	AMC	Quantity to order
June 2016	10	9016	20	10	10	3	2

Showing 1 to 1 of 1 entries

Previous 1 Next

3.5.10 Generate stock status report

DASHBOARD PATIENTS INVENTORY & EQUIPMENT OTHER RESOURCES

REPORTS TESTS BIOSAFETY & BIOSECURITY ACCESS CONTROL

Click on reports

Click on  then click “Inventory Reports” and click “Stock Levels” as shown below.

Home / Reports

Daily Reports

- Patient Report
- Daily Log

Aggregate Reports

- Prevalence Rates
- Surveillance
- Counts
- Turnaround Time
- Infection Report
- User Statistics Report
- MOH 706
- HMIS 105
- CD4 Report
- Quality Controls


Inventory Reports

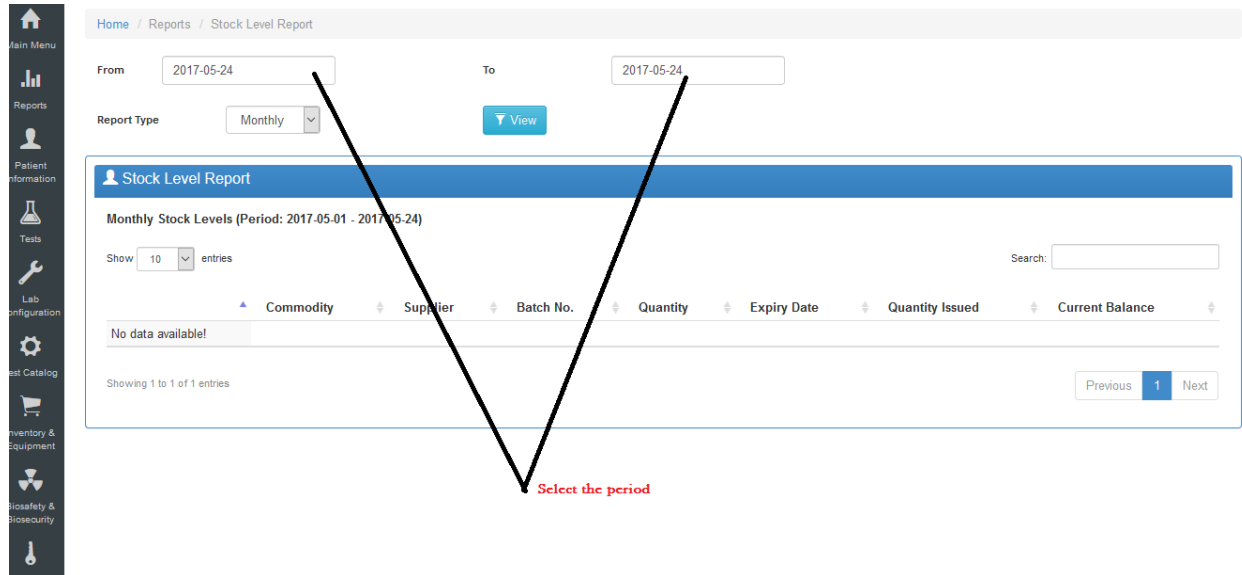
- Stock Levels

Dashboard

- Dashboard


Click on Stock Levels

Enter period of time for the report then click  as indicated below



Home / Reports / Stock Level Report

From: 2017-05-24 To: 2017-05-24

Report Type: Monthly 

Stock Level Report

Monthly Stock Levels (Period: 2017-05-01 - 2017-05-24)


Show: 10 entries Search:

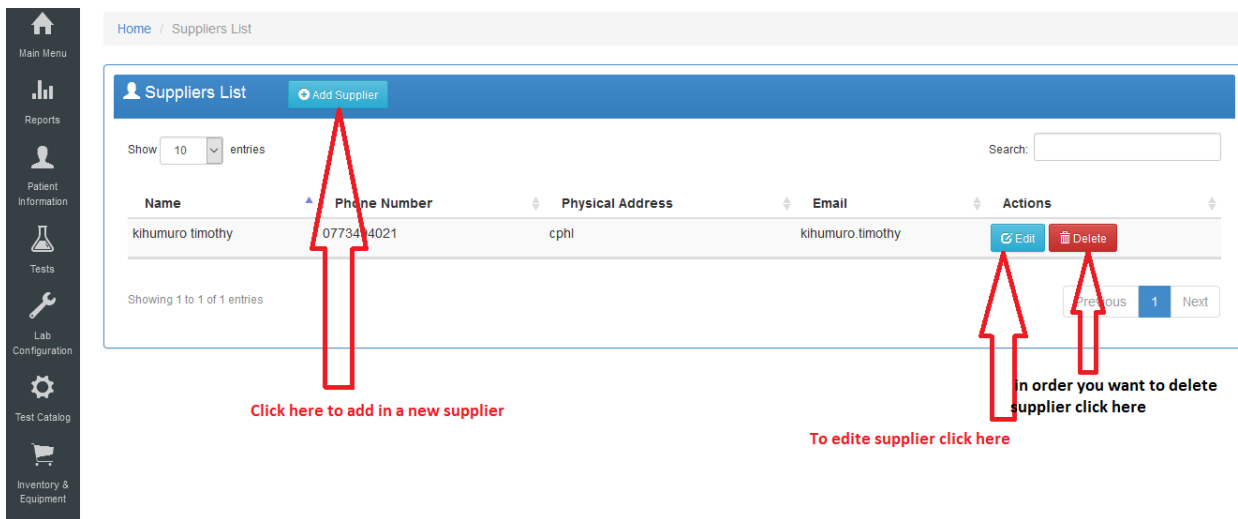
Commodity	Supplier	Batch No.	Quantity	Expiry Date	Quantity Issued	Current Balance
No data available!						

Showing 1 to 1 of 1 entries Previous 1 Next


Select the period

3.5.11 Adding a Supplier



Click “Inventory & Equipment” on the landing page and click “Inventory” then click  [Suppliers](#) to display a list of a supplier of an equipment or commodity as shown below.



Home / Suppliers List

Suppliers List 

Show: 10 entries Search:


Name	Phone Number	Physical Address	Email	Actions
kihumuro timothy	0773414021	cphi	kihumuro.timothy	 

Showing 1 to 1 of 1 entries Previous 1 Next

Click here to add in a new supplier

In order you want to delete supplier click here

To edite supplier click here

Click on  to enter details of a new supplier as shown below and click “Save” to update the list.

Home / Suppliers List / Suppliers

Suppliers

Name

Phone Number

Email

Physical Address

[Save](#)

Main Menu
Reports
Patient Information
Tests
Lab Configuration
Test Catalog
Inventory &

Click well.



or click

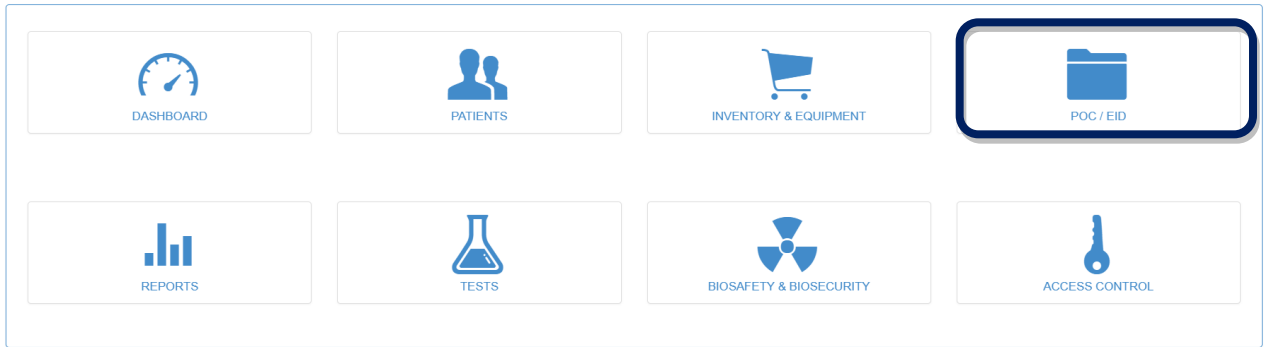


to make other changes then click on



to update as

3.6 Registering an EID Patient



Click **POC/EID** from the landing page to view lists of entries made. Click on

Register EID Infant using NEW Form to capture new entry/form.

The screenshot shows the 'POC / EID Patient List' interface. At the top, there is a search bar and a 'Click here to view Upload list' link. Below the search bar, there are two buttons: 'Register EID Infant using NEW Form' (highlighted with a red box) and 'Register EID Infant using OLD Form'. The main area contains a table with columns: #, Sample ID, Infant Name, Gender, Age in Months, PCR Status, Entry Point, EID Test Result, Test Date, and Actions. The table lists six entries. The 'Actions' column for each entry contains 'View', 'Enter Results', and 'Edit Results' buttons. The 'Enter Results' button is highlighted with a red box. At the bottom, there is a pagination control showing 'Showing 1 to 6 of 6 entries' and 'Previous 1 Next'.

#	Sample ID	Infant Name	Gender	Age in Months	PCR Status	Entry Point	EID Test Result	Test Date	Actions
1	08989	Simon	Male	12	2nd PCR	OPD	Negative	2021-07-21	View Edit Results
2	0092	Nita	Female	8	R1	Nutrition Unit			Enter Results Edit
3	948948	Henry	Male	13	2nd PCR	OPD			Enter Results Edit
4	87876	Me	Male	19	R2	OPD			Enter Results Edit
5	2222	Ivan	Male	19	R2	OPD			Enter Results Edit
6	2342	Nisha	Female	20	R2	OPD			Enter Results Edit

To enter result, click on the yellow button **Enter Results** and input details as seen below and save

Facility: ENTEBBE REGIONAL REFERRAL HOSPITAL LABORATORY || Level: Public RRH || WAKISO

Patient Results

Infant Name: Nita

Sample ID: 0092

Results: Positive Negative Error

Error Code:

Test Date: 2021-07-27

Tested By: PA

POC Device Used for EID test (Select one): m-PIMA Alera q SAMBA I SAMBA II GeneXpert

Dispatched Date: 2021-07-27

Dispatched By: AP

[UPDATE RESULTS](#)

To view list to be uploaded, click on the link on the upper right corner of the patient list **Click here to upload list** or navigate to the sidebar **Tests->POC upload**.

Ensure there is internet connection then click on the [UPLOAD](#) to upload data to the dashboard

Result Upload window

[UPLOAD](#)

Point of care List

Show 10 entries Search:

#	Sample ID	Infant Name	Gender	Age In Months	PCR Status	Entry Point	EID Test Result	Test Date
1	6543	PP	Male	4	R1	OPD	Negative	2021-08-04
2	6542	Nisha	Male	6	R1	OPD	Negative	2021-08-04
3	82	Linda	Female	6	2nd PCR	PMTCT	Negative	2021-08-05

Showing 1 to 3 of 3 entries Previous **1** Next

3.7 FAQs

	Inquiries and questions	Responses
1.	Since the Hub module majorly depends on internet connectivity, will CPHL Provide Internet services to the Site.	We are using this period to study the use of data bundles before committing to the sustainability of the support.
2.	How different is the A-LIS from the other Lab Information systems?	A_LIS has been customized to the Uganda laboratory setting.
3.	How will the A-LIS help the facility link its service data to DHIS 2?	A-LIS will later be able to upload data to DHIS2 but for now it is able to summarize data according to the HMIS 105 Lab section which can be printed and attached to the Monthly facility report.
4.	Will A-LIS improve on the data reporting from the automated equipment and how?	We shall have A-LIS integrated with the automated equipment to enable automated data capture and reporting, but this will be done in the next sequent build.
5.	Is 12 days enough for the UNHLS-CPHL data officer to stay at the site?	The 12 days will be enough to get a feedback on the HUB module, but this person will also assist in the utilization of the HLIMS paper based data collection tools.
6.	Who will support the maintenance of the A-LIS equipment?	We are asking the IPs to take this role, since they are already very activate in this area.
7.	Who will provide stationary for printing results?	The UNHLS-CPHL team came with a rim of paper for now for the duration of the pilot. There will be a cost analysis after this pilot to review the sustainability of provides paper.
8.	The biggest struggle with utilizing any LIS is the poor HR numbers in the laboratory, so is UNHLS-CPHL providing a data clerk to assist in data collection and entry within the laboratory?	The UNHLS-CPHL-HLIMS-TWG cannot recruit and does not have that mandate. We are advocating for a HLIMS data person through the DHO's office. Otherwise for now we ask that someone is assigned the role within the laboratory or facility HMIS focal points/departments.
9.	Can CPHL-HLIMS team be invited for CMEs with clinicians and other stakeholders.	Yes, all we need is an early communication.
10.	How will we use ALIS and the HMIS105 monthly forms (HMIS 105, 033A, 033B)?	033A and 033B are catered for in the next build but monthly reports can be automatically generated from ALIS.
11.	If we use electronic ALIS and we have no counter books, how shall we populate HMIS105?	The system will automatically generate reports according to a specified date range.
12.	What happens when power goes off?	Always revert back to the HMIS paper based tools then later on have the back log entered into A-LIS once the power is restored.
13.	What happens when ALIS is not working?	Contact the HLIMS coordinator at UNHLS-CPHL after trying out abit of basic trouble shooting with the HLIMS focal persons onsite.
14.	Who does the facility officer call for help whenever there is a technical problem?	Contact the HLIMS Coordinator at UNHLS-CPHL.
15.	I forgot my pass word, what do I do?	Contact the site super user (HLIMS focal person) to reset your password.