PHYSICIAN WEB OUTREACH USER MANUAL

Logging On

The Outreach URL is https://www.pdpath.com/netoutreachpdlive/. 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.

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.
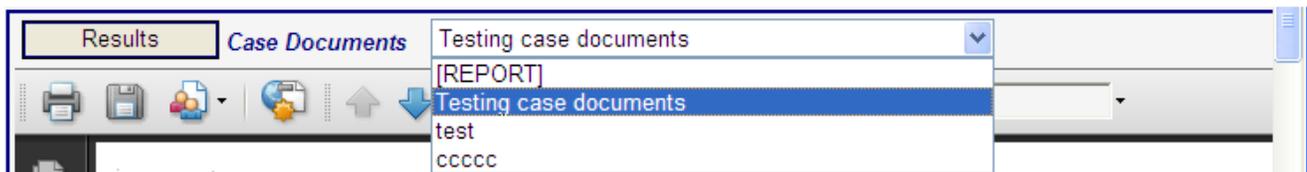
Results Retrieval Widow

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.