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| **Managing Patients in IH-Com** |
| **Purpose** | This procedure provides instructions to ensure that patient data is handled appropriately in IH-Com. |
| **Procedure** |  |
|  | **Step** | Action |
|  | 1 | Patient data can be sent via the LIS or entered manually. |
|  | 2 | Open the ‘Patients’ tab in IH-Com. |
|  | 3 |  Sorting the ‘Patient List’ 1. The list may be sorted by Last Name, First Name, Date of Birth or External Patient ID. Select the column header to identify haw the list will be sorted.
2. The ascending or descending order is indicated by a triangle in the column header.

1. The patient list may also be sorted using the context menu, Right click (secondary mouse button and select:
	* **Sort** (ascending or descending
	* **Sort order** by (Last name, First name, Date of birth or External Patient ID)

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|  | 4 | Searching for Patients:1. Using the Search box, a search is done in the respective column by which the patients have been sorted.
2. It is only possible to search by the sort item selected in the patient list.
3. Searching by sample ID is also possible.
4. Samples that were tested without patient data are not displayed here.

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|  | 5 | Modifying Patient Data:1. From the **Patients list** window, right click to open the context menu and select [**Patient ]>Modify**.

1. Edit the Patient data.

1. The Modify patient data window opens. Modify the data and select the ‘Save’ button.
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|  | 6 |  Deleting a Patient:1. This function is intended for patients where a request has been created and not yet processed.
2. Deleting a patient only hides the patient in the Patient window. Patient data and any previous results remain accessible from the Results window.
3. Highlight the patient name.
4. Use the mouse to right click and open the context menu.
5. Select the patient name, the select ‘Delete’
6. Confirm the action by selecting ‘YES’.

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| **References** | 1. IH-Com User Manual NA V1.2-02/2021, Chapter C Section 4.2
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| **Approval****Workflow** | Transfusion Service/Lab Director |
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| **Historical Record** | **Version** | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** |
| 1 | S. Cassidy | 02/17/2023 | Initial Version |