User Manual – GoLab

UB TECHNOLOGY INNOVATIONS INC

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A. Introduction to GoLab App

GoLab is an advanced app which will be helpful for the hospitals/medical laboratories in managing their regular workflows in an efficient manner. The app is simple and easy-to-use with intuitive design and navigational features. This guide will provide detailed instructions on how to use the app step-by-step describing each of the screens and its capabilities.

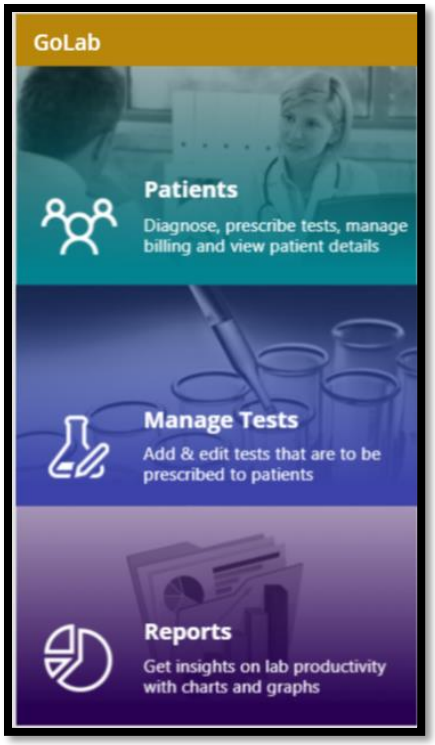
B. Home

1. Feature Highlights

Home screen provides menus/options to navigate to different features.

2. Steps to be followed

1. Clicking the *'Patients'* menu would display the patients listing screen which is explained in Manage Patients section. From there, the patient details and history could be viewed, the diagnosis details can be entered which is explained in the Diagnosis section and the lab tests for the patient could be prescribed which is explained in Test Prescriptions section.



2. Clicking the *'Manage Tests'* menu would display the list of lab tests available and from there the tests could be managed which is explained in Manage Tests section.
3. Clicking the *'Reports'* menu would display the analytical charts based on the information and statistics of the lab which is explained in Reports/Analytics section.

C. Manage Patients

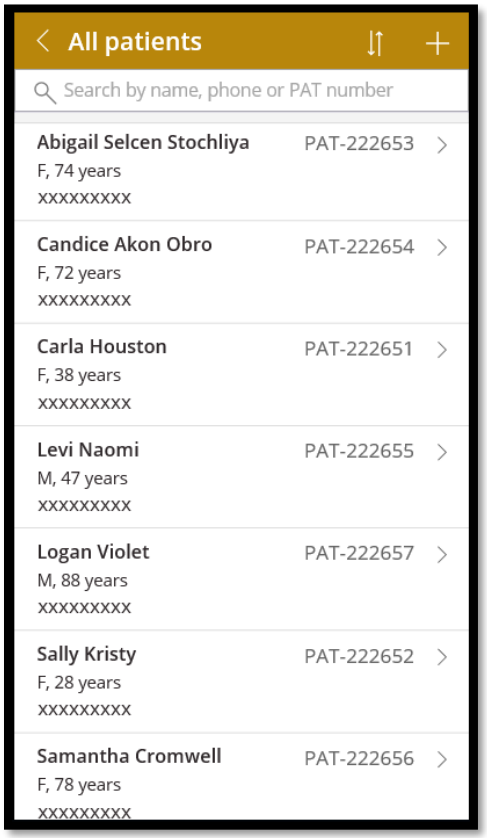
1. Feature Highlights

- Feature that displays the patients registered to the hospital/laboratory and provides option to add/edit/delete patients.

- It provides ability to search the patients with their key information like name, phone number or the patient code.

2. Steps to be followed

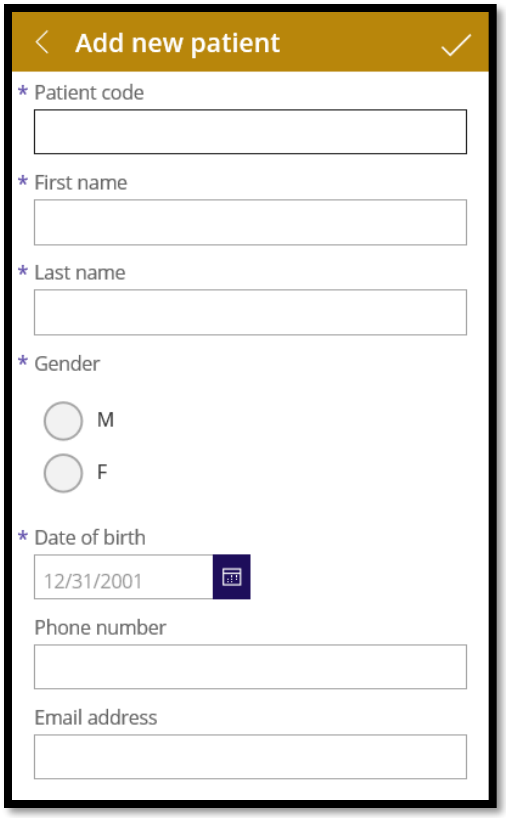
1. When the 'Patients' menu is clicked in the home screen, the list of patients will be displayed along with the basic details of the patient like name, code, gender, age and phone number.



2. To search for a specific patient, enter the name, phone or patient code in the search text box which will show the filtered patients based on the search.

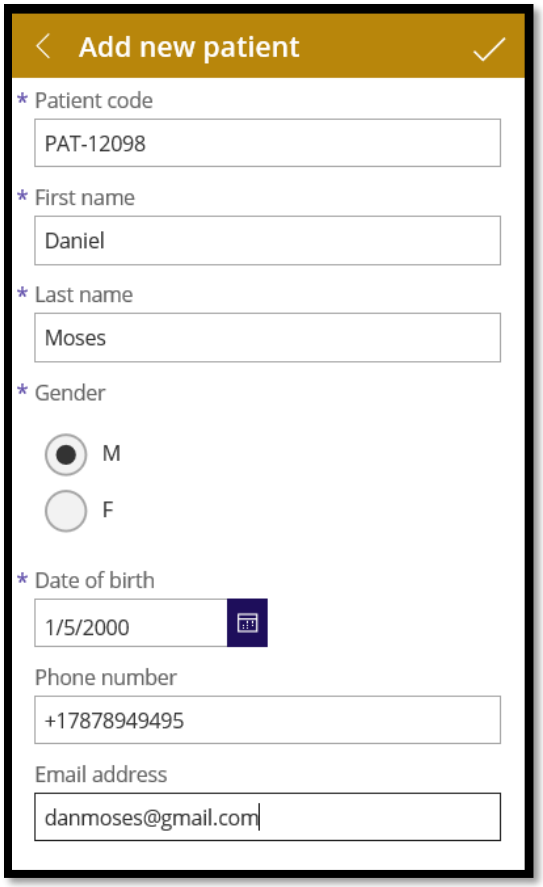
3. Click on the ( ) icon in the screen header to sort the patients based on the name.

4. To create a new patient in the application, click on the ( ) icon and enter the patient details in the 'Add new patient' screen.

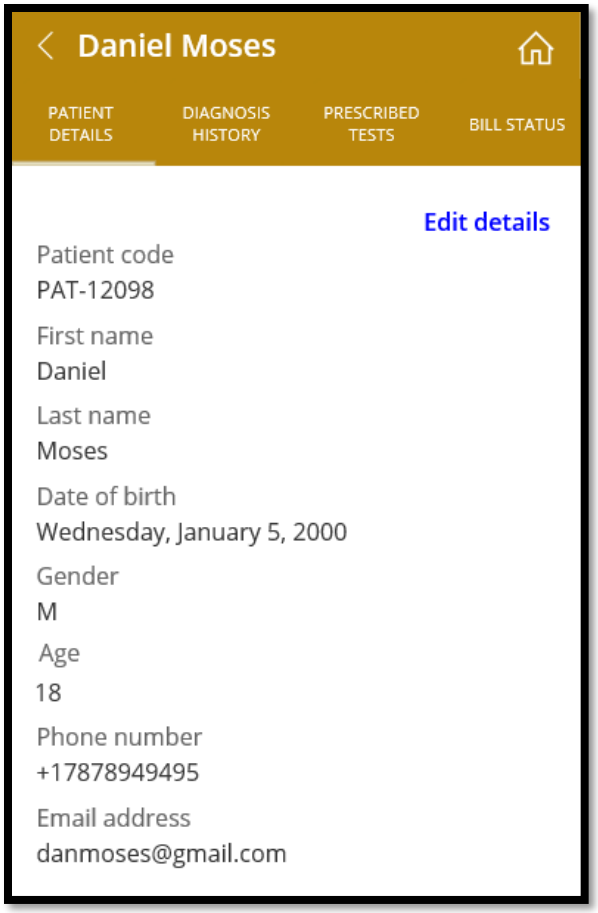


5. The mandatory fields are patient code, first name, last name, gender and date of birth. If anything is not entered in these fields, the error text will be shown while clicking the save icon.

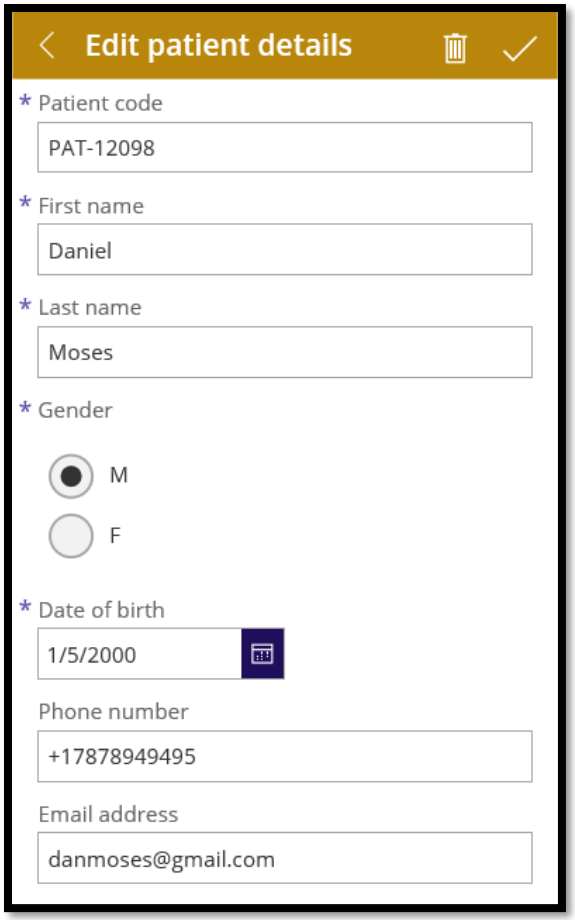
6. Enter the patient details and click on the save ( ) icon to add the new patient to the app.



7. To view the patient details, click on the patient in the listing screen and it will display the entire details of the patient in a tabbed structure.



8. To edit the details of the patient, click on the (Edit details) button which will open the 'Edit patient details' screen.



9. Edit any basic information of the patient and click on the save icon.

10. To delete any patient, click on the ( ) icon in the 'Edit patient details' screen.

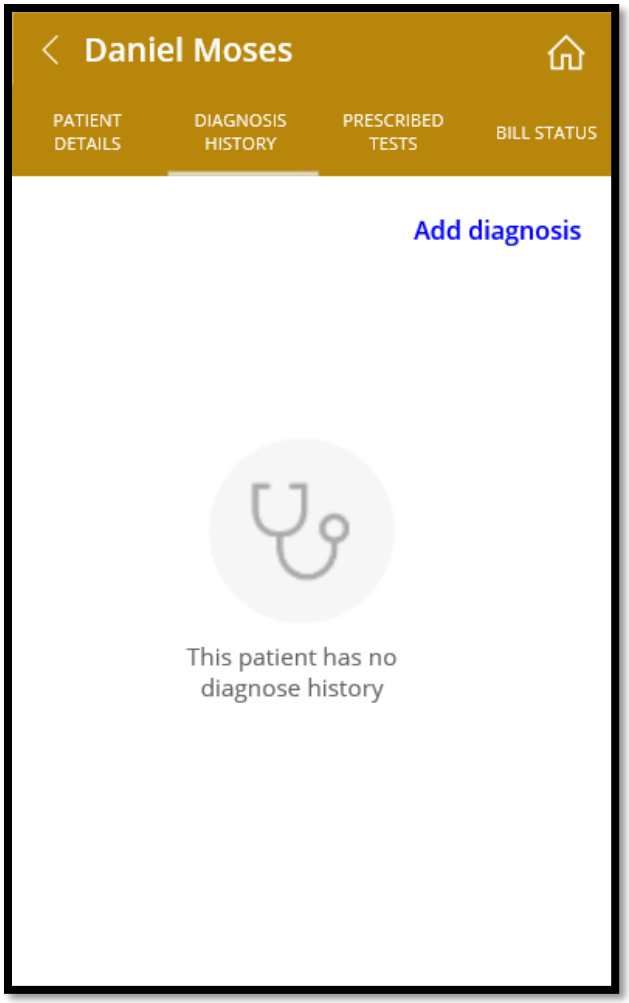
D. Diagnosis

1. Feature Highlights

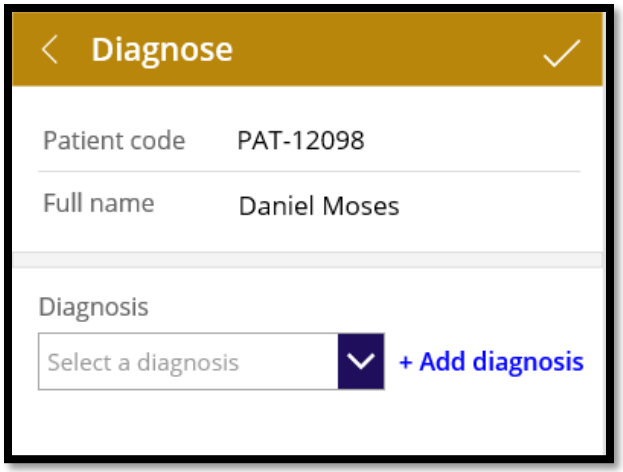
This feature displays the patient's diagnosis history and provides option to add one or more diagnosis based on the ICD codes.

2. Steps to be followed

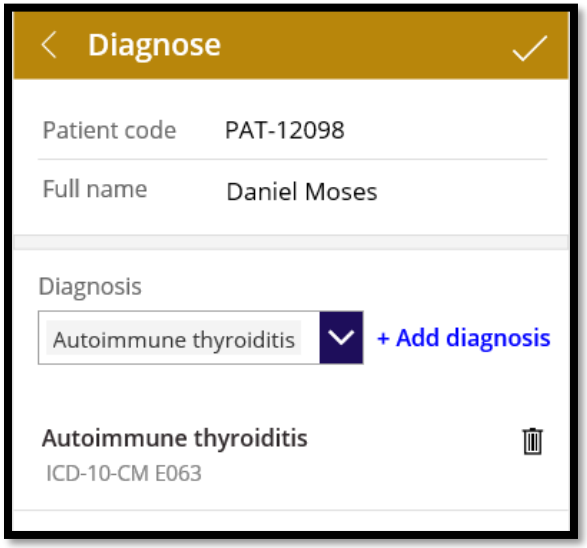
1. In the patients detail screen, click on the *'Diagnosis History'* tab which will display the diagnosis details that is entered for the patient so far.
2. If there is no history present for a patient, an empty screen will be displayed.



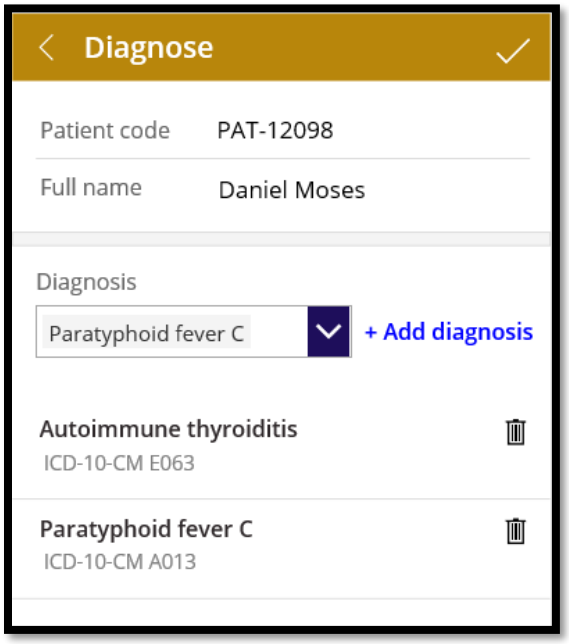
3. Click on the (Add diagnosis) button to add one or more diagnosis for the patient.



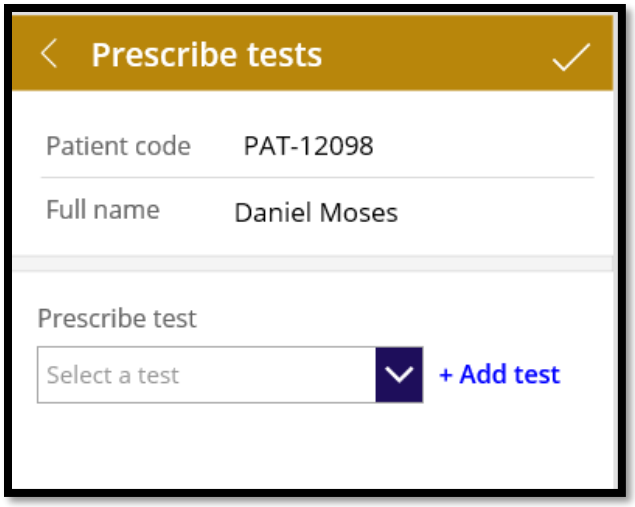
4. Search and select the diagnosis from the dropdown and click on the (+ Add diagnosis) button.



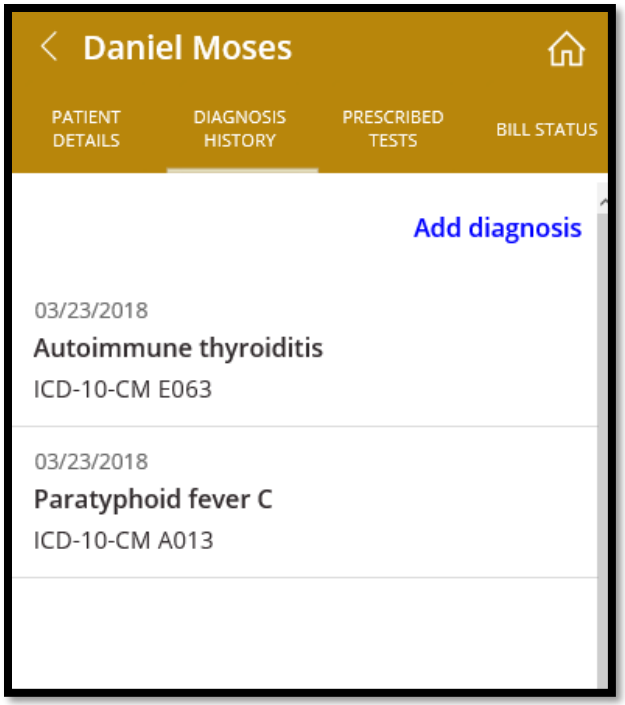
5. The added diagnosis details will be shown below. Click the ( ) icon if it has to be removed.
6. Similarly multiple diagnosis can be added and those will be shown below.



7. Once the diagnosis details are added, click on the ( ) icon to save and proceed to the next step of prescribing tests.



8. Click on the ( ) button to go back to the previous screen.
9. The added diagnosis details will be shown in the patient details screen under the Diagnosis history tab.



E. Test Prescriptions

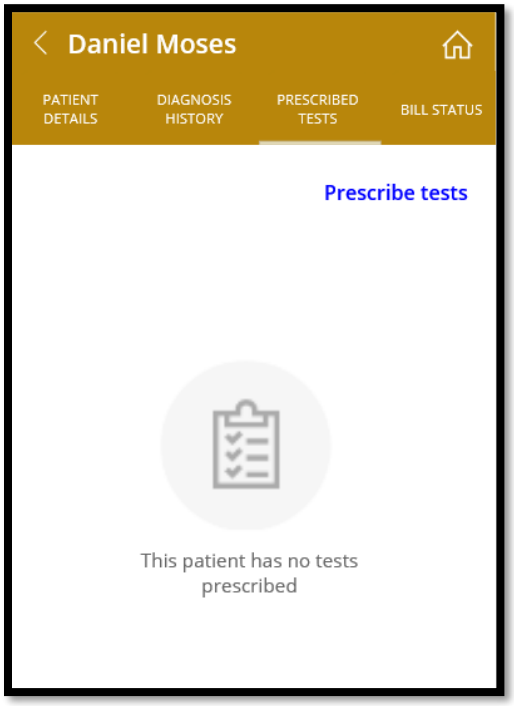
1. Feature Highlights

This feature displays the patient's test prescriptions history and provides option to prescribe one or more tests which are available in the hospital/laboratory.

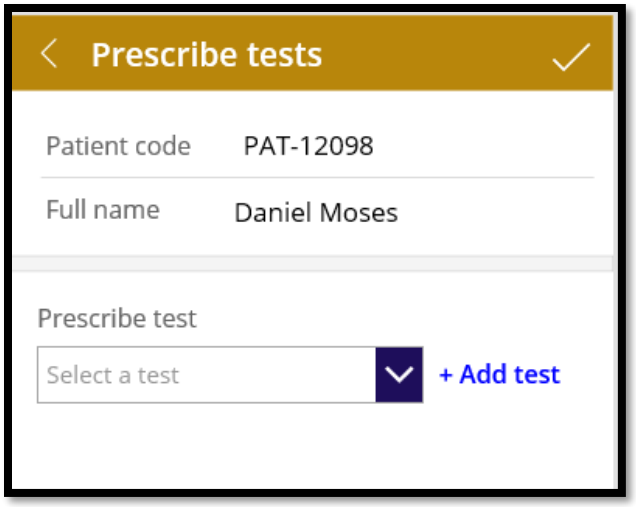
2. Steps to be followed

1. In the patients detail screen, click on the *'Prescribed Tests'* tab which will display the lab tests that are prescribed for the patient so far.

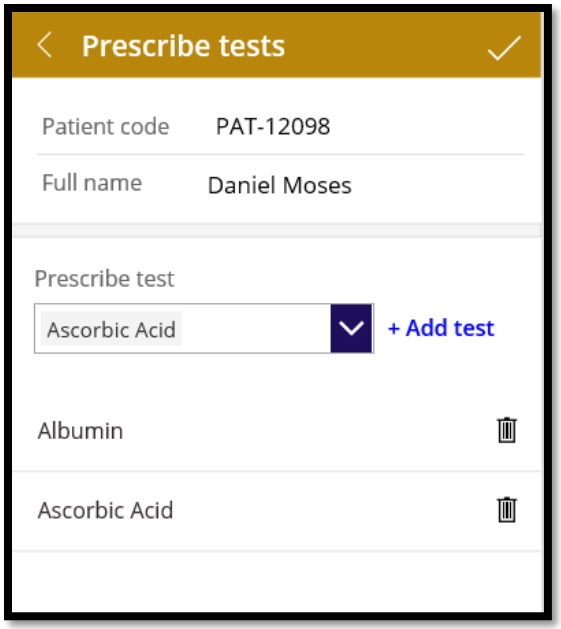
2. If there is no history present for a patient, an empty screen will be displayed.



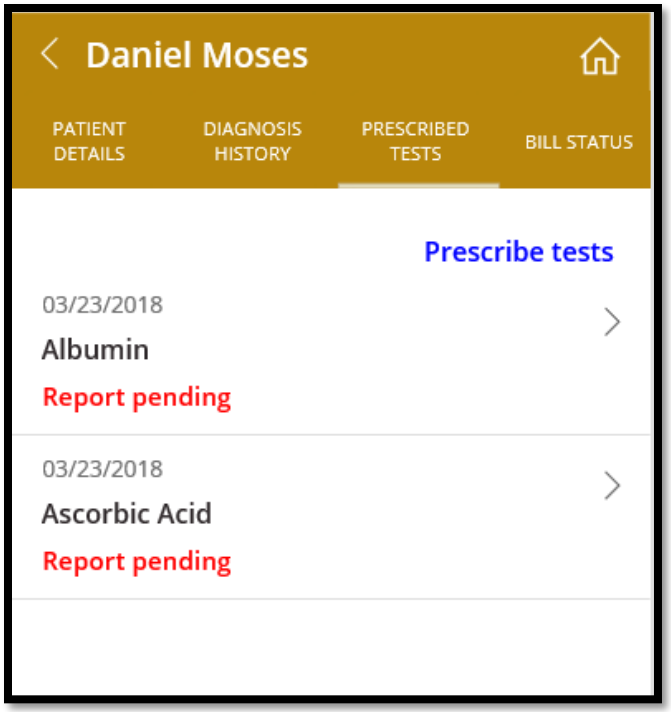
3. Click on the (**Prescribe tests**) button to prescribe one or more tests for the patient. The tests can be prescribed for the patient through this flow or it can be added once the diagnosis details are added as mentioned in the 7th step of the Diagnosis section.



4. Search and select the test from the dropdown and click on the (+ Add test) button.
5. The added test details will be shown below. Click the (🗑) icon if it has to be removed.
6. Similarly multiple tests can be added and the added ones will be shown below.



7. Once the test details are added, click on the ( ) icon to save and navigate to the history screen. Once the test is prescribed, the status will be set as 'Report pending' initially.



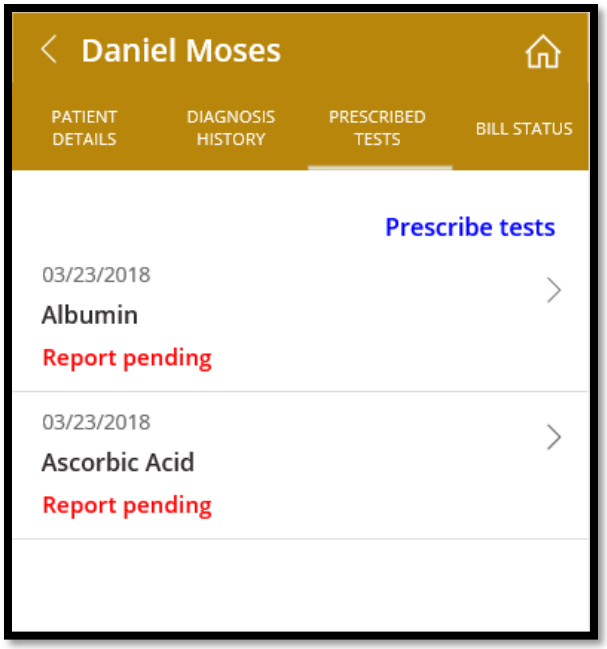
F. Manage Test Results

1. Feature Highlights

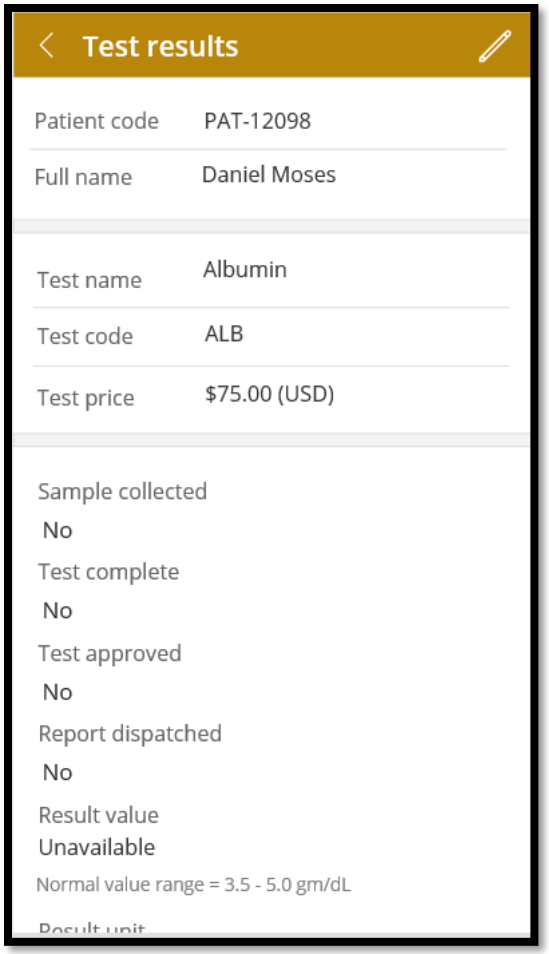
Feature that helps to view the prescribed test details for the patient, update the status of test, enter the test results and dispatch the report.

2. Steps to be followed

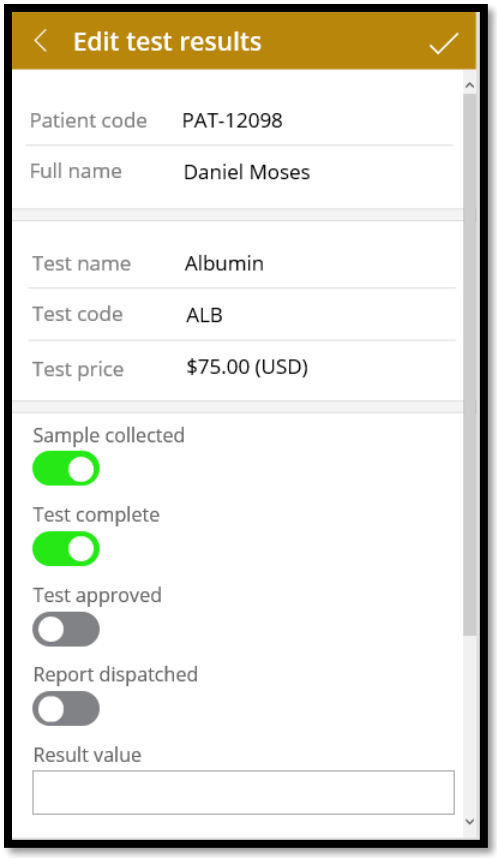
1. In the patients detail screen, click on the *'Prescribed Tests'* tab which will display the lab tests that are prescribed for the patient so far.



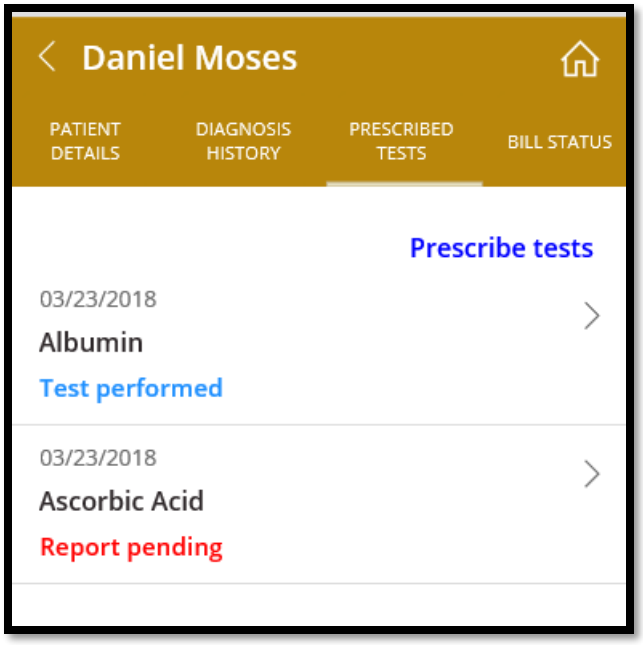
2. Click on the test to display the selected test details along with the result status.



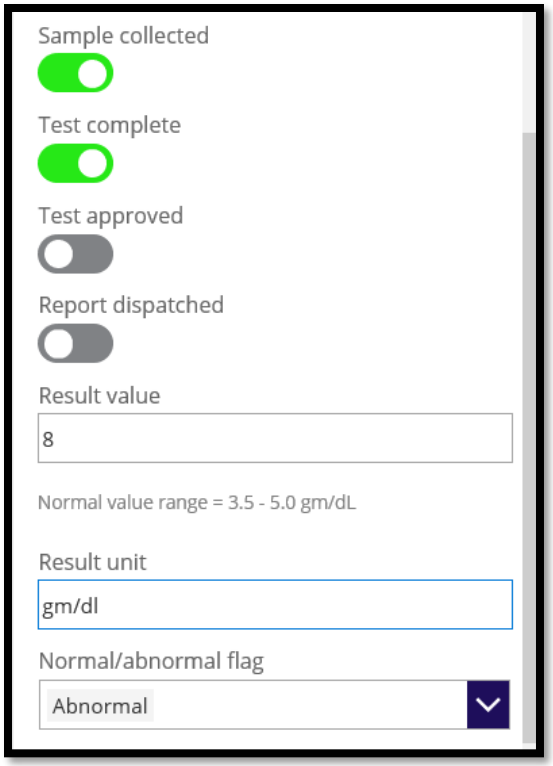
3. Click on the ( ) icon to edit the test status and the results.



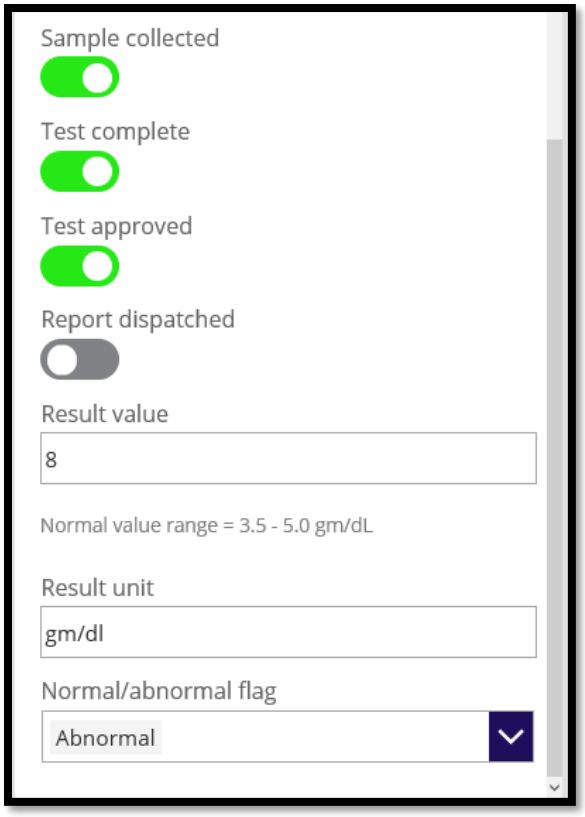
4. Click on the ( ) icon to save the updated details.
5. Whenever the status is updated by toggling the sample collected, test complete, test approved, report dispatched fields, the status will get updated and shown in the 'Prescribed Tests' tab.



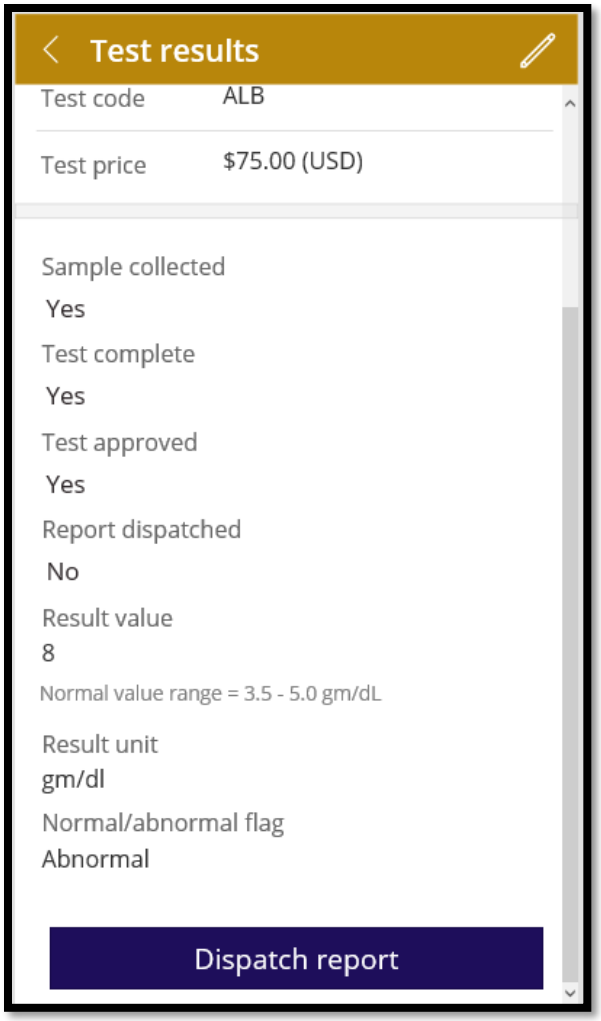
6. Once the test is performed, the results have to be entered in the ‘Edit test results’ screen.



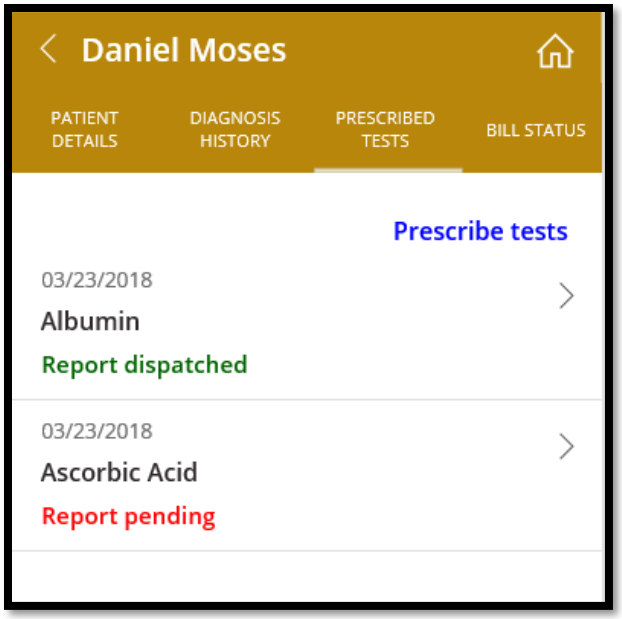
7. Once the results are reviewed by the physician, the test approved toggle can be updated.



8. Once the test result is approved and if it is not yet dispatched, the ‘Dispatch report’ button will be displayed in the ‘Test results’ screen



9. Clicking the (Dispatch report) button will change the status of the result to 'Report dispatched'.



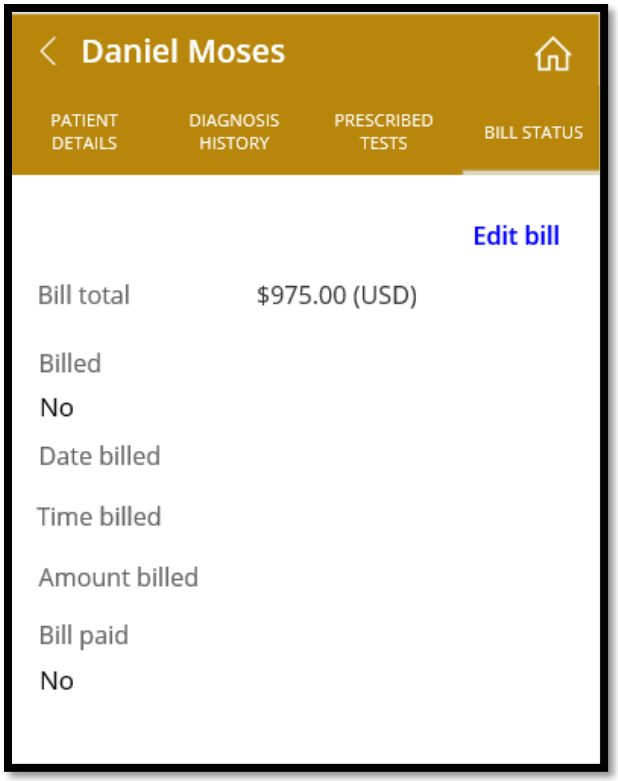
G. Billing

1. Feature Highlights

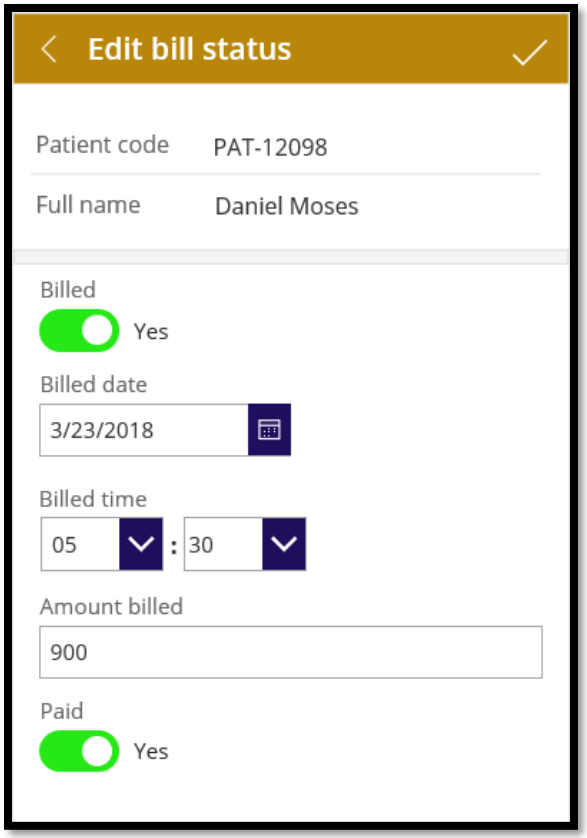
Feature that helps to view the latest bill information and edit them.

2. Steps to be followed

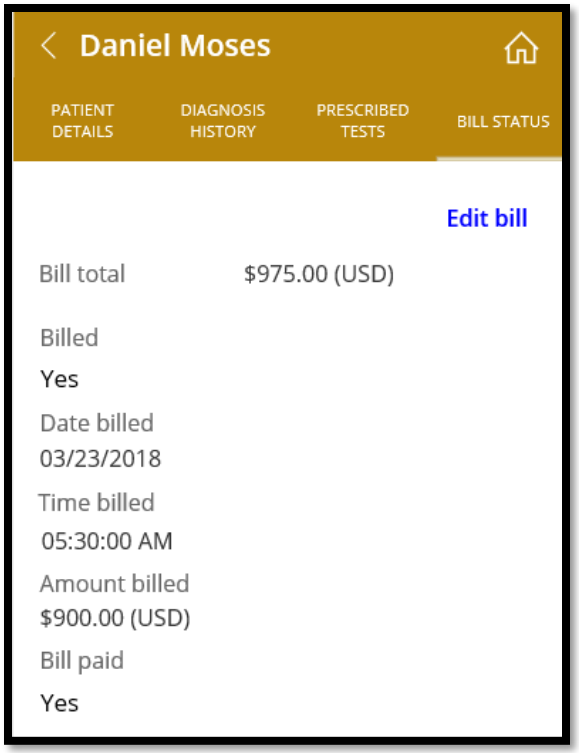
1. In the patients detail screen, click on the *'Bill Status'* tab which will display the bill information of the latest prescription.



2. The bill total will display the total of the price of the tests prescribed for the patient.
3. To edit the bill details, click on the (**Edit bill**) button.



4. Enter the billing information and click on the ( ) icon.



5. The 'Bill Status' tab will display the updated billing information.

6. In any of the patient details tab, click on the ( ) icon to navigate to the menu screen.

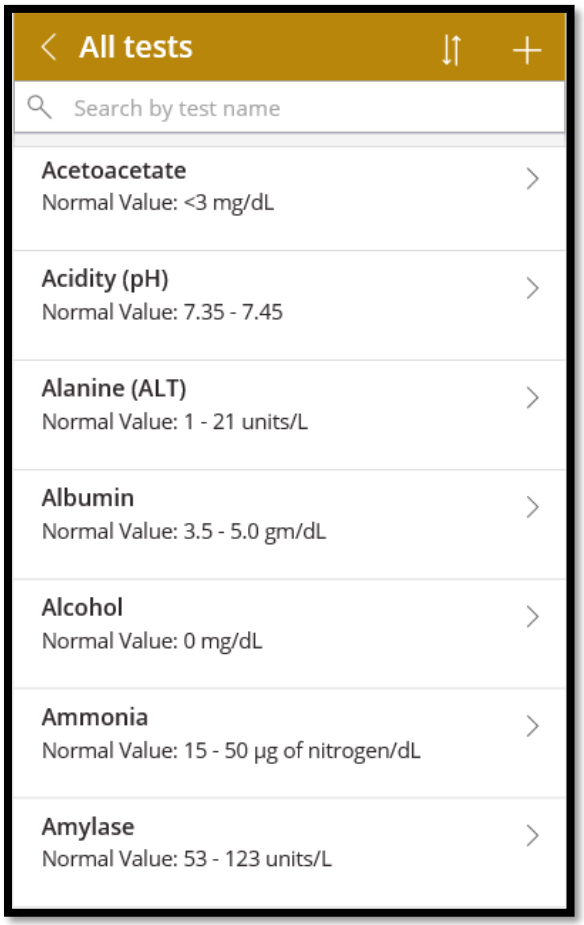
H. Manage Tests

1. Feature Highlights

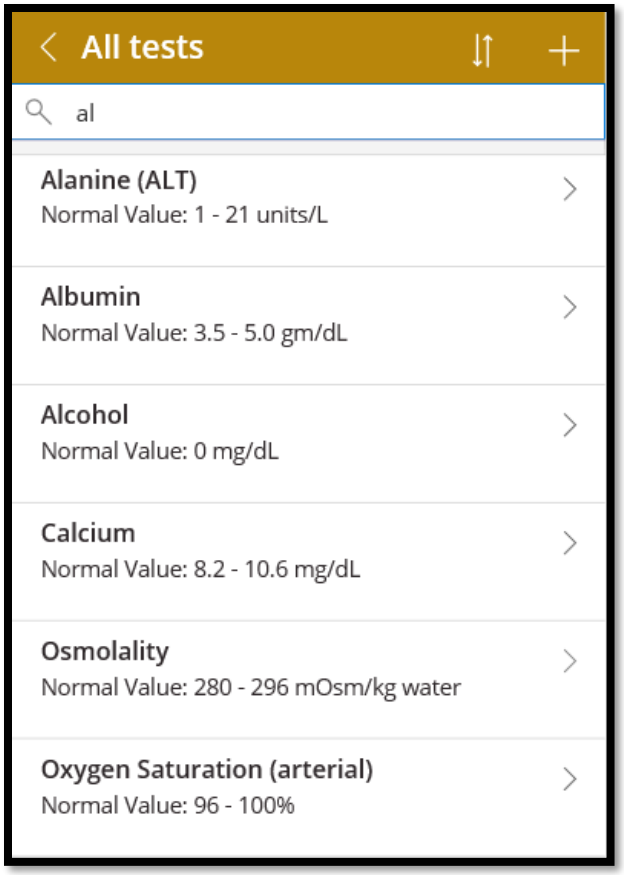
Feature that helps to view the available tests and manage them by adding/editing or deleting them.

2. Steps to be followed

1. When the ‘Manage Tests’ menu is clicked in the home screen, the list of tests will be displayed along with the basic details of the test like name and normal value range.

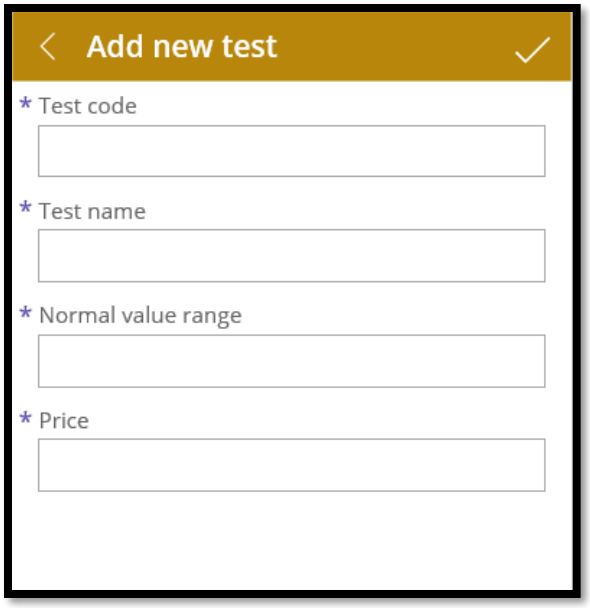


2. To search for a specific test, enter the name in the search text box which will show the filtered tests based on the search.

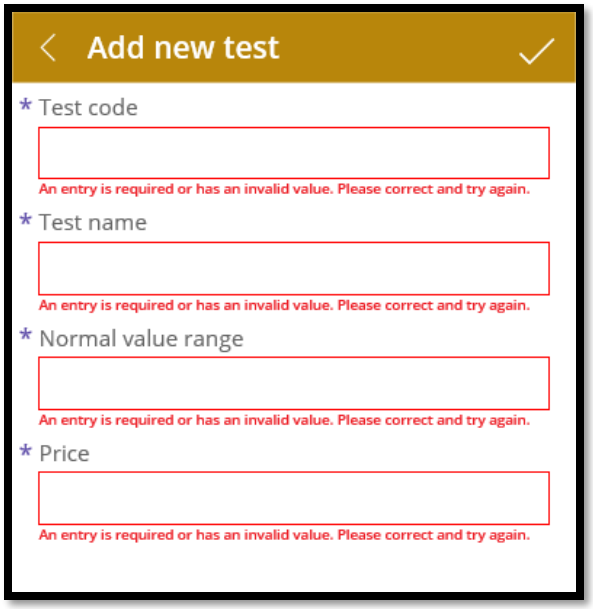


3. Click on the ( ) icon in the screen header to sort the tests based on the name.

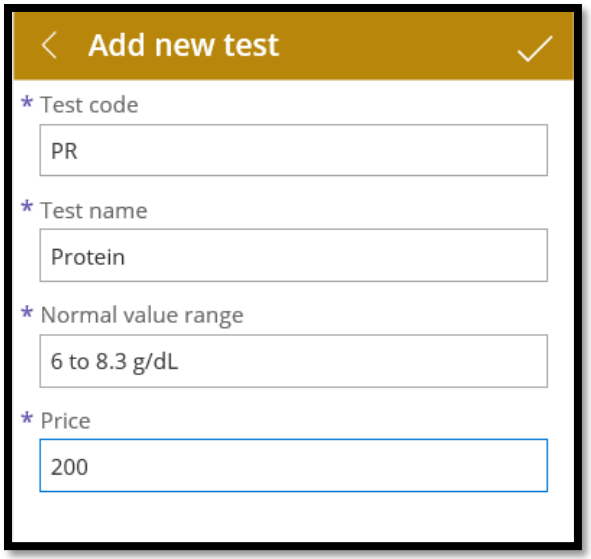
4. To create a new test in the application, click on the ( ) icon and enter the test details in the 'Add new test' screen.



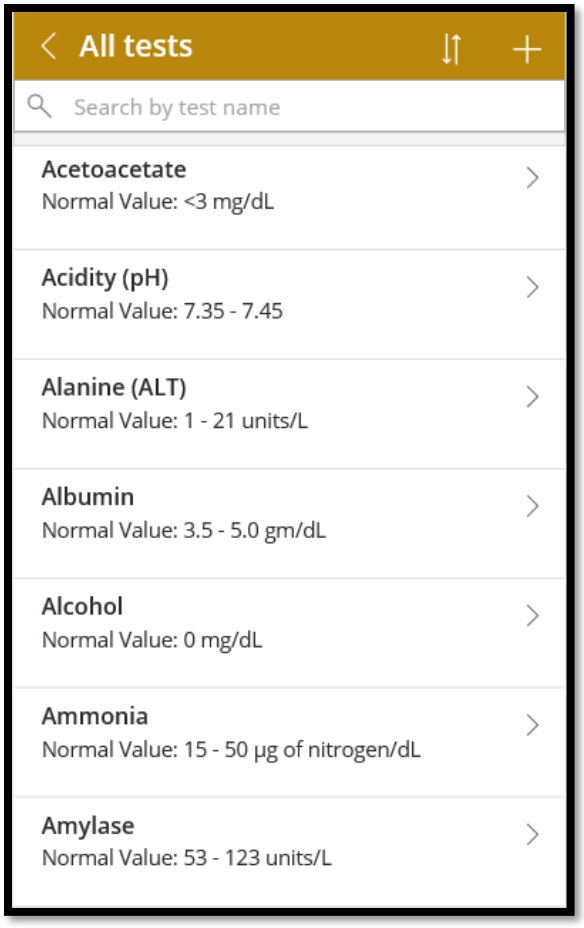
5. All the fields are mandatory and If anything is not entered, the error text will be shown while clicking the save icon.



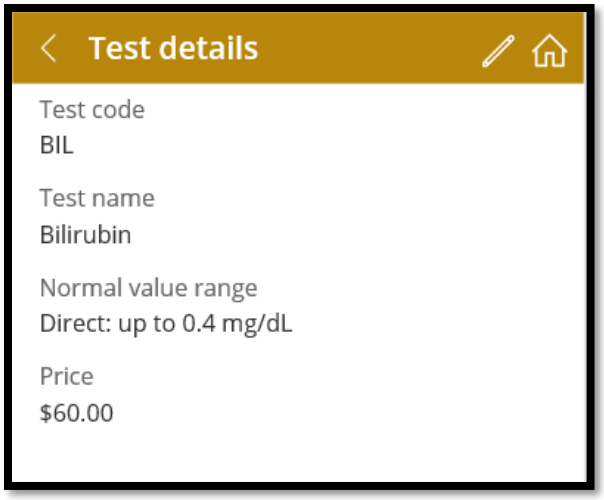
6. Enter the test details and click on the save ( ) icon to add the test to the app.



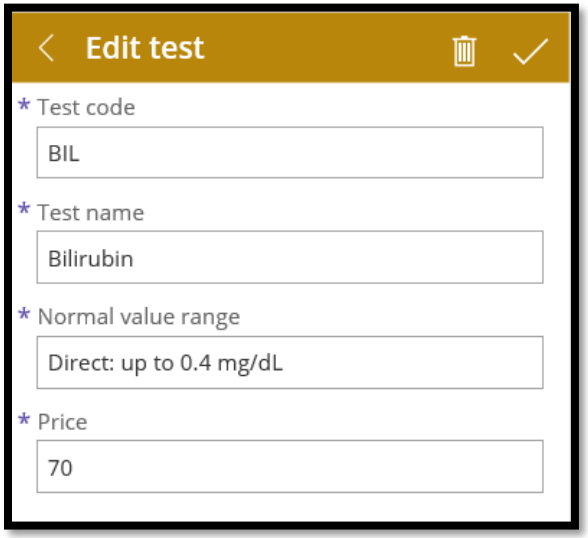
7. To view the details of the test, click on the test in the listing screen



8. It will display the details entered for the selected test,



9. To edit the test, click on ( ) icon in the screen header.



10. Make changes to the details and click on the save ( ) icon.

11. To delete the test, click on the ( ) icon in the 'Edit test' screen.

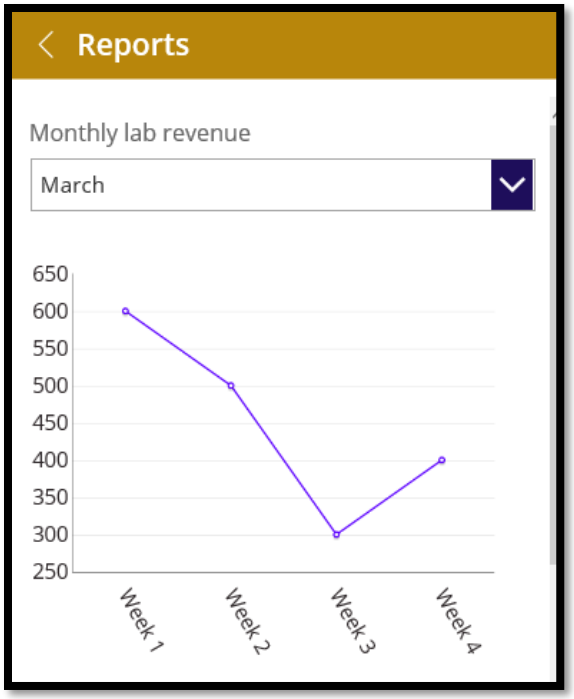
I. Reports/Analytics

1. Feature Highlights

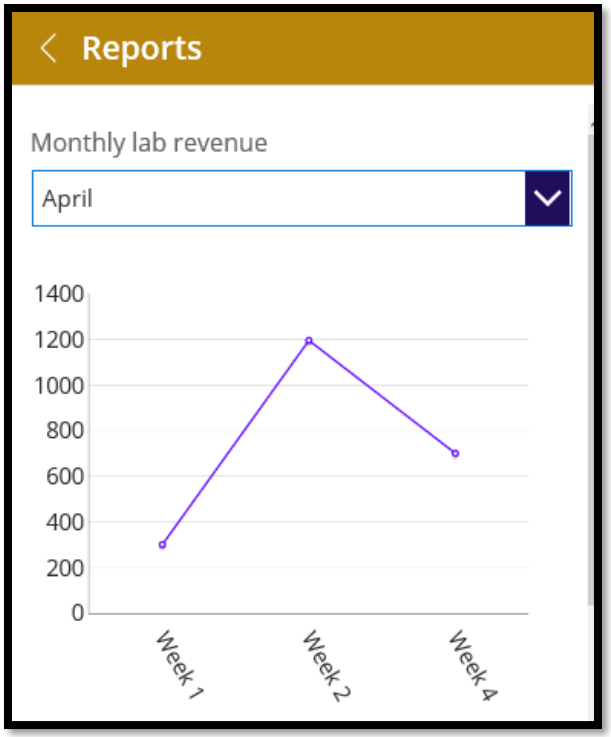
Reports that helps to understand the performance of the lab with few key performance indicators.

2. Steps to be followed

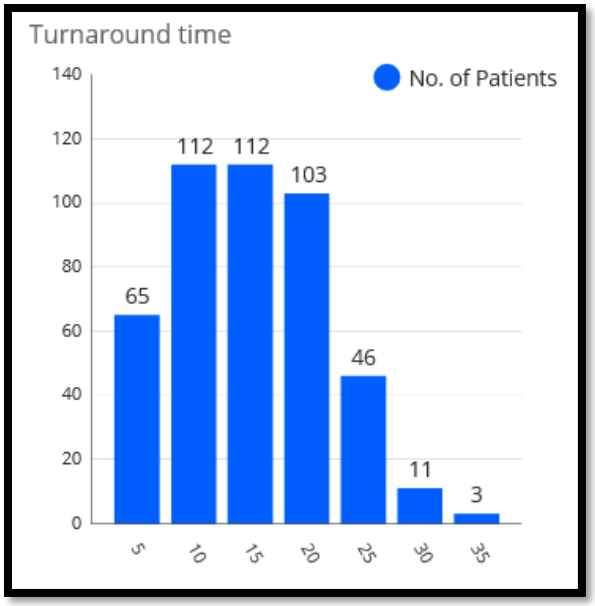
1. When the 'Reports' menu is clicked in the home screen, it will display the following reports,
    a. Monthly lab revenue
    b. Turnaround time
    c. Test status
2. The Monthly lab revenue report depicts the revenue gained by the hospital/lab across the weeks of all the months in the current year.

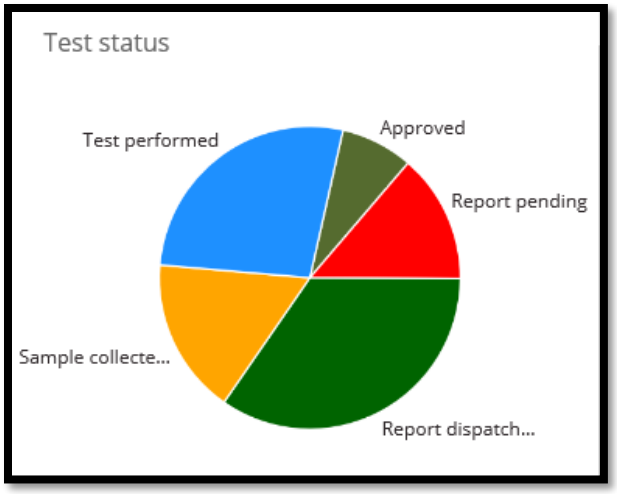


3. Select the month from the dropdown to view the revenue based on the specific month.



4. The turnaround time report depicts the measure of the lab's quick service or response by showing the count of patients served for the specific TATs in minutes. This clearly explains the time taken for the reports to be dispatched for the patients enabling the lab authorities to understand and improve their efficiency.



5. The test status report provides a ratio of the number of tests to its statuses. This helps to understand the rate of tests which are in different statuses and depicts the number of tests pending to be dispatched.

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