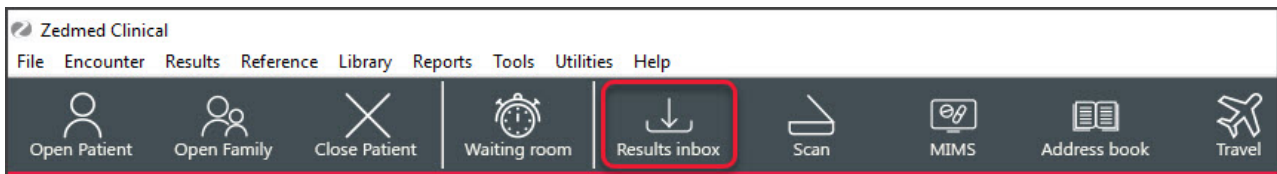


# Assign or reassign results

Last Modified on 18/12/2024 10:50 am AEDT

Assign or reassign a result to a patient or doctor. Incoming results for all patients are automatically linked to the patient who had the test and to the doctor who created the referral. However, if results are manually scanned in and linked to the wrong patient or if no doctor is identified, the result may need to be manually linked.

These tasks are performed in the Zedmed Clinical **Results Inbox**, where all active results are managed.

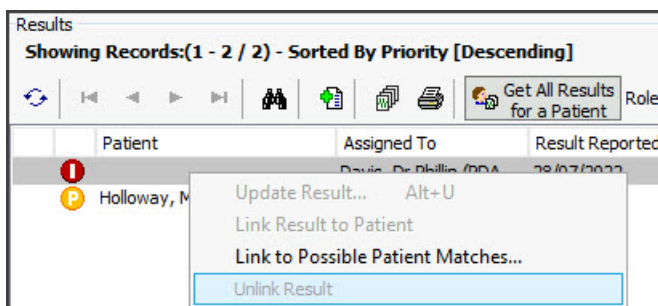


## Manually assigning to a patient

Zedmed uses key information in a result to link it to the correct patient. If there is insufficient information, the result will not have a patient in the **Patient** name column.

To manually link the result to the correct patient:

1. Right-click the result and select **Link to Possible Matches**.
2. Select the **Find Another Patient** button.
3. The **Find Patient** screen will open, prefilled with the information in the result.
4. Enter any additional information available. E.g, DOB, Medicare, Address or Referral ID.
5. Select **Find** and review the results.
6. If the patient is shown, highlight them and choose **Select** to link them to the result.



## Manually assigning to a doctor

The result will be linked to the patient's doctor but can be reassigned to another practitioner. When the results are reassigned by a doctor, they will disappear and become visible to the doctor the result was assigned to.

To manually link the result:

1. Right-click the result and select **Update Result**.

The **Update Result** screen will open.

2. Select the **Send to User** button.
3. Select the doctor to assign to from the **Send to User** drop-down.
4. Select **Send**.

The screenshot shows the 'Results Inbox' interface. At the top, it displays 'Showing Records: (1 - 2 / 2) - Sorted By Result Description [Descending]'. Below this is a table of results:

Patient	Assigned To	Result Reported Date	Result Collected Date	* Result Type	Result Description
Holloway, Mr Knut	Davis, Dr Phillip (PDAVIS)	26/07/2024		Document	GP Referral
Black, Emma	Administrator (Clinical)	26/07/2024		Result	FBC

Below the table is the 'Update Result' form. It includes fields for Patient Details, File No, Patient Notified Date, Priority (Routine/Urgent), Common Phrases, Today's Message, and an Audit Trail. The 'Action' section is highlighted with a red box, showing 'Send To User:' selected with a dropdown menu set to 'Davis, Dr Phillip (PDAVIS)'. At the bottom right, the 'Send' button is also highlighted with a red box.

## Reassign to another patient

If a result is linked to the wrong patient, it will need to be unlinked and assigned to the correct patient.

To reassign or remove a patient's results:

1. Locate the results linked to the wrong patient.

If there are too many results, perform a search by:

- a. Selecting **Get All Results for a Patient**.

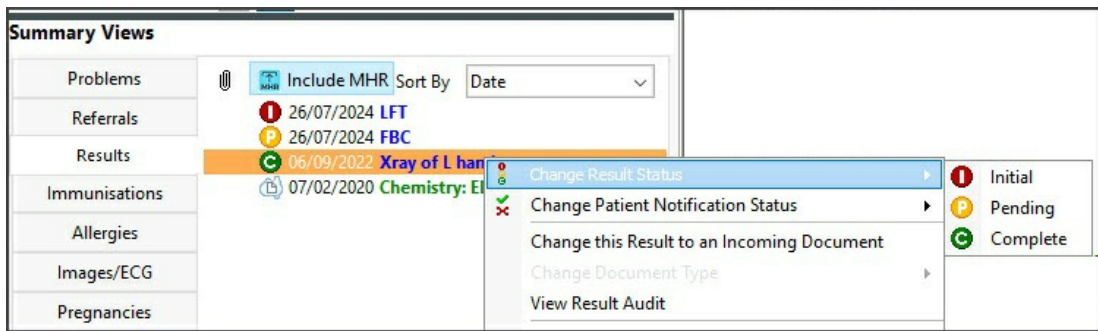
The **Find Patient** dialog will open.

- b. Enter the name of the patient and select **Find**.
- c. Double-click the patient to display their results.

2. If the results are marked as Completed (green icon), you must change it to Initial (red icon) before proceeding to step 5.

To change results to (I) initial:

- a. Open the patient in clinical.
- b. Go to the **Summary Views > Results**.
- c. Right-click the result and select **Change Result Status > Initial**.



Go back to the Results Inbox and locate the results again, which will now be marked as initial (I).

3. Right-click the results and select **Unlink Result**.

The results will now be unassigned.

4. Right-click the unassigned results and select **Link to Possible Patient Matches**.

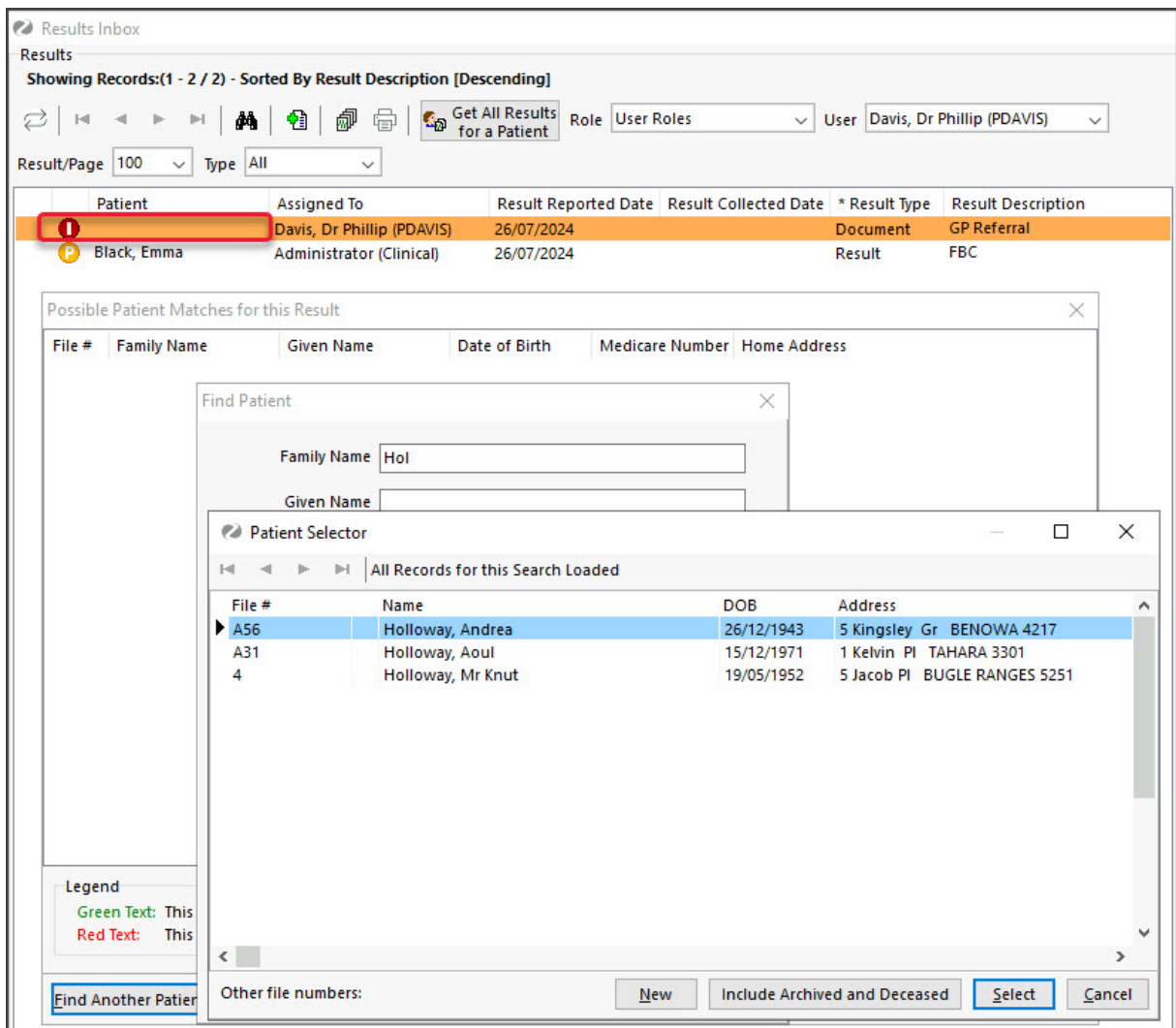
The **Possible Patient Matches for this Result** screen will open.

5. Select **Find Another Patient**.

The **Find Patient** screen will open.

6. Enter the family name and select **Find**.

7. Double-click the patient you want to link the result to.



The results will be linked to the selected patient and updated in the **Results Inbox**.

