

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.

💋 Zedmed Clii	nical						
File Encounte	er Results Refere	nce Library Rep	orts Tools Utilit	ies Help			
Open Patient	Open Family	Close Patient	Waiting room	Results inbox	<i>፼</i> MIMS	Address book	Travel

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.

Results Inbox				
sults				
howing Records:(1 - 2 / 2) - Sorted By Result D		All Results a Patient Role User Roles	V User Da	avis, Dr Phillip (PDAVIS) 🛛 🗸
Patient Assigned To Holloway, Mr Knut Davis, Dr Phill	ip (PDAVIS)	Result Reported Date Res 26/07/2024	ult Collected Date * Resu Docum	
🕑 Black, Emma 🛛 Administrator	(Clinical)	26/07/2024	Result	FBC
pdate Result				
Patient Details Black, Emma 30 3rd Street ELLEN GROVE 4078 (H) (W) (M) 04	409211060	File No:	Patient Notified Date: / / Patient Notifed	Priority Routine Urgent
Common Phrases	Today's Mes			Currently Assigned To
All OK, no appt needed Appt made for Doctor requires file Make appt when patient calls Nurse make appt urgent. Patient notified, OK, set as Complete Patient refuses to come back!!! Recall required for 6 12 24 months Recall set for 6 12 24 months Patient physical patient patient of appendix of a patient patient patient of appendix of a patient of appendix of a patient of appendix of a patient of a patient patient of a pat		SMS this m	hessage to the patient	Administrator (Clinical) Next Appointment None scheduled Action Send To User:
Audit Trail				Davis, Dr Phillip (PDAVIS) 🛛 🗸
Date Performed By Date Performed By Davis Davis Davis Performed By Pavis Davis Davis Davis Davis Davis Pavis Pavi	Assigned T	Result Status Changed Result Status Changed		○ Send To Role: Receptionist (Typist) ✓
0 19/08/2024 10:21:28 AM PDAVIS	Receptionis	it (○ Complete
 19/08/2024 10:20:36 AM PDAVIS 26/07/2024 9:43:40 AM PDAVIS 		10333 Result Status Changed		Add To Do List Add Recall
<			>	Send X Cancel

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.

mmary Views							
Problems	0	🔝 Include MHR Sort By	Date	~			
Referrals		0 26/07/2024 LFT 26/07/2024 FBC					
Results		C 06/09/2022 Xray of L	hanto		2.9		
Immunisations		(i) 07/02/2020 Chemistry	/: El 🧯	Change Result Status Change Patient Notification Status	•	0	Initial Pending
Allergies			-	Change this Result to an Incoming Document		ø	Complete
Images/ECG				Change Document Type	ŀ		
Pregnancies				View Result Audit			

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.

lossible Patient Ma			26/07/2024			Result	FBC	
obstore r derene rite	tches for this Resu	lt						×
File # Family Nar	ne Given	Name [Date of Birth Me	dicare Number H	ome Addre	ss		
	Einel Dations				~			
	Find Patient				×			
	Eamily	Name Hol						
	ranny							
	Given	Name						
	Patient Sel	ector						
		► All Records f	or this Search Loaded					
	File #	1		DOE		A		
	File # A56	Name Holloway,	Andrea	the problem of	ь 12/1943	Address	Gr BENOWA 42	17
	A31	Holloway,			12/1971		TAHARA 3301	.17
	4	Holloway,			05/1952	5 Jacob Pl	BUGLE RANGES	5251

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

For the most up-to-date documentation version, visit https://help.zedmed.com.au/help