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How do I use Webster?
How do I use Webster?

1. Open Internet Explorer (Safari, Netscape or Fire fox etc).
2. Go to our website Douglass Hanly Moir Pathology www.dhm.com.au or Barratt & Smith Pathology www.bsp.com.au
3. Select the Webster Logo. (Shown above in the red circle)
   Select OK
4. Enter your username and password (Provided by our Client IT Department)
5. Click OK.

   **Note:** For security reasons we recommend that you do not tick "Remember my password"
How do I use Webster?

6. The Welcome page allows you to choose your Sonic Healthcare Laboratory (i.e. DHM, BSP etc) to access results. Select the Laboratory and Proceed to.

Note: Each lab you wish to use must be informed, so that an account can be created. The same user name and password applies across all Laboratories.

Pathology & Radiology
Contact Details

<table>
<thead>
<tr>
<th>Laboratory</th>
<th>Phone 1</th>
<th>Phone 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Douglass Hanly Moir Pathology (DHMP)</td>
<td>1800 653 779</td>
<td>02 9855 5454</td>
</tr>
<tr>
<td>Barratt &amp; Smith Pathology</td>
<td>1800 653 779</td>
<td>02 9855 5454</td>
</tr>
<tr>
<td>DHMP Wagga Wagga</td>
<td>1800 653 779</td>
<td>02 9855 5454</td>
</tr>
<tr>
<td>Sonic Clinical Institute</td>
<td>1800 653 779</td>
<td>02 9855 5454</td>
</tr>
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<td>Castlereagh Imaging</td>
<td>1800 653 779</td>
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<tr>
<td>Capital Pathology</td>
<td></td>
<td>02 6285 9860</td>
</tr>
<tr>
<td>Hunter Imaging</td>
<td></td>
<td>02 4925 5400</td>
</tr>
<tr>
<td>Southern IML Pathology</td>
<td></td>
<td>02 4224 7474</td>
</tr>
<tr>
<td>Sullivan &amp; Nicolaides Pathology</td>
<td></td>
<td>07 3377 8666</td>
</tr>
</tbody>
</table>
How to create a Webster icon on desktop?

2. Right click on our Webster icon and select ‘Copy Shortcut’ (see below). For Mozilla Firefox please contact Client IT.

3. Go to your desktop and right click anywhere on your screen and select ‘Paste Shortcut’.

How do I use Webster?
Webster Features
Inbox

Your Inbox is turned off by default

What is it?

All reports that are addressed to a Doctor / Specialist / Hospital with a Webster user name, either as the referring practitioner or as a ‘Copy to’ recipient, will be ‘delivered’ to that person’s Webster Inbox. Reports will be deleted from the Inbox in only two situations – when they have been sighted (opened) by the user, or when the user chooses to delete reports by selecting ‘Remove All’.

How do I do it?

1. Select View on the blue Menu bar.
2. Then select Inbox

3. Select the Collection date to view all the results performed on that day.

Hints

- You can elect to have your Inbox turned on or off (contact Client IT Department).
- Turning an unattended Inbox off can prevent it from becoming overcrowded and unmanageable.
- To remove all results in your Inbox, simply select the Remove All button.
- Use the ‘Webster’ icon at the top of screen to return to the search screen, at any time.
- Use the Back, Forward and Refresh button in the green bar at any time.
Search

What is it?
This function allows you to search for patients’ results, using your Patient’s Name, Episode Number and Test Names etc.

How do I do it?

1. Enter the patient’s surname and given name.  
   **Note:** The ‘Date Period’ might need to be adjusted to find all your results
2. Select Search on the blue Menu bar.

Hints

* Type only the first three letters of the patient surname and a first initial (This will broaden your search in case of spelling mistakes).

3. A list of patients will appear.

4. Select the appropriate patient name.
5. A list of dates will appear.
6. Select ‘Collection Date’ to view all results performed on that day, or select ‘Test Name’ to view a specific test result.

Hints
- Tests that are still waiting for completion are not underlined (not hyperlinked).
- To print multiple results per page, select ‘Collection Date’.

7. Abnormal results appear in red.
   **Note:** Only those results with a numeric value and reference ranges appear red.
8. These results can be printed, or viewed as a cumulative graph.

Hints
- Using these arrows either side of the episode number allows you to view progressively earlier or later episodes.
- Selecting will display the request and collection details, as well as clinical notes.
Cumulative & Graph

What is it?
For certain tests, Webster can display a table of previous results and reference ranges. This data can be used to graph the results.

How do I do it?
1. While viewing a result, select View and then Cumulative.

2. Enter a tick in the box next to the results you wish to graph and then select Graph.
3. By hovering your mouse over a point, the result of the test, collection details and the reference range will be displayed. Click on the point to open the full report.

4. Select ‘Normalise’ to see the graph in relation to high and low ranges.
What is it?

This facility provides a rapid means of re-accessing recently viewed results. It will assist you in cases where you may not be sure of a patient’s name, or the date of the test you were viewing. The list acts as a convenient memory prompt.

How do I do it?

1. Select the ‘Patient Search’ screen.
2. Then select View followed by Viewed Episodes.
3. A list of all your previously viewed results will appear. Select ‘Collection Date’ to view the result again.
Patient Collection Instructions

What is it?
This section provides a list of detailed instructions for specific tests, which may be printed and given to patients.

How do I do it?

1. Select Tools on the blue Menu bar.
2. Then select Patient Instructions.
3. Search for the test you are interested in or leave blank and press Search.
4. Select the test to open the instruction.

5. To print instructions for your patients, select ‘print’.
Order Supplies

What is it?
This function allows you to order your medical supplies online.

How do I do it?
1. Select **Tools** on the blue Menu bar.
2. Then select **Order Supplies**.
3. The first time you order supplies, you will be required to fill out your surgery information (see below). Once you have done this, you will not be required to do it again.
Order Supplies

4. Tick the box under the 'Add to cart' column on the right, to select items you wish to order.

5. Once you have selected the items you would like to order, click on Add to Cart button above or below the items list.

6. The items you have selected (see below) will display in your 'Shopping Cart'.
5. You may amend the quantities you wish to order in the ‘Shopping Cart’. To change your quantities, simply click on the drop down box in the ‘Change Quantity’ column and select the correct amount you wish to order (see below).

The example below shows that 10 packets of Cytobrushes are now being ordered.

Hints

- Quantities default to the minimum possible order.
- Delete any items before you change quantities.
9. Once you are happy with your order, simply press the **Send Order** button, at the bottom of the screen.

10. If you wish to add more items, simply press the **Send and Add More items** button at the bottom of the screen.

11. You can also choose to ‘Save and Send Later’, which means it will remember your current items, but will not send them until you come back and press ‘Send Order’. To save and send your order later, simply press the **Save and Send Later** button.

Hints

* If your registration details change, i.e. email address, phone number etc, you can notify us by clicking on the [Click here](#) to change your registration details. link throughout the stores order pages.
Results List

What is it?

This feature provides a list of specific patient results (i.e. HbA1cs, INRs and Pap Smears).

How do I do it?

1. Select Tools on the blue Menu bar.
2. Then select Results List.
3. Select a test you would like a list of, then enter the dates you would like the list from.
   Select ‘Download’. 
Results List

3. Your file will open in Excel format to enable you to Edit, Save and Print.

Patient List

What is it?

This feature provides the user with a list of patients that they have referred to Douglass Hanly Moir Pathology.

How do I do it?

1. Select **Tools** on the blue Menu bar.
2. Then select **Patient List**
3. Enter the date that you would like your Patient list from and press ‘Download’. 
   **Please note:** You can only download a list 12 months at a time.

4. Your file will open in Excel format to enable you to Edit, Save and Print.
**Reminders**

**What is it?**

The function of “Reminders” is to create a message for you to follow up a patient, at a particular time. You may have received significant or equivocal results that indicate further monitoring. This function provides you with a tool to manage your patients’ ongoing pathology requirements.

**How do I do it?**

1. While viewing a result, select My Webster and then My Reminders.

2. Select a date or a number of days, weeks, months or years after which you wish to have this report brought to your attention again. Provision is provided for you to type out a message (to yourself!) to alert you to the reason that you requested the reminder (e.g. LFT to be re-ordered). Press Submit.
3. On the day requested, your reminder will be sent with a yellow envelope appearing on the top right hand beside your name.

4. To view all your reminders, simply click on the envelope and a list will appear.
5. To view your specific reminders, select the icon under ‘Notes’.

6. To delete your specific reminders, select ‘the man and rubbish bin’ icon under ‘Delete’.
Phone client services to be connected

1800 653 779 or 98 555 454
webster@dhm.com.au
www.dhm.com.au

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