

Sign-off a Report

1. Sign-in to Closed Loop Reporting
2. Set the following filter (s) based on the list of reports you wish to check :
 - A. Specialty
 - B. Location
 - C. Diagnostic Services

(if you wish to search a specific patient, use the **Hospital Number** field)
3. The reports list will default to Unsigned Critical Results
 - i. Click the row of the report you want to view
 - ii. Use the viewer on the right to read the content of the report
 - iii. Click the **Sign Off Report**
 - iv. Add notes according to department standards or protocol.
 - v. Click **Sign Off** Otherwise, **Cancel** to discontinue
4. Once the page has refreshed, the signed-off report will move to the **Signed Critical** tab
- 5.. To **Unsign** a report
 - i. Go to the **Signed Critical** tab
 - ii. Click the row of the report you want to unsign
 - iii. Use the viewer on the right and Click **UnSign Off Report**

NOTE: An audit log is maintained in the system to record instances where signed-off reports were reverted to unsigned status.

Refer a result to another clinician

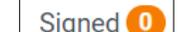
1. Use the **Add Signer** button to refer the result to another clinician.
 2. Select the name of the clinician you wish to refer the results with.
 3. Add a comment as needed
 4. Click **Add Signer**
- NOTE: 1.** This will add the result to another clinicians list as well as your own, until either of you sign-off the report. **2.** Ward admins have the access to add a signer

Filters

Date	Set a date starting from which the reports you wish to view are included
Days range	Specify the number of days within the reports you wish to view are included
Requestor	Filters the list of reports under a specific test requestor
Responsible Consultant	Filters the list of reports under a specific consultant
Specialty	Filters the list of reports by the specialty under which they were requested
Location	Filters the list of reports by the location from which they were requested
Diagnostic Services	Filters the list of reports by a specific diagnostic test category, such as x-ray, histology, IR, etc
Hospital number	A specific patient's test result(s)

NOTE: Refreshing the page OR searching for a patient will clear the filters set

Reports Tab

 Cancelled Orders 120	Shows all the cancelled tests; Allows the user to acknowledge cancelled test
 Unsigned Critical 116	Shows all the critical results waiting to be signed-off by its requestor or the responsible clinician; Allows the user to sign-off critical results
 Unsigned 200/10832	Shows the first 200 non-critical/non-urgent results waiting to be signed-off by the requestor or the responsible clinician; Allows the user to sign-off non-critical/ non-urgent results
 Signed Critical 0	Shows all the critical results that were signed by its requestor or the responsible clinician
 Signed 0	Shows all the non-critical results that were signed by its requestor or the responsible clinician
 1	Shows the number of patients that has "flagged" and been added to follow-up list
	Refreshes the reports list without affecting the filters set.

NOTE: 1. The numbers displayed in amber on each tab are the quantity of reports under it; **2.** These numbers displayed in each tabs are affected by the filters set.

Flagging a result

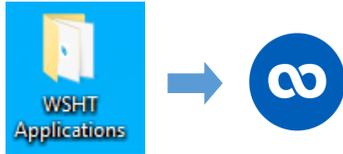
Click the  icon in the results list or;

Use the **Add to flagged reports** at the bottom of the report to flag a result for personal reference.

The flag will remain in place regardless of the report's sign-off status.

Opening CLR

1. Double-click the CLR icon in the **WSHT folder** on your desktop



OR via **Affinity**:

Affinity displays the number of your unsigned reports. Click this, and it will open CLR in a new tab.

2. Fill in your Username using this format: User@domain

Ex:

BSUH - john.smith@bsuh.nhs.uk

SUSSEX - smithj002@sussex.nhs.uk

Fill in your AD login password (the password you use to log in to a UHSussex computer)

Sign In (Staging)

Examples: BloggsF@sussex.nhs.uk or Fred.Bloggs@bsuh.nhs.uk

Raise an Issue

1. Click the  button
2. Select from the 4 options:
 - a. Raise a Bug
 - b. Request enhancement
 - c. Would like to have
 - d. Data Quality Issue
3. Add your comments
4. Name and email is pre-populated based on your login details
5. Click 

This will create a ticket in IT Fresh for the appropriate team to action.

Quick Reference Guide

CLOSED LOOP REPORTING



What is Closed Loop Reporting?

Closed Loop Reporting (CLR) refers to a system for requesting diagnostic tests or exams, receiving results, and acknowledging or acting on those results, with every stage of the process being auditable.

The aim of CLR is to streamline clinicians' ability to manage their patients' diagnostic results, ensuring that critical results are not missed and are promptly addressed, thereby promoting patient safety.