

Manual Lab Data Entry in the NBS

This document provides guidance on manual data entry of lab information into the NBS. Please see the following steps:

1. Log into the system. From the home page, click on Data Entry in the top left corner:



Home | **Data Entry** | Merge Patients | Open Investigations | Reports | System Management


Release 6.0.6-GA Dashboard


Patient Search

Search Demographics


Last Name:

First Name:

DOB: 

Current Sex: 

Search Identifiers


Event ID Type: 

Patient ID(s):

(Separate IDs by commas, semicolons, or spaces)


[Advanced Search](#)

2. From the Data Entry page, click on Lab Report:

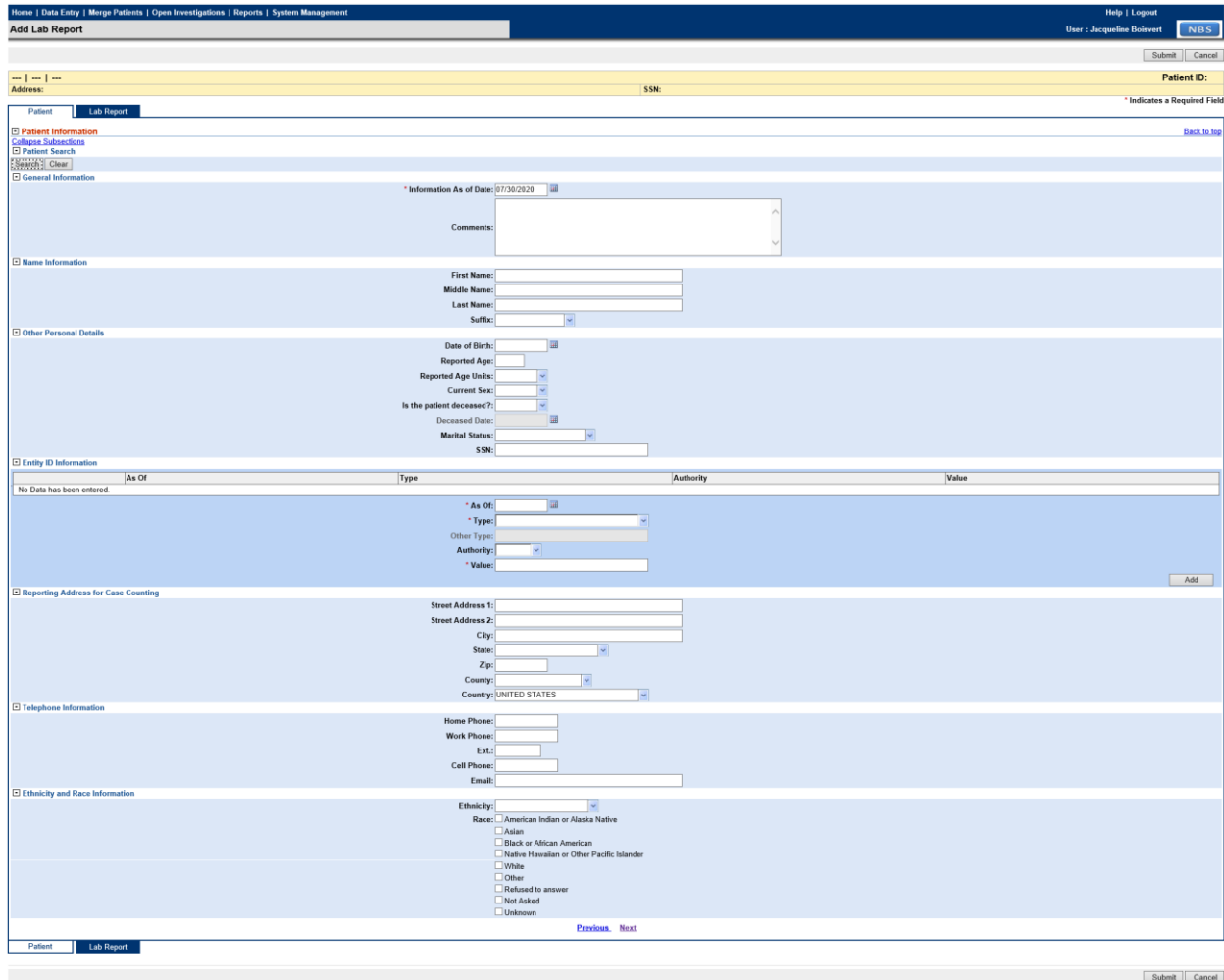


Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management | Help | Logout

Patient | Organization | Provider | Place | **Lab Report** | Morbidity Report | Summary Data

Data Entry User: Jacqueline Boisvert 

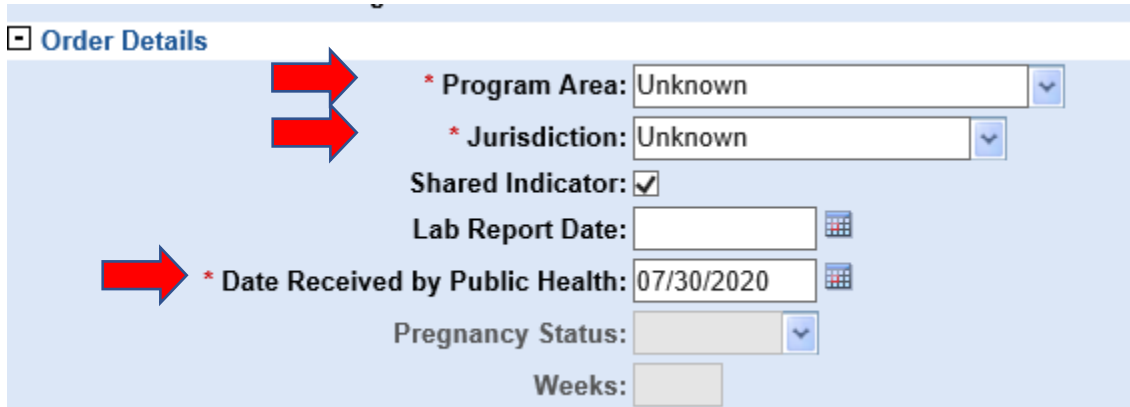
- You will be redirected to the Add Lab Report Page, where you can fill in data elements in the white space next to questions:



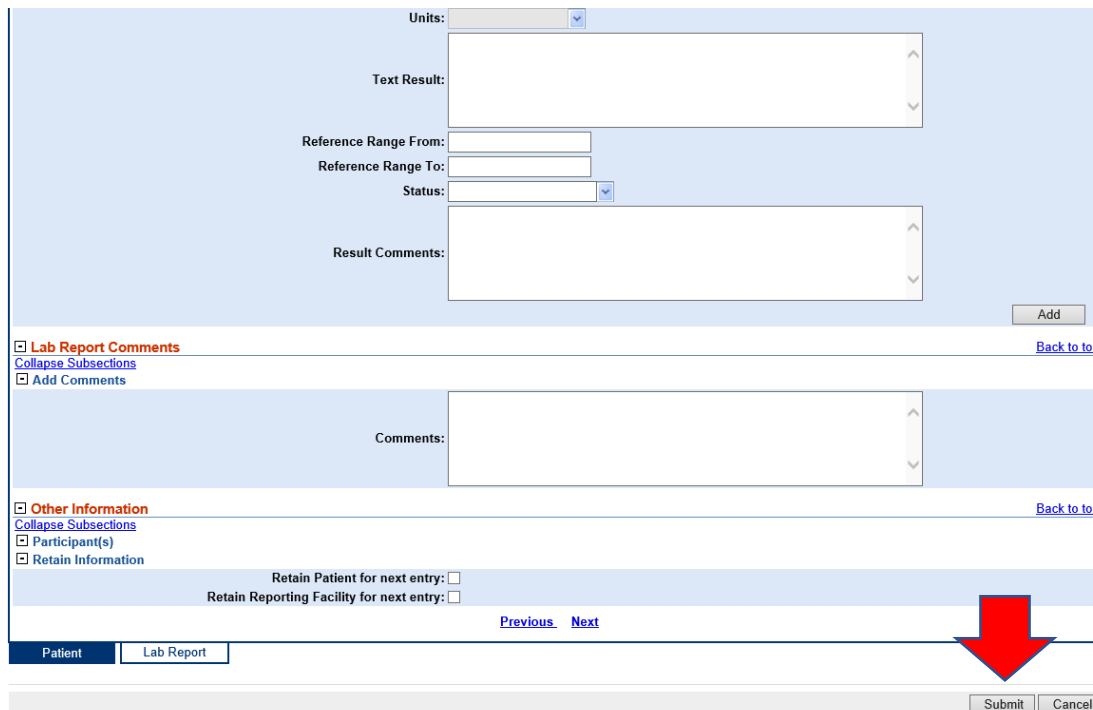
- Be sure to toggle between both the Patient and Lab Report tabs to fill out all necessary information:



5. Answer all **required questions** on each tab, denoted by a red asterisk:



6. Make sure to save your work by periodically hitting the Submit button in the bottom and top right corners of the page. Once you hit Submit, your work is saved. Note you can continue editing the page even after hitting the submit button.



7. If you want to exit off the page without saving your work, hit the Cancel button, located next to the Submit button. Once you hit cancel, a window will pop up confirming. If you hit “Yes” the lab report data will be lost and you will be returned to the NBS home page.