



Interim Test Directory – Test Directory Management for Administrators

Purpose This procedure provides instructions on how to manage the content of the Guide to Laboratory Services APL Interim Test Directory, including additions, revisions, deletions or biennial review.

The APL Test Directory can be found at:
<https://www.albertahealthservices.ca/webapps/labservices/indexAPL.asp?zoneid=1&SearchText=&submit=Submit+Query&upperTest=-1&lowerTest=-1>

Background The APLS (Online) Test Directory is a living document. Test Pages are revised as needed to incorporate updates to:

- Test methodology information
- Collection and handling instructions
- Other pertinent clinical information

Policy It is the responsibility of the individual disciplines/programs to ensure that their testing information in the APL Test Directory is current and up to date.

It is the responsibility of the Test Directory Administrator to:

- Receive, manage and respond to submitted change requests.

Procedure A: Managing Change Requests

A. Managing Test Directory Change Requests

Step	Action	Detail								
1.	Receive and review the change request received from Quality Rep.	<ul style="list-style-type: none"> • An email will contain a completed Interim Test Directory – APL Test Page Revision Template for each test. • Review the request. <table border="1" data-bbox="479 1417 1356 1558"> <tr> <td>If the change request is for</td> <td>Then</td> </tr> <tr> <td>Addition of test page</td> <td>Proceed to step 2.</td> </tr> <tr> <td>Revision to existing test page</td> <td>Proceed to step 3.</td> </tr> <tr> <td>Deletion of current test page</td> <td>Proceed to step 4.</td> </tr> </table> 	If the change request is for	Then	Addition of test page	Proceed to step 2.	Revision to existing test page	Proceed to step 3.	Deletion of current test page	Proceed to step 4.
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2.	Build new test page in test directory database.	<ul style="list-style-type: none"> • Open the APL database that is located in GLS Updates (\\healthy.bewell.ca/Groups/LabClientSvs) • Click on “Update Record” button • Choose “Sub-Page - Lab Use Only” from the top drop down • Enter “Recycled” as the test name to bring up a new test page to create the new test page. • Replace “Recycled” with the test name, change Organization drop down field from displaying “Sub-Page - Lab Use Only” to “APL” and enter in the provided information into their applicable fields on the record. • Add the new APL IR# to the completed interim Test Directory – APL Test Page Revision Template. • Click “Save entry” button. 								

		<ul style="list-style-type: none"> • Verify that all changes are as requested in the online test directory. • Send reply to Requestor/Quality Rep and/or Project Team that request is complete and new test page is live.
3.	Revise existing page in test directory database.	<ul style="list-style-type: none"> • Open the APL database that is located in GLS Updates (\\healthy.bewell.ca\Groups\LabClientSvs) • Click on “Update Record” button • Choose “APL” or “Sub-Page - Lab Use Only” from the top drop down • Enter the test name to bring up the existing test page. • Enter in the provided revised/added information into their applicable fields on the record. • Click “Save entry” button. • Verify that all changes are as requested in the online test directory. • Send reply to Requestor/Quality Rep and/or Project Team that request is complete and new test page is live.
4.	Delete current test page in test directory through the test directory database.	<ul style="list-style-type: none"> • Open the APL database that is located in GLS Updates (\\healthy.bewell.ca\Groups\LabClientSvs) • Open the dbo_main_entry_table • Click the drop down within the “Test” field and choose “Text Filter” and “Begins With” and enter in the first part of the test name that is being deleted and click “ok”. Example: Albumin • Change the ZoneID to “6” for each of the test pages that are to be deleted. This will signify that the page will be archived and moved over to the archived test table in the next batch move. • Close dbo_main_entry_table once all deletions have been completed. • Close database • Send reply to Requestor/Quality Rep and/or Project Team that request is complete and new test page is no longer visible online.

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