



Interim Test Directory – Test Directory Management for Content Experts/Quality Reps

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

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 APL (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 Content Expert and/or Quality Rep to:

- Ensure that applicable stakeholders have been notified. (e.g. zone discipline committees, Discipline Councils etc.)
- Coordinate change requests to include all sites within their discipline (where applicable) prior to submitting to Test Directory Administrator.
- Coordinate and submit updates to the appropriate LIS contacts as required.

Procedure A: Submitting Change Requests

A. Submitting Change Request to Test Directory Administrator:

Step	Action	Detail				
1.	Verify test page is under current amalgamation Review	<ul style="list-style-type: none"> • Go into Test Directory Amalgamation/Working Package Documents in SharePoint. • Click on the applicable discipline that is responsible for the test page. 				
		<table border="1"> <tr> <td>If the change to the test page is Listed in the area</td> <td>Then Send change request to the responsible Quality Rep to implement change within the amalgamation process.</td> </tr> <tr> <td>NOT listed in the area</td> <td>Continue on to Step 2</td> </tr> </table>	If the change to the test page is Listed in the area	Then Send change request to the responsible Quality Rep to implement change within the amalgamation process.	NOT listed in the area	Continue on to Step 2
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2.	Access the required test page.	<ul style="list-style-type: none"> • Navigate to the APL (Online) Test Directory. • Search for a test page. 				
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		<p>Revision or deletion of current test pages</p>	<ul style="list-style-type: none"> • Search by “Test Search Box”, “Test Name 0 to 9” or “Test Name A to Z”. • Select the appropriate Test Name from the results 							
		<p>Addition of a new test page</p>	<ul style="list-style-type: none"> • Search for “z - Blank Page - APL” or “z - Blank Page - Referred Out” online to use the appropriate template. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Open if the revision is project work based use 1. Interim Test Directory – APL Test Page Revision Template within SharePoint to use as a template. • Proceed to step 3 							
<p>3.</p>	<p>Create an editable document in Microsoft Word.</p>	<ul style="list-style-type: none"> • On the test details page click File > Edit with Word (Desktop). • A Word version of the test page will open and can be used for editing. 								
<p>4.</p>	<p>Open and review Test Directory Interim Future Field Map and Content Jan 8 2020 within SharePoint</p>	<p>The document will provide a field description of what content is acceptable in each of the database fields.</p> <p>NOTE: Any field left blank will not be visible on the “live” test page.</p>								
<p>5.</p>	<p>Make changes on the Word document</p>	<table border="1"> <thead> <tr> <th data-bbox="456 1060 993 1098">If change is a(n)</th> <th data-bbox="993 1060 1536 1098">Then</th> </tr> </thead> <tbody> <tr> <td data-bbox="456 1098 993 1199">Addition</td> <td data-bbox="993 1098 1536 1199"> <ul style="list-style-type: none"> • Enter the required content as applicable into the appropriate fields on the blank test page. </td> </tr> <tr> <td data-bbox="456 1199 993 1507">Deletion</td> <td data-bbox="993 1199 1536 1507"> <ul style="list-style-type: none"> • Text additions: use red font. • Deletions: indicate with a strike through and red font. (Delete) • Instructions to the Test Directory Administrator: make in red italic font, e.g. (<i>Please hyperlink to - provide the URL address of the linked web location</i>). </td> </tr> </tbody> </table>	If change is a(n)	Then	Addition	<ul style="list-style-type: none"> • Enter the required content as applicable into the appropriate fields on the blank test page. 	Deletion	<ul style="list-style-type: none"> • Text additions: use red font. • Deletions: indicate with a strike through and red font. (Delete) • Instructions to the Test Directory Administrator: make in red italic font, e.g. (<i>Please hyperlink to - provide the URL address of the linked web location</i>). 	<p>Save the document as a .doc(x) file to designated folder or location (e.g. desktop, personal drive).</p>	
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<p>6.</p>	<p>Complete the Test Directory Communication Form</p>	<ul style="list-style-type: none"> • Access the Test Directory Change Communication Form from http://www.albertahealthservices.ca/lab/Page3217.aspx. • Open the form using Acrobat Reader or Adobe Acrobat. • Complete the following sections: <ul style="list-style-type: none"> ✓ Requested By, Requested Change, and Choose one of the following ✓ Add any applicable notes. If request is for a deletion, a reason for deletion and notes on associated linked pages must be included ✓ Direction to the Database Administrator and Date • Add the Authorizing Signature section only if requesting a test page deletion or if approved to publish to test directory direction is selected. • Attach test page to the communication form. 								

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7.	Submit change request via email	<ul style="list-style-type: none"> Click on the Submit Button This will open an email window directed to “Lab Test Directory” with the Test Directory Communication Form attached. Edit the subject line: Form Returned: Test Directory Changes Communication Form for (add name of zone/program or if APL amalgamated document). <table border="1"> <tr> <th>If using Adobe</th> <th>Then</th> </tr> <tr> <td>Acrobat</td> <td>Select Send</td> </tr> <tr> <td>Reader</td> <td> <ul style="list-style-type: none"> Attach the test page to the email. Select Attach File in Outlook toolbar. The Insert File window will open. Select the saved test page (from step 3). Select insert. Select send. </td> </tr> </table> <ul style="list-style-type: none"> If request is urgent, follow up the email with a phone call to the applicable Test Directory Administrator. 	If using Adobe	Then	Acrobat	Select Send	Reader	<ul style="list-style-type: none"> Attach the test page to the email. Select Attach File in Outlook toolbar. The Insert File window will open. Select the saved test page (from step 3). Select insert. Select send.
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8.	Follow up on further communication received from Test Directory Administrator	<ul style="list-style-type: none"> Open the email received from the Test Directory Administrator <table border="1"> <tr> <th>If</th> <th>Then</th> </tr> <tr> <td>A test page deletion was submitted</td> <td> <ul style="list-style-type: none"> Confirmation of deletion is provided. No further action is required. </td> </tr> <tr> <td>A new or revised test page was submitted</td> <td> <ul style="list-style-type: none"> Open and save the attached Test Directory Communication Form. Review notes and the applicable online test directory page. Approve or identify any additional required changes. Update the communication form. Return communication form to Test Directory Administrator. Repeat the above until test page is approved. Update the Test Directory Communication form by selecting: <ul style="list-style-type: none"> Approved to publish to test directory and Add Authorizing Signature. Select the Submit button. </td> </tr> </table>	If	Then	A test page deletion was submitted	<ul style="list-style-type: none"> Confirmation of deletion is provided. No further action is required. 	A new or revised test page was submitted	<ul style="list-style-type: none"> Open and save the attached Test Directory Communication Form. Review notes and the applicable online test directory page. Approve or identify any additional required changes. Update the communication form. Return communication form to Test Directory Administrator. Repeat the above until test page is approved. Update the Test Directory Communication form by selecting: <ul style="list-style-type: none"> Approved to publish to test directory and Add Authorizing Signature. Select the Submit button.
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**Project Team email is APLTestDirectory@APLabs.ca*