

Namibia Institute of Pathology (Ltd)

DOCTOR'S WEB PORTAL USER GUIDE

Abstract

This document will help you in using the Doctors portal.

Purpose

The purpose of this document is to guide the clinicians through the different functions of the online portal. This is a web based application where the doctors can log in and retrieve their patient results once it is available. All new results will be available on a 30 min interval. The online portal service will be available for all the clinicians that are sending tests to NIP.

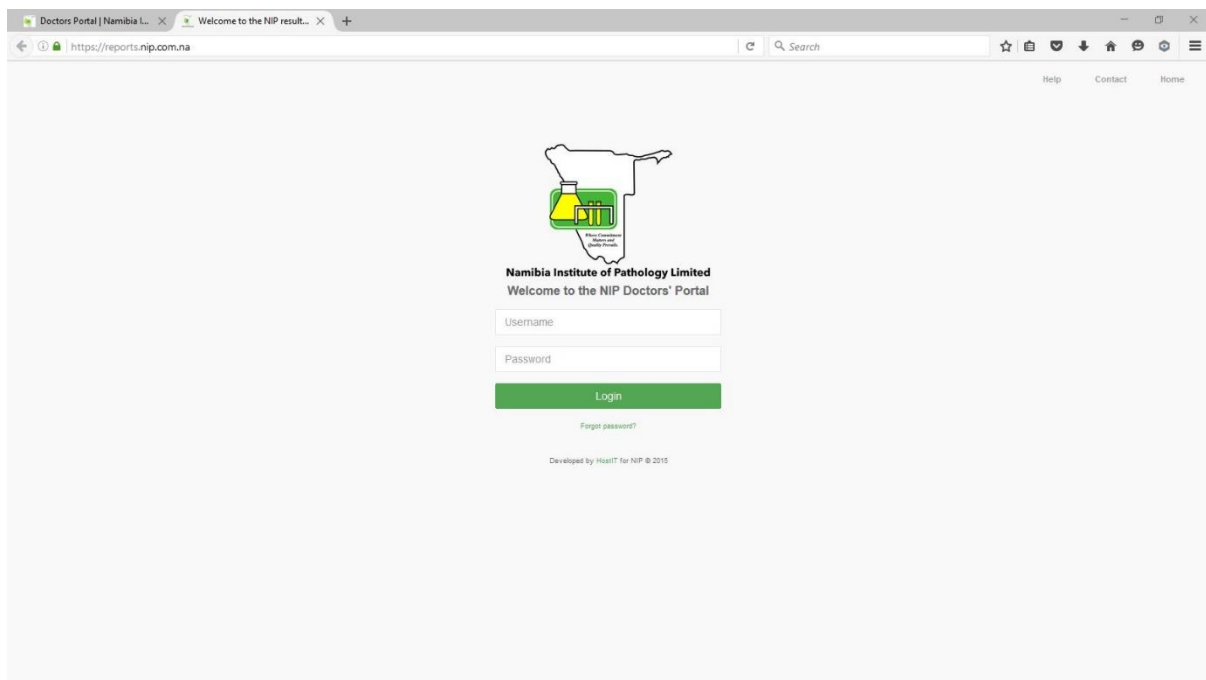
The online profile will be created automatically from the Meditech System once the results are available. We will need to update the Meditech System with the correct **Email Address** and **Mobile Number** of the doctor.

The Doctor will receive an Email or SMS with a notification that the account has been created, only on first creation, from admin@nip.com.na or 40400 for SMS.

“NIP: Your Account has been created. Your login details has been sent to your email account registered with us. Please login at <https://reports.nip.com.na>”

Username: XXXXXXXX

Password: XXXXXXXX

The screenshot shows a web browser window with the URL <https://reports.nip.com.na>. The page features a logo for the Namibia Institute of Pathology Limited, which includes a map of Namibia and a laboratory flask. Below the logo, the text reads "Namibia Institute of Pathology Limited" and "Welcome to the NIP Doctors' Portal". There are two input fields for "Username" and "Password", followed by a green "Login" button. A link for "Forgot password?" is located below the login button. At the bottom of the page, it says "Developed by HSMT for NIP © 2015". The browser's address bar and tabs are visible at the top.

- This is the login screen when you go to the URL: <https://reports.nip.com.na>
- Please login with the credentials provided.
- Once you have logged in, you will receive a One Time Pin (OTP) on your Mobile phone and Email address which will allow you to access the Application.
- The OTP is a One Time Pin, similar to the one you get when you do your Online Banking, which expires after 15 minutes.

Enter OTP

https://reports.nip.com.na/welcome/login/

NIP Doctors' Portal OTP Login

Please enter the ONE TIME PIN (OTP) sent to your cellphone to login. The OTP expires in 15 minutes or after 3 tries.

Login

[Resend OTP](#)

Developed by HostIT for NIP © 2015

Help Contact Home

- Please **Enter** your OTP and **Submit**.
- Your OTP will expire in 15 minutes, if expired you can resend it by **Clicking** on **Resend OTP**.
- You will then receive a new OTP.

State Doctor Dashboard

https://reports.nip.com.na/index.php/restricted/doctorboard

NIP DOCTORS' PORTAL

Profile

You are a first-time user, please set your details to something more convenient.

First Name *

ANANIAS

Last Name *

HAIMBONDI

Email address

@ ananias.haimbondi@nip.com.na

Cellphone Number *

0811563577

Username *

Current User Password *

New Password

confirm Password

NB: The new user's password will be automatically created by the system and.

* Required Fields

Submit

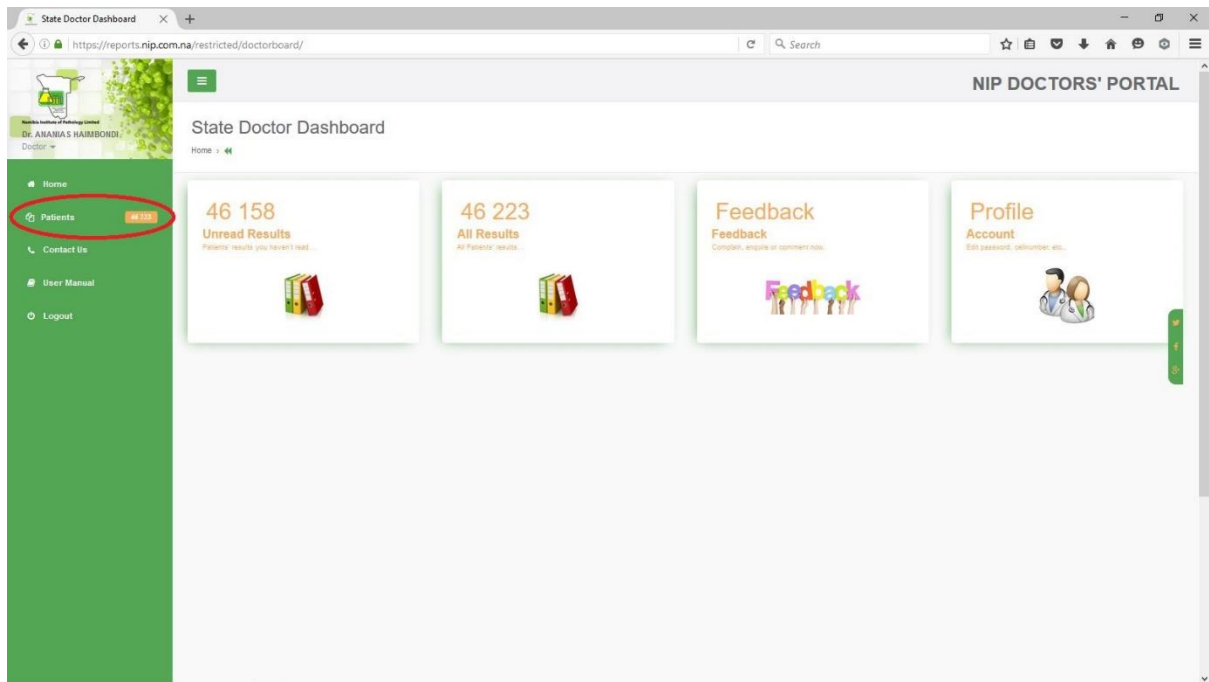
Home Patients Contact Us User Manual Logout

45 65 Unread Results

Profile Account

Edit password, cellphone, etc.

- Enter your current password, provided for you in the email you received.
- Enter your new password
- Confirm your new password
- Click submit



- This is the Home screen for the Portal.
- On the **Dashboard** please **click** on the **Unread Results** for all the Unread Results of a Doctor.
- **Click** on the **All Results** to view all the results (read and unread).
- Click on Feedback i.e. Complaints, Comments, Compliments and Queries.
- Alternatively you can also **Click** on **Patients (see above tab, circled in red)** to view all the results of your patients.

NIP DOCTORS' PORTAL

Patients' Results

Home > View Patients > 44

Search Options

Patients (46238)

Per Page: 15

Show all search by surname, name...

#	Surname	Name	ID #	Requisition #	Latest Results (Date) ▲	Priority	Results (Unread)	Results (Total)
1	[REDACTED]	[REDACTED]	850515	012026030	14 - April - 2016	S	Unread (1)	1
2	[REDACTED]	[REDACTED]	NOT AVAILABLE	661187525	14 - April - 2016	R	Unread (1)	1
3	[REDACTED]	[REDACTED]	NOT AVAILABLE	610358944	13 - April - 2016	U	Unread (1)	1
4	[REDACTED]	[REDACTED]	NOT AVAILABLE	600355344	13 - April - 2016	U	Unread (2)	2
5	[REDACTED]	[REDACTED]	151287	740112465	13 - April - 2016	U	Unread (1)	1
6	[REDACTED]	[REDACTED]	NEW	800355355	13 - April - 2016	U	Unread (1)	1
7	[REDACTED]	[REDACTED]	251013	450266824	13 - April - 2016	U	Unread (1)	1
8	[REDACTED]	[REDACTED]	NOT AVAILABLE	661187379	13 - April - 2016	U	Unread (1)	1
9	[REDACTED]	[REDACTED]	060685	860359712	13 - April - 2016	U	Unread (2)	2
10	[REDACTED]	[REDACTED]	080715	450266818	13 - April - 2016	U	Unread (2)	2

- The patients results landing page will be displayed as per above.
- You will then see the summary of all patients with the number of results available.
- Please **click** on the **Priority Tab** to sort them for **Urgency** if needed.

NIP DOCTORS' PORTAL

Patients' Results

Home > View Patients > 44

Search Options

Patients (46238)

Per Page: 15

Show all search by surname, name...

#	Surname	Name	ID #	Requisition #	Latest Results (Date) ▲	Priority	Results (Unread)	Results (Total)
1	[REDACTED]	[REDACTED]	850515	012026030	14 - April - 2016	S	Unread (1)	1
2	[REDACTED]	[REDACTED]	NOT AVAILABLE	661187525	14 - April - 2016	R	Unread (1)	1
3	[REDACTED]	[REDACTED]	NOT AVAILABLE	661187379	13 - April - 2016	U	Unread (1)	1
4	[REDACTED]	[REDACTED]	080715	450266818	13 - April - 2016	U	Unread (2)	2
5	[REDACTED]	[REDACTED]	060685	860359712	13 - April - 2016	U	Unread (2)	2
6	[REDACTED]	[REDACTED]	NOT AVAILABLE	661187437	13 - April - 2016	U	Unread (1)	1

- To view the results of a patient, please **click** on the **Results** of that patient.
- Results will display a number depending on the number of results available for a specific patient.

View Results

https://reports.nip.com.na/restricted/doctorboard/viewrequisitions/ares/all/101864#

Home > View Patients > View Results > 44

Patient: NABES EMSE

Mark All Results For Patient As Read

Requisitions (1)

Per Page: 15

Show all search table

#	Lab #	Date Collected	Priority	Results(Unread)	Results(Total)
1	450266818	13 - April - 2016	U	Unread (2)	2

HOSPITAL PATIENT, CHEM SIGNOUT, HAEM SIGNOUT, UE(STATE), FULL BLOOD COUNT

Combined | View | PDF

#	Lab #	Date Collected	Date Received	Date Reported	Pr	Results	Status	Report
1	450266818	2016-04-13	2016-04-13	2016-04-13	U	HOSPITAL PATIENT	Not Read	View PDF
2	450266818	2016-04-13	2016-04-13	2016-04-13	U	HOSPITAL PATIENT	Not Read	View PDF

- The number of results will be displayed.
- You can now **click** on the **Tests** to view the different tests that were performed.
- Results can be extracted in a **PDF** or **HTML** format by **Clicking** in the **Reports Tab**, Select (**View** or **PDF**).

View Results

Lab Report - pdf

https://reports.nip.com.na/restricted/doctorboard/getpatientreport/101864/181651/pdf

Page: 1 of 1

Automatic Zoom

print download/save

NAMAF Practice No. 052-000-5201438 Pg. 1 73

LABORATORY REPORT

Performing Laboratory: 4500 OTJIMWARONGO LABORATORY
48 Rikumbi Kandanga street

** Enquiry Report **

Report to: DR [REDACTED] Submitting Dr: [REDACTED] Patient: NA09129474
OTJIMWARONGO STATE HOSPITAL
OTJIMWARONGO Copies To: OTJIMWARONGO PAEDIATRIC UN

Gender : F Age: 09M 05D DOB: 08/07/15
Requisition: 450266818 Collected: 13/04/16/0850
Received : 13/04/16 1320 Reported: 13/04/16/1501 Patient ID : 080715
Specimen No: 0419-C00526U Patient Ph :
Ordered: UE, FBC
Comment: 1X EDTA*1X GEL*

UREA AND ELECTROLYTES

S-Potassium	6.2	3.6	-	6.8 mmol/l
S-Sodium	123	L	131	- 149 mmol/l
S-Urea	1.1	L	1.8	- 9.6 mmol/l

Specimen was haemolysed. Treat result with reserve.

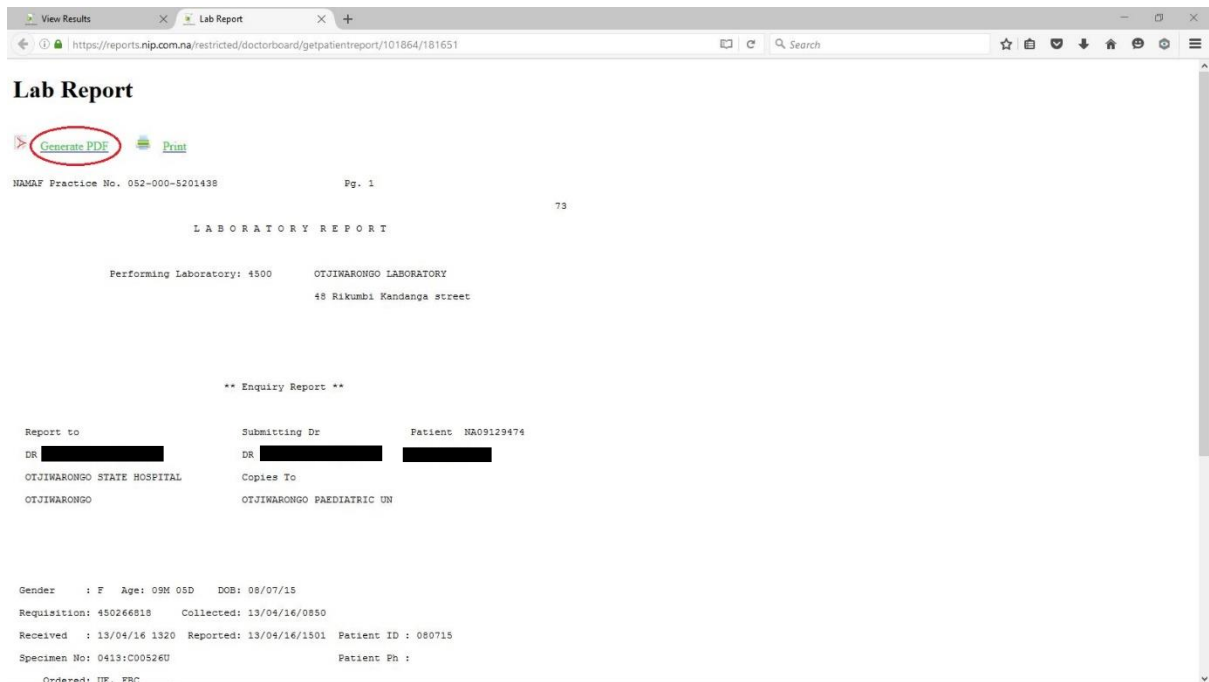
PLEASE NOTE:

This ref range is age related and it is from the literature:
not instrument specific. Source- Beckman DMC package insert.

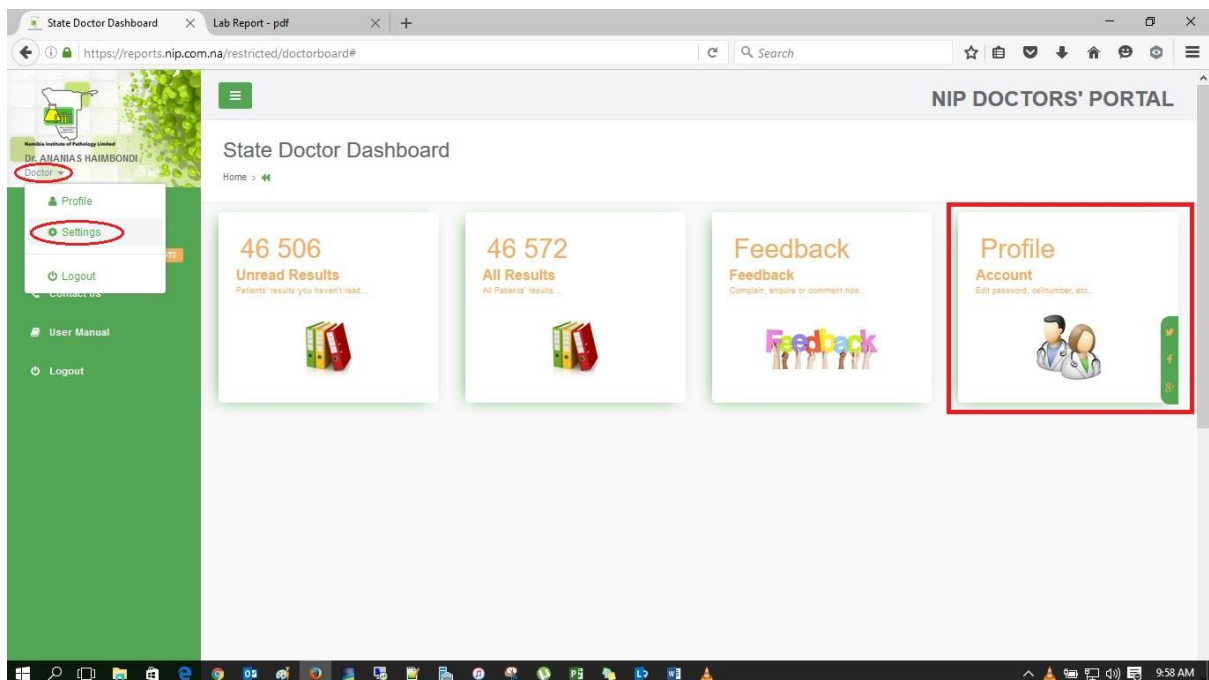
S-Creatinine

26 26.5 - 93.04 umol/l

- PDF Format
- You can then **Print** or **Save** the results.



- HTML Format
- You can then **View** the results.
- You can also create a PDF format by **Clicking on Generate PDF** which can be saved or emailed from the portal.



- From the Home screen (**Dashboard**) Clinicians can customise their settings.
- **Profile** can be used to edit the user profile, change **Email**, **Mobile** number and **Password**.
- **Settings** can be used to edit the preference of the **Notification Mode**, either by **Email** or **SMS**.
- **Logout** will exit the application.

User Profile

State Doctor Dashboard | Lab Report - pdf | <https://reports.nip.com.na/restricted/doctorboard#>

NIP DOCTORS' PORTAL

Home > Profile

Profile

First Name * ANANIAS

Last Name * HAIMBONDI

Email address @ ananas.haimbondi@nip.com.na

Cellphone Number * 0811563577

Username * [REDACTED]

Current User Password *

New Password

confirm Password

NB: The new user's password will be automatically created by the system and.

* Required Fields

Close Submit

Profile Account

Edit password, cellphone, etc.

- Users can Edit the user profile by changing **Email**, **Mobile Number** and **Password**

Settings

State Doctor Dashboard | Lab Report - pdf | <https://reports.nip.com.na/restricted/doctorboard#>

NIP DOCTORS' PORTAL

Home > System Settings

System Settings

Notification Mode

Your current settings for portal notifications are as selected below. Please indicate how you want to receive notifications in future by choosing one, both or none of the options below.

☐ Email

☒ SMS

Close Save Settings

Profile Account

Edit password, cellphone, etc.

- Users can edit the **Notification Mode** by either selecting **Email** or **SMS** or **Both** as preferred choice of receiving the notifications.

Feedback

The screenshot displays the NIP Doctors' Portal interface. A 'Provide Feedback' modal is open, prompting the user to select a feedback category and provide a comment. The modal includes a 'Category' dropdown menu, a 'Comment' text area, and a 'Feedback *' text area. A red circle highlights the 'Category' dropdown, and a red arrow points to the 'Feedback *' text area. The background shows the portal's navigation menu with options like Home, Patients, Contact Us, User Manual, and Logout. The top right corner displays the 'NIP DOCTORS' PORTAL' header and a 'Profile Account' section.

State Doctor Dashboard | Lab Report - pdf

https://reports.nip.com.na/restricted/doctorboard#

NIP DOCTORS' PORTAL

State Doctor Dashboard

Home > 46 501 Unread Results

Provide Feedback

Feedback

Please select the feedback category and write your comment, complaint or enquiry in the text box. It will be e-mailed to Namibia Institute of Pathology (NIP) Corporate Affairs Department with your profile details.

Category *

Comment

Feedback *

* Required Fields

Close Submit

Profile Account

Set password, subdomain etc.

- The **Feedback Tab** is for the Feedback i.e. Complaints, Comments and Queries.
- This Feedback will be send the IT department for further evaluation.
- Please enter any feedback in the space provided and the click on **Submit** to send to the IT Department.