



**Fondation
Mérieux**

LabBook v3.6

Secretary manual

V2

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Fondation Mérieux

Lutte contre les maladies infectieuses depuis 1967

www.fondation-merieux.org



Table of contents

Foreword	2
Home page	2
Creating a new file.....	2
Daily billing status.....	7
Folder list.....	7
Reports	8
Quality	10
Non-conformities	11
Minutes	12
Document case	12
Barcode.....	13
Quality and Non-Compliance Module.....	13
Advanced secretary.....	13
APPENDIX: Corresponding ID labels- Data export.....	15

Foreword

This manual presents the LabBook elements accessible to a person with "secretary" rights. If you do not have access to any of the actions via your interface, please contact your administrator so that these rights can be assigned to you.

Home page



By clicking on the icon next to your name, you can log out and edit your personal information and password.

The Select item above your name icon lets you change the language of your application's graphical interface.

This home page also gives you direct access to the registration of new patient files. To do this, you can either use the icons on this home page, or go to the "Administration" menu.



Creating a new file

External patient

Click on "New external request". This interface enables you to create a file for an external patient, i.e. a non-hospitalized patient.

The first step is to search for the patient. This step is important because it links the analysis request to the patient code already created in the database. If the patient has a card with a patient number, don't hesitate to use this rather than searching by surname, first name or telephone number.

LabBook Administratif Rapports Qualité Non conformité Sophie SECR Sec FR

Demande d'analyses patient externe

Chercher un patient

Nom, prénom, code du patient ou téléphone

Cliquer pour commencer une recherche

Jc

NDONG Joseph [GQRU4]
1990-03-20

Quitter Nouveau patient

Patient exists and matches: Click on the name displayed below the search engine to select your patient.

Patient does not exist or does not match: Click on "New patient" to create the patient.

Demande d'analyses patient - Fiche patient

Identité

Anonyme Oui Non

Code patient interne au laboratoire

Nom

Prénom(s)

Sexe Masculin Féminin Inconnu

Date de naissance

Date de naissance approximative Oui Non

ou Age unité Années

Résident Oui Non

Groupe sanguin Inconnu Rhésus Inconnu

Coordonnées

Adresse

Boîte postale

Quartier / Secteur

Code postal

Ville / Village

Téléphone 1

Téléphone 2

Profession

Filling in the file (analysis request) : Once the patient has been registered, you will be taken to an interface where you can enter the various tests requested for the file.

Demande d'analyses patient externe

Numéro de dossier interne au laboratoire

Identité

AEFI3

mafoudji kande

Né(e) le - 50 Années - Masculin

Modifier le dossier du patient

Prescription

Date de réception du dossier *

Date de prescription *

Demande de garde Oui Non

Prescripteur +

Colis Oui Non

Identification du colis

Date de réception du colis

In the "Internal laboratory file number" field, you can enter the file number corresponding to the request number in the laboratory register.

The left-hand side shows the patient's identity, which can be modified by clicking on the "Modify patient file" button.

This can be modified by clicking on the "Modify patient file" button.

The right-hand side concerns the prescription itself.

By default, the date of receipt of the file is the current date. You can, of course, modify this date. The prescription date is mandatory. If the request is made at an on-call time, select Yes to the "On-call request" option.

If the prescriber already exists in the database, you can select him/her by entering either his/her code or part of his/her first or last name. Otherwise, click on the plus icon to open a new tab. Add your prescriber and click on Save. Return to the

In the "External patient test request" section, enter part of the prescriber's identity you have just added to select him/her.

Once these elements have been filled in, you can select the requested analyses. To do this, either go by the analysis name, or by its code:

Analyses et actes de prélèvement

Rechercher une analyse Cliquez pour commencer une recherche

Analyses	Action	Code	Nom	Demandée	Cote	Prix	Sous-traitée	
	<input checked="" type="radio"/>	B001	Acide urique (uricémie)	<input type="text" value=""/>	Oui	B15(15000)	15000	Oui
	<input checked="" type="radio"/>	B005	Glycémie a jeun	<input type="text" value=""/>	Oui	B15(15000)	15000	Non
	<input checked="" type="radio"/>	B002	Bicarbonates	<input type="text" value=""/>	Oui	B20(20000)	20000	Non

Actes de prélèvement

Action	Code	Nom	Demandée	Cote	Prix
<input checked="" type="radio"/>	PB1	Prélèvement de sang veineux	Oui	PB0(0)	0

You can modify the elements framed in red to indicate urgency criteria and price. You can also indicate subcontracted analyses by selecting Yes in the "Subcontracted" column.

Billing

Facturation

Prix total

Remise sur la facturation Pourcentage de la remise

Pourcentage assurance maladie / mutuelle

Reste à payer

Numéro de quittance

The billing interface is located below these elements. This function can be disabled by the administrator from the administration interface. Here, you can specify elements relating to invoice reduction and patient management. You can also enter a receipt number if required.

Grayed-out items are calculated directly by the software on the basis of the items entered.

Pathological products: If the patient comes with samples already taken, you can use the interface to indicate them. In the case of samples taken on site, technicians can enter the details of the sample.

Produits pathologiques

Action	Code	Prod. pathol. *	Statut *	Date pré.	Date réception	Préleveur	Qté	Commentaire
<input type="checkbox"/>	001	Sang	Fait	22 / 03 / 2023	22 / 03 / 2023	Benoit	1	

Comments: Here you can enter any information you feel is important for your laboratory's processing of the file.

Renseignements / Informations complémentaires

Note: If the laboratory uses LabBook Connect, the sampling code associated with the analysis must correspond to the file identifier generated by the automated system.

Saving the file: When you are satisfied with the results, click on "Save". You will be asked to confirm the creation and validation of this file. You can either remain on the page by clicking on "Cancel", or validate your entry by clicking on "Validate".

Once validated, you can attach documents to the patient file, print the invoice or barcode labels generated from the patient file number, or exit the file to move on to a new record.

Pièces jointes au dossier

Choisir un fichier

Aucun fichier choisi

Fichier	Action
Aucun fichier déposé	

Enregistrer le document

Quitter

Imprimer la facture

Code barre

Hospitalized patient

The analysis request for an inpatient is very similar to that for an outpatient. The difference is in the part where the prescription is indicated. In fact, information on the patient's place of hospitalization is added here, so that the information can be transmitted to the requesting department.

Demande d'analyses patient hospitalisé

Numéro de dossier interne au laboratoire:

Identité	Prescription	Hospitalisation
PAT01 GUUP9 coumba ly Né(e) le 16/02/1988 - 35 Années - Féminin <input type="button" value="Modifier le dossier du patient"/>	Date de réception du dossier * <input type="text" value="22/03/2023"/> Date de prescription * <input type="text" value="22/03/2023"/> Demande de garde <input checked="" type="radio"/> Oui <input type="radio"/> Non Prescripteur <input type="text" value="P1 - SARR Aicha - Chirurgien -"/> <input type="button" value="+"/> Colis <input type="radio"/> Oui <input checked="" type="radio"/> Non	Date d'admission <input type="text" value="20/03/2023"/> Service demandeur <input type="text" value="MATERNITE"/> Numéro de lit <input type="text" value="101"/>

As the patient is hospitalized, billing is reduced to zero, as these procedures will normally be billed to the patient's hospital stay. If this is not the case for you, please refer to the chapter on preferences to see how to change this setting.

Daily billing status

Via the "Report" menu, "Daily billing status", you can access the status of your outstanding invoices. Day by day, you can view/print the outstanding balance.

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Etat journalier de la facturation

Rechercher

Date du au Créateur du dossier

Liste des facturations en cours

Nombre total de lignes : 2
Premier Précédent 1 Suivant Dernier

N° dossier	N° facturation	Prix	A payer après remises
202203210001		17000.00	17000.00
202203210002		57000.00	57000.00

Premier Précédent 1 Suivant Dernier

Reste à payer 0.00

You can change the date filter and restrict the view by file creator.

The outstanding balance is displayed at the bottom of the list.

File list

You can access this list either via the icon on the home page, or via the "Administration" menu, "Folder list".

Liste des dossiers									
Rechercher									
N° dossier	Date du		jj/mm/aaaa		au		jj/mm/aaaa		Type dossier
Nom	Prénom	Code		Statut					
Type	Urgent uniquement <input type="checkbox"/>								
									Rechercher
Liste des dossiers									
Nombre total de lignes : 96									
Premier Précédent 1 Suivant Dernier									
Action	Statut	Urgent	N° dossier	Création dossier	Code patient	Code labo.	Nom	Prénom	
	A		0021 504	2023-03-22	AEF3		kande	mafoudji	
	A		0020	2023-03-20	NBUR7				
	A		0019 101	2023-03-20	ZLZQ2		OEDENO	Mathieu	
	B		0018	2023-03-20	WNQ41	LBM101	LOMPO	Joseph	
	B		0017	2023-03-09	AEF3		kande	mafoudji	
	I		0016	2023-03-07	FPCM2		kande	demba	

This display gives you a quick overview of current dossiers. The different statuses are as follows:

- A: administratively validated (no analysis results have been entered in the file)
- T: technically validated (results have been entered and validated by the technician. The biologist must validate them to create the report).
- B: biologically validated (results have been validated. The report can be edited. Click on the file to see when).
- I: some elements have been validated, but not all the requested analyses.

Reports

You have access to the LabBook standard reports tool.

Patient history

This report lets you search for a patient and access his or her history in the software.

Liste patients

Rechercher

Code Nom Tél.
 Code labo. Prénom Sexe

[Rechercher](#)

Nombre total de lignes : 26
 Premier Précédent 1 Suivant Dernier

Action	Code	Code labo.	Nom	Prénom	DDN	Sexe
	NBUR7				2000-03-20	Inconnu
	LUMP1	LMB001				Inconnu
	DAP26		ba	bambali	1987-01-01	Masculin
	BJPK7	LBM201	ba	ousmane	2000-01-01	Masculin
	TDSC9		badji	Bintou	2002-02-16	Masculin
	RMJV2		bah	Joseph	1957-01-01	Masculin
	QTRL1	LBM502	balde	oumar	2001-02-20	Masculin

You can search for the patient concerned by code or directly by surname/first name. To access the patient's history, simply click on the pencil icon in the History column. You will then be taken to a page showing all the analyses performed on the patient and the known results.

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Historique patient

Code: **GQRU4**
 Code labo.:
 Nom: **Joseph**
 Prénom: **NDONG**
 Date de naissance: **1990-03-20**
 Sexe: **Masculin**

Liste des analyses

Nombre total de lignes : 5
 Premier Précédent 1 Suivant Dernier

Action	N° dossier	Date prescr.	Analyse	Variable	Résultat
	0002	2022-03-21	Bilirubine totale	Bilirubine totale	
	0002	2022-03-21	Créatininémie	Créatinine	
	0002	2022-03-21	Chlore (chlorémie)	Chlore	
	0002	2022-03-21	Chlore (chlorémie)	Chlore (chlorémie)	
	0001	2022-03-21	Acide urique (uricémie)	Acide urique	

Premier Précédent 1 Suivant Dernier
[Retour à la liste patients](#)

End-of-day report

By default, this report shows the status of the various files in progress for the current day.

Rapport de fin de journée

Rechercher

Date du 07/04/2025 au 08/04/2025 Service demandeur Rechercher

Nombre total de lignes : 3
Premier Précédent 1 Suivant Dernier

Action	Date	N° dossier	Famille	Analyse	Validation
-	2025-04-07	0003	Hématologie	Hémogramme	Administratif
-	2025-04-08	0004	Bactériologie	Antibiogramme Acinetobacter [CMI]	Administratif
-	2025-04-08	0004	Biochimie sanguine	Glucose	Administratif

Premier Précédent 1 Suivant Dernier

Quitter Export des données Télécharger le rapport

You can change the date filter to select a different day or period. You can also sort your search by "requesting department".

The "Export data" and "Download report" buttons allow you to obtain the report in csv and PDF format.

Quality

Via the "Quality" menu, you can set up a quality management system. A range of functions are grouped together under this menu.

Laboratory

The "Laboratory" tab lets you list all registered sections.

Staff

By clicking on "Personnel", you will be redirected to the personnel list page.

List of prescribers

This list enables you to reference all the prescribers who refer patients to you. Once this has been done, you can select these prescribers when creating a file.

Lab | book     Sophie NDIAYE  UK

List of prescribers

Search

Code Name Service
 Firstname City

Total number of lines : 1
 First Previous 1 Next Last

Action	Code	Name	Firstname	Initial	Work place	Service	Address	City	Phone	Mobile	Fax	Email
	DEMO	PRESCR	Patrick	PP								

First Previous 1 Next Last

Click on "Add a new prescriber" to add a reference.

Prescripteur

Accès

Code

Titre

Nom

Prénom

Initiales

Lieu de travail

Service

Adresse

Ville

Spécialité

Téléphone fixe

Téléphone mobile

Fax

Adresse email

Non-conformities

The non-conformities page lists all registered non-conformities. You can filter the display by selecting a date range. To add a non-conformity, click on

To add a non-conformity, click on "Add a non-conformity". The "Export data" button allows you to export the data in the list.

Lab Book     Sophie SECR  FR

Liste des non-conformités

Rechercher

Date du  au 

Nombre total de lignes : 0
Premier Précédent 1 Suivant Dernier

Rechercher 

Action	Date de création	Nom	Impact sur le patient	Impact sur le personnel	Mise en place d'une action correctrice	Date correction	Date de clôture
Premier Précédent 1 Suivant Dernier							

Retour  Export des données  Ajouter une non-conformité 

Reports

Reports on files validated by the biologist are accessible in the patient's administrative file. After the first download, the duplicate report will be accessible.

Compte rendu

Action	Date	Modèle
Télécharger (0)	2023-03-22 16:13:26	Modèle résultat

Document folder

In your patient's administrative file, accessible via the file list, you can add scanned documents attached to the file. To do this, you need to save them on your workstation, or at least make them accessible from your workstation. Once this has been done, you can add them to the folder by clicking on "Browse" and then "Save".

Pièces jointes au dossier

Choisir un fichier

Fichier Action

Aucun fichier déposé

Enregistrer le document 

Once the files have been uploaded, they appear under their name in the table.

Pièces jointes au dossier

Choisir un fichier Aucun fichier n...été sélectionné

Fichier	Action
CTC mère enfant.png	Télécharger

[Enregistrer le document](#)

Bar code

Still in a patient's administrative file, the Barcode function at the bottom of the page prints a barcode with the patient's file number.



Quality and Non-Compliance Module



By clicking on this icon , authorized personnel can declare a non-conformity.

The form that opens allows you to describe the type of non-conformity, its impact on the laboratory and the steps taken to resolve it.

For further information on these two modules, please refer to the manual on these functions.

Advanced secretary

This role was added with LabBook 3.0 to give more privileges to a standard secretary account. The difference lies in the ability to access the site settings menu and additional sub-menus under the "Report" menu.

In these menus, the advanced secretary can access the following options: Parameter" menu:

- "Preferences" menu to customize laboratory information: report headers, unit prices for sampling and analysis procedures, module activation, unit of measurement, etc.

module activation, default age unit, automatic disconnection time, and the possibility of billing hospitalized patients.

- "User management" to add, modify or delete a user. → "Patient file management" to merge 2 patient files.

Reports" menu: in addition to the options already available with the secretary profile, there are :

- "Activity report
- "Epidemiological report →
Statistical report
- Pivot table" → "DHIS2
export" "Export WHONET
- "Export WHONET

APPENDIX: ID labels - Data export

ID/Code	Label
Sex	
1	Male
2	Female
3	Unknown
impact_patient (Impact on patient)	
1053	Low
1055	High
1057	Serious
0	None
Impact_user (Impact on employees)	
1053	Low
1055	High
1057	Serious
0	None
Title	
260	Monsieur
261	Madam
262	Miss
263	Doctor
264	Professor
Ctq_type_val (Control type)	
QN	Quantitative
QL	Qualitative
cte_conform (Inspection result)	
C	Conform
N	Not compliant
U	Other

Fondation Mérieux

Fighting infectious diseases since 1967

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