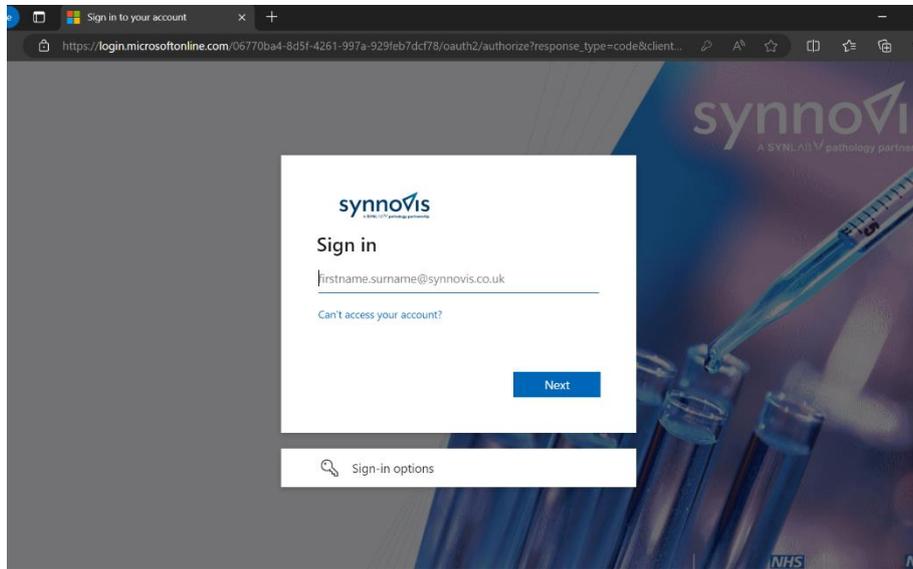
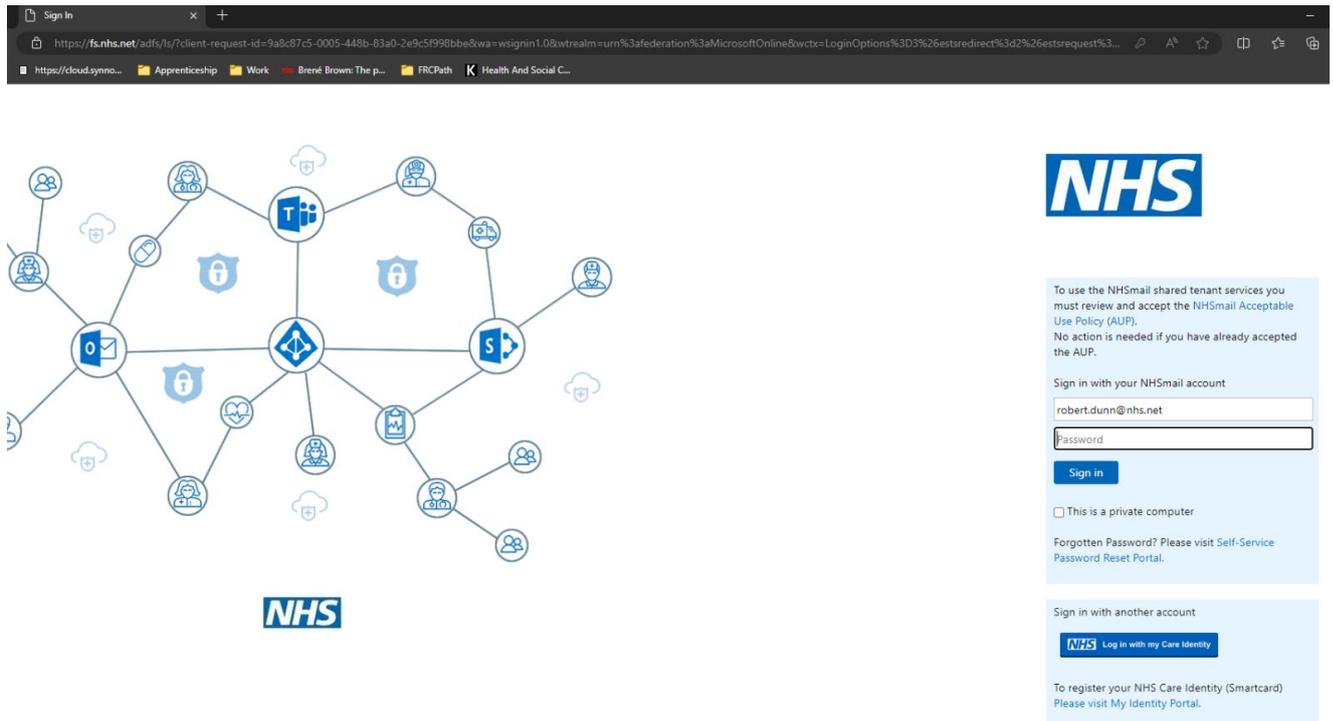


SE-HMDS RESULTS – External Results Portal Guide

- 1. Website Address.** To access the SE-HMDS results portal site use <https://sehmds.synnovis.co.uk>
- 2. Logging In.** Log in using your primary email account:

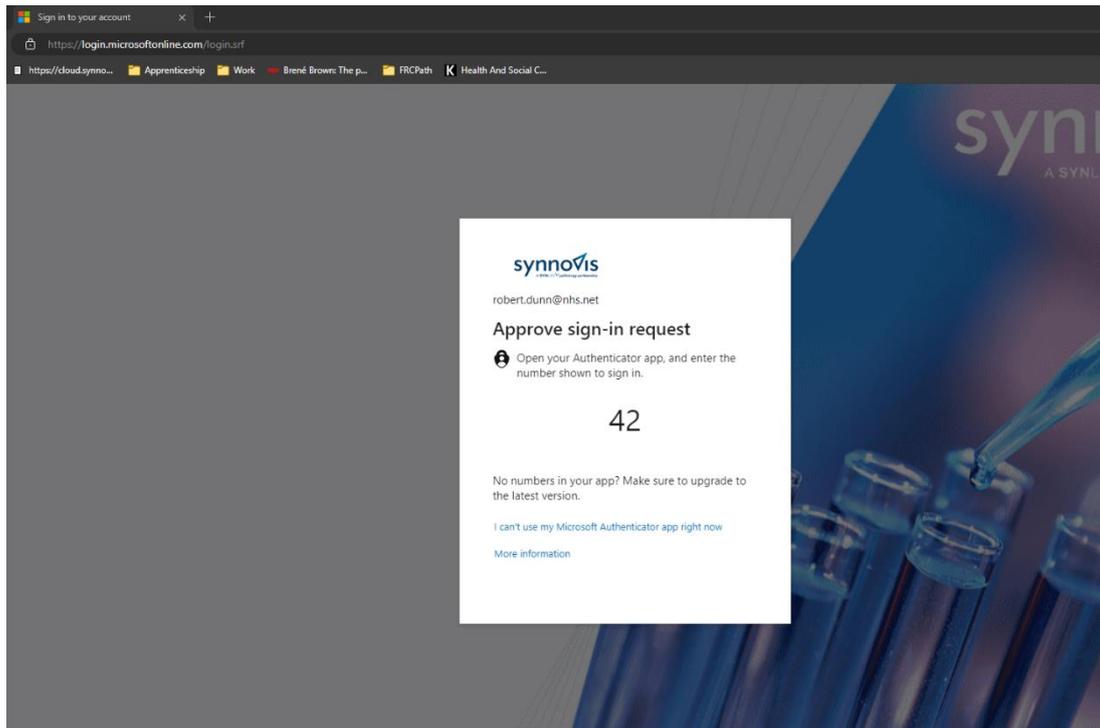


This will take you to the NHSmail shared tenant services login page:

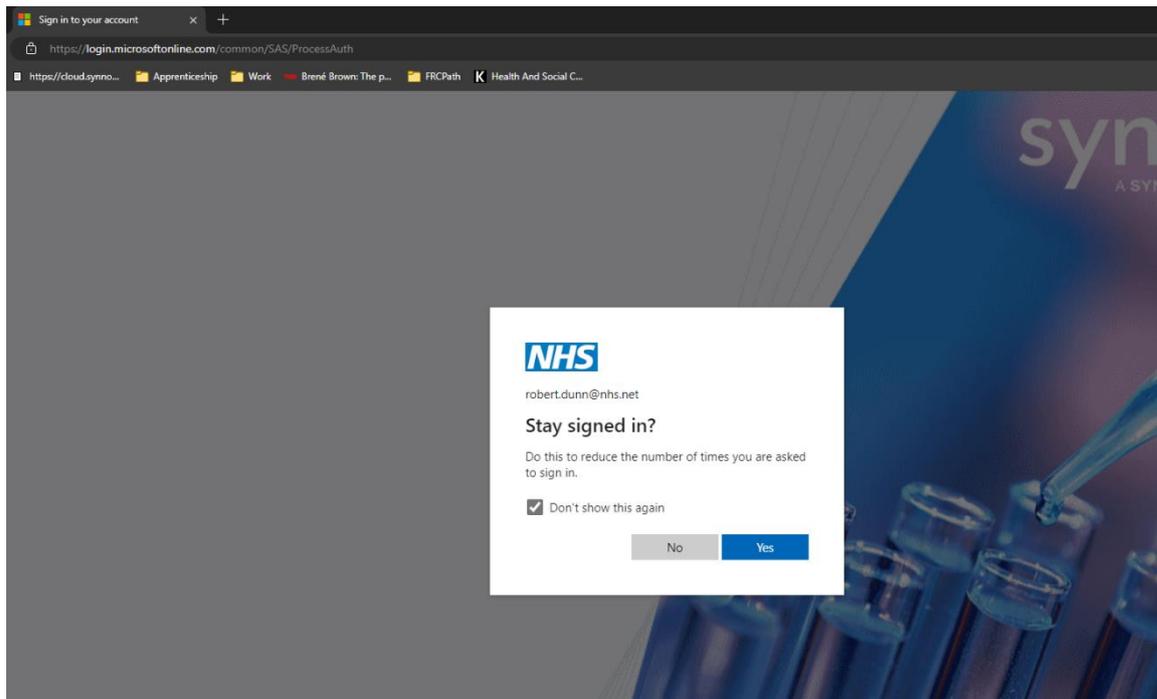


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You will then need to authenticate your account using the presented MFA method:

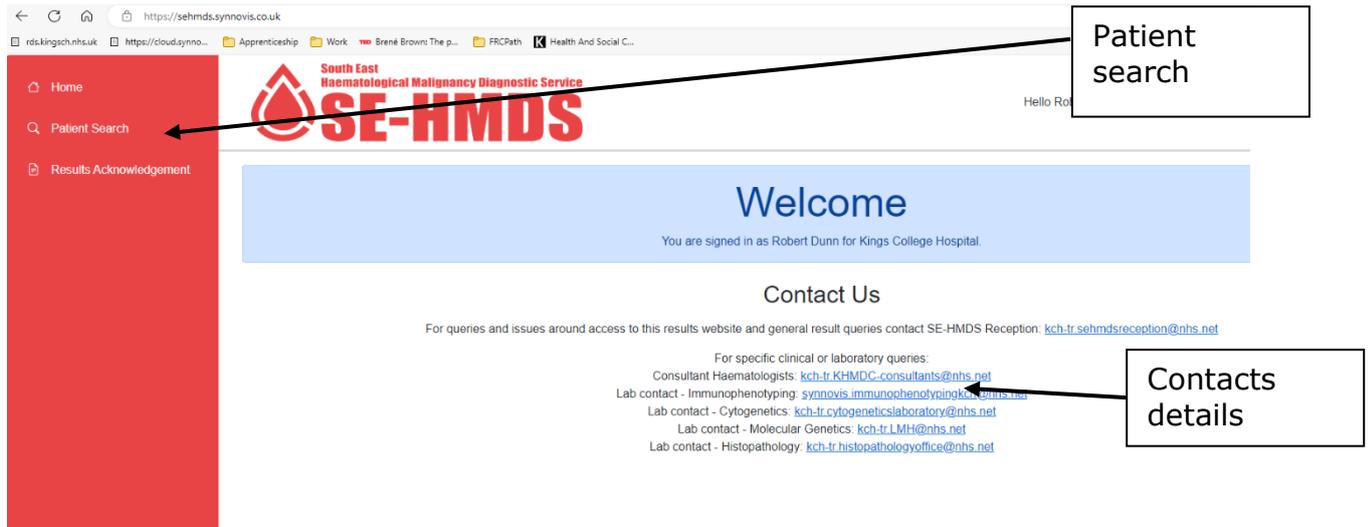


You will then be asked if you want to remain signed in; please select accordingly.



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3. Home Page. Once through the access process you will be presented with the homepage.

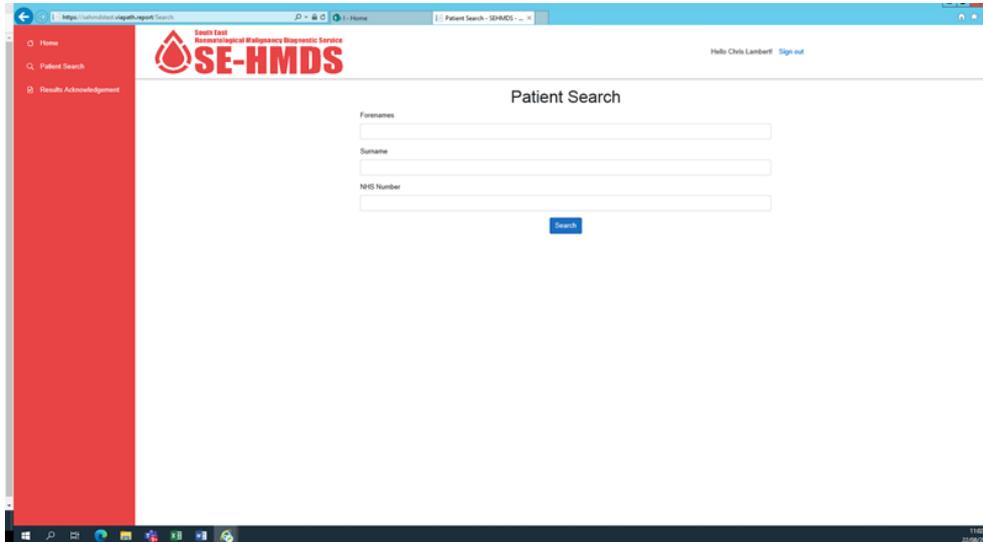


For access and password queries and general result/laboratory enquiries use:

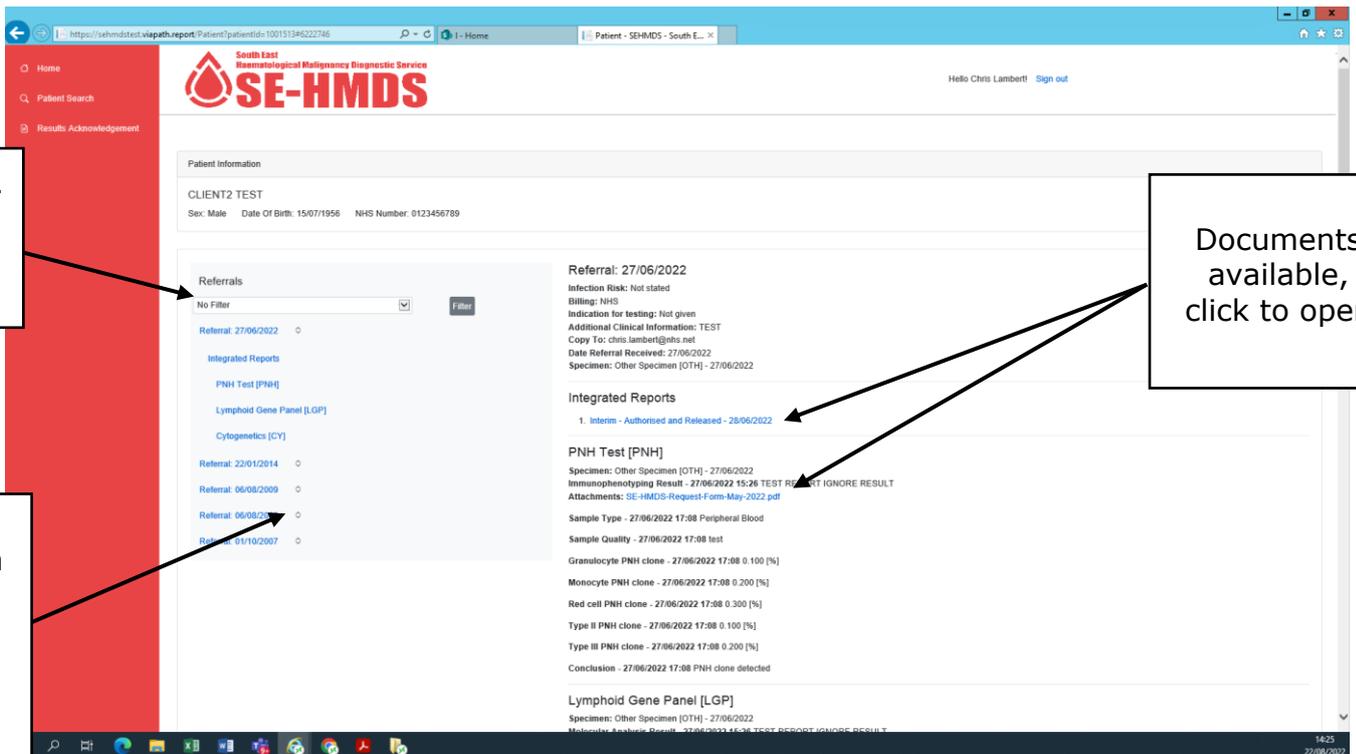
kch-tr.sehmdsreception@nhs.net

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4. **Patient Search.** To access results click on Patient Search to access the query. To search for a patient at least the first two 2 letters of the forename and at least the first 2 letters of the surname need to be entered with or without the NHS number.



5. **Viewing Patient Results.** When a single record is found the patient results page will be displayed, or if multiple records a list will be displayed – click on the relevant patient record.



The left hand side of the page will have the list of the patient requests in date order with the most recent at the top.

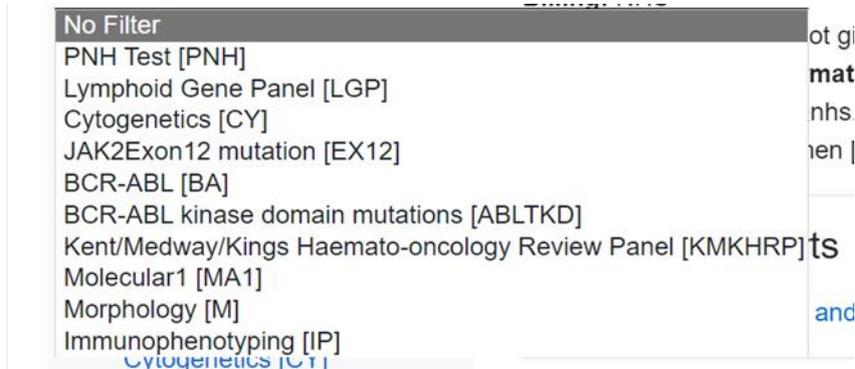
The right hand side will have the patient results grouped by request date with the most recent at the top.

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Using the right side scroll bar the page can be scrolled to view all the results in the patient history. Alternatively using the left hand panel specific dates can be selected, clicking on these will jump to the request. If a specific request on a date is required clicking on the arrows by the request date will expand to show specific tests which can be jumped to.

In addition there is a drop down box that allows filtering for specific tests as shown below. Click on the drop down, click on the specific test then click on the Filter button.

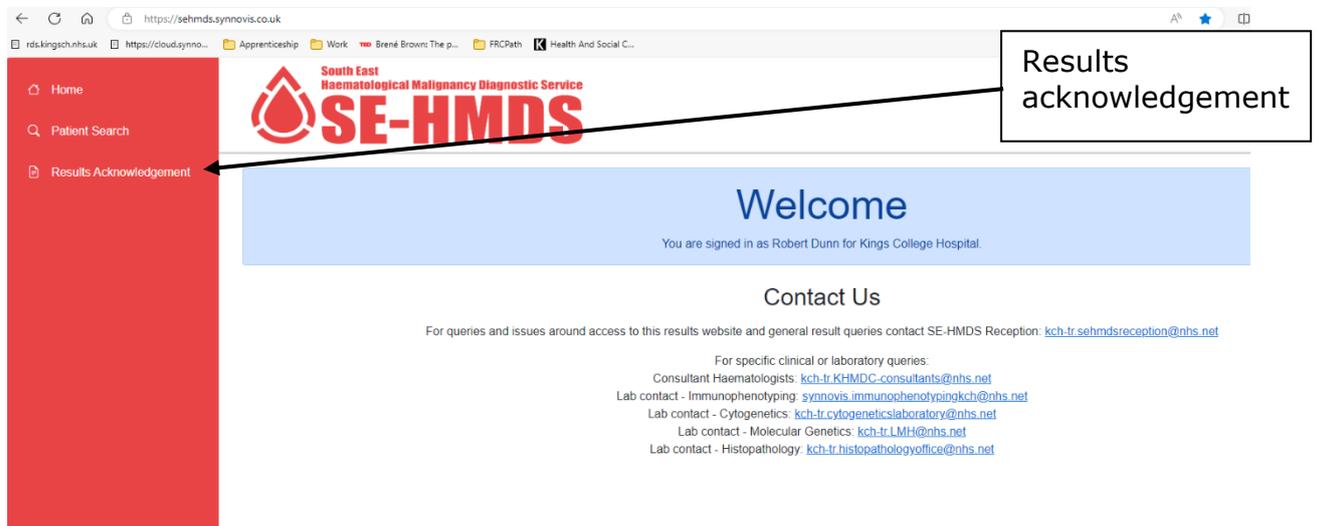
This will only display the filtered tests in the right hand screen, to go back to seeing all the tests, click on No Filter from the drop down and then click on the Filter button.



6. Viewing Documents.

Documents associated with the request will be shown in blue in the results panel on the right, this will include the combined report or an image associated with the results. Click on this to open and view. Depending on your computer settings you may be asked to select a viewer, i.e. selecting PDF viewer such as Adobe will open the report in a separate pop up window. Other file types may need a different viewer. The combined report can be printed or saved from this window.

7. Result Acknowledgement. Once reports/results have been viewed clicking on Results Acknowledgement will display a list of reports available to acknowledge viewing, these can be clicked and accepted.



This step is important to ensure there is a record that patient results are actioned and for audit purposes for both the SE-HMDS and the referring laboratory.

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