# Expanse Tip Sheet – Results to Expanse Workload.

## Purpose

This guide provides an overview of how to review results in your Workload in Expanse
It will also cover how you can amend coverage to review results on behalf of a colleague.

## When Does this Apply?

This applies to results where you are named as the Attending Provider for the patient. Results will only come to your Workload, when they are from outpatients, as well as your inpatient results that are received/resulted after discharge.
Note: results return to the Attending Provider's workload only.
You can apply 'coverage' to see results on behalf of consultant colleagues, whom you may be covering for.

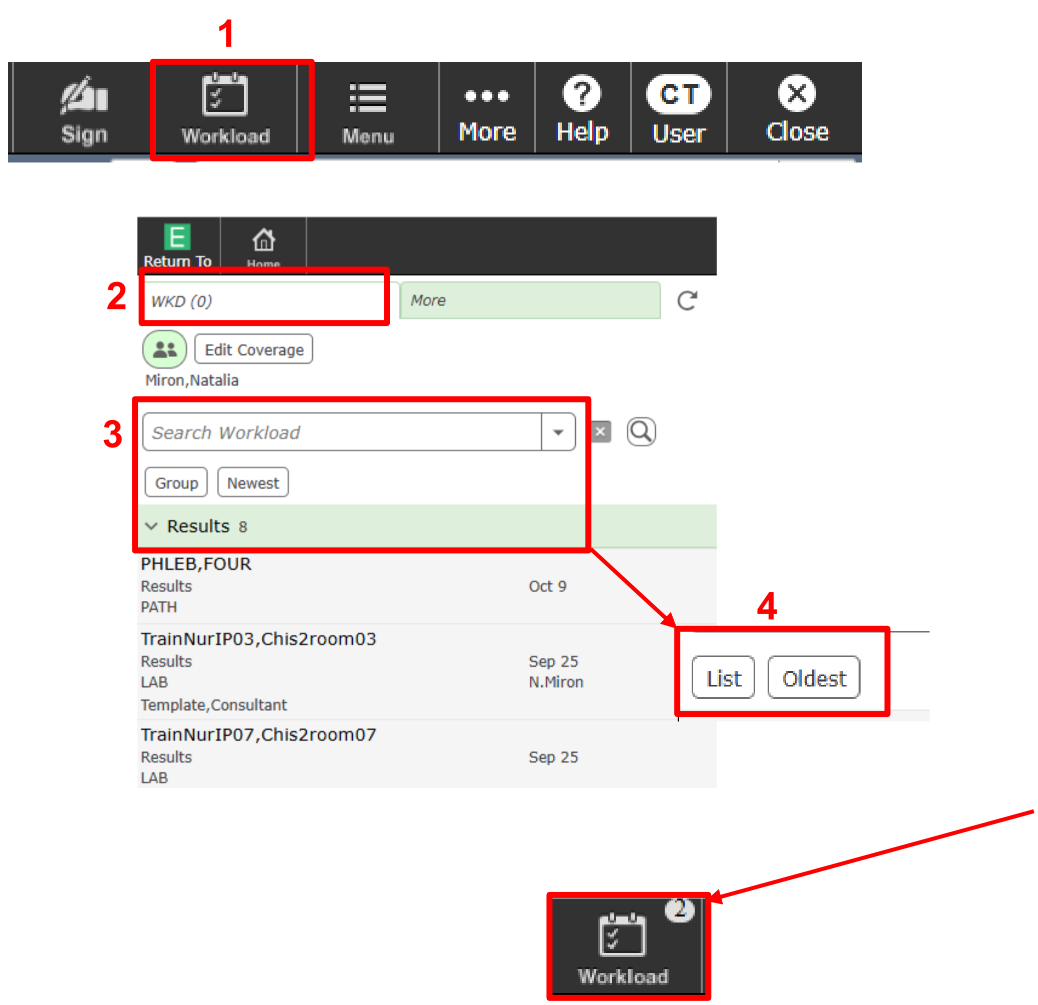
This guide covers

1. Reviewing results in your Workload:
2. Editing coverage to review results on behalf of a colleague

## Version Control

| Version | Date | Author | Reviewed by |
|---|---|---|---|
| 1.0 | 14/11/25 | Dr E Dhillon, Medical Services | Dr M Weston - OM |

***Part 1: Reviewing results in your Workload.***




You can access your workload from **the top black navigation ribbon**, from any tracker or status board.

1. Select **Workload**

2.You are in your workload when in the '**WKD**' tab. Once you are in your workload you can navigate to results that are back within it, by clicking on each result that is back.

3.You can **search your workload** by a patient's name if you are looking for a specific result.

Results first appear as grouped and are shown with the newest result first.

4.You can click '**Group**' to change to '**List'** view. You can click on '**Newest'** to change the view to '**Oldest**'.

The **number** shown at the top of your workload, is the number of new, unread items you have.

This is to **flag when new results have come back to you**. The number will reduce, with every new result that is read by you.

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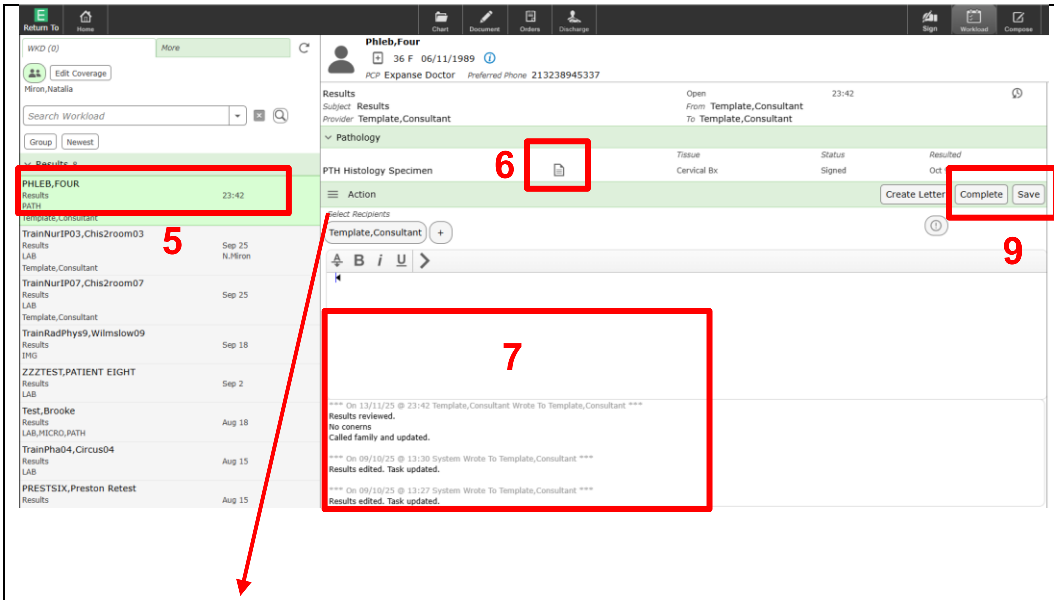
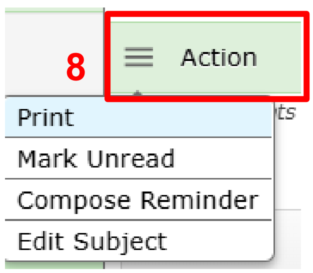
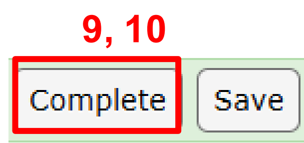



5. When reviewing a result: Select the patient whose result you want to review. The row in the workload **turns green when selected.**

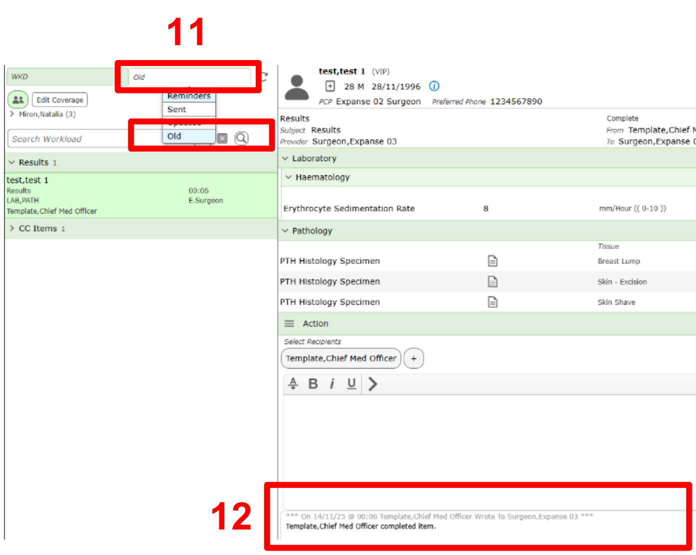
6. Open the result report by clicking on the **paper report icon**. This will bring the result report up, in an overlay.

7. Next, you have the option to **add any comments** you wish to detail in relation to the result. Previous comments/actions are detailed in the log at the bottom.

8. You can Print or Mark as Unread by clicking on the **three lines next to 'Action'.**

9. Finally click **Save** or **Complete. Save** will keep the result in your workload, if you want it to remain there for any further actions you want to carry out as a result.

10. **Complete** will remove the result from this part of your workload, and implies no further action is required.




11. You can find old workload items by selecting the second tab in the left-hand side workload menu, called **'More'**

From the dropdown select '**Old**' Now you can see previous workload items.

12. You will be able to see what **actions/comments** were associated with the result, and **when the result was marked as completed, and by whom**

(Useful, if it was a colleague who was covering you, via coverage – see next section for more).

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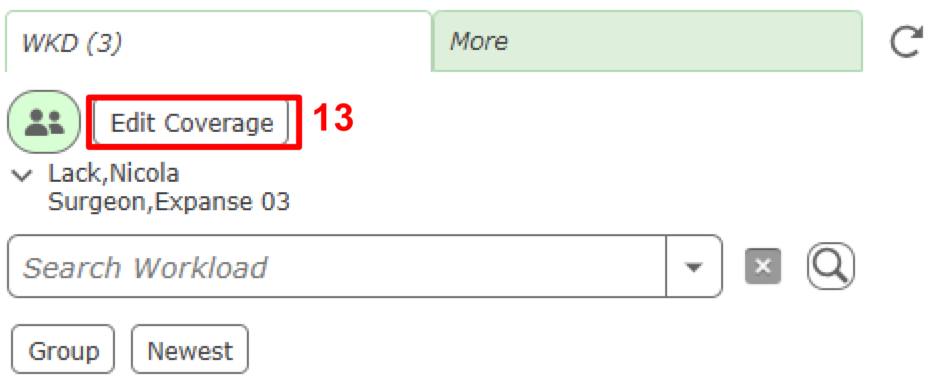
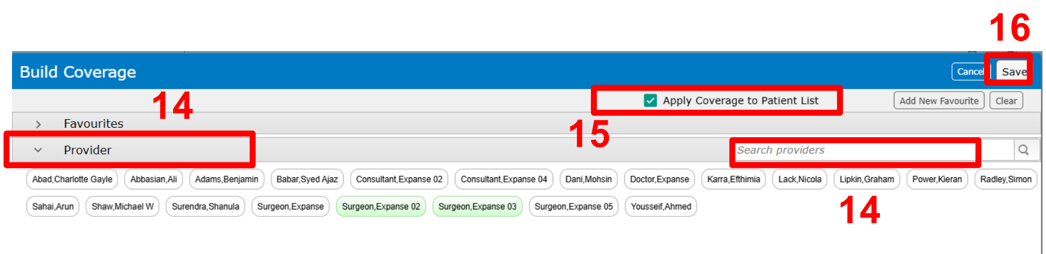
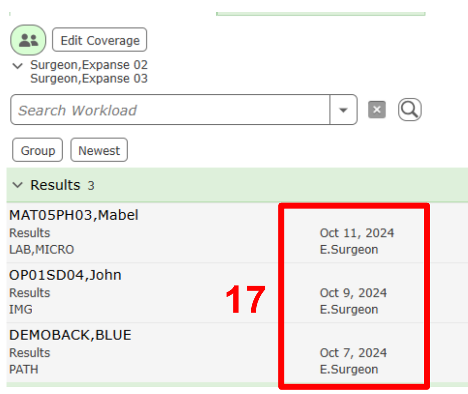
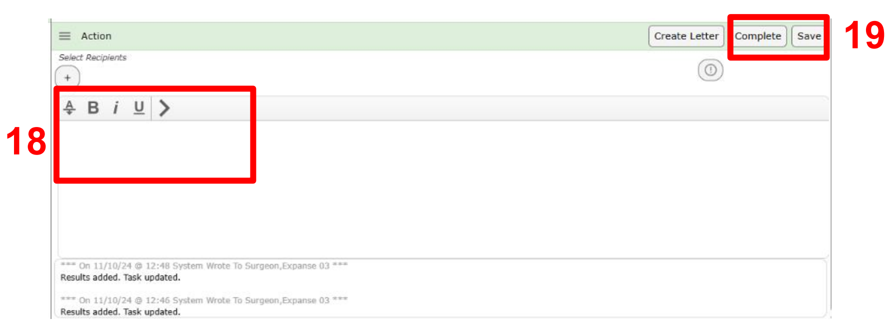
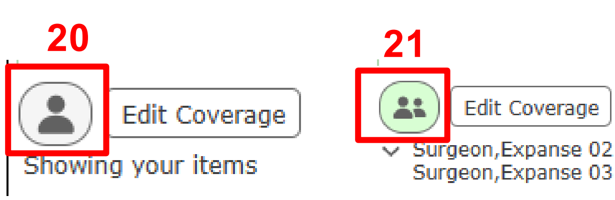
## *Part 2: Editing coverage to review results on behalf of a colleague*




13. **Edit Coverage** by selecting this icon in the left-hand side menu when you are in your Workload.

14. The **Build Coverage** overlay will appear. You can search by the provider/s whom you will cover results for. You can select as many as your like, and search for all providers in the system using the search function.

15. Check with a **green tick**, if you want to apply coverage to patient list – i.e. would you like your Rounds Patients in Acute Status Board to also include the covered providers' patients.

16. Click **Save.**

Once you have done so, you will see results for your colleagues for whom you have applied coverage.

17. The provider associated with the result is **detailed within the workload row.**

18. **Add any comments to the result,** once you have reviewed it.

19. **Click Save** to keep the item in your workload, if there are further associated actions needed
OR
**Click Complete** to remove the item from your active workload inbox.

20. To quickly navigate to your results only, select the **persons icon,** and it will revert to one person – you will now see your items only.

21. To navigate back to your coverage – select this icon again until there are **multiple persons**. You will now see items associated with your coverage.

**END**