



MEDICAL
LABORATORY
EVALUATION

A SERVICE OF THE AMERICAN ASSOCIATION OF BIOANALYSTS

THE AAB-MLE WEB DATA ENTRY SYSTEM

RESULT ENTRY GUIDE

STEP 1: Go to www.aab-mle.org

Click on the ACCOUNT LOGIN



MEDICAL
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[New Customers](#) ▾ [Existing Customers](#) ▾ [Off Cycle](#) [About](#) ▾

[ACCOUNT LOGIN](#)

Click
here

New Modules Available for Non-Waived Methods

- 697 – SARS-CoV-2 Antigen Detection (5 challenge)
- 698 – SARS-CoV-2 Molecular Detection (5 challenge)

[ORDER NOW](#)

Shipping Schedule →

12
MAR

Last day to make changes
to orders for upcoming S1
shipment

22
MAR

Target Evaluation date – M1

09
APR

S1 Andrology and
Embryology Shipping Dates

Step 2 :Sign on to your account Use your account number or email

PLEASE NOTE:

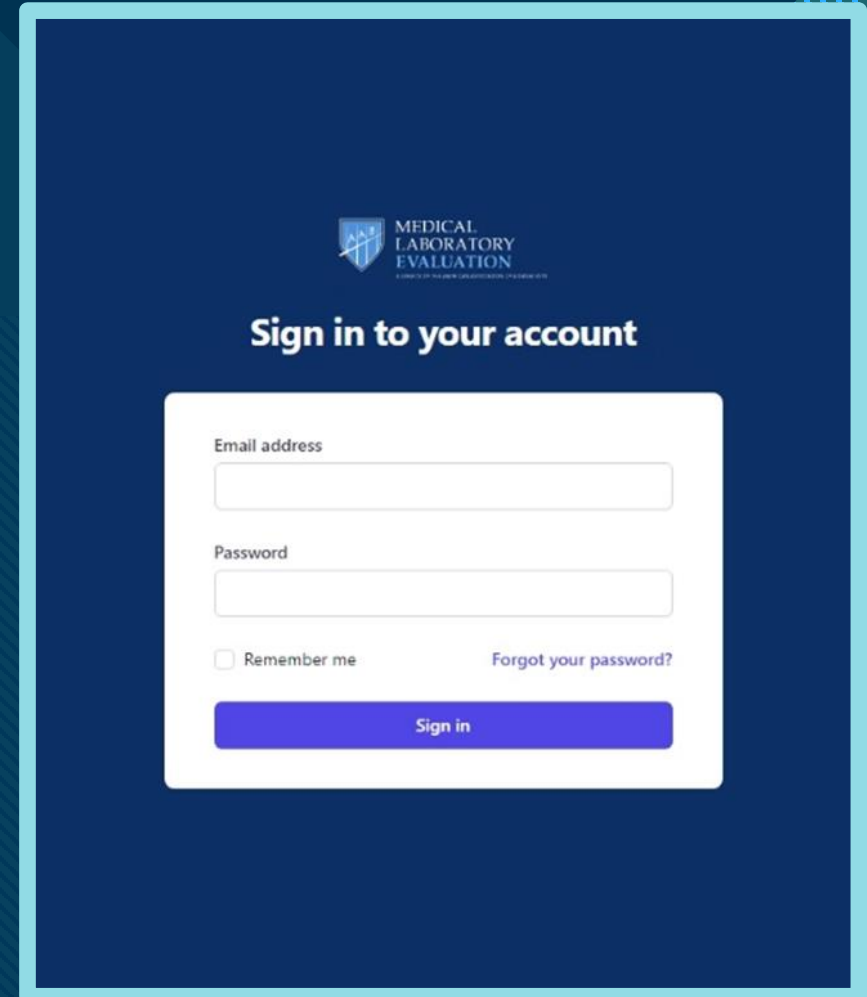
**FIRST TIME LOGIN MUST USE ACCOUNT
NUMBER**

**SINGLE USER and ADMINISTRATOR
ALWAYS use account number**

MULTIUSER ACCOUNT

**Use email and password assigned by
your administrator**

(See CREATING MULTIUSER ACCOUNTS)

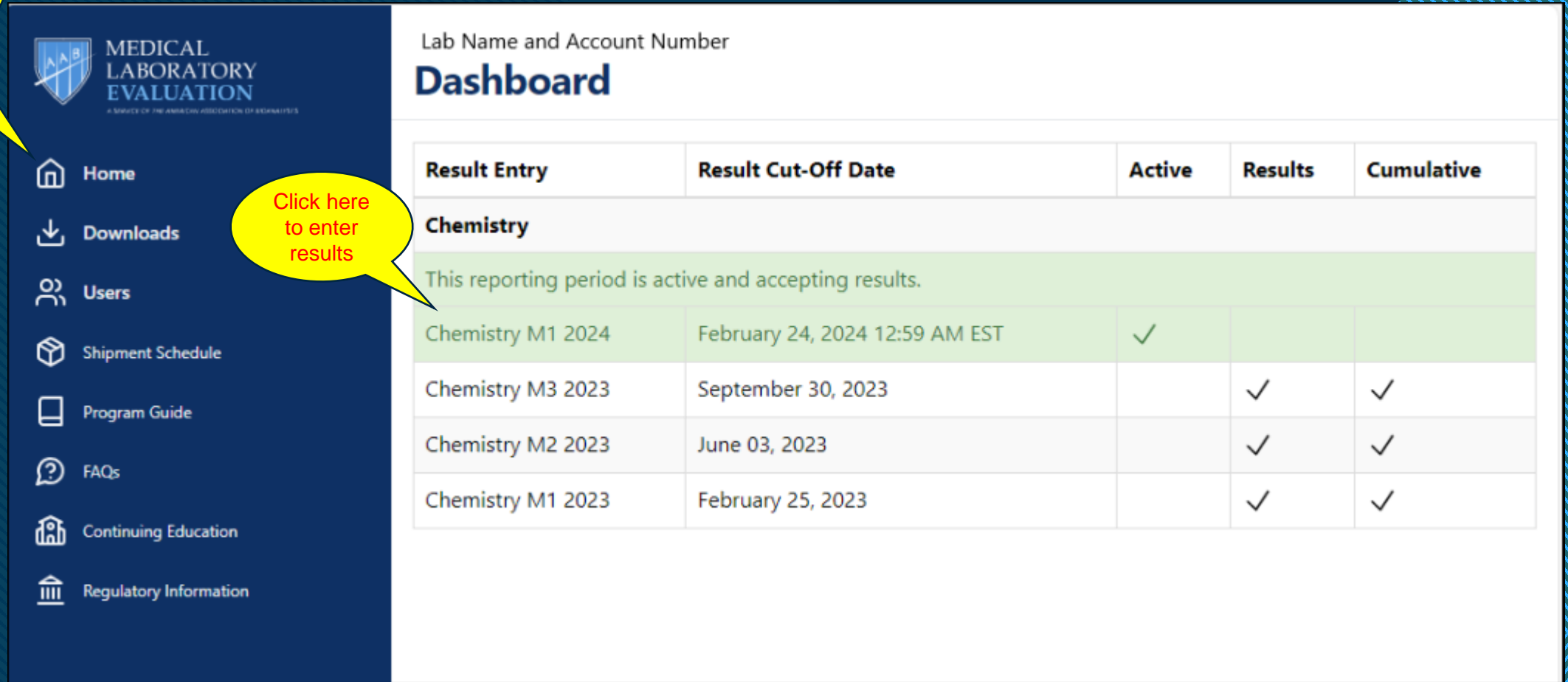


The screenshot shows a sign-in page for the Medical Laboratory Evaluation system. At the top, the AAB logo and the text 'MEDICAL LABORATORY EVALUATION' are displayed. Below this is the heading 'Sign in to your account'. The form contains two input fields: 'Email address' and 'Password'. Below the password field, there is a checkbox labeled 'Remember me' and a link 'Forgot your password?'. At the bottom of the form is a blue 'Sign in' button.

This will take you to your dashboard

Step 3: Dashboard

Click on Home
to access
Dashboard



Lab Name and Account Number

Dashboard

Result Entry	Result Cut-Off Date	Active	Results	Cumulative
Chemistry				
This reporting period is active and accepting results.				
Chemistry M1 2024	February 24, 2024 12:59 AM EST	✓		
Chemistry M3 2023	September 30, 2023		✓	✓
Chemistry M2 2023	June 03, 2023		✓	✓
Chemistry M1 2023	February 25, 2023		✓	✓

Click here
to enter
results

Click on the **green highlighted** areas to access your current event

Step 4 : Open Result Entry

Chemistry M1 2024

Results may be reported between 02/06/2024, 3:56 PM and 02/24/2024, 12:59 AM

Result Entry

M810	CHEMISTRY MODULE; CH
M860	ENDOCRINOLOGY 1; SC
M863	ENDOCRINOLOGY 2; CIP
M850	GLYCOHEMOGLOBIN; GH
M865	SERUM HCG; HCG
M864	THYROID ANTIBODIES; THY
M530	URINALYSIS MODULE; UA
M539	URINE MICROALBUMIN/CREATININE; UM
M532	URINE SEDIMENT IDENTIFICATION; US

Deadline dates
and times

Must be
completed
within given
timeframe

Click
module
name

NOTE

ONLY ENROLLED
MODULES WILL
BE LISTED HERE

Step 5: Entering Results

Program
module
name

Chemistry M1 2024 / ENDOCRINOLOGY 2; CIP (M863)

Each result form will have the following:

Instructions
and links
and pdf's

This form may be edited

Incomplete forms will not be included in graded results. Please be sure to complete all incomplete forms!

Instructions & Links:

M863-Endocrinology 2.pdf

Result fields

Choose
Method and
Instrument
code from
dropdown

- Program module Name
- Analytes in module
- Result fields
- Method and or Instrument field
- Instructions & links with appropriate PDF attachments
- Save & continue later button
- Submit Results button
- Result Entry Comments

Result Entry
comment
buttons

Analytes

Save &
continue
later
button

Submit
Results
button

CONSTITUENT	CIP 1	CIP 2	METHOD	INSTRUMENT
C-Peptide, ng/mL	<input type="text" value="---"/>	<input type="text" value="---"/>	Beckman Co... x ▾	Beckman Co... x ▾
Insulin, mIU/mL	<input type="text" value="---"/>	<input type="text" value="---"/>	<input type="text" value=""/>	<input type="text" value=""/>
Parathyroid Hormone (PTH), pg/mL	<input type="text" value="---"/>	<input type="text" value="---"/>	Beckman Co... x ▾	Beckman Co... x ▾
25-Hydroxyvitamin D, ng/mL	<input type="text" value="---"/>	<input type="text" value="---"/>	Beckman Co... x ▾	Beckman Co... x ▾

Save & Continue Later

Submit Results

Comments

👉 Click here if you will not be submitting results for this form

👉 Click here to report comments concerning results for this form

Don't forget to click on either the "Save & Continue later" or "Submit Results" to keep your results saved.

Numerical entry fields

*Results with non decimal entries:
Leading zero not required
Trailing zero required
E.g., 425 vs 4250*

Specific Gravity - Urine Adulteration

Edit Analyte Edit Codes

1.010	_.101
-------	-------

Correct *Incorrect*

This form may be edited
Incomplete forms will not be included in graded results. Please be sure to complete all incomplete forms!

Edit Form
CARDIAC MARKERS

Constituent	Specimen 1	Specimen 2	Specimen 3	Specimen 4	Instrument
Brain Natriuretic Peptide (BNP)	_101	0101	_430	4250	311

5253 - 5253 Beck Coulter Access BNP

137 - Abbott Architect

145 - Abbott i-STAT

5008 - Alere Triage

5247 - Alere TriageCardiac Panel

Pay attention to fields with decimal points.

Example result = 1.010

The first field is correct 1.010

The second field is incorrect 0.101

Report greater than or less than results by adding a < or > symbol before the number

Amylase

__28	<30	>100
------	-----	------

Less than lower limit

Greater than upper limit

Non numerical result entry

This form may be edited

Incomplete forms will not be included in graded results. Please be sure to complete all incomplete forms!

Use Free Entry Fields

Edit Form
PROVIDER-PERFORM

Demo Chemistry Event

Drop down
options with
codes

Constituent	Specimen 1
Vaginal Wet Mount Edit Analyte	<input type="text"/>
Vaginal KOH Prep Edit Analyte	<input type="text"/>
Scabies Edit Analyte	<input type="text"/>
Sperm Presence Edit Analyte	<input type="text"/>
Nasal Eosinophils Edit Analyte	<input type="text"/>

15 - Would Refer
430 - Leptothrix
441 - Stacking-invasive
pseudomyce
457 - Fiber
594 - Trichomonas
598 - Artifact/Other

All Non-Numerical fields will have a drop-down box for the results.

Both an answer choice and its corresponding number code will be displayed as shown in example.

Once clicked the number code ONLY will appear in the box.

PLEASE NOTE:

The "Save & Continue Later" and Submit Results actions will display ONLY the number code.

Step 6 : Comments links

These two links are found on EACH Result page below the “Save and Continue Later” and Submit Result” buttons

Use this **ONLY** if you are NOT submitting results for the WHOLE FORM



 Click here if you will not be submitting results for this form

DO NOT USE FOR INDIVIDUAL TESTS ON FORM

This link will not be visible once results are submitted

This comment link will take you to another field where you can enter your comments for the tests on the current active form



 Click here to report comments concerning results for this form

RECOMENDED: Enter all results/methods/instruments. Submit form and then click the comments link to enter the comments

Example: Total CHOL CH-1, CH-2: Unable to get results...

Not Reporting Whole Form Submission

Submitted forms for this option will appear as shown on the example below:



[↩ Click here if you will not be submitting results for this form](#)

Not Reporting comment appears here

Chemistry_M1 2024 / AFINION GLYCOHEMOGLOBIN; AFN (M851)

This form has been locked may not be edited

[Unlock This Form](#)

Not Reporting:

Contact Name: Joe Duenas

Contact Email: joe@aab-pts.org

Reason:

Reagents not available, will report next event cycle

Instructions & Links:

[M851-Afinion Glycohemoglobin.pdf](#)

CONSTITUENT	AFN 1	AFN 2	METHOD
Glycohemoglobin - HbA1c, % - Afinion <small>Edit Analyte Edit Codes</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Save & Continue Later](#)

[Submit Results](#)

Step 7: Submitting Results

Save & Continue later – Saves results but submission is still incomplete. Results can be edited

Submit Results – All results entered, and submission is complete. Need to use the unlock button to edit results. Remember to Submit once editing is done.

Note: Electronic Attestation and Result Printing options only appears after form is submitted

Can unlock ONLY during event to make corrections to form

This form may be edited
Incomplete forms will not be included in graded results

STREP A ANTIGEN DETECTION

Cons

Strep Screen A

10	x	▼	11	x	▼
----	---	---	----	---	---

Use drop down to select another code

Clicking on the x will delete the code in box

This form has been submitted may not be edited [Unlock This Form](#)

Please print this page for your records. [Print PDF](#)

Confirmation Number: **A870B1B46B36**

Last Updated: **01/27/2023 08:37 PM**

CONSTITUENT	SPECIMEN 1	SPECIMEN 2	SPECIMEN 3	SPECIMEN 4	SPECIMEN 5	METHOD	INSTRUMENT	ANALYST
Activated Partial Thromboplastin Time, Seconds	032.3	015.5	012.0	065.0	032.0	7165	2520	E-Sign ▼

Result Entry Page Status

Submitted : This green status will appear when a result form/module is complete.

Please note: ONLY appears when you click on the “submit form” button on the respective results entry form.

Eg. M876 and M838 are submitted below

Remains Blank When :

- Module/Tests not started
- Results for the form are incomplete – “Save & Continue Later” option used.
- Not reporting Entire Result Form

- Eg. M836, M846 etc.

Chemistry M1 2024

Results may be reported between 02/06/2024, 3:56 PM and 02/24/2024, 12:59 AM

Result Entry

M876	ADULTERATED URINE; AUR	Submitted
M851	AFINION GLYCOHEMOGLOGIN; AFN	
M836	AMMONIA; AMM	
M847	BLOOD GASES; BG	
M838	BLOOD LEAD - WAIVED; LED	Submitted
M846	BNP/D-DIMER; CK	
M845	CARDIAC MARKERS; CK	
M810	CHEMISTRY MODULE; CH	
M813	COMPREHENSIVE METABOLIC PANEL; CH	

Step 8 : Attestation

E-sign Verifications & Directors Signature

SINGLE USER

Attestate the form using the **E-Sign ALL** drop down once results are all entered

OR

E-Sign individually as results are entered

MULTIPLE USERS

(Each user needs an account)

Attestate a single result on form using the **E-Sign** drop down corresponding to that result line

CONSTITUENT	SPECIMEN 1	SPECIMEN 2	SPECIMEN 3	SPECIMEN 4	SPECIMEN 5	METHOD	QTY	TEST
Activated Partial Thromboplastin Time, Seconds	032.3	015.5	012.0	065.0	032.0	7165	2520	E-Sign ▾
Fibrinogen								E-Sign ▾
Prothrombin Time, Seconds								E-Sign ▾
INR								E-Sign ▾
ISI - INR Calculation								E-Sign ▾
Normal Mean (GMNPT)								E-Sign ▾

E-Sign All ▾

Comments

[Click here to report comments concerning results for this form](#)

Single or Multiple users

Single user

NOTE:

Once Verification is signed the user/date/time cannot be changed

Example of E-Sign Signature

This form has been submitted may not be edited Unlock This Form

Please print this page for your records Print PDF

Confirmation Number: **BCBEB04DDBE2**

Last Updated: **01/30/2023 07:14 PM**

Jane Doe
EMAIL
jdoe@aab-pts.org
CREATED
2023-01-25 17:00:55 UTC

CONSTITUENT	CH 1	CH 2	CH 3	CH 4	CH 5	UNIT	ANALYST
Albumin	2.1	3.5	6.4	7.5	8.3	137	135 Signed
Alkaline Phosphatase	0152	0235	1111	5847	6754	130	150 Signed
Alpha-fetoprotein	120.1	153.2	532.4	002.4	005.4	137	150 Signed
Alanine Aminotransferase (ALT or SGPT)	4572	0053	0758	0654	2475	141	150 Signed

The Director's Attestation drop down box for each form is located below the other E-signatures.

Director's Attestation ▾

In addition to the analysts' signatures, one of the following must sign once for all analytes reported on this form:

1. Director or
2. Technical consultant (moderate complexity) or
3. Technical supervisor (high complexity)

Director or director's designee:

Date

01/30/2023

E-Sign Attestations

CREATING MULTIUSER ACCOUNTS (ADMIN FEATURE ONLY)

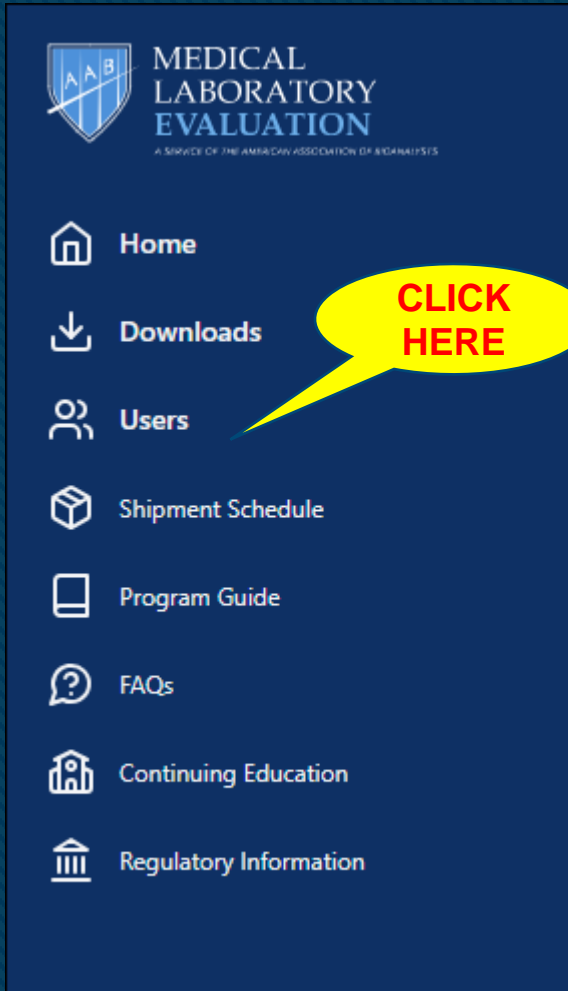
This feature gives Lab Administrators the option of assigning distinct emails for each user

From the dashboard click on Users to open the **USERS SCREEN**

Next click the **New User** button to add an email and password for a new user.

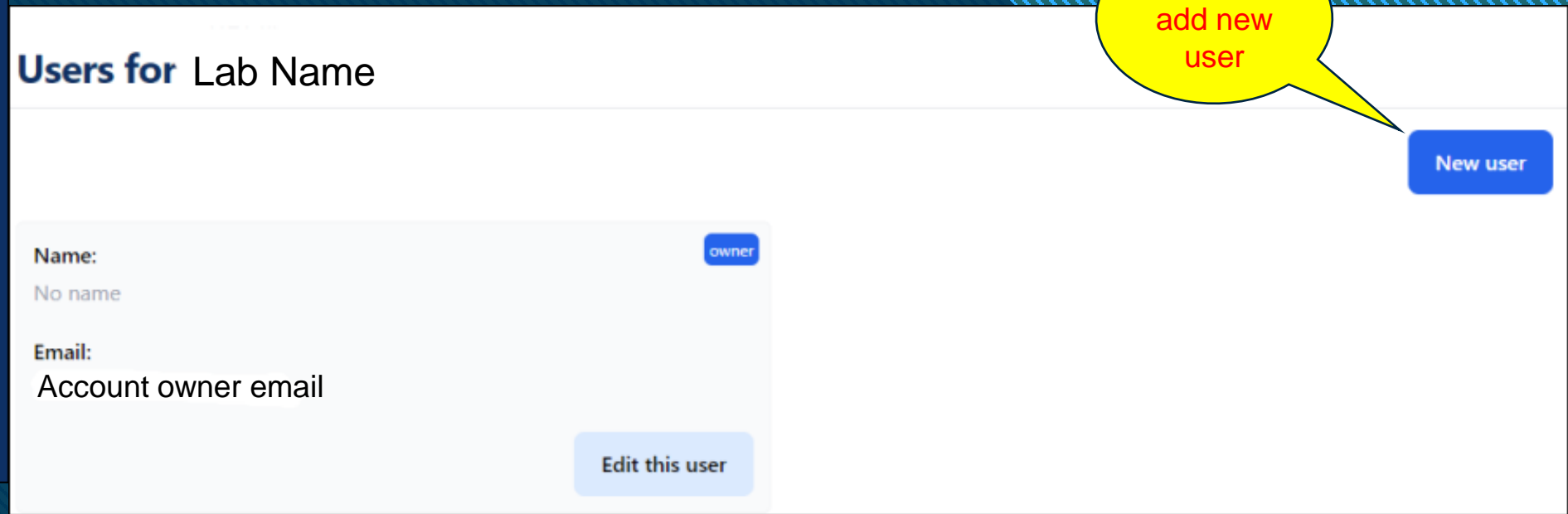
CLICK
HERE

Click to
add new
user



MEDICAL
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- Home
- Downloads
- Users**
- Shipment Schedule
- Program Guide
- FAQs
- Continuing Education
- Regulatory Information



Users for Lab Name

New user

Name: **owner**

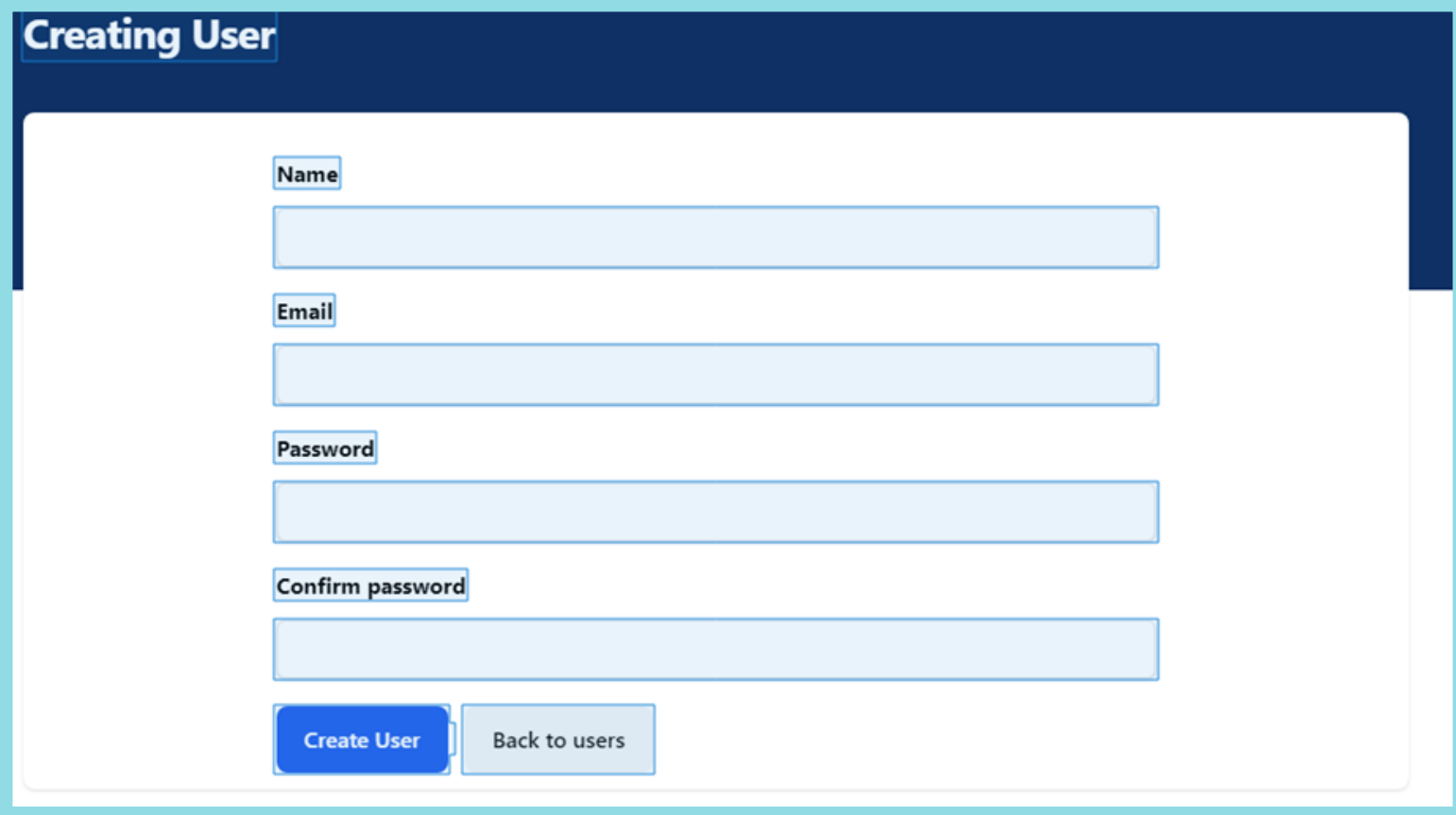
Email:

Edit this user

CREATING MULTIUSER ACCOUNTS (CONTD)

Enter the required information and click on Create User

You can set up multiple users this way, and have them logon with their unique email and password



The screenshot shows a web form titled "Creating User" with a dark blue header. The form contains four text input fields, each with a label above it: "Name", "Email", "Password", and "Confirm password". At the bottom of the form, there are two buttons: a blue "Create User" button and a grey "Back to users" button.

Each user once registered can log in, enter results and do E-sign verification

Example Multiple User Screen

Admin
Account

Name: owner
No name

Email:

Edit this user

New
User
Account

Name: lab
Jane Doe

Email:
jdoe@aab-pts.org

Edit this user