



Online Laboratory Ordering

User Guide — How to order labtests online in Indici /

The eOrder Web Form

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1 Document Properties

1.1 Purpose

The purpose of this document is to explain how to order laboratory tests on line using the eOrder web form.

1.2 Scope

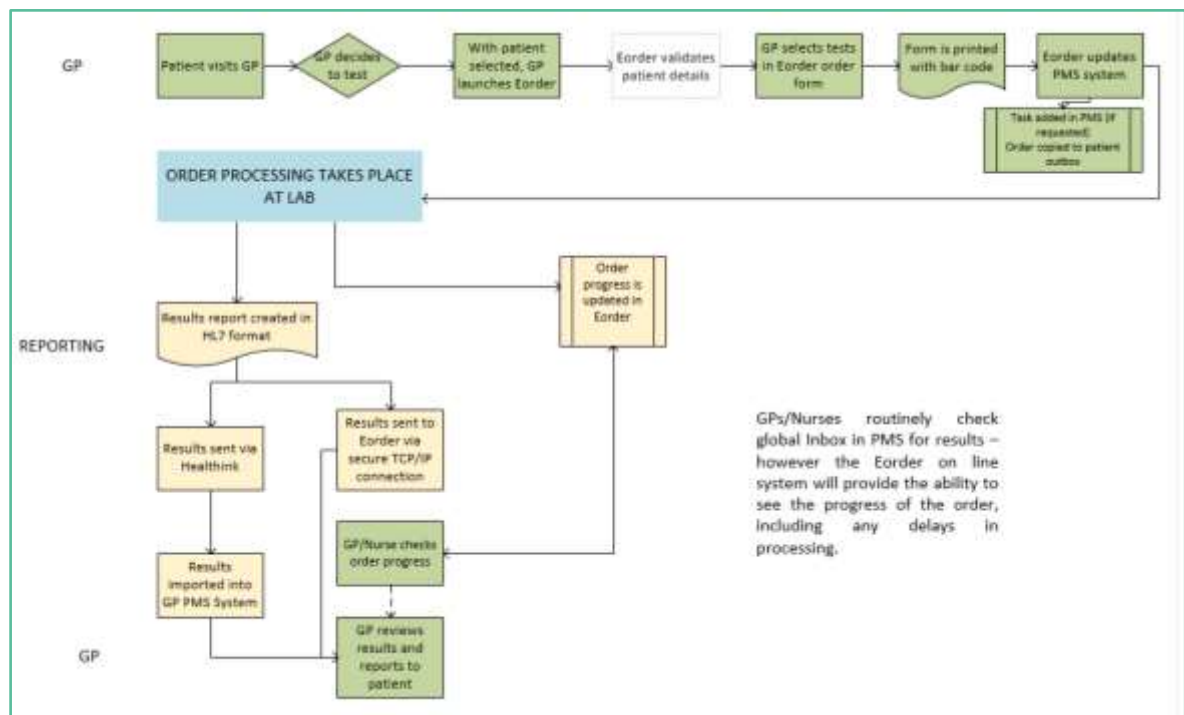
This information applies to any Healthcare Professionals who use the **Indici** Practice Management System.

1.3 Definitions

PMS	Practice Management System (Indici)
eOrder	Web ordering form
Icon	A picture on screen, which launches a task

2 eOrder Overview

- 2.1.1 Ordering laboratory tests online using the eOrder web form in **Indici** is very similar to the current process.
- 2.1.2 The eOrder web form has been designed to present the most commonly requested tests in the primary screen, to facilitate the requestor's workflows.
- 2.1.3 Results are delivered back to the Indici inbox via Healthlink just as they are now. However, eOrder also provides results and status reports for **any** orders placed through Healthscope, providing a more comprehensive view of the patient's diagnostic test history.
- 2.1.4 Frequently ordered groups of tests can be organised into a one-click screen, called the My Tab.
- 2.1.5 The flowchart shows how the eOrder progresses from GP to laboratory and how results return to the GP.



3 Pre-Requisites

3.1 Access for Users

- 3.1.1 The eOrder system is a secure system. Access is strictly controlled and limited to Healthcare Professionals.
- 3.1.2 The practice must supply to Healthscope the following information so that it can be set up in the eOrder system:
 - The practice name and HPI (Organisation) number
 - The names and HPI/CPN numbers of all healthcare professionals requiring access.
- 3.1.3 A Practice representative must also sign an Acceptable Use Agreement to confirm that all users of the eOrder system understand and accept the Terms and Conditions.

3.2 Computer Setups

- 3.2.1 The eOrder system needs to be set up, configured and tested at the practice.
- 3.2.2 Some changes to a user's computer settings may be required.
- 3.2.3 A fast Internet connection is desirable because the eOrder form is accessed via the web.

4 The eOrder Web Form.

4.1.1 The eOrder web form is divided into two main panels.

The screenshot displays the eOrder web form interface. The left panel, titled 'Order Details', contains fields for 'Ordering clinician' (Dr DOOLITTLE Barnaby (96ZZZZ)), 'Order location' (Village Medical (PN) (F32005-C)), 'Copy to', 'Order priority' (Routine), and a 'Clinical details' text area. Below these are several checkboxes and radio buttons for patient eligibility and preferences, such as 'Eligible for Publicly funded services?', 'Patient opt off laboratory record?', 'Send copy of results to patient?', 'Is the patient pregnant?', and 'Is the patient fasting?'. There are also input fields for 'Phone results', 'Fax results please', 'Home visit request', 'Repeat request?', 'Preferred collection date?', 'Phone number', 'Fax number', 'Home visit reason', and 'Repeat frequency'. A 'Pathology Test Guide' section at the bottom left includes a checkbox for 'Order to patient' and a note: 'Valid mobile number and NHI required to use this functionality.' The right panel, titled 'Standard Lab Form', lists various test categories: 'Biochemistry' (Lipid Test, Liver Function Tests, Alkaline Phosphatase, GGT, ALT, TSH, Electrolytes (Na/K), Creatinine, Uric Acid, Calcium/phosphate, PSA, LH, FSH, Progesterone, Oestradiol, CVRA profile), 'Diabetes' (Diabetes Review Profile, Haemoglobin A1c, Urine Albumin/Creatinine, Glucose, Glucose Tolerance**), 'Critical Tests' (Hs Troponin T, D-Dimer), 'Haematology' (Complete Blood Count, Iron Studies with Ferritin, Ferritin, VIT K12 A&G Tubes, DR Prothrombin Ratio), 'Antenatal' (1st Antenatal screen & HIV, 1st Antenatal screen re HIV, Subsequent Antenatal, Glucose Challenge 50g, HCS Pregnancy), 'Immunology' (CRP, Rheumatoid Factor, Coeliac Screen, EBV, Hepatitis B Diagnosis, Hepatitis B Immunity, Hepatitis C Serology, HIV Screen, Syphilis Serology), 'Microbiology' (Urine Microbiology, Vaginal Swab, Urethral Culture, Genital (external) Culture, Chlamydia/gono PCR - Vaginal, Chlamydia/gono PCR - Urine, Trichomonas PCR - Vaginal, Trichomonas PCR - Other, Herpes simplex PCR, Throat Culture, Ear Culture, Eye Culture, Nasal Culture, Mouth Culture, Wound Culture, Skin Culture, Sputum Bacterial Culture, Mycology, Fecal PCR, Faeces - Rotavirus), and 'Fecal PCR information'.

4.2 Overview.

4.2.1 The left panel (Order Details) contains information relating to the requestor and the order itself.

This screenshot shows a detailed view of the 'Order Details' panel from the eOrder web form. It includes the same fields as the previous screenshot, such as 'Ordering clinician', 'Order location', 'Copy to', 'Order priority', and 'Clinical details'. The checkboxes and radio buttons for patient eligibility and preferences are also present. The 'Pathology Test Guide' section at the bottom left includes a checkbox for 'Order to patient' and a note: 'Valid mobile number and NHI required to use this functionality.' The right panel, titled 'Standard Lab Form', lists various test categories: 'Biochemistry' (Lipid Test, Liver Function Tests, Alkaline Phosphatase, GGT, ALT, TSH, Electrolytes (Na/K), Creatinine, Uric Acid, Calcium/phosphate, PSA, LH, FSH, Progesterone, Oestradiol, CVRA profile), 'Diabetes' (Diabetes Review Profile, Haemoglobin A1c, Urine Albumin/Creatinine, Glucose, Glucose Tolerance**), 'Critical Tests' (Hs Troponin T, D-Dimer), 'Haematology' (Complete Blood Count, Iron Studies with Ferritin, Ferritin, VIT K12 A&G Tubes, DR Prothrombin Ratio), 'Antenatal' (1st Antenatal screen & HIV, 1st Antenatal screen re HIV, Subsequent Antenatal, Glucose Challenge 50g, HCS Pregnancy), 'Immunology' (CRP, Rheumatoid Factor, Coeliac Screen, EBV, Hepatitis B Diagnosis, Hepatitis B Immunity, Hepatitis C Serology, HIV Screen, Syphilis Serology), 'Microbiology' (Urine Microbiology, Vaginal Swab, Urethral Culture, Genital (external) Culture, Chlamydia/gono PCR - Vaginal, Chlamydia/gono PCR - Urine, Trichomonas PCR - Vaginal, Trichomonas PCR - Other, Herpes simplex PCR, Throat Culture, Ear Culture, Eye Culture, Nasal Culture, Mouth Culture, Wound Culture, Skin Culture, Sputum Bacterial Culture, Mycology, Fecal PCR, Faeces - Rotavirus), and 'Fecal PCR information'.

4.2.2 The right panel (Tests Selection) enables you to select the tests required, via a set of tabs which group the tests based on frequency of use or relevance.

The screenshot displays the 'Tests Selection' panel with tabs for Standard Lab Form, Less Frequent Form, Histology Form, Cytology/Micro Form, Antenatal Form, My Tab, and Additional. The panel is organized into three main columns: Biochemistry, Haematology, and Microbiology. Each column contains a list of tests with checkboxes for selection. Some tests have a blue arrow icon next to them, indicating they are selected or highlighted. The tests are grouped into sub-sections like Antenatal and Immunology. The bottom section is labeled 'Critical Tests'.

Biochemistry	Haematology	Microbiology
<input type="checkbox"/> Lipid Test	<input checked="" type="checkbox"/> Complete Blood Count	<input checked="" type="checkbox"/> Urine Microbiology
<input type="checkbox"/> Liver Function Tests	<input checked="" type="checkbox"/> Iron Studies with Ferritin	<input type="checkbox"/> Vaginal Swab
<input type="checkbox"/> Alkaline Phosphatase	<input checked="" type="checkbox"/> Ferritin	<input type="checkbox"/> Urethral Culture
<input type="checkbox"/> GGT	<input checked="" type="checkbox"/> Vit B12 And Folate	<input type="checkbox"/> Genital (external) Culture
<input type="checkbox"/> ALT	<input type="checkbox"/> INR Prothrombin Ratio	<input type="checkbox"/> Chlamydia/gono PCR - Vaginal
<input type="checkbox"/> TSH		<input type="checkbox"/> Chlamydia/gono PCR - Urine
<input type="checkbox"/> Electrolytes (Na/K)	Antenatal	<input type="checkbox"/> Trichomonas PCR - Vaginal
<input type="checkbox"/> Creatinine	<input type="checkbox"/> 1st Antenatal screen & HIV	<input type="checkbox"/> Trichomonas PCR - Other
<input type="checkbox"/> Uric Acid	<input type="checkbox"/> 1st Antenatal screen no HIV	<input type="checkbox"/> Herpes simplex PCR
<input type="checkbox"/> Calcium/phosphate	<input type="checkbox"/> Subsequent Antenatal	<input type="checkbox"/> Throat Culture
<input type="checkbox"/> PSA	<input type="checkbox"/> Glucose Challenge 50g	<input type="checkbox"/> Ear Culture
<input type="checkbox"/> LH	<input type="checkbox"/> HCG Pregnancy	<input type="checkbox"/> Eye Culture
<input type="checkbox"/> FSH	Immunology	<input type="checkbox"/> Nasal Culture
<input type="checkbox"/> Progesterone	<input type="checkbox"/> CRP	<input type="checkbox"/> Mouth Culture
<input type="checkbox"/> Oestradiol	<input type="checkbox"/> Rheumatoid Factor	<input type="checkbox"/> Wound Culture
<input type="checkbox"/> CVRA profile	<input type="checkbox"/> Coeliac Screen	<input type="checkbox"/> Skin Culture
Diabetes	<input type="checkbox"/> EBV	<input type="checkbox"/> Sputum Bacterial Culture
<input type="checkbox"/> Diabetes Review Profile	<input type="checkbox"/> Hepatitis B Diagnosis	<input type="checkbox"/> Mycology
<input type="checkbox"/> Haemoglobin A1c	<input type="checkbox"/> Hepatitis B Immunity	<input type="checkbox"/> Faecal PCR
<input type="checkbox"/> Urine Albumin/Creatinine	<input type="checkbox"/> Hepatitis C Serology	Faecal PCR information
<input type="checkbox"/> Glucose	<input type="checkbox"/> HIV Screen	<input type="checkbox"/> Faeces - Rotavirus
<input type="checkbox"/> Glucose Tolerance**	<input type="checkbox"/> Syphilis Serology	
Critical Tests		
<input type="checkbox"/> Hs Troponin T		
<input type="checkbox"/> D-Dimer		

5 Support

5.1 Support Contact Details

For support and assistance please contact our eOrder team

Website: www.eorder.co.nz

Phone: 0508 37 37 83

Email: helpdesk@eorder.co.nz
enquires@eorder.co.nz

5.2 eOrders helpdesk hours

Monday to Friday

7am – 6pm