eOrder

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.
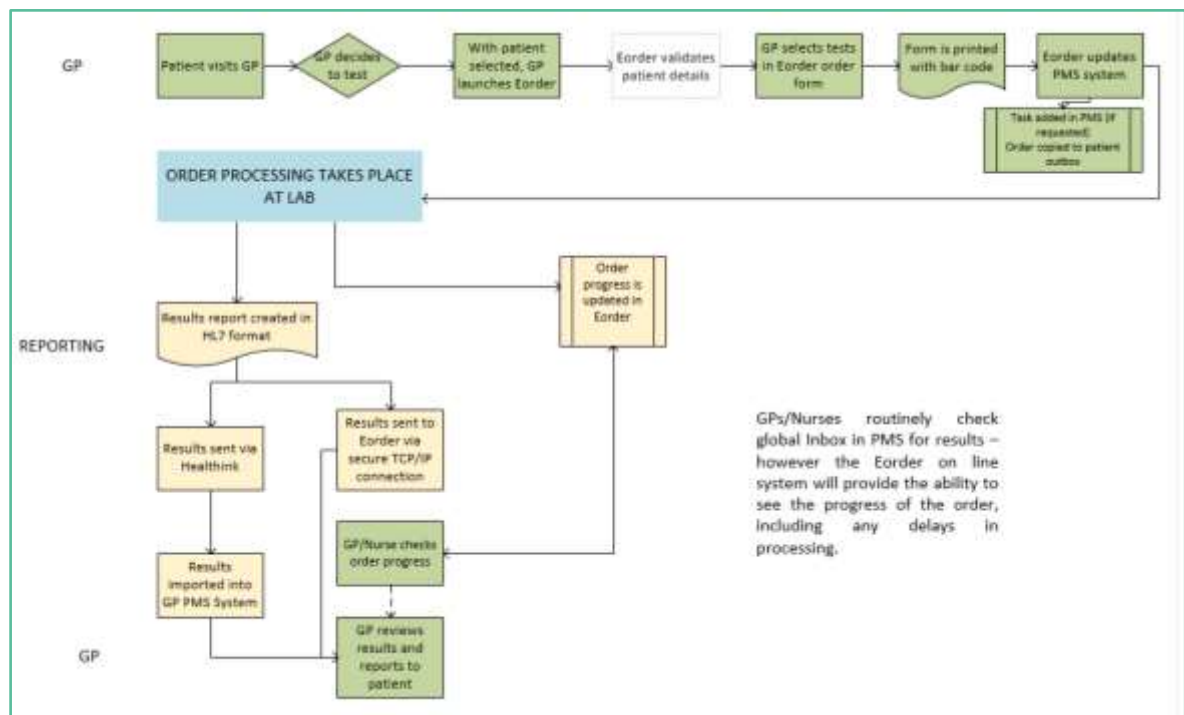
3   Pre-Requisites

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.

4.2 Overview.

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

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.

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