



## Online Laboratory Ordering

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User Guide – How to order labtests online in Indici /

**The eOrder Web Form – Test Details**

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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

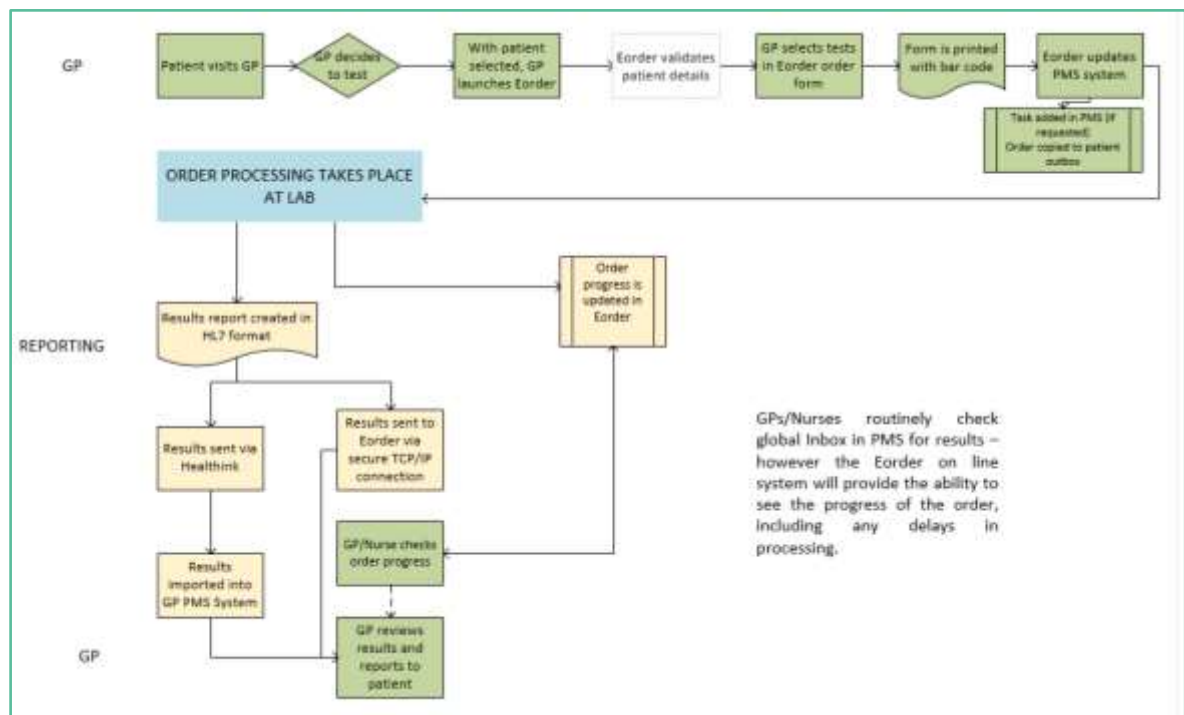
This information applies to any Healthcare Professionals who use the **Indici** Practice Management System.

## 1.3 Definitions

<b>PMS</b>	Practice Management System (Indici)
<b>eOrder</b>	Web ordering form
<b>Icon</b>	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 – Test Details

4.1.1 The right hand panel has tabs at the top, which collate tests into convenient groups.

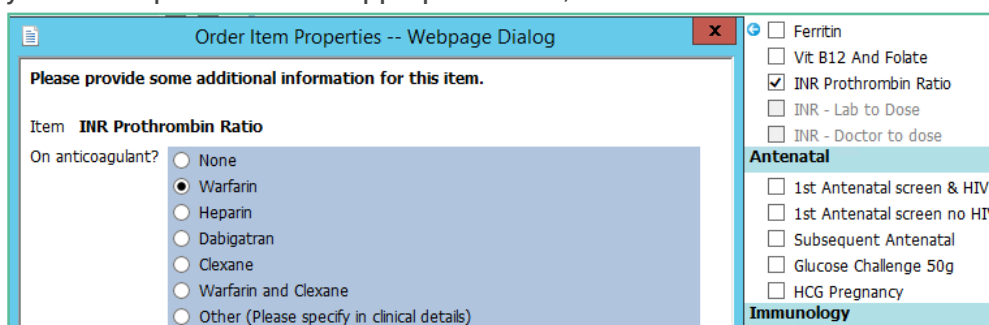
### 4.2 Standard Lab Form.

4.2.1 The Standard Lab form tab presents the most frequently ordered tests, representing >80% of all tests requested.



4.2.2 Select the required tests by clicking in the check boxes.

4.2.3 If a test requires further information, the system will automatically open a further page for you to complete. Tick the appropriate item, then click on the Save and Close button.



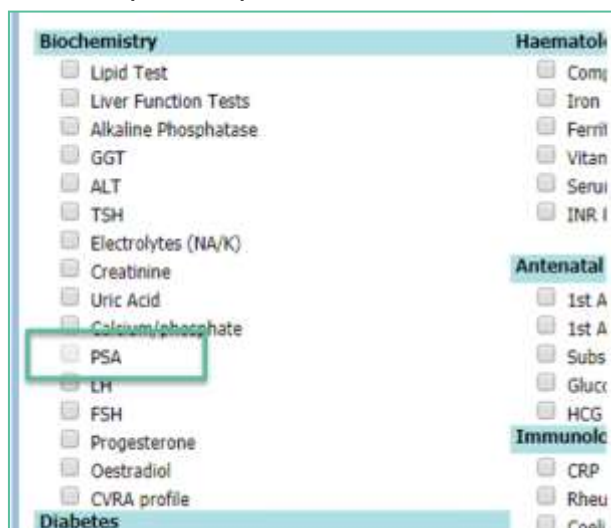
### 4.3 On Screen Prompts.

4.3.1 The Test details screen provides a number of on-screen reminders or prompts.

### 4.4 Inappropriate Tests.

4.4.1 Tests which are not usually appropriate for the patient you have selected are identified in the form.

4.4.2 For example, this patient is Female and therefore the PSA test is greyed out.



4.4.3 In this example, HbA1C is greyed out.

**Diabetes**

- ☐ Haemoglobin A1c
- ☐ Urine Albumin/Creatinine
- ☐ Glucose
- ☐ Glucose Tolerance \*appt.

**Critical Tests**

4.4.4 This is to advise that the patient has had this test within the recommended frequency – in this case within the last 90 days.

4.4.5 Hovering the mouse over the test will provide information about the test itself and the reasons why it is showing in the way that it does.

**Diabetes**

- ☐ Diabetes Review Profile
- ☐ Haemoglobin A1c
- ☐ Urine Albumin/Creatinine
- ☐ Glucose Tolerance

**Critical Tests**

**Haemoglobin A1c**  
This item is within its minimum reorder interval. Days since it was last ordered: 21. Please record if patient has a known Haemoglobinopathy and what type. If patient had a blood transfusion or venesection(s) in the last 3 months a fasting glucose is more appropriate.

4.4.6 However, you can still order this test if clinically indicated, using the Additional tab.

## 4.5 Previous Results Available Indicator

4.5.1 Where a test is shown with a blue arrow next to it, there are previous results for this test.

**Biochemistry**

- ☐ Lipid Test
- ☒ Liver Function Tests
- ☐ Alkaline Phosphatase

4.5.2 Click on the blue arrow.

4.5.3 The previous tests screen will open and show the status, together with clinical information.

**Existing results**

**General Chemistry**

Previous results

	06/06/17 15:39	28/06/17 11:39	13/11/17 14:03	20/11/17 17:46	20/12/17 07:00
Sodium	pending	pending			142
Potassium	pending	pending			5.3
Creatinine	pending	pending	38	29	167
eGFR			> 90	> 90	50
General Chemistry					
Fasting status	non-fasting				

General Chemistry 20/12/17 07:00

Potassium reference interval is for serum samples. Potassium in plasma samples may be up to 0.3 mmol/L lower.  
An e-GFR result in the range 45-59 ml/min/1.73m<sup>2</sup> suggests moderately impaired renal function, stage 3a CKD. Refer [www.kidney.org.au](http://www.kidney.org.au).  
Estimated GFR is calculated from the CKD-EPI equation.  
Caution in interpretation is required in non-Caucasians, the elderly, patients with extremes of body weight, oedema, rapidly changing creatinine and in pregnancy.

General Chemistry 20/11/17 17:46

An e-GFR result >= 90 ml/min/1.73m<sup>2</sup> falls in the range found for healthy adults. Refer [www.kidney.org.au](http://www.kidney.org.au).  
Estimated GFR is calculated from the CKD-EPI equation.

General Chemistry 13/11/17 14:03

An e-GFR result >= 90 ml/min/1.73m<sup>2</sup> falls in the range found for healthy adults. Refer [www.kidney.org.au](http://www.kidney.org.au).  
Estimated GFR is calculated from the CKD-EPI equation.

## 4.6 Clinical Details required.

- 4.6.1 If a test requires specific clinical indicators to be included, the eOrder form will prompt. In this example, the ESR test has been selected and the requestor must include the clinical indicator to inform the laboratory of the reason for the test request.

Please provide some additional information for this item.

Item **ESR**

Clinical indication required for testing


Clinical indication

[Click here for ESR Clinical Update](#)

## 4.7 Instructions for Patients

- 4.7.1 Samples such as urine are often collected by patients at home. The instructions for how to collect the sample are printed on the order form, as shown.

Order No. EC00006117



26/07/18 15:34

Collection rooms at: [www.wellingtonscl.co.nz](http://www.wellingtonscl.co.nz)  
or phone **04 381 5900** for opening hours information.  
Note: The last 10 minutes of every day is reserved for drop off and urgent samples only.

Test results are available to health professionals involved in your care via a secure online database known as Edair. You can choose to restrict sharing of your test results by calling 04 5868 571, however this may result in some tests being retaken.

NHI : **ZZZ9994**  
Surname : **LABTEST**  
Given : **JOHN**  
DOB : **16/08/60** Sex: **Male**  
Ethnicity : **Asian not further defined**

Address : **TEST PATIENT FOR AUCKLAND DHB  
TE ATATU PENINSULA  
AUCKLAND  
0610**  
Phone : **0275551234(M) 1234555(H) 5551234(B)**

Eligible for publicly funded services?: Yes Patient opt off laboratory record?: No

Requester : **Dr DOOLITTLE Barnaby (96ZZZZ)**  
Address : **Your Medical Practice**

Priority: **Routine**  
Fasting: **No**

Patient Information :

**Patient instructions for collection of MID-STREAM URINE (MSU) MALE**

- (1) Clean around the urinary opening and genital area with a piece of toilet paper moistened with water.
- (2) Draw back the foreskin. Dry the area.
- (3) Pass a little urine into the toilet, then without stopping collect some urine 'mid stream' into the plastic collection punnet.
- (4) Finish passing urine into the toilet. Do not collect the last stream.
- (5) Pour the urine from the collection punnet into the specimen container and screw the lid on firmly.
- (6) Discard the collection punnet.
- (7) Write your full name, date of birth, and date and time of collection on the container label and place container in the delivery bag with the request form in the front pocket.
- (8) Store the sample in fridge if possible. Otherwise keep it in a cool place. Deliver to the laboratory as soon as possible.

Clinical details:

Testing requested:  
**Urine Microbiology**  
• Urine site: **Mid Stream Urine**

Specimens to be collected (Tube, source)  
**Random Urine Container, Urine**

IMPORTANT INFORMATION FOR PATIENTS PLEASE READ:  
Your medical centre will always contact you if there are significant results that require follow-up.  
If you feel you are not getting better or your health is deteriorating please contact your medical practice.



## 4.8 Less Frequent Orders Tabs

- 4.8.1 Each of the other tabs in the right hand panel presents a collection of less frequently ordered tests.

## 4.9 Histology Form.

- 4.9.1 On the Histology Form, start by clicking in the Histology Panel checkbox.
- 4.9.2 The Drug History field is free text and is not mandatory.
- 4.9.3 Click on Add Specimen.

Standard Lab Form | Less Frequent Form | Cytology Form | **Histology Form** | Antenatal Form | My Tab | Additional

☒ Histology Panel

Relevant drug history

**Add Specimen** Remove Specimen

Site 1  Clinical 1

- 4.9.4 Blue fields are mandatory: both must be completed.

Standard Lab Form | Less Frequent Form | Cytology Form | **Histology Form** | Antenatal Form | My Tab | Additional

☒ Histology Panel

Relevant drug history

**Add Specimen** Remove Specimen

Site 1  Clinical 1

- 4.9.5 If you need to add more specimens, click on Add Specimen again.
- 4.9.6 Then click on Next to continue.

## 4.10 Antenatal Form

- 4.10.1 The Antenatal Form presents all antenatal tests on one tab for convenience.

Standard Lab Form | Less Frequent Form | Histology Form | **Cytology/Micro Form** | **Antenatal Form** | My Tab | Additional

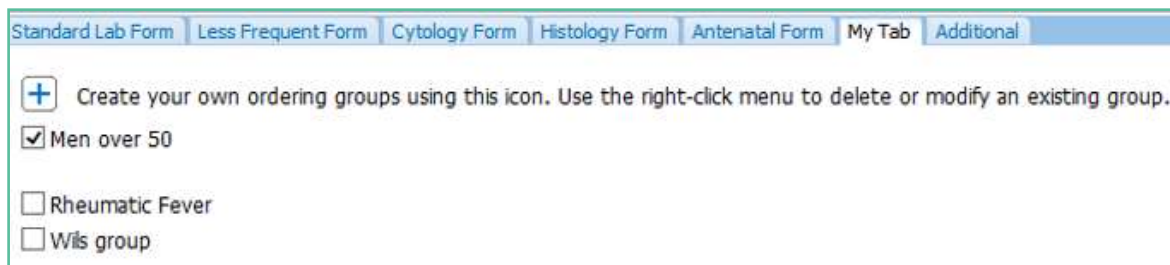
Biochemistry	Haematology	Microbiology
<input type="checkbox"/> HCG Pregnancy	<input type="checkbox"/> Complete Blood Count	<input type="checkbox"/> Urine Microbiology
<input type="checkbox"/> Electrolytes (NA/K)	<input type="checkbox"/> Coagulation Screen	<input type="checkbox"/> Cervical Culture
<input type="checkbox"/> Creatinine	<input type="checkbox"/> Kleihauer Test	<input type="checkbox"/> Vaginal Culture
<input type="checkbox"/> Uric Acid	<input type="checkbox"/> Blood Group & Antibodies	<input type="checkbox"/> Antenatal Grp B Strep Screen (Vaginal Rectal swab at 35-37 weeks)
<input type="checkbox"/> Liver Function Tests	<input type="checkbox"/> Rhesus Antibody Screen	<input type="checkbox"/> Chlamydia/N. gono - Vaginal
<input type="checkbox"/> Total Bilirubin	<b>Natal Screening tests</b>	<input type="checkbox"/> Herpes simplex PCR
<input type="checkbox"/> CRP	<input type="checkbox"/> 1st Antenatal screen & HIV -CBC, Bld Grp, Red Cell abs, HbA1c	<input type="checkbox"/> Blood culture
<input type="checkbox"/> TSH	-Syphilis, HepB Ag, Rubella, HIV	<b>Immunology</b>
<input type="checkbox"/> Ferritin	<input type="checkbox"/> 1st Antenatal screen no HIV	<input type="checkbox"/> Hep B Antigen (Diagnosis)
<input type="checkbox"/> Vit B12 And Folate	<input type="checkbox"/> Subsequent Antenatal - CBC, Red Cell abs	<input type="checkbox"/> Hep B Antibody (Immunity)
<input type="checkbox"/> Haemoglobin A1c	<input type="checkbox"/> Glucose Challenge 50g	<input type="checkbox"/> Hepatitis C Serology
<input type="checkbox"/> Glucose	<b>Click for Glucose Challenge Info</b>	<input type="checkbox"/> HIV Screen
<input type="checkbox"/> Gestational Glucose Tolerance** **Appointment required	<input type="checkbox"/> Neonatal Screen (Cord) - Blood grp, Coombs/DAT, Hb, Bili	<input type="checkbox"/> Rubella Immune Status
<b>Click for Glucose Tolerance Info</b>		<input type="checkbox"/> Syphilis Serology
<input type="checkbox"/> Urine Protein/Creatinine		

## 4.11 The My Tab

4.11.1 The My Tab presents the facility to create frequently used test groups

4.11.2 Please see section 13 of this guide for instructions on how to set up the My Tab.

4.11.3 To use the My Tab, tick in the checkbox next to the group name.



The screenshot shows a web interface with several tabs: Standard Lab Form, Less Frequent Form, Cytology Form, Histology Form, Antenatal Form, My Tab, and Additional. The My Tab is active. Below the tabs, there is a section with a plus icon and text: "Create your own ordering groups using this icon. Use the right-click menu to delete or modify an existing group." Below this, there are three checkboxes: "Men over 50" (checked), "Rheumatic Fever" (unchecked), and "Wils group" (unchecked).

4.11.4 Each of the tests in the selected group will be ticked in their respective screens and added to the order form.

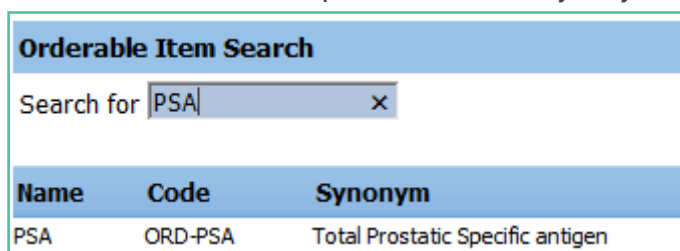
## 4.12 Additional Tab.

4.12.1 If a test is not available on the eOrder form, or if it is normally not available for a patient because of gender or other factors, it is still possible to place the order, using the Additional tab.

4.12.2 In this case, we want to order a PSA test for a transgender patient.

4.12.3 On the Additional tab, in the search field, type a few letters of the test you require.

4.12.4 Then click on Search or press the enter key on your keyboard.



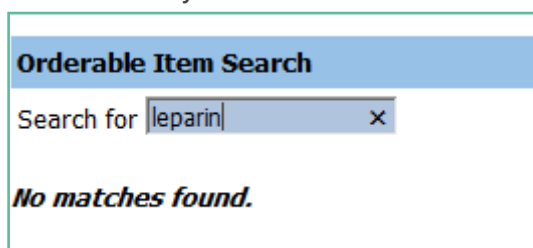
The screenshot shows a search interface titled "Orderable Item Search". There is a search bar with the text "PSA" and a clear button (X). Below the search bar, there is a table with three columns: Name, Code, and Synonym. The table contains one row with the following data: Name: PSA, Code: ORD-PSA, Synonym: Total Prostatic Specific antigen.

Name	Code	Synonym
PSA	ORD-PSA	Total Prostatic Specific antigen

4.12.5 The eOrder form will show that the PSA test is available.

4.12.6 Click on the test name and then the Next button at the bottom right as to continue to the draft order screen.

4.12.7 If the test you require is not listed on the eOrder web form, it will state 'No Matches Found' when you click on search.



The screenshot shows a search interface titled "Orderable Item Search". There is a search bar with the text "leparin" and a clear button (X). Below the search bar, the text "No matches found." is displayed.

4.12.8 In the Search field, type misc (for miscellaneous) and click on Search or press the Enter key.

Orderable Item Search		
Search for <input type="text" value="misc"/> x		
Name	Code	Synonym
Miscellaneous Test	ORD-MISC	Unknown test

4.12.9 The eOrder form will respond with Miscellaneous Test.

4.12.10 Click on 'Miscellaneous Test', then on the Next button.

4.12.11 The eOrder form will open to a new page.

4.12.12 Type the name of the test you require into the Test Field.

Please review these order items	
Item	<b>Miscellaneous Test</b>
Only select this test if you can't locate the required test. Type test name below.	
Test	<input type="text" value="Leparin"/> x

4.12.13 Click on Next and then Place Order as usual.

## 5 Support

### 5.1 Support Contact Details

For support and assistance please contact our eOrder team

Website: [www.eorder.co.nz](http://www.eorder.co.nz)

Phone: 0508 37 37 83

Email: [helpdesk@eorder.co.nz](mailto:helpdesk@eorder.co.nz)  
[enquires@eorder.co.nz](mailto:enquires@eorder.co.nz)

### 5.2 eOrders helpdesk hours

Monday to Friday

7am – 6pm