

eOrder

Online Laboratory Ordering

User Guide – How to order labtests online in MyPractice /

Placing the eOrder

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1 Document Properties

1.1 Purpose

- 1.1.1 The purpose of this document is to explain how to order laboratory tests online using the eOrder web form in a medical practice using the MyPractice PMS system.
- 1.1.2 This includes:
- 1.1.3 The ordering process
- 1.1.4 The order life-cycle
- 1.1.5 Results

1.2 Scope

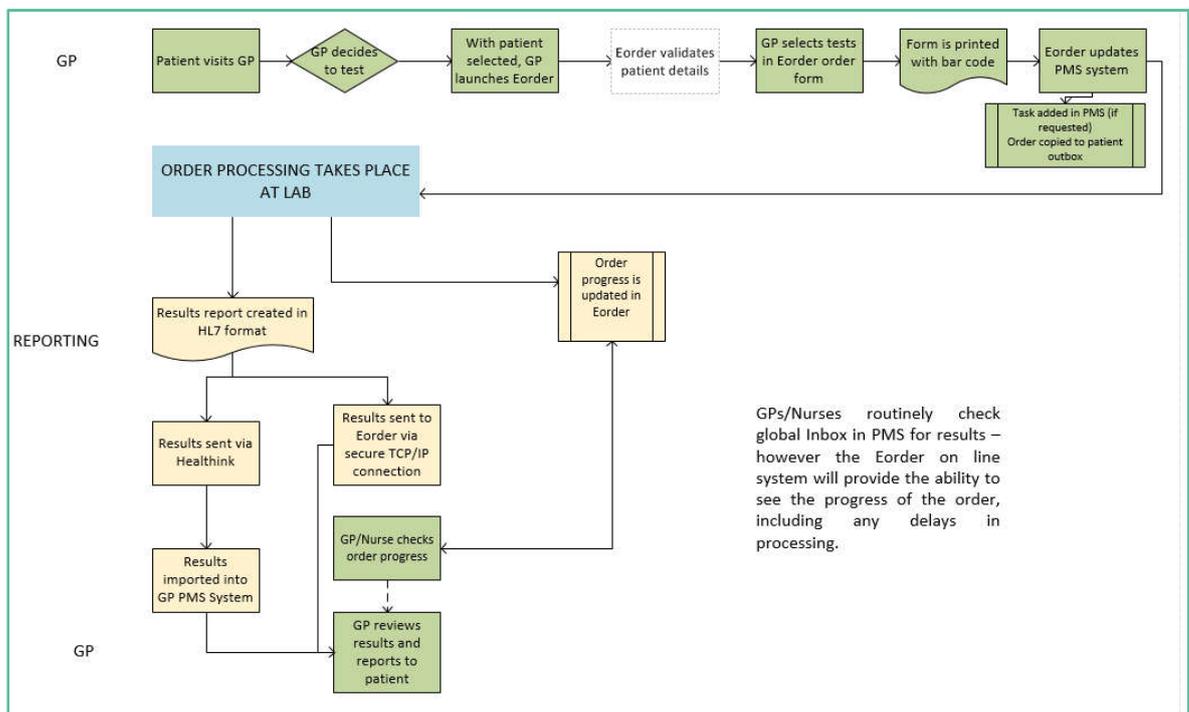
- 1.2.1 This document applies to any practice where the eOrder system is available and the practice is using MyPractice as its Patient Management System.

1.3 Definitions

PMS	Practice Management System (MyPractice)
eOrder	Web form for ordering laboratory tests
Icon	A picture on screen which launches a task
HPI	Health Provider Index

2 eOrder Overview

- 2.1.1 Ordering laboratory tests online using the eOrder web form in MyPractice is very similar to the current process.
- 2.1.2 The eOrder web form presents the most commonly requested tests in the standard tests screen, to facilitate the requestor's workflows.
- 2.1.3 Results are delivered back to the MyPractice inbox via Healthlink just as they are now.
- 2.1.4 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.
- 2.1.5 Frequently ordered groups of tests can be organised into a one-click screen, called the My Tab.
- 2.1.6 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 All setup instructions and requirements are explained in Appendix A at the end of this document.

4 Placing the eOrder

4.1.1 When you have finished selecting tests, click on the Next button at the bottom right of the screen.

4.1.2 eOrder will generate an order preview page.

Order No. EC00006120

26/07/18 16:39

Collection rooms at: 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 Eclair. 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 : **ZZZ0016** Address : **15 Main St**
Surname : **TEST** **St Albans**
Given : **GREG** **Christchurch**
DOB : **20/11/61** Sex: **Male** **8000**
Ethnicity : **NZ European** Phone : **0277078435(M) 095554321(H) 095551234(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 :
Clinical details:

Testing requested:
Complete Blood Count **Lipid Test**
INR Prothrombin Ratio
• On anticoagulant? **Warfarin**

Specimens to be collected (Tube, source)
Blue (Citrate), Venous **Mauve (EDTA), Venous** **Yellow (SST), Venous**

4.1.3 The Order number shown with the barcode at the top left of the order form is unique and enables the laboratory system to identify this request.

Order No. EC00006120

4.1.4 Check that the details of the order are correct.

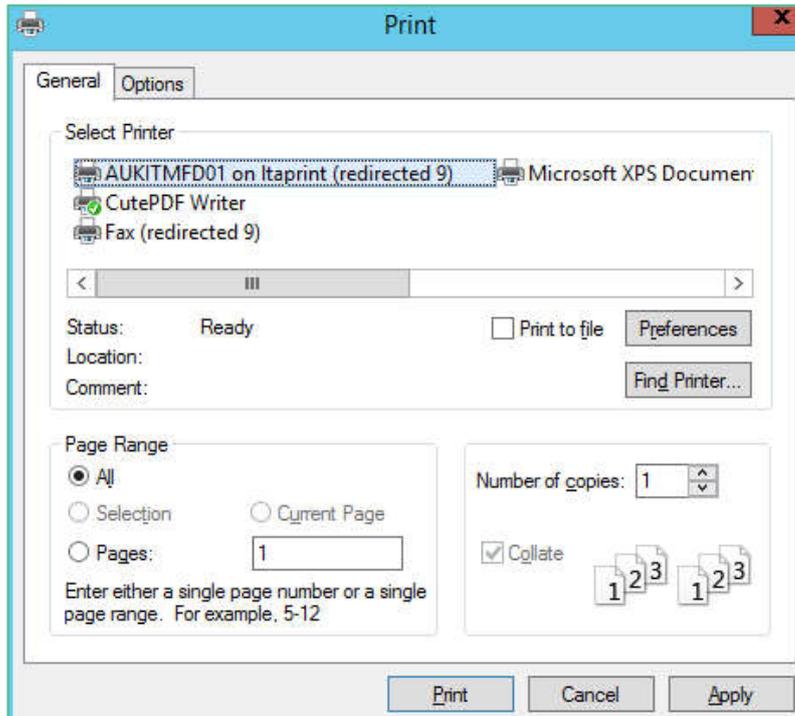
4.1.5 If you need to add or change anything, click on the Change Order button.

4.1.6 Otherwise, click on the Place Order button.

4.1.7 When you have finished selecting tests and checked the draft order, you will see four buttons at the bottom right.

Print **Change Order** **Place Order** **Cancel**

4.1.8 The Print button will launch your Windows printer selection screen.

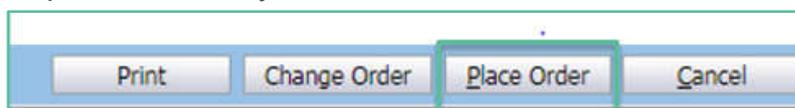


4.1.9 Choose your printer and click on Print.

4.1.10 The Order form will be printed out.

4.1.11 However, this does NOT place the order.

4.1.12 To place the order, you then need to click on the Place Order button.



4.1.13 When you click on Place order, the eOrder web form will carry out the Automatic tasks detailed in the next section.

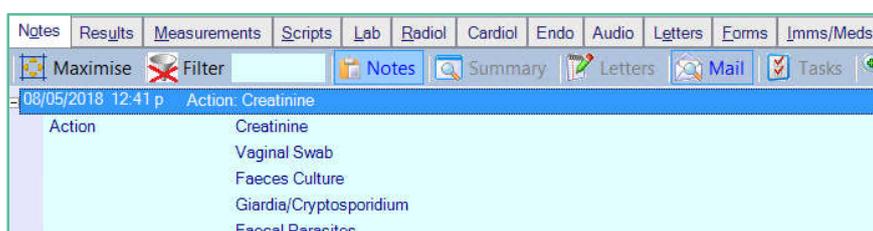
4.1.14 If you need to go back and change the order, you can click on the change Order button and the test selection screen will be displayed.

4.2 Automatic Tasks

4.2.1 When you click on Place order, the eOrder web form will:

Open the Edit Task screen if you have indicated that you want to set a Task reminder.

- Transmit the electronic order to the laboratory system.
- Place a record of this order in the patient notes in MyPractice.



4.2.2 The Record in the notes is purely a reminder.

4.2.3 To see the detail of the order you need to open the eOrder form and click on the Results Tab.

4.3 Order Process Complete

4.3.1 The eOrder form will then display a confirmation message.

Order process complete.

What do you want to do next?

- To return to your PMS, click the X in the top right hand corner.
- To view the patient's results in Eclair click 'View Results' below.
- To change the order you have just placed or check existing orders click 'View Results' below.
- To place another order click 'Create Orders' below.

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

Refer to User Guide Appendix A for additional information.