

eOrder

Online Laboratory Ordering

User Guide – How to order labtests online in Indici /

Placing the eOrder

TABLE OF CONTENTS

1	DOCUMENT PROPERTIES	2
1.1	PURPOSE	2
1.2	SCOPE	2
1.3	DEFINITIONS.....	2
2	EORDER OVERVIEW	3
3	PRE-REQUISITES.....	4
3.1	ACCESS FOR USERS.....	4
3.2	COMPUTER SETUPS.....	4
4	PLACING THE ORDER	5
4.2	PRINTING	5
4.3	OUTBOX RECORD.....	7
4.4	CHANGE ORDER.....	8
4.5	ORDER PROCESS COMPLETE.	8
5	SUPPORT.....	9
5.1	SUPPORT CONTACT DETAILS	9
5.2	EORDERS HELPDESK HOURS	9

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

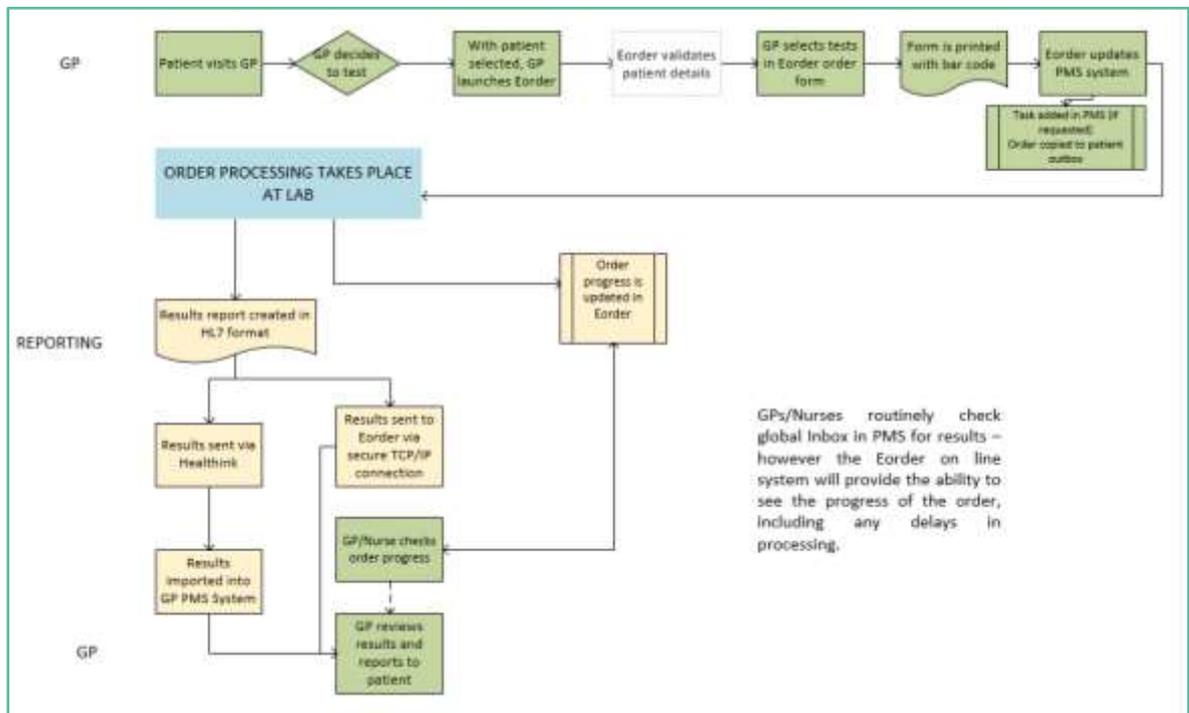
This information applies to any Healthcare Professionals who use the **Indici** Practice Management System.

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 Placing the Order

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 form.

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 5668 571, however this may result in some tests being retaken.

Wellington SCL

NHI : ZZ0016
Surname : TEST
Given : GREG
DOB : 20/11/61 Sex: Male
Ethnicity : NZ European

Address : 15 Main St
St Albans
Christchurch
8000
Phone : 02770784350(0) 0955543211(0) 095551234(8)

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

Barcode

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 The eOrder system will then complete a number of tasks.

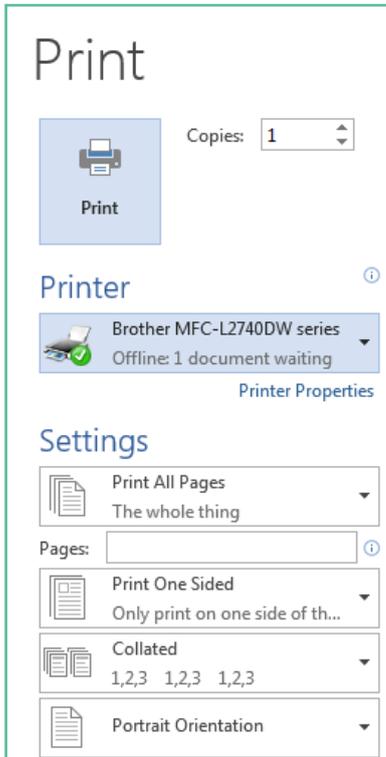
4.2 Printing

4.2.1 Click on Save.

4.2.2 When you have finished selecting tests and have checked the draft order, click on the Place Order button.

Change Order Place Order Cancel

- 4.2.3 The eOrder web form will send the order direct to the laboratory system.
- 4.2.4 At the same time, your Windows printer screen will be opened. It will list the printers available to you, which will look different from the screenshot.



- 4.2.5 If you wish to give the patient a printed copy of the order, click on your A5 printer and then Print.
- 4.2.6 The Order form will be printed out.

Order No. EC00298327			
29/07/18 13:37			
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 : 21 Trinidad Crescent		
Surname : TEST	Grenada Village		
Given : GREG	Auckland		
DOB : 20/12/97 Sex: Male	8000		
Ethnicity : NZ European	Phone : 0277071234(M) 031234555(H) 035551234(B)		
Eligible for Publicly funded services?: Yes	Patient Opt off Laboratory Record?: No		
Requester : Dr DOOLITTLE Barnaby (96ZZZZ)			
Address : Your Medical Practice			
Wellington			
Priority: Routine			
Fasting: No			
Patient Information :			
Clinical details:			
Testing requested:			
Complete Blood Count		CRP	
Specimens to be collected (Tube, source)			
Mauve (EDTA), Venous		Yellow (SST), Venous	
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.			

4.4 Change Order.

- 4.4.1 If while you are reviewing the order, you realise that a change or addition is needed, you can click on the Change Order button at the bottom right, and the test selection screen will reopen.

Order No. EC0000535

23/10/18 12:12

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 phoning 0508 37 37 83, however this may result in some tests being retaken.

NIH : Z220675 Address : 40 William Wong Place
Surname : TEST Carterton
Given : JANE 5713
DOB : 20/07/64 Sex: Female Phone : 021832000(1) 031234999(1) 035551234(1)
Ethnicity : NZ European

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

Requester : Dr DOOLITTLE Barnaby (962222)
Address : Village Medical (PH)
Palmerston North

Priority: Routine
Pregnant: No
Fasting: No

Patient Information :
Clinical details:
Testing requested:
Liver Function Tests Lipid Test

Specimens to be collected (Tube, source)
Yellow (SST), Venous

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.

Change Order Place Order Cancel

- 4.4.2 Make changes, then continue as usual.

4.5 Order Process Complete.

- 4.5.1 After you click on Place Order, the eOrder form will display a confirmation message. This may appear behind your Windows printer screen, but that is perfectly normal.

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