

Online Laboratory Ordering

User Guide - How to order labtests online in Indici /

Placing the eOrder

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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
lcon	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	WELLINGTON SCL
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 Edar. You can choose to restrict sharing of your test results by calling 04 5668 571, however this may result in some tests being retaken.
NHI : ZZZ0016 Sumane : TLST Given : GREG DÖB : 20/11/61 Sex: Male Ethnicity : NZ European	Address : 15 Main St St Albans Christchurch 8000 Phone : 0277078435(4) 09555432104) 095551234(8)
Elgble for publicly funded services?: Yes Requester : Dr DOOLTITLE Barnaby (96ZZZZ) Address : Your Medical Practice	Patient off off laboratory record?: No
Priority: Routine Pasting: No	
Patient Information :	det de
Testing requested:	0, 0,
Complete Blood Count	Lipid Test BIR Prothrombin Ratio • On anticoagulant? Warfarin
Specimens to be collected (Tube, source) Blue (Citrate), Venous Mauve (ED	TA), Venous Yeliow (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.



- 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.



- 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.

Prir	nt					
Prin	Copies: 1					
Print	er	()				
	Brother MFC-L2740DW series Offline: 1 document waiting					
Setti	Settings					
	Print All Pages The whole thing	•				
Pages:	Pages:					
	Print One Sided Only print on one side of th					
	Collated 1,2,3 1,2,3 1,2,3					
	Portrait Orientation					

- 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.

Г

29/07/18 13:37	WELLINGTON SCL
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 Surname : TEST Given : GREG DOB : 20/12/97 Sex: Male Ethnicity : NZ European	Address : 21 Trinidad Crescent Grenada Village Auckland 8000 Phone : 0277071234(M) 031234555(H) 035551234(B)
Eligible for Publicly funded services?: Yes Requester : Dr DOOLITTLE Barnaby (96ZZZZ) Address : Your Medical Practice Wellington	Patient Opt off Laboratory Record?: No
Priority: Routine Fasting: No	
Patient Information : Clinical details:	
Testing requested: Complete Blood Count	CRP
Specimens to be collected (Tube, source) Mauve (EDTA), Venous IMPORTANT INFORMATION FOR PATIENTS PLEASE READ: Your medical centre will always contact you if there are sign Your used on a set of the batter of the set	Yellow (SST), Venous

- 4.2.7 If you have clicked on the 'Order to Patient' checkbox in the eOrder web form, and the patient has a valid cellphone number, a text message containing the order number will be sent to the patient's cellphone.
- 4.2.8 In that case, you do not need to give the patient a copy of the order, and can click on the Cancel button in the Printer screen.

4.3 Outbox Record

4.3.1 When you click on Place order, the eOrder web form will also place a record of the order in the patient Outbox in Indici.

•	Timeline	Inbox	Outbox	Problem / Medications			
	Outbox					- ₽ ₽	0 ~
	Date Prov. Subject			Comments	Doc	Actions	
	23-10-2018	5821	Lab Order - LIVE TEST	R FUNCTION TESTS, LIPID		Lab	:≡ ✓
	23-10-2018	5821	Lab Order - HIST	Lab Order - HISTOLOGY PANEL Lab Order - CRP		Lab	i≣ ~
	09-10-2018	5821	Lab Order - CRP			Lab	≡ -∕
	09-10-2018	5821	Lab Order - CRE	ATININE,PSA		Lab	II ~

4.3.2 If a reprint is needed, you can click on the record in the patient outbox, and click on the print button.

23-0ct-	2018		7.1.5		
WELLING					
Requester	r Detail:				
967772					
Patient In	formation				
NHHIT:	2220075				
Name	TEST JANE		0.08:	20/07/1964 0000	
Ethnicity:	NZ European		5404	Female	
Address)	40 William Wong Place Carterton 5713		Phone No.	031234999	
Services D	rdered:				
Liver Fun	ction Testa	Lipsid Text			
Order Cor	mments:				
Fasting re	quired: - overnight no tood for 16-16 hours befo	re test, nothing but water and me	dications, avois strenuous ex	ercise.	
Order ID:	EC00006534				
					Closer Pro-

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.

010er Ho, EC00006535		į	de'
Collection rooms at: www.wellingtonscl.co.nz or phone 04 301 5900 for opening hours information. Note: The last 10 minutes of every day is reserved for drop off and orgent samples only.	Test results are available to health professionals involved in your care via secure online database known as Eclair. You can choose to restrict shoring of your test results by phoning 0588 37 37 80, however this may result in score tests being retained.	OTOTES	
NHL : 2220075 Sumana : TEST Green : JANE DOI : 28/07/64 Set: Female Ethnolty : NZ European	Address : 40 William Wong Place Carterton 5713 Phone : 421822000(H) 6312344990(H) 635551234(B)		
Eigble for Publicly Ausded services?: Yes Requester : Dr DOOLITTLE Banaby (962222) Address : Wilage Medical (PN) Palmerstan Nort	Patient opt off laboratory record?: Na	SE.O	
Priority: Routine Preprint: No Pating: No	o. o.	0.	
Patient Information : Clinical details:			
Testing requested: Liver Function Tests	Lipid Text		
Spectment to be callected (Tube, tource) Yellow (SST), Venous INFORTANT INFORMATION FOR PATIENTS PLEASE READ Your medical centre will always contact you if there are so if you feel you are not getting better or your health is deb	e philicant results that require follow-up. elemating please contact your medical practice.	pratto	
·	Change Order	Elace Order San	cel

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: <u>www.eorder.co.nz</u> Phone: 0508 37 37 83

Email: <u>helpdesk@eorder.co.nz</u> enquires@eorder.co.nz

5.2 eOrders helpdesk hours

Monday to Friday

7am – 6pm