



Online Laboratory Ordering

User Guide — How to order labtests online in MyPractice /

Reprinting 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	REPRINTING THE EORDER.....	5
5	SUPPORT	7
5.1	SUPPORT CONTACT DETAILS	7
5.2	EORDERS HELPDESK HOURS	7
	REFER TO USER GUIDE APPENDIX A FOR ADDITIONAL INFORMATION.....	7

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

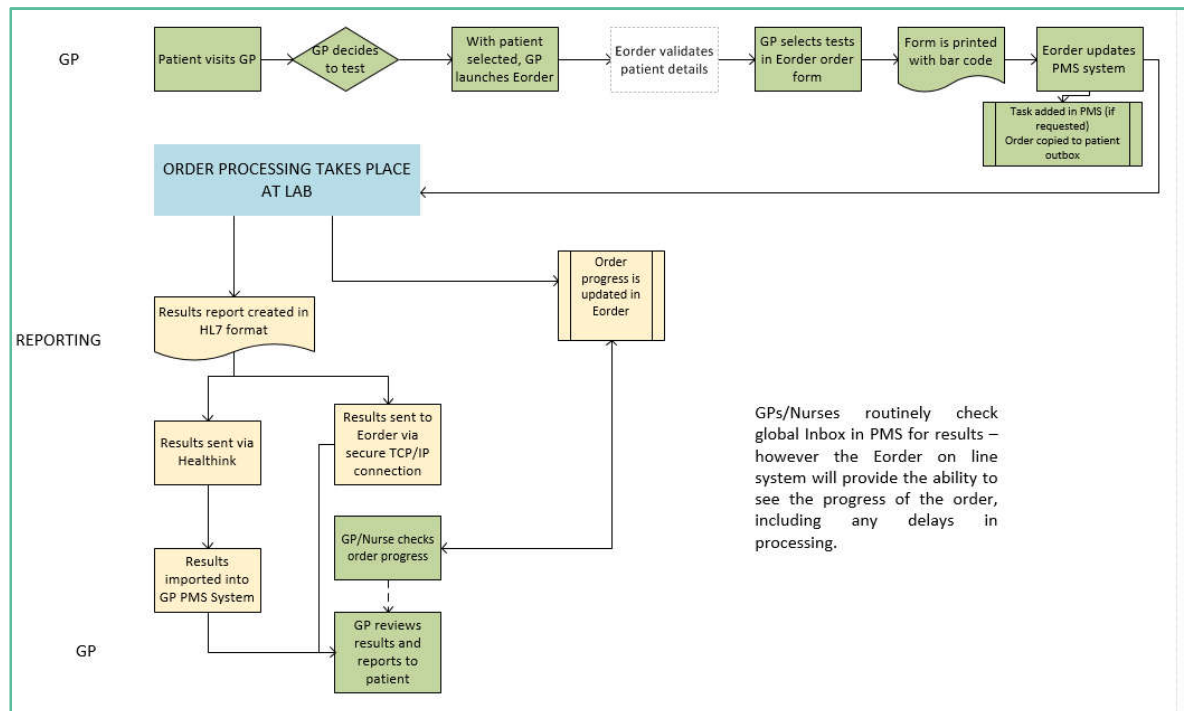
- 1.2.1 This document applies to any practice where the eOrder system is available and the practice is using MyPractice as its Patient Management System.

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

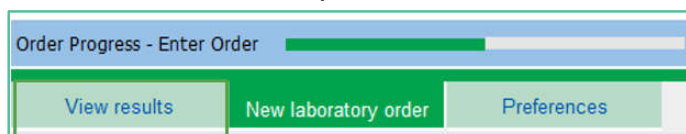
- 3.1.1 The eOrder system is a secure system. Access is strictly controlled and limited to Healthcare Professionals.
- 3.1.2 The practice must supply to Healthscope the following information so that it can be set up in the eOrder system:
 - The practice name and HPI (Organisation) number
 - The names 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

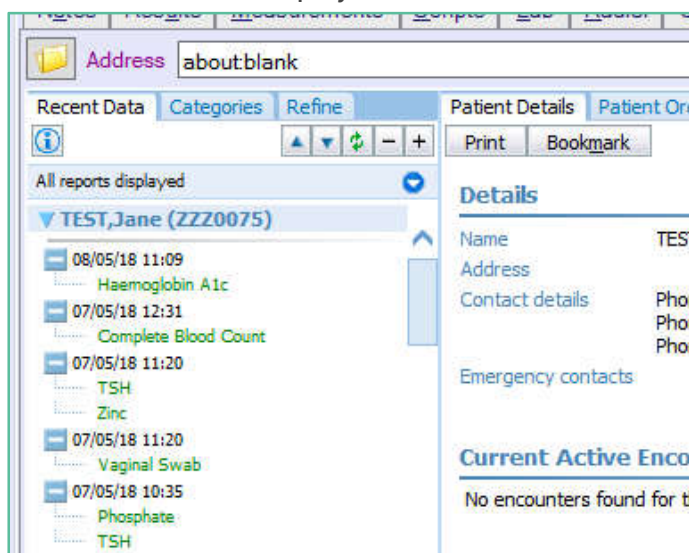
- 3.2.1 The eOrder system needs to be set-up, configured and tested at the practice.
- 3.2.2 Some changes to a user's computer settings may be required.
- 3.2.3 All setup instructions and requirements are explained in Appendix A at the end of this document.

4 Reprinting the eOrder

- 4.1.1 If a patient loses an eOrder or forgets to bring it to the Collection Centre, it is not always necessary to reprint the order (because the eOrder is already in the laboratory system.)
- 4.1.2 Only users who have clinical access are able to reprint the original order form.
- 4.1.3 Open the patient notes, and click on F9 or Forms as usual.
- 4.1.4 Click on eOrder
- 4.1.5 When the eOrder form opens, click on the View Results tab in the bottom left corner.



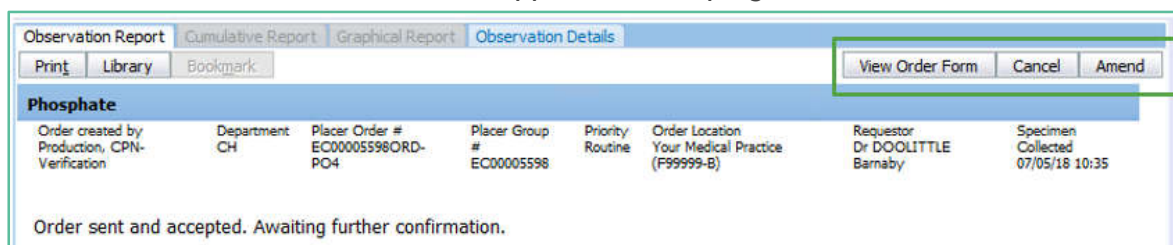
- 4.1.6 A list of orders will display.



- 4.1.7 Click on the order you wish to reprint.
- 4.1.8 The eOrder web form will show the detail of the order.





- 4.1.9 At the same time, three new tabs will appear at the top right.



- 4.1.10 Click on the View Order Form tab.
- 4.1.11 The original order displays.

4.1.12 At the bottom of the original order, you will see three buttons.

Order No. EC00005598



07/05/18 10:35

Where to find us:
See www.labtests.co.nz/index.php/collection-centres for the location of your nearest collection room.

Test results are available to health professionals involved in your care via a secure online database known as TestSafe. You can choose to restrict sharing of your test results by calling 0508 227 326, however this may result in some tests being retaken.

NHI : **ZZZ0075** Address :
Surname : **Test**
Given : **Jane** Phone : 021404357(M) 031234999(H) 035551234(B)
DOB : **20/07/64** Sex: **Female**
Ethnicity : **Not stated**

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

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

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

Patient Information:
Recommended collection date:
Clinical details:

Testing requested:
Phosphate **TSH**
• On thyroxine? **NS**

4.1.13 You can Reprint or Repeat the Order.

4.1.14 If you have simply opened the order to check details, you can return to the results screen by clicking on the Back button.

4.1.15 Click on the Reprint button.

4.1.16 The eOrder form will ask you to select or confirm your printer as usual.

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.