



## Online Laboratory Ordering

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User Guide — How to order labtests online in Indici /

**Reprinting 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

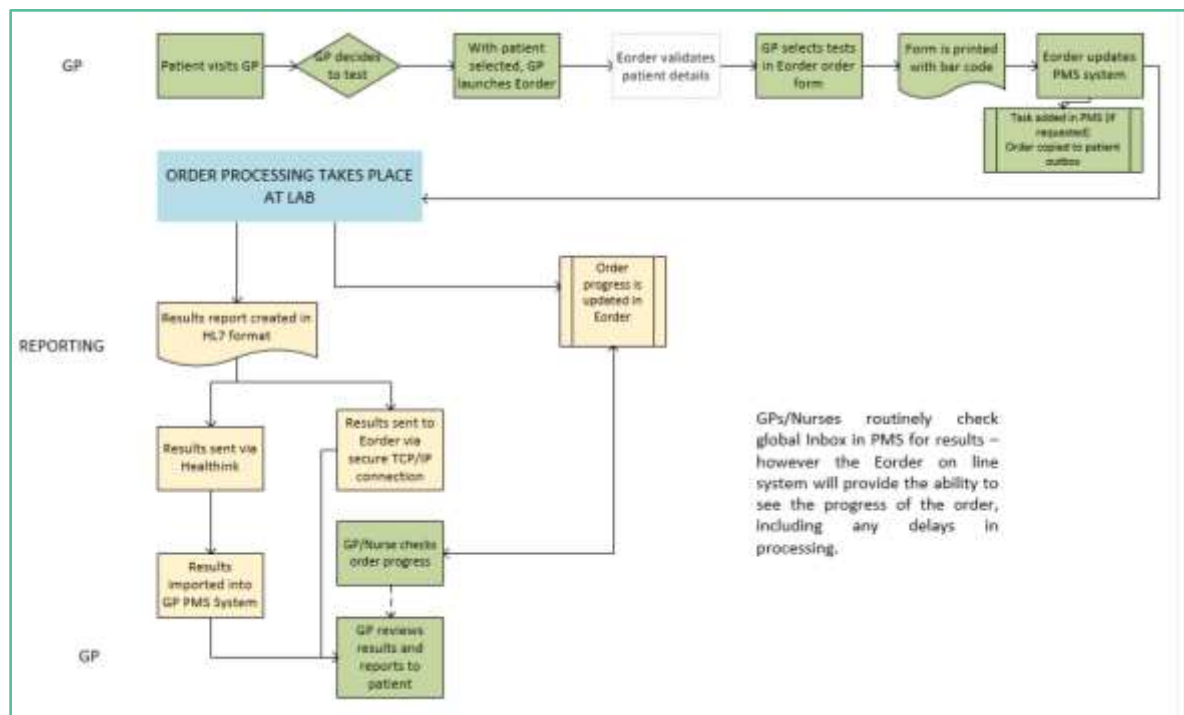
This information applies to any Healthcare Professionals who use the **Indici** Practice Management System.

## 1.3 Definitions

<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 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).

### 4.2 Reprint from the PMS system.

- 4.2.1 If a reprint is required, open the patient Outbox in Indici.
- 4.2.2 Identify the eOrder record – check the date and the Subject which should say Lab Order.

Timeline	Inbox	Outbox	Problem / Medications
Outbox			
<input type="checkbox"/>	Date	Prov.	Subject
<input type="checkbox"/>	23-10-2018	5821	Lab Order - LIVER FUNCTION TESTS, LIPID TEST

- 4.2.3 Click on this record to open it, then on the print button.
- 4.2.4 The record contains the eOrder number and this can be used at the Collection Centre to find the original order. The Barcode is NOT printed on the reprint.

23-Oct-2018

7.1.5

**Requester Detail:**  
96ZZZZ

**Patient Information:**  
NHI: ZZZ0075  
Name: TEST JANE  
DOB: 20/07/1964 0000  
Ethnicity: NZ European  
Sex: Female  
Address: 40 William Wong Place Carterton 5713  
Phone No: 031234999

**Services Ordered:**  
Liver Function Tests  
Lipid Test

**Order Comments:**  
Fasting required: - overnight no food for 10-16 hours before test, nothing but water and medications, avoid strenuous exercise.

Order ID: EC00006534

Close

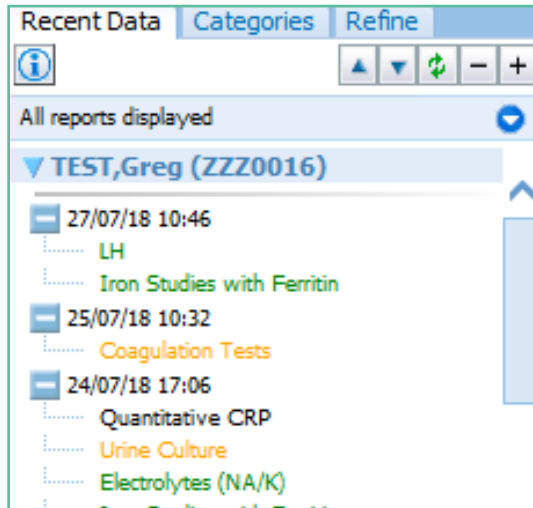
Print

- 4.2.5 This process means that a receptionist can provide the patient with the requested reprint; s/he does not need access to the eOrder form itself.

### 4.3 Reprint from eOrder.

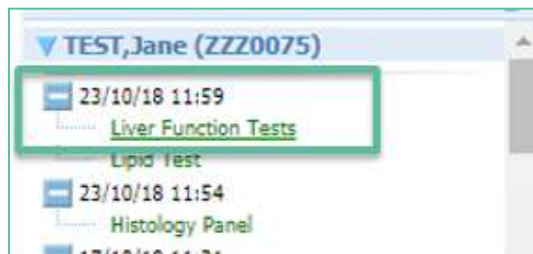
- 4.3.1 Only users who have clinical access are able to reprint the original order form.
- 4.3.2 With the patient on the ribbon as usual, click on the eOrder Icon.
- 4.3.3 When the eOrder form opens, click on the View Results tab in the bottom left corner.

#### 4.3.4 A list of orders will be displayed.



4.3.5 Click on the order you wish to reprint.

4.3.6 Eorder will identify the order with a hyperlink (underlining).



4.3.7 The eOrder will open to show the detail of the order.

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



#### 4.3.9 Click on the View Order Form tab.

#### 4.3.10 The original order is displayed.

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

Order No. EC00006126



27/07/18 10:48

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 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.

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NHS : **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)**

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

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

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

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Patient Information :  
Clinical details:

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Testing requested:  
**LH** **Iron Studies with Ferritin**

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

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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.

4.3.12 Click on the Reprint Button.

4.3.13 Your Printer control will open as usual for you to select your printer.



## 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