



Online Laboratory Ordering

User Guide — How to order labtests online in MyPractice / Results

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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

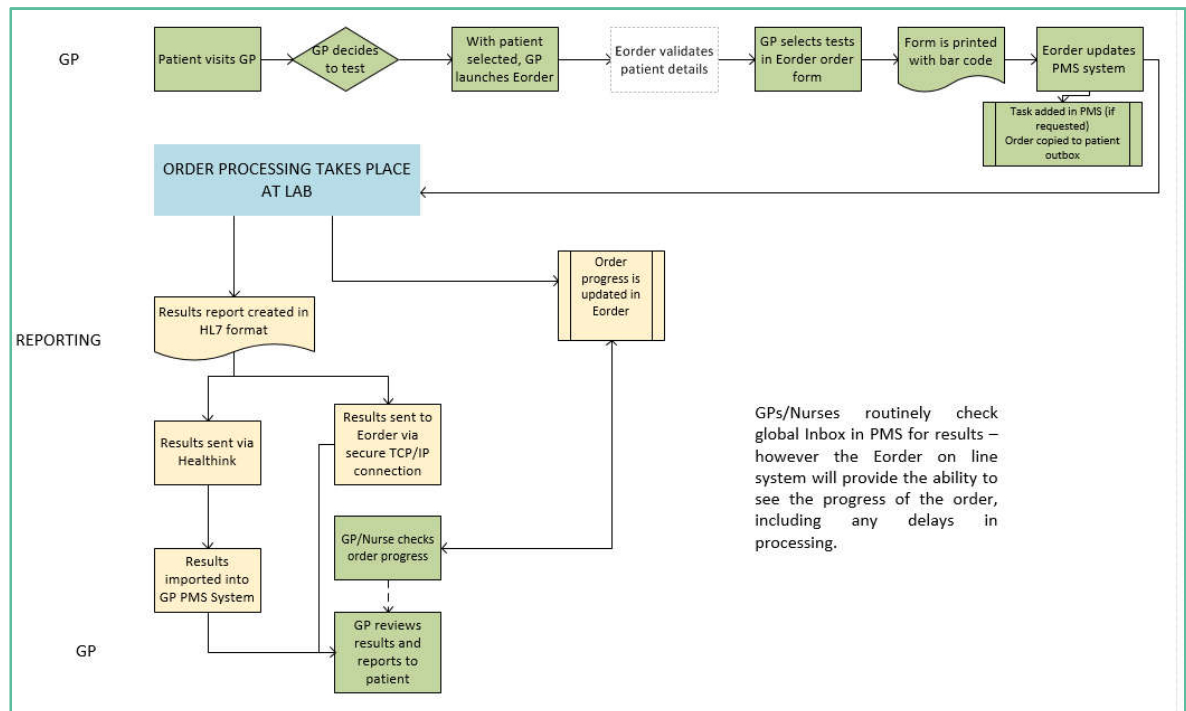
- 1.2.1 This document applies to any practice where the eOrder system is available and the practice is using MyPractice as its Patient Management System.

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.

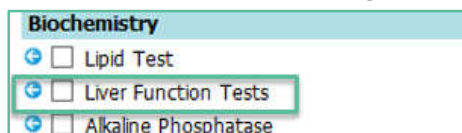
3.2 Computer Setups

- 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 Results

4.1 Viewing Individual Test Results

4.1.1 After you have been working with the eOrder web form for a little while, you will notice small blue arrows appearing next to tests in the Test Selection screens.



4.1.2 This is a visual indicator showing that the patient has had this test previously and that information about that test is available.

4.1.3 To view previous results, click on the blue arrow.

4.1.4 The eOrder form will display results associated with the test, together with any information or advice about the results.

	06/06/17 15:39	28/06/17 11:39	13/11/17 14:03	20/11/17 17:46	20/12/17 07:00
Sodium	◇ pending	◇ pending			◇ 142
Potassium	◇ pending	◇ pending			◇ 5.3
Creatinine	◇ pending	◇ *pending	38	20	◇ 107
eGFR			> 90	> 90	◇ 50
General Chemistry					
Fasting status	◇ Non-fasting				

General Chemistry 20/12/17 07:00

Potassium reference interval is for serum samples. Potassium in plasma samples may be up to 0.3 mmol/L lower.
An e-GFR result in the range 45-59 ml/min/1.73m2 suggests moderately impaired renal function, stage 3a CKD. Refer www.kidney.org.au.
Estimated GFR is calculated from the CKD-EPI equation.
Caution in interpretation is required in non-Caucasians, the elderly, patients with extremes of body weight, oedema, rapidly changing creatinine and in pregnancy.

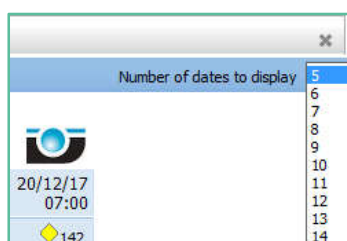
General Chemistry 20/11/17 17:46

An e-GFR result ≥ 90 ml/min/1.73m2 falls in the range found for healthy adults. Refer www.kidney.org.au.
Estimated GFR is calculated from the CKD-EPI equation.

General Chemistry 13/11/17 14:03

An e-GFR result ≥ 90 ml/min/1.73m2 falls in the range found for healthy adults. Refer www.kidney.org.au.
Estimated GFR is calculated from the CKD-EPI equation.

4.1.5 You can change the date range using the control in the top right hand corner of this screen.



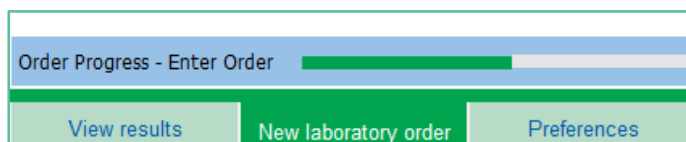
- 4.1.6 You can also check the reference ranges of tests by clicking on the blue icon to the left of the header.

Previous results

	Ref Range	Units	06/06/17 15:39 ADAMS JOHN CH	28/06/17 11:39 MOODIE PETER CH	13/11/17 14:03 ADAMS JOHN CH
Sodium	(135 - 145)	mmol/L	◇ pending	◇ pending	
Potassium	(3.5 - 5.2)	mmol/L	◇ pending	◇ pending	
Creatinine	(45 - 90)	umol/L	◇ pending	◇ *pending	38
eGFR		mL/min/1.73m2			> 90
General Chemistry					
Fasting status			◇ Non-fasting		

4.2 Result History

- 4.2.1 If you need to check the status of an order for any reason, the eOrder form provides detailed information.
- 4.2.2 With the patient on the Palette, click on the eOrder icon on the Toolbar as usual.
- 4.2.3 Click on the View Results button in the bottom left hand corner.

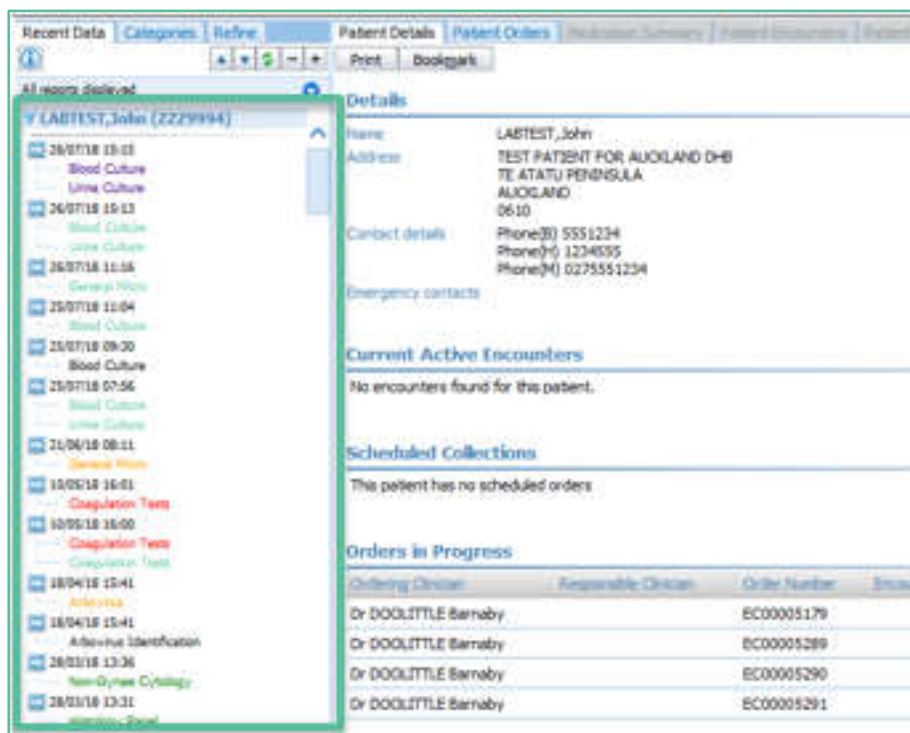


- 4.2.4 The eOrder form will display the Results screen, which has two main panels.

Recent Data	Categories	Refine	Patient Details		Patient Orders	Medication Summary	Patient Encounters	Patient History
			Print		Bookmark			
All reports displayed								
LABTEST, John (ZZZ9994)								
26/07/18 15:15			Name		LABTEST, John		Date of birth	
Blood Culture			Address		TEST PATIENT FOR AUCKLAND DHB		16-Aug-1960	
26/07/18 15:13					TE ATATU PENINSULA		Sex	
Urine Culture					AUCKLAND		Major NH	
26/07/18 15:13					0610		Minor NHs	
26/07/18 11:16			Contact details		Phone(B) 5551234		Male	
General Micro					Phone(H) 1234555		ZZZ9994	
25/07/18 11:04			Emergency contacts		Phone(M) 0275551234			
Blood Culture								
25/07/18 09:30			Current Active Encounters		No encounters found for this patient.			
Blood Culture								
25/07/18 07:56			Scheduled Collections		This patient has no scheduled orders			
Urine Culture								
21/06/18 08:11								
General Micro								
10/05/18 16:01			Orders in Progress					
Coagulation Tests								
10/05/18 16:00								
Coagulation Tests								
18/04/18 15:41								
Arbovirus								
18/04/18 15:41								
Arbovirus Identification								
28/03/18 13:36								
Non-Gynae Cytology								
28/03/18 13:31								
Histology - Rectal								

4.3 Results Screen – Left Pane

4.3.1 The left panel lists orders with the most recent at the top of the list.



4.3.2 These entries are colour coded to show their status at a glance.

4.4 Results colour codes

4.4.1 Newly received requests are displayed in green. As tests are processed by the laboratory, the status is updated and the colour changes accordingly.

4.4.2 When the final result is sent back to the requestor, the status is changed to Final and shows in black (Or red for abnormal).

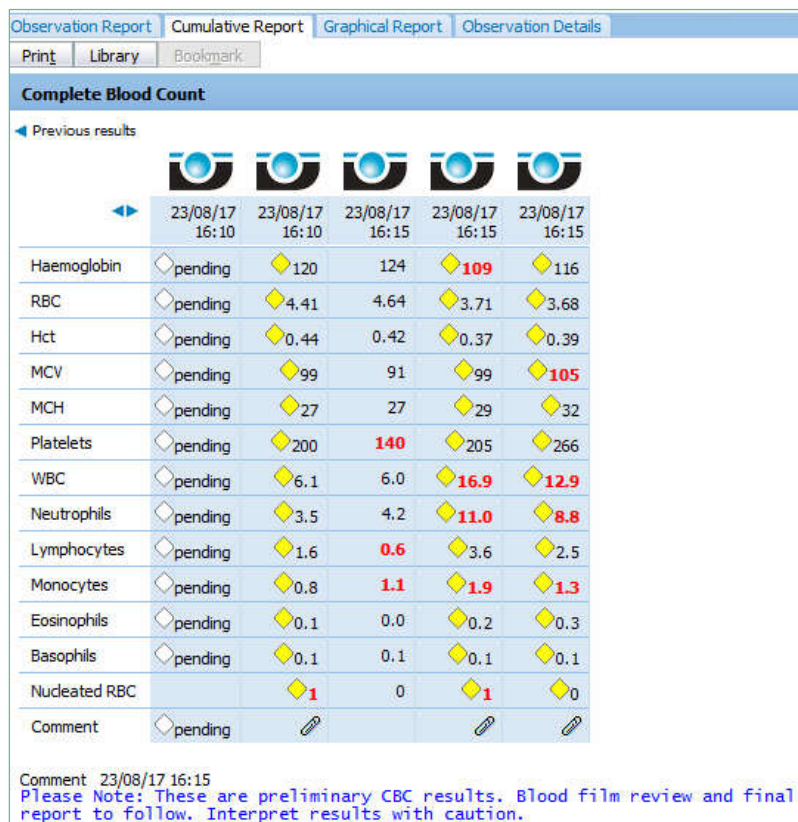
4.4.3 The lists below show the colours associated with each order status.

Report tree colours

Abnormal	To follow
Preliminary	Partial
Unauthorised	Status updated to final
Final	Corrected
Original results wrong	Deleted, cancelled or results unobtainable
Archive results	Indeterminate
New order	Order in progress
Updated order	Replaced order
Cancelled order	Images are available

4.5 Cumulative Reports

- 4.5.1 When a patient has had the same test repeated a number of times, eOrder will provide a cumulative report.
- 4.5.2 This collates all reports for the test and displays them in various formats.
- 4.5.3 Click on the test you wish to view in the left pane, and then click on the Cumulative Report Tab.



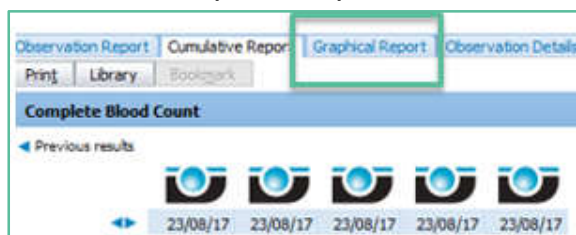
	23/08/17 16:10	23/08/17 16:10	23/08/17 16:15	23/08/17 16:15	23/08/17 16:15
Haemoglobin	pending	120	124	109	116
RBC	pending	4.41	4.64	3.71	3.68
Hct	pending	0.44	0.42	0.37	0.39
MCV	pending	99	91	99	105
MCH	pending	27	27	29	32
Platelets	pending	200	140	205	266
WBC	pending	6.1	6.0	16.9	12.9
Neutrophils	pending	3.5	4.2	11.0	8.8
Lymphocytes	pending	1.6	0.6	3.6	2.5
Monocytes	pending	0.8	1.1	1.9	1.3
Eosinophils	pending	0.1	0.0	0.2	0.3
Basophils	pending	0.1	0.1	0.1	0.1
Nudeated RBC		1	0	1	0
Comment	pending				

Comment 23/08/17 16:15
Please Note: These are preliminary CBC results. Blood film review and final report to follow. Interpret results with caution.

- 4.5.4 By default, the 5 most recent results are displayed, but you can extend this by adjusting the Number of Dates to Display field.



- 4.5.5 It is also possible to graph results.
- 4.5.6 Click on the Graphical Reports tab.



4.5.7 Click in the checkbox of the Result type(s) you want to graph.

Observation Report | Cumulative Report | Graphical Report | Observation Details

Print | Library | **Graphical Report**

To graph results, select the rows below you wish to plot, select a graph type and the type of axes, then click Draw.

Graph Type: ☒ Usual ☐ Trend ☐ Same ☐ Separate

Number of dates to display: 15

Complete Blood Count

	06/12/16 08:16	06/12/16 08:16	06/12/16 17:00	07/12/16 14:22	14/01/17 07:48	14/01/17 07:48	14/01/17 08:27	14/01/17 11:43	14/01/17 12:01	03/02/17 12:05	03/02/17 12:18	03/02/17 16:32	03/02/17 16:32	03/02/17 17:00	03/02/17 15:15
<input checked="" type="checkbox"/> Haemoglobin	100	107	pending	pending	pending	pending	pending	pending	pending	92	pending	92	92	pending	92
<input checked="" type="checkbox"/> RBC	4.09	3.37	pending	pending	pending	pending	pending	pending	pending	3.56	pending	3.56	3.56	pending	3.42
<input checked="" type="checkbox"/> Hct	6.38	6.38	pending	pending	pending	pending	pending	pending	pending	6.36	pending	6.24	6.24	pending	6.17
<input checked="" type="checkbox"/> MCV	87	113	pending	pending	pending	pending	pending	pending	pending	76	pending	101	101	pending	92
<input checked="" type="checkbox"/> MCH	24	32	pending	pending	pending	pending	pending	pending	pending	26	pending	25	25	pending	30
<input checked="" type="checkbox"/> WBC	16.6	4.9	pending	pending	pending	pending	pending	pending	pending	6.3	pending	6.2	6.2	pending	6.6
<input type="checkbox"/> Neutrophils	17.2	5.1	pending	pending	pending	pending	pending	pending	pending	6.4	pending	6.2	6.2	pending	6.4
<input type="checkbox"/> Lymphocytes	1.0	6.9	pending	pending	pending	pending	pending	pending	pending	3.4	pending	4.0	4.0	pending	3.9

4.5.8 Adjust the Graph type and Axes as required.

wish to s, then

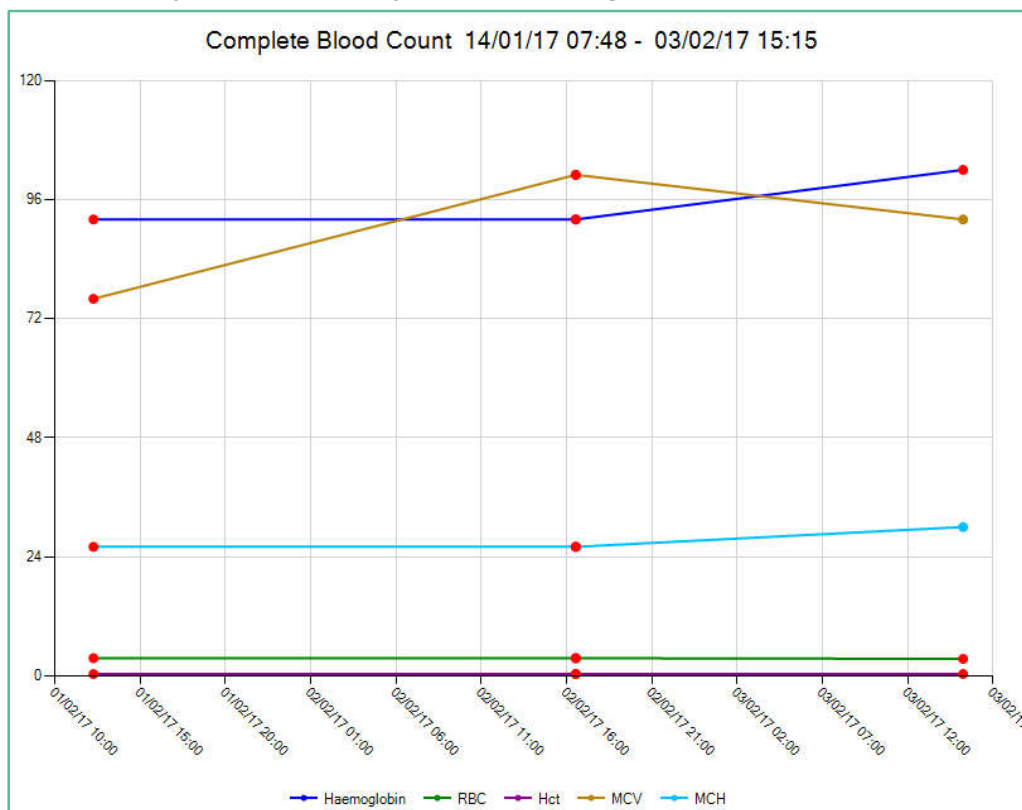
Graph Type: ☒ Usual ☐ Trend ☐ Same ☐ Separate

Number of dates to display: 5

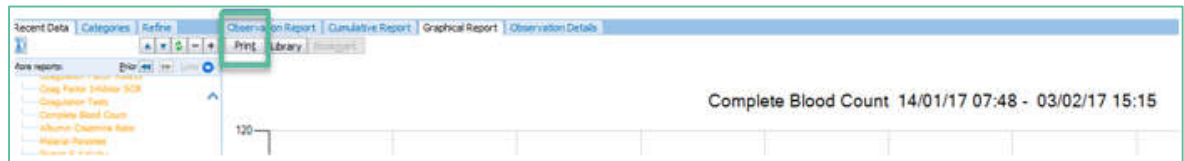
More recent results

4.5.9 Then click on the Draw Button.

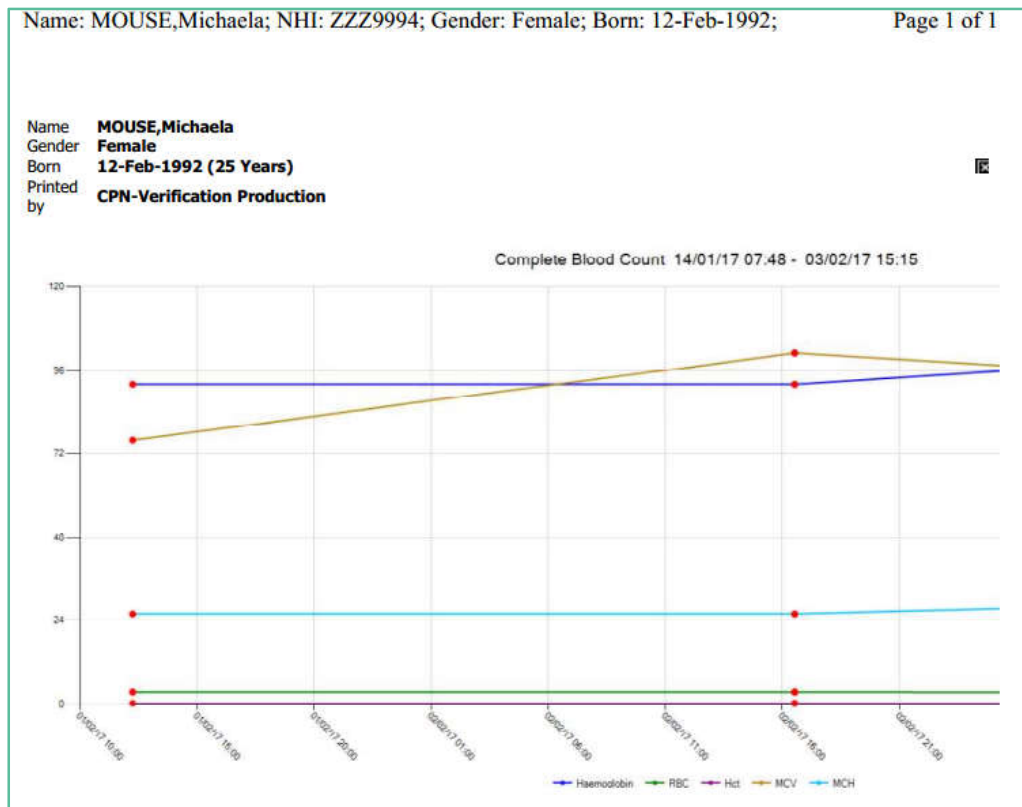
4.5.10 The eOrder system will display the requested graphs.



4.5.11 If you wish to print the graph, click on the Print button.



4.5.12 The Graph will print with patient and test information included automatically.



4.5.13 If you need to change your selection, click on the Back button at the top right to return to the Graph selection screen.

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.