eOrder

Online Laboratory Ordering

User Guide — How to order labtests online in MyPractice /

Configuring My Tab

TABLE OF CONTENTS

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.
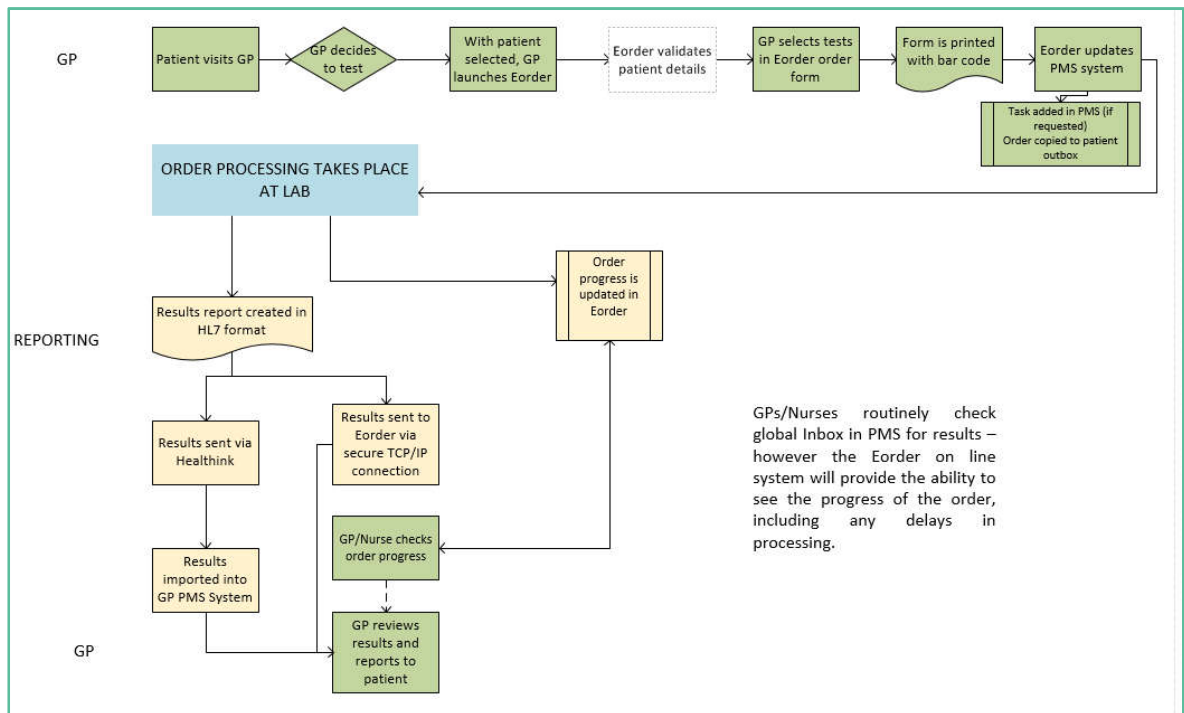
3   Pre-Requisites

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.
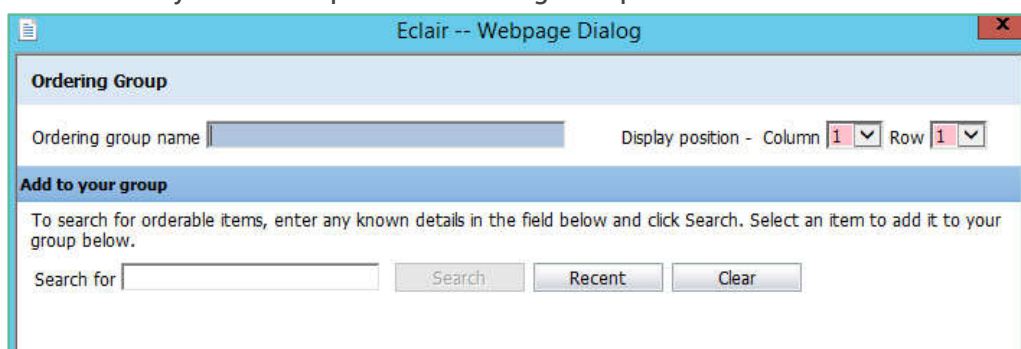
4 Configuring the My Tab

4.1.1 The My Tab enables you to create your own sets of frequently requested tests.
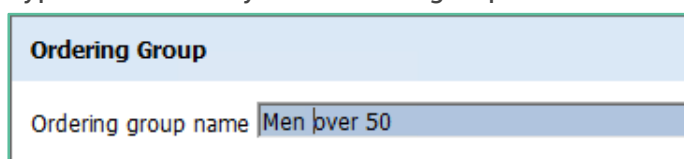
4.1.2 It is user specific.

4.1.3 Click on the cross to begin.

| Standard Lab Form | Less Frequent Form | Histology Form | Cytology/Micro Form | Antenatal Form | My Tab | Additional |

+ Create your own ordering groups using this icon. Use the right-click menu to delete or modify an existing group.

☐ Annual Test Group
◱ Test Group 2

4.1.4 The eOrder system will open the Ordering Group form.

Eclair -- Webpage Dialog

Ordering Group

Ordering group name | Display position - Column 1 ⌄ Row 1 ⌄

Add to your group

To search for orderable items, enter any known details in the field below and click Search. Select an item to add it to your group below.

Search for | Search | Recent | Clear

4.1.5 Type the name of your new test group in the Ordering Group Name field.

Ordering Group

Ordering group name | Men over 50

4.1.6 The Display position controls enable you to specify the order in which your groups will be listed on the page.

4.1.7 Column 1 is on the left, and the Row number controls the order.

Display position - Column 1 ⌄ Row 3 ⌄
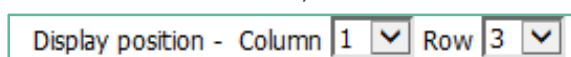
4.1.8 If these fields are showing with a pink infill, it means that you currently have a group at that position and need to make an adjustment.

Display position - Column 1 ⌄ Row 1 ⌄
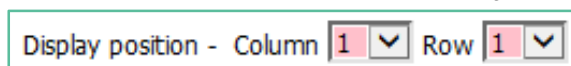
4.1.9 To add tests to your group, type a few characters of the test name into the Search field and click on the Search button. Or if you know the test code you can type that.

Search for | Lipid × | Search | Recent | Clear

4.1.10 You can also search for recent orders by clicking on the Recent button. The eOrder form will display a list of recent orders for the patient you currently have selected.

4.1.11 To add an item to your group click on it. It will then be displayed in the lower pane. (Group Contents).

4.1.12 Continue adding till your group is complete. Then click on the Save and Close button.

4.1.13 You can hover over your group to see the tests which are included.

4.1.14 If you need to edit the group, right-click on it and select the Edit option.

4.1.15 Click on the Red Cross to delete an item from the group.

4.1.16 Add extra tests exactly as before.

4.1.17 To Delete an Order group, right click and choose Delete.

4.1.18 Note: The My Tab is unique to the user who created the group. However, if a practice identifies its frequently ordered test groups and provides that information to Healthscope, the My Tab can be configured to apply to all users.

4.1.19 In addition, you can only put in tests, which exist on another tab within the eOrder form.

4.1.20 When you make your selection of tests using the My Tab, the tests are automatically ticked in the tabs where these orders are located.

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.