



Online Laboratory Ordering

User Guide – How to order labtests online in Indici /

Configuring My Tab

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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

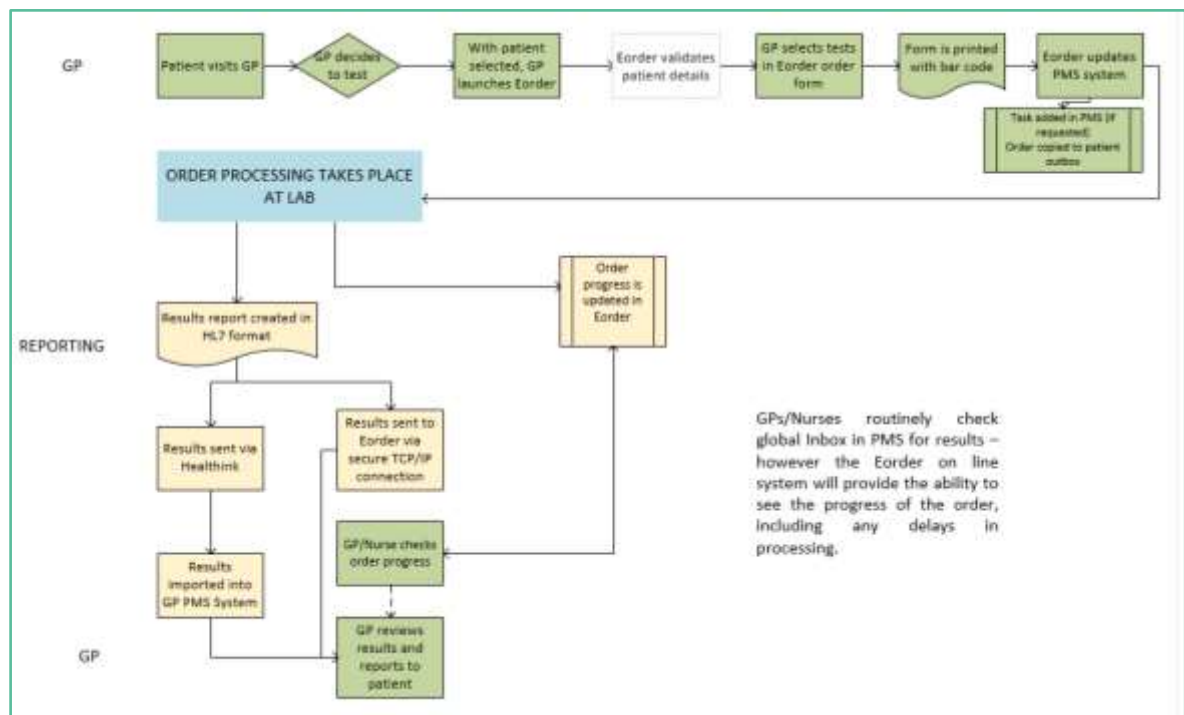
This information applies to any Healthcare Professionals who use the **Indici** Practice Management System.

1.3 Definitions

PMS	Practice Management System (Indici)
eOrder	Web ordering form
Icon	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

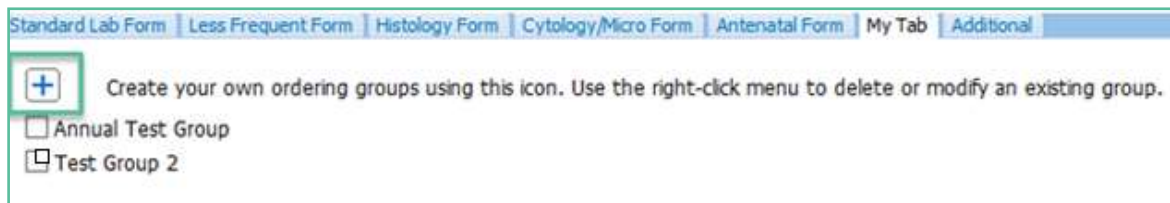
- 3.2.1 The eOrder system needs to be set up, configured and tested at the practice.
- 3.2.2 Some changes to a user's computer settings may be required.
- 3.2.3 A fast Internet connection is desirable because the eOrder form is accessed via the web.

4 Configuring the MY TAB

4.1.1 The My Tab enables you to create your own set of frequently requested tests.

4.1.2 It is user specific.

4.1.3 Click on the cross to begin.



4.1.4 eOrder will open the Ordering Group form.

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

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.

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.

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.

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.

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

Name	Code	Tab Order
Lipid Test	ORD-LIP	Standard Lab Form

Group contents

Name	Code
<input checked="" type="checkbox"/> Lipid Test	ORD-LIP

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

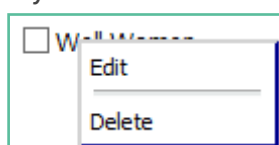
4.1.12 Continue adding till your group is complete. Then click on the Save and Close button.

Group contents

Name	Code
<input checked="" type="checkbox"/> Lipid Test	ORD-LIP
<input checked="" type="checkbox"/> Complete Blood Count [FBC]	ORD-CBC
<input checked="" type="checkbox"/> Haemoglobin A1c [HbA1c]	ORD-GLY
<input checked="" type="checkbox"/> Oestradiol	ORD-OES

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 Also, 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