

Getting Started in Indici

Staff Setups

1. Nurses and Health Care Assistants will need to have their HPI number inserted into their staff setup.
2. The eOrders Admin team will supply HPI numbers for HCAs.
3. On the Menu Bar, click on Configurations – User Management – Users.
4. When the list of staff is displayed, use the Search fields or click on the Nurse or HCA you are updating.
5. Click on the Provider Details Tab at the top of the screen.



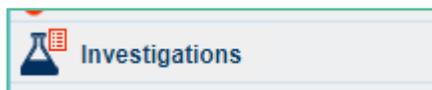
6. Add the HPI no in the HPI-CPN No Field in the right hand column.

| | |
|-------------|---|
| HPI-CPN No: | <input type="text" value="96ZZZZ"/> |
| GST Number: | <input type="text" value="GST Number"/> |

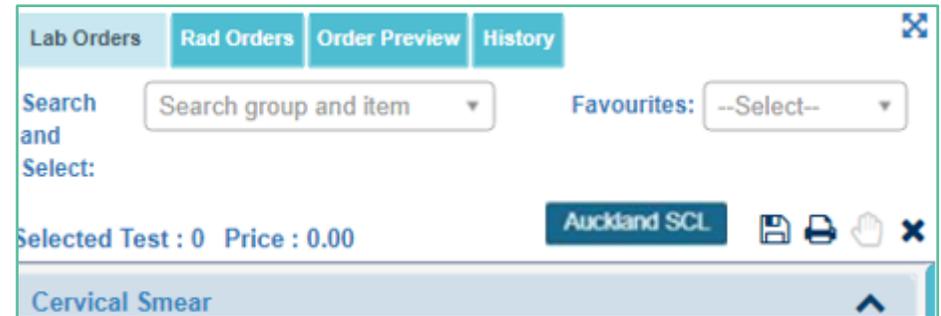
7. Then click on Save and Finish.

Test Orders

1. Open your test patient (Mickey Mouse)
2. Open your consult screen.
3. Click on Investigations on the left hand side bar.



4. In the Investigations panel, click on the Auckland SCL button for Auckland practices. This will show with your own region name for other regions.



5. You MAY see a screen offering you the choice of Use PMS Details/Éclair Details in the bottom right hand corner (this is because everyone uses Mickey Mouse!)



6. Click on Use PMS details.
7. The eOrders screen will open.
8. Tick any test in the right hand panel, then click on Next.
9. The order will be displayed.
10. Click on Place Order.
11. Choose whether to print or not
12. You can use your usual test patient to place as many test orders as you wish until you feel confident.