eOrder Online Laboratory Ordering

www.eorder.co.nz
0508 37 37 83
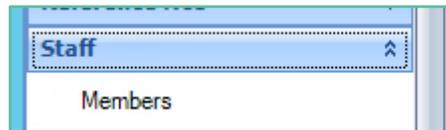helpdesk@eorder.co.nz

Getting Started in MT Evolution

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. Go to File – Options – Staff – Members

4. Open the Nurse or HCA.
5. On the Provider Tab, enter the HPI number in the HPI No field in the right hand column towards the bottom.
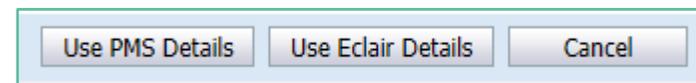

6. It is not necessary to enter the Health Facility No.
7. Save, log out of Medtech Evolution and back in again to apply the changes.

Test Orders

1. Put Mickey Mouse or your usual test patient on the palette.
2. Click on the Connected Care tab on the ribbon.
3. Click on the Access Wellington SCL (blue ball) icon.

4. 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!)

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