

Getting Started in Medtech 32

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 Setup – Staff- Members – Click on the staff member.
4. Set the Nurse or HCA as a Provider. (Does not need to be a service provider)
5. On the Provider Tab, towards the bottom right, put the HPI number into the HPI No Field.

ACC Provider Code: General Practitioner (80) ...

Health Facility No:

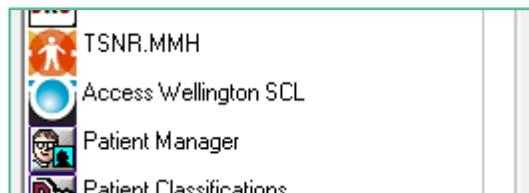
HPI No: 96ZZZZ

Unload Ref:

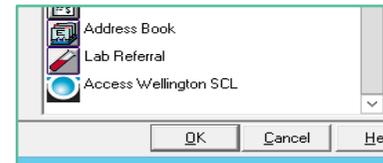
6. It is not necessary to put in the Health Facility No.
7. Save and exit MT32, then log back in.

eOrders Icon Setup

1. Each user will need to add the eOrders Icon to his or her toolbar.
2. Go to Window – Tool Bar – Setup.
3. Scroll down on the left hand panel to find the big blue ball icon – Access Wellington SCL.



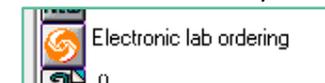
4. Move it into the right hand panel using the arrow, then OK and close.



5. The icon will appear on your tool bar.

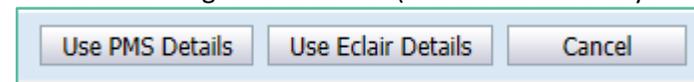


6. Be careful NOT to try to use the icon below – this does not and will never work.



Test Orders

1. Put Mickey Mouse or your usual test patient on the palette.
2. Click on the Blue Ball icon.
3. 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!)



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