

Getting Started in My Practice

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 Tools – Staff – Staff Details – click on the staff member.
4. Click on the Practitioner Tab.

User	Appointment Template	Practitioner	Favorite Services	Info
Qualifications <input type="text"/>				
Registration (NZMC/NZNO) <input type="text"/>		HPI Person Number <input type="text" value="10APFN"/>		
Lab ID <input type="text"/>				

5. Add the HPI number in the HPI Person Number field
6. Click on Finish.
7. The user may have to log out and back in for this setting to be recognised.

Test Orders

1. Put Mickey Mouse or your usual test patient on the palette.
2. Open your Consultation window.
3. Click on Lab.
4. Then click on e-Order in the left hand column

Notes	Results	Measurements	Script
Search <input type="text"/>	Venue <input type="text"/>	Lab <input type="text"/>	Haemat
Copy to Note			FBC
Hist Exam			CRP
Diagnosis			ESR
Fasting			INR
Accidents			Coag Sc
x Testsafe			Fe/IBC
			Femtin
			B12/Fole
e-Order			

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!)

Use PMS Details	Use Eclair Details	Cancel
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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 place as many test orders as you wish, until you feel confident.