eOrder

Online Laboratory Ordering

MT Evolution User Guide – Setup and ordering

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1 Introduction

This user guide explains how you can use the eOrder system to place laboratory requests on-line using a secure internet connection.

It is assumed that changes to your computer system have been made by your IT support team, and that you have been given access to the eOrder system by the eOrders Admin Team.

For details of those setups, please see <u>www.eorder.co.nz</u> – Get Started.

2 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

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.

Health Facility No:	
HPI No:	17DKUY
Unload Ref:	

- 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.

3 Locating the eOrder form in MT Evolution

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

		IV	reatecn	EV
ManageMyHealth	ConnectedCa	are	CBIT	
	\odot		hp	
Access TestSafe Northern Region	Access Wellington SCL	Hea	lthPoint	
ogy Access				
A 3 -	R			H
DE Doo 1	060 60	Hel		

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!)

Use PMS Details Use Eclair Details Cancel

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

- 5. This is because when the eOrder system connects it checks to see if the patient is already known to the laboratory system and compares the information with that in your PMS.
- 6. For example the patient may have changed address, which has been updated in your system, but not in the laboratory system.
- 7. If it finds a difference it will display those differences on screen and ask you to check.
- 8. When you are satisfied that your data is correct.
- 9. Click on Use PMS details.
- 10. The eOrders screen will open.

4 The eOrder Web Form

The eOrder web form is divided into two main panels:

₩eb	A	ccess Wellington SCL (ManageMyHealth)		
Order Details		Standard Lab Form Less Frequent Form Cytology Fo	m Histology Form Antenatal Form Profile Tab My Ta	b Additional
	Q 🖉	Biochemistry	Haematology	Microbiology
Order location Your Medical Practice (F99999-B) Copy to Order priority Routine	▼ Ø Q Ø	Lubi Test Liver Function Tests Akaine Phosphatase GGT ALT Electrolytes (NA/K)	Complete Blood Count Feritin Tron/Transferrin Sat (Iron overload) Vt B12 And Folate INK Antenatal	Urine Microbiolog//Cuture Vaginal Cuture Urethral Cuture Genital Cuture Ghamydalgono NAAT - Vaginal Chamydalgono NAAT - Cervical
Cinical details		Creatinine (ind eGFR) Urate Galcium Phosphate TSH	Ist Antenatal screen & HIV Ist Antenatal screen no HIV Subsequent Antenatal Glucose Chalenge Sog Gestational Glucose Tolerance**appt	Chlamydia/gono NAAT - Urine HSV/VZV NAAT (vral swab) Throat Culture Er Culture Eye Culture Eye Culture
Eligible for publicly funded services? O Yes No Patient opt off TestSafe? Yes No		On thyroxine? () Yes () No () NS PSA LH FSH	HCG Pregnancy Immunology CRP Rheumatoid Factor	Mouth Culture Wound Culture Skin Culture
Is the patient pregnant? O Yes No Is the patient fasting? O Yes No Phone results please	Gestation (Weeks)	FSH Progesterone Oestradiol Diabetes	Rheumatoid Factor Coelac Screen Infectious Serology (Phone Clinical Microbiologist if required)	Sputum Bacterial Culture Mycology Culture Faeces - PCR/Culture
Fax results please	Fax number	Haemonlobin A1c	Epstein Barr Virus	Faecal Parasites Click for Faeces Collection Info
Preferred collection date? dd/mm/yyyy (1) Repeat request? () Yes () No	Repeat frequency?	Haemogoon AlC Urine Albumin/Creatinine Glucose Glucose Tolerance *appt. Critical Tests	Epsten Barr Virus Hepattis B Diagnosis Hepattis B Immunity Hepattis C Serology Hepattis C Viral load	Faeces - Occult blood Cick for Faecal Occult Blood Info Molecular Biology Novel Coronavirus
Create a Task reminder for this order Task reminder default: Ask very time Ask reminder timeframe Cricose one	Specimen Collection Guide	Troponin D-Dimer	HIV Screen Syphilis Serology	
Order Progress - Enter Order				<u>R</u> eports <u>N</u> ext >>

Order Details

- 1. The left panel (Order Details) contains information relating to the requestor and the order itself.
- 2. This screen may look slightly different from the screenshot, depending on your region.

Order Details	
Ordering clinician DR DOOLITTLE Barnaby (96ZZZZ)	
Order location Your Medical Practice (F99999-B)	
Copy to	
Order priority Routine	
Clinical details	
	0
1	
Eligible for publicly funded services? \bigcirc Yes \odot No	
Patient opt off TestSafe? 🔿 Yes 🖲 No	
Is the patient pregnant? 🔘 Yes 🖲 No	Gestation (Weeks)
Is the patient fasting? 🔿 Yes 🖲 No	
Phone results please	Phone number
Fax results please	Fax number
Preferred collection date? dd/mm/yyyy 🗊	
Repeat request? 🔿 Yes 🖲 No	Repeat frequency?
Create a Task reminder for this order	
Task reminder default: 🔿 Always create a Task	Specimen Collection Guide
○ Ask every time	opecimen concector outle
Task reminder timeframe Choose one	4

- 3. Much of the information is taken direct from MT Evolution.
- 4. The first field will auto-complete with the name of the health care professional placing the request. This will auto-complete based on the logged in user.

Order Details		
Ordering clinician	Dr DOOLITTLE Barnaby (96ZZZZ)	Q 🥖
Order location	Your Medical Practice (F99999-B)	9
Copy to		Q 🥖
Order priority	Routine	~

5. If you are a nurse or Health Care Assistant ordering on behalf of a doctor, click on the drop down arrow on the right to display the list of doctors.



6. The second field will autocomplete with the practice name (order location)

Ordering clinician	Dr DOOLITTLE Barnaby (96ZZZZ)	 Q
Order location	Your Medical Practice (F99999-B)	

- 7. The Copy To field enables you to request a copy of the results be sent to one or more other healthcare professionals.
- 8. Click on the Search icon to select Copy To recipients.

	,		<u> </u>	9
Order location	Your Medical Practice (F99999-B)	~		9
Copy to		٦	Q	Ø

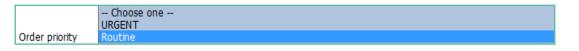
9. When you click on the Search icon the Clinician Search page is displayed.

Clinician Search				
	ary, enter any known detail	in the fields below		
To search this diction	ary, enter any known detail	In the helds below.		

- 10. Type the surname into the Name field and click on the Search button.
- 11. You can narrow the search by leaving a space after the surname and typing the initial or first part of the doctor's given name as well.
- 12. The form will display any clinicians matching your search criteria. However only Doctors who are registered in the eOrder system will be listed.

	Ecla	ir Webpage Dialog	-
Clinician Search			
To search this dictio	nary, enter any known details	s in the fields below.	
Code	Name Brown	Search Recent	Clear
Name 📥	Code 🖪	Location 💽	Code 🔳
BROWN Emily	29AYEE	White Cross Accident & Medical Clinic Gl	F2C068
BROWN India	20BSKY	Botany Downs Hospital	F03053
BROWN India	20BSKY	Papakura Obstetric Hospital	F03037
BROWN Janene	16ANHP	Oxford Day Clinic	F0D009
BROWN Janene	16ANHP	The Oxford Clinic Womens Health	F2K086
BROWN Pauline	10FXWS	Whangarei Hospital	F04053
an out as the second se	1000001	Exercise Discovery in the state	50.052

- 13. You can also search by institution for example Middlemore Hospital.
- 14. The Search window is not case sensitive. However, it cannot cope with spelling mistakes and typos.
- 15. You can enter up to five Copy To clinicians if required.
- 16. The Order Priority field defaults to Routine. Use the drop down to select Urgent instead.



- 17. The Clinical details field is free text and enables you to insert any information which the pathologist might need to be aware of.
- 18. These details are printed on the order form which is given to the patient.
- 19. You can copy and paste from MT Evolution notes into this screen.

Clinical details	
Patient had a liver transplant 6 months ago.	
	^
	\sim

- 20. The next group of questions will auto-fill to the most common (default) setting but you can click in the alternate radio button as required.
 - Note: Some options explained below may not be available in your region.
- 21. The Eligible field reads the patient's eligibility for funded tests from the registration details, and can be checked in the Enrolment and Funding Tab in the patient record.
- 22. Eligibility status in MT Evolution is visible on the ribbon if the patient has a 'N' code s/he is non-resident and therefore not eligible for publically funded services.
- 23. The pregnancy question will only be available if the patient is identified as female and within the age range. Otherwise it is greyed out.

Is the patient pregnant? 🔘 Yes 🖲 No

24. The fasting question will also default to No – click the radio button to indicate if the patient is fasting.

Is the patient Fasting? 🔘 Yes 🖲 No

- 25. The Results feedback fields enable you to provide contact details for urgent tests.
- Note: if you request results by fax this will be taken as the priority communication rather than phone. 26. It is NOT necessary to add phone or fax numbers as these are recorded in the laboratory system.

Phone results please	Phone number
Fax results please	Fax number

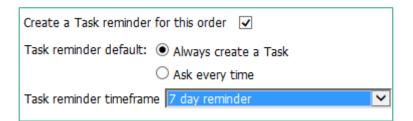
27. If you want to pre-book the testing to be carried out after some time has elapsed, you can specify a preferred collection date.

Preferred collection date? 21-	-Sep-2018 🔟
--------------------------------	-------------

28. If this is a repeating request (standing order), tick the checkbox and type the frequency into the Repeat frequency field.

	Repeat request? 🔽	Repeat frequency 2 weekly till further notice	×	
--	-------------------	---	---	--

- 29. For tests such as INRs where the frequency may vary according to the results, you can put in PRN or As Required.
- 30. To add a Task reminder for this order, tick the square checkbox.



- 31. Use the drop down to select the Task Reminder Time frame.
- 32. If you wish the system to remember your preferred timeframe, click the Always create a task option.
- 33. If you prefer to choose a timeframe, click the Ask every time option.
- 34. The **Specimen Collection Guide link** will open to the laboratory's system, providing you with the ability to search for specific tests.



35. This means that you can advise patients about the cost on non-funded tests, and also find information about collection requirements.

Vitamin D (non-funded)	
General Information	
Name Vitamin D (non-funded)	
Price (GST incl.) \$53.50	

5 The eOrder Web Form – Test Details

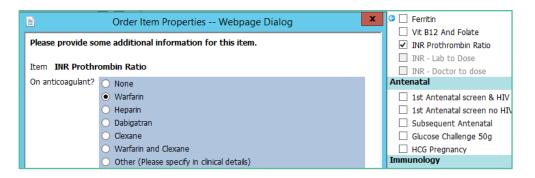
The right hand panel has tabs at the top, which collate tests into convenient groups.

Standard Lab Form Less Frequent Form Histolog	y Form Cytology/Micro Form Antenatal Form My Tab Additional			
Biochemistry	Haematology	Microbiology		
Lipid Test	Test G Complete Blood Count G Urine Microbiology			
Liver Function Tests	G 🗌 Iron Studies with Ferritin 🗌 Vaginal Culture			
Alkaline Phosphatase	Alkaline Phosphatase G Erritin Cervical Culture			
GGT VIT B12 And Folate Urethral Culture				
G 🗌 ALT	🗌 INR Prothrombin Ratio 🛛 🕒 Genital (external) Culture			
Птян	INR - Lab to Dose	Chlamydia/gono PCR - Vaginal		

Standard Lab Form

The Standard Lab form tab presents the most frequently ordered tests, representing >80% of all tests requested.

- 1. Select the required tests by clicking in the check boxes.
- 2. If a test requires further information, the system will automatically open a further page for you to complete.
- 3. Tick the appropriate item, then click on the Save and Close button.



Note: Information about helpful features built into the eOrder system is available in the Extras User Guide and also in the FAQs section on this website.

- 4. If you have finished selecting tests, click on the Next button in the bottom right hand corner.
- 5. The order will be displayed in Draft Format.

Order No. EC02052338		
	S Labt	ests
20/04/20 10:19		
Where to find us:	Test results are available to hea	Ith professionals involved in your care
See www.labtests.co.nz/index.php/collection-centres	via a secure online database kno	own as TestSafe. You can choose to
for the location of your nearest collection room.		Its by calling 0508 227 326, however
	this may result in some tests bei	ng retaken.
NHI : ZZZ0032	Address : C Street	
Surname : PATIENT	Wellingto	'n
Given : NEW	Phone : 02111111	L1(M) 0911111111(B)
DOB : 08/05/45 Sex: Female		
Ethnicity : Chinese	20-	20
Eligible for publicly funded services?: Yes	Patient opt off TestSa	fe?: No
Requester : DR DOOLITTLE Barnaby (96ZZZZ)		
Address : Your Medical Practice		
Wellington		
Priority: Routine		
Fasting: No		
Pregnant: No		
Patient Information:		
Clinical details:		
Testing requested:		0
Liver Function Tests	Lipid Test	

- 6. You can use the Change Order button in the bottom right hand corner if you need to correct anything.
- 7. Otherwise click on Place Order, this transmits the order automatically to the laboratory system.
- 8. It is then visible to staff in all Collection Centres.
- 9. A printer popup will display.
- 10. Click on Print or Cancel.
- 11. For orders where the patient will present at a Collection Centre, it is not necessary to print the order unless the patient specifically requests it.
- 12. For orders where the sample will be collected at the practice, print the order and place in the biohazard bag with the sample as usual. This is because practice staff are responsible for confirming the patient's identity.

Less Frequent Tab

- 1. For some tests additional information is required.
- 2. For example, if ordering therapeutic drug tests, the system will ask you to complete the dosing regime.

Item	Digoxin
	complete dosing regime and timing of last dose.
Dosing) regime
	-

3. The blue fill indicates that this is a required field.

Cytology Tab

- 1. If you collect a Cytology specimen at the practice, complete the form as necessary, then click on Next and Place order as usual.
- 2. Print the order and place in the biohazard bag with the specimen.

Histology Tab

1. Click in the Histology Panel checkbox.

Standard Lab Form	Less Frequent Form	Cytology Form	Histology Form	Antenatal Form	Profile Tab	My Tab	Additiona
✓ Histology	Panel						
Relevant drug hi	story						
Add Specimen	Remove Spec	imen					
Site 1 left wrist		Clinica	l 1 ?bcd				×

- 2. Complete the site and indicate what is being tested.
- 3. You can add up to 10 specimens on the order. Click Add Specimen again to add more.
- 4. When ready, click on Next and Place Order.
- 5. Print the order and place in the biohazard bag with the specimens.

Antenatal Tab

1. This contains the tests which are related to antenatal care.

Profile Tab

1. This includes test groups which are pre-defined by the laboratory as a convenient way for you to use a single tick to choose a group of tests.

My Tab

- 1. This tab provides the facility for you to set up your own frequently ordered test groups, which can then be selected using a single tick.
- 2. See the User Guide Extras or the FAQ entitled Configuring the My Tab for more detail.

Additional Tab

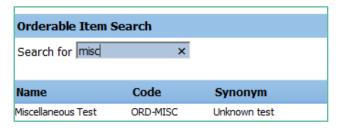
- 1. If a test is not available on the eOrder form or if it is normally not available for a patient because of gender or other factors, it is still possible to place the order using the Additional tab.
- 2. For example, we want to order a PSA test for a transgender patient.
- 3. On the Additional tab, in the search field, type a few letters of the test you require.
- 4. Then click on Search or press the enter key on your keyboard.

Ordera	ble Item Sea	rch
Search f	or PSA	×
Name	Code	Synonym
PSA	ORD-PSA	Total Prostatic Specific antigen

- 5. The eOrder form will show that the PSA test is available.
- 6. Click on the test name and then the Next button at the bottom right as to continue to the draft order screen.
- 7. If the test you require is not listed on the eOrder web form, it will state 'No Matches Found' when you click on search.

Orderable Item Search		
Search for leparin	×	
No matches found.		

8. In the Search field, type misc. (for miscellaneous) and click on Search or press the Enter key.



- 9. The eOrder form will respond with Miscellaneous Test.
- 10. Click on 'Miscellaneous Test', then on the Next button.
- 11. The eOrder form will open to a new page.
- 12. Type the name of the test you require into the Test Field.

Please review these order items
Item Miscellaneous Test
Only select this test if you can't locate the required test. Type test name below.
Test Leparin ×

13. Click on Next and then Place Order as usual.

Further information can be found in the two companion MT Evolution user guides -

Results and Amendments

Extras

As well as the FAQs section on the eOrder website.