

# eOrder

## Online Laboratory Ordering

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User Guide – How to order labtests online in Medtech Evolution /

### **Getting Started**

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# 1 Document Properties

## 1.1 Purpose

This document explains how to order laboratory tests on line using the eOrder web form.

## 1.2 Scope

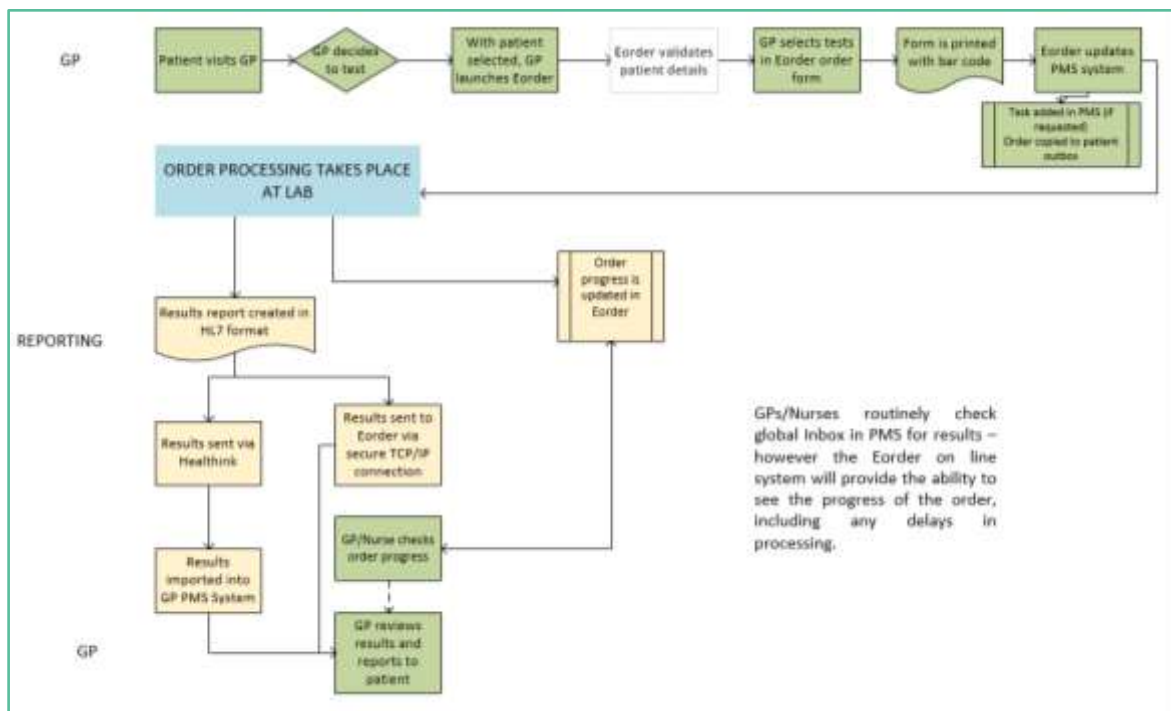
This information applies to any Healthcare Professionals who use the **Medtech Evolution** Practice Management System.

## 1.3 Definitions

<b>PMS</b>	Practice Management System (Medtech Evolution).
<b>eOrder</b>	Web ordering form.
<b>Icon</b>	A picture on screen which launches a task.
<b>HPI</b>	Health Practitioner Index

## 2 eOrder Overview

- 2.1.1 Ordering laboratory tests online using the eOrder web form in Medtech Evolution is very similar to the current process.
- 2.1.2 The eOrder web form has been designed to present the most commonly requested tests in the primary screen (standard Lab Form), so as to facilitate the requestor's workflows.
- 2.1.3 Results are delivered back to the Medtech Evolution inbox via Healthlink just as they are now. But eOrder also provides results and status reports for any orders placed through Healthscope, providing a more comprehensive view of the patient's diagnostic test history.
- 2.1.4 Frequently ordered groups of tests can be organised into a one-click screen, called the My Tab.
- 2.1.5 The flowchart shows how the eOrder progresses from GP to laboratory and how results return to the GP.



## 3 Pre-Requisites

### 3.1 Access for Users

- 3.1.1 The eOrder system is a secure system. Access is strictly controlled and limited to Healthcare Professionals.
- 3.1.2 The practice must supply to Healthscope the following information so that it can be set up in the eOrder system:
  - 3.1.3 The practice name and HPI (Organisation) number
  - 3.1.4 The names and HPI/CPN numbers of all healthcare professionals requiring access.
  - 3.1.5 A Practice representative must also sign an Acceptable Use Agreement to confirm that all users of the eOrder system understand and accept the Terms and Conditions.

### 3.2 Computer Setups

- 3.2.1 The eOrder system needs to be set up, configured and tested at the practice.
- 3.2.2 Some changes to a user's computer settings may be required.
- 3.2.3 All setup instructions and requirements are explained in Appendix A at the end of this document.

## 4 Getting Started

4.1.1 Screenshots in this section are reproduced from Medtech Evolution with permission from Medtechglobal.Ltd.

### 4.2 Accessing the eOrder form in Medtech Evolution

4.2.1 With patient on the palette, click on the Connected Care tab on the ribbon.



4.2.2 The Tab will open to show Advanced Form icons.

4.2.3 Then click on the eOrder icon (Access Wellington SCL).



4.2.4 It is not necessary to have the patient's medical notes open or a current encounter.

### 4.3 Icon Missing from Connected Care Tab

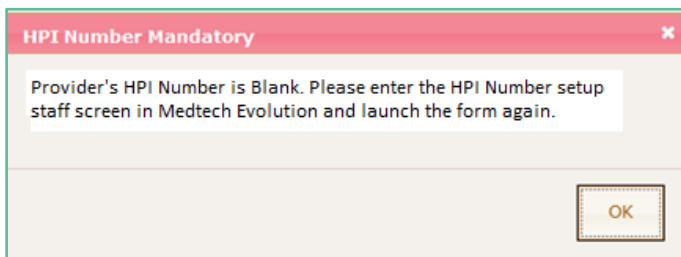
4.3.1 If the Access Wellington SCL Icon is not found on the Connected Care tab, it means that your practice is not licensed to use this.

4.3.2 You will need to contact Medtech to request a licence change.

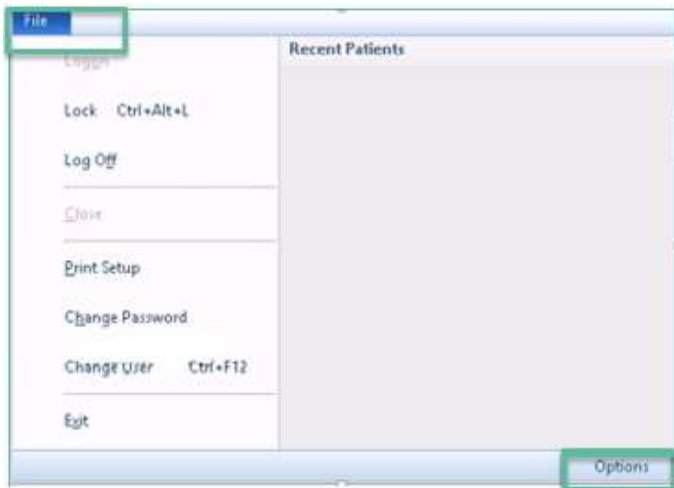
### 4.4 Missing or Incorrect HPI

4.4.1 Note: The logged in user must have a valid HPI entered in their PMS in order to access eOrder, and the HPI must also be recorded by Healthscope.

4.4.2 If the HPI is missing the following message will be displayed.



4.4.3 To check or insert the HPI number in Medtech Evolution, go to File in the top left hand corner.



4.4.4 Click on Options.

4.4.5 Then click on Staff.



4.4.6 Click on Members.

4.4.7 Evolution will open the list of staff members.



4.4.8 Double click on the staff member, then on the Provider tab.

The screenshot shows a software interface with a navigation bar at the top containing tabs: Details, Access, Provider (highlighted with a green box), Provider Messages, Provider/ACC Forms, Logo, Clinical, Income, Accounts, Widget, and ManageMyHealth. Below the navigation bar, the 'Provider Details' section includes fields for Location (set to 'Your Medical Practice'), External Name (set to 'Dr Barnaby Doolittle'), and a checkbox for 'Locum'. To the right, there are fields for 'Qualifications' and 'Sequence' (set to '99'), with checkboxes for 'Appt Book' and 'Auto Gen', and a 'Locum Doctor To' dropdown. The 'Codes and References' section below includes 'Affiliation' (set to 'No Medical Council (NZMC)'), 'Specialty', 'ACC Provider No', and 'ACC Vendor ID'. On the right side of this section, there are fields for 'NPI No', 'HBL Mat Payee No', 'HBL Mat Agree No', and 'HPac Mat Agree No', along with a '(Pre 1st July 07)' label and a 'Ver:' field.

4.4.9 The HPI number field is in the right hand column towards the bottom of the Provider screen.

This is a close-up screenshot of the 'HPI No:' field in the software interface. The field is currently empty and is highlighted with a green rectangular box. Other fields visible in the background include 'PHO Contract No:', 'Group ID:', 'ACC Provider Code:', 'Health Facility No:', and 'Unload Ref:'. At the bottom of the window, there are 'OK', 'Cancel', and 'Help' buttons.

4.4.10 After adding or updating the number, click on OK.

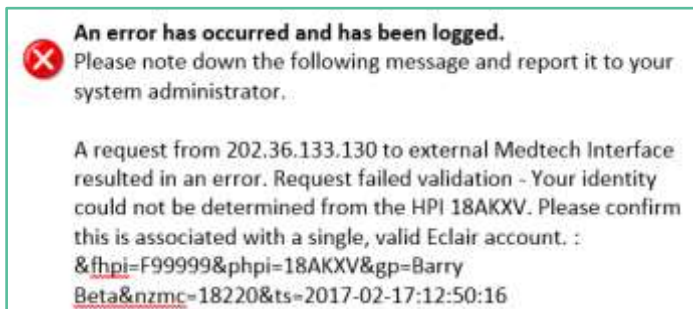
This is a close-up screenshot of the 'HPI No:' field, now containing the number '962777'. The field and the 'OK' button at the bottom of the window are highlighted with green rectangular boxes. The background shows the same fields as the previous screenshot: 'PHO Contract No:', 'Group ID:', 'ACC Provider Code:', 'Health Facility No:', and 'Unload Ref:'. The 'OK', 'Cancel', and 'Help' buttons are visible at the bottom.

4.4.11 Then restart the eOrder form.



## 4.5 Requestor not registered in the eOrder system

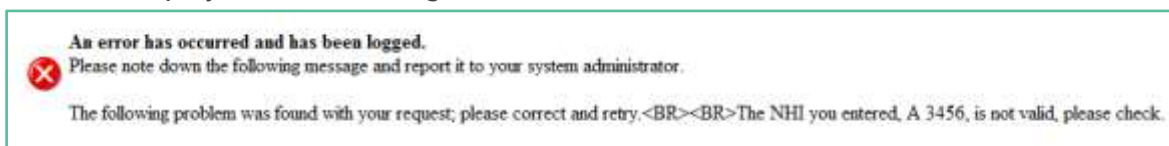
- 4.5.1 If the **requestor** or HPI entered in Medtech Evolution has not been set up in the eOrder system, an error message will be displayed as shown below:



- 4.5.2 The login for the eOrder webpage is integrated so that it is not necessary for you to enter a separate username and password to access it.
- 4.5.3 Providing Medtech Evolution contains the required information, once you click on the eOrder icon, the eOrder form will open.

## 4.6 Incorrect NHI message

- 4.6.1 If the NHI entered in the **patient** record in Medtech Evolution fails validation, the eOrder form will display an error message.



- 4.6.2 If you make any correction, close and re-launch the eOrder web form before continuing.

## 5 Support

### 5.1 Support Contact Details

For support and assistance please contact our eOrder team

Website: [www.eorder.co.nz](http://www.eorder.co.nz)  
Phone: 0508 37 37 83  
Email: [helpdesk@eorder.co.nz](mailto:helpdesk@eorder.co.nz)  
[enquires@eorder.co.nz](mailto:enquires@eorder.co.nz)

### 5.2 eOrders helpdesk hours

Monday to Friday

7am – 6pm

**Refer to User Guide Appendix A for additional information**