

eOrder

Online Laboratory Ordering

User Guide – How to order labtests online in Medtech32 /

The eOrder Web Form- Order Details

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1 Document Properties

1.1 Purpose

The purpose of this document is to explain how to order laboratory tests on line using the eOrder web form.

1.2 Scope

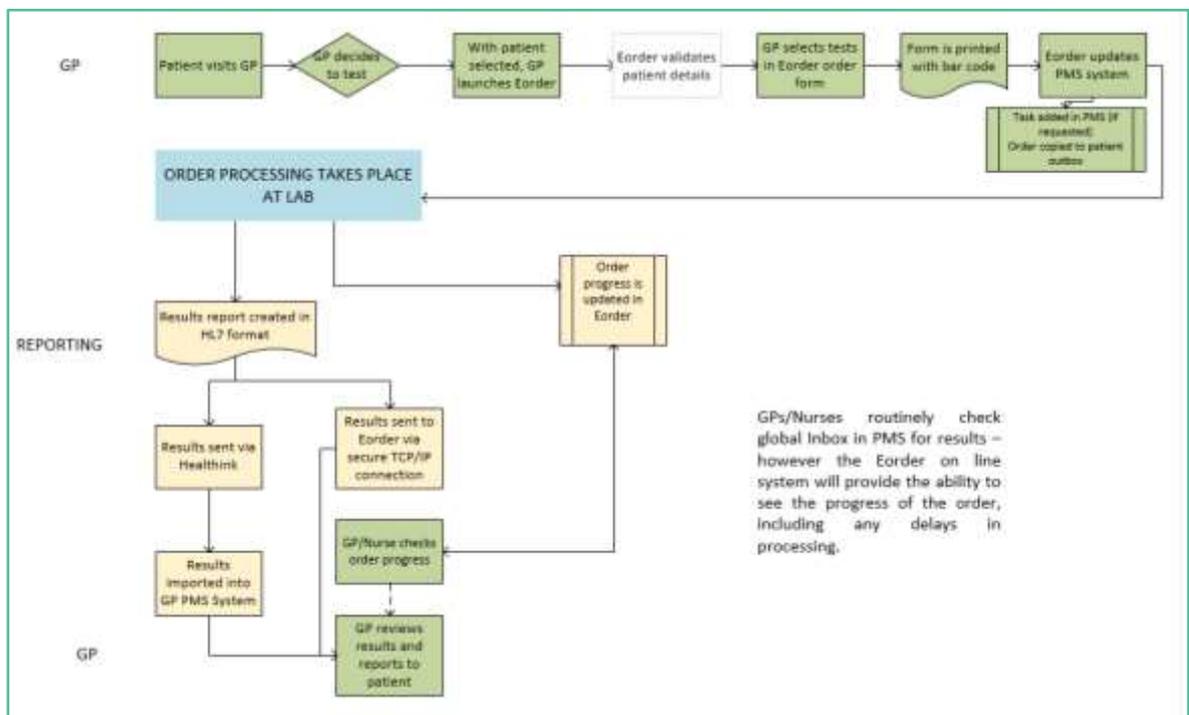
This information applies to any Healthcare Professionals who use the **Medtech32** Practice Management System.

1.3 Definitions

PMS	Practice Management System (Medtech32)
eOrder	Web ordering form
Icon	A picture on screen, which launches a task

2 eOrder Overview

- 2.1.1 Ordering laboratory tests online using the eOrder web form in **Medtech32** 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, to facilitate the requestor's workflows.
- 2.1.3 Results are delivered back to the Medtech32 inbox via Healthlink just as they are now. However, 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.

4 The eOrder Web Form- Order Details

4.1 Order Details

4.1.1 The eOrder web form is divided into two panels.

4.1.2 The left panel (Order Details) contains information relating to the requestor and the order itself.

The screenshot displays the 'Order Details' panel on the left and the test selection panels on the right. The 'Order Details' panel includes fields for 'Ordering clinician' (Dr DOOLITTLE Barnaby (962222)), 'Order location' (Your Medical Practice (F99999-B)), 'Copy to', and 'Order priority' (Routine). It also has a 'Clinical details' text area and a 'Pathology Test Guide' section. The right panel features tabs for 'Standard Lab Form', 'Less Frequent Form', 'Histology Form', 'Cytology/Micro Form', 'My Tab', 'Antenatal Form', and 'Additional'. Below these tabs are three columns of test categories: 'Biochemistry', 'Haematology', and 'Microbiology'. Each category contains a list of tests with checkboxes for selection. For example, under 'Biochemistry', tests include Lipid Test, Liver Function Tests, Alkaline Phosphatase, GGT, ALT, TSH, Electrolytes (IA/K), Creatinine, Uric Acid, Calcium/phosphate, PSA, LH, FSH, Progesterone, Oestradiol, and CVRA Profile. Under 'Haematology', tests include Complete Blood Count, Iron Studies with Ferritin, Ferritin, Vt B12 And Folate, and INR Prothrombin Ratio. Under 'Microbiology', tests include Urine Microbiology, Vaginal Swab, Urethral Swab, Genital (external) Culture, Chlamydia/gono PCR - Vaginal, Chlamydia/gono PCR - Urine, Trichomonas PCR - Vaginal, Trichomonas PCR - Other, Herpes simplex PCR, Throat Culture, Ear Culture, Eye Culture, Nasal Culture, Mouth Culture, Wound Culture, Skin Culture, Sputum Bacterial Culture, Mycology, Faecal PCR, and Faeces - Rotavirus. There are also 'Antenatal' and 'Immunology' sections with their respective test lists.

4.1.3 The right panel enables you to select the tests required, via a set of tabs, which group the tests based on frequency of use or relevance.

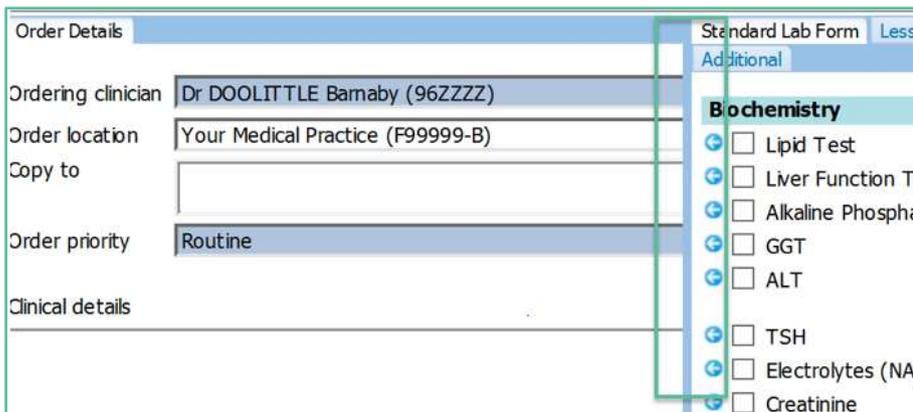
This screenshot is identical to the one above, showing the same 'Order Details' panel on the left and the test selection panels on the right. The test selection panels are organized into tabs: 'Standard Lab Form', 'Less Frequent Form', 'Histology Form', 'Cytology/Micro Form', 'My Tab', 'Antenatal Form', and 'Additional'. The 'Standard Lab Form' tab is active, displaying three columns of test categories: 'Biochemistry', 'Haematology', and 'Microbiology'. Each category contains a list of tests with checkboxes for selection. The 'Biochemistry' section includes tests like Lipid Test, Liver Function Tests, Alkaline Phosphatase, GGT, ALT, TSH, Electrolytes (IA/K), Creatinine, Uric Acid, Calcium/phosphate, PSA, LH, FSH, Progesterone, Oestradiol, and CVRA Profile. The 'Haematology' section includes Complete Blood Count, Iron Studies with Ferritin, Ferritin, Vt B12 And Folate, and INR Prothrombin Ratio. The 'Microbiology' section includes Urine Microbiology, Vaginal Swab, Urethral Swab, Genital (external) Culture, Chlamydia/gono PCR - Vaginal, Chlamydia/gono PCR - Urine, Trichomonas PCR - Vaginal, Trichomonas PCR - Other, Herpes simplex PCR, Throat Culture, Ear Culture, Eye Culture, Nasal Culture, Mouth Culture, Wound Culture, Skin Culture, Sputum Bacterial Culture, Mycology, Faecal PCR, and Faeces - Rotavirus. There are also 'Antenatal' and 'Immunology' sections with their respective test lists.

4.2 Order Details Panel

- 4.2.1 No patient demographic information is shown in this order form.
- 4.2.2 eOrder automatically collates the information when the order is finalised and will display the patient information in the draft document for review, before the order is actually placed in the laboratory system.

4.3 Small Monitors

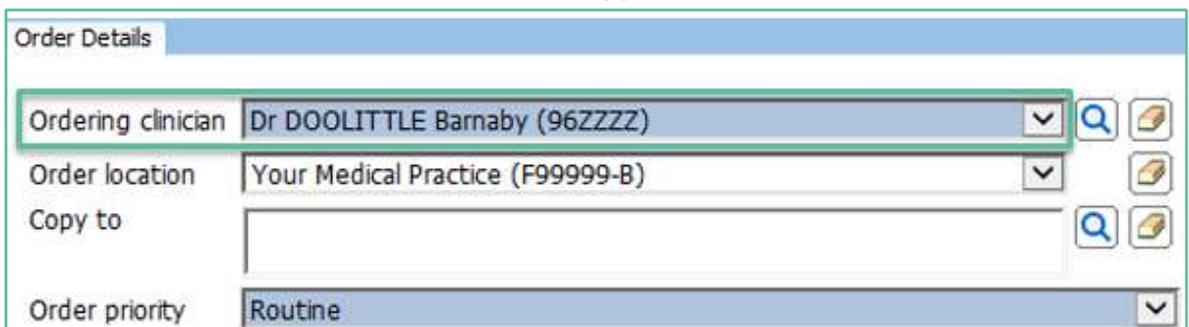
- 4.3.1 If you are working on a small monitor screen, (15"-17") the eOrder form will resize to fit, but it is highly likely that the search icons will be invisible.



- 4.3.2 To make the search icons visible, hold down the Ctrl key on your keyboard, and scroll down your mouse wheel.

4.4 Requestor Auto-completion

- 4.4.1 The first field will auto-complete with the name of the health care professional placing the request. It will auto-complete based on the logged in user.



- 4.4.2 If you are ordering on behalf of a doctor, use the Search icon on the right to search for and choose the doctor.



- 4.4.3 Type all or part of the Requestor's surname, followed by a space and the initial or first few characters of the given name.

4.4.4 The eOrder web form will display a list of Healthcare Professionals matching your criteria.

Clinician Search
To search this dictionary, enter any known details in the fields below.

Code Name

Name	Code	Facility	Address	External ID
BROWN Pamela	12EAJY	HPI Facility	NC143814	
BROWN Pania	28CFMZ	HPI Facility	NC191785	

4.4.5 Select your requestor.

Order Details

Ordering clinician

Order location

Copy to

4.4.6 You will only need to do this once for each requestor in your practice.

4.4.7 The eOrder webform will remember these and you will be able to select using the drop down arrow in future.

Order Details

Ordering clinician

Order location

Copy to

4.5 Practice Name Autocomplete

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

Ordering clinician

Order location

Copy to

4.6 Copy To Other Providers

4.6.1 The Copy To field enables you to request that a copy of the results be sent to one or more other healthcare professionals.

4.6.2 Click on the Search icon to select Copy To recipients.

Order location

Copy to

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

Clinician Search
To search this dictionary, enter any known details in the fields below.

Code Name

4.6.4 Type the surname into the Name field and click on the Search button.

4.6.5 The form will display any clinicians matching your search criteria. However only Doctors who are registered in the eOrder system will be listed.

The screenshot shows a web browser window titled "Eclair -- Webpage Dialog". Inside, there is a "Clinician Search" form. The form has a title "Clinician Search" and a subtitle "To search this dictionary, enter any known details in the fields below.". There are three input fields: "Code", "Name" (containing "Brown"), and "Search" (a button). There are also "Recent" and "Clear" buttons. Below the form is a table with four columns: "Name", "Code", "Location", and "Code". The table lists 13 clinicians with the surname "Brown".

Name	Code	Location	Code
BROWN Emily	29AYEE	White Cross Accident & Medical Clinic Gl...	F2C068
BROWN India	20BSKY	Botary 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
BROWN Pauline	18DCRU	Family Planning Lower Hutt	F0U053
BROWN Pauline	18DCRU	Family Planning Margaret Sparrow	F0U057
BROWN Pauline	18DCRU	Family Planning Porirua	F2P009
BROWN Russell	10AFLD	Wellington Accident & Urgent Medical Cen...	F0D086
BROWN Ruth	13AEKE	Raumati Road Surgery	F1W051
BROWN Shennan	16DJSA	Aotea College Clinic	F2P027

4.6.6 The search also looks at the practice details. So for example if you are looking for a particular physician with "green" in the name. The search field will list all healthcare professionals known to be at practices, including those practices with 'green" in their practice name.

The screenshot shows the same "Clinician Search" form as above, but with "green" entered in the Name field. The table below the form lists 8 clinicians, all of whom have "Green" in their name and are located at practices with "Green" in their name.

Name	Code	Location	Code
DR AHMAD Nadeem	13HCAY	Greenlane Clinical Centre	F03026
DR AHMED Naveed	14ATFH	Greenlane Clinical Centre	F03026
DR AJINLEY Nicholas	16AMYK	Greenwood Medical Centre	F39027
DR AKROYD Timothy	13AEKY	Greenwood Medical Centre	F39027
DR ANDERSON Glenn	16AUCQ	Greenwood Health	F2E007
DR ANDERSON William	10JDRJ	Greenlane Clinical Centre	F03026
DR ARMSTRONG Caleb	18ATEB	Greenlane Clinical Centre	F03026

4.6.7 The Search window is not case sensitive. However, it cannot cope with spelling mistakes and typos.

4.6.8 It is not necessary to type the full name of the practice you are looking for. In this example, searching on 'alb' produced the following list.

Clinician Search
To search this dictionary, enter any known details in the fields below.

Code Name

Name	Code	Location	Code
CAMPBELL Sarah	19RSS	Albany Family Medical Centre	F03056
DR ALBERT Benjamin	11ALRL	Auckland City Hospital	F03067
DR ALBERTELLA Louise	12EPCM	Middlemore Hospital	F03029
DR ALBERTS Marize	11AYBX	Victoria Clinic	F2M012
DR ALBERTS Marize	11AYBX	Victoria North Clinic	F2E052
DR ALBERTS Ruth	17AHDB	Coastcare Accident and Medical Centre - ...	F02066
DR BESHARA Grace Naamat	14ESWT	Albany Family Medical Centre	F03056
DR BHUTHOJI Shashikala	19APED	Albany Health & Counselling Centre Mars...	F2K067
DR BOOT Peter	18AEYF	Albany Basin Accident & Medical Centre	F03053
DR BROWN Janice	18AGVG	Albany Family Medical Centre	F03056
DR BRUCE Margaret	15ADXS	Kauni Healthcare On Albert	F03059
DR BUCHANAN Cynthia	11AHWT	Albany Street Medical Centre	F03058

4.6.9 However, including more detail in the search will result in fewer providers to have to scroll through.

Clinician Search
To search this dictionary, enter any known details in the fields below.

Code Name

Name	Code	Location	Code
CAMPBELL Sarah	19RSS	Albany Family Medical Centre	F03056
DR BESHARA Grace Naamat	14ESWT	Albany Family Medical Centre	F03056
DR BROWN Janice	18AGVG	Albany Family Medical Centre	F03056
DR GLUCKMAN Philp	10AETZ	Albany Family Medical Centre	F03056
DR KYLE John	19AERL	Albany Family Medical Centre	F03056
DR MARTINI Harriet	13AKEQ	Albany Family Medical Centre	F03056
DR MILTON Roland	19ADVT	Albany Family Medical Centre	F03056
DR RICHARDS Geoffrey	23ACRD	Albany Family Medical Centre	F03056
DR STEEN Laura	17JADG	Albany Family Medical Centre	F03056
DR STEINEMANN Nelly	14ACNX	Albany Family Medical Centre	F03056
DR TAM Jacqueline	18AKWE	Albany Family Medical Centre	F03056
MISS DAVIES Karen	13ESGK	Albany Family Medical Centre	F03056

4.6.10 You can enter up to five 'Copy To' clinicians if required.

Copy to

4.7 Order Priority

4.7.1 The Order Priority field enables you to indicate when the order is urgent. Click on the drop down arrow.

Order priority

4.8 Clinical Details

- 4.8.1 The Clinical Details field is free text and enables you to insert any information which the phlebotomist or laboratory might need to be aware of.
- 4.8.2 These details **print onto the order form, which you given to the patient.**
- 4.8.3 You can copy and paste from Medtech notes into this screen.



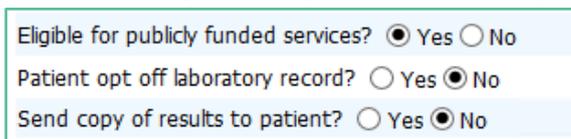
Clinical details

Patient had a liver transplant 6 months ago.

Up and down arrow icons are visible on the right side of the text area.

4.9 Order Details

- 4.9.1 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.
- 4.9.2 Note: Some options explained below may not be available in your region.



Eligible for publicly funded services? Yes No

Patient opt off laboratory record? Yes No

Send copy of results to patient? Yes No

- 4.9.3 The Eligible field currently always defaults to Yes and you will need to **check the patient's eligibility in Medtech32 and make the correction manually if required.**
- 4.9.4 Eligibility status in Medtech32 is visible on the Palette – if the patient has a 'N' code as shown below s/he is non-resident and therefore not eligible for publically funded services.

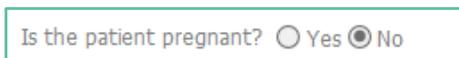


MOUSE D (130359.1)

N3 - C

22 May 2001 15 yrs

- 4.9.5 The pregnancy question will only be available if the patient is identified as female. Otherwise, it is greyed out.



Is the patient pregnant? Yes No

- 4.9.6 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

- 4.9.7 The Results feedback fields enable you to provide contact details for urgent tests.
- 4.9.8 Note: if you request result by fax this will be taken as the priority communication rather than phone. In either case, add the phone or fax number in the field provided.

4.9.9 Please note: **This phone number will be printed on the order form and thus be made available to the patient. Ensure the ordering provider is aware of this.**

Phone results please <input type="checkbox"/>	Phone number <input type="text"/>
Fax results please <input type="checkbox"/>	Fax number <input type="text"/>

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

Preferred collection date? <input type="text" value="21-Sep-2018"/>	
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4.9.11 If this is a Home Visit Request, tick the Home Visit checkbox and enter the reason on the right.

Home visit request <input checked="" type="checkbox"/>	Home visit reason/details <input type="text" value="Bedridden"/>
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4.9.12 If this is repeating request (standing order), tick the checkbox and type the frequency into the Repeat frequency field.

Repeat request? <input checked="" type="checkbox"/>	Repeat frequency <input type="text" value="2 weekly till further notice"/>
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4.9.13 If you tick the 'Create a Task Reminder for this order' checkbox, the eOrder web form will create a task in the patient/provider task list for 7 days' time.

Create a Task reminder for this order <input checked="" type="checkbox"/>

5 Support

5.1 Support Contact Details

For support and assistance please contact our eOrder team

Website: www.eorder.co.nz
Phone: 0508 37 37 83
Email: helpdesk@eorder.co.nz
enquires@eorder.co.nz

5.2 eOrders helpdesk hours

Monday to Friday

7am – 6pm

Refer to User Guide Appendix A for additional information