

eOrder

Online Laboratory Ordering

User Guide – How to order labtests online in Medtech32 /

The eOrder Web Form – Test 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

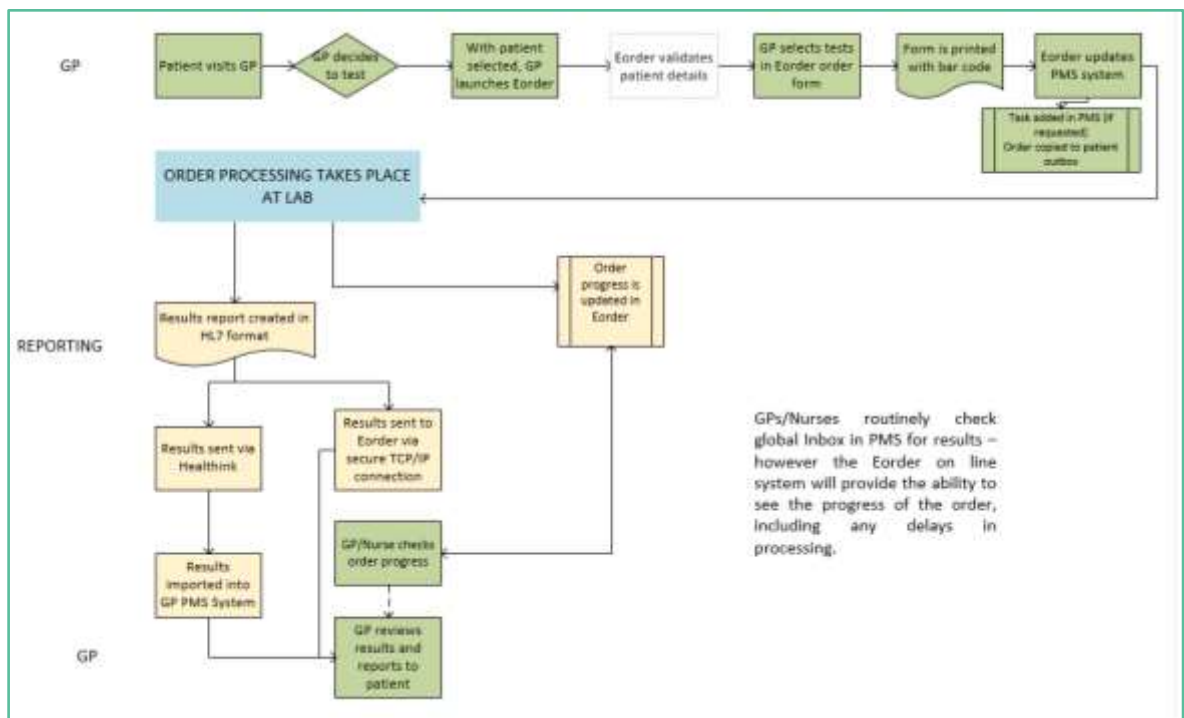
This information applies to any Healthcare Professionals who use the **Medtech32** Practice Management System.

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 – Test Details

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

4.2 Standard Lab Form

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

The screenshot shows the 'Standard Lab Form' tab selected. The interface is organized into three main columns: Biochemistry, Haematology, and Microbiology. Each column contains a list of tests with checkboxes and expand/collapse icons. The tests are grouped into sub-sections: Biochemistry, Diabetes, Critical Tests, Haematology, Antenatal, and Immunology. The Microbiology section includes various culture and PCR tests. The 'INR Prothrombin Ratio' test is highlighted in the Haematology section.

4.2.2 Select the required tests by clicking in the check boxes.

4.2.3 If a test requires further information, the system will automatically open a further page for you to complete.

The screenshot shows a dialog box titled 'Order Item Properties -- Webpage Dialog'. The main area contains the text 'Please provide some additional information for this item.' and 'Item INR Prothrombin Ratio'. Below this, there is a question 'On anticoagulant?' with radio button options: None, Warfarin (selected), Heparin, Dabigatran, Clexane, Warfarin and Clexane, and Other (Please specify in clinical details). On the right side, there is a list of tests with checkboxes, including Ferritin, Vit B12 And Folate, INR Prothrombin Ratio (checked), INR - Lab to Dose, INR - Doctor to dose, and various Antenatal and Immunology tests.

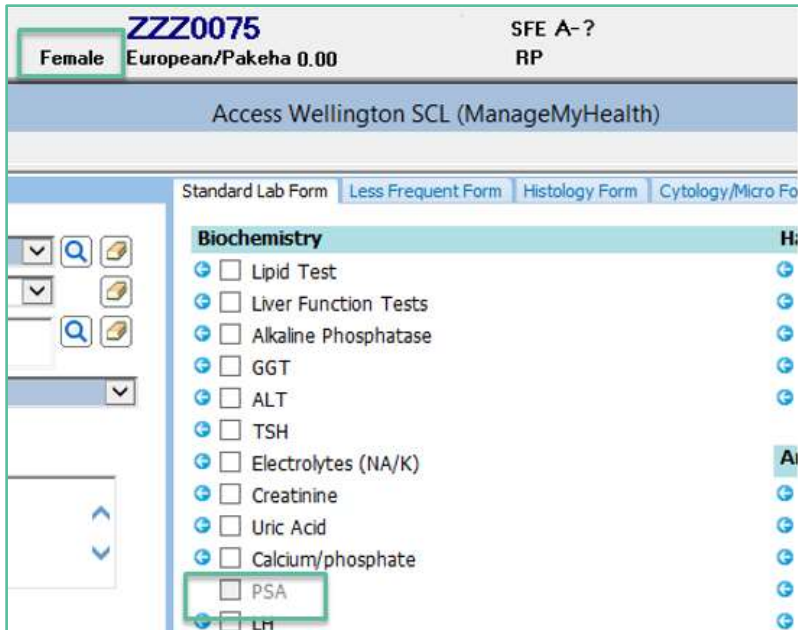
4.2.4 Tick the appropriate item, then click on the Save and Close button.

4.3 On Screen Prompts

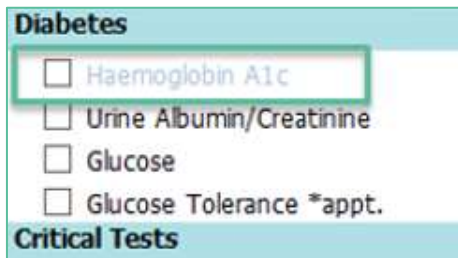
4.3.1 The Test details screen provides a number of on-screen reminders or prompts.

4.4 Inappropriate Tests

4.4.1 For example, this patient is Female and therefore the PSA test is greyed out.



4.4.2 In this example, HbA1C is greyed out.



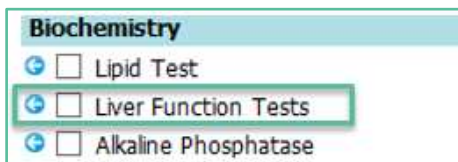
4.4.3 This is to advise that the patient has had this test within the recommended frequency – in this case within the last 90 days.

4.4.4 Hovering the mouse over the test will provide information about the test itself and the reasons why it is showing in the way that it does.

4.4.5 However, you can still order this test if clinically indicated, using the Additional tab.

4.5 Previous results available Indicator

4.5.1 Where a test is shown with a blue arrow next to it, there are previous results for this test.



4.5.2 Click on the blue arrow

4.5.3 The previous tests screen will open and show the status, together with clinical information.

Existing results

General Chemistry

◀ Previous results

	06/06/17 15:39	28/06/17 11:39	13/11/17 14:03	20/11/17 17:46	20/12/17 07:00
Sodium	◇ pending	◇ pending			◇ 142
Potassium	◇ pending	◇ pending			◇ 5.3
Creatinine	◇ pending	◇ *pending	38	20	◇ 107
eGFR			> 90	> 90	◇ 50
General Chemistry			📎	📎	📎
Fasting status	◇ Non-fasting				

General Chemistry 20/12/17 07:00

Potassium reference interval is for serum samples. Potassium in plasma samples may be up to 0.3 mmol/L lower.
 An e-GFR result in the range 45-59 ml/min/1.73m² suggests moderately impaired renal function, stage 3a CKD. Refer www.kidney.org.au.
 Estimated GFR is calculated from the CKD-EPI equation.
 Caution in interpretation is required in non-Caucasians, the elderly, patients with extremes of body weight, oedema, rapidly changing creatinine and in pregnancy.

General Chemistry 20/11/17 17:46

An e-GFR result >= 90 ml/min/1.73m² falls in the range found for healthy adults. Refer www.kidney.org.au.
 Estimated GFR is calculated from the CKD-EPI equation.

General Chemistry 13/11/17 14:03

An e-GFR result >= 90 ml/min/1.73m² falls in the range found for healthy adults. Refer www.kidney.org.au.
 Estimated GFR is calculated from the CKD-EPI equation.

4.6 Clinical Details required

4.6.1 If a test requires specific clinical indicators to be included, the eOrder form will prompt. In this example, the ESR test has been selected and the requestor must include the clinical indicator to inform the laboratory of the reason for the test request.

Please provide some additional information for this item.

Item **ESR**



Clinical indication required for testing

Clinical indication

[Click here for ESR Clinical Update](#)

4.7 Instructions for Patients

4.7.1 Samples such as urine are often collected by patients at home. The instructions for how to collect the sample are printed on the order form, as shown.

Order No. EC00006117	
	
26/07/18 15:34	
Collection rooms at: www.wellingtonscl.co.nz or phone 04 381 5900 for opening hours information. Note: The last 10 minutes of every day is reserved for drop off and urgent samples only.	Test results are available to health professionals involved in your care via a secure online database known as Eclair. You can choose to restrict sharing of your test results by calling 04 5868 571, however this may result in some tests being retaken.
NHI : ZZZ9994 Surname : LABTEST Given : JOHN DOB : 16/08/60 Sex: Male Ethnicity : Asian not further defined	Address : TEST PATIENT FOR AUCKLAND DHB TE ATATU PENINSULA AUCKLAND 0610 Phone : 0275551234(M) 1234555(H) 5551234(B)
Eligible for publicly funded services?: Yes	Patient opt off laboratory record?: No
Requester : Dr DOOLITTLE Barnaby (96ZZZZ) Address : Your Medical Practice	
Priority: Routine Fasting: No	
Patient Information : Patient instructions for collection of MID-STREAM URINE (MSU) MALE (1) Clean around the urinary opening and genital area with a piece of toilet paper moistened with water. (2) Draw back the foreskin. Dry the area. (3) Pass a little urine into the toilet, then without stopping collect some urine 'mid stream' into the plastic collection punnet. (4) Finish passing urine into the toilet. Do not collect the last stream. (5) Pour the urine from the collection punnet into the specimen container and screw the lid on firmly. (6) Discard the collection punnet. (7) Write your full name, date of birth, and date and time of collection on the container label and place container in the delivery bag with the request form in the front pocket. (8) Store the sample in fridge if possible. Otherwise keep it in a cool place. Deliver to the laboratory as soon as possible.	
Clinical details:	
Testing requested: Urine Microbiology • Urine site: Mid Stream Urine	
Specimens to be collected (Tube, source) Random Urine Container, Urine	
IMPORTANT INFORMATION FOR PATIENTS PLEASE READ: Your medical centre will always contact you if there are significant results that require follow-up. If you feel you are not getting better or your health is deteriorating please contact your medical practice.	

4.8 Less Frequent Orders Tabs

4.8.1 Each of the other tabs in the right hand panel presents a collection of less frequently ordered tests.

4.9 Histology Form

4.9.1 On the Histology Form, start by clicking in the Histology Panel checkbox.

4.9.2 The Drug History field is free text and is not mandatory.

4.9.3 Click on Add Specimen.

The screenshot shows the 'Histology Form' tab selected. At the top, there are navigation tabs: Standard Lab Form, Less Frequent Form, Cytology Form, Histology Form, Antenatal Form, My Tab, and Additional. Below the tabs, there is a checked checkbox for 'Histology Panel' and a text input field for 'Relevant drug history'. Two buttons, 'Add Specimen' and 'Remove Specimen', are visible. At the bottom, there are two text input fields labeled 'Site 1' and 'Clinical 1', both of which are currently empty.

4.9.4 Blue fields are mandatory: **both** must be completed.

This screenshot is identical to the previous one, but the 'Site 1' field is now filled with the text 'Left elbow' and the 'Clinical 1' field is filled with 'suppurating lesion not responding to antibiotic'. The 'Add Specimen' and 'Remove Specimen' buttons remain visible.

4.9.5 Then click on Next to continue.

4.10 Antenatal Form

4.10.1 The Antenatal Form presents all antenatal tests on one tab for convenience.

The screenshot shows the 'Antenatal Form' tab selected. The interface is divided into three columns of test categories: Biochemistry, Haematology, and Microbiology. Each category has a list of tests with checkboxes and expand/collapse icons. The Biochemistry column includes tests like HCG Pregnancy, Electrolytes (NA/K), Creatinine, Uric Acid, Liver Function Tests, Total Bilirubin, CRP, TSH, Ferritin, Vit B12 And Folate, Haemoglobin A1c, Glucose, and Gestational Glucose Tolerance**. The Haematology column includes Complete Blood Count, Coagulation Screen, Kleihauer Test, Blood Group & Antibodies, Rhesus Antibody Screen, and Natal Screening tests (1st and Subsequent Antenatal). The Microbiology column includes Urine Microbiology, Cervical Culture, Vaginal Culture, Antenatal Grp B Strep Screen, Chlamydia/N. gono - Vaginal, Herpes simplex PCR, Blood culture, and Immunology tests like Hep B Antigen, Hep B Antibody, Hepatitis C Serology, HIV Screen, Rubella Immune Status, and Syphilis Serology. A 'Click for Glucose Challenge Info' link is also present.

4.11 The My Tab

4.11.1 The My Tab presents the facility to create frequently used test groups equivalent to Referral Macros in Medtech32.

4.11.2 Please see section 12 of this guide for instructions on how to set up the My Tab.

4.11.3 To use the My Tab, tick in the checkbox next to the group name.

Standard Lab Form | Less Frequent Form | Cytology Form | Histology Form | Antenatal Form | My Tab | Additional

Create your own ordering groups using this icon. Use the right-click menu to delete or modify an existing group.

Men over 50

Rheumatic Fever

Wils group

4.11.4 Each of the tests in the selected group will be ticked in their respective screens and added to the order form.

4.12 Additional Tab

4.12.1 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.

4.12.2 In this case, we want to order a PSA test for a transgender patient.

4.12.3 On the Additional tab, in the search field, type a few letters of the test you require.

4.12.4 Then click on Search or press the enter key on your keyboard.

Orderable Item Search

Search for x

Name	Code	Synonym
PSA	ORD-PSA	Total Prostatic Specific antigen

4.12.5 The eOrder form will show that the PSA test is available.

4.12.6 Click on the test name and then the Next button at the bottom right as to continue to the draft order screen.

4.12.7 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 x

No matches found.

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

Orderable Item Search

Search for x

Name	Code	Synonym
Miscellaneous Test	ORD-MISC	Unknown test

4.12.9 The eOrder form will respond with Miscellaneous Test.

4.12.10 Click on 'Miscellaneous Test', then on the Next button.

4.12.11 The eOrder form will open to a new page.

4.12.12 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 x

4.12.13 Click on Next and then Place Order as usual.

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