

eOrder

Online Laboratory Ordering

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

The eOrder Web Form – Test Details

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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

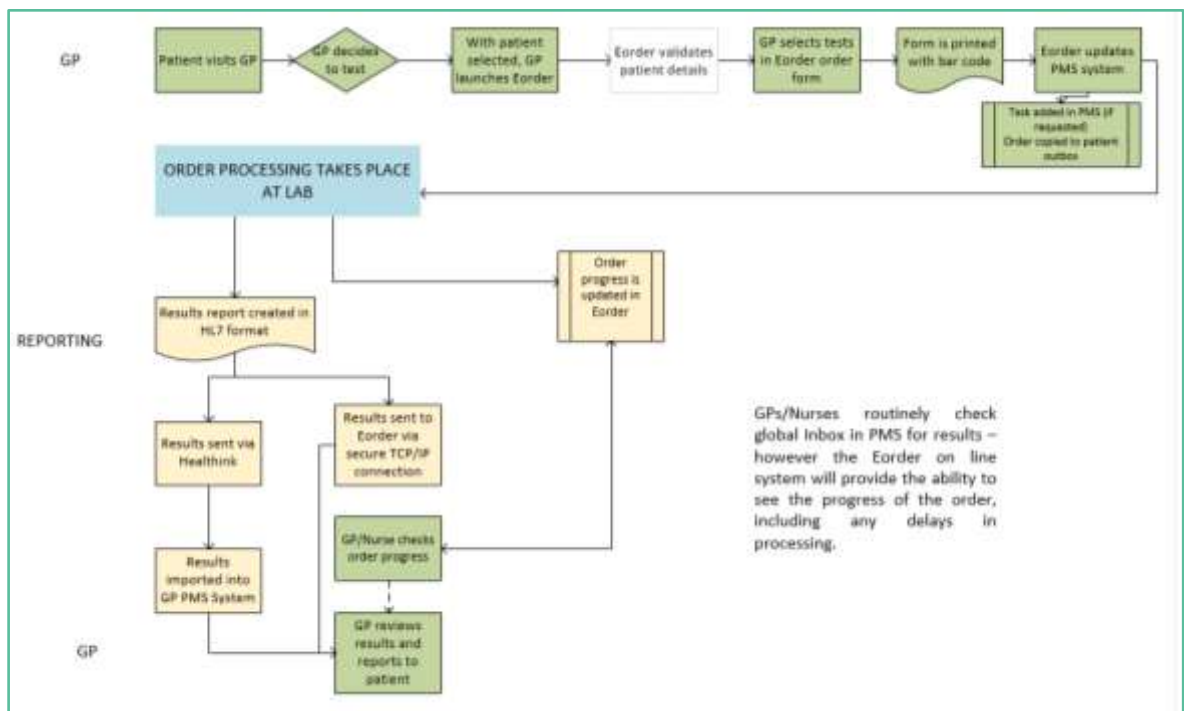
This information applies to any Healthcare Professionals who use the **Medtech Evolution** Practice Management System.

1.3 Definitions

PMS	Practice Management System (Medtech Evolution).
eOrder	Web ordering form.
Icon	A picture on screen which launches a task.
HPI	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 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 in a multi-tabbed interface. The tests are organized into three columns under the following categories:

- Biochemistry:** Lipid Test, Liver Function Tests, Alkaline Phosphatase, GGT, ALT, TSH, Electrolytes (NA/K), Creatinine, Uric Acid, Calcium/phosphate (with PSA sub-option), LH, FSH, Progesterone, Oestradiol, CVRA profile.
- Diabetes:** Diabetes Review Profile, Haemoglobin A1c, Urine Albumin/Creatinine, Glucose, Glucose Tolerance**.
- Critical Tests:** Hs Troponin T, D-Dimer.
- Haematology:** Complete Blood Count, Iron Studies with Ferritin, Ferritin, Vit B12 And Folate, INR Prothrombin Ratio.
- Antenatal:** 1st Antenatal screen & HIV, 1st Antenatal screen no HIV, Subsequent Antenatal, Glucose Challenge 50g, HCG Pregnancy.
- Immunology:** CRP, Rheumatoid Factor, Coeliac Screen, EBV, Hepatitis B Diagnosis, Hepatitis B Immunity, Hepatitis C Serology, HIV Screen, Syphilis Serology.
- Microbiology:** Urine Microbiology, Vaginal Swab, Urethral Culture, 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 information (with Faeces - Rotavirus sub-option).

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 dialog box is titled 'Order Item Properties -- Webpage Dialog'. It contains the following information:

- Item:** INR Prothrombin Ratio
- On anticoagulant?** Radio button options: None, Warfarin (selected), Heparin, Dabigatran, Clexane, Warfarin and Clexane, Other (Please specify in clinical details).
- Additional Information:** A large text area for providing details.
- Test Selection:** A list of tests with checkboxes: Ferritin, Vit B12 And Folate, INR Prothrombin Ratio, INR - Lab to Dose, INR - Doctor to dose.
- Antenatal:** 1st Antenatal screen & HIV, 1st Antenatal screen no HIV, Subsequent Antenatal, Glucose Challenge 50g, HCG Pregnancy.
- Immunology:** (This section is partially visible at the bottom of the dialog).

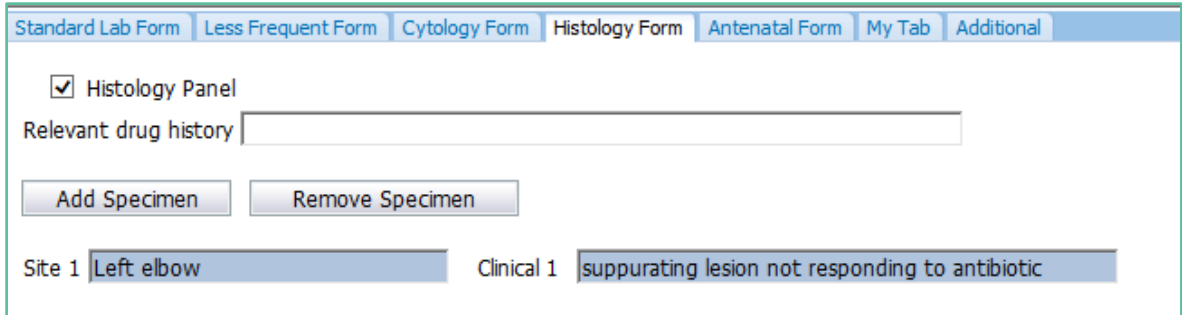
4.2.4 Tick the appropriate item, then click on the Save and Close button.

4.3 Less Frequent Orders Tabs

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

4.4 Histology Form

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



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

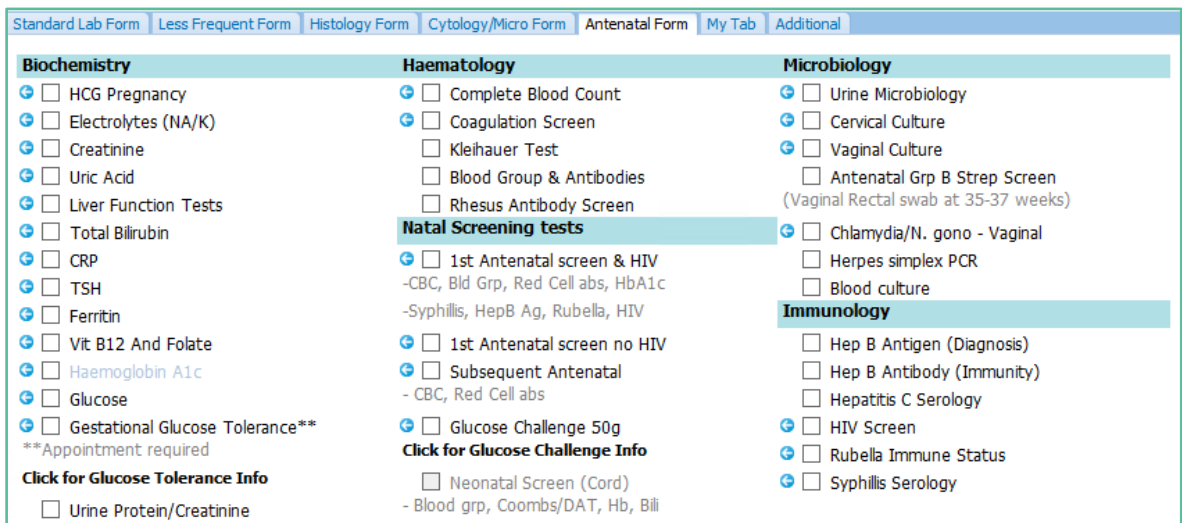
4.4.3 Click on Add Specimen.

4.4.4 Blue fields are mandatory: both must be completed.

4.4.5 Then click on Next to continue.

4.5 Antenatal Form

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

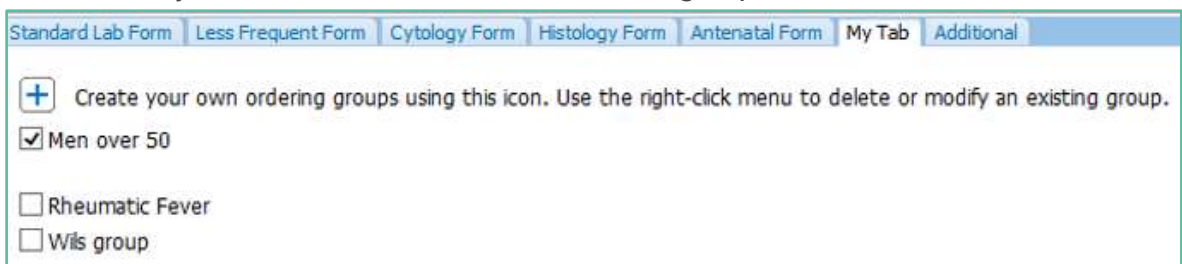


4.6 The My Tab

4.6.1 The My Tab presents the facility to create frequently used test groups equivalent to Referral Macros in Medtech Evolution.

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

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



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

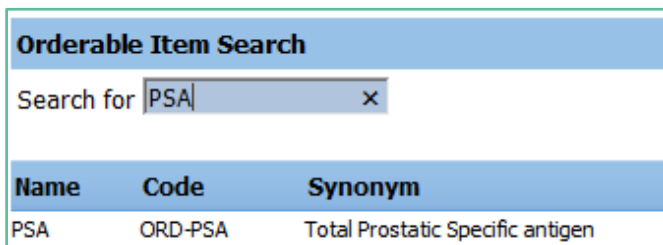
4.7 Additional Tab

4.7.1 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.

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

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

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



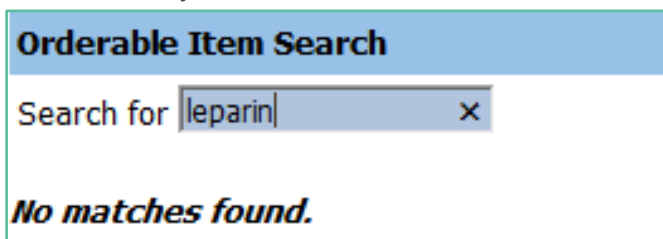
The screenshot shows a search interface titled "Orderable Item Search". At the top, there is a search bar with the text "Search for" followed by a text input field containing "PSA" and a clear button (X). Below the search bar is a table with three columns: "Name", "Code", and "Synonym". The table contains one row of results.

Name	Code	Synonym
PSA	ORD-PSA	Total Prostatic Specific antigen

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

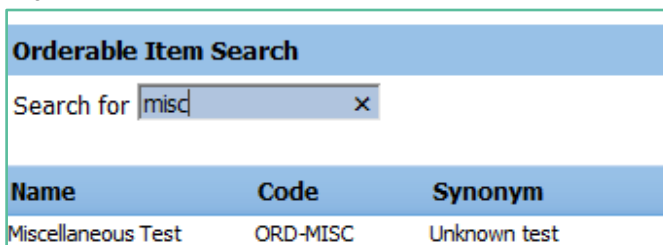
4.7.6 Click on the test name and then the Next button at the bottom right as to continue to the draft order screen.

4.7.7 If the test you require is not listed on the eOrder web form, it will state 'No Matches Found' when you click on search.



The screenshot shows the "Orderable Item Search" interface. The search bar contains "leparin". Below the search bar, the text "**No matches found.**" is displayed in a bold, italicized font.

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



The screenshot shows the "Orderable Item Search" interface. The search bar contains "misc". Below the search bar is a table with three columns: "Name", "Code", and "Synonym". The table contains one row of results.

Name	Code	Synonym
Miscellaneous Test	ORD-MISC	Unknown test

4.7.9 The eOrder form will respond with Miscellaneous Test.

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

4.7.11 The eOrder form will open to a new page.

4.7.12 Type the name of the test you require into the Test Field.

Please review these order items

Item	Miscellaneous Test
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Only select this test if you can't locate the required test. Type test name below.

Test x

4.7.13 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