

eOrder

Online Laboratory Ordering

User Guide – How to order labtests online in Medtech32 /

Placing the eOrder

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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

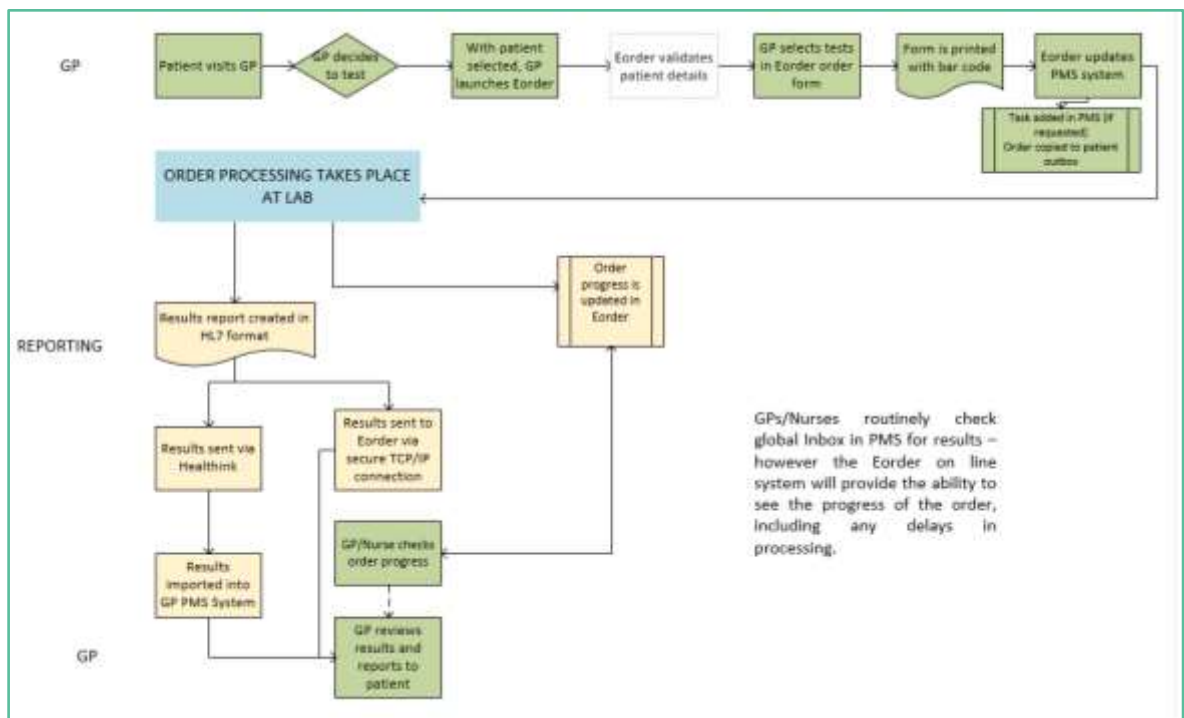
This information applies to any Healthcare Professionals who use the **Medtech32** Practice Management System.

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 Placing the Order

4.1.1 When you have finished selecting tests, click on the Next button at the bottom right of the screen.

4.1.2 eOrder will generate an order preview form.

Order No. EC00006120	
	
26/07/18 16:39	
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 : ZZZ0016 Surname : TEST Given : GREG DOB : 20/11/61 Sex: Male Ethnicity : NZ European	Address : 15 Main St St Albans Christchurch 8000 Phone : 0277078435(M) 095554321(H) 095551234(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 : Clinical details:	
Testing requested: Complete Blood Count Lipid Test INR Prothrombin Ratio • On anticoagulant? Warfarin	
Specimens to be collected (Tube, source) Blue (Citrate), Venous Mauve (EDTA), Venous Yellow (SST), Venous	

4.1.3 The Order number shown with the barcode at the top left of the order form is unique and enables the laboratory system to identify this request.

Order No. EC00006120


4.1.4 Check that the details of the order are correct.

4.1.5 If you need to add or change anything, click on the Change Order button.

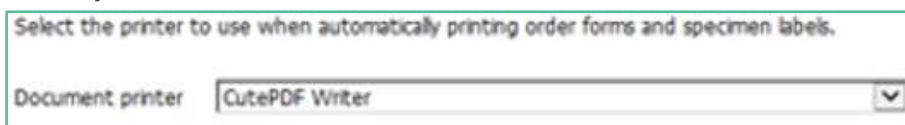
4.1.6 The eOrder system will then complete a number of tasks.

4.2 Printing Options

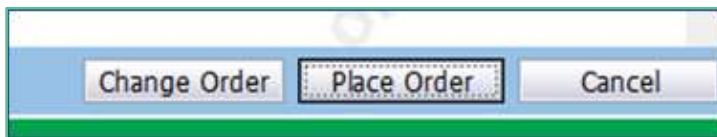
4.2.1 Depending on your region, printing either will be fully automatic, or selected at the point in time when the order is placed.

4.3 Automatic Print on Save Order

- 4.3.1 To be fully automatic, your practice computers need to have the Sysmex print control loaded. See Appendix A at the end of this guide for information on how to download and configure this.
- 4.3.2 Once the print control is in place, you will need to put a test patient on the palette.
- 4.3.3 Open the eOrder web form.
- 4.3.4 Click on the Preferences tab.
- 4.3.5 Select your A5 Printer as shown.



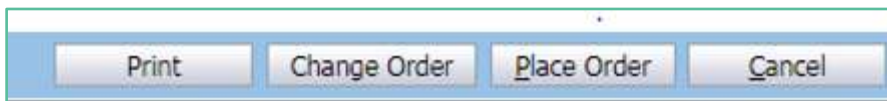
- 4.3.6 Click on Save.
- 4.3.7 When you have finished selecting tests and have checked the draft order, click on the Place Order button.



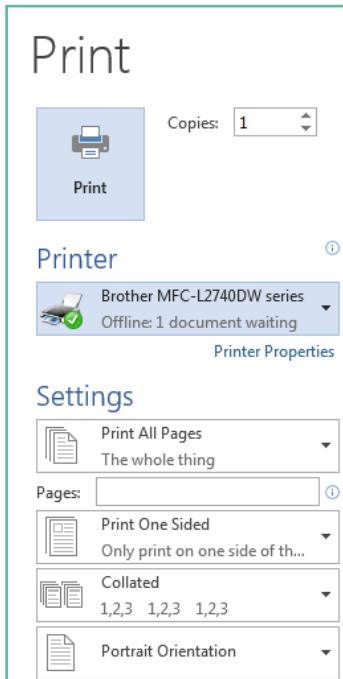
- 4.3.8 The eOrder web form will print out the order form as well as completing the automatic tasks detailed in section 7.3.

4.4 Choose Printing Option

- 4.4.1 The alternative to fully automated printing has been adopted in some regions.
- 4.4.2 In this configuration, the Sysmex print control is not required.
- 4.4.3 When you have finished selecting tests and checked the draft order, you will see four buttons at the bottom right.



4.4.4 The Print button will launch your Windows printer selection screen.



4.4.5 Choose your printer and click on Print.

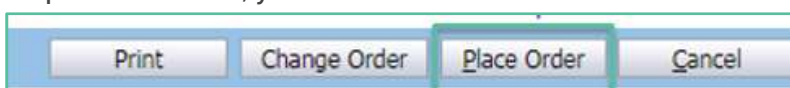
4.4.6 The Order form will print out.

The screenshot shows a medical order form from Wellington SCL. The form includes a barcode, order number (EC00298327), date (29/07/18 13:37), and patient details. The 'Place Order' button is highlighted with a green box.

Order No. EC00298327	WELLINGTON SCL
	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.
29/07/18 13:37	
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.	
NHI : ZZZ0016 Surname : TEST Given : GREG DOB : 20/12/97 Sex: Male Ethnicity : NZ European	Address : 21 Trinidad Crescent Grenada Village Auckland 8000 Phone : 0277071234(M) 031234555(H) 035551234(B)
Eligible for Publicly funded services?: Yes	Patient Opt off Laboratory Record?: No
Requester : Dr DOOLITTLE Barnaby (96ZZZ) Address : Your Medical Practice Wellington	
Priority: Routine Fasting: No	
Patient Information :	
Clinical details:	
Testing requested: Complete Blood Count	CRP
Specimens to be collected (Tube, source) Mauve (EDTA), Venous	Yellow (SST), Venous
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.	

4.4.7 However, this does NOT place the order.

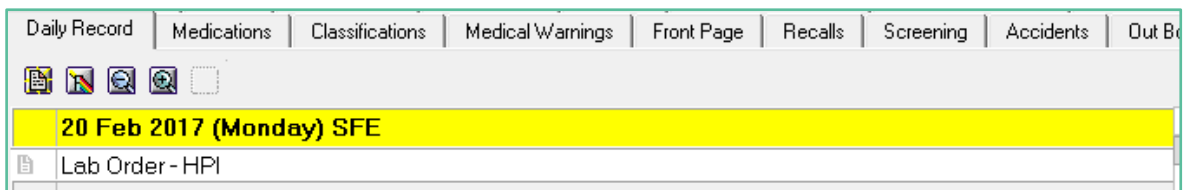
4.4.8 To place the order, you then need to click on the Place Order button.



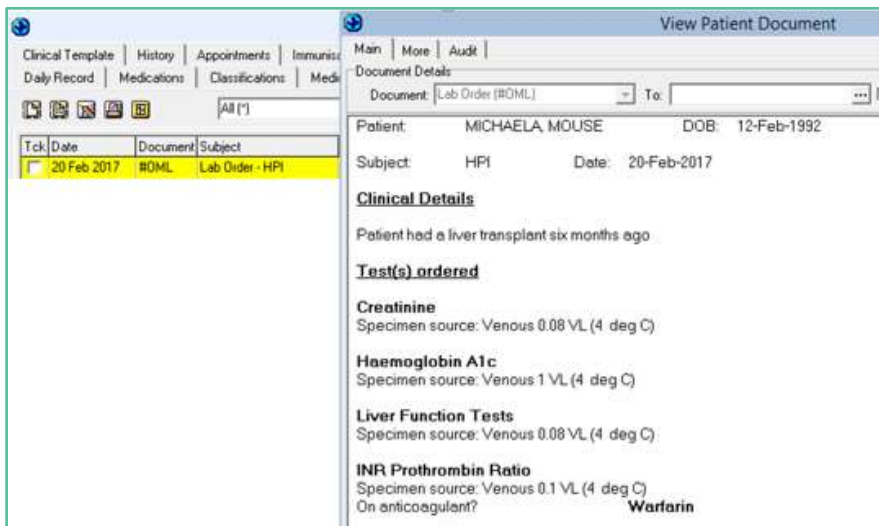
- 4.4.9 When you click on Place order, the eOrder web form will carry out the Automatic tasks detailed in section 7.4.
- 4.4.10 If you need to go back and change the order, you can click on the change Order button and the test selection screen will be displayed.

4.5 Automatic Tasks

- 4.5.1 When you click on Place order, the eOrder web form will:
- 4.5.2 Transmit the electronic order to the laboratory system.
- 4.5.3 Place a record of this order in the patient notes (Daily Record) in Medtech32.

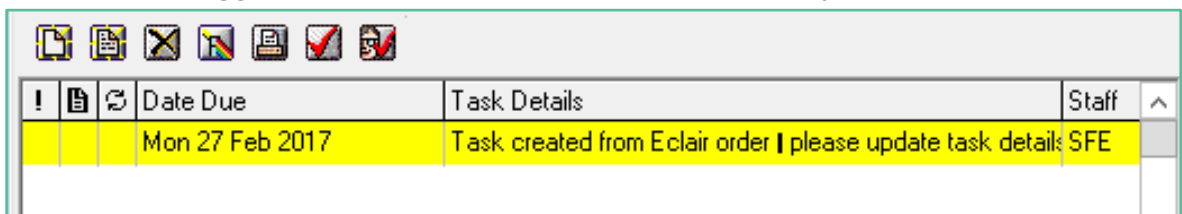


- 4.5.4 Place a record of this order in the patient outbox in Medtech32.



4.6 Optional Tasks

- 4.6.1 If you have ticked the Task Reminder checkbox in the eOrder web form, a task will be created in the logged in user's Task List in Medtech32 for 7 days' time.



4.7 Order Process Complete

4.7.1 The eOrder form will then display a confirmation message.

Order process complete.

What do you want to do next?

- To return to your PMS, click the X in the top right hand corner.
- To view the patient's results in Eclair click 'View Results' below.
- To change the order you have just placed or check existing orders click 'View Results' below.
- To place another order click 'Create Orders' below.

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