

eOrder

Online Laboratory Ordering

User Guide – How to order labtests online in Medtech32 /

Reprinting the eOrder

TABLE OF CONTENTS

1	DOCUMENT PROPERTIES	2
1.1	PURPOSE	2
1.2	SCOPE	2
1.3	DEFINITIONS.....	2
2	EORDER OVERVIEW	3
3	PRE-REQUISITES.....	4
3.1	ACCESS FOR USERS.....	4
3.2	COMPUTER SETUPS.....	4
4	REPRINTING THE EORDER.....	5
4.2	REPRINT FROM THE PMS SYSTEM.....	5
4.3	REPRINT FROM EORDER.....	5
5	SUPPORT.....	7
5.1	SUPPORT CONTACT DETAILS	7
5.2	EORDERS HELPDESK HOURS	7
	REFER TO USER GUIDE APPENDIX A FOR ADDITIONAL INFORMATION.....	7

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

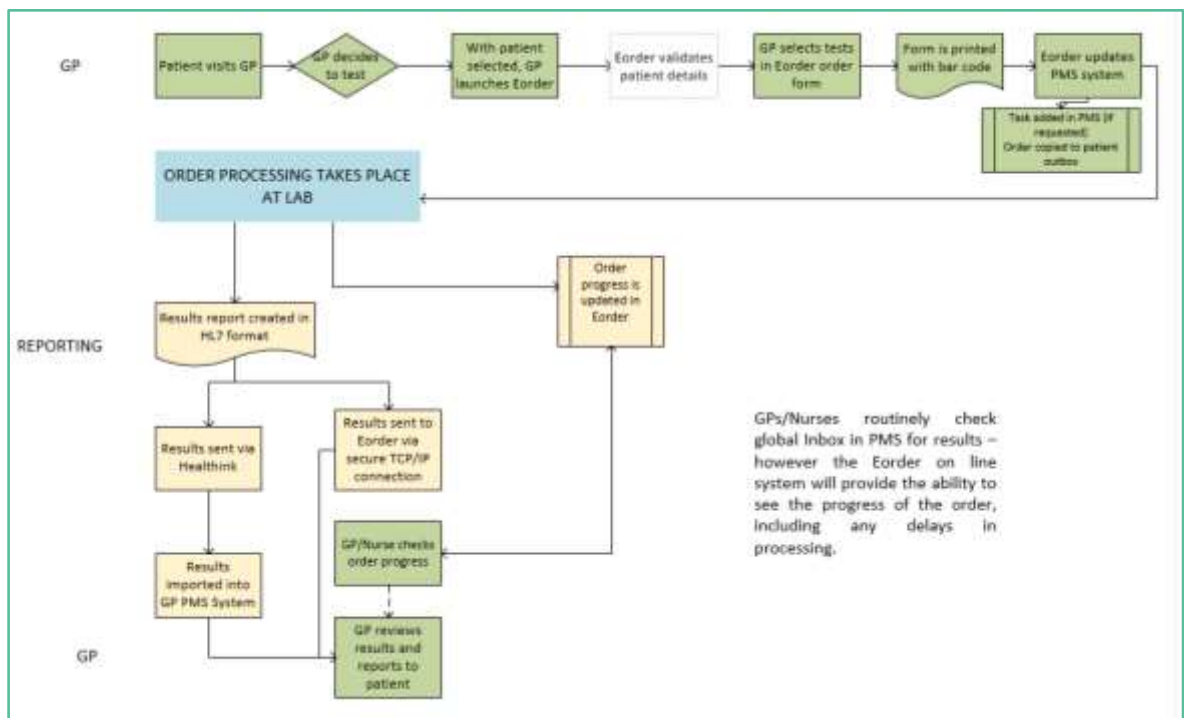
This information applies to any Healthcare Professionals who use the **Medtech32** Practice Management System.

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 Reprinting the eOrder

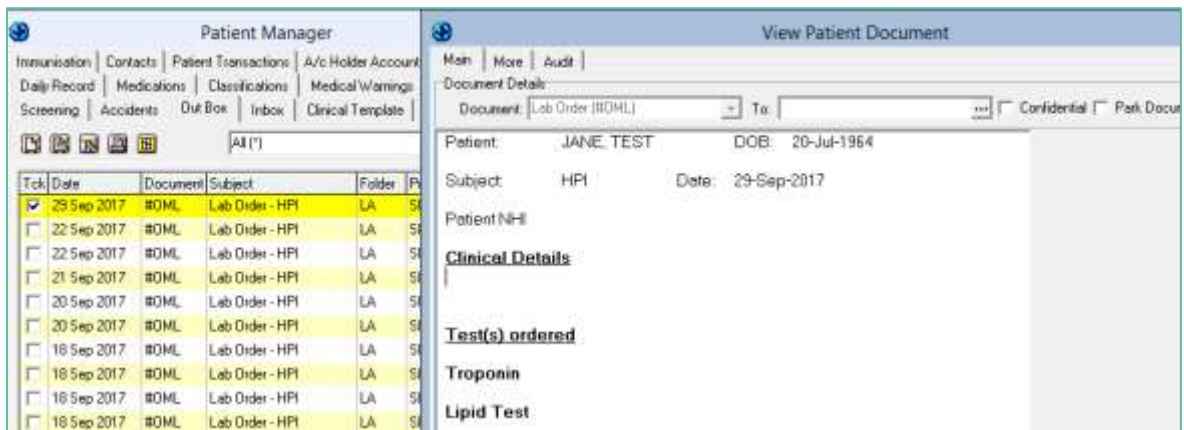
4.1.1 If a patient loses an eOrder or forgets to bring it to the Collection Centre, it is not always necessary to reprint the order (because the eOrder is already in the laboratory system).

4.2 Reprint from the PMS system

4.2.1 If a reprint is required, open the patient Outbox in Medtech32.

4.2.2 Identify the eOrder record – check the date and the Subject, which should say **Lab Order - HPI**.

4.2.3 Print this record and give to the patient.



4.2.4 This process means that a receptionist can provide the patient with the requested reprints he does not need access to the eOrder form itself.

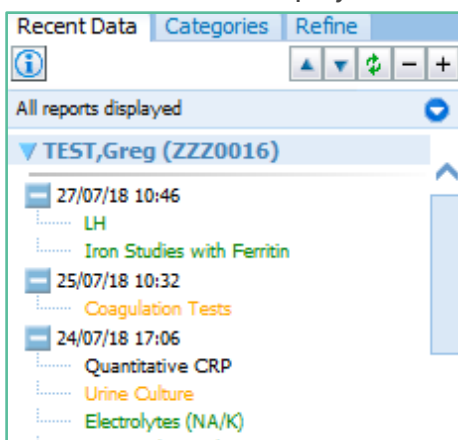
4.3 Reprint from eOrder

4.3.1 Only users who have clinical access are able to reprint the original order form.

4.3.2 With the patient on the palette as usual, click on the eOrder Icon.

4.3.3 When the eOrder form opens, click on the View Results tab in the bottom left corner.

4.3.4 A list of orders will display.



4.3.5 Click on the order you wish to reprint.

4.3.6 The eOrder will open to show the detail of the order.

4.3.7 At the same time, three new tabs will appear at the top right.



4.3.8 Click on the View Order Form tab.

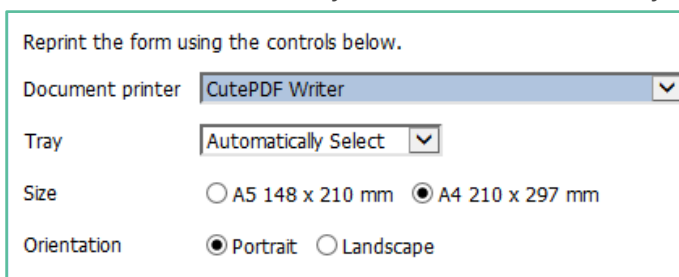
4.3.9 The original order displays.

4.3.10 At the bottom of the original order, you will see three buttons.



4.3.11 Click on the Reprint Button.

4.3.12 The eOrder form will ask you to select or confirm your printer.



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