

eOrder

Online Laboratory Ordering

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

Placing the eOrder

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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

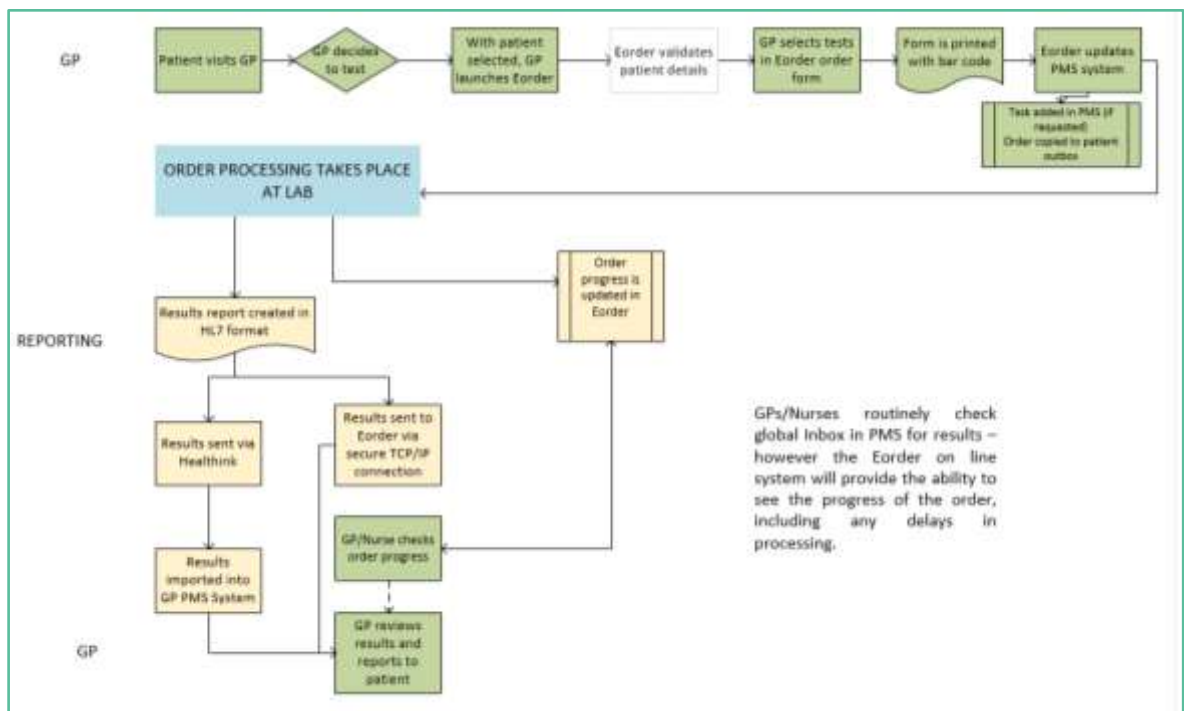
This information applies to any Healthcare Professionals who use the **Medtech Evolution** Practice Management System.

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 Placing the eOrder

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.	 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.
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?: <input type="checkbox"/> Yes	Patient opt off laboratory record?: <input type="checkbox"/> No
Requester : Dr DOOLITTLE Barnaby (96ZZZ) 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.


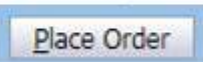
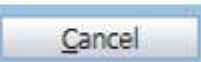
Order No. EC00006120 

4.1.4 Check that the details of the order are correct.

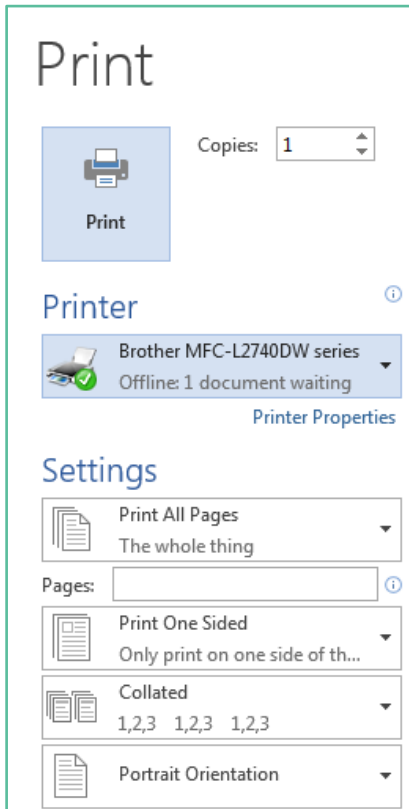
4.1.5 If you need to add or change anything, click on the Change Order button.

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

4.1.7 When you have finished selecting tests and checked the draft order, you will see four buttons at the bottom right.

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



4.1.9 Choose your printer and click on Print.

4.1.10 The Order form will be printed out.

4.1.11 Click Cancel if a printed form is not required

Order No. EC00298327			
29/07/18 13:37		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.	
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	Address : 21 Trinidad Crescent		
Surname : TEST	Grenada Village		
Given : GREG	Auckland		
DOB : 20/12/97 Sex: Male	8000		
Ethnicity : NZ European	Phone : 0277071234(M) 031234555(H) 035551234(B)		
Eligible for Publicly funded services?: Yes	Patient Opt off Laboratory Record?: No		
Requester : Dr DOOLITTLE Barnaby (96ZZZZ)			
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.			

4.2 Automatic Tasks

4.2.1 When you click on Place order, the eOrder web form will:

4.2.2 Transmit the electronic order to the laboratory system.

4.2.3 Place a record of this order in the patient notes (Daily Record) in Medtech Evolution.



4.2.4 Place a record of this order in the patient outbox in Medtech Evolution.

Patient Out Box							
Tck		Date	Document	Subject	Folder	Prov	Classification
<input type="checkbox"/>		29 Jun 2018	#DML	Lab Order -HPI	LA	SFE	
<input type="checkbox"/>		28 Jun 2018	LAB	Laboratory Form	LA	SFE	
<input type="checkbox"/>		28 Jun 2018	LAB	Laboratory Form	LA	SFE	
<input type="checkbox"/>		28 Jun 2018	LET	Letter	DO	SFE	
<input type="checkbox"/>		27 Mar 2018	WFORM	Patient Registratio	WFORM	SFE	

4.3 Optional Tasks

4.3.1 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 Medtech Evolution

4.3.2 There is more flexibility when setting up your task reminders. Including when and how often tasks will be created.

4.3.3 Any default settings for the Task Reminder will not be affected.

Create a Task reminder for this order

Task reminder default: Always create a Task
 Ask every time

Task reminder timeframe

: Always create a Task
 Choose one
 me

Pathc
Valid mx

Actions		
!	🔄	🗑️
Due Date	Task Details	Staff
Mon 27 Feb 2018	Task created from Eclair order Please update	SFE

4.4 Order Process Complete

4.4.1 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