

# eOrder

## Online Laboratory Ordering

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

**Reprinting 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

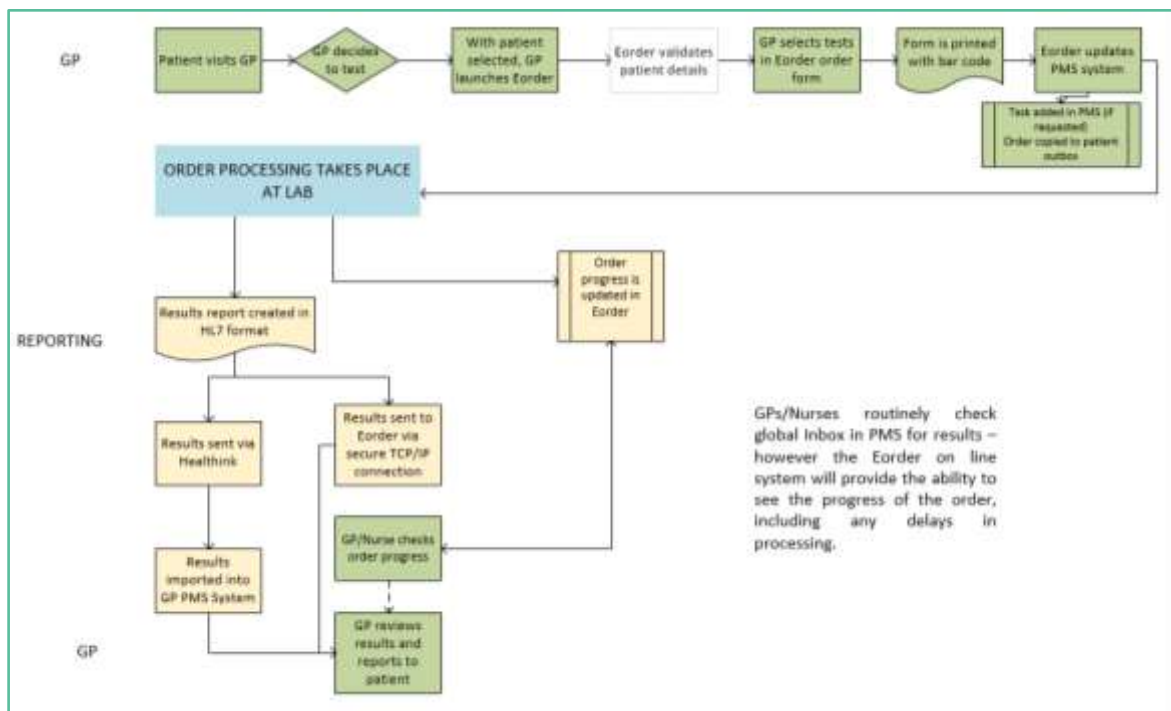
This information applies to any Healthcare Professionals who use the **Medtech Evolution** Practice Management System.

## 1.3 Definitions

<b>PMS</b>	Practice Management System (Medtech Evolution).
<b>eOrder</b>	Web ordering form.
<b>Icon</b>	A picture on screen which launches a task.
<b>HPI</b>	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 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 Medtech Evolution.

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



Tck	Date	Document	Subject	Folder	Prev	Classification
<input type="checkbox"/>	29 Jun 2018	DOML	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	

4.2.3 Print this record and give to the patient.

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

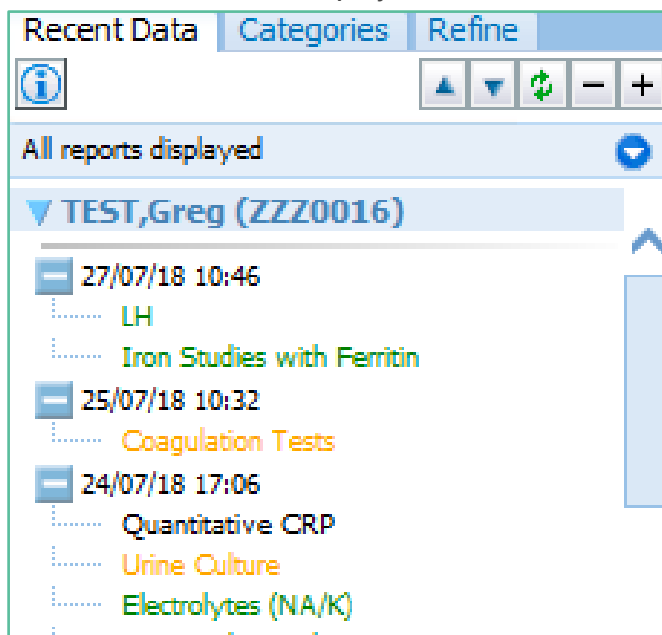
### 4.3 Reprint from eOrder

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 be displayed.



Recent Data	Categories	Refine
<input type="checkbox"/>	27/07/18 10:46	LH
<input type="checkbox"/>	25/07/18 10:32	Coagulation Tests
<input type="checkbox"/>	24/07/18 17:06	Quantitative CRP
<input type="checkbox"/>		Urine Culture
<input type="checkbox"/>		Electrolytes (NA/K)

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.

The screenshot shows the eOrder system interface. At the top, there are tabs for 'Recent Data', 'Categories', 'Refine', 'Observation Report', 'Cumulative Report', 'Graphical Report', and 'Observation Details'. Below the tabs, there is a search bar and a 'View Order Form' button. The main area displays a list of orders, with the selected order 'TEST, Greg (ZZZ0016)' highlighted. The order details for 'Iron Studies with Ferritin' are shown below, including the order number, department, and status.

4.3.8 Click on the View Order Form tab.

4.3.9 The original order is displayed.

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

The screenshot shows the original order form for 'Iron Studies with Ferritin'. The form includes a barcode, the Wellington SCL logo, and the order number 'EC00006126'. It provides contact information for the collection rooms and a note about test results availability. The patient information section includes the patient's name, date of birth, sex, and ethnicity. The address of the patient is also provided. The form also shows the requester's name and address, the priority of the order, and the testing requested. At the bottom, there are three buttons: 'Repeat Order', 'Reprint', and 'Back'.

4.3.11 Click on the Reprint Button.

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

The screenshot shows a dialog box for reprinting the form. It contains the following controls:

- Document printer: CutePDF Writer
- Tray: Automatically Select
- Size:  A5 148 x 210 mm  A4 210 x 297 mm
- Orientation:  Portrait  Landscape

## 5 Support

### 5.1 Support Contact Details

For support and assistance please contact our eOrder team

Website: [www.eorder.co.nz](http://www.eorder.co.nz)  
Phone: 0508 37 37 83  
Email: [helpdesk@eorder.co.nz](mailto:helpdesk@eorder.co.nz)  
[enquires@eorder.co.nz](mailto:enquires@eorder.co.nz)

### 5.2 eOrders helpdesk hours

Monday to Friday

7am – 6pm

**Refer to User Guide Appendix A for additional information**