eOrder

Online Laboratory Ordering

Indici User Guide – Extras

www.eorder.co.nz
0508 37 37 83
helpdesk@eorder.co.nz

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1 Introduction

This user guide explains some of the useful features available in the eOrder system.
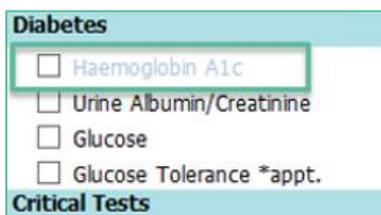
2 On Screen Prompts.

1. The Test details screen provides a number of on-screen reminders or prompts.

2.1 Inappropriate Tests.

2. Tests which are not usually appropriate for the patient you have selected are identified in the form.
3. For example, this patient is Female and therefore the PSA test is greyed out.
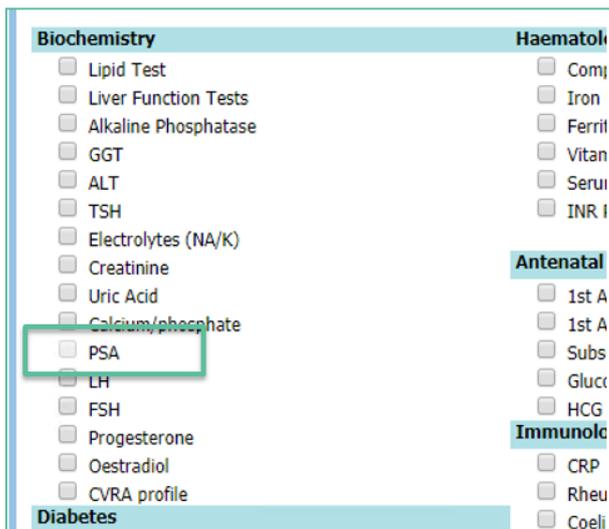
4. In this example, HbA1C is shown in a pale blue colour.

5. This is to advise that an order has been placed for this patient within the recommended frequency – in this case within the last 90 days.
6. Hovering the mouse over the test will provide information about the test itself and the reasons why it is showing in the way that it does.
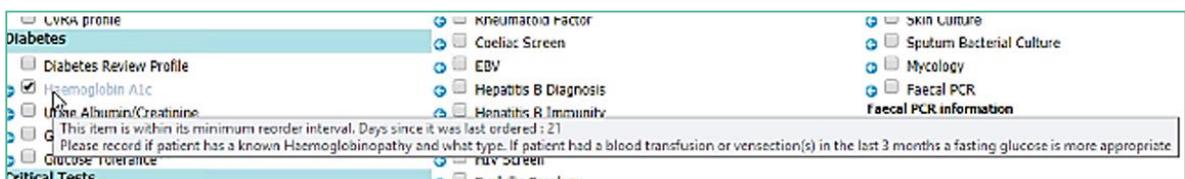
7. However, you can still order this test if clinically indicated, using the Additional tab.

2.2 Previous Results Available Indicator

8. Where a test is shown with a blue arrow next to it, there are previous results for this test.

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Biochemistry
- ⊕ ☐ Lipid Test
- ⊕ ☐ Liver Function Tests
- ⊕ ☐ Alkaline Phosphatase

9. Click on the blue arrow.
10. The previous tests screen will open and show the status, together with clinical information.

Existing results

General Chemistry

◄ Previous results

	06/06/17 15:39	28/06/17 11:39	13/11/17 14:03	20/11/17 17:46	20/12/17 07:00
Sodium	◇pending	◇pending			◇142
Potassium	◇pending	◇pending			◇5.3
Creatinine	◇pending	◇*pending	38	20	◇107
eGFR			> 90	> 90	◇50
General Chemistry			📎	📎	📎
Fasting status	◇Non-fasting				

General Chemistry   20/12/17 07:00

Potassium reference interval is for serum samples. Potassium in plasma samples may be up to 0.3 mmol/L lower.
An e-GFR result in the range 45-59 ml/min/1.73m2 suggests moderately impaired renal function, stage 3a CKD. Refer www.kidney.org.au.
Estimated GFR is calculated from the CKD-EPI equation.
Caution in interpretation is required in non-Caucasians, the elderly, patients with extremes of body weight, oedema, rapidly changing creatinine and in pregnancy.

General Chemistry   20/11/17 17:46

An e-GFR result >/= 90 ml/min/1.73m2 falls in the range found for healthy adults. Refer www.kidney.org.au.
Estimated GFR is calculated from the CKD-EPI equation.

General Chemistry   13/11/17 14:03

An e-GFR result >/= 90 ml/min/1.73m2 falls in the range found for healthy adults. Refer www.kidney.org.au.
Estimated GFR is calculated from the CKD-EPI equation.

2.3   Clinical Details required.

11. If a test requires specific clinical indicators to be included, the eOrder form will prompt.
12. In this example, the ESR test has been selected and the requestor must include the clinical indicator to inform the laboratory of the reason for the test request.

Please provide some additional information for this item.

Item **ESR**

Clinical indication required for testing

Clinical indication |

Click here for ESR Clinical Update

2.4   Instructions for Patients

13. Instruction to patients on how to collect the sample are printed on the order form, as shown.

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Order No. EC00006117

26/07/18 15:34

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	: **ZZZ9994**	Address :	**TEST PATIENT FOR AUCKLAND DHB**
Surname :	**LABTEST**		**TE ATATU PENINSULA**
Given	: **JOHN**		**AUCKLAND**
DOB	: **16/08/60** Sex: **Male**		**0610**
Ethnicity :	**Asian not further defined**	Phone	: **0275551234(M) 1234555(H) 5551234(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 :
Patient instructions for collection of MID-STREAM URINE (MSU) MALE
(1) Clean around the urinary opening and genital area with a piece of toilet paper moistened with water.
(2) Draw back the foreskin. Dry the area.
(3) Pass a little urine into the toilet, then without stopping collect some urine 'mid stream' into the plastic collection punnet.
(4) Finish passing urine into the toilet. Do not collect the last stream.
(5) Pour the urine from the collection punnet into the specimen container and screw the lid on firmly.
(6) Discard the collection punnet.
(7) Write your full name, date of birth, and date and time of collection on the container label and place container in the delivery bag with the request form in the front pocket.
(8) Store the sample in fridge if possible. Otherwise keep it in a cool place. Deliver to the laboratory as soon as possible.

Clinical details:

Testing requested:
Urine Microbiology
  • Urine site **Mid Stream Urine**

Specimens to be collected (Tube, source)
Random Urine Container, Urine

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.

3   Link to Specimen Collection Guide

1. The eOrder web form links directly to the laboratory system and provides access to the Pathology Specimen Collection Guide.
2. This enables you to look up the cost of tests and also the collection methods and sample types if you are collecting a sample in your own practice.
3. In the left panel of the eOrder form you will see a link in bold black type.

In the left panel of the eOrder form you will see a link in bold black type.

for this order ☐

○ Always create a Task
○ Ask every time
Choose one

Specimen Collection Guide

4. The actual wording varies according to region.
5. Click on the link.
6. In the screen which opens, type the name of the test.

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Vitamin D | ✕ | 🔍

7. Then click on the Search button on the right.
8. In the list which is displayed, click on the item you need.

25-hydroxyvitamin D refer Vitamin D

dihydroxyvitamin D (funded only) refer Calcitriol

Vitamin D

Vitamin D (non-funded)

Vitamin D3 refer Vitamin D

Vitamin D3 (non-funded) refer Vitamin D (non-funded)

9. The item is displayed with cost and collection information.

Vitamin D (non-funded)

General Information

Name
 Vitamin D (non-funded)

Price (GST incl.)
 $53.50

Urgent
 No

Funding Type
 Not Funded

Funding Notes
 ◦ This test is for ineligible patients or requests that do not meet the funding criteria.
 ◦ Patient must pay at time of collection unless request form indicates charge to practice.

Aliases

 ◦ 25 Hydroxy Vitamin D (non-funded)
 ◦ 25 OH Vitamin D (non-funded)
 ◦ Calciferol 25 OH (non-funded)
 ◦ Cholecalciferol (non-funded)
 ◦ Vitamin D3 (non-funded)

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Sample Types

Preferred
🟨 SST (Gold) x 1

Alternate
🟨 Microtainer SST (Gold) x 1
🟥 Plain (Red) x 1
🟥 Microtainer Plain (Red) x 1

Specimen Collection

Department
Biochemistry

4   Configuring the My Tab.

1. The My Tab enables you to create your own groups of frequently ordered tests which means you can select all the tests with a single tick.
2. This screen is user specific. The settings you create are personal to you and not shared with other members of your team.
3. The eOrders team can copy groups automatically from one person's My Tab to the rest of the team.
4. If you would like this done, please send the name of the clinician who has set up the My Tab AND their HPI/CPN number or NZMC/NZNC number to helpdesk@eorder.co.nz

➕ Create your own ordering groups using this icon. Use the right-click menu to delete or modify an existing group.
☐ Abdominal Pain
☐ Dyspepsia

5. You can add any tests which are available on the eOrder web form.
6. If you are unable to find the test you require, please send a request to helpdesk@eorder.co.nz to have it added to the Additional My Tab Tests group.
7. The My Tab is user specific. Each user needs to set it up for him/herself.
8. For this reason, it is often more efficient for the practice to send the list of test groups to the eOrder team for setup for ALL users.
9. Click on the blue cross to open the Ordering Group form.
10. Type the name of the test group in the Ordering Group Name field.
11. The Display position controls the order in which your groups will be listed on the page. Pink infills show a group at that position already.

Display position - Column 1 ⌄ Row 1 ⌄

12. To add tests to your group, type a few characters of the test name into the Search field and click on the Search button.

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13. To add an item to your group click on it. It will then be displayed in the lower pane. (Group Contents).

14. Continue adding until your group is complete. Then click on the Save and Close button at the bottom of the screen.
15. You can hover over your group to see the tests included in it.
16. If you need to edit the group, right-click on the last letter of the group title and select the Edit option.
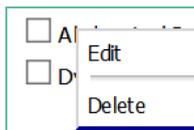
17. Click on the Red Cross to delete an item from the group.

18. Add extra tests exactly as before.
19. To Delete an Order group, right click and choose Delete.
20. When you make your selection of tests using the My Tab, the tests are automatically ticked in the tabs where these orders are located.

Further information can be found in the two companion Indici user guides –

<p style="text-align:center">Results and Amendments and Extras</p>

<p style="text-align:center">As well as the FAQs section on the eOrder website.</p>