

# eOrder

## Online Laboratory Ordering

---

### **Indici User Guide – Setup and ordering**

## 1 TABLE OF CONTENTS

---

<b>1</b>	<b>INTRODUCTION</b>	<b>2</b>
<b>2</b>	<b>STAFF SETUPS</b>	<b>2</b>
<b>3</b>	<b>ACCESSING THE EORDER FORM IN INDICI</b>	<b>2</b>
<b>4</b>	<b>THE EORDER WEB FORM</b>	<b>3</b>
	Order Details	5
<b>5</b>	<b>THE EORDER WEB FORM –TEST DETAILS</b>	<b>7</b>
	Standard Lab Form	7
	Less Frequent Tab	8
	Cytology Tab	8
	Histology Tab	8
	Ante Natal Tab	9
	Profile Tab	9
	My Tab	9
	Additional Tab	9
	<b>RESULTS AND AMENDMENTS</b>	<b>10</b>
	<b>EXTRAS</b>	<b>10</b>

## 1 Introduction

This user guide explains how you can use the eOrder system to place laboratory requests on-line using a secure internet connection.

It is assumed that changes to your computer system have been made by your IT support team, and that you have been given access to the eOrder system by the eOrders Admin Team.

For details of those setups, please see [www.eorder.co.nz](http://www.eorder.co.nz) – Get Started.

## 2 Staff Setups

1. Nurses and Health Care Assistants will need to have their HPI number inserted into their staff setup.
2. The eOrders Admin team will supply HPI numbers for HCAs.
3. On the Menu Bar, click on Configurations – User Management – Users.
4. When the list of staff is displayed, use the Search fields or click on the Nurse or HCA you are updating.
5. Click on the Provider Details Tab at the top of the screen.



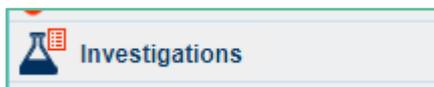
6. Add the HPI no in the HPI-CPN No Field in the right hand column.

HPI-CPN No:	<input type="text" value="96ZZZZ"/>
GST Number:	<input type="text" value="GST Number"/>

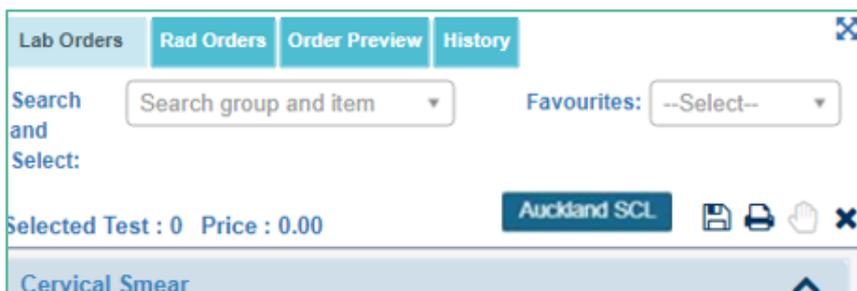
7. Then click on Save and Finish.

## 3 Accessing the eOrder form in Indici

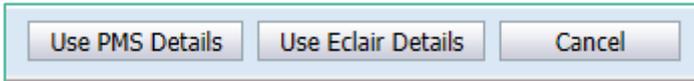
1. Open your test patient (Mickey Mouse)
2. Open your consult screen.
3. Click on Investigations on the left hand side bar.



4. In the Investigations panel, click on the Auckland SCL button for Auckland practices.



5. This will show with your own region name for other regions.
6. You MAY see a screen offering you the choice of Use PMS Details/Éclair Details in the bottom right hand corner (this is because everyone uses Mickey Mouse!)



7. Click on Use PMS details.
8. The eOrders screen will open.

## 4 The eOrder Web Form

The eOrder web form is divided into two main panels:

1. The left panel (Order Details) contains information relating to the requestor and the order itself.
2. This screen may look slightly different from the screenshot, depending on your region.

**Order Details**

Ordering clinician: DR DOOLITTLE Barnaby (96ZZZZ) [Search] [Edit]

Order location: Your Medical Practice (F99999-B) [Edit]

Copy to: [Search] [Edit]

Order priority: Routine

**Clinical details**

Eligible for publicly funded services?  Yes  No

Patient opt off TestSafe?  Yes  No

Is the patient pregnant?  Yes  No

Is the patient fasting?  Yes  No

Phone results please

Fax results please

Preferred collection date? [dd/mm/yyyy] [Calendar]

Repeat request?  Yes  No

Repeat frequency? [Input field]

Phone number [Input field]

Fax number [Input field]

Gestation (Weeks) [Input field]

Create a Task reminder for this order

Task reminder default:  Always create a Task  Ask every time

Task reminder timeframe: Choose one [Dropdown]

**Specimen Collection Guide**

3. Much of the information is taken direct from Indici.
4. The first field will auto-complete with the name of the health care professional placing the request. This will auto-complete based on the logged in user.

**Order Details**

Ordering clinician: Dr DOOLITTLE Barnaby (96ZZZZ) [Search] [Edit]

Order location: Your Medical Practice (F99999-B) [Edit]

Copy to: [Search] [Edit]

Order priority: Routine

5. If you are a nurse or Health Care Assistant ordering on behalf of a doctor, click on the drop down arrow on the right to display the list of doctors.

Ordering clinician: DR DOOLITTLE Barnaby (96ZZZZ) [Dropdown Arrow] [Search] [Edit]

6. The second field will autocomplete with the practice name (order location)

**Order Details**

Ordering clinician: Dr DOOLITTLE Barnaby (96ZZZZ) [Search] [Edit]

Order location: Your Medical Practice (F99999-B) [Edit]

Copy to: [Search] [Edit]

Order priority: Routine

7. The Copy To field enables you to request a copy of the results be sent to one or more other healthcare professionals.
8. Click on the Search icon to select Copy To recipients.

Order location: Your Medical Practice (F99999-B) [Dropdown Arrow] [Edit]

Copy to: [Search] [Edit]

- When you click on the Search icon the Clinician Search page is displayed.

- Type the surname into the Name field and click on the Search button.
- You can narrow the search by leaving a space after the surname and typing the initial or first part of the doctor's given name as well.
- The form will display any clinicians matching your search criteria. However only Doctors who are registered in the eOrder system will be listed.

- You can also search by institution – for example – Middlemore Hospital.
- The Search window is not case sensitive. However, it cannot cope with spelling mistakes and typos.
- You can enter up to five Copy To clinicians if required.
- The Order Priority field defaults to Routine. Use the drop down to select Urgent instead.

- The Clinical details field is free text and enables you to insert any information which the pathologist might need to be aware of.
- These details are printed on the order form which is given to the patient.
- You can copy and paste from Indici notes into this screen.

### Order Details

- The next group of questions will auto-fill to the most common (default) setting but you can click in the alternate radio button as required.  
Note: Some options explained below may not be available in your region.
- The Eligible field reads the patient's eligibility for funded tests from the registration details, and can be checked in the Enrolment and Funding Tab in the patient record.
- Eligibility status in Indici is visible on the ribbon – if the patient has a 'N' code s/he is non-resident and therefore not eligible for publically funded services.
- The pregnancy question will only be available if the patient is identified as female and within the age range. Otherwise it is greyed out.

Is the patient pregnant?  Yes  No

24. The fasting question will also default to No – click the radio button to indicate if the patient is fasting.

Is the patient Fasting?  Yes  No

25. The Results feedback fields enable you to provide contact details for urgent tests.  
Note: if you request results by fax this will be taken as the priority communication rather than phone.  
26. It is NOT necessary to add phone or fax numbers as these are recorded in the laboratory system.

Phone results please  Phone number   
Fax results please  Fax number

27. If you want to pre-book the testing to be carried out after some time has elapsed, you can specify a preferred collection date.

Preferred collection date?  

28. If this is a repeating request (standing order), tick the checkbox and type the frequency into the Repeat frequency field.

Repeat request?  Repeat frequency  

29. For tests – such as INRs – where the frequency may vary according to the results, you can put in PRN or As Required.  
30. To add a Task reminder for this order, tick the square checkbox.

Create a Task reminder for this order   
Task reminder default:  Always create a Task  
 Ask every time  
Task reminder timeframe

31. Use the drop down to select the Task Reminder Time frame.  
32. If you wish the system to remember your preferred timeframe, click the Always create a task option.  
33. If you prefer to choose a timeframe, click the Ask every time option.  
34. The **Specimen Collection Guide** link will open to the laboratory’s system, providing you with the ability to search for specific tests.

Labtests Auckland Test Guide

35. This means that you can advise patients about the cost on non-funded tests, and also find information about collection requirements.

### Vitamin D (non-funded)

General Information

**Name**  
Vitamin D (non-funded)

---

**Price (GST incl.)**  
\$53.50

## 5 The eOrder Web Form – Test Details

The right hand panel has tabs at the top, which collate tests into convenient groups.

Standard Lab Form	Less Frequent Form	Histology Form	Cytology/Micro Form	Antenatal Form	My Tab	Additional
<b>Biochemistry</b> <input type="checkbox"/> Lipid Test <input checked="" type="checkbox"/> Liver Function Tests <input type="checkbox"/> Alkaline Phosphatase <input checked="" type="checkbox"/> GGT <input checked="" type="checkbox"/> ALT <input type="checkbox"/> TSH	<b>Haematology</b> <input checked="" type="checkbox"/> Complete Blood Count <input checked="" type="checkbox"/> Iron Studies with Ferritin <input checked="" type="checkbox"/> Ferritin <input type="checkbox"/> Vit B12 And Folate <input type="checkbox"/> INR Prothrombin Ratio <input type="checkbox"/> INR - Lab to Dose	<b>Microbiology</b> <input checked="" type="checkbox"/> Urine Microbiology <input type="checkbox"/> Vaginal Culture <input type="checkbox"/> Cervical Culture <input type="checkbox"/> Urethral Culture <input checked="" type="checkbox"/> Genital (external) Culture <input type="checkbox"/> Chlamydia/gono PCR - Vaginal				

### Standard Lab Form

The Standard Lab form tab presents the most frequently ordered tests, representing >80% of all tests requested.

1. Select the required tests by clicking in the check boxes.
2. If a test requires further information, the system will automatically open a further page for you to complete.
3. Tick the appropriate item, then click on the Save and Close button.

Order Item Properties -- Webpage Dialog

**Please provide some additional information for this item.**

Item **INR Prothrombin Ratio**

On anticoagulant?

- None
- Warfarin
- Heparin
- Dabigatran
- Clextane
- Warfarin and Clextane
- Other (Please specify in clinical details)

- Ferritin
- Vit B12 And Folate
- INR Prothrombin Ratio
- INR - Lab to Dose
- INR - Doctor to dose

**Antenatal**

- 1st Antenatal screen & HIV
- 1st Antenatal screen no HIV
- Subsequent Antenatal
- Glucose Challenge 50g
- HCG Pregnancy

**Immunology**

Note: Information about helpful features built into the eOrder system is available in the Extras User Guide and also in the FAQs section on this website.

4. If you have finished selecting tests, click on the Next button in the bottom right hand corner.
5. The order will be displayed in Draft Format.

Order No. EC02052338




20/04/20 10:19

**Where to find us:**  
See [www.labtests.co.nz/index.php/collection-centres](http://www.labtests.co.nz/index.php/collection-centres) for the location of your nearest collection room.

Test results are available to health professionals involved in your care via a secure online database known as TestSafe. You can choose to restrict sharing of your test results by calling 0508 227 326, however this may result in some tests being retaken.

---

NHI : **ZZZ0032** Address : **C Street**  
Surname : **PATIENT** **Wellington**  
Given : **NEW**  
DOB : **08/05/45** Sex: **Female** Phone : 0211111111(M) 0911111111(B)  
Ethnicity : **Chinese**

---

Eligible for publicly funded services?: Yes Patient opt off TestSafe?: No

---

Requester : **DR DOOLITTLE Barnaby (96ZZZZ)**  
Address : **Your Medical Practice**  
**Wellington**

---

Priority: **Routine**  
Fasting: **No**  
Pregnant: **No**

---

Patient Information:  
Clinical details:

---

Testing requested:  
**Liver Function Tests** **Lipid Test**

6. You can use the Change Order button in the bottom right hand corner if you need to correct anything.
7. Otherwise click on Place Order, this transmits the order automatically to the laboratory system.
8. It is then visible to staff in all Collection Centres.
9. A printer popup will display.
10. Click on Print or Cancel.
11. For orders where the patient will present at a Collection Centre, it is not necessary to print the order unless the patient specifically requests it.
12. For orders where the sample will be collected at the practice, print the order and place in the bio-hazard bag with the sample as usual. This is because practice staff are responsible for confirming the patient's identity.

### Less Frequent Tab

1. For some tests additional information is required.
2. For example, if ordering therapeutic drug tests, the system will ask you to complete the dosing regime.

<b>Item</b> <b>Digoxin</b>
Please complete dosing regime and timing of last dose.
Dosing regime <input type="text"/>

3. The blue fill indicates that this is a required field.

### Cytology Tab

1. If you collect a Cytology specimen at the practice, complete the form as necessary, then click on Next and Place order as usual.
2. Print the order and place in the biohazard bag with the specimen.

### Histology Tab

1. Click in the Histology Panel checkbox.

2. Complete the site and indicate what is being tested.
3. You can add up to 10 specimens on the order. Click Add Specimen again to add more.
4. When ready, click on Next and Place Order.
5. Print the order and place in the biohazard bag with the specimens.

### Antenatal Tab

1. This contains the tests which are related to antenatal care.

### Profile Tab

1. This includes test groups which are pre-defined by the laboratory as a convenient way for you to use a single tick to choose a group of tests.

### My Tab

1. This tab provides the facility for you to set up your own frequently ordered test groups, which can then be selected using a single tick.
2. See the User Guide Extras or the FAQ entitled Configuring the My Tab for more detail.

### Additional Tab

1. If a test is not available on the eOrder form or if it is normally not available for a patient because of gender or other factors, it is still possible to place the order using the Additional tab.
2. For example, we want to order a PSA test for a transgender patient.
3. On the Additional tab, in the search field, type a few letters of the test you require.
4. Then click on Search or press the enter key on your keyboard.

Name	Code	Synonym
PSA	ORD-PSA	Total Prostatic Specific antigen

5. The eOrder form will show that the PSA test is available.
6. Click on the test name and then the Next button at the bottom right as to continue to the draft order screen.
7. If the test you require is not listed on the eOrder web form, it will state 'No Matches Found' when you click on search.

**No matches found.**

- In the Search field, type misc. (for miscellaneous) and click on Search or press the Enter key.

Orderable Item Search		
Search for <input type="text" value="misc"/> <input type="button" value="x"/>		
Name	Code	Synonym
Miscellaneous Test	ORD-MISC	Unknown test

- The eOrder form will respond with Miscellaneous Test.
- Click on 'Miscellaneous Test', then on the Next button.
- The eOrder form will open to a new page.
- Type the name of the test you require into the Test Field.

Please review these order items
Item <b>Miscellaneous Test</b>
Only select this test if you can't locate the required test. Type test name below.
Test <input type="text" value="Leparin"/> <input type="button" value="x"/>

- Click on Next and then Place Order as usual.

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

## Results and Amendments

## Extras

As well as the **FAQs** section on the eOrder website.