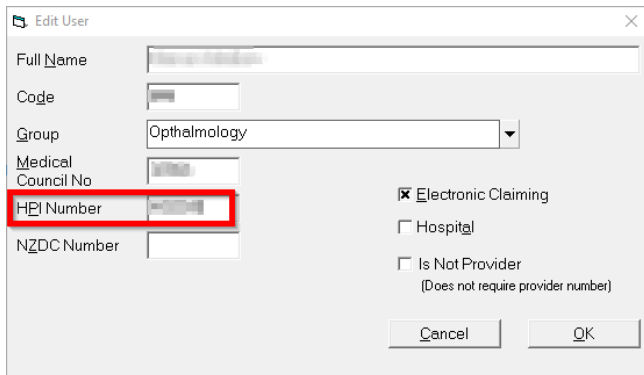


Getting started with eOrder in Incisive

Staff Setups

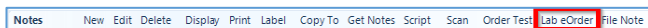
1. All staff requiring access to eOrders will need to have their HPI number inserted into their staff setup.
2. Any Health Care Assistants (HCAs) or staff who do not have a HPI number will need to obtain an HCA code from the eOrder Admin team.
3. In the Setup menu, go to Provider and Config

1. Enter the number in the HPI Number field.

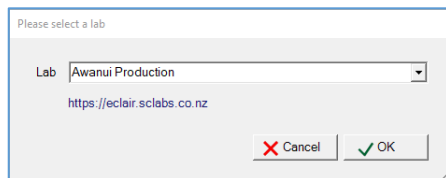


Test Orders

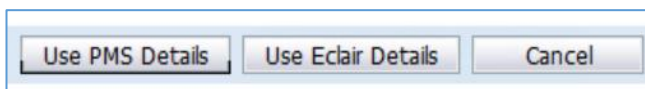
1. Open your test patient (NHI beginning with ZZZ)
2. From the Notes menu, select **Lab eOrder**.



3. Select Awanui Production



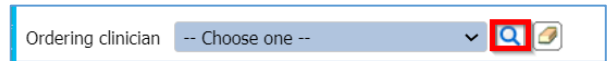
4. You may see a screen offering you the choice of using the patient details from your PMS or those in Eclair if they differ. Select the appropriate button from the bottom right-hand of the screen.



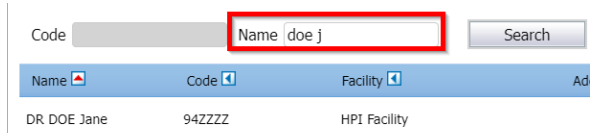
5. The eOrders screen will open.
6. Tick any test in the right-hand panel, then click on Next.
7. The order will be displayed.
8. Click on Place Order.
9. Choose whether to print or not.
10. You can use your usual test patient to place as many test orders as you wish until you feel confident.

Adding requesters

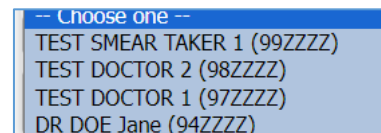
1. Use the magnifying glass to find the clinician.



2. Enter either the CPN number in the Code field, or the surname & one or two letters from their first name in the Name field.



3. Once an order has been placed for a clinician, their name will be retained in the drop-down menu.



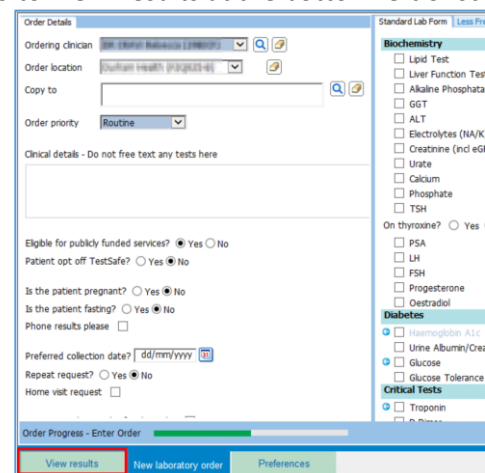
Placing orders

Tick the tests you require. Select **Next** (bottom-right of screen) to preview the form and confirm patient, clinician, and tests.

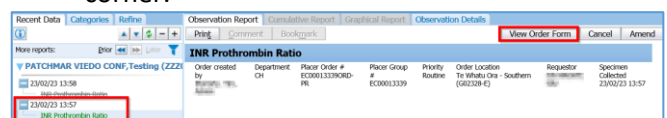
Click **Place Order**. You are not required to print the order if the patient will be presenting to any Awanui Labs collection centre nationwide.

Viewing orders and results

1. Go to View Results at the bottom left of screen.



2. Click on the order/result to view the details. The original order form can be found at the top right corner.



The colours in the result tree are:



Strikethrough - the order has been cancelled.

Green – the patient has not been bled & the order can be amended or cancelled.

Orange – the patient has been bled and the result is pending.

Black – a result has been returned.

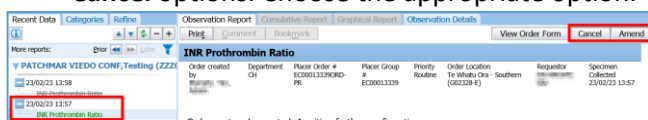
Red – an abnormal result has been detected.

Khaki – a correction has been made to the report.

Amended and Cancelling orders

If the order is in green (i.e. pre-venesection), it can be amended or cancelled.

1. View the order from the On the top right, the eOrder form will then display the **Amend** and **Cancel** options. Choose the appropriate option.



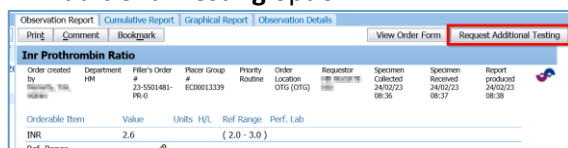
2. You are not required to provide a reasoning for amending or cancelling an order – click **Submit** to bypass this stage. If you are cancelling an order, this will complete the process.
3. When amending an order, tick any extra tests you require, then click on **Next** and **Place Order**.

Home Visits and Serial Requests can only be amended by contacting the laboratory directly.

Requesting Additional Testing from results

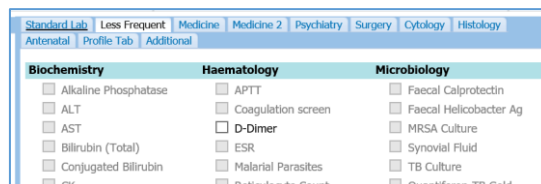
When a sample has been collected, you may be able to request additional tests for a period for specimens which meet tube type, and volume requirements.

1. View the order from the On the top right, the eOrder form will then display the **Request Additional Testing** option.



2. The order form will display. Any tests which do not meet the time, tube and volume criteria will be greyed out. In the below example, D-Dimer

is the only test which could be requested post-collection.



3. Select the additional tests and place the order as normal. This will generate a notification at the laboratory to add the test(s).

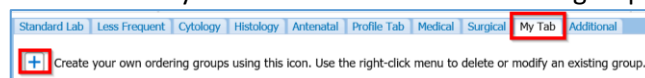
Additional testing can only be made electronically for requests entered through eOrders. Alterations or additional tests for Home Visits, Repeat testing or papers orders must be phoned through to the lab.

Urgent requests should always be phoned through to the laboratory.

Creating your groups of tests (My Tab)

My Tab allows you to customise your own groups of tests to be ordered with a single-click.

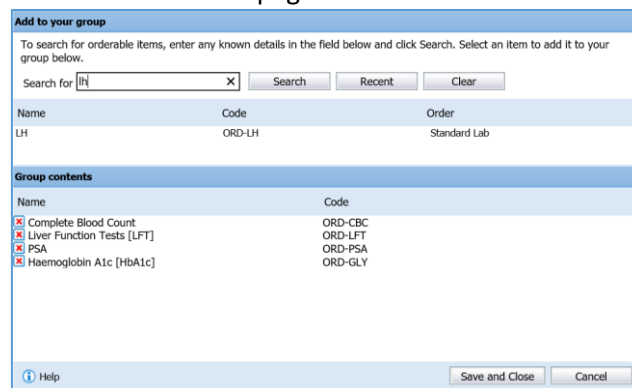
1. Open a patient in HCS. Go to the Lab Orders tab which will load the order form.
2. Go to My Tab. Click the + to create a new group.



3. Give the group a name and confirm the display position.



4. Search for the tests you wish to add and select the appropriate results as they are selected, they will be added to the Group contents at the bottom of the page.

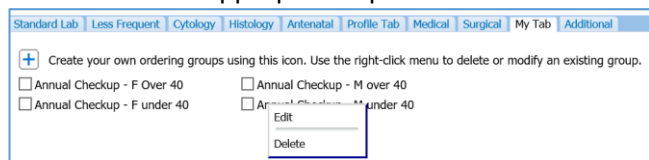


5. Click Save and Close to add the group to your My Tab

Only tests which are on the Order form tabs can be used for My Tab. If you require a test which is only found through Additional Items search, it may be possible to have it added for My Tests – email the [eOrder Helpdesk](#) with the test name

Removing or editing My Tab Groups

1. Right-click the group to be removed/edited and select the appropriate option.



eOrder FAQs

Is there an expiry date on an order?

An eOrder stays on the system for 180 days unless a date is entered in the Preferred Collection date. If a date is entered in this field, the eOrder will expire 90 days after this date.

Do I need to print an eOrder?

If the patient will be attending a Awanui Labs collection centre, it is not necessary to print the order. If you are collecting the sample, please print the eOrder and include it with the sample.

What does a greyed-out test mean?

Selected tests such as HbA1c are setup with minimum reorder intervals – if that test has been ordered or resulted within that time period, the test will appear greyed out on the eOrder form however the test can still be selected.

How can I tell if a patient has a serial/repeat already set up with the lab?

Serial/repeat requests ordered via eOrder will show as a Service Comment in the patient results.

Can I cancel or amend a serial/repeat via the eOrder system?

Serial/repeat requests are unable to be cancelled or modified using eOrders. Modifications must be done by phoning or emailing the laboratory.

Can I set a date for Home Visits?

If requesting a Home Visit please use the Calendar to indicate a preferred Collection date.

Where do Awanui Labs provide services?

We provide services across New Zealand except for the BOP, Waikato, Mid Central, Whanganui and the West Coast regions. If a patient presents in any of those areas, you will need to print the order.

