eOrdering Setup – Pathology & Imaging

Bp^{*}Learning

	User Permissions	2 Access eOrdering Setup	3 Existing	nchronise Contacts	Add New Contact	
ss User p Permissions	 Step 1 – Set User Permissions Setup > Users Edit User Permissions 	Action View the eOrdering setup scree Use the eOrdering setup scree Configure eOrdering preference Configure eOrdering preference Step 2 – Access eOrdering	een en ces for all users ces for yourself ing Setup	Permission Contacts Contacts User preferences Own preferences	Level View Add/Edit/Delete Add/Edit/Delete Add/Edit/Delete	
Acce Setu	can only be set up on the server.	1. Main Screen > View > Contacts 2. Click Setup > eOrdering 3. Existing eOrder Contacts Detected or Setup eOrdering screen will appear.				
Synchronise Existing Contacts	 Step 3 – Synchronise Contacts In the Existing eOrder Detected screen merge existing contacts with corresponding providers the screen below. Check the boxes of the Contacts to link Find and select mate provider from Availa Provider list Click Merge Record Click Merge 	 Existing Existing Contacts Your Is listed on The use Ching able User Preference User Preference User Preference The use 	torder it.	 Set eOrder Path 1. Enter the path eOrdering col 2. Click Save. 3. Check the pa before proceed If you are unsure of to confirm Est be reentered for est tacts see Step 5. cts see Step 9. 	h that the merged ntact used previously th is set correctly eding. the path, contact the lab	
Add Pathology Provider	Proce Proce Brindt Brander Proce Brandt & Smith Rethology sold 1800 653 779 Capital Pathology 0262859601 Capital Pathology 08 9371 4000 Chilphin Rathology 08 886 2009 Chilphin Rathology 08 886 2009 Douglios Mathy Mor Pathology 08 886 2009 Debar/Stathology 03 6322 0003 Hobert Pathology 03 6322 0003	2. Filter by type: Pathology () Imaging R 3 31 Lanson Street Pentitik, 2990 Add add	Providers are partr will be added an Step 4 – Add a 1. The Setup e	s listed in the eOrd hered with Best Pra d updated regularly a New Provider C e Ordering screen v	ering setup screen ctice Software, and y via Data Updates ontact will display	
	Lancroton Pathology 0) 6332 0503 71 Frederick Street, Lancroton, 7230 Add Configured Previder Provider Type Path OLD X-Ray Imaging C-Usersjoet mortanser(Orabiter + BP Schurer(Destatop/Inspiring) Sullivan Nicolaides Pathology eOrder Pathology C-Usersjoet mortanser(Orabiter - BP Schurer(Destatop/Inspiring)		 Available Providers Select the Pathology radio button Find provider and click Add. Configuration settings for the lab will appear. Provider not on the list? Ask provider to contact Best Practice Software Partnerships Team at 			
		Sev Close	partners@bpsoftw	<u>Pare.net</u> Bp	Premier	

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5	Configure Pathology Provider 6	Configure Favourite Tests 7 Configure eOrder Details				
Configure Pathology Provider	Setup E-Ordering X Setup E-Ordering X Setup E-Ordering X Setup E-Ordering X Setup E-Ordering X Setup E-Order Details Setup E-Order Details Favourite tests: Seneric Favourites Favourite details Favourite details	 Step 5 Configure Pathology Preferences In the configuration window add preferences: i. User Name – Select the user whose laboratory details yo wish to configure. ii. Edit Code – Enter code here if provided. iii. Preferred laboratory – Tick to indicate if preferred laboratory iv. Use plain paper – Tick if the laboratory does not provide pre-printed stationery. v. Paper has specimen labels – Tick if the pre-printed stationery has a section for specimen labels. vi. NATA – Pre-populated and cannot be changed. vii. Apply to all users – Click to apply these settings to all users. 				
Contigure Favourite Tests	 From the Favourite Tests From the Favourite tests: menu, select either User favourites or Generic favourites. Click Add. Enter a Favourite name and click Add to create a combination of tests or select Use test name if you just want to use the name of the test for its title. Click Save. 	Generic Favourites User Favourites Favourite Tests: • Generic favourites are specific to the laboratory, available to all users. • User favourites are configured for the selected user only				
Configure eOrder Details	Step 7 Configure eOrder Details i. Enter the path on the machine to store electronic requests or click in to brocholder *Lab can provide specific folder details if requests E-Order Details Enter the path where the exported orders are to be created: C:\ProgramData\Best Practice\Export Import test list	 Import Test List & Import Recommended Tests Import Test List & Import Recommended Tests Import test lists and the recommended tests are updated with each Bp Premier data update. Lastly Configured Providers Panel Click Save to move the pathology provider to Configured Providers panel. Click Save on main window to keep all changes. 				

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eOrdering Setup – Pathology & Imaging

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Imaging Provider

Configure Imaging Provider

Step 8

8

Add Imaging Provider

Add Imaging Provider

Add

With Imaging radio button selected search i. for imaging provider

9

ii. Click Add. The configuration window will appear



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ontigu	ng Pr	Laboratory D User name: Preferred lat	Laboratory Details User name: Dr Craig Aram v Preferred laboratory:						
5	Imagi	Request layo	Available layouts I paper Juult				<u>A</u> dd <u>E</u> dit <u>D</u> elete		
		Apply to all users							
10		E-Order Details Enter the path where the exported orders are to be created: C/Users/BpAdmin/Documents/Best Practice/Export							
5						<u>S</u> ave	Cancel		
С	オー	Add Layout		_	_			_	
	ğ	Layout name:	I						
	μË		Тор	Left			Тор	Le	
≥		Patient name:	0	0		Doctor name:	0	0	
D	N N	Patient address:	0	0		Doctor address:	0	0	
Z	\circ	Patient D.O.B.:	0	0		Provider No.:	0	0	
		Patient sex:	0	0		Copies to:	0	0	
2		Patient Medicare No.:	0	0		Request date:	0	0	
2		Patient DVA No.:	0	0		Request ID:	0	0	
τ.		Patient Phone No.:	0	0		Patient Mobile No.:	0	0	
			Тор	Left	Width	Height			
		Requested tests:	0	0	0	0			
		Clinical details:	0	0	0	0			
		Barroda	0	0					
		our couci		-					

Step 9

Configure Imaging Provider



- User-name select the user whose laboratory details you wish to configure.
- **Preferred laboratory** Tick to indicate if preferred laboratory ii.
- Request Layout Select the layout to use for imaging request iii.
- Apply to all users Click to apply these setting to all users. iv.

Step 10

Configure Request Layout - Pre-printed Stationery

Layout Provided

- If request layout is provided, it will be called Default.
- Provided layouts will have coordinate information prepopulated.

Provided layouts will be added in data updates.

Provided layouts cannot be edited.

No Layout Provided

- Create a new layout that suits their stationery.
- Click Add. The Add Layout screen will appear.
- Enter layout name and add measurements in mm for each element.



Step 11

Configure eOrder Details

