

eOrdering Setup – Pathology & Imaging



User Permissions

Step 1 – Set User Permissions

- Setup > Users
- Edit User
- Permissions

Action	Permission	Level
View the eOrdering setup screen	Contacts	View
Use the eOrdering setup screen	Contacts	Add/Edit/Delete
Configure eOrdering preferences for all users	User preferences	Add/Edit/Delete
Configure eOrdering preferences for yourself	Own preferences	Add/Edit/Delete

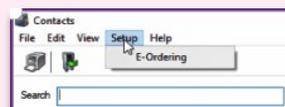
Access Setup



eOrdering can only be set up on the server.

Step 2 – Access eOrdering Setup

1. Main Screen > **View** > **Contacts**
2. Click **Setup** > **eOrdering**
3. **Existing eOrder Contacts Detected** or **Setup eOrdering** screen will appear.

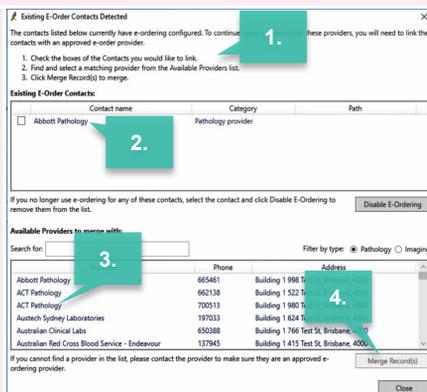


Synchronise Existing Contacts

Step 3 – Synchronise Existing Contacts

In the **Existing eOrder Contacts Detected** screen merge your existing contacts with corresponding providers listed on the screen below.

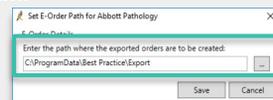
1. Check the boxes of the **Contacts** to link
2. Find and select **matching provider** from Available Provider list
3. Click **Merge Record(s)**
4. Click **Merge**



Set eOrder Path

1. Enter the path that the merged eOrdering contact used previously
2. Click **Save**.
3. Check the path is set correctly before proceeding.

If you are unsure of the path, contact the lab to confirm



User Preferences

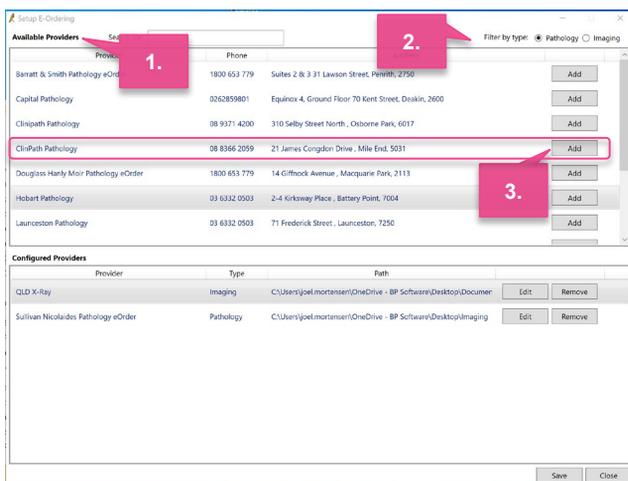


The user preferences must be reentered for each contact.

For Pathology contacts see **Step 5**.

For Imaging contacts see **Step 9**.

Add Pathology Provider



Providers listed in the eOrdering setup screen are partnered with Best Practice Software, and will be added and updated regularly via Data Updates

Step 4 – Add a New Provider Contact

1. The **Setup eOrdering** screen will display **Available Providers**
2. Select the **Pathology** radio button
3. 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 partners@bpssoftware.net



eOrdering Setup – Pathology & Imaging



Configure Pathology Provider

Step 5

Configure Pathology Preferences

In the configuration window add preferences:

- User Name** – Select the user whose laboratory details you wish to configure.
- Edit Code** – Enter code here if provided.
- Preferred laboratory** – Tick to indicate if preferred laboratory
- Use plain paper** – Tick if the laboratory does not provide pre-printed stationery.
- Paper has specimen labels** – Tick if the pre-printed stationery has a section for specimen labels.
- NATA** – Pre-populated and cannot be changed.
- Apply to all users** – Click to apply these settings to all users.



Configure Favourite Tests

Step 6

Configure 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**.

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

- Enter the **path** on the machine to store electronic requests or click  to browse folder

*Lab can provide specific folder details if required

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.



eOrdering Setup – Pathology & Imaging

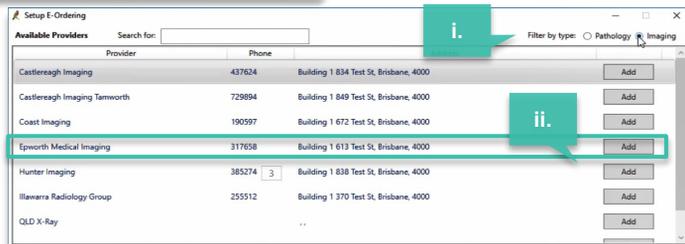


Add Imaging Provider

Step 8

Add Imaging Provider

- i. With **Imaging** radio button selected search for imaging provider
- ii. Click **Add**. The configuration window will appear

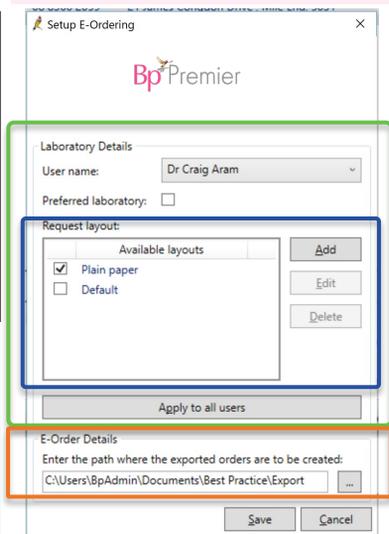


Configure Imaging Provider

Step 9

Configure Imaging Provider

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



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 pre-populated.

Provided layouts will be added in data updates.

Provided layouts cannot be edited.



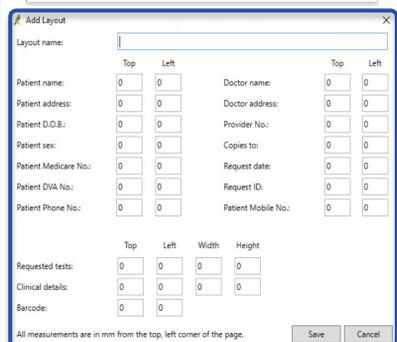
No Layout Provided

- 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.



- Click **Save**.

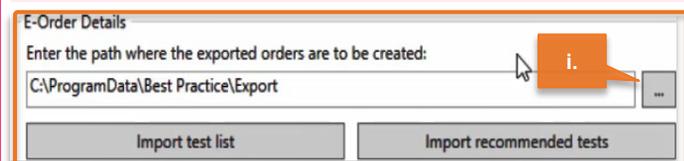
Add New Provider Contact



Step 11

Configure eOrder Details

- i. Enter the **path** on the machine to store electronic requests or click to **browse** to a folder.



And lastly ...

Configured Providers Panel

Click **Save** to move provider to **Configured Providers** panel.

Add Imaging Provider

