## Clinical Laboratory Information Management System (CLIMS)
# Quick Start Guide – ECLRS Import

## Getting Started
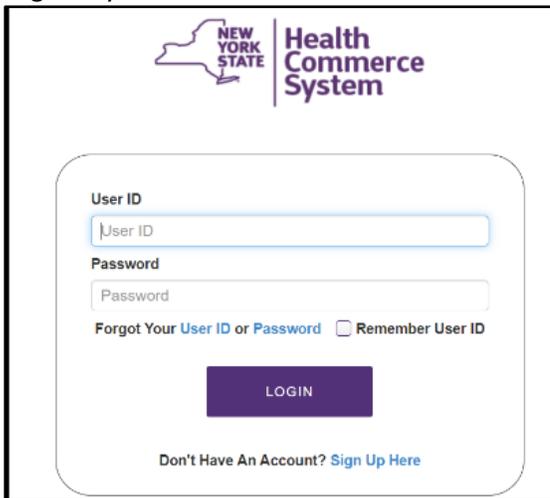
**What do I need?**

Health Commerce System (HCS) account and access to the CLIMS application.

## ECLRS Import

**How do I import data from a report I submitted to ECLRS to place an order in CLIMS?**

1. Login to your HCS account.



2. Click on the CLIMS link (or use the Search feature) to open the CLIMS application.

3. Select "Remote Order" from the menu.



4. Select "Place Order (DOH-4463)" to order tests via the web interface.



5. Click "Submit Human Specimen."

6. Complete the Submitter fields.
   Add the Accession or Specimen # to the "Specimen report sent to ECLRS?" box.
   Click Import.



7. Select the Shipping Address and correct any errors. Clicking on the red 🛈 icon provides additional error details.





NOTE: "Exact match not found…" occurs when the test name from the ECLRS record doesn't have an exact match in CLIMS.

Click "Edit Tests" (see the green box in the image above) and then click "Add more Tests" to see potential matches.

Select the desired test by checking the box and click Order Tests. Correct any errors and then Save Changes.

8. When there are no more errors, the "Continue to Review" button becomes available; click it to continue. And then click "Submit" to finalize the order and displays the Shipping Manifest.



9. The Shipping Manifest indicates the order is finalized and ready to ship. Print the manifest to submit with the specimen(s) using the "Print Order" button in the upper right corner. Individual requisition forms are not needed.

**Note for users submitting reports to ECLRS via ECLRS Lab Live Reporting**:
If you manually submit your report to ECLRS, you can use the Wadsworth Remote Order Entry button upon completion of the submission to automatically transfer the information to CLIMS. After clicking the button, you will be transferred the Patient List page in CLIMS and can complete your order starting at number 7 above.

| Submit another report to ECLRS | Log out of ECLRS | Wadsworth Remote Order Entry |

Lab report submission by Elizabeth Lewis on 07/22/2022 08:13 AM ; Accepted by ECLRS.

**Patient: MOUSE, MICKEY**                                                                 **Assigned County:  Albany**

**DOB:** 01/01/1950                                                                         **Address:** 100 Main Street
**Sex:** M                                    **Race:** White                                           Albany, NY 12208
**DIN:** --
**Medical Record Number:** 123456789                                                        **Home Phone:** (518)5551212
**Reporting Information:**
**Reporting Laboratory:** Wadsworth Center - Biggs Laboratory                               **Date Reported to ECLRS:** 07/22/2022
**CLEP Lab Name:** Wadsworth Center - Biggs Laboratory
**Retrieval ID:** --                                                                        **Date Retrieved from ECLRS:** --

**Ordering Facility**                                                                       **Ordering Physician**
Aloks Department of Health                                                                   Mehta, Alok
fdfd                                                                                         ESP D-486A
dsfsdfsdf, NY 12202                                                                          Albany, NY 12201
(111)111-1111                                                                                (123)123-1234

**Test: Microscopic Examination: Giemsa Stain**                                             **Accession Number: A1234**
**Specimen Source:** Blood Venous                                                           **Collection Date:** 07/22/2022
**Request Status:** Final                                                                    **Specimen Received Date:** 07/22/2022
                                                                                            **Report Date:** 07/22/2022

| Reportable Condition | Test | Test Equipment | Meth | Result | Analysis Date | Un | Ref Ran | Ab Fl | Res Stat |
|---|---|---|---|---|---|---|---|---|---|
| MALARIA | Microscopic Examination: Giemsa Stain | -- | -- | Positive | 07/22/2022 | -- | -- | -- | Final |

**Testing Lab: --, Testing Clia: --**