

Infectious Disease

Order Submission by
Remote Order Entry (ROE)

Reference Guide

New York State Department of Health
Wadsworth Center



**Department
of Health**

**Wadsworth
Center**

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Overview

The Wadsworth Center Laboratory Information Management System (CLIMS) is a specimen tracking and reporting system used by the New York State Department of Health (NYSDOH) Wadsworth Center, Division of Infectious Diseases (DID) and Division of Environmental Health Sciences (DEHS) laboratories. It is accessible via the Health Commerce System (HCS) on the NYSDOH secure internet.

CLIMS allows a submitter to track specimen receipt and access test results for the Arbovirus, Bacteriology, Biodefense, Chlamydia, Diagnostic Immunology, Gonorrhea screening, Mycobacteriology, Mycology, Parasitology, Rabies, Syphilis, Viral Encephalitis and Virus Reference and Surveillance Laboratories.

CLIMS is also used by all DEHS laboratories, which include the Asbestos, Environmental Bacteriology, Bio-Organic, Organic, Inorganic, Laboratory Response Network – Chemistry (LRN-C), Nuclear, Medical Marijuana and Trace Elements laboratories.

Remote Order Entry (ROE) is a feature that allows the submitter to electronically submit test orders. The submitter can enter demographic data, search for and request testing, and print the completed requisition form to be sent with the specimen/sample for submission. The submitter may enter orders for multiple patients at a time as well as individual patient orders. To allow submitters to track a specimen/sample through the testing and reporting process, an accession number is automatically generated and assigned to the specimen/sample. The accession number uniquely identifies the specimen/sample through the entire process.

Getting Started

Log in to the Health Commerce System (HCS):
<https://commerce.health.state.ny.us>



Select CLIMS from the list of My Applications on the left.

Note: list of applications may vary based on permissions

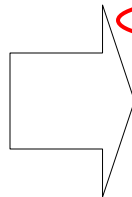
User ID

Password

Forgot Your [User ID](#) or [Password](#) Remember User ID

LOGIN

Don't Have An Account? [Sign Up Here](#)



My Applications	
Acronyms & Abbreviations	
CLIMS	i
ECLRS	i
ECLRS Lab Live Reporting	i
Emergency Contacts	
HINAPCF	i
ServNY	i
Refresh My Applications List	

Note: First time users will be prompted to select their e-mail preferences.

E-mail notifications are sent twice daily when new reports are posted on HCS that the user has access to.



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Welcome to the Wadsworth Center's web interface to the
Clinical **L**aboratory **I**nformation **M**anagement **S**ystem

Action is required for you to set your e-mail account preference:

You are required to set your e-mail preferences for notification of CLIMS specimen reports. If enrolled, you will receive a daily e-mail notification to the e-mail address registered with your HCS account. You will only receive a notification when results relevant to your permissions have been posted. You can change this setting in the future by clicking on the "My Preferences" link on the CLIMS Home page.

Yes Enroll in e-mail notification

No Decline to enroll in e-mail notification

Remind Me Later

If you would like to change your e-mail address click on [Account Settings](#) and follow the page instructions

[CLIMS Home](#) | [FAQ](#) | [DOH Home](#)

CLIMS Home

[Specimen Reports](#)
[Specimen Receipts](#)
[Management Reports](#)
[Remote Order](#)
[Specimen Summary](#)
[Report Notification](#) (No new report)
[My Preferences](#) (Enroll in email notification)

Note: list of links may vary based on permissions

Specimen Reports - page with links to test results

Specimen Receipts - page with links to acknowledgements by the Wadsworth Center for received and accessioned samples

Management Reports - page of available Management Reports for Rabies information

Remote Order - page to submit or review requests for DID Clinical Testing, Rabies Animal Testing, and DEHS Environmental Testing

Specimen Summary - page containing links to Requests, Receipts, or Reports for samples submitted, received, or reported within the last 90 days

Report Notification – page for viewing reports from the New York City reports processing



My Preferences - allows user to maintain e-mail notification settings

Remote Order Entry Home

Wadsworth Center · NYS Department of Health

Remote Order Menu

Order Testing

Division of Infectious Diseases	
(Human, Animal, Food, Environmental)	(Animal Rabies)
Place Order (DOH-4463)	Place Order (DOH-487)
Upload Files <ul style="list-style-type: none">Upload IDR or COVID Spreadsheet - allows upload of orders via spreadsheetUpload HL7 FileDownload IDR Spreadsheet Template - can be used for COVID test orders to Wadsworth Center	Show Orders Pending Receipt
View/Edit Orders <ul style="list-style-type: none">Order ManagementShow Pre Collection OrdersShow Orders Pending ReceiptShow Pending Shipments	
Reference Guide  - ROE Update	
Reference Guide  - legacy	
Search Catalog	

Place Order (DOH-4463) - page to select the type of DID order to place single or multiple orders

Upload IDR or COVID Spreadsheet – page to upload multiple Infectious Disease Requisition (IDR) orders via spreadsheets after validation and addressing any errors or updates as necessary

Upload HL7 File - page to upload HL7 files as directed by staff at Wadsworth Center

Download IDR Spreadsheet Template - page to obtain a blank IDR template and review instructions/training material on how to use the IDR functionality

Order Management - page to view and update orders, grouped by status, including In-Progress, Pre-Collection, Submitted, and Received/Accessioned

Show Pre-Collection Order – (legacy) page for viewing and accessing orders that have blank or future Collection Dates

Show Orders Pending Receipt – (legacy) page for viewing and accessing orders that have been Submitted, but have not yet been received by the Wadsworth Center

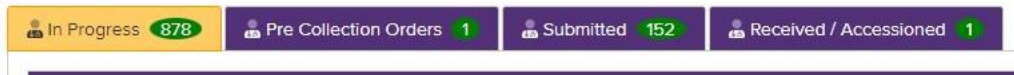
Show Pending Shipments – (legacy) page for viewing and accessing orders containing multiple patients in one shipment that have been Submitted, but have not yet been received by the Wadsworth Center

Reference Guide – page for viewing instructions/training material on how to use the ROE functionality

Search Catalog – page for searching current Test Catalog to view individual tests, instructions, warning, and other information from the catalog

Order Management

The Order Management screen displays all of the orders for a facility on one screen, separated into different tabs based on the status of the order:



- **In Progress** – orders that have been started, but have not been Submitted
- **Pre-Collection Orders** – orders that have been Submitted, but have blank or future Collection Dates
- **Submitted** – orders that have been Submitted and have been shipped to Wadsworth Center, but have not yet been Received/Accessioned
- **Received/Accessioned** – orders that have been physically received by Wadsworth Center and are being processed, but do not have released results

Order Management

Orders for PFI2499 - QUEST DIAGNOSTICS INCORPORATED

Select Facility : PFI2499 - QUEST DIAGNOSTICS INCORPORATED Change to Legacy View

Displaying orders in Summary View

In Progress Orders Global Filter

Id	Source	Order Type	Total Patients	Total Samples	Staff	Last updated
109211	Web	CLINICAL	1	1	NMC01	04/04/2022
109184	Web	CLINICAL	1	1	NMC01	04/04/2022

Users with multiple facilities must select a facility to work with

Orders in the grid default to Summary View but can be changed to Legacy View Change to Summary View

Filter will search all orders and display only the matching records

Selecting the ID for In Progress Orders allows the order to be continued to be worked on

Order Type distinguishes between DID Clinical, Animal, Food, and Environmental orders

Staff indicates the short name of the staff who made the last update

Submitted Orders Collapse All

Collapse order Collapse All will collapse all expanded orders at once

SHIP_JSM02_NOV_17_2021_10_22_AM IDR_SPREADSHEET New

Accession Id	Submitter Patient Id	Last Name
IDR2100063302	A1-JOE-WEST2	TWO
IDR2100063305	A1-JOE-WEST5	FIVE
IDR2100063303	A1-JOE-WEST3	THREE
IDR2100063304	A1-JOE-WEST4	FOUR
IDR2100063301	A1-JOE-WEST1	ONE

Total Records: 5

SHIP_AXP19_JAN_27_2022_11_51_PM CLINICAL

Expand order Selecting the Tracking ID allows an order to be viewed/edited For orders with multiple patients, pagination controls can be used to view additional patients

Order Management

Summary View is the default for all order types. Orders are displayed grouped by Tracking ID and ordered by Last Updated. All columns are sortable by clicking the column header.

Common data for the entire Order points to the Tracking ID column.

Individual record's data within Order points to the Submitter Patient Id, Last Name, and Specimen Id columns.

Sortable column and sub-column headers points to the Specimen Id column header.

Deletes Order and all associated records points to the trash icon in the Action column.

Deletes single record from Order points to the trash icon in the Action column for a specific record.

Tracking Id	Source	Order Type	Total Patients	Total Samples	Staff	Last updated	Action																														
102_NOV_17_2021_10_22_AM	IDR_SPREADSHEET New	CLINICAL	5	5	AMBI	03/02/2022	[Trash]																														
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All tabs on Order Management can be toggled between Summary and Legacy display styles to view orders.

- Summary View - all records associated with an Order are grouped under the shared Tracking ID which can be expanded to view individual record details
- Legacy View – all orders are listed by Tracking ID and Accession ID, the same as in the previous ROE application

Screen Display

For the Order Management and Place Order screens, the screen is displayed based on a number of factors. Such factors include, but not limited to:

- Monitor size
- Screen resolution
- Browser
- Zoom setting in Browser

Because these settings can change how the screens will be displayed, users can adjust the settings to their personal preference. For example, the two images below show the Order Management screen at different levels of browser zoom.

Zoom at 100%

Zoom at 75%

Orders for PFI2499 - QUEST DIAGNOSTICS INCORPORATED

Select Facility: PFI2499 - QUEST DIAGNOSTICS INCORPORATED [Change to Legacy View](#)

Displaying orders in Summary View

In Progress	Pre Collection Orders	Submitted	Received / Accessioned
05	6	10	0

In Progress Orders	Global Filter																																																																								
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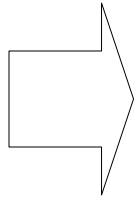
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Create Remote Order

Place Order (DOH-4463)



Please select the specimen/sample you are submitting:

Submit Human Specimen

Submit Animal Sample

Submit Food Sample

Submit Environmental Sample

[CLIMS Home](#) | [FAQ](#) | [DOH Home](#) |

Submitter Screen

Users with multiple facilities must select a facility to work with

Select Facility

- ALBMEDCOL - ALBANY MEDICAL COLLEGE
- PF1906 - ALBANY MEMORIAL HOSPITAL
- PF12499 - QUEST DIAGNOSTICS INCORPORATED
- PF1908 - ST PETERS HOSPITAL LABORATORY

Name :

Address : 1 MALCOLM AVENUE
TETERBORO
New Jersey, 07608

Laboratory report will be sent Attention to :

Contact Person :

Telephone Number :

CC :

NYS DOH Outbreak Num :

Specimen report sent to ECLRS? If yes, Enter accession or Specimen #

Lab PFI : PF12499

Appears on the Results report
Appears on the Results report and is transmitted to ECLRS

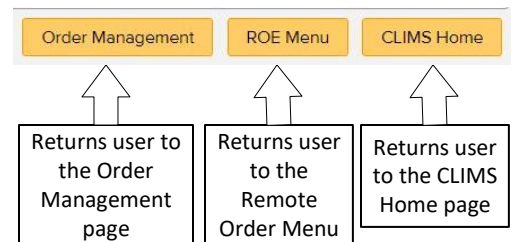
Allows user to create a Test Template, see Test Template section for details
Allows user to Add Patient, see Patient section for details

Create Test Template
Add a Patient

ECLRS Import

The ECLRS Import is available for new Human Specimen orders. It allows submitted orders from the Electronic Clinical Laboratory Reporting System (ECLRS) to be imported into ROE.

Users must enter the ECLRS Accession/Specimen number, or multiple separated by commas, and select Import. When a match is found, the user will be taken to the Patient Grid to review and update the Demographic and Test information before submission.



Note: ECLRS import may only be used if no Patients or Test Template have been added; once an ECLRS import has been done, the Test Template will no longer be available

Test Template

Test Templates are a set of information that is automatically applied to each patient entered in an order. This allows multiple patients to be entered in an order without having to re-enter some information multiple times. Test Templates can also be used for a single patient, allowing the entering of the test information before the patient information. The Individual Patient Tests screen can be used to enter test information after the patient data is entered for single and multiple patients.

In the Test Template, any information entered will be added to the Individual Patient Tests screen when a new patient is added. The test information that comes from a Test Template can be edited freely for any individual patient without effecting other patients or the Test Template itself.

Any fields on the Test Template screen can be used to create a Test Template, no validation is necessary on creation. Once a Test Template is applied to a patient, the standard validation is used before an order can be Submitted.

Example Test Template

Assign Tests

Suspected Organism / Agent : * Adenovirus group x

Add more Specimens

Specimen #	Specimen Type	Specimen Source	Submitted on/in	Action
1	Primary	Nasopharyngeal Swab OR Other	MRC-5	

Test Requested

Adenovirus real-time PCR i

Add more Tests

Collection Date : 01/01/2022

Collection Time : 13:30

Reason for Submission : Identification

Comments : Adenovirus test information

Back

Assign Specimen(s) to Patient

Test Templates can only be created when no patient has been added yet, including importing patients from ECRLS. Once the first patient has been added, the Test Template can no longer be modified on the Test Template screen. The Individual Patient Tests screen for each patient may still be used to edit Test information from the Test Template for the individual patient.

For details on the information on the Test Template screen, refer to the **Individual Patient Tests** section.

Patient

Back Expand All Accordions

- > Provider Information
- > Patient
- > Patient Address
- > Patient Work
- > Race / Ethnicity
- > Additional Patient Information
- > Exposure Information
- > Symptoms

Control to Collapse and Expand all Accordion sections

Continue back to the Patient Grid

Add tests to current Patient. See **Individual Patient Tests** section for more details.

Patient

Back * Collapse All Accordions

Add a Test Continue Cancel

Provider Information

Patient Health Care Provider: Optional Patient Health Care Provider Phone Number: (999) 999-9999? x99999

NPI: Optional Health Care Provider Zip: 99999

Control to Collapse or Expand an Accordion

Patient

2 out of 3 (Submitter Patient Id, Patient Last Name and Patient Birth Date) fields are required

Submitter Patient ID: * Required CDESS ID: Optional

Patient name, Last: * Required Patient name, First: Required

Patient Sex: * Please select Patient Gender: *

Patient Birthdate: * MM/DD/YYYY Not Available

Required items indicated with red astrisk

Patient Birthdate or Not Available satisfy required information

Patient Address

Patient Address 1: Patient Address 2: Optional

Patient City: Optional Patient State: * Patient State is required.

Patient County: * Please select Patient Zip: 99999 Patient County is required.

Patient Phone: (999) 999-9999? x99999 Health Care Facility of Origin/Residence: Optional

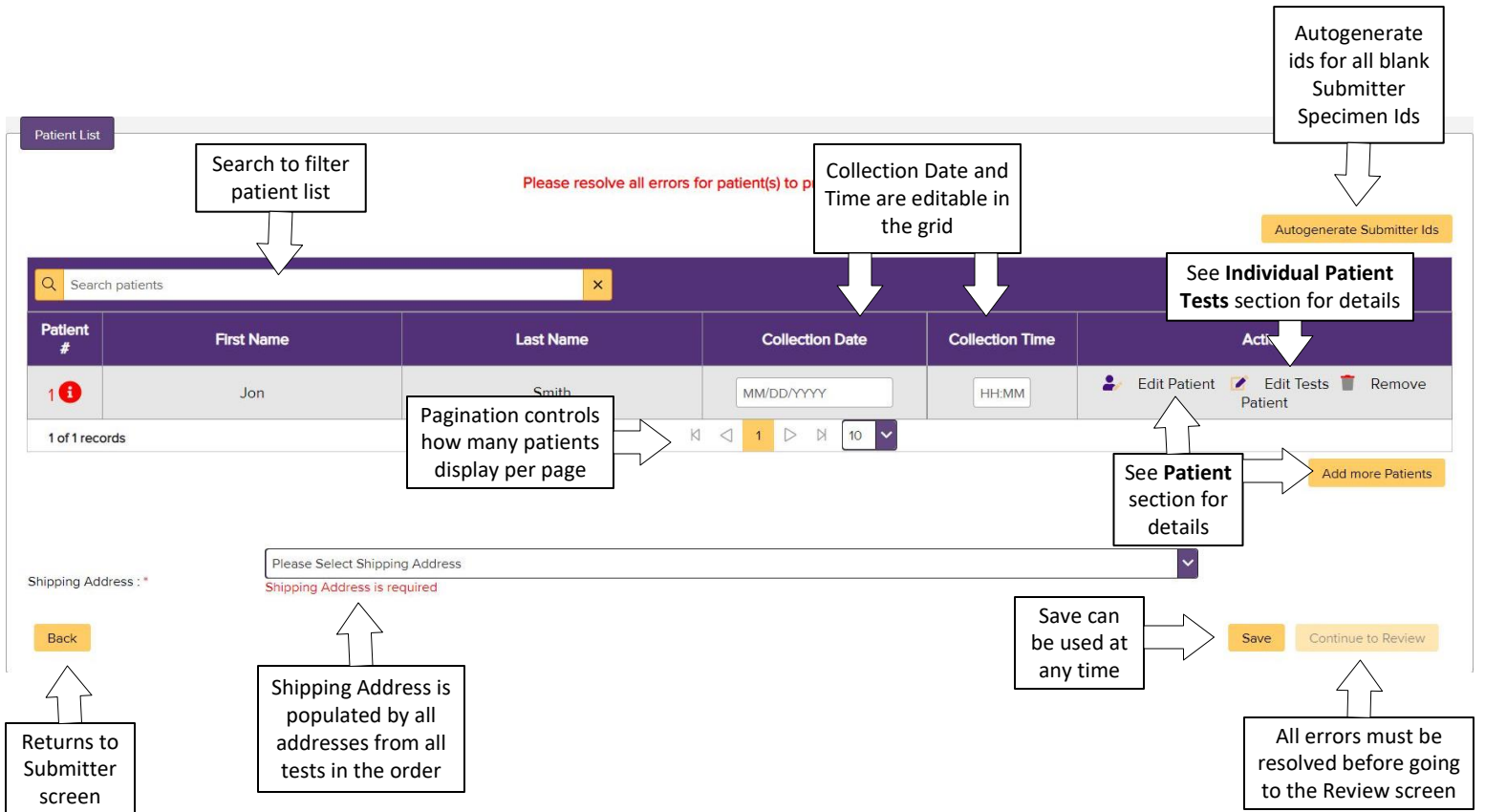
Errors indicated with red text

Note: Patient State, County, and Zip will be validated together based on the selected State.

- non-NY State – County defaults to Out-of-State and Zip is not validated
- NY State – County may not be Out-of-State and if Zip is entered, it must be valid for the County

Patient List

The Patient List will show all patients added to the Order, allowing both the Patient Details screen and the Individual Test screen to be accessed for the patient. Entries with errors will be indicated, allowing those errors to be resolved before submission.



Note: entered data is automatically saved when changing screens, but users must **Save** any changes made on the Patient List before closing the order when not going to the Review screen

Select red "i" to view all missing items for a patient



Invalid Data

Please check errors on row 1:
 Patient Sex*,
 Patient State*,
 NYS County*,
 Onset date,
 Patient Onset Date is required.
 For Specimen 1,
 Specimen source required,
 For Specimen 2,
 Specimen source required

Close

Individual Patient Tests

The Individual Patient Tests screen will display the tests for any given patient, including the special instructions and Specimen Source for any entered data.

Search for Test or Suspected Agent/Organism

Yellow "i" shows details for Tests

Test #	Suspected Organism / Agent	Test (s)
1	Acid-fast bacilli	APB Testing in Clinical Specimens (Formerly Past Tract)
2	Adenovirus group	Adenovirus real-time PCR
3	Serologic CDC Referral	Alok hacked this to point to HIV - Referral, Serology
4	Alphavirus	Alphavirus RNA by RT-PCR
5	Anaplasma phagocytophilum	Anaplasma phagocytophilum IgG Serology
6	Ehrlichiosis	Anaplasma/Ehrlichia chaffeensis/B. miyamotoi real-time PCR
7	Antifungals	Antifungal Susceptibility Testing for CDC ARLN
8	Antifungals	Antifungal Susceptibility Testing for Molds
9	Antifungals	Antifungal Susceptibility Testing for Yeasts
10	Antimicrobial Resistance	Antimicrobial Resistance Identification-Isolate

Test Information

Test Catalog Id : 775
Test Name : Alphavirus RNA by RT-PCR

Type	Instructions
Performing Laboratory	Viral Encephalitis Lab
Methodology	Molecular Detection (real-time PCR, PCR and/or sequencing)
Preferred Specimens	Serum Cerebral spinal fluid
Rejection Criteria	Patient not hospitalized or does not have a diagnosis of encephalitis/meningitis. Specimen received at ambient temperature. Specimen is not shipped frozen.
Special Instructions	Requires Wadsworth Center Lab approval. Call 518-474-2892 or 518-474-4177 prior to submitting specimens. For potential travel related arboviral infections, CSF and serum are acceptable samples.
Collection Instructions	Body Fluid: Collect approx 1mL of fluid per laboratory protocol and place into a sterile container.
Storage Prior to Shipping	Store sample at -70 degrees C.
Shipping Instructions	When using overnight courier, ship Monday through Thursday, excluding days preceding holidays. Specimens must be shipped overnight on dry ice. Specimens must be shipped "Priority Overnight" and received within 24 hours via chosen carrier.

Selecting a Test will automatically list the associated Suspected Agent. This will also allow for other Tests to be added to a given Specimen or additional Specimen be added to the Patient. Manually entered Suspected Agents can be recorded in the appropriate text field.

Test Details for

Suspected Organism / Agent : * Alphavirus

Manually enter new Suspected Organisms

Add additional Specimen

Specimen #	Specimen Type	Specimen Source	Submitted on/in	Submitter Specimen #	Action
1	Primary	Select a Specimen Source OR Other	Please select	Submitter specimen Id	

Specimen Source is required and defined by selected Test

Multiple Tests can be added to a single specimen

Add more Tests

Collection Date/Time is optional and allows for Pre-Collection Order

Collection Time must be entered in 24-hour format

Note: Required Specimen Types and Specimen Source Types for individual Tests are determined by the catalog entry for the individual Test. Multiple Tests on the same Specimen will follow these rules. Warning informational messages will be displayed if the options selected do not match the catalog entry described rules.

Review Screen

The review screen displays a summary of all Samples in the Order prior to submission. Individual records can be expanded to view all entered information for final review by selecting any Sample associated with the Patient. Selecting the record again will collapse the record details section.

Review Remote Review Screen

Summary of single sample in order

Samples with multiple tests display all tests entered

SpecimenId #	Specimen Source	Patient Name (MRN)	DOB	Sex	Collection Date	Tests
L900667	Serum	Smith, Jon (G5656)	01/01/2000	Male	03/01/2022	Alphavirus RNA by RT-PCR
J900554	Serum	Smith, Jon (G5656)	01/01/2000	Male	03/01/2022	Anaplasma phagocytophilum IgG Serology
						Arbovirus Plaque Reduction Neutralization (PRNT)

1 of 1 records

Attn : Viral Encephalitis Lab, Diagnostic Immunology

Shipping Address : David Axelrod Institute, Wadsworth Center, NYS Department of Health, 120 New Scotland Avenue, Albany, NY 12208

Back Returns user to Patient List

Submits the order Submit

Selecting the Specimen Id opens the detail section

Collapse and Expand all Accordion sections

Note: only fields with information will be displayed

Note: all Specimen and Tests associated with Patient will be displayed

Smith_Jon (G5656)

Collapse All Accordions

Submitter Information

Facility Name : QUEST DIAGNOSTICS INCORPORATED Facility PFI : PFI2499

Facility Address : 1 MALCOLM AVENUE , null, TETERBORO, New Jersey, 07608, ,

Patient Information

Submitter Patient ID : G5656 Patient name, Last : Smith

Patient name, First : Jon Patient Sex : Male

Patient Birthdate : 01/01/2000

Patient Address

Patient State : NY Patient County : Albany

Patient Zip : 12203

Additional Patient Information

Onset Date : 04/06/2022

Test Information

Suspected Organism / Agent : Alphavirus, Anaplasma phagocytophilum, Zika Virus Collection Date : 03/01/2022

Specimen# : 1 Specimen Type : Primary

Submitter Speciman ID : L900667

Test Name : Alphavirus RNA by RT-PCR

Test Name : Anaplasma phagocytophilum IgG Serology

Specimen# : 2 Specimen Type : Primary

Submitter Speciman ID : J900554

Test Name : Arbovirus Plaque Reduction Neutralization (PRNT)

Shipping Manifest

For Submitted orders that are not Pre-Collection, a Shipping Manifest will be displayed. The Shipping Manifest must be printed and included with the samples when they are shipped to Wadsworth Center.

Opens Print dialog box

Shipping Manifest for QUEST DIAGNOSTICS INCORPORATED

Facility : QUEST DIAGNOSTICS INCORPORATED
 1 MALCOLM AVENUE
 TETERBORO, New Jersey, 07608

Ship to : Attn : Viral Encephalitis
 David Axelrod Institute
 Wadsworth Center
 NYS Department of Health
 120 New Scotland Avenue
 Albany NY 12208

Tracking Id : SHIP_ISM02_APR_20_2022_08_56_AM

Shipping Comments:

Outbreak IDs:

Accession Ids for all Samples in order

SHIP1851843

Shipping Id

Comments will be included on printed Shipping Manifest

Accession Id	Specimen Id	Specimen Source	Patient Name (MRN)	DOB	Sex	Collection Date	Tests
IDR2200002797	L900667	Serum	Smith, Jon (G5656)	NA			Alphavirus RNA by RT-PCR
IDR2200002797	J900554	Serum	Smith, Jon (G5656)	NA	Male	03/01/2022	Anaplasma phagocytophilum IgG Serology
							Arbovirus Plaque Reduction Neutralization (PRNT)

Outbreak IDs, if present, will be printed on the Shipping Manifest