

Wadsworth Center Laboratory Information Management System

CLIMS

User Guide

Division of Infectious Diseases
2024



Department
of Health

Wadsworth
Center

The Wadsworth Center Laboratory Information Management System (CLIMS) is the electronic test ordering, specimen/sample tracking, and results reporting system used by the laboratories at the New York State Department of Health (NYSDOH) Wadsworth Center, Division of Infectious Diseases (DID) and Division of Environmental Health Sciences (DEHS).

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User Resources and CLIMS Help

Resources for CLIMS users, including Quick Start Guides, Video Tutorials, User Guides, and more, can be found by clicking “User Resources” on the CLIMS home page.

Specimen Reports	(Reports released by Wadsworth Center)
Specimen Receipts	(Acknowledgement of specimens received and accessioned by Wadsworth Center)
Management Reports	(Rabies specimen management reports)
Remote Order	(Place and manage electronic orders for tests)
Specimen Summary	(View all orders by status)
My Preferences	(Enroll in email notification)
User Resources	(User help page)

For technical assistance with CLIMS, please email us at clims@health.ny.gov. Please do NOT send confidential information to this address.

For questions involving Division of Infectious Diseases confidential information, call (518) 474-4177.
For questions involving Division of Environmental Health Sciences information, call (518) 474-7161.

Additional resources and answers to frequently asked questions can be found on the publicly accessible website at www.wadsworth.org/clims and on the pages of individual Division of Infectious Diseases Laboratories.

Further questions can be directed as follows; do NOT send confidential information via email.

- CLIMS user support, please contact outreachsupport@health.ny.gov
- CLIMS technical assistance, please contact clims@health.ny.gov
- Questions for the Division of Infectious Diseases (including confidential information), please call (518) 474-4177.
- Questions for the Division of Environmental Health Sciences information, please call (518) 474-7161.

If the HCS or the CLIMS application is unavailable for use, submitters can complete an Infectious Diseases Requisition Form and submit with the specimen/sample. The form can be accessed at <https://www.wadsworth.org/programs/id/idr>. To minimize delays in testing, ensure required fields are both complete and legible. The submitter information section should clearly indicate where results should be returned, including the PFI number for NYSDOH Clinical Laboratory Evaluation Program (CLEP) permitted laboratories.

Getting Started

The CLIMS application is accessed through NYSDOH’s secure, web-based portal: Health Commerce System (HCS). For individuals to be able to access CLIMS, their organization must be affiliated with the HCS and have at least one designated HCS Coordinator. The HCS Coordinator is responsible for 1) setting up HCS accounts for new users and 2) granting access to CLIMS for users in their organization. Every user accessing the HCS and CLIMS must have their own account.

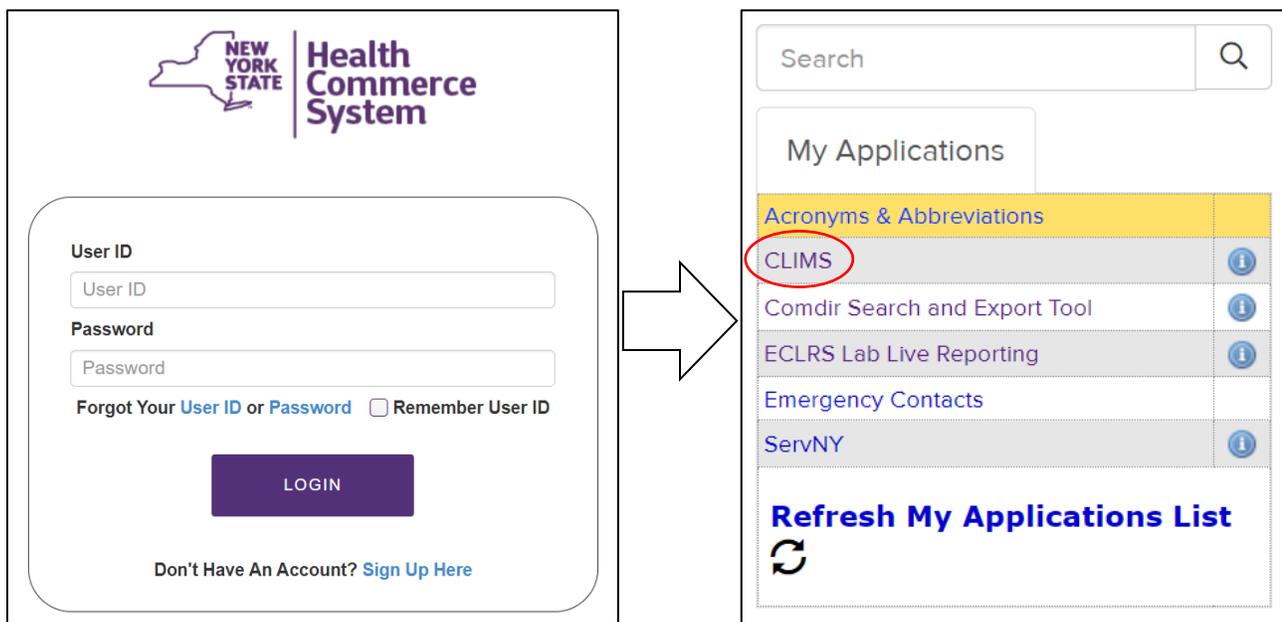
- If you know your organization does not have HCS, please contact outreachsupport@health.ny.gov for further instructions on affiliating your organization.
- If your organization is affiliated with HCS, but you do not know who your HCS Coordinator is, contact the Commerce Accounts Management Unit (CAMU) at 866-529-1890, option 1 (M-F 8:00AM – 4:45PM).

At the following organizations, HCS Coordinators can grant access to CLIMS using the instructions provided in the Quick Start Guide – CLIMS Access.

- NYS CLEP Permitted Laboratories
- NYS County Health Departments
- NYS Licensed Nursing Homes

At other organizations other than those above, the ‘Request for Access to the Wadsworth Center Laboratory Information Management System’ form ([CLIMS Access Form DOH-4250](#)) must be completed and signed by both the new CLIMS user and the HCS Coordinator for the organization. The completed form can be e-mailed to clims@health.ny.gov or faxed to 518-474-8140.

Log in to HCS (<https://commerce.health.ny.gov>) and open CLIMS using the link under My Applications in the upper left corner (or use the Search feature). Multi-factor authentication (MFA) is required. Use the HCS Search feature to find documentation on MFA or access the MFA Enrollment application.



CLIMS Home Page and Legacy Navigation

The original CLIMS web interface uses links to navigate between pages. The list of available links on the CLIMS Home page may vary based on user permissions. The NEWS box in the upper right is used to communicate important information to CLIMS users. Links in the lower right-hand corner of the screen return the user to the CLIMS Home page or connect the user to other helpful pages.

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Welcome to the Wadsworth Center's web interface to CLIMS

- [Specimen Reports](#) (Reports released by Wadsworth Center)
- [Specimen Receipts](#) (Acknowledgement of specimens received and accessioned by Wadsworth Center)
- [Management Reports](#) (Rabies specimen management reports)
- [Remote Order](#) (Place and manage electronic orders for tests)
- [Specimen Summary](#) (View all orders by status)
- [My Preferences](#) (Enroll in email notification)

User Resources (User help page)

NEWS May 12, 2023

No items to display

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For questions involving Division of Environmental Health Sciences information, call (518) 474-7161.

[CLIMS Home](#) | [User Resources](#) | [DOH Home](#)

CLIMS Updated Navigation

As CLIMS features are updated and released, users will find additional system navigation tools on the different pages within CLIMS. Search boxes and filters are used to quickly find the desired test, specimen, patient, etc. Pagination controls can set the number of records displayed on a page and be used to move between pages. Accordion control arrows display or hide additional records. Clicking on the sorting arrows on the column headers changes the sort order of the table.

Select a Specimen Source
▼

Preferred

- Sputum
- Sputum coughed
- Sputum tracheal aspirate

Other

- Sputum induced

⏪ ⏩ 1 2 3 4 5 ⏪ ⏩

5

- 5
- 10
- 20
- 50

Collapse All
Submitted Orders

	Tracking Id	Source
>	SHIP_EPL01_APR_13_2023_09_08_37_AM	IDR_SPREADSHEET New
v	SHIP_EPL01_MAR_27_2023_01_33_51_PM	IDR_SPREADSHEET New

Accession Id	Submitter Patient Id	Last
IDR2300005418	M5028157	
IDR2300005419	M5043636	
IDR2300005420	M507C133	
IDR2300005421	M5095535	
IDR2300005422	M5098952	

Total Records: 31

1 2 3 4 5 6 7 8 9 10
1 2 3 4 5 6 7 8 9 10

1. Patient

2. Patient History

3. Patient Address

4. Patient Test

5. Address - Patient's Residence

6. Available 1199 testing sites

CLIMS Icons

CLIMS icons provide additional information or links to other actions.

Icon	Name	Action
 Info	Yellow info	Provides additional information about tests, specimen types, etc.
	Red error	Provides information about errors and how to correct them
	Red trash can	Deletes tests, specimens, orders, etc.
	Green truck	Opens the Shipping Manifest for submitted orders for viewing or printing
	Printer	Opens submitted Animal Rabies orders for viewing or printing
	Edit	Opens the record to view and edit
 Edit Tests	Edit Tests	Opens the Assign Tests page to view and edit specimen and test details
 Edit Patient	Edit Patient	Opens the Patient page to view and edit patient details

CLIMS Data Validations

The system validates certain fields to ensure valid information is collected in the necessary format.

- Punctuation is automatically added when entering the digits for Phone Numbers and Collection Time.
- The pop-up calendar automatically formats the selected date or dates can be manually entered using the mm/dd/yyyy format.
- Dates are validated to ensure Patient Birthdate is on or before Onset Date, Collection Date and Date of Death; Date of Death is on or after Patient Birthdate and Onset Date; etc.
- Patient State, County, and Zip Codes are validated together based on the selected State. For New York, County may not be “Out-of-State” and if Zip Code is entered, it must be valid for the County. For non-New York residents, select “Out-of-State” in the County field and Zip Code is not validated.
- Specimen source is validated against the details in the test catalog.

File Upload

Wadsworth Center · NYS Department of Health

Remote Order Menu

Order Testing

Division of Infectious Diseases
(Human, Animal, Food, Environmental)

Place Order (DOH-4463) Place Order

Upload Files

- **Upload IDR or COVID Spreadsheet**
(allows upload of orders via spreadsheet)
- **Upload HL7 and Wastewater files**
- **Download IDR Spreadsheet Template**
(can be used for COVID test orders to Wadsworth Center)

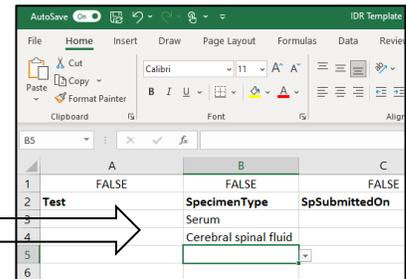
A Microsoft Excel spreadsheet can be used to upload one or more orders for infectious disease testing of human specimens or food samples. This feature can be convenient for bulk orders and for batched samples, but it is important that users are familiar with the tests being ordered including sample preparation, submission instructions, and required fields.

Current templates for human specimens or food samples can be downloaded from the Download IDR Spreadsheet Template link. Because the templates support infectious disease testing of all human specimens and food samples, users may want to create a constrained template to make the spreadsheet easier to manage. Or for certain outbreaks, contracts, and special projects, Wadsworth Center laboratory staff may provide users with a constrained template that is pre-configured to streamline the submission process.

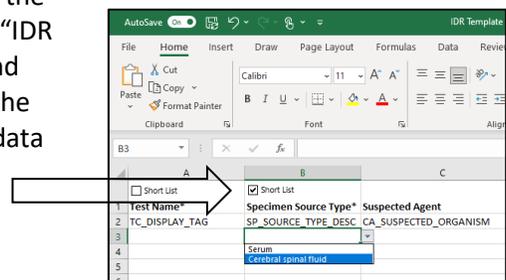
When creating a constrained template, follow these guidelines to ensure that the completed spreadsheets can be uploaded:

- Do NOT remove predefined cell formatting or validation rules.
- Do NOT insert or delete any columns. You can hide columns not needed during routine data entry.
- Do NOT modify or delete the first two rows of the spreadsheet; the data will start on row 3.
- The "Lists" tab of the template contains the set of currently supported codes (for Test, Specimen Type, etc.). Do NOT modify any entries in this tab.
- Use the "ShortLists" tab to limit the options available on the "IDR template" tab to those used most often for Test, SpecimenType, and SpSubmittedOn. Do NOT modify entries in the "ShortLists" tab.

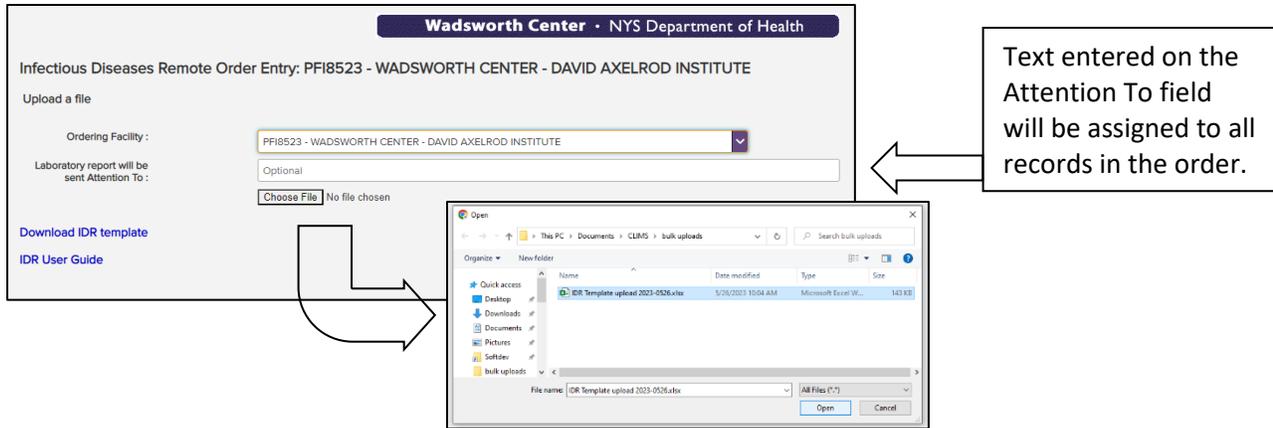
For example: you can create a Short List containing Serum and Cerebral spinal fluid, if you only submit those two types of specimens.



Then enable the Short List for data entry by selecting the checkbox associated with the desired column on the "IDR template" tab (Test Name, Specimen Source Type, and Submitted in/on). Instead of the entire picklist, only the items selected for the Short List will be available for data entry.



When the file is ready for upload, click **Upload IDR or COVID Spreadsheet** from the Remote Order Menu page. Select the facility, if necessary, and click the **Choose File** button to open a dialog box and select the file.



After clicking **Open**, data from the file is validated during the import and presented in a grid. Click the yellow “i” icon for more information and the red “i” icon to review validation errors. The “View Records with Error” checkbox can be used to select and display only records that need to be addressed. Values can be edited directly in the grid by clicking on the field of interest. Or click the Edit icon to the left of the record to view and edit additional details. The **Export** button can be used to download the spreadsheet with the changes made for a final record of submission.

Action	ID	Test Name*	Specimen Source Type*	Suspected Agent*	Submitter Specimen ID*	Submitter Patient ID*	Collection date*	Collection time	Patient name, Last*	Patient name, First*	Patient Birthdate*	Patient Sex*	Patient State*	NYS County*
	1	Viral Encephalitis Panel-Winter Dec 1 - May 31	Cerebral spinal fluid	ENCEPHALITIS CAUSING VIRUSES	123	456	05/01/2023		Monday	Amy	01/01/1960	Female	NY	Albany
	2	Arbovirus Screen, Serology, CSF	Serum	WEST NILE VIRUS	124	457	05/01/2023		Tuesday	Bill	02/02/1960	Male	NY	Albany
	3	Flavivirus Polyvalent IGA Serology	Serum	FLAVIVIRUS	125	458	05/01/2023		Wednesday	Cathy	03/03/1970	<input type="text" value="Please select"/>	NY	Albany
	4	Flavivirus RNA by RT-PCR	Cerebral spinal fluid	FLAVIVIRUS	126	459	05/01/2023		Thursday	Douglas	04/04/1980	<input type="text" value="Please select"/>	NY	Albany

The **Submit** button becomes available when errors are corrected. Click it to receive the Shipping Manifest which 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: if any record in the order has a missing or future Collection Date, the entire order is treated as a Pre-Collection Order and the Shipping Manifest will not be created. Pre-Collection Orders are not ready to ship. Add the Collection Date(s) to finalize the order. See Collection Date and Pre-Collection Orders for more information.

Place Order (DOH-4463): Human and Food

After clicking **Place Order (DOH-4463)** from the Remote Order home page, select **Submit Human Specimen** or **Submit Food Sample**.

(Information on submitting animal or environmental samples can be found in the section on Infectious Disease Testing of Animal Samples and Environmental Samples.)



HUMAN SPECIMEN

Submitter

Lab PFI: LCHD01

Name : ▼

Address : 175 GREEN STREET
ALBANY
New York, 12202 Phone: (518) 447-4589

Laboratory report will be sent Attention to :

Facility Contact Person :

Contact Telephone Number :

Contact Email :

CC :

NYS DOH Outbreak Num :

Specimen report sent to ECLRS? Import

If yes, Enter accession or Specimen #

Create Test Template
Add a Patient

FOOD SAMPLE

Submitter

Lab PFI: LCHD01

Name : ▼

Address : 175 GREEN STREET
ALBANY
New York, 12202

Laboratory report will be sent Attention to :

Contact Person :

Telephone Number :

Contact Email :

CC :

NYS DOH Outbreak Num :

Create Test Template
Add Food Sample

Select the facility, if needed, and complete the Submitter page.

Information entered in the “Laboratory report will be sent Attention to” field appears on the results report. Entering Facility Contact information (name, number, and email) reduces delays if questions need to be answered or critical results need to be communicated. Requesting a CC facilitates access to the results on HCS CLIMS for another organization/facility. The “NYSDOH Outbreak Num” is transmitted to ECLRS and appears on the results report.

From the Submitter page, there are three workflows for entering the necessary information about the patient/food item (collected on the Patient or Food page) and test/specimen/sample (collected on the Assign Tests pages):

1. **ECLRS Import:** (*Human Specimens Only*) patient and test/specimen information already reported to ECLRS by NYSDOH CLEP permitted clinical laboratories is transferred into the order (automatically completing the Patient and Assign Tests pages)
2. **Test Template:** test/specimen/sample information is entered first to create a common test template which is then assigned as each patient/food item is entered
3. **Add a Patient | Add Food Sample:** patient/food item is entered first and then associated test/specimen/samples are entered

ECLRS Import

This feature is only available for Human Specimen orders. ECLRS Import transfers patient and test information for a test result already reported to ECLRS by a clinical lab permitted by the NYSDOH CLEP program into CLIMS by users with permissions at the submitting clinical lab.

EXAMPLE ECLRS REPORT

<p>Patient: SMITH, JON</p> <p>DOB: 01/10/2000 Race: Unknown</p> <p>Sex: M</p> <p>DIH: Medical Record Number: K037</p> <p>Reporting Information: Reporting Laboratory: Laboratory Corporation of America - Raritan, NJ ECLRS Lab Name: Laboratory Corporation of America - Raritan, NJ Retrieval ID: ...</p> <p>Ordering Facility: 2002 Hospital 1222 main st Raritan, NJ 08869 (518)555-1414</p> <p>Text: ELISA IgG Specimen Source: Blood Request Status: Final</p>	<p>Assigned County: Albany</p> <p>Address: 123 Fake Street Albany, NY 12205</p> <p>Home Phone: (518)862-6366</p> <p>Date Reported to ECLRS: 05/25/2022 Date Retrieved from ECLRS: ...</p> <p>Ordering Physician: Title, Type: No provider address reported (518)355-7777</p> <p style="border: 1px solid red; padding: 2px;">Accession Number: K76766</p> <p>Collection Date: 05/14/2022 Specimen Received Date: 05/14/2022 Report Date: 05/16/2022</p>
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Reportable Condition	Test	Test Equipment	Method	Result	Analysis Date	Un	Ref	Alt	Res	Fl	Stat

Enter the accession or specimen number reported to ECLRS (or multiple accessions / specimen numbers separated by commas) and click **Import**.

Submitter

Name: PFI3208 - LABORATORY CORPORATION OF AMERICA Lab PFI: PFI3208

Address: 69 FIRST AVENUE
RARITAN
New Jersey, 08869 Phone: (908) 526-2400 x2736

Laboratory report will be sent Attention to:

Facility Contact Person:

Contact Telephone Number: (999) 999-9999? x99999

Contact Email: Enter an Email ID

CC:

NYS DOH Outbreak Num:

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

Create Test Template Add a Patient

When a match is found, the Patient List page is presented. Patient and test information can be edited before submission by clicking **Edit Patient** or **Edit Tests**, respectively.

Patient List Autogenerate Submitter Ids

Search patients

Patient #	First Name	Last Name	Collection Date	Collection Time	Action
1	JON	SMITH	05/13/2022	HHMM	Edit Patient Edit Tests Remove Patient

1 of 1 records **Add more Patients**

Attn: Biodefense Laboratory

Shipping Address: Shipping Address is required

Back Save Continue to Review

Test Template

After clicking **Create Test Template** on the Submitter page, select the desired test(s) from the Test Catalog and complete a Test Template. Selected test(s) for one or more specimens/samples on the Test Template are applied to every patient/food item in the order. This allows multiple patients/food items to be entered without having to re-enter specimen/sample and test information multiple times. Test Templates can also be used for a single patient or food item, but the functionality is particularly helpful for swabbing campaigns, outbreak

investigations, or other scenarios when the same test is being ordered for multiple patients/food items. All information added to the Test Template is applied to each new patient or food item, including Collection Date if it is entered here. Test Templates do not collect the Specimen Submitter ID on the Test Template's Assign Tests page. This required field must then be addressed on the Patient List page.

Example Test Templates

HUMAN SPECIMEN

Assign Tests

Suspected Organism / Agent : * Norovirus

[Add more Specimens](#)

Specimen #	Specimen Type	Specimen Source	Submitted on/in	Action
1	Primary	Stool/Fecal	Please select	

Test Requested

Norovirus Molecular Testing

Requires Wadsworth Center Lab approval. Call 518-474-4177 prior to submitting specimens. This test can only be ordered by a public health laboratory with prior authorization. Call the Bureau of Communicable Disease Control at 518-473-4439 (or after hours at 886-281-2803) for approval.

[Add more Tests](#)

Collection Date :

Collection Time :

Reason for Submission :

Comments :

[Back](#)
[Assign Specimen\(s\) to Patient](#)

FOOD SAMPLE

Assign Tests

Suspected Organism / Agent : * Cyclospora cayentanensis

[Add more Samples](#)

Sample #	Sample Type	Sample Source	Submitted on/in	Action
1	Primary	Food	Please select	

Test Requested

Intestinal Parasite Panel

[Add more Tests](#)

Collection Date :

Collection Time :

Reason for Submission :

Comments :

[Back](#)
[Assign Sample\(s\) to food](#)

Test information automatically transferred from a Test Template can be edited from the Patient (Food) List page for any individual patient/food item without affecting others. Test Templates can only be created from the Submitter page when the order is initially started. Once the first patient/food item has been added (including via ECLRS import), the Test Template can no longer be modified on the Test Template screen.

Additional information about the fields on this screen can be found in the Assign Tests and Test Catalog section.

Add a Patient (Food Sample) and the Patient (Food) Page

To individually add patient(s) and associated tests/specimens, click **Add a Patient** and the Patient page is presented. Or for food, click **Add Food Sample** to reach the Food page. These pages collect relevant data such as ordering provider, patient demographics, clinical and exposure information, or food collection information. Data required for every order are indicated in **red** text and with an asterisk (*). Some tests require additional information such as onset date. To learn more about the fields on the Patient page, please see the Infectious Disease Requisition Form instructions at <https://www.wadsworth.org/programs/id/idr>.

HUMAN SPECIMEN

Back
Collapse All Accordions
Add a Test Continue Cancel

Ordering Provider Information

Ordering Health Care Provider: Patient Health Care Provider Phone Number: (999) 999-9999 x99999
 NPI: Health Care Provider Zip: 99999

Patient Information

2 out of 3 (Submitter Patient Id, Patient Last Name and Patient Birth Date) fields are required
 Not Available must be selected if Date of Birth is not entered

Submitter Patient ID: Required CDESS ID:
 Patient Name, Last: Required Patient Name, First: Required
 Patient Sex: Please select Patient Sex is required. Patient Gender:
 Patient Birthdate: MM/DD/YYYY Not Available

Race / Ethnicity

American Indian or Alaskan Native: Black or African American: White:
 Asian: Selected Races: Native Hawaiian or Pacific Islander: Selected Races:
 Patient Ethnicity:

Patient Address

Patient Address 1: Patient Address 2:
 Patient City: Patient State: Patient State is required.
 Patient County: Please select Patient County is required. Patient Zip: 99999
 Patient Phone: (999) 999-9999 x99999 Facility of Residence:

Patient Work

Patient Occupation: Patient Employer:
 Patient Work Address 1: Patient Work Address 2:
 Patient Work City: Patient Work State:
 Patient Work Zip: 99999 Patient Work Phone: (999) 999-9999 x99999

Additional Patient Information

Pregnant: Select One Hospitalized: Select One
 Pregnant Trimester: Hospital Name:
 Hospitalized Dates: ICU: Select One
 Relevant Exposure: Specify details, including dates: Travel, Contact with a Known Case, Animal, Arthropod, or Food/Water
 Submitter Laboratory Results: Autopsy: Select One
 Onset Date: MM/DD/YYYY Unknown Date of Death: MM/DD/YYYY
 Relevant Treatment: Relevant Treatment dates:
 Relevant Immunization: Relevant Immunization dates:
 Notable Symptoms: Max Fever:
 Clinical Diagnosis:
 CSF: Glucose Proteins REC WBC

Pediatric HIV Testing data

Other infant names used: Baby birthweight: lb oz = gms
 Infant Antiretroviral (ARV) treatment history: Mother ARV:

Back
Add a Test Continue Cancel

FOOD SAMPLE

Back
Add a Test Continue Cancel

Food Item

Brand Name: Lot Number:

USDA Number: Sell By Date:

Sample Description:

Location

Place Collected:

Address Line 1: Address Line 2:

City: State: *
State is required.

Zip Code: NYS County: *
County is required.

Back
Add a Test Continue Cancel

Complete the page and click **Add a Test** (or **Continue** if using a Test Template).

Assign Tests and the Test Catalog

To enter specimen/sample information and associated tests, start by searching the test catalog for the most specific organism/agent for the first specimen/sample. Click the **Info** button to view additional details about the test including preferred and accepted specimens, methodology, tests included in the panel, etc.

Assign Tests

Search: x

	Test Catalog Id	Test (s)	
<input type="checkbox"/>	701	Norovirus Molecular Testing Info	<div style="font-size: 2em; color: gray;">}</div>
<input type="checkbox"/>	5330	Wastewater HepA Norovirus Info	
<input type="checkbox"/>	5330	Wastewater HepA Norovirus Info	
<input type="checkbox"/>	5330	Wastewater HepA Norovirus Info	

4 of 242 records

Back

Test Information

Test Catalog Id : 701
Test Name : Norovirus Molecular Testing

Type	Instructions
Performing Laboratory	Virus Reference and Surveillance
Methodology	Molecular Detection (real-time PCR, PCR and/or sequencing)
Reference Range	Target RNA not detected
Preferred Specimens	Stool/Fecal
Rejection Criteria	Stool stored in microbiological medium. Specimen received at room temperature. Specimen is stored in the refrigerator for more than 14 days after collection.
Special Instructions	Requires Wadsworth Center Lab approval. Call 518-474-4177 prior to submitting specimens. This test can only be ordered by a public health laboratory with prior authorization. Call the Bureau of Communicable Disease Control at 518-473-4439 (or after hours at 888-281-2803) for approval.
Collection Instructions	Please refer to the collection instructions on our website at https://www.wadsworth.org/programs/d/virology/services/specimen-collection . Transfer unpreserved stool directly to a sterile, leakproof container.
Specimen Volume	Stool 0.5 ml
Storage Prior to Shipping	Store previously unfrozen specimens at 2-8°C for a maximum of 14 days. For more than 14 days, store at -70°C.

Close

Check the box to select the test and click **Order Tests**.

Assign Tests

Search: x Order Tests

	Test Catalog Id	Test (s)	Suspected Organism / Agent
<input checked="" type="checkbox"/>	701	Norovirus Molecular Testing Info	Norovirus (Matched text : genus norovirus)
<input type="checkbox"/>	5330	Wastewater HepA Norovirus Info	Norovirus (Matched text : genus norovirus)
<input type="checkbox"/>	5330	Wastewater HepA Norovirus Info	Hepatitis A virus
<input type="checkbox"/>	5330	Wastewater HepA Norovirus Info	Wastewater

4 of 242 records 1 25

Back Order Tests

The second page of Assign Tests collects the specimen/sample details. Changes can be saved here without completing all the required fields, but the order will not be finalized for shipping until the following fields are completed:

- Suspected Organism/Agent (often auto-populated from the search screen),
- Specimen Source / Sample Source,
- Submitter Specimen ID / Submitter Sample ID, and
- Collection Date.

HUMAN SPECIMEN

Assign Tests
Suspected Organism / Agent : * Norovirus
Add more Specimens

Specimen #	Specimen Type	Specimen Source * i	Submitted on/in	Submitter Specimen #	Action
1	Primary	<div style="display: flex; justify-content: space-between; align-items: center;"> Select a Specimen Source OR Other </div> Specimen Source is required	Please select	<input style="width: 100%;" type="text" value="Submitter specimen Id"/> Submitter specimen Id is required	

Test Requested
Add more Tests

i **Norovirus Molecular Testing**
 Requires Wadsworth Center Lab approval. Call 518-474-4177 prior to submitting specimens.
 This test can only be ordered by a public health laboratory with prior authorization. Call the Bureau of Communicable Disease Control at 518-473-4439 (or after hours at 886-281-2803) for approval.

Collection Date :

Reason for Submission : Select One

Collection Time :

Comments :

Save Changes
Cancel

FOOD SAMPLE

Assign Tests
Suspected Organism / Agent : * Norovirus
Add more Samples

Sample #	Sample Type	Sample Source * i	Submitted on/in	Submitter Sample Id	Action
1	Primary	<div style="display: flex; justify-content: space-between; align-items: center;"> Food OR Other </div>	Please select	<input style="width: 100%;" type="text" value="Submitter Sample Id"/> Submitter Sample Id is required	

Test Requested
Add more Tests

i **Norovirus Molecular Testing**

Collection Date :

Reason for Submission : Select One

Collection Time :

Comments :

Save Changes
Cancel

Additional tests can be added to the same specimen/sample by clicking **Add more Tests** or additional specimens/samples for the same patient/food item can be added by clicking **Add more Specimens** (or **Add more Samples**). When all the specimens/samples and tests have been entered, click **Save Changes**.

NOTE: if specimens/samples have different Collection Dates, add them on the Patient (Food) List page.

Patient (Food) List

When at least one patient/food item and test/specimen/sample has been entered through any of the three workflows (ECLRS Import, Test Template, or Add a Patient), the Patient (Food) List is presented. From this screen, additional patients/food items can be added to the order by clicking **Add more Patients** or **Add more Foods**. If the order is complete, select the shipping address and correct any missing or invalid data generating an error.

The image shows two screenshots of the CLIMS software interface. The top screenshot is the 'Patient List' page, and the bottom screenshot is the 'Food List' page. Both pages feature a table with columns for Patient #, First Name, Last Name, Collection Date, Collection Time, and Action. The 'Patient List' table has one record with Patient # 1, First Name TESTFIRST, Last Name TESTLAST, and Collection Date 05/19/2023. The 'Food List' table has one record with Food # 1, Brand Name (empty), Sample Description test food sample, and Collection Date MM/DD/YYYY. Both pages have an 'Autogenerate Submitter Ids' button and an 'Add more' button. The 'Patient List' page has a 'Back' button and a 'Review' button. The 'Food List' page has a 'Save' button and a 'Continue to Review' button. A red error message is visible at the top of the Patient List page: 'Please resolve all errors for patient(s) to proceed to Review page'. A callout box points to the 'Autogenerate Submitter Ids' button, stating: 'Can be used to assign a unique "Submitter Specimen #" or "Submitter Sample Id" to those without one'. Another callout box points to the 'Edit Patient', 'Edit Tests', and 'Remove Patient' buttons, stating: 'Click to view/edit the Patient (Food) page or Assign Tests page, or use the red trash icon to delete all the information in that record'. A third callout box points to the 'Add more Patients' button, stating: 'Click to view error details'. A fourth callout box points to the 'Add more Foods' button, stating: 'Becomes available when there are no errors or missing information'.

Can be used to assign a unique "Submitter Specimen #" or "Submitter Sample Id" to those without one

Click to view error details

Please resolve all errors for patient(s) to proceed to Review page

Autogenerate Submitter Ids

Patient #	First Name	Last Name	Collection Date	Collection Time	Action
1	TESTFIRST	TESTLAST	05/19/2023	HHMM	Edit Patient Edit Tests Remove Patient

1 of 1 records

Attn : Virus Reference and Surveillance

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

Back

Add more Patients

Click to view/edit the Patient (Food) page or Assign Tests page, or use the red trash icon to delete all the information in that record

Autogenerate Submitter Ids

Food #	Brand Name	Sample Description	Collection Date	Collection Time	Action
1		test food sample	MM/DD/YYYY	HHMM	Edit Food Edit Tests Remove Food

1 of 1 records

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

Back

Save Continue to Review

Add more Foods

Becomes available when there are no errors or missing information

Review Page

The Review page provide a final opportunity to check the order. Click on the hyperlink in the "SpecimenId #" column (or Sample #) to view additional details. Click the **Submit** button to finalize the order and receive the Shipping Manifest.

Review

Remote Order Entry Review Screen

Specimenid #	Specimen Source	Patient Name (MRN)	DOB	Sex	Collection Date	Tests
123456	Stool/Fecal	TESTLAST, TESTFIRST ()	05/01/2023	Unknown	05/19/2023	Norovirus Molecular Testing

1 of 1 records

Attn : Virus Reference and Surveillance

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

Back Submit

Review

Remote Order Entry Review Screen

Specimenid #	Specimen Source	Patient Name (MRN)	DOB	Sex	Collection Date	Tests
123456	Stool/Fecal	TESTLAST, TESTFIRST ()	05/01/2023	Unknown	05/19/2023	Norovirus Molecular Testing

1 of 1 records

Attn : Virus Reference and Surveillance

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

TESTLAST,TESTFIRST ()

✖ Collapse All Accordions

▼ Submitter Information

Facility Name : ALBANY COUNTY HEALTH DEPT. Facility PFI : LCHD01
 Facility Address : 175 GREEN STREET, null, ALBANY, New York, 12202
 Phone: (518) 447-4589

▼ Patient Information

Patient Name, Last : TESTLAST Patient Name, First : TESTFIRST
 Patient Sex : Unknown Patient Birthdate : 05/01/2023

▼ Patient Address

Shipping Manifest

After finalizing and submitting an order, the Shipping Manifest is presented. To ensure a properly formatted Shipping Manifest, use the **Print Order** button to open a print dialogue box.

Wadsworth Center - NYS Department of Health

Shipping Manifest for ALBANY COUNTY HEALTH DEPT.

Facility : ALBANY COUNTY HEALTH DEPT.
 175 GREEN STREET
 ALBANY, New York, 12202Phone: (518) 447-4589

Ship to: Attn: Virus Reference and Surveillance
 David Axelrod Institute - Wadsworth Center
 NYS Department of Health
 120 New Scotland Avenue
 Albany
 NY 12208

Tracking Id : SHP_RPL0L_MAY_19_2023_01L_06L_06L_PM
 SHIP2422782

Shipping Comments:

Outbreak ID:

Accession Id	Specimen Id	Specimen Source	Patient Name (MRN)	DOB	County	Collection Date
1DR2308925938	123456	Stool/Fecal	TESTLAST, TESTFIRST ()	05/01/2023	Albany	05/19/2023

Suspected agent: Norovirus

Total Records: 1

Print Order

Comments are printed on the Shipping Manifest

Print tab - Google Chrome

about:blank

Shipping Manifest for ALBANY COUNTY HEALTH DEPT.

Print 1 sheet of paper

Destination: HP LaserJet MFP M22

Pages: All

Copies: 1

More settings

Print Cancel

Include the printed manifest with the shipment. Only one copy of the Shipping Manifest is needed in the box and individual requisition forms are not needed.

Required Fields

Required fields on the Submitter page:

- Facility

Required fields on the Patient page:

- Patient identifiers: Last Name, First Name, and Date of Birth (DOB). Submitter Patient ID (ex: MRN) can be substituted for Last Name or DOB to meet the requirement for two patient identifiers
- County and State (select "Out-of-State" in the County field for non-New York residents)
- Onset date (x,y,z)
- Ordering provider (HIV tests)

Required fields on the Food page:

- County and State (select "Out-of-State" in the County field for samples originating outside NY)

Required fields on the Assign Tests page:

- Specimen Source
- Submitter Specimen (Sample) #
- Suspected agent
- Collection Date (see Collection Date and Pre-Collection Orders for more information)

Required fields on the Patient (Food) List page:

- Shipping Address

Collection Date and Pre-Collection Orders

Collection Date is required before an order can be finalized, submitted, and ready for shipment. Because some workflows benefit from having data entry completed before specimen collection occurs, CLIMS allows Pre-Collection Orders and therefore does not indicate Collection Date as a required field on the Assign Tests page nor on the Patient (Food) List page. When continuing to review from the Patient (Food) List page, orders with any missing or future collection dates will be treated as Pre-Collection Orders and clearly marked on the Review page.

Patient #	First Name	Last Name	Collection Date	Collection Time	Action
1	TESTFIRST	TESTLAST	MM/DD/YYYY	HH:MM	Edit Patient Edit Tests Remove Patient

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

All records in this shipment will be treated as a Pre-Collection Order based on Collection Dates in the file

Specimenid #	Specimen Source	Patient Name (MRN)	DOB	Sex	Collection Date	Tests
123456	Stool/Fecal	TESTLAST, TESTFIRST ()	05/01/2023	Unknown		Norovirus Molecular Testing

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

Infectious Disease Testing of Animals for Rabies Virus (Animal Rabies)

To place an order for Animal Rabies testing, click **Place Rabies Order (DOH-487)** on the Remote Order Menu. Enter the relevant data; required fields are indicated in red text and with an asterisk (*). Click **Submit**.

Rabies

▼ Submitter

County: * Albany

Specimen Preparer: ADIRONDACK CORRECTIONAL FACILITY - PO BOX 110, RAYBROOK

Address: PO BOX 110
RAYBROOK, NY 12977

Contact Information for a New Specimen Preparer:

▼ Animal

Species: * Please select
Species is required.

Other Species:

Submitter's Specimen Number:

Animal Habitat: Select One

Age: Select One

Sex: Please select

Rabies Vaccination Status: Select One

Animal sick/ Acting strange: Select One

Sign of Rabies: Neurologic Disorder Paralysis Difficulty Swallowing Unusual Aggression

Other signs of Rabies:

Date of Death: MM/DD/YYYY

If killed, how: Please select

Owner/Complainant: *
Owner cannot exceed 255 characters.

Phone Number: (999) 999-9999 x99999

▼ Location

Street:

City:

State: * New York

Zip: 99999

Nearest Cross Street:

Collection Site:

County: * Albany

Town: * Please select
Town is required.

Latitude:

Longitude:

Please check this box if Emergency testing - outside of regular business hours is requested for this specimen. Contact the New York State Bureau of Communicable Disease Control for approval at: (518) 473-4439.

▼ Exposure

Person Bitten: Select One Date of Bite: MM/DD/YYYY

Person scratched or contact with saliva or nervous tissue: Select One

Domestic Animal Contact: Select One

Species of domestic animal: Please select

If the animal is a bat, is there a reasonable probability that any person could have been exposed? Select One

Example: a bat was found near an unattended child or person who was asleep and unable to tell if they were bitten.

Rabies post exposure prophylaxis (PEP) initiated: Select One Date Initiated: MM/DD/YYYY

Comments:

Cancel Submit

To ensure a properly formatted Shipping Manifest, use the **Print** button to open a print dialogue box.

The **Duplicate Order** link can be used if more than one animal is being submitted from the same incident.

The screenshot shows the 'Wadsworth Center · NYS Department of Health' interface. At the top, there are links for 'Duplicate Order' and 'Edit Order'. The main content area displays 'NEW YORK STATE DEPARTMENT OF HEALTH' information, 'Rabies Specimen History', a barcode with the number '240014003', and 'Ordered On: 2024-04-11'. A 'Print' button is visible in the top right. A large white arrow points from the 'Print' button to a 'Print' dialog box that is open. The dialog box shows a preview of the shipping manifest and a 'Print' button.

Infectious Disease Testing of Animal and Environmental Samples

Orders for infectious disease testing of animal and environmental samples can be placed by entering data directly by clicking “Place Order (DOH-4463).” *Orders for testing animals for rabies must be ordered through “Place Order (DOH-487)” link. See the Infectious Disease Testing of Animals for Rabies Virus (Animal Rabies) section.*

The legacy method of entering orders has many parallels to the modernized placement of orders for human specimens and food samples but has a different feel and fewer features. After the sample origin is selected, the screens for entering data will appear. The fields on each screen can vary depending on the sample type, but the process for submitting the order is the same for animal and environmental samples. Across all the remote order screens a red asterisk (*) indicates a required field. Use the buttons in the lower right or navigate using the tabs.

Submitter tab

The first screen collects Submitter information.

Infectious Diseases Remote Order Entry
Environmental Sample

Submitter | Environmental | Tests | Review / Place Order * denotes required information

Name: * ALBANY COUNTY HEALTH DEPT. Lab PFI:
Address: 175 GREEN STREET, ALBANY, NY 12202

Laboratory report will be sent Attention To:

Contact Person:

Telephone Number: 5184474589

CC:

Delete order Next

Users with permissions to access to more than one facility must select the desired facility from the drop-down list to populate the Name, Address, and Lab PFI fields.

Laboratory report will be sent Attention To:
Person's name(s) will appear on the Result report.

Contact Person & Telephone Number

Name and phone number of a person we can contact if there is a question concerning the specimen or testing.

CC

This field is used for additional distribution of the Result report that will be available on the Health Commerce System (HCS). If a copy of this report should be sent to another doctor/facility, enter name and address information here.

Animal and Environmental tabs

The next screen collects information about where and when the Animal / Environmental sample was collected.

- If the sample was collected outside of New York State, choose the appropriate State and select "Out-of-State" for NYS County.
- If an outbreak number has been assigned by a state or local health department, enter the number in the NYS DOH Outbreak Number field. The outbreak number will be printed on the report and transmitted to ECLRS.
- Submitter's Patient Reference Number is an identifying number assigned by the submitter. This number will also print on the result report.

Infectious Diseases Remote Order Entry
Environmental Sample

Submitter | Environmental | Tests | Review / Place Order * denotes required information

Collection Date (applies to all samples in this order) (MM/DD/YYYY): * Time Collected (if applicable for test)(HH:MM): Shipment Id:

Not Yet Collected

Submitter's Reference Number: NYS DOH Outbreak Number:

Sample description:

Collection Site or Facility Name:

Address line 1
Address line 2
City:
State: New York (NY)
NYS County:

Delete order Previous Next

Tests tab

The Tests tab is used for scheduling testing, it allows the user to search the test catalog, find details and requirements of testing, and provide specimen attributes.

The first screen that appears lets the user search for and select testing. Search for an organism name such as 'Clostridium' or a disease such as 'anthrax' or test such as 'Candida auris Surveillance Environmental Testing.'

- Enter the search term(s) and click search. A list of possible matches will display.
- Click "Show Details" to review testing information including methods, specimen requirements and shipping information.
- Check the box to select the desired test.
- If you are ordering the same test for multiple samples, specify the sample count.
- Click "Order tests."

Order test for sample # 01
 Enter suspected organism, agent or test:

 If you are unable to find the testing you need please call (518) 474-4177 for assistance or you can visit http://www.wadsworth.org/docs/infectious_phs.shtml

Following suspected organism/agent(s) match your criteria.

Suspected organism/agent	Test(s)
1 Legionella species	<input type="checkbox"/> Legionella Identification Isolate Show Details <input checked="" type="checkbox"/> Legionella Identification Primary Show Details

Are you entering multiple samples?. If yes, specify the sample count:

Legionella Identification Primary / Bacteriology
 Test Catalog Id: 2750
 Performing Laboratory
 Bacteriology
Methodology:
 Molecular detection and conventional microbiological methods when appropriate.
Preferred Specimens
 Sputum
 Tracheal aspirate
 Bronchial wash
Alternate Specimens
 Water
Storage Prior to Shipping:
 Store specimens at 2-8°C
Shipping Instructions:
 Ship refrigerated specimens on freezer packs.
Ship to address:
 David Axelrod Institute - Wadsworth Center NYS Department of Health 120 New Scotland Avenue Albany, NY 12208

After selecting test testing, add details for the specimen per testing requested.

Submitter | Environmental | Tests | Review / Place Order * denotes required information

Suspected Organism / Agent * LEGIONELLA SPECIES

Sp#	Sample Type	Submitter's Sample Id
01	Primary	SINK ROOM A
Some of the test(s) you requested require pre-approval. Tests Requested Legionella Identification Primary / Bacteriology (Requires pre-approval) Get Details Delete Add additional tests to current Sample		
02	Primary	SHOWER ROOM A
Some of the test(s) you requested require pre-approval. Tests Requested Legionella Identification Primary / Bacteriology (Requires pre-approval) Get Details Delete Add additional tests to current Sample		
03	Primary	COMMON SPACE B
Some of the test(s) you requested require pre-approval. Tests Requested Legionella Identification Primary / Bacteriology (Requires pre-approval) Get Details Delete Add additional tests to current Sample		

Reason for Submission: Identification
 Comments:

Suspected Organism / Agent

Enter the suspected organism / agent if not auto-populated; this field is editable.

Sample Type

Indicate either a Primary sample (direct from collection) or Isolate (isolated in a laboratory).

Sample Source

Enter from where the sample was originally collected.

Submitter's Sample Id

Identifier assigned by the submitter; if specified, will be included on the specimen report.

Sample submitted on/in

Specify the media or preservative the sample is submitted on/in.

Get Details button

Displays information on the testing details and requirements.

Delete buttons

Allows for the test, the sample, or the order itself to be deleted

Add additional tests to current Sample button

Allows the user to search for additional tests and schedule them on the same sample.

Add Sample button

Allows the user to order testing on a different sample. **Note:** All samples submitted on the request must have same collection date and time (if entered).

Comments

Can be used to further elaborate on what kind of sample is being sent or clarify the type of testing requested. There is a 255 character limit on the comments.

Review and Place Order Tab

Review the data that was entered. Any required fields that were missed at entry are flagged in **red**. Use the **Edit** button to go back to any of the previous tabs to enter or edit information. Select a shipping address, if needed. Click the green **PLACE THIS ORDER** button on the right at the bottom to finalize the order.

Submitter | Environmental | Tests | Review / Place Order

Submitter: [Edit]

Name and Address: ALBANY COUNTY HEALTH DEPT., 173 GREEN STREET, ALBANY, NY 12202
Telephone Number: (518)447-4585

Environmental Sample Information [Test]

Collection Date: 07/10/2023
Source description: 2 FROM ROOM A AND 1 FROM THE COMMON AREA

Place collected: NURSING HOME 2
Address line 1: 100 MAIN ST
City: ALBANY
State: NEW YORK (NY)
County: ALBANY

Laboratory Examination Requested: [Edit]

Suspected Organism / Agent: LEGIONELLA SPECIES

Sample	Sample Type	Submitter's Sample Id
01	PRIMARY Some of the test(s) you requested require pre-approval. Tests Requested: Legionella Identification Primary / Bacteriology (Requires pre-approval)	SINK ROOM A
02	PRIMARY Some of the test(s) you requested require pre-approval. Tests Requested: Legionella Identification Primary / Bacteriology (Requires pre-approval)	SHOWER ROOM A
03	PRIMARY Some of the test(s) you requested require pre-approval. Tests Requested: Legionella Identification Primary / Bacteriology (Requires pre-approval)	COMMON SPACE B

Reason for Submission: IDENTIFICATION

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

[Delete entry] [Previous] **PLACE THIS ORDER**

When the request is submitted, a Wadsworth accession number assigned. This number will stay with the order through testing and reporting. The number is located at the top of the form. Print the form to submit with the sample using the "Print this Order" button in the top right corner of the screen and include with the shipment.

Modify this Order Delete this Order New Order Go Back to list of orders		Print this Order												
Wadsworth Center · NYS Department of Health (ENVIRONMENTAL)														
Ordered By: EPL01 Order Placed On: 07/10/2023														
Wadsworth Center New York State Department of Health Biggs Laboratory Empire State Plaza Albany, NY 12237-0012 Shipping Address: Attn: [Bacteriology] DAVID AXELROD INSTITUTE - WADSWORTH CENTER NYS DEPARTMENT OF HEALTH 120 NEW SCOTLAND AVENUE ALBANY, NY 12208		NYS Accession Number  IDR2300030550												
Submitter (test ordered by):														
Name and Address: ALBANY COUNTY HEALTH DEPT. 175 GREEN STREET, ALBANY, NY 12202		Laboratory PFI:												
Contact Person:		Telephone Number: (518)447-4589												
CC:														
Sample Information:														
Collection Date: 07/10/2023	Time Collected (if applicable for test):	Shipment Id:												
		NYS DOH Outbreak Number:												
Laboratory Examination Requested:														
Suspected Organism / Agent: LEGIONELLA SPECIES														
<table border="1"> <thead> <tr> <th>SP#</th> <th>Sample Type</th> <th>Submitter's Sample Id</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>PRIMARY Tests Requested Legionella Identification Primary / Bacteriology</td> <td>SINK ROOM A</td> </tr> <tr> <td>02</td> <td>PRIMARY Tests Requested Legionella Identification Primary / Bacteriology</td> <td>SHOWER ROOM A</td> </tr> <tr> <td>03</td> <td>PRIMARY Tests Requested Legionella Identification Primary / Bacteriology</td> <td>COMMON SPACE B</td> </tr> </tbody> </table>	SP#	Sample Type	Submitter's Sample Id	01	PRIMARY Tests Requested Legionella Identification Primary / Bacteriology	SINK ROOM A	02	PRIMARY Tests Requested Legionella Identification Primary / Bacteriology	SHOWER ROOM A	03	PRIMARY Tests Requested Legionella Identification Primary / Bacteriology	COMMON SPACE B		
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02	PRIMARY Tests Requested Legionella Identification Primary / Bacteriology	SHOWER ROOM A												
03	PRIMARY Tests Requested Legionella Identification Primary / Bacteriology	COMMON SPACE B												
Reason for Submission: IDENTIFICATION														
Environmental:														
Submitter's Reference Number:														
Source description: 3 WATER SAMPLES COLLECTED - 2 FROM ROOM A AND 1 FROM THE COMMON AREA B														
Collection Site or Facility Name: NURSING HOME Z														
Address line 1: 100 MAIN ST		Address line 2:												
City: ALBANY	State: NEW YORK (NY)	NYS County: ALBANY												
Modify this Order Delete this Order New Order Go Back to list of orders		Print this Order												

Tracking Orders and Accessing Results

Order Management for Human Specimens and Food Samples

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.

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



- In Progress – orders saved by the user or automatically saved by the system before submission as a Pre-Collection or finalized order.
- Pre-Collection Orders – orders submitted with missing or Collection Dates in the future. When specimen collection has been completed, the order can be updated and finalized for shipping.
- Submitted – finalized orders that are ready to ship or have been shipped to Wadsworth Center, but have not yet been Received/Accessioned.
- Received/Accessioned – orders that have been physically received accessioned by the laboratory at Wadsworth Center, but results are not yet available.

Users with permissions at more than one facility must select a facility to view the orders. The default Summary View displays orders grouped by Tracking ID and sorted by Last Updated. The “Filter Orders by” radio buttons can be used to limited orders to only Human specimens or Food samples. All columns are sortable by clicking the column header. The Global Filter search box can be used to filter to display matching records. Open or close the accordion control arrows to display or hide nested records.

Order Management

Orders for LCHD01 - ALBANY COUNTY HEALTH DEPT.

Select Facility: LCHD01 - ALBANY COUNTY HEALTH DEPT. [Change to Legacy View](#)

Displaying orders in Summary View

Filter Orders by: Human Food All

[In Progress](#) 5 [Pre Collection Orders](#) 3 [Submitted](#) 15 [Received / Accessioned](#) 2

[Collapse All](#) Submitted Orders

Tracking Id	Source	Order Type	Total Accessions	Total Specimens/Samples	Staff	Last updated	Action																									
> SHIP_EPL01_JUL_11_2023_09_16_08_AM	ROE Order	FOOD	2	2	EPL01	07/11/2023																										
▼ SHIP_EPL01_JUN_1_2023_02_13_19_PM	IDR_SPREADSHEET New	HUMAN	4	4	EPL01	06/01/2023																										
<table border="1"><thead><tr><th>Accession Id</th><th>Submitter Patient Id</th><th>Last Name</th><th>Submitter Specimen Id</th><th>Action</th></tr></thead><tbody><tr><td>IDR2300028051</td><td>456</td><td>MONDAY</td><td>123</td><td></td></tr><tr><td>IDR2300028052</td><td>457</td><td>TUESDAY</td><td>124</td><td></td></tr><tr><td>IDR2300028053</td><td>458</td><td>WEDNESDAY</td><td>125</td><td></td></tr><tr><td>IDR2300028054</td><td>459</td><td>THURSDAY</td><td>126</td><td></td></tr></tbody></table>								Accession Id	Submitter Patient Id	Last Name	Submitter Specimen Id	Action	IDR2300028051	456	MONDAY	123		IDR2300028052	457	TUESDAY	124		IDR2300028053	458	WEDNESDAY	125		IDR2300028054	459	THURSDAY	126	
Accession Id	Submitter Patient Id	Last Name	Submitter Specimen Id	Action																												
IDR2300028051	456	MONDAY	123																													
IDR2300028052	457	TUESDAY	124																													
IDR2300028053	458	WEDNESDAY	125																													
IDR2300028054	459	THURSDAY	126																													
Total Records: 4																																
> SHIP_EPL01_JUN_1_2023_02_09_24_PM	ROE Order	HUMAN	1	1	EPL01	06/01/2023																										
> SHIP_EPL01_MAY_19_2023_03_10_28_PM	ROE Order	HUMAN	1	2	EPL01	05/19/2023																										

Total Submitted Records: 4

Click on the Tracking ID to open the order for additional viewing or editing. Orders become read-only once they are Received/Accessioned. The Source column indicates how the order was placed and the Staff column displays

the HCS User ID of the individual who last made updates to order. The green truck icon provides quick access to the Shipping Manifest. Entire orders or individual specimens/samples can be deleted until the order is Received/Accessioned at Wadsworth Center using the red trash can icons.

NOTE: When final results have been released by the laboratory, the order will no longer be available in Order Management. Results can be accessed by selecting “Specimen Reports” on the CLIMS home page.

Order Management of Animals Tested for Rabies Virus (Animal Rabies)

Tracking of Animal Rabies specimens is available by clicking the **Rabies Order Management** link under Animal Rabies on the Remote Order Menu page.

Rabies Orders								
Search								
Tracking ID ↑↓	Species ↑↓	Submitter Specimen # ↑↓	Owner / Complainant ↑↓	County ↑↓	Submitter ↑↓	Staff ↑↓	Last updated ↑↓	Action ↑↓
240014003	BAT		JANE SMITH	Albany	LHU001RAB	EPL01	04/11/2024	
240013966	ALPACA		1321	Allegany	LHU003RAB	MYA55	04/11/2024	
240013955	African Wild Dog	11102	TEST	Onondaga	LHU011RAB	NMC01	04/11/2024	
240013863	BAT		34567	Bronx	LHU005RAB	MYA55	04/11/2024	
240013841	BAT		3456	Bronx	LHU005RAB	MYA55	04/11/2024	
240013756	BAT CANYON	23321	TEST DUPLICATED	Allegany	LHU003RAB	AXP19	04/11/2024	

Submitted rabies orders are displayed with a few key fields. All columns are sortable by clicking the column header. The Global Filter search box can be used to filter to display matching records. Click on the **Tracking ID** to open the order for additional viewing or editing. The green truck icon provides quick access to the Shipping Manifest. Entire orders or individual specimens/samples can be deleted until the order is Received/Accessioned at Wadsworth Center using the red trash can icons.

NOTE: When final results have been released by the laboratory, the order will no longer be available in this area. Results can be accessed by selecting “Specimen Reports” on the CLIMS home page.

Legacy Tracking of Animal and Environmental Samples

Tracking of Animal and Environmental samples is available through legacy views. Remote orders for animal or environmental samples that have been submitted but have not been received at Wadsworth Center are displayed individually by clicking “**Legacy – Show Orders Pending Receipt**” on the Remote Order Menu page.

Orders Pending Receipt								
NYS Accession #	Last Name	Shipment Id	Submitter Sample Id	Submitter Patient/Reference #	Ordered By	Order Placed On	Specimen/Sample	
IDR2300030556		TEST WATER SHIPMENT			EPL01	07/11/2023	ENVIRONMENTAL	Delete View Edit
IDR2300030555		TEST WATER SHIPMENT			EPL01	07/11/2023	ENVIRONMENTAL	Delete View Edit
IDR2300030550		TESTSHIP	COMMON SPACE B,SHOWER ROOM A,SINK ROOM A		EPL01	07/10/2023	ENVIRONMENTAL	Delete View Edit
IDR2300025926					JSM02	05/19/2023	ANIMAL	Delete View Edit

To display the same orders grouped by Shipment ID, click “**Legacy – Show Pending Shipments**” on the Remote Order Menu page.

Pending Shipments

Display pending shipments for facility *:

ALBANY COUNTY HEALTH DEPT. ▼

Continue

Pending Shipments

Displaying shipments for: (LCHD01)

- [2441521 - TESTSHIP](#)
- [2441532 - TEST WATER SHIPMENT](#)

[Show Pending Shipments For a Different Facility](#)

Shipment Number: 2441532

Orders Pending Receipt										
NYS Accession #	Last Name	Shipment Id	Submitter Sample Id	Submitter Patient/Reference #	Ordered By	Order Placed On	Specimen/Sample			
IDR2300030556		TEST WATER SHIPMENT			EPL01	07/11/2023	ENVIRONMENTAL	Delete	View	Edit
IDR2300030555		TEST WATER SHIPMENT			EPL01	07/11/2023	ENVIRONMENTAL	Delete	View	Edit

Delete All

[Back To Pending Shipments](#)

Remote orders for animal or environmental samples that have not yet been collected or were submitted with a future collection date are accessed by clicking “**Legacy – Show Pre Collection Orders**” on the Remote Order Menu page.

Pre Collection Orders (Orders marked 'Not Yet Collected')										
NYS Accession #	Last Name	Shipment Id	Submitter Sample Id	Submitter Patient/Reference #	Ordered By	Order Placed On	Specimen/Sample			
IDR2300030557					EPL01	07/11/2023	ENVIRONMENTAL	Delete	View	Edit

From these screens the user can:

- **Delete** the order. If you decide not to submit the specimen you will need to delete the order.
- **View** and/or print a copy of the remote order submitted.
- **Edit** a limited number of fields before we receive the specimen. Information on the Animal, Environmental, and Additional Info tabs can be edited until the specimen is received in our lab.

NOTE: When final results have been released by the laboratory, the order will no longer be available in this area. Results can be accessed by selecting “Specimen Reports” on the CLIMS home page.

Specimen Reports

All test results, regardless of lab or specimen/sample type, are accessed by clicking **Specimen Reports** on the CLIMS home page. Users can only access reports for facilities where that user has report permissions.

The diagram illustrates the user's path to view specimen reports. It starts with the CLIMS home page, where the 'Specimen Reports' link is highlighted. An arrow points to the search interface, which includes a 'Permission Help' link, a 'Sort by' dropdown menu set to 'HCS Post Date/Time', a date range filter (From: 02/27/2024, To: 03/05/2024), and a 'Retrieve' button. A second arrow points to the search results page, which displays a list of reports grouped by date and facility. Each report entry includes an ID number, a 'NEW!' status, and a patient name. Links for PDF and CSV download are provided for each report.

Specimen Reports (Reports released by Wadsworth Center)
Specimen Receipts (Acknowledgement of specimens received and accessioned by Wadsworth Center)
Management Reports (Rabies specimen management reports)
Remote Order (Place and manage electronic orders for tests)
Specimen Summary (View all orders by status)
My Preferences (Enroll in email notification)

User Resources (User help page)

For technical assistance with CLIMS, please email us at clims@health.ny.gov. Please do NOT send confidential information to this address.

For questions involving Division of Infectious Diseases confidential information, call (518) 474-4177.
For questions involving Division of Environmental Health Sciences information, call (518) 474-7161.

Permission Help
Sort by: [Specimen Reports HTML version](#)
Date [mm/dd/yyyy]: From: To:

Permission Help
Sort by: [Specimen Reports HTML version](#)
Date [mm/dd/yyyy]: From: To:
 [Download all results as CSV](#)

03/05/2024 - LCHD01 (All) [PDF](#) [CSV](#)

- IDR2400000970 [PDF](#) [CSV](#) – 02:30:33 PM NEW! MOUSE, MINNIE
- IDR2400000971 [PDF](#) [CSV](#) – 02:30:33 PM NEW! MOUSE, MICKEY
- IDR2400000972 [PDF](#) [CSV](#) – 02:30:33 PM NEW! DUCK, DONALD

02/29/2024 - LCHD44 (All) [PDF](#) [CSV](#)

- IDR2400000941 [PDF](#) [CSV](#) – 12:00:33 PM TEST, KINDRA

02/28/2024 - LCHD01 (All)

The default sort order is by date posted to the HCS (newest to oldest) and grouped by Facility, if applicable.

The list of reports can be sorted (newest to oldest for dates and numbers or alphabetically for text) by:

- HCS Post Date/Time: date posted to the HCS
- Accession ID: Wadsworth Center accession number
- Patient Name/ID: patient name or identifier
- Lab: Wadsworth Center lab where the sample was tested
- Report Date: date the report was generated
- Received Date: date the sample was received at Wadsworth Center
- Collection Date: date the sample was collected
- Facility: submitting facility
- County: country from which the specimen/sample was take

The default time period used to search for posted reports is the previous 8 days. Adjust the “From” and “To” dates to search for reports posted earlier.

Reports are available as either a PDF document or in a CSV spreadsheet for 90 days after they have been posted and can be printed or saved as needed. Click the report’s hyperlink to view a single report or the section header to view all the reports under it at the same time.

The NEW! designation is specific to each user, not the overall facility/organization. After User-A views results, those results will no longer be marked “NEW!” for User-A. But there will be no change for User-B at the same facility – the report will be marked “NEW!” until User-B views the results.

Requests to repost results after 90 days can be made by emailing clims@health.ny.gov.

Other Notable CLIMS Features

Search Catalog

Users can search the test catalog without submitting a remote order by clicking **Search Catalog** from the bottom of the Remote Order Menu page. The catalog can be used to find tests offered along with details of the testing such as specimen requirements, methods, collection, storage and shipping instructions. The Assign Tests and Test Catalog section has more information.

- If you are unable to find the testing you need, please visit <https://www.wadsworth.org/programs/id> or call (518) 474-4177 for assistance.

Email notification

Email notification can be enabled or disabled by clicking the **My Preferences** link on the CLIMS main page. Notifications are sent twice a day (8:00 am and 2:00 pm) to the email address associated with the user’s HCS account. To confirm or change the email address, click the **Account Settings** link.

The screenshot shows a navigation menu on the left with the following items:

- Specimen Reports** (Reports released by Wadsworth Center)
- Specimen Receipts** (Acknowledgement of specimens received and accessioned by Wadsworth Center)
- Management Reports** (Rabies specimen management reports)
- Remote Order** (Place and manage electronic orders for tests)
- Specimen Summary** (View all orders by status)
- My Preferences** (Enroll in email notification) - highlighted with a red box
- User Resources** (User help page)

Below the menu is contact information: "For technical assistance with CLIMS, please email us at clims@health.ny.gov. Please do NOT send confidential information to this address." and "For questions involving Division of Infectious Diseases confidential information, call (518) 474-4177. For questions involving Division of Environmental Health Sciences information, call (518) 474-7161."

The dialog box titled "Update E-mail Notification Preference" contains the text: "You are currently not enrolled in e-mail notification program for CLIMS specimen reports. To change this setting, click the button below." It features "Enable" and "Cancel" buttons. Below the buttons, it says: "If you would like to change your e-mail address click on **Account Settings** and follow the page instructions."

Legacy Specimen Receipts and Specimen Summary

The legacy view of acknowledgements of samples received by and accessioned in the Wadsworth Center laboratories can be accessed by clicking **Specimen Receipts** on the CLIMS home page. A list of accessions sorted by the “Received Date” (default) is presented. When a sample is received in the lab, a sample acknowledgement is posted to HCS and remains until results have been released. When the results are posted to HCS the acknowledgement is removed. Demographic data and testing requested is included in the acknowledgement.

The screenshot shows a list of specimen receipts on the left and a detailed receipt acknowledgment form on the right.

Specimen Receipt List:

- Sort by: Received Date [v] sort
- 07/11/2023 - LCHD01 (All)
- IDR2300030555
- Not given

Specimen Receipt Acknowledgment Form:

NEW YORK STATE DEPARTMENT OF HEALTH
WADSWORTH CENTER
Clinical Bacteriology Laboratory

Specimen Receipt Acknowledgment

Accession Id: IDR2300030555
Requested By: MEDDIR
Submitter Id: LCHD01
Facility Id:
Received Date: 7/11/2023
Contact Person:
Contact Phone: (518) 447-4589
Comment:
Submitter Specimen Id:
Tracking Number:
Report will be mailed to:
MEDICAL DIRECTOR
ALBANY COUNTY HEALTH DEPT
175 GREEN STREET
ALBANY NY 12202

COLLECTION SITE: Not given
County: Albany
Collection Date: 7/10/2023
Contact Fax:

Id	Specimen Source and Condition	Legionella Identification Primary	Ordered Tests
01	Environmental		

The legacy view of the list of all Requests, Receipts, or Reports for samples submitted, received, or reported in the last 90 days can be accessed by clicking “Specimen Summary” on the CLIMS home page. Reports can be sorted by clicking on the column headers. Open and view a report by clicking a “Wadsworth accession #” link.

All current specimens and specimens released within the last 90 days.

Sort by clicking the column headers

Submitter Sample Id	Submitter Patient/Reference #	Wadsworth accession #	Patient/Subject	Tracking #	County	Status	Status Date
202307111512_EPL01_1		IDR2300030553	PATIENT: ,		Albany	SUBMITTED	2023-07-11
202307111512_EPL01_2		IDR2300030554	PATIENT: ,		Albany	SUBMITTED	2023-07-11
202307111915_EPL01_1		IDR2300030551	PATIENT: ,		Albany	SUBMITTED	2023-07-11
202307111915_EPL01_2		IDR2300030552	PATIENT: ,		Albany	SUBMITTED	2023-07-11
COMMON SPACE B,SHOWER ROOM A,SINK ROOM A		IDR2300030550	NURSING HOME Z		Albany	SUBMITTED	2023-07-10
			OTHER - SAEASDE	230043254	Albany	SUBMITTED	2023-

Management Reports

Clicking **Management Reports** on the CLIMS home page provides access to Animal Rabies submission and result data to users with the required permissions.

