

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

## Getting Started

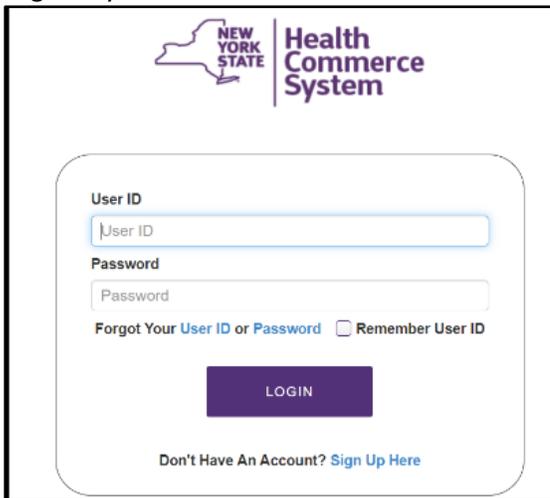
### What do I need?

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

## ECLRS Import

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

1. Login to your HCS account.



The screenshot shows the login page for the Health Commerce System. At the top left is the New York State logo, and to its right is the text "Health Commerce System". Below this is a login form with the following elements: a "User ID" label above a text input field containing "User ID"; a "Password" label above a text input field containing "Password"; a link "Forgot Your User ID or Password" and a checkbox labeled "Remember User ID"; a purple "LOGIN" button; and a link "Don't Have An Account? Sign Up Here" at the bottom.

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



The screenshot shows the "My Applications" page. The title "My Applications" is at the top. Below it is a list of applications: "Acronyms & Abbreviations", "CLIMS", "Emergency Contacts", and "ServNY". Each application name is followed by a blue information icon (i). The "CLIMS" application name is highlighted with a red rectangular box. At the bottom of the list is a "Refresh My Applications List" button with a circular refresh icon.

3. Select "Remote Order" from the menu.

The screenshot shows the Wadsworth Center's web interface for CLIMS. At the top, there is a dark blue header with the text "Wadsworth Center · NYS Department of Health". Below the header, a welcome message reads "Welcome to the Wadsworth Center's web interface to CLIMS". A list of menu items is displayed: "Specimen Reports", "Specimen Receipts", "Management Reports", "Remote Order" (highlighted with a red box), "Specimen Summary", and "My Preferences (Enroll in email notification)". Below the menu items, there is contact information: "For technical assistance with CLIMS, please email us at [clims@health.ny.gov](mailto: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."

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

The screenshot shows the "Remote Order Menu" on the Wadsworth Center's web interface. The header is "Wadsworth Center · NYS Department of Health". Below the header, the text "Remote Order Menu" is displayed. Underneath, "Order Testing" is shown. A table lists the "Division of Infectious Diseases (Human, Animal, Food, Environmental)" with a "Place Order (DOH-4463)" link highlighted in a red box. Below the table, there are sections for "Upload Files" (with links for "Upload IDR or COVID Spreadsheet", "Upload HL7 File", and "Download IDR Spreadsheet Template") and "View/Edit Orders" (with links for "Order Management", "Show Pre Collection Orders", "Show Orders Pending Receipt", and "Show Pending Shipments"). At the bottom, there are links for "Reference Guide - ROE Update" and "Reference Guide - legacy", and a "Search Catalog" button.

5. Click "Submit Human Specimen."

The screenshot shows the "Infectious Diseases Remote Order Entry" page on the Wadsworth Center's web interface. The header is "Wadsworth Center · NYS Department of Health". Below the header, the text "Infectious Diseases Remote Order Entry" is displayed. A prompt reads "Please select the specimen/sample you are submitting:". Below the prompt, there are four buttons: "Submit Human Specimen" (highlighted with a red box), "Submit Animal Sample", "Submit Food Sample", and "Submit Environmental Sample". At the bottom, there are links for "CLIMS Home", "FAQ", and "DOH Home".

- Complete the Submitter fields.  
Add the Accession or Specimen # to the “Specimen report sent to ECLRS?” box.  
Click Import.

Submitter

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

Address: 69 FIRST AVENUE  
RARITAN  
New Jersey, 08869

Laboratory report will be sent Attention to: Optional

Contact Person: Jane Smith

Telephone Number: (518) 555-1212

CC: Optional

NYS DOH Outbreak Num: Optional

Specimen report sent to ECLRS? G67676 **Import**

If yes, Enter accession or Specimen #

Create Test Template Add a Patient

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

Patient List

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

Autogenerate Submitter Ids

Search patients

Patient #	First Name	Last Name	Collection Date	Collection Time	Action
 1	JON	SMITH	06/03/2022	HHMM	Edit Patient Edit Tests Remove Patient

1 of 1 records

Shipping Address: \* Please select Shipping Address  
Shipping Address is required

Back Save Continue to Review

Invalid Data

Please check errors on row 1:  
For Specimen 1,  
Exact match not found for the test imported from ECLRS. Go to Edit Test and select Add Test to pick the desired test.

NOTE: “Exact match not found...” occurs when the test name from the ECLRS record doesn’t have an exact match in CLIMS.

Add Test

Specimen #	Specimen Type	Specimen Source	Submitted date	Submitter Specimen #	Action
					<b>Add more tests</b>

Collection Date: 06/03/2022 Collection Time: HHMM

Reason for mismatch: Exact Match Comments:

View Details Cancel

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

Assign Tests

Search: Babesia microti

Suspected Organism / Agent	Test (s)
<input checked="" type="checkbox"/> 1 Babesia microti (Matched text: Babesia microti)	Babesia Identification - Parasitology
<input type="checkbox"/> 2 Babesia microti (Matched text: Babesia microti)	Babesia microti IgG-IgM-IgA Serology

2 of 2 records

Order Tests

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

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

Autogenerate Submitter Ids

Search patients

Patient #	First Name	Last Name	Collection Date	Collection Time	Action
1	JON	SMITH	06/03/2022	HHMM	Edit Patient Edit Tests Remove Patient

1 of 1 records

Attn : Parasitology

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

Back Save **Continue to Review**

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

Wadsworth Center - NYS Department of Health

**Print order**

Shipping Manifest for LABORATORY CORPORATION OF AMERICA

Facility : LABORATORY CORPORATION OF AMERICA  
69 FIRST AVENUE  
RABBITAN, New Jersey, 08869  
Phone (908) 526-2400 x2736, Fax:(908) 526-2408

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

Tracking Id : SHIP\_EPL01\_JUL\_22\_2022\_10\_01AM

Shipping Comments:

SHIP2128637

Accession Id  
IDR2208087970

Suspected agent : Babesia microti

Total Records : 1

Shipping Manifest for LABORATORY CORPORATION OF AMERICA

Facility : LABORATORY CORPORATION OF AMERICA  
69 FIRST AVENUE  
RABBITAN, New Jersey, 08869  
Phone (908) 526-2400 x2736, Fax:(908) 526-2408

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

Tracking Id : SHIP\_EPL01\_JUL\_22\_2022\_10\_01AM

Shipping Comments:

SHIP2128637

Accession Id	Specimen Id	Specimen Source	Patient Name (MRN)	DOB	County	Collection Date	Test
IDR2208087970	M2321	Blood	SMITH, JON (07567)	01/01/2081	Albany	06/03/2022	Babesia Identification - Parasitology

Suspected agent : Babesia microti

Total Records : 1

Print 1 sheet of paper

Destination HP LaserJet MFP M22

Pages All

Copies 1

More settings

Print Cancel

