

Wadsworth Center Laboratory Information Management System (CLIMS) Quick Start Guide – Individual Remote Orders

Getting Started

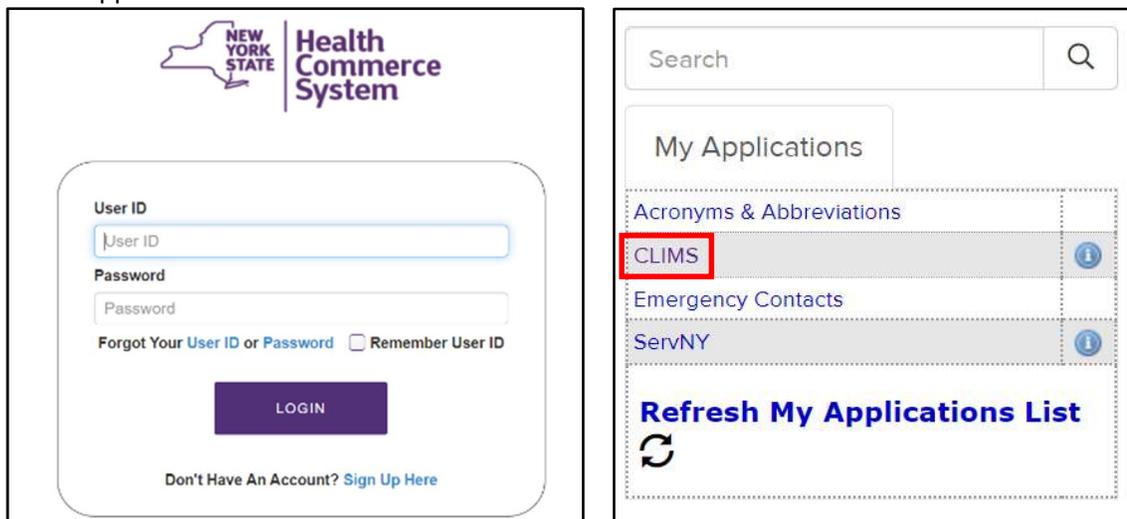
What do I need?

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

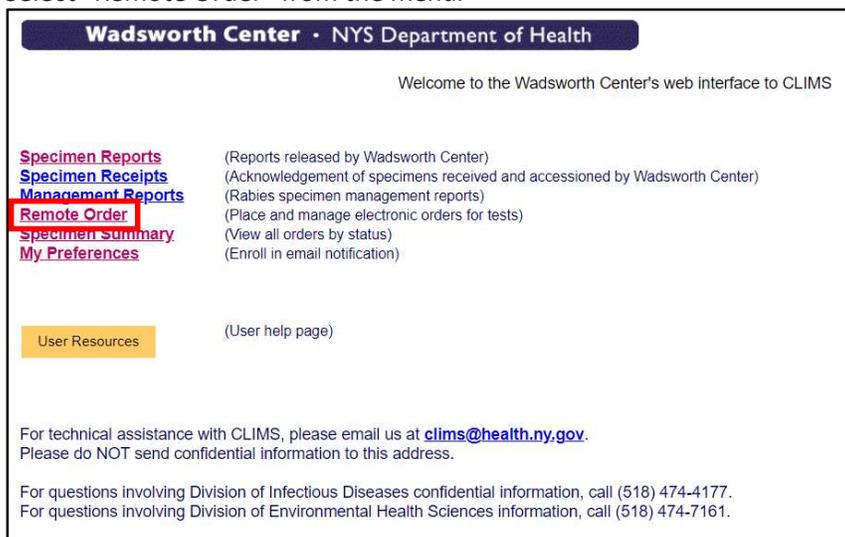
Remote Orders

How do I use Remote Order Entry (ROE) to request testing?

1. Login to your HCS account and click on the CLIMS link (or use the Search feature) to open the CLIMS application.



2. Select "Remote Order" from the menu.



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

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Remote Order Menu

Order Testing

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

Place Order (DOH-4463)

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

View/Edit Orders

- [Order Management](#) - view/edit orders for human specimens
- [Legacy - Show Pre Collection Orders](#) - animal, food, environmental and biomonitoring samples only - use Order Management for all other human specimens
- [Legacy - Show Orders Pending Receipt](#) - animal, food, and environmental samples only - use Order Management for human specimens
- [Legacy - Show Pending Shipments](#) - animal, food, and environmental samples only - use Order Management for human specimens

[Reference Guide](#) - [ROE Update](#)

[Reference Guide](#) - [legacy](#)

[Search Catalog](#)

5. Click “Submit Human Specimen.”

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Infectious Diseases Remote Order Entry

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](#) |

6. Complete the Submitter fields. Then click “Add a Patient.”

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: Optional

Telephone Number: (999) 999-9999? x999999

CC: Optional

NYS DOH Outbreak Num: Optional

Specimen report sent to ECLRS? Optional [Import](#)

If yes, Enter accession or Specimen #

[Create Test Template](#) **Add a Patient**

7. Enter the provider information, patient demographics, clinical presentation, and exposure data.

Then click “Add a Test.”

The screenshot shows a multi-step form for entering patient information. The form is divided into several sections:

- Provider Information:** Includes fields for Patient Health Care Provider, NPI, and Patient.
- Patient Demographics:** Includes fields for Patient Name, SSN, Date of Birth, Sex, Race, Ethnicity, and Patient Address (Street, City, State, Zip, Phone).
- Exposure Information:** Includes checkboxes for Exposure Food/Water, Exposure Airborne, and Exposure Addressed, along with fields for Exposure Dates and Locations.
- Symptoms:** Includes fields for Recent Treatment, Recent Immunization, Symptoms, and Symptoms Severity.
- Diagnosis:** Includes a field for Clinical Diagnosis.
- Medical History:** Includes checkboxes for various conditions such as Allergic Rhinitis, Asthma, Diabetes, and others.

 The 'Add a Test' button at the bottom right of the form is highlighted with a red box.

8. Enter the most specific organism or agent that would be appropriate into the search box to find the needed test. Details for the test can be accessed by clicking the yellow “i” icon.

Check the box to select the test and then click “Order Tests.”

The screenshot shows the 'Assign Tests' interface. At the top, there is a search box containing the text 'sal'. Below the search box is a table with the following columns: 'Suspected Organism / Agent' and 'Test (s)'. The table contains one row:

Suspected Organism / Agent	Test (s)
1 Salmonella	Salmonella Identification/serotyping <i>i</i>

 The first row is selected, indicated by a checkmark in a box on the left. A green arrow points from the yellow 'i' icon in the 'Test (s)' column to the search box. At the bottom right of the table, there is a yellow 'Order Tests' button, which is highlighted with a red box.

- Add additional details to the test request. 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, Specimen Source, Submitter Specimen ID, and Collection Date.

The screenshot shows the 'Assign Tests' interface. At the top, there is a dropdown menu for 'Suspected Organism / Agent' with 'Salmonella' selected. Below this is a table with columns: Specimen #, Specimen Type, Specimen Source, Submitted on/in, Submitter Specimen #, and Action. The first row shows Specimen # 1, Specimen Type 'Isolate', Specimen Source 'Stool/Fecal' OR 'Other', Submitted on/in 'Please select', and Submitter Specimen # 'ID123'. Below the table is a 'Test Requested' section with a red trash icon and 'Salmonella Identification/serotyping'. At the bottom, there are input fields for 'Collection Date' (05/01/2023), 'Collection Time' (HH:MM), 'Reason for Submission' (Select One), and a 'Comments' text area. Buttons for 'Add more Specimens', 'Add more Tests', 'Save Changes', and 'Cancel' are located at the bottom right.

Additional tests can be added to the same specimen by clicking “Add more Tests” or additional specimens for the same patient can be added by clicking “Add more Specimens.” When all the specimens and tests have been entered, click “Save Changes” to continue.

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

The screenshot shows the 'Patient List' interface. At the top, there is a search bar and a message: 'Please resolve all errors for patient(s) to proceed to Review page'. Below is a table with columns: Patient #, First Name, Last Name, Collection Date, Collection Time, and Action. The first row shows Patient # 1, First Name 'Patient', Last Name 'Example', Collection Date '05/01/2023', and Collection Time 'HH:MM'. The 'Action' column has buttons for 'Edit Patient', 'Edit Tests', and 'Remove Patient'. Below the table is a 'Shipping Address' field with a red error message: 'Please select Shipping Address. Shipping Address is required'. Buttons for 'Autogenerate Submitter Ids', 'Add more Patients', 'Back', 'Save', and 'Continue to Review' are also visible. Red arrows point to the error icon in the table and the 'Shipping Address' field. Green arrows point to 'Edit Patient', 'Edit Tests', and 'Autogenerate Submitter Ids' buttons.

Two common errors are missing Onset Date and missing Submitter Specimen ID.

- Onset Date is located on the Patient Page and can be accessed by clicking Edit Patient.
- Submitter Specimen ID is located on the Assign Tests page and can be accessed by clicking Edit Tests. Alternatively, the “Autogenerate Submitter Ids” button can be used to create unique identifiers for each specimen.

When there are no more errors, the “Continue to Review” button becomes available; click it to continue.

The screenshot shows a 'Patient List' interface with a search bar and a table of patient records. The table has columns for Patient #, First Name, Last Name, Collection Date, Collection Time, and Action. A single record is shown with Patient # 1, First Name Patient, Last Name Example, and Collection Date 05/01/2023. Below the table, there is a 'Shipping Address' field with a dropdown menu showing 'David Axelrod Institute - Wadsworth Center NYS Department of Health 120 New Scotland Avenue Albany, NY 12208'. At the bottom right, there is a 'Continue to Review' button highlighted with a red box.

- About Pre-Collection Orders:** If “Continue to Review” is clicked before all Collection Dates have been entered, the order will be treated as a Pre-Collection Order and a message in red font will state this on the Review Screen. Clicking submit at this point, will save the Order as a Pre-Collection order and the shipping manifest will ***not*** be created. These orders are not yet ready to ship.

The screenshot shows a 'Remote Order Entry Review Screen' with a red message: "All records in this shipment will be treated as a Pre-Collection Order based on Collection Dates in the file". Below the message is a table with columns: SpecimenID #, Specimen Source, Patient Name (MRN), DOB, Sex, Collection Date, and Tests. The 'Collection Date' column is circled in red. The table contains three records with various specimen IDs, sources (Nares/Axilla/Groin Swab), patient names, DOBs, and sexes. The 'Tests' column lists 'Candida auris Surveillance Patient Testing'. At the bottom, there is a 'Submit' button.

Use the “Back” button to return to the Review screen and add Collection Dates, if available. Alternatively, when specimen collection has been completed and the order is ready to be finalized, find the Pre-Collection order through the Order Management feature.

- When all errors have been corrected and Collection Dates for all specimens have been entered, clicking “Submit” finalizes the order and displays the Shipping Manifest.

The screenshot shows a 'Remote Order Entry Review Screen' with a table containing one record. The record has SpecimenID # ID123, Specimen Source Stool/Fecal, Patient Name Example, Patient (), DOB 01/01/1950, Sex Male, Collection Date 05/01/2023, and Tests Salmonella Identification/serotyping. At the bottom right, there is a 'Submit' button.

13. 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, which brings up a print dialog box. **Individual requisition forms are not needed.**

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Print order

Shipping Manifest for LABORATORY CORPORATION OF AMERICA

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

Ship to: Altn I Bacteriology
David Axelrod Institute - Wadsworth Center
NYS Department of Health
302 New Scotland Avenue
Albany
NY 12208

Tracking Id: SHIP_ERL01_MAY_3_2022_03_34_01_PM

Shipping Comments:



SHTP2348801

Outbreak ID:

Accession Id	Specimen Id	Specimen Source	Patient Name (MRN)	DOB	County	Collection Date	Tests
 IDR2368005941	ID123	Stool/Fecal	Example, Patient ()	01/01/1950	Albany	07/12/2022	Salmonella Identification/Serotyping

Suspected agent: Salmonella Test Comments:

Total Records : 1

Order Management
SOE Menu
CLIMS Home

Print tab - Google Chrome
Print

about:blank

Shipping Manifest for LABORATORY CORPORATION OF AMERICA

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

Ship to: Altn I Bacteriology
David Axelrod Institute - Wadsworth Center
NYS Department of Health
302 New Scotland Avenue
Albany
NY 12208

Tracking Id: SHIP_ERL01_MAY_3_2022_03_34_01_PM

Shipping Comments:

Outbreak ID:

Accession Id	Specimen Id	Specimen Source	Patient Name (MRN)	DOB	County	Collection Date	Tests
 IDR2368005941	ID123	Stool/Fecal	Example, Patient ()	01/01/1950	Albany	07/12/2022	Salmonella Identification/Serotyping

Suspected agent: Salmonella Test Comments:

Total Records : 1

Print 1 sheet of paper

Destination HP LaserJet MFP M22

Pages All

Copies 1

More settings v

Print
Cancel