

Clinical Laboratory Information Management System (CLIMS) Quick Start Guide – Order Management

Getting Started

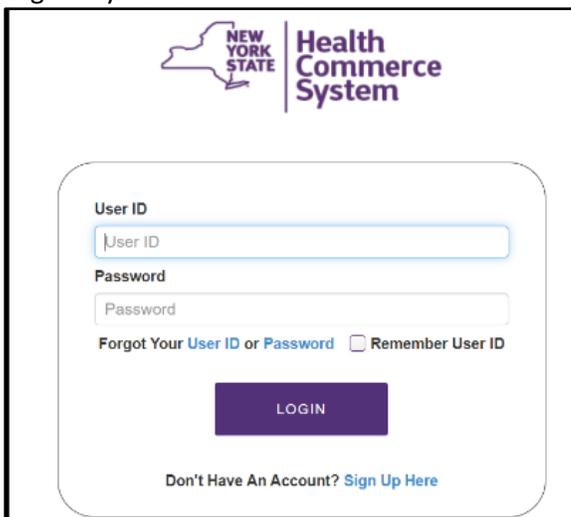
What do I need?

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

Order Management

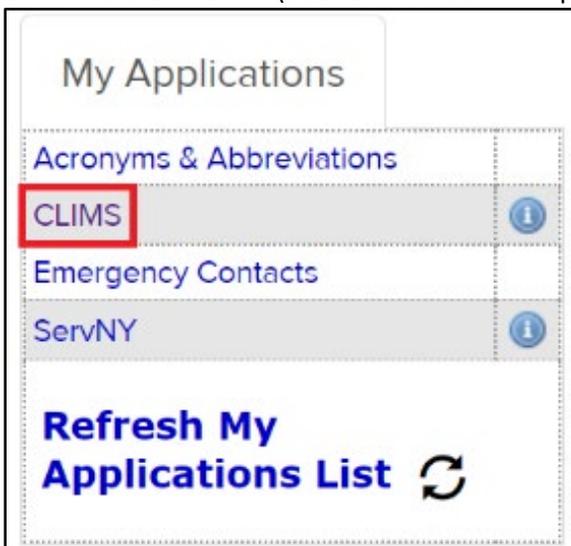
How do I view, update, or check the status of an order in CLIMS?

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. To its right is the text "Health Commerce System". Below this is a login form with two input fields: "User ID" and "Password". Below the password field is a checkbox labeled "Remember User ID" and a link "Forgot Your User ID or Password". A purple "LOGIN" button is centered below the form. At the bottom, there is a link "Don't Have An Account? Sign Up Here".

2. Click on the CLIMS link (also found under "All Applications") to open the CLIMS application.



3. Select “Remote Order” and then “Order Management.”

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Welcome to the Wadsworth Center's web interface to CLIMS

[Specimen Reports](#)
[Specimen Receipts](#)
[Management Reports](#)
[Remote Order](#)
[Specimen Summary](#)
[My Preferences](#) (Enroll in email notification)

For technical assistance with CLIMS, please email us at [redacted]. Please do NOT send confidential information to this address.

For questions involving Division of Infectious Diseases or for questions involving Division of Environmental Health, please contact [redacted].

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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 File](#)
- [Download IDR Spreadsheet Template](#) - can be used for COVID test orders to Wadsworth Center

View/Edit Orders

[Order Management](#)

- [Show Pre Collection Orders](#)
- [Show Orders Pending Receipt](#)
- [Show Pending Shipments](#)

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

4. After selecting the facility, orders are separated into four tabs based on their status.

Order Management

Orders for LCHD01 - ALBANY COUNTY HEALTH DEPT.

Select Facility: [Change to Legacy View](#)

Displaying orders in Summary View

In Progress 21
Pre Collection Orders 6
Submitted 51
Received / Accessioned 8

In Progress Orders

Id	Source	Order Type	Total Patients	Total Samples	Staff	Last updated	Action
116942	ROE Order	CLINICAL	1	1	EPL01	07/14/2022	
116064	ROE Order	CLINICAL	5	5	CEM05	06/07/2022	

Last Name	Submitter Patient Id	Submitter Specimen Id	Specimen/ Sample
JVR22000001	JVR22000001		CLINICAL
JVR22000003	JVR22000003		CLINICAL
JVR22000008	JVR22000008		CLINICAL
JVR22000018	JVR22000018		CLINICAL
JVR22000033	JVR22000033		CLINICAL

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

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.