Helix Practice Manager – Lab Order

1. Click Consultation to open a patient's chart

Use the Search toolbar button to locate a patients chart, enter their name or DOB and double click on the correct patient to open their chart.

** • •	🖂 🐴 - 🗐 🕻	J 🔕) =			Helix F	Practice Manager	- 3.7.8.4 : TheS	urgery, The	Practice : Se	ean	
Waiting Roo	om Appoir	ntments Patient	Reports Tasks	Admini	stration	Help					
🗞 🚠				S.	A						
Search Add	New	Health Consul Summary * Not	Itation Medication	Medical History *	Immunisat *	tions Exams	Protocols	Charting	Recalls	HL7 Messages	Docume
Patients	Con	sultation		faile and a		Clinical					Doc
🕽 Patient Search								×	GMS 11	46055B - 31/	18/2026
									CIVIO	100000 01/1	1012020
test							Q Search				
Main							Clear				
Surname:	test		First Name	:					_		
Date of Birth			GMS Number				Show advanced s	earch			
Bate of Birth.			•						d New	Cons	ultation
Surname	First Name	Address	Date Of Birth	Age	Reg Num	Туре	Phone	•			
Test	Due	Ad1, Ad2	14/01/1932	91 Y 1	87	GMS11469		=			
Test	Craig	Address Line 1, A	d 01/01/1990	33 Y 1	255	Private	087123456	7			
Test	FFF	FFF, FFF, FFF	18/02/1933	90 Y 9	22	GMS32261					
Test	ННН	HHH, HHH	08/03/1941	82 Y 8	25	GMS00785					
	_	10.1 1.1	4 4 100 10000					La la la	50	and the second se	

2. Under the Patient Tab, on the Documents Menu select Lab Order and click Add on the bottom left of the Lab Orders screen to make a new order

(****)	💿 🗧			Helix Practice Manag	er - 3.7.8.4 : The	Surgery, ThePractic	ce : Se	ean
Waiting Room Appointme	ents Patient Re	ports Task	s Administratio	n Help				
Search Add New St. Patients Consult	Health ummary * ation	Medication	Medical Imr History	nunisations Exam Clinical	s Protocols	Charting Red	calls	HL7 Messages Add Leter
Test, Due (M) 91Y 10M 14/01/19 Alerts: Drug Allergies: Other Allergies: Identifiers: GMS	32 (Ad1, Ad2) 3 11469558				Fami	i <u>ly</u> GMS		Scan Document Add Form STC Form View All Scans Electronic Referral
Health Summary Consultation His Documents Document Title Test Cervical Smear Test Test Cervical Smear Test Test Cervical Smear Test Test Cervical Smear Test	tory Patient History Reviewed	Add Letter Created 22/11/2023 22/11/2023 15/11/2023	Medicatii 20/05/2024 Para 28/11/2023 Aub	on acetamol 1 G / 100 M agio 14 Mg Film-coa	AI Intravenous Ir	Add New Infusion ee At Nig	•	Radiology Order Patient Labels Patient Quick Letter Affidea Referral Alliance Medical Referral Custom Forms External Devices Email
Tests Title (Most Recent Date)	New Vital Signs	Add New	👌 Medical I	History		Add New		Social Welfare Lab Order
Lab Orders Date Order	Response	Statu	is Location		нср	01	rder #	Z
View Add								Close

3. The Lab Order request form appears. Public will be selected by default. Select the Hospital Lab to place the order with.

🗘 Lab Order Request					×
Patient Details					
Patient Name:	Due Test				
Date of Birth:	14/01/1932	Sex:	Male		
Hospital Type*:	Public Private	Hcp*:	Sean Kilkenny	•	
Hospital*					*
Hospital Unit*	Beaumont Hospital				
HealthLink Patients	Our Lady's Hospital Navan				
First Name:	Due		Family Name: Test		
Date of Birth:	14/01/1932				

4. It's likely that the following dialog box will appear, the user can just ignore/click OK on this.

	×
A match for the selected patient was not four (HL0001) was pre-selected but can be edited.	nd. The default MRN
	ОК

5. Click Next to add specimens to the order

🟮 Lab Order Request										×
Patient Details										
Patient Name:	Due Test									
Date of Birth:	14/01/1932			Sex:	Male					
Hospital Type*:	Public C Pr	rivate		Hcp*:	Sean Kilkenny		•			
Hospital*:	Our Lady's Ho	spital Navan								
Hospital Unit*:	Lab Order									-
HealthLink Patients										
First Name:					Family Name:					
Date of Birth:										
First Name Last N	ame (DOB	Sex	Ado	l. 1	Add. 2	Add. 3	Add. 4	MRN	
									🕑 Next 🔇) Cancel

6. The Lab Order screen will load. Ensure Clinical Details are added and the Emergency Phone Number is Correct. From this screen select the specimens that you wish to add to your Lab Order.

🚺 Lab Order Request		×
Lab Order Manag	ge Favourites	
Welcome Helix CDM		
Patient Demograph	ics -	
Family Name: First Name:	Test Due	Street Address: Ad1 Our Lady's Address Line 2: Ad2 Hospital: Hospital
Title:		Address Line 3: Navan
DOB:	14/01/1932	Address Line 4:
Gender:	M	Eircode:
Email:		Phone:
		Mobile:
Emergency Phone C	ontact:* 086000000	
Clinical Details:*		
Lab Order Guidelines		
Current Order		
Select Lab Order Favou	urite	v
Date Specimen Collec	ted.* 28/11/2023 DD/MM/VV	// Time Specimen Collected.* 11:05 HH:MM (24 hour format)
Date Specifien Collec	20/11/2023 DD///////11	

7. Add tests. Any tests that have been added to the order appear at the top and the name of the test is highlighted in orange. Remove any tests on the order by clicking 'remove' to the left hand side of the test name. Once all tests have been added, click Review.

Current Order Current Order Select Lab Order Favourite Date Specimen Collected Switch Specimen View:		Time Specimen Collected:* 11:05	HH:MM (24 hour format)
 Amylase Coag Screen CRP ESR FBC Ferritin Level Folate () FSH and LH Glucose Fasting Glucose Non Fasting 	HbA1c HCG - Pregnancy Infectious Mononucleosis Screer INB Iron Profile Lipid Profile Fasting Lipid Profile Non Fasting Liver Profile NT proBNP () Potassium Deliver to lab within 4 hours.	 Progesterone Prolactin PSA Rheumatoid Factor Serum Protein Electrophoresis Thyroid Profile () U & E Profile Urinary Albumin to Creatinine Ratio Urine Culture with Microscopy Vitamin B12 () 	 Vitamin D. (IA) ()
Antibiotic Therapies: No	ne	▼] [None ▼]	Review

8. Click Commit Order to submit the Lab Order

Lab Order Request	nage Favourites			
Welcome Helix CDM				
Family Name:	Test	Street Address: Ad1	Hospital	Our Lady's Hospital
First Name:	Due	Address Line 2: Ad2	nospital.	Navan
Title:		Address Line 3:		
DOB:	14/01/1932	Address Line 4:		
Gender:	M	Eircode:		
Email:		Phone:		
		Mobile:		
Emergency Contact Clinical Details:	Number:	0860000000 Test Patient for lab order		
Specimen:	Haematology EDTA (Purple)	Date/Time Collected: 28/11/2023 11:05		
Procedure and Des	cription	Laboratory		
1. ESR		Haematology		
2. FBC		Haematology		
Specimen:	Haematology Sodium Citrate (Light e)	Date/Time Collected: 28/11/2023 11:05		
Procedure and Des	cription	Laboratory		
3. INR		Haematology		
			Am	end Tests Commit Orde

9. Once the Lab Order is submitted, a dialog box will advise what specimens need to be sent to the lab. Click OK.

1 H	ematology F	TA (Purnle)	1
1 Haomate	logy Sodium (Citrate /Ligh	t Blue)
паешац	nogy Sodium v	Siliale (Ligh	it blue)
	Ok		
	UN		

10. The Lab Order print window displays, with the details of the Order. Click Print to print the completed Lab Order form. The form must be inserted into the package with the specimens.

Print)	~	
Select Printer		Order Request	081202311281223200113
ConeNote (Desktop)	edirected 5)	GP: Medical Council Number:	General Practitioner Details: Sean Kilkenny 001113
< Status: Ready	> Preferences	Practice Details: Address:	55442, Helix Test CDM Test
Location:	Find Printer	Hospital:	Our Lady's Hospital Navan
Control to	Entering and a second se	Received:	28/11/2023 11:22
Page Range		Healthlink Message ID:	OML20231128112252001113
All Connect Reserved	Number of copies: 1	Printed:	28th November 2023 11:23 AM
Pages:		Order Number:	OML20231128112252001113

11. On the Lab Order screen on the patient's chart in Helix Practice Manager a record of the order will be retained.

<u> </u>	Waiting Ro	om Appo	intments	Patient	Reports	Tasks	Admini	stration Hel	р									
200	. 2			Interna	1	Đ	S.	Æ								1	~	6
Search	Add	New	Health Summary *	Cons	ultation I	Medication	Medical History *	Immunisations	Exams	Protocols	Charting	Recalls	HL7 Messages	Documents	Sketch	Accounts	Finalise	Billin
P	atients	Co	nsultation					C	linical					Docum	ents		Accounts	
Test, D	ue (M) 91'	10M 14/0	1/1932 (Ad1	, Ad2)						Fam	nily	GMS 4	46955B - 31/	08/2026				
Alerts: Druo Alleroies:																		
	Othe	r Allergies:															Gl	enda Tes
	<u>lden</u>	tifiers:	GMS 114695	5B														
Lab Ord	lers				n h h h				a h a h	i n n h h	n n n n	6 A A A			i h-à-h-i			X
Date		Order		Respo	onse			Status	Location			HCP			Order #			
28/1	1/2023	INR		Awa	iting			Ordered	Our Lady	's Hospital	Navan	Sea	n Kilkenny		OML202	3112811050	2001113	
28/1	1/2023	ESR		Awa	iting			Ordered	Our Lady	's Hospital	Navan	Sea	n Kilkenny		OML202	3112811050	2001113	
28/1	1/2023	FBC		Awa	iting			Ordered	Our Lady	's Hospital	Navan	Sea	n Kilkenny		OML202	3112811050	2001113	