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

Getting Started
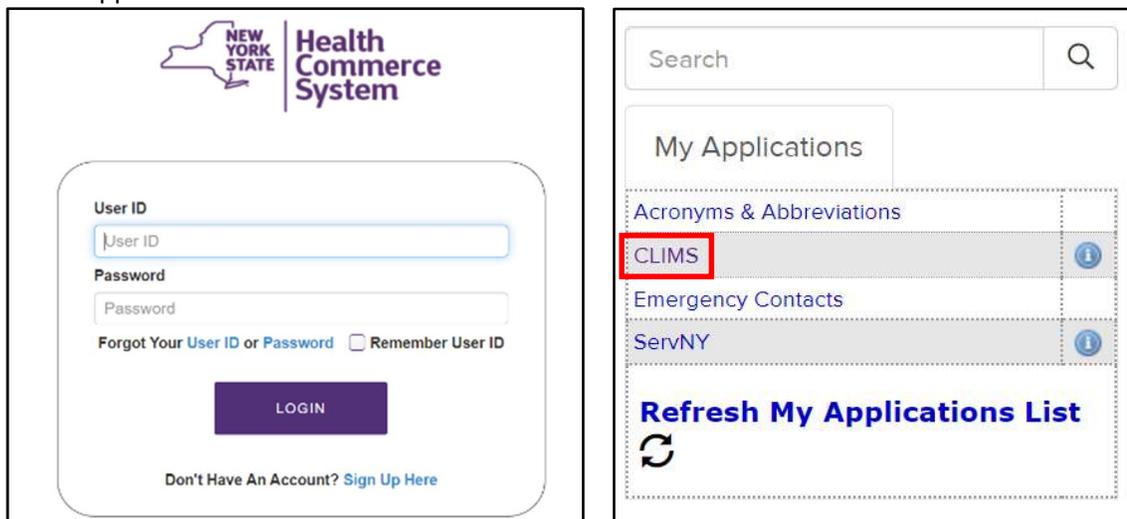
What do I need?

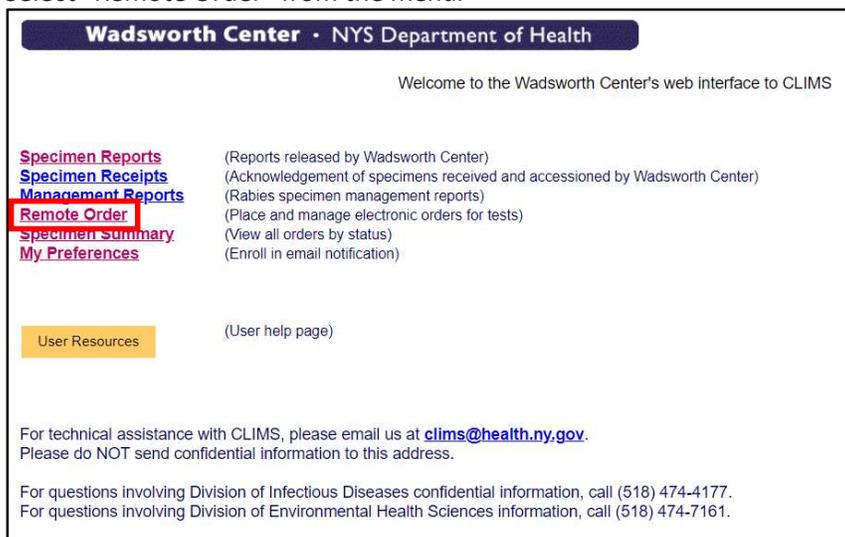Health Commerce System (HCS) account and access to the CLIMS application.

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.

5. Click "Submit Human Specimen."

6. Complete the Submitter fields. Then click "Add a Patient."

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

   Then click "Add a Test."

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."

9. 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.

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.

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

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.

11. **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.

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.

12. 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.

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.**