



[MEDLAB EORDER USER GUIDE](#)

1. To access MEDLAB EORDER go to below URL

<https://eorder.medlab.com.au/account/login>

2. Login with the credentials provided to you for ONLINE REPORTING ACCESS if you have one, OR register as new user to provide the login details for EORDER.

A screenshot of the login page titled "Log in to Lab eOrder". It contains two input fields: "Username or email" and "Password". Below the password field is a "Remember me" checkbox. There are two links: "Forgot password?" and "Log in" (a blue button). At the bottom, there is a link "Do not have an account?" and a "Create account" button (a yellow button).

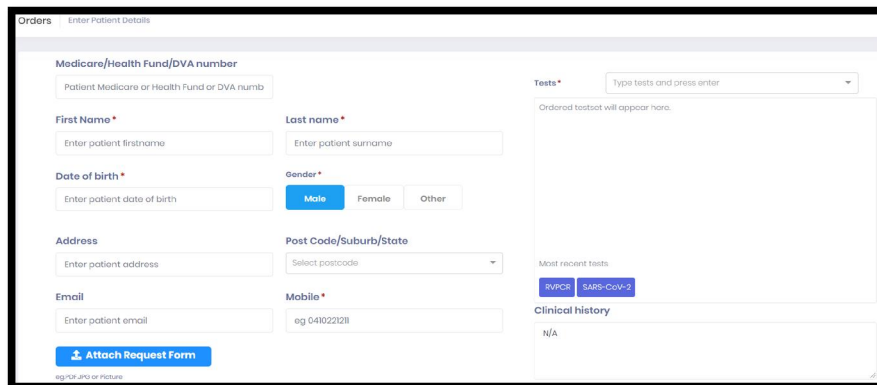
3. Once logged in, you will be presented with the home page of eorder portal where you will be able to create a new order OR upload existing request forms.

A screenshot of the MEDLAB EORDER home page. At the top left is the MEDLAB PATHOLOGY logo. To the right is a "Search Patient" input field with a magnifying glass icon. Below the logo are two main buttons: "Create a New Order" (with a pencil icon) and "Upload Request Form" (with an upload icon). A search bar is located below these buttons. Underneath is a section for "Show advanced filters" with a dropdown arrow. Below that is a table header with columns: "Actions", "Collected", "Ordered On", "FormType", "Document", "RefNo", "Patient Name", "Date of birth", "Gender", "Tests", and "Mobile". The table body is empty, showing "No data". At the bottom left, it says "Total: 0". At the bottom right, there are pagination controls showing "1" of "10" items.

Understanding the home page

1. Create a New Order

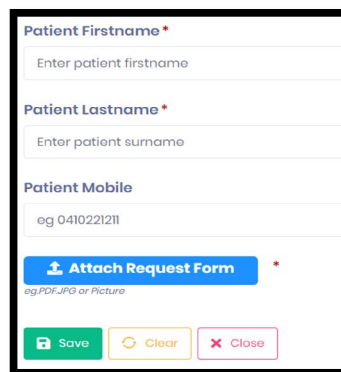
Once you click **Create a New Order**, you will be prompted with the below screen where you will have to enter all the necessary details for the patient.



The screenshot shows the 'Create Patient Details' form. It includes fields for Medicare/Health Fund/DVA number, First Name, Last name, Date of birth, Gender (Male, Female, Other), Address, Post Code/Suburb/State, Email, and Mobile. There is also a 'Tests' section with a dropdown menu and a 'Most recent tests' section showing 'RVPOR' and 'SARS-CoV-2'. A 'Clinical history' section is also present. A blue button labeled 'Attach Request Form' is located at the bottom left.

2. Upload Request Form

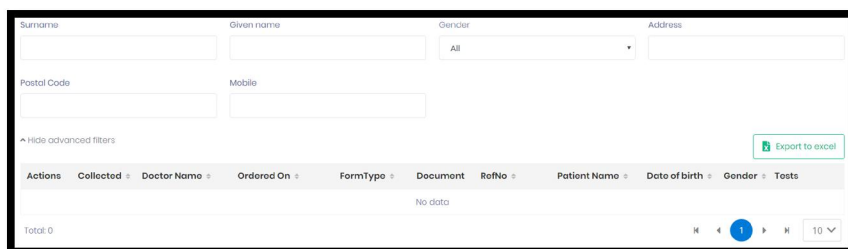
Click on the button **Attach Request Form** will take you to attach request form on the eorder portal.



The screenshot shows a dialog box for attaching a request form. It has fields for 'Patient Firstname', 'Patient Lastname', and 'Patient Mobile'. Below these fields is a blue button labeled 'Attach Request Form' with a red asterisk. At the bottom, there are three buttons: 'Save', 'Clear', and 'Close'.

3. Show Advanced Filters

This can be used to specify any particular patients order that has been created. You can filter via Name, Gender, Address, Post code, and mobile number.



The screenshot shows the advanced filters section with fields for Surname, Given name, Gender, Address, Postal Code, and Mobile. Below the filters is a table with columns: Actions, Collected, Doctor Name, Ordered On, FormType, Document, RefNo, Patient Name, Date of birth, Gender, and Tests. The table currently shows 'No data'. There is an 'Export to excel' button and a pagination control at the bottom right.

Note:

- Once you have created an order, you can still amend and add tests from the eorder portal.
- Upon receiving the order, Medlab Pathology will contact the patient and organize collections for the request form received.
- If you already have an account for reports.medlab.com.au you can use the same credentials for your eorder.medlab.com.au