

OLIS-MORE Job Aid – Creating COVID-19 Test Requisitions

This job aid provides instructions on how to complete the OLIS-MORE COVID-19 Test Requisition Order Entry. You can also review instructions by watching the <u>Requisition Order Entry Training Video</u>.

Validating ONE ID and 2FA

Before you begin, validate that your ONE ID login and 2 factor Authentication (2FA) are set up.

1. Log in to ONE ID: oneid.ehealthontario.ca

Identity & Acce ONE® ID ident	E ID ses Management tity and access management enables secure access to eHealth services.
Please log in w	vith your login ID and password.
*Login:	jane.smith@oneid.on.ca
*Password:	
	Login
	Forgot Login ID Forgot Password

- 2. Review your ONE ID My Profile.
- 3. Change your temporary password. All first time ONE ID accounts users are provided with a temporary password—please ensure that you have changed it and set up 2FA.

Old or Temporary Password:	Password Strength
*New Password:	 Must be at least 8 characters long. One or more lower case letters (e.g. m). One or more upper case letters (e.g. M). One or more numbers.

- 4. Set up 2FA.
 - Login to your ONE ID Account and select the Challenge Information tab to set up 2FA, a
 phone-based secondary means of identity verification through a separate and unconnected
 communication channel. If you do not have a phone available when logging into ONE ID, you
 will be presented with online Challenge Questions. If you have not set up 2FA, you will be
 challenged with Knowledge-Based Authentication the first time you login.

Enrolments Challenge Doc Information	ments Professional Designation	Credentials	Subsidiary Accounts		
Challenge Phone Number(s) (more	info)				
(647) 283-2759				<u>Delete</u>	<u>Change</u>
Add a number (optional)					
Challenge Questions (more info)					
Online				Answer	
Mother's middle name?				*****	<u>Change</u>
What is the street number of the hous	e you grew up in?			*****	Change

Updating your Challenge Phone Number(s)

To add, remove, or update your challenge phone number:

- 1. Select the Challenge Information tab.
- 2. In the Challenge Phone Number(s) section you can add, delete, or change a phone number:
 - a. To delete a number, click delete beside it.
 - b. To change a number, click change beside it and enter the appropriate number.

Updating your Online or Service Desk Challenge Questions

To update your online or service desk challenge questions:

- 1. Select the Challenge Information tab.
- 2. In the Challenge Questions section:
 - a. Click Change beside the question(s) you would like to update.
 - b. Enter the appropriate answer.

Creating a COVID-19 Test Requisition

Note: All fields are mandatory unless marked Optional.

1. Login to OLIS-MORE: <u>https://olis-more.accessonehealth.ca/</u>

	OLIS MORE	Français	Log In
See.	OLIS MORE Digital ordering and results entry for Ontario labs and health care providers.		

Organization

eLabs - OLI	S MORE	
O Jane.Doe L	TCH-Alexander Place	
coloci addionizing o	gamzadon	~
Continue >		

- 2. If you are enrolled under a single Organization, you will be taken directly to your MORE Workspace.
- 3. If you are enrolled under more than one Organization, select the Organization for which you are authorized to submit test requisitions (authorizing organization) from the drop-down list.
- 4. Click Continue.
- 5. Select COVID-19 test requisition.

My Workspace	
Create a new lab order	
COVID-19 test requisition	
COVID-19 results report	
Continue an incomplete order	
Lab orders Manage lab orders	

Note: For first time entry, please ensure that you have all the information required to populate the form before beginning:

- Destination Lab Name
- Ordering Practitioner Name or license number
- Site Address & Postal Code
- Phone Number

Note: The **Continue an incomplete order** option can be used to finish any requisition saved within the last 24 hrs.

Destination and Submitter section

- 1. Enter **Destination lab**—just start typing the lab name or license number.
- 2. Select **Practitioner type** from the dropdown.
- 3. Enter the **Ordering practitioner** name—just start typing the name or license number.
- 4. Fill in Submitter Address and Phone details.

O O O O O O O O O O O O	City	
submitter tampiete all information unless marked (optional). Enter details in all sections before you submit.	Newmarket	
Destination	Province	
Destination lab (that will perform the test)	Ontario	~
The Hospital For Sick Children - 4159, Toronto, 555 University Avenue		
itart typing lab name ar license na.	Postal code	
submitter	L3Y 5G8	
hactlioner type	Example: A2A 2A2	
Doctor *	Phase (and a shared)	Ent (and and
	Phone (optional)	EXT. (optional)
Indering practitioner	123-123-1234	
MCCLINTOCK, WILLIAM - 11694	Example: 416-123-9876	Example: 12345
inter entire license number or stort typing lost nome	Fax (optional)	
kame of clinic/facility/health unit		
Training Canic	Example: 416-123-9876	
race the practitioner works		
kidrees	cc other authorized health provider	
207-679 DAVIS DRIVE		
ocation of the clinic/tacility/health unit	Continue	

5. Click Continue.

Note: Destination and Submitter fields:

 Information entered in the destination and submitter page will be retained for the next requisition.

Patient information

Select the identification used for the patient: Ontario health card or No health card available.

COVID-19 test requisition							
Destination and submitter	2 Patient information	3 Patient setting	Travel and exposure history	5 Clinical information	Tests requested and specimen type	7 Review and submit	
Complete all informatio	on unless marked (o	ptional). Enter det	ails in all sections be	efore you submit.			
Patient information							
Select the patient identifier	r						
 Ontario health card 	Ontario health card						
O No health card available							
Previous Continu	91						

ONTARIO HEALTH CARD

- 1. Enter the 10-digit number on the front of the card.
- 2. If the card is green and white, enter the two-letter version code.

•) Ontario health card
	Health card number
	2000-055-810
	10-digits on the front of the card
	This is a red and white health card
	Version code
	FI
	Two letters after the health number

- 3. Click Continue.
- 4. MORE will validate the health card number and the patient information associated with the health card number and will populate the form with the following fields: Name, Date of birth, Sex, Address, Phone number.
- 5. If all information is correct, a green **Patient validated** message will be displayed.



- 6. If this is the correct patient, click the box next to I confirm this is the correct patient.
- 7. If this is not the correct patient, click on **Change patient** and correct the patient information.
- 8. Once you have identified the correct patient, the patient's name will be displayed at the top right of the screen. You will now be able to use **save for later** at the bottom right of the screen.
- 9. Click **Continue**.

RED AND WHITE HEALTH CARD

1. If the Ontario Health Card is red and white, check the box next to This is a red and white health card.



- 2. A Patient Resolution call will be made.
- 3. If all information is correct, a green Patient validated message will be displayed.



- 4. Check the I confirm this is the correct patient checkbox.
- 5. Click Continue.

NO HEALTH CARD

- 1. Complete the form with all required patient information.
- 2. Check the I confirm this is the correct patient checkbox.
- 3. Click **Continue**.

Note: If auto-filled information is unavailable or incorrect:

- If address and phone number are unavailable, an alert message suggests manually entering this information.
- If date of birth and sex are incorrect or health card number cannot be validated, select **No** health card available.

Patient information
Select the patient identifier
 Ontario health card
This is a red and white health card
Health card number
2000-000-000
10-digits on the front of the card
Version code
FI
Two letters after the health number
Validate
▲ Unable to retrieve patient information. Please try again or select *No health card available* (RC: 581001)
No health card available
Previous Continue

Patient Setting and Group

Note: After completing the patient information section, you can now save the requisition and complete within the next 24 hours by clicking save for later at the bottom right of the screen.

The patient's name will be displayed at the top right of the screen.

- 1. Select the Patient location.
- 2. Select the Reason for testing.
- 3. Enter the **Investigation or outbreak no**. Provided by Public Health (if known) otherwise leave field blank.
- 4. Click Continue.

С	OVID-19	test requ	isition			Patie	ent: AAFPTeal, Clare
	Postingtion and	Ratiant information	3 Rations sotting			6 Tests requested and	7 Paview and submit
	submitter		Futient setting	history		specimen type	Keview and sabinit
Com	plete all informe	ation unless marked (optional). Enter de	etails in all sections b	efore you submit.		
Patie	ent setting or ty	ре					
Patie	nt location						
0	Assessment Cent	re					
0	Clinic/Community	У					
0	ER (Not admitted)	/Not yet determined					
0	Congregate living	g setting					
0	Inpatient (non-IC	U)					
0	icu/ccu						
0	Remote Commun	iity					
0	Unhoused/Shelter	r					
0	ER (Admitted)						
0	Other (please spec	cify)					
Reas	on for testing						
0	Healthcare Worke	er					
0	Deceased or auto	opsy					
0	Other (please spec	sify)					
Inves	tigation or outbre	ak no. (if known)					
Pre	evious Con	tinue					Save for later

Travel history and exposure history

- 1. Select a response to question Has the patient travelled recently?
 - a. If Yes, complete additional fields.
- 2. Select a response to question Was the patient exposed to a probable or confirmed case?
 - a. If Yes, complete additional fields.
- 3. Click **Continue**.

COVID-19) test requ	isition			Patie	ent: AAFPTeal, Clare
Destination and submitter	Patient information	Patient setting	4 Travel and exposure history	5 Clinical information	6 Tests requested and specimen type	7 Review and submit
Complete all inform	ation unless marked ((optional). Enter de	etails in all sections b	efore you submit.		
Travel history						
Has the patient travel	ed recently?					
O No						
O Yes						
 Unknown 						
None/Not applice	able					
Exposure history						
Was the patient expos	ed to a probable or confi	rmed case?				
O No						
O Yes						
 Unknown 						
Previous	ntinue					Save for later

Clinical Information

Complete all information unless marked optional.

- 1. Select a response for **COVID-19 vaccination status**.
- 2. Select a response for Symptoms:
 - a. If **Symptomatic**, complete additional fields.
- 3. Click Continue.

COVID-19) test requ	isition			Patie	ent: AAFPTeal, Clare
Postination and	Patient information	Patient satting		Clinical Information	6 Taste requested and	
submitter	Padent mornadon	Putient setting	history	Cimedianon	specimen type	Keview chic addinic
Complete all inform	ation unless marked	(optional). Enter de	etails in all sections b	efore you submit.		
Clinical information						
COVID-19 vaccination	status					
 Received all requ 	ired doses more than 14 o	days ago				
O Unimmunized or	not fully immunized					
Unknown						
Symptoms						
 Asymptomatic (n 	io symptoms)					
 Symptomatic 						
O Unknown						
						[]
Previous Cor	ntinue					Save for later

Tests requested, Specimen type, Pre-print options

- 1. Select COVID-19 virus.
- 2. Select the Specimen type.
- 3. If required, enter Additional comments.
- 4. **Specimen collection date and time** will be pre-populated (*will default to the date and time this page is accessed but can be changed—follow the process provided by your organization for completion of this field*).

Prior to submission to OLIS, sites now can pre-print the specimen label, patient instructions, or patient label (including MRN number generation for Red and White Health card and No Health card). *Depending on site workflow.

- 5. Click the **Patient instructions label** link to print the patient instructions label. Click the arrow to download the document.
- 6. Click the **Patient instructions PDF** link to print the patient instructions PDF. Click the arrow to download the document.
- 7. Click the **Specimen label link** to print the specimen label. Click the arrow to download the document.

8. Click Continue.

Destination and submitter	Patient information	Patient setting	Travel and exposure history	Clinical information	Tests requested and specimen type	Review and submit
Complete all informat	tion unless marked (optional). Enter del	tails in all sections b	efore you submit.		
Test requested						
O COVID-19 virus						
Specimen type						
O NPS						
O Deep or mid-turbin	ate nasal swab					
 Throat swab 						
O Throat and nasal						
O BAL						
O Saliva (swish and g	arglo)					
🔘 Saliva (neat)						
Anterior nasal (nos	o)					
Oral (buccal) and a	leep nasal					
O Other (please specify	y)					
Specimen collection date	e and time (24-hr)					
2022-08-17 13:58						
YYYY-MM-DD HH3MM						
Additional comments (or	ptional)					
			4			
Maximum 512 characters			"			
Pre-print options						
Patient instructions la	bel 🖸					
Patient instructions PD	DE CC					
Specimen label						

- Unsuccessful submission Alerts! For requisitions not successfully submitted to OLIS, please re-print the requisition and updated specimen label PDF and any patient instructions post-submission.
- When no e-Order is created, the previously pre-printed information for this order will no longer be valid, including any MRN number generated. This will now be a manual order and the requisition must be printed and submitted along with the specimen. Note: As this is now a manual order, no MRN and verification code were created for the patient to look up the results on the COVID-19 results viewer.

Review and Submit

1. Review the requisition form. If you need to make changes, click **Go back to edit details** and make changes as required. Once the order is submitted, you cannot make changes to the requisition.

Note: This is the last opportunity to 'save for later'.

- 2. Click the box beside I confirm that all information entered is correct.
- 3. Click Submit Requisition.

Destination and Patient Information Patient submitter Patient Information Patient properties all information unless marked (optional aview and Submit put may go back to edit details if required. Istination Lab: The Hospital For Sick Children –	e Fravel and exposu- history I). Enter details in all section	re Clinical information	Tests requested and specimen type	Review and submit
Destination and Patient information Patie submitter Patient information Patie complete all information unless marked (optional aview and Submit ou may go back to edit details if required. Istination Lab: The Hospital For Sick Children – COVID-19 Test Regulsition	nt setting Travel and exposu history I). Enter details in all section	re Clinical information	Tests requested and specimen type	Review and submit
summitter omplete all information unless marked (optiona eview and Submit ou may go back to edit details if required. Istination Lab: The Hospital For Sick Children – OVID-19 Test Regulsition	history I). Enter details in all section	ns before you submit.	specimen type	
eview and Submit nu may go back to edit details if required. Istination Lab: The Hospital For Sick Children –				
u may go back to edit details if required. Istination Lab: The Hospital For Sick Children 20VID-19 Test Regulsition				
estination Lab: The Hospital For Sick Children -				
OVID-19 Test Requisition	4159, Toronto, 555 Universit	y Avenue		
OVID-19 Test Requisition				
LL Sections of this form must be completed at every visit	YURCY37Q	TD7		
- Submitter Lab Number (if applicable):	For laboratory use only			
Ordering Clinician (required)	Date received PH (www-mm-dd):	HOL No.:		
Surname, First Name: MCCLINTOCK, WILLIAM	2 - Patient Information			
OHIP/CPSO/Prof. License No.: 11694	Health Card No.: Me	edical Record No:		
Name of clinic Training Clinic /facility/health unit:	2000-058-855 FI			
Address: 207-679 DAVIS DRIVE	Last Name: AAFPTeal			
Newmarket, ON L3Y 5G8 Phone: 123-123-1234 Fav	First Name: Clare	I can front		
ee C Other Authorized Health Com Dunider	(yyyy-mm-dd):	Sex: Female		
CC U other Authorized Health Care Provider:	Address: 745 Downs View Avenue	Apt#209		
OHIP/CPSO/Prof. License No.:	London, ON NOL 0G0			
Name of clinic	Phone No.: 416-444-8888			
/facility/health unit: Address:	Investigation or Outbreak No.:			
- Specimen Type	3 - Travel History			
pecimen collection date (yyyy-mm-dd hh:mm): 2023-10-18 09:52	Travel to:			
Anterior Nasal (Nose)	Travel Date (yyyy-mm-dd): Re	eturn Date (yyyy-mm-dd):		
3 - COVID-19 Vaccination Status	4. 6			
Received all required Unimmunized or Unknown doses >14 days ago. not fully immunized.	4 - Exposure History Exposure to probable or confirment	d case? 🔿 Yes 🛞 No		
9 - Clinical Information	Exposure			
Asymptomatic Symptomatic Unknown	Date of symptom onset (yyyy-mm-	-dd):		
ate of symptom onset (yyyy-mm-dd):	5 - Test(s) Requested			
known:	COVID-19 Virus			
Preumonia Sore Throat	Respiratory Virus Panel Includ COVID	ling		
Other (Specify)	7 - Patient Setting / Type			
	Assessment Centre	son for testing		
	Healthcare Worker	son tor testing:		
onfidential Document - Contains Personal Health Information	200			
enerated by: Batista, Michelle 2023-10-18 09:52:25		-		
		Ontario 🗑		
Loopfirm that all information entered is correct				
- reonann aide da miornadon entered is confect				
Submit requisition Discard				Save for later
Submit requisition				save for idter

Submission successful

A green message will be displayed indicating that the submission was successful. Print the patient instructions and hand them to the patient.



Submission unsuccessful

A red message will be displayed indicating that the submission was unsuccessful.

• You can retry the submission or print it and send a paper copy with the specimen to the performing lab.



Note: If a patient does not have the green and white health card and the submission is unsuccessful, the **MRN and Verification code will not be created**. The patient will be unable to access their results online.

If the second attempt to submit is unsuccessful, click **Show/Hide Details** and copy the entire error message into an email to the Ontario Health Support Desk.

View and Print Requisition, Patient Instructions and Label

- 1. Print the requisition if required by clicking the Requisition link.
- 2. Click the Patient Instructions label or Patient instructions PDF link, print the required documents, and provide to the patient. The PDF and label have the MRN and Verification code for patients without a green and white health card.
- 3. Print the specimen label by clicking the Specimen Label link, and affix to the specimen sample.

Note: Once you leave this page, you will not be able to print out the Requisition Form, Patient Instructions or Specimen Label.

Please save or print the requisition to ensure that you can re-create the order if the lab is not able to successfully retrieve it.



EXAMPLES OF PRINTOUTS

Requisition, Patient Instructions PDF, Patient Label and Specimen Label Examples:

COVID-19 Test Requisition ALLSections of this form must be completed at every visit.	5XH	IF4TP8PN			
1 - Submitter Lab Number (if applicable):	For laboratory use only Date received PhOL No.:				
Ordering Clinician (required)	\$000-mm-delt				
SUMPRE, FISE Name, INCOLINITOCK, WILLIAM	2 - Patient Inform	tion			
CHIP/OPSC/Prof. License No.: 11014	Health Card No :	Medical Re	ecord No:		
Name of clinic Training Clinic Acity/heattrunic	2005-058-848	NR QPSU-S6RT-P87V-SM9			
A00/015 207-679 DAVIS DRIVE Newmarket, ON L3Y 5G8	Fritt Name: Reyal	Frighten Reyal			
Phone 123-123-1234 Pac	Case of Dirth 1940-12	42	Sec: Male		
cc Other Authorized Health Care Providen: Symame, First name:	Address: 350 York Mills Rd Apt#1234 Tononto, ON: M30 1X3				
OHIP/CP50/Prof. License No.:	The second se				
Name of pinic	PTOTE NO: 419-899-8	111			
/facility/health unit	investigation or				
Address:	CUDIER, NO.				
5 - Specimen Type	3 - Travel History				
pecimen collection dete (333-mm-55 hhmm) 2023-19-18 11:30	Travel Date (200-mm-d	ia): Return Da	te (yyy-mm-dd):		
5 - COVID-19 Vaccination Status	4 - Exposure Histor	ry .			
Received all required Outrimmunated or Outrimmunated or Outrimmunated or Outrimmunated immunated.	Diposure to probable o Diposure details	or confirmed cas	а7 О у <u>н</u> е® №		
9 - Clinical Information	Date of symptom onset (yyy-mm-dol:				
Asymptomatic Symptomatic Unknown	5 - Test(s) Request	5 - Test(s) Requested			
Are of simptom orset (overminidat)	COVID-191/rus				
Cough Rever / temperature, if	Respiratory Virus COVID	fanel including			
Pneumonia Sore Throat	7 - Patient Setting	/ Type			
Pregnant	Assessment Carton				
Center (Specify)	Only if applicable, indic	ate the reason f	britesting.		
	Hepithcare Worke	7			



If you are unable to access your test result online, or have waited 4 days and don't see results online, please contact the testing location listed in the testing label to get your result.

Test Date: 2023-10-18 Facility: Training Clinic

MRN: 6998-QPSU-S6RT-P87V-SM95 Verification Code: 58D-7B6E-482

Phone: 123-123-1234

To view results go to: https://covid-19.ontario.ca

2023-10-18 11:30 5000 OLIS BSD AAFONavy, Royal

DOB:1940-12-12 SEX:Male HCN:2000-058-848 Src:Nasal Test:COVID-19 virus



UNSUCCESSFUL SUBMISSION

- Requisitions and Specimen labels beginning with an X–(dash) will indicate to the labs that an e-Order was NOT created, eliminating the need for the testing site to flag for the lab that this is a manual entry -no e-order was created.
- The X (dash) preceding the lab order number indicates an electronic order was not created and this order must be entered manually by the lab. Note: no MRN will be created for patient lookup of result on the COVID-19 Results Viewer.

Continue an Incomplete lab order

To submit an incomplete order requisition:

1. On the main screen, click Continue an incomplete order.



- 2. On the Requisitions tab, select the name of the desired patient from the list of incomplete lab orders.
- 3. Click on the gray arrow to search by 'saved,' 'saved by,' and 'last step completed.'
- 4. Complete the steps that were not completed previously.
- 5. If you wish to delete a requisition, click on the garbage can icon at the end of its row.

Note: Incomplete lab orders are available for completion for 24 hours from the time they were last saved.

Regulsitions Result reports							
Patient	Saved 1	Saved by	Last step completed	Delete			
TestPatientLN, TestPatientFN	2021-08-17 11:37	Bajaj, Nivedita	Tests requested and specimen type	Û			
ACNLBlack, Diamond	2021-08-17 10:39	Richard, Mitchell	Patient information	Û			
TestPatientLN, TestPatientFN	2021-08-17 08:08	Richard, Mitchell	Patient information	Û			
TestPatientLN. TestPatientFN	2021-08-17 03:01	Aery, Rajesh	Patient information				
TestPatientLN. TestPatientFN	2021-08-16 22:02	Aery, Rajesh	Patient information	Û			
TestPatientLN, TestPatientFN	2021-08-16 18:55	Bajaj, Nivedita	Patient information	Û			
TestPatientLN. TestPatientFN	2021-08-16 17:02	Aery, Rajesh	Patient information	Û			
TestPatientLN. TestPatientFN	2021-08-16 16:27	Bajaj, Nivedita	Patient information				
Daffodil. <u>Yellow</u>	2021-08-16 16:09	Bajaj, Nivedita	Tests requested and specimen type	Û			
TestPatientLN. TestPatientFN	2021-08-16 16:01	Bajaj, Nivedita	Patient information				
rts. dst	2021-08-16 10:58	Richard, Mitchell	Travel and exposure history	17			

Suggested workflows using Save for Later

PRE-REGISTERING PATIENTS:

- 1. Complete the Destination and Submitter sections.
 - a. Complete any additional information on MORE from the pre-booking appointment information, i.e., Patient Information (health card, DOB, sex validating, address, phone number).
 - b. Complete the Patient Setting section.
 - c. Click Save for later.
- 2. When patient arrives at the testing site:
 - a. Go to the incomplete section and select the patient.
 - b. Verify the patient information with the patient and complete the outstanding fields, i.e., Vaccination Status, Symptoms, etc.
 - c. When completed, submit the requisition.

Note: A requisition must be either printed or saved to capture the patient encounter at the site. This process assists in remediation of any potential issues with the lab not receiving or being able to consume the e-Order.

Need this information in an accessible format? 1-877-280-8538, TTY 1-800-855-0511, info@ontariohealth.ca.

Document disponible en français en contactant info@ontariohealth.ca