Log In

Enter user name
Enter password

Your session was ended due to inactivity.

User Name
Password

Log In

NorDx Now

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Build: 6.0.151.119.351.2.04
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The following applications should be on the version noted for use with NorDxNow:
- Internet Explorer 9.0 or higher
- Adobe Reader 8.0 or higher
- Mozilla Firefox v26 or higher
Set Location

This will bring you to the Set Location Screen. You will see recent locations and may select one of those to set your location. If you don’t see the location, start typing the practice name under Available locations and select it from there. If you do not see the practice, you may need to have it added to your profile. Once you select your location, and OK at the bottom of the page, you will see the location listed under your name, on the left side of the screen.

Once you choose your location, you will see it listed under your name. You will be brought to your location inbox.
Patient Demographics
To enter an order on a new patient, select Manage Order from the left of the screen. Next select Order Patient Samples. Click on the Search button next to the word Patient.

This screen will appear, at the bottom select New Patient.
Enter in the patient’s required demographic fields. Next select Save at the bottom of the screen. You will be brought to the Order Choice Screen.

The next screen is the ordering screen. Select the Ordering Provider from the drop down list or enter in part of the doctor’s last name and it will automatically come up. Enter the patient’s room number. Enter the proposed collection date.
Enter Tests

Enter in the desired test to be ordered. Type the test name in the Order Choice Search box.

Select the test that you want. It moves it to the Selected Items Box. Click Add Selected Items to add the test to the order.
Miscellaneous Tests - RMIS

Search for the test that is needed and if it is not found in the test catalog you may order a miscellaneous test. In the Order Choice Search – enter misc. Select RMIS1 and add it to the order.

Once the RMIS has been added to the order, you will see that the Clinical Info button is in RED. This means that information is required. This is where you enter the test information that is needed.
Enter all information about the miscellaneous test, the Test Name, Test Code, What lab it is sent to, as much information as you can provide. Select Save.

Save the order. Click OK to the pop-up messages. The order will be in NorDxNow awaiting collection.
Once you have entered in all of the tests you want, move over to the Diagnosis field. You may enter in the numeric diagnosis or type in the diagnosis itself. After you select search this is what will appear. Choose the code you are looking for. You may continue to enter as many diagnoses as needed, using this same method. Click Add Selected Items.

The order priority defaults to Routine, to change the priority to STAT, use the drop down menu under Priority. If stat is not available from the menu, then the test may only be ordered as routine.
Add Insurance Information

Add Insurance Information. Select Add Insurance.

Select Create New Insurance
Type insurance company name and select from dropdown if applicable.

Under Insurance Plan, select primary.
Enter required information, select Save. Back to Order Patient Samples
FAX Results

To specify recipients to receive a copy of the results click on the Fax or Email Results to: button to the right of the order entry screen.

Select Add at the top of the page.

For external recipients, make sure the delivery method is FAX and enter the recipient's name and fax number. For local fax numbers, enter 207 and the 7 digit fax number with no spaces or parentheses. For long distance fax numbers, enter 1 and the area code along with the 7 digit fax number with no spaces or parentheses.
Clinical Questions that need to be completed will be displayed once the order has been saved. The Clinical Info button will be red, indicating action needed. Complete the questions and then save the information.

The order is ready for collection.
Collect Samples

To collect the order, click the Collect Samples Button.

Check off the Collected Box and Save

After saving on the collection screen, specimen labels will print on the Zebra printer. Allow 30-60 seconds for the label set to automatically print.

Place the Scan Use Only label (1) in the lower right hand corner of the requisition. The label just above The Scan Use Only label (2) on the label set should be placed just above the Scan Use Only label in the lower right hand of the requisition. See below:
**Cancel Orders**

If a patient is discharged or otherwise not available for collection, the pending orders need to be cancelled in NorDxNow.

Search for the patient

Go to order history

Select orders with the Status Collection Pending, No Results by clicking on the blue Order ID number.

From the drop down, select Review Order.

Under Order Choices, click the Cancel fields to the right of the test name.

Cancel the single test or entire order by choosing Select All. Enter the cancellation reason and select the Proceed With Cancellation function located in the bottom right hand of the screen.
Cancel Order Choice

Order ID: 1820501120
Patient Name: TEST, FALBY
Patient ID: NN1679163
Sample ID(s): 14703564
Cancelled By: CHADWICK, HOLLIE J., Client Account Services Manager
Cancelled Date:

*Please acknowledge each item by checking the box provided.

The following order choice will be cancelled: [Select All]

Order Choice Clicked On:
[ ] BASIC METABOLIC PANEL

Enter Reason:

[Insert Date/Time]
Samples Pending Collection

If you do not collect the order after entering it, you may search for it to collect at a later time. You can look for samples pending collection by select (A) Manage Samples from the left of the screen. Then select (B) Pending Collection. You can refine your search by selecting (C) Show Filter.
Pending Orders

You can look for Pending Orders under the Manage Orders Tab. You can filter by date and location to see what is pending.
Patient Search

You can also search by the patient's name. Then click the blue Name and select Order History. Then select the blue Order ID, review order, and this will bring you to the collection screen to collect samples.
Create Manifest

To create a manifest, from the Manage Samples Tab, select Create Manifest. The default is to show samples collected in the past 24 hours.
Printer Calibration

SCC Label reset

Turn label printer off and then on

Hold button until the 4th flash group, release. Wait for blank labels to stop printing.

Hold button until the 5th flash group, release, wait to see 60 mm and press button once.

To adjust the darkness, hold for 6th grouping, release, wait for dark label and press button, 16-20 recommended.

Zebra Printer Calibrations

With the printer power on and top cover closed, press and hold the Feed button for several seconds. The green status LED will flash a number of times in sequence. The explanation at the right (Action) shows what happens when you release the key after the start specific number of flashes and before the next flash sequence starts.

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<td>A. Print Width Adjustment – 5 Flash Sequence</td>
<td>Prints a succession of boxes starting at the minimum print width and ending in the printer’s maximum print width in 4mm increments. Press the Feed button once when the printer has reached the desired maximum print width. Note that the printer driver and applications can override this setting.</td>
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<td></td>
<td>B. Print Darkness (Density) Adjustment – 6 Flash Sequence</td>
<td>Prints a succession of bar code simulation patterns starting at the minimum darkness (print density/heat) and ending in the printer’s maximum darkness in increments of four (4) using the ZPL darkness setting range values. Press the Feed button once the pattern is</td>
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