

Clinical Laboratory Information Management System (CLIMS)

Quick Start Guide – ECLRS Import

Getting Started

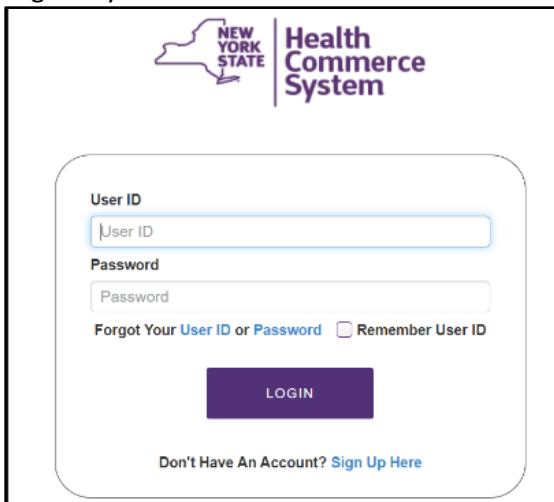
What do I need?

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

ECLRS Import

How do I import data from a report I submitted to ECLRS to place an order in CLIMS?

1. Login to your HCS account.



The image shows the login page for the Health Commerce System. At the top left is the New York State logo, and to its right is the text "Health Commerce System". Below this is a login form with two input fields: "User ID" and "Password". Below the password field is a link "Forgot Your User ID or Password" and a checkbox labeled "Remember User ID". A purple "LOGIN" button is centered below the form. At the bottom of the form, it says "Don't Have An Account? [Sign Up Here](#)".

2. Click on the CLIMS link (or use the Search feature) to open the CLIMS application.



The image shows the "My Applications" page. At the top is the heading "My Applications". Below it is a list of applications: "Acronyms & Abbreviations", "CLIMS", "Emergency Contacts", and "ServNY". The "CLIMS" link is highlighted with a red box. To the right of each application name is an information icon (i in a circle). Below the list is a section titled "Refresh My Applications List" with a circular arrow icon.

3. Select “Remote Order” from the menu.

Wadsworth Center · NYS Department of Health

Welcome to the Wadsworth Center's web interface to CLIMS

[Specimen Reports](#)
[Specimen Receipts](#)
[Management Reports](#)
[Remote Order](#)
[Specimen Summary](#)
[My Preferences](#) (Enroll in email notification)

For technical assistance with CLIMS, please email us at clims@health.ny.gov.
Please do NOT send confidential information to this address.

For questions involving Division of Infectious Diseases confidential information, call (518) 474-4177.
For questions involving Division of Environmental Health Sciences information, call (518) 474-7161.

4. Select “Place Order (DOH-4463)” to order tests via the web interface.

Wadsworth Center · NYS Department of Health

Remote Order Menu

Order Testing

Division of Infectious Diseases (Human, Animal, Food, Environmental)
Place Order (DOH-4463)

Upload Files

- [Upload IDR or COVID Spreadsheet](#) - allows upload of orders via spreadsheet
- [Upload HL7 File](#)
- [Download IDR Spreadsheet Template](#) - can be used for COVID test orders to Wadsworth Center

View/Edit Orders

- [Order Management](#)
- [Show Pre Collection Orders](#)
- [Show Orders Pending Receipt](#)
- [Show Pending Shipments](#)

[Reference Guide](#) 📄 - ROE Update
[Reference Guide](#) 📄 - legacy

[Search Catalog](#)

5. Click “Submit Human Specimen.”

Wadsworth Center · NYS Department of Health

Infectious Diseases Remote Order Entry

Please select the specimen/sample you are submitting:

[Submit Human Specimen](#) [Submit Animal Sample](#) [Submit Food Sample](#) [Submit Environmental Sample](#)

| [CLIMS Home](#) | [FAQ](#) | [DOH Home](#) |

- Complete the Submitter fields. Add the Accession or Specimen # to the “Specimen report sent to ECLRS?” box. Click Import.


The screenshot shows a web form for ECLRS Import. The form has several sections: 'Name' (with a dropdown for 'PRICES LABORATORY CORPORATION OF AMERICA'), 'Address' (with fields for 'STREET ADDRESS', 'CITY/STATE/ZIP/CITY', 'Phone', and 'Fax'), 'Laboratory report sent to' (with a dropdown), 'Facility Contact Person' (with a dropdown), 'Contact Telephone Number' (with a dropdown), 'Contact Email' (with a dropdown), 'ID' (with a dropdown), and 'ECLRS Order Number' (with a dropdown). The 'Specimen report sent to ECLRS?' field is highlighted with a red box, and the 'Import' button is also highlighted with a red box.

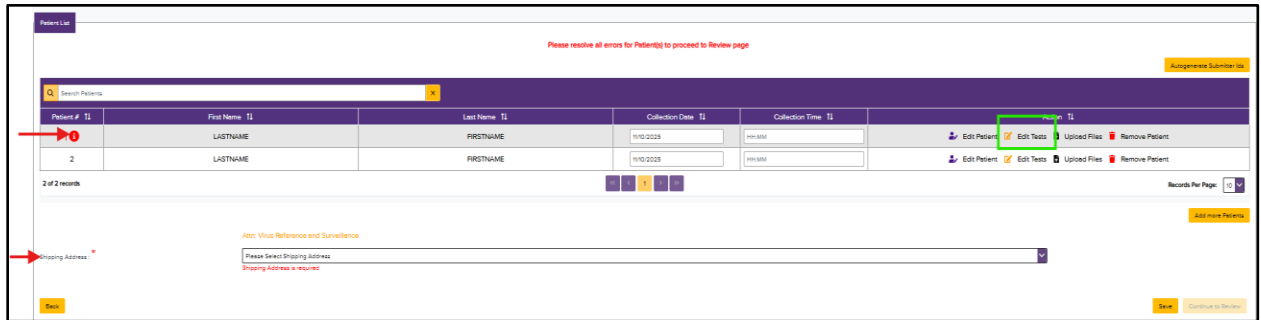
- A popup titled “ECLRS Order Import” will appear. In the popup, select the checkbox(es) for the patient order data desired to import to HCS.
 - To select all data, click ‘Select All’.
 - To clear all selected data, click ‘Clear All’.
 - Select specific patients, Specimen ID’s, or Tests.
 - Selections are tiered (i.e. if you select Test, it will select the associated specimen ID and associated patient; if you select specimen ID, it will automatically select the associated patient as well).

The screenshot shows a popup titled "ECLRS ORDER IMPORT". The popup has a header "ECLRS Order Import" and a sub-header "Select the data needed for import". There are two buttons: "Select All" and "Clear All". Below the buttons are two patient entries. Each entry has checkboxes for "Patient Name", "Patient DOB", "Specimen ID", and "Test". The first entry has "Test" selected, and the second entry has "Specimen ID" selected.

- After making your selections, click the ‘OK’ button.

The screenshot shows the same "ECLRS ORDER IMPORT" popup as before, but with selections made. The "Patient Name" checkbox is selected for both entries. The "Specimen ID" checkbox is selected for the first entry, and the "Test" checkbox is selected for the second entry. The "OK" button is highlighted with a red box.









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



Please resolve all errors for Patient(s) to proceed to Review page

Autogenex Sciences, Inc.

Search Patients

Patient #	First Name	Last Name	Collection Date	Collection Time	Action
1	LASTNAME	FIRSTNAME	11/10/2025	HH:MM	 Edit Patient  Edit Tests  Upload Files  Remove Patient
2	LASTNAME	FIRSTNAME	11/10/2025	HH:MM	 Edit Patient  Edit Tests  Upload Files  Remove Patient

2 of 2 records

Records Per Page: 10

Add more Patients

Join: Virus Reference and Surveillance

Shipping Address *

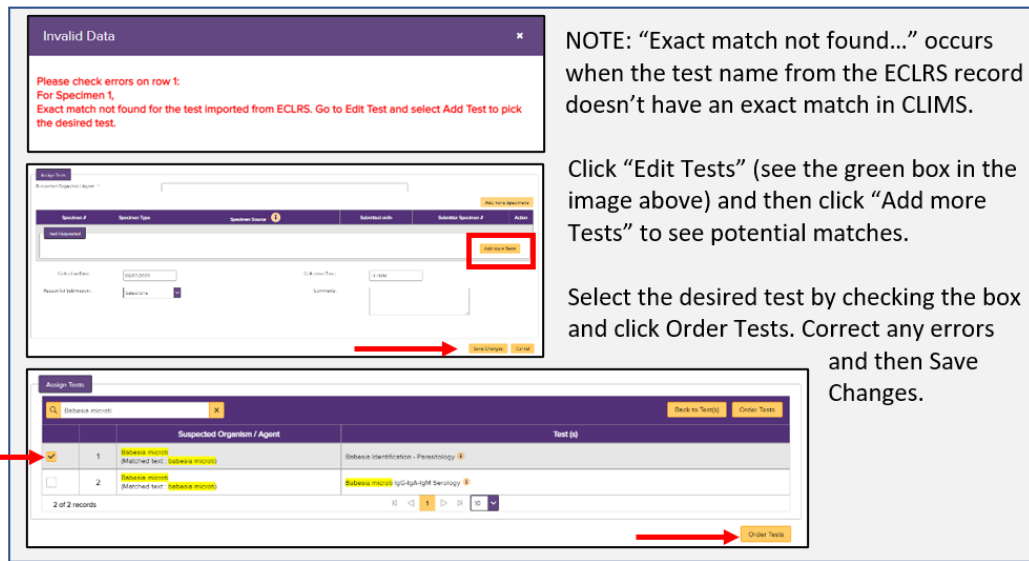
Please Select Shipping Address

Shipping Address is required

Submit

Save

Continue to Review



Invalid Data


Please check errors on row 1:
For Specimen 1,
Exact match not found for the test imported from ECLRS. Go to Edit Test and select Add Test to pick the desired test.

NOTE: "Exact match not found..." occurs when the test name from the ECLRS record doesn't have an exact match in CLIMS.

Click "Edit Tests" (see the green box in the image above) and then click "Add more Tests" to see potential matches.

Select the desired test by checking the box and click Order Tests. Correct any errors and then Save Changes.

Assign Tests

Specimen #	Specimen Type	Specimen Source	Specimen Date	Specimen Time	Action
1	Specimen Type	Specimen Source	Specimen Date	Specimen Time	 Add more Tests

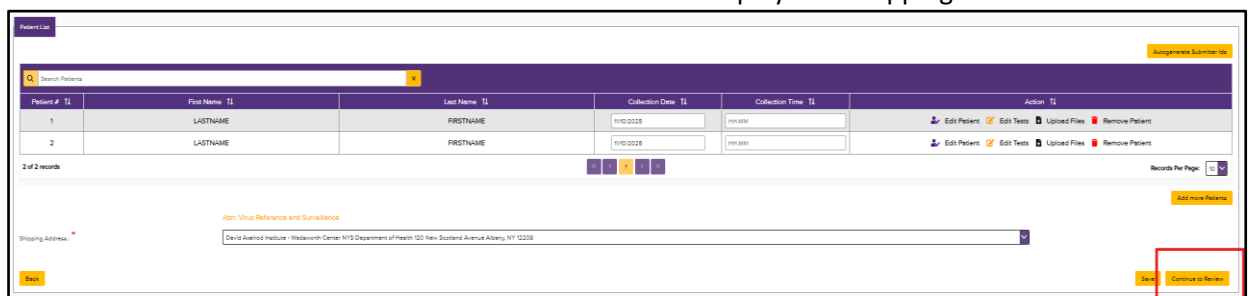
Assign Tests

Test (s)	Test (s)
<input checked="" type="checkbox"/> 1	Specimen Source - Pathology
<input type="checkbox"/> 2	Specimen Source - Pathology

2 of 2 records









Order Tests

- When there are no more errors, the "Continue to Review" button becomes available; click it to continue. And then click "Submit" to finalize the order and displays the Shipping Manifest.



Autogenex Sciences, Inc.

Search Patients

Patient #	First Name	Last Name	Collection Date	Collection Time	Action
1	LASTNAME	FIRSTNAME	11/10/2025	HH:MM	 Edit Patient  Edit Tests  Upload Files  Remove Patient
2	LASTNAME	FIRSTNAME	11/10/2025	HH:MM	 Edit Patient  Edit Tests  Upload Files  Remove Patient

2 of 2 records

Records Per Page: 10

Add more Patients

Join: Virus Reference and Surveillance

Shipping Address *

David Axelrod Institute - Wadsworth Center NYS Department of Health 1221 New Scotland Avenue Albany, NY 12226

Submit

Save

Continue to Review

- 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. Individual requisition forms are not needed.

Shipping Manifest for LABORATORY CORPORATION OF AMERICA

Facility: LABORATORY CORPORATION OF AMERICA
69 FIRST AVENUE
RARITAN, New Jersey, 08869
Phone: 9082624002/2736
Fax: (908) 526-2408

Ship to: Attn: Virus Reference and Surveillance
David Asofek Institute - Wadsworth
NYS Department of Health
120 New Scotland Avenue
Albany, NY 12208

Tracking ID: SHIP_JHY204_NOV_17_2025_01_55_32_PM

Shipping Comments:

Outbreak ID:

Accession ID	Specimen ID	Sample Source	Patient Name (MRN)	DOB	County	Collection Date	Tests
DR2500032381	L1120	ABSCISS	FIRSTNAME, LASTNAME (L1120)	01/01/1996	Schenectady	11/10/2025	Respiratory Syncytial Virus Molecular Testing
Suspected Agent(s): RESPIRATORY SYNCYTIAL VIRUS							
DR2500032382	L1120	ABSCISS	FIRSTNAME, LASTNAME (L1120)	01/01/1996	Schenectady	11/10/2025	Influenza Molecular Testing
Suspected Agent(s): RESPIRATORY SYNCYTIAL VIRUS, INFLUENZA A							

Total Records: 2

Print Order Print Labels

11/17/25, 2:00 PM Print

Shipping Manifest for LABORATORY CORPORATION OF AMERICA

Facility: LABORATORY CORPORATION OF AMERICA
69 FIRST AVENUE
RARITAN, New Jersey, 08869
Phone: 9082624002/2736
Fax: (908) 526-2408

Ship to: Attn: Virus Reference and Surveillance
David Asofek Institute - Wadsworth
Center NYS Department of Health 120
New Scotland Avenue Albany
NY 12208

Tracking ID: SHIP_JHY204_NOV_17_2025_01_55_32_PM

Shipping Comments:

Outbreak ID:

Accession ID	Specimen ID	Sample Source	Patient Name (MRN)	DOB	County	Collection Date	Tests
DR2500032381	L1120	ABSCISS	FIRSTNAME, LASTNAME (L1120)	01/01/1996	Schenectady	11/10/2025	Respiratory Syncytial Virus Molecular Testing
Suspected Agent(s): RESPIRATORY SYNCYTIAL VIRUS							
DR2500032382	L1120	ABSCISS	FIRSTNAME, LASTNAME (L1120)	01/01/1996	Schenectady	11/10/2025	Influenza Molecular Testing
Suspected Agent(s): RESPIRATORY SYNCYTIAL VIRUS, INFLUENZA A							

Total Records: 2

Print 1 sheet of paper

Destination: eHR16068

Pages: All

Copies: 1

More settings

Print Cancel

Note for users submitting reports to ECLRS via ECLRS Lab Live Reporting:

If you manually submit your report to ECLRS, you can use the Wadsworth Remote Order Entry button upon completion of the submission to automatically transfer the information to CLIMS. After clicking the button, you will be transferred to the Patient List page in CLIMS and can complete your order starting at number 7 above.

Submit another report to ECLRS Log out of ECLRS Wadsworth Remote Order Entry

Lab report submission by Elizabeth Lewis on 07/22/2022 08:13 AM; Accepted by ECLRS.

Patient: MOUSE, MICKEY

DOB: 01/01/1950

Sex: M

Race: White

Medical Record Number: 123456789

Reporting Information:
Reporting Laboratory: Wadsworth Center - Riggs Laboratory
CLUP Lab Name: Wadsworth Center - Riggs Laboratory
Retrieval ID: --

Ordering Facility:
Albany Department of Health
101
Albany, NY 12202
(518) 555-1234

Assigned County: Albany

Address: 100 Main Street
Albany, NY 12208

Home Phone: (518) 555-1212

Date Reported to ECLRS: 07/22/2022

Date Retrieved from ECLRS: --

Ordering Physician:
Mitra, A
ESP D-4884
Albany, NY 12201
(518) 555-1234

Test: Microscopic Examination: Giemsa Stain

Specimen Source: Blood Venous

Request Status: Final

Accession Number: A1234

Collection Date: 07/22/2022

Specimen Received Date: 07/22/2022

Report Date: 07/22/2022

Reportable Condition	Test	Test Equipment	Ref	Result	Analysis Date	Us	Ref	Ab	Res	Stat
MAI A11A	Microscopic Examination: Giemsa Stain	--	--	Positive	07/22/2022	--	--	--	--	Final

Testing Lab: --, Testing Clia: --