Getting Started
What do I need?
Health Commerce System (HCS) account and access to CLIMS application.

Remote Orders
How do I submit Remote Order Entry (ROE) testing?
1. Login to your HCS account.
2. Click on the CLIMS link (under “All Applications”) to open the CLIMS application.
3. Select “Remote Order” from the menu.
4. Select ‘Place Order’ and then select the type of order being submitted.

5. Enter all available information into the form on the “Submitter” tab. If results on the specimen being submitted were reported to ECLRS per Laboratory Reporting and Specimen Submission Requirements for Communicable Diseases guidance, enter the associated accession number in the ECLRS field. If a match is found in ECLRS, the patient and test fields will be populated.
6. Complete the patient information by clicking on the “Patient” tab.

7. Next, click on the “Tests” tab and search desired testing using suspected organism, agent or test. Select tests by clicking the check boxes and select “Order tests”.

**Order test for specimen # 01**

Enter suspected organism, agent or test:

 Zika virus

Following suspected organism/agent(s) match your criteria:

<table>
<thead>
<tr>
<th>Suspected organism/agent</th>
<th>Test(s)</th>
<th>Show Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zika Virus</td>
<td>Arbovirus Plaque Reduction Neutralization (PRNT)</td>
<td>Show Details</td>
</tr>
<tr>
<td></td>
<td>Arbovirus Screen, Serology, Serum</td>
<td>Show Details</td>
</tr>
<tr>
<td></td>
<td>Zika Serology</td>
<td>Show Details</td>
</tr>
<tr>
<td></td>
<td>Zika virus RNA by real-time RT-PCR</td>
<td>Show Details</td>
</tr>
</tbody>
</table>

*Note* “Show Details” will provide information on specimens types acceptable, shipping and storage info along with other related details.

Any two of Name, DOB or Submitter’s Patient Reference Number is required
NYS County is required
Collection Date is required
If DOB is unknown then select the Not Available checkbox

* denotes required information
8. Enter specimen type and source. Special instructions will appear in red. Enter your specimen number in the box labeled “Submitter’s Specimen #”.

*Note* Additional testing can be added to a specimen as well as additional specimens if collected on same date.

9. Complete any additional required information by clicking on the “Additional Info” tab.
10. Review the patient information and testing ordered by clicking on the “Review/Place Order” tab. Select a Shipping Address and place the order. If any required information is missing, a warning will appear in red. Click the “Edit” button which will allow you to modify the data in the associated tab.

11. After submission, an “IDR#” accession number will be assigned.

12. Print the form and submit it with the specimen.