



**Department  
of Health**

**Wadsworth  
Center**

# **Accessing Wadsworth Electronic Reports**

**April 19, 2019**

# 1. Gain Access to the HCS



# 1. Gain Access to the HCS

Go to

[https://commerce.health.state.ny.us/public/hcs\\_login.html](https://commerce.health.state.ny.us/public/hcs_login.html)

and sign in with your existing account or create an HCS account



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# 1. Gain Access to the HCS

Follow the instructions available on the [Quick Reference Guide](#) to create a new HCS account.



## 2. Gaining Access to CLIMS



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In order to access reports you must have access to the CLIMS application available through the HCS.

- Determine who your HCS coordinator is, Please call the Commerce Accounts Management (CAMU) 1-886-529-1890 option 1 (M – F 8AM – 4:45PM)
- Complete the CLIMS Request (DOH-4250) and return the form to your HCS Coordinator.

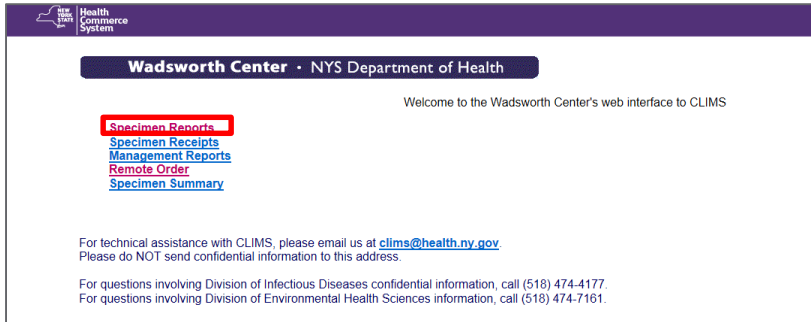


# 3. Accessing Electronic Reports



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Select “Specimen Reports”



The screenshot shows the Wadsworth Center's web interface for CLIMS. At the top left is the New York State Health Commerce System logo. Below it is a dark purple header bar with the text "Wadsworth Center · NYS Department of Health". To the right of the header, a welcome message reads: "Welcome to the Wadsworth Center's web interface to CLIMS". On the left side, there is a list of links: "Specimen Reports" (highlighted with a red box), "Specimen Receipts", "Management Reports", "Remote Order", and "Specimen Summary". At the bottom, there is contact information for technical assistance and confidential information handling.

Health Commerce System

**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](#)

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

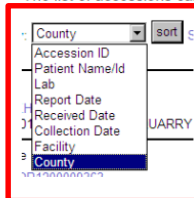
For questions involving Division of Infectious Diseases confidential information, call (518) 474-4177.  
For questions involving Division of Environmental Health Sciences information, call (518) 474-7161.



### 3. Accessing Electronic Reports

Accession reports that the user has access to will be shown in this list. The user has the ability to sort the accessions in a number of ways.

The list of accessions can be sorted in a number of ways.

A screenshot of a web application's sorting interface. It features a dropdown menu with a list of fields: County, Accession ID, Patient Name/Id, Lab, Report Date, Received Date, Collection Date, Facility, and County. The 'County' option at the bottom is highlighted in blue. To the right of the dropdown is a 'sort' button. The entire interface is enclosed in a red rectangular box.

Accession id: Lab accession number given to the sample by Wadsworth Center

Patient Name/Id: Alphabetically by patient name or identifier for Division of Infectious Diseases.

Lab: lab to which the sample was submitted.

Report Date: date the report was generated.

Received Date: date the sample was received in the lab.

Collection Date: date the sample was collected.

Facility: Submitting facility.

County: county where the sample was taken from



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### 3. Accessing Electronic Reports

Clicking on an accession link will display the corresponding report.

<b>New York State Department of Health</b> <b>Wadsworth Center</b> PO Box 509, Albany, New York 12250-0509	
Report No:	Page 1 of 1
Report Date	
Report retrieved via NYSDOH Health Commerce System by aB11 on 04/30/2012	
<b>FINAL LABORATORY REPORT</b>	
<u>View Reference and Surveillance Laboratory</u>	120 New Scotland Avenue Albany, New York 12208 Phone: (518) 474-4177 Fax: (518) 475-1326
Specimen Id: IDRI1200009164-01	Specimen Type: Tissue
**new** Influenza A/B1 real-time RT-PCR:	Vir: RNA detected.

### 3. Accessing Electronic Reports

All reports from a date can be printed as a group by selecting Report Date and clicking the sort button.

