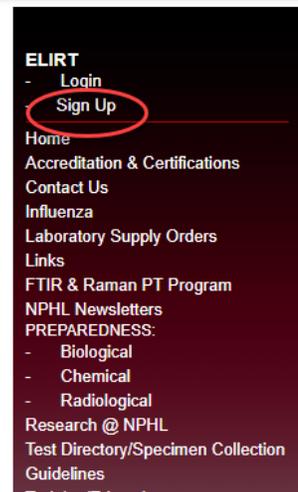# NULIRT USER GUIDE

TABLE OF CONTENTS

INTRODUCTION
GETTING STARTED

NuLIRT is UNMC's replacement for the ELIRT system. The functionality has changed somewhat from ELIRT, and the purpose of this user guide is to provide users with an introduction of the new system and some tips on how to efficiently navigate NuLIRT.
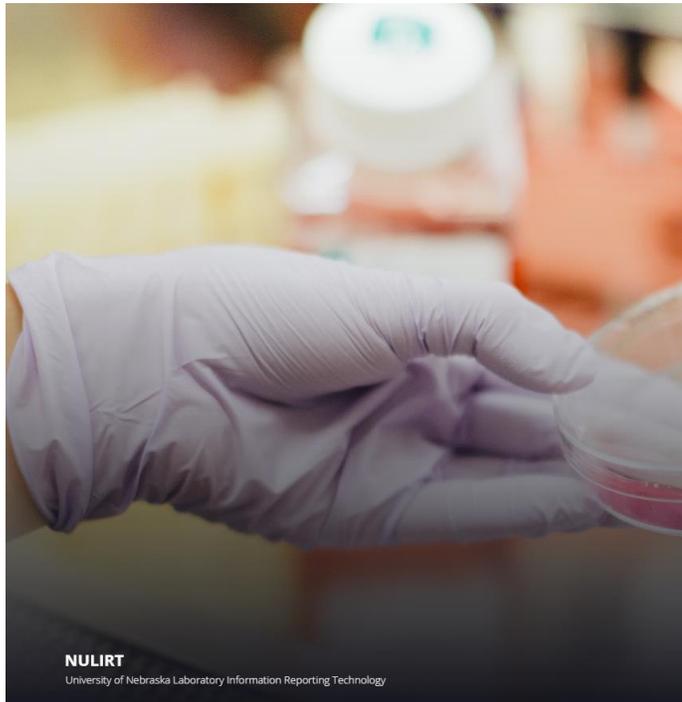
GETTING A USER ACCOUNT

All users (new and existing) need to establish a user account with NPHL before they can utilize NuLIRT; each user must have an email address and a phone number that can be linked to their account. This means that existing ELIRT users will have to re-register in order to ensure their information is current and accurate.

To register for an account, please go to the NPHL homepage at http://www.nphl.org/. Under the ELIRT menu on the left, navigate to "Sign Up." A new user form will populate - follow the instructions on the form, print it out, sign it, and fax it to NPHL who will contact you directly with your account information.

SIGNING IN

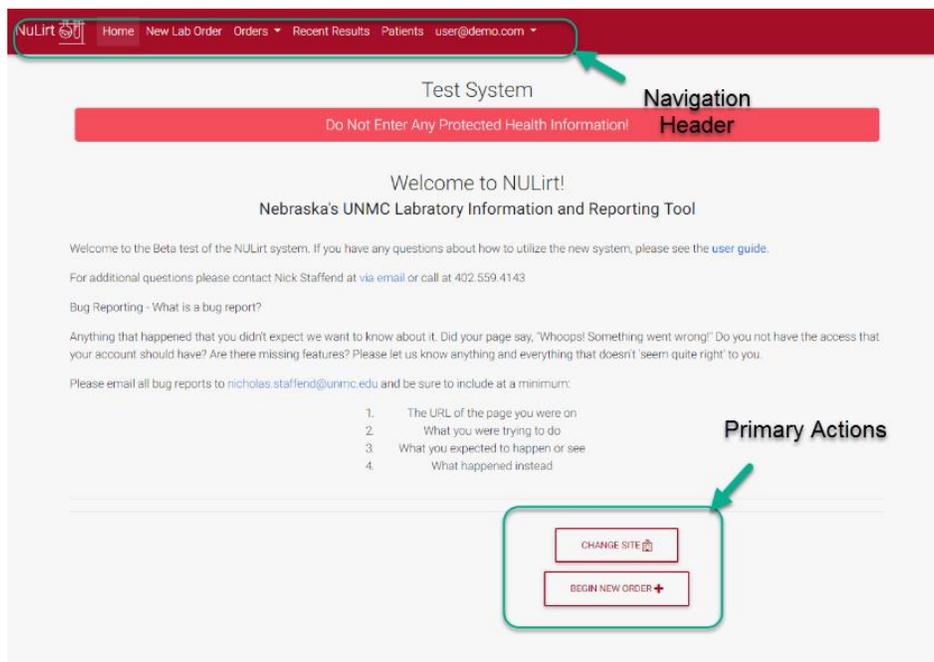Navigate to https://nulirt.nebraskamed.com.

Enter your user information where prompted.

NAVIGATING NULIRT

THE MAIN PAGE

The main page has a few features to be aware of - the Navigation Header and the Primary Action buttons.

The <u>Navigation Header</u> is where most non-order entry actions will be initiated from, and includes:

- **Home** – return to the main page.

- **New Lab Order** - start the ordering process for a new lab test

- **Batch List** – navigates to the updated Order Batch List page

- **Results** – navigates to a Result and Order review on a site or patient level.

- **Patients** – navigates to the patient view to view or edit patient files

- **The User Menu** – includes a Logout option and access to user settings

Primary Action Buttons

- **Change Site** - In order to begin the ordering process, a site must be selected. This is similar to the way a user needed to select an Account in ELIRT to proceed.

- **Begin New Order** - Quick action button to start the ordering process at the users selected site.

CHANGES - ELIRT TO NULIRT

Account & Facility Organization

For users returning from ELIRT, it is immediately clear that things are arranged differently. NuLIRT eliminates the tabbed navigation of choosing a program prior to choosing the ordering location or account. Now, the user will choose their location first and then NuLIRT will automatically load all of the associated accounts for that location into the order entry view.

Data Organization

ELIRT used 2 data types - an "Account", and a "Facility"; each facility was associated with multiple accounts:

- *Facility: Hometown Health Clinic*
  - *Account: Hometown Health Satellite Center STD - PLA1234*
  - *Account: Main Hometown Health Building STD - PLA1234*
  - *Account: Main Hometown Health Building STD – PLD1221*
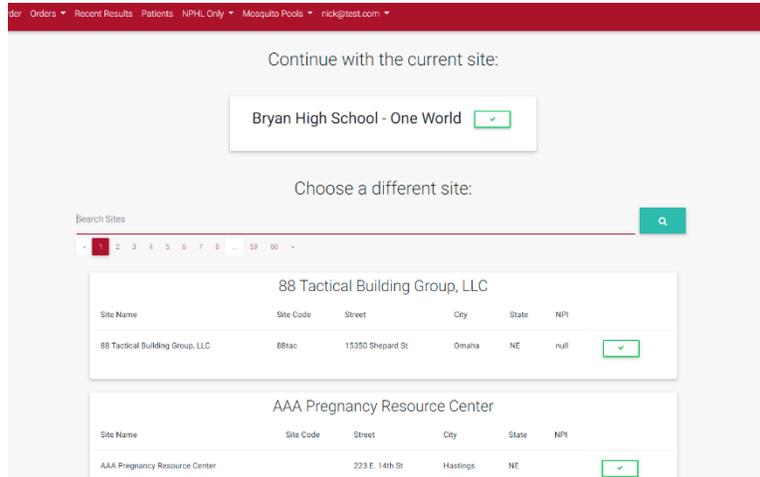 - *Account: Main Hometown Health Building Influenza – PLA1235*

When NuLIRT was created, we wanted to find a way to better track and consolidate patient information between clinics so the organization has changed a bit. A "Facility" from ELIRT became a "Site" in NuLIRT, and each "Site" is now split up into several "Accounts" - the "Site" is a representation of the physical clinic location, the "Account" represents the billing code and specific program.

With this transition, the user will choose the Site, NuLIRT automatically loads the applicable accounts, and the user will order testing according to the selected account.
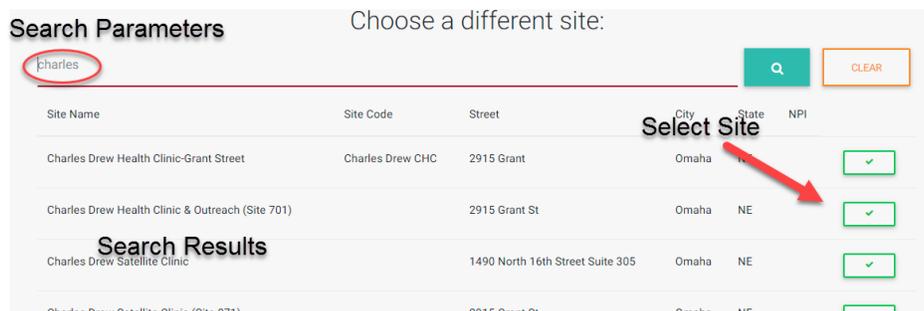
CHOOSING YOUR LOCATION

Patient visibility is restricted at the Client (Site) level. This means patients visiting multiple clinics owned by one Client, will only need to be registered in the system once, but if a patient visits more than one Client they will need to be re-registered so they have a profile for each Client.
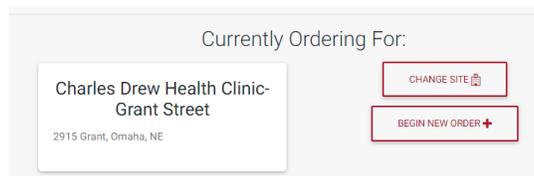
Account visibility is restricted to the location the user is currently logged in under. The Site can be changed via the **Change Site Primary Action button** on the main page.

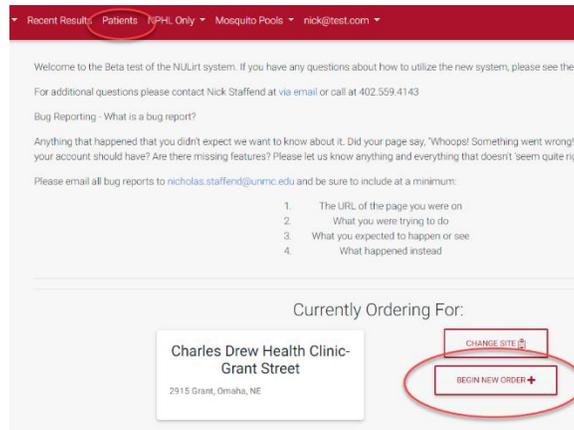Once the correct Site is found, use the green checkbox to select it.

Once a Site is selected, it will show up next to the Primary Action buttons on the home screen.

VIEWING PATIENTS

Once a Site is selected, NuLIRT knows which Patients and Accounts to load for that Site based on what's saved in the database.

The user can select a patient by using either the Navigation Header menu **Patients** option or by attempting to create a new order via the Primary Action buttons and **Begin New Order**. Either process will give the user the opportunity to review and edit an existing patient, or to create a new patient.

Once the appropriate patient has been located, they are selected by using the green checkbox.

NuLIRT will redirect the user to the Editing Patient page. Here the user can review saved information and make all necessary changes.

Several patient demographic fields are now required upon data entry for reporting purposes. If a required field is not completed, NuLIRT won't continue to the order page until it is complete. In addition, NuLIRT will look up and automatically generate the City, State, FIPS code, and Health District information after a valid 5-digit ZIP code is entered.

PLACING AN ORDER

A new order is generated by selecting **New Order** on the lower left hand side of the patient view. This will redirect the user to the order entry screen.

New Order #		
Agents, Test		

Birth Date:
2017-12-07

Gender:
M

Location:
Charles Drew Health Clinic-Grant Street

Ordering Physician:
Select Ordering Pro... ▾

Enter Alternate Provider:
First name

Last name

Editing Order

Select a Lab Test ▾

ELIRT Test Code	Test Name	Program	Specimen Source	Collection Date	Collection Time	Comments	Remove?

CANCEL   CONTINUE

Choose an Ordering Provider or enter an Alternate Provider in the order demographics section and then select the appropriate ordering Account. The Account drop down is a dynamic field displaying the applicable state program, the Account name and Account code.

New Lab Order

New Order #
Agents, Test

Birth Date:
2017-12-07

Gender:
M

Location:
Charles Drew Health Clinic

Ordering Provider:
Select Ordering Provider ▾

Enter Alternate Provider:
First name

Last name

Select an Account ▴   Select a Lab Test ▾

HIV Program - PIA00101 - CDHC and Outreach (HIV)   Client Patient ID   Remove?

STD Program - PLA00100 - CDHC at Grant Street 1302605 (NIPP STD)

STD Program - PLA00145 - CDHC at Grant Street 1303090 (SEMI STD)   CONTINUE

STD Program - PLD00145 - CDHC at Grant Street 1303090 (SEMI STD Mcaid)

STD Program - PLD00100 - CDHC at Grant Street 1302605 (NIPP STD Mcaid)

STD Program - PLA00103 - CDHC at Campus of Hope 1302799 (NIPP STD)

Once an Account is selected, the user can order the appropriate testing, which is also a dynamic field, based on the Account and testing available in that specific program.

If multiple tests are needed, the user will need to re-select an Account and then select the other test. Multiple accounts can be ordered for.

NuLIRT will auto-populate the collection date and time to the current date and time. The user needs to modify these as needed using the date and time dynamic editing tools.

When ordering is complete, select **Continue** and NuLIRT will direct the user to the Ask at Order Entry (AOE) questions page, if required.

Once complete, select **Update AOE Answers** to continue.

Review the Order

Before final submission, the user has the ability to change or update the lab testing ordered and AOE questions via the review order page.

Once finalized, click **Submit Order** to send the order to the lab.

PRINTING A BATCH LIST

NuLIRT supports printing of Batch Lists and labels just as ELIRT did. One major difference is that NuLIRT now allows for users to print multiple Batch Lists for multiple Accounts from the same Site.

Via the Navigation Header select **Batch List**. Select the appropriate date ranges, the ordering Site, and the Account code(s) for those orders. Then click **Print Reports** to view all of the batch lists.

The resulting Batch List view includes all of the orders associated with the Account(s) selected. Selecting **Print** will have each Account's Batch List appear on its own page for easy printing and submission to the lab.

VIEWING RESULTS

To view results, hover over **Results** in the Navigation Header. A drop down will generate, giving you a few options on how to review results. The first option will be the Site you are currently under, followed by whatever programs the user has access to view. Once on a results page, results will be displayed in descending order.

The user can also search for a specific patient by using the search pane. One can search by patient name, account, patient record (ELIRT/NuLIRT MRN), or by Site/Facility. The search allows for partial matching across all fields, so if the user only enters "Smith" and selects patient name, it will match all patients named "Smith", "Smithson", "Smiths", "Smithers," etc.

To view more detailed results or more order information, select **View** to the right of the order. By default, NuLIRT only displays the most recent results. To view a more in depth patient chart, go back to the matching Patient File and select **View Results** on the bottom of the page.