eurofins Biomnis Welcome to O R C I S

Specimen Order Portal

USER GUIDE

YOUR PARTNER IN PATHOLOGY



Customised to your specific test list for your clinicians LOG IN https://app.orcis.ie





Biomnis

Safe, powerful and effective platform for electronically ordering tests

Page 1 of 32







 At least 1 special character from [@\$!%*? &

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January 2025 A Security Upgrade

Change your Password as per instructions

• You will be asked to change your password every 6 months, to conform to data protection guidelines



Daily Log In

Enter your new email address and password





Daily List of Patient Requests IN TABLE FORMAT each line in the table is a patient entry

Plea	se remember to l	ssue To Lab.						
i	d	sampledate	fname	sname	gender	dob	patientcode	clientlabno
-	5585	05/11/2024	Seanie	Saucepan	м	23/09/1967	9	sdsd
0	21447	10/12/2024	Thomas	Whelan	м	13/08/1937	Y6666666	J7989
0	21448	09/12/2024	Dee	Sweeney	F	24/03/1970	888888	
0	21449	10/12/2024	Dee	Sweeney	F	24/03/1970	888888	
0	21450	10/12/2024	Johnny	Rugby	м	23/01/1978	123456	

Select NEW to enter a new patient



A New Patient to Orcis

Patients entered into Orcis before January's 2025 update were not stored and will need to be entered again as New Patients

Orcis Sample ID:		Orcis Patient ID:	
Client Patient ID:		Client Sample ID:	
First Name: *		Surname: *	
DOB: *		← Assigned Sex at Birth: *	•
Address: *	Address		
	Address		
	Address		
	Address		
Clinician: *		•	Urgent
Sample Collection Date: *	•	Sample Collection Time: *	Fasting
Profiles: FBC and Diff	erential	Tests: Glucose (fasting)	
Liver Function	n	Testosterone (Male)	
Thyroid Profil	e (FT4,FT3,TSH,TT4,ATHY,TPO)	CA 125	
Renal Profile		HbA1c	
Iron Status Pr	rofile (Iron, TIBC, LC, Fer, Trans)	Insulin	
Blood Test Se	ervice Profile 1	Vitamin B12 (Total)	
DBP1 Profile		High Sensensitivity CRP	
DBP2 Profile		Beta-hCG	
	+ PR3)	Calcium	

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1.Enter a Client Patient ID. This number can be the PID number from your Patient Management System or the IHI number (Individual Health Identifier).

Orcis stores the patient name, date of birth and address so that when you re-enter this number, these information fields are automatically populated.

2.Enter all demographics, gender at birth, date of birth, Note the * are mandatory fields

3. Select date & time of sample collection

4. Select the GP who is ordering the test. Eurofins enter your clinicians details in advance. Use the dropdown.

5. Is the test Urgent, is the sample Fasting?

Without all of these details completed, a sample may be rejected

Issue No: 1.01 Active Date: 09/01/25

Enter your Patient Details

An existing Orcis patient

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Patients entered into Orcis after January's 2025 update are stored and can be recalled using the search function

····· >	0	RCIS						Requests	Profiles	Tests	Clinicians	Patie
	NE	W DELETE 🔒	ISSUE TO LAB ssue To Lab.***							Type to S	earch	Q
		id	sampledate	fname	sname	gender	dob	patientcode	clientlabno			

... 1. To recall a patient, select New

2. Click SEARCH PATIENT REGISTER

top left of Test Form

3. Search firstname, surname, date of birth and / or Client Patient Code

Client Patient Code can be anything you choose, for example, a number from your Patient Management System (PID number) or the IHI number (<u>hids.info@hse.ie</u>) - this is your choice.

4. Select the correct patient, highlights to orange, the pen icon opens the new form

5. The form is populated with the patient details to save you time

sname	fname	gender	c
Smith	Kathleen	F	0
Whelan	Kathleen	F	C

6. Complete the test request form





There are 3 Test Sections



1) Profiles

please tick to select your choices



2) Tests (popular tests)

please tick to select your choices

3. Other Tests

drop down menu

Select the test and Click ADD You will see the test appear in the table

Conditions apply to some Tests

Vitamin D	Culture + Sensitivity (Swab) Prostate Specific Ag Total T4 Transglutaminase Antibodies IgA
	Unic Acid
	Vitamin B12 (Total) Vitamin D CT-NG (Roche Swab)
linical Details:	
Clinical Indication	IS IS
	т
Osteoporosis Or Osteopaenia	
Osteoporosis Or Osteopaenia Rickets or Osteomalacia	
Osteoporosis Or Osteopaenia Rickets or Osteomalacia Pagets Disease of Bone	
Osteoporosis Or Osteopaenia Rickets or Osteomalacia Pagets Disease of Bone Pathological Fracture Unexplained Hypocalcaemia, raised PT	TH, low or high Phosphate

To order some tests e.g. Vitamin D SE require the clinician to highlight linical indications e.g. osteoporosis

ose from a drop-down menu on the form



A clinical details box is available but must not be used to manually add more tests. These will not be included in your request to the lab.

We are receiving samples for Culture and sensitivity which do not mention the SITE that the swab was taken from in the clinical details. For example, if it is a C&S test, where on the patient's body is the sample being taken from ear, eye, HVS ETC. If this information is not provided, our Client Services team will have to contact your surgery to confirm the site, which will delay your results. Please state the site of the swab.

How to Find a Test?

There is a search function in 'Other Tests'



EAB; Anti Endomysial Antibodies IgA; Serum

2. Type in the name of test or part of the name of the test and all test options with those letters / words will appear

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Test Request Form complete - You have 4 options

Confirm selection of correct test and profiles

SAVE	SAVE & PRINT	SAVE, PRINT & ISSUE	CANCEL

- 1. Save, Print & Issue: with 1 click you can Save, Print & Issue. This is the best option as Eurofins get the electronic order, you get your request form and your patient enters the database. All done in one click.
- 2. Save: You may want to prepare the form in advance of a patient visit and then edit it at a later date with the sample time or with additional tests. Once edited you can use the option number 1 above



Test Request Form complete - You have 4 options

Confirm selection of correct test and profiles

SAVE	SAVE & PRINT	SAVE, PRINT & ISSUE	CANCEL
------	--------------	---------------------	--------

3. Save & Print : You may want to have the form in front of you when you meet the patient knowing in advance the exact date and time of sample collection BUT you must remember to issue this test form to the lab from the home page, otherwise the samples will arrive and there will be no electronic form in our LIMS system to match to the samples. This may lead to samples being rejected.

4. Cancel : Close down the form and it is not saved.



Print Settings

• To ensure the barcode prints correctly onto the 8 peel away labels at the end of the sheet, we can share a printing tip;

Under printer settings, select paper size as A4 and print to Actual Size rather than the 'printable area' or scale option

Fewe	er settings 🔨	
Pape	er size	
A4		~
Scale	e (%)	
0	Fit to printable area	
0	Actual size	

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A Fifth Option

		Welcome Testing Log o	# 1				
O	RCIS						
	DELETE D						
116.11	Petere 0						
	ы	sampledate	fname	sname	gender	dob	patientcod
-	\$385	23/10/2024	Sarah	Jones	F	21/10/2003	
-	5385	24/10/2024	Sinead	Doheny	F	08/10/2000	
-	5387	23/10/2024	Dee	Dee	F	23/09/1978	ssdsd
-	5398	25/10/2024	Joan	Moloney	F	01/03/1988	
-	5399	25/10/2024	Sam	Moloney	F	02/10/1970	

1. You can issue all patient entries on the table at once by clicking on ISSUE TO LAB. The table is empty after you click this option

2. You can select 1 patient, by ticking the left column tick box, when you hover over it -you will see "Issue to Lab" appear. This option just issues this patient's Test Request Form to the Lab leaving other patient entries on the table for later

	Requests	Profiles	Tests	Clinicians
		Typeto Se	arch.t.	- Q
	clientlabno			
				1
				1
	bebebe			1
				1
				1
		Page size:	10	•
alding on		100	то	

....

To Edit a completed Test Request

0	Welcome Testing Log off ORCIS									
NEV	NEW DELETE 🔒 - ISSUE TO LAB									
	id	sampledate	fname	sname	gender	dob				
-	5385	23/10/2024	Sarah	Jones	F	21/10/2003				
0	5386	24/10/2024	Sinead	Doheny	F	08/10/2000				
•	5387	23/10/2024	Dee	Dee	F	23/09/1978				
\odot	5398	25/10/2024	Joan	Moloney	F	01/03/1988				
-	5399	25/10/2024	Sam	Moloney	F	02/10/1970				
Pag	Page 1 of 1 (5 items) Prev 1 Next									

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Each entry can be EDITED up until they are issu

Select the EDITING symbol

Remember to **SAVE** after Editing You can reprint edited forms if required



		Requests	Profiles	Tests	Clinicians
			Type to Sea	arch	۹
	patientcode	clientlabno			
					1
					1
	ssdsd	sésésé			/
					(
			Page size:	10	•
ue	d to the labor	atory	/		

To delete a Test Request

0	Welcome Testing Log off 1 Requests Profiles Tests										Clinicians
NEW DELETE ISSUE TO LAB									Type to Search	٩	
	ы		sampledate	fname	sname	gender	dob	patientcode	clientlabno		
-		5385	23/10/2024	Sarah	Jones	F	21/10/2003				1
0		5386	24/10/2024	Sinead	Doheny	F	08/10/2000				1
•		5387	23/10/2024	Dee	Dee	F	23/09/1978	ssdsd	sdødød		1
-		5398	25/10/2024	Joan	Moloney	F	01/03/1988				1
-		5399	25/10/2024	Sam	Moloney	F	02/10/1970				1
Page	Page 1 of 1 (5 items) Prev 1 Next									Page size: 10	•

Highlight the patient entry you want to delete - it turns orange

Select DELETE





PRINTING from the Home Page

0	Welcome Testing Log off 1 ORCIS								Clinicians		
NEV	NEW DELETE 🔒 - ISSUE TO LAB										
	id	sampledate	fname	sname	gender	dob	patientcode	clientlabno			
-	5385	23/10/2024	Sarah	Jones	F	21/10/2003			1		
	5386	24/10/2024	Sinead	Doheny	F	08/10/2000			1		
•	5387	23/10/2024	Dee	Dee	F	23/09/1978	ssdsd	bebebe	1		
-	5398	25/10/2024	Joan	Moloney	F	01/03/1988			1		
-	5399	25/10/2024	Sam	Moloney	F	02/10/1970			1		
Pag	Page 1 of 1 (Sitems) Prev 1 Next										

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1) Highlight the patient entry you want to print eg. it turns orange





					Requests	Profiles	Tests	Clinician	•
						Type to Sear	rch	۹	
e	sname	gender	dob	patientcode	clientlabno				
	Jones		21/10/2003					1	
ьd	Doheny	F	08/10/2000					1	
	Dee	F	23/09/1978	sadad	sdsdsd			1	
	Moloney	F	01/03/1988					1	
	Moloney	F	02/10/1970					1	
						Page size: 1	0	•	

2. Click on the **PRINTER** icon

- 3. The Request Form will pop-up
- 4. Select PRINT at the top right-hand

How many Tubes are you sending us?



Write onto the form, how many of each Serum, EDTA, Citrate, SWAB, Glucose.... you are sending back to us



Label the Specimen Tubes

🔅 eurofins	Biomnis	RM	For Laborate	bry Use ONLY
Eurofins Biomnis, Black Unit 3, Sandyford Busir Blackthorn Road Dublin 18 D18 E528	thorn Road Site Fitzwillia ness Park	m Medical Centre	AFFIX	OpenLabs Label Here
Ireland			QUANTITY OF TUBES IS	SUED:
			SERUM:	GLUCOSE:
	79 Fitzwi	liam Lane		
Client Sample ID:	Sample Date:		EDIA.	
	23/10/2024 11:10	5385	OTHER:	
ORCIS SAMPLEID 5	385	2000		
Surname:	First Name:	Date of Birth:	Assigned Sex at Birth	Patient ID:
Jones	Sarah	21/10/2003	F	
Address	Three Deals Dead			
Address.	Three Rock Road			
Clinical Details				
James is a clown :-)				
Tool Code				
Test Code:	Test Descri Alpha Feto	ption	Specimen 1	ype:
	Applareto	Fiotein	Serum	
	Anylase Bono Brofi		Serum	
BDMING	Bolle Fion	e (Curch)	Serum	
	Culture + S	ensitivity (Swab)	Swab	
SPEIG	IgG,A,M &	Protein Elec	Serum	
VITDB	Vitamin D			
	Sarah Jone	s Sarah Jone	es Sarah	Jones
Sarah Jones		E 21/10/2002	F 21/10/2	003 F
Sarah Jones 21/10/2003 F	21/10/2003	F 21/10/2003		
Sarah Jones 21/10/2003 F	21/10/2003	F 21/10/2003		
Sarah Jones 21/10/2003 F	21/10/2003			
Sarah Jones 21/10/2003 F	21/10/2003	s Sarah Jone	es Sarah .	Jones
Sarah Jones 21/10/2003 F Sarah Jones 21/10/2003 F	21/10/2003 Sarah Jone 21/10/2003	s Sarah Jone F 21/10/2003	es Sarah F 21/10/2	Jones 003 F

There are 8 peel-away labels at the bottom of the form

Apply them to the patient's specimen tubes



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Microbiology Tests vs all other Blood Tests

Order your Microbiology tests on their own test request form and issue to the lab, separate to all other tests

Pack your microbiology tests in purple bags and mark as deliverable to the Microbiology Laboratory



Eurofins Biomnis Three Rock Road, Sandyford Business Estate **DUBLIN 18** D18 A4C0

Microbiology Samples

(Purple Bags)

OCP, Swabs for culture, Urine for culture, Stool for culture, C.Diff, CPE.

For full details on our Microbiology & Virology tests

1. Visit www.eurofins.ie/biomnis and click into the relevant tile





General Practitioners Page

Please select the relevant tile for your GP group.



Faeca (Pur

> Enteric Ova Cys ((C.

*H.pr.l (*Stool fro Scre

CPE

Mol (Purple of *Routing (Female)

Swab vagin *Roche Co for Molecu 5

*CT/NG

*Urine for C added to Roci po

> Blood Measles, 7 H Hep: Lyr

Please use NVRL Request forms, which can be downloaded at <u>https://nvrl.ucd.ie/info</u> Pack separately to all other samples, and clearly label for NVRL

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LABORATORY QUICK REFERENCE GUIDE

Microbiology					
Specify all sites induc	Beatonial Swaha				
n Sampies	Culture & Sons				
pre Dagj	(Promle Bert)				
	*Charcoal Amies and				
	Copan swabs only for				
	Microbiology				
Pathogens	Eye, Ear				
sts Parasites	Nasal, Throat,				
DCP)	Mouth				
difficle	Wound				
<i>ori</i> antigen	MRSA Screens				
ens for:	Genital (e.g. HVS)				
VRE ESBL	Tips (non-urine)				
lecular	Culture & Sens.				
or Red bags)	(Purple Bag)				
e STI screen Swab) CGSW ial/endocervical bas swabs only ilar no Aptima wabs	Urine				
(CGU Urine)	Tissue & Fluids *(Non-urgent)				
T/NG should be the Cobas tubes if sssible.	Sputum *(If TB culture is required, please write this on form & sample will be sent to SJH)				

Haematology & Immunology (Red Bag3)						
Blood (Seru	m for serology)					
А	SOT					
C	MV					
HIV,	HIV, Syphilis					
*Hej	patitis A					
(IgG	& IgM)					
Hep	atitis B:					
HBsAg, anti	-HBC, anti-HBS					
Hep: anti-HCV	atitis C: /, HCV PCR					
STI screen (Blo Sy	od): HBsAg, HIV, philis					
Viral HBV and	HBV Infection					
HCV screen:	status: HBsAg,					
HBsAg, anti- HCV	anti-HBc					
Stool Calprotectin (CALPR)						

*Hepatitis A samples tested in Eurofins Biomnis France

Tests to send to NVRL:									
Order using a NVRL Request Form.									
d (serum for	Viral Swab for PCR	STI							
erology)									
Mumps, Rubella	Adenovirus PCR	M. genitalium (Use APTIMA Collection kit)							
VZV	HSV PCR	T. vaginalis (Use APTIMA Collection kit)							
T. gondii	VZV PCR	CT/NG: MSM screen							
		Rectal / pharyngeal ONLY (Use APTIMA							
		Collection Kit)							
EBV	Measles PCR								
lepatitis E									
atitis E PCR									
me Disease									
	NOTE:								

Other tests are available in the NVRL, if required. See UCD NVRL Virus Testing Index, available at https://nvrl.ucd.ie/virus_testing_index_for further details.

PACK & RETURN



Put the Request form with the labelled tubes into a hazard bag

Return to the appropriate Eurofins Biomnis Labs

James is a clown

Test Code:	Test Description	Specimen Type:
AFP	Alpha FetoProtein	Serum
AMY	Amylase	Serum
BDMHG	Bone Profile	Serum
CS	Culture + Sensitivity (Swab)	Swab
SPEIG	IgG,A,M & Protein Elec	Serum
VITDB	Vitamin D	

Microbiology Samples

(Purple Bags)

OCP, Swabs for culture, Urine for culture, Stool for culture, C.Diff, CPE.

> **Eurofins Biomnis** Three Rock Road, Sandyford Business Estate **DUBLIN 18** D18 A4C0



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All other Samples

Blood Samples: Chemistry, Haematology, Serology, Immunology Urine for Chemistry

Eurofins Biomnis Unit 3, Sandyford Business Centre, Sandyford Business Park, Blackthorn Road, **DUBLIN 18** D18 E528

Receipt of Samples by Eurofins Pre-Analytics Team

1. All deliveries are time stamped when received in Pre-Analytics

2.Serum samples are spun to stabilise them

3. The ORCIS barcode is scanned to retrieve the request details in the OpenLabs LIMS

4. The Sample Reception Officer (SRO) adds

•Date/Time of receipt of sample

•Sample Type and Qty received

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5.Samples are racked and sent to be analysed

6.Request forms are scanned into the LIMS for traceability purposes

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To View SENT Requests



To view Past Patient Request Forms. These have already been SENT / Issued to the Laboratory

Click on **REQUESTS** in the top right-hand side and from the drop down, select Requests Register. You will see all of your past orders with the most recent at the top of the table.

You can search this Table by using the search box - First Name and/or Surname You can view Profiles, Tests and Clinicians also from the top right-hand side of your screen





You can view all the patients that you have entered into Orcis by selecting **PATIENT** from the top right hand bar

You can search for the patient using their first name, surname, date of birth, 1st line of their address or the Patient Code ID (PID or IHI number that you chose to enter)

Welcome Testing Log off 1 ORCIS						
NEW	DELETE	ISSUE TO LAB				
k	đ	sampledate	fname	snam		
-	5385	23/10/2024	Sarah	Jone		
0	5386	24/10/2024	Sinead	Dohe		
-	5387	23/10/2024	Dee	Dee		
-	5398	25/10/2024	Joan	Molo		
-	5399	25/10/2024	Sam	Molo		
Page 1	of 1 (5 items) Pro	IV 1 Next				



Click here to Log Out.

ORCIS will automatically log out after 15 minutes

Resources & Forms

1. Visit <u>www.eurofins.ie/biomnis</u> and click the relevant tile to you.



General Practitioners Page

Please select the relevant tile for your GP group.





portal by clicking here.





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est Information Resources & Documents Latest News Careers Contact Us



Email us to get Set-Up or Updated

A new Doctor or Name Change

To change the name of a clinician or add a new clinician

	Address	
	Address	
Clinician: *	Dr. Shona Baynes	
	Dr. Shona Baynes	
Sample Date: *	Dr. Donal Buckley	
rofilos:	Dr. Claire Callaghan	
Bon	Doctor Test Test	
Coa	Dr. Lorna Wilson	
🗌 СТД	Screen	🔲 Anti-N
	_	

All feedback is welcome.

We adapt the system to suit your needs - new tests, new clinicians etc.



Email : clientservices@ctie.eurofinseu.com

Orcis Paper

- We have produced special paper with 8 peel away labels at the end of the sheet
- This paper is a lot more expensive than ordinary paper
- Please only insert it into your printing tray or bypass tray when you are printing our forms
- Monitor your supply and when you are running low, use our orders form

Email the completed Orders form to our Orders Team



Frequent Mistakes

	id	sampledate	fname	sname	gender	dob
-	5585	05/11/2024	Seanie	Saucepan	м	23/09/196
_	21447	10/12/2024	Thomas	Whelan	м	13/08/193
0	21448	09/12/2024	Dee	Sweeney	F	24/03/197
0	21449	10/12/2024	Dee	Sweeney	F	24/03/197
0	21450	10/12/2024	Johnny	Rugby	Μ	23/01/197
Page	1 of 1 (5 items) Prev	v 1 Next				

• The table is empty when all Test Requests have been issued to the Lab

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	Requests	Profiles	Tests	Clinicians	Patients
			Type to	Search	٩
patientcode		clientlabno			
9		sdsd			1
Y6666666		J7989			1
888888					1
888888					1
123456					1
			Page siz	ze: 10	•

Advantages of electronic ordering

Users will be provided with the facility to generate barcodes to allow easy tube labelling and hardcopy forms to accompany the physical specimens to the laboratory.



Manual transcription errors associated with paper-based systems will be a thing of the past following introduction of this system.



Tests can be ordered by the client, thus eliminating delays in registration and/or bottlenecks when large volumes are received to our pre-analytics laboratory.

00	
00	
00	

A scalable, web-based solution is available not just for clients with single sites but also distributed across multi-site organisations.



Future developments include seamless integration with our logistics solution to enable the user to request physical transfer of specimens to the laboratory when completing the electronic ordering process.



Thank you

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