



***MICHIGAN DEPARTMENT OF HEALTH
AND HUMAN SERVICES***

BUREAU OF LABORATORIES

***Electronic Test Ordering and Results (ETOR)
Training & User Manual***

v. 06/25/2024

Table of Contents

| | |
|---|----|
| Introduction | 3 |
| What is ETOR? What isn't ETOR? | 3 |
| The Life Cycle of a Sample in ETOR..... | 3 |
| Setting Up Your MILogin Account..... | 5 |
| Requesting Access to ETOR | 8 |
| Sign Up for ETOR Application for Specimen Data Entry..... | 10 |
| Logging into ETOR..... | 12 |
| Data Entry for New Samples | 14 |
| Packaging and Submitting Samples..... | 18 |
| Navigation Bar | 19 |
| Search/Package Screen..... | 21 |
| Editing Test Orders (Before Packaged)..... | 23 |
| Canceling Test Orders (Before Packaged) | 23 |
| Additional Information on Packaging and Shipping Samples..... | 24 |
| Looking Up Results | 25 |
| An Example of a Final Report..... | 26 |
| Available Tests | 27 |
| Enhancements – NEW FEATURES (as of 5/2023) | 29 |
| Where to Get Help..... | 30 |

Introduction

What is ETOR? What isn't ETOR?

ETOR stands for Electronic Test Ordering and Results system.

ETOR is:

- A portal to the State Laboratory Information System for Submitters to enter demographics on specimens being submitted to the MDHHS Bureau of Laboratories, and view/download results for samples that have completed testing in the MDHHS Laboratory and were submitted via ETOR.

The ETOR portal provides:

- A view of sample information
- Package slips to expedite receipt at MDHHS Laboratory
- The ability to track the sample as it flows through the MDHHS Laboratory
- The ability to view and download test results (via pdf file) after testing is completed.

ETOR isn't:

- Involved in HL7 messaging.
- Designed for the Health Interoperability Exchange programs.
- The Life Cycle of a Sample in ETOR

A sample submitted via ETOR has a lifecycle as follows. Sample Status:

1. **(NONE)** – Pre-sample data entry. Once it is saved, it will be "IN PROCESS."
2. **IN PROCESS** - Sample(s) are entered into the ETOR portal.
 - a. A sample's submission data is saved in ETOR. It will appear on the ETOR Search/Package Screen.
 - b. A sample(s) data can be edited within ETOR **until they are packaged**.
 - c. In Process orders can be canceled. The sample status will change to "CANCELED".
3. **SUBMITTED** – Sample(s) have been selected on the ETOR Search/Package Screen and have been Packaged.
 - a. A package slip will be available for printing to ship to the laboratory with the sample(s). A package slip can contain one or more specimens.
 - b. At this point a sample's data can no longer be edited in ETOR and the order can no longer be canceled
4. **SUBMITTED ACK** – The Laboratory's Information Management System (LIMS) has electronically acknowledged and received the information provided for the sample(s) packaged in ETOR.

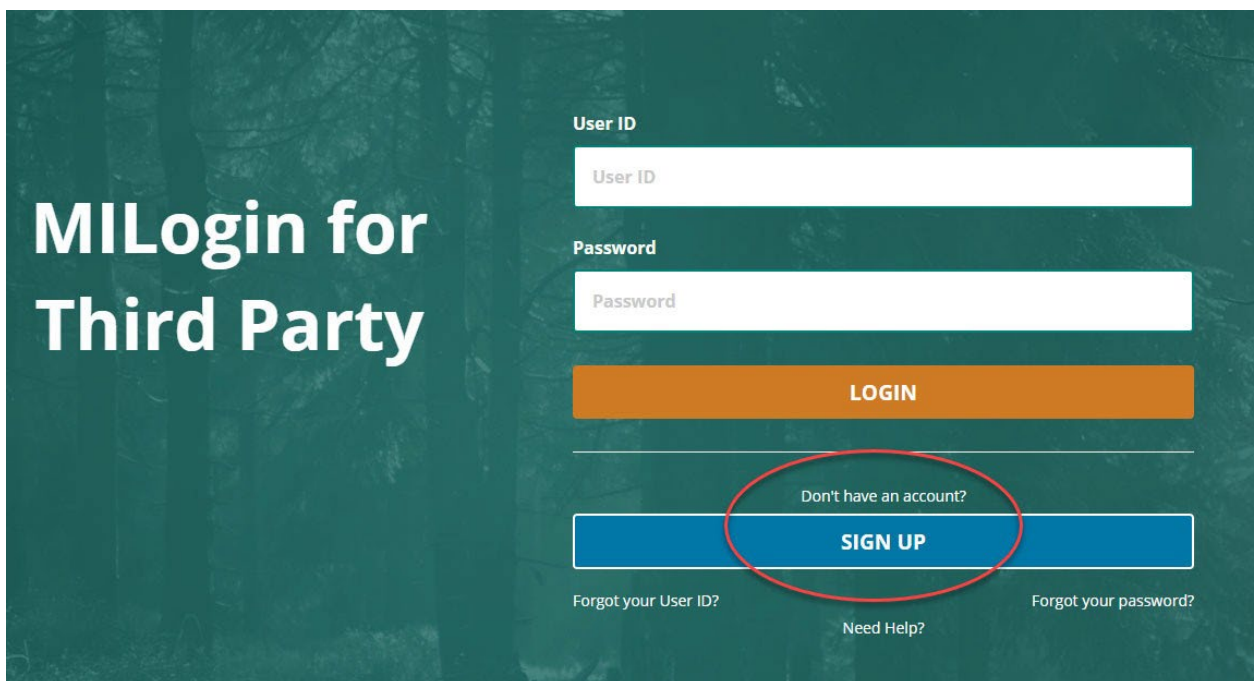
- a. The package of specimen(s) has not yet been received by the Laboratory, but the LIMS has a copy of the sample(s) information submitted in ETOR.
5. **RECEIVED** – The data entry staff at the MDHHS Laboratory have received the package and scanned the barcode on the packing slip. The sample is in the LIMS and is ready to be tested.
6. **COMPLETED** – Testing at the MDHHS Laboratory has been completed and the final result is viewable and downloadable via the ETOR Search/Package Screen.

Setting Up Your MILogin Account

NOTE: Additional MILogin resources can be found at <https://www.michigan.gov/sos/faqs/resources/milogin-and-online-accounts>

If you already have a MILogin account, use your current log-in and skip to “Requesting Access to ETOR” below. The following procedure is only needed for those that are providers or advocates. You are a provider or advocate if you do not have a @michigan.gov email address.

1. Open your browser and navigate to <https://milogintp.michigan.gov>. Save or bookmark this URL as a Favorite.
2. Select the “SIGN UP” button from the MILogin Portal Page.



The screenshot shows the MILogin for Third Party portal page. On the left, the text "MILogin for Third Party" is displayed in white. On the right, there are two input fields: "User ID" and "Password". Below these fields is a blue "LOGIN" button. Below the "LOGIN" button is a link that says "Don't have an account?". Below this link is a blue "SIGN UP" button, which is circled in red. At the bottom of the page, there are three links: "Forgot your User ID?", "Forgot your password?", and "Need Help?".

3. Complete the requested information. Select “I agree” to terms and conditions. Click the “NEXT” button.

Profile Information

Enter your profile information

* Required

* First Name

Middle Initial

* Last Name

Suffix

* Email Address

* Confirm Email Address

By providing an e-mail address, a new PIN can be sent to you to help with resetting a forgotten password.

* Work Phone Number

Mobile Number

By providing a mobile number, a text message can be sent to you to help with resetting a forgotten password.

* Verification Question: What is the 2nd digit in 217903?

I agree to the terms & conditions

NEXT

RESET

4. Create a User ID following the instructions of last name, first initial followed by 4 numeric digits, and a qualifying password.

Security Setup

Provide user id and password information to complete your profile

* Required

* User ID

* Password

* Confirm New Password

User ID Guidelines:

- Enter your last name, first initial, and any 4 numbers with no space between them. For Example: John Smith and using 9999 as an example for the four digit number, you would enter smithj9999.
- User ID cannot contain space.

Password Guidelines:

- Must be at least 8 characters in length
- Must include characters from 3 of the following categories:
 - Upper case letters (A-Z)
 - Lower case letter (a-z)
 - Numbers (0-9)
 - Special characters (!\$#,%@-~^&*._+=><)
- Should not be one of the last 3 used passwords
- Should not be based on your User ID

*Security Options

To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.



5. Choose your preferred password recovery method(s). Click “CREATE ACCOUNT” when finished.
6. Once the MILogin account is created, you will be taken to your MILogin Home Page.

Requesting Access to ETOR

1. Go to your MILogin Home Page and select “REQUEST ACCESS.”



2. You can search by application name or search by clicking the agency name and selecting the application. ETOR is listed as “MDHHS Laboratory Electronic Test Ordering and Results”.

Request Access



Search Application

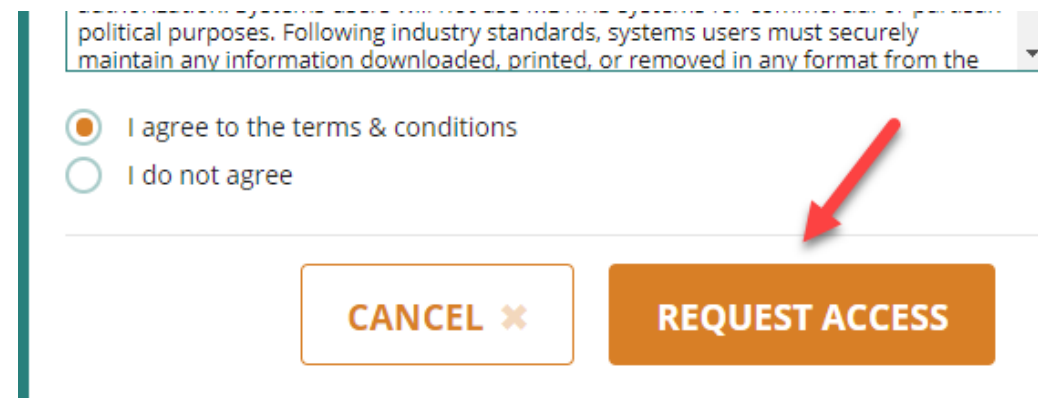
Search for an application with a keyword or select an agency to view its applications

The image shows the search application form. It has a search input field containing the text "MDHHS Laboratory Electronic Test Ordering and Results" and a search icon. To the right is a dropdown menu labeled "-- Select Agencies --".

3. In the lower part of the screen, select the bolded “MDHHS Laboratory Electronic Test Ordering and Results”.



4. Agree to the Terms & Conditions and select “REQUEST ACCESS”.

The image shows the terms and conditions agreement screen. It includes a scrollable text area with the text "political purposes. Following industry standards, systems users must securely maintain any information downloaded, printed, or removed in any format from the". Below the text are two radio buttons: "I agree to the terms & conditions" (selected) and "I do not agree". At the bottom are two buttons: "CANCEL ✕" and "REQUEST ACCESS", with a red arrow pointing to the "REQUEST ACCESS" button.

5. Under Additional Information, select “SUBMIT”.

Additional Information

Provide following information to submit your access request

* Required

* Email Address

bruceroeson@comcast.net

* Work Phone Number

517-335-8098



SUBMIT

RESET

6. A confirmation pop-up will appear if request was successful.

Confirmation

✓ Success

The request for your access has been successfully submitted.

You will see the updated list of application(s) on your home page once it is processed.

HOME

7. You are now subscribed and will be able to see the ETOR link on the MILogin home page. Next you will need to request approval in the ETOR portal to begin logging in samples.

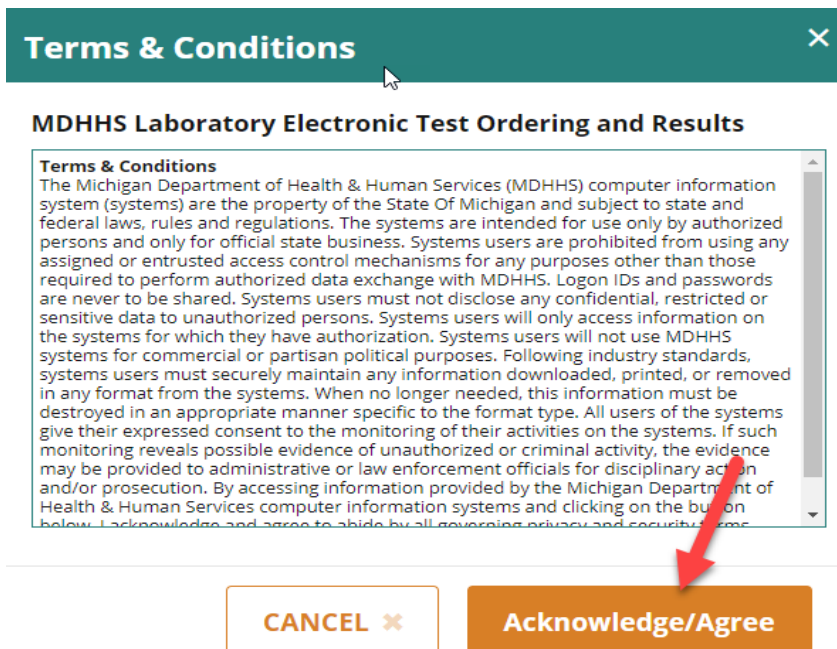
Sign Up for ETOR Application for Specimen Data Entry

1. Login to your MILogin account.
2. Click on the “MDHHS Laboratory Electronic Test Ordering and Results” link to begin.



MDHHS Laboratory Electronic Test Ordering and Results

3. Acknowledge/Agree to the Terms & Conditions agreement.



4. Enter your Submitter Agency information. If you don't know your STARLIMS agency number, you can:
 - a. Find your agency number on the final reports you receive from the MDHHS Bureau of Laboratories. This is found on the report header along with the submitter address.
 - b. Contact the Data and Specimen Handling Unit via fax (517-335-9871) on your agency letterhead and request your agency's "Submitter ID."

NOTE: Entering your STARLIMS agency number(s) will help expedite your user approval.

NEW FEATURE: A user that works at multiple submitting facilities only needs one User ID to submit samples. Upon login, the user must select the correct User Facility; the facility they are submitting orders from.

5. Provide as much information as possible in the User Profile request. If you work from multiple

agencies, separate Agency Names, Addresses, and Starlims Agency Numbers by semi-colons. Click "Submit".

User Profile

Your request to access ETOR is submitted for Approval.

| | |
|-------------------------------|---|
| User Id | KUSEYJ0709 |
| User Name | JAK KUSEY |
| Email | KUSEYJ@HOTMAIL.COM |
| Phone Number | 517-335-9604 |
| Agency Name | TEST ETOR AGENCY; SECOND ETOR FACILITY; THIRD ETOR FACILITY |
| Agency Address | |
| Starlims Agency Number | 113115; 1234; 4567 |

Submit

- Once your application is approved, you will receive a confirmatory email like the one below. It may take a few business days for the MDHHS Laboratory to approve your ETOR use. Your application may be rejected if the MDHHS Laboratory cannot confirm which facility or facilities you are requesting access to or if your facility does not verify your employment and need for access.

ETOR - User Access Request

Lims_help@michigan.gov
To: KUSEYJ@HOTMAIL.COM
Fri 5/5/2023 10:48 AM

Start reply with: Thank you! Great, thank you so much! Thank you very much!

Your request to access ETOR has been approved

Reply Forward

Logging into ETOR

1. Log into your MILogin account
2. Click on the “MDHHS Laboratory Electronic Test Ordering and Results” link.



MDHHS Laboratory Electronic Test Ordering and Results

3. Acknowledge/Agree to the Terms & Conditions agreement.



MDHHS Laboratory Electronic Test Ordering and Results

Terms & Conditions

The Michigan Department of Health & Human Services (MDHHS) computer information system (systems) are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business. Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform authorized data exchange with MDHHS. Logon IDs and passwords are never to be shared. Systems users must not disclose any confidential, restricted or sensitive data to unauthorized persons. Systems users will only access information on the systems for which they have authorization. Systems users will not use MDHHS systems for commercial or partisan political purposes. Following industry standards, systems users must securely maintain any information downloaded, printed, or removed in any format from the systems. When no longer needed, this information must be destroyed in an appropriate manner specific to the format type. All users of the systems give their expressed consent to the monitoring of their activities on the systems. If such monitoring reveals possible evidence of unauthorized or criminal activity, the evidence may be provided to administrative or law enforcement officials for disciplinary action and/or prosecution. By accessing information provided by the Michigan Department of Health & Human Services computer information systems and clicking on the button below, I acknowledge and agree to abide by all governing privacy and security terms.

CANCEL ✕

Acknowledge/Agree

4. NEW FEATURE: Select the User Facility you're submitting sample from using the drop down and Click Proceed.

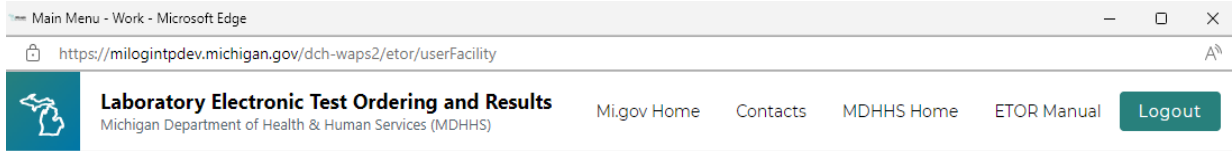
User Facilities

--Select Facility--

Proceed

5. ETOR Main Menu.

There are two options on this screen. One enables tests to be ordered on new specimens and the other allows a search for previously entered orders or allows previously entered specimens to be packaged for shipping.



Main Menu

Add New Test Order

Search / Package

Data Entry for New Samples

1. Click the “Add New Test Order’ button.
2. Select the Laboratory you intend to send the specimen to and the test(s) you are requesting for that sample. You may select multiple tests, but only one Laboratory.

Test Order

MDCH-BUREAU OF LAB./JEFFERY J. DUPLER

LAN

Hepatitis B Antibody (Anti-HBsAg), Hepatitis C Antibody

Filter: he ✓ Check all ✗ Uncheck all

- Hepatitis B Antibody (Anti-HBsAg)
- Hepatitis B Surface Antigen (HBsAg)
- Hepatitis B Surface Antigen (HBsAg) - Exposure
- Hepatitis C Antibody

NOTE: Only order multiple tests against an order if the same physical sample is being used to complete those tests (1 ETOR Order ID = 1 sample). For example, if Patient A requires Syphilis Panel and CTGC testing, and you have collected a serum and urine sample then two separate orders need to be created in ETOR. On the other hand, if Patient A requires Syphilis Panel and HIV Ag/Ab Serum and you have collected a serum sample then both tests can be ordered against the same ETOR Order ID.

3. Click “Continue” to view the Test Order / Data entry screen.
4. NEW FEATURE: You may copy the previous order data by selecting the Copy Previous Order Data. Select either Previous Order Number or Search Orders.

- Copy Previous Order Data
- Previous Order Number
- Search Orders

If Previous Order Number is selected, the meta data entered from the previously entered sample will be copied over to the new sample.

If Search Orders is selected, you may search for an order previously submitted. The Search link may

be used as a filter.

- Use the drop down to match on the fields you want and click Find.

Search Orders List

Match All
+

Last Name
contains
DUCK

[Reset](#)
[Find](#)

| # | Copy Order | Facility | Lab | First Name | Last Name | DOB |
|----|---------------------------------|------------------|-----|------------|-----------|-----|
| 6 | Copy Order 2226 | TEST ETOR AGENCY | LAN | NATE | TEST | |
| 7 | Copy Order 2225 | TEST ETOR AGENCY | LAN | NATE | TEST | |
| 8 | Copy Order 2224 | TEST ETOR AGENCY | LAN | NATE | TEST | |
| 9 | Copy Order 2223 | TEST ETOR AGENCY | LAN | JOHN | SMITH | |
| 10 | Copy Order 2221 | TEST ETOR AGENCY | LAN | NATE | TEST | |

[Search](#)
Page 1 of 85

Search Orders List

| # | Order | Facility | Lab | First Name | Last Name | DOB |
|---|---------------------------------|------------------|-----|------------|-----------|------------|
| 1 | Copy Order 2231 | TEST ETOR AGENCY | LAN | DONALD | DUCK | 10/23/1998 |
| 2 | Copy Order 2229 | TEST ETOR AGENCY | LAN | DONALD | DUCK | 10/23/1998 |

- Select the Order you would like to copy.
- If not utilizing the copy options; fill in the on-line form as completely as possible.

Required fields are marked with a red asterisk, and the sample cannot be saved until all required fields are filled in. Anything placed in the “Comments” field are visible to the MDHHS Laboratory Data Entry Staff. If you would like the results to be cc’d to another agency, a comment can be entered to indicate this (note that, as an alternative, this comment could also be hand-written on the package slip). Click Save when done.

NOTE: Error messages will appear at the top if required fields are not completed.

LAN

CTGC Non-Culture - BILLING

ICD Code: is required

Subscriber Zip:

Subscriber Birth Date:
Date must be in MM/DD/YYYY format.

Relationship To Subscriber:

Insurance Group #:

Insurance Contract #:

Other Information

* ICD Code:
This is a required field.

ICD Code (Other):

Reason For Test:

Reason For Test:

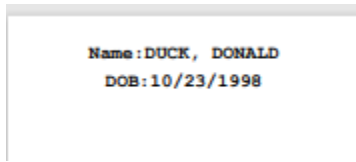
Reason For Test:

Comments:

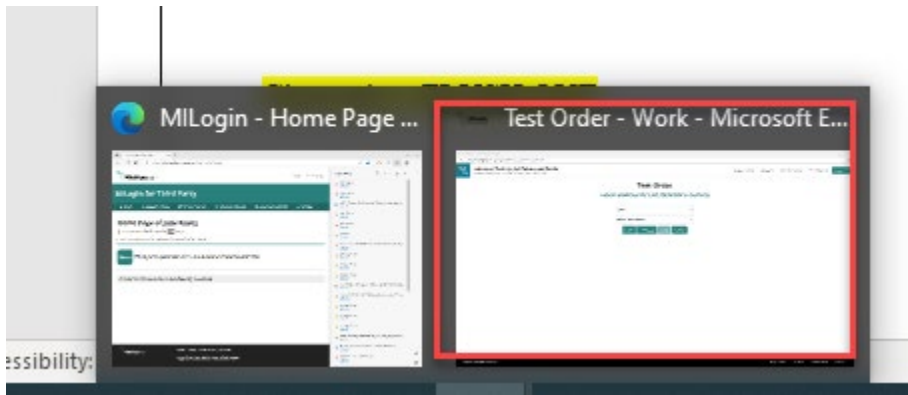
8. Each sample will receive a unique "Order Id."
9. NEW FEATURE: You have the option to create specimen labels. Click OK to create labels or CANCEL to bypass label generation.

New Order has been created with Order Id 2229. Do you want to create specimen labels? Click OK to create, if not click CANCEL.

10. If OK was selected, label.pdf will appear, print to the pdf to a locally installed label printer.



11. Close the Downloads display and return to Test Order menu by locating that opened screen in your opened browser windows.

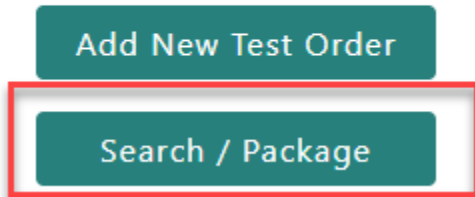


12. Continue ordering tests or select "Home" to package your order(s).

Packaging and Submitting Samples

1. At the ETOR Main, select Search / Package.

Main Menu



2. In the Search Orders display, all orders for your agency can be located. The “Status” field indicates the status of each sample: None, In Process, Submitted, Submitted ACK, Received, Completed, and Canceled. (For a review of what each status indicates, see the section titled **The Life Cycle of a Sample in ETOR** of this manual.)
3. In this example, the samples have not yet been packaged as indicated by the STATUS indicator “IN PROCESS”.

Select orders to be packaged or canceled

These samples are IN PROCESS until packaged

| | Order | Facility | Status | Package | Result1 | Result2 | Result3 | R |
|---|---|---------------------------------------|------------|---------|---------|---------|---------|---|
| 1 | <input type="checkbox"/> View/Edit Order 2243 | MDCH-BUREAU OF LAB./JEFFERY J. DUPLER | IN PROCESS | | | | | |
| 2 | <input type="checkbox"/> View/Edit Order 2242 | MDCH-BUREAU OF LAB./JEFFERY J. DUPLER | IN PROCESS | | | | | |
| 3 | <input type="checkbox"/> View/Edit Order 2241 | MDCH-BUREAU OF LAB./JEFFERY J. DUPLER | IN PROCESS | | | | | |
| 4 | <input type="checkbox"/> View/Edit Order 2239 | MDCH-BUREAU OF LAB./JEFFERY J. DUPLER | IN PROCESS | | | | | |

4. To package it, simply check the box to the left of all samples to be packaged and click “Create Package.” This will create a package identifier and pop up a printable form. To print, either right click, and print the slip; or use the 3 dots in the upper right to locate the print option.
5. Example of the printable package slip:

ETOR Samples Package Slip

Date Printed: 05/05/2023

Package ID: 801

Sample Count: 4

Package Code: 

Requested by:
MDCH-BUREAU OF LAB./JEFFERY J. DUPLER (100560)
TRACE METALS SECTION
LANSING, MI 48909

Created By: KUSEYJ1023

ETOR Id: 2243
Name: MOUSE, MICKEY (03/23/1963)
Date Collected: 05/04/2023
Specimen Source: BRONCHIAL WASHING



Requested Tests:

- 3461 2019 Novel Coronavirus Real-Time PCR

ETOR Id: 2239
Name: MOUSE, MICKEY (03/23/1963)
Date Collected: 05/04/2023
Specimen Source: SERUM



Requested Tests:

- 2842001 Hepatitis B Antibody (Anti-HBsAg)
- 2844 Hepatitis C Antibody

NOTE: There is a barcode associated with the Package ID and each Order ID as shown above. The package slip contains information including barcodes that the Laboratory will use when receiving the package. If you notice a number instead of the barcode (s) when displayed/printed, please try using another browser.

When the user clicks **Create Package**, a package is created the selected orders are marked as belonging to that package. Those orders are now eligible for electronic acknowledgement by the laboratory system and their status will change to reflect this.

- Under the Search Orders display, the view/edit order screen, note that the specimen status has changed to “SUBMITTED,” indicating it is ready to mail to the MDHHS Laboratory. Please remember to print and include the above packing slip in each box of samples being submitted to the Laboratory for testing. For more information on packaging and submitting samples, see the **Search / Package Screen** section of this manual.

Search Orders

Orders are SUBMITTED

Select orders to be packaged or canceled

| | <input type="checkbox"/> | Order | Facility | Status | Package | Result1 | Result2 | Result3 | Result4 | Result5 | Lab | First Name | Last |
|---|--------------------------|--------------------------------------|---------------------------------------|-----------|---------------------------------------|---------|---------|---------|---------|---------|-----|------------|------|
| 1 | <input type="checkbox"/> | View/Edit Order 2243 | MDCH-BUREAU OF LAB./JEFFERY J. DUPLER | SUBMITTED | View Package Slip 801 | | | | | | LAN | MICKEY | MC |
| 2 | <input type="checkbox"/> | View/Edit Order 2242 | MDCH-BUREAU OF LAB./JEFFERY J. DUPLER | SUBMITTED | View Package Slip 801 | | | | | | LAN | MICKEY | MC |
| 3 | <input type="checkbox"/> | View/Edit Order 2241 | MDCH-BUREAU OF LAB./JEFFERY J. DUPLER | SUBMITTED | View Package Slip 801 | | | | | | LAN | MICKEY | MC |
| 4 | <input type="checkbox"/> | View/Edit Order 2239 | MDCH-BUREAU OF LAB./JEFFERY J. DUPLER | SUBMITTED | View Package Slip 801 | | | | | | LAN | MICKEY | MC |

NEW FEATURE: From the Search Orders display, there is an option to Create Specimen Labels here as well. If specimen labels are needed, select "Create Specimen Label". You will be prompted for either the Package Number or the Order Number. Select "Create" for a downloadable .pdf; then print to a locally installed label printer.

Search Create Package **Create Specimen Label** Cancel Order(s) Page 1 of 1 10

Back Home

Create Specimen Label x

You must enter an order number or a package number to create a specimen label.

Package Number :

Or

Order Number :

Create Cancel

Navigation Bar

The navigation bar is present on all screens *except* the login page. The navigation bar gives basic links, such as:

- Michigan.gov Home Page
- Contacts - contact ETOR Administrators through LIMS_Help
- MDHHS Home Page
- ETOR Manual
- Logout

[Mi.gov Home](#)

[Contacts](#)

[MDHHS Home](#)

[ETOR Manual](#)

[Logout](#)

Search / Package Screen

From this page, a user can see all the tests that were entered, their status, whether they were packaged / submitted to the lab, and the final result if testing has been completed by the laboratory.

From this screen you can:

- Edit or cancel the test order **before** it has been packaged
- Search orders
- See order status (See "The Life Cycle of a Sample in ETOR" section)
- Sort selections: Click once to descend, click again to ascend the sort selection fields. (Date Created, Collection Date, Patient ID, etc.)
- Select order(s) to be packaged – generating a package slip
- View a package slip

Search Orders

Select orders to be packaged or canceled

| | Order | Facility | Status | Package | Result1 | Result2 | Result3 | Result4 | Result5 | Lab | First Name | La |
|-----|--------------------------------------|------------------|------------|---------------------------------------|------------------------------|---------|---------|---------|---------|-----|------------|----|
| 761 | View/Edit Order 2230 | TEST ETOR AGENCY | IN PROCESS | | | | | | | LAN | JULIE | |
| 762 | View/Edit Order 930 | TEST ETOR AGENCY | RECEIVED | View Package Slip 669 | | | | | | LAN | NH | |
| 763 | View/Edit Order 207 | TEST ETOR AGENCY | COMPLETED | View Package Slip 165 | View Results | | | | | LAN | SPEEDY | (|
| 764 | View/Edit Order 188 | TEST ETOR AGENCY | COMPLETED | View Package Slip 152 | View Results | | | | | LAN | AL | SI |
| 765 | View/Edit Order 209 | TEST ETOR AGENCY | COMPLETED | View Package Slip 167 | View Results | | | | | LAN | JACK | SI |
| 766 | View/Edit Order 232 | TEST ETOR AGENCY | RECEIVED | View Package Slip 188 | | | | | | LAN | CARL | |
| 767 | View/Edit Order 697 | TEST ETOR AGENCY | RECEIVED | View Package Slip 534 | | | | | | LAN | VC | |
| 768 | View/Edit Order 264 | TEST ETOR AGENCY | RECEIVED | View Package Slip 217 | | | | | | SAG | BILL | |
| 769 | View/Edit Order 242 | TEST ETOR AGENCY | COMPLETED | View Package Slip 197 | View Results | | | | | LAN | SIX | |

[Search](#)
[Create Package](#)
[Create Specimen Label](#)
[Cancel Order\(s\)](#)

 Page 77 of 85 | 10

Editing Test Orders (Before Packaged)

To edit information for an order, click on the view/edit order # in the Search/Package screen. This will return you to the Test Order screen for this sample. If it has not yet been packaged, you will be able to edit and save the information. See section below for instructions on how to deal with errors after an order was packaged.

Canceling Test Orders (Before Packaged)

Orders can be canceled if they are in a status of IN PROCESS. To cancel an order(s), check the box to the left of all orders to be canceled in the Search/Package screen and click “Cancel Order(s)”.

Search Orders

Select orders to be packaged or canceled

| | Order | Facility | Status | Package | Result1 | Result2 | Result3 | Result4 | Result5 |
|-------------------------------------|--------------------------------------|------------------|------------|---------------------------------------|------------------------------|---------|---------|---------|---------|
| <input checked="" type="checkbox"/> | View/Edit Order 2230 | TEST ETOR AGENCY | IN PROCESS | | | | | | |
| <input type="checkbox"/> | View/Edit Order 930 | TEST ETOR AGENCY | RECEIVED | View Package Slip 669 | | | | | |
| <input type="checkbox"/> | View/Edit Order 207 | TEST ETOR AGENCY | COMPLETED | View Package Slip 165 | View Results | | | | |
| <input type="checkbox"/> | View/Edit Order 188 | TEST ETOR AGENCY | COMPLETED | View Package Slip 152 | View Results | | | | |
| <input type="checkbox"/> | View/Edit Order 209 | TEST ETOR AGENCY | COMPLETED | View Package Slip 167 | View Results | | | | |
| <input type="checkbox"/> | View/Edit Order 232 | TEST ETOR AGENCY | RECEIVED | View Package Slip 188 | | | | | |
| <input type="checkbox"/> | View/Edit Order 697 | TEST ETOR AGENCY | RECEIVED | View Package Slip 534 | | | | | |
| <input type="checkbox"/> | View/Edit Order 264 | TEST ETOR AGENCY | RECEIVED | View Package Slip 217 | | | | | |
| <input type="checkbox"/> | View/Edit Order 242 | TEST ETOR AGENCY | COMPLETED | View Package Slip 107 | View Results | | | | |

[Search](#) [Create Package](#) [Create Specimen Label](#) [Cancel Order\(s\)](#) Page 77 of 85 10

[Back](#) [Home](#)

If successful, the notification “Order(s) successfully canceled” will appear and the status will be updated to CANCELED.

NOTE: If an order is canceled by mistake you can select the order and click “Create Package” to submit the order and continue with the usual workflow.

Additional Information on Packaging and Shipping Samples

Samples submitted to the MDHHS Laboratory must comply with federal regulations to ensure testing accuracy. Therefore, all samples submitted to MDHHS must adhere to federal packaging and labeling standards.

Be sure to observe these points when submitting your samples:

- For CT/GC, ship no more than 5-7 samples together in one package. For Rabies, each specimen must have its own package slip (1 order/slip) to allow the specimens to be distinguished. For other tests, you may ship any number of samples per package. All requests must include the ETOR Packing Slip with its corresponding samples. ETOR calls each set of samples with an accompanying cover sheet a “package.” You can include multiple packages together in a single shipment, but each package should be wrapped separately, with its corresponding Packing Slip sheet.
- Each tube must be labeled with the patient’s name unless it is an anonymous HIV tube. The name on the tube must exactly match the name on the ETOR coversheet. **Handwritten corrections to the cover sheet are not acceptable.** For anonymous HIV samples with no names, a unique identifier should be used rather than patient name. In this case, the unique identifier on the tube must exactly match the unique identifier on the cover sheet. **Samples where the tube and cover sheet do not match will be rejected.**
- Pre-paid CT/GC samples can be ordered through ETOR by including the pre-paid form in the shipping box with the samples. The only information needed to be handwritten on these pre-paid forms is the patient name.
- If you find an error in the package before you click “Create Package” you can edit the tests and fix the incorrect information or cancel the order. If you find an error after you package the orders, you should re-enter the incorrect test(s), print a new package slip and send us both package slips (the one with the error and the one without). Hand write a comment on the erroneous package slip so that the lab sample receiving unit is aware of the error. The erroneous order will be resulted as Test Not Done so that it is cleared from the system. The same procedure should be followed for cases where duplicate orders are created in ETOR by mistake.
- If you would like the results to be cc’d to another agency, a comment can be entered in the “Comments” field on the Data Entry Screen to indicate this. As an alternative, this comment could also be hand-written on the package slip.

To Reprint a Package Slip

1. Go to ETOR Main Menu, select Search / Package, locate the order, click the View Package Slip ##### (to view the package slip of choice).
2. Right Click (anywhere on the package slip) and click Print.

Troubleshooting Printing Package Slips

Note that browsers with popup blocking software will prevent the package slip from appearing. If this occurs, you can also view the package slip under Search Orders, locate the order and select the View Package Slip ###.

To prevent your browser from blocking the package slip from popping up, you can do one of the following options, depending on what browser and popup blocking software you are running:

- Disable your popup browser software
- Hold the Control key down when submitting the package

Looking Up Results

The Search / Package screen allows the user to find out whether the test has been completed and view or download the preliminary or final result report.

To look up a test submission, click the Search button on the lower left side of the screen. Select field(s) to search by. Enter data to search on – order number, package ID number, DOB, Specimen ID, etc. Once you have located your order, click the View Report link, and print or save the result PDF.

To view a result report, select the View Results link for that order. If there is no View Results link available, a report has not been associated with this sample. If the Status is COMPLETE or PRELIMINARY but no View Results link is available, contact LIMS_Help@michigan.gov (underscore between LIMS_Help) via email. Be sure to have the Subject line of your email start with "ETOR." Include the order number(s) affected and the date and time you are seeing the issue.

The number of reports displayed per page can be changed by using the "Records per Page" option at the bottom. To navigate through additional reports per page select the numeric page menu at the bottom of the report list.

An Example of a Final Report

BUREAU OF LABORATORIES
MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES
3350 N. MARTIN LUTHER KING, JR. BLVD.
P.O. BOX 30035
LANSING, MI 48906
Phone: (517)335-8059
Fax: (517)335-9871

FINAL REPORT

COPY TO: TEST ETOR AGENCY

Starlims Agency # 113115
3350 NORTH MARTIN LUTHER KING, JR. BLVD.
LANSING, MI 48911

Specimen Number: CL23-000008

CLIA#: 23D0650909
Report Generated: 01/10/2023 at 3:58:07PM

SUBMITTER: TEST ETOR AGENCY

Starlims Agency # 113115
3350 NORTH MARTIN LUTHER KING, JR. BLVD.
LANSING, MI 48911

| | | | |
|----------------|------------|--------------------|------------|
| Date Collected | 01/09/2023 | Patient Last Name | ING |
| Date Received | 01/10/2023 | Patient First Name | TEST |
| Specimen Type | SERUM | Patient City | LANSING |
| | | Patient DOB | 01/10/2000 |
| | | Gender | MALE |

TEST RESULTS

Syphilis Total IgG/IgM Multiplex ImmunoAssay (MIA)

NON-REACTIVE

Reference Range: NON-REACTIVE (antibody not detected)

Final Results Reported: 01/10/2023

Available Tests

The following tests are currently available in ETOR:

- 2019 Novel Coronavirus Real-Time PCR
- Aerobic Isolate ID
- Aerobic Isolate ID – Environmental
- AFB Identification - Isolate ID
- AFB Nucleic Acid Amplification
- AFB Slide/Culture - Clinical Specimen
- AFB Slide/Culture - Clinical Specimen Non-Human
- Antimicrobial Resistance Confirmation (ARC)
- Arbovirus Encep. Panel (IgM)
- Brucella Serology
- CD4/CD8
- Cepheid Respiratory Panel *
- CTGC Non-Culture – BILLING
- CTGC Non-Culture - PREPAID
- E. coli Cultural Isolate – Environmental
- E. coli (SLT) Toxin & Serology
- EIA – STX
- Enteric Bacterial Culture
- Film Array Respiratory Panel *
- Fungal Identification - Isolate ID
- Fungal Serology
- Fungal Serology with Immunodiffusion
- HCV NAT Reference Center *
- Hepatitis A IgM *
- Hepatitis B Antibody (Anti-HBsAg)
- Hepatitis B Panel (HBsAg, HBsAb, HBcAb)
- Hepatitis B Surface Antigen (HBsAg)
- Hepatitis C Antibody
- Hepatitis C Viral Load

- HIV Ag/Ab – Serum
- HIV PrEP (only) Panel – Serum
- HIV-1 Viral Load
- HIV-1/HIV-2 Qualitative NAT - Serum (PrEP only)
- Influenza
- Influenza/SARS-CoV-2
- Lead – Whole Blood
- Lyme Disease Ab
- Measles IgM *
- Measles PCR *
- Mumps IgM *
- Mumps PCR *
- Neisseria gonorrhoeae – Isolation
- Neisseria - Referred Culture
- Norovirus PCR *
- Parasitology
- Pertussis PCR
- Rabies
- Rabies AB Serology
- Rubella IgM *
- Salmonella Serotyping - Non-Human *
- Salmonella/Shigella Serotyping – Human
- Student/Employee Immune Status Panel
- Syphilis DFA
- Syphilis Panel
- Syphilis TP-PA
- Syphilis VDRL
- Toxic Shock Testing *
- Trichomonas vaginalis Non-Culture (Fee-for-service only)

* Prior Approval Required

Please note, at this time, ETOR is available only for specimens submitted to the Lansing laboratory.

Enhancements – NEW FEATURES (as of 5/2023)

1. Ability to print specimen labels
 - a. Two locations where labels are created:
 - Under Test Order button
 - Upon clicking Save button, user is prompted with a popup saying, “New Order has been created with Order Id #####. Do you want to create specimen labels?...” Click OK to create, if not click CANCEL.
 - Under Search / Package button
 - A ‘Create Specimen Label’ button exists between the ‘Create Package’ and ‘Cancel Order(s)’ buttons. When selected, user is prompted with a popup containing input box fields, for either the Order # or Package #. If an Order # is entered, a label is created for that Order #; if a Package # is entered, a label is created for each Order # associated with that Package #.
 - b. Labels will have Patient Name (Last, First) and Birth Date fields
 - c. Label sizing is flexible as it is dependent on the printer/labels at each facility
2. Ability to associate one user with multiple submitters
 - a. Previously, when one person worked at multiple facility sites, they had to create one MILogin account per site (each with a different username) and subscribe to ETOR under each. They had to keep track of which username corresponds to which facility.
 - b. The user will select the facility they are submitting samples from before proceeding to the ETOR Main Menu.
3. Add copy metadata functionality
 - a. Add a Copy Previous Order Data button under the Test Order button with options to copy metadata from the previous order or from an order # previously submitted using a search function. **The system will copy over the values of the shared metadata fields only.**
4. On-screen enhancements to drop down boxes, data entry screens, along with enhanced metadata field validation, e.g., No date in the future, No date field older than 01/01/1753, No collection date more than 60 days from current date.

Where to Get Help

If you need help while using ETOR, please contact the ETOR application Help Desk by emailing LIMS_Help@michigan.gov (underscore between LIMS_Help).

Notes