



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

***BUREAU OF LABORATORIES***

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

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## ***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.
3. A sample's submission data is saved in ETOR. It will appear on the ETOR Search/Package Screen.
4. A sample(s) data can be edited within ETOR **until they are packaged**.
5. In Process orders can be canceled. The sample status will change to "CANCELED".
6. **SUBMITTED** – Sample(s) have been selected on the ETOR Search/Package Screen and have been Packaged.
7. 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.
8. At this point a sample's data can no longer be edited in ETOR and the order can no longer be canceled
9. **SUBMITTED ACK** – The Laboratory's Information Management System (LIMS) has electronically acknowledged and received the information provided for the sample(s) packaged in ETOR.

10. 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.
11. **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.
12. **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 – for Existing MiLogin Accounts” 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 xxxxx@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 “Create an Account” button and complete the requested information

Welcome to

# MiLogin

for Business

User ID

[Lookup your user ID](#)

Password

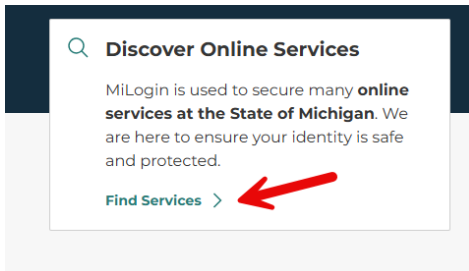
[Forgot your password?](#)

☐ I agree to the [Terms & Conditions](#), [Privacy Policy](#) and the collection, use, storage and sharing of your personal data, and to the collection of sensitive information, such as biometric information and government-issued identification numbers according to that policy.

Log In

Create an Account

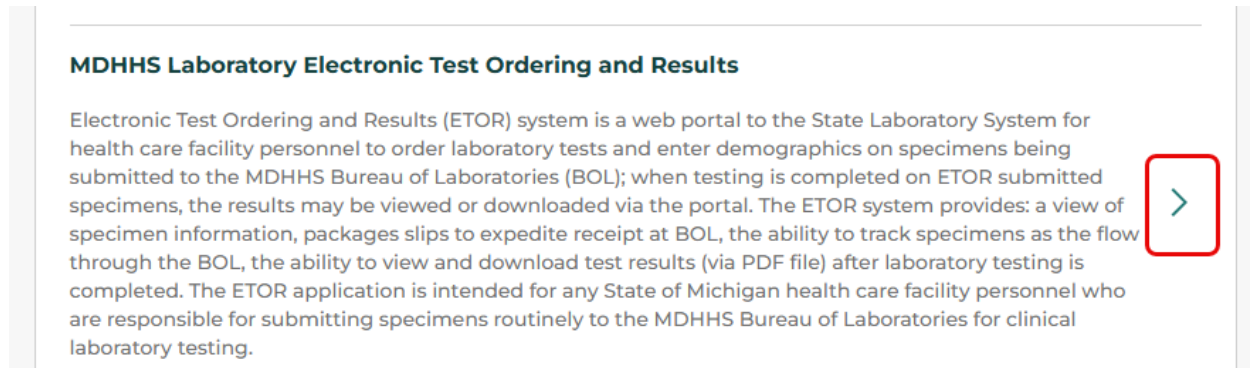
3. Complete the steps of requested information: Email (passcode verification), Profile (full name) fields - agree to Terms & Conditions, Work Phone (passcode verification), Mobile Phone (passcode verification), Create User ID, Create Password, Click Create Account
4. On the Welcome page, click the Find Services arrow



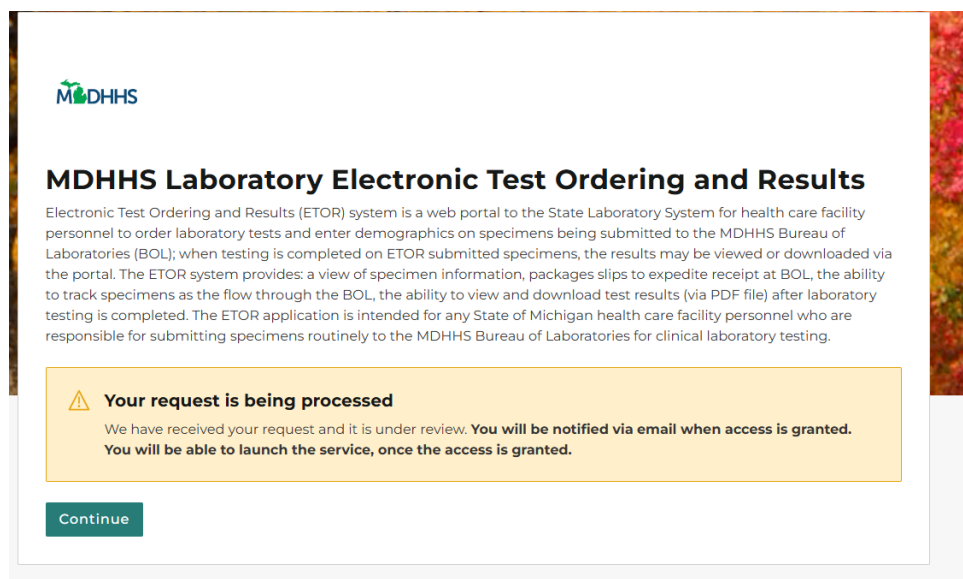
5. Under the Filter by Departments, click the Michigan Department of Health & Human Services (MDHHS) box



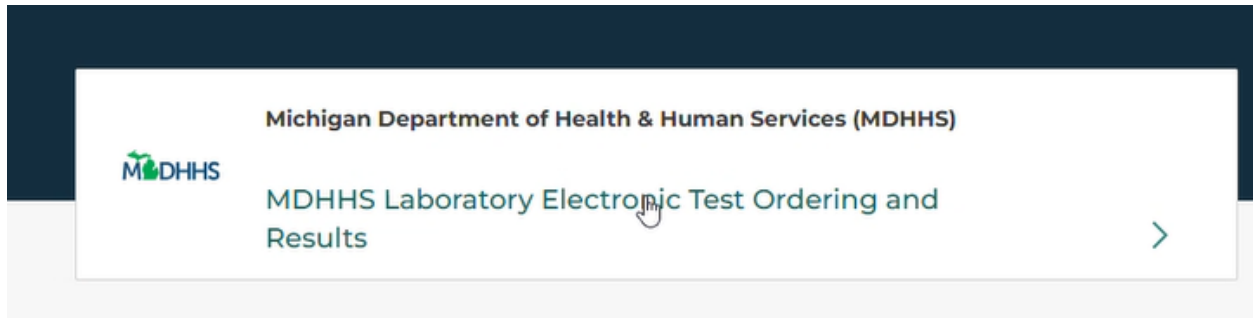
6. Scroll until you find the MDHHS Laboratory Electronic Test Ordering and Results, click arrow



7. Agree to Terms & Conditions and click Request Services
8. Click Continue when this page loads



- Click on the MDHHS Laboratory Electronic Test Ordering and Results link and agree to the Terms & Conditions



- Set up User Profile, see pg. 10 for details.

A screenshot of a "User Profile" form. The title "User Profile" is centered at the top. Below it, there are several fields: "User Id", "User Name", "Email", "Phone Number", "Agency Name", "Agency Address", and "Starlims Agency Number". The "User Id", "User Name", and "Email" fields are obscured by a black redaction box. The "Phone Number" field has a small "313-433-5000" text next to it. The "Agency Name", "Agency Address", and "Starlims Agency Number" fields are empty text boxes. A green "Submit" button is located at the bottom right of the form.

## Requesting Access to ETOR – for Existing MiLogin Accounts

1. Go to your MiLogin Home Page and select “Log In”

Welcome to

# MiLogin

for Business

User ID

[Lookup your user ID](#)

Password

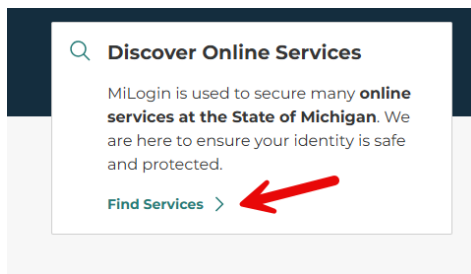
[Forgot your password?](#)

☐ I agree to the [Terms & Conditions](#), [Privacy Policy](#) and the collection, use, storage and sharing of your personal data, and to the collection of sensitive information, such as biometric information and government-issued identification numbers according to that policy.

Log In

Create an Account

2. On the Welcome page, click the Find Services arrow



3. Under the Filter by Departments, click the Michigan Department of Health & Human Services (MDHHS) box



4. Scroll until you find the MDHHS Laboratory Electronic Test Ordering and Results, click arrow



### MDHHS Laboratory Electronic Test Ordering and Results

Electronic Test Ordering and Results (ETOR) system is a web portal to the State Laboratory System for health care facility personnel to order laboratory tests and enter demographics on specimens being submitted to the MDHHS Bureau of Laboratories (BOL); when testing is completed on ETOR submitted specimens, the results may be viewed or downloaded via the portal. The ETOR system provides: a view of specimen information, packages slips to expedite receipt at BOL, the ability to track specimens as the flow through the BOL, the ability to view and download test results (via PDF file) after laboratory testing is completed. The ETOR application is intended for any State of Michigan health care facility personnel who are responsible for submitting specimens routinely to the MDHHS Bureau of Laboratories for clinical laboratory testing.



5. Agree to Terms & Conditions and click Request Services
6. Click Continue when this page loads

A screenshot of the MDHHS Laboratory Electronic Test Ordering and Results page. The page features the MDHHS logo at the top left. Below the logo, the title "MDHHS Laboratory Electronic Test Ordering and Results" is displayed. A paragraph of text describes the ETOR system. Below this text, a yellow warning box contains a triangle icon and the message: "Your request is being processed. We have received your request and it is under review. You will be notified via email when access is granted. You will be able to launch the service, once the access is granted." At the bottom left of the page, there is a green "Continue" button.

7. Click on the MDHHS Laboratory Electronic Test Ordering and Results link and agree to the Terms & Conditions

A screenshot of a dark blue header bar. On the left, the MDHHS logo is visible. To the right of the logo, the text "Michigan Department of Health &amp; Human Services (MDHHS)" is displayed. Below this, the link "MDHHS Laboratory Electronic Test Ordering and Results" is shown in a light blue font. A hand cursor is pointing at the link. To the right of the link, there is a light blue right-pointing arrow.

8. Set up User Profile, see pg. 10 for details.

## Sign Up for ETOR Application for Specimen Data Entry – User Profile

1. Login to your MiLogin account.
2. Click on the “MDHHS Laboratory Electronic Test Ordering and Results” link to begin.
3. Agree to the Terms & Conditions agreement.
4. In the User Profile, 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 logging in, 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”.

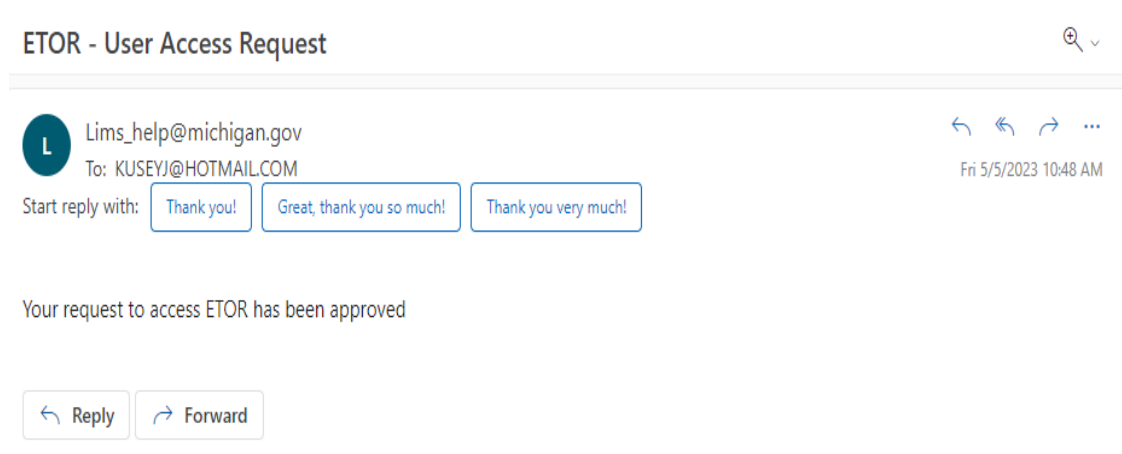
### User Profile

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

6. 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.



## Logging into ETOR

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



3. Acknowledge/Agree to the Terms & Conditions agreement.
4. NEW FEATURE: Select the User Facility you’re submitting sample from using the drop down and Click Proceed.

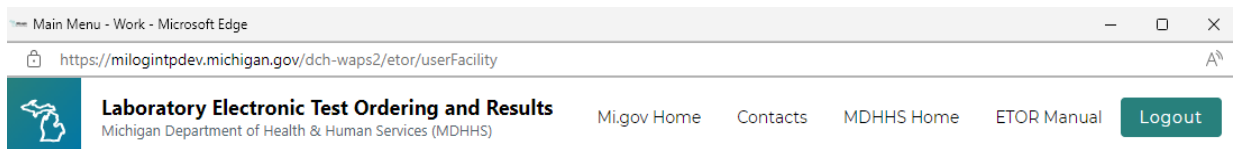
### User Facilities

--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

SUBMITTING AGENCY NAME HERE

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.

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

**Search Orders List**

Search...
✕

Match All

+

Last Name

contains

DUCK

-

Reset
**Find**

6	<a href="#">Copy Order 2226</a>	TEST ETOR AGENCY	LAN	NATE	TEST
7	<a href="#">Copy Order 2225</a>	TEST ETOR AGENCY	LAN	NATE	TEST
8	<a href="#">Copy Order 2224</a>	TEST ETOR AGENCY	LAN	NATE	TEST
9	<a href="#">Copy Order 2223</a>	TEST ETOR AGENCY	LAN	JOHN	SMITH
10	<a href="#">Copy Order 2221</a>	TEST ETOR AGENCY	LAN	NATE	TEST

Search
Page 1 of 85 10

Search Orders List						
	Order	Facility	Lab	First Name	Last Name	DOB
1	<a href="#">Copy Order 2231</a>	TEST ETOR AGENCY	LAN	DONALD	DUCK	10/23/1998
2	<a href="#">Copy Order 2229</a>	TEST ETOR AGENCY	LAN	DONALD	DUCK	10/23/1998

6. Select the Order you would like to copy.
7. 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 handwritten 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

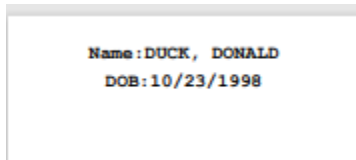
Subscriber Zip:	<input type="text" value="48906"/>
Subscriber Birth Date:	<input type="text" value="03/23/1963"/> <small>Date must be in MM/DD/YYYY format.</small>
Relationship To Subscriber:	<input type="text" value="DEPENDENT"/>
Insurance Group #:	<input type="text" value="XYZ125364"/>
Insurance Contract #:	<input type="text" value="ZY987654"/>
<b>Other Information</b>	
* ICD Code:	<input type="text" value="Z11.3"/> <small>This is a required field.</small>
ICD Code (Other):	<input type="text"/>
Reason For Test:	<input type="text" value="Age recommended for Testing"/>
Reason For Test:	<input type="text" value="--select one--"/>
Reason For Test:	<input type="text" value="--select one--"/>
Comments:	<input type="text" value="JUST A TEST SAMPLE FOR THE MANUAL"/>
<div><input type="button" value="Back"/> <input type="button" value="Continue"/> <input type="button" value="Save"/> <input type="button" value="Home"/></div>	

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

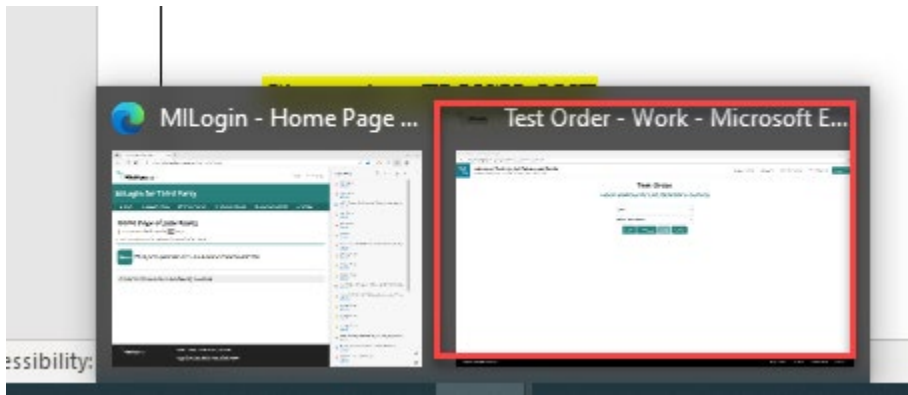
New Order has been created with Order Id 2229. Do you want to create specimen labels? Click OK to create, if not click CANCEL.

<input type="button" value="OK"/>	<input type="button" value="Cancel"/>
-----------------------------------	---------------------------------------

10. If the OK was selected, label.pdf will appear, print 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

Add New Test Order

Search / Package

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

Search Orders								
	Order	Facility	Status	Package	Result1	Result2	Result3	R
1	<a href="#">View/Edit Order 2243</a>	MDCH-BUREAU OF LAB./JEFFERY J. DUPLER	IN PROCESS					
2	<a href="#">View/Edit Order 2242</a>	MDCH-BUREAU OF LAB./JEFFERY J. DUPLER	IN PROCESS					
3	<a href="#">View/Edit Order 2241</a>	MDCH-BUREAU OF LAB./JEFFERY J. DUPLER	IN PROCESS					
4	<a href="#">View/Edit Order 2239</a>	MDCH-BUREAU OF LAB./JEFFERY J. DUPLER	IN PROCESS					

These samples are IN PROCESS until packaged

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

Select orders to be packaged or canceled

Orders are SUBMITTED

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

2239

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

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[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

	<input type="checkbox"/>	Order	Facility	Status	Package	Result1	Result2	Result3	Result4	Result5	Lab	First Name	La
761	<input type="checkbox"/>	<a href="#">View/Edit Order 2230</a>	TEST ETOR AGENCY	IN PROCESS							LAN	JULIE	
762	<input type="checkbox"/>	<a href="#">View/Edit Order 930</a>	TEST ETOR AGENCY	RECEIVED	<a href="#">View Package Slip 669</a>						LAN	NH	
763	<input type="checkbox"/>	<a href="#">View/Edit Order 207</a>	TEST ETOR AGENCY	COMPLETED	<a href="#">View Package Slip 165</a>	<a href="#">View Results</a>					LAN	SPEEDY	(
764	<input type="checkbox"/>	<a href="#">View/Edit Order 188</a>	TEST ETOR AGENCY	COMPLETED	<a href="#">View Package Slip 152</a>	<a href="#">View Results</a>					LAN	AL	SI
765	<input type="checkbox"/>	<a href="#">View/Edit Order 209</a>	TEST ETOR AGENCY	COMPLETED	<a href="#">View Package Slip 167</a>	<a href="#">View Results</a>					LAN	JACK	SI
766	<input type="checkbox"/>	<a href="#">View/Edit Order 232</a>	TEST ETOR AGENCY	RECEIVED	<a href="#">View Package Slip 188</a>						LAN	CARL	
767	<input type="checkbox"/>	<a href="#">View/Edit Order 697</a>	TEST ETOR AGENCY	RECEIVED	<a href="#">View Package Slip 534</a>						LAN	VC	
768	<input type="checkbox"/>	<a href="#">View/Edit Order 264</a>	TEST ETOR AGENCY	RECEIVED	<a href="#">View Package Slip 217</a>						SAG	BILL	
769	<input type="checkbox"/>	<a href="#">View/Edit Order 242</a>	TEST ETOR AGENCY	COMPLETED	<a href="#">View Package Slip 197</a>	<a href="#">View Results</a>					LAN	SIX	
<div><a href="#">Search</a> <a href="#">Create Package</a> <a href="#">Create Specimen Label</a> <a href="#">Cancel Order(s)</a></div> <div><div>Page 77 of 85</div><div>10</div></div>													

## 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
761	<input checked="" type="checkbox"/>	<a href="#">View/Edit Order 2230</a>	TEST ETOR AGENCY	IN PROCESS						
762	<input type="checkbox"/>	<a href="#">View/Edit Order 930</a>	TEST ETOR AGENCY	RECEIVED	<a href="#">View Package Slip 669</a>					
763	<input type="checkbox"/>	<a href="#">View/Edit Order 207</a>	TEST ETOR AGENCY	COMPLETED	<a href="#">View Package Slip 165</a>	<a href="#">View Results</a>				
764	<input type="checkbox"/>	<a href="#">View/Edit Order 188</a>	TEST ETOR AGENCY	COMPLETED	<a href="#">View Package Slip 152</a>	<a href="#">View Results</a>				
765	<input type="checkbox"/>	<a href="#">View/Edit Order 209</a>	TEST ETOR AGENCY	COMPLETED	<a href="#">View Package Slip 167</a>	<a href="#">View Results</a>				
766	<input type="checkbox"/>	<a href="#">View/Edit Order 232</a>	TEST ETOR AGENCY	RECEIVED	<a href="#">View Package Slip 188</a>					
767	<input type="checkbox"/>	<a href="#">View/Edit Order 697</a>	TEST ETOR AGENCY	RECEIVED	<a href="#">View Package Slip 534</a>					
768	<input type="checkbox"/>	<a href="#">View/Edit Order 264</a>	TEST ETOR AGENCY	RECEIVED	<a href="#">View Package Slip 217</a>					
769	<input type="checkbox"/>	<a href="#">View/Edit Order 242</a>	TEST ETOR AGENCY	COMPLETED	<a href="#">View Package Slip 167</a>	<a href="#">View Results</a>				

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

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[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’s 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 handwritten 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](mailto: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

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### FINAL REPORT

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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

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### TEST RESULTS

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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 (SLT) Toxin & Serology
- E. coli Cultural Isolate – Environmental
- 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 PCR \*
- Mumps IgM \*
- Mumps PCR \*
- Neisseria - Referred Culture
- Neisseria gonorrhoeae - Isolation
- Norovirus PCR \*
- Parasitology
- 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 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](mailto:LIMS_Help@michigan.gov) (underscore between LIMS\_Help).

# *Notes*