

Biomnis

Welcome to ORCIS

Specimen Order Portal

USER GUIDE



YOUR PARTNER IN PATHOLOGY

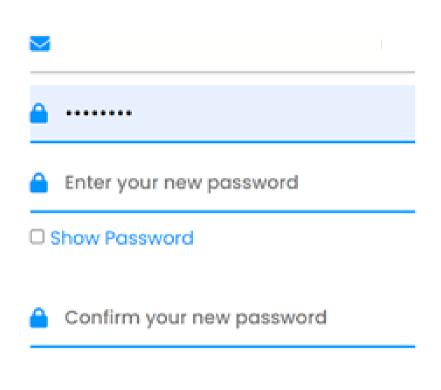








Reset Password



Reset

- Minimum Length: 15 Characters
- At least 1 Uppercase Letter
- At least 1 lowercase letter
- · At least 1 number
- At least 1 special character from [@\$!%*?
 &]

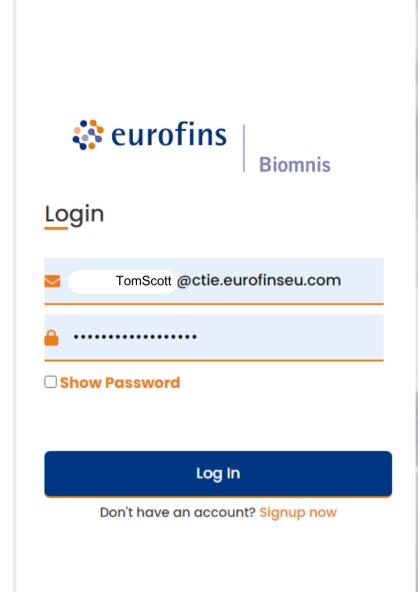
January 2025

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



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Daily Log In

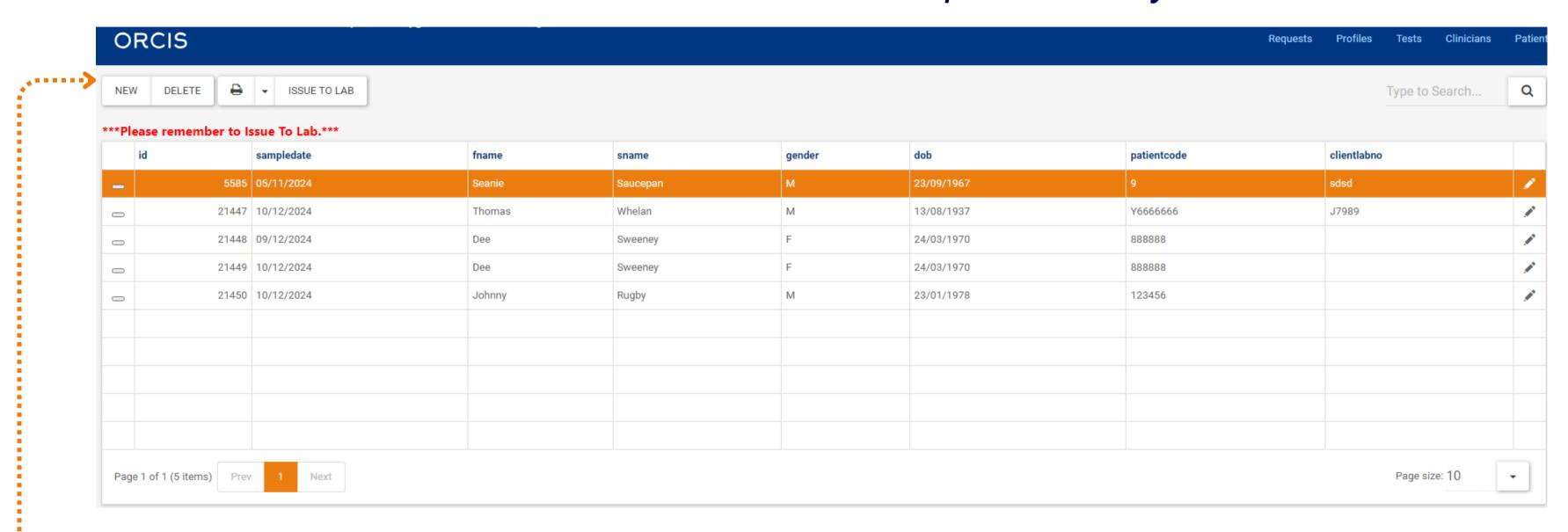
Enter your new email address and password



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Daily List of Patient Requests

IN TABLE FORMAT each line in the table is a patient entry

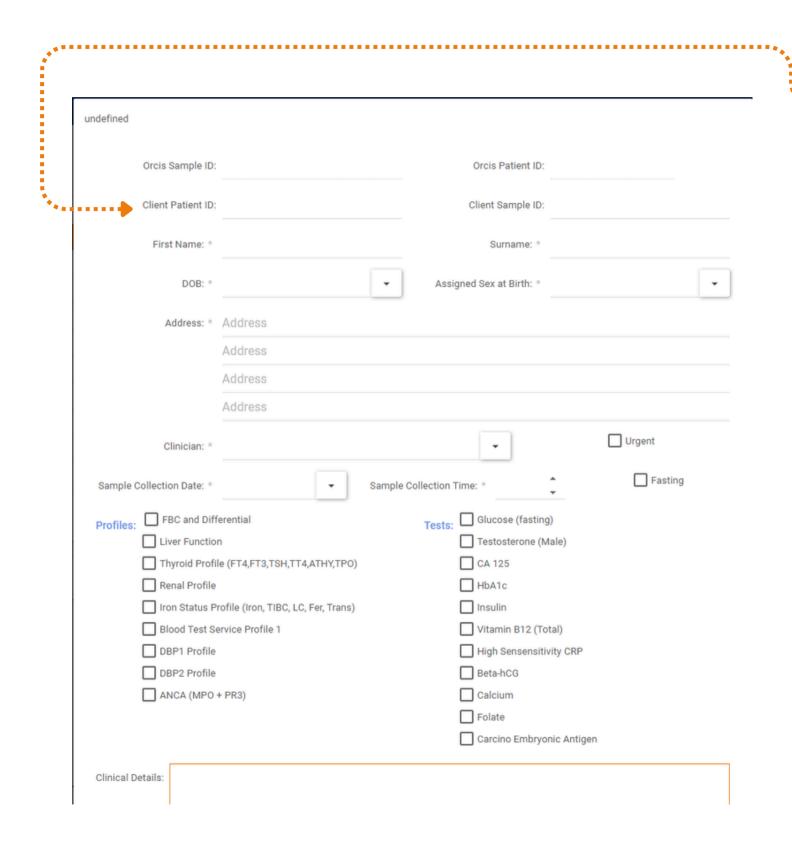


Select NEW to enter a new patient



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



Enter your Patient Details

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?



An existing Orcis patient

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



- 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 (https://nico.neg/hise.ie) - this is your choice.

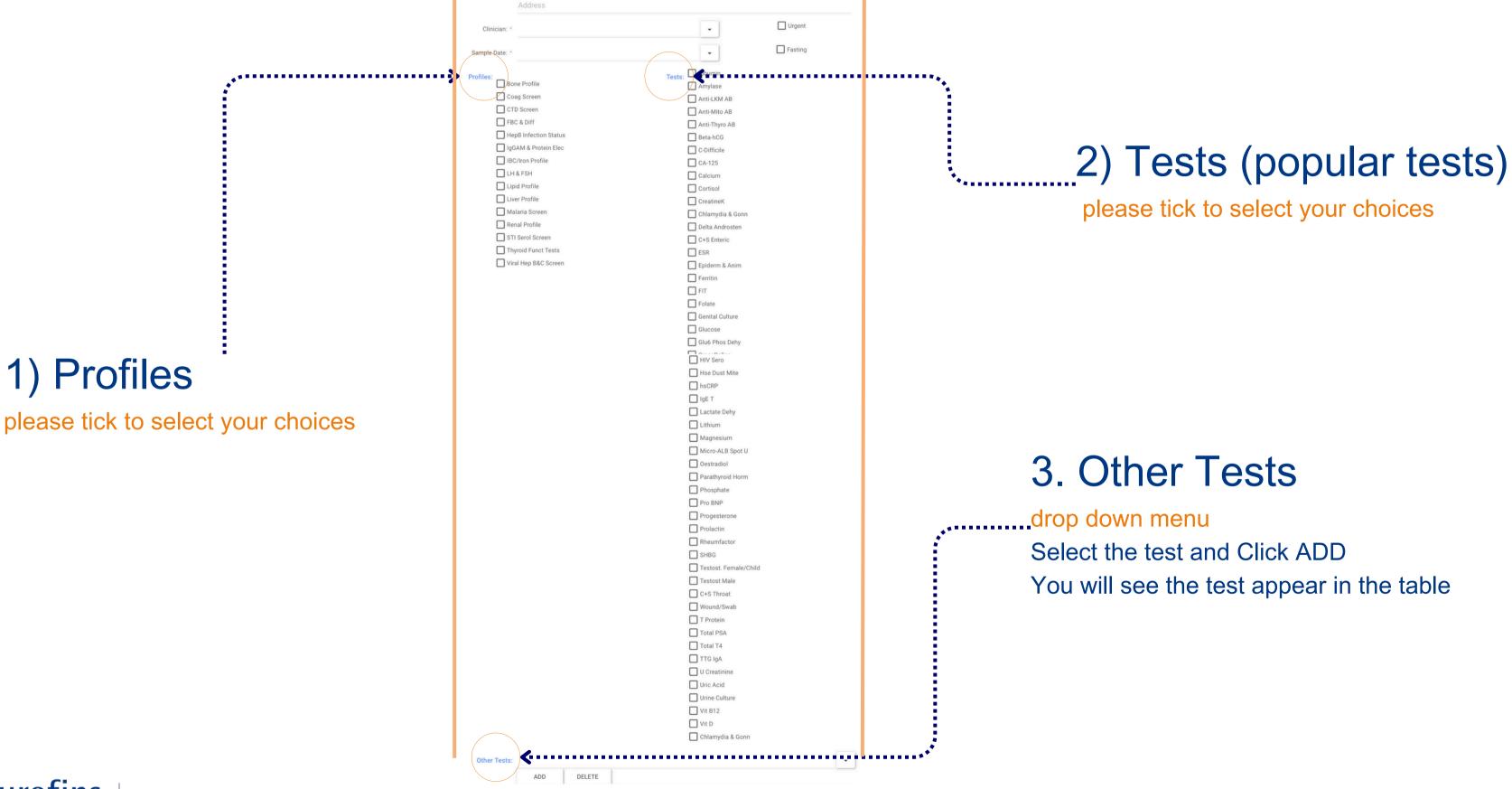
- 4. Select the correct patient, highlights to orange, the pen icon opens the new form
- 5. The form is populated with the patient details to save you time

sname	fname	gender	dob	adr1		
Smith	Kathleen	F	05/10/1960	The Heights		
Whelan	Kathleen	F	08/07/1935	91 Balally Park	1	•

6. Complete the test request form

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There are 3 Test Sections

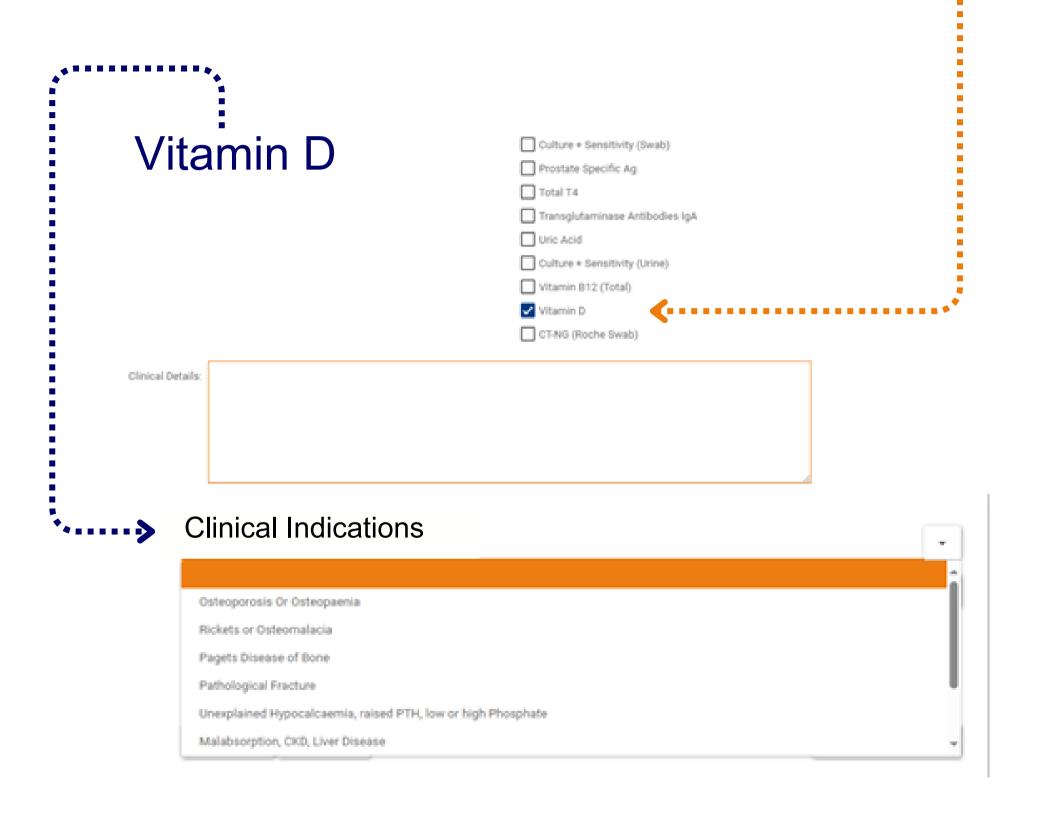




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Conditions apply to some Tests



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

Choose from a drop-down menu on the form

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Clinical Details Section



Recommended Microbiology Swabs:

- Charcoal Amies Swabs
- Liquid Swabs (Amies Transport Medium)
- Copan Swabs

Microbiology Swabs to Avoid:

- Dry Swabs
- Aptima Swabs

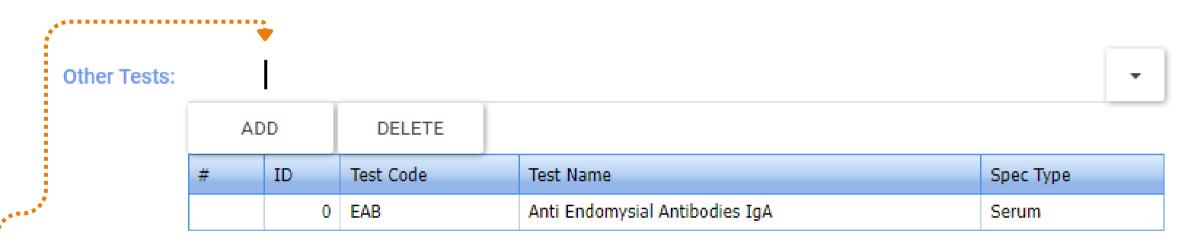
A clinical details box is available but must not be used to manually add more tests. These will not be included in your request to the lab.

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.

How to Find a Test?



There is a search function in 'Other Tests'



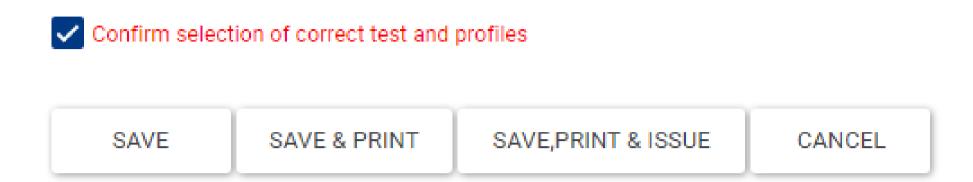
1.Place your cursor here and a list of tests appear



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

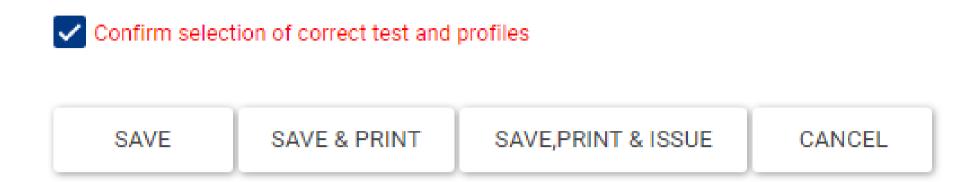
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Test Request Form complete - You have 4 options



- 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



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

Fev	wer settings ^	
Pap	per size	
	\ 4	~
Sca	ale (%)	
\mathbb{C}) Fit to printable area	
0	Actual size	





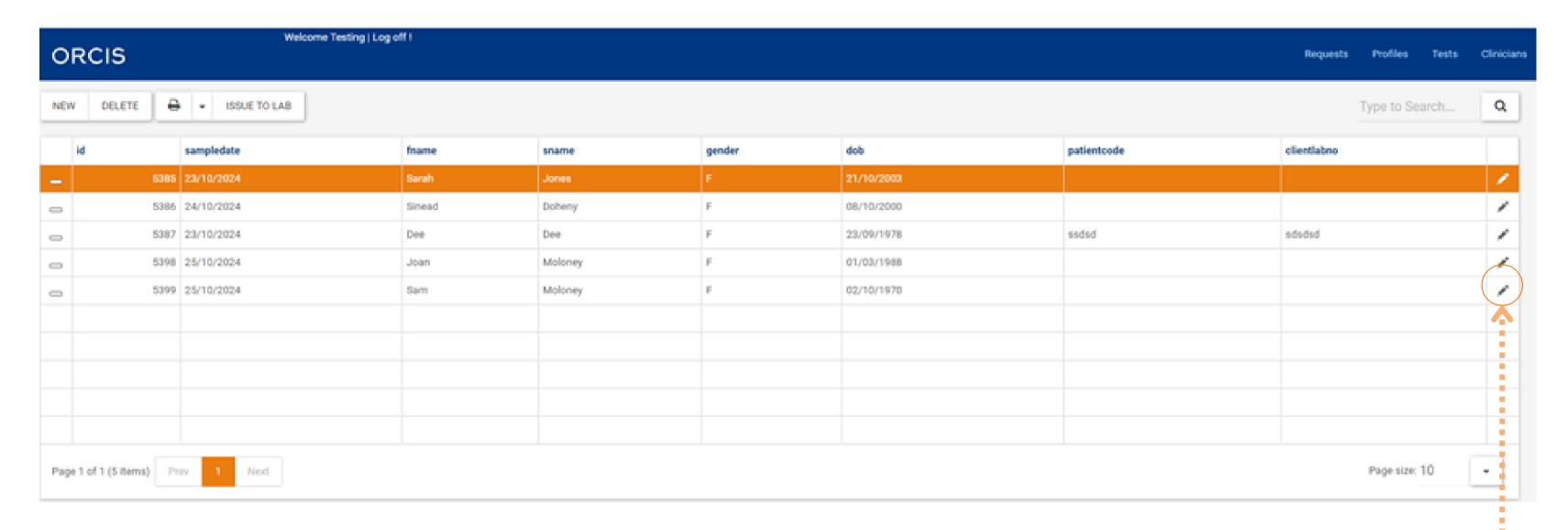
A Fifth Option



- 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

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To Edit a completed Test Request



Each entry can be EDITED up until they are issued to the laboratory

Select the EDITING symbol

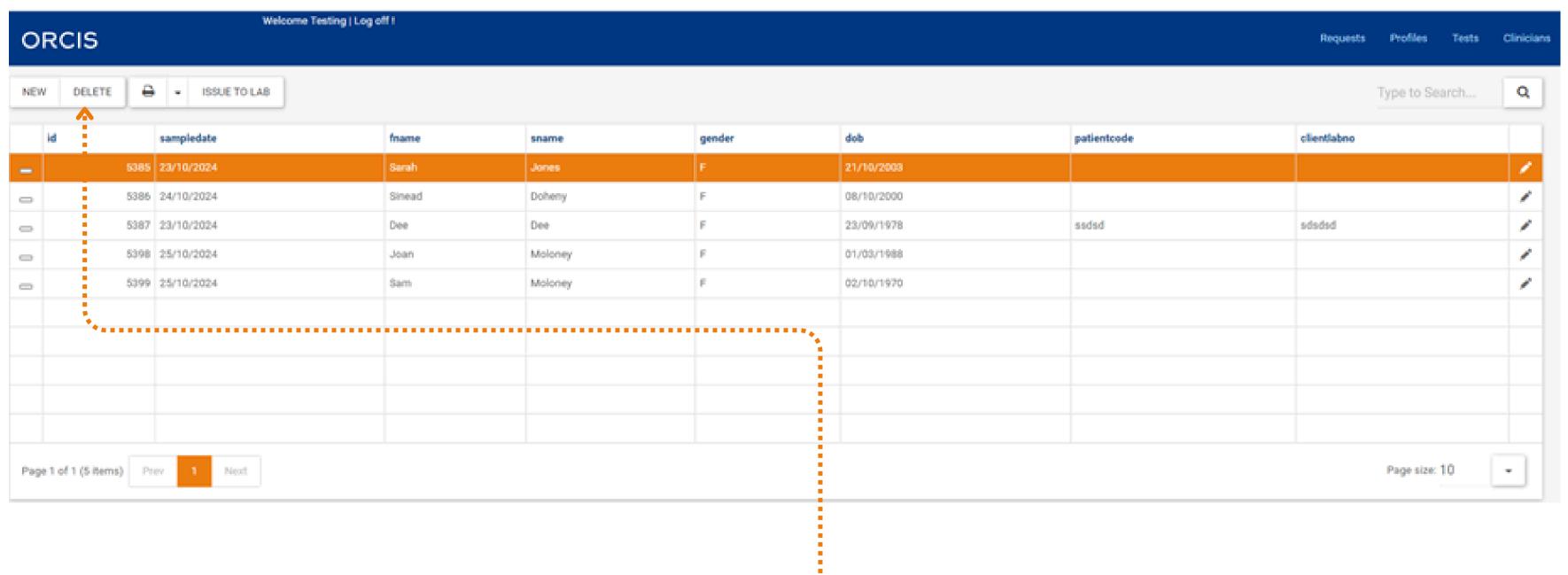
Remember to **SAVE** after Editing You can reprint edited forms if required



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To delete a Test Request



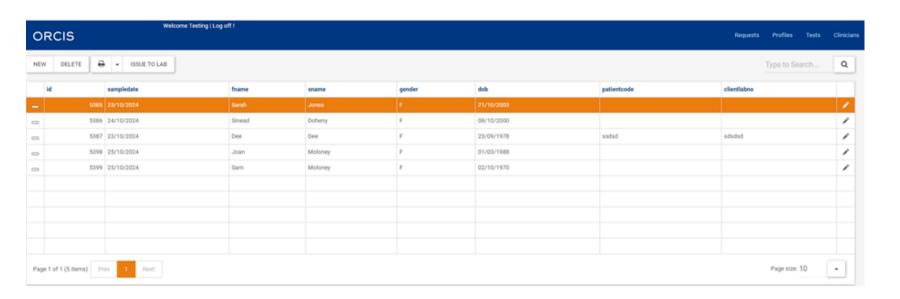
Highlight the patient entry you want to delete - it turns orange

Select DELETE



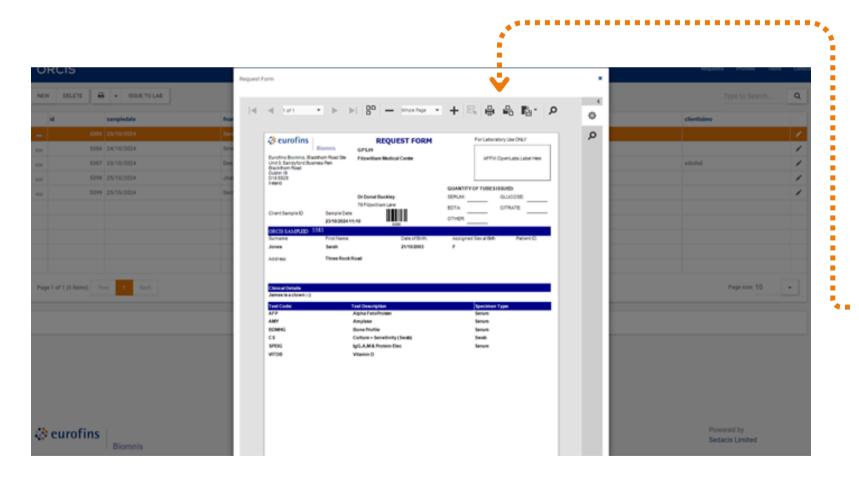
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PRINTING from the Home Page





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



- 2. Click on the PRINTER icon
- 3. The Request Form will pop-up
- 4. Select PRINT at the top right-hand side of the Request Form
- 5. The form will print



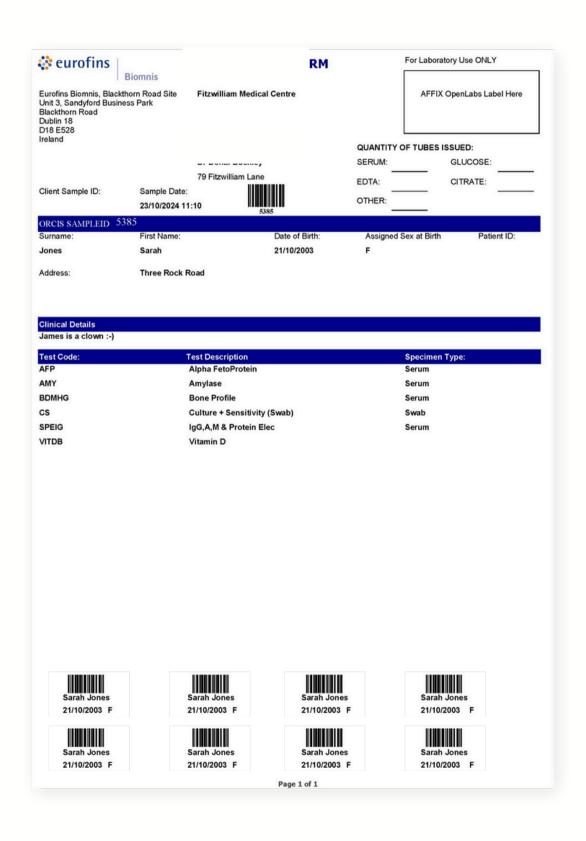
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How many Tubes are you sending us?



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

Label the Specimen Tubes



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.





	Microbiology (Specify all sites including MRSA sites)		
	cal Sam urple Ba	ples	Bacterial Swabs Culture & Sens (Pumple Bag) *Charcoal, Amies and Consultation only for
Ente	rie Pathe	gens	Microbiology Eye, Ear
Ova Cysts Parasites (OCP)		Nasal, Throat, Mouth	
	C. difficle	£	Wound
	zy lozi an i I frozen if d		MRSA Screens
93	creens fo	r:	Genital (e.g. HVS)
CPE	VRE	ESBL	Tips (non-urine)
	folecul		Culture & Sens.
	ole or Red		(Purple Bag)
(Fema Swab va *Roche	tine STI : le Swab) iginal/endo Cobas sw lecular no swabs	CGSW ocervical abs only	Urine
*CT/1	NG (CGU	Urine)	Tissue & Fluids *(Non-urgent)
	or CT/NG : Roche Cob possible.		Sputum *(If TB culture is required, please write

Haematology & Immunology (Red Bags)		
Blood (Serum for serology)		
	SOT	
CMV		
HIV,	Syphilis	
*Hepatitis A		
(IgG & IgM)		
Hepatitis B:		
HBsAg, anti-HBc, anti-HBs		
Hepatitis C: anti-HCV, HCV PCR		
STI screen (Blood): HBsAg, HIV, Syphilis		
Viral HBV and	HBV Infection	
HCV screen:	status: HBsAg,	
HBsAg, anti- HCV	anti-HBe	
Stool Calprotectin (CALPR)		

^{*}Hepatitis A samples tested in Eurofins Biomnis France

Tests to send to NVRL: Order using a NVRL Request Form.			
Blood (serum for serology)	Viral Swab for PCR	STI	
Measles, 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		
Hepatitis E			
Hepatitis E PCR			
Lyme 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.

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



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PACK & RETURN



Clinical Details		
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	



Return to the appropriate Eurofins Biomnis Labs

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

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

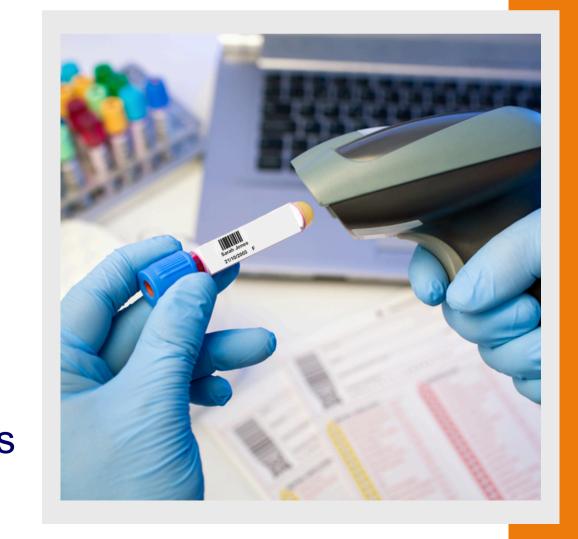


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Receipt of Samples by Eurofins Pre-Analytics Team

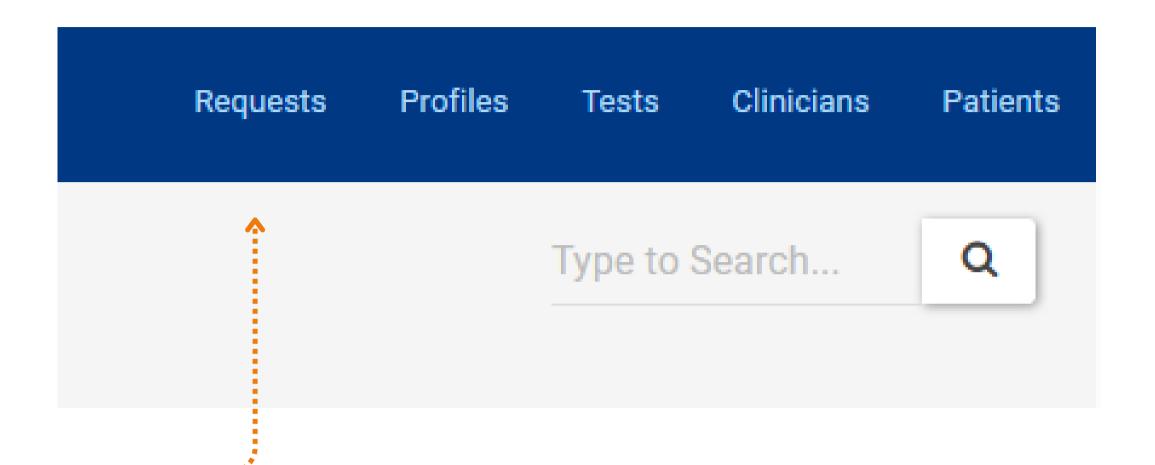
- 1. All deliveries are time stamped when received in Pre-Analytics
- 2. Serum samples are spun to stabilise them
- 3. The ORCIS barcode is scanned to retrieve the request details in the OpenLabs LIMS
- 4. The Sample Reception Officer (SRO) adds
- Date/Time of receipt of sample
- Sample Type and Qty received
- 5. Samples are racked and sent to be analysed
- 6.Request forms are scanned into the LIMS for traceability purposes







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.

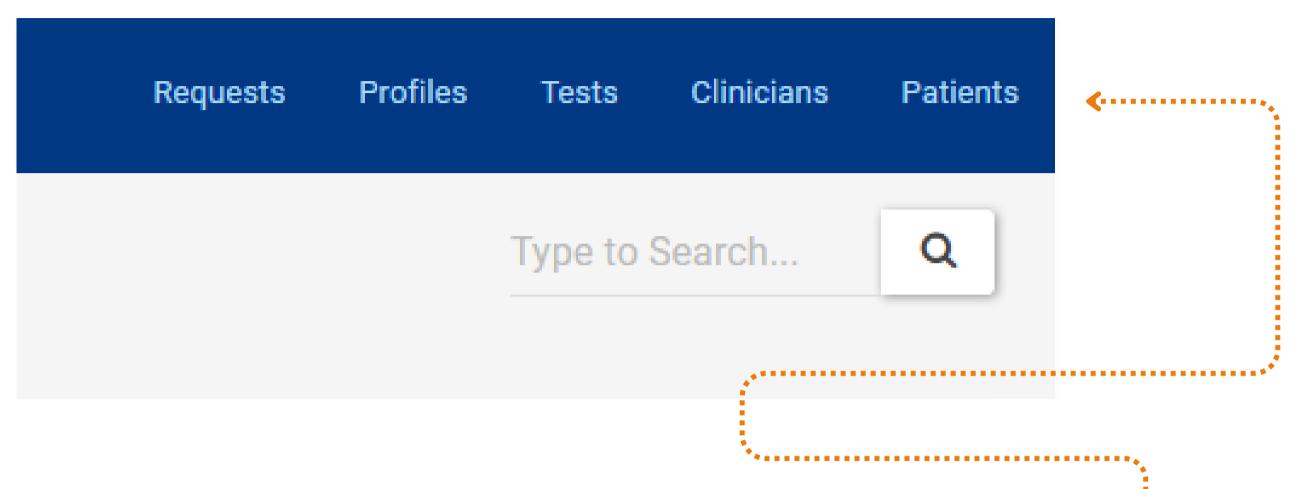
You can search this Table by using the search box - First Name and/or Surname

You can view Profiles, Tests and Clinicians also from the top right-hand side of your screen

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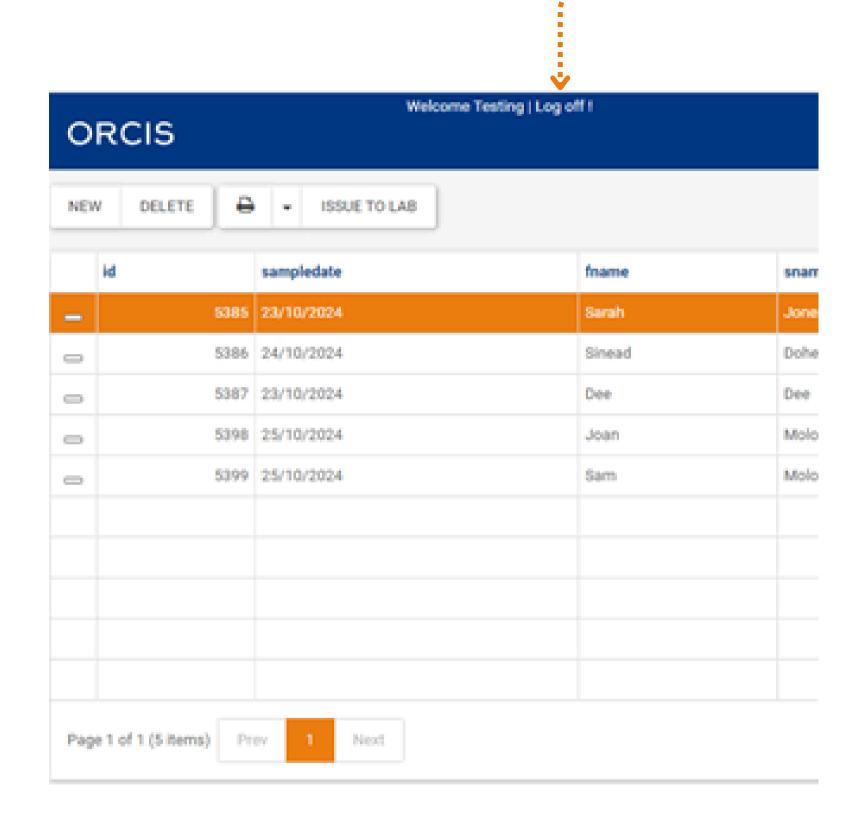
To View Patient List entered into Orcis



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)

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Click here to Log Out.

ORCIS will

automatically log

out after 15 minutes



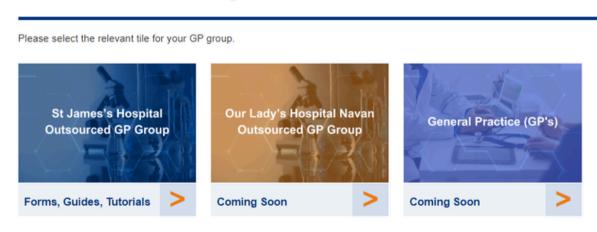
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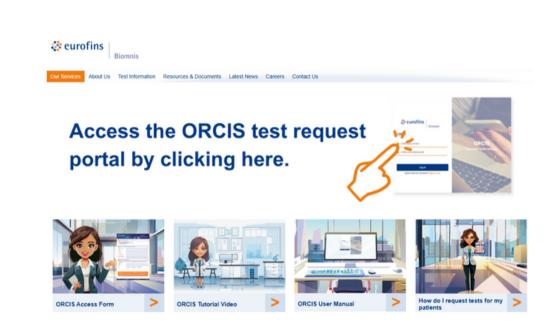
Resources & Forms

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



General Practitioners Page





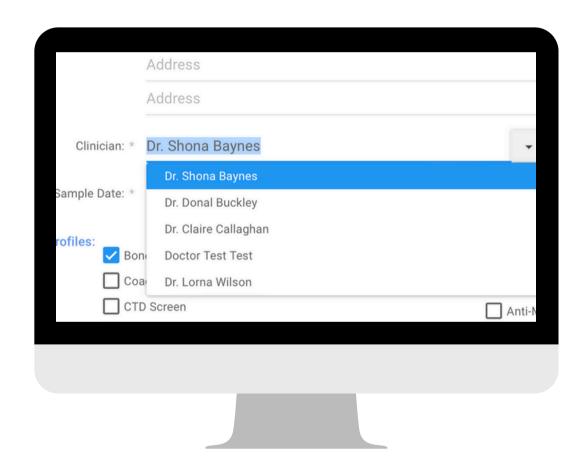


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Email us to get Set-Up or Updated

A new Doctor or Name Change

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



Email: clientservices@ctie.eurofinseu.com

All feedback is welcome.

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

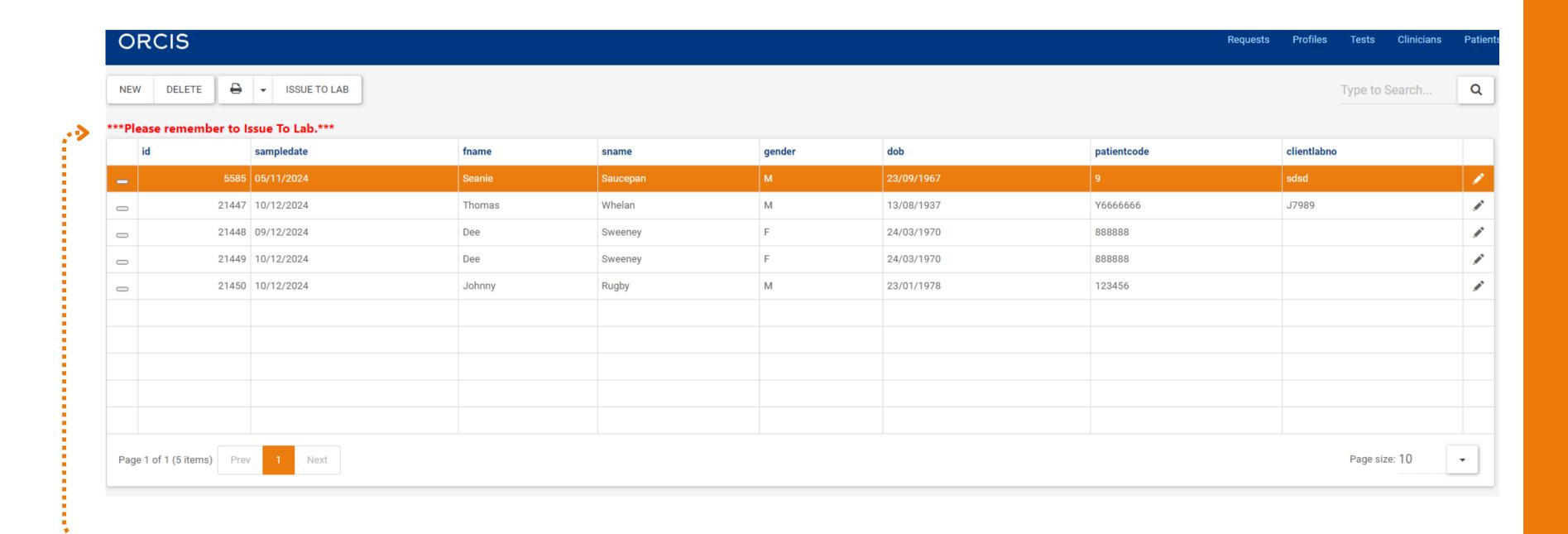
Orcis Paper

- 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



- People can forget to issue the form to the lab
- The table is empty when all Test Requests have been issued to the Lab



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.



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.



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