Wadsworth Center Laboratory Information Management System (CLIMS)
Quick Start Guide – Order Management

Getting Started
What do I need?
Health Commerce System (HCS) account and access to the CLIMS application.

Order Management
How do I view, update, or check the status of an order in CLIMS?

1. Login to your HCS account and click on the CLIMS link (or use the Search feature) to open the CLIMS application.

2. Select "Remote Order" and then "Order Management."

3. After selecting the facility (if needed), orders are separated onto four different tabs based on their status.

- Orders on the "In Progress" tab have been saved by the user or automatically saved by the system before submission as a Pre-Collection or finalized order.
- "Pre-Collection Orders" have been submitted with missing or Collection Dates in the future. When specimen collection has been completed, the order can be updated and finalized for shipping.
- Orders on the "Submitted" tab have been finalized. They are ready to be shipped or have already been shipped but are not yet physically received at Wadsworth Center.
- Orders on the "Received/Accessioned" tab have been physically received and accessioned by the laboratory at Wadsworth Center, but results are not yet available.

NOTE: When final results have been released by the laboratory, the order will no longer be available in Order Management. Results can be accessed by selecting "Specimen Reports" on the CLIMS home page.

Additional tips:

- Quickly access the shipping manifest for finalized orders using the green truck icon.
- Use the accordion controls to expand or collapse additional details from the order.
- Sort columns or use the search box to quickly find a record of interest.
- Open the order to view or edit additional details by clicking the hyperlink.
- Delete the entire order or specific specimens or tests within the order as needed with the red trash can icon.