

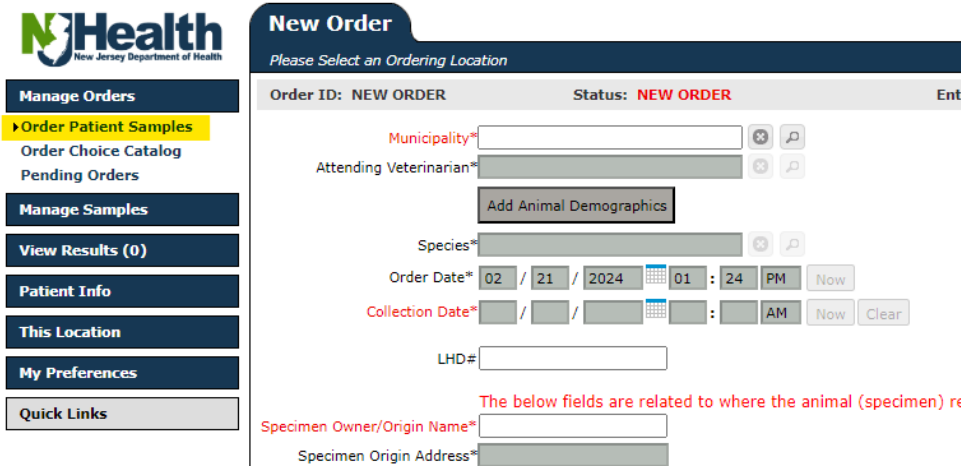
PHEL Orders and Reporting

How to Submit Rabies Test Order

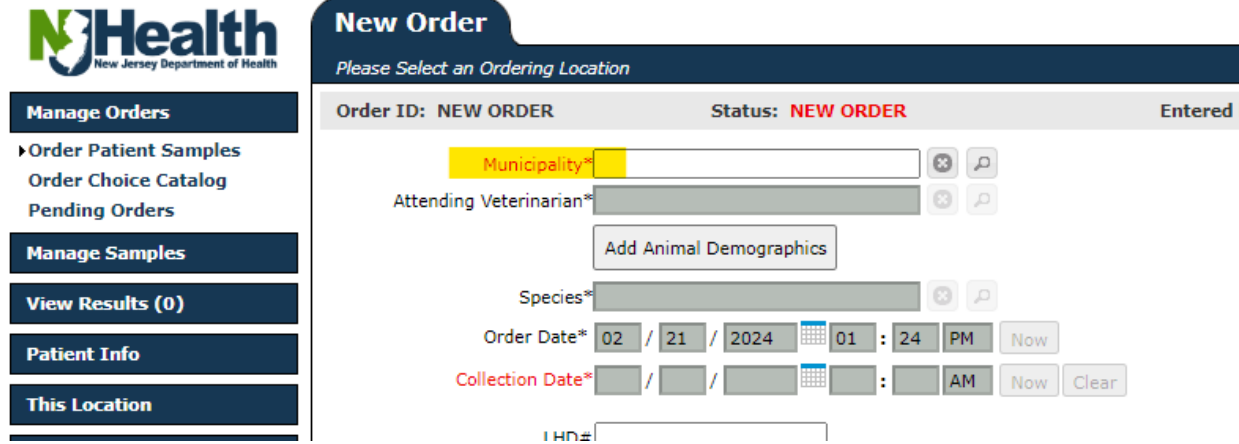
Step 1: Log into the [MyNewJersey](#) portal, look for DOH Apps and click on “PHEL Orders and Reporting.”



Step 2: Click the “**Manage Orders**” menu and then click the “**Order Patient Samples**” submenu link.



Step 3: Enter the “**Municipality**”.



Step 4: Click in the “**Attending Veterinarian**” box and start typing the Veterinarian's last name, Veterinarian hospital, etc. *If you click in the box only, a drop-down will appear with a list of Veterinarians.*

Step 5: Select the Veterinarian's name from list. If the Veterinarian's name is not listed or not applicable, select one of these options: “**Veterinarian Not Listed, Veterinarian Not Provider, or No Veterinarian Involved**”.

New Order 🔍

Please Select an Ordering Location

Order ID: NEW ORDER Status: **NEW ORDER** Entered by: Training, PHEL Online Orderi

Municipality*

Attending Veterinarian*

Show Advanced Search

Species	Name	Address 1	City	ID	Phone	Fax
Order Date*				PRO5824		
Collection Date*	*No Veterinarian Involved*			U22-0088		
LHD#	*Veterinarian Not Listed*			PRO3745		
	Veterinarian Not Provided			PRO3746		

Step 6: Click “**Add Animal Demographics**” to add demographics.

New Order 🔍

Please Select an Ordering Location

Order ID: NEW ORDER Status: **NEW ORDER**

Municipality*

Attending Veterinarian*

Species

Order Date* / / :

Collection Date* / / :

LHD#

Step 7: Fill out the required **“Demographics”** and any other information provided. **(Leave “Patient ID” blank. This is for PHEL internal use only.)**

- 1) Select the **“Species”**
- 2) Enter the specimen **origin, owner address, and phone number.** If unknown, enter N/A. *Note: This information is related to where the animal (specimen) resides or was found.*
- 3) Click **“Save”** when complete.

Demographics ?

Patient ID: More

Species:

The below fields are related to where the animal (specimen) resides or was found:

Specimen Origin Address:

Specimen Origin Zip:

Specimen Origin City:

Specimen Origin State:

Specimen Owner/Origin Phone:

Comments Alerts Linked Docs

* Required field

Save Discard Changes Cancel

Step 8: The **“Order Date”** will automatically be set as the current date and time. You can change it, if needed.

Step 9: Enter the **“Collection Date”**. The **“Collection Date”** will be the date/time you collected the specimen (date of death or date of capture).

Step 10: Enter the **“LHD#”** (*Local Health Department #*), if applicable.

Step 11: Enter the “Specimen/Owner Name”.

Order ID: NEW ORDER Status: NEW ORDER Entered by: Training, PHEL Online Ordering

Municipality*

Attending Veterinarian*

Species*

Order Date* / / :

Collection Date* / / :

LHD#

The below fields are related to where the animal (specimen) resides or was found:

Specimen Owner/Origin Name*

Specimen Origin Address*

Specimen Origin ZIP*

Specimen Origin City*

Specimen Origin State*

Specimen Owner/Origin Phone*

Step 12: Enter the “Animal Control Officer” name, if applicable.

To Add Animal Control Officer (ACO):

- Click in the Animal Control Officer box
- Click “Add Owner”

Animal Control Officer

Select	Name	ID	Edit
No records selected			

- Enter the ACO's first and last name. If the ACO do not have a first and last name, enter half the name in the “first name” field, and the rest in the “last name” field. (This will be fixed in the future)
- Click “Contact Info”
- Enter the ACO's contact info by clicking on the appropriate tab (address, phone number and email address), then click “Add”.
- Once completed, click “Save” located at the bottom right.

Step 13: Check the “**Acknowledgement**” box if the information is correct to the best of your knowledge.

*I hereby certify that the above patient and ordering information is correct to the best of my knowledge.
I understand that improper information would result in such information to be on the final report.*

Acknowledgement[Ⓢ] Yes

Order Choices

Step 14: In the “**Order Choices**” section, click in the “**Order Choice Search**” box, then hit the “**Enter key**” on your keyboard to see a list of the order choices. You can also type the name of the order choice needed.

Order Choices

Order Choice Search Abbreviation list

Order Choice	Sample ID	Cancel
<i>To select an order choice, type in the text box or select an order choice list.</i>		

Step 15: Select the order choice needed by clicking in the “**Select**” box.
(Select ONE order choice only)

Order Choice Search ✕

Order Choice Name:

Search All Order Choices
 Search Order Choice List: Rabies Tests ▼
 Search Profiles

Select	Abbreviation	Name	Alternate ID1	Collection Information	Host Codes
<input checked="" type="checkbox"/>	90610 (Animal)	Rabies Examination (Animal Exposure)	90610 (Animal)	Tissue in Not Specified	
<input type="checkbox"/>	90600 (Human)	Rabies Examination (Human Exposure)	90600 (Human)	Tissue in Not Specified	
<input type="checkbox"/>	90620 (Both)	Rabies Examination (Human/Animal Exposure)	90620 (Both)	Tissue in Not Specified	
<input type="checkbox"/>	90630 (None)	Rabies Examination (No Bite/No Exposure)	90630 (None)	Tissue in Not Specified	
<input type="checkbox"/>	90640 (Unknown)	Rabies Examination (Unknown Bite/Exposure)	90640 (Unknown)	Tissue in Not Specified	

Selected Items

Select	Abbreviation	Name	Alternate ID1	Collection Information	Host Codes	Count	Remove
No selected records							

Step 16: When you click in the **“Order Choices”** box, the order choice(s) will move down to the **“Selected Items”** section. Click the **“Add Selected Items”** button located at the bottom right of once all choices are selected.

Order Choice Search ✕

Order Choice Name:

- Search All Order Choices
- Search Order Choice List:
- Search Profiles

Select	Abbreviation	Name	Alternate ID1	Collection Information	Host Codes
<input type="checkbox"/>	90600 (Human)	Rabies Examination (Human Exposure)	90600 (Human)	Tissue in Not Specified	
<input type="checkbox"/>	90620 (Both)	Rabies Examination (Human/Animal Exposure)	90620 (Both)	Tissue in Not Specified	
<input type="checkbox"/>	90630 (None)	Rabies Examination (No Bite/No Exposure)	90630 (None)	Tissue in Not Specified	
<input type="checkbox"/>	90640 (Unknown)	Rabies Examination (Unknown Bite/Exposure)	90640 (Unknown)	Tissue in Not Specified	

Showing 1 to 4 of 4 entries

Selected Items							
Select	Abbreviation	Name	Alternate ID1	Collection Information	Host Codes	Count	Remove
<input checked="" type="checkbox"/>	90610 (Animal)	Rabies Examination (Animal Exposure)	90610 (Animal)	Tissue in Not Specified		1	✕

Step 17: Answer all the required **“Clinical Information”** questions at the bottom of the page, then click **“Save”**.

Documentation and Actions

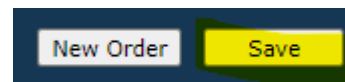
Print Labels **Clinical Info** Requisition(s) Lab Report Cancel Order

Clinical Information

Order Choices	Clinical Info	Response
90610 (Animal)	R03-Was Animal Vaccinated for Rabies?*	<input type="text"/>
90610 (Animal)	R04-Animal Submitted?*	<input type="text"/>
90610 (Animal)	R05-Cause of Death*	<input type="checkbox"/> Euthanized <input type="checkbox"/> Found dead <input type="checkbox"/> Not Provided <input type="checkbox"/> Illness <input type="checkbox"/> Other
	Additional Note	<input type="text"/>
90610 (Animal)	R05a-Animal Death Date:*	<input type="text"/> / <input type="text"/> / <input type="text"/>
90610 (Animal)	R06-Animal Behavior Before Death*	<input type="checkbox"/> Apparently normal <input type="checkbox"/> Appeared sick <input type="checkbox"/> Aggressive <input type="checkbox"/> Lethargic or in coma <input type="checkbox"/> Drooling saliva <input type="checkbox"/> Overly friendly <input type="checkbox"/> Wobbly gait <input type="checkbox"/> Paralysis <input type="checkbox"/> Wild animal out in daylight <input type="checkbox"/> Not afraid of humans or domestic animals <input type="checkbox"/> Other <input type="checkbox"/> Not Provided <input type="checkbox"/> Unknown

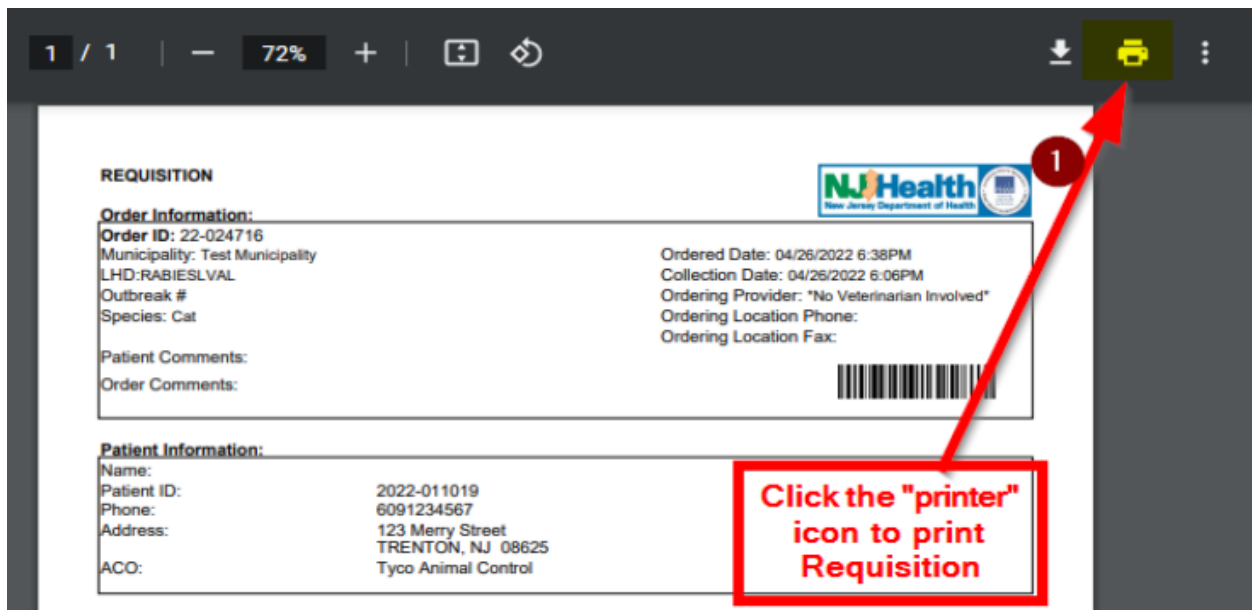
Save Cancel

Click **“Save”** at the bottom right corner of the page.



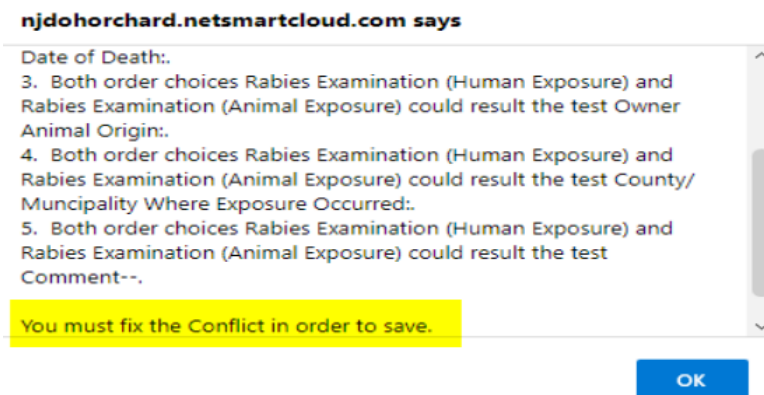
YOUR ORDER HAS NOW BEEN SUBMITTED.

Step 18: The “**Requisition**” form will pop-up for you to print and submit with specimen. Click “**OK**” located at the bottom right after printing form.



The screenshot shows a web browser window displaying a requisition form. The browser's address bar shows '1 / 1' and a zoom level of '72%'. The form is titled 'REQUISITION' and features the 'NJ Health' logo. It is divided into two main sections: 'Order Information' and 'Patient Information'. The 'Order Information' section includes fields for Order ID (22-024716), Municipality (Test Municipality), LHD (RABIESLVAL), Outbreak #, Species (Cat), and various dates and provider details. The 'Patient Information' section includes Name, Patient ID (2022-011019), Phone (6091234567), Address (123 Merry Street, TRENTON, NJ 08625), and ACO (Tyco Animal Control). A red arrow points from a red box containing the text 'Click the "printer" icon to print Requisition' to the printer icon in the browser's toolbar. A red circle with the number '1' is also placed over the printer icon.

Note: If more than one order choice is selected, you will get the pop-up message below, asking you to remove one of the older choices. The system will not let you submit the order with more than one order choice selected.



1. Click “**OK**” on the pop-up message.
2. In the “**Order Choices**” section, click on the “**X**” under “**Cancel**” to remove the order choice.
3. Click “**Save**”.
4. Click “**Save**” again if the clinical questions pop-up.