

PHEL Online Orders and Reporting Account Creation Instructions

Step 1: Create an Account

1. Identify within your facility who needs access to test ordering only, and who will need access to BOTH test ordering and viewing results. This is entirely up to you and your patient data access policies.
2. Once you have everyone's, name, phone, email address, and designated access level, click on this link, fill out and submit the form, and wait for a follow up email.
http://nj.gov/health/phe/phe_lims.shtml
3. Our IT team will process your form and create accounts for each of your staff.
4. Once your accounts have been created, each member of your team will receive 2 emails. Please assure that each person on your team follows up with the email instructions.
 - a. Email from MyNJ with instructions on how to create a MyNJ Account and add the **PHEL Orders and Reporting** application to your account using the authorization code provided.
 - b. Email with step-by-step instructions on how to submit an order.
5. At the end of this process each person within your facility that you have listed will have a My NJ Account and a **PHEL Orders and Reporting** account. The **PHEL Orders and Reporting** account is accessed through the MyNJ portal. Passwords can be reset as needed.

PROBLEMS WITH CREATING AN ACCOUNT?

Contact our LIMS Team at:

LIMSIT-Services@doh.nj.gov

Step 2: Test Ordering

Once you have made your account, a user instruction document will be sent to you with detailed descriptions of how to create new test orders. You are now able to use PHEL's online Orders and Reporting portal to create electronic test requisitions.

If you would like additional training resources, please feel free to reach out to LIMSIT-Services@doh.nj.gov and we will be happy to assist you.