

eOrder New Facility Flowchart

All Non-NYC employee must create a NYC.ID account: <https://a816-phl.nyc.gov/PHLeOrder/>
HHC employees use "NYC employee" on the right-hand side of the login screen.

Login and register using your facility address and work email.

Does your facility use eOrder? NOTE: If you are not sure, use the search field to look up your facility prior to creating a new one.

NO

YES

Select 'Create New Facility'

Enter Facility and Location information

Did you add a submitter?

NO

YES

Add your submitter with a valid Clinical PFI, NPI or Medical License Number

*Proceed to 'EORDER TEST ORDERING FLOWCHART'

Select your facility and proceed. NOTE: Please add a message for your site admin to approve you.

*Please note that you will be given access provisionally until you are approved by PHL staff. Please contact PHLeorderSupport@health.nyc.gov once you've submitted your request

Contact Us:

eOrder Support E-Mail

PHLeOrderSupport@health.nyc.gov

Microbiology 212-447-2783

Virology 212-447-2864