# Cervical Cytology ICE system user manual

Instructions for Greater Manchester, Cumbria and Lancashire GP practices accessing ICE Desktop via Internet Explorer

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1. Access and login instructions

1.1. Internet Explorer web browser:

Open Internet Explorer and copy the https://cytoice.cmft.nhs.uk/icedesktop link into the address bar, hit <enter> to open the ICE Desktop website

(Please note that ICE is currently only compatible with the Internet Explorer browsers)

1.2. Login to ICE Desktop application:

Click on either ‘ICEdesktop’ logo on centre of the screen or on ‘Login’ button on the left side of the screen, login page will be displayed. Login using your personal user credentials:

<table>
<thead>
<tr>
<th>Username:</th>
<th>Password:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default</td>
<td>GMC or NMC</td>
</tr>
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</table>

An initial password will be provided by the laboratory IT service desk. If you have not already received a password, please contact labs.sd@cmft.nhs.uk

Once you have successfully logged in and saved your new personal password, you will be prompted to select the login location from the drop down list.

Note:
Ensure you select the correct location as this will be used by the laboratory to return test result for that patient to the correct practice, both electronically and on paper (if enabled).
2. Patient records

2.1. Searching for a patient

Once logged-in you should see the page below, use NHS number only to perform a search on the existing patient database

Note:
Ignore the ‘Patient name’, ‘Hospital number’ and ‘Date of Birth’ options as these are deactivated and will not display any results even when matching patient record is held by the system.

System will now display a patient record identified during the search, click on it to select it. Patient details will display on the top pane, always ensure that the correct record is selected.
2.2. Editing an existing patient record

Should you notice that patient’s record isn’t up to date (i.e. patient changed their home address or changed their surname), you will have to edit that record and amend it before completing new Cytology Screen electronic request.

**Note:**
*Ensure that you only edit patient records for which you have verified the details.*

Once you have found and selected patient record for editing, click on ‘View Details’ button located in right hand corner of the patient details pane:

You will now see the following summary screen, click on ‘Edit Patient’ button to edit the record:

Once you are happy with changes, click on ‘Save patient details’ button to update it.
2.3. Creating new patient records

Despite our best efforts, there may be times when the patient record you are searching for doesn’t exist in the system yet. Should you identify any missing patient records, you will have to create new patient record in ICE before completing the Cervical Screen electronic request.

**Note:**
*Follow steps from section 2.1 ensuring that no patient record exists for that NHS number, if it does but needs amending please follow instructions in section 2.2 instead to avoid duplicate records being created!*

When you are absolutely sure that no previous records exist for that patient, click on the ‘Add new patient’ button now located on the top pane following an unsuccessful patient search:

You will be presented with the new patient entry form, ensure that details entered have been previously validated and don’t contain any mistakes. The following details are mandatory:

- NHS Number (verified)
- Title
- Forename
- Surname
- Date of Birth
- Sex
- Address
- Postcode
- Contact number

**Note:**
*It is very important that patient’s postcode is entered in the correct format i.e. all letters are in upper case – M13 9WL*

Once completed, click on ‘Add patient to ICE’ to create new patient record, it is now ready to submit new electronic Cytology request (see next section).
3. Ordering Cervical Screen

3.1. Finding and selecting new test request

Now that you have selected the correct patient record, you should be able to make a new Cervical Screen electronic request. To do so, click on the ‘Order Test’ button located on left side of the screen under the ‘Interop Options’ tab:

You will be automatically navigated to the GMCS requesting page. Click on the little book symbol next to ‘Cervical Screen’ test to open the attached link containing further information about the screening programme or test itself.

Once happy with the information, please click on ‘Cervical Screen’ to select it and proceed to the questionnaire.

You will now be asked to complete the request questionnaire, please see next section for details.
3.2. Completing the questionnaire and clinical details page

You will be now asked to complete the questionnaire providing details requested by the laboratory.

**Note:**
The ‘Condition’, ‘Appearance’ and ‘Haemorrhage’ fields allow for multiple selections (hold ‘Ctrl’ button on your keyboard to select more than one option clicking on them with the mouse). Selecting some of the options will result in additional free-text or calendar pop-ups to be entered (after clicking ‘OK’ on the main questionnaire).
Once the above questionnaire has been completed, please click on the ‘Continue with request...’ green button located in the bottom left corner of the requesting screen:

You will now be asked to select the requesting GP (that the patient is registered with) from the drop down list together with providing Clinical Details relevant to this order:

**Note:**

*GPs are linked to the practice locations, this will default to the location selected when logging into the system (see section 1.2). Should the GP drop down list be empty or incomplete, please get in touch with Labs IT specifying amendments required.*
3.3. Printing of request form

Once all required details have been entered, you are ready to submit your new Cytology Screen request and print out the A4 request form. The form have be sent together with the specimen (attached to the specimen bag). It will contain all of the details you have just entered together with your details (Sample Taker) used for performance monitoring.

**Note:**
*Remember to sign each form in the section provided.*

Click on the ‘Accept Request’ button to submit the request, the default Windows print pop-up will be displayed asking you to select the printer you wish to send the form to, select the correct printer and click on ‘Print’.

Click on ‘Reprint’ should there be a problem with the first copy (i.e. paper jam), click on the ‘Proceed’ button if you are happy with the printed form and to finish the process.

An example Request Form is available from the Appendix2.
4. Editing and reprinting of an existing order

4.1. Editing test details

Should you wish to make amendments to the order you have just submitted, you can easily edit it and print a new request form containing newly entered details.

First, find the order you want to edit by accessing the ‘Patient Request List’ button located on left side of the screen under the ‘Interop Options’ tab. A list of already submitted orders for that patient will be displayed, click once on the order you wish to edit, a list of available options will be displayed:

Note:
Only orders with the status of ‘REQ’ can be edited. Once the order is edited you must attach the newly printed request form to the sample, remember to discard the old form.

The first option on the list is ‘Edit request’, once clicked you will be presented with the requesting screen with the Cervical Screen test already selected. Click on the ‘Continue with request…’ green button located in left bottom corner of the screen to proceed to the next requesting screen (as seen on page 8).

Now, depending on what you want to amend ether select new GP from the drop-down list, amend the Clinical Details or click on the ‘Review’ button located in the bottom right corner of the screen to amend details provided in the questionnaire. Clicking on the ‘Review’ button will display answers to the questionnaire completed for that request, click on ‘Replay Rules’ button to complete the questionnaire again:
Follow the steps from section 3.1 to submit the amended request details and print new request form. Newly entered details will now overwrite the request you edited.

4.2. Reprinting the A4 request form

First find the order you want to reprint by accessing the ‘Patient Request List’ button located on left side of the screen under the ‘Interop Options’ tab. A list of already submitted orders for that patient will be displayed, click once on the order you wish to reprint, list of available options will be displayed:

**Note:**

Only orders with the status of ‘REQ’ can be reprinted. Once reprinted you must attach the newly printed request form to the sample discarding the old form.

The third option from top reads ‘Reprint Request’, click the button to print the form (the remaining steps are identical to section 3.3).
5. Cervical Screen test results

5.1. Viewing results

To view Cervical Screening test results please follow instructions from section 2.1 to find and select the patient record, next click on ‘Patient report List’ button located on left side of the screen under the ‘Interop Options’ tab.

A list of results will now be displayed in a chronological order:

Various filtering options are available from the top pane; remember to hit the ‘Search’ button should you use any of them to refresh the list of results.

Click on the result of interest to access full result details:

5.2. Printing results
Follow the instructions from section 5.1 to find and open the result for printing. From the detailed result screen click on ‘Print’ button located on the top navigation pane, select the printer you wish to use and click on ‘Print’ again:
Appendix 1 – Example request form

Cervical Screening Request Form

<table>
<thead>
<tr>
<th>Cytology Primary Screen</th>
<th>Order Number: CI37031</th>
</tr>
</thead>
</table>

**Patient Details:**
- NHS No: 9999999470
- Surname: Editspatient
- Forename: Two
- DOB: 28/02/1964
- Sex: Female
- Address: Aquinas II, Waterlinks, Aston Cross, B6 5RR

**Requester Details:**
- Sample Taker: TEST, GP ST (X12345Y)
- Contact No:
- GP: Dr GP Virtualone (ZZZZ1)
- Location: Virtual GP Practice (ZZZZ4)
- Copy to GP: ()
- Copy to Location: ()

**Request Details:**
- Previous test date: 08 Nov 2013
- LMP: Unknown
- Reason for request: Routine recall
- Sampler: Cervix-Brush ® (Broom)
- Site: Cervix

**Clinical Details:**
- Condition: None
- Appearance: Normal
- Haemorrhage: None
- Date and Time of request: 08/11/16 - 09:03

**Testing the System**

**Signature:** Sign Here

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https://cytose.cmf.lhs.uk/icede...

08/11/2016
Appendix 2 – Laboratory Service Desk contact details

Should you experience any technical difficulties accessing the Cytology ICE system (https://cytoice.cmft.nhs.uk/icedesktop), please contact the Laboratory Service Desk team using details provided below:

Email: Labs.SD@cmft.nhs.uk
Tel.: 0161 276 4079

Note:

New ICE user requests will be only accepted via email (additional information might be required i.e. Smear Taker training status).