



## 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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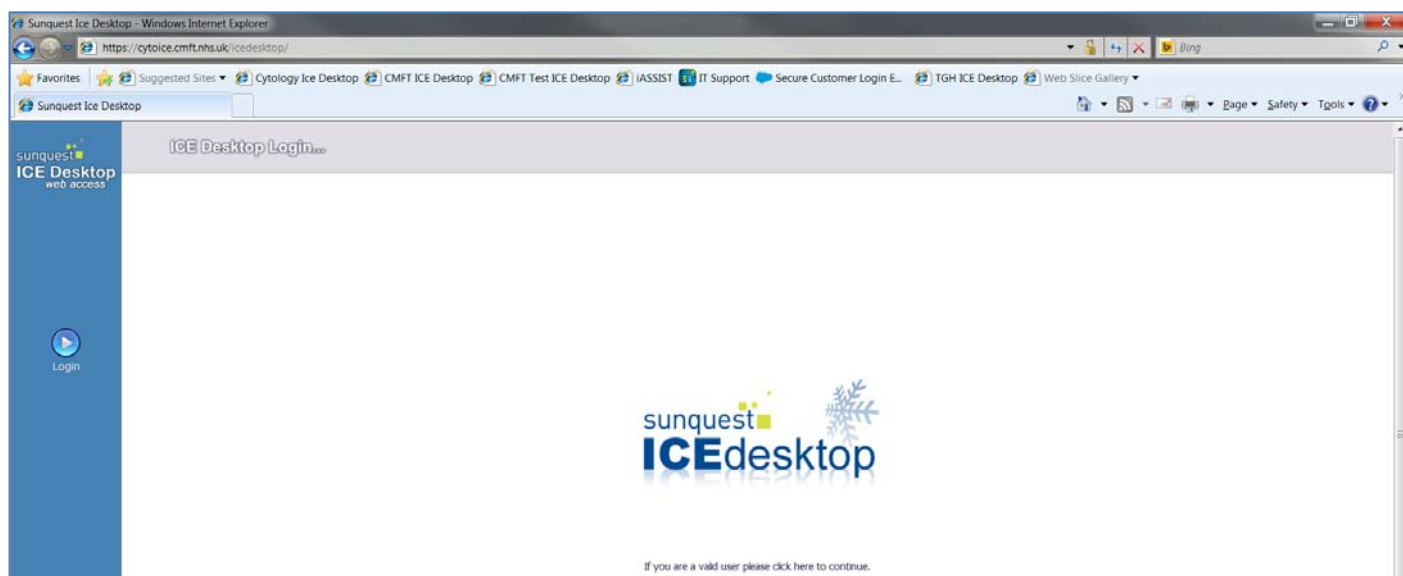




## 1. Access and login instructions

### 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:

|         | Username:  | Password:   |
|---------|------------|---|
| Default | GMC or NMC | <i>An initial password will be provided by the laboratory IT service desk. If you have not already received a password, please contact <a href="mailto:labs.sd@cmft.nhs.uk">labs.sd@cmft.nhs.uk</a></i> |

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

| Hosp No. | Surname        | Forename | DOB        | Sex | NHS Number   | Address  | List                     |
|----------|----------------|----------|------------|-----|--------------|--|--------------------------|
| ICE2     | Editestpatient | Three    | 19/07/1978 | F   | 999 999 9484 | Hexagon House, Pynes Hill, Rydon Lane, Exeter, EX2 5SE | <input type="checkbox"/> |

#### 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.

| Event        | Description         | Clinician | Location |
|--------------|---------------------|-----------|----------|
| Order placed | XYZ2 Virtual Test 2 | TEST1     | ZZZ      |
| Order placed | XYZ1 Virtual Test 1 | TEST1     | ZZZ      |
| Order placed | RPT Cervical Screen | TEST1     | ZZZ23    |
| Order placed | RPT Cervical Screen | TEST1     | ZZZ26    |
| Order placed | RPT Cervical Screen | TEST1     | ZZZ23    |
| Order placed | RPT Cervical Screen | TEST1     | ZZZ24    |
| Order placed | RPT Cervical Screen | TEST1     | ZZZ24    |
| Order placed | RPT Cervical Screen | TEST1     | ZZZ24    |
| Order placed | RPT Cervical Screen | TEST1     | ZZZ24    |



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.

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

Hospital Number: ICE1



NHS Number: 999 999 9468

Lane, Birmingham, B65R...


Sex: Male


Telephone No:

<< Back

View Details



☒ Include episodes 

Results per page 20 

Earlier records

Later records

|   | Clinician | Location | Status              |
|---|-----------|----------|---------------------|
| ? | TEST1     | ZZZZ3    | <a href="#">REQ</a> |
|   | TEST1     | ZZZZ2    | <a href="#">REQ</a> |
|   | TEST1     | ZZZZ2    | <a href="#">BKD</a> |

|   |  |  |  |                                 |  |   |  |
|---|--|--|--|---------------------------------|--|---|--|
| Patient Name: Mr One EDITESTPATIENT   |  | Hospital Number: ICE1  |  | Sex: Male                       |  | <a href="#">&lt;&lt; Back</a>   |  |
| Date of Birth: 27 January 1925  |  | NHS Number: 999 999 9468   |  |                                 |  |   |  |
| Address: Aqueous II, Waterlinks, Aston Cross, Rocky Lane, Birmingham, B65R... |  |  |  | Telephone No:                   |  | <a href="#">View Details</a>  |  |
| Patient Details:  |  |  |  | Patient Location:               |  |   |  |
| NHS Number:   |  | 9999999468   |  |                                 |  |   |  |
| Hospital Number:  |  | ICE1   |  | Merged patients (minor record): |  |   |  |
| Patient Information:  |  |  |  |                                 |  |   |  |
| Patient Name:   |  | Mr, One, Editestpatient  |  | Additional Information:         |  |   |  |
| Date of Birth:  |  | 27 Jan 1925  |  | Patient Episode:                |  |   |  |
| GP:   |  | Dr GP Virtualone, Virtual GP Practice                                  |  |                                 |  |   |  |
| Marital Status:   |  | Married  |  |                                 |  | C0000003 - TEST COLPOSCOPY - Virtual Community Clinic   |  |
| Sex:  |  | Male   |  |                                 |  | 0000000000 - 05 Mar 2012 08:00 - 20 Mar 2012 08:00  |  |
| VIP:  |  | False  |  |                                 |  |   |  |
| Smoking Status:   |  | Unknown if ever smoked   |  |                                 |  |   |  |
| Address and Contact details :   |  |  |  |                                 |  |   |  |
| Patient Address :   |  | Aqueous II, Waterlinks<br>Aston Cross, Rocky Lane, Birmingham<br>B65RQ |  |                                 |  |   |  |
| Blood Details:  |  |  |  |                                 |  |   |  |
|   |  | The blood group has NOT previously been changed.                       |  |                                 |  |   |  |
| <div>Edit Patient</div>   |  |  |  |                                 |  |   |  |

4 | Page





### 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:

The screenshot shows the 'icedesktop' interface. At the top, there is a search bar with '111111111' entered and a search button. Below the search bar, there are radio buttons for 'NHS Number', 'Patient Name', 'Hospital Number', and 'Date of Birth', with 'NHS Number' selected. To the right of these is a link for 'Advanced Search'. Below the search options, there are two tabs: 'Ward List' and 'My Patients'. Below the tabs, there is a table header with columns: 'Hosp No.', 'Surname', 'Forename', 'DOB', 'Sex', 'NHS Number', and 'Address'. The table body is currently empty.

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:

The screenshot shows the Sunquest Ice Desktop interface in Internet Explorer. The patient information at the top includes: Patient Name: Ms Three EDITESTPATIENT, Hospital Number: 03707585, Date of Birth: 19 July 1978, NHS Number: 999 999 9484, and Address: Hexagon House, Pynes Hill, Rydon Lane, Exeter, EX2 5SE. The left sidebar contains buttons for Patient Search, Interop Options, Order Test, and Patient Request List. The main area displays a timeline of events for 16/02/2012 at 10:06:28. The events are listed in a table with columns for Event and Description.

| Event                             | Description  |
|-----------------------------------|--|
| continuation of non episode range |  |
| Report issued                     | Report, Report<br>Sample Collected: 16/03/2016 12:04                 |
| Report issued                     | Report<br>Sample Collected: 16/03/2016 12:26                         |
| Report issued                     | Report, Report, Report, Report<br>Sample Collected: 16/03/2016 12:31 |
| Report issued                     | Report, Report, Report, Report<br>Sample Collected: 16/03/2016 12:31 |
| Report issued                     | Report, Report, Report, Report<br>Sample Collected: 16/03/2016 12:31 |
| Report issued                     | Report, Report, Report, Report<br>Sample Collected: 16/03/2016 12:31 |

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.

The screenshot shows the GMCS interface. At the top, patient information is displayed: Patient Name: Ms Three EDITESTPATIENT, Hospital Number: 03707585, Date of Birth: 19 July 1978, NHS Number: 999 999 9484, Sex: Female, Address: Hexagon House, Pynes Hill, Rydon Lane, Exeter, EX2 5SE, and Telephone No: 999 999 9484. The main area is titled 'Cervical Screen' and contains a note: 'Note: If the cervix looks abnormal, this test is not appropriate in primary care.' Below the note, there is a search bar and a button labeled 'Set as Default Panel'. The 'Cervical Screen' test is selected, and a 'KEY' button is visible on the right.

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).*

Rules -- Webpage Dialog

**GMCS - Rule Panel**

**GMCS - Previous Test Date**  
Please select the previous test date:

22 / 03 / 2016

**GMCS - LMP Question**  
Is the LMP date known?

☐ Yes ☐ No

**GMCS - Reason For Request**  
Please select the reason for performing the smear:

(Please Select)

**GMCS - Sampler**  
Please select the sampler used from the list below:

Cervix-Brush ® (Broom)

**GMCS - Site**  
Please select the specimen site from the list below:

(Please Select)

**GMCS - Condition**  
Please select the condition from the list below:

- Pregnant
- Postnatal (<12 weeks)
- IUCD
- Oral contraceptives
- Other hormones
- Postmenopausal

OK



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:

| Requested            | Investigations  |
|----------------------|-----------------|
| 21 Mar 2016 14:42:57 | Cervical Screen |
| 21 Mar 2016 14:25:45 | Cervical Screen |
| 18 Mar 2016 10:06:18 | Cervical Screen |
| 18 Mar 2016 09:28:56 | Cervical Screen |
| 18 Mar 2016 10:05:04 | Cervical Screen |

Continue with request...

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.*

Please complete the following details regarding your request. Once you have completed the details, click the 'Accept Request' button to continue or 'More Tests' to add more tests. Fields with a shaded background are mandatory.

| General Details:            |                                | Order Details:  |
|-----------------------------|--------------------------------|---|
| User:                       | X12345Y                        | GM Cervical Screening   |
| Bleep / Contact No:         |                                | Tests in this order: Cervical Screen  |
| Requesting Consultant / GP: | Select...<br>Virtualone, Dr GP | Priority: Screening   |
| Location:                   | Virtual GP Practice            | Order Clinical Details:   |
| Category:                   | NHS                            | testing   |
|                             |                                | Sample collection options:<br><input checked="" type="radio"/> Sample collected |







### 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.

The image shows a Windows 'Print' dialog box on the left and a processing screen on the right. The 'Print' dialog box has two tabs: 'General' and 'Options'. Under 'General', there is a 'Select Printer' section with a list of printers: 'Follow-You on equitrac-02', 'HP Color LaserJet CP3525', 'HP LaserJet P3010 Series UPD PCL 5', 'Microsoft XPS Document Writer', 'PDFCreator', and 'Send To OneNote 2010'. Below this is a status bar showing 'Status: Toner/Ink Low', 'Location:', and 'Comment:'. There are buttons for 'Print to file', 'Preferences', and 'Find Printer...'. Under 'Options', there is a 'Page Range' section with radio buttons for 'All' (selected), 'Selection', and 'Pages:'. There is also a 'Number of copies' section with a spinner set to '1' and a 'Collate' checkbox which is checked. At the bottom are 'Print', 'Cancel', and 'Apply' buttons. The processing screen on the right has a light blue background. It features a large orange-bordered box with a red exclamation mark icon and the text 'Your request is being processed...'. Below this is a yellow 'Proceed' button. Underneath the button is red text: 'IMPORTANT: Ensure that the order has been printed, before pressing PROCEED button'. At the bottom is a green 'Reprint' button. Below the 'Reprint' button is green text: 'If you need to re-print this request (for example, if you experienced printer problems on the automatic print) then click on the 'Reprint' button to get another print before proceeding.'

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.*

**Patient Name:** Ms Thres EDITESTPATIENT  
**Date of Birth:** 19 July 1978  
**Address:** Hexagon House, Pynes Hill, Rydon Lane, Exeter, EX5 5SE

**Hospital Number:** 03707585  
**NHS Number:** 999 999 9484

**Sex:** Female  
**Telephone No:**

**Status:** [ALL] (excludes deleted requests)  
**Sample type:** [All sample types] **Sample Status:** [Show All]

**Requests By Patient:**

| Date/Time Requested | Sample Collection | Investigations (Request Comment, Clinical Details)  | Loc    | Ordered By    | Status |
|---------------------|-------------------|---|--------|---------------|--------|
| 21 Mar 2016 14:42   | 21 Mar 2016 14:42 | RPT - Cervical Screen (Type of screen=HPV Primary Screen, Previous test date=20 Mar 2014, LMP=(LMP date=07 Mar 2016), Reason for smear=Previous abnormal test, Sampler=Cervix-Brush @ + Endocervical sampler, Specimen site=Cervix, Condition=Postmenopausal, Appearance=Ecctopy, Haemorrhage=Postcatal bleeding, Total Hysterectomy?)                        | P91020 | X12345Y       | RR     |
| 21 Mar 2016 14:25   | 21 Mar 2016 14:25 | RPT - Cervical Screen (Type of screen=Cytology Primary Screen, Previous test date=21 Mar 2014, LMP=Unknown, Reason for smear=Routine recall, Sampler=Cervix-Brush @ (Broom), Specimen site=Cervix, Condition=IUCD, Appearance=Normal, Haemorrhage=Intermenstrual bleeding, Total Hysterectomy?=No)  | P84039 | X12345Y       | RR     |
| 18 Mar 2016 10:06   | 18 Mar 2016 10:06 | RPT - Cervical Screen (Type of screen=Cytology Primary Screen, Previous test date=18 Mar 2014, LMP=Unknown, Reason for smear=Routine recall, Sampler=Cervix-Brush @ (Broom), Specimen site=Vaginal vault (to be taken in colposcopy only), Condition=Oral contraceptives, Appearance=Cervicitis, Haemorrhage=Intermenstrual bleeding, Total Hysterectomy?=No) | ZZZZZ  | matusz Jablki | REQ    |
| 18 Mar 2016 09:28   | 18 Mar 2016 09:28 | RPT - Cervical Screen (Type of screen=Cytology Primary Screen, Previous test date=18 Mar 2014, LMP=Unknown, Reason for smear=Routine recall, Sampler=Cervix-Brush @ (Broom), Specimen site=Cervix, Condition=Unknown, Appearance=Ecctopy, Haemorrhage=Irregular bleeding, Total Hysterectomy?=No)   | ZZZZZ  | matusz Jablki | REC    |
| 18 Mar 2016 10:05   | 18 Mar 2016 10:05 | RPT - Cervical Screen (Type of screen=HPV Primary Screen, Previous test date=18 Mar 2014, LMP=Unknown, Reason for smear=Routine recall, Sampler=Cervix-Brush @ (Broom), Specimen site=Cervix, Condition=Pregnant, Appearance=Normal, Haemorrhage=Intermenstrual bleeding, Total Hysterectomy?=No)   | ZZZZZ  | matusz Jablki | REQ    |
| 16 Mar 2016 15:31   | 16 Mar 2016 15:31 | RPT - Cervical Screen (Type of screen=Cytology Primary Screen, Previous test date=16 Mar 2014, LMP=Unknown, Reason for smear=Routine recall, Sampler=Cervix-Brush @ (Broom), Specimen site=Cervix, Condition=Postnatal (<12 wks), Appearance=Normal, Haemorrhage=Intermenstrual bleeding, Total Hysterectomy?=No)   | ZZZZZ  | X12345Y       | REC    |
| 16 Mar 2016 12:40   | 16 Mar 2016 12:39 | RPT - Cervical Screen (Type of screen=HPV Primary Screen, Previous test date=16 Mar 2014, LMP=Unknown, Reason for smear=Routine recall, Sampler=Cervix-Brush @ + Endocervical sampler, Specimen site=Cervix, Condition=Unknown, Appearance=Normal, Haemorrhage=Intermenstrual bleeding, Total Hysterectomy?=No)   | ZZZZZ  | Y12345X       | RR     |
| 16 Mar 2016 12:36   | 16 Mar 2016 12:36 | RPT - Cervical Screen (Type of screen=HPV Primary Screen, Previous test date=16 Mar 2014, LMP=Unknown, Reason for smear=Routine recall, Sampler=Cervix-Brush @ + Endocervical sampler, Specimen site=Cervix, Condition=Unknown, Appearance=Normal, Haemorrhage=Intermenstrual bleeding, Total Hysterectomy?=No)   | ZZZZZ  | Y12345X       | RR     |
| 16 Mar 2016 12:32   | 16 Mar 2016 12:31 | RPT - Cervical Screen (Type of screen=HPV Primary Screen, Previous test date=16 Mar 2014, LMP=Unknown, Reason for smear=Routine recall, Sampler=Cervix-Brush @ + Endocervical sampler, Specimen site=Cervix, Condition=Unknown, Appearance=Normal, Haemorrhage=Intermenstrual bleeding, Total Hysterectomy?=No)   | ZZZZZ  | Y12345X       | RR     |
| 16 Mar 2016 12:31   | 16 Mar 2016 12:31 | RPT - Cervical Screen (Type of screen=HPV Primary Screen, Previous test date=16 Mar 2014, LMP=Unknown, Reason for smear=Routine recall, Sampler=Cervix-Brush @ + Endocervical sampler, Specimen site=Cervix, Condition=Unknown, Appearance=Normal, Haemorrhage=Intermenstrual bleeding, Total Hysterectomy?=No)   | ZZZZZ  | Y12345X       | RR     |
| 16 Mar 2016 12:26   | 16 Mar 2016 12:26 | RPT - Cervical Screen (Type of screen=HPV Primary Screen, Previous test date=16 Mar 2014, LMP=Unknown, Reason for smear=Routine recall, Sampler=Cervix-Brush @ + Endocervical sampler, Specimen site=Cervix, Condition=Unknown, Appearance=Normal, Haemorrhage=Intermenstrual bleeding, Total Hysterectomy?=No)   | ZZZZZ  | X12345Y       | RR     |
| 16 Mar 2016 12:24   | 16 Mar 2016 12:24 | RPT - Cervical Screen (Type of screen=HPV Primary Screen, Previous test date=16 Mar 2014, LMP=Unknown, Reason for smear=Routine recall, Sampler=Cervix-Brush @ + Endocervical sampler, Specimen site=Cervix, Condition=Unknown, Appearance=Normal, Haemorrhage=Intermenstrual bleeding, Total Hysterectomy?=No)   | ZZZZZ  | Y12345X       | RR     |
| 16 Mar 2016 12:08   | 16 Mar 2016 12:08 | RPT - Cervical Screen (Type of screen=HPV Primary Screen, Previous test date=16 Mar 2014, LMP=Unknown, Reason for smear=Routine recall, Sampler=Cervix-Brush @ + Endocervical sampler, Specimen site=Cervix, Condition=Unknown, Appearance=Normal, Haemorrhage=Intermenstrual bleeding, Total Hysterectomy?=No)   | ZZZZZ  | X12345Y       | RR     |

Interlop Options

Order Test

Patient Request List

Patient Report List

Log Off

Rules -- Webpage Dialog

Edit Request

Delete Request

Reprint Request

Write Report

Sample Now

Book Appointment

View Order

Transfusion Activity

View Audit Trail

ICEMail

Cancel

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 either 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:



|                |  |                  |  |
|----------------|--|------------------|--|
| Patient Name:  | Ms Three EDITESTPATIENT                                | Hospital Number: | 03707585 <a href="#">See Case Note Numbers</a> |
| Date of Birth: | 19 July 1978   | NHS Number:      | 999 999 9484                                   |
| Address:       | Hexagon House, Pynes Hill, Rydon Lane, Exeter, EX2 5SE |                  |  |

Investigations Requested:

↑ GM Cervical Screening

Cervical Screen

Type of screen - *Cytology Primary Screen*  
Previous test date - *18 Mar 2014*  
LMP - *Unknown*  
Reason for smear - *Routine recall*  
Sampler - *Cervix-Brush ® (Broom)*  
Specimen site - *Vaginal vault (to be taken in colposcopy only)*  
Condition - *Oral contraceptives*  
Appearance - *Cervicitis*  
Haemorrhage - *Intermenstrual bleeding*  
Total Hysterectomy? - *No*

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:

Location

[All locations]

[Clear]

Filter by specialty

[All specialties]

Requesting Clinician

All Clinicians

Show reports up to

22/03/2016

Show reports from

08/03/2016

Show

All reports

Investigation

All Investigations

[Clear]

Print

last

5

reports.

Requesting User

<<< Earlier reports

Later reports >>>

Search

| ! |  |    | Status             | Investigation           | Requesting Clinician      | Location  | Sample Number     | Sample Collected  | Sample Received   | Reported |
|---|--|----|--------------------|-------------------------|---------------------------|-----------|-------------------|-------------------|-------------------|----------|
|   |  | F  | Report             | Dr VJK TREHAN           | BROOKS BAR MEDICAL CENTRE | 002026.16 | 21 Mar 2016 00:00 | 21 Mar 2016 14:44 | 21 Mar 2016 15:02 |          |
|   |  | F  | Report             | Dr. S. MIHAJLOVIC       | THE RANGE MEDICAL CENTRE  | 002025.16 | 21 Mar 2016 00:00 | 21 Mar 2016 14:44 | 21 Mar 2016 15:02 |          |
|   |  | F  | Report, Report     | In CHARGE DR            | Virtual Community Clinic  | 002020.16 | 16 Mar 2016 00:00 | 16 Mar 2016 15:08 | 17 Mar 2016 13:49 |          |
|   |  | F  | Report, Report     | In CHARGE DR            | Virtual Colposcopy Clinic | 002019.16 | 16 Mar 2016 00:00 | 16 Mar 2016 15:07 | 17 Mar 2016 13:48 |          |
|   |  | F  | Report, Report     | In CHARGE DR            | Virtual Community Clinic  | 002018.16 | 16 Mar 2016 00:00 | 16 Mar 2016 15:06 | 17 Mar 2016 13:46 |          |
|   |  | F  | Report, Report     | In CHARGE DR            | Virtual Colposcopy Clinic | 002017.16 | 16 Mar 2016 00:00 | 16 Mar 2016 15:05 | 17 Mar 2016 13:45 |          |
|   |  | F  | Report, Report,... | In CHARGE DR            | Virtual Community Clinic  | 002016.16 | 16 Mar 2016 00:00 | 16 Mar 2016 15:05 | 17 Mar 2016 13:42 |          |
|   |  | F  | Report             | Dr GP Virtualone        | Virtual GP Practice       | 002015.16 | 16 Mar 2016 00:00 | 16 Mar 2016 15:04 | 17 Mar 2016 11:17 |          |
|   |  | F  | Report, Report     | Dr GP Virtualone        | Virtual GP Practice       | 002014.16 | 16 Mar 2016 00:00 | 16 Mar 2016 15:03 | 17 Mar 2016 11:15 |          |
|   |  | F  | Report, Report     | Dr GP Virtualone        | Virtual GP Practice       | 002013.16 | 16 Mar 2016 00:00 | 16 Mar 2016 15:02 | 17 Mar 2016 11:14 |          |
|   |  | F  | Report, Report     | Dr GP Virtualone        | Virtual GP Practice       | 002012.16 | 16 Mar 2016 00:00 | 16 Mar 2016 15:00 | 17 Mar 2016 11:07 |          |
|   |  | UN | Cervical Screen    | Dr Lead TEST COLPOSCOPY | Virtual Colposcopy Clinic | 1 17      | 20 Jan 2016 12:16 |                   | 20 Jan 2016 12:20 |          |

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:

|   |  |                             |                                 |  |               |
|---|--|-----------------------------|---------------------------------|--|---------------|
| Patient Name:   | Ms Three EDITESTPATIENT                                | Hospital Number:            | 03707585                        | <a href="#">See Case Note Numbers</a>            | Sex: Female   |
| Date of Birth:  | 19 July 1978   | NHS Number:                 | 999 999 9484                    |  |               |
| Address:  | Hexagon House, Pynes Hill, Rydon Lane, Exeter, EX2 5SE |                             |                                 |  | Telephone No: |
| <div>&lt; &gt; Back &lt; Cumulative &gt; All Print</div>  |  |                             |                                 |  |               |
|   | Reported<br>17 Mar 2016 11:17                          | Specialty<br>Histopathology | Location<br>Virtual GP Practice | Clinician<br>Dr GP Virtualone (General Practice) | Status<br>F   |
| system test HPV Primary Screen Unknown Vaginal vault (to be taken in colposcopy only) Abnormal / Suspicious |  |                             |                                 |  |               |
| Sample 002015.16 (LBC (SurePath)) Collected 16 Mar 2016 00:00 Received 16 Mar 2016 15:04                    |  |                             |                                 |  |               |
| Report  |  |                             |                                 |  |               |
| Cytology Report   |  |                             |                                 |  |               |
| HPV PRIMARY SCREENING - NO CYTOLOGY REPORTED.   |  |                             |                                 |  |               |
| High-risk HPV test UNRELIABLE   |  |                             |                                 |  |               |
| Please repeat in 3 months.  |  |                             |                                 |  |               |
| Cytological Pattern   |  | No cytology result [X]      |                                 |  |               |
| Specific Infection  |  | HPV RESULT UNRELIABLE [U]   |                                 |  |               |
| Management Suggested  |  | [R] Repeat in 3 months      |                                 |  |               |

### 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:

Patient Name: Ms Three EDITESTPATIENT Hospital Number: 03707585 [See Case Note Numbers](#)  
Date of Birth: 19 July 1978 NHS Number: 999 999 9484  
Address: Hexagon House, Pynes Hill, Rydon Lane, Exeter, EX2 5SE

< > Back < Cumulative > All Print

| Reported          | Specialty      | Location            | Clinician                           | Status |
|-------------------|----------------|---------------------|-------------------------------------|--------|
| 17 Mar 2016 11:17 | Histopathology | Virtual GP Practice | Dr GP Virtualone (General Practice) | F      |

system test HPV P  
colposcopy only)

**Sample 002015.16 (1)**  
**Report**

**Cytology Rep**  
HPV PRIMARY SCREEN  
High-risk HPV test  
Please repeat in 3

**Cytological Pa**  
**Specific Infec**  
**Management**

Print

General Options

Select Printer

Follow-You on equitrac-02  
HP Color LaserJet CP3525  
HP LaserJet P3010 Series UPD PCL 5  
Microsoft XPS Document Writer  
PDFCreator  
Send To OneNote 2010

Status: Toner/Ink Low  
Location:  
Comment

Print to file Preferences  
Find Printer...

Page Range

All Selection Current Page  
Pages: 1

Enter either a single page number or a single page range. For example, 5-12

Number of copies: 1  
Collate


Print Cancel Apply

End of report



Appendix1 – Example request form

Page 1 of 1

|   |  |
|---|--|
| Central Manchester University Hospitals <b>NHS</b><br>NHS Foundation Trust  |  |
| <b>Cervical Screening Request Form</b>  |  |
| Cytology Primary Screen   | Order Number: <br>C157031   |
| <b>Patient Details:</b><br>NHS No: 9999999476<br>Surname: Editestpatient<br>Forename: Two<br>DOB: 29/02/1964<br>Sex: Female<br>Address: Aqueous II, Waterlinks, Aston Cross, B6 5RQ | <b>Requester Details:</b><br>Sample Taker: TEST, GP ST (X12345Y)<br>Contact No:<br>GP: Dr GP Virtualone (ZZZZ1)<br>Location: Virtual GP Practice (ZZZZ4)<br>Copy to GP: ()<br>Copy to Location: () |
| <b>Request Details:</b><br>Previous test date: 08 Nov 2013<br>LMP: Unknown<br>Reason for request: Routine recall<br>Sampler: Cervix-Brush ® (Broom)<br>Site: Cervix                 | <b>Condition:</b> None<br><b>Appearance:</b> Normal<br><b>Haemorrhage:</b> None<br><b>Date and Time of request:</b> 08/11/16 - 09:03   |
| <b>Clinical Details:</b><br>TESTING THE SYSTEM  |  |
| Signature: <i>Sign Here</i>   |  |

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Page 1 of 1      <https://cytoice.cmft.nhs.uk/icode...>      08/11/2016





## Appendix2 – 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](mailto: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).*

